The Beckwith Township Finance and Administration Committee held a regular meeting on Tuesday, February 18th, 2014 in the Council Chambers, Township Municipal Building, Black’s Corners.

PRESENT

COMMITTEE: Deputy Reeve Sharon Mousseau, Chair
Reeve Richard Kidd
Councillor Tim Campbell
Councillor Brian Dowdall

ABSENT: Councillor Faye Campbell

STAFF: Cynthia Moyle, Chief Administrative Officer/Clerk
Joy Kehoe, Deputy Treasurer
Amanda Portioues, Financial Officer

Deputy Reeve Sharon Mousseau, Chair called the meeting to order at 7:10 p.m.

1. **OPENING OF MEETING**

1.1 Additions/Deletions to the Agenda

There were three (3) additions to the agenda:

i) Update WW1 Veterans, item 7.3;
ii) PSA Turf Contract, item 7.4; and

1.2 Approval of Agenda

011-2014 Moved by: T.K. Campbell
Seconded by: Richard Kidd

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

**CARRIED**

1.3 Approval of Minutes

012-2014 Moved by: T.K. Campbell
Seconded by: Richard Kidd

**BE IT RESOLVED THAT**, the minutes of the Finance and Administration Committee regular meeting held on January 7th, 2014 be accepted as printed and circulated.

**CARRIED**
1.4 Declaration of Pecuniary Interest

Reeve Richard Kidd declared a pecuniary interest on Lake Park Community Association – Private Road Rehabilitation Project, item 2.1.

2. DELEGATIONS

2.1 Lake Park Community Association – Private Road Rehabilitation Project -
Pat Kavanagh, Vice President and Tom Steiger, President

Reeve Richard Kidd had previously declared a pecuniary interest an left the council chambers at 7:14 p.m.

Pat Kavanagh, on behalf of Lake Park Community Association discussed the proposed private rehabilitation project including acquisition of additional property to provide for turning circle at the end of the road. The current property owner is willing to sell the property to the township for road improvement purposes at fair market value.

Pat Kavanagh presented By-Law No. 278, dated March 24th, 1894 establishing Birch Avenue as a public street twenty-five feet in width. Staff was directed to obtain a legal opinion on the by-law for the March meeting. This project is to remain on the agenda.

Reeve Richard Kidd returned to the council chambers at 7:26 p.m.

2.2 Carleton Place and Beckwith Heritage Museum – Shane Edwards, Michael Rathier and Bob McDonald

Representatives from the Carleton Place and Beckwith Heritage Museum thanked Beckwith Council for their financial support in 2013 and requested additional support in the amount of $2,500. The Museum participates in the lilac Festival, Beckwith Heritage Days and the Harvest Festival. Museum staff quarterly changes the display case at the Beckwith Township office.

Chair Sharon Mousseau, Deputy-Reeve thanked Representatives of the Carleton Place and Beckwith Heritage Museum for their presentation and their funding request will be discussed as part of the budget process.

3. BUSINESS ARISING FROM PREVIOUS MINUTES


3.2 Proposal for Professional Services – Accommodation Options Analysis – deferred.

3.3 In-camera Session - Property

ALSO PRESENT: Roger Spoor and Connie White

013-2014 Moved by: Brian Dowdall
Seconded by: Richard Kidd

BE IT RESOLVED THAT, the Finance and Administration Committee moves “in camera” at 7:40 p.m. to address a matter pertaining to security of the property of the municipality or local board;
AND THAT, the CAO/Clerk, Financial Officer, Deputy Treasurer, Roger Spoor and Connie White remain in the room.

CARRIED

014-2014 Moved by: Richard Kidd
Seconded by: Brian Dowdall

BE IT RESOLVED THAT, the Finance and Administration Committee return to regular session at 8:05 p.m.

CARRIED

Chair Sharon Mousseau, Deputy Reeve rose and reported that staff is to assist the property owner.

4. REPORTS

4.1 Lanark County Councillor’s

Reeve Richard Kidd reported that long-time County employee Terry McCann has been promoted to the position of Public Works Director. The County has agreed to continue to support the Lanark County Municipal Trails Corporation to be reviewed after a one year period.

4.2 Carleton Place Hospital Board Report

Councillor Brian Dowdall provided highlights from the ethics committee mandated to meet three (3) times a year.


5. BUSINESS

5.1 Development Charges Report – Update on Funds Available at December 2013

Staff provided an update to Members on the funds available in the funds available in the Development Charges Reserve Fund at December 2013. Council intends to adopt a new Development Charges Study in early 2014, therefore, it is expedient to wrap up the current Development Charges Studies which have been earned; completed and previously finance either from taxation or transfer from reserves.

Moved by: Richard Kidd
Seconded by: Brian Dowdall

BE IT RESOLVED THAT, the Finance and Administration Committee recommends to Council that the fees collected under the previous Development Charges Studies which have been earned in the combined amount of $536,143.27 be transferred to the KMCD Reserve.

CARRIED

5.2 Draft Development Charges Background Study

Staff was directed to obtain a legal opinion on the residential development charges and the annexation agreement for the next regularly scheduled committee meeting.
5.3 2013 Audit Update
Staff reported that the 2013 audit has been completed. Staff is to bring back a report to the next Finance and Administration Committee Meeting.

5.4 Beckwith Water Supply Program Update
Staff circulated an up to date chart of the renewal agreements. The return rate as of February 18th, 2014 was 55%. Staff will continue to accept the renewal forms and follow up with property owners who have additional sampling schedule.

5.5 Beckwith Volunteer Fire Department 50th Anniversary Celebrations
The Joint Committee responsible for planning events to celebrate Beckwith Volunteer Fire Department’s 50th Anniversary needs a budget to help fund a banner, lapel pins, Anniversary Booklet special edition, recognition dinner and dance. The Committee proposed a budget of $12,000 with a revenue

5.6 Draft Personal Equipment Policy and Procedure
The Committee reviewed the draft policy and procedure. The policy is to reflect the current practice for personal equipment. Staff is to make the revisions and bring back to the next meeting.

5.7 1-800 Telephone Report
The Township maintains two (2) 1-800 business numbers (Public Works and Administration). The monthly cost of each line is $9.95 plus long distance charges. The lines are being used minimally. Staff is to track complaints from the public about no longer providing a 1-800 number.

Moved by: T.K. Campbell
Seconded by: Brian Dowdall

BE IT RESOLVED THAT, the Finance and Administration Committee recommends to Council to discontinue both 1-800 telephone numbers (Public Works and Administration).

CARRIED

5.8 Joint and Several Liability
- AMO Communications
- Randy Pettapiece, MPP, Perth-Wellington

015-2014 Moved by: Richard Kidd
Seconded by: T.K. Campbell

BE IT RESOLVED THAT, the Finance and Administration Committee recommends to Council to endorse Perth-Wellington MPP, Randy Pettapiece private member’s resolution appealing to the government to protect taxpayers from higher property taxes by implementing a comprehensive, long-term solution to reform joint and several liability insurance for municipalities by no later than June 2014, addressing the alarming rise in insurance premiums due to rising litigation and claim costs.

CARRIED
5.9 Beckwith, Drummond/North Elmsley, Lanark Highlands, Tay Valley – Impact of OPP Billing Reform Model – January 2014

Township officials will be meeting with Minister Madeline Meilleur responsible for the Ministry of Community Safety and Correctional Services at the ROMA/OGRA Conference to discuss the impact of the proposed OPP costing formula on Beckwith Township.

5.10 Automatic External Defibrillator (AED) – Ministry of Health and Long-Term Care and the Heart and Stroke Foundation – Administration Office.

Staff reported that the Township has received a AED for the Municipal Office and will be scheduling training for staff and council.

6. CORRESPONDENCE

6.1 Ministry of Citizenship and Immigration – Newcomer Champion Award

6.2 Mississippi Valley Conservation Authority – Statement of Remuneration and Expenses

6.3 Waste Diversion Ontario Press Release

- Guelph Wines First Ron Lance Memorial Award for Highest Residential Waste Diversion Rate
- Waste Diversion Ontario Announces 2012’s Top 20 Municipalities for Diverting Residential Waste


016-2014 Moved by: Richard Kidd
Seconded by: Brian Dowdall

BE IT RESOLVED THAT, the Finance and Administration Committee accepts the correspondence as information.

CARRIED

7. NEW BUSINESS

7.1 Budgetary Item(s)

7.2 In-camera Session - Personal, Advice Subject to Solicitor-Client Privilege

017-2014 Moved by: Richard Kidd
Seconded by: Brian Dowdall

BE IT RESOLVED THAT, the Finance and Administration Committee moves "in camera" at 9:28 p.m. to address matters pertaining personal matters about an identifiable individual, including municipal or local board employees and advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

AND THAT, CAO/Clerk and Financial Officer remain in the room.

CARRIED

018-2014 Moved by: Richard Kidd
Seconded by: Brian Dowdall
BE IT RESOLVED THAT, the Finance and Administration Committee return to regular session at 9:34 p.m.  

CARRIED

Chair Sharon Mousseau reported that members reviewed the correspondence from the Township’s solicitor and provided direction.

7.3 Update WW1 Veterans

Rob More is applying for a grant to assist with his project in updating local WWI veterans and to help support the application needs a Council resolution supporting the project. Staff is to prepare a motion of support for the March Council meeting.

7.4 PSA Turf Contract

019-2014 Moved by: Richard Kidd  
Seconded by: Brian Dowdall

BE IT RESOLVED THAT, the Finance and Administration Committee recommends to Council to cancel the Planet Soccer Academy (PSA) Agreement as of February 1st, 2014 and draft a new contract February 1st, 2014 to May 1st, 2014.  

CARRIED

7.5 Progress 2014 Edition

The Finance and Administration Committee agreed to participate in the magazine for 2014.

8. MEETING ANNOUNCEMENTS

8.1 Date of Next Regular Meeting:  Tuesday, March 19th, 2014 @  
Immediately Following Public Works

9. ADJOURNMENT

020-2014 Moved by: Brian Dowdall  
Seconded by: Richard Kidd

BE IT RESOLVED THAT, the meeting adjourn 9:46 P.M.  

CARRIED

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Sharon Mousseau, Deputy-Reeve  Cynthia Moyle,  
Chair       CAO/Clerk