

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE & ADMINISTRATION COMMITTEE

AGENDA

RESUME

November 13, 2025

2:00 pm

1. Call meeting to order
2. Declaration of Pecuniary Interest
3. Approval of Agenda
4. Minutes:
 - [October 16, 2025](#)
5. [Renfrew Recreation Agreement Report](#)
 - i. [Draft Revised Town of Renfrew Recreation Agreement](#)
6. [Cost of Living Adjustment \(COLA\) Increase effective January1, 2026](#)
 - i. [Employment By-law](#)
 - ii. [Council Remuneration](#)
7. Township staff restructuring
 - i. [Create Part-Time Public Works staff Report](#)
 - ii. [Creation of Deputy Treasurer / Deputy Clerk position Report](#)
8. [WSIB Surplus Report](#)
9. [Barr Line Community Centre Renovations Report](#)
 - i [2004 Renovations to Barr Line Community Centre](#)
8. [Alternative Voting Report for 2026 Municipal Election](#)
 - i. [Voatz Quote](#)
9. Question Period
10. Next meeting

11. Adjournment

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

Monday October 16, 2025

At 5:00 p.m.

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

Staff present – CAO/Clerk Charkavi, Treasurer-Deputy CAO/Clerk Coughlin, Public Works Superintendent Visinski, Fire Chief McHale and Finance Clerk Fraser

1. Vice-Chair Gourley called the meeting to order at 5:05 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – October 16, 2025

Resolution No. 01-10-2025

Moved by Angela Field

Seconded by Kevin Legris

BE IT RESOLVED that the Finance & Administration approve the agenda for the October 16, 2025 Committee meeting.

“Carried”

4. Approval of Minutes – September 22, 2025

Resolution No. 02-10-2025

Moved by Angela Field

Seconded by Kevin Legris

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

- September 22, 2025

“Carried”

5. Town of Renfrew Draft Recreation Agreement – verbal update

CAO/Clerk Charkavi gave a verbal update on the status of the Draft Recreation Agreement to the committee, there is no report currently. CAO/Clerk Charkavi has reached out to Town of Renfrew for an update on the information we requested, the number of residents using their programs, and the township is still waiting for a response. Ms. Latendresse was away at a conference but did indicate that the recreation agreement would go back before Renfrew Council.

Vice-Chair Gourley notified Committee that he had received an unofficial update that the original numbers the township was provided were inaccurate and the Town of Renfrew was recalculating their figures.

Mayor Donohue indicated the minutes made plain Town of Renfrew was to provide the township with updated numbers. There are two distinct things being discussed here; one the data may be imprecise, the second being the Town of Renfrew may be prepared to engage in negotiations.

CAO/Clerk Charkavi indicated she believed the Town of Renfrew would be open to negotiations. She did suggest that the township would like to look at the terms of the agreement and did indicate she had no direction from council or committee, to which she received the response it would be brought back to council for review.

Mayor Donohue wanted to reiterate the negotiations and review of the agreement were dormant for now until the Town of Renfrew had time to review.

Resolution No. 03-10-2025

Moved by Kevin LeGris

Seconded by Angela Field

BE IT RESOLVED THAT the Finance & Administration Committee receive the verbal update on the Renfrew Recreation Agreement status from CAO/Clerk Charkavi.

“Carried”

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

Treasurer-Deputy CAO/Clerk Coughlin gave a brief synopsis of her report. She did highlight some of the points from the report she wanted to raise for committees' consideration. She highlighted some of the reports used during 2025 budget deliberations, the 10-year vehicle replacement schedule and the 10-year debt replacement schedule.

In April 2025, staff received updated Annual Repayment Limit (ARL) documentation which outlined the township's new repayment limit is a maximum of \$438,368.00, the township would be exceeding debt repayment limit for 2027 if Council was desirous to replace all vehicles identified. Treasurer-Deputy CAO/Clerk Coughlin is recommending staying with the original plan and proceed with the long-term debt as there are some large vehicles that are to be purchased in 2026 and 2027.

Infrastructure Ontario advised they are unable to reallocate approved lending funds to a future project. They do not permit those kind of changes to the original funding request. If committee choses not to proceed with the debenture, Treasurer-Deputy CAO/Clerk Coughlin would be required to cancel our request for long term borrowing and then we would finance internally with reserves. A new application would be required for future projects.

Treasurer-Deputy CAO/Clerk Coughlin continued with providing clarity on the reserve balances as per the reports attached and explaining how financing would happen if the debenture was cancelled and committee gave that direction.

To finish off her synopsis, she did confirm with CCBF (Canada Community Building Fund) and OCIF (Ontario Community Infrastructure Funds) neither permit financing of vehicle replacement, except for a fire truck. There are only (3) sources of revenue to finance vehicle replacement: taxation, reserves or long-term debt.

Mayor Donohue asked for some clarity on the surplus, reserves and waste management landfill expansion overage. There was some discussion between committee get clarification on reserve balances and the reserve policy that was adopted in 2024. Mayor Donohue was satisfied with Treasurer-Deputy CAO/Clerk Coughlin explanation and report.

Mayor Donohue indicated that none of what was discussed is persuading him to not pursue the recommended course of action, whether debt financed or out of reserves there is no good outcome. Councillor Legris agreed with the mayor that there was no good outcome. It was suggested the township internally finance the project through reserves and repay the reserves rather than have long term debt.

When asked if it would complicate things to internally finance ourselves, Treasurer-Deputy CAO/Clerk Coughlin discussed that this was the first year, come September, the township did not have to utilize our line of credit. Two years prior to the township was in a very precarious position cash flow wise, so she does not recommend internally financing but rather using a separate lender, as it is easier to pay back a third party rather than have self discipline to repay ourselves.

Treasurer-Deputy CAO/Clerk Coughlin wanted to caution committee/bring to committees' attention, if committee gives direction to take money out of reserves, cancel loan application for Infrastructure Ontario and then in the next few years we need to borrow money, each application is independent of each other. The township has taken on more debt, however, other than the 2023, tax levies have maintained, remained static, it's not offsetting enough so debt repayment limit continues to decrease and then we may not qualify for debentures in the future.

Although it was very difficult for the rate payers to incur that huge increase in 2024, it put the township in a better position to qualify for that first debenture. If we can continue to increase reserve balances annually through our budgets, it will put the township in an improved position, help improve our annual debt repayment amount and a financially better position with Infrastructure Ontario.

Vice-Chair Gourley agreed there was no good outcome. It was suggested the township finance and repay the reserves rather than have long term debt. Mayor Donohue inquired as to how much interest was payable over 30 years, Treasurer-Deputy CAO/Clerk Coughlin confirmed it would be just over \$116,000 paid in interest. There were some discussions amongst the group about interest rates (saving vs loan).

Councillor Hamilton supports the resolution as written by staff and debt financing. He asked what the amount of interest would be if we put the money in reserves and had usable funds at the end of 30 years. Treasurer-Deputy CAO/Clerk Coughlin stated she would have to bring that information back to a future meeting.

CAO/Clerk Charkavi stated that there was a struggle bringing this report forward as staff wanted to do what was asked of them, but there is always the concern of not having any money in the bank in the event of an emergency.

Resolution No. 04-10-2025

Moved by Brian Hamilton

Seconded by Kevin Legris

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.

"Carried"

7. 2026 Budget Deliberation schedule

Resolution No. 05-10-2025

Moved by Michael Donohue

Seconded by Brian Hamilton

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.

"Carried"

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

Resolution No. 06-10-2025

Moved by Michael Donohue

Seconded by Brian Hamilton

BE IT RESOLVED THAT the Finance & Administration Committee move into a

Closed Session at 6:05 p.m.

As per Section 239 2 (c) of the Municipal Act – personal matters about an identifiable individual, including municipal or local board employees.

More specifically as it relates to a Human Resources issue.

“Carried”

Council rose from Closed Session at 6:46pm and had nothing to report.

- 9. Question Period
- 10. Next Meeting – At the call of the Chair
- 11. Adjournment

Resolution No. 07-10-2025

Moved by Kevin Legris

Seconded by Angela Field

BE IT RESOLVED that the October 16, 2025, Township of Admaston/Bromley Finance & Administration Committee meeting be adjourned at 6:48 p.m.

“Carried”

Chair

CAO/Clerk

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REPORT

Date: November 6, 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.

A new agreement was sent in the fall of 2025. The numbers associated seemed to be inaccurate. The Town of Renfrew went back and looked at their information again. On October 29 a revised agreement was received.

The new agreement is adding the CPI index to the already agreed upon terms of the previous agreement. The payment is to be \$29,204 for 2026 which is a 5.05% increase for the first year of the agreement which reflects the Ontario CPI increase for 2023 (increase in 2024 was 3.36%) and 2024 (increase in 2025 was 1.69%).

Thereafter, on an annual basis following the 2026 term, the agreement rate shall be adjusted by multiplying the agreement amount from the previous year by a factor, the numerator of which shall be the Consumer Price Index, all items, for Ontario ("CPI"), as published by Statistics Canada pursuant to the Statistics Act, R.S.C. 1985, C. S-19 as at December of the year in which the adjustment is to occur, and the denominator of which shall be the CPI as at December of the preceding year. Should the CPI for any given year exceed 4%, the increase will be capped at 4% for that year. If the CPI ceases to be published, there shall be substituted its successor or any other index mutually acceptable to the parties. Notwithstanding the foregoing, in no event shall the agreement value be less than the value charged during the previous year of the Term.

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

First Proposed New Agreement Costs

2026	\$30,3020
2027	\$33,029
2028	\$36,002
2029	\$39,242
2030	\$42,774

Revised Proposed Agreement Costs

2026	\$29,204 - 5.05% increase (a noted in report)
2027	2026 amount + CPI index as noted in report
2028	2027 amount + CPI index as noted in report
2029	2028 amount + CPI index as noted in report
2030	2029 amount + CPI index as noted in report

Admaston/Bromley 2024 Recreation Statistics

236 ACTIVE Clients

Breakdown of Usage:

- 28 Court Memberships
- 111 Fitness Memberships
 - o 74 Fitness Memberships (1 Month)
 - o 25 Fitness Memberships (3 Months)
 - o 1 Fitness Membership (6 Months)
 - o 11 Fitness Memberships (1 Year)
- 20 attended Arts & Culture programs (including Foraging, Fused Glass, etc.)
- 29 children attended camps (including Summer Camp and PA Day Camps)
- 23 children attended children's programs (including Drama Lab, Parkour, Youth Cooking Classes, etc.)
- 18 attended dance classes (including Ballet, Line Dancing, etc.)
- 108 attended fitness classes (including Pickleball Clinics, Badminton, and other fitness classes)
- 46 attended gymnastics (including Kindergym and Gymnastics)
- 30 attended special interest programs (including Babysitter's Course, Gardening 101, Home Alone Course, etc.)

****Please note that several residents attended registered for multiple programs/memberships***

Information Regarding Cost

\$\$ spent on program registration	\$15,780.41
\$\$ spent on court memberships	\$1,803.90
\$\$ spent on fitness memberships	\$11,600.85
Total	\$29,185.16

The numbers below show what would have been paid if clients had paid the Non-Resident Rates

\$\$ spent on program registration	\$23,670.62
\$\$ spent on court memberships	\$2,705.85
\$\$ spent on fitness memberships	\$17,401.28
Total	\$43,777.74

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.

People Consulted:

Treasurer – Deputy CAO/Clerk

Recommendation for Committee:

BE IT RESOLVED that the Finance & Administration Committee recommend to Council to enter into an agreement with the Town of Renfrew for access to the recreational facilities, programs and services of the Town of Renfrew as per the draft agreement that was provided to Committee at the November 6, 2025 Committee meeting.

AND BE IT RESOLVED that the draft agreement be formerly approved by Council at the November 20, 2025 Council meeting.

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 Community Services and Recreation 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 residents of

the Township at the end of each calendar year. Usage numbers can only be provided for programs and services that are under the control of the Town of Renfrew.

3. It is agreed that the Township will pay the Town \$29,204 for 2026. The 5.05% increase for the first year of the agreement reflects the Ontario CPI increase for 2023 (increase in 2024 was 3.36%) and 2024 (increase in 2025 was 1.69%).
4. Thereafter, on an annual basis following the 2026 term, the agreement rate shall be adjusted by multiplying the agreement amount from the previous year by a factor, the numerator of which shall be the Consumer Price Index, all items, for Ontario ("CPI"), as published by Statistics Canada pursuant to the Statistics Act, R.S.C. 1985, C. S-19 as at December of the year in which the adjustment is to occur, and the denominator of which shall be the CPI as at December of the preceding year. Should the CPI for any given year exceed 4%, the increase will be capped at 4% for that year. If the CPI ceases to be published, there shall be substituted its successor or any other index mutually acceptable to the parties. Notwithstanding the foregoing, in no event shall the agreement value be less than the value charged during the previous year of the Term.
5. The Town will invoice the Township in January each year, or once the annual CPI adjustment value becomes available, with payment due upon receipt.
6. This agreement allows all Township residents to enjoy the same rights, privileges and access to the Town's recreational facilities, programs and services as the residents of the Town of Renfrew.
7. **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.
8. 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.

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

Legal Considerations

12. 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.
13. 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.
14. 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.
15. 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 Township of Admaston/Bromley

(I have authority to bind the corporation)

Name: [Name]

Title: [Title]

The Corporation of the Town of Renfrew

(I have authority to bind the corporation)

To intTownship of Admaston/Bromley
477 Stone Road, R.R. #2
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E-Mail Address – info@admastonbromley.com

613-432-2885 Stone Road Office
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613-432-3175 Stone Road Garage
613-646-7918 Cobden Road Garage

REPORT

Date: November 6, 2025
To: Finance & Administration Committee
From: Kelly Coughlin
Re: Cost of Living Adjustment (COLA) Increase

Background:

Included in the Township's Employment By-Law is wording surrounding the calculation methodology used to calculate COLA adjustment. Council adopted the following wording “

“Future wage grid increases will be adjusted based a 12-month average on a month over month comparison using September as the cut-off. This adjustment will not be more than 4% and not less than 1% and subject to council discretion. The new wage grid will come in effect January 1st of the following calendar year.”

Discussion:

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

Staff do not recommend adopting the budget without knowing what the COLA adjustment is for the coming year. If estimates are too low it could result in a funding deficit and if too high, creating a surplus.

Financial Implications:

The wage rates outlined in Schedule A of the Employment By-law will be incorporated into the 2026 budget presentation for Council consideration.

Based on the calculations, staff recommend the 2025 wage grid be adjusted by 1.99% to reflect COLA increase. Staff recommend this increase be applied to both staff and council remuneration. The new wage rates will come into effect January 1, 2026.

People Consulted:

Jennifer Charkavi – CAO / Clerk

Committee Recommendation:

BE IT RESOLVED THAT Council receive the Cost of Living Adjustment (COLA) report as information as submitted and circulated;

AND FURTHER THAT the Finance & Administration Committee recommend to Council to adopt adjust the 2025 wage grid by a COLA increase of 1.99% for both staff and council and that these new wage rates will come into effect January 1, 2026.

AND FURTHER THAT the Finance & Administration Committee recommend to Council to adopt By-law # 2025-42 Employment By-law and By-law# 2025-43 Remuneration Council as contained herein.

CORPORATION OF THE TOWNSHIP OF

ADMASTON/BROMLEY By-Law No. 2025-42

Employment By-Law for the Township of Admaston/Bromley
Employees effective January 1, 2026

WHEREAS the Council of the Corporation of the Township of Admaston/Bromley deems it advisable to employ Township Staff under and subject to the provisions of a by-law;

AND WHEREAS the Ontario Municipal Act empowers Council to pass such a by-law regulating the appointment, duties and remuneration of such staff.

NOW THEREFORE the Council of the Corporation of the Township of Admaston/Bromley enacts as follows:

PART 1. Short Title

1.1 This by-law may be cited as the “Employment By-Law”.

PART 2 - Insurance and Health Benefits

2.1 Pension

The Employer shall authorize participation in the Ontario Municipal Employees Retirement System (“OMERS”) primary pension plan. All full-time employees hired after November 1st, 2011 shall participate in OMERS. Subject to enrolment requirements, part-time employees may participate in OMERS if they qualify as set out in Section #C-2 in the Human Resources Policy.

2.2 The Employer shall provide an R.R.S.P. Pension Plan Program for those employees whose starting date preceded November 1, 2011 and who exercised their option not to participate in the OMERS primary pension plan. Effective November 1, 2011, Municipal contributions will be equal to OMERS contribution rates for salaried employees and hourly rate wages based on a 35-hour work week for administrative employees and a 40-hour work week for all other employees. The employee must match the employer’s contribution to the plan.

2.3 Insurance and Health Benefits

The Employer shall provide Life Insurance Coverage, Long Term Disability and a Health Benefit Program. The employer shall pay the premiums.

Life Insurance
Accidental Death and Dismemberment
Insurance Long Term Disability
Extended Health
Care Plan Dental
Insurance

Effective January 1, 2024, the employer will provide Dependent Life and Short Term Disability coverage. The employer shall pay the premiums.

2.4 Vision Care – Eye exams, surgery, glasses and contact lenses provided by a licensed optometrist to a maximum of \$200.00 per calendar year per family for full time employees, their spouses and children as defined in the Explanation of Common Insurance Terms under the Township Group Benefit Program.

2.5 Physical & Written test

As a condition of employment, the employer requires employees in the Public Works Department to maintain their DZ and / or AZ licenses. To maintain that licensing, the province requires license holders to complete written and physical testing at various intervals. While an employee is actively employed with the township, the employer will reimburse an employee out of pocket expense to complete these testing to maintain their DZ and AZ licensing.

PART 3 - Statutory Holidays & Float Days

3.1 Twelve paid statutory holidays shall be provided. Specific days are outlined in the Human Resources Policies and Procedures Manual.

3.2 Three paid holidays known as “Floater Holidays” shall be provided.

PART 4 - Other Allowances

4.1 Mileage Allowance

Mileage shall be granted to those employees who are required to have a vehicle and use it routinely in the performance of their duties. For the use of vehicles authorized by the employee’s Department Head, employees will receive the Canada Revenue Agency (CRA) Reasonable per-Kilometer Allowance that will be adjusted every January 1.

4.2 Safety Apparel and Safety Footwear Allowance

Employees who are required by nature of their job to wear safety apparel and/or safety footwear on a regular basis shall be reimbursed for the following upon presentation of invoices:

- i) One pair of safety footwear per year up to a maximum of \$250.00.
- ii) One pair of safety coveralls or safety coat per year.
- iii) Additional safety wear and clothing per year up to a maximum of \$200.00.
- iv) All other safety apparel requirements will require Council approval.

4.3 Use of Personal Cell Phone Allowance

Each employee who is required to use their personal cell-phone for work purposes is entitled to reimbursement in the amount of \$20 per month.
This entitlement must be approved by the Department Head.

PART 5 – Rates of Pay

5.1 Schedule “A” – Salary Grid and Classifications

5.2 The hourly rates for full-time positions will be determined by the applicable position and step as established by Council and adoption of the Wage Grid.

5.3 The Department Head has the authority to approve an advancement of one (1) step up on the grid for all full-time employees on an annual basis based on a satisfactory performance appraisal.

5.4 Upon receiving an annual evaluation, the effective date for advancement will be January 1st.

5.5 The insurance health benefits and pension program is provided to all permanent full- time employees. All permanent part-time employees will receive an additional 14.1% of their pay in lieu of benefits (5.9% if participating in the Pension Plan).

5.6 Future wage grid increases will be adjusted based a 12-month average on a month over month comparison using September as the cut-off. This adjustment will not be more than 4% and not less than 1% and subject to council discretion. The new wage grid will come in effect January 1st of the following calendar year.

PART 6 – Merit Pay

- 6.1 Where an employee is at the last step on the grid, the Department Head has greater flexibility, they can:
- a) withhold the merit entirely,
 - b) pay out 100% of the lump sum or pay out only a portion – typically 25, 50 or 75% of the lump sum, or
 - c) delay the decision to pay any portion or all of the merit until further review. This is usually subject to the achievement of clear guidelines for achievement of the merit.

PART 7 - Enforcement and General

- 7.1 Matters pertaining to working conditions and employment are also set out in the Human Resources Policies and Procedures Manual. The manual should be referred to for additional information about the employment conditions contained in the by-law.
- 7.2 The Finance & Administration Committee shall recommend any amendments to this by-law to Council.
- 7.3 The CAO/Clerk or their designate shall be responsible for the administration of this by-law and will be accountable to the Council for its enforcement.
- 7.4 This by-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
- 7.5 Repeal and replace By-Law No. 2024-55.
- 7.6 This by-law shall come into force and be effective on January 1, 2026.

Read a first and second time this 6th day of November, 2025

Read a third time and finally passed this 6th day of November, 2025

Mayor

CAO/Clerk

Schedule “A” – Salary Grid and Classifications

Township of Admaston/Bromley Compensation Grid
Effective January 1, 2026

Township of Admaston/Bromley
FINAL Compensation Grid
Effective January 1, 2026

GROUP	POSITION	Hours	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6 Job Rate
10	CAO/Clerk	1,820	\$ 115,174 85.0%	\$ 119,239 88.0%	\$ 123,304 91.0%	\$ 127,369 94.0%	\$ 131,434 97.0%	\$ 135,499 100.0%
			63.28	65.52	67.75	69.98	72.22	74.45
9	Treasurer-Deputy CAO/Clerk	1,820	\$ 104,683 85.0%	\$ 108,377 88.0%	\$ 112,072 91.0%	\$ 115,767 94.0%	\$ 119,461 97.0%	\$ 123,156 100.0%
			57.52	59.55	61.58	63.61	65.64	67.67
8	Fire Chief Public Works Superintendent Treasurer - Deputy Clerk	2,080	\$ 93,637 85.0%	\$ 96,942 88.0%	\$ 100,247 91.0%	\$ 103,551 94.0%	\$ 106,856 97.0%	\$ 110,161 100.0%
		2,080	45.02	46.61	48.20	49.78	51.37	52.96
		2,080	45.02	46.61	48.20	49.78	51.37	52.96
		1,820	51.45	53.26	55.08	56.90	58.71	60.53
7	Chief Building Official	1,820	\$ 84,742 85.0%	\$ 87,732 88.0%	\$ 90,723 91.0%	\$ 93,714 94.0%	\$ 96,705 97.0%	\$ 99,696 100.0%
			46.56	48.20	49.85	51.49	53.13	54.78
6	Deputy Fire Chief	2,080	\$ 75,846 85.0%	\$ 78,523 88.0%	\$ 81,200 91.0%	\$ 83,877 94.0%	\$ 86,554 97.0%	\$ 89,231 100.0%
			36.46	37.75	39.04	40.33	41.61	42.90
5	Lead Hand Fire Captain Deputy-Treasurer/Admin Coordinator	2,080	\$ 63,487 85.0%	\$ 65,727 88.0%	\$ 67,968 91.0%	\$ 70,209 94.0%	\$ 72,449 97.0%	\$ 74,690 100.0%
		2,080	30.52	31.60	32.68	33.75	34.83	35.91
		2,080	30.52	31.60	32.68	33.75	34.83	35.91
		1,820	34.88	36.11	37.35	38.58	39.81	41.04
4	Fire Fighter (based on 40 Hours) Equipment Operator Librarian Finance Accounting Clerk	2,080	\$ 51,127 85.0%	\$ 52,931 88.0%	\$ 54,736 91.0%	\$ 56,540 94.0%	\$ 58,345 97.0%	\$ 60,149 100.0%
		2,080	24.58	25.45	26.32	27.18	28.05	28.92
		2,080	24.58	25.45	26.32	27.18	28.05	28.92
		1,820	28.09	29.08	30.07	31.07	32.06	33.05
		1,820	28.09	29.08	30.07	31.07	32.06	33.05
3			\$ 45,264 85.0%	\$ 46,862 88.0%	\$ 48,459 91.0%	\$ 50,057 94.0%	\$ 51,654 97.0%	\$ 53,252 100.0%
2	Maintenance Worker Waste Site Attendant Cleaner / Janitor Fire Secretary/General Office Assistant	2,080	\$ 40,415 85.0%	\$ 41,841 88.0%	\$ 43,268 91.0%	\$ 44,694 94.0%	\$ 46,121 97.0%	\$ 47,547 100.0%
		2,080	19.43	20.12	20.80	21.49	22.17	22.86
		2,080	19.43	20.12	20.80	21.49	22.17	22.86
		2,080	19.43	20.12	20.80	21.49	22.17	22.86
		1,820	22.21	22.99	23.77	24.56	25.34	26.12

Council	
Mayor	25,933.35 997.44
Councillors	14,819.38 569.98
Student Rate	Per ESA

CORPORATION OF THE TOWNSHIP OF

ADMASTON/BROMLEY BY-LAW NUMBER 2025-43

BEING A BY-LAW FOR THE REMUNERATION OF MEMBERS OF THE
COUNCIL OF THE TOWNSHIP OF ADMASTON/BROMLEY

WHEREAS Section 283 of the Municipal Act, 2001, S.O. 2001, and its amendments, provides that the Council may establish by by-law the remuneration and expenses for members of Council for attendance at meetings of Council or for attendance at Committee meetings of Council and that such remuneration and expenses may be determined in any manner that Council considers advisable;

AND WHEREAS Mayor and Council remuneration will be consistent with annual pay grid increase that is reviewed and established at the end of each year for the Employment By-Law with changes effective January of the following year.

NOW THEREFORE the Council of the Corporation of the Township of Admaston/Bromley enacts as follows:

1. That a Cost of Living Adjustment (COLA) for 2026 in the amount of 1.99% shall be applied to the Council Remuneration By-Law.
2. Repeal and replace By-Law No 2024-56
3. That this By-Law shall come into force and take effect January 1, 2026.

READ a first and second time this 6th day of November 2025.

READ a third time and finally passed this 6th day of November 2025.

MAYOR

CAO/Clerk

To intTownship of Admaston/Bromley
477 Stone Road, R.R. #2
Renfrew, ON
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REPORT

Date: November 6, 2025

To: Finance & Administration Committee

From: Jennifer Charkavi

Re: Equipment Operator – Part-Time

Background:

One of the recommendations from the 2022 Organizational Review identified the need for (7) FT public works employees to meet the demands of the position not to mention meeting the minimum maintenance standards set out by the province. In November/December of 2022 the seventh Equipment Operator was hired.

In October 2023, the Township had a resignation of one of the full time Equipment Operators. The Township had also approved the Fire Chief become a Part-Time position. A hybrid position was created with the Fire Chief becoming a .5 Equipment Operator and .5 Fire Chief.

At that time, the Public Works Superintendent said that we could do a trial period operating with a Part-Time Equipment Operator position. The Public Works Superintendent did express concern in reducing one Full-Time position to a Part-Time position knowing the requirements of the department. However, the Public Works Superintendent recognized the greater need for the Corporation and willing to try operating with a staff compliment of (6) full time and (1) part time Equipment Operators.

Discussion:

The position has now run for 2 full years. Public Works Superintendent has advised that the part-time Equipment Operator Position is inadequate and has requested the position be returned to full-time or 2 part-time positions.

Due to the reduced regular working hours of the part time position, the Public Works Department has incurred more overtime then originally anticipated because more hours were needed to meet demands of the department (ex. Snow plowing, brushing, cold patching, ditching etc).

In addition, the requirements of the Fire Chief did take him away at times from the commitment to the Equipment Operator position. However, the Township was never in a situation where we were without a snow plow driver, the Chief understood that this was a necessity as well. However, due to holidays, sick time, and training, the department is stretched for availability and has made meeting operational needs of the department challenging.

Lastly, over the past two years, the staffing compliment of having a part time position has created the need for the Public Works Superintendent having to operate machinery due to reduce staff time, sick, vacation etc. which is not ideal. By having to help run equipment takes the time valuable administration / supervisory time away from the Public Works Superintendent.

Financial Implications:

A provision of a part time position will be included in the 2026 budget for Council consideration during budget deliberations.

People Consulted:

Kelly Coughlin, Treasurer-Deputy CAO/Clerk
Steve Visinski, Public Works Superintendent

Committee Recommendation:

BE IT RESOLVED THAT the Finance & Administration Committee receive the Equipment Operator – Part Time report as information as submitted and circulated.

AND FURTHER THAT the Finance & Administration Committee direct staff to include this provision in the 2026 budget package for Council consideration.

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REPORT

Date: November 6th, 2025

To: Committee

Re: Deputy Treasurer / Deputy Clerk Position

From: Jennifer Charkavi

In 2022, Municipal Government Wayfinders completed an Organizational Review for the Township. In that review it was noted that the CAO/Clerk and the Treasurer required staff to assist with their workload. The position of Deputy Treasurer/Admin Coordinator was established but not filled. The Consultant believed that it would take a couple of years for the required training to take place in order to move an employee into the position. Unfortunately, even though the Treasurer conducted a lot of training, there was no staff prepared to take on the role.

The CAO/Clerk and the Treasurer would like to add this position to the Finance Department. The role would be named Deputy Treasurer / Deputy Clerk . This position would assist the CAO/Clerk and the Treasurer with the statutory meeting requirements and other designated roles of the Clerk and replace on the Wage Grid Deputy-Treasurer/Admin Coordinator. The Treasurer-Deputy CAO/Clerk does also fill the statutory requirements of the Clerk but the role of Treasurer takes up all of the employee's time.

Staff recommend the creation of the Deputy Treasurer / Deputy Clerk position, as it forms another critical step in the township succession planning. The creation of the Treasurer- Deputy CAO/Clerk was created to prepare for the retirement of the CAO/Clerk. Once the CAO/Clerk retires, the succession plan is that the Treasurer – Deputy CAO/Clerk will move into the roll of CAO/Clerk. Creation of the Deputy Treasurer / Deputy Clerk position at this time will provide time for the Treasurer to provide training opportunities to the employee.

In addition, the CAO/Clerk requires assistance to be able to work on Economic Development & Tourism projects, as well as provide more time for planning matters. Planning has begun to require much more time and understanding.

The current workload of the Finance Clerk has grown over the past couple of years. Management are mindful of the roles / responsibilities being assigned to the position do not create a situation where those tasks are beyond the expectations of the roll, putting the employees in a position to request advancement on the wage grid.

The Treasurer-Deputy CAO/Clerk would also like to assist the CAO/Clerk with more but is unable to download many of their tasks as the Finance Clerk position should not be asked to complete specific tasks as they are above the pay grade of the Finance Clerk position.

The creation of this new position would also increase the administration department staffing from four (4) full time employees to five (5). The additional staff person would greatly assist with staff coverage. The CAO/Clerk is often out of the office attending meetings / conferences / workshops. Having adequate staff coverage is challenging, especially during summer months and / or sick coverage.

Staff propose the duties of this position will include but not limited to: payroll including year end reconciliations, Fire payroll, researching grants / completing applications, take more leading role with planning, assist with emergency management, assist Treasurer - Deputy CAO/Clerk with year end preparation, property tax (i.e. billings, adjustments, severances / consolidations etc), bank reconciliations, back up for accounts receivable / accounts payable, administrative assistance for Fire Chief and Public Works Superintendent, create committee / council packages, minute taking, website / social media administration including electronic information board programming, etc.

Financial Implications:

A provision for the position will be included in the 2026 budget for Council consideration during budget deliberations.

Recommendation:

BE IT RESOLVED that the Finance & Administration Committee receive the Deputy Treasurer / Deputy Clerk position report as submitted and circulated

AND FURTHER THAT the Finance & Administration Committee direct staff to include this provision in the 2026 budget package for Council consideration.

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REPORT

Date: November 6, 2025
To: Finance & Administration Committee
From: Kelly Coughlin
Re: WSIB Surplus

Background:

In late March 2025, the township received notification that a credit of \$24,120.52 had been applied to our account. This rebate represented 60% of the premiums reported in 2023.

In late October 2025, the township received notification that an additional credit of \$23,329.38 was applied to our account. This rebate represented 60% of the premiums reported in 2024.

Staff requested refund cheques for each amount rather than leave the credit on the township WSIB account.

Discussion:

Eligible Schedule 1 businesses, such as our township, received a fall distribution from WSIB to help deal with ongoing economic uncertainty and provides further support following rebates that were provided earlier in the year. These surplus rebates recognize the important role businesses play in funding the WSIB no-fault work-related injury and illness insurance system, while continuing to protect WSIB ability to help people who have experienced a work-related injury or illness with a safe, timely and lasting recovery and return to work today and into the future.

Financial Implications:

Staff recommend transferring these refunds to the Working Fund Reserve as funds within that reserve to help cover unexpected employee-related costs.

People Consulted:

Jennifer Charkavi – CAO / Clerk

Committee Recommendation:

BE IT RESOLVED THAT the Finance & Administration Committee receive the WSIB Surplus report as information as submitted and circulated.

AND FURTHER THAT the Finance & Administration Committee recommend to Council to direct staff to transfer the WSIB rebates in the amount of \$47,449.90 to the Working Fund Reserve.

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REPORT

Date: November 6th, 2025

To: Committee

Re: Barr Line Community Centre (BLCC) Report

From: Jennifer Charkavi

Background:

In 2000, Bromley and Admaston were amalgamated. It was decided at that time that the office for the amalgamated township would be in Admaston. However, the Bromley Office became a Community Centre. At that time, it was decided that upgrades/renovation would be completed to make it into a Community Centre.

In 2004, approximately \$36,000 was spent on renovations and upgrades to the BLCC. Since that time, not a significant amount of money has been spent on the Centre.

Discussion:

In the 2025 Budget, Council approved funding for some upgrades to the Barr Line Community Centre. Staff have investigated the site and are recommending a small renovation to improve the functionality of the BLCC in order to offer more space for the community to use for their events.

Staff is seeking direction as to whether or not Committee is desirous of renovating the BLCC. Committee may want staff to advertise for a renter for the space to be able to receive an income again for the BLCC. Or is Committee interested in renovating the space to provide for additional or enhanced community use, staff have information about either renovating into two (2) small halls or one (1) large hall.

In 2025 there were 137 rentals and in 2024 there were 136. This is a very good use of the Centre. Residents are not charged for the use of the Centre unless they are a for profit event and non-residents are charged a fee to rent the Centre.

The CAO/Clerk and the Chief Building Official have looked at the Centre and it has very good bones and could be transformed into a large community hall if Committee wanted to invest in that. However, Committee may wish to just improve upon the existing community hall and find a renter for the office space.

Renovation for 1 or 2 Community Halls:

The 2025 Budget allows for \$5,000. This would just be the preliminary to work on renovating the side that was previously rented as an office space to create a second hall. Staff are seeking approval for the use of the funds in 2025 to do this. Funds would then need to be budgeted in 2026 complete the renovation. And if Committee is interested in a larger renovation, there is another estimate below. It is important to note that the installation of a second bathroom will trigger a building permit. Once a building permit is triggered, as it will be an assembly use (currently office use) and as it is a municipal building, engineer/architect drawings will be required. A second bathroom should have been added at the time of the first renovation in 2004 as the assembly use required two. There is no building permit on record so we cannot determine why that wasn't assessed at that time. A building permit was required to change the existing use to the assembly use. And there should have been an exit door for the community hall. There is one there, but it is boarded up. It is important to state that municipal buildings are not exempt from the building permit process. The municipality cannot go back in time, but we should rectify the situation at our earliest convenience, which would be during a renovation. However, if Committee decides to not renovate, we can leave things as they are for now.

Second Hall Renovation for 2026 (Demolition started in 2025):

• Engineered Drawings	\$15,000 – waiting for an estimate cost
• Second Accessible Bathroom	\$15,000
• Accessible second door (VCARS entrance)	\$ 5,000
• New Flooring throughout	\$12,000
• Paint or Wall Treatments throughout	\$ 5,000
• Window Treatments throughout	\$ 2,000
• Internet & Wi-Fi equipment	\$ 500 (monthly cost \$140)
Total Estimate	<u>\$54,500</u>

One Large Hall Renovation for 2026:

• Engineered Drawings	\$15,000 – waiting for an estimate on cost
• Second Accessible Bathroom	\$15,000
• Move Kitchen (against wall)	\$ 5,000
• Accessible second door (VCARS entrance)	\$ 5,000
• New Flooring Throughout	\$12,000
• Paint or Wall Treatments throughout	\$ 5,000
• Window Treatments throughout	\$ 2,000
• Demolition (includes brick wall)	\$ 7,000
• Internet & Wi-Fi equipment	\$ 500 (monthly cost \$140)
Total Estimate	<u>\$66,500</u>

Township own forces will be used whenever possible. Please note that these are just estimates and does not take into account unforeseen issues that can arise with renovations. Staff are also looking into grants that may be available.

In the last 10 years approximately \$5800 has been spent on the Centre.

Recommendation:

BE IT RESOLVED that Committee approve the use of the 2025 Budget for the renovation of the Barr Line Community Centre;

AND BE IT RESOLVED that Committee consider a funding commitment in the 2026 budget to renovate the Barr Line Community Centre.

Or

BE IT RESOLVED that Committee approve the use of the 2025 Budget for the renovation of the current hall at the Barr Line Community Centre;

AND BE IT RESOLVED that Committee direct staff to advertise for a renter for the office space located at the Barr Line Community Centre

Renovations to Barr Line Community Centre

PART 1

(A) Washrooms

- Convert men's and ladies' washroom to a handicap washroom with a 3 ft. door.
- Build storage in room at north end of original building (kitchen area)
- Replace old plumbing fixtures with new fixtures.
- All surfaces to be dry walled in washrooms and storage area.
- Lower ceiling to below duct work
- Supply and install ceramic tile floor in washrooms and storage area.
- New ceiling light fixture and a vanity light
- Mirror and Fan
- Folding Change Table

\$12,000.00

(B) Kitchen

- Supply and install new kitchen cabinets
- Cut last half of cupboard to leave 16" from window
- Re-arrange wiring in kitchen
- Drywall kitchen walls and ceiling.
- Box in existing furnace ductwork in kitchen
- Supply and install ceramic tile floor in new kitchen area
- Remove and replace front window (4 separate windows)
- Raise outside sill to accommodate back splash on counter- sill to match outside stone window on south side .

\$16,116.00

(C) Improvements to Exterior

- Supply and install 72' 6" eaves trough on front of building
- Supply and install 72' snow catcher on front of building

\$750.00

(D) **Air Conditioning**

▪ Supply and install central air conditioner		\$2,145.00
	G.S.T.	\$2,170.77
	P.S.T.	included
	Total	\$33,181.77

PART 2

EXTRA TO COMMUNITY CENTRE

- Build closet suitable for use by approximately 60 people
- Remainder of area to be storage with doors including top and end of closet
- Upgrade electrical – 2 on blackboard wall and 1 under storage using a junction box
- Install (3) telephone jacks (1 in kitchen & 2 in community centre)
- Supply and install new vinyl floor in community centre
- Quarter round
- Insulate remainder of south wall in storage

		\$8,685.00
	G.S.T.	\$ 607.95
	P.S.T.	\$included
	Total	\$9,292.95

Total for Part 1	\$33,181.77
Total for Part 2	<u>\$ 9,292.95</u>
	\$42,474.72
Less items discussed	<u>5,897.85</u>
At September 1 st meeting	\$36,576.87

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REPORT

Date: October 2, 2025
To: Finance & Administration
From: Jennifer Charkavi
Re: 2026 Election

Background:

Municipal and School Board Elections must be held every four years and are administered by the Clerk, as Returning Officer, pursuant to the *Municipal Elections Act, 1996*. The next Municipal Election is October 26, 2026.

In 2018 the Township ran a traditional vote with a Paper Ballot, with only advertisements in the local newspapers of the Polling Stations as well as the Voters' List provided by Municipal Provincial Assessment Corporation (MPAC). Voter turnout was just over 27%, below the provincial average of 38% and below neighbouring communities which hovered around 46%.

In 2022 the Township ran a Mail in Ballot Vote and used the Voter's List provided by the MPAC for Mail in Ballot packages that were provided by DataFix. Datafix was contracted to run the Mail in Ballot for the Township in 2022. Voter turnout was just over 41.80%, with 1321 voters voting out of 3160 identified voters, over the provincial average of 32.9% and just below neighbouring communities which hovered around 46%. Unfortunately, the CAO/Clerk has reservations about the availability of Canada Post to provide for consistent and reliable mail delivery for the 2026 Municipal Election. The CAO/Clerk would like to run the 2026 Municipal Election without relying on Canada Post.

In 2022 staff worked hard to increase voter turnout. For 2026 staff want to ensure the same or better Voter Turnout. The CAO/Clerk is proposing Alternative Voting again except this time provide for those interested, electronic voting and also traditional voting with a tabulator.

Tabulators:

Tabulators provide instant results for candidates and voters on Election night. Neighbouring municipalities have grouped together earlier in 2025 for an RFP for Alternative Voting and have chosen VOATZ to supply their Electronic Voting and Tabulators for the 2026 Election. The Township is able to join in with them for the group pricing for tabulation, support and training.

Electronic Voting:

VOATZ is able to provide Electronic Voting to those Voters who would like to use it for the 2026 Election. The Voter can, through their portal, submit the requirements to be provided a Voter Letter, similar to the process for a mail-in-ballot for the Ontario Elections. The Voter Letter, delivered through the email that the Voter provides, will then provide the Voter with a PIN to then be able to access the VOATZ Electronic Voting Website.

Voters can also visit the Voter Help Centre (Township Office) and request a Voter Letter from Election Staff during the voting period.

Traditional Voting:

Traditional paper ballot will also be offered to those electors wishing to use it in conjunction with the proposal of a tabulator, should alternative voting be approved.

Alternative Voting:

(1) Increases Voter Turnout:

- a. Internet voting was not realistic in the past for Admaston/Bromley due to the area's broadband disadvantages, however it has improved over the last 4 years.
- b. Using alternative voting reduces fears and anxiety associated with the COVID 19 pandemic;
- c. Provides a period of time to vote;
- d. Allows for Snowbirds to vote before their travel dates;
- e. Allows for those who own property but do not live in the Township an opportunity to vote;

(2) Improves Accessibility

Election Officials who are responsible for conducting an election must have regard for the needs of electors and candidates with disabilities. Municipal Elections must provide the public with equal access and an equal opportunity to cast a ballot. By providing electors the choice of alternative voting the voting experience for someone with a disability becomes convenient, improves their access and ability to vote, and ensures that they are able to participate as a member of the community.

By ensuring accessibility the voting process does not limit care givers, guardians or parents from voting and will ensure costs to cover childcare or care for parents/seniors will not be required.

In addition, increasing accessibility may also entice younger and new voters to vote as a specific date and time are not required to vote, but rather a period of time to cast a ballot.

(3) Weather

Weather does not become an issue for voters when alternative voting is provided.

(4) Security

Alternative Voting has established procedures to ensure that administration and control measures are in place. With respect to maintaining the integrity of the electoral process in an unsupervised voting environment, the Act provides that no person shall:

- Interfere or attempt to interfere with an elector who is marking the ballot;
- Obtain or attempt to obtain, at a voting place, information about how an elector intends to vote or has voted;
- Communicate any information obtained at a voting place about how an elector intends to vote or has voted.

An individual who is convicted of an offence under the Act, is liable to penalties provided for in the Act, including a fine of up to \$25,000 and if the offence is committed knowingly, imprisonment for a term of up to six months.

Recommendation:

It is recommended that the Township of Admaston/Bromley utilize alternative voting method as described in this report and Traditional Paper Ballot for the 2026 Municipal Elections.

Financial Implications:

Currently in the Election Reserve there is \$14,000 with an additional proposed \$7,000 in the 2026 Budget. The quote from VOATZ is for \$15,516.50, this does include postage and printing of the Voter Letter should that be required. Staff will still require some additional assistance from Election Volunteers as the Clerk plans to have the help centre and voting available for periods during the week prior to Voting Day, as well as on Voting Day. Training and advertising will also be required, however with the provision for 2026 the Clerk anticipates that there will be enough money for the election.

People Consulted:

Treasurer-Deputy CAO/Clerk Coughlin
Neighbouring Municipal Clerks

Recommendation for Council:

BE IT RESOLVED that the Finance & Administration Committee recommend to Council to approve the use of alternative voting with Electronic Voting for those interested and the use of a Tabulator for use with the Traditional Paper Ballot in the 2026 Municipal Election with the adoption of a by-law at the November 20, 2025 Council meeting; and

AND BE IT FURTHER RESOLVED that the Finance & Administration Committee recommend to Council to enter into a contract with VOATZ to provide election management and alternative voting for the 2026 Municipal Election.

Preliminary Voatz Pricing Sheet

27/October/2025)

Internet & Telephone Voting System

Item	Estimated Quantity	Unit Price (excluding HST)	Total Price (excluding HST)
License Fee Per Eligible Elector Per Election	3,200	\$1.00	\$3,200.00
Setup & Implementation Fees	1	Included	Included
Estimated Online, Telephone Voting Total			\$3,200.00

Voter Information Letters (VILs) - Estimate

Item	Details	Price Per Unit (exclusive of taxes)	Total Price (excluding HST)
Preparing and printing	- Envelope, No.10 dual window, WW 24lb, pre-printed black only with Doculink indicia - 8.5 x 11 Letter, 2 pages, 1 sheet, variable print 4/4 colour inkjet, no bleeds, on 60lb offset - Optional upgrade to 8.5" x 14" letter size available. - Fold letter, insert into envelope and ship to Canada Post	\$0.32	
Postage	Price reflects the current 2025 rate for Machinable Incentive Lettermail (<30g). Note: At the time of proposal submission, postage rates for 2026 are not available	\$1.23	
Total for VILs		\$1.55	\$5,560.00
Options	Optional: 8.5" x 14" 4/4 colour inkjet letter (add-on price to replace 8.5" x 11" letter)	\$0.04	
Options	Optional: Voter List Management Portal (in lieu of DataFix)	\$0.35	
Options	Optional: Digital Voter Information Letter Delivery Portal (simplified version with name/address/dob based verification)	\$0.10	
Options	Optional: Digital Voter Information Letter Delivery Portal (advanced version with photo id/selfie based verification)	\$1.00	

Paper Ballot Tabulators**

Description	Estimated Quantity	Unit Price (excluding HST)	Total Price (excluding HST)
Paper Ballot Tabulator	2	\$2,500.00	\$5,000.00
Software License & Implementation Cost	1	\$5,999.00	\$5,999.00
Pre-printed Ballots	1500	\$0.25	\$375.00
Secrecy Folders	30	\$4.50	\$135.00
Ballot Marking Pens	30	\$1.25	\$37.50
Ballot Boxes	4	\$55.00	\$220.00
Onsite Logic & Accuracy Testing Support	1	\$1,000.00	\$1,000.00
Onsite Advance Voting Day Support	1	\$1,000.00	\$1,000.00
Onsite Election Day Support	1	\$1,000.00	\$1,000.00
Return Shipping Estimate	1	\$750.00	\$750.00
Estimated Tabulator Total			\$15,516.50

*This is indicative pricing only. Final pricing may vary based on specific requirements.

**Please note that Voatz offers paper ballot tabulators as part of a hybrid (internet/telephone + paper) voting solution only. If no internet/telephone voting is being used, Voatz cannot supply tabulators in isolation.