

**MINUTES**  
**TOWNSHIP OF EDWARDSBURGH/CARDINAL**  
**ADMINISTRATION & FINANCE**  
**COMMITTEE OF THE WHOLE**  
**May 14, 2007**  
**7:30 p.m.**

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

Absent: Councillor K. Jones

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 Frank Noccey and seconded by Hugh Cameron that the agenda be approved as presented. Carried.

3. Disclosure of Interest – None

4. Approval of Minutes

**Moved** by Donna Gladstone, seconded by Lawrence Levere that the minutes of the April 9, 2007 meeting be approved as presented. Carried.

5. Business Arising from the Minutes

a) Cardinal Street Reconstruction Project

The required property purchase has been completed by the Counties. The plan for relocation of utility poles and costs associated with moving the fibre optic cables were discussed. Committee requested that an updated summary of costs and cost-sharing be provided.

b) 401/416 Fire Department Invoicing

The CAO/Treasurer reported that the Fire Chief had advised verbally that two invoices had been submitted to MTO thus far in 2007.

c) Auditors Meeting

The report of the auditors is expected shortly. An Audit Committee meeting is to be scheduled for 6:00 p.m. on June 4, prior to receiving the report at full Council later that evening. Timing is dependent on availability of the report from the auditors. It was also agreed that June 4 was the target date for the public meeting for the budget.

d) Industrial Park Reserve Fund

The recommendation for setting up this fund and the report of the status of funds received from the sale of land to Greenfields will be available for the budget meeting May 16.

6. Deputations

Mr. Goudreau had advised that he was unable to attend. Council discussed the matter and directed that the by-law to rescind the old Cardinal by-law be brought forward at the next meeting for third and final reading. Staff will circulate current sample by-laws to Committee members for review.

7. Items for Recommendation to Council

a) Animal Control By-law

Committee reviewed a staff memo outlining the proposed adjustments to the by-law. The recommended changes were accepted and staff was directed to bring the by-law forward for third reading at the May 22 Council meeting.

b) Cardinal Water and Sewer Rates By-law

There are two accounts still to be resolved. **Moved** by Donna Gladstone seconded by Hugh Cameron that the draft by-law for Cardinal Water & Sewer Rates be forwarded to Council on May 22. Carried.

c) Johnstown Property Purchase from MTO

Committee received the appraisal report. It was noted that the usefulness of the property may be impacted by required setbacks from MTO property and from the rail line. Staff will research the setback requirements and advise what the property might be used for.

d) MTO Property Sale – Newman Road

Committee agreed that the municipality had no interest in the offered property.

e) International Plowing Match Volunteers

**Moved** by Frank Noccey seconded by Hugh Cameron that the municipality provides up to 7 paid person-days of senior staff volunteer time at the International Plowing Match. Carried.

f) VMHG Advertising

**Moved** by Hugh Cameron seconded by Larry Dishaw that the municipality purchases a full page ad in the VMHG brochure at a cost of \$100. Carried.

8. Discussion Items/Ongoing Issues

a) Code of Conduct - Staff

Staff suggestions had been received with respect to broadening the definition of “promotional items” and with respect to the conflict of interest guidelines being too restrictive, particularly with regard to staff living in the municipality and also having a personal stake in matters such as rezonings. Donna Gladstone will incorporate the suggested changes and recirculate the document; it may be ready for the by-law to be presented at Council on May 22.

b) Code of Conduct - Council

It was suggested that a clause similar to “post-employment conflict” should be inserted.

**Moved** by Donna Gladstone and seconded by Hugh Cameron that a by-law to adopt a Code of Conduct for elected officials be brought forward to Council on May 22. Carried.

c) Senior of the Year Award

The Clerk asked committee members to suggest worthy recipients for a Senior’s award for 2007.

d) Budget Estimates

The Budget Committee is scheduled to meet on May 16 at 7:30 p.m. Mayor Dishaw asked that members consider using funds from the sale of land in the Industrial Park to maintain a 0% increase in taxes, or consider an increase in the percentage increase to allow for additional road work. The CAO/Treasurer will advise the Budget Committee what impact the Counties’ increase will have on the bottom line of the tax bills.

9. New Business

The Negotiating Committee will next meet on Thursday, May 17 at 9:30 a.m.

The Chair called a 5 minute recess.

10. Closed Session

**Moved** by Frank Noccey and seconded by Hugh Cameron that the Committee move in to closed session at 9:12 p.m. to address a matter pertaining to the potential acquisition of land. Carried.

**Moved** by Larry Dishaw and seconded by Donna Gladstone that the Committee return to open session at 9:27 p.m. Carried.

**Moved** by Hugh Cameron seconded by Lawrence Levere that Council proceeds with an appraisal on the properties located in Lot 4, Concession 1.

11. Next Meeting – Monday, June 11, 2007 at 7:30 p.m.

12. Adjournment - the Committee adjourned at 9:28 p.m. on a motion by Councillor Noccey.

These minutes were adopted by the Administration & Finance Committee on the 11<sup>th</sup> day of June, 2007.

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Chair

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Secretary