

TOWNSHIP OF ADMASTON/BROMLEY  
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

**Thursday, November 7th, 2024**

**At 5:16 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 – None.

1. Mayor Michael Donohue called the meeting to order at 5:16 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – November 7, 2024

**Resolution No. 01/11/24**

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the Committee approve the agenda for the November 7, 2024 Finance and Administration Committee meeting.

“Carried”

4. Minutes
  - October 3, 2024

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

Moved by Angela Field

Seconded by Kevin Legris

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

- October 3, 2024

“Carried”

5. Renfrew Detachment OPP Board 2025 Budget
  - 2025 OPP Board Budget

Committee discussed how the Renfrew and Area OPP Detachment Board could not agree on a funding model for the 2025 board budget funding calculations for the municipalities. Two models proposed, one based on a percent of the total cost and the

other was equal billing model. If municipalities could not decide on the percentage funding arrangement without unanimous consent of all seven Councils, the board would move forward with the cost being allocated equally over the seven municipalities..

Kevin Legris commented that both models were a significant increase to the township.

Mayor Donohue presented a breakdown of the 2023 contract cost based on the FIR data. He stated that previous breakdowns were weighted and it was based on properties rather than households. Using this model there was a significant increase to the township's portion both a percentage of cost and allocated equally.

Mayor Donohue also presented a breakdown of the 2022 FIR data based on a percentage of the assessment, he stated that this seemed like the fairest approach even though it was still an increase from previous years, this was better than a veto vote which is inequitable.

Mayor Donohue suggested sending the two separate breakdowns to the other municipalities and meet with the CAO/Treasurers to discuss possibilities. Angela Field reiterated a unanimous agreement was required by all municipalities, otherwise equal billing was going to be the decision and legislation supports equal billing.

CAO/Clerk Charkavi discussed the possible solutions municipalities had presented the board to lower costs of the budget. Angela Field explained that the Detachment board was required to include certain things in Renfrew and Area OPP Detachment Board budget and that they had approached budget discussions as a group.

The group moved to amend motion and direct staff to assemble more information.

#### **Resolution No. 03/11/24**

Moved by Kevin Legris

Seconded by Keith Gourley

BE IT RESOLVED to amend OPP Board Motion to remove the second clause as below

AND THEREFORE BE IT RESOLVED that the Finance & Administration Committee recommend to Council to adopt the Renfrew OPP Detachment Police Services Board 2025 budget.

“Carried”

#### **Resolution No. 04/11/24**

Moved by Kevin Legris

Seconded by Angela Field

BE IT RESOLVED that the Finance & Administration Committee receive the Renfrew OPP Detachment Police Services Board 2025 budget;

“Carried”

## 6. Information Technology Services Report

In late summer, Mr. Wren notified staff his intention to retire September 30, 2024.

In collaboration with Mr. Wren, staff met and reviewed proposals by prospective IT service providers. At the conclusion, staff reviewed the proposal submitted, however, it was ultimately eliminated as it was well beyond the needs of the township at this time and exceeded budgetary amounts significantly.

Staff met with Mr. Bimm - president of Janotec to discuss the township IT Managed Service requirements and review our existing hardware.

Staff have engaged the services of Janotec to provide IT Managed Services for the township. Mr. Wren will be available for assistance as we transition to the new service provider. The transition will be completed over the coming months.

### **Resolution No. 05/11/24**

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED that the Finance & Administration Committee receive the IT Managed Services Report as information.

“Carried”

## 7. Employment By-Law Updates Report

- i. Draft Employment By-Law
- ii. 2025 Draft Wage Grid

Treasurer-Deputy CAO/Clerk Coughlin proposed updating the employment by-law, indicating future wage grid increases will be adjusted based on a month over month comparison using September as the cut off. The COLA for the 2025 year will be 2.81% increase to the wage grid.

Kevin Legris asked if the increase would be based on a 12 month period just using September as the beginning and cut off instead of the standard January to December so that budget process could be started in November rather than waiting. Committee concurred.

Staff amended the wording to clarify that the calculations will be based on a twelve month average on a month over month comparison using September as the cut off to determine COLA.

Given that payroll is a major component to the budget staff recommend the wording be changed so that COLA is established prior to the preparation of the budget.

**Resolution No. 06/11/24**

Moved by Angela Field

Seconded by Kevin Legris

BE IT RESOLVED that the Finance & Administration Committee receive the Employment By-Law Update Report as information;

AND FURTHER THAT the Finance & Administration Committee recommends that Council adopt By-Law 2024-xx Employment By-law as presented at the November 7, 2024 Committee meeting.

“Carried”

**8. Draft Reserve Policy**

Treasurer-Deputy CAO/Clerk Coughlin stated the draft reserve policy had been amended as per the previous meeting to consolidate some of the policies and to remove others. This version incorporates all discussion and decisions.

There was a lot of discussion around the limits and amounts of the overall reserve amounts. Mayor Donohue, Councillor Legris and Councillor Gourley expressed concern over the limits being recommended by staff and requested the limits be reduced. They recommended a target limit of all municipal reserves be no more than 2-times the municipal levy.

Treasurer-Deputy CAO/Clerk Coughlin stated that the annual replacement cost as set out in the township Asset Management plan (AMP) was used as the basis to determine 2025 budget amounts for contributions to the reserves. She reiterated that this is a building block/starting point for where we are going.

Angela Field reminded the group that there was a legislative requirement, and these reserve policies were just a way to show the government that we were thinking about a long term financial plan.

Treasurer-Deputy CAO/Clerk Coughlin stated that the province is pushing municipalities to be fully funded, and the AMP should be used a guideline to replacing assets on our own.

**Resolution No. 07/11/24**

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED that the Finance & Administration Committee receive the amended draft Reserve and Restricted Reserve Policy;

AND FURTHER THAT the Finance & Administration Committee recommends that Council adopt the updated Reserve & Restricted Reserve Policy as amended at the November 7, 2024 Committee meeting.

The Mayor requested a recorded vote. The results were as follows:

Mayor Donohue	Opposed
Councillor Field	For
Councillor Legris	Opposed
Deputy Mayor Hamilton	For
Councillor Gourley	Opposed

“Defeated”

9. Next meeting - November 21, 2024 5:00 – 7:00 pm (Budget)

10. Adjournment

**Resolution No. 08/11/24**

Moved by Kevin Legris

Seconded by Angela Field

BE IT RESOLVED that the November 7, 2024, Township of Admaston/Bromley Finance & Administration Committee meeting be adjourned at 7:32 p.m.

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Chair

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CAO/Clerk