

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

FIRST MONTHLY MEETING

Council met for their first monthly meeting at the Municipal Council Chambers on Thursday, September 1, 2016 at 7:30 pm. Present were Mayor Michael Donohue, Deputy Mayor Robert Dick and Councillors Bob Hall, Mike Quilty and Kevin LeGris.

Staff members present were Clerk-Treasurer Annette Louis, Public Works Superintendent Chris Kunopaski and Summer Student Richard Barr.

From the press were Bruce McIntyre from the Eganville Leader and Peter DeWolf from MyFm.

Mayor Michael Donohue called the meeting to order followed with a moment of silence.

**Approval of the Agenda**

Item number 9c) Resolution regarding the closure and sale of an unopened road allowance (bring forward recommendation from Public Works Committee) was removed from the Agenda and the following resolution was passed:

**Resolution No. 01/09/16**

Moved by Mike Quilty, seconded by Robert Dick

Be it resolved that Council accept the agenda as amended for our regular Council meeting this date.

“Carried”

The minutes of the regular Council meeting held August 18<sup>th</sup>, 2016 were provided to Council and the following resolution was passed:

**Resolution No 02/09/16**

Moved by Mike Quilty, seconded by Robert Dick

Be it resolved that Council accept the minutes of the regular Council meeting held on August 18<sup>th</sup>, 2016.

“Carried”

The Mayor welcomed Richard Barr who has been working at the Municipal Office as a summer student from the end of April to the first week in September. He is currently completing his Bachelor of Business Administration after completing an advanced diploma in accounting at St. Lawrence College/Laurentian University.

Richard was invited to deliver a presentation on his experiences with the Township over the last four months. In his reflections Richard noted that his time with the Township helped him to build upon his current skills as well as learn new ones while building up his resume and gaining work experience in his field of study and it gave him a good sense of what it's like to work for a municipality.

**Planning and Economic Development Committee - Chair Bob Hall,**  
Committee Member Kevin LeGris

Council reviewed the request for support from Forests Ontario for the “It Takes A Forest” initiative and the following resolution was passed:

**Resolution No 03/09/16**

Moved by: Bob Hall seconded by: Kevin LeGris

Be it resolved that the Council of the Corporation of the Township of Admaston/Bromley supports the It Takes a Forest initiative led by Forests Ontario.

And further that a link be added to the Township website to help promote the campaign.

“Carried”

Council considered the request from Glen Cardiff to continue to occupy the mobile home currently on his property while constructing a replacement dwelling.

A by-law and an agreement were presented to Council for approval and the following resolution was passed:

**Resolution No 04/09/16**

Moved by: Bob Hall, seconded by Kevin LeGris

Be it resolved that Council approves a By-Law to authorize the execution of an agreement between the Corporation of the Township of Admaston/Bromley and Glen Cardiff.

“Carried”

**Community Service Committee** Chair Kevin LeGris, Committee Member Bob Hall

Councillor LeGris stated that after a break for the summer the Recreation Committees would be meeting again and planning their Fall programs. He noted that the ARC has been promoting the men and kids ball hockey programs which begin the third week of September.

**Public Works Committee** – Chair Robert Dick, Committee - Member All of Council

Public Works Superintendent Chris Kunopaski presented Council with a letter from the Renfrew County Road Supervisors Association regarding a partial reimbursement of the cost of the Rural Road Maintenance Course from the 2014 Trade Show revenue which has been set aside to assist members with employee training. Two Admaston/Bromley employees attended this Course in early June.

Council considered a request from the Renfrew County Plowmen’s Association for the 2016 plowing match and the following resolution was passed:

**Resolution No 05/09/16**

Moved by: Robert Dick, seconded by Mike Quilty

Be it resolved that the Council of the Township of Admaston/Bromley approve the request to provide support to the Renfrew County Plowmen’s Association for the 2016 plowing match.

“Carried”

Public Works Superintendent Chris Kunopaski was directed to get in touch with the Association President Myles England to facilitate the requests.

Chris noted that a dry hydrant is being installed on Thursday September 8<sup>th</sup> on Swamp Road. Council directed him to ensure that the municipalities providing us with First Response, being the Towns of Renfrew and Township of Greater Madawaska, are notified once the dry hydrant has been installed and tested.

**Budget and Finance and Human Resources** – Chair Michael Donohue, All of Council

Council considered the City of Quinte West's resolution requesting support to ensure that campgrounds are recognized as small businesses by the Canada Revenue Agency and the following resolution was passed:

**Resolution No 06/09/16**

Moved by: Mike Quilty, seconded by Robert Dick

Whereas the Council of the Corporation of the Township of Admaston/Bromley recognizes the benefit and value of all campgrounds throughout Ontario and in Canada;

Now therefore be it resolved that Council supports the resolution passed by the City of Quinte West regarding Camping in Ontario's initiative that changes be implemented to ensure campgrounds are recognized as small businesses and pay the same taxes as other small businesses;

And further that this resolution be forwarded to the Honourable Bardish Chagger, Minister of Small Business and Tourism and Cheryl Gallant MP for Renfrew-Nipissing-Pembroke.

“Carried”

On August 18<sup>th</sup>, 2016 the Budget Finance and Human Resources Committee reviewed amendments to the following HR Policies: A-3 Recruitment, E-6 Pregnancy Leave and Parental Leave and E-8 General Leave without Pay.

A By-Law to amend By-Law 05-2000 Human Resources Policies for Employees of the Township of Admaston/Bromley was considered by Council for the purpose of amending the existing policies and the following resolution was passed:

**Resolution No 07/09/16**

Moved by: Mike Quilty, seconded by: Robert Dick

Be it resolved that Council approves a By-Law to amend By-Law No 05-2000 Human Resources Policies for Employees of the Township of Admaston/Bromley.

“Carried”

On August 18<sup>th</sup>, 2016 the Budget Finance and Human Resources Committee reviewed the draft record retention By-Law. The draft By-Law was amended as directed and presented to Council. Upon consideration the following resolution was passed:

**Resolution No 08/09/16**

Moved by: Mike Quilty, seconded by Robert Dick

Be it resolved that Council approves a By-Law to adopt a records retention By-Law to establish a schedule of retention periods for the records of the Corporation of the Township of Admaston/Bromley.

“Carried”

Clerk-Treasurer Annette Louis reported that the position of Deputy Clerk-Treasurer has been advertised in the two local papers, online and at the Township office. The position closed on September 9<sup>th</sup> at 4 p.m. A resolution to appoint the interview panel is required.

Upon consideration Council passed the following resolution:

**Resolution No 09/09/16**

Moved by: Mike Quilty, seconded by Robert Dick

Be it resolved that the Council of the Township of Admaston/Bromley appoints an interview panel for the hiring of a new deputy clerk-treasurer consisting of the following individuals: Annette Louis, Chris Kunopaski and members of Council to be determined.

“Carried”

Council reviewed an application to the Ontario 150 Community Celebration Program and the following resolution was passed.

**Resolution No 10/09/16**

Moved by: Mike Quilty, seconded by: Robert Dick

BE IT RESOLVED that the Council of the Township of Admaston/Bromley hereby authorizes the submission of an application to the Ontario 150 Community Celebration Program by the Clerk-Treasurer;

AND FURTHER THAT the Council of the Township of Admaston/Bromley hereby certifies that the information in this application is true, correct and complete and all the conditions outlined in Section Z have been read, understood and accepted.

“Carried”

**Protective Services – Chair Mike Quilty, Committee Member Robert Dick**

Councillor Quilty noted that the Emergency Management Committee will be meeting on September 7<sup>th</sup> at 7pm at the Barr Line Community Centre. He further noted that Dallas Hortness is looking to step down as Chair and Community Emergency Management Coordinator however he is willing to stay on until the Township finds a replacement.

**By-Laws**

**Resolution No 11/09/16**

Moved by: Kevin LeGris, seconded by Bob Hall

THAT the By-Laws listed below dated September 1, 2016 be enacted and passed:

- By-Law 2016-30 to authorize the execution of an agreement between the Corporation of the Township of Admaston/Bromley and Glen Cardiff.
- By-Law No 2016-32 – a By-Law to adopt a records retention By-Law to establish a schedule of retention periods for the records of the Corporation of the Township of Admaston/Bromley.
- By-Law No 2016-32 – Aa By-Law to Amend By-Law NO 05-2000 Human Resources Policies for Employees of the Township of Admaston/Bromley

“Carried”

**Confirmatory By-Law**

**Resolution No 12/09/16**

Moved by: Kevin LeGris, seconded by Bob Hall

That By-Law No. 2016-33, being a By-Law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held September 1<sup>st</sup>, 2016 be now numbered, deemed read three times and passed.

“Carried”

**Adjournment**

**Resolution No 13/09/16**

Moved by: Kevin LeGris, seconded by Bob Hall.

BE IT RESOLVED THAT the Thursday September 1<sup>st</sup>, 2016 Admaston/Bromley Council meeting be adjourned at 8:14 p.m.

“Carried”

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Mayor

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Clerk/ Treasurer