

MINUTES
COMMITTEE OF THE WHOLE – ADMINISTRATION & FINANCE
MONDAY, JULY 9, 2018
6:30 PM
SPENCERVILLE MUNICIPAL OFFICE

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

Regrets: Jack Bradley, Advisory Member

Staff: Debra McKinstry, CAO/Clerk
Dave Grant, Director of Operations (arrived at 6:35pm)
Melanie Stubbs, Treasurer (left at 8:05pm)
Randy Hopkins, Chief Building Official (left at 7:05pm)
Rebecca Williams, Deputy Clerk

1. Call to Order

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

2. Approval of Agenda

Moved by: P. Taylor seconded by: G. Morrell that the agenda be approved as presented.

Carried

3. Disclosure of Pecuniary Interest & General Nature Thereof

Councillor Barrett declared an interest on item 7h), as his parents-in-law are respondents in the JRDR Drainage matter. Deputy Mayor Taylor declared an interest on item 11a) with respect to the offer of property as a family member is a neighbour on the same street.

4. Business Arising from Previous Committee Minutes

Members enquired about the difference between an honourarium and wage with respect to pregnancy and parental leave for Members of Council policy.

5. Delegations and Presentations – None

6. Discussion Items

a) Letter of Support – Canada Post

Committee reviewed the draft letter of support and discussed how it should be modified to best suit the Township's concerns and support of the Standing Committee's recommendations. There was a brief discussion with respect to rural door-to-door delivery versus community mailboxes. Members commented on how some post office buildings in the area also act as community hubs and provide the public multiple services within a single building. Consensus was reached to draft the letter of support with the discussed modifications.

b) Support SNC – Streamlining Reviews Under Fisheries Act

Committee reviewed the draft letter of support. There was consensus from Committee to format and submit the templated letter.

7. Action/Information Items

a) 2nd Quarter Building Report

Committee reviewed the report and asked if there was a correlation between the Giant Tiger development and the number of homes being built or sold in the area.

b) 2nd Quarter By-law Report

Committee reviewed the report and asked for clarification with respect to the type of call inquiries the By-law Enforcement Officer receives. There was a brief discussion with respect to the implementation of new software and how it may be helpful to track and produce reports for staff and Committee.

c) 2nd Quarter Treasury with Reserves & Reserve Funds Report

Committee reviewed the report and asked for clarification with respect to the 2017 year-end versus January 2018 balances on various accounts. It was noted that the 2018 balances are as a result of the audited adjusted values. Members enquired about the tender timeframes for various projects and how they may affect area residents.

d) 2nd Quarter Budget Variance Report

Committee reviewed the report and asked for clarification with respect to why penalties on tax arrears are categorized under grants in lieu revenue. Members requested that the penalties on tax arrears be separated for the next report.

There was a brief discussion with respect to the Township receiving money from the MTO claims submitted by the fire department for calls.

e) 2017 Township Deficit Report

Members commented on past years practices of Council using the Township surplus to decrease the tax rate instead of transferring any surplus to reserves for capital expenditures. Members enquired why the recommendation was not made at the same time as the presentation and approval of the 2017 Township Financial Statement.

Moved by: P. Taylor seconded by: D. Robertson that Committee recommends that Council approve the proposed allocation of the 2017 deficit from capital expenditure reserves.

Carried

f) 2017 Water & Wastewater Surplus & Deficit Report

Committee reviewed the report and asked for clarification as to why the Industrial Park Wastewater (IPWW) deficit was not being sourced from the IPWW reserve fund instead of from the consolidated reserve account. There was a general discussion as to how the deficit should be allocated and if the full deficit amount should be taken from the IPWW reserve fund. It was noted that by taking the deficit from the IPWW reserve fund, it would significantly deplete the line item account.

There was a brief debate if the deficit amount should be taken from the Industrial Park Land reserve fund in order to not deplete the IPWW reserve fund. There was consensus from Committee that the IPWW reserve fund should be depleted to cover the IPWW deficit, and that the Council resolution reflect the change in recommendation.

Moved by: M. Barrett seconded by: D. Robertson that Committee recommends that Council direct staff to transfer \$20,952.42 from the consolidated reserve account to fund the overall water and wastewater deficit and transfer the surplus amount of \$1,006.81 to the Environmental Services – Low Lift Reserve.

Carried

g) Asset Management Policy

Committee reviewed the draft policy and noted that the requirement of an asset management policy encourages municipal Councils to look to the future beyond the 4-year term of Council and determine long-term goals. Members requested that item 6 in the policy statement be reworded to read "Will report to Council and citizens regularly...".

Moved by: M. Barrett seconded by: K. Smail that Committee recommends that Council adopt the asset management strategy policy as required by the Ministry of Infrastructure.

Carried

h) JRDR Loan Payment Banking Agreement

Councillor Barrett did not participate in the discussion or vote on the matter.

Moved by: K. Smail seconded by: D. Robertson that Committee recommends that Council:

1. Direct staff to pay off a portion of the principal to match the receivable and renew the loan with RBC for 5-years at 3.53% with a 10% annual prepayment option; and
2. Adopt a by-law to enter into a financing agreement with RBC.

Carried

8. Councillor Inquiries/Notices of Motion

Deputy Mayor Taylor enquired if Committee would be interested in charging an entrance fee for visitors to the Galop Canal Park. Members commented on other public parks in the area and noted that municipalities choose to make the parks free to the public and promote other attractions that would gain revenue as a result of the public visiting the area.

9. Mayor's Report

Mayor Sayeau reported the following:

- Naval vessel berthing in the Town of Prescott
- Great Waterfront Trail Adventure is holding a bike tour from Brockville to Cornwall on August 2 and will stopping in Cardinal
- North Channel Supply begins construction end of the week
- Explained why the construction at the intersection of County Road 2 and Highway 16 was delayed
- Gryphon Engineering moving into building this month and hoping to begin operations by the end of July
- Provided Committee with a press release with respect to Greenergy investment in a rail-to-road supply terminal at the CREWS Johnstown rail yard

10. Question Period – None

11. Closed Session

Deputy Mayor Taylor did not participate or vote on the Offer of Property matter.

Moved by: M. Barrett seconded by: G. Morrell that Committee moves into closed session at 8:05pm in order to address a matter pertaining to:

- A proposed or pending acquisition or disposition of land for municipal or local board purposes; Specifically: Industrial Land, Offer of Property, and Minutes of Closed Session dated May 14, 2018

Carried

Committee recessed for 5 minutes to clear the chambers.

Moved by: D. Robertson seconded by: K. Smail that the closed meeting does now adjourn and the open meeting of Committee does now resume at 8:50pm.

Carried

Moved by: K. Smail seconded by: P. Taylor that Committee approves the minutes of closed session dated May 14, 2018.

Carried

Moved by: K. Smail seconded by: M. Barrett that Committee recommends that Council agrees to receive the gift of property at 422 Lambert St, Cardinal, and further recommends that Council directs staff to proceed with demolition of the structure and cleanup of the property once the transfer is complete.

Carried

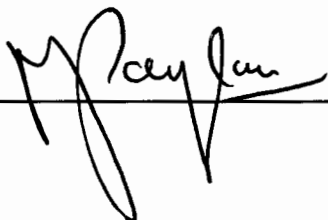
Mayor Sayeau reported that Committee reviewed the minutes of May 14, 2018 and provided direction to staff with respect to the acquisition of industrial land properties.

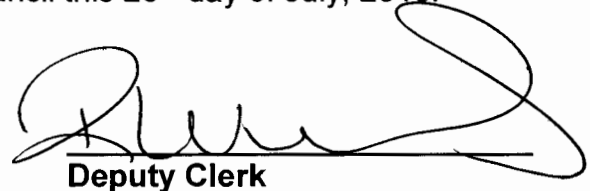
12. Adjournment

Moved by: D. Robertson seconded by: K. Smail that Committee does now adjourn at 8:52 p.m.

Carried

These minutes were approved in open Council this 23rd day of July, 2018.


Chair


Deputy Clerk