


Finance & Administration - May 07 2026 Agenda

Thursday, May 7, 2026 at 6:00 PM
Council Chambers

Page

- 1. **Call Meeting to Order**
- 2. **Approval of Agenda**
- 3. **Disclosure of Pecuniary Interest**
- 4. **Minutes**
 - 4.1 [December 4, 11, 12 & 15, 2025 \(Budget Deliberations\)](#) 
- 5. **Closed Session**
 - 5.1 Appoint Deputy Treasurer- Deputy Clerk Report
As per Section 239 2 (b) - personal matters about an identifiable individual, including municipal or local board employees.
- 6. **Question Period**
- 7. **Next Meeting**
At the call of the Chair
- 8. **Adjournment**

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TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

Thursday December 4, 2025

At 5:02 p.m.

Present –Keith Gourley, Angela Field and Kevin Legris.

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

Brian Hamilton joined virtually at 5:08.

Mayor Michael Donohue sent his regrets.

1. Keith Gourley called the meeting to order at 5:02 p.m.
2. Declaration of Pecuniary Interest – None.
3. Approval of Agenda – November 6, 2025

Resolution No. 01-12-2025

Moved by Angela Field

Seconded by Kevin Legris

BE IT RESOLVED that the Finance & Administration approve the agenda for the December 4, 2025 Committee meeting.

“Carried”

4. Approval of Minutes – November 6, 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:

- November 6, 2025 (meeting began on November 6 and resumed and adjourned on November 13, 2025)

“Carried”

5. 2026 Draft Budget Report

Treasurer-Deputy CAO/Clerk Coughlin thanked staff for the time spent on going over budgets. She outlined what to expect over the next couple of meetings. The items that had an impact on the preparation of the budget were the notification of reductions from the Ontario Community Infrastructure Fund (OCIF) equating in 1.18% of the tax levy, and funding for the Ontario Provincial Police

(OPP) which results in a 1.25% levy increase. Changes in the former Police Services Board now called the South Ottawa Valley OPP Detachment Board require a slight increase over last years amount. Wages have been incorporated into the budget with council passing the 1.99% COLA increase at a previous council meeting. Provisions have also been included for 3 positions; 1 part-time in public works; 1 part-time and 1 full-time position in finance. The cost for the second part of the firefighter certification level of just under \$44,000 has been included, and lastly the budget presentation demonstrates that the waste management is fully funded within the department itself.

The starting point of the budget presentation is 6.99%. Treasurer-Deputy CAO/Clerk Coughlin presented the budget highlighting the items that have a major variance. Revenues included a \$10000 increase in supplementals, Ontario Municipal Partnership Funding (OMPF) increased from the Province, an application to Community Emergency Preparedness Grant proved successful the announcement coming in the spring. This was to provide items for the Barr Line Community Centre as it is the Township's alternate Community Emergency Management Committee (CEMC) location. The reductions estimated are Police revenue and aggregate resources.

Federal Grants – applications were made for Canada Summer Jobs and Canada Day. She reiterated that should these not be awarded, these would not be expensed.

An Economic Development initiative staff are recommending is that we make available township promotional items such as hoodies, travel cups, etc. to be sold at a minimum at cost.

Slightly less interest income in 2026 is to be expected. Planning, zoning and consents were lumped as one line item in the past, but have split out to see the revenues coming in from it.

New in 2025 was the building agreement with the Township of White Water Region to share the Chief Building Official's services in regards to large building inspections. Keith Gourley asked what was driving the increase. Treasurer-Deputy CAO/Clerk Coughlin stated it was the wages which includes COLA and merit.

Waste management differs of that in years passed. The Renfrew County District School Board (RCDSB) has now made alternate arrangements to rid of their waste, which is not impacting the township landfill. The \$6000 revenue that would have been received will be not longer. The guestimated revenues of \$291,525.00 for the sale of bag tags was determined by multiplying number of eligible households at an estimate at about 1.5 bags per week at \$2.50 per bag. The introduction of a food cyler program as another option to divert waste was budgeted for with a shared cost in mind. CAO/Clerk Jennifer Charkavi explained how the program has worked in other municipalites. Keith Gourley asked how how one can review to ensure we are financially on track with revenues from bag tags. Treasurer-Deputy CAO/Clerk Coughlin reponded that one would see this in the monthly finance reports that are provided to council.

2026 is an election year and monies have been budgeted annually to this point to offset the costs.

Salaries and wages

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

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

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 December 4, 2025, Township of Admaston/Bromley Finance & Administration Committee meeting be recessed at 6:26 p.m. and reconvene on December 5, 2025

“Carried”

Chair

CAO/Clerk

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

Thursday December 11, 2025

At 2:00 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

Mayor Michael Donohue resumed the meeting to order at 2:06 p.m.

Resolution No. 08-12-2025

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED THAT the Finance & Administration Committee meeting resume at 2:06 p.m. on December 11, 2025.

“Carried”

5. 2026 Draft Budget Report

Treasurer-Deputy CAO/Clerk Coughlin began with some updated information to provide to committee regarding the draft budget. She did begin by clarifying a comment made about the 10-year debt repayment schedule, specifically relating to the purchase of a fire truck at the last meeting. The comment came from concern regarding the 2030 debt repayment deadline and when the debt repayment schedule runs out and the replacement of a front-line vehicle. She has additional information for the committee, analyzing and estimating where the township’s reserves and balances will be, to help offset future larger vehicle replacements.

Starting off with a 6.99% tax levy increase, which was part of the presentation discussions, five new items have been added to the draft budget to create a new starting point. First update was OPTA (Ontario Property Tax Analysis) had loaded the returned roll, there was about a \$4,300 difference from the number presented in presentation. The draft budget was updated with the revised election costs, the reserve contribution for Fire Vehicles and Equipment was refined. We just received notification from the Town of Renfrew, yesterday, their response to our negotiated amount, they countered back with \$15,000 with no exclusions and the budget has been updated to reflect this. Lastly there was some extra work Jp2G put into the landfill so that was included. She explained that she was able to bring the draft budget levy to 5.34% with the inclusion of the growth in her calculations.

There was some debate with the group about removing the growth, Mayor Donohue asked for further explanation of the municipal taxation, growth and OPTA. After discussion, it was decided to leave the growth out for now and reduce the total tax levy at the end by the growth and remain with a 6.99% tax levy starting point.

Committee member Hamilton asked committee if there was a tax levy expectation amongst the group or were they to go line by line and try and decrease the draft levy. Committee member LeGris told the group what his expectations were with the waste management moving to a user pay system. He would like committee to consider a zero percent tax levy increase as waste management should be fully funding itself. Committee member Hamilton expressed concern with the budget as it stands, he would like to see more money put towards roads and reserves and an increase to the proposed starting 2026 draft levy. Treasurer-Deputy CAO/Clerk Coughlin explained that waste management made up 8% of the total cost that needed to be raised by tax levy for 2025, taxpayers were not levied 8% but a portion of that 8%. Committee member Gourley agreed with Committee Member LeGris regarding a zero percent increase. Committee member Field suggested how far the township has come the last couple of years, and suggests going through the budget line by line, but disagrees with a zero percent tax levy increase. After some round the table discussion, committee set in motion how to proceed, decided to go individually go line by line and highlight areas

they wanted to discuss and debate as this is how it's been done in the past. Committee began with the revenue line items.

Treasurer-Deputy CAO/Clerk Coughlin was asked to make some suggestions to places that changes could be applied, without growth being part of the equation, to lower the budgeted tax levy in the revenue portion of the budget. Treasurer-Deputy CAO/Clerk Coughlin recommended cut/defer rebranding, provision for two electronic information boards, defer the sweeper under Capital expenditures, reimbursement of recreation versus an agreement and lastly the Barr Line Community Centre upgrades. Mayor Donohue then asked Treasurer-Deputy CAO/Clerk Coughlin to give an estimate of the reduction to the tax levy removing each of these items.

Committee moved to having a more in-depth discussion of all revenue items line by line after hearing staff recommendations. Waste management was the first line to be discussed, it was suggested by Committee member LeGris to defer the Food Cyclor program, perhaps a reimbursement/subsidy program. Committee member Gourley and Field believe this line item needs more discussion as the percentage of residents having composting is quite small. Suggested rather than purchasing product to resell, reimburse resident for a portion of the food cyclor. Still emphasizing composting, but expense would not be an inventory.

Committee asked if it was possible to increase the Fire Revenue for motor vehicle accidents (MVA) to reflect 2025 actual values. Chief McHale explained that fire would

be on site for all police and paramedic calls, so this would be realistic revenue moving forward. Committee agreed to raise revenue to \$40,000 from \$25,000. Chief McHale gave some explanation as to the increase in Fire wages being related to the level 1 certification. Lastly, was the fire truck debenture, it was suggested by committee perhaps looking into more options (i.e. used) prior to deciding on a brand-new truck. Chief McHale explained savings between designing a truck and getting a truck off the line. Committee member Gourley wants to make sure that both new and used options are investigated for full disclosure to rate payers. As all the trucks are aging, maintenance and restrictions must be taken into consideration. At the end of the day, council/committee needs to decide what amount is going to be dedicated to a fire truck. CAO/Clerk Charkavi asked Treasurer-Deputy CAO/Clerk Coughlin to verify if a debenture can be taken on a used vehicle and ask Chief McHale if warranty is available on a used vehicle.

Committee moved to having a more in-depth discussion of all expenses, moving through each department line by line after a short recess. They were not going to make any changes at present but did focus on a few items they wanted to return to and discuss.

Election expenses have reflected the changes that were previously discussed at committee, removal of the tabulators and increased volunteers, and reflect the most current numbers at \$22,000. Committee was satisfied with this expense.

Administrative expenses reflect the advancement of a deputy-treasurer/deputy clerk position and a part time finance clerk position. Committee member LeGris requested a more in-depth discussion around this expense. Mayor Donohue had two points he wanted further discussion on, advertising and staff conventions. Mayor Donohue asked if there would be metrics for radio advertising, CAO/Clerk Charkavi hoped there would be some metrics, however, she could not confirm at the time of the meeting. With the loss of the paper, advertising has an increase due to the different methods of advertising the township would have to do with the loss of the newspaper. Regarding staff conventions/conferences, Mayor Donohue suggested value with conferences, however, when the township is on a more financial fiscal footing perhaps attend more conferences/conventions. Suggested by committee staff and council can perhaps alternate conferences. Suggestion to change draft budget from \$7,500 to \$10,000 instead of \$12,500. After much discussion, committee decided to leave the budget at \$12,500

Committee member LeGris asked for more clarification surrounding information technology and the increase in the expense from 2025. CAO/Clerk explained the township is updating their accessibility to meet provincial mandates, so migrating to a

new agenda/minute's software. The increase of \$6,250 in the draft budget results in the program being purchased by reserves and now migrating over to taxation. Mayor

Donohue reflected that now that the expense is in the budget numbers, the increase will be incremental year after year.

After all lines are considered to reduce the levy, committee will revisit the suggestion to amend the draft budget on the improvements to the Barr Line Community Centre and further follow-up with a discussion.

Committee member Legris recommended moving the expense for policing expense to a different section of the budget, as the township has no control over this expense and increase transparency. There was a lengthy discussion regarding the police service board and the difference between policing and the police service board.

Emergency management grant includes a training supply, emergency supplies, a generator and one information board. If the money from this year is not used, this fiscal year, it will be transferred to reserves and used next year.

Professional services should be augmented to include another \$10,000 for the closure of the Health Services.

Treasurer-Deputy CAO/Clerk Coughlin recommends an increase to council conventions/conferences from \$1500 per council member to \$2500 per council member, which results in an increase of \$4000 in that line. CAO/Clerk is not captured in the council portion of the budget but has been moved back to administrative expenses. Mayor currently is captured under the County Councils budget. Mayor Donohue suggests reducing the line from \$12,500 to \$11,000. Equivalent to four conferences and a \$1,000 buffer.

Treasurer-Deputy CAO/Clerk Coughlin gave committee some information regarding building revenue, CBO wages were captured as two numbers in years past, first based on COLA increase and the second based on merit. The draft budget only captures the increased wage instead of the lower wage in 2026.

Fire expenses were the final items reviewed for day 1. Fire wages were over budget as a result in the provincial requirement of the fire I certification and training. Treasurer-Deputy CAO/Clerk Coughlin confirmed any allocated funds not used would be carried forward to 2026. Committee member Gourley asked about the increase in the prevention line, Chief McHale explained the loss of advertising in the local paper and moving to radio advertising results in a difference in cost. Chief also explained the items used as giveaways have greatly increased in price. Extrication actuals for 2025 resulted in a decrease in agreement with the Town of Renfrew. Mayor Donohue suggested focusing on one conference in fire rather than two. It was suggested attending the Huntsville conference rather than the one in Toronto. CAO/Clerk Charkavi suggested highlighting it as one of the items to return to. Committee member LeGris asked for further explanation for dispatch vs call alerting. Mayor Donohue explained there are three components to all fire departments – administration, call taking, and dispatching. In January 2024 Douglas Fire decided to partake in both call taking and dispatching with

CACC. Treasurer-Deputy CAO/Clerk Coughlin explained we had not received the call taking and dispatching invoice from County of Renfrew yet, but this was an increase from 2025.

- 6. Next Meeting – Friday December 12, 2025 at 12:00 p.m.
- 7. Adjournment

Resolution No. 09-12-2025

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED THAT the Finance & Administration Committee recess the December 11, 2025 Committee meeting at 5:46 p.m. and is scheduled to resume on December 12, 2025 at 12:00 pm. (noon).

“Carried”

Chair

CAO/Clerk

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

Thursday December 12, 2025

At 12:00 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

Mayor Michael Donohue resumed the meeting to order at 12:15 p.m.

Resolution No. 10-12-2025

Moved by Keith Gourley

Seconded by Brian Hamilton

BE IT RESOLVED THAT the Finance & Administration Committee meeting resume at 12:15 p.m. on December 12, 2025.

“Carried”

5. 2026 Draft Budget Report

Mayor Donohue began the meeting by thanking Treasurer Coughlin for the updated consolidated version sent out the morning of December 12th for committee to work from, however, the chair was staying with the PDF that was distributed with the agenda on December 4th as they were still working through line items. Discussions began today at the public works line items, where committee left off the day before.

The group discussed line by line the public works budget, most line items remain untouched from the budget presented, however there were a few line items discussed in more detail. Mayor Donohue wanted to recognize a substantial increase in brushing this year from last, Public Works Supervisor explained remediation funds got reallocated leaving more money to do the ditching and brushing this year. Treasurer/Deputy CAO/Clerk Coughlin reiterated and clarified she had met with the Public Works Superintendent, a shift in hour allocation in certain areas based on the recommendation of staff based on priority areas for 2026; brushing and trimming, ditching, culvert replacement program and landfill hours to name a few.

Sand and gravel had been adjusted in the previous years budget to purchase closer to the tonnage purchased in years past, there was a volume change in sand this year to go from 10,000 to 15,000 tonne. Annually the township was going to purchase small amounts to get back to tonnes purchased around amalgamation according to Committee member Field’s recollection. Salt/sand was to be increased to \$150,000 from \$125,000. Committee was asked to consider adjusting this line item as a starting point and council would ultimately

make this decision.

Mayor Donohue and Vice-Chair Gourley asked for clarification on a few line items (snow plowing, basins for example). Public Works Supervisor and Treasurer-Deputy CAO/Clerk Coughlin provided clarification on the items inquired about.

Committee member Hamilton inquired about the land line at the Public Works Cobden yard, it was clarified that there is poor to no cell service within the yard and building.

V41 Tandem snowplough, Vice-Chair Gourley inquired as to the jump in repairs for 2026. Public Works Supervisor explained it was due to plow blades and auger chains. A hydraulic pump went in 2025 in V41 and due to the increase in cost of the item there is a large repair bill for V41 for 2025 that was not anticipated.

Remediation reallocated to Culvert Replacement Program as there are no capital projects that require remediation this year. Culvert and granular material prices have increased and there are some bigger culverts to replace this year as well which increases the price. Inventory will remain the same, increase in cost will go directly to replacements. Single surface treatment will be part of our preventive maintenance program this year, so OCIF funding has been included with taxation to complete the projects this year as there are no major capital projects to be completed.

Waste Management was the next focus of the group after review of the public works line items. Line item for the food cyclor had been removed from the revenue and expense, just a line item for food cyclor reimbursement had been added. This would be for those that chose to purchase the food cyclor there would be a partial reimbursement until the funds had run out.

Wages and benefits have now been allocated for recycling, Treasurer-Deputy CAO/Clerk Coughlin has reached out to RLG to see if the costs incurred can be revisited for reimbursement, the township is still waiting to hear back from RLG.

Committee member Hamilton inquired about the well testing at Stone Rd and Douglas and whether the program was coming to an end. CAO/Clerk Charkavi explained that our current consultant was inquiring with Ministry of Environment, Conservation and Parks (MECP) if Stone Road could be moved to biweekly, However, there was no word back. This is a requirement of MECP not the township. There was discussion with committee regarding testing, expansion and understanding the well testing. Mayor Donohue suggested having a delegation with the new consultant regarding timelines on the project and reasonable expectations however not written in stone.

The group discussed line by line the waste management budget, most line items remain untouched from the budget presented.

Library expenses were the next focus of committee. Paper copy of the library

budget was provided to Council; there was not an electronic copy circulated. Two grants the library receives, PLOG and connectivity grant. Mayor Donohue inquired the amount of the connectivity grant, however, there is no provision for IDA grant or connectivity grant according to Treasurer-Deputy CAO/Clerk Coughlin. Treasurer-Deputy CAO/Clerk followed up with confirmation the library received the connectivity grant in 2024 however no provision for 2025. Fundraising activities after expenses are budgeted at \$4,000. Council does not partake in Library budget, Council only has control over grant township allocates.

There was a discussion amongst the group regarding the grant the township allocates to the library and the increase from 2025 to 2026 by the tax levy each year. Committee member Legris requested the connectivity grant be included in the next budget.

Committee moved onto recreation expenses, substantial reduction on capital but there were some questions in regard to overhead, Mayor Donohue asked about the status of the Community Sport Recreation Infrastructure Grant. CAO/Clerk Charkavi stated the signs are up indicating the grant, and both recreation groups have been approved to spend money. Douglas Recreation will have to be completed by August 22 for Taste of the Valley. CAO/Clerk Charkavi provided a status update on the project. There was a discussion regarding how expenses were to be funded in 2026 between the township, the recreation groups and the grant. CAO/Clerk Charkavi clarified for committee the allocation of funds. Recreation grants were withheld the prior year and used as part of the grant application: staff have kept the grant amounts in the 2026 budget and committee can decide if that allocation is something they want to keep.

Mayor Donohue excused himself from the meeting for a phone call, Vice-Chair Gourley yielded the chair position.

Committee LeGris inquired about leaving the allocation for recreation at \$10,000 or decreasing it to \$6,000. Committee member Field asked if committee could leave the allocation at \$10,000 as there are increases for other township groups. Committee member Legris asked if there were recreational budgets, CAO/Clerk Charkavi confirmed we did not request recreation budgets this year. Committee member LeGris asked the township provided recreation budget for 2027.

CAO/Clerk Charkavi asked the chair to consider an increase in the Bonnechere Valley agreement. A change in programming will allow for a swim program for a certain number of residents, so budget has increased by \$1,000 to incorporate this change.

Town of Renfrew recreation agreement, Committee member Legris supports \$15,000 as this is less then previous years for full services. Committee member Hamilton asked if there was a sliding scale with a with CPI increase added each year for a 5-year contract. CAO/Clerk Charkavi confirmed this was the case. Committee member Field requested user information yearly. Vice-Chair Gourley

was of the same mind frame as Committee member Legris, the line item remains unchanged.

The group finished the expenses portion of the budget, and recessed before moving onto the Draft Capital portion of the 2026 budget deliberations.

Mayor Donohue returned, the meeting was yielded back to him at 1:52pm.

Admin capital expenditures began with discussion after the recess. The discussion began regarding the electronic information boards. Taxation and grant would cover the costs of two information boards. Committee member Legris ask for more information on the boards and what they are for. CAO/Clerk Charkavi explained the boards were to be used emergency management, fire messaging, to replace some of the information distribution the township was losing with the lose of the paper. Mayor Donohue inquired if the \$40,000 was an upset limit for one board. CAO/Clerk Charkavi confirmed that the grant was for \$50,000. Vice-Chair Gourley asked if the money could be used for a community building upgrades to Barr Line. CAO/Charkavi explained she had tried to get upgrades covered last year however not successful. Grant money is to be used for communicating and teaching residents. Committee decided to use up the grant, however, not to include taxation dollars.

Committee member Field inquired if fundraising to be utilized rather than using taxation dollars for Barr Line improvements. Treasurer-Deputy CAO/Clerk had suggested at the beginning of deliberations this line item could be removed from budget to reduce the tax levy. Vice-Chair Gourley proposed using the surplus from 2025 to complete the upgrades. CAO/Clerk Charkavi gave an overview of improvements included in \$66,500 proposed in budget. Vice-Chair Gourley provided explanation as to maintaining a current asset the township already has and doing the suggested improvements this year. Treasurer-Deputy CAO/Clerk Coughlin provided explanation regarding budgeting from surplus. The township must finance through taxation, grants or reserve, alternative being proposed is taking money out of surplus prior to be recognized, which deviates from policy as written. Committee has decided to fund the proposed improvements in 2026 and expects to use reserves as a placeholder of the potential 2025 surplus.

Rebranding suggested as an opportunity to save money in the tax levy, committee decided to defer rebranding from 2026.

Fire capital was the next discussion around the draft capital budget. Fire pumper/tanker does not affect levy the budgeted amount on the draft budget is just a placeholder for council direction to staff in the future.

In regard to roads capital, committee has decided to defer the sweeper until future years after a brief discussion with the Public Works Superintendent Visinkski.

Road construction/rehabilitation will be deferred for until 2027/28 as there are some other projects Public Works is focusing on this year. The Township is permitted to hold funds in reserve for larger projects in future years.

Food Cyclor will be removed from the draft capital budget, there is \$5,000 remaining under the waste management operations budget.

Consensus of committee to remove the taxation implication of the Douglas Beach from the draft capital budget.

- 6. Next Meeting – Monday December 15, 2025 at 12:00 p.m.
- 7. Adjournment

Resolution No. 11-12-2025

Moved by Angela Field

Seconded by Kevin LeGris

BE IT RESOLVED THAT the Finance & Administration Committee recess the December 12, 2025 Committee meeting at 3:09 p.m. and is scheduled to resume on December 15, 2025 at 12:00 pm. (noon).

“Carried”

Chair

CAO/Clerk

TOWNSHIP OF ADMASTON/BROMLEY
FINANCE AND ADMINISTRATION COMMITTEE

MINUTES

Thursday December 15, 2025

At 12:00 p.m.

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

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

Committee member Kevin Legris sent his regrets.

Mayor Michael Donohue resumed the meeting to order at 2:06 p.m.

Resolution No. 12-12-2025

Moved by Keith Gourley

Seconded by Angela Field

BE IT RESOLVED THAT the Finance & Administration Committee meeting resume at 12:11 p.m. on December 15, 2025.

“Carried”

5. 2026 Draft Budget Report

Mayor Donohue began the meeting by referring to the updated excel version of the draft budget, with all the revisions completed by committee at the end of the day Friday December 12th, provided by Treasurer-Deputy CAO/Clerk Coughlin. He turned the meeting over to her for a brief synopsis of the changes made and to let committee know where they left off Friday.

Starting off Friday December 12th with a 5.34% tax levy increase, Treasurer-Deputy CAO/Clerk Coughlin began December 15th with a reiteration of the decisions of committee from the days previous. The following items had been removed or adjusted from the draft budget. First, the Town of Renfrew recreation amount of \$15,000 had been added to the draft budget, the information board that was being purchased through taxation had been cut, the BLCC upgrades were to proceed, however, they were to be financed through reserves with a possible surplus from 2025, the rebranding had been removed, staff were directed to look at alternate options and bring back a report in the new year so the fire truck amounts were just a placeholder, the sweeper was deferred to another year and improvements to the Douglas Beach were removed from the tax levy increase.

The starting point for today’s discussion is around wages and benefits for administration, the creation of two positions: a part time finance clerk and a full-time deputy treasurer/deputy clerk, an additional part time person for public works and possible revisit wages and benefits in building department. Fire Fighter certification 2 has been reflected in certifications and training rather than wages and benefits.

All conferences requested in initial reiteration are still reflective in the current version of the draft budget.

Discussions began around wages and benefits. If the township was to remain status quo, benefits, COLA and any advancement on the grid, in all departments approximately 2.28% tax levy increase without any changes in staffing. However, incorporating the changes requested, 4.84% tax levy increase.

Regarding fire personnel conferences, it was suggested perhaps alternating years to find some cost savings. However, Fire Chief McHale proposed that he would rather attend the Northeastern Fire Conference in Huntsville instead of the AGM for the Ontario Association of Fire Chiefs in Toronto. Committee removed one fire conference from the draft budget.

Vice-Chair Gourley asked for clarification on the fire small tools budget. Fire Chief McHale just explained the cost of items has greatly increased. Treasurer-Deputy CAO/Clerk Coughlin provided some clarification to the small tools' amounts – nozzles, batteries/docking stations, defibrillators and first aid bags and hard hats are the significant changes to make up the increase. Mayor Donohue has asked for a support schedule to be included with the budget amounts for small tools.

Included in the operating budget are provisions for the creation of the following new positions: i) Public Works – PT Equipment Operator, ii) Finance – Deputy Treasurer / Deputy Clerk; iii) Finance – PT Finance Clerk. Starting with the administration positions Treasurer-Deputy CAO/Clerk Coughlin stated that not only considering succession planning for the administration positions but also an election year in 2026, getting Diligent up and running and having better coverage in the office. CAO/Clerk Charkavi contributed part-time finance clerk was initially budgeted for full time and has been reduced to part time considering budget restraints. Vice-Chair Gourley was in favour of the full-time deputy treasurer/deputy clerk position but not in support of the part time position at this time. Committee member Field was under the impression that we did not need a deputy treasurer, she was in favour of the part time finance clerk but was not sure if she could support the full-time deputy treasurer/deputy clerk position. Treasurer-Deputy CAO/Clerk Coughlin explained that if the township was to maintain existing structure, it would be just a little over \$31,000 to facilitate creation of the full-time position and the part time position; 0.85% of a tax levy increase. CAO/Clerk Charkavi contributed that according to the operational review completed the township did need a deputy treasurer, however, the staff at the time was not able to fill the role.

Mayor Donohue inquired about shared services regarding the part time role. Discussions continued amongst committee regarding shared services and Mayor Donohue inquired if the current positions requested were included in the draft, which Treasurer-Deputy CAO/Clerk Coughlin confirmed they were. Three of the four committee members were in favour of the part time finance clerk.

Mayor Donohue inquired if the deputy treasurer/deputy clerk was the most practical position to present. CAO/Clerk Charkavi explained Treasurer-Deputy CAO/Clerk Coughlin would like to assist in the more of the CAO/Clerk duties but is unable to

without downloading some of her current duties. The position was created as both the CAO/Clerk, and the Treasurer-Deputy CAO/Clerk would be able to download a few of their duties on the new position. Other options and municipalities were examined but not presented to committee. Three of the four committee members were in favour of the part time finance clerk.

Regarding the Public Works – PT Equipment Operator, all committee members were in favour.

Vice-Chair Gourley communicated his concern with accepting all three positions, CAO/Clerk Charkavi suggested reducing the part time position to a 6-month contract, 2 days per week term, working back 6 months from November: given it's an election year. This can also be used a trial period to see what other duties can be downloaded in this time. Consensus and precision on the administration positions, and consensus on the public works position.

Mayor Donohue called a brief recess at 1:12 to determine if closed was required, reconvening at 1:20pm

CAO/Clerk Charkavi is going to bring a report forward in January detailing how the position of the CBO has evolved since the CBO first hired. CBO was to assist CAO/Clerk Charkavi with economic development and planning. No budgetary implications to this, just a report to be brought forward.

Donations were presented; however, committee had not deliberated or made a decision on them. No formal request, just items migrating to the right. Renfrew County 4H administration had changed and did not realize the request had not come through, so added back in but no Renfrew County Games for township of Admaston Bromley for 2026. After budget went out Eganville & District Seniors requested their yearly donation. Committee was in favour of the donations as presented on budget.

Anticipated growth reduced for 2026, OPTA had yet to release or publish starting point for budget deliberations. Figures presented originally were used from communication from OPTA but were different from the starting point published, difference of about \$4,300. Started deliberations at 6.99% (including growth), after all the changes during deliberations and today's discussion, bottom line is 1.53% (including growth) tax levy increase.

Mayor Donohue is proposing a tax levy increase of 0%, based on the increases since 2024. Our community became quite engaged in the new waste management transition, bag tags, clear bags, new recycling options etc. The community also understands the Township removed the waste management from the levy and assigned as user pay system, still bearing the cost of waste management via bag tags purchases. Mayor Donohue would find it easier explain a "no change" to the township portion of the tax bill rather than see an increase of the tax levy on top of diversion of waste management.

Vice-Chair Gourley recommended utilizing the perceived surplus from 2025 to reduce the 2026 tax levy increase or his other suggestion was for the replacement of the tandem snowplough out of reserves/perceived surplus rather than taxation.

Committee member Hamilton suggested increasing the tax levy beyond 1.53% to ensure a payment in advance of the debt for the fire truck or using the “perceived surplus” against potential fire capital in the future.

Mayor Donohue suggested the “perceived surplus” was not a staff suggestion but a suggestion from another council member.

Committee member Field was not comfortable suggesting using a perceived surplus as a plan, things can change very quickly, and the year is not over yet, she was satisfied with the 1.53% tax levy increase.

Mayor Donohue explained one of the challenges he is seeing with even a small increase is that moving to a user-based waste system was the intent to save money.

Treasurer-Deputy CAO/Clerk Coughlin took the floor and stated that currently the township was sitting at \$147,393 surplus, however, there are still several year end entries to be made; BLCC will further deplete our reserves, \$205,000 transfer into reserves which leads to not the perceived surplus that is being predicted. She further wanted to clarify the portion of the levy that had to be shifted over to the rate payors for waste management was 0.46% of 5.52% tax levy increase for 2025. There has been an increase in all other departments, without having any changes in level of service, those have a cost. To have a zero percent increase for all other departments that require operating and/or capital monies is not sustainable.

Mayor Donohue asked Treasurer-Deputy CAO/Clerk Coughlin her confidence level of the \$147,935 year end number as there is a gap between the October 2025 month end provided at last council meeting and the number provided to committee this day. Treasurer-Deputy CAO/Clerk Coughlin confirmed she had not started any year end processes as she was doing budget, she gave a few numbers regarding roads capital but those numbers would affect OCIF not taxation dollars.

There was a lot of around the table discussions regarding reducing the levy, discussing the waste management revenue and the effect on the tax levy, reserves and previous years tax levy increase and the surplus from previous years. Mayor Donohue holds the position of zero percent increase even being sensitive to the minimal increase being suggested. The component of waste management is coming off the tax levy, not that taxes are coming down. At zero that is balancing and resident is experiencing the same thing.

Committee stalemate as two members are for tax levy increase of 1.53% and two members are for zero percent increase.

CAO/Clerk Charkavi suggested decreasing transfers to reserves for 2026. Treasurer-Deputy CAO/Clerk Coughlin confirmed there is no percentage indicated in the reserve policy for amounts transferred except for a few specific reserves. In the 2026 budget there was a 0.25% increase in the contributions to reserves. Mayor Donohue

appreciates the option but does not see the decrease in reserve contributions as being viable.

Suggested by Committee member Field to reduce departments rather than reduce reserves for the 1.53%. Vice-Chair Gourley suggested using the surplus realized from 2024 to reduce the tax levy for 2026. Committee member Field suggested she would be in favour of the zero percent tax levy for 2026 if the 2024 surplus is utilized rather than the perceived surplus for 2025-year end.

Resolution No. 13-12-2025

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED that Finance & Administration Committee direct staff to use the 2024 surplus realized of \$57,500 to bring the tax levy increase to 0% for the 2026 budget.

“Carried.”

Resolution No. 14-12-2025

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED that Finance & Administration Committee receive the 2026 Draft Budget Report.

“Carried.”

Resolution No. 15-12-2025

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED THAT the Finance & Administration Committee recommend to Council to adopt the 2026 Budget at the January 8th, 2026, Council meeting.

“Carried”

6. Next Meeting – at the call of the chair

7. Adjournment

Resolution No. 16-12-2025

Moved by Angela Field

Seconded by Keith Gourley

BE IT RESOLVED THAT the Finance & Administration Committee meeting that began on December 4, 2025 be adjourned at 2:50pm on December 15, 2025.

“Carried”

Chair

CAO/Clerk