

MINUTES
COMMITTEE OF THE WHOLE – ADMINISTRATION & FINANCE
MONDAY, JULY 4, 2016
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE

Present: Mayor Pat Sayeau, Chair
Deputy Mayor Peggy Taylor
Councillor Michael Barrett
Councillor Gerry Morrell
Councillor Karie Smail
Jack Bradley, Non-voting Advisory Member

Regrets: Dave Robertson, Non-voting Advisory Member

Staff: Deb McKinstry, CAO/Clerk
Melanie Stubbs, Treasurer
Randy Hopkins, Chief Building Official
Jonathan Wieler, Temporary By-law Enforcement Officer
Rebecca Williams, Deputy Clerk

1. Call to Order

Mayor Sayeau called the meeting to order at 6:30pm.

2. Approval of Agenda

Moved by: K. Smail seconded by: G. Morrell that the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & General Nature Thereof – None

4. Business Arising from Previous Administration & Finance Committee Minutes (if any)

Members enquired about the status of the Canada 150 Grant submissions.

5. Delegations & Presentations – None

6. Discussion Items – None

7. Action/Information Items

a) 1st & 2nd Quarter By-law Statistics

Members welcomed the new Temporary By-law Enforcement Officer, Jonathan Wieler, to the Township.

Members reviewed the 1st & 2nd Quarter By-law Statistics and compared it to the 1st & 2nd Quarter Statistics from 2015. Members asked to see columns to illustrate the number of summons issued, court appearance/trials and number of files closed added to the statistical report. Members suggested that a summary with more details regarding ongoing complaints be included in the next report in order for the Committee to better understand the time involved and effectiveness of the by-law department statistics. Members asked staff about the follow up for the various locations with respect to leeway given, timeframe needed, and time that it takes the By-law Officer to gain compliance with the rules and regulations.

b) Animal Control By-law Update

Staff clarified to the Committee that the Township has noticed a few gaps in the Animal Control By-law and staff is currently researching best practices to address “other” pets in the by-law. Members agreed that the “other” pets need to be addressed and directed staff to bring a report forward with recommended changes for further review.

Members briefly discussed various incidents of animal control complaints and issues. Members noted that the by-law enforcement has been able to achieve great progress to enhance the Township in many aspects. Members also noted that the Township does not currently have a maintenance and occupancy by-law or a property standards by-law.

c) 2nd Quarter Building Report

Members reviewed the 2nd Quarter Building Report and noted the total permit fees collected to date are almost the full year’s budget estimate and well over those collected for the same period in 2015.

d) Social Media – Edwardsburgh/Cardinal Public Library Board

Members reviewed the Social Media item and suggested modifications to the recommendation. Members briefly discussed the Public Library Board’s need to use and access social media and how it could affect the Township.

Moved by: M. Barrett seconded by: K. Smail that Committee recommends that Council:

1. Recognize the Edwardsburgh/Cardinal Public Library Board’s right to operate its own social media presence, including a Facebook page; and

2. Recommend that the Public Library Board establishes and maintains policies and processes to manage the affairs of the Board and library.

Carried

e) 2016 Capital Projects Update

Members reviewed the 2016 Capital Projects Update report and discussed the lift expenses, Fire Department Facility Consultation, Cardinal baby pool, James Street, and the equipment for Public Works and Recreation. Members asked for confirmation with respect to bid and performance bonds and inspections processes. Staff will bring forward an updated report in the fall.

f) Complaint Handling Policy

Members reviewed the Complaint Handling Policy and discussed section 8.3 in detail regarding investigation of complaints respecting the CAO. Members suggested a change in wording to include “may designate the integrity commissioner”.

Members suggested that the complaint form should not be available online and instead only made available at the office or by mail. Members noted a typographical error on page 3.

Moved by: K. Smail seconded by: M. Barrett that Committee recommends that Council adopt the proposed complaint handling policy.

Carried

8. Councillor Inquiries/Notices of Motion

Mr. Bradley gave a brief update with respect to the request to Bell to create local calling areas between the 657 and 658 exchanges. Mr. Bradley noted that he did not receive a response from Bell within the 90 day timeframe requirement as stipulated by the CRTC, but was able to contact the Bell office via a fax number requesting a response. Members discussed next steps and agreed that if Mr. Bradley does not receive a timely response then he and the Mayor may file a complaint with the CRTC.

Councillor Smail said that she has been working with Officer Beaton to address areas in the Township identified as having speeding issues and information from the investigation will be forthcoming. Councillor Smail noted that on September 19th the Municipal Drug Strategy Program will be hosting a launch event at the South Grenville District High School in the evening. Members noted that the Committee of the Whole – Public Works, Environmental Services & Facilities meeting normally held on September 19th will need to be rescheduled to accommodate the Municipal Drug Strategy Program launch.

9. Mayor's Report

Mayor Sayeau reported/inquired with respect to the following items:

- Requested that an Asset Management Update be prepared for the August 2nd Administration & Finance meeting
- Requested that the 2nd Quarter Budget to Actual be ready for August 2nd Administration & Finance meeting
- United Counties of Leeds and Grenville are moving towards a County wide Integrity Commissioner, however the Township already has an Integrity Commissioner
 - CAO to prepare a report with respect to a County Wide Integrity Commissioner for the August 2nd Administration & Finance meeting
- HMCS Goose Bay to arrive at the Port of Johnstown Friday July 8th and the reception is being held Friday night at 5:30pm.

10. Question Period – None

11. Closed Session – None

12. Adjournment

Moved by: G. Morrell seconded by: M. Barrett that Committee does now adjourn at 8:23pm.

Carried

These minutes were approved in open Council this 25th day of July, 2016.

Chair



Deputy Clerk

