

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

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

Regrets: Councillor H. Cameron

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

1. Call to Order

Chair Sayeau called the meeting to order at 7:30 p.m.

2. Disclosure of Pecuniary Interest – None

3. Three items were added to the agenda under New Business.

4. Approval of Minutes

Moved by F. Noccey, seconded by K. Jones that the minutes of the February 12, 2007 meeting be accepted as circulated. Carried.

5. Business Arising from the Minutes

a) Cardinal Resource Centre Building

The building has been examined and photographs taken. The former owners, the LCBO, have been contacted but no response has yet been received. Staff was directed to inquire through the municipality's solicitor what steps might be taken to assume title to the property. Staff was also directed to contact the Ontario Realty Corporation with respect to disposition of the property.

b) Appreciation BBQ

Previous invitees were discussed. The date has been set for July 28, 2006.

c) RFP for Website – work is ongoing.

d) Auditors

Auditors will be in the office the week of March 19. The CAO/Treasurer will set up a meeting with the auditors and interested Council members for March 21 or 22 and advise.

e) Recycle Boxes

Staff was directed to advertise availability of recycle boxes for location and cost.

f) Bridge/Lewis/John Realignment

A meeting has been scheduled for 2:00 p.m. on March 22 with representatives from utilities, the United Counties and the municipality.

g) Investments – no report

h) Waste Disposal

Mayor Dishaw reported on waste disposal alternatives that are being presented to Counties Council.

6. Deputations - None

7. Items for Recommendation to Council

a) Animal Control By-law

The Clerk outlined the status of a draft animal control by-law. After some discussion, Committee recommended that the by-law go forward with the following provisions:

- Fees for dog tags to remain the same – 1st dog \$15.00, 2nd dog \$25.00, 3rd dog \$25.00
- Set fine for dog not licensed/registered to be increased to \$100.00
- Replacement tag fee to increase to \$2.00
- Kennel owners to purchase tags for dogs permanently housed in the kennel at the replacement tag rate.

Committee discussed cat provisions in the by-law and agreed that no provision for cat control would be made at this time, but that further research would be undertaken.

Staff was directed to notify interested parties and advertise prior to final reading of the by-law.

b) Election Report

Two items were noted for next election - voting places must be large enough to ensure lineups if any can be inside and an advance polling location should be established in the Johnstown area. Future issues for discussion are the voting mechanism to be used in 2010 and the continuation of the ward system. Committee **recommended** that Council receive the Election Report as presented.

c) International Plowing Match Contribution

Moved by F. Noccey seconded by K. Jones that the Municipality contribute 50 cents for each resident of the municipality for 2007, for a total of \$3,097. Carried.

d) Exemption for Garbage By-law

Committee **recommended** that the requester be provided with 100 bags per year at no charge; the requester will be advised to pick the bags up on a quarterly basis.

e) OPP

Committee reviewed the information that had been presented at the ROMA/OGRA conference. There was a discussion on the advisability of entering into a contract for OPP services. It was agreed that a contract price should be requested at the scheduled meeting on March 15.

f) 401/416 Fire Calls

Committee reviewed the information that had been presented at the ROMA/OGRA conference. Up to date information is supposed to be forthcoming from MTO. It was made clear during the meeting in Toronto that the Fire Department must take some action at an accident scene in order to collect payment and that documentation must be very precise. The CAO was requested to meet with the Fire Chief to outline the findings and to request regular reports.

g) COMRIF Asset Management Grant

The Committee **recommends** that the CAO proceed with an application for funding under the COMRIF Asset Management program, possibly for use in inspection of water and waste water underground lines.

h) Johnstown Water and Wastewater

It was noted that there may be a new round of COMRIF funding available shortly and that the municipality should be prepared to apply. Council needs to set priorities for projects with input from the public as to what is most needed or wanted. Staff will prepare a briefing regarding the municipality's past experience proposing services in the Johnstown subdivision.

i) Cardinal Dock & Ramp

There was a discussion regarding the progress of this project to date. It was suggested that perhaps some service groups would be willing to participate in the project.

It was **recommended** that firm plans/drawings complete with cost estimates be prepared and presented to the next Administration & Finance meeting on April 9. Plans should include ramp, concrete on shore, dock replacement and improvements to the parking area.

j) Galop Canal Park

The cleanup of the Park will be done as part of the regular spring maintenance of Township facilities. Staff will provide a written response to Mr. Heywood.

k) Water/Sewer Rates Meeting

An agenda is being prepared for the March 21 meeting. Mayor Dishaw will speak at the meeting; Bob Hennessey has agreed to act as moderator. Mayor Dishaw and Councillor Sayeau will meet with the CAO to ensure the information presented is as accurate as possible.

l) Water Meters

The discussion centered around the concept of establishing a separate water bill from the tax bill. The CAO reported an approximate cost of \$10,000 to purchase the necessary software and an additional 30 man-days per year to bill quarterly.

Committee **recommends** that a separate billing system be set up as soon as possible.

9. New Business

a) Expropriation of Lands in Industrial Park

The CAO reported that the renaming of Pirelli Drive is required as part of the completing the deal to assume lands for the new road in the Industrial Park.

Committee **recommends** that the by-law to rename Pirelli Drive to Commerce Drive is brought forward at the April 2 Council meeting. Staff will notify affected owners.

b) Grenville Land Stewardship

Councillor Noccey reported that the Land Stewardship group had inquired about participating in the work of the Industrial Park Wood Centre Committee. Committee is concerned about a possible conflict/duplication with Ministry of Natural Resources. Councillor Noccey will get back in touch with Jack Henry to clarify.

c) 2007 Budget Process

Once the auditors have been in, a first draft budget will be prepared for discussion at the April 9 meeting of the Administration & Finance Committee.

10. Adjournment - the Committee adjourned at 10:05 p.m. on a motion by Councillor Noccey.

These minutes were adopted by the Administration & Finance Committee on the 9th day of April, 2007.

Chair

Secretary