

Township of Admaston/Bromley  
First Monthly Meeting  
Thursday, March 7<sup>th</sup>, 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 February 15](#) and [Special Council Meeting February 20, 2024](#).
6. Delegations and Guests
7. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris  
  
7a [Consent Application Report – 183/23](#)
  - i) [i. Planning Report](#)
8. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton  
  
8a Admaston/Bromley Public Library Board
  - i. i) [January 23, 2024 Minutes](#)
  - ii. ii) [Treasurer's Report – February 2024](#)
  - iii. iii) [CEO's Library Report – February 2024](#)
9. **Operations Committee** – Chair Brian Hamilton, All of Council  
  
9a [Traffic Speed Policy Report](#)
  - i. i) [Traffic Speed Policy](#)9b [Sand Dome Report](#)
10. **Waste Management Committee** – Chair Michael Donohue, All of Council  
  
10a [Osceola Landfill Expansion](#)
11. **Finance and Administration Committee** – Chair Michael Donohue, All of Council

- 11a Succession Plan Policy Report
  - i. i) Succession Plan Policy
- 11b Use of Council Chambers Report
  - i. i) Use of Council Chambers Policy
- 11c Council Conference Report
- 11d Summer & Holiday Schedule Report
- 11e Kennelly Road Transfer Report
  - i) i. Map
- 11f MPAC Assessment of Commercial Property – Mayor Donohue

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

- 12a Appointment to Joint Police Service Board Report
- 12b Minutes of the Douglas Fire Department – January 10, 2024
- 12c Fire Chief's Report – February 2024
- 12d Support Resolution – Expanding the Life of Fire Apparatus
- 12e MNRF Agreement Report
  - i. i) MNRF Agreement

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

- 13a County Council Summary Report – January 2024  
County Council Summary Report - February 2024

14. **By-Laws**

- 14a 2024-16 Kennelly Road Transfer
- 2024-17 Ministry of Natural Resources & Forestry Fire Agreement
- 2024-18 Appointment – Joint Police Services Board
- 2024-20 Purchase of Land for Osceola Landfill Expansion

15. Old Business

- 15a Action Tracking List

16. New Business

17. **Closed Session**

None.

18. Confirmatory By-Law

- 18a  
2024-19 being a by-law to confirm proceedings of Council Meeting

19. Question Period

20. Adjournment

---

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

**Council Information**

Township of Admaston/Bromley  
Second Monthly Meeting

Council met for their second monthly meeting on Thursday February 15, 2024. 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 and 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 7:30 pm. A moment of silence followed.

**Agenda Item 3 – Approval of Agenda**

**Resolution No. 18/02/24**

Moved by Angela Field, seconded by Kevin LeGris.

BE IT RESOLVED that Council approve the agenda of February 15, 2024, Regular Council Meeting.

Carried

**Agenda Item 4 – Disclosure of Pecuniary Interest**

None.

**Agenda Item 5 – Minutes**

**5a** Resolution to adopt Minutes of Council Meeting February 1, 2024

**Resolution No. 19/02/24**

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- February 1, 2024, 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

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

**9a** Joint Roads Operational Review Report

Council was pleased to receive the report but would like to review it in more detail.

**Resolution No. 20/02/24**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council receive the Joint Roads Operational Review for the Townships of Admaston/Bromley, Greater Madawaska and Whitewater Region as circulated;

AND BE IT RESOLVED THAT Council direct staff to continue to work with the Townships of Greater Madawaska and Whitewater Region to determine if further recommendations can be implemented;

AND BE IT FURTHER RESOLVED THAT Council direct staff to continue to work with all neighbouring municipalities to find shared opportunities.

Carried

#### **9b Road Occupancy Policy Report**

##### **Resolution No. 21/02/24**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council adopt By-Law 2024-12, being a by-law to regulate Road Occupancy Permits on Township open and maintained highways.

Carried

#### **9c Public Works Report – January 2024**

##### **Resolution No. 22/02/24**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT the Council receive the Public Works January 2024 Report as information.

Carried

#### **9d Furnace Replacement Report**

Treasurer-Deputy CAO/Clerk Coughlin noted that this was an emergency repair and it is being recommended to add it to the 2024 Budget.

##### **Resolution No. 23/02/24**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council approve the emergency repair costs associated with the replacement of the oil furnace at the Stone Road Garage;

AND BE IT FURTHER RESOLVED THAT the furnace be financed through the 2024 tax levy at an upset limit of \$9,000.00.

Carried

#### **Agenda Item 10 – Waste Management Committee** – Chair Michael Donohue, All of Council

##### **10a Environmental Monitoring and Reporting at Waste Sites 2024** ii) Jp2g 2024 Work Plan

##### **Resolution No. 24/02/24**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council approve the Work Plan submitted by Jp2g for the Environmental Monitoring and Reporting of Waste Sites for 2024.

Carried

#### **Agenda Item 11 – Finance and Administration Committee** – Chair Michael Donohue, All of Council

##### **11a Financial Overview - January 2024**

**Resolution No. 25/02/24**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council accept the January 2024 Year to Date Financial Overview Report (attached) as information as submitted and circulated.

Carried

**11b** Cheque Register – January 2024

**Resolution No. 26/02/24**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council approve the Payment Register for January 2024.

Carried

**11c** Tangible Capital Assets report

Treasurer-Deputy CAO/Clerk Coughlin noted there were a few changes from the 2008 Tangible Capital Assets (TCA) and noted that the TCAs must be adopted by Council and reviewed periodically. A few notable changes were the addition of the Audio Visual Equipment in TCA 6 Policy and the equipment such as vehicles have a longer life than previously noted.

**Resolution No. 27/02/24**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council accept the Tangible Capital Asset report as information as submitted and circulated:

AND FURTHER THAT Council adopt the following policies:

Policy TCA-01 Policy REVISED February 2024

Policy TCA-02 Definitions REVISED February 2024

Policy TCA-03 Asset Categories REVISED February 2024

Policy TCA-04 Threshold REVISED February 2024

Policy TCA-05 Valuation Methods REVISED February 2024

Policy TCA-06 Useful Life REVISED February 2024

Policy TCA-07 Amortization Methods REVISED February 2024

Policy TCA-08 Classifications REVISED February 2024

Carried

**11d** 2023 Statement of Council Remuneration & Expenses

**Resolution No. 28/02/24**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council accept the 2023 Statement of Council Remuneration & Other Expenses report as information as submitted and circulated.

Carried

**11e** Renfrew County Veterinary Services Committee Report

**Resolution No. 29/02/24**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council receive the communication from the Renfrew County Veterinary Services Committee as information.

Carried

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

Mayor Donohue noted that the new Police Act comes into effect on April 1, 2024 and there is a meeting for staff and Councils on March 5 to provide information on the upcoming changes to the Detachment Police Board model.

**12a** Police Services Board Minutes November 27, 2023

**Resolution No. 30/02/24**

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED THAT Council receive the Police Services Board Minutes from November 27, 2023.

Carried

**Agenda Item 13 – County of Renfrew** – Mayor Michael Donohue

None.

**Agenda Item 14 – By-Laws**

**14a** 2024-12 – Road Occupancy Policy

**Resolution No. 31/02/2024**

Moved by Kevin LeGris, seconded by Angela Field

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

2024-12 – Road Occupancy Policy

Carried

**Agenda Item 15 – Old Business**

**15a** Action Tracking List

**Resolution No. 32/02/24**

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** Closed Session – Osceola Landfill Expansion

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

More specifically to discuss the Goals & Objectives of the CAO/Clerk.

**Resolution No. 33/02/24**

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED THAT Council move into a Closed Session at 8:28p.m.

As per section 239 2(b) of the Municipal Act – personal matters about an identifiable individual, including municipal or local board employees.

More specifically to discuss the Goals & Objectives of the CAO/Clerk

Carried

*Council rose from Closed Session at 8:54 pm and had nothing to report.*

**Agenda Item 18 – Confirmatory By-Law**

**18a** 2024-13 being a by-law to confirm proceedings of Council Meeting

**Resolution No. 34/02/2024**

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that By-law 2024-13, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held February 15, 2024, be now numbered, deemed read three times and passed.

Carried

**Agenda Item 19 – Question Period**

None.

**Agenda Item 20 – Adjournment**

**Resolution No. 35/02/2024**

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that the Thursday, February 15, 2024, Township of Admaston/Bromley Council meeting be adjourned at 8:56p.m.

Carried

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO/Clerk



Township of Admaston/Bromley  
Special Council Meeting

Council met for a special Council meeting on Tuesday February 20<sup>th</sup>, 2024. 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, Public Works Superintendent Steve Visinski and Fire Chief Bill McHale.

Members of the public were also in attendance for the Special meeting to adopt the 2024 Budget.

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

Mayor Donohue called the Meeting to Order at 6:00 pm. A moment of silence followed.

**Agenda Item 3 – Approval of Agenda**

**Resolution No. 36/02/24**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council approve the agenda of February 20, 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

**11a Adoption of 2024 Budget**

Treasurer-Deputy CAO/Clerk Coughlin

**Resolution No. 37/02/24**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council adopt the following By-Law:

- 2024-14 – Being a By-Law to adopt the estimates for the sums required during the year 2024 for general, capital and all purposes of the Township of Admaston/Bromley.

Carried

**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 17 – Closed Session**

17a Osceola Landfill Expansion

**Resolution No. 38/02/24**

Moved by Angela Field, seconded by Keith Gourley

BE IT RESOLVED that Council move into a Closed Session at 6:33 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 7:06 p.m. and had no progress to report.*

**Agenda Item 14 – By-Laws**

**Resolution No. 39/02/24**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council adopt the following By-Law:

- 2024-14 – Being a By-Law to adopt the estimates for the sums required during the year 2024 for general, capital and all purposes of the Township of Admaston/Bromley.

Carried

**Agenda Item 15 – Old Business**

None.

**Agenda Item 16 – New Business**

Councillor Keith Gourley advised that the Renfrew & Area Chamber of Commerce Annual General Meeting along with a guest speaker would be taking place on March 5, 2024. For those interested please contact the Renfrew & Area Chamber Office.

**Agenda Item 18 – Confirmatory By-Law**

**18a** By-law 2024-15 being a by-law to confirm proceedings of Council Meeting

**Resolution No. 40/02/24**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that By-law 2024-15, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held February 20th, 2024, be now numbered, deemed read three times and passed.

Carried

**Agenda Item 19 – Question Period**

None.

**Agenda Item 20 – Adjournment**

**Resolution No. 41/02/24**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that the Tuesday, February 20<sup>th</sup>, 2024, Township of Admaston/Bromley Council meeting be adjourned at 7:18 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](mailto: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: March 7, 2024  
To: Council  
From: Jennifer Charkavi  
Re: Consent Application B183/23

---

**Background:**

A Consent application was submitted to the County of Renfrew proposing the creation of a new lot that will be approximately 5.22 hectares. The retained parcel will be approximately 34.28 hectares. Both the retained and severed parcels have frontage on Lynch Road.

The Planning Report indicates that the maximum number of new lots permitted to be created for residential purposes from an original holding shall be three (3) lots, records indicate that there have already been two (2) and this will be the third (3<sup>rd</sup>) one.

The Planning Report further indicates that the MDS 1 calculations were completed and the Planning review indicates that the separation distances specified are achievable on the severed and retained lands. The report also specifies that a condition of consent is a Registered Plan of Survey and a Zoning By-Law Amendment. The amendment will be required to rezone the severed lands from Rural to a Rural Exception permitting access to the severed parcel via the existing private right-of-way on the retained parcel will be required prior to the issuance of the certificate.

**Financial Implications:**

None at this time.

**People Consulted:**

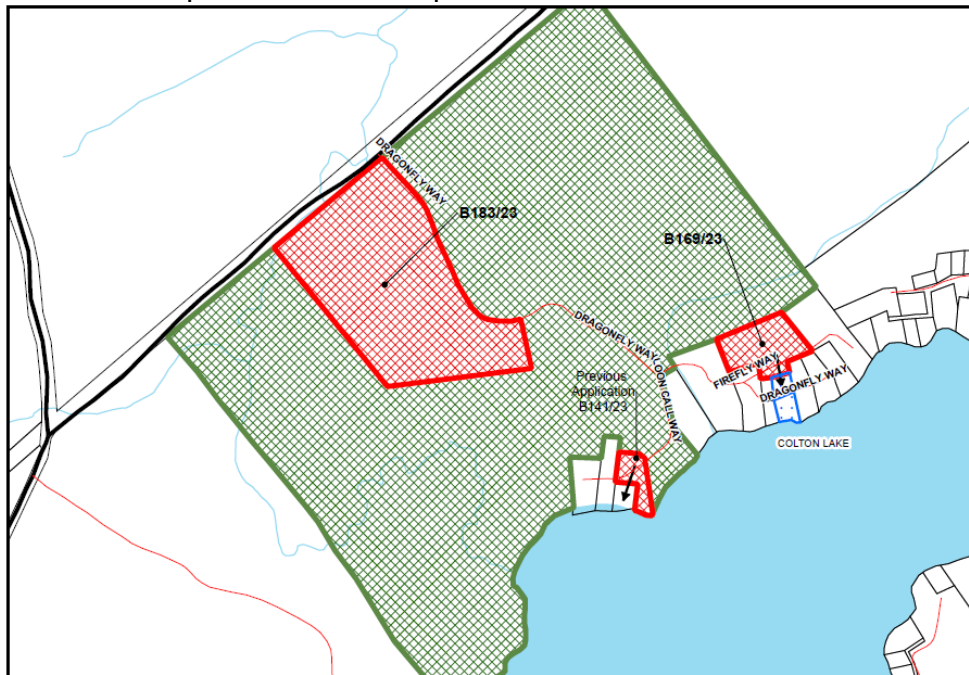
County of Renfrew – Development and Property Department  
Chief Building Official  
Public Works Superintendent  
Drainage Superintendent

**Recommendation for Council:**

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B183/23 submitted by applicants Michael Kelly and Tina Philippe – Lynch Road and Dragonfly Way, so long as requirements of commenting agencies are satisfied.

## **PART A - BACKGROUND**

1. FILE NO.: **B183/23**
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: Lynch Road & Dragonfly Way
5. PURPOSE: Creation of a new lot
6. DESCRIPTION OF APPLICATION: The Applicant is proposing the creation of a new lot that will be approximately 5.22 hectares. The retained parcel will be approximately 34.28 hectares. Both the retained and several parcels have frontage on Lynch Road. It should be noted that the Applicants have submitted two additional applications for the same parcel for two separate lot additions.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage		Area		Structures
Existing Lot	419.7 m		39.5 Ha		Residential Dwelling,
Severed	190.00 m		5.22 Ha		Residential Dwelling,
Retained	550.00 m		34.28 Ha		Vacant

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), B141/23 & B169/23 are both active applications

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed Rural  
Environmental Protection

Retained Rural  
Environmental Protection



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

Severed Rural (RU)  
Environmental Protection  
(EP)

Retained Rural (RU)  
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	190.00 m	<b>45 m</b>	5.22 Ha	<b>4047 m<sup>2</sup></b>
Retained	550.00 m	<b>45 m</b>	34.28 Ha	<b>4047 m<sup>2</sup></b>

**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 - New land uses in prime agricultural areas, including the creation of lots and new or expanding livestock facilities, shall comply with the minimum distance separation formulae.

#### 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
- 14.0 Land Division Policies
- 14.3(2) Consents Policies

## **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 provided comments on December 22, 2023. The Township noted that the property was accessed via private road. The municipality noted that the slope of the land was suitable to permit the proper siting of buildings for both the severed and retained lands including septic systems.
-----------------------------	--

**6. GENERAL PLANNING COMMENTS**

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.

Number of Consents:

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 has been 2 new lots created from the original holding (from 1971 on). This lot would constitute the 3rd<sup>nd</sup> new lot.

Lot Size and Servicing

The Official Plan generally requires that all new lots be a minimum of 0.4 hectares (1 acre) in area with 45 metres of frontage on an open and maintained public road. Lots that are less than 1 hectare in area would require a hydrogeological assessment to confirm that the lot can be supported by private servicing. If the lot size is a minimum of 1 hectare in area, a hydrogeological evaluation will not be required.

The proposed lot size exceeds the requirement of 1 hectare for the retained and severed parcels meeting the requirements of the zoning by-law and the County of Renfrew Official plan policies.

Minimum Distance Separation 1 (MDS1)

Any new residential lots must meet Minimum Distance Separation 1 (MDS 1) requirements from existing livestock facilities on the retained lands and neighboring

properties. MDS 1 must be calculated for all livestock facilities within 750 metres of the proposed retained lot. Our records indicate that the following properties have barns within 750 metres: 1258 Colton Road, and 1265 Colton Road.

MDS forms were provided and the Agrisuites calculations were favourable:

1. 1258 Colton Road,- setback of 119 metres required
2. 1265 Colton Road, - setback of 100 metres required.

Our review indicates that the separation distances specified above are achievable on the severed and retained parcels.

#### Wildland Fire Risk

Schedule B-Map 1-Hazards, to the County of Renfrew Official Plan show small portions of the property to the north-east (adjacent to Lynch Rd) that identify parts of the property as having an extreme wildland fire risk. Under Section 2.2(9)(d) of the County of Renfrew Official plan development may be permitted in an area with a wildland fire risk, provided the risk is mitigated in accordance with Ministry of Natural Resource and Forestry (MNRF) assessment and standards. In this case, there appears to be adequate space on both the retained and severed parcels for development to occur outside of this area.

It is recommended that the proponent continue to be aware of the risks associated with wildfire hazards and take appropriate steps to mitigate the risks associated with wildfires. The mitigation guide can be found at

<https://www.countyofrenfrew.on.ca/en/business-and-development/wildland-fire.aspx>

#### 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. The location of the new modular home is required to meet the setback provisions of the zoning by-law.

#### At Capacity lakes Policies:

Colton Lake is zoned as a Sensitive Lake. The policies of Section 3.29 of the Zoning By-law are applicable to the retained parcel.

#### Road entrances and Right-of-way

The Applicant has proposed that the severed parcel will continue to be accessed through the existing right-of-way on the retained parcel. Section 3.14 of the municipal zoning by-law specifies that no person shall erect or use any building or structure on a lot in any zone unless the lot fronts on and has direct access to an improved street being a Provincial Highway, County Road, or Township Road. It is noted that the presence of a wetland and creek on the severed parcel along Lynch Road may make the creation of a separate entrance on the retained parcel a challenge. It is for this reason that it is recommended that the Applicant apply for a zoning by-law amendment to rezone the severed parcel from Rural to a Rural-Exception zone (RU-E) permitting access to the severed parcel via the existing private right-of-way on the retained parcel.

Further, any changes to entrances (new and shared) to Lynch Road will 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: As a condition of approval, a zoning by-law amendment to rezone the severed lands from Rural to a Rural-Exception (RU-E) permitting access to the severed parcel via the existing private right-of-way on the retained parcel will be required prior to the issuance of the certificate.
  - ☐ 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: January 25, 2024

Prepared by: Paul Moreau  
Planner

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

## Admaston/Bromley Public Library Board Meeting Minutes Jan. 23, 2024 7 pm

**Attending:** Jane Wouda Susan Patterson-O'Neil Lynn Agnew Lynn Clelland Beth McDonald Karen Coules  
Charlene Whattam Brian Hamilton

**Regrets:** Karen Payne Krista King

1. CEO Jane was in the Chair for the Election of Officers for 2024.

Chair: Susan (nominated by Lynn C.) acclaimed

Vice-Chair: Charlene (nominated by Lynn A. ) acclaimed

Secretary: Karen P (nominated by Brian) acclaimed

Treasurer: Lynn A (nominated by Susan) acclaimed

2. The amended Agenda was accepted on a motion made by Lynn A. and Susan. Carried
3. Declaration of Conflict of Interest: None
4. The minutes of the last meeting were approved on a motion made by Brian and Charlene. Carried.
5. Thanks to all who made the Cheese fundraiser a success. Although sales were slightly decreased from 2022, customers were pleased with the product. (Ref: Financial statement)
6. Township Council has stated that it will support a Trillium Grant application from the Library Board. The Grant sub-committee will meet to put together an action plan which will have a completion date of early March. There was no update re: the Walmart Grant application process.  
Brian brought forward a suggestion of a Dry Soup mixture that was successful in another local fundraiser. It was decided that, as homemade soups is a winter comfort food, a sample kit would be ordered to have in time to take orders at the Trivia night Feb. 23<sup>rd</sup>. Brian/Susan will make this happen.  
We will not use Little Caesar's Pizza as a fundraiser this year.  
Trivia Night assignments: Karen C, snacks Jane – posters, website, large roll paper, pens Lynn C – questions
7. On a motion made by Lynn A and Karen C., we will change the regular meeting times to the SECOND Tuesday of each month. Carried.
8. Jane now has 3 part-time staff to help when the library is open. There was discussion re: the amount of paperwork required of the 8-hour a week CEO by the Township and the timeline for meeting notices and minutes. This will be discussed with Township staff.
9. Lynn A. presented an idea that would have the library present each family in the school with a Valentine package: a card, notice of all future activities etc. Lynn A. and Jane will put these together.
10. The Treasurer's Report was presented. Moved by Lynn A and Charlene that January bills be paid. Carried.  
Moved by Karen C and Beth that the Treasurer ask the Township for an advancement until our Budget has been approved and funds forwarded.
11. The Librarian's Report was presented.
12. There was no Policy review.
13. There was no correspondence.
14. Next meeting: Feb. 13<sup>th</sup> 7 pm.
15. Meeting adjourned.

X

---

Library Board Chair

**February 13/2024**

**ADMASTON/ BROMLEY PUBLIC LIBRARY  
TREASURER REPORT BY LYNN AGNEW**

As a follow up, perhaps due to staff turn over, several MC bills were not sent from the Township. I asked about getting our own card so the bills would be sent directly to us, however Kelly assures us that moving forward it should not happen. When I started to reconcile the books I became aware of this. I am glad to say that the books are complete and ready for the auditors. I will also vow to be more diligent in my book keeping.

**DEPOSITS**

February 2/2024	advancement from AB Township	\$5000.00
-----------------	------------------------------	-----------

**BILLS TO BE PAID**

MC bill reflecting January purchases	\$ 640.78
Paid February 13/2024 reference number #32615982	

Bell internet bill	\$ 141.19
Paid February 14/2024 reference # 32691073	

Wages- Township of Admaston/ Bromley	\$ 1,294.83
Paid February 14/2024 reference # 1026	
Jane Wouda CEO & Declan Helferty-Scott	

<b>Total of bills to be paid</b>	<b>\$2,076.80</b>
----------------------------------	-------------------

All bills have been accounted for from our January meeting. Our SOLS bill is still outstanding as I delayed mailing it till we had sufficient funds.  
Our upcoming trivia will be great for our bank account.

## Library CEO's Report – February 2024

- **STATS:** *Overdrive for Jan. 2024 – 287; Library Checkouts for Jan. 2024, not including e-books – 383 (approx.); Inter-Library Loans for Jan. - 9; FB Reach – 3402 (FB Reach is the estimated number of people who saw any content from or about your Page.) Total FB Followers by the end of Jan. 2024 – 368*
- **Collections** – Items purchased for collection in Jan. – **\$472.07 approx.**
- **Programming** – Patrick is doing an amazing job running the conversational French evenings called Club Franco. He has 4 people attending regularly, with more people showing interest. He also has helped me select some new French books for our collection. I hope to put together a French Language “Books-to-Go” kit. In addition, Patrick is curating a list of digital resources that we will be sharing on our website once it is ready. We are fortunate to have such a talented young man volunteering with us.

Susan P. is going to run another felting class during March Break, on Wed., March 13. I will begin promoting it after the Frosty Fun event that Patrick and I have organized. We're hosting a STEM Hour during on Sat., Feb. 10 from 10 – 11am featuring mixtures and solutions.

- **Fundraising** – A big thank you to Brian H. and his wife for taking on the Mitchell's Soup Company Fundraiser. We've started to promote this new fundraiser with posters, a QR code that we will be distributing, and some real live soup that Brian will be sharing at Frosty Fun! We also have quite a few teams registered for the Trivia Night on Feb., 23, but there is room for more so please keep sharing the information.
- **Correspondence:**
  - Mastercard – Jan. & Feb.
  - Bank Statement – Jan.
  - Bell Internet & Phone – Jan.
  - Wages – Jan.

### Miscellaneous:

- The Annual Survey is now open. I have started to collect the data I need to complete it. I hope to get it finished well before the closing date of April 30, 2024.
- The board is busy working on the Trillium grant. Thank you to all those who are busy putting in lots of extra hours to get this done.
- Thank you to Lynn A. for spearheading the “Love Your Library” campaign. We will be distributing Valentine's Day notes and a magnet with our new hours on it to families at St. Mike's and Admaston PS.
- Lynn, Susan, and I (Zoom) met with council to discuss our 2024 budget. It was an informative session. Thank you to council for inviting us and giving us an opportunity to share our perspectives.
- I received a reminder from Fortinet that our Firewall expires in May. I've emailed Paul recently to touch base about replacing ours. This is especially important in light of the recent cyber attack on the London Public Library system.

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto: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: March 7th, 2024  
To: Council  
From: Jennifer Charkavi  
Re: Traffic Speed Policy

---

**Discussion:**

As Council is aware there have been complaints brought forward by rate payers concerning speeds on municipal roads. The Public Works Department received The Automated Speed Limit Guideline Spreadsheet from the Transportation Association of Canada (TAC) from the County of Renfrew for use in these instances. The Public Works Superintendent has now purchased the program for the Township.

The program takes the information inputted and recommends the speed for the section in question. There are many factors that are required in order to get the recommendation, from hills, to slopes to corners to distances. The recommendation is not created from emotion or bias, but from factual information.

The Operations Committee at its January 18<sup>th</sup>, 2024 meeting reviewed and amended the policy presented.

**Financial Implications:**

Signage if required to be changed will be the financial implications.

**People Consulted:**

Steve Visinski, Public Works Superintendent (Acting)  
Nathan Kuiack, Infrastructure Technician, Public Works, County of Renfrew

**Recommendation for Council:**

BE IT RESOLVED THAT Council to adopt the Traffic Speed Policy as presented.



## **Township of Admaston/Bromley Corporate Policies**

**DEPARTMENT:** Roads

**COVERAGE:** Public Works

**POLICY:** Traffic Speed

**POLICY #** DRAFT

**DATE:** November 2023

**Revision/Review Date:**

**PAGE:**

1

### **POLICY STATEMENT:**

The Township of Admaston/Bromley maintains roadways throughout the township. The County and the Province also have highways that run through the township which are not part of the Township's jurisdiction.

### **PROCEDURE:**

1. Except where provided for in the Speed By-Law of the Township of Admaston/Bromley, speed limits on township roadways shall be as prescribed by the Highway Traffic Act, R.S.O. 1990, Chapter H.8.
2. Speeds on Township roadways will be reviewed upon the receipt of a request to review and shall abide by the following:
  - a. Requests shall include a petition by the majority of residents along a road segment to initiate a review of the roadway speed limits.
3. The Public Works Superintendent may also review roads at any time.
4. Roadways that are reconstructed or constructed will be reviewed for speed.
5. The Public Works Department will put the roadway(s) in question through the Transportation Association of Canada (TAC) – Canadian Guidelines for Establishing Posted Speed Limits and will be used to determine the appropriate speed for the roadway(s) in question.
6. The speed for the roadway(s) determined by the TAC – Canadian Guidelines for Establishing Posted Speed Limits will be presented to Council for approval and the necessary Speed By-Law amended.
7. Should a Consultant be hired to redesign a roadway, their recommendations for speed will be applied to the roadway.
8. Requestors will be provided the staff report and recommendations provided to Council, as well as Council's decision.

## **Township of Admaston/Bromley Corporate Policies**

**DEPARTMENT:** Roads

**COVERAGE:** Public Works

**POLICY:** Traffic Speed

**POLICY #** DRAFT

**DATE:** November 2023

**Revision/Review Date:**

**PAGE:**

2

9. Roadways that have been reviewed by the Public Works Department and presented to Council shall not be reviewed again unless significant road work and/or significant development has been completed.
10. Roadways that fall within the Highway Traffic Act – Built up Area, the Highway Traffic Act regulation will be applied to those roads.

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
**E-Mail Address – [info@admastonbromley.com](mailto: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: March 7, 2024  
To: Council  
From: Steve Visinski  
Re: Cobden Road Sand Shed

---

**Background:**

The Operations Committee at their meeting held prior to Council (March 7, 2024) reviewed the Cobden Road Sand Shed report.

Council is aware with the passing of the 2024 budget there was an allocation for the replacement of the Cobden Road Sand Shed. The existing style of dome over the years has suffered very significant roof damage that has led to the deterioration of the wood sheeting and beams. In conversations with local contractors the replacement of damaged materials would consist of a complete rebuild from the base up and requiring engineer's inspections. Over the past years with weather fluctuations, such as more freezing rain events and the requirements to meet the Minimum Maintenance Standards, this current dome no longer meets our operating requirements and the stockpiles that we currently house indoors. This has led to the stock piling of winter sand materials outside of the dome as well as replenishing the domes throughout the winter seasons in some years. These operations come at a higher cost during the winter for mixing the sand as it takes approximately 50% more salt to cure the sand and keep it from freezing. In addition, municipalities are required to keep the sand mix covered to reduce contamination.

Staff is proposing to proceed with a rectangle style sand/salt shed as opposed to the traditional dome. This purchase would be tendered through the LAS Canoe Procurement Program. The rectangle style sand shed comes pre-engineered and thus more cost effective from a financial standpoint. The rectangle style structure is also more efficient from an operating standpoint as it will be large enough to house all materials needed for the winter seasons.

### **Discussion:**

The new rectangle style shed would be approximately 630 square meters in size compared to the current 380 square meter sand dome. Thus, allowing for all materials including separate salt storage to be housed inside. The new tarp style roof comes with a 25-year warranty and approximate costs for replacement after that is \$5000.00. The steel structure part of the shed is made of a non-corrosive metal. Total estimated cost for complete building and foundation installations are \$375,000.00, not including refundable HST.

Pervious quotes for the replacement of just the asphalt shingles on the current dome were in the range of \$60,000.00. This was based on a 25 year shingle installed without any wood replacements underneath. Complete rebuilds without foundation works are approximately \$320,000.00 and does not include the engineering costs. Any renovation work done on the current dome would require an engineer.

### **Financial Implications:**

Preliminary estimates of the rectangle style shed is \$400,000.00. This includes complete installation of foundation walls, steel structure, tarp style roof and asphalt floor. Other costs include the demolition and site preparations. A provision of \$500,000 was included in the 2024 capital budget for this project.

### **People Consulted:**

CAO/Clerk  
Treasurer-Deputy CAO/Clerk  
LAS (Sarah Hubble-Client Relations Manager )

### **Recommendation for Committee:**

**BE IT RESOLVED THAT** Council to approves staff proceed with the rectangle style sand/salt shed through LAS Canoe Procurement Program for the complete installation of the foundation walls, steel structure, tarp style roof and asphalt floor.



**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: March 7, 2024  
To: Council  
From: Jennifer Charkavi  
Re: Osceola Landfill Expansion

---

**Background:**

As Council is aware, the Township began an application for expansion of the Osceola Landfill in 2009 including the completion of an Environmental Screening Process that was completed in 2013. The Township had the application reviewed by the Technical Support Section and through that review a number of concerns regarding potential impacts to groundwater and local groundwater users to the north were identified, so the Township withdrew their application in 2017. In 2019 Cambium was contracted to assist the Township with completing technical studies and additional monitoring to support an expansion. The Township was operating under emergency Environmental Compliance Approvals (ECA). The existing temporary ECA is set to expire in June 2024. The ECA was amended by Notice No. 3 dated July 23, 2018 to correct the site size, landfilling area and permit continued operations until July 31, 2019. The ECA was amended by Notice No. 4 dated June 20, 2019 to increase the total site capacity to 97,500m<sup>3</sup> providing approximately 5 years of operations. This was done to ensure that the Osceola Landfill could remain open while the Township worked on the application for expansion.

The Township had abandoned the expansion of the landfill to the north, as noted above, there were concerns and it was felt that the application would not be approved. At that time Cambium took over the expansion project for the Osceola Landfill. Cambium began working on an expansion to the South and/or Southwest. The Township chose to expand to the southwest as the south expansion would have consisted of major excavation and costs as there was no hole for the waste and the buildings and scales would have to be moved as well as redefining Pit Road. Cambium and the Township through their discussions with Ministry of the Environment, Conservation and Parks, (MECP), were directed by MECP that the land adjacent to township property was required for the contamination attenuation zone (CAZ) as this land would provide a buffer for any leachate that flowed from the landfill. This then became a requirement for

the application to be successful. It is important to note that there is no leachate leaving the site, this land is required for monitoring purposes.

The Township submitted their application in August 2023 for the expansion of the Osceola Landfill. MECP has been monitoring our land transaction for completion. MECP has also identified that the Township was required to revisit their Indigenous Consultations. Township staff and Cambium have been working on completing these and they should be completed by June 2024.

**Discussion:**

The Township has been in negotiations with the property owners since June 2022. The Township and the property owners have now come to a settlement.

**Financial Implications:**

The costs for the land required was not realized until just recently so they have not been budgeted for. The costs of the purchase of the lands required for the expansion process will have to come from operational reserves.

**People Consulted:**

David Munday, Cunningham & Swan

**Recommendations for Council:**

BE IT RESOLVED THAT Admaston/Bromley Council approve By-Law 2024-20, being a by-law to authorize the purchase of a portion of property being Part Lot 18, Concession 3, geographic Township of Bromley PT 1, Admaston/Bromley, Being part of PIN 57232-0238 LT, as shown on Draft Plan.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2024-20

Being a By-Law to authorize the purchase  
of a portion of property being  
Part Lot 18, Concession 3, geographic Township of Bromley PT 1,  
Admaston/Bromley, Being part of PIN 57232-0238 LT,  
as shown on Draft Plan in Schedule “A”.

**WHEREAS** the Township of Admaston/Bromley requires property as a  
contamination attenuation zone for the Osceola Landfill Site;

**AND WHEREAS** the Township of Admaston/Bromley agrees to accept the offer  
to purchase property from Patrick Joseph O’Neil and Susan Agnes Patterson  
O’Neil, being Part Lot 18, Concession 3 containing approximately 22 acres more  
and less;

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

1. The Corporation of the Township of Admaston/Bromley shall accept  
the offer to purchase that Part of Lot 18, Concession 3 containing  
approximately 22 acres, more or less, in the geographic Township  
of Bromley, in the Township of Admaston/Bromley, County of  
Renfrew at a price of \$100,000.00 subject to the terms and  
conditions set out in an Agreement of Purchase and Sale with  
Patrick J. O’Neil and Susan Agnes O’Neil which is attached as  
Schedule “A” and form part of this by-law as fully as if recited  
herein.
2. That the License Agreement for pasturing cattle shall be included  
within the Agreement - Schedule “A” and form part of this by-law as  
fully as if recited herein.
3. That the Mayor and the CAO/Clerk be authorized to execute and do  
all things necessary or such minor amendments as may be  
recommended by legal counsel to complete said purchase.
4. That this By-Law shall come into force and take effect upon the  
date of the final passing thereof.

**Read** a first and second time this 7<sup>th</sup> day of March 2024

**Read** a third time and finally passed this 7<sup>th</sup> day of March 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO/Clerk



**SCHEDULE "A" to By-Law 2024-20**

**AGREEMENT OF PURCHASE AND SALE**

**THIS AGREEMENT OF PURCHASE AND SALE** dated as of the \_\_\_\_\_ day of \_\_\_\_\_, 2024 is made between:

**PATRICK JOSEPH O'NEIL and SUSAN AGNES PATTERSON O'NEIL**  
(the "**Vendors**")

- and -

**THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY**  
(the "**Purchaser**")

(each a "**Party**" and collectively the "**Parties**")

**RECITALS:**

1. **WHEREAS** the Vendor owns the Property (as defined herein);
2. **AND WHEREAS** the Purchaser seeks to purchase and the Vendor seeks to sell the Property to the Purchaser on the terms and conditions set out herein.

**IN CONSIDERATION** of the mutual agreements herein contained, the sufficiency of which is hereby acknowledged by each of the Vendors and the Purchaser, the Parties hereby covenant and agree as follows:

**1. DEFINITIONS**

In this Agreement, in addition to terms defined elsewhere in this Agreement, the following terms have the following meanings:

- (a) "**Agreement**" means this Agreement and all Schedules referred to herein.
- (b) "**Business Day**" means those days of the year excluding Saturdays, Sundays and statutory holidays in the Province of Ontario.
- (c) "**Closing**" has the meaning ascribed thereto in Section 9 of this Agreement.
- (d) "**Closing Date**" means the later of the date which is fifteen (15) days after the

Reference Plan of Survey is deposited at the Land Registry Office or the date which is fifteen (15) days following acceptance of this Agreement.

- (e) **"Hazardous Materials"** means any contaminants, pollutants, dangerous substance, liquid wastes, industrial wastes, hauled liquid wastes, toxic substances, pesticides, herbicides, hazardous substance or material regulated by any applicable federal, provincial, municipal or local law, ordinance or regulation relating to the environment, occupational safety, product liability or transportation, arising or originating from the Osceola waste disposal site.
- (f) **"Licence Agreement"** means the agreement appended hereto at Schedule "C" permitting the Vendors the right to use the subject lands, as well as adjacent lands owned by the Purchaser for purposes of pasturing livestock on the terms set out therein.
- (g) **"Permitted Encumbrances"** means those encumbrances set out on Schedule "B" to this Agreement.
- (h) **"Purchase Price"** means the sum referred to in Section 2(b) of this Agreement.
- (i) **"Property"** means the lands and premises, in the Township of Admaston/Bromley, Province of Ontario, as legally described in Schedule "A" to this Agreement, together with all fixtures affixed to, incorporated or situated in, on, around or upon the Property.
- (j) **"Vendor's Deliveries"** has the meaning ascribed thereto in Section 6 of this Agreement.
- (k) **"WDS"** means the Osceola waste disposal site, owned and operated by the Purchaser pursuant to Environmental Compliance Approval A411802 (10206-003) as may be amended or superseded from time to time.

## 2. PURCHASE AND SALE AND CLOSING DATE

- (a) The Vendor agrees to sell, and the Purchaser agrees to purchase, the Property subject to the terms and conditions herein contained.
- (b) (i) The Purchase Price for the Property shall be the sum of One Hundred Thousand Dollars (\$100,000.00), Canadian Currency plus HST, if applicable (the **"Purchase Price"**).
- (ii) In addition to the Purchase Price, on Closing the Purchaser shall pay an additional Fifteen Thousand Dollars (\$15,000.00), plus HST and disbursements, Canadian

Currency to be credited to the Vendor on the Statement of Adjustments representing reimbursement of the Vendors' legal fees.

- (c) The Purchase Price shall be paid to the Vendor, or as the Vendor may direct, on the Closing Date by wire transfer, subject to the adjustments hereinafter provided.

### **3. LICENCE AGREEMENT - PASTURING**

(a) From the completion of this transaction, the Purchaser agrees that the Vendors shall have the right to continue to pasture cattle or other domestic livestock on the subject property, as well the lands described as Part of Lot 18, Concession 3, Bromley, Part 1, 49R18151 on the terms set out in the Licence Agreement attached hereto as Schedule "C".

(b) In the event the Ministry of the Environment, Parks and Conservation orders the Vendors to cease using the Property or the other lands subject to the Licence Agreement, the parties agree that the Licence Agreement may be terminated upon thirty (30) days written notice, immediately following the date of issuance of such order or directive from the Ministry of the Environment, Parks and Conservation, it being understood that this obligation shall not merge on closing but shall survive the completion of this transaction.

### **4. DELIVERIES BY VENDOR**

- (a) In the period between the execution and delivery of this Agreement by the Vendor and the Purchaser and the Closing Date, the Purchaser, its representatives and advisors shall have full access to the Property and all information relating to the Property that is within the possession or control of the Vendor. The Vendor authorizes the Purchaser to carry out, at the Purchaser's sole cost, such tests (including soil tests), environmental audits, surveys and inspections of the Property as the Purchaser, its representatives or advisors may deem necessary. The Purchaser shall restore the Property to the condition substantially existing prior to carrying out such tests at the Purchaser's expense, forthwith if the transaction contemplated under this Agreement is not completed or following termination of this Agreement in accordance with its terms (if applicable) and shall indemnify and save harmless the Vendor from any construction lien registered against the Property in connection with the Purchaser's inspections and any liability, costs or damages arising out of such tests.
- (b) The Vendor covenants and agrees to deliver to the Purchaser, at no cost to the Purchaser, copies of the following, provided same directly affects the Property:
  - (i) any complementary or additional documents forming part of the Vendor's

Deliveries that come into the Vendor's possession or control during the Interim Period. Such documents shall be delivered to the Purchaser forthwith upon receipt by the Vendor; and

- (ii) any drawing, agreement or report in the Vendor's possession and requested specifically by the Purchaser to be delivered subject to any confidentiality obligations. Such documents shall be delivered to the Purchaser forthwith upon request.

## 5. VENDOR'S REPRESENTATIONS AND WARRANTIES

- (a) The Vendors make no representations, warranties or statements concerning the condition of the Property (including, without limitation, whether or not it is in a dangerous condition), the value of the same, the improvements thereon, the use that can be made of the Property or anything concerning the same other than what is specifically included in this Agreement. The Property is being sold "**as is**", "**where is**" and "**with all faults**", including without limitation, work orders, deficiency notices, active building permits or any other non-compliance, any latent defects relating to the environmental condition of the Property arising from the proximity of the Property to the WDS, any patent defects as of closing, without any representation or warranty whatsoever as to its condition, fitness for any particular purpose, freedom from contamination by hazardous substances or contaminants, compliance with zoning or other legal requirements of all or any part of the Property, merchantability or any other warranty, expressed or implied, as provided in this Agreement or at law and notwithstanding any other legal or equitable doctrine creating any obligations or liability on the Vendors.
- (b) The Purchaser acknowledges the condition of the Property and the Purchaser acknowledges and agrees with the Vendors that it is purchasing the Property based solely on the Purchaser's own independent knowledge of investigations and findings and not in reliance on any information provided by the Vendors or Vendor's representatives and that the Vendors have made no agreement to alter, repair or improve any of the Property. The Vendors are making no representations and providing no warranties as to the accuracy, correctness or completeness of any reports provided and the Purchaser agrees that it is not relying on the Vendors in anyway whatsoever in regard to any such matters.
- (c) The Vendors represent and warrant to the Purchaser (it being acknowledged that the Purchaser is relying on such representations and warranties in entering into this Agreement and closing the transactions contemplated by it) that, at the date of execution of this Agreement by the Vendors:
  - (i) The Vendors are not non-residents of Canada within the meaning of the

*Income Tax Act (Canada);*

- (ii) The Vendors are the legal and beneficial owners of the Property and there are no liens, charges and encumbrances against the Property save and except Permitted Encumbrances and those that will be discharged on or before the Closing Date;
- (iii) The Property is not subject to any other agreement of purchase and sale, nor any option to purchase, lease, sublease, license, first right of refusal and has no knowledge of any legal or equitable right or claim capable of resulting in an adverse claim of possession to or any right or title on or to the Property to the Purchaser prior to the Condition Date; and

## **6. CLOSING**

- (a) The transaction contemplated hereunder shall be completed on the Closing Date.
- (b) All obligations of the Purchaser under this Agreement are subject to the fulfillment on or before the Closing Date of each of the following conditions, all of which are for the sole benefit of the Purchaser and may be waived by it in writing in whole or in part at any time or times on or before Closing:
  - (i) that all the representations and warranties of the Vendor contained in this Agreement shall continue to be true and accurate at the Closing Date;
  - (ii) that the Vendor shall deliver to the Purchaser all the documents and materials referred to in Section 4 of this Agreement;
  - (iii) that the Vendor shall, on the Closing Date, deliver to the Purchaser vacant possession of the Property; and

that the Vendor shall have complied with each and every covenant and agreement made by it herein and required to be completed at or prior to completion of this transaction;

The Vendor covenants and agrees to use reasonable commercial efforts acting in a diligent manner to satisfy the above noted conditions on or before the Closing Date. If any of the foregoing conditions shall not be fulfilled in whole or in part on or before the Closing Date, and the same are not waived by the Purchaser in writing, then this Agreement shall terminate, and the Purchaser shall be released from all further obligations hereunder and the Deposit and all interest accruing thereon shall be forthwith returned to the Purchaser. The closing of this transaction by the Purchaser shall be deemed a waiver of the above-noted conditions.

- (c) All obligations of the Vendor under this Agreement are subject to the fulfillment on or before the Closing Date of each of the following conditions, all of which are for the

sole benefit of the Vendor and may be waived by it in writing in whole or in part at any time or times on or before the Closing:

- (i) That the Purchaser shall have complied with each and every covenant and agreement made by them herein and required to be completed at or prior to the completion of the transaction.
- (d) The Purchaser covenants and agrees to use its reasonable commercial efforts acting in a diligent manner to satisfy the above-noted conditions on or before the Closing Date. If any of the foregoing conditions shall not be fulfilled in whole or in part on or before the Closing Date, and the same are not waived by the Vendor in writing, then this Agreement shall terminate, and the Vendor shall be released from all further obligations hereunder and the Deposit thereon shall be returned to the Purchaser without penalty or delay.
- (e) At Closing, the Vendor shall deliver to the Purchaser, in form satisfactory to the Purchaser' and Vendor's solicitors acting reasonably, all documents necessary to implement this Agreement, including without any limitations the following:
  - (i) a deed/transfer, in favour of the Purchaser of the Property, in form acceptable for registration;
  - (ii) a Vendor's certificate setting out that as of the Closing Date all the representations and warranties of the Vendor set out in this Agreement continue to be true and accurate as of the Closing Date;
  - (iii) the Vendor's undertaking to re-adjust any item on or omitted from the statement of adjustments delivered pursuant to this Agreement;
  - (iv) a statutory declaration declaring that the Vendor is not a non-resident of Canada for the purpose of the Income Tax Act of Canada;
  - (v) such other declarations regarding title and other assurances as may be required by the Purchaser acting reasonably; and
  - (vi) such further documentation relating to the completion of the transaction contemplated hereunder as shall be requested by the Purchaser, acting reasonably, or required by law and/or any governmental authority.
- (f) At Closing the Purchaser shall deliver to the Vendor, in form satisfactory to the Purchaser's and Vendor's solicitors, acting reasonably, the following:
  - (i) a direction from the Purchaser designating the transferee(s) in the deed/transfer described (required only if the deed/transfer is to be inscribed

- in favour of a person/entity other than the Purchaser);
- (ii) the Purchaser's undertaking to re-adjust any item on or omitted from the statement of adjustments delivered pursuant to this Agreement;
  - (iii) a statutory declaration declaring that each Purchaser is not a non-resident of Canada for the purpose of the Income Tax Act of Canada; and
  - (iv) such further documentation relating to the completion of the transaction contemplated hereunder as shall be requested by the Vendor, acting reasonably, or required by law and/or any government authority.
- (g) Adjustments shall be made at the Closing Date for rent, real property taxes, local improvement rates and charges, water rates, utilities, fuel and energy costs, and any other items ordinarily adjusted for. The Closing Date shall be for the Purchaser's account. The Vendor shall, not less than five (5) Business Days prior to the Closing Date, prepare and deliver to the Purchaser, for the Purchaser's review and approval, a statement of adjustments adjusting for the items listed in this section. If the final cost or amount of an item which is to be adjusted cannot be determined at Closing, then an initial adjustment for such item shall be made at Closing, such amount to be estimated by the parties hereto acting reasonably as of the Closing Date on the basis of the best evidence available at the Closing as to what the final cost or amount of such item will be. In each case when such cost or amount is determined, the Vendor or Purchaser, as the case may be, shall, within 30 days of determination, provide a complete statement thereof to the other and within 30 days thereafter the parties shall make a final adjustment as of the Closing Date for the item in question. Notwithstanding the foregoing, all adjustments or revisions thereto must be requested within the twelve (12) month period following Closing, after which time neither party shall have any right to request readjustments

## **7. INTENT OF THE PARTIES**

- (a) The sale of the Property under this Agreement is by informed and mutual consent and does not constitute an expropriation under the *Expropriations Act*, R.S.O. 1990, c. E.26. Nothing in this Agreement, including without limitation the transfer of the Property, is subject to, or gives rise to any claims under, the *Expropriations Act*, R.S.O. 1990, c. E.26.
- (b) Without limiting the generality of section 10(a), the parties agree that following Closing no party shall have any standing or right to, and shall not, apply to the Tribunal for the determination of compensation pursuant to section 30 of the *Expropriations Act*, R.S.O. 1990, c. E.26.
- (c) The parties acknowledge and agree that:

- (i) The timely acquisition of the Property by the Purchaser is necessary for the continued safe operation of the WDS, and as a result the Property is unique and no substitute is available to the Purchaser to meet this objective; and
- (ii) This Agreement gives the Purchaser a contractual interest in the Property, and should the Vendor refuse or fail to transfer the Property to the Purchaser in accordance with the terms of this Agreement, the Purchaser shall seek an order for specific performance in the Ontario Superior Court of Justice, separate and apart from any powers available to the Purchaser under the *Expropriations Act*, R.S.O. 1990, c. E.26.

## 8. ADDRESS OF THE PARTIES

All notices and other communications required or permitted by this Agreement shall be in writing and will be effective, and any applicable time period will commence, when (a) delivered to the following address by hand, registered mail or by nationally recognized overnight courier service (costs prepaid) or (b) transmitted electronically to the following facsimile numbers with confirmation of receipt transmission or email addresses, in each case marked to the attention of the person designated below, or to such other address, facsimile number, email address or person as a party may designate by notice to the other party.

**As for the Vendor:** Patrick and Susan O'Neil

\_\_\_\_\_  
\_\_\_\_\_

Copy to: Vice & Hunter LLP  
85 Plymouth Street, Suite 101.  
Ottawa, Ontario K1S 3E2  
Attention: Peter Vice  
Email: [jvice@viceandhunter.ca](mailto:jvice@viceandhunter.ca)

**As for the Purchaser:** The Corporation of the Township of Admaston/Bromley  
Att: CAO  
477 Stone Road | Renfrew | ON | K7V 3Z5  
Tel: 613-432-2885 | Fax: 613-432-4052  
[cao@admastonbromley.com](mailto:cao@admastonbromley.com)

Copy to: Cunningham Swan Lawyers  
300-27 Princess Street Kingston, ON K7L 1A3  
Att: David Munday  
Email: [dmunday@cswan.com](mailto:dmunday@cswan.com)



## 9. GENERAL

- (a) **Non-Disclosure of Confidential Information.** The Parties agree to hold each other's Confidential Information in strict confidence. The Parties agree not to make each other's Confidential Information available in any form to any third party or to use each other's Confidential Information for any purpose other than as specified in this Agreement or as may be required by law. Each Party's Confidential Information shall remain the sole and exclusive property of that Party. It is understood that the Parties' obligations with respect to Confidential Information will survive indefinitely.
- (b) **Amendment.** The Agreement may not be amended or waived in any manner whatsoever, except in writing signed by both Parties.
- (c) **Waiver.** A Party may waive any of its rights, powers or remedies hereunder. No waiver is effective unless made in writing. The failure of either Party to exercise any of its rights, powers or remedies hereunder or its delay in doing so, does not constitute a waiver of any rights, powers or remedies. The exercise or partial exercise of a right, power or remedy does not prevent its subsequent exercise or the subsequent exercise of any other right, power or remedy.
- (d) **Further Assurances.** Each of the Parties hereto shall, at its own expense and, upon the request of another Party hereto, at any time and, from time to time, promptly execute and deliver or, cause to be executed and delivered, all such further acknowledgements, consents, assurances and other documents, and promptly do, or cause to be done, all such further acts and things as that other Party may reasonably request in order fully to effect the purposes of this Agreement.
- (e) **Severability.** The provisions of this Agreement are severable and, if any of them is held invalid or unenforceable in any jurisdiction, that invalidity or unenforceability will not affect or render invalid or unenforceable that provision in any jurisdiction or any other provision in any jurisdiction.
- (f) **Entire Agreement.** This Agreement contains the entire Agreement between the Parties with respect to the subject matter thereof as of the Effective Date.
- (g) **Governing Law.** This Agreement is to be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein. Each Party hereby irrevocably attorns to and submits to the non-exclusive jurisdiction of the Courts of Ontario with respect to any matter arising hereunder and related thereto.
- (h) **Assignment.** The Purchaser shall not assign this Agreement or any of its rights,

duties or obligations thereunder to any Person without obtaining the prior written consent of the Vendors.

- (i) **Time of the Essence.** Time is to be of the essence of this Agreement.
- (j) **Binding Effect.** This Agreement shall enure to the benefit of and be binding upon the Parties hereto and their respective successors and permitted assigns.
- (k) **Counterparts.** The Parties may sign this Agreement in counterparts with the same effect as if the Parties had executed the same document. Any counterparts are to be construed together and shall constitute one and the same original document. The Parties shall deliver any executed counterparts of this Agreement in accordance with the provisions set out in this Agreement for delivery of Notices.
- (l) **Electronic Signatures and Delivery.** The Vendor, Brenda and the Purchaser agree that the reproduction of signatures by way of facsimile device or any other electronic method will be treated as though such reproductions were executed originals, and each party undertakes to provide the other with a copy of this Agreement bearing the original signatures within a reasonable time after acceptance of this Agreement.
- (m) **Insurance:** All buildings on the property and all other things being purchased shall be and remain until completion at the risk of the Vendor. Pending completion, the Vendor shall hold all insurance policies, if any, and the proceeds thereof in trust for the parties as their interests may appear and in the event of substantial damage, the Purchaser may either terminate this Agreement and have all monies paid returned without interest or deduction or else take the proceeds of any insurance and complete the purchase. No insurance shall be transferred on completion.

## 10. IRREVOCABILITY

This Agreement of Purchase and Sale shall be irrevocable by the Purchaser and shall be open for acceptance by the Vendor until 5:00 p.m. on the 14th day of March, 2024 after which time if not accepted, this Offer shall be null and void and all monies paid hereunder shall be returned to the Purchaser as aforesaid. Upon acceptance, this Offer shall constitute an Agreement binding upon the parties hereto.

**[SIGNATURE PAGE FOLLOWS]**

**IN WITNESS WHEREOF** the Purchaser has executed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2024.

**SIGNED, SEALED AND DELIVERED**

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

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

I/We have the authority to bind the municipality.

The Vendors hereby accept on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ the foregoing Purchase Agreement and its terms and conditions and agrees with the Purchaser to duly complete the transaction contemplated thereunder.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
**PATRICK JOSEPH O'NEIL**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
**SUSAN AGNES PATTERSON O'NEIL**



**SCHEDULE “B”**

**PERMITTED ENCUMBRANCES**

**“Permitted Encumbrances”** means:

1. all easements, servitudes and rights-of-way which are registered against the Property and which do not, and could not reasonably be expected to, materially adversely affect the value, use or operation of the Property as it is currently being used and operated, provided same are in each case in compliance on the Closing Date;
2. The statutory exceptions contained in subsection 44 (1) of the *Land Titles Act* except paragraphs 4, 6, 11 and 14, provincial succession duties and escheats or forfeiture to the Crown;
3. Any subsisting reservations, limitations, provisions and conditions contained in any original grants or patents from the Crown of any land or interests therein;
4. Defects or irregularities of title which are of a minor nature and will not in the aggregate materially affect the validity of title to or value of the property;

**SCHEDULE "C"**

**LICENCE AGREEMENT - PASTURING**

[INSERT AGREEMENT]

SCHEDULE "C" – LICENCE AGREEMENT

THIS LICENCE AGREEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2024.

B E T W E E N:

THE CORPORATION OF THE TOWNSHIP OF  
ADMASTON/BROMLEY  
(the "Municipality")

OF THE FIRST PART

-and-

PATRICK JOSEPH O'NEIL and SUSAN AGNES PATTERSON O'NEIL  
(the "Licensee")

OF THE SECOND PART

WHEREAS the Municipality is the Owner of lands lying to the south of Pit Road opposite the Oseocla waste disposal site, which lands are more particularly described on Schedule "A" to this Agreement, (the "Property"), as well as lands described as Part 1, 49R18151 (the "Adjacent Property";

AND WHEREAS the Municipality acquired the Property pursuant to an agreement made between the Municipality and the Licensee whereby the Licensee sold the Property to the Municipality;

AND WHEREAS the Licensee wishes to use the Property and the Adjacent Property for the purpose of pasturing cattle;

AND WHEREAS the Licensee has requested, and the Municipality has agreed to grant a non-exclusive right in the nature of a licence to use the Property in accordance with the terms of this Agreement;

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants and agreements contained herein and other good and valuable consideration, the parties agree with each other as follows:

1. The Municipality grants to the Licensee a non-exclusive licence to use the Property in accordance with the terms of this Agreement for the purpose of pasturing domestic cattle.
2. The rights hereby given and granted shall commence on the date first set out above and continue to be in full force and effect until terminated in accordance with the terms of this Agreement.
3. The Municipality covenants and agrees that during the term of this Agreement, the Municipality will not take or omit to take any action or permit any action to be taken on or in respect of the Property that may unreasonably interfere with its use by the Licensee in accordance with the terms of this Agreement;
4. The Licensee covenants and agrees with the Municipality:

- a. To accept the Property in an "as is" condition and not to require the Municipality to pay for or do any work or supply any equipment or services in connection with the Licensee's use of the Property and all of the Licensee's obligations under this License shall be deemed to include the words "at the Licensee's expense";
- b. To use the Property only for the purposes permitted under this Agreement and for no other purpose without the prior written authorization of the Municipality;
- c. To not interfere with, obstruct or impede in any way the use of the Property by the Municipality or its agents;
- d. To not erect any signs, fences, buildings, structures, fixtures, or other improvements or works on the Property without the prior written consent of the Municipality;
- e. Prior to undertaking any work or making any improvement on the Property, to provide to the Municipality the plans and specifications describing the work and/or improvements proposed to be made on the Property. No work shall be undertaken on the Property by any person until such time as the Municipality approves the scope and nature of the work proposed. The Licensee agrees that any work performed on the Property by or on the Licensee's behalf shall be at the Licensee's sole cost;
- f. To keep the Property in a clean and well-ordered condition, and not to permit any rubbish, refuse, debris or other objectionable material to be stored, or to accumulate, on it;
- g. To not carry on any activity, or do or keep anything on the Property, which is or may be a nuisance, or that causes or is likely to cause damage to the Property;
- h. To ensure that no inflammable or explosive substances, contaminants, pollutants, or hazardous or environmentally sensitive materials are brought on to the Property, other than motor vehicle fuel while contained in normal fuel tanks;
- i. To not register this Agreement or a notice of this Agreement or any other notice of the Licensee's interest in the Property against title to the Property;
- j. To indemnify and save harmless the Municipality from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings made or brought against, suffered by or imposed on the Municipality in respect of any loss, damage or injury to any person or land, directly or indirectly arising out of, resulting from or sustained as a result of the use of the Property by the Licensee or its agents, employees, contractors, guests or invitees;
- k. Without limiting the generality of the foregoing, to indemnify and save harmless the Municipality from and against any and all claims, demands, losses, costs, charges, actions and other proceedings under the *Construction Lien Act* in connection with construction of any work done by or at the request of the Licensee on the Property, and to promptly attend at the Licensee's expense to the removal of every claim for lien or certificate of action having to



do with such work within 14 days of being notified in writing by the Municipality, failing which the Municipality may attend to such removal and recover the expense and all attendant legal and other costs from the Licensee;

- l. To take out and maintain in force at all times during the term of this License, at the Licensee's expense, a comprehensive policy of public liability and property damage insurance acceptable to the Municipality against loss or damage resulting from bodily injury to, or death of one or more persons and loss of or damage to property, and that names the Municipality as an additional insured; and
  - m. To provide the Municipality with a Certificate of Insurance in a form satisfactory to the Municipality together with such proof as the Municipality may require that all premiums on the policies of insurance have been paid and that they are in full force and effect. If the Licensee fails to pay premiums or otherwise keep the policies in force, the Municipality may pay premiums or take out additional policies as it considers necessary and the Licensee shall pay all costs.
- 5. The Licensee further acknowledges and agrees that:
  - a. It has no rights, title or interest in the Property other than as provided in this Agreement;
  - b. Maintenance of the Property for the purpose of pasturing is the sole responsibility of the Licensee. The Municipality has no obligation during or upon expiration of the term of this Licence to assume or be responsible for the maintenance of the Property, or to compensate or reimburse the Licensee for any costs or expenses incurred by the Licensee to improve or maintain the Property, all of which will be done for the benefit of the Licensee and not the Municipality;
  - c. Upon termination of this Agreement the Licensee shall have no further right to use the Property and no prescriptive or other rights shall vest in the Licensee related to the Property as a result of this Agreement or any use made by the Licensee of the Property; and
  - d. The term of this Agreement shall be for as long as the Vendors, or the survivor of them, are the registered owners of the neighbouring lands described under PIN 57232-0238 (LT) save and except the lands which are the subject of this Agreement (the "Licensee's Lands"), provided that the benefit of this Agreement shall be transferrable one (1) time to any purchaser of the Licensee's Lands for a term of no more than ten (10) years and provided that such transferee agrees to be bound by all of the terms of this Agreement.
- 6. The Municipality may, if so directed by the Ministry of the Environment, Conservation and Parks (the "MECP") for any reason whatsoever or if the Property or Adjacent Property are required for expansion of the Osceola waste disposal site, terminate this Agreement on thirty (30) days' written notice to the Licensee. If such termination is required by the MECP or for expansion of the Osceola water disposal site, the Licensee shall have no recourse and no claims in law or equity as against the Municipality. This Agreement shall terminate and the licence to use the Property shall be of no further force and effect on the thirty first (31<sup>st</sup>) day after notice of termination is provided by the Municipality.

7. If the Licensee is in default of any obligation under this Agreement and such default is not remedied to the satisfaction of the Municipality within 14 days of notice of the default delivered to the Licensee, the Municipality shall have the right and without further notice to the Licensee to terminate this Agreement on the same terms as set out in paragraph 6.
8. Upon receipt of notice of termination of this Agreement, the Licensee shall remove any works or improvements prior to termination of this Agreement.
9. The Licensee shall reimburse the Municipality for costs incurred in connection with the enforcement of this Agreement, and such costs may be recoverable by action against the Licensee together with interest calculated at the rate of 1.25% per month (15% per annum) being the same rate of interest payable on account of tax arrears, from the due date to the date of payment.
10. The Municipality acknowledges that it has the proper authority to enter into this Agreement and that all corporate action necessary to authorize the Municipality to enter into this Agreement has been taken and approved by Council.
11. This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Ontario.
12. Time shall be of the essence in this Agreement.
13. This Agreement shall be binding upon and enure to the benefit of the parties and their respective successors and assigns.
14. This Agreement constitutes the entire agreement of understanding between the parties with respect to the subject matter hereof and supersedes all prior negotiations and documents in relation thereto.

IN WITNESS WHEREOF the parties have executed this Agreement as at the date first set out above.

SIGNED, SEALED AND DELIVERED  
IN THE PRESENCE OF

THE CORPORATION OF THE TOWNSHIP OF  
ADMASTON/BROMLEY

Per:

---

Michael Donohue - Mayor

---

Jennifer Charkavi - Chief Administrative Officer

---

Patrick Joseph O'Neil

---

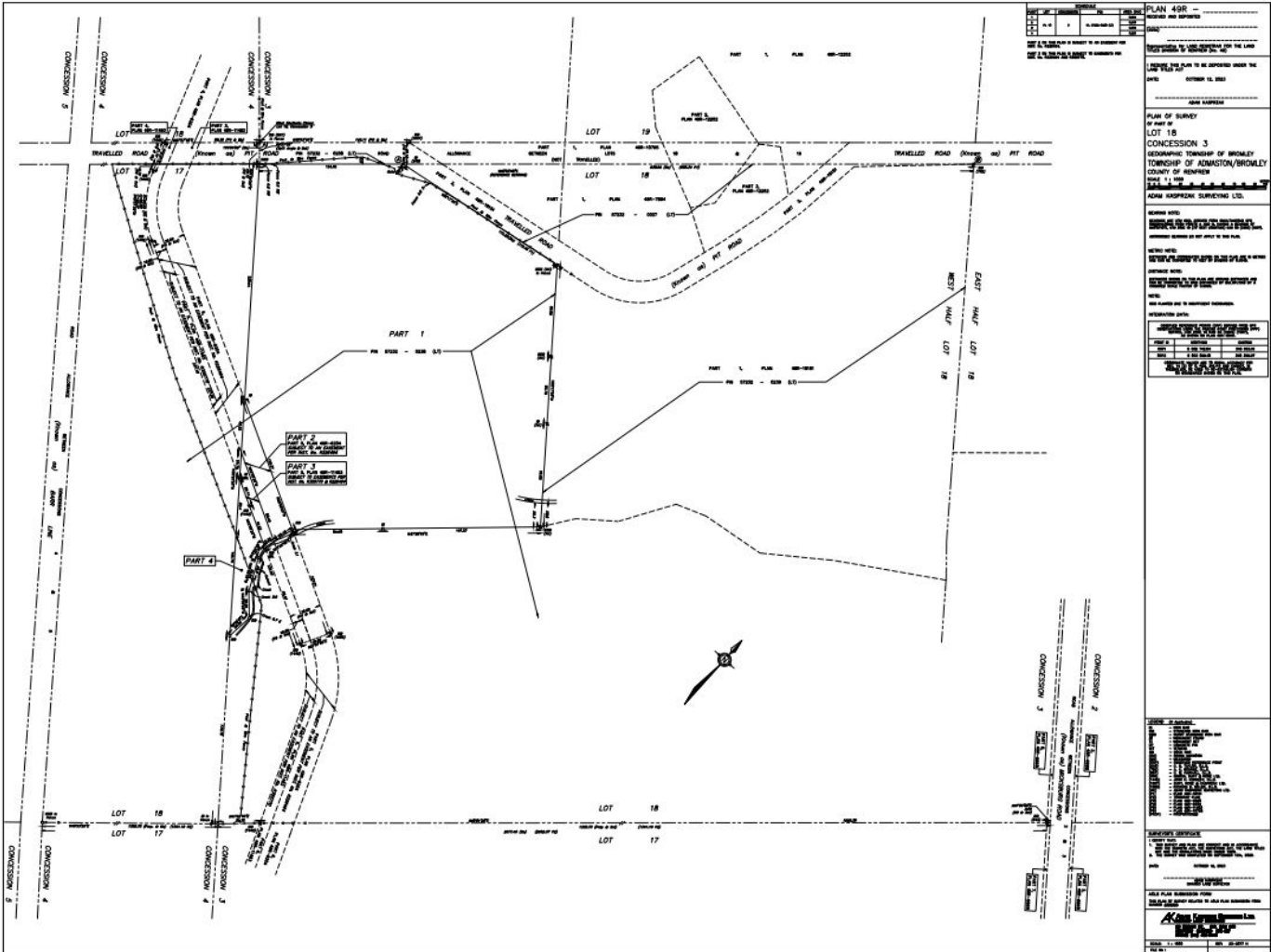
Susan Agnes Patterson O'Neil

SCHEDULE A

DESCRIPTION OF THE PROPERTY

PROPERTY

PT LT 18 CON 3 GEOGRAPH TOWNSHIP OF BROMLEY PT 1 49R-\_\_\_\_;  
ADMASTON/BROMLEY; Being part of PIN 57232-0238 (LT) as shown on the draft Plan  
appended hereto.



ADJACENT PROPERTY

PT LT 18, CON 3, BROMLEY, PT 1, 49R18151; TOWNSHIP OF ADMASTON/BROMLEY; Being  
all of PIN 57232-0239 (LT)

**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: March 7<sup>th</sup>, 2024  
To: Council  
From: Jennifer Charkavi  
Re: Succession Planning

---

**Background:**

Council have provided direction for a Succession Planning Policy. Staff are very happy to provide this as this confirms Council's interest in succession planning and staff have already made many efforts in this area.

The Finance & Administration Committee reviewed the Succession Planning Policy at the February 1, 2024 meeting.

**Discussion:**

Council moved to a CAO/Clerk model in 2021 and thus hired their first CAO/Clerk in November 2021. Since that time succession planning has been at the forefront especially due to the ongoing staffing issues and as a means to ensure that staff are provided with the necessary tools to enhance and advance themselves and ultimately the Township.

In 2022 and 2023 the following efforts were made towards succession planning:

- Contracted a Public Works Superintendent to provide succession planning for the Acting Public Works Superintendent. The experience was very good for our current Public Works Superintendent (Acting) to have a person who had filled the position and a person who was good at sharing knowledge and real work experiences. The position ran for 6 months;
- Contracted Treasurer was requested to provide additional training to Finance Clerks and this training atmosphere continues today;
- Encouraged Finance Clerks to take the Municipal Finance and Accounting Program through AMCTO

- Encouraged Finance Clerks to take other courses through AMCTO to better understand municipal government
- Encouraged taking courses on making documents accessible
- Encouraged training on website maintenance
- Encouraged Finance Clerks to take courses that were relevant to improving their understanding of the Finance Clerk role and for the role of Deputy Treasurer/Admin Coordinator.
- Offered that the Finance Clerks enrol in the following:
  - Primer on Planning – AMCTO
    - Staff requested County of Renfrew run a Planning 101 for both finance clerks
  - Payroll
  - Understanding Municipal Drains
  - Dealing with Difficult People
  - Lottery Training
  - Emergency Management Courses
  - Health & Safety Training
  - Elections Training
  - Waste and Recycling Training
  - Enhanced Muni-Soft Training
  - Adobe PDF Training
  - Making PDFs accessible AMCTO Training
- Offered Audio Visual Training through the AV Tech
- Offered Training on how to prepare Council and Committee minutes
- Suggested Accounting Basics Course be taken.

Succession Planning was a theme in the Organizational Review. The Township had attempted to complete an Organizational Review exercise in 2021, however, were unable to secure a consultant and the funding had to be returned.

In February 2022, the Township was successful in their application for funding and engaged the services of Municipal Government Wayfinders (MGW) to perform the Organizational Review and Pay Equity Review. Succession Planning was one of the recommendations.

Staff have been working hard towards succession planning. A policy is required to confirm Council commitment and funding to succession planning. Management continues to encourage staff to take courses and attend training sessions, however, it can be challenging as the township has a small compliment of staff. The introduction of a new part-time office position could help eliminate these pressures and ensure office coverage, this will be revisited again for the 2025 budget.

Management is mindful of the fact that encouraging and providing training opportunities for our staff may provide those employees with other opportunities / advancement for staff at neighbouring municipalities. However, management believes it is to the betterment of the Township to encourage that participation. It improves employees

knowledge and skills, it demonstrates to employees their value to the organization, and it prepares employees for greater responsibilities.

Staff have reviewed many neighbouring Succession Planning policies and have created a draft policy for Council review.

**Financial Implications:**

Continued investment in our Human Capital.

**People Consulted:**

Treasurer-Deputy CAO/Clerk

**Recommendation for Committee:**

BE IT RESOLVED THAT Council to adopt the Succession Plan Policy as presented.

## **Township of Admaston/Bromley Corporate Policies**

**DEPARTMENT:** Human Resources

**COVERAGE:** All Employees

**POLICY:** Succession Planning

**POLICY #** A-12

**DATE:** February 1, 2024

**Revision/Review Date:**

**PAGE:**

1

### **POLICY STATEMENT:**

The Township of Admaston/Bromley (“the Township”) will on an annual basis review succession planning needs and determine appropriate action steps to ensure that potential employees are appropriately identified and developed for key positions.

### **PURPOSE**

The purpose of this Policy is to provide a systematic process for defining key positions and identifying potential employees who may be suitable successors for key positions. Succession Planning involves creating and executing a career development plan for employees with potential so they are ready to move into key positions when there is an opening.

The end goal of succession planning is to:

- identify potential employees (potentials) capable of advancement to key positions of higher responsibility than those they presently occupy;
- ensure the systematic and long-term development of potentials to replace incumbents in key positions as the need arises due to retirement, attrition, and other unexpected losses; and
- provide a continuous flow of talented potential employees ready to move into key positions are available to enable achievement of the Township’s strategic business objectives.

### **SCOPE**

This policy applies to all full-time and part-time employees. Succession planning will be performed for key positions only, while talent development applies to all job levels.

## **Township of Admaston/Bromley Corporate Policies**

**DEPARTMENT:** Human Resources

**COVERAGE:** All Employees

**POLICY:** Succession Planning

**POLICY #** A-12

**DATE:** February 1, 2024

**Revision/Review Date:**

**PAGE:**

2

### **OBJECTIVES**

- To attract and maintain a stable and diverse workforce;
- Identify and fill gaps within the Township of Admaston/Bromley through the development of employees' knowledge, skills, and abilities;
- Identify and develop potential employees for greater areas of responsibility based on leadership qualities outlined by the Township;
- Utilize mentoring/coaching as part of the training and leadership development process;
- Maintain succession planning as a regular part of meeting the Township's strategic objectives of leadership development, and filling workforce gaps as they arise;
- Match the future needs of the Township with the career aspirations of the employee.

### **POLICY**

The Succession Planning process will include the following process:

- Create an inventory of positions and record human capital assets necessary for success in those positions;
- Identify key positions in the organization. Key positions are ones that are critical to the organization's success where the risk of losing important skills and knowledge is the greatest;
- Review job descriptions for the key positions to ensure that identified potential employees are provided opportunity for training and courses that are required;
- Identify potential candidates within the organization who could



## **Township of Admaston/Bromley Corporate Policies**

**DEPARTMENT:** Human Resources

**COVERAGE:** All Employees

**POLICY:** Succession Planning

**POLICY #** A-12

**DATE:** February 1, 2024

**Revision/Review Date:**

**PAGE:**

3

advance into key positions and assess their current knowledge, skills and abilities;

- Perform a preliminary gap analysis to identify how the organization can provide opportunities for employees to be considered for a key position;
- Implement employee development plans integrated with performance management;
- Provides coaching and frequently assesses and provides feedback against objectives;
- Evaluates effectiveness and reaffirms readiness of identified people;
- Amend the Performance Appraisal form to include a section on Succession Planning.
- Provide the option of a trial period of six (6) months to one (1) year for the identified potential to fill the role identified for succession planning.
  - The potential employee must be identified by their supervisor as a candidate for the position.
  - Contract an individual to fill the employee's role so that they can perform the job to their fullest potential.
  - After the established trial period, evaluate the employee and either promote them to the position or return them to their existing position.
  - The trial period may be extended.

### **RESPONSIBILITIES**

#### Employees

- Express interest in pursuing opportunities to their Supervisor, specifically during their Performance Appraisal, but can be done at any time;
- Actively participate in creating and progressing career development plan(s) with their Supervisor.
- Work with their Supervisor to identify development opportunities.
- Be open to and act on performance feedback provided;

## Township of Admaston/Bromley Corporate Policies

**DEPARTMENT:** Human Resources

**COVERAGE:** All Employees

**POLICY:** Succession Planning

**POLICY #** A-12

**DATE:** February 1, 2024

**Revision/Review Date:**

**PAGE:**

4

- Work to achieve performance accountability and development goals.
- Understand that even though completing courses and training does not automatically earn the employee the position;
- Understand that tasks beyond your job description may be assigned in order to evaluate knowledge and understanding;
- Model behaviours which demonstrate organizational commitment;

### Supervisors

- Regularly coach, provide growth opportunities, and career development of direct reports;
- Conduct fair and objective performance reviews as per the Performance Appraisal Policy;
- Actively participate and provide input into the talent review meetings on such details as competency levels, leadership capacity, on employees who have career aspirations to move into key positions;
- Have open and courageous conversations with employees;
- Participate in discussions with individuals on career aspirations and possible career paths;
- Identify what positions within their department are key positions based on the criteria provided;
- Answer employees' questions about the succession planning process;
- Supervisors with a known pending vacancy can develop with the assistance of the CAO/Clerk a development plan for the pending vacancy. This plan should include:
  - An opportunity to job shadow
  - An opportunity to take on additional tasks
  - An employee's current work load cannot be affected

## **Township of Admaston/Bromley Corporate Policies**

**DEPARTMENT:** Human Resources

**COVERAGE:** All Employees

**POLICY:** Succession Planning

**POLICY #** A-12

**DATE:** February 1, 2024

**Revision/Review Date:**

**PAGE:**

5

### CAO/Clerk

- Conduct formalized annual talent review meetings to identify potential employees as potential successors for key positions;
- Identify and maximize growth opportunities aligned with the business objectives;
- Provide timely and honest feedback to potentials on their performance and development progress;
- Create a culture which supports the investment and development of employees;
- Manage and coordinate the Succession Planning Program;
- Facilitate the Supervisors' talent review meetings;
- Maintain records of identified potentials development plans; performance assessment and progression toward higher competency
- Facilitate training and movement of potentials to development opportunities which provide growth opportunities;
- Assist in the attraction and retention of candidates for possible promotions and/or assignments;
- Consult in the creation of a career development plan including defining the appropriate development and training to reach a certain competency level;
- Recommend organizational changes needed to facilitate a career development plan;
- Prioritize the departments in need of succession planning most urgently and begin with those areas;
- Ensure that the Performance Appraisal of employees includes a discussion on Succession Planning and the goals identified to provide the employee with opportunities related to succession planning.

## **Township of Admaston/Bromley Corporate Policies**

**DEPARTMENT:** Human Resources

**COVERAGE:** All Employees

**POLICY:** Succession Planning

**POLICY #** A-12

**DATE:** February 1, 2024

**Revision/Review Date:**

**PAGE:**

6

### **MONITORING AND COMPLIANCE**

All parties are required to comply with the procedures outlined in this policy. In cases of policy violation, the Township may investigate and determine appropriate corrective measures.

### **CONTACT**

For more information on this policy, contact the CAO/Clerk.

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto: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: March 7, 2024  
To: Council  
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.

The Finance & Administration Committee 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 t(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:**

2025 Budget - 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 Council to adopt the Council Chamber Use Policy as presented.

## **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:**

**PAGE:**

1

### **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.

## **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:**

**PAGE:**

2

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

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 will be free of charge for those identified in this policy under Use.

Provincial and/or Federal Elections will be charged for the use of the chambers during the period requested for their elections.

### 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.



**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto: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: March 7th, 2024  
To: Council  
From: Jennifer Charkavi  
Re: Council Conferences

---

**Discussion:**

During the budget deliberations, staff raised concerns regarding the amount currently allocated to each council member to attend conferences (per policy) as the amount is insufficient to cover current cost for hotel accommodations, transportation and registration costs for a single conference.

In addition, staff raised concerns that the existing policy provision of \$1,500 per council member restricts members of council, excluding the Mayor, to attend only one conference. Some council members have expressed desire to attend more than one each calendar year.

Council was surveyed to see if they were interested in attending either the Association of Municipalities of Ontario (AMO) Conference and the Ontario East Municipal Conference, both to be held in Ottawa in 2024. Two council members expressed interest in attending the 2024 AMO conference however, one of those council members had already attended the 2024 Rural Ontario Municipal Conference (ROMA) in early January, exhausting their allotment for 2024 calendar year.

**Financial Implications:**

The 2024 Budget was updated to reflect the policy which allocates a total of \$9000 for Council Conventions, \$6000 for the Council members (\$1,500 per council member) and \$3000 for the Mayor. The Mayor has stated that the conferences he is attending will be paid for by the County of Renfrew as he is participating as a County Council member.

The approximate costs accumulated to date are approximately \$3600 for two council members who attended ROMA and \$1700 projected costs for one Council member to

attend AMO. Staff are recommending that Council approve the allocating of the Mayor's portion of the account to the rest of council to attend AMO or OEMC or both. Staff are also recommending that the money allocated between the council members be split between those who wish to attend and represent Council at the conferences.

Total for Council Conferences -	\$9000
Total used to date -	\$5300
Council member to attend second conference -	\$1700
<u>Balance -</u>	<u>\$2000*</u>

*\*approximate costs completed by CAO/Clerk.*

**People Consulted:**

Kelly Coughlin, Treasurer-Deputy CAO/Clerk

**Recommendation for Council:**

BE IT RESOLVED THAT Council approve the reallocation of the Mayor's allotted 2024 conference funds to the remaining Council members allotment for 2024;

AND BE IT RESOLVED THAT Council approve Council members using the remaining allotment to attend a second conference in 2024;

AND BE IT FURTHER RESOLVED THAT Council direct staff to estimate the costs required for Council members to attend two conferences in 2025 and that the policy be amended accordingly for future budget deliberations.

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto: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: March 7, 2024  
To: Council  
Re: Upcoming Schedule for Council Meetings  
From: Jennifer Charkavi

---

**Background:**

According to the Procedure By-Law No. 2012-34 Part III Section 6 (c) Council may by resolution, alter the date and/or time of a regular meeting provided that adequate notice of the change is published or broadcast in a manner approved by Council.

**Discussion:**

Staff are looking ahead at the summer and Christmas schedule.

**Summer Schedule:**

The County of Renfrew does not schedule County Council or Committee meetings in July, and as such, wonder if Council would like to follow suit or perhaps have one meeting mid month for July and August. Or remain status quo with taking one meeting out of the July schedule and keeping both August meetings.

Staff are recommending that Council follow the County of Renfrew and not schedule any meetings in July and continue with the regular schedule in August.

The Association of Municipalities of Ontario (AMO) Annual Conference is from August 18 – 21, 2024 and will not affect the August 1 and 15 Council meetings.

**Christmas Schedule:**

The statutory holidays for 2024 are as follows:  
Tuesday December 24 – ½ day Holiday

Wednesday December 25 – Full Day Holiday  
 Thursday December 26 – Full Day Holiday  
 Friday December 27 – Regular Day  
 Monday December 30 - Regular Day  
 Tuesday December 31 – ½ day Holiday  
 Wednesday January 1 – Full Day Holiday

Staff are recommending to close the office from noon on December 24, 2024 until January 1, 2025, reopening on Thursday January 2, 2025. Staff would be required to use 2 ½ days of vacation or overtime.

Staff are also recommending to leave the December Council meetings as scheduled, December 5 and 19, but consider cancelling the January 2, 2025 Regular Council meeting. The January meeting dates are not recommended to move to the second and third Thursday as Council Members and staff may just be returning from the 2025 ROMA Conference and would not have time to review a council agenda.

It is important to note that should an item arise that must be brought forth to Council, a Special Council meeting may be called by the Mayor.

#### **Financial Implications:**

None.

#### **People Consulted:**

Kelly Coughlin, Treasurer-Deputy CAO/Clerk

#### **Recommendation:**

**BE IT RESOLVED** that Council approve the closing of the Township office from noon on December 24, 2024 until and including January 1, 2025;

**AND BE IT RESOLVED** that Council approve the following Council meeting cancellations to the schedule for Regular Council meetings:

- July 4, 2024 – Cancelled
- July 18, 2024 – Cancelled
- January 2, 2025 - Cancelled

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto: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: March 7<sup>th</sup>, 2024  
To: Council  
From: Jennifer Charkavi  
Re: Kennelly Road Transfer Request

**Background:**

A portion of Kennelly Road that was not parcelized when the land registry system was converted from Land Registry Act to Land Titles Act. The registered title to the road is in the property owners name and in order to complete the administration of the estate, a survey and transfer must be completed. Council at their August 17, 2023 meeting agreed to accept the land but would not incur any costs to do so.

**Discussion:**

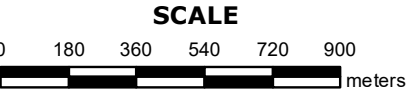
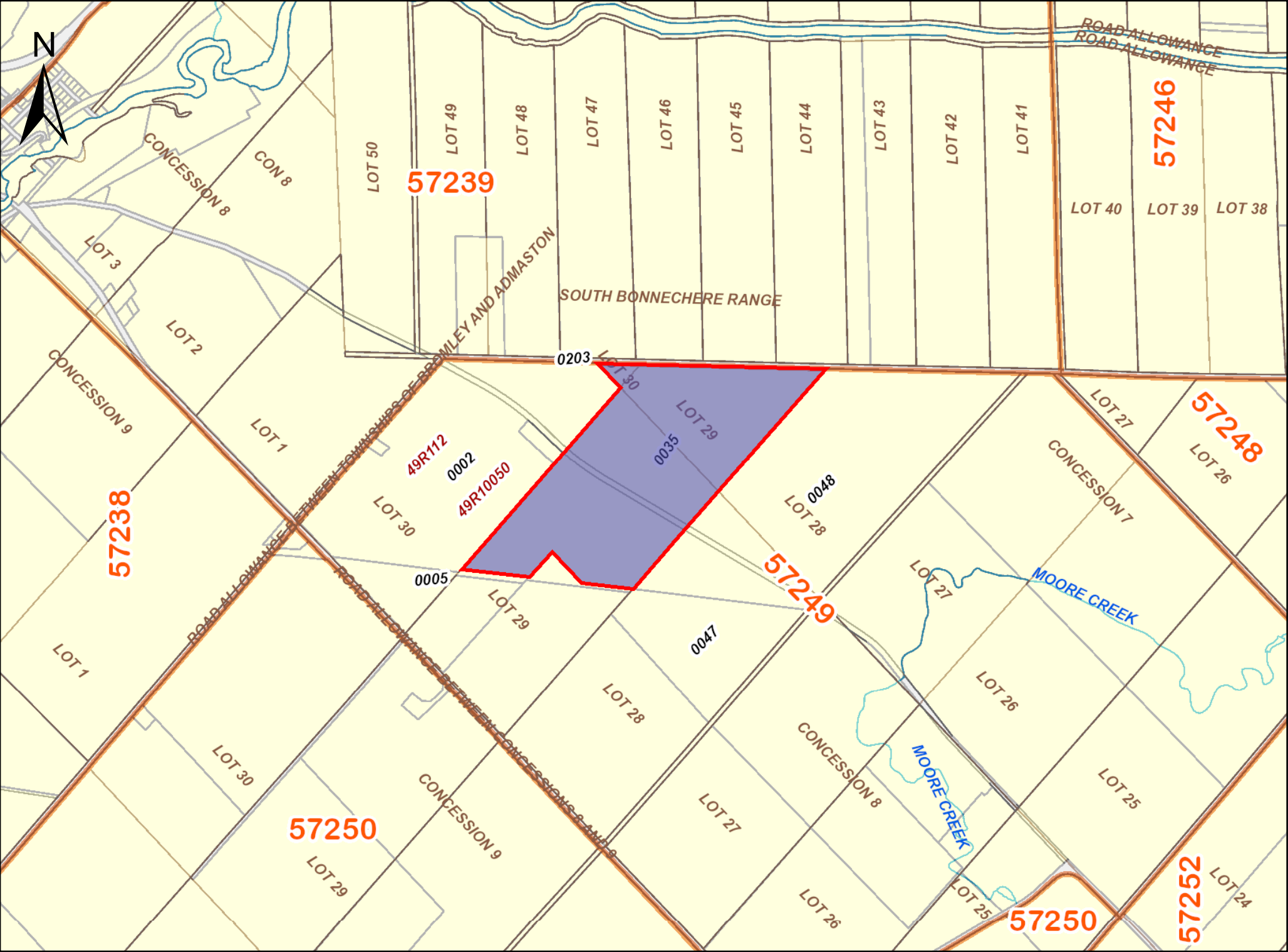
The By-Law before Council is to accept the transfer of part of the Kennelly Road described as Part Lot 29, Concession 8, Part 1 Plan 49R-20530, geographic Township of Admaston in the Township of Admaston/Bromley being part of PIN 57249-0035(LT).

**Financial Implications:**

The Township has re-enforced it's position that it does not incur any costs associated.

**Recommendation for Council:**

BE IT RESOLVED THAT Council adopt By-Law 2024-16, being a by-law to accept the transfer of part of the Kennelly Road described as Part Lot 29, Concession 8, Part 1 Paln 49R-20530, geographic Township of Admaston in the Township of Admaston/Bromley being part of PIN 57249-0035(LT).



PROPERTY INDEX MAP  
RENFREW(No. 49)

LEGEND

FREEHOLD PROPERTY	
LEASEHOLD PROPERTY	
LIMITED INTEREST PROPERTY	
CONDOMINIUM PROPERTY	
RETIRED PIN (MAP UPDATE PENDING)	
PROPERTY NUMBER	0449
BLOCK NUMBER	08050
GEOGRAPHIC FABRIC	
EASEMENT	

THIS IS NOT A PLAN OF SURVEY

NOTES

REVIEW THE TITLE RECORDS FOR COMPLETE  
PROPERTY INFORMATION AS THIS MAP MAY  
NOT REFLECT RECENT REGISTRATIONS

THIS MAP WAS COMPILED FROM PLANS AND  
DOCUMENTS RECORDED IN THE LAND  
REGISTRATION SYSTEM AND HAS BEEN PREPARED  
FOR PROPERTY INDEXING PURPOSES ONLY

FOR DIMENSIONS OF PROPERTIES BOUNDARIES SEE  
RECORDED PLANS AND DOCUMENTS

ONLY MAJOR EASEMENTS ARE SHOWN

REFERENCE PLANS UNDERLYING MORE RECENT  
REFERENCE PLANS ARE NOT ILLUSTRATED



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

**E-Mail Address – [info@admastonbromley.com](mailto: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: March 7, 2024  
To: Council  
From: Mayor Michael Donohue  
Re: MPAC Assessment of Commercial Property

---

**Overview:**

At the special Council meeting of February 20, 2024 Mr. Michael Quilty, a ratepayer in the Township, inquired as to how many businesses operated by members of an identified faith group were assessed for their commercial value.

Mr. Quilty acknowledged he had no roll numbers nor the addresses of any of the businesses he was inquiring of. He requested that the Township provide MPAC with a listing of the properties of this faith group seeking a review of the assessments.

**Discussion:**

I assembled a list of roll numbers that have commercial activity. The list was not limited to the identified group as that would be inappropriately prejudicial. In all instances the properties included commercial assessments and in some instances industrial assessment as well.

As Mr. Quilty acknowledged he had not reviewed the municipal roll book it is difficult to ascertain how he came to assert MPAC had inaccurately assessed specific properties. In any event the assertions are unfounded and no further action is recommended

**Financial Implications:**

None.

**Recommendation for Council:**

BE IT RESOLVED THAT Council receive the report from Mayor Donohue and confirm that staff shall not be directed to initiate the review of property assessments for accuracy.

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto: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: March 7, 2024  
To: Council  
From: Jennifer Charkavi  
Re: Joint Police Service Board – Renfrew Detachment

---

**Background:**

Starting April 1, 2024, the Community Safety and Policing Act will be in place across Ontario. This means a change for our Police Service Board. They will become part of the Renfrew OPP Detachment Board. They will now be overseen by a new Joint Police Services Board. The Joint Police Services Board will be made up of the Townships of Admaston/Bromley, Horton, Greater Madawaska, McNab/Braeside and the Towns of Arnprior and Renfrew.

**Discussion:**

The member communities are being requested to re-appoint their Police Service Board members to the new Joint Police Service Board. Once all the appointments have been completed they will be invited to their first meeting. At that meeting they will review community member resumes. The Joint Police Service Board for the Renfrew Detachment will have 2 community members appointed. A public notice has been advertised with the deadline of March 7, 2024 to apply. The information session hosted by the Ontario Provincial Police was on March 5, 2024 in Pembroke.

**Financial Implications:**

There is a required amount of remuneration to be paid to the appointed members as part of the new Community Safety and Policing Act. This will also be discussed by the new Joint PSB Committee.



**People Consulted:**

Hope Dillabough, CAO/Clerk – Township of Horton  
Renee Mask, CAO – Township of Greater Madawaska  
Lindsey Lee, CAO/Clerk – Township of McNab/Braeside  
Robin Paquette, CAO – Town of Arnprior  
Robert Tremblay, CAO – Town of Renfrew  
Carolynn Errett, Clerk – Town of Renfrew  
Sgt. Bosa – Acting Detachment Commander – Renfrew OPP

**Committee Recommendation:**

BE IT RESOLVED THAT Council to adopt By-Law 2024-xx, being a by-law to appoint a Council Member (Angela Field) to the Joint Police Service Board for the Renfrew Detachment Ontario Provincial Police.

TOWNSHIP OF ADMASTON/BROMLEY

DOUGLAS FIRE COMMITTEE  
MINUTES

Wednesday January 10, 2023

At 7:00 p.m.

Present were Chair Kevin LeGris, Committee Members Harry Stuart, Nathan Harris, Ken Keill, Daryl Thom, Fire Chief Bill McHale and Deputy Fire Chief Patrick Donohue.

1. Chairman Kevin LeGris call the meeting to order at 7:00 p.m.
2. Declaration of Pecuniary Interest --None
3. Approval of Agenda  
Be it resolved that the agenda for the January 10, 2024 meeting be approved.

Carried

4. Approval of the Minutes of the December 13, 2023 meeting  
Moved by Nathan Harris and seconded by Harry Stuart

Be it resolved that the minutes of the December 13, 2023 meeting be approved as read and as amended in section "7".

Carried

5. Business arising from previous meetings  
FIREWORKS BY LAW—This will be ready for the February meeting

DOUGLAS AND ARC RECREATION BUILDING INSPECTIONS—the Douglas recreation building has been completed and Chief Bill anticipated completing the ARC recreation building on Friday

BUDGET UPDATE—No copy of the revised budget was received

6. Correspondence—No correspondence was received.
7. New Business  
FIRE CHIEF'S MEETING—The dispatch system was one of the main topics of discussion at the fire chief's meeting. Smith Falls fire department had a representative at the meeting to try to allure fire departments to use their dispatch system. Chief Bill reported that it is a good service but would cost more than what is being paid now. Admaston/Bromley is staying with CACC system. Analog works better in this area. Digital works better in cities. With the new equipment Chief Bill feels the system works better. CNL is still in the process of being able to certify drivers for "D" licences for fire trucks only.

8. Fire Chief's Report

The firemen were unable to attend the previous council meeting for pictures of the medal received as they were at a fire. One more fireman has received his "D" licence.

Moved by Harry Stuart and seconded by Daryl Thom

Be it resolved that the fire chief's report dated January 4, 2024 be accepted as presented.

Carried

9. Bills and Accounts

The list of bills was reviewed and questions answered.

Moved by Ken Keill and seconded by Nathan Harris

Be it resolved that the cheques list dated December 31, 2023 in the amount of \$24,322.83 be paid.

Carried

10. 2024 Fire Costs

The figures were reviewed.

11. Budgetary Control Report

The budgetary control report for December 31, 2023 was reviewed and several inconsistencies were questioned. The main one was the wages. The secretary is to follow up on this report

12. Open Discussion

The Health and Safety Committee needs to be reevaluated. They only met once in 2023 and should have met at least four times. The fire chief is to look into further. Meeting times need to be posted. Chief Bill mention that there is an electric vehicle fire demonstration coming to Bonnechere Valley on February 17<sup>th</sup> and he has signed up six persons to attend. There will be a cost attached to this demonstration. A discussion on any surplus monies from the 2023 budget was discussed and it was felt that any surplus monies should be moved to the capital fund for future fire truck purchases.

Moved by Ken Keill and seconded by Nathan Harris

Be it resolved that any surplus funds from the 2023 budget be moved into a capital fund for a fire truck purchase.

Carried

13. Next meeting—February 7, 2024 7:00 p.m. at the council chambers.

14. Adjourn

Moved by Daryl Thom and seconded by Harry Stuart

Be it resolved that the meeting of January 10, 2024 be adjourned at 8:20 p.m.

Carried



Douglas Fire Committee  
Fire Chief Report  
February 2, 2024

Date	Men	Hrs	Where	What
Jan 08	11	22	Practice	Training with entry tool
Jan 08	18	144		Barn fire
Jan 10	01	03		Clean fire hall
Jan 10	01	03	Practice	Committee fire meeting
Jan 14	02	04	Practice	Weekend truck checks
Jan 15	11	22	Practice	SCBA drills at Rink/Dry Hydrant at Chris Ruddy –not working
Jan 21	03	06	Practice	Weekend truck checks
Jan 22	14	28	Practice	Pump Practice at River Truck 1 Compartment drills
Jan 23	01	03		Clean fire hall
Jan 23	02	02	Practice	No water pressure—replaced switch
Jan 24	02	12	Practice	DZ Drivers test—successful
Jan 25	02	02	Practice	Remove snow/ice off roof—Water Leaking around window
Jan 26	02	04	Practice	Weekend truck checks
Jan 29	15	30	Practice	Training/on call/De fib installed



The Honourable Doug Ford  
Premier of Ontario  
[premier@ontario.ca](mailto:premier@ontario.ca)  
(sent via e-mail)

February 15<sup>th</sup>, 2024

Re: Expanding the Life of Fire Apparatus

Please be advised that the Council of the Town of Plympton-Wyoming, at its meeting on February 14<sup>th</sup>, 2024, passed the following motion supporting the resolution from Prince Edward County regarding Expanding the Life of Fire Apparatus.

**Motion #11**

Moved by Councillor Bob Woolvett  
Seconded by Councillor Kristen Rodrigues

That Council support correspondence item 'r' from Prince Edward County regarding Expanding the Life of Fire Apparatus.

***Carried.***

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [eflynn@plympton-wyoming.ca](mailto:eflynn@plympton-wyoming.ca).

Sincerely,

Ella Flynn  
Executive Assistant – Deputy Clerk  
Town of Plympton-Wyoming

Cc: Minister of Labour, Immigration, Training and Skills Development – David Piccini  
Minister of Municipal Affairs and Housing – Paul Calandra  
Federation of Canadian Municipalities  
Association of Municipalities of Ontario  
The Eastern Ontario Wardens' Caucus  
All Ontario Municipalities

January 22, 2024

Please be advised that during the regular Council meeting of January 16, 2024 the following motion regarding support for the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements was carried:

**RESOLUTION NO. 2024-46**

**DATE:** January 16, 2024

**MOVED BY:** Councillor Nieman

**SECONDED BY:** Councillor Branderhorst

**WHEREAS** By-Law 3256-2013, being a By-Law to Establish, Maintain, and Operate a Fire Department established service level standards for the Corporation of the County of Prince Edward Fire Department;

**AND WHEREAS** apparatus and equipment are directly tied to the delivery of fire protection services authorized by Council in By-Law 3256-2013, and a safe, reliable and diverse fleet is required to serve operational needs;

**AND WHEREAS** fire Apparatus is governed by industry best practices, the application of law and recognized industry partners, including the Ontario Fire Service Section 21 Guidance Notes, National Fire Protection Association Standards, The Occupational Health and Safety Act, and Fire Underwriters Survey (FUS);

**AND WHEREAS** Fire Underwriters Survey (FUS) is a provider of data, underwriting, risk management and legal/regulatory services focusing on community fire-protection and fire prevention systems in Canada, establishing apparatus replacement schedules based on safety and risk mitigation practices;

**AND WHEREAS** on November 16, 2023, Council, received report FD-06-2023 regarding asset Management - Fire Apparatus Fleet Report and noted the budgetary pressures of meeting FUS replacement schedules;

**AND WHEREAS** no provincial funding is available for new fire trucks, yet, small and rural municipalities must meet the same standards set by FUS as larger municipalities for fire equipment, including additional pressure to move fire trucks out when they reach a specific age, even though they can still meet the safety regulations;

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of Prince Edward County direct the Mayor to draft a letter to MPP Minister Todd Smith requesting a meeting to discuss the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements; and

**THAT** the Mayor draft a letter to FUS requesting the creation of a new community fire-protection and fire prevention insurance system that does not put all municipalities under the same umbrella, with distinct categories for rural and urban municipalities;

**THAT** this resolution be sent to Premier Doug Ford, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, Paul Calandra, Minister of Municipal Affairs and Housing requesting a response on this matter within 30 days of receipt; and

**THAT** this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), and The Eastern Ontario Wardens' Caucus (EOWC).

**CARRIED**

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Nieman, Councillor Branderhorst, Marcia Wallace, CAO and Fire Chief Chad Brown





**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto: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: March 7th, 2024  
To: Council  
From: Jennifer Charkavi  
Re: Ministry of Natural Resources & Forestry – Fire Agreement

---

**Discussion:**

In 2014 the Township entered into an agreement with the Ministry of Natural Resources & Forestry MNRF with respect to the prevention, control and extinguishment of fires within the limits of the Municipality.

The CAO/Clerk and the Fire Chief met Scott Milburn, Fire Management Technician along with a couple of other members of MNRF to review the agreement. Since there is little change in the agreement the Township is extending the agreement for a five (5) year period, to be reviewed again in 2029.

The MNRF are working towards better communications between them and municipalities and used this as an opportunity to go over all that they can offer us in the event of a fire in our municipality.

**Financial Implications:**

**People Consulted:**

Bill McHale, Fire Chief  
Scott Milburn, Fire Management Technician, MNRF

**Recommendation for Council:**

This Municipal Forest Fire Management Agreement (hereinafter referred to as “Agreement”) made in triplicate this 7th day of March, 2024.

BETWEEN:

Her Majesty the Queen in right of Ontario as represented by the Minister of Natural Resources (hereinafter referred to as the “Ministry” or “MNR”)

AND

The Corporation of the Township of Admaston/Bromley  
(hereinafter referred to as the “Municipality”)

WHEREAS the Municipality, being located in a fire region, is responsible to extinguish at its expense Fires (defined below) within its limits pursuant to Section 21(1) of the *Forest Fires Prevention Act*, R.S.O. 1990, c. F-24, and its regulations (hereinafter referred to as “FFPA”), as amended or replaced from time to time; and

WHEREAS the parties wish to enter into this Agreement pursuant to Section 19 of the FFPA with respect to the prevention, control and extinguishment of Fires within the limits of the Municipality and the Unincorporated Territory (defined below), if applicable;

THEREFORE in consideration of the mutual promises and agreements set out below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

## **DEFINITIONS**

1. In this Agreement the following terms have the following meanings:
  - a) “Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment, including without limitation pumpers, tankers and boats, and a Fire response vehicle that carries portable firefighting equipment to suppress Fires;
  - b) “Border Fire” means a Fire that straddles any part of a boundary between the Crown Protection Area and the Municipal Protection Area;

- c) “Comprehensive Protection Charge” and “CPC” mean either the annual rate for each hectare of Patented Land within the Crown Protection Area payable by the Municipality to the Ministry or the annual rate for each hectare of unalienated Crown land owned by the Crown in right of Ontario within the Municipal Protection Area payable by the Ministry to the Municipality (set out in Appendix “A” attached hereto and forming part hereof which will be annually adjusted prior to the start of the Fire Season annually to reflect the annual rate per hectare as set out in Appendix “C”), is charged with respect to land protected by one party for the other party and comprises all costs for prevention, management, and suppression of Fires;
- d) “Consumer Price Index” and “CPI” mean the index published by Statistics Canada for September of one year to August of the next year for the Province of Ontario in the All - Items category as defined by Statistics Canada;
- e) “Crown Protection Area” and “CPA” mean the area(s) within the limits of the Municipality designated in Appendix “B” attached hereto and forming part hereof which the Ministry has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires subject to the terms and conditions of this Agreement;
- f) “Fire” means any type of outdoor fire, including without limitation a campfire, grass, brush or forest fire, a fire in a charcoal barbecue, an outside wood burning furnace or a stove;
- g) “Fire Season” means the period from April 1 to October 31 in each year (as set out in Section 10 of the FFPA);
- h) “Incident” means a report of smoke or Fire to either party which is required to be investigated by the applicable party to determine if a Fire is occurring or an infraction of the FFPA or a municipal bylaw may be occurring;
- i) “Municipal Protection Area” and “MPA” mean the area(s) within the limits of the Municipality designated in Appendix “B” and any area(s) within an area of Unincorporated Territory deemed to be included in the MPA with the written agreement of the parties pursuant to paragraph 4 b) which the Municipality has prime responsibility, as between the parties, for responding to Incidents and suppressing Fires subject to the terms and conditions of this Agreement;
- j) “Officer” means an officer as defined in or those persons deemed to be officers for the purposes of the FFPA;
- k) “Patented Land” means all privately owned land and patented land acquired and owned by the Crown in right of Ontario; and
- l) “Unincorporated Territory” means an area(s) which may be represented by a local services board where Fire protection services may be provided by the adjacent Municipality under the terms within their Municipal agreement. This area will be deemed to be included as part of the MPA area with the written agreement of the parties pursuant to paragraph 4 b).

## **FIRE PREVENTION AND COMPLIANCE**

2. a) The Municipality at its expense shall:
  - i) when implementing a Fire prevention plan for all areas of the Municipality, design a Fire prevention/education program based on the principles of the Ministry's FireSmart program;
  - ii) control open air burning in a coordinated fashion in the Municipality through bylaws or a municipal Fire permit system consistent with the FFPA and applicable Ministry of Environment guidelines, as may be amended or replaced from time to time; and
  - iii) be responsible for the management and enforcement of any municipal Fire permit system enacted by it under authority of a bylaw.
- b) The Ministry at its expense shall be responsible for Fire prevention activities for areas of Unincorporated Territory when included under the terms of this agreement.

## **ANNUAL FIRE SUMMARY**

3. Each party shall provide a written summary of all Fires (Appendix "G") which it actioned under the Agreement during the most recent Fire Season to the other party on or before November 30th of each year that this Agreement is in effect.

## **CHANGES TO CROWN PROTECTION AREA AND MUNICIPAL PROTECTION AREA**

4. a) The CPA and MPA may be amended at any time upon terms satisfactory to both parties from November 1 to March 31 of any year during the Agreement with Appendix "A and B" being revised to reflect such changes agreed upon by the parties. All proposed changes must be implemented before April 1. However, when any of the following occur within the limits of the Municipality, the parties shall review as soon as possible the affected land area to determine which designation (CPA or MPA) applies to the area in question:
  - Annexation of land area;
  - Adjustment of the Municipality's boundaries; or
  - Large areas of recent storm/insect damage.

Implementation of the applicable designation to the area in question shall occur as soon as possible so that Incident response and Fire suppression services are provided.

- b) An area(s) of Unincorporated Territory may be deemed to be included in the MPA with Appendix "A" and Appendix "B" being revised to reflect such changes agreed upon by the parties. In such circumstances, the Municipality shall pass such by-laws as may be required to allow its Fire Department to leave the Municipality to respond to Incidents and to suppress Fires in the Unincorporated Territory.

## **TRAINING REQUIREMENTS**

5. a) The Municipality agrees that the following Ministry Fire training programs will be taught to all staff within the Municipality's Fire Department assigned to Fire operations:
- Municipal Fire Department Forest Fire Training (SP103); and
  - Air Attack Safety Training Module for Municipal Fire Operations.
- b) Following execution of the Agreement by both parties, the Ministry shall provide the Municipality free of charge the instructor training kit for each course listed in paragraph 5 a). The kits are designed to be utilized by local Fire Department training programs. The Ministry will provide technical advice if required to assist Municipality instructors to understand the training material as presented in the kits.
- c) The Municipality shall ensure that all Municipality staff responsible to respond to Incidents and suppress Fires are trained by the programs described in paragraph 5 a) and shall create training records and keep them up to date.

## **INCIDENTAL RESPONSE AND SUPPRESSION ACTIONS**

6. a) In consideration of the applicable CPC to be paid by the Municipality under paragraph 10 a) for a Fire Season, the Ministry at its expense shall respond to Incidents and suppress Fires within the Crown Protection Area. However, where on the request of the Ministry, the Municipality responds to an Incident or suppresses a Fire in the CPA, the Ministry shall pay the Municipality in accordance with paragraph 11 b) for providing such assistance according to the applicable suppression rate(s) and fee(s) set out in Appendix "C" attached to and forming part of this Agreement.
- b) In consideration of the applicable CPC to be paid by the Ministry under paragraph 10 a) for a Fire Season, the Municipality at its expense shall respond to Incidents and suppress Fires within the Municipal Protection Area. However, where on the request of the Municipality, the Ministry responds to an Incident or suppresses a Fire in the MPA, the Municipality shall pay the Ministry in accordance with paragraph 11 b) for providing such assistance according to the applicable suppression rate(s) and fee(s) set out in Appendix "C".

At the request of the Municipality, the Ministry may assist in the investigation of any Fires which are of a contentious nature and undertake prosecutions for contravention of the FPPA.

- c) Regardless of responsibilities set out in paragraphs 6 a) and b) to the contrary, each party following receipt of an Incident within the limits of the Municipality shall immediately notify the other party of the Incident. The party with primary responsibility to do so shall investigate and determine if a Fire is occurring and if so, suppress the Fire and determine if an infraction of the FPPA or a municipal bylaw may be occurring.

- d) The Municipality shall ensure that its Fire resources when responding to an Incident or suppressing a Fire shall monitor the Fire Marshal High Band radio frequency of **154.070** in the event that Ministry aircraft arrive to support the Fire suppression operations.
- e) Regardless of responsibilities set out in paragraphs 6 a) and b) to the contrary, the party which first arrives on the scene of a Fire shall begin suppression of the Fire whether in the CPA or MPA. Compensation according to the applicable suppression rate(s) and fee(s) set out in Appendix “C” associated with such action will not be paid to that party if the other party is responsible for suppressing Fires in the area in question unless and until the latter is notified of the Fire and approves continued action by that party.
- f) The Ministry shall exercise its powers under section 21.(1) of the FFPA and assume control of Fire suppression activities when it is determined in the opinion of an Officer that present suppression activities by the Municipality have the potential to result in one or more of the following conditions:
  - Loss of life;
  - Significant loss of private property; or
  - Significant loss of public property.
- g) Where the Ministry assumes control of Fire suppression activities under paragraph 6 f), the Municipality shall pay the Ministry in accordance with paragraph 11 b) for such activities according to the applicable rate(s) and fee(s) set out in Appendix “C”.
- h) Where the Ministry and Municipality work together to suppress a Fire, both parties will follow the procedures set out in the Inter-Agency Fire Response Operating Guidelines, a copy of which is contained in Appendix “D” attached hereto and forming part hereof, as may be amended or replaced from time to time.

## **BORDER FIRES**

- 7. a) Where the Municipality and the Ministry, separately or together, suppress a Border Fire, each party shall pay its applicable percentage of the total suppression cost incurred by both parties calculated according to the applicable rate(s) and fee(s) set out in Appendix “C” in doing so as follows: for the Municipality, the percentage of area burned that is contained within the MPA and for the Ministry, the percentage of area burned that is contained within the CPA.
- b) Where the amount payable by a party under paragraph 7 a) exceeds the amount payable to that party for suppressing the Border Fire, that party shall pay the other party the excess amount in accordance with paragraph 11 b).

## **DISPUTES**

- 8. In the event a response to a Fire under the Agreement results in a dispute between the parties or where the Ministry assumes control of Fire suppression activities under

paragraph 6 f), either party may request the other party to conduct with it a joint review of the management of the Fire, where the dispute, including cost sharing, may be resolved. The review panel will consist of an equal number of members representing each party.

## **CONCURRENT CALLS**

9. When a party is taking action to suppress a Fire and a higher priority emergency occurs that requires that party to leave the Fire, the parties agree that, unless the Fire is threatening human life, the new emergency takes precedence over the Fire.

Prior to leaving the Fire, the party which first took action to suppress the Fire shall notify and make arrangements for the other party to suppress the Fire and where possible, have one of its staff remain at the scene of the Fire to provide a briefing on the Fire to the other party taking over suppression of the Fire.

## **PAYMENTS**

10. a) The applicable CPC's payable by the parties are set out in Appendix "A" and the CPC rates are outlined in Appendix "C". The Ministry shall provide the Municipality at the time of renewal an updated copy of Appendix "A" indicating the applicable CPC fees for the Agreement term. Where discussions are ongoing to make modifications to the existing MPA or CPA fire management zones, the applicable changes to the CPC fee will be processed once the final MPA/CPA zone modifications are completed.
- b) The Ministry will provide notification to the municipality prior to February 28 each year of the agreement, changes to the CPC rate to be used in Appendix "A" for CPC calculations.
- c) Each party shall pay the other party within thirty (30) days of receipt of an invoice from the other party for the applicable CPC for each hectare of Patented Land within the CPA or each hectare of unalienated Crown land owned by the Crown in right of Ontario within the MPA, as applicable, for the forthcoming Fire Season.
- d) The Fire suppression rates and fees for ground and aerial Fire suppression services payable by the parties for the first year of the initial term of the Agreement are set out in Appendix "C". Such rates and fees payable for each subsequent year that the Agreement exists shall be such rates and fees payable in the previous year increased prior to the start of the Fire Season by the Ministry by the percentage change in the most current CPI (as compared to the previous year's CPI). The Ministry shall provide the Municipality an updated version Appendix "C" to reflect any changes in such rates and fees by March 31 of each year.

Each party shall pay the other party any suppression rates and fees in accordance with paragraph 11 b).

- e) If applicable, the Ministry shall also pay to the Municipality, CPC fees as set out in Appendix "A" for all land, whether private or Crown land, in an Unincorporated Territory

area deemed to be included in the MPA according to the terms of this agreement pursuant to sub paragraph 4 b).

11. a) To qualify for payment according to the applicable rate(s) and fee(s) in Appendix “C” for services provided under the Agreement, a party must provide the other party with a completed Municipal Fire Information and Cost Report (Form 210), a copy of which is attached hereto as Appendix “E” and forms part hereof, within 30 days of the end of the suppression activity on each Fire actioned.
- b) Amounts payable by the Municipality to the Ministry based on applicable rates and fees in Appendix “C” will be offset against amounts payable by the Ministry to the Municipality based on applicable rates and fees in Appendix “C” for each Fire Season. Any balance owing to either party on November 30 of each year that this Agreement is in effect will be an amount due to that party as of that date and shall be payable within thirty (30) days of receipt of an invoice from that party.

## **INDEMNITY**

12. a) The municipality or Crown is responsible for its own insurance and shall carry all the necessary and appropriate insurance that a prudent person in the business of the municipality or crown would maintain, including but not limited to commercial general liability insurance.
- b) The municipality is not covered by the Province of Ontario’s insurance program and no protection will be afforded to the municipality by the Government of Ontario for any claim that may arise out of the Agreement.
- c) The Crown is not covered by the municipalities’ insurance program and no protection will be afforded to the crown by the municipality for any claim that may arise out of the Agreement.
- d) Regardless of any other provisions of this Agreement to the contrary, neither party shall be liable for any consequential, indirect, incidental, special or punitive damages, including without limitation lost revenues, savings or profit, suffered by the other party or any third party with respect to any Claims arising out of or otherwise in connection with the Agreement even if the party in question has been advised of the possibility thereof.
- e) Fire fighters employed by or volunteering for a party are deemed to be employees of that party for the purposes of benefits under the Workplace Safety and Insurance Act whether working on Crown land or private land in the CPA, the MPA or the Unincorporated Territory.
- f) Each party shall be responsible for all damage to or loss of any Apparatus or other equipment which it supplies for use in suppressing Fires under this Agreement. The Fire suppression rates described in Appendix “C” include recovery of costs for normal wear



and tear on Apparatus and such other equipment as well as the cost of repair of periodic breakage or accidental damage.

## **TERM AND TERMINATION; RENEWALS**

13. a) This Agreement shall commence April 1, 2024 and must be reviewed every 5 year(s), unless terminated by either party in accordance with paragraph 13 b).
- b) Each party may terminate the Agreement:
- (i) immediately upon written notice to the other party without liability if the other party commits or permits a breach of any of its obligations under this Agreement and fails to remedy such breach within thirty (30) days of receipt of written notice from the party not in breach demanding such breach be remedied; or
  - (ii) upon thirty (30) days prior written notice without liability for its convenience during the months of October to March prior to the next Fire Season.
- c) An Agreement review must be completed within sixty (60) days prior to April 1 of the review year, using the Agreement Review Checklist, Appendix “F”, unless either party has provided written notice to the other party at least sixty (60) days prior to April 1 or earlier, of the scheduled review year under paragraph 13 a) that it wants to terminate the Agreement.
- d) If there are no changes made to the CPA or MPA areas (except for CPC’s payable and suppression rates as described in section 10). Appendix “F” must be signed by the local Fire Management Supervisor and municipal official and attached to the Agreement document.
- e) At anytime when changes are made to the CPA or MPA areas that affect Fire response requirements and financial obligations to either party, a new Agreement document must be drafted and submitted to the Director of AFFES and Mayor/Reeve for signatures.

## **GENERAL PROVISIONS**

14. a) This Agreement represents the entire agreement between the parties regarding Fire prevention, control and extinguishment and supersedes any prior understanding or agreement, collateral, oral or otherwise, with respect to such subject matter existing between the parties at the date this Agreement comes into effect.

This Agreement consists of the terms and conditions in the main body of this Agreement and its Appendices and any amendments executed in accordance with the terms of this Agreement.

In the event of any conflict or inconsistency between provisions of any of the documents which form part of this Agreement, the provision in the first mentioned document below shall govern:

- (i) any amendment to this Agreement;
  - (ii) terms and conditions in the main body of this Agreement; and
  - (iii) Appendices to this Agreement.
- b) Except as otherwise provided in paragraphs 10 a) and 10 d) with respect to changes to rates and fees, any change to this Agreement shall be by written amendment signed by the parties.
- c) Notwithstanding anything else in this Agreement to the contrary, any express or implied reference to the Ministry providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of Ontario, whether at the time of execution of this Agreement or at any time during the term of this Agreement, shall be void and of no legal effect.
- d) Any failure by a party to insist in one or more instances upon strict performance by the other party of any of the terms or conditions of this Agreement shall not be construed as a waiver by the first party of its right to require strict performance of any such terms or conditions and the obligations of the other party with respect to such performance shall continue in full force and effect.
- e) Neither party shall have any power or authority to bind the other party or to assume or create any obligation or responsibility, express or implied, on the other party's behalf. Neither party shall hold itself out as an agent, partner or employee of the other party.
- f) Nothing in this Agreement shall have the effect of creating an employment, partnership or agency relationship between the parties or constitute an appointment under the *Public Service of Ontario Act, 2006*, S.O. 2006, c.35, as amended or replaced from time to time.
- g) In this Agreement, words in the singular include the plural and vice-versa and words in one gender include all genders. The headings in this Agreement are for convenience of reference only and in no manner modify, interpret or construe this Agreement.

## **SURVIVING PROVISIONS**

15. Paragraphs 10 a), 10 d) (second paragraph only), 11 a), 11 b), 12 a), 12 b), 12 c), 12 d) 12 f), 14 and this paragraph of the Agreement shall survive its termination or expiry and continue to bind the parties.

IN WITNESS WHEREOF this Agreement has been executed by the parties by their duly authorized representatives.

Her Majesty the Queen in right of Ontario as  
represented by the Minister of Natural  
Resources

By:\_\_\_\_\_

Director, Aviation, Forest Fire and  
Emergency Services Branch  
Provincial Services Division  
Name \_\_\_\_\_  
(pursuant to delegated authority)

Date:\_\_\_\_\_

The Corporation of the Township of  
Admaston/Bromley

By:\_\_\_\_\_

Mayor  
Michael Donohue

By:\_\_\_\_\_

CAO/Clerk  
Jennifer Charkavi

# 2024-17 - APPENDIX A - Application of Comprehensive Protection Charges to Land Types

Municipality

Admaston/Bromley

Agreement Review Period

Year: 2019 To 2024

Per Hectare CPC Rate

\$1.53

CPC Year:

2024 CPI Increase 3.60%

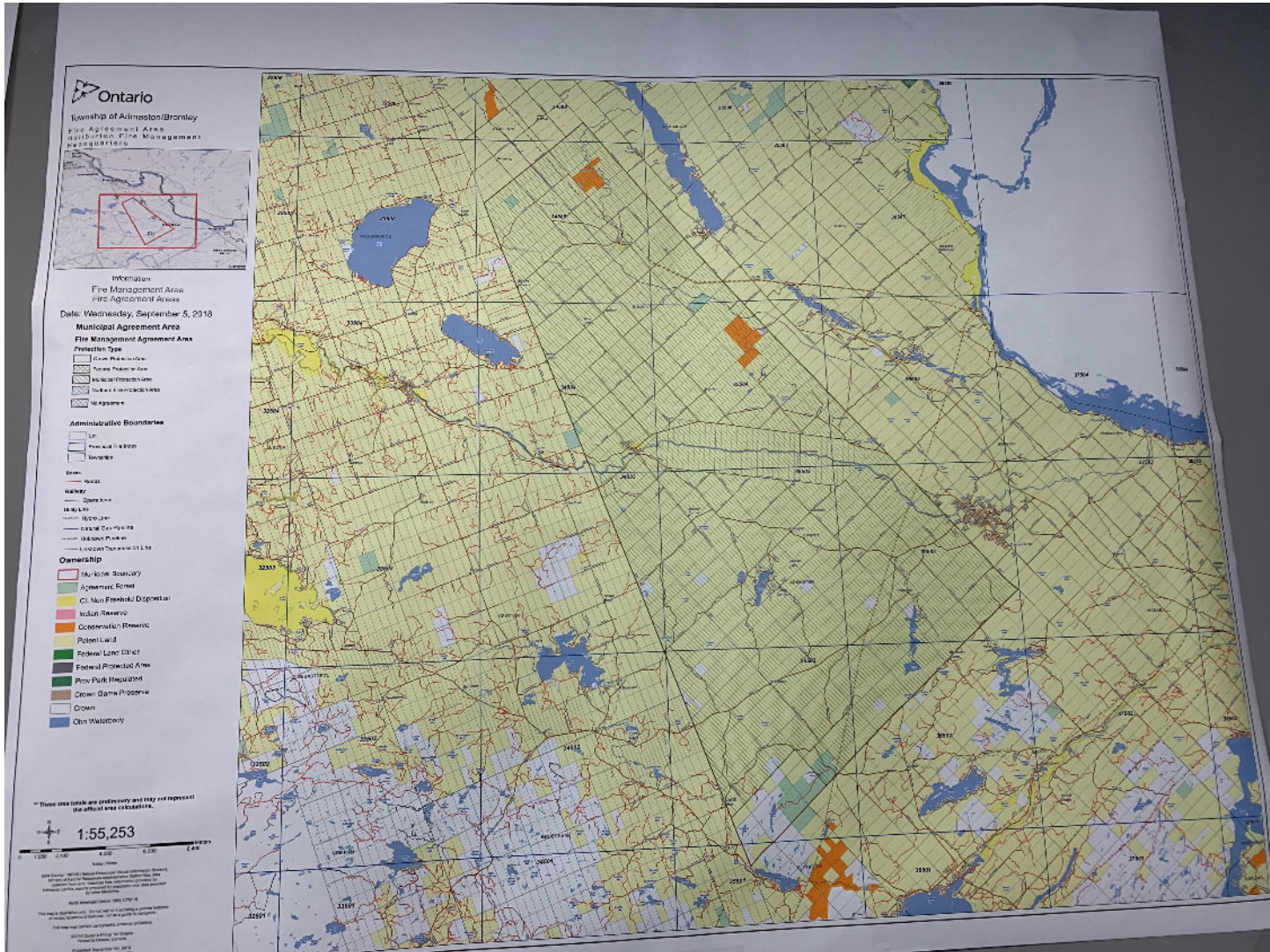
LAND CLASS	TAXATION/REVENUE SITUATION	Municipal Protection Area				Crown Protection Area				Total
Comprehensive			CROWN PAYS			MUNICIPALITY PAYS				Hectares
Protection Charge		Hectares	Rate	Factor	Cost	Hectares	Rate	Factor	Cost	By Type
Unalienated Crown Land	Crown does not pay Municipal Taxes	429	\$1.53	100%	656.37	553	\$1.53		-	982
Provincial Parks/Conservation Reserve	Crown pays grants to Municipalities	499	\$1.53	100%	763.47		\$1.53		-	499
Patented Land (Residential/farm, Farmlands, Multi-Residential, Commercial, Industrial) ----- Federal Lands	Municipal Taxpayers based on Assessment; Patented Crown Land where Crown gives grants in lieu of taxes ----- Federal Gov't pays Grants in lieu of taxes to Municipality	49,871	\$1.53		-	696	\$1.53	100%	1,064.88	50,567
Private Land ( Managed Forests )	Municipal Taxpayers Tax Rate restricted because of public interest in this land		\$1.53		-		\$1.53	50%	-	0
Patent Mining Lands ( Crown has Full Timber Rights ) <u>Patented after March 26, 1918</u>	Unit Class of M L (Mining lands) with a Tax Rate of C. ( Commercial) ----- Owner pays some taxes to municipality but has no interest above ground		\$1.53	100%	-		\$1.53		-	0
Federal Lands and Indian Reserves	Federal Government pays Ontario for Fire Protection under INAC or other agreement		\$1.53	100%	-		\$1.53		-	0
Conservation Lands (Lands Assessed by Conservation Lands)	C.A. no pays taxes to Municipality (M.N.R.F. gives Grant for significant conservation Lands)		\$1.53		-		\$1.53		-	0
Unorganized Territory	Crown Land and Private Land where taxpayer pays Public Land Tax to Province		\$1.53	100%	-		\$1.53		-	0
TOTALS		50,799			1,419.84	1,249			\$ 1,064.88	52,048

NOT AN INVOICE

Crown Owes the Municipality	\$354.96	Municipality Owes the Crown	\$0.00
-----------------------------	----------	-----------------------------	--------

CPC payment invoices must be sent in after April 1 of the current fire year

## By-Law 2024-17 - APPENDIX "B" - Fire Agreement Area



Appendix C

Municipal Fire Agreement Rates to / from Municipalities  
Valid for 2024

	Assistance Under Agreement
<p><b>Comprehensive Protection Charges (CPC)</b></p> <p>The new CPC rate system started April 1, 2013</p> <p>CPI rates are capped to a maximum increase of 4%</p> <p><b>CPC Invoices must be sent in <u>after April 1</u> for the current fire year</b></p>	<p>CPC rates adjustments are applied April 1 of each year.</p> <p>CPC rates increase Sept 2022 – Sept 2023 = 3.6%</p> <p>2024 CPC fee = 1.53</p>
<p><b>Ground Suppression Services</b></p> <p>Personnel Units Apparatus Units</p> <p>Personnel and Apparatus Units are annually adjusted by the Consumer Price Index for Ontario (All Products) from the period of September to September. Rates will be updated by Feb. 28 each year.</p>	<ul style="list-style-type: none"> <li>• Flat Rate/False Alarm</li> <li>• \$913.24 per fire or</li> <li>• \$267.15 per half hour (30 min) for each unit;</li> <li>• Personnel Unit = max. 8 staff plus suppression gear</li> <li>• Apparatus Unit = Fire service vehicle with <u>maximum</u> 1 Fire Crew (4-6 people), includes suppression gear. Must assign staff to vehicle first before forming personnel units.</li> </ul> <p><b><u>Personnel must be affixed to an Apparatus Unit</u></b> prior to forming personnel units.</p> <p><u>NO</u> charges for helicopter if only used to deliver, pickup or service crews. Helicopter is not an apparatus.</p> <p>Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment (includes pumpers, tankers, boats, Fire response vehicles that are designed to carry portable/firefighting equipment).</p>

<p><b>Air tankers and Birddog</b></p> <p>CL215/415 and Twin Otters</p> <p>Air tanker fees are set annually by the MNRF.</p> <p>Air tanker support charges are only for time over the fire.</p>	<p><b>2024 Rates</b></p> <p>CL415 Dispatch Fee = \$2,781.24 Hourly rate = \$5,562.48</p> <p>Twin Otter Dispatch Fee = \$1,212.28 Hourly rate = \$2,424.57</p> <p>Birddog Hourly rate = \$2,521.40</p>								
<p><b>Helicopter</b></p> <p>Helicopter rates are set annually by the MNRF Aviation Services.</p> <p>No charge if used just to transport MNRF crews to fire</p> <p>Municipalities that rent aircraft for fire operations must submit rental invoices</p>	<p><b>2024 Helicopters Rates</b></p> <table border="0"> <tr> <td>Light</td><td>\$As per invoice</td></tr> <tr> <td>Intermediate</td><td>\$2,044.75 per hour,</td></tr> <tr> <td>Medium</td><td>\$2,672.61 per hour,</td></tr> <tr> <td>Heavy (calculated at time of hire)</td><td>(flying calculated as "time over fire" only)</td></tr> </table> <p>Aircraft rental fees by the Municipality must be supported by the aircraft invoice.</p>	Light	\$As per invoice	Intermediate	\$2,044.75 per hour,	Medium	\$2,672.61 per hour,	Heavy (calculated at time of hire)	(flying calculated as "time over fire" only)
Light	\$As per invoice								
Intermediate	\$2,044.75 per hour,								
Medium	\$2,672.61 per hour,								
Heavy (calculated at time of hire)	(flying calculated as "time over fire" only)								
<p><b>Section C: Other Expenses</b> Approved in the Suppression Plan</p> <p>All costs must be supported by actual invoices, or fire cost forms by either agency</p> <p>Other Agencies Form 210 Total can be included here on joint operations.</p>	<p>As per approved response plan for a specific fire; the following expenses can be considered;</p> <ul style="list-style-type: none"> <li>• Heavy equipment</li> <li>• Base camp operations and infrastructure support, accommodations</li> <li>• Incident Command Trailers</li> <li>• Support equipment; boats, ATV's, trailers that fall outside normal fire apparatus</li> </ul> <p>Form 210 Part 2</p>								



# ***INTER-AGENCY FIRE RESPONSE OPERATING GUIDELINES***



## FORWARD

This directive will be applied when the Ministry of Natural Resources and Forestry (MNRF) fire fighters or aircraft and fire departments both respond to the same forest fire. The purpose of this directive is to ensure safe and effective cooperation between fire response agencies.

## DEFINITIONS

**Incident Commander:** the person in charge at the scene of the incident. This person is assigned by the agency responsible for the fire.

**Agency Representative:** the lead person for MNRF (i.e., Fire Ranger Crew Leader, Fire Operations Technician, Fire Management Technician, Fire Operations Supervisor) and the lead person for the Fire Department (usually the Fire Chief, Deputy Fire Chief or Fire Officer). One of the Agency Representatives is usually the Incident Commander responsible for the fire and the other is the lead representative for the agency supporting the fire response.

## RESPONSIBILITY FOR FIRES

### Municipalities:

Inside the fire region where no municipal agreement with the MNRF is in place, municipalities are responsible at their expense to extinguish grass, brush or forest fires within their municipal boundaries under Section 21 (1) of the Forest Fires Prevention Act (FFPA).

- Where a fire starts on Crown land within a municipal jurisdiction, the MNRF will reimburse the municipality for its suppression costs.

When a municipality has a municipal fire agreement with the MNRF, the response areas will be broken down into Municipal Protection Areas (MPA) and a Crown Protection Areas (CPA).

- Municipal Fire Departments are responsible for fires within the MPA
- MNRF is responsible for fires within the CPA

### Unincorporated Territories:

Fire suppression services for wildland fires in Unincorporated Territories located within the Fire Region is the responsibility of the MNRF. The MNRF may enter into fire suppression agreements with Fire Departments located within these areas. Areas of response are identified on the agreement map where the local Fire Department will provide a first response to wildland fires within these communities.

Fires that occur within the Fire Department area of response may be turned over to the MNRF at any time.

### **First Nations Communities:**

The MNRF is contracted by Indigenous Affaires and Northern Development under the DIAND agreement to provide fire suppression services on First Nation Lands located in the Fire Region of Ontario.

When a community has a fire department service and wishes to enter into a fire suppression agreement with the MNRF Community Protection Zones (CPZ) are established. The community agrees to provide a first response to any wildland fires that occur within the CPZ. The community can request any time that the MNRF take over or assist with wildland fire suppression operations as required for fires that occur within the CPZ.

### **Terms for Turnover to MNRF:**

Fire departments, while still responsible for extinguishing fires within their agreement areas, may turn over the suppression of a fire to the MNRF, or other suppression organization, under the following circumstances:

1. The Fire Department determines the fire has grown in size and/or complexity beyond their capabilities;
2. A structural fire situation or higher community emergency has developed that requires all the community resources;
3. Under rare circumstances where the MNRF determines that the actions taken by a Fire Department are inadequate, the MNRF may exercise its powers under Section 21 (1) of the FFPA, and assume suppression operations of the fire until such a time that fire suppression operations may be returned to the community.

Within the fire suppression agreement the terms and conditions identify costing processes when one agency supports the other in fire suppression efforts.

### **AUTHORITY OVER RESOURCES**

- A Fire Department will continue to direct its resources and retain all authority for the co-ordination of police, ambulance and other agency involvement;
- MNRF will retain authority for air attack and all MNRF personnel;
- Where heavy equipment is required in a municipality, the municipality will use its authority to procure and direct it during a joint fire response.
- Where heavy equipment is required in Unincorporated Territories or First Nation Communities, the MNRF will be responsible for their operation.

## **INITIAL ARRIVAL AT A FIRE**

Irrespective of responsibility, the first organization arriving at a fire scene will commence fire suppression and is in charge of the fire until the appropriate lead agency arrives and assumes the command function. When an MNRF Agency Representative arrives at a fire that appears to be the responsibility of a Community:

1. The MNRF Agency Representative will immediately seek out the person in charge on behalf of the Fire Department (usually the Fire Chief or Deputy Fire Chief). If the MNRF is first to the fire site, the MNRF Agency Representative will focus on suppression operations until a Fire Department official arrives.
2. The MNRF official will identify himself/herself as the Agency Representative for the MNRF and will ask if the Fire Department requires continued assistance from the MNRF.
3. If the Agency Representative says they do not require MNRF assistance, the MNRF Agency Representative will document the conversation (including the name of the Agency Representative who has authorized this), and contact the Sector Response Officer (SRO). If the SRO and MNRF Agency Representative agree that the Fire Department can control the fire, MNRF resources can return to base. If the MNRF Agency Representative, through personal observation of the fire, fire behaviour, and values at risk, believes that the situation is beyond the capability of the Fire Department resources at the scene, he/she will discuss further support with the SRO.
4. If the Fire Department Agency Representative says that they require MNRF assistance, the MNRF Agency Representative will document the conversation (including the name of the representative who has authorized this) and update the SRO.
5. The MNRF Agency Representative will update the local SRO with all information discussed in the field. The SRO will document this information in the SRO log book as a permanent record.
6. To avoid confusion, the MNRF Agency Representative will document the location of the fire using a GPS device. This is very important if the fire is located near protection zone boundaries identified within the agreement.

All communication with the Fire Department Agency Representative will be through the MNRF Agency Representative. The SRO will be contacted immediately if there is uncertainty about the responsibility for the fire, the status of the fire, or whether there are agreements in place.

## **INCIDENT COMMAND**

The representative of the agency responsible for the fire will be the Incident Commander unless the other Agency takes responsibility for the fire, as described above. Each agency will retain authority over its own resources, as described above.

Agency Representatives for both the MNRF and Fire Departments will wear

a vest or other visible and clear identification indicating that they are in charge on behalf of their agency.

The style of joint operations will be at one of two levels, depending on fire conditions:

**Table 1: Factors used to determine Level of Operation**

	<b>Level 1 Operations</b>	<b>Level 2 Operations</b>
<b>Fire Behaviour Fire Complexity Risk to Values</b>	Fire Intensity Class 1 or 2 1 to 2 crews Low to Moderate	Fire Intensity Class 3 or higher 3 or more crews High to Extreme
<b>MNRF resource commitment</b>	1 or 2 crews Air Attack uncommon	3 or more crews Air Attack common
<b>Incident Commander</b>	MNRF Incident Commander level IV or V Fire Captain or Lieutenant	MNRF Incident Commander level I, II or III Fire Chief or Deputy Chief
<b>Operations</b>	Agency Reps meet, discuss situation, and agree on suppression plan. Both agencies' reps will work with their respective resources and can work apart from one another.	Set up a Command Post. Agency Reps remain together to ensure communication between Agencies and to coordinate suppression actions.
<b>Communication</b>	Contact between Agency Reps as required. MNRF Rep should provide MNRF radio to Fire Department Rep. If no radio, Agency Reps will meet at regular times to discuss operations and adjust suppression operations.	Agency Reps remain together and communicate to fire fighters using respective communication systems. MNRF will provide MNRF radio to Agency Rep to maintain communication link if Reps must be apart for a period of time.

***Every effort should be made to provide radio contact between Agency Representatives. All MNRF Radios will be retrieved when the MNRF operation leaves.***

## **AIR OPERATIONS**

Water bombing in conjunction with ground attack can present a hazard to ground crews. This hazard can be minimized with diligent air/ground co-ordination.

When a community hires aircraft for fire suppression operations, and MNRF water bombers are working on the fire, the MNRF Air Attack Officer will control airspace and all aircraft activities. Only aircraft with direct radio communication with the Air Attack Officer can operate on the fire. Where the community has hired aircraft that are under the direction of a Community Incident Commander and no MNRF aircraft are involved in fire suppression, the MNRF Agency Representative should work closely with the Incident Commander to maximize the efficiency and safety of any aircraft operations on the fire.

## **AIR ATTACK**

If an MNRF Agency Representative is on the ground, air attack will communicate directly with the MNRF Agency Representative using the assigned MNRF radio frequency. This would include identifying any aircraft hired by the community.

If air attack arrives before MNRF personnel are on site, air attack will make contact with the Community Incident Commander prior to commencing bombing operations. All initial air-to-ground communications with the Community Incident Commander will be done on the VHF/FM frequency 154.070 MHZ (Provincial Office of the Fire Marshal frequency).

When the MNRF is not at a fire, requests for air attack may be made by a Community Incident Commander directly to the appropriate MNRF Sector Response Officer (SRO). This request is then relayed by the SRO to the MNRF Regional Duty Officer. If air attack is approved, the SRO will then notify the Community Incident Commander and advise them to immediately monitor 154.070 MHZ at the fire. The SRO will also advise the Community Incident Commander of the type, number of aircraft, the Bird Dog number and the Air Attack Officer's name, being dispatched to the incident along with an estimated time of arrival.

### **Lone Wolf Operations**

Because of the general complexity of interagency fire responses, every effort will be made to have an Air Attack Officer on-site. When this is not possible, lone wolf operations (where the bombing operation is not under the control of an Air Attack Officer) will be permitted when air/ground communications can be established between the pilot and the Incident Commander or MNRF Agency Representative. Bombing operations can only occur once the pilot is assured that it is safe to do so. As Community Incident Commanders may be unfamiliar with air attack and fire fighters may be less visible than Fire Rangers, extreme caution must be used on lone wolf operations. Guidelines for these operations are included in the MNRF Air Attack Manual.

**Table 2: General direction for air attack operations on interagency fires**

The Air Attack Officer (AAO) and agency representatives share the responsibility for the safety of ground crews.

The AAO is responsible for determining the presence of ground crews before commencing air attack.

The AAO must be aware of each ground crew's exact location.

The drop zone includes a safety area of 120 by 350 meters around the target that must be clear of all personnel.

Air/ground communications must be maintained between the birddog aircraft or AAO and the ground crew(s). Unless otherwise directed, this communication link will be through the MNRF Agency Representative, if present, or the Community Incident Commander.

Birddog aircraft, CL-415's and Twin Otters are equipped with high band (VHF/FM) radios. High band radios are required for air/ground communications (154.070 MHZ) with the Community Incident Commander when MNRF ground personnel are not at the fire.

All Out of Province (OOP) water bombers are accompanied by a birddog aircraft. During their operational briefing, OOP birddogs are advised of the importance of Interagency Operating Procedures and the OFM radio frequency.

Air attack will be discontinued if the safety of ground crews might be jeopardized.

Any near miss, or direct hit of ground personnel by a drop, is an "incident" and must be reported immediately to the MNRF Agency Representative who will take prompt, corrective, action; as well as informing the local SRO. The local SRO will inform the Regional Duty Officer. An Incident Report must be completed.

## **TRAINING**

SP-103 "Municipal Fire Department Forest Fire Training" is recommended for community fire fighters that engage in fighting grass, brush, or forest fires.

SP-230 "Wildland Fire Strategies and Tactics Workshop for Municipalities" provides training suitable for Municipal Incident Commanders.

**Fire Information Report for Municipalities 2024**  
**(This section completed by Municipality only)**

Issued to	<input type="text"/>	Date:	<input type="text"/>
			yyyy-mm-dd
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>		
Fire Numbers:	Municipal #	<input type="text"/>	MNR # <input type="text"/>
Fire Reported to Municipality	Date:	<input type="text"/>	Time: <input type="text"/>
		yyyy-mm-dd	hh:mm
Fire Reported to MNR	Date:	<input type="text"/>	Time: <input type="text"/>
		yyyy-mm-dd	hh:mm
Zone <input type="text"/>	Basemap	<input type="text"/>	Block <input type="text"/> or
Lot <input type="text"/>	Concession <input type="text"/>	Surveyed Township	<input type="text"/>
Initial Response Group	<input type="text"/>	Fire Cause	<input type="text"/>
Assistance Requested by	<input type="text"/>	To	<input type="text"/>
Fuel Type	<input type="text"/>	MPA/CPA/Border Fire	<input type="text"/>
Hectares Burned	Crown land	<input type="text"/>	Private land <input type="text"/>
Source of ignition	<input type="text"/>	Responsible Group	<input type="text"/>
Fire Start:	Date:	<input type="text"/>	Time: <input type="text"/>
		yyyy-mm-dd	hh:mm
Initial Fire Size (ha):	<input type="text"/>	Final Fire Size (ha):	<input type="text"/>
Fire Out:	Date:	<input type="text"/>	Time: <input type="text"/>
		yyyy-mm-dd	hh:mm
Incident Commander	<input type="text"/>	Phone Number	<input type="text"/>

**Municipal Fire Information Description Codes Page 4**

## Municipal Fire Agreement Cost Report Form 210

## Part I

Fire Number (MNRF/Municipal):	<input type="text"/>	Start Date	<input type="text"/>	Out Date	<input type="text"/>
			yyyy-mm-dd		yyyy-mm-dd
Fire Cause	<input type="text"/>	Municipality	<input type="text"/>		
Zn-Basemap-Block	<input type="text"/>	MPA/CPA or	<input type="text"/>	Final Size	<input type="text"/>
or lot and conc		Border Fire		(ha)	
<u>Enter Ha only if Border Fire</u>	CPA (Ha)	<input type="text"/>		MPA (Ha)	<input type="text"/>
Assistance Requested by	<input type="text"/>	To	<input type="text"/>		

**A. Personnel / Apparatus**

(i.) Flat Rate for Response/False Alarm	\$913.24	<input type="text"/>	<input type="text"/>
(min. amount paid out for a response)			
(ii.) Half hour per number of apparatus	<input type="text"/>	<input type="text"/>	x \$267.15 = <input type="text"/>
input max. number of units on fire at one time	# apparatus units	total # half hours for all units	
Half hour on fire per units of 8 or less people	<input type="text"/>	<input type="text"/>	x \$267.15 = <input type="text"/>
input max. number of units on fire at one time	# personnel units	total # half hours for all units	
People must be assigned to apparatus prior to forming personnel units (4staff/apparatus)			
Sub-total must be >\$913.24		Sub-total	<input type="text"/>
Reimbursement claimed (greater of i or ii)		Total	<input type="text"/>

**B. Aircraft**

Air fees only for time over fire. No helitak fee for delivery, pick up or servicing of fire crews

CL215 / 415	Dispatch Fee	\$2,781.24	x # of Aircraft	<input type="text"/>	=	<input type="text"/>
	Flying Rate	\$5,562.48	x Total Hours	<input type="text"/>	=	<input type="text"/>
Twin Otter	Dispatch Fee	\$1,212.28	x # of Aircraft	<input type="text"/>	=	<input type="text"/>
	Flying Rate	\$2,424.57	x Total Hours	<input type="text"/>	=	<input type="text"/>
Birdog	Flying Rate	\$2,521.40	x Total Hours	<input type="text"/>	=	<input type="text"/>
Helicopters	# of Light	<input type="text"/>	<input type="text"/>	x Total Hours	<input type="text"/>	= <input type="text"/>
		ACIMS				
	# of Intermediate	<input type="text"/>	\$2,045.66	x Total Hours	<input type="text"/>	= <input type="text"/>
	# of Medium	<input type="text"/>	\$2,672.61	x Total Hours	<input type="text"/>	= <input type="text"/>
	# of Heavy	<input type="text"/>	<input type="text"/>	x Total Hours	<input type="text"/>	= <input type="text"/>
		ACIMS				
Total Aircraft Costs						<input type="text"/>

See Appendix C in municipal agreement documents for detailed aircraft information or Refer to Guidelines for Fire Information and Costing in Municipalities

**C. Other Expenditures Approved in Suppression Plan (Appendix C descriptions)  
(Attach description of expenses and invoices)**

Total Other Expenditures	<input type="text"/>
Municipalities process invoice using total of A,B and C	Grand Total (A+ B + C)
(For joint Fire Operations Enter MNRF + Municipal Costs	<input type="text"/>
<b>Non-border fire only)</b>	MNRF Municipal



**Part II MNRF Only****Municipal Fire Agreement Cost Report Form 210****Border Fires (areas between MPA/CPA) must be completed electronically by MNRF**

Border fire costs are calculated automatically if CPA/MPA ha are entered in Part I  
 MNRF/Municipal fire cost data must be input using Agency's Grand Total (A+B+C) Costs Part 1.

MNRF USE ONLY					
Municipal Agreement Fire Information and Cost Report Form 210					Part II
Calculation of Border Fire Costs					
Agency Responsible	Hectares Burned	% of Area Burned	Agency's Total Costs	Costs Agency Responsible For	Agency to be billed for
Ministry C.P.A.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Municipality M.P.A.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTALS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
				Amount Re-imbursed to Municipality	<input type="text"/>
				Amount to be Invoiced to Municipality	<input type="text"/>

**Part III MNRF Only****Municipal Fire Agreement Cost Report Form 210****Contents of Form**

Prepared by:	(Print)	(Sign)	(Date)
Certified True and Correct by:	(Print)	(Sign)	(Date)

**Recommendations Re: Collection Costs**

Ministry to Assume Total Cost	<input type="checkbox"/>	
Rationale attached when required	<input type="checkbox"/>	
Issue Invoice to Responsible Party	<input type="checkbox"/>	To: <input type="text"/>
Include Address in Comments Section	<input type="checkbox"/>	
Refer to Court	<input type="checkbox"/>	

**Municipal Costing Options** (Processed at the end of fire season using end of year reconciliation process)

No re-imbursment or invoicing required	<input type="checkbox"/>	
Municipality Owed	<input type="checkbox"/>	Amount: <input type="text"/>
Ministry Owed	<input type="checkbox"/>	Amount: <input type="text"/>

**Signature Block**

Recommended by:	(Print)	(Sign)	(Date)
Reviewed by: (Prov. Coordinator, Prevention and Prescribed Burning)	(Print)	(Sign)	(Date)
Approver:	(Print)	(Sign)	(Date)

**Comments**

--



**Municipal Fire Information Descriptions****Fire Cause - use the following:**

<b>LTG</b>	Lightning	<b>REC</b>	Recreation
<b>RES</b>	Resident	<b>MIS</b>	Miscellaneous
<b>RWY</b>	Railway	<b>IDF</b>	Industrial Forest
<b>IDO</b>	Industrial Other	<b>INC</b>	Incendiary
<b>UNK</b>	Unknown		

**Fuel Type at Point of Attack - use the following**

<b>GRA</b>	Grass	<b>SLA</b>	Slash
<b>SHW</b>	Shrubs, Hardwood Bush	<b>CON</b>	Conifer
<b>IKC</b>	Insect Killed Conifer	<b>MIX</b>	Mixed Wood
<b>HWD</b>	Hardwood	<b>BLO</b>	Blowdown
<b>PLA</b>	Plantation	<b>OTH</b>	Other

**Source of Ignition - use the following**

<b>LTG</b>	Lightning	<b>SMM</b>	Smoking Materials
<b>CAM</b>	Campfire	<b>GRA</b>	Grass Burn
<b>INC</b>	Incinerator	<b>RUB</b>	Rubbish Burning
<b>MAT</b>	Matches	<b>BRU</b>	Brush Burn
<b>GAR</b>	Garbage Dump Burn	<b>STR</b>	Structural Fires
<b>LOC</b>	Locomotive	<b>SFC</b>	Sparks from Chimney
<b>POW</b>	Power Line Short	<b>SAW</b>	Powersaw
<b>FIR</b>	Fireworks	<b>OME</b>	Operating Mechanical Equipment
<b>VEH</b>	Vehicle Exhaust System	<b>SPA</b>	Spark from Burner
<b>EQU</b>	Equipment Fires	<b>DLC</b>	Dumped Live Coals or Ashes
<b>MIS</b>	Miscellaneous	<b>UNK</b>	Unknown
<b>SPB</b>	Slash Pile Burning		

**Responsible Group - use the following**

<b>LTG</b>	Lightning	<b>CAM</b>	Camper
<b>HUN</b>	Hunter	<b>CAN</b>	Canoeist
<b>HIK</b>	Hiker	<b>BER</b>	Berry Picker
<b>CHI</b>	Children	<b>RER</b>	Res Rural
<b>REU</b>	Resident Urban	<b>COT</b>	Private Cottager
<b>TRA</b>	Trapper	<b>CAR</b>	Car Passenger
<b>MIE</b>	Mining Industry Employee	<b>CRO</b>	Commercial Resort Owner
<b>POE</b>	Power Industry Employee	<b>PRO</b>	Prospector
<b>ANG</b>	Angler	<b>RTC</b>	RR Train Crew
<b>MIS</b>	Miscellaneous	<b>UNK</b>	Unknown

**Appendix F**  
**Agreement Review Checklist**  
**(To be completed by MNRF)**

**Name of Community** Township of Admaston / Bromley

**Fire Management Area:** Haliburton

**Date Reviewed:** February 13, 2024

**MNRF Person Completing Review:** Seth M. Iburn

**Note:** \*\* Next to a question indicates that a 'Yes' answer is required to ensure compliance with the Agreement standards. If the answer is 'No' please contact your Regional Fire Advisor.

Does the community prefer to proceed with the paper hard copy signature process, or would they prefer to proceed with electronic signatures?

☐ Electronic Signatures

☒ Hard Copy Signatures

**1. Community Evaluation:**

**Infrastructure Development:**

Has any new infrastructure been developed that extends into a CPA zone?

No

Has there been any new cottage subdivision areas developed?

No

potentially a small expansion may happen on Reid's Lake in the future

**Road Network Expansion:**

Have any new roads been constructed allowing access for community resources into CPA area?

No

**CPA/MPA:**

Will there be changes to the current agreement CPA/MPA land classifications (Appendix A)? If yes, provide an explanation for the changes.  
(Note: If there are changes, a new agreement is required)

No

**\*\*Has there been a general review of all CPA/MPA zones?** Yes

**Is there an opportunity to reduce the amount of land managed by the MNRF?** No

**After reviewing municipal fire activity, are there areas where municipal resources are frequently responding to fires in a CPA zone that should be considered to be included in an MPA management zone?** No

## **2. Risk Analysis:**

### **Forest Fuels:**

**Has any storm or insect damage occurred within an MPA/CPA area that should be reviewed to determine if a boundary change is required?** No  
limited storm damage along the southern municipal boundary, not affecting agreement

**Has a storm or insect damaged area hazard been mitigated that can now be re-established as an MPA/CPA area?** No

**Through the FireSmart program is there an area of CPA that can now be established as an MPA area?** No

## **3. Fire Suppression Resources:**

### **Staffing:**

**Have there been any changes to the staffing levels of the community fire agency that may affect changes to the existing MPA/CPA zones** No

### **Operations:**

**During the peak burning period can the community fire agency provide a timely and adequate fire response in all areas of the MPA?** Yes

**Equipment:**

Have there been any wildland fire equipment upgrades since the last assessment that will enable the community to modify existing MPA/CPA zones

have acquired a bit more hose and one more Wajax pump

No

**Training Program:**

**\*\*Does the fire department train with the SP103, Air attack module package?**

Yes

Has the fire department received SP230 training?

No

**Resource locations:**

Has the community expanded their area of coverage, by building additional fire equipment locations that will allow fires responses into a CPA area now?

No

**Municipal Assistance:**

Is there an opportunity for the community to enter into an agreement with adjacent municipalities to provide protection services in a CPA/MPA area?

existing agreements with Whitewater Region and North Algoma Wilberforce municipalitites

N/A

**Fire Department Radio System:**

**\*\*Does the fire department radio system allow for the fire staff to use the Fire Marshal frequency 154.070 to communicate with our Air Tankers?**

Yes

#### **4. Fire Education/Prevention:**

##### **FireSmart:**

Does the community have an existing wildland fire prevention or mitigation plan? If yes indicate plan type in comments.

No

Does the community have a Community Wildland fire Protection Plan?

Yes

##### **Enforcement:**

**\*\***Has the community implemented controls through by-laws or a fire permit system to regulate burning that is consistent with the Forest Fires Prevention Act?  
(If no, how is open air burning being regulated?)

Yes

burn permits and burning restrictions within the Fire Season

Has the community considered regulating spring burning to reduce human caused fires by banning residential burning until green up?

Yes

specific restrictions on what can be burned vs. chipped or disposed of

**\*\***Does the community have the ability to manage and enforce the fire permit system and/or open air burning by-law? (If not, how are they enforced?)

Yes

##### **Media:**

Has the community developed a media program to promote wildland fire prevention and/or mitigation initiatives? E.g., advertising during high to extreme hazard.

Yes

newspaper advertisements

Has the community developed their own wildland fire prevention signs or handout items to address common ignition causes?

N/A

have Fire Ban (on / off) signs

Does the community conduct school wildland fire prevention and/or mitigation programs?

Select

No

**ONLY Sign if current agreement is to be extended.** If there is a new agreement, then there is no requirement to sign this document.

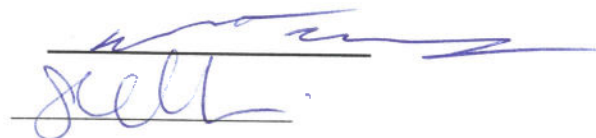
**As per the conditions listed within the current municipal fire suppression agreement under TERM AND TERMINATION; RENEWALS;**

This Agreement has been reviewed will continue to be in effect from April 1, 20 24 and must be reviewed every 5 year(s), unless terminated by either party in accordance with conditions listed in section 13.

**Official Signatures:**

**Fire Management Supervisor:**

**Municipal Representative:**



**Where hard copy signatures are used:** The agreement review checklist should be made in duplicate and one copy given to the local municipality to be attached to their current agreement file. The other copy is to be mailed to the Regional Fire Advisor. The Regional Fire Advisor will forward the signed checklist to Sault Ste. Marie to be attached to the Director's copy of the legal agreement. Once signed all scanned records will be available digitally.

**Where electronic signatures are used:** All scanned records will be available digitally. The agreement review checklist once signed must be sent to the local municipality to be attached to their current agreement file. It must then also be sent via email to the Regional Fire Advisor. The Regional Fire Advisor will forward the signed checklist to Sault Ste. Marie for filing and record keeping. Once signed all scanned records will be available digitally.



## Fire Department Assessment Sheet - 2024

Name of Municipality: Township of Admaston / Bromley

Date Completed: February 13, 2024

Completed By: FC Bill McHale

Fire Department Information:	Fire Stn 1 (Insert Stn I.D.)	Fire Stn 2 (Insert Stn I.D.)	Fire Stn 3 (Insert Stn I.D.)
Station Name:	Douglas		
Wildland Fire Calls: 2023	0		
10 Year Average Wildland Fire Calls:	5		
<b>Personnel:</b>			
Municipal Fire Chief	1		
Deputy Fire Chiefs	1		
Training Officer			
Captains	7		
Lieutenants			
Fire Fighters	17		
Other:			
<b>Wildland Fire Training:</b>	SP103: yes	SP103:	SP103:
	Air Attack: yes	Air Attack:	Air Attack:
	SP230: no	SP230:	SP230:
<b>Personnel Availability</b>			
Weekdays 11 to 18:00 hrs	10		
Weekend Availability	15		
Overnight Availability	20		
Dispatch Time to Respond to Wildland fire Call (Estimate)	15 minutes		
Fire Hall Monitor MNRF Indices:	Receive Daily Wildfire Hazard Reports		
<b>Apparatus</b>			
Specialized Fire Vehicle			
Engines/Pumpers	Pumper 3000 l. P/T 9400 l. P/T 5300 l.	Insert Type	Insert Type
Water Tenders/Tankers		Types and Gallons	Types and Gallons
Off Road 4x4, or light transport vehicle	Equipment truck		
ATV			
Fire Boat			
Trailers, IC Command Post			
Other:			
<b>Fire Line Equipment</b>			
Forestry Hose – (feet)	4000'		
Portable Fire Pumps	5		
Port-a-Tank	2500 & 1200		
Shovels	12		
Pulaski	-		
Rakes	6		
Backpack Water Can	10		
Chainsaws	3		
Heavy Equipment Rental Available	yes		
Other:			

## Annual Fire Summary

**Admaston / Bromley  
Municipal Fire Summary**[illegible]

# County Council Summary

**January 31, 2024**

Below you will find highlights of the County of Renfrew County Council meeting from January 31, 2024

Please note that this summary does not constitute the official record of the meeting and approved minutes should be consulted for that purpose.

The full [County Council package](#) can be found on our website.

[January meeting](#) YouTube link.

---

## Warden's Address

### Key highlights

- Warden Emon thanked Councillors and staff who attended the ROMA conference and advocated for the County of Renfrew, whether through important topics in their municipality or for the general betterment of all residents in the County.

During the months of December 2023 and January 2024, Warden Peter Emon attended 36 meetings on County business.

- On December 1, 2023, he joined Councillor Jennifer Murphy and Development and Property Committee Chair James Brose at a press conference in Eganville for a funding announcement by the Honourable Graydon Smith, Minister of Natural Resources and Forestry, along with John Yakabuski, MPP for Renfrew-Nipissing-Pembroke, to recognize two local forestry companies in Renfrew County:
  - Lavern Heideman & Sons, in partnership with Harvest Bioindustrial Group from Burlington, will receive \$120,000 to study and increase the use of underutilized hardwoods to produce biochemicals and other products.
  - Roseburg Forest Products Inc. will receive \$100,000 to improve supply chain resiliency, support forest sector diversification and reduce greenhouse gas emissions by exploring energy production using forest biomass.
- On January 12, he attended the inaugural meeting of the Eastern Ontario Wardens' Caucus in Kingston. He was re-elected as Chair for this coming year while Peterborough County Warden Bonnie Clark was acclaimed as Vice-Chair of the Caucus for 2024.
- During the ROMA Conference in Toronto Warden Emon participated in the following EOWC Delegation Meetings: Hon. Kinga Surma, Minister of Infrastructure, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Ministry of Long-Term Care – Parliamentary Assistant John Jordan, the Liberal Caucus, and the NDP Caucus.
- He attended the AMO Board meeting on January 26, and noted the board received updates on the following:
  - Housing, including the Government priorities for the next Housing Supply Action Plan

- Access and Privacy Legislation
- Ontario Health and Safety Act (OHSA) City of Greater Sudbury Decision
- Energy Procurements
- Child Care Update
- Response to the Final Report of the Independent Fourth Review of the Accessibility for Ontarians with Disabilities Act

## Delegations

- Warden Jane Toller, MRC Pontiac, presented a proposal to build a 400,000-ton energy-from-waste facility in the MRC Pontiac which could receive municipal waste from the City of Ottawa, County of Renfrew, City of Pembroke and other regions in the Outaouais. An energy-from-waste facility works by taking waste that cannot be recycled or composted and converting its potential energy into any type of usable energy, with the three main forms being heat, electricity and transportation fuels. It is proposed the MRC Pontiac facility could produce 45 megawatts of electricity and steam heat for district heating.
- Sean Teixeira, Business Development Manager & Support and Saad El-Kassab, Lead Consultant, from Ainsworth, provided an overview of the process of developing the County of Renfrew's Climate Change Action Plan which will outline short-term targets and actions required to improve energy efficiency, reduce energy consumption, scale up renewable energy generation, and reduce greenhouse gas emissions. It is anticipated that the plan will be completed by the consultants in July 2024.

## Announcements

- Councillor Neil Nicholson presented [a motion on the unaffordability of rural and small urban water and wastewater systems](#) and cited a study which shows Renfrew County residents, as a percentage of their household income, disproportionately pay for these services. The motion received unanimous support from members of County Council.
- Councillor Dan Lynch challenged Council and staff to participate in the Push-Up Challenge for the Canadian Mental Health Association. The challenge takes place from February 1-23. Teams or individuals can register online, pledge to complete 2,000 push ups in the push for mental health and raise funds towards key mental health services in Canada. For more information visit [www.thepushupchallenge.ca](http://www.thepushupchallenge.ca).

## Finance & Administration Committee

### Presented by: Jennifer Murphy, Chair

- The County of Renfrew was successful in obtaining five delegations at the ROMA Annual Conference held from January 21-23, 2024:
  - Ministry of Health – Seeking the Government of Ontario's policy and financial support to better engage people in our communities struggling with life-threatening mental health, addictions and homelessness circumstances and requesting \$2.1 million annually for the creation and operation of the Community Well-Being Program serving 17 municipalities in the County of Renfrew, the City of Pembroke and the Algonquins of Pikwakanagan.

- Ministry of Municipal Affairs and Housing – Requesting the Province to fund and launch a new round of funding under the Municipal Modernization Fund that would enable municipalities of all sizes to build on the progress and efforts made during previous iterations.
- Ministry of Tourism, Culture and Sport – Joint meeting on behalf of the Counties of Frontenac, Haliburton, Hastings, Lanark, and Lennox and Addington requesting increased financial support for the Ontario’s Highlands Tourism Organization – Regional Tourism Organization 11.
- Ministry of Transportation – Requesting continued expansion and widening of Highway 17/417 and improved safety enhancements along the Highway 17 within the County of Renfrew.
- Solicitor General – Seeking funding to improve first responder interoperability, access and reliability of the public safety radio systems in the County of Renfrew.
- The Canada Revenue Agency Automobile Allowance rates for 2024 have increased to 70 cents per kilometer for the first 5,000 kilometers and 64 cents over 5,000 kilometers.
- MIS Municipal Insurance Services has advised the annual renewal premium for the County of Renfrew for 2024 will increase by 8% over the 2023 premium. The driving factors behind our premium increases are a 5% increase in our liability rates, a 3% increase in auto rates, a 5% increase in property insurance rates, a 38 % increase in medical malpractice and cyber liability remains unchanged. This increase is a result of insurers working to adjust premiums to align with the new and growing exposure. Insurance premiums for municipalities across the province continue to rise; it is the understanding of staff that the average 2024 premium increase is around 12%. Due to the continuing pressure of this issue, AMO has created a working group to study the problem.
- The Municipal Property Assessment Corporation (MPAC) provided details of the 2024 funding requirements. Due to the current economic situation, MPAC is facing the need to increase the levy amount to address the impact of inflation on its operations, including rising labour costs. Based on assessment data, the annual 2024 levy amount for the County of Renfrew will be \$1,570,574.71 a 1.96% increase over 2023. The 2023 funding requirement for the County of Renfrew was \$1,540,414.86.
- Renfrew County and District Health Unit has provided notice to the County of Renfrew that the Board of Health estimates it will require \$1,954,497.00 to defray expenses for 2024, which is an increase of 10.55% from 2023.
- A resolution from the Association of Municipalities Ontario (AMO) regarding advocacy efforts with the Province of Ontario to ensure that a social and economic prosperity review is completed, given the financial challenges faced by all municipalities was passed. Read the [full AMO resolution](#) on our website.
- A resolution to pay the 2024 membership fee to the Federation of Canadian Municipalities (FCM) in the amount of \$23,859.16 including HST was approved.
- County Council supported a resolution from the City of Greater Sudbury on December 5, 2023 seeking an amendment to the Occupational Health and Safety Act to clarify the definition of “Employer” to exclude owners that have contracted with a constructor for a project.
- Revised Corporate Policies A-03 – Recruitment, J-06 – Return of Service Incentive Program; new Corporate Policy A-19 – Equity, Diversity and Inclusion and the removal of A-09b – Equality and Diversity were approved.

## Community Services Committee

**Presented by: Anne Giardini, Chair**

- The County of Renfrew received a memorandum from the Early Years and Child Care Division for the Ministry of Education regarding the 2024 Child Care, EarlyON Child and Family Centres and Canada-wide Early Learning and Child Care (CWELCC) funding. The County will receive \$18.9 million for the provision of these programs.
- County Council approved a By-law authorizing the County of Renfrew to approve the addition of a new policy to the Licensed Home Child Care Policies and Procedure, outlining the requirement to have a safe arrival and dismissal policy for children in all programs.

## Development & Property Committee

**Presented by: James Brose, Chair**

- Staff is working towards creating an all-encompassing by-law in relation to governing activities in the County of Renfrew-owned forests and on trails including the Algonquin Trail and K & P Recreational Trail. To assist with this process, staff is requesting input on the trails through a [Zencity public engagement page](#), which is open until February 29, 2024.
- The Canadian Nuclear Safety Commission (CNSC) has announced the Commission's decision to amend the nuclear research and test establishment operating licence held by Canadian Nuclear Laboratories (CNL) for Chalk River Laboratories. The amendment authorizes the construction of a Near Surface Disposal Facility (NSDF) on the Chalk River Laboratories site, which is located in Deep River, Ontario, and on the traditional unceded territory of the Algonquin Anishinaabeg peoples. The amended Nuclear Research and Test Establishment Operating Licence that was issued to Canadian Nuclear Laboratories for Chalk River Laboratories will remain valid until March 31, 2028.
- Enterprise Renfrew County is hosting a variety of webinars in February, including a tax information series in preparation for the upcoming tax season. More information and registration available at <https://www.enterpriserenfrewcounty.com/workshops-events>.
- Work commenced in November 2023 on the first phase of the future Eganville Paramedic Base to address Post Disaster compliance with the Post Disaster Structural Work, which was completed in December 2023. Staff met with the Paramedic Service in late December 2023 to review the next phase which includes the interior design and office renovation fit-up for the first and second level. County Council approved a contract in the amount of \$154,500, plus applicable taxes as submitted by TS General Contracting, Pembroke, Ontario for the proposed retrofit at the new Paramedic Service Base in Eganville, Ontario.
- County Council supported the resolution received from the City of Stratford requesting the Federal Government extend the full Canada Emergency Business Account (CEBA) program deadline by extending the forgiveness (up to \$20,000 of the maximum \$60,000) deadline for businesses to coincide with the new repayment deadline of December 31, 2026. Council also directed Warden Emon to send a letter of support to the Honourable Chrystia Freeland, Finance Minister.

## Health Committee

**Presented by: Michael Donohue, Chair**

- County Council reviewed the initiatives taken by the Community Paramedics within the County of Renfrew Paramedic Service within the month of December. Among the items was an update on the Renfrew County Virtual Triage and Assessment Centre Statistics for December 2023:
  - 5,907 medical reception triage encounters (inbound phone calls)
  - 3,165 virtual visits booked with RC VTAC physicians,
  - 367 in-person visits booked with paramedics at Clinical Assessment Centres across Renfrew County.
- The annual submission to the Office of the Fire Marshall and Emergency Management was completed in December 2023. Health Committee, as the Emergency Management Planning Committee, took part in an exercise in October of 2023, as required to meet compliance legislation. A Certificate of Compliance for 2023 should be received in March 2024.
- County Council adopted a By-law authorizing the Warden and Chief Administrative Officer/Clerk to sign the 2023/24 Virtual Care Programs – Online Appointment Booking Agreement with Ontario Health. The implementation of Online Booking will improve access and the patient experience, as they will be able to book appointments with their primary care provider online. This will provide more choice to patients in how and when they access their care as well as increasing their ability to schedule based on individual needs.

## Operations Committee

**Presented by: Glenn Doncaster, Chair**

- Staff from the County of Renfrew and Town of Petawawa will continue to work together to find cost savings and come to a cost-sharing agreement for the County Road 37 (Murphy Road) project. Originally planned for a complete rehabilitation spanning 2.6 kilometres from Portage Road to County Road 51 (Petawawa Boulevard) in the summer of 2023, the project scope was adjusted to 1.2 kilometres. This decision was influenced by ongoing neighbourhood developments along the roadway, prompting collaboration with the Town of Petawawa to finalize an urban design for the section between Woodland Crescent and County Road 51 (Petawawa Boulevard).
- Staff is in the process of preparing tenders for a variety of procurements relative to the maintenance, materials and services for roadway operations. A letter has been circulated to all the local municipalities, advising them of the planned tenders and providing them with an opportunity to participate.
- County Council declared the land identified as part of Lot 1, Concession 6, in the Township of Madawaska Valley as surplus. The County of Renfrew Public Works and Engineering Department has been approached by a landowner who wishes to purchase a portion of land adjacent to its property. The land currently forms a part of County Road 62 (Combermere Road) road allowance, located in part of Lot 1, Concession 6, in the Township of Madawaska Valley. The subject road allowance once formed part of a Ministry of Transportation (MTO) highway and the overall width of the road allowance in this location is greater than 50 metres, which exceeds the desired County Road Right-of-Way width of 26 metres.



- County Council passed a Speed Limit By-law to revise the location for the 60 km/hr speed limit on County Road 512 (Foymount Road) currently set from Civic Address 3467 Foymount Road to Miller Road to reflect the change from Civic Address 3467 Foymount Road to Lake Clear Road.
- County Council approved a By-law amendment to implement a No Parking Zone on both sides of County Road 52 (Burnstown Road) from the intersection of County Road 508 (Calabogie Road) to the northern limit of the Burnstown Bridge, a distance of approximately 250 metres. The Township of McNab/Braeside made the request and will be responsible for enforcement of the No Parking Zone in accordance with the County of Renfrew By-law.
- County Council approved a contract in the amount of \$1,564,071, plus applicable taxes, as submitted by Bonnechere Excavating Inc., Renfrew, Ontario, for rehabilitation of County Structure B007 (Butler Bridge), located on Butler Road, approximately 1km south of Highway 60, in the Township of Admaston/Bromley.
- County Council adopted a By-law amendment with respect to Roads and Bridges included in the County Road System, to add County Structure C338 (McMahon Road Culvert) to the County Road System effective February 1, 2024. Due to the failed state of condition of the culvert, located on McMahon Road, 0.18km east of Ferguslea Road, Township of Admaston/ Bromley, it was replaced in 2023. The costs for design and construction on the McMahon Road Culvert were shared equally by the County and the Township.

## **Additional Information**

**Craig Kelley, Chief Administrative Officer/Clerk**

613-735-7288



# County Council Summary

**February 28, 2024**

Below you will find highlights of the County of Renfrew County Council meeting from January 31, 2024

Please note that this summary does not constitute the official record of the meeting and approved minutes should be consulted for that purpose.

The full [County Council package](#) can be found on our website.

[February meeting](#) YouTube link.

---

## Warden's Address

### Key highlights

- Warden Emon noted that Andrea Patrick has accepted the position of Director of Community Services , after holding the position of Manager of Ontario Works and performing in the acting position since Laura LePine's departure in January.
- On February 22, the Warden welcomed the four new international Personal Support Worker recruits at Bonnechere Manor in Renfrew. Fleury Dushime of Burundi, Achile Awashare and Linda Samule-Uche of Nigeria, and Mavis Kissi Ghana received a warm welcome from Bonnechere Manor staff as they began orientation at the long-term care home. See our [media release](#) here.
- He participated in a fireside chat at the Ottawa Valley Business Summit held by the Upper Ottawa Valley Chamber of Commerce. Topics discussed included an overview of County Council and how it relates to local municipalities and the Province; an update on the Renfrew County Virtual Triage and Assessment Centre, and the continuance of its success and ongoing development; and the County's role in the local economy, understanding the labour shortages, how to attract new residents to the area, and continuing to make Renfrew County an attractive and welcoming community, as well as what partnerships can be gained through the private sector and not-for-profit agencies.
- Warden Emon thanked Deputy Warden Dan Lynch and the Community Services Department for attending the Coldest Night of the Year walk, hosted by The Grind Pembroke. County Council and staff also supported fundraising initiatives organized by the Community Services Department over the past few weeks.
- The Warden continues to Chair the Warming Centre meetings and noted a report on the progress will be forthcoming.
- He participated on a United Way of Eastern Ontario panel on rural Ontario economic development and opportunities. He spoke about municipal sustainability challenges and the results of many years of provincial downloading.
- He attended the Short-Term Accommodations meeting arranged by the Township of Laurentian Valley with politicians and staff, to discuss the issues and concerns with short-term rentals. It was a fulsome discussion and a report will be coming in the future.

- The Warden noted the Ottawa Valley Tourist Association has launched the 2024 Tourism Awards which recognize and honour tourism champions across the Ottawa Valley. The Ottawa Valley Tourism Awards are presented annually by the OVTA to individuals, businesses, and events that recognize the importance of working together for the growth of the local tourism industry, as well as offering exceptional visitor experiences. The nomination deadline is March 25, 2024. For more information visit <https://www.ottawavalley.travel/industry/>
- Warden Emon expressed sincere condolences to the family, friends, and Arnprior community on the passing of Glenn Arthur, who passed away on February 16, 2024. Mr. Arthur spent 35 years leading Arnprior's recreation department. He continued volunteering after his retirement and received Arnprior's Volunteer of the Year in 2023. The Warden noted Mr. Arthur was a key player in the origins of planning the 2023 Ontario Winter Games and he stepped in at the last moment to assist with hosting an event in Arnprior.

During the month of February 2024, Warden Peter Emon attended 26 meetings on County business.

- On February 2, CAO Kelley and the Warden met with local publishers from the Valley Gazette, North Renfrew Times and the Eganville Leader to listen to their concerns regarding advertising and publishing. They spoke of the increased costs associated with running the local newspapers and competing with online newspaper versions.
- On behalf of the Eastern Ontario Warden's Caucus, he was at Queen's Park to meet with the Director of Policy within the Premier's Office, with Minister Lisa Thompson, Ministry of Agriculture, Food and Rural Affairs; and Minister Kinga Surma, Minister of Infrastructure, to discuss the EOWC '7 in 7' Regional Housing Plan.
- He and Pembroke Mayor Ron Gervais met with staff at Algonquin College, Pembroke Waterfront Campus, to discuss the Province's announcement regarding capping enrollment of international students and what the impact would be on the College and the community.
- On February 26 Warden Emon, along with MPP John Yakabuski, and County staff attended a post-ROMA Conference meeting with the Ministry of Infrastructure Parliamentary Assistant Amarjat Sandhu to further discuss the implementation of a consistent Provincially mandated Pavement Condition Index (PCI) process and the expansion of Highway 417 including alternative solutions.

## Delegations

- Dr. Jason Morgenstern, Medical Officer of Health with the Renfrew County and District Health Unit appeared to address the possible merger between health units.
- Ian Duff, President of McSweeney and Associates, presented the County of Renfrew's new three-year Economic Development Strategic Plan. The planning process was conducted in partnership with the Renfrew County Community Futures Development Corporation (RCCFDC) and resulted in a separate plan for each organization. Later in the meeting, County Council adopted the 2024-2026 [Economic Development Strategic Plan](#) as presented. It begins on page 93 of the council package.

## Finance & Administration Committee

**Presented by: Jennifer Murphy, Chair**

- The final County of Renfrew consolidated budget, including all items approved at the Budget Workshop held on January 24 and 25, 2024, is available in Adobe and Excel versions on the County of Renfrew website at the following link: [Budget and Finance Reports - County of Renfrew](#).
- County Council adopted the revised By-law for the Remuneration of Members of the Council of the County of Renfrew effective January 1, 2024. Following the adoption of a resolution at a Special County Council Meeting on March 23, 2022, the Council base remuneration of \$16,428 was changed to \$18,001 on January 1, 2024, an annual phase in to the base salary of \$1,573 and as approved at the January 25, 2024 Budget Workshop, a 4.79% Cost of Living Allowance (COLA) increase was also approved, adjusting the Council base remuneration to \$18,863 effective January 1, 2024. The current per diem rate of \$243 per ad hoc committee meeting will be maintained.
- County Council updated several key appointments, including Craig Kelley as Deputy-Clerk, Gwen Dombroski as Clerk, and Daniel Burke as Treasurer for the County of Renfrew.
- County Council approved several changes to the Non-Union Staff Salary Grid within Employment By-law #1 including the removal, reclassification, creation and renaming of several positions, many as a result of the business cases presented as part of the 2024 Budget Workshop.
- County Council supported the resolution from Halton Region – a proposal that the Federation of Canadian Municipalities (FCM) Board of Directors consider a biennial election process.

## Community Services Committee

**Presented by: Anne Giardini, Chair**

- The new *mesa* Team, the new name for the Health and Housing Crisis Engagement Team (formerly referred to as the 'Hub' model), marks a pivotal initiative within the County of Renfrew to address the critical intersection of health and homelessness. This collaborative initiative will be led by the Paramedic Service, Community Services, and Development and Property departments. Recognizing the urgent need for a unified and multi-sectoral approach, *mesa* establishes an evidence-to-action model that not only acknowledges the complex challenges at the nexus of health and homelessness but also delineates a roadmap for coordinated, integrated solutions. This report underscores the commitment of the County of Renfrew's administration, community services, development and property, and emergency services departments to work synergistically in executing a transformative strategy that goes beyond individual silos and leverages the collective expertise and resources of the community.
- County Council unanimously passed a resolution requesting the Ministry of Education increase the licensed child-care space allocation for the County of Renfrew through the Canada-Wide Early Learning and Child-Care (CWELCC) system. See the full [child-care resolution](#) on our website.
- The Affordable Homeownership Program can provide up to \$25,000 towards the purchase of a new home for qualified households. Applications are currently open and are available on the County of Renfrew website or can be requested by contacting a Community Services office. In

2023, five applications (two each in the City of Pembroke and Town of Renfrew and one in the Town of Deep River) were approved for a total of \$113,400.

- The Ontario Renovates Program can provide up to \$10,000 for essential household repairs or accessibility upgrades. The program is currently closed; however, it will open again for applications in the spring of 2024. In 2023, \$92,850 was paid out to 14 projects (City of Pembroke and Townships of Whitewater Region, Horton, North Algona Wilberforce, Madawaska Valley, Brudenell, Lyndoch and Raglan and Town of Petawawa).

## Development & Property Committee

**Presented by: James Brose, Chair**

- County Council directed staff to create and issue an Expression of Interest (EOI) to develop affordable housing on County-owned lands. The purpose of this EOI process is to develop a pilot project for alternative housing options. Staff will provide recommendations to Council at a future meeting. Local municipalities that wish to be involved are encouraged to contact [Craig Kelley](#) or [Jason Davis](#).
- The Ottawa Valley Tourist Association's (OVTA) annual tourism conference and AGM is scheduled for April 16, 2024, during National Tourism Week. This full day event includes speakers and presentations about relevant tourism matters, the annual general meeting, and the presentation of the Ottawa Valley Tourism Awards.
- Enterprise Renfrew County (ERC) has developed a sponsorship package that offers community partners, municipalities, and stakeholders the opportunity to formally support entrepreneurs accessing programs, training, and events regionally. The package and various sponsorship opportunities are available on the [Enterprise Renfrew County website](#).
- Enterprise Renfrew County is now actively recruiting for the 2024 edition of the Summer Company and the spring intake session of the Starter Company Plus programs. The Summer Company program, which is open to students aged 15-29 who plan to return to school in the fall, has five seats available. More information, including how to apply before the May 15, 2024 deadline is available at <https://www.enterpriserenfrewcounty.com/summer-company>.
- Starter Company Plus is a fast-tracked program that provides new or existing adult entrepreneurs, who have been in operation for less than five years, with training and support in establishing their business. Virtual information sessions for the spring intake of the Starter Company Plus program are scheduled for April 2 and 4, 2024, with an application deadline of April 12, 2024 at 12:00 p.m. More information about the Starter Company Plus program, including how to register for an information session is available at <https://www.enterpriserenfrewcounty.com/starter-company-plus>.
- A decision has been reached and posted by the Ministry of the Environment, Conservation and Parks (MECP) on how the Endangered Species Act, 2007 protections apply to black ash and its habitat. As of January 26, 2024, healthy black ash over 8cm at 1.37m diameter at breast height (DBH) are protected under the Endangered Species Act, 2007 (ESA) in the Town of Arnprior, and the Townships of Admaston/Bromley, Greater Madawaska, Horton, and McNab/Braeside. Should any black ash in these areas greater than 8cm DBH require removal, it needs to be assessed by a "qualified professional". If the tree is deemed "unhealthy", a report can be submitted and it can be removed. If the tree is deemed "healthy", it needs to be protected by a 30m radius reserve. No decision has been made on the proposal for a new conditional

exemption for forestry operations on private and municipal lands. Since 2021, comments have been submitted by County staff at all stages of consultation on this process.

- Draft approval was issued for the Morison Townhouses development in Deep River for 12 units. The developer will have up to three years to clear the conditions and attain final approval.
- The first subdivision application for 2024 was received and deemed complete. The subdivision is being called “River Lane Estates” and is located in the Township of Greater Madawaska on the south side of the Madawaska River and adjacent to the Township of McNab/Braeside. The subdivision proposes to create 26 waterfront lots. Information about the application can be found on the County of Renfrew [Zencity](#) engagement platform for public review.
- County Council directed the Warden and Chief Administrative Officer/Clerk to execute a Memorandum of Understanding with the Town of Renfrew regarding the potential development(s) at Renfrew County Place and Bonnechere Manor, both in Renfrew, Ontario.
- County Council adopted a By-law to enter into a lease agreement for a two-year period commencing March 1, 2024 with Paradise Childrens Programs Inc. for space at Renfrew County Place, 450 O’Brien Street, Renfrew, Ontario.
- County Council adopted a By-law to approve Official Plan Amendment No. 43 in the Township of McNab/Braeside to change the designation of the lands from Agriculture to Rural. The application to amend the County of Renfrew Official Plan proposes to re-designate a vacant 9.0-hectare waterfront property along the Madawaska River (Lake Madawaska above the Arnprior Generating Station) from Agriculture to Rural. The property was previously severed from a larger farm and includes direct access to Moreau Road.

## Health Committee

### Presented by: Michael Donohue, Chair

- The County of Renfrew has received confirmation from the Honourable Caroline Mulroney, President of the Treasury Board, Minister Responsible for Emergency Management, that it was successful in its grant application for \$49,600. The Emergency Services Department applied for the Ontario Community Emergency Preparedness Grant to help communities and organizations purchase critical supplies, equipment and deliver training and services to improve local emergency preparedness and response. The goal of the grant is to purchase a gravity-feed sandbag processing machine, supplies and equipment to be shared among all local municipalities and First Nations. The balance of the application focuses on services such as coordination of staff operators / volunteers from the County of Renfrew and participating local municipalities and partners for the delivery of shared public education, training, planning and coordination for flood mitigation, readiness, response, and recovery efforts across the County of Renfrew and its 17 member municipalities and the Algonquins of Pikwakanagan First Nation. A 2024 goal is to adopt a local response model of coordinating local staff and local volunteers i.e., one staff and up to six volunteers from each of the 20 organizations coming together to learn the essentials of basic emergency management, command, and control models, how to lead flood mitigation efforts locally and how to support one another through inter-operable teams across Renfrew County.
- The first four of the anticipated twenty international personal support workers as approved by Council in May of 2023, commenced employment with Bonnechere Manor on February 22, 2024. This endeavour is intended to bolster permanent staffing stability.

- County Council approved the sale of four County of Renfrew decommissioned 2018 vehicles to St. John's Ambulance (1), Algonquin College (1), and St. Lawrence College (2) at a purchase price of \$5,000.00 per vehicle.
- County Council adopted a By-law authorizing the Warden and Chief Administrative Officer/Clerk to sign a lease agreement with ZOLL Canada for the ZOLL ONE Program to acquire and operationalize thirty-five (35) X-series monitor/defibrillator units to replace the existing fleet of monitor/defibrillators at an annual cost of \$344,241.30. The cardiac monitor/defibrillator is a vital piece of equipment that allows paramedics to perform vital signs, cardiac monitoring and provide lifesaving interventions of cardioversion or defibrillation. Most of the existing fleet of 33 Defibrillators were purchased by the County in 2012 and are now two years beyond the recommended lifecycle.

## Operations Committee

**Presented by: Dave Bennett, Vice-Chair**

- County of Renfrew By-law 11-12 is a By-law to Designate a Reduced Load Period on County Roads and pertains to spring load restrictions. A notice has been issued that Spring Load Restrictions on some County of Renfrew roads come into effect Monday, March 4 at 12:01 a.m. and continue until Friday, May 31, unless notified. The list of County Roads can be found at <https://tinyurl.com/SpringLoadRestrictions>.
- County Council directed staff to commence the process required for closure and removal of County Structure B232 (Cochrane Creek Bridge), located on Cement Bridge Road, Township of North Algona Wilberforce. Cochrane Creek Bridge is located on a seasonally maintained road, supports less than 10 vehicles per day during operational months, and would only incur an additional 7.6km of travel in the rare instance a traveller is attempting to reach the other side of the bridge from Burchat Road.
- County Council approved amendments to the 2024 Capital budget as follows:
  - increase the budget for County Road 37 (Murphy Road) by \$922,365 from \$1,537,635 to \$2,460,000;
  - decrease the budget for County Structure B103 (O'Grady Bridge) by \$198,500 from \$238,500 to \$40,000;
  - decrease the budget for County Structure B156 (Burnt Bridge) by \$427,000 from \$477,000 to \$50,000; and,
  - decrease the budget for County Structure B232 (Cochrane Creek Bridge) by \$350,000 from \$450,000 to \$100,000.
- County Council adopted a By-law approving the alterations to County Roads and Structures. This is a By-law passed annually which allows for the implementation of detours, road closures and traffic accommodations during work on County Roads. For several of our 2024 capital projects, the work may include temporary or permanent changes, alterations or restrictions to the use of the highway, or to private entrances.
- County Council approved Corporate Policy PW-22, Naming Bridges and Culverts, for all County of Renfrew owned Bridges and Culverts. A draft Policy PW-22, Naming Bridges and Culverts as presented in November 2023 after receiving no further comments from the consultation process.



- County Council approved several contracts as submitted:
  - For the rehabilitation of County Structure B102 (Brennans Creek Bridge), Township of Killaloe, Hagarty and Richards, by KB Civil Constructors Inc., North York, Ontario, in the amount of \$344,296.67, plus applicable taxes.
  - For the relining of various culverts, by Aqua Tech Solutions Inc., Schomberg, Ontario, in the amount of \$207,725, plus applicable taxes.
  - For the rehabilitation of County Road 64 (Opeongo Road), from Wieland Shore Road to Constant Lake Road, a distance of 8.20 km, Township of Bonnechere Valley, by Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario, in the amount of \$1,718,606.60, plus applicable taxes.

## **Additional Information**

**Craig Kelley, Chief Administrative Officer**

613-735-7288

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

By-Law No. 2024-16

Being a By-Law to accept the transfer of part of the Kennelly Road described as Part Lot 29, Concession 8, Part 1 Plan 49R-20530, geographic Township of Admaston in the Township of Admaston/Bromley being part of PIN 57249-0035(LT).

**WHEREAS** the Kennelly Road is forced roads under the jurisdiction of the Council of the Corporation of the Township of Admaston/Bromley;

**AND WHEREAS** the Personal Representatives of the Estates of Dalton Enright and Levi Enright are prepared to transfer Part 1 to the Township;

**AND WHEREAS** the Council of the Corporation of the Township of Admaston/Bromley deems it advisable to enact a by-law accepting the transfer of Part 1 on Reference Plan 49R-20530.

**NOW THEREFORE**, the Municipal Corporation of the Township of Admaston/Bromley enacts as follows:

1. That the Township accepts the conveyance of that part of Lot 29, Concession 8, being Part 1 on Reference Plan 49R-20530, geographic Township of Admaston in the Township of Admaston/Bromley being part of PIN 57249-0035(LT) from Sean Enright, Jamie Campbell and John Hermans the personal representatives of the Estates of Dalton Enright and Levi Enright.
2. That the Transferers are responsible for all costs incurred with the transfer of land to the Township.
3. That the Mayor and CAO/Clerk be authorized to execute all documents necessary to complete the transfer.

READ a first and second time this 7<sup>th</sup> day of March 2024

READ a third time and finally passed this 7<sup>th</sup> day of March 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CAO/CLERK



CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2024-17

Being a By-Law to Authorize the Execution of an  
Agreement Between The Ministry of Natural Resources and Forestry  
And the Corporation of the Township of Admaston/Bromley

**WHEREAS** The Corporation of the Township of Admaston/Bromley is responsible to extinguish grass, brush, and forest fires within its limits pursuant to Section 21 of the Forest Fires Prevention Act;

**AND WHEREAS** the parties wish to enter into a fire management agreement pursuant to section 19 of the Forest Fires Prevention Act, R.S.O. 1990, c.F. - 24, "FFPA" with respect to the prevention and control of grass, brush and forest fires;

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

- (1) That the Mayor and CAO/Clerk be authorized to execute the agreement attached to this by-law as Schedule "A" and to affix the Corporate Seal.
- (2) That this by-law shall come into force and take effect upon the date of the final passing thereof.

Read a first and seconded time this 7<sup>th</sup> day of March 2024

Read a third time and passed this 7<sup>th</sup> day of March 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO/Clerk

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

**BY-LAW NO. 2024-18**

**A By-Law To Appoint a Council Member to the Joint Police Service Board for the Renfrew Detachment Ontario Provincial Police**

**WHEREAS** Section 9 of the Municipal Act, S.O. 2001 as amended provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the Community Safety and Policing Act, (CSPA) 2019, comes into force April 1, 2024;

**AND WHEREAS** the Ministry of the Solicitor General has communicated that all Police Service Boards are expected to be ready to comply with this Act and its regulations, including forming a Joint Police Service Board;

**AND WHEREAS** the Townships of Admaston/Bromley, Horton, Greater Madawaska, McNab/Braeside and Whitewater Region and the Towns of Arnprior and Renfrew have been formed into Joint Detachment Board for the Renfrew Ontario Provincial Police;

**AND WHEREAS** Council deems it necessary to appoint a member to the Renfrew Joint Police Service Board.

**NOW THEREFORE** the Council of the Corporation of the Township of Admaston/Bromley hereby enacts that the following appointment:

**Joint Police Services Board - Renfrew Detachment** –Councillor Angela Field

**THAT** this By-Law shall come into force and take effect upon the passing thereof:

Read a first and second time this 7<sup>th</sup> day of March, 2024.

Read a third and final time this 7<sup>th</sup> day of March, 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. 2024-19

**A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY  
AT THE COUNCIL MEETING HELD MARCH 7, 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 7<sup>th</sup> day of March, 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 7<sup>th</sup> day of March 2024.

READ a third time and finally passed this 7<sup>th</sup> day of March 2024.

---

Mayor

---

CAO/Clerk