

Regular Meeting - Jan 22 2026 Minutes

Second Monthly Meeting

Thursday, January 22, 2026 at 7:30 PM

Council Chambers

1. Call Meeting to Order

Council met for their second monthly meeting on Thursday January 22, 2026. Present were Mayor Michael Donohue, Deputy Mayor Keith Gourley, Councillors Brian Hamilton and Kevin Legris.

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

Also, present guest presenter Chris Mantha, City of Petawawa and Steve Boland, Association of Ontario Road Supervisors (AORS)

Also present was Audio/Video System Specialist Nate MacIsaac.

Councillor Angela Field sent regrets.

Mayor Donohue called the Meeting to Order at 7:32 pm. A moment of silence followed.

2. Moment of Silence

3. Approval of Agenda

Resolution No. 11-01-2026

Moved by Kevin Legris, seconded by Brian Hamilton.

BE IT RESOLVED that Council adopt the agenda of January 22, 2026, Regular Council Meeting.

Carried.

4. Disclosure of Pecuniary Interest

None.

5. Minutes

[January 8, 2026](#) 

Resolution No. 12-01-2026

Moved by Kevin Legris, seconded by Keith Gourley.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- January 8, 2026, Regular Council Meeting

Carried.

6. Delegations and Guests

- 6.1 Association of Ontario Road Supervisors (AORS) Presentation on the Municipal Public Works Tradeshow - Petawawa June 3-4, 2026

Mr. Boland began his presentation with a brief overview of 2026 Municipal Tradeshow. This tradeshow was last in Renfrew County in the Town of Arnprior in 2014, in 2026 the tradeshow will be held in the Town of Petawawa. Moves around the province of Ontario and specifically focuses on Public Works industry both public and private sectors.

[Presentation](#) 

7. Planning and Economic Development Committee

Chair Keith Gourley, All of Council

- 7.1 [Consent Planning Report - B86/25](#) 

[Planners' Report](#) 

Resolution No. 13-01-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B86/25 submitted by applicants Terry Switzer and Carmen Lamb and agent Jordan Riopelle, 1084 Colton Road, so long as requirements of commenting agencies are satisfied.

Carried.

- 7.2 [Chief Building Official - Evolution Report](#) 

Resolution No. 14-01-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council receive the Chief Building Official Job Evolution report as information.

Carried.

- 7.3 [Building & Sewage Report - October - December 2025](#) 

Resolution No. 15-01-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council receive the Building and Sewage report for October – December 2025, as information.

Carried.

8. Community Service Committee

Chair Angela Field, Committee Member Brian Hamilton

Resolution No. 16-01-2026

Moved by Kevin Legris, seconded by Keith Gourley.

BE IT RESOLVED THAT the Bonnechere Valley recreation Agreement be deferred to another Council meeting so that usage can be brought forward.

Carried.

Resolution No. 2017-01-2026

Moved by Kevin Legris, seconded by Keith Gourley.

BE IT RESOLVED THAT Admaston/Bromley Council enter into an agreement for Recreation services with the Township of Bonnechere Valley for the years 2026, 2027, 2028, 2029 and 2030 by adopting By-Law 2026-05.

Deferred.

9. Operations Committee

Chair Brian Hamilton, All of Council

9.1 [Public Works Monthly Report - December 2025](#) 

Resolution No. 18-01-2026

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT the Council receive the Public Works December 2025 Report as information.

Carried.

Councillor Hamilton thanked the public works department for all their hard work and dedication this winter season.

Mayor Donohue inquired if black plastic was now being accepted with the new recycling list that had been released by Circular Materials, Public Works Superintendent Visinski did confirm that black plastic is still not accepted.

Councillor Legris wanted to remind everyone of the new recycling program, it is very comprehensive and encapsulates a lot of materials that further reduce our waste to the landfill and transfer stations.

10. Waste Management Committee

Chair Michael Donohue, All of Council

10.1 [Environmental Monitoring RFP Report](#) 

Resolution No. 19-01-2026

Moved by Brian Hamilton, seconded by Keith Gourley.

WHEREAS the Council of the Township of Admaston/Bromley required an RFP for Environmental Monitoring and Reporting for the 2026 year;

NOW THEREFORE BE IT RESOLVED THAT Council accept the proposal from D. M. Wills for the 2026, 2027, 2028, 2029 and 2030 reporting years in the respective total amount of \$163,510.00 plus all applicable taxes.

Carried.

11. Finance and Administration Committee

Chair Michael Donohue, All of Council

11.1 [Debenture By-Law - 2026-05 - Sand-Salt-Shed Report](#)

When debenture was originally presented, debenture was to be over a 30 year term, almost half the amount, reached out to Infrastructure Ontario was agreeable to a 15 year term. February 2 2026 closing date of debenture.

Deputy Mayor inquired about the lending rate, Treasurer/Deputy CAO/Clerk Coughlin confirmed a 4.21% lending rate.

Resolution No. 20-01-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council receive the Financing Stone Road Sand / Salt Shed Replacement report as information as submitted and circulated,

AND FURTHER THAT Council adopt By-law #2026-05 being by-law to authorize the long term borrowing pursuant to the issuing of debenture to Ontario Infrastructure and Lands Corporation in the amount of \$156,000.00

Carried.

11.2 [Year-to-Date Financials - December 2025 Report](#)

[YTD December 2025](#) 

Resolution No. 21-01-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

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

AND FURTHER THAT Council provide staff direction the date Council intends to adopt the 2026 budget so notice can be posted.

Carried.

Council discussed the report and had some questions and concerns. The main concern was that the levied amount over the last 4 years did equate to just over 50% (2022 - 2025) including the growth. Other concerns were with the bag tag projected revenue, staff stated they need the year to be able to better estimate the revenues. Mayor Donohue thanked the Treasurer for their work to provide the information.

11.3 [Payment Register - December 2025](#)

Resolution No. 22-01-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council approve the Payment Register for December 2025.

Carried.

11.4 [Ministry of Agriculture, Food and Agribusiness \(OMAFRA\) Communication](#) 

[Publication 861: Agricultural Impact Assessment Guidance Document](#) 

[Grow Ontario: a provincial agri-food strategy](#) 

Resolution No. 23-01-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council receives the communication from the Ministry of Agriculture, Food and Agribusiness concerning the release of the 2026 Agricultural Impact Assessment (AIA) Guidance Document.

Carried.

12. Protective Services Committee

Chair Kevin LeGris, All of Council

12.1 [Fire Chief's Update Report - November / December 2025](#) 

Resolution No. 24-01-2026

Moved by Kevin Legris, seconded by Brian Hamilton.

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley receives the Fire Chiefs report as information only.

Carried.

12.2 [Fire Department Monthly Report - November / December 2025](#) 

Resolution No. 25-01-2026

Moved by Kevin Legris, seconded by Keith Gourley.

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley receives the Fire Chiefs monthly report for November and December 2025 as information only.

Carried.

12.3 [Apparatus New vs Used Report](#) 

[Technical Bulletin](#) 

Resolution No. 26-01-2026

Moved by Kevin Legris, seconded by Brian Hamilton.

BE IT RESOLVED THAT the Council of the Township of Admaston/Bromley direct staff to begin work on a Request For Proposal for the purchase of a new pumper-tanker fire truck to replace the 1998 fire truck;

AND BE IT FURTHER RESOLVED that Council of Admaston/Bromley direct the Treasurer-Deputy CAO/Clerk to allow the funds available in the Canada Community Building Fund to be used as part of the financing for the new Fire Truck.

Carried.

13. County of Renfrew

Mayor Michael Donohue

13.1 [EORN Cell Gap Report - December 2025](#) 

Resolution No. 27-01-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT the Council receive the Easter Ontario Regional Network (EORN) December 2025 update as information only.

Carried.

14. By-Laws

14.1 [2026-05 - Debenture By-Law](#) 

Resolution No. 28-01-2026

Moved by Kevin Legris, seconded by Keith Gourley.

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

2026-05 Debenture By-Law

Carried.

15. Old Business

15.1 [Action Tracking List - January 22](#) 

Resolution No. 29-01-2026

Moved by Kevin Legris, seconded by Keith Gourley.

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

Carried.

16. New Business

Councillor Hamilton informed council that three residents in our township were being honoured in the wall of fame. He also reminded council Backyard Gourment is having a pre-emptive to the Frosty Fund January 23rd weekend. Frosty Fund cards is set again for January 30 weekend.

CAO/Clerk Charkavi announced the agenda is from the new software Diligent, the same software that County of Renfrew uses, more accessible and more features to come but consider this a soft start.

CAO/Councillors attended ROMA and went to a few delegations, specifically about policing costs and development.

17. Closed Session

18. [Confirmatory By-Law 2026-07](#) 

Resolution No. 30-01-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that By-law 2026-07, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held January 22, 2026, be now numbered, deemed read three times and passed.

Carried.

19. Question Period

20. Adjournment

Resolution No. 31-01-2026

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that the Thursday, January 22, 2026, Township of Admaston/Bromley Council meeting be adjourned at 10:24 p.m.

Carried.

CAO

Mayor