

TOWNSHIP OF ADMASTON/BROMLEY  
FINANCE AND ADMINISTRATION COMMITTEE  
MINUTES

**Thursday, March 4<sup>th</sup>, 2021**

**At 1:00 p.m.**

Present – Michael Donohue, Kevin LeGris, Bob Hall, Mike Quilty, and Robert Dick

Staff present– Allison Vereyken, Chris Kunopaski, Mitchell Ferguson

1. Michael Donohue called the meeting to order at 4:00 pm.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – November 27th, 2020

**Resolution No. 01/03/21**

Moved by Mike Quilty      Seconded by Robert Dick

Be it resolved that the Finance and Administration Committee approve the agenda for the March 4, 2021 Finance and Administration Committee meeting as amended to include detailed per year proposed work (Item 5c).

“Carried”

4. Adoption of Minutes – November 27, 2020 (December 3, 2020)

**Resolution No. 02/03/21**

Moved by Robert Dick      Seconded by Mike Quilty

Be it resolved that the Finance and Administration Committee accept the minutes of the Finance and Administration Committee meeting held on November 27, 2020 and resumed December 3, 2020.

“Carried”

5. 2021 Capital Budget

- i. Summary

The Clerk/Treasurer presented the summary PowerPoint for the 2021 Draft Capital Budget to Committee. The Clerk/Treasurer presented the results from the Council Road Tour from October 2020 and the proposed Capital works for the next ten (10) years. There were three (3) options presented to Committee of which included:

- (1) Substantial Roadwork with no hard top maintenance monies
- (2) Substantial Roadwork with hard top maintenance monies each year
- (3) Remain Status Quo with roads returning to gravel

There was substantial discussion of the projects for the 2021 year. Staff was requested to bring back a final 2021 Capital Plan to Committee. Upon no further discussion the following resolution was passed:

**Resolution No. 03/03/21**

Moved by Robert Dick

Seconded by Mike Quilty

BE IT RESOLVED that the Township of Admaston/Bromley Finance and Administration Committee direct the Clerk/Treasurer to present to Council the Capital Plan for 2021 as presented in Option 2 for approval;

AND BE IT FURTHER RESOLVED that Committee direct staff to prepare procurement documents as required under the Procurement Policy for the works to be completed in 2021 and for any Capital purchases presented this date for 2021 to be presented to Council for approval;

AND BE IT FURTHER RESOLVED that Committee recommends to Council to direct staff to include the Long Term Financial Plan presented in the preparation of the Asset Management Plan in 2021;

AND BE IT FURTHER RESOLVED that the Township of Admaston/Bromley Finance and Administration Committee recommend to Council to implementation of a policy to place surplus funds each year into the Working Capital Reserve and that these surplus monies will be utilized to offset the capital tax levy increase;

AND BE IT FURTHER RESOLVED that the Township of Admaston/Bromley Finance and Administration Committee direct staff to prepare the Final Budget documents to be presented to Committee.

“Carried”

6. Adjournment

**Resolution No. 04/03/21**

Moved by: Bob Hall Seconded by: Kevin Legris

BE IT RESOLVED that the Thursday, March 4<sup>th</sup>, 2021 Township of Admaston/Bromley Finance and Administration Committee meeting be adjourned 6:32 p.m.

“Carried”

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Chair

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Clerk