

TOWNSHIP OF ADMASTON/BROMLEY  
OPERATIONS COMMITTEE

AGENDA

May 15, 2025

6:00 pm, Council Chambers

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. [Minutes – April 17, 2025](#)
5. [Cold Mix Report](#)
6. [Dust Suppressant Report](#)
7. [Catch Basin Report](#)
8. [Gravel Report](#)
9. [Stone Road Sand Shed Report](#)
10. Next meeting
11. Adjournment

## TOWNSHIP OF ADMASTON/BROMLEY

### Operations Committee

Date: Thursday, April 17<sup>th</sup>, 2025 following the Planning & Economic Development Committee meeting.

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

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

Also in attendance were AV Specialist Nate McIssac.

1. Brian Hamilton called the meeting to order at 6:00 p.m.

2. Disclosure of Pecuniary Interest

Mayor Donohue declared a pecuniary interest to Item 7, Granular M Purchase.

3. Approval of Agenda – 2025-04-01

**Moved by:** Keith Gourley

**Seconded by:** Michael Donohue

BE IT RESOLVED that the Committee approve the agenda for the April 17, 2025 Operations Committee meeting.

“Carried”

4. Minutes – 2025-04-02

**Moved by:** Keith Gourley

**Seconded by:** Michael Donohue

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

- April 17, 2025

“Carried”

5. V29 Tractor Replacement Report – 2025-04-03

Staff reviewed the report. Vehicle quotes were received for an agriculture style tractor equipped with a loader and disc mower. This vehicle is utilized for multiple tasks such as roadside grass cutting/small brush management, intersection sweeping, shouldering maintenance and winter maintenance operations. Committee wondered if this vehicle will be strong enough to do the work expected. Staff replied yes.

**Moved by:** Michael Donohue

**Seconded by:** Keith Gourley

BE IT RESOLVED THAT the Operations Committee recommend to Council to direct staff to purchase the new tractor equipped with loader and disc mower attachments from Bromley Farm Supplies at a cost of \$116,006.40 (inclusive of the non-refundable portion of the HST);

AND FURTHER THAT the Operations Committee recommend to Council to direct staff to trade-in the old tractor to Bromley Farm Supplies with a total value of \$50,000.00 rather than going to open market.

“Carried”

6. Supply, Haul & Stockpile of Winter Sand Report – 2025-04-04 & 2025-04-05

Staff reviewed the report. Staff noted they were confident in the updated pricing received and that this is permitted in the existing contract. Committee was concerned that the pricing was not competitive and recommended for next year that a new Request for Tender be completed.

Committee discussed funding of the winter sand.

**Moved by:** Michael Donohue

**Seconded by:** Kevin LeGris

BE IT RESOLVED THAT the third resolving clause regarding funding for over budget on stockpiling of winter sand be amended to direct staff to utilize operations surplus as the first offset and if insufficient draw from the Winter Control Reserve

“Carried”

**Moved by:** Michael Donohue

**Seconded by:** Keith Gourley

BE IT RESOLVED THAT the Operations Committee recommend to Council to accept Barr’s Sand & Gravel to be the supplier of winter sand at a unit rate of \$12.75 per tonne;

AND FURTHER THAT the Operations Committee recommend to Council to direct staff to purchase 7,000 tonne of sand material to replenish the inventory stockpile;

AND FURTHER THAT the Operations Committee recommend to Council to direct staff to utilize the operations surplus as the first offset and if insufficient draw from the Winter Control Reserve.

“Carried”

7. Granular “M” Purchase – 2025-04-06 & 2025-04-07

*Mayor Donohue left Council Chambers at 6:41 pm due to his pecuniary interest.*

Staff reviewed the report and explained how this recent winter had been difficult for township roads.

Committee discussed the amount of gravel being purchased. Committee decided that the amount of gravel should be increased to 10,000 tonne for 2025.

**Moved by:** Kevin LeGris                      **Seconded by:** Angela Field

BE IT RESOLVED THAT Committee amend the resolution to change the 9300 tonne to 10,000 tonne, and an upset limit to \$160,272;

AND FURTHER THAT this change be funded from surplus first and if further funding is required use the discretionary reserves.

“Carried”

**Moved by:** Angela Field                      **Seconded by:** Kevin LeGris

BE IT RESOLVED that the Operations Committee recommend to Council to accept Thomas Cavanaugh Construction Limited to be the supplier for the Supply & Haul of Granular “M” for 2025 at an upset limit of \$160,272.00 including non-refundable HST;

AND FURTHER THAT the Operations Committee recommend that Council direct staff to purchase approximately 10,000 tonne in 2025;

AND FURTHER THAT this change be funded from surplus first and if funding is required use the discretionary reserve.

“Carried”

*Mayor Donohue returned to Council Chambers at 7:04 pm.*

Councillor Hamilton wondered if the Committee should do a road tour of the gravel roads. Most Committee members had recently driven the roads prior to the meeting.

8. New Half Ton Truck – 2025-04-08

Staff reviewed the report. Committee wondered how far staff reached out? Staff replied that it was in the Eganville Leader and on our website for two (2) weeks.

Mayor Donohue wondered if the Township could join the County of Renfrew in their purchase. Staff replied that the County was not purchasing a half ton.

**Moved by:** Angela Field                      **Seconded by:** Kevin LeGris

BE IT RESOLVED that the Operations Committee recommend to Council to proceed with the purchase of the 2025 4-Wheel Drive ½ ton truck through Tender PW-2025-02 from Mack Mackenzie Motors Limited for \$61,300.22 inclusive of the non-refundable portion of the HST;

AND BE IT FURTHER RESOLVED THAT the Operations Committee recommends to Council to declare the 2018 ½ ton truck surplus to its needs once the new 2025 ½ ton truck is received and to sell the used 2018 ½ ton truck at that time.

“Carried”

9. Street Sweeping Report – 2025-04-09

**Moved by:** Kevin LeGris

**Seconded by:** Angela Field

BE IT RESOLVED that the Operations Committee recommend to Council to award Balley Street Sweeping Inc. Admaston/Bromley’s portion of the County of Renfrew’s Street Sweeping tender PWO-2025-18 in the amount of \$4121.28 inclusive of the non-refundable portion of the HST.

“Carried”

10. Surface Treatment Report – 2025-04-10

Staff reviewed the report.

**Moved by:** Kevin LeGris

**Seconded by:** Angela Field

BE IT RESOLVED that the Operations Committee recommend to Council to award Greenwood Paving Ltd. Tender PW-2025-01 Surface Treatment – Various Locations for 2025 in the amount of \$381,876.79 inclusive of the non-refundable portion of the HST.

“Carried”

11. Next Meeting

To be determined by the chair.

12. Adjournment – 2025-04-11

**Moved by:** Keith Gourley

**Seconded by:** Michael Donohue

BE IT RESOLVED that the April 17, 2025 Township of Admaston/Bromley Operations Committee meeting be adjourned at 7:21 p.m.

“Carried”

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Chair

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

**REPORT**

Date: May 15<sup>th</sup> 2025  
To: Operations Committee  
From: Steve Visinski  
Re: Cold Mix Pricing

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**Background:**

Under the Public Works maintenance program, the Township purchases Cold Mix on a yearly basis. This product is utilised for repairing potholes as well as some larger patch work caused by possible road failure/deterioration or road cuts due to such things as culvert replacement. There are two local companies that will provide this product in our area. Greenwood Paving and Bonnechere Excavating Inc.

**Discussion:**

The pricing for 2025 has been received and noted below. Please note that total costs are for approximately 20 MT per load.

<b>Company</b>	<b>Per MT Price for Cold Mix</b>	<b>Delivery</b>	<b>Total Cost</b>
<b>Greenwood Paving Ltd.</b>	\$152.35	Delivery Fee Included	\$3,047 (Plus tax) Cobden Patrol \$3,047 (Plus tax) Stone Road
<b>Bonnechere Excavating Inc.</b>	\$155.00/tonne Cobden \$157.00/tonne Stone Road	Delivery Fee Included	\$3,100.00 (Plus tax) Cobden Patrol \$3,140.00(Plus tax) Stone Road

**Financial Implications:**

As per Budget

**People Consulted:**

Greenwood Paving  
Bonnechere Excavating Inc.

**Recommendation for Council:**

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

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**REPORT**

Date: May 15<sup>th</sup> 2025  
To: Operations Committee  
From: Steve Visinski  
Re: Dust Suppressant

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**Background:**

As Committee is aware there is a benefit for the application of Dust Suppressant on gravel roads. The application of Liquid Calcium not only provides dust suppressant as well as it provides a binding agent in granular roads providing a more stable road base with less loss of granular material.

**Discussion:**

Currently there is only one company that supplies the Renfrew County area. "Da-Lee Group" have been servicing the Township for the past years.

Calcium is not cheap, however, when it's used less grading is required, roads become more stable, and their structure lasts longer, requiring less maintenance, which in the long run could incur in cost savings. Calcium is normally applied only in front of residential areas to aid as a dust suppressant and the safety and visibility of passing vehicles.

Staff with Councils previous approval have been completing full road calcium application on a few specific roads for the last few years. During this time staff have been collecting data such as how often these certain roads require grading and if the roadway requires additional granular materials. This program is expected to take five years to complete.

The cost of \$0.41 per litre was received from De-Lee Group for 2025. This is an increase of \$0.02 per litre from 2024.



**Financial Implications:**

The 2025 budget included a provision of \$55,000 for dust control materials.

**People Consulted:**

CAO/Clerk

**Recommendation for Council:**

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

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**REPORT**

Date: May 15<sup>th</sup> 2025  
To: Operations Committee  
From: Steve Visinski  
Re: Catch Basin Cleaning

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**Background:**

In early 2025 the Township joined with the County of Renfrew's Tender PWO-2025-19 for Catch Basin Cleaning. The County offers Municipalities to join in on tenders for the hopes of receiving more competitive pricing with a larger contract.

**Discussion:**

Admaston/Bromley Township has 33 catch basins located in the hamlet of Douglas and Osceola. After receiving the tender results from the County of Renfrew, Clean Water Works Inc. was the successful bidder. Admaston/Bromley's portion of this tender is \$1044.45 excluding tax.

**Financial Implications:**

As per Budget

**People Consulted:**

CAO/Clerk  
The County of Renfrew

**Recommendation for Committee:**

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-rebatable HST.

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**REPORT**

Date: May 15th, 2025  
To: Operations Committee  
From: Steve Visinski  
Re: Gravel Road Conditions

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**Background:**

Admaston/Bromley Township currently maintains approximately 328km of roadway. 193km consists of only a gravel driven surface. A small portion of the gravel roads are seasonally maintained. In the spring of 2025, we have seen a large increase in soft road bases that are often referred to as frost boils. The winter season of 2024/2025 has provided us with a higher amount of precipitation as well as fluctuating temperatures. Both situations are extremely hard on gravel road surfaces. Soft road surfaces during snowplowing operations can result in granular material being plowed off the road and is difficult or impossible to recover.

**Discussion:**

The Township has seen an increase in complaints regarding road conditions in the spring of 2025. Some of the primary issues are due to degraded or lack of granular material which can cause lack of structural support, and improper drainage resulting in soft road bases. Without a granular base the roadway does not have any structural support leaving only native soil that is frost susceptible. This then causes soft areas in the spring season that generally last a few weeks until the frost leaves the road base and dryer weather comes.

It comes with great difficulty to fix these areas during thawing conditions and when load restrictions are in place. Generally, more surfaces will be damaged crossing to fix another area in the thawing season. Once load restrictions are removed and time permits the specific damaged areas will be repaired. Repair methods depend on severity and could consist of removal of native grounds, geotextile being applied, larger granular material applied to create better drainage and a stronger base following a granular top.

There are many different types of granular material that can be used on gravel roads. Depending on where the material comes from either a granular type of pit or quarry, all material must pass aggregate testing. This testing relates to sizes of the material as well as how many fines are mixed in. The fines are needed to create a binding agent allowing for a well packed road base. All types of granular material can create some what of a mess during wet weather as well as dust during dry weather. Admaston/ Bromley Township has typically acquired quarry stone material over the past few years. One thing to note is that quarry stone adapts very well to wet conditions and weights less than other types of gravel allowing tonnages to go further.

Without granular material road maintenance in the form of grading is unable to be performed properly. To remove potholes during grading operations the road base must be graded below the bottom of the pothole for it to be removed. This is unable to happen if sufficient granular depths are not available.

During the Townships yearly budget process there is funds allocated for purchasing granular products. This is known as the "Gravel Contract". The yearly gravel contract normally consists of purchasing approximately 10,000 tonne of granular material that is applied to different portions of the Township. During these applications the gravel is normally applied at a depth of 0.15m (6"). To apply this amount 2,310 tonnes of granular material is needed per 1 kilometer of a roadway with a 7m top. Approximately 445,000 tonnes of material would be needed to complete the entire Township. The Township documents all gravel locations every year and if possible, try to return to roads every 5-7 years for re-application. With only purchasing 10,000 tonnes of material on a yearly basis only 4.3km of roadway would be applied with gravel yearly. If only 4.3km were applied, it could result in 44-year gap before returning to apply material to that portion again.

Prior to amalgamation Bromley Township applied approximately 20,000 tonnes of gravel. Admaston applied approximately 10,000. This being a total of 30,000 tonnes in our current Townships footprint. After amalgamation in 2000 to 2006 the Townships yearly gravel contract was tendered for 20,000 tonnes. After 2006 the contract was lowered to a total of 10,000 tonnes.

Some things to keep in mind over the years there have been some surface treated roads that exceeded their life span. At this point traffic studies were completed, and these roads were returned to a gravel surface due to low volumes of traffic, minimal houses, etc. Some sections of these roads were Northcote Rink Road, Lynch Road, Egan Line and McGuinty Road. This resulted in 12.5km returned to a gravel surface and at 10,000 tonne per year would take almost three years to apply gravel just to the sections that once were surface treated. Staff are suggesting to Committee to review the amount of granular material in the yearly gravel contract and the possibilities of returning it to a minimum 20,000 tonne.

**Financial Implications:**

There are no financial implications at this time.

**People Consulted:**

CAO/Clerk

**Recommendation for Committee:**

BE IT RESOLVED THAT the Operations Committee accept this report as information.

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**REPORT**

Date: May 15th, 2025  
To: Council  
From: Steve Visinski  
Re: Stone Road Sand Shed

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**Background:**

Council is aware with the passing of the 2025 budget there was an allocation for the replacement of the Stone Road Sand Shed. The existing style of dome over the years has suffered very significant roof damage that has led to the deterioration of the wood sheeting and beams. In conversations in 2024 with local contractors the replacement of damaged materials would consist of a complete rebuild from the base up and requiring engineer's inspections. This is very similar to the Cobden Road Sand Shed replacement in 2024.

Over the past years with weather fluctuations, such as more freezing rain events and the requirement to meet the Minimum Maintenance Standards, this current dome no longer meets our operating requirements and the stockpiles that we currently house indoors. This has led to the stock piling of winter sand materials outside of the dome as well as replenishing the domes throughout the winter seasons in some years. These operations come at a higher cost during the winter for mixing the sand as it takes approximately 50% more salt to cure the sand and keep it from freezing. In addition, the Ministry of the Environment, Conservation & Parks requires municipalities to keep the sand mix covered to reduce contamination.

Staff is proposing to proceed with a rectangle style sand/salt shed as opposed to the traditional dome. This purchase would be tendered through the LAS Canoe Procurement Program. The rectangle style sand shed comes pre-engineered and thus more cost effective from a financial standpoint. The rectangle style structure is also more efficient from an operating standpoint as it will be large enough to house all materials needed for the winter seasons.

### **Discussion:**

A quote was received for a 60' x 100' HT Series Calhoun rectangle style shed that will be approximately 560 square meters in size compared to the current 380 square meter sand dome. Thus, allowing for all materials including separate salt storage to be housed inside. The new tarp style roof comes with a 25-year warranty and approximate costs for replacement after that is \$5000.00. The steel structure part of the shed is made of a non-corrosive metal. Total cost for the complete building and foundation installations are \$335,884.81 not including HST.

Calhoun Super Structures are the only supplier in Canada that belong to LAS Canoe Procurement Program and offer a local certified installer in this area. This building is Canadian made and the local certified installer is Wren Construction. Comparable to the situation in 2024 with the Cobden Road sand shed if the building is not installed by a certified installer this will void the warranty. US companies do not provide installers in Canada thus having no warranty if purchased.

There will need to be an asphalt floor applied inside the building prior to stockpiling of winter sand. The estimated cost for asphalt is \$35,000.00. This bringing the total cost of the complete project to approximately \$370,884.81 before tax.

Staff are recommending to Committee to proceed with the ordering of the Calhoun Structure through LAS Canoe and Wren Construction.

### **Financial Implications:**

Preliminary estimates of the rectangle style shed are \$400,000.00. This includes complete installation of foundation walls, steel structure, tarp style roof and asphalt floor. Other costs include the demolition and site preparations. A provision of \$400,000 was included in the 2025 capital budget for this project.

The township has received confirmation from Infrastructure Ontario that application for long term borrowing has been approved for an upset limit of \$175,000. The balance of the project (\$225,000) is to be financed through funding from the Canada Community Building Fund (CCBF). If savings are realized, staff have confirmed with Infrastructure Ontario that a lesser amount can be borrowed if need be.

### **People Consulted:**

CAO/Clerk  
Treasurer-Deputy CAO/Clerk  
LAS ( Sarah Hubble-Client Relations Manager )  
Wren Construction

**Recommendation for Committee:**

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.