

Township of Admaston/Bromley  
First Monthly Meeting

Council met for their first monthly meeting on Thursday December 5, 2024. Present were Mayor Michael Donohue, Deputy Mayor Angela Field, Councillors Brian Hamilton, Keith Gourley and Kevin LeGris.

Staff Members present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Kelly Coughlin, Chief Building Official Dwayne Coulas, Fire Chief Bill McHale and Finance Clerk Amy Fraser. Also present was Audio/Video System Specialist Nate Maclsaac.

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

Mayor Donohue called the Meeting to Order at 7:39 pm. A moment of silence followed.

**Agenda Item 3 – Approval of Agenda**

**Resolution No. 01/12/24**

Moved by Angela Field, seconded by Kevin Legris.

BE IT RESOLVED that Council approve the agenda of December 5, 2024, Regular Council Meeting.

Carried

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

None.

**Agenda Item 5 – Minutes**

**5a** Resolution to adopt Minutes of Council Meetings November 21, 2024

**Resolution No. 02/12/24**

Moved by Angela Field, seconded by Kevin Legris.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- November 21, 2024, Regular Council Meeting

Carried

**Agenda Item 6 – Delegations and Guests**

None.

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

**7a** Building & Sewage Report – August – October 2024

Councillor Gourley ask for pre covid comparative numbers to show pre and post covid building numbers. Staff will bring the answers back to Council in the new year.

**Resolution No. 03/12/24**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council accepts the Building & Sewage Report August – October 2024, as information.

Carried

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

None.

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

**9a** Request to Purchase Unopened Road Allowance Report

**Resolution No. 04/12/24**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council approve proceeding with the sale of the unopened road allowance adjacent to the property identified with Roll # 4742-042-010-11300-0000 as per By-Law 2012-51.

Defeated

**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** 2025 Ontario Municipal Partnership Fund (OMPF) Workbooks

**Resolution No. 05/12/24**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council receives the 2025 Ontario Municipal Partnership Fund (OMPF) Workbooks: OMPF 2025 Workbook and OMPF Northern and Rural Municipal Fiscal Circumstances Index (MFCI) Workbook, as information.

Carried

**11b** Reserve and Restricted Reserve Policy Report

**Resolution No. 06/12/24**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council receive the Reserve and Restricted Reserve report as information;

AND FURTHER THAT Council adopt the Reserve and Restricted Reserve Policy as amended at the December 5, 2024 Council meeting.

RECORDED VOTE

Deputy Mayor Field	Yay	
Councillor Gourley	Yay	
Councillor LeGris		Nay
Councillor Hamilton	Yay	
Mayor Donohue		Nay

Carried

**11c Tax Arrears – Penalty Report**

**Resolution No. 07/12/24**

Moved by Kevin LeGris, seconded by Angela Field.

Amend the resolution to add:

And be it further resolved that Council would be willing to wave the interest charges in the event the ratepayer signs up for preauthorized monthly payments.

**RECORDED VOTE**

Deputy Mayor Field	Yay	
Councillor Gourley	Yay	
Councillor LeGris	Yay	
Councillor Hamilton		Nay
Mayor Donohue	Yay	

Carried

**Resolution No. 08/12/24**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Council receive the Tax Arrears Penalty Report as information;

AND BE IT RESOLVED THAT Council receive the email complaints that were submitted by ratepayers concerning the interest charges that were added to their tax accounts;

AND BE IT FURTHER RESOLVED THAT Council would be willing to waive the interest charges in the event the ratepayer signs up for preauthorized monthly payments.

Carried

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

**12a Fire Committee Minutes – September 18 & November 20, 2024**

**Resolution No. 09/12/24**

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED that Council receive the minutes from the Douglas Fire Committee for the following meeting dates:

- September 18, 2024
- November 20, 2024

Carried

**12b Fire Chief’s Report – September-October, 2024**

**Resolution No. 10/12/24**

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED that Council receives the Fire Chief report for September & October, 2024.

Carried

**12c** Fire Committee Update Report

**Resolution No. 11/12/24**

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED THAT Council approve By-Law 2024-59, being a by-law to amend By-Law 2023-01, Appoint Certain Township Officers & Committees.

Carried

**12d** Ontario Offsetting OPP Costs for Small & Rural Municipalities

**Resolution No. 12/12/24**

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED THAT Council receives the News Release from the Ontario Government's website – Ontario Offsetting OPP Cost Increases for Small and Rural Municipalities, as information.

Carried

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

**13a** County Council Summary – November 2024

**Resolution No. 13/12/24**

Moved by Angela Field, seconded by Kevin Legris.

BE IT RESOLVED THAT Council receive the County Council Summary Report from November 2024 as information.

Carried

**Agenda Item 14 – By-Laws**

**Resolution No. 14/12/24**

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED THAT Council adopt the following By-Law:

- 2024-59 – Amend Appointment By-Law

Carried

**Agenda Item 15 – Old Business**

**15a** Action Tracking List

**Resolution No. 15/12/24**

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**

None.

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

**18a** 2024-60 being a by-law to confirm proceedings of Council Meeting

**Resolution No. 16/12/24**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that By-law 2024-60, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held December 5, 2024, be now numbered, deemed read three times and passed.

Carried

**Agenda Item 19 – Question Period**

None.

**Agenda Item 20 – Adjournment**

**Resolution No. 17/12/24**

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that the Thursday, December 5, 2024, Township of Admaston/Bromley Council meeting be adjourned at 9:18 p.m.

Carried

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Mayor

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CAO/Clerk