

Township of Admaston/Bromley
First Monthly Meeting
Thursday, September 4th, 2025 @ 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 Meetings August 21, 2025
6. Delegations and Guests

6a Micheal Wright – Reduction of hours at the Stone Road Transfer Site
7. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris

7a Zoning By-Law Amendment Report – 530 Whelan Road
i) Planner's Report
8. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton

None.
9. **Operations Committee** – Chair Brian Hamilton, All of Council

9a Public Works Report – June, July, August 2025
10. **Waste Management Committee** – Chair Michael Donohue, All of Council

None.
11. **Finance and Administration Committee** – Chair Michael Donohue, All of Council

11a Letter of Intent Resolution - Support The Canadian Re-Nature School Program
12. **Protective Services Committee** - Chair Kevin LeGris, Committee Member Angela Field

None.

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

13a [County Council Summary Report – August 2025](#)

14. **By-Laws**

14a [2025-33 – ZBA 530 Whelan Road](#)

15. Old Business

15a [Action Tracking List](#)
[Quarterly Report - Strategic Plan](#)

16. New Business

17. **Closed Session**

None.

18. Confirmatory By-Law

18a
[2025-34 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
Second Monthly Meeting

Council met for their second monthly meeting on Thursday August 21, 2025. Present were Mayor Michael Donohue, Deputy Mayor Angela Field, Councilors Keith Gourley and Brian Hamilton.

Councilor Kevin LeGris sent regrets.

Staff Members present were CAO/Clerk Jennifer Charkavi, Treasurer/Deputy CAO/Clerk Kelly Coughlin and Finance Clerk Amy Fraser.

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 7:31 pm. A moment of silence followed.

Agenda Item 3 – Approval of Agenda

Resolution No. 25/08/25

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council approve the agenda of August 21, 2025, Regular Council Meeting.

Carried

Agenda Item 4 – Disclosure of Pecuniary Interest

None.

Agenda Item 5 – Minutes

5a Resolution to adopt Minutes of Council Meetings August 7, 2025

Minutes incorrect as originally circulated, however, clerical error which has since been corrected. The clerical error, which was at the top of the minutes in the Delegations and Guests section. The delegation/guest circulated had not been changed from the previous minutes and should have reflected the current delegation/guest.

Resolution No. 26/08/25

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- August 7, 2025, 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 Consent Application – B24/25

Resolution No. 27/08/25

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B24/25 submitted by applicant Jeffrey Millar, Kathryn Millar & Ernie Millar, 404 Pucker St, so long as requirements of commenting agencies are satisfied.

Carried

7b Consent Application B31/25

Resolution No. 28/08/25

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B31/25 submitted by applicant William & Colleen Kiely, 1000 Mount St. Patrick Road, so long as requirements of commenting agencies are satisfied.

Carried

7c Consent Application B32/25

Mayor Donohue asked if the applicants had built the building noted in the applications and highlighted that building permits are required. Staff replied that the applicants did not build the building but as soon as they discovered there was no building permit, they contacted the Chief Building Official to determine the course of action.

Resolution No. 29/08/25

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B32/25 submitted by applicant William & Colleen Kiely, 1000 Mount St. Patrick Road, so long as requirements of commenting agencies are satisfied.

Carried

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

None.

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

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 July YTD Financials report

Treasurer-Deputy CAO/Clerk Coughlin spoke to a few of the items in her report, providing further explanation. Discussion regarding the difference between Tile Drains and Municipal Drains ensued. Tile Drains are a loan administered from the province and not the municipality, the municipality is just a method by which the farmer/rate payor can access the loan from the province.

Treasurer-Deputy CAO/Coughlin explained that in the past municipal drain maintenance was included in the final tax bill but was not transparent to the ratepayer, while with our new software the charges are more transparent and

separated out from the final tax bill. There were discussions to improve transparency with the Drain Supervisor for future maintenance.

Resolution No. 30/08/25

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council accept the July 2025 Year to Date Financial Overview Report as information as submitted and circulated.

Carried

11b July Payment Register

Resolution No. 31/08/25

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council approve the Payment Register for July 2025.

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

None.

Agenda Item 15 – Old Business

15a Action Tracking List

Resolution No. 32/08/25

Moved by Angela Field, seconded by Keith Gourley.

BE IT RESOLVED that Council receive the Action Tracking list as information.

Carried.

Agenda Item 16 – New Business

CAO/Clerk Charkavi wanted to thank our summer student for all her hard work this past summer. She wished her well as she was headed off to post secondary for September and Thursday was her last day. She wished her continued success as she moves forward.

Councillor Hamilton wanted to remind residents of the Cobden Fair the weekend of August 22-24. He also took the time to mention that Taste of the Valley was going to be in Laurentian Valley this weekend as well. Taste of the Valley will be in Admaston/Bromley at this time in 2026.

Agenda Item 17 – Closed Session

None.

Agenda Item 18 – Confirmatory By-Law

Resolution No. 33/08/25

Moved by Angela Field, seconded by Kevin LeGris.

BE IT RESOLVED that By-law 2025-32, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held August 21, 2025, be now numbered, deemed read three times and passed.

Carried.

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 34/08/25

Moved by Angela Field, seconded by Kevin LeGris.

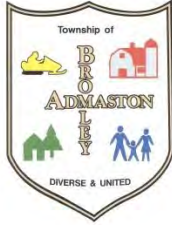
BE IT RESOLVED that the Thursday, August 21, 2025, Township of Admaston/Bromley Council meeting be adjourned at 8:14 p.m.

Carried.

Mayor

CAO/Clerk

DRAFT



TOWNSHIP OF ADMASTON/BROMLEY

Request for Delegation

Name of Person(s) to Make Delegation/Presentation:

Micheal Wright and others

Organization (if applicable):

Concerned Ratepayers

Contact Information: Tel # 613-570-1804 Cell #

Email

Mikeandlizwright@me.com

Meeting Date Requested: As soon as possible Alternate Date:

Subject Matter:

Waste Management decisions

Brief Description of Purpose of Delegation:

To present the concerns of rate payers of Admaston about the reduction of hours at the Stone Road Transfer Site

Please check the appropriate box:

☒ I have never spoken on this issue before.

☐ I have spoken on this issue before and have specific new information to submit.

Have you been in contact with a member of staff in regard to this matter? ☒ Yes ☐ No

If Yes, please provide Name and Department:

Jennifer

I will have a presentation

For Handout at Meeting * ☐ Yes ☐ No

PowerPoint ** ☒ Yes ☐ No

* Handouts require eight (8) copies to be provided to the Clerk-Treasurer prior to the meeting.

** PowerPoint is to be e-mailed/delivered to the Clerk-Treasurer's Office no later than 12:00 Noon on the Monday prior to the meeting.

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: September 4th, 2025

To: Council

Re: Amend the Zoning By-Law 2004-13

From: Jennifer Charkavi

At the Public Planning meeting held on September 4th, 2025, there was a request to amend the zoning By-Law 2004-13. This Zoning By-Law Amendment request did not require a consent application as there is no severance being applied for.

This application is seeking to amend the Rural – Exception Two (RU-E2) Zone to permit the following additional uses on a minimum lot area of 4100 square meters.

- Contractor's Yard or Shop;
- Home Builder/Window and Door Business; and
- Logging Hauler

For the purposes of this amendment, Home Builder/Window and Door Business means a building or part of a building where windows, doors and other parts of a building are assembled and sold, and may include a retail store, offices, display areas and storage areas.

The goal of the application is to allow for a wider range of uses on the property. This is because the owner is selling the property, and wants to give future owners more flexibility in how it can be used.

New commercial and industrial uses are subject to Site Plan Control. This is an agreement with the Township that ensures development (ex. parking, drainage) related to a business is orderly and minimizes impacts to nearby properties. The applicant will

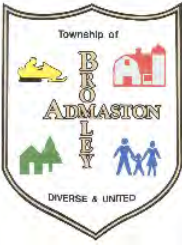
need to apply for and implement Site Plan Control before the automobile business can be converted to any of the proposed uses.

Any new buildings and features (ex. parking) proposed in the Site Plan Control application will need to comply with the requirements of the Zoning By-law. The existing buildings and features can remain where they are, because they are considered legal non-conforming.

All other provisions of the Zoning By-Law will apply.

Recommendation:

BE IT RESOLVED that Council approves By-Law 2025-33, being a By-Law to amend By-law Number 2004-13 for the purpose of rezoning 530 Whelan Road.



ZONING BY-LAW AMENDMENT REPORT TO THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY

PART A - BASIC INFORMATION

1. **FILE NO.:** ZB2542.2
2. **APPLICANT:** Karl Murphy
(Owner: Glen Cardiff)
3. **MUNICIPALITY:** Township of Admaston/Bromley
(geographic Township of Admaston)
4. **LOCATION:** Part of Lot 4, Concession 10, and Part 2 on 49R-19570
STREET: 531 Whelan Road

SUBJECT LANDS

5. COUNTY OF RENFREW
OFFICIAL PLAN
Land Use Designation(s): Rural
6. TWP OF ADMASTON/
BROMLEY (#2004-13)
Zone Category(s): Rural – Exception Two (RU-E2)

7. **DETAILS OF ZONING BY-LAW AMENDMENT REQUEST:**

This application is seeking to amend the Rural –Exception Two (RU-E2) Zone of the Township of Admaston/Bromley Zoning By-law, to permit the following additional uses on a minimum lot area of 4100 square metres:

- Contractor's Yard or Shop;
- Home Builder/Window and Door Business; and
- Logging Hauler.

For the purposes of this amendment, ***Home Builder/Window and Door Business*** means a building or part of a building where windows, doors, and other parts of a building are assembled and sold, and may include a retail store, offices, display areas, and storage areas.

All other provisions of the Zoning By-law will apply.

8. SITE CHARACTERISTICS AND SURROUNDING USES

The subject property, as outlined in yellow below, is located approximately 3.9 kilometres south of the hamlet of Shamrock. It is 4100 square metres in area, has 48.01 metres of frontage onto a County Road (Whelan Road), and contains two (2) commercial garages and two (2) accessory structures.

The surrounding area consists of several small residential lots along Whelan Road. Further to the north, west, and south are large areas of dense bush, scattered rural uses, and patches of farmland. To the east is a small farm building cluster, followed by more rural uses, farmlands, and dense bush.



PART B – POLICY REVIEW

9. PROVINCIAL PLANNING STATEMENT:

- 2.5.1(e) Healthy *rural areas* should be supported in part by promoting diversification of the economic base.
- 2.6.1 On *rural lands*, permitted uses include other rural uses not specifically mentioned in the Provincial Planning Statement.

10. OFFICIAL PLAN:

The subject lands are designated Rural in the County of Renfrew Official Plan. The Rural designation permits a range of rural uses, including commercial and industrial uses.

Section 2.0 - General Development Policies, contains various general policies that apply to this property and the proposed application.

Section 2.2(4) outlines development requirements for new commercial and industrial uses.

Section 5.3(6) notes that considering new or expanded commercial and industrial uses shall occur by Zoning By-law amendment. These uses shall be subject to site plan control.

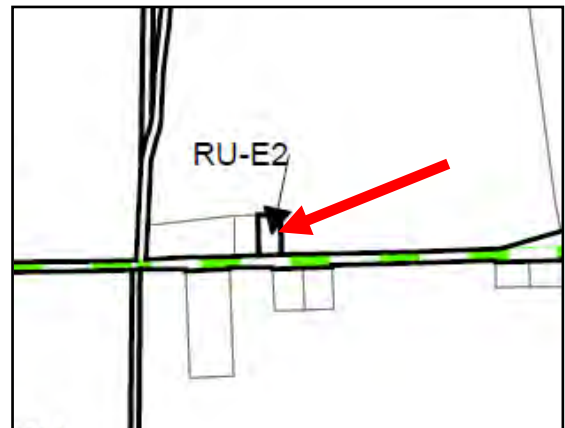
Section 13.3(2) requires development beside a County Road to meet the requirements of the County of Renfrew Public Works and Engineering Department.

**11. ZONING BY-LAW:**

The subject property is zoned Rural – Exception Two (RU-E2) in the Township's Zoning By-law. This exception zone states:

"...an automotive vehicle sales or retail establishment shall be the only permitted use."

Section 3.0 the Zoning By-law outlines various General Provisions may apply to a property and development proposal.



Section 3.26(b) requires development beside to a County road to meet the road authority's requirements.

12. SUMMARY OF STUDIES:

A letter dated July 16, 2025, and written by the agent Karl Murphy was submitted with the application. In it, Mr. Murphy explains that the goal of the application is to allow for a wider range of uses on the property. This is because the owner is selling the property, and he wants to give future owners more flexibility in how it can be used.

PART C: PLANNING ANALYSIS**13. CONSULTATION:**

Enbridge Gas, the County of Renfrew Public Works and Engineering Department, and the Renfrew County Transportation Consortium provided comments stating that they have no concerns with the application. At the time of writing, no other comments or concerns have been received.

14. ANALYSIS:

The agent, on behalf of the owner, is seeking to amend the Rural – Exception Two (RU-E2) zone to allow for the following additional commercial and industrial uses on the subject property:

- Contractor's Yard or Shop;
- Home Builder/Window and Door Business; and
- Logging Hauler.

Currently, the only permitted use is an automotive vehicle sales or retail establishment. This use is supported by existing buildings, which includes 2 commercial garages and 2 storage sheds. The proposed amendment would give more flexibility in how the property is used, beyond the existing automotive business. These new uses are anticipated to be similar in scale and intensity to the existing use, therefore no new impacts are expected. At this time, no new buildings or physical changes are being proposed.

The Official Plan and the Township's Zoning By-law requires any development (including Zoning By-law amendments) abutting a County Road to meet all applicable requirements of the County of Renfrew Public Works and Engineering Department. The department was circulated, and responded on August 27, 2025, with no comments or concerns.

New commercial and industrial uses are subject to Site Plan Control. This is an agreement with the Township that ensures development (ex. parking, drainage) related to a business is orderly and minimizes impacts to nearby properties. The applicant will need to apply for and implement Site Plan Control before the automobile business can be converted to any of the proposed uses.

Any new buildings and features (ex. parking) proposed in the Site Plan Control application will need to comply with the requirements of the Zoning By-law. The existing buildings and features can remain where they are, because they are considered legal non-conforming.

In summary, this Zoning By-law amendment will allow 3 additional uses on the subject property. The amendment is being requested because the owner is selling the property, and wishes to make it more attractive for a wider range of business opportunities. No new impacts are expected. Any physical changes will be reviewed through the Site Plan Control process, which will ensure that the requirements of the Zoning By-law are followed.

15. RECOMMENDATIONS:

That, subject to any additional concerns or information raised at the public meeting, the Zoning By-law Amendment be passed.

Date: August 28, 2025
Prepared By: Nicole Moore
Junior Planner
Reviewed By: Lindsey Bennett-Farquhar, MCIP, RPP
Senior Planner

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

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

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

REPORT

Date: September 4th, 2025
To: Council
From: Steve Visinski
Re: Public Works June, July and August 2025 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 June, July and August.

Township

Recycling for the township is picked up weekly from the Stone Road Transfer site and on a call-in basis when needed at the Douglas Transfer and the Osceola Landfill. Miller waste is the new contractor for hauling all blue box materials. This transition began the 1st of July and has been exceptionally smooth to date. A reminder that the new User Pay System will come into effect the first of September and all bags must be affixed with a Bag Tag. All Transfer and Landfill sites have been set up with debt machines to assist for purchasing tags.

Staff complete and document Bi-Weekly Road inspections to ensure roads are meeting the Minimum Maintenance Standards. 911 signs and entrance permits are measured and installed as per requests.

Current Projects

- Cold Patching is in progress.
- Grading of gravel roads will continue.
- Maintenance of equipment will continue.
- Ditching in multiple areas are continuing.

- The old Sand Dome has been removed, and new Sand Shed is currently being constructed.
- Capital road projects on Holmes Road, Colton Road and Egan Line consisting of culvert replacements, rock hammering, ditching, old surface removal and granular application have been completed and are awaiting new surface treatment that will be completed in early September.
- Some spring frost boils have been repaired in certain areas.
- Calcium application has been completed.
- Roadside grass cutting is completed once, and second passes will be made where needed time permitting.
- Cleaning of Catch Basins were completed.
- Yealy gravel contract has been completed.
- Pest control spraying was completed in July.

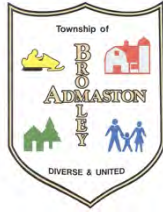
Upcoming Events

- Maintenance of equipment will continue.
- Brushing will continue where needed.
- Grading of gravel roads weather permitting.
- Cold patching will continue.
- Crack sealing on pavement surfaces are underway and will be completed in September.
- Culvert Replacements will take place in specific areas.
- Center Line painting to be completed.
- Stock piling of winter sand will be completed.

Recommendation for Council:

BE IT RESOLVED THAT the Council receive the Public Works June, July and August Report as information.

Township of Admaston/Bromley



477 Stone Road
Renfrew ON, K7V 3Z5

LETTER OF INTENT

September 4, 2025

The Re-Nature Foundation
1452 Concession 4 W,
Troy, Ontario

Subject: Letter of Intent to Support - The Canadian Re-Nature School Program

Dear Re-Nature Foundation,

This letter serves to express our strong support for The Canadian Re-Nature School Program, an initiative by The Re-Nature Foundation aimed at enhancing school environments through the creation of outdoor learning spaces and the planting of tree canopies.

We are writing to formally signal our intent to bring the following resolution of support before the Council of Township of Admaston/Bromley at the earliest possible opportunity. This resolution aims to formally acknowledge and support your foundation's application for funding from the Federation of Canadian Municipalities' "Growing Canada's Community Canopies" initiative.

(Please see Appendix for the proposed resolution).

I believe that The Canadian Re-Nature School Program aligns perfectly with our municipality's interest in enhancing green spaces and providing innovative learning environments for the students in our community. I am enthusiastic about the potential positive impact this program could have on our community and local schools.

I look forward to presenting this resolution and working collaboratively with The Re-Nature Foundation and the Renfrew County District School Board to bring this beneficial program to fruition.

Sincerely,

Michael, Donohue

Mayor, Township of Admaston/Bromley

PROPOSED RESOLUTION

Whereas, Township of Admaston/Bromley has the following interest: Improving our schoolyards by creating outdoor learning spaces and tree canopy environments.

Whereas, The Re-Nature Foundation is undertaking The Canadian Re-Nature School Program, which will be building outdoor learning spaces and planting trees at the elementary schools in Renfrew County District School Board.

Be it resolved that Township of Admaston/Bromley Council acknowledges that The Re-Nature Foundation is applying for a funding opportunity from the Federation of Canadian Municipalities' "Growing Canada's Community Canopies" initiative for The Canadian Re-Nature School Program, which will be building learning spaces and planting trees at the elementary schools in Renfrew County District School Board, in partnership with Township of Admaston/Bromley.

Admaston/Bromley Council also recognizes that the lifetime contribution from the "Growing Canada's Community Canopies" initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.

Council and Committee Monthly Summary

August 2025

Below you will find highlights of the County of Renfrew County Council and Committee meetings held August 13 and August 27, 2025.

Please note that this summary does not constitute the official record of the meetings and approved minutes should be consulted for that purpose.

The full [Council and Committee packages](#) can be found online.

The [August 13, 2025](#) and [August 27, 2025](#) meetings are on YouTube.

Warden's Address

Key highlights

- At the August 13 meeting, Warden Peter Emon recognized the passing of Raye-Anne Briscoe, the former mayor of the Township of Admaston/Bromley, a former County Councillor and a long-standing advocate for the County of Renfrew. He noted that she remained engaged in County affairs even after her time on Council, as she regularly followed meetings on YouTube and kept a sharp eye on the issues, particularly those related to finance and the health sector. The Warden commended Raye-Anne for her dedication and passion for the County will not be forgotten, as he extended condolences to her family and friends.
- Over the summer months, the Warden had the honour of attending several events in communities across the County of Renfrew. He noted recent community events highlighted the pride residents take in their communities and the warm hospitality shown to both neighbours and visitors. These gatherings showcased the vibrant spirit of Renfrew County and reinforced its reputation as a welcoming and increasingly popular travel destination.
- The Warden emphasized that the County continues to play a central role in addressing the interconnected crises of homelessness, mental health, and substance use disorders. It is actively working with service providers, law enforcement, healthcare professionals, and community-based organizations to provide coordinated, compassionate, and effective support. He extended an open hand to all agencies willing to collaborate, share resources, and join in the shared mission of restoring dignity, stability, and hope to those most in need.
- At the August 27 meeting, the Warden highlighted the County of Renfrew's participation in the [Association of Municipalities of Ontario \(AMO\) Conference in Ottawa](#) and noted the contingent shared ideas, addressed challenges, and explored innovative solutions. He expressed pride in the collaborative spirit and forward-thinking discussions which occurred. He looks forward to bringing these insights back to Council and staff as we continue to build a stronger, more sustainable Renfrew County.

Delegations

- At the August 13 session, Warden Peter Emon and CAO Craig Kelley presented cheques from the proceeds of the annual Warden's Golf Tournament. The event raised \$8,500, which was divided between Family and Children Services of Renfrew County for the Darlene Aikens Memorial Summer Camp Fund and the County of Renfrew Housing and Homelessness Fund. Jennifer White, Executive Director of FCS Renfrew County, noted the \$4,250 donation has helped to send more than 70 children and youth from Renfrew County to summer camp. Jennifer Dombroskie, the County's Manager of Community Housing, said the \$4,250 donation to the Housing and Homelessness Fund will also go a long way to supporting families in the community. There are currently more than 2,000 households waiting for an affordable housing solution in the County of Renfrew through the centralized waitlist for rent-geared-to-income housing, in addition to more than 1,400 households that are receiving social assistance payments through Ontario Works.
- Renfrew County District School Board representatives Kristen Niemi, Director of Education; Scott Nichol, Superintendent of Education; Bill Murray, Senior Manager, Facilities; and Jamie Thomson, Director of Development, Re-Nature Foundation shared details about the partnership between the Board and Re-Nature Foundation to bring [outdoor learning spaces](#) to 19 elementary schools across the county. These spaces will support inquiry-based and experiential learning, framed by trees and natural elements to promote student well-being, environmental education, and equity. Each site will feature outdoor classrooms, benches and stump seats, curriculum cabinets and over 50 trees and eco-restoration features. RCDSB is seeking support from local municipalities to apply for the Growing Canada's Community Canopies (GCCC) grant through the Federation of Canadian Municipalities—with no cost to municipalities.
- The Grind Pembroke shared the impact of their work supporting individuals in crisis across the region. Grind Board members Dave Henderson and Derek Lindley made the presentation. Among the stats shared: 2,800+ breakfasts and 4,800+ lunches served, 200+ emergency food boxes distributed, 200+ individuals in need accessed showers, 1,300+ people received urgent client services and on-site support from Ontario Works, crisis teams, and health professionals. The Grind made a request that the County of Renfrew provide direct funding to their organization to sustain these vital services – annual request: \$95,750 and interim support needed until March 2026. The presentation was received as information.
- At the August 27 meeting, Warden Emon presented the Culture Connector Award to Emily Stovel, Manager of Culture and Curator at the Arnprior and District Museum on behalf of the Local Immigration Partnership – Lanark & Renfrew. Ms. Stovel was recognized for her outstanding contributions to community building, cultural inclusion, and newcomer support. Through her leadership, the museum has become a vibrant hub for connection and collaboration, and her outreach efforts have helped foster a welcoming and inclusive environment in Arnprior.
- Adrian Schut, Director of Real Estate Development and Construction with Cahdco, a non-profit real estate developer, presented the findings of the [Portfolio Analysis for the Renfrew County Housing Corporation](#). Select sites within Renfrew County lands and housing portfolio with the highest potential for redevelopment were identified. The report focuses on the current renewal plan with options for replacing a 24-unit property at the end of its useful life for the County of Renfrew and exploring various project scales and built forms to support future housing development.

Announcements

- Renfrew County Municipal Day will take place on Wednesday, September 24, from 3 p.m. to 7 p.m. at the County Administration Building. This family-friendly event will showcase County and municipal services, with interactive displays including Touch-a-Truck, Paint-a-Plow, a mini Taste of the Valley, and more. All municipalities and service partners are invited to participate. We hope to make Municipal Day an annual event that encourages residents to connect with their local government and appreciate the scale and diversity of services provided across Renfrew County.

Development & Property Committee

Presented by: James Brose, Chair

- The Development and Property Committee approved the award of a contract for the design and installation of EV Charging Stations at the County Administration Building site, 9 International Drive, Pembroke, and at Renfrew County Place, 450 O'Brien Road, Renfrew, to Rondeau Electric 1997 Ltd., Pembroke, Ontario, in the amount of \$93,865, plus applicable taxes and \$149,005, plus applicable taxes, respectively. The remaining \$152,870 required for the completion of the projects be drawn from the Building Reserve account.
- Council designated the Taste of the Valley event series as events of municipal significance playing an important cultural, social and economic role in the community. Due to changes in the designation of Farmers' Market events, and in order to continue to support and allow for the sale of craft alcohol products at Taste of the Valley events, the County must apply for a Special Occasion Permit (SOP) from the Alcohol and Gaming Commission of Ontario (AGCO) for the Calabogie and Cobden events, taking place on September 20 and October 18, respectively.

Community Services Committee

Presented by: Anne Giardini, Chair

- Following the Ministry of Education's CWELCC space recalibration, the County of Renfrew was awarded 261 new child-care spaces. In accordance with Council's direction, there were a number of spaces that were approved to be allocated, including an invitation to the three non-CWELCC centres to opt in, extra spaces for a pre-existing school build and the balancing of spaces from our original allocation, resulting in 97 remaining spaces. An open application process was held from June 10-July 15, 2025, with submissions reviewed and assessed in alignment with the County's Directed Growth Plan. The following is a list of organizations that were awarded spaces:
 - Arnprior and District Child Care Services (Leaps and Bounds) – 26 spaces for a new before and after school program at Our Lady of Fatima Elementary School in Renfrew
 - Community Resource Centre (Killaloe) Inc. – 39 spaces for a new child-care centre in Whitewater Region
 - County of Renfrew Licensed Home Child Care – 24 spaces (4 licensed homes) to be opened in priority neighbourhoods
 - Petawawa Military Family Resource Centre (Lil' Troopers South Day Care) – 6 spaces to revise their licence to increase capacity

- The Minister of Municipal Affairs and Housing has confirmed the County of Renfrew's funding allocations for the Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI) for the 2025-26 fiscal year, along with planned allocations for 2026-27 and 2027-28. The memo received provides a rent-assisted unit target of 12 units for 2025-26, contributing to Ontario's goal of expanding rent-assisted housing by 19,660 units by March 2028. The Ministry also indicates that portable housing benefits under the Canada-Ontario Housing Benefit (COHB) program will continue for current participants, with allocations for new participants yet to be confirmed.
- The Minister of Municipal Affairs and Housing has confirmed the 2025-26 Homelessness Prevention Program (HPP) funding allocation in the amount of \$3,569,200. This funding allocation is consistent with the allocation for 2024-25 and aligns with planning allocations communicated in 2023. New reporting requirements have been implemented for 2025-26, including the requirement to report monthly data on individuals moved from encampments to emergency shelters, those moved into housing, and new emergency shelter spaces created.
- Deep Roots Nature and Nursery School Inc. and Petawawa Co-operative Nursery School Inc. (Kinder Connection) have entered the Canada-Wide Early Learning and Child Care (CWELCC) program with the County of Renfrew, effective July 1, 2025 and September 1, 2025, respectively. Deep Roots and Kinder Connection were previously non-CWELCC sites that were offered the opportunity to enroll in the CWELCC system following the County's successful acquisition of additional program spaces. All child-care centres in the County of Renfrew are now operating under CWELCC.

Health Committee

Presented by: Michael Donohue, Chair

- At the August 13 meeting, Paramedic Commander Matt Cruchet and Deputy Chief Nick LeRiche shared the incredible work of the Country of Renfrew Paramedic Service's [Sierra Team – Disaster & Event Support](#). So far in 2025, the Sierra Team has had 87 deployments – nearly double the 44 calls at this time last year – including the large Haliburton Deployment following a severe weather event and loss of critical infrastructure, a fall at the Eagles Nest, Medical Emergency at Gun Lake, Tree Strike at North Depot Lake, Storm/Tornado Response on Opeongo Lake, severe storm at Samuel de Champlain Provincial Park, and a skydiving crash. To date the team has assessed and managed appropriately 200 patients. Commander Cruchet noted complexity, acuity, frequency and duration of Sierra calls have increased substantially. The expansion of text to satellite communication options has resulted in a significant increase in Sierra requests, which also allows Sierra Team Paramedics to make direct patient contact prior to arrival and provide care instructions and ongoing support while simultaneously responding.

Corporate Services Committee

Presented by: Jennifer Murphy, Chair

- County Council approved the following Corporate Policies – Criminal Record Checks (amended); General Unpaid Leave of Absences or Statutory and Non-Statutory Leaves of Absence (amended); and Occupational Health and Safety (amended). These policies are available from Human Resources.

Operations Committee

Presented by: Glenn Doncaster, Chair

- County Council resolved to investigate opportunities to advocate with local MPP Billy Denault, Renfrew-Nipissing-Pembroke, and through municipal conferences for the transfer of the remaining Canadian Pacific (CP) Railway properties, using compiled plans where compatible, in support of the Ottawa Valley Recreational Trail/Algonquin Trail acquisition from CP in a timely manner.
- County Council approved the extension of the following two contracts based on the projected surplus in the 2025 Capital Program:
 - Rehabilitation of County Road 4 (Storyland Road), with the addition from Alex Lane to Highway 17, a distance of approximately 1.42 km, at an approximate cost of \$365,000, plus applicable taxes
 - Rehabilitation of County Road 20 (Castleford Road), with the addition from Eady Road to Humphries Road, a distance of approximately 2.7 km, at an approximate cost of \$1,085,000, plus applicable taxes.
- County Council adopted a by-law, dedicating Block 41 on Plan 547 as part of the public road allowance of County Road 26 (Doran Road), in the Town of Petawawa. This is as a result of a severance file which proposes the creation of an additional lot which would only have frontage along Doran Road.
- County Council approved the request for a new pedestrian crossover at the intersection of County Road 26 (Doran Road) and Herman Street, in the Town of Petawawa. As per County of Renfrew Corporate Policy PW-14, Pedestrian Crossings and Hiking Trail Crossings on County Roads, the Town of Petawawa will be responsible for all costs associated with the initial installation of the Pedestrian Crossing, including signage and pavement markings associated with the crossing, as well as the replacement of the pedestrian crossing and annual pavement markings associated with the crossing. The County of Renfrew will be responsible for the costs associated with the annual operation and maintenance of the pedestrian crossing and signage.
- The approved contracts/tenders were as follows:
 - For the purchase of Portable Traffic Lights from Canada Traffic Supply Inc., St-Mathieu de la Prairie, Quebec, in the amount of \$16,743.
 - For two Sweeper Attachments for Tractors from Colvoy Enterprises 2012 Ltd., Courtland, Ontario, in the amount of \$65,750.
 - For Concrete Gutters and Grates at the White Water Road Patrol from G.P. Splinter Forest Products Ltd., Pembroke, Ontario, in the amount of \$47,914.77.
 - For the Rooftop HVAC Unit at the Cobden Patrol Garage from Valley Refrigeration, Pembroke, Ontario in the amount of \$12,600.
 - For Traffic Signs, Decal and Blanks from Stinson Equipment Ltd., Concord, Ontario in the amount of \$66,276.43. The Towns of Arnprior, Laurentian Hills and the Townships of Bonnechere Valley, Brudenell, Lyndoch & Raglan, Greater Madawaska, Laurentian Valley, Madawaska Valley and Whitewater Region were participants on this tender.
 - For Steel Sign Posts from UCC Industries International, Pickering, Ontario, in the amount of \$39,337.24. The Town of Laurentian Hills and the Townships of Admaston/Bromley, Bonnechere Valley, Brudenell, Lyndoch & Raglan, Greater Madawaska, Head, Clara & Maria, Horton and Madawaska Valley were participants on this tender.

- For Winter Sand at the Cobden Patrol from W.W. Siegel Sand & Gravel Ltd., Pembroke, Ontario, in the amount of \$17875.
- For Winter Sand at the Goshen Patrol from McCrea Excavating Ltd., Pembroke, Ontario, in the amount of \$27,120.
- For Winter Sand at the Southwest Patrol from G.P. Splinter Forest Products Ltd., Pembroke, Ontario in the amount of \$46,800. The Township of Brudenell, Lyndoch and Raglan was a participant on this tender.
- For Winter Sand at the White Water Road Patrol from W.W. Siegel Sand & Gravel Ltd., Pembroke, Ontario, in the amount of \$15,750.
- Winter Sand at the Golden Lake Garage from G.P. Splinter Forest Products Ltd., Pembroke, Ontario, in the amount of \$8,450.
- Concrete Curb Replacement on Siberia Road from D. Rock Paving, Brampton, Ontario, in the amount of \$64,617.02. The Township of Madawaska Valley was a participant on this tender. The Township of Madawaska Valley was a participant on this tender.
- For the rehabilitation of County Road 20 (Castleford Road), from 275m east of Highway 17 to Eady Road, a distance of approximately 3.12km, in the Township of Horton, as submitted by B.R. Fulton Construction Limited, Renfrew, Ontario, in the amount of \$1,257,665.25, plus applicable taxes.
- For the rehabilitation of County Road 71 (Matawatchan Road), from Civic Address 4882 to County Road 65 (Centennial Lake Road), a distance of approximately 3.29km, Township of Greater Madawaska, as submitted by Bonnechere Excavating Inc., Renfrew, Ontario, in the amount of \$693,494.40, plus applicable taxes.
- For construction of the Algonquin Trail, from Yates Road to Crossing Road, a distance of 16.4km, United Townships of Head, Clara, and Maria, as submitted by G.P. Splinter Forest Products Ltd., Pembroke, Ontario in the amount of \$815,858.69, plus applicable taxes.
- For a Hydrovac Trailer as submitted by Wachs Canada Ltd., Newmarket, Ontario, in the amount of \$118,850, plus applicable taxes.
- Construction on County Structure C201 (Broomes Creek Culvert and Dam) resumed July 2, 2025, under emergent conditions due to the deteriorating dam, following a permit delay from the Ministry of Natural Resources. A permit was approved July 31, 2025. A Change Order was issued for stand-by costs, partially offset by County-led coordination with Hydro One. Completion is now expected beyond 2025, with potential additional costs and winter maintenance impacts being discussed with Whitewater Region staff.

Additional Information

Craig Kelley, Chief Administrative Officer/Deputy Clerk

613-735-7288

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

BY-LAW NUMBER 2025-33

A By-law to amend By-law Number 2004-13 of the Corporation of the Township of Admaston/Bromley, as amended.

PURSUANT TO SECTION 34 OF THE PLANNING ACT, R.S.O., 1990, c.P. 13, THE TOWNSHIP OF ADMASTON/BROMLEY HEREBY ENACTS AS FOLLOWS:

1. THAT By-law Number 2004-13, as amended, be and the same is hereby further amended as follows:
 - (a) By deleting the text in subsection 21.3(b) Rural – Exception Two (RU-E2) and replacing it with the following:

“Notwithstanding any other provisions of this By-law to the contrary, for the lands described as Part 2 on Reference Plan 49R-19570, located in Part of Lot 4, Concession 10, in the geographic Township of Admaston, now in the Township Admaston/Bromley, and known municipally as 531 Whelan Road, the following uses shall be permitted on a lot with an area of 4100 square metres:

 - Automotive Vehicle Sales or Retail Establishment;
 - Contractor’s Yard or Shop;
 - Home Builder/Window and Door Business; and
 - Logging Hauler.

Home Builder/Window and Door Business shall mean a building or part of a building where windows, doors, and other parts of a building are assembled and sold, and may include a retail store, offices, display areas, and storage areas.”
2. THAT save as aforesaid all other provisions of By-law 2004-13, as amended, shall be complied with.
3. This by-law shall come into force and take effect on the day of final passing thereof.

This By-law given its FIRST and SECOND reading this 4th day of September, 2025.

This By-law read a THIRD time and finally passed this 4th day of September, 2025.

MAYOR

CORPORATE
SEAL OF
MUNICIPALITY

CAO/Clerk

ACTION TRACKING LIST

				Updated Information
				NEW
Date	Item	Assigned To	Due Date	Current Status
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.
October 2021	Forced Roads	Clerk	continuing	Staff are to investigate a policy for the assumption of forced roads.
Sept. 2023	Douglas Beach	CAO/Clerk	continuing	Investigate ideas to rejuvenate beach
Jan. 2025	Fire Hall Needs Analysis	CAO/Clerk & Fire Chief	2025	Determine the needs and requirements of a Fire Hall for a Volunteer Fire Department
Jan. 2025	Barr Line Community Centre Review	CAO/Clerk	2025	Develop a recommendation of future of BLCC
Jan. 2025	Comprehensive Zoning By-law Review	CAO/Clerk & County Planning Division	2025	Complete a review and revision of the Comprehensive Zoning By-Law
Jan. 2025	Taste of the Valley	CAO/Clerk	2026	Taste of the Valley 2026
June. 2025	Strategic Plan Action Tracking List Quarterly	CAO/Clerk	continuing	quarterly updates

Monitoring Plan: Reporting format



2025-2026 Priorities

Initiatives by end of 2026	Champion	Status
Re-establish appropriate contributions to reserves	CAO/Clerk & Treasurer-Deputy CAO/Clerk	
Long Term Financial Plan	CAO/Clerk & Treasurer-Deputy CAO/Clerk	
Find Efficiencies	CAO/Clerk & Senior Managers	
Be Ready to Capitalize on Funding Opportunities	CAO/Clerk & Managers Senior	

Develop a plan for a Modern Fire Hall	CAO/Clerk & Chief	Fire	
Review and implement realistic levels of service	CAO/Clerk & Managers	Senior	
Establish plan and goals to maintain infrastructure	CAO/Clerk & Managers	Senior	
Build more accessible website	CAO/Clerk		

Updates
New Information
Completed

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2025-34

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY
AT THE COUNCIL MEETING HELD SEPTEMBER 4TH, 2025.**

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 4th day of September, 2025 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 4th day of September 2025.

READ a third time and finally passed this 4th day of September 2025.

Mayor

CAO/Clerk