

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE & ADMINISTRATION COMMITTEE

AGENDA

October 16, 2025

5:00 pm

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Minutes:
 - [September 22, 2025](#)
5. Town of Renfrew Draft Recreation Agreement – verbal update
6. [Stone Road Sand-Salt-Shed Financing Report](#)
 - i. [10-Year Vehicle Replacement Schedule](#)
 - ii. [10-Year Debt Replacement Schedule](#)
 - iii. [2025 Annual Repayment Limit](#)
 - iv. [2025 Estimated Reserve Balance](#)
 - v. [2025 Estimated Reserve Balance - Stone Road Sand-Salt Shed Financing](#)
7. [2026 Budget Deliberation schedule](#)
8. Closed Session:

As per Section 239 2 (b) – personal matters about an identifiable individual, including municipal or local board employees

More specifically to receive a report on Human Resources – Full-Time Positions
9. Question Period
10. Next meeting
11. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

Monday September 22, 2025

At 2:30 p.m.

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

Staff present –CAO/Clerk Charkavi and Finance Clerk Fraser

Delegation and Guest – Gloria Raybone – CAO, Kelly Latendresse - Director of Community & Recreation Services and Library CEO, Mitchell Ferguson – Deputy Treasurer

1. Mayor Donohue called the meeting to order at 2:30 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – September 22, 2025

Resolution No. 05-09-2025

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the Finance & Administration amend the agenda for the September 22, 2025 meeting by adding the following:

- Rebranding Report

“Carried”

Resolution No. 06-09-2025

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the Finance & Administration Committee approve the amended agenda for the September 22, 2025 meeting.

“Carried”

4. Approval of Minutes – September 4, 2025

Resolution No. 07-09-2025

Moved by Keith Gourley

Seconded by Brian Hamilton

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

- September 22

“Carried”

5. Delegation - Town of Renfrew Draft Recreation Agreement

i. Draft Agreement

Mayor Donohue began by introducing the delegations/guests and thanking them for coming today. Mrs. Latendresse started off by going through the questions provided by CAO/Clerk Charkavi and providing some clarity to some of the questions that came out of the September 4th meeting.

Mrs. Latendresse explained that it was not software that calculated the 2022 data that was provided to the Township previously, but a Renfrew staff member that accumulated that information. Town of Renfrew will not be able to provide such extensive data regarding sports/associations as these are not Town of Renfrew programs but will be able to provide details on the total number of clients and the details of the program registrations for 2024.

Mrs. Latendresse was unable to pull 2018 registrations as the software did not go back that far but has forwarded the 2019 details that were requested.

Renfrew Council would be able to tell the Township if the agreement is negotiable, as that is not a staff decision but a council one.

Deputy Treasurer Ferguson explained the 9% increase each year for the next 5 years was derived from an average of budgets over year-to-year comparisons from 2022-2024. Included revenues and expenditures, while all capital and debentures, special events that were "one off's" were removed from revenue/expenditures. The previous increase did not cover the current increases in operating expenses.

Mrs. Latendresse confirmed that if the township did not enter into an agreement with Town of Renfrew, the registrant fees for associations/organized sports would not change as that is up to the association and the Town does not have any control over their registration fees.

Mrs. Latendresse confirmed that the 9% increase was across all draft agreements the Town has with different municipalities.

Councillor Gourley expressed it would have been nice to have data broken down more comprehensively so that it would be something they could explain to the rate payers.

Mrs. Latendresse said that she would provide more details on the total number of clients and the details of the program registrations for 2024 but she would be unable to comment on numbers she did not collect.

CAO Raybone explained that non-residents would pay 50% extra than a resident of the town of Renfrew or one of the municipalities participating in this agreement. So for example, if a program cost a resident \$45 it would cost a non-resident \$60.

Mayor Donohue referenced his spreadsheet that had been provided by Mr. Hill in 2019 and presented it to the group. He was looking for a benchmark as previously the agreement was based off Town of Renfrew programs as well as associations/organized sports. Mrs. Latendresse reiterated to the group the information provided in 2019 was not pulled from the previous database, so she is unsure as to how they calculated those numbers. Mayor Donohue explained that he would have expected a breakdown like previous data provided in the past. Without organized sports/associations the township is unsure how the figures were derived for the newest draft agreement as the structure is entirely different from the current agreement if organized sports/associations were originally included.

CAO Raybone explained that organized sports/association had never had an impact on the agreement, they were never included. Councillor Gourley reiterated this for the group as the group was under the impression that the agreement included a resident fee for those as well.

Mayor Donohue once again reiterated that associations/organized sports were included in the numbers for the current agreement, which made Councillor Gourley and CAO Raybone's comments are null. Mayor Donohue inquired if the methodology from previous years had changed. The registration numbers have a significant variance from 2019 to current. Mrs. Latendresse commented that she could not tell how her predecessors came to their numbers, she was confident in her team and their numbers and could provide a more extensive breakdown of those active users.

Recess at 3:42pm for Protective Services presentation with Paragon.

Reconvened at 4:37pm after Protective Services Committee meeting.

Mayor Donohue began by stating that we had entertained the delegation from the Town of Renfrew, they very graciously answered every question that was provided in advance or at the meeting today. There still is a further breakdown coming from Mrs. Latendresse regarding participation numbers from 2024.

Three options in front of committee, recommend to council to approve the agreement, recommend to council to decline the agreement, or to defer the decision.

Councillor LeGris would like to see the participant numbers prior to making any decisions.

Mayor Donohue wanted to reiterate that 2015-2019 agreement included the organized sports component and the spreadsheet that was done in that time frame and 2024 there is a significant difference in numbers. No value for children playing organized sports in the Town of Renfrew.

Mayor Donohue suggests that perhaps once we get firmer numbers from Town of Renfrew, as there is no discrimination against organized sports, considering potentially a system like library usage for Town of Renfrew program registrations.

Deputy Mayor Field mirrored Mayor Donohue's sentiment regarding having numbers

to figure out the cost per user to determine if it is worth it to our rate payors when a lot of the residents will not use the recreation services or consider a system like the library usage based on reimbursement.

Resolution No. 08-09-2025

Moved by Kevin LeGris

Seconded by Keith Gourley

BE IT RESOLVED that the Finance & Administration Committee defer the decision to enter into an agreement with the Town of Renfrew for access to recreational facilities, programs and services in order that staff may be able to provide further information as directed by Committee which will be provided at a future Finance & Administrative Committee meeting.

“Carried”

6. Renfrew and Area Health Services Update

Mayor Donohue gave a brief synopsis of the background of Renfrew and Area Health Services, Township of Admaston/Bromley budgeted for a \$25,000 contribution toward the debt in acquiring fourteen (14) area doctors. In October 2025 partners are coming back together, consensus is a new agreement needs to be completed, not opposed to a new agreement if it will expediate closing this up. It is moving forward, the entity is going to be wound up, made goal of recruiting fourteen (14) doctors and recruiting doctors will continue to be a challenge. However, it looks like the budgeted amount for the debt will come up short.

Resolution No. 09-09-2025

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED THAT the Finance & Administration Committee receive the verbal update from Mayor Donohue on the Renfrew and Area Health Services Village.

“Carried”

7. Rebranding Report

As per CAO/Clerk's report, rebranding would fall under priority 4 of our Strategic Plan; Promote Economic Development and Township as a destination, further explained as attracting new businesses, growing the tax base (both residential and commercial) and promoting the Township to potential residents, businesses and investors.

In 2018 the Township adopted an Economic Development Action Plan. In that plan under Community Development one of the priorities was to create a more

cohesive community by working with the community to develop “a community vision and brand for Admaston/Bromley that enhances its uniqueness, its rurality and its strong farming community.”

The Township did not identify this project in the 2025 budget. Any costs associated with rebranding would have to be directed to come from reserves if desired to begin in 2025. However, time is moving quickly and it may be a 2026 project and staff will then have time to research costs to rebrand.

The Rural Ontario Development (ROD) Fund, formerly Rural Economic Development (RED) Fund has opened again and has 4 intakes, the first set for applications due is September 26, 2025, the next deadline is February 26, 2025. The stream that the project would be applied under would be the Economic Diversification and Competitiveness which is a 50% matching grant.

CAO/Clerk Charkavi is going to do some research and come back to committee with some ideas.

Resolution No. 10-09-2025

Moved by Angela Field

Seconded by Kevin LeGris

BE IT RESOLVED THAT Committee direct staff to investigate costs for a consultant for a rebranding to be included in the 2026 budget;

AND BE IT RESOLVED THAT Committee direct staff to find and apply for funding to assist with the rebranding exercise, including the Rural Ontario Development Fund which is a 50% matching grant.

“Carried”

8. Next Meeting – At the call of the Chair

9. Adjournment

Resolution No. 11-09-2025

Moved by Angela Field

Seconded by Kevin LeGris

BE IT RESOLVED that the September 22, 2025, Township of Admaston/Bromley Finance & Administration Committee meeting be adjourned at 5:16 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: October 16, 2025
To: Committee
From: Kelly Coughlin
Re: Financing Stone Road Sand_Salt_Shed

Background:

Included in the 2025 Capital budget was a provision to replace the Stone Road Sand-Salt-Shed at an upset limit of \$400,000.00. The project was to be financed through a combination of funding sources with \$225,000.0 coming from the Canada Community Building Fund (CCBF) and \$175,000.00 to be financed through long term debt.

Discussion:

During the budget deliberations, Council expressed interest in using possible surplus from 2024 to finance the balance of the project (\$175,000) rather than through long term debt. However, the 2024-year end was not scheduled to be completed / finalized until late spring 2025 and any surplus / deficit would not be confirmed by the auditors until that time. Therefore, financing of the project remained a combination of financing through grants from the federal government and long-term debt.

The 2025 Operating/ Capital Budget was adopted by Council February 6, 2025.

The 2024-year end was completed in early May 2025, and the 2024 Audited Financial Statements were adopted by Council at a special Council meeting on May 29, 2025. At that time, the township auditors confirmed that the township realized a total surplus of \$341,148.35 for the 2024 calenda year. Council directed staff to allocate \$76,148.00 of the surplus to Reserve – Building (Fire) and the balance to the Working Fund.

The project is complete, and we are now ready to finalize the long-term borrowing. Staff are bringing additional information back to committee for consideration related to their original request to finance \$175,000 from the reserve rather than long term debt should the township realize a surplus from the previous year.

Financial Implications:

Attached is a copy of the 10-year Vehicle Replacement Schedule that formed part of the 2025 budget package. There are several vehicles that are past their useful life, and either should have been replaced in 2025 and / or scheduled to be replaced in 2026. Preliminary estimates for the replacement of those vehicles if \$1,750,000.00.

Attached is also included a copy of the 10-year Debt Repayment Schedule that formed part of the 2025 Budget package. In April 2025, staff received updated Annual Repayment Limit (ARL) documentation which outlined the township new repayment limit is a maximum of \$438,368.00. Assuming Council was desirous to replace all vehicles included in that estimate, and based the new ARL there is insufficient room left for the township to take on the amount of debt required to replace the above-mentioned vehicles. Not to mention by utilizing the remaining debt capacity limit would place the township in a very precarious position should there ever be an emergency situation requiring significant influx of revenue.

Staff have received confirmation from Infrastructure Ontario that we are not able to reallocate the long-term borrowing secured for the Stone Road Sand-Salt-Shed to another project. It is not permitted. Which means, the township either proceeds with the long-term debt as originally planned or we need to advise them that we wish to cancel our request for financing and finance the balance of the project internally through reserves.

Staff recommend proceeding with the original plan and leave the surpluses in reserves.

By proceeding with the original plan and financing the project through a combination of federal grant and long-term debt, those surplus funds from 2024 will remain available to finance future capital projects and / or simply build up the reserves to the balances set out in the township Reserve Policy adopted by Council in December 2024.

The Reserve Policy set out a target level for all discretionary reserves to be equivalent to (2) times the annual municipal tax levy. Using 2025 data, the target levy for the township reserves is approximately \$7.3 million dollars. At the end of 2025, and assuming Council does not direct staff to finance the project from reserves, the township will have approximately \$822,505 in discretionary reserves. It is staff's opinion that there is much work to be done to meet the targets set by Council.

As mentioned above, there are several vehicles that need to be replaced in the coming year(s), and most of them will cost a significant amount to replace. By keeping the 2024 surplus in reserve, those funds will be available to help finance those projects and help reduce the impact on future tax levy increases.

It is also important to note that replacement of vehicles (except Fire Trucks) is deemed an ineligible expense for both the Canada Community Building Fund (CCBF) and Ontario Community Infrastructure Fund (OCIF). Therefore, any replacement of those vehicles must be financed through a combination of reserves, long term debt and taxation.

Should Committee recommend to Council to direct staff to withdrawal funds from the reserves instead of financing the balance of the project through long term debt, it would completely deplete the Working Fund Reserve and Reserve – Building (Public Works) and there would still be a funding deficit (see attached) Total Discretionary Reserves would be estimated to be \$650,452 at the end of 2025 if this direction were given.

People Consulted:

Jennifer Charkavi - CAO/Clerk
Steve Visinski – Public Works Superintendent

Recommendation for Council:

BE IT RESOLVED THAT the Finance & Administration Committee accept the Financing Stone Road Sand-Salt-Shed Report as information as submitted and circulated;

AND FURTHER THAT the Finance & Administration Committee recommend to Council to direct staff to finance the Stone Road Sand-Salt-Shed from long term debt as adopted in the 2025 budget.

Debt Repayment Schedule v4

1% Tax levy 37,518.00

| Debenture / Lease Details | Loan Amount | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 |
|--|-------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|
| PW - 5 Year Loan IO (By-law# 2020-51) | 250,000 | 50,373.98 | | | | | | | | | | | |
| PW - 10 Year Loan IO (By-law# 2022-20) | 890,623 | 102,780.98 | 102,780.98 | 102,780.98 | 102,780.98 | 102,780.98 | 102,780.98 | 102,780.98 | 51,390.36 | | | | |
| PW - 20 Year Loan IO (By-law #2022-21) | 1,528,881 | 105,221.90 | 105,221.90 | 105,221.90 | 105,221.90 | 105,221.90 | 105,221.90 | 105,221.90 | 105,221.90 | 105,221.90 | 105,221.90 | | |
| PW - 10 Year Loan IO (Grader By-law# 2023-55) | 461,000 | 66,989.92 | 64,601.94 | 62,213.95 | 59,865.23 | 57,438.00 | 55,050.02 | 52,662.04 | 50,287.15 | 47,886.08 | | | |
| Fire - 5yr. Lease (SCBA's) | 156,406 | 40,206.42 | 40,206.42 | 40,206.42 | 40,206.42 | | | | | | | Capital | |
| PW - 30 Year Loan IO (Cobden Sand/Salt Shed By-law# 2024-54) | 305,740 | 23,440.54 | 22,995.18 | 22,549.81 | 22,137.39 | 21,659.08 | 21,213.72 | 20,768.36 | 20,351.07 | 19,877.64 | 19,432.28 | 18,986.92 | 18,564.74 |
| | | 389,013.74 | 335,806.42 | 332,973.06 | 330,211.92 | 287,099.96 | 284,266.62 | 281,433.28 | 227,250.48 | 172,985.62 | 124,654.18 | 18,986.92 | 18,564.74 |

| | | | | | | | | | | | | | |
|--|--------------|--|-----------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Est. Payment - Stone Rd. Sand/ Salt Shed - 30 yr | 175,000.00 | | 13,416.59 | 13,162.16 | 12,926.31 | 12,651.84 | 12,396.92 | 12,142.00 | 11,903.85 | 11,632.17 | 11,377.25 | 11,122.33 | 10,881.38 |
| Est Payment - Excavator, Tandem, Fire Trucks - 15 yr | 1,750,000.00 | | | 187,899.24 | 183,254.50 | 178,239.24 | 173,409.24 | 168,579.24 | 89,881.57 | 158,919.24 | 154,089.24 | 149,259.24 | 144,508.63 |
| | | | | 5.01% | | | | | | | | | |
| Est Payment - Grader - 15 yr | 500,000.00 | | | | 53,742.21 | 52,305.50 | 50,925.50 | 49,545.50 | 48,207.09 | 46,785.51 | 45,405.50 | 44,025.50 | 42,671.97 |
| | | | | | 1.43% | | | | | | | | |
| Est. Payment - Fire Hall Expansion - 30 yr | 3,000,000.00 | | | | 116,088.77 | 227,813.52 | 223,443.52 | 219,073.52 | 215,020.79 | 210,333.52 | 205,963.52 | 201,593.52 | 197,492.91 |
| | | | | | 3.09% | 2.98% | | | | | | | |

| | | | | | | | | | | | | | |
|------------------------------------|--|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Projected Annual Repayments | | 389,013.74 | 349,223.01 | 534,034.51 | 696,223.76 | 758,110.09 | 744,441.80 | 730,773.54 | 592,263.78 | 600,656.06 | 541,489.69 | 424,987.51 | 414,119.63 |
| | | Tax Levy Increase re new debt | | 5.01% | 4.52% | 2.98% | | | | | | | |

Per MMAH, 2024 Annual Repayment Limit **512,025.00**

Per MMAH 2025 ARL - \$438,368

| | | | | | | | | | | | | |
|---------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|---------------------|---------------------|--------------------|--------------------|--------------------|------------------|------------------|
| Debt Repayment Limit remaining | 123,011.26 | 162,801.99 | - 22,009.51 | - 184,198.76 | - 246,085.09 | - 232,416.80 | - 218,748.54 | - 80,238.78 | - 88,631.06 | - 29,464.69 | 87,037.49 | 97,905.37 |
|---------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|---------------------|---------------------|--------------------|--------------------|--------------------|------------------|------------------|

Maxed out..
 \$\$ to come from
 taxation or
 reserves to
 offset

2025 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

| | | | |
|-------------------------|----------------------------|-----------|----------------|
| MMAH CODE: | 69631 | | |
| MUNID: | 47041 | | |
| MUNICIPALITY: | Admaston-Bromley Tp | | |
| UPPER TIER: | Renfrew Co | | |
| REPAYMENT LIMIT: | | \$ | 438,368 |

FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

| 5% Interest Rate | | | |
|------------------|-----|--------------------|--------------|
| | (a) | 20 years @ 5% p.a. | \$ 5,463,031 |
| | (a) | 15 years @ 5% p.a. | \$ 4,550,107 |
| | (a) | 10 years @ 5% p.a. | \$ 3,384,960 |
| | (a) | 05 years @ 5% p.a. | \$ 1,897,903 |
| 7% Interest Rate | | | |
| | (a) | 20 years @ 7% p.a. | \$ 4,644,074 |
| | (a) | 15 years @ 7% p.a. | \$ 3,992,616 |
| | (a) | 10 years @ 7% p.a. | \$ 3,078,912 |
| | (a) | 05 years @ 7% p.a. | \$ 1,797,394 |

DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

Admaston-Bromley Tp

MMAH CODE:

69631

| Debt Charges for the Current Year | | 1 \$ |
|--|--|-----------------|
| 0210 | Principal (SLC 74 3099 01) | 227,251 |
| 0220 | Interest (SLC 74 3099 02) | 80,261 |
| 0299 | | Subtotal |
| | | 307,512 |
| 0610 | Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01) | 0 |
| 9910 | Total Debt Charges | 307,512 |

| Amounts Recovered from Unconsolidated Entities | | 1 \$ |
|---|--|-----------------|
| 1010 | Electricity - Principal (SLC 74 3030 01) | 0 |
| 1020 | Electricity - Interest (SLC 74 3030 02) | 0 |
| 1030 | Gas - Principal (SLC 74 3040 01) | 0 |
| 1040 | Gas - Interest (SLC 74 3040 02) | 0 |
| 1050 | Telephone - Principal (SLC 74 3050 01) | 0 |
| 1060 | Telephone - Interest (SLC 74 3050 02) | 0 |
| 1099 | | Subtotal |
| | | 0 |
| 1410 | Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02) | 8,043 |
| 1411 | Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02) | 0 |
| 1412 | Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02) | 0 |
| 1420 | Total Debt Charges to be Excluded | 8,043 |
| 9920 | Net Debt Charges | 299,469 |

| Revenue | | 1 \$ |
|---------------------------------|--|------------------|
| 1610 | Total Revenue (SLC 10 9910 01) | 4,062,645 |
| Excluded Revenue Amounts | | |
| 2010 | Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04) | 2,227 |
| 2210 | Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC10 0815 01) | 1,138,004 |
| 2220 | Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01) | 21,856 |
| 2225 | Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01) | 0 |
| 2226 | Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01) | 0 |
| 2230 | Revenue from other municipalities including revenue for Tangible Capital Assets (SLC 10 1098 01 + SLC 10 1099 01) | 23,508 |
| 2240 | Gain/Loss on sale of land & capital assets (SLC 10 1811 01) | -80,277 |
| 2250 | Deferred revenue earned (Development Charges) (SLC 10 1812 01) | 0 |
| 2251 | Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01) | 0 |
| 2256 | Deferred revenue earned (Community Benefits) (SLC 10 1815 01) | 0 |
| 2252 | Donated Tangible Capital Assets (SLC 53 0610 01) | 0 |
| 2253 | Other Deferred revenue earned (SLC 10 1814 01) | 0 |
| 2254 | Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01) | 0 |
| 2255 | Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01) | 5,980 |
| 2299 | | Subtotal |
| | | 1,111,298 |
| 2410 | Fees and Revenue for Joint Local Boards for Homes for the Aged | 0 |
| 2610 | Net Revenues | 2,951,347 |
| 2620 | 25% of Net Revenues | 737,837 |
| 9930 | ESTIMATED ANNUAL REPAYMENT LIMIT | 438,368 |
| | (25% of Net Revenues less Net Debt Charges) | |

* SLC denotes Schedule, Line Column.

TOWNSHIP of ADMASTON/BROMLEY
2025 RESERVES & DEFERRED REVENUE - Forecast v4

Updated: 10/11/2025

| DISCRETIONARY RESERVES | | | | | | |
|-------------------------------------|---|---------------------------------|---------------------------------|-------------------|---------------------|---|
| GL Acct # | Description | Balance as of 12/31/2024 | 2024 Surplus / (Deficit) | Additions | Withdrawals | Estimated Balance as of 12/31/2025 |
| 1-2-0250-0700 | Working Fund | 105,193.44 | 265,000.35 | 8,500.00 | (142,271.00) | 236,422.79 |
| 1-2-0250-0701 | Reserve - Municipal Election | 14,000.00 | | 7,000.00 | | 21,000.00 |
| 1-2-0250-0705 | Reserve - Accessibility | - | | 1,000.00 | | 1,000.00 |
| 1-2-0250-0707 | Reserve - Weather Contingency Reserve | 40,000.00 | | 20,000.00 | | 60,000.00 |
| 1-2-0250-0708 | Reserve - Municipal Development Reserve | - | | 8,500.00 | | 8,500.00 |
| 1-2-0250-0711 | Reserve - Waste Capital | 29,425.00 | | | | 29,425.00 |
| 1-2-0250-0712 | Reserve - Building (Fire) | - | 76,148.00 | 8,500.00 | | 84,648.00 |
| 1-2-0250-0713 | Reserve - Building (Public Works) | - | | 8,500.00 | | 8,500.00 |
| 1-2-0250-0714 | Reserve - Paved / Gravel Roads | 118,171.96 | | 37,000.00 | | 155,171.96 |
| 1-2-0250-0715 | Reserves - PW Vehicles / Equipment | 73,079.50 | | 34,000.00 | | 107,079.50 |
| 1-2-0250-0716 | Reserve - Fire Vehicles / Equipment | 25,000.00 | | 25,000.00 | | 50,000.00 |
| 1-2-0250-0717 | Reserve - CWIP | 119,750.00 | | | | 119,750.00 |
| 1-2-0250-0718 | Reserve - Capital | 59,620.58 | | | (132,500.00) | (72,879.42) |
| 1-2-0250-0719 | Fire - Capital | 9,858.21 | | | | 9,858.21 |
| 1-2-0250-0724 | One-Time Funding | 4,203.89 | | | (174.00) | 4,029.89 |
| TOTAL DISCRETIONARY RESERVES | | 598,302.58 | 341,148.35 | 158,000.00 | (274,945.00) | 822,505.93 |

| DEFERRED REVENUE | | | | | | |
|-------------------------------|-----------------------|---------------------------------|----------|------------------|--------------------|---|
| GL Acct # | Description | Balance as of 12/31/2024 | | Additions | Withdrawals | Estimated Balance as of 12/31/2025 |
| 1-2-0250-0723 | Cannabis Reserve Fund | 19,414.88 | | | | 19,414.88 |
| 1-2-0250-0725 | Safe Restart | 29,000.00 | | | (29,000.00) | - |
| TOTAL DEFERRED REVENUE | | 48,414.88 | - | - | (29,000.00) | 19,414.88 |

| OBLIGATORY RESERVES | | | | | | |
|----------------------------------|--|---------------------------------|----------|-------------------|---------------------|---|
| GL Acct # | Description | Balance as of 12/31/2024 | | Additions | Withdrawals | Estimated Balance as of 12/31/2025 |
| 1-2-0260-0750 | Canada Community Building Fund (CCBF) | 120,595.39 | | 103,286.63 | (225,000.00) | (1,117.98) |
| 1-2-0260-0751 | Ontario Community Infrastructure Fund (OCIF) | 485,462.82 | | 428,473.00 | (710,000.00) | 203,935.82 |
| TOTAL OBLIGATORY RESERVES | | 606,058.21 | - | 531,759.63 | (935,000.00) | 202,817.84 |

| | | | | | | |
|-----------------------|--|---------------------|-------------------|-------------------|-----------------------|---------------------|
| TOTAL RESERVES | | 1,252,775.67 | 341,148.35 | 689,759.63 | (1,209,945.00) | 1,044,738.65 |
|-----------------------|--|---------------------|-------------------|-------------------|-----------------------|---------------------|

TOWNSHIP of ADMASTON/BROMLEY
2025 RESERVES & DEFERRED REVENUE - Forecast v5
 Incl. Financing Stone Road Sand Salt Shed from Reserves

Updated: 10/11/2025

| DISCRETIONARY RESERVES | | | | | | | | |
|-------------------------------------|---|--------------------------|--------------------------|-------------------|---------------------|-------------|---------------------------|------------------------------------|
| GL Acct # | Description | Balance as of 12/31/2024 | 2024 Surplus / (Deficit) | Additions | Withdrawals | Adjustments | Stone Road Sand Salt Shed | Estimated Balance as of 12/31/2025 |
| 1-2-0250-0700 | Working Fund | 105,193.44 | 265,000.35 | 8,500.00 | (142,271.00) | (72,879.42) | (163,543.37) | - |
| 1-2-0250-0701 | Reserve - Municipal Election | 14,000.00 | | 7,000.00 | | | | 21,000.00 |
| 1-2-0250-0705 | Reserve - Accessibility | - | | 1,000.00 | | | | 1,000.00 |
| 1-2-0250-0707 | Reserve - Weather Contingency Reserve | 40,000.00 | | 20,000.00 | | | | 60,000.00 |
| 1-2-0250-0708 | Reserve - Municipal Development Reserve | - | | 8,500.00 | | | | 8,500.00 |
| 1-2-0250-0711 | Reserve - Waste Capital | 29,425.00 | | | | | | 29,425.00 |
| 1-2-0250-0712 | Reserve - Building (Fire) | - | 76,148.00 | 8,500.00 | | | | 84,648.00 |
| 1-2-0250-0713 | Reserve - Building (Public Works) | - | | 8,500.00 | | | (8,500.00) | - |
| 1-2-0250-0714 | Reserve - Paved / Gravel Roads | 118,171.96 | | 37,000.00 | | | | 155,171.96 |
| 1-2-0250-0715 | Reserves - PW Vehicles / Equipment | 73,079.50 | | 34,000.00 | | | | 107,079.50 |
| 1-2-0250-0716 | Reserve - Fire Vehicles / Equipment | 25,000.00 | | 25,000.00 | | | | 50,000.00 |
| 1-2-0250-0717 | Reserve - CWIP | 119,750.00 | | | | | | 119,750.00 |
| 1-2-0250-0718 | Reserve - Capital | 59,620.58 | | | (132,500.00) | 72,879.42 | | - |
| 1-2-0250-0719 | Fire - Capital | 9,858.21 | | | | | | 9,858.21 |
| 1-2-0250-0724 | One-Time Funding | 4,203.89 | | | (174.00) | | | 4,029.89 |
| TOTAL DISCRETIONARY RESERVES | | 598,302.58 | 341,148.35 | 158,000.00 | (274,945.00) | - | (172,043.37) | 650,462.56 |

| DEFERRED REVENUE | | | | | | | | |
|-------------------------------|-----------------------|--------------------------|----------|-----------|--------------------|--|--|------------------------------------|
| GL Acct # | Description | Balance as of 12/31/2024 | | Additions | Withdrawals | | | Estimated Balance as of 12/31/2025 |
| 1-2-0250-0723 | Cannabis Reserve Fund | 19,414.88 | | | | | | 19,414.88 |
| 1-2-0250-0725 | Safe Restart | 29,000.00 | | | (29,000.00) | | | - |
| TOTAL DEFERRED REVENUE | | 48,414.88 | - | - | (29,000.00) | | | 19,414.88 |

| OBLIGATORY RESERVES | | | | | | | | |
|----------------------------------|--|--------------------------|----------|-------------------|---------------------|--|--|------------------------------------|
| GL Acct # | Description | Balance as of 12/31/2024 | | Additions | Withdrawals | | | Estimated Balance as of 12/31/2025 |
| 1-2-0260-0750 | Canada Community Building Fund (CCBF) | 120,595.39 | | 103,286.63 | (225,000.00) | | | (1,117.98) |
| 1-2-0260-0751 | Ontario Community Infrastructure Fund (OCIF) | 485,462.82 | | 428,473.00 | (710,000.00) | | | 203,935.82 |
| TOTAL OBLIGATORY RESERVES | | 606,058.21 | - | 531,759.63 | (935,000.00) | | | 202,817.84 |

| | | | | | | | | |
|-----------------------|--|---------------------|-------------------|-------------------|-----------------------|--|--|-------------------|
| TOTAL RESERVES | | 1,252,775.67 | 341,148.35 | 689,759.63 | (1,209,945.00) | | | 872,695.28 |
|-----------------------|--|---------------------|-------------------|-------------------|-----------------------|--|--|-------------------|

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: October 16, 2025
To: Committee
From: Kelly Coughlin
Re: 2026 Budget Timelines

Background:

In 2023, council expressed desire to commence the budget deliberation process much earlier than in previous years. In the past, staff did not present the budget to committee until late winter / early spring of the year the budget related to and the final budget was not adopted until late spring. This created issues with contractor availability projects and capital projects starting much later in construction season.

Since 2023, staff have presented the budget for the coming year to committee in the fall of the prior year. The budget has been presented over 2-3 days and then Committee deliberated an additional 2-3 days before the budget was finalized and taken to council for adoption.

Discussion:

Staff are proposing the following schedule for committee consideration. Once the timeline is agreed upon, a report will be brought to council for formal adoption and the information / schedule will be posted on the municipal website, social media platforms and distributed through Constant Contact.

The proposed schedule is as follows:

| | | |
|-------------------|---------------------------|-----------------------|
| December 4, 2025 | Budget Presentation Day 1 | 5pm – 7pm |
| December 5, 2025 | Budget Presentation Day 2 | 12pm (noon) – 3pm |
| December 8 , 2025 | Budget Presentation Day 3 | 5pm – 7pm (if needed) |
| December 11, 2025 | Budget Deliberation Day 4 | 5pm – 9pm |

| | | |
|-------------------|---|-----------------------------------|
| December 12, 2025 | Budget Deliberation Day 5 | 12pm (noon) – 3pm |
| December 15, 2025 | Budget Deliberation Day 6 | 12 pm (noon) – 3pm (if needed) |
| January 8, 2026 | Adopt Budget at regular council meeting | |

Financial Implications:

Adoption of the annual operating / capital budget better aligns with the townships long term goals as it helps control spending, provides opportunity for more competitive bids / tenders, capital projects can be advanced as soon as budget is adopted by council. In addition, it provides staff with a much greater time period for capital projects to be completed if council adopts the budget early in the year to which it applies and helps to meet the townships overall operating needs.

People Consulted:

Jennifer Charkavi - CAO/Clerk

Recommendation for Council:

BE IT RESOLVED THAT the Finance & Administration Committee accept the 2026 Budget Timelines report as information as submitted and circulated.

AND FURTHER THAT the Finance & Administration Committee recommend to Council to adopt the 2026 Budget timeline as outlined within this report.