

MINUTES
TOWNSHIP OF EDWARDSBURGH/CARDINAL
ADMINISTRATION & FINANCE
COMMITTEE OF THE WHOLE
July 9, 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 H. Cameron and seconded by L. Dishaw that agenda item 7.a)i) be deferred to Public Works/Environmental Services Committee of the Whole for discussion. Carried.
Moved by Frank Noccey and seconded by Hugh Cameron that the agenda be approved as amended. Carried.

3. Disclosure of Interest – None

4. Approval of Minutes

Moved by D. Gladstone, seconded by L. Dishaw that the minutes of the June 11, 2007 meeting be approved as presented. Carried.

5. Business Arising from the Minutes

a) Municipal Act Required Policies

Policy updates required as a result of Bill 130 are being worked on by the Counties Clerks/CAO's group as well as through the AMCTO. The notice policy appears later on the agenda; the next one to be addressed will most likely be the disposal of land policy.

b) Accounting for Tangible Assets

The CAO reported that the grant had been received to assist with this project and recommended the funds be used for camera work in the water and sewer lines. A further report was requested for next meeting.

c) Long Term Capital Budget

The CAO/Treasurer presented a five year forecast commencing in 2008. After a brief discussion, Committee agreed to further review the document next meeting.

d) Website RFP Closing

Two proposals are expected on July 13. The review will take place during the day on July 16 with the intent of having a recommendation for Council later that evening. The Clerk will advise the time of the review.

e) Eastern Ontario Development Program

An application for funding for signage has been filed. It is expected that the outcome will be known sometime after the 15th of August.

f) Fire Department 401/416 Invoices

Copies of seven invoices sent to MTO have been provided to Committee members. It was noted that one invoice had been turned down by the Ministry to date and concern was expressed about the level of detail being provided in the invoice documents.

g) Emergency Measures/Emergency Plan

There was no progress to report on this matter; it will be brought forward to the next Committee meeting.

h) MTO Property Purchase

The MTO had been supplied with a copy of the appraisal and advised of Council's offer. No response has been received to date. This item will be brought forward to the next Committee meeting.

i) Bylaw Enforcement Officer

No interviews have been done yet.

6. Deputations - None

7. Discussion Items

a) Requests to Acquire Property

i) 52 William Street

This item was referred to the Public Works/Environmental Services Committee of the Whole meeting pending review of a report by the proponent.

ii) 719 King's 2 Highway

This property is currently for sale; the owner and a prospective purchaser have inquired about purchasing the portion of land between the rear lot line and the water.

Moved by H. Cameron and seconded by L. Levere that the lands be declared surplus to the needs of the municipality. Carried

Moved by L. Levere and seconded by F. Noccey that an appraisal of the property be obtained following procedures established by by-law. Carried

b) Bencan Property Sale

Bencan has requested that a previous land purchase be closed earlier than agreed to.

Moved by F. Noccey and seconded by H. Cameron that the municipality agree to close the agreement on August 17, 2007, subject to legal advice. Carried.

c) Fournier Property Purchase

The CAO/Treasurer reviewed his report recommending that the Township pay for acquisition of the property and levy a special administration fee to the Port of Prescott for the total cost of the property.

Moved by D. Gladstone and seconded by H. Cameron to accept the recommendation of the CAO/Treasurer. Carried.

d) Yards By-law vs. Property Standards By-laws

The Clerk had provided the Committee with several sample by-laws from other municipalities in Leeds and Grenville.

Committee discussed the degree of power of entry and enforcement that was necessary and/or desired and also the staffing levels necessary to enforce a property standards by-law.

The consensus of the Committee was that staff should review the existing yards by-law to see if there were areas requiring additional levels of control. Committee members are requested to provide the Clerk with suggestions for additional controls in the Yards By-law. Final changes will be looked at after the new By-law Enforcement Officer has been hired. The Clerk will bring this item forward for further review at a later date.

e) Notice By-law

The Clerk had provided the municipality's existing Notice By-law, together with a template for a new by-law prepared by the Counties Clerks/CAO's. It was noted that the new by-law appeared to be less stringent than the one in place.

Moved by L. Levere and seconded by H. Cameron to continue under the existing Notice By-law. Carried.

Committee requested that Township notices be placed in public areas where practical.

f) Water & Sewer Bills Collection Policy

The CAO/Treasurer presented a recommendation for formalizing the collection of water and sewer bills for 2007.

Moved by L. Dishaw and seconded by D. Gladstone that the recommendation of the CAO/Treasurer be approved. Carried.

g) Leeds & Grenville Emergency Medical Services

Moved by L. Levere and seconded by F. Noccey that a by-law be brought forward to Council to enter into a lease agreement with Leeds & Grenville EMS for use of Fire Station #1. Carried.

h) Reserve Accounts and Reserve Fund Balances

There was no report on this item; Committee requested that it be brought forward to the next meeting.

i) Budget to Actual Report June 30

Committee reviewed the report that had been provided by the CAO/Treasurer.

j) New Industrial Park Road

Greenfield Ethanol has requested that they be relieved of their obligation to construct a new road into the east side of the plant site.

Committee has concerns with respect to traffic control if Commerce Drive is utilized; there may be a need for a marshalling area on the Greenfield site and also for a turning lane to be constructed on County Road 2. Also, there may be a need for Commerce Drive to be substantially reconstructed depending on the outcome of the servicing issues for the ethanol plant. It was agreed that the Committee was not prepared to acquiesce to Greenfield's request without some further information being obtained.

k) AMCTO Conference Report

The CAO/Treasurer highlighted information he had received with regard to new cemeteries regulations being proposed by the Province. The consensus of the Committee was that the municipality should avoid taking on any new cemeteries until after the proclamation of the new Act.

8. New Business

a) Water & Sewer Rates Complaint

The CAO advised Committee that Mr. Kennedy of Strathmar Apartments was challenging the retroactivity of the water and sewer charges. The municipal solicitor had advised that there was no basis for such a challenge legally. Committee requested that staff prepare a definitive answer to the question of whether landlords are permitted to pass on water and sewer rate increases directly to tenants.

The Chair called a 10 minute recess.

9. Closed Session

Moved by D. Gladstone and seconded by H. Cameron that the Committee move in to closed session at 9:58 p.m. to address a matter pertaining to the potential acquisition of land. Carried.

Moved by H. Cameron and seconded by F. Noccey that the Committee return to open session at 11:00 p.m. Carried.

10. Next Meeting – Monday, August 13, 2007 at 7:30 p.m.

11. Adjournment - the Committee adjourned at 11:00 p.m. on a motion by L. Dishaw.

These minutes were adopted by the Administration & Finance Committee on the 13th day of August, 2007.

Chair

Secretary