

Township of Admaston/Bromley  
Second Monthly Meeting

Council met for their second monthly meeting on Thursday November 20, 2025. Present were Deputy Mayor Angela Field, Councilors Brian Hamilton, Keith Gourley and Kevin LeGris.

Staff Members present were CAO/Clerk Jennifer Charkavi, Fire Chief William McHale and Finance Clerk Amy Fraser.

Also present was Audio/Video System Specialist Nate MacIsaac.

Mayor Donohue sent regrets.

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

Deputy Mayor Field called the Meeting to Order at 7:31pm. A moment of silence followed.

**Agenda Item 3 – Approval of Agenda**

**Resolution No. 2025/11/21**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council approve the amended agenda of the November 20, 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 November 6, 2025

**Resolution No. 2025/11/22**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- November 6, 2025, Regular Council Meeting

Carried

**Agenda Item 6 – Delegations and Guests**

None.

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

**7a** Consent Application Report – B67/25 Brendan Enright

- i) Planner's Report

**Resolution No. 2025/11/23**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B67/25 submitted by applicant Brendan Enright Agent for Enright Dairy Farms Inc., 1183 Patterson Road, so long as requirements of commenting agencies are satisfied.

Carried.

**7b** Communication from Ministry of Municipal Affairs & Housing  
– *Fighting Delays, Building Faster Act, 2025 (Bill 60)*

**Resolution No. 2025/11/24**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council receives the communication from the Ministry of Municipal Affairs & Housing concerning the introduction of Bill 60 - Fighting Delays, Building Faster Act, 2025.

*CAO/Clerk Charkavi commented that if there were any questions they could send them to the CAO/Clerk, who would forward them onto our planner or Chief Building Official who may be able to answer more of them.*

*Deputy Mayor commented on the report and the mention of the MTO and standardization of road construction and the intent to speak to industry/agriculture industry so upcoming road improvements or new road construction would be able to accommodate larger equipment and having a standard for the entire province.*

Carried.

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

- 8a** Admaston/Bromley Public Library Board
- i) Minutes October 14, 2025
  - ii) CEO's Report October 2025
  - iii) Treasurer's Report

**Resolution No. 2025/11/25**

Moved by Brian Hamilton, seconded by Keith Gourley.

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

- Minutes – October 14, 2025
- CEO's Report – October 2025
- Treasurer's Report – November 2025

Carried.

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

None.

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

None.

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

**11a** Alternative Voting Report

**Resolution No. 2025/11/26**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approve the use of Alternative Voting and Traditional Paper Ballot in the 2026 Municipal Election with the adoption of By-Law 2025-48;

AND BE IT FURTHER RESOLVED that Council authorize the CAO/Clerk to enter into a contract with VOATZ to provide electronic election management and alternative voting for the 2026 Municipal Election.

*CAO/Clerk Charkavi spoke to her report and provided some clarity in an alternate voting method that was discussed at the prior committee meeting. Prepared a draft budget as per recommendation from committee.*

*Councillor LeGris is not opposed to the resolution as read; however, he did have some questions about the budget. He asked that all options be available when making presenting decisions to Council.*

*Councillor Gourley asked CAO/Clerk Charkavi to provide the total cost for the 2022 for the election. CAO/Clerk Charkavi commented that she would bring that back to another council meeting.*

*CAO/Clerk Charkavi did comment that the original budget did not have staff time or the extra volunteers, she did say that after this election she could have staff time broken down into the election itself, as well as, preparing for election.*

Carried.

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

**12a** Fire Chief's Report

**Resolution No. 2025/11/27**

Moved by Kevin Legris, seconded by Brian Hamilton.

BE IT RESOLVED that Council receives the Fire Chief's report as information.

*Fire Chief McHale gave a summary of the Fire Chief's report to Council. He extended thank you to staff for the Employee Assistance Program provided at the fire hall for firefighters, their families and everyone that is involved with what they do on a daily basis. CAO/Clerk Charkavi provided a small sample of some of the Fire Fighter Certification training that the department did in the last couple of months.*

Carried.

**12b** Fire Department Monthly Report – August – October 2025

**Resolution No. 2025/11/28**

Moved by Kevin Legris, seconded by Brian Hamilton.

BE IT RESOLVED that Council receives the Douglas Fire Department Monthly report for August to October 2025.

Carried.

**Agenda Item 13 – County of Renfrew** – Mayor Michael Donohue

**13a** County Council Summary Report – October 2025

**Resolution No. 2025/11/29**

Moved by Brian Hamilton, seconded Kevin Legris.

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

Carried.

**13b** EORN Cell Gap Update October 2025

**Resolution No. 2025/11/30**

Moved by Brian Hamilton, seconded Kevin Legris.

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

Carried.

**Agenda Item 14 – By-Laws**

**14a** 2025-48 – Alternative Voting

**Resolution No. 2025/11/31**

Moved by Keith Gourley, seconded by Brian Hamilton.

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

- 2025- 48 Alternative Voting By-Law

Carried.

**Agenda Item 15 – Old Business**

**15a** Action Tracking List

**Resolution No. 2025/11/32**

Moved by Kevin Legris, seconded by Brian Hamilton.

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

Carried.

**Agenda Item 16 – New Business**

**Resolution No. 2025/11/33**

Moved by Kevin Legris, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council appoint **Keith Gourley** as Deputy Mayor for the Township of Admaston/Bromley for the next year.

Carried.

*CAO/Clerk Charkavi provided some information for Council, the Douglas Lion's Club Christmas party and Association of Road's Supervisors' Fall Newsletter to share with all councils.*

*Councillor Hamilton wanted to recognize the Edward's family on their achievement at the Royal Winter Fair.*

*Councillor Hamilton also congratulated Deputy Mayor Field on her position with the OFA board for 2025-2026. He also wanted to wish her good luck while she seeks a provincial position with the Ontario Federation of Agriculture at their convention.*

**Agenda Item 17 – Closed Session**

None.

**Agenda Item 18 – Confirmatory By-Law**

**Resolution No. 2025/11/34**

Moved by Kevin Legris, seconded by Keith Gourley.

BE IT RESOLVED that By-law 2025-49, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held November 20, 2025, be now numbered, deemed read three times and passed.

Carried.

**Agenda Item 19 – Question Period**

None.

**Agenda Item 20 – Adjournment**

**Resolution No. 2025/11/35**

Moved by Kevin Legris, seconded by Keith Gourley.

BE IT RESOLVED that the Thursday, November 20, 2025, Township of Admaston/Bromley Council meeting be adjourned at 8:05 p.m.

Carried.

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Mayor

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CAO/Clerk