

MINUTES
TOWNSHIP OF EDWARDSBURGH/CARDINAL
ADMINISTRATION & FINANCE
COMMITTEE OF THE WHOLE
April 9, 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

1. Call to Order

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

2. Approval of Agenda

Moved by Donna Gladstone and seconded by Kirk Jones that the agenda be approved as amended by the addition of Code of Conduct Document under New Business. Carried.

3. Disclosure of Interest – None

4. Approval of Minutes

Moved by Kirk Jones, seconded by Donna Gladstone that the minutes of the March 12, 2007 meeting be approved as presented. Carried.

5. Business Arising from the Minutes

a) Cardinal Resource Centre Building

Committee received correspondence from the municipal solicitor with respect to transfer of ownership of the building to the Township. No response has been received from the Ontario Realty Corporation. Committee discussed the possibility of bringing together the members of the Cardinal & District Resource Centre Board to authorize a transfer of ownership of the building to the municipality.

b) Reserves and Reserve Funds

Committee reviewed a report presented by the CAO/Treasurer. There was a discussion with regard to the permitted uses of the Gas Tax Reserve and with regard to the composition of the Hydro Electric Reserve Fund.

c) Auditors Meeting

The CAO/Treasurer will set up a meeting with the auditors.

d) Johnstown Water & Sewer Report

This report is to be brought forward at a later meeting.

6. Deputations

Ms. Emslie had not yet appeared; Committee agreed to move forward on the agenda in the hope that she would arrive. It was further agreed to delay discussion of item 7a) Animal Control By-law until Ms. Emslie was present.

7. Items for Recommendation to Council

b) Water & Sewer Rates for Cardinal

The draft by-law will be discussed at a separate meeting on Wednesday, April 11 at 1:00 p.m.

c) Spencerville Sewer Rate By-law

Moved by Lawrence Levere seconded by Donna Gladstone that the draft by-law for Spencerville Sewer Rates be forwarded to Council. Carried.

d) New Wexford Water & Sewer Rate By-law

Moved by Kirk Jones seconded by Hugh Cameron that the draft by-law for County Road 2, New Wexford and Industrial Park Water and Sewer Rates be forwarded to Council. Carried.

e) Prescott Water Rate Agreement By-law

Moved by Donna Gladstone seconded by Lawrence Levere that the by-law to enter into an agreement with Prescott for supply of water be forwarded to Council for third and final reading. Carried.

f) WSI Fuel Surcharge

Committee received information from the CAO/Treasurer with respect to a fuel surcharge request by the waste collection contractor.

Moved by Frank Noccey seconded by Lawrence Levere that the recommendation of the CAO/Treasurer to enter into a one-year fuel surcharge agreement with WSI in the amount of \$550.00 per month be approved. Carried.

g) Utility Billing System

The CAO/Treasurer presented a report regarding the requirements to implement a billing system for water and sewer charges. It was confirmed that the administrative costs of the system would be covered through the general levy.

Moved by Frank Noccey seconded by Hugh Cameron that the recommendations contained in the CAO/Treasurer's report be approved, including pre-budget approval of capital spending in the amount of \$11,279. Carried.

h) Audit Committee

The Administration & Finance Committee was confirmed in its role as Audit Committee.

8. Discussion Items/Ongoing Issues

a) Quarterly Report from Fire Department

This report is not yet available. Committee was informed that Peter O'Hare of the Fire Marshall's Office would be making a presentation to Council.

b) 401/416 Fire Department Callouts

The Fire Chief has not yet received updated information from the Ministry of Transportation with respect to claims. The CAO/Treasurer is not aware of any invoices being processed at this time.

c) Cardinal Street Reconstruction Costs

The CAO/Treasurer presented a schedule of costs. Storm sewer and public works costs are to be funded from the general levy; water and sewer costs are to be funded by the Cardinal water and sewer revenue. Mayor Dishaw advised that he had met with Bell Canada and Rideau St. Lawrence Utilities and some changes to the estimates may result from that meeting. Mayor Dishaw also advised that the Counties had not yet purchased the necessary property to the west of the old library building.

d) Budget Preparation

Committee reviewed information on 2006 budget to actual figures and it was noted that there had been no surplus received to date from the police services expenditure. The capital needs budget was reviewed and the following points were discussed:

- Sidewalk upgrades in Ventnor should be added to Construction
- Funds from the sale of Industrial Park land need to be segregated
- Capital costs for water and sewer in Cardinal being charged against the general levy.

Moved by Donna Gladstone, seconded by Hugh Cameron that a reserve fund be set up for the proceeds of the land sale in the Industrial Park. Carried.

The CAO/Treasurer is working towards a preliminary operating budget and expects to have a first draft available on Monday, April 16. Three separate meetings were set up to discuss the 2007 budget:

- Wednesday, April 18 at 7:30 p.m.
- Saturday, April 21 at 9:00 a.m.
- Wednesday, April 25 at 2:00 p.m.

At this point in the meeting, Ms. Emslie had appeared and Committee agreed to address items 6a) and 7a) on the agenda with respect to the Animal Control By-law. David Hutton, Fred Heal, Frank Hitsman, John Dugan and Jim Pontbriand were also present with an interest in the proposed by-law.

6. a) Toni Emslie, Animal Control Officer

Ms. Emslie requested that Committee consider leaving provisions in the by-law to deal with cats. Staff advised that no cost information had yet been received from the SPCA with regard to adding cats to the pound contract.

7. a) Animal Control By-law

Committee heard from Mr. David Hutton with regard to hunting dogs. He advised the Committee that hunting dogs were permitted by the Ministry of Natural Resources and provided copies of recent permits he had obtained. Staff provided Committee with clauses from neighbouring municipalities that exempted hunting dogs from running at large provisions.

The other members of the public were given an opportunity to speak. It was suggested that the kennel owners meet with staff to provide input to the by-law.

Committee directed that the following be included in the by-law:

- Cat control to remain in; no feral cats to be picked up

- Exemption for hunting dogs similar to that contained in Augusta's by-law to be included in Edwadsburgh/Cardinal's; staff to re-word to include requirement for licensing and identification.
- Set fine for dogs running at large to be increased to \$100.00.

Committee Chair Patrick Sayeau called a five-minute break.

8. Discussion Items/Ongoing Issues (continued)

e) RFP for Website

Councillor Jones advised that he had drafted an RFP for a redesigned municipal website and had obtained preliminary cost estimates in the range of \$1,700 to \$5,000. There was a discussion regarding the design objectives and the need for the website to be easily updated by staff. Committee directed that Councillor Jones and the Clerk/Planning Administrator move forward with the updated website RFP and further directed that costs be limited to \$2,500 and that the new website be hosted under the same circumstances as the existing one. The Clerk/Planning Administrator was requested to explore the possibility of EODP funding for the capital costs.

f) Cardinal Boat Launch and Docks

Staff and Council members will be participating with a site meeting with South Nation Conservation. A written project plan was requested. It was noted that information had been received that the existing docks could be put back in the water relatively inexpensively.

g) Cardinal Ribbon Signs

A deadline for submissions was set for April 20; Environmental Services/Public Works Committee of the Whole will select the best entry at their meeting on April 23.

h)j)k) These items were put off for discussion at a later date.

i) Canal Bank Stabilization Study – to be brought forward at ES/PW Committee of the Whole on April 23.

9. New Business

a) C&L Specialty Maps – Henderson Printing

Moved by Donna Gladstone seconded by Kirk Jones that the same ad be repeated in the new edition of the Grenville County maps. Carried.

b) Prescott & District Chamber of Commerce Membership

Moved by Kirk Jones seconded by Lawrence Levere that the municipality become a member of the Prescott & District Chamber of Commerce if such membership could be obtained as a “non-business” member at a cost of \$35.00 per year. Carried.

c) Taxicab Licensing

Committee received information from staff that a resident had requested a taxicab license and that the existing 1981 by-law would have to be updated or rescinded in order to facilitate the request.

Moved by Frank Noccey seconded by Lawrence Levere that Village of Cardinal By-law 81-3 respecting taxicab licensing be rescinded. Carried.

d) Code of Conduct Document

Councillor Gladstone advised that the Professional Development Committee had created a code of conduct document for Council and staff. She requested that members of staff and Council review the document and provide her with comments or corrections by May 1 so that it could be presented at the next Administration & Finance Committee of the Whole meeting on May 14, 2007

10. Adjournment - the Committee adjourned at 10:42 p.m. on a motion by Councillor Jones.

These minutes were adopted by the Administration & Finance Committee on the 14th day of May, 2007.

Chair

Secretary