

**MINUTES**  
**COMMITTEE OF THE WHOLE – ADMINISTRATION & FINANCE**  
**MONDAY, JULY 10, 2017**  
**6:30 PM**  
**SPENCERVILLE MUNICIPAL OFFICE**

Present: Mayor Pat Sayeau, Chair  
Deputy Mayor Peggy Taylor  
Councillor Michael Barrett  
Councillor Gerry Morrell  
Jack Bradley, Advisory Member  
Dave Robertson, Advisory Member

Regrets: Councillor Karie Smail

Staff: Debra McKinstry, CAO/Clerk  
Melanie Stubbs, Treasurer  
Dave Grant, Director of Operations  
Randy Hopkins, Chief Building Official (left at 7:45pm)  
Rebecca Williams, Deputy Clerk

1. Call to Order

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

2. Approval of Agenda

**Moved** by: M. Barrett seconded by: P. Taylor 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

Members asked when a report will be coming forward to Committee with respect to the request of renaming Murray St. to Hutton St. Staff noted that a report will be available for the Public Works, Environmental Services and Facilities meeting. Members noted a typographical error on item 6c) in the June 12 minutes.

5. Delegations and Presentations – None

6. Discussion Items

a) Improving Mobile Broadband in Eastern Ontario

Committee reviewed the background information and resolution of support provided by Eastern Ontario Regional Network (EORN) and debated whether improving mobile broadband in eastern Ontario is a valid and worthwhile venture. Members debated the economic benefits of improving the mobile broadband versus the associated costs of the project. Members discussed the percentage of rural Eastern Ontario currently not able to access mobile data services and compared EORN claim of 25% against the published coverage with current mobile providers. Members debated the scale of the mobile broadband gap and how EORN could develop and improve the mobile broadband.

Committee asked for clarification with respect to EORN and how it is linked with the Eastern Ontario Wardens Caucus (EOWC). It was noted that EORN successfully executed a broadband improvement project to expand high-speed internet in Eastern Ontario. Members suggested that a large portion of the Township already has access to mobile broadband and that the Township may be asked to contribute funds to EORN for their proposed expansion. Members noted that the resolution has already passed at County Council and EORN is now looking for municipalities to support the resolution. It was noted that EORN may be seeking additional support from municipalities to assist in the process of applying for funding through the Provincial government.

Committee requested that staff prepare a report for Council to review the project and consider the resolution of support for EORN. Members noted that EORN should be focusing on improving the mobile broadband in Eastern Ontario for the public safety networks.

## 7. Action/Information Items

### a) 2016 Library Financial Statement

Committee reviewed the 2016 Library Financial Statement and noted that the Library Board has already approved the Financial Statements at their June meeting. Members noted that the Library had an operating surplus of \$2,815 in 2016. There was a general discussion with respect to the book collection being amortized over a 7-year period through the Township's Tangible Capital Assets Policy.

Members noted that the Library Board is actively recruiting a new CEO. Members asked for clarification with respect to the expenses of books and videos in 2016 only reporting in at \$753, while the 2016 budget had \$23,500 allocated for books and video expenses. Mr. Robertson will seek clarification with the Library Board and update Committee when information is available.

**Moved** by: M. Barrett seconded by G Morrell that Committee receives the 2016 Library Financial Statement.

Carried

b) PTSD Policy

Committee reviewed the revised PTSD Policy.

**Moved** by: M. Barrett seconded by G Morrell that Committee recommends that Council adopt the PTSD Policy as presented.

Carried

c) 2<sup>nd</sup> Quarter Building Report

Committee reviewed the 2<sup>nd</sup> Quarter Building Report and asked if the lower number of agricultural projects is related to the MPAC assessment increases. Staff noted that some projects are scheduled, but have been delayed due to the rain and water levels.

d) 2<sup>nd</sup> Quarter By-law Report

Committee reviewed the 2<sup>nd</sup> Quarter By-law Report. Members raised their concerns about an apartment building on Dundas St, with respect to garbage, drinking on the sidewalk and loitering. Staff noted that many of the issues at that particular address should be addressed by the OPP, not the Township By-law Enforcement Officer.

Members enquired about the illegal dumping statistic and confirmed that the concerns on Cedar Grove Rd have been addressed by staff. Committee asked for clarification with respect to the type of inquires that are made about the Township by-laws. Members asked about the number of court appearances that have taken place in the 2<sup>nd</sup> quarter and confirmed what the term "closed" cases refers to under by-law enforcement. Staff noted that most closed cases are due to residents that comply with a request or order and staff educating and working with residents to better understand the regulations and by-laws in the Township. Members noted that they have been receiving good responses from community members regarding the By-law Officer's efforts to enforce Township by-laws.

e) 2<sup>nd</sup> Quarter Treasury Report

Committee reviewed the 2<sup>nd</sup> Quarter Treasury Report and enquired about the liability for the accrued landfill closure being reduced by \$23,607. Staff noted that the account was adjusted through the audit process based on the work that was done in 2016. Members enquired about the \$20,000 balance decrease to the tile drain loans account. It was noted that one of the tile drain loans was paid in full as a result of a land transfer.

Staff provided Committee with a brief update to the Capital Projects Status Report. Members commented on the decreased taxes receivable and noted the

diligent work of staff to result in such a sizable decrease from the 1<sup>st</sup> quarter. It was noted that staff are meeting with the UCLG CAO and Director of Public Works to discuss the Mary St project. Members noted that the \$10,000 increase to the investment in the Port was due to year-end adjustments.

f) 2<sup>nd</sup> Quarter Budget Variance Report

Committee reviewed the 2<sup>nd</sup> Quarter Budget Variance Report and asked for clarification with respect to the actuals on the variance report compared to the actuals shown in the capital projects report. It was noted that the difference in actuals is embedded in the Giant Tiger Boulevard costs from the invoicing. Members noted that the budgeted transfers into reserves have been completed.

g) Reserve & Reserve Fund Update

Committee asked for clarification with respect to the Cardinal Water and Cardinal Wastewater reserve funds year-end balance. Staff noted that the audit accrued from the 2015 Rideau St. Lawrence was an overstatement of the revenue and the Township will likely see a lower amount from 2016.

h) ARB Decision

Committee noted that the ARB decision concluded that the error in assigning roll numbers to tenanted interests in a larger parcel was not a clerical error that can be the basis for a tax refund and that the assessing of the properties and errors in judgement of the assessor cannot be a basis for a tax refund from the Township.

i) Sale Price of Industrial Park Lands

**Moved** by: M. Barrett seconded by: G. Morrell that Committee recommends that Council set the price of industrial park lands at \$30,000 per acre.

Carried

j) Municipal Asset Management Planning

Committee reviewed the Municipal Asset Management Planning Report and noted the proposed changes to the regulation. Members asked if the Township had received a request for support from ROMA. Members had a general discussion with respect to the proposed regulation requirement that a professional engineer review and approve in writing the asset management plan before Council receives the plan. Members noted that the Township does not have a licensed engineer on staff and as a result, would have to hire an outside consultant. Members highlighted all of the different aspects involved with municipal asset management and how the asset management data is a combined effort from all managers and departments.

Committee discussed the Province's proposed regulations and noted that there are financial and timeframe impacts that would be difficult for smaller municipalities to implement. There was a brief discussion with respect to the potential of needing to hire another staff member dedicated to asset management if the proposed regulation changes are implemented. Committee noted that one of the major concerns is the timeframe that the Ministry has set out for the implementation of the regulation changes. It was noted that Council will be expected to develop and adopt a major strategic asset management policy during the election period.

**Moved** by: J. Bradley seconded by: P. Taylor that Committee recommends that Council adopt a resolution with respect to the EBR posting 013-0551 to:

1. File comments requesting that the Ministry of Economic Development, Employment and Infrastructure delay implementation of the proposed municipal asset management planning regulation until at least July 1, 2019 and preferably January 1, 2020 with a corresponding delay of the next three phases.
2. File comments to the EBR requesting removal of the requirement for approval by a licensed engineering practitioner.
3. File comments to the EBR objecting to the generally onerous impact of the regulation in the area of annual progress reporting.
4. Respond to AMO's request for information on financial impacts as provided above with regard to the likely need for additional staff and costs.
5. Provide a copy of Council's resolution to the Minister of Economic Development, Employment and Infrastructure, the Minister of Municipal Affairs and Housing, MPP Steve Clark, AMO and the United Counties of Leeds and Grenville and its member municipalities.

Carried

k) Bill 68 – Changes to the Municipal Act – Financial

Committee reviewed the financial changes as a result of Bill 68, highlighting that the tax arrears certificate can now be registered in the second year of arrears instead of the third year. Staff noted that the credit and collections policy will need to be updated to reflect the change from 3 years to 2 years and will notify the public.

There was a general discussion with respect to the excess proceeds from a tax sale remaining in court for 10 years. Members highlighted that after the 10-year date of payment and excess proceeds are deemed to be forfeited to the Crown instead of the municipality. Committee noted that municipalities are now granted the option to electronically deliver tax bills. Committee discussed the delegation of authority to the Treasurer to enter into extensions agreements. Members asked if this regulation was mandatory and if Council would still receive an update with respect to the amount of each extension and total number of

extension agreements the Treasurer enters into each year. Members requested that staff provide updates when regulations that are currently not proclaimed take effect.

l) Bill 68 – Modernizing Ontario’s Municipal Legislation Act Update

Committee reviewed the report, and commented on the large number of municipalities that do not currently have a code of conduct or integrity commissioner appointed. Members asked for clarification with respect to the integrity commissioner being given the power to initiate investigations based on their own motion. Staff noted that these provisions were deleted from Bill 68 during Third Reading at the Ontario Legislative Assembly and therefore will not be proclaimed or implemented.

Committee noted that members will now be required to file a written statement of disclosure of pecuniary interest and the nature of that interest. Staff confirmed that the statements will be maintained and accessible to the public. Committee noted that Bill 68 will allow for electronic participation at Council meetings, and this will require an amendment to the procedural by-law if Council wishes to include electronic participation and voting.

m) Benson Public School Time Capsule

Committee reviewed the information and noted that the majority of items from the time capsule will be kept at the Cardinal Library.

8. Councillor Inquiries/Notices of Motion – None

9. Mayor’s Report

Mayor Sayeau reported/inquired with respect to the following item(s):

- St. Lawrence Corridor Economic Development Commission meeting of June 30 included a discussion about the articles being filed and applying for the commission name with the Ministry. The Board appointed the incorporating Directors: Dave Beattie, Dave Henderson, and Michael Adamcryck. The Board appointed the 7 Directors that are to be the Mayors from each area. The industry representative for the Township will be appointed at the July 24 Council meeting.

Michael Adamcryck will be preparing:

- The job description and qualifications for the Commissioner
- Advertisements that the SLCEDC is now an incorporated entity
- Strategic Plan, Marketing Plan, Operational Plan, Operating Budget
- Metrics for measuring the success of the SLCEDC
- Accountability mechanism

- Provided Committee with a copy of the Leeds Grenville Stewardship Council 2016 Annual Report
- Benson Public School:
  - A request has been made for a Special UDCS Board meeting for a motion to reconsider the closure. Trustee Lisa Swan is working to advance the motion and have the tentative meeting date for the end of August moved to an earlier date.

10. Question Period

Questions/comments were raised with respect to the following item(s):

- Does Mayor Sayeau intend to attend the Special Board meeting and be a delegation?
- How much public notice does the Board give for a special meeting?

11. Closed Session – None

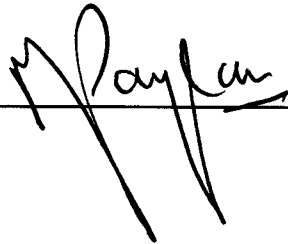
12. Adjournment

**Moved** by: M. Barrett seconded by: P. Taylor that Committee does now adjourn at 8:27 p.m.

Carried

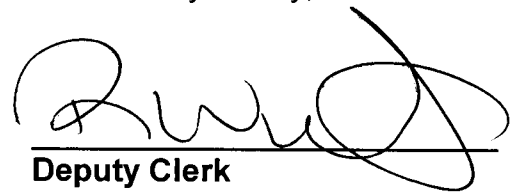
These minutes were approved in open Council this 24<sup>th</sup> day of July, 2017.

Chair



---

Deputy Clerk



---