

## Regular Meeting - Mar 05 2026 Agenda

Thursday, March 5, 2026 at 7:30 PM

Council Chambers

Page

**1. Call Meeting to Order**

**2. Moment of Silence**

**3. Approval of Agenda**

**4. Disclosure of Pecuniary Interest**

**5. Minutes**

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[February 19, 2026 Regular Council Meeting](#) 

**6. Delegations and Guests**

6.1 Financial Indicator Review Presentation  
- Based on 2024 Financial Information Return

**Ministry of Municipal Affairs & Housing – Delegation:**

**Cole Matthews – Senior Municipal Financial Advisor,**

**Alex Jones – Municipal Advisor**









**7. Planning and Economic Development Committee**

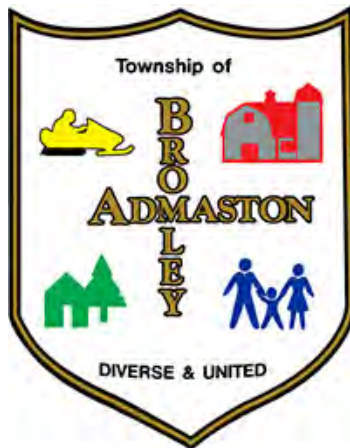
Chair Keith Gourley, All of Council

7.1 [Consent Planning Report](#) 

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[County of Renfrew Planning Report](#) 

<b>8.</b>	<b>Community Services</b>	
	Chair Angela Field, Committee Member Brian Hamilton	
<b>9.</b>	<b>Operations Committee</b>	
	Chair Brian Hamilton, All of Council	
<b>10.</b>	<b>Waste Management Committee</b>	
	Chair Michael Donohue, All of Council	
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	Chair Michael Donohue, All of Council	
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<b>20.</b>	<b>Adjournment</b>	



## Regular Meeting - Feb 19 2026 Minutes

Thursday, February 19, 2026 at 7:30 PM

Council Chambers

### 1. Call Meeting to Order

Council met for their second monthly meeting on Thursday February 19, 2026. Present were Mayor Michael Donohue, Deputy Mayor Keith Gourley, Councillors Brian Hamilton, Angela Field 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 was Audio/Video System Specialist Nate Maclsaac.

### 2. Moment of Silence

### 3. Approval of Agenda

#### Resolution No. 13-02-2026

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council adopt the agenda of February 19, 2026, Regular Council Meeting.

**Carried.**

### 4. Disclosure of Pecuniary Interest

None.

### 5. Minutes

#### 5.1 [February 5, 2026 Regular Council Meeting](#)

##### Resolution No. 14-02-2026

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- February 5, 2026, Regular Council Meeting

Carried.

**6. Delegations and Guests**

None.

**7. Planning and Economic Development Committee**

Chair Keith Gourley, Committee Member Kevin LeGris

7.1 [Consent Planning Application Report - B76/25](#) 

[Planner's Report](#) 

**Resolution No. 15-02-2026**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B76/25 submitted by applicants Ken and Hendrikje Clemmer and agents Trevor and Sabrina Clemmer, 690 Crozier Line, so long as requirements of commenting agencies are satisfied.

Carried.

7.2 [Municipal Drains Consent Applications Report](#) 

[Pamphlet](#) 

**Resolution No. 16-02-2026**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approves By-Law 2026-13, being a By-Law to amend the Fees & Charges By-law to include the cost recovery fees for municipal drain re-apportionment/reassessment.

Carried.

**8. Community Service Committee**

Admaston/Bromley Public Library Board

8.1 [Minutes December 2025](#) 

[Minutes January 2026](#) 

[CEO's Report - December 2025](#) 

[CEO's Report - January 2026](#) 

[Treasurer's Report - February 2026](#) 

*Mayor Donohue requested the January Treasurer's report be received by Council at the next available Council meeting. Councillor Hamilton will relay the request.*

**Resolution No. 17-02-2026**

Moved by Angela Field, seconded by Kevin Legris.

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

- Minutes December 9, 2025

- Minutes January 13, 2026
- CEO's Report December 2025
- CEO's Report January 2026
- Treasurer's Report February 2026

**Carried.**

## 9. Operations Committee

Chair Angela Field, Committee Member Brian Hamilton

### 9.1 [Public Works Monthly Report - January 2026](#)

#### **Resolution No. 18-02-2026**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED THAT the Council receive the Public Works January 2026 Report as information.

**Carried.**

### 9.2 [Pot Hole Prevention and Repair Program Grant Report](#)

#### [Transfer Payment Agreement](#)

#### **Resolution No. 19-02-2026**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council approves By-Law 2026-12, being a By-Law to enter into an agreement with His Majesty the King in Right of the Province of Ontario, represented by the Ministry of Transportation for funding through the Pothole Prevention and Repair Program.

**Carried.**

## 10. Waste Management Committee,

Chair Brian Hamilton, All of Council

None.

## 11. Finance and Administration Committee

Chair Michael Donohue, All of Council

11. *Councillor Hamilton put forward a motion seeking council consideration to increase tax levy from 0% to 3%. Councillor Hamilton outlined several supporting arguments behind this motion. They included but are not limited to, he projects potential shortfall in bag tag revenue which could result in deficit budget, debt financing for large capital items purchased in 2026 and impact debenture payments will have on future budgets, annual repayment limit capacity, discretionary reserve balances and inflationary pressure on the municipality.*

*Mayor Donohue reiterated his perspective of the 2025 waste management levy contribution. He stated he does not support the proposed change and supports 0% tax levy.*

*Mayor Donohue inquired if Councillor Hamilton would like to put forth a motion to increase the levy by 3% as Council had considered the motion put forth. Councillor Hamilton replied yes and requested a recorded vote.*

**Resolution No. 20-02-2026**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that Council consider amending the existing proposed budget of 0% levy increase that was presented on January 8, 2026 to a 3% levy increase.

**Carried.**

**Resolution No. 21-02-2026**

Moved by Brian Hamilton, seconded by Angela Field.

BE IT RESOLVED that we increase our levy by \$110,000 for this years budget

RECORDED VOTE:	FOR	AGAINST
B. Hamilton	Yay	
K. Legris		Nay
K. Gourley		Nay
M. Donohue		Nay
A. Field	Yay	

**Defeated.**

**Resolution No. 22-02-2026**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED THAT Council receives 2026 Budget Booklet that was presented on January 8, 2026;

AND BE IT RESOLVED THAT Council adopt By-Law 2026-03, being a by-law to adopt the estimates for the sums required during the year 2026 for general, capital and all purposes of the Township of Admaston/Bromley.

RECORDED VOTE:	FOR	AGAINST
B. Hamilton		Nay
K. Legris	Yay	
K. Gourley	Yay	
M. Donohue	Yay	
A. Field	Yay	

**Carried.**

11. [Re-Nature RCCDSB Resolution](#) 

2 **Resolution No. 23-02-2026**

Moved by Keith Gourley, seconded by Brian Hamilton.

Whereas, The Township of Admaston/Bromley has the following interest: Improving our schoolyards by creating outdoor learning spaces and tree canopy environments; and

Whereas, The Re-Nature Foundation is undertaking the "Growing Renfrew County Catholic District School Board Schoolyard Canopies with Re-Nature" program, which will be building outdoor learning spaces and

planting trees at the elementary schools with the Renfrew County Catholic District School Board.

Now Be it Resolved that the Council of The Township of Admaston/Bromley acknowledges and supports the funding opportunity from the Federation of Canadian Municipalities' "Growing Canada's Community Canopies" initiative for the "Growing Renfrew County Catholic District School Board Schoolyard Canopies with Re-Nature" program, which will be building learning spaces and planting trees at the elementary schools in Renfrew County Catholic District School Board, in partnership with The Township of Admaston/Bromley.

And that Council also recognizes that the lifetime contribution from the "Growing Canada's Community Canopies" initiative will not exceed \$10 million for tree planting within our municipality, inclusive of a maximum contribution of \$1 million for infrastructure activity costs, and that if approved this project will be counted towards that limit.

**Carried.**

11. [Summer Council Meeting Schedule Report](#) 

3

**Resolution No. 24-02-2026**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approve the following Council meeting cancellations to the schedule for Regular Council meetings in 2026:

- July 2, 2026 – Cancelled
- July 16, 2026 – Cancelled

**Carried.**

11. [Christmas Holidays Office Closure Request Report](#) 

4

**Resolution No. 25-02-2026**

Moved by Keith Gourley, seconded by Brian Hamilton.

BE IT RESOLVED that Council approve the closing of the Township office from noon on December 24, 2026 until and including January 1, 2027.

**Carried.**

**12. Protective Services Committee**

Chair Kevin LeGris, Committee Member Angela Field

12. [Fire Protection Grant 2025/2026 Report](#) 

1

[Transfer Payment Agreement](#) 

**Resolution No. 26-02-2026**

Moved by Kevin Legris, seconded by Angela Field.

BE IT RESOLVED that Council approves By-Law 2026-11, being a By-Law to enter into an agreement with His Majesty the King in Right of the Province of Ontario, represented by the Ministry of the Solicitor General for funding through the Fire Protection Grant.

**Carried.**

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

13.1 [County Council Summary Report - January 2026](#) 

**Resolution No. 27-02-2026**

Moved by Kevin Legris, seconded by Angela Field.

BE IT RESOLVED that Council receive the County Council Summary Report for January 2026.

**Carried.**

13.2 [County of Renfrew 2026 Budget Overview](#) 


**Resolution No. 28-02-2026**

Moved by Kevin Legris, seconded by Angela Field.

BE IT RESOLVED that Council receive the County of Renfrew 2026 Budget Overview.

**Carried.**

**14. By-Laws**

14.1 [2026-03 - 2026 Budget](#) 

14.2 [2026-11 - Fire Protection Grant](#) 

14.3 [2026-12 - Pot Hole Prevention & Repair Program](#) 

14.4 [2026-13 - Amend Fees & Charges for Municipal Drain Reassessment](#)

4 [Cost Recovery](#) 

**Resolution No. 29-02-2026**

Moved by Kevin Legris, seconded by Angela Field.

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

- 2026- 03      2026 Budget
- 2026-11      Fire Protection Grant
- 2026-12      Pot Hole Prevention & Repair Program
- 2026-13      Amend Fees & Charges By-Law – Municipal Drains Reassessment Cost Recovery

**Carried.**

**15. Old Business**

15.1 [Action Tracking List - February 19, 2026](#) 

**Resolution No. 30-02-2026**

Moved by Angela Field, seconded by Kevin Legris.

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

Carried.

**16. New Business**

**17. Closed Session**

17.1 Performance Appraisal - CAO/Clerk

As per Section 239 2 (b) – personal matters about an identifiable individual, including municipal or local board employees.

**Resolution No. 31-02-2026**

Moved by Angela Field, seconded by Kevin Legris.

BE IT RESOLVED THAT Council move into a Closed Session at 8:56 p.m.

As per Section 239 2 (b) – personal matters about an identifiable individual, including municipal or local board employees.

More specifically to discuss the Performance Appraisal of the CAO/Clerk for 2025.

Carried.

*Council rose from Closed session at 9:10 pm and reported no progress.*

**18. Confirmatory By-Law**

18. [2026-14 - Confirm Proceedings February 19, 2026](#) 

1

**Resolution No. 32-02-2026**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that By-law 2026-14, being a By-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held February 19, 2026, be now numbered, deemed read three times and passed.

Carried.

**19. Question Period**

**20. Adjournment**

**Resolution No. 33-02-2026**

Moved by Brian Hamilton, seconded by Keith Gourley.

BE IT RESOLVED that the Thursday, February 19, 2026, Township of Admaston/Bromley Council meeting be adjourned at 9:16 p.m.

Carried.

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Mayor

Draft

**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: March 5, 2026  
To: Council  
From: Jennifer Charkavi  
Re: Consent Application B52/25

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**Background:**

The owners are proposing to sever a surplus dwelling from the subject lands. The severed lands are to be 0.4 hectares in area. The retained lands will be vacant and are 20.50 hectares in area. This property falls within the Agnew Angus Municipal Drain and a reapportionment is required. A zoning by-law amendment is required to rezone the retained lands to an agriculture-exception zone to prohibit the construction of future dwellings.

A draft plan confirming the severed lands met the minimum lot area requirements is also a condition.

**Financial Implications:**

None at this time.

**People Consulted:**

County of Renfrew – Development and Property Department  
Chief Building Official  
Public Works Superintendent  
Drainage Superintendent

**Recommendation for Council:**

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B52/25 submitted by applicants O’Gorman, agent Adam Kasprzak, 33 Wolfstown Road, so long as requirements of commenting agencies are satisfied.

PART A - BACKGROUND

1. FILE NO.: B52/25
2. APPLICANTS: **Terrence O’Gorman & Michael O’Gorman**  
Agent: Adam Kasprzak
3. MUNICIPALITY: Township of Admaston/Bromley  
(Geographic Township of Bromley)
4. LOT: Part Lots 16 & 17 CON.: 6 STREET: 33 Wolftown Road
5. PURPOSE: Creation of a new lot
6. DESCRIPTION OF APPLICATION: The owners are proposing to sever a surplus dwelling from the subject lands. The severed lands are to be 0.4 hectares in area with 45 metres of road frontage along Wolftown Road and contain the existing dwelling. The retained lands will be vacant and are 20.50 hectares in area with 105 metres of road frontage along Cobden Road and 1105 metres along Wolftown Road.



7. LOT DIMENSIONS AND USE OF LANDS

	Frontage		Area	Structures
Existing Lot	1150 - Wolftown Rd 105 - Cobden Rd	m	20.9 Ha	Dwelling
Severed	45.00	m	0.40 Ha	Dwelling
Retained	1145 - Wolftown Rd 105 - Cobden Rd	m	20.50 Ha	None

8. SEVERANCE HISTORY

Number of new lots from original holding (1971) 1 previous severance: B351/84

9. OFFICIAL PLAN OF THE COUNTY OF RENFREW

Official Plan Designation(s):

Severed Agriculture

Retained Agriculture



10. ZONING BY-LAW OF THE TOWNSHIP OF ADMASTON/BROMLEY  
(2004-13) Zone(s):

Severed Agriculture (A)

Retained Agriculture (A)



Zone Requirements:

	<u>Proposed</u> <u>Lot Frontage</u>	<u>Minimum</u> <u>Required</u>	<u>Proposed</u> <u>Lot Area</u>	<u>Minimum</u> <u>Required</u>
Severed	45.00 m	45 m	0.40 Ha	4047 m <sup>2</sup>
Retained	105.00 m	45 m	20.50 Ha	20 ha

PART B – COMMENTS

1. PROVINCIAL PLANNING STATEMENT and MUNICIPAL PLAN REVIEW DATA

Policies Considered:

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.

2. OFFICIAL PLAN

Policies Considered:

- 2.2 (8)(f) Significant Valleylands
- 2.2(9)(c) Karst Topography
- 2.2(12)(a)(iii)&(f) - Lot size and private servicing
- 2.2(23) Environmental Impact Study (EIS)
- 6.3(1) Uses permitted in the Agriculture designation
- 6.3(5)-(7) Consents in the Agriculture Designation
- 13.3(3) Municipal Roads
- 14.3(18) Consent Policies-Agriculture Designation

3. ZONING BY-LAW

Provisions Considered:

- 3.3 Accessory Uses
- 3.25 (a) Separation distances from a livestock
- 3.26(b) Setback requirements from the County Road
- 3.26(c) Setback requirements from the Municipal Road
- 22.1 & 22.2 Agriculture (A) Zone – permitted uses and zone provisions

4. SUBMITTED STUDIES

None

5. AGENCY COMMENTS

Twp. of  
Admaston/Bromley

Favourable comments were received

All new septic and buildings to comply with OBC standards/requirements, and municipal By-Laws.

This property falls within the AGNEW ANGUS MUNICIPAL DRAIN. A reapportionment is required and can be determined by the two landowners with a written agreement filed with the township.

County Public Works  
& Engineering

No comments or concerns.

6. GENERAL PLANNING COMMENTS

The owners are proposing to sever a surplus dwelling to an agriculture use. The Provincial Planning Statement (PPS) discourages lot creation in prime agricultural areas. Section 4.3.3.1 states that lot creation in prime agricultural areas is discouraged and may only be permitted for agricultural purposes; agricultural related uses, and a residence surplus to a farming operation as a result of a farm consolidation.

The policies of the County of Renfrew Official Plan regarding consents in the Agricultural designation largely reflect Provincial Policy. Both the Provincial Planning Statement and the County Official Plan provide for the protection of prime agricultural land.

Section 6.3(5)(d) of the Official Plan states that the severance of a farm dwelling is only **permitted provided it is surplus to a farmer's needs as a result of farm consolidation.** The owners are farmers who own additional agricultural lands.

Section 6.3(d) (ii) of the Official Plan states that only the minimum amount of land required to accommodate a surplus farm dwelling and appropriate sewage and water services are to be severed. The proposed lot is 0.4 hectares in area which meets the

minimum requirement of the Official Plan. The application sketch indicated there is only a dwelling on the property.

To meet the requirements of the PPS and OP, as a condition of consent, a zoning by-law amendment is required to rezone the retained lands to an agriculture-exception zone to prohibit the construction of future dwellings.

*Access*

The severed and retained lands have frontage on Wolftown Road which is a Municipal road. The retained lands also have road frontage along Cobden Road which is a County road. The Official Plan requires that any development must satisfy all requirements of the local municipality. Both the County of Renfrew and Township Public Works department were circulated, and favourable comments were received.

*Karst*

The property is identified on Official Plan Schedule B-Map 1-Hazards, as being located in an area of karst topography. Karst terrains of limestone and dolostone are marked by sink holes and underlain caverns that influence surface water and ground water flows. Karst topography presents a potential hazard to human safety and is required to be mitigated through development controls and approvals. Section 2.2(9)(c) sets out the process required to address karst.

The proposed lot has already developed and no development is permitted on the retained lands; therefore no further work is required.

*Zoning By-law*

The severed lands are zoned Agriculture (A), and the use is for a single detached dwelling. Section 22.2(n) states that applicable provisions of Section 21.2 Rural Zone Provisions shall apply to a single detached dwelling on an existing lot and on a legally created lot.

In the Rural (RU) zone, the minimum lot area requirement is 4047 square metres, and the minimum lot frontage requirement of 45 metres. The severed lands are 4000 square metres (0.4 hectares) which does not meet the requirement for lot area. A preliminary survey is required as a condition of consent to demonstrate that the severed lands comply with the minimum lot area requirement of 4047 square metres.

As mentioned above, the retained lands are required to be rezoned from Agriculture (A) to Agriculture-Exception (A-E) to prohibit residential uses.

*Municipal Drain*

The Township indicated that this property falls within the Agnew Angus municipal drain, and a reapportionment is required and can be determined by the two landowners with a written agreement filed with the township.

As a condition of approval the Township is to confirm that any requirements for re-assessment have been completed to **the Township's satisfaction**.

7. RECOMMENDATIONS

- (a) Planning concerns have NOT been identified in this report. Therefore, consent can be granted.
  
- (b) There are some planning concerns that must be dealt with as follows, before determining whether the consent can be supported or not.
  
- (c) The proposal may be acceptable when the following matters are addressed and resolved:
  
- (d) Conditions to the giving of consent should be considered for the following:
  - Registered Plan of Survey: Draft plan confirming the severed lands meet the minimum lot area requirements
  - Zoning By-law Amendment: Rezone the retained lands from Agriculture (A) to Agriculture – Exception (A-E)
  - Minor Variance:
  - Private Road Agreement:
  - Development Agreement:
  - Site Plan Control Agreement:
  - Notice on Title:
  - Shoreline Road Allowance Closure / Acquisition:
  - Other: That the Township provide written confirmation to the Secretary-Treasurer County of Renfrew Land Division Committee that the Township is satisfied with the Agnew Angus drain and that any requirement regarding drainage re-apportionment has been completed to the **Township’s satisfaction.**
  
- (e) There are serious planning concerns, refusal is recommended.
  
- (f) Other Recommendations:

Date: February 23, 2026  
Prepared by: Lindsey Bennett-Farquhar, MCIP, RPP  
Senior Planner

OCT/2024

# FINANCIAL INDICATOR REVIEW

(Based on 2024 Financial Information Return)

## Admaston-Bromley Tp

Date Prepared:	25-Nov-25	2024 Households:	1,441	Median Household Income:	85,000
MSO Office:	Eastern	2024 Population:	2,995	Taxable Residential Assessment as a	
Prepared By:	Alexander Jones	2025 MFCL Index:	4.2	% of Total Taxable Assessment:	75.6%
Tier:	LT			Own Purpose Taxation:	3,464,343

## SUSTAINABILITY INDICATORS

Indicator	Ranges	Actuals	South - LT - Counties - Rural		Level of Risk	
			Median	Average		
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2020	5.1%	7.2%	8.5%	LOW
		2021	4.4%	6.5%	7.4%	LOW
		2022	4.8%	6.9%	7.6%	LOW
		2023	4.3%	7.7%	8.0%	LOW
		2024	4.1%	8.2%	8.8%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2020	9.6%	54.9%	56.8%	LOW
		2021	-68.0%	54.0%	59.8%	MODERATE
		2022	-74.0%	50.8%	54.0%	MODERATE
		2023	-88.1%	37.9%	40.1%	MODERATE
		2024	-66.8%	39.9%	37.5%	MODERATE
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2020	20.2%	82.4%	86.5%	LOW
		2021	20.4%	86.6%	89.6%	LOW
		2022	19.6%	81.7%	86.9%	MODERATE
		2023	16.0%	77.7%	88.2%	MODERATE
		2024	12.2%	68.2%	82.6%	MODERATE
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 50% Mod: 50% to 25% High: < 25%	2020	61.5%	456.2%	529.2%	LOW
		2021	308.7%	497.5%	581.7%	LOW
		2022	270.5%	402.2%	497.5%	LOW
		2023	228.5%	401.9%	510.5%	LOW
		2024	314.2%	439.1%	576.7%	LOW

## FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2020	9.7%	2.3%	3.1%	MODERATE
		2021	2.1%	2.5%	2.9%	LOW
		2022	5.4%	2.4%	2.8%	MODERATE
		2023	7.6%	2.3%	3.2%	MODERATE
		2024	7.9%	2.8%	3.2%	MODERATE
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2020	79.4%	45.2%	46.9%	HIGH
		2021	78.2%	45.9%	47.4%	HIGH
		2022	78.3%	45.5%	47.6%	HIGH
		2023	76.6%	44.7%	47.5%	HIGH
		2024	77.6%	47.1%	48.8%	HIGH
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2020	11.4%	16.6%	17.1%	LOW
		2021	-17.8%	16.8%	16.5%	MODERATE
		2022	-17.5%	17.0%	17.2%	MODERATE
		2023	-34.7%	16.9%	17.9%	HIGH
		2024	-7.3%	14.8%	12.9%	MODERATE

The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

# FINANCIAL INDICATOR REVIEW

(Based on 2024 Financial Information Return)

Admaston-Bromley Tp

## NOTES

*Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.*

### Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.

A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.

- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

### Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - *Shows how much of the taxes billed are not collected.*

Net Financial Assets or Net Debt as % of Own Source Revenues - *Indicates how much property tax and user fee revenue is servicing debt.*

Reserves and Reserve Funds as a % of Municipal Expenses - *Indicates how much money is set aside for future needs and contingencies.*

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - *Indicates how much cash and liquid investments could be available to cover current obligations.*

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) - *Indicates how much of each dollar raised in revenue is spent on paying down existing debt.*

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) - *Indicates how much of the assets' life expectancy has been consumed.*

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues - *Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)*

The Northern and Rural Municipal Fiscal Circumstances Index (MFCl) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCl is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCl corresponds to relatively positive fiscal circumstances, whereas a higher MFCl corresponds to more challenging fiscal circumstances. (Note: the MFCl index is only available for northern and rural municipalities)

# FINANCIAL INDICATOR REVIEW

(Based on 2024 Financial Information Return)

Admaston-Bromley Tp

## CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Net Financial Assets or Net Debt as % of Own Source Revenues	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Total Reserves and Reserve Funds as a % of Municipal Expenses	(SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07)
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)

**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: March 5, 2026  
To: Council  
From: Kelly Coughlin  
Re: 2025 Council Remuneration & Expenses

---

**Background:**

Section 284 of the *Municipal Act* requires the Treasurer to report on or before March 31 each year the statement of remuneration and expenses paid in the previous year for Council members of the Municipality.

**284 (1)** *The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,*

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;*
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and*
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body.*

**Discussion:**

Attached as Appendix A to this report is a breakdown of the total remuneration and expenses paid to each member of Council for the year 2025.

**Financial Implications:**

Amounts reflected in the summary were included in the 2025 budget adopted by Council.

**People Consulted:**

Jennifer Charkavi - CAO/Clerk

**Council Recommendation:**

**BE IT RESOLVED THAT** the Council receive the 2025 Council Remuneration & Expenses report as information as submitted and circulated.

**Township of Admaston/Bromley**  
**STATEMENT OF REMUNERATION / EXPENSES FOR COUNCIL**  
**For the year ending December 31, 2025**

As per the Municipal Act 2001, Section 283 Based on By-law #2023-43

<b>Council Member Name</b>	<b>Wages</b>	<b>Conventions / Meetings &amp; Seminars</b>	<b>Mileage</b>	<b>Miscellaneous</b>	<b>Total</b>
Mayor Michael Donohue	27,392.02	-	1,758.42		29,150.44
Councillor Angela Field	19,893.57	2,125.11			22,018.68
Councillor Keith Gourley	15,662.74	2,714.45			18,377.19
Councillor Brian Hamilton	19,844.42	4,365.68	728.13		24,938.23
Councillor Kevin Legris	15,662.74	-	455.17		16,117.91
<b>Total</b>	<b>98,455.49</b>	<b>9,205.24</b>	<b>2,941.72</b>	<b>-</b>	<b>110,602.45</b>

Notes:

Note 1: Wages include benefits (\$25,000 / \$12,500 life insurance) plus optional health & dental coverage

Note 2: Conventions / Meetings & Seminars and Mileage are inclusive of non-refundable HST

Note 3: Miscellaneous expenses are printing, office supplies, etc if applicable

**Council Donations**

For the year ending December 31, 2025

Breakdown of other expenses of Council

<b>Name of Organization</b>	<b>Budget</b>	<b>Amount</b>
Dacre & Area Community Association (DACA)	500.00	500.00
Douglas Lions Club	500.00	500.00
Hospice Renfrew	750.00	750.00
Renfrew & Area Seniors Home Support	700.00	700.00
Sunshine Coach	600.00	600.00
Eganville & District Seniors Association	2,250.00	2,250.00
Golden Age Activity Centre	500.00	500.00
Renfrew County Science Fair	100.00	100.00
Renfrew County Victim Services Golf Tournament	100.00	
Renfrew County 55+ Games	100.00	100.00
School Bursaries	900.00	900.00
	<b>7,000.00</b>	<b>6,900.00</b>

February 2, 2026

From: Donna Campbell  
Secretary/treasurer  
Renfrew County Veterinary Services Committee  
1538 Queensline Rd.  
R. R. # 1  
Foresters Falls, Ontario  
K0J 1V0

To: Clerk Treasurers of Municipalities Represented  
By the Renfrew County Veterinary Services Committee

Dear Sir/Madam:

The Annual Meeting of the Renfrew County Veterinary Services Committee was held in September of 2025

Enclosed is a copy of the last financial report which was reviewed by Dr. Laurie Jeffery as well as the minutes of the last annual meeting.

The executive of the Renfrew County Veterinary Services Committee approved the recommendation of the following veterinarians to receive contracts for the 2024 and 2025 with the Ministry of Northern Development and Mines:

Dr. Laurie Jeffery, Madawaska Veterinary Clinic - 613-432-9187

Dr. Donald Clarke, Renfrew Animal Hospital - 613-432-8884

Dr. Evangaline Wiens, Renfrew Animal Hospital - 613-432-8884

The Committee is asking that we be able to hold open for one year the other contract in hope of filling it with another large animal vet.

The schedule of fees for each Municipality is as follows:

	<b><u>Livestock Numbers</u></b>	<b><u>Township Fees</u></b>
<b>Admaston/Bromley</b>	12,025	\$ 500.00
<b>Laurentian Valley</b>	5,008	\$ 280.00
<b>Bonnechere Valley</b>	3,818	\$ 280.00
<b>Greater Madawaska</b>	313	\$ 280.00
<b>Horton</b>	1,989	\$ 280.00

<b>McNab/Braeside</b>	3,333	\$ 280.00
<b>NorthAlgona/Wilberforce</b>	3,084	\$ 280.00
<b>Laurentian Hills</b>	48	\$ 280.00
<b>Whitewater Region</b>	15,758	\$ 500.00
<b>Brudenell, Lyndock &amp; Raglan</b>	1,122	\$ 280.00
<b>Addington Highlands</b>	285	\$ 280.00
<b>Killaloe, Hagarty &amp; Richards</b>	1,354	\$ 280.00
<b>Madawaska Valley</b>	<u>564</u>	<u>\$ 280.00</u>
<b>Total</b>	<b>48,901</b>	<b>\$4080.00</b>

This letter is being submitted as your invoice to cover the amount listed above; which your municipality is asked to pay said amount for the 2026 year. The board did review livestock numbers from the last three census and decided to keep a minimum charge of \$280.00 for every municipality except for Admaston/Bromley and Whitewater Region whose amounts dropped to \$500.00 each. The livestock numbers are not reflected on this page.

Please make the cheque payable to the **Renfrew County Veterinary Services Committee** and send it to **Donna Campbell 1538 Queensline, Foresters Falls, Ontario K0J 1V0.**

If you have any questions please contact your municipal representative on the Veterinary Services Committee or Donna Campbell @ 613-432-5568.

**Please forward the name and address of your representative to this committee to me if a new person has been appointed for 2026. Thank you!**

Yours truly,

Donna Campbell  
Secretary/treasurer  
Renfrew County Veterinary Services Committee

**RENFREW COUNTY VETERINARY SERVICES COMMITTEE  
MEETING MINUTES  
SEPTEMBER 23, 2025**

President David McGonegal called the meeting to order at 7:40 pm.

David welcomed Keith Black from Renfrew Beef and Wesley Godin who is a sheep producer in the Eganville area to the meeting.

Moved by Connie Tabber, 2nd by Tony Fritsch that the meeting agenda be approved. Carried.

Moved by Janet Reiche-Schonfeldt, 2nd by Ray Pender that the minutes of the last meeting be accepted as circulated. Carried.

**Financial Statement:** Donna Campbell reviewed the financial statement with the people present for the meeting and answered any questions on it. Moved by Lloyd Robinson, 2nd by Keith Black to approve the financial report as printed and circulated. Carried.

**President's report and NPAHN Annual Meeting report:**

Sent a letter to Vet Tony Ruyter expressing our gratitude for his years of service and participation in the Vet Services Program

The NPAHN AGM was a Zoom meeting held on November 7 and 8th- fees are to remain the same for the 2025/26 year

Dr. Lance Males spoke on the summer externship and DAVA activities - 11 people participated in the program - NPAHN helps fund this program in hopes of getting large animal vets to sign up for vet positions in Northern Ontario - they do 8 weeks consecutively - proposal is to split it 4 weeks and 4 weeks later so that they can be trained in calving season

Training of 20 students from Lakehead University in Thunder Bay with an emphasis on northern and aboriginal students to start their training but it has been delayed another year

Also in his speech he covered what it takes to start and support a veterinary clinic  
Three different farm families spoke on how they are marketing their livestock and their other farm products in the Thunder Bay area.

Bill and Jenny Groenheide - Tarrymoe farms - started in dairy but is now strictly beef, sheep and 500 laying hens and they make use of the Thunder Bay farmers market

Jason and Trudy Reid - Reidridge Farm - sheep, pigs, beef, meat birds, plus homegrown vegetables - market a variety of meat cuts and vegetables at the farmers' market in Thunder Bay, as well as an honest box at the end of the driveway - some of the sheep livestock is sold live to ethnic groups

Mike Visser - My Pride Farm - has a veal trade marketing about 160 veal per year at the market and to Nursing Homes in the area

Succession Planning - Gord Mitchellsent letter of retirement but had a change of heart - he remains as treasurer but the new secretary is Cindy Filmore

Roundtable discussions on "Getting and Keeping an Abattoir", "Selling the importance of livestock agriculture to council", "Creating the conditions for agriculture expansion"

Next NPAHN AGM is November 4 and 5 2025

**Veterinary Assistance Program Guidelines:** The guidelines remain the same as the NPAHN review has not been completed.

**Veterinary Calls Statistics:** Two year ago statistics were made available but we are still waiting on the past year's

**Election of Executive:** Ray Pender ran the elections. He declared all positions opened. Before elections started David McGonegal informed the committee that this was his last year on this committee and that he would serve out his time as a director to NPAHN and that would end after the AGM in November.

No one accepted the position of President or Vice- President.

Moved by Janet Reich-Shonfeldt, 2nd by Allan Wallace that due to the fact that no one will accept the position of President and Vice President, we, the committee, establish and Executive Committee made up of the following people, Lloyd Robinson, Wesley Godin , Keith Black and David McGonegal as a consultant; these people will handle issues that come to the committee in the coming year. Carried.

**Appointment of Delegates to the NPAHN AGM:**

The AGM is set for November 4th from 7:00 to 9:00 pm. And November 5th from 9:30 am. To 12:00 am.

Delegates to this meeting are Wesley Godin and Keith Black

David McGonegal will also be in attendance as he is a director on NPAHN.

**Appointments of Veterinarians under contract:**

Donna Campbell is to check with the Renfrew Animal Hospital to see what vets they want covered under contract and to make sure they have the proper equipment and insurance needed for a contract. Dr. Laurie Jeffery still remains under contract. We have an extra contract available if we should get an interested large animal vet to our area. Moved by Keith Black, 2nd by Ray Pender that we approve of Dr. Laurie Jeffery's contract as well as two contracts from the Renfrew Animal Hospital; Dr. Donald Clark and Dr. Evangeline Weins. Carried.

**Veterinary and Producers Concerns:**

Dr. Laurie Jeffery discussed with the committee the changes that the Ministry of Northern Economic Development and Growth for the Veterinary Assistance Program coming the 1st of April 2025. She presented one of the papers that vets are going to have to have a farmer fill out and it will require their Farm Business Registration Number. It was noted that many horse people do not have this number but they require vets to look after their horses.

Moved by Tony Fritsch, 2nd by Ray Pender that the Renfrew County Veterinary Services Committee recommends that this new form that the Ministry of Northern Economic Development and Growth established for the veterinary assistance program be scrapped as many producers; horses and small farms, do not have a Farm Business Registration Number. Further vets do not need any added paperwork and they shouldn't have to hire people to do the paper work: their job is to look after the animals. Carried.

The municipality contributions were looked at and discussed. Donna had statistics on animal numbers for 2011, 2016 and 2021 for the committee to review.

Moved by Janet Reiche-Schonfeldt, 2nd by Connie Tabbert that all the municipalities at \$280 remain the same, that Laurentian Valley be lowered to \$280 and that Admaston/Bromley and Whitewater Region be lowered to \$500 till livestock numbers increase in Renfrew County. Carried.

Connie Tabbert requested a delegation to come to a Whitewater Region council meeting, date to be set to fill the council in on what this committee does.

David McGonegal and Donna Campbell will attend this meeting.

The next meeting will be September 22, 2026 at the Cobden Municipal Building.

David McGonegal adjourned the meeting

PRESIDENT

SECRETARY

**THOSE PRESENT FOR THIS MEETING**

David McGonegal	Lloyd Robinson	Ray Pender	Connie Tabbert
Janet Reiche-Shonfeldt	David Campbell	Tony Fritsch	Keith Black
Wesley Godin	Craig McLaughlin	Allan Wallace	Laurie Jeffery
Donna Campbell			

**RENFREW COUNTY VETERINARY SERVICES COMMITTEE  
FINANCIAL STATEMENT  
SEPTEMBER 1, 2023 TO AUGUST 31, 2024**

**Beginning balance September 1, 2023** **\$18,765.93**

<b>INCOME:</b>	Brudenell/Lyndoch/Raglan	\$ 280.00	
	Laurentian Hills	\$ 280.00	
	Horton	\$ 280.00	
	Greater Madawaska	\$ 280.00	
	North Algoma/Wilberforce	\$ 280.00	
	Killaloe/Hagarty/Richards	\$ 280.00	
	McNab/Braeside	\$ 280.00	
	Admaston/Bromley	\$ 709.48	
	Madawaska Valley	\$ 280.00	
	Bonnechere Valley	\$ 280.00	
	Addington Highlands	\$ 280.00	
	Whitewater Region	\$ 929.72	
	Laurentian Valley	<u>\$ 295.47</u>	
		\$4,734.67	<u>\$ 4,734.67</u>
			\$23,500.60

<b>EXPENSES:</b>	Annual meeting refreshments	\$ 50.00	
	Fee to NPAHN	\$4,000.00	
	Donna's honorarium	<u>\$ 500.00</u>	
		\$4,550.00	<u>\$ 4,550.00</u>

Bank balance August 31,2023 \$18,950.60

Reviewed and found to be correct: \_\_\_\_\_

Dated: \_\_\_\_\_




## PERFORMANCE APPRAISAL EMPLOYEE GOALS

### PART 3

<b>Job Title:</b> CAO-Clerk	<b>Department:</b> Administration	<b>Reports to:</b> Mayor	
<b>Employee Name:</b> Jennifer Charkavi	<b>For the Period of:</b>	January 1, 2026 – October 25, 2026	
<b>GOAL # 1</b>			
<b>DESCRIPTION OF GOAL</b>		<b>ACHIEVED</b>	<b>NOT ACHIEVED</b>
Develop sustainable financial plan for Admaston/Bromley			
<b>OBJECTIVES TO ACHIEVE GOAL</b>	<b>COMPLETION DATE</b>	<b>ACHIEVED</b>	<b>NOT ACHIEVED</b>
1. With Council and staff establish desired process for budget development.			
2. In collaboration with Treasurer develop a comprehensive Long Term Financial Plan incorporating Asset Management Plan and Reserves Policy			
3. In collaboration with Treasurer establish standard operating procedure for budget development.			
<b>COMMENTS:</b>			
<b>GOAL # 2</b>			
<b>DESCRIPTION OF GOAL</b>		<b>ACHIEVED</b>	<b>NOT ACHIEVED</b>
Implement Waste Diversion Strategies			
<b>OBJECTIVES TO ACHIEVE GOAL</b>	<b>COMPLETION DATE</b>	<b>ACHIEVED</b>	<b>NOT ACHIEVED</b>
1. Develop a plan of diversion projects such as food recycling (organics)			
2. In collaboration with Public Works Superintendent bring a report to Committee on efficient and effective hours for the Transfer Stations			
<b>COMMENTS:</b>			

<b>GOAL # 3</b>			
<b>DESCRIPTION OF GOAL</b>		<b>ACHIEVED</b>	<b>NOT ACHIEVED</b>
Advance Fire Hall expansion project			
<b>OBJECTIVES TO ACHIEVE GOAL</b>	<b>COMPLETION DATE</b>	<b>ACHIEVED</b>	<b>NOT ACHIEVED</b>
1. In collaboration with Fire Chief develop a plan for the future of the Douglas Fire Hall.			
2. In collaboration with Fire Chief and any outside assistance review grants available.			
3. Working with the Fire Chief bring options of an expanded or new Fire Hall and possible re-location to PS Committee for review.			
4. Develop a plan and budget for the Fire Hall Expansion project.			
<b>COMMENTS:</b>			
<b>GOAL #4</b>			
<b>DESCRIPTION OF GOAL</b>		<b>ACHIEVED</b>	<b>NOT ACHIEVED</b>
Renovation of the Barr Line Community Centre			
<b>OBJECTIVES TO ACHIEVE GOAL</b>	<b>COMPLETION DATE</b>	<b>ACHIEVED</b>	<b>NOT ACHIEVED</b>
1. Begin renovation of BLCC and renovate the old VCARS part for use by the Township staff as Alternate EOC and the community.			
2. Investigate options for future use of larger Barr Line Community Centre and report to Council			
3. Draft a proposal and budget for Council review.			
4. Make recommendation on future fees for BLCC			
<b>COMMENTS:</b>			
<b>GOAL #5</b>			
<b>DESCRIPTION OF GOAL</b>		<b>ACHIEVED</b>	<b>NOT ACHIEVED</b>
Run the 2026 Municipal Election			
<b>OBJECTIVES TO ACHIEVE GOAL</b>	<b>COMPLETION DATE</b>	<b>ACHIEVED</b>	<b>NOT ACHIEVED</b>

1. ensure advertising and website have information that the public will need.			
2. ensure voting locations are adequate for use.			
3. enlist and train volunteers required			
<b>COMMENTS:</b>			
<b>GOAL #6</b>			
<b>DESCRIPTION OF GOAL</b>		<b>ACHIEVED</b>	<b>NOT ACHIEVED</b>
Municipal shared services			
<b>OBJECTIVES TO ACHIEVE GOAL</b>	<b>COMPLETION DATE</b>	<b>ACHIEVED</b>	<b>NOT ACHIEVED</b>
1. Identify opportunities for and barriers to shared services with other municipalities.			
2. Respond to invitation from other municipalities seeking shared services.			
3. Report through Finance and Administration Committee to Council with recommendations on sharing of municipal services.			
<b>COMMENTS:</b>			

 <h2 style="text-align: center;">PERFORMANCE APPRAISAL</h2> <h3 style="text-align: center;">PART 4</h3>		
<b>Job Title:</b> CAO-Clerk	<b>Department:</b> Administration	<b>Reports to:</b> Mayor
<b>Employee Name:</b> Jennifer Charkavi	<b>For the Period of:</b>	January 1, 2026 - October 25, 2026
<b>Succession Planning:</b>		
<b>Comments / Recommendations (if applicable):</b>		

<b>Training and development recommendations:</b>

<b>Supervisor's comments regarding overall performance summary:</b>

<b>Employee comments:</b>

<b>Department Head comments:</b>

<b>Probation:</b>			
<input type="checkbox"/>	4 mths	<input type="checkbox"/>	6 mths
<input type="checkbox"/>	Continue Probation for a period of ___ months	<input type="checkbox"/>	Probationary Period Completed
<input type="checkbox"/>		<input type="checkbox"/>	Terminate

This performance appraisal has been discussed with me by the rating Supervisor.			
Employee:	_____	Date:	_____
Supervisor:	_____	Date:	_____

# Council and Committee Monthly Summary

## February 2026

Below you will find highlights of the County of Renfrew County Council and Committee meetings held February 11 and February 25, 2026.

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 [February 11, 2026](#) and [February 25, 2026](#) meetings are on YouTube.

## Warden's Address

### Key highlights

- At the February 11 meeting, Warden Jennifer Murphy acknowledged February as Black History Month, a time for honouring the legacy, leadership, and enduring contributions of Black Canadians in shaping our communities and our country. She noted this annual observance invites us not only to celebrate achievements but also to reflect on the ongoing work needed to advance equity, inclusion, and justice in every space we serve.
- On Thursday, February 5, she attended the ribbon-cutting ceremony for the [Renfrew County Mesa HART Hub](#). She thanked MPP Billy Denault and Parliamentary Assistant John Jordan for attending. The Warden was touched by the opportunity to speak directly with several clients of the Renfrew County Mesa HART Hub, who generously shared their journeys with addiction, recovery, and the challenges of being unhoused. Hearing firsthand how the Renfrew County Mesa HART Hub has provided stability, support, and a safe place to be during some of the most difficult periods of their lives was profoundly meaningful for Warden Murphy.
- The Warden also participated in the ribbon-cutting ceremony for the County's new Electric Vehicle Charging Stations. These stations, located at the County Administration Building in Pembroke and Renfrew County Place in Renfrew, represent an important step forward in expanding sustainable infrastructure within our region. She thanked staff and partners for their hard work in bringing this project to completion. This initiative reflects the County's continued commitment to environmental stewardship, innovation, and supporting the evolving transportation needs of residents and visitors across Renfrew County.
- She extended congratulations on the 50<sup>th</sup> anniversary of the Bonnechere Cup. She was honoured to bring greetings on behalf of County Council and to celebrate this longstanding event in the community.
- The Warden highlighted an opportunity to hear the Honourable Rob Flack, Minister of Municipal Affairs and Housing, speak in Toronto on the topic of *Protecting the Dream of Homeownership*. She noted this event was attended at the invitation of the Eastern Ontario Wardens' Caucus and provided valuable insight into current provincial thinking around housing affordability and supply issues that continue to be of direct relevance to municipalities across Eastern Ontario, including here in Renfrew County.
- She acknowledged the Township of Whitewater Region's recognition as an Ontario Age-Friendly Community at the Rural Ontario Municipal Association (ROMA) Conference and MPP Billy Denault's recent presentation of the official certificate to Council, staff and community partners.

This designation reflects a great deal of dedicated work focused on creating inclusive, supportive, and accessible communities for residents of all ages. It is an example of strong community collaboration.

- Warden Murphy congratulated Gerald Tracey on the sale of The Eganville Leader, which for more than 120 years has been a trusted voice for communities across the Ottawa Valley – recording stories, celebrating successes and connecting the region. She also wished new owners Ray Stanton and John Hueston success for the publication in the years ahead.
- February 25 was Pink Shirt Day – commonly known as anti-bullying day – with members of County Council and staff wearing pink in support of the idea of promoting kindness, inclusion and standing up against bullying and harassment.

## Operations Committee

**Presented by: Glenn Doncaster, Chair**

- The general repairs Capital Budget will be used to replace a cross culvert under County Road 52 (Raglan Street South), approximately 90 metres south of Highway 60, in the Town of Renfrew. It is anticipated that the works will be completed in early March, subject to water levels and *Fisheries Act* restrictions. The replacement is expected to take one to two weeks. Staff are currently reviewing whether the work will be completed in stages or require a full road closure.
- Committee received the Trail Enforcement Reports from July to December of 2025. Over this six-month period, a total of 93 patrols occurred, multiple vehicles were stopped on each patrol, and 10 fines were issued.
- The approved contracts/tenders were as follows:
  - For the rehabilitation of County Road 70 (Ruby Road), from Wolfe Road to 125m East of Zadow Road, approximately 4.5km, in the Township of Bonnechere Valley, awarded to Bonnechere Excavating Incorporated, Renfrew, Ontario in the amount of \$1,288,223.63.
- At the February 25 meeting, Public Works and Engineering Director Lee Perkins presented the [2026 Capital Program](#), outlining an estimated \$30 million in investments that include 48.64 km of road rehabilitations, four bridge replacements, two bridge rehabilitations, four culvert replacements, 9.8 km of Algonquin Trail improvements, three trail bridge rehabilitations, roundabout utilities, four bridge designs, seven culvert designs, five trail bridge designs, the Scratch Coat Program, and traffic signal upgrades.
- At the February 25 meeting, Taylor Hanrath, Manager of Capital Works, presented the [Transportation Master Plan](#), a guiding/planning document outlining recommended improvements/common standards for transportation policies for the County of Renfrew. Following the discussion, it was determined a dedicated meeting to discuss the Transportation Master Plan is required and one will be scheduled later.

## Corporate Services Committee

**Presented by: Peter Emon, Chair**

- Effective January 1, 2026, mileage rates have transitioned to 67 cents, aligned with the non-restricted automobile allowance rate approved by the Canada Revenue Agency (CRA).
- County Council approved a by-law to appoint Gregory Belmore as Deputy Treasurer for the County of Renfrew.
- County Council approved several changes to the Non-Union Staff Salary Grid within Employment By-law #1, including the removal, reclassification, creation of positions. Details are available

from our Human Resources department. This also includes a Cost-of-Living Adjustment (COLA) of 2.0%.

- A Standard Operating Procedure for Social Media Commenting and Moderation was introduced as information. The SOP was created because of a growing volume of negative and hostile comments; increased misinformation and repetitive disruptive posting; heightened personal attacks directed at staff and elected officials; and increased staff time required to monitor and manage comment threads. The result was that commenting will be turned off for posts where allowable by the platforms.
- The CAO overviewed the Consent Report; a report on the Buy Ontario Act. Council members expressed concerns that the proposed Buy Ontario Act regulations could create rigid, burdensome requirements, especially for rural municipalities, by mandating Ontario-made sourcing, extensive documentation, and compliance processes that may disadvantage local and small suppliers. County Council approved a resolution directing staff to submit a response on behalf of County Council stressing that the provisions of any Act that is being brought forward remain flexible and has local context in mind and do not create additional undue burden to limited resources and capacity at both the municipal level and among smaller vendors in Ontario.

## Health Committee

### Presented by: Michael Donohue, Chair

- The County of Renfrew entered a partnership with the Ottawa Valley Ontario Health Team (OVOHT) to deliver Supported Attachment Initiative Services for unattached patients for the 2025/26 fiscal year. The Renfrew County Virtual Triage and Assessment Centre (RCVTAC) will serve as the primary clinical entry point for unattached patients, with a focus on comprehensive onboarding to ensure patients are fully prepared for attachment to a new primary care provider. This includes gathering consent, medical and medication histories, clinical documentation, and coordinating warm handoffs to local providers with capacity. RCVTAC will stabilize patients, address immediate health needs, and ensure they are ready to transition seamlessly onto a physician's roster. The Community Paramedic will complement this work by identifying patients, providing outreach, and delivering community-based health and social supports, collectively improving continuity of care, reducing avoidable emergency department use, and advancing the OVOHT goal of full patient attachment across the region by 2029.
- Health Canada's Emergency Treatment Fund (ETF) provided support in 2025 for the development of a new Integrated Systems Navigation Tool for Renfrew County. The tool, currently called Wayfinder – your way forward, has been developed over the past five months to help residents quickly identify and access appropriate supports related to substance use and overall wellbeing. The project was co-created with community health partners, community members, the County of Renfrew Emergency Services, and the GIS team, resulting in a user-friendly, culturally informed mapping tool designed to connect individuals to the right services at the right time.
- Bonnechere Manor's Pinnacle North Resident Home Area has achieved Level 1 Butterfly Home Accreditation, the highest designation awarded by Meaningful Care Matters. The January 20, 2026 audit highlighted an exceptional culture of person-centred care, noting strong relationships, meaningful engagement, and an environment where residents and staff were observed to be "free to be me." The audit described Pinnacle North as a warm, inclusive home with a strong sense of connection, wellbeing, and shared community.

## Development & Property Committee

Presented by: James Brose, Chair

- County Council authorized the Warden, on behalf of the Corporation of the County of Renfrew, to write letters of support for the establishment of a provincial Ontario Airport Capital Assistance Program (OACAP) in support of the Pembroke and Area Airport and the Arnprior Airport. Within the County of Renfrew, the Pembroke and Area Airport and the Arnprior Airport provide critical infrastructure for local communities and are essential to residential safety, emergency preparedness, and regional connectivity, and would likely benefit from the establishment of an OACAP.
- County Council declared the cell tower located on the Algonquin Trail corridor in the Town of Arnprior surplus to the needs of the County of Renfrew, and directed staff proceed with the disposal process in accordance with County Policy.
- The County of Renfrew has updated its residential new build activity dashboard to include data for 2025. Please note that the information is based on Municipal Property Assessment Corporation (MPAC) data and unit completion records. As a result, there may be differences between MPAC completion dates and the number of building permits issued by local municipalities. Over the past six years, an average of 450 units have been constructed annually. In the past year, residential construction was below this average, with 309 new units completed across the County. The [updated dashboard](#) is publicly available.
- The County of Renfrew is hosting the 2026 Ontario Professional Foresters Association Annual Conference & AGM, which will be held at the Best Western Pembroke from April 21-23, 2026. The conference will include a full-day field tour, two days of dynamic hybrid conference sessions, in-person workshops and social events that will support local businesses. More information is available on the [OPFA Conference website](#).

On February 25, Heather Inwood-Montrose, Small Business Advisor, Enterprise Renfrew County (ERC), made a presentation to committee. She noted ERC provides 300+ consultations annually, supporting entrepreneurs across Renfrew County. It delivered major economic outcomes (2022–2025): 191 new businesses, 346 jobs, \$352K in grants, \$1M+ leveraged investment. She also noted core provincial funding has been stagnant for more than 10 years, creating an annual \$35,000 budget shortfall. ERC is expanding revenue through sponsorships (growing to \$12,500 in 2025) and new fee-based services and paid programs launching in 2026, with long-term revenue potential estimated at \$10,000–\$20,000 annually once fully implemented.

## Community Services Committee

Presented by: Anne Giardini, Chair

- The Committee reviewed [Community Services statistics](#) including the number of licensed spaces available and the total number of children served; Community Housing Waitlist statistics, as of December 31, 2025; Ontario Works caseload totals; and Emergency Assistance and Homelessness Prevention applications by municipality for 2025.

### Additional Information

**Craig Kelley, Chief Administrative Officer/Deputy Clerk**  
613-735-7288

**ACTION TRACKING LIST**

	Updated Information
	NEW

Date	Item	Assigned To	Due Date	Current Status
November. 2020	Shared Services	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	2026	Determine the needs and requirements of a Fire Hall for a Volunteer Fire Department
Dec. 2025	Barr Line Community Centre Review	CAO/Clerk	2025	Rehabilitation 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
Jan. 2026	Diligent Agenda Management	CAO/Clerk	2026	New Agenda and Minutes site on website
Feb. 2026	Municipal Drains	CAO/Clerk	2026	Update Municipal Drains Process

CORPORATION OF THE TOWNSHIP OF ADMASTON/BROMLEY

BY-LAW No. 2026-15

**A BY-LAW TO CONFIRM PROCEEDINGS OF  
THE COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY  
AT THE COUNCIL MEETING HELD MARCH 5<sup>th</sup>, 2026.**

**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 5<sup>th</sup> day of March, 2026 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 5<sup>th</sup> day of March 2026.

READ a third time and finally passed this 5<sup>th</sup> day of March 2026.

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Mayor

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CAO/Clerk