



**THE CORPORATION OF THE
TOWNSHIP OF BECKWITH
FINANCE AND ADMINISTRATION
COMMITTEE
MINUTES
MEETING # 04 – 2010**

The Beckwith Township Finance and Administration Committee held a regular meeting on Tuesday, April 20th, 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 Ross Trimble
Councillor Brian Dowdall

STAFF: Cynthia Moyle, Chief Administrative Officer/Clerk

Councillor Faye Campbell, Chair, called the meeting to order at 7:05 p.m.

1. **OPENING OF MEETING**

1.1 Additions/Deletions to the Agenda

The following three (3) items were additions to the agenda:

- i) Audit Report – Item 3.10
- ii) Beckwith Police Services Board – update on the policing contract – Item 3.11; and
- iii) Budget Schedule – Item 3.12

1.2 Approval of Agenda

Moved by: Sharon Mousseau
Seconded by: Ross Trimble

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

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 March 16th, 2010 be accepted as printed and circulated.

CARRIED

1.4 Declaration of Pecuniary Interest

2. **DELEGATIONS**

2.1 Toni Surko, CEO, Carleton Place & District Hospital & Dewar Burnett, Chair, Board of Trustees.

Toni Surko highlighted the past year of the activities at the Carleton Place & District Hospital. A copy of the presentation is attached to the minutes as information.

2.2 Sharon Shea – Welcome Wagon Representative

2010 marks 80 years of Welcome Wagon service in Canada. Sharon Shea thanked Beckwith Council for their support over the past years in assisting her with welcoming new residents to the area.

3. **BUSINESS ARISING FROM PREVIOUS MINUTES**

3.1 Purchasing and Tendering Policy

The Committee reviewed the policy and recommended that it be presented at the May Council meeting for approval.

3.2 Tax Registration Update

Cynthia Moyle, CAO provided an update on the properties to the Committee. After April 28th, 2010, the Township can proceed with tax sales.

3.3 Beckwith Water Supply Program Update

- Proposal for Professional Services

Cynthia Moyle, CAO reviewed the proposal for a part-time general maintenance contractor for the Beckwith Water Supply Program. The contractor will respond to appointments as directed by Township Staff, respond to house calls, especially during evening hours; assess and inspect the water treatment system, provide instruction to the homeowner on how to care for their water treatment equipment and maintain records.

The deadline for submitting a proposal township is Thursday, May 13th, 2010. The proposals will be reviewed at the next Finance and Administration Committee meeting.

3.4 Waste Management

- Waste Disposal For the Storage, Haulage and Disposal Update

Reeve Richard Kidd provided an update on the meeting with Waste Management Inc. The company is willing to extend the current contract for household waste disposal for one year at the same price per tonnage with a cost of living increase.

3.5 Reeve, Deputy-Reeve & Councillor Compensation

Moved by: Ross Trimble
Seconded by: Sharon Mousseau

BE IT RESOLVED THAT, the Finance and Administration Committee recommends to council to increase the salary for the members of council by \$2,000.00 effective December 1st, 2010;

AND THAT, new elected members be offered the same benefit package as employees.

CARRIED

3.6 Squaw Point Road Association Update

Cynthia Moyle, CAO advised that the tender has been awarded to Cavanagh Construction.

3.7 By-Law Enforcement Update

Cynthia Moyle, CAO reported that there was no additional information to report.

3.8 Livestock Evaluators – *deferred to November 2010.*

3.9 Town of Carleton Place – Annexation of Roy Brown Park and Maple Lane

The Committee discussed the Town of Carleton Place's request and directed the CAO to clarify with the Ministry of Municipal Affairs and Housing if this could proceed in an election year and to report back at next months meeting.

3.10 Audit Report

Councillor Brian Dowdall declared a pecuniary interest and left the Council Chambers at 8:00 p.m..

The Committee discussed the 2009 surplus and the possible allocation of the surplus to various reserves.

Councillor Brian Dowdall returned to the Council Chambers at 8:03 p.m.

After discussion, the Committee recommended that the surplus be put into a contingency reserve and discussed at the Budget Meeting.

Cynthia Moyle, CAO reported that as soon as the auditors have finalized the financial statement, a meeting will be arrange to review the statement.

3.11 Beckwith Police Services Board –Update on the Status of the Policing Contract

Reeve Richard Kidd updated the members of the status of the renewal of the Police Services Contract. The next meeting of the Beckwith Police Services Board is prior to Council with a recommendation being presented at the May Council meeting.

3.12 Budget Schedule

The Committee discussed the special budget dates as follows:

Saturday, April 24th, 2010, 9:00 a.m. – 12:00 noon

Tuesday, April 27th, 2010, 7:30 p.m.

4. **REPORTS**

4.1 Lanark County Councillor's

Reeve Richard Kidd and Deputy-Reeve Sharon Mousseau reported that the budget has been adopted.

4.2 Hospital Board Report

Chair Faye Campbell mentioned that the Hospital is renovating the operating room.

5. **BUSINESS**

6. **CORRESPONDENCE**

6.1 Mississippi-Rideau Source Protection – Region – Open House

Moved by: Sharon Mousseau
Seconded by: Ross Trimble

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

CARRIED

7. **NEW BUSINESS**

7.1 Budgetary Item(s)

7.2 Unsolicited Pricing Proposal EMC

The Committee discussed the proposal and recommended status quo for the corporate advertisement.

7.3 Joint Lanark County Compliance Audit Committee

Cynthia Moyle, CAO reported that all local Lanark County municipalities' are in agreement to a joint election compliance audit committee and highlighted the functions of the committee.

7.4 Allocation of 2009 Surplus

The 2009 surplus was \$322,259. The Committee reviewed staff suggestions for the surplus and after discussion recommended that the entire amount be put into the contingency reserve.

7.5 Sunday Gun Hunting

The Committee discussed the request and directed that this topic will be reviewed once per term of Council. The survey should be included with tax bills in 2011. Cynthia Moyle, CAO will prepare a motion for the next meeting.

7.6 In-camera Session – Personal

Moved by: Richard Kidd
Seconded by: Brian Dowdall

BE IT RESOLVED THAT, the Council of the Corporation of the Township of Beckwith moves “in-camera” at 8:30 to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board;

AND THAT CAO/Clerk remain in the room.

CARRIED

Moved by: Ross Trimble
Seconded by: Sharon Mousseau

BE IT RESOLVED THAT, Finance and Administration Committee return to regular session at 8:35 p.m.

CARRIED

Chair Faye Campbell reported that staff was provided with direction.

8. **MEETING ANNOUNCEMENTS**

8.1 Date of Next Regular Meeting: May 18th, 2010 immediately following Public Works Committee.

9. **ADJOURNMENT**

Moved by: Brian Dowdall
Seconded by: Richard Kidd

BE IT RESOLVED THAT, the meeting adjourn at 8:40 P.M.

CARRIED

Faye Campbell, Chair

Cynthia Moyle, CAO/Clerk