

Township of Admaston/Bromley
First Monthly Meeting

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

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

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

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

Agenda Item 3 – Approval of Agenda

Resolution No. 01/12/23

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approve the agenda of December 14, 2023, Regular Council Meeting.

Carried

Agenda Item 4 – Disclosure of Pecuniary Interest

None.

Agenda Item 5 – Minutes

5a Resolution to adopt Minutes of the Regular Council Meeting November 16th and November 30th, 2023.

Resolution No. 02/12/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that Council adopt the following meeting Minutes:

- November 16th, 2023, Regular Council Meeting
- November 30th, 2023, Regular Council Meeting

Carried

Agenda Item 6 – Delegations and Guests

None.

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

7a B133/23 Consent Application Report – Donohue & McGregor

Resolution No. 03/12/23

Moved by Keith Gourley, seconded by Brian Hamilton

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

Carried

7b Backyard Chickens By-Law Report

Resolution No. 04/12/23

Moved by Keith Gourley, seconded by Brian Hamilton

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

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

Carried

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

8a Admaston/Bromley Public Library OTF Grant Request Report

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

Resolution No. 05/12/23

Moved by Angela Field, seconded by Kevin LeGris

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

Carried

8b Admaston/Bromley Public Library Board

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

Resolution No. 06/12/23

Moved by Angela Field, seconded by Kevin LeGris

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

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

Carried

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

9a Public Works November 2023 Report

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

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

Resolution No. 07/12/23

Moved by Brian Hamilton, seconded by Keith Gourley

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

Carried

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

None.

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

11a November 2023 Financial Overview

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

Resolution No. 08/12/23

Moved by Keith Gourley, seconded by Brian Hamilton

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

Carried

11b November 2023 Payment Register

Resolution No. 09/12/23

Moved by Keith Gourley, seconded by Brian Hamilton

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

Carried

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

Resolution No. 10/12/23

Moved by Keith Gourley, seconded by Brian Hamilton

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

Carried

11d Municipal Financial Profile

Resolution No. 11/12/23

Moved by Keith Gourley, seconded by Brian Hamilton

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

Carried

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

12a Fire Agreement – North Algona Wilberforce Report

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

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

Resolution No. 12/12/23

Moved by Kevin LeGris, seconded by Angela Field

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

Carried

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

13a County Council Summary – November 29, 2023

Resolution No. 13/12/23

Moved by Kevin LeGris, seconded by Angela Field

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

Carried

Agenda Item 14 – By-Laws

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

Resolution No. 14/12/23

Moved by Kevin LeGris, seconded by Angela Field

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

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

Carried

Agenda Item 15 – Old Business

15a Action Tracking List

Resolution No. 15/12/23

Moved by Kevin LeGris, seconded by Angela Field

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

Carried

Agenda Item 16 – New Business

None.

Agenda Item 17 – Closed Session

17a Osceola Landfill Expansion

Resolution No. 16/12/23

Moved by Brian Hamilton, seconded by Keith Gourley

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

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

More specifically to discuss the Osceola Landfill Expansion.

Carried

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

Agenda Item 18 – Confirmatory By-Law

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

Resolution No. 17/12/23

Moved by Brian Hamilton, seconded by Keith Gourley

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

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 18/12/23

Moved by Brian Hamilton, seconded by Keith Gourley

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

Carried

Mayor

CAO/Clerk