

Township of Admaston/Bromley  
Second Monthly Meeting

Council met for their second monthly meeting on Thursday December 18, 2025. Present were Mayor Michael Donohue, Deputy Mayor Keith Gourley, Councilors Brian Hamilton and Angela Field.

Staff Members present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Coughlin, Public Works Superintendent Visinski and Finance Clerk Amy Fraser.

Also present was Audio/Video System Specialist Nate Maclsaac.

Councillor Kevin Legis sent regrets.

**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. 2025-12-11**

Moved by Angela Field, seconded by Brian Hamilton.

BE IT RESOLVED that Council adopt the agenda of December 18, 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. 2025-12-12**

Moved by Angela Field, seconded by Brian Hamilton.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- December 4, 2025, Regular Council Meeting

Carried

**Agenda Item 6 – Delegations and Guests**

6a Renfrew County Road Supervisors Association Presentation – AORS  
Municipal Public Works Tradeshow June 3-4, 2026

*Delegation was unable to attend, to be rescheduled in January 2026.*

**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 Admaston/Bromley Public Library Board
- Minutes November 11, 2025
  - CEO's Report November 11, 2025

iii. Treasurer's Report December 2025

*Councillor Hamilton wanted to thank Alison Seely for her presentation at the library on December 17th and to thank the participants that attended. Very well attended and received.*

*Councillor Hamilton highlighted how well the library did with their latest fundraiser, the cheese fundraiser, another successful year. Mayor Donohue highlighted the next library fundraiser, a card fundraiser, early in the new year. Councillor Hamilton confirmed the date was February 27<sup>th</sup>, 2026. Once flyers and details are available the Township will post on our website and social media.*

**Resolution No. 2025-12-13**

Moved by Angela Field, seconded by Brian Hamilton.

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

- Minutes – November 11, 2025
- CEO's Report November 11, 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

**10a** Blue Box Contract Report  
i) Change Order # 1

*Mayor Donohue began by stating the Waste Management Committee met earlier in the evening and had a review of the extensive and comprehensive report provided by Public Works Supervisor Visinski. Moved from initial onboarding phase and into our first of three year agreement, an amending agreement that is adding or amending certain sections of the agreement.*

**Resolution No. 2025-12-14**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Admaston/Bromley Council adopt By-Law 2025-52, being a By-Law to authorize the Mayor and CAO/Clerk to enter into an agreement with Circular Materials Ontario for a Depot Operations Agreement (Number 2024-00-146).

Carried

**10b** Updated Recycling List Effective January 1, 2026

*Great to see such a diverse list be released. It was on our website for quite some time, however, the diverse program begins January 1, 2026. Gives residents more of an opportunity to reduce waste, increase their recycling opportunities and further reduce their waste costs.*

**Resolution No. 2025-12-15**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT Council receives the updated Recycling List effective January 1, 2026.

Carried.

**Agenda Item 11 – Finance and Administration Committee** – Chair Michael

Donohue, All of Council

- 11a** November 2025 YTD Financial Overview report
- i)** November 2025 YTD Financials – all accounts
  - ii)** November 2025 YTD Financials – Fire
  - iii)** November 2025 YTD Financials – Building
  - iv)** November 2025 YTD Financials – PW
  - v)** November 2025 YTD Financials – Waste Management
  - vi)** November 2025 YTD Financials – Admin

*Treasurer-Deputy CAO/Clerk Coughlin started her presentation off with some items of significance - WSIB rebate, procedural audit, year end audit planned for mid to late March for year end audit and review, and lastly through budget deliberations in 2026 and going forward, contributions to reserves that are approved as part of budget will happen at the beginning of the year instead of year end to give more transparency.*

*Council asked Treasurer-Deputy CAO/Clerk Coughlin for further explanation on a few of the GL accounts and balances, Treasurer-Deputy CAO/Clerk Coughlin said that she would have those details for Council at a later time when she had a chance to go into further detail of the accounts.*

**Resolution No. 2025-12-16**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council accept the November 2025 Year to Date Financial Overview Report as information as submitted and circulated.

Carried.

- 11b** October 2025 Payment Register  
**11c** November 2025 Payment Register

**Resolution No. 2025-12-17**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council approves the Payment Registers for:

- October 2025
- November 2025

- 11d** 2026 Annual Billing Letter – O.P.P.  
**i)** Admaston / Bromley Twp 2026 Annual Billing Statement

*Treasurer-Deputy CAO/Clerk Coughlin O.P.P 2026 billing has been confirmed after the first iteration of the 2026 budget deliberations, Treasurer-Deputy CAO/Clerk Coughlin is hopeful that there are workshops available for explanations of billing model, charging's and how the model works as she has concerns over the variance, capping and catchups but no workshops have been scheduled yet.*

*Mayor Donohue followed Treasurer-Deputy CAO/Clerk Coughlin by stating his disappointment with the substantial increase in 2025 and stated there was nothing changed in respect of formula for 2026 and gave some background of his understanding of the billing formula since 2022, but feels there is a substantial change in what the municipality receives in services as compared to what we pay for services.*

**Resolution No. 2025-12-18**

Moved by Angela Field, seconded by Keith Gourley.

BE IT RESOLVED THAT Council receives the correspondence from the Ontario Provincial Police (OPP) concerning Admaston/Bromley's Annual Billing Statement including 2026 estimated costs and a statement for the 2024 year-end reconciliation.

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**

**14a** 2025-52 – CMO Change Order # 1 Agreement

**Resolution No. 2025-12-19**

Moved by Brian Hamilton, seconded by Keith Gourley.

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

- 2025-52 – CMO Change Order # 1 Agreement

Carried.

**Agenda Item 15 – Old Business**

**15a** Action Tracking List

**Resolution No. 2025-12-20**

Moved by Brian Hamilton, seconded by Keith Gourley.

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

Carried.

**Agenda Item 16 – New Business**

**Agenda Item 17 – Closed Session**

None.

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

**Resolution No. 2025-12-21**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that By-law 2025-53, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held December 18, 2025, be now numbered, deemed read three times and passed.

Carried.

**Agenda Item 19 – Question Period**

None.

**Agenda Item 20 – Adjournment**

**Resolution No.**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that the Thursday, December 18, 2025, Township of Admaston/Bromley Council meeting be adjourned at 8:12 p.m.

Carried.

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Mayor

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CAO/Clerk