

Township of Admaston/Bromley
Second Monthly Meeting

Council met for their second monthly meeting on Thursday October 16, 2025. Present were Mayor Michael Donohue, Deputy Mayor Angela Field, Councilors 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 and Finance Clerk Amy Fraser.

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

Mayor Donohue called the Meeting to Order at 7:30pm. A moment of silence followed.

Agenda Item 3 – Approval of Agenda

Resolution No. 2025/10/19

Moved by Angela Field, seconded by Kevin Legris.

BE IT RESOLVED that Council amend the agenda of October 16, 2025, Regular Council Meeting to add the following item:

- 11c By-Law 2025-41 - Community Sport & Recreation Infrastructure Fund (CSRIF) Transfer Payment Agreement

Added to the agenda under Finance and Administration, Agenda item 11, this was received Wednesday October 15th, after the agenda was distributed on Tuesday October 14, 2025.

Carried

Resolution No. 2025/10/20

Moved by Angela Field, seconded by Kevin Legris.

BE IT RESOLVED that Council approve the amended agenda of the October 16, 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 October 2, 2025

Resolution No. 2025/10/21

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- October 2, 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 Zoning By-Law Amendment Report – Vandekemp
i) Planner's Report

Resolution No. 2025/10/22

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approves By-Law 2025-39, being a By-Law to amend By-Law Number 2004-13 for the purpose of rezoning Lot 9, Concession 5, 787 Dunmore Road, Scott and Joanne Vandekemp.

Carried

7b Zoning By-Law Amendment Report – Kelly & Phillippe
i) Planner's Report

Resolution No. 2025/10/23

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approves By-Law 2025-38, being a By-Law to amend By-Law Number 2004-13 for the purpose of rezoning Part of Lot 17 & 18, Concession 8, 58 Dragonfly Way, Michael Kelly and Tina Phillippe.

Carried

7c Building & Sewage Report – June to September 2025

Resolution No. 2025/10/24

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council accepts the Building and Sewage Report – June – September 2025, as information.

CBO Coulas gave some clarification on his report. Permit numbers are starting to rise after being lower this summer then the same time last year. CBO Coulas commented that other CBO's in the county and across the province have also indicated that there was a decrease in building permits this summer. CBO Coulas did comment that building expenses have increased by 20% from last year which might be a reason as to why permit numbers were down until recently.

Carried

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

8a Douglas Recreation Special Event Report

Resolution No. 2025/10/25

Moved by Angela Field, seconded by Kevin Legris.

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley grants permission to the Douglas Recreation Committee to hold an event for the Douglas Recreation Committee to hold a Cocktail Lounge in support of St. Michael's School's annual Girl's Nite Out event on November 7, 2025 in Douglas and that the said event be designated as a community event and conducted for the enjoyment and betterment of the community.

Carried.

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

None.

Agenda Item 10 – Waste Management Committee – Chair Michael Donohue, All of Council

None.

Agenda Item 11 – Finance and Administration Committee – Chair Michael Donohue, All of Council

- 11a** September 2025 YTD Financial Overview Report
i) September 2025 YTD Financials

Resolution No. 2025/10/26

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council accepts the September 2025 Year to Date Financial Overview Report as information submitted and circulated.

Treasurer-Deputy CAO/Clerk Coughlin spoke to a few of the items, providing additional information that she wanted to add to the report. She provided further information on a few of the revenue items. She also spoke out about rolling out the EFT payment early for our vendors in the event of the rolling strikes of Canada Post.

Mayor Donohue inquired as to what we received for the V36 truck we had replaced. Treasurer-Deputy CAO/Clerk Coughlin commented she believes it was just over \$20,000 but would get Public Works Superintendent to confirm.

Mayor Donohue had a few expense line items he wanted further explanation on; fire wages and certification, roads overhead capital and was curious if was possible to get departmental totals. Treasurer-Deputy CAO/Clerk Coughlin provided explanation to the Mayor's questions. She explained that the training for the certification was part of the wages number and the wage expenses to date included some of the certification costs. The roads overhead capital, an invoice had been coded to the wrong account and should have been put with the sand/salt shed for Stone Road, Treasurer-Deputy CAO/Clerk Coughlin explained that \$256,000 had to be moved from capital to the sand/salt shed expenditure. Lastly, Treasurer-Deputy CAO/Clerk Coughlin explained she provides the department heads with their totals monthly, and could provide those to Mayor Donohue, she asked for clarification if he'd like to have it monthly or quarterly.

Lastly, Mayor Donohue requested clarification on our lifecycle procurement on our tandem trucks. Councilor Gourley requested coming into budget with information on kilometers and hours, rather than the year of replacement, information on condition ie. worn out. Councilor Legris wanted an explanation of what was included in maintenance versus repairs just to have a proper comparison.

Carried.

- 11b** September 2025 Cheque Register

Resolution No. 2025/10/27

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approve the September 2025 Payment Register.

Carried.

- 11c** By-Law 2025-41 - Community Sport & Recreation Infrastructure Fund (CSRIF) Transfer Payment Agreement

Resolution No. 2025/10/29

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that By-Law 2025-41 being a by-law to enter into an agreement with the Minister of Sport for the Community Sport & Recreation Infrastructure Fund Agreement.

Mayor Donohue thought it does behoove the group to make comment on this and is very pleased when budgeting that a draw from reserves was set aside, as there was a large deal of uncertainty, so a provision was made for this very narrow funding envelope. Very fortunate for long overdue upgrades, refit and rehabilitation of both main recreation facilities. Speaks of the effort of both recreation groups, staff and council that we were able to receive this money.

Carried.

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

None.

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue

13a Renfrew County EORN Update – September 2025

Resolution No. 2025/10/28

Moved by Angela Field, seconded by Kevin Legris.

BE IT RESOLVED that Council receive the Eastern Ontario Regional Network (EORN) Cell Gap Project Monthly Update – September 2025, as information.

Carried.

Agenda Item 14 – By-Laws

- 2025- 38 ZBA - Kelly & Phillippe
- 2025-39 ZBA – Vandekemp
- 2025-41 - Community Sport & Recreation Infrastructure Fund (CSRIF) Transfer Payment Agreement

Resolution No. 2025/10/30

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approve the following By-laws:

- 2025- 38 ZBA - Kelly & Phillippe
- 2025-39 ZBA – Vandekemp
- 2025-41 - Community Sport & Recreation Infrastructure Fund (CSRIF) Transfer Payment Agreement

Carried.

Agenda Item 15 – Old Business

15a Action Tracking List

Resolution No. 2025/10/31

Moved by Kevin Legris, seconded by Angela Field.

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

Carried.

Agenda Item 16 – New Business

Councillor Hamilton on behalf of the Admaston/Bromley Public Library wanted to let the group know about their Cheese campaign again this year, stay tuned for more

information. December 1 all orders will have to be in and receiving the orders on the 10th. When available, please pass something along to the township for social media to amplify the fundraising.

Admaston/Bromley Public Library will be at the Girl’s Night Out with a used book table for fundraising purposes.

Taste of the Valley will be in Cobden Oct 18, 2025, it is a 10am start time. Largest of the Taste of the Valley’s in the area.

Councillor Gourley wanted to remind that the Renfrew Chamber of Commerce will be hosting their Pinnacle of Business of Excellence awards, October 23, cocktails at 5:30, tickets on sale if you are interested, contact Gail at the Renfrew Chamber.

CAO/Clerk Charkavi wanted to remind the group that AMO (Association of Municipalities of Ontario) is providing free training for new candidates/existing candidates for being a municipal councillor. AMO does not provide free training very often so this is a great opportunity.

Agenda Item 17 – Closed Session

None.

Agenda Item 18 – Confirmatory By-Law

Resolution No. 2025/10/32

Moved by Kevin Legris, seconded by Angela Field.

BE IT RESOLVED that By-law 2025-40, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held September 18, 2025, be now numbered, deemed read three times and passed.

Carried.

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 2025/10/33

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that the Thursday, October 16, 2025, Township of Admaston/Bromley Council meeting be adjourned at 8:14 p.m.

Carried.

Mayor

CAO/Clerk