

TOWNSHIP OF ADMASTON/BROMLEY  
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

**Monday November 6, 2025**

**At 5:15 p.m.**

Present – Mayor Michael Donohue (Chair), Keith Gourley, Brian Hamilton,  
and Kevin Legris

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

Arriving late was CAO/Clerk Charkavi. Angela Field sent her regrets.

1. Mayor Donohue called the meeting to order at 5:15 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – November 6, 2025

**Resolution No. 01-11-2025**

Moved by Kevin LeGris

Seconded by Keith Gourley

BE IT RESOLVED that the Finance & Administration approve the agenda for the November 6, 2025 Committee meeting.

“Carried”

4. Approval of Minutes – October 16, 2025

**Resolution No. 02-11-2025**

Moved by Kevin LeGris

Seconded by Keith Gourley

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

- October 16, 2025

“Carried”

5. Renfrew Recreation Agreement Report

Treasurer-Deputy CAO/Clerk Coughlin stated that the town of Renfrew followed up with the questions with regards to the agreement. The Town of Renfrew was able to give an updated breakdown of the utilization. There were 236 active clients from the Township. The initial provision of a 9% increase annually for the term of 5 years has since been revised and the financial structure of the agreement. The first year (2026) would be a catch up of the COLA increase for 2023 and 2024 and for the remainder of the years listed in the agreement there would be the addition of the CPI index added.

Councillor Gourley stated that it seems that the Township is spending a lot to save a little. Mayor Donohue agreed. Councillor LeGris stated that the participant numbers seem to be consistent, but the cost of the agreement is increasing. Councillor Hamilton asked if we could go back and negotiate. Councillor LeGris and Councillor Gourley wondered if we could go back to the Town of Renfrew and ask if we could start at \$14000 or \$15000 plus CPI. Councillor Gourley stated that the perk to us would be to save the township the administrative burden of refunding ratepayers upon use. Councillor LeGris stated that this suggestion would also save the administrative burden for the staff of the Town of Renfrew, they would not have to track resident usage. Mayor Donohue spoke of the fitness club user numbers and the costs determined. He is suggesting that we reimburse for usage just like the library, excluding fitness memberships. It is not fair that Admaston/Bromley support using the public fitness gyms and not the private ones. Mayor Donohue expressed that in 2019 there were no gym memberships so they were not included in the usage numbers. Now, the numbers given include gym memberships and the participant

numbers are not as high as they were then. Discussion was had on the fitness centre usage.

**Resolution No. 03-10-2025**

Moved by Brian Hamilton

Seconded by Keith Gourley

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.

“Defeated”

A new motion was put on the floor.

**Resolution No. 04-11-2025**

Moved by Keith Gourley

Seconded by Kevin LeGris

BE IT RESOLVED THAT the Finance & Administration Committee direct staff to reach out to Town of Renfrew and propose an alternative Recreation Agreement with proposed contribution of \$9,000 for 2026 calendar year;

AND FURTHER THAT the Finance & Administration Committee recommend the proposed Recreation Agreement be:

- a (5) year term for the period of 2026-2030 and;
- the annual contribution be adjusted by CPI each year;
- and that fitness memberships be excluded.

AND FURTHER THAT the Finance & Administration Committee direct staff to Report back on progress at a future meeting.

“Carried”

6. Cost of Living Adjustment (COLA) Increase effective January 1, 2026

Treasurer-Deputy CAO/Clerk Coughlin spoke to her report. The calculations were based on the wording in the employment by-law. Keeping with the previous years' practice, COLA this year works out to 1.99%. As in past years this is applied to both council and staff. Councillor Gourley asked if this was standard practice in other municipalities. Mayor Donohue confirmed that this is in line with the County non-union positions.

**Resolution No. 05-11-2025**

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED THAT Council receive the Cost if Living Adjustment (COLA) report as information;

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 and Administration Committee recommend to Council to adopt By-Law # 2025-42 Employment By-Law and By-Law # 2025-43 Remuneration Council as contained herein.

“Carried”

CAO/Clerk Charkavi arrived at 5:40 pm.

## 7. Township Staff Restructuring

## i) Equipment Operator

CAO/Clerk Charkavi spoke to the report. Public Works Superintendent would like to reinstate a part-time equipment operator position. The position was reduced to a part-time, as was the fire chief position, and both positions were awarded to one individual. With sick time, holidays and other factors, the Public Works Superintendent feels that this position needs to be reinstated.

Discussion was had on a seasonal full-time versus an annual part-time. Councillor Gourley questioned if the Superintendent ran the plows and equipment and such. CAO/Clerk Charkavi stated that he does on an as need basis, however the intent is not to have him out in the field as there are items to tend to in house. Councillor LeGris asked about overtime costs and would like to see overtime costs. Mayor Donohue talked about recognizing the tipping point where overtime happens due to a shortness of staff, which demonstrates the time at which an additional position should be created. Treasurer-Deputy CAO/Clerk Coughlin stated that a lot of the overtime is incurred due to weather. For a part-time employee and a weather event, they are allotted 22 hours per week, and during a weather event the time can be used up quickly, and then overtime is incurred. Time after the 22 hours, weekends and statutory holidays add costs that are considered overtime. Councillor LeGris says he would like to see if the overtime is in the winter months as then it would make sense to hire someone for the winter season. Treasurer-Deputy CAO/Clerk Coughlin stated that the summer season is also a challenge as there are holidays and sick time that also causes overtime.

**Resolution No. 06-11-2025**

Moved by Brian Hamilton

Seconded by Keith Gourley

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.

“Carried”

## ii) Deputy Treasurer/Deputy Clerk

CAO/Clerk Charkavi spoke to the report. Staff are looking to add the position of Deputy Treasurer/Deputy Clerk position, which is currently on the grid as Deputy Treasurer/Admin-Coordinator. This position would take more work from the CAO/Clerk and the Treasurer-Deputy CAO/Clerk. The present staff is not being paid accordingly to have the roles transferred to. The consultants report from 2023 stated it would take 2 years, however those staff that the recommendation was based on are no longer at the Township. Councillor LeGris understands the need for an elevated position but is struggling with the extra position being to go from four to five people. Mayor Donohue asked if there would be two finance clerks in addition to the proposed position. Treasurer-Deputy CAO/Clerk Coughlin stated that staff is seeking to change the title or re-name of the proposed position in the band on the grid and then another Finance Clerk is proposed to be hired. Mayor Donohue does not believe an extra position should be in finance but does recognize that there is a need for another position. Treasurer-Deputy CAO/Clerk Coughlin spoke to the tasks that she would like to be able to ask of staff but must be mindful of the task and the level of the position. Looking at the succession planning there are things that she would like to teach. Councillor Gourley asked about the financial obligations. Treasurer-Deputy CAO/Clerk stated that this would be about \$85,000 with pension and benefits. She also commented that having a staff compliment of four makes it challenging when staff have meetings, appointments, holidays, sick time. Councillor Gourley stated that this position seems to be more of a want than a need. The wage for this proposed position would make a nice debt repayment amount, and there have been things purchased to make tasks easier for staff. He also commented that in putting a financial investment on succession planning there is no guarantee that the person stays. CAO/Clerk Charkavi stated that staff continue to try to do more, but it is difficult with the limited staff. We are trying to build on the items that have been put in

place and trying to make the township grow, but in order to grow we need to make an investment. Council was in favour of continuing the debate at the Budget Deliberations as the motion states.

**Resolution No. 07-11-2025**

Moved by Keith Gourley

Seconded by Brian Hamilton

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.

“Carried”

8. WSIB Surplus Report

Treasurer-Deputy CAO/Clerk Coughlin spoke to her report. Little discussion was had.

**Resolution No. 08-11-2025**

Moved by Keith Gourley

Seconded by Brian Hamilton

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.

“Carried”

9. Barr Line Community Centre Renovations Report

CAO/Clerk Charkavi spoke to her report. One of the largest components to renovating would be to add another washroom. Councillor Gourley stated the building is an asset and do what we can to maintain it. Councillor LeGris asked about the rentals. CAO/Clerk Charkavi stated that there is no revenue, only donations that get put into the building fund. Councillor LeGris questioned if money should be put into the building if it presently meets the needs of the community. Councillor Hamilton suggested perhaps removable walls could be incorporated to offer a large and 2 smaller halls. Councillor Gourley wondered if it would continue to be viable should community hall rentals remain free of charge.

**Resolution No. 09-11-2025**

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the 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.

“Carried”

Due to time restrictions, the Mayor suggested that the committee recess.

**Resolution No. 10-11-2025**

Moved by Kevin LeGris

Seconded by Keith Gourley

BE IT RESOLVED that the November 6, 2025 Township of Admaston/Bromley Finance & Administration Committee be recessed at 7:29pm to a future date.

"Carried"

**Thursday November 13, 2025****At 2:00 p.m.**

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

Staff present – CAO/Clerk Charkavi and Finance Clerk Ryan

**Resolution No. 11-11-2025**

Moved by Kevin LeGris

Seconded by Keith Gourley

BE IT RESOLVED that the Finance & Administration resume the agenda for the November 6, 2025 Committee meeting on November 13, 2:00pm.

"Carried"

## 10. Alternative Voting Report for 2026 Municipal Election

CAO/Clerk Charkavi spoke to her report. Anything other than paper ballot is considered alternative voting. Alternative voting must be passed by by-law. Alternative voting reduces barriers, offers accessibility and increases voter turnout. A tabulator provides a count immediately at the end of the night. She stated that she does not have high confidence with the Canada Post Corporation and the labour disputes are ongoing, and mail in voting may not be a good option. Councillor LeGris asked to confirm that the amount of \$16,000 is to all but the man power and labour that is required to man the booths. Councillor Gourley asked how the tabulator worked. Councillor Hamilton asked what the traditional costs would be for volunteers. CAO/Clerk Charkavi stated that approx. \$2500 for volunteers. Staff worked each day on the election, and staff was present and counting and in house for another 6 hours counting ballots. Councillor LeGris expressed concern for the cost per vote for the tabulator, and feels that ballots can be counted. Mayor Donohue questioned if there would be voting at the township office and the Barr Line. CAO/Clerk would like to offer the ability for people to vote throughout the week at the township office and then additionally on voting day. Mayor Donohue asked if 2 tabulators were needed if there was only going to be one location. CAO/Clerk Charkavi stated that the software company is the one who requires that two tabulators are rented in case of error as they could not get to the site to repair in a timely manner. As long as it is in the procedures, counting the ballots by hand can be done should there be a catastrophic failure with the tabulator. Mayor Donohue asked about the tabulators for a better understanding. Councillor Gourley asked about the electronic voting. CAO/Clerk explained how the voters would get their letter to get the pin to do online voting. Mayor Donohue suggested that perhaps digital voting on site with tablets would be an option. CAO/Clerk Charkavi explained that from experience she recommends that we still offer paper voting. Her plan for the 2026 election would be to introduce electronic voting and offer that as a step forward. Committee asked further fine details of how online voting would work with voting letters and the Mennonite Community. CAO/Clerk Charkavi stated that the township will use every means possible to get the information out to rate payers about the election. Committee expressed the importance on having both council chambers and the Barr Line Community Centre available for voting. CAO/Clerk Charkavi stated that she would need to ensure she had reliable internet at the Barr Line building before willing to open that location as a voting station to ensure through the software that individuals are not voting more than once.

**Resolution No. 12-11-2025**

Moved by Keith Gourley

Seconded by Brian Hamilton

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 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.

The original motion was discussed and it was proposed to remove “the use of a Tabulator for a use with the” and re-read.

**Resolution No. 12-11-2025**

Moved by Kevin LeGris

Seconded by Angela Field

BE IT RESOLVED that the words “the use of a tabulator for use with the” be removed from the resolution for Alternative voting.

“Carried”

11. Question Period  
None

12. Next Meeting – At the call of the Chair

13. Adjournment

**Resolution No. 13-10-2025**

Moved by Brian Hamilton

Seconded by Keith Gourley

BE IT RESOLVED that the November 6, 2025, Township of Admaston/Bromley Finance & Administration Committee meeting be adjourned on November 13, 2025 at 3:25 p.m.

“Carried”

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Chair

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CAO/Clerk