

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

St. Clair Civic Centre
Committee Room 1
October 10, 2007
12:30 p.m.

The meeting of the Committee of the Whole was held Wednesday, October 10, 2007 with the following people present:

	S. Miller,	Chairperson, Public Works and Operations
	P. Carswell-Alexander,	Chairperson, Finance & Administration
	S. Arnold,	Mayor
	P. Gilliland	Deputy Mayor
	D. Randell,	Councillor
	P. Brown,	“
	J. Agar,	“
Staff	J. Rodey,	CAO
	J. DeMars,	Director of Administration/Clerk
	R. Kerr,	Director of Public Works
	C. Quenneville,	Director of Finance/Treasurer
	G. Hackett	Director of Community Services
	R. Dewhirst	Director of Emergency Services
	L. Burnham	Director of Engineering Services

FINANCE AND ADMINISTRATION

AGENDA:

12:00pm 2008/2009 Capital Budget Review

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending - September 28, 2007

3. STATEMENT OF FINANCIAL POSITION: for period ending September 30, 2007

4. TREASURER’S REPORT:

A-1 – Lambton Generating Station assessment

5. BUILDING INSPECTOR’S REPORT:

B-1 - Building Permit Reports for the month Ending September 2007

6. CLERK’S REPORTS:

7. C.A.O.’S REPORTS:

8. DIRECTOR OF COMMUNITY SERVICES:

2008 Camping Rates

9. NEW BUSINESS:

10. ADJOURNMENT:

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

CONFLICT OF INTEREST:

Chairperson Carswell declared a conflict of interest during the discussion on the advertising sign for Gibby's Grill at Guthrie Park and left the meeting room.

Moved by S. Arnold

Seconded by P. Brown

Motion # 1: That the meeting enter an in-camera discussion to discuss a property issue.

CARRIED

Staff was excused from this in-camera session.

Meeting returned to order.

In discussion of the draft 2008-2009 budget, the committee discussed possible budget savings that could be achieved through road resurfacing rather than complete road reconstruction. The Director of Engineering Services was asked to revisit that portion of the budget to determine if such cost savings were available by changing the traditional maintenance protocol. The 2008-2009 capital budget will be further considered by committee or council when this information is available. The committee proceeded to review the accounts. Mr. Quenneville responded to several questions raised by Committee members.

Moved by P. Brown

Seconded by P. Gilliland

Motion # 2: That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 407001 to YEL001, totaling \$2,601,182.64 be approved for the month of September 2007.

CARRIED

STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurers Statement on the Financial Position of the municipality for the period ending September 30, 2007.

Moved by S. Miller

Seconded by S. Arnold

Motion #3 That it be recommended to Council that the Treasurer's Report on the Statement of Financial Position of the Municipality as of September 30, 2007 be accepted.

CARRIED

TREASURER'S REPORT:

Moved by S. Miller

Seconded by S. Arnold

Motion #4 That it be recommended to Council that the Treasurer's Reports regarding the Lambton Generating Station assessment issue be received for information.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Miller

Seconded by P. Brown

Motion #5 That it be recommended to Council that the Building Inspector's report for the month of September, 2007 be received and accepted.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by S. Arnold

Seconded by J. Agar

Motion # 6 That it be recommended to Council that the campground fees in the 3 Township owned campgrounds for the year 2008 be established at a rate comparable to Marine Park in Mitchell's Bay as a comparable facility with the provision for grass cutting to be provided at a rate of \$100 per season or \$20 per requested cut and further that the 2008 rates for small and large camping cabins be established at the daily rate of \$45 and \$55 respectfully.

CARRIED

Mr. Hackett briefed the Committee on the request of the group known as the Lambton Area Retirees Golf Association for reduced rates and fees at the St. Clair Parkway golf course.

Moved by S. Arnold

Seconded by D. Randell

Motion # 7 That it be recommended to Council that the contract relationship with the Lambton Area Retirees Golf Association providing for reduced charges and fees not be supported.

CARRIED

Moved by S. Miller

Seconded by P. Gilliland

Motion # 8 That it be recommended to Council that the report on the Courtright and Wilkesport Community Halls usage be received for information.

CARRIED

In response to the Committee's questions, Mr. Hackett advised that the playground equipment with the exception of the swing sets at the Vroom Street Park would be removed later this fall. Members of the Committee also asked the Director of Community Services to arrange for the removal of the trailer for sale at Cathcart Park and the tractor trailer parking at the Brigden park parking lot. Also the issue of the advertising sign for Gibby's Grill in Guthrie Park was questioned. Chairperson Carswell declared a conflict of interest as a relative of the owner of the sign and left the meeting room. Councillor Miller assumed the chair. The Director was asked to contact the owner of Gibby's Grill with a request to remove the sign and as well, question the ownership of the picnic tables on site. Chairperson Carswell returned to the meeting. Mr. Hackett was also asked to remove the derelict trailer from the Mooretown campground.

The Committee reviewed the Treasurer's Report dated October 9, 2007 regarding reserves.

Moved by S. Arnold

Seconded by S. Miller

Motion # 9 That it be recommended to Council that the Reid Drain, Penrise Drain, and Parr Drain reserves in the amount of \$217,750.00, \$55,700.00 and \$30, 074.00 respectfully be consolidated into a new reserve called "Drain Reserve" and that further as a matter of policy all such unspent funds from a drainage project be automatically assigned to the "Drain Reserve" on an annual basis.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion # 10 That the former Moore Educational and Environmental reserve with an estimated balance of \$614,896.00 be consolidated with the St. Clair Education and Environment Reserve.

CARRIED

A recorded vote was requested:

Councillor Agar	no
Councillor Brown	yes
Deputy Mayor Gilliland	yes
Councillor Miller	yes
Councillor Carswell	no
Councillor Randell	yes
Mayor Arnold	yes

Moved by D. Randell

Seconded by S. Arnold

Motion # 11 That it be recommended to Council that the Sombra Disposal Site Reserve with an estimated balance of \$10,348.00 be transferred to the Property Reserve.

CARRIED

The Treasurer provided the Committee with a verbal report on efforts made by staff to investigate the possibility of developing an internal transit system. Mr. Quenneville has consulted area municipalities to discuss their transit issues and solutions. The Committee discussed possible solicitation for transportation needs perhaps through the St. Clair Township Beacon to determine the citizens' public transportation needs. Staff was directed to contact transit operators for possible recommendations.

Moved by P. Gilliland

Seconded by P. Brown

Motion # 12 That the meeting enter an in-camera session to discuss a personnel issue.

CARRIED

The CAO and the Director of Community Services briefed the Committee on the results of the completion of a pay equity process particularly relative to seasonal employees. At the conclusion of the discussion the Committee requested Mr. Rodey and Mr. Hackett prepare an organizational chart particularly for the golf course function with the current structure and a proposed revised structure in an effort to make the operations more efficient.

The meeting returned to order.

DIRECTOR OF EMERGENCY SERVICES REPORT:

Chief Dewhirst briefed the Committee on quotations received for the replacement of the overhead doors on the Port Lambton Fire Station to be done in conjunction with the roof replacement project. Chief Dewhirst advised that the quote has been received. The Committee stressed that it was reluctant to see the installation of the door issue delaying any further, the completion of the roof project.

Moved by S. Arnold

Seconded by D. Randell

Motion # 13 That is be recommended to Council that the Fire Chief be authorized to order, from an appropriate supplier, the replacement door for the Port Lambton Fire hall.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion # 14 That the meeting in the Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting adjourned at 3:05 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

3:00 pm – Paddock Green Representatives
- Native Backfill

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Monthly Report dated October 3, 2007

3. COORDINATOR OF OPERATIONS REPORT (WORKS):

- Monthly Report dated October 3, 2007

4. COORDINATOR OF OPERATIONS REPORT (WATER/WASTEWATER)

- Monthly Report dated October 3, 2007
- Water system – policy and procedures

5. DIRECTOR OF ENGINEERING SERVICES:

- WWTP Class environmental study effort
- Beach closing report
- Engineering Technician

6. CO-ORDINATOR OF ENGINEERING SERVICES:

- Monthly report dated October 3, 2007

7. DRAINAGE SUPERINTENDENT:

- Monthly Report dated October 3, 2007

8. CLERK'S REPORT:

9. CAO'S REPORT:

10. UNFINISHED BUSINESS:

Unfinished business - Jacques Whitford – Engineered wetland – Sept. 26, 2007
correspondence

11. NEW BUSINESS:

12. ADJOURNMENT:

Chairperson Miller called the meeting to order at 3:10 p.m. and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

None declared.

On behalf of the Committee, Chairperson Miller welcomed Mike Beetle of Golder and Associates, Carlos Cimetta, Dan Brousseau, Craig Nordell and Terry Gray to discuss with the Committee Mr. Brousseau and Mr. Nordell's request on an initial trial basis to use Native backfill in the development of the next stage of the Paddock Green subdivision. Mr. Cimetta advised the Committee that Mr. Brousseau and Mr. Nordell would be co-owners of the remnants of the Paddock Green subdivision pending the conclusion of the final sale next week. Mr. Cimetta stated that the new owners are proposing to use native clay backfill as an experimental basis on the development of the next 31 lots in the Paddock Green development. It was pointed out that that native clay backfill would not be a significant cost savings other than it would greatly reduce the cost of removing or leveling the excavated material. It was pointed out that the owners would be fully prepared to provide to the municipality adequate financial assurances if the test proved unsatisfactory. In response to Councillor Carswell's question, Mr. Beetle advised of the compaction testing protocols and soil sampling that would be involved to ensure that the construction method proposed would be at least as satisfactory as the traditional granular backfill method. Director of Engineering Services, Larry Burnham was asked if he has examined the site in Sarnia where Mr. Nordell's company is proceeding with servicing based on the Native Clay backfill technique. Mr. Burnham advised that he has attended the site and feels that the method is as satisfactory as the traditional granular backfill.

Moved by P. Carswell

Motion # 1 That it be recommended to Council that the issue of the clay backfill construction technique be reconsidered.

Failing to get a seconder, the motion was

DEFEATED

While present, Mayor Arnold expressed his concern at Council's general dissatisfaction of the removal of earth piles and stockpile of brush that is on the undeveloped portion of the property. Mr. Brousseau advised that the areas of concern raised by the Mayor would be

attended to. At the conclusion of the discussion, Chairperson Miller thanked the delegation for their attendance.

DIRECTOR OF PUBLIC WORKS REPORT:

Moved by P. Carswell

Seconded by D. Randell

Motion #2 That this Committee recommends to Council that the monthly report of the Director of Public Works dated October 3, 2007, be received and accepted.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORT:

Moved by S. Arnold

Seconded by P. Gilliland

Motion #3 That this Committee recommends to Council that the monthly report of the Coordinator of Operations (Works) dated October 3, 2007, be received and accepted.

CARRIED

COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:

Moved by P. Carswell

Seconded by P. Brown

Motion #4 That this Committee recommends to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated October 3, 2007, be received and accepted.

CARRIED

Council reviewed Mr. VanHyfte's report on the water system policy and procedures update. Deputy Mayor Gilliland pointed out that although he appreciated receiving the summary of the items to be addressed in the standard operating procedure, he had hoped that Council would be provided a copy of the actual reports. Mr. Kerr advised that such copies are available and would be made available for Council review.

Moved by D. Randell

Seconded by P. Brown

Motion #5 That it be recommended to Council that the report on the water system policy and procedures update be received and accepted.

CARRIED

DIRECTOR OF ENGINEERING SERVICES REPORT:

Moved by J. Agar

Seconded by D. Randell

Motion #6 That this Committee recommends to Council that the Director of Engineering Services report on Wastewater Treatment Plant Class Environmental Assessment and Environmental Study report be received and accepted.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #7 That it be recommended to Council that the Director of Engineering Services report on Beach Closing relative to high E. coli incidents at Reagan Park be accepted and received for information.

CARRIED

Moved by P. Carswell

Seconded by S. Arnold

Motion #8 That it be recommended to Council that Curtis Brown be hired as an Engineering Technician effective Monday October 15, 2007 at the applicable hourly rate as identified in the Director of Engineering Services report dated October 3, 2007.

CARRIED

CO-ORDINATOR OF ENGINEERING SERVICES:

In review of Mr. Graham's report, the Committee had several questions regarding item #2 of the report regarding the Buckingham Road resurfacing and the status of the St. Clair Parkway Sanitary Sewer extension south of Courtright. Mr. Burnham stated that although the pumps for the sanitary sewer system are expected to be installed commencing next week, he was unable to give a definitive date when the system would be available for individual property hook ups.

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Moved by P. Carswell

Seconded by P. Gilliland

Motion # 9 That is be recommended to Council that the report of the Coordinator of Engineering Services dated October 3, 2007 be received and accepted.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by P. Carswell

Seconded by P. Brown

Motion #10 That this Committee recommends to Council that the monthly report of the Drainage Superintendent dated October 3, 2007, and the recommendations contained therein be received, accepted and approved.

CARRIED

In discussion of the Drainage Superintendent's report, Mayor Arnold questioned if permission had been received from Lambton County for the installation of the additional access culvert on the Scott Drain and why access is being requested off Kimball Road as opposed to the adjacent Township road?

Moved by S. Arnold

Seconded by D. Randell

Motion #11 That the Drainage Superintendent be given authority to remove beaver dams obstructing water flow in Municipal Drains prior to formal approval by Council.

CARRIED

CLERK'S REPORT:

The Clerk provided a verbal report as to the status of the rural broadband project. The Clerk advised that he attended a meeting with several project partners, including the Township of Dawn-Euphemia, Township of Enniskillen and Lambton County to discuss the 3 proposals received as a result of the call for request of proposal. The 3 proposals provided for a possible Municipal contribution ranging from no contribution to a high of \$500,000.00. The technical merits of the proposals will be reviewed by the review committee with a possible recommendation to be considered by Council at its next meeting.

UNFINISHED BUSINESS:

The information from Jacques Whitford regarding engineered wetland was referred to the next meeting of the Public Works Committee for discussion

Deputy Mayor Gilliland brought to the Committee's attention, tires placed on the North side of Petrolia Line near the CN rail crossing, a property standards issue on the South side of Petrolia Line and sewage irrigation at the Central Sanitation site on Petrolia Line. The Clerk advised that the property standards issue raised by the Deputy Mayor would be an issue before Council at its next meeting and Mr. Kerr was to contact the Ministry of the Environment relative to the Central sanitation concerns.

Moved by P. Carswell

Seconded by S. Arnold

Motion # 12 That the meeting enter an in-camera session to discuss a property and personnel issue.

CARRIED

Staff was excused.

The meeting returned to order.

Moved by J. Agar

Seconded by D. Randell

That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 4:45 p.m.

S. Miller,
Chairperson

J. DeMars
Secretary