



**THE CORPORATION OF THE
TOWNSHIP OF BECKWITH
FINANCE AND
ADMINISTRATION COMMITTEE
MINUTES
MEETING # 02 - 2010**

The Beckwith Township Finance and Administration Committee held a regular meeting on Tuesday, February 16th, 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

Acting Chair Reeve Richard Kidd called the meeting to order at 7:20 p.m.

1. **OPENING OF MEETING**

1.1 Additions/Deletions to the Agenda

1.2 Approval of Agenda

Moved by: Sharon Mousseau
Seconded by: Ross Trimble

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

CARRIED

1.3 Approval of Minutes

Moved by: Ross Trimble
Seconded by: Sharon Mousseau

BE IT RESOLVED THAT, the minutes of the Finance and Administration Committee regular meeting held on January 19th, 2010 be accepted as printed and circulated.

CARRIED

1.4 Declaration of Pecuniary Interest

2. **DELEGATIONS**

2.1 None

3. **BUSINESS ARISING FROM PREVIOUS MINUTES**

3.1 Purchasing and Tendering Policy

The Committee agreed to defer review of the policy until the March meeting.

3.2 Tax Registration Update

Cynthia Moyle, CAO reported that all accounts are status quo.

3.3 Beckwith Water Supply Program Update

Cynthia Moyle, CAO reported that there are seven outstanding water samples to be collected. The Committee discussed some of the water system calls that the office have received and the service.

The Committee discussed retaining a plumber as part of the water program to assist the property owners with the equipment maintenance. The Committee directed the CAO to prepare a draft proposal to be reviewed at the next Finance and Administration Committee meeting.

3.4 Waste Management

- Waste Disposal For the Storage, Haulage and Disposal Update

Cynthia Moyle, CAO advised the Committee that the two companies have been contacted and information will be presented at the next meeting.

3.5 Reeve, Deputy-Reeve & Councillor Compensation Update

Cynthia Moyle, CAO advised that this item has been deferred to the next meeting.

3.6 Local Improvement Charges Update – Squaw Point Road Association Update

In accordance to the Local Improvement Charges Act, special charges per metre of frontage for the lots liable are to be specially charged. The Squaw Point Association wishes to charge the members an equal amount based to the property owners who have civic addresses in this area. Under the Local Improvement Charges Act, an equal charge can not be assessed. In order to assess property owners equally, the municipality may adopt a fees and charges by-law and add the cost to the individual property tax bills.

The Committee directed the CAO to prepare the public notice for the property owners and by-law. A special Council meeting with respect to the Squaw Point Private Road rehabilitation project has been scheduled for Tuesday, March 23, 2010.

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

Cynthia Moyle, CAO reported that the approximate costs to complete the survey are \$2,000 and \$400 to registrar the agreement.

The Committee directed the CAO to write another letter and have Beckwith's legal counsel review the letter prior to mailing it to Ms. West.

4. **REPORTS**

4.1 Lanark County Councillor's

Reeve Richard Kidd and Deputy-Reeve Sharon Mousseau up-dated the committee on the county budget process. The overall increase to the budget is 3.2%.

4.2 Hospital Board Report

An update will be available at the next meeting.

5. **BUSINESS**

5.1 Beckwith Recreation Complex Update

Reeve Richard Kidd updated the Committee on the 2010 summer ice rental schedule and schedule change. The Committee agreed to maintain the original contract operating hours with a start time of 3:00 p.m. on weekdays. The Committee discussed the summer ice proposed schedule and agreed that 208 ON Ltd. would receive a credit for the statutory holidays (Good Friday, Victoria Day and Canada Day). The Committee also discussed the proposed summer ice rental schedule and suggested that Dale Hein be invited to attend the Recreation Committee on February 25th, 2010.

5.2 2010 Capital Proposed Capital Project.

The Committee reviewed the proposed capital projects and accepted it as information.

5.3 Carleton Place and District Horticultural Society

The Committee reviewed the letter from the Carleton Place and District Horticultural Society and suggested that the Township send a letter to them thanking the society for their efforts in the past.

5.4 Carleton Place and District Hospital Board Appointment

Councillor Faye Campbell's appointment expires on June 23rd, 2010. Councillor Faye Campbell has expressed an interest in remaining on the Board of Directors for the Carleton Place and District Hospital.

Moved by: Sharon Mousseau

Seconded by: Brian Dowdall

BE IT RESOLVED THAT, the Finance and Administration Committee appoints Faye Campbell to the Carleton Place and District Hospital Board as Beckwith Township's representative.

CARRIED

- 5.5 Public Consultation – Renewable Energy – Beckwith Solar Farm
Cynthia Moyle, CAO advised the Committee that the Township has received a consultation form for the solar farm project located on Highway # 15. This will be discussed at the Planning Meeting.
- 5.6 Emergency Management Exercise
The joint exercise is being planned for June 24th, 2010. Beckwith Emergency Committee would be operating independently of Carleton Place’s Committee, however, both would meet to debrief.
- 5.7 2009 Statement of Remuneration and Expenses – Members of Council and Council
The Committee reviewed the statement and recommended that a resolution be prepared for the next Council meeting.
- 5.8 PSAB Update
Cynthia Moyle, CAO advised members that the draft policy was just received from our consultants and staff have not had an opportunity to review the policy.
- 5.9 LAS Electricity Program Update
The analysis report is still not available.
- 5.10 2010 Municipal Election
Cynthia Moyle, CAO reported that she has meet with the Town of Carleton Place and is recommending that the advance municipal election days be the same. A by-law will be drafted for the next Council meeting.
- 5.11 Bill 168 – Workplace Violence and Harassment
The Committee discussed the memo on Bill 168, an act to amend the Occupational Health and Safety Act with respect to violence and harassment in the workplace.
- 5.12 Staff attendance at Committee Meetings
The Committee discussed the possibility of the Chief Building Official attending both the Public Works and Planning Committee meetings. Cynthia Moyle, CAO will meet with the CBO to discuss.
- 5.13 By-Law Enforcement Update
Cynthia Moyle, CAO provided an update and should have a proposal should be available to be reviewed at the next meeting.
- 5.14 Livestock Evaluators
The Committee requested that this item be deferred until November 2010.

6. **CORRESPONDENCE**

6.1 Leeds, Grenville & Lanark District Health Unit – correspondence regarding confining animals for rabies investigations; and

6.2 Mississippi Valley Conservation Authority – Statement of remuneration and expenses.

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)

8. **MEETING ANNOUNCEMENTS**

8.1 Date of Next Regular Meeting: March 16th, 2010 immediately following Public Works Committee.

9. **ADJOURNMENT**

Moved by: Brian Dowdall

Seconded by: Sharon Mousseau

BE IT RESOLVED THAT, the meeting adjourn at 8:38 P.M.

CARRIED

Reeve Richard Kidd, Acting Chair

Cynthia Moyle, CAO/Clerk