

Township of Admaston/Bromley  
Second Monthly Meeting  
Thursday, April 21, 2022 @ 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 meeting held [April 7, 2022](#)
6. Delegations and Guests
7. **Planning and Economic Development Committee** – Chair Bob Hall, Committee Member Kevin LeGris
  - 7a [Building and Sewage Report - March](#)
  - 7b B147/21 Consent Application
    - i) [Application](#)
    - ii) [Withdrawn Application Notice](#)
  - 7c B148/21 Consent Application
    - i) [Application](#)
    - ii) [Planners Report](#)
    - iii) [PW & CBO Comments](#)
    - iv) [ZB & OP Hazards](#)
  - 7d B149/21 Consent Application
    - i) [Application](#)
    - ii) [Planners Report](#)
    - iii) [PW & CBO Comments](#)
    - iv) [ZB & OP Hazards](#)
  - 7e B150/21 Consent Application
    - i) [Application](#)
    - ii) [Planners Report](#)
    - iii) [PW & CBO Comments](#)
    - iv) [ZB & OP Hazards](#)
  - 7f B145/21 Consent Application
    - i) [Application](#)
    - ii) [Planners Report](#)
    - iii) [PW & CBO Comments](#)
    - iv) [ZB & OP Hazards](#)

8. **Community Service Committee** – Chair Kevin LeGris, Committee Member Bob Hall

**8a**

9. **Operations Committee** Chair Robert Dick, All of Council

**9a** [March Public Works Report](#)

10. **Waste Management Committee** – Chair Michael Donohue, All of Council

**10a**

11. **Finance and Administration Committee** - Chair Michael Donohue, All of Council

**11a** [Inaugural Meeting amended by Municipal Elections Act Report](#)

**11b** [Provincial Election June 2 – Options for Council Meeting Report](#)

**11c** [Interim Tax Report – to March 31<sup>st</sup>, 2022](#)

**11d** [Cash Management Report – to March 31<sup>st</sup>, 2022](#)

**11e** [Restricted Acts Delegation](#)

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

**12a** [Emergency Management Compliance Report 2021](#)

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

**13a**

14. **By-Laws**

**14a** [2022-30](#) – Amend Procedural By-Law

**14b** [2022-31](#) – Delegation of Authority – Restricted Acts

15. Old Business

**15a** [Action Tracking List](#)

16. New Business

**16a**

17. Closed Session

**17a** Employee Negotiations

**17b** Approve Closed Minutes

18. Confirmatory By-Law

**18a** [2022-32](#) being a by-law to confirm proceedings of Council Meeting

19. Question Period

20. Adjournment

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

**Council Information**

MMAH – [Minister's Letter status of Emergency Orders made in 2020](#)

Township of Admaston/Bromley  
First Monthly Meeting

Council met for their second monthly meeting on Thursday April 7, 2022. Present were Mayor Michael Donohue, Deputy Mayor Mike Quilty and Councilors Robert Dick, Bob Hall, and Kevin Legris.

Staff Members present were CAO/Clerk Jennifer Charkavi and Acting Treasurer/Deputy Clerk Mitchell Ferguson.

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

Mayor Donohue called the Meeting to Order at 7:34 pm. A moment of silence followed.

**Agenda Item 3 – Approval of Agenda**

**Resolution No. 1/04/22**

Moved by: Bob Hall, seconded by Kevin Legris

BE IT RESOLVED that Council approve the amended agenda of April 7, 2022 Council Meeting Agenda.

- 11d Integrity Commissioner's Report 2021

Carried

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

None.

**Agenda Item 5 – Minutes**

**Resolution No. 2/04/22**

Moved by Bob Hall, seconded by Kevin Legris

BE IT RESOLVED that Council adopt the following meeting Minutes:

- March 17, 2022, Regular Council Meeting.

Carried

**Agenda Item 6 – Delegations and Guests**

None.

**Agenda Item 7 – Planning and Economic Development Committee** Chair Bob Hal, Committee Member Kevin LeGris

7a Temporary Use Agreement

Councillor Bob Hall presented the report to Council. The following resolution was passed:

**Resolution No. 3/04/22**

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED THAT Admaston/Bromley Council approve By-Law 2022-24, being a By-Law to authorize the Township to enter into an agreement with Michael Kelly to permit an existing dwelling to remain onsite while a new dwelling is being constructed.

Carried

7b Site Plan Control By-Law Report

After some discussion regarding the Site Plan Control By-Law and questions the following resolution was passed:

**Resolution No. 4/04/22**

Moved by Bob Hall, seconded by Kevin LeGris

BE IT RESOLVED THAT Council approve the Site Plan Control By-Law 2022-26;  
AND BE IT FURTHER RESOLVED THAT Council approve the fee \$1000.00 for a Site Plan Agreement by amending By-Law 2017-24 Fees & Charges By-Law.

Carried

**Agenda Item 8 – Community Services Committee** – Chair Kevin Legris, Committee Member Bob Hall

None.

**Agenda Item 9 – Operations Committee** – Chair Robert Dick, all of Council

9a Boundary Road Agreement with Horton Report

After some brief discussion, the following resolution was passed:

**Resolution No. 5/04/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED THAT Council approve By-Law 2022-25, being a by-law to authorize the Mayor and CAO/Clerk to enter into a boundary road agreement for Golf Course Road, McBride Road, and Blackburn Road with Horton Township.

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 Right to Disconnect Policy

The Acting Treasurer/Deputy Clerk presented the report to Council. The following resolution was passed.

**Resolution No. 6/04/22**

Moved by Kevin Legris, seconded by Bob Hall

BE IT RESOLVED that Council adopt the Human Resources Policy A-11 Right to Disconnect.

Carried

11b Council Renumeration and Expenses

After some discussions the following resolution was passed:

**Resolution No. 7/04/22**

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that Council accepts this report, the 2021 Council Renumeration and Expenses, as information.

Carried

11c Local Board Renumeration and Expenses

After some discussions the following resolution was passed:

**Resolution No. 8/04/22**

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that Council accepts this report, the 2021 Local Board Renumeration and Expenses, as information.

Carried

11d Integrity Commissioners Report 2021

**Resolution No. 9/04/22**

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that Council receive the Integrity Commissioner’s Report for 2021, as information.

Carried

**Agenda Item 12 – Protective Services Committee** Chair Mike Quilty, Committee Member Robert Dick

12a Acting Fire Chief’s Report – January to March 2022

**Resolution No. 9/04/22**

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that Council receive the Acting Fire Chief’s report for January – March, 2022, as information.

Carried

12b Douglas Fire Committee Minutes – December 2021

**Resolution No. 11/04/22**

Moved by Mike Quilty, seconded by Robert Dick

BE IT RESOLVED that Council receive the Douglas Fire Committee minutes from December 8, 2021.

Carried

12c Fire Hall Expansion Report

**Resolution No. 12/04/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED that Council approve the Request for Quotation for drawings for a Fire Hall Garage;

AND BE IT FURTHER RESOLVED THAT Council direct the Project Team, identified by the Protective Services Committee, to advertise, evaluate and recommend a quotation for drawings of the Fire Hall Garage to Council.

Carried

12d Police Services Board Minutes – October 2021

**Resolution No. 13/04/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED that Council receive the Police Services Board minutes from October 28, 2021.

Carried

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

None.

**Agenda Item 14 – By-Laws**

**Resolution No. 14/04/22**

Moved by Kevin Legris, seconded by Bob Hall

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

- Boundary Roads Agreement – Horton – By-Law 2022-25
- Site Plan Control – By-Law 2022-26
- Amend Fees & Charges – By-Law 2022-27
- Temporary Use Agreement By-Law 2022-29

Carried

**Agenda Item 15 – Old Business**

15a Action Tracking List

CAO/Clerk Charkavi presented the Action Tracking Report to Council. There were no new updates concerning awards to be presented at Canada Day. The following resolution was passed:

**Resolution No. 15/04/22**

Moved by Robert Dick, seconded by Mike Quilty

BE IT RESOLVED THAT Council accepts the Action Tracking report as information.

Carried

**Agenda Item 16 – Closed Session**

None.

**Agenda Item 17 – New Business**

None.

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

18a By-law 2022-28 being a by-law to confirm proceedings of Council Meeting

**Resolution No. 16/04/22**

Moved by Kevin LeGris, seconded by Bob Hall

BE IT RESOLVED that By-Law 2022-28, being a By-law to confirm the Proceedings of Council of the Township of Admaston/Bromley at the meeting held April 7, 2022, be now numbered, deemed read three times and passed.

Carried

**Agenda Item 19 – Question Period**

None.

**Agenda Item 20 – Adjournment**

**Resolution No. 17/04/22**

Moved by Mike Quilty, seconded by Robert Dick

BE IT RESOLVED that the Thursday, April 7, 2022, Township of Admaston/Bromley Council meeting be adjourned at 8:48 p.m.

Carried

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Mayor

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CAO/Clerk





**People Consulted:**

None.

**Recommendation for Council:**

BE IT RESOLVED THAT Council accepts this report as information.

B147/21 (1)



Part 1

Name of Approval Authority:  
**County of Renfrew**  
9 International Drive,  
Pembroke, ON K8A 6W5  
Tel: 613-735-3204  
Fax: 613-735-2081  
Toll Free: 1-800-273-0183  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

**APPLICATION FOR CONSENT**  
Under Section 53 of the Planning Act

Please print and complete or (✓) appropriate box(es). Fields outlined in red are required fields to be completed Black arrows (▶) denote prescribed information required under Ontario Regulation 197/96. **SEP 07 2021**

<b>1. OWNER INFORMATION (Please use additional page for owners with different addresses.)</b>			
▶ 1.1 Name of Owner(s): <b>Jason Kunopaski</b>			
Mailing Address: <b>177 Airth Blvd</b>	Town/City: <b>Renfrew</b>	Province: <b>ON</b>	Postal Code: <b>K7V 2J5</b>
Telephone No.: (Home) <b>(613) 312-9647</b>	(Work)	(Fax)	
Email Address: <b>kuno2@hotmail.ca</b>			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): <b>Tom Cobus</b>			
Mailing Address: <b>89 Larone Lane</b>	Town/City: <b>Renfrew</b>	Province: <b>ON</b>	Postal Code: <b>K7V 3Z8</b>
Telephone No.: (Home)	(Work) <b>(613) 312-1204</b>	(Fax)	
Email Address: <b>Tom@cobushomes.ca</b>			
1.3 Please specify to whom all communications should be sent: <b>Agent</b>			
<b>2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained)</b>			
Complete <b>applicable</b> boxes in 2.1			
▶ 2.1 Municipality: <b>Admaston/Bromley</b>	Subdivision Lot(s) No.:		
Former Township: <b>Admaston</b>	Subdivision Plan No.:		
Lot(s) No.: <b>E 1/2 Lots 4 &amp; 5</b>	Part(s) No.:		
Concession: <b>2</b>	Reference Plan No.: <b>49R-</b>		
Civic Address of subject lands/Road Name: <b>Swamp Road. No Civic Address Number Assigned</b>			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? <b>Yes</b> If <b>Yes</b> , describe each easement or covenant and its effect. <b>a hydro easement at far right corner of the property on Swamp Road</b>			
<b>3. PURPOSE OF THIS APPLICATION</b>			
▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):			
<input checked="" type="checkbox"/> Creation of a New Lot	<input type="checkbox"/> Lot Addition/Lot Line Adjustment (see also 3.3)	<input type="checkbox"/> Create Easement/Right-of-Way	<input type="checkbox"/> A Charge/Mortgage
<input type="checkbox"/> A Lease	<input type="checkbox"/> A Correction of Title	<input type="checkbox"/> Other (Please Specify)	
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged: <b>Cobus Homes</b>			

4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)							
▶ 4.1 Dimensions		Severed	select measurement	Retained	select measurement	Lands being added to	select measurement
	Road Frontage	67.00	m	698.00	m		--
	Depth	120.00	m	1,140.00	m		--
	Area	0.8040	ha	85.1800	ha		--
▶ 4.2 Use of the property	Existing Use(s)	vacant		one hunt camp building			
	Proposed Use(s)	residential		same			
▶ 4.3 Buildings or Structures	Existing	vacant		1 out building			
	Proposed	one residence		same			
▶ 4.4 Official Plan Designation		Rural		Rural			
4.5 Current Zoning		Rural		Rural			

▶ 4.6 Access (✓ appropriate space)		Severed	Retained	Lands being added to
	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Crown road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other public road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Registered right of way (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Private Road (Unregistered) (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If water access only, state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road (attach schedule if more room is required):				
4.7 If access to the subject land is not by a public road, you MUST include proof of your right of access. (include deed).				
Will a road extension be required?		No		

▶ 4.8 Water Supply		Severed	Retained	Lands being added to
(✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.9 Sewage Disposal (✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual septic system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.10 Other Services (✓ if service is available)	Electricity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	School Busing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. PROVINCIAL POLICY STATEMENT**

▶ 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act? **Yes**

**6. HISTORY OF THE SUBJECT LAND**

▶ 6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision under Section 51 of the Planning Act, or an application for Consent (Severance) under Section 53 of the Planning Act? **Yes**

If you answered **Yes** in 6.1, and if you **Know**, please specify the file number of the application.

**don't know when 304 Swamp Road was severed**

6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application and provide the previous file number.

n/a

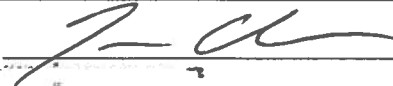
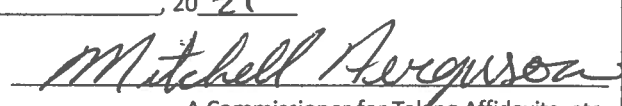
▶ 6.3 Has any land been severed from the parcel originally acquired by the current owner of the subject land? **No**  
If **Yes**, provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:

Severed Parcel	Date of Transfer	Name of Transferee	Severed Land Use

<b>7. OTHER CURRENT APPLICATIONS</b>	
▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional Application for Consent (ie. severance), Zoning By-Law amendment, Official Plan amendment, Minister's Zoning order, Minor Variance, or approval of a Plan of Subdivision? <b>No</b>	
If Yes, and if Known, specify the appropriate file number and status of the application.	
Type of Application:	File # (if known):
Number of Applications:	Status (if known):

<b>8. SKETCH</b>	
▶ 8.1 Please attach a sketch to the one original and seven duplicate consent applications. Each sketch shall have the severance parcel outlined in red and the retained parcel in green.	
▶ 8.2 The sketch shall show the following information: <ul style="list-style-type: none"> <li>a. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;</li> <li>b. the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;</li> <li>c. the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;</li> <li>d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;</li> <li>e. the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that are <ul style="list-style-type: none"> <li>i. located on the subject lands and on land that is adjacent to it, and</li> <li>ii. in the applicant's opinion may affect the application;</li> </ul> </li> <li>f. the current uses of land that is adjacent to the subject land (for example residential, agricultural or commercial);</li> <li>g. the location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;</li> <li>h. if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and</li> <li>i. the location and nature of any easement affecting the subject land.</li> </ul>	
* Please show the location of any well, septic tank, septic field, or weeping bed on both the severed and retained parcels and the setbacks for any existing well, septic tank, septic field and/or weeping bed from the proposed new lot line.	

<b>9. OTHER INFORMATION</b>	
9.1 Is there any other information that you think may be useful to the County of Renfrew or other agencies in reviewing this application? If so, explain below or attach on a separate page.	
<p><b>This application is Part 1 of 4 lots to be created all measurements were taken from using the County GIS Mapping Tool. There may be slight differences from actual</b></p>	

<b>10. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT</b>
▶ 10.1 Affidavit or Sworn Declaration for the Prescribed Information
I, <u>Tom Cobus</u> of the <u>Township</u> of <u>Horton</u> in the <u>County of</u> of <u>Renfrew</u> solemnly declare that the information required by O. Regulation 547/06 and all other information required in this application, including supporting documentation, are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the <b>Canada Evidence Act.</b>
 _____ Signature of Applicant
<p style="text-align: center;"><b>TOWNSHIP OF ADMASTON/BROMLEY</b></p> Sworn (or declared) before me at the _____ in the <u>County of Renfrew</u> this <u>3rd</u> day of <u>September</u> , 20 <u>21</u> <div style="text-align: right;">           _____          A Commissioner for Taking Affidavits, etc.       </div>

**NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County to such persons as the County sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.**



**11. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION**  
 (Please complete either 11.1 or 11.2 whichever is applicable.)

▶ 11.1 If the owner is not making the application, the following owner's authorization is required.

**AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, Jason Kunopaksi, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize Tom Cobus to make this application and provide instruction/information on my/our behalf.

Sept 1 2021 Date Jason Kunopaksi Signature of Owner  
Sept 1 2021 Date Jason Kunopaksi Signature of Owner

▶ 11.2 If the owner is a Corporation, and is not making the application, the following owner's authorization is required.

**CORPORATE AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, \_\_\_\_\_, am an Officer/Director of the Corporation that is the owner of the land that is the subject of this Application for Consent, and I hereby authorize \_\_\_\_\_ to make this application and provide instruction/information on behalf of the Corporation.

Name of Corporation: \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ Signature of Corporate Representative & Title  
 \_\_\_\_\_ Date \_\_\_\_\_ Signature of Corporate Representative & Title

(I/We have authority to bind the corporation in the absence of a corporate seal.)

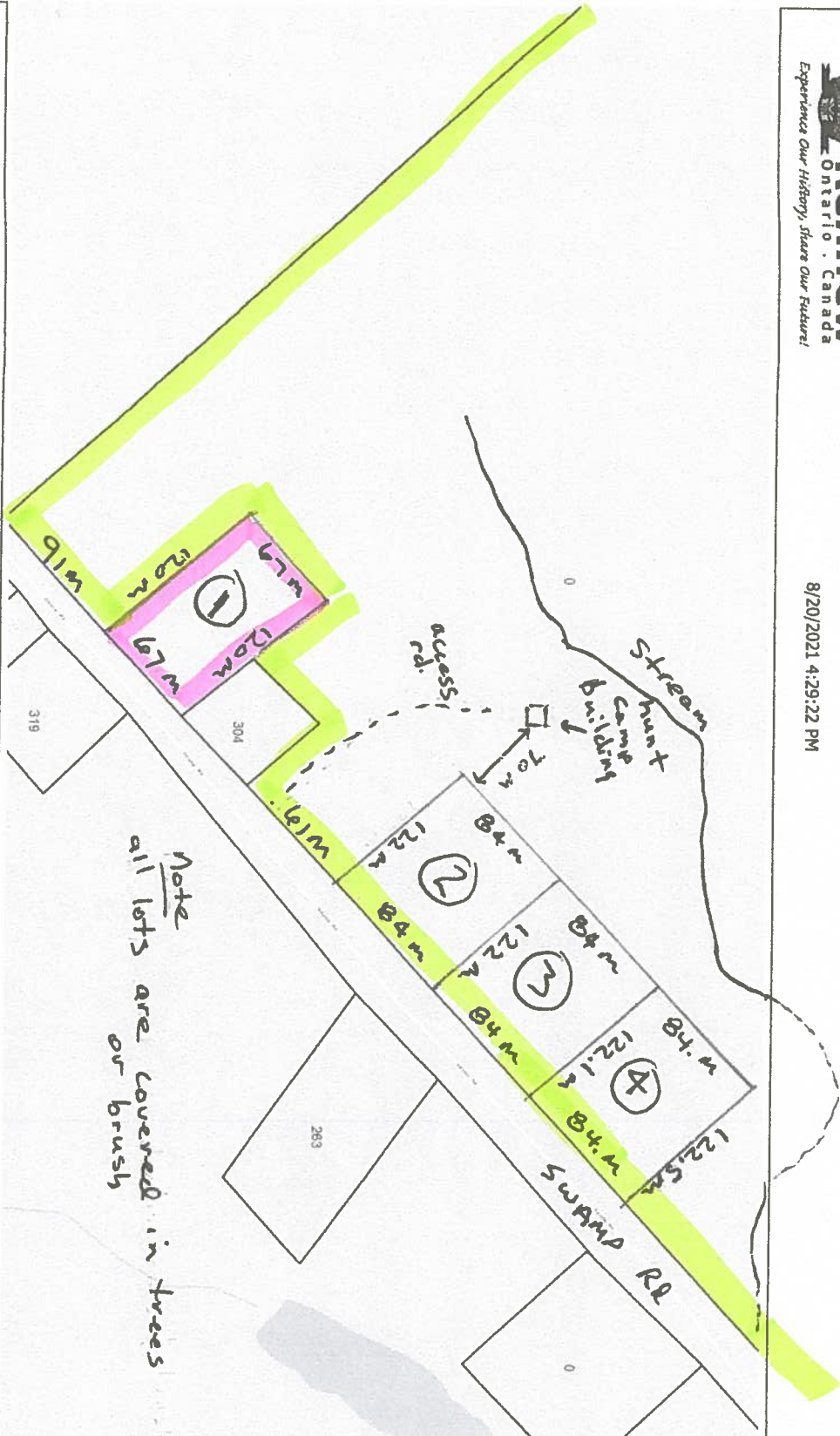
**FOR OFFICE USE ONLY**

Committee File No.: B147/21(1)  
 Hearing Date (if appl.): \_\_\_\_\_  
 Date of Receipt of Application: Sept 7/21  
 Date deemed complete: Sept 7/21  
 Checked by: [Signature]  
 Authorization of Owner Received: Yes  No  N/A   
 Date: Nov 9/21 Alana Zadow  
 Secretary-Treasurer, Land Division Committee









203.3  
 WGS\_1984\_World\_Mercator\_Auxiliary\_Sphere  
 © Queen's Printer for Ontario

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1:4,001

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- Legend**
- Property Parcels
  - World Street Map

Depending on the number of layers visible not all may be shown in the legend.

**Notes**  
 Enter description of the map

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Department of Development &  
Property



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
613-735-3204  
FAX: 613-735-2081  
www.countyofrenfrew.on.ca

April 6, 2022

Tom Cobus  
89 Larone Lane  
Renfrew, ON K7V 3Z8

Dear Mr. Cobus

**Owner:** Jason Kunopaski

**Location of Land:** Part of Lots 4 & 5, Concession 2, Admaston  
Township of Admaston/Bromley  
**B147/21(1)** (67m x 120m – 0.804 ha (1.98 ac.))

This letter is to acknowledge the withdrawal of severance application B147/21 via the attached letter dated April 5, 2022.

This file has now been closed effective April 6, 2022

Yours truly,

*Alana Zadow*

Alana Zadow, ACST  
Secretary-Treasurer  
Land Division Committee  
Encl.

cc. Township of Admaston/Bromley  
Hydro One Networks Inc.  
Catherine McManus

Part 2



Name of Approval Authority:  
**County of Renfrew**  
9 International Drive,  
Pembroke, ON K8A 6W5  
Tel: 613-735-3204  
Fax: 613-735-2081  
Toll Free: 1-800-273-0183  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

**APPLICATION FOR CONSENT**  
Under Section 53 of the Planning Act

Please print and complete or (✓) appropriate box(es). Fields outlined in red are required fields to be completed  
Black arrows (▶) denote prescribed information required under Ontario Regulation 197/96. **SEP 07 2021**

<b>1. OWNER INFORMATION (Please use additional page for owners with different addresses.)</b>			
▶ 1.1 Name of Owner(s): <b>Jason Kunopaski</b>			
Mailing Address: <b>177 Airth Blvd</b>	Town/City: <b>Renfrew</b>	Province: <b>ON</b>	Postal Code: <b>K7V 2J5</b>
Telephone No.: (Home) <b>(613) 312-9647</b>	(Work)		(Fax)
Email Address: <b>kuno2@hotmail.ca</b>			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): <b>Tom Cobus</b>			
Mailing Address: <b>89 Larone Lane</b>	Town/City: <b>Renfrew</b>	Province: <b>ON</b>	Postal Code: <b>K7V 3Z8</b>
Telephone No.: (Home)	(Work) <b>(613) 312-1204</b>		(Fax)
Email Address: <b>Tom@cobushomes.ca</b>			
1.3 Please specify to whom all communications should be sent: <b>Agent</b>			
<b>2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained)</b>			
Complete <b>applicable</b> boxes in 2.1			
▶ 2.1 Municipality: <b>Admaston/Bromley</b>	Subdivision Lot(s) No.:		
Former Township: <b>Admaston</b>	Subdivision Plan No.:		
Lot(s) No.: <b>E 1/2 Lots 4 &amp; 5</b>	Part(s) No.:		
Concession: <b>2</b>	Reference Plan No.: <b>49R-</b>		
Civic Address of subject lands/Road Name:			
<b>Swamp Road. No Civic Address Number Assigned</b>			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? <b>Yes</b> If <b>Yes</b> , describe each easement or covenant and its effect.			
<b>a hydro easement exists at the far right corner of the property along Swamp Road.</b>			
<b>3. PURPOSE OF THIS APPLICATION</b>			
▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):			
<input checked="" type="checkbox"/> Creation of a New Lot	<input type="checkbox"/> Lot Addition/Lot Line Adjustment (see also 3.3)	<input type="checkbox"/> Create Easement/Right-of-Way	<input type="checkbox"/> A Charge/Mortgage
<input type="checkbox"/> A Lease	<input type="checkbox"/> A Correction of Title	<input type="checkbox"/> Other (Please Specify)	
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:			
<b>Cobus Homes</b>			

4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)							
▶ 4.1 Dimensions		<b>Severed</b>	select measure- ment	<b>Retained</b>	select measure- ment	<b>Lands being added to</b>	select measure- ment
	Road Frontage	84.00	m	681.00	m		--
	Depth	122.00	m	1,140.00	m		--
	Area	1.0200	ha	84.9800	ha		--
▶ 4.2 Use of the property	Existing Use(s)	vacant		one hunt camp building			
	Proposed Use(s)	residential		same			
▶ 4.3 Buildings or Structures	Existing	vacant		1 out building			
	Proposed	one residence		same			
▶ 4.4 Official Plan Designation		Rural		Rural			
4.5 Current Zoning		Rural		Rural			

▶ 4.6 Access (✓ appropriate space)		<b>Severed</b>	<b>Retained</b>	<b>Lands being added to</b>
	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Crown road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other public road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Registered right of way (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Private Road (Unregistered) (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If water access only, state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road (attach schedule if more room is required):				
4.7 If access to the subject land is not by a public road, you MUST include proof of your right of access. (include deed).				
Will a road extension be required?		No		

▶ 4.8 Water Supply		Severed	Retained	Lands being added to
(✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.9 Sewage Disposal (✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual septic system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.10 Other Services (✓ if service is available)	Electricity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	School Busing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. PROVINCIAL POLICY STATEMENT**

▶ 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act? **Yes**

**6. HISTORY OF THE SUBJECT LAND**

▶ 6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision under Section 51 of the Planning Act, or an application for Consent (Severance) under Section 53 of the Planning Act? **Yes**

If you answered **Yes** in 6.1, and if you **Know**, please specify the file number of the application.

**don't know when 304 Swamp Road was severed**

6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application and provide the previous file number.

n/a

▶ 6.3 Has any land been severed from the parcel originally acquired by the current owner of the subject land? **No**  
If **Yes**, provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:

Severed Parcel	Date of Transfer	Name of Transferee	Severed Land Use

<b>7. OTHER CURRENT APPLICATIONS</b>	
▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional Application for Consent (ie. severance), Zoning By-Law amendment, Official Plan amendment, Minister's Zoning order, Minor Variance, or approval of a Plan of Subdivision? <b>No</b>	
If Yes, and if Known, specify the appropriate file number and status of the application.	
Type of Application:	File # (if known):
Number of Applications:	Status (if known):

<b>8. SKETCH</b>	
▶ 8.1 Please attach a sketch to the one original and seven duplicate consent applications. Each sketch shall have the severance parcel outlined in red and the retained parcel in green.	
▶ 8.2 The sketch shall show the following information:	
<ul style="list-style-type: none"> <li>a. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;</li> <li>b. the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;</li> <li>c. the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;</li> <li>d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;</li> <li>e. the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that are <ul style="list-style-type: none"> <li>i. located on the subject lands and on land that is adjacent to it, and</li> <li>ii. in the applicant's opinion may affect the application;</li> </ul> </li> <li>f. the current uses of land that is adjacent to the subject land (for example residential, agricultural or commercial);</li> <li>g. the location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;</li> <li>h. if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and</li> <li>i. the location and nature of any easement affecting the subject land.</li> </ul>	
* Please show the location of any well, septic tank, septic field, or weeping bed on both the severed and retained parcels and the setbacks for any existing well, septic tank, septic field and/or weeping bed from the proposed new lot line.	

<b>9. OTHER INFORMATION</b>	
9.1 Is there any other information that you think may be useful to the County of Renfrew or other agencies in reviewing this application? If so, explain below or attach on a separate page.	
<p><b>This application is Part 2 of 4 lots to be created all measurements were taken from using the County GIS Mapping Tool. There may be slight differences from actual</b></p>	



**10. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT**

▶ 10.1 Affidavit or Sworn Declaration for the Prescribed Information

I, Tom Cobus of the Township of Horton  
in the County of of Renfrew solemnly declare that the information required by O. Regulation 547/06 and  
all other information required in this application, including supporting documentation, are true and I make this solemn declaration  
conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the  
**Canada Evidence Act.**



Signature of Applicant

**TOWNSHIP OF ADMASTON/BROMLEY**

Sworn (or declared) before me at the \_\_\_\_\_  
in the County of Renfrew  
this 3rd day of September, 20 21



A Commissioner for Taking Affidavits, etc.

**NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County to such persons as the County sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.**





**11. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION**  
 (Please complete either 11.1 or 11.2 whichever is applicable.)

▶ 11.1 If the owner is not making the application, the following owner's authorization is required.

**AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, Jason Kunopaksi, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize Tom Cobus to make this application and provide instruction/information on my/our behalf.

Sept 1 2021 Date [Signature] Signature of Owner  
 \_\_\_\_\_ Date \_\_\_\_\_ Signature of Owner

▶ 11.2 If the owner is a Corporation, and is not making the application, the following owner's authorization is required.

**CORPORATE AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, \_\_\_\_\_, am an Officer/Director of the Corporation that is the owner of the land that is the subject of this Application for Consent, and I hereby authorize \_\_\_\_\_ to make this application and provide instruction/information on behalf of the Corporation.

Name of Corporation: \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ Signature of Corporate Representative & Title  
 \_\_\_\_\_ Date \_\_\_\_\_ Signature of Corporate Representative & Title

(I/We have authority to bind the corporation in the absence of a corporate seal.)

**FOR OFFICE USE ONLY**

Committee File No.: B148/21 (2)  
 Hearing Date (if appl.): \_\_\_\_\_  
 Date of Receipt of Application: Sept 7/21  
 Date deemed complete: Sept 7/21  
 Checked by: [Signature]  
 Authorization of Owner Received: Yes  No  N/A   
 Date: Nov 9/21 Alan Zadow  
 Secretary-Treasurer, Land Division Committee





813.2  
 WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
 © Queen's Printer for Ontario

408.80  
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Spatial Layer Codes: Source: Esri, HERE, DeLorme, USGS, Swisstopo, IGN, NRCAN, Esri Japan, METI, Esri (OpenStreetMap), Esri (Mitsubishi), Terracon, Mapbox, © OpenStreetMap contributors and the GIS User Community

- Legend**
- Property Parcels
  - World Street Map

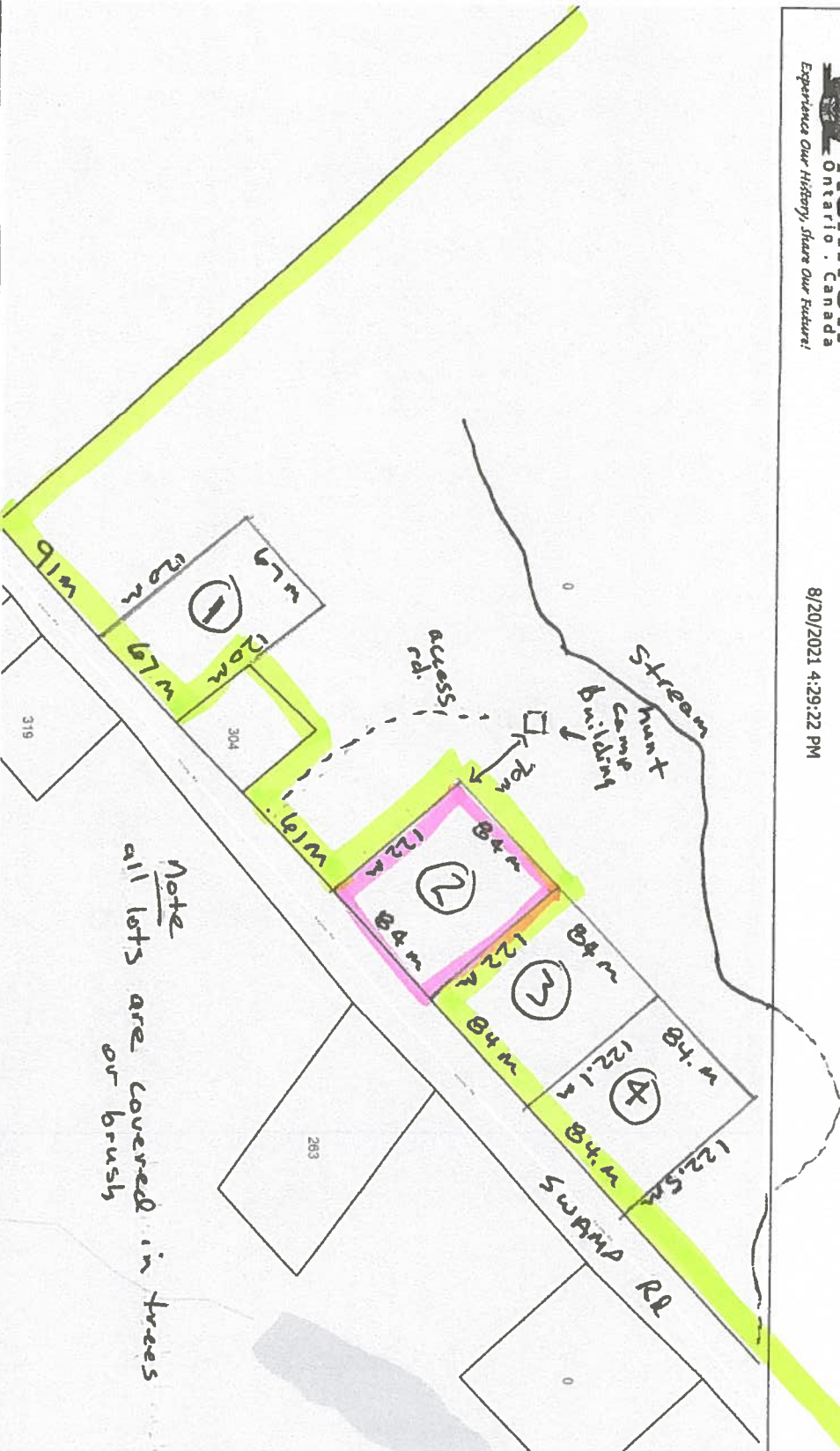
Depending on the number of layers visible not all may be shown in the legend.

**Notes**  
 Enter description of the map

This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation. The County of Renfrew shall not be liable in any way for the use of, or reliance upon, this map or any information on this map.

## County of Renfrew GIS

8/20/2021 4:29:22 PM



203.3 0 101.64 203.3 Meters

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**Legend**  
 Property Parcels  
 World Street Map

Depending on the number of layers visible not all may be shown in the legend.

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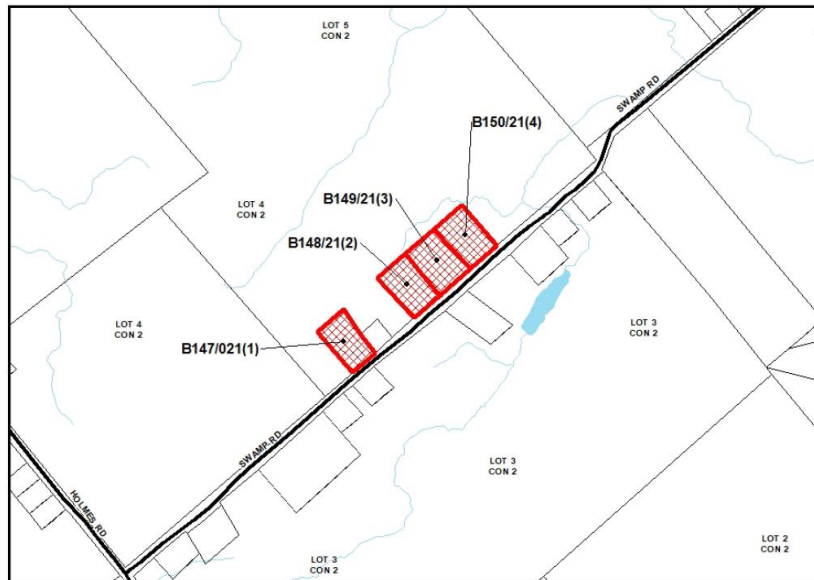


**PART A - BACKGROUND**

1. FILE NO.: **B148/21(2)**
2. APPLICANT: Jason Kunopaski
3. MUNICIPALITY: Township of Admaston/Bromley  
(Geographic Township of Admaston)
4. LOT: Part Lots 4 & 5 CON.: 2 STREET: Swamp Road
5. PURPOSE: Creation of a new lot

6. DESCRIPTION OF APPLICATION:
 

The applicant is proposing to create four new residential lots. Lot 1 is proposed to be 0.8040 hectares in area with 67 metres of road frontage. Lots 2 and 3 are each proposed to be 1.02 hectares in area with 84 metres of road frontage. Lot 4 is proposed to be 1.03 hectares in area with 84 metres of road frontage. The final retained lands will be 86.02 hectares in area with 446 metres of road frontage. There is an existing hunt camp building on the retained lands. No new development is proposed on the retained lands.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage	Area	Structures
Existing Lot	765 m	89.89 Ha	Hunt Camp
Severed	84 m	1.02 Ha	None
Retained	681 m	88.87 Ha	Hunt Camp

8. SEVERANCE HISTORY

Number of new lots from original holding (1971) 1 previous severance: B157/89

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed Rural

Retained Rural  
Environmental Protection

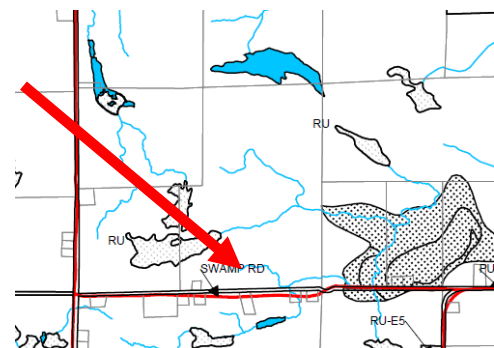


10. ZONING BY-LAW OF THE TOWNSHIP OF ADMASTON/BROMLEY (#2004-13)

Zone(s):

Severed Rural (RU)

Retained Rural (RU)  
Environmental Protection (EP)



Zone Requirements:

	<u>Proposed Lot Area</u>	<u>Minimum Required</u>	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>
Severed	1.02 Ha	<b>4047 m<sup>2</sup></b>	84 m	<b>45 m</b>
Retained	88.87 Ha	<b>2 ha</b>	681 m	<b>45 m</b>

\*Note: There are 4 concurrent applications. If all four lots are granted, the final retained lands will be 86.02 hectares in area with 446 metres of road frontage.

11. SUBMITTED STUDIES

None

12. AGENCY COMMENTS

Twp. of Admaston/Bromley	<p>Favourable comments were received from the Township. Entrance permits will be proposed for the severed and retained lands off the Municipal Road.</p> <p>The Township Chief Building Official and Sewage Inspector approved the suitability of the severed and retained lands for private sewage disposal provided all systems must comply with the Ontario Building Code and all applicable laws.</p>
Hydro One	<p>No comments were received.</p>

**PART B – COMMENTS**

**1. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA**

No Concerns     Concerns

Explanation of Concerns:

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*.

**2. CONFORMITY WITH OFFICIAL PLAN**

- (a) The proposal conforms with the Official Plan, based on the information available to this Department.
- (b) The proposal will conform with the Official Plan if/when, (Sec. Nos. ) 
  - Under Section 2.2(2), favourable MDS 1 calculations.
  - Under Section 13.3(3), favourable comments are received from the Township Public Works Department.
- (c) The proposal does not meet the intent of the Official Plan because,

**3. CONFORMITY WITH ZONING BY-LAW**

- (a) The proposal appears to meet the requirements of the Zoning By-law.
- (b) The severed/retained portion/overall proposal would contravene the By-law because,

**4. GENERAL PLANNING COMMENTS**

As indicated in Part B-Section 3 of this Report, the Provincial land use planning issue be addressed are Minimum Distance Separation (MDS 1) of a new sensitive (residential) land use from existing livestock and manure operations.

Minimum Distance Separation

The Provincial Policy Statement (PPS), the County of Renfrew Official Plan and the Township of Admaston/Bromley Zoning By-law require compliance with MDS 1. MDS 1 must be calculated for all livestock facilities within 1500 metres of the proposed severed lots. Our records indicate that the following properties have a barn within 1500 metres: **160 & 322 Swamp Road, and 202 & 528 Holmes Road.**

The completed MDS 1 forms are required, and the results must be favourable prior to approving the proposed lots. This will be required as a condition of the consent.

Transportation

The severed and retained lands have road frontage on Swamp Road which is a municipal road. Favourable comments were received from the Township.

Zoning By-law

The severed lands meet the minimum requirements for lot frontage and lot area in the Rural (RU) zone.

Environment Protection

Portions of the retained lands are designated and zoned Environmental Protection. No development is permitted on lands designated and zoned Environmental Protection.

Hydro Easement

The applicant has indicated that there is a hydro easement on the retained lands. Hydro One Networks Inc. was circulated. No comments were received from Hydro One.

Letter of Objection

An objection letter was received from Catherine and Richard McManus. They state that there seems to be an issue regarding conflicting surveys. They are unsure where their property line is, and strongly object to the proposed severances.

The McManus concerns related to conflicting surveys and unknown property lines are issues to be handled by a lawyer and are not part of this planning process.

The applicant has withdrawn the lot to be created by Consent Application B147/21(1), and as a result, Catherine and Richard McManus have withdrawn their objection of the remaining three applications.

**5. 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: 
  - Favourable MDS1 calculations
  
- (d) Conditions to the giving of consent should be considered for the following:
  - Registered Plan of Survey:
  - Zoning By-law Amendment:
  - Minor Variance:
  - Private Road Agreement:
  - Development Agreement:
  - Site Plan Control Agreement:
  - Notice on Title:
  - Shoreline Road Allowance Closure / Acquisition:
  - Other:
    - MDS1 forms are submitted and the calculations are favourable.
  
- (e) There are serious planning concerns, refusal is recommended.
  
- (f) Other Recommendations:

Date: April 6, 2022

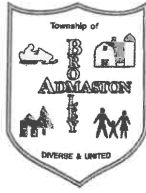


Prepared by: Lindsey Bennett  
County Planner

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

NOV/2021

# TOWNSHIP OF ADMASTON/BROMLEY



477 Stone Road, RR 2  
Renfrew, ON K7V 3Z5

Date: November 16, 2021

To: Alana L. Zadow  
Secretary-Treasurer  
Land Division Committee

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B148/21

Owner: Jason Kunopaski

I **APPROVE** the suitability of the above severed lands for private sewage disposal.



I **DO NOT APPROVE** the suitability of the above severed & retained lands for private sewage disposal.



**COMMENTS:**

ALL SYSTEMS MUST COMPLY WITH THE OBC  
AND ALL APPLICABLE LAW



**Signature Building & Sewage Inspector**

TOWNSHIP OF ADMASTON/BROMLEY  
R. R. #2  
RENFREW, ON K7V 3Z5

Date: November 16<sup>th</sup>, 2021

To: Admaston/Bromley Township

From: Acting Road Superintendent

Re: Municipal Public Road – Swamp Road, Con 2, Lot 4

Severance Application No. B148/21

Owner: Jason Kunopaskie

Type of Municipal Road the subject lot fronts on:

	Year Round	Seasonally	Other
Severed Lot	<u>✓</u>	<u>          </u>	<u>          </u>
Retained Lot	<u>          </u>	<u>          </u>	<u>          </u>

	Will provide entrance permit off Municipal road	Will not provide entrance permit off Municipal road	Approved entrance already exists off Municipal Road
Severed Lot:	<u>✓</u>	<u>          </u>	<u>          </u>
Retained Lot	<u>          </u>	<u>          </u>	<u>          </u>

Is road widening or dedication required? Yes  No

Would approval of this severance create any civic addressing conflicts. Yes  No

Does a school bus service the area at the present time?  Yes  No

Would the proposed use of land place an undue burden on the provision of municipal services such as road maintenance? Yes  No

Comments:

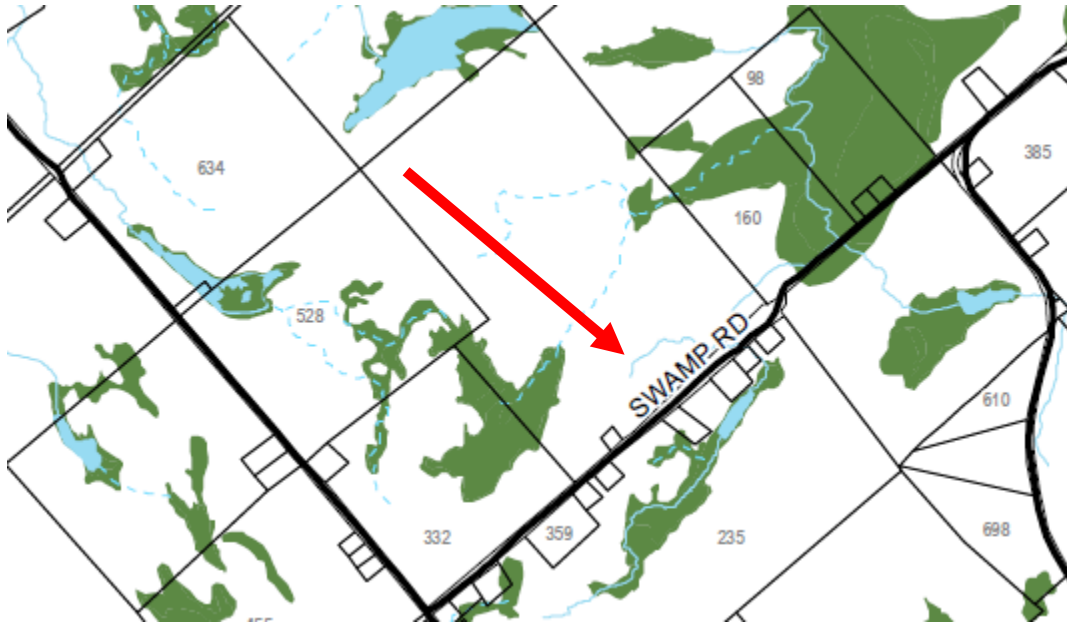
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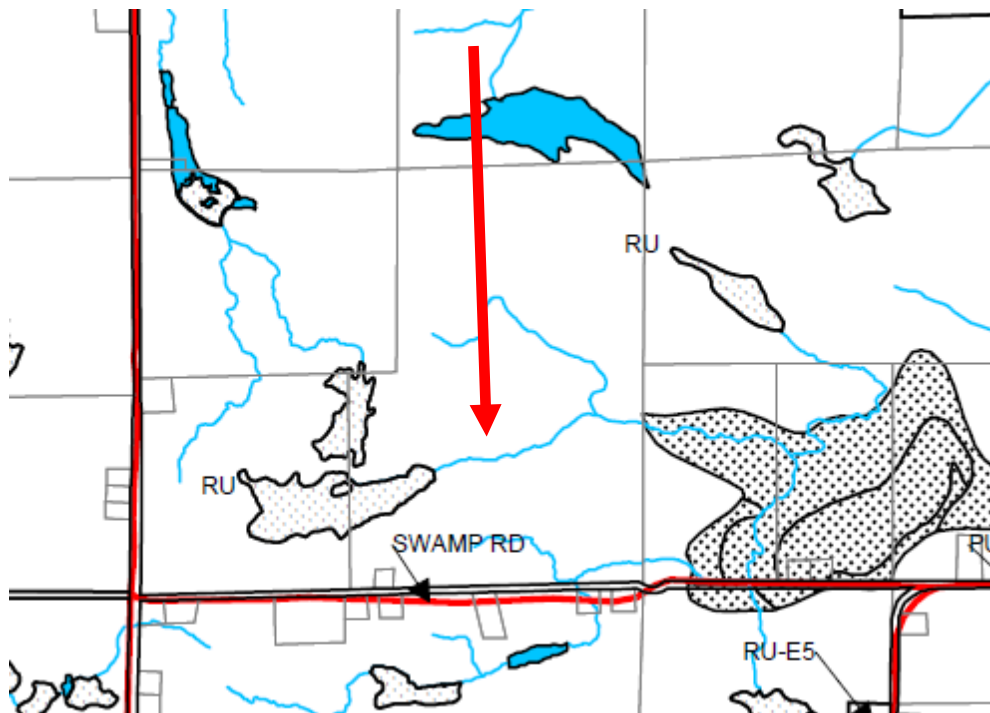
  
Acting Road Superintendent

Steve Visinski

# County of Renfrew Official Plan Schedule A (Admaston/Bromley)

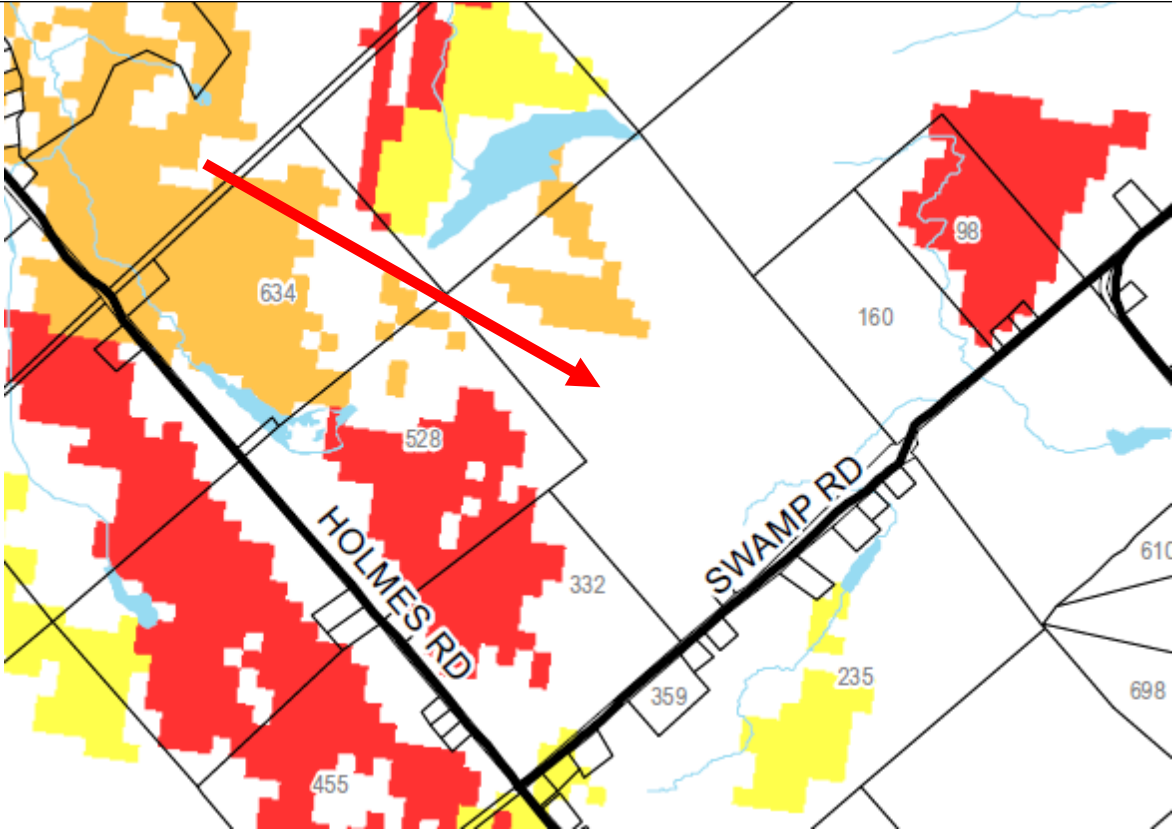


# Township of Admaston - Zoning By-law Schedule



**APPLICABLE County of Renfrew Official Plan Schedule B Maps**

**Schedule B Map 1 Hazards**



**Schedule B Map 4 Natural Heritage Features**



# COUNTY OF RENFREW OFFICIAL PLAN SCHEDULE B MAP LEGENDS

## SCHEDULE "B" – Map 1 Hazards Map

	Propane Facility		Water
	Slip Clay Sites		Karst - known
	Abandoned Mine Sites		Karst - inferred
	Provincial Highway		Karst - potential
	County Road		Non County Areas
	Municipal Road		Licensed Septage Hauler Area
	Municipal Seasonal Road		Municipal Boundary
	Private Road		Active Waste Disposal Site
	Crown Road		Inactive Waste Disposal Site
	Floodline		Wellhead Protection Area
	Unstable Slope	<b>Wildland Hazard</b>	
	Permanent Stream/River		Extreme
			High
			Pine - Needs Evaluation

## SCHEDULE "B" – Map 2 Infrastructures Map

	Highway 17 Proposed Expansion		Pipeline
	Provincial Highway		County Trail
	County Road		Permanent Stream/River
	Municipal Road		Water
	Municipal Seasonal Road		Non County Areas
	Private Road		Municipal Boundary
	Crown Road		Active Waste Disposal Site
	Hardened Shoulders		Inactive Waste Disposal Site
	Abandoned Rail Corridor		

## SCHEDULE "B" – Map 3 Mining & Mineral Aggregate Resources

	Provincial Highway		Aggregate Site Authorize
	County Road		Aggregate Site Authorize
	Municipal Road		Bedrock
	Municipal Seasonal Road		Sand & Gravel
	Private Road		Mining Resource
	Crown Road		Copper & Nickel
	Permanent Stream/River		Copper & Zinc
	Water		Dolomite
	Non County Areas		Magnesium
	Municipal Boundary		Zinc & Lead

## SCHEDULE "B" – Map 4 Natural Heritage Features

	Provincial Highway		ANSI, Earth Science
	County Road		ANSI, Life Science
	Municipal Road		ANSI Earth Buffer 50m
	Seasonal Road		ANSI Life Buffer 120m
	Private Road		Significant Woodlands
	Crown Road		Non County Areas
	Permanent Stream/River		Valley/Lands
	Municipal Boundary		Deer Wintering Area
	Ecoregion - 6E	<b>Watersheds</b>	
	Water		Petawawa-Barron Watershed and Upper Renfrew County Watershed
	At Capacity Lake		Muskrat, Indian, Westmeath Watershed
	Environmental Protection Area		Bonnechere River Watershed
	Provincially Significant Wetland		Madawaska River Watershed
	PSW 120m Buffer		





Part 3

B149/21(3)

Name of Approval Authority:  
**County of Renfrew**  
 9 International Drive,  
 Pembroke, ON K8A 6W5  
 Tel: 613-735-3204  
 Fax: 613-735-2081  
 Toll Free: 1-800-273-0183  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

**APPLICATION FOR CONSENT**  
 Under Section 53 of the Planning Act

Please print and complete or (✓) appropriate box(es). Fields outlined in red are required fields to be completed  
 Black arrows (▶) denote prescribed information required under Ontario Regulation 197/96.

SEP 07 2021

<b>1. OWNER INFORMATION (Please use additional page for owners with different addresses.)</b>			
▶ 1.1 Name of Owner(s): <b>Jason Kunopaski</b>			
Mailing Address: <b>177 Airth Blvd</b>	Town/City: <b>Renfrew</b>	Province: <b>ON</b>	Postal Code: <b>K7V 2J5</b>
Telephone No.: (Home) <b>(613) 312-9647</b>	(Work)		(Fax)
Email Address: <b>kuno2@hotmail.ca</b>			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): <b>Tom Cobus</b>			
Mailing Address: <b>89 Larone Lane</b>	Town/City: <b>Renfrew</b>	Province: <b>ON</b>	Postal Code: <b>K7V 3Z8</b>
Telephone No.: (Home)	(Work) <b>(613) 312-1204</b>		(Fax)
Email Address: <b>Tom@cobushomes.ca</b>			
1.3 Please specify to whom all communications should be sent: <b>Agent</b>			
<b>2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained)</b> Complete applicable boxes in 2.1			
▶ 2.1 Municipality: <b>Admaston/Bromley</b>	Subdivision Lot(s) No.:		
Former Township: <b>Admaston</b>	Subdivision Plan No.:		
Lot(s) No.: <b>E 1/2 Lots 4 &amp; 5</b>	Part(s) No.:		
Concession: <b>2</b>	Reference Plan No.: <b>49R-</b>		
Civic Address of subject lands/Road Name: <b>Swamp Road. No Civic Address Number Assigned</b>			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? <b>Yes</b> If Yes, describe each easement or covenant and its effect. <b>A hydro easement exists at the far right corner of the property on Swamp Road</b>			
<b>3. PURPOSE OF THIS APPLICATION</b>			
▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):			
<input checked="" type="checkbox"/> Creation of a New Lot <input type="checkbox"/> Lot Addition/Lot Line Adjustment (see also 3.3) <input type="checkbox"/> Create Easement/Right-of-Way <input type="checkbox"/> A Charge/Mortgage <input type="checkbox"/> A Lease <input type="checkbox"/> A Correction of Title <input type="checkbox"/> Other (Please Specify)			
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged: <b>Cobus Homes</b>			

4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)							
▶ 4.1 Dimensions		<b>Severed</b>	select measure- ment	<b>Retained</b>	select measure- ment	<b>Lands being added to</b>	select measure- ment
	Road Frontage	84.00	m	681.00	m		--
	Depth	122.00	m	1,140.00	m		--
	Area	1.0200	ha	84.9800	ha		--
▶ 4.2 Use of the property	Existing Use(s)	vacant		one hunt camp building			
	Proposed Use(s)	residential		same			
▶ 4.3 Buildings or Structures	Existing	vacant		1 out building			
	Proposed	one residence		same			
▶ 4.4 Official Plan Designation		Rural		Rural			
4.5 Current Zoning		Rural		Rural			

▶ 4.6 Access (✓ appropriate space)		<b>Severed</b>	<b>Retained</b>	<b>Lands being added to</b>
	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Crown road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other public road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Registered right of way (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Private Road (Unregistered) (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If water access only, state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road (attach schedule if more room is required):				
4.7 If access to the subject land is not by a public road, you MUST include proof of your right of access. (include deed).				
Will a road extension be required?		No		



▶ 4.8 Water Supply		Severed	Retained	Lands being added to
(✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.9 Sewage Disposal (✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual septic system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.10 Other Services (✓ if service is available)	Electricity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	School Busing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. PROVINCIAL POLICY STATEMENT**

▶ 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act? **Yes**

**6. HISTORY OF THE SUBJECT LAND**

▶ 6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision under Section 51 of the Planning Act, or an application for Consent (Severance) under Section 53 of the Planning Act? **Yes**

If you answered **Yes** in 6.1, and if you **Know**, please specify the file number of the application.

**don't know when 304 Swamp Road was severed**

6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application and provide the previous file number.

n/a

▶ 6.3 Has any land been severed from the parcel originally acquired by the current owner of the subject land? **No**  
If **Yes**, provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:

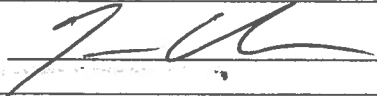

Severed Parcel	Date of Transfer	Name of Transferee	Severed Land Use

<b>7. OTHER CURRENT APPLICATIONS</b>	
▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional Application for Consent (ie. severance), Zoning By-Law amendment, Official Plan amendment, Minister's Zoning order, Minor Variance, or approval of a Plan of Subdivision? <b>No</b>	
If Yes, and if Known, specify the appropriate file number and status of the application.	
Type of Application:	File # (if known):
Number of Applications:	Status (if known):

<b>8. SKETCH</b>	
▶ 8.1 Please attach a sketch to the one original and seven duplicate consent applications. Each sketch shall have the severance parcel outlined in red and the retained parcel in green.	
▶ 8.2 The sketch shall show the following information:	
<ul style="list-style-type: none"> <li>a. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;</li> <li>b. the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;</li> <li>c. the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;</li> <li>d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;</li> <li>e. the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that are <ul style="list-style-type: none"> <li>i. located on the subject lands and on land that is adjacent to it, and</li> <li>ii. in the applicant's opinion may affect the application;</li> </ul> </li> <li>f. the current uses of land that is adjacent to the subject land (for example residential, agricultural or commercial);</li> <li>g. the location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;</li> <li>h. if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and</li> <li>i. the location and nature of any easement affecting the subject land.</li> </ul>	
* Please show the location of any well, septic tank, septic field, or weeping bed on both the severed and retained parcels and the setbacks for any existing well, septic tank, septic field and/or weeping bed from the proposed new lot line.	

<b>9. OTHER INFORMATION</b>	
9.1 Is there any other information that you think may be useful to the County of Renfrew or other agencies in reviewing this application? If so, explain below or attach on a separate page.	

**This application is Part 3 of 4 lots to be created  
all measurements were taken from using the County GIS Mapping Tool. There may be slight differences from actual**

<b>10. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT</b>
▶ 10.1 Affidavit or Sworn Declaration for the Prescribed Information
I, <u>Tom Cobus</u> of the <u>Township</u> of <u>Horton</u> in the <u>County of</u> of <u>Renfrew</u> solemnly declare that the information required by O. Regulation 547/06 and all other information required in this application, including supporting documentation, are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the <b>Canada Evidence Act.</b>
 Signature of Applicant
Sworn (or declared) before me at the <u>TOWNSHIP OF ADMASTON/BROMLEY</u> in the <u>County of Renfrew</u> this <u>3rd</u> day of <u>September</u> , 20 <u>21</u> <div style="text-align: right;">             A Commissioner for Taking Affidavits, etc.         </div>

**NOTE: One of the purposes of the *Planning Act* is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County to such persons as the County sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.**



**11. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION**

(Please complete either 11.1 or 11.2 whichever is applicable.)

▶ 11.1 If the owner is not making the application, the following owner's authorization is required.

**AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, Jason Kunopaksi, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize Tom Cobus to make this application and provide instruction/information on my/our behalf.

Sept 1 2011 Date Jason Kunopaksi Signature of Owner

\_\_\_\_ Date \_\_\_\_\_ Signature of Owner

▶ 11.2 If the owner is a Corporation, and is not making the application, the following owner's authorization is required.

**CORPORATE AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, \_\_\_\_\_, am an Officer/Director of the Corporation that is the owner of the land that is the subject of this Application for Consent, and I hereby authorize \_\_\_\_\_ to make this application and provide instruction/information on behalf of the Corporation.

Name of Corporation: \_\_\_\_\_

\_\_\_\_ Date \_\_\_\_\_ Signature of Corporate Representative & Title

\_\_\_\_ Date \_\_\_\_\_ Signature of Corporate Representative & Title

(I/We have authority to bind the corporation in the absence of a corporate seal.)

**FOR OFFICE USE ONLY**

Committee File No.: B149/21(3)

Hearing Date (if appl.): \_\_\_\_\_

Date of Receipt of Application: Sept 7/21

Date deemed complete: Sept 7/21

Checked by: 8

Authorization of Owner Received: Yes  No  N/A

Date: Nov 9/21 Alana Zedow

Secretary-Treasurer, Land Division Committee





813.2  
 WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
 © Queen's Printer for Ontario

406.60 813.2 Meters  
 1:16,008

This map was produced automatically by the County of Renfrew Mapping Website

With Data supplied under licence by Members of the Ontario Geospatial Data Exchange & the County of Renfrew

Services Layer Credits: Source: Esri, HERE, DeLorme, USGS, Imagery, Mapbox, OpenStreetMap contributors, and the GIS User Community  
 METI, Esri (Shapefile Tool), Esri/Canada, TomTom, Mapbox, OpenStreetMap contributors and the GIS User Community

- Legend**
- Property Parcels
  - World Street Map

Depending on the number of layers visible not all may be shown in the legend.

**Notes**  
 Enter description of the map

This map is illustrative only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation. The County of Renfrew shall not be liable in any way for the use of, or reliance upon, this map or any information on the map.



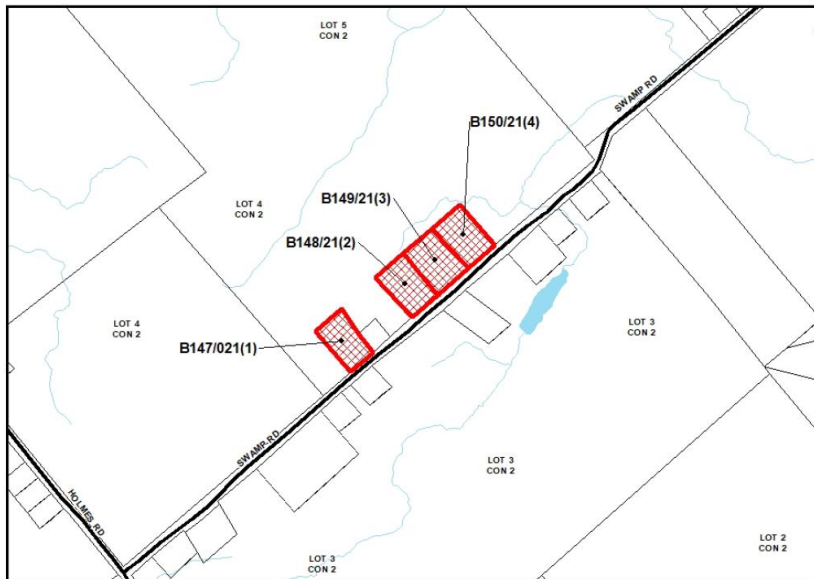


**PART A - BACKGROUND**

1. FILE NO.: **B149/21(3)**
2. APPLICANT: Jason Kunopaski
3. MUNICIPALITY: Township of Admaston/Bromley  
(Geographic Township of Admaston)
4. LOT: Part Lots 4 & 5 CON.: 2 STREET: Swamp Road
5. PURPOSE: Creation of a new lot

6. DESCRIPTION OF APPLICATION:
 

The applicant is proposing to create four new residential lots. Lot 1 is proposed to be 0.8040 hectares in area with 67 metres of road frontage. Lots 2 and 3 are each proposed to be 1.02 hectares in area with 84 metres of road frontage. Lot 4 is proposed to be 1.03 hectares in area with 84 metres of road frontage. The final retained lands will be 86.02 hectares in area with 446 metres of road frontage. There is an existing hunt camp building on the retained lands. No new development is proposed on the retained lands.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage	Area	Structures
Existing Lot	765 m	89.89 Ha	Hunt Camp
Severed	84 m	1.02 Ha	None
Retained	681 m	88.87 Ha	Hunt Camp

8. SEVERANCE HISTORY

Number of new lots from original holding (1971) 1 previous severance: B157/89

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed Rural

Retained Rural  
Environmental Protection

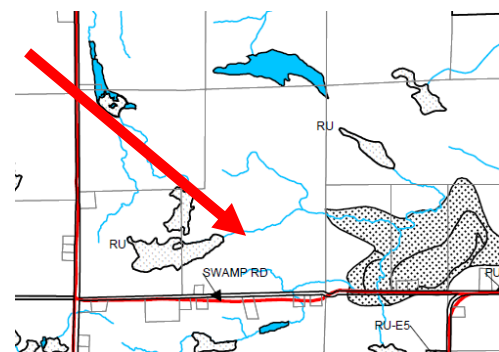


10. ZONING BY-LAW OF THE TOWNSHIP OF ADMASTON/BROMLEY (#2004-13)

Zone(s):

Severed Rural (RU)

Retained Rural (RU)  
Environmental Protection (EP)



Zone Requirements:

	<u>Proposed Lot Area</u>	<u>Minimum Required</u>	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>
Severed	1.02 Ha	<b>4047 m<sup>2</sup></b>	84 m	<b>45 m</b>
Retained	88.87 Ha	<b>2 ha</b>	681 m	<b>45 m</b>

\*Note: There are 4 concurrent applications. If all four lots are granted, the final retained lands will be 86.02 hectares in area with 446 metres of road frontage.





- (c) The proposal does not meet the intent of the Official Plan because,

### 3. CONFORMITY WITH ZONING BY-LAW

- (a) The proposal appears to meet the requirements of the Zoning By-law.
- (b) The severed/retained portion/overall proposal would contravene the By-law because,

### 4. GENERAL PLANNING COMMENTS

As indicated in Part B-Section 3 of this Report, the Provincial land use planning issue be addressed are Minimum Distance Separation (MDS 1) of a new sensitive (residential) land use from existing livestock and manure operations.

#### Minimum Distance Separation

The Provincial Policy Statement (PPS), the County of Renfrew Official Plan and the Township of Admaston/Bromley Zoning By-law require compliance with MDS 1. MDS 1 must be calculated for all livestock facilities within 1500 metres of the proposed severed lots. Our records indicate that the following properties have a barn within 1500 metres: **160 & 322 Swamp Road, and 202 & 528 Holmes Road.**

The completed MDS 1 forms are required, and the results must be favourable prior to approving the proposed lots. This will be required as a condition of the consent.

#### Transportation

The severed and retained lands have road frontage on Swamp Road which is a municipal road. Favourable comments were received from the Township.

#### Zoning By-law

The severed lands meet the minimum requirements for lot frontage and lot area in the Rural (RU) zone.

#### Environment Protection

Portions of the retained lands are designated and zoned Environmental Protection. No development is permitted on lands designated and zoned Environmental Protection.

#### Hydro Easement

The applicant has indicated that there is a hydro easement on the retained lands. Hydro One Networks Inc. was circulated. No comments were received from Hydro One.

#### Letter of Objection

An objection letter was received from Catherine and Richard McManus. They state that there seems to be an issue regarding conflicting surveys. They are unsure where their property line is, and strongly object to the proposed severances.

The McManus concerns related to conflicting surveys and unknown property lines are issues to be handled by a lawyer and are not part of this planning process.

The applicant has withdrawn the lot to be created by Consent Application B147/21(1), and as a result, Catherine and Richard McManus have withdrawn their objection of the remaining three applications.

**5. 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: 
  - Favourable MDS1 calculations
  
- (d) Conditions to the giving of consent should be considered for the following:
  - Registered Plan of Survey:
  - Zoning By-law Amendment:
  - Minor Variance:
  - Private Road Agreement:
  - Development Agreement:
  - Site Plan Control Agreement:
  - Notice on Title:
  - Shoreline Road Allowance Closure / Acquisition:
  - Other:
    - MDS1 forms are submitted and the calculations are favourable.
  
- (e) There are serious planning concerns, refusal is recommended.
  
- (f) Other Recommendations:

Date: April 6, 2022  
Prepared by: Lindsey Bennett  
County Planner  
Reviewed by: Bruce Howarth, MCIP, RPP  
Manager of Planning Services

NOV/2021

# TOWNSHIP OF ADMASTON/BROMLEY



477 Stone Road, RR 2  
Renfrew, ON K7V 3Z5

Date: November 16, 2021

To: Alana L. Zadow  
Secretary-Treasurer  
Land Division Committee

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B149/21

Owner: Jason Kunopaski

I **APPROVE** the suitability of the above severed lands for private sewage disposal.



I **DO NOT APPROVE** the suitability of the above severed & retained lands for private sewage disposal.



**COMMENTS:**

ALL SYSTEMS MUST COMPLY WITH THE OBC  
AND ALL APPLICABLE LAW

**Signature Building & Sewage Inspector**

TOWNSHIP OF ADMASTON/BROMLEY  
R. R. #2  
RENFREW, ON K7V 3Z5

Date: November 16<sup>th</sup>, 2021

To: Admaston/Bromley Township

From: Acting Road Superintendent

Re: Municipal Public Road – Swamp Road, Con 2, Lot 4

Severance Application No. B149/21

Owner: Jason Kunopaskie

Type of Municipal Road the subject lot fronts on:

	Year Round	Seasonally	Other
Severed Lot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retained Lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Will provide entrance permit off Municipal road	Will not provide entrance permit off Municipal road	Approved entrance already exists off Municipal Road
Severed Lot:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retained Lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is road widening or dedication required? Yes  No

Would approval of this severance create any civic addressing conflicts. Yes  No

Does a school bus service the area at the present time?  Yes  No

Would the proposed use of land place an undue burden on the provision of municipal services such as road maintenance? Yes  No

**Comments:**

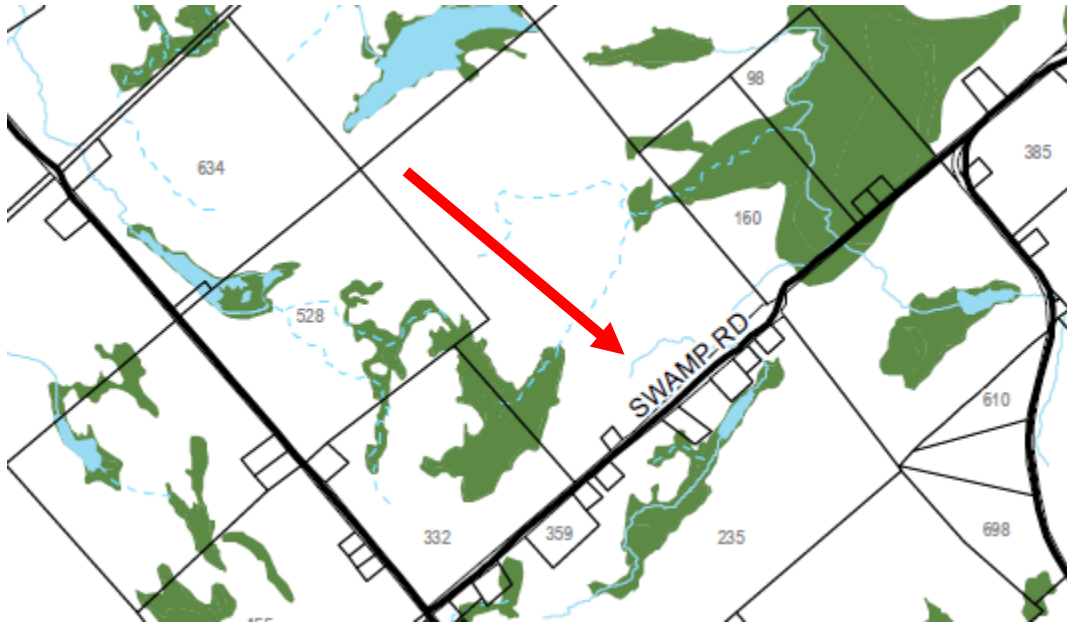
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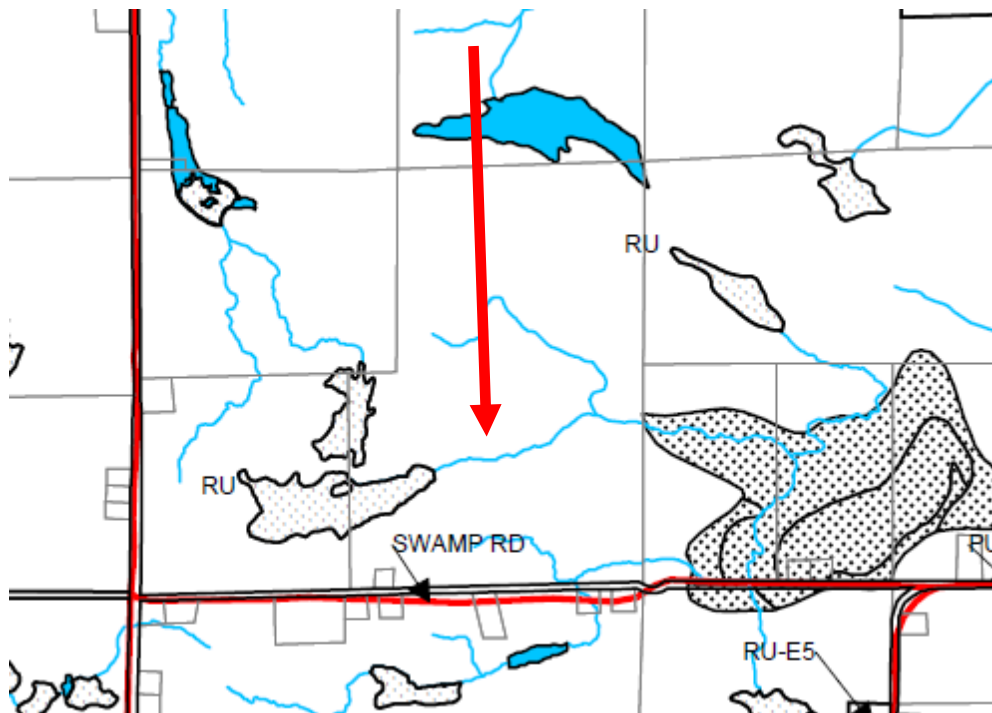
  
Acting Road Superintendent

Steve Visinski

# County of Renfrew Official Plan Schedule A (Admaston/Bromley)

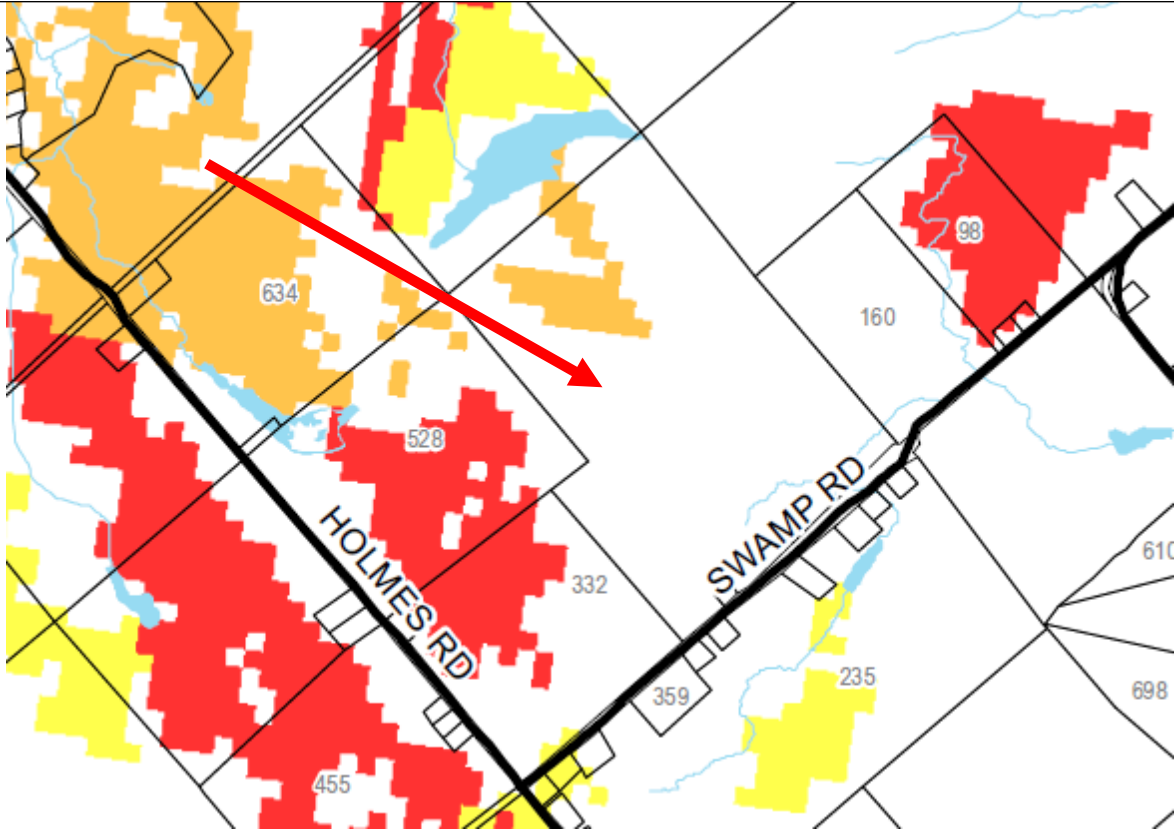


# Township of Admaston - Zoning By-law Schedule



**APPLICABLE County of Renfrew Official Plan Schedule B Maps**

**Schedule B Map 1 Hazards**



**Schedule B Map 4 Natural Heritage Features**





# COUNTY OF RENFREW OFFICIAL PLAN SCHEDULE B MAP LEGENDS

## SCHEDULE "B" – Map 1 Hazards Map

	Propane Facility		Water
	Slip Clay Sites		Karst - known
	Abandoned Mine Sites		Karst - inferred
	Provincial Highway		Karst - potential
	County Road		Non County Areas
	Municipal Road		Licensed Septage Hauler Area
	Municipal Seasonal Road		Municipal Boundary
	Private Road		Active Waste Disposal Site
	Crown Road		Inactive Waste Disposal Site
	Floodline		Wellhead Protection Area
	Unstable Slope	<b>Wildland Hazard</b>	
	Permanent Stream/River		Extreme
			High
			Pine - Needs Evaluation

## SCHEDULE "B" – Map 2 Infrastructures Map

	Highway 17 Proposed Expansion		Pipeline
	Provincial Highway		County Trail
	County Road		Permanent Stream/River
	Municipal Road		Water
	Municipal Seasonal Road		Non County Areas
	Private Road		Municipal Boundary
	Crown Road		Active Waste Disposal Site
	Hardened Shoulders		Inactive Waste Disposal Site
	Abandoned Rail Corridor		

## SCHEDULE "B" – Map 3 Mining & Mineral Aggregate Resources

	Provincial Highway		Aggregate Site Authorize
	County Road		Aggregate Site Authorize
	Municipal Road		Bedrock
	Municipal Seasonal Road		Sand & Gravel
	Private Road		Mining Resource
	Crown Road		Copper & Nickel
	Permanent Stream/River		Copper & Zinc
	Water		Dolomite
	Non County Areas		Magnesium
	Municipal Boundary		Zinc & Lead

## SCHEDULE "B" – Map 4 Natural Heritage Features

	Provincial Highway		ANSI, Earth Science
	County Road		ANSI, Life Science
	Municipal Road		ANSI Earth Buffer 50m
	Seasonal Road		ANSI Life Buffer 120m
	Private Road		Significant Woodlands
	Crown Road		Non County Areas
	Permanent Stream/River		Valley/Lands
	Municipal Boundary		Deer Wintering Area
	Ecoregion - 6E	<b>Watersheds</b>	
	Water		Petawawa-Barron Watershed and Upper Renfrew County Watershed
	At Capacity Lake		Muskrat, Indian, Westmeath Watershed
	Environmental Protection Area		Bonnechere River Watershed
	Provincially Significant Wetland		Madawaska River Watershed
	PSW 120m Buffer		



B150/21(4)

Part 4



Name of Approval Authority:  
**County of Renfrew**  
 9 International Drive,  
 Pembroke, ON K8A 6W5  
 Tel: 613-735-3204  
 Fax: 613-735-2081  
 Toll Free: 1-800-273-0183  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

**APPLICATION FOR CONSENT**  
 Under Section 53 of the Planning Act

Please print and complete or (✓) appropriate box(es). Fields outlined in red are required fields to be completed SEP 07 2021  
 Black arrows (▶) denote prescribed information required under Ontario Regulation 197/96.

<b>1. OWNER INFORMATION (Please use additional page for owners with different addresses.)</b>			
▶ 1.1 Name of Owner(s): <b>Jason Kunopaski</b>			
Mailing Address: <b>177 Airth Blvd</b>	Town/City: <b>Renfrew</b>	Province: <b>ON</b>	Postal Code: <b>K7V 2J5</b>
Telephone No.: (Home) <b>(613) 312-9647</b>	(Work)		(Fax)
Email Address: <b>kuno2@hotmail.ca</b>			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): <b>Tom Cobus</b>			
Mailing Address: <b>89 Larone Lane</b>	Town/City: <b>Renfrew</b>	Province: <b>ON</b>	Postal Code: <b>K7V 3Z8</b>
Telephone No.: (Home)	(Work) <b>(613) 312-1204</b>		(Fax)
Email Address: <b>Tom@cobushomes.ca</b>			
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<b>2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained)</b> Complete applicable boxes in 2.1			
▶ 2.1 Municipality: <b>Admaston/Bromley</b>	Subdivision Lot(s) No.:		
Former Township: <b>Admaston</b>	Subdivision Plan No.:		
Lot(s) No.: <b>E 1/2 Lots 4 &amp; 5</b>	Part(s) No.:		
Concession: <b>2</b>	Reference Plan No.: <b>49R-</b>		
Civic Address of subject lands/Road Name: <b>Swamp Road. No Civic Address Number Assigned</b>			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? <b>Yes</b> If Yes, describe each easement or covenant and its effect. <b>a hydro easement at far right corner of the property on Swamp Road</b>			
<b>3. PURPOSE OF THIS APPLICATION</b>			
▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):			
<input checked="" type="checkbox"/> Creation of a New Lot	<input type="checkbox"/> Lot Addition/Lot Line Adjustment (see also 3.3)	<input type="checkbox"/> Create Easement/Right-of-Way	<input type="checkbox"/> A Charge/Mortgage
<input type="checkbox"/> A Lease	<input type="checkbox"/> A Correction of Title	<input type="checkbox"/> Other (Please Specify)	
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged: <b>Cobus Homes</b>			

4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)							
▶ 4.1 Dimensions		<b>Severed</b>	select measurement	<b>Retained</b>	select measurement	<b>Lands being added to</b>	select measurement
	Road Frontage	84.00	m	681.00	m		--
	Depth	122.50	m	1,140.00	m		--
	Area	1.0300	ha	84.9700	ha		--
▶ 4.2 Use of the property	Existing Use(s)	vacant		one hunt camp building			
	Proposed Use(s)	residential		same			
▶ 4.3 Buildings or Structures	Existing	vacant		1 out building			
	Proposed	one residence		same			
▶ 4.4 Official Plan Designation		Rural		Rural			
4.5 Current Zoning		Rural		Rural			

▶ 4.6 Access (✓ appropriate space)		Severed	Retained	Lands being added to
	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Municipal road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
County road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crown road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other public road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registered right of way (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Private Road (Unregistered) (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If water access only, state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road (attach schedule if more room is required):

4.7 If access to the subject land is not by a public road, you MUST include proof of your right of access. (include deed).		
Will a road extension be required?	No	

▶ 4.8 Water Supply		Severed	Retained	Lands being added to
(✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.9 Sewage Disposal (✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual septic system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.10 Other Services (✓ if service is available)	Electricity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	School Busing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**5. PROVINCIAL POLICY STATEMENT**

▶ 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act? **Yes**

**6. HISTORY OF THE SUBJECT LAND**

▶ 6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision under Section 51 of the Planning Act, or an application for Consent (Severance) under Section 53 of the Planning Act? **Yes**

If you answered **Yes** in 6.1, and if you **Know**, please specify the file number of the application.

**don't know when 304 Swamp Road was severed**

6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application and provide the previous file number.

n/a

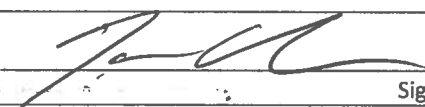

▶ 6.3 Has any land been severed from the parcel originally acquired by the current owner of the subject land? **No**  
If **Yes**, provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:

Severed Parcel	Date of Transfer	Name of Transferee	Severed Land Use

<b>7. OTHER CURRENT APPLICATIONS</b>	
▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional Application for Consent (ie. severance), Zoning By-Law amendment, Official Plan amendment, Minister's Zoning order, Minor Variance, or approval of a Plan of Subdivision? <b>No</b>	
If <b>Yes</b> , and if <b>Known</b> , specify the appropriate file number and status of the application.	
Type of Application:	File # (if known):
Number of Applications:	Status (if known):

<b>8. SKETCH</b>	
▶ 8.1 Please attach a sketch to the one original and seven duplicate consent applications. Each sketch shall have the severance parcel outlined in red and the retained parcel in green.	
▶ 8.2 The sketch shall show the following information:	
<ul style="list-style-type: none"> <li>a. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;</li> <li>b. the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;</li> <li>c. the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;</li> <li>d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;</li> <li>e. the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that are <ul style="list-style-type: none"> <li>i. located on the subject lands and on land that is adjacent to it, and</li> <li>ii. in the applicant's opinion may affect the application;</li> </ul> </li> <li>f. the current uses of land that is adjacent to the subject land (for example residential, agricultural or commercial);</li> <li>g. the location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;</li> <li>h. if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and</li> <li>i. the location and nature of any easement affecting the subject land.</li> </ul>	
* Please show the location of any well, septic tank, septic field, or weeping bed on both the severed and retained parcels and the setbacks for any existing well, septic tank, septic field and/or weeping bed from the proposed new lot line.	

<b>9. OTHER INFORMATION</b>	
9.1 Is there any other information that you think may be useful to the County of Renfrew or other agencies in reviewing this application? If so, explain below or attach on a separate page.	
<p><b>This application is Part 4 of 4 lots to be created</b>  <b>all measurements were taken from using the County GIS Mapping Tool. There may be slight differences from actual</b></p>	

<b>10. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT</b>
▶ 10.1 Affidavit or Sworn Declaration for the Prescribed Information
I, <u>Tom Cobus</u> of the <u>Township</u> of <u>Horton</u> in the <u>County of Renfrew</u> solemnly declare that the information required by O. Regulation 547/06 and all other information required in this application, including supporting documentation, are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the <b>Canada Evidence Act.</b>
 Signature of Applicant
Sworn (or declared) before me at the <u>TOWNSHIP OF ADMASTON/BROMLEY</u> in the <u>County of Renfrew</u> this <u>3rd</u> day of <u>September</u> , 20 <u>21</u> <div style="text-align: right;">             A Commissioner for Taking Affidavits, etc.         </div>

**NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County to such persons as the County sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.**



**11. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION**  
 (Please complete either 11.1 or 11.2 whichever is applicable.)

▶ 11.1 If the owner is not making the application, the following owner's authorization is required.

**AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, Jason Kunopaksi, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize Tom Cobus to make this application and provide instruction/information on my/our behalf.

Sept 1 2021 Date Jason Kunopaksi Signature of Owner  
 \_\_\_\_\_ Date \_\_\_\_\_ Signature of Owner

▶ 11.2 If the owner is a Corporation, and is not making the application, the following owner's authorization is required.

**CORPORATE AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, \_\_\_\_\_, am an Officer/Director of the Corporation that is the owner of the land that is the subject of this Application for Consent, and I hereby authorize \_\_\_\_\_ to make this application and provide instruction/information on behalf of the Corporation.

Name of Corporation: \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_ Signature of Corporate Representative & Title  
 \_\_\_\_\_ Date \_\_\_\_\_ Signature of Corporate Representative & Title

(I/We have authority to bind the corporation in the absence of a corporate seal.)

**FOR OFFICE USE ONLY**

Committee File No.: B150/21(4)  
 Hearing Date (if appl.): \_\_\_\_\_  
 Date of Receipt of Application: Sept 7/21  
 Date deemed complete: Sept 7/21  
 Checked by: 8  
 Authorization of Owner Received: Yes  No  N/A   
 Date: Nov 19/21 Alana Zadow  
 Secretary-Treasurer, Land Division Committee









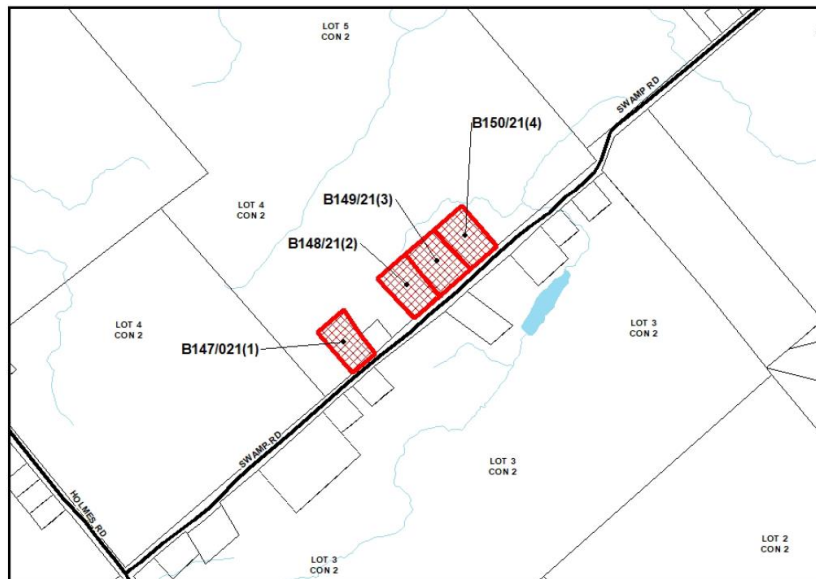


**PART A - BACKGROUND**

1. FILE NO.: **B150/21(4)**
2. APPLICANT: Jason Kunopaski
3. MUNICIPALITY: Township of Admaston/Bromley  
(Geographic Township of Admaston)
4. LOT: Part Lots 4 & 5 CON.: 2 STREET: Swamp Road
5. PURPOSE: Creation of a new lot

6. DESCRIPTION OF APPLICATION:
 

The applicant is proposing to create four new residential lots. Lot 1 is proposed to be 0.8040 hectares in area with 67 metres of road frontage. Lots 2 and 3 are each proposed to be 1.02 hectares in area with 84 metres of road frontage. Lot 4 is proposed to be 1.03 hectares in area with 84 metres of road frontage. The final retained lands will be 86.02 hectares in area with 446 metres of road frontage. There is an existing hunt camp building on the retained lands. No new development is proposed on the retained lands.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage	Area	Structures
Existing Lot	765 m	89.89 Ha	Hunt Camp
Severed	84 m	1.03 Ha	None
Retained	681 m	88.86 Ha	Hunt Camp

8. SEVERANCE HISTORY

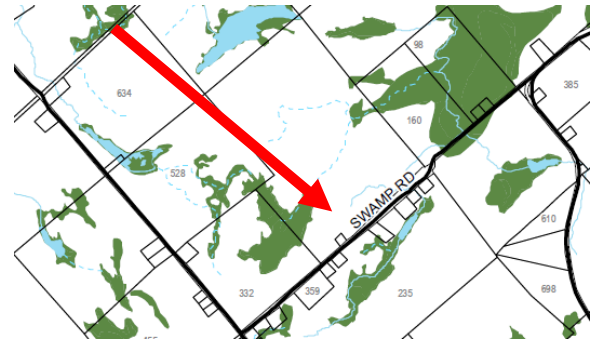
Number of new lots from original holding (1971) 1 previous severance: B157/89

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed Rural

Retained Rural  
Environmental Protection

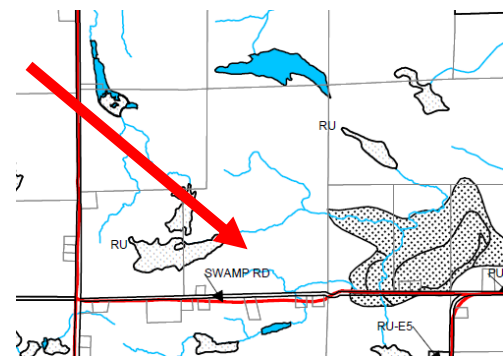


10. ZONING BY-LAW OF THE TOWNSHIP OF ADMASTON/BROMLEY (#2004-13)

Zone(s):

Severed Rural (RU)

Retained Rural (RU)  
Environmental Protection (EP)



Zone Requirements:

	<u>Proposed Lot Area</u>	<u>Minimum Required</u>	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>
Severed	1.03 Ha	<b>4047 m<sup>2</sup></b>	84 m	<b>45 m</b>
Retained	88.86 Ha	<b>2 ha</b>	681 m	<b>45 m</b>

\*Note: There are 4 concurrent applications. If all four lots are granted, the final retained lands will be 86.02 hectares in area with 446 metres of road frontage.

11. SUBMITTED STUDIES

None

12. AGENCY COMMENTS

Twp. of Admaston/Bromley	Favourable comments were received from the Township. Entrance permits will be proposed for the severed and retained lands off the Municipal Road.
Hydro One	The Township Chief Building Official and Sewage Inspector approved the suitability of the severed and retained lands for private sewage disposal provided all systems must comply with the Ontario Building Code and all applicable laws.  No comments were received.

**PART B – COMMENTS**

**1. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA**

No Concerns  Concerns

Explanation of Concerns:

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*.

**2. CONFORMITY WITH OFFICIAL PLAN**

(a) The proposal conforms with the Official Plan, based on the information available to this Department.

(b) The proposal will conform with the Official Plan if/when, (Sec. Nos. )

- Under Section 2.2(2), favourable MDS 1 calculations.
- Under Section 13.3(3), favourable comments are received from the Township Public Works Department.
- Under Section 14.3(4), the lot meets the additional consent criteria.

- (c) The proposal does not meet the intent of the Official Plan because,

**3. CONFORMITY WITH ZONING BY-LAW**

- (a) The proposal appears to meet the requirements of the Zoning By-law.
- (b) The severed/retained portion/overall proposal would contravene the By-law because,

**4. GENERAL PLANNING COMMENTS**

As indicated in Part B-Section 3 of this Report, the Provincial land use planning issue be addressed are Minimum Distance Separation (MDS 1) of a new sensitive (residential) land use from existing livestock and manure operations.

Minimum Distance Separation

The Provincial Policy Statement (PPS), the County of Renfrew Official Plan and the Township of Admaston/Bromley Zoning By-law require compliance with MDS 1. MDS 1 must be calculated for all livestock facilities within 1500 metres of the proposed severed lots. Our records indicate that the following properties have a barn within 1500 metres: **160 & 322 Swamp Road, and 202 & 528 Holmes Road.**

The completed MDS 1 forms are required, and the results must be favourable prior to approving the proposed lots. This will be required as a condition of the consent.

Consent Policies

Our records indicate that there has been one new lot created from the original holding (from 1971 on). If the other two lots that have been applied for are granted (File Nos. B148/21(2) & B149/21(3)), this will be the 4<sup>th</sup> new lot to be created from the original holding.

Under Section 14.3(4) of the Official Plan, an additional two lots are permitted above the three lots normally considered, provided certain criteria are considered. The criteria is that the proposed lots do not conflict with abutting uses; do not lead to demand for increased municipal services; complete the development potential of the holding; do not create a concern with ribbon development; the first three lots severed under subsection 14.3(3) have been developed; and that the lots can be adequately serviced with potable water and a private sewage disposal system.

The lot previously created has been built on, and the proposed lot meets the additional consent criteria; therefore, our office would support the creation of this 4<sup>th</sup> new lot.

Transportation

The severed and retained lands have road frontage on Swamp Road which is a municipal road. Favourable comments were received from the Township.

Zoning By-law

The severed lands meet the minimum requirements for lot frontage and lot area in the Rural (RU) zone.

Environment Protection

Portions of the retained lands are designated and zoned Environmental Protection. No development is permitted on lands designated and zoned Environmental Protection.

Hydro Easement

The applicant has indicated that there is a hydro easement on the retained lands. Hydro One Networks Inc. was circulated. No comments were received from Hydro One.

Letter of Objection

An objection letter was received from Catherine and Richard McManus. They state that there seems to be an issue regarding conflicting surveys. They are unsure where their property line is, and strongly object to the proposed severances.

The McManus concerns related to conflicting surveys and unknown property lines are issues to be handled by a lawyer and are not part of this planning process.

The applicant has withdrawn the lot to be created by Consent Application B147/21(1), and as a result, Catherine and Richard McManus have withdrawn their objection of the remaining three applications.

**5. 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:
- Favourable MDS1 calculations
- (d) Conditions to the giving of consent should be considered for the following:
- Registered Plan of Survey:
  - Zoning By-law Amendment:
  - Minor Variance:
  - Private Road Agreement:
  - Development Agreement:

- Site Plan Control Agreement:
- Notice on Title:
- Shoreline Road Allowance Closure / Acquisition:
- Other:
  - MDS1 forms are submitted and the calculations are favourable.

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

(f) Other Recommendations:

Date: April 6, 2022  
Prepared by: Lindsey Bennett  
County Planner  
Reviewed by: Bruce Howarth, MCIP, RPP  
Manager of Planning Services

NOV/2021

# TOWNSHIP OF ADMASTON/BROMLEY



477 Stone Road, RR 2  
Renfrew, ON K7V 3Z5

Date: November 16, 2021

To: Alana L. Zadow  
Secretary-Treasurer  
Land Division Committee

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B150/21

Owner: Jason Kunopaski

I **APPROVE** the suitability of the above severed lands for private sewage disposal.



I **DO NOT APPROVE** the suitability of the above severed & retained lands for private sewage disposal.



**COMMENTS:**

ALL SYSTEMS MUST COMPLY WITH THE OBC  
AND ALL APPLICABLE LAW



**Signature Building & Sewage Inspector**



TOWNSHIP OF ADMASTON/BROMLEY  
R. R. #2  
RENFREW, ON K7V 3Z5

Date: November 16<sup>th</sup>, 2021

To: Admaston/Bromley Township

From: Acting Road Superintendent

Re: Municipal Public Road – Swamp Road, Con 2, Lot 4

Severance Application No. B150/21

Owner: Jason Kunopaskie

Type of Municipal Road the subject lot fronts on:

	Year Round	Seasonally	Other
Severed Lot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retained Lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Will provide entrance permit off Municipal road	Will not provide entrance permit off Municipal road	Approved entrance already exists off Municipal Road
Severed Lot:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retained Lot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is road widening or dedication required? Yes  No

Would approval of this severance create any civic addressing conflicts. Yes  No

Does a school bus service the area at the present time?  Yes  No

Would the proposed use of land place an undue burden on the provision of municipal services such as road maintenance? Yes  No

**Comments:**

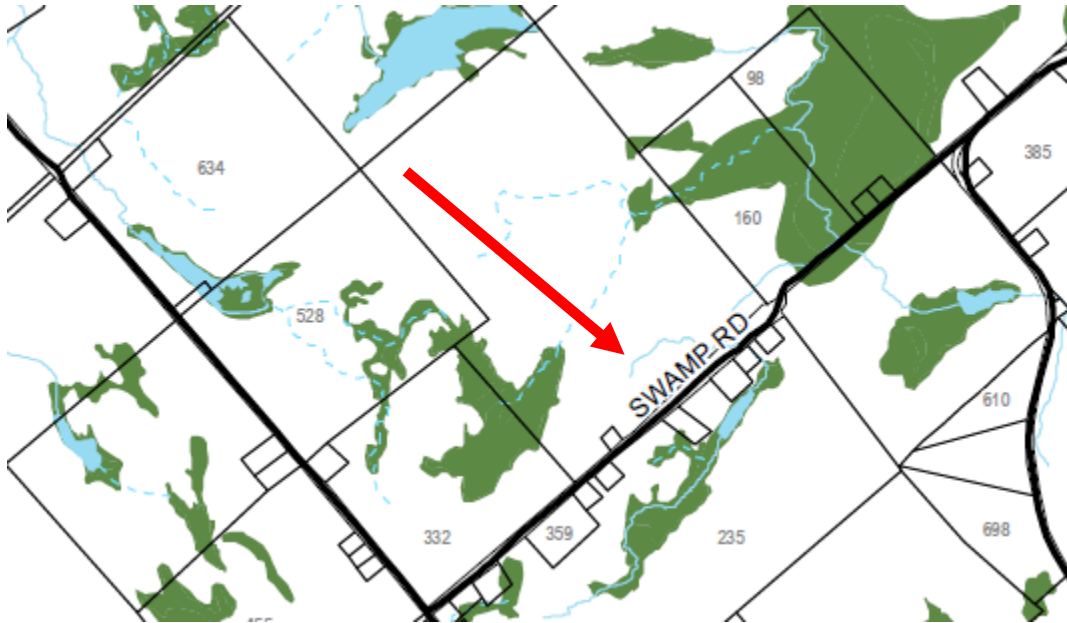
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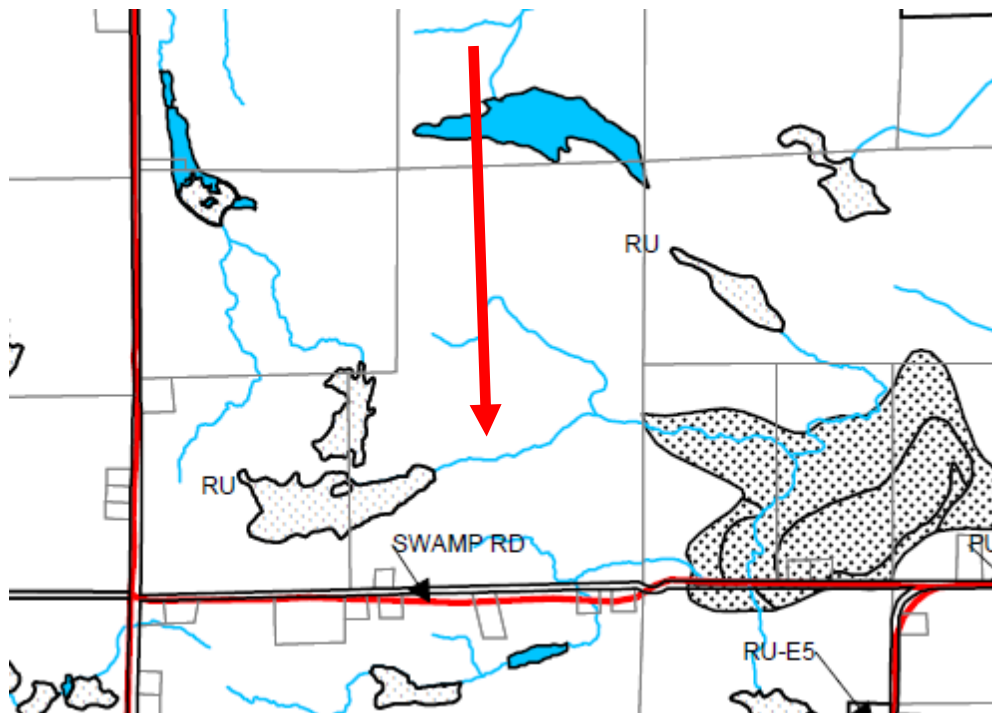
  
Acting Road Superintendent

Steve Visinski

# County of Renfrew Official Plan Schedule A (Admaston/Bromley)

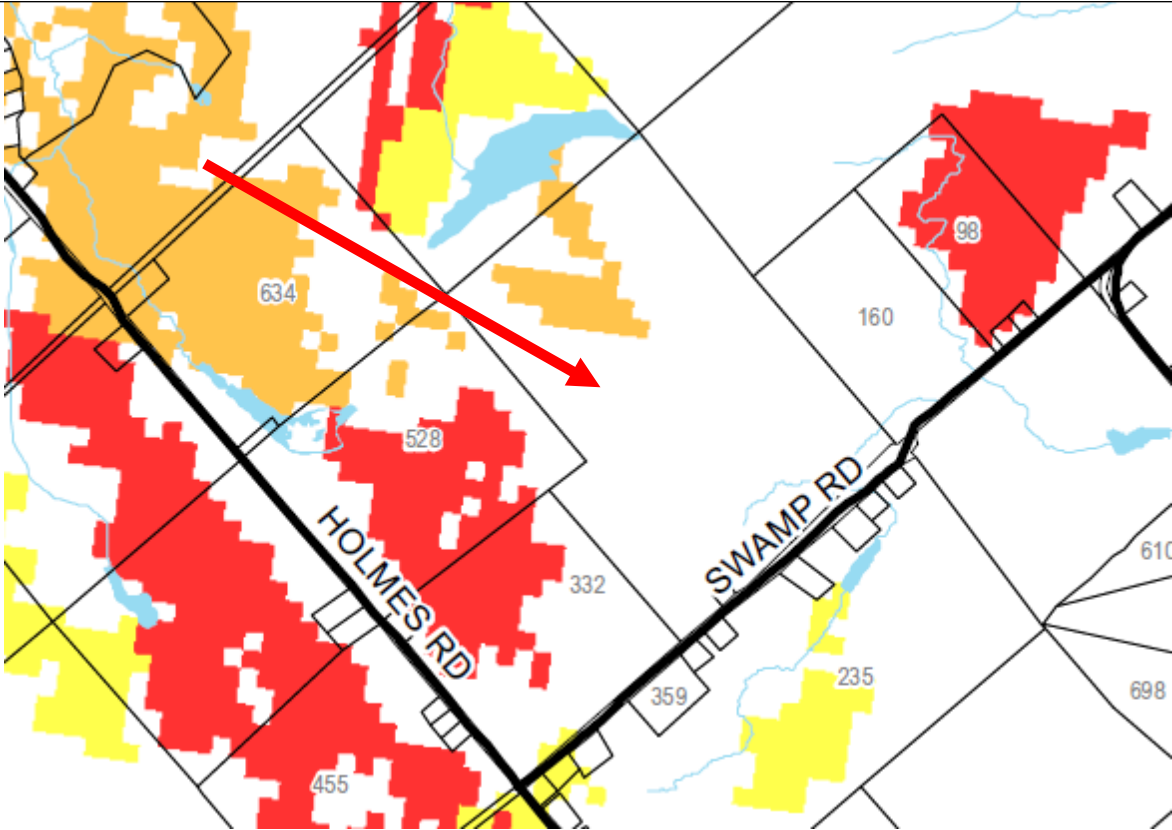


# Township of Admaston - Zoning By-law Schedule



**APPLICABLE County of Renfrew Official Plan Schedule B Maps**

**Schedule B Map 1 Hazards**



**Schedule B Map 4 Natural Heritage Features**



# COUNTY OF RENFREW OFFICIAL PLAN SCHEDULE B MAP LEGENDS

## SCHEDULE "B" – Map 1 Hazards Map

	Propane Facility		Water
	Slip Clay Sites		Karst - known
	Abandoned Mine Sites		Karst - inferred
	Provincial Highway		Karst - potential
	County Road		Non County Areas
	Municipal Road		Licensed Septage Hauler Area
	Municipal Seasonal Road		Municipal Boundary
	Private Road		Active Waste Disposal Site
	Crown Road		Inactive Waste Disposal Site
	Floodline		Wellhead Protection Area
	Unstable Slope	<b>Wildland Hazard</b>	
	Permanent Stream/River		Extreme
			High
			Pine - Needs Evaluation

## SCHEDULE "B" – Map 2 Infrastructures Map

	Highway 17 Proposed Expansion		Pipeline
	Provincial Highway		County Trail
	County Road		Permanent Stream/River
	Municipal Road		Water
	Municipal Seasonal Road		Non County Areas
	Private Road		Municipal Boundary
	Crown Road		Active Waste Disposal Site
	Hardened Shoulders		Inactive Waste Disposal Site
	Abandoned Rail Corridor		

## SCHEDULE "B" – Map 3 Mining & Mineral Aggregate Resources

	Provincial Highway		Aggregate Site Authorize
	County Road		Aggregate Site Authorize
	Municipal Road		Bedrock
	Municipal Seasonal Road		Sand & Gravel
	Private Road		Mining Resource
	Crown Road		Copper & Nickel
	Permanent Stream/River		Copper & Zinc
	Water		Dolomite
	Non County Areas		Magnesium
	Municipal Boundary		Zinc & Lead

## SCHEDULE "B" – Map 4 Natural Heritage Features

	Provincial Highway		ANSI, Earth Science
	County Road		ANSI, Life Science
	Municipal Road		ANSI Earth Buffer 50m
	Seasonal Road		ANSI Life Buffer 120m
	Private Road		Significant Woodlands
	Crown Road		Non County Areas
	Permanent Stream/River		Valley/Lands
	Municipal Boundary		Deer Wintering Area
	Ecoregion - 6E	<b>Watersheds</b>	
	Water		Petawawa-Barron Watershed and Upper Renfrew County Watershed
	At Capacity Lake		Muskrat, Indian, Westmeath Watershed
	Environmental Protection Area		Bonnechere River Watershed
	Provincially Significant Wetland		Madawaska River Watershed
	PSW 120m Buffer		





**County of Renfrew**  
Ontario . Canada

*Experience Our History, Share Our Future!*

B145121

Name of Approval Authority:

**County of Renfrew**

9 International Drive,  
Pembroke, ON K8A 6W5

Tel: 613-735-3204

Fax: 613-735-2081

Toll Free: 1-800-273-0183

[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

**APPLICATION FOR CONSENT**  
Under Section 53 of the Planning Act

Please print and complete or (✓) appropriate box(es). Fields outlined in red are required fields to be completed  
Black arrows (▶) denote prescribed information required under Ontario Regulation 197/96.

AUG 16 2021

<b>1. OWNER INFORMATION (Please use additional page for owners with different addresses.)</b>			
▶ 1.1 Name of Owner(s): EA (Ted) Barron			
Mailing Address: Box 399	Town/City: Cobden	Province: ON	Postal Code: K0J 1K0
Telephone No.: (Home)	(Work) 613-646-2111	(Fax)	
Email Address: cabarron@nrteo.net			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): R Bruce Leach			
Mailing Address: Box 640	Town/City: Pembroke	Province: ON	Postal Code: K8A 6X9
Telephone No.: (Home) 613-401-1699	(Work)	(Fax)	
Email Address: rbruceleach@gmail.com			
1.3 Please specify to whom all communications should be sent: - Select Option - Both			
<b>2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained)</b>			
Complete applicable boxes in 2.1			
▶ 2.1 Municipality: - Select One - Admaston Bromley		Subdivision Lot(s) No.:	
Former Township: --- Bromley		Subdivision Plan No.:	
Lot(s) No.: 16		Part(s) No.:	
Concession: 3		Reference Plan No.: 49R-	
Civic Address of subject lands/Road Name: Not assigned			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? - Select - No If Yes, describe each easement or covenant and its effect.			
<b>3. PURPOSE OF THIS APPLICATION</b>			
▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):			
<input checked="" type="checkbox"/> Creation of a New Lot	<input type="checkbox"/> Lot Addition/Lot Line Adjustment (see also 3.3)	<input type="checkbox"/> Create Easement/Right-of-Way	<input type="checkbox"/> A Charge/Mortgage
<input type="checkbox"/> A Lease	<input type="checkbox"/> A Correction of Title	<input type="checkbox"/> Other (Please Specify)	
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged: Unknown			

4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)							
▶ 4.1 Dimensions		Severed	select measurement	Retained	select measurement	Lands being added to	select measurement
	Road Frontage	302m	--	472m	--	<del>472m</del>	--
	Depth	264m	--	302m	--	<del>302m</del>	--
	Area	13.1 ha	--	13.7a	--	<del>13.7a</del>	--
▶ 4.2 Use of the property	Existing Use(s)	Vacant		Vacant			
	Proposed Use(s)	Residence		Vacant			
▶ 4.3 Buildings or Structures	Existing	One Storage		None			
	Proposed	Storage existing Residence house		None			
▶ 4.4 Official Plan Designation		Rural		Rural			
4.5 Current Zoning		Rural		Rural			

▶ 4.6 Access (✓ appropriate space)		Severed	Retained	Lands being added to
	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal road, maintained all year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County road	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Crown road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other public road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Registered right of way (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Private Road (Unregistered) (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If water access only, state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road (attach schedule if more room is required):

4.7 If access to the subject land is not by a public road, you MUST include proof of your right of access. (include deed).		
Will a road extension be required?	- Select -	

▶ 4.8 Water Supply (✓ type of existing service OR type that would be used if lands were to be developed)		Severed	Retained	Lands being added to
	Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Lake or other water body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.9 Sewage Disposal (✓ type of existing service OR type that would be used if lands were to be developed)	Publicly owned and operated sanitary sewage system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual septic system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.10 Other Services (✓ if service is available)	Electricity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	School Busing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Garbage Collection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**5. PROVINCIAL POLICY STATEMENT**

▶ 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act? - Select - Yes

**6. HISTORY OF THE SUBJECT LAND**

▶ 6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision under Section 51 of the Planning Act, or an application for Consent (Severance) under Section 53 of the Planning Act? - Select - No

If you answered **Yes** in 6.1, and if you **Know**, please specify the file number of the application.

6.2 If this application is a re-submission of a previous consent application, describe how it has been changed from the original application and provide the previous file number.

▶ 6.3 Has any land been severed from the parcel originally acquired by the current owner of the subject land? - Select Yes  
If **Yes**, provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:

Severed Parcel	Date of Transfer	Name of Transferee	Severed Land Use
49R-5246	March 1981	Ted Barron	House.
49R-8421	July 1987	Mr Cohen	House



<b>7. OTHER CURRENT APPLICATIONS</b>	
▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional Application for Consent (ie. severance), Zoning By-Law amendment, Official Plan amendment, Minister's Zoning order, Minor Variance, or approval of a Plan of Subdivision? - Select - <b>No</b>	
If <b>Yes</b> , and if <b>Known</b> , specify the appropriate file number and status of the application.	
Type of Application:	File # (if known):
Number of Applications:	Status (if known):

<b>8. SKETCH</b>	
▶ 8.1 Please attach a sketch to the one original and seven duplicate consent applications. Each sketch shall have the severance parcel outlined in red and the retained parcel in green.	
▶ 8.2 The sketch shall show the following information:	
<ul style="list-style-type: none"> <li>a. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;</li> <li>b. the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;</li> <li>c. the boundaries and dimensions of the subject land, the part that is intended to be severed and the part that is intended to be retained;</li> <li>d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;</li> <li>e. the approximate location of all natural and artificial features (for example, buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks*) that are <ul style="list-style-type: none"> <li>i. located on the subject lands and on land that is adjacent to it, and</li> <li>ii. in the applicant's opinion may affect the application;</li> </ul> </li> <li>f. the current uses of land that is adjacent to the subject land (for example residential, agricultural or commercial);</li> <li>g. the location, width and name of any roads within or abutting the subject land indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way;</li> <li>h. if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; and</li> <li>i. the location and nature of any easement affecting the subject land.</li> </ul>	
* Please show the location of any well, septic tank, septic field, or weeping bed on both the severed and retained parcels and the setbacks for any existing well, septic tank, septic field and/or weeping bed from the proposed new lot line.	

<b>9. OTHER INFORMATION</b>	
9.1 Is there any other information that you think may be useful to the County of Renfrew or other agencies in reviewing this application? If so, explain below or attach on a separate page.	



10. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT

▶ 10.1 Affidavit or Sworn Declaration for the Prescribed Information

I, BA (Ted) Barron of the - Select One - Township of Whitewater  
in the - Select One City of Kenosha solemnly declare that the information required by O. Regulation 547/06 and  
all other information required in this application, including supporting documentation, are true and I make this solemn declaration  
conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the  
Canada Evidence Act.



Signature of Applicant

Sworn (or declared) before me at the Township of Whitewater  
in the County of Kenosha  
this 8th day of September, 2020



A Commissioner for Taking Affidavits, etc.

**NOTE: One of the purposes of the Planning Act is to provide for planning processes that are open, accessible, timely and efficient. Accordingly, all written submissions, documents, correspondence, e-mails or other communications (including your name and address) form part of the public record and will be disclosed/made available by the County to such persons as the County sees fit, including anyone requesting such information. Accordingly, in providing such information, you shall be deemed to have consented to its use and disclosure as part of the planning process.**



**11. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION**

(Please complete either 11.1 or 11.2 whichever is applicable.)

▶ 11.1 If the owner is not making the application, the following owner's authorization is required.

**AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, EA (Ted) Barron, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize R Bruce Leach to make this application and provide instruction/information on my/our behalf.

Sept 8, 2020

Date

Signature of Owner

Sept 8, 2020

Date

Signature of Owner

▶ 11.2 If the owner is a Corporation, and is not making the application, the following owner's authorization is required.

**CORPORATE AUTHORIZATION OF OWNER(S) FOR AGENT TO MAKE THE APPLICATION**

I, \_\_\_\_\_, am an Officer/Director of the Corporation that is the owner of the land that is the subject of this Application for Consent, and I hereby authorize \_\_\_\_\_ to make this application and provide instruction/information on behalf of the Corporation.

Name of Corporation: \_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Corporate Representative & Title

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Corporate Representative & Title

(I/We have authority to bind the corporation in the absence of a corporate seal.)

**FOR OFFICE USE ONLY**

Committee File No.: B145121

Hearing Date (if appl.): \_\_\_\_\_

Date of Receipt of Application: Aug 16 121

Date deemed complete: Aug 16 121

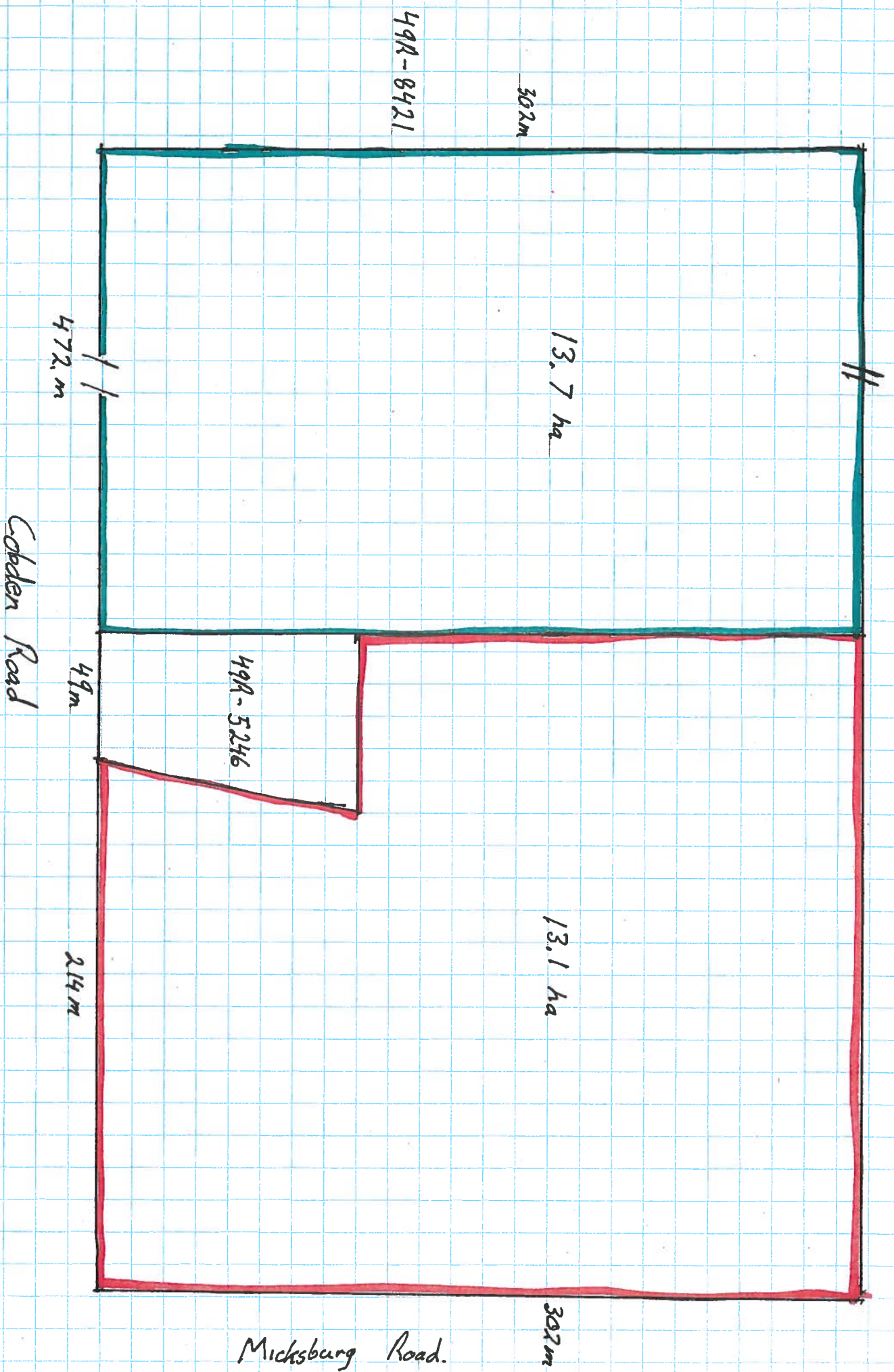
Checked by: [Signature]

Authorization of Owner Received: Yes  No  N/A

Date: Nov 5/21 Alana Zedler

Secretary-Treasurer, Land Division Committee





49R-8421

302m

13.7 ha

11

472m

Cobden Road

49m

49R-5246

13.1 ha

214m

Micksburg Road.

302m



Map Satellite

+

-

36x72 shed,  
100 ft from east barn  
600 ft from west property  
(line)

In the rear of  
Grandson's  
305 acres  
Hillside

To be Sealed  
For 24 hours  
NY Granddaddy  
later

49R6246  
March 87  
Severed

Part 1  
49R8421  
July 1987  
Severed

Pipeline  
Eucalypt  
49R6204

Retained  
same time  
1987.

Granddaddy

49R6246  
March 87  
Severed

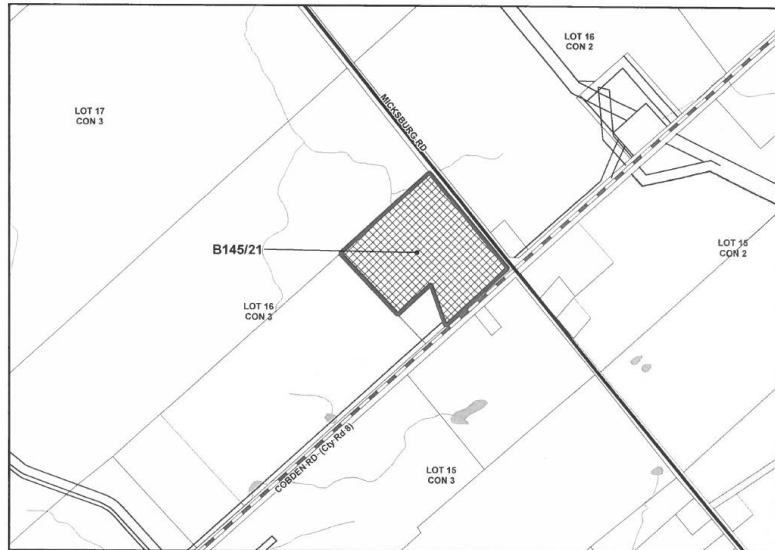
67





**PART A - BACKGROUND**

1. FILE NO.: **B145/21**
2. APPLICANTS: EA (Ted) Barron
3. MUNICIPALITY: Township of Admaston/Bromley  
(Geographic Twp of Bromley)
4. LOT: Part Lot 16 CON.: 3 STREET: Cobden Road
5. PURPOSE: Creation of a new lot
6. DESCRIPTION OF APPLICATION: The owner is proposing to sever a residential lot that will be 13.1 hectares in area with 302 metres of road frontage along Micksburg Road and 214 metres of road frontage along Cobden Road. One storage building is existing. The retained lands will be 13.7 hectares in area with 472 metres of road frontage along Cobden Road, and is vacant.



**7. LOT DIMENSIONS AND USE OF LANDS**

	Frontage		Area	Structures
Existing Lot	686 Cobden Rd 302 Micksburg Rd	m m	26.8 Ha	Storage Building
Severed	214 Cobden Rd 302 Micksburg Rd	m m	13.1 Ha	Storage Building
Retained	472 Cobden Rd	m	13.7 Ha	None

**8. SEVERANCE HISTORY**

Number of new lots from original holding (1971) 3 previous severances: B7/81, B121/84 & B6/87

**9. OFFICIAL PLAN OF THE COUNTY OF RENFREW**

Official Plan Designation(s):

Severed Rural  
Environmental Protection

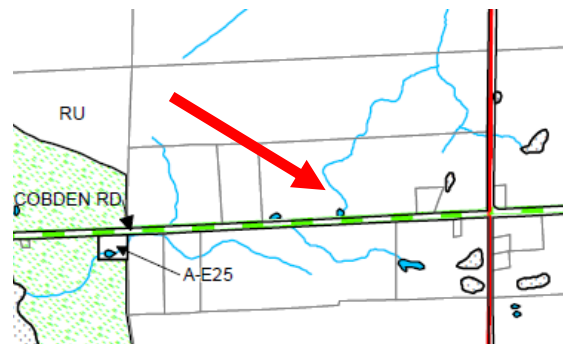
Retained Rural



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

Severed Rural (RU)

Retained Rural (RU)



**11. Zone Requirements:**

	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>	<u>Proposed Lot Area</u>	<u>Minimum Required</u>
Severed	214 Cobden Rd 302 Micksburg Rd	<b>45 m</b>	13.1 Ha	<b>4047 m<sup>2</sup></b>
Retained	472 Cobden Rd	<b>45 m</b>	13.7 Ha	<b>4047 m<sup>2</sup></b>

**PART B – COMMENTS****1. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA**No Concerns Concerns Explanation of Concerns:

- 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*.

**2. CONFORMITY WITH OFFICIAL PLAN**

(a) The proposal conforms with the Official Plan, based on the information available to this Department.

(b) The proposal will conform with the Official Plan if/when, (Sec. Nos. )

- Under Section 2.2(2), minimum distance separation 1 calculations are met.
- Under Section 2.2(11)(b)(i), a 20 metre buffer is required.
- Under Section 2.2(22), the requirements of TransCanada Pipeline can be met.
- Under Section 13.3(2), the road requirements of the County of Renfrew Public Works and Engineering Department are satisfied.
- Under Section 13.3(3), the road requirements of the Township of Admaston/Bromley Public Works Department are satisfied.
- Under Section 14.3(4), the criteria for an additional consent have been met.

(c) The proposal does not meet the intent of the Official Plan because,

**3. CONFORMITY WITH ZONING BY-LAW**

(a) The proposal appears to meet the requirements of the Zoning By-law.

(b) The severed/retained portion/overall proposal would contravene the By-law because,



**4. SUBMITTED STUDIES**

None

**5. AGENCY COMMENTS**

Twp. of Admaston/Bromley	Favourable comments were provided from the Township.  The proposed consent is in an area serviced by a municipal drain, and a drain reapportionment is required.  The Building and Sewage Inspector approves the suitability of the severed lands for private sewage disposal. All systems must comply with the Ontario Building Code and all applicable law.
Enbridge	Enbridge Gas Inc. does not object to the proposed application.
TransCanada Pipeline	This lot is outside of TCPL's review area, so we will not be providing comments.
County Public Works & Engineering	County Public Works and Engineering Department had no comments or concerns.

**6. GENERAL PLANNING COMMENTS**

As indicated in Part B-Section 3 of this Report, the Provincial land use planning issues to be addressed are Minimum Distance Separation (MDS 1) of a new sensitive (residential) land use from existing livestock and manure operations, wildland fire and significant valleylands.

Minimum Distance Separation

Any new residential lots must meet Minimum Distance Separation 1 (MDS 1) requirements from existing livestock facilities on the retained lands and neighbouring properties. MDS 1 must be calculated for all livestock facilities within 750 metres of the proposed severed lot. Our records indicate that the following properties have barns within 750 metres: **87, 189 & 190 Micksburg Road, 707 McPeak Line, and 677 Cobden Road.**

MDS1 forms were received, and the calculations were favourable.

Wildland Fire

Portions of the severed and retained lands fall within an area of pine which poses a wildland fire risk, as identified on Schedule B-Map 1-Hazards, to the County of Renfrew Official Plan. Under Section 2.2(9)(d) development should take place outside of these

risk areas, but may be permitted in them provided the risk is mitigated in accordance with Ministry of Natural Resource and Forestry (MNRF) assessment and standards.

There is land outside of the risk areas on both the severed and retained lands; therefore the checklist is not required.

#### Significant Valleylands

Portions of the property are affected by significant valleylands. This is a natural feature that is required to be protected from negative impacts from development. Proposed development that occurs in or within 120 metres of this feature is required to be supported by an Environmental Impact Study (EIS) that demonstrates there will be no negative impacts on the valleylands. In accordance with Section 2.2(23) of the Official Plan, since there is only one lot proposed, the proposed severance can be considered minor and the EIS can be waived.

#### Consent Policies

Our records indicate that there has been three new lots created from the original holding (from 1971 on). This will be the 4<sup>th</sup> new lot to be created.

Under Section 14.3(4) of the Official Plan, an additional two lots are permitted above the three lots normally considered, provided certain criteria are considered. The criteria is that the proposed lots do not conflict with abutting uses; do not lead to demand for increased municipal services; complete the development potential of the holding; do not create a concern with ribbon development; the first three lots severed under subsection 14.3(3) have been developed; and that the lots can be adequately serviced with potable water and a private sewage disposal system.

The previous lots appear to be built on, and the proposed lot meets the additional consent criteria; therefore, our office would support the creation of this 4<sup>th</sup> new lot.

#### TransCanada Pipeline

The owner indicated in the general inquiry that there is a TransCanada Pipeline easement on the property. TransCanada Pipeline was circulated, and favourable comments were received.

#### Transportation

The severed and retained lands have road frontage along Cobden Road which is a County Road. In accordance with Section 13.3(2) of the Official Plan, consultation with the County of Renfrew Public Works and Engineering Department is required. Favourable comments were received from the County Public Work and Engineering Department.

The severed lands also have road frontage along Micksburg Road which is a Municipal Road. In accordance with Section 13.3(3), consultation with the Township Public Works Department is required. Favourable comments were received from the Township.

#### Watershed

The property is affected by the Muskrat-Indian-Westmeath watershed. As set out in Section 2.2(11)(b)(i) of the Official Plan, a minimum 20 metre natural vegetative buffer

should be retained to prevent erosion, nutrient migration, protect wildlife habitat and protect the water feature and, in turn, the Muskrat-Indian-Westmeath watershed.

**7. RECOMMENDATIONS**

- (a) Planning concerns have NOT been identified in this report. Therefore, consent can be granted.
  
- (b) There are some planning concerns that must be dealt with as follows, before determining whether the consent can be supported or not.
  
- (c) The proposal may be acceptable when the following matters are addressed and resolved:
  
- (d) Conditions to the giving of consent should be considered for the following:
  - Registered Plan of Survey:
  - Zoning By-law Amendment:
  - Minor Variance:
  - Private Road Agreement:
  - Development Agreement:
  - Site Plan Control Agreement:
  - Notice on Title:
  - Shoreline Road Allowance Closure / Acquisition:
  - Other: A drain reapportionment is required.
  
- (e) There are serious planning concerns, refusal is recommended.
  
- (f) Other Recommendations:

Date: April 12, 2022

Prepared by: Lindsey Bennett-Farquhar, MCIP, RPP  
County Planner

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

NOV/2021

TOWNSHIP OF ADMASTON/BROMLEY  
R. R. #2  
RENFREW, ON K7V 3Z5

Date: November 16<sup>th</sup>, 2021

To: Admaston/Bromley Township

From: Acting Road Superintendent

Re: Municipal Public Road – Cobden Road, Con 3, Lot 16

Severance Application No. B145/21

Owner: Ted Barron

Type of Municipal Road the subject lot fronts on:

	Year Round	Seasonally	Other
Severed Lot	<u>County Road.</u>	<u>                    </u>	<u>                    </u>
Retained Lot	<u>✓</u>	<u>                    </u>	<u>                    </u>

	Will provide entrance permit off Municipal road	Will not provide entrance permit off Municipal road	Approved entrance already exists off Municipal Road
Severed Lot:	<u>                    </u>	<u>                    </u>	<u>                    </u>
Retained Lot	<u>✓</u>	<u>                    </u>	<u>Field Entrance</u>

Is road widening or dedication required? Yes  No

Would approval of this severance create any civic addressing conflicts. Yes  No

Does a school bus service the area at the present time?  Yes  No

Would the proposed use of land place an undue burden on the provision of municipal services such as road maintenance? Yes  No

Comments:

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Acting Road Superintendent

*Steve Usank*

# TOWNSHIP OF ADMASTON/BROMLEY



477 Stone Road, RR 2  
Renfrew, ON K7V 3Z5

Date: November 16<sup>th</sup>, 2021

To: Alana L. Zadow  
Secretary-Treasurer  
Land Division Committee

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B145/21

Owner: Ted Barron

I **APPROVE** the suitability of the above severed lands for private sewage disposal.



I **DO NOT APPROVE** the suitability of the above severed & retained lands for private sewage disposal.

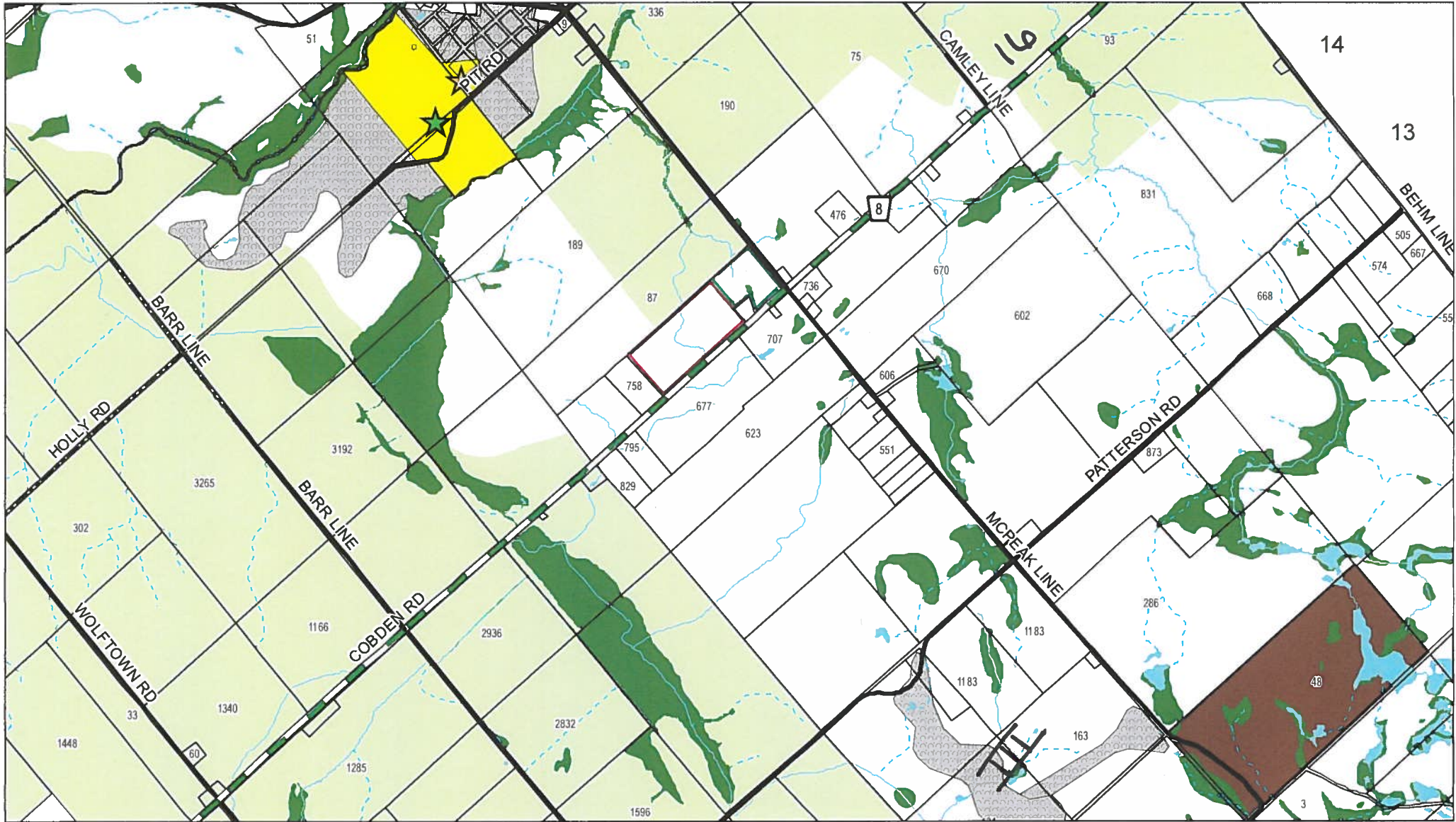


**COMMENTS:**

ALL SYSTEMS MUST COMPLY WITH THE OBC  
AND ALL APPLICABLE LAW

**Signature Building & Sewage Inspector**

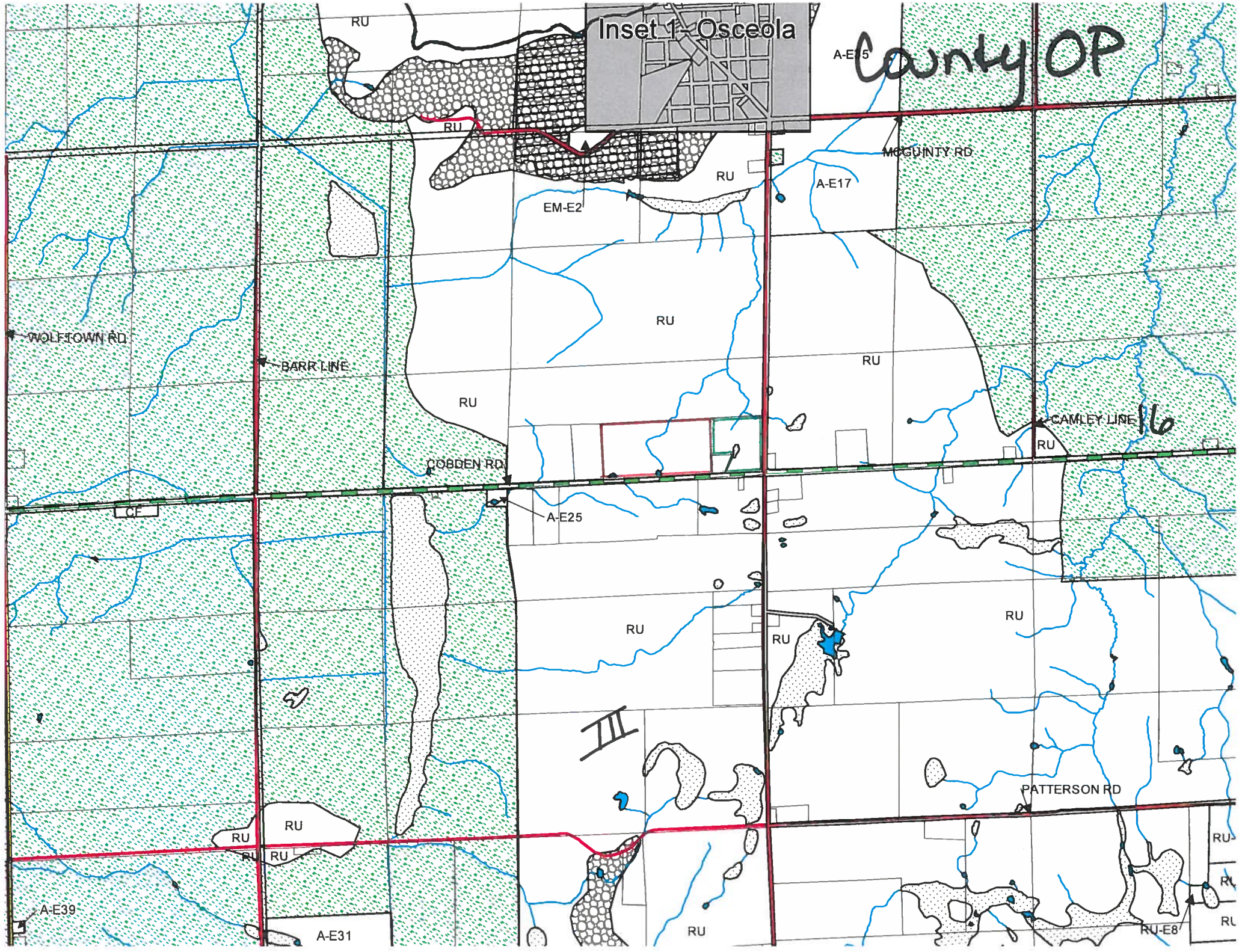
# County OP





Inset 1 - Osceola

County OP



WOLF TOWN RD

BARR LINE

COBDEN RD

MOQUINTY RD

CAMLEY LINE

PATTERSON RD

A-E39

A-E31

EM-E2

A-E17

A-E25

RU-E8

III



**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 17, 2022  
To: Council  
From: Steve Visinski/Meagan Jessup  
Re: Public Works March 2022 Report

---

On a monthly basis the Public Works Superintendent prepares a report to Council with information on road maintenance, remediation works and current and upcoming projects within the Township which occurred during the month. This monthly report is for the month of March 2022.

**Township**

Cardboard was delivered to the Emterra Recycling Plant in Renfrew by Township staff, normally twice per month. Recycling was picked up weekly this month from the Stone Road Transfer site by the contractor. The recycling at the Osceola Landfill and Douglas Transfer stations are normally picked up once per month by the contractor.

Staff completed and documented monthly road inspections to ensure roads are meeting the Minimum Maintenance Standards. There were five (5) events in the month of March with freezing rain and snow.

**Current Projects**

- Snow plowing and sanding operations were on going over the month of March.
- More road bump signs have been placed in areas with frost heaves.
- Culvert steaming was ongoing with approximately thirty (30) culverts that need steaming in March.
- Cold patching has begun.
- Traffic Counters have been set up on McMahan Road, Kunopaski Road and Ferguslea Road.

**Upcoming Events**

- Excavator Brushing jobs will begin.
- Maintenance of Equipment is ongoing.
- Culvert maintenance will begin as frost heaves.
- Grading and cold patching will be ongoing.

**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: April 21<sup>st</sup>, 2022

To: Council

From: Jennifer Charkavi

Re: Inaugural Meeting - 2022 Term of Council

---

**Background:**

The recent update to the Municipal Elections Act states that the 2022 Term of Council may begin on November 15 and the Municipal Election Act states the first meeting of Council after an election must take place within 31 days of the election.

**Discussion:**

The Township of Admaston/Bromley's meetings are the first and third Thursday of every month. It is recommended that the Inaugural meeting take place on Thursday November 17, 2022, this will ensure a smooth transition for new council and the public as the meeting schedule will not change.

The Procedural By-Law will need to be amended to reflect this change and should read that the First (Inaugural) Meeting be as per the Municipal Elections Act, 1996 and the Municipal Act, 2001, as amended, and take place at the first opportunity at a regular meeting. Should the first meeting date be amended in the future by either Acts, the Procedural By-Law will allow for that change.

As this by-law is being amended it is also an opportunity to ensure that the reference to Clerk-Treasurer is replaced with CAO/Clerk.

**Financial Implications:**

There are no financial implications.

**People Consulted:**

None.

**Recommendation for Council:**

BE IT RESOLVED THAT Council approve By-Law 2022-30 that amends By-Law 2012-34, being a by-law to govern the proceedings of Council and Committees of the Township of Admaston/Bromley.

**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: April 21<sup>st</sup>, 2022  
To: Council  
From: Jennifer Charkavi  
Re: Provincial Election June 2 – Options for Council Meeting

---

**Background:**

The Provincial Election has been called for Thursday June 2, 2022. Elections Ontario has contacted township staff and stated that the Township Office and the Barr Line Community Centre will be used for the Provincial Election.

**Discussion:**

The first monthly meeting of June is on June 2, 2022. Elections Ontario will be utilizing the township office on the evening of June 1 and both the office and the Barr Line Community Centre the whole day on June 2.

Council has choices as to how they would like to hold the Council meeting, they are listed below:

1. Cancel the Meeting
2. Hold the Meeting Virtually
3. Move the meeting date – if this route chosen both dates in June should be changed.
4. Move the meeting to an alternate location.

**Financial Implications:**

Elections Ontario no longer pays any rent for the use of buildings for elections, in most municipalities they utilize the schools as they are owned by the Province. However, the Safe Schools Act makes this more difficult. Should Council move the meeting it would be important to ensure rent is not required.

**People Consulted:**

None.

**Recommendation for Council:**

BE IT RESOLVED THAT Council cancel the June 2 Council meeting and provide notice of such;

Or

BE IT RESOLVED THAT Council hold the June 2 Council meeting virtually and provide notice of such;

Or

BE IT RESOLVED THAT Council change the council meeting for the month of June 2022 to June 9 and June 23, 2022 and provide notice of such;

Or

BE IT RESOLVED THAT Council move the June 2 Council meeting to an alternate location at \_\_\_\_\_ and provide notice of such.

**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: April 21<sup>st</sup>, 2022  
To: Council  
From: Mitchell Ferguson  
Re: Tax Report – Interim Tax Billing

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**Background:**

The Interim tax billing has been processed and was due March 31<sup>st</sup>, 2022. Council will note that less taxes were collected at the Interim Tax Billing in 2022 than in 2021.

Please see the total breakdown of taxes and arrears collected during the Interim Tax Billing:

	<b>2022</b>	<b>2021</b>
Taxes Owing at Interim Billing February 28 <sup>th</sup>	\$2,216,354.95	\$2,211,096.46
Outstanding Taxes as of March 31 <sup>st</sup>	\$451,952.63	\$433,269.84
Taxes Collected from Interim Billing	\$1,764,402.32	\$1,777,826.62

**Financial Implications:**

None at this time.

**People Consulted:**

N/A

**Recommendation for Council:**

BE IT RESOLVED THAT Council accepts the Tax Report – Interim Tax Billing as information.

**TOWNSHIP OF ADMASTON/BROMLEY  
2022 TAX REPORT**

Control Totals as of February 2022 (After Interim Billing)

	<b>Current</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>Prior</b>	<b>Total</b>
<b>Taxes</b>	2,059,321.54	98,253.39	44,285.07	8,095.56	6,399.39	<b>2,216,354.95</b>
Penalty	0.00	4,118.43	2,915.15	1,107.99	4,389.64	<b>12,531.21</b>
<b>Total</b>	<b>2,059,321.54</b>	<b>102,371.82</b>	<b>47,200.22</b>	<b>9,203.55</b>	<b>10,789.03</b>	<b>2,228,886.16</b>

Control Totals as of March 31st, 2022 (Before Final Billing)

	<b>Current</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>Prior</b>	<b>Total</b>
<b>Taxes</b>	311,567.78	87,798.68	39,018.03	7,168.75	6,399.39	<b>451,952.63</b>
Penalty	1,791.49	4,794.17	3,039.41	1,182.30	4,549.62	<b>15,356.99</b>
<b>Total</b>	<b>313,359.27</b>	<b>92,592.85</b>	<b>42,057.44</b>	<b>8,351.05</b>	<b>10,949.01</b>	<b>467,309.62</b>

Tax Reduction/Increase by Total Dollars

	<b>Current</b>	<b>2021</b>	<b>2020</b>	<b>2019</b>	<b>Prior</b>	<b>Total</b>
Owing 02/28/22	2,059,321.54	98,253.39	44,285.07	8,095.56	6,399.39	<b>2,216,354.95</b>
Owing 03/31/22	311,567.78	87,798.68	39,018.03	7,168.75	6,399.39	<b>451,952.63</b>
<b>Amount Paid</b>	<b>1,747,753.76</b>	<b>10,454.71</b>	<b>5,267.04</b>	<b>926.81</b>	<b>0.00</b>	<b>1,764,402.32</b>

Tax Reduction by Percentage

	<b>Current</b>	<b>Previous Year</b>	<b>2 Years Arrears</b>	<b>3 Years Arrears</b>	<b>Prior</b>	<b>Total</b>
<b>March 2022</b>	84.87%	10.64%	11.89%	11.45%	0.00%	79.61%
<b>March 2021</b>	87.18%	15.78%	7.52%	9.36%	12.09%	80.40%

\* NOTE - There are currently 311 properties on monthly preauthorized payment plans compared to 264 last year, and 193 in March 2020.

**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: April 21<sup>st</sup>, 2022  
To: Council  
From: Mitchell Ferguson  
Re: Cash Management Report

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**Background:**

The interim tax billing has been processed and was due March 31<sup>st</sup>, 2022. As noted in the Tax Report, almost 80% of the taxes have been received. Council will find below a few things to note:

- The Cash in Bank value is inclusive of a large amount of reserves that are to be allocated to projects in 2022.
- The Monthly Pre-Authorized Debit value in January 2021 was \$43,418.04, compared to the January 2022 amount of \$51,088.47.
- County and School Boards will be receiving their second installments in July.
- The 5 Year Debenture payment is \$25,000, twice yearly (excluding interest)
- The 10 & 20 Year Debentures will have their first payments in September 2022.

**A Detailed Cash Management Report follows this document.**

**Financial Implications:**

None at this time.

**People Consulted:**

N/A

**Recommendation for Council:**

**BE IT RESOLVED THAT Council accepts the Cash Management Report as information.**



# Cash Management Report

For the period ending March 31st, 2022

<b>GENERAL ACCOUNT</b>	<b>January 31, 2022</b>	<b>March 31, 2022</b>
Opening Balance at Start of Year	\$ 719,674.71	\$ 719,674.71
Deposits	\$ 251,347.20	\$ 2,419,537.04
Monthly Preauthorized Tax Payments	\$ 51,088.47	\$ 155,584.54
Interest Earned on GICs	\$ -	\$ -
Interest Earned on bank balance	\$ 583.67	\$ 2,334.26
Transfers from GICs	\$ -	\$ -
Transfers from Gas Tax Account	\$ 183,303.49	\$ 183,303.49
<b>Subtotal</b>	<b>\$ 1,205,997.54</b>	<b>\$ 3,480,434.04</b>
Cheques Issued	\$ 114,820.30	\$ 1,335,751.35
Outstanding Cheques from Previous Year	\$ -	\$ -
Bank Charges	\$ 57.65	\$ 174.56
Payroll Direct Deposited	\$ 40,272.63	\$ 128,448.12
Investments	\$ -	\$ -
Interest Paid on Long Term Debt	\$ -	\$ 1,196.78
Interest Paid on Loans	\$ 1,714.66	\$ 4,099.02
Principal Payments on Loans	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 156,865.24</b>	<b>\$ 1,469,669.83</b>
<b>Closing Balance</b>	<b>\$ 1,049,132.30</b>	<b>\$ 2,010,764.21</b>

<b>GAS TAX FUND ACCOUNT</b>	<b>January</b>	<b>Year to Date @ March 31/22</b>
Opening Balance	\$ 206,483.43	\$ 206,483.43
Deposits	\$ -	\$ -
Interest Earned	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 206,483.43</b>	<b>\$ 206,483.43</b>
Transfers to General Account	\$ 183,303.49	\$ 183,303.49
<b>Closing Balance</b>	<b>\$ 23,179.94</b>	<b>\$ 23,179.94</b>

<b>BANK LOANS</b>	<b>Borrowed to Date</b>	<b>Outstanding @ March 31/22</b>
5 year Debenture	\$ 250,000.00	\$ 200,000.00
<b>By-Law 2020-51</b> \$25,000 Payments x 2 per year		
20 year Infrastructure Ontario Loan	\$ 1,528,881.00	\$ 1,528,881.00
<b>By-Law 2022-21 - First payment Sept 2022</b>		
10 year Infrastructure Ontario Loan	\$ 890,623.00	\$ 890,623.00
<b>By-Law 2022-20 - First payment Sept 2022</b>		
Line of Credit	\$ 300,000.00	\$ -

#### SIGNIFICANT EXPENDITURES - NEXT 30 DAYS

Purpose	Amount	Expected Due Date
5 Year Debenture from 2020 (By-Law 2020-51)	\$ 25,991.78	May 16th, 2022
Police Contract - Ministry Of Finance	\$ 32,368.00	April 15th, 2022

#### SIGNIFICANT REVENUES - NEXT 30 DAYS

Source	Amount	Expected Due Date
Ontario Municipal Partnership Fund	\$ 112,750.00	April 15th, 2022
Ontario Community Infrastructure Fund	\$ 83,942.00	May 1st, 2022

**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: April 21<sup>st</sup>, 2022  
To: Council  
From: Jennifer Charkavi  
Re: Restricted Acts Delegation

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**Background:**

The purpose of the Restricted Acts By-Law Report is to provide information to Council regarding the potential of the Council of Admaston/Bromley falling within the Restricted Acts “Lame Duck” classification and to delegate applicable authority to the CAO/Clerk if Admaston/Bromley Council becomes a “Lame Duck” Council

2022 is an election year for municipalities across Ontario. The formal election will close on October 24, 2022 at 8:00 pm.

Section 275(2) of the *Municipal Act* defines Restricted Acts - which includes the following restrictions for qualified Councils during the specified periods:

- a. Appointment or removal from office of any officer of the municipality;
- b. Hiring or dismissal of any employee of the municipality;
- c. Disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal\*; and
- d. Making any expenditures or incurring any other liability which exceeds \$50,000.\*

*\* does not include items already approved through the annual budgeting exercise.*

There are two periods of potential Restricted Acts classifications based on the schedule of the 2022 election:

1. Nomination day (August 19, 2022 at 2:00 pm) until the close of Election Day (October 24, 2022 at 8:00 pm), and
2. October 25, 2022 until the end of the current term of Council (November 17, 2022 – as per Amendment to Procedural By-Law).

## Discussion:

The determination of whether Council is within the Restricted Acts, "Lame Duck" period is based on the calculations established within Section 275 of the *Municipal Act* through the two periods identified above.

1. Nomination day (August 19, 2022 at 2:00 pm) until the close of Election Day (October 24, 2022 at 8:00 pm)

If less than three-quarters of the existing Council are not running for the next term of Council or are not running for different offices, Restricted Acts would apply.

For Admaston/Bromley, this would mean less than four members of Council are running for the next term of Council. If four members were running for the Mayor's Office, Admaston/Bromley would be in restricted acts as three members would not be returning to council as only one candidate can be elected into the Mayor's Office.

2. October 25, 2022 until the end of the current term of Council (November 17, 2022)

If the election results declared by the Clerk after the conclusion of the election identifies there is less than three-quarters of the existing members returning, Restricted Acts would apply.

For Admaston/Bromley, this would mean less than four members of the existing Council would be returning to the next term of Council.

Councils are permitted to delegate authority of the duties listed within Section 275(2) to maintain operations during established Restricted Act periods. However, this delegation is required **prior** to the periods coming into effect. At the time of writing, the Township of Admaston/Bromley is at risk for the Restricted Acts classification and therefore it is recommended that a delegation of authority be established so that it can be enacted, if required.

**Financial Implications:**

There are no financial implications.

**People Consulted:**

Acting Treasurer/Deputy Clerk Ferguson.

**Recommendation for Council:**

BE IT RESOLVED THAT Council approve By-Law 2022-xx that delegates authority to the CAO/Clerk should the Council of Admaston/Bromley be in Restricted Acts as per Section 275 of the Municipal Act 2001

**Ministry of the Solicitor General**

Office of the Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère du Solliciteur général**

Bureau du commissaire des incendies  
et de la gestion des situations  
d'urgence

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Télééc. : 647-329-1143



April 01, 2022

Your Worship Michael Donohue  
Township of Admaston/Bromley  
477 Stone Road, R.R.2  
Renfrew, ON K7V3Z5

Dear Mayor Michael Donohue:

As the Chief of Emergency Management for Ontario, it is incumbent on me to monitor, coordinate and assist municipalities with their respective municipal emergency management programs in accordance with the Emergency Management and Civil Protection Act (EMCPA). To confirm municipalities are in compliance with the EMCPA, every municipality in Ontario submits a compliance package to Emergency Management Ontario on a yearly basis.

Emergency Management Ontario (EMO) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and have determined that your municipality was compliant with the EMCPA in 2021.

The safety of all our citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. We congratulate you on your municipality's efforts in achieving compliance in 2021. I look forward to continuing to work with you to support your continued compliance on an ongoing basis.

If you have any questions or concerns about this letter, please contact our Emergency Management Field Officer assigned to your Sector; their contact information is below.

Name: PeterHabel

Email: peter.habel@ontario.ca

Phone: 437-224-6750

Sincerely,

Teepu Khawja  
Assistant Deputy Minister and Chief, Emergency Management

cc: Daryl Thom - CEMC  
Peter Habel - Field Officer - Capital Sector

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

**BY-LAW NO. 2022-30**

**Being a By-Law to amend By-Law 2012-34,  
being a By-Law to govern the proceedings of Council and  
Committees, Of the Township of Admaston/Bromley.**

WHEREAS, pursuant to Section 238 of the Municipal Act, 2001, S.O., 2001 c. 25 as amended, every Council shall pass a procedural by-law for governing the calling, place and proceedings of meetings;

WHEREAS pursuant to Section 238 (2.1) of the *Municipal Act, 2001, S.O., 2001 c.25 as amended* states that the procedure by-law shall provide for public notice of meetings;

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

**PART I – INTERPRETATION/DEFINITIONS**

**1. GENERAL**

- (a) The proceedings of Council and of its Committees, the conduct of the members, and the calling of meetings will be governed by the rules and regulations contained in this by-law.
- (b) These Rules of Procedure shall be deemed to apply to the Committee of the Whole, all Standing Committees, Sub-Committees of Council and Ad-Hoc Committees.
- (c) Where the term “Committee” is used in this by-law, the provision applies only to Committee meetings and related Committee matters.
- (d) The majority of Council shall decide on all points of order not provided for herein.
- (e) If this By-Law does not cover any proceedings, then the most current edition of Robert’s Rules of Order will govern.

**2. DEFINITIONS**

- (a) “Clerk-Treasurer” means the Clerk-Treasurer of the Corporation of the Township of Admaston/Bromley as appointed by by-law.
- (b) “Council” means the Council of the Corporation of the Township of Admaston/Bromley.
- (c) “Head of Council” means the Mayor of the Council of the Corporation of the Township of Admaston/Bromley.
- (d) “Municipality” means the Corporation of the Township of Admaston/Bromley.
- (e) “Committee” means a Committee of Council and includes Standing Committees, Joint Committees, Ad Hoc Committees, and Sub-Committees. Ad Hoc Committees, Sub-Committees and Joint Committee’s may include non-elected members.

- (f) "Standing Committees of Council" include Community Service, Public Works, Protective Services, Budget, Finance and Human Resources, and Planning and Economic Development Committee.
- (g) "Ad Hoc" Committee means a special purpose committee of limited duration, created by Council to inquire and report on a particular matter or concern and which dissolves as directed by Council.
- (h) "Committee Chair" means the Chair of a Standing Committee, Joint Committee, Ad Hoc Committee, or Sub-Committee of Council.
- (i) "Member" means a Member of Council including the Presiding Officer.
- (j) "Meeting" means any regular, special, committee, or other meeting of Council.
- (k) "Special Meeting" means a meeting other than a regularly scheduled meeting called pursuant to the Municipal Act or the provisions of this by-law.
- (l) "Closed Meeting," means a session of Council, or a Committee comprised of more than 50 percent of members of Council, which is closed to the public in accordance with the Municipal Act.
- (m) "Notice of Meeting" is deemed to be given on the day that the notice is hand delivered, faxed, e-mailed or delivered by courier. If mailed, it shall be deemed to have been received forty-eight (48) hours after 12:01 a.m. on the day following the day of mailing thereof.
- (n) "Quorum", subject to any other applicable statutory
  - (i) in the case of Council, a majority of Council Members
  - (ii) in the case of a Committee, a majority of Committee Members. The Presiding Officer, if present, is a Member to be included in determining a quorum.
- (o) "Presiding Officer" shall in all cases refer to the Mayor or in the absence of the Mayor, the Deputy Mayor shall preside over the meeting of Council. In the absence of the Mayor and Deputy Mayor, the remaining Council may appoint a member until the arrival of the Mayor/Deputy Mayor.
- (p) "Municipal Act" means the Municipal Act, 2001, S.O. 2001, c. 25, as amended from time to time.
- (q) "Special Enquiry" includes a request for detailed investigative, statistical or technical information or study.
- (r) "Resolution" means a formal determination made by Council or a Committee on the basis of a motion, duly placed before a regularly constituted Council or Committee meeting for debate and decision, and duly passed.
- (s) "Rules" or "Rules of Procedure" means the rules and

regulations provided in this By-law.

- (t) “Recorded Vote” means the recording of the names and votes of every Member voting on any matter or question
- (u) “Majority Vote” of “Council” or “Committee” as the case may be, means 50% plus one of the Members present except as otherwise expressly provided in this By-Law
- (v) “Two-thirds vote” means the affirmative vote of at least two-thirds of the members present and eligible to vote.
- (w) Point of Privilege permits interruption if necessary (pertains to noise, personal comfort etc).
- (x) Point of Information – applies to information desired from the speaker.
- (y) Point of Order – infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made.

## **PART II – PRESIDING OFFICER**

### **3. PRESIDING OFFICER**

- (a) The Head of Council shall preside at the meetings of Council.
- (b) Should the Head of Council not be in attendance within fifteen minutes after the time fixed for a meeting or where the Head of Council has advised that he/she will not be attending, the Deputy Mayor shall call the Members to order and preside over the meeting. If both the Head of Council and Deputy Mayor are absent a Presiding Officer will be appointed from among the Members present and will preside until the arrival of such.
- (c) While presiding, the Deputy Mayor or Presiding Officer will have all the powers of the Head of Council and will be so entitled to vote as a Member.

### **4. DUTIES OF THE HEAD OF COUNCIL OR PRESIDING OFFICER**

- (a) Ensure proper notice is given by Presiding Officer or Clerk.
- (b) to open the meeting by taking the chair and calling the members to order;
- (c) make such remarks as is fitting for the information or assistance of Council.
- (d) to announce the business before Council in the order in which it is to be acted upon;
- (e) to receive and submit, in the proper manner, all motions presented by the members of Council;
- (f) to put to a vote all questions which are moved and seconded, or that necessarily arise in the course of the proceedings, and to announce the result;



- (g) Vote on all matters.
- (h) to decline to put to vote, motions which infringe upon the Rules of Procedure;
- (i) to enforce on all occasions the observance of order and decorum among the members;
- (j) to authenticate by signature all By-Laws, resolutions and minutes of Council;
- (k) to inform the Council when necessary or when referred to for the purpose, on a point of order or usage;
- (l) to ensure that the decisions of Council or committee conform to the laws and by-laws governing the activities of Council.
- (m) to recommend the appointment of the members of Council who are to serve on the various committees;
- (n) to represent and support the Council or committee, declaring its will and implicitly obeying its decision in all things;
- (o) to adjourn the meeting when the business is concluded;
- (p) to order any individual or group in attendance at the meeting to cease and desist any behaviour which disrupts the order and decorum of the meeting and to order the individual or group to vacate the Council Chambers;
- (q) to receive all messages and other communications and announce them to the Council.
- (r) the Presiding Officer may state relevant facts and his/her position on any matter before Council without leaving the chair, but to move a motion the Presiding Officer must first leave the chair.
- (s) If the Presiding Officer desires to leave the chair to move a motion, pursuant to subsection (r) above or otherwise, the Presiding Officer will call upon a member to preside until the issue is resolved.
- (t) The Head of Council or Presiding Officer may expel from a meeting anyone who engages in improper conduct.
- (u) The Head of Council or Presiding Officer may announce that Council will stand adjourned or in recess to a specified hour. The Council by a two-thirds vote can postpone the time for taking a recess or adjournment. When the hour has arrived to which the recess was taken, the Head of Council or Presiding Officer calls the Council meeting back to order and the business proceeds the same as if no recess had been taken.

### **PART III – COUNCIL**

#### **5. INAUGURAL MEETING**

- (a) The inaugural meeting of Council, after a regular election shall be held on the first available scheduled Regular Meeting of Council, (Section 6 (a)), according to the

Municipal Elections Act 1996, amended from time to time. or at such other time as Council may determine by resolution.

**(Amended by By-Law 2022-30)**

- (b) A Member of Council shall not take his/her seat until he/she has taken the declaration of office in the version of the form established by the Minister for that purpose.
- (c) AGENDA FOR INAUGURAL MEETING
  - (1) Call to Order
  - (2) Opening Prayer
  - (3) Members Oath of Office
  - (4) Mayor's Address
  - (5) Oath of Office
  - (6) Appointment of the Deputy Mayor
  - (7) Disclosure of Pecuniary Interest and general nature thereof.
  - (8) Matters incidental to any of the above or Other Business as required
  - (9) Adjournment
- (d) DEPUTY MAYOR APPOINTMENT PROCEDURE
  - (i) At the inaugural meeting the Head of Council shall open the floor for nominations for the office of Deputy Mayor for the present term of Council.
  - (ii) Each nomination shall be in the form of a resolution, regularly moved and seconded and will have the verbal consent of the nominee appended thereto.
  - (iii) Each mover of a nominee and each nominee shall, prior to the vote being taken, be permitted to speak to the nomination for not more than five minutes.
  - (iv) Any nominee may withdraw at any time before any vote is taken.
  - (v) Where more than one nominee remains for appointment, a vote shall be taken.
  - (vi) To be appointed as Deputy Mayor, a nominee shall obtain a vote of a majority of the Members present.
  - (vii) If more than one person is nominated for the office of Deputy Mayor, a vote of the members of council including candidate shall be taken by the clerk.
  - (viii) In the case of an equality of votes, the successful candidate shall be determined by the Clerk placing the names of the candidates on equal size pieces of paper in a box and one name being drawn by a person chosen by the Clerk.
- (e) The Deputy Mayor shall be sworn in by the Clerk and shall sign the Declaration of Office.

## **6. REGULAR AND SPECIAL COUNCIL MEETINGS**

- (a) Regular meetings of Council shall be held in the Council Chambers on the first and third Thursday of each month at 7:30 p.m. or at such other time as may from time to time be determined by resolution of Council or by the Presiding Officer.
- (b) All regular and special Council meetings will be held in the evening. Special Council meetings, whereby time is a factor,

may be held at any hour in accordance with the remaining relative sections of the By-Law.

- (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. Publishing means advertising in the local newspaper and posting on the municipality's website.
- (d) The Head of Council may, at any time, summon a special meeting.
- (e) The Clerk shall summon a special meeting upon receipt of a petition of the majority of the Council members for the purpose and at the time and date mentioned in the petition.
- (f) In either case of (d) or (e) above, the Special Meeting shall be held not sooner than 48 hours following the Head of Council summons; or receipt of the petition, as the case may be. A notice of the special meeting will be given by telephone, fax, email or personal contact as determined by the Clerk immediately following receipt of the summons or petition. In the event of a declared emergency, notice and location rules may be suspended to deal with an emergency issue.
- (g) Unless otherwise specified in the notice, the special meeting shall be held in the Council Chambers.
- (h) The notice of a special meeting shall specify the purpose for the meeting. No business other than that stated in the notice shall be considered at such a meeting, except with the unanimous consent of all members present at such a meeting.
- (e) No person, except a Member of Council or an authorized employee of the Township, shall be allowed to come on the Council floor during a Council meeting without permission of the Presiding Officer, notwithstanding question period.
- (f) No person except a Member of Council or an authorized employee of the Township shall, before or during a Council meeting, place on the desks of Members or otherwise distribute any material unless such person is so acting with the approval of the Clerk/ Head of Council.
- (k) Every member of Council, all Department Heads shall attend each meeting of Council or shall advise the Clerk of his/her inability to attend.

## **7. STANDING COMMITTEES OF COUNCIL**

Standing Committees will meet at such time and place as the Chair determines.

A meeting of any Committee may be called by the Clerk, upon instruction of the Head of Council at the earliest convenience of all committee members.

In the case of any emergency and in the absence of the Committee Chair, a Committee meeting may be called by the Clerk in such a way as he/she may deem best regarding notice to the Members and the public.

The Head of Council is an ex officio Member of every Committee. The Head of Council may vote and participate in the business of the Committee, without any restriction, on the same basis as any other Committee Member.

Committee Meetings shall be open to the public subject to Section 239 of the Municipal Act.

#### **8. MEETINGS OPEN TO THE PUBLIC**

- (a) Subject to Section 239 of the Municipal Act, all Council and Committee meetings shall be open to the public, and no person shall be excluded there from except for improper conduct.
- (b) The Head of Council or Presiding Officer may expel or exclude from any meeting any person who has engaged in improper conduct at the meeting.
- (c) Members of the public who constitute the audience in the Council Chamber during a Council meeting shall maintain order and may not:
  - (i) address Council except upon request of the Presiding Officer with Council approval and in such event the presentation shall be limited to five (5) minutes;
  - (ii) interrupt any speech or action of the Members of Council or any other person addressing the Council;
  - (iii) display or have in their possession picket signs or placards in the Council Chamber.

#### **9. MEETINGS CLOSED TO THE PUBLIC**

- (a) A meeting of Council, Committee of the Whole or a Committee of more than 50 percent of members of Council may be closed to the public in accordance with the Municipal Act.
- (b) Where a meeting or part of a meeting is closed to the public, all persons not specifically invited to remain by Council shall promptly leave the Council Chamber.
- (c) A meeting shall not be closed to the public during the taking of a vote on a motion with the exception of Section 239 (6) (b) of the Municipal Act which is for a procedural matter or for giving directions or instructions to officers, employees or agents of the municipality, local board or committee of either of them or persons retained by or under a contract with the municipality or local board.
- (d) Meetings or sessions which are closed to the public may be referred to as in-camera meetings or sessions.
- (e) Closed meetings shall be held, if possible, before or after the regular meeting.
- (f) One topic only shall be discussed.
- (g) Minutes will be kept of any meeting or part of any meeting of Council, or any Committee that is closed to the public. Minutes will be without note or comment. They shall be approved at the next closed meeting.

- (h) Members shall keep confidential including from members of Council that are not present any information:
- (i) disclosed or discussed at a meeting or part of a meeting that is closed to the public.
  - (ii) that is circulated to Members that is marked confidential. Any documentation marked confidential shall be kept securely until no longer required in the course of business and shall at that time be returned to the office of the Clerk for destruction.
  - (iii) that is received in confidence verbally in preparation of the closed meeting.
  - (iv) the obligation to keep information confidential applies even if the Member ceases to be a Member.
  - (v) Enquiries Regarding Closed Meetings
- (i) No Member shall release or make public any information considered at a closed meeting or discuss the content of such a meeting with persons other than Members or relevant staff members present.

#### **PART IV – ORDER OF PROCEEDINGS**

##### **10. AGENDAS AND SUPPORTING MATERIAL**

- (a) The Clerk shall prepare agendas of Council and Council Committee meetings as assigned. Any additions to the circulated agendas must be approved by all of Council or Committee members at the start of the meeting.
- (b) Insofar as is practicable, Council agendas, along with supporting material shall be prepared and made available to members on the Tuesday prior to a regular meeting.
- (c) Individuals or groups wishing to appear before Council at a regular meeting shall notify the Clerk not later than 12 noon on the Monday prior to the meeting and the Clerk may make a determination as to deferral of delegations to a subsequent meeting. Notification must be in writing and it shall specify the nature of the business to be discussed.
- (d) Individuals or groups which are listed on an agenda or are otherwise approved to appear before Council shall be limited to not more than fifteen (15) minutes except that a delegation consisting of more than (5) persons shall be limited to two (2) speakers each limited to speaking not more than ten (10) minutes.
- (e) Written reports of officers or appointees shall, insofar as is practicable, be made available to Council by 12 noon on the Monday prior to the regular meeting.
- (f) Agendas shall be generally formatted as follows but modifications to the matters to be included or the order of business may be affected without requiring amendment to this By-Law.

- (1) Call to Order
- (2) Moment of Silence
- (3) Approval of Agenda
- (4) Disclosure of Pecuniary Interest
- (5) Delegations/Guests
- (6) Adoption of Minutes
- (7) Planning and Economic Development Committee
- (8) Community Service Committee
- (9) Public Works Committee
- (10) Budget, Finance and Human Resources Committee
- (11) Protective Services Committee
- (12) County of Renfrew
- (13) By-Laws
- (14) Notice of Motion
- (15) Old Business
- (16) New Business
- (17) Confirmatory By-Law
- (18) Question Period
- (19) Adjournment

**(Amended by By-Law 2015-40)**

- (g) The business of the Council shall be taken up in the order as listed on the agenda unless otherwise decided by the Head of Council or presiding officer.
- (h) Items received after the agenda package has been distributed may be introduced as an addendum if approved by the Head of Council/Clerk.
- (i) Tenders or quotes may be opened at the respective committee meetings with the required information and committee recommendation being brought forth to Council for approval at a regular Council meeting.
- (j) For a special enquiry made by a member of Council at a Council meeting or at a Committee meeting, the Presiding Officer may require the request to be submitted in writing, signed by the Member, and referred to the Clerk-Treasurer. The Clerk-Treasurer shall respond to all of Council on the enquiry. Should the request involve extraordinary staff research time and costs, Council or the Committee will be advised and the request will proceed subject to Council approval.
- (k) A question period shall be held at the conclusion of each regular or special meeting of Council with the following conditions applicable:
  - (i) The maximum time allotment for such question period to be twenty minutes;
  - (ii) A maximum time allotment per individual to be two minutes;
  - (iii) The question period privilege is available to Admaston/Bromley electors and members of the media only;
  - (iv) Questions may be posed only on matters of the agenda of that meeting;
  - (vi) Any questions designed in the view of the Chair, to be derogatory or defamatory to individual members of Council or Staff will be ruled out of order.

- (l) Attendance shall include remote participation by electronic means. Electronic participation shall be as prescribed in Section 238 in the Municipal Act, regarding procedure by-law. **(Amended by By-Law 2020-21)**

## 11. **MINUTES**

- (a) Minutes of meetings of Council and all committees shall record:
- (i) the place, date, and time of the meeting
  - (ii) the name of the Presiding Officer and the record of Members' attendance;
  - (iii) the late arrivals and early departures of Members
  - (iv) the reading, if requested, correction, and adoption of the minutes of previous Council meetings;
  - (v) all other proceedings of the meeting without note or comment, including all resolutions and decisions.
- (b) If the minutes have been delivered to Members of Council prior to the meeting, the minutes will not be read aloud, and a resolution that the minutes be adopted as if read shall be in order.
- (c) Draft minutes of committee meetings shall be prepared and distributed to members as early as possible after the committee meeting where no scheduled meeting has been set.

## 12. **NO QUORUM**

If no quorum is present one half hour after the time appointed for a Council or Committee meeting, the Clerk or recording secretary shall record the names of the members present and the meeting shall stand adjourned until the date of the next regular meeting or until rescheduled.

## 13. **CURFEW**

Council and Committee meetings shall stand adjourned at 11:00 p.m. but business may be continued upon a resolution being passed by a unanimous vote.

## **PART V – VOTING DURING COUNCIL MEETINGS**

### 14. **VOTING**

- (a) When the Presiding Officer calls for a vote on a motion each member shall occupy his/her seat until the result of the vote has been declared by the Presiding Officer, and during such time, no Member shall walk across the room or speak to any other member or make any noise or disturbance. A member who is absent from his/her seat when the vote is called does not have the right to vote.
- (b) Immediately prior to voting on a motion, the Head of Council or presiding officer shall state the question in the precise form that it is to be recorded in the minutes, including any amendments to the question.

- (c) A member shall not speak more than once to the same question without the consent of the Head of Council or presiding officer.
- (d) Every member present at a Council meeting, when a question is put, shall vote thereon unless the member has a pecuniary interest, in which case it shall be recorded. Any member, who abstains from voting, shall be recorded as voting in the negative.
- (e) When a vote is taken and no dissent is declared, such vote is deemed to be unanimously in favour of the question.
- (f) The Head of Council or presiding officer, except where disqualified to vote, may vote on all questions and when so doing, shall vote last.
- (g) If a vote is to be recorded as herein provided, the Clerk shall announce the decision and record it in the minutes.
- (h) No vote shall be taken during a Council meeting by secret ballot or other form of secret vote.
- (i) A motion on which the voting results is a tie shall be declared lost.

## **PART VI – RULES OF CONDUCT AND DEBATE**

### **15. CONDUCT OF MEMBERS OF COUNCIL AND GUESTS**

No member shall:

- (a) speak until he/she has been recognized by the Head of Council/Presiding Officer;
- (b) use offensive words or unparliamentary language in or against the Council or against any member, staff or guest;
- (c) disturb another, or the Council, staff, or guest, by any disorderly conduct disconcerting to the speaker;
- (d) speak on any subject other than the subject in debate;
- (e) resist the rules of Council or disobey the decisions of the Head of Council or Presiding Officer or of Council on questions of order or practice or upon interpretation of the rules of Council. In the case where the Member persists in any such disobedience after having been called to order by the Head of Council/Presiding Officer, the Head of Council/Presiding Officer may immediately put the question—without amendment, adjournment, or debate being allowed “That such Member be ordered to leave his/her seat for the duration of the Meeting of Council”. If the Member apologizes, he/she may, by vote of Council, be permitted to retake his/her seat.
- (f) leave a meeting without first obtaining permission from the Head of Council or presiding officer;
- (g) interrupt the member who has the floor except to raise a point of order. When leave is granted, the Member shall



state the point of order with a concise explanation and will follow the decision of the Head of Council/Presiding Officer. A speaker in possession of the floor when a point of order is raised will have the right to the floor when the debate resumes.

- (h) When two or more members seek to address Council the Head of Council or presiding officer shall designate the member who may speak first.

**16. REMOVAL OF HEAD OF COUNCIL/PRESIDING OFFICER FROM CHAIR FOR ALL OR PART OF A MEETING**

- (a) If the Head of Council/Presiding Officer at a meeting acts improperly, neglects their duties, abuses their authority, or engages in other misconduct that calls into question their fitness for office, the Head of Council/Presiding Officer may be removed as chair.
- (b) The Head of Council/Presiding Officer may be removed as chair of the meeting by majority vote of Council.

**17. POINTS OF INFORMATION/ORDER**

- (a) A member who directs a request to the Head of Council/Presiding Officer or, through the Head of Council/Presiding Officer to another Member or to staff, for information relevant to the business at hand shall raise a "Point of Information".
- (b) A member who desires to call attention to a violation of the Rules of Procedure shall raise a "Point of Order". When leave is granted, the member shall state the point of order with a concise explanation and will follow the decision of the Head of Council/Presiding Officer. A speaker in possession of the floor when a point of order is raised will have the right to the floor when the debate resumes.
- (c) A member called to order by the Head of Council/Presiding Officer shall immediately remain in his/her seat until the point of order is dealt with and will not speak again without the permission of the Head of Council/Presiding Officer unless to appeal the ruling of the Head of Council/Presiding Officer.

**18. APPEAL**

- (a) The decision of the Head of Council/Presiding Officer is final subject to an immediate appeal to the members of Council, requested and seconded.
- (b) If the decision is appealed, the Head of Council/Presiding Officer shall give concise reasons for a ruling and shall call a vote, without debate, on the following question: "Will the Chair be sustained?" Council's decision is final.

**PART VII – DISCLOSURE OF PECUNIARY INTEREST****19. Disclosure of Pecuniary Interest**

- (a) It is the responsibility of each Member to identify and disclose any pecuniary interest (as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, C.M.50) in any item or matter before Council or Committee and the general nature thereof.
- (b) Where a Member, either on their own behalf or while acting, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of Council or Committee at which the matter is the subject of consideration, the member shall:
  - (i) prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof.
  - (ii) Not take part in the discussion of, or vote on, any question in respect of the matter.
  - (iii) Not attempt in any way, whether before, during, or after the meeting, to influence the voting on any such question.
- (c) Where a meeting is not open to the public, in addition to complying with the requirements, the Member shall forthwith leave the meeting for the part of the meeting during which the matter is under consideration and also disclose the interest, but not the general nature of that interest at the next meeting that is open to the public.
- (d) Where the interest of a Member has not been disclosed, by reason of absence from the particular meeting, the Member shall disclose the interest and otherwise comply at the first meeting of Council or Committee as the case may be, attended by the Member after the particular meeting.
- (e) If a member attends a meeting where they have to approve minutes and the minutes contain items where the member has a conflict, and the Member has not previously declared a conflict on the matter because they were absent from the meeting where the matter came up, the Member now has to declare the conflict prior to the approval of minutes.
- (f) The Clerk-Treasurer shall record the nature of any disclosure of pecuniary interest made by Members, as the case may be, and any such record shall appear in the minutes of that particular meeting, as the case may be.
- (g) Notwithstanding the quorum requirements of the By-Law, when a majority of the Members has disclosed an interest in accordance with Section 19 (b) of this By-Law and the Municipal Conflict of Interest Act, the remaining number of Members shall be deemed to constitute a quorum provided such number is not less than two.

## **PART VIII – MOTIONS AND RESOLUTIONS**

### **20. MOTIONS AND RESOLUTIONS**

#### **(a) Notice of Motion**

Notice of motions shall:

- (i) be in writing
- (ii) include the name of the mover
- (iii) advise Council that the motion described therein will be an agenda item at the next Council meeting unless stipulated for an alternate date.
- (iv) When a Member's notice of motion has been called from the Presiding Officer and it has not proceeded with, it shall be dropped from the agenda and it shall be deemed to have been withdrawn.

#### **(b) Motion to Suspend Notice Requirements**

Council or Committee by a two-thirds vote of the whole number of Members present, may temporarily suspend or waive, for the purpose of that particular meeting or issue, the notice requirements and deal with the motion immediately.

#### **(c) Motion to Withdraw**

After the Chair receives a motion, it shall be deemed to be in possession of Council or Committee but may, at the request of the mover and with the permission of Members, be withdrawn at any time before decision or amendment.

#### **(d) Motion to Amend**

- (i) A "Motion to Amend" is to add or insert certain words or phrases, to strike out certain words or phrases, or to strike out certain words or phrases and insert other words and phrases.
- (ii) shall be presented in writing;
- (iii) shall be relevant and not contrary to the principle of the motion or report under consideration;
- (iv) may propose a separate and distinct disposition of a motion provided that such altered disposition continues to relate to the main issue and subject matter of the motion;
- (v) the amendment shall be voted on before the main motion.
- (vi) Only one amendment shall be before the meeting at one time. An amendment to an amendment shall not be permitted.

#### **(e) Motion to Refer**

- (i) A "Motion to Refer" means a motion to request that a pending motion be referred to Administration or Committee or elsewhere to obtain further information to be provided for consideration.
- (ii) A Motion to Refer must be seconded and shall include:

- The name of the administrative department or Committee to whom the request is to be referred; and
- Instructions or directions respecting the information required, and
- Date the information is to be returned.

(f) **Motion to Rescind (Miscellaneous)**

The purpose of a Motion to Rescind is to annul some action Council has previously taken. Any action of Council can be rescinded regardless of the time that has elapsed.

(g) **Motion to Lay on the Table**

- (i) A motion to lay on the table with some condition, opinion, or qualification added to the motion to table shall be deemed to be a motion to postpone or defer.
- (ii) the matter tabled shall not be considered again by Council until a motion has been made to take up the tabled matter at the same or subsequent Council meeting, or until such time as is identified in the motion to table.
- (iii) A motion to take up a tabled matter is not subject to debate or amendment.
- (iv) A motion that has been tabled and not taken from the table for six months is deemed to be withdrawn and cannot be taken from the table.

(h) **Motion to Postpone or Defer**

The purpose of a Motion to Postpone or Defer is to have a matter postponed or deferred to a definite date. On the date to which the question has been postponed or deferred, the question shall have precedence over all other business on that date.

(i) **Motion for Reconsideration**

The purpose of a Motion for Reconsideration is to suspend all action that the original motion would have required until the reconsideration is acted upon.

Any resolution, By-law, or matter that has previously been adopted by Council may be reconsidered by Council subject to:

- (i) Notice of Motion must be introduced according to the procedures for notices of motion;
- (ii) debate on the question must be confined to reasons for or against.
- (iii) such motion must be supported by a two-thirds majority vote of the Members of Council before the matter to be reconsidered can be debated;
- (iv) a motion to reconsider shall not be considered more once in any twelve-month period.

**(j) Motion to Adjourn**

The purpose of a Motion to Adjourn, is to bring a Council meeting to an end. Council shall not leave their seats until the Head of Council/Presiding Officer has declared the Council meeting adjourned.

**21. READING**

When a motion is moved and seconded, the author shall read the motion, then pass it to the Head of Council/ Presiding Officer for debate and then voted upon.

**22. WITHDRAWAL.**

After a motion has been duly moved and seconded, it shall be deemed to be in the possession of Council, and it may only be withdrawn before decision or amendment with the permission of Council.

**23. POINTS OF ORDER AND PRIVILEGE**

- (a) The Head of Council/ Presiding Officer shall preserve order and shall decide questions of order, and may consult with the Clerk on rules of order, as he/she deems necessary.
- (b) Any member may appeal to Council or the committee on a decision of the Head of Council/ Presiding Officer on a point of order.
- (c) The Council or committee, if appealed to, shall decide the question without debate and its decision shall be final and binding on Council. The question so interrupted shall be resumed at the point where it was suspended.

**PART IX – BY-LAWS****24. BY-LAWS**

- (a) Except as otherwise provided, no By-Law shall be presented unless the subject matter has been considered and approved by resolution of the Council.
- (b) Every By-Law shall be in writing and be introduced upon the recommendation of a Committee or upon resolution of Council.
- (c) The clerk shall endorse on all By-Laws enacted by the Council, the dates of the readings and the date of passage by Council
- (d) Every by-law, which has been enacted by Council, shall be numbered, dated, signed by the Head of Council and the Clerk, sealed with the seal of the Corporation, and deposited in the office of the Clerk for safekeeping.
- (e) Other than the Confirmation By-law, all By-laws shall be carried in bulk unless upon a request by a Member of Council for the severance of a By-law, the Head of Council is of the opinion that the subject matter of the By-law has not previously been adopted in a report to Council, or a Member

of Council has advised the desire to declare a pecuniary interest regarding the By-law, and in such instance, only that portion of the By-law not previously adopted by report or to which is subject to a declared pecuniary interest, shall be subject to a separate vote.

- (f) The proceedings at every Council meeting shall be confirmed by a Confirmation By-Law so that every decision of the Council at the meeting and every resolution passed thereat, shall have the same force and effect as if each and everyone of them had been the subject matter of a specific matter of a separate By-Law duly enacted.

## **PART X – GENERAL PROVISIONS**

### **25. GENERAL**

- (a) When the Head of Council is absent on a temporary basis, under no circumstances shall the Council make a decision regarding capital spending unless provision for the capital spending is included in the estimates for that given year as approved by By-Law or unless the expenditure is required as a result of an emergency.
- (b) Following a regular or new By-election, the Clerk shall provide each member of Council with a copy of this By-Law, including any amendments thereto.
- (c) Any procedure under this By-Law, which is discretionary and not mandatory under statute, may be suspended with the consent of a majority of the members present.
- (d) If any part of this By-law shall be held void such part shall be deemed severable and the invalidity thereof shall not affect the remaining parts of this By-law.

### **26. COUNCIL/STAFF RELATIONSHIP AND ROLES**

- (a) No member of Council shall have the authority to direct or interfere with the performance of any work being carried out by an employee of the Municipality; such employee shall be subject only to their superior officer, as established in the formal organization structure of the Municipality.
- (b) No Committee shall have departmental jurisdiction and each committee shall report to Council.
- (c) The roll of Council is to develop and evaluate policies of the Municipality, while the role of management is executed by senior appointed staff with a role to develop strategies for the implementation of the policies established by Council.

### **27. PREVIOUS BY-LAWS RESCINDED**

All previous By-Laws governing the calling, place and proceedings of Council, the conduct of its members and the calling of meetings are hereby repealed.

**28. EFFECTIVE DATE**

- (a) 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 June 2012.

READ a third and finally passed this 7<sup>th</sup> day of June 2012.

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MAYOR

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CLERK-TREASURER

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2022-31

**A BY-LAW TO DESIGNATE AUTHORITY TO THE  
CAO/CLERK OR THEIR DESIGNATE DURING THE  
RESTRICTED ACTS “LAME DUCK” RESTRICTIONS  
OF COUNCIL FOLLOWING NOMINATION DAY**

**WHEREAS** Section 275 of the Municipal Act, 2001, c. 25 as amended, restricts the actions described in subsection (3) after the first day during the election period for a new Council on which it can be determined that one of the following applies to the new Council that will take office following the election:

1. If the new Council will have the same number of members as the outgoing Council, the new Council will include less -than three-quarters of the members of the outgoing Council.
2. If the new Council will have more members than the outgoing Council, the new Council will include less than three-quarters of the members of the outgoing Council, or, if the new Council will include at least three-quarters of the members of the outgoing Council, three-quarters of the members of the outgoing Council will not constitute, at a minimum, a majority of the members of the new Council.
3. If the new Council will have fewer members than the outgoing Council, less than three-quarters of the members of the new Council will have been members of the outgoing Council or, -if at least three-quarters of the members of the new Council will have been members of the outgoing Council, three-quarters of the members of the new Council will not constitute, at a minimum, a majority of the members of the outgoing Council.

**WHEREAS** under Section 275 (3) of the Municipal Act, 2001, c.25 the following restrictions will apply to Council of the Corporation of the Township of Admaston/Bromley as of after the first day during the election for a new Council on which it can be determined that one of the above noted sections apply, and will remain in effect until the swearing in of the new Council:

- a) The appointment or removal from office of any officer of the Municipality;
- b) The hiring or dismissal of any employee of the Municipality;
- c) The disposition of any real or personal property of the Municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) Making any expenditures or incurring any other liability which exceeds \$50,000

**AND WHEREAS** Section 275(6) of the Municipal Act, 2001, c.25 states that nothing in this section prevents any person or body exercising authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new Council;

**AND WHEREAS** Council deems it expedient to delegate authority to the CAO/Clerk or their designate to take action, where necessary, during the Restricted Acts “Lame Duck” period;

**NOW THEREFORE** the Council of the Corporation of the Township of Admaston/Bromley Hereby Enacts as follows:



**THAT** Council delegates authority to the CAO/Clerk or their designate of the Corporation of the Township of Admaston/Bromley to take action, where necessary, on restrictions listed in Section 275(3) of the Municipal Act, 2001 c.25 between Nomination Day and the commencement of the Council Term.

**THAT** the CAO/Clerk or their designate of the Corporation of the Township of Admaston/Bromley will report to Council on any actions taken under the restrictions listed in Section 275(3) of the Municipal Act, 2001 c. 25 between Nomination Day and the commencement of the Council Term;

**THAT** this By-law shall come into force and effect only in the event that it is determined that Restricted Acts "Lame Duck" provisions apply for the 2022 municipal election.

READ a first and second time this 21<sup>st</sup> day of April, 2022.

READ a first and second time this 21<sup>st</sup> day of April, 2022.

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MAYOR Michael Donohue

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CAO/CLERK Jennifer Charkavi

**ACTION TRACKING LIST**

				Updated Information
				NEW
Date	Item	Assigned To	Due Date	Current Status
October 2021	UPDATE Asset Management Plan	Acting Treasurer/Deputy Clerk	Early 2022	Staff have been involved in facility inspections with consultant.
June. 2020	Ministry appointment of PSB Member	Clerk	Nov. 2022	The new changes will not happen until after the election and a new term has begun.
September. 2020	Cannabis Growth	Clerk	Oct. 2022	Public Meeting for Amendment to Zoning By-law to include Cannabis - May 5, 2022
October. 2020	Fencing By-Law	Clerk/CBO	Dec. 2022	Look into updating the fencing by-law.
November. 2020	LEG report to Committee	Clerk	continuing	The Clerk is provide Council with Regular updates.
October 2021	Admaston Public School - Gym Use	Acting Treasurer/Deputy Clerk	December 2022	Investigate community use of the facility. Find old agreement and contact the RCDSB to verify agreement and develop procedure for booking.
October 2021	Forced Roads	Clerk	On-Going - 2022	Staff are to investigate a policy for the assumption of forced roads.
January 2022	Canada Day	CAO/Clerk	Ongoing	Investigate Canada Day activities

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2022-32

**A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY  
AT THE COUNCIL MEETING HELD APRIL 21, 2022.**

**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 21<sup>st</sup> day of April 2022 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 21<sup>st</sup> day of April 2022.

READ a third time and finally passed this 21<sup>st</sup> day of April 2022.

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Mayor

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CAO/Clerk

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2022-1674

April 6, 2022

Dear Head of Council:

For the past two years, you, your council colleagues and municipal staff have been at the forefront of the response to COVID in Ontario. I deeply appreciate your continued collaboration with the province and your inspiring dedication.

With key public health and health system indicators continuing to remain stable or improve, Ontario is cautiously and gradually easing public health and workplace safety measures with [all remaining measures, directives and orders to end by April 27, 2022](#).

Today I am writing to inform you of the status of the emergency orders that were led by my ministry and made in early 2020 under the *Emergency Management and Civil Protection Act*, and later continued under the *Reopening Ontario Act, 2020*, to help municipalities address some of the challenges brought on by the pandemic.

**The Work Deployment Measures for Municipalities Order will end on April 27, 2022**

Since April 16, 2020, [O. Reg. 157/20](#), Work Deployment Measures for Municipalities (order) provided municipalities with the flexibility to deploy certain staff to where they were needed most in response to COVID-19 pressures.

The order was a temporary measure and, in line with the province's lifting of public health measures, it will end on April 27, 2022.

Any deployments your municipality has made using the authority in the order will need to end by April 27, 2022. If your municipality is relying on the order to deploy staff, it is important to work collaboratively and in good faith with your bargaining agents to develop staffing plans beyond April 27, 2022.

**The Patios Order will end on April 27, 2022**

[O. Reg. 345/20](#), Patios, eliminated Planning Act requirements for notice and public meetings and removed the ability to appeal when municipalities passed temporary use by-laws for new or expanded restaurant and bar patios. This allowed municipalities to pass or amend these by-laws quickly to address local circumstances and needs as they evolved.

The order was a temporary measure and, in line with the province's lifting of public health measures, will end on April 27, 2022.

As the order will end on April 27, 2022, your municipality may wish to consider making any necessary changes to temporary use by-laws for restaurant and bar patios prior to this date. Changes were made as part of Bill 13, the *Supporting People and Businesses Act, 2021* in December 2021 to help streamline the planning system and provide municipal councils broader authority to allow more planning decisions to be made by committees of council or staff. Municipalities can now delegate decisions dealing with minor amendments to zoning by-laws, such as temporary use by-laws, should they choose to (and subject to having appropriate official plan policies in place).

### **Temporary Health or Residential Facilities**

[O. Reg 141/20](#) came into effect on April 9, 2020. It has exempted temporary shelters and health facilities, established to respond to the effects of the pandemic, from the requirement to obtain a building permit or a change of use permit under the Building Code Act, from complying with the technical requirements of the Building Code and with certain by-laws and approvals under the Planning Act, subject to certain conditions related to protecting public health and safety.

This order will also end on April 27, 2022. I understand that some of these temporary facilities are still in use to respond to the effects of the pandemic. I intend to make amendments to the Building Code that would continue to exempt these facilities from the need for a building permit and compliance with the Building Code on a temporary basis, while ensuring they continue to be regularly inspected. Your municipality may wish to consider if any new temporary use or zoning by-laws or amendments to existing temporary use or zoning by-laws may be needed before the order ends on April 27, 2022.

There may be other emergency orders that are ending and may impact your municipality. For the latest information, please visit the government's page on [COVID-19 emergency information](#).

If your municipality has any questions about any of the changes outlined above, we encourage your staff to contact [your local Municipal Services Office](#).

Thank you again for your continued support in protecting the health and well-being of Ontarians while delivering the services they depend upon.

Sincerely,



Steve Clark  
Minister of Municipal Affairs and Housing

C: Chief Administrative Officers  
Municipal Clerks  
Kate Manson Smith, Deputy Minister of Municipal Affairs and Housing  
Brian Rosborough, Executive Director, Association of Municipalities of Ontario