

Township of Admaston/Bromley
First Monthly Meeting
Thursday, October 5th, 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 21st, 2023](#)
6. Delegations and Guests
7. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris
 - 7a [Zoning By-Law Amendment – 132 South McNaughton Road Report](#)
 - i [Official Plan Amendment 41](#)
 - 7b [Communications Tower - 428 Stone Road](#)
 - i [ON8465 Consultation Package – 428 Stone Road](#)
 - ii [FB Connect Presentation from August 17, 2023 meeting](#)
8. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton
 - 8a [Douglas Recreation Committee – Girl's Night Out – Special Occasion Permit](#)
9. **Operations Committee** – Chair Brian Hamilton, All of Council
 - 9a
10. **Waste Management Committee** – Chair Michael Donohue, All of Council
 - 10a
11. **Finance and Administration Committee** – Chair Michael Donohue, All of Council
 - 11a [Appoint Chief Building Official and Building Inspector Report](#)

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

12a [Douglas Lions Club Annual Fishing Derby Exemption – Open Air Burning By-Law](#)

12b [Police Services Board Minutes – June 21, 2023](#)

12c [Emergency Management Program and Response Plan Report](#)

i [Emergency Response Plan](#)

ii [Emergency Management and Civil Protection Act](#)

12d [2024 Annual Billing Letter to Municipalities](#)

i [Admaston/Bromley's Billing Statement](#)

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

13a [County Council Summary September 2023](#)

14. **By-Laws**

14a [2023-47](#) – Appoint CBO

[2023-48](#) – Appoint Building Inspector

[2023-49](#) – Emergency Management Program & Emergency Response Plan

[2023-50](#) – ZBA 132 South McNaughton Road

15. **Old Business**

15a [Action Tracking List](#)

16. **New Business**

17. **Closed Session**

17a

18. **Confirmatory By-Law**

18a [2023-51](#) being a by-law to confirm proceedings of Council Meeting

19. **Question Period**

20. **Adjournment**

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

Council Information

Township of Admaston/Bromley
Second Monthly Meeting

Council met for their second monthly meeting on Thursday September 21st, 2023. Present were Mayor Michael Donohue, Deputy Mayor Kevin LeGris, Councillors Angela Field, Keith Gourley and Brian Hamilton.

Mayor Donohue joined the meeting at 7:43 pm.

Staff Members present were CAO/Clerk Jennifer Charkavi and Treasurer-Deputy CAO/Clerk Kelly Coughlin. Also present was Audio/Video System Specialist Nate MacIsaac.

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

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

Agenda Item 3 – Approval of Agenda

Resolution No. 14/09/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Council approve the Agenda for September 21st, 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 September 7th, 2023.

Resolution No. 15/09/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Council adopt the following meeting Minutes:

- September 7th, 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 Building and Sewage Report – August

Resolution No. 16/09/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council accepts Building and Sewage Reports for August 2023 as information.

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 August Public Works Report

Resolution No. 17/09/23

Moved by Brian Hamilton, seconded by Keith Gourley

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

Carried

9b Amend Lynch Road Motion to Include County assumption

Resolution No. 18/9/23

Moved by Brian Hamilton, seconded by Keith Gourley

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

AND BE IT FURTHER 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.

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 Group Insurance enhancements effective January 1, 2024

Resolution No. 19/09/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council adopt the changes to group benefit package as outlined in the report presented this date;

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

Carried

Mayor Donohue joined the meeting at 7:43 pm.

11b Short Term Disability Sick Leave Plan Report

Resolution No. 20/09/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED THAT Council adopt D-1 Policy known as “Short Term Disability Sick Leave Plan” effective January 1, 2024, as presented this date;

AND FURTHER THAT Policy D-1 Cumulative Sick Leave Plan be repealed and replaced by the Short Term Disability Sick Leave Plan (D-1), effective January 1, 2024. Carried

11c COLA Report - 2024

Resolution No. 21/09/23

Moved by Kevin LeGris, seconded by Angela Field

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.

Carried

11d Employment By-Law – updated September 2023

Resolution No. 22/09/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLBED THAT Council adopt By-law Nos. 2023-42 Employment By-law and By-law 2023-43 Remuneration of Council.

Carried

11e Fees & Charges By-Law Update Report

Resolution No. 23/09/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED THAT Council adopt By-law #2023-44 Fees & Charges.

Carried

11f Grader Financing Options

Resolution No. 24/09/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED 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;

AND FURTHER THAT the balance of the purchase be funded from the proceeds of the sale of the surplus grader and from capital reserves.

Carried

11g Budget Timelines

Resolution No. 25/09/23

Moved by Angela Field, seconded by Kevin LeGris

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 discussed and amended at the September 21, 2023 Council meeting.

Carried

11h August Financial Overview

Resolution No. 26/09/23

Moved by Keith Gourley, seconded by Brian Hamilton

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

Carried

11i August Payment Register

Resolution No. 27/09/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council approve the Payment Register for August 2023.

Carried

11j Asset Management Coordinator – Shared Position – Report

Council discussed the importance of this project and wanted assurances that each municipality participating would be treated as individually respecting each other's unique traits and needs. Staff confirmed that the coordinator will be working with each municipality to ensure that their Asset Management Plan meets the needs of the municipality.

Resolution No. 28/09/23

Moved by Keith Gourley, seconded by Brian Hamilton

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 RESOLED THAT the cost for a Shared Asset Management Coordinator not exceed \$25,000 for 2024.

Carried

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

None.

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

13a County Council Summary – August 2023

Resolution No. 29/09/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council receive the County Council Summary Report from August 30, 2023.

Carried

13b County of Renfrew – Finance and Admin Report

Resolution No. 30/09/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council receive the Renfrew County Finance and Administration Committee report from September 18, 2023 concerning a department update highlighting tax and levy information throughout the County of Renfrew.

Carried

Agenda Item 14 – By-Laws

14a 2023-42 – Employment By-Law Effective January 1, 2024

14b 2023-43 – Council Remuneration

14c 2023-44 – Fees & Charges -updated September 2023

14d 2023-45 – Long Term Borrowing – OLIC - Grader

Resolution No. 31/09/23

Moved by Brian Hamilton, seconded by Keith Gourley

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

- 2023-42 – Employment By-Law Effective January 1, 2024
- 2023-43 – Council Remuneration
- 2023-44 – Fees & Charges -updated September 2023
- 2023-45 – Long Term Borrowing – OLIC - Grader

Carried

Agenda Item 15 – Old Business

15a Action Tracking List

Resolution No. 32/09/23

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 recognized long-term employees at the County of Renfrew, Rose Gruntz, Jeff Foss and Laura Lepine.

Agenda Item 17 – Closed Session

None.

Agenda Item 18 – Confirmatory By-Law

18a By-law 2023-46 being a by-law to confirm proceedings of Council Meeting

Resolution No. 33/09/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that By-law 2023-46, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held September 21st, 2023, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 34/09/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that the Thursday, September 21st, 2023, Township of
Admaston/Bromley Council meeting be adjourned at 8:42 p.m.

Carried

Mayor

CAO/Clerk

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

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

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

REPORT

Date: October 5, 2023
To: Council
From: Jennifer Charkavi
Re: Zoning By-Law Amendment - 132 South McNaughton Road

Background:

On June 15, 2023 a Public meeting was held for the Official Plan Amendment (OPA) and the Zoning By-Law Amendment (ZBA) for 132 South McNaughton Road. Jp2g Consultants Inc. submitted an application on behalf of Phil Donohue and Helen McGregor for an OPA and a ZBA for the property located at 132 South McNaughton Road.

Discussion:

The Official Plan amendment was passed by Renfrew County Council at their August 30th, 2023 meeting to amend Schedule A to the Official Plan to redesignate a 1.4 hectares property from Agriculture to Agriculture Exception Three. The amendment would allow the property to be severed. The appeal period for the OPA ended on October 1, 2023, at time of writing this report, no comments were received by the County Planner.

As the appeal period for the OPA has come and gone, the ZBA to rezone the severed lands from Agriculture (A) to Agriculture-Exception Forty-Five (A-E45) to reduce the minimum lot frontage requirement from 45 meters to 33 meters, and to rezone the proposed retained lands from Agriculture (A) to Agriculture-Exception Forty-Six (A-E46) to reduce the side yard setback from 3 meters to 1.5 meters; and to reduce the minimum rear yard setback from 7.5 meters to 7 meters may now proceed.

There were no comments received at the Public Meeting on June 15 concerning the ZBA for 132 South McNaughton Road.

Financial Implications:

None at this time.

People Consulted:

Lindsey Bennett-Farquhar, MCIP, RPP – Senior Planner

Recommendation for Council:

BE IT RESOLVED that Admaston/Bromley Council receive the Official Plan Amendment OPA 41 that was passed at Renfrew County Council on August 30, 2023;

AND BE IT RESOLVED THAT Admaston/Bromley Council adopt By-Law 2023-50, being a by-law to amend the Zoning By-Law 2004-13, for 132 South McNaughton Road.

OFFICIAL PLAN AMENDMENT and ZONING BY-LAW AMENDMENT

PLANNING REPORT

- 1. FILE NO.:** OPA No.41
ZB2342.1
- 2. APPLICANT:** Jp2g Consultants Inc. (Agent)
Phil Donohue & Helen McGregor
- 3. MUNICIPALITY:** Township of Admaston/Bromley
(Geographic Township of Admaston)
- 4. LOCATION:** Part of Lot 11, Concession 2
132 South McNaughton Road
- 5. APPLICATIONS:** Official Plan Amendment 41 (OPA 41)
Zoning By-law Amendment ZB2346.1

SUBJECT LANDS

- 6. COUNTY OF RENFREW
OFFICIAL PLAN
Land Use Designation(s)** Agriculture
- 7. TOWNSHIP OF
ADMASTON/BROMLEY
ZONING BY-LAW
Zone Category(s):** Agriculture (A)
- 8. DETAILS OF OFFICIAL PLAN AMENDMENT AND ZONING BY-LAW
AMENDMENT REQUEST:**

The applicant has submitted concurrent applications to the County of Renfrew and the Township of Admaston/Bromley to amend the County of Renfrew Official Plan and the Township of Admaston/Bromley Zoning By-law #2004-13 to permit the severance of one new residential lot.

The Official Plan amendment application proposes to amend Schedule A to the Official Plan to redesignate a 1.4 hectares property from Agriculture to Agriculture – Exception Three.

The Zoning By-law amendment application proposes to amend the Zoning By-law to rezone the proposed severed lands from Agriculture (A) to Agriculture – Exception Forty-Five (A-E45) to reduce the minimum lot frontage requirement from 45 metres to 33 metres, and to rezone the proposed retained lands from Agriculture (A) to Agriculture – Exception Forty-Six (A-E46) to reduce the side

yard setback from 3 metres to 1.5 metres; and to reduce the minimum rear yard setback from 7.5 metres to 7 metres.

The submission includes:

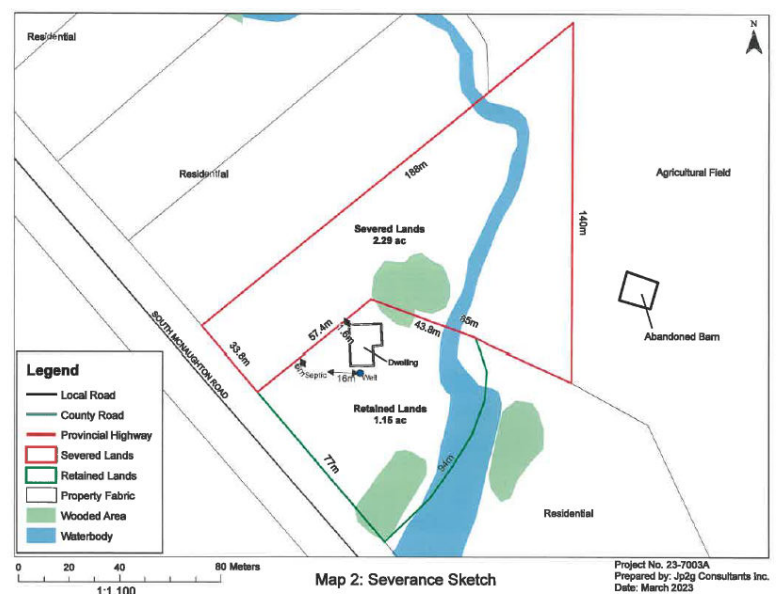
- Planning Justification Report with Agricultural Impact Assessment, Jp2g Consultants Inc., dated April 3, 2023

9. SITE CHARACTERISTICS AND SURROUNDING LAND USES

The subject lands are 1.4 hectares in area with approximately 110.8 metres of road frontage along South McNaughton Road. The subject lands contain an existing dwelling, well, septic system, and outbuildings.

The subject lands are located in a predominantly agricultural/rural area with rural residential uses, vacant woodlands, and agricultural fields. There is a watercourse on the property with some woody vegetation.

The owners are proposing to sever a vacant residential lot that will be 0.93 hectares in area with approximately 33.8 metres of road frontage along South McNaughton Road. The retained lands are proposed to be 0.46 hectares in area with approximately 77 metres of road frontage. The retained lands would contain the existing dwelling, well, septic system, and outbuildings. The sketch (to the right) shows the location of the proposed severed and retained lands.



10. PROVINCIAL POLICY STATEMENT (PPS):

Section 3 of the *Planning Act* requires that, in exercising any authority that affects a planning matter, the council of a municipality “shall be consistent with” policy statements issued under the *Act* that are in effect. The Provincial Policy Statement (PPS) guides the overall direction of land-use matters as they are declared to be a matter of Provincial interest. The Provincial Policy Statement is required to be read in its entirety but a number of policies are related to the subject lands and potential future development are identified below:

Section 1.1.1 states that healthy, liveable and safe communities are sustained by:

- a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes}, recreation, park and open space, and other uses to meet long-term needs;
- c) avoiding development and land use patterns which may cause environmental or public health and safety concerns;

Section 1.1.5.6 encourages opportunities to locate new or expanding lands uses that require separations from other uses.

Section 1.6.6.4 states that where municipal sewage services and municipal water services or private communal sewage services and private communal water services are not available, planned or feasible, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts.

Section 2.1 contains policies regarding natural heritage and the protection of natural features for the long-term.

Section 2.3.4 contains policies on lot creation and lot adjustments in prime agricultural areas.

2.3.4.1 states lot creation in *prime agricultural areas* is discouraged and may only be permitted for:

- a) *agricultural uses*, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;

- b) *agriculture-related uses*, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*;
- c) a *residence surplus to a farming operation* as a result of farm consolidation, provided that:
 - 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*; and
 - 2. the planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance.The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and
- d) *infrastructure*, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.

2.3.4.2 Lot adjustments in *prime agricultural areas* may be permitted for *legal or technical reasons*.

2.3.4.3 The creation of new residential lots in *prime agricultural areas* shall not be permitted, except in accordance with policy 2.3.4.1(c).

11. OFFICIAL PLAN:

The County of Renfrew Official Plan implements the PPS, and sets out policies to implement County goals and objectives.

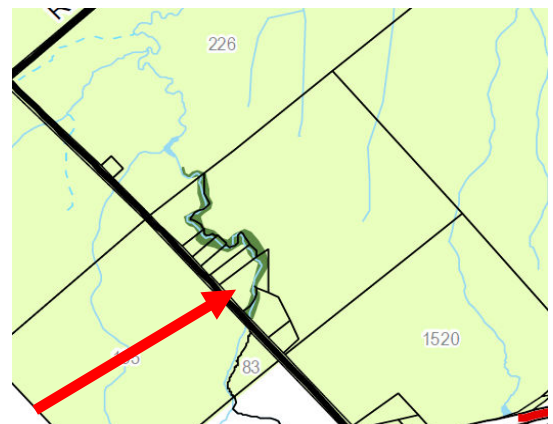
The lands impacted by this application are designated Agriculture. An Official Plan amendment is required to redesignate the property from Agriculture to Agriculture – Exception Three in order to permit the severance of a residential lot.

Section 6.3(3) of the Agriculture designation states that:

Numerous small land holdings are scattered throughout the Agricultural designation. These land holdings contain a variety of land uses but are mostly rural residences. Council may recognize these uses in the implementing local zoning by-laws.

Section 6.3(5) of the Agriculture designation states that consents may also be given for:

- (a) Land for agricultural purposes provided that:
 - a. The parcel to be created and the parcel to be retained are both for agricultural use;



- b. All parcels are of an appropriate size for agricultural activity common in the area;
 - c. That all parcels are sufficiently large enough to maintain flexibility for future changes in the type or size of agricultural operations, being generally not less than 40 hectares in size.
- In determining the appropriateness of a new agricultural lot and lot size, consideration shall also be given to the capability, flexibility, suitability and viability of both parcels.

(b) An existing agriculture-related commercial and industrial use as defined in Section 6.3 (2) of this Plan.

(c) Lot adjustments in prime agricultural areas may be permitted for legal or technical reasons.

- (d) A dwelling which is surplus to the needs of the farm operation, provided:
- i. the building and site were used for a residence prior to the time of the consolidation;
 - ii. only the minimum amount of land required for the dwelling unit and appropriate sewage and water services is severed; and
 - iii. no new dwelling unit may be built on the retained parcel.

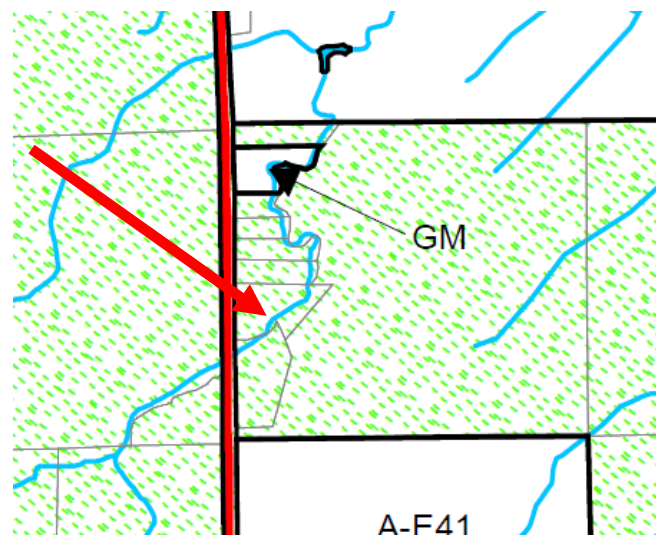
Section 13.3(3) identifies local municipal roads and that development adjacent to these roads must meet the requirements of the local road authority.

General Policies are set out in Section 2.0 and are applied, as required, to new development proposals, depending the type and scale of development, the location of the site and nearby features on the landscape. These address a variety of matters including, but not limited to: 2.2(8) Natural Heritage Features, and 2.2(12) Servicing. Many of these policies contain requirements for studies and reports to address issues and provide recommendations for mitigation measures.

12. ZONING BY-LAW:

The subject lands are zoned Agriculture (A) in the Township of Admaston/Bromley Zoning By-law.

Section 22.1 of the zoning by-law states that the permitted residential uses in the Agriculture (A) zone include a maximum of two single detached dwellings accessory to a farm use, single detached dwelling on an existing lot or a legally created lot, and a group home. Permitted non-residential uses include farm, farm limited, home industry, and bed and breakfast establishment.



Section 22.2 provides the provisions for buildings or structures within the Agriculture zone including minimum lot area, lot frontage, and yard setbacks.

Section 22.2(n) states:

An existing lot or a legally created lot may be used for a single detached dwelling (including a group home), a home industry and accessory structures, provided that any dwelling established complies with the separation distance from existing livestock facilities, as required by Minimum Distance Separation I (MDS I).

The applicable provisions of Section 21.2 (RU ZONE PROVISIONS) shall apply to a single detached dwelling and a home industry established on an existing lot and on a legally created lot.

The future severed and retained lands would be required to meet the provisions of Section 22.2(n) for a legally created lot in the Agriculture (A) Zone. However, the proposed severed and retained lands are not able to meet all the provisions of Section 22.2(n); therefore a Zoning By-law amendment is required. The proposed severed lands are to be rezoned from Agriculture (A) to Agriculture – Exception Forty-Five (A-E45) to reduce the minimum lot frontage requirement from 45 metres to 33 metres. The proposed retained lands are to be rezoned from Agriculture (A) to Agriculture – Exception Forty-Six (A-E46) to reduce the side yard setback from 3 metres to 1.5 metres; and to reduce the minimum rear yard setback from 7.5 metres to 7 metres.

13. SUMMARY OF STUDIES:

A Planning Justification Report with Agricultural Impact Assessment was submitted in support of the applications.

Planning Justification Report with Agricultural Impact Assessment, Jp2g Consultants Inc., April 3, 2023

The purpose of this report is to set out the land use planning rationale and support for the amendments to the County of Renfrew Official Plan and the Township of Admaston/Bromley Zoning By-law to permit the proposed severance. The rationale identifies and analyses Provincial Policy, relevant policies and provisions of the Official Plan and Zoning By-law.

The report states that while the proposed severance does not conform to the consent policies of the Agriculture designation, the severance does not conflict with the objectives of the Agriculture designation for the following reasons:

(1) To identify and protect prime agricultural areas for long-term agricultural use. Prime agricultural areas will consist of those areas where Canada Land Inventory Classes 1, 2 and 3 soils predominate.

The subject lands contain Class 3 soils. However, Class 3 and above soils are abundant in the Township of Admaston/Bromley and the north eastern portion

of the County of Renfrew. The agricultural use of the proposed severance is limited due to numerous land use constraints including the size of the property, the presence of an existing dwelling and watercourse, and abutting rural residential development.

(2) To maintain the dominance of agriculture and agriculture-related activities as land uses in areas of the County with a high capability for agriculture and where they are considered appropriate for long-term agricultural preservation. The Township of Admaston/Bromley has significant agricultural land holdings and agriculture is a dominant land use in the Township. While the subject lands more broadly are in an area of agricultural and related land use, the immediate context of the proposed severed and retained lots is made up of a small cluster of existing rural residential land uses. The subject lands do not contain a high capability for agriculture due to the abutting sensitive land uses as well as the size of the property, and the watercourse.

(3) To prevent any sterilization of agriculturally productive land by a competing or conflicting land use.

The subject lands are only 1.39 hectares (3.44 acres) in size, abut existing rural residential land uses and have a watercourse running through them. These factors significantly limit the viability of the property to be used as productive agricultural land.

(4) To ensure that farm parcels remain large enough to be useful for agricultural purposes in the long term.

As noted above, the subject lands are only 1.39 hectares (3.44 acres) in size and have an existing dwelling and a watercourse, all of which affect the lands to be useful for agricultural purposes.

(5) To prevent non-agricultural uses from locating in the prime agricultural areas and to encourage these uses to establish in other appropriate designations.

The proposed severance is in an area of existing non-agricultural uses and is considered as an infill lot between two existing rural residential land uses. As infill, the new lot would not increase the size of the existing non-agricultural area within the broader agricultural area.

(6) To consider the impacts on agriculture and the agriculture community as the primary concern in uses to establish in other appropriate designations.

The proposed severance is in an area of existing non-agricultural uses and is considered as an infill lot between two existing rural residential land uses. As infill, the new lot would not increase the size of the existing non-agricultural area within the broader agricultural area.

An Agricultural Impact Assessment (AIA) is included in the report. The purpose of the AIA is to evaluate the potential impacts of the proposed non-agricultural

development on agricultural lands and agricultural operations and recommend ways to avoid, minimize and mitigate adverse impacts. The report reviewed the potential for agricultural use on the subject lands. The report stated that the proposed severance will not sterilize any existing, agriculturally productive lands, and the proposed severance is not anticipated to have any adverse impacts on the existing agricultural land within the Township, provided a development agreement is implemented as a condition of consent to notify future purchasers of the agricultural character of the area.

13. CONSULTATION:

The Official Plan Amendment & Zoning By-law amendment applications were circulated in accordance with the *Planning Act*, and a public meeting has been scheduled. No agency concerns have been received as of the date of this Report. No public concerns have been received as of the date of this Report.

14. ANALYSIS:

The applicants have applied to redesignated the subject lands from Agriculture to Agriculture – Exception Three to permit the severance of one new residential lot.

Section 6.3(1) of the County Official Plan states that lands within the Agriculture designation are predominantly used for primary agricultural uses, such as farm residences and related buildings and structures which support the farm operation being the growing of crops, including nursery and horticultural crops; raising of livestock and other animals for food, or fur, including poultry and fish.

Severances in the agriculture designation are limited to large agricultural lots, existing agriculture-related commercial and industrial use, lot adjustments, and for a surplus dwelling. The proposed severance related to this Official Plan amendment does not conform to the Official Plan.

The submitted Planning Justification Report and Agricultural Impact Assessment (AIA) provides justification for the proposed Official Plan amendment. The report indicates that while the proposed severance does not conform to the consent policies of the Official Plan, the proposed severance does not conflict with the objectives of the Agriculture designation, specifically that the agriculture uses on the subject lands is limited due to the numerous land constrictions include the size of the property (the subject lands are only 1.39 hectares in area), the presence of an existing dwelling and water course, and abutting rural residential properties.

The Agricultural Impact Assessment indicated that the proposed severance would not subtract from the agriculturally productive land, and it is not anticipated to have any adverse impacts on the existing agricultural land within the Township provided a development agreement is implemented as a condition of the proposed

consent. The development agreement will notify future purchasers of the agricultural character of the area.

The subject lands are within a small cluster of existing residential uses, and the proposed severance would be considered to be an infill lot. Due to the existing watercourse on the property, the size of the property and the existing rural residential lots abutting the property, the subject lands are considered to be limited for agricultural use. The new lot, and the existing residential lots in the area, are separated from lands used for agriculture to the northeast by the existing creek.

15. RECOMMENDATIONS:

That, subject to any additional concerns or information raised at the public meeting, a resolution of support be forwarded to the County of Renfrew regarding the adoption of the Official Plan amendment.

And, that the approval of the zoning by-law amendment be deferred until the adoption of the Official Plan amendment.

Date: June 7, 2023

Planner: Lindsey Bennett-Farquhar, MCIP, RPP
Senior Planner

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

613-432-2885 Stone Road Office
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REPORT

Date: October 5th, 2023
To: Council
From: Jennifer Charkavi
Re: Xplore Communications Tower – 428 Stone Road

Background:

The Townships Planners, County of Renfrew Planning Division, received communications from FB Connect who are working with Xplore Communications to request an installation of a proposed communication tower at 428 Stone Road in Admaston/Bromley Township.

At the August 3, 2023 Council meeting a request for a Concurrence Letter was received by FB Connect for the Tower Project at 1578 Foy Road. There was another public notice advertised for another tower by FB Connect on Stone Road. Council deferred the concurrence letter request until FB Connect could appear before Council and present the whole project of the two proposed towers.

At the August 17, 2023 Council meeting, FB Connect representative Jacqueline Johnston presented the proposed tower projects, 1578 Foy Road and 428 Stone Road.

A draft Site Plan Agreement has been received by our County Planner for the 1578 Foy Road Project.

This report now deals with the concurrence request for the 428 Stone Road project.

Discussion:

County Planning Division assisted by providing the contact information for properties identified to be notified and an ad was placed in both the Eganville Leader and the Renfrew Mercury during the week of August 3, 2023. The Notice period ended September 4, 2023 with no inquires.

FB Connect has been provided with a Site Plan Application for the 428 Stone Road project. Once they have received the Municipal Concurrence they will begin the application. Communication Towers of this size fall under Federal jurisdiction and as such a building permit is not required, however to ensure that the development meets the municipal standards, a Site Plan Agreement is required.

Financial Implications:

None at this time.

People Consulted:

County of Renfrew Planning Division

Recommendation for Council:

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

AND BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley concurs that the proposal by FB Connect to erect a communication tower on lands known as 428 Stone Road, Renfrew, Ontario, is fully compliant in the Township's opinion, with respect to the stipulated Proponent duties of municipal and public consultation in accordance with the requirements of ISED Canada's default protocol CPC-2-0-03 Issue 5 (July 2014) "Radiocommunication and Broadcasting Antenna Systems", as all Proponent obligations have been satisfactorily addressed. Council is aware that the jurisdiction for approval of the noted facility rests strictly with ISED Canada, and that the Township's role is one of a commenting body to ISED and the Applicant;

AND BE IT FURTHER RESOLVED THAT the Township of Admaston/Bromley has a Site Plan Control By-Law and has requested that FB Connect complete a Site Plan Application for the proposed communications tower to be erected at 428 Stone Road, Renfrew, Ontario.

Lindsey Bennett

County Planner

County of Renfrew

September 27th, 2023

To whom it may concern,

On behalf of Xplore Communications, I would like to submit a request for a Statement of Concurrence for the proposed communication installation located at 428 Stone Rd, Admaston-Bromley, ON (ON8465 V2 - Admaston).

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

MUNICIPAL & PUBLIC CONSULTATION SUMMARY:

PROTOCOL

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

PUBLIC CONSULTATION

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

PUBLIC RESPONSE

Under Section 4.2.2 of CPC 2-0-03, we are to respond to all reasonable and relevant concerns raised during the 30-day notification period of Section 4.2. What is considered reasonable or relevant (or not) is specifically defined under the CPC section entitled "Public Reply Comments". The 30-day notice period concluded September 4th, 2023 with no inquiries.

MUNICIPALITY'S PLANNING DEPARTMENT CONSULTATION

Consultation with the municipality included the following:

- Submission of a pre-consultation application for internal review

- Follow-up consultation by email
- Submission of a full application for review
- Discussion about the proposed property and installation
- Request for assistance with properties in the Public Notification Radius
- Request for the Township's choice of newspaper
- Submission of the final Public Consultation Package (for your records)
- Request to identify any other municipal requirements.
- Request for Concurrence

OTHER MUNICIPAL CONSIDERATIONS:

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

CONCLUDING LAND USE AUTHORITY CONSULTATION

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

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

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

Sincerely,

Jacqueline Johnston

Jacqueline Johnston
 FB Connect
 482 South Service Road East, Unit 130
 Oakville, ON L6J 2X6

Xplore®



ON8465 & ON8465 V2 "Admaston"
Broadband facilities

August 17th, 2023

Xplore Hybrid Network

Mission:

*Make affordable,
robust broadband
available to every
Canadian home and
business*



Purpose

Broadband is the next essential utility, as vital to economic growth as reliable electricity, clean water, and good roads

(BDO, Broadband: the next essential utility)

Ontario supports universal access to broadband and cellular service that meet Canada's minimum service standard

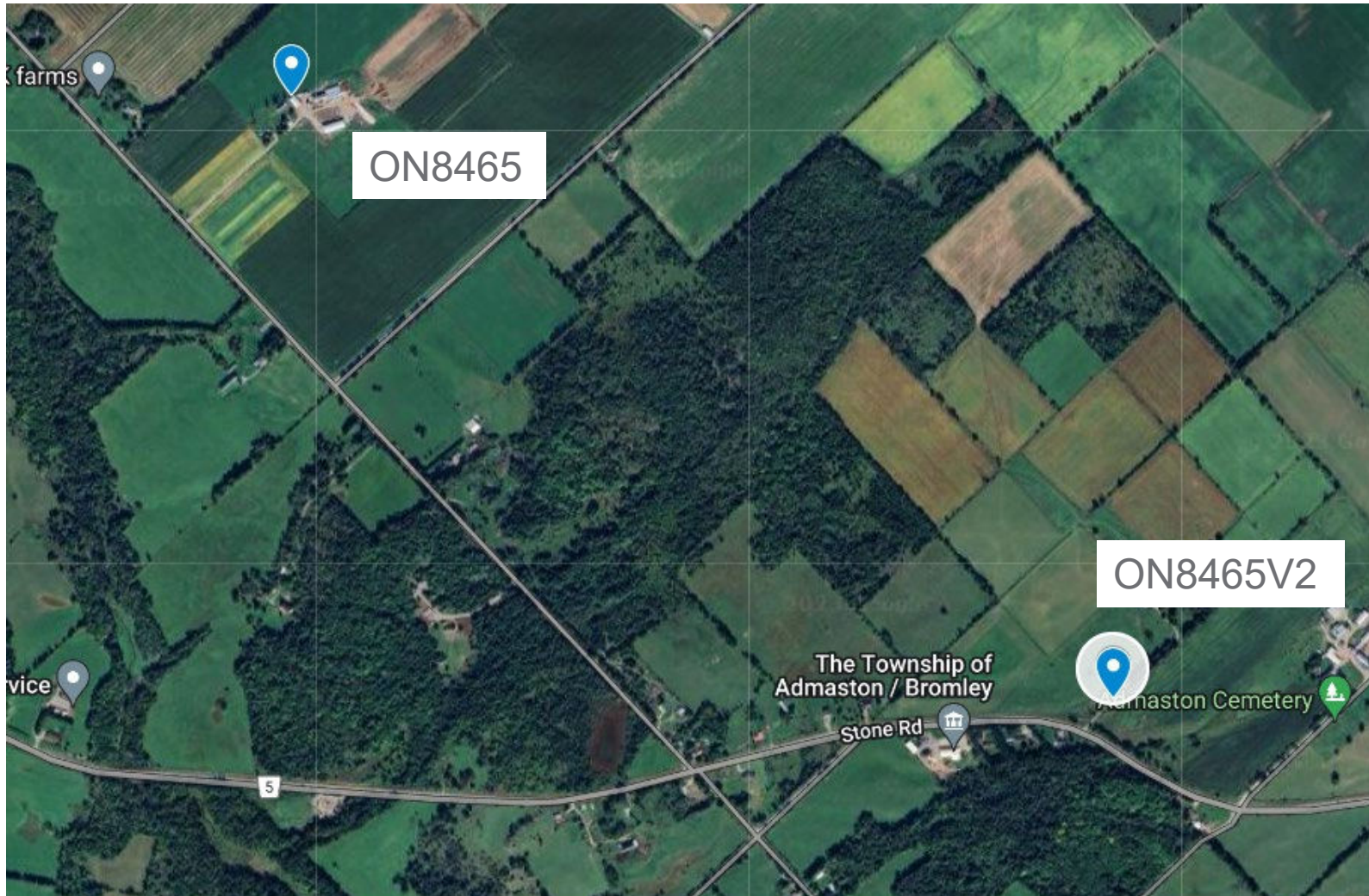
(Up to Speed: Ontario)

Essa Township Supports Broadband Initiatives

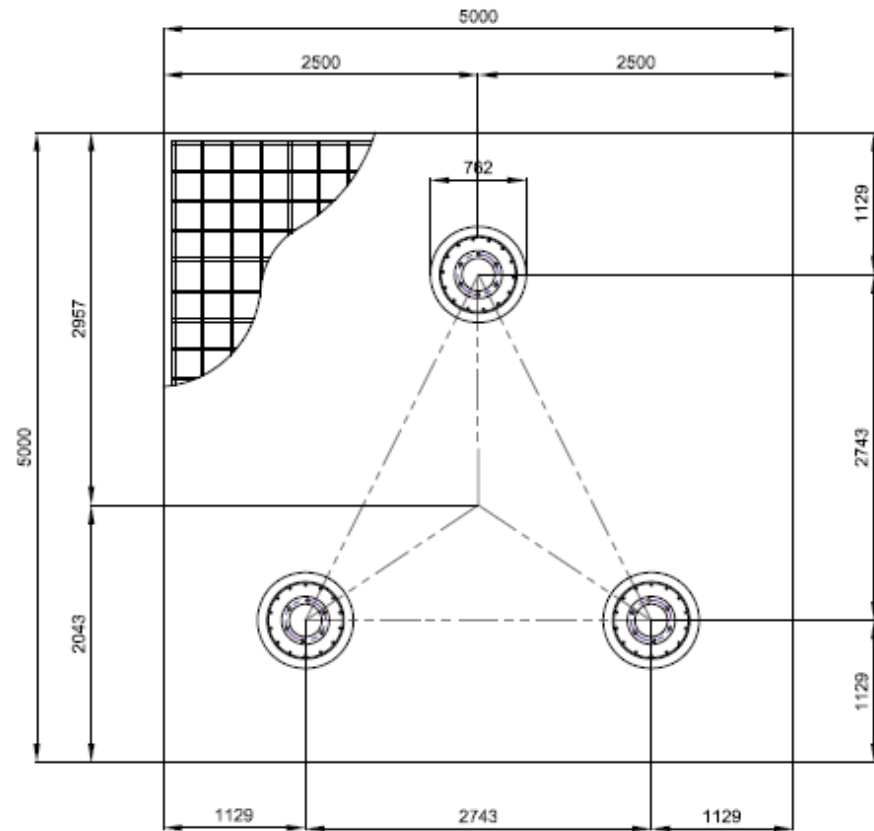
(CAO letter of support, Clerk letter of support)

Overview

Location



A diagram of a radio tower. The tower has a total height of 45 m, indicated by a vertical dimension line on the right. The base of the tower is a solid rectangular section that is 10 m high. Above this base is a lattice tower section that is 35 m high. At the top of the lattice section, there are two horizontal antenna arms, each with a rectangular antenna element. The entire tower is supported by a single vertical pole.



Facility Design



ON8465



ON8465V2

Regulations and Roles

Innovation, Science, and Economic Development Canada (ISED)

Telecommunications Companies

Municipality of South Dundas

Agencies

Public



Why 2 towers?

Summary

- New broadband tower required to improve coverage in Township of Admaston Bromley
- Locations are limited
- Council are a commenting and recommendation body

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REPORT

Date: October 5th, 2023
To: Council
From: Jennifer Charkavi
Re: Douglas Recreation Event

Background:

In order to be deemed an event of municipal significance, the event requires a designation by the municipality in which the event will take place. Special Occasion Permits (SOP) applications to the AGCO for a municipally significant Public Event must be accompanied by either a municipal resolution or a letter from a delegated municipal official designating the event as municipally significant.

Discussion:

A request has come in from the Douglas Recreation Committee to hold a refreshment lounge in the Recreation building during the St. Michael's fundraising event to be held on November 10, 2023.

Financial Implications:

None.

People Consulted:

None.

Recommendation for Council:

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley grants permission to the Douglas Recreation Committee to hold a refreshment lounge in the Recreation Building on November 10, 2023 in Douglas and that the said event be

designated as a community event and conducted for the enjoyment and betterment of the community.

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REPORT

Date: September 21st, 2023
To: Council
From: Jennifer Charkavi
Re: Appointment of Chief Building Official

Background:

The current Chief Building Official (CBO), Dennis Fridgen, is retiring at the end of November 2023. Horton Township and ourselves share the position, interviews were held late August 2023 and the successful applicant was Dwayne Coulas.

Discussion:

Mr. Coulas will be appointed as the CBO while Mr. Fridgen will be appointed as a Building Inspector. Only one CBO may be appointed while as many inspectors as the municipality wishes may be appointed. Staff have spoken with Mr. Fridgen and he was in agreement that Mr. Coulas be appointed as the CBO. Mr. Fridgen will work with the new CBO to ensure a seamless transition.

The [Building Code Act, 1992](#) (BCA) lays out the legislative framework governing the construction, renovation, demolition and change of use of buildings in Ontario. The Building Code is a regulation made under the Building Code Act. It sets out technical and administrative requirements.

The Building Code Act defines the purposes of the [Building Code](#) to include standards for public health and safety, fire protection, structural sufficiency, energy conservation, water conservation, environmental integrity and barrier-free accessibility of buildings.

Under the Building Code Act, municipalities are responsible for the enforcement of the Act and the Building Code within their jurisdiction (except in certain locations such as where boards of health or conservation authorities are responsible for enforcing the sewage system requirements). Municipal councils must appoint a chief building official and as many building inspectors as are necessary for the proper enforcement of the Act and the Building Code. The chief building official and inspectors must meet qualification

requirements, which include successful completion of Building Code legal and technical examinations in their area of practice.

Financial Implications:

The Township of Admaston/Bromley was aware of the retirement of Mr. Fridgen and that there would be an overlap of duties for a transition period.

People Consulted:

Hope Dillabough, CAO/Clerk Horton Township
Treasurer-Deputy CAO/Clerk Coughlin

Recommendation for Council:

BE IT RESOLVED THAT Council approve By-Law 2023-47 to appoint a Chief Building Official;

AND BE IT RESOLVED THAT Council approve By-Law 2023-48 to appoint a Building Inspector.

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REPORT

Date: October 5, 2023
To: Council
From: Jennifer Charkavi
Re: Douglas Lions Club

Background:

Council passed an amendment to the Open Air Buring By-law to prohibit burning at the beach area. However at that Council meeting it was indidated that the Douglas Lions Club uses the beach for an annual fishing derby and cooks hotdogs and hamburgers.

Discussion:

Staff have spoken with the Douglas Lions Club and they run their annual fishing derby at the Douglas beach every second Sunday in July.

Financial Implications:

There are no financial implications.

People Consulted:

Douglas Lions Club

Recommendation for Council:

BE IT RESOLVED THAT Council exempt the Douglas Lions Club from the Open Air Burning By-Law, consolidated, for their Annual Fishing Derby held at the Douglas Beach.

**Township of Admaston/Bromley
Police Service Board
Monthly Meeting
Wednesday June 21st, 2023 @ 3:30 p.m.**

Minutes

1. CALL TO ORDER

Connie Dick called the meeting to order at 4:00 P.M.

2. ATTENDANCE

Inspector Dawn Ferguson, Chair Connie Dick, Council Representative Angela Field, and Andrea Leclaire were present.

3. DISCLOSURE OF PECUNIARY INTEREST

None

4. APPROVAL OF AGENDA

Connie Dick made a motion to approve the agenda for Wednesday June 21st, 2023, and Angela Field seconded.

5. APPROVAL OF MINUTES

"CARRIED"

Connie Dick made a motion to approve the minutes from the Wednesday March 15th, 2023, meeting and Angela Field seconded.

6. ISSUES ARISING FROM MINUTES

"CARRIED"

None

7. PRESENTATIONS/DELEGATIONS

None

8. CORRESPONDENCE

- The board reviewed the 2024 Municipal Policing Billing Statement Property Count.
- January to March 2023 Detachment Revenues were received in the amount of \$1011.73
- Connie Dick presented correspondence from the May 17, 2023 Ontario Association of Police Services Board Zone 2 Section 10 meeting in which she attended virtually.
- Email correspondence received from MyFM on upcoming advertising and the board decided not to purchase any advertising at this time.
- The board reviewed the quote received from North Line Canada Ltd. on a speed radar sign.

- The board reviewed the 2023-2024 Board of Directors from the Ontario Association of Police Services Board.
- Email correspondence on the new training team for the Ontario Association of Police Services Board.

9. FINANCIAL

Angela Field made a motion to approve the voucher in the amount of \$459.76 and Connie Dick seconded.

"CARRIED"

10. DETACHMENT COMMANDER'S REPORT

- The board reviewed the calls for service billing summary report for January 2023 to June 2023.
- The board reviewed the Records management system report for January to June 2023.
- Inspector Dawn Ferguson gave an update on the Renfrew and Area Connection Centre and to date they have had 272 walk-in and 50 calls with inquiries.

11. OTHER BUSINESS

None

12. DATE OF NEXT MEETING

It was decided the next meeting will be held Wednesday September 20th, 2023 @ 3:30 P.M.

12. QUESTION PERIOD

None

14. ADJOURNMENT

Connie Dick made a motion to adjourn the meeting at 5:21 P.M. and Angela Field seconded.

"CARRIED"


Chair, Connie Dick


Secretary, Andrea Leclaire

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REPORT

Date: October 5th, 2023
To: Council
From: Jennifer Charkavi
Re: Emergency Management Program and Emergency Response Plan

Background:

The Emergency Management Program Committee has met a couple of times to review the new Emergency Response Plan. There have been many changes to Emergency Management in Ontario over the last few years and this new plan reflects those changes. The Emergency Management and Civil Protection Act is attached for your reference.

Discussion:

Each year the Emergency Management Program Committee is required to review the Emergency Response Plan and to plan, conduct training and educate the public through notices, as well as plan an exercise for the Community Control Group. The current Emergency Plan has been amended a few times, but the one that we are repealing is from 2000. Due to so much time passing, this plan may seem very different but it is actually just catching up with all of the changes to the Emergency Act.

The Emergency Management Program Committee is recommending to Council to adopt the Emergency Management Program and Emergency Response Plan By-Law.

The Emergency Management Program Committee will be selecting before the end of end of the year for the Emergency Exercise. All of Council will be invited.

Financial Implications:

None at this time.

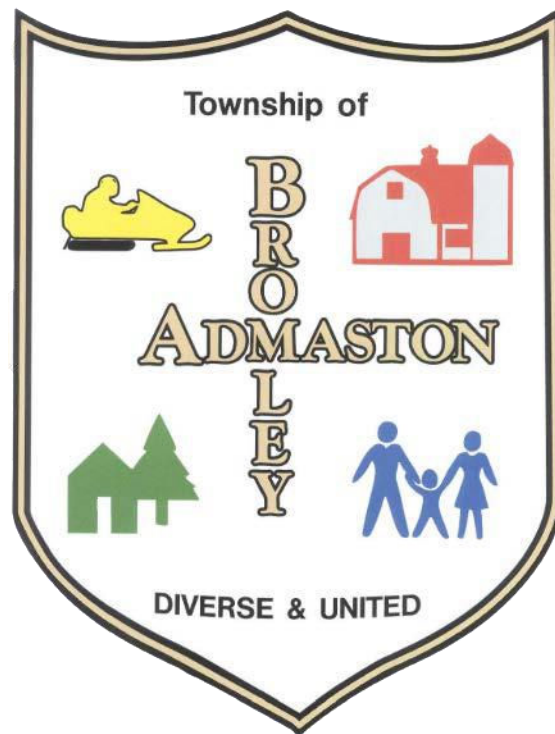
People Consulted:

Emergency Management Program Committee

Recommendation for Council:

BE IT RESOLVED THAT Council adopt By-Law 2023-49, being a By-Law to adopt an Emergency Management Program and an Emergency Response Plan.

Schedule "A" to By-Law 2023 - 49



TOWNSHIP OF ADMASTON/BROMLEY

EMERGENCY RESPONSE PLAN

Revised:
October 5, 2023

Table of Contents

Preface	4
Part One: Administration	5
1.1 <u>Aim</u>	<u>5</u>
1.2 <u>Authority</u>	<u>5</u>
1.3 <u>Definition of an Emergency</u>	<u>5</u>
1.4 <u>Township of Admaston/Bromley Declaration</u>	<u>6</u>
1.5 <u>Termination of Emergency.....</u>	<u>6</u>
Part Two: Emergency Operation and Procedures	7
2.1 <u>Community Control Group (CCG).....</u>	<u>7</u>
2.1.1 <u>Membership</u>	<u>7</u>
2.1.2 <u>Operating Cycle</u>	<u>8</u>
2.1.3 <u>Collective Responsibilities of the Community Control Group</u>	<u>8</u>
2.1.4 <u>Emergency Notification Procedures</u>	<u>8</u>
2.2 <u>Activation of the Emergency Response Plan.....</u>	<u>9</u>
2.3 <u>Emergency Operations Centre (EOC)</u>	<u>9</u>
2.3.1 <u>Emergency Operations Centre Procedures.....</u>	<u>9</u>
2.3.2 <u>Operations Cycle.....</u>	<u>10</u>
2.4 <u>Roles and Responsibilities of the Community Control Group</u>	<u>11</u>
2.4.1 <u>Mayor or Designate</u>	<u>11</u>
2.4.2 <u>Operations Officer – Chief Administrative Officer/Clerk.....</u>	<u>11</u>
2.4.3 <u>Community Emergency Management Coordinator or Alternate</u>	<u>12</u>
2.4.4 <u>Safety Officer – Community Emergency Management Coordinator or Alternate</u>	<u>12</u>
2.4.5 <u>Liaison Officer - Community Emergency Management Coordinator/Alternate</u>	<u>12</u>
2.4.6 <u>Fire Chief or Designate</u>	<u>13</u>
2.4.7 <u>Public Works Manager</u>	<u>13</u>
2.4.8 <u>Emergency Information Officer – Administrative/Planning Assistant</u>	<u>14</u>
2.4.9 <u>Other Members as Required</u>	<u>14</u>
2.5 <u>Telecommunications</u>	<u>15</u>

Part Three: Legislative Compliance	15
3.1 Emergency Management and Civil Protection Act.....	15
<u>3.2 Freedom of Information and Protection of Privacy</u>	<u>16</u>
<u>3.3.1 Employee Indemnification</u>	<u>16</u>
<u>3.3.2 Municipal Liability.....</u>	<u>16</u>
<u>3.4 Plan Maintenance</u>	<u>17</u>
Part Four: Annexes.....	18
<u>4.1 Annex 1 - Check List in Consideration of a Declaration of an Emergency</u>	<u>18</u>
<u>4.2 Annex 2 - Declaration of an Emergency</u>	<u>20</u>
<u>4.3 Annex 3 - Termination of an Emergency</u>	<u>21</u>
<u>4.4 Annex 4 - Hazard Identification and Risk Assessment (HIRA).</u>	<u>22</u>
<u>4.5 Annex 5 - Critical Infrastructure.</u>	<u>23</u>
<u>4.6 Annex 6 - Quick Contacts for Emergencies.....</u>	<u>25</u>
<u>4.7 Annex 7 - Municipal Council and Staff Contacts.</u>	<u>26</u>
<u>4.8 Annex 8 - Provincial Agencies</u>	<u>27</u>
<u>4.9 Annex 9 - Federal Agencies.....</u>	<u>28</u>
<u>4.10 Annex 10 - Equipment and Supplies.....</u>	<u>29</u>
<u>4.11 Annex 11 - Evacuation Centres</u>	<u>31</u>
<u>4.12 Annex 12 - Resource Directory and Services</u>	<u>32</u>
<u>4.13 Annex 13 - Distribution List.....</u>	<u>38</u>

Preface

Emergencies are defined as: “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”. Emergencies affect public safety – the health, welfare, and property, as well as the environment and the economy of the Township of Admaston/Bromley.

The Emergency Response Plan is comprised of distinct arrangements, emergency operations and procedures, from the normal day-to-day operations of the township and its departments and address the elements of a fully developed Incident Management System In the event of an emergency significantly implicating the resources of the township, every official, department, municipal partner, and external agency must be prepared to carry out specific and assigned roles and responsibilities.

The Township of Admaston/Bromley Emergency Response Plan has been prepared to provide important emergency response information related to roles and responsibilities during an emergency, and arrangements, services, and equipment.

This plan will contain supporting annexes, which define procedures and agency responsibilities to be implemented when dealing with specific hazards.

It is important that the residents, businesses and interested visitors be aware of these provisions. Copies of the Township of Admaston/Bromley's Emergency Response Plan may be viewed at the municipal township office.

Date: _____

Signature: _____
Mayor Michael Donohue

Part One: Administration

1.1 Aim

The aim of the Township of Admaston/Bromley Emergency Response Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of residents, businesses and visitors of the Township of Admaston/ Bromley when faced with an emergency resulting from the effects of a natural, technological, or human- caused disaster. This plan meets the legislated requirements of the Emergency Management Act.

The Township of Admaston/Bromley Emergency Response Plan has been developed to address the elements of a fully implemented Incident Management System and reflects the hazards that affect the township. The Emergency Management Committee has defined these hazards during an in-depth Hazard Identification and Risk Assessment Study which was revised in August 2023.

For further details contact the Community Emergency Management Coordinator.

1.2 Authority

The *Emergency Management and Civil Protection Act* is the legal authority for this emergency response plan in Ontario. The Act states that:

“The head of council of the municipality may declare that an emergency exists in the municipality or any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

As enabled by the Emergency Management Act, 2003, this Emergency Response Plan and its elements have been:

- Issued under the authority of the Township of Admaston/Bromley By-law # 2000-07, and.
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

1.3 Definition of an Emergency

An emergency is defined under the Emergency Management and Civil Protection Act as “An emergency means a situation, or an impending situation caused by the forces of nature, an accident, an international act or otherwise that constitutes a danger of major proportions to life or property.”

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

1.4 Township of Admaston/Bromley Declaration

The Mayor of the Township of Admaston/Bromley or their designate, has the authority to declare a State of Emergency for the Township of Admaston/Bromley. The designate for the mayor has been named as the Deputy Mayor of the Township of Admaston/Bromley. The decision to declare a State of Emergency is usually made in consultation with the CAO/Clerk/CEMC and other available members of the Community Control Group (CCG). The Checklist for Declaration is noted in Annex 1 and the Declaration Form is noted in Annex 2.

The declaration of a State of Emergency at the Township level will likely occur in certain instances, including but not limited to the following:

- A situation compromising the critical infrastructure of the Township.
- A general health issue identified by the local Medical Officer of Health that may affect the entire Township.
- A general situation, such as severe weather which affects a significant proportion of the Township's residents and/or property; and
- At the request of the Province of Ontario.

As a resource to assist the Mayor, Emergency Management Ontario has prepared a Checklist in Consideration of a Declared Emergency for use. Upon declaring an emergency, the mayor will notify:

- Emergency Management Ontario.
- The Minister of Community Safety and Correctional Services.
- Council of the Township of Admaston/Bromley.
- County Warden, as appropriate.
- Public.
- Neighbouring community officials, as appropriate.
- Local Member of Provincial Parliament (MPP); and
- Local Member of Parliament (MP).

1.5 Termination of Emergency

The Emergency Management and Civil Protection Act defines that a municipal emergency may be terminated by the:

- Mayor of the Township of Admaston/Bromley or designate.
- Council of the Township of Admaston/Bromley; or
- Premier of Ontario.

The decision to terminate a declared emergency is usually taken in consultation with the Community Control Group (CCG). Upon termination the Mayor or Designate will notify:

- Emergency Management Ontario.
- The Minister of Community Safety and Correctional Services.

- Council of the Township of Admaston/Bromley.
- County Warden, as appropriate.
- Public.
- Neighbouring community officials, as appropriate.
- Local Member of Provincial Parliament (MPP); and
- Local Member of Parliament (MP).

The Termination of Emergency Form is noted in Annex 3.

Part Two: Emergency Operation and Procedures

2.1 Community Control Group (CCG)

The Community Control Group (CCG) is responsible for the direction and control of the overall emergency response at the Township level. In keeping with the elements of an Incident Management System, the CCG assumes the functions of: Command, Operations, Planning and Logistics. The CCG ensures the provision of essential services to minimize the impact of the emergency on the community. The CCG is responsible for implementing the Township of Admaston/Bromley's Emergency Response Plan.

2.1.1 Membership

The Community Control Group is made up of the following members:

- Mayor of Township of Admaston/Bromley or designate.
- Operations Officer (CAO/Clerk).
- Community Emergency Management Coordinator (CEMC) or alternate
- Liaison Officer – (Treasurer-Deputy CAO/Clerk or CEMC).
- Safety Officer – (CEMC or alternate).
- Public Works Superintendent.
- Fire Chief or designate.
- Emergency Information Officer (EOI); and
- Others as required (example: County Officials, OPP, Electrical Utility etc.).

The CCG may function with only a limited number of people depending upon the nature of the emergency. While the CCG may not require the presence of all members, all members must be notified whenever the plan is activated. The CCG may also require the assistance of external organizations and/or professionals to provide an effective response. Representatives from: the Ontario Provincial Police; Renfrew County Mutual Aid (Fire Services); Renfrew County & District Health Unit; Emergency Management Ontario; Environment Canada; Electrical Utility Representatives; Telecommunications Coordinator; Ministry of Natural Resources and Forestry and the County of Renfrew, Provincial Ministries and/or Agencies may be invited to participate in an advisory capacity to the CCG.

Members of the CCG are required to have designated alternates to respond if the primary

member is unavailable. All responsibilities of the primary member extend to the alternate member when acting in such capacity.

2.1.2 Operating Cycle

The Operations Officer (CAO/Clerk) will establish the frequency of meetings and agenda items.

Members of the CCG will convene at regular meetings to share information, discuss actions to be taken and/or issues to be resolved. These meetings are brief and free from interruptions; effective meetings are disciplined in nature. The Emergency Information Officer will maintain status board and maps which will be prominently displayed and kept up to date.

2.1.3 Collective Responsibilities of the Community Control Group

The members of the CCG are responsible, as a group, for the following actions and/or decisions required to support an effective emergency response:

- Implementation of the Township of Admaston/Bromley's Emergency Response Plan, in whole, or in part, to respond to an impending, potential, or existing emergency.
- Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law.
- Ensuring support to the Incident Management System by offering equipment, staff, and resources, as required.
- Ordering, coordinating and/or overseeing the evacuation of inhabitants considered to be in danger.
- Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, altering landfill hours of operation etc.
- Arranging for services and equipment from local agencies not under community control i.e. private contractors, industry, volunteer agencies, and service clubs.
- Determining if additional volunteers are required and if appeals for volunteers are warranted.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public.
- Determining the need to establish advisory groups and/or subcommittees/working groups for any aspect of the emergency including recovery.
- Maintaining individual logs outlining decisions made and actions taken related to the emergency and submitting the original log to the CAO/Clerk and copy to the CEMC within one week of the termination of the emergency, as required.
- Participating in the operational debrief of the emergency, upon termination.

2.1.4 Emergency Notification Procedures

Upon activation of the Emergency Response Plan the Operations Officer (CAO/Clerk) will contact the mayor, or designate, and the CEMC or alternate. The CEMC is responsible for notification of the CCG.

When a member of the CCG receives a warning of a real or potential emergency, that member will immediately contact the CEMC or alternate and direct them to initiate the notification of the CCG. The member initiating the call must provide pertinent details as part of the notification procedure.

2.2 Activation of the Emergency Response Plan

The activation of Township of Admaston/Bromley's Emergency Response Plan will result in the CCG convening in the designated Emergency Operations Centre (EOC). Any member of the CCG or council may request that the plan be activated. The request will be made to the mayor, or the CAO/Clerk, or the CEMC or alternate. Only the Mayor, or designate, the CAO/Clerk and the CEMC or alternate have the authority to activate the Emergency Response Plan; activation of the plan is not dependent on, nor synonymous with, an official emergency declaration by the mayor, or designate. Activation of the plan includes:

- Notification of the CCG
- Determination of the appropriate EOC

At the scene, an Emergency Site Commander will be established as per the Incident Management System. The Emergency Site Commander will coordinate with the CCG.

- Set up of the EOC; and
- Any other actions required to implement the plan.

Township of Admaston/Bromley's Emergency Response Plan may be implemented in whole, or in part, based on conditions at the emergency site(s) or the severity of the situation.

2.3 Emergency Operations Centre (EOC)

The EOC is the central command for the Township of Admaston/Bromley's emergency response. The EOC is a secure meeting room, appropriate communications equipment, rest areas, washrooms, and appropriate areas for meals. The EOC will be in the Council Chambers located at the Municipal Office at 477 Stone Road, Renfrew. The Barr Line Community Centre located at 1766 Barr Line, Douglas, is the alternate EOC.

2.3.1 Emergency Operations Centre Procedures

The CEMC, with the assistance of the Operations Officer (CAO/Clerk) and other members of the CCG, will ensure that the EOC is operational within 120 minutes.

Upon arrival at the EOC, each CCG member will:

- Attendance of participants will be recorded in the meeting minutes by the EOI.
- Retrieve the designated EOC Kit.
- Check telephone/communications devices.
- Open personal log.

- Contact own department/agency and obtain a status report, if applicable.
- Participate in the initial briefing.
- Participate in planning the initial response/decision making process.
- Communicate the CCG decisions to department and/or agency staff.
- Continuing participation in the EOC Operations Cycle.

Upon leaving the EOC, each CCG member will:

- Provide location/contact information for the interim.
- Fully brief any replacement/relief, as required.

2.3.2 Operations Cycle

Emergency management is cyclical in nature and the Operations Cycle is how the CCG manages over emergency operations. The Operations Cycle includes regular meetings to share information, discuss actions to be taken and/or issues to be resolved. These meetings are brief and free from interruptions; effective meetings are disciplined in nature.

Initial Operations Cycle meetings may take up to 90 minutes and be held frequently, but as the emergency response progresses meetings should be 30 minutes or less and be held less often. The Operations Cycle meetings are to be chaired by the Operations Officer (CAO/Clerk). The Operations Officer (CAO/Clerk), in conjunction with the mayor, or designate, and CCG, will determine the meeting schedule. It is important to

note that the Operations Cycle should reflect the pace of the emergency in order to meet the primary objectives of supporting the emergency site and coordinating the overall response.

The CCG will convene at the EOC, usually around a planning board or a map, at which time they will in turn report to their departments or agencies status to the mayor, or designate, and Operations Officer (CAO/ Clerk). In the discussion regarding the decision/actions related to the priority items points concerning challenges, barriers, required resources, and any other relevant information so that timely and informed decisions can be made as a group. It is essential that every member of the CCG, covering each area of responsibility, be heard from during the Operations Cycle meeting process. The CCG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact on an effective emergency response.

Specifically, the agenda for each Operations Cycle meeting should consistently include:

- 1) Current Status of each CCG member area of responsibility; including 1st and 2nd priority issues for decision/action.
- 2) List of 1st Priority Items.
- 3) Determination of decision/action for 1st Priority Items.
- 4) List of 2nd Priority Items.
- 5) Determination of decision/action for 2nd Priority Items.
- 6) Discussion of emerging issues for future planning.
- 7) Determination of Key Messages for EOI.

8) Time of Next Operations Cycle Meeting.

Once the Operations Cycle meeting is completed, the CCG members will contact their respective departments and partner agencies to pass on relevant information or directives from the CCG. In the time period following the Operations Cycle meeting and this information dissemination process, CCG members will begin the process of acting on decisions, gathering information and preparing for the next Operations Cycle meeting.

2.4 Roles and Responsibilities of the Community Control Group

The membership of the CCG may be supplemented as required. The Operations Officer (CAO/Clerk) may make requests for participation in CCG meetings of other staff, municipal partners, county partners, provincial stakeholders, and allied agencies.

In addition to the collective responsibilities outlined in section 2.1.3, there are distinct responsibilities for each member of the CCG.

2.4.1 Mayor or Designate

- Declaring an emergency.
- Terminating an emergency.
- Notifying the Minister of Community Safety and Correctional Services of the declaration and termination of the emergency.
- Ensuring the members of Council are advised about the declaration and termination of an emergency.
- Communicating decisions/actions of the CCG to Council.
- Ensuring that neighbouring communities, the MPP and MP are advised of the declaration and termination of the emergency, as required.
- Approving all key messages, major announcements, and media releases.
- Maintaining a personal log.
- Participating in the post emergency de-brief sessions.

2.4.2 Operations Officer – Chief Administrative Officer/Clerk

During an emergency the CAO/Clerk is referred to as the Operations Officer in the EOC and CCG. The Operations Officer performs the functions of the Incident Commander in the Incident Management System by:

- Activating the emergency notification system.
- Coordinating the activities of the EOC, including security of the EOC.
- Chairing the CCG Operations Cycle meetings.
- Advising the Mayor, or designate, on Township of Admaston/Bromley policies and procedures, as required.
- Reviewing with, and advising the mayor, or designate, on the key messages, major announcements, and media releases; in the absence of the Mayor or Designate, approving such messages.
- Ensuring a communication link is established between the Emergency Site Commander and the CCG.

- Initiating and maintaining a business cycle format during emergency operations.
- Ensuring a master record (main events board) is maintained to record all decisions/actions of the CCG.
- In conjunction with the CEMC, ensuring that all essential services of the Township of Admaston/ Bromley are maintained, and that business continuity is minimally disrupted. This may include calling out additional staff to aid, as required.
- Maintaining a personal log.
- Participating in the post emergency de-brief sessions.

2.4.3 Community Emergency Management Coordinator or Alternate

The CEMC is responsible for:

- Activating the emergency notification system, including set up of the EOC and secretary of regular meetings.
- Providing information, advice, and assistance to members of the CCG on Emergency Management programs and principles; also to provide administrative support to the Operations Officer.
- Providing support to the CCG and assisting to ensure proper operation of the EOC.
- Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- In conjunction with the CAO/Clerk, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
- Ensuring a master record of all events and actions taken is maintained (main events board).
- Maintaining a personal log.

2.4.4 Safety Officer – Community Emergency Management Coordinator or Alternate

The Safety Officer is responsible for performing the functions of Safety Officer in the Incident Management System as well as:

- Alerting the CAO/Clerk, or the mayor of an emergency, or a threat of an emergency that may involve County resources.
- Requesting activation of the Emergency Response Plan to the Mayor or CAO/Clerk.
- Upon notification, proceeding to the designated EOC.
- Activating departmental Notification Procedures, as required.
- Providing directions to the CCG related to their Health and Safety.
- Providing leadership to the CCG members to ensure that the health and safety standards of the emergency site(s) and responders are maintained.
- Liaising with municipal, provincial, and federal agencies, as required.
- Liaising with Mutual Assistance partners.
- Maintaining a personal log.
- Participating in the post-emergency CCG de-brief sessions.

2.4.5 Liaison Officer - Treasurer-Deputy CAO/Clerk or CEMC

The liaison officer is responsible for:

- Activating and arranging the EOC.
- Ensuring that security is in place for the EOC and registration of CCG members.
- Ensuring that all members of the CCG have necessary plans, resources, supplies, maps, and equipment.
- Providing advice and clarifications about the implementation details of the Emergency Response Plan.
- Ensuring liaison with community support agencies.
- Ensuring that the operating cycle is met by the CCG and related documentation is maintained and kept for future reference.
- Addressing any action items that may result from the activation of the Emergency Response Plan and keep CCG informed of implementation needs.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

2.4.6 Fire Chief or Designate

The Fire Chief, or designate, is responsible for:

- Alerting the CAO/Clerk, or the mayor of an emergency, or a threat of an emergency that may involve County resources.
- Requesting activation of the Emergency Response Plan to the Mayor or CAO/Clerk.
- Upon notification, proceeding to the designated EOC.
- Activating departmental Notification Procedures, as required.
- Provide the CCG with information and advice on firefighting and rescue matters.
- Depending on the nature of the incident, assign the Incident Commander and inform the CCG.
- Establish ongoing communication link with the senior fire official at the scene of the emergency.
- Inform Mutual Aid Coordinators and/or initiate mutual aid arrangements for the provision of additional firefighters and equipment, as required.
- Determine if additional or special equipment is required and recommend possible sources of supply.
- Aid other township and community departments and being available to contribute to non-firefighting operations, if necessary.
- Establish Incident Command, if required.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

2.4.7 Public Works Superintendent

The Public works Superintendent is responsible for:

- Alerting the CEMC, the CAO/Clerk, or the mayor of an emergency, or a threat of an emergency that may involve Township resources.
- Requesting activation of the Emergency Response Plan to the Mayor, CAO or the CEMC.
- Upon notification, proceeding to the designated EOC.
- Activating departmental Notification Procedures, as required.

- Managing the Public Works response of the Township.
- Providing direction/advice to the Public Works staff responding to the emergency.
- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing and equipment requirements, township roads, bridges, structural integrity, traffic plans and other matters related to the department's responsibilities.
- Maintaining communication and providing information to the EOC.
- Ensuring that the health and safety standards of the Public Works Department staff responding to emergencies are maintained.
- Activating the Amateur Radio Emergency Services, if required.
- Maintaining a personal log.
- Participating in the post-emergency de-brief session.

2.4.8 Emergency Information Officer

The Emergency Information Officer is responsible for:

- Requesting activation of the Emergency Response Plan to the Mayor, CAO/Clerk or the CEMC.
- Upon notification, proceeding to the designated EOC.
- Participating fully in the Operations Cycle Meetings of the CCG regarding: staffing requirements for the EOC, logistical requirements for the media, developing key messages for the public, and recording media coverage of the emergency.
- Act as recording secretary to the CCG.
- Apprising the CCG of any significant information passed on to the public and correcting any misinformation.
- Liaising with Emergency Information Officers of the local municipalities to ensure consistency of messaging to the public.
- Recording and tracking the key messages of the CCG during Operation Cycle meetings.
- Coordinating interviews and media conferences for CCG members, as required, and approved by the Operations Officer (CAO/Clerk).
- Preparing media releases for review by appropriate officials.
- Maintaining chronological record of all media releases.
- Accessing copies of news reports and interviews during and following an emergency.
- Monitoring news coverage.
- Maintaining a personal log.
- Participating in post-emergency CCG de-brief sessions.

2.4.9 Other Members as Required

- A Community Officer of Office of the Fire Marshal and Emergency Management Ontario.
- Representatives from the Ontario Provincial Police
- Renfrew County & District Health Unit
- County of Renfrew Paramedic Service
- County of Renfrew Social Services
- Medical Officer of Health

- County of Renfrew CEMC
- Renfrew County Mutual Aid Committee
- Other appropriate Federal and Provincial Ministries are also available as resources to the CCG.
- Members from other private, commercial and/or industrial organizations (e.g. TransCanada Pipeline, Hydro One, Ontario Power Generation etc.) may also be requested to participate.

2.5 Telecommunications

The primary methods of communicating to and from the Emergency Operations Centre will be by text message, telephone, or e-mail. In the event that landline and/or cellular telephone service is not available, radio communications provided through the Township of Admaston/Bromley Public Works may be employed to maintain direct contact with the Emergency Site responders. In such cases, Amateur Radio Emergency Services (ARES) may also be activated to support the necessary communications between the CCG members and the Site. The Public Works Superintendent is responsible for activating the ARES and providing for their needs.

Part Three: Legislative Compliance

3.1 *Emergency Management and Civil Protection Act*

The Emergency Management and Civil Protection Act is the legal authority for the Township of Admaston/Bromley's Emergency Response Plan. The Emergency Management and Civil Protection Act states that:

"The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect the property of the health, safety and welfare of the inhabitants of the emergency area."
R.S.O. 1990, E.9, s.4 (2).

With the determination of such authority, the Emergency Management and Civil Protection Act also prescribes that every municipality shall:

- Develop and implement an emergency management program and the council of the municipality shall, through by-law, adopt the emergency management program. 2002, c.14, s. 4.
- The emergency management program shall consist of:
 - an emergency plan.
 - training programs and exercises; for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities.
 - public education on risks to public safety and on public preparedness for emergencies; and.
 - any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s.4.

- Identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002 c14, s.4.
- Formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by-law adopt the emergency plan. 2002, c. 14, s.5 (1).
- Conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan. 2002, c.14, s.5 (2).
- Review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 5 (3).
- Submit a copy of the emergency plan and of any revision to the emergency plan to the Chief, Office of the Fire Marshal and Emergency Management Ontario and shall ensure that the Chief, Office of the Fire Marshal, and Emergency Management Ontario has, at any time, the most current version of their emergency plans. 2002, c.14, s.10.

As enabled by the *Emergency Management and Civil Protection Act* this emergency response plan and its elements are:

- Issued under the authority of the County of Renfrew By-Law (85-13)
- In conformity to the plan formulated by the Lieutenant Governor in Council; and
- Filed with Emergency Management Ontario, Ministry of Community Safety and Correctional Services.

3.2 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of this plan shall be used solely for the purposes of planning, preparing, and conducting response to emergencies as defined by the *Emergency Management and Civil Protection Act*, and the release of information under this plan shall be in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*.

3.3.1 Employee Indemnification

Section 11, subsection 1 of the *Emergency Management and Civil Protection Act* protects individual members of council and staff of municipalities from personal liability.

“No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise of performance of any power or duty under this Act or an order under this Act of for neglect or default in the good faith exercise or performance of such a power or duty.” 2006, c.13, s.1 (6).”

3.3.2 Municipal Liability

In accordance with the *Emergency Management and Civil Protection Act* a municipality is not relieved from liability as stated in Section 11, subsection 3:

“Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality.” 2006, c. 13, s.1 (6)

3.4 Plan Maintenance

It is essential that the plan be kept current and viable by adherence to a maintenance schedule. Responsibility for the maintenance of the plan rests with CEMC or alternate who may delegate tasks accordingly.

The emergency contact lists will be reviewed, and the notification system will be tested annually. The plan will be exercised and reviewed annually as a legislative requirement.

The CCG will receive training and participate in an exercise annually as a legislative requirement.

Annex 1 – Checklist in Consideration of a Declaration of an Emergency

*When considering whether to declare an emergency, a positive response to one or more of the following criteria MAY indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

GENERAL AND GOVERNMENT:

- Is the situation an extraordinary event requiring extraordinary measures?
- Does the situation pose a danger of major proportions to life or property?
- Does the situation pose a threat to the provision of essential services (ex., energy, potable water, sewage treatment/containment, supply of goods or medical care?)
- Does the situation threaten social order and the ability to govern?
- Is the event attracting significant media and/or public interest?
- Has there been a declaration of emergency by another level of government?

LEGAL:

- Might legal action be taken against municipal employees or Councillors related to their actions during the current crisis?
- Are volunteers assisting?

OPERATIONAL:

- Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel?
- Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis?
- Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations?
- Does, or might, the situation require provincial support or resources?
- Does, or might, the situation require assistance from the federal government (ex, military equipment)?
- Does the situation involve a structural collapse?
- Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident?
- Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals (livestock) from your municipality?
- Will your municipality be receiving evacuees from another community?

ECONOMIC AND FINANCIAL

- Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles?
- Is an event likely to have a long term negative impact on a community's economic

viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to reestablish commercial activity?

- Is it possible that a specific person, corporation, or other party has caused the situation?

Annex 2 – Declaration of an Emergency

MANAGING THE EMERGENCY -
DECLARATION OF AN EMERGENCY

Municipality: TOWNSHIP OF ADMASTON/BROMLEY

I, _____ hereby declare a state of local Emergency
Mayor or alternate

in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, c E.9 s.4. (1)
due to the emergency described herein: *(nature of emergency)*

for an Emergency Area or part thereof described as: *(geographic boundary)*

Signed: _____

Title: _____

Dated: _____ at _____ *(Time)*

in the Municipality of: _____

Declaration of an emergency should be faxed to the PEOC as soon as it is convenient
the fax number for this purpose is: 1 – 416 – 314-0474

Contact for PEOC:

Email: Peocdo01@ontario.ca

Phone: 416-314-0472

Toll Free: 1-866-314-0472

Annex 3 – Termination of an Emergency

TERMINATION OF AN EMERGENCY

Municipality: TOWNSHIP OF ADMASTON/BROMLEY

I, _____ hereby declare a state of local Emergency
Mayor or alternate

Terminated in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990,
c E.9 s.4. (1) due to the emergency described herein: *(nature of emergency)*

for an Emergency Area or part thereof described as: *(geographic boundary)*

Signed: _____

Title: _____

Dated: _____ at _____ *(Time)*

in the Municipality of: _____

Termination of an emergency should be faxed to the PEOC as soon as it is convenient
the fax number for this purpose is: 1 – 416 – 314-0474

Contact for PEOC:

Email: Peocdo01@ontario.ca

Phone: 416-314-0472

Toll Free: 1-866-314-0472

Emergency Management and Civil Protection Act

R.S.O. 1990, CHAPTER E.9

Consolidation Period: From July 1, 2023 to the [e-Laws currency date](#).

Last amendment: 2022, c. 11, Sched. 1.

Legislative History: 1999, c. 12, Sched. P, s. 3-9; 2002, c. 14, s. 2-17; 2002, c. 17, Sched. C, s. 10; 2003, c. 1, s. 14; 2006, c. 13, s. 1, 2; 2006, c. 32, Sched. C, s. 17; 2006, c. 35, Sched. C, s. 32; 2009, c. 33, Sched. 9, s. 4; 2019, c. 7, Sched. 17, s. 64; 2022, c. 11, Sched. 1.

CONTENTS

1.	Definitions
2.	Administration of Act
2.0.1	Cabinet advisory committee
2.1	Municipal emergency management programs
3.	Municipal emergency plan
4.	Declaration of emergency
5.	Conformity with upper-tier plan
5.1	Emergency management programs of provincial government bodies
6.	Emergency plans of provincial government bodies
6.0.1	Provincial emergency management plan
6.1	Commissioner and Chief
6.1.1	Accountability and governance framework
6.2	Emergency plans submitted to Chief
7.	Definitions
7.0.1	Declaration of emergency
7.0.2	Emergency powers and orders
7.0.3	Powers of the Premier
7.0.4	Delegation of powers
7.0.5	Proceedings to restrain contravention of order
7.0.6	Reports during an emergency
7.0.7	Termination of emergency
7.0.8	Revocation of orders
7.0.9	Disallowance of emergency by Assembly
7.0.10	Report on emergency
7.0.11	Offences
7.1	Orders in emergency
7.2	Orders, general
8.	Lieutenant Governor in Council to formulate plan
8.1	Other emergency plans
9.	What plan may provide
10.	Public access to plans
11.	Protection from action
12.	Right of action
13.	Agreements
13.1	Action not an expropriation
14.	Standards for emergency management programs and emergency plans
14.1	Regulations, LGIC
15.	Crown bound

Definitions

1 In this Act,

“emergency” means a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise; (“situation d’urgence”)

“emergency area” means the area in which an emergency exists; (“zone de crise”)

“emergency management program” means a program developed under section 2.1 or 5.1; (“programme de gestion des situations d’urgence”)

“emergency plan” means a plan formulated under section 3, 6, 6.0.1, 8 or 8.1; (“plan de mesures d’urgence”)

“employee of a municipality” means an employee as defined in section 278 of the *Municipal Act, 2001* or a designated employee as defined in section 217 of the *City of Toronto Act, 2006*, as the case may be; (“employé municipal”)

“head of council” includes a chair of the board of an improvement district; (“président du conseil”)

“local board” means a local board as defined in the *Municipal Affairs Act*; (“conseil local”)

“local services board” means a Local Services Board established under the *Local Services Boards Act*; (“régie locale des services publics”)

“member of council” includes a trustee of the board of an improvement district; (“membre du conseil”)

“necessary goods, services and resources” includes food, water, electricity, fossil fuels, clothing, equipment, transportation and medical services and supplies; (“denrées, services et ressources nécessaires”)

“prescribed” means prescribed by the regulations; (“prescrit”)

“public servant” means a public servant within the meaning of the *Public Service of Ontario Act, 2006*; (“fonctionnaire”)

“regulations” means regulations made under this Act. (“règlements”) R.S.O. 1990, c. E.9, s. 1; 1999, c. 12, Sched. P, s. 3; 2002, c. 14, s. 3; 2002, c. 17, Sched. C, s. 10 (1, 2); 2006, c. 13, s. 1 (2); 2006, c. 32, Sched. C, s. 17; 2006, c. 35, Sched. C, s. 32 (1, 2); 2022, c. 11, Sched. 1, s. 1.

Section Amendments with date in force (d/m/y)

1999, c. 12, Sched. P, s. 3 (1, 2) - 04/02/2000

2002, c. 14, s. 3 (1, 2) - 15/04/2003; 2002, c. 17, Sched. C, s. 10 (1, 2) - 01/01/2003

2006, c. 13, s. 1 (2) - 30/06/2006; 2006, c. 32, Sched. C, s. 17 - 01/01/2007; 2006, c. 35, Sched. C, s. 32 (1, 2) - 20/08/2007

2022, c. 11, Sched. 1, s. 1 (1) - 01/01/2023; 2022, c. 11, Sched. 1, s. 1 (2) - 21/04/2022

Administration of Act

2 The Solicitor General is responsible for the administration of this Act. R.S.O. 1990, c. E.9, s. 2.

Cabinet advisory committee

2.0.1 The Lieutenant Governor in Council may appoint, from among the members of the Executive Council, a committee to advise the Lieutenant Governor in Council on matters relating to emergencies. 2006, c. 13, s. 1 (3).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (3) - 30/06/2006

Municipal emergency management programs

2.1 (1) Every municipality shall develop and implement an emergency management program and the council of the municipality shall by by-law adopt the emergency management program. 2002, c. 14, s. 4.

Same

(2) The emergency management program shall consist of,

- (a) an emergency plan as required by section 3;
- (b) training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and

- (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 4.

Hazard and risk assessment and infrastructure identification

(3) In developing its emergency management program, every municipality shall identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies. 2002, c. 14, s. 4.

Confidentiality for defence reasons

(4) Subject to subsection (5), a head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, may refuse under that Act to disclose a record if,

- (a) the record contains information required for the identification and assessment activities under subsection (3); and
- (b) its disclosure could reasonably be expected to prejudice the defence of Canada or of any foreign state allied or associated with Canada or be injurious to the detection, prevention or suppression of espionage, sabotage or terrorism. 2002, c. 14, s. 4.

Same

(5) A head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, shall not disclose a record described in subsection (4),

- (a) if the institution is a municipality and the head of the institution is not the council of the municipality, without the prior approval of the council of the municipality;
- (b) if the institution is a board, commission or body of a municipality, without the prior approval of the council of the municipality or, if it is a board, commission or body of two or more municipalities, without the prior approval of the councils of those municipalities. 2002, c. 14, s. 4.

Confidentiality of third party information

(6) A head of an institution, as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, shall not, under that Act, disclose a record that,

- (a) contains information required for the identification and assessment activities under subsection (3); and
- (b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 4.

Meetings closed to public

(7) The council of a municipality shall close to the public a meeting or part of a meeting if the subject matter being considered is the council's approval for the purpose of subsection (5). 2002, c. 14, s. 4.

Application of *Municipal Freedom of Information and Protection of Privacy Act*

(8) Nothing in this section affects a person's right of appeal under section 39 of the *Municipal Freedom of Information and Protection of Privacy Act* with respect to a record described in this section. 2002, c. 14, s. 4.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 4 - 15/04/2003

Municipal emergency plan

3 (1) Every municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency and the council of the municipality shall by by-law adopt the emergency plan. 2002, c. 14, s. 5 (1).

(2) REPEALED: 2002, c. 14, s. 5 (1).

Co-ordination by county

(3) The council of a county may with the consent of the councils of the municipalities situated within the county co-ordinate and assist in the formulation of their emergency plans under subsection (1). R.S.O. 1990, c. E.9, s. 3 (3).

Specific emergencies may be designated

(4) The Lieutenant Governor in Council may designate a municipality to address a specific type of emergency in its emergency plan and, if so required, the municipality shall include the type of emergency specified in its emergency plan. 2002, c. 14, s. 5 (2).

Training and exercises

(5) Every municipality shall conduct training programs and exercises to ensure the readiness of employees of the municipality and other persons to act under the emergency plan. 2002, c. 14, s. 5 (3).

Review of plan

(6) Every municipality shall review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 5 (3).

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 5 (1-3) - 15/04/2003

Declaration of emergency

4 (1) The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area. R.S.O. 1990, c. E.9, s. 4 (1).

Declaration as to termination of emergency

(2) The head of council or the council of a municipality may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (2).

Solicitor General to be notified

(3) The head of council shall ensure that the Solicitor General is notified forthwith of a declaration made under subsection (1) or (2). R.S.O. 1990, c. E.9, s. 4 (3).

Premier may declare emergency terminated

(4) The Premier of Ontario may at any time declare that an emergency has terminated. R.S.O. 1990, c. E.9, s. 4 (4).

Conformity with upper-tier plan

5 The emergency plan of a lower-tier municipality in an upper-tier municipality, excluding a county, shall conform to the emergency plan of the upper-tier municipality and has no effect to the extent of any inconsistency and, for the purposes of this section, The Corporation of the County of Lambton shall be deemed to be an upper-tier municipality. 2002, c. 17, Sched. C, s. 10 (3).

Section Amendments with date in force (d/m/y)

2002, c. 17, Sched. C, s. 10 (3) - 01/01/2003

Emergency management programs of provincial government bodies

5.1 (1) Every minister of the Crown presiding over a ministry of the Government of Ontario and every agency, board, commission and other branch of government designated by the Lieutenant Governor in Council shall develop and implement an emergency management program consisting of,

- (a) an emergency plan as required by section 6;
- (b) training programs and exercises for public servants and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- (c) public education on risks to public safety and on public preparedness for emergencies; and
- (d) any other element required by the standards for emergency management programs set under section 14. 2002, c. 14, s. 7; 2006, c. 35, Sched. C, s. 32 (3).

Hazard and risk assessment and infrastructure identification

(2) In developing an emergency management program, every minister of the Crown and every designated agency, board, commission and other branch of government shall identify and regularly monitor and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure for which

the minister or agency, board, commission or branch is responsible that are at risk of being affected by emergencies. 2022, c. 11, Sched. 1, s. 2.

Same, identification of necessary goods, services and resources

(2.1) The emergency management program must include an identification of the necessary goods, services and resources that would be required to respond to the hazards and risks identified under subsection (2) and the availability and readiness of those necessary goods, services and resources. 2022, c. 11, Sched. 1, s. 2.

Same, provision upon request

(2.2) Every minister of the Crown and every designated agency, board, commission and other branch of government shall provide information on the hazards and risks identified under subsection (2) and the related information described in subsection (2.1) to the Chief, Emergency Management Ontario annually and at any other time requested by the Chief. 2022, c. 11, Sched. 1, s. 2.

Confidentiality of third party information

(3) A head of an institution, as defined in the *Freedom of Information and Protection of Privacy Act*, shall not, under that Act, disclose a record that,

- (a) contains information required for the identification and assessment activities under subsection (2); and
- (b) reveals a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence implicitly or explicitly. 2002, c. 14, s. 7.

Application of *Freedom of Information and Protection of Privacy Act*

(4) Nothing in this section affects a person's right of appeal under section 50 of the *Freedom of Information and Protection of Privacy Act* with respect to a record described in this section. 2002, c. 14, s. 7.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 7 - 15/04/2003

2006, c. 35, Sched. C, s. 32 (3) - 20/08/2007

2022, c. 11, Sched. 1, s. 2 - 01/07/2023

Emergency plans of provincial government bodies

6 (1) It is the responsibility of,

- (a) each minister of the Crown presiding over a ministry of the Government of Ontario; and
- (b) each agency, board, commission or other branch of government designated by the Lieutenant Governor in Council,

to formulate an emergency plan for the ministry or branch of government, as the case may be, in respect of the type of emergency assigned to it by the Lieutenant Governor in Council, governing the provision of necessary services during an emergency and the procedures under and the manner in which public servants and other persons will respond to the emergency. R.S.O. 1990, c. E.9, s. 6 (1); 2006, c. 35, Sched. C, s. 32 (3).

Plan shall reflect provincial emergency management plan

(1.1) The emergency plan must reflect any relevant contents from the provincial emergency management plan formulated under section 6.0.1. 2022, c. 11, Sched. 1, s. 3.

Training and exercises

(2) Every minister of the Crown described in clause (1) (a) and every agency, board, commission or other branch of government described in clause (1) (b) shall conduct training programs and exercises to ensure the readiness of public servants and other persons to act under their emergency plans. 2002, c. 14, s. 8; 2006, c. 35, Sched. C, s. 32 (3).

Review of plan

(3) Every minister of the Crown described in clause (1) (a) and every agency, board, commission or other branch of government described in clause (1) (b) shall review and, if necessary, revise its emergency plan every year. 2002, c. 14, s. 8.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 8 - 15/04/2003

2006, c. 35, Sched. C, s. 32 (3) - 20/08/2007

2022, c. 11, Sched. 1, s. 3 - 01/01/2023

Provincial emergency management plan

6.0.1 (1) The Solicitor General shall formulate a provincial emergency management plan that describes how Ontario will co-ordinate the response to any emergency that requires co-ordination at the provincial level. 2022, c. 11, Sched. 1, s. 4.

Training and exercises

(2) The Solicitor General shall conduct training programs and exercises to ensure the readiness of public servants and other persons to act under the provincial emergency management plan. 2022, c. 11, Sched. 1, s. 4.

Annual report

(3) The Solicitor General shall prepare an annual report detailing the progress that has been made on achieving the objectives of the provincial emergency management plan. 2022, c. 11, Sched. 1, s. 4.

Review and revision of plan

(4) The Solicitor General shall review the provincial emergency management plan and revise it at least every five years. 2022, c. 11, Sched. 1, s. 4.

Publication

(5) The Solicitor General shall make the provincial emergency management plan and the annual report described in subsection (3) available to the public on a website of the Government of Ontario or in such other manner as may be prescribed. 2022, c. 11, Sched. 1, s. 4.

Section Amendments with date in force (d/m/y)

2022, c. 11, Sched. 1, s. 4 - 01/01/2023

Commissioner and Chief

6.1 (1) The Lieutenant Governor shall appoint a Commissioner of Emergency Management and a Chief, Emergency Management Ontario. 2022, c. 11, Sched. 1, s. 5.

Commissioner operates under direction of Solicitor General

(2) The Commissioner of Emergency Management operates under the direction of the Solicitor General. 2022, c. 11, Sched. 1, s. 5.

Chief operates under direction of Commissioner

(3) The Chief, Emergency Management Ontario operates under the direction of the Commissioner of Emergency Management. 2022, c. 11, Sched. 1, s. 5.

Responsibilities of Chief

(4) The Chief, Emergency Management Ontario is responsible for monitoring, co-ordinating and assisting in the development and implementation of emergency management programs under sections 2.1 and 5.1 and for ensuring that those programs are co-ordinated in so far as possible with emergency management programs and emergency plans of the Government of Canada and its agencies. 2022, c. 11, Sched. 1, s. 5.

Transition

(5) The appointments of the Commissioner of Emergency Management and the Chief, Emergency Management Ontario that were in effect immediately before this subsection came into force are continued on the day this subsection comes into force as appointments made under this section. 2022, c. 11, Sched. 1, s. 5.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 9 - 15/04/2003

2022, c. 11, Sched. 1, s. 5 - 21/04/2022

Accountability and governance framework

6.1.1 (1) The Solicitor General shall develop a written framework for accountability and governance during emergencies. 2022, c. 11, Sched. 1, s. 5.

Contents

(2) The framework shall articulate,

- (a) the role, authority, powers and responsibilities of the Solicitor General, the Commissioner of Emergency Management and the Chief, Emergency Management Ontario during an emergency; and
- (b) the roles and responsibilities of each minister of the Crown presiding over a ministry of the Government of Ontario during an emergency. 2022, c. 11, Sched. 1, s. 5.

Publication

(3) The Solicitor General shall make the framework available to the public on a website of the Government of Ontario or in such other manner as may be prescribed. 2022, c. 11, Sched. 1, s. 5.

Compliance

(4) The Solicitor General, Commissioner of Emergency Management and Chief, Emergency Management Ontario and any other prescribed ministers of the Crown presiding over a ministry of the Government of Ontario shall operate in compliance with the framework. 2022, c. 11, Sched. 1, s. 5.

Section Amendments with date in force (d/m/y)

2022, c. 11, Sched. 1, s. 5 - 21/04/2022

Emergency plans submitted to Chief

6.2 (1) Every municipality, minister of the Crown and designated agency, board, commission and other branch of government shall submit a copy of their emergency plans and of any revisions to their emergency plans to the Chief, Emergency Management Ontario, and shall ensure that the Chief, Emergency Management Ontario has, at any time, the most current version of their emergency plans. 2002, c. 14, s. 10.

Repository for emergency plans

(2) The Chief, Emergency Management Ontario shall keep in a secure place the most current version of every emergency plan submitted to him or her. 2002, c. 14, s. 10.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 10 - 15/04/2003

Definitions

7 In sections 7.0.1 to 7.0.11,

“animal” means a domestic animal or bird or an animal or bird that is wild by nature that is in captivity; (“animal”)

“municipality” includes a local board of a municipality, a district social services administration board and, despite subsection 6 (2) of the *Northern Services Boards Act*, a local services board. (“municipalité”) 2006, c. 13, s. 1 (4) ; 2022, c. 11, Sched. 1, s. 6.

Section Amendments with date in force (d/m/y)

1999, c. 12, Sched. P, s. 5 - 04/02/2000

2006, c. 13, s. 1 (4) - 30/06/2006

2022, c. 11, Sched. 1, s. 6 - 21/04/2022

Declaration of emergency

7.0.1 (1) Subject to subsection (3), the Lieutenant Governor in Council or the Premier, if in the Premier’s opinion the urgency of the situation requires that an order be made immediately, may by order declare that an emergency exists throughout Ontario or in any part of Ontario. 2006, c. 13, s. 1 (4).

Confirmation of urgent declaration

(2) An order of the Premier that declares an emergency is terminated after 72 hours unless the order is confirmed by order of the Lieutenant Governor in Council before it terminates. 2006, c. 13, s. 1 (4).

Criteria for declaration

(3) An order declaring that an emergency exists throughout Ontario or any part of it may be made under this section if, in the opinion of the Lieutenant Governor in Council or the Premier, as the case may be, the following criteria are satisfied:

1. There is an emergency that requires immediate action to prevent, reduce or mitigate a danger of major proportions that could result in serious harm to persons or substantial damage to property.

2. One of the following circumstances exists:

- i. The resources normally available to a ministry of the Government of Ontario or an agency, board or commission or other branch of the government, including existing legislation, cannot be relied upon without the risk of serious delay.
- ii. The resources referred to in subparagraph i may be insufficiently effective to address the emergency.
- iii. It is not possible, without the risk of serious delay, to ascertain whether the resources referred to in subparagraph i can be relied upon. 2006, c. 13, s. 1 (4).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

Emergency powers and orders

Purpose

7.0.2 (1) The purpose of making orders under this section is to promote the public good by protecting the health, safety and welfare of the people of Ontario in times of declared emergencies in a manner that is subject to the *Canadian Charter of Rights and Freedoms*. 2006, c. 13, s. 1 (4).

Criteria for emergency orders

(2) During a declared emergency, the Lieutenant Governor in Council may make orders that the Lieutenant Governor in Council believes are necessary and essential in the circumstances to prevent, reduce or mitigate serious harm to persons or substantial damage to property, if in the opinion of the Lieutenant Governor in Council it is reasonable to believe that,

- (a) the harm or damage will be alleviated by an order; and
- (b) making an order is a reasonable alternative to other measures that might be taken to address the emergency. 2006, c. 13, s. 1 (4).

Limitations on emergency order

(3) Orders made under this section are subject to the following limitations:

1. The actions authorized by an order shall be exercised in a manner which, consistent with the objectives of the order, limits their intrusiveness.
2. An order shall only apply to the areas of the Province where it is necessary.
3. Subject to section 7.0.8, an order shall be effective only for as long as is necessary. 2006, c. 13, s. 1 (4).

Emergency orders

(4) In accordance with subsection (2) and subject to the limitations in subsection (3), the Lieutenant Governor in Council may make orders in respect of the following:

1. Implementing any emergency plans formulated under section 3, 6, 8 or 8.1.
2. Regulating or prohibiting travel or movement to, from or within any specified area.
3. Evacuating individuals and animals and removing personal property from any specified area and making arrangements for the adequate care and protection of individuals and property.
4. Establishing facilities for the care, welfare, safety and shelter of individuals, including emergency shelters and hospitals.
5. Closing any place, whether public or private, including any business, office, school, hospital or other establishment or institution.
6. To prevent, respond to or alleviate the effects of the emergency, constructing works, restoring necessary facilities and appropriating, using, destroying, removing or disposing of property.
7. Collecting, transporting, storing, processing and disposing of any type of waste.
8. Authorizing facilities, including electrical generating facilities, to operate as is necessary to respond to or alleviate the effects of the emergency.
9. Using any necessary goods, services and resources within any part of Ontario, distributing, and making available necessary goods, services and resources and establishing centres for their distribution.
10. Procuring necessary goods, services and resources.

11. Fixing prices for necessary goods, services and resources and prohibiting charging unconscionable prices in respect of necessary goods, services and resources.
12. Authorizing, but not requiring, any person, or any person of a class of persons, to render services of a type that that person, or a person of that class, is reasonably qualified to provide.
13. Subject to subsection (7), requiring that any person collect, use or disclose information that in the opinion of the Lieutenant Governor in Council may be necessary in order to prevent, respond to or alleviate the effects of the emergency.
14. Consistent with the powers authorized in this subsection, taking such other actions or implementing such other measures as the Lieutenant Governor in Council considers necessary in order to prevent, respond to or alleviate the effects of the emergency. 2006, c. 13, s. 1 (4).

Terms and conditions for services

(5) An order under paragraph 12 of subsection (4) may provide for terms and conditions of service for persons providing and receiving services under that paragraph, including the payment of compensation to the person providing services. 2006, c. 13, s. 1 (4).

Employment protected

(6) The employment of a person providing services under an order made under paragraph 12 of subsection (4) shall not be terminated because the person is providing those services. 2006, c. 13, s. 1 (4).

Disclosure of information

(7) The following rules apply with respect to an order under paragraph 13 of subsection (4):

1. Information that is subject to the order must be used to prevent, respond to or alleviate the effects of the emergency and for no other purpose.
2. Information that is subject to the order that is personal information within the meaning of the *Freedom of Information and Protection of Privacy Act* is subject to any law with respect to the privacy and confidentiality of personal information when the declared emergency is terminated. 2006, c. 13, s. 1 (4).

Exception

(8) Paragraph 2 of subsection (7) does not prohibit the use of data that is collected as a result of an order to disclose information under paragraph 13 of subsection (4) for research purposes if,

- (a) information that could be used to identify a specific individual is removed from the data; or
- (b) the individual to whom the information relates consents to its use. 2006, c. 13, s. 1 (4).

Authorization to render information anonymous

(9) A person who has collected or used information as the result of an order under paragraph 13 of subsection (4) may remove information that could be used to identify a specific individual from the data for the purpose of clause (8) (a). 2006, c. 13, s. 1 (4).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

Powers of the Premier

Powers delegated to Premier

7.0.3 (1) If an order is made under section 7.0.1, the Premier may exercise any power or perform any duty conferred upon a minister of the Crown or an employee of the Crown by or under an Act of the Legislature. 2006, c. 13, s. 1 (4); 2006, c. 35, Sched. C, s. 32 (4).

Powers of Premier, municipal powers

(2) If an order is made under section 7.0.1 and the emergency area or any part of it is within the jurisdiction of a municipality, the Premier, where he or she considers it necessary, may by order made under this section,

- (a) direct and control the administration, facilities and equipment of the municipality in the emergency area, and, without restricting the generality of the foregoing, the exercise by the municipality of its powers and duties in the emergency area, whether under an emergency plan or otherwise, is subject to the direction and control of the Premier; and
- (b) require any municipality to provide such assistance as he or she considers necessary to an emergency area or any part of the emergency area that is not within the jurisdiction of the municipality and direct and control the provision of such assistance. 2006, c. 13, s. 1 (4).

By-law not necessary

(3) Despite subsection 5 (3) of the *Municipal Act, 2001*, a municipality is authorized to exercise a municipal power in response to an order of the Premier or his or her delegate made under subsection (2) without a by-law. 2006, c. 13, s. 1 (4).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006; 2006, c. 35, Sched. C, s. 32 (4) - 20/08/2007

Delegation of powers

7.0.4 (1) After an order has been made under section 7.0.1, the Lieutenant Governor in Council may delegate to a minister of the Crown or to the Commissioner of Emergency Management any of the powers of the Lieutenant Governor in Council under subsection 7.0.2 (4) and the Premier may delegate to a minister of the Crown or to the Commissioner of Emergency Management any of the Premier's powers under section 7.0.3. 2006, c. 13, s. 1 (4).

Same

(2) A minister to whom powers have been delegated under subsection (1) may delegate any of his or her powers under subsection 7.0.2 (4) and section 7.0.3 to the Commissioner of Emergency Management. 2006, c. 13, s. 1 (4).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

Proceedings to restrain contravention of order

7.0.5 Despite any other remedy or any penalty, the contravention by any person of an order made under subsection 7.0.2 (4) may be restrained by order of a judge of the Superior Court of Justice upon application without notice by the Crown in right of Ontario, a member of the Executive Council or the Commissioner of Emergency Management, and the judge may make the order and it may be enforced in the same manner as any other order or judgment of the Superior Court of Justice. 2006, c. 13, s. 1 (4).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

Reports during an emergency

7.0.6 During an emergency, the Premier, or a Minister to whom the Premier delegates the responsibility, shall regularly report to the public with respect to the emergency. 2006, c. 13, s. 1 (4).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

Termination of emergency

7.0.7 (1) Subject to this section, an emergency declared under section 7.0.1 is terminated at the end of the 14th day following its declaration unless the Lieutenant Governor in Council by order declares it to be terminated at an earlier date. 2006, c. 13, s. 1 (4).

Extension of emergency, L.G. in C.

(2) The Lieutenant Governor in Council may by order extend an emergency before it is terminated for one further period of no more than 14 days. 2006, c. 13, s. 1 (4).

Extension of emergency, Assembly

(3) The Assembly, on the recommendation of the Premier, may by resolution extend the period of an emergency for additional periods of no more than 28 days. 2006, c. 13, s. 1 (4).

Same

(4) If there is a resolution before the Assembly to extend the period of the emergency, the declaration of emergency shall continue until the resolution is voted on. 2006, c. 13, s. 1 (4).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

Revocation of orders

7.0.8 (1) Subject to this section, an order made under subsection 7.0.2 (4) is revoked 14 days after it is made unless it is revoked sooner. 2006, c. 13, s. 1 (4).

Commissioner's orders

(2) An order of the Commissioner of Emergency Management made under subsection 7.0.2 (4) is revoked at the end of the second full day following its making unless it is confirmed before that time by order of the Lieutenant Governor in Council, the Premier or the Minister who delegated the power to make the order. 2006, c. 13, s. 1 (4).

Extension of orders, L.G. in C., etc.

(3) During a declared emergency, the Lieutenant Governor in Council or a Minister to whom the power has been delegated may by order, before it is revoked, extend the effective period of an order made under subsection 7.0.2 (4) for periods of no more than 14 days. 2006, c. 13, s. 1 (4).

Extension of order after emergency

(4) Despite the termination or disallowance of the emergency, the Lieutenant Governor in Council may by order extend the effective period of an order made under subsection 7.0.2 (4) for periods of no more than 14 days where the extension of the order is necessary to deal with the effects of the emergency. 2006, c. 13, s. 1 (4).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

Disallowance of emergency by Assembly

7.0.9 (1) Despite section 7.0.7, the Assembly may by resolution disallow the declaration of emergency under section 7.0.1 or the extension of an emergency. 2006, c. 13, s. 1 (4).

Same

(2) If the Assembly passes a resolution disallowing the declaration of emergency or the extension of one, any order made under subsection 7.0.2 (4) is revoked as of the day the resolution passes. 2006, c. 13, s. 1 (4).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

Report on emergency

7.0.10 (1) The Premier shall table a report in respect of the emergency in the Assembly within 120 days after the termination of an emergency declared under section 7.0.1 and, if the Assembly is not then in session, the Premier shall table the report within seven days of the Assembly reconvening. 2006, c. 13, s. 1 (4).

Content of report

(2) The report of the Premier shall include information,

- (a) in respect of making any orders under subsection 7.0.2 (4) and an explanation of how the order met the criteria for making an order under subsection 7.0.2 (2) and how the order satisfied the limitations set out in subsection 7.0.2 (3); and
- (b) in respect of making any orders under subsection 7.0.3 (2) and an explanation as to why he or she considered it necessary to make the order. 2006, c. 13, s. 1 (4).

Consideration of report

(3) The Assembly shall consider the report within five sitting days after the report is tabled. 2006, c. 13, s. 1 (4).

Commissioner's report

(4) If the Commissioner of Emergency Management makes any orders under subsection 7.0.2 (4) or 7.0.3 (2), he or she shall, within 90 days after the termination of an emergency declared under subsection 7.0.1 (1), make a report to the Premier in respect of the orders and the Premier shall include it in the report required by subsection (1). 2006, c. 13, s. 1 (4).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

Offences

7.0.11 (1) Every person who fails to comply with an order under subsection 7.0.2 (4) or who interferes with or obstructs any person in the exercise of a power or the performance of a duty conferred by an order under that subsection is guilty of an offence and is liable on conviction,

- (a) in the case of an individual, subject to clause (b), to a fine of not more than \$100,000 and for a term of imprisonment of not more than one year;
- (b) in the case of an individual who is a director or officer of a corporation, to a fine of not more than \$500,000 and for a term of imprisonment of not more than one year; and

(c) in the case of a corporation, to a fine of not more than \$10,000,000. 2006, c. 13, s. 1 (4).

Separate offence

(2) A person is guilty of a separate offence on each day that an offence under subsection (1) occurs or continues. 2006, c. 13, s. 1 (4).

Increased penalty

(3) Despite the maximum fines set out in subsection (1), the court that convicts a person of an offence may increase a fine imposed on the person by an amount equal to the financial benefit that was acquired by or that accrued to the person as a result of the commission of the offence. 2006, c. 13, s. 1 (4).

Exception

(4) No person shall be charged with an offence under subsection (1) for failing to comply with or interference or obstruction in respect of an order that is retroactive to a date that is specified in the order, if the failure to comply, interference or obstruction is in respect of conduct that occurred before the order was made but is after the retroactive date specified in the order. 2006, c. 13, s. 1 (4).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (4) - 30/06/2006

Orders in emergency

Purpose

7.1 (1) The purpose of this section is to authorize the Lieutenant Governor in Council to make appropriate orders when, in the opinion of the Lieutenant Governor in Council, victims of an emergency or other persons affected by an emergency need greater services, benefits or compensation than the law of Ontario provides or may be prejudiced by the operation of the law of Ontario. 2006, c. 13, s. 1 (5).

Order

(2) If the conditions set out in subsection (3) are satisfied, the Lieutenant Governor in Council may, by order made on the recommendation of the Attorney General, but only if the Lieutenant Governor in Council is of the opinion described in subsection (1),

- (a) temporarily suspend the operation of a provision of a statute, regulation, rule, by-law or order of the Government of Ontario; and
- (b) if it is appropriate to do so, set out a replacement provision to be in effect during the temporary suspension period only. 2006, c. 13, s. 1 (5).

Conditions

(3) The conditions referred to in subsection (2) are:

- 1. A declaration has been made under section 7.0.1.
- 2. The provision,
 - i. governs services, benefits or compensation, including,
 - A. fixing maximum amounts,
 - B. establishing eligibility requirements,
 - C. requiring that something be proved or supplied before services, benefits or compensation become available,
 - D. restricting how often a service or benefit may be provided or a payment may be made in a given time period,
 - E. restricting the duration of services, benefits or compensation or the time period during which they may be provided,
 - ii. establishes a limitation period or a period of time within which a step must be taken in a proceeding, or
 - iii. requires the payment of fees in respect of a proceeding or in connection with anything done in the administration of justice.

3. In the opinion of the Lieutenant Governor in Council, the order would facilitate providing assistance to victims of the emergency or would otherwise help victims or other persons to deal with the emergency and its aftermath. 2006, c. 13, s. 1 (5).

Maximum period, renewals and new orders

- (4) The period of temporary suspension under an order shall not exceed 90 days, but the Lieutenant Governor in Council may,
- (a) before the end of the period of temporary suspension, review the order and, if the conditions set out in subsection (3) continue to apply, make an order renewing the original order for a further period of temporary suspension not exceeding 90 days;
 - (b) at any time, make a new order under subsection (2) for a further period of temporary suspension not exceeding 90 days. 2006, c. 13, s. 1 (5).

Further renewals

- (5) An order that has previously been renewed under clause (4) (a) may be renewed again, and in that case clause (4) (a) applies with necessary modifications. 2006, c. 13, s. 1 (5).

Effect of temporary suspension: time period

- (6) If a provision establishing a limitation period or a period of time within which a step must be taken in a proceeding is temporarily suspended by the order and the order does not provide for a replacement limitation period or period of time, the limitation period or period of time resumes running on the date on which the temporary suspension ends and the temporary suspension period shall not be counted. 2006, c. 13, s. 1 (5).

Effect of temporary suspension: fee

- (7) If a provision requiring the payment of a fee is temporarily suspended by the order and the order does not provide for a replacement fee, no fee is payable at any time with respect to things done during the temporary suspension period. 2006, c. 13, s. 1 (5).

Restriction

- (8) This section does not authorize,
- (a) making any reduction in respect of services, benefits or compensation;
 - (b) shortening a limitation period or a period of time within which a step must be taken in a proceeding; or
 - (c) increasing the amount of a fee. 2006, c. 13, s. 1 (5).

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 11 - 15/04/2003

2003, c. 1, s. 14 (1-3) - 05/05/2003

2006, c. 13, s. 1 (5) - 30/06/2006

Orders, general

Commencement

- 7.2** (1) An order made under subsection 7.0.2 (4) or 7.1 (2),
- (a) takes effect immediately upon its making; or
 - (b) if it so provides, may be retroactive to a date specified in the order. 2006, c. 13, s. 1 (5).

Notice

- (2) Subsection 23 (2) of the *Legislation Act, 2006* does not apply to an order made under subsection 7.0.2 (4) or 7.1 (2), but the Lieutenant Governor in Council shall take steps to publish the order in order to bring it to the attention of affected persons pending publication under the *Legislation Act, 2006*. 2006, c. 13, s. 2 (3).

General or specific

- (3) An order made under subsection 7.0.2 (4) or 7.1 (2) may be general or specific in its application. 2006, c. 13, s. 1 (5).

Conflict

(4) In the event of conflict between an order made under subsection 7.0.2 (4) or 7.1 (2) and any statute, regulation, rule, by-law, other order or instrument of a legislative nature, including a licence or approval, made or issued under a statute or regulation, the order made under subsection 7.0.2 (4) or 7.1 (2) prevails unless the statute, regulation, rule, by-law, other order or instrument of a legislative nature specifically provides that it is to apply despite this Act. 2006, c. 13, s. 1 (5).

Chief Medical Officer of Health

(5) Except to the extent that there is a conflict with an order made under subsection 7.0.2 (4), nothing in this Act shall be construed as abrogating or derogating from any of the powers of the Chief Medical Officer of Health as defined in subsection 1 (1) of the *Health Protection and Promotion Act*. 2006, c. 13, s. 1 (5).

Limitation

(6) Nothing in this Act shall be construed or applied so as to confer any power to make orders altering the provisions of this Act. 2006, c. 13, s. 1 (5).

Same

(7) Nothing in this Act affects the rights of a person to bring an application for the judicial review of any act or failure to act under this Act. 2006, c. 13, s. 1 (5).

Occupational Health and Safety Act

(8) Despite subsection (4), in the event of a conflict between this Act or an order made under subsection 7.0.2 (4) and the *Occupational Health and Safety Act* or a regulation made under it, the *Occupational Health and Safety Act* or the regulation made under it prevails. 2006, c. 13, s. 1 (5).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (5) - 30/06/2006; 2006, c. 13, s. 2 (3) - 19/10/2006

Lieutenant Governor in Council to formulate plan

8 The Lieutenant Governor in Council shall formulate an emergency plan respecting emergencies arising in connection with nuclear facilities, and any provisions of an emergency plan of a municipality respecting such an emergency shall conform to the plan formulated by the Lieutenant Governor in Council and are subject to the approval of the Solicitor General and the Solicitor General may make such alterations as he or she considers necessary for the purpose of co-ordinating the plan with the plan formulated by the Lieutenant Governor in Council. R.S.O. 1990, c. E.9, s. 8; 1999, c. 12, Sched. P, s. 6.

Section Amendments with date in force (d/m/y)

1999, c. 12, Sched. P, s. 6 - 04/02/2000

Other emergency plans

8.1 The Solicitor General may, if he or she thinks it is necessary or desirable in the interests of emergency management and public safety, formulate emergency plans respecting types of emergencies other than those arising in connection with nuclear facilities. 2002, c. 14, s. 12.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 12 - 15/04/2003

What plan may provide

9 An emergency plan formulated under section 3, 6, 6.0.1 or 8 shall,

- (a) in the case of a municipality, authorize employees of the municipality or, in the case of a plan formulated under section 6 or 8, authorize public servants to take action under the emergency plan where an emergency exists but has not yet been declared to exist;
- (b) specify procedures to be taken for the safety or evacuation of persons in an emergency area;
- (c) in the case of a municipality, designate one or more members of council who may exercise the powers and perform the duties of the head of council under this Act or the emergency plan during the absence of the head of council or during his or her inability to act;
- (d) establish committees and designate employees to be responsible for reviewing the emergency plan, training employees in their functions and implementing the emergency plan during an emergency;
- (e) provide for obtaining and distributing materials, equipment and supplies during an emergency;

- (e.1) provide for any other matter required by the standards for emergency plans set under section 14; and
- (f) provide for such other matters as are considered necessary or advisable for the implementation of the emergency plan during an emergency. R.S.O. 1990, c. E.9, s. 9; 2002, c. 14, s. 13; 2006, c. 35, Sched. C, s. 32 (5); 2022, c. 11, Sched. 1, s. 7.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 13 (1, 2) - 15/04/2003

2006, c. 35, Sched. C, s. 32 (5) - 20/08/2007

2022, c. 11, Sched. 1, s. 7 - 01/01/2023

Public access to plans

10 Except for plans respecting continuity of operations or services, an emergency plan formulated under section 3, 6, 6.0.1 or 8 shall be made available to the public for inspection and copying during ordinary business hours at an office of the municipality, ministry or branch of government, as the case may be. R.S.O. 1990, c. E.9, s. 10; 2009, c. 33, Sched. 9, s. 4; 2022, c. 11, Sched. 1, s. 8.

Section Amendments with date in force (d/m/y)

2009, c. 33, Sched. 9, s. 4 - 15/12/2009

2022, c. 11, Sched. 1, s. 8 - 01/01/2023

Protection from action

11 (1) No action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a public servant or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty. 2006, c. 13, s. 1 (6); 2006, c. 35, Sched. C, s. 32 (6).

Crown not relieved of liability

(2) Despite subsection 8 (3) of the *Crown Liability and Proceedings Act, 2019*, subsection (1) does not relieve the Crown of liability for the acts or omissions of a minister of the Crown or a public servant referred to in subsection (1) and the Crown is liable under that Act as if subsection (1) had not been enacted. 2006, c. 13, s. 1 (6); 2006, c. 35, Sched. C, s. 32 (7); 2019, c. 7, Sched. 17, s. 64.

Municipality not relieved of liability

(3) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. 2006, c. 13, s. 1 (6).

Application of subs. (1)

(4) In the case of an order that is made retroactive to a date specified in the order, subsection (1) applies to an individual referred to in that subsection in respect of any act or any neglect or default that occurs before the order is made but on or after the date specified in the order. 2006, c. 13, s. 1 (6).

Definitions

(5) In this section,

“member of council” includes a member of a local board, a local services board or a district social service administration board; (“membre du conseil”)

“municipality” includes a local board of a municipality. (“municipalité”) 2006, c. 13, s. 1 (6).

Section Amendments with date in force (d/m/y)

1999, c. 12, Sched. P, s. 7 - 04/02/2000

2002, c. 14, s. 14 - 15/04/2003

2006, c. 13, s. 1 (6) - 30/06/2006; 2006, c. 35, Sched. C, s. 32 (6, 7) - 20/08/2007

2019, c. 7, Sched. 17, s. 64 - 01/07/2019

Right of action

12 Where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost, and for the purposes of this section, “municipality” includes a local board of a municipality and a local services board. R.S.O. 1990, c. E.9, s. 12; 1999, c. 12, Sched. P, s. 8.

Section Amendments with date in force (d/m/y)

1999, c. 12, Sched. P, s. 8 - 04/02/2000

Agreements

13 (1) The Solicitor General, with the approval of the Lieutenant Governor in Council, may make agreements with the Crown in right of Canada in respect of the payment by Canada to Ontario of any part of the cost to Ontario and to municipalities of the development and implementation of emergency management programs and the formulation and implementation of emergency plans. R.S.O. 1990, c. E.9, s. 13 (1); 2002, c. 14, s. 15.

Idem

(2) The Solicitor General, with the approval of the Lieutenant Governor in Council, may make agreements with the Crown in right of Canada and with the Crown in right of any other province for the provision of any personnel, service, equipment or material during an emergency. R.S.O. 1990, c. E.9, s. 13 (2).

Idem

(3) The council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency. R.S.O. 1990, c. E.9, s. 13 (3); 1999, c. 12, Sched. P, s. 9.

Section Amendments with date in force (d/m/y)

1999, c. 12, Sched. P, s. 9 - 04/02/2000

2002, c. 14, s. 15 - 15/04/2003

Action not an expropriation

13.1 (1) Nothing done under this Act or under an order made under subsection 7.0.2 (4) constitutes an expropriation or injurious affection for the purposes of the *Expropriations Act* or otherwise at law and there is no compensation for the loss, including a taking, of any real or personal property except in accordance with subsection (3). 2006, c. 13, s. 1 (7).

Payment of cost of assistance

(2) The Lieutenant Governor in Council may by order authorize the payment of the cost of providing any assistance that arises under this Act or as the result of an emergency out of funds appropriated by the Assembly. 2006, c. 13, s. 1 (7).

Compensation for loss of property

(3) If, as the result of making an order under subsection 7.0.2 (4), a person suffers the loss, including a taking, of any real or personal property, the Lieutenant Governor in Council may by order authorize the reasonable compensation of the person for the loss in accordance with such guidelines as may be approved by the Lieutenant Governor in Council. 2006, c. 13, s. 1 (7).

Compensation for municipalities

(4) Without limiting the generality of subsection (2), the Lieutenant Governor in Council may by order authorize the payment of the costs incurred by a municipality in respect of an order made under this Act out of funds appropriated by the Assembly. 2006, c. 13, s. 1 (7).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (7) - 30/06/2006

Standards for emergency management programs and emergency plans

14 (1) The Solicitor General may make regulations setting standards for the development and implementation of emergency management programs under sections 2.1 and 5.1 and for the formulation and implementation of emergency plans under sections 3 and 6. 2002, c. 14, s. 16.

General or particular

(2) A regulation made under subsection (1) may be general or particular in its application. 2002, c. 14, s. 16.

Conformity to standards required

(3) Every municipality, minister of the Crown and designated agency, board, commission and other branch of government shall ensure that their emergency management programs and emergency plans conform to the standards set under this section. 2002, c. 14, s. 16.

Section Amendments with date in force (d/m/y)

2002, c. 14, s. 16 - 15/04/2003

Regulations, LGIC

14.1 The Lieutenant Governor in Council may make regulations prescribing anything that, under this Act, may or must be prescribed or done by regulation. 2022, c. 11, Sched. 1, s. 9.

Section Amendments with date in force (d/m/y)

2022, c. 11, Sched. 1, s. 9 - 21/04/2022

Crown bound

15 This Act binds the Crown. 2006, c. 13, s. 1 (8).

Section Amendments with date in force (d/m/y)

2006, c. 13, s. 1 (8) - 30/06/2006

Français

[Back to top](#)

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



**Municipal Policing Bureau
Bureau des services policiers des municipalités**

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File Reference:

612-20

September 26, 2023

Dear Mayor/Reeve/CAO/Treasurer,

Please find attached the OPP municipal policing 2024 Annual Billing Statement package.

This year's billing package includes a statement for the 2022 year-end reconciliation. The final cost adjustment calculated as a result of the 2022 annual reconciliation has been included as an adjustment to the amount being billed to the municipality during the 2024 calendar year.

The most current OPPA uniform and civilian collective agreements expired on December 31, 2022. The estimated salary rates incorporated in the 2024 municipal policing annual statements are based on the 2022 rates, set in the last collective agreements, with a 2.01% overall general salary rate increase applied, representing a 1% general salary rate increase for each of calendar years 2023 and 2024. The reconciliation of both 2023 and 2024 costs will include a reconciliation of salary costs based on rates set in applicable collective agreement settlements.

The final reconciliation of the 2024 annual costs will be included in the 2026 Annual Billing Statement.

For more detailed information on the 2024 Annual Billing Statement package, please refer to the resource material available on opp.ca/billingmodel. Further, the Municipal Policing Bureau will be hosting a webinar information session in November. An email invitation will be forwarded to the municipality advising of the session date.

If you have questions about the Annual Billing Statement, please email OPP.MPB.Financial.Services.Unit@OPP.ca.

Yours truly,

Phil Whitton
Superintendent
Commander, Municipal Policing Bureau

OPP 2024 Annual Billing Statement

Admaston/Bromley Tp

Estimated costs for the period January 1 to December 31, 2024

Please refer to www.opp.ca for 2024 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	1,423		
	Commercial and Industrial	54		
	Total Properties	<u>1,477</u>	165.59	244,571
Calls for Service	(see summaries)			
	Total all municipalities	183,003,471		
	Municipal portion	0.0672%	83.21	122,895
Overtime	(see notes)		6.75	9,972
Prisoner Transportation	(per property cost)		1.12	1,654
Accommodation/Cleaning Services	(per property cost)		<u>4.26</u>	<u>6,289</u>
Total 2024 Estimated Cost			<u>260.92</u>	<u>385,381</u>
2022 Year-End Adjustment	(see summary)			1,163
Grand Total Billing for 2024				<u>386,544</u>
2024 Monthly Billing Amount				32,212

OPP 2024 Annual Billing Statement

Admaston/Bromley Tp

Estimated costs for the period January 1 to December 31, 2024

Notes to Annual Billing Statement

- 1) **Municipal Base Services and Calls for Service Costs** - The costs allocated to municipalities are determined based on the costs assigned to detachment staff performing municipal policing activities across the province. A statistical analysis of activity in detachments is used to determine the municipal policing workload allocation of all detachment-based staff as well as the allocation of the municipal workload between base services and calls for service activity. For 2024 billing purposes the allocation of the municipal workload in detachments has been calculated to be 50.4 % Base Services and 49.6 % Calls for Service. The total 2024 Base Services and Calls for Service cost calculation is detailed on the Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 2) **Base Services** - The cost to each municipality is determined by the number of properties in the municipality and the standard province-wide average cost per property of \$165.59 estimated for 2024. The number of municipal properties is determined based on MPAC data. The calculation of the standard province-wide base cost per property is detailed on Base Services and Calls for Service Cost Summary included in the municipal billing package.
- 3) **Calls for Service** - The municipality's Calls for Service cost is a proportionate share of the total cost of municipal calls for service costs calculated for the province. A municipality's proportionate share of the costs is based on weighted time standards applied to the historical billable calls for service. The municipality's total weighted time is calculated as a percentage of the total of all municipalities.
- 4) **Overtime** - Municipalities are billed for overtime resulting from occurrences in their geographic area and a portion of overtime that is not linked specifically to a municipality, such as training. Municipalities are not charged for overtime identified as a provincial responsibility. The overtime activity for the calendar years 2019, 2020, 2021 and 2022 has been analyzed and averaged to estimate the 2024 costs. The costs incorporate the estimated 2024 salary rates and a discount to reflect overtime paid as time in lieu. The overtime costs incurred in servicing detachments for shift shortages have been allocated on a per property basis based on straight time. Please be advised that these costs will be reconciled to actual 2024 hours and salary rates and included in the 2026 Annual Billing Statement.
- 5) **Court Security and Prisoner Transportation (CSPT)** - Municipalities with court security responsibilities in local courthouses are billed court security costs based on the cost of the staff required to provide designated court security activities. Prisoner transportation costs are charged to all municipalities based on the standard province-wide per property cost. The 2024 costs have been estimated based on the 2022 activity levels. These costs will be reconciled to the actual cost of service required in 2024.

There was no information available about the status of 2024 Court Security Prisoner Transportation Grant Program at the time of the Annual Billing Statement preparation.
- 6) **Year-end Adjustment** - The 2022 adjustment accounts for the difference between the amount billed based on the estimated cost in the Annual Billing Statement and the reconciled cost in the Year-end Summary. The most significant year-end adjustments are resulting from the cost of actual versus estimated municipal requirements for overtime, contract enhancements and court security.

OPP 2024 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2024 to December 31, 2024

Salaries and Benefits		Positions	Base		Total Base Services and Calls for Service	Base Services	Calls for Service
		FTE	%	\$/FTE	\$	\$	\$
Uniform Members	Note 1						
Inspector		26.21	100.0	170,155	4,459,769	4,459,769	-
Staff Sergeant-Detachment Commander.		9.14	100.0	152,475	1,393,620	1,393,620	-
Staff Sergeant		36.76	100.0	142,419	5,235,312	5,235,312	-
Sergeant		222.37	50.4	127,275	28,302,242	14,275,214	14,027,027
Constable.		1,613.61	50.4	108,173	174,548,615	88,038,548	86,510,067
Part-Time Constable		15.08	50.4	86,989	1,311,789	661,984	649,805
Total Uniform Salaries		1,923.17			215,251,347	114,064,447	101,186,900
Statutory Holiday Payout				5,132	9,792,492	5,122,546	4,669,947
Shift Premiums				1,130	2,091,727	1,055,028	1,036,699
Uniform Benefits - Inspector.				26.47%	1,180,501	1,180,501	-
Uniform Benefits - Full-Time Salaries.				32.44%	67,955,243	35,341,010	32,614,233
Uniform Benefits - Part-Time Salaries.				15.71%	206,082	103,998	102,084
Total Uniform Salaries & Benefits					296,477,393	156,867,530	139,609,863
Detachment Civilian Members	Note 1						
Detachment Administrative Clerk		168.12	50.4	68,433	11,505,025	5,803,153	5,701,872
Detachment Operations Clerk		2.08	50.4	64,421	133,996	67,642	66,354
Detachment Clerk - Typist		1.06	50.4	56,545	59,938	29,969	29,969
Court Officer - Administration.		25.63	50.4	69,834	1,789,843	902,952	886,891
Crimestoppers Co-ordinator		0.83	50.4	65,987	54,769	27,715	27,055
Cadet.		0.68	50.4	46,454	31,588	15,794	15,794
Total Detachment Civilian Salaries		198.40			13,575,160	6,847,226	6,727,934
Civilian Benefits - Full-Time Salaries				33.98%	4,612,839	2,326,687	2,286,152
Total Detachment Civilian Salaries & Benefits					18,187,999	9,173,913	9,014,086
Support Costs - Salaries and Benefits							
Communication Operators				6,228	11,977,503	6,263,811	5,713,692
Prisoner Guards				1,996	3,838,647	2,007,477	1,831,170
Operational Support				6,080	11,692,874	6,114,960	5,577,914
RHQ Municipal Support				2,751	5,290,641	2,766,818	2,523,822
Telephone Support				141	271,167	141,811	129,356
Office Automation Support				875	1,682,774	880,031	802,743
Mobile and Portable Radio Support				282	546,587	285,768	260,819
Total Support Staff Salaries and Benefits Costs					35,300,192	18,460,676	16,839,516
Total Salaries & Benefits					349,965,584	184,502,118	165,463,465
Other Direct Operating Expenses	Note 2						
Communication Centre				155	298,091	155,891	142,200
Operational Support				1,018	1,957,787	1,023,854	933,934
RHQ Municipal Support				212	407,712	213,219	194,493
Telephone				1,582	3,042,455	1,591,097	1,451,358
Mobile Radio Equipment Repairs & Maintenance				147	284,923	148,964	135,959
Office Automation - Uniform				3,019	5,806,050	3,036,359	2,769,691
Office Automation - Civilian				1,154	228,954	115,088	113,865
Vehicle Usage				9,975	19,183,621	10,032,356	9,151,265
Detachment Supplies & Equipment				548	1,053,897	551,151	502,746
Uniform & Equipment				2,305	4,467,666	2,335,795	2,131,871
Uniform & Equipment - Court Officer				994	25,476	12,852	12,624
Total Other Direct Operating Expenses					36,756,632	19,216,626	17,540,006
Total 2024 Municipal Base Services and Calls for Service Cost					\$ 386,722,216	\$ 203,718,745	\$ 183,003,471
Total OPP-Policed Municipal Properties						1,230,286	
Base Services Cost per Property						\$ 165.59	

OPP 2024 Estimated Base Services and Calls for Service Cost Summary

Estimated Costs for the period January 1, 2024 to December 31, 2024

Notes:

Total Base Services and Calls for Service Costs are based on the cost of salary, benefit, support and other direct operating expenses for staff providing policing services to municipalities. Staff is measured in full-time equivalent (FTE) units and the costs per FTE are described in the notes below.

- 1) Full-time equivalents (FTEs) are based on average municipal detachment staffing levels for the years 2019 through 2022. Contract enhancements, court security, prisoner transportation and cleaning staff are excluded.

The equivalent of 88.28 FTEs with a cost of \$15,971,805 has been excluded from municipal costs to reflect the average municipal detachment FTEs required for provincially-mandated responsibilities eligible for Provincial Service Usage credit.

Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.

FTEs have been apportioned between Base Services and Calls for Service costs based on the current ratio, 50.4% Base Services : 49.6% Calls for Service.

- 2) Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.

OPP 2024 Calls for Service Billing Summary
Admaston/Bromley Tp
Estimated costs for the period January 1 to December 31, 2024

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	0	2	3	3	2	6.9	14	0.0008%	1,389
Drugs	1	0	0	3	1	80.6	81	0.0044%	8,114
Operational	75	56	69	87	72	3.8	273	0.0150%	27,447
Operational 2	97	40	40	29	52	1.5	77	0.0042%	7,777
Other Criminal Code Violations	8	9	8	11	9	7.3	66	0.0036%	6,614
Property Crime Violations	18	27	16	20	20	6.3	128	0.0070%	12,843
Statutes & Acts	34	10	16	11	18	3.5	62	0.0034%	6,254
Traffic	47	52	100	78	69	3.8	263	0.0145%	26,491
Violent Criminal Code	17	15	19	16	17	15.4	258	0.0142%	25,967
Municipal Totals	297	211	271	258	259		1,221	0.0672%	\$122,895

Provincial Totals (Note 4)

Calls for Service Billing Workgroups	Calls for Service Count					2024 Average Time Standard	Total Weighted Time	% of Total Provincial Weighted Time	2024 Estimated Calls for Service Cost
	2019	2020	2021	2022	Four Year Average				
					A	B	C = A * B		
	Note 1							Note 2	Note 3
Drug Possession	2,613	2,790	2,966	2,473	2,711	6.9	18,702	1.0288%	1,882,731
Drugs	880	1,130	1,049	794	963	80.6	77,638	4.2708%	7,815,625
Operational	171,990	177,344	179,926	175,732	176,248	3.8	669,742	36.8416%	67,421,351
Operational 2	119,115	47,881	48,223	46,150	65,342	1.5	98,013	5.3916%	9,866,770
Other Criminal Code Violations	12,263	12,075	12,067	12,166	12,143	7.3	88,642	4.8761%	8,923,384
Property Crime Violations	52,344	46,517	47,206	48,643	48,678	6.3	306,668	16.8694%	30,871,552
Statutes & Acts	28,234	31,126	32,714	32,603	31,169	3.5	109,092	6.0010%	10,982,066
Traffic	38,738	32,001	34,658	38,679	36,019	3.8	136,872	7.5291%	13,778,594
Violent Criminal Code	20,497	19,283	19,967	21,429	20,294	15.4	312,528	17.1917%	31,461,399
Provincial Totals	446,674	370,147	378,776	378,669	393,567		1,817,899	100%	\$183,003,471

Notes to Calls for Service Billing Summary

- 1) Displayed without decimal places, exact numbers used in calculations
- 2) Displayed to four decimal places, nine decimal places used in calculations
- 3) Total costs rounded to zero decimals
- 4) Provincial Totals exclude data for dissolutions and post-2020 municipal police force amalgamations.

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OPP 2024 Calls for Service Details
Admaston/Bromley Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Grand Total	297	211	271	258	259.25
Drug Possession	0	2	3	3	2.00
DRUG Operation - Master Code	0	0	1	0	0.25
Drug Related Occurrence	0	1	1	1	0.75
Possession – Opioid (other than heroin)	0	1	1	0	0.50
Possession - Other Controlled Drugs and Substances Act	0	0	0	2	0.50
Drugs	1	0	0	3	1.00
Cultivate/Propagate/Harvest cannabis by adult	0	0	0	2	0.50
Drug Operation - Rural Grow	0	0	0	1	0.25
Possession of cannabis for purpose of selling	1	0	0	0	0.25
Operational	75	56	69	87	71.75
Accident - non-MVC - Master Code	1	0	0	0	0.25
Accident - non-MVC - Residential	0	1	0	0	0.25
Animal - Bear Complaint	1	0	1	0	0.50
Animal - Bite	0	1	1	0	0.50
Animal - Injured	2	1	2	3	2.00
Animal - Other	4	0	1	0	1.25
Animal - Stray	4	0	2	2	2.00
Assist Fire Department	0	0	1	1	0.50
Assist Public	10	7	13	15	11.25
By-Law - Master Code	1	0	0	0	0.25
Compassionate Message	0	0	0	1	0.25
Distressed / Overdue Motorist	1	0	0	0	0.25
Domestic Disturbance	8	7	9	14	9.50
Family Dispute	7	6	10	10	8.25
Fire - Building	0	0	0	1	0.25
Fire - Vehicle	1	2	2	1	1.50
Found - Household Property	1	0	0	1	0.50
Found - Others	1	1	0	0	0.50
Found - Personal Accessories	1	0	0	0	0.25
Found Property - Master Code	0	2	3	2	1.75
Lost Property - Master Code	1	3	2	2	2.00
Missing Person Located 12 & older	1	0	1	1	0.75
Missing Person Located Under 12	0	0	0	1	0.25
Neighbour Dispute	3	5	4	8	5.00
Noise Complaint - Master Code	1	0	2	0	0.75
Noise Complaint - Others	1	1	1	0	0.75
Noise Complaint - Residence	0	0	0	1	0.25
Other Municipal By-Laws	1	0	0	0	0.25
Phone - Nuisance - No Charges Laid	1	1	1	1	1.00
Phone - Threatening - No Charges Laid	1	0	0	1	0.50
Protest - Demonstration	1	0	0	0	0.25
Sudden Death - Natural Causes	4	3	0	1	2.00
Sudden Death - Suicide	0	0	0	1	0.25
Suspicious Person	6	6	6	5	5.75

OPP 2024 Calls for Service Details
Admaston/Bromley Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Suspicious vehicle	6	6	6	6	6.00
Trouble with Youth	5	0	1	4	2.50
Unwanted Persons	0	2	0	4	1.50
Vehicle Recovered - Trucks	0	1	0	0	0.25
Operational 2	97	40	40	29	51.50
911 call - Dropped Cell	31	12	6	2	12.75
911 call / 911 hang up	41	10	13	9	18.25
911 hang up - Pocket Dial	5	0	0	0	1.25
False Alarm - Accidental Trip	2	0	0	0	0.50
False Alarm - Cancelled	2	0	0	0	0.50
False Alarm - Malfunction	2	0	0	0	0.50
False Alarm - Others	9	14	8	11	10.50
False Holdup Alarm - Accidental Trip	2	1	2	1	1.50
Keep the Peace	3	3	11	6	5.75
Other Criminal Code Violations	8	9	8	11	9.00
Animals - Cruelty	1	0	0	0	0.25
Bail Violations - Fail To Comply	3	4	1	7	3.75
Breach of Probation	3	1	3	2	2.25
Child Pornography - Possess child pornography	0	0	0	1	0.25
Offensive Weapons - Careless use of firearms	0	0	0	1	0.25
Offensive Weapons - Other Weapons Offences	0	2	0	0	0.50
Offensive Weapons - Possession of Weapons	0	1	1	0	0.50
Trespass at Night	1	1	2	0	1.00
Utter Threats to damage property	0	0	1	0	0.25
Property Crime Violations	18	27	16	20	20.25
Arson - Building	0	0	0	1	0.25
Break & Enter	2	8	1	0	2.75
Fraud - False Pretence Under \$5,000	0	0	0	1	0.25
Fraud - Forgery & Uttering	0	0	1	0	0.25
Fraud - Master Code	0	1	0	0	0.25
Fraud - Money/property/security Over \$5,000	0	0	0	2	0.50
Fraud - Money/property/security Under \$5,000	3	2	0	1	1.50
Fraud - Other	3	4	1	0	2.00
Fraud - Steal/Forge/Poss./Use Credit Card	0	0	0	1	0.25
Identity Fraud	0	0	1	0	0.25
Interfere with lawful use, enjoyment of property	0	2	1	0	0.75
Mischief	3	4	2	4	3.25
Personation with Intent (fraud)	0	0	4	2	1.50
Possession of Stolen Goods over \$5,000	1	0	0	0	0.25
Possession of Stolen Goods under \$5,000	0	1	0	0	0.25
Property Damage	0	1	1	2	1.00
Theft from Motor Vehicles Under \$5,000	2	1	0	2	1.25
Theft of Motor Vehicle	0	0	1	1	0.50
Theft Over \$5,000 - Trailers	0	0	0	1	0.25
Theft Under \$5,000 - Construction Site	0	0	0	1	0.25

OPP 2024 Calls for Service Details
Admaston/Bromley Tp
For the calendar years 2019 to 2022

Calls for Service Billing Workgroups	Calls for Service Count				Four Year Average
	2019	2020	2021	2022	
Theft Under \$5,000 - Master Code	2	1	0	0	0.75
Theft Under \$5,000 - Other Theft	1	1	3	1	1.50
Theft Under \$5,000 Shoplifting	1	1	0	0	0.50
Statutes & Acts	34	10	16	11	17.75
Landlord / Tenant	22	0	0	0	5.50
Mental Health Act	0	2	2	2	1.50
Mental Health Act - Apprehension	0	1	1	2	1.00
Mental Health Act - Attempt Suicide	1	0	1	1	0.75
Mental Health Act - No contact with Police	0	2	0	0	0.50
Mental Health Act - Placed on Form	1	0	2	0	0.75
Mental Health Act - Threat of Suicide	4	1	4	2	2.75
Mental Health Act - Voluntary Transport	0	0	2	0	0.50
Trespass To Property Act	6	4	4	4	4.50
Traffic	47	52	100	78	69.25
MVC - Fatal (Motor Vehicle Collision)	0	0	1	1	0.50
MVC - Others (Motor Vehicle Collision)	0	0	0	2	0.50
MVC - Personal Injury (Motor Vehicle Collision)	3	4	8	2	4.25
MVC - Prop. Dam. Failed to Remain (Motor Vehicle Collision)	1	1	1	1	1.00
MVC - Prop. Dam. Non Reportable (Motor Vehicle Collision)	11	6	16	18	12.75
MVC - Prop. Dam. Reportable (Motor Vehicle Collision)	32	39	74	54	49.75
MVC (Motor Vehicle Collision) - Master Code	0	2	0	0	0.50
Violent Criminal Code	17	15	19	16	16.75
Aggravated Assault - Level 3	0	0	0	1	0.25
Assault - Level 1	6	4	9	6	6.25
Assault With Weapon or Causing Bodily Harm - Level 2	1	0	0	2	0.75
Criminal Harassment	2	4	1	2	2.25
Criminal Harassment - Offender Unknown	1	1	0	0	0.50
Forcible confinement	0	1	0	0	0.25
Indecent / Harassing Communications	1	0	0	0	0.25
Sexual Assault	1	1	2	2	1.50
Sexual Interference	0	0	3	0	0.75
Utter Threats - Master Code	0	0	1	2	0.75
Utter Threats to Person	5	4	3	1	3.25

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OPP 2022 Reconciled Year-End Summary
Admaston/Bromley Tp
Reconciled cost for the period January 1 to December 31, 2022

			Cost per Property \$	Reconciled Cost \$	Estimated Cost \$
Base Service	Property Counts				
	Household	1,410			
	Commercial and Industrial	52			
	Total Properties	<u>1,462</u>	172.74	252,550	251,569
Calls for Service					
	Total all municipalities	177,916,859			
	Municipal portion	0.0670%	81.57	119,252	118,575
Overtime			7.37	10,776	10,324
Prisoner Transportation	(per property cost)		1.08	1,579	2,500
Accommodation/Cleaning Services	(per property cost)		4.07	5,955	5,978
Total 2022 Costs			<u>266.83</u>	390,112	388,946
2022 Billed Amount				<u>388,949</u>	
2022 Year-End-Adjustment				<u>1,163</u>	

Notes

The Year-End Adjustment above is included as an adjustment on the 2024 Billing Statement.

This amount is incorporated into the monthly invoice amount for 2024.

The difference between the estimated and billed amount is due to rounding the bills to the nearest dollar throughout the year.

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County Council Summary

September 27, 2023

Below you will find highlights of the County of Renfrew County Council meeting from September 27, 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.

[September meeting](#) YouTube link.

Warden's Address

Key highlights

- The 16th Annual Warden's Golf Tournament was held on September 21, 2023, at Dragonfly Golf Links, with amazing weather and prizes. The Warden thanked those who supported the event through sponsorship, donations, golfing, or volunteering. The event raised \$4,500. The proceeds from the event are going to the Support for All Fund – Renfrew County 2023 Ontario Winter Games Legacy Fund and the new Renfrew County Housing and Homelessness Fund. See our [golf tournament media release](#).
- The County of Renfrew will be launching the annual Warden's Community Service Awards early next month with a call for nominations. These awards are a meaningful way to honour and thank Renfrew County residents for their community involvement and commitment. The awards are presented in three categories – individual, not-for-profit business, and for-profit business. The nominations will be reviewed by a committee comprised of Chief Administrative Officer/Clerk Craig Kelley, one member of County Council and the Warden and are considered based on the criteria that defines how they contribute to the County of Renfrew's quality of life. The awards will be presented at the November 29, 2023, session of County Council.
- National Day for Truth and Reconciliation is to be observed annually on September 30. The day honours the children who never returned home and survivors of residential schools, as well as their families and communities. Public commemoration of the tragic and painful history and ongoing impacts of residential schools is a vital component of the reconciliation process.
- The Huron County Road Supervisors Association hosted the 28th Association of Ontario Supervisors (AORS) Provincial Safety Truck Rodeo on Wednesday, September 20, 2023 at the Eastlink Arena in Clinton, Ontario. Operator Lonnie Liedtke of the Southwest Patrol placed third.

During the month of September, Warden Peter Emon attended 12 meetings on County business.

- From September 6-8 the Warden attended the Ontario East Municipal Conference where he and the Director of Emergency Services provided a presentation on the history and importance of the Renfrew County Virtual Triage and Assessment Centre (RC VTAC). On behalf of the Eastern Ontario Wardens' Caucus, he also presented an update on the '7 in 7' Regional Housing Plan.

- On September 13, during Welcoming Week 2023, he attended the Canadian Citizenship Reaffirmation Ceremony at the Petawawa Civic Centre, along with Mayor Gary Serviss. Welcoming Week celebrates the spirit of unity, diversity, and the strong bond between Canada and its citizens.
- On September 15, the Warden and Councillor Murphy attended the ROMA Board of Directors meeting.

Delegations

- Peter Seeman and Artem Chaplynsky of Grassroots Public Affairs and Pembroke and Area Airport Commission Chair Allan Wren were on hand to provide an update on airport operations. They also requested to open the dialogue between the Commission and the County of Renfrew to tap into the potential of the facility to create a strong regional asset to benefit everyone in the County.
- Jodi Bucholtz, Manager Local Immigration Partnership – Lanark & Renfrew, provided an overview of the Eastern Ontario Immigrant Attraction and Retention Strategy.
- Aimee Bailey of Circle of Turtle Lodge and her sister Annie Parker were on hand for a Truth and Reconciliation recognition event at the Noojimokamig [new-JIH-mah GAH-mig] Garden. She led a tobacco ceremony for members of County Council and County staff, where participants were asked to offer prayers to the Creator and show their respect for the children who did not make it home from Residential Schools ahead of the National Day of Truth and Reconciliation on September 30. An orange flag was raised outside the County Administration Building as part of the ceremony.

Announcements

- Councillor Gary Serviss provided notice that in October he will be bringing forward a Motion to Rescind, as per Section 65 of the Procedural By-law, the decision made by Council with respect to the formula for the billing of the new Fire Dispatch System. He noted this motion is being made in light of new information that has become available to the Town of Petawawa and Town of Deep River.
- Warden Peter Emon declared his intention to run again as Warden for the 2024 term of Council. He will be submitting his official paperwork by the November 28 deadline, which is 14 days prior to the December inaugural meeting of County Council.

Finance & Administration Committee

Presented by: Jennifer Murphy, Chair

- Jeffrey Foss, Director of Corporate Services/Treasurer provided notice of his retirement effective December 15, 2023. Jeff joined the County of Renfrew on November 9, 1998 and has over 25 years of providing sound financial advice to staff and elected.
- Laura LePine, Director of Community Services, provided notice of her retirement effective January 12, 2024. Laura joined the County of Renfrew on October 13, 1998 and has been an integral part of the transformation of the department.

- Council reviewed an update from the Municipal Property Assessment Corporation (MPAC) advising that on August 16, 2023 the Ontario Government filed Regulation 261/23 under the *Assessment Act* to extend the current assessment cycle, and the valuation date of January 1, 2016, through to the end of the 2024 taxation year.
- County Council approved that StrategyCorp Inc. be enlisted to provide an update to the 2020 Service Delivery Review, at an estimated quotation of \$30,555 (excluding HST), as a strategic review of the County's organizational structure.
- County Council approved the 2024 Budget Guideline with a 3% annual levy target increase. The two-day budget workshop is scheduled for January 24 and 25, 2024. County Council will hold a special meeting November 9, 2023, where staff will present an update on the County's Asset Management Plan including asset condition ratings, 10-year capital plans and the Long-term Financial Plan.

Community Services Committee

The September committee meeting was cancelled.

Development & Property Committee

Presented by: James Brose, Chair

- The Economic Development Division is collaborating with Renfrew County Community Futures Development Corporation (RCCFDC) to undertake a strategic planning exercise for the creation of a new three-year economic development strategic plan for the region. This strategic planning partnership exercise provides the Economic Development Division with cost savings in consultant fees, while reducing redundancies in surveys, interviews, outreach and research with the local business and municipal sectors.
- As part of the Ottawa Valley Tourist Association's (OVTA) travel trade efforts promoting La Route Champlain itinerary, two familiarization tours are scheduled/occurred highlighting various experiences and tourism operators along the route, including:
 - [Salut Canada](#) (Francophone tourism portal) – Sept 6-9, 2023: OWL Rafting, Whitewater Inn and Valley Cycle Tours, Bonnechere Caves, Driftwood Provincial Park, Somewhere Inn Calabogie and The Nook Creperie.
 - [Faszination](#) (German tour operator) – Oct 3-5, 2023: Somewhere Inn Calabogie, Eagle's Nest Calabogie, Bonnechere Caves and Spectacle Lake Lodge.

These two opportunities are a direct result of the OVTA's membership with Ontario's Highlands Tourism Organization's Travel Trade Partnership.

- Enterprise Renfrew County, in partnership with Renfrew County Community Futures Development Corporation, is hosting [Bridges to Better Business](#), a series of in-person and virtual workshops and training opportunities during Small Business Week in October.
- Progress continues as the first, second and third level walls and roofing are framed on the multi-unit affordable and supportive housing complex at the corner of Lea and Douglas Streets in Pembroke, Ontario. A [Zencity](#) webpage for the project, featuring construction updates, provides the viewer with a description of the project along with progress images.

- At the August 30, 2023 session of County Council there was a question regarding prime agricultural mapping. The areas designated as prime agricultural areas in the County of Renfrew Official Plan are identified in accordance with policies, guidelines and information from the Province through the Ministry of Municipal Affairs and Housing (MMAH) and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). The County (and all local municipalities) are required to designate and protect areas that have been identified as meeting the classification for “prime agricultural areas” in accordance with Section 2.3.1 of the Provincial Policy Statement (PPS).
- County Council passed a resolution authorizing County staff to work with the Pembroke and Area Airport Commission and its selected consultant to assist with their strategic economic development efforts and bring back a report to County Council. The Pembroke and Area Airport is operated by the six partner municipalities who are the Towns of Petawawa, Deep River, and Laurentian Hills, the Townships of Laurentian Valley and Whitewater Region and the City of Pembroke. All partnering municipalities have members on the Pembroke and Area Airport Commission, in addition to Garrison Petawawa as a non-voting member.
- County Council passed a resolution directing staff to work with the Town of Renfrew to develop the concept of a modular seniors’ village at Bonnechere Manor and bring back options, including funding, to Council for consideration.
- County Council passed a resolution directing staff, in partnership with the Town of Deep River, to present and negotiate an offer to purchase the former Keys Public School property for the purpose of community and/or residential use.

Health Committee

Presented by: Michael Donohue, Chair

- County Council passed a resolution directing staff to draft a Terms of Reference and investigate funding options to create a mobile Health/Support Hub to present at the October Health Committee meeting for approval.
- County Council adopted a By-Law authorizing the Warden and CAO/Clerk to sign a renewal of the Agreement between the County of Renfrew Paramedic Service and Arnprior Regional Health to deploy Paramedics in the Emergency Department.
- County Council adopted a By-law to amend amended Agreement between the County of Renfrew, and Ontario Health for funding to support the Renfrew County Virtual Triage and Assessment Centre for the term April 1, 2023, and ending on March 31, 2024, to include additional funding for physician compensation in the amount of \$1,316,250, for total of \$4,416,250.
- County Council adopted a By-law authorizing the Warden and CAO/Clerk to sign a Memorandum of Understanding between the County of Renfrew and the Petawawa Centennial Family Health Team (PCFHC) for administration of the Integrated Virtual Care (IVC) component of the VTAC program to provide attachment for previously unattached patients and provide physician services to the VTAC and IVC program.

Operations Committee

Presented by: Councillor Dan Lynch

- Staff has been directed to develop a policy for the purpose of naming bridges within the County of Renfrew. The impetus coming from the fact that the bridges and large culverts throughout the County of Renfrew, for the most part, are named after local landmarks, e.g., Ski Hill Bridge on County Road 58 (Round Lake Road) in reference to the community of Alice's downhill ski facility which is no longer in existence.
- In early May, County staff was made aware of a culvert in a failed state condition under McMahon Road, 0.18 kilometres east of Ferguslea Road, Township of Admaston/Bromley. The culvert is not a County Structure; however, it does have a span of 3 metres. In June County Council approved the assumption of the McMahon Road Culvert and that the cost be shared equally between the County and Township. The design for McMahon Road Culvert has been completed by the County staff and shared with staff of the Township of Admaston/Bromley for approval to proceed. It is currently estimated that the overall replacement can be completed for less than \$200,000, including design and construction, which would be shared equally between the County and the Township. In an effort to expedite the project and realize savings, the County would proceed with replacement utilizing the County Day Labour Construction forces. As McMahon Road Culvert is in a failed state condition and requires replacement this year, staff was directed to proceed with the replacement of the culvert under the 2023 Capital Budget in the estimated amount of \$100,000 for the County portion of the project costs.
- County Council adopted a By-law to acquire property described as part of Lot 26, Concession 14, Part 6 on Plan 49R-20186 in the geographic Township of Sebastopol, Township of Bonnechere Valley, from Andrew Leight and Sally Leight for the sum of \$2,000. This purchase is to facilitate the reconstruction and widening of County Road 512 (Foymount Road).

Additional Information

Craig Kelley, Chief Administrative Officer/Clerk

613-735-7288

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2023-47

**A BY-LAW TO APPOINT A CHIEF BUILDING OFFICIAL /
BY-LAW ENFORCEMENT OFFICER FOR THE
TOWNSHIP OF ADMASTON/BROMLEY**

WHEREAS Subsection 3(1) of the Building Code Act, S.O. 1992, c 23, as amended, (the ‘Act’) provides that the Council of each municipality is responsible for the enforcement of the Act in the municipality;

AND WHEREAS subsection 3(2) of the Act provides that the Council of each municipality shall appoint a Chief Building Official and Inspectors for the purposes of the enforcement of the Act in the areas where the municipality has jurisdiction;

AND WHEREAS it is deemed expedient to appoint the officials mentioned as aforesaid;

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

1. That Dwayne Coulas be appointed the Chief Building Official / By-Law Enforcement Officer for the Corporation of the Township of Admaston/Bromley for the purpose of the enforcement of the Building Code Act, 1992, as amended, and the regulations thereunder, in the Township of Admaston/Bromley.
2. This By-Law shall come into force on October 5, 2023.
3. That this By-Law supersedes any preceding by-law appointing individuals to the position of Chief Building Official.

READ a first and second time this 5th day of October 2023.

READ a third time and finally passed this 5th day of October 2023.

Mayor

CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2023-48

**A BY-LAW TO APPOINT A BUILDING INSPECTOR /
BY-LAW ENFORCEMENT OFFICER FOR THE
TOWNSHIP OF ADMASTON/BROMLEY**

WHEREAS Subsection 3(1) of the Building Code Act, S.O. 1992, c 23, as amended, (the ‘Act’) provides that the Council of each municipality is responsible for the enforcement of the Act in the municipality;

AND WHEREAS subsection 3(2) of the Act provides that the Council of each municipality shall appoint a Chief Building Official and Inspectors for the purposes of the enforcement of the Act in the areas where the municipality has jurisdiction;

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

1. That Dennis Fridgen be appointed the Building Inspector / By-Law Enforcement Officer for the Corporation of the Township of Admaston/Bromley for the purpose of the enforcement of the Building Code Act, 1992, as amended, and the regulations thereunder, in the Township of Admaston/Bromley.
2. This By-Law shall come into force on October 5, 2023.
3. That this By-Law supersedes any preceding by-law appointing individuals to the position of Chief Building Official.

READ a first and second time this 5th day of October 2023.

READ a third time and finally passed this 5th day of October 2023.

Mayor

CAO/Clerk

The Corporation of the Township of

Admaston/Bromely By-law 2023-49

Emergency Management Program and Emergency Response Plan By-law

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and (the “Act”) Ontario Regulation 380/04 (the “Reg”) every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality as its Emergency Management Program Coordinator;
- Establish an Emergency Management Program Committee;
- Establish an Emergency Community Control Group;
- Establish an Emergency Operations Centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its Emergency Information Officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

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

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act, the Reg, and international best practices, including the five components of emergency management, namely: prevention, mitigation, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.

2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and Reg and international best practices, and which is attached hereto as Schedule "A" is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, employees and the Community Control Group (CCG) may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of Admaston/Bromley Township.

Community Emergency Management Coordinator

6. CAO/Clerk Jennifer Charkavi, is hereby appointed as the primary Community Emergency Management Coordinator (the "CEMC") responsible for the emergency management program for the Township including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. Alternate CEMCs will be appointed once they are identified and trained, to act in place of the primary CEMC.

Emergency Management Program Committee

8. The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:
 - a. Chief Administrative Officer/Clerk (CAO/Clerk)
 - b. CEMC and Alternate CEMC
 - c. Public Works Superintendent
 - d. Treasurer-Deputy CAO/Clerk
 - e. Fire Chief
 - f. Head of Council (Mayor)
9. The Council representative on the Committee is hereby appointed as Chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Community Control Group

11. The persons holding the following positions in the municipality shall be members of the Community Control Group (CCG):
 - a) Mayor of Township of Admaston/Bromley, or designate;
 - b) Operations Officer (CAO/Clerk);
 - c) Community Emergency Management Coordinator (CEMC) or alternate
 - d) Liaison Officer – (Treasurer-Deputy CAO/Clerk or CEMC);
 - e) Safety Officer – (CEMC or alternate);
 - f) Public Works Superintendent;
 - g) Fire Chief or designate;
 - h) Emergency Information Officer;
 - i) Others as required (example: County Officials, OPP, Utilities Reps, etc.).

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre have been established for use by the CCG in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

13. The Township's Finance Clerk, Meagan Jessup is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency.

Administration

14. The Plan shall be made available to the public for inspection and copying at the Admaston/Bromley Municipal Office, 477 Stone Road Road during regular business hours and on the Township's website www.admastonbromley.com .
15. The Plan, or any amendments to the Plan, shall be submitted to the Office of the Fire Marshal and Emergency Management as identified in the Act.
16. By-laws 2000-07, 2018-03 and 2022-14 are hereby repealed.

READ a first and second time this 5th day of October, 2022.

READ a third time and passed this 5th day of October, 2022.

MAYOR Michael Donohue

CAO/CLERK Jennifer Charkavi

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

BY-LAW NUMBER 2023-50

A By-law to amend By-law Number 2004-13 of the Corporation of the Township of Admaston/Bromley, as amended.

PURSUANT TO SECTION 34 OF THE PLANNING ACT, R.S.O., 1990, c.P. 13, THE TOWNSHIP OF ADMASTON/BROMLEY HEREBY ENACTS AS FOLLOWS:

1. THAT By-law Number 2004-13, as amended, be and the same is hereby further amended as follows:

(a) By adding the following new subsection to Section 22.0 – Requirements for Agriculture (A) Zone, immediately after Section 22.3(rr):

“(ss) Agriculture-Exception Forty-Five (A-E45)

Notwithstanding any other provisions of this By-law to the contrary, for the lands located in the A-E45 Zone, within Part of Lot 11, Concession 2, in the geographic Township of Admaston, the following provisions shall apply:

i)	Lot Frontage (minimum)	33 metres
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(tt) Agriculture-Exception Forty-Six (A-E46)

Notwithstanding any other provisions of this By-law to the contrary, for the lands located in the A-E46 Zone, within Part of Lot 11, Concession 2, in the geographic Township of Admaston, the following provisions shall apply:

i)	Side Yard Width (minimum)	1.5 metres
ii)	Rear Yard Depth (minimum)	7 metres”

(b) Schedule “B” to the Township of Admaston/Bromley Zoning By-law is amended by rezoning those lands described above from Agriculture (A) to Agriculture – Exception Forty-Five (A-E45) and Agriculture – Exception Forty-Six, as shown as Items 1 & 2 on Schedule “A” attached hereto.

2. THAT save as aforesaid all other provisions of By-law 2004-13, as amended, shall be complied with.

3. This by-law shall come into force and take effect on the day of final passing thereof.

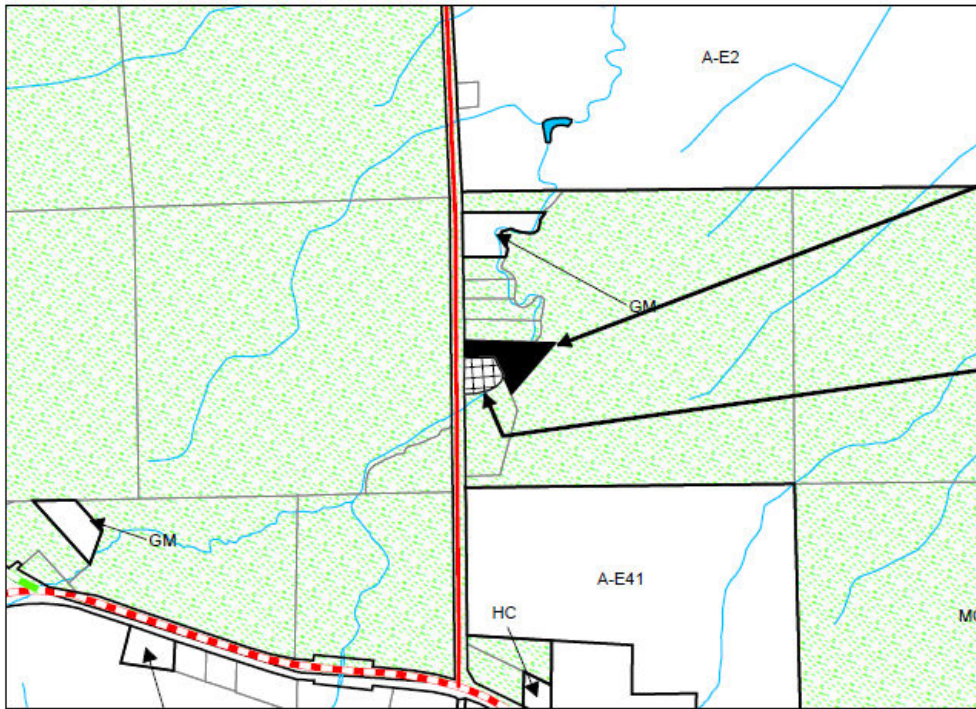
This By-law given its FIRST and SECOND reading this 5th day of October, 2023.

This By-law read a THIRD time and finally passed this 5th day of October, 2023.

MAYOR

CORPORATE
SEAL OF
MUNICIPALITY

CAO/Clerk



Item 1:
From A
To A-E45

Item 2:
From A
To A-E46



1:12,500

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

This is Schedule "A" to By-law Number _____
Passed the _____ day of _____, 20____.

Signatures of Signing Officers:

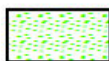
Mayor

Clerk

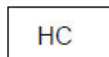
LEGEND



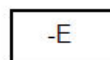
Rural



Agriculture (A)



Highway Commercial



Exception Zone



Item 1: Area affected by this Amendment
From A to A-E45



Item 2: Area affected by this Amendment
From A to A-E46

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. 2023-51

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

WHEREAS Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Township of Admaston/Bromley at this meeting be confirmed and adopted by by-law;

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

1. That the actions of the Council at its meeting held on 5th day of October 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 5th day of October 2023.

READ a third time and finally passed this 5th day of October 2023.

Mayor

CAO/Clerk