

Township of Admaston/Bromley
First Monthly Meeting

Council met for their first monthly meeting on Thursday May 2nd, 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 Finance Clerk Amy Fraser.

Also present was Audio/Video System Specialist Nate MacIsaac and Peter Simcisko from Watson and Associates who attended virtually to present the update to the Asset Management Plan.

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. 01/05/24

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED that Council approve the agenda of May 2, 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 – April 18, 2024

Resolution No. 02/05/24

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- April 18, 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

7a AMP 3.0 – Memorandum work completed to finalize the 2022 Asset Management Plan – Watson & Associates

Peter Simcisko presented the memorandum to Council and presented a power point presentation to explain the memo. Questions were asked that revolved around the costs associated with the rehabilitation of a road versus the complete reconstruction of a road and why do we show the complete reconstruction. Questions were also asked concerning the amount of reserves to be budgeted for going forward for current replacement costs. Discussion was had on the importance of maintaining the Asset Management Plan for the future.

Resolution No. 03/05/24

Moved by Keith Gourley, seconded by Brian Hamilton

WHEREAS Ontario Regulation 588/17 requires that every municipality in Ontario shall prepare an Asset Management Plan;

AND WHEREAS The Township of Admaston/Bromley was not satisfied with their Asset Management Plan which was received on August 18, 2022 at a Finance & Administration Committee meeting; and which was submitted to the Ministry of Infrastructure as required by legislation in August 2022;

AND WHEREAS the Township applied to the Municipal Financial Officers' Association (MFOA) AMP it Up 3.0 Program to have their Asset Management Plan reviewed and revised;

THEREFOR BE IT RESOLVED that Admaston/Bromley Council receive the Memorandum completed by Watson & Associates Economists Ltd. (Watson) to be incorporated into the Township of Admaston/Bromley's Asset Management Plan;

AND THEREFOR BE IT FURTHER RESOLVED that Admaston/Bromley Council adopt the 2022 Asset Management Plan with the incorporation of the Memorandum from Watson dated April 9, 2024.

Carried

7b OMPF – Second Quarter Payment Notice

Resolution No. 04/05/24

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Admaston/Bromley Council receive the communication from the Ministry of Finance concerning the second quarterly payment of our 2024 Ontario Municipal Partnership Fund (OMPF) allocation.

Carried

7c Municipal Provincial Assessment Corporation (MPAC)

Resolution No. 05/05/24

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Admaston/Bromley Council receive the following reports from Municipal Provincial Assessment Corporation (MPAC):

- 2023 Annual Report
- 2023 Performance Report
- 2023 Financial Report

Carried

7d 2024 Final Tax Rates Report

Discussion was had on the average assessment for the township.

Resolution No. 06/05/24

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council adopt By-Law 2024-29, being a by-law to provide for the Adoption of the 2024 Tax Rates and to further provide for penalty and interest in default of payment thereof for 2024.

Carried

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

8a Building & Sewage Report – January – March 2024

Resolution No. 07/05/24

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Council accepts the Building and Sewage report as information.

Carried

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

9a Douglas Recreation Committee Minutes – February 2024

Resolution No. 08/05/24

Moved by Angela Field, seconded by Kevin LeGris.

BE IT RESOLVED THAT Council receive the minutes from the Douglas Recreation Committee meeting held February 21, 2024.

Carried

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

10a Granular “M” Tender PW-2024-02 Report

Resolution No. 09/05/24

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Council award Thomas Cavanagh Construction Limited tender number PW-2024-02 to Supply & Haul of Granular “M” for 2024.

Carried

10b Supply, Haul & Stockpile Winter Sand Tender PW-2024-03 Report

Resolution No. 10/05/24

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Council award Barr’s Sand & Gravel tender number PW-2024-03 to Supply, Haul & Stockpile Winter sand for 2024.

Carried

10c Surface Treatment Tender PW-2024-04 Report

Resolution No. 11/05/24

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Council award Miller Paving Limited Tender Number PW-2024-04 Surface Treatment – Various Locations 2024.

Carried

10d Roadway Condition Assessment Contract (Street Scan) Report

Staff were asked if this was a sole source as per the Procurement By-Law. Staff answered that yes, there are not many companies that provide this service and the

Township had purchased the software a few years ago thus they have all of our existing information.

Resolution No. 12/05/24

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Council award the Roadway Condition Assessment Contract to StreetScan & Streetlogix in the amount of \$35,924.00 plus non-refundable HST;

AND BE IT RESOLVED THAT this award falls under the Procurement By-Law as a Single Source and a Sole Source purchase due to the fact that the Township has StreetScan software and StreetScan participates in the LAS Program;

AND FURTHER THAT this project be financed through the Ontario Community Infrastructure Fund (OCIF).

Carried

10e 1-ton truck Tender PW-2024-01 report

Discussion was had on what trucks are coming due. Staff replied that this truck was to be replaced in 2023 and another was put on hold until 2025.

Resolution No. 13/05/24

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Council authorize staff to proceed with the purchase of a 1-ton truck and plow from Mack Mackenzie Motors Limited at an upset limit of \$94,688.25 including refundable HST;

AND FURTHER THAT Council direct staff to withdraw any funding shortfall from the Roads Vehicle & Equipment Reserve.

Carried

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

11a Osceola Landfill Expansion Update Report

Resolution No. 14/05/24

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED THAT Admaston/Bromley Council receive the report – Osceola Landfill Expansion Update May 2, 2024, as information;

AND BE IT RESOLVED THAT Admaston/Bromley Council recommend that staff and our Consultant Cambium make the Commitments committed in the report a priority to complete the Consultation Process in order to receive the Expansion (ECA) for the Osceola Landfill.

Carried

11b Osceola Contract – Coverage Operations

Council recognized the many years that Brian Dedo has worked for the Township at the Osceola Landfill and the great job that he does.

Resolution No. 15/05/24

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED THAT Council approve the changes to the Osceola Landfill contract with Brian Dedo;

AND BE IT RESOLVED THAT Council adopt By-Law 2024-28, being a by-law to authorize the Mayor and Clerk to execute a contract with Brian Dedo with respect to the covering, levelling and compaction of refuse at the Osceola Landfill Site.

Carried

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

None.

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

13a County Council Summary Report – April 2024

Resolution No. 16/05/24

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED THAT Council receive the County of Renfrew Council Summary Report for April 2024.

Carried

Agenda Item 14 – By-Laws

Resolution No. 17/05/24

Moved by Angela Field, seconded by Kevin LeGris.

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

- 2024-28 – Osceola Landfill Contract
- 2024-29 – 2024 Final Tax Rates

Carried

Agenda Item 15 – Old Business

15a Action Tracking List

Resolution No. 18/05/24

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED THAT Admaston/Bromley Council receive the Action Tracking List as information;

Carried

Agenda Item 16 – New Business

None.

Agenda Item 17 – Closed Session

None.

Agenda Item 18 – Confirmatory By-Law

18a 2024-30 being a by-law to confirm proceedings of Council Meeting

Resolution No. 19/05/24

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that By-law 2024-30, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held May 2, 2024, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 20/05/24

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that the Thursday May 2, 2024, Township of Admaston/Bromley Council meeting be adjourned at 9:01pm

Carried

Mayor

CAO/Clerk