

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE
MINUTES

Thursday, September 19, 2024

At 5:02 p.m.

Present – Mayor Michael Donohue, Brian Hamilton, Angela Field, Keith Gourley and Kevin Legris

Staff present – CAO/Clerk Charkavi, Treasurer-Deputy CAO/Clerk Coughlin, and Finance Clerk Fraser

Guest – Jessup Welch, Douglas Recreation Committee
(Angela Field, Admaston Recreation Committee)

1. Kevin LeGris called the meeting to order at 5:02 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – June 6, 2024

Resolution No. 01/09/24

Moved by Angela Field

Seconded by Kevin Legris

BE IT RESOLVED that the Committee approve the agenda for the September 19, 2024 Finance and Administration Committee meeting.

“Carried”

4. Minutes

- i. June 6, 2024

Resolution No. 02/09/24

Moved by Kevin LeGris

Seconded by Angela Field

BE IT RESOLVED that the Finance & Administration Committee approve the following Committee minutes:

- June 6, 2024

“Carried”

5. Discussion with Recreation Committees – CSRIF Report

Mayor Donohue asked if the Recreation Committees had projects that required funding/capital infusion or were we coming up with projects as to receive the grant. The Recreation Committees responded that there are significant projects that we could use the grant money for both Douglas Recreation Committee (DRC) and ARC (Admaston Recreation Committee).

Committee discussed the funding amount that could be confirmed for the application of this grant. Committee decided upon \$50,000 confirmed from the Township. The Recreation Committees confirmed that they could provide a minimum of \$25,000 and could fundraise more.

Resolution No. 03/09/24

BE IT RESOLVED THAT the Finance & Administration Committee direct staff to apply for the Community Sport & Recreation Infrastructure Fund for an amount with an upset municipal levy contribution of \$50,000.

AND BE IT RESOLVED THAT the Finance & Administration Committee direct staff to work with both the Douglas Recreation Committee and the Admaston Recreation Committee to complete an application for the CSRIF due October 29, 2024;

AND BE IT FURTHER RESOLVED THAT the Finance & Administration Committee confirm \$50,000 to be budgeted for the CSRIF in 2025.

“Carried”

6. Draft Reserve Policy – Continued review of policy

Committee continued discussion on the draft reserve policy. Committee requested that several reserves be combined with the Working Fund Reserve.

Councillor LeGris raised the point that consideration be given to doing a risk management assessment where you review the likelihood of an event occurring and consequence to help determine how much should be set aside in reserves.

CAO Charkavi cautioned on using one fund as there are risks of using all the money in the fund and not having it there for the specific expense when needed.

Committee will continue to review the draft reserve policy at the October 3, 2024 Finance & Administration Committee meeting.

7. Budget Timelines

i. Dates for Budget Presentations & Deliberations to be Confirmed.

Treasurer Coughlin outlined proposed budget meeting dates. These dates will be confirmed at the next meeting.

8. Next meeting – October 3, 2024 at 6:00 pm

9. Adjournment

Resolution No. 04/09/24

Moved by: Brian Hamilton

Seconded by: Keith Gourley

BE IT RESOLVED that the September 19, 2024, Township of Admaston/Bromley Finance & Administration Committee meeting be adjourned at 7:17 p.m.

“Carried”

Chair

CAO/Clerk