

Township of Admaston/Bromley
First Monthly Meeting
Thursday, November 6th, 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 October 16, 2025](#)
6. Delegations and Guests
 - 6a [4-H Club Provide Information on Activities](#)
7. **Planning and Economic Development Committee** – Chair Keith Gourley, Committee Member Kevin LeGris
 - 7a [Zoning By-Law Amendment Report](#)
 - i) i. [Planner's Report](#)
 - 7b [Deeming By-Law Report](#)
 - 7c [Assume Patterson Road By-Law Report](#)
8. **Community Service Committee** – Chair Angela Field, Committee Member Brian Hamilton
 - 8a Admaston/Bromley Public Library Board
 - i) i. [Minutes September 16, 2025](#)
 - ii) ii. [CEO's Report September 2025](#)
 - iii) iii. [Treasurer's Report October 2025](#)
9. **Operations Committee** – Chair Brian Hamilton, All of Council

None.
10. **Waste Management Committee** – Chair Michael Donohue, All of Council

None.

11. **Finance and Administration Committee** – Chair Michael Donohue, All of Council

11a ROMA Delegations Report

11b Cost of Living Adjustment (COLA) for 2026

11c Finance Stone Road Sand_Salt_Shed

i. 10-Year Vehicle Replacement Schedule

ii. 10-Year Debt Replacement Schedule

iii. 2025 Annual Repayment Limit

iv. 2025 Estimated Reserve Balance

v. 2025 Estimated Reserve Balance - Stone Road Sand-Salt Shed Financing

11d Ontario Municipal Partnership Fund (OMPF) Quarterly notification

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

11f WSIB Surplus Report

12. **Protective Services Committee**- Chair Kevin LeGris, Committee Member Angela Field

None.

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

13a County Council Summary October 2025

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

14. **By-Laws**

14a 2025-42 – Employment By-law effective January 1, 2026

2025-43 – Remuneration of Members of Council effective January 1, 2026

2025-44 - Assumption of Patterson Road

2025-45 - Deeming By-Law

2025-46 – ZBA – 1455 Barr Line

15. Old Business

15a Action Tracking List

15b Strategic Plan Tracking List

16. New Business

17. **Closed Session**

None.

18. Confirmatory By-Law

18a 2025-47 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 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



RECEIVED

OCT 25 2025

TOWNSHIP OF ADMASTON/BROMLEY

Request for Delegation

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

Lynn Clelland : Pres of

Organization (if applicable):

Renfrew County 4H Association

Contact Information: Tel # 613 432 6317 Cell # _____

Email

lclelland@nrtco.net

Meeting Date Requested: Nov-6/25 Alternate Date: _____

Subject Matter:

Use of Barr Linc Community Centre

Brief Description of Purpose of Delegation:

Discussion re: activities of 4H Clubs and members and the importance of the BLCC as a safe efficient meeting place.

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:

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: November 6th, 2025

To: Council

Re: Amend the Zoning By-Law 2004-13

From: Jennifer Charkavi

A Public Planning meeting was held on November 6th, 2025, as there was a request to amend the zoning By-Law 2004-13.

The application proposes a zoning by-law amendment to rezone the retained lands in Consent Application File No. B176/24 from Agriculture (A) to Agriculture – Exception Forty-Nine (A-E49) to prohibit residential uses.

The applicant and owner are proposing to sever a lot that would be 1.99 hectare in area with an existing dwelling and accessory structures with approximately 37 metres of road frontage on Barr Line. The retained lands will be approximately 39.32 hectare in area with approximately 575 metres of road frontage on Barr Line and 682 metres on Stokes Road.

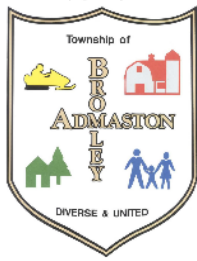
To meet the requirements of the Provincial Policy Statement and the Renfrew County Official Plan, a condition of consent is a zoning by-law amendment is required to rezone the retained lands to an agriculture-exception zone to prohibit the construction of future dwellings.

The Consent Planning Report noted that the property falls within the Harris Creek drain. The report has been sent for a review for reassessment. The severance will be complete with the adoption of the by-law and the reassessment of the municipal drain on the property.

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

Recommendation:

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.



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

PART A - BASIC INFORMATION

1. **FILE NO.:** ZB2542.5
2. **APPLICANT:** Savanna & Tyler Neuman
(Owners: Michael Enright and Jerry Enright)
3. **MUNICIPALITY:** Township of Admaston/Bromley
(geographic Township of Bromley)
4. **LOCATION:** Part of Lot 3, Concession 5
STREET: 1455 Barr Line

SUBJECT LANDS

- | | |
|---|-----------------|
| 5. COUNTY OF RENFREW
OFFICIAL PLAN
Land Use Designation(s): | Agriculture |
| 6. TWP OF ADMASTON/
BROMLEY (#2004-13)
Zone Category(s): | Agriculture (A) |

7. DETAILS OF ZONING BY-LAW AMENDMENT REQUEST:

The submitted application proposes a zoning by-law amendment to the Township of Admaston/Bromley Zoning By-law to rezone the retained lands in Consent Application File No. B176/24 from Agriculture (A) to Agriculture – Exception Forty-Nine (A-E49) to prohibit residential uses.

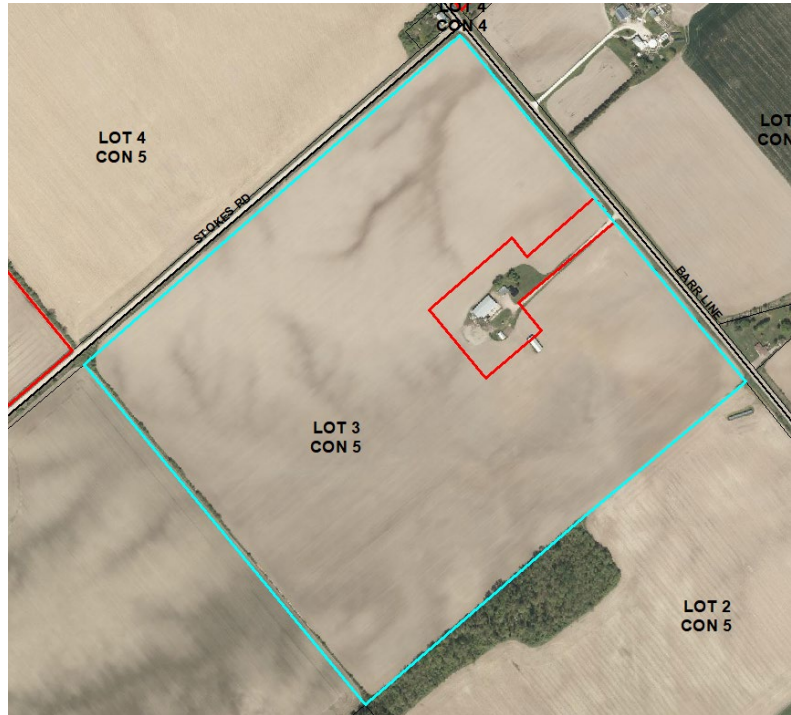
The rezoning is a condition of consent for Consent File No. B176/24.

8. **SITE CHARACTERISTICS**

The Enright property is 41.31 hectares in area with 621.21 metres of road frontage on Barr Line and 679.81 metres of road frontage along Stokes Road.

The owners are in the process of severing a residential lot that is 1.99 hectares in area with 36.69 metres of road frontage along Barr Line as shown in red on the sketch. There is an existing dwelling, garage, two sheds and an equipment building on the severed lands.

The final retained lands will be 39.32 hectares in area with 575.52 metres of road frontage along Barr Line and 679.81 metres on Stokes Road, and will be vacant.



PART B – POLICY REVIEW

9. **PROVINCIAL PLANNING STATEMENT:**

2.6.5 New land uses, including the creation of lots, and new or expanding livestock facilities, shall comply with the *minimum distance separation formulae*.

4.3.3.1 Lot creation in *prime agricultural areas* is discouraged and may only be permitted in accordance with provincial guidance for:

- a) *agricultural uses*, provided that the lots are of a size appropriate for the type of *agricultural use(s)* common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
- b) *agriculture-related uses*, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*;
- c) one new residential lot per farm consolidation for a *residence surplus to an agricultural operation*, provided that:
 - 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate *sewage and water services*; and

2. the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective; and
- d) *infrastructure*, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.

10. OFFICIAL PLAN:

The subject lands are designated Agriculture in the County of Renfrew Official Plan.

The Agriculture designation shall mean that the predominant use of land will be for primary agricultural uses; namely, farm residences and related buildings and structures which support the farm operation being the growing of crops, including nursery and horticultural crops; raising of livestock and other animals for food, or fur, including poultry and fish; aquaculture; agro-forestry; and maple syrup production. In prime agricultural areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.

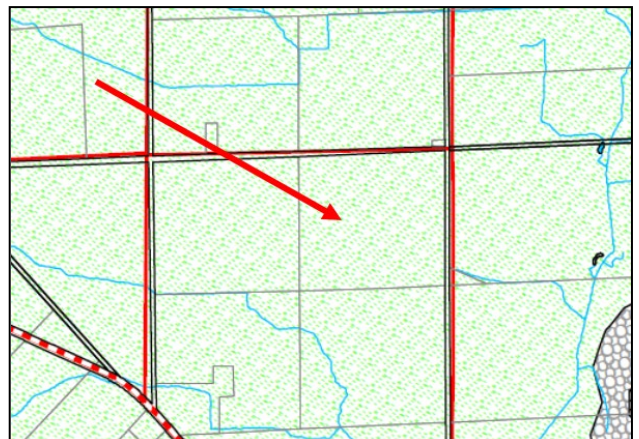


Section 9.3(5) states that consents may also be given for:

- (d) A dwelling which is surplus to the needs of the farm operation, provided:
- i. the building and site were used for a residence prior to the time of the consolidation;
 - ii. only the minimum amount of land required for the dwelling unit and appropriate sewage and water services is severed; and
 - iii. no new dwelling unit may be built on the retained parcel.

11. ZONING BY-LAW:

The permitted residential uses in Agriculture (A) zone include a maximum of two single detached dwellings accessory to a farm use, a single detached dwelling on an existing lot or a legally created lot, and group home. Non-residential uses include farm, farm limited, home industry, and bed and breakfast establishment.



Section 22.2(n) states that an existing lot or a legally created lot may be used for a single detached dwelling (including a group home), a home industry and accessory structures, provided that any dwelling established complies with the separation distance from existing livestock facilities, as required by Minimum Distance Separation I (MDSI).

The applicable provisions of Section 21.2 (RU Zone Provisions) shall apply to a single detached dwelling established on an existing lot and on a legally created lot.

For a single detached dwelling in the RU Zone, the minimum lot area is 4047 square metres, and the minimum lot frontage is 45 metres.

12. SUMMARY OF STUDIES:

No studies were submitted.

PART C: PLANNING ANALYSIS

13. CONSULTATION:

At the time of writing this report, no comments have been received or considered.

14. ANALYSIS:

The owners are in the process of severing a residential lot containing an existing dwelling from an agriculture property. The retained lands are vacant. The severed and retained lands are zoned Agriculture (A).

In accordance with the surplus dwelling policies in Provincial Planning Statement and in the County of Renfrew Official Plan, a new dwelling is not permitted on the retained lands. Therefore, the retained lands are required to be rezoned to an agriculture exception zone to prohibit a dwelling from being build.

The minimum lot area requirement in the Agriculture (A) zone is 20 hectares. The retained parcel meets this requirement. The severed parcel will be 1.99 hectares in size; therefore the provisions of Section 22.2(n) of the Zoning By-law applies which states that the applicable provisions of Section 21.2 (RU Zone Provisions) shall apply to a single detached dwelling established on an existing lot and on a legally created lot. The minimum lot area requirement in the RU zone is 4047 square metres, and the minimum lot frontage requirement is 45 metres. The severed lands exceed the requirements for a dwelling in the RU zone. No barns would be permitted on the severed land as they would be considered accessory structures to the residential use.

This zoning by-law amendment is required as a condition of consent to rezone the retained lands from Agriculture (A) to Agriculture – Exception Forty-Nine (A-

E49) to prohibit residential uses.

15. RECOMMENDATIONS:

That, subject to any additional concerns or information raised at the public meeting, the zoning by-law amendment be passed.

Date: October 28, 2023
Prepared By: Lindsey Bennett-Farquhar, MCIP, RPP
Senior Planner

Township of Admaston/Bromley
477 Stone Road, R.R. #2
Renfrew, ON
K7V 3Z5
E-Mail Address – info@admastonbromley.com

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613-432-4052 Fax

613-432-3175 Stone Road Garage
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REPORT

Date: November 6th, 2025

To: Council

Re: Deeming By-Law Consent File B158/24

From: Jennifer Charkavi

Discussion:

Consent Application B158/24 was received on May 15, 2025 had a requirement of a Deeming By-Law.

The County of Renfrew Planning Division had notified the Township that a deeming By-Law under Section 50(4) of the Planning Act must be passed by the municipality to remove the status of Lot 208, Plan 1 as a separately conveyable lot, so as to permit the severed parcel to legally merge with it to create a single conveyable lot. Prior to issuance of the Certificate of Official, the municipality is to notify the Secretary-Treasurer of the Land Division Committee when the Deeming By-Law is in force and effect.

The enlarged lands are legally described Lot 208, in registered Plan 1. The problem is that a lot addition to a full lot in a registered plan could be left on its own as a standalone or orphaned parcel. In effect, the lot addition parcel would not merge on title to the lot it has been added to. As such, a deeming by-law, under Section 50(4) of the Planning Act, would be required to be passed by Council and the by-law must be registered on title in the Land Registry Office. This would have the effect of removing the status of Lot 208 as a separately conveyable lot so that the lot addition can properly merge on title with those lands and all of the lands involved would become a single conveyable lot. As a condition of approval the Township of Admaston/Bromley will be required to pass a deeming by-law removing Lot 208 from Registered Plan 1. Further a solicitor's undertaking will be required to register the by-law on title and apply the

standard lot consolidation requirements. The owner of the property is responsible for all legal and registration costs.

Recommendation:

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.

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REPORT

Date: November 6th, 2025
To: Council
From: Jennifer Charkavi
Re: Patterson Road By-Law to Assume

Discussion:

A portion of Patterson Road is a forced road and for the owners to sell the property the forced road must be transferred into the Township's name and surveyed. The Township must accept the transfer of the road.

The requirements have been completed.

One of the final steps in this process is to pass a by-law assuming the forced road.

Financial Implications:

There are no financial implications as the owners are responsible for all costs associated.

Recommendation for Council:

BE IT RESOLVED THAT Council adopt 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.

ADMASTON/BROMLEY PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING MINUTES
September 16, 2025

Present: Susan Patterson-O'Neil, Libby LeBlanc CEO, Lynn Clelland, Beth McDonald, Brian Hamilton, Karen Payne, Jamie Robertson, Karen Coulas

Regrets: Charlene Whattam, Krista King, Lynn Agnew

1. Approval of and additions to the agenda

Motion to approve agenda

Moved by Karen Payne

Seconded by Beth McDonald

Carried

2. Declaration of Conflict of Interest - none

3. Approval of minutes

Motion to approve the minutes from June 10, 2025 move Lynn Clelland to regrets

Moved by Karen Coulas

Seconded by Brian Hamilton

Carried

4. Business arising from the minutes

- Summer Student - covered in CEO report
- Taste of the Valley - we will need to think about what we want to provide to the public i.e. bookmarks, tote bags and will we sell books

5. New Business

- Ontario Library week - October 19 - 25 - Libby will looking things that we can do

6. Treasurer's Report as attached

Motion to accept Treasurer's Report and pay all bills

Moved by Jamie Robertson

Seconded by Karen Coulas

Carried

7. CEO's Report as attached

8. Policy Review - Vol-01

Motion to accept policy Vol-01

Moved by Jamie Robertson

Seconded by Beth McDonald

9. Correspondence - resignation e-mail from Krista. We will accept her resignation and if she decides to return at a later date we will accept her back.

10. Monitoring Progress of Strategic Plan - new board members

11. Other Business

12. Adjournment - at 8:00 pm

Next Meeting - October 14, 2025

Chair

CEO

Date

Things to think about inexpensive bags for books

Magnets, pens, bookmark

Library CEO's Report – September, 2025

- **STATS:** *JASI Checkouts - 246; Books on hold - 247; Libby App Checkouts 237; Total Checkouts 471 (approx.) Inter-Library Loans – 2; FB Reach 1656 –FB Reach is the estimated number of people who saw any content from or about our Page.); Total FB Followers – 422*
- **Collections** – Items purchased for collection– **\$460 approx.** (Both book and DVD collection.)
- **Programming:** An Author Talks session is planned for Nov. 17. Alison Seely is coming to talk about her three books. I hope you all can attend. Please see attached poster.
- **Fundraising:** None.
- **Grants:** I have completed the final report for the Summer Student Employment Opportunities Program.
- **Policy Review:** HR - 10
- **Correspondence:**
 - Bank Statement
 - OLS Libraries Week merch
 - Douglas Lions re: Hallowe'en
 - Bell Phone – Sept.
 - Bell Internet –Sept.
 - Bag sample from 4Imprint

Miscellaneous:

- I completed the Summer Student Experience Opportunity Grant Report. I have spent some time cleaning up the TPON account as it was a bit convoluted. It is much better now.
- Declan and Laura continue to work at the library and are quite busy, cataloging new books and DVDs. Elaine, our volunteer has contacted me and wants to return as our regular volunteer. I have received an email regarding Volunteer Awards. Please see this link: <https://www.ontario.ca/page/honours-and-awards-volunteering>. Deadline to nominate someone is November 15, 2025.
- Training: I received training from OLS on the Workflows modifications that we can make for Typical Week Survey. I spent a bit of time learning how to set up ephemerals and how to run the new reports.
- Indigo shipment: I found the books and they were finally received. I hope this month's shipment goes without a hitch. Thanks, Jamie, for the delivery. The postal strike affects shipping again.
- CEO Networking Meetings was in Arnprior on September 23, 2025 from 10am-3pm. It was very informative and great to network with other CEOs who have done this job for many years.
- I have completed the student library cards. Each student in the school has a library card. The user groups are not working correctly but OLS is helping to sort this out.
- Ontario Library Service is running a **virtual conference from November 19-20, 2025**. There are sessions for both library staff and board members, so please see your email for more details.
- I have contacted a couple local author to do talks this Fall. Hopefully, we have some neat book talks in the near future! I have booked Alison Seely for November 17, 2025. I hope you all can attend.
- I completed the 2025 TD Summer Reading Club survey.

- I received word back from the Douglas Lions regarding Hallowe'en. They are offering to supply items but they aren't able to send members. They are organizing a pumpkin carving contest with prizes and books and cookies.
- Minimum wage goes from \$17.20 to \$17.60 on October 1st, 2025.
- ILLOs are suspended due to the postal strike.
- CEO Networking meeting went well. It was held in Arnprior.

October 14/ 2025

Admaston/ Bromley Public Library

TREASURER REPORT BY Lynn A Agnew

Current balance **\$8,9997.63**

Credits

Sept 30/2025 bank interest \$ 37.17

Bills paid since Sept 16/ 2025

Oct 14/ 2025 MC \$ 854.30 **debited**

Oct 14/ 2025 mileage \$ 147.00

Oct 14/ 2025 wages (18 & 19) \$2,826.14

Oct 15/ 2025 Bell internet \$ 152.49

Total bills to be paid \$3,125.63

Outstanding bill Dara McDonald \$ 90.66

Total bills outstanding **\$3,216.29**

Money left in account **\$5,781.34**

We are cutting it close. The PLOG will be an in and out as the township have generously given that to us earlier

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: November 6, 2025
To: Council
From: Jennifer Charkavi
Re: ROMA Delegations

Discussion:

Delegation meetings are a unique opportunity to engage with Ministers, Parliamentary Assistants, and senior Ontario Government officials on local matters that impact our municipality and are a key feature of the ROMA Conference.

Registered ROMA Conference delegates can request meetings with the provincial government through this process.

Delegations completed to date:

AMO 2024

Ministry of Finance – Farm Tax Program - Completed

ROMA 2025

Ministry of Finance – Farm Tax Program - Completed

Ministry of the Solicitor General – Increase Funding for Fire Departments - Completed

AMO 2025

Ministry of Finance – Farm Tax Program - Completed

Ministry of Labour – Cancer Care Program / NFPA Regulations - Completed

Ministry of Municipal Affairs – Municipal Responsibility Agreements – Request denied

Deadline to submit is November 18, 2025.

Financial Implications:

None at this time.

Recommendation for Council:

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

Delegation Requests:

To intTownship of Admaston/Bromley
477 Stone Road, R.R. #2
Renfrew, ON
K7V 3Z5
E-Mail Address – info@admastonbromley.com

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613-432-3175 Stone Road Garage
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REPORT

Date: November 6, 2025
To: Council
From: Kelly Coughlin
Re: Cost of Living Adjustment (COLA) Increase

Background:

Included in the Township's Employment By-Law is wording surrounding the calculation methodology used to calculate COLA adjustment. Council adopted the following wording “

“Future wage grid increases will be adjusted based a 12-month average on a month over month comparison using September as the cut-off. This adjustment will not be more than 4% and not less than 1% and subject to council discretion. The new wage grid will come in effect January 1st of the following calendar year.”

Discussion:

Given that payroll is a major component to the budget staff recommend that COLA is established prior to the preparation of the budget.

Staff do not recommend adopting the budget without knowing what the COLA adjustment is for the coming year. If estimates are too low it could result in a funding deficit and if too high, creating a surplus.

Financial Implications:

The wage rates outlined in Schedule A of the Employment By-law will be incorporated into the 2026 budget presentation for Council consideration.

Based on the calculations, staff recommend the 2025 wage grid be adjusted by 1.99% to reflect COLA increase. Staff recommend this increase be applied to both staff and council remuneration. The new wage rates will come into effect January 1, 2026.

People Consulted:

Jennifer Charkavi – CAO / Clerk

Committee Recommendation:

BE IT RESOLVED THAT Council receive the Cost of Living Adjustment (COLA) report as information as submitted and circulated;

AND FURTHER 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.

Township of Admaston/Bromley
477 Stone Road, R.R. #2
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K7V 3Z5
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613-432-3175 Stone Road Garage
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REPORT

Date: November 6, 2025
To: Council
From: Kelly Coughlin
Re: Financing Stone Road Sand_Salt_Shed

Background:

Included in the 2025 Capital budget was a provision to replace the Stone Road Sand_Salt_Shed at an upset limit of \$400,000.00. The project was to be financed through a combination of funding sources with \$225,000.0 coming from the Canada Community Building Fund (CCBF) and \$175,000.00 to be financed through long term debt.

Discussion:

During the budget deliberations, Council expressed interest in using possible surplus from 2024 to finance the balance of the project (\$175,000) rather than through long term debt. However, the 2024-year end was not scheduled to be completed / finalized until late spring 2025 and any surplus / deficit would not be confirmed by the auditors until that time. Therefore, financing of the project remained a combination of financing through grants from the federal government and long-term debt.

The 2025 Operating/ Capital Budget was adopted by Council February 6, 2025.

The 2024-year end was completed in early May 2025, and the 2024 Audited Financial Statements were adopted by Council at a special Council meeting on May 29, 2025. At that time, the township auditors confirmed that the township realized a total surplus of \$341,148.35 for the 2024 calendar year. Council directed staff to allocate \$76,148.00 of the surplus to Reserve – Building (Fire) and the balance to the Working Fund.

The project is complete and we are now ready to finalize the long-term borrowing. Staff are bringing additional information back to committee for consideration related to their original request to finance \$175,000 from the reserve rather than long term debt should the township realize a surplus from the previous year.

Financial Implications:

Attached is a copy of the 10-year Vehicle Replacement Schedule that formed part of the 2025 budget package. There are several vehicles that are past their useful life, and either should have been replaced in 2025 and / or scheduled to be replaced in 2026. Preliminary estimates for the replacement of those vehicles if \$1,750,000.00.

Attached is also included a copy of the 10-year Debt Repayment Schedule that formed part of the 2025 Budget package. In April 2025, staff received updated Annual Repayment Limit (ARL) documentation which outlined the township new repayment limit is a maximum of \$438,368.00. Assuming Council was desirous to replace all vehicles included in that estimate, and based the new ARL there is insufficient room left for the township to take on the amount of debt required to replace the above-mentioned vehicles. Not to mention by utilizing the remaining debt capacity limit would place the township in a very precarious position should there ever be an emergency situation requiring significant influx of revenue.

Staff have received confirmation from Infrastructure Ontario that we are not able to reallocate the long-term borrowing secured for the Stone Road Sand_Salt_Shed to another project. It is not permitted. Which means, the township either proceeds with the long-term debt as originally planned or we need to advise them that we wish to cancel our request for financing and finance the balance of the project internally through reserves.

Staff recommend proceeding with the original plan and leave the surpluses in reserves.

By proceeding with the original plan and financing the project through a combination of federal grant and long-term debt, those surplus funds from 2024 will remain available to finance future capital projects and / or simply build up the reserves to the balances set out in the township Reserve Policy adopted by Council in December 2024.

The Reserve Policy set out a target level for all discretionary reserves to be equivalent to (2) times the annual municipal tax levy. Using 2025 data, the target levy for the township reserves is approximately \$7.3 million dollars. At the end of 2025, and assuming Council does not direct staff to finance the project from reserves, the township will have approximately \$822,505 in discretionary reserves. It is staff opinion that there is much work to be done to meet the targets set by Council.

As mentioned above, there are several vehicles that need to be replaced in the coming year(s), and most of them will cost a significant amount to replace. By keeping the 2024 surplus in reserve, those funds will be available to help finance those projects and help reduce the impact on future tax levy increases.

It is also important to note that replacement of vehicles (except Fire Trucks) is deemed an ineligible expense for both the CCBF and Ontario Community Infrastructure Fund (OCIF). Therefore, any replacement of those vehicles must be financed through a combination of reserves, long term debt and taxation.

Should Council direct staff to withdrawal funds from the reserves instead of financing the balance of the project through long term debt, it would completely deplete the Working Fund Reserve and Reserve – Building (Public Works) and there would still be a funding deficit (see attached) Total Discretionary Reserves would be estimated to be \$650,452 at the end of 2025 if this direction were given. The establishment of reserves is to establish / assist with long term financial strategies for the Township and to maintain a stable financial position.

During the Finance & Administration Committee meeting held October 16, 2025, discussion took place around the option to 'self finance' this project (term to be determined) rather than taking on more long-term debt. Some Committee members expressed concern over how much interest the township will have paid over the term of the 30-year debenture (approximately \$116,700.00). Please note that the exact amount will not be known until the debenture is finalized. They were concerned that the township would pay a lot more for the project if we took out the loan rather than pay for it out of reserves now, which is correct. When any project is financed through long-term debt the total cost at the end of the term is greater than if the project were paid immediately.

However, by borrowing funds it allows the municipality to spread the cost of the project over the useful life of the asset and allows infrastructure costs to be paid over a period of time not just today's taxpayer but by future users as well.

Alternatively, a counter argument was made that if the money (i.e. \$175,000) was left in reserves, it may earn more in interest revenue than what might be saved in paying interest expense if the money was invested over the same term.

Staff expressed concern over the approach over self financing for a couple of reasons:

- i) It would take extreme self-discipline of existing and future councils to commit / maintain the payment schedule to replenish reserves should the money be taken out of reserves to finance the project upfront (term of self financing to be determined).
- ii) Staff expressed concerns over the township's financial position. Staff noted that in the past couple of years, funds were extremely tight around September of each year, so much so, that some payments had to be delayed to ensure there were sufficient funds to pay the upper tier and school boards as well as pay for basic township operating costs such as payroll and avoiding the township from having to access overdraft protection and incur interest charges. In 2025, the township did not experience such a situation.

Although, there may be sufficient funds within the total discretionary reserves to self-finance. Currently, the Working Fund is the only reserve that has sufficient funds to finance this project. Although there is a provision within the policy to have inter-fund borrowing, it is on a short-term basis, and funds must be replenished within three years. The proposed 'self-financing' term was to

match the term of the proposed long-term debt (i.e. 30 years), it would contravene the policy.

The Working Fund reserve was established as a cash flow account intended to fund day to day operational expenses.

Should Council direct staff to proceed with self-financing, the replenishment of funds would have to be completed over a 3yr term at an estimated cost of \$58,333.33 / year and would result in 1.59 % tax levy increase in 2026.

- iii) The Township still has final instalments due to the upper tier and four (4) school boards (est. \$650,000). The final tax billing was completed in mid-July 2025 with a tax due date of September 30, 2025. The township will not be generating any new revenues until the interim tax bills are processed in late January 2026 with a due date of March 31, 2026.
- iv) By drawing down reserves, it would put the township in a precarious financial position should there ever be an emergency.

Staff recommend to Council that the Stone Road Sand_Salt_Shed be financed through long term debt as adopted in the 2025 budget.

People Consulted:

Jennifer Charkavi - CAO/Clerk
Steve Visinski – Public Works Superintendent

Recommendation for Council:

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

AND FURTHER THAT the Finance & Administration Committee recommends to Council to 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.

Township of Admaston/Bromley	
Estimated Vehicle Replacement Timeframes v2	
As of December 31, 2023	
Interest Rate	0.03
Ongoing Payments	0
	0

[illegible]

Debt Repayment Schedule v4

1% Tax levy

37,518.00

Debenture / Lease Details	Loan Amount	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
PW - 5 Year Loan IO (By-law# 2020-51)	250,000	50,373.98											
PW - 10 Year Loan IO (By-law# 2022-20)	890,623	102,780.98	102,780.98	102,780.98	102,780.98	102,780.98	102,780.98	102,780.98	51,390.36				
PW - 20 Year Loan IO (By-law #2022-21)	1,528,881	105,221.90	105,221.90	105,221.90	105,221.90	105,221.90	105,221.90	105,221.90	105,221.90	105,221.90	105,221.90		
PW - 10 Year Loan IO (Grader By-law# 2023-55)	461,000	66,989.92	64,601.94	62,213.95	59,865.23	57,438.00	55,050.02	52,662.04	50,287.15	47,886.08			
Fire - 5yr. Lease (SCBA's)	156,406	40,206.42	40,206.42	40,206.42	40,206.42							Capital	
PW - 30 Year Loan IO (Cobden Sand/Salt Shed By-law# 2024-54)	305,740	23,440.54	22,995.18	22,549.81	22,137.39	21,659.08	21,213.72	20,768.36	20,351.07	19,877.64	19,432.28	18,986.92	18,564.74
		389,013.74	335,806.42	332,973.06	330,211.92	287,099.96	284,266.62	281,433.28	227,250.48	172,985.62	124,654.18	18,986.92	18,564.74

Est. Payment - Stone Rd. Sand/ Salt Shed - 30 yr	175,000.00		13,416.59	13,162.16	12,926.31	12,651.84	12,396.92	12,142.00	11,903.85	11,632.17	11,377.25	11,122.33	10,881.38
Est Payment - Excavator, Tandem, Fire Trucks - 15 yr	1,750,000.00			187,899.24	183,254.50	178,239.24	173,409.24	168,579.24	89,881.57	158,919.24	154,089.24	149,259.24	144,508.63
				5.01%									
Est Payment - Grader - 15 yr	500,000.00				53,742.21	52,305.50	50,925.50	49,545.50	48,207.09	46,785.51	45,405.50	44,025.50	42,671.97
					1.43%								
Est. Payment - Fire Hall Expansion - 30 yr	3,000,000.00				116,088.77	227,813.52	223,443.52	219,073.52	215,020.79	210,333.52	205,963.52	201,593.52	197,492.91
					3.09%	2.98%							

Projected Annual Repayments	389,013.74	349,223.01	534,034.51	696,223.76	758,110.09	744,441.80	730,773.54	592,263.78	600,656.06	541,489.69	424,987.51	414,119.63
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Tax Levy Increase re new debt	5.01%	4.52%	2.98%
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Per MMAH, 2024 Annual Repayment Limit	512,025.00
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Per MMAH 2025 ARL - \$438,368

Debt Repayment Limit remaining	123,011.26	162,801.99	-	22,009.51	-	184,198.76	-	246,085.09	-	232,416.80	-	218,748.54	-	80,238.78	-	88,631.06	-	29,464.69	87,037.49	97,905.37
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Maxed out..
\$\$ to come from
taxation or
reserves to
offset

2025 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE: 69631
MUNID: 47041
MUNICIPALITY: Admaston-Bromley Tp
UPPER TIER: Renfrew Co
REPAYMENT LIMIT: \$ 438,368

FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
(a)	20 years @ 5% p.a.	\$	5,463,031
(a)	15 years @ 5% p.a.	\$	4,550,107
(a)	10 years @ 5% p.a.	\$	3,384,960
(a)	05 years @ 5% p.a.	\$	1,897,903
7% Interest Rate			
(a)	20 years @ 7% p.a.	\$	4,644,074
(a)	15 years @ 7% p.a.	\$	3,992,616
(a)	10 years @ 7% p.a.	\$	3,078,912
(a)	05 years @ 7% p.a.	\$	1,797,394

DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

Admaston-Bromley Tp

MMAH CODE:

69631

Debt Charges for the Current Year

		1 \$
0210	Principal (SLC 74 3099 01)	227,251
0220	Interest (SLC 74 3099 02)	80,261
0299	Subtotal	307,512
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)	0
9910	Total Debt Charges	307,512

Amounts Recovered from Unconsolidated Entities

		1 \$
1010	Electricity - Principal (SLC 74 3030 01)	0
1020	Electricity - Interest (SLC 74 3030 02)	0
1030	Gas - Principal (SLC 74 3040 01)	0
1040	Gas - Interest (SLC 74 3040 02)	0
1050	Telephone - Principal (SLC 74 3050 01)	0
1060	Telephone - Interest (SLC 74 3050 02)	0
1099	Subtotal	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)	8,043
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	0
1420	Total Debt Charges to be Excluded	8,043
9920	Net Debt Charges	299,469

		1 \$
1610	Total Revenue (SLC 10 9910 01)	4,062,645
Excluded Revenue Amounts		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)	2,227
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC10 0815 01)	1,138,004
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)	21,856
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)	0
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)	0
2230	Revenue from other municipalities including revenue for Tangible Capital Assets (SLC 10 1098 01 + SLC 10 1099 01)	23,508
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)	-80,277
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)	0
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)	0
2256	Deferred revenue earned (Community Benefits) (SLC 10 1815 01)	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01)	0
2253	Other Deferred revenue earned (SLC 10 1814 01)	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)	0
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01)	5,980
2299	Subtotal	1,111,298
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged	0
2610	Net Revenues	2,951,347
2620	25% of Net Revenues	737,837
9930	ESTIMATED ANNUAL REPAYMENT LIMIT (25% of Net Revenues less Net Debt Charges)	438,368

* SLC denotes Schedule, Line Column.

TOWNSHIP of ADMASTON/BROMLEY
2025 RESERVES & DEFERRED REVENUE - Forecast v4

Updated: 10/11/2025

DISCRETIONARY RESERVES						
GL Acct #	Description	Balance as of 12/31/2024	2024 Surplus / (Deficit)	Additions	Withdrawals	Estimated Balance as of 12/31/2025
1-2-0250-0700	Working Fund	105,193.44	265,000.35	8,500.00	(142,271.00)	236,422.79
1-2-0250-0701	Reserve - Municipal Election	14,000.00		7,000.00		21,000.00
1-2-0250-0705	Reserve - Accessibility	-		1,000.00		1,000.00
1-2-0250-0707	Reserve - Weather Contingency Reserve	40,000.00		20,000.00		60,000.00
1-2-0250-0708	Reserve - Municipal Development Reserve	-		8,500.00		8,500.00
1-2-0250-0711	Reserve - Waste Capital	29,425.00				29,425.00
1-2-0250-0712	Reserve - Building (Fire)	-	76,148.00	8,500.00		84,648.00
1-2-0250-0713	Reserve - Building (Public Works)	-		8,500.00		8,500.00
1-2-0250-0714	Reserve - Paved / Gravel Roads	118,171.96		37,000.00		155,171.96
1-2-0250-0715	Reserves - PW Vehicles / Equipment	73,079.50		34,000.00		107,079.50
1-2-0250-0716	Reserve - Fire Vehicles / Equipment	25,000.00		25,000.00		50,000.00
1-2-0250-0717	Reserve - CWIP	119,750.00				119,750.00
1-2-0250-0718	Reserve - Capital	59,620.58			(132,500.00)	(72,879.42)
1-2-0250-0719	Fire - Capital	9,858.21				9,858.21
1-2-0250-0724	One-Time Funding	4,203.89			(174.00)	4,029.89
TOTAL DISCRETIONARY RESERVES		598,302.58	341,148.35	158,000.00	(274,945.00)	822,505.93

DEFERRED REVENUE						
GL Acct #	Description	Balance as of 12/31/2024		Additions	Withdrawals	Estimated Balance as of 12/31/2025
1-2-0250-0723	Cannabis Reserve Fund	19,414.88				19,414.88
1-2-0250-0725	Safe Restart	29,000.00			(29,000.00)	-
TOTAL DEFERRED REVENUE		48,414.88	-	-	(29,000.00)	19,414.88

OBLIGATORY RESERVES						
GL Acct #	Description	Balance as of 12/31/2024		Additions	Withdrawals	Estimated Balance as of 12/31/2025
1-2-0260-0750	Canada Community Building Fund (CCBF)	120,595.39		103,286.63	(225,000.00)	(1,117.98)
1-2-0260-0751	Ontario Community Infrastructure Fund (OCIF)	485,462.82		428,473.00	(710,000.00)	203,935.82
TOTAL OBLIGATORY RESERVES		606,058.21	-	531,759.63	(935,000.00)	202,817.84

TOTAL RESERVES		1,252,775.67	341,148.35	689,759.63	(1,209,945.00)	1,044,738.65
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TOWNSHIP of ADMASTON/BROMLEY
2025 RESERVES & DEFERRED REVENUE - Forecast v5
 Incl. Financing Stone Road Sand Salt Shed from Reserves

Updated: 10/11/2025

DISCRETIONARY RESERVES								
GL Acct #	Description	Balance as of 12/31/2024	2024 Surplus / (Deficit)	Additions	Withdrawals	Adjustments	Stone Road Sand Salt Shed	Estimated Balance as of 12/31/2025
1-2-0250-0700	Working Fund	105,193.44	265,000.35	8,500.00	(142,271.00)	(72,879.42)	(163,543.37)	-
1-2-0250-0701	Reserve - Municipal Election	14,000.00		7,000.00				21,000.00
1-2-0250-0705	Reserve - Accessibility	-		1,000.00				1,000.00
1-2-0250-0707	Reserve - Weather Contingency Reserve	40,000.00		20,000.00				60,000.00
1-2-0250-0708	Reserve - Municipal Development Reserve	-		8,500.00				8,500.00
1-2-0250-0711	Reserve - Waste Capital	29,425.00						29,425.00
1-2-0250-0712	Reserve - Building (Fire)	-	76,148.00	8,500.00				84,648.00
1-2-0250-0713	Reserve - Building (Public Works)	-		8,500.00			(8,500.00)	-
1-2-0250-0714	Reserve - Paved / Gravel Roads	118,171.96		37,000.00				155,171.96
1-2-0250-0715	Reserves - PW Vehicles / Equipment	73,079.50		34,000.00				107,079.50
1-2-0250-0716	Reserve - Fire Vehicles / Equipment	25,000.00		25,000.00				50,000.00
1-2-0250-0717	Reserve - CWIP	119,750.00						119,750.00
1-2-0250-0718	Reserve - Capital	59,620.58			(132,500.00)	72,879.42		-
1-2-0250-0719	Fire - Capital	9,858.21						9,858.21
1-2-0250-0724	One-Time Funding	4,203.89			(174.00)			4,029.89
TOTAL DISCRETIONARY RESERVES		598,302.58	341,148.35	158,000.00	(274,945.00)	-	(172,043.37)	650,462.56

DEFERRED REVENUE								
GL Acct #	Description	Balance as of 12/31/2024		Additions	Withdrawals			Estimated Balance as of 12/31/2025
1-2-0250-0723	Cannabis Reserve Fund	19,414.88						19,414.88
1-2-0250-0725	Safe Restart	29,000.00			(29,000.00)			-
TOTAL DEFERRED REVENUE		48,414.88	-	-	(29,000.00)			19,414.88

OBLIGATORY RESERVES								
GL Acct #	Description	Balance as of 12/31/2024		Additions	Withdrawals			Estimated Balance as of 12/31/2025
1-2-0260-0750	Canada Community Building Fund (CCBF)	120,595.39		103,286.63	(225,000.00)			(1,117.98)
1-2-0260-0751	Ontario Community Infrastructure Fund (OCIF)	485,462.82		428,473.00	(710,000.00)			203,935.82
TOTAL OBLIGATORY RESERVES		606,058.21	-	531,759.63	(935,000.00)			202,817.84

TOTAL RESERVES		1,252,775.67	341,148.35	689,759.63	(1,209,945.00)			872,695.28
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Ministry of Finance

Provincial-Local Finance Division

Frost Building North
95 Grosvenor Street
Toronto, ON M7A 1Y7

Ministère des Finances

Division des relations provinciales
municipales en matière de finances

Édifice Frost Nord
95 rue Grosvenor
Toronto, ON M7A 1Y7



October 23, 2025

Dear Treasurer/Clerk Treasurer:

I am pleased to inform you that the fourth quarterly payment of your 2025 Ontario Municipal Partnership Fund (OMPF) allocation will be processed by electronic funds transfer through the Transfer Payment Ontario (TPON) system and is in respect of the period October through December 2025.

Please find enclosed a *Payment Notice* providing details of your 2025 OMPF fourth quarterly payment.

If you have any questions regarding the processing of this payment, please contact Maureen Johnson at Maureen.Johnson@ontario.ca or (416) 414-7529.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ian Freeman".

Ian Freeman, CPA, CMA
Assistant Deputy Minister
Provincial-Local Finance Division

Ontario Municipal Partnership Fund (OMPF)
2025 Fourth Quarter Payment Notice



Township of Admaston-Bromley
County of Renfrew

4742

A.	Total 2025 OMPF (2025 Allocation Notice, Line A)	\$463,200
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B. 2025 OMPF Quarterly Payments Schedule				\$463,200
1.	2025 OMPF First Quarter Payment	Issued January 2025		\$115,800
2.	2025 OMPF Second Quarter Payment	Issued April 2025		\$115,800
3.	2025 OMPF Third Quarter Payment	Issued July 2025		\$115,800
4.	2025 OMPF Fourth Quarter Payment	Issued October 2025		\$115,800

C. Payment Issued in October			\$115,800
1.	2025 OMPF Fourth Quarter Payment	Issued October 2025	\$115,800



Ontario Community Infrastructure Fund (OCIF)

Allocation Notice

Ministry of Infrastructure

The Corporation of the Township of Admaston/Bromley

September 2025

Disponible en français

Overview

2026 OCIF Funding

The amount of Funds the municipality named on this Allocation Notice is eligible to receive under the Agreement in the 2026 Funding Year is as follows:

2026 formula allocation	\$376,626
--------------------------------	------------------

Terms and Conditions

The provision of Funds to the Recipient are subject to the terms and conditions of the Agreement.

OCIF Financial Reporting Requirements

The Recipient must submit an Annual Financial Report (AFR) to the Ministry twice each year using the Transfer Payment Ontario (TPON) system.

1. *AFR – Initial* (due March 31, 2026) provides information on how program funding is or will be used along with information on the planned/proposed projects that will make use of the OCIF funding.
2. *AFR- Final* (due February 15, 2027) provides information on how the OCIF funding was used at the end of the calendar year including:
 - the amount of interest earned on the OCIF funds over the year;
 - actual annual expenditures on projects; and
 - status update on projects that make use of OCIF funding, indicating whether each project is still in progress or completed.

In addition, recipients must also submit other reporting requirements as noted in the Agreement (e.g., submission to Ministry of Municipal Affairs and Housing of the 2024 Financial Information Return, etc.).

Payment of Funds

As per section F.2.1 of the Agreement and subject to the submission and acceptance of all required reporting, the province will make payments in accordance with the following schedule:

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through six payments; and
- Allocations greater than \$1 million will be provided through twelve payments.

As per section A3.2(b) of the Agreement, the province may withhold payments until it determines all reporting has been submitted and is satisfied with the Recipient's plan to utilize funding.

Data Sources

- **Core infrastructure:** Current replacement values (CRVs) estimates were derived from CRV template submissions and Asset Management Plans.
- In cases where CRVs for OCIF eligible core infrastructure were not provided through a CRV template submission, the Ministry extracted CRV from municipal asset management plans.
- As previously communicated during the 2025 CRV data collection process, starting with 2026 allocations the Ministry is no longer using Financial Information Return (FIR) based estimates as an anchor to determine final CRV estimates for the OCIF funding formula. This change may have an impact on the core infrastructure estimate (line “a” of your Allocation Notice). Starting with 2026 allocations, CRVs are solely being updated through the annual CRV data collection process, which allows municipalities to submit CRV estimates for their OCIF-eligible core infrastructure.
- Categories included are:

<u>Line</u>	<u>Item</u>
611	Roads - Paved
612	Roads - Unpaved
613	Roads - Bridges and Culverts
614	Roadways - Traffic Operations & Roadside Maintenance
621	Winter Control - except Sidewalks, Parking Lots
622	Winter Control - Sidewalks, Parking Lots only
650	Street Lighting
811	Wastewater Collection/Conveyance
812	Wastewater Treatment and Disposal
821	Urban Storm Sewer System
822	Rural Storm Sewer System
831	Water Treatment
832	Water Distribution/Transmission
- Median household income: Statistics Canada’s measure of median income for all private households in 2020.
- Weighted property assessment: Measures the size of the municipality's tax base. Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes (PILs) retained by the municipality).
 - Weighted Assessment: 2024 Returned Roll and 2025 starting tax ratios (Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws)
 - PIL Weighted Assessment: Municipal FIR (2022 or 2023).
- 2025 OMPF (Ontario Municipal Partnership Fund) data released October 2024.

Ontario Community Infrastructure Fund (OCIF)
Allocation Notice
The Corporation of the Township of Admaston/Bromley

Below are the key data source values used to calculate your 2026 allocation:

The Corporation of the Township of Admaston/Bromley		
	Inputs	
a	Core infrastructure CRV estimate	\$84,231,006
b	Adjusted core infrastructure	\$112,255,612
c	Weighted property assessment	\$375,357,939
d	Number of households	1,441
e	Median household income	\$85,000
Ind 1*	Indicator 1 ($h \div i$)	-0.1088
f	Indicator 1 – Raw ($b \div c$)	0.2991
g	Indicator 1 of eligible municipalities: Median, Lowest, Highest Value	g1: Median: 0.3345 g2: Lowest: 0.0083 g3: Highest: 1.4321
h	Difference between Indicator value and Median ($f - g1$)	-0.0354
i	Difference between the Median and the Minimum Value ($g1 - g2$) ¹	0.3262
Ind 2*	Indicator 2 ($l \div m$)	-0.2855
j	Indicator 2 – Raw ($b \div d \div e$)	0.9165
k	Indicator 2 of eligible municipalities: Median, Lowest, Highest Value	k1: Median: 1.2599 k2: Lowest: 0.0572 k3: Highest: 4.6838
l	Difference between Indicator value and Median ($j - k1$)	-0.3434
m	Difference between the Median and the Minimum Value ($k1 - k2$) ²	1.2027
Ind	Infrastructure Index ($(Ind1 + Ind2) / 2$)	-0.1971
n	Median of Infrastructure Indices of all eligible municipalities	-0.0302
o	Percentage points away from the Median	-16.69
p	Core infrastructure multiplier (per \$100,000 of core infrastructure) $\$171.243 - \$24 \times (n - Ind) \div 10\%$ ³	\$131.17
q	Median core infrastructure multiplier	\$171.243
	2025 OCIF Allocation	\$418,473
	2026 OCIF Allocation Maximum of ($p \times a \div \$100,000$) or \$125,000, up to \$10 million, limited to $\pm 10\%$ variance from 2025 grant**	\$376,626

****Core infrastructure value must be divided by \$100,000 before applying the core infrastructure multiplier.**

Please Note: Due to rounding, some calculations may vary from the results shown.

*The re-weighted indicators are on a scale of -1 to +1.

Note 1: Since the indicator is below the median, the difference between the median and the lowest value is calculated ($g1 - g2$)

Note 2: Since the indicator is below the median, the difference between the median and the lowest value is calculated ($k1 - k2$)

Note 3: Since the index is below the median, the funding multiplier per \$100,000 of core infrastructure is less than \$171.243

Details of how grants are calculated, including the infrastructure index and the way in which it impacts OCIF funding by comparing it to the median infrastructure index of all eligible municipalities, can be found in the Ontario Community Infrastructure Fund program guidelines at: www.ontario.ca/page/ontario-community-infrastructure-fund#section-5.

To intTownship 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: November 6, 2025
To: Council
From: Kelly Coughlin
Re: WSIB Surplus

Background:

In late March 2025, the township received notification that a credit of \$24,120.52 had been applied to our account. This rebate represented 60% of the premiums reported in 2023.

In late October 2025, the township received notification that an additional credit of \$23,329.38 was applied to our account. This rebate represented 60% of the premiums reported in 2024.

Staff requested refund cheques for each amount rather than leave the credit on the township WSIB account.

Discussion:

Eligible Schedule 1 businesses, such as our township, received a fall distribution from WSIB to help deal with ongoing economic uncertainty and provides further support following rebates that were provided earlier in the year. These surplus rebates recognize the important role businesses play in funding the WSIB no-fault work-related injury and illness insurance system, while continuing to protect WSIB ability to help people who have experienced a work-related injury or illness with a safe, timely and lasting recovery and return to work today and into the future.

Financial Implications:

On November 6, 2025 Finance & Administration Committee discussed this matter and directed staff to transfer these refunds to the Working Fund Reserve as funds within that reserve to help cover unexpected employee-related costs.

People Consulted:

Jennifer Charkavi – CAO / Clerk

Committee Recommendation:

BE IT RESOLVED THAT Council receive the WSIB Surplus report as information as submitted and circulated.

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

Council and Committee Monthly Summary

October 2025

Below you will find highlights of the County of Renfrew County Council and Committee meetings held October 8 and October 22, 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 [October 8, 2025](#) and [October 22, 2025](#) meetings are on YouTube.

Warden's Address

Key highlights

- Warden Peter Emon celebrated the success of the Renfrew County Municipal Day Event on September 24. He noted it was wonderful to see so many residents, staff, and service partners come together. He thanked everyone who attended, and also staff, who organized a fun and educational experience for children and adults alike.
- The Warden congratulated the recipients of the Upper Ottawa Valley Chamber of Commerce Business Excellence Awards, including former member of provincial parliament, John Yakabuski, for receiving the lifetime achievement award.
- He highlighted a visit from Klaus Meyer, a paramedic from Germany who spent several days with the County of Renfrew Paramedic Service. He noted Klaus joined the team for ride-alongs, toured our paramedic bases, and had the opportunity to witness the Sierra Team in action. The visit was not only a chance to display the unique challenges and innovative approaches we employ in delivering paramedic care across our county, it was also a meaningful opportunity for research collaboration and partnership building, Warden Emon added.
- Warden Emon celebrated recent graduates of the Rural Ontario Institute (ROI) 2025 Rural Change Makers - a group of 22 young leaders from across rural and northern Ontario. Among them are several from Renfrew County, including Abbie Lakhan (Petawawa), Christina Raddatz (Douglas), Rachel Richer (Laurentian Hills), and Sarah Richer (Eganville). These individuals are making meaningful contributions to their communities, and their involvement in this program speaks volumes about the future of rural leadership.
- He highlighted the ongoing advocacy efforts through the Eastern Ontario Wardens' Caucus (EOWC) as [Parliament Hill Advocacy Day](#) was held on October 21 with meetings with federal officials and Members of Parliament to discuss urgent priorities impacting the 103 small urban and rural eastern Ontario communities that make up the EOWC.

Delegations

- At the October 8 session of County Council Nick Gooderham, General Manager at Ottawa Valley Forest, provided an [update](#) on Ottawa Valley Forest Inc. (OVFI). Established in 1998, OVFI is a forest management company owned by a consortium of local wood processors and logging contractors. It holds the Sustainable Forest Licence for the Ottawa Valley Forest, which spans approximately 322,000 hectares—40% of Renfrew County—with 234,000 hectares actively managed. Key responsibilities include the development and implementation of Forest Management Plans, annual scheduling and reporting of forestry operations, forest renewal activities including tree planting and tending, and compliance inspections and data collection. In terms of the local economic impact, OVFI and its shareholders employ over 500 people directly, 75 jobs with seasonal renewal contracts and a 2025 Deloitte survey estimates 800 forest sector jobs in Renfrew County.
- Dean Felhaber, President, Ben Hokum and Son Limited, accompanied by John Yakabuski, presented the company's proposal for a biomass cogeneration facility in North Algona Wilberforce Township. The plant will generate carbon-neutral electricity using 150,000 green metric tonnes per year of mill residues and low-grade pulpwood, with 12.5 megawatts of electrical energy exported to Ontario's grid and 1 megawatt of electrical energy used on-site. Key highlights of the proposed project include a \$65 million investment with a projected \$53 million/year economic impact, 30 to 40 full-time rural jobs, offsets of 32,000 tonnes of CO₂ annually, utilization of underused biomass, enhanced forest health and reducing fire risk and alignment with Ontario's goals for clean energy, rural development, and sustainable forestry.

Announcements

- There is still time to submit nominations for the 2025 Warden's Community Service Awards. These awards recognize individuals, non-profit organizations, and for-profit businesses that demonstrate exceptional dedication to our community through volunteerism, leadership, and support. The deadline to [submit nominations](#) is October 31 and residents are encouraged to consider nominating someone who makes a difference in Renfrew County. Let's celebrate those who go above and beyond to make our communities stronger.

Operations Committee

Presented by: Glenn Doncaster, Chair

- County Council approved that the General Repairs budget under the 2025 Capital Program be used to increase the budget for Campbell Drive Culvert (County Structure C134) and award contracts as follows:
 - Manufacture, Supply, and Delivery of Mechanically Stabilized Earth (MSE) wall as a Change Order to the existing Contract for the same materials at Robertson Line Twin Pipes (County Structure C136), to Maccaferri Canada Limited, Cambridge, Ontario, in the amount of \$58,504.76, plus applicable taxes;
 - Aggregate Supply and/or Supply and Delivery to Miller Aggregates Limited, McNab/Braeside, Ontario, at an upset contract limit cost of \$82,212.50, plus applicable taxes;
 - Hot Mix Asphalt Supply and Placement to McCrea Excavating Ltd., Pembroke, Ontario, in the amount of \$22,400, plus applicable taxes;

- Supply, Delivery and Installation of Steel Beam Guiderail and End Treatments to Peninsula Construction Inc., Fonthill, Ontario, in the amount of \$86,020, plus applicable taxes.
- Committee received information about Winter Maintenance Agreements for 2025-2026 as follows:
 - Township of Carlow/Mayo – for services of 1.2 km on County Road 517 (Dafoe Road) - complete.
 - Pat Stewart Trucking Inc. for services of 2.49 km on County Road 635 (Swisha Road) - in progress.
 - Algonquin of Pikwakanagan First Nation for services of County Road 70 (Kokomis Inamo) - complete.
 - Town of Arnprior for services for services of County Road 1 (Madawaska Boulevard/Elgin Street) and County Road 2 (Daniel Street North and South/ White Lake Road) - in progress.
 - Town of Deep River for services on County Road 72 (Ridge Road) and County Road 73 (Deep River Road) - complete.
 - Town of Renfrew for services on County Road 20 (Bruce Street) and County Road 52 (Raglan Street South) - complete.
- The approved contracts/tenders were as follows:
 - For paving the salt dome entrance as submitted by McCrea Excavating Ltd., Pembroke, Ontario in the amount of \$105,055.00,
 - For roof repairs at the Calabogie Patrol Yard as submitted by Blackladder Construction, Pembroke, Ontario in the amount of \$2,890.00, excluding taxes.
 - For the repair of overhead doors at the White Water Road Patrol as submitted by Draper Doors, Harrowsmith, Ontario, in the amount of \$17,888.50.
- Staff is preparing for the upcoming winter season, with the Public Works and Engineering Department targeting 50% operational capacity by November 1, 2025, and full readiness by November 15. Mechanics are ahead of schedule with truck preparations. Night patrols are set to begin November 16, 2025, and continue through April 2, 2026.

Community Services Committee

Presented by: Anne Giardini, Chair

- The Ontario Municipal Social Services Association prepared a [discussion paper](#) regarding EarlyON Child and Family Centres, which provide free, high-quality programs for families with children aged six and under across Ontario. It highlights the importance of EarlyON as a low-barrier, provincially funded program that supports child development, parenting, and community connections. The paper outlines survey findings from municipal service system managers and offers recommendations to the Ministry of Education to address funding gaps, workforce support, curriculum updates, equitable access in rural areas, and IT system standardization. The document emphasizes the critical role EarlyON plays in family well-being and community support while advocating for sustainable investments to meet growing demand.
- As information, the Committee received the [Renfrew County and District Drug Strategy Progress Report](#), outlining progress made during the first three quarters of 2025. The report highlights significant reductions in the number of suspected drug toxicity deaths and opioid-related emergency department visits compared to the same period in the previous two years.

Development & Property Committee

Presented by: Rob Weir, Vice-Chair

- County Council approved a resolution to establish a HYPE Reserve Account to support its regional incentive program – Helping Your Place Excel (HYPE); with funds budgeted for the 2025 HYPE Program being transferred to the HYPE Reserve. Due to the nature of some approved applications under the HYPE Program extending from one fiscal year to the next, staff recommended the creation of a HYPE Reserve to allow for better management of the funds for approved projects.
- County Council endorsed the Township of Whitewater Region's efforts to assess and unlock the economic potential of the former Timminco Mine Site, including evaluating mineral viability, as well as the feasibility of severing uncommitted lands for industrial development. The Township of Whitewater Region has identified the former Timminco Mine Site, located near Haley Station, as a strategic opportunity for future industrial and mineral development. The site contains a high-purity dolomitic marble (magnesium) deposit and is adjacent to existing industrial infrastructure, including Magellan Aerospace, natural gas, high-voltage electricity, and the planned Highway 17 twinning.
- Women in Wood, co-founded by County Forester Lacey Rose, was the recipient of the 2025 Forest Products Association of Canada [Partnership Award](#). Women in Wood is celebrating its 10th year as a network for women who work in, with, and for the woods, with a current membership of more than 3,700 all over the world.
- [Registration is now open](#) for the annual Ottawa Valley tourism conference taking place on November 3, 2025, from 10 a.m. to 2 p.m., at the Ottawa River Barn, Foresters Falls, Township of Whitewater Region. Under the theme – *Valley Voices: Shaping Tourism Together* – presenters will include the Tourism Industry Association of Ontario (TIAO), Ontario's Highlands Tourism Organization (OHTO) and Ottawa Valley Tourist Association (OVTA) staff, who will share information about the recently launched provincial tourism strategy, as well as local and regional tourism marketing opportunities.

Corporate Services Committee

Presented by: Jennifer Murphy, Chair

- The County of Renfrew has been selected to host a youth intern through Environmental Leadership Canada's Municipal Climate Internship (MCI) program for the 2025–2026 cohort. This nationally recognized initiative supports municipalities in advancing climate action while providing youth (ages 18–30) with professional experience in environmental leadership and local governance. The internship will run full-time from January to July 2026, offering a six-month placement.
Participation in the MCI program will enhance staff capacity to advance climate and environmental initiatives. It also provides an opportunity to support and mentor a future environmental leader, contributing to workforce development and youth engagement in the region. Furthermore, the County's involvement in this nationally recognized program reinforces its commitment to climate action and sustainability, increasing its visibility as a proactive and environmentally conscious municipality. The [application deadline](#) is November 3, 2025.

- County Council approved the updated Asset Management Plan and Long-Term Financial Plan. With this resolution, pre-budget approval was granted to proceed with the 2026 projects and purchases contained within the updated Asset Management Plan and Long-Term Financial Plan, totalling \$61,923,112. Similar to 2025, this pre-budget approval allows for early tendering for projects for potential better pricing; earlier start for those projects that have long order times; clarity for staff to allow for workload planning; multi-year carryover projects to proceed uninterrupted by the budget cycle; and for the project list to be circulated to the local municipalities for consideration under the Infrastructure Expansion Policy.
- County Council approved an amended Staff Training and Development Policy. This policy update is part of the Senior Leadership Team's ongoing review of policies, with the goal of making meaningful, positive changes for staff. Aligned with our Why Statement, each policy reflects our commitment to cultivating a compassionate, collaborative, creative, and inclusive environment. The policy is available from Human Resources.
- County Council approved changes to the Non-Union Staff Salary Grid within Employment By-law #1 to increase the student (under 18) wage from \$16.20 to \$16.60 per hour; and increase the student (18 and over) wage from \$17.20 to \$17.60 per hour.
- County Council approved a resolution in support of the [Association of Municipalities of Ontario \(AMO\)'s advocacy](#) around automated speed enforcement (ASE) cameras within Community Safety Zones. The County of Renfrew has paused its plan to bring Automated Speed Enforcement to school zones in Petawawa, Renfrew and Laurentian Valley.

Health Committee

Presented by: Michael Donohue, Chair

- Steve Osipenko, Commander with the County of Renfrew Paramedic Service, was awarded the Governor General's Emergency Medical Services Exemplary Service Medal in recognition of outstanding career accomplishments in the field of emergency medical services. This prestigious national honour is awarded to only 180 recipients across Ontario each year. This recognition reflects Steve's long-standing dedication and professionalism and serves as a testament to the high standard of service provided by our paramedic team.
- County Council directed the Warden to send a detailed letter advocating to the Honourable Doug Ford, Premier of Ontario, the Honourable Sylvia Jones, Deputy Premier and Minister of Health and copied to Billy Denault, MPP, Renfrew-Nipissing-Pembroke regarding predictable and sustained funding for paramedic services and related programs, including the Dedicated Offload Nurses Program; advance notification of funding changes, including reductions or terminations, to allow for responsible planning and service continuity and transparent communication mechanisms between the Province and municipalities regarding health-related funding decisions.
The Warden will also request a formal meeting with the Ministry of Health during the County's Queen's Park Day in November to discuss long-term funding strategies for paramedic services, share local impacts and challenges related to offload delays and staffing pressures and reinforce the County's commitment to collaborative solutions that align with provincial health priorities.

Additional Information

Craig Kelley, Chief Administrative Officer/Deputy Clerk

613-735-7288

Office of the
County Warden



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
613-735-7288
FAX: 613-735-2081
www.countyofrenfrew.on.ca

October 31, 2025

The Right Honourable Mark Carney
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2
Via Email: pm@pm.gc.ca

The Honourable Doug Ford
Office of the Premier of Ontario
Room 281, Main Legislative Building
Queen's Park, Toronto ON M7A 1A5
Via Email: Premier@ontario.ca

RE: Support for a Nation-Building 2+1 Highway Program on Highways 17 & 11, Phased Implementation, and Federal-Provincial Partnership under the Building Canada Act

Dear Prime Minister Carney and Premier Ford:

The Council of the Corporation of the County of Renfrew, at their regular meeting on September 10, 2025, passed a motion in support of a Nation Building 2+1 Highway Program on Hwy 17 and 11. Our community believes both of your governments received strong mandates to invest in Canada, to mitigate the erratic decisions of the USA. Utilizing highway 416 domestic and international goods can access the ports along the St. Lawrence.

We are hopeful and trust all Members of Parliament and Members of Provincial Parliament who are elected or reside in communities adjacent to the corridor will signify their support and join in endorsing this Nation building project. We are well past the point where partisan posing will develop solutions or result in a project of the magnitude of importance this one has for Canada. Local municipalities and associations are being asked to endorse this project and to share it with the community.

The motions passed unanimously is as follows:

RESOLUTION NO. OP-CC-25-08-112

Moved by Chair

Seconded by Committee

WHEREAS Canada's east-west trade and national mobility rely on the Trans-Canada Highway system, including Highways 17 and 11 across Northern and Eastern Ontario, which carry significant freight volumes but remain predominantly two-lane corridors; and

WHEREAS four-laning the entirety of Highway 17 is the ultimate goal of the communities along the corridor; and

WHEREAS the proven "2+1" highway design - alternating passing lanes with a continuous median barrier - delivers safety outcomes comparable to full twinning at substantially lower cost, land, and environmental impact, and can be scaled or converted to four lanes (2+2) as volumes grow; and

WHEREAS the Government of Ontario has announced a 2+1 pilot between North Bay and Temagami and a further extension toward Cochrane, creating a near-term implementation pathway; and

WHEREAS modernizing Highways 17 and 11 will improve safety, reduce closures, strengthen supply-chain reliability for mining, forestry, agriculture, tourism and manufacturing, and enhance national resilience and emergency response capacity; and

WHEREAS a phased 2+1 build - prioritizing Highway 11 (North Bay → Cochrane, then Cochrane → Nipigon) and key sections of Highway 17 (western border of County of Renfrew → Sudbury; Sault Ste. Marie → Sudbury; Thunder Bay → Kenora) - aligns with nation-building criteria, supports economic reconciliation with Indigenous partners, and enables integrated EV charging and low-carbon construction practices;

WHEREAS analysis summarized by the Federation of Northern Ontario Municipalities, (FONOM) demonstrates high freight demand on these routes and strong safety/economic rationale for a 2+1 program;

NOW THEREFORE BE IT RESOLVED THAT the Council of the County of Renfrew formally endorses the adoption and phased implementation of a 2+1 highway program on Highways 17 and 11 as a nation-building project; and

THAT the Government of Canada be urged to designate this initiative as a project of national interest under the *Building Canada Act* and to partner with Ontario to co-fund and accelerate planning, design, procurement, and construction; and

THAT the Government of Ontario be urged to expand the announced pilot to a corridor-wide program, sequencing works as follows (subject to readiness and safety benefit):

- Phase 1: Highway 11 (North Bay → Cochrane) and Highway 17 (western border of County of Renfrew → Sudbury);
- Phase 2: Highway 11 (Cochrane → Nipigon) and Highway 17 (Thunder Bay → Kenora; Sault Ste. Marie → Sudbury); and

THAT the Government of Ontario prioritize these projects into the Ministry of Transportation's Major Projects Division; and

THAT both governments ensure early, ongoing, and capacity-supported engagement with affected Indigenous Nations, with opportunities for Indigenous training, contracting, and equity participation; and

THAT the program incorporate corridor-wide safety features (barrier-separated 2+1 cross-sections, controlled passing frequency, wildlife considerations), resilience measures (closure mitigation, climate adaptation), and clean-growth elements (EV charging readiness, recycled aggregates, lower-carbon materials); and

THAT this resolution be sent to the Prime Minister of Canada, the Premier of Ontario, the Minister of Transport (Canada), the Minister of Infrastructure (Canada), the Ontario Minister of Transportation, local MPs and MPPs, Federation of Northern Ontario Municipalities (FONOM), Northwestern Ontario Municipal Association (NOMA), Association of Municipalities of Ontario (AMO), Federation of Canadian Municipalities (FCM), Rural Ontario Municipal Association (ROMA), Eastern Ontario Wardens' Caucus (EOWC), and neighboring municipalities for support; and

THAT a copy be posted to the municipal website and related social media channels.

I hope you will be able to visit our community. We would welcome an opportunity to arrange and accompany you on a visit to Garrison Petawawa, an important part of Canada's Defense and International Crisis Response Strategy. The Garrison has developed over 100 years with significant federal, provincial and municipal

investment. At the same time, we would also suggest a visit to Canadian Nuclear Laboratories Chalk River site. For over 70 years, it has been and remains home to Canada's nuclear industry.

Together they represent \$100s of billions of past, present and future investment by Ontario and Canada. The future should be limitless in terms of their development and their ability to respond to emergencies. The sad truth is, they are strangled by two lanes of a congested TransCanada highway, heading both west and east.

We appreciate your attention to this important matter and welcome any opportunity to discuss it further.

Sincerely,



Warden Peter Emon
County of Renfrew
Email: warden@countyofrenfrew.on.ca

c.: The Honourable Chrystia Freeland, Minister of Transport Canada, chrystia.freeland@parl.gc.ca;
TC.MinisterofTransport-MinistredesTransports.TC@tc.gc.ca
The Honourable Gregor Robertson, Minister of Infrastructure Canada, gregor.robertson@parl.gc.ca
Member of Parliament Cheryl Gallant, cheryl.gallant@parl.gc.ca
Member of Parliament Pauline Rochefort, pauline.rochefort.P9@parl.gc.ca
The Honorable Francois-Phillipe Champagne, Minister of Finance and National Revenue ministre-ministre@fin.gc.ca
Member of Provincial Parliament Billy Denault, billy.denault@pc.ola.org
The Honorable Peter Bethlenfalvy, Minister of Finance, Ontario, minister.fin@ontario.ca
The Honourable Prabmeet Singh Sarkaria, Ontario Minister of Transportation,
prabmeet.sarkaria@pc.ola.org
President Rebecca Bligh, Federation of Municipalities, resolutions@fcm.ca
President Robin Jones, Association of Municipalities Ontario, amopresident@amo.on.ca
President Danny Whelan, Federation Of Northern Ontario Municipalities, dwhalen@temiskamingshores.ca
Chair Rick Dumas, Northwestern Ontario Municipal Association, mayor@marathon.ca
Chair Christa Lowry, Rural Ontario Municipal Association, clowry@mississippimills.ca
Mark Wilson, GEMS, mwilson@temiskamingshores.ca
Chair Bonnie Clark, Eastern Ontario Warden's Caucus, warden@ptbocounty.ca
Mayor Ron Gervais, City of Pembroke, RGervais@pembroke.ca
Warden Yves Laviolette, United Counties of Prescott Russell, SPParisien@prescott-russell.on.ca
Warden Martin Lang, United Counties of Stormont, Dundas and Glengarry, madams@sdgcounties.ca

CORPORATION OF THE TOWNSHIP OF

ADMASTON/BROMLEY By-Law No. 2025-42

Employment By-Law for the Township of Admaston/Bromley
Employees effective January 1, 2026

WHEREAS the Council of the Corporation of the Township of Admaston/Bromley deems it advisable to employ Township Staff under and subject to the provisions of a by-law;

AND WHEREAS the Ontario Municipal Act empowers Council to pass such a by-law regulating the appointment, duties and remuneration of such staff.

NOW THEREFORE the Council of the Corporation of the Township of Admaston/Bromley enacts as follows:

PART 1. Short Title

1.1 This by-law may be cited as the “Employment By-Law”.

PART 2 - Insurance and Health Benefits

2.1 Pension

The Employer shall authorize participation in the Ontario Municipal Employees Retirement System (“OMERS”) primary pension plan. All full-time employees hired after November 1st, 2011 shall participate in OMERS. Subject to enrolment requirements, part-time employees may participate in OMERS if they qualify as set out in Section #C-2 in the Human Resources Policy.

2.2 The Employer shall provide an R.R.S.P. Pension Plan Program for those employees whose starting date preceded November 1, 2011 and who exercised their option not to participate in the OMERS primary pension plan. Effective November 1, 2011, Municipal contributions will be equal to OMERS contribution rates for salaried employees and hourly rate wages based on a 35-hour work week for administrative employees and a 40-hour work week for all other employees. The employee must match the employer’s contribution to the plan.

2.3 Insurance and Health Benefits

The Employer shall provide Life Insurance Coverage, Long Term Disability and a Health Benefit Program. The employer shall pay the premiums.

Life Insurance
Accidental Death and Dismemberment
Insurance Long Term Disability
Extended Health
Care Plan Dental
Insurance

Effective January 1, 2024, the employer will provide Dependent Life and Short Term Disability coverage. The employer shall pay the premiums.

2.4 Vision Care – Eye exams, surgery, glasses and contact lenses provided by a licensed optometrist to a maximum of \$200.00 per calendar year per family for full time employees, their spouses and children as defined in the Explanation of Common Insurance Terms under the Township Group Benefit Program.

2.5 Physical & Written test

As a condition of employment, the employer requires employees in the Public Works Department to maintain their DZ and / or AZ licenses. To maintain that licensing, the province requires license holders to complete written and physical testing at various intervals. While an employee is actively employed with the township, the employer will reimburse an employee out of pocket expense to complete these testing to maintain their DZ and AZ licensing.

PART 3 - Statutory Holidays & Float Days

3.1 Twelve paid statutory holidays shall be provided. Specific days are outlined in the Human Resources Policies and Procedures Manual.

3.2 Three paid holidays known as “Floater Holidays” shall be provided.

PART 4 - Other Allowances

4.1 Mileage Allowance

Mileage shall be granted to those employees who are required to have a vehicle and use it routinely in the performance of their duties. For the use of vehicles authorized by the employee’s Department Head, employees will receive the Canada Revenue Agency (CRA) Reasonable per-Kilometer Allowance that will be adjusted every January 1.

4.2 Safety Apparel and Safety Footwear Allowance

Employees who are required by nature of their job to wear safety apparel and/or safety footwear on a regular basis shall be reimbursed for the following upon presentation of invoices:

- i) One pair of safety footwear per year up to a maximum of \$250.00.
- ii) One pair of safety coveralls or safety coat per year.
- iii) Additional safety wear and clothing per year up to a maximum of \$200.00.
- iv) All other safety apparel requirements will require Council approval.

4.3 Use of Personal Cell Phone Allowance

Each employee who is required to use their personal cell-phone for work purposes is entitled to reimbursement in the amount of \$20 per month.
This entitlement must be approved by the Department Head.

PART 5 – Rates of Pay

5.1 Schedule “A” – Salary Grid and Classifications

5.2 The hourly rates for full-time positions will be determined by the applicable position and step as established by Council and adoption of the Wage Grid.

5.3 The Department Head has the authority to approve an advancement of one (1) step up on the grid for all full-time employees on an annual basis based on a satisfactory performance appraisal.

5.4 Upon receiving an annual evaluation, the effective date for advancement will be January 1st.

5.5 The insurance health benefits and pension program is provided to all permanent full-time employees. All permanent part-time employees will receive an additional 14.1% of their pay in lieu of benefits (5.9% if participating in the Pension Plan).

5.6 Future wage grid increases will be adjusted based a 12-month average on a month over month comparison using September as the cut-off. This adjustment will not be more than 4% and not less than 1% and subject to council discretion. The new wage grid will come in effect January 1st of the following calendar year.

PART 6 – Merit Pay

- 6.1 Where an employee is at the last step on the grid, the Department Head has greater flexibility, they can:
- a) withhold the merit entirely,
 - b) pay out 100% of the lump sum or pay out only a portion – typically 25, 50 or 75% of the lump sum, or
 - c) delay the decision to pay any portion or all of the merit until further review. This is usually subject to the achievement of clear guidelines for achievement of the merit.

PART 7 - Enforcement and General

- 7.1 Matters pertaining to working conditions and employment are also set out in the Human Resources Policies and Procedures Manual. The manual should be referred to for additional information about the employment conditions contained in the by-law.
- 7.2 The Finance & Administration Committee shall recommend any amendments to this by-law to Council.
- 7.3 The CAO/Clerk or their designate shall be responsible for the administration of this by-law and will be accountable to the Council for its enforcement.
- 7.4 This by-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
- 7.5 Repeal and replace By-Law No. 2024-55.
- 7.6 This by-law shall come into force and be effective on January 1, 2026.

Read a first and second time this 6th day of November, 2025

Read a third time and finally passed this 6th day of November, 2025

Mayor

CAO/Clerk

Schedule “A” – Salary Grid and Classifications

Township of Admaston/Bromley Compensation Grid
Effective January 1, 2026

Township of Admaston/Bromley
FINAL Compensation Grid
Effective January 1, 2026

GROUP	POSITION	Hours	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6 Job Rate
10	CAO/Clerk	1,820	\$ 115,174 85.0%	\$ 119,239 88.0%	\$ 123,304 91.0%	\$ 127,369 94.0%	\$ 131,434 97.0%	\$ 135,499 100.0%
			63.28	65.52	67.75	69.98	72.22	74.45
9	Treasurer-Deputy CAO/Clerk	1,820	\$ 104,683 85.0%	\$ 108,377 88.0%	\$ 112,072 91.0%	\$ 115,767 94.0%	\$ 119,461 97.0%	\$ 123,156 100.0%
			57.52	59.55	61.58	63.61	65.64	67.67
8	Fire Chief Public Works Superintendent Treasurer - Deputy Clerk	2,080	\$ 93,637 85.0%	\$ 96,942 88.0%	\$ 100,247 91.0%	\$ 103,551 94.0%	\$ 106,856 97.0%	\$ 110,161 100.0%
		2,080	45.02	46.61	48.20	49.78	51.37	52.96
		2,080	45.02	46.61	48.20	49.78	51.37	52.96
		1,820	51.45	53.26	55.08	56.90	58.71	60.53
7	Chief Building Official	1,820	\$ 84,742 85.0%	\$ 87,732 88.0%	\$ 90,723 91.0%	\$ 93,714 94.0%	\$ 96,705 97.0%	\$ 99,696 100.0%
			46.56	48.20	49.85	51.49	53.13	54.78
6	Deputy Fire Chief	2,080	\$ 75,846 85.0%	\$ 78,523 88.0%	\$ 81,200 91.0%	\$ 83,877 94.0%	\$ 86,554 97.0%	\$ 89,231 100.0%
			36.46	37.75	39.04	40.33	41.61	42.90
5	Lead Hand Fire Captain Deputy-Treasurer/Admin Coordinator	2,080	\$ 63,487 85.0%	\$ 65,727 88.0%	\$ 67,968 91.0%	\$ 70,209 94.0%	\$ 72,449 97.0%	\$ 74,690 100.0%
		2,080	30.52	31.60	32.68	33.75	34.83	35.91
		2,080	30.52	31.60	32.68	33.75	34.83	35.91
		1,820	34.88	36.11	37.35	38.58	39.81	41.04
4	Fire Fighter (based on 40 Hours) Equipment Operator Librarian Finance Accounting Clerk	2,080	\$ 51,127 85.0%	\$ 52,931 88.0%	\$ 54,736 91.0%	\$ 56,540 94.0%	\$ 58,345 97.0%	\$ 60,149 100.0%
		2,080	24.58	25.45	26.32	27.18	28.05	28.92
		2,080	24.58	25.45	26.32	27.18	28.05	28.92
		1,820	28.09	29.08	30.07	31.07	32.06	33.05
		1,820	28.09	29.08	30.07	31.07	32.06	33.05
3			\$ 45,264 85.0%	\$ 46,862 88.0%	\$ 48,459 91.0%	\$ 50,057 94.0%	\$ 51,654 97.0%	\$ 53,252 100.0%
2	Maintenance Worker Waste Site Attendant Cleaner / Janitor Fire Secretary/General Office Assistant	2,080	\$ 40,415 85.0%	\$ 41,841 88.0%	\$ 43,268 91.0%	\$ 44,694 94.0%	\$ 46,121 97.0%	\$ 47,547 100.0%
		2,080	19.43	20.12	20.80	21.49	22.17	22.86
		2,080	19.43	20.12	20.80	21.49	22.17	22.86
		2,080	19.43	20.12	20.80	21.49	22.17	22.86
		1,820	22.21	22.99	23.77	24.56	25.34	26.12

Council	
Mayor	25,933.35 997.44
Councillors	14,819.38 569.98
Student Rate	Per ESA

CORPORATION OF THE TOWNSHIP OF

ADMASTON/BROMLEY BY-LAW NUMBER 2025-43

BEING A BY-LAW FOR THE REMUNERATION OF MEMBERS OF THE
COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY

WHEREAS Section 283 of the Municipal Act, 2001, S.O. 2001, and its amendments, provides that the Council may establish by by-law the remuneration and expenses for members of Council for attendance at meetings of Council or for attendance at Committee meetings of Council and that such remuneration and expenses may be determined in any manner that Council considers advisable;

AND WHEREAS Mayor and Council remuneration will be consistent with annual pay grid increase that is reviewed and established at the end of each year for the Employment By-Law with changes effective January of the following year.

NOW THEREFORE the Council of the Corporation of the Township of Admaston/Bromley enacts as follows:

1. That a Cost of Living Adjustment (COLA) for 2026 in the amount of 1.99% shall be applied to the Council Remuneration By-Law.
2. Repeal and replace By-Law No 2024-56
3. That this By-Law shall come into force and take effect January 1, 2026.

READ a first and second time this 6th day of November 2025.

READ a third time and finally passed this 6th day of November 2025.

MAYOR

CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2025-44

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

WHEREAS certain lands in the Township of Admaston/Bromley were deeded to the Township of Admaston/Bromley for the purpose of dedicating them to public use as common and public highways;

AND WHEREAS Council wishes to enact a by-law for the purpose of assuming the lands as part of the public highways to be maintained by the municipality;

NOW THEREFORE the Municipal Corporation of the Township of Admaston/Bromley enacts as follows:

Those lands herein described are assumed as common and public highways.

1. Part of Lot 12, Concession 3, Township of Bromley being Part 1 on Plan 49R-21014; and
2. This By-law shall come into force and take effect on the date of its passage.

Read a first and second time this 6th day of November, 2025

Read a third time and finally passed this 6th day of November, 2025

Mayor

CAO/Clerk

THE CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW NO. 2025-45

A By-Law Deeming Lot 208, Plan 1, Township of Bromley, now in the Township of Admaston/Bromley, not be a lot on a Registered Plan

PURSUANT TO SECTION 50(4) OF THE PLANNING ACT, THE TOWNSHIP OF ADMASTON/BROMLEY HEREBY ENACTS AS FOLLOWS:

WHEREAS Section 50(4) of the Planning Act, R.S.O. 1990, Chapter P13 authorizes a municipality to designate any plan of subdivision, or part thereof, that has been registered for eight years or more, as not being a plan of subdivision for subdivision control purposes.

AND WHEREAS Plan 1, Geographical Township of Bromley, now in the Township of Admaston/Bromley is a Plan of Subdivision registered for eight years or more.

AND WHEREAS it is deemed expedient in order to adequately control the developments of land in the municipality that a by-law be passed pursuant to Section 50(4) of the Planning Act, as it pertains to Registered Plan 1.

AND WHEREAS the Corporation of the Township of Admaston/Bromley is desirous of having Lot 208, Plan 1, Geographical Township of Bromley, now in the Township of Admaston/Bromley be deregistered for planning purposes.

NOW THEREFORE the Municipal Corporation of the Township of Admaston/Bromley enacts as follows:

1. THAT Lot 208, Plan 1, Geographic Township of Bromley, now in the Township of Admaston/Bromley is hereby deemed under Section 50(4) not to be a lot on a registered plan for the purpose of Subsection 3 of Section 50 of the Planning Act, R.S.O., 1990, c.P. 13.
2. This By-law shall come into force and take effect on the date of its passage.

Read a first and second time this 6th day of November, 2025

Read a third time and finally passed this 6th day of November, 2025

Mayor

CAO/Clerk

**THE CORPORATION OF THE
TOWNSHIP OF ADMASTON/BROMLEY**
BY-LAW NUMBER 2025-46

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 adding the following new subsections to Section 22.0 – Requirements for Agriculture (A) Zone, immediately after Section 22.3(vv):

“(ww) Agriculture-Exception Forty-Nine (A-E49)

Notwithstanding any other provisions of this By-law to the contrary, for the lands located in the A-E49 Zone, within Part of Lot 3, Concession 5, in the geographic Township of Bromley, now in the Township of Admaston/Bromley, residential uses are prohibited.”
 - (b) Schedule “A” to the Township of Admaston/Bromley Zoning By-law is amended by rezoning those lands described above from Agriculture (A) to Agriculture – Forty-Nine (A-E49) as shown on Schedule “A” attached hereto.
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 6th day of November 2025.

This By-law read a THIRD time and finally passed this 6th day of November 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
Sept. 2025	Waste Management Update	CAO/Clerk & Public Works Superintendent	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	Staff did create the Equipment Replacement Schedule for the 2025 Budget in order to better understand the equipment needs of the Township
Find Efficiencies	CAO/Clerk & Senior Managers	
Be Ready to Capitalize on Funding Opportunities	CAO/Clerk & Managers Senior	Staff have applied to the Community Emergency Management Grant to improve the Emergency Operation Centres. Staff are also investigating other grant opportunities such as: Trillium Grow Grant, Ministry of Labour Training Grant and the Rural Ontario Development Grant
Develop a plan for a Modern Fire Hall	CAO/Clerk & Chief Fire	New Tower is nearly complete. This allows for the Fire Hall to stay or move and is the first step in modernizing the Fire Hall and its communications.
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	Working on launching accessible agendas and minutes for January 2026
Improve Communications	CAO/Clerk	The CAO/Clerk has been working on improving communications with residents
Economic Development & Tourism	CAO/Clerk	The CAO/Clerk has been working on Economic Development & Tourism Initiatives

Updates
New Information
Completed

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2025-47

**A BY-LAW TO CONFIRM PROCEEDINGS OF
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY
AT THE COUNCIL MEETING HELD NOVEMBER 6th, 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 6th day of November, 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 6th day of November 2025.

READ a third time and finally passed this 6th day of November 2025.

Mayor

CAO/Clerk