

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 kinds of changes to the original funding request. If committee chooses 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 indicated she would have to look into this alternative but did not support that alternative at this time because of the townships financial position. She reminded Committee that in 2023 and 2024 each year around September the township finances were extremely tight, so much so, they were close to having to access the townships line of credit to finance operations. The township did not have that issue in 2025, due in large part to the significant increase in tax levy in 2024. The township finances are starting to move in the right direction*

*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”

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Chair

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CAO/Clerk