

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 amounts were only associated to costs and not the debenture. 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 they 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