

TOWNSHIP OF ADMASTON/BROMLEY  
FINANCE AND ADMINISTRATION COMMITTEE  
MINUTES

**April 17, 2023**

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

Staff present – Jennifer Charkavi and Kelly Coughlin

1. Michael Donohue called the meeting to order at 1:00 pm.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – April 17, 2023

**Resolution No. 2023/04/01**

Moved by Kevin LeGris

Seconded by Keith Gourley

BE IT RESOLVED that the Committee approve the agenda for the April 17, 2023, Finance and Administration Committee meeting.

“Carried”

4. Adoption of Minutes

There were no minutes to adopt.

5. Draft Budget Review

Staff and Committee reviewed the draft budget and the options outlined by the Treasurer-Deputy CAO/Clerk.

Staff reviewed the municipal grants that the Township receives and the requirements of each.

Staff reviewed the Reserves and the new proposed reserve accounts such as for Elections, Equipment, and the Fire Garage.

Staff reviewed the Township’s debt and its Approved Repayment Limit as outlined by the Ministry of Municipal Affairs and Housing.

Staff reviewed changes to the budget from 2022 and the reasons why as well as the requests from the Fire Department and from the Library.

6. Next Meeting

The next meeting has been scheduled for April 28 at 11:00 am.

## 7. Recess

**Resolution No. 2023/04/02**

Moved by: Kevin LeGris    Seconded by: Keith Gourley

BE IT RESOLVED that the Finance and Administration Committee recess the April 17, 2023 Committee meeting to continue to discuss the 2023 Draft Budget to resume on April 28, 2023.

“Carried”

**April 28, 2023****Resolution No. 2023/04/03**

Moved by: Brian Hamilton    Seconded by: Keith Gourley

BE IT RESOLVED that the Finance and Administration at 1:30 pm on April 28 continue to review the Draft Budget that was presented on April 17, 2023;

AND FURTHER THAT Committee receive the changes that were made to the Draft Budget from April 17, 2023.

“Carried”

Staff continued to review the budget and highlighted changes made.

Committee discussed the requests from the Fire Department.

Committee discussed the request from the Admaston Public Library.

Committee discussed the costs associated with Waste Management.

Committee discussed the new proposed Accounting Software program.

Committee discussed the capital roads projects proposed for 2023.

Committee discussed the proposed levy increase and requested that the Treasurer-Deputy CAO/Clerk find cost savings to reduce the proposed levy increase for the next meeting.

**Resolution No. 2023/04/04**

Moved by: Angela Field    Seconded by: Kevin LeGris

BE IT RESOLVED that the April 28, 2023, Township of Admaston/Bromley Finance and Administration Committee meeting recess at 4:03 pm and to reconvene at a future date.

“Carried”

**May 5, 2023**

**Resolution No. 2023/04/05**

Moved by: Brian Hamilton    Seconded by: Keith Gourley

BE IT RESOLVED that the Committee approve the continued agenda for the April 17, 2023, Finance and Administration Committee on this date, May 5, 2023.  
"Carried"

Committee discussed the library budget and the requested increase for 2023 which was an approximate 25% increase. Committee directed that the municipal levy increase proposed for 2023 be the increase to the 2022 Library Budget to arrive at the 2023 Admaston Public Library budget.

Committee reviewed the proposed budget changes that the Treasurer-Deputy CAO/Clerk was suggesting to bring down the proposed levy increase.

Committee and staff worked back and forth to find ways to reduce the proposed levy increase.

**Resolution No. 2023/04/06**

Moved by: Keith Gourley    Seconded by: Brian Hamilton

BE IT RESOLVED that the Finance and Administration Committee accept the Draft Municipal Budget presented on May 5 with the 9.89% Levy Increase;

AND BE IT FURTHER RESOLVED THAT the Finance & Administration Committee recommend to Council to adopt the Draft Municipal Budget presented to Committee on May 5, at the June 1, 2023, Regular Council Meeting.

"Carried"

**Resolution No. 2023/04/07**

Moved by: Angela Field    Seconded by: Kevin LeGris

BE IT RESOLVED that the April 17, 2023, Township of Admaston/Bromley Finance and Administration Committee meeting be adjourned on May 5, 2023 at 2:57 pm.

"Carried"

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Chair

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CAO/Clerk