

TOWNSHIP OF ADMASTON/BROMLEY  
FINANCE AND ADMINISTRATION COMMITTEE  
MINUTES

**Friday, February 9, 2024**

**At 11:30 a.m.**

Present – Michael Donohue, Kevin LeGris, Keith Gourley and Brian Hamilton. Angela Field arrived at 11:40 am.

Staff present – Kelly Coughlin, Treasurer-Deputy CAO/Clerk.

1. Michael Donohue called the meeting to order at 11:35 am.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – February 9, 2024

**Resolution No. 07/02/24**

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED that the Committee amend the agenda for the February 9, 2024 Finance & Administration Committee meeting to include the following:

- Stone Road Garage Furnace

AND BE IT FURTHER RESOLVED that the Finance & Administration Committee approve the amended agenda for the February 9, 2024 Committee Meeting.

“Carried”

4. Stone Road Garage Furnace

**Resolution No. 08/02/24**

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED THAT the Finance & Administration Committee recommend to Council that the emergency repair costs associated with the replacement of the oil furnace the Stone Road Garage be financed through the 2024 tax levy.at an upset limit of \$9,000.00.

“Carried”

5. Closed Session

**Resolution No. 09/02/24**

Moved by Keith Gourley

Seconded by Kevin LeGris

BE IT RESOLVED that the Finance & Administration Committee move into a Closed Session at 11:49 am.

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

More specifically to discuss Long Term Disability Case.

“Carried”

**Resolution No. 10/02/24**

Moved by Kevin LeGris

Seconded by Angela Field

BE IT RESOLVED that the Finance & Administration Committee rise from Closed Session at 12:41 pm and report progress.

“Carried”

**Resolution No. 11/02/24**

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the Finance & Administration Committee receive the Long Term Disability Case Update report as information as submitted and circulated;

AND FURTHER THAT the Finance & Administration Committee recommend that Council direct staff to enter into negotiations with the Public Works Superintendent and with the Lead Hand to hire them on a permanent full time basis for the positions they currently hold.

“Carried”

6. Charitable Donations & Grants Policy

Committee discussed the draft charitable donations and grants policy.

Discussion was had by Committee on legacy organizations and whether they would need to apply annually for a grant.

Discussions were had on how much the Township can afford to provide in its budgets for donations and grants.

Discussions were had on how onerous should the application be, the one presented by staff was very detailed.

Committee would like another draft of the policy with the directions from the discussions included.

**Resolution No. 12/02/24**

Moved by Angela Field

Seconded by Kevin LeGris

BE IT RESOLVED that the Finance & Administration Committee receive the Charitable Donations & Grant policy report as information as submitted and circulated;

AND FURTHER THAT the Finance & Administration Committee provide staff direction on the proposed Charitable Donation & Grant Policy in the attached report so that information can be brought forward to Council for consideration.

“Carried”

7. Draft Reserve Policy – Continue Review

Treasurer-Deputy CAO/Clerk reviewed the discussions concerning the draft Reserve policy. Discussions were had on reserves that should be rolled into one reserve and not to have so many different types of reserves. Some committee members were concerned with the amount of reserves staff were recommending to place into reserves, while others did not feel the township was prepared for loss revenue and other factors such as the needing to replace equipment and buildings. Committee discussed the rational for a Legal Reserve, Future Loss of Grants Reserve and the Wage Contingency Fire Reserve.

Committee will resume reviewing the Reserve Policy at another meeting.

**Resolution No. 13/02/24**

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED that the Finance & Administration Committee provide staff direction on the draft Reserve & Restricted Reserve Policy so that information can be brought forward to a future Finance & Administration Committee meeting.

“Carried”

8. Adjournment

**Resolution No. 14/02/24**

Moved by: Kevin LeGris

Seconded by: Angela Field

BE IT RESOLVED that the February 9, 2024 Township of Admaston/Bromley Finance & Administration Committee meeting be adjourned 3:04 p.m.

“Carried”

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Chair

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CAO/Clerk