

TOWNSHIP OF ADMASTON/BROMLEY

Operations Committee

AGENDA

Wednesday, February 9th, 2022 at 1:00 p.m.

Council Chambers

1. Call meeting to order.
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Adoption of Minutes – [January 12th, 2022](#)
5. Road Developments
 - a) [McMahon Road](#)
 - b) [McBride Road/Blackburn Road/ Golf Course Road](#)
6. Roads Department Staffing Update - Verbal
7. Next Meeting
 - a) Capital Budget Deliberations
7. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY

Operations Committee

Date: Wednesday, January 12th, 2022

Present: Committee members present via Zoom were Robert Dick, Michael Donohue, Mike Quilty, Bob Hall and Kevin Legris.
Staff members present were: CAO/Clerk Jennifer Charkavi, Acting Public Works Superintendent Steve Visinski, Acting Treasurer/Deputy Clerk Mitchell Ferguson and Administrative Assistant, Meagan Jessup.

Public: None.

1. Bob Dick called the meeting to order at 1:05 p.m.

The Chair wanted to delegate his powers for the meeting. The following resolution was passed: **01/01/22**

Moved by: Mike Quilty

Seconded by: Kevin Legris

BE IT RESOLVED that Councillor Hall be appointed as the Chair of the Operations Committee for the meeting on January 12, 2022.

“Carried”

2. Disclosure of Pecuniary Interest

None at this time

3. Approval of Agenda – **02/01/22**

Moved by: Michael Donohue

Seconded by: Kevin Legris

BE IT RESOLVED that the Committee approve the agenda for the January 12, 2022 Operations Committee meeting as presented this date.

“Carried”

4. Adoption of Minutes – December 8th, 2021 – **03/01/22**

Moved by: Kevin Legris

Seconded by: Michael Donohue

BE IT RESOLVED that the Operations Committee accept the minutes of the meeting held on December 8th, 2021 as presented this date, as amended.

“Carried”

5. Pest Control – **04/01/22**

Committee discussed the report provided, and the following resolution was passed:

Moved by: Kevin Legris

Seconded by: Robert Dick

BE IT RESOLVED that the Operations Committee recommends to Council to include the Pest Control Services through the County of Renfrew be included in the 2022 budget; and

BE IT FURTHER RESOLVED that the Operations Committee recommends to Council to join the County of Renfrew for Pest Control Services for 2022.

“Carried”

6. Boundary Roads Agreement – Horton – **05/01/22**

Committee discussed the report provided, and the following resolution was passed:

Moved by: Robert Dick

Seconded by: Michael Donohue

BE IT RESOLVED THAT the Operations Committee splits the following motion provided to Committee into 2 (two) separate motions:

BE IT RESOLVED THAT the Operations Committee directs staff to draft a Boundary Roads Agreement for Blackburn Road, McBride Road and Golf Course Road with Horton Township and return to Council for review and approval; and

BE IT FURTHER RESOLVED that the Operations Committee recommends to Council to enter into an agreement with the Township of Horton to pay \$63,313.90 to reconstruct Golf Course Road.

“Carried”

Motion: **06/01/22**

Moved by: Robert Dick

Seconded by: Michael Donohue

BE IT RESOLVED THAT the Operations Committee directs staff to draft a Boundary Road Agreement for Blackburn Road, McBride Road and Golf Course Road with Horton Township and return to Committee for review and approval.

“Carried”

Motion: **07/01/22**

Moved by: Robert Dick

Seconded by: Michael Donohue

BE IT FURTHER RESOLVED that the Operations Committee recommends to Council to enter into an agreement with the Township of Horton to pay \$63,313.90 to reconstruct Golf Course Road.

RECORDED VOTE

“Carried”

7. Greenwood Paving – Extension of RFP – **08/01/22**

Committee discussed the extension of Greenwood Paving’s RFP and the following resolution was passed:

Moved by: Michael Donohue

Seconded by: Kevin Legris

BE IT RESOLVED THAT the Operations Committee recommends to extend the RFP PW-2021-03 to Greenwood Paving to complete Campbell Line in 2022.

“Carried”

8. Next Meeting

The next meeting is at the call of the chair.

9. Adjournment – **09/01/22**

Moved by: Michael Donohue

Seconded by: Kevin Legris

BE IT RESOLVED that the Wednesday, January 12th, 2022, Township of
Admaston/Bromley Operations Committee meeting be adjourned at 2:35 p.m.

“Carried”

Chair

CAO/Clerk

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: February 9, 2022
To: Operations Committee
From: Jennifer Charkavi
Re: McMahan Road

Background:

As committee will recall, direction was provided to the CAO/Clerk and the Acting Public Works Superintendent to bring back a report concerning boundary road agreements with Horton Township. Additionally, McMahan Road has also become a concern.

Discussion:

McMahan Road

Reid's Lake has been purchased by a new ownership. The Planning Committee had a meeting to hear the concerns of landowners on Reid's Lake. The County has stated that the new owners are engaging Jp2g to assist in the Site Plan Application. The County letter from September 14, 2021 that lists the outstanding matters of the Site Plan Agreement for Phase 1 of the expansion of the campground at Reid's Lake, has not changed. The items listed in the letter are still outstanding.

Council of Admaston/Bromley is the approving authority of the Site Plan Agreement. There are concerns about the condition of the existing road (McMahan Road) leading to the campground and the proposed expansion of over another 100 trailers has raised further concerns of the road being able to sustain the traffic.

In addition to concerns with road conditions, there were concerns with the extra waste that will be generated from the expansion. It has been confirmed that Reid's Lake Campground contracts a private contractor to remove the waste and it is taken to an out-of-town Transfer Station. Reid's lake campground has historically provided their recycling directly to the Emterra Recycling plant in Renfrew. This was done to reduce the amount of recycling being hauled from the transfer station.

The Acting Public Works Superintendent expects that the expansion would create the need for additional gravel. They have also suggested that the road be reduced to a speed limit of 60 km and there are some corners that should have signage on them.

Should Council wish to make a condition of the Site Plan Agreement or a Development Agreement with the new ownership of Reid's Lake Campground, instruction should be provided to our Planner, County of Renfrew Planning Department, to notify the applicant of such. County representatives are to be available for direction and questions at this meeting.

Financial Implications:

There are no financial implications at this time.

People Consulted:

Acting Treasurer/Deputy Clerk
Acting Public Works Superintendent

Recommendation for Council:

BE IT RESOLVED THAT the Operations Committee directs the County Planning Department to begin the process of drafting a Development Agreement for McMahon Road with the new ownership of Reid's Lake Campground.

September 14, 2021

Mitchell Ferguson, Deputy Clerk-Treasurer
Township of Admaston/Bromley
477 Stone Road, R.R. #2
RENFREW, ON K7V 3Z5

Dear Mr. Ferguson:

RE: Part of Lot 5, Concession 4
McMahon Road
Owner: Reid's Lake Campground
Applicant: Jp2g Consultants Inc.
Geographic Township of Admaston
Township of Admaston/Bromley
Our File No. SPA2142.1

Our office has reviewed the Site Plan in the Planning Justification Report, prepared by Jp2g Consultants Inc., revised June 2021, for the proposed development in relation to the Township's Comprehensive Zoning By-law (By-law 2004-13) and the County of Renfrew Official Plan, and offer the following comments.

1. The proposed development is to be completed in four phases. This proposal is for only for Phase 1 at this time. Phase 1 includes approximately 100 trailer sites to be serviced by the existing campground well and a new septic system located between the barn and McMahon Road.
2. The property is zoned Tourism Commercial (TC) in the Township of Admaston/Bromley Valley Zoning By-law. The TC zone permits a range of uses including a camping establishment, cottage establishment, and a recreational vehicle campground or park. No rezoning is required for Phase 1.

Section 12.2(o) of the Zoning By-law states that notwithstanding Section 12.2 to the contrary, lands used for a camping establishment, recreational vehicle campground or park, or camp recreation shall be used in accordance with the provisions of Section 13.2 of this by-law. Section 13.2 are the zone provisions for Campground Commercial (CC).

3. The front yard depth requirement is 12 metres, and the rear yard depth requirement is 7.5 metres where the rear lot line abuts a Commercial or Community Facility Zone and 10.5 metres where the rear lot line abuts any other zone. The minimum side yard width is 6 metres provided that where the side lot line abuts any lot used for a residential use, the minimum side yard width shall be 9 metres. The Planning Justification Report states that the Phase 1 will meet all required setbacks. No setbacks are shown on the

site plan, however there is a note indicating that trailers will be setback a minimum of 9 metres from the property line. A second note indicated that trailers along Reids Lake Lane are to be setback 10 metres from the centreline of the road.

4. The maximum lot coverage is 35%, and the Planning Justification Report states that a total of 350 trailers are permitted on the entire site. There are 100 existing trailers on the property, and 103 new trailers proposed.
5. The Planning Justification Report indicates that a new septic system is required for Phase 1. The new septic system will require an ECA and will be supported by an impact study and detailed design.
6. Water is provided by Reid's Lake Campground and the water is tested and reported as required to the Renfrew County and District Health Unit. An ECA under the Water Resources Act is required from the Ministry of Environment as more than 10,000 litres per day will be required.
7. Well 3 is expected to be able to service the new trailer sites but it was recommended that supplemental storage be provided to accommodate peak demand events.
8. The planning justification report indicates that in accordance with Guideline D-5-5 a pump test and recovery test is required and interference measurements are required.
9. Reid's Lake Provincially Significant Wetland (PSW) is located near the campground. An Environmental Impact Study (EIS) is required for development within 120 metres of the Lake. Phase 1 is located over 300 metres from the PSW; therefore, no EIS is required.
10. Section 2.2(11) of the Official Plan and Section 3.26(d) of the Zoning By-law both require a 30 metre setback for all buildings and structures from the high water mark of a water body. There are existing structures that are within the 30 metre water setback but no new development is proposed.
11. The campground is located along Reid's Lake. Since Phase 1 is not located within 300 metres of Reid's Lake, an Archaeology Assessment is not required. A Stage 1, and possibly Stage 2, Archaeology Assessment may be required for future phases of the expansion.
12. The Township's Fire Chief should be circulated for comments and review to ensure that the park meets any fire code related items including fire lanes and turning radius' for the new internal roads.
13. The Chief Building Official (CBO) should be circulated for comments.
14. The site plan shows new internal roads. It is recommended that the road construction standards be indicated on the plan.

Future steps / Action Items:

1. A hydrogeological study is required to be prepared and submitted in accordance with Guideline D-5-5.
2. Nitrate calculation is required and demonstrated that there will not be any negative impact to drinking water or to the surface water of Reid's Lake.
3. The site plan should be updated to ensure setbacks from lot lines, and the water setback are shown on the plan.
4. The supplemental storage for water should be indicated on the site plan as recommended in the planning justification report. In addition to implementing any notes or recommendations from the hydrogeological study.
5. The plan did not include any stormwater management review, lot grading and drainage or mitigation measures. As noted in Appendix A - the site plan is to include stormwater management provisions to ensure that there is not any off-site stormwater impacts and that there is not any impact to the lake due to increase in stormwater run-off. The report should state if an ECA permit is required from MOECP related to stormwater facilities.
6. Circulation and comments are required from:
 - a. Township Fire Chief
 - b. Township Chief Building Official
 - c. Township Engineering Review of Stormwater Management
 - d. Ministry of the Environment, Conservation and Parks (ECA for sewage, and permit to take water)

Emily Diamond
MOECP
2430 Don Reid Drive
Ottawa, ON, K1H 1E1
Emily.diamond@ontario.ca

- e. Renfrew County District Health Unit

Dave Tantalo
dtantalo@rcdhu.com

Thank you for the opportunity to comment on the site plan. If you have any questions, please call.

Sincerely,

Lindsey Bennett-Farquhar, MCIP, RPP
lbennett@countyofrenfrew.on.ca

Township of Admaston/Bromley

477 Stone Road, R.R. #2

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REPORT

Date: February 9, 2022
To: Operations Committee
From: Jennifer Charkavi
Re: Golf Course Road / McBride Road / Blackburn Road

Background:

As committee will recall, direction was provided at the January 12, 2022 Committee meeting for staff to draft a Boundary Roads Agreement for Blackburn Road, McBride Road and Golf Course Road with Horton Township and return to Council for review and approval. Staff have discussed the roads and before meeting with Horton Township, would like to provide an update to Committee.

Discussion:

Golf Course Road

Staff have discussed Golf Course Road and are of an opinion that Admaston/Bromley maintain status quo of maintenance on this road. The portion of road required to serve the proposed pit should become the responsibility of Horton Township as the pit is within Horton. Should this be the case, Admaston/Bromley Roads Department would in winter plow to the last residential driveway, ensuring that the homes within Admaston/Bromley are plowed sufficiently and in the summer perform the regular summer maintenance to the last residential driveway. From that point to the pit, Horton Township would be authorized through agreement to be responsible for the portion from the last Admaston/Bromley residence to the proposed pit for snow removal and other maintenance associated.

Horton Township may contract a third party to maintain the portion of Golf Course Road from the last Admaston/Bromley residence to the gate at the entrance of the proposed pit.

McBride Road/Blackburn Road

Staff have discussed both McBride and Blackburn Roads and are satisfied with the existing situations for both roads and will work with Horton Township to formalize agreements to bring back to Council for review and approval.

Financial Implications:

There are no financial implications as nothing will change from the existing procedure for maintenance of McBride Road, Blackburn Road and Golf Course Road.

People Consulted:

Acting Treasurer/Deputy Clerk
Acting Public Works Superintendent

Recommendation for Council:

BE IT RESOLVED THAT the Operations Committee accept this report as information at this time.