

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE & ADMINISTRATION COMMITTEE

AGENDA

February 1, 2024

At 6:15 pm

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. [Council Chamber Use Policy Report](#)
 - i. [Draft Council Chamber Use Policy](#)
5. Closed Session

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

More specifically to receive the Succession Planning Report and Draft Policy.
6. Next meeting – At the Call of the Chair
7. Adjournment

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: February 1, 2024
To: Finance & Administration Committee
From: Jennifer Charkavi
Re: Use of Council Chambers

Background:

Prior to the COVID Pandemic, local groups were able to use Council Chambers for their meetings and events.

However, the Township has since invested over \$65,000 in Audio Visual Equipment and as such staff have limited the use of Council Chambers to only Not-For-Profit groups and only during working hours.

Committee had requested a policy for Council Chamber use.

Be it resolved that Committee direct staff to draft a policy with respect to Council Chamber use. Allow for agencies of the Corporation of Admaston/Bromley and Established Organizations.

Discussion:

Staff have reached out to our neighbouring municipalities. Some do not allow any use of their council chambers beyond the Committees of Council, while others allow for Not-for-Profit Organizations, but only during office hours or only if a member of the staff is part of that group. Most have other rooms that are offered for use.

Staff feel that the 2025 budget have provided within it funding to update the Barr Line Community Centre (BLCC) to ensure that it is meeting the needs of the community. As well, this is the Township's Alternate Emergency Operations Centre and as such should have updates completed to ensure it is ready to be a host for an emergency as the Emergency Operations Centre alternate location.

Financial Implications:

Costs associated with updating the BLCC.

People Consulted:

Steve Visinski, Public Works Superintendent (Acting)
Kelly Coughlin, Treasurer-Deputy CAO/Clerk

Committee Recommendation:

BE IT RESOLVED THAT the Finance & Administration Committee recommend to Council to adopt the Council Chamber Use Policy as reviewed on this date.

Township of Admaston Bromley Corporate Policies

DEPARTMENT: Council
Procedures
POLICY: Council Chamber Use
DATE: February 1, 2024

COVERAGE: Committees and
Organizations of Admaston/Bromley
POLICY # CP-02
Revision/Review Date:

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PURPOSE:

To establish a Policy for use of the Council Chambers in the Township Office of Admaston/Bromley.

PROCEDURE:

Use:

Council, Committee/Board and staff meetings have priority status and shall preempt all other scheduled meetings. It is understood that any other use will be rescheduled should Council or a Committee/Board require a meeting that conflicts and that there may be only 48 hours notice.

It shall be the policy of the Township of Admaston/Bromley to reserve the use of the Council Chambers for:

- activities such as meetings, hearings, workshops, planning open houses, award ceremonies; and
- activities by the County of Renfrew, Federal and Provincial ministries; and
- activities by the Ontario Land Tribunal (OLT) and the Assessment Board Review; and
- activities by a Municipal Association; and
- activities organized by a member of Council that are related to their role as a municipal council member.

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All other organizations or individuals will be offered the use of the Barr Line Community Center (BLCC) and abide by the BLCC Facility Use Agreement.

Cost:

The use of Council Chambers during regular business hours will be free of charge for those identified in this policy under Use.

The use of Council Chambers after hours or on weekends/holidays is only permitted if there is a Council Member in attendance and only for those identified in this policy under Use.

Office Closure

The use of Council Chambers may not be permitted when the office is closed to the public, and this may be short notice specifically due to inclement weather or emergency situations.