

Township of Admaston/Bromley  
First Monthly Meeting  
Thursday, February 2<sup>nd</sup>, 2023 @ 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 [January 19<sup>th</sup>, 2023](#)
6. Delegations and Guests
7. **Protective Services Committee**- Chair Kevin LeGris, Committee Member Angela Field
  - 7a [Fire Committee Minutes](#)
  - 7b [Fire Chief's Report](#)
  - 7c [Fire Marshal's Public Fire Safety Council \(FMPFSC\) – Certification Grand Award](#)
  - 7d [Police Service Board Minutes – October 18, 2022](#)
8. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris
  - 8a [B144/22 Consent Application](#)
    - i) [Application](#)
    - ii) [Planners Report](#)
    - iii) [CBO & PW Comments](#)
  - 8b [B145/22 Consent Application](#)
    - i) [Application](#)
    - ii) [Planners Report](#)
    - iii) [CBO & PW Comments](#)
9. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton
  - 9a [Library Board Minutes – November 22, 2022](#)  
[Treasurer's Report & CEO's Report – January 2023](#)
10. **Operations Committee** – Chair Brian Hamilton, All of Council
  - 10a

11. **Waste Management Committee** – Chair Michael Donohue, All of Council
  - 11a [Blue Box Transition – Upcoming Changes Report](#)
    - i) [CIF Background Information on Transition](#)
12. **Finance and Administration Committee** – Chair Michael Donohue, All of Council
  - 12a
13. **County of Renfrew** – Mayor Michael Donohue
  - 13a
14. **By-Laws**
  - 14a
15. Old Business
  - 15a [Action Tracking List](#)
16. New Business
17. **Closed Session**
  - 17a As per Section 239 2 (d) – Labour Relations or Employee Negotiations.  
  
More specifically to discuss the Treasurer position.
18. Confirmatory By-Law
  - 18a [2023-11](#) 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**

Township of Admaston/Bromley  
Second Monthly Meeting

Council met for their second monthly meeting on Thursday January 19<sup>th</sup>, 2023. Present were Mayor Michael Donohue, Deputy Mayor Kevin LeGris, Councillors Angela Field, Keith Gourley and Brian Hamilton.

Staff Members present were CAO/Clerk Jennifer Charkavi, Acting Public Works Superintendent Steve Visinski, Interim Treasurer Keray O'Reilly, and Finance Clerk Andrea Leclaire.

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

Mayor Donohue called the Meeting to Order at 7:30 pm. A moment of silence followed.

**Agenda Item 3 – Approval of Agenda**

**Resolution No. 15/01/23**

Moved by Angela Field, seconded by Kevin LeGris.

BE IT RESOLVED that Council approve the Agenda for January 19<sup>th</sup>, 2023, Regular Council Meeting.

Carried

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

None.

**Agenda Item 5 – Minutes**

**5a** Resolution to adopt Minutes of Council Meeting held on January 5<sup>th</sup>, 2023.

**Resolution No. 16/01/23**

Moved by Moved by Angela Field, seconded by Kevin LeGris.

BE IT RESOLVED that Council adopt the following meeting Minutes:

- January 5<sup>th</sup>, 2023, Regular Council Meeting

Carried

**Agenda Item 6 – Delegations and Guests**

None.

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

**7a** Appointment of Committee of Adjustment

**Resolution No. 17/01/23**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council approve By-Law 2023-08, being a by-law to appoint a Committee of Adjustment for the Township of Admaston/Bromley.

Carried

**7b** Building and Sewage Report – December 2022

**Resolution No. 18/01/23**

Moved by Brian Hamilton, seconded by Keith Gourley

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

**7c** B84/22 Consent Application

**Resolution No. 19/01/23**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B84/22 submitted by Carl W. Schruder so long as requirements of commenting agencies are satisfied. Carried

**7d** B123/22 Consent Application

**Resolution No. 20/01/23**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B123/22 submitted by Leo Anthony Hass so long as requirements of commenting agencies are satisfied. Carried

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

None.

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

**9a** December Report to Council

**Resolution No. 21/01/23**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council receive the Public Works December 2022 Report as information. Carried

**9b** Job Cost Expenditure Report

**Resolution No. 22/01/23**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council receive the Job Cost Expenditure report to December 31, 2022. 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** Payment Register – December 2022



**Resolution No. 23/01/23**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT the Council approve the December 2022 Payment Register listing. Carried

**11b** Budgetary Control Report – December 2022

**Resolution No. 24/01/23**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council accepts the Budgetary Control Report to December 30, 2022, as information. Carried

**11c** Sunshine Coach Report

**Resolution No. 25/01/23**

Moved by Angela Field, seconded by Kevin LeGris

WHEREAS the Township has received a request for support from the Sunshine Coach Service both financially and by by-law;

NOW THEREFORE BE IT RESOLVED that Council approve By-Law 2023-09 being a by-law to declare support for the Sunshine Coach Service and agree that the Town of Renfrew will receive and be responsible for Dedicated Gas Tax Funds on behalf of the Township and that a financial contribution will be made on an annual basis. Carried

**11d** OCIF 2023 Funding Agreement

**Resolution No. 26/01/23**

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED THAT Council receive the communication from MPP Yakabuski concerning the Ontario Community Infrastructure Fund (OCIF) notice for the Township of Admaston/Bromley. Carried

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

None.

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

None.

**Agenda Item 14 – By-Laws**

**14a** 2023-08 – Appointment of Committee of Adjustment  
2023-09 – Sunshine Coach

**Resolution No. 27/01/23**

Moved by Kevin LeGris, seconded by Angela Field.

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

- 2023-08 – Appointment of Committee of Adjustment
- 2023-09 – Decided Gas Tax - Sunshine Coach

Carried

**Agenda Item 15 – Old Business**

**15a** Action Tracking List

**Resolution No. 28/01/23**

Moved by Kevin LeGris, seconded by Angela Field.

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

Carried

**Agenda Item 16 – New Business**

Councillor Hamilton gave verbal update in regard to the library board. He also wanted to acknowledge the upcoming Hall of Fame Dinner for the Agri-Cor Group as there will be a few of Admaston/Bromley’s rate payers being honored into the hall of fame.

Councillor Gourley gave an update on the Renfrew Chamber of commerce meeting he attended.

**Agenda Item 17 – Closed Session**

None.

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

**18a** By-law 2023-10 being a by-law to confirm proceedings of Council Meeting

**Resolution No. 29/01/23**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that By-law 2023-10, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held January 19<sup>th</sup>, 2023, be now numbered, deemed read three times and passed.

Carried

**Agenda Item 19 – Question Period**

None.

**Agenda Item 20 – Adjournment**

**Resolution No. 30/01/23**

Moved by Angela Field, seconded by Kevin LeGris.

BE IT RESOLVED that the Thursday, January 19<sup>th</sup>, 2023, Township of Admaston/Bromley Council meeting be adjourned at 8:35 p.m.

Carried

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Mayor

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CAO/Clerk

Douglas Fire Committee  
Regular Meeting  
October 12, 2022

The regular meeting of the Douglas Fire Committee was called to order by Chairman Robert Dick. Present were Ken Keill, Nathan Harris, Daryl Thom and Fire Chief Bill McHale. There were no conflicts of interest.

It was moved by Daryl Thom and seconded by Ken Keill that the minutes of the September 14, 2022 meeting be approved as read.

Carried

In Old business the health and safety report was presented and reviewed. The secretary felt that there was not enough progress being made with the committee. Committee person Ken Keill said he was will to help with getting the committee better organized. Chief Bill is going to discuss issues with CAO Jennifer. Chairman Robert told the fire committee that the plans for the addition to the fire hall are now at the municipal office.

There was no correspondence

The date for the November meeting has been moved to November 23<sup>rd</sup> to accommodate the annual hunt.

In the fire chief's report, Chief Bill reported that the new hose pieces have arrived and that the 4Gas monitor has been repaired. The cover for the top of Truck 1 needs to be replaced and on truck 2 the roll top needs to be replaced with a tarp. Horton fire department is hosting a new equipment presentation on November and some of the firemen are going to attend. Chief Bill asked if he could hire two new persons as some firemen wish to resign. This request was allowed. Two firemen have committed to doing the drivers course to attain a DZ licence. The material to repair the dry hydrants has arrived and will be installed in the near future. The chief has concerns over the use of one of the dry hydrants.

It was moved by Nathan Harris and seconded by Ken Keill that the fire chief's report Dated October 12, 2022 be accepted as presented.

Carried

It was moved by Ken Keill and seconded by Daryl Thom that the payment voucher Dated October 12, 2022 in the amount of \$12,995.28 be paid.

Carried

Chairman Robert Dick's received good wishes on his retirement from municipal politics and many thanks for all his time spent on the fire committee.

It was moved by Daryl Thom to adjourn.

Carried

Douglas Fire Committee  
Fire Chief Report  
November 23, 2022

Date	Men	Hrs	Where	What
Oct 11	01	03		Clean fire hall
Oct 12	05	15	Practice	Fire Drills at school
Oct 12	01	04	Practice	Committee meeting
Oct 16	01	02	Practice	Truck checks
Oct 17	06	12	Practice	Meeting with K. Keill and H & S
Oct 17	09	18		Lift Assist
Oct 18	10	60		Barn & animals
Oct 24	03	03	Practice	Health & Safety meeting
Oct 24	08	16	Practice	Roll hose and compressor
Oct 25	01	03		Clean fire hall
Oct 30	03	06	Practice	Weekend truck checks
Nov 3	12	24	Practice	Air bags/new radios/roll hose
Nov 4	09	18		Large bon fire/cooking
Nov 5	08	32		Hunt camp
Nov 5	03	06		Nuisance alarm
Nov 5	07	35		tree on hydro line—grass on fire
Nov 6	03	09	Practice	Weekend truck checks
Nov 7	05	20		Tree on hydro line
Nov 8	01	03		Clean fire hall
Nov 11	02	04	Practice	Truck 2 down—not in service

Douglas Fire Committee  
Fire Chief Report  
December 14, 2022

Date	Men	Hrs	Where	What
Nov 19	3	30	Practice	Training with Horton
Nov 20	4	19	Practice	Weekend truck checks
Nov 21	12	24	Practice	Generators/grease trucks/meeting
Nov 22	01	03		Clean fire hall
Nov 24	02	04	Practice	Weekend truck checks
Nov 24	01	11	Practice	Burn Permits
Nov 24	08	08		Brush pile
Nov 28	14	29	Practice	radios and nozzles
Dec 2	10	20	Haley Pitt	Rekindle
Dec 3	03	09	Practice	Weekend truck checks
Dec 5	10	20	Practice	Tested pumps at river
Dec 6	01	03		Clean fire hall
Dec 6	10	20		Assist OPP
Dec 7	01	02	Practice	Worked on Truck 2



Jan 24<sup>th</sup> , 2022

Bill McHale, Fire Chief  
Douglas Fire Department

Dear Chief McHale,

On behalf of the Fire Marshal's Public Fire Safety Council (FMPFSC), I am pleased to inform you that your department has been selected to receive funding part of the FMPFSC Certification Grant.

This grant provides select provincial fire departments with funding to support the purchasing of firefighter training and educational materials to assist with the certification requirements as part of O.Reg.343/22 (Firefighter Certification). This is the first year of 3 that the grant will be offered in Ontario.

As a recipient of this year's grant, your department will receive \$895.62 to be used towards the purchase of educational materials offered by both IFSTA and Jones and Bartlett. Attached is an overview of the materials that are available as part of this program which are aligned with the certification levels contained in the regulation. The funds must be used by February 10, 2023 so that the FMPFSC can ensure proper audit of the grant before the end of its fiscal year.

#### What's Next?

Beginning Jan 5<sup>th</sup> contact Emily Folco at [Emily.folco@firesafetycouncil.com](mailto:Emily.folco@firesafetycouncil.com) or 1866-379-6668 ext 100 to place your order or for assistance with selecting your training materials. We ask that all orders be placed by Feb 10<sup>th</sup> 2023.

Supporting the fire service and providing this grant to support certification in Ontario is a priority for the FMPFSC and we are honoured to be able to allocate this funding to your department.

If you have any questions do not hesitate to reach out to me directly.

Sincerely,

Jamie Kovacs  
Executive Director

**Township of Admaston/Bromley  
Police Service Board  
Monthly Meeting  
Tuesday October 18<sup>th</sup>, 2022 @ 4:00 p.m.**

**Minutes**

**1. CALL TO ORDER**

Connie Dick called the meeting to order at 4:00 P.M.

**2. ATTENDANCE**

Inspector Dawn Ferguson, Chair Connie Dick, Council Representative Mike Quilty, and Andrea Leclaire were present.

**3. DISCLOSURE OF PECUNIARY INTEREST**

None

**4. APPROVAL OF AGENDA**

Mike Quilty made a motion to approve the agenda for Tuesday October 18<sup>th</sup>, 2022, and Connie Dick seconded.

**“CARRIED”**

**5. APPROVAL OF MINUTES**

Connie Dick made a motion to approve the minutes from the Tuesday September 13<sup>th</sup>, 2022, meeting and Mike Quilty seconded.

**“CARRIED”**

**6. ISSUES ARISING FROM MINUTES**

Follow up discussion about the speed complaint on Whalen Road and how it is a county road the complaint was forwarded to the County of Renfrew

**7. PRESENTATIONS/DELEGATIONS**

None

**8. CORRESPONDENCE**

- The board reviewed The Township of Admaston/Bromley Contract Renewal for OPP Municipal Policing Services.
- Email correspondence on behalf of Neil Fennell the Chair of the Ontario Association of Police Service Boards Zone 2 update, reviewed.
- Correspondence on the Zone 2 membership reviewed.
- The board reviewed the presentation by Lisa Darling from the Ontario Association of Police Service Board Zone 2 Meeting from September 16, 2022.

- Email correspondence from OPP Financial Service Unit on the Court security and prisoner transportation Grant.
- The board reviewed the 2023 OPP Annual Billing Statement.
- Email Correspondence from Inspector Dawn Ferguson regarding the submitted grant application for the Reduce Impaired Driving Everywhere.
- Email correspondence from Office of the Solicitor General on the Community Safety and Policing Act and OPP Detachment Boards.
- Email correspondence regarding the police services board survey received and reviewed.
- Email correspondence from Inspector Dawn Ferguson regarding the Community engagement initiative.
- The board reviewed email correspondence on the Community safety and well being plan.

## 9. FINANCIAL

Mike Quilty made a motion to approve the voucher in the amount of \$124.40 and Connie Dick seconded. A motion was also made to proceed with a Christmas greeting/advertising with MyFm as well as pre-approving the 2023 upcoming membership fees.

**"CARRIED"**

## 10. DETACHMENT COMMANDER'S REPORT

- The board reviewed the calls for service billing summary report from September and October 2022.
- The board reviewed the Records Management Report from September and October 2022.
- The Renfrew detachment launched a one-month traffic initiative called Operation Silencer which will run from October 1-31, 2022.
- There were 3 public complaints for Admaston/Bromley between September and October 2022.

## 11. OTHER BUSINESS

Connie Dick presented Mike Quilty with a thank you card on behalf of the Police Service board.

## 12. DATE OF NEXT MEETING

It was decided the next meeting will be held Tuesday January 10<sup>th</sup>, 2023 @ 4:00 P.M.

## 12. QUESTION PERIOD

None

## 14. ADJOURNMENT

Mike Quilty made a motion to adjourn the meeting at 5:15 P.M.

**"CARRIED"**

  
Chair, Connie Dick

  
Secretary, Andrea Leclaire



**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: February 2, 2023  
To: Council  
From: Jennifer Charkavi  
Re: Consent Application B144/22

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**Background:**

A Consent application was submitted to the County of Renfrew to sever 19.6 hectares of land with 317.66 metres of road frontage to add it to the abutting property. The lot addition would provide the abutting property with road frontage and would increase in size to 38.6 hectares. The retained lands would be 14 hectares in area with 140.6 metres of road frontage. A concurrent lot addition has been applied for that will increase the size of the retained lands from 14 hectares to 33 hectares in area. In accordance with Sections 53(11) and 53(5)(a) of the Planning Act, the municipality is required to provide written comments regarding the severed and retained lands. The County of Renfrew development and property department have provided the Township with a consent planning report to provide Council and Staff with more information.

The County of Renfrew received an appeal, from a neighbouring property owner, concerning application. Our County Planners have added this item to the next available Land Division Committee meeting.

It is important to note that our acceptance in principle only relates to our role and how the severance affects the municipality, as a commenting agency.

**Financial Implications:**

None at this time.

**People Consulted:**

County of Renfrew – Development and Property Department  
Chief Building Official  
Acting Public Works Superintendent

**Recommendation for Council:**

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B144/22 submitted by Joseph Hoover, Barbara Hoover, and Levi Hoover so long as requirements of commenting agencies are satisfied.

Lot 1

**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.

JUN 20 2022

<b>1. OWNER INFORMATION (Please use additional page for owners with different addresses.)</b>			
▶ 1.1 Name of Owner(s): <u>Joseph Hoover Barbara Hoover Levi Hoover</u>			
Mailing Address: <u>404 Fulton Rd</u>	Town/City: <u>Renfrew</u>	Province: <u>ON</u>	Postal Code: <u>K7V 3Z5</u>
Telephone No.: (Home) <u>000</u>	(Work) <u>0</u>	(Fax) <u>0</u>	
Email Address: <u>0</u>			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): <u>David M Hoover</u>			
Mailing Address: <u>5653 Hwy 60</u>	Town/City: <u>Douglas</u>	Province: <u>ON</u>	Postal Code: <u>K0J 1S0</u>
Telephone No.: (Home) <u>0</u>	(Work) <u>0</u>	(Fax) <u>0</u>	
Email Address: <u>0</u>			
1.3 Please specify to whom all communications should be sent: <u>- Select Option - Joseph &amp; Barbara Hoover</u> <u>404 Fulton Rd Renfrew On K7V 3Z5</u>			
<b>2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained)</b>			
Complete applicable boxes in 2.1			
▶ 2.1 Municipality: <u>- Select One - Admaston/Barnes</u>		Subdivision Lot(s) No.:	
Former Township: <u>Admaston</u>		Subdivision Plan No.:	
Lot(s) No.: <u>Part Lot 22</u>		Part(s) No.:	
Concession: <u>Con 6</u>		Reference Plan No.: 49R-	
Civic Address of subject lands/Road Name: <u>404 Fulton Rd.</u>			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? <u>- Select - NO</u> 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 type="checkbox"/> Creation of a New Lot	<input checked="" 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: <u>Levi Hoover Joseph Hoover Barbara Hoover</u>			

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	317.66 m		140.6	-	0	-
	Depth	615 m		615 m		600 m	-
	Area	19.6	-	14	-	19	-
▶ 4.2 Use of the property	Existing Use(s)	Agriculture		Agriculture		Agriculture	
	Proposed Use(s)	Agriculture		Agriculture		Agriculture	
▶ 4.3 Buildings or Structures	Existing	None		House shop & barn		None	
	Proposed	None		None		None	
▶ 4.4 Official Plan Designation		Agriculture		Agriculture		Agriculture	
4.5 Current Zoning		A		A		A	

▶ 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 checked="" 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?	- Select -	N/A
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▶ 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
	School Busing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Garbage Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>5. PROVINCIAL POLICY STATEMENT</b>	
▶ 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act?	- Select - Yes

<b>6. HISTORY OF THE SUBJECT LAND</b>			
▶ 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 Yes		
If you answered Yes in 6.1, and if you Know, please specify the file number of the application. B320 / 76      B43 / 82      B1 / 82 / 96			
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.  No			
▶ 6.3 Has any land been severed from the parcel originally acquired by the current owner of the subject land? - Select - 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>- Select -</b> <u>NO</u> <u>Yes</u>	
If Yes, and if Known, specify the appropriate file number and status of the application.	
Type of Application: <u>Consent</u>	File # (if known):
Number of Applications: <u>2 Total</u>	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, David M Hoover of the - Select One - Twp of Admeston / Bromely  
in the - Select One - of  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.

David M Hoover

Signature of Applicant

Sworn (or declared) before me at the TOWNSHIP OFFICE  
in the TOWNSHIP OF NORTH ALGONA WILBERFORCE  
this 14 day of JUNE, 20 22

[Signature]

A Commissioner for Taking Affidavits, etc.

Andrew Sprunt - CAO/OM  
Commissioner for Taking Affidavits  
For the Corporation of  
North Algona Wilberforce Township

**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.



**12. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION**  
(Please complete either 12.1, 12.2 or 12.3 whichever is applicable.)

► 12.1 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, Joseph W Hoover Barbara G Hoover, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize

David M Hoover to make this application and provide instruction/information on my/our behalf.

July 28/2022  
Date

Joseph W Hoover  
Signature of Owner

July 28 2022  
Date

Barbara G Hoover  
Signature of Owner

David M Hoover

► 12.2 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.)



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

(Please complete either 12.1, 12.2 or 12.3 whichever is applicable.)

▶ 12.1 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, Joseph Hoover, Barbara Hoover & Levi Hoover, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize

David Hoover to make this application and provide instruction/information on my/our behalf.

July 6 2022  
Date

  
Signature of Owner

July 6 2022  
Date

  
Signature of Owner

July 6 2022  
Date

  
Signature of Owner

▶ 12.2 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.)

► 12.3 If the owner is not making the application, the following owner's authorization is required.

### Signature of Power of Attorney

I am the Power of Attorney for \_\_\_\_\_

the owner/applicant of the subject lands appointed on the \_\_\_\_\_ day of, \_\_\_\_\_ 20 .

The Power of Attorney document is currently in force and has not been revoked.

\_\_\_\_\_  
Signature of Power of Attorney

### FOR OFFICE USE ONLY

Committee File No.: ..... B144/22 .....

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

Date of Receipt of Application: ..... June 20/22 .....

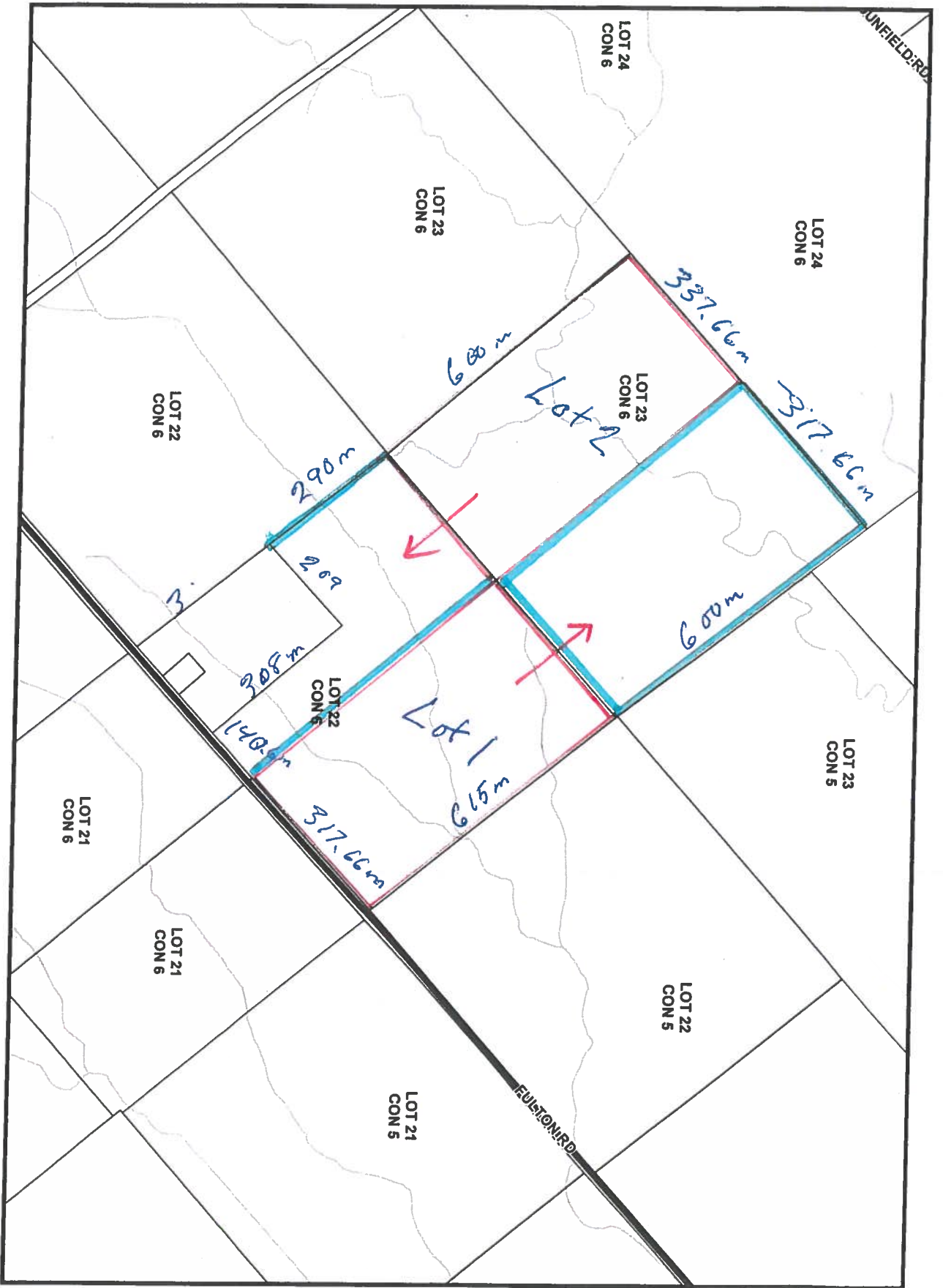
Date deemed complete: ..... June 20/22 .....

Checked by: ..... [Signature] .....

Authorization of Owner Received: Yes ☒ No ☐ N/A ☐

Date: ..... Oct 20/22 ..... [Signature] .....

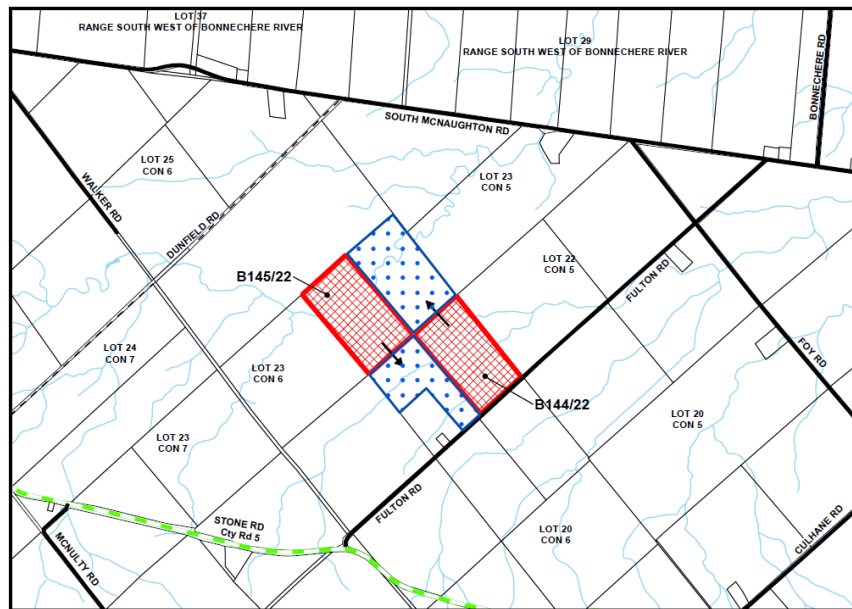
Secretary-Treasurer, Land Division Committee



1 centimeter = 100 meters

## **PART A - BACKGROUND**

1. FILE NO.: **B144/22**
2. APPLICANTS: Joseph Hoover, Barbara Hoover & Levi Hoover
3. MUNICIPALITY: Township of Admaston/Bromley  
(Geographic Township of Admaston)
4. LOT: Part Lot 22 CON.: 6 STREET: 404 Fulton Road
5. PURPOSE: A lot addition to abutting property
6. DESCRIPTION OF APPLICATION: The owners are proposing to sever 19.6 hectares of land with 317.66 metres of road frontage to add it to the abutting property. The lot addition would provide the abutting property with road frontage and would increase in size to 38.6 hectares. The retained lands would be 14 hectares in area with 140.6 metres of road frontage. A concurrent lot addition has been applied for that will increase the size of the retained lands from 14 hectares to 33 hectares in area.



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

	Frontage		Area		Structures
Existing Lot	458.26	m	33.6	Ha	House, shop and barn
Severed	317.66	m	19.6	Ha	House, shop and barn
Lot to be enlarged	0	m	19	Ha	None
Retained	140.6	m	14	Ha	None

**8. SEVERANCE HISTORY**

Number of new lots from original holding (1971)      3 previous severances: B320/76, B43/82 & B182/96

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

Official Plan Designation(s):

Severed      Agriculture

Lot to be Enlarged      Agriculture

Retained      Agriculture



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

Severed      Agriculture (A)

Lot to be Enlarged      Agriculture (A)

Retained      Agriculture (A)



## Zone Requirements:

	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>	<u>Proposed Lot Area</u>	<u>Minimum Required</u>
Severed	317.66 m	<b>45 m</b>	19.6 Ha	<b>20 ha</b>
Total, if Lot Addition	317.66 m	<b>45 m</b>	38.6 Ha	<b>20 ha</b>
Retained	140.6 m	<b>45 m</b>	14 Ha	<b>20 ha</b>

\*Note: a concurrent lot addition application has been applied for that is proposed to increase the size of the retained lands to 33 hectares in area.

**PART B – COMMENTS****1. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA**Policies Considered:

2.1.5 c) *Development and site alteration* shall not be permitted in: *significant valleylands* in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Mary's River); unless it has been demonstrated that there will be no *negative impacts* on the natural features and their ecological functions.

2.3.1 *Prime agricultural areas* shall be protected for long-term use for agriculture.

**2. OFFICIAL PLAN**Policies Considered:

- 2.2(8)(f) Significant Valleylands
- 2.2(9)(b),(c)&(d) Hazards
- 6.3(1)& (5-7) Agriculture Designation
- 13.3(3) Transportation – municipal roads
- 14.3(14) Consent Policies – lot addition

**3. ZONING BY-LAW**Provisions Considered:

- 22.1 & 22.2 Agriculture (A) Zone – permitted uses and zone provisions

**4. SUBMITTED STUDIES**

None

**5. AGENCY COMMENTS**

Twp. of  
Admaston/Bromley

*November 9, 2022*

Favourable comments were received from the Township.

The Building and Sewage Inspector approved the suitability of the severed and retained lands for private sewage disposal. All systems must comply with the Ontario Building Code and all applicable law.

**6. GENERAL PLANNING COMMENTS**

As indicated in Part B – Section 1 of this report, the Provincial land use planning issues to be addressed are the protection of agriculture and significant valleylands.

*Agriculture*

The severed, retained and enlarged lands are designated Agriculture in the County of Renfrew Official Plan. Section 6.3(5)(a)c. of the Official Plan states that consents may be given for agriculture purposed provided that all parcels are sufficiently large enough to maintain flexibility for future changes in the type or size of agricultural operations, being generally not less than 40 hectares in area. There is a concurrent lot addition application that will add 19 hectares to the retained lands in this consent application. The purpose of the lot addition applications is to provide access to a landlocked parcel. The final retained lands in this application will be 33 hectares in area and the other application will have a final lot area of 38.6 hectares. Both of the final lots will be used for agriculture purposes and are large enough to maintain flexibility for future changes.

*Significant Valleylands*

The subject lands are impacted by significant valleylands, as identified on Official Plan Schedule B-Map 4-Natural Heritage Features and Sections 2.2(8)(f). 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.

Since no development is being proposed on either the severed or retained lots, an EIS is not required.

*Transportation*

The lands to be enlarged and the retained lands have road frontage along Fulton Road which is a Municipal Road. Favourable comments were received from the Township Public Works Department.

*Zoning By-law*

The severed, retained and lands to be enlarged are zoned Agriculture (A) in the Zoning By-law. The minimum lot area requirement is 20 hectares in the Agriculture Zone. As a

result of the lot line adjustment, both lots would exceed 20 hectares in area. The lots will also exceed the minimum lot frontage requirement of 45 metres.

*Unstable Slopes/Slip Clays*

Our mapping indicates the subject lands are impacted by unstable slopes (slip clays). Under Section 2.2(9)(b) of the Official Plan a geotechnical study prepared by a qualified geotechnical engineer will be required to show how development can be safely accommodated on site.

Since no residential development is proposed, a study will not be required.

*Previous Consent*

The severed and retained lands were created by Consent Application B320/76. It is recommended that the consent for B144/22 be registered prior to the consent for B145/22 to ensure the lot additions merge.

*Letter of concern*

A letter of concern was submitted by Mait Ainsaar and Julie Barker. Their concerns include:

- Mr. Hoover was unsure of where the proposed property line would be in relation to the mutual fence
- No concrete details about the future usage of the property or a timeline was given
- Concern if the intention is to build any type of livestock facility or some form of industrial operation.
- they think Mr. Hoover should provide a detailed plan and timeline so they can prepare accordingly.

Both properties are zoned Agriculture (A) in the Township Zoning By-law. A farm and a home industry are both permitted uses in the Agriculture zone. Any future buildings will have to meet the required setbacks in the Zoning By-law. Minimum Distance Separation will be required to be completed prior to building any farm buildings.

**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:
  - Standard lot consolidation conditions
  - This application be registered prior to consent for B145/22

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

(f) Other Recommendations: ☐

Date: January 17, 2023  
Prepared by: Lindsey Bennett-Farquhar, MCIP, RPP  
County Planner  
Reviewed by: Bruce Howarth, MCIP, RPP  
Manager of Planning Services

JUL/2022

# TOWNSHIP OF ADMASTON/BROMLEY



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

Date: October 25, 2022

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

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B144/22

Owner: Barbara Joseph & Levi Hoover

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  
OCB & ALL APPLICABLE LAW

\_\_\_\_\_  
Signature Building & Sewage Inspector

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

Date: October 25, 2022

To: Admaston/Bromley Township

From: Acting Road Superintendent

Re: Municipal Public Road – Part Lot 22 & 23, Concession 6, Admaston

Severance Application No. B144/22

Owner: Barbara Joseph & Levi Hoover

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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Retained Lot	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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:

---

---

  
Acting Road Superintendent

Steve Visinski

**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: February 2, 2023  
To: Council  
From: Jennifer Charkavi  
Re: Consent Application B145/22

---

**Background:**

A Consent application was submitted to the County of Renfrew to sever 19 hectares of land with no road frontage to add it to the abutting property. The lot addition would increase the property in size to 33 hectares. The retained lands would be 19 hectares in area with no road frontage. A concurrent lot addition has been applied for that will increase the size of the retained lands from 19 hectares to 38.6 hectares in area. In accordance with Sections 53(11) and 53(5)(a) of the Planning Act, the municipality is required to provide written comments regarding the severed and retained lands. The County of Renfrew development and property department have provided the Township with a consent planning report to provide Council and Staff with more information.

**Financial Implications:**

None at this time.

**People Consulted:**

County of Renfrew – Development and Property Department  
Chief Building Official  
Acting Public Works Superintendent

**Recommendation for Council:**

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B145/22 submitted by Joseph Hoover, Barbara Hoover, and Levi Hoover so long as requirements of commenting agencies are satisfied.



**County of Renfrew**  
Ontario . Canada  
*Experience Our History, Share Our Future!*

Lot 2

B145/22  
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.

JUN 20 2022

<b>1. OWNER INFORMATION (Please use additional page for owners with different addresses.)</b>			
▶ 1.1 Name of Owner(s): <u>Joseph Hoover Barbara Hoover Levi Hoover</u>			
Mailing Address: <u>404 Fulton Rd</u>	Town/City: <u>Renfrew</u>	Province: <u>ON</u>	Postal Code: <u>K7V 3Z5</u>
Telephone No.: (Home) <u>000</u>	(Work) <u>0</u>	(Fax) <u>0</u>	
Email Address: <u>0</u>			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): <u>David M Hoover</u>			
Mailing Address: <u>5653 Hwy 60</u>	Town/City: <u>Douglas</u>	Province: <u>ON</u>	Postal Code: <u>K0J 1S0</u>
Telephone No.: (Home) <u>0</u>	(Work) <u>0</u>	(Fax) <u>0</u>	
Email Address: <u>0</u>			
1.3 Please specify to whom all communications should be sent: <u>- Select Option - Joseph &amp; Barbara Hoover</u> <u>404 Fulton Rd Renfrew On K7V 3Z5</u>			
<b>2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained)</b>			
Complete applicable boxes in 2.1			
▶ 2.1 Municipality: <u>- Select One - Admaston/Bromley</u>	Subdivision Lot(s) No.:		
Former Township: <u>Admaston</u>	Subdivision Plan No.:		
Lot(s) No.: <u>Port Lot 22</u>	Part(s) No.:		
Concession: <u>Con 6</u>	Reference Plan No.: 49R-		
Civic Address of subject lands/Road Name: <u>404 Fulton Rd.</u>			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? <u>- Select - NO</u> 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 type="checkbox"/> Creation of a New Lot	<input checked="" 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: <u>Joseph Hoover</u>			

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	0	--	0	--	140.6 m	--
	Depth	600 m	--	600 m	--	615 m	--
	Area	19	--	19	--	14	--
▶ 4.2 Use of the property	Existing Use(s)	Agriculture		Agriculture		Agriculture	
	Proposed Use(s)	Agriculture		Agriculture		Agriculture	
▶ 4.3 Buildings or Structures	Existing	None		House step 4 barn		None	
	Proposed	None		None		None	
▶ 4.4 Official Plan Designation		Agriculture		Agriculture		Agriculture	
4.5 Current Zoning		A		A		A	

▶ 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 checked="" 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?		- Select - N/A		

▶ 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
	School Busing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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?

- 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 Yes

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

B320/76

B43/82

B182/96

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.

NO

▶ 6.3 Has any land been severed from the parcel originally acquired by the current owner of the subject land?

- Select -

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>- Select -</b> <del>NO</del> <b>Yes</b>	
If Yes, and if Known, specify the appropriate file number and status of the application.	
Type of Application: <b>Consent</b>	File # (if known):
Number of Applications: <b>2 Total</b>	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, David M Hoover of the - Select One - of Twp-Admstrs/Brimley  
in the - Select One - of  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.**

David M Hoover

Signature of Applicant

Sworn (or declared) before me at the NORTH ALGONA TOWNSHIP OFFICE  
in the TOWNSHIP OF NORTH ALGONA WILBERFORCE  
this 14 day of JUNE, 20 22

[Signature]

A Commissioner for Taking Affidavits, etc.

Andrew Sprunt - CAO/OM  
Commissioner for Taking Affidavits  
For the Corporation of  
North Algona Wilberforce Township

**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.**



**12. OWNER'S AUTHORIZATION IF THE OWNER IS NOT MAKING THE APPLICATION**(Please complete either **12.1**, **12.2** or **12.3** whichever is applicable.)

▶ 12.1 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, Joseph W Hoover, am the owner(s) of the land that is the subject of this application for a consent and I/we authorizeDavid M Hoover to make this application and provide instruction/information on my/our behalf.July 28/2022  
DateJoseph W Hoover  
Signature of Owner

Date

Signature of Owner

▶ 12.2 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.)

► 12.3 If the owner is not making the application, the following owner's authorization is required.

### Signature of Power of Attorney

I am the Power of Attorney for \_\_\_\_\_

the owner/applicant of the subject lands appointed on the \_\_\_\_\_ day of, \_\_\_\_\_ 20 .

The Power of Attorney document is currently in force and has not been revoked.

\_\_\_\_\_  
Signature of Power of Attorney

### FOR OFFICE USE ONLY

Committee File No.: ..... B145122 .....

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

Date of Receipt of Application: ..... June 20/22 .....

Date deemed complete: ..... Aug 23/22 .....

Checked by: .....  .....

Authorization of Owner Received: Yes ☒ No ☐ N/A ☐

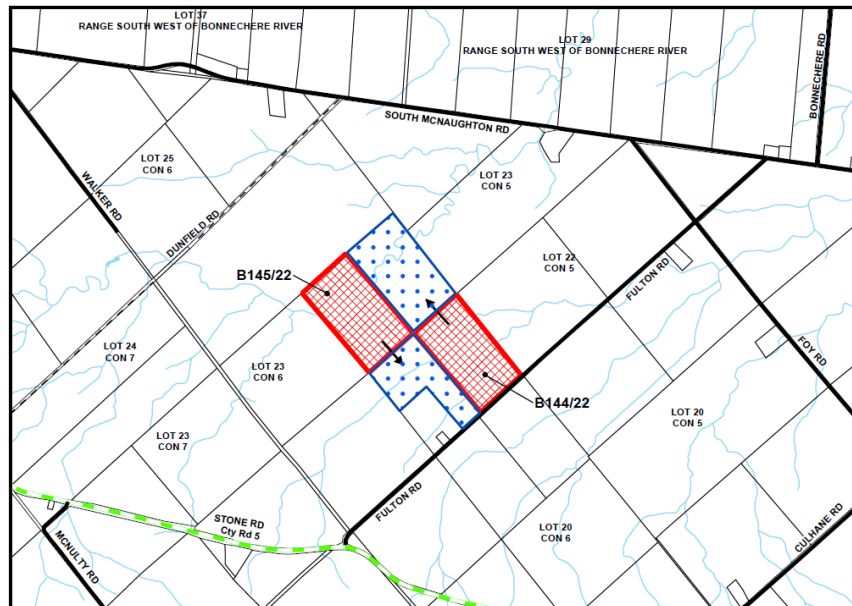
Date: ..... Oct 20/22 ..... Alana Zador .....  
Secretary-Treasurer, Land Division Committee



**1 centimeter = 100 meters**

## **PART A - BACKGROUND**

1. FILE NO.: **B145/22**
2. APPLICANTS: Joseph Hoover, Barbara Hoover & Levi Hoover
3. MUNICIPALITY: Township of Admaston/Bromley  
(Geographic Township of Admaston)
4. LOT: Part Lot 22 CON.: 6 STREET: 404 Fulton Road
5. PURPOSE: A lot addition to abutting property
6. DESCRIPTION OF APPLICATION: The owners are proposing to sever 19 hectares of land with no road frontage to add it to the abutting property. The lot addition would increase the property in size to 33 hectares. The retained lands would be 19 hectares in area with no road frontage. A concurrent lot addition has been applied for that will increase the size of the retained lands from 19 hectares to 38.6 hectares in area.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage	Area	Structures
Existing Lot	0 m	38 Ha	None
Severed	0 m	19 Ha	None
Lot to be enlarged	140.6 m	14 Ha	None
Retained	0 m	19 Ha	None

8. SEVERANCE HISTORY

Number of new lots from original holding (1971) 3 previous severances: B320/76, B43/82 & B182/96

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed Agriculture

Lot to be Enlarged Agriculture

Retained Agriculture

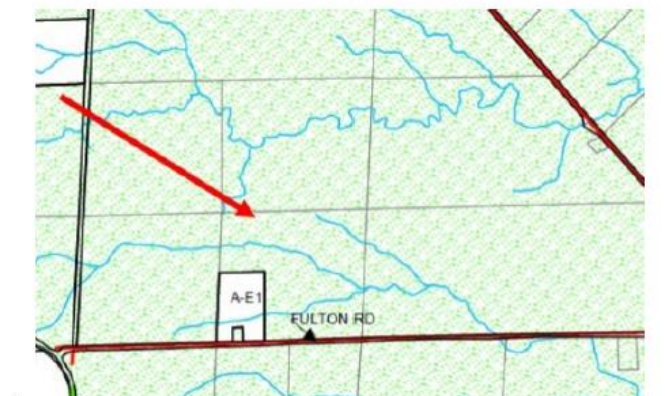


10. ZONING BY-LAW OF THE TOWNSHIP OF ADMASTON/BROMLEY  
(2004-13) Zone(s):

Severed Agriculture (A)

Lot to be Enlarged Agriculture (A)

Retained Agriculture (A)



## Zone Requirements:

	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>	<u>Proposed Lot Area</u>	<u>Minimum Required</u>
Severed	0 m	45 m	19 Ha	20 ha
Total, if Lot Addition	140.6 m	45 m	33 Ha	20 ha
Retained	0 m	45 m	19 Ha	20 ha

\*Note: a concurrent lot addition application has been applied for that is proposed to increase the size of the retained lands to 38.6 hectares in area.

**PART B – COMMENTS****1. PROVINCIAL POLICY STATEMENT and MUNICIPAL PLAN REVIEW DATA**Policies Considered:

2.1.5 c) *Development and site alteration* shall not be permitted in: *significant valleylands* in Ecoregions 6E and 7E (excluding islands in Lake Huron and the St. Mary's River); unless it has been demonstrated that there will be no *negative impacts* on the natural features and their ecological functions.

2.3.1 *Prime agricultural areas* shall be protected for long-term use for agriculture.

**2. OFFICIAL PLAN**Policies Considered:

- 2.2(8)(f) Significant Valleylands
- 2.2(9)(b),(c)&(d) Hazards
- 6.3(1)& (5-7) Agriculture Designation
- 13.3(3) Transportation – municipal roads
- 14.3(14) Consent Policies – lot addition

**3. ZONING BY-LAW**Provisions Considered:

- 22.1 & 22.2 Agriculture (A) Zone – permitted uses and zone provisions

**4. SUBMITTED STUDIES**

None

**5. AGENCY COMMENTS**

Twp. of  
Admaston/Bromley

*November 9, 2022*

Favourable comments were received from the Township.

The Building and Sewage Inspector approved the suitability of the severed and retained lands for private sewage disposal. All systems must comply with the Ontario Building Code and all applicable law.

**6. GENERAL PLANNING COMMENTS**

As indicated in Part B – Section 1 of this report, the Provincial land use planning issues to be addressed are the protection of agriculture and significant valleylands.

*Agriculture*

The severed, retained and enlarged lands are designated Agriculture in the County of Renfrew Official Plan. Section 6.3(5)(a)c. of the Official Plan states that consents may be given for agriculture purposed provided that all parcels are sufficiently large enough to maintain flexibility for future changes in the type or size of agricultural operations, being generally not less than 40 hectares in area. There is a concurrent lot addition application that will add 19 hectares to the retained lands in this consent application. The purpose of the lot addition applications is to provide access to a landlocked parcel. The final retained lands in this application will be 33 hectares in area and the other application will have a final lot area of 38.6 hectares. Both of the final lots will be used for agriculture purposes and are large enough to maintain flexibility for future changes.

*Significant Valleylands*

The subject lands are impacted by significant valleylands, as identified on Official Plan Schedule B-Map 4-Natural Heritage Features and Sections 2.2(8)(f). 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.

Since no development is being proposed on either the severed or retained lots, an EIS is not required.

*Transportation*

The lands to be enlarged and the retained lands have road frontage along Fulton Road which is a Municipal Road. Favourable comments were received from the Township Public Works Department.

*Zoning By-law*

The severed, retained and lands to be enlarged are zoned Agriculture (A) in the Zoning By-law. The minimum lot area requirement is 20 hectares in the Agriculture Zone. As a



result of the lot line adjustment, both lots would exceed 20 hectares in area. The lots will also exceed the minimum lot frontage requirement of 45 metres.

*Unstable Slopes/Slip Clays*

Our mapping indicates the subject lands are impacted by unstable slopes (slip clays). Under Section 2.2(9)(b) of the Official Plan a geotechnical study prepared by a qualified geotechnical engineer will be required to show how development can be safely accommodated on site.

Since no residential development is proposed, a study will not be required.

**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: Standard lot consolidation conditions  
Consent for B144/22 be registered first
- (e) There are serious planning concerns, refusal is recommended. ☐
- (f) Other Recommendations:



Date: January 17, 2023

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

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

JUL/2022

# TOWNSHIP OF ADMASTON/BROMLEY



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

Date: October 25, 2022

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

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B145/22

Owner: Joseph Hoover

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 & ALL APPLICABLE LAW



Signature Building & Sewage Inspector

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

**Date:** October 25, 2022

**To:** Admaston/Bromley Township

**From:** Acting Road Superintendent

**Re:** Municipal Public Road – Part Lot 22 & 23, Concession 6, Admaston

**Severance Application No.** B145/22

**Owner:** Joseph Hoover

**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 Uisinski

ADMASTON/BROMLEY PUBLIC LIBRARY  
BOARD OF DIRECTORS MEETING  
November 22, 2022  
7:00 PM

**Present:** Susan Patterson O'Neil, Jane Wouda (Librarian), Karen Payne, Karen Coulas, Beth McDonald, Angela McEachen, Lynn Celland, Charlene Whattam

**Regrets:** Lynn Agnew

**Guest:** Krista King

The meeting was called to order at 7:00 pm

1. Approval and additions to the Agenda

**Motion** to approve the agenda and additions  
Moved by Karen Coulas  
Seconded by Angela McEachen  
Carried

2. Declaration of Conflict of Interest - none

3. Approval of minutes

**Motion** to approve the minutes from October 18, 2022  
Moved by Beth McDonald  
Seconded by Lynn Celland  
Carried

4. Business arising from the minutes

- return box - it has been installed and Jane is very please with it
- library Week - see CEO report
- cheese fundraiser - orders are coming in nicely
- agreement with RCCDSB - the agreement has been signed
- remainder of donation from Balsam Hill WI - Jane will purchasing new computers and some local historical books

5. New Business

- December meeting - there will be no board meeting in December

6. Treasurer's Report at attached

**Motion** to accept the treasurer's report and pay all bills  
Moved by Charlene Whattam  
Seconded by Angela McEachen  
Carried

7. CEO's Report as attached

8. Policy Review - Gov-01

**Motion** to accept GOV-01 Purpose and Duties of the Board  
Moved by Charlene Whattam  
Seconded by Lynn Celland  
Carried

9. Correspondence - none

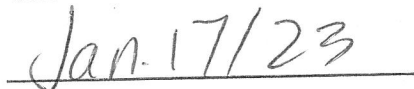
10. Other Business - none

11. Adjournment - 8:15 pm

Next Meeting - January 24, 2023

  
Chair

CEO

  
Date

**ADMASTON BROMLEY PUBLIC LIBRARY**  
**January 1, 2023**  
**TREASURER REPORT BY LYNN A AGNEW**

November 30, 2023	interest	\$ 40.32
December 15/2022	deposit	\$ 2,329.05
	Cheese fundraiser	
December 30/2022	deposit	\$ 143.50
	Cheese/ donations	
	Photocopying	
<b>December 31/2022</b>	<b>Bank Balance</b>	<b>\$12, 856.49</b>

**Bills that were paid**

December 12/2022	Jane Wouda	\$ 29.37
	Reference # 0984	
	Reimbursement for Office supplies	
December 12/2022	Twp AD/BR	\$ 201.45
	Reference # 0983	
	This money was the Twp's not the library	
December 13/2022	BMO Mastercard	\$ 125.57
	Ref # 25720048	
December 13/2022	Tom Agnew	\$ 1,648.28
	Ref # 0985	
December 22/2022	Twp AD/BR	\$ 2,025.98
	Ref # 0986	
December 23/2022	Bell phone	\$ 95.01
	Ref # 25841256	
December 23/2022	Bell Business	\$ 120.85
	Ref # 25841255	
December 29/2022	Dell Canada	\$ 3,236.46
	Ref # 0973	
<b>Total of bill paid in December</b>		<b>\$ 7,482.97</b>

## **Cheese fundraiser**

Total sales of cheese for December 2022	\$2394.92
Cost of the cheese	\$1785.08
Profit	\$ 609.84

3 computers were purchased with the money that was donated to us from the Balsam Women's Institute and random donations from patrons  
The cost was \$3236.46

**At the time this report was prepared our bank balance was \$12,856.49**  
**We have several payments that have not been processed yet**

November wages	\$2025.98
Dell Canada	\$3236.46
<b>Total</b>	<b>\$5262.44</b>

### **\$7594.05 will be our balance**

We still have December wages, internet, phone, Mastercard and Buske's bills to be paid for 2022 expenses.

Our PLOG did not arrive till December, that money will be carried over to pay our big bills at the end of January and February; overdrive, Jasi, E-resources, Access copyright, Nestor IT Services. There could be the odd surprise bill as well.



Bills Paid in Jnauary 2023

**Paid**

Bell Phone	Jan. 14/23	105.88 online
Township Wages	Jan. 4/23	2649.95 cheque #987
Mastercard	Jan. 14/23	1391.83 online
Bell Internet	Jan. 14/23	120.85 online

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<b>Total Bills Paid</b>	<b>4268.51</b>
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<b>Bank Balance as of</b>	<b>8049.49</b>
<b>January 14/23</b>	

**Unpaid**

OLS Overdrive 2023	1518.72
Buske	35.06
Access Copyright	62.15

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<b>Total Unpaid</b>	<b>1615.93</b>
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## Library CEO's Report – January 2023

- **STATS:** *Overdrive for 2022 – 2449; Library Checkouts for 2022, not including e-books – 5704 (approx.); Total 2022 Checkouts – 8153; Inter-Library Loans for 2022. – 108; FB Reach 2022. – 11,142 (FB Reach is the estimated number of people who saw any content from or about your Page.) FB Followers in 2022 - 316*
- **Programming** – In November, Brenda Dwyer did her talk about *Dementia Awareness* at the library. There were about 4 people who attended. It was excellent. Brenda left us some materials to distribute. In early December our chair, Susan, led a felting workshop. There were about 10 crafty folks who attended and had a lot of fun. Then, we celebrated the holidays with the *Visit with Santa* event and the Gingerbread House contest. The partnership with the Lion's Club was wonderful. They provided snacks, treat bags, prizes, and Santa! They also had KatieBears to hand out. We did the craft, provided many wonderful young volunteers, and hosted the event. There were 65 treat bags, about, handed out and more than 100 people visited the library. Some new folks signed up for library cards, as well. It was a great success. Now, we are looking forward to doing a STEAM activity in the library during Frosty Fun, January 28, 2023.
- **Collections** – Items purchased for collection in November/December – **\$1245.91 approx.**
- **Public Library Operating Grant (PLOG)** – We received the PLOG in early December. Excellent!
- **Summer Experience Program (SEP)** – I have completed the grant application. It needs to be submitted by Jan. 18. As usual, the application has the Township's CRA number and address etc. on it instead of our own. I wanted to get this error resolved before I submitted the application, but I don't think that's possible. I have a ticket # with TPON etc. so at least the issue is documented. I tried submitting the grant, but the website is down. Give me strength.
- **International Dyslexia Association Ontario Grant (IDA)** – I submitted the receipts and completed the report on December 5, 2022. I have not heard anything back yet.
- **Wilton Cheese Fundraiser** – The cheese fundraiser was great. Thank you to Lynn A. who placed the massive cheese order, drove down to get the cheese, and then arranged the pick-ups. We made about \$600.00.
- **Correspondence:**
  - Bell Phone – Nov. & Dec.
  - Mastercard – Nov. & Dec.
  - Buske Bill (Sept – Dec.)
  - OLS Overdrive Bill
  - Bell Internet – Nov. & Dec.
  - Wages– Nov. & Dec
  - Access Copyright

### Miscellaneous:

- Susan and I visited the Municipal Office on January 5, 2023, to make a brief presentation to the new council about the library. We are invited back in November to make another one. Thank you to Jennifer for the invitation. I submitted an invoice for time and mileage to the Township.
- Chapters/Indigo overcharged us a few times in 2022, so I had to call their accounting department and get it sorted it. It is fixed now and we've been refunded.
- Jennifer, the Township CAO, needs a library budget in order to begin working on the Municipal budget. We are going to be sharing a draft with her. I will email the draft to you with this report.
- With Paul W.'s help, I ordered 3 new desktop computers from Dell. It will take some time to get them all set up, but I'm looking forward to having a faster office computer. The patrons' computers have been very busy the last couple of months. We will be replacing at least one of them. To give you an idea of why they're important, recently patrons used our computers for things like: checking email, finding information, doing

online police checks, typing and printing a resume, and completing online employment training. We also have groups of kids and teens who meet here to game together.

- I am going to be making 2 offers of employment to 2 individuals who are eager to work an occasional Saturday. They are not able to work during the week, but it will be good to have some people who can cover for me so I can go away for the weekend. I still need to hire someone who can work during the week and learn more about the day-to-day operations of the library.
- As you know, Molly submitted her letter of resignation in December, which I accepted, and has moved on. She worked Mondays and Saturdays. We were going to review how that worked in the new year. In my opinion, I could not get enough of my work done working just one day a week in the library. Too many things needed to be done at the office. I do not recommend it.
- The Annual Survey will be sent out soon. I do not have an exact date yet. I am starting to collect the data I need to complete it.
- I have received the new Provincial Park and Art passes. They are ready to circulate.
- I have been keeping the library's Facebook page up to date, but the website needs to be updated soon. I will do that before the end of the month.

**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 2, 2023

To: Council

From: Steve Visinski

Re: Upcoming changes to blue box Transition Program.

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**Background:**

Council was given a verbal report on January 19<sup>th</sup> during a Waste Committee meeting about the upcoming changes to the Blue Box Transitioning program. Staff have been involved in meetings with CMO (Circular Materials) and CFI (Continuous Improvement Fund) to acquire as much information as possible.

Further to this, as of July of 2023 the producers of recycling products will start to be liable for costs of processing recycling products. These costs would pay a minimum of 75% back to the Municipality dependant on eligible and non-eligible sources. Non-Eligible sources consist of ICI (Industrial, Commercial, Institutional), these sources are determined through MPAC's property codes. There is an automatic 25% deduction for non-eligible sources unless proven otherwise. Staff has submitted records proving Admaston/Bromley to be at 4.22% and we have received confirmation that this has been excepted.

There is a three-year transitioning period with Municipalities that have curb side pickup beginning July of 2023. Admaston/Bromley does not join the process until July 1<sup>st</sup> of 2025.

There is currently RFP's being considered from CMO to decide where the processing facilities will be located. These are to be determined by this summer of 2023. Processing facilities can be up to a 60-minute drive from the collection location. There are Two options for Council to consider. These are stated as Opting-In and Opting-Out. It is being requested from CMO that Council decided and provide a letter as to which path, they would like to choose.

Opting in would be the Municipality continuing to operate and staff the facilities as they are now, keeping all locations open till 2026.

Opting Out would be the producer's responsibility to look after all recycling. Because we currently operate three locations three would have to remain open until 2026 keeping in mind this option does not guaranty that the recycling depots will remain in the same locations as they are now.

Attached is a PDF with information directly from CMO.

Staff will continue to partake in working groups and attend virtual meetings as well as inform Council/Committee of any new changes.

**Discussion:**

Staff believe Opting-In would keep all recycling facilities open that we currently have in operation in the same locations, this would be best for the public. This will help promote recycling and cause less possible driving for rate payers if the depots were moved to a different location.

**Financial Implications:**

None at this time

**People Consulted:**

CAO/Clerk  
Neighbouring Municipalities

**Recommendation for Council:**

Be it Resolved that Council direct Staff to send a letter of intent to CMO that states Admaston/Bromley will choose the Opt-in option and keep recycling procedures as they currently operate.



# **Backgrounder on the Ontario Blue Box Program Transition to Producer Responsibility**

Updated Version 2

This document was produced by the Continuous Improvement Fund to assist municipal and First Nation staff in communicating to staff, elected officials, and the general public.

The information contained herein is current up to the publication date, and more detailed information may be available on the websites of the [CIF](#), [RPRA](#), [AMO](#), or the [Government of Ontario](#).

This document is a flexible communications tool that can be customized to suit your needs.

Instructional slides have a yellow background and should be deleted before finalized.

## A Flexible Communications Tool

### Potential Audiences

- Municipal waste staff
- Senior municipal staff
- Committee/Council Members
- General Public

### Format

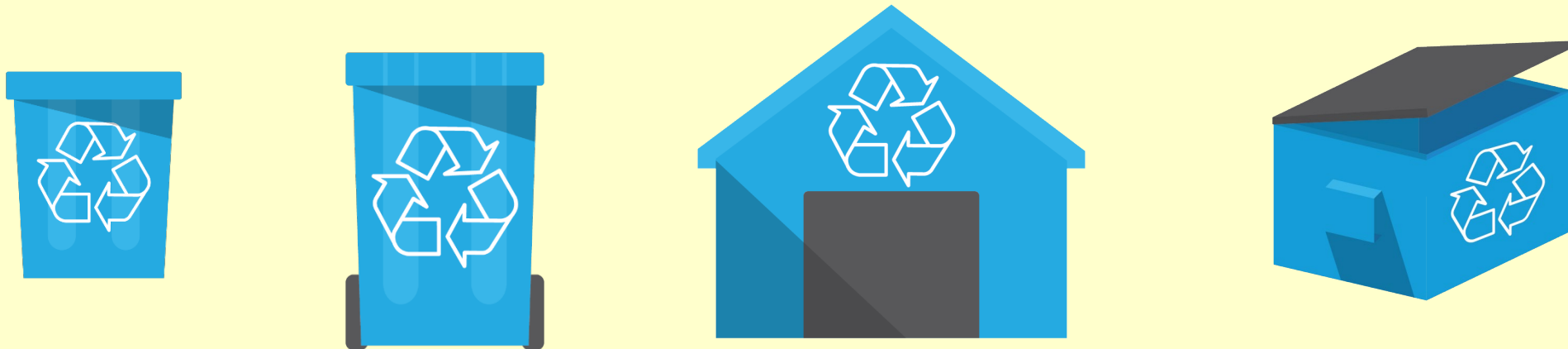
- PowerPoint presentation
- PDF attachment
- Stand-alone images

**If you need help customizing this content to suit your needs, please contact us at [communications@thecif.ca](mailto:communications@thecif.ca)**



## Alternative Blue Box Icons

- The slides that follow use a blue box to represent blue box programs
- If your community's program is cart or depot-based, you can swap in the icon below that best represents your program



# Outline

## **Producer Responsibility**

Legislative Framework

Current vs. Future

Key Concepts & Terms

Decisions for Council

Eligible Sources

Non-Eligible Sources

Service Standards

Designated Materials

Targets

Timelines

Glossary

## **Producer Responsibility**

The following slides give a brief overview of producer responsibility for the blue box program in Ontario. This is a high-level summary to give a basic idea of how the system is changing.

## What is Producer Responsibility?

- A regulatory approach to waste management, where producers (companies that make and import products) are responsible for the waste generated from their products and packaging
- In Ontario, the blue box program is transitioning from a model of shared industry funding, to one of full producer responsibility where producers are operationally and financially responsible



# Outline

Producer Responsibility

**Legislative Framework**

Current vs. Future

Key Concepts & Terms

Decisions for Council

Eligible Sources

Non-Eligible Sources

Service Standards

Designated Materials

Targets

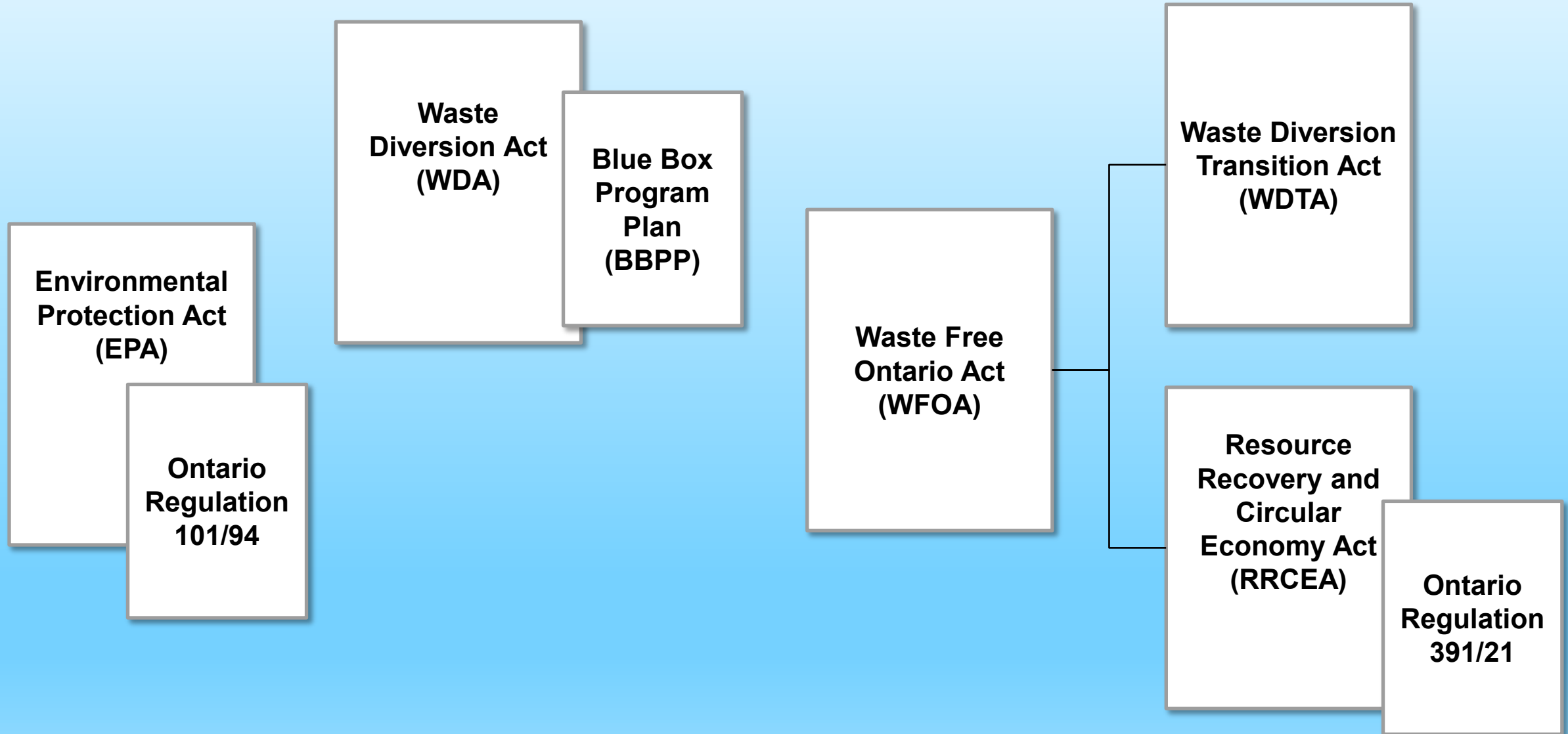
Timelines

Glossary

## **Legislative Framework: Ontario Blue Box Program History**

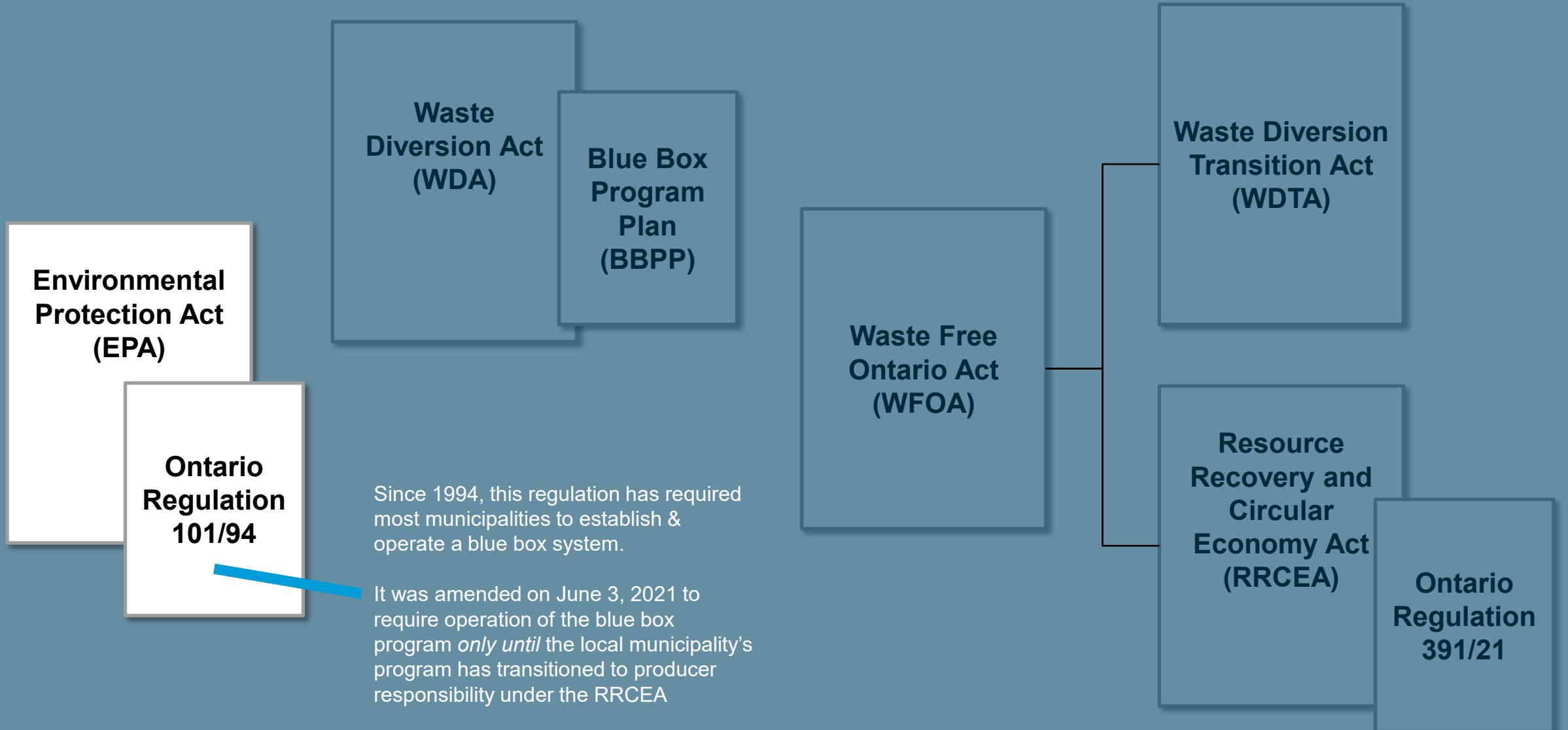
The following seven slides give a brief overview of the current and historical legislation and regulations that are relevant to the blue box program in Ontario.

# Legislative Framework

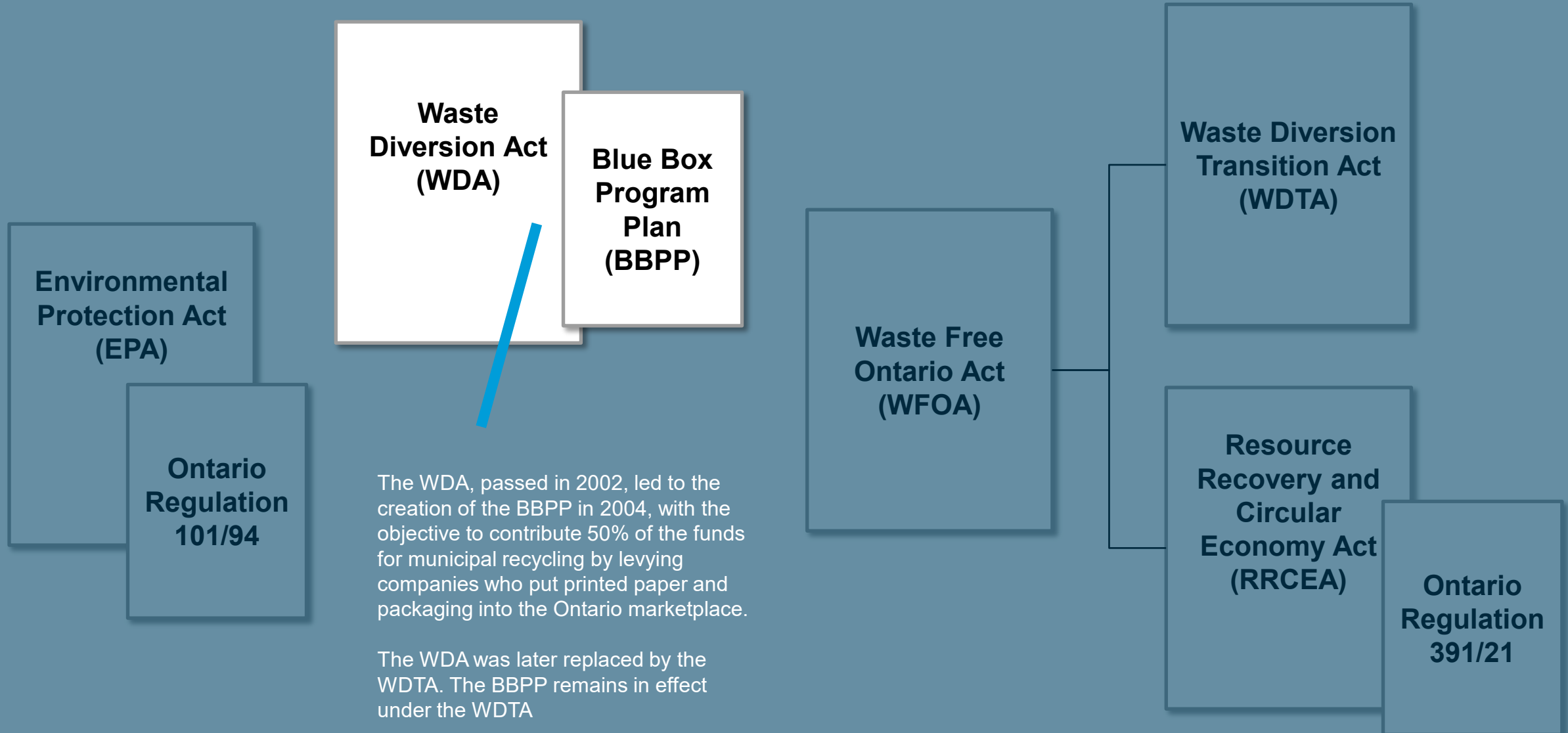




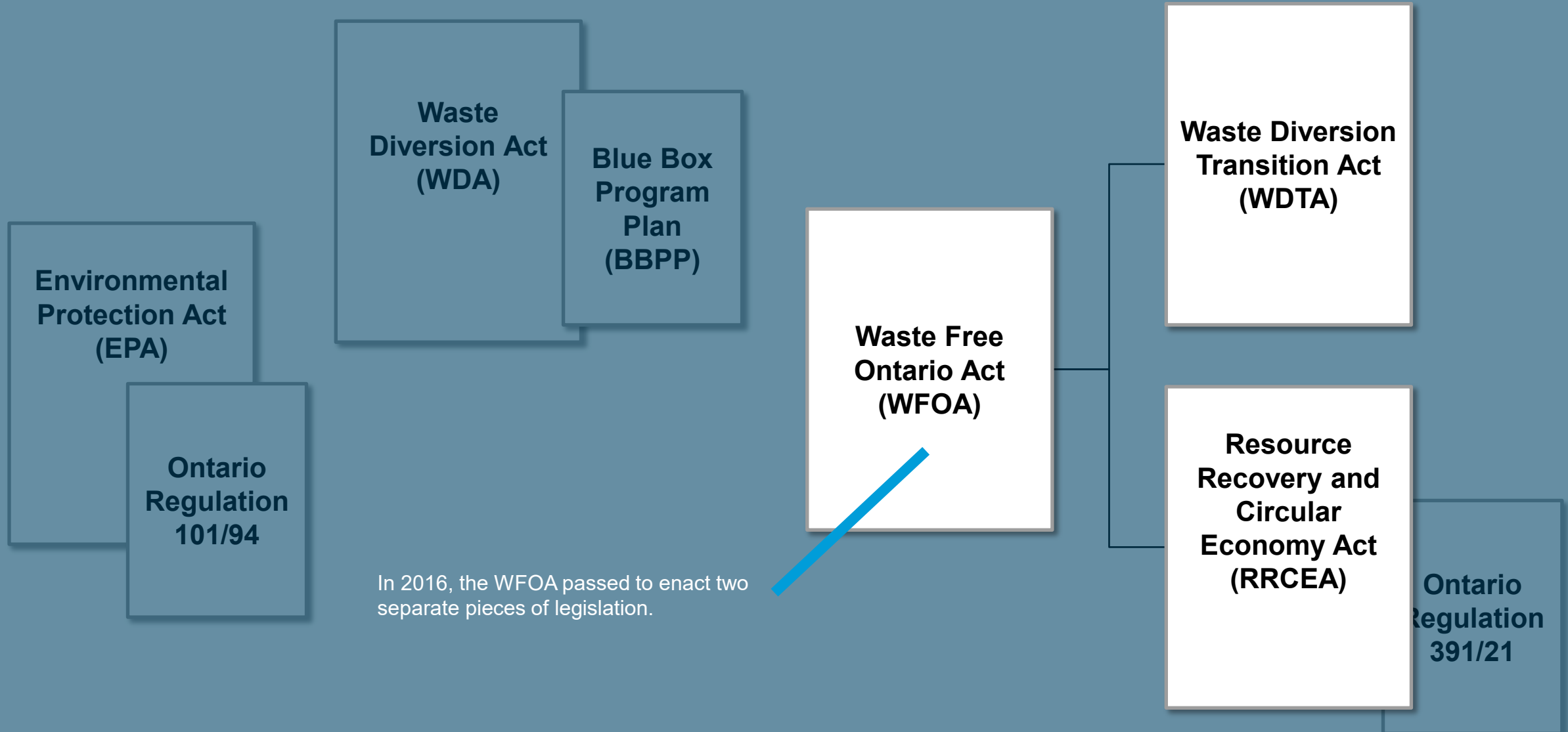
# Legislative Framework



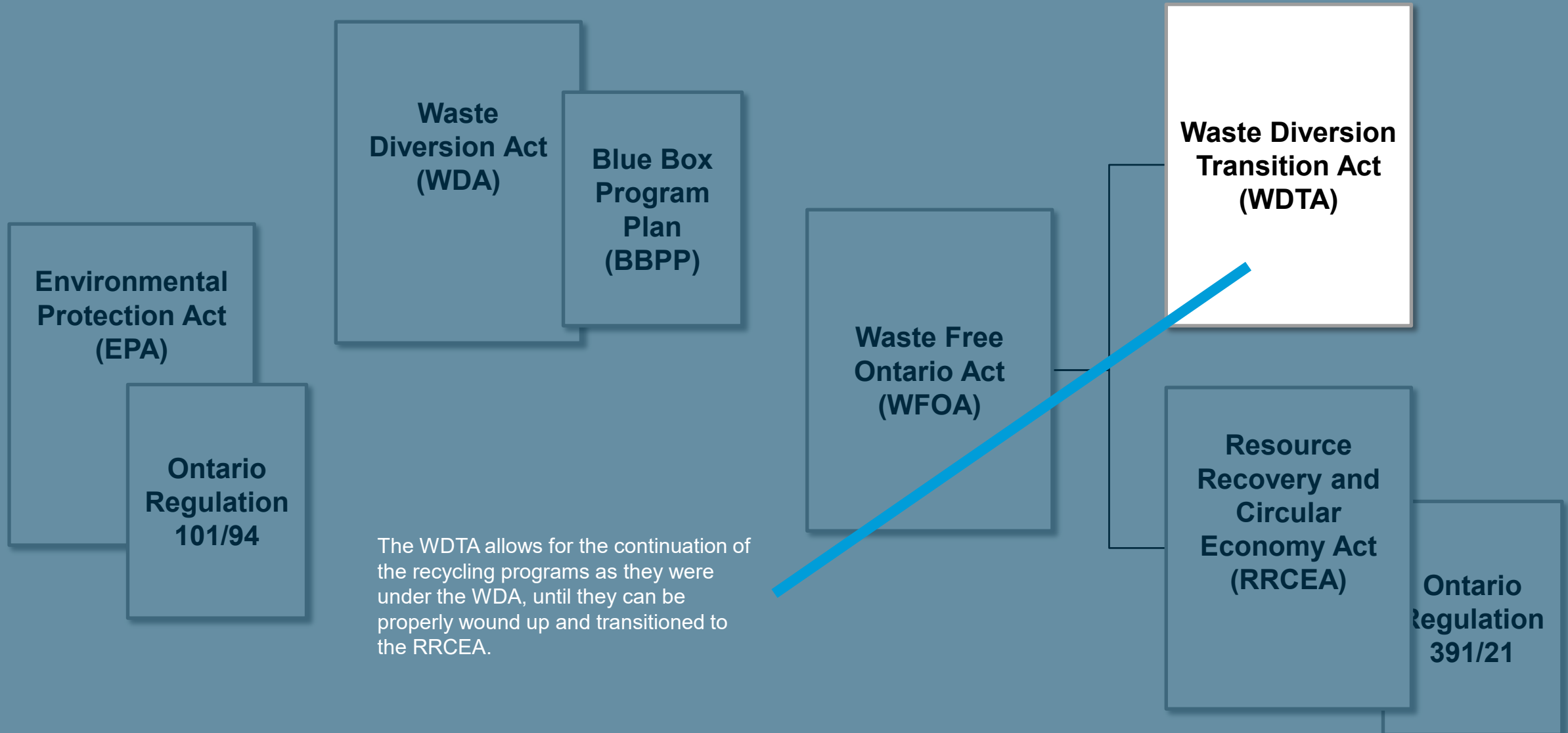
# Legislative Framework



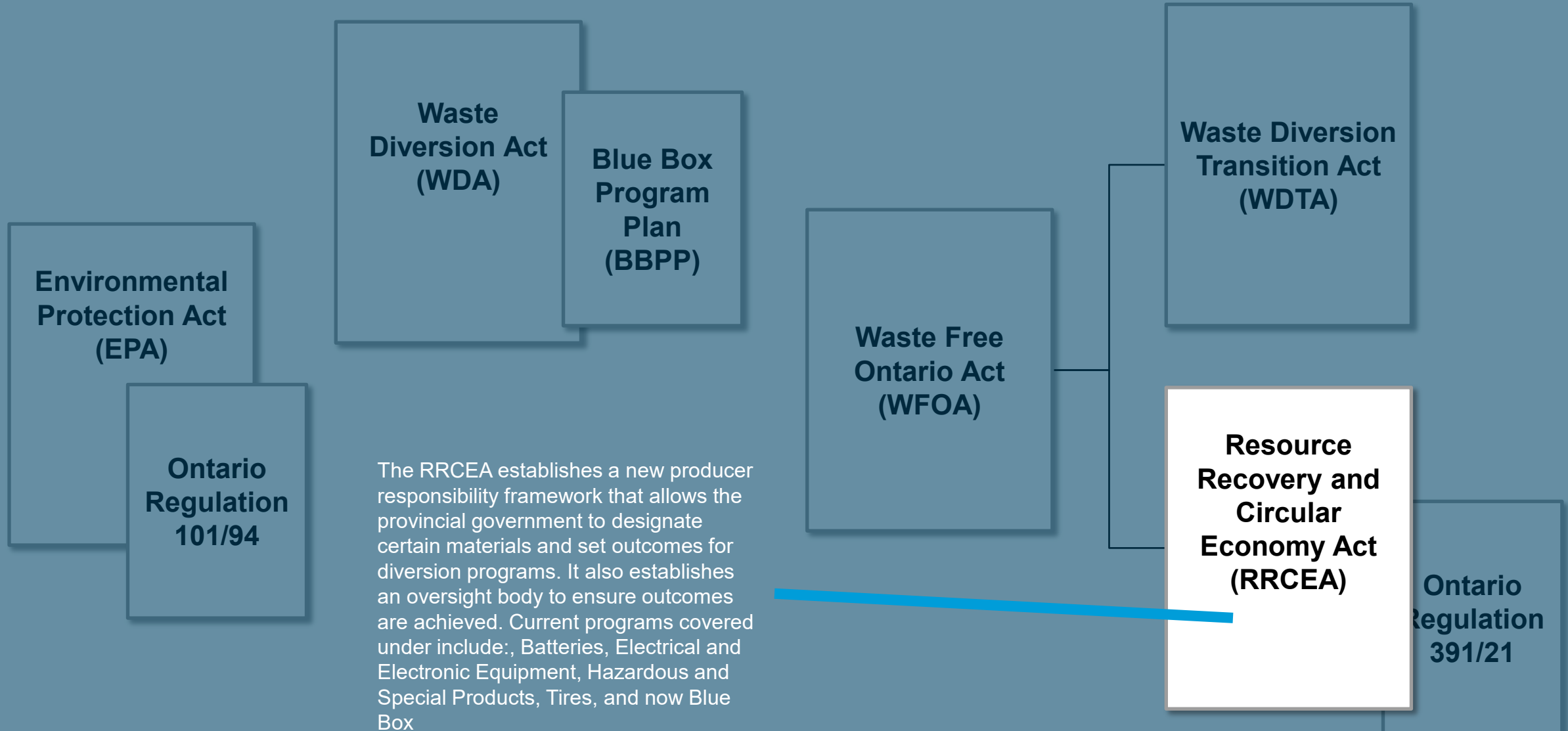
# Legislative Framework



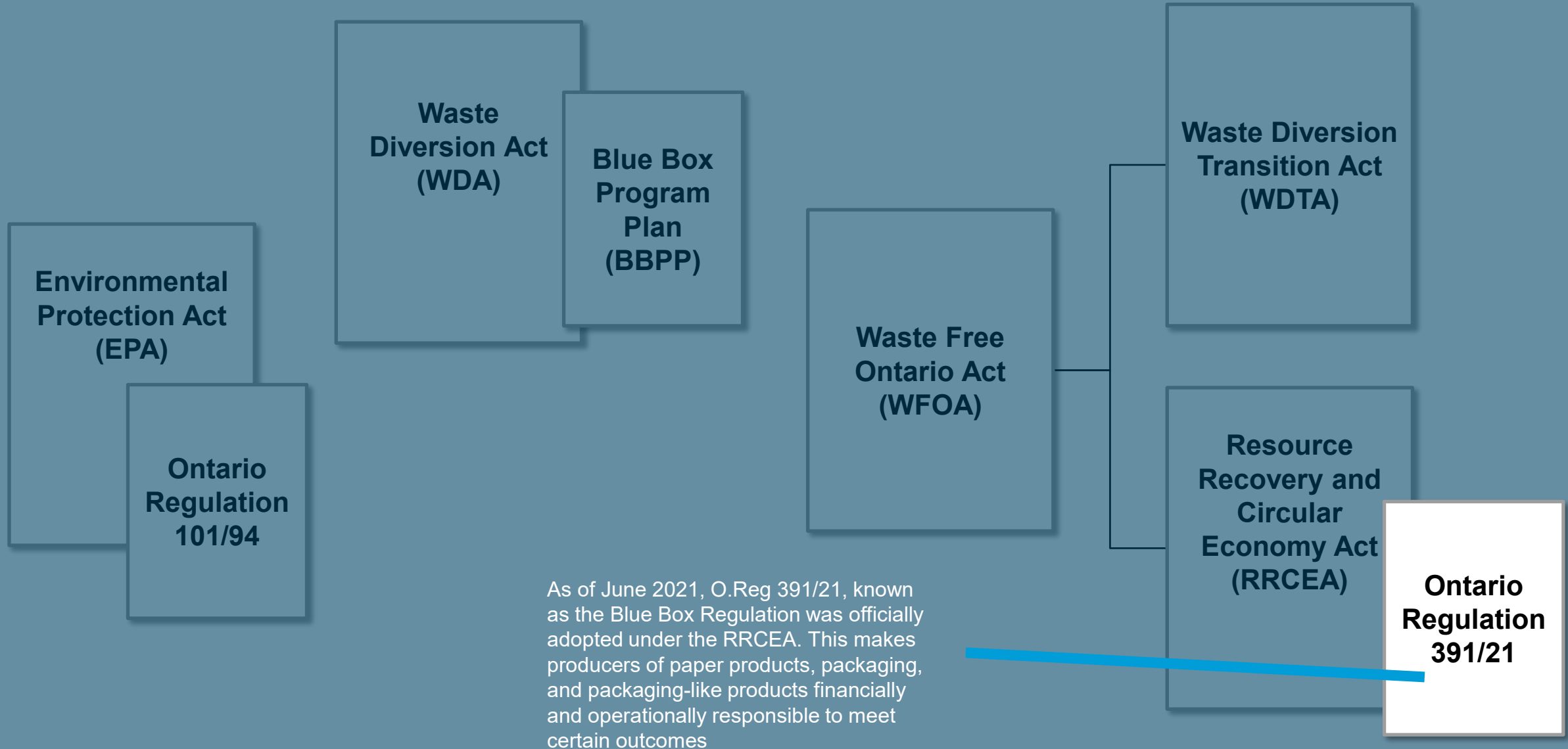
# Legislative Framework



# Legislative Framework



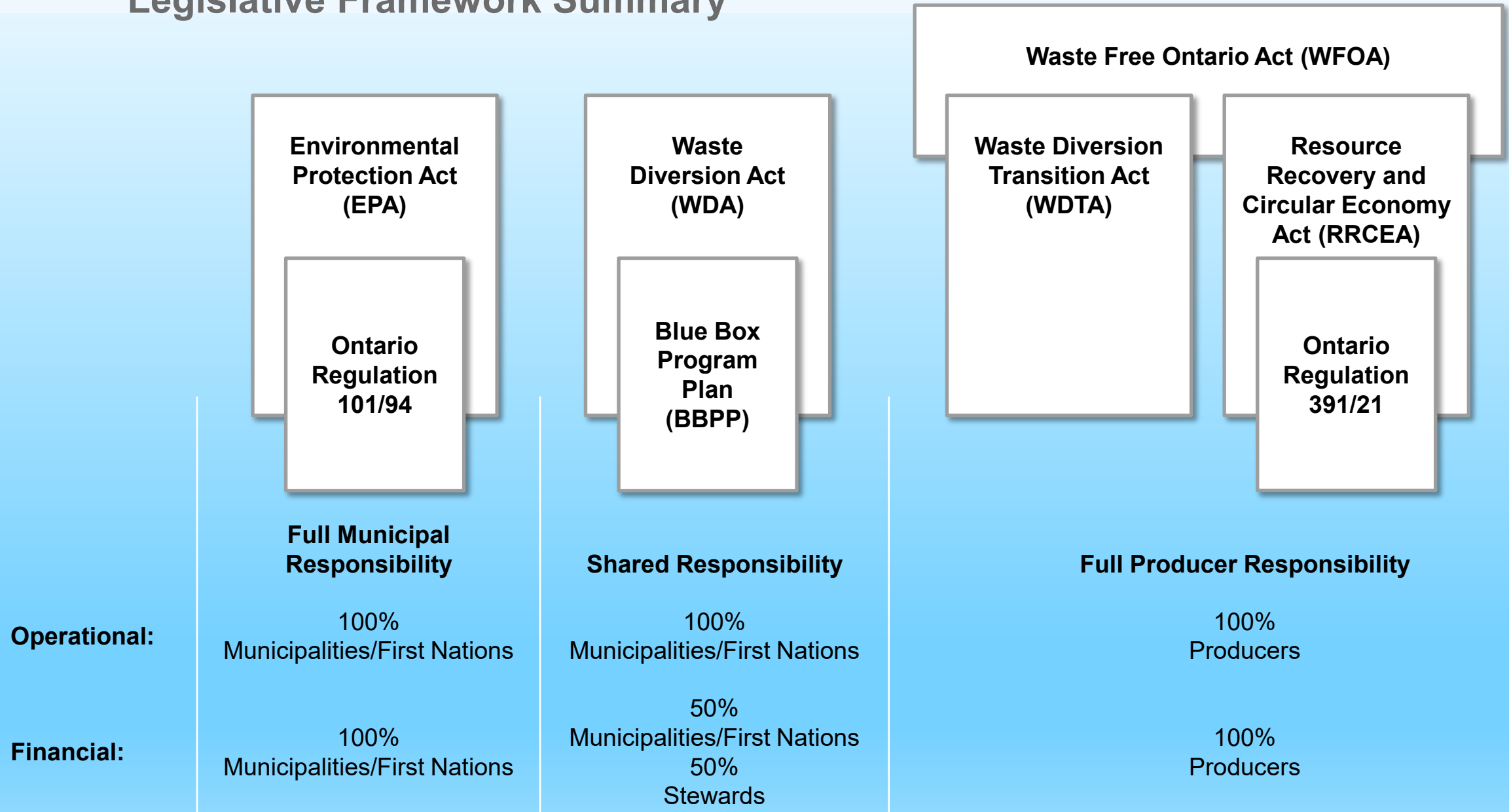
# Legislative Framework



## **Legislative Framework: Summary**

The following are two summary slide options, that can be used instead of the previous seven slides.

# Legislative Framework Summary





EPA, O.Reg. 101.94

**Full Municipal Responsibility**

WDA, BBPP

**Shared Responsibility**

WFOA , WDTA, RRCEA, O.Reg.391/21

**Full Producer Responsibility****Operational**

100% Municipalities/First Nations

100% Municipalities/First Nations

100% Producer

**Financial**

100% Municipalities/First Nations

50/50 Municipalities/First Nations + Stewards

100% Producer

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## **Current vs. Future**

The next set of slides show a side by side comparison of the current and future blue box program.

## Roles &amp; Responsibilities

Industry Funding Organization  
(Stewardship Ontario)

Fees to SO  
based on  
reported  
materials sold  
in Ontario

## Producers



RPRA determines SO  
payment obligation  
and provides oversight

Funding of  
approx. 50% of  
annual net  
operating costs

Municipalities  
& First Nation  
Communities

Report program  
performance and  
costs to RPRA  
through Datacall

Service provision via  
Municipal assets or  
contracts

## Service providers



Promotion &  
Education



Collection

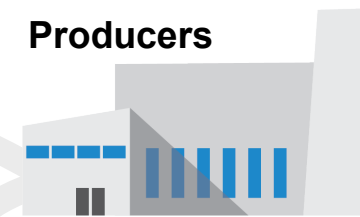


Processing

Regulatory  
Authority  
(RPRA)Producer  
Responsibility  
Organizations  
(PROs)

Producers work  
independently or  
with a PRO to meet  
their obligations

## Producers



RPRA assigns Producer  
obligations based on reported  
materials sold in Ontario and  
provides oversight.

Regulatory  
Authority  
(RPRA)

Provide service via contracts  
with private and/or **municipal**  
service providers

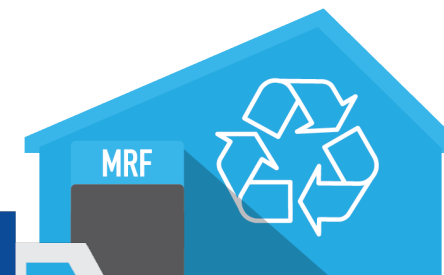
## Service providers



Promotion &  
Education



Collection



Processing

## Roles & Responsibilities

Responsibility	Current/Pre-Transition: Shared Industry Funding	Future/Post-Transition: Producer Responsibility
<b>Operational</b> <ul style="list-style-type: none"> <li>Collection</li> <li>Processing</li> <li>Promotion &amp; Education</li> </ul>	<b>Local governments (Municipalities &amp; First Nation Communities)</b> <ul style="list-style-type: none"> <li>Service provision via municipal resources/assets or contracts</li> </ul>	<b>Producers/PROs</b> <ul style="list-style-type: none"> <li>Service provision via contracts with private and/or municipal service providers</li> </ul>
<b>Financial</b>	<b>Shared</b> <ul style="list-style-type: none"> <li>Local governments</li> <li>Producers, through Industry Funding Organization</li> </ul>	<b>Producers</b> <ul style="list-style-type: none"> <li>Fully financially responsible for collecting, transporting, and processing designated materials from eligible sources</li> </ul>
<b>Reporting</b>	<b>Shared</b> <ul style="list-style-type: none"> <li>Local government reports program performance and costs</li> <li>Producers report tonnages sold into marketplace</li> </ul>	<b>Producers/PROs</b> <ul style="list-style-type: none"> <li>Reporting to RPRA on material supplied into marketplace and tonnages recovered</li> </ul>

# Outline

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## Key Concepts & Terms

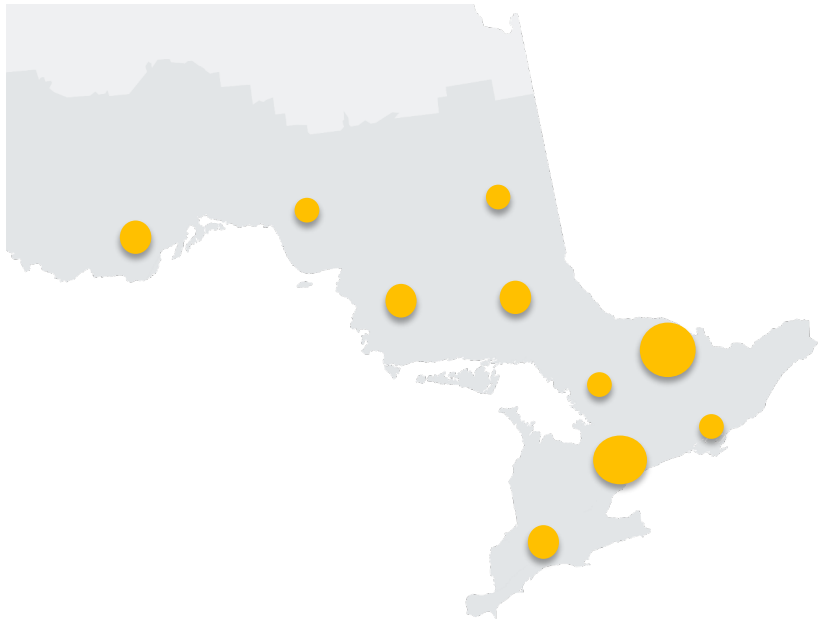
This section introduces some key definitions that are useful in understanding the rest of the slide deck.

- Eligible Communities vs. Eligible Sources
- Transition Period vs Post Transition
- Producer vs. PRO
- Common Collection System

## Eligible Community vs. Eligible Source

### Eligible Community

- a local municipality or local services board area that is not located in the Far North, or
- a reserve,
  - that is not located in the Far North, and
  - is registered by a First Nation with the Authority



### Eligible Sources

- Property types, as defined under O. Reg 391/21, (e.g., residence, apartment buildings) that will receive service
  - See “Eligible Sources” section for further details





## Transition Period vs. Post-Transition

### Transition Period

- July 1, 2023 to December 31, 2025
- Producers will assume operational and fiscal responsibility for all Eligible Communities throughout the Transition Period on dates provided by the Ministry
- Producers will be responsible for communications, replacing blue boxes and dealing with complaints/concerns from residents
- Eligible communities can choose to negotiate with PRO to continue service delivery or fully divest their responsibility

### Post Transition

- January 1, 2026 & thereafter
- Producers will be fully responsible for operating and financing the blue box program in all Ontario municipalities
- Producers will be responsible for communications, replacing blue boxes and dealing with complaints/concerns from residents
- Producers will have increased responsibilities and targets as set out in O. Reg 391/21
- Eligible communities could choose to negotiate with PRO to continue service delivery or fully divest their responsibility

2023

2024

2025

2026

## Producers vs. Producer Responsibility Organizations (PROs)



### Producers

The brand holders, importers, or retailers of products that contain blue box materials

Any company that supplies products (containing packaging, paper products and packaging-like products) into the Ontario market, including online sales. Includes:

- Grocery store foods with packaging (cereals, cookies, frozen foods, dairy products)
- Retail stores items with packaging (cosmetics, games, household wares, dog and cat foods)
- Fast food packaging (burgers, fries, pizza, pop cans, water bottles)



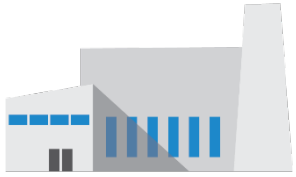
### Producer Responsibility Organization (PRO)

The Blue Box legislation allows for more than one organization/entity (called a Producer Responsibility Organization - PRO) to represent the producers of paper and packaging products

Producers may collaborate to meet their requirements and responsibilities in the new regulation under a PRO

Each Producer decides which PRO to join

## Producers vs. Producer Responsibility Organizations (PROs)



Producers



Producer Responsibility Organization (PRO)



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MATERIALS

(Source: [CircularMaterials.ca](https://CircularMaterials.ca): Our Founders)

## PROs in Ontario



### Circular Materials

- Currently operating in ON with expansion plans in other Canadian jurisdictions
- Known as Circular Materials Ontario (CMO) in ON
- Blue box materials only



### RYSE

- Jurisdiction in Ontario only
- Blue box materials and tires



### Canadian Beverage Container Recycling Association (CBCRA)

- Multi-jurisdictional within Canada (MB, ON)
- Containers only
- Public space only (municipal locations)

## Circular Materials Ontario (CMO )

- As the majority PRO in Ontario, Circular Materials Ontario (CMO) is responsible for the **Common Collection System**
  - Will procure & award agreements for collection & consolidation of blue box materials
  - Has hired Reverse Logistic Group (RLG) to help arrange and manage its agreements
- Eligible Communities must share critical details about their Eligible Sources prior to the transition period to ensure a smooth handover of responsibility



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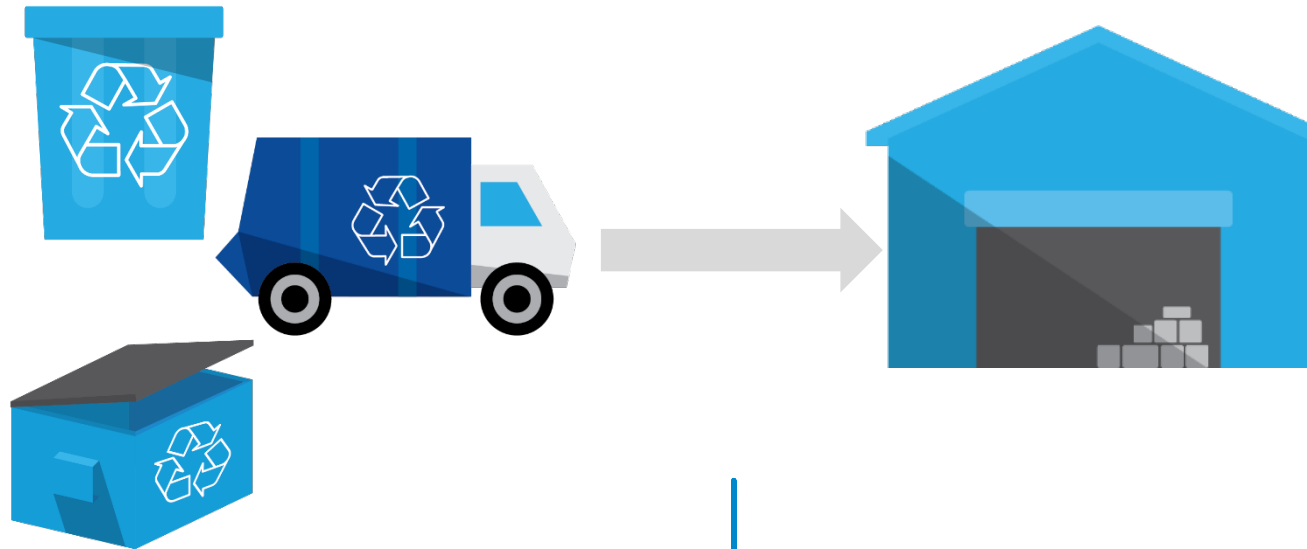


## Common Collection System

### Collection

PROs will ensure curbside & depot collection for **Eligible Sources**

### Blue Box Collection Service



### Receiving Facility

### Consolidation

PROs will require collection operators (curbside & depot) to deliver materials to a designated RF\*

Materials are consolidated at the RF

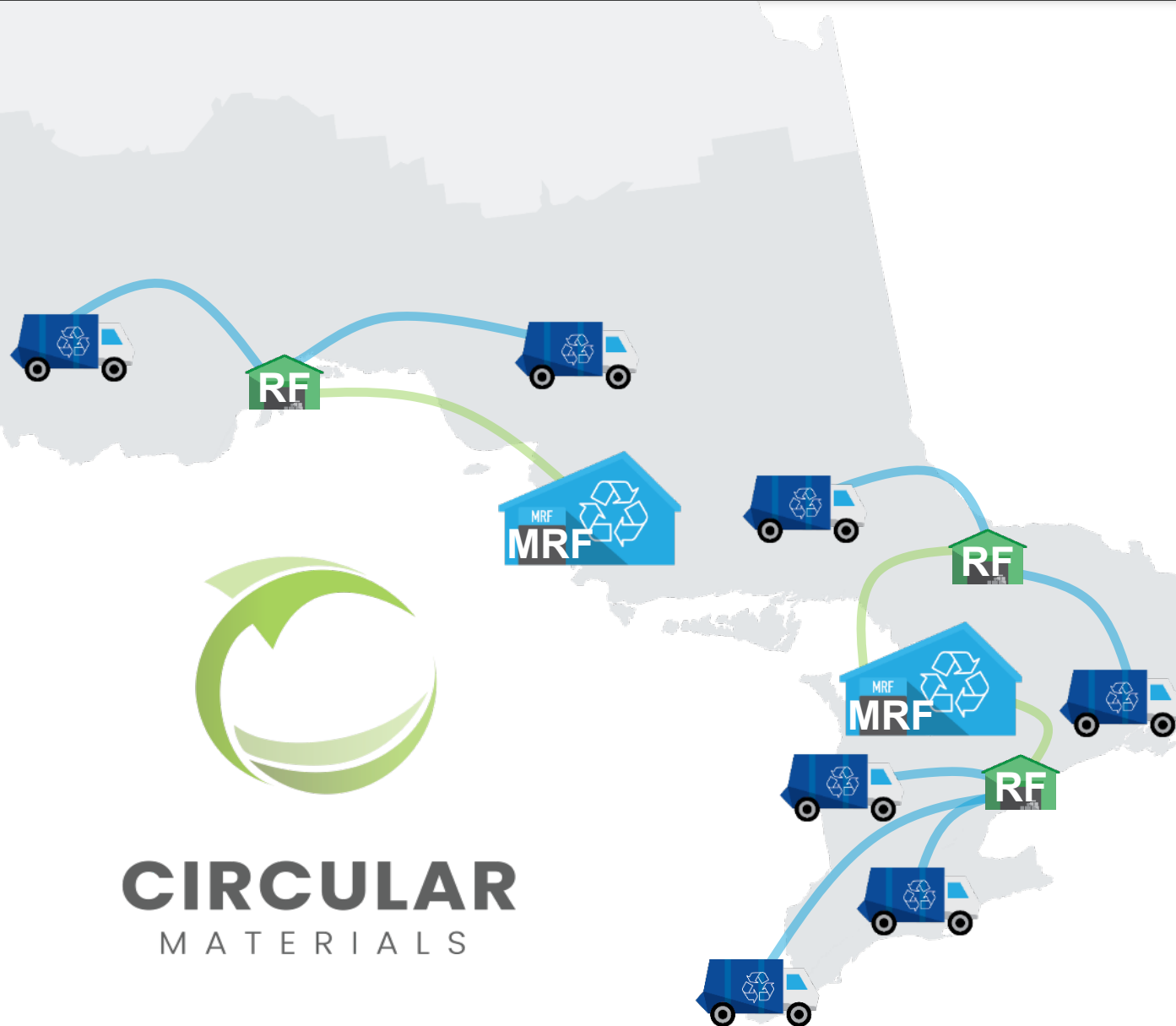
PROs will transfer the consolidated materials to a material recycling facility (MRF)

\*PRO (CMO) determines RF locations

## Common Collection System

= Collection & hauling to a designated **Receiving Facility (RF)** and consolidation of materials at the RF

## Common Collection System



Circular Materials will oversee the **Common Collection System**

- Ensure curbside & depot collection for all Eligible Sources throughout the Province
- Determine locations of and designate **Receiving Facilities (RF)** for collection operators to deliver materials to for consolidation
- PROs transfer consolidated materials to a **Material Recycling Facility (MRF)**

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## **Decisions for Council**

The next slides describe considerations that Councils will need to evaluate in order to decide to participate or not participate in different parts of the system.

## Consider Providing Service

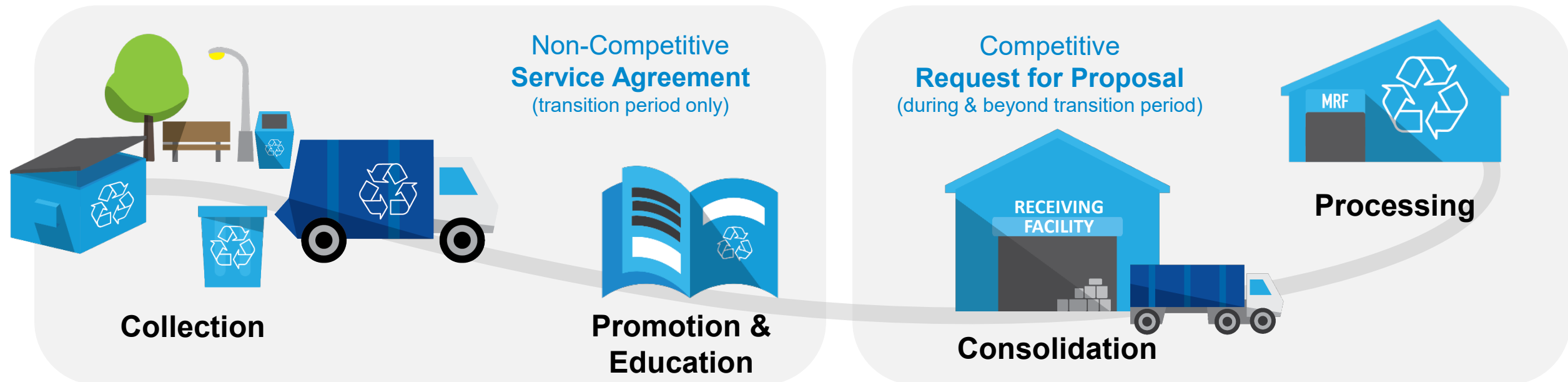
Eligible Communities can consider providing services at one or multiple points in the system.

As the majority PRO, Circular Materials Ontario, with Reverse Logistics Group, are currently working to procure services:

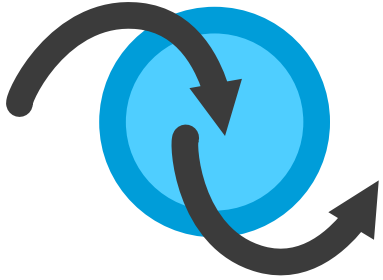
- In a **non-competitive process**, eligible communities may accept a contract offer to provide services **during** the transition period
- In separate **competitive processes**, eligible communities may submit proposals to provide services **during and beyond** transition



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MATERIALS



## Opt In or Out for Transition Period

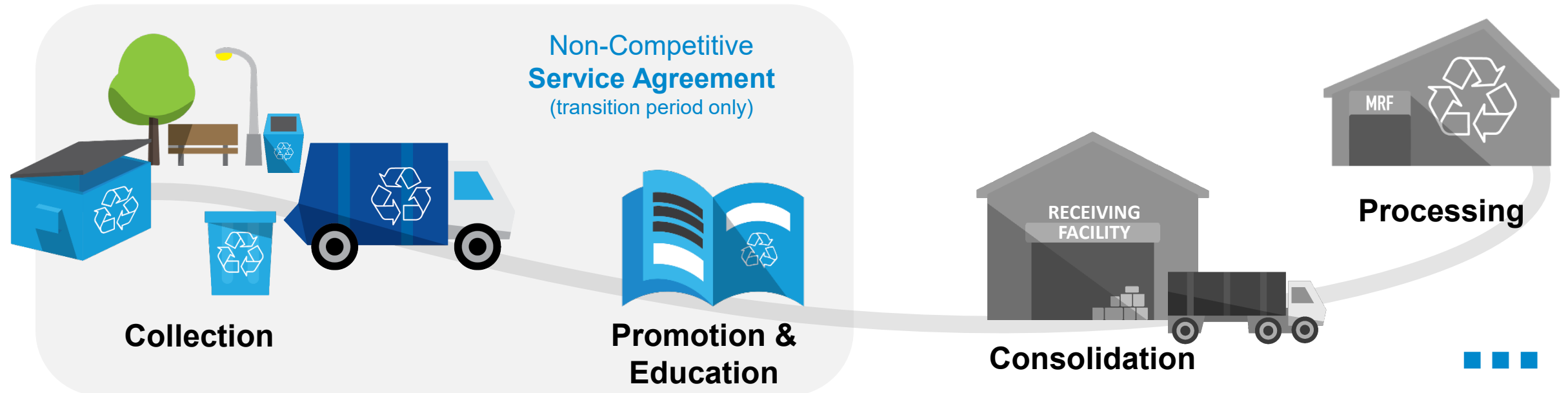


During the Transition Period, Eligible Communities may **OPT IN** to providing services by accepting the Master Services Agreement and the Statement(s) of Work being offered:

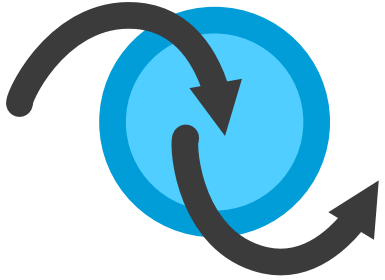
- Residence and Facility Collection
  - Public Space Collection (if applicable)
- Depot Collection
- Optional add-on: Promotion and Education

These documents can be found on [Circular Materials website](#).

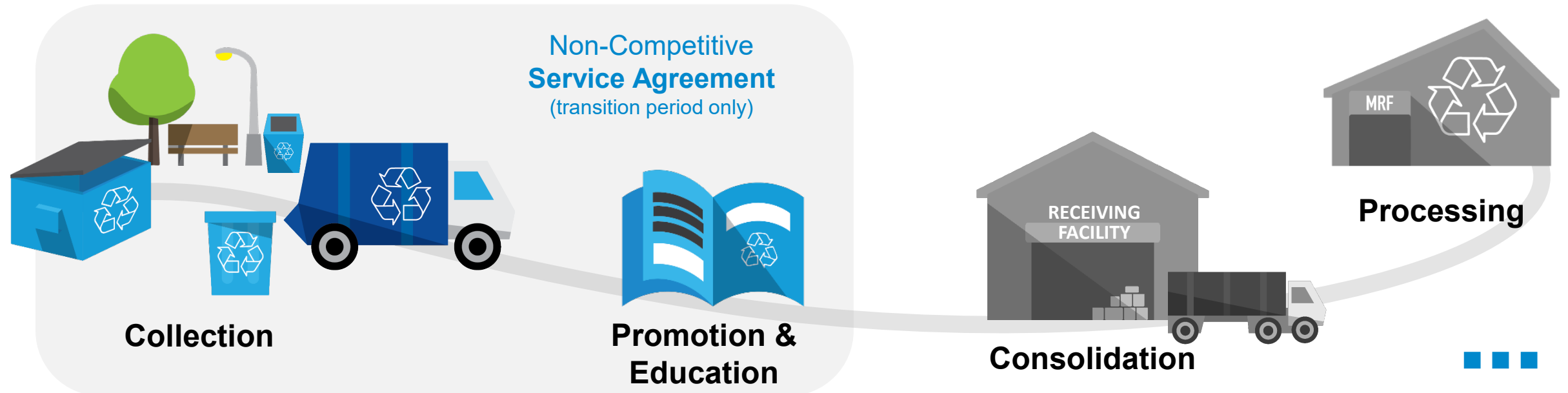
Eligible Communities may also **OPT OUT** of providing services during the Transition Period and CMO will secure arrangements with an alternate service provider.



## Should We Opt In or Out During Transition Period?



- Can performance requirements be met? Is compensation adequate?
- Is discretion over program details important?
  - collection days, routes, co-collection
  - depot location
  - whether to service non-eligible sources embedded along routes until December 31, 2025, at a cost to the community (after Transition Period, must unbundle eligible and non-eligible services)
- Will current contracts need to be amended to align dates or unbundle waste streams?
- Are resources available to manage contracts with service providers?
- Can equipment/vehicles, resources and other assets be redeployed, repurposed, leased, or sold?



## Bid to Provide Consolidation and/or Processing Services

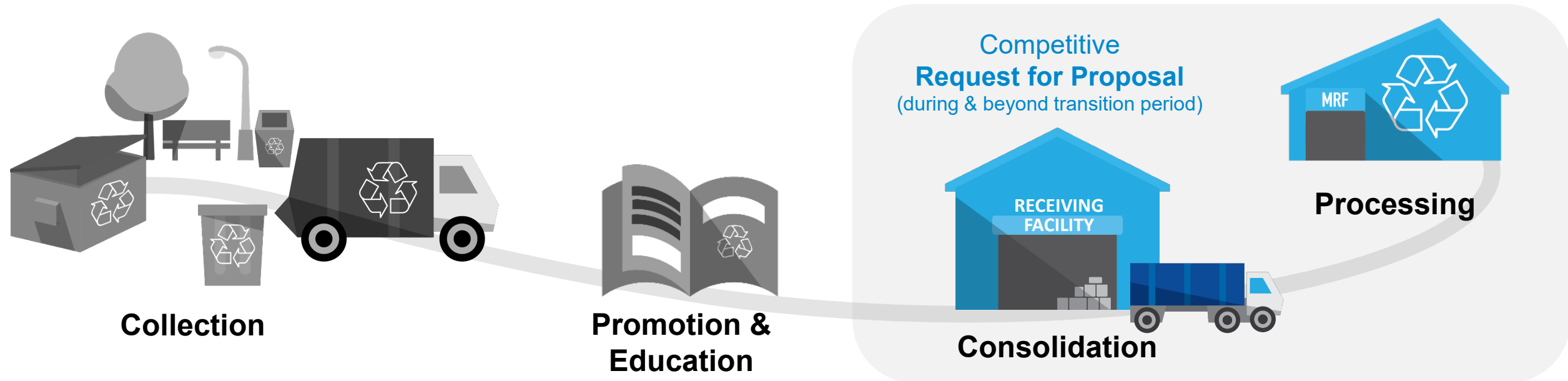


Eligible Communities may also consider submitting a bid in a competitive RFP process for services during and beyond transition. The Requests for Proposals include:

- RFP: Collection Services
- RFP: Receiving Facilities
- RFP: Pre-Conditioning Facilities
- RFP: Plastic Sorting Facilities (Coming Soon)

These documents can be found on [Circular Materials website](#).

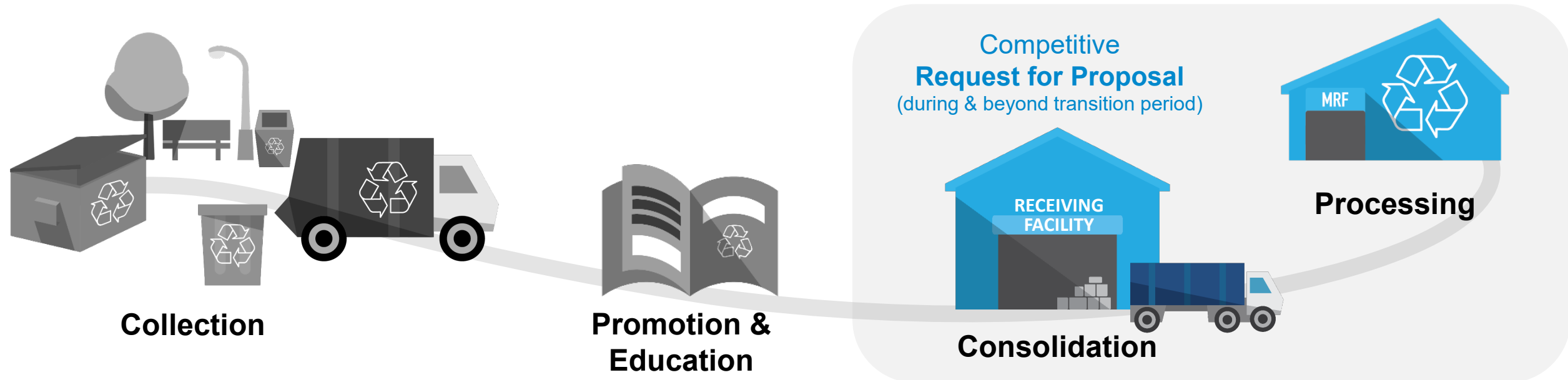
Eligible Communities may also decline to participate in this procurement process and CMO will secure arrangements with an alternate service provider.



## Should we Bid to Provide Consolidation and/or Processing Services?



- Will facilities need to be upgraded to meet operating and performance requirements of the RFP?
- Can costs be determined, given unknowns about number of expected inbound vehicles?
- Can equipment/vehicles, resources and other assets be redeployed, repurposed, leased, or sold?
- Will there be implications to the facility's ECA?
- What are the risks and liabilities if awarded the work?
- Is it important to have control over delivery of materials?
- Are resources available to meet additional monitoring and reporting requirements?
- What will happen to non-eligible materials, if they cannot be accepted after the Transition Period?



## Summary of CMO Procurement Processes

Circular Materials Ontario and Reverse Logistics Group are currently working to provision services for the Common Collection System. These documents can be found on [Circular Materials website](#).



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### Non-Competitive Procurement:

Contracts being offered to **Eligible Communities** for services **during Transition Period**:

- Master Services Agreement
- Statements of Work:
  - Residence and Facility Collection
  - Depot Collection
  - Public Space Collection
  - Promotion and Education
- Pricing Explanatory Note

### Competitive Procurement:

Requests for Proposals, **open to any applicants**, to provide services **during and beyond Transition Period**:

- RFP: Collection Services (Confidential)
- RFP: Receiving Facilities
- RFP: Pre-Conditioning Facilities
- RFP: Plastic Sorting Facilities (Coming Soon)

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# Sources

The slides in this section focus on Eligible Sources

## Eligible Sources

Local municipalities with 5,000+ population



Collect or accept from same sources as residential garbage



50% funding does not include costs for Industrial, Commercial and Institutional (IC&I), even if delivered through municipal program

([O. Reg 101/94 s. 7](#), [BBPP p. 59](#))

All Ontario communities outside of the [Far North](#), including First Nation communities.



single-family homes



seasonal dwellings



multi-unit residential buildings



public & private schools



**specified** retirement & long-term care homes



**specified** public spaces

([O. Reg 391/21 s. 1 & 4](#))

## Eligible Sources



### Transition Date to December 31, 2025:

- PROs to maintain servicing as of August 15, 2019 for eligible sources already serviced and new developments. PROs will not be required to collect from non-eligible sources



### January 1, 2026:

- PROs to extend collection to all non-serviced communities outside the Far North, and non-serviced eligible sources, if registered

## Eligible Sources

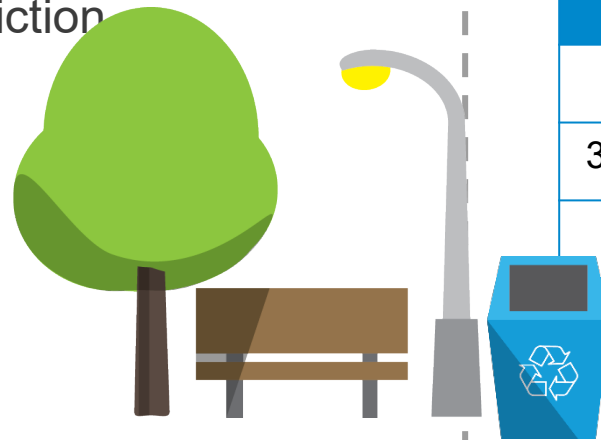
### **Specified** retirement & long-term care homes



- Includes retirement homes and long-term care homes that are either:
  - Operated by a municipality,
  - Non-profit, or
  - Included in the WDTA blue box program on August 15, 2019 (collection provided by the community on August 15, 2019)

## Specified Public Spaces

- Blue box material from public space receptacles that were collected under the WDTA Blue Box program as of August 15, 2019, will be collected (i.e., those along residential routes)
- Public space - outdoor area in a park, playground or beside/on a sidewalk, a public transit station or stop under municipal or provincial jurisdiction
- Producers will provide blue box public space receptacles and repair/replace any that are damaged



- Required number of public space blue box receptacles determined by accessibility targets based on a density formula
- Public spaces - outdoor areas in parks, playgrounds, sidewalks, public transit stops or stations
- If the # of bins is less than one, at least one blue box receptable shall be provided

Population	Formula	# of Bins
$\geq 500,000$	Population $\div$ 400	1,250+ bins
30,000 – 499,999	Population $\div$ 600	50 – 833 bins
5,000 – 29,999	Population $\div$ 800	6 – 38 bins
$\geq 5,000$	Population $\div$ 1000 (but no less than one)	1 – 5 bins

## Public Spaces: PROs



### Circular Materials (CMO)

- CMO will be responsible for public space collection, as outlined in O. Reg 391/21 (see previous slide for details)



### Canadian Beverage Container Recycling Association (CBCRA)

- CBCRA is investigating opportunities to collect beverage containers in other public settings, beyond what's required (e.g., arenas, libraries, malls, stadiums)

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## **Non-Eligible Sources**

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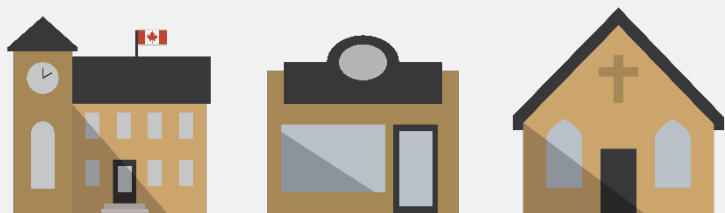
# Sources

The next set of slides shows:

- Non-Eligible sources



## Non-Eligible Sources



50% funding does not include costs for Industrial, Commercial and Institutional (IC&I), even if delivered through municipal program



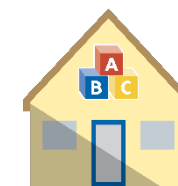
Industrial or commercial properties



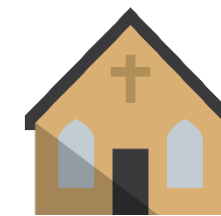
Not-for-profit organizations



Municipal buildings or facilities (e.g., libraries, arenas)



Daycare



Places of worship

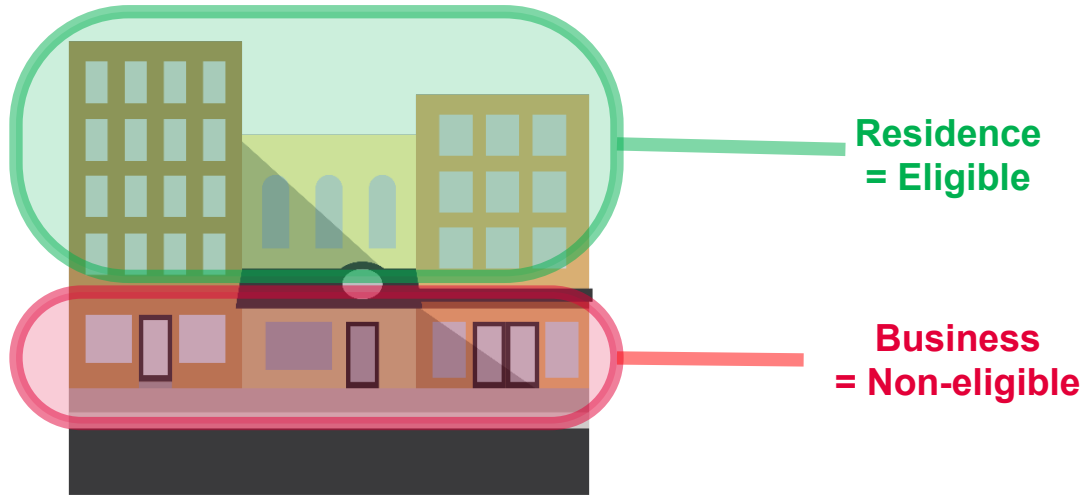


Campgrounds and trailer-parks (without permanent or seasonal households)

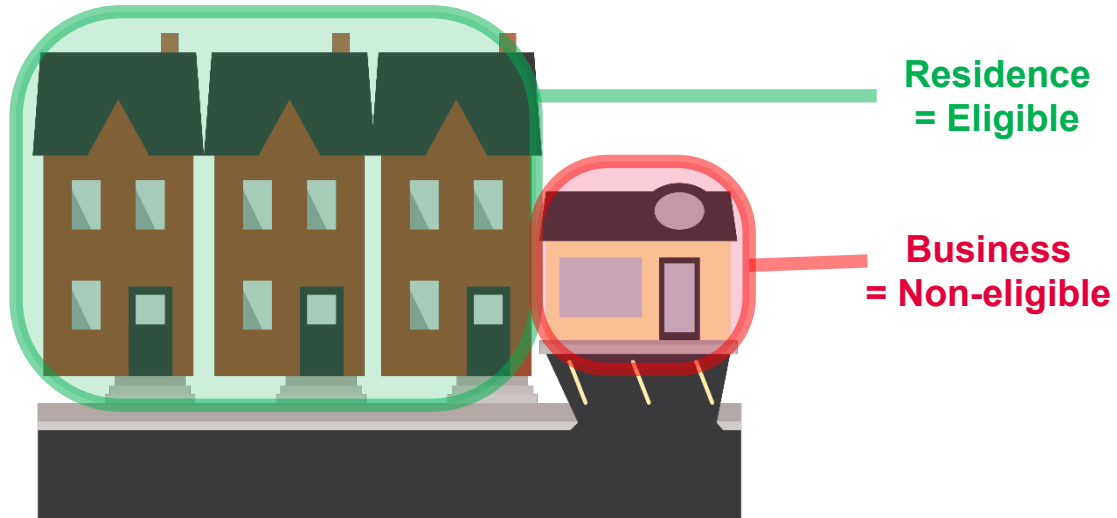


Commercial Farms

## Non-Eligible Sources embedded along routes



Mixed Use Properties



Commercial buildings along residential routes

There are some properties that have both eligible and non-eligible materials. Non-eligible sources need to be separated from residential collection and serviced in an alternative way, starting in 2026.

### Mixed Use Properties:

- Residential apartments on top of a business are considered **eligible**
- Industrial or commercial property underneath the residential building are **non-eligible**
- Found in Business Improvement Area (BIA) or along residential routes

### Commercial Buildings Along Residential Routes:

- Residential buildings (single family homes/ multi-unit residential buildings) are **eligible**
- Industrial or commercial properties (e.g., coffee shop, convenience store) are **non-eligible**

## Non-Eligible Sources

- PROs are not responsible to service these sources
- Currently, some non-eligible sources are serviced through residential blue box programs (not covered in 50% Shared Funding model)
  - During the Transition Period, PROs will allow continued service to non-eligible sources, if appropriate arrangements are made:
    - Communities that **opt in** can deduct the costs when invoicing the PRO as the service provider
    - Communities that **opt out** can pay the PROs private sector service provider, if an agreement is made
  - After the Transition Period, PROs will not allow blended collection of non-eligible and eligible materials
    - Communities to decide whether to continue servicing these non-eligible sources separately



# Outline

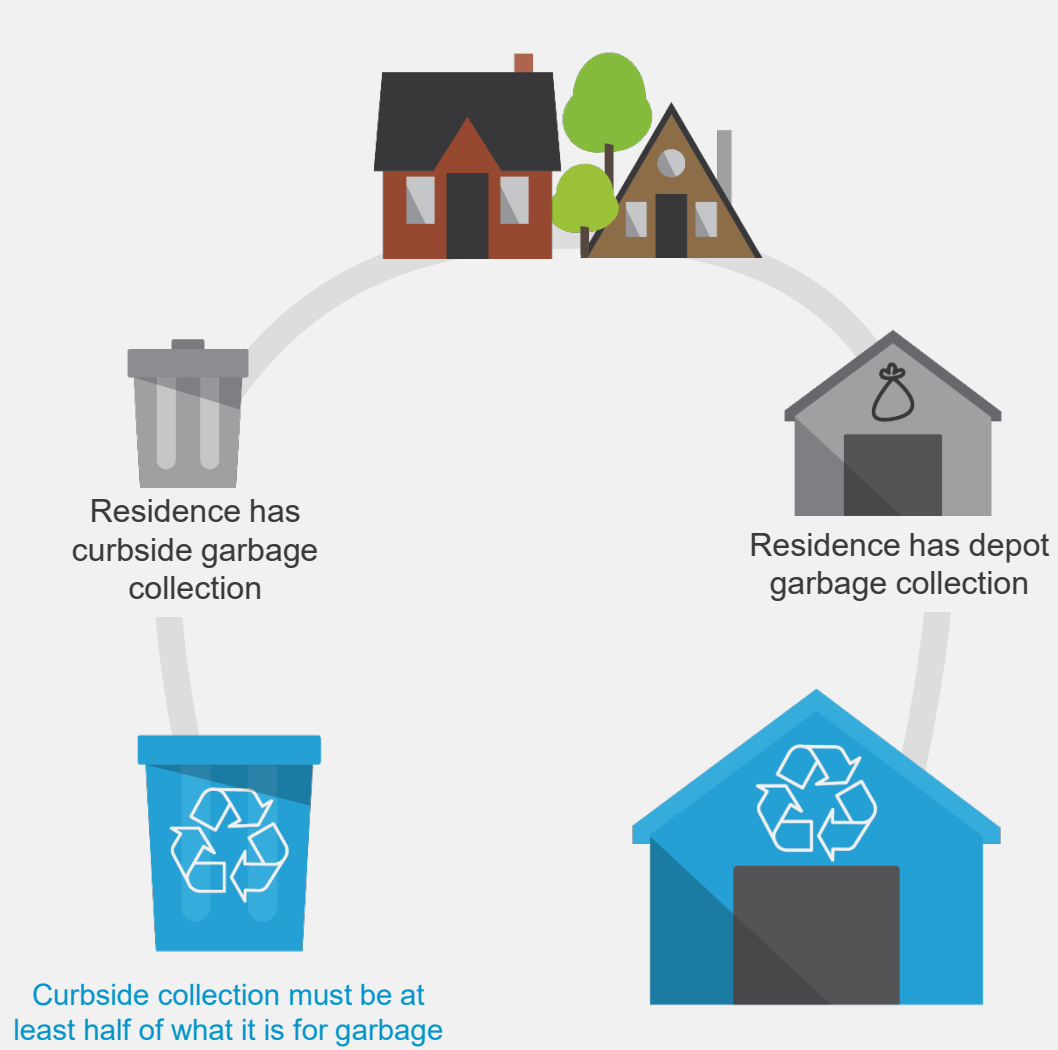
Producer Responsibility  
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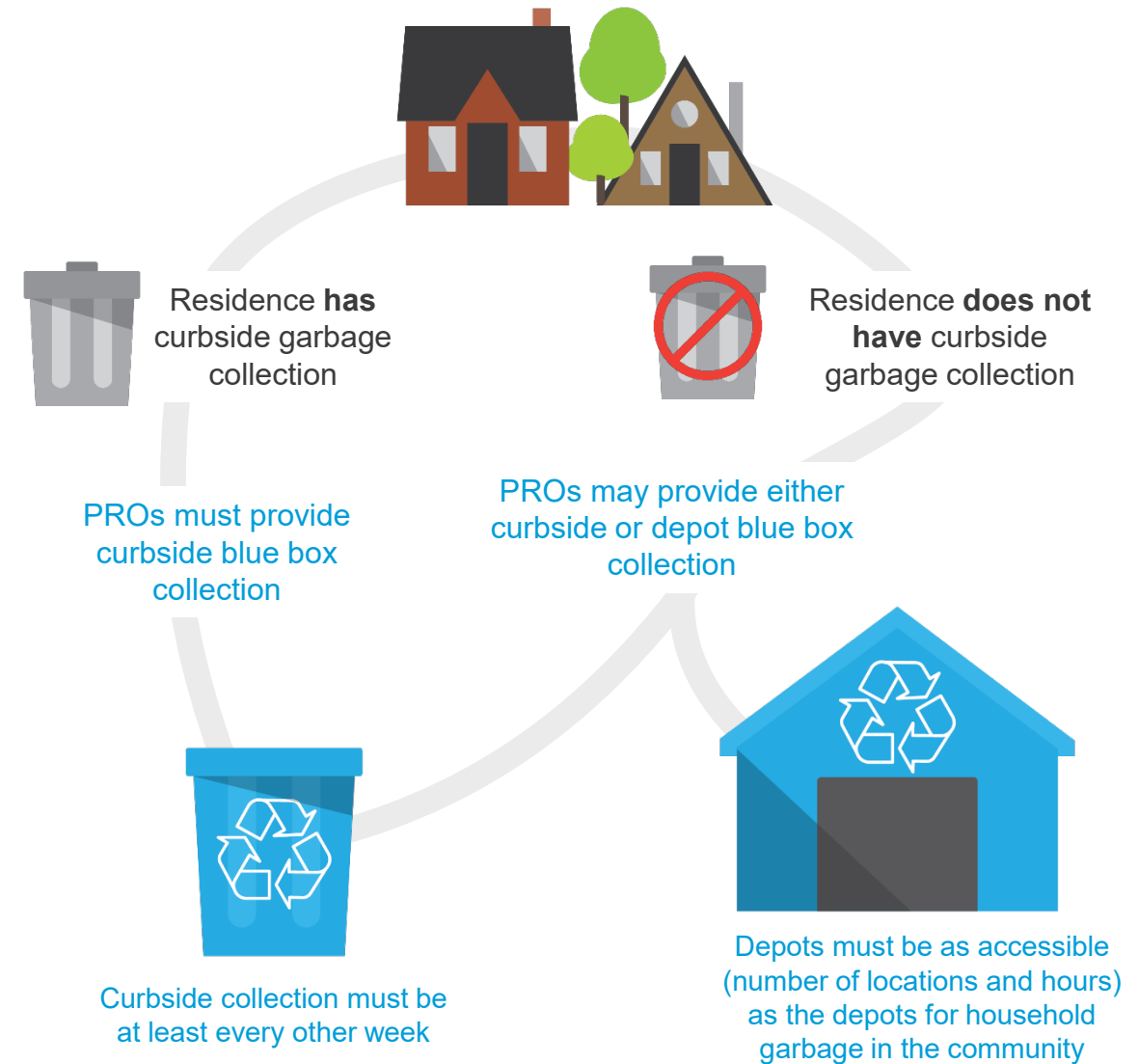
## **Service Standards**

The next set of slides show service standards

## Service Standards - Residences



(O. Reg 101/94 s. 7 (2) & (5))



(O. Reg 391/21 s. 20-26)

## Service Standards - Residences



### **Transition Date to December 31, 2025:**

PROs to collect curbside from all residences that received curbside as of August 15, 2019, at the same or increased frequency.

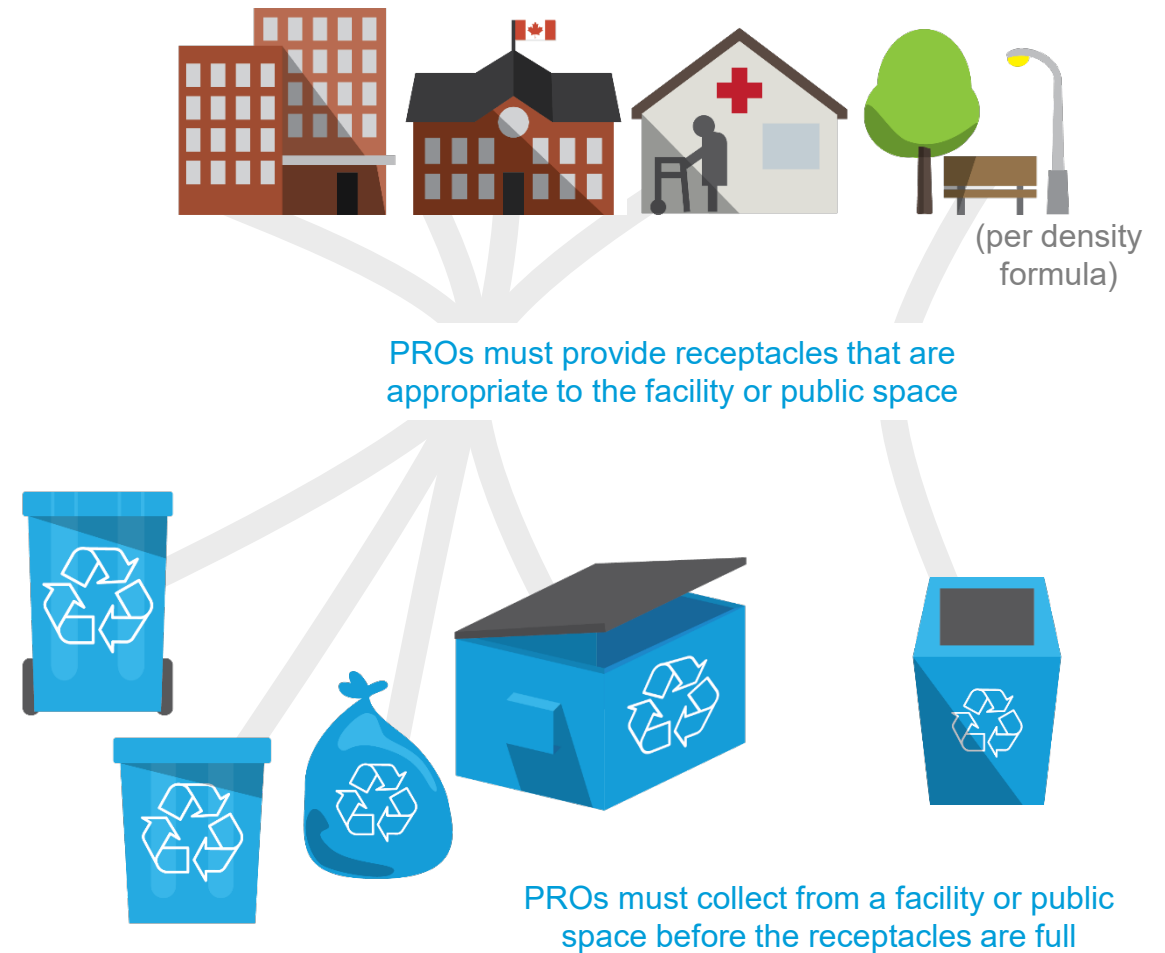
### **January 1, 2026:**

PROs may serve all residences with curbside collection (not supplemented by depots) or have only depot collection to residences that do not have curbside garbage collection.

## Service Standards – Facilities & Public Spaces

O. Reg. 101/94 does not specify collection of blue box materials from facilities or public spaces, other than multi-residential buildings.

([O. Reg 101/94 s. 7 \(2\)](#))



([O. Reg 391/21 s. 27 - 30](#))



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## **Designated Materials**

The next set of slides shows Designated materials

## Designated Materials

## All of these:



Aluminum cans



Glass bottles &amp; cans



PET plastic bottles



Steel cans



Newsprint

for food and beverages

## At least two of these:



Aluminum foil



Boxboard &amp; paperboard



Cardboard



Polystyrene containers &amp; packing materials



Office paper



Polycoat cartons



Magazines



Paper cups &amp; plates



Plastic film



Rigid plastic containers (HDPE, PS)



Telephone Directories



Textiles

Varies by Municipality

(O. Reg 101/94: Schedule 1)

## Packaging, Paper Products, &amp; Packaging-like products:



- ✓ Typical “blue box packaging” items, made of paper, glass, metal or plastic



- ✓ Printed and un-printed paper (newspaper, magazines, flyers, office paper)



- ✓ Single-use products used for consumption (e.g., straws, cutlery, plates, coffee cups)



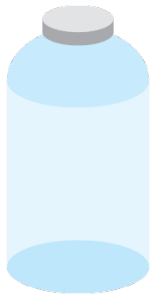
- ✓ Single-use products used for containment (e.g., aluminum foil, plastic bag)

Consistent across the Province

(O. Reg 391/21 s. 2)

## Designated Materials

Each material will be assigned a category:



**Beverage Containers**  
(including made of glass,  
paper, metal or plastic)



**Glass**



**Flexible Plastic**



**Rigid Plastic**



**Metal**

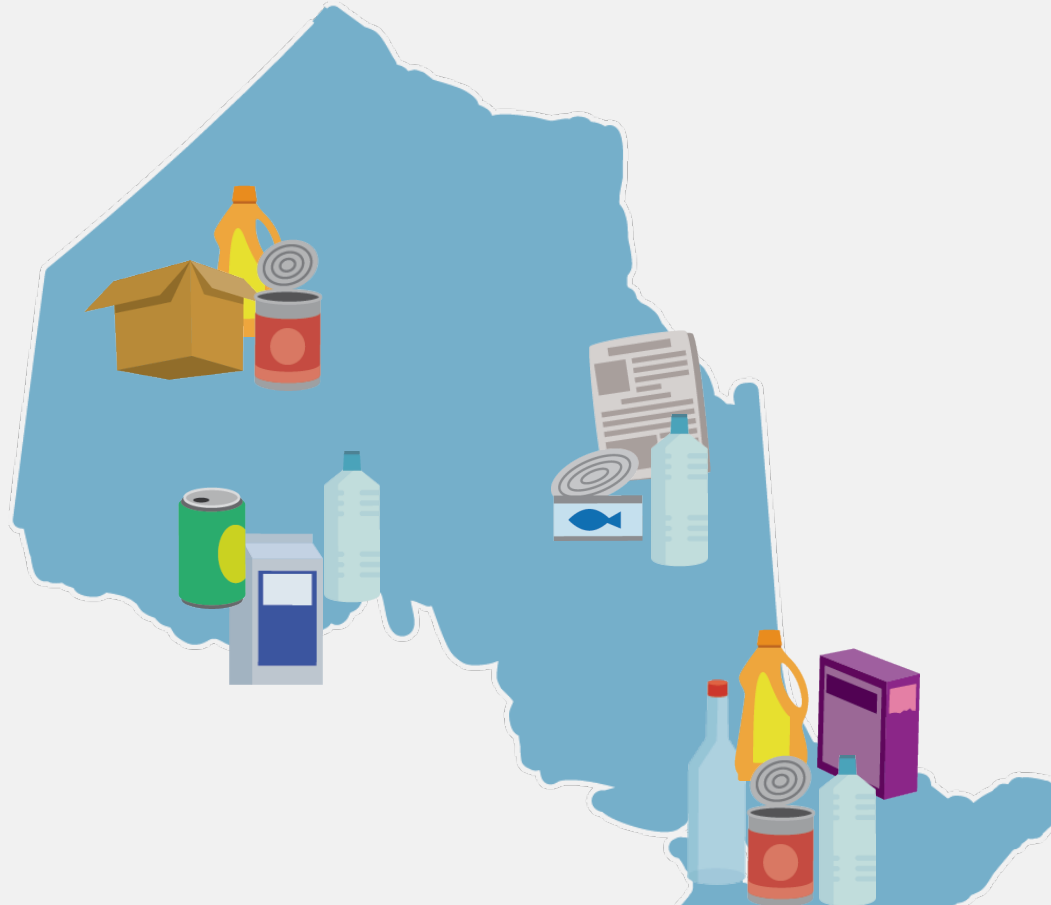


**Paper**



**Certified compostable  
products & packaging**  
(included for registration and reporting  
purposes, with no requirement to collect)

# Blue Box Materials



## Varies by Community

(O. Reg 101/94: Schedule 1)



## Consistent across the Province

(O. Reg 391/21 s. 2)

## Designated Materials

**Still excluded:**

- Hard or soft-cover books
- Flexible plastic used for containment of food (i.e., cling wrap, sandwich bags)
- Packaging & single-use items not primarily made of paper, glass, metal or plastic (i.e., wooden box, bamboo cutlery)
- Garbage bags, recycling bags, compostable waste bags
- Tissues, paper towel and other paper sanitary products
- Alcohol packaging
- Biomedical or hazardous waste
- Items designated under other diversion regulations

**Transition Date to December 31, 2025:**

PROs must collect/accept the same materials that were included in the WDTA blue box program as of August 15, 2019. Materials that were collected with the blue box, but not designated under the WDTA program (e.g., pots and pans, books, etc.) will not be required to be collected.

**January 1, 2026:**

PROs must collect/accept all designated materials under the new regulation, but may stop collecting items not designated.

# Outline

Producer Responsibility  
Legislative Framework  
Current vs. Future  
Key Concepts & Terms  
Decisions for Council  
Eligible Sources

Non-Eligible Sources  
Service Standards  
Designated Materials  
**Targets**  
Timelines  
Glossary

# Targets

The next set of slides show targets per the regulation



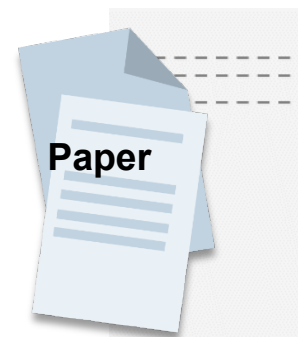
## Targets (Minimum Requirements)



**60% recovery of  
blue box materials  
by 2008**

- Announced by the Ministry in 2003
- Not codified in the regulation

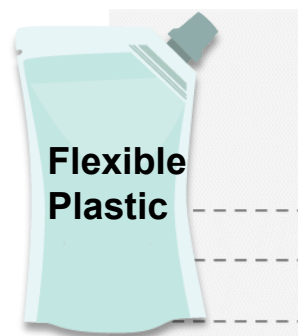
**Sources:** [2009 Stewardship Ontario Annual Report](#)  
[“McGuinty Government builds on Success of Blue Box Program”](#) December 22, 2003



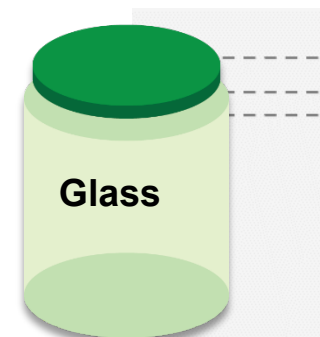
**85% by 2030**  
**80% by 2026**  
 72% in 2018



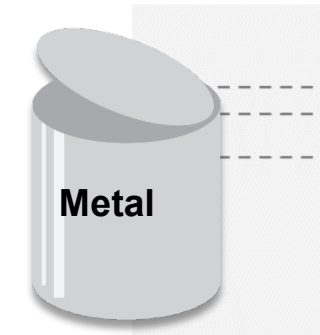
**60% by 2030**  
**50% by 2026**  
 48% in 2018



**40% by 2030**  
**25% by 2026**  
 7% in 2018



**85% by 2030**  
**75% by 2026**  
 68% in 2018



**75% by 2030**  
**67% by 2026**  
 54% in 2018



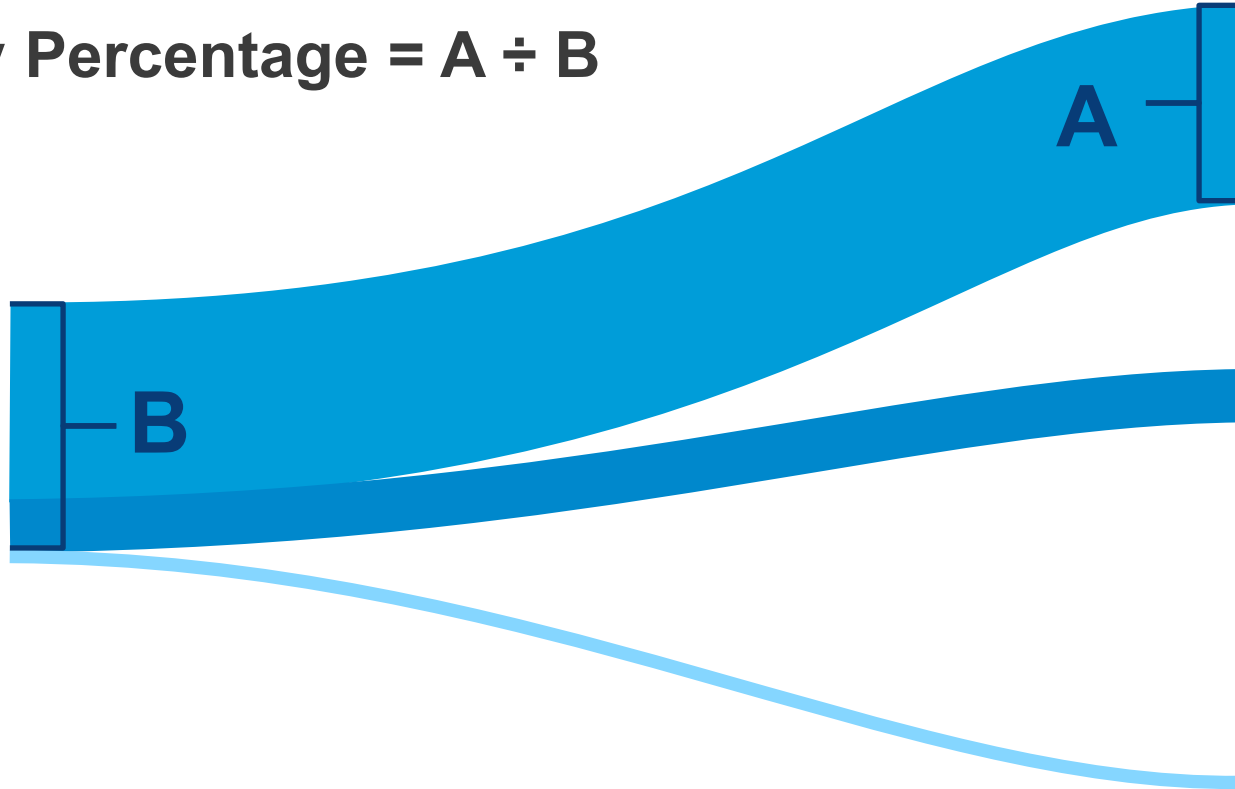
**80% by 2030**  
**75% by 2026**  
 (Data not  
 available for  
 2018)

([O. Reg 391/21 s. 42](#))

## Targets (Minimum Requirements)

$$\text{Recovery Percentage} = A \div B$$

Weight of  
material supplied  
to consumers in  
Ontario



### Recovered Resources

- Marketed for re-use
- Marketed for use in new products or packaging
- Used as aggregate (not more than 15%)
- Used as soil amendment

### Un-recovered Resources

- Materials collected, but never marketed for re-use or recycling
- Used as landcover
- Used as fuel or fuel supplement
- Used in incineration (energy-from-waste)
- Landfilled

Materials deposited at ineligible sources

# Outline

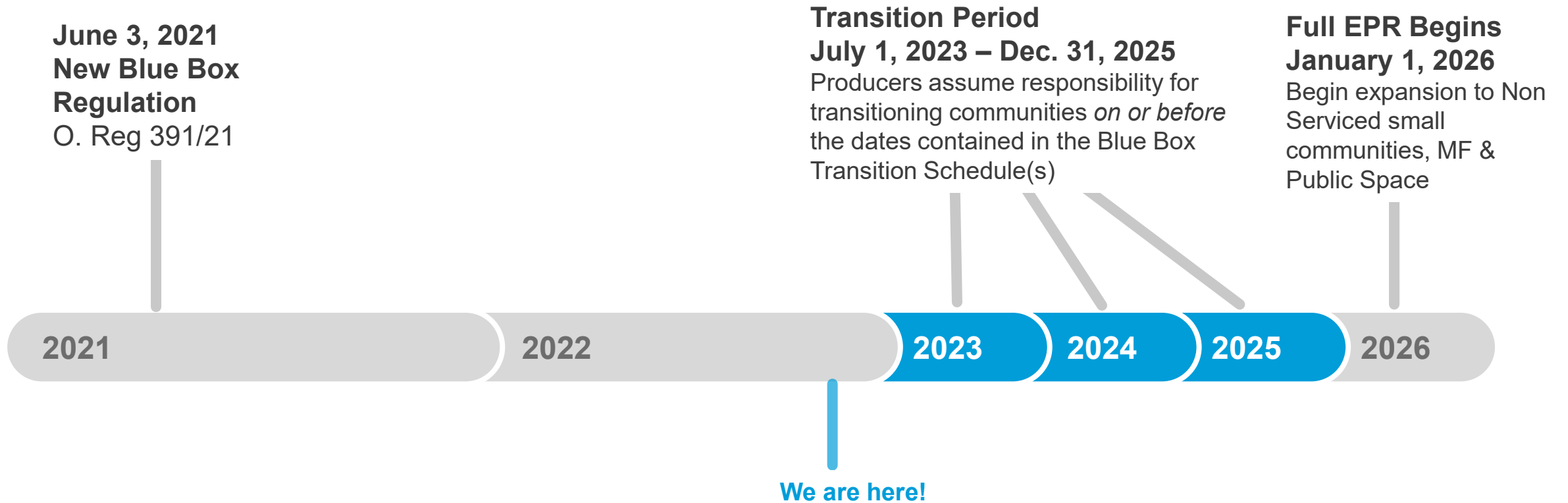
Producer Responsibility  
Legislative Framework  
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Service Standards  
Designated Materials  
Targets  
**Timelines**  
Glossary

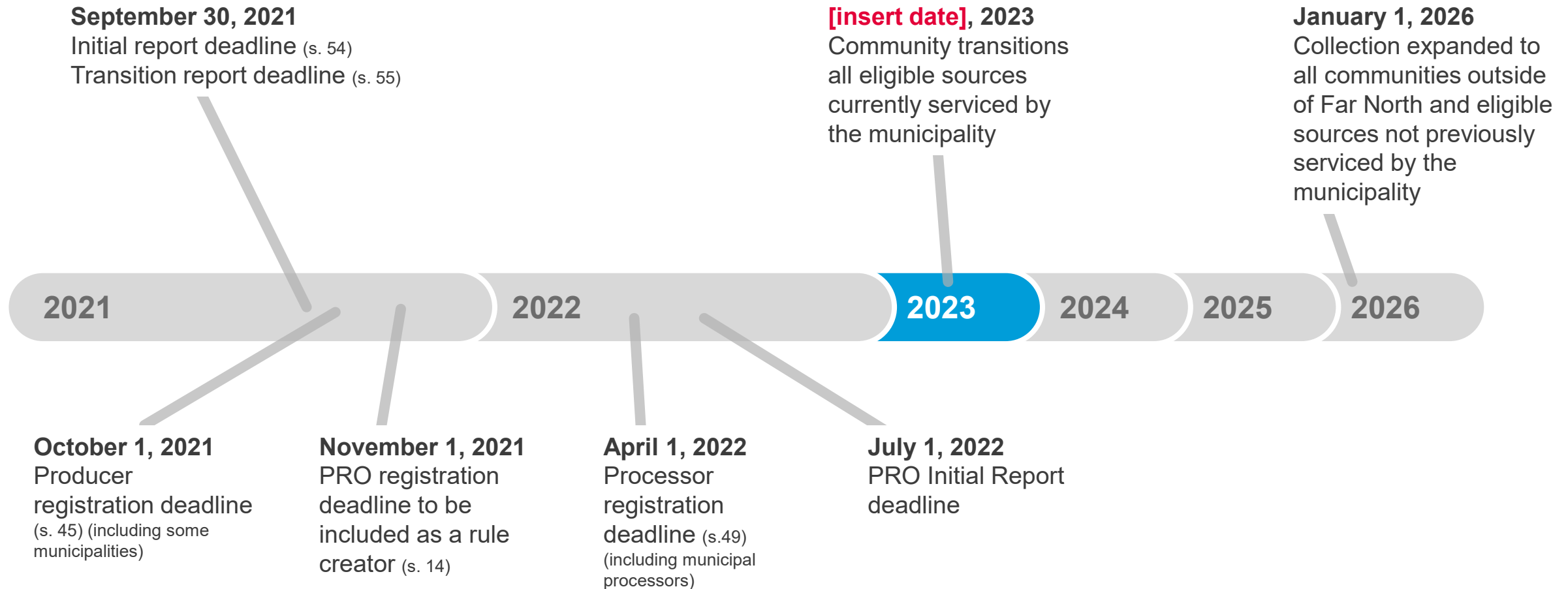
## Timeline

The following six slides contain the timeline for transition, based on whether your community is a municipality or First Nation, and which year it will transition. Pick the slide that best represents your community and delete the others.

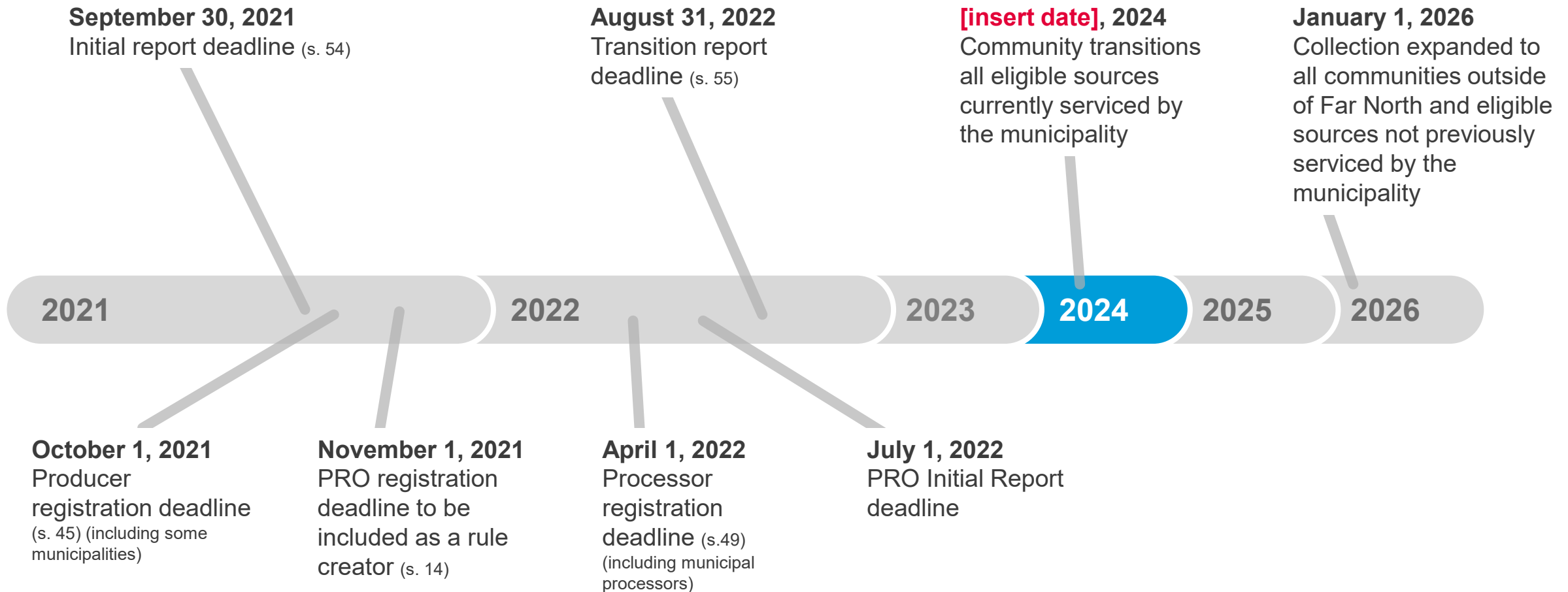
## Blue Box Transition Timeline



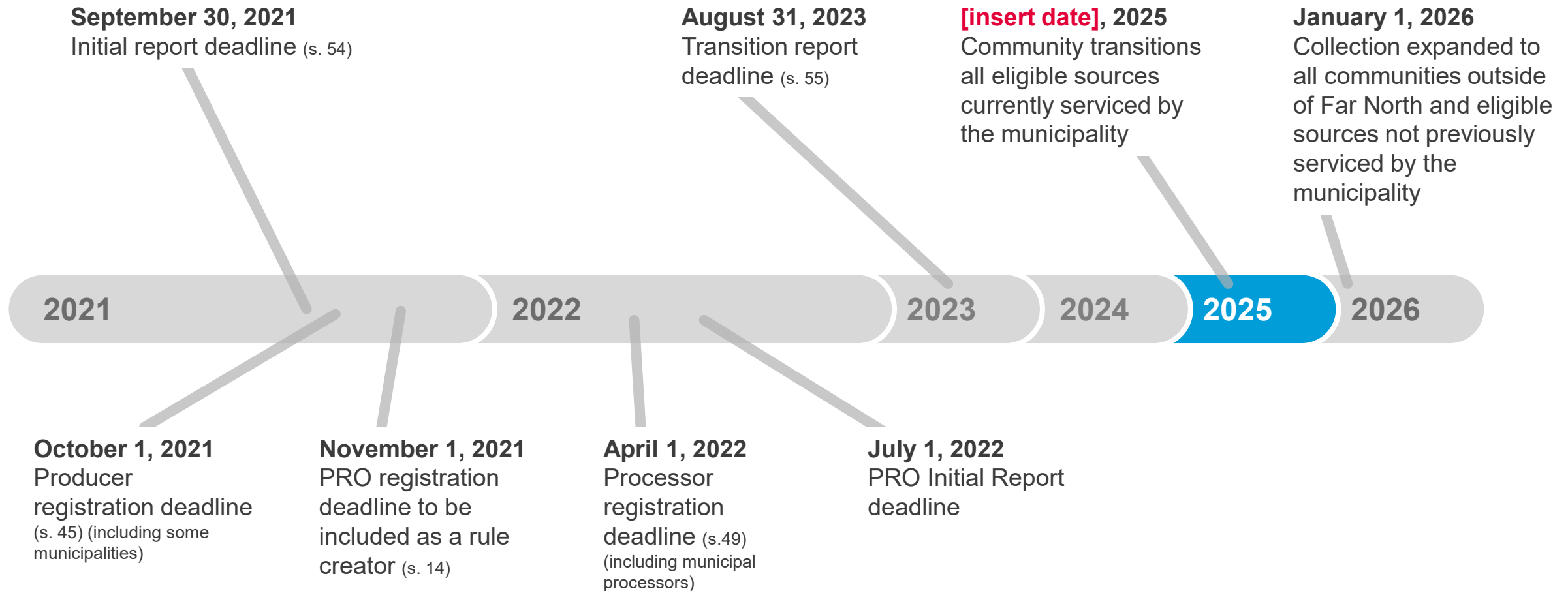
## [insert municipality] will transition on [insert date], 2023



## [insert municipality] will transition on [insert date], 2024

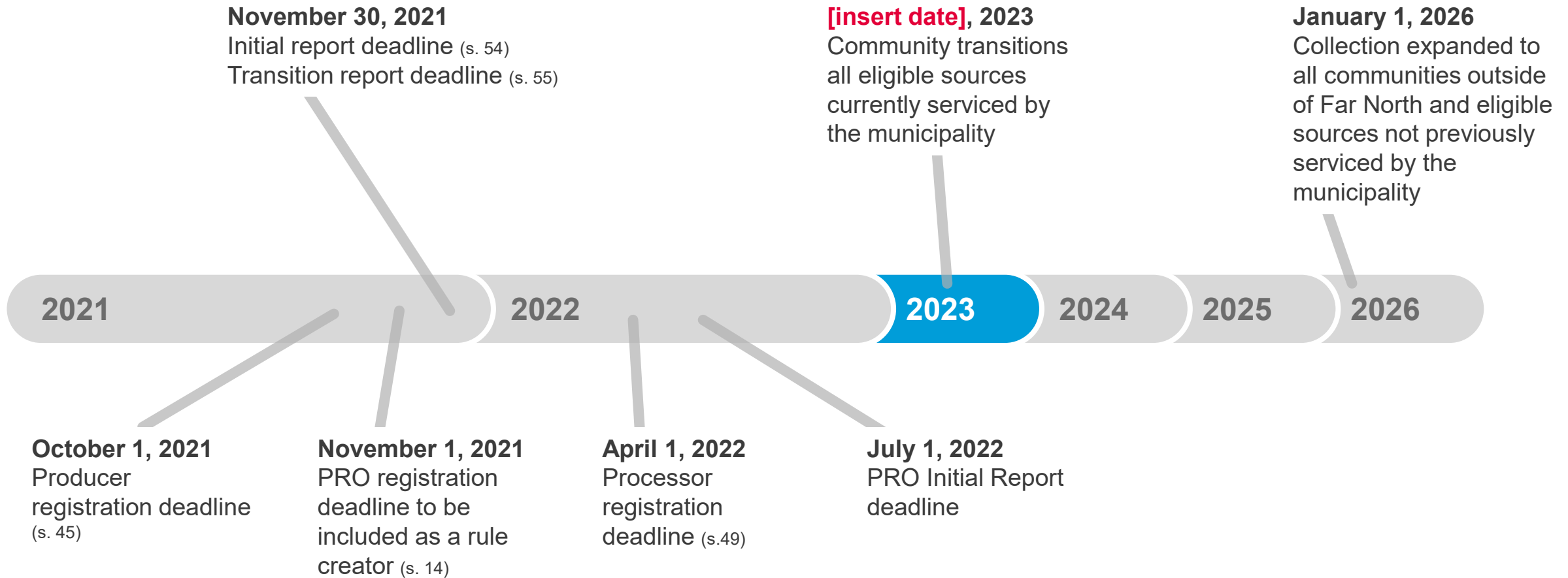


## [insert municipality] will transition on [insert date], 2025

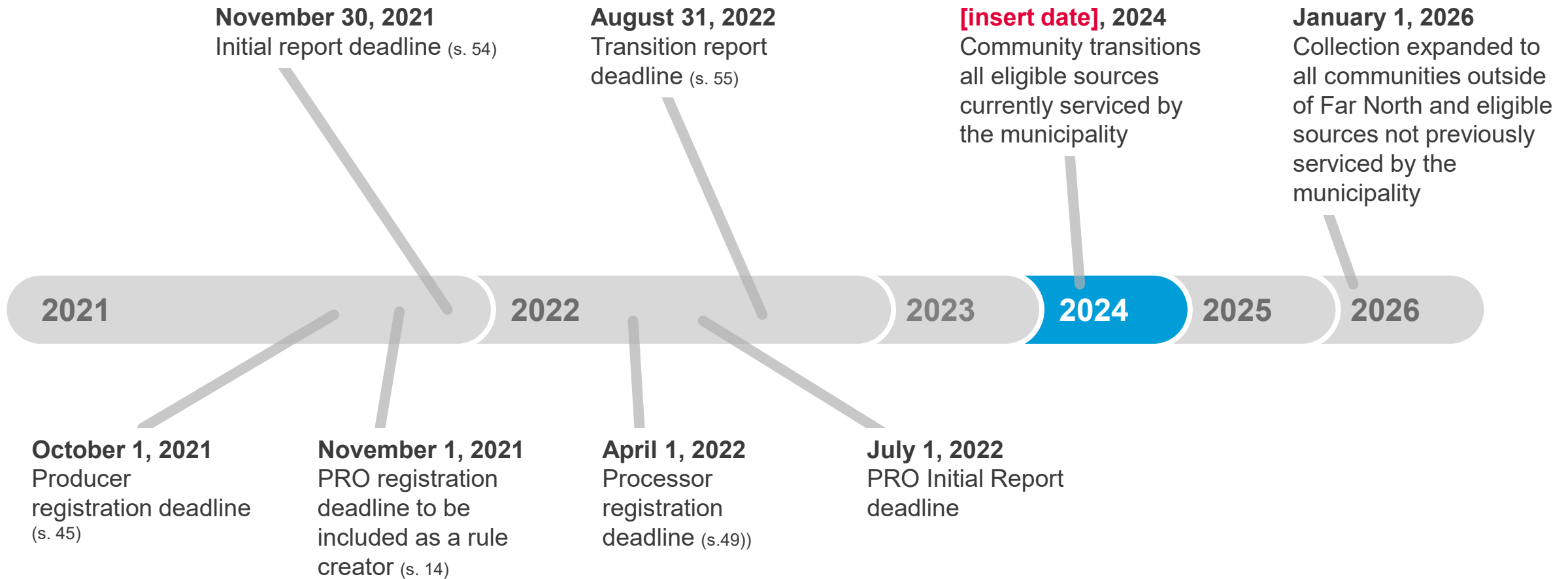




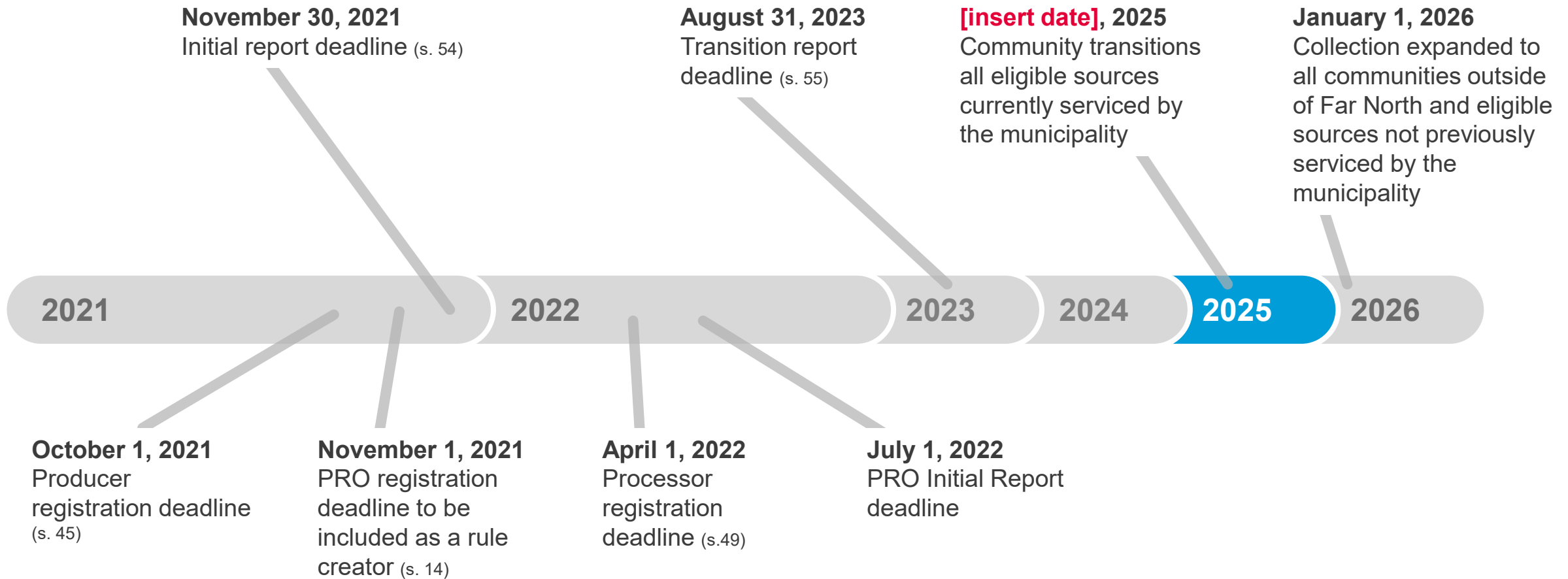
## [insert First Nation] will transition on [insert date], 2023



## [insert First Nation] will transition on [insert date], 2024



## [insert First Nation] will transition on [insert date], 2025



## Timeline

For the next set of slides, copy and paste the top of the timeline that fits your community.

**September 30, 2021**  
Initial report deadline (s. 54)  
Transition report deadline (s. 55)

**[insert date], 2023**  
Community transitions  
all eligible sources  
currently serviced by  
the municipality

**January 1, 2026**  
Collection expanded to  
all communities outside  
of Far North and eligible  
sources not previously  
serviced by the  
municipality

2021

2022

2023

2024

2025

2026

## Initial Report

- Submitted to RPRA by the municipality, local services board or First Nation
- Number of
  - residents and residences
  - residences that received collection services
  - facilities that received collection services
  - blue box receptacles in a public space that receive collection
- The municipality, local services board, First Nation or other entity that provides the WDTA blue box program
- Contact information of the person responsible
- Criteria or conditions used to determine which facilities were included in the WDTA blue box program on August 15, 2019.

**September 30, 2021**  
Initial report deadline (s. 54)  
Transition report deadline (s. 55)

**[insert date], 2023**  
Community transitions  
all eligible sources  
currently serviced by  
the municipality

**January 1, 2026**  
Collection expanded to  
all communities outside  
of Far North and eligible  
sources not previously  
serviced by the  
municipality

2021

2022

2023

2024

2025

2026

## Transition Report

- Submitted to RPRA by the municipality, local services board or First Nation
- Location of
  - residences that receive curbside garbage and blue box collection
  - residences that receive depot garbage and blue box collection
  - every garbage and blue box depot collection site
  - facilities that receive blue box collection services
  - each blue box receptacle in a public space that received collection
- Method to which additional information about the addresses can be provided
- List of blue box materials that are collected
- Frequency residences receive blue box collection
- The number of blue box collection streams
- Languages used for communications about the blue box program

**September 30, 2021**  
Initial report deadline (s. 54)  
Transition report deadline (s. 55)

**[insert date], 2023**  
Community transitions  
all eligible sources  
currently serviced by  
the municipality

**January 1, 2026**  
Collection expanded to  
all communities outside  
of Far North and eligible  
sources not previously  
serviced by the  
municipality

2021

2022

2023

2024

2025

2026

## Change Report

If there is a change to the information submitted in either the **Initial Report** or **Transition Report**, the applicable local municipality or local services board is required to submit the updated information to the Authority through a Change Report.

RPRA will have more information on how to submit a Change Report in the future.

Source: [RPRA Municipalities Webpage](#)

**September 30, 2021**

Initial report deadline (s. 54)

Transition report deadline (s. 55)

**[insert date], 2023**

**Community transitions**

all eligible sources  
currently serviced by  
the municipality

**January 1, 2026**

Collection expanded to  
all communities outside  
of Far North and eligible  
sources not previously  
serviced by the  
municipality

2021

2022

2023

2024

2025

2026

## Transition Date

Here, you may want to include more information about your community's situation.

- How does the assigned transition date line up with your current contracts?

- Producers are responsible for transitioning communities *on or before* the dates contained in the [Blue Box Transition Schedule](#)
- There may be an opportunity to adjust the exact date of transition



**September 30, 2021**

Initial report deadline (s. 54)

Transition report deadline (s. 55)

**[insert date], 2023**

Community transitions  
all eligible sources  
currently serviced by  
the municipality

**January 1, 2026**

Collection expanded to  
all communities outside  
of Far North and eligible  
sources not previously  
serviced by the  
municipality

2021

2022

2023

2024

2025

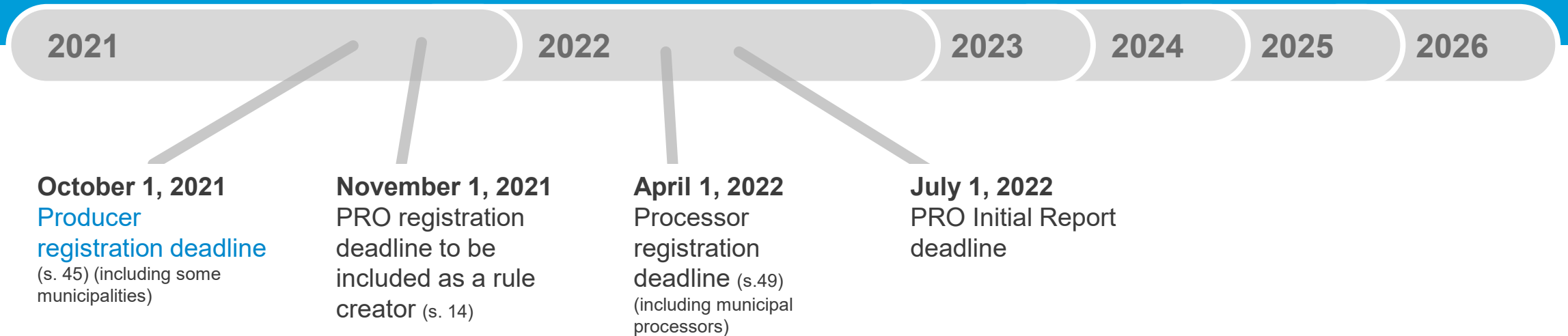
2026

## End of Transition Period

- Collection expanded to all communities outside the Far North
- Collection expanded to eligible sources not previously serviced by the municipality
- Minimum requirements (targets) for recovery rates come into effect

# Producer Registration

- A municipality can be a Producer
- Usually, because of printing and distribution of paper (e.g., tax bill inserts, waste collection calendars, recreation guides, maps, brochures, etc.)
- If a municipality generates more the 9 tonnes of paper, they must register as a Producer (s. 42)



# Processor registration

- Submitted to RPRA by the processor
- Name and contact information
- Each material category of blue box materials that is processed at facility
- Location of each site that receives and processes material
- Types of recovered resources that result from processing
- Producers/PROs that have agreements with the processor



date  
description

Here is a blank timeline that can be customized to your needs.

You may want to include:

- Dates at which council will need to make certain decisions (e.g., whether to divest or become service provider, managing stranded services and assets)
- Relevant dates for service provider contracts
- Relevant dates for unionized worker contracts

2021

2022

2023

2024

2025

2026

# Outline

Producer Responsibility  
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Timelines  
**Glossary**

## Glossary and Links

The next two slides are a glossary of important terms and links to where the information contained in this document may be found. This may be helpful to the staff developing or presenting a final version of this information. It may or may not be useful for a final audience.

**AMO** - Association of Municipalities of Ontario

**CCS** – Common Collection System

**CIF** – Continuous Improvement Fund

**CMO** – Circular Materials Ontario

**FN** – First Nation

**M3RC** - Municipal Resource Recovery and Research Collaborative

**MECP** - Ministry of the Environment, Conservation and Parks

**MFAM** - Municipal Funding Allocation Model

**MSA** – Master Services Agreement

**PRO** - Producer Responsibility Organization

**RPWCO** - Regional Public Works Commissioners Office

**RPRA** – Resource Productivity and Recovery Authority

**RRCEA** – Resource Recovery and Circular Economy Act (2016)

**SOW** – Statement of Work

**WDTA** – Waste Diversion Transition Act (2016)

**WFOA** – Waste Free Ontario Act (2016)

**Blue Box Materials** - includes blue box packaging, paper products and packaging-like products (Source: [O. Reg 391/21](#))

**Blue Box Packaging** - includes primary, convenience, or transport packaging that is provided with a product, an ancillary product that is integrated into the packaging, and a single-use product that is supplied with a food or beverage product, that facilitates the consumption of that product (i.e., straw, cutlery) (Source: [O. Reg 391/21](#))

**Collection Contractor** – service provider of blue box collection

**Common Collection System (CCS)** – Blue Box collection and hauling services from municipality/FN to receiving facility

**CCS Service Provider** - those that carry out the work of the blue box program, including curbside collection, operation of depots, collection from depots and transport to receiving facilities.

**Contractor** – municipality/FN that signs contract with CMO to provide collection services during transition

**Depot** – a location that residents can deliver blue box material

**Eligible Community** – municipality or local services board or First Nation (FN) community, not located in the Far North (as defined in the Far North Act, 2010, S.O. 2010, c. 18) (Source: [O. Reg 391/21](#))



**Eligible sources** - any residence or facility (e.g. long term care or retirement) in an eligible community ([Source: O. Reg 391/21](#))

**FPR (Full Producer Responsibility)** - producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed

**Facility** – a building containing more than one dwelling unit (e.g. apartment or condominium), non-profit retirement home, non-profit long-term care facility or school serviced under the WDTA as of August 15, 2019 ([Source: O. Reg 391/21](#))

**Processor** - an entity that processes, for the purpose of resource recovery, blue box materials ([Source: O. Reg 391/21](#))

**Producer Responsibility Organization (PRO)** - has entered into an agreement with a Producer for the purposes of carrying out one or more of the responsibilities relating to blue box material ([Source: O. Reg 391/21](#))

**Producers** - the brand holders, importers, or retailers of products that contain blue box materials ([Source: O. Reg 391/21](#))

**Receiving Facility** – a facility at which Blue Box Material collected from Eligible Sources or from public space collection receptacles or at depots is first received. ([Source: RFP for Receiving Facilities, Appendix A](#))

**Resource Productivity & Recovery Authority ([RPRA](#))** - the regulator mandated by the Government of Ontario to enforce the province's circular economy laws

**Subcontractor** – work (e.g. collection contract) subcontracted by the municipality/FNs (Contractor) to a private company – the company may be referred as the collections contractor or service provider.

**Transfer station** - means a waste disposal site used for the purpose of transferring waste from one vehicle to another for transportation to another waste disposal site; - from R.R.O. 1990, Regulation 347 General — Waste Management

- [The Waste Free Ontario Act, 2016](#)
  - [Resource Recovery and Circular Economy Act](#)
    - [Ontario Regulation 391/21](#)
  - [Waste Diversion Transition Act](#)
- [Waste Diversion Act, 2002](#)
  - [Blue Box Program Plan, 2003](#)
- [Environmental Protection Act, 1990](#)
  - [Ontario Regulation 101/94](#)
- [Resource Productivity and Recovery Authority](#)
  - [Blue Box Regulation Webpage](#)
  - [Municipalities Webpage](#)

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# ACTION TRACKING LIST

	Updated Information
	NEW

Date	Item	Assigned To	Due Date	Current Status
October 2021	UPDATE Asset Management Plan	CAO/Clerk	Early 2023	Staff have been involved in facility inspections with consultant.
October 2022	Joint Roads Review	CAO/Clerk	Early 2023	Staff have been involved in working with Consultant and Townships of Whitewater Region and Greater Madawaska.
October. 2020	Fencing By-Law	Clerk/CBO	continuing	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	Forced Roads	Clerk	continuing	Staff are to investigate a policy for the assumption of forced roads.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2023-11

**A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY  
AT THE COUNCIL MEETING HELD FEBRUARY 2, 2023.**

**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 2<sup>nd</sup> day of February, 2023 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 2<sup>nd</sup> day of February 2023.

READ a third time and finally passed this 2<sup>nd</sup> day of February 2023.

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Mayor

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CAO/Clerk