

Township of Admaston/Bromley
First Monthly Meeting
Thursday, January 4th, 2024 @ 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 Meetings December 14, 2023](#)
6. Delegations and Guests
 - 6a** Firefighter Recognition – Provincial Service Awards
 - [6b Susan Patterson-O'Neil – Osceola Landfill Expansion](#)
7. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris
 - [7a B122/23 Consent Planning Report](#)
 - i) Planner's Report
8. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton
 - [8a Frosty Fun Request Report](#)
9. **Operations Committee** – Chair Brian Hamilton, All of Council
 - None.
10. **Waste Management Committee** – Chair Michael Donohue, All of Council
 - None.
11. **Finance and Administration Committee** – Chair Michael Donohue, All of Council
 - [11a 2024 OCIF Funding Announcement – Revised](#)
 - [11b County Tax Rates 2023 Report](#)

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

[12a In-Force Date - Community Well Being & Policing Act, 2019 - Information](#)

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

None.

14. **By-Laws**

None.

15. Old Business

[15a Action Tracking List](#)

16. New Business

17. **Closed Session**

17a CAO/Clerk Performance Appraisal

As per Section 239 2 (b) – personal matters about an identifiable individual, including municipal or local board employees.

More specifically to discuss the Performance Appraisal of the CAO/Clerk.

18. Confirmatory By-Law

[18a 2024-01 being a by-law to confirm proceedings of Council Meeting](#)

19. Question Period

20. Adjournment

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

Council Information

Township of Admaston/Bromley
First Monthly Meeting

Council met for their first and only monthly meeting on Thursday December 14th, 2023. Present were Mayor Michael Donohue, Deputy Mayor Brian Hamilton, Councillors Angela Field, Keith Gourley and Kevin LeGris

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

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

Mayor Donohue called the Meeting to Order at 7:31 pm. A moment of silence followed.

Agenda Item 3 – Approval of Agenda

Resolution No. 01/12/23

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approve the agenda of December 14, 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 November 16th and November 30th, 2023.

Resolution No. 02/12/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that Council adopt the following meeting Minutes:

- November 16th, 2023, Regular Council Meeting
- November 30th, 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 B133/23 Consent Application Report – Donohue & McGregor

Resolution No. 03/12/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that the Township of Admaston/Bromley accept in principle Consent Application B133/23 submitted by Phil Donohue and Helen McGregor, so long as commenting agencies are satisfied.

Carried

7b Backyard Chickens By-Law Report

Resolution No. 04/12/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Council adopt the Backyard Chickens By-law 2023-61, that was reviewed and finalized by the Planning and Development Committee at their December 14, 2023 Committee meeting;

AND BE IT RESOLVED THAT Council adopt the amended Fees and Charges By-Law 2023-62 to amend the Fees & Charges By-Law to reflect the charge for a permit for Backyard Chickens.

Carried

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

8a Admaston/Bromley Public Library OTF Grant Request Report

Council discussed the OTF Grant. Councillor Hamilton stated that the Library sent their request in as the grant takes a lot of time to prepare. He also wondered if the grant can be shared amongst township organizations. Staff replied that the grant will only support one project. Staff noted that the guidelines were just released and a report will be brought back to council detailing the possible projects as per the guidelines. Staff also noted that the ARC has requested lighting for the outdoor rink and that project has not yet been successful.

Resolution No. 05/12/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that Admaston/Bromley Council direct staff to bring a report forward detailing the guidelines of the Ontario Trillium Foundation Capital Grant.

Carried

8b Admaston/Bromley Public Library Board

Councillor Hamilton noted that the library is still waiting for their operating grant. It was noted that the extra wages and the photocopier were not included in the 2023 budget and it is expected that the library may be in a deficit position for 2023.

Resolution No. 06/12/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that Admaston/Bromley Council receive the following from the Admaston/Bromley Public Library Board:

- October 24 Minutes
- Treasurer's Report – November 2023
- CEO's Report – November 2023

Carried

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

9a Public Works November 2023 Report

Public Works Superintendent (Acting) Visinski highlighted the report, detailing that we have already had two special winter events so far. He advised that McMahan Road

is completed and is very satisfied with the project and thanked the County for their work as they did a very good job.

Resolution No. 07/12/23

Moved by Brian Hamilton, seconded by Keith Gourley

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

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 November 2023 Financial Overview

Treasurer-Deputy CAO/Clerk Coughlin reviewed the November Financial Overview. The procedural audit has been finalized and one error that was noted was that the amount of money collected for the County by property taxes was not enough to cover the total required for 2023. It was noted that there is a shortfall of approximately \$39,000. The auditors provided ways to recoup this money, but in the end it is a shortfall to the required county tax that has already been paid. Treasurer-Deputy CAO/Clerk Coughlin apologized for this error, noting that she had made the mistake of assuming that the County would have updated Online Property Tax Analysis (OPTA) when she pulled the information from it for the preparation of tax collection. The auditors noted that this does happen, however Ms. Coughlin was very disappointed in herself for not ensuring that the County had updated the site. There are a few solutions and a report will come back to Council detailing them.

Resolution No. 08/12/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council accept the November 2023 Year to Date Financial Overview as information as submitted and circulated.

Carried

11b November 2023 Payment Register

Resolution No. 09/12/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Admaston/Bromley Council approve the Payment Register for November 2023.

Carried

11c Financial Indicator Review – Ministry of Municipal Affairs & Housing

Resolution No. 10/12/23

Moved by Keith Gourley, seconded by Brian Hamilton

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

Carried

11d Municipal Financial Profile

Resolution No. 11/12/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council receive the 2022 Municipal Financial Profiles from the Ministry of Municipal Affairs & Housing, as information.

Carried

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

12a Fire Agreement – North Algona Wilberforce Report

Councillor LeGris noted that the Fire Committee was not pleased with the amount and felt that it should be higher as the amount has not changed in very many years.

Staff answered that it is a starting point and are satisfied with the amount negotiated but agreed that this should have been broached years ago. The Township pays an increasing cost per year for Fire Protection Services to the municipalities that cover our boundaries.

Resolution No. 12/12/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED THAT Council adopt By-Law 2023-60, being a by-law to authorize the execution of a Fire Protection Agreement between the Corporation of the Township of Admaston/Bromley and the Corporation of the North Algona Wilberforce Township.

Carried

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

13a County Council Summary – November 29, 2023

Resolution No. 13/12/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED THAT Council receive the County Council Summary for November 29, 2023.

Carried

Agenda Item 14 – By-Laws

- 14a** 2023-60 – Fire Agreement North Algona Wilberforce
2023-61 – Backyard Chickens By-Law
2023-62 – Amend Fees & Charges By-Law

Resolution No. 14/12/23

Moved by Kevin LeGris, seconded by Angela Field

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

- 2023-60 – Fire Agreement – North Algona Wilberforce
- 2023-61 – Backyard Chickens By-Law
- 2023-62 – Amend Fees & Charges By-Law

Carried

Agenda Item 15 – Old Business

15a Action Tracking List

Resolution No. 15/12/23

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

None.

Agenda Item 17 – Closed Session

17a Osceola Landfill Expansion

Resolution No. 16/12/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council move into a Closed Session at 8:52 p.m.

As per section 239 2(c) of the Municipal Act – a proposed or pending acquisition or disposition of land by the municipality or local board.

More specifically to discuss the Osceola Landfill Expansion.

Carried

Council rose from Closed Session at 9:51 p.m. and had no progress to report.

Agenda Item 18 – Confirmatory By-Law

18a By-law 2023-63 being a by-law to confirm proceedings of Council Meeting

Resolution No. 17/12/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that By-law 2023-63, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held December 14th, 2023, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 18/12/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that the Thursday, December 14th, 2023, Township of Admaston/Bromley Council meeting be adjourned at 9:54 p.m.

Carried

Mayor

CAO/Clerk



SUBMITTED
Tues. Jan. 2. 2024

TOWNSHIP OF ADMASTON/BROMLEY

Request for Delegation

Name of Person(s) to Make Delegation/Presentation:

Susan Patterson-O'Neil

Organization (if applicable):

Contact Information: Tel # 613-649-2226 Cell # 613-570-8487

Email

oneilontheFarm@yahoo.ca

Meeting Date Requested: Jan 4, 2024 Alternate Date: _____

Subject Matter:

Osceola landfill expansion

Brief Description of Purpose of Delegation:

To present O'Neils reasons for asking
for the amount they are asking

Please check the appropriate box:

☐

I have never spoken on this issue before.

☒

I have spoken on this issue before and have specific new information to submit.

Have you been in contact with a member of staff in regard to this matter? ☒ Yes ☐ No

If Yes, please provide Name and Department:

I will have a presentation

For handout at Meeting
Yes

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: January 14, 2024
To: Council
From: Jennifer Charkavi
Re: Consent Application B122/23

Background:

A Consent application was submitted to the County of Renfrew proposing the creation of a new lot by severing a 1 hectare parcel from the existing parcel of 35.6 hectares.

The Planning Report indicates that it appears as though the proposed severed lands and the retained parcel conform to the Minimum Distance Separation (MDS) requirements. The report also indicates that there are lands designated as Environmental Protection on the retained parcel and as such no new development is permitted. The report further indicates a condition of consent is a Registered Plan of Survey.

Financial Implications:

None at this time.

People Consulted:

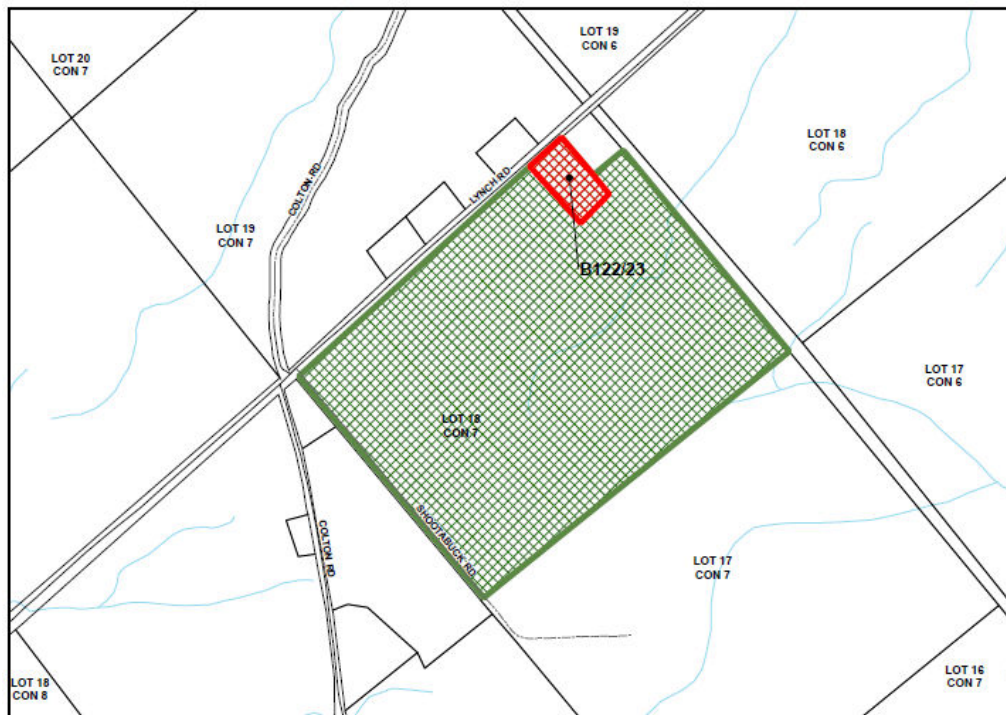
County of Renfrew – Development and Property Department
Chief Building Official
Public Works Superintendent (Acting)
Drainage Superintendent

Recommendation for Council:

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B122/23 submitted by Patrick Leclerc. 297 Lynch Road, so long as requirements of commenting agencies are satisfied.

PART A - BACKGROUND

1. FILE NO.: **B122/23**
2. APPLICANT: Patrick Leclerc
Agent: Tania Leclerc
3. MUNICIPALITY: Township of Admaston/Bromley
(Geographic Township of Admaston)
4. LOT: Part Lot 18 CON.: 7 STREET: 297 Lynch Road
5. PURPOSE: Creation of a new lot
6. DESCRIPTION OF APPLICATION: The property is located approximately 12 km to the east of the Town of Renfrew with frontage on Lynch and Shootabuck Roads. The Applicant is proposing to sever a 1 hectare parcel from the existing parcel of 35.6 hectares.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage		Area	Structures
Existing Lot	618 m		35.6 Ha	Residential Dwelling, garage and barns
Severed	75 m		1 Ha	Vacant – proposed dwelling
Retained	543 m		34.6 Ha	Residential Dwelling, garage and barns

8. SEVERANCE HISTORY

Number of new lots from original holding (1971) 1 previous severance: B162/02

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed Rural

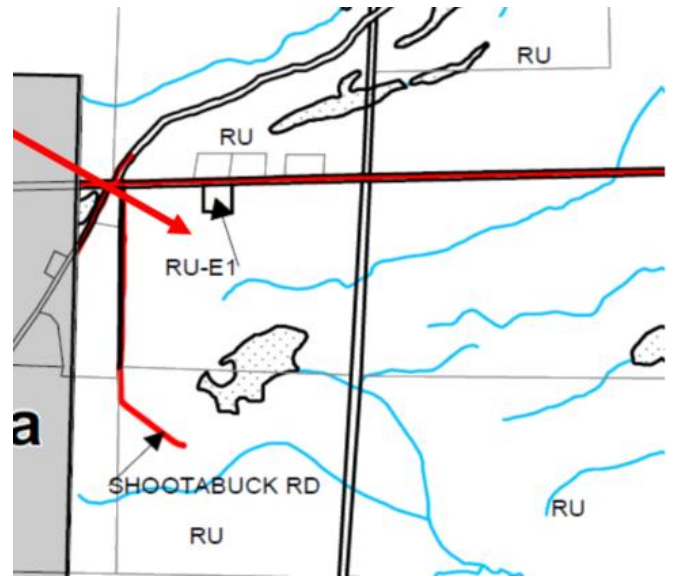
Retained Rural
Environmental Protection



**10. ZONING BY-LAW OF THE TOWNSHIP OF ADMASTON/BROMLEY
(2004-13) Zone(s):**

Severed Rural (RU)

Retained Rural (RU)
Environmental Protection
(EP)



Zone Requirements:

	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>	<u>Proposed Lot Area</u>	<u>Minimum Required</u>
Severed	75 m	45 m	1 Ha	4047 m²
Retained	543 m	45 m	34.6 Ha	4047 m²

PART B – COMMENTS

1. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA

Policies Considered:

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As a key part of Ontario's policy-led planning system, the PPS sets the policy foundation for regulating the development and use of land.

Sections Considered:

Section 1.1.4 Rural Areas in Municipalities

Section 1.1.5 Rural Lands in Municipalities

Section 1.1.5.1 When directing development on rural lands, a planning authority shall apply the relevant policies of Section 1: Building Strong Healthy Communities, as well as the policies of Section 2: Wise Use and Management of Resources and Section 3: Protecting Public Health and Safety.

Section 1.1.5.2 On *rural lands* located in municipalities, permitted uses are:

a) the management or use of resources;

- b) resource-based recreational uses (including recreational dwellings);
- c) residential development, including lot creation, that is locally appropriate;
- d) *agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices*, in accordance with provincial standards;
- e) home occupations and home industries;
- f) cemeteries; and
- g) other rural land uses.

Section 1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.

Section 1.1.5.6 Opportunities should be retained to locate new or expanding land uses that require separation from other uses.

Section 1.1.5.8, New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the *minimum distance separation formulae*.

Section 1.2.6 Land Use Compatibility

Section 1.6.6.4 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 1.6.7 Transportation Systems

Section 2.1 Natural Heritage

Section 2.1.1 Natural features and areas shall be protected for the long term.

Section 2.2 Water

Section 2.3 Agriculture

Section 2.5.1 Mineral aggregate resources shall be protected for long-term use and, where provincial information is available, deposits of mineral aggregate resources shall be identified.

Section 3.1 Natural Hazards

2. **OFFICIAL PLAN**

Policies Considered:

Sections:

- 2.2(2) – Minimum distance separations relating to agriculture
- 2.2(12)(f) – Servicing
- 5.3(1) – Permitted uses in the Rural designation
- 5.3(2) – Residential development in the Rural designation
- 8.3(1) – Permitted uses in the Environmental Protection designation
- 13.3(3) – Local municipal roads
- 14.3(1), (2) – General consent policies
- 14.3(3) – Maximum number of new lots
- 14.3(23) – Number of lots created per application

3. **ZONING BY-LAW**

Provisions Considered:

Sections:

- 3.25(a) – Separation distances for dwellings
- 3.26(c) – Setbacks from other roads
- 21.1, 21.2 – Permitted uses and provisions for RU zone
- 21.3(a) – Provisions for RU-E1 zone
- 24.1, 24.2 – Permitted uses and provisions for EP zone

4. **SUBMITTED STUDIES**

None

5. **AGENCY COMMENTS**

Twp. of Admaston/Bromley	Municipal comments were received on November 1/23 and were favourable.
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6. **GENERAL PLANNING COMMENTS**

Minimum Distance Separation

The Provincial Policy Statement (PPS), the County of Renfrew Official Plan and the Township of Horton Zoning By-law require compliance with Minimum Distance Separation I (MDS I). MDS guidelines were established to determine setbacks between proposed new development and existing livestock facilities. MDS 1 must be calculated for all livestock facilities within 1500 metres of the proposed severed lots. Our records indicate that the following properties contain livestock facilities:

1. 1258 Colton Road, MDS Data sheet completed (Horses) - 94 m (308 ft) calculated by Agrisuites app

2. 1265 Colton Road, - applicant indicates that this property does not have barns
3. 127 McCuaig Road, - MDS data sheet indicates not a farm/no animals
4. 184 McNulty Road, - Barn is 1.9km from proposed severance – appears unoccupied
5. 1205 Stone Road, - MDS Data sheet indicates unoccupied facilities - 184 m (604 ft) calculated by Agrisuites app
6. 1414 Stone Road, - MDS Data sheet not completed - 271 m (889 ft) calculated by Agrisuites app
7. 1574 Stone Road, - MDS Data sheet not completed - 167 m (548 ft) calculated by Agrisuites app
8. 1620 Stone Road. - MDS Data sheet indicates unoccupied facilities
9. 297 Lynch Road – Retained Lands - MDS Data sheet not completed - 233 m (764 ft) calculated by Agrisuites app

In the absence of a complete Minimum Distance Separation I (MDS I) data sheet the County of Renfrew Planning Department endeavoured to calculate the separation distances through the Agrisuites Application provided by the Ministry of Agriculture and Rural Affairs. Based on the information provided and the calculations from the Agrisuites Application, it appears as though the proposed severed lands and the retained parcel conforms to the MDS requirements for Agricultural lands with an adequate separation distance from the proposed development and existing agricultural facilities.

Consent conformity:

Section 14.3(1) of the Consent policies of the Official Plan require that both the severed and retained lots meet the requirements of the Official Plan and the local Zoning By-law. According to the Official Plan, the maximum number of new lots permitted to be created for residential purposes from an original holding shall be (3) lots. Our records indicate that there have been 1 new lot created from the original holding (from 1971 on). This lot would constitute the 2nd new lot.

Environmental Protection Areas:

There are lands designated as Environmental Protection on the retained parcel. No new development is permitted within these areas.

Municipal Roads:

Entrances (new and shared) to Lynch Road would require approval from the Township of Admaston/Bromley. It is recommended that you consult with the Township's Public Works Department.

7. RECOMMENDATIONS

- (a) Planning concerns have NOT been identified in this report. Therefore, consent can be granted. ☒
- (b) There are some planning concerns that must be dealt with as follows, before determining whether the consent can be supported or not. ☐

- (c) The proposal may be acceptable when the following matters are addressed and resolved: ☐
- (d) Conditions to the giving of consent should be considered for the following:
- ☒ Registered Plan of Survey:
 - ☐ Zoning By-law Amendment:
 - ☐ Minor Variance:
 - ☐ Private Road Agreement:
 - ☐ Development Agreement:
 - ☐ Site Plan Control Agreement:
 - ☐ Notice on Title:
 - ☐ Shoreline Road Allowance Closure / Acquisition:
 - ☐ Other:
- (e) There are serious planning concerns, refusal is recommended. ☐
- (f) Other Recommendations: ☐

Date: November 15, 2023

Prepared by: Paul Moreau
County Planner

Reviewed by: Bruce Howarth, MCIP, RPP
Manager of Planning Services

JUL/2022

Township of Admaston/Bromley
477 Stone Road, R.R. #2
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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: January 4th, 2024
To: Council
From: Jennifer Charkavi
Re: Frosty Fun Winter Carnival 2024

Background:

In order to be deemed an event of municipal significance, your 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 organizers of the Frosty Fun Winter Carnival to be held on February 9 – 11, 2024, to deem the event a designated community event.

Financial Implications:

None.

People Consulted:

Jesse Welch, Douglas Recreation

Recommendation for Council:

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley grants permission to the Douglas Recreation Committee to hold the Douglas Frosty Fun Winter Carnival on February 9 - 11, 2024 in Douglas and that the said event be designated as a community event and conducted for the enjoyment and betterment of the community.



Ontario Community Infrastructure Fund (OCIF)

Revised Allocation Notice

Ministry of Infrastructure

The Corporation of the Township of Admaston/Bromley

December 2023

Disponible en français

Overview

2024 OCIF Funding

The amount of Funds the municipality named on this Revised Allocation Notice is eligible to receive under the Agreement in the 2024 Funding Year is as follows:

2024 formula allocation	\$492,321
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Terms and Conditions

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

OCIF Financial Reporting Requirements

In addition to the other reporting requirements noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2022 Financial Information Return, etc.), the Recipient must report on funding twice each year, providing information on how program funding is or will be used, and again after year-end on how funding was actually used.

In the spring, prior to the start of the construction season the Recipient will submit to the Ministry an **initial report** that includes information on planned/proposed projects that make use of OCIF funding. The Recipient will also submit to Ministry a **final report for the year** on or before March 31st that will include the amount of interest earned on Funds over the year, information on actual annual expenditures and a status update on projects that make use of OCIF funding, indicating whether each project is still in progress or completed. Standard reporting forms will be sent out close to each reporting timeline.

Payment of Funds

As per section F.2.1 of the Agreement and subject to the submission and acceptance of all required reporting, the province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.

As per section A3.2(b) of the Agreement, the province may withhold payments until it determines all reporting has been submitted and is satisfied with the Recipient’s plan to utilize funding.

Data Sources

- **Core infrastructure:** Current replacement values (CRVs) estimates were derived from CRV template submissions, Asset Management Plans and Schedule 51A of the Financial Information Returns (FIR).
- In cases where CRVs for OCIF eligible core infrastructure were not provided through a CRV template submission and not included in a municipality's asset management plan, the Ministry is using its own CRV estimates for those assets.
- To derive CRV estimates, four years (2019, 2020, 2021, 2022) of FIR data were considered, giving priority to the most recent available data.
- For municipalities that submitted a CRV template through the 2023 CRV data collection process, CRVs used for 2024 OCIF were capped at 150% of their MOI FIR-based estimates and limited to 70% of MOI FIR-estimates as their lowest point. In cases where the Ministry did not receive a template submission, CRVs from asset management plans were anchored to +/- 30% of MOI's FIR-based estimates.

- Categories included are:

<u>Line</u>	<u>Item</u>
611	Roads - Paved
612	Roads - Unpaved
613	Roads - Bridges and Culverts
614	Roadways - Traffic Operations & Roadside Maintenance
621	Winter Control - except Sidewalks, Parking Lots
622	Winter Control - Sidewalks, Parking Lots only
650	Street Lighting
811	Wastewater Collection/Conveyance
812	Wastewater Treatment and Disposal
821	Urban Storm Sewer System
822	Rural Storm Sewer System
831	Water Treatment
832	Water Distribution/Transmission

- **Weighted property assessment:** Measures the size of the municipality's tax base. Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes (PILs) retained by the municipality).

Data sources: Final 2022 Market Change Profile (MCP) and 2024 starting tax ratios (Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws) and Municipal FIRs (2021 or 2022 for PILs). 2024 OMPF (Ontario Municipal Partnership Fund) data released October 2023.

- **Median household income:** Statistics Canada's measure of median income for all private households in 2020.

Ontario Community Infrastructure Fund (OCIF)
Revised Allocation Notice
The Corporation of the Township of Admaston/Bromley

Below are the key data source values used to calculate your 2024 allocation:

The Corporation of the Township of Admaston/Bromley		
	Inputs	
a	Core infrastructure CRV estimate	\$164,103,813
b	Adjusted core infrastructure	\$188,223,438
c	Weighted property assessment	\$370,149,355
d	Number of households	1,423
e	Median household income	\$85,000
Ind 1*	Indicator 1 ($h \div i$)	0.2041
f	Indicator 1 – Raw ($b \div c$)	0.5085
g	Indicator 1 of eligible municipalities: Median, Lowest, Highest Value	g1: Median: 0.2711 g2: Lowest: 0.0151 g3: Highest: 1.4344
h	Difference between Indicator value and Median ($f - g1$)	0.2374
i	Difference between the Maximum and the Median value ($g3 - g1$) ¹	1.1633
Ind 2*	Indicator 2 ($l \div m$)	0.1770
j	Indicator 2 – Raw ($b \div d \div e$)	1.5561
k	Indicator 2 of eligible municipalities: Median, Lowest, Highest Value	k1: Median: 0.9986 k2: Lowest: 0.0584 k3: Highest: 4.1491
l	Difference between Indicator value and Median ($j - k1$)	0.5575
m	Difference between the Maximum and the Median value ($k3 - k1$) ²	3.1505
Ind	Infrastructure Index ($(Ind1+Ind2)/2$)	0.1905
n	Median of Infrastructure Indices of all eligible municipalities	-0.0331
o	Percentage points away from the Median	22.36
p	Core infrastructure multiplier (per \$100,000 of core infrastructure) $\$194.538 + \$24 \times (Ind - n) \div 10\%$ ³	\$248.20
q	Median core infrastructure multiplier	\$194.538
	2023 OCIF Allocation	\$579,201
	2024 OCIF Allocation Maximum of ($p \times a \div \$100,000$) or \$100,000, up to \$10 million, limited to $\pm 15\%$ variance from 2023 grant**	\$492,321

****Core infrastructure value must be divided by \$100,000 before applying the core infrastructure multiplier.**

Please Note: Due to rounding, some calculations may vary from the results shown.

*The re-weighted indicators are on a scale of -1 to +1.

Note 1: Since the indicator is above the median, the difference between the maximum value and median is calculated ($g3 - g1$)

Note 2: Since the indicator is above the median, the difference between the maximum value and median is calculated ($k3 - k1$)

Note 3: Since the index is above the median, the funding multiplier per \$100,000 of core infrastructure is greater than \$194.538

Details of how grants are calculated, including the infrastructure index and the way in which it impacts OCIF funding by comparing it to the median infrastructure index of all eligible municipalities, can be found in the Ontario Community Infrastructure Fund program guidelines at: www.ontario.ca/page/ontario-community-infrastructure-fund#section-5.

Township of Admaston/Bromley
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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: January 4, 2024
To: Council
From: Kelly Coughlin
Re: County Tax Rates 2023

Background:

During the 2023 procedural audit conducted in the fall of 2023, the townships auditors discovered that the wrong tax rates were entered into the property tax system. As a result, all ratepayers were invoiced the incorrect amount. This oversight resulted in approximately \$40,000 not being invoiced / collected from the ratepayers. The error was discovered early enough that the correct amount was remitted to the County of Renfrew for the 2023 levy. However, this shortfall now needs to be recouped.

Discussion:

Staff discussed several financing options to recoup this invoicing shortfall with the auditors.

The following options discussed include:

- 1) Send out an adjusted final tax bill to each ratepayer for the difference between the county final tax rate invoiced vs the actual county tax rate multiplied by the 2023 assessment.

Staff do not support this option as it is not just as simple as producing a tax bill for the difference between the tax rates and applying that to the 2023 assessment on the returned roll. In addition to the over 3,000 property tax bills that are processed in the final tax billing, staff processed several hundred tax adjustments during the year. Those adjustments would also have to be taken into consideration when performing the adjusting calculations. The sheer volume of adjustments would require extensive staff time and effort to perform those calculations not to mention the additional cost for postage etc.

In addition, the accounting software does not have the capability to produce a property tax adjustment for the difference in just one levy type.

- 2) Include provision for the 2023 revenue shortfall in the 2024 budget and recoup it through the 2024 tax levy.

Staff do not support this recommendation as there are considerable financial constraints in the 2024 budget. Including this item as an additional operating expenditure would only create further burden.

- 3) Withdrawn funds from reserves to cover the shortfall.

Staff deem this option to be the most financially viable option. There are sufficient funds available in reserves to cover this expenditure. By recording this entry in 2023 would fully reconcile the revenue shortfall in the 2023 calendar year and corresponding financial statements.

Financial Implications:

As of December 31, 2022, the township has \$926,299.13 in reserves. Staff recommend taking the necessary funds from the Working Capital reserve, which has an ending balance of \$231,533.43. There were no budgetary commitments from the 2023 budget nor are there any projected withdrawals from this reserve for the 2024 budget.

People Consulted:

Jennifer Charkavi - CAO/Clerk

Recommendation for Council:

BE IT RESOLVED THAT Council accept the County Tax Rates 2023 report as information as submitted and circulated;

AND FURTHER THAT Council direct staff to withdrawal an upset limit of \$40,000 from the Working Capital Reserve to recoup the revenue collection shortfall associated with the County of Renfrew tax rates used during the 2023 tax billing.

MEMORANDUM TO: All Chiefs of Police and
Commissioner Thomas Carrique
Chairs, Police Services Boards

FROM: Ken Weatherill
Assistant Deputy Minister
Public Safety Division

SUBJECT: In-force date of the *Community Safety and Policing Act*,
2019

DATE OF ISSUE:	December 18, 2023
CLASSIFICATION:	General Information
RETENTION:	April 1, 2024
INDEX NO.:	23-0085
PRIORITY:	Normal

On behalf of the Ministry of the Solicitor General, I would like to thank all our policing partners for your support throughout the regulatory development process. We are greatly appreciative of the in-depth feedback that was provided on the regulations.

As a result of this collective effort, the regulations that are required to bring the *Community Safety and Policing Act* (CSPA) into force have been approved by Cabinet and filed. They can now be accessed publicly online through e-Laws page – linked [here](#).

I am writing to you today to inform you that **April 1, 2024**, has been proclaimed as the official date on which the *Community Safety and Policing Act, 2019* will come **into force**.

All police services are expected to be ready to comply with the Act and its regulations starting on the in-force date. To prepare for these changes, policing partners are strongly encouraged to familiarize themselves with the requirements under the CSPA and its regulations and make any necessary operational and process changes.

The upcoming 2024 [CSPA Training Summit](#), organized by the Ontario Association of Chiefs of Police, Police Association of Ontario, the Ontario Association of Police Services Boards and the Ontario Senior Officers Police Association, will serve as a forum to provide a shared understanding of the Act and its regulations. It will also

provide an opportunity for the ministry to support the policing sector toward operational readiness and help clarify any outstanding questions.

The Inspectorate of Policing will also act as an important resource to support the policing sector leading up to CSPA in-force. To this end, the Inspectorate's Police Services Advisors will continue to work directly with police services, chiefs of police, and police services boards to provide liaison and advisory services toward readiness to transition to the new CSPA framework. This includes current efforts to pilot an updated inspection process, establishing a robust data collection approach, and assisting policing partners to navigate any issues that surface during implementation. The Inspectorate of Policing will continue to engage with other stakeholders including police associations.

As we work together towards CSPA in-force, the ministry will seek to provide you with timely information to inform local operational planning and implementation.

Please do not hesitate to reach out to your respective Police Service Advisor with questions pertaining to the CSPA or to learn more about the Inspectorate's work.

Thank you, as always, for your continued support on efforts to advance the modernization and continuous improvement of police services in Ontario.

Sincerely,

K. Weatherill

Kenneth Weatherill
Assistant Deputy Minister
Public Safety Division

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety

Creed Atkinson, Chief of Staff
Ministry of the Solicitor General

Ryan Teschner
Inspector General of Policing
Inspectorate of Policing

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 2024	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.
June. 2023	Reserve Policy	Treasurer-Deputy CAO/Clerk	Jul-05	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
January. 2023	Strategic Planning Exercise	CAO/Clerk	Spring 2024	Work on delivering a Statagic Planning Exercise

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2024-01

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY
AT THE COUNCIL MEETING HELD JANUARY 4, 2024.**

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

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

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

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

1. That the actions of the Council at its meeting held on the 4th day of January, 2024 and in respect of each motion, resolution and other action passed and taken by the Council at its said meetings, is, except where the prior approval of the Ontario Municipal Board or other body is required, hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Head of Council and proper officers of the Corporation of the Township of Admaston/Bromley are hereby authorized and directed to do all things necessary to give effect to the said action or to obtain appropriate approvals where required, except where otherwise provided, and to affix the Corporate Seal of the Corporation of the Township of Admaston/Bromley to all such documents.
3. That this By-Law shall come into force and take effect upon the passing thereof.

READ a first and second time this 4th day of January 2024.

READ a third time and finally passed this 4th day of January 2024.

Mayor

CAO/Clerk