



Regular Meeting - Apr 02 2026 Minutes

Thursday, April 2, 2026 at 7:30 PM

Council Chambers

1. Call Meeting to Order

Council met for their first monthly meeting on Thursday April 2, 2026. Present were Mayor Michael Donohue, Deputy Mayor Keith Gourley and Councillors Brian Hamilton and Kevin LeGris.

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

Guests Bruce Howarth from the County of Renfrew and Cyndi Phillips, Executive Director of Renfrew County Community Futures Development Corporation were in attendance.

Councillor Kevin LeGris sent regrets.

Mayor Donohue called the meeting to order at 7:38 pm. A moment of silence followed.

2. Moment of Silence

3. Approval of Agenda

Resolution 01-04-2026

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council adopt the agenda of April 2, 2026 Regular Council Meeting.

Carried

4. Disclosure of Pecuniary Interest

Mayor Donohue declared pecuniary interest for agenda items 7.2 Consent Application B08/26 Report, and 9.2 Gravel Tender Report.

5. Minutes

[March 19, 2026](#) 

Resolution 02-04-2026

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Council adopt the following Meeting Minutes:

- March 19, 2026, Regular Council Meeting

Carried

6. Delegations and Guests

6.1 Renfrew County Community Futures Development Corporation (RCCFDC)

[Presentation - Local Solutions for Local Economics](#) 

[RCCFDC Annual Report 2024-2025](#) 

Ms. Phillips explained the various services and programs they offer. Our organization supports small businesses, community based development and employment by focusing on supporting community based projects, maintaining a sustainable loan program and to offer business workshops, counselling and seminars. They can currently loan up to \$300,000.

Resolution 04-04-2026

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED that Admaston/Bromley Council receive the following from Renfrew County Community Futures Development Corporation

- Presentation on Local Solutions for Local Economics;
- Annual Report 2024-2025

Carried

7. Planning and Economic Development Committee

Chair Keith Gourley, All of Council

7.1 [Restricted Covenant Report](#) 

[Information from Lawyer](#) 

Bruce Howarth, County of Renfrew, Manager of Planning Services

Mr. Howarth explained that there have been series of planning applications and changes to planning legislations and changes to land titles that contributed to the factors that created this situation. With maps, he provided a visual explanation of what has transpired and why the restricted covenant is being requested removed. The removal of the restrictive covenant will allow for the Consent Application 169/23 to proceed.

Resolution 03-04-2026

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that Admaston/Bromley Council authorize CAO/Clerk Charkavi to execute all documents required to remove the restricted covenant for the properties owned by Kenneth Blackburn as outlined in the report titled "Restricted Covenant" report dated April 2, 2026.

Carried

7.2 [Consent Application B08/26 Report](#) 

[Planning Report](#) 

Mayor Donohue left Council due to their pecuniary interest.

Deputy Mayor Gourley assumed Chair.

Resolution 05-04-2026

Moved by Kevin LeGris, seconded by Brian Hamilton

BE IT RESOLVED that Admaston/Bromley Council accept in principle Consent Application B08/6 submitted by applicant Donohue, agent Simon Kasprzak, Part Lot 3, Concession 7 & 8, Hwy 60, so long as requirements of commenting agencies are satisfied.

Carried

Mayor Donohue returned to Council and reassumed the Chair.

7.3

[Economic Development & Tourism Video Report](#) 

Resolution 06-04-2026

Moved by Keith Gourley, seconded by Brian Hamilton

Brian Hamilton asked if we had any input on what this company could chose to do a video on. CAO/Clerk Charkavi stated that they create the content.

BE IT RESOLVED that Admaston/Bromley Council approve the economic development & tourism initiative of a video through Canadian History Ehx at a cost of \$500 + HST

Carried

8. Community Services Committee

Chair Angela Field, Committee Member Brian Hamilton

9. Operations Committee

Chair Brian Hamilton, All of Council

9.1

[Surface Treatment Tender Report](#) 

Resolution 07-04-2026

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council 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.

Carried

9.2

[Gravel Tender Report](#) 

Mayor Donohue left Council due to their pecuniary interest.

Deputy Mayor Gourley assumed Chair.

Resolution 08-04-2026

Moved by Brian Hamilton, seconded by Kevin LeGris

BE IT RESOLVED THAT Council 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 Council direct staff to reallocate \$10,000 financing from the Culvert Replacement Program to offset the funding shortfall.

Carried

9.3

[Winter Sand Report](#) 

Mayor Donohue stated that at the Operations Committee meeting held earlier this evening has deferred this item.

10. Waste Management Committee

Chair Michael Donohue, All of Council

10.1 [Waste Management Update Report](#)

Mayor Donohue stated that we are not seeing the sales of bag tags that were forecasted.

CAO/Clerk Charkavi informed the group that advertising is being done to inform residents that they can now purchase a food recycler and be reimbursed for part of their purchase.

Resolution 09-04-2026

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council receive the update report on the waste Management User Pay System.

Carried

10.2 [Waste Management - Waste Site Hours Report](#)

Resolution 10-04-2026

Moved by Brian Hamilton, seconded by Keith Gourley

BE IT RESOLVED THAT Council adopt By-Law 2026-19, being a by-law to amend By-Law 2025-23. being a by-law to regulate the disposing of waste and recyclables at the Waste Disposal Sites within the Township of Admaston/Bromley.

Carried

11. Finance and Administration Committee

Chair Michael Donohue, All of Council

11.1 [NSF Charge Report](#)

Resolution 11-04-2026

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council direct staff to amend the Fees & Charges by-law and reduce the NSF to \$10.00 per incident;

AND FURTHER THAT Council adopt by-law # 2026-21 to amend the Township Fees & Charges by-law.

Carried

11.2 [Celebrate Canada - Canada Day Grant - Communication](#)

Resolution 12-04-2026

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council receive the communication from Canadian Heritage concerning the Township's successful application for Canada Day funding in the amount of \$2,410 for the 2026 Canada Day Event.

Carried

11.3 [Integrity Commissioner - 2025 Annual Report](#)

Resolution 13-04-2026

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council receive the Integrity Commissioner's Annual report for 2025.

Carried

11.4 [March 2026 Year-to-Date Financial Overview Report](#)

[YTD Financial March 2026](#)

Mayor Donohue asked about supplementals and write-offs, and what calendar year they are recognized in as it pertains to this document. Treasurer-Deputy CAO/Clerk Kelly Coughlin confirmed they are recognized in the current year. Keith Gourley asked about a few specific line items for clarity.

Resolution 14-04-2026

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council accept the March 2026 Year to Date Financial Overview Report as information.

Carried

11.5 [March 2026 Payment Register](#)

Keith Gourley and Brian Hamilton asked about specific payment items listed.

Resolution 15-04-2026

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council approves the Payment Register for March 2026.

Carried

11.6 [Motions Procedure Report](#)

Kevin LeGris stated he does not agree with the report in comparison to the Township's Procedural By-law. Mayor Donohue provided clarification.

Resolution 16-04-2026

Moved by Kevin LeGris, seconded by Keith Gourley

BE IT RESOLVED THAT Council receives the report on Motion Procedures as information.

Carried

12. Protective Services Committee

Chair Kevin LeGris, All of Council

12.1 [Community Emergency Preparedness Grant \(CEPG\) Transfer Payment Agreement \(TPA\) Report](#)

[CEPG TPA](#)

[CEPG Ministry Communication](#)

Resolution 17-04-2026

Moved by Kevin LeGris, seconded by Keith Gourley

BE IT RESOLVED THAT Council adopts By-Law 2026-20, being a by-law authorizing the Township to enter into an agreement with the King in the Right of the Province of Ontario represented by the Minister of Emergency Preparedness and Response

Carried

12.2 [South Ottawa Valley OPP Detachment Board January 2026 Report](#) 

Keith Gourley asked about the graph and the chart and wondered if 2025 was just an anomaly. Mayor Donohue stated that perhaps Angela Field could provide clarity to the question at a future Council meeting.

Resolution 18-04-2026

Moved by Kevin LeGris, seconded by Keith Gourley

BE IT RESOLVED THAT Council receive the South Ottawa Valley OPP Detachment Board January 2026 Report.

Carried

13. County of Renfrew

Mayor Michael Donohue

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

Resolution 19-04-2026

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT Council receive the Renfrew County Council Summary Report for March 2026.

Carried

14. By-Laws

Resolution 20-04-2026

Moved by Kevin LeGris, seconded by Keith Gourley

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

- 2026-19 Amend Waste Management By-Law - Hours
- 2026-20 TPA - Community Emergency Preparedness Grant
- 2026-21 Amend Fees & Charges By-Law - NSF Charge

Carried

14.1 [2026-19 - Amend Waste Management By-Law - Hours](#) 

14.2 [2026-20 - TPA Community Emergency Preparedness Grant](#) 

14.3 [2026-21 - Amend Fees & Charges - NSF Charge](#) 

15. Old Business

15.1 [Action Tracking List](#) 

Resolution 21-04-2026

Moved by Kevin LeGris, seconded by Keith Gourley

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

Carried

15.2 [Strategic Planning Action List](#) 

Resolution 22-04-2026

Moved by Kevin LeGris, seconded by Keith Gourley

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

Carried

16. New Business

Keith Gourley gave an update on the Renfrew and Area Chamber of Commerce. Ms. Laird is officially retired, and the new Director Ms. Swain has been hired to fill the position.

CAO/Clerk Charkavi listed the dates of the sessions being offered for "So you want to run for Council" that the municipalities of Renfrew County are sponsoring.

17. Closed Session

18. Confirmatory By-Law

[2026-22 Confirm Proceedings of April 2, 2026](#) 

Resolution 23-04-2026

Moved by Kevin LeGris, seconded by Keith Gourley

BE IT RESOLVED that By-law 2026-22, being a by-law to Confirm the Proceedings of the Council of the Township of Admaston/Bromley at the meeting held April 2, 2026, be now numbered, deemed read three times and passed.

Carried

19. Question Period

20. Adjournment

Resolution 24-04-2026

Moved by Kevin LeGris, seconded by Keith Gourley

BE IT RESOLVED that the Thursday April 2, 2026, Township of Admaston/Bromley Council meeting be adjourned at 9:12 pm.

Carried

Mayor

CAO/Clerk