

Township of Admaston/Bromley  
Second Monthly Meeting  
Thursday, June 15<sup>th</sup>, 2023 @ 7:30 p.m.

AGENDA

1. Call Meeting to Order
2. Moment of Silence
3. Approval of Agenda
4. Disclosure of Pecuniary Interest
5. Minutes

**5a** Resolution to adopt Minutes of Council Meeting [June 1<sup>st</sup>, 2023](#).

6. Delegations and Guests

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

**7a** [Building and Sewage Report – May](#)

**7b** [B14/23 Consent Application](#)

- i) [Application](#)
- ii) [Planners Report](#)
- iii) [CBO & PW Comments](#)

**7c** [B15/23 Consent Application](#)

- i) [Application](#)
- ii) [Planners Report](#)
- iii) [CBO & PW Comments](#)

**7d** [B07/23 Consent Application](#)

- i) [Application](#)
- ii) [Planners Report](#)
- iii) [CBO & PW Comments](#)

**7e** [B08/23 Consent Application](#)

- i) [Application](#)
- ii) [Planners Report](#)
- iii) [CBO & PW Comments](#)

**7f** [B09/23 Consent Application](#)

- i) [Application](#)
- ii) [Planners Report](#)
- iii) [CBO & PW Comments](#)

**7g** [Temporary Use Agreement – 1324 South McNaughton Road](#)

- i) [Letter from Owners](#)

**7h** [Bill 97 \(Planning Act\) Report](#)

- i) [Joint Statement from Ontario's Farm Leaders](#)

7i [OPA and ZBA – 132 South McNaughton Road Report](#)

8. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton

8a

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

9a [May Public Works Report](#)

9b [Sale of 2004 Volvo Grader Report](#)

9c [Lynch Road Culvert Report](#)

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 – May 2023](#)

11b [Financial Overview Report](#)

i) [Financial Overview](#)

11c [Staff & Council Golf Day Report](#)

11d [Council Conventions and Seminars Report](#)

i) [Amended - Conventions and Seminars Policy](#)

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

12a [Fire Hall Garage Expansion Report](#)

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

13a [County Council Summary – May 2023](#)

14. **By-Laws**

14a [2023-27 – Temporary Use By-law](#)

[2023-28 – Amend Council Remuneration By-Law](#)

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 an In Memoriam Request to the Ma-te-Way Activity Centre.

18. Confirmatory By-Law

**18a** [2023-29](#) 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  
First Monthly Meeting

Council met for their first monthly meeting on Thursday June 1<sup>st</sup>, 2023. Present were Mayor Michael Donohue, Deputy Mayor Kevin LeGris, Councillors Angela Field, Keith Gourley and Brian Hamilton.

Staff Members present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Kelly Coughlin, Public Works Superintendent (Acting) Steve Visinski and Finance Clerk Meagan Jessup. Also present was Audio/Video System Specialist Nate MacIsaac.

**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. 01/06/23**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council approve the Agenda for June 1<sup>st</sup>, 2023, Regular Council Meeting.

Carried

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

None.

**Agenda Item 5 – Minutes**

**5a** Resolution to adopt Minutes of the Regular Council Meeting May 18<sup>th</sup>, 2023.

**Resolution No. 02/06/23**

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council adopt the following meeting Minutes:

- May 18<sup>th</sup>, 2023, Regular Council Meeting

Carried

**Agenda Item 6 – Delegations and Guests**

None.

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

None.

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

**8a** Bonnechere Valley Recreation Agreement By-Law

**Resolution No. 03/06/23**

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED THAT Council adopt By-Law 2023-23 being a by-law to authorize the Mayor and Clerk to execute an Agreement between The Corporation of the

Township of Admaston/Bromley and the Corporation of the Township of Bonnechere Valley to allow access to the programs and facilities of the Township of Bonnechere Valley.

Carried

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

None.

**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** Budget Presentation

Treasurer-Deputy CAO/Clerk Coughlin summarized the budget through a presentation to Council.

Mayor Donohue thanked Council members for their input and understood that it is a challenging time.

Mayor Donohue also commended staff as they worked hard to find savings.

A booklet summarizing the presentation will be available on the website once finalized.

**Resolution No. 04/06/23**

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED THAT Council receive the Budget Presentation provided by the Treasurer-Deputy CAO/Clerk as presented this date.

Carried

**Resolution No. 05/06/23**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council adopt By-Law 2023-24 being a by-law to adopt the estimates for the sums required during the year 2023 for general, capital and all purposes of the Township of Admaston/Bromley.

Carried

**Resolution No. 06/06/23**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council adopt By-Law 2023-25 being a by-law to provide for the Adoption of the 2023 Tax Rates and to further provide for penalty and interest in default of payment thereof for 2023.

Carried

**11b** Final Reserve Balances for 2022

Treasurer-Deputy CAO/Clerk reviewed the reserves and deferred revenue. Council discussed the payment option for the grader and then directed staff to investigate other payment options including the use of reserves, when bringing the report back to Council.

**Resolution No. 07/06/23**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council accept the Final Reserves & Deferred Revenue Balances spreadsheet (attached) for the 2022 calendar year as information as submitted and circulated and as presented this date. Carried

**11c Allocate 2022 Surplus to Reserves**

Treasurer-Deputy CAO/Clerk brought the report to Council, it was noted that another report should be brought forward to Council in Quarter 4 of 2023, with information on the forecast of where we are headed financially.

**Resolution No. 08/06/23**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council direct staff to allocate the 2022-year end surplus to the reserves as follows:

THAT staff allocate \$5,000.00 to the Reserve - Roads Equipment;

THAT staff allocate \$5,000.00 to the Reserve - Roads Vehicle;

THAT staff allocate \$50,000 to the Reserve – Paved Roads;

THAT staff allocate \$63,266 to the Working Fund Reserve.

Carried

**11d Meal Allowance Report**

The CAO/Clerk brought the report to Council, it was noted that a report should come forward to Council in regard to an Council meal allowance.

**Resolution No. 09/06/23**

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED THAT the Council direct staff to amend the Staff Conventions and Seminar Policy and replace the existing daily meal allowance with the current CRA Meal Allowance rates,

AND BE IT FURTHER RESOLVED that the meal allowance rates set out in the Staff Conventions and Seminar Policy be updated automatically each calendar year as CRA sets new Meal Allowance Rates,

AND BE IT FURTHER RESOLVED that Council approve the inclusion of a \$75 voucher for family/friends in lieu of a hotel, in the Staff Conventions and Seminar Policy. Carried

**11e Integrity Commissioner's Annual Report 2022**

**Resolution No. 10/06/23**

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED THAT Council receive the Integrity Commissioner's Annual Report for 2022. Carried

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

None.

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

None.

**Agenda Item 14 – By-Laws**

- 14a** 2023-23 – Bonnechere Valley Recreation Agreement  
2023-24 – Adoption of 2023 Budget  
2023-25 – Final Tax Rate 2023

**Resolution No. 11/06/23**

Moved by Brian Hamilton, seconded by Keith Gourley

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

- 2023-23 – Bonnechere Valley Recreational Agreement
- 2023-24 – Adoption of 2023 Budget
- 2023-25 – Final Tax Rate 2023

Carried

**Agenda Item 15 – Old Business**

- 15a** Action Tracking List

**Resolution No. 12/06/23**

Moved by 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** Osceola Landfill Expansion

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.

And

As per Section 239 2 (b) – Personal matters about an identifiable individual, including municipal or local board employees.

More specifically to discuss the Canada Day Awards.

**Resolution No. 13/06/23**

Moved Kevin LeGris, seconded by Angela Field

BE IT RESOLVED THAT Council move into a Closed Session at 8:37 p.m.

As per section 239 2(c) of the Municipal Act – A proposed or pending acquisition or disposition of land by the municipality or local board.

More specifically to discuss the Osceola Landfill Expansion.

And

As per Section 239 2 (b) of the Municipal Act – Personal matters about an identifiable individual, including municipal or local board employees.

More specifically to discuss the Canada Day Awards.

Carried

Audio/Video System Specialist Nate MacIsaac left the council chambers at 8:38 p.m.

Finance Clerk Meagan Jessup left the council chambers at 8:55 p.m.

Council rose from Closed Session at 9:41 pm and had nothing to report.

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

**18a** By-law 2023-26 being a by-law to confirm proceedings of Council Meeting

**Resolution No. 14/06/23**

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED that By-law 2023-26, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held June 1<sup>st</sup>, 2023, be now numbered, deemed read three times and passed.

Carried

**Agenda Item 19 – Question Period**

None.

**Agenda Item 20 – Adjournment**

**Resolution No. 15/06/23**

Moved by Kevin LeGris, seconded by Angela Field

BE IT RESOLVED that the Thursday, June 1<sup>st</sup>, 2023, Township of Admaston/Bromley Council meeting be adjourned at 9:43 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: June 15, 2023

To: Council

From: Meagan Jessup

Re: Building and Sewage Report

**Discussion:**

Below is a comparison of the Building Permits from May 2023 and 2022.

May 2023	New Residence Permits	New Residence Permit Values	Other Permits	Other Permit Values	Total Permits	Total Value
Monthly	2	1,150,000.00	5	295,000.00	7	1,445,000.00
Year to Date	6	2,850,000.00	24	1,974,000.00	30	4,824,000.00
May 2022						
Monthly	2	750,000.00	9	500,400.00	11	1,250,400.00
Year to Date	7	3,000,000.00	31	3,209,400.00	38	6,209,400.00

Permit Breakdown Comparison			
	2021	2022	2023 to date
Dwellings	12	18	6
Commercial	-	-	
Agricultural & Farm	5	12	3
Other (Ex. Additions, Porches, Sheds, Decks)	65	59	21
Total Building Permits	82	89	30
Septic Permits	24	30	6
Demolition Permits	-	5	-
Grand Total	103	124	36

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	-	-	11	12	7	-	-	-	-	-	-	-	30

**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](mailto:info@admastonbromley.com)

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

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

**REPORT**

Date: June 15, 2023  
To: Council  
From: Jennifer Charkavi  
Re: Consent Application B14/23

---

**Background:**

A Consent application was submitted to the County of Renfrew for the purpose of creating two (2) new lots with one retained parcel. The subject lands are located approximately 3km from the Village of Cobden. The parcel contains frontage on both McPeak Line and Patterson Road. This application proposes to sever 2 residential building lot from a vacant property fronting on McPeak Line that will lead to the creation of 3 lots. The lot contains an Environmental Protected area and is transected by a natural gas pipeline.

**Financial Implications:**

None at this time.

**People Consulted:**

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

**Recommendation for Council:**

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B14/23 submitted by Menno & Mary Hoover, so long as requirements of commenting agencies are satisfied.



## APPLICATION FOR CONSENT

Under Section 53 of the Planning Act

JAN 23 2023

Please print and complete or (✓) appropriate box(es).  
Black arrows (▶) denote prescribed information required under Ontario Regulation 197/96.

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

▶ 1.1 Name of Owner(s): <b>Menno &amp; Mary Hoover</b>			
Mailing Address: <b>5653 Hwy 60</b>	Town/City: <b>Douglas</b>	Province: <b>ON</b>	Postal Code: <b>K0J-1S0</b>
Telephone No.: (Home) <b>Ø</b>	(Work) <b>Ø</b>	(Fax): <b>Ø</b>	
Email Address: <b>Ø</b>			
▶ 1.2 Name of Owner's Authorized Agent /authorized Purchaser (if applicable):			
Mailing Address:		Town/City:	Province: <b>ON</b>
Telephone No.: (Home)		(Work)	(Fax):
Email Address:			
▶ 1.3 Please specify to whom all communications should be sent: <input checked="" type="checkbox"/> Owner <input 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: --Select One-- <b>Admaston/Bromley</b>	Subdivision Lot(s) No.:
Former Township: --Select One-- <b>Bromley</b>	Subdivision Plan No.:
Lot(s) No.: <b>13-14</b>	Part(s) No.:
Concession: <b>2</b>	Reference Plan No.:
Civic Address of Subject Lands/Road Name: <b>McPeak &amp; Patterson Rd</b>	49R- _____
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If <b>Yes</b> , describe each easement or covenant and its effect. <b>gas line</b>	

### 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:

*Unknown*

### 4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)

▶ 4.1 Dimensions		Severed	Retained	Lands being enlarged/ added to
Road Frontage		<i>304 m</i>	<i>214 m</i>	<i>m</i>
Depth		<i>744 m</i>	<i>653 m</i>	<i>m</i>
Area		<i>22.6 ha</i>	<i>18.1 ha</i>	<i>ha</i>
▶ 4.2 Use of the Property	Existing Use(s)	<i>Agriculture</i>	<i>Agriculture</i>	
	Proposed Use(s)	<i>Agriculture</i>	<i>Agriculture</i>	
▶ 4.3 Buildings or Structures	Existing	<i>none</i>	<i>none</i>	
	Proposed	<i>none</i>	<i>none</i>	
▶ 4.4 Official Plan Designation		<i>Rural</i>	<i>Rural-Env.-Prot.</i>	
▶ 4.5 Current Zoning		<i>RU + EP</i>	<i>RU</i>	

▶ 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

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

## 5. PROVINCIAL POLICY STATEMENT

► 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act? ☒ 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"/>
--	--	--------------------------------	-------------------------------------

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

*Unknown*

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:

## 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:

- 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
  - i. 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.

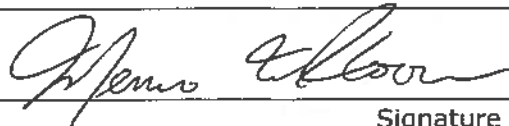
#### 10. OTHER INFORMATION

- 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.

#### 11. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT/AUTHORIZED PURCHASER

- 11.1 Affidavit or Sworn Declaration for the Prescribed Information

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




Signature of Applicant

~~Sworn~~ (or declared) before me at the Township of Admaston / Bromley in the County of Renfrew this 8th day of March, 2023.



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.**

  
Corporation of the Township of Admaston/Bromley  
A Commissioner for Taking Affidavits in the Province  
of Ontario by virtue of office

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

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

Jan. 18 2023

Date

Mary Hoover

Signature of Owner

Date

Signature of Owner

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

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

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

**Name of Corporation:**

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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



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

**Signature of Power of Attorney**

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

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

**FOR OFFICE USE ONLY**

Committee File No.: B14/23(1)

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

Date of Receipt of Application: Jan 23/23

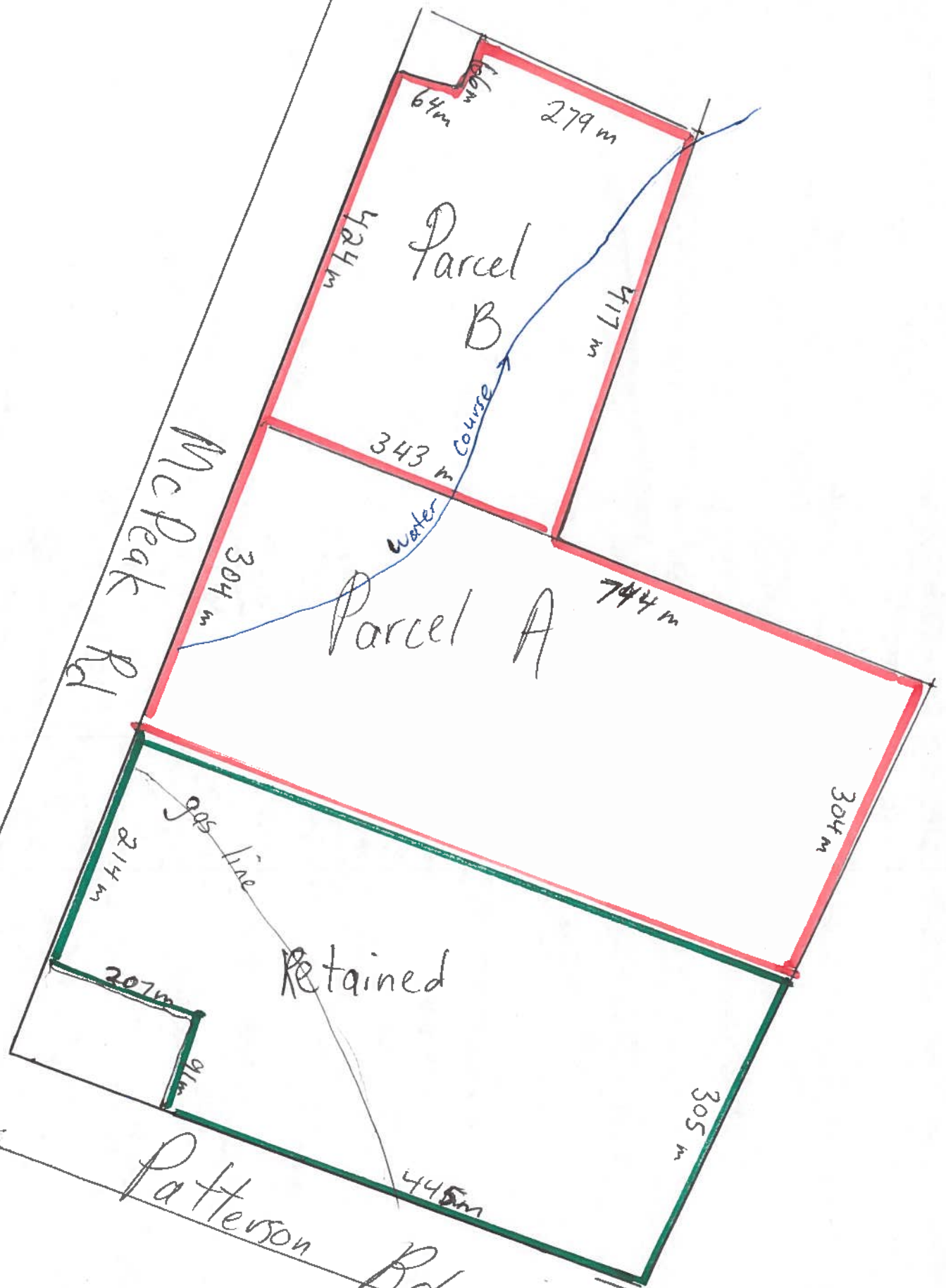
Date deemed complete: Mar 8/23

Checked by: [Signature]

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

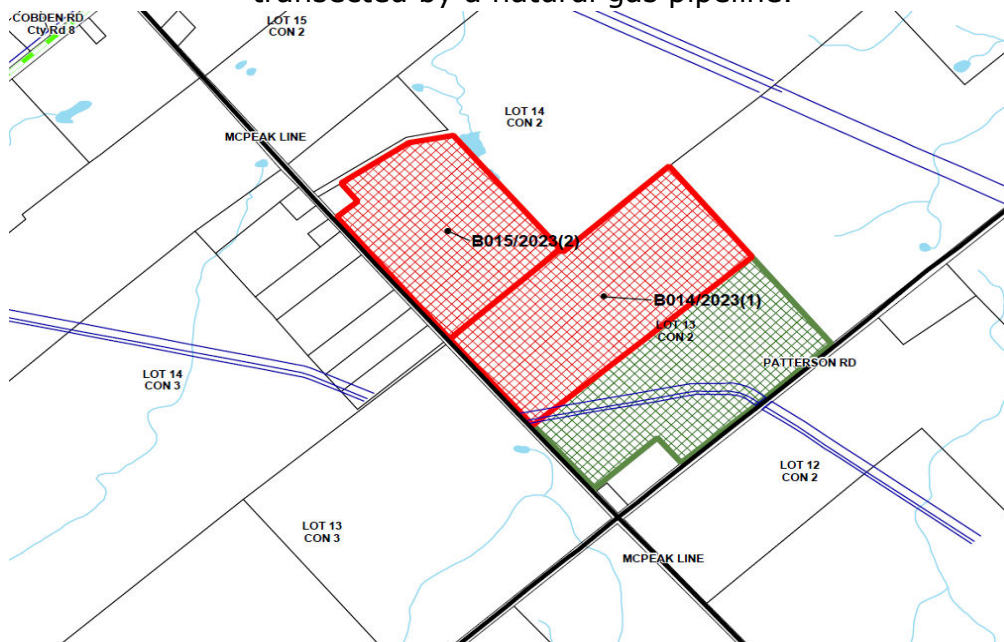
Date: Mar 9/23 Alana Zadow

Secretary-Treasurer, Land Division Committee



## **PART A - BACKGROUND**

1. FILE NO.: **B14/23(1)**
2. APPLICANTS: Menno & Mary Hoover
3. MUNICIPALITY: Township of Admaston/Bromley  
(Geographic Township of Bromley)
4. LOT: Part Lots 13 & 14 CON.: 2 STREET: McPeak Road
5. PURPOSE: Creation of a 2 new lots with one retained parcel.
6. DESCRIPTION OF APPLICATION: The subject lands are located approximately 3km from the Village of Cobden. The parcel contains frontage on both McPeak Line and Patterson Road. This application proposes to sever 2 residential building lot from a vacant property fronting on McPeak Line that will lead to the creation of 3 lots. The lot contains an Environmental Protected area and is transected by a natural gas pipeline.



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

	Frontage		Area	Structures
Existing Lot	445 (Patterson Rd) 942 (McPeak Line)	m	56.6 Ha	Vacant
Severed - A	304	m	22.6 Ha	Vacant
Retained	214	m	18.1 Ha	Vacant

**8. SEVERANCE HISTORY**

Number of new lots from original holding (1971) 1 previous severance: B349/84

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

Official Plan Designation(s):

Severed Rural

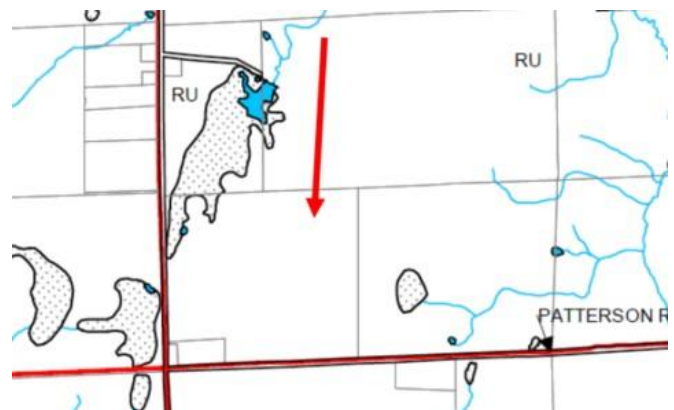
Retained Rural  
Environmental Protection



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

Severed Rural (RU)  
Environmental Protection (EP)

Retained Rural (RU)



## Zone Requirements:

	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>	<u>Proposed Lot Area</u>	<u>Minimum Required</u>
Severed-A	304 m	45 m	22.6 Ha	2000 m <sup>2</sup>
Retained	214 m	45 m	18.1 Ha	2000 m <sup>2</sup>

\*Note: concurrent Application B15(2)

## **PART B – COMMENTS**

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

#### Policies Considered:

- 1.1.4 – Rural area policies
- 1.1.5.2 On *rural lands* located in municipalities, permitted uses are:
  - a) the management or use of resources;
  - b) resource-based recreational uses (including recreational dwellings);
  - c) residential development, including lot creation, that is locally appropriate;
  - d) *agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices*, in accordance with provincial standards;
  - e) home occupations and home industries;
  - f) cemeteries; and
  - g) other rural land uses.
- 1.1.5.8 New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the *minimum distance separation formulae*.

### **2. OFFICIAL PLAN**

#### Policies Considered:

##### Sections:

- 2.2(8)(f) – Significant valleylands
- 2.2(9)(d) – Wildland fire risk
- 2.2(22) – TransCanada PipeLines Limited
- 5.3(1) – Permitted uses in the Rural designation
- 8.3(1) – Permitted uses in the Environmental Protection designation
- 13.3(3) – Local municipal roads
- 14.3(1) – General consent policies
- 14.3(3),(4) – Maximum number of lots
- 14.3(23) – Application for severance

### 3. **ZONING BY-LAW**

#### Provisions Considered:

Sections:

3.25 – Separation distances

3.26(c) – Setbacks from other roads

21.1, 21.2 – Permitted uses and provisions for the Rural (RU) Zone

24.1, 24.2 – Permitted uses and provisions for the Environmental Protection (EP) Zone

### 4. **SUBMITTED STUDIES**

- No study was required for this application - The subject lands are impacted by significant valleylands, as identified on Official Plan Schedule B-Map 4-Natural Heritage Features and Sections 2.2(8)(f). This is a natural feature that is required to be protected from negative impacts from development. Proposed development that occurs in or within 120 metres of this feature is required to be supported by an Environmental Impact Study (EIS) that demonstrates there will be no negative impacts on the valleylands. **Since no development is proposed, an EIS would NOT be required.**

### 5. **Commenting Agencies**

1. Township of Admaston/Bromley – No comments or concerns that would impede the approval of the severance application.
2. Enbridge – No comments/concerns
3. TransCanada Pipelines – That the owner enter into an agreement with TCPL in accordance with their letter dated April 10, 2023.

### 6. **GENERAL PLANNING COMMENTS**

The applications (B14 and B15) propose to create large rural lots. These lots satisfy the requirements of both the Official Plan and Zoning By-law.

The proposed lots contain areas designated Environmental Protection, but the lots are a sufficient size that any development can occur outside of the protected area.

The severances are proposed to be used for agriculture uses. However, if residential uses are proposed in the future, Minimum Distance Separation requirements will need to be met at that time.

As a condition of approval, TransCanada Pipelines requested an agreement to be registered on title.

**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 outlined above, before determining whether the consent can be supported or not. ☐
- (c) The proposal may be acceptable when the following matters are addressed and resolved: ☐
- (d) Conditions to the giving of consent should be considered for the following:
- ☒ Registered Plan of Survey:
  - ☐ Zoning By-law Amendment:
  - ☐ Minor Variance:
  - ☐ Private Road Agreement:
  - ☐ Development Agreement:
  - ☐ Site Plan Control Agreement:
  - ☐ Notice on Title:
  - ☐ Shoreline Road Allowance Closure / Acquisition:
  - ☒ Other: That prior to the issuance of a certificate, the owner shall enter into an Agreement with TransCanada Pipeline that is registered on title and addresses the issues outlined in the Letter provided by TCPL on April 10, 2023. Confirmation from TCPL shall be provided to the Secretary-treasurer of the land division committee when this condition has been met.
- (e) There are serious planning concerns, refusal is recommended. ☐
- (f) Other Recommendations: ☐

Date: May 30, 2023

Prepared by: Paul Moreau  
Planner

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

# TOWNSHIP OF ADMASTON/BROMLEY



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

Date: April 4, 2023

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

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B14/23

Owner: Menno & Mary Hoover

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



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



## COMMENTS:

ALL SYSTEMS MUST COMPLY WITH THE O.B.C AND ALL APPLICABLE LAW

Signature Building & Sewage Inspector



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

**Date:** April 10, 2023

**To:** Admaston/Bromley Township

**From:** Acting Road Superintendent

**Re:** Municipal Public Road – McPeak & Patterson Road

**Severance Application No.** B14/23

**Owner:** Menno & Mary Hoover

**Type of Municipal Road the subject lot fronts on:**

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

---

---

  
**Acting Road Superintendent**

*Steve Uvisinski*

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)

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

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

**REPORT**

Date: June 15, 2023  
To: Council  
From: Jennifer Charkavi  
Re: Consent Application B15/23

---

**Background:**

A Consent application was submitted to the County of Renfrew for the purpose of two (2) new lots with one retained parcel. The subject lands are located approximately 3km from the Village of Cobden. The parcel contains frontage on both McPeak Line and Patterson Road. This application proposes to sever 2 residential building lot from a vacant property fronting on McPeak Line that will lead to the creation of 3 lots. The lot contains an Environmental Protected area and is transected by a natural gas pipeline.

**Financial Implications:**

None at this time.

**People Consulted:**

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

**Recommendation for Council:**

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B15/23 submitted by Menno & Mary Hoover, so long as requirements of commenting agencies are satisfied.



B15/23(2)

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

## APPLICATION FOR CONSENT

Under Section 53 of the Planning Act

JAN 23 2023

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

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

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

▶ 1.1 Name of Owner(s): <u>Menno &amp; Mary Hoover</u>			
Mailing Address: <u>5653 Hwy 60</u>	Town/City: <u>Douglas</u>	Province: <u>ON</u>	Postal Code: <u>K0J-1S0</u>
Telephone No.: (Home) <u>Ø</u>	(Work) <u>Ø</u>	(Fax): <u>Ø</u>	
Email Address: <u>Ø</u>			
▶ 1.2 Name of Owner's Authorized Agent/authorized Purchaser (if applicable):			
Mailing Address:	Town/City:	Province: <u>ON</u>	Postal Code:
Telephone No.: (Home)	(Work)	(Fax):	
Email Address:			
▶ 1.3 Please specify to whom all communications should be sent: <input checked="" type="checkbox"/> Owner <input 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: --Select One-- <u>Admaston/Bromley</u>	Subdivision Lot(s) No.: _____
Former Township: --Select One-- <u>Bromley</u>	Subdivision Plan No.: _____
Lot(s) No.: <u>13 &amp; 14</u>	Part(s) No.: _____
Concession: <u>2</u>	Reference Plan No.: _____
Civic Address of Subject Lands/Road Name: <u>McPeak &amp; Patterson Rd</u>	49R- _____
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If <b>Yes</b> , describe each easement or covenant and its effect. <u>gas line</u>	

### 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:

*Unknown*

### 4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)

▶ 4.1 Dimensions		Severed	Retained	Lands being enlarged/ added to
	Road Frontage	424 m	214 m	m
	Depth	343 m	653 m	m
	Area	15.5 ha	18.1 ha	ha
▶ 4.2 Use of the Property	Existing Use(s)	Agriculture	Agriculture	
	Proposed Use(s)	Agriculture	Agriculture	
▶ 4.3 Buildings or Structures	Existing	none	none	
	Proposed	none	none	
▶ 4.4 Official Plan Designation		Rural	Rural-Env. PROT	
▶ 4.5 Current Zoning		RU + EP	RU	

▶ 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

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

## 5. PROVINCIAL POLICY STATEMENT

▶ 5.1 Is the requested consent consistent with the Provincial Policy Statement issued under Section 3(1) of the Planning Act? ☒ 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"/>
--	--	--------------------------------	-------------------------------------

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

*Unknown*

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:

## 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:

- 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
  - i. 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.

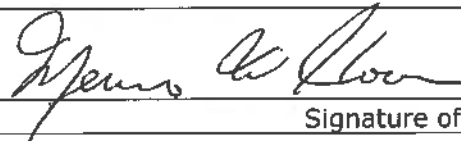
#### 10. OTHER INFORMATION

- 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.

#### 11. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT/AUTHORIZED PURCHASER

- 11.1 Affidavit or Sworn Declaration for the Prescribed Information

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




Signature of Applicant

~~Sworn~~ (or declared) before me at the Township of Admaston / Bromley in the County of Renfrew this 8th day of March, 2023.



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.**

  
Corporation of the Township of Admaston/Bromley  
A Commissioner for Taking Affidavits in the Province

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

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

Jan 18, 2023

Date

Mary Hoover

Signature of Owner

Date

Signature of Owner

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

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

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

**Name of Corporation:**

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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



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

**Signature of Power of Attorney**

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

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

**FOR OFFICE USE ONLY**

Committee File No.: B15/23(2)

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

Date of Receipt of Application: Jan 23/23

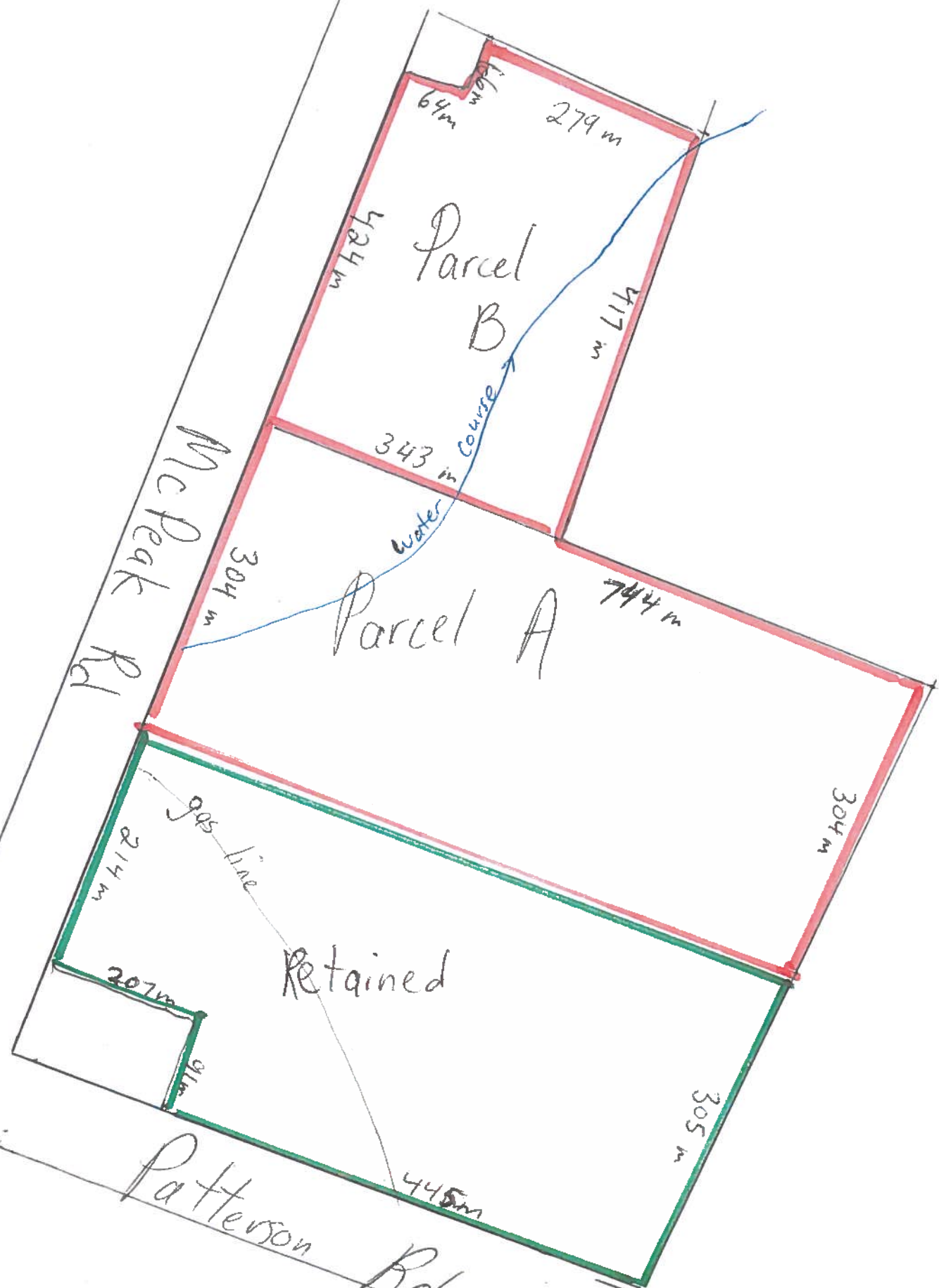
Date deemed complete: Mar 8/23

Checked by: [Signature]

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

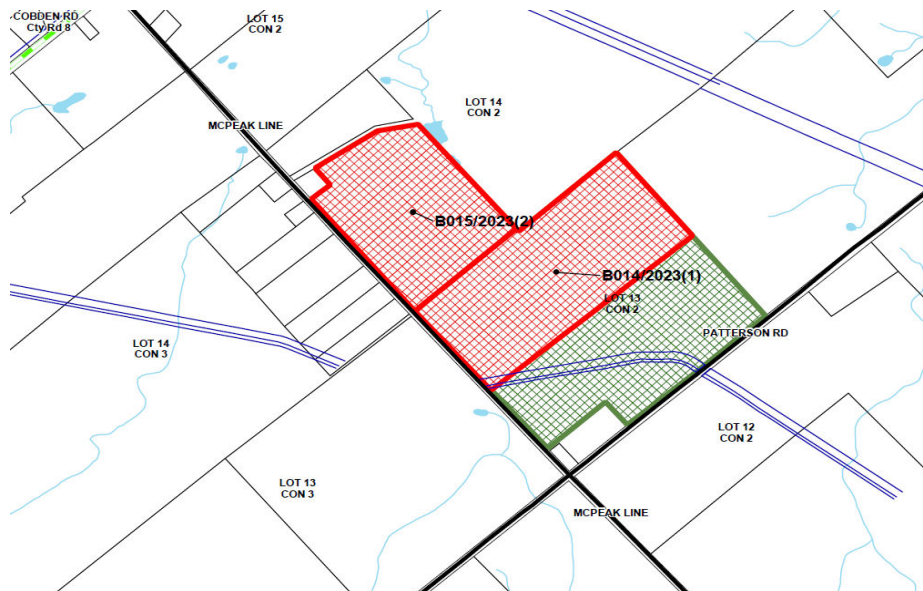
Date: Mar 9/23 Alana Zadow

Secretary-Treasurer, Land Division Committee



## **PART A - BACKGROUND**

1. FILE NO.: **B15/23(2)**
2. APPLICANTS: Menno & Mary Hoover
3. MUNICIPALITY: Township of Admaston/Bromley  
(Geographic Township of Bromley)
4. LOT: Part Lots 13 & 14 CON.: 2 STREET: McPeak Road
5. PURPOSE: Creation of a 2 new lots with one retained parcel.
6. DESCRIPTION OF APPLICATION: The subject lands are located approximately 3km from the Village of Cobden. The parcel contains frontage on both McPeak Line and Patterson Road. This application proposes to sever 2 residential building lot from a vacant property fronting on McPeak Line that will lead to the creation of 3 lots. The lot contains an Environmental Protected area and is transected by a natural gas pipeline.



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

	Frontage		Area		Structures
Existing Lot	445 (Patterson Rd) 942 (McPeak Line)	m	56.6	Ha	Vacant
Severed - B	424	m	15.5	Ha	Vacant
Retained	214	m	18.1	Ha	Vacant

**8. SEVERANCE HISTORY**

Number of new lots from original holding (1971) 1 previous severance: B349/84

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

Official Plan Designation(s):

Severed Rural

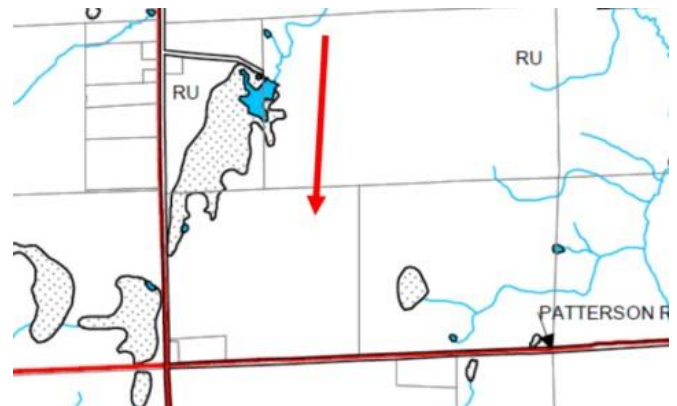
Retained Rural  
Environmental Protection



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

Severed Rural (RU)  
Environmental Protection  
(EP)

Retained Rural (RU)



## Zone Requirements:

	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>	<u>Proposed Lot Area</u>	<u>Minimum Required</u>
Severed-B	424 m	<b>45 m</b>	15.5 Ha	<b>2000 m<sup>2</sup></b>
Retained	214 m	<b>45 m</b>	18.1 Ha	<b>2000 m<sup>2</sup></b>

\*Note: concurrent Application B14(1)

## **PART B – COMMENTS**

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

#### Policies Considered:

- 1.1.4 – Rural area policies
- 1.1.5.2 On *rural lands* located in municipalities, permitted uses are:
  - a) the management or use of resources;
  - b) resource-based recreational uses (including recreational dwellings);
  - c) residential development, including lot creation, that is locally appropriate;
  - d) *agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices*, in accordance with provincial standards;
  - e) home occupations and home industries;
  - f) cemeteries; and
  - g) other rural land uses.
- 1.1.5.8 New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the *minimum distance separation formulae*.

### **2. OFFICIAL PLAN**

#### Policies Considered:

##### Sections:

- 2.2(8)(f) – Significant valleylands
- 2.2(9)(d) – Wildland fire risk
- 2.2(22) – TransCanada PipeLines Limited
- 5.3(1) – Permitted uses in the Rural designation
- 8.3(1) – Permitted uses in the Environmental Protection designation
- 13.3(3) – Local municipal roads
- 14.3(1) – General consent policies
- 14.3(3),(4) – Maximum number of lots
- 14.3(23) – Application for severance

### 3. **ZONING BY-LAW**

#### Provisions Considered:

Sections:

3.25 – Separation distances

3.26(c) – Setbacks from other roads

21.1, 21.2 – Permitted uses and provisions for the Rural (RU) Zone

24.1, 24.2 – Permitted uses and provisions for the Environmental Protection (EP) Zone

### 4. **SUBMITTED STUDIES**

- No study was required for this application - The subject lands are impacted by significant valleylands, as identified on Official Plan Schedule B-Map 4-Natural Heritage Features and Sections 2.2(8)(f). This is a natural feature that is required to be protected from negative impacts from development. Proposed development that occurs in or within 120 metres of this feature is required to be supported by an Environmental Impact Study (EIS) that demonstrates there will be no negative impacts on the valleylands. **Since no development is proposed, an EIS would NOT be required.**

### 5. **Commenting Agencies**

1. Township of Admaston/Bromley – No comments or concerns that would impede the approval of the severance application.
2. Enbridge – No comments/concerns
3. TransCanada Pipelines – That the owner enter into an agreement with TCPL for B14(1) in accordance with their letter dated April 10, 2023.

### 6. **GENERAL PLANNING COMMENTS**

The applications (B14 and B15) propose to create large rural lots. These lots satisfy the requirements of both the Official Plan and Zoning By-law.

The proposed lots contain areas designated Environmental Protection, but the lots are a sufficient size that any development can occur outside of the protected area.

The severances are proposed to be used for agriculture uses. However, if residential uses are proposed in the future, Minimum Distance Separation requirements will need to be met at that time.

**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 outlined above, before determining whether the consent can be supported or not. ☐
- (c) The proposal may be acceptable when the following matters are addressed and resolved: ☐
- (d) Conditions to the giving of consent should be considered for the following:
- ☒ Registered Plan of Survey:
  - ☐ Zoning By-law Amendment:
  - ☐ Minor Variance:
  - ☐ Private Road Agreement:
  - ☐ Development Agreement:
  - ☐ Site Plan Control Agreement:
  - ☐ Notice on Title:
  - ☐ Shoreline Road Allowance Closure / Acquisition:
  - ☐ Other:
- (e) There are serious planning concerns, refusal is recommended. ☐
- (f) Other Recommendations: ☐

Date: May 30, 2023

Prepared by: Paul Moreau  
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: April 10, 2023

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

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B15/23

Owner: Menno & Mary Hoover

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



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



## COMMENTS:

ALL SYSTEMS MUST COMPLY WITH THE O.B.C AND ALL APPLICABLE LAW

Signature Building & Sewage Inspector



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

**Date:** April 4, 2023

**To:** Admaston/Bromley Township

**From:** Acting Road Superintendent

**Re:** Municipal Public Road – McPeak and Patterson Road

**Severance Application No.** B15/23

**Owner:** Menno & Mary Hoover

**Type of Municipal Road the subject lot fronts on:**

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

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

---

---

  
**Acting Road Superintendent**  
Steve Visinski

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)

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

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

**REPORT**

Date: June 15, 2023  
To: Council  
From: Jennifer Charkavi  
Re: Consent Application B07/23

---

**Background:**

A Consent application was submitted to the County of Renfrew for the creation of three new lots and one retained parcel. The subject lands are located along Patterson Rd in the Township of Admaston/Bromley. They are approximately 2.2km from the village of Cobden. The property is bisected by a hydro one high voltage transmission corridor.

**Financial Implications:**

None at this time.

**People Consulted:**

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

**Recommendation for Council:**

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B07/23 submitted by Issac & Lucinda Hoover and Alvin & Rebecca Brubacher, so long as requirements of commenting agencies are satisfied.



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

A

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

JAN 17 2023

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

**ALVIN BRUBACHER**  
440 DILLABOUGH RD.  
R.R. #1 DOUGLAS, ON  
K0J 1S0

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.

<b>1. OWNER INFORMATION</b> (Please use additional page for owners with different addresses.)			
▶ 1.1 Name of Owner(s): <u>Isaac Hoover Lucinda Hoover + Alvin + Rebecca Brubacher</u>			
Mailing Address:	Town/City:	Province:	Postal Code:
<u>250 McLARTY RD</u>	<u>DOUGLAS</u>	<u>ON</u>	<u>K0J 1S0</u>
Telephone No.: (Home) <u>X</u>	(Work) <u>X</u>	(Fax) <u>X</u>	
Email Address: <u>X</u>			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): <u>Isaac Hoover</u>			
Mailing Address:	Town/City:	Province:	Postal Code:
<u>Same as above</u>		<u>ON</u>	
Telephone No.: (Home)	(Work)	(Fax)	
Email Address:			
1.3 Please specify to whom all communications should be sent: <u>- Select Option - Isaac + Lucinda Hoover</u>			
<b>2. DESCRIPTION OF THE SUBJECT LAND</b> (Severed and Retained)			
Complete applicable boxes in 2.1			
▶ 2.1 Municipality: <u>- Select One - Adamston/Bromley</u>		Subdivision Lot(s) No.:	
Former Township: <u>Bromley</u>		Subdivision Plan No.:	
Lot(s) No.: <u>PT LT 11 + 12</u>		Part(s) No.:	
Concession: <u>1</u>		Reference Plan No.: 49R-	
Civic Address of subject lands/Road Name:			
<u>PATTERSON RD</u>			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land?			
<u>- Select - Yes</u> If Yes, describe each easement or covenant and its effect.			
<u>Ontario Hydro</u>			
<b>3. PURPOSE OF THIS APPLICATION</b>			
▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):			
<input checked="" type="checkbox"/> Creation of a New Lot	<input type="checkbox"/> Lot Addition/Lot Line Adjustment (see also 3.3)	<input type="checkbox"/> Create Easement/Right-of-Way	<input type="checkbox"/> A Charge/Mortgage
<input type="checkbox"/> A Lease	<input type="checkbox"/> A Correction of Title	<input type="checkbox"/> Other (Please Specify)	
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:			
<u>unknown</u>			

4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)							
▶ 4.1 Dimensions		Severed	select measure- ment	Retained	select measure- ment	Lands being added to	select measure- ment
	Road Frontage	445 m	--	91.44 m	--		--
	Depth	304 m	--	1217 m	--		--
	Area	13 HA	--	46.62 HA	--		--
▶ 4.2 Use of the property	Existing Use(s)	Agriculture		Agriculture			
	Proposed Use(s)	Agriculture		Agriculture			
▶ 4.3 Buildings or Structures	Existing	none		none			
	Proposed	none		none			
▶ 4.4 Official Plan Designation		Rural <del>O.P.</del> Environmental Protected		Rural <del>O.P.</del> Environmental Protected			
4.5 Current Zoning		Rural : EP		Rural : EP			

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

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

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

Will a road extension be required?	- Select -
------------------------------------	------------

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

## 5. PROVINCIAL POLICY STATEMENT

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

- Select - *Yes*

## 6. HISTORY OF THE SUBJECT LAND

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

- Select - *No*

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

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

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

Severed Parcel	Date of Transfer	Name of Transferee	Severed Land Use

<b>7. OTHER CURRENT APPLICATIONS</b>	
▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional Application for Consent (ie. severance), Zoning By-Law amendment, Official Plan amendment, Minister's Zoning order, Minor Variance, or approval of a Plan of Subdivision? - Select - <del>NO</del> <b>YES</b>	
If Yes, and if Known, specify the appropriate file number and status of the application.	
Type of Application: <b>Consent application</b>	File # (if known):
Number of Applications: <b>2</b>	Status (if known):

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

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



**10. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT****▶ 10.1 Affidavit or Sworn Declaration for the Prescribed Information**

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

Isaac Hoover

Signature of Applicant

Sworn (or declared) before me at the Township of Admaston / Bromley  
 in the County of Renfrew  
 this 14th day of June, 20 22

Mitchell Ferguson

A Commissioner for Taking Affidavits, etc.

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



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

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

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

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

I, Lucinda Hoover, Alvin & Rebecca Brubacher, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize Isaac Hoover to make this application and provide instruction/information on my/our behalf.

January 17 2023 Lucinda Hoover  
Date Signature of Owner

January 17 2023 Alvin Brubacher  
Date Signature of Owner

January 17 2023 Rebecca Brubacher  
Date Signature of Owner

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

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

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

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

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

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

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

**FOR OFFICE USE ONLY**

Committee File No.: B07/23(1)

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

Date of Receipt of Application: Jan 17/23

Date deemed complete: Jan 17/23

Checked by: 8

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

Date: Feb 14/23 Alana Zadow  
Secretary-Treasurer, Land Division Committee





Parcel A

PATTERSON RD

Public Travelled RD

445 m

444 m

304 m

13 HA

A

Creek in pink

1217 m

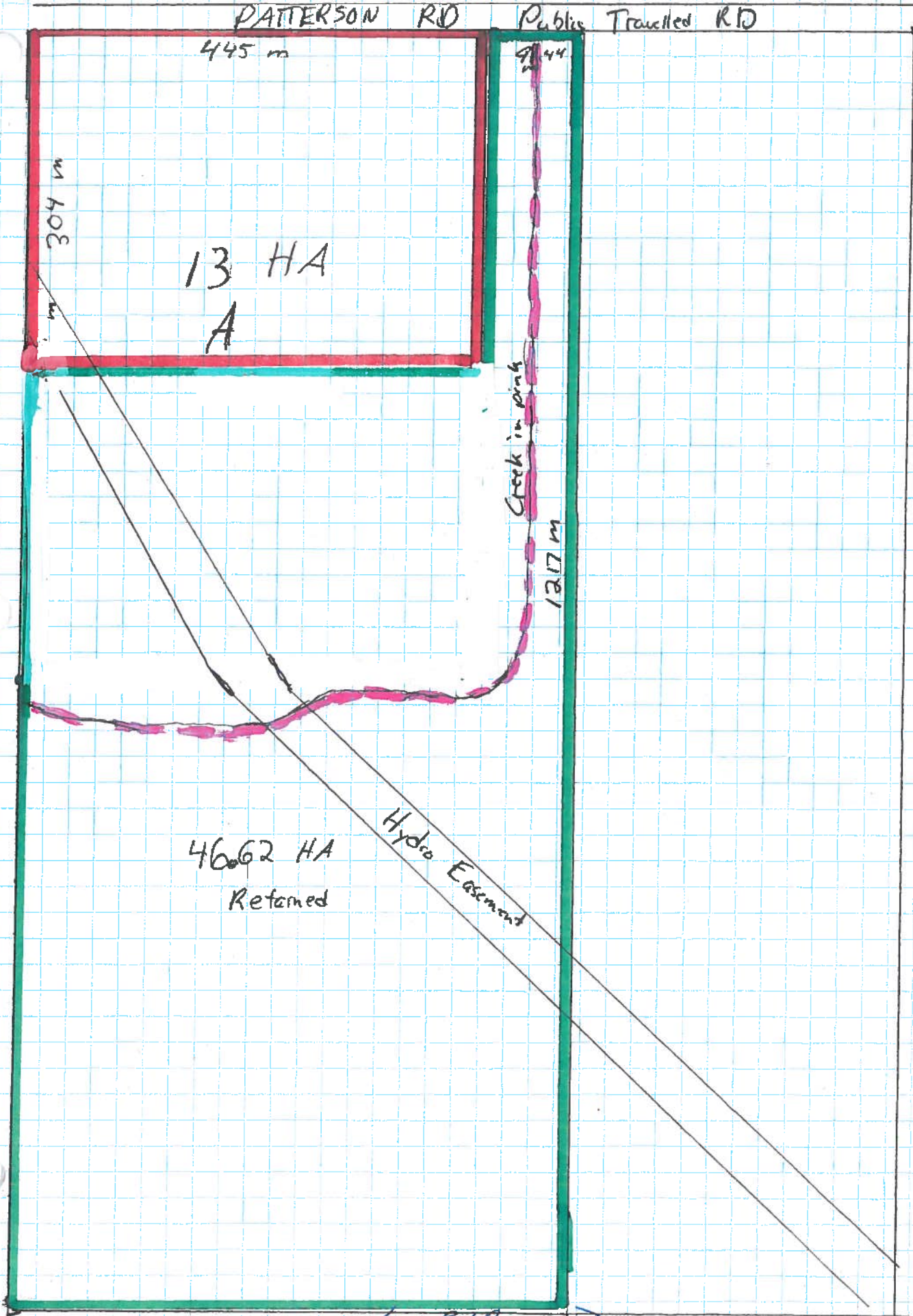
46.62 HA

Retained

Hydro Easement

1217 m

1217 m

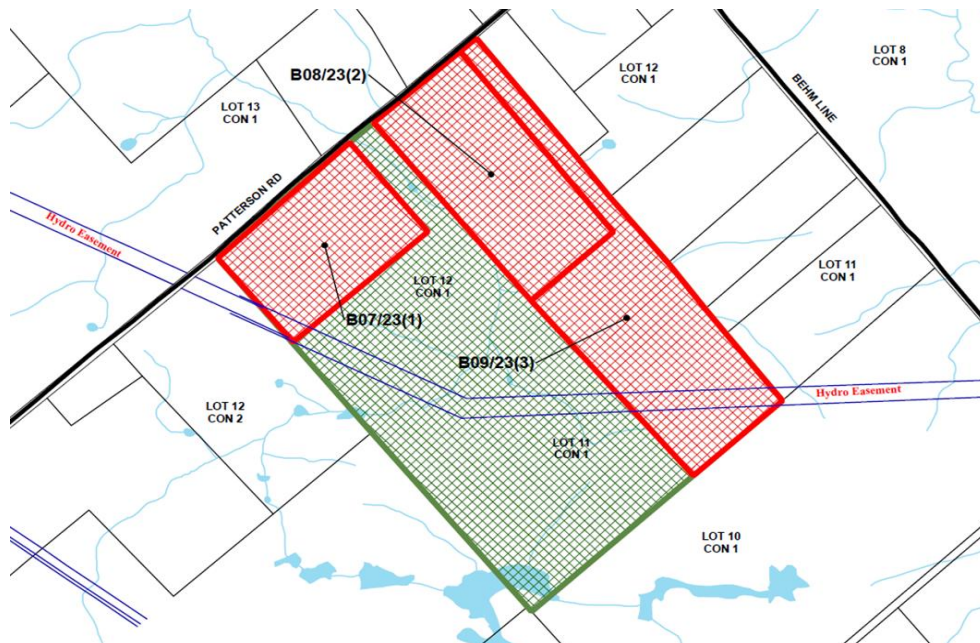


Alvin & Rebecca Brubacher  
440 Dillabough Rd  
Douglas Ont  
K0J 1S0

Hiboy

## **PART A - BACKGROUND**

1. FILE NO.: **B7/23(1)**
2. APPLICANTS: Issac & Lucinda Hoover  
Alvin & Rebecca Brubacher
3. MUNICIPALITY: Township of Admaston/Bromley  
(Geographic Township of Bromley)
4. LOT: Part  
Lots 11 & 12 CON.: 1 STREET: Patterson Road
5. PURPOSE: The proposal consists of three applications that would result in the creation of three new lots and one retained parcel.
6. DESCRIPTION OF APPLICATION: The subject lands are located along Patterson Rd in the Township of Admaston/Bromley. They are approximately 2.2km from the village of Cobden. The property is bisected by a hydro one high voltage transmission corridor.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage		Area		Structures
Existing Lot	807.44	m	91.44	Ha	N/A
Severed	445	m	13	Ha	N/A
Retained	91.44	m	46.62	Ha	

8. SEVERANCE HISTORY

Number of new lots from original holding (1971)      No previous severances found

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed      **Rural  
Environmental Protection**

Lot to be  
Enlarged

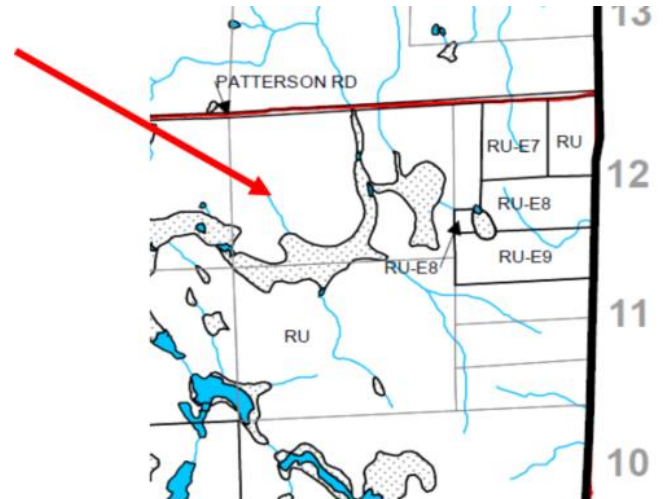
Retained      **Rural  
Environmental Protection**



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

Severed  
**Rural (RU)**  
**Environmental Protection (EP)**

Retained **Rural (RU)**  
**Environmental Protection (EP)**



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	445 m	<b>45 m</b>	13 Ha	<b>2000 m<sup>2</sup></b>
Retained	91.44 m	<b>45 m</b>	46.62 Ha	<b>2000 m<sup>2</sup></b>

**PART B – COMMENTS**

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

Policy Considerations:

- 1.1.4 – Rural area policies
- 1.1.5.2 On *rural lands* located in municipalities, permitted uses are:
  - a) the management or use of resources;
  - b) resource-based recreational uses (including recreational dwellings);
  - c) residential development, including lot creation, that is locally appropriate;
  - d) *agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices*, in accordance with provincial standards;
  - e) home occupations and home industries;
  - f) cemeteries; and
  - g) other rural land uses.
- 1.1.5.8 New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the *minimum distance separation formulae*.

**2. Official Plan Policies Considered**



Sections:

2.2(8)(f) – Significant valleylands

2.2(9)(d) – Wildland fire risk

2.2(22) – TransCanada PipeLines Limited

5.3(1) – Permitted uses in the Rural designation

8.3(1) – Permitted uses in the Environmental Protection designation

13.1(9) Utility Lines - easements or rights-of-way will be required to be dedicated for utilities.

13.3(3) – Local municipal roads

14.3(1) – General consent policies

14.3(3),(4) – Maximum number of lots

14.3(23) – Application for severance

### **3. Zoning By-law Provisions Considered**

Sections:

3.25 – Separation distances

3.26(c) – Setbacks from other roads

21.1, 21.2 – Permitted uses and provisions for the Rural (RU) Zone

24.1, 24.2 – Permitted uses and provisions for the Environmental Protection (EP) Zone

### **4. SUBMITTED STUDIES**

- No study was required for this application.

### **5. AGENCY COMMENTS**

Twp. of Admaston/  
Bromley

Municipal Report completed with no concerns identified.

Hydro One

In a letter dated April 20<sup>th</sup>, 2023, Hydro One Networks advised that the subject property is abutting and/or bisected by a HONI high voltage transmission corridor. Hydro One Networks has no objection in principle to the proposed severances, provided HONI's easement rights are protected and maintained.

TransCanada Pipeline

In an April 13<sup>th</sup>, 2023 email TC Energy advised that they would not be providing comments on the applications as the TC Pipeline right-of-way is further than 200m from the subject site.

## 6. **GENERAL PLANNING COMMENTS**

The subject property is currently vacant. It contains an Environmental Protected area as identified on the Township of Admaston/Bromley Zoning Map Schedule A. The proposed lots and the retained parcel are large enough to allow for future development. The proposal conforms to the Official Plan and meets the minimum zoning by-law standards. Portions of the property are designated and zoned Environmental Protection – No development is permitted in these areas.

## 7. **RECOMMENDATIONS**

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

Date: June 1, 2023

Prepared by: Paul Moreau  
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: April 4, 2023

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

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B07/23

Owner: Isaac Hoover, Lucinda Hoover, Alvin Brubacher & Rebecca Brubacher

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



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



## COMMENTS:

All systems must comply with the OBC  
and all applicable law.

Signature Building & Sewage Inspector



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

**Date:** April 4, 2023

**To:** Admaston/Bromley Township

**From:** Acting Road Superintendent

**Re:** Municipal Public Road – Patterson Road

**Severance Application No.** B07/23

**Owner:** Isaac Hoover, Lucinda Hoover, Alvin Brubacher & Rebecca Brubacher

**Type of Municipal Road the subject lot fronts on:**

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

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

Is road widening or dedication required? Yes No

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

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

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

Yes No

**Comments:**

Will provide entrance permit if site lines meet standards

  
**Acting Road Superintendent**  
*Steve Visinski*

E:\Roads  
Severance Access Approval

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)

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

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

**REPORT**

Date: June 15, 2023  
To: Council  
From: Jennifer Charkavi  
Re: Consent Application B08/23

---

**Background:**

A Consent application was submitted to the County of Renfrew for the creation of three new lots and one retained parcel. The subject lands are located along Patterson Rd in the Township of Admaston/Bromley. They are approximately 2.2km from the village of Cobden. The property is bisected by a hydro one high voltage transmission corridor.

**Financial Implications:**

None at this time.

**People Consulted:**

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

**Recommendation for Council:**

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B08/23 submitted by Issac & Lucinda Hoover and Alvin & Rebecca Brubacher, so long as requirements of commenting agencies are satisfied.



**County of  
Renfrew**  
Ontario . Canada

*Experience Our History, Share Our Future!*

B

B08-123(2)  
Name of Approval Authority:  
**County of Renfrew**  
9 International Drive,  
Pembroke, ON K8A 6W5  
Tel: 613-735-3204  
Fax: 613-735-2081  
Toll Free: 1-800-273-0183  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

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

**ALVIN BRUBACHER**  
440 DILLABOUGH RD.  
R.R. #1 DOUGLAS, ON  
K0J 1S0

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.

JAN 17 2023

<b>1. OWNER INFORMATION</b> (Please use additional page for owners with different addresses.)			
▶ 1.1 Name of Owner(s): <u>Isaac Hoover Lucinda Hoover / Alvin Brubacher Rebecca Brubacher</u>			
Mailing Address:	Town/City:	Province:	Postal Code:
<u>250 McLarty RD</u>	<u>Douglas</u>	<u>ON</u>	<u>K0J 1S0</u>
Telephone No.: (Home) <u>X</u>	(Work) <u>X</u>	(Fax) <u>X</u>	
Email Address: <u>X</u>			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): <u>Isaac Hoover</u>			
Mailing Address:	Town/City:	Province:	Postal Code:
<u>Same as above</u>		<u>ON</u>	
Telephone No.: (Home)	(Work)	(Fax)	
Email Address:			
1.3 Please specify to whom all communications should be sent: <u>- Select Option - / Isaac Hoover &amp; Lucinda Hoover</u>			
<b>2. DESCRIPTION OF THE SUBJECT LAND</b> (Severed and Retained)			
Complete applicable boxes in 2.1			
▶ 2.1 Municipality: <u>- Select One - Adamston / Bromley</u>		Subdivision Lot(s) No.:	
Former Township: <u>Bromley</u>		Subdivision Plan No.:	
Lot(s) No.: <u>PTLT 11912</u>		Part(s) No.:	
Concession: <u>1</u>		Reference Plan No.: 49R-	
Civic Address of subject lands/Road Name:			
<u>PATTERSON RD</u>			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land?			
<u>- Select - Yes</u> If Yes, describe each easement or covenant and its effect.			
<u>Ontario Hydro</u>			
<b>3. PURPOSE OF THIS APPLICATION</b>			
▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):			
<input checked="" type="checkbox"/> Creation of a New Lot	<input type="checkbox"/> Lot Addition/Lot Line Adjustment (see also 3.3)	<input type="checkbox"/> Create Easement/Right-of-Way	<input type="checkbox"/> A Charge/Mortgage
<input type="checkbox"/> A Lease	<input type="checkbox"/> A Correction of Title	<input type="checkbox"/> Other (Please Specify)	
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:			
<u>unknown</u>			

4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)							
▶ 4.1 Dimensions		Severed	select measure- ment	Retained	select measure- ment	Lands being added to	select measure- ment
	Road Frontage	271 M	-	91.44 M	--		--
	Depth	608 m	-	1217 m	--		--
	Area	16.49	-	46.62	--		-
▶ 4.2 Use of the property	Existing Use(s)	Agriculture		Agriculture			
	Proposed Use(s)	Agriculture		Agriculture			
▶ 4.3 Buildings or Structures	Existing	none		none			
	Proposed	none		none			
▶ 4.4 Official Plan Designation		Rural <del>O.P.</del> Environmental Protected		Rural <del>O.P.</del> Environmentally Protected			
4.5 Current Zoning		Rural; EP		Rural: EP			

▶ 4.6 Access (✓ appropriate space)		Severed	Retained	Lands being added to
	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Crown road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other public road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Registered right of way (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Private Road (Unregistered) (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Water Access (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If water access only, state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road (attach schedule if more room is required):				
4.7 If access to the subject land is not by a public road, you MUST include proof of your right of access. (include deed).				
Will a road extension be required?		- Select -		

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

## 5. PROVINCIAL POLICY STATEMENT

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

- Select - **Yes**

## 6. HISTORY OF THE SUBJECT LAND

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

- Select - **No**

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

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

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

- Select - **No**

Severed Parcel	Date of Transfer	Name of Transferee	Severed Land Use

<b>7. OTHER CURRENT APPLICATIONS</b>	
▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional Application for Consent (ie. severance), Zoning By-Law amendment, Official Plan amendment, Minister's Zoning order, Minor Variance, or approval of a Plan of Subdivision? <b>- Select -</b> <del>NO</del> <b>Yes</b>	
If Yes, and if Known, specify the appropriate file number and status of the application.	
Type of Application: <b>Consent application</b>	File # (if known):
Number of Applications: <b>2</b>	Status (if known):

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

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



**10. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT****▶ 10.1 Affidavit or Sworn Declaration for the Prescribed Information**

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

Isaac Hoover

Signature of Applicant

Sworn (or declared) before me at the Township of Admaston / Bromley in the County of Renfrew this 17<sup>th</sup> day of June, 2022

Mitchell Ferguson

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.**



Print



Save

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

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

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

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

I, Lucinda Hoover, Alvin & Rebecca Brubacher, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize Isaac Hoover to make this application and provide instruction/information on my/our behalf.

<u>January 17 2023</u>	<u>Lucinda Hoover</u>
Date	Signature of Owner
<u>January 17 2023</u>	<u>Alvin Brubacher</u>
Date	Signature of Owner
<u>January 17 2023</u>	<u>Rebecca Brubacher</u>

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

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

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

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

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

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

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

**FOR OFFICE USE ONLY**

Committee File No.: B08/23(2)  
Hearing Date (if appl.): \_\_\_\_\_  
Date of Receipt of Application: Jan 17/23  
Date deemed complete: Jan 17/23  
Checked by: [Signature]  
Authorization of Owner Received: Yes ☒ No ☐ N/A ☐  
Date: Feb 14/23 Alana Zadow  
Secretary-Treasurer, Land Division Committee





Parcel B

PATTERSON RD

Public Traveled RD

9.44

271 m

B  
16.49  
HA.

608 m

Creek in pink

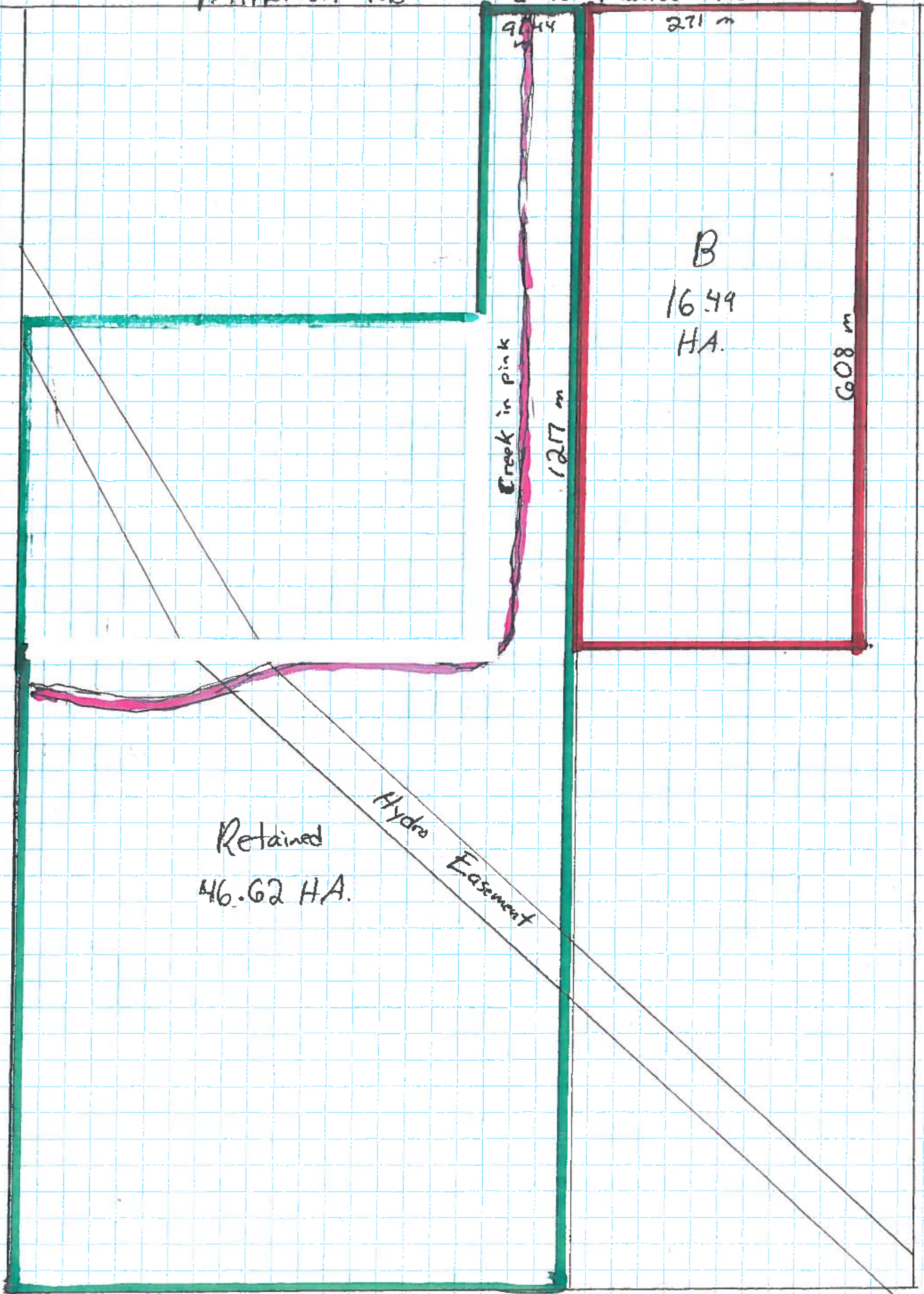
1277 m

Retained  
46.62 HA.

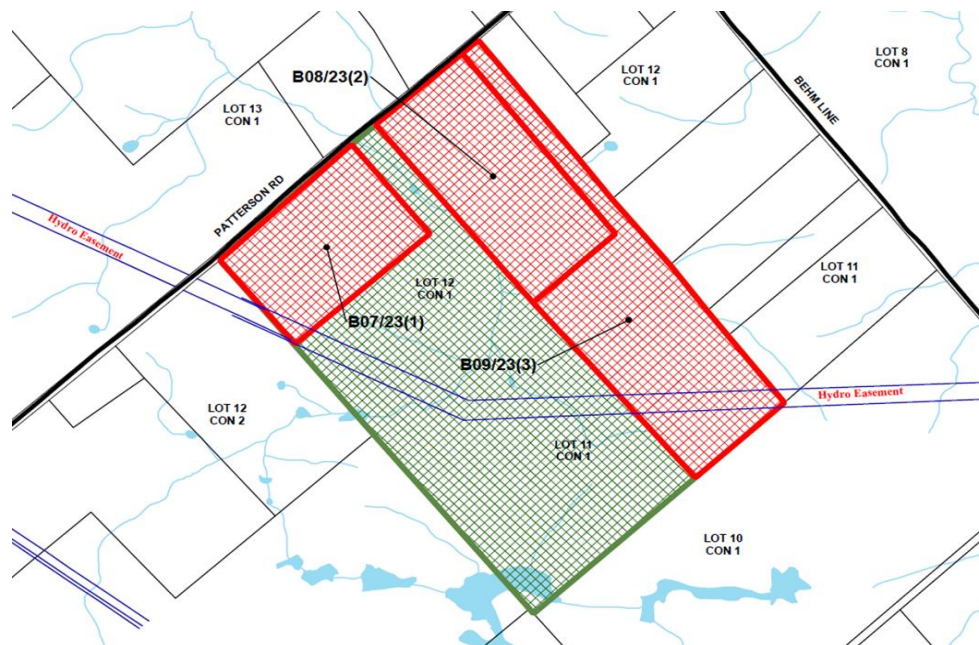
Hydro Easement

1217 m

862m



1.	FILE NO.:	<b>B08/23(2)</b>
2.	APPLICANTS:	Issac & Lucinda Hoover Alvin & Rebecca Brubacher
3.	MUNICIPALITY:	Township of Admaston/Bromley (Geographic Township of Bromley)
4.	LOT: Part Lots 11 & 12	CON.: 1 STREET: Patterson Road
5.	PURPOSE:	The proposal consists of three applications that would result in the creation of three new lots and one retained parcel.
6.	DESCRIPTION OF APPLICATION:	The subject lands are located along Patterson Rd in the Township of Admaston/Bromley. They are approximately 2.2km from the village of Cobden. The property is bisected by a hydro one high voltage transmission corridor.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage		Area		Structures
Existing Lot	807.44	m	91.44	Ha	Vacant
Severed	271	m	16.49	Ha	Vacant
Retained	91.44	m	46.62	Ha	Vacant

8. SEVERANCE HISTORY

Number of new lots from original holding (1971) No previous severances

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed **Rural  
Environmental Protection**

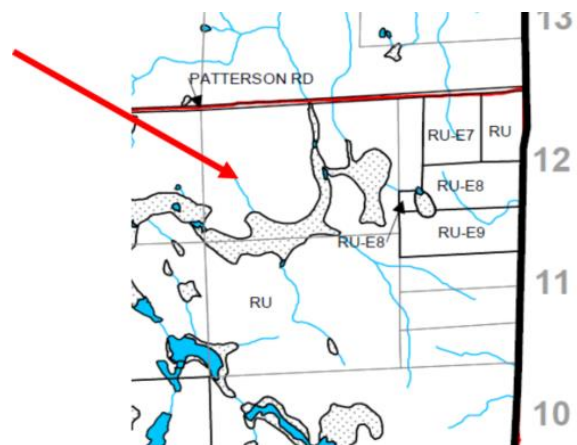
Retained **Rural  
Environmental Protection**



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

Severed  
**Rural (RU)  
Environmental Protection (EP)**

Retained **Rural (RU)  
Environmental Protection  
(EP)**



## Zone Requirements:

	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>	<u>Proposed Lot Area</u>	<u>Minimum Required</u>
Severed	271 m	45 m	16.49 Ha	2000 m <sup>2</sup>
Retained	91.44 m	45 m	46.62 Ha	2000 m <sup>2</sup>

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

- 
- 1.1.4 – Rural area policies
  - 1.1.5.2 On *rural lands* located in municipalities, permitted uses are:
    - a) the management or use of resources;
    - b) resource-based recreational uses (including recreational dwellings);
    - c) residential development, including lot creation, that is locally appropriate;
    - d) *agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices*, in accordance with provincial standards;
    - e) home occupations and home industries;
    - f) cemeteries; and
    - g) other rural land uses.
  - 1.1.5.8 New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the *minimum distance separation formulae*.

**2. Official Plan Policies Considered**

## Sections:

- 2.2(8)(f) – Significant valleylands
- 2.2(9)(d) – Wildland fire risk
- 2.2(22) – TransCanada PipeLines Limited
- 5.3(1) – Permitted uses in the Rural designation
- 8.3(1) – Permitted uses in the Environmental Protection designation
- 13.1(9) Utility Lines - easements or rights-of-way will be required to be dedicated for utilities.
- 13.3(3) – Local municipal roads
- 14.3(1) – General consent policies
- 14.3(3),(4) – Maximum number of lots
- 14.3(23) – Application for severance

**3. Zoning By-law Provisions Considered**

Sections:

3.25 – Separation distances

3.26(c) – Setbacks from other roads

21.1, 21.2 – Permitted uses and provisions for the Rural (RU) Zone

24.1, 24.2 – Permitted uses and provisions for the Environmental Protection (EP) Zone

**4. SUBMITTED STUDIES**

- No study was required for this application.

**5. AGENCY COMMENTS**

Twp. of Admaston/  
Bromley

Municipal Report completed with no concerns identified.

Hydro One

In a letter dated April 20<sup>th</sup>, 2023, Hydro One Networks advised that the subject property is abutting and/or bisected by a HONI high voltage transmission corridor. Hydro One Networks has no objection in principle to the proposed severances, provided HONI's easement rights are protected and maintained.

TransCanada Pipeline

In an April 13<sup>th</sup>, 2023 email TC Energy advised that they would not be providing comments on the applications as the TC Pipeline right-of-way is further than 200m from the subject site.

**6. GENERAL PLANNING COMMENTS**

The subject property is currently vacant. It contains an Environmental Protected area as identified on the Township of Admaston/Bromley Zoning Map Schedule A. The proposed lots and the retained parcel are large enough to allow for future development. The proposal conforms to the Official Plan and meets the minimum zoning by-law standards. Portions of the property are designated and zoned Environmental Protection – No development is permitted in these areas.

**7. RECOMMENDATIONS**

- (a) Planning concerns have NOT been identified in this report. Therefore, consent can be granted. ☒
- (b) There are some planning concerns that must be dealt with as follows, before determining whether the consent can be supported or not. ☐
- (c) The proposal may be acceptable when the following matters are addressed and resolved: ☐

(d) Conditions to the giving of consent should be considered for the following:

- ☒ Registered Plan of Survey:
- ☐ Zoning By-law Amendment:
- ☐ Minor Variance:
- ☐ Private Road Agreement:
- ☐ Development Agreement:
- ☐ Site Plan Control Agreement:
- ☐ Notice on Title:
- ☐ Shoreline Road Allowance Closure / Acquisition:
- ☐ Other:

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

(f) Other Recommendations: ☐

Date: June 1, 2023

Prepared by: Paul Moreau  
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: April 4, 2023

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

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B08/23

Owner: Isaac Hoover, Lucinda Hoover, Alvin Brubacher & Rebecca Brubacher

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



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



## COMMENTS:

All systems must comply with the OBC  
and all applicable law.

Signature Building & Sewage Inspector

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

Date: April 4, 2023

To: Admaston/Bromley Township

From: Acting Road Superintendent

Re: Municipal Public Road – Patterson Road

Severance Application No. B08/23

Owner: Isaac Hoover, Lucinda Hoover, Alvin Brubacher & Rebecca Brubacher

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

Will provide entrance permit if site meets  
standards

  
Acting Road Superintendent  
Steve Visinski



**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)

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

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

**REPORT**

Date: June 15, 2023  
To: Council  
From: Jennifer Charkavi  
Re: Consent Application B09/23

---

**Background:**

A Consent application was submitted to the County of Renfrew for the creation of three new lots and one retained parcel. The subject lands are located along Patterson Rd in the Township of Admaston/Bromley. They are approximately 2.2km from the village of Cobden. The property is bisected by a hydro one high voltage transmission corridor.

**Financial Implications:**

None at this time.

**People Consulted:**

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

**Recommendation for Council:**

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B09/23 submitted by Issac & Lucinda Hoover and Alvin & Rebecca Brubacher, so long as requirements of commenting agencies are satisfied.



Name of Approval Authority:

**County of Renfrew**9 International Drive,  
Pembroke, ON K8A 6W5

Tel: 613-735-3204

Fax: 613-735-2081

Toll Free: 1-800-273-0183

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

## APPLICATION FOR CONSENT

### Under Section 53 of the Planning Act

**ALVIN BRUBACHER**  
440 DILLABOUGH RD.  
R.R. #1 DOUGLAS, ON  
K0J 1S0

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.

JAN 17 2023

<b>1. OWNER INFORMATION</b> (Please use additional page for owners with different addresses.)			
▶ 1.1 Name of Owner(s): <u>Isaac Hoover Lucinda Hoover / Alvin Brubacher Rebecca Brubacher</u>			
Mailing Address:	Town/City:	Province:	Postal Code:
<u>230 McLarty Rd</u>	<u>Douglas</u>	<u>ON</u>	<u>K0J 1S0</u>
Telephone No.: (Home) <u>X</u>	(Work) <u>X</u>	(Fax) <u>X</u>	
Email Address:			
▶ 1.2 Name of Owner's Authorized Agent (if applicable): <u>Isaac Hoover</u>			
Mailing Address:	Town/City:	Province:	Postal Code:
<u>Same as above</u>		<u>ON</u>	
Telephone No.: (Home)	(Work)	(Fax)	
Email Address:			
1.3 Please specify to whom all communications should be sent: <u>- Select Option - Isaac Hoover &amp; Lucinda Hoover</u>			
<b>2. DESCRIPTION OF THE SUBJECT LAND</b> (Severed and Retained)			
Complete applicable boxes in 2.1			
▶ 2.1 Municipality: <u>- Select One - Adamston / Bramley</u>	Subdivision Lot(s) No.:		
Former Township: <u>Bramley</u>	Subdivision Plan No.:		
Lot(s) No.: <u>PT 11 &amp; 12</u>	Part(s) No.:		
Concession: <u>1</u>	Reference Plan No.: 49R-		
Civic Address of subject lands/Road Name:			
<u>PATTERSON RD</u>			
▶ 2.2 Are there any existing easements or restrictive covenants affecting the subject land?			
<u>- Select - Yes</u> If Yes, describe each easement or covenant and its effect.			
<u>Ontario Hydro</u>			
<b>3. PURPOSE OF THIS APPLICATION</b>			
▶ 3.1 Type and purpose of proposed transaction (✓ appropriate box):			
<input checked="" type="checkbox"/> Creation of a New Lot	<input type="checkbox"/> Lot Addition/Lot Line Adjustment (see also 3.3)	<input type="checkbox"/> Create Easement/Right-of-Way	<input type="checkbox"/> A Charge/Mortgage
<input type="checkbox"/> A Lease	<input type="checkbox"/> A Correction of Title	<input type="checkbox"/> Other (Please Specify)	
▶ 3.2 Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:			
<u>Unknown</u>			

4. INFORMATION REGARDING THE LAND INTENDED TO BE SEVERED, THE LAND TO BE RETAINED AND THE LAND TO BE ADDED TO (if applicable)							
▶ 4.1 Dimensions		Severed	select measure- ment	Retained	select measure- ment	Lands being added to	select measure- ment
	Road Frontage	45 m	-	91.44 m	-		-
	Depth	1217 m	-	1217 m	-		-
	Area	19.29	-	46.62 HA	-		-
▶ 4.2 Use of the property	Existing Use(s)	Agriculture		Agriculture			
	Proposed Use(s)	Agriculture		Agriculture			
▶ 4.3 Buildings or Structures	Existing	none		none			
	Proposed	none		none			
▶ 4.4 Official Plan Designation		Rural <del>O.P.</del> Environmental Protected		Rural O.P. Environmental Protected			
4.5 Current Zoning		Rural; EP		Rural: EP			

▶ 4.6 Access (✓ appropriate space)		Severed	Retained	Lands being added to
	Provincial Highway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Municipal road, maintained all year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Municipal road, seasonally maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	County road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Crown road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other public road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Registered right of way (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Private Road (Unregistered) (see 4.7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Water Access (see below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If water access only, state the parking and docking facilities to be used and the approximate distance of these facilities from the subject land and the nearest public road (attach schedule if more room is required):				
4.7 If access to the subject land is not by a public road, you MUST include proof of your right of access. (include deed).				
Will a road extension be required?		- Select -		

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

- Select -

Yes

## 6. HISTORY OF THE SUBJECT LAND

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

- Select - No

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

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

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

- Select - No

If Yes, provide for each parcel severed, the date of transfer, the name of the transferee and the land use on the severed land:

Severed Parcel	Date of Transfer	Name of Transferee	Severed Land Use

<b>7. OTHER CURRENT APPLICATIONS</b>	
<p>▶ 7.1 Is the subject land the subject of any other application under the Planning Act such as an additional Application for Consent (ie. severance), Zoning By-Law amendment, Official Plan amendment, Minister's Zoning order, Minor Variance, or approval of a Plan of Subdivision? <b>- Select -</b> <u>NO</u> <u>Yes</u></p>	
If Yes, and if Known, specify the appropriate file number and status of the application.	
Type of Application: <u>Consent application</u>	File # (if known):
Number of Applications: <u>2</u>	Status (if known):

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

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



**10. AFFIDAVIT OR SWORN DECLARATION OF APPLICANT****▶ 10.1 Affidavit or Sworn Declaration for the Prescribed Information**

I, Isaac Hoover of the - Select One - Township of Admaston / Bromley in the - Select One - County of Kent / New 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.

Isaac Hoover

Signature of Applicant

Sworn (or declared) before me at the Township of Admaston / Bromley in the County of Kent / New this 17th day of June, 20 22

Mitchell Ferguson

A Commissioner for Taking Affidavits, etc.

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



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

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

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

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

I, Lucinda Hoover, Alvin & Rebecca Brubacher, am the owner(s) of the land that is the subject of this application for a consent and I/we authorize Isaac Hoover to make this application and provide instruction/information on my/our behalf.

January 17 2023 Lucinda Hoover  
Date Signature of Owner

January 17 2023 Alvin Brubacher  
Date Signature of Owner

January 17 2023 Rebecca Brubacher

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

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

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

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

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

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

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

**FOR OFFICE USE ONLY**Committee File No.: B09123(3)

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

Date of Receipt of Application: Jan 17/23Date deemed complete: Jan 17/23Checked by: 8Authorization of Owner Received: Yes ☒ No ☐ N/A ☐Date: Feb 14/23 Alana Zadow

Secretary-Treasurer, Land Division Committee



Parcel C

PATTERSON RD.

Public Traveled RD.

9/14/44

9/15/44

Creek in Pipe

1217 m

1217 m

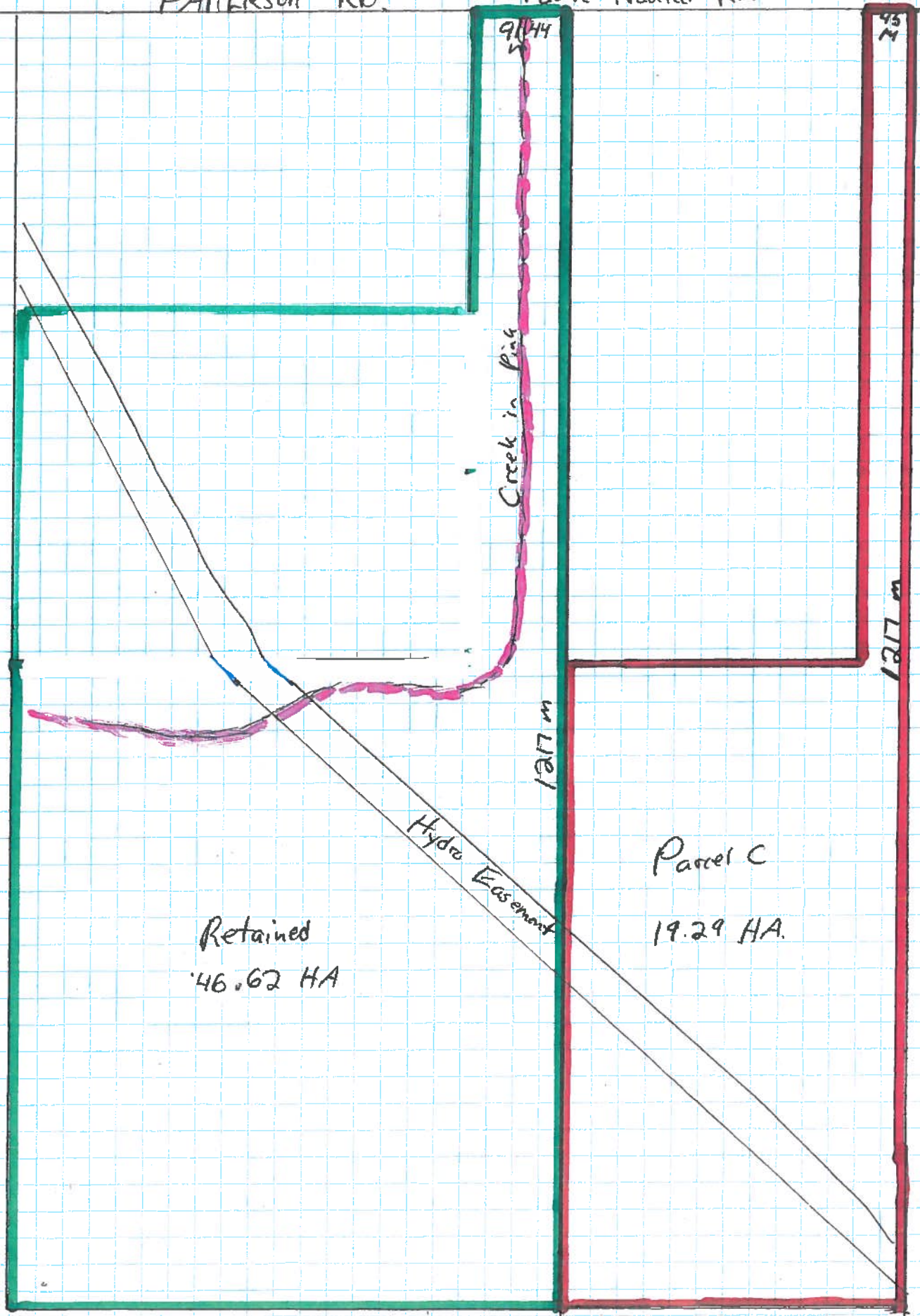
1217 m

Hydro Easement

Retained  
46.62 HA

Parcel C  
19.29 HA.

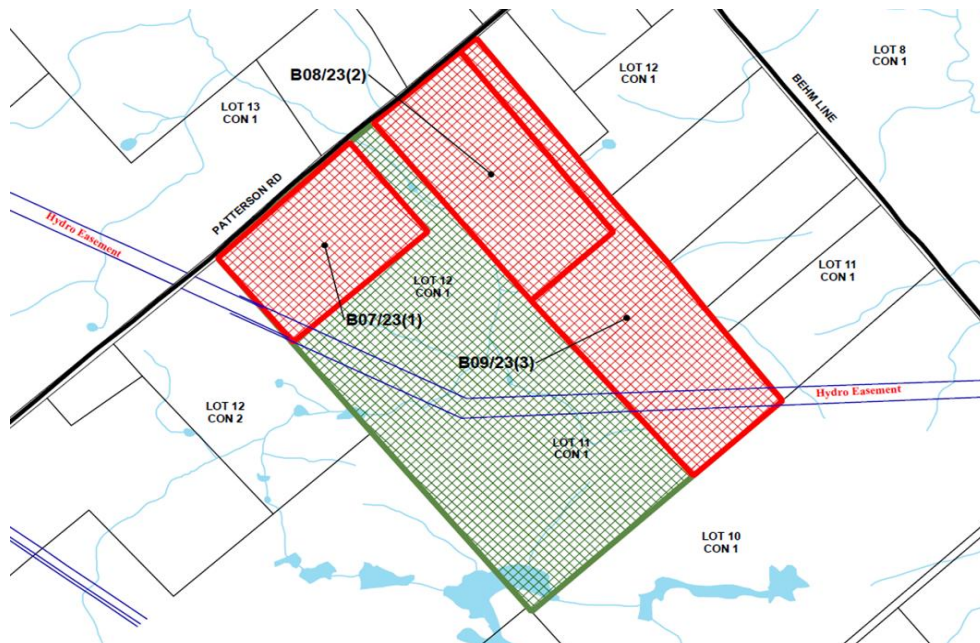
862 m





## **PART A - BACKGROUND**

1. FILE NO.: **B09/23(3)**
2. APPLICANTS: Issac & Lucinda Hoover  
Alvin & Rebecca Brubacher
3. MUNICIPALITY: Township of Admaston/Bromley  
(Geographic Township of Bromley)
4. LOT: Part  
Lots 11 & 12 CON.: 1 STREET: Patterson Road
5. PURPOSE: The proposal consists of three applications that would result in the creation of three new lots and one retained parcel.
6. DESCRIPTION OF APPLICATION: The subject lands are located along Patterson Rd in the Township of Admaston/Bromley. They are approximately 2.2km from the village of Cobden. The property is bisected by a hydro one high voltage transmission corridor.



## 7. LOT DIMENSIONS AND USE OF LANDS

	Frontage		Area		Structures
Existing Lot	807.44	m	91.44	Ha	Vacant
Severed	45	m	19.29	Ha	Vacant
Retained	91.44	m	46.62	Ha	Vacant

## 8. SEVERANCE HISTORY

Number of new lots from original holding (1971)      No previous severances

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

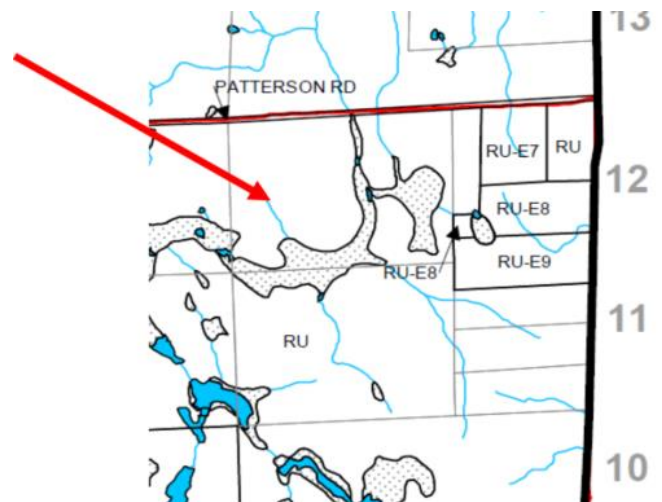
Severed      **Rural  
Environmental Protection**

Retained      **Rural  
Environmental Protection**

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

Severed  
**Rural (RU)  
Environmental Protection (EP)**

Retained      **Rural (RU)  
Environmental Protection  
(EP)**



## Zone Requirements:

	<u>Proposed Lot Frontage</u>	<u>Minimum Required</u>	<u>Proposed Lot Area</u>	<u>Minimum Required</u>
Severed	45 m	<b>45 m</b>	19.29 Ha	<b>2000 m<sup>2</sup></b>
Retained	91.44 m	<b>45 m</b>	46.62 Ha	<b>2000 m<sup>2</sup></b>

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

- 1.1.4 – Rural area policies
- 1.1.5.2 On *rural lands* located in municipalities, permitted uses are:
  - a) the management or use of resources;
  - b) resource-based recreational uses (including recreational dwellings);
  - c) residential development, including lot creation, that is locally appropriate;
  - d) *agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices*, in accordance with provincial standards;
  - e) home occupations and home industries;
  - f) cemeteries; and
  - g) other rural land uses.
- 1.1.5.8 New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the *minimum distance separation formulae*.

**2. Official Plan Policies Considered**

## Sections:

- 2.2(8)(f) – Significant valleylands
- 2.2(9)(d) – Wildland fire risk
- 2.2(22) – TransCanada PipeLines Limited
- 5.3(1) – Permitted uses in the Rural designation
- 8.3(1) – Permitted uses in the Environmental Protection designation
- 13.1(9) Utility Lines - easements or rights-of-way will be required to be dedicated for utilities.
- 13.3(3) – Local municipal roads
- 14.3(1) – General consent policies
- 14.3(3),(4) – Maximum number of lots
- 14.3(23) – Application for severance

**3. Zoning By-law Provisions Considered**

Sections:

3.25 – Separation distances

3.26(c) – Setbacks from other roads

21.1, 21.2 – Permitted uses and provisions for the Rural (RU) Zone

24.1, 24.2 – Permitted uses and provisions for the Environmental Protection (EP) Zone

**4. SUBMITTED STUDIES**

- No study was required for this application.

**5. AGENCY COMMENTS**

Twp. of Admaston/  
Bromley

Municipal Report completed with no concerns identified.

Hydro One

In a letter dated April 20<sup>th</sup>, 2023, Hydro One Networks advised that the subject property is abutting and/or bisected by a HONI high voltage transmission corridor. Hydro One Networks has no objection in principle to the proposed severances, provided HONI's easement rights are protected and maintained.

TransCanada Pipeline

In an April 13<sup>th</sup>, 2023 email TC Energy advised that they would not be providing comments on the applications as the TC Pipeline right-of-way is further than 200m from the subject site.

**6. GENERAL PLANNING COMMENTS**

The subject property is currently vacant. It contains an Environmental Protected area as identified on the Township of Admaston/Bromley Zoning Map Schedule A. The proposed lots and the retained parcel are large enough to allow for future development. The proposal conforms to the Official Plan and meets the minimum zoning by-law standards. Portions of the property are designated and zoned Environmental Protection – No development is permitted in these areas.

**7. RECOMMENDATIONS**

- (a) Planning concerns have NOT been identified in this report. Therefore, consent can be granted.



- (b) There are some planning concerns that must be dealt with as follows, before determining whether the consent can be supported or not.



- (c) The proposal may be acceptable when the following matters are addressed and resolved: ☐
- (d) Conditions to the giving of consent should be considered for the following:
- ☒ Registered Plan of Survey:
  - ☐ Zoning By-law Amendment:
  - ☐ Minor Variance:
  - ☐ Private Road Agreement:
  - ☐ Development Agreement:
  - ☐ Site Plan Control Agreement:
  - ☐ Notice on Title:
  - ☐ Shoreline Road Allowance Closure / Acquisition:
  - ☐ Other:
- (e) There are serious planning concerns, refusal is recommended. ☐
- (f) Other Recommendations: ☐

Date: June 1, 2023

Prepared by: Paul Moreau  
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: April 4, 2023

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

From: Dennis Fridgen, Building & Sewage Inspector

Re: Private Sewage Disposal

Severance Application No: B09/23

Owner: Isaac Hoover, Lucinda Hoover, Alvin Brubacher & Rebecca Brubacher

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 ORC  
and all applicable law.

Signature Building & Sewage Inspector

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

**Date:** April 4, 2023

**To:** Admaston/Bromley Township

**From:** Acting Road Superintendent

**Re:** Municipal Public Road – Patterson Road

**Severance Application No.** B09/23

**Owner:** Isaac Hoover, Lucinda Hoover, Alvin Brubacher & Rebecca Brubacher

**Type of Municipal Road the subject lot fronts on:**

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

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

Is road widening or dedication required? Yes No

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


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

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

Yes No

**Comments:**

Will provide entrance permit if site lines meet  
standards.

  
**Acting Road Superintendent**  
*Steve Vizinski*

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)

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

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

**REPORT**

Date: June 15<sup>th</sup>, 2023  
To: Council  
From: Meagan Jessup  
Re: Temporary Use Agreement

---

**Background:**

Dennis and Denise Harrison have requested a Temporary Use Permit for the property located at 1324 South McNaughton Road. They are renovating an existing dwelling and are requesting to use a mobile home until the existing dwelling has completed renovations. The mobile home is already on the property as the property owners did not realize that mobile homes are not permitted, once realized they contacted the municipality immediately. The mobile home will be removed from the property once the renovations are complete. The completed renovation of the existing dwelling is anticipated to be completed by November 2023. The Chief Building Official is aware of the renovations and has been in touch with the homeowners.

**Financial Implications:**

None at this time.

**People Consulted:**

Chief Building Official  
CAO/Clerk

**Recommendation for Council:**

BE IT RESOLVED that Admaston/Bromley Council approve By-Law 2023-27, being a By-Law to authorize the Township to enter into an agreement with Dennis and Dense Harrison to permit an existing dwelling to remain onsite while an existing dwelling is being renovated.



Harrison Farms(2019) Inc.  
Dennis & Denise Harrison  
3412 Line 8, Bradford  
Ontario, L3Z 3R1

May 30, 2023

To the attention of: Mayor Michael Donohue and Council Members of the Township of  
Admaston/Bromley.

Hello Mayor Donohue, Council Members and Town Clerk Jennifer Charkavi,

Please consider this a formal request for a temporary use permit concerning a mobile home on the property 1324 South McNaughton Road.

We are the owners of this property and are currently renovating the uninhabitable farmstead home. Currently we have the dairy barn and some land rented to a local family who are actively milking cows there. In the in term until the completion of the renovations on the house, which are scheduled to be completed in November 2023, we all thought it best if the family renting the barn were able to be onsite to monitor the herd better. They are currently commuting from Cobden.

The trailer has been connected to a functioning septic system, water and hydro and was set up by the company it is being rented from. As soon as the renovations are complete and the family has moved in, the trailer will be removed. The trailer is currently onsite and an inspection can be arranged if council deems necessary. We apologize for not seeking a permit prior to the trailer being delivered on site, this was our fault in not realizing this was required by this township. Thank you in advance for your consideration of this permit.

Sincerely,

Dennis & Denise Harrison

A handwritten signature in blue ink, appearing to read "Denise Harrison", is written over a horizontal line.

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)

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

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

**REPORT**

Date: June 15, 2023  
To: Council  
From: Jennifer Charkavi  
Re: Bill 97

---

**Background:**

As you are aware there continue to be changes made to the Planning Act.

The Province introduced Bill 97 last month which proposes many changes to the Planning Act and also introduced proposed changes to the Provincial Policy Statement. The County of Renfrew Planning Division provided information, below is an excerpt from the April County Council session providing a summary of some of the key changes.

**Discussion:**

- a) Bill 97 was introduced on April 6, 2023 and is open to comments for 30 days until May 6. The proposed amendments under Bill 97 would see changes across seven statutes, including the *Building Code Act*, the *Residential Tenancies Act*, the *Municipal Act*, the *Ministry of Municipal Affairs and Housing Act* and the *Planning Act*.

According to the Provincial press release, Bill 97 will accomplish:

- A \$6.5 million investment to appoint an additional 40 adjudicators and hire 5 staff to improve service standards and continue to reduce active applications and decision timeframes at the Landlord and Tenant Board. This increase more than doubles the number of full-time adjudicators at the Landlord and Tenant Board.
- Further strengthening protections against evictions due to renovations, demolitions and conversions, as well as those for landlord's own use, as well as clarify tenants' rights to install air conditioners.
- Expanding deposit insurance for First Home Savings Accounts to Ontario at credit unions, and exploring a cooling-off or cancellation period on purchases of newly built freehold homes, as well as mandatory legal review of purchase agreements for all new home purchases.

- Freezing 74 different Provincial fees at the 2023-2024 level. This includes fees that directly or indirectly increase the cost of housing.

The proposed amendments to the Planning Act, if passed, would, among other matters:

- Delay the requirement for municipalities to refund zoning by-law and site plan application fees so that it only applies to applications submitted on or after July 1, 2023. **County/municipal impact: Allow more time for implementation of changes proposed under Bill 109 “More Homes for Everyone Act, 2022” and Bill 23 “More Homes Built Faster Act, 2022” (County Official Plan Amendment No. 35).**
- Create Minister’s regulation-making authority to be able to exempt municipalities from the fee refund provisions in the future if needed (no exemptions are being proposed at this time). **County/municipal impact: No immediate impact.**
- Changes to support implementation of the More Homes Built Faster Act, 2022 (Bill 23) – Clarify that the existing provisions regarding parking spaces for additional residential units apply only to the second and third units on a property. **County/municipal impact: May be implemented as zoning by-laws are updated.**
- Changes to the regulation – Making authority for Site Plan Control for 10 units or less. The proposed regulations specifically permit the use of site plan for parcels of land for any part of which is located within 120 metres of a shoreline and any part of which is located within 300 metres of a railway line. This is a reversal from Bill 23. **County/municipal impact: Further revision to Official Plan to implement.**
- Appeals of Interim Control By-laws – Enable an individual who received notice of the passing of an interim control by-law to appeal the by-law at the time of initial passing (rather than only at the time of extension). **County/municipal impact: No immediate impact.**
- Amend the notice and appeal timelines to provide 20 days for municipalities to give notice of the passing of an interim control by-law or a by-law extension (instead of the current 30 days) and for appeals to be made within 50 days of the by-law being passed. **County/municipal impact: No immediate impact.**
- New authority for Minister’s zoning orders – Provide the Minister of Municipal Affairs and Housing with the authority to exempt certain subsequent approvals required to establish uses permitted by Minister’s zoning orders from having to align with Provincial plans or policies. **County/municipal impact: No immediate impact.**
- Ministerial authority to require development agreements – Provide the Minister of Municipal Affairs and Housing with the authority to require landowners to enter development agreements in relation to lands that have

been assigned to the Provincial Land and Development Facilitator. **County/municipal impact: No immediate impact.**

**b) Review of Proposed Planning Policies – Growth Plan and Provincial Policy Statement**

On April 6, 2023 the Province posted a proposed new Provincial Policy Statement (PPS) which integrates the PPS and Growth Plan into a singular, province-wide document. The proposed changes are numerous and significant. Staff has not been able to complete a detailed overview of all the implications to the changes - but one thing is clear, the County of Renfrew will need to update the Official Plan to be consistent with the new PPS. The PPS represents the “floor” of planning policy, and municipalities at their discretion, can provide additional or a higher “ceiling” of policy to direct how their communities are planned. Many of the proposed PPS policies for rural areas appear to have lowered the “floor” considerably. Attached as Appendix Plan-I is a bold and strike-out version of the proposed PPS changes which was prepared and shared by the law firm Osler, Hoskin and Harcourt.

A summary of many of the key changes with emphasis on those that would affect Renfrew County and local municipalities are as follows:

Housing

- Removes mandatory intensification and density targets for all municipalities;
- Establishes broader permissions for residential intensification;
- Expands the definition of “housing options”;
- Removes the definition of “affordable” as it applies to housing;
- Provides additional options for rural housing.

Settlement Area Expansion

- Removes the need for a municipal comprehensive review;
- Reduces the requirements to permit a settlement area boundary expansion or identification of new settlement areas;
- Employment protection and conversion;
- Revises the definition of employment areas, to prohibit any commercial uses that are not associated with the primary employment use and institutional uses;
- Scopes and clarifies the test for employment conversion requests and removes the requirement for a municipal comprehensive review.

Natural Heritage

- Natural heritage policies and related definitions remain under consideration by the government;
- There are indications of relaxing environmental considerations in favour of balancing with increasing the housing supply.

Agriculture

- Eliminates alternative evaluations for settlement area expansions;
- Permits additional dwelling units, severances, and ground-extensive energy facilities.

#### Minister's Additional Powers

- Minister is allowed to make regulations and orders related to planning functions that previously would solely have been directed by local municipalities;
- Prohibits municipalities from enacting policies that are more restrictive than certain policies of the proposed PPS 2023 and establishes a greater role for Ministerial zoning orders;
- All municipal decisions, including zoning by-laws and permitting processes, must be consistent with the proposed PPS 2023, even before a municipality's official plan has been updated.

All municipal decisions, including zoning by-laws and permitting processes, must be consistent with the proposed PPS 2023, even before a municipality's official plan has been updated. The Implementation and Interpretation policies of the proposed PPS 2023 emphasize the ability of the Minister to set planning priorities and require municipalities to abide by these directions. Policy 6.1.4 states that the Minister can take into account other government priorities when implementing the proposed PPS. Policies 6.1.6 and 6.1.7 require municipalities to keep their zoning and development permit by-laws up to date with not only their official plans but the proposed PPS 2023, and to make planning decisions consistent with the proposed PPS 2023 even before their official plans or other planning instruments have been updated. These specific requirements and directives were not previously found in the PPS 2020 or the Growth Plan. The proposed implementation date is the fall and staff and Council will need to start considering the implementation of the changes which include Official Plans and Zoning By-laws.

The County has invited all municipal staff to a workshop, date to be decided, to help ensure all understand the changes.

Staff also received a joint statement from the Ontario's Farm Leaders on Bill 97 and Proposed Provincial Planning Statement. It is attached to this report.

#### **Financial Implications:**

The financial implications are unknown at this time.

#### **People Consulted:**

Bruce Howarth, MCIP, RPP, County of Renfrew, Manager of Planning Services  
Kelly Coughlin, Treasurer-Deputy CAO/Clerk

#### **Recommendation for Council:**

BE IT RESOLVED THAT Council receive this report on Bill 97, Planning Act;

AND BE IT RESOLVED THAT Council receive the Joint Statement from the Ontario's Farm Leaders on Bill 97 and Proposed Provincial Planning Statement.

## **Joint Statement from Ontario's Farm Leaders on Bill 97 and Proposed Provincial Planning Statement**

The leadership of Ontario's agricultural organizations, named below, are united in asking the Ontario government to take pause on its recently released Proposed Provincial Planning Statement and newly proposed Bill 97.

We stand in strong opposition to the 3 lot severances per farm parcel proposed in prime agricultural areas as well as other measures that weaken local farmland protection. We request that the limited circumstances permitting residential lot creation in prime agricultural areas under the Provincial Policy Statement, 2020, be retained in the new Proposed Provincial Planning Statement.

Residential lot creation in agricultural areas has long been controversial and the detrimental impacts for agriculture are well demonstrated, including fragmentation of the agricultural land base, increased conflicts between neighbouring land uses, risk of inflating farmland prices and increasing costs to municipalities. In addition, we have significant concerns regarding the speculative investment that this proposal will drive, resulting in farmland values that make farming even more unattainable for the next generation. Any policies that might open land for speculative purchase and investment need to be discouraged.

As farm leaders and organizations, we have worked diligently to manage and mitigate conflict between farming and non-farming neighbours in all types of agriculture. The proposed changes will exacerbate conflict between farming and non-farming neighbours for all aspects of farming including application of crop nutrition and crop protection products, wildlife control and more. We support Minimum Distance Separation (MDS) and see it as a valuable tool to minimize conflicts between farm operations and residential areas with respect to livestock operations. Additional lot severances proposed will make it difficult or impossible for farmers to operate, expand and grow their farms.

We do not support policies that will increase residential lot creation in prime agricultural areas or in rural areas that are actively farmed. Ontario boasts some of Canada's richest and most fertile farmland and these policy changes put the sustainability of that land and the food system it provides at great risk.

Ontario's agri-food sector is an economic powerhouse, fuelling rural communities, generating nearly 750,000 jobs and contributing more than \$47 billion to Ontario's annual GDP. The province's agri-food strategy, [Grow Ontario](#), aims to strengthen the agri-food sector, support economic growth and ensure an efficient, reliable and responsible food supply. Ontario's farmers are positioned to seize opportunities and rise to the challenge of an ambitious growth strategy, allowing the agri-food sector to drive the economy forward. To farm, we need farmland.

Ontario's productive farmland is a scarce resource, making up less than five per cent of all the land in the province. It is our unwavering position that agricultural production is the most valued and best use of this land. We believe in the importance of a healthy, viable and sustainable supply of food products grown, harvested and processed right here at home. We are confident that long-term food system security for the people of Ontario, Canada and the world is a shared priority with the general public and our governments.

Collectively, we seek your commitment to preserving Ontario's farmland and specialty croplands across the province. The implications of Bill 97 and the Proposed Provincial Planning Statement for Ontario

agriculture are significant and concerning for the agriculture and agri-food sector. These decisions will have long-term, intergenerational implications for Ontario farmers, food security, water resources and the agri-food economy.

Directing growth to settlement areas, urban and rural is better for both agriculture and municipalities. Housing needs can be met in serviced settlement areas on a much smaller land base. This reduces farmland loss and potential land use conflicts while encouraging ongoing investment in farm and farm-related businesses. It also ensures efficient use of municipal infrastructure investments and reduces costs to provide services. Responsible land-use planning is critical to balancing the needs of our growing communities and to ensure that our agriculture and agri-food sector survives and thrives.

We ask for the opportunity to work together with the government to develop a way forward to support and create the framework for needed housing and development while ensuring the long-term success and viability of the agriculture sector.

Sincerely,

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)

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

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

**REPORT**

Date: June 15, 2023  
To: Council  
From: Jennifer Charkavi  
Re: Official Plan Amendment and Zoning By-Law Amendment  
- 132 South McNaughton Road

---

**Background:**

An application has been received from Jp2g Consultants Inc. on behalf of Phil Donohue and Helen McGregor for an Official Plan Amendment (OPA) and a Zoning By-Law Amendment (ZBA) for the property located at 132 South McNaughton Road. A public meeting was held this evening to discuss these amendments.

**Discussion:**

The Official Plan amendment proposes to amend Schedule A to the Official Plan to redesignate a 1.4 hectares property from Agriculture to Agriculture Exception Three. The amendment would allow the property to be severed.

The Zoning By-law amendment proposes to rezone the proposed severed lands from Agriculture (A) to Agriculture-Exception Forty-Five (A-E45) to reduce the minimum lot frontage requirement from 45 meters to 33 meters, and to rezone the proposed retained lands from Agriculture (A) to Agriculture-Exception Forty-Six (A-E46) to reduce the side yard setback from 3 meters to 1.5 meters; and to reduce the minimum rear yard setback from 7.5 meters to 7 meters.

At the time of writing this report, there no comments received by the County of Renfrew.

**Financial Implications:**

None at this time.



**People Consulted:**

Lindsey Bennett-Farquhar, MCIP, RPP – Senior Planner  
County of Renfrew – Planning Division

**Recommendation for Council:**

**BE IT RESOLVED** that Admaston/Bromley Council support the Official Plan Amendment application for Phil Donohue and Helen McGregor for 132 South McNaughton Road so long as no concerns were raised at the June 7, 2023 Public Meeting;

**AND BE IT RESOLVED THAT** Admaston/Bromley Council defer the Zoning By-Law Amendment for 132 South McNaughton Road until the County of Renfrew adopts the Official Plan Amendment for this property.

**Township of Admaston/Bromley  
477 Stone Road, R.R. #2  
Renfrew, ON  
K7V 3Z5**

**E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)**

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

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

**REPORT**

Date: June 15<sup>th</sup>, 2023  
To: Council  
From: Steve Visinski  
Re: Public Works May 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 May.

**Township**

Recycling for the township was picked up as usual, weekly from the Stone Road Transfer site and bi-weekly at the Douglas Transfer Site by the contractor. The recycling at the Osceola Landfill is 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**

- Traffic Counters have been installed and will continue to monitor for the summer months.
- Maintenance of all equipment and yearly safeties are being completed on commercial equipment.
- Ditching and brushing jobs have begun.
- Calcium application has begun
- Cold patching is ongoing as needed
- All sweeping of intersections has been completed.
- Grading of gravel roads has begun and will continue when weather permits.
- Road closure notices have been published on the website, as well as dropped off to the public to inform of Capital Work Projects.
- Work has been completed at the Osceola Landfill. Spring clean-up and extra fill has been hauled for covering waste to stay compliant with the Townships ECA (Environment Compliance Approval).
- Guardrails around township have been repaired.
- Load restrictions have been removed from roads.
- Crack sealing on newer asphalt roads has been completed.
- Two (2) public works employees have completed grader training. Training was done by ProTech Training Services.

## **Upcoming Events**

- Maintenance of Equipment will continue.
- Cold patching will continue as needed.
- Culvert inspections have begun and will continue, this will help update the Township Assets.
- Preparation for Capital Projects have started with brushing, ditching and culvert replacements.
- Centerline marking will take place under the County of Renfrew's Contract. Selected roads will be pre-marked.
- Staff have been working with the Ontario Ministry of Environment and Wagar & Corput Weed Control Inc. to prepare for the pest control spraying.
- Yearly gravel contract will begin.
- Tenders for Surface Treatment and RFQ's for pulverizing have been completed and will be posted with the approval of the budget.
- Staff are working with the County of Renfrew pertaining to the possible adoption of Culverts to be replaced by the Township, as they meet the new Bridge Design and Construction Policies of the County of Renfrew.

## **Recommendation for Council:**

BE IT RESOLVED THAT the Council receive the Public Works May 2023 Report as information.

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
**E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)**

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

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

**REPORT**

Date: June 15, 2023  
To: Council  
From: Steve Visinski  
Re: Sale of 2004 Volvo Grader G740B

---

**Background:**

As Council is aware, the municipality owns and operated two (2) graders. One is in the Cobden Road yard, where a 2011 Volvo Grader G970 is located. In the Stone Road yard, there is a 2004 Volvo Grader G740B. The Township has approximately 190 km of gravel roads, and grading has limited time according to the proper weather. For these reasons, two (2) graders are required. Major motor repairs were undertaken during the early part of 2023 to the 2004 Volvo G740B in order for it to be sold at the best price. With direction Grader was placed on GovDeals to be Auctioned.

**Discussion:**

The Grader was listed on GovDeals auction with a reserve bid of \$60,000. The auctions normally run for two weeks. After the two weeks of listing the reserve bid was not met and the only offer of \$45,500 was received. Our GovDeals representative suggested that it be listed for an additional two weeks. After the second auction was completed, the reserve bid was still not met, and now the offer now stood for \$42,300.

Since we had the grader fixed, there have been many graders placed on the market flooding it. Unfortunately staff had expected to see higher bids but as the season moved forward the market seems to have more opportunities and prices thus lowered. Staff felt that should we wait longer the bid amounts would continue to decrease.

The Township does not have a Surplus Equipment Policy. The CAO/Clerk has the authority to purchase up to \$40,000 under the Procurement By-Law and with such authority authorized the sale of the Grader through GovDeals at \$42,300.

**Financial Implications:**

There are no financial implications at this time.

**People Consulted:**

CAO/Clerk  
Treasurer-Deputy CAO/Clerk  
GovDeals Representative Anthony Murueta

**Recommendation:**

BE IT RESOLVED THAT Council receive the report on the sale of the 2004 Volvo Grader G740B.

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)

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

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

**REPORT**

Date: June 15th, 2023  
To: Council  
From: Steve Visinski  
Re: McMahon Road Culvert

---

**Background:**

As Council is aware with the approval of the 2023 Capital Budget there where multiple Road Construction and Rehabilitation jobs approved. One of these particular jobs was classified as Lynch Road Culvert. This job was forecasted to be tendered out due the large size of two adjacent culverts running parallel to each other and would be too large for the Townships equipment to replace. It is difficult to tell exactly what size of culverts are currently there but is believed to be two adjacent 4' culverts. This water shed known as Moores Creek and accepts a large volume of water that flows through this area from Colton Lake and Smally Lake. During spring melts these original culverts are at maximum capacity and signage is usually needed for road flooding, and thus, the reason to up size these culverts too two 5' diameter culverts for the future.

**Discussion:**

The County of Renfrew passed a new policy for bridges or series of structures having a cumulative span of 3M or greater. This making the two 5' adjacent culverts having a greater cumulative span of 3M. There are some stipulations involved before adoption by the County of the culverts can take place. Staff feel it would be best to follow these protocols to ensure all measures are met for adoption for the future. Hydraulic designs would need to be completed with costs being paid by the Township. However, in speaking with county staff they can help to complete this at a lower cost inhouse. Once this is completed Council would be asked to submit a request for adoption to the County Director of Public Works and Engineering for review.

**Financial Implications:**

The costs for this project are not known at this time.

**People Consulted:**

CAO/Clerk

Taylor Hanrath (Manager of Infrastructure

Department of Public Works & Engineering County of Renfrew)

**Recommendation for Council:**

**BE IT RESOLVED THAT** Council direct staff to work with the County of Renfrew Public Works and Engineering Department to have the costs identified for a design of the culverts on Lynch Road and to determine the project costs for their replacement;

**AND FURTHER THAT** staff bring this information back for review and approval.

Payment Register May 2023

25492	ADMASTON/BROMLEY	2023-05-04	6,000.00	Levy
25493	AEBI SCHMIDT CANADA INC	2023-05-04	47.23	
25494	BEARCOM CANADA CORP	2023-05-04	203.40	Radios
25495	BENSON AUTO PARTS	2023-05-04	376.58	V38 & V31
25496	BELL CANADA	2023-05-04	82.59	
25497	COMBETEK MULTIMEDIA	2023-05-04	868.69	Apr-23
25498	DELTA POWER EQUIPMENT	2023-05-04	13.29	
25499	BRIAN HAMILTON	2023-05-04	251.60	
25500	LECLAIRE ANDREA	2023-05-04	119.00	
25501	LOCAL AUTHORITY SERVICES LTD	2023-05-04	326.45	Office Supplies
25502	MANUFACTURERS LIFE INSURANCE	2023-05-04	18,937.30	April & May 2023 Insurance
25503	STEWART MC BRIDE	2023-05-04	490.00	Snowplowing
25504	PETRO-CANADA FUELS INC	2023-05-04	1,664.48	
25505	RENFREW COUNTY CLERKS	2023-05-04	150.00	Golf Tournament
25506	RIVERVIEW METAL WORKS	2023-05-04	2,212.83	V38 & V31
25507	SCOTT & SONS HARDWARE	2023-05-04	208.27	Garage supplies
25508	TF CUSTOM SIGNS & GRAPHICS	2023-05-04	176.28	Landfill signs
25509	VALLEY NAPA AUTO PARTS	2023-05-04	228.18	V33
25510	XPLORNET	2023-05-04	77.96	
25511	AMCTO ZONE 6	2023-05-11	160.00	Spring Meeting
25512	BARRON DISPOSAL SYSTEMS INC	2023-05-11	565.00	2023 2023
25513	BENSON AUTO PARTS	2023-05-11	200.13	
25514	BONNECHERE EXCAVATING INC	2023-05-11	4,723.40	Grading
25515	BUSKE OFFICE EQUIPMENT	2023-05-11	283.95	Photocopier April 2023
25516	BANK OF MONTREAL	2023-05-11	840.74	
25517	JENNIFER CHARKAVI	2023-05-11	274.36	
25518	DEDO, BRIAN	2023-05-11	5,000.25	April 2023
25519	EMTERRA ENVIRONMENTAL	2023-05-11	5,593.08	April 2023 /Waste-Recycling
25520	ANGELA FIELD	2023-05-11	260.71	
25521	HYDRO ONE NETWORKS, INC.	2023-05-11	1,678.67	
25522	BANK OF MONTREAL	2023-05-11	850.93	
25523	BANK OF MONTREAL	2023-05-11	25.00	
25524	1172264 ONTARIO INC	2023-05-11	2,237.43	April 2023 /Waste-Recycling
25525	MUNISOFT	2023-05-11	123.17	AL-Training
25526	PITNEY BOWES GLOBAL CREDIT	2023-05-11	634.98	Postage
25527	BANK OF MONTREAL	2023-05-11	68.70	
25528	TOWN OF RENFREW	2023-05-11	26,100.00	2022 User Fees
25529	ADMASTON/BROMLEY LIBRARY	2023-05-25	1,589.63	2022 HST Rebate
25530	BENSON AUTO PARTS	2023-05-25	206.50	
25531	BILMER, LUCILLE	2023-05-25	20.00	
25532	BELL CANADA	2023-05-25	329.26	
25533	BELL CANADA	2023-05-25	105.04	
25534	BUSKE OFFICE EQUIPMENT	2023-05-25	185.49	Feb 2023 Photocopier
25535	CAMBium INC	2023-05-25	1,412.50	Osceola Landfill Expansion
25536	COUNTY OF RENFREW	2023-05-25	26.00	
25537	DELTA POWER EQUIPMENT	2023-05-25	102.85	
25538	DOUGLAS FIRE DEPARTMENT	2023-05-25	9,428.75	2022 HST Rebate
25539	EGANVILLE LEADER LTD	2023-05-25	213.57	Advertising
25540	HOMEWOOD HEALTH INC.	2023-05-25	1,562.11	Insuranc
25541	JP2G CONSULTANTS INC	2023-05-25	5,609.32	Well Testing
25542	LOCAL AUTHORITY SERVICES LTD	2023-05-25	130.05	Office Supplies
25543	M & R FEEDS	2023-05-25	78.99	
25544	MEAGAN JESSUP	2023-05-25	235.14	
25545	NESTOR IT SERVICES	2023-05-25	109.93	IT Servicer-Backup
25546	PETRO-CANADA FUELS INC	2023-05-25	3,783.16	
25547	PITNEY WORKS	2023-05-25	565.00	Postage meter
25548	MINISTRY OF FINANCE	2023-05-25	31,694.00	Police Contract May 2023
25549	RENFREW HOME HARDWARE	2023-05-25	517.06	
25550	TELUS	2023-05-25	103.88	
25551	ULTRAMAR	2023-05-25	107.16	
25552	VALLEY STEEL (RENFREW) LTD	2023-05-25	279.56	Culvert maintance
25553	CAVANAGH CONSTRUCTION LTD	2023-05-30	4,744.94	Gravel Contract
25554	JENNIFER CHARKAVI	2023-05-30	453.54	
25555	COMBETEK MULTIMEDIA	2023-05-30	339.00	May Council Meetings
25556	DEBBIE ENRIGHT	2023-05-30	750.00	1st Installment-Flowerbeds



25557	Ministry of Finance	2023-05-30	1,387.90	EHT - May 2023
25558	BANK OF MONTREAL	2023-05-30	779.52	
25559	MUNICIPAL LAW ENFORCEMENT	2023-05-30	864.45	By-Law Enforcment
25560	OMERS	2023-05-30	10,399.62	May Contributions
25561	PETRO-CANADA FUELS INC	2023-05-30	2,271.91	
25562	RECEIVER GENERAL	2023-05-30	20,209.80	May Contributions
25563	TOWN OF RENFREW	2023-05-30	13,140.00	Fire Agreement
Total:			<hr/>	195,790.26
Total for AP:			<hr/>	<hr/> 195,790.26

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)

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

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

**REPORT**

Date: June 15, 2023  
To: Council  
From: Kelly Coughlin  
Re: May 2023 YTD Financial Overview

---

**Background:**

None

**Discussion: n/a**

Treasurer-Deputy CAO/Clerk will discuss at the Council meeting.

**Financial Implications:**

None

**People Consulted:**

Jennifer Charkavi - CAO/Clerk

**Recommendation for Council:**

BE IT RESOLVED THAT Council accept the May 2023 Year to Date Financial Overview Report (attached) as information as submitted and circulated.

## May 2023 Financial Overview

	May YTD	Budget
<b>REVENUE</b>		
Taxation	(1,219,823.18)	(2,760,923.00)
Municipal Drains	(29,699.98)	(40,000.00)
OMPF	(220,000.00)	(440,000.00)
OCIF	(289,599.00)	(579,200.00)
Canada Community Building Fund	-	(97,130.00)
Recycling Revenue	(15,749.85)	(63,548.00)
Other Grants	(215.20)	(54,200.00)
Waste Management Fees	(10,268.00)	(29,000.00)
Planning Fees	(3,930.00)	(4,500.00)
Roads Revenue	(2,250.00)	(75,000.00)
Other Fees & Charges	(80,164.38)	(81,088.00)
Building Permits	(31,462.00)	(59,000.00)
Capital Lease	-	(189,000.00)
Proceeds f/ debt	-	(477,870.00)
Transfer f/ reserves	-	(384,450.00)
County	(688,845.65)	(1,383,485.00)
School Boards	(385,408.24)	(774,310.00)
<b>TOTAL REVENUE as of May 31, 2023</b>	<b>(2,977,415.48)</b>	<b>(7,492,704.00)</b>
<b>EXPENDITURES</b>		
General Government	241,886.04	726,955.00
Council	37,871.31	112,520.00
Building	11,678.81	32,100.00
Police and Health & Safety	168,947.29	400,000.00
Fire Protection Agreements	13,140.00	51,003.00
Fire	104,986.87	482,585.00
Animal Control/ Livestock/ Drains & Planning	1,221.75	9,250.00
Waste Management	112,283.31	306,606.00
Recreation	27,639.28	43,790.00
Library	12,100.00	24,250.00
Drains & Planning	65,273.38	118,300.00
Public Works	487,346.59	2,766,550.00
Debt Repayment	129,745.28	261,000.00
Transfer to County	345,872.00	1,383,485.00
Transfer to School Boards	193,557.00	774,310.00
<b>TOTAL EXPENDITURES as of May 31, 2023</b>	<b>1,953,548.91</b>	<b>7,492,704.00</b>
<b>SURPLUS / (DEFICIT)</b>	<b>1,023,866.57</b>	<b>-</b>

**FINANCIAL OVERVIEW - MAY 2023**

<b>REVENUE</b>		<b>YTD May 2023</b>	<b>2023 Budget</b>
<b>TAXATION</b>			
General Municipal - Taxation	40-10-237	(1,219,493.74)	(2,745,003.00)
General Municipal - Supplementaries	40-20-221	-	-
<b>TOTAL GENERAL MUNICIPAL TAXATION</b>		<b>(1,219,493.74)</b>	<b>(2,745,003.00)</b>
<b>COUNTY &amp; SCHOOL BOARDS TAXATION REVENUE</b>			
County		(688,845.65)	(1,383,485.00)
English - Public		(279,302.09)	(554,150.00)
English - Separate		(94,575.59)	(192,910.00)
French - Public		(3,663.89)	(8,730.00)
French - Separate		(7,866.67)	(18,520.00)
<b>COUNTY &amp; SCHOOL BOARDS TAXATION REVENUE</b>		<b>(1,074,253.89)</b>	<b>(2,157,795.00)</b>
<b>PAYMENTS IN LIEU</b>			
Canada	40-40-220		(710.00)
Ontario	40-40-221		(4,000.00)
Power Dams	40-40-222		(5,000.00)
Municipal Enterprises	40-40-223		(3,080.00)
County	40-40-224		(1,240.00)
MNR - Fire Agreement	40-40-225	(329.44)	(330.00)
Hydro One	40-40-227		(1,560.00)
<b>TOTAL PAYMENTS IN LIEU</b>		<b>(329.44)</b>	<b>(15,920.00)</b>
<b>TOTAL TAXATION</b>		<b>(2,294,077.07)</b>	<b>(4,918,718.00)</b>
<b>DRAINS</b>			
Tile Drain	40-30-220	(29,699.98)	(30,000.00)
Municipal Drain	40-30-221		(10,000.00)
<b>TOTAL DRAINS</b>		<b>(29,699.98)</b>	<b>(40,000.00)</b>
<b>GRANTS</b>			
Ontario Municipal Partnership Fund (OMPF)	40-50-220	(220,000.00)	(440,000.00)
OMPF One-Time Funding	40-50-221		-
Aggregate Resources	40-50-223		(30,000.00)
Transfer from Deferred Revenue (OCIF - Formula Component)	40-50-241	(289,599.00)	(579,200.00)
Special Grants	40-50-224		
Livestock Damage	40-50-225	(215.20)	(5,000.00)
Drains Superintendant Grant	40-50-228		(5,000.00)
Student Employment	40-50-229		(5,400.00)
Recycling Grant	40-50-230	(15,749.85)	(63,548.00)
Transfer from Deferred Revenue (Canada Community Building Fund)	40-50-231		(97,130.00)
R.I.D.E. Grant	40-50-232		(8,800.00)
FCM Asset Management	40-50-235		-
Ontario - One Time Funding	40-50-237		-

**FINANCIAL OVERVIEW - MAY 2023**

<b>REVENUE</b>		<b>YTD May 2023</b>	<b>2023 Budget</b>
ICIP - Northern & Rural Funding	40-50-238		
Modernization 2 - Roads Review	40-50-239		
Modernization 3 - Org Review	40-50-240		
ICIP COVID - Douglas Fire Garage	40-50-242		
OPP - CSPT Grant	40-50-243		
<b>TOTAL GRANTS</b>		<b>(525,564.05)</b>	<b>(1,234,078.00)</b>
<b>FEES &amp; SERVICE CHARGES</b>			
Tax Certificates	40-70-220	(1,250.00)	(3,500.00)
Lottery Licenses	40-70-221	(49.65)	(400.00)
Roads Revenue	40-70-223	(2,250.00)	(75,000.00)
Tipping Fees-Stone Road Site	40-70-224	(438.50)	(1,500.00)
Tipping Fees-Osceola Site	40-70-225	(9,829.50)	(27,500.00)
Planning & Zoning	40-70-226	(3,550.00)	(4,000.00)
Septic Usage Permits	40-70-227	(100.00)	(500.00)
Zoning Certificates	40-70-230	(280.00)	
<b>TOTAL FEES &amp; SERVICE CHARGES</b>		<b>(17,747.65)</b>	<b>(112,400.00)</b>
<b>OTHER REVENUE</b>			
Dog Licensing	40-80-220	(1,995.00)	(2,000.00)
Building Permits	40-80-221	(27,762.00)	(50,000.00)
Sewage Permits	40-80-222	(3,700.00)	(9,000.00)
Penalties-Taxes	40-80-223	(8,547.56)	(30,000.00)
Interest Income	40-80-224	(10,425.57)	(15,000.00)
Miscellaneous	40-80-226	(774.75)	(3,000.00)
Interest - Accounts Receivable	40-80-227	(6,814.48)	-
Sale of TCA's	40-80-228	(1,100.00)	
Revenue-Surplus	40-80-229	-	-
Rental	40-80-230	(3,758.94)	(8,500.00)
Recycling	40-80-231	(24.00)	(50.00)
Police Revenue	40-80-232		(2,500.00)
Special Occasions	40-80-292		-
Gain/Loss on Disposal of Assets	40-80-295		-
Fire Agreement - NAW			(7,500.00)
Fire - Investment Income	40-90-222	(254.43)	(380.00)
Fire Calls		-	(8,258.00)
Fire - Miscellaneous	40-90-224	(170.00)	
Fire - Surplus / Deficit			
Fire Department Surplus	40-80-296		-
Fire Transfer from Reserves			
Fire - Levy	40-90-220	(45,000.00)	
Capital Lease - SCBA's			(189,000.00)
Debenture Proceeds	40-80-297		(477,870.00)
<b>TOTAL OTHER REVENUE</b>		<b>(110,326.73)</b>	<b>(803,058.00)</b>

**FINANCIAL OVERVIEW - MAY 2023**

<b>REVENUE</b>		<b>YTD May 2023</b>	<b>2023 Budget</b>
<b>REVENUE FROM RESERVES</b>			
From Working Funds Reserve	40-80-302		(200,000.00)
From Capital Reserve	40-80-305		
From Gas Tax Reserve	40-80-306		
From OCIF Reserve	40-80-307		(57,100.00)
From Fire Hall Road Survey	40-80-308		
From Main Street Revitalization Reserve	40-80-310		
From Police Service Board Reserve	40-80-311		
From Road Revenue	40-80-312		
From 1x Funding Reserves			(107,350.00)
From Modernization Reserve	40-80-313		
From Fire Reserve - Equipment			(20,000.00)
From Cannabis Reserve	40-80-314		
From Safe Restart Reserve	40-80-315		
<b>TOTAL REVENUE FROM RESERVES</b>		<b>-</b>	<b>(384,450.00)</b>
<b>TOTAL REVENUES</b>		<b>(2,977,415.48)</b>	<b>(7,492,704.00)</b>
<b>ADMINISTRATION COSTS</b>			
<b>General Employment Costs</b>			
Wages - General Admin	50-10-101	140,500.78	328,910.00
Transfer to PW (50% Admin wages)	50-10-102	-	(30,500.00)
Taxable Benefits - General Admin	50-10-108	-	-
Income Tax - General Admin	50-10-111	-	
CPP - General Admin	50-10-112	8,106.32	13,380.00
EI - General Admin	50-10-113	3,262.55	5,220.00
Group Insurance - General Admin	50-10-114	13,609.82	38,860.00
OMERS - General Admin	50-10-115	10,417.44	34,640.00
WSIB - General Admin	50-10-118	2,649.06	10,650.00
EHT - General Admin	50-10-119	2,787.92	6,415.00
Provisional Pay Review	50-10-120	-	-
<b>Total General Employment Costs</b>		<b>181,333.89</b>	<b>407,575.00</b>
<b>Utilities</b>			
Telephone - Stone Rd	50-10-221	1,492.51	2,000.00
Telephone - Barr Line	50-10-225	-	1,000.00
Fax	50-10-222	475.99	1,000.00
Internet	50-10-224	910.69	1,200.00
Furnace Fuel - Stone Road	50-10-223	822.95	3,500.00
Furnace Fuel - Barr Line	50-10-226	3,134.00	2,300.00
Hydro - Stone Road	50-10-231	2,308.29	3,750.00
Hydro - Barr Line	50-10-232	387.36	2,400.00
Hydro - Osceola Building	50-10-234	97.89	450.00
<b>Total Utilities</b>		<b>9,629.68</b>	<b>17,600.00</b>

**FINANCIAL OVERVIEW - MAY 2023**

<b>REVENUE</b>		<b>YTD May 2023</b>	<b>2023 Budget</b>
<b>Office Expense</b>			
Office Supplies	50-10-241	6,897.97	9,000.00
Postage	50-10-242	2,199.84	3,500.00
Postage Meter	50-10-243	1,489.60	5,000.00
Photo Copier	50-10-244	1,070.60	2,700.00
<b>Total Office Expense</b>		<b>11,658.01</b>	<b>20,200.00</b>
<b>Building Maintenance</b>			
Building - Capital	50-10-251		-
Security System	50-10-252		160.00
Supplies - Stone Road	50-10-253	187.55	2,000.00
Building - Stone Road	50-10-254	2,084.31	5,500.00
Building - Barr Line	50-10-257	20.34	1,000.00
Cleaning - Barr Line	50-10-258	1,804.87	4,610.00
Supplies - Barr Line	50-10-259	257.80	500.00
Cleaning - Stone Road	50-10-269	1,983.03	4,610.00
Office Equipment & Furniture	50-10-255		1,000.00
Accessibility Compliance	50-10-256		1,000.00
Water Testing - Barr Line	50-10-263		600.00
Water Testing - Stone Road	50-10-264		600.00
<b>Total Building Maintenance</b>		<b>6,337.90</b>	<b>21,580.00</b>
<b>Training &amp; Development</b>			
Training	50-10-273	1,203.92	3,500.00
Information Technology	50-10-280	10,451.24	13,000.00
Municipal Website	50-10-281	1,239.39	2,500.00
Laptops	50-10-282		-
Staff Conventions	50-10-271	2,111.02	8,500.00
<b>Total Training &amp; Development</b>		<b>15,005.57</b>	<b>27,500.00</b>
<b>General Overhead</b>			
Financial Expense	50-10-290	1,025.98	10,000.00
PSAB Compliance	50-10-291		-
Interest	50-10-292		-
Advertising	50-10-320	1,186.53	4,000.00
Association	50-10-330	3,204.98	3,500.00
Audit	50-10-350		24,000.00
Awards	50-10-359		2,000.00
Petty Cash	50-10-360	107.00	1,000.00
Insurance	50-10-370	6,260.73	11,500.00
Donations & Grants	50-10-380	750.00	6,500.00
Miscellaneous	50-10-391	1,109.88	3,500.00
Special Occasions	50-10-392	884.16	3,000.00

**FINANCIAL OVERVIEW - MAY 2023**

<b>REVENUE</b>		<b>YTD May 2023</b>	<b>2023 Budget</b>
Legal - General	50-10-261	1,797.93	3,000.00
General Mileage	50-10-272	1,415.91	3,000.00
Election	50-10-300	175.00	
Admin - Capital			127,500.00
<b>Total General Overhead</b>		<b>17,918.10</b>	<b>202,500.00</b>
<b>Taxation Expense</b>			
Tax Write-Off - Municipal	50-10-430	2.89	
Tax Registration Costs	50-10-440		-
<b>Total Taxation Expense</b>		<b>2.89</b>	<b>-</b>
<b>Contributions to Reserves</b>			
To Capital from Road Revenue	50-10-401		30,000.00
Contribution to Reserves	50-10-490		-
<b>Total Contributions to Reserves</b>		<b>-</b>	<b>30,000.00</b>
<b>TOTAL ADMINISTRATION COSTS</b>		<b>241,886.04</b>	<b>726,955.00</b>
<b>COUNCIL</b>			
Wages - Council	50-20-101	30,642.70	79,670.00
Income Tax - Council	50-20-111	-	-
CPP - Council	50-20-112	1,433.12	3,700.00
Group Insurance - Council	50-20-114	1,597.70	5,000.00
EHT - Council	50-20-119	601.02	1,550.00
Council Conventions	50-20-221	-	3,000.00
Council Mileage & Expenses	50-20-222	1,822.33	9,000.00
Council Laptops	50-20-223		-
A/V System-Council Chambers	50-40-232	1,774.44	3,600.00
**NEW** Transfer to Reserve - Election			7,000.00
<b>TOTAL COUNCIL</b>		<b>37,871.31</b>	<b>112,520.00</b>
<b>BUILDING &amp; SEWAGE</b>			
Building Wages	50-40-101	6,698.90	18,810.00
Septic Wages	50-40-102	1,900.00	4,000.00
Income Tax - Building	50-40-111		-
EI - Building	50-40-113	196.69	430.00
Group Insurance - Building	50-40-114	1,800.89	6,375.00
WSIB - Building	50-40-118	160.46	615.00
EHT - Building	50-40-119	168.10	370.00
Building - Supplies	50-40-230	753.77	1,500.00
<b>TOTAL BUILDING &amp; SEWAGE</b>		<b>11,678.81</b>	<b>32,100.00</b>
<b>PROTECTION</b>			
<b>Policing</b>			
Police Contract	50-30-220	158,167.00	380,330.00



**FINANCIAL OVERVIEW - MAY 2023**

<b>REVENUE</b>		<b>YTD May 2023</b>	<b>2023 Budget</b>
R.I.D.E. Duty	50-30-224	6,511.86	7,000.00
<b>Total Policing</b>		<b>164,678.86</b>	<b>387,330.00</b>
<b>Police Services Board</b>			
Wages - PSB	50-30-201	254.93	1,470.00
Committee Pay - PSB	50-30-202	100.00	1,100.00
PSB Mileage & Expenses	50-30-217	1,448.22	2,100.00
<b>Total Police Services Board</b>		<b>1,803.15</b>	<b>4,670.00</b>
<b>Health &amp; Safety</b>			
By-Law Enforcement	50-30-222	2,390.47	2,000.00
Emergency Plan	50-30-223		3,000.00
Health and Safety Inspections	50-30-225	74.81	3,000.00
<b>Total Health &amp; Safety</b>		<b>2,465.28</b>	<b>8,000.00</b>
<b>TOTAL POLICE &amp; HEALTH &amp; SAFETY</b>		<b>168,947.29</b>	<b>400,000.00</b>
<b>Fire Protection Agreements</b>			
Fire - Renfrew Agreement	50-30-231	13,140.00	36,000.00
Fire - Greater Madawaska	50-30-232		4,803.00
Fire - Whitewater Region	50-30-233		8,000.00
Douglas Fire Garage Project	50-30-237		-
Call Taking/Alerting	50-30-240		2,200.00
<b>TOTAL FIRE PROTECTION AGREEMENTS</b>		<b>13,140.00</b>	<b>51,003.00</b>
<b>Fire Employment Costs</b>			
Fire Wages	50-30-122	30,911.02	110,000.00
Fire Support Wages (50-30-101)	50-30-123	996.06	1,500.00
CPP	50-30-125		20.00
EI	50-30-126		110.00
WSIB - Fire	50-30-118	2,214.28	
WSIB	50-30-128		9,000.00
EHT	50-30-129		1,800.00
<b>Total Employment Costs</b>		<b>34,121.36</b>	<b>122,430.00</b>
<b>Overhead</b>			
Prevention	50-30-131	1,852.19	5,100.00
Insurance	50-30-117	4,779.00	17,920.00
Licenses	50-30-135	(24.00)	520.00
Grounds & Building	50-30-136	1,079.73	3,000.00
Clothing			-
<b>Total Overhead</b>		<b>7,686.92</b>	<b>26,540.00</b>
<b>Vehicle Costs</b>			
Fuel	50-30-141		6,000.00

**FINANCIAL OVERVIEW - MAY 2023**

<b>REVENUE</b>		<b>YTD May 2023</b>	<b>2023 Budget</b>
Equipment Maintenance	50-30-142	222.12	10,900.00
Vehicle Maintenance	50-30-143	4,572.44	13,800.00
Mileage	50-30-144		3,000.00
Dry Hydrant	50-30-147		
Mileage			
**NEW**Tranfer to Reserves - Vehicles			25,000.00
**NEW**Transfer to Reserves - New Fire Hall			-
<b>Total Vehicle Costs</b>		<b>4,794.56</b>	<b>58,700.00</b>
<b>Fire Capital</b>			
Equipment NEW	50-30-145		39,200.00
SCBA's			189,000.00
<b>Total Capital Costs</b>		<b>-</b>	<b>228,200.00</b>
<b>Utilities</b>			
Hydro	50-30-151	357.28	3,000.00
Heat	50-30-152	5,910.97	10,500.00
<b>Total Utility Costs</b>		<b>6,268.25</b>	<b>13,500.00</b>
<b>Miscellaneous</b>			
Fire Fighters Certification Course Costs	50-30-162	250.39	5,000.00
Office & Supply	50-30-161		1,000.00
Food	50-30-162		1,000.00
Christmas Dinner	50-30-163		1,500.00
HST	50-30-164	1,354.70	-
Health & Safety	50-30-170	4,183.75	11,700.00
Mutual Aid	50-30-171	100.00	125.00
Hall Supplies	50-30-172		100.00
Equipment Rental	50-30-173		2,000.00
Extrication	50-30-174		2,500.00
Fire - Douglas Advance	50-30-234	45,000.00	
Due to Townshio	50-30-175		
<b>Total Miscellaneous</b>		<b>50,888.84</b>	<b>24,925.00</b>
<b>Communications</b>			
Telephone	50-30-181	1,226.94	5,900.00
Dispatch	50-30-182		650.00
Internet	50-30-183		540.00
Fluent MS	50-30-184		1,200.00
<b>Total Communication</b>		<b>1,226.94</b>	<b>8,290.00</b>
<b>TOTAL FIRE PROTECTION</b>		<b>104,986.87</b>	<b>482,585.00</b>
<b>ANIMAL CONTROL</b>			
<b>Canine Control</b>			

**FINANCIAL OVERVIEW - MAY 2023**

<b>REVENUE</b>		<b>YTD May 2023</b>	<b>2023 Budget</b>
Canine Control	50-50-220		2,500.00
Dog Tags & Books	50-50-241	207.07	250.00
Census Taker	50-50-243		150.00
<b>Total Canine Control</b>		<b>207.07</b>	<b>2,900.00</b>
<b>Livestock</b>			
Livestock Compensation	50-50-231	215.20	5,000.00
Livestock Valuer	50-50-232	90.00	500.00
Agriculture Veterinary Unit	50-50-233	709.48	750.00
Fence Viewers	50-50-234		100.00
<b>Total Livestock</b>		<b>1,014.68</b>	<b>6,350.00</b>
<b>TOTAL ANIMAL CONTROL</b>		<b>1,221.75</b>	<b>9,250.00</b>
<b>WASTE MANAGEMENT</b>			
<b>Waste Employment Costs</b>			
Wages - Waste Management	50-60-101	20,545.95	56,010.00
Income Tax - Waste Management	50-60-111	-	
CPP - Waste Management	50-60-112	935.74	2,500.00
EI - Waste Management	50-60-113	468.80	1,280.00
OMERS - Waste Management	50-60-115	889.32	2,296.00
WSIB - Waste Management	50-60-118	392.36	1,830.00
EHT - Waste Management	50-60-119	400.63	1,090.00
<b>Total Waste Employment Costs</b>		<b>23,632.80</b>	<b>65,006.00</b>
<b>Landfill Operations</b>			
Mtce-Stone Rd Transfer Station	50-60-231	14,048.42	42,000.00
International Compactor	50-60-262		-
Mtce-Douglas Transfer Station	50-60-232	7,346.06	26,000.00
Western Star Compactor	50-60-261		-
Mtce-Osceola Landfill Site	50-60-233	29,206.73	56,000.00
Osceola Landfill Site-Hydro	50-60-235	206.53	600.00
Osceola Landfill Expansion	50-60-236	7,377.61	50,000.00
Waste - Interest	50-60-238		-
Stone Road Building	50-60-237	10.67	
Osceola Landfill - Legal	50-60-239	508.80	
<b>Total Landfill Operations</b>		<b>58,704.82</b>	<b>174,600.00</b>
<b>Recycling</b>			
Rec-Stone Rd Transfer Station	50-60-241	6,499.38	20,000.00
Rec-Douglas & Osceola Sites	50-60-242	4,505.93	14,000.00
<b>Total Recycling</b>		<b>11,005.31</b>	<b>34,000.00</b>
<b>Well Testing &amp; Reports</b>			
Well-Stone Rd Transfer Station	50-60-251	4,231.96	12,000.00

FINANCIAL OVERVIEW - MAY 2023

REVENUE		YTD May 2023	2023 Budget
Well-Douglas & Osceola Sites	50-60-252	14,708.42	21,000.00
<b>Total Well Testing &amp; Reports</b>		<b>18,940.38</b>	<b>33,000.00</b>
<b>TOTAL WASTE MANAGEMENT</b>		<b>112,283.31</b>	<b>306,606.00</b>
<b>RECREATION and LIBRARY</b>			
<b>Recreation Employment Costs</b>			
Wages - Library	50-70-101	(245.52)	-
Wages - Recreation	50-70-102		
Income Tax - Recreation	50-70-111	-	-
CPP - Recreation	50-70-112	-	-
EI - Recreation	50-70-113	-	-
OMERS - Lib	50-70-115	245.52	
WSIB - Recreation	50-70-118	(95.18)	-
EHT - Recreation	50-70-119	-	-
<b>Total Recreation Employment Costs</b>		<b>(95.18)</b>	<b>-</b>
<b>Recreation Expenses</b>			
Douglas Recreation	50-70-221		6,000.00
ARC Recreation	50-70-222	215.46	4,000.00
Recreation User Fees	50-70-223	26,100.00	28,300.00
Northcote Community Centre	50-70-224		1,650.00
Water Testing - Douglas Complex	50-70-226		500.00
Recreation Insurance	50-70-240	1,419.00	3,340.00
<b>Total Recreation Expenses</b>		<b>27,734.46</b>	<b>43,790.00</b>
<b>Library Expenses</b>			
Renfrew Library User Fees	50-70-231	100.00	500.00
Bromley St. Michael Library	50-70-232	12,000.00	23,750.00
<b>Total Library Expenses</b>		<b>12,100.00</b>	<b>24,250.00</b>
<b>TOTAL RECREATION</b>		<b>39,739.28</b>	<b>68,040.00</b>
<b>DRAINS &amp; PLANNING</b>			
Municipal Drain Maintenance	50-80-220	46.03	25,000.00
Tile Drainage	50-80-230	30,949.99	30,000.00
Drainage Superintendent	50-80-250	200.00	1,000.00
Planning Fees	50-80-260	1,006.17	7,000.00
Economic Development	50-80-270	32,899.32	35,800.00
Asset Management Review	50-80-281	171.87	15,000.00
Main Street Revitalization	50-80-283		-
Cannabis Study - ICB	50-80-284		4,500.00
Pub Works Structural Review	50-80-285		-
Structural Review	50-80-286		-
<b>TOTAL DRAINS &amp; PLANNING</b>		<b>65,273.38</b>	<b>118,300.00</b>

**FINANCIAL OVERVIEW - MAY 2023**

<b>REVENUE</b>		<b>YTD May 2023</b>	<b>2023 Budget</b>
<b>ROADS OVERHEAD</b>	<b>60-10-001</b>		
Advertising		181.64	2,500.00
Associations		1,192.24	1,000.00
Conventions		-	-
Training		2,192.30	9,500.00
Financial Expense		25.00	-
Telephone		382.37	3,000.00
Cell Phone		457.13	1,700.00
Radios		915.85	6,000.00
Munic. Drain Maintenance		-	-
Hydro		1,076.46	6,000.00
Security		-	-
Garage Maintenance		9,326.45	10,000.00
Garage Equipment/Supplies		2,441.44	8,000.00
Garage Energy Audit		-	-
Furnace		14,634.12	20,000.00
Insurance			40,000.00
Interest on 5 yr Loan & IO Loan			-
Miscellaneous			1,000.00
Licensing (Pit/HWIN)		1,162.00	1,500.00
Safety Boots		428.65	1,750.00
Safety Equipment		180.11	3,500.00
Secretarial Wages and Deductions		-	30,500.00
Supervision		38,457.18	80,000.00
Inspections		7,268.49	12,000.00
Technology			6,500.00
On Call Phone and Wages		8,745.00	14,300.00
**NEW** Transfer to Reserves - Roads Equipment			5,000.00
**NEW** Transfer to Reserves - Roads Vehicle			5,000.00
**NEW** Transfer to Reserves - Paved Roads			-
<b>Total Roads Overhead</b>		<b>89,066.43</b>	<b>268,750.00</b>
<b>ROADS MAINTENANCE</b>	<b>60-10-002</b>		
<b>Roadside Maintenance</b>			
Brushing		14,593.02	20,000.00
Culvert Maintenance		2,080.24	15,000.00
Ditching		-	40,000.00
Flood Control		6,888.70	10,000.00
Grass & Weeds		140.30	20,000.00
Catch Basin		-	3,000.00
Snow Fencing		352.92	1,500.00
<b>Subtotal: Roadside Maintenance</b>		<b>24,055.18</b>	<b>109,500.00</b>
<b>Hard Top</b>			

FINANCIAL OVERVIEW - MAY 2023

REVENUE		YTD May 2023	2023 Budget
Cold Patching		24,911.55	75,000.00
<b>Subtotal: Hard Top</b>		<b>24,911.55</b>	<b>75,000.00</b>
<b>Loose Top</b>			
Dust Control		73.08	60,000.00
Grading		21,163.92	60,000.00
Gravel Resurfacing		4,272.97	150,000.00
Patching & Washouts		5,060.67	20,000.00
<b>Subtotal: Loose Top</b>		<b>30,570.64</b>	<b>290,000.00</b>
<b>Winter Control</b>			
Sanding		103,751.76	200,000.00
Snow Plowing		177,434.12	160,000.00
**NEW** Winter Control Contingency to Reserves			20,000.00
<b>Subtotal: Winter Control</b>		<b>281,185.88</b>	<b>380,000.00</b>
<b>Traffic</b>			
Signs		4,349.32	8,000.00
Civic Signs		646.74	1,000.00
Centre Line Marking		-	7,500.00
Guide Rails		1,858.39	2,000.00
Street Lights-Hydro & Maint.		1,369.34	3,500.00
Street Maintenance		3,961.09	10,000.00
<b>Subtotal: Traffic</b>		<b>12,184.88</b>	<b>32,000.00</b>
<b>Total Roads Maintenance</b>		<b>372,908.13</b>	<b>886,500.00</b>
<b>EQUIPMENT</b>	60-10-003		
V34		10,011.47	17,000.00
V36		3,062.07	8,000.00
V39 1 Ton		9,873.75	15,000.00
<b>Total Equipment</b>		<b>22,947.29</b>	<b>40,000.00</b>
<b>Other Roads Capital</b>	60-10-004		
Traffic Counters			
Tandem Truck			
Equipment Shed			
Grader (replace V27)			500,000.00
Garage Roof (Stone Road & Cobden Road)			
Golf Course Road - Horton Agreement			
<b>Total Roads Capital</b>		<b>-</b>	<b>500,000.00</b>
<b>Roads Capital (Construction funded by Gas Tax, OCIF, ICIP)</b>	60-10-005		

**FINANCIAL OVERVIEW - MAY 2023**

<b>REVENUE</b>		<b>YTD May 2023</b>	<b>2023 Budget</b>
Campbell Line			
South Other Portion - Rowan to Dunfield			
South McNaughton Road - OCIF			
South McNaughton Road - Bonnechere to Butler			
McPeak Line			
Construction as per Capital Budget			
Capital Maintenance Program			
South McNaughton - Butler to Bonnechere - Various Works			150,000.00
South McNaughton Culverts			10,000.00
Lynch Road - 1			235,000.00
Lynch Road - 2			8,000.00
Lynch Road - 3			16,000.00
Lynch Road - Culvert			140,000.00
Culhane Road - Surface Treatment Work			315,000.00
Cheese Factory Road- Return to Gravel			12,300.00
Capital Maintenace Program		2,424.74	100,000.00
<b>Total Roads Capital Program</b>		<b>2,424.74</b>	<b>986,300.00</b>
<b>Remediation work</b>			
South McNaughton			
Barr Line			
Lynch Road			
Colton Road			
Culhane Road			
McPeak Line			
English Road			
Swamp Road			
Kunopaski Road			
Gauthier Road			
Lynch Road			
Briscoe Road			
Desmond Road			
McGuinty Road			
Spence Line			
Stoqua Creek Road			
Dunmore Road			
Gallagher Road			
2023 Culvert Replacement Program <b>**NEW**</b>			35,900.00
South McNaughton Remediation			6,200.00
Lynch Road - 1 Remediation			15,700.00
Lynch Road - 2 Remediation			750.00
Lynch Road - 3 Remediation			16,300.00

**FINANCIAL OVERVIEW - MAY 2023**

<b>REVENUE</b>		<b>YTD May 2023</b>	<b>2023 Budget</b>
Culhane Road - Remediation			7,500.00
Cheese Factory Road- Remediation			2,650.00
<b>Total Remediation</b>		<b>-</b>	<b>85,000.00</b>
<b>Debt Repayment</b>	60-10-004		
5 Year Loan IO		25,743.84	52,000.00
10 Year Loan IO		51,390.49	103,000.00
20 Year Loan IO		52,610.95	106,000.00
<b>Total Debt Repayment</b>		<b>129,745.28</b>	<b>261,000.00</b>
2019 Spring Flood Event	60-10-006	-	-
COVID-19	60-10-007	-	-
Extraordinary Expense - Insurance	60-10-008	-	-
<b>Total ROADS</b>		<b>617,091.87</b>	<b>3,027,550.00</b>
<b>Transfer to County &amp; School Boards</b>			
County - Taxation	50-90-220	345,872.00	1,383,485.00
English Public - Taxation	50-90-230	138,516.00	554,150.00
English Separate - Taxation	50-90-240	48,227.00	192,910.00
French Public - Taxation	50-90-250	2,183.00	8,730.00
French Separate - Taxation	50-90-260	4,631.00	18,520.00
<b>TOTAL TRANSFER TO COUNTY &amp; SCHOOL BOARDS</b>		<b>539,429.00</b>	<b>2,157,795.00</b>
<b>TOTAL EXPENDITURES</b>		<b>1,953,548.91</b>	<b>7,492,704.00</b>
<b>SURPLUS (DEFICIT)</b>		<b>1,023,866.57</b>	<b>-</b>



# FINAL CAPITAL BUDGET - 2023

DEPARTMENT / ITEM	YTD MAY 2023	2023 BUDGET	FUNDING								Total
			Reserves	Fire Levy	Taxation	Sale Proceeds	Capital Lease	Debt	OCIF	CCBF	
<b>ADMINISTRATION</b>											
New Phone System	-	9,000.00	9,000.00								9,000.00
IT Disaster Recovery Plan	-	4,000.00	4,000.00								4,000.00
Email Security	-	4,000.00			4,000.00						4,000.00
Accounting Software	-	109,000.00	94,350.00		14,650.00						109,000.00
Strategic Plan	-	1,500.00			1,500.00						1,500.00
TOTAL ADMIN	-	127,500.00	107,350.00	-	20,150.00	-	-	-	-	-	127,500.00
<b>FIRE</b>											
Fire Suits (2)	-	8,000.00		8,000.00							8,000.00
Boots (3) pair	-	2,500.00		2,500.00							2,500.00
Hoses	-	1,000.00		1,000.00							1,000.00
Nozzles 1 1/2"	-	1,000.00		1,000.00							1,000.00
Helmets (8)	-	2,400.00		2,400.00							2,400.00
Booster Pack	-	400.00		400.00							400.00
Power Tools	-	1,500.00		1,500.00							1,500.00
Hose Bags (6)	-	2,400.00		2,400.00							2,400.00
Forceable Entry Tool	-	10,000.00	10,000.00	-							10,000.00
Generator	-	10,000.00		10,000.00							10,000.00
SCBA's	-	189,000.00					189,000.00				189,000.00
TOTAL FIRE	-	228,200.00	10,000.00	29,200.00	-	-	189,000.00	-	-	-	228,200.00
<b>ROADS</b>											
<b>Vehicles</b>											
Grader (Replace V27)	-	500,000.00				75,000.00		425,000.00			500,000.00
Sub-Total Roads Equipment	-	500,000.00	-	-	-	75,000.00		425,000.00	-	-	500,000.00
<b>Road Construction / Rehabilitation</b>											
South McNaughton - Butler to Bonnechere - Various Works		150,000.00					52,870.00			97,130.00	150,000.00
South McNaughton Culverts		10,000.00						10,000.00			10,000.00
Lynch Road - 1		235,000.00						235,000.00			235,000.00
Lynch Road - 2		8,000.00						8,000.00			8,000.00
Lynch Road - 3		16,000.00						16,000.00			16,000.00
Lynch Road - Culvert		140,000.00						140,000.00			140,000.00
Culhane Road - Surface Treatment Work		315,000.00	100,000.00					215,000.00			315,000.00
Cheese Factory Road- Return to Gravel		12,300.00						12,300.00			12,300.00
Capital Maintenance Program	2,424.74	100,000.00	100,000.00		-						100,000.00
Total Roads Construction / Rehabilitation	2,424.74	986,300.00	200,000.00	-	-	-		52,870.00	636,300.00	97,130.00	986,300.00
<b>Remdiation / Culvert Maintenance Program</b>											
South McNaughton Remediation	-	6,200.00			6,200.00						6,200.00
Lynch Road - 1 Remediation	-	15,700.00			15,700.00						15,700.00
Lynch Road - 2 Remediation	-	750.00			750.00						750.00
Lynch Road - 3 Remediation	-	16,300.00			16,300.00						16,300.00
Culhane Road - Remediation	-	7,500.00			7,500.00						7,500.00
Cheese Factory Road- Remediation	-	2,650.00			2,650.00						2,650.00
NEW Culvert Replacement Program	-	35,900.00			35,900.00						35,900.00
Total Remediation / Culvert Maintenance Program	-	85,000.00	-	-	85,000.00	-		-	-	-	85,000.00
TOTAL ROADS	2,424.74	1,571,300.00	200,000.00	-	85,000.00	75,000.00	-	477,870.00	636,300.00	97,130.00	1,571,300.00
<b>DEBT REPAYMENT</b>											
5 Year Loan IO		52,000.00			52,000.00						52,000.00
10 Year Loan IO		103,000.00			103,000.00						103,000.00
20 Year Loan IO		106,000.00			106,000.00						106,000.00
TOTAL DEBT REPAYMENT LIMIT	-	261,000.00	-	-	261,000.00	-	-	-	-	-	261,000.00
TOTAL CAPITAL BUDGET	2,424.74	2,188,000.00	317,350.00	29,200.00	366,150.00	75,000.00	189,000.00	477,870.00	636,300.00	97,130.00	2,188,000.00

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)

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

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

**REPORT**

Date: June 15, 2023  
To: Council  
From: Jennifer Charkavi  
Re: Golf Day 2023

---

**Background:**

In 2021 and 2022, Admaston/Bromley held a golf afternoon that included all staff and council. It promoted staff morale and team building. In 2021 and 2022, 9 holes with lunch was provided to staff and council, at the Dragonfly Golf Links, and included carts. It was noted that both events were well attended and well liked and would continue the event on a year-by-year basis. It is an event for staff and council only.

**Discussion:**

The recommendation for 2023 is to plan a golf afternoon (9 holes) with lunch for staff and Council to attend to take place in August or September at the local golf course in Admaston/Bromley. The office would be required to be closed for the afternoon, as was the case in 2021 and 2022.

**Financial Implications:**

Staff have budgeted money in Special Occasions for events such as the Golf Day and the Christmas Party. In 2021 and 2022 the cost of the golf day was less than \$600 each time.

**People Consulted:**

Treasurer-Deputy CAO/Clerk

**Recommendation for Council:**

BE IT RESOLVED THAT Council approve a golf afternoon with staff and Council available for the 2023 year.

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
**E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)**

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

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

**REPORT**

Date: June 15, 2023  
To: Council  
From: Jennifer Charkavi  
Re: Council Conventions and Seminars

---

**Background:**

Council is not included in the Attendance at Conventions and Seminars Policy. Council attendance at conferences is regulated through the Remuneration By-Law 2020-59.

1. Subject to budget approval, the General Ledger Account for Council Convention and Expenses be allocated \$6,000.00 per year for the Deputy Mayor and Councillors and that \$3,000.00 per year be allocated to the Mayor.  
Expenses inclusive of:
  - ☐ Expense actually incurred for accommodations and parking
  - ☐ A meal allowance of \$75.00 per day
  - ☐ All registration fees
  - ☐ All mileage consistent with approved mileage per kilometre

Council directed staff at the June 1, 2023, Council meeting to include Council Members in the policy.

**Discussion:**

Staff have amended the Attendance at Conventions and Seminars Policy to include Council members and have amended the Remuneration By-law to reflect the changes.

**Financial Implications:**

The proposed changes to the Council Staff Conventions and Seminar Policy would have little financial impact as there are budgeted amounts to attend conventions and seminars on an annual basis.

**People Consulted:**

Treasurer-Deputy CAO/Clerk  
Mayor

**Recommendation for Council:**

BE IT RESOLVED THAT the Council adopt By-Law 2023-28, being a by-law to amend by-law 2020-59, being a by-law for the remuneration of the Council of the Township of Admaston/Bromley.

## **Township of Admaston Bromley Corporate Policies**

**DEPARTMENT:** Human Resources

**COVERAGE:**

All Employees and Council  
Members

**POLICY:** CONVENTIONS AND  
SEMINARS

**POLICY #** F-2

**DATE:** August 15, 2002

**Revision/Review Date:** **PAGE:**

**Revised June, 2023**

**1**

### **POLICY STATEMENT:**

The Township provides for **Council and** employee attendance at such conferences, conventions, seminars, workshops and business meetings as deemed necessary. The Township also provides for reimbursement of expenses.

### **PROCEDURE:**

#### **A. ATTENDANCE**

##### **1. Conferences and Conventions**

Each year as part of the annual budget process, each Department Head shall be given an amount within their budget for the purposes of attending such conferences and conventions which are provided for within the estimates. Approval of the budget shall constitute formal approval to attend and any changes must be approved by the Council.

Each year as part of the annual budget process, the CAO/Clerk will estimate the amount for Council attending conferences and conventions. The main conferences/conventions attended by Council are Rural Ontario Municipal Conference (ROMA); Ontario Good Roads Association (OGRA); Association of Municipalities of Ontario (AMO); Ontario East Municipal Conference (OEMC). Approval of

## **Township of Admaston Bromley Corporate Policies**

**DEPARTMENT:** Human Resources

**COVERAGE:**

All Employees and Council  
Members

**POLICY:** CONVENTIONS AND  
SEMINARS

**POLICY #** F-2

**DATE:** August 15, 2002

<b>Revision/Review Date:</b>	<b>PAGE:</b>
------------------------------	--------------

<b>Revised June, 2023</b>	
---------------------------	--

	<b>2</b>
--	----------

the budget shall constitute formal approval to attend. Additional conferences/conventions shall be approved by the Mayor.

2. Attendance must be approved by the employee's Department Head. If it is a Department Head seeking approval the form must be approved by the Mayor.

### **B. EXPENSES:**

#### **1. Registration**

(a) Any registration fees incurred for approved conference attendance by an employee or Council member will be paid by the employer.

(b) Receipt for registration fee shall be required unless pre-paid by the employer.

#### **2. Transportation**

(a) The employer reimburses for all transportation, or for the use of the one's motor vehicle at the rate per kilometer contained within the Employment By-Law and Council Remuneration By-law, from time to time.

(b) A receipt is required for *airfare*, train fare and car rental only.

## **Township of Admaston Bromley Corporate Policies**

**DEPARTMENT:** Human Resources

**COVERAGE:**

All Employees and Council  
Members

**POLICY:** CONVENTIONS AND  
SEMINARS

**POLICY #** F-2

**DATE:** August 15, 2002

**Revision/Review Date:** **PAGE:**

**Revised June, 2023**

**3**

### **3. Accommodation**

- (a) Actual expenses supported by receipt.
- (b) When making a reservation, the Government rate should be requested.

### **4. Meals, Gratuities and Incidental Expenses**

- (a) While attending conferences, conventions, seminars, workshops or business meetings, reimbursement is through the CRA Meal Allowance Rates that are updated every April 1 and October 1.
- (b) While attending conferences, conventions, seminars, workshops or business meetings, employees and Council members that stay with family or friends instead of reserving a hotel may compensate by purchasing meal in lieu of paying for accommodations, up to \$75 per day with receipts.
- (c) While attending those functions listed in (b), when meals are provided, staff and Council should not be seeking reimbursement for those meals that are provided, unless approved by their supervisor or the Mayor.

### **5. Advances**

## **Township of Admaston Bromley Corporate Policies**

**DEPARTMENT:** Human Resources

**COVERAGE:**

All Employees and Council  
Members

**POLICY:** CONVENTIONS AND  
SEMINARS

**POLICY #** F-2

**DATE:** August 15, 2002

<b>Revision/Review Date:</b>	<b>PAGE:</b>
------------------------------	--------------

**Revised June, 2023**

4

- (a) The CAO/Clerk is authorized to issue accountable advances provided a request is received at least ten business days prior to the date required.
- (d) Where an advance is made, an expense account claim must reflect the advance(s) for the month.

### **6. Approvals**

- (a) The authorizing for expense account claim forms shall be the following:
  - (i) Employee's claim approved by appropriate Department Head.
  - (ii) Department Head's claims approved by the CAO/Clerk.
  - (iii) CAO/Clerk's claims approved by the Mayor.
  - (iv) Council's claims approved by the Mayor.

**Form:** A Copy of the "**Expense Claim Form**" is attached.



**Township of Admaston/Bromley**

**477 Stone Road, RR 2**

**Renfrew, Ontario K7V 3Z5**

**EXPENSE CLAIM FORM**

**Name:**

**Address:**

**Date:**

Date	Description	Km	Rate	Fee	Meals	Accomm.	GST	Total
				0.00				0.00
				0.00				0.00
				0.00				0.00
				0.00				0.00
				0.00				0.00
				0.00				0.00
		0						
					<b>Grand Total</b>		<b>0.00</b>	<b>0.00</b>

I hereby certify that the above expenses were incurred solely for the purpose of my employment with the Township of Admaston/Bromley.

\_\_\_\_\_  
Employee/Member/Council Signature

\_\_\_\_\_  
Supervisor/Committee Chair/Mayor Approval

**Claims:**

All receipts for payment must be attached.

**Township of Admaston/Bromley**  
**477 Stone Road, R.R. #2**  
**Renfrew, ON**  
**K7V 3Z5**  
E-Mail Address – [info@admastonbromley.com](mailto:info@admastonbromley.com)

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

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

**REPORT**

Date: June 15, 2023  
To: Council  
From: Jennifer Charkavi  
Re: Fire Hall Garage Expansion

---

**Background and Discussion:**

Staff was directed to investigate if the necessary work had been completed for the unopened road allowance to be transferred to the Douglas Fire Hall property for the garage expansion.

Staff have received confirmation that a survey was completed and PINs have been assigned, our County Planners have advised to have our Lawyer now register the property onto the Douglas Fire Hall property. Staff have begun that process.

**Financial Implications:**

Staff have contacted our Grant Advisor to have a better understanding of the grant. The septic can be moved as it was identified in the project, however, the generator was not and cannot then be included. Our Grant Advisor did state that in our agreement, yes we have until December 31, 2024 to complete the work associated with the funding but actual shovels in the ground must be started by September 1, 2023, this means that people can actually see that something is happening at the site.

Staff are seeking direction to meet with Wren Construction, who were awarded the Drawings Proposal, to ensure that we can accommodate the necessary changes that should be done at this time to meet Ministry of Labour recommendations, and have the drawings amended as necessary. In addition, staff are seeking direction to have the septic system moved and other changes completed necessary to meet the expansion requirements.

**People Consulted:**

Fire Chief  
Treasurer-Deputy CAO/Clerk

**Council Recommendation:**

BE IT RESOLVED THAT Council direct staff to met with Wren Construction to review the drawings of the Fire Hall Garage Expansion in order to ensure that they can meet the Ministry of Labour recommendations;

AND BE IT RESOLVED THAT Council direct staff to ensure that the Douglas Fire Hall property is registered properly so that it includes the portions of the unopened road allowance that has been surveyed;

AND BE IT FURTHER RESOLVED THAT Council direct staff to issue Requests for Quotes to have the Septic System of the Douglas Fire Hall Garage moved in order that the garage expansion can proceed.

# County Council Summary

**May 31, 2023**

Below you will find highlights of the County of Renfrew County Council meeting from May 31, 2023. In the absence of Warden Peter Emon, the meeting was chaired by presiding officer Jennifer Murphy.

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 [County Council package](#) can be found on our website.

[May meeting](#) YouTube link.

---

## Warden's Address

### Key highlights

During the month of May, Warden Peter Emon attended 23 meetings on County business.

- On May 3, he attended the Economic Development Symposium sponsored by the Ontario Ministry of Food Agriculture and Rural Affairs held at the Cobden Agricultural Society.
- On May 4 and 5, he attended the Ending Homelessness Symposium sponsored by the Association of Municipalities Ontario held in Toronto.
- On May 9, he attended the Culinary Tourism Strategy launch event held in the Township of McNab/Braeside.
- On May 10, he presented the Eastern Ontario Wardens' Caucus '7 in 7' housing initiative to the Councils of the County of Prescott and Russell and Lanark County, and on May 15, he presented to the Council of Hastings County.
- On May 12, he attended a meeting of the Eastern Ontario Wardens' Caucus held near Burleigh Falls in Peterborough County. Topics on the agenda were an update to the Final Report on the Paramedic Services Partial Refresh, a review of the Province's current planning legislation changes, current priorities review, EORN and EOLC updates and a discussion surrounding EOWC delegations to the Association of Municipalities Ontario Conference.
- On May 12, acting as the Chair of EOWC, Warden Emon met with the Eastern Ontario Mayors' Caucus to discuss joint initiatives and share priorities, including a regional approach to the housing crisis.
- On May 15, he attended a meeting of the United Way Eastern Ontario regarding their caregiver strategy.
- The Warden also expressed sincere condolences to Councillor James Brose and his family, on the passing of his mother-in-law Fay Krieger.

## Delegations

- Jade Nauman, Renfrew County Regional Director for United Way East Ontario, was on hand to accept a \$2,000 donation from the staff of the County of Renfrew. The funds were raised through payroll deductions and Jean Fridays. She was very appreciative of the generous support of the County of Renfrew and its staff. She noted the funds will be invested in Renfrew County to strategically tackle the greatest challenges in the community, where support is needed most and where it will have the greatest impact.
- Cyndy Phillips, Executive Director of Renfrew County Community Futures Development Corporation, provided an update on the organization, which is designed to support business enterprises, community-based development and employment in Renfrew County by offering small business financing, community economic development and business counselling and support. RCCFDC now has offices in Pembroke and Renfrew to serve residents across Renfrew County.
- The Renfrew County District School Board provided an update on activities within the District, highlighting the board's 2021-2025 Strategic Plan, Post-Pandemic Reset to Education, programs and partnerships. Taking part in the presentation were Susan Humphries, RCDSB Chair; Director of Education Dr. Pino Buffone; Kristin Riddell, Superintendent of Education – Program Services; and Meredith Caplan Jamieson, Executive Officer of Public Affairs.

## Announcements

- Chief Administrative Officer Craig Kelley informed County Council that Rose Gruntz, Deputy Clerk for the County of Renfrew, has submitted her letter of retirement. The August session will be her last meeting of County Council. He noted Rose has been the glue that has held this corporation together for 25 years.
- In honour of the Stanley Cup playoffs, County Councillor David Mayville, a former hockey scout and executive, showed off a collection of rings he won during his career – Stanley Cup (Calgary Flames), Calder Cup (Hamilton Bulldogs) and Memorial Cup (Sault Ste. Marie Greyhounds and Halifax Mooseheads) as well as Ontario Hockey League champion rings, also won with the Greyhounds. He noted he was fortunate during his previous career being involved in great organizations. "This is what the players play for at this time of the year...everyone plays the game to get one of those rings," Councillor Mayville said.

## Finance & Administration Committee

### Presented by: Valerie Jahn, Vice-Chair

- County of Renfrew Directors, Managers and Supervisors attended a professional training session facilitated by Dr. JP Gedeon on the Art of Transformative Leadership. Dr. Gedeon focused the full-day session on teaching the fundamentals of how successful leaders can begin to enact change with their teams, the workforce, and the culture of the organization through a Model of Transformative Leadership.

- County Council approved the following submission for delegation requests for the Association of Municipalities Ontario Conference, taking place in London, Ontario from August 20-23, with the appropriate Ministers:
  - Solicitor General – To discuss the financial challenges with respect to changes in the Provincial Offences Act policies;
  - Minister of the Attorney General – To discuss the ongoing shortage of Justices of the Peace and the availability of Justices of the Peace physically within the County of Renfrew;
  - Minister of Municipal Affairs – A discussion and request to continue funding the Municipal Modernization Fund to address challenges and opportunities related to the shift in workplace demands resulting from a post-pandemic workplace/ workforce;
  - Minister of Long-Term Care to address the County of Renfrew concerns with the current model of Case Mix Index (CMI) funding;
  - Minister of Health and/or Premier for sustainable funding for RC VTAC;
  - Minister of Health and/or Premier for the Province to fund all WSIB presumptive claim related costs - move from 50/50 to 100% funding model;
  - Minister of Long-Term Care for sustainable Funding for Community Paramedicine and support for regulatory reform of the Ambulance Act and establishing Paramedics in the Regulated Health Professions Act;
  - Minister of Colleges and Universities to address the paramedic shortage in Ontario;
  - Minister of Children, Community and Social Services (MCSS) to advocate for a funding review of social assistance programs that have a tremendous impact on our resources in 2024 and beyond;
  - Minister of Education to advocate for a greater emphasis on rural child care spaces, including a review of the workforce crisis in rural areas;
  - Minister of Municipal Affairs and Housing (MMAH) for funding design and policy should transparently and easily allow for the stacking of multiple types of funding and years of funding (the multiple funding guides between MMAH and Canada Mortgage and Housing Corporation (CMHC) do not line up);
  - Minister of Infrastructure to discuss funding opportunities for County Road 51 (Petawawa Boulevard); and
  - Minister of Natural Resources/Minister of Municipal Affairs and Housing to address the issues of accurate and current flood mapping for the major rivers and tributaries in the region.
  - Minister of Health to address Renfrew County and District Health Unit costs and mitigation funding.
- County Council approved that \$145,562.50 be transferred to the Ottawa Valley Ontario Health Team (OVOHT) Reserve for use of the OVOHT Steering Committee consistent with the provisions outlined in the Transfer Payment Agreement. In March 2022, County Council authorized the County of Renfrew to sign an Ontario Transfer Payment Agreement with the Province for the OVOHT whereby, the Province has provided a provincial subsidy from October 2021 to March 2023 to the Ottawa Valley Ontario Health Team to be administered through the County of Renfrew.
- County Council adopted a by-law amending Corporate Policy E-11 Flexible Work Arrangements effective July 1, 2023. The Flexible Work Arrangements will be implemented on a one-year trial basis with the intention that a report will be provided to Council at that time summarizing the merits of the program along with a recommendation regarding continuation.

- County Council adopted a revised user fee by-law and schedule. As part of our annual budget process, the County of Renfrew User Fee By-law was reviewed and changes have been made to a number of areas:
  - Corporate Services - Provincial Offences
  - Corporate Services – Information Technology
  - Emergency Services - Paramedic Service
  - Public Works
  - Bonnechere Manor

## Community Services Committee

**Presented by: Anne Giardini, Chair**

- The Community Services office in Arnprior is moving from 80 McGonigal Street, into the Renfrew County Housing Corporation (RCHC) building on Albert Street. To facilitate this change, Arnprior staff will temporarily transfer to the Renfrew County Place office as of the end of May/early June. Services will continue to be provided in Arnprior and staff has made arrangements with local agencies to utilize common room space when an in-person meeting is needed. It is anticipated that the new office will be ready late August.
- The Grand Opening of the Renfrew and Area Connection Centre was held on April 4, 2023. The Connection Centre is an initiative launched by the Renfrew OPP Detachment, in collaboration with the Renfrew Police Services Board, and is funded through a Community Safety and Policing Grant. Located at 161 Raglan Street South in Renfrew, the Connection Centre is a space where residents can connect with whatever services they need. Local agencies, including Community Services, will have a staff presence at the hub to seamlessly connect individuals with services. The centre will also work closely with the Mobile Crisis Response Team (MCRT), a unit comprised of an OPP officer and a crisis worker who jointly respond to calls for service in relation to mental health, addictions, and individuals in crisis.
- County Council adopted a by-law authorizing the County of Renfrew to enter into a Recreation Agreement with the Town of Arnprior – Arnprior & District Museum Summer Experimentation Station to provide subsidies or special needs resource funding for children aged 6 to 12 years who are enrolled in an authorized recreational and skill building program. The Town of Arnprior is offering an eight-week camp through the Arnprior and District Museum for the summer.

## Development & Property Committee

**Presented by: James Brose, Chair**

- Expressions of Interest were received from a number of municipalities to host a Taste of the Valley event in their respective community in 2023 and 2024. Following a review of expressions of interest received, the Economic Development team announced the dates and locations for 2023 and 2024. See our full [Taste of the Valley media release](#) here.  
**2023 Dates & Locations:**
  - August 12: Eganville Arena
  - September 9: Community Rink & Hall, Calabogie

- September 30: Town Hall Parking Lot, Deep River
- October 14: Cobden Fairgrounds
- December 16: Germania Club, Pembroke

**2024 Dates & Locations:**

- August 10: The Railway Station, Barry's Bay
- September 7: Municipal Office Parking Lot, Killaloe
- September 28: Civic Centre, Petawawa
- October 12: Cobden Fairgrounds
- 2024 Holiday Edition location to be determined following 2023 event
- The Ottawa Valley Tourist Association (OVTA) held its tourism conference and Annual General Meeting (AGM) on Tuesday, April 25 at Maplehaus Banquet and Events in Hardwood Lake in the Township of Brudenell, Lyndoch and Raglan. The OVTA announced the 2023-24 [Board of Directors](#), elected during the AGM on April 25.  
The event wrapped up with presentation of the [Ottawa Valley Tourism Awards](#) and the winners were:
  - Tourism Champion – Teresa Hebb, Renfrew County ATV Club
  - Business/Organization – Madawaska Kanu Centre
  - Event – Pembroke Multicultural Festival
  - Sustainability Champion – Somewhere Inn Calabogie
  - New Tourism Product – RIO Tap and Grill's Rooftop Patio
  - Tourism Marketing – Oh-el-la Café
- The County of Renfrew has received the building permit from the City of Pembroke and construction started May 11, 2023 on the new affordable housing project located at Lea and Douglas Streets in Pembroke. The contractor, Brawn Construction, has started delivering equipment and will commence site preparation. Staff looks forward to working with the architects and contractors during the various phases as the project progresses. The anticipated completion date for the project is May 13, 2024.
- County Council passed a resolution requesting a letter be sent under the Warden's signature to Canadian Nuclear Laboratories (CNL) in support of their proposal to construct a Near Surface Disposal Facility (NSDF) in Chalk River.
- County Council approved the Ottawa Valley Tourist Association 2023 Budget. Ottawa Valley Tourist Association, the City of Pembroke and the County of Renfrew are partners in the delivery of tourism marketing and tourism business development for the City of Pembroke, Renfrew County and the Ottawa Valley. This marketing relationship and the financial support provided by the County of Renfrew and the City of Pembroke is guided by an Agreement which was approved by by-law at the April meeting of County Council for a five-year term from 2023-2027.
- County Council approved a contract for new barriers on Algonquin Trail over Highway 17, 0.16km east of Menet Lake Road, United Townships of Head, Clara and Maria, in the amount of \$313,350 plus applicable taxes as submitted by Bonnechere Excavating Inc. (BEI), Renfrew, Ontario.
- County Council approved a contract for the construction of one equipment storage unit at Renfrew County Place, 450 O'Brien Road, Renfrew, Ontario, in the amount of \$215,350 plus applicable taxes as submitted by TSG Contracting, Pembroke, Ontario.
- County Council adopted Official Plan Amendment No. 34, which was initiated by the Township of Whitewater Region to adjust the settlement boundary of Cobden. There are two components of the amendment:



- The expansion of the Cobden Village Community designation (settlement area boundary) by 10.91 gross hectares to the southeast (along Astrolabe Road and Highway 17) to accommodate future employment uses. These lands will be placed in a Village Community Exception designation to only permit employment uses.
- The adjustment of the Cobden Community Village designation (settlement area boundary) through the relocation of 39.57 gross hectares to better accommodate future residential development.

## Health Committee

**Presented by: Michael Donohue, Chair**

- County Council approved a resolution directing the Warden and Chief Administrative Officer/Clerk to enter into an agreement with Contak Staffing Solutions to coordinate recruitment of up to twenty (20) International Personal Support Worker staff, at an average per candidate cost of \$7,800 subject to variance in airfare charges, equating to an approximate cost of \$156,000, through the Temporary Foreign Worker Program. Fees include completion of Labour Market Impact Assessment Application per Employment and Social Development Canada (ESDC).
- County Council adopted a by-law authorizing the Warden and Chief Administrative Officer/Clerk to sign the 2023/24 Ontario Health Team Continued Implementation Supports Agreement for the Ottawa Valley Ontario Health Team (OVOHT). The County of Renfrew is the lead on the Transfer Payment Agreement for the OVOHT and Ontario Health/Province of Ontario. The Ottawa Valley Ontario Health Team (OVOHT) was officially launched in October 2021, and is made up of more than 50 local health professionals, health care providers, organizations, and community members who are working together to improve our health system and connect patients to the services they need in a more consistent and timely way.

## Operations Committee

**Presented by: Glenn Doncaster, Chair**

- A full day 'Road Tour' with County Council to review this year's road and bridge construction projects is planned for August 10, 2023. This Road Tour will provide an opportunity for Council to witness the wide expanse of projects undertaken annually on roads, bridges, and structure culverts. With the guidance of the Asset Management Plan, approximately \$25 million of improvements will be completed in 2023.
- County Council approved a one (1.0) metre hardened shoulder be placed on all eligible County Roads as part of the annual Capital Program Road Rehabilitation projects. The cost of hardened shoulders is approximately \$31,200 per kilometre. For 2023 budget for road projects, \$1,326,312 of the \$21,310,490, or 6% of the total value, has been set aside for hardened shoulders. Though 1-metre hardened shoulders will be budgeted for in all road projects, they would continue to only be applied where the existing road platform is already wide enough to facilitate it. Where the existing road platform is not wide enough to facilitate 1-metre hardening, a narrower hardened shoulder would be considered.

- County Council approved a new console and radio system for the Fire Radio Dispatch be purchased from BearCom in the amount of \$318,710 plus applicable taxes. A cost-sharing agreement between the following 17 user agencies will be finalized at a later date: Towns of Deep River, Laurentian Hills, Petawawa, Renfrew, the Townships of Admaston/Bromley, Bonnechere Valley, Brudenell, Lyndoch and Raglan, Greater Madawaska, Horton, Killaloe, Hagarty and Richards, Laurentian Valley, Madawaska Valley, McNab/Braeside, North Algona Wilberforce, Whitewater Region, the City of Pembroke, and the Algonquins of Pikwakanagan First Nation. The system will be placed in the County of Renfrew Asset Management Plan.
- County Council recommended no adjustment in speed is required at this time for County Road 2 (White Lake Road) or County Road 23 (Highland Road), within the Township of McNab/Braeside, as a result of the data collected during a speed study.
- County Council approved Public Works and Engineering Policies PW-01 Roadway Classification and Design and PW-10 Road Occupancy Permits. No comments or concerns were received with regards to the Roadway Classification and Design Policy. County of Renfrew requires that a Road Occupancy Permit be obtained by all persons, companies, utilities, agencies and municipalities prior to commencing any work within the County's Road Allowances.
- County Council approved a contract for the rehabilitation of County Road 1 (River Road), from Lochwinnoch Road to the Algonquin Trail, Townships of McNab/Braeside and Horton, in the amount of \$804,530.75 plus applicable taxes as submitted by McCrea Excavation Ltd., Pembroke, Ontario.
- County Council approved a contract for the rehabilitation of County Road 515 (Palmer Road), from 200m West of Southwest Patrol Yard to County Road 514 (Schutt Road), Township of Brudenell, Lyndoch and Raglan, in the amount of \$1,536,287.76 plus applicable taxes as submitted by Bonnechere Excavating Incorporated (BEI), Renfrew, Ontario.
- County Council approved a quotation for Supply, Delivery, and Installation of Steel Beam Guiderail for County Structure C115 (Dunlop Crescent Culvert) and County Road 635 (Swisha Road), in the Township of Head, Clara and Maria and Township of Laurentian Hills, respectively, as submitted by Peninsula Construction Incorporated, Thorold, ON, in the amount of \$108,398.04, plus HST.
- County Council passed a by-law amendment to permit Off-Road Vehicles on some sections of County Roads in the Town of Petawawa.

## **Additional Information**

**Craig Kelley, Chief Administrative Officer/Clerk**

613-735-7288

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

**BY-LAW NO. 2023-27**

**BEING A BY-LAW TO AUTHORIZE THE CORPORATION OF  
THE TOWNSHIP OF ADMASTON/BROMLEY TO ENTER  
INTO AN AGREEMENT WITH DENNIS & DENISE  
HARRISON TO PERMIT A MOBILE HOME TO REMAIN  
ONSITE WHILE AN EXISTING DWELLING IS BEING  
RENOVATED**

**WHEREAS** Section 10(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended authorizes a municipality to provide any service or thing that the municipality considers necessary or desirable for the public.

**AND WHEREAS** The Council of the Township of Admaston/Bromley has reviewed the attached agreement and is of the opinion that the attached agreement is desirable.

**NOW THEREFORE** the Council of the Corporation of the Township of Admaston/Bromley hereby ENACTS AS FOLLOWS:

1. **THAT** the Mayor and CAO/Clerk be and are hereby authorized and directed to execute the attached agreement to this By-Law on behalf of the Corporation of the Township of Admaston/Bromley and to affix to it the corporate seal of the Corporation of the Township of Admaston/Bromley.
2. **THAT** this agreement attached hereto as 'Appendix 1' shall form a part of this By-Law.
3. **THAT** this By-law shall come into force and take effect upon the date of the final passing thereof.
4. **BE IT FURTHER ENACTED** that all By-Laws or parts thereof, and all or any Resolutions of Council contrary thereto, or inconsistent herewith, be and the same are hereby repealed.

READ a first and second time this 15<sup>th</sup> day of June 2023.

READ a third time and passed this 15<sup>th</sup> day of June 2023.

---

MAYOR Michael Donohue

---

CAO/Clerk Jennifer Charkavi

‘APPENDIX 1’

**AGREEMENT**

BETWEEN:

The Corporation of the Township of  
Admaston/Bromley Herein referred to as  
“the Municipality”

-and-

Dennis and Denise Harrison  
Herein referred to as “the Owners”

**WHEREAS** the Owners are the owners of lands legally described as Admaston Range B South, Lot 20 in the Township of Admaston/Bromley and located at 1324 South McNaughton Road.

**AND WHEREAS** the Owners wish to renovate an existing dwelling on the said property while having a mobile home in place until the new dwelling is completed.

**AND WHEREAS** the Parties have agreed to enter into an agreement providing for the temporary use of a mobile home, for a limited period, while a new dwelling is being renovated. After which, the mobile home will be removed at the expense of the Owners.

**THEREFORE IN CONSIDERATION** of the Municipality allowing the mobile home to remain on the property, the Parties hereto agree as follows:

1. The Owners agrees that the mobile home is temporary as mobile homes are not permitted and is non-conforming and in violation of Municipal By-Laws.
2. The Owners agree that the mobile home will be removed by the November 2023. If a later date is required, an extension must be given in writing by the CAO/Clerk, the decision being made will also the approval of the Chief Building Official for the Municipality.
3. In the event the Owners fail to honor the terms of this Agreement, the Municipality will be at liberty to enter onto the property of the Owner and remove the mobile home. All costs incurred to remove the mobile home will be added as a lien on the property and collected in the same manner as property taxes.
4. The Owners agree that the renovated dwelling will be renovated on the premises in accordance with the Township of Admaston/Bromley’s Comprehensive Zoning By-Law No. 2004-13, the Building Code and all other applicable by-laws. Upon mutual consent of this agreement, the Municipality will issue all required permits once we have received the proper applications and all required documentation.
5. The Owners agree that the Municipality may if it, so desires register notice of this Agreement on the Owner’s title.
6. This agreement shall ensure to the benefit of and be binding on the respective heirs, executors, administrators and assigns of each of the parties to it.

**IN WITNESS WHEREOF, THE MUNICIPALITY** has hereunto affixed its Corporate seal, duly attested to by the hands of its proper signing officers duly authorized in that behalf. The Owner has hereunto affixed her hand and seal.

**SIGNED, SEALED AND DELIVERED**

)  
)  
)  
)  
)  
) \_\_\_\_\_  
) Dennis Harrison  
)  
)  
)  
)  
)  
) \_\_\_\_\_  
) Denise Harrison

) THE CORPORATION OF THE  
) TOWNSHIP OF ADMASTON/BROMLEY  
)  
)  
) \_\_\_\_\_  
) MAYOR Michael Donohue  
)  
)  
) \_\_\_\_\_  
) CAO/CLERK Jennifer Charkavi

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NUMBER 2023-28

**A BY-LAW TO AMEND BY-LAW 2020-59, BEING A BY-LAW FOR THE  
REMUNERATION OF MEMBERS OF  
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY**

---

**WHEREAS** Section 283 of the Municipal Act, 2001, S.O. 2001, and its amendments, provides that the Council may establish by by-law the remuneration and expenses for members of Council for attendance at meetings of Council or for attendance at Committee meetings of Council and that such remuneration and expenses may be determined in any manner that Council considers advisable;

NOW THEREFORE the Council of the Corporation of the Township of Admaston/Bromley enacts that Section B. 1. be amended as follows:

1. Attendance by Council members at Conventions and Conferences is established in the Conventions and Conferences Policy (F-2), amended from time to time.
2. General

That this By-Law shall come into force and take effect June 15, 2023.

READ a first and second time this 15<sup>th</sup> day of June 2023.

READ a third time and finally passed this 15<sup>th</sup> day of June 2023.

---

MAYOR

---

CAO/Clerk

# 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 received a draft in July 2022 asked for updates to be made waiting for whole document to be delivered.
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	CAO/Clerk	continuing	The CAO/Clerk is provide Council with Regular updates. Recreation
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	Draft By-Law - Planning & EconDev Committee
June. 2023	Fees & Charges By-Law	CAO/Clerk	Dec-23	Amend Fees & Charges for municipality
June. 2023	Reserve Policy	Treasurer-Deputy CAO/Clerk	Dec-23	Bring a policy forth for reserve funds

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2023-29

**A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY  
AT THE COUNCIL MEETING JUNE 15, 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 15<sup>th</sup> day of June 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 15<sup>th</sup> day of June 2023.

READ a third time and finally passed this 15<sup>th</sup> day of June 2023.

---

Mayor

---

CAO/Clerk