

MINUTES
TOWNSHIP OF EDWARDSBURGH/CARDINAL
ADMINISTRATION & FINANCE
COMMITTEE OF THE WHOLE
February 12, 2007
7:30 p.m.

Present: Chair P. Sayeau
Mayor L. Dishaw
Deputy Mayor F. Noccey
Councillor H. Cameron
Councillor D. Gladstone
Councillor K. Jones
Councillor L. Levere

Staff Present: R. Trivett, CAO/Treasurer
D. McKinstry, Clerk/Planning Administrator

Members present discussed upcoming meetings and the following were scheduled:

February 14, 3:30 p.m.	Professional Development Committee
February 14, 7:30 p.m.	Port of Prescott Management Committee
March 1, 1:00 p.m.	Meeting with Elster Meters
March 15, 7:30 p.m.	Meeting with OPP

1. Call to Order

Chair Sayeau called the meeting to order at 7:48 p.m.

2. Disclosure of Interest – None

3. Approval of Minutes

Moved by H. Cameron, seconded by F. Noccey that the minutes of the January 26, 2007 meeting be accepted as amended (items 1 and 7e). Carried.

4. Business Arising from the Minutes

a) Cardinal Resource Centre Building

The CAO/Treasurer reported that the property title had been searched and that the owner of the building is listed as the Cardinal & District Resource Centre, which is still a valid corporation with directors listed. The deed shows that if the building is abandoned, it reverts to the Crown. The Chief Building Official will evaluate the condition of the building and the CAO/Treasurer will provide Council with information regarding the names of directors of the corporation.

b) By-law Enforcement

A list of by-laws that are the responsibility of the Municipal By-law Enforcement Officer was provided to Committee. There was a discussion regarding a sample property standards by-law that had been circulated. The Clerk will provide a copy of the current Yards By-law to Committee. It was agreed that Committee members will review the two by-laws and that the yards by-law may need to be more comprehensive.

5. Deputations - None

6. 2006 Budget to Actual Report

The 2006 budget to actual report was received and reviewed. Committee discussed the concept of creating reserve funds to deal with future capital replacement costs and it was noted that this may be required by Provincial regulations in the near future.

The Committee then discussed the water and sewer rates, particularly with respect to the Cardinal systems. Several scenarios were discussed, ranging from flat rating the entire cost of water and sewer and removing the assessment portion of the revenue to phasing in an increase in the flat rate and a corresponding decrease in assessment-based revenue over the next number of years. It was agreed that the CAO/Treasurer would present a recommendation for Council's consideration at the regular meeting of February 19, 2006.

7. Capital Needs Plan

This item was deferred to a later meeting.

8. Items for Recommendation to Council

a) Xerox Photocopier

Committee approved the acquisition of a new Xerox photocopier as per the proposal received from Brian Nolan on December 11, 2006. This will result in a net decrease in costs to the Township of approximately \$45.00 per month.

b) Blue/Green Boxes

Committee reviewed the current distribution system and policies for blue and green boxes and agreed that policies in place would continue. Staff was directed to clarify expectations with the people working at the Cardinal Library with regard to sale of the boxes. Committee directed that the cost of a blue box be increased to \$6.00 to cover the Township's cost to purchase them from the Counties.

c) Telephone Exchange Issue

Committee requested that a motion be brought forward to Council to request consideration of the expansion of the local calling area between the 657 and 658 exchanges. Committee accepted the staff recommendation that the toll free number retain its North America wide coverage and that it be added to printed materials as they are replaced.

d) Municipal Auditor Meeting

The CAO/Treasurer outlined the timelines for production of the Audit Report for 2006. The Chair of the Committee would like to meet with the Municipal Auditor. The CAO/Treasurer was directed to obtain costs associated with such a meeting.

e) 2007 Budget Process and Format

The CAO/Treasurer was requested to present the 2007 budget with separate operating and capital budgets for each department.

f) OPP Services

Mayor Dishaw reported that OPP servicing had been discussed at Counties' Governance and Finance Committee and that he would be further exploring County-wide policing with staff at the United Counties of Stormont, Dundas and Glengarry. This issue will also be explored with representatives from the Ministry of the Attorney General at the OGRA conference later this month.

g) Township Organization, et al

Council expressed dissatisfaction with current reporting mechanisms from department heads. It was suggested that department heads should report regularly to the CAO, who would then report on operations to Council.

h) Website Upgrades

Councillor Jones reported that he was in the process of drafting an RFP for an upgrade/re-design of the Township's website and that he will bring it back to the Committee at a later date.

i)&j) Appreciation Dinner/Years of Service Awards

Staff reported on past experience with the appreciation dinner. It was agreed that a summer BBQ should be arranged at the Johnstown Community Centre and that the invitation list would be based on the same criteria as has been used in the recent past, but including children of invitees.

k) Deputy Treasurer's Position – deferred to closed session

l) Labour Relations – Negotiating Committee

The Committee has been meeting and progress is being made; no final recommendations have yet been drafted.

m) Scott Road Landfill Buffer Zones

This issue has been dealt with at other meetings.

n)-u) These items were deferred until the next meeting.

9. New Business

a) Bridge/Lewis/John Street Realignment

The Mayor reported that the Counties project is proceeding and that municipal input is required for the Township's part of the project. He proposed convening a design review committee with himself as chair and staff as members to draft options for Council consideration.

b) Investments

Committee discussed the rate of return the municipality is currently receiving and reviewed the possibility of placing municipal funds with the Counties for investment by them. It was agreed that the CAO/Treasurer would explore investment options and report back.

c) ED19 – Gasification

Mayor Dishaw reported on a presentation he had attended and suggested that the municipality should assist with the project by a show of interest in exploring the option.

The Committee moved into closed session at 11:15 p.m. to address a personnel issue.

10. Adjournment - the Committee adjourned at 12:15 p.m. on a motion by Councillor Cameron.

These minutes were adopted by the Administration & Finance Committee on the 12th day of March, 2007.

Chair

Secretary