

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE & ADMINISTRATION COMMITTEE

AGENDA

September 22, 2025

2:30 pm

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Minutes:
 - [September 4, 2025](#)
5. Delegation - Town of Renfrew Draft Recreation Agreement
 - i. [Staff Report](#)
 - ii. [Draft Agreement](#)
6. Renfrew and Area Health Services Village - Update from Mayor Donohue
7. Question Period
8. Next meeting
9. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

Thursday, September 4, 2025

At 5:48 p.m.

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

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

Kevin LeGris sent his regrets

1. Mayor Donohue called the meeting to order at 5:48 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – September 4, 2025

Resolution No. 01-09-2025

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED that the Finance & Administration Committee approve the agenda for the September 4, 2025 meeting.

“Carried”

4. Approval of Minutes – June 19, 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:

- June 19, 2025

“Carried”

5. Recreation Agreement with Town of Renfrew Report

Treasurer Deputy/CAO Coughlin spoke to the report. There is a 9% annual increase year over year, and a .68% levy increase for 2026 alone. Staff reached out to the Town of Renfrew for clarification of the annual agreement amount to ask if it included the Town’s debenture payments. Admaston/Bromley staff were told that the agreement did not include the debenture payments nor capital costs.

Benefits of having an agreement is that ratepayers would be able to participate in recreation activities offered by the Town and pay the same as a Renfrew resident would.

A provision of the agreement is for the Town to provide a breakdown of utilization. Staff asked the Town how the total # of clients should be understood. It is total number of individuals. The numbers for those people who would have registered for ice hockey or any sport event that is run by an association, such as hockey, is not included in this number. Councillor Hamilton asked if there was any indication of what our residents registered for. Treasurer Deputy/CAO Coughlin stated that the Town confirmed that the programming software cannot provide the breakdown as it has been able to in the past. Discussion continued on determining how minor hockey and other association sports are handled from a zoning, registration fee and resident location standpoint. Mayor Donohue stated that he has too many questions of the Town of Renfrew to make a decision at this time.

Deputy Mayor Field asked what the cost would be if the township offered reimbursements to residents who use the recreation facilities in Renfrew like the

library fees. Councillor Gourley asked if the offer of the agreement was a one-shot

deal, or would the Town open to negotiations. Councillor Hamilton asked to see the other user agreements in place with other municipalities if there are for the next meeting to see what is in them. Mayor Donohue recommended that staff speak to other municipalities to have an agreement with the Town of Renfrew to determine if they are being charged the same rate.

Resolution No. 03-09-2025

Moved by Angela Field

Seconded by Brian Hamilton

BE IT RESOLVED THAT the Finance & Administration Committee defer the decision to accept or reject the Recreation Agreement with the Town of Renfrew pending further information regarding cost and user fees.

“Carried”

6. Question Period

Deputy Mayor Field asked if there was a chance that a survey could be done of the township residents. Mayor Donohue stated that it could be limited on those who could answer the survey due to the fact the final tax bills have gone out, there are limited people signed up for Constant Contact, and wondered how accurate it would be as it would not be a scientific survey and their data is unreliable and would not give the committee a good figure.

7. Next Meeting – At the call of the Chair

8. Adjournment

Resolution No. 04-09-2025

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the September 4, 2025, Township of Admaston/Bromley Finance & Administration Committee meeting be adjourned at 6:41 p.m.

“Carried”

Chair

CAO/Clerk

Township of Admaston/Bromley

477 Stone Road, R.R. #2

Renfrew, ON

K7V 3Z5

E-Mail Address – info@admastonbromley.com

**613-432-2885 Stone Road Office
613-432-4052 Fax**

**613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage**

REPORT

Date: September 22, 2025
To: Finance & Administration Committee
From: Jennifer Charkavi
Re: Recreation Agreement - Renfrew

Background & Discussion:

The Township has had an agreement with the Town of Renfrew for over 20 years. The current agreement ended December 31, 2023. The Township has been paying for access to recreation services for 2024 and 2025 at the 2023 rate while the Town of Renfrew reviewed their agreements with neighbouring municipalities.

Our new agreement was reviewed on September 4, 2025 by Committee. Committee had questions about the proposed agreement and the number of users. Committee requested the Town of Renfrew present their agreement and answer questions from the Committee.

The Committee also wondered what the proposed costs of the recreation agreement with neighbouring municipalities was. Staff have confirmed that both Greater Madawaska and Horton's increases were also the same as Admaston/Bromley's. Greater Madawaska has approved and entered into the recreation agreement with the Town of Renfrew, the Township of Horton still has questions before finalizing.

Town of Renfrew staff will be attending the September 22, 2025 Committee meeting.

Agreement costs since 2019:

2019	\$20,900
2020	\$11,300
2021	\$24,300
2022	\$26,100
2023	\$27,800
2024	\$27,800
2025	\$27,800
2026	\$30,3020

2027	\$33,029
2028	\$36,002
2029	\$39,242
2030	\$42,774

Financial Implications:

Through the recreation agreement, residents of the Township of Admaston/Bromley are permitted the same rights, privileges and access to participate in recreation programs and services and to use recreation facilities operated by the Town of Renfrew Parks, Recreation and Facilities Department as the Town of Renfrew. In addition, by having this agreement in place residents would not have to pay a premium to register for programs / rent facilities.

The current agreement before Committee / Council for consideration includes an annual increase of 9%. This increase is related to changes within the recreation department from 2022 and 2024. Staff have received confirmation that the annual fee does not include special events or any capital costs.

As part of the agreement, the Town of Renfrew is required to provide the township with an annual summary of utilization.

The usage for Admaston/Bromley for 2024 was:

# of Clients	818
# of Clients who Rented the Facility	34
# of Hours of Facility Rentals	436.75
# of Fitness Members	64
# of Fitness Memberships Sold	111
# of Court Members	28
# of Program Registrations	274

*Staff have confirmed that these figures do not include registration for hockey, ringette etc. as those enrolments are governed by each of their respective associations. 818 clients represents 27% of the Township population.

If this agreement is adopted by Council, this provision will be included in the 2026 budget and will result in .68% tax levy increase.

Alternatively, Committee / Council may consider not entering into this recreation agreement. This would result in residents having to pay 'out of town' user fees which are higher than residents of the Town of Renfrew, which may create financial hardship for some residents.

People Consulted:

None.

Recommendation for Committee:

AND FURTHER THAT the Finance & Administration Committee recommend to Council:

Option 1: to enter into an agreement with the Corporation of the Town of Renfrew for access to recreational facilities, programs and services provided by the Town of Renfrew from 2026 to 2030.

Or

Option 2: to not enter into an agreement with the Corporation of the Town of Renfrew for access to recreational facilities, program and services provided by the Town of Renfrew from 2026 to 2030.

AND BE IT FURTHER RESOLVED THAT the Finance & Administration Committee direct staff to bring back a report on how to repay non-resident fees for those ratepayers who use programs and services provided by the Town of Renfrew.

Shared Services Agreement for Recreation Services

THIS AGREEMENT dated this _____ day of _____, 2025

BETWEEN:

The Corporation of the Town of Renfrew

(hereinafter called the "Town")

AND

The Corporation of the Township of Admaston/Bromley

(hereinafter called the "Township")

WHEREAS the Town of Renfrew and the Township of Admaston/Bromley are each municipal corporations established in the Province of Ontario, in the County of Renfrew;

AND WHEREAS the Town of Renfrew is the owner of various recreational facilities and the coordinator of a variety of recreational programs and services within the Town of Renfrew;

AND WHEREAS the Township of Admaston/Bromley wishes for its residents to have access to the recreational facilities, programs and services of the Town of Renfrew;

AND WHEREAS the Town of Renfrew is prepared to grant such permission to the residents of the Township of Admaston/Bromley on the conditions described in this agreement;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained in the Agreement, and other good and valuable consideration, the parties hereto agree as follows:

1. Residents of the Township shall be permitted the same rights, privileges and access to participate in recreational programs and services and to use recreational facilities operated by the Town of Renfrew Parks, Recreation and Facilities Department as residents of the Town; subject to the fees and premiums identified in the Town's Fees and Charges By-law.

2. Using available reports through the Town's booking platform, the Town will provide a summary of recreation program and services usage by the neighbouring Township residents at the end of each calendar year.
3. It is agreed that the Township will pay the Town the annual fee as provided for below to allow all Township residents to enjoy the same rights, privileges and access to the recreational facilities, programs and services as the residents of the Town. The Township shall pay to the Town for said services the following fees, plus applicable taxes:

2026	\$30,302
2027	\$33,029
2028	\$36,002
2029	\$39,242
2030	\$42,774

The Town will invoice the Township in January each year, with payment due upon receipt.

4. **Term:** This Agreement shall be for a period of five (5) years commencing the 1st day of January 2026 and terminating on the 31st day of December 2030 (the "Original Term"). Should neither party provide the notice outlined in section 8 hereto, upon expiry of the Original Term, this Agreement shall be automatically renewed at a further 5-year term, under the same terms and conditions save and except section 3, which fees shall be increased by 9% per annum.
5. The yearly 9% increase was derived from the average operating budget percentage change within the recreation department from 2022 to 2024. **This calculation does NOT include special events such as Renfrew Roots NOR any capital costs.**
6. It is understood and agreed upon by both parties that the fees collected on an annual basis are for the current year's usage and financial commitment to the Town of Renfrew.
7. It is agreed that neither party will terminate this Agreement until December 31, 2030, and that should the Town or the Township not be interested in extending

the agreement, six (6) months' notice prior to December 31, 2030, must be provided in writing to the other party at its Municipal Office.

8. This agreement may be amended by the parties to the agreement by mutual agreement in writing between both parties.
9. This agreement supersedes any previous shared services/non-resident user agreements between both parties.

Legal Considerations

10. Definitions: For the purposes of this Agreement, the following terms shall have the meanings set forth below:
 - a) "Residents" shall mean individuals residing within the geographical boundaries of the Township of Admaston/Bromley.
 - b) "Recreational Programs" shall mean organized activities and events coordinated by the Town of Renfrew Parks, Recreation and Facilities Department.
 - c) "Recreational Facilities" shall mean physical locations owned and operated by the Town of Renfrew for the purpose of providing recreational services.
11. Indemnity and Liability: Each party agrees to indemnify and hold harmless the other party from any claims, liabilities, damages, and expenses arising from the use of recreational facilities and participation in recreational programs by its residents. Each party shall therefore maintain general liability insurance coverage in an amount not less than \$5,000,000 per occurrence. Proof of insurance shall be provided upon request.
12. Force Majeure: Neither party shall be liable for any failure or delay in performance under this Agreement due to circumstances beyond its reasonable control, including but not limited to acts of God, natural disasters, pandemics, or governmental actions.
13. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

IN WITNESS WHEREOF the Parties hereto have hereunder set their hand and the corporate seal on the date written above

Signed, Sealed and Delivered in the Presence of

Name: [Name]

Title: [Title]

The Corporation of the Town of Renfrew

(I have authority to bind the corporation)

Name: [Name]

Title: [Title]

The Corporation of the Township of Admaston/Bromley

(I have authority to bind the corporation)