

TOWNSHIP OF ADMASTON/BROMLEY  
FINANCE & ADMINISTRATION COMMITTEE

AGENDA

November 16, 2023

At 6:30 pm

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Approval of Minutes
  - i. [October 20-November 2, 2023](#)
5. Information on Recreation Committees
  - i. Information from Councillor A. Field – Verbal Update
6. [Use of Council Chambers Report](#)
7. Next meeting – at the call of the Chair
8. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY  
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

**Friday, October 20, 2023**

**At 2:34 p.m.**

Present –Angela Field, Kevin LeGris, Keith Gourley and Brian Hamilton.

Mayor Donohue arrived at 2:56 p.m.

Staff present – Jennifer Charkavi, Kelly Coughlin.

1. Keith Gourley (Acting Chair) called the meeting to order at 2:34 pm.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – October 20, 2023

**Resolution No. 01/10/23**

Moved by Brian Hamilton

Seconded by Kevin LeGris

BE IT RESOLVED that the Committee approve the agenda for the October 20, 2023, Finance and Administration Committee meeting.

“Carried”

4. Adoption of Minutes – September 15, 2023

**Resolution No. 02/10/23**

Moved by Angela Field

Seconded by Kevin LeGris

BE IT RESOLVED that the Finance & Administration Committee adopt the minutes from the meeting held on September 15, 2023.

“Carried”

5. Reserve & Restricted Reserves Report

Treasurer-Deputy CAO/Clerk Coughlin reviewed the report.

***Mayor Donohue arrived and Committee moved into Closed Session.***

5. Closed Session

**Resolution No. 03/10/23**

Moved by: Kevin LeGris

Seconded by: Angela Field

BE IT RESOLVED THAT the Finance & Administration Committee move into a Closed Session at 2:57 pm.

As per Section 239 2 (b) & (d) of the Municipal Act –

*Personal matters about an identifiable individual, including municipal or local board employees.*

&

*Labour Relations and Employee Negotiations.*

More specifically to discuss Full-Time Employment Opportunity.

“Carried”

*Committee rose from Closed Session at 4:23 p.m.*

6. Recess

**Resolution No. 04/10/23**

Moved by: Brian Hamilton

Seconded by: Kevin LeGris

BE IT RESOLVED that the Friday, October 20, 2023 Township of Admaston/Bromley Finance and Administration Committee meeting be recessed at 4:24 p.m. and will reconvene on November 2, 2023 at 4:00 p.m..

“Carried”

***Reconvened - November 2, 2023 at 4:00 p.m.***

7. Closed Session

**Resolution No. 05/10/23**

Moved by: Kevin LeGris

Seconded by: Angela Field

BE IT RESOLVED THAT the Finance & Administration Committee move into a Closed Session at 4:08 pm.

As per Section 239 2 (b) & (d) of the Municipal Act –

*Personal matters about an identifiable individual, including municipal or local board employees.*

&

*Labour Relations and Employee Negotiations.*

More specifically to discuss Full-Time Employment Opportunity.

“Carried”

*Committee rose from Closed Session at 5:32 p.m.*

**Resolution No. 06/10/23**

Moved by: Angela Field

Seconded by: Kevin LeGris

BE IT RESOLVED that the Finance & Administration Committee receive the Draft Reserve and Restricted Reserves Policy.

“Carried”

Treasurer-Deputy CAO/Clerk reviewed the policy and explained the rationale for each reserve in the draft policy.

Committee discussed the need for reserves, some Committee members feel that some of the reserve accounts can be combined into one.

The need for a working fund reserve was discussed, Ms. Coughlin noted that the Township has no reserves and when the large budget items were all coming in at the same time, the township nearly had to use the overdraft account, which is not ideal. According to the auditors, the working fund account should have about 3 months of capability to avoid using overdraft or loan options.

Ms. Coughlin discussed the rationale behind the Future Loss Reserves Account. This account would be used to offset reductions to grants such as OCIF and OMPF.

The Rate Stabilization account is for when during budget time, there may be large budget items required and this reserve is to offset the tax rate for that year in order that the property tax payers are not feeling the full weight of the cost of the item.

The Insurance Reserve is to be prepared for catastrophic events, such as a large settlement not covered by insurance.

The Fire Department Wage Reserve is for those years when the wages are way over the actual budgeted amount.

The Employee Benefit Reserve would be to offset the cost of large increases to our rates, perhaps due to our experience rating. This would be the same for the WSIB reserve.

Weather Control Reserve, formally Winter Control Reserve is for all weather events that are not budgeted for and unexpected.

The Accessibility reserve is to be used for those incase moments when the Province or the Federal Governments release accessible funding, having the money required to apply is what this reserve is intended for.

The election reserve is in place so that the whole cost of the election is not borne entirely in the election year.

The Development Reserve is an account to be ready for plans strategies that Council would like to develop, such as the Strategic Plan and the Community Improvement Plan, which were plans that had no funding made available in the budget.

The Planning reserve is similar to the development reserve, in where it is a reserve to offset the costs of Zoning By-Law reviews and other such plans required to be completed by the Planning Department.

Building Reserve, municipalities are mandated to have a building reserve. Committee wanted more information on this reserve as it has never been mentioned before. Staff will investigate.

Waste Reserve and Waste Capital are reserves to be prepared for items not budgeted for.

The Fire Building reserve is to begin planning the building of the new garage.

Roads Building reserves are to be prepared for the eventual replacement of township buildings.

As well, the vehicle and equipment reserve to a reserve to save money for he replacement of items that staff are know need to be replaced, so that the whole expense is not being borne by one year tax rate.

Treasurer-Deputy CAO/Clerk Coughlin explained the importance of reserves and why a municipality may have more than a few. It is important to show upper levels of government that you are saving for items required and it may also be a requirement of a grant application.

Mayor Donohue thanked Ms. Coughlin for this indepth overview. This a first draft of a reserve policy that the township needs. Committee will meet again to review it and make recommendations.

**Resolution No. 07/10/23**

Moved by: Keith Gourley

Seconded by: Kevin LeGris

BE IT RESOLVED that the Friday October 20 and continued to November 2, 2023, Finance & Administration Committee meeting be adjourned at 6:47 p.m.

“Carried”

\_\_\_\_\_  
Chair

\_\_\_\_\_  
CAO/Clerk

**Township of Admaston/Bromley**

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**REPORT**

Date: November 16, 2023  
To: Finance & Administration Committee  
From: Jennifer Charkavi  
Re: Use of Council Chambers

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**Background:**

Prior to the COVID Pandemic, local groups were able to use Council Chambers for their meetings and events.

However, the Township has since invested over \$65,000 in Audio Visual Equipment and as such staff have limited the use of Council Chambers to only Not-For-Profit groups and only during working hours.

**Discussion:**

Staff have researched a locked unit for the AV Equipment, however as you are aware, the equipment does not take up a small space. There are cloth covers that can be purchased, unsure if these will protect the equipment.

It should also be decided who may use Council Chambers after hours and on weekends. Staff are also suggesting a better lock, or a better door be invested in leading into the office area. And it needs to be decided who will be called should there be an issue with rental of the chamber.

Councillor Field has provided the following information:

***As we all know, Admaston-Bromley does not have a fully functional community center for residents to use for committees, groups and families. The agreement with the RCDSB when the gym and kitchen were built at Admaston public school stated it was to be used as a community center as well as school use, but the board has made it increasingly difficult and expensive for ratepayers to use, to the point that they are essentially unable to use the school gym. Since the world has opened up after covid, I personally have reached out to the township staff as***

***chair of the ARC with regards to resuming use of council chambers for meetings and have been denied. We were told that this was because of the amount of funding put into the AV equipment, and the concern that groups coming in would damage the equipment. Due to this, Council Chambers were no longer available for booking by ARC or members of the community.***

***I would like to suggest that, as in previous years, committees and ratepayers be permitted to use Chambers for meetings and get together. The large TV screens are on wheels and can be moved into offices or the hallway outside of Chambers. The doors to the offices can all be locked as they were in previous years, and the outside door to the Chambers could be the only access. If the command center is a concern, I feel quite strongly that a protective box could be installed so the CPU would not be damaged. We provide very little service to our ratepayers with regards to things like recreation and community space, and I believe we would be wise to permit use of the assets we do have.***

It is important to note that staff did advise that the Recreation Committees, as Committees of Council, may use Council Chambers outside of working hours, so long as a member of Council was in attendance with them and was responsible for the use of the chamber.

#### **Financial Implications:**

The only financial implication would be the cost of a protective covering for the Audio Visual equipment and new doors and locks.

Staff have also reached out to COMBETEK, the company who purchased and installed the AV Equipment for covering ideas.

#### **People Consulted:**

Councillor Angela Field  
COMBETEK AV Audio Specialist

#### **Committee Recommendation:**

BE IT RESOLVED THAT the Finance & Administration Committee direct staff to purchase protective coverings and new doors/locks for the Council Chamber in order that it may be rented in the future.