

Township of Admaston/Bromley
First Monthly Meeting

Council met for their first monthly meeting on Thursday December 4, 2025. Present were Councillors Keith Gourley (Presiding Officer), Angela Field and Kevin LeGris.

Councillor Brian Hamilton joined remotely.

Mayor Michale Donohue sent his regrets.

Staff Members present were CAO/Clerk Jennifer Charkavi, Treasurer/Deputy CAO/Clerk Kelly Coughlin, Public Works Superintendent Steve Visinski and Finance Clerk Amanda Ryan.

Also present was Audio/Video System Specialist Nate MacIsaac.

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

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

Agenda Item 3 – Approval of Agenda

Resolution No. 01/12/25

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED that Council adopt the agenda of December 4, 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 16, 2025

Resolution No. 02/12/25

Moved by Kevin LeGris, seconded by Angela Field.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- November 20, 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

None.

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

8a Frosty Fun 2026 Report

CAO/Clerk Charkavi shared that this resolution is required to allow the recreation committee to attain a Special Occasion Permit.

Resolution No. 03/12/25

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 a kick off event for the Douglas Frosty Fun Winter Carnival on January 24, 2025 in Douglas and that the said event be designated as a community event and conducted for the enjoyment and betterment of the community;

AND BE IT RESOLVED THAT the Douglas Frosty Fun Winter Carnival to be held on January 30, 31 and February 1, 2026 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

9a Public Works Monthly Report – October/November 2025

Superintendent Steve Visinski spoke to his report highlighting that the producer pay recycling system is going well, as well recycling continues to increase and the amount of garbage in the landfill is continuing in a downward trend. The weather so far and the prediction for the winter is that it will be busier than in the past few years. Weather made grading a challenge to get completed this fall. Councillor LeGris asked if the Township provided more recycling, would there be a financial gain in revenues. Treasurer/Deputy CAO/Clerk Coughlin answered that the volume of recyclables makes up a very small percentage used in the funding formula of the reimbursement of the producer pay recycling program, but rather is based on households. The benefit can be seen through the extended life of the landfill by not having residents throw out the recyclables as trash.

Resolution No. 04/12/25

Moved by Angela Field, seconded by Kevin LeGris

BE IT RESOLVED that Council receives Public Works Monthly Report for October and November 2025.

Carried

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 October 2025 YTD Financial Overview report

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

Resolution No. 05/12/25

Moved by Kevin LeGris, seconded Angela Field.

BE IT RESOLVED that Council receives the October 2025 Year to Date Financial Overview Report.

Carried

11b Renfrew and Area Seniors Home Support Appointment Report

CAO/Clerk Charkavi stated that in speaking with the Renfrew and Area Senior Home Support Director Dennis Harrington, it was recommended that a member of council be appointed sit on the committee as the other participating municipalities have done.

Resolution No. 06/12/25

Moved by Kevin LeGris, seconded Angela Field

BE IT RESOLVED that Admaston/Bromley Council appoint Brian Hamilton to the Renfrew and Area Seniors Home Support until the end of the 2022-2026 term of Council (January – October 2026) by amending By-Law 2023-01 with By-Law 2025-50. Appoint Certain Township Officers and Committees.

Carried

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

None.

Agenda Item 13 – County of Renfrew – Mayor Michael Donohue
None.

Agenda Item 14 – By-Laws

Resolution No. 07/12/25

Moved by Kevin LeGris, seconded by Angela Field.

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

- 2025-50 Amend Appoint By-Law

Carried.

Agenda Item 15 – Old Business

15a Action Tracking List

CAO/Clerk Charkavi spoke to the updates. The first comprehensive zoning by-law review has been scheduled.

Resolution No. 08/12/25

Moved by Angela Field, seconded by Kevin LeGris

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

Carried

Agenda Item 16 – New Business

CAO/Clerk Charkavi stated that staff have been working hard and committee meetings will be posted on our YouTube Channel in January 2026 to provide transparency to rate payers.

The Douglas Fire Department will be having a food drive for the Renfrew and Eganville Food Banks. Donations can be dropped off at the office.

Councillor Gourley congratulated Councillor Field on her one-year term with the Ontario Federation of Agriculture as Director at Large.

Agenda Item 17 – Closed Session

None.

Agenda Item 18 – Confirmatory By-Law

18a 2025-51 Being a by-law to confirm proceedings of Council Meeting

Resolution No. 09/12/25

Moved by Angela Field, seconded by Kevin LeGris.

BE IT RESOLVED that By-law 2025-51, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held December 4, 2025, be now numbered, deemed read three times and passed.

Carried

Agenda Item 19 – Question Period

None.

Agenda Item 20 – Adjournment

Resolution No. 10/12/25

Moved by Angela Field, seconded by Kevin LeGris.

BE IT RESOLVED that the Thursday, December 4, 2025, Township of Admaston/Bromley Council meeting be adjourned at 7:49 p.m.

Carried

Mayor

CAO/Clerk