

**MINUTES  
TOWNSHIP OF EDWARDSBURGH/CARDINAL  
ADMINISTRATION & FINANCE  
COMMITTEE OF THE WHOLE**

**June 11, 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

1. Call to Order

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

2. Approval of Agenda

Chair Sayeau requested the addition of 8c: Provincial announcement regarding high speed internet.

**Moved** by H. Cameron and seconded by L. Dishaw that the agenda be approved as amended. Carried.

3. Disclosure of Pecuniary Interest – None

4. Approval of Minutes

**Moved** by D Gladstone, seconded by H. Cameron that the minutes of the May 11, 2007 meeting be approved as presented. Carried.

5. Business Arising from the Minutes

a) M. T. O. Property - Johnstown

**Moved** by F. Noccey and seconded by H. Cameron that the Township offer to purchase the four parcels for the sum of \$10,000, that a copy of the appraisal accompany the offer and the appraisal cost be paid by the Township. Carried.

b) Taxi License

Action deferred pending a further request.

6. Deputations

Noreen Wood appeared before the Committee to protest her water and sewer billing as multi residential. She advise the Committee that she rented 2-3 rooms with kitchen access and did 5-6 bed and breakfast rentals per year. She asked what would be required to return her billing to a basic residential property. Chair Sayeau informed her that her situation would be taken under advisement and it might be refered to a subcommittee for discussion. Ms. Wood will be advised when her situation will be reviewed.

7. Discussion Items

a) Auditor's Report Recommendations

i) Accounting for Tangible Assets

The CAO reported on his meeting with Environmental Services, OGRA at the AMCTO conference and a proposed meeting with senior staff.

ii) Public reporting Requirements

No action has taken place on this issue.

iii) Rationalization/Targets – Reserve and Reserve Funds

The CAO was directed to arrange a meeting with the Auditor and the Treasurer of the Cardinal and District Community Centre Board, with the Auditor and the and the Community Centre Board and a meeting to determine the appropriate reserve and reserve fund balances.

iv) Due to Reserve Funds from General Fund

The CAO was directed to create one bank account for all reserve funds and to renegotiate the agreement with the Royal Bank with respect to interest earned on funds on deposit.

v) Long-term Capital Budget

The CAO advised that the information was already prepared and he was instructed to prepare a report for the next meeting.

vi) Tax Arrears

The CAO reviewed the progress in arrears balance from December 31, 2006 and June 8, 2007.

b) Spencerville Sewer Rates By-law

The CAO was directed to amend the sewer charges with regard to the Village Pantry and Watt's Small Engines. Rates for the Royal Canadian Legion, the Spencerville Agricultural Society and the Upper Canada District School Board will be referred to a subcommittee.

c) Cardinal Water and Sewer Rates By-law

The CAO presented a list of problem rate determinations under the new by-law. The Committee directed that the rates for 642 East Street and Second Street S/S be amended. The remainder of the questions will be referred to a subcommittee.

d) Greenfield Property Sale Reserve Fund

The CAO was directed to bring forward a by-law to create a reserve fund that provides for expenditures to benefit the entire Township, that funds development and infrastructure for the industrial park and provides for emergency replacement of capital equipment.

e) AMO – Closed Meeting Investigator & Adoption of Policies

The Committee reviewed actions taking place from various levels and agreed to leave the item on the agenda for future meetings.

f) Municipal Act Required Policies

Staff were directed to review and bring forward revisions or policies for items 1 to 6 . With regard to optional provisions number 1 is in place, number 6 was dealt with above and there is no need for numbers 2 to 5.

g) Yards By-law and Property Standards By-law

The Committee discussed a pro-active versus reactive by-law enforcement. Staff were directed to place the Yards by-law on the next agenda. The CAO is advertising for a part-time By-law Enforcement Officer.

h) Fire Department – O'Hare Report

The Mayor reported upon his meeting with the Fire Chief. The Chief was asked to document the administrative issues and delegate resolution to the officers. The Chief is to deal with legislative issues. The Committee expressed a desire to meet with the Chief and Officers at a time and place to be agreed upon by the Mayor and Chief.

i) Emergency Measures/Emergency Plan

The PDA Committee and the CAO recommend that a third party be contracted to bring the plan into compliance by the end of 2007. The Committee endorsed the recommendations.

j) Website Purchase/Development

The Committee directed staff to proceed to call for RFPs.

k) EODP Applications – Signage/Website

The Committee directed staff to proceed with applications.

l) Request to Acquire Property – William Street, Cardinal

Deferred pending site meeting and report by Ward 1 Councillors

New Business

a) Advertising Requests

The Committee agreed to and advertisement in the Spencerville Agricultural Society brochure and 1/8 page ad in the Kemptville 150<sup>th</sup> anniversary program.

b) Prescott Wastewater Treatment Plant

The Committee recommended that normal application fees would be required.

c) Prescott Wastewater Treatment Plant Existing Debt

The CAO reported that the Township's share of the existing debt on the plant was less than \$4,000 and recommended confirming the balance and paying it out. The Committee concurred with the recommendation.

d) Provincial Initiative High Speed Internet

Chair Sayeau will attend and information session in Kingston Thursday.

e) Children at Play Signage – Rooney Road

The CAO reported the request had been directed to the Manager Public Works.

f) Owner/Tenant Tax Decrease Notification

The CAO reported on the legislation requiring municipalities to notify landlords and tenants of property tax decreases. The CAO was directed to determine if this applied to assessment changes.

g) Statistical Reports

The CAO distributed Budgetary Control Reports for the period ended March 31, 2007 and water rates surveys obtained at the AMCTO Conference.

h) Special Motion - Attached

**Moved** by D. Gladstone and seconded by H. Cameron  
Carried.

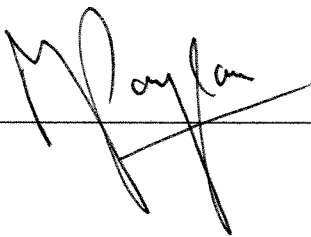
11. Next Meeting – Monday, July 9, 2007 at 7:30 p.m.

12. Adjournment

**Moved** by L. Dishaw and seconded by D. Gladstone that the meeting adjourn at  
10:20 p.m..

These minutes were adopted by the Administration & Finance Committee on the 9<sup>th</sup> day of  
July, 2007.

Chair



Secretary

