

**COMMITTEE OF THE WHOLE  
PUBLIC WORKS & OPERATIONS COMMITTEE  
FINANCE & ADMINISTRATION COMMITTEE**

St. Clair Civic Centre  
Sombra Room  
September 13, 2006  
2:00 p.m.

The meeting of the Committee of the Whole was held Wednesday, September 14, 2006 with the following people present:

	S. Miller,	Chairperson, Public Works and Operations
	S. Warner,	Chairperson, Finance & Administration
	S. Arnold,	Deputy Mayor
	D. Randell,	Councillor
	P. Alexander,	“
	P. Gilliland	“
Staff	J. Rodey,	CAO
	J. DeMars,	Director of Administration/Clerk
	C. Quenneville,	Director of Finance/Treasurer
	R. Kerr,	Director of Public Works
	M. Berkvens,	Coordinator of Operations
	B. VanHyfte	Coordinator of Operations – Water and Waste Water

**FINANCE AND ADMINISTRATION COMMITTEE**

**AGENDA:**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Month ending August, 2006

**3. STATEMENT OF FINANCIAL POSITION:** for period ending August 31, 2006

**4. TREASURER’S REPORT:**

A-1 – Capital and Operating Budget Time Table for 2007  
A-2 – St. Clair Township, OPG Assessment Appeal  
A-3 – Minister’s List of Performance Measures for 2005

**5. BUILDING INSPECTOR’S REPORT:**

B-1 - Building Permit Reports for the month Ending July 31, 2006  
B-2 – Building Permit Reports for the month Ending August 31, 2006

**6. CLERK’S REPORTS:**

C-1 – Lottery Licensing

**7. C.A.O.’S REPORTS:**

**8. DIRECTOR OF COMMUNITY SERVICES REPORT:**

E-1 - Monthly Report

**8. NEW BUSINESS:**

**9. ADJOURNMENT:**

Chairperson Warner called the meeting to order and asked members to declare any conflict of interest at the appropriate time.

**CONFLICT OF INTEREST:**

None declared.

Chairman Warner pointed out in review of the minutes of the last meeting the property identified incorrectly as Balmoral Drive needing catchbasin attention was actually 480 Beresford Street.

**GENERAL ACCOUNTS: Month of August 2006**

The Committee proceeded to review the General Accounts for the month of August 2006.

Moved by P. Alexander

Seconded by S. Arnold

**Motion #1** That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 21S001 to YEL001, totaling, \$1,647,217.66 be approved for the month of August, 2006.

**CARRIED**

The Committee reviewed the Treasurers Statement on the Financial Position of the municipality for the period ending August 31, 2006.

Moved by P. Alexander

Seconded by S. Miller

**Motion #2** That it be recommended to Council that the Treasurer's Report on the Financial Statement of the Municipality as of August 31, 2006 be received and accepted.

**CARRIED**

**TREASURER'S REPORTS:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #3** That it be recommended to Council that the Treasurer's Reports identified as Report A-1, A-2 and A-3 and the corresponding recommendations contained therein be accepted and approved.

**CARRIED**

The Committee complimented Deputy Treasurer/Coordinator of Accounting George Lozon on the quality and the comprehensive nature of report identified as A 3 being a report entitled the List of Performance Measures for 2005.

**BUILDING INSPECTOR'S REPORT:**

Moved by S. Miller

Seconded by P. Gilliland

**Motion #4** That it be recommended to Council that the Building Inspector's reports for the months ending July and August, 2006, be received and accepted.

**CARRIED**

**CLERK'S REPORT:**

The Committee reviewed the Clerk's report regarding lottery license fee for Township Volunteer Firefighters Association. The Clerk explained to the Committee the reason for the creation of this report and responded to several of the Committee members questions.

Moved by D. Randell

Seconded by S. Miller

**Motion #5** That it be recommended to Council that the fee for a lottery license of any Township Volunteer Firefighters Association be set at a flat fee of \$15.00 per license irregardless of the value of the prizes.

**CARRIED**

**CAO'S REPORT:**

Mr. Rodey advised that he had an item for discussion by the Committee on a legal matter and suggested the meeting go in an in camera session.

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

The Committee discussed in detail with Mr. Hackett his report starting with the St. Clair Civic Square landscaping tender. The tender results for the project were received at \$167,500.00 compared to the estimated cost of 62,740.00. Mr. Hackett's recommendation was that the tender be rejected and that the project be reviewed and re-tendered in the spring.

The Committee also discussed in detail with Mr. Hackett his recommendation for a proposal to increase 2007 memberships to the St. Clair Golf Course by 5% with an early booking discount. The Committee also reviewed the tender results and the recommendation relative to the replacement of two of the six HVAC units for the Township Civic Centre. Mr. Hackett also detailed to the Committee the preliminary cost estimate for the development of the Joe Dedecker Memorial Park in Port Lambton as per the preliminary drawings and materials estimate prepared by Mr. Dave Cram. The estimated cost to complete the project as designed is approximately \$32,000.00.

CAO Rodey briefed the Committee on the status of the fund raising effort, and in Mr. Rodey's opinion it is anticipated that funds close to the estimated costs will be received through corporate and private donations.

Moved by S. Miller

Seconded by P. Gilliland

**Motion #6** That this Committee recommend to Council that due to the large difference between the submitted tender and the estimated cost for completion of the next phase of the St. Clair Civic Square that the tender from Degroots be rejected and that the project be reviewed and re-tendered in the spring of 2007 subject to Royal Canadian Legion Corunna Branch concurrence.

**CARRIED**

The tenders for the replacement of 2 of the 6 HVAC units at the Civic Centre were discussed. The tenders were as follows:

1. Abrams Sheet Metal	\$18,850.00
2. Poleair Technical	\$19,220.00
3. TSM Limited	\$23,900.00

Moved by S. Miller

Seconded by P. Gilliland

**Motion #7** That it be recommended to Council that the quote of Abram Sheet Metal in the amount of \$18,850.00 be accepted for the completion of the replacement of two of the six HVAC units for the Civic Centre be accepted.

**CARRIED**

Moved by P. Alexander

Seconded by S. Arnold

**Motion #8** That it be recommended to Council that the work to upgrade the heating at the Courtright Community Centre be completed immediately and charged to the operating budget and that the air conditioning unit improvements be considered in the spring of 2007.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #9** That it be recommended to Council that Council approve the Dedecker Park development and program funding at an estimated cost of \$32,310.00 to be financed from the St. Clair Township Education and Environment Reserve Fund with fund raising efforts to continue with funds raised to be used to reimburse the reserve.

**CARRIED**

Moved by P. Alexander

Seconded by S. Arnold

**Motion #10** That it be recommended to Council that the membership package for a 2007 for the St. Clair Golf Course be increased by 5% effective January 1, 2007, and that an early bird

incentive program be made available offering 2007 memberships at 2006 rates until the end of 2006.

**CARRIED**

Moved by P. Alexander

Seconded by S. Miller

**Motion #11** That it be recommended to Council that the Director of Community Services be authorized to attend the 2006 Golf Business Canada Conference and Trade Show from November 16<sup>th</sup> to 18<sup>th</sup> with the appropriate fees and expenses to be paid.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #12** That this Committee recommend to Council that the monthly report of the Director of Community Services dated August 30, 2006, be received and accepted.

**CARRIED**

**NEW BUSIENSS:**

**Darrell Randell**

Councillor Randell discussed with the Committee and the Director of Community Services the suggestion to incorporate a small wetland in an existing low lying area that is part of the Branton Cundick Park facility into the proposed Dedecker link of the St. Clair River Trail from Sombra Village to Branton Cundick Park. Also, Councillor Randell brought up information he received at the recent AMO Conference regarding fibre optics network that maybe of benefit to the Township to facilities such as the Civic Centre, Sports Complex, the Museum and the St. Clair Golf Course. It was suggested that the Treasurer be provided the contact information and asked to pursue this possibility. Councillor Randell also suggests that it be recommended to the 2006 and 2010 Council that it give consideration to appointing a staff member perhaps on a contract basis to be responsible for the solicitation and application for various grant programs for which the Township maybe eligible.

Mayor Arnold suggested that the County of Lambton has such a staff member available to consult with and assist local municipalities in this regard.

Moved by D. Randell

Seconded by P. Gilliland

**Motion #13** That the meeting enter an in camera session to discuss a legal issue.

**CARRIED**

Meeting returned to order.

Moved by S. Arnold

Seconded by S. Miller

**Motion #14** That it be recommended to Council that the CAO be authorized to proceed in the direction recommended by the Township's solicitor regarding the claim against the Township relative to the Wark property and the Corunna Garden Centre property.

**CARRIED**

The Treasurer consulted with the Committee regarding the protocol to be followed in the review of the request for proposal for audit services. The previous process involved the Mayor and the Deputy Mayor in the interview process. Both the Mayor and Deputy Mayor stated that they would be available to participate in the review proposed for August 24<sup>th</sup>.

The Committee was advised by the Clerk of a request received from Carole Dedecker to incorporate portions of the Township Crest for a proposed graveside monument for the late Mayor Joe Dedecker.

Moved by S. Arnold

Seconded by D. Randell

**Motion #15** That it be recommended to Council that the Dedecker family be authorized to use all or a portion of the St. Clair Township logo for possible inclusion on the graveside monument for the late Mayor Joe Dedecker.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #16** That the meeting do hereby adjourn.

**CARRIED**

The meeting adjourned at 3:00 p.m.

---

S. Warner,  
Chairperson

---

J. DeMars  
Secretary

## **PUBLIC WORKS AND OPERATIONS COMMITTEE**

### **AGENDA:**

#### **1. DECLARATION OF PECUNIARY INTEREST:**

#### **2. DIRECTOR OF PUBLIC WORKS REPORT:**

- Monthly Report dated September 7, 2006

#### **3. COORDINATOR OF OPERATIONS REPORT:**

- Monthly Report dated September 7, 2006

#### **4. COORDINATOR OF ENGINEERING SERVICES:**

- Monthly Report dated September 7, 2006
- Moore Line/Burton Creek Bridge – Mutual Agreement Drain
- Sidewalk Changes

#### **5. DRAINAGE SUPERINTENDENT:**

- Monthly Report dated September 6, 2006
- Dicer Drain/Jim Elliot

#### **6. CLERK'S REPORT:**

#### **7. CAO'S REPORT:**

#### **8. NEW BUSINESS:**

#### **9. ADJOURNMENT:**

Chairman Miller called the meeting to order at 3:00 p.m. and asked members to declare any conflict of interest.

### **CONFLICT OF INTEREST:**

None declared.

### **DRAINAGE SUPERINTENDENT:**

The Committee proceeded to review the monthly report of the Drainage Superintendent.

Moved by S. Arnold

Seconded by D. Randell

**Motion #17** That the monthly report of the Drainage Superintendent, dated September 6, 2006, and the recommendations contained therein be accepted and approved.

**CARRIED**

The Committee reviewed Mr. DePooter's report on the Dicer Drain relative to the Jim Elliott request. Mr. DePooter's report detailed the past history of the drainage issues in that area.

Moved by S. Arnold

Seconded by D. Randell

**Motion #18** That it be recommended to Council that the Township appoint Spriet & Associates to meet with the ratepayers of the Dicer Drain and provide an engineers report addressing the current issues that the petition of the road authority.

**CARRIED**

**DIRECTOR OF PUBLIC WORKS REPORT:**

Moved by S. Warner

Seconded by D. Randell

**Motion #19** That this Committee recommend to Council that the monthly report of the Director of Public Works dated September 7, 2006, be received and accepted.

**CARRIED**

Prior to the presentation of the report Mr. Kerr introduced Mr. Brian VanHyfte who has been hired to fill the position of Co-ordinator of Operations Water/Wastewater. Members of the Committee welcomed Mr. VanHyfte to St. Clair Township.

**COORDINATOR OF OPERATIONS REPORT:**

Moved by S. Warner

Seconded by D. Randell

**Motion #20** That this Committee recommend to Council that the monthly report of the Coordinator of Operations dated September 7, 2006, be received and accepted.

**CARRIED**

While present the Committee asked Mr. Berkvens his opinion on the issue of the rural delivery of mail in the area south of the Moore Line and north of Courtright. The Committee was reminded that Canada Post proposed to locate community mail boxes either in Mooretown or Courtright but the suggestion was brought forward to relocate the rural mail boxes from the east side of the St. Clair Parkway to the west side of the St. Clair Parkway. Mr. Berkvens pointed out that in his discussion with Canada Post Officials, Canada Post would prefer not to use the portion of the walking trail as vehicular access to the individual rural mail boxes. At the conclusion of the discussion Mr. Berkvens advised that he would provide to Council by way of a letter for consideration at the next meeting this status of the proposal by Canada Post.

**CO-ORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by P. Alexander

Seconded by S. Warner

**Motion #21** That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated September 7, 2006 be received and accepted.

**CARRIED**

In discussion of Mr. Burnham's report the Committee discussed with Mr. Kerr apparent changes in the Department of Fisheries & Oceans protocol that would restrict the Riverside Drive bridge replacement to the months of July and August of 2007 at the earliest. Mr. Kerr pointed out that the protocol suggested were draft only and that a final decision has not been made by the Department of Fisheries & Oceans.

The Committee reviewed Mr. Burnham's report on the Moore Line / Burton Creek Bridge mutual agreement drain. Tenders for the construction of the Drainage were closed and were as follows:

B. F. Environmental - \$3,450.00 + G.S.T.

Murray Mills Excavating - \$14,120.00 + G.S.T.

It was pointed out that there was no budget estimate for this work.

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by P. Alexander

Seconded by S. Arnold

**Motion #22** That this Committee recommend to Council that the revised report of the Coordinator of Engineering Services and recommendations on the Moore Line/Burton Creek Bridge – Mutual Agreement Drain dated September 7, 2006 be received and accepted provided that the owners of the private lands effected by this proposed drain not be assessed any of the initial construction, and that the tender of B.F. Environmental in the amount of \$3,450.00 to carry out the work be accepted.

**CARRIED**

The Committee reviewed Mr. Burnham's report as requested by Council on the changes made to the 2006 sidewalk repair and reconstruction project. The Committee discussed the proposal to locate a sidewalk on the north side of Broadway Street in Port Lambton from Hill Street to Salisbury Street. Several members of the Committee pointed out that the installation of such a sidewalk was proposed several years ago and that considerable opposition from the adjoining property owners. The Committee suggested that the engineering department contact the owners abutting the proposed sidewalks to make those owners aware of the Township's proposal and construction schedule.

**NEW BUSINESS:**

**Pat Alexander**

Councillor Alexander questioned why driveway barriers are in place at the river front property acquired by the Township several years ago. It was suggested that perhaps the barriers are in place to restrict vehicular traffic onto the grassed area of the park. It was also suggested that a 2006 – 2010 Council develop in conjunction with the CAO and the Director of Community Services, a strategic plan detailing possible development options for the property in question.

Councillor Alexander also advised of receiving a request from a ratepayer in Brigden regarding a concern about the debris and the obstructions on Bear Creek behind property on Sydenham Street in Brigden. The Mayor and Deputy Mayor are to bring this issue to the attention of the appropriate St. Clair Region Conservation Authority staff.

**Steve Arnold**

Mayor Arnold questioned Mr. Kerr as to the ownership status of the Brigden tower. Mr. Kerr advised that the Brigden tower is considered to be municipal property due to its relatively local usage.

**Darrell Randell**

Councillor Randell advised of receiving a contact from Mr. Bob Nesbit an owner on the Beresford Street regarding a possible need for improved drainage. Mr. Nesbit shared with Councillor Randell the reluctance of he and his neighbours to file a complaint on the drain and request its improvement and enlargement due to a reluctance to attract the cost portion of the proposed improvement.

**Shirley Warner**

Councillor Warner requested Public Works staff to investigate the service club signage on the east side of the St. Clair Parkway entering Corunna from the south. It was pointed out that the signs are visible but the frame may need painting and attention. Also, Councillor Warner advised that the Corunna Optimist Club have agreed to donate \$800.00 to the Moore Museum. Also, a group has offered to donate to the Moore Museum a bulk rail car. This offer to donate will be circulated to the appropriate Museum Personnel.

**Pete Gilliland**

Councillor Gilliland advised of contacting several owners on Beckwith Street following recent relative rain storms and was determined that several of the owners have modified their

basement drainage as recommended by the engineering department with considerable improvement. Mr. Kerr provided to the Committee the summary of the work done by the Public Works and responses to questions relative to Public work issues that were raised at the last several meetings of Council. These items included an explanation on roadway crack ceiling and the status of CSX crossings and tree removal. It was pointed out that although the CSX have agreed to initiate repairs to the Broadway Street rail crossing in Port Lambton later this week, no mention was made as to the status of the crossing at Beckwith Street in Corunna.

The Committee also discussed with Mr. Kerr the timetable for the presentation of the Acid Management Study Report. It is anticipated that the consultant will not be able to present the report to the Committee or Council prior to the end of October 2006. It was suggested that the report be tabled for consideration early in the mandate of the incoming Council. Councillor Alexander asked the Works Department to investigate the tree at 405 Beresford Street and also suggested to Mr. Kerr that the Township co-operate with the County of Lambton for the joint tender for the 2007 construction years for compatible projects in an effort to achieve possible cost deficiencies. Also, Mr. Kerr explained to Councillor Alexander the public works protocol in filling potholes adjacent to hard surface roads with cold mix. Councillor Alexander stated in her opinion this type of repair is very unsightly.

Moved by S. Arnold

Seconded by S. Warner

**Motion #23** That it be recommended to Council that the improvement of the Brigden Road as required from Courtright Line to the Plank Road be included in the initial draft of the 2007 capital budget.

**CARRIED**

Moved by S. Warner

Seconded by D. Randell

**Motion #24** That the meeting due hereby adjourn.

**CARRIED**

The meeting adjourned at 3:50 p.m.

---

S. Miller,  
Chairperson

---

J. DeMars  
Secretary