

Township of Admaston/Bromley  
Second Monthly Meeting

Council met for their second monthly meeting on Thursday September 21<sup>st</sup>, 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 Maclsaac.

**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 21<sup>st</sup>, 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 7<sup>th</sup>, 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 7<sup>th</sup>, 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 21<sup>st</sup>, 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 21<sup>st</sup>, 2023, Township of Admaston/Bromley Council meeting be adjourned at 8:42 p.m.

Carried

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Mayor

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CAO/Clerk