



**THE CORPORATION OF THE
TOWNSHIP OF BECKWITH
FINANCE AND ADMINISTRATION
COMMITTEE
MINUTES
MEETING # 05 – 2010**

The Beckwith Township Finance and Administration Committee held a regular meeting on Tuesday, May 18th, 2010 in the Council Chambers, Township Municipal Building, Black's Corners.

PRESENT

COMMITTEE: Councillor Faye Campbell, Chair
Reeve Richard Kidd
Deputy-Reeve Sharon Mousseau
Councillor Brian Dowdall
Councillor Ross Trimble

STAFF: Cynthia Moyle, Chief Administrative Officer/Clerk

ALSO PRESENT: Fire Chief Bill McGonegal

Councillor Faye Campbell, Chair, called the meeting to order at 7:00 p.m.

1. **OPENING OF MEETING**

1.1 Additions/Deletions to the Agenda

The following five (5) items were additions to the agenda:

- i) Fire Department Radio Quotations – Delegation
- ii) Gardiner's Shore Finance Agreement – item 5.8
- iii) Beckwith Recreation Complex – painting quote – item 5.9
- iv) Summer Student Update – item 5.10
- v) Official Plan Update – item 5.11

1.2 Approval of Agenda

Moved by: Brian Dowdall
Seconded by: Richard Kidd

BE IT RESOLVED THAT, the agenda be adopted as amended.

CARRIED

1.3 Approval of Minutes

Moved by: Richard Kidd
Seconded by: Brian Dowdall

BE IT RESOLVED THAT, the minutes of the Finance and Administration Committee regular meeting held on April 20th, 2010 be accepted as printed and circulated.

CARRIED

1.4 Declaration of Pecuniary Interest

- None

2. **DELEGATIONS**

2.1 Fire Department Radio Quotes

Fire Chief Bill McGonegal informed the committee that some of their existing radios are not compatible with the new County infrastructure. The department needs to replace seven (7) portable radios and two (2) base sets. Three different quotes have been obtained with the recommendation to purchase the radios from Ryan Communications.

Moved by: Ross Trimble
Seconded by: Sharon Mousseau

BE IT RESOLVED THAT, the Finance and Administration Committee recommends to Council to accept the quote from Ryan Communication for seven (7) portable radios and two (2) base sets in the amount of \$3,943.

CARRIED

Fire Chief Bill McGonegal left the meeting at 7:10 p.m.

3. **BUSINESS ARISING FROM PREVIOUS MINUTES**

3.1 Tax Registration Update

Cynthia Moyle, CAO/Clerk provided an update on the status of the accounts.

3.2 Beckwith Water Supply Program Update

- Proposal for Professional Services

Cynthia Moyle, CAO/Clerk reported that only one tender was issued and not returned. The committee discussed contacting potential contractors.

3.3 Waste Management

- Waste Disposal For the Storage, Haulage and Disposal Update

Cynthia Moyle, CAO advised that the renewal agreement needs to be drafted.

3.4 Livestock Evaluators – *deferred to November 2010.*

3.5 Purchasing and Tendering Policy

Cynthia Moyle, CAO advised the Committee that the information has been forwarded to legal counsel for their comment.

3.6 By-Law Enforcement Update

The Town of Carleton Place has submitted a proposal for the provision of By-Law Enforcement Services. The Committee is to review this proposal prior to the June Council meeting at which time it will be discussed and if there are any concerns with the proposal this will be addressed in-camera. Committee members are to advise the CAO/Clerk prior to the Council Agenda circulation.

- 3.7 Town of Carleton Place – Annexation of Roy Brown Park and Maple Lane
Cynthia Moyle, CAO reported that just as long as public notice is provided Council can proceed with Carleton Place's request. The Committee discussed deferring this until after the municipal election. Cynthia Moyle, CAO is to advise Carleton Place that the Township will assist in any planning issues that will assist in the relocation of the Mississippi Valley Conservation Authority.

4. **REPORTS**

4.1 Lanark County Councillor's

Reeve Richard Kidd and Deputy-Reeve Sharon Mousseau provided an update on the County topics being the Official Plan and Development Charges.

4.2 Hospital Board Report

Chair Faye Campbell provided an update on the activities.

5. **BUSINESS**

5.1 Change to Recycling Program

Cynthia Moyle, CAO/Clerk advised that a portion of the Township's blue box collection is on the opposite day of their household waste pick up. The Township has received a request from Waste Management and a few of the residents to have collection on the same day. A notice will be sent to those residents that effect Tuesday, June 1st, 2010, both recycling and household waste will be collected at the same time.

5.2 Girl Guides – Celebrating 100th Anniversary

The Committee reviewed the letter and requested that Cynthia Moyle, CAO/Clerk contact the local Girl Guides to see if they are participating in the celebration.

5.3 LAS Electricity Procurement Program

The information package has been received from LAS. They are anticipating going to the market in either August or September of this year due to organizational changes within their company. Cynthia Moyle, CAO/Clerk is to contact Drummond/North Elmsley and the County to discuss the cost savings experienced by their municipality.

5.4 Newspaper Advertising

Some discussion has occurred with respect to collective advertising on a weekly basis. After discussing this topic, the Township will remain status quo.

5.5 2010 Municipal Budget

The Committee reviewed the 2010 budget process and offered suggestions for the following year.

5.6 Tax Insert Flyer

The Committee reviewed the flyer to be included with the final tax bill.

5.7 Request to Waive Waste Management Fee

The Township has received a request to waive waste management fees for 450 Davis Side Road.

Moved by: Ross Trimble
Seconded by: Sharon Mousseau

BE IT RESOLVED THAT, the Finance and Administration Committee recommends to Council to waive the waste management fee for 2009 and 2010 for 450 Davis Side Road.

CARRIED

5.8 Beckwith Recreation Complex – Painting Quote

One quote has been received to paint the lobby floor, soccer field floor, lobby walls, meeting room, change rooms and soccer field wall from Brown's Painting. The total cost of the project is \$6,762.00.

Moved by: Sharon Mousseau
Seconded by: Richard Kidd

BE IT RESOLVED THAT, the Finance and Administration Committee recommends to Council to waive the purchasing and tendering policy and accept the proposal from Brown's Painting for the Beckwith Recreation Complex.

CARRIED

5.9 Summer Student Update

Cynthia Moyle, CAO/Clerk provided an update on the approvals of the summer student grant applications.

5.10 Gardiner's Shore Finance Agreement

The Committee reviewed the agreement signed by Jeff Wilson, Chair of the Road Committee. The Committee recommended that this agreement should also be signed by the President of the Association.

5.11 Official Plan Update

Cynthia Moyle, CAO/Clerk updated the Committee on a meeting that was held this week between Township Staff, J.L. Richards and Ministry Staff. A special Planning Meeting should be scheduled early June to review the Ministry comments. The date of the meeting is scheduled for Tuesday, June 8th, 2010 at 7:00 p.m.

6. **CORRESPONDENCE**

6.1 Municipal Property Assessment Corporation – 2009 Annual Report and Financial Statements.

6.2 Algonquin College Foundation – Thank You.

- 6.3 Perth and Smiths Falls District Hospital – invitation to Official Ribbon Cutting Ceremony

Moved by: Brian Dowdall
Seconded by: Sharon Mousseau

BE IT RESOLVED THAT, the correspondence listing be accepted as information.

CARRIED

7. **NEW BUSINESS**

- 7.1 Budgetary Item(s)

- 7.2 In-Camera Session – Personal

Moved by: Ross Trimble
Seconded by: Sharon Mousseau

BE IT RESOLVED THAT, the Council of the Corporation of the Township of Beckwith moves “in-camera” at 8:07 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board;

AND THAT, the CAO/Clerk remain in the room.

CARRIED

Moved by: Sharon Mousseau
Seconded by: Ross Trimble

BE IT RESOLVED THAT, the Finance and Administration Committee return to regular session at 8:17 p.m.

CARRIED

Chair Faye Campbell reported that staff has been provided with direction.

8. **MEETING ANNOUNCEMENTS**

- 8.1 Date of Next Regular Meeting: June 22nd, 2010 immediately following Public Works Committee.

9. **ADJOURNMENT**

Moved by: Ross Trimble
Seconded by: Sharon Mousseau

BE IT RESOLVED THAT, the meeting adjourn at 8:18 P.M.

CARRIED

Faye Campbell, Chair

Cynthia Moyle, Clerk