

TOWNSHIP OF ADMASTON/BROMLEY

Finance and Administration Committee

AGENDA

Thursday, June 22, 2021

Immediately following the Protective Services Committee Meeting

1. Call meeting to order.
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Adoption of Minutes – [March 4, 2021](#)
5. [RFP Internal Service Delivery Review and Structural Review](#)
6. [Golf Day](#)
7. In-Camera
 - a) Administrative Assistant
 - b) Road Incident Snake River Line Update
8. Next Meeting
9. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE
MINUTES

Thursday, March 4th, 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 FUTHER 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 4th, 2021 Township of Admaston/Bromley Finance and Administration Committee meeting be adjourned 6:32 p.m.

“Carried”

Chair

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: July 22, 2021
To: Finance and Administration Committee
From: Allison Vereyken
Re: RFP Internal Service Delivery and Structural Review

Background:

As Council will recall the Township received notice that they will receive up to \$60,000 through the Modernization Intake 2 funding stream for an internal service delivery review inclusive of structural review of the organization.

Discussion:

The review has not been included in the 2021 budget and therefore, staff is requesting approval to prepare and release an RFP for the review at which time the results will be presented to Council for approval. The review must be completed with a submission to Council prior to November 30, 2021 as noted in the documentation provided to the Township.

Financial Implications:

None at this time.

People Consulted:

None.

Recommendation for Council:

BE IT RESOLVED THAT the Finance and Administration Committee approve staff to prepare and release an RFP for the service delivery review and structural review with the results being presented to Council at a later date.

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: July 22, 2021
To: Finance and Administration Committee
From: Allison Vereyken
Re: Golf Day

Background:

Each year the Management and/or Council members attend various Golf Tournaments such as the Warden's Classic, Renfrew County Clerks and Treasurers Association, Road Superintendents Association Golf Tournament, etc. Most tournaments were cancelled both in 2020 and 2021 due to the pandemic. Along with the golf tournaments, many of the conferences went virtual or were cancelled and there has not been any networking for staff or Council members.

Discussion:

All staff does not have an opportunity to attend these conferences and/or golf tournaments during regular (non COVID) times. Similar to other Townships who host internal golf tournaments for staff and Council it would be deemed beneficial for team building and staff morale to host something similar once per year.

The recommendation is for 2021 to plan a golf afternoon (9 holes) with lunch for staff and Council to attend to take place in August or September at the local golf course in Admaston/Bromley. The office would be required to be closed for the afternoon. If the event is deemed to have been beneficial and well attended there may be discussion to continue in future years.

Financial Implications:

Due to the lack of conferences for both Council and staff and/or reduced costs based on virtual attendance, the conference budget for both staff and Council would accommodate the golf afternoon.

People Consulted:

None.

Recommendation for Council:

BE IT RESOLVED THAT the Finance and Administration Committee recommend to Council a golf afternoon with staff and Council in attendance for the 2021 year as discussed this date.