

TOWNSHIP OF ADMASTON/BROMLEY
OPERATIONS COMMITTEE

AGENDA

December 18, 2025

Following Waste Management Committee, Council Chambers

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Minutes – May 15, 2025
5. Unopened Road Allowance – Purchase request
 - I. Report
 - II. Request
 - III. Policy
6. Question Period
7. Next meeting
8. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY

Operations Committee

Date: Thursday, May 15th, 2025 at 6:00pm

Present: Committee members present were Brian Hamilton (Chair), Angela Field, Keith Gourley and Kevin LeGris.

Mayor Michael Donohue sent his regrets.

Staff members present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Kelly Coughlin, Public Works Superintendent Steve Visinski and Finance Clerk Amanda Ryan.

Also in attendance were AV Specialist Nate McIssac.

1. Brian Hamilton called the meeting to order at 6:02 p.m.

2. Disclosure of Pecuniary Interest

None at this time.

3. Approval of Agenda – 2025-05-01

Moved by: Kevin LeGris

Seconded by: Angela Field

BE IT RESOLVED that the Committee approve the agenda for the May 15, 2025 Operations Committee meeting.

“Carried”

4. Minutes – 2025-05-02

Moved by: Angela Field

Seconded by: Kevin LeGris

BE IT RESOLVED that the Operations Committee approve the following minutes:

- April 17, 2025

“Carried”

5. Cold Mix Report – 2025-05-03

Staff reviewed the report. It was stated that there was very competitive pricing provided this year. The committee questioned how many loads were anticipated to be used. Staff stated that the formation of potholes for which this is used is weather dependent. In addition, this product is used to try to maintain the larger potholes and as road cover for paved roads when a culvert is replaced. The committee further questioned on average how much is used in the year and if gravel could be used as a replacement. Staff stated that approximately 10 – 15

loads are what are historically attained, and filling holes with gravel would only last a day.

Moved by: Keith Gourley

Seconded by: Kevin LeGris

BE IT RESOLVED THAT the Operations Committee recommend to Council to purchase Cold Mix product from Greenwood Paving Ltd. for the 2025 calendar year.

“Carried”

6. Dust Suppressant Report – 2025-05-04

Staff reviewed the report. Staff stated that the price for supply of the calcium has been a small but steady increase over the years. Staff hopes to bring back a report demonstrating the effectiveness of full surface treatment on the road with calcium and how it assists with not having to grade or add gravel to bring the road back into shape after the winter season. When new gravel is put on a road, calcium is also included to assist in binding and prevent failure.

Moved by: Keith Gourley

Seconded by: Kevin LeGris

BE IT RESOLVED THAT Committee recommend to Council to purchase the required calcium as per budgeted from Da-Lee Group for the 2025 Season.

“Carried”

7. Catch Basin Report – 2025-05-05

Staff reviewed the report and stated that it was felt the pricing was good with only an increase of approximately 10 dollars per catch basin from last years' prices. It was expressed that the township is still cheaper to pay for these services through the County.

Moved by: Keith Gourley

Seconded by: Kevin LeGris

BE IT RESOLVED THAT the Operations Committee recommend to Council to award Clean Water Works Inc. Admaston/Bromley's portion of the County of Renfrew's tender PWO-2025-19 for \$1062.83 inclusive of non-refundable HST.

“Carried”

8. Gravel Report – 2025-05-06

Staff reviewed the report and stated there have been complaints with roads. Weather was huge factor in the affecting these roads causing plows to remove material, boil ups to form and therefore structure of roads being compromised. It was expressed that the amount of monies designated for gravel is below what is required to maintain or repair the issues, and the roads will deteriorate even more. Committee was concerned why there was a reduction in budgeted gravel, but should work to get it back to an amount that is reasonable.

Moved by: Keith Gourley

Seconded by: Kevin LeGris

BE IT RESOLVED that the Operations Committee accept the Gravel Report as information.

“Carried”

9. Stone Road Sand Shed Report– 2025-05-07

Staff reviewed the report. Staff expressed that although this shed will be not as wide as the previous shed, the layout will allow for separate salt and sand storage which will hopefully decrease the amount of sand used. The existing concrete pad is in good shape.

Moved by: Keith Gourley

Seconded by: Kevin LeGris

BE IT RESOLVED THAT Council to proceed with ordering the Calhoun Super Structures rectangle style sand shed through LAS Canoe Procurement Program for the complete installation of the foundation, walls, steel structure and tarp style roof to be installed by Wren Construction.

“Carried”

10. Next Meeting

To be determined by the chair.

11. Adjournment – 2025-05-08

Moved by: Angela Field

Seconded by: Kevin LeGris

BE IT RESOLVED that the May 15, 2025 Township of Admaston/Bromley Operations Committee meeting be adjourned at 6:31 p.m.

“Carried”

Chair

CAO/Clerk

Township of Admaston/Bromley

477 Stone Road, R.R. #2

Renfrew, ON

K7V 3Z5

E-Mail Address – info@admastonbromley.com

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

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

REPORT

Date: December 18th, 2025
To: Operations Committee
From: Jennifer Charkavi
Re: Request to Purchase Unopened Road Allowance

Discussion:

A request has been received to stop up and close and convey the unopened road allowance between the two properties of Roll #s 4742-054-015-04100 (4139 Hwy 60) and 4742-042-025-05300 (ADM RANGE B N LOT 40). The owners of the properties have received Schedule "A" Policy and Procedural Guide for Stopping Up, Closing and sale of road allowances, By-Law 2012-51.

As per By-Law 2012-51, the Public Works Superintendent has stated that the unopened road allowance is not required for Township needs. The next step is for the Operations Committee to make a recommendation to Council to proceed or not to proceed with the applicant's request.

Should Committee be in favour of this request the next steps are then 7 – 22 of the policy which is attached to this report.

Financial Implications:

There is to be no financial implications to the Township, all costs are to be borne by the interested parties.

People Consulted:

Public Works Superintendent

Recommendation for Committee:

BE IT RESOLVED THAT the Operations Committee recommends to Council to proceed with the applicant's request.

Kevin, Veronica and Brady Dick

4139 Highway 60
Douglas, ON K0J 1S0

Date: October 31, 2025

To: Public Works Department
Township of Admaston/Bromley
477 Stone Road
Renfrew, ON K7V 3Z5

Subject: Request to Stop Up, Close, and Convey Unopened Road Allowance Between Parcels 474205401504100 and 474204202505300

Dear Members of the Public Works Department,

We are writing to formally request the closure and conveyance of the unopened road allowance located between the following two property parcels within the Township of Admaston/Bromley:

- **Parcel 474205401504100** — municipally known as **4139 Highway 60, Douglas, ON**
- **Parcel 474204202505300** — owned jointly by **Kevin, Veronica, and Brady Dick**

Both parcels are owned by members of our family. All property owners are in full agreement with this request.

We are seeking to have the closed portion of the road allowance merged with **Parcel 474204202505300**, in the names of **Kevin, Veronica, and Brady Dick**.

Reason for Request:

The purpose of this closure is to consolidate the two adjoining parcels and prepare for a **partial lot severance** of the property at 4139 Highway 60 onto the newly consolidated parcel. This severance will allow our family to retain and preserve the existing **apple orchard and shoreline along the Bonnechere River**, ensuring it remains accessible and maintained for future generations.

Supporting Information:

Attached to this request are the following materials:

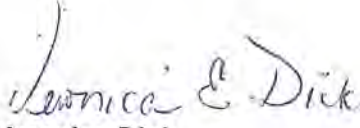
- A map and drawing showing the unopened road allowance and adjacent properties
- A description of the lands proposed for closure and conveyance
- Identification of all abutting owners (all of whom have provided written consent)

We understand that all road closure requests are subject to review and recommendation by the Public Works Department and final approval by Council. We are willing to provide any further information, surveys, or documentation as required to support this application and to comply with all conditions of closure and conveyance.

Thank you for your time and consideration. Please feel free to contact us should you require any additional details.

Sincerely,


Kevin Dick


Veronica Dick


Brady Dick

HIGHWAY 60

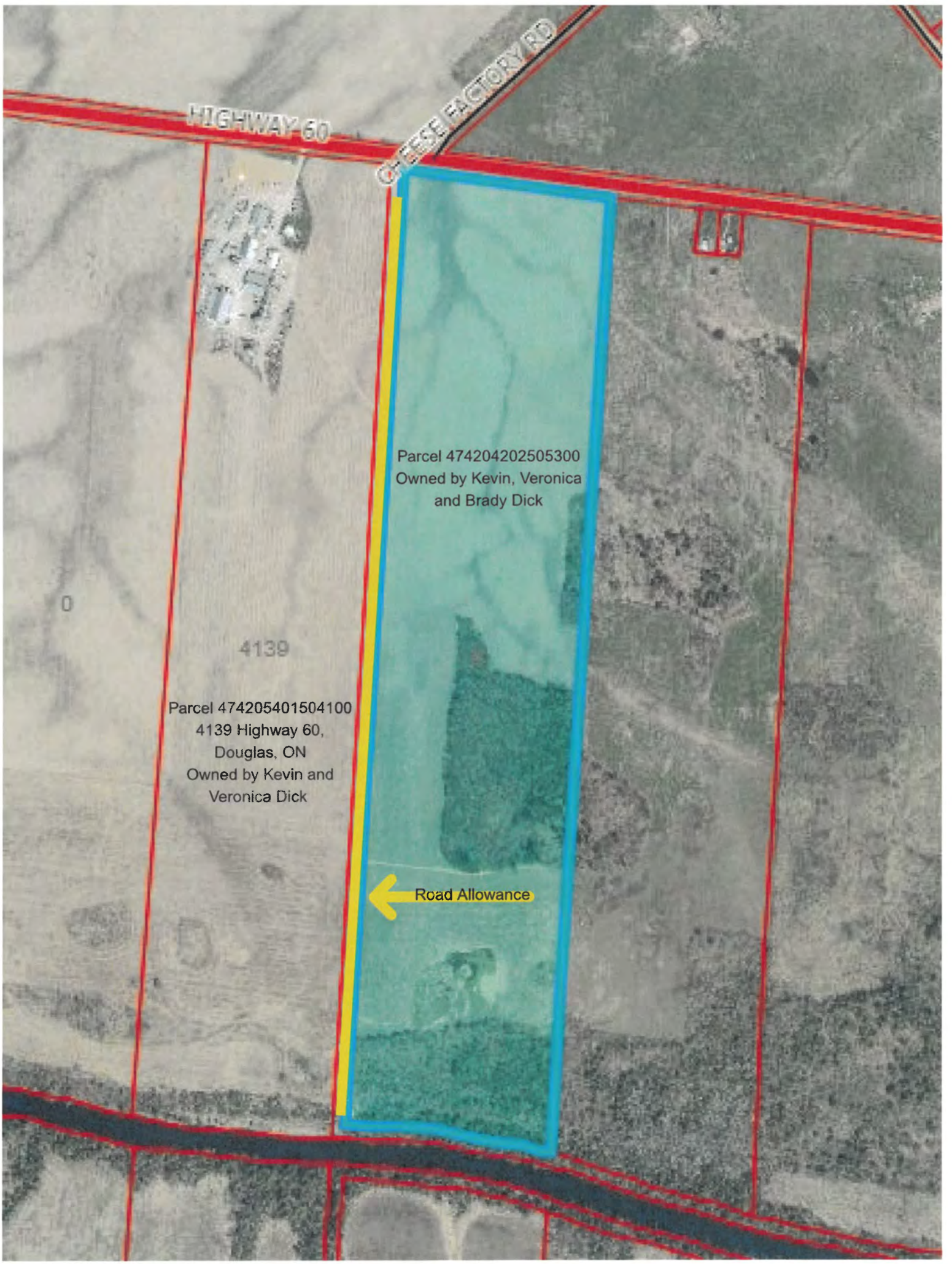
CHEESE FACTORY RD

Parcel 474204202505300
Owned by Kevin, Veronica
and Brady Dick

4139

Parcel 474205401504100
4139 Highway 60,
Douglas, ON
Owned by Kevin and
Veronica Dick

← Road Allowance



CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2012-51

Being a By-Law to Adopt a Policy and Procedural Guide for the Stopping Up, Closing and Sale of Municipal Road Allowances and to Establish a Fee

WHEREAS Section 9 of the Municipal Act, 2001, S.O. 2001, c.25, provides that a Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

AND WHEREAS Section 270 (1.1) of the Municipal Act, 2001, S.O., 2001, c.25 provides that a Municipality shall adopt and maintain policies with respect to the following matters: Its sale and other disposition of land;

AND WHEREAS Section 391(1) of the Municipal Act, 2001, S.O., c.25 provides that the Council of a Municipality may pass by-laws to impose fees or charges on persons for services or activities provided or done by or on behalf of it;

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

1. That the Policy and Procedural Guide for Stopping Up, Closing And Sale of Municipal Road Allowances attached as Schedule "A" is hereby adopted.
2. That this By-Law will come into force and effect upon the date of passing.
3. That any and all by-laws regarding the closure of municipal road allowances contrary to this by-law is hereby repealed.

Read a First and Second Time this 4th day of October 2012.

Read a Third Time and finally passed this 4th day of October 2012.

Mayor

Clerk-Treasurer

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

Schedule "A"

POLICY AND PROCEDURAL GUIDE FOR STOPPING UP, CLOSING AND SALE OF ROAD ALLOWANCES

The Council of the Corporation of the Township of Admaston/Bromley will consider an application for the closure and conveyance of unopened road allowances within the Township to abutting property owners upon the recommendation of the Public Works Department. All closures are at the discretion of the Council of the Township of Admaston/Bromley.

One may request to stop up and close an unopened road allowance by the following:

1. Submitting a written request to the Public Works Department stating the reasons for the request. It will include an accurate description of the portion of the road allowance requesting to be closed, a drawing or map of the property and the road allowance in question and identification of adjacent lands.
2. Requests for road allowance closings must be site inspected by senior staff within 14 business days of the written request.
3. The request goes to the Public Works Committee, where the Committee makes a recommendation to Council, to proceed or not proceed with the applicant's request.
4. A resolution is passed by Council to proceed or not proceed.
5. Once Council has passed a resolution, the applicant is notified of the outcome.
6. The notice will include advising the applicant that if a different person owns the land on the opposite side of the unopened road allowance that is being considered closed, the Township will send notification to that owner giving them the opportunity to purchase the adjacent half.
7. The notice will also advise the applicant and adjacent landowner that all costs for closure will be the responsibility of those persons whom the lands are to be sold.
8. The notice will also advise the applicant and adjacent landowner that if a written response is not received within 14 business days of Township notice, the adjacent landowner waives the right to purchase ½ of the unopened road allowance.
9. Letters of interest with deposit or letters to waive interest from the adjacent landowner must be forwarded to the Clerk-Treasurer at the Township Office.
10. The interested landowners shall submit a deposit of \$500.00 for administration costs, advertising and legal costs with their written acceptance. The cheque shall be payable to "Township of Admaston/Bromley" and is non-refundable. Any balance owing will be collected from the applicant(s) prior to the transfer of land to the applicant.

11. The Clerk shall review the criteria and letters received.
12. If satisfied, the original applicant is notified to arrange a survey of the road allowance prepared by an Ontario Land Surveyor and provide two (2) copies of the registered plan to the Clerk. If the adjacent property owner agrees to purchase the adjoining half, one copy must be provided to the adjacent property owner and arrangements must be made by both parties to share the costs.
13. Upon receiving the required survey, the Township shall arrange an appraisal of the road allowance by a licensed appraiser and provide a copy to the applicant (s).
14. Upon receipt of the survey, the Township lawyer is contacted and the lawyer then proceeds with all that is necessary to stop up and close this road allowance.
15. The Clerk shall advertise the Notice for Stopping Up, Closing and Sale of an unopened road allowance in a local newspaper in the area for at least 2 consecutive issues and a copy of the notice will be posted at the Township Office and Municipal Website.
16. In addition the notice shall be posted in a public location near the road allowance to be closed.
17. When the proper advertising and notice requirements have been carried out, Council is now in a position to pass the required by-laws, firstly to declare the land surplus to the needs of the municipality, and then to close all or part of the road and authorize its sale at a specific price which has been established by the independent professional appraisal.
18. The passing of said By-Laws will be held at a Public Council Meeting, within 30 days of the posting of the notice and advertising, where at this time, Council will consider any written objections and also upon written notification appearance before Council, to listen to any person(s) who may have an objection to the road closing.
19. Following the passage of the by-law by Council, it is registered in the Land Titles Office and the Township Solicitor shall prepare a valid Transfer/Deed of land.
20. The applicant (s) shall pay all costs before the transfer is completed. These costs include payment by the applicant (s) of the agreed upon purchase price and the costs of surveying, appraisal, advertising, legal fees and disbursements. There will be a minimum purchase price of \$200.00 for the area being purchased.
21. If, as noted above, the road closing leads to sales of the portion closed to more than one person, then the legal costs, and the bulk of the disbursements, will be divided among the persons so purchasing so that a significant economy may be possible. Please note that the allocation of the costs among more than one Applicant will be at the discretion of the Solicitor involved and will, in most cases, reflect the relative appraised values of the parcels conveyed to the Applicants.

22. Each applicant has 60 days to pay all costs before the transfer is completed. If one applicant fails to pay their portion of the costs within the 60 days after the preparation of the transfer, the entire road allowance shall be transferred to the remaining applicant at their own expense.

COSTS FOR ROAD CLOSURES

- (1) Administration - \$200.00
- (2) Appraisal Costs – as per actual
- (3) Appraised Value – as per appraisal
- (4) All other disbursement & expenses – as per actual cost
(legal fees, survey costs, advertising)