

MINUTES
COMMITTEE OF THE WHOLE – ADMINISTRATION & FINANCE
MONDAY, JULY 6, 2015
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE

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

Regrets: Councillor Gerry Morrell

Staff: Debra McKinstry, CAO/Clerk
Melanie Stubbs, Treasurer
Sheena Earl, Deputy Clerk

1. Call to Order

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

2. Approval of Agenda

Moved by: M. Barrett seconded by: K. Smail that Committee approve the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest – None

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

Members briefly discussed the Counties Official Plan which is likely to be considered for adoption at the July 23rd Counties Council meeting. Mayor Sayeau requested direction from Council members in this regard.

It was noted that the Prescott Wastewater Treatment Plant Joint Board of Management meeting scheduled for June 23rd was cancelled and has not yet been rescheduled.

5. Delegations & Presentations – None

6. Discussion Items

a) Keep Hydro Public

Moved by: M. Barrett seconded by: K. Smail that Committee recommends that Council support the efforts of Keep Hydro Public and call on the provincial government to maintain Hydro One as a public asset.

Carried

b) Sale of Surplus Land Policy

The policy was reviewed and a number of suggested edits were put forward for consideration.

Members discussed provincial directives with respect to the sale of surplus land and the process for disposing of land in the Industrial Park.

It was the consensus of Committee that the notice period be extended to 30 days and that advertising be placed in more than one local newspaper, on the municipal website and on social media and that the policy specify that all tenders be opened in public with any negotiations being discussed in Closed session. These changes will be made and circulated and an updated policy will come forward for adoption by Council on July 27th.

7. Action/Information Items Tabled June 1st

a) Budget to Actual

Members sought clarification with respect to the process of creating the Budget to Actual report as changes have been made to this process recently. It was noted that the next Budget to Actual report stating expenses and revenues to the end of June will be presented at the August Administration & Finance meeting.

b) Budget Addendums for PSAB

Members discussed the PSAB requirements with respect to accrual accounting principles. Allocation of 2014 water and wastewater revenue was clarified.

Moved by: P. Taylor seconded by: K. Smail that Committee recommends that Council approve the 2015 Budget Addendum.

Carried

c) Township Health & Safety Consultant

Clarification was sought with respect to the formatting of the provided staff report which did not include a specific recommendation.

It was the consensus of members that the Township not hire a health & safety consultant in a similar capacity as is currently in practice at the Port of Johnstown.

Moved by: M. Barrett seconded by: K. Smail that Committee receive and review this information as presented.

Carried

8. Action/Information Items

a) Review Occupational Health & Safety Policies

The Township's Health & Safety Policy and Workplace Violence & Harassment Policies were reviewed.

Moved by: K. Smail seconded by: M. Barrett that Committee recommend that Council endorse the following policies as reviewed on July 6, 2015:

- Township Health & Safety Policy
- Workplace Violence & Harassment Policy

Carried

Comments were made with respect to the importance of the policies and awareness of their existence among staff.

b) Maples Senior Residence Designation Request

Members discussed a petition put forward by a local resident requesting that The Maples housing unit be returned to a seniors only building. The availability of rent geared-to-income housing for a number of different demographic groups and provincial regulations with respect to public housing was discussed

Moved by: M. Barrett seconded by: P. Taylor that Committee recommend that Council request consideration by the Joint Services Committee of the United Counties of Leeds & Grenville to change The Maples back into a seniors only residence.

Carried

c) Tangible Capital Asset Policy & Impact on 2015 Budget

At the previous Administration & Finance Committee meeting, suggested changes were provided by Committee with respect to the policy. An updated version of the policy including these suggestions was provided to members.

Moved by: M. Barrett seconded by: K. Smail that Committee recommends that Council approve the updated Tangible Capital Asset Policy.

Carried

d) Non-Consolidated Financial Schedules

Members discussed the non-consolidated 2014 financial schedules for the Township as provided for information purposes.

e) August Civic Holiday – Naming Contest

Moved by: K. Smail seconded by: P. Taylor that Committee direct staff to proceed with a contest to develop an official Edwardsburgh Cardinal name for the August Civic Holiday.

Carried

9. Councillor Inquiries/Notices of Motion

The following inquiries/comments were provided by members:

- Hyndman Road drainage issue to be reviewed by staff and discussed at Public Works, Environmental Services & Facilities Committee of the Whole;
- Staff requested to investigate maintenance appointment issue with local business;
- Thank you to ECFD and the Recreation Department for assistance on Canada Day in Cardinal;
- Thank you to SERA volunteers for a successful Community Pool Party

10. Mayor's Report

The following items were brought forward by Mayor Sayeau:

- Advocating of behalf of Grenville Park operators in their endeavors to extend their business to the north side of County Road 2
- Galop Canal maintenance; a report to be provided at Public Works, Environmental Services & Facilities Committee of the Whole meeting in this regard.

11. Question Period

Questions/comments were raised with respect to the following items:

- Public housing options for seniors and non-seniors within the UCLG
- History of Grenville Park expansion issue

12. Closed Session

**MINUTES
IN CAMERA MEETING
ADMINISTRATION & FINANCE COMMITTEE OF THE WHOLE
CORPORATION OF THE TOWNSHIP OF EDWARDSBURGH/CARDINAL
SPENCERVILLE MUNICIPAL OFFICE
MONDAY, JULY 6, 2015**

Present: Mayor Pat Sayeau, Chair
Deputy Mayor Peggy Taylor
Councillor Michael Barrett
Councillor Karie Smail

Regrets: Councillor Gerry Morrell

Staff: Debra McKinstry, CAO/Clerk
Sheena Earl, Deputy Clerk

Moved by: K. Smail seconded by: P. Taylor that Committee proceeds into Closed Session at 7:55pm in order to address a matter pertaining to:

- personal matters about an identifiable individual specifically, Minutes of February 2, 2015 Closed Session
- a proposed or pending acquisition or disposition of land for municipal or local board purposes; specifically Cottage leases & minutes of March 30, 2015 Closed Session.

Carried

Committee recessed for a few moments to clear the Chamber.

Members briefly discussed next steps with respect to the cottage leases, specifically recent advice received from solicitor Mr. Shelley with respect to the issue.

Minutes of February 2, 2015 Closed Session and March 30, 2015 Closed Session were reviewed.

Moved: by: M. Barrett seconded by: K. Smail that the closed meeting does now adjourn and the open meeting of Administration & Finance Committee of the Whole does now resume at 8:10p.m.

Carried

Moved by: K. Smail seconded by: P. Taylor that the Closed Session minutes of February 2, 2015 and the Closed Session minutes of March 30, 2015 be approved.

Carried

12. Adjournment

Moved by: K. Smail seconded by: P. Taylor that the meeting adjourns at 8:11pm.

Carried

These minutes were approved in open Council this 27th day of July, 2015

Chair

Deputy Clerk