

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE
MINUTES

Thursday, March 2, 2023

At 6:30 p.m.

Present – Michael Donohue, Kevin LeGris, Keith Gourley and Brian Hamilton.

Staff present – Jennifer Charkavi, Keray O’Reilly, and Andrea Leclaire.

Guests present were Jennifer Gruntz from MPAC.

1. Michael Donohue called the meeting to order at 6:30 pm.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – March 2, 2023

Resolution No. 01/03/23

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the Committee approve the agenda for the March 2, 2023, Finance and Administration Committee meeting as presented this date.
“Carried”

4. Adoption of Minutes – August 18, 2022

Resolution No. 02/03/23

Moved by Kevin LeGris

Seconded by Keith Gourley

BE IT RESOLVED that the Committee accept the minutes of the Finance and Administration Committee meeting held on August 18, 2022.
“Carried”

5. Budget Review Process – Presentation by Interim Treasurer O’Reilly

Interim Treasurer O’Reilly reviewed the budget process and including; capital vs operational, grants the township receives, reserves, debt and taxes, tax rates and assessments and how they are used by the municipality;

Resolution No. 03/03/23

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED THAT the Finance & Administration Committee receives Interim Treasurer O'Reilly's Introduction to Municipal Budgeting report.

"Carried"

6. Tax Arrears and Tax Sales

Interim Treasurer O'Reilly reviewed the collection of property taxes in the municipality and the efforts made by staff to arrange payments and agreement with those properties in arrears.

Interim Treasurer O'Reilly reviewed the Tax Sale process and noted that there were properties that had not made any arrangements or contacts with staff that were now ready for the Tax Sale Process.

Resolution No. 04/03/23

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED that the Finance & Administration Committee recommend that Council authorize staff to initiate the Tax Sale process for any properties with tax arrears for 2021 and prior years, unless the property has entered into a Payment Agreement with the Township.

"Carried"

7. Next Meeting – to be determined

8. Adjournment

Resolution No. 05/03/23

Moved by: Kevin LeGris

Seconded by: Brian Hamilton

BE IT RESOLVED that the Thursday, March 2, 2023 Township of Admaston/Bromley Finance and Administration Committee meeting be adjourned 7:32 p.m.

"Carried"

Chair

CAO/Clerk