

Township of Admaston/Bromley
First Monthly Meeting

Council met for their first monthly meeting on Thursday November 6, 2025. Present were Mayor Michael Donohue, Councillors Keith Gourley, Brian Hamilton and Kevin LeGris.

Deputy Mayor Angela Field sent her regrets.

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

Also present was Audio/Video System Specialist Nate MacIsaac.

Guests present were Petty Officer First Class Brendan Huber from the Royal Canadian Navy and Lynn Clelland from the 4-H Club.

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

Mayor Donohue called the Meeting to Order at 7:37pm. A moment of silence followed.

Agenda Item 3 – Approval of Agenda

Resolution No. 01/11/25

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council amend the agenda of November 6, 2025, Regular Council Meeting to add the following item:

6a Remembrance Day Presentation

Carried

Resolution No. 02/11/25

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council approve the amended agenda of November 6, 2025, Regular Council Meeting.

Carried

Agenda Item 4 – Disclosure of Pecuniary Interest

Mayor Michael Donohue declared pecuniary interest for agenda item 7b Deeming By-Law Report. The Mayor stated that Councillor Brian Hamilton would be Chair for Agenda item 7b.

Agenda Item 5 – Minutes

5a Resolution to adopt Minutes of Council Meetings October 16, 2025

Resolution No. 03/11/25

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- October 16, 2025, Regular Council Meeting

Carried

Agenda Item 6 – Delegations and Guests

6a Brendan Huber, Petty Officer First Class of the Royal Canadian Navy who works in the department that looks after the vessels, tanks and planes. He's been with the

military for over 27 years. He wanted to share with Council a bit of his personal thoughts on Remembrance Day and why it is important to him. He highlighted that Remembrance Day is about remembering those who made and who continue to make the ultimate sacrifice, but also to remember those who have come back from military action as that changes a person.

6b Lynn Clelland spoke as the President of the Local Not-for-Profit 4H Club. She explained that in the past meetings were held in homes, churches and barns. She highlighted what the group does for the area. The group is thankful that they can use the Barr Line Community Centre to meet, however they are concerned that a leader cannot rent the hall if they are not a resident of the township to use the hall free of charge. CAO/Deputy Clerk Jennifer Charkavi stated that Not-for-Profit Organizations are permitted to use the Barr Line Community Centre free of charge.

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

7a Zoning By-Law Amendment Report

Resolution No. 04/11/25

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Council approves By-Law 2025-46, being a By-Law to amend By-Law Number 2004-13 for the purpose of rezoning Part of Lot 3, Concession 5, 1455 Barr Line Road, Owners Michael Enright and Jerry Enright.

Carried

7b Deeming By-Law Report

Mayor Donohue left Council Chambers. Councillor Brian Hamilton assumed Chair.

Resolution No. 05/11/25

CAO/Clerk Jennifer Charkavi stated that this is not a common request. The deeming by-law allows the piece of property to no longer be an orphaned parcel so that it can be merged. This by-law allows the parcel to be deemed existing.

Moved by Keith Gourley, seconded by Kevin Legris

BE IT RESOLVED that Council adopt By-Law 2025-45, being a by-law deeming Lot 208, Plan 1, Township of Bromley, now in the Township of Admaston/Bromley, not to be a lot on a Registered Plan.

Carried

Mayor Donohue returned to Council Chambers and resumed Chair.

7c Assume Patterson Road By-Law Report

Resolution No. 06/11/25

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Council approves By-Law 2025-44, being a By-Law to assume as Common and Public Highway Certain Lands in the Township of Admaston/Bromley, Pursuant to Section 31(6) of the Municipal Act, 2001.

Carried

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

8a Admaston/Bromley Public Library Board

Councillor Hamilton noted that the Library will be having a cheese fundraiser again this year. He also noted that the board is aware of expenses and having to stay in budgets. Discussion was had on the funding that comes in from the Public Library Operating Grant (PLOG).

Resolution No. 07/11/25

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council receive the following from the Admaston/Bromley Public Library Board:

- Minutes
 - September 16, 2025
- CEO's Report
 - September 2025
- Treasurer's Report
 - October 2025

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 ROMA Delegations Report

Councillor Hamilton was wondering if there were any delegations that our neighbouring municipalities were going to present that we would support them on. CAO/Clerk Charkavi stated that she has received out to other municipalities but wondered if there was something that our council wanted to present specifically.

Council directed staff to inquire about a joint delegation concerning OPP costs.

Resolution No. 08/11/25

Moved by Keith Gourley, seconded Brian Hamilton

BE IT RESOLVED that Committee directs staff submission delegation requests for the upcoming 2026 ROMA Conference.

Carried

11b Cost of Living Adjustment (COLA) for 2026

Treasurer/Deputy CAO/Clerk Coughlin spoke to her report.

Resolution No. 09/11/25

Moved by Keith Gourley, seconded Brian Hamilton

BE IT RESOLVED THAT Council approve the COLA increase for 2026 at 1.99%;

AND FURTHER THAT Council adopt the following By-Laws: 2025-42 Employment By-Law and 2025-43 Council Remuneration By-Law.

Carried

11c Finance Stone Road Sand_Salt_Shed

Treasurer/Deputy CAO/Clerk Coughlin spoke to her report.

Resolution No. 10/11/25

Moved by Keith Gourley, seconded Brian Hamilton

BE IT RESOLVED THAT Council accept the Financing Stone Road Sand_Salt_Shed Report as information as submitted and circulated;

AND FURTHER THAT Council direct staff to proceed with finalizing the long term debenture with Infrastructure Ontario for the financing of the Stone Road Sand_Salt_Shed at an upset limit of \$175,000.00

Carried

11d Ontario Municipal Partnership Fund (OMPF) Quarterly notification

Resolution No. 11/11/25

Moved by Keith Gourley, seconded Brian Hamilton

BE IT RESOLVED that Council receive the communication from Ontario Municipal Partnership Fund (OMPF) for the fourth Quarterly notification.

Carried

11e Ontario Community Infrastructure Fund (OCIF) 2026 Allocation Notice

Resolution No. 12/11/25

Treasurer/Deputy CAO/Clerk Coughlin spoke to her report. OCIF Funding is now based on current replacement values for assets. There is a need for basic reporting of assets, and ultimately will affect the budget.

Moved by Keith Gourley, seconded Brian Hamilton

BE IT RESOLVED the Council receive the communication from the Ministry of Infrastructure concerning the Township's Ontario Community Infrastructure Fund (OCIF) Allocation Notice for 2026.

Carried

11f WSIB Surplus Report

Treasurer/Deputy CAO/Clerk Coughlin spoke to her report. Councillor Gourley asked why we would not leave the credit amount with WSIB instead of withdrawing. Ms. Coughlin stated that she felt it was prudent that we withdraw the funds and accumulate our own interest.

Resolution No. 13/11/25

Moved by Keith Gourley, seconded Brian Hamilton

BE IT RESOLVED THAT Council direct staff to transfer the WSIB rebates in the amount of \$47,449.90 to the Working Fund Reserve.

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 County of Renfrew Council Summary Report – September 2025

Resolution No. 14/11/25

Moved by Kevin LeGris, seconded by Keith Gourley.

BE IT RESOLVED THAT Council receive the County Council Summary Report for October 2025.

Carried

13b Renfrew County Resolution – Nation Building 2+1 Highway Program on Hwy 17 & 11

Mayor Donohue stated that it has been a long-standing priority of the County of Renfrew to advance Hwy 17. One of the principal goals of the Federal Government is to advance infrastructure programs across the nation. By calling it a Nation building it would then engage the Federal Government.

Resolution No. 15/11/25

Moved by Kevin LeGris, seconded by Keith Gourley.

BE IT RESOLVED that the Council receive the communication from the Office of the County of Renfrew Warden concerning the Support for a Nation-Building 2+1 Highway Program on Highways 17 & 11, Phased Implementation, and Federal-Provincial Partnership under the Building Canada Act.

Carried

Agenda Item 14 – By-Laws

Resolution No. 16/11/25

Moved by Kevin LeGris, seconded by Keith Gourley.

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

- 2025-42 Employment By-Law
- 2025-43 Remuneration of Members of Council
- 2025-44 Assumption of Patterson Road
- 2025-45 Deeming By-Law
- 2025-46 ZBA – 1455 Barr Line

Carried.

Agenda Item 15 – Old Business

15a Action Tracking List

CAO/Clerk Charkavi spoke to the updates. The tower has started to go up and should be completed in the next couple of weeks. The BLCC was discussed earlier this evening at the Finance and Administration Meeting, and the Strategic Planning quarterly update. Mayor Donohue asked about what the soil samples provided with the Fire Tower. CAO/Clerk Charkavi stated that the test showed that the original thought of placement for the tower was not as stable ground conditions a location five

feet to the base of the hill. This location provided for a saving of money due to the stability of the soil.

Resolution No. 17/11/25

Moved by Kevin LeGris, seconded by Keith Gourley.

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

Carried

15b Strategic Plan Tracking List

CAO/Clerk Charkavi spoke to the updates on the Strategic Planning tracking list.

Resolution No. 18/11/25

Moved by Kevin LeGris, seconded by Keith Gourley.

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

Agenda Item 16 – New Business

None.

Agenda Item 17 – Closed Session

None.

Agenda Item 18 – Confirmatory By-Law

18a 2025-47 Being a by-law to confirm proceedings of Council Meeting

Resolution No. 19/11/25

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that By-law 2025-47, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held November 6, 2025, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 20/11/25

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that the Thursday, November 6, 2025, Township of Admaston/Bromley Council meeting be adjourned at 8:57 p.m.

Carried

Mayor

CAO/Clerk