

TOWNSHIP OF ADMASTON/BROMLEY  
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

**Thursday, February 1, 2024**

**At 6:15 p.m.**

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

Angela Field arrived at 6:20 pm

Staff present – CAO/Clerk Charkavi and Treasurer-Deputy CAO/Clerk Coughlin.

1. Michael Donohue called the meeting to order at 6:19 pm.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – November 16, 2023

**Resolution No. 01/02/24**

Moved by Kevin LeGris

Seconded by Brian Hamilton

BE IT RESOLVED that the Committee approve the agenda for the February 1, 2024, Finance and Administration Committee meeting.

“Carried”

4. Council Chamber Use Policy Report

Committee discussed the policy and made some changes. Staff will take those changes and prepare the policy for Council adoption.

**Resolution No. 02/02/24**

Moved by Kevin LeGris

Seconded by Keith Gourley

BE IT RESOLVED that the Finance & Administration Committee recommend to Council to adopt the Council Chambers Use Policy as amended on this date.

“Carried”

5. Closed Session

**Resolution No. 03/02/24**

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED that the Finance & Administration Committee move into a Closed Session at 6:33 pm.

As per Section 239 2 (c) of the Municipal Act – personal matters about an identifiable individual, including municipal or local board employees.

More specifically to receive the Succession Planning Report and Draft Policy.  
“Carried”

**Resolution No. 04/02/24**

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the Finance & Administration Committee rise from Closed Session at 6:50 pm and report progress.

“Carried”

Committee reviewed the succession plan policy and made some changes. Staff will take those changes and prepare the policy for Council adoption.

**Resolution No. 05/02/24**

Moved by Kevin LeGris

Seconded by Brian Hamilton

BE IT RESOLVED that the Finance & Administration Committee receive the draft Succession Plan Policy for review;

AND BE IT RESOLVED that the Finance & Administration Committee recommend to Council to adopt the Succession Plan Policy as amended at their February 1, 2024 Committee meeting.

“Carried”

7. Adjournment

**Resolution No. 06/02/24**

Moved by: Brian Hamilton

Seconded by: Keith Gourley

BE IT RESOLVED that the Thursday, February 1, 2024 Township of Admaston/Bromley Finance and Administration Committee meeting be adjourned 7:05 p.m.

“Carried”

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Chair

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CAO/Clerk