

Township of Admaston/Bromley
First Monthly Meeting
Thursday, February 1st, 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 Special Council Meeting January 15, 2024](#)
 - [5b Resolution to adopt Minutes of Regular Council Meeting January 18, 2024](#)
6. Delegations and Guests
7. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris
 - [7a Site Plan Agreements – Xplore Foy and Stone Road Report](#)
(Jacqueline Johnston FB Connect attending virtually)
 - [i\) i. Agreement – 1578 Foy Road - 2024-07](#)
 - [ii\) ii. Agreement – 428 Stone Road - 2024-08](#)
 - [7b Consent Application – 141/23 Report](#)
 - [i\) i. Planning Report B141/23](#)
 - [7c Building & Sewage Report – November & December 2023](#)
8. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton
 - [8a Ontario Trillium Foundation \(OTF\) – Capital Grant Recommendation](#)
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 Roma Recap Report](#)

- 11b [Sunshine Coach Report](#)
 - i) [i. Sunshine Coach Request](#)
- 11c [Interim Tax Levy – New Date Report](#)
- 11d [Ontario Municipal Partnership Fund \(OMPF\) Notice and Allocation](#)
- 11e [Borrowing By-Law Report](#)

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

12a

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

13a

14. **By-Laws**

- 14a [2024-06 Borrowing By-Law](#)
- [2024-07 Site Plan Agreement – Foy Road](#)
- [2024-08 Site Plan Agreement – Stone Road](#)
- [2024-09 Interim Tax Levy – New Due Date](#)
- [2024-10 Support Sunshine Coach – Dedicated Gas Tax Funding](#)

15. Old Business

[15a Action Tracking List](#)

16. New Business

17. **Closed Session**

17a Closed Session – Osceola Landfill Expansion

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

More specifically to discuss the Osceola Landfill Expansion.

18. Confirmatory By-Law

[18a 2024-11 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
Special Council Meeting

Council met for a special Council meeting on Monday January 15th, 2024. Present were Mayor Michael Donohue, Deputy Mayor Brian Hamilton, Councillors Angela Field, Keith Gourley.

Kevin LeGris attended virtually.

Staff Members present were CAO/Clerk Jennifer Charkavi and Treasurer-Deputy CAO/Clerk Kelly Coughlin.

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

Mayor Donohue called the Meeting to Order at 8:15 pm following the Finance & Administration Committee meeting. A moment of silence followed.

Agenda Item 3 – Approval of Agenda

Resolution No. 12/01/24

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approve the agenda of January 15, 2024, Special Council Meeting.

Carried

Agenda Item 4 – Disclosure of Pecuniary Interest

None.

Agenda Item 5 – Minutes

None.

Agenda Item 6 – Delegations and Guests

None.

Agenda Item 7 – Planning and Economic Development Committee – Chair Keith Gourley, Committee Member Kevin LeGris

None.

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

None.

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

None.

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

None.

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

None.

Agenda Item 14 – By-Laws

None.

Agenda Item 15 – Old Business

None.

Agenda Item 16 – New Business

None.

Agenda Item 17 – Closed Session

17a Osceola Landfill Expansion

Resolution No. 13/01/24

Moved by Angela Field, seconded by Keith Gourley

BE IT RESOLVED that Council move into a Closed Session at 8:18 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 8:55 p.m. and had no progress to report.

Agenda Item 18 – Confirmatory By-Law

18a By-law 2024-02 being a by-law to confirm proceedings of Council Meeting

Resolution No. 14/01/24

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that By-law 2024-02, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held January 15th, 2024, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 15/01/24

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that the Monday, January 15th, 2024, Township of Admaston/Bromley Council meeting be adjourned at 8:57 p.m.

Carried

Mayor

CAO/Clerk

Township of Admaston/Bromley
Second Monthly Meeting

Council met for their second monthly meeting on Thursday January 18th, 2024. Present were Mayor Michael Donohue, Deputy Mayor Brian Hamilton, Councillors Angela Field, Keith Gourley.

Kevin LeGris attended virtually.

Staff Members present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Kelly Coughlin, Public Works Superintendent (Acting) Steve Visinski, Fire Chief Bill McHale, Deputy Fire Chief Pat Donohue, Captain Michael McIntyre, Captain Ronnie Selle, Captain Lawrence Lemay, Captain Patrick Rowan, Firefighter Mark McEachen and Firefighter Gerard Rowan.

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 7:33 pm, there were technical difficulties. A moment of silence followed.

Agenda Item 3 – Approval of Agenda

Resolution No. 16/01/24

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council amend the agenda of January 18, 2024, Regular Council Meeting to add the following items:

- Interim Tax By-Law Report
- Interim Tax By-Law 2024-04

Carried

Agenda Item 4 – Disclosure of Pecuniary Interest

None.

Agenda Item 5 – Minutes

5a Resolution to adopt Minutes of the Regular Council Meeting January 4th, 2024.

Resolution No. 02/12/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council adopt the following meeting Minutes:

- January 4th, 2024, Regular Council Meeting

Carried

Agenda Item 6 – Delegations and Guests

Members of the Douglas Fire Douglas Department were in attendance to be recognized for receiving Provincial Service Awards for their commitment to the Township of Admaston/Bromley Douglas Fire Department.

Fire Chief William McHale – 25 and 30 Year Provincial Service Awards
Deputy Fire Chief Patrick Donohue – 25, 30, 35 Year Provincial Service Awards
Captain Michael McIntyre – 25 Year Provincial Service Award
Captain Lawrence Lemay - 25 Year Provincial Service Award
Captain Ronnie Selle - 25 and 30 Year Provincial Service Awards
Captain Patrick Rowan - 25, 30, 35 Year Provincial Service Awards

Firefighter Mark McEachen - 25 Year Provincial Service Award
Firefighter Gerard Rowan - 25, 30, 35 Year Provincial Service Awards

Agenda Item 7 – Planning and Economic Development Committee – Chair Keith Gourley, Committee Member Kevin LeGris

7a Consent Applications Report – 130/23, 131/23 and 132/23

Resolution No. 18/01/24

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that the Township of Admaston/Bromley accept in principle Consent Application B130/23 submitted by James and Margaret Durack, Micksburg Road, so long as commenting agencies are satisfied.

Carried

Resolution No. 19/01/24

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that the Township of Admaston/Bromley accept in principle Consent Application B131/23 submitted by James and Margaret Durack, Micksburg Road, so long as commenting agencies are satisfied.

Carried

Resolution No. 20/01/24

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that the Township of Admaston/Bromley accept in principle Consent Application B132/23 submitted by James and Margaret Durack, Micksburg Road, so long as commenting agencies are satisfied.

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 Public Works January 2024 Report

Resolution No. 21/01/24

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council receive the Public Works December 2023 Report as information.

Carried

9b Traffic Speed Policy Report

The Traffic Speed Policy was discussed at the Operations Committee meeting held prior to the Council meeting and it required some revisions and will be brought back to a future meeting.

Resolution No. 22/01/24

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council defer the Traffic Speed Policy to a future meeting.
Carried

9c Reduce Speed By-Law on Municipal Roads Report

Speeds on municipal roads was discussed at the Operations Committee meeting that was held prior to the Council meeting.

Resolution No. 23/01/24

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council pass By-Law 2024-03, being a by-law to reduce the speed limit on municipal roadways.
Carried

9d AORS Communication

Resolution No. 24/01/24

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council receive the communications from the Association of Ontario Road Supervisors (AORS).
Carried

Resolution No. 25/01/24

Moved by Angela Field, seconded by Keith Gourley

WHEREAS, municipal public works departments from across the Province of Ontario provide invaluable services to our communities ensuring the health and safety of all residents;

AND WHEREAS, if it was not for our municipal public works employees from across the Province of Ontario maintaining our public roads systems, our communities would not be able to function as emergency personnel could not respond to calls, school buses could not get our children to school, residents would not be able to get to work, school or appointments and many more basic functions would not be able to happen;

AND WHEREAS, municipal public works departments are already feeling the impacts of a labour shortage, which will only be exasperated over the next three to five years, which will cause levels of service municipalities are able to provide to ensure the health and safety of our residents to decrease;

AND WHEREAS, there is currently no provincial-wide course that properly trains potential municipal public works employees, specifically relating to municipal heavy equipment.

THEREFORE IT BE RESOLVED, that the Township of Admaston/Bromley supports the work of the Association of Ontario Road Supervisors to develop a Municipal Equipment Operator Course to address this issue;
AND FURTHER THAT the Township of Admaston/Bromley calls on the Province of Ontario's Ministry of Labour, Training, Immigration and Skilled Trades to fully fund the Municipal Equipment Operator Course in 2024 through the Skills Development Fund;

AND FURTHER THAT a copy of this resolution be sent to the Minister of Labour, Training, Immigration and Skilled Trades David Piccini, Member of Provincial Parliament MPP John Yakabuski and the Association of Ontario Road Supervisors.
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 December 2023 Financial Overview Report

Resolution No. 26/01/24

Moved by Keith Gourley, seconded by Brian Hamilton

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

Carried

11b Payment Register December 31, 2023

Resolution No. 27/01/24

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council approve the Payment Register for December 31, 2023.

Carried

11c Interim Tax Levy By-Law

Resolution No. 28/01/24

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council adopt By-Law Number 2024-04, being a by-law to provide for an interim tax levy and for the payment of taxes, as well as penalty and interest charges for the non-payment of taxes or any installment by the due date.

Carried

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

12a & 12b Fire Committee Minutes – November 22, and December 13, 2023

Resolution No. 29/01/24

Moved by Angela Field, seconded by Brian Hamilton

BE IT RESOLVED THAT Council receive the Fire Committee minutes from the following meetings:

- November 22, 2023
- December 13, 2023

Carried

12c & 12d Fire Chief's Reports –December 2023 and January 2024

Resolution No. 30/01/24

Moved by Angela Field, seconded by Brian Hamilton

BE IT RESOLVED THAT Council receive the following Fire Chief's reports:

- December 2023
- December 13, 2023

Carried

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

None.

Agenda Item 14 – By-Laws

Resolution No. 31/01/24

Moved by Angela Field, seconded by Brian Hamilton

BE IT RESOLVED THAT Council adopt the following By-Laws:

- 2024-03 – Speed By-Law
- 2024-04 – Interim Tax Levy

Carried

Agenda Item 15 – Old Business

15a Action Tracking List

Resolution No. 32/01/24

Moved by Angela Field, seconded by Keith Gourley

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

Carried

Agenda Item 16 – New Business

None.

Agenda Item 17 – Closed Session

None.

Agenda Item 18 – Confirmatory By-Law

18a By-law 2024-05 being a by-law to confirm proceedings of Council Meeting

Resolution No. 33/01/24

Moved by Angela Field, seconded by Keith Gourley

BE IT RESOLVED that By-law 2024-05, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held January 18th, 2024, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 34/01/24

Moved by Angela Field, seconded by Keith Gourley

BE IT RESOLVED that the Thursday, January 18th, 2024, Township of Admaston/Bromley Council meeting be adjourned at 8:23 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: February 1, 2024
To: Council
From: Jennifer Charkavi
Re: Site Plan Agreements – 1578 Foy Rd & 428 Stone Road

Background:

The Townships received communications from FB Connect who are working with Xplore Inc. for the installation of two communication towers, one at 1578 Foy Road and the other at 428 Stone Road in Admaston/Bromley Township. FB Connect has now submitted the Site Plan Applications for Xplore Inc.

Discussion:

The County of Renfrew Planning Division worked with staff to draft a Site Plan Agreement for both applications. Measures are included in the agreements to ensure that roads are returned to their original condition after construction, as well as culverts, and that existing grading and drainage are not affected or blocked. Insurance is also a requirement of the plan.

Financial Implications:

None at this time.

People Consulted:

County of Renfrew Planning Division

Council Recommendations:

BE IT RESOLVED THAT the Council approve By-Law 2024-07, being a by-law to authorize the Mayor and CAO/Clerk to execute a Site Plan Agreement with Xplore Inc. in relation to the property located at 1578 Foy Road, Part Lot 16, Concession 4, Admaston/Bromley, County of Renfrew.

BE IT RESOLVED THAT the Council approve By-Law 2024-08, being a by-law to authorize the Mayor and CAO/Clerk to execute a Site Plan Agreement with Xplore Inc. in relation to the property located at 428 Stone Road, Part Lots 13-14, Concession 4, Admaston/Bromley, County of Renfrew.

THIS AGREEMENT made in quadruplicate this _____ day of _____, 2024.

BETWEEN: **Xplore Inc.**
(hereinafter collectively called the "Tenant")
Party of the FIRST PART

- and -

**THE CORPORATION OF THE TOWNSHIP OF
ADMASTON/BROMLEY**
(hereinafter called the "Municipality")
Party of the SECOND PART

WHEREAS the Owner owns in fee simple lands and premises south of 1578 Foy Road, municipally known as 1578 Foy Road in the Township of Admaston/Bromley, PART LOT 16, CONSESSION 4 Admaston, BEING THE W ½ TOWNSHIP OF ADMASTON/BROMLEY, County of Renfrew (hereinafter referred to as the "subject lands"), and are more particularly described in Schedule "A" attached hereto;

WHEREAS, the Tenant proposes to erect a telecommunication tower and related structures (the "Facility") by construction of a 50.0m lite duty self-support lattice telecommunication tower on the subject lands as shown and detailed on the site plan attached hereto as Schedule "B", which forms part of this Agreement;

AND WHEREAS Xplore Inc. has represented to the Municipality that the said lands are registered in the names of Travis SMITH and Melanie SMITH (the owners).

AND WHEREAS Freedom Mobile Inc. has entered into a Lease Agreement with the Owner in November 2011.

AND WHEREAS telecommunication towers are approved by Innovation, Science and Economic Development (ISED) on behalf of the Government of Canada and requires telecommunication carrier to consult with local land use authorities prior to the erection of new telecommunication facilities;

AND WHEREAS pursuant to the provisions of the Township of Admaston/Bromley, County of Renfrew, Official Plan, as amended, the subject lands are subject to Site Plan Control;

AND WHEREAS by application (**SP08-2019**) the Tenant with consent of the Owner applied to the Municipality under Section 41 of the *Planning Act*, R.S.O. 1990, c. P.13, (the "Act") for site plan approval;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of mutual benefits, the Parties hereto agree as follows:

1 SUBJECT LANDS TO BE DEVELOPED

1.1 The lands and premises affected by this Agreement (hereinafter referred to as the "Lands") are those lands more particularly described in Schedule "A" hereto.

2 SITE DEVELOPMENT

2.1 The Tenant covenants and agrees with the Township to develop the lands in accordance with the Schedules attached hereto and forming part of this agreement, and to erect thereon the Facility substantially as shown on the drawings identified on Schedule "B" all in accordance with the requirements of the applicable Zoning By-law, as amended, and all other by-laws of the Township, in and on the locations and in the manner as indicated thereon. The Owner agrees to notify the Township on commencement and completion of construction.

2.2 The Tenant covenants and agrees with the Township that the building and all other external structures and facilities it has agreed to construct or may be

required to construct on the subject lands shall be maintained by the Owner from time to time in good condition and repair at all times.

- 2.3** The Tenant covenants and agrees that no other building, external structures or facility shall be erected on the subject lands unless there is a further written agreement with the Township.

2.4 CONSTRUCTION TRAFFIC

The Tenant agrees that all streets to be used for access during the construction of structures and/or buildings on the subject lands shall be kept in good and usable condition and free of dirt, mud and other debris during the said construction, and if damaged or not kept free as aforesaid, will be restored immediately by the Owner. All trucks making deliveries to, or taking materials from the subject lands shall be adequately covered and not unreasonably loaded so as to scatter refuse, rubbish or debris on any streets, as well as to prevent the tracking of dirt, mud or other debris onto adjacent streets. If the Owner after being given written notice by the Township refuses to repair and remedy the aforesaid damage or condition to the streets, the Township may remedy the situation and charge the cost thereof to the Owner, who shall forthwith pay the same upon demand, failing which the money shall be deducted from the Performance Guarantee and may be added to the property taxes for collection.

The Tenant agrees to be solely responsible to prohibit "heavy construction vehicles" from accessing or leaving the subject lands except between the hours of 7:00 am to 7:00 pm, Monday to Friday inclusive and from 7:00 am to 5:00 pm on Saturday and 9:00 am to 5:00 pm on Sunday and the Owner further agrees that there will be no off-site parking, loading and/or unloading, provided variations to these restrictions may be approved in writing by the Public Works Superintendent or the Chief Building Official in case of emergencies or any other events justifying such a variation. For the purposes of this agreement, a "heavy construction vehicle" means a "vehicle with multiple rear axles".

3 GRADING / DRAINAGE / ROADS / CULVERTS

- 3.1** The Tenant agrees to maintain the existing grading and drainage for the lands and agrees not to block or otherwise hinder drainage of surface and storm water from adjoining lands as same are presently constituted.
- 3.2** The Tenant agrees to maintain the existing roads in their original condition and if the roads are not in their original condition will return them to their original condition at their expense.
- 3.3** The tenant agrees to maintain the existing culverts in their original condition and if not in their original condition will return them to their original condition at their expense.

4 SERVICING AND UTILITIES

4.1 Electrical Supply System

If required, the Tenant shall arrange with the appropriate authority having jurisdiction for the design, provision and installation of an electrical supply system to serve the subject lands in the locations as approved by the Chief Building Official and the Public Works Superintendent.

5 CERTIFICATE

If required by the Chief Building Official, upon completion of all the external structures and facilities, the Owner's engineer shall provide the Township with a certificate certifying that the development and all facilities referenced in this agreement have been duly constructed and are in accordance with all plans.

6 INDEMNIFICATION

The Tenant covenants and agrees with the Township to indemnify and save harmless the Township from any action for damages or otherwise, and for all

costs as a result of any injury howsoever caused to any other person or person's property as a result of the construction of the buildings and external facilities on the subject lands.

7 INSURANCE

The Tenant covenants and agrees to maintain insurance in accordance with the provisions of Schedule "D" of this Agreement at least until the Subject Lands have been fully developed in accordance with this Agreement.

8 PHASING

Any additional buildings or phases of this development shall be in conjunction with a Site Plan Amendment Application to the satisfaction of the Township of Admaston/Bromley.

9 NOTIFICATION

Any notice which is required to be given by the Township to the Owner in respect of this agreement shall be mailed or delivered to the Tenant:

Xplore Inc..

625 Cochrane Drive
Markham, Ontario, L3R 9R9
Attn: President
Legal@xplore.ca

With a copy to:
Xplore Inc.
300 Lockhart Mill Rd.
Woodstock, NB, E7M 5C3
Attn: Site Acquisition and Management
VRE@xplore.ca
Fax : 506 324 6676

or such address as the Tenant has provided by specific written notice to the Municipality. Any such notice mailed or delivered to the said address shall be deemed good and sufficient notice.

Any notice which is required to be given to the Township shall be mailed or delivered to:

The CAO/Clerk
The Corporation of the Township of Admaston/Bromley
477 Stone Road
Renfrew, Ontario, K7V 3Z5

10 TENANT'S EXPENSE

Every provision of this agreement by which the Tenant is obligated in any way shall be deemed to include the words "at the expense of the Tenant".

11 SUCCESSORS AND ASSIGNS

This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, successors and assigns.

[SIGNING PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties of the First Part have caused to be affixed their Corporate Seals duly attested to by the hands of their respective officers duly qualified in that behalf.

Xplore Inc.

Per:_____

Print Name

I have authority to bind the corporation.

IN WITNESS WHEREOF, the Parties of the Third Part have caused to be affixed their Corporate Seals duly attested to by the hands of their respective officers duly qualified in that behalf.

THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

Per:_____

Michael Donohue, Mayor

Per:_____

Jennifer Charkavi, CAO/Clerk

We have authority to bind the corporation.

SCHEDULE “A”

PIN: 57623-0079 (LT)

Legal Description: PART LOT 16 CONCESSION 4 ADMASTON BEING THE W ½
TOWNSHIP OF ADMASTON/BROMLEY

SCHEDULE “B”

Site Plan Drawings Approved by The Township of Admaston/Bromley

DRAWING	PREPARED BY	FINAL REVISION DATE
Site Plan	Forbes Bros Infrastructure/Construction	June 9, 2023

The Site Plan is available for review at the Township Office.

SCHEDULE “C”

REQUIRED DOCUMENTS

1. Certificate issued by the Electrical Safety Authority certifying that the electrical servicing works; including street lighting has been designed and constructed in accordance with Provincial standards and regulations and in accordance with the approved drawings.

SCHEDULE "D"

INSURANCE POLICIES REQUIRED

(1) TYPES AND AMOUNTS OF COVERAGE REQUIRED

Without restricting the scope of the indemnities required by this Agreement, the Tenant shall obtain and maintain insurance of the character commonly referred to as Commercial General Liability insurance, which includes the following coverage: owners and contractors protective; bodily/personal injury; occurrence property damage; and blanket contractual liability.

The policy or policies of insurance shall name the Township as an Additional Insured and shall provide a minimum coverage of Five Million Dollars **(\$5,000,000.00)** per occurrence for bodily injury, death, and damage to property including the loss thereof.

The policy or policies of insurance shall provide "occurrence type" coverage, that is to say, the policy(ies) will cover any claims which may be presented at any time (subject to the Statute of Limitations) arising from an occurrence that happened within the policy period.

The said policy or policies of insurance shall be maintained at least until the development of the Subject Lands is fully completed.

(2) OTHER CONDITIONS REQUIRED

The policy or policies of insurance shall be endorsed to provide that the policy will not be cancelled or allowed to lapse without thirty (30) days' written notice to the Township by the Tenant. In the event that any policy or policies of insurance are altered so as to circumvent any of the requirements of this Schedule D, the Tenant shall provide the Township with thirty (30) days' prior written notice of such alteration.

THIS AGREEMENT made in quadruplicate this ____ day of _____, 2023.

BETWEEN: **Xplore Inc.**
(hereinafter collectively called the "Tenant")
Party of the FIRST PART

- and -

**THE CORPORATION OF THE TOWNSHIP OF
ADMASTON/BROMLEY**
(hereinafter called the "Municipality")
Party of the SECOND PART

WHEREAS the Owner owns in fee simple lands and premises south of 428 Stone Road, municipally known as 428 Stone Road in the Township of Admaston/Bromley, PT LTS 13-14, CON 4, as in R385117 Admaston, Admaston/Bromley, County of Renfrew (hereinafter referred to as the "subject lands"), and are more particularly described in Schedule "A" attached hereto;

WHEREAS, the Tenant proposes to erect a telecommunication tower and related structures (the "Facility") by construction of a 50.0m lite duty self-support lattice telecommunication tower on the subject lands as shown and detailed on the site plan attached hereto as Schedule "B", which forms part of this Agreement;

AND WHEREAS Xplore Inc. has represented to the Municipality that the said lands are registered in the names of Nancy Diane BRISCOE and William Stewart BRISCOE (the owner).

AND WHEREAS Freedom Mobile Inc. has entered into a Lease Agreement with the Owner in November 2011.

AND WHEREAS telecommunication towers are approved by Innovation, Science and Economic Development (ISED) on behalf of the Government of Canada and requires telecommunication carrier to consult with local land use authorities prior to the erection of new telecommunication facilities;

AND WHEREAS pursuant to the provisions of the Township of Admaston/Bromley, County of Renfrew, Official Plan, as amended, the subject lands are subject to Site Plan Control;

AND WHEREAS by application (**SP08-2019**) the Tenant with consent of the Owner applied to the Municipality under Section 41 of the *Planning Act*, R.S.O. 1990, c. P.13, (the "Act") for site plan approval;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of mutual benefits, the Parties hereto agree as follows:

1 SUBJECT LANDS TO BE DEVELOPED

1.1 The lands and premises affected by this Agreement (hereinafter referred to as the "Lands") are those lands more particularly described in Schedule "A" hereto.

2 SITE DEVELOPMENT

2.1 The Tenant covenants and agrees with the Township to develop the lands in accordance with the Schedules attached hereto and forming part of this agreement, and to erect thereon the Facility substantially as shown on the drawings identified on Schedule "B" all in accordance with the requirements of the applicable Zoning By-law, as amended, and all other by-laws of the Township, in and on the locations and in the manner as indicated thereon. The Owner agrees to notify the Township on commencement and completion of construction.

2.2 The Tenant covenants and agrees with the Township that the building and all other external structures and facilities it has agreed to construct or may be required to construct on the subject lands shall be maintained by the Owner from time to time in good condition and repair at all times.

2.3 The Tenant covenants and agrees that no other building, external structures or facility shall be erected on the subject lands unless there is a further written agreement with the Township.

2.4 CONSTRUCTION TRAFFIC

The Tenant agrees that all streets to be used for access during the construction of structures and/or buildings on the subject lands shall be kept in good and usable condition and free of dirt, mud and other debris during the said construction, and if damaged or not kept free as aforesaid, will be restored immediately by the Owner. All trucks making deliveries to, or taking materials from the subject lands shall be adequately covered and not unreasonably loaded so as to scatter refuse, rubbish or debris on any streets, as well as to prevent the tracking of dirt, mud or other debris onto adjacent streets. If the Owner after being given written notice by the Township refuses to repair and remedy the aforesaid damage or condition to the streets, the Township may remedy the situation and charge the cost thereof to the Owner, who shall forthwith pay the same upon demand, failing which the money shall be deducted from the Performance Guarantee and may be added to the property taxes for collection.

The Tenant agrees to be solely responsible to prohibit “heavy construction vehicles” from accessing or leaving the subject lands except between the hours of 7:00 am to 7:00 pm, Monday to Friday inclusive and from 7:00 am to 5:00 pm on Saturday and 9:00 am to 5:00 pm on Sunday and the Owner further agrees that there will be no off-site parking, loading and/or unloading, provided variations to these restrictions may be approved in writing by the Public Works Superintendent or the Chief Building Official in case of emergencies or any other events justifying such a variation. For the purposes of this agreement, a “heavy construction vehicle” means a “vehicle with multiple rear axles”.

3 GRADING / DRAINAGE / ROADS / CULVERTS

3.1 The Tenant agrees to maintain the existing grading and drainage for the lands and agrees not to block or otherwise hinder drainage of surface and storm water from adjoining lands as same are presently constituted.

3.2 The Tenant agrees to maintain the existing roads in their original condition and if the roads are not in their original condition will return them to their original condition at their expense.

3.3 The tenant agrees to maintain the existing culverts in their original condition and if not in their original condition will return them to their original condition at their expense.

4 SERVICING AND UTILITIES

4.1 Electrical Supply System

If required, the Tenant shall arrange with the appropriate authority having jurisdiction for the design, provision and installation of an electrical supply system to serve the subject lands in the locations as approved by the Chief Building Official and the Public Works Superintendent.

5 CERTIFICATE

If required by the Chief Building Official, upon completion of all the external structures and facilities, the Owner's engineer shall provide the Township with a certificate certifying that the development and all facilities referenced in this agreement have been duly constructed and are in accordance with all plans.

6 INDEMNIFICATION

The Tenant covenants and agrees with the Township to indemnify and save harmless the Township from any action for damages or otherwise, and for all costs as a result of any injury howsoever caused to any other person or person's property as a result of the construction of the buildings and external facilities on the subject lands.

7 INSURANCE

The Tenant covenants and agrees to maintain insurance in accordance with the provisions of Schedule "D" of this Agreement at least until the Subject Lands have been fully developed in accordance with this Agreement.

8 PHASING

Any additional buildings or phases of this development shall be in conjunction with a Site Plan Amendment Application to the satisfaction of the Township of Admaston/Bromley.

9 NOTIFICATION

Any notice which is required to be given by the Township to the Owner in respect of this agreement shall be mailed or delivered to the Tenant:

Xplore Inc..

625 Cochrane Drive
Markham, Ontario, L3R 9R9
Attn: President
Legal@xplore.ca

With a copy to:
Xplore Inc.
300 Lockhart Mill Rd.
Woodstock, NB, E7M 5C3
Attn: Site Acquisition and Management
VRE@xplore.ca
Fax : 506 324 6676

or such address as the Tenant has provided by specific written notice to the Municipality. Any such notice mailed or delivered to the said address shall be deemed good and sufficient notice.

Any notice which is required to be given to the Township shall be mailed or delivered to:

The CAO/Clerk
The Corporation of the Township of Admaston/Bromley
477 Stone Road
Renfrew, Ontario, K7V 3Z5

10 TENANT'S EXPENSE

Every provision of this agreement by which the Tenant is obligated in any way shall be deemed to include the words "at the expense of the Tenant".

11 SUCCESSORS AND ASSIGNS

This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective heirs, successors and assigns.

[SIGNING PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Parties of the First Part have caused to be affixed their Corporate Seals duly attested to by the hands of their respective officers duly qualified in that behalf.

Xplore Inc.

Per:_____

Print Name

I have authority to bind the corporation.

IN WITNESS WHEREOF, the Parties of the Third Part have caused to be affixed their Corporate Seals duly attested to by the hands of their respective officers duly qualified in that behalf.

THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

Per:_____

Michael Donohue, Mayor

Per:_____

Jennifer Charkavi, CAO/Clerk

We have authority to bind the corporation.

SCHEDULE “A”

PIN: 57623-0063 (LT)

Legal Description: PT LTS 13-14, CON 4, as in R385117 ADMASTON; ADMASTON,
428 STONE ROAD

SCHEDULE “B”

Site Plan Drawings Approved by The Township of Admaston/Bromley

DRAWING	PREPARED BY	FINAL REVISION DATE
Site Plan	Forbes Bros Infrastructure/Construction	June 9, 2023

The Site Plan is available for review at the Township Office.

SCHEDULE “C”

REQUIRED DOCUMENTS

1. Certificate issued by the Electrical Safety Authority certifying that the electrical servicing works; including street lighting has been designed and constructed in accordance with Provincial standards and regulations and in accordance with the approved drawings.

SCHEDULE "D"

INSURANCE POLICIES REQUIRED

(1) TYPES AND AMOUNTS OF COVERAGE REQUIRED

Without restricting the scope of the indemnities required by this Agreement, the Tenant shall obtain and maintain insurance of the character commonly referred to as Commercial General Liability insurance, which includes the following coverage: owners and contractors protective; bodily/personal injury; occurrence property damage; and blanket contractual liability.

The policy or policies of insurance shall name the Township as an Additional Insured and shall provide a minimum coverage of Five Million Dollars **(\$5,000,000.00)** per occurrence for bodily injury, death, and damage to property including the loss thereof.

The policy or policies of insurance shall provide "occurrence type" coverage, that is to say, the policy(ies) will cover any claims which may be presented at any time (subject to the Statute of Limitations) arising from an occurrence that happened within the policy period.

The said policy or policies of insurance shall be maintained at least until the development of the Subject Lands is fully completed.

(2) OTHER CONDITIONS REQUIRED

The policy or policies of insurance shall be endorsed to provide that the policy will not be cancelled or allowed to lapse without thirty (30) days' written notice to the Township by the Tenant. In the event that any policy or policies of insurance are altered so as to circumvent any of the requirements of this Schedule D, the Tenant shall provide the Township with thirty (30) days' prior written notice of such alteration.

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: Council
From: Jennifer Charkavi
Re: Consent Application B141/23

Background:

A Consent application was submitted to the County of Renfrew proposing a lot addition to 37 Loon Call Way.

The Planning Report indicates that the Applicant is proposing to sever a 0.15 hectare parcel from Part Lot 17 and 18, Concession 8 (54 Dragonfly Way). The newly created lot will increase in size from 0.07 hectares to 0.22 hectares. There is a private road through the property that provides access to the main dwelling. There is an existing dwelling on the property, along with two sheds. The existing dwelling is proposed to be converted into a personal workshop and replaced with a modular home. The new modular dwelling would tie into the existing well and septic systems that are currently in place. The new modular home and any renovations to existing buildings will have to comply with the Ontario Building Code.

There is a section of the property that is zoned Environmental Protection Area and no development or site alterations are permitted in this area. Conditions of consent will be obtaining a registered plan of survey. The Planning Report indicates that the lot with the lot addition continues to be undersized but the increase with the lot addition is an improvement to the situation.

Financial Implications:

None at this time.

People Consulted:

County of Renfrew – Development and Property Department
Chief Building Official

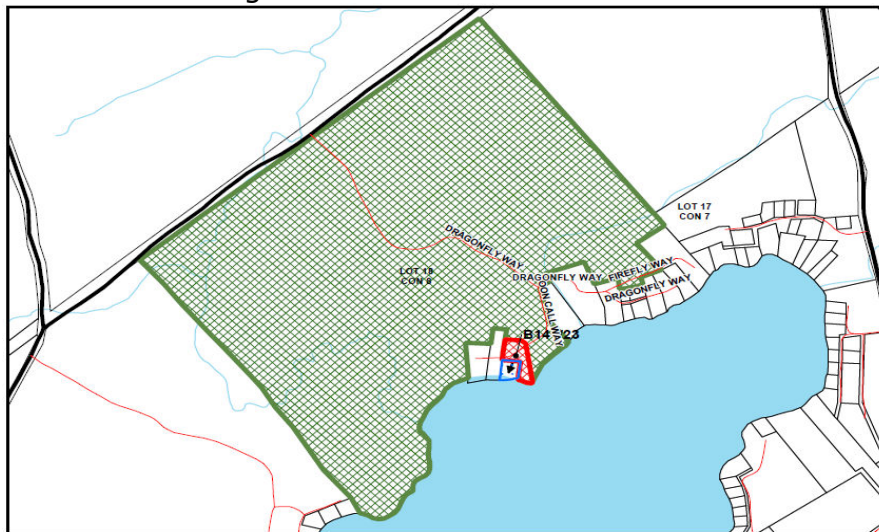
Public Works Superintendent (Acting)
Drainage Superintendent

Recommendation for Council:

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B141/23 submitted by the Applicants Michael Kelly and Tina Philippe, so long as requirements of commenting agencies are satisfied.

PART A - BACKGROUND

1. FILE NO.: **B141/23**
2. APPLICANTS: Michael Kelly & Tina Philippe
3. MUNICIPALITY: Township of Admaston/Bromley
(Geographic Township of Admaston)
4. LOT: Part Lots 17 & 18 CON.: 8 STREET: 58 Dragonfly Way
5. PURPOSE: Lot addition to 37 Loon Call Way, Owner Terry Edwards
6. DESCRIPTION OF APPLICATION: The Applicant is proposing to sever a 0.15 hectare parcel from pt. Lot 17 and 18 Con 8 (54 Dragonfly Way) owned by Michael Kelly and Tina Philippe. The newly created lot will increase in size from 0.07 hectares to 0.22 hectares. There is a private road through the property that provides access to the main dwelling (538 metres of frontage on Loon Call Way via Dragonfly Way). There is an existing dwelling on the property, along with two sheds. The existing dwelling is proposed to be converted into a personal workshop and replaced with a modular home. The new modular dwelling would tie in to the existing well and septic systems in place for the current dwelling.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage		Area		Structures
Existing Lot	420	m	40.67	Ha	Residential dwelling, Cabin and shed
Severed	20.00	m	0.15	Ha	Vacant
Lot to be enlarged	0	m	0.07	Ha	Residential dwelling, 2 sheds
Retained	740.00	m	40.00	Ha	Residential dwelling, Cabin and shed

8. SEVERANCE HISTORY

Number of new lots from original holding (1971) 2 previous severances: B205/91 Refused, B41/93 Refused, B147/10(1) & B148/10(2)

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed	Rural At Capacity Lake
Lot to be Enlarged	Rural
Retained	Rural At Capacity Lake Environmental Protection



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

Severed Rural (RU)
Sensitive Lakes

Lot to be Enlarged LSR

Retained Rural (RU)
Sensitive Lakes
Environmental Protection (EP)



Zone Requirements:

	<u>Proposed</u> <u>Lot Frontage</u>	<u>Minimum</u> <u>Required</u>	<u>Proposed</u> <u>Lot Area</u>	<u>Minimum</u> <u>Required</u>
Severed	20.00 m	45 m	0.15 Ha	4047 m²
Total, if Lot Addition	20.00 m	45 m	0.22 Ha	4047 m²
Retained	740.00 m	45 m	40.00 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 1.1.5.5 Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure.

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 - Planning authorities shall protect, improve or restore the quality and quantity of water.

Section 3.1 Natural Hazards

2. **OFFICIAL PLAN**

Policies Considered:

Sections:

- 2.2(2) – Minimum distance separations relating to agriculture
- 2.2(9)(d) – Wildland fire risk
- 2.2(11) – Water Setback and Protection of Shoreline Integrity
- 2.2(12) – Servicing policies
- 5.3(1),(2) – Permitted uses and provisions for residential development in the Rural designation
- 8.3(1) – Permitted uses in the Environmental Protection designation
- 9.3(2) – Provisions for At Capacity Lakes
- 13.3(4) – Private roads

3. **ZONING BY-LAW**

Provisions Considered:

Sections:

- 3.3 – Accessory uses, buildings and structures
- 3.5 – Buildings to be moved
- 3.7 – Dwellings per lot
- 3.25(a) – Separation distances for dwellings
- 3.26(c) – Setbacks from other roads
- 3.29 – Sensitive Lake
- 3.30 – Temporary construction uses permitted
- 21.1, 21.2 – Permitted uses and provisions for Rural (RU) Zone
- 24.1, 24.2 – Permitted uses and provisions for Environmental Protection (EP) Zone

4. **SUBMITTED STUDIES**

None

5. **AGENCY COMMENTS**

Twp. of Admaston /
Bromley

The Township of Admaston/Bromley provided the following comments:

1. The property is serviced by a private well.
2. Access is via a private road not maintained by the Township.
3. Ensure all on-site septic systems conforms to OBC requirements and regulations.

In separate correspondence dated November 22, 2023 the Building and Sewage Inspector indicated that the property was suitable for a private sewage disposal system. Further, all on-site sewage systems must

comply with the OBC and all applicable laws. Additional comments were also provided by the Acting Public Works Superintendent. He noted that Loon Call Way is a private road and not maintained by the Municipality.

6. **GENERAL PLANNING COMMENTS**

County of Renfrew Official Plan - Consent Policies:

Section 14.3(14) indicates that a consent may be granted for lot additions provided the lot to be added to, together with the lot addition, or any retained parcels of land, are not undersized or irregularly shaped for the purpose for which they are to be used. Where it is not possible to create a standard size lot resulting from a lot addition, the approval authority may grant consent provided the retained land is not rendered undersized. Consents for lot additions shall not be considered new lots in terms of determining the number of lots previously severed from an original holding.

The Applicant is proposing to increase the existing lot size from 0.07 hectares to 0.22 hectares. While the lot will continue to be undersized the increase in lot size is an improvement to the current situation.

This application is only considering the lot addition and does not give approval or imply support for any future development or construction on the property. It is recommended that you consult with the Township CBO about any requirements regarding the conversion of the existing structure to an accessory structure or any future building plans.

Environmental Protection Area:

The proposed building lot contains many large low, wet areas that are designated and zoned Environmental Protection. No development or site alteration is permitted in these areas.

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:
 - Standard lot consolidation condition

(e) There are serious planning concerns, refusal is recommended. ☐

(f) Other Recommendations: ☐

Date: January 23, 2023

Prepared by: Paul Moreau
Planner

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

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: Council

From: Andrea Leclaire and Dwayne Coulas

Re: Building and Sewage Report – November 2023 & December 2023

Discussion:

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

November 2023	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	-	-	1	8,000.00	1	8,000.00
Year to Date	14	6,090,000.00	50	3,404,000.00	64	9,494,000.00
November 2022						
Monthly	-	-	2	70,000.00	2	70,000.00
Year to Date	18	7,342,000.00	70	5,298,900.00	88	12,640,900.00

Comparison of the Building Permits from December 2022 and December 2023.

December 2023	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	-	-	3	255,000.00	3	255,000.00
Year to Date	14	6,090,000.00	53	3,659,000.00	67	9,749,000.00
December 2022						
Monthly	-	-	1	70,000.00	1	70,000.00
Year to Date	18	7,342,000.00	71	5,368,900.00	89	12,710,900.00

Permit Breakdown Comparison			
	2021	2022	2023 to date
Dwellings	12	18	14
Commercial	-	-	
Agricultural & Farm	5	12	7
Other (Ex. Additions, Porches, Sheds, Decks)	65	59	46
Total Building Permits	82	89	67
Septic Permits	24	30	23
Demolition Permits	-	5	-
Grand Total	103	124	97

Total Monthly Building Permits - Previous Years													
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2021	-	-	11	20	7	3	10	9	17	3	1	1	82
2022	-	11	5	11	11	20	14	5	6	3	2	1	89
2023	-	-	11	12	7	5	7	10	8	3	1	3	67

People Consulted:
Dwayne Coulas Chief Building Official

Recommendation for Council:

BE IT RESOLVED THAT Council accepts the Building and Sewage report for November and December 2023, as information.

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REPORT

Date: February 1, 2024
To: Council
From: Jennifer Charkavi
Re: Ontario Trillium Fund (OTF) – Capital Grant

Background:

The Admaston/Bromley Public Library has requested that Council approve that the library may apply for the OTF Capital Grant. Staff had indicated that they would reach out to the Recreation Committees to see if they were planning on requesting that they be approved to apply for the OTF Grant. Both Recreation Committees are not applying.

Discussion:

The Guidelines have been released and the portal for grant applications opens on February 7 and closes on March __, 2024. The Library Board Members were notified that the guidelines had been released and that there were webinars on the funding being offered at the end of January.

Financial Implications:

None at this time.

People Consulted:

OTF Advisor

Council Recommendations:

BE IT RESOLVED THAT the Council approve the Admaston/Bromley Public Library Board to apply for the Ontario Trillium Fund – Capital Grant.

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REPORT

Date: February 1, 2024
To: Council
From: Jennifer Charkavi
Re: ROMA Conference - Recap

Mayor Donohue, Deputy Mayor Hamilton, Councillor Field and the CAO/Clerk attended the 2024 ROMA Conference, Toronto Ontario.

There were many sessions at the conference. Municipal Drains, Infrastructure – Water/Waste Water, Economic Development, Risk Management & Reducing Liability, Cyber Security, Addressing Retention and Recruitment, as well as updates from MPAC, Provincial Ministries, Association of Municipalities of Ontario (AMO) and of course, Rural Ontario Municipal Association (ROMA).

There were many opportunities to meet with neighbouring municipal councils and with Council members and staff from all over Ontario to create connections. One of the takeaways for me was that we are all experiencing the same stressors and are all seeking assistance in understanding on how to and what's next. Many municipalities are struggling with the Farm Tax and are asking the province to upload this back into their jurisdiction.

Aging infrastructure was another topic of concern and that the initiative to build more homes is not sustainable, as the infrastructure is not adequate to support growth, small municipalities like us who are neighbours to larger municipalities, are feeling this as their populations grow.

Council Recommendation:

BE IT RESOLVED THAT the Council receive the ROMA Conference Recap report as information.

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

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

REPORT

Date: February 1st 2024
To: Council
From: Jennifer Charkavi
Re: Sunshine Coach

Background:

The Sunshine Coach Service receives annual funding from the Ministry of Transportation as part of the Dedicated Gas Tax Funds for Public Transportation Program. The Ministry's calculation of the amount of the annual funding is based on two factors: the total population being served and the number of trips provided by the Service.

Discussion:

The continuation of this level of funding, as well as the inclusion of the population of the Township of Admaston/Bromley for Gas Tax calculation purposes, is contingent upon the Sunshine Coach Service's ability to demonstrate that a partnership exists between it and the Townships to which service is provided.

The existence of an on-going financial partnership can be demonstrated in two critical ways:

- (1) Passing a by-law declaring support for the Sunshine Coach Service, together with a statement of agreement that the Town of Renfrew will receive and be responsible for Dedicated gas Tax Funds on behalf of the Township;
- (2) A financial contribution on an annual basis in support of the Sunshine Coach Service.

The Township has received a request from the Sunshine Coach Service to support them again in 2024. The Township has provided financial support to the Sunshine Coach in the amount of \$600 per year since 2008 and lesser amounts prior to 2008.

Financial Implications:

\$600 financial expenditure from Council donations in 2024.

People Consulted:

None.

Recommendation for Council:

WHEREAS the Township has received a request for support from the Sunshine Coach Service both financially and by by-law;

NOW THEREFORE BE IT RESOLVED that Council approve By-Law 2024-10 being a by-law to declare support for the Sunshine Coach Service and agree that the Town of Renfrew will receive and be responsible for Dedicated Gas Tax Funds on behalf of the Township and that a financial contribution will be made on an annual basis.



Sunshine Coach Service

850 O'Brien Road, Unit 2, Renfrew, Ontario K7V 0B4

Tel: 613-432-2134 • Fax: 613-432-0957

4 January, 2024

Township of Admaston/Bromley
477 Stone Road, R.R. #2
Renfrew, Ontario
K7V 3Z5

TOWNSHIP OF
ADMASTON / BROMLEY

JAN 08 2024

RECEIVED

MTO Gas Tax for Accessible Transportation for Calendar Year 2024

Since 1985 the Sunshine Coach Service has been providing fare-based, accessible transportation for people who are living with disabilities that render the use of conventional modes of public transportation inappropriate to their needs.

The Sunshine Coach Service receives annual funding from the Ministry of Transportation as part of the Dedicated Gas Tax Funds for Public Transportation Program. The Ministry's calculation of the amount of the annual funding is based on two factors: the total population being served and the number of trips (the "ridership") provided by the Service.

The continuation of this level of funding, as well as the inclusion of the population of the Township of Admaston/Bromley for Gas Tax calculation purposes, is contingent upon the Sunshine Coach Service's ability to demonstrate that a partnership exists between it and the Townships to which service is provided.

The existence of an on-going financial partnership with serviced townships is demonstrated in *two* critical ways:

- passing of a by-law declaring support for the Sunshine Coach Service, together with a statement of agreement that the Town of Renfrew will receive and be responsible for Dedicated Gas Tax Funds on behalf of the Township.

Sample wording:

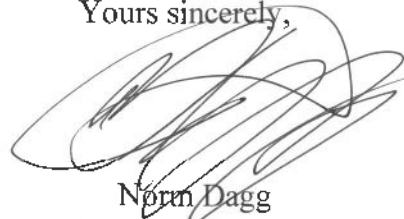
- *BE IT RESOLVED THAT the TOWNSHIP OF ADMASTON/BROMLEY supports the **Sunshine Coach Service**, and is committed to provide support annually to begin **Date** and agrees to the **Town of Renfrew** receiving and being responsible for, on our behalf, Dedicated Gas Tax funds from the Province of Ontario as the Host Municipality for the **Sunshine Coach Service**.*
- **a financial contribution on an annual basis** in support of the Sunshine Coach Service.

We request your consideration of furnishing a financial contribution for the year **2024** and would also very much appreciate the Township of Admaston/Bromley enacting a by-law in support of Sunshine Coach Service and providing a Certified Copy of the by-law to the Treasurer, Town of Renfrew if your current by-law on file is not open ended and has expired.

If you require further information concerning this request you are encouraged to contact the undersigned at (613) 432-8904 or by e-mail at ndagg@sunshinecoach.ca, or the Treasurer at the Town of Renfrew at (613) 432-4848. In addition, representatives of the Sunshine Coach Service are available to meet with your Council or Finance/Budget Committee on an annual basis to present a report related to the Operations and Financial results of the Sunshine Coach Service.

We have greatly appreciated your support in the past and look forward to our continued relationship in the future.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Norm Dagg', is written over a large, loopy circular flourish.

Norm Dagg
Executive Director

Township of Admaston/Bromley
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REPORT

Date: February 1, 2024
To: Council
From: Kelly Coughlin
Re: Interim Tax Levy

Background:

At the January 18 meeting, staff brought forward the Interim Tax Levy by-law and due date.

Discussion:

March 29, 2024 is Good Friday and a statutory holiday. The by-law must be repealed and a new one adopted to change the due date to March 28, 2024.

Financial Implications:

The interim tax levy provides the Township with cash flow for the first six months of the year. The By-law specifies the due date for interim tax payment as March 28, 2024.

This By-Law also establishes the penalty and interest rates for 2024 at 1¼ percent per month.

People Consulted:

COA/Clerk Charkavi

Recommendation for Council:

BE IT RESOLVED THAT Council adopt By-Law Number 2024-09, being a by-law to provide for an interim tax levy and for the payment of taxes, as well as penalty and interest charges for the non-payment of taxes or any installment by the due date.

Ministry of Finance

Provincial-Local Finance Division

Frost Building North
95 Grosvenor Street
Toronto, ON M7A 1Y7

Ministère des Finances

Division des relations provinciales
municipales en matière de finances

Édifice Frost Nord
95 rue Grosvenor
Toronto, ON M7A 1Y7



January 22, 2024

Dear Treasurer/Clerk Treasurer:

I am pleased to inform you that the first quarterly payment of your 2024 Ontario Municipal Partnership Fund (OMPF) allocation will be processed later this week. The payment will be made by electronic funds transfer and is in respect of the period January through March 2024.

Please find enclosed a *Payment Notice* providing details of your 2024 OMPF first quarter payment.

If you have any questions regarding the processing of this payment, please contact Alula Yimam at (437) 216-9863 or at alula.yimam@ontario.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ian Freeman".

Ian Freeman
Assistant Deputy Minister
Provincial-Local Finance Division

Enclosure

Ontario Municipal Partnership Fund (OMPF)
2024 First Quarter Payment Notice



Township of Admaston-Bromley
County of Renfrew

4742

A. Total 2023 OMPF (2023 Allocation Notice, Line A)			\$434,000
B. 2023 OMPF Quarterly Payments Schedule			\$434,000
1.	2024 OMPF First Quarter Payment	<i>Issued January 2024</i>	\$108,500
2.	2024 OMPF Second Quarter Payment	<i>Scheduled for April 2024</i>	\$108,500
3.	2024 OMPF Third Quarter Payment	<i>Scheduled for July 2024</i>	\$108,500
4.	2024 OMPF Fourth Quarter Payment	<i>Scheduled for October 2024</i>	\$108,500
C. Payment Issued in January			\$108,500
1.	2024 OMPF First Quarter Payment	<i>Issued January 2024</i>	\$108,500

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: Council
From: Kelly Coughlin
Re: Borrowing By-law

Background:

Each year the township must adopt a by-law authorizing staff to borrow funds to meet current and capital expenditures, should the need arise and /or until property tax revenue is collected.

Discussion:

The borrowing by-law authorizes the Mayor and Treasurer to borrow, from time to time, up to \$500,000 to meet current and capital expenditures of the Corporation by way of a promissory note.

Financial Implications:

The total aggregate amount borrowed between January 1st to September 30th and has not been repaid can not exceed 50% of total estimated revenues of the corporation. In addition, the total aggregate amount borrowed between October 1st to December 31st can not exceed 25% of the total of estimated revenues of the corporation.

People Consulted:

Jennifer Charkavi - CAO/Clerk

Council Recommendation:

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

AND FURTHER THAT the Council adopt By-law# 2024-06 being a by-law to authorize borrowing of funds necessary to meet current expenditures until property taxes are collected.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2024-06

A BY-LAW TO AUTHORIZE THE BORROWING OF FUNDS NECESSARY TO MEET CURRENT EXPENDITURES UNTIL THE TAXES ARE COLLECTED

WHEREAS the Council of the Corporation of the Township of Admaston/Bromley deems it necessary to borrow funds to meet, until the taxes are collected, the current expenditures of the Corporation for the year;

AND WHEREAS the amount to be borrowed under this By-law and the amounts of borrowings that have not been repaid does not in the aggregate exceed from January 1st to September 30th of the year, 50% of the total estimated revenues of the Corporation, and from October 1st to December 31st, 25% of the total of the estimated revenues of the Corporation.

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

1. The Mayor and the Treasurer of the Corporation are hereby authorized on behalf of the Corporation to borrow from time to time, by way of promissory note or bankers' acceptance, from Bank of Montreal, a sum or sums not exceeding in the aggregate Five Hundred Thousand Dollars (\$500,000) to meet, until the taxes are collected, the current and capital expenditures of the Corporation for the year, including the amounts required for the purposes mentioned in section 407 (1) of the ***Municipal Act, 2001***, as amended.
2. The Mayor and the Treasurer are hereby authorized to sign on behalf of the Corporation and to furnish to the said Bank from time to time a promissory note or notes or such other instruments as the Bank may require, sealed with the corporate seal and signed by them for the monies so borrowed, and such other documentation as may be requested by the Bank.
3. All sums borrowed from the said Bank, for any or all the purposes mentioned in the said Section 407, shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for all preceding years, as and when such revenues are received.
4. The Treasurer is hereby authorized and directed to apply in payment of all sums borrowed pursuant to the authority of this By-law, as well as all the other sums borrowed in this year and any previous years from the said Bank for any or all of the purposes mentioned in the said Section 407, together with interest thereon, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and preceding years and all of the monies collected or received from any other source, which may lawfully be applied for such purpose.
5. By-law No. 2023-05 enacted on the 17th day of January 5, 2023 is hereby repealed.

READ a first and second time this 18th day of January 2024.

READ a third time and finally passed this 18th day of January 2024.

Mayor

CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2024-07

Being a By-law to authorize the Mayor and CAO/Clerk to execute a Site Plan Agreement with *Xplore Inc.* in relation to the property located at 1578 Foy Road, Part Lot 16, Concession 4, Admaston/Bromley, County of Renfrew.

WHEREAS Section 41 of the Planning Act, R.S.O. 1990, CHAPTER P.13, permits municipalities to pass by-laws to designate the whole or any part of the area covered by the Official Plan as a Site Plan Control Area; and

WHEREAS the Township of Admaston/Bromley has an approved Official Plan through the County of Renfrew; and

WHEREAS Council enacted By-law No. 2022-26, being a Site Plan Control Area By-law to regulate development such as that proposed by Xplore Inc.

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

1. THAT the Mayor and CAO/Clerk be authorized to execute a Site Plan Agreement with Xplore Inc. in relation to the property located at 1578 Foy Road with respect to the development of a Communications Tower.
2. THAT the Site Plan Agreement for 1578 Foy Road be attached as Schedule “A” and is hereby deemed to form part of this by-law as fully as if recited herein.
3. THAT this By-law shall take effect and come into force immediately upon the passage thereof.

Read a first and second time this 1st day of February, 2024.

Read a third and final time this 1st day of February, 2024.

Mayor

CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2024-08

Being a By-law to authorize the Mayor and CAO/Clerk to execute a Site Plan Agreement with *Xplore Inc.* in relation to the property located at 428 Stone Road, Part Lots 13-14, Concession 4, Admaston/Bromley, County of Renfrew.

WHEREAS Section 41 of the Planning Act, R.S.O. 1990, CHAPTER P.13, permits municipalities to pass by-laws to designate the whole or any part of the area covered by the Official Plan as a Site Plan Control Area; and

WHEREAS the Township of Admaston/Bromley has an approved Official Plan through the County of Renfrew; and

WHEREAS Council enacted By-law No. 2022-26, being a Site Plan Control Area By-law to regulate development such as that proposed by Xplore Inc.

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

1. THAT the Mayor and CAO/Clerk be authorized to execute a Site Plan Agreement with Xplore Inc. in relation to the property located at 428 Stone Road with respect to the development of a Communications Tower.
2. THAT the Site Plan Agreement for 428 Stone Road be attached as Schedule “A” and is hereby deemed to form part of this by-law as fully as if recited herein.
3. THAT this By-law shall take effect and come into force immediately upon the passage thereof.

Read a first and second time this 1st day of February, 2024.

Read a third and final time this 1st day of February, 2024.

Mayor

CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NUMBER 2024-09

**A BY-LAW TO PROVIDE FOR INTERIM TAX LEVIES FOR THE YEAR 2024
FOR THE TOWNSHIP OF ADMASTON/BROMLEY**

WHEREAS section 317 of the *Municipal Act, S.O. 2001 (hereinafter the Municipal Act)*, provides that the Council of a local municipality, before the adoption of estimates for the year under section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS subsection 317(3)(1), of the *Municipal Act*, provides that the amount levied on a property shall not exceed 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year;

AND WHEREAS subsection 317(3)(2), of the *Municipal Act*, provides that the percentage under subsection 317(3)(1) may be different for different property classes but shall be the same for all properties in a property class;

AND WHEREAS subsection 317(3)(3), of the *Municipal Act* provides that for the purposes of calculating the total amount of taxes for the previous year under subsection 317(3)(1), if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the tax roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes had been levied for the entire year;

AND WHEREAS subsection 317(9) of the *Municipal Act* provides that if the Council of a municipality is of the opinion that the taxes levied under subsection 317(1) on a property are too high or too low in relation to its estimate of the total taxes that will be levied on the property, the Council may adjust the taxes on the property under subsection 317(1) to the extent it considers appropriate;

AND WHEREAS subsection 345(1) of the *Municipal Act* provide that a local municipality may pass by-laws to impose late payment charges for the non-payment of taxes or any installment by the due date;

AND WHEREAS subsection 345(2) of the *Municipal Act* provides that a percentage charge, not to exceed 1¼ per cent of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes or any instalment by the due date;

AND WHEREAS subsection 345(3) of the *Municipal Act* provides interest charges, not to exceed 1¼ per cent each month of the amount of taxes due and unpaid, may be imposed for non-payment of taxes;

AND WHEREAS the Council of the Township of Admaston/Bromley deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

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

1. THAT in this By-law "Collector" shall mean Township of Admaston/Bromley; and
2. THAT an interim tax levy equivalent to 50 per cent of the total 2023 taxes, be applied against real property in all classes to generate an interim tax levy; and

3. THAT the said interim tax levy imposed by this By-law shall be paid in one instalment due on March 28; and
4. THAT on all taxes of the interim levy which are in default on the first day after the due date, a penalty of 1¼ per cent shall be added and thereafter interest of 1¼ per cent per month will be added on the 1st day of each and every month the default continues; and
5. THAT the Collector is hereby authorized to mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable; and
6. The notice to be mailed under this by-law shall contain the particulars provided for in this By-law and the information required to be entered in the Collector's roll under section 340 of the *Municipal Act*.
7. The final levy for the year 2024 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this By-law.
8. THAT the Collector shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under section 4 of this By-law in respect of non-payment or late payment of any taxes or any instalment of taxes.
9. Nothing in this By-law shall prevent the Collector from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
10. In the event of any conflict between the provisions of this By-law and any other by-law, the provisions of this By-law shall prevail.
11. By-Law 2024-04 is hereby repealed in its entirety.
11. This By-law shall come into force and take effect on the day of the final passing thereof.

Read a first and second time this 1st February 2024.

Read a third and final time this 1st February 2024.

Mayor

CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2024-10

A BY-LAW TO DECLARE SUPPORT FOR THE SUNSHINE COACH SERVICE AND AGREE THAT THE TOWN OF RENFREW WILL RECEIVE AND BE RESPONSIBLE FOR DEDICATED GAS TAX FUNDS ON BEHALF OF THE TOWNSHIP AND THAT A FINANCIAL CONTRIBUTION WILL BE MADE ON AN ANNUAL BASIS

WHEREAS the Council of the Corporation of the Township of Admaston/Bromley declares support for the Sunshine Coach Service and is committed to providing support annually in the amount of \$600.00;

AND WHEREAS the Corporation of the Township of Admaston/Bromley acknowledges the allocation of funds under the Dedicated Gas Tax Funds for Public Transportation Program;

AND WHEREAS the Corporation of the Township of Admaston/Bromley agrees that the Town of Renfrew will receive and be responsible for the funds on behalf of the Township;

AND WHEREAS the Corporation of the Town of Renfrew has supported the provision of Public Transportation for the disabled for the past 38 years.

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Township of Admaston/Bromley enacts as follows:

- 1) That the Corporation of the Township of Admaston/Bromley confirms it's support for the Sunshine Coach Service and is committed to provide financial support annually and authorizes The Corporation of the Town of Renfrew to collect the dedicated gas tax on it's behalf.
- 2) That the dedicated gas tax funds received will be used to support the Renfrew Sunshine Coach Service in accordance with the terms and conditions established by the Ministry of Transportation.
- 3) That the Mayor and Clerk be authorized to execute all documents required to administer the program, and hereby are, authorized to do, or to cause to be done, all such manner of act or thing as may be required in order to give full force and effect to this By-law.
- 4) That this By-Law shall come into force and take effect upon the passing thereof:

READ a first and second time this 1st day of February 2024

READ a third time and finally passed this 1st day of February 2024

MAYOR

CAO/CLERK

ACTION TRACKING LIST

				Updated Information
				NEW
Date	Item	Assigned To	Due Date	Current Status
October 2021	UPDATE Asset Management Plan	CAO/Clerk	Fall 2024	MFOA will be assisting to complete the AMP.
October 2022	Joint Roads Review	CAO/Clerk	Fall 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	Spring 2024	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. 2024-11

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY
AT THE COUNCIL MEETING HELD FEBRUARY 1, 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 1ST day of February, 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 1st day of February 2024.

READ a third time and finally passed this 1st day of February 2024.

Mayor

CAO/Clerk