



Operations Committee Agenda

April 2, 2026 following Waste Management Committee meeting
Council Chambers

- 1. **Call Meeting to Order**
- 2. **Approval of Agenda**
- 3. **Disclosure of Pecuniary Interest**
- 4. **Minutes** 2
[December 18, 2025](#)
- 5. [Surface Treatment Tender PW-2026-02 Report](#) 4
- 6. [Gravel Tender PW-2026-03 Report](#) 7
- 7. [Winter Sand Tender PW-2026-04 Report](#) 10
- 8. **Question Period**
- 9. **Next Meeting**
- 10. **Adjournment**

TOWNSHIP OF ADMASTON/BROMLEY

Operations Committee

Date: Thursday, December 18th, 2025 following the Waste Management Committee meeting.

Present: Committee members present were Brian Hamilton (Chair), Michael Donohue, Angela Field and Keith Gourley

Kevin LeGris 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 Amy Fraser.

Also in attendance were AV Specialist Nate McIssac.

1. Brian Hamilton called the meeting to order at 6:53 p.m.

2. Disclosure of Pecuniary Interest

None.

3. Approval of Agenda

Resolution No. 01-12-2025

Moved by: Angela Field

Seconded by: Keith Gourley

BE IT RESOLVED that the Committee approve the agenda for the December 18, 2025 Operations Committee meeting.

“Carried”

4. Minutes –

Resolution No. 02-12-2025

Moved by: Keith Gourley

Seconded by: Michael Donohue

BE IT RESOLVED THAT the Operations Committee approves the following minutes:

- May 15, 2025

“Carried”

5. Unopened Road Allowance – Purchase request

- Report
- Request
- Policy

CAO/Clerk Charkavi began by reviewing her report and stated that the owners of the properties have received Schedule "A" Policy and Procedural Guide for Stopping Up, Closing and sale of road allowances, By-Law 2012-51. Public Works Superintendent Visinski stated the township does not need this unopened road allowance between the two properties of Roll #s 4742-054-015-04100 (4139 Hwy 60) and 4742-042-025-05300 (ADM RANGE B N LOT 40).

CAO/Clerk assumes that current zoning would hold but ultimately up to planners. Steps and procedures are listed very clearly in the policy and it seems like a very straightforward process.

A question was asked if the Township or proponent was responsible to get appraisal, CAO/Clerk Charkavi will double check the policy to confirm to the committee.

Resolution No. 03-12-2025

Moved by: Michael Donohue

Seconded by: Keith Gourley

BE IT RESOLVED THAT Operations Committee recommend to Council to proceed with the Applicants' Request.

"Carried"

6. Question Period
7. Next Meeting - to be determined by the chair.
8. Adjournment

Resolution No. 04-12-2025

Moved by: Angela Field

Seconded by: Keith Gourley

BE IT RESOLVED that the December 18, 2025, Operations Committee meeting adjourned at 6:58 pm.

"Carried"

Chair

CAO/Clerk

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: April 2nd 2026
To: Operation Committee
From: Steve Visinski
Re: Surface Treatment Tender PW-2026-02

Background:

Tender PW-2026-02 was posted on March 5th, 2026, with a closing date of March 19th at 2:30pm for the application of a Single Surface Treatment in various locations related to the Townships Preventative Maintenance Program as part of the Township's Capital Budget. The total single surfaces to be complete is for approximately 12.7 km. The locations are as follows, Opeongo Road 2.3 km, Pucker Street between Blackburn Road and Holmes Road 4.3 km, Foy Road from Culhane road to Campbell Line 1.8 km, and Pine Valley Road 4.3 km.

Discussion:

The Township received two very competitive tenders that are listed below. The total costs include the application of a single surface treatment for all roads listed above and traffic control.

A total of \$431,800.00 related to Preventative Maintenance Program was approved as part of the 2026 Capital Budget. This work was to be financed from a combination of taxation (\$50,000) and OCIF (\$381,800.00).

Based on the competitive pricing received through the tenders, staff anticipate a surplus to be recognized for this portion of the 2026 capital budget. In addition, based on this competitive pricing, there will be sufficient funds through OCIF to cover all projects. Therefore, staff are recommending to reallocate the \$50,000.00 budgeted for capital projects from taxation to the Sanding/Salting budget to help assist in rising costs of materials.

Name	Unit Price m2	Total Excluding Tax	Road Name	Total Excluding Tax
1 Miller Paving Ltd.	\$4.11	\$68,774.01	Opeongo Road	\$375,791.04
	\$4.11	\$126,314.01	Pucker Street	
	\$4.11	\$54,389.01	Foy Road	
	\$4.11	\$126,314.01	Pine Valley	
2 Greenwood Paving Ltd.	\$3.69	\$62,109.00	Opeongo Road	\$342,641.00
	\$3.69	\$115,669.00	Pucker Street	
	\$3.69	\$49,194.00	Foy Road	
	\$3.69	\$115,669.00	Pine Valley	

Financial Implications:

Tender prices fall within the capital budget amounts included in the 2026 budget that was adopted by Council.

People Consulted:

Jennifer E. Charkavi, CAO/Clerk
Kelly Coughlin, Treasurer-Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED THAT the Operation Committee recommend to Council to award tender PW-2026-02 Surface Treatment – Various Locations for 2026 to Greenwood Paving Ltd. in the amount of \$348,671.48 inclusive of the non-refundable portion of the HST;

AND BE IT RESOLVED THAT Operations Committee recommend to Council to direct staff to reallocate \$50,000 financing from taxation from the Preventative Maintenance Program budget to the sand / salt material budget.

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K7V 3Z5

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REPORT

Date: April 2nd 2026

To: Operations Committee

Re: Supply and Haul Granular 'M' Tender PW-2026-03

From: Steve Visinski

Background:

Each year through the Public Works operating program the Township purchases granular materials to be applied on gravel roads known as the yearly gravel contract.

In May of 2025 staff brought to Council a report detailing the importance and need to increase the volume of granular materials purchased to help aid in the maintenance of gravel roads. Historically the Township purchased and applied 20,000 tonne of granular material annually. Due to budget pressures this tonnage had been cut back to 10,000 tonne and has remained at that level since then.

During the adoption of the 2026 budget Council agreed to raise the funding for the yearly gravel contract in hopes to acquire 15,000 tonne of material. This was expected to increase the volumes by 5000 tonne from the past 10,000 tonne. The Township issued tender PW-2026-03 for Supply and Haul of Granular 'M' on March 4th, 2026, with a closing date of March 19th at 2:00pm.

Discussion:

During the 2026 budget the yearly gravel contract was raised from past amounts to a total of \$200,000. Pricing received for tender PW-2026-03 Supply and Haul of Granular 'M' are as follows.

	Name	Unit Price M Tonne	Total Amount Including Tax
1	BR Fulton Construction	\$20.00	\$339,000.00
2	Cavanaugh Construction	\$17.25	\$292,387.50
3	Bonnechere Excavating	\$18.79	\$318,490.50

When tender PW-2026-03 was issued it was based on acquiring 15,000 tonne of material to be supplied and hauled. The tender includes a provision that the

volumes can be adjusted higher or lower by 20% without affecting the price or voiding the contract (which is 3000 tonne).

When the tender was prepared the total tonnage requested was based on the expectation that the township would be able to purchase upwards of 15,000 tonne within the \$200,000 budget allotted based on previous year pricing. However, based on the tender pricing received it is not possible to purchase the full 15,000 tonne without finding other sources of financing.

Based on the lowest tender pricing received and to purchase 15,000 tonne would cost approximately \$263,304 (inclusive of non-refundable HST) resulting in a funding shortfall of ~ \$65,000.

Staff continue to try and estimate as close as possible to represent what is actually required for the budget. Sometimes we are fortunate and receive very good pricing.

A couple of options for Committee to consider:

Option 1. Accept the tender as submitted, however, take advantage of the 20% volume reduction provision within the tender and reduce the amount of material to be purchased by 3,000 tonne. Total tonnage to be purchased - 12,000 tonne, By reducing the total volume purchased, the township would remain compliant with the tender contract however, the total cost of 12,000 tonne would still be over budget by ~\$10,000.

Option 2: Accept the tender as submitted and purchase the total amount of 15,000 tonne of material, creating a need for additional financing of ~\$65,000 to cover all costs.

Option 3: Assuming the township receives similar pricing and due to budget restrictions, the township could void the tender and reissue it for 10,000 tonne material remaining with past levels of materials purchased. It is important to note that this will reduce the amount of gravel purchased and continue to put the township behind in maintaining our gravel roads.

Staff recommend Option #1. Although the volume is reduced, it is still greater than what has been applied in the past. During the budget deliberations, Council identified the need to increase the budgeted amount for gravel due to maintenance needs / pressures.

If this option was chosen, staff recommend reallocating \$10,000 from the Culvert Replacement Program to offset funding shortfall.

Financial Implications:

The 2026 Capital Budget included a provision of \$200,000 to purchase granular material under the Gravel Contract.

Based on current tender pricing received, the total tonnage purchased would need to be reduced to bring the total cost closer to budgeted amounts.

People Consulted:

Jennifer E. Charkavi, CAO/Clerk
Kelly Coughlin, Treasurer-Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED that the Operations Committee recommend to Council to award Tender PW-2026-03 to Supply and Haul Granular 'M' to Cavanaugh Construction with an upset limit of 12,000 tonne.

AND FURTHER THAT the Operations Committee recommend to Council to direct staff to reallocate \$10,000 financing from the Culvert Replacement Program to offset the funding shortfall.

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REPORT

Date: April 2nd 2026
To: Operations Committee
From: Steve Visinski
Re: Supply, Haul & Stockpile Winter Sand Tender PW-2026-04

Background:

As Committee is aware the Municipality acquires winter sand products annually for the application on roadways during the winter season. Staff issued a request for tender for the Supply, Haul & Stockpile of Winter Sand on March 4th, 2026, and were received until 2:00pm Thursday March 19th.

Discussion:

In 2024 and 2025 the township built 2 new sand sheds. The new sheds are approximately twice the size of the old sand dome style buildings. This allows the Township to house all materials needed for the entire season without needing to replenish materials over the winter. The 2025/2026 winter season has proven to be a perfect example of how well the new buildings have worked housing all materials needed. Just under 9000 tonne of material was stockpiled in the fall of 2025. Currently there is approximately 500 tonne remaining between both locations.

There is \$150,000.00 allocated in the 2026 budget for purchasing both winter sand and salt. Staff anticipate a cost increase for salt in 2026 due to salt shortages, shipping costs (i.e. fuel costs). Historically, the township salt purchases have cost \$60,000 however, staff anticipate this cost to increase to approximately \$65,000. As a result, this would only leave \$85,000 for purchasing sand to remain within the 2026 sanding/salting materials budget of \$150,000.

Three suppliers submitted bids for PW-2026-04. Unfortunately, one tender was rejected due to incomplete tender package. The two remaining tender amounts are as follows.

Name	Price per Tonne	Total Amount Including Tax
1. McCrea Excavating Ltd.	\$19.50	\$198,315.00
2. BR Fulton Construction Ltd.	\$18.00	\$183,060.00

Based on the tender pricing received and the tonnage quoted ((9,000 tonne), the sand portion of the budget would cost \$164,851 (inclusive of non-refundable HST).

Staff do not feel comfortable lowering the volume of materials to be purchased as these materials are needed for winter operations.

Financial Implications:

Taking the salt component of this budget line item into consideration, the township would require a total of \$~\$230,000 to purchase the amount of sand / salt required. The 2026 budget included a provision of \$150,000 for this material. Based on current pricing there will be a funding shortfall of \$80,000.

Staff previously identified savings under the Preventive Maintenance Program of \$50,000. Staff recommend reallocating these funds to the sanding/salting budget to help offset the funding shortfall. In addition, staff recommend withdrawing the remaining funds (\$30,000) from the Winter Contingency Reserve to fully fund this purchase.

People Consulted:

Jennifer E. Charkavi, CAO/Clerk
Kelly Coughlin, Treasurer-Deputy CAO/Clerk

Recommendation:

BE IT RESOLVED THAT the Operations Committee recommend to Council to award tender number PW-2026-04 to Supply, Haul & Stockpile Winter sand for 2026 to BR Fulton Construction Ltd. At a price of \$18.00 per tonne.

AND FURTHER THAT the Operations Committee recommend to Council to withdraw \$30,000 from Winter Contingency Reserve to offset the funding shortfall for winter sand.