

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