

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

Thursday, June 19, 2025

At 5:30 p.m.

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

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

1. Mayor Donohue called the meeting to order at 5:34 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – June 19, 2025

Resolution No. 01-06-2025

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the Finance & Administration Committee approve the agenda for the June 19, 2025 meeting.

“Carried”

4. Approval of Minutes – November 21 – December 19, 2024 (Budget Presentation & Deliberations), January 16, 2025 and February 6, 2025

Resolution No. 02-06-2025

Moved by Keith Gourley

Seconded by Brian Hamilton

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

- November 21 – December 19, 2024
- January 16, 2025
- February 6, 2025

“Carried”

5. Transfer to Reserves – Year End Surplus Report

Treasurer-Deputy CAO/Clerk began her discussion about the year-end process and the completion of the 2024 financial statement. There was an operating surplus recognized by the auditors.

Discussion ensued as to how the operating surplus would be allocated between respective reserves as in keeping with the policies set out in the Reserve Policy adopted by Council in December 2024.

After much discussion, the mayor would rather not borrow money if it is not necessary, allocation of debt finance. Develop a resolution based on treasurer’s appropriate recommendations to offset debt, direction is that a report be brought forward would be how allocations are figured out and on opportunities to reduce the township’s debit financing. Report brought back in October on the Stone Rd Sand Salt Shed once the project is completed.

Resolution No. 03-06-2025

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED THAT the Finance & Administration Committee recommend to Council to direct staff to allocate the 2024-year end surplus to the reserves as follows:

THAT staff allocate \$76,148.00 to the Reserve – Fire Building Reserve;

That staff allocate \$265,000 to the Working Fund Reserve.

“Carried”

6. Appointment of Auditors Report

Treasurer-Deputy CAO/Clerk Coughlin gave a brief synopsis on her report.

Committee did echo staff’s concern over the increase in fees (ex. 2025 \$25,500 to 2026 \$36,0000) however, staff did indicate the auditors have explained there have been major inflationary pressures over the past five years and the current fee structure is not sustainable.

Treasurer-Deputy CAO/Clerk Coughlin did explain the scope of work includes completion of the procedural audit, year end audit and completion / submission of the Financial Information Return (FIR).

There was discussion of tabling the current resolution and/or of requesting the services by RFP (request for proposal). Treasurer-Deputy CAO/Clerk Coughlin did request if they were going to put it out to RFP, timing could be either late summer or early 2026 when the firms were not at their busiest.

Mayor Donohue requested a recorded vote.

Recorded Vote

<i>Councillor Keith Gourley</i>	<i>Yay</i>
<i>Councillor Brian Hamilton</i>	<i>Yay</i>
<i>Councillor Kevin Legris</i>	<i>Nay</i>
<i>Deputy Mayor Angela Field</i>	<i>Yay</i>
<i>Mayor Michael Donohue</i>	<i>Nay</i>

Resolution No. 04-06-2025

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED THAT the Finance & Administration Committee accept the Appointment of Auditors Report as information as submitted and circulated:

AND FURTHER THAT the Finance & Administration Committee recommend to Council to appoint the firm of Welch LLP as the auditor for the Corporation of the Township of Admaston/Bromley for a five year term starting in 2026 through to an including 2030.

7. Next Meeting – At the call of the Chair

8. Adjournment

Resolution No. 05-06-2025

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the June 19, 2025, Township of Admaston/Bromley Finance & Administration Committee meeting be adjourned at 6:47 p.m.

“Carried”

Chair

CAO/Clerk