

Township of Admaston/Bromley
Second Monthly Meeting
Thursday, February 16th, 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 [February 2nd, 2023](#)
6. Delegations and Guests
 - 6a Sunshine Coach – Norm Dagg, Executive Director & Neil Virgin, Operations Manager
7. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris
 - 7a [B134/22 Consent Application](#)
 - i) [Application](#)
 - ii) [Planners Report](#)
 - iii) [CBO & PW Comments](#)
 - 7b [B135/22 Consent Application](#)
 - i) [Application](#)
 - ii) [Planners Report](#)
 - iii) [CBO & PW Comments](#)
8. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton
 - 8a
9. **Operations Committee** – Chair Brian Hamilton, All of Council
 - 9a [January Report to Council](#)
10. **Waste Management Committee** – Chair Michael Donohue, All of Council
 - 10a

11. **Finance and Administration Committee** – Chair Michael Donohue, All of Council
 - 11a [Payment Register – January 2023](#)
[Appendix A](#)
 - 11b [Summer and December Council Meetings Schedule](#)
 - 11c [Holiday Hours](#)
 - 11d [Livestock Valuers By-Law Report](#)
 - 11e [Appointment By-Law](#)
12. **Protective Services Committee**- Chair Kevin LeGris, Committee Member Angela Field
 - 12a Thank you from Fire Committee – Verbal
 - 12b [Douglas Fire Committee Minutes – September 2022](#)
13. **County of Renfrew** – Mayor Michael Donohue
 - 13a [County Council Summary – January 2023](#)
14. **By-Laws**
 - 14a 2023-13 – [Livestock Valuer By-Law](#)
2023-14 – [Appointment By-Law](#)
15. Old Business
 - 15a [Action Tracking List](#)
16. New Business
17. **Closed Session**
 - 17a
18. Confirmatory By-Law
 - 18a [2023-15](#) being a by-law to confirm proceedings of Council Meeting
19. Question Period
20. Adjournment

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

Council Information

[Renfrew and Area Chamber of Commerce](#)

Township of Admaston/Bromley
First Monthly Meeting

Council met for their second monthly meeting on Thursday February 2nd, 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, and Finance Clerks Andrea Leclaire and Meagan Jessup.

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

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

Agenda Item 3 – Approval of Agenda

Resolution No. 01/02/23

Moved by Angela Field, seconded by Kevin LeGris.

BE IT RESOLVED that Council approve the Agenda for February 2nd, 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 19th, 2023.

Resolution No. 02/02/23

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

BE IT RESOLVED that Council adopt the following meeting Minutes:

- January 19th, 2023, Regular Council Meeting

Carried

Agenda Item 6 – Delegations and Guests

None.

Agenda Item 7 – Protective Services Committee – Chair Kevin LeGris, Committee Member Angela Field

7a Fire Committee Minutes

Resolution No. 03/02/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED that Council receive the Douglas Fire Committee minutes from the October 12, 2022 meeting.

Carried

7b Fire Chief's Report

Resolution No. 04/02/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED that Council receive the Fire Chief's report for November 2022.
Carried

7c Fire Marshall's Public Fire Safety Council (FMPFSC) – Certification Grant Award

Resolution No. 05/02/23

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED that Council receive the Fire Marshal's – Public Fire Safety Council letter on available grant funding for training materials, as information.
Carried

7d Police Service Board Minutes – October 18th, 2022

Resolution No. 06/02/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED that Admaston/Bromley Council receive the Police Services Board minutes from the October 18, 2022 meeting.

Carried

Agenda Item 8 – Planning and Economic Development Committee – Chair Keith Gourley, Committee Member Kevin LeGris

8a B144/22 Consent Application

Resolution No. 07/02/23

Moved by Keith Gourley, seconded by Brian Hamilton

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.

Carried

8b B145/22 Consent Application

Resolution No. 08/02/23

Moved by Keith Gourley, seconded by Brian Hamilton

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.

Carried

Agenda Item 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**

Resolution No. 09/02/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council receive the following:

- Library Board Minutes – November 22, 2022
- Treasurer's Report – January 1, 2023
- Library CEO's report – January 2023

Carried

Agenda Item 10 – Operations Committee – Chair Brian Hamilton, All of Council

None.

Agenda Item 11 – Waste Management Committee – Chair Michael Donohue, All of Council

11a Blue Box Transition – Upcoming Changes Report

Resolution No. 10/02/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council direct Staff to send a letter of intent to Circular Materials Ontario (CMO) that states Admaston/Bromley will choose the Opt-in option and keep recycling procedures as they currently are.

Carried

Agenda Item 12 – Finance and Administration Committee – Chair Michael Donohue, All of Council

None.

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

None.

Agenda Item 14 – By-Laws

None.

Agenda Item 15 – Old Business

15a Action Tracking List

Resolution No. 11/02/23

Moved Brian Hamilton, seconded by Keith Gourley.

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

Carried

Agenda Item 16 – New Business

None.

Agenda Item 17 – Closed Session

17a As per Section 239 2 (d) – Labour Relations or Employee Negotiations.

More specifically to discuss the Treasurer position.

Resolution No. 12/02/23

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council move into a Closed Session at 8:07 pm.

As per section 239 2(d) of the Municipal Act – labour relations or employee negotiations.

More specifically to discuss the Treasurer Position.

Carried

Acting Public Works Superintendent Steve Visinski , Finance Clerks Andrea Leclaire and Meagan Jessup left the Council Chambers at 8:07 pm.

Resolution No. 13/02/23

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED that Council approve the addition of the Treasurer/Deputy CAO/Clerk position to the vacant group 9 on the wage grid.

Carried

Agenda Item 18 – Confirmatory By-Law

18a By-law 2023-11 being a by-law to confirm proceedings of Council Meeting

Resolution No. 14/02/23

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that By-law 2023-11, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held February 2nd, 2023, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 15/02/23

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that the Thursday, February 2nd, 2023, Township of Admaston/Bromley Council meeting be adjourned at 8:39 p.m.

Carried

Mayor

CAO/Clerk

Township of Admaston/Bromley
477 Stone Road, R.R. #2
Renfrew, ON
K7V 3Z5
E-Mail Address – info@admastonbromley.com

613-432-2885 Stone Road Office
613-432-4052 Fax

613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage

REPORT

Date: February 16, 2023
To: Council
From: Jennifer Charkavi
Re: Consent Application B134/22

Background:

A Consent application was submitted to the County of Renfrew for the purpose of a Lot Addition to Lisa Skebo-Linde and Brian Linde, the owners are proposing to sever a vacant parcel of land that is 0.0130 hectares with 9 metres of road frontage to add to the abutting property owned by Lisa Skebo-Linde and Brian Linde.

The applicants also applied for a right of way in favour of Lisa Skebo-Linde and Brian Linde that is 0.011 hectares in area with 8 metres of road frontage that will be used for a shared driveway. There is a concurrent lot addition/right-of-way application (B135/22) that will sever a parcel of land from the property owned by Lisa Skebo-Linde and Brian Linde to add to the property owned by Ottawa Valley Oxygen Limited. This lot addition is to address the encroachment issue and create an easement to provide legal access to underground water services.

Financial Implications:

None at this time.

People Consulted:

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

Recommendation for Council:

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B134/22 submitted by Ottawa Valley Oxygen c/o Gerald Skebo and Lisa Skebo-Linde, so long as requirements of commenting agencies are satisfied.

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 30 2022

1. OWNER INFORMATION <i>(Please use additional page for owners with different addresses.)</i>			
▶ 1.1 Name of Owner(s): Ottawa Valley Oxygen Limited C/o Gerald B. Skebo & Lisa J. Skebo - Linde			
Mailing Address:	Town/City:	Province:	Postal Code:
1050 B Hwy 132, P.o. Box 515	Renfrew	ON	K7V 4B1
Telephone No.: (Home)	(Work) (613) 432-3891	(Fax)	
Email Address: ljskebo@hotmail.com			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): Adam Kasprzak Surveying Ltd.			
Mailing Address:	Town/City:	Province:	Postal Code:
29 Bridge Street, P.o. Box 633	Renfrew	ON	K7V 4E7
Telephone No.: (Home)	(Work) (613) 432-3048	(Fax) (613) 432-7252	
Email Address: Info@aksurveying.com			
1.3 Please specify to whom all communications should be sent: Agent			
2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained) Complete applicable boxes in 2.1			
▶ 2.1 Municipality: Admaston/Bromley		Subdivision Lot(s) No.:	
Former Township: Admaston		Subdivision Plan No.:	
Lot(s) No.: Pt Lot 9		Part(s) No.: 2	
Concession: 1		Reference Plan No.: 49R- 840	
Civic Address of subject lands/Road Name:			
1050 B Hwy 132, Renfrew, On			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? No If Yes, describe each easement or covenant and its effect.			
3. PURPOSE OF THIS APPLICATION			
▶ 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 3.2)	<input type="checkbox"/> Certificate for Retained Lands (see also 8.1)	<input checked="" type="checkbox"/> Create Easement /Right-of-Way
<input type="checkbox"/> A Lease	<input type="checkbox"/> A Correction of Title	<input type="checkbox"/> Other (Please Specify)	Lot-addition together with Right-of-way
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:			
Lisa Joan Skebo - Linde & Brian Basil Linde			

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	Retained	Lands being enlarged/added to
	Road Frontage	9.00 m	55.00 m	37.00 m
	Depth	29.00 m	53.00 m	61.00 m
	Area	0.0130 ha	0.2500 ha	0.1800 ha
▶ 4.2 Use of the property	Existing Use(s)	Vacant	Commercial Property	Residential Property
	Proposed Use(s)	Same	Same	Same
▶ 4.3 Buildings or Structures	Existing	None	Commercial Building	Dwelling
	Proposed	Same	Same	Same
▶ 4.4 Official Plan Designation		Rural	Rural	Rural
4.5 Current Zoning		General Industrial	General Industrial	General Industrial

▶ 4.6 Access (✓ appropriate space)		Severed	Retained	Lands being enlarged/added to
	Provincial Highway	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Municipal road, maintained all year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County road	<input 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"/>

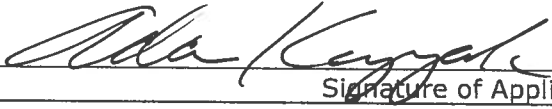

If water access only, state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road (attach schedule if more room is required):

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4.7 If access to the subject land is not by a public road, you MUST include proof of your right of access. (include Transfer/Deed).

Will a road extension be required?	No	
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▶ 4.8 Water Supply (✓ type of existing service OR type that would be used if lands were to be developed)		Severed	Retained	Lands being enlarged/added to
	Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.10 Other Services (✓ if service is available)	Electricity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	School Busing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Garbage Collection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. PROVINCIAL POLICY STATEMENT				
▶ 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act?		Yes		
6. HISTORY OF THE SUBJECT LAND				
▶ 6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision under Section 51 of the Planning Act, or an application for Consent (Severance) under Section 53 of the Planning Act?		Yes		
If you answered Yes in 6.1, and if you Know , please specify the file number of the application. Two previous severances (B732/73 & B144/98)				
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. These consent applications are the same as B253/84 and B254/84 - see Appendix A & B for details.				
▶ 6.3 Has any land been severed from the parcel originally acquired by the current owner of the subject land?		No		
If Yes , provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:				
Severed Parcel	Date of Transfer	Name of Transferee	Severed Land Use	

10. OTHER INFORMATION
▶ 10.1 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.
See Appendix A & B for additional information.
11. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT / AUTHORIZED PURCHASER
▶ 11.1 Affidavit or Sworn Declaration for the Prescribed Information
I, <u>Adam Kasprzak</u> of the Town(ship) of <u>Renfrew</u> in the <u>County of Renfrew</u> solemnly declare that the information required by O. Regulation 547/06 and all other information required in this application, including supporting documentation, are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.
<div style="text-align: right;"> Signature of Applicant</div>
Sworn (or declared) before me at the <u>Town of Renfrew</u> in the <u>County of Renfrew</u> this <u>29th</u> day of <u>June</u> , 20 <u>22</u> .
<div style="text-align: right;"><div>Anne Marie Slight, a Commissioner, etc., Province of Ontario, for Adam Kasprzak Surveying Ltd. Expires January 21, 2024.</div> A Commissioner for Taking Affidavits, etc.</div>

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

1. 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, _____, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize _____ to make this application and provide instruction/information on my/our behalf.	
_____ Date	_____ 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, <u>Gerald B. Skebo & Lisa J. Skebo-Linde</u> , 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 <u>Adam Kasprzak (Adam Kasprzak Surveying Ltd.)</u> to make this application and provide instruction/information on behalf of the Corporation.	
Name of Corporation: <u>Ottawa Valley Oxygen Limited</u>	
<u>June 28/2022</u> Date	<u>Gerald B Skebo</u> , <u>President</u> Signature of Corporate Representative & Title
<u>June 28/2022</u> Date	<u>Lisa J Skebo-Linde</u> , <u>Vice President</u> 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.: B134/22

Hearing Date (if appl.): _____

Date of Receipt of Application: June 30/22

Date deemed complete: June 30/22

Checked by: [Signature]

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

Date: Oct 12/22 Alana Zadow

Secretary-Treasurer, Land Division Committee

21-2247 – Consent Application – Appendix A

Ottawa Valley Oxygen Limited (Consent Application 1 of 2)
1050-B Highway 132, P.O. Box 515
Renfrew, ON K7V 4B1

	Parcel A	Parcel B	Parcel C
	To be Severed as a Lot -Addition to Parcel F	To be Severed to Create a Right-of-Way in favour of Parcel F	To Be Retained
	Frontage (m)	8	55
	Depth (m)	28	53
Dimensions	Area (Ha)	0.011	0.250
	Existing	Shared Driveway	Commercial Business
	Proposed	Same	Same
Use of the Property	Vacant		
Buildings or Structures (Must be shown on sketch)	Existing		
	Proposed	Same	Same
	Existing	None	Commercial Building
	Proposed	Same	Same

Lisa Joan Skebo-Linde & Brian Basil Linde (Consent Application 2 of 2)
1050-A Highway 132, P.O. Box 883
Renfrew, ON K7V 4H3

	Parcel D	Parcel E	Parcel F
	To be Severed as a Lot -Addition to Parcel C	To be Severed to Create an Easement favour of Parcel C	To be Retained
	Frontage (m)	0	37
	Depth (m)	4	61
Dimensions	Area (Ha)	0.015	0.180
	Existing	Underground water services	Residential Property
	Proposed	same	Same
Use of the Property	Propane Storage		
Buildings or Structures (Must be shown on sketch)	Existing		
	Proposed	same	Same
	Existing	Propane tanks & Fencing	Dwelling
	Proposed	Same	Same

10. OTHER INFORMATION

10.1 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.

The intent of this, and the accompanying consent application, is to address a long-standing encroachment issue between the two properties identified by municipal addresses 1050-A and 1050-B Highway 132, Renfrew, ON.

As noted in Appendix A, the property identified as 1050-B (Parcels A, B & C) is owned by Ottawa Valley Oxygen Limited. The two signing officers for Ottawa Valley Oxygen Limited are Gerald B. Skebo and Lisa Joan Skebo-Linde. The property identified as 1050-A (Parcels D, E & F) is owned by Lisa Joan Skebo-Linde and Brian Basil Linde. The above noted encroachment issues are as follows:

- The driveway giving access to 1052-A Hwy 132, is on the abutting property owned by Ottawa Valley Oxygen Limited.
- The water servicing the property at 1052-A is shared with the abutting property owned by Ottawa Valley Oxygen Limited.
- The fenced-in area with propane tanks on the Ottawa Valley Oxygen Limited property (1050-B) encroaches onto the rear of the Linde/Skebo-Linde property (1050A).

In 1984, two consent applications were submitted, and consents were obtained under file numbers B253/84 and B254/84 (See attached certificates) and at the time, a reference plan was prepared and deposited with the Land Registry Office under Plan 49R-7225. However, no registrations were done to complete the process. In submitting these two concurrent applications, it is the intent of the owners to correct these issues in a consistent manner as described in the earlier Certificates of Official dated February 7, 1985.

- Consent application 1 of 2, submitted by Ottawa Valley Oxygen Limited, would see the conveyance of land as a lot-addition to abutting lands, all that portion in Lot 9, Concession 1 in the geographic township of Admaston, in the County of Renfrew, designated as Part 2 on Reference Plan 49R-7225 (Parcel A), together with a right-of-way over that portion designated as Part 1 on Reference Plan 49R-7225 (Parcel B). This lot-addition would be in exchange for a similar sized parcel addressed in consent application 2 of 2 and further, will provide legal access over the shared driveway to the property and dwelling at 1050-A (Parcel C).
- Consent Application 2 of 2, submitted by Brian Linde and Lisa Skebo-Linde, would see the conveyance of land as a lot-addition to abutting lands, all that portion in Lot 9, Concession 1 in the geographic township of Admaston, in the County of Renfrew, designated as Part 3 on Reference Plan 49R-7225 (Parcel D) together with an easement over that portion designated as Part 4 on Reference Plan 49R-7225 (Parcel E). This lot-addition will address the encroachment issue of the chain link fence and propane tanks and further, provide legal access to the underground water services shared between the two properties.

SCHEDULE "A"



Form 5

The Planning Act

CERTIFICATE OF OFFICIAL

Under subsection 52 (21) of the Planning Act, 1983, I
certify that the consent of the Planning Committee of The County
of Renfrew was given on January 8, 1985 to: the
conveyance, as a lot addition to abutting lands, of the following
land:

ALL THAT PORTION in Lot 9, Con. 1 in the Township of
Admaston, in the County of Renfrew, designated as Part 3 on
Reference Plan 49R-7225

TOGETHER WITH an easement over that portion designated as
Part 4 on Reference Plan 49R-7225.

Subsection (49) (3) or (5), as the case may be, of The
Planning Act, 1983 applies to any subsequent conveyance of or
transaction involving the parcel of land that is the subject of
this consent.

Severly A. Johnston
Official

Dated this 7th day
of February, 1985.

(to be attached to deed for registry purposes)

File No. B253/84

SCHEDULE "B"



Form 5

The Planning Act

CERTIFICATE OF OFFICIAL

Under subsection 52 (21) of the Planning Act, 1983, I
certify that the consent of the Planning Committee of The County
of Renfrew was given on January 8, 1985 to: the
conveyance, as a lot addition to abutting lands, of the following
land:

ALL THAT PORTION in Lot 9, Con. 1 in the Township of
Admaston, in the County of Renfrew, designated as Part 2 on
Reference Plan 49R-7225

TOGETHER WITH a right-of-way over that portion designated
as Part 1 on Reference Plan 49R-7225.

Subsection (49) (3) or (5), as the case may be, of The
Planning Act, 1983 applies to any subsequent conveyance of or
transaction involving the parcel of land that is the subject of
this consent.

Beverly A. Houston
Official

Dated this 7th day
of February, 1985.

(to be attached to deed for registry purposes)

File No. B254/84

PART A - BACKGROUND

1. FILE NO.: **B134/22**
2. APPLICANT: Ottawa Valley Oxygen Limited
c/o Gerald Skebo & Lisa Skebo-Linde
3. MUNICIPALITY: Township of Admaston/Bromley
(Geographic Township of Admaston)
4. LOT: Part Lot 9 CON.: 1 STREET: 1050 B Hwy 132
5. PURPOSE: Lot addition to Lisa Skebo-Linde & Brian Linde and a Right-of-way in favour of Lisa Skebo-Linde & Brian Linde
6. DESCRIPTION OF APPLICATION: The owners are proposing to sever a vacant parcel of land that is 0.0130 hectares with 9 metres of road frontage to add to the abutting property owned by Lisa Skebo-Linde and Brian Linde.

The issues include:

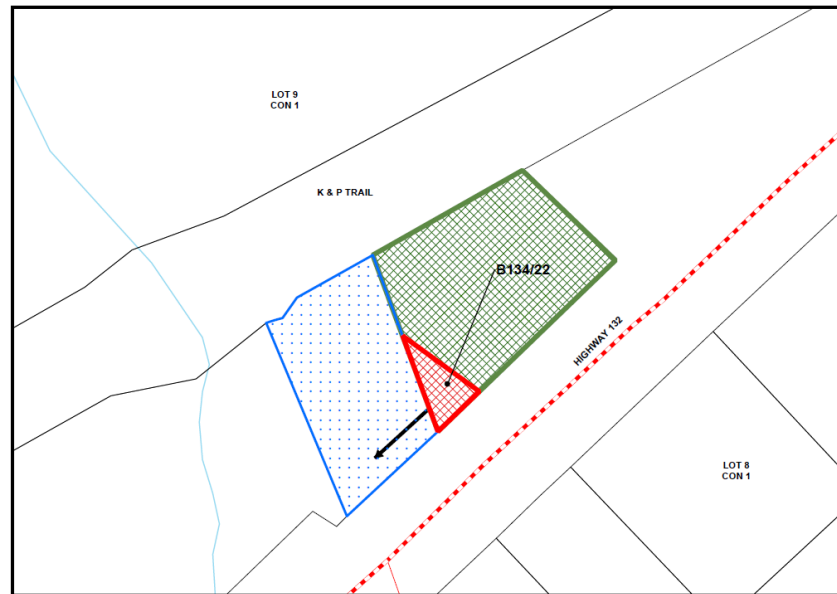
- The driveway giving access to 1052-A Hwy 132, is on the abutting property owned by Ottawa Valley Oxygen Limited.
- The water servicing the property at 1052-A is shared with the abutting property owned by Ottawa Valley Oxygen Limited.
- The fenced-in area with propane tanks on the Ottawa Valley Oxygen Limited property (1050-B) encroaches onto the rear of the Linde/Skebo-Linde property (1050A).

The applicants also applied for a right-of-way in favour of Lisa Skebo-Linde & Brian Linde that is 0.011 hectares in area with 8 metres of road frontage that will be used for a shared driveway.

There is a concurrent lot addition/right-of-way application (B135/22) that will sever a parcel of land from the property owned by Lisa Skebo-Linde and Brian Linde to add to the property owned by Ottawa Valley Oxygen Limited. This lot addition is to address the encroachment issue, and create an easement to provide legal access to underground water services.

The two lot additions were applied for and approved in 1984; however,

the registration was not completed.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage		Area		Structures
Existing Lot	72	m	0.274	Ha	Commercial Building and Metal Shed
Severed	9	m	0.013	Ha	None
Lot to be enlarged	37	m	0.18	Ha	Dwelling
Retained	55	m	0.25	Ha	Commercial Building and Metal Shed

8. SEVERANCE HISTORY

[illegible]

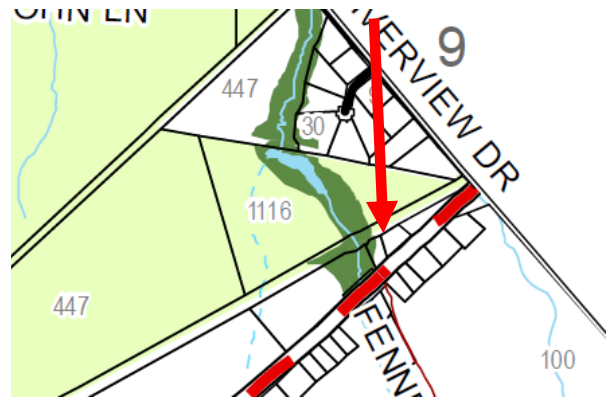
9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed Rural

Lot to be Enlarged Rural

Retained Rural

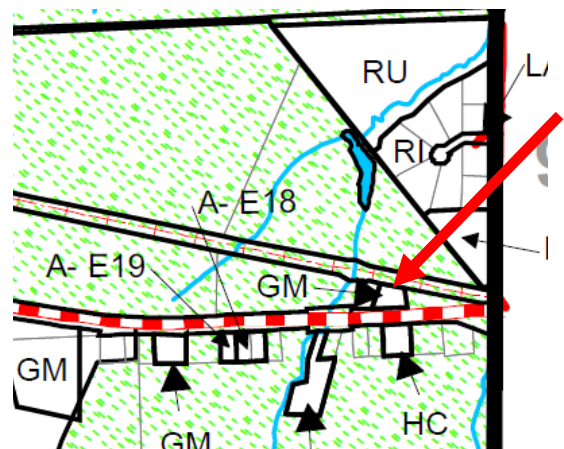


10. ZONING BY-LAW OF THE TOWNSHIP OF ADMASTON/BROMLEY
(2004-13) Zone(s):

Severed General Industrial (GM)

Lot to be Enlarged Agriculture (A)

Retained General Industrial (GM)



Zone Requirements:

	<u>Proposed</u> <u>Lot Frontage</u>	<u>Minimum</u> <u>Required</u>	<u>Proposed</u> <u>Lot Area</u>	<u>Minimum</u> <u>Required</u>
Severed	9 m	35 (GM) m	0.013 Ha	4000 (GM) m²
Total, if Lot Addition	37 m	45 (A) m	0.18 Ha	20 ha
Retained	55 m	35 (GM) m	0.25 Ha	4000 (GM) m²

*Note: There is a concurrent lot addition application B135/22

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.

3.1.1 Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:

c) hazardous sites.

2. OFFICIAL PLAN

Policies Considered:

- 2.2(8)(f) Significant Valleylands
- 2.2(9)(d) Slip Clay Hazards
- 5.3 Rural Designation
- 13.3(3) Transportation Policies – Provincial Highway
- 13.3(13) County Trails
- 14.3(12) Consent Policies – Right-of-way
- 14.3(14) Consent Policies – lot addition

3. ZONING BY-LAW

Provisions Considered:

- 3.16.4 Enlargements to Existing Undersized Lots
- 14.1 & 14.2 General Industrial (GM) Zone – Permitted uses and zone provisions
- 22.1 & 22.2 Agriculture (A) Zone – Permitted uses and zone provisions

4. SUBMITTED STUDIES

None

5. AGENCY COMMENTS

Twp. of Admaston/Bromley	<i>October 27, 2022</i> Favourable comments were received from the Township.
County Forestry & Trails	Favourable comments were received.
Ministry of Transportation	<i>November 1, 2022</i> MTO is prepared to endorse this application with the conditions listed below:

- Since part 1 and 2 of Plan 49R-7225 are registered as a shared entrance therefore a commercial entrance permit would need to be submitted to the Ministry of Transportation for your review.
- No additional access to Highway 132 would be permitted.

The applicant should be made aware that the subject properties are within the Ministry's permit control area as defined in the Public Transportation and Highway Improvement Act R.S.O. 1990.

6. GENERAL PLANNING COMMENTS

As indicated in Part 1 – Section 1, the Provincial land use planning issues that may affect this application are significant valleylands and hazardous sites (slip clays).

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. However, since this is an application for a lot addition and a right-of-way, and no new development is proposed, an EIS is not required.

Hazardous Sites (Slip Clays)

Our information/mapping indicates the subject lands are impacted by steep / 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. However, since this is an application for a lot addition and a right-of-way, and no new development is proposed, a study will not be required.

Zoning By-law

The severed and retained lands are zoned General Industrial (GM) in the Township Zoning By-law. The lands to be enlarged are zoned Agriculture (A). As a result of the lot addition, the lands will be split zoned General Industrial (GM) and Agriculture (A). A zoning by-law amendment is required as a condition of consent to ensure the entire lot is in the same zone.

Section 3.16.4 of the Zoning By-law states that nothing in the by-law shall prevent an undersized lot from being enlarged even if the enlargement does not result in a lot that meets the minimum frontage and/or area required by this by-law. An undersized lot is not permitted to be further reduced in size. The properties owned by Lisa Skebo-Linde and Brian Linde and Ottawa Valley Oxygen are both considered to be undersized lots. The severed lands in both applications are for 0.013 hectares in area; therefore the final area of the retained lands will not be further reduced.

Transportation Policies

The severed, retained and lands to be enlarged have road frontage along Highway 132 which is a Provincial Highway. The application was circulated to the Ministry of Transportation who provided favourable comments provided their conditions are met.

County Trails

The subject lands abut the County Trail. The application was circulated to the County of Renfrew Forestry and GIS division, and favourable comments were received.

Previous Consent

Section 50(12) of the Planning Act provides that where a parcel of land is severed under Section 53, no further planning approval is required for subsequent conveyance of the identical parcel of land. The provision embodies the concept of "once a consent, always a consent." The issue is that the proposed lot addition parcel will not merge with the property owned by Lisa Skebo-Linde and Brian Linde as the property was created by Consent Application B732/73.

To ensure the lots will merge properly on title, the lot addition from Lisa Skebo-Linde and Brian Linde to the property owned by Ottawa Valley Oxygen will be required to be registered first.

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: Rezone the severed lands from GM to A
 - ☐ Minor Variance:
 - ☐ Private Road Agreement:
 - ☐ Development Agreement:
 - ☐ Site Plan Control Agreement:
 - ☐ Notice on Title:
 - ☐ Shoreline Road Allowance Closure / Acquisition:

☒ Other: Ministry of Transportation Conditions
Standard lot addition conditions
Lot addition application B135/22 to be registered prior to B134/22

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

(f) Other Recommendations: ☐

Date: January 31, 2023

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

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

NOV/2021

TOWNSHIP OF ADMASTON/BROMLEY



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

Date: October 27, 2022

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

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B134/22

Owner: Ottawa Valley Oxygen Ltd. c/o Gerald Skebo & Lisa Skebo-Linde

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 SEWAGE SYSTEMS MUST COMPLY WITH
OBC & ALL APPLICABLE LAW


Signature Building & Sewage Inspector

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

Date: October 27, 2022

To: Admaston/Bromley Township

From: Acting Road Superintendent

Re: Municipal Public Road – Part Lot 9, Concession 1, Admaston

Severance Application No. B134/22

Owner: Ottawa Valley Oxygen Ltd. c/o Gerald Skebo & Lisa Skebo-Linde

Type of Municipal Road the subject lot fronts on:

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

Is road widening or dedication required? Yes No

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

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

Would the proposed use of land place an undue burden on the provision of municipal services such as road maintenance?

Yes No

Comments:

This property fronts MTO Highway 132 it is not a Municipal Road.


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

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 16, 2023
To: Council
From: Jennifer Charkavi
Re: Consent Application B135/22

Background:

A Consent application was submitted to the County of Renfrew for the purpose of a Lot Addition to abutting lands owned by Ottawa Valley Oxygen and a Right-of-way in favour of Ottawa Valley Oxygen.

The owners are proposing to sever a vacant parcel of land that is 0.0130 hectares in area with no road frontage to add it to the abutting property owned by Ottawa Valley Oxygen.

The applicants also applied for a right-of-way in favour of Ottawa Valley Oxygen that is 0.015 hectares in area with no road frontage to provide legal access to underground water services that have been shared between the dwelling and business for decades. There is a concurrent lot addition/right-of-way application (B134/22) that will sever a parcel of land from the property owned by Ottawa Valley Oxygen to add to the property owned by Ottawa Valley Oxygen to add to the property owned by Lisa Skebo-Linde and Brian Linde. The right-of-way will be used as a shared driveway.

Financial Implications:

None at this time.

People Consulted:

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

Recommendation for Council:

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B135/22 submitted by Lisa Skebo-Linde and Brian Linde, so long as requirements of commenting agencies are satisfied.

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 30 2022

1. OWNER INFORMATION (Please use additional page for owners with different addresses.)			
▶ 1.1 Name of Owner(s): Lisa Joan Skebo - Linde & Brian Basil Linde			
Mailing Address: 1050 - A Hwy 132, P. O. Box 883	Town/City: Renfrew	Province: ON	Postal Code: K7V 4H3
Telephone No.: (Home) (613) 312-0377	(Work)	(Fax)	
Email Address: ljskebo@hotmail.com			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): Adam Kasprzak Surveying Ltd.			
Mailing Address: 29 Bridge Street, P. O. Box 633	Town/City: Renfrew	Province: ON	Postal Code: K7V 4E7
Telephone No.: (Home)	(Work) (613) 432-3048	(Fax) (613) 432-7252	
Email Address: Info@aksurveying.com			
1.3 Please specify to whom all communications should be sent: Agent			
2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained) Complete applicable boxes in 2.1			
▶ 2.1 Municipality: Admaston/Bromley		Subdivision Lot(s) No.:	
Former Township: Admaston		Subdivision Plan No.:	
Lot(s) No.: Pt Lot 9		Part(s) No.: 1	
Concession: 1		Reference Plan No.: 49R- 840	
Civic Address of subject lands/Road Name: 1050 - A Hwy 132, Renfrew, Ontario			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? No If Yes, describe each easement or covenant and its effect.			
3. PURPOSE OF THIS APPLICATION			
▶ 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 3.2)	<input type="checkbox"/> Certificate for Retained Lands (see also 8.1)	<input checked="" type="checkbox"/> Create Easement /Right-of-Way
<input type="checkbox"/> A Lease	<input type="checkbox"/> A Correction of Title	<input type="checkbox"/> Other (Please Specify)	<input type="checkbox"/> A Charge /Mortgage
Lot Addition together with an Easement			
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged: Ottawa Valley Oxygen Limited			

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	Retained	Lands being enlarged/added to
	Road Frontage	0.00 m	37.00 m	55.00 m
	Depth	25.00 m	61.00 m	53.00 m
	Area	0.0130 ha	0.1800 ha	0.2500 ha
▶ 4.2 Use of the property	Existing Use(s)	Vacant	Residential Property	Commercial Property
	Proposed Use(s)	Same	Same	Same
▶ 4.3 Buildings or Structures	Existing	None	Dwelling	Commercial Building
	Proposed	Same	Same	Same
▶ 4.4 Official Plan Designation		Rural	Rural	Rural
4.5 Current Zoning		General Industrial	General Industrial	General Industrial

▶ 4.6 Access (✓ appropriate space)		Severed	Retained	Lands being enlarged/added to
	Provincial Highway	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Municipal road, maintained all year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County road	<input 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):

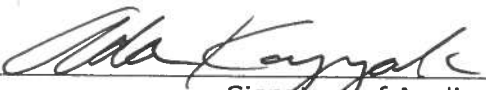

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4.7 If access to the subject land is not by a public road, you MUST include proof of your right of access. (include Transfer/Deed).

Will a road extension be required?	No	
------------------------------------	----	--

▶ 4.8 Water Supply (✓ type of existing service OR type that would be used if lands were to be developed)		Severed	Retained	Lands being enlarged/added to
	Publicly owned and operated piped water system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Privately owned and operated communal septic system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Privy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▶ 4.10 Other Services (✓ if service is available)	Electricity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	School Busing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Garbage Collection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. PROVINCIAL POLICY STATEMENT				
▶ 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act?		Yes		
6. HISTORY OF THE SUBJECT LAND				
▶ 6.1 Has the subject land ever been the subject of an application for approval of a Plan of Subdivision under Section 51 of the Planning Act, or an application for Consent (Severance) under Section 53 of the Planning Act?		Yes		
If you answered Yes in 6.1, and if you Know , please specify the file number of the application. Two previous severances (B732/73 & B144/98)				
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.				
These consent applications are the same as B253/84 and B254/84 - see Appendix A & B for details.				
▶ 6.3 Has any land been severed from the parcel originally acquired by the current owner of the subject land?		No		
If Yes , provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:				
Severed Parcel	Date of Transfer	Name of Transferee	Severed Land Use	

7. OTHER CURRENT APPLICATIONS	
▶ 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?	
Yes	
If Yes , and if Known , specify the appropriate file number and status of the application.	
Type of Application:	2 concurrent applications - Lot addition
File # (if known):	
Number of Applications:	2
Status (if known):	
8. REQUEST FOR CERTIFICATE FOR RETAINED LANDS	
▶ 8.1 Does the application include a request referred to in clause 53 (42.1) (a) of the Act for a Certificate of Official for the Retained lands. No	
▶ 8.2 If yes, has the applicant provided a lawyer's statement that there is no land abutting the subject land that is owned by the owner of the subject land other than land that could be conveyed without contravening section 50 of the Act. - Select -	
▶ 8.3 The lawyer's statement must also provide a legal description for use in the requested Certificate of Official for the retained lands. - Select -	
9. SKETCH	
▶ 9.1 Please attach a sketch to the one original and one duplicate consent applications. Each sketch shall have the severance parcel outlined in red and the retained parcel in green.	
▶ 9.2 The sketch shall show the following information: <ul style="list-style-type: none">a. the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;b. the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;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;d. the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;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">i. located on the subject lands and on land that is adjacent to it, andii. in the applicant's opinion may affect the application;f. the current uses of land that is adjacent to the subject land (for example residential, agricultural or commercial);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;h. if access to the subject land will be by water only, the location of the parking and boat docking facilities to be used; andi. the location and nature of any easement affecting the subject land.	
* 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.	

10. OTHER INFORMATION
▶ 10.1 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.
See Appendix A & B for additional information.
11. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT/AUTHORIZED PURCHASER
▶ 11.1 Affidavit or Sworn Declaration for the Prescribed Information
I, <u>Adam Kasprzak</u> of the Town(ship) of <u>Renfrew</u> in the <u>County of Renfrew</u> solemnly declare that the information required by O. Regulation 547/06 and all other information required in this application, including supporting documentation, are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.
<div style="text-align: right;"> Signature of Applicant</div>
Sworn (or declared) before me at the <u>Town of Renfrew</u> in the <u>County of Renfrew</u> this <u>29th</u> day of <u>June</u> , 20 <u>22</u> .
<div style="text-align: right;"><div>Anne Marie Slight, a Commissioner, etc., Province of Ontario, for Adam Kasprzak Surveying Ltd. Expires January 21, 2024.</div> A Commissioner for Taking Affidavits, etc.</div>

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

1. 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, Lisa Joan Skebo-Linde & Brian Basil Linde, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize Adam Kasprzak (Adam Kasprzak Surveying Ltd) to make this application and provide instruction/information on my/our behalf.

Date June 28/2022

King Shub-Ride
Signature of Owner

Date June 28/22


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.: B135122

Hearing Date (if appl.): _____

Date of Receipt of Application: June 30/22

Date deemed complete: June 30/22

Checked by: 8

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

Date: Oct 12/22 Alana Zadow

Secretary-Treasurer, Land Division Committee

21-2247 – Consent Application – Appendix A

Ottawa Valley Oxygen Limited (Consent Application 1 of 2)
1050-B Highway 132, P.O. Box 515
Renfrew, ON K7V 4B1

	Parcel A To be Severed as a Lot -Addition to Parcel F		Parcel B To be Severed to Create a Right-of-Way in favour of Parcel F	Parcel C To Be Retained
	Frontage (m)	9	8	55
	Depth (m)	29	28	53
	Area (Ha)	0.013	0.011	0.250
Dimensions				
Use of the Property	Existing	Vacant	Shared Driveway	Commercial Business
	Proposed	Same	Same	Same
Buildings or Structures (Must be shown on sketch)	Existing	None	None	Commercial Building
	Proposed	Same	Same	Same

Lisa Joan Skebo-Linde & Brian Basil Linde (Consent Application 2 of 2)
1050-A Highway 132, P.O. Box 883
Renfrew, ON K7V 4H3

	Parcel D To be Severed as a Lot -Addition to Parcel C		Parcel E To be Severed to Create an Easement favour of Parcel C	Parcel F To be Retained
	Frontage (m)	0	0	37
	Depth (m)	25	4	61
	Area (Ha)	0.009	0.015	0.180
Dimensions				
Use of the Property	Existing	Propane Storage	Underground water services	Residential Property
	Proposed	same	same	Same
Buildings or Structures (Must be shown on sketch)	Existing	Propane tanks & Fencing	Garage/Carport covering portion	Dwelling
	Proposed	Same	Same	Same

10. OTHER INFORMATION

10.1 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.

The intent of this, and the accompanying consent application, is to address a long-standing encroachment issue between the two properties identified by municipal addresses 1050-A and 1050-B Highway 132, Renfrew, ON.

As noted in Appendix A, the property identified as 1050-B (Parcels A, B & C) is owned by Ottawa Valley Oxygen Limited. The two signing officers for Ottawa Valley Oxygen Limited are Gerald B. Skebo and Lisa Joan Skebo-Linde. The property identified as 1050-A (Parcels D, E & F) is owned by Lisa Joan Skebo-Linde and Brian Basil Linde. The above noted encroachment issues are as follows:

- The driveway giving access to 1052-A Hwy 132, is on the abutting property owned by Ottawa Valley Oxygen Limited.
- The water servicing the property at 1052-A is shared with the abutting property owned by Ottawa Valley Oxygen Limited.
- The fenced-in area with propane tanks on the Ottawa Valley Oxygen Limited property (1050-B) encroaches onto the rear of the Linde/Skebo-Linde property (1050A).

In 1984, two consent applications were submitted, and consents were obtained under file numbers B253/84 and B254/84 (See attached certificates) and at the time, a reference plan was prepared and deposited with the Land Registry Office under Plan 49R-7225. However, no registrations were done to complete the process. In submitting these two concurrent applications, it is the intent of the owners to correct these issues in a consistent manner as described in the earlier Certificates of Official dated February 7, 1985.

- Consent application 1 of 2, submitted by Ottawa Valley Oxygen Limited, would see the conveyance of land as a lot-addition to abutting lands, all that portion in Lot 9, Concession 1 in the geographic township of Admaston, in the County of Renfrew, designated as Part 2 on Reference Plan 49R-7225 (Parcel A), together with a right-of-way over that portion designated as Part 1 on Reference Plan 49R-7225 (Parcel B). This lot-addition would be in exchange for a similar sized parcel addressed in consent application 2 of 2 and further, will provide legal access over the shared driveway to the property and dwelling at 1050-A (Parcel C).
- Consent Application 2 of 2, submitted by Brian Linde and Lisa Skebo-Linde, would see the conveyance of land as a lot-addition to abutting lands, all that portion in Lot 9, Concession 1 in the geographic township of Admaston, in the County of Renfrew, designated as Part 3 on Reference Plan 49R-7225 (Parcel D) together with an easement over that portion designated as Part 4 on Reference Plan 49R-7225 (Parcel E). This lot-addition will address the encroachment issue of the chain link fence and propane tanks and further, provide legal access to the underground water services shared between the two properties.

SCHEDULE "A"



Form 5

The Planning Act

CERTIFICATE OF OFFICIAL

Under subsection 52 (21) of the Planning Act, 1983, I
certify that the consent of the Planning Committee of The County
of Renfrew was given on January 8, 1985 to: the
conveyance, as a lot addition to abutting lands, of the following
land:

ALL THAT PORTION in Lot 9, Con. 1 in the Township of
Admaston, in the County of Renfrew, designated as Part 3 on
Reference Plan 49R-7225

TOGETHER WITH an easement over that portion designated as
Part 4 on Reference Plan 49R-7225.

Subsection (49) (3) or (5), as the case may be, of The
Planning Act, 1983 applies to any subsequent conveyance of or
transaction involving the parcel of land that is the subject of
this consent.

Suzanne A. Johnston
Official

Dated this 7th day
of February, 1985.

(to be attached to deed for registry purposes)

File No. B253/84

SCHEDULE "B"



Form 5

The Planning Act

CERTIFICATE OF OFFICIAL

Under subsection 52 (21) of the Planning Act, 1983, I
certify that the consent of the Planning Committee of The County
of Renfrew was given on January 8, 1985 to: the
conveyance, as a lot addition to abutting lands, of the following
land:

ALL THAT PORTION in Lot 9, Con. 1 in the Township of
Admaston, in the County of Renfrew, designated as Part 2 on
Reference Plan 49R-7225

TOGETHER WITH a right-of-way over that portion designated
as Part 1 on Reference Plan 49R-7225.

Subsection (49) (3) or (5), as the case may be, of The
Planning Act, 1983 applies to any subsequent conveyance of or
transaction involving the parcel of land that is the subject of
this consent.

Beverly A. Houston
Official

Dated this 7th day
of February, 1985.

(to be attached to deed for registry purposes)

File No. B254/84

PART A - BACKGROUND

1. FILE NO.: **B135/22**
2. APPLICANTS: Lisa Skebo-Linde and Brian Linde
3. MUNICIPALITY: Township of Admaston/Bromley
(Geographic Township of)
4. LOT: Part of Lot 9 CON.: 1 STREET: Highway 132
5. PURPOSE: Lot addition to abutting lands owned by Ottawa Valley Oxygen and a Right-of-way in favour of Ottawa Valley Oxygen
6. DESCRIPTION OF APPLICATION: The owners are proposing to sever a vacant parcel of land that is 0.0130 hectares in area with no road frontage to add it to the abutting property owned by Ottawa Valley Oxygen.

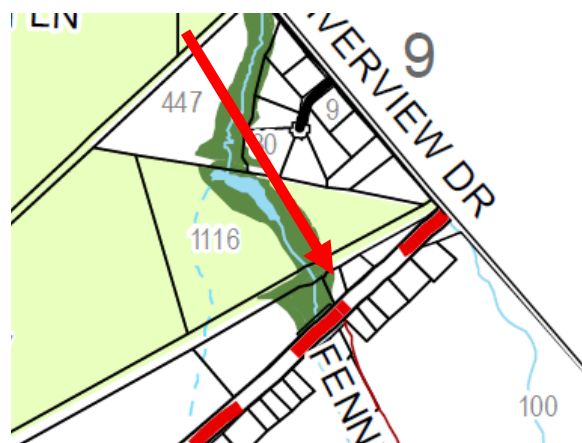
The issues include:
 - The driveway giving access to 1052-A Hwy 132, is on the abutting property owned by Ottawa Valley Oxygen Limited.
 - The water servicing the property at 1052-A is shared with the abutting property owned by Ottawa Valley Oxygen Limited.
 - The fenced-in area with propane tanks on the Ottawa Valley Oxygen Limited property (1050-B) encroaches onto the rear of the Linde/Skebo-Linde property (1050A).

The applicants also applied for a right-of-way in favour of Ottawa Valley Oxygen that is 0.015 hectares in area with no road frontage to provide legal access to underground water services that have been shared between the dwelling and business for decades.

There is a concurrent lot addition/right-of-way application (B134/22) that will sever a parcel of land from the property owned by Ottawa Valley Oxygen to add to the property owned by Lisa Skebo-Linde and Brian Linde. The right-of-way will be used as a shared driveway.

The two lot additions were applied for and approved in 1984; however, the registration was not completed.

Retained Rural
Environmental Protection

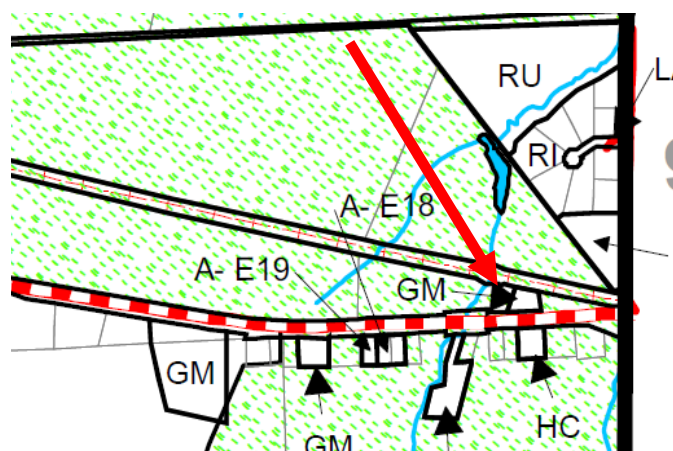


10. ZONING BY-LAW OF THE TOWNSHIP OF ADMASTON/BROMLEY
(2004-13) Zone(s):

Severed Agriculture (A)

Lot to be Enlarged General Industrial (GM)

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 (A) m	0.0130 Ha	20 (A) ha
Total, if Lot Addition	55 m	35 (GM) m	0.263 Ha	4000 (GM) m²
Retained	37 m	45 (A) m	0.18 Ha	20 (A) ha

*Note: There is a concurrent lot addition application B134/22

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.

- 3.1.1 Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:

c) hazardous sites.

2. **OFFICIAL PLAN**

Policies Considered:

- 2.2(8)(f) Significant Valleylands
- 2.2(9)(d) Slip Clay Hazards
- 5.3 Rural Designation
- 13.3(3) Transportation Policies – Provincial Highway
- 13.3(13) County Trails
- 14.3(12) Consent Policies – Right-of-way
- 14.3(14) Consent Policies – lot addition

3. **ZONING BY-LAW**

Provisions Considered:

- 3.16.4 Enlargements to Existing Undersized Lots
- 14.1 & 14.2 General Industrial (GM) Zone – Permitted uses and zone provisions
- 22.1 & 22.2 Agriculture (A) Zone – Permitted uses and zone provisions

4. **SUBMITTED STUDIES**

None

5. **AGENCY COMMENTS**

Twp. of
Admaston/Bromley

October 27, 2022

Favourable comments were received from the Township.

County Forestry &
Trails

Favourable comments were received.

Ministry of
Transportation

November 1, 2022

MTO is prepared to endorse this application with the conditions listed below:

- Since part 1 and 2 of Plan 49R-7225 is registered as a shared entrance therefore a commercial entrance permit would need to be submitted to the Ministry of Transportation for your review.
- No additional access to Highway 132 would be permitted.

The applicant should be made aware that the subject properties are within the Ministry's permit control area as defined in the Public Transportation and Highway Improvement Act R.S.O. 1990.

6. GENERAL PLANNING COMMENTS

As indicated in Part 1 – Section 1, the Provincial land use planning issues that may affect this application are significant valleylands and hazardous sites (slip clays).

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. However, since this is an application for a lot addition and a right-of-way, and no new development is proposed, an EIS is not required.

Hazardous Sites (Slip Clays)

Our information/mapping indicates the subject lands are impacted by steep / 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. However, since this is an application for a lot addition and a right-of-way, and no new development is proposed, a study will not be required.

Zoning By-law

The severed and retained lands are zoned Agriculture (A) in the Township Zoning By-law. The lands to be enlarged are zoned General Industrial (GM). As a result of the lot addition, the lands will be split zoned General Industrial (GM) and Agriculture (A). A zoning by-law amendment is required as a condition of consent to ensure the entire lot is in the same zone.

Section 3.16.4 of the Zoning By-law states that nothing in the by-law shall prevent an undersized lot from being enlarged even if the enlargement does not result in a lot that meets the minimum frontage and/or area required by this by-law. An undersized lot is not permitted to be further reduced in size. The properties owned by Lisa Skebo-Linde and Brian Linde and Ottawa Valley Oxygen are both considered to be undersized lots. The severed lands in both applications are for 0.013 hectares in area; therefore the final

area of the retained lands will not be further reduced.

Transportation Policies

The retained lands and the lands to be enlarged have road frontage along Highway 132 which is a Provincial Highway. The application was circulated to the Ministry of Transportation who provided favourable comments provided their conditions are met.

County Trails

The subject lands abut the County Trail. The application was circulated to the County of Renfrew Forestry and GIS division, and favourable comments were received.

Previous Consent

Section 50(12) of the Planning Act provides that where a parcel of land is severed under Section 53, no further planning approval is required for subsequent conveyance of the identical parcel of land. The provision embodies the concept of "once a consent, always a consent." The issue is that the proposed lot addition parcel will not merge with the property owned by Lisa Skebo-Linde and Brian Linde as the property was created by Consent Application B732/73.

To ensure the lots will merge properly on title, the lot addition from Lisa Skebo-Linde and Brian Linde to the property owned by Ottawa Valley Oxygen will be required to be registered first.

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: Rezone the severed lands from A to GM
 - ☐ Minor Variance:
 - ☐ Private Road Agreement:
 - ☐ Development Agreement:
 - ☐ Site Plan Control Agreement:
 - ☐ Notice on Title:

☐ Shoreline Road Allowance Closure /
Acquisition:

☒ Other: Ministry of Transportation Conditions
Standard lot addition conditions
Lot addition application B135/22 to be registered prior to B134/22

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

(f) Other Recommendations: ☐

Date: January 31, 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 27, 2022

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

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B135/22

Owner: Lisa Joan Skebo-Linde & Brian Basil Linde

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 SEWAGE 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 27, 2022

To: Admaston/Bromley Township

From: Acting Road Superintendent

Re: Municipal Public Road – Part Lot 9, Concession 1, Admaston

Severance Application No. B135/22

Owner: Lisa Joan Skebo-Linde & Brian Basil Linde

Type of Municipal Road the subject lot fronts on:

	Year Round	Seasonally	Other
Severed Lot	_____	_____	_____
Retained Lot	_____	_____	_____
	Will provide entrance permit off Municipal road	Will not provide entrance permit off Municipal road	Approved entrance already exists off Municipal Road
Severed Lot:	_____	_____	_____
Retained Lot	_____	_____	_____

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:

This property fronts MTO Highway 122 it is
not a Municipal Road.


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

**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 16th, 2023
To: Council
From: Steve Visinski
Re: Public Works January 2023 Report

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

Township

Recycling for the township is picked up weekly from the Stone Road Transfer site by the contractor. The recycling at the Osceola Landfill and Douglas Transfer stations are normally picked up once per month by the contractor or on a need be basis.

Staff complete and document monthly road inspections to ensure roads are meeting the Minimum Maintenance Standards. Entrance permits and 911 signs have been measured and installed as per requests.

Current Projects

- Sanding and snowplowing operations are ongoing.
- There were six (6) winter events in the month of January. Winter events are recorded when weather conditions call for all units to be deployed for snow or ice removal. All events in January were snow related.
- Maintenance of all equipment is ongoing.

Upcoming Events

- Maintenance of Equipment will continue.
- Snowplowing and sanding operations will commence as needed.

Bank Code: AP - AP-GENERAL OPER

Payment #	Vendor	Date	Amount
Computer Cheques			
25174	AALTO TECHNOLOGIES	2023-01-12	124.02
25175	BANK OF MONTREAL	2023-01-12	435.05
25176	AMCTO THE MUNICIPAL EXPERTS	2023-01-12	483.64
25177	ASSOCIATION Of MUNICIPALITIES	2023-01-12	2,017.55
25178	ANTRIM WESTERN STAR INC	2023-01-12	96.28
25179	BEARCOM CANADA CORP	2023-01-12	203.40
25180	BENSON AUTO PARTS	2023-01-12	716.56
25181	BELL MOBILITY INC	2023-01-12	58.75
25182	BELL CANADA	2023-01-12	84.71
25183	BANK OF MONTREAL	2023-01-12	710.76
25184	BANK OF MONTREAL.	2023-01-12	10,751.45
25185	DELTA POWER EQUIPMENT	2023-01-12	147.51
25186	EGANVILLE LEADER LTD	2023-01-12	75.00
25187	FORWARD THINKING	2023-01-12	84.75
25188	FRIDGEN, DENNIS	2023-01-12	225.31
25189	HARRIS, NATHAN	2023-01-12	29,700.00
25190	HORTON, TOWNSHIP OF	2023-01-12	1,017.60
25191	BANK OF MONTREAL	2023-01-12	2,729.64
25192	KETCHUM	2023-01-12	229.94
25193	LOCAL AUTHORITY SERVICES LTD	2023-01-12	28.91
25194	MACKENZIE MOTORS, MACK	2023-01-12	1,845.72
25195	MANUFACTURERS LIFE INSURANCE	2023-01-12	6,077.00
25196	BANK OF MONTREAL	2023-01-12	22.60
25197	Ministry of Finance	2023-01-12	1,249.99
25198	MINISTER OF FINANCE	2023-01-12	128.00
25199	MUNISOFT	2023-01-12	5,889.56
25200	MUNICIPAL EMPLOYER PENSION	2023-01-12	47.46
25201	NESTOR IT SERVICES	2023-01-12	89.00
25202	ONTARIO GOOD ROADS ASSOC.	2023-01-12	846.61
25203	ONTARIO AGGREGATE, THE	2023-01-12	1,111.00
25204	METROLAND MEDIA GROUP	2023-01-12	571.78
25205	PETRO-CANADA FUELS INC	2023-01-12	9,296.23
25206	MINISTRY OF FINANCE	2023-01-12	3,983.72
25207	PROTYRE	2023-01-12	52.43
25208	PUROLATOR INC	2023-01-12	51.11
25209	RENFREW & AREA	2023-01-12	32,339.64
25210	RENFREW COUNTY 55+	2023-01-12	100.00
25211	ULTRAMAR	2023-01-12	245.09
25212	VALLEY STEEL (RENFREW) LTD	2023-01-12	16.02
25213	W.O. STINSON & SON LTD.	2023-01-12	45.20
25214	WOUDA, JANE	2023-01-12	62.16
25215	XPLORNET	2023-01-12	72.31
25216	AALTO TECHNOLOGIES	2023-01-18	124.02
25217	BENSON AUTO PARTS	2023-01-18	515.44
25218	DELTA POWER EQUIPMENT	2023-01-18	535.69
25219	GRADY DWYER	2023-01-18	295.95
25220	LOCAL AUTHORITY SERVICES LTD	2023-01-18	1,087.11

Report Date
2023-02-01 1:11 PM

Township of Admaston/Bromley
Payment Register
As of 2023-02-01

Page 2

Bank Code: AP - AP-GENERAL OPER

Payment #	Vendor	Date	Amount
25221	MACKENZIE MOTORS, MACK	2023-01-18	90.34
25222	MCNAB/BRAESIDE, TOWNSHIP OF	2023-01-18	191.60
25223	MUNISOFT	2023-01-18	123.17
25224	OAPSB ZONE 2	2023-01-18	100.00
25225	OLMSTEADS HOME HARDWARE	2023-01-18	33.31
25226	OMERS	2023-01-18	1,799.28
25227	OTTAWA WEAR PARTS SOLUTIONS	2023-01-18	1,472.16
25228	PETRO-CANADA FUELS INC	2023-01-18	3,491.80
25229	RONDEAU ELECTRIC 1997 LIMITED	2023-01-18	406.74
25230	TELUS	2023-01-18	100.85
25231	TOWN OF RENFREW	2023-01-18	1,712.00
25232	TRAFFIC LOGIX CORPORATION	2023-01-18	574.88
25233	ULTRAMAR	2023-01-18	355.09
25234	VALLEY NAPA AUTO PARTS	2023-01-18	72.31
Total:			127,145.20
Total for AP:			127,145.20

Payments Printed: 61

Township of Admaston/Bromley
Payment Register
January 2023

Payment #	Vendor	Amount	
25174	AALTO TECHNOLOGIES	124.02	Monthly GPS - Data
25175	BANK OF MONTREAL	435.05	MasterCard
25176	AMCTO THE MUNICIPAL EXPERTS	483.64	2023 Membership
25177	ASSOCIATION OF MUNICIPALITIES	2,017.55	2023 Membership
25180	BENSON AUTO PARTS	716.56	V34 & Garage Supplies
25183	BANK OF MONTREAL	710.76	MasterCard
25184	BANK OF MONTREAL.	10,751.45	MasterCard
25188	FRIDGEN, DENNIS	225.31	Inspection Fee
25189	HARRIS, NATHAN	29,700.00	Tile Drain Debenture proceeds
25190	HORTON, TOWNSHIP OF	1,017.60	Council Training: Code of Conduct
25191	BANK OF MONTREAL	2,729.64	MasterCard
25192	KETCHUM	229.94	2023 Dog Tags
25194	MACKENZIE MOTORS, MACK	1,845.72	Vehicle Repairs V39 & V36
25195	MANUFACTURERS LIFE INSURANCE	6,077.00	Group Insurance January 2023
25197	Ministry of Finance	1,249.99	Tile Debenture payment
25199	MUNISOFT	5,889.56	2023 Software Maintenance/Webinars
25202	ONTARIO GOOD ROADS ASSOC.	846.61	2023 Membership
25203	ONTARIO AGGREGATE, THE	1,111.00	2023 Licence Fee
25204	METROLAND MEDIA GROUP	571.78	Advertisement - Treasurer
25206	MINISTRY OF FINANCE	3,983.72	R.I.D.E Duty
25209	RENFREW & AREA HEALTH SERVICES	32,339.64	2023 Municipal Contribution
25210	RENFREW COUNTY 55+	100.00	2023 Donation - Seniors's Games
25217	BENSON AUTO PARTS	515.44	Vehicle Repairs - V36
25218	DELTA POWER EQUIPMENT	535.69	Vehicle Repairs - V35
25219	GRADY DWYER	295.95	OMERS Overpayment
25220	LOCAL AUTHORITY SERVICES LTD	1,087.11	Float Trailer - Tires

25222	MCNAB/BRAESIDE, TOWNSHIP OF	191.60	2022 Election Advertisement
25226	OMERS	1,799.28	Employee Buy-Back
25227	OTTAWA WEAR PARTS SOLUTIONS	1,472.16	Snowplow/Maintance
25229	RONDEAU ELECTRIC 1997 LIMITED	406.74	Douglas Street Light Repair
25231	TOWN OF RENFREW	1,712.00	2023 Pound Agreement
25232	TRAFFIC LOGIX CORPORATION	574.88	2023 Renewal - Speed Spy
		111,747.39	

87.9%

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 16, 2023

To: Council

Re: Summer and December Schedule for Council Meetings

From: Jennifer Charkavi

Background:

According to the Procedure By-Law No. 2012-34 Part III Section 6 (c) Council may by resolution, alter the date and/or time of a regular meeting provided that adequate notice of the change is published or broadcast in a manner approved by Council.

Discussion:

In previous years Council chose to have a reduced summer schedule by cancelling the second meeting in July.

Additionally, second meeting of December falls on December 21, staff are suggesting that this meeting also be cancelled.

Staff are proposing:

July 6th, 2023 – 7:30 P.M.
July 20th, 2023 – CANCELLED
August 3rd, 2023 – 7:30 P.M.
August 17th, 2023 – 7:30 P.M.
December 7th, 2023 – 7:30 P.M.
December 21st, 2023 – CANCELLED.

It is important to note that should an item arise that must be brought forth to Council, a Special Council meeting may be called by the Mayor.

Financial Implications:

None.

People Consulted:

None.

Recommendation:

BE IT RESOLVED that the July 20th and December 21st, 2023 Council meetings be cancelled and that Staff prepare Notices to be advertised on the Township's website and social media sites.

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 16, 2023

To: Council

From: Jennifer Charkavi

Re: Municipal Office Hours – Christmas and New Year's 2023

Background:

Due to the number of the staff at the Township of Admaston/Bromley; it makes taking holidays during the Christmas season challenging. Historically, two staff members would have time off and two would remain in office for the days between Boxing Day and New Year's Eve.

Our current statutory holiday policy (E2) states that the following be honoured around the Christmas and New Year's season. Noted beside each day is the recommended day that they would be observed during the work week:

½ Christmas Eve – Observed on December 29 th , 2023 (Half day)	} = 1 full day taken on 29 th
½ New Year's Eve – Observed on December 29 th , 2023 (Half day)	

Office will be closed on Monday December 25 (Christmas Day) and Tuesday December 26 (Boxing Day) and December 29 (½ day Christmas Eve & ½ day New Years Eve), as payroll must be completed on December 22, and also closed on January 1, 2024 (New Years Day).

Stone Road Transfer Station will be closed at 1:00 p.m. on December 24 and December 31. (Regular Hours 9:00 am – 5:00 pm – Holiday Hours 9:00 am – 1:00 pm)

Discussion:

Option 1 – Township office and public works facilities Closed December 27 and 28, 2023.

Staff would use their accumulated banked time, vacation time, floater time and/or overtime to be off. In some instances, staff may have used up their allotted time and would apply for the use of 2024 vacation time with their supervisor.

Staff would provide the notice of office closure to the residents and ratepayers by the means of social media and on the Township's website and verbally. Staff would also ensure the appropriate measures are in place to be able to respond to emergencies and/or significant weather events.

Option 2 – Township office remain open with half staff

The administrative office would remain open to the public, operating at half-staff on December 27 and 28, 2023.

Financial Implications:

None at this time

People Consulted:

Local Municipal Staff

Recommendation for Council:

BE IT RESOLVED THAT Council approve Option 1, approving the closure of the Municipal Office on December 27th and December 28th, 2023;

AND BE IT RESOLVED THAT information concerning the Office hours and the hours at the Stone Road Transfer Site on December 24 and 31 be advertised on the Township's website and social media accounts;

AND BE IT FURTHER RESOLVED THAT Staff will make application for leave out of their accumulated banked time, vacation time, floater time and/or overtime.

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 16, 2023

To: Council

Re: Livestock Valuers By-Law

From: Jennifer Charkavi

Background:

The Ministry of Agriculture, Food and Rural Affairs (OMAFRA) manages the Ontario Wildlife Damage Compensation Program (OWDCP) which provides compensation to eligible owners whose livestock or poultry have been injured or killed as a result of wildlife.

Owners are advised to preserve the site until the Livestock Valuer has had an opportunity to view and they are also encouraged to take photos.

OMAFRA provides \$50 administration charge which the municipality pays to the Livestock Valuer and the Township pays the Livestock Valuer their mileage to attend the site to inspect. The mileage amount is not recovered by the municipality through OWDCP.

Discussion:

The mileage for Livestock Valuers has not changed for since 2008 when the mileage was increased to \$0.50. It is recommended that they receive the Canadian Revenue Agency's Reasonable Per-Kilometer Allowance which will be adjusted every January 1, for the use of their vehicle.

Financial Implications:

For the last few years the budget for Livestock Valuers has been reduced to \$500, in 2018 it was \$1500, however 2022 has been an extraordinary year. The last time it was this high was between 2011 and 2014, average of costs was \$2706 and the budget ranged from \$2500 - \$2700. The budget should be increased for 2023 to capture the increases seen in 2022.

If an owner submits over five applications within one calendar year (January 1 to December 31), that owner will be required to submit a completed plan in order to remain eligible under the program. Owners may submit a biosecurity plan in the place of a reasonable care plan so long as it incorporates a predator entry control component. The plan allows owners to detail the predation prevention measures currently being employed as well as potential enhancements they plan to implement to reduce the likelihood of further incidents. There were not five applications submitted by any one owner in 2022.

People Consulted:

None.

Recommendation:

BE IT RESOLVED that Council approve By-Law 2023-13, Being A By-Law Appointing Livestock Investigators for the Township of Admaston/Bromley; and

BE IT FURTHER RESOLVED that Council approve that the Livestock Valuers receive the Canadian Revenue Agency's Reasonable Per-Kilometer Allowance which will be adjusted every January 1, for the use of their vehicle.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2023-14

**BEING A BY-LAW TO APPOINT A TREASURER-DEPUTY CAO/CLERK
OF THE TOWNSHIP OF ADMASTON/BROMLEY**

WHEREAS Section 286 (1) of the Municipal Act S.O. 2001 c. 25 provides that the Council shall appoint a Treasurer;

AND WHEREAS Section 228 (2) of the Municipal Act S.O. 2001 c. 25 provides that the Council may appoint a Deputy Clerk who have all the powers and duties of the Clerk under this and any other Act;

AND WHEREAS Council desires to have a Deputy Chief Administrative Officer (CAO) to provide management coverage and for succession planning.

NOW THEREFORE the Council of the Corporation of the Township of Admaston/Bromley enacts as follows:

1. That Kelly Coughlin is hereby appointed as Treasurer-Deputy CAO/Clerk for the Corporation of the Township of Admaston/Bromley.
2. That the duties, roles and responsibilities will be in accordance with but not limited to the Job Description and is hereby attached as Schedule "A".
3. That this By-Law shall be deemed to take effect on March 13, 2023 and shall remain in force until repealed by Council.
4. That By-Law No. 2022-54 shall hereby be repealed.

Read a first and second time this 16th day of February 2023.

Read a third and final time and passed this 16th day of February 2023.

Mayor

CAO/Clerk

Douglas Fire Committee
Regular Meeting
September 14, 2022

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

It was moved by Ken Keill and seconded by Daryl Thom that the minutes of the June 8, 2022 meeting be approved as read.

Carried

Covid is on going and Fire Chief Bill said that it is business as usual at the fire hall. The next health and safety meeting is September 20, 2022. Chairman Robert Dick reported that the set of plans for the new building have not been finalized.

In correspondence a request for service shoulder flashes was received. Fire Chief Bill asked the secretary to mail one.

There was no new business.

The fire chief reviewed the 2022 purchase plan and brought it up to date. The 4-gas monitor is sending an error code. They are working with the company to fix it. The chief and deputy have been looking into the SCBA's and learned that they are a fifteen-year cycle. They have a couple of samples from one of the companies. The fire chief's report for July, August and September were reviewed with one large fire to report.

It was moved by Harry Stuart and seconded by Ken Keill that the fire chief's reports dated July 13, 2022, August 10, 2022 and September 14, 2022 be approved as presented.

Carried

It was moved by Daryl Thom and seconded by Harry Stuart that the payment vouchers dated

July 13, 2022	6,695.43
August 10, 2022	3,095.79
September 14, 2022	18,296.49 be paid.

Carried

It was moved by Ken Keill to adjourn.

Carried

County Council Summary

January 25, 2023

Below you will find highlights of the County of Renfrew County Council meeting from January 25, 2023.

Please note that this summary does not constitute the official record of the meeting and approved minutes should be consulted for that purpose.

The [full agenda](#) can be found here.

January meeting [YouTube](#) link

Warden's Address

Key highlights

The January 25, 2023 meeting was the first general meeting chaired by Warden Peter Emon.

- On December 21, he attended the OHTO Holiday Event, Sip and Sample for Good Cheer held at O’Kenny Craft Spirits in Pembroke.
- On January 12, he attended the Eastern Ontario Wardens’ Caucus Inaugural meeting held in Kingston. Warden Emon was acclaimed Chair and Peterborough County Warden Bonnie Clark was acclaimed Vice-Chair of the Caucus for 2023. During the meeting, the members reviewed the history and accomplishments of the caucus as well as a review of Eastern Ontario Paramedic Services Situational Overview Key Messages and the 2023 budget. The regional approach to housing proposal – “7 in 7” – was launched, with Minister Michael Parsa and other MPPs and MPs in attendance.
- On January 22 to 24, he attended, along with other members of County Council, the ROMA Annual Conference in Toronto. During the conference the following EOWC events were held:
 - Multi-Minister Delegation with the Ministers of Municipal Affairs and Housing and Children, Community and Social Services and Parliamentary Assistants with the Economic Development, Job Creation and Trade and Infrastructure.
 - Delegation with NDP Caucus
 - Delegation with Liberal Caucus
 - Delegation with Minister Paul Calandra, Ministry of Long-Term Care
 - Delegation with Minister Sylvia Jones, Ministry of Health.
- Warden Emon and Council congratulated Councillor Jennifer Murphy on being elected to the ROMA Board of Directors for 2023 to 2027.
- On January 26 and 27, Warden Emon attended AMO Board meetings. Topics for discussion will be housing and homelessness advocacy for 2023, collaborative waste management efforts, roadside zoos, Municipal support for independent Electricity System Operator procurement projects, and the Cannabis Act, 2018 Legislative review.

Delegations

Warden Emon presented the 2022 Warden's Community Service Awards as follows:

Individual Category - Darrel O'Shaughnessy, nominated by Mayor Lisa McGee, Town of Arnprior

- Darrel O'Shaughnessy was recognized for being a lifelong volunteer that is a constant force for positive change in the Greater Arnprior community. Darrel brings his passion for volunteerism to various causes including the Arnprior Dragon Boat Club, Greater Arnprior Seniors Council, Seniors Active Living Centre, Men's Shed and the Town's Corporate Services Advisory Committee (among many others).

Business Category - Eganville Leader, nominated by William Enright

- The Eganville Leader, under the leadership of Gerald Tracey, was recognized for sponsoring a successful fundraiser, which brought in \$110,000, for Ukraine relief efforts, donated by the Renfrew County community to help the local Ukrainian community and the people of Ukraine to build bridges between our two countries. The Leader has been positively impacting Renfrew County since 1902, and the Leader and publisher have unselfishly helped the community in fundraising tens of millions of dollars for community causes. Gerald Tracey and his team of volunteers brought the community together for a cause that had local and worldwide support.

Not-For-Profit - Ottawa Valley Cycling and Active Transportation Alliance (OVCATA), nominated by Mr. Gerry Morris of Pembroke and Deputy Mayor Lori Hoddinott, Township of McNab/Braeside

- OVCATA is a voice for cyclists and all active transportation enthusiasts in the Ottawa Valley, advocating for safety and good conditions, bringing people together, and encouraging participation. As a result, Ottawa Valley cycle tourism is growing rapidly and more people are cycling than ever. Some of the current directors are Patricia Krose, Whitewater Region; Ron Moss, Pembroke; Andy Kalnins, McNab/Braeside; Debbie Fiebig, Renfrew; Debbie Macdonald; Bob Peltzer, Bonnechere Valley; Ish Theilheimer, Golden Lake; and Michael Shulist, Round Lake.
- In addition to organizing or helping at local events throughout the Valley, OVCATA made a big impact with some big activities – the Trail Town Relay, the Tour de Bonnechere, the Tour de Whitewater, and its own unique Bike Bank of Renfrew County. Volunteers from across Renfrew County collected, refurbished and distributed 44 bikes to Valley residents who needed them via the Bike Bank, in its second year of operation.

Congratulations to all three successful nominees of the Warden's Community Service Awards.

Announcements



**Renfrew County
2022**

Ontario
Winter Games
Jeux d'hiver de
l'Ontario

February 2 – 5, 2023 and February 9 – 12, 2023

Finance & Administration Committee

Presented by: Jennifer Murphy, Chair

- County received a letter dated December 9, 2022 from Ms. Ann Aikens, Chair, Board of Health, Renfrew County and District Health Unit (RCDHU) in response to former Warden Debbie Robinson's letter dated November 1, 2022 regarding their lease of space at Renfrew County Place. The RCDHU provided the County with notice of their intent to terminate their lease at Renfrew County Place. The County wanted to ensure that the services provided through the Renfrew office would continue to be accessible in a location-based and effective manner within the same geography. The response from the RCDHU assures County Council of their commitment to public health service delivery in Renfrew and area and will be unaffected by the decision not to renew their lease at Renfrew County Place.
- The County of Renfrew was successful in obtaining five delegations at the Rural Ontario Municipal Association (ROMA) Annual Conference held from January 22 to 24, 2023 as follows:
 - Ministry of Children, Community and Social Services, the Honourable Merrilee Fullerton, regarding the County of Renfrew's concerns over the recent budget announcement increasing the rates for the Ontario Disability Support Program (ODSP) and Assistance for Children with Severe Disabilities Program by 5% but not to Ontario Works or Temporary Care Allowance creating undue hardship for those in receipt of these financial assistance programs.
 - Ministry of Housing, the Associate Minister Parsa, regarding the County of Renfrew's concerns with affordable and attainable housing. While the County of Renfrew is on track to build affordable and supportive housing in the City of Pembroke, more affordable housing is needed in areas across the County. Increasing the number of affordable and attainable housing units is critical in attracting economic growth, sustaining healthy communities, and reducing pressure on the fragile infrastructures and services currently in place.
 - Ontario Ministry of Agriculture, Food and Rural Affairs, Parliamentary Assistant Rob Flack to discuss the Line Fences Act as it relates to costs of municipal ownership of abandoned rail corridors.
 - Ministry of Infrastructure, Parliamentary Assistant Amarjat Sandhu asking the Province of Ontario to continue with the doubling of the Ontario Community

Infrastructure Fund allocations to municipalities, and commit to a long-term funding formula that would allow municipalities to align funding with their long-term financial plans and asset management plans, while also preparing for anticipated future growth

- Ministry of Health, Parliamentary Assistant Dawn Gallagher-Murphy to emphasize that the Renfrew County Virtual Triage and Assessment Centre (RCVTAC) is continuing to work extremely well and is a good local solution to ensure all residents across our expansive, rural geography have easy, safe access to primary care, with the ongoing physician shortage in Renfrew County, and residents will only need to visit the Emergency Department for true emergencies. The County of Renfrew would like to continue providing the service of RCVTAC, but requires the support and financial resources from the Province.
- The Canada Revenue Agency Automobile Allowance rates for 2023 have increased to 68 cents per kilometer for the first 5,000 kilometers and 62 cents over 5,000 kilometers.
- The County of Renfrew received an email dated December 21, 2022 from the Court Services Division, Ministry of the Attorney General advising that Attorney General Doug Downey announced the appointment of 28 Justices of the Peace to the Ontario Court of Justice, effective December 29, 2022. This email indicated that Justice of the Peace Jennifer Grant has been a provincial offences prosecutor and a licensed paralegal for 11 years. Justice of the Peace Grant has been assigned to Pembroke. Ms. Grant has been operating as the County of Renfrew's municipal prosecutor under contract since 2019 and as a result of this new appointment, the County of Renfrew is currently recruiting for a permanent part-time Prosecutor for our Provincial Offences Division.
- MIS Municipal Insurance Services has advised that our annual renewal premium for the County of Renfrew for 2023 is \$821,566, which is an increase of 16.8% or \$118,099 more than 2022. Cyber insurance has also increased significantly over the past year due to the increase in the number and size of claims therefore, our premium is up 22% over 2022. This increase is a result of insurers working to adjust premiums to align with the new and growing exposure.
- MPAC provided details of the 2023 funding requirements and advising that there is no overall increase to the municipal levy. Based on preliminary assessment data, the charge for the County of Renfrew will be approximately \$1,540,414.86 compared to the 2022 funding requirement for the County of Renfrew of \$1,541,699.83 representing a decrease of 0.08% for the County.
- The Renfrew County and District Health Unit provided notice to the County of Renfrew that pursuant to Section 72 (5) of the Health Protection and Promotion Act (H.P.P.A.) the amount that the Board of Health estimates will be required to defray its expenses under Section 72(1) for the year 2023 is \$1,767,955, which is an increase of 2% from 2022.
- County Council directed the Warden to send a letter to the Honourable Michael Kerzner, Solicitor General seeking clarification on the number of fines being dispensed in the County of Renfrew during 2022. There was a 13% increase in charges received in

2022 compared to 2021, but charges received are still well below the pre-COVID charges received.

- County Council approved changes to Section 6.1 Electronic Participation in Municipal Meetings of By-law 85-10, as amended, a By-law to Govern the Proceedings of the Council and Committees of the County of Renfrew as follows:

“Preamble: The preference for meeting attendance will continue to be in-person, however there are circumstances that may prevent a Member of Council from physically attending the meeting. Where those situations occur, the following shall be the guiding principles:

- Item (a) (iii) a member is ill or injured, or has other health-related concerns (e.g. a significant rise in airborne viruses).
- Item (a) (iv) a scheduling conflict that would not allow a member to attend at the meeting location.
- Item (j) In the physical absence of the Chair at Committee, Section 74 (g) of the Procedural By-law will apply.
- Item (n) In the event of a limited agenda, or for Special Meeting (single issue) requirements, a Standing Committee or an Ad-hoc Committee may choose to meet virtually, at the call of the Chair, in consultation with the Clerk and/or appropriate Department Head.

Section 74. COMMITTEE MEETINGS

- Item (g) The Committee Chair shall preside, or alternatively the Vice-Chair upon request of the Chair. In the physical absence of the Committee Chair, the Vice-Chair shall preside, or in the physical absence of both, such other Member of the Committee as may be appointed by the concurring vote of a majority of the Members of the Committee present.”
- County Council approved the revised Corporate Policies A-07 - Criminal Record Check for Prospective Employees, A-10 - Staffing, B-10 - Acting Pay, E-01 - Hours of Work and Overtime and J-01 - Service Awards Program.
- County Council adopted a By-Law to Enter into a Service Agreement with Nortek Solutions Inc. doing business as Workzoom for a three-year period from February 1, 2023 to January 31, 2026 for a Human Resources Information System (HRIS).

Community Services Committee

Presented by: Anne Giardini, Chair

- The Grind Pembroke has launched a new “Out of the Cold” initiative commencing on December 1, 2022 and will continue until March 31, 2023 and extending their hours of operation between 10 p.m. to 8 a.m. seven days per week. This is to provide a warm, safe place for our community’s homeless members to help them overcome the hardships of winter.

- The Youth Wellness Hub in Pembroke provides services to help support a variety of needs related to mental health, substance abuse, primary care, education, and housing for individuals between 12-25 years of age.
- County Council adopted a by-law authorizing the Child Care and Early Years Division in the County of Renfrew to enter a 2023 Child Care, EarlyON and Canada Wide Early Learning and Child Care Transfer Payment Agreement with the Minister of Education, providing the 2023-2027 Early Years and Child Care Funding allocations for the County of Renfrew for 2023.

Development & Property Committee

Presented by: James Brose, Chair

- Using funding received from the Municipal Modernization Program (Intake 2 and Intake 3) the County has engaged with Zencity Engage to create a one stop program for all County departments and local municipalities to track projects and initiatives. The web-based program will be available to all County departments and local municipalities for public engagement through the sharing of information and data and provide transparency to the public for County projects and initiatives. The County will roll out the application and training to staff and local municipalities throughout the year.
- County staff are working with OMAFRA to host a Selling Food to Ontario workshop in late March 2023, which caters to the learning needs of local farmers and food entrepreneurs and provides a “one-stop-shop” for information that is often challenging for food entrepreneurs to navigate. Workshop topics include: Market Channel Opportunities; Understanding the Basics of Food Regulation; Costing and Pricing for Profit; Getting Your Product Listed/On the Shelf; Food Labelling Requirements; Food Trends; and Commercial Kitchens and Food Hubs/Processing Facilities.
- Economic Development staff will be reaching out to municipalities across Renfrew County with a request to be a delegation at a future Council meeting, to share information about the Economic Development Division, including Enterprise Renfrew County and the Ottawa Valley Tourist Association, and the services and support the County provides. The delegation will be comprised of the Director of Development and Property, Jason Davis and Manager of Economic Development, Melissa Marquardt.
- The [2022 State of the Ontario Tourism Industry Report](#) released by the Tourism Industry Association of Ontario (TIAO) and the Ontario Chamber of Commerce outlines the obstacles that the tourism industry still faces on the road to economic recovery, anticipated opportunities for the future and a comprehensive multi-pronged strategy, involving all three levels of government. The key issues and recommendations are grouped under four broad sections: Economy, Labour, Infrastructure, and the Future of Tourism in Ontario.
- At the Ontario Tourism Summit in Deerhurst in October 2022, the presentation of the annual Ontario Tourism Awards included a number of winners from across the region:
 - Joe Kowalski, owner of Wilderness Tours – Lifetime Achievement Award
 - Somewhere Inn Calabogie – Sustainable Tourism Award

- Ontario's Highlands Tourism Organization – Marketing Campaign Award for the Connection Series Campaign.
- Enterprise Renfrew County has been approved for a \$10,000 French Language Services Grant from the Ministry of Economic Development, Job Creation and Trade (MEDJCT). The funding is to provide entrepreneurship services in the French language to local Francophone businesses, including translation of resources, virtual workshops and an in-person networking event.

Health Committee

Presented by: Michael Donohue, Chair

- In a letter authored by Eastern Ontario Wardens' Caucus (EOWC) 2022 Chair, Debbie Robinson asserted a number of concerns detrimental to long-term care home operations among Eastern Ontario Municipal Long-Term Care Homes. Key areas of concern include the opportunistic rise of staffing agency use and the deleterious effects on the ability to maintain and fund adequate staffing levels. The need for Capital program that is reflective of increased costs for new long-term care (LTC) home builds and challenges securing contractors in rural environments is emphasized. Current annual repayment limits as set by the province are identified as a significant barrier to LTC redevelopment where there is potential to have interest costs alone for new builds exceed the annual repayment limit. The reliance on Case Mix Index (CMI) as a funding model is pointed out to be a poor use of much needed frontline resources. A per bed funding model is suggested given the increased care acuity province wide. In concluding, Chair Robinson put forth to the Minister five key recommendations as presented in the January 2021 EOWC review of Eastern Ontario Municipal LTC homes identifying:
 1. Increase direct care funding to achieve the Provincial benchmark of the four hours of care model;
 2. Transition to a per bed funding model to increase clarity, efficiency, and transparency of the funding process;
 3. Increase Provincial capital funding predictability and provide on-going support for capital maintenance;
 4. Promote and support resource sharing between long-term care homes; and
 5. Improvement in LTC processes to increase efficiency and effectiveness.EOWC secured an in-person delegation with Minister Callandra at the ROMA conference in the spirit of collaboration to address the aforementioned concerns.
- The Ministry of Long-Term Care announced top-up funding for the remainder of the 2022-23 fiscal year ending March 31, 2023 for the following:
 - Registered Nurses (RNs), Registered Practical Nurses (RPNs), Personal Support Workers (PSWs)
 - Allied Health Professional
 - Professional Support Growth Fund

The adjustment is made based on reserved funding identified from data on bed counts and ward bed occupancy that Ministry received in September 2022. The Ministry is providing the sector an additional \$33.3M to be used towards homes achieving four hours of direct care and a one-time \$1,316,600 for the Professional Support Growth Fund (PSGF).

Operations Committee

Presented by: Glenn Doncaster, Chair

- The Town of Petawawa has endorsed the placement of a decorative crosswalk within the Town of Petawawa at the intersection of County Road 51 (Petawawa Boulevard), Portage Road and County Road 16 (Victoria Street) in accordance with County of Renfrew Corporate Policy PW-18 Decorative Crosswalks on County Roads. Staff are in the process of consulting with the proponent regarding the design, cost and maintenance of the crosswalk, with the intention to have a decorative crosswalk installed in 2023.
- The County received an e-mail from Terry Vaudry, District Manager of Snow Country Snowmobile Region – Ontario Federation of Snowmobile Clubs (OFSC) District 6 requesting a re-route of the snowmobile trail along County Road 58 (Round Lake Road) due to issues with the Ministry of Transportation removing all snowmobile trails within their right-of-way (ROW). Currently within the County of Renfrew there are several areas where the snowmobile trail is within the ROW of a County Road. With snowmobile routes on County Road 58 (Round Lake Road) being an important connection to the local hotels and fueling station, Public Works staff have no issues with completing the standard agreement with the snowmobile club for the upcoming season. As there is no policy in place for the use of snowmobile trails along County Road rights-of-way, the Operations Committee directed the Public Works and Engineering Department to research and develop a policy.
- County staff are in the process of preparing tenders for a variety of procurements relative to the maintenance of the road system. A letter has been circulated to the local municipalities advising of the planned tenders and providing them with an opportunity to participate. Responses are to be received from the municipalities by February 16, 2023.
- The following items were offered to the local municipalities with no bids received and will now proceed to public auction as soon as practical.

○ 2012 Dodge RAM, 1500 Crew Cab 4WD	\$1,500
○ 2007 Chevrolet Express, Motorized Cutaway Turbo Diesel	\$1,000
○ 1990 International F-2574, Conventional Cab Water Truck	\$5,000
○ 2002 Massey Ferguson Tractor	\$15,000
○ 2012 Diamond C Trailer	\$8,000

Additional Information

Craig Kelley, Chief Administrative Officer/Clerk

613-735-7288

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2023-13

Being A By-Law Appointing Livestock Investigators for the
Township of Admaston/Bromley

WHEREAS c. L. 24, Section 4 (1) of the Livestock, Poultry and Honey Bee Protection Act, R.S.O. 1990 provides that the Council of every local municipality shall appoint one or more persons as investigators of livestock and poultry for the purposes of this Act.

AND WHEREAS Council deems it necessary to appoint such investigators for the purpose of investigating and reporting of any livestock or poultry being killed or injured by wolves or dogs within the Township of Admaston/Bromley.

AND WHEREAS the Livestock Investigators shall hold office for the term of the Council that appointed them.

AND WHEREAS the Livestock Investigators shall receive payment for such service provided.

NOW THEREFORE the Council of the Township of Admaston/Bromley hereby enacts as follows:

- (1) That the following are appointed as Livestock Investigators for the municipality:

Ian Clelland, Brent Stewart, and Gerald Walsh.

- (2) That the livestock valuers shall receive the sum of \$50.00 for each trip and the mileage rate as per the Canadian Revenue Agency's Reasonable Per-Kilometer Allowance which will be adjusted every January 1, for the use of their vehicle.

- (3) That By-Law 2019-05 is hereby repealed in its entirety.

Read a first and second time this 16th day of February 2023.

Read a third and final time this 16th day of February 2023.

Mayor

CAO/Clerk

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2023-14

**BEING A BY-LAW TO APPOINT A TREASURER-DEPUTY CAO/CLERK
OF THE TOWNSHIP OF ADMASTON/BROMLEY**

WHEREAS Section 286 (1) of the Municipal Act S.O. 2001 c. 25 provides that the Council shall appoint a Treasurer;

AND WHEREAS Section 228 (2) of the Municipal Act S.O. 2001 c. 25 provides that the Council may appoint a Deputy Clerk who have all the powers and duties of the Clerk under this and any other Act;

AND WHEREAS Council desires to have a Deputy Chief Administrative Officer (CAO) to provide management coverage and for succession planning.

NOW THEREFORE the Council of the Corporation of the Township of Admaston/Bromley enacts as follows:

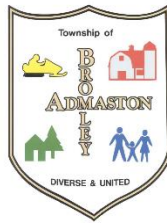
1. That Kelly Coughlin is hereby appointed as Treasurer-Deputy CAO/Clerk for the Corporation of the Township of Admaston/Bromley.
2. That the duties, roles and responsibilities will be in accordance with but not limited to the Job Description and is hereby attached as Schedule "A".
3. That this By-Law shall be deemed to take effect on March 13, 2023 and shall remain in force until repealed by Council.
4. That By-Law No. 2022-54 shall hereby be repealed.

Read a first and second time this 16th day of February 2023.

Read a third and final time and passed this 16th day of February 2023.

Mayor

CAO/Clerk



JOB DESCRIPTION

TITLE: Treasurer- Deputy CAO/Clerk

REPORTS To: Chief Administrative Officer/Clerk (CAO)

LOCATION: Township Offices

SUMMARY: Reporting to the Chief Administrative Officer/Clerk (CAO), the Treasurer-Deputy CAO/Clerk (T/DCC) is a member of the Township's Senior Management Team. The T/DCC is the Township's financial content expert and provides strategic and operational advice to Council and the CAO on all financial matters. The T/DCC fulfills all statutory duties of the Treasurer and Deputy Clerk. The T/DCC is the acting CAO during absences.

MAIN RESPONSIBILITIES (This is not an exhaustive list)

1. Fulfills the statutory duties and responsibilities of the Treasurer and Deputy Clerk in accordance with the *Municipal Act*, Township by-laws and any other applicable law or regulations on behalf of the Township.
2. Oversees financial programs, support staff and resources. This includes managing and leading the day-to-day operations of finance staff.
3. Trains and mentors junior staff.
4. Ensures financial programs are developed and implemented to enhance the internal and external client experience based on municipal best practices.
5. Researches and implements financial improvement opportunities aimed at saving funds, streamlining process, and increasing productivity.
6. Ensures financial best practices are implemented.
7. Ensures Council is supplied with all financial information necessary to fulfill its obligations.

8. Conducts and oversees regular fee reviews.
9. Works with the senior management team to develop the annual operating and capital budgets.
10. Works collaboratively with the senior management team to produce annual updates to the Asset Management Plan, Tangible Capital Assets and long-range capital forecasts.
11. Acting as the Township's Chief Procurement Officer ensures adherence to the Procurement By-law, applicable law, and procurement best practices.
12. Manages all revenue collection on behalf of the Township.
13. Ensures the Municipal Audit proceeds in a timely manner.
14. Prepares and submits Financial Information Returns (FIRs) in a timely manner.
15. Manages debt, reserves, and investments of the Township per statute, Council policy and delegation of authority.
16. Ensures timely delivery of all operational and project-based financial initiatives.
17. Receives, investigates, and responds to inquiries or complaints within the finance unit's mandate.
18. Prepares and presents reports to Council and Township committees.
19. Manages the activities of finance personnel, including labour relations matters.
20. Manages employee payroll and benefits.
21. Develops, oversees and reports on the implementation of the Finance Departments Annual Work Plan(s).
22. Ensures proper documentation is prepared and maintained in accordance with applicable law and best practices for such matters as procurement, taxation, fee collection, payroll, budgeting, financial planning, investments, etc.
23. Ensures staff are trained to industry best practices and standards, and holds staff accountable to the highest standards of client service.
24. Serves as an active member of the Township's Emergency Management Coordinating Committee.
25. Carries out duties within the Clerk's mandate such as agenda and minute preparation, Deputy Returning Officer, MFIPPA matters, etc.
26. Liaise with other levels of government and agencies.
27. Acts as the Chief Administrative Officer as required during absences.
28. Other duties as assigned.

DIRECT REPORTS:

Deputy Treasurer/Administrative Coordinator – (not yet filled)

Finance Clerks

Students

EDUCATION/EXPERIENCE:

- 3-year Community College Diploma or University Degree in Business, Administration, Commerce or Accounting or related fields.
- Minimum 8 years municipal (or related) progressive experience with at least 3 years in a supervisory capacity.
- The Township may consider a different combination of education and experience where appropriate.

ADDITIONAL COMPETENCIES/SKILLS:**REQUIRED:**

- AMCTO Municipal Accounting and Finance Program (MAFP)
- Sound communication and interpersonal skills

DESIRABLE:

- CMA, CGA, or CPA designation
- Certified Municipal Officer (CMO)
- Accredited Ontario Municipal Clerk (AOMC)
- Employment Law and Human Resources Program Certificate (AMCTO)

EFFORT:

- Handles and/or monitors inquiries or complaints from the public, agencies or council members regarding financial and clerk matters on behalf of the Township.
- Handles and balances multiple shifting priorities.
- Oversees and coordinates the development of all Township plans, policies and strategic initiatives.
- Requires significant attention to detail while developing budgets, forecasts, accounting, variance reports, financial strategies, or comprehensive reports.

IMPACT OF ERROR:

Errors in management of programs and operations may result in:

- Interruptions in service delivery to the public, embarrassment to the Township, increased costs, and possible liability.
- Financial and other errors could result in significant increased costs and losses to the Township.
- Improper/inappropriate management of staff may result in lower employee morale and decreased productivity.

WORKING CONDITIONS:

A minimum 35 hours per week and evening meetings for Council and Committee meetings.

General office conditions. Potentially long hours.

Stressful situations, such as tax collection, tax sales, client services complaints, etc.

The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all the work requirements that may be inherent in this classification.

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. 2023-15

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY
AT THE COUNCIL MEETING HELD FEBRUARY 16, 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 16th 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 16th day of February 2023.

READ a third time and finally passed this 16th day of February 2023.

Mayor

CAO/Clerk



Guest Speaker - Dan Laverdure

Economic Development Officer, Town of Renfrew

Dan will be providing an update on the following topics of interest:

- Highway 17 Expansion - positive impact for our businesses.
- Economic Growth - potential possibilities are endless.
- "Roots in Renfrew - Make It Your Town"
- The Business Hub - working together for a stronger business community



Guest Speaker - Cyndy Phillips

Cyndy Phillips, new Executive Director of Renfrew County Community Futures, will be speaking about the role they play in our community and the services that they provide.



**RENFREW & AREA CHAMBER OF COMMERCE
ANNUAL GENERAL MEETING
&**

BREAKFAST NETWORKING EVENT

Join us at Renfrew Town Hall - Council Chambers

127 Raglan Street S., 2nd Floor, Renfrew

on Tuesday March 14, 2023

7:30 a.m. to 9:00 a.m.

A Continental Breakfast will be available starting at 7:30 a.m. with Guest Speakers beginning at 8:00 a.m.

\$25.00 Per Person

Please R.S.V.P. By March 10, 2023, at 613-432-7015 or
info@renfrewareachamber.ca

The Annual General Meeting will immediately follow our Guest Speakers

Members are invited to stay for the AGM.

The 2022 Financial Statements, and the
2023 Budget will be presented.

The 2023 - 2024 Board of Directors will be voted in.