



**THE CORPORATION OF THE TOWNSHIP OF  
BECKWITH  
FINANCE AND ADMINISTRATION COMMITTEE  
MINUTES  
MEETING # 01 - 2010**

The Beckwith Township Finance and Administration Committee held a regular meeting on Tuesday, January 19<sup>th</sup>, 2010 in the Council Chambers, Township Municipal Building, Black's Corners.

**PRESENT**

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

STAFF: Cynthia Moyle, Chief Administrative Officer/Clerk

**ABSENT**

COMMITTEE: Councillor Faye Campbell, Chair

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Acting Chair Reeve Richard Kidd called the meeting to order at 8:02 p.m.

1. **OPENING OF MEETING**

1.1 Additions/Deletions to the Agenda

The following one (1) item was added to the agenda:

1. Request from the Lanark County Broadband Working Group – communication insert into interim Tax Billings.

1.2 Approval of Agenda

Moved by: Ross Trimble  
Seconded by: Brian Dowdall

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

**CARRIED**

1.3 Approval of Minutes

Moved by: Brian Dowdall  
Seconded by: Ross Trimble

**BE IT RESOLVED THAT**, the minutes of the Finance and Administration Committee regular meeting held on November 17<sup>th</sup>, 2009 be accepted as printed and circulated.

**CARRIED**

1.4 Declaration of Pecuniary Interest

- None

## 2. **DELEGATIONS**

2.1 None

## 3. **BUSINESS ARISING FROM PREVIOUS MINUTES**

3.1 Purchasing and Tendering Policy – *deferred to future meeting.*

3.2 Tax Registration Update

3.2.1 ZanderPlan Inc.

Cynthia Moyle, CAO provided an update on the process to the Committee.

3.3 Beckwith Water Supply Program Update

Cynthia Moyle, CAO reported that seven (7) homes have outstanding water sampling to be completed. Discussions have taken place with Culligan about the possibility of the Township hosting an information session on how to care for your water treatment system. Culligan is considering charging for their attendance at the information session. The committee requested to explore the fee and report back.

3.4 Waste Management

- Waste Disposal For the Storage, Haulage and Disposal

The contract with Waste Management for the Carp Landfill Site ends May 31, 2010. The Town of Carleton Place and Township of Montague have negotiated a contract with Goulbourn Sanitation at \$110.00 per tonne. The current price per tonne that Beckwith is paying is \$67.00. The committee requested that the CAO contact Goulbourn and GIM for prices and report back at the February meeting.

3.5 Reeve, Deputy-Reeve & Councillor Compensation Survey

Cynthia Moyle, CAO reported that surveys have been sent out to the various municipalities and a summary will be prepared for the next committee.

3.6 Local Improvement Charges Update – Squaw Point Road Association

The next step is to appoint a Committee of Revision which is comprised of three (3) or five (5) members appointed by Council Resolution. A resolution appointing the committee will be drafted for the Council meeting.

## 4. **REPORTS**

4.1 Lanark County Councillor's

Reeve Richard Kidd and Deputy-Reeve Sharon Mousseau up-dated the committee on the topics being discussed at the County. The committee discussed the request from the Lanark County Broadband Working Group to insert a communication flyer with the interim Tax Billings. After reviewing the communication insert, it was agreed that this might confuse the residents and

the fact that there are additional service providers for high-speed internet. The committee recommended not participating in this program.

#### 4.2 Hospital Board Report

Cynthia Moyle, CAO on behalf of Councillor Faye Campbell, Chair read an update. The hospital received two grants from the Ministry in late December, which will be used for training and extra expenses due to H1N1. Parking will be raised from \$2.00 to \$3.00 beginning April 1<sup>st</sup>, 2010.

### 5. **BUSINESS**

#### 5.1 Appointments to Economic Development, Recreation and Municipal Drug Strategy Committees

The committee reviewed the letters of interest for the various committees.

Moved by: Ross Trimble

Seconded by: Brian Dowdall

**BE IT RESOLVED THAT**, the Finance and Administration Committee recommends to Council the public appointments as follows:

Recreation Committee - Tim Campbell  
John Hodgkinson  
Robert Drapeau  
Kelly Lewis

Economic Development Committee - Dennis Butler  
David Smith  
Jim Foster  
Gary Lawton  
Jim Wood

Municipal Drug Strategy Committee - Linda Guetta  
Robin McIntosh  
Marilyn MacGregor  
Harry Baker

Rideau Valley Conservation Authority  
Board of Directors - John Campbell

**CARRIED**

#### 5.2 Rideau Valley Conservation Authority – 2010 Municipal Appointment

John Campbell has expressed an interest in continuing his appointment on the Rideau Valley Conservation Authority, Board of Directors. The committee agreed to extend Mr. Campbell's term for an additional year.

#### 5.3 2010 OGRA/ROMA Combined Conference – Delegation Requests.

Reeve Richard Kidd discussed if the Township had any concerns to be brought forward at the 2010 OGRA/ROMA Conference. The committee could not think of any topics to discuss this year.

5.4 Town of Carleton Place – People First fund raising activity for 2010  
The committee reviewed the request and referred it to the 2010 budget.

5.5 Canadian Gazette 2010 Community/Sponsor Pages

The committee reviewed the 2010 community sponsorship page and supported participating in the Farm Safety, Emergency Preparedness, Canada Day, Fire prevention and Remembrance Day.

5.6 County of Lanark Emergency Services Land Parcel and Road Addressing Project (RAP) Update.

Cynthia Moyle, CAO advised the committee that John May, CBO will be the representing Beckwith at these meetings.

5.7 Minutes of Settlement under section 39.1 of the Assessment Act

Moved by: Brian Dowdall  
Seconded by: Sharon Mousseau

**BE IT RESOLVED THAT, the** Finance and Administration Committee recommends to Council to approve Schedule “A” as attached – Corrections in Assessment by Minutes of Settlement under Section 39.1 of the Assessment Act:

1. Roll #020.05900 – Reduce assessment from 195,000 RT to 59,000 RT, effective January 1<sup>st</sup>, 2009.
2. Roll #020.11200 – Reduce assessment from 161,750 RT to 54,000 RT, effective January 1<sup>st</sup>, 2009.
3. Roll #030.05000 – Reduce assessment from 237,000 RT to 222,000 RT, effective January 1<sup>st</sup>, 2009.
4. Roll #035.17850 – Reduce assessment from 256,750 RT to 201,000 RT, effective January 1<sup>st</sup>, 2009.
5. Roll #040.10200 – Reduce assessment from 90,750 RT to 48,825 RT, effective January 1<sup>st</sup>, 2009.
6. Roll #040.27600 – Reduce assessment from 118,250 RT to 50,050 RT, effective January 1<sup>st</sup>, 2009.
7. Roll #035.17850 – Reduce assessment from 243,000 RT to 190,000 RT, effective January 1<sup>st</sup>, 2008
8. Roll #040.52200 – Assessment tax class change from 63,250 RT to 64,470 FT, effective January 1<sup>st</sup>, 2009.

**CARRIED**

5.8 Securities Reduction for Carlbeck - Proposed Lots 3, 5, 11, 18 and 35.

This item was deferred to the Planning Committee meeting scheduled for Monday, January 25<sup>th</sup>, 2010.

5.9 Jo-Anne West – Property Tax Arrears versus Davis Side Road Extension

The committee directed Cynthia Moyle, CAO/Clerk to obtain a quote to complete this file and report back.

5.10 2010 Municipal Election Update

Discussion took place on the method of election and voting places. The preferred method of election is the tradition ballot. It was also suggested that voting stations be located in one place due to concerns received about the conditions of one voting station and to address Bill 212, *the Good Government Act*, which requires that “each voting place is accessible to persons with disabilities”. The Clerk is required to report to the Province through a formal “election accessibility measures report” to be available to the public 90 days after the election.

The committee discussed voting stations and agreed to keep the voting stations at the traditional locations. The Clerk will need to work with each location to ensure all considerations are given to making the voting place accessible.

Cynthia Moyle, CAO/Clerk reviewed the per diems of the election staff and recommended that all positions receive an increase of \$20.00. The committee supported the increase and directed the CAO/Clerk to prepare a resolution for the Council meeting.

5.11 2010 Budget

- Ministry of Finance – Ontario Municipal Partnership Fund (OMPF) allocations for 2010
- Mississippi Valley Conservation – 2010 Draft Budget
- Timetable

The committee discussed proceeding with the capital budgets at the February committee meetings.

5.12 PSAB Update/Financial System Update

Cynthia Moyle, CAO updated the committee on the projects. The goal is to have PSAB requirements completed mid-February.

Accounts Payable and Property Tax modules are not complete. It is expected that these modules should be converted by the end of this week.

5.13 LAS Electricity Program Update

Cynthia Moyle, CAO reported that Beckwith is one of thirteen municipalities waiting for their information to be loaded and analyzed.

5.14 Schedule of Committee Meetings for the month of February.

The committee reviewed the schedule of committee meetings for February and rescheduled Planning from February 22<sup>nd</sup>, 2010 to Monday, March 1<sup>st</sup>, 2010. The Fire Committee will be meeting on Thursday, February 6:00 p.m.

6. **CORRESPONDENCE**

- 6.1 Municipal Property Assessment Corporation – Property Assessment Notices
- 6.2 AMO – Gas Tax Newsletter – December 2009
- 6.3 Township of Drummond/North Elmsley – Bill Payment Remittance Reporting Service – Scotia Bank
- 6.4 Scotiabank – Bill Payment Remittance Reporting Service
- 6.5 Local Authority Services Annual Report 2008

Moved by: Sharon Mousseau  
Seconded by: Brian Dowdall

**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 Finance and Administration Committee of the Corporation of the Township of Beckwith moves “in camera” at 9:15 p.m. to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees;

**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 9:43 p.m.

**CARRIED**

Reeve Richard Kidd, Acting Chair reported that staff has been provided with direction.

8. **MEETING ANNOUNCEMENTS**

- 8.1 Date of Next Regular Meeting: February 16<sup>th</sup>, 2010 immediately following Public Works Committee.

9. **ADJOURNMENT**

Moved by: Ross Trimble  
Seconded by: Sharon Mousseau

**BE IT RESOLVED THAT**, the meeting adjourn at 9:44 P.M.

**CARRIED**

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Reeve Richard Kidd, Acting Chair

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Cynthia Moyle, CAO/Clerk