

Township of Admaston/Bromley
First Monthly Meeting
Thursday, March 2nd, 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 the [Special Council Meeting February 9th](#), and [Regular Council Meeting February 16th](#), 2023
6. Delegations and Guests

6a MPAC – Jennifer Gruntz, Account Manager Zone 6, Municipal & Stakeholder Relations
7. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris

7a [B173/22 Consent Application](#)
 - i) [Application](#)
 - ii) [Planners Report](#)
 - iii) [CBO & PW Comments](#)7b [Building and Sewage Report – January and February 2023](#)
8. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton

8a
9. **Operations Committee** – Chair Brian Hamilton, All of Council

9a
10. **Waste Management Committee** – Chair Michael Donohue, All of Council

10a
11. **Finance and Administration Committee** – Chair Michael Donohue, All of Council

11a [EV Charging Stations](#)

- i) [Charged for Change – Application Guide](#)
- 11b [Recognition Report](#)
- 11c [Bonnechere Valley Support Letter Request](#)
 - i) [Letter from Bonnechere Valley](#)
- 12. **Protective Services Committee**- Chair Kevin LeGris, Committee Member Angela Field
 - 12a [Fire Committee Minutes – January 2023](#)
 - 12b [Fire Chief's Report – February 2023](#)
- 13. **County of Renfrew** – Mayor Michael Donohue
 - 13a
- 14. **By-Laws**
 - 14a
- 15. Old Business
 - 15a [Action Tracking List](#)
- 16. New Business
- 17. **Closed Session**
 - 17a As per Section 239 2 (b) – Personal matters about an identifiable individual, including municipal or local board employees.

More specifically to discuss employee benefits.
 - 17b As per Section 239 2 (c) – A proposed or pending acquisition or disposition of land by the municipality or local board.

More specifically to discuss the Osceola Landfill.
- 18. Confirmatory By-Law
 - 18a [2023-16](#) 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

Township of Admaston/Bromley
Special Council Meeting

Council met for a special meeting on Thursday February 9th, 2023. Present were Mayor Michael Donohue, Councillors Angela Field, Keith Gourley and Brian Hamilton.

Deputy Mayor LeGris attended virtually.

Staff Members present were CAO/Clerk Jennifer Charkavi.
Interim Treasurer O'Reilly attended virtually.

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

Mayor Donohue called the Meeting to Order at 2:00 pm. A moment of silence followed.

Agenda Item 3 – Approval of Agenda

Resolution No. 16/02/23

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approve the Agenda for February 9th, 2023, Special Council Meeting.

Carried

Agenda Item 4 – Disclosure of Pecuniary Interest

None.

Agenda Item 5 – Minutes

None.

Agenda Item 6 – Delegations and Guests

None.

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

None.

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

None.

Agenda Item 9 – Community Service Committee – Chair Angela Field, Committee Member Brian Hamilton

None.

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

None.

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

None.

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

None.

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. 17/02/23

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council move into a Closed Session at 2:03 pm.

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

More specifically to discuss the Treasurer Position.

Carried

Resolution No. 18/02/23

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council approve the contract with the Treasurer-Deputy CAO/Clerk;

AND BE IT RESOLVED that Council direct the Mayor and CAO/Clerk to sign the contract with the new Treasurer-Deputy CAO/Clerk;

AND BE IT FURTHER RESOLVED that a By-Law appointing the Treasurer-Deputy CAO/Clerk be prepared for the February 16, 2023 Council meeting.

Carried

Agenda Item 18 – Confirmatory By-Law

18a By-law 2023-12 being a by-law to confirm proceedings of Council Meeting

Resolution No. 19/02/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that By-law 2023-12, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held February 9th 2023, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 20/02/23

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that the Thursday, February 9th, 2023, Township of Admaston/Bromley Council meeting be adjourned at 2:24 p.m.

Carried

Mayor

CAO/Clerk

Township of Admaston/Bromley
Second Monthly Meeting

Council met for their second monthly meeting on Thursday February 16th, 2023. Present were Mayor Michael Donohue, Deputy Mayor Kevin LeGris, Councillors Angela Field, Keith Gourley and Brian Hamilton.

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

Guests present were Norm Dagg, Executive Director from the Sunshine Coach.

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. 21/02/23

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council approve the amended Agenda for February 16th, 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 February 2nd, 2023.

Resolution No. 22/02/23

Moved by Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council adopt the following meeting Minutes:

- February 2nd, 2023, Regular Council Meeting

Carried

Agenda Item 6 – Delegations and Guests

Norm Dagg gave a presentation regarding the Sunshine Coach and the service they provide. They also reviewed the number of trips for Admaston/Bromley residents and who qualifies for their service, as well as outlining how they are preparing for the future.

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

7a B134/22 Consent Application

Resolution No. 23/02/23

Moved by Keith Gourley, seconded by Brian Hamilton.

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.

Carried

7b B135/22 Consent Application

Resolution No. 24/02/23

Moved by Keith Gourley, seconded by Brian Hamilton.

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.

Carried

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

None.

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

9a January Report to Council

Resolution No. 25/02/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council receive the Public Works January 2023 Report, as information.

Carried

Agenda Item 10 – Waste Management Committee – Chair Michael Donohue, All of Council

None.

Agenda Item 11 – Finance and Administration Committee – Chair Michael Donohue, All of Council

11a Payment Register – January 2023

Resolution No. 26/02/23

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT the Council approve the January 2023 Payment Register listing.

Carried

11b Summer and December Council Meetings Schedule

Council discussed the meeting schedule recommended by staff. Discussion was had on the cancelling of one meeting in December. CAO/Clerk Charkavi noted that December is a very busy month and as the meeting falls on December 21 it is recommended to be canceled. After more discussion it was suggested that 3 meetings be held in November to accommodate cancelling the second monthly meeting of December.

Resolution No. 27/02/23

Moved by Kevin LeGris, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council amend the resolution concerning the summer and December Council meeting Schedule to reflect the comments and suggestions made by members of Council.

Carried

Resolution No. 28/02/23

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council approve the amended motion to reflect the following schedule with 1 meeting in July and 1 meeting in December cancelled, while adding a meeting in November, the changes to the Council meeting Schedule are highlighted below beginning in July 2023:

July 6 th , 2023 – 7:30 P.M	October 19 th , 2023 – 7:30 P.M
July 20 th , 2023 – CANCELLED	November 2 nd , 2023 – 7:30 P.M
August 3 rd , 2023 – 7:30 P.M	November 16 th , 2023 - 7:30 P.M
August 17 th , 2023 - 7:30 P.M	November 30 th , 2023 - 7:30 P.M
September 7 th , 2023 - 7:30 P.M	December 7 th , 2023 – CANCELLED.
September 21 st , 2023 - 7:30 P.M	December 14 th , 2023 - 7:30 P.M
October 5 th , 2023 - 7:30 P.M	December 21 st , 2023 – CANCELLED.

Carried

11c Holiday Hours

Discussion was had on the holiday schedule for 2023, the half days for December 24 and December 31 will be taken together on December 29, the following resolution was passed.

Resolution No. 29/02/23

Moved by Keith Gourley, seconded by Brian Hamilton.

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 an application for leave out of their accumulated banked time, vacation time, floater time and/or overtime.

Carried

11d Livestock Valuers By-Law Report

Resolution No. 30/02/23

Moved by Keith Gourley, seconded by Brian Hamilton

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.

Carried

11e Appointment By-Law

Resolution No. 31/02/23

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council approve By-Law 2023-14, being a By-Law to appoint a Treasurer-Deputy CAO/Clerk for the Township of Admaston/Bromley.

Carried

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

12a Thank you from Fire Committee – Verbal

Councillor LeGris thanked the Public Works department, on behalf of the Douglas Fire Department, for their assistance in plowing areas for Firefighters during a couple of the last fires in the Township.

12b Douglas Fire Committee Minutes – September 2022

Resolution No. 32/02/23

Moved by Angela Field, seconded by Keith Gourley

BE IT RESOLVED that Council receive the Douglas Fire Committee minutes from the September 14, 2022 meeting.

Carried

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

13a County Council Summary – January 2023

Resolution No. 33/02/23

Moved by Angela Field, seconded by Keith Gourley

BE IT RESOLVED THAT Council receives the County Council Summary Report for January 2023, as information.

Carried

Agenda Item 14 – By-Laws

**14a 2023-13 – Livestock Valuer By-Law
2023-14 – Appointment By-Law**

Resolution No. 34/02/23

Moved by Angela Field, seconded by Keith Gourley

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

- **2023-13** – Livestock Valuer
- **2023-14** – Appointment of Treasurer-Deputy CAO/Clerk

Carried

Agenda Item 15 – Old Business

15a Action Tracking List

Resolution No. 35/02/23

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

None.

Agenda Item 18 – Confirmatory By-Law

18a By-law 2023-15 being a by-law to confirm proceedings of Council Meeting

Resolution No. 36/02/23

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that By-law 2023-15, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held February 16th, 2023, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 37/02/23

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that the Thursday, February 16th, 2023, Township of Admaston/Bromley Council meeting be adjourned at 8:46 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: March 2, 2023
To: Council
From: Jennifer Charkavi
Re: Consent Application B173/22

Background:

A Consent application was submitted to the County of Renfrew for the purpose of a Lot Creation to Tom Haley, the owners are proposing to sever a residential lot that is 1.21 hectares in area with 128 metres of road frontage along Helferty Line. There is an existing dwelling on the severed lands. The retained lands will be 38.43 hectares in area with 390 metres of road frontage along Helferty Line and is used for a quarry. There is a scale hut and scales on the retained lands.

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 B173/22 submitted by Tom Haley, so long as requirements of commenting agencies are satisfied.



**County of
Renfrew**
Ontario . Canada

Experience Our History, Share Our Future!

B173/22

Name of Approval Authority:
County of Renfrew
9 International Drive
Pembroke, ON K8A 6W5
Tel: 613-735-7288
Fax: 613-735-2081
Toll Free: 1-800-273-0183
www.countyofrenfrew.on.ca

APPLICATION FOR CONSENT

Under Section 53 of the Planning Act

Please print and complete or (✓) appropriate box(es).

Black arrows (▶) denote prescribed information required under Ontario Regulation 197/96. SEP 22 2022

1. OWNER INFORMATION (Please use additional page for owners with different addresses.)

▶ 1.1 Name of Owner(s): Tom Haley			
Mailing Address: 1282 Helferty Line	Town/City Douglas	Province: ON	Postal Code: K0J1S0
Telephone No.: (Home) (613) 649-2558	(Work)	(Fax):	
Email Address:			
▶ 1.2 Name of Owner's Authorized Agent /authorized Purchaser (if applicable): Alison Brown			
Mailing Address: 1272 Helferty Line	Town/City Douglas	Province: ON	Postal Code: K0J1S0
Telephone No.: (Home) (613) 433-2506	(Work)	(Fax):	
Email Address: al_1980@hotmail.com			
▶ 1.3 Please specify to whom all communications should be sent: <input type="checkbox"/> Owner <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Both			

2. DESCRIPTION OF THE SUBJECT LAND (Severed and Retained)

Complete **applicable** boxes in 2.1

▶ 2.1 Municipality: <u>Admaston/Bromley</u> <input checked="" type="checkbox"/>	Subdivision Lot(s) No.: _____
Former Township: <u>Bromley</u> <input checked="" type="checkbox"/>	Subdivision Plan No.: _____
Lot(s) No.: <u>13</u>	Part(s) No.: _____
Concession: <u>6</u>	Reference Plan No.: _____
Civic Address of Subject Lands/Road Name: <u>1282 helferty line</u>	49R- <u>1492-1000-1000-1000</u>
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes 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 checked="" type="checkbox"/> Creation of a New Lot	<input type="checkbox"/> Lot Addition/Lot Line Adjustment (see also 3.2)	<input type="checkbox"/> Create Easement/Right-of-Way
<input type="checkbox"/> Certificate for Retained Lands (see also 8.1)	<input type="checkbox"/> A Charge / Mortgage	<input type="checkbox"/> A Lease
<input type="checkbox"/> A Correction of Title	<input type="checkbox"/> Other Purpose: _____	

▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged: Tom Haley

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	128.00 m	390.00 m	m
	Depth	94.00 m	670.00 m	m
	Area	1.21 ha	38.43 ha	ha
▶ 4.2 Use of the Property	Existing Use(s)	house lot	quarry	
	Proposed Use(s)	house lot	quarry	
▶ 4.3 Buildings or Structures	Existing	house	Scale shack and scales	
	Proposed	none	none	
▶ 4.4 Official Plan Designation				
▶ 4.5 Current Zoning		RU	EM	

▶ 4.6 Access (✓ appropriate space)		Severed	Retained	Lands being enlarged/ added to
	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal Road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Municipal Road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Crown Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other Public Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Registered Right of Way (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Private Road (Unregistered) (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Access (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

► 4.7 If access to the subject land is not by a public road, you MUST include proof of your right of access. (include Transfer/Deed).
 Will a road extension be required? ☐ Yes ☐ No N/A

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

5. PROVINCIAL POLICY STATEMENT

► 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act? ☒ Yes ☐ No

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 <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Unknown <input type="checkbox"/>
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If you answered **Yes** in 6.1, and if you **Know**, please specify the file number of the application.

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

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

☒ Yes ☐ 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:

2 acres in 2002 for Alex and Alison Brown for residence

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 ☒ No ☐ Unknown

If **Yes**, and if **Known**, specify the appropriate file number and status of the application.

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.

☐ Yes ☒ 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.

☐ Yes ☐ No

▶ 8.3 And, has the lawyer's statement must also provide a legal description for use in the requested Certificate of Official for the retained lands.

☐ Yes ☐ No

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:

- the boundaries and dimensions of any land abutting the subject land that is owned by the owner of the subject land;
- the approximate distance between the subject land and the nearest township lot line or landmark, such as a bridge or railway crossing;
- 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;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- 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
 - located on the subject lands and on land that is adjacent to it, and

- ii. 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; and
- i. 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.

Completed general inquiry

11. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT/AUTHORIZED PURCHASER

- 11.1 Affidavit or Sworn Declaration for the Prescribed Information

I, Alison Brown of the Town(ship) of Admaston/Bromley in the _____
 _____ 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.**

Alison Brown

Signature of Applicant

Sworn (or declared) before me at the Township Office of Greater Madawaska
 in the County of Renfrew
 this 23rd day of September, 2022.

ALLISON HOLTZHAUER, CAO, etc.
 Province of Ontario, for the Corporation of the Township of Greater Madawaska

Alli Holtz

A Commissioner for Taking Affidavits, etc.

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

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

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

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

I, Tom Haley, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize

Alison Brown to make this application and provide instruction/information on my/our behalf.

July 2/22

Date

Tom Haley

Signature of Owner

Date

Signature of Owner

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

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

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

Name of Corporation:

Date

Signature of Corporate Representative & Title

Date

Signature of Corporate Representative & Title

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

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

Signature of Power of Attorney

I am the Power of Attorney for _____
the owner/applicant of the subject lands appointed on the _____ day of _____, 20____.
The Power of Attorney document is currently in force and has not been revoked.

Signature of Power of Attorney

FOR OFFICE USE ONLY

Committee File No.: B173/22

Hearing Date (if appl.):

Date of Receipt of Application: Sept 22/22

Date deemed complete: Sept 22/22

Checked by: 8

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

Date: Nov 15/22 Alana Zadow

Secretary-Treasurer, Land Division Committee

LOT 14

670m

LOT 13

SCALE
HUNT



DRIVE

COW 6

406E

HELFERTY LINE

COW 7

LOT 13

603m

38.43 HA

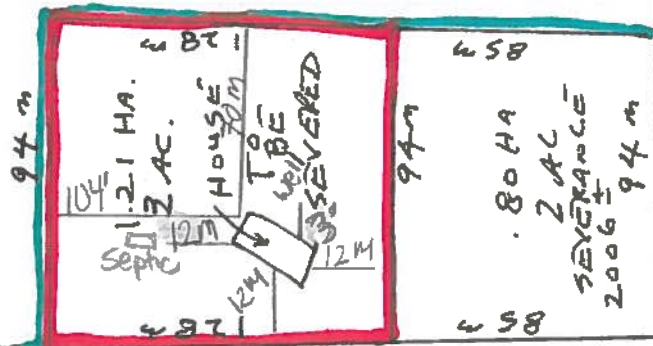
95 AC

QUARRY
RETAINED

LOT 13

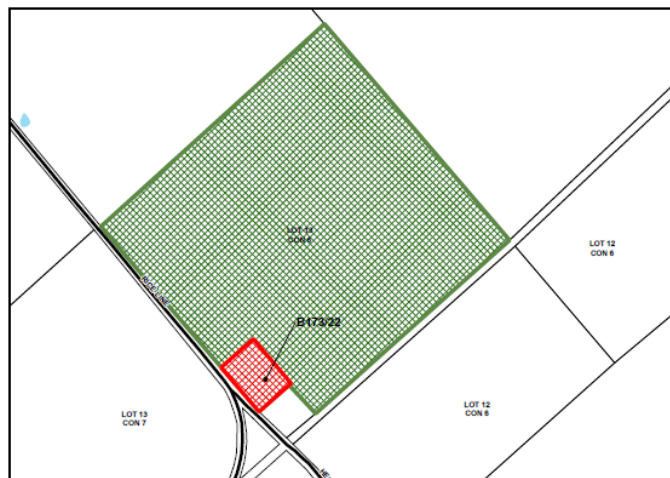
670m

LOT 12



PART A - BACKGROUND

1. FILE NO.: **B173/22**
2. APPLICANT: Tom Haley
Agent: Alison Brown
3. MUNICIPALITY: Township of Admaston/Bromley
(Geographic Township of Bromley)
4. LOT: Part Lot 13 CON.: 6 STREET: 1282 Helferty Line
5. PURPOSE: Creation of a new lot
6. DESCRIPTION OF APPLICATION: The owners are proposing to sever a residential lot that is 1.21 hectares in area with 128 metres of road frontage along Helferty Line. There is an existing dwelling on the severed lands. The retained lands will be 38.43 hectares in area with 390 metres of road frontage along Helferty Line and is used for a quarry. There is a scale hut and scales on the retained lands.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage		Area		Structures
Existing Lot	518 m		39.64 Ha		Dwelling, scale hut and scales
Severed	128 m		1.21 Ha		Dwelling
Retained	390 m		38.43 Ha		Scale hut and scales

8. SEVERANCE HISTORY

Number of new lots from original holding (1971) 1 previous severance: B65/06

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed Rural
Mineral Aggregate

Retained Rural
Mineral Aggregate



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

Severed Rural (RU)
Extractive Industrial (EM)

Retained Rural (RU)
Extractive Industrial (EM)



Zone Requirements:

	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>	<u>Proposed Lot Area</u>	<u>Minimum Required</u>
Severed	128 m	35 (EM) 45 (RU) m	1.21 Ha	4047 (RU) m²
Retained	390 m	35 (EM) 45 (RU) m	38.43 Ha	2 (RU) ha

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

2.5.1 *Mineral aggregate resources* shall be protected for long-term use and, where provincial information is available, *deposits of mineral aggregate resources* shall be identified.

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 PLANPolicies Considered:

- 2.2(3) Buffering and land use compatibility
- 2.2(9)(c)&(f) Hazards
- 2.2(12) Servicing
- 5.3 Rural Designation
- 7.3 Mineral Aggregate Designation
- 13.3(3) Transportation Policies – municipal roads
- 14.3 Consent Policies

3. ZONING BY-LAWProvisions Considered:

- 3.25 Separation Distances
- 3.26(c) Setbacks from local roads
- 16.1 & 16.2 Extractive Industrial (EM) Zone – permitted uses and zone provisions
- 21.1 & 22.2 Rural (RU) Zone – permitted uses and zone provisions

4. SUBMITTED STUDIES

None

5. AGENCY COMMENTS

Twp. of Admaston/
Bromley *December 14, 2022*
Favourable comments were received.

The proposed consent is in an area serviced by the Harris Creek Drain. Reapportionment is not applicable.

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

6. GENERAL PLANNING COMMENTS

As indicated in Part B – Section 1, the Provincial land use planning issues that affect the proposal are the protection of mineral aggregate and karst.

Mineral Aggregate

The subject lands contain an active quarry as shown on Schedule B – Map 3 – Mining and Mineral Aggregate Resources to the County of Renfrew Official Plan. Section 7.3(1) states permitted uses in the Mineral Aggregate designation, which does not permit residential uses. OPA 14 permitted the development of the quarry, as there must be a significant buffer to comply with Provincial and County regulations.

Section 7.3(5) of the Official Plan requires that where development is proposed within 500 metres of the lands designated for extraction, an aggregate impact study is required to justify the proposed use and prove that the aggregate is either not suitable for extraction or that the ability to extract the aggregate will not be negatively impacted.

Since the severed lands have already been developed with a dwelling, and no residential development is proposed on the retained lands, an aggregate impact study is not required.

Karst

The entire property is identified on Official Plan Schedule B-Map 1-Hazards, as being located in an area of karst topography. Karst terrains of limestone and dolostone are marked by sink holes and underlain caverns that influence surface water and ground water flows. Karst topography presents a potential hazard to human safety and is required to be mitigated through development controls and approvals. Section 2.2(9)(c) of the Official Plan set out the process required to address karst.

However, since the dwelling is existing on the severed lands, and no residential development is proposed on the retained lands, a study or mitigation measures are not required.

Transportation Policies

The severed and retained lands have road frontage along Helferty Line. Favourable comments were received from the Township Public Works Department.

Zoning By-law

The severed lands are split zoned Rural (RU) and Extractive Industrial (EM). A zoning by-law amendment will be required to rezone the EM lands on the severed lot to RU to ensure the entire severed lot is in the same zone. This is required as a condition of consent.

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 EM lands on severed lot to RU
 - ☐ Minor Variance:
 - ☐ Private Road Agreement:
 - ☐ Development Agreement:
 - ☐ Site Plan Control Agreement:
 - ☐ Notice on Title:
 - ☐ Shoreline Road Allowance Closure / Acquisition:
 - ☐ Other:
- (e) There are serious planning concerns, refusal is recommended. ☐

(f) Other Recommendations:

☐

Date: January 31, 2023

Prepared by: Lindsey Bennett
County Planner

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

NOV/2021

TOWNSHIP OF ADMASTON/BROMLEY



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

Date: December 13, 2022

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

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B173/22

Owner: Tom Haley

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



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



COMMENTS:

ALL SYSTEMS MUST COMPLY WITH THE OBC
+ ALL APPLICABLE LAW


Signature Building & Sewage Inspector

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

Date: December 13, 2022

To: Admaston/Bromley Township

From: Acting Road Superintendent

Re: Municipal Public Road – Helferty Road

Severance Application No. B173/22

Owner: Tom Haley

Type of Municipal Road the subject lot fronts on:

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

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

Is road widening or dedication required?

Yes ☒ No

Would approval of this severance create any civic addressing conflicts.

Yes ☒ No

Does a school bus service the area at the present time?

☒ Yes ☐ No

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

Yes ☒ No

Comments:


Acting Road Superintendent

Steve Visinski

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

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

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

REPORT

Date: March 2, 2023

To: Council

From: Meagan Jessup

Re: Building and Sewage Report

Discussion:

Below is a comparison of the Building Permits from 2023 and 2022 for January and February. Please note that there are not yet any permits for 2023.

January 2023	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	-	-	-	-	-	-
Year to Date	-	-	-	-	-	-
January 2022						
Monthly	-	-	-	-	-	-
Year to Date	-	-	-	-	-	-

February 2023	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	-	-	-	-	-	-
Year to Date	-	-	-	-	-	-
February 2022						
Monthly	1	400,000.00	10	592,000.00	11	992,000.00
Year to Date	1	400,000.00	10	592,000.00	11	992,000.00

Permit Breakdown Comparison			
	2021	2022	2023 to date
Dwellings	12	18	-
Commercial	-	-	
Agricultural & Farm	5	12	-
Other (Ex. Additions, Porches, Sheds, Decks)	65	59	-
Total Building Permits	82	89	-
Septic Permits	24	30	-
Demolition Permits	-	5	-
Grand Total	103	124	-

Total Monthly Building Permits - Previous Years													
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2021	-	-	11	20	7	3	10	9	17	3	1	1	82
2022	-	11	5	11	11	20	14	5	6	3	2	1	89
2023	-	-	-	-	-	-	-	-	-	-	-	-	-

People Consulted:
None.

Recommendation for Council:

BE IT RESOLVED THAT Council accepts this report as information.

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

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REPORT

Date: March 2, 2023
To: Council
From: Jennifer Charkavi
Re: EV Charging Stations

Background:

There have been many incentives over the last few years to implement Electric Vehicle (EV) Charging Stations throughout Ontario.

The ***Charged for Change*** program, offered by Earth Day Canada, through the financial support of Aviva Canada Inc., is one of the first programs that identifies municipalities that are underserved and that covers all costs, including capital costs.

Discussion:

There are three opportunities to apply for EV Charging Stations under the ***Charged for Change*** program:

- from January 3rd, 2023 to March 22nd, 2023;
- from January 2nd, 2024 to March 22nd, 2024; and
- from January 2nd, 2025 to March 22nd, 2025.

Staff is beginning to work on an application for EV Charging Stations for submission during the 2024 application period, as the March 22nd, 2023 date is not achievable at this time.

Staff is recommending that the following sites be investigated for EV Charging Stations:

Township Office – 477 Stone Road
Bromley Garage – 1239 Cobden Road
Barr Line Community Centre – 1766 Barr Line Road
Douglas Fire Hall – 5226 Queen Street

Other potential sites for EV Charging Stations would require agreements with property owners, as only one application per community will be received:

Admaston Public Library

Douglas Recreation Complex

Admaston Recreation Complex

Financial Implications:

Applicants must have the capacity to pay all upfront project costs to be eligible for a reimbursement of up to \$250,000. Estimated costs for a Level 2 charging station are approximately \$2,500 and installation costs are approximately \$1,500. These are both estimates taken from internet sites for information purposes only.

The successful applicant is allowed to charge the public for electricity usage to charge their electric vehicles.

People Consulted:

Interim Treasurer O'Reilly

Finance Clerk Jessup

Recommendation for Council:

BE IT RESOLVED that Council directs staff to prepare an application for submission during the 2024 time period.



Charged for Change

Electric Vehicle Infrastructure Program

Application Guide



ABOUT

Earth Day Canada (“**Sponsor**”) is proud to be able to offer this funding opportunity, the Charged for Change program (“**Program**”), to underserved Communities in the province of Ontario through the financial support of Aviva Canada Inc. (“**Aviva Canada**”). The purpose of this Program is to:

- accelerate the implementation of electric vehicle charging stations in underserved Communities in the province of Ontario; more particularly those Communities having less than the provincial average number of charging stations per capita, which currently “...comes in at one charging station per 8,610 people”¹;
- potentially provide funding for the installation of electric vehicle infrastructure in the foregoing underserved Communities for Projects that increase accessibility of electric vehicle charging stations in Public Places and On-Street Public Places, Multi-Unit Residential Buildings, and Workplaces (defined hereinbelow).

The overall budget for this Program shall be capped at seven hundred and fifty thousand Canadian dollars (CAD \$750,000.00) per year, for a period of three (3) years, commencing as of January 3rd, 2023, and shall only be distributed by the Sponsor to awardees selected by the Sponsor Selection Committee (defined hereinbelow), based on the number and quality of applications submitted, fulfilment of eligibility criteria, the entering of a Funding Agreement as well as any other conditions set forth in this Application Guide. There is therefore no certainty that your application will be accepted by the Sponsor, and more particularly the Sponsor Selection Committee.

For greater clarity, the Funding Agreement shall mean the form of a funding agreement entered into between the Sponsor and the Community selected by the Sponsor Selection Committee to receive the special grant or funds for the Project. The maximum amount of funding that any one selected Community can receive is two-hundred and fifty thousand Canadian dollars (\$250,000.00 CAD), which shall be solely used to reimburse eligible expenses for the Project as set forth hereinbelow.

It is worth mentioning that only one (1) application per Community will be accepted, and not all Communities that apply for funding will receive funding. In this regard, please note that regional distribution will not be considered in the selection process.

DEFINITIONS

¹ <https://www.theweathernetwork.com/ca/news/article/just-how-many-ev-chargers-are-there-in-canada-and-how-many-will>.



“Community” (or **“Communities”**) shall mean a recognized municipality within the province of Ontario, as well as indigenous communities located therein, with less than 100,000 residents and that have less than the provincial average number of charging stations per capita (i.e., less than one (1) charging station per 8,610 people). For greater certainty, an indigenous community shall mean an area populated primarily by indigenous people with their own form of government within the province of Ontario.

“Multi-Unit Residential Buildings” (hereinafter **“MURB”**) are defined for the purposes of this program as a building with a minimum of three (3) dwelling units.

“Project” shall mean a work project relating to the implementation and installation of electric vehicle infrastructure, in particular electric vehicle charging stations, in Public Places and On-Street Public Places, Multi-Unit Residential Buildings, and Workplaces of an underserved Community.

“Public Places and On-Street Public Places” are defined as parking areas intended for public use and can be privately or publicly owned and operated. On-street and curbside charging infrastructure are considered a public place.

“Workplaces” shall mean a workplace location or premises wherein employees perform their employment duties. Charging infrastructure can be installed in parking locations primarily used by the employees during working hours and depending on negotiations with the landowners, may be open to the public outside of working hours.

HOW TO APPLY

The application form (**“Application Form”**) will be made available online on January 3rd, 2023 at the following website address: <https://www.aviva.ca/en/about-aviva/sustainability/charged-for-change-form/>. Please thoroughly review the Application Form, and submit: (i) your responses to the questions contained on the online Application Form, (ii) the following supporting documents via email to chargedforchange@earthday.ca with subject line “[Community name] Supporting Documents”:

- a detailed Project budget;
- a quote from service contractors to substantiate the expected Project costs; and
- a list of the specific locations where electric vehicle chargers will be installed.

Please carefully review the application periods outlined in the next section of this Application Guide. Applicants must submit their online Application Form prior to sending any supporting documents to the email address provided above.

Eligible and ineligible Project expenditures are further discussed below.



After submission of the Application Form, applicants will receive an email confirming receipt of their Application Form within five (5) business days.

APPLICATION PERIOD(S)

As this three (3) year Program is being sponsored by Aviva Canada, Communities applying for the funding must submit their application during any one of the following three (3) application window(s):

- from January 3rd, 2023 (starting at 8:00 am Eastern Standard Time (“EST”) to March 22nd, 2023 (ending at 4:00 pm EST);
- from January 2nd, 2024 (starting at 8:00 am EST) to March 22nd, 2024 (ending at 4:00 pm EST); and/or
- from January 2nd, 2025 (starting at 8:00 am EST) to March 22nd, 2025 (ending at 4:00 pm EST).

Applications will be accepted at any time throughout the foregoing application window(s) and will only be considered by the Sponsor Selection Committee (defined below) during the selection period, which will occur between March 23rd and April 15th of each calendar year of the Program. Funding announcements of successful applicants will be made each calendar year of the Program on the following schedule:

- March 23rd to April 15th – application review process by the Sponsor Selection Committee;
- April 15th to 22nd – the Sponsor will contact successful applicant Communities; and
- Week of April 17th – Public announcement of successful applicant Communities.

As mentioned above, only (1) application per Community will be accepted.

Any application submitted by a Community outside the above-mentioned application window or that is incomplete will not be considered by the Sponsor Selection Committee and will be refused.

ELIGIBLE AND INELIGIBLE EXPENDITURES

Under this Program, eligible expenditures for an approved application must be directly related to, and necessary for, the implementation and installation of the Project, and will include:

- Salaries and benefits;



- Professional services (e.g. scientific, technical, management, contracting, engineering, construction, installation, testing and commissioning of equipment, training, marketing, data collection, logistics, maintenance, printing, and distribution);
- Capital expenses, including informatics and other equipment or infrastructure;
- License fees and permits;
- Costs associated with environmental assessments;
- GST and HST net of any tax rebate(s) to which the applicant may be entitled.

Ineligible expenditures for reimbursement under this Program shall include:

- In-kind costs;
- Land costs;
- Legal costs;
- Ongoing operating costs (e.g., electricity consumption, operation, maintenance, networking fees, subscription fees, etc.); and
- Costs incurred outside the eligible expenditure period which runs from April 22nd to March 31st of the calendar year following the year in which funding may be provided, including those for preparing this application.

PROGRAM ELIGIBILITY CRITERIA

To be considered for funding, the applicant must fulfill the following criteria:

- (i) The Project must be located in the province of Ontario;
- (ii) The applicant must be a Community as defined hereinabove;
- (iii) There must be less one (1) public electric vehicle charging station per 8,610 people within a Community;
- (iv) The applicant must be able to satisfy legal, insurance and other regulatory obligations with respect to the installation, use and maintenance of EV charging stations;
- (v) The applicant must be able to submit all Projects costs and fulfil its initial financial commitments as further discussed in this Application Guide;
- (vi) All Project sites, in particular the electric vehicle charging stations, must be branded with Aviva Canada and Earth Day Canada branding;
- (vii) The proposed Project is not subject to Environmental Assessment laws or regulations of any governmental authority, including but not limited to the Impact Assessment Act (S.C. 2019, c. 28, s. 1) or the Canadian Environmental Protection Act, 1999 (S.C. 1999, c. 33), and that the Project has no adverse effects on the Community, including any indigenous communities that may be situated near the Project site;
- (viii) Use of EV charging stations that fulfill the following specifications:
 - Be a permanent installation (mounted or fixed models);



- Be a new EV charger installation;
- Be certified for use in Canada;
- Be a standard level 2 charger;
- Be able to communicate through wireless signal on status and report on usage and/or other capabilities;
- Increase localized charging opportunities in one of the following spaces, including but not limited to (i) Public Places; (ii) On-Street; (iii) Multi Unit Residential Buildings (MURBs); and (iv) Workplaces, as defined above.

In addition, applicants must have the capacity to pay all upfront Project costs to be eligible for a reimbursement of up to two-hundred and fifty thousand Canadian dollars (CAD \$250,000.00) pursuant to the terms of this Application Guide.

In light of the foregoing, not all Communities will be able to fulfill these requirements and therefore will be unable to receive funding.

PROGRAM SELECTION CRITERIA

Applications will be assessed by the Sponsor Selection Committee that consists of members from Aviva Canada, Earth Day Canada and independent experts in the space (hereinafter, “**Sponsor Selection Committee**”). Each application will be reviewed for completeness and assessed against the Program eligibility criteria outlined in this Application Guide. It should be noted that the foregoing criteria may be weighted; meaning that one or more criteria may be afforded more weight (i.e., scored) than others, at the sole discretion of the Sponsor Selection Committee.

The Sponsor Selection Committee will complete selection of at least three (3) Community Project(s) between March 23rd to April 22nd of each calendar year, during the operation of the Program. An announcement of the successful Communities will be made by the Sponsor around April 22 of each year, during the term of the Program.

For reimbursement, successful applicants must satisfy the Program eligibility criteria and provide supporting documentation to demonstrate Project completion as well as total costs incurred thereby to the Sponsor Selection Committee. Reimbursement will be issued by Earth Day Canada within sixty (60) days after receipt of the required information.

FUNDING

At least three (3) applications will be retained by the Sponsor Selection Committee. Successful recipients will be asked to sign a Funding Agreement with Earth Day Canada as referred to hereinabove. Eligible expenditures will be reimbursed from the time that a Funding Agreement is signed by Earth Day Canada and the selected Communities



(i.e., recipients) until the Project completion date. Preference will be given to Communities that are expected to complete Projects by December 31st of the year of signing of the Funding Agreement. By way of example, if your Project is accepted by the Sponsor Selection Committee, and subject the terms of the Funding Agreement, the Sponsor will reimburse up to a maximum of two-hundred and fifty thousand Canadian dollars (\$250,000.00 CAD) of your Project costs, within sixty (60) days of: (i) Project completion and (ii) financial document submission, such to the entire discretion and satisfaction of the Sponsor Selection Committee.

By way of example, to receive reimbursements under the Program, the following documents must be provided to the Sponsor:

- Evidence that each charging station is continually operational, which can include real-time data from chargers, servers, or the Cloud, and photographs of active users at the charging stations;
- Photographs of Project site(s) with Aviva Canada and Earth Day Canada branded and installed electric vehicle charger(s), including the address and the date the photograph was taken;
- All documents supporting the Applicant's request for reimbursement, including proof of payment, receipts, timesheets for any salary costs, and invoices with a list of all eligible expenditures related to the purchase and installation of the charging station(s), etc.; and
- Any other documentation that Earth Day Canada and/or Aviva Canada may require to support the reimbursement claim.

BRANDING

Accepted Projects funded through the Program must have Aviva Canada and Earth Day Canada branding affixed on the electric vehicle charging stations, in accordance with Aviva Canada and Earth Day Canada branding policies, as further duly authorized thereby.

DATA SHARING

In submitting your application, you understand that all your responses provided therein will be shared with the members of the Sponsor Selection Committee in order to assess your application, to administer and improve the Program and experience, as well as to facilitate statistical analyses, and to determine if you will receive funding, based on the eligibility criteria set forth hereinabove. Your application will not be shared with or accessed by any third-party without your prior written consent.

Your application, including any personal information contained therein, shall be retained for a maximum of three (3) years upon completion of the Project, such for



audit purposes, after which all responses contained within the Application Form, including confidential information, shall be destroyed.

Earth Day Canada reserves the right to access and use aggregated information or data collected from the applicant and electric vehicle charging stations in a form that is not personally identifiable for purposes of benchmarking, research, and analysis, as well as to better support those participating in the Charged for Change Program, and to extract key project learnings to support others in the future, and which can be shared with Aviva Canada.



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

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613-432-4052 Fax

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

REPORT

Date: March 2, 2023
To: Council
From: Jennifer Charkavi
Re: Recognition of Finance Clerks' Accomplishments

Background:

Each year staff are encouraged to take courses to improve their knowledge base. Some courses are through training, webinars and educational courses.

Discussion:

Employees highlighted in this report are Finance Clerks Andrea Leclaire and Meagan Jessup.

Andrea and Meagan have both participated in Munisoft training, specifically in Year End Processing and Interim Tax Billing. The 2023 Interim Tax Billing was completed by Andrea, with assistance from the Interim Treasurer; however, this was the first time Andrea completed some of processes on her own.

Andrea and Meagan have both renewed their Standard First Aid.

Andrea and Meagan both began working on Association of Municipal Clerks & Treasurers of Ontario (AMCTO) courses. Both have successfully completed Municipal Accounting and Finance Program Unit 1; Meagan has completed Unit 2; and Andrea is currently enrolled in Unit 2, while Meagan is enrolled in Municipal Administration Program Unit 1 and Municipal Law Program Unit 1.

Meagan has also successfully completed the Ontario Association of Committees of Adjustment and Consent Authorities Primer on Planning through AMCTO. As well, Meagan has begun to take courses in Emergency Management in order to be well versed in the administration of the Emergency Management Program Committee, she is attending IMS 200 this week in Ottawa.

Andrea has successfully completed Learning Payroll I (2021) and II (2022) through The National Payroll Institute. As well, Andrea continues to work with Munisoft IT to ensure that our program runs efficiently and how we want it to operate, which takes considerable time and patience.

It should also be noted that Andrea and Meagan have trained me on many programs in the office and always show me much patience.

Andrea and Meagan are a delight to work with every day. If anything must be accomplished they will figure it out.

Financial Implications:

None at this time.

People Consulted:

Interim Treasurer O'Reilly

Recommendation for Council:

BE IT RESOLVED that Admaston/Bromley Council receives this report on the recognition of the Finance Clerks.

Township of Admaston/Bromley
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K7V 3Z5
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613-432-3175 Stone Road Garage
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REPORT

Date: March 2, 2023
To: Council
From: Jennifer Charkavi
Re: Service Ontario Reopening Eganville

Discussion:

The Township of Bonnechere Valley is seeking support from its neighbouring municipalities to request support in their attempt to have the Service Ontario reopen in Eganville.

Financial Implications:

None.

People Consulted:

None.

Recommendation for Council:

BE IT RESOLVED that Council approves supporting the Township of Bonnechere Valley to have the Service Ontario reopen in the Village of Eganville;

AND BE IT FURTHER RESOLVED that Council directs staff to send a letter of support to the Township of Bonnechere Valley to have the Service Ontario reopen in the Village of Eganville.

The Corporation of the Township of Bonnechere Valley

49 Bonnechere Street East
P.O. Box 100
Eganville, Ontario K0J 1T0



Phone (613) 628-3101
Fax (613) 628-1336
jenniferm@eganville.com

February 22, 2023

By Email Kaleed.Rasheed@ontario.ca

The Honourable Kaleed Rasheed
Minister of Public and Business Service Delivery
College Park 5th Flr, 777 Bay St,
Toronto, ON M7A 2J3

Re: Eganville Service Ontario

We would like to ask for your support in reopening Service Ontario in the Village of Eganville.

Our community has been struggling to attract and retain small businesses and maintain active participation from the citizenry. The Service Ontario Centre brought many visitors to our village. It was the only centre open throughout Covid and served many people from across the Province.

With your backing and the support of our partners, whose letters are attached hereto, we are well positioned to take advantage of the reopening of Service Ontario and the business it will bring back to our community.

With so many local outdoor opportunities such as hunting and fishing this location was ideal for sporting license renewals as well as vehicle registrations, health cards and other renewals. It is located in downtown Eganville near the Training and Learning Centre, Food Bank, Drug Store, Connect Well Health Services, Pharmacy, Post Office and many other service centres all located within a block of each other. Over the years we have seen the great value Service Ontario brings to our residents and neighbours. With no access to public transit and an aging population that do not all drive, having these services right in town will support their independence and dignity as well as helping us to jumpstart economic development in our downtown core.

The continued existence of Service Ontario in the Village of Eganville is integral to the furtherance of our community's goals for economic development, community activism, and revitalization.

We thank you for your consideration of our request and look forward to hearing from you.

Thank you,

Jennifer Murphy

Jennifer Murphy
Mayor, Township of Bonnechere Valley

Douglas Fire Committee
Regular Meeting
January 11, 2023

The regular meeting of the Douglas Fire Committee was called to order by the secretary. Daryl Thom was appointed to be chairman for this meeting. Present were Harry Stuart, Ken Keill, Daryl Thom and deputy Fire Chief Patrick Donohue. There were no conflicts of interest.

It was moved by Harry Stuart and seconded by Daryl Thom that minutes of the December 14, 2022 meeting be approved as read

Carried

There was no report on the progress of the addition to the building. The health and safety committee are meeting later in the month, so again no report. The first aid course is being completed on Saturday the 14th.

In correspondence an email was received from the municipal office offering space on the tax bill mail out for a message from the fire department. Chief Bill is putting together some information. A second email informed the fire committee that a cheque from the Ministry of Natural Resources and Forestry in the amount of \$329.44 as per the fire suppression agreement.

In New business the budget was discussed and walked through with Deputy Patrick with a couple of minor changes being added.

It was moved by Ken Keill and seconded by Harry Stuart that the budget be forwarded
To the municipal clerk.

Carried

Deputy Fire Chief Patrick presented the fire chief's report. He reported that Chief Bill has the forms all completed and ready to be sent in for the compliance. The fire marshal's rep has resigned and waiting on a replacement person.

It was moved by Harry Stuart and seconded by Ken Keill that the fire chief's report dated January 11, 2023 presented by Deputy Fire Chief Patrick Donohue be accepted as presented

Carried

It was moved by Ken Keill and seconded by Harry Stuart that the payment voucher dated December 31, 2022 be approved in the amount of \$12,743.48.

Carried

It was moved by Harry Stuart and seconded by Ken Keill to adjourn

Carried

Douglas Fire Committee
Fire Chief Report
February 8, 2023

Date	Men	Hrs	Where	What
Jan 9	02	06	Practice	Budget meeting
Jan 11	01	03		Clean fire hall
Jan 11	02	04	Practice	Committee meeting
Jan 12	06	12	Practice	Drain trucks/pump practice
Jan 12	12	107		House
Jan 14	05	05		Lift Assist
Jan 14	16	80	Practice	First Aid Course
Jan 15	11	30		Car fire
Jan 15	03	07	Practice	Truck checks
Jan 16	01	03		Clean fire hall
Jan 16	01	08	Practice	Fire follow up
Jan 19	07	14	Practice	Equipment checks/Porta-tank latch
Jan 22	03	06	Practice	Truck checks
Jan 30	08	32		Flue fire
Feb 4	02	09	Practice	Truck checks
Feb 6	07	19		MVA
Feb 7	01	03		Clean fire hall

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.
February 2023	Backyard Chickens	CAO/Clerk	continuing	Staff are to prepare a survey for ciruculation to residents.

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2023-16

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

WHEREAS Subsection 5(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient and desirable that the proceedings of the Council of the Corporation of the Township of Admaston/Bromley at this meeting be confirmed and adopted by by-law;

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

1. That the actions of the Council at its meeting held on the 2nd day of March, 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 2nd day of March 2023.

READ a third time and finally passed this 2nd day of March 2023.

Mayor

CAO/Clerk