

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

St. Clair Civic Centre  
Wilkesport Community Centre  
April 14, 2008  
6:00 p.m.

The meeting of the Committee of the Whole was held Monday April 14, 2008 with the following people present:

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

**FINANCE AND ADMINISTRATION**

**AGENDA:**

6:00 pm Katherine Wiggett of City Media – Strategic Plan

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. DIRECTOR OF EMERGENCY SERVICES:**

- Fire truck refurbishment report dated March 20, 2008

**3. DIRECTOR OF COMMUNITY SERVICES:**

Monthly report dated April 9, 2008

**4. GENERAL ACCOUNTS:** Month ending March, 2008

**5. STATEMENT OF FINANCIAL POSITION:** for period ending March, 2008

**6. TREASURER’S REPORT:**

A1 - 2008 Ontario Municipal Partnership Fund (OMPF)  
A2 - 2008 Provincial budget dated March 25, 2008  
A3 - Frank Cowan - FYI

**7. BUILDING INSPECTOR’S REPORT:**

B-1 - Building Permit Reports for the month ending March 2008

**8. CLERK’S REPORTS:**

Summer meeting report dated April 10, 2008

**9 C.A.O.’S REPORTS:**

**10. NEW BUSINESS:**

**11. ADJOURNMENT:**

Chairperson Randell called the meeting to order 6:45 pm and asked members to declare any conflict of interest at the appropriate time.

**CONFLICT OF INTEREST:**

None declared.

Moved by S. Arnold

Seconded by S. Miller

**Motion #1:** That this meeting of the Finance and Administration Committee commence at 6:45pm.

**CARRIED**

Chairperson Randell welcomed on behalf of the Committee, Katherine Wiggett of City Media present to discuss with the Committee, the status of the draft strategic plan for the Municipality and certain key dates such as the project launch. Ms. Wiggett advised that her process will involve the identification of community leaders with their assistance sought in helping Council develop a strategic plan for the municipality. The strategic plan, once formulated and adopted will be of assistance to Council and staff to focus resources and efforts to specific identified goals. After considerable discussion, it was suggested that April 22<sup>nd</sup> be established as the project launch date with a general public meeting to be held prior to May 15<sup>th</sup>. Ms. Wiggett explained that the Township's website would be augmented to incorporate information on the strategic plan process. At the conclusion of the presentation, Chairperson Randell thanked Ms. Wiggett for her presentation and efforts in achieving the Township's strategic planning goal.

**DIRECTOR OF EMERGENCY SERVICES:**

The Committee reviewed with Fire Chief Dewhirst's report dated March 20, 2008 regarding the tenders received for the refurbishing of a pumper unit. In his report, and in discussion Chief Dewhirst advised that the tenders were considerably higher than anticipated and the marginal difference between the cost of refurbishing an existing truck and purchasing a new

truck is relatively the same. The Mayor led the Committee in a discussion of the possibility of purchasing as an alternative to the pumper unit, a telesquirt unit to supplement the current unit stationed in Corunna which is approximately 28 years old.

Moved by P. Gilliland

Seconded by J. Agar

**Motion #2:** That this Committee recommend to Council that the fire truck refurbishment be tabled and re-tender for a new truck and permission for disposal of the old truck.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES:**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #3:** That the monthly report of the Director of Community Services dated April 9, 2008 including the Museum report, be received and accepted.

**CARRIED**

The Committee discussed the Cathcart Park and Courtright Riverside Park clean up scheduled April 26, by two different groups.

Moved by P. Carswell-Alexander

Seconded by J. Agar

**Motion #4:** That it be recommended to Council that a donation in the amount of \$100 and \$200 respectively be made to the 4-H Club and the Moore Junior Optimist Club for the purchase of refreshments during the April 26<sup>th</sup> clean up day at both park facilities.

**CARRIED**

**GENERAL ACCOUNTS: Month of March 08**

The Committee reviewed the list of General Accounts

Moved by P. Brown

Seconded by P. Carswell-Alexander

**Motion #5:** That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 4HB001 to XER003, totaling, \$5,334,523.42 be approved for the month of March, 2008.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

The Committee reviewed the Treasurers Statement on the Financial Position of the municipality for the period ending March 31, 2008.

Moved by S. Miller

Seconded by P. Gilliland

**Motion #6:** That it be recommended to Council that the Treasurer's Report on the Statement of Financial Position of the Municipality as of March 31, 2008 be accepted.

**CARRIED**

In discussion of the statement, the Mayor requested that such reports in the future provide for a listing for reserved funds and deferred revenues.

**TREASURER'S REPORT:**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #7:** That it be recommended to Council that the Treasurer's Reports identified as A-1, A-2 and A-3 as listed on the agenda be received and accepted.

**CARRIED**

In discussion of Report A-3 from the Frank Cowan Company, the Committee suggested that this information be forwarded to Public Works. Also the Treasurer was asked to contact the Ministry of Finance in the hopes in establishing a meeting with the Minister of Finance to further discuss with members of Council, the CAO and the Treasurer, the Ontario Municipal Partnership funding formula.

**BUILDING INSPECTOR'S REPORT:**

Moved by S. Miller

Seconded by P. Gilliland

**Motion #8:** That it be recommended to Council that the Building Inspector's report for the month of March 2008 be received and accepted.

**CARRIED**

**CLERK'S REPORT:**

The Committee reviewed the Clerk's report on establishment of summer meeting dates. It was pointed out by Councilor Brown that the regular council meeting dates were incorrectly shown as June 9<sup>th</sup>, whereas the meeting is scheduled for June 2<sup>nd</sup>.

Moved by S. Arnold

Seconded by P. Brown

**Motion #9:** That it be recommended to Council that the report dated April 10, 2008 as amended, from the Clerk outlining the summer meeting schedules, be received and accepted and that the following meeting schedule be adopted.

**CARRIED**

***JUNE***

Committee of the Whole – Monday June 16, 2008 ~ 6:00pm

Regular Council - Monday June 23, 2008 ~ 7:00pm

Regular Council – Monday June 2, 2008 ~ cancelled

***JULY***

Committee of the Whole – Monday July 14, 2008 ~ 6:00pm

Regular Council – Monday July 21, 2008 ~ 7:00pm

**AUGUST**

Committee of the Whole – Monday August 11, 2008 ~ 6:00pm  
Regular Council – Monday August 18, 2008 ~ 7:00pm

**CAO'S REPORT:**

The CAO advised of the need of an in-camera session to discuss a property issue.

**NEW BUSINESS:**

Councillor Carswell-Alexander brought to Council's attention a request received from a rate payer regarding a small portion of property near the Pentecostal Church in Corunna. Due to an apparent oversight when the subdivision was developed, there is a small orphaned piece of property that the developer stills owns and would like to sell to the municipality to eliminate his receiving a tax bill in a nominal amount on an annual basis. The Committee was reminded that this issue had been discussed last year by Council and it was determined that the property in question has little benefit to the Municipality. At the conclusion of the discussion, it was suggested that Councillor Carswell-Alexander direct the requesting party to forward a letter of request and explanation for consideration by Council.

Moved by P. Brown

Seconded by S. Arnold

**Motion #10:** That this meeting of the Finance and Administration Committee due hereby adjourn.

**CARRIED**

The meeting adjourned at 6:50p.m.

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D. Randell,  
Chairperson

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J. DeMars  
Secretary

**PUBLIC WORKS & OPERATIONS**

**AGENDA:**

**7:00 pm Public Information Meeting – Wilkesport Sanitary Sewer Project**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. DIRECTOR OF PUBLIC WORKS & ENGINEERING REPORT:**

Monthly Report dated April 9, 2008  
Wilkesport Sanitary Sewers – Status report  
Possible Expenditures Resulting from the Provincial Grant report  
Fane Street Reconstruction – Cost sharing report  
King Street Road Allowance report  
Meagre Lane request for closure – report  
Wilkesport Sanitary Sewers – Public Meeting report  
Regional WWTP – status report

**3. COORDINATOR OF OPERATIONS REPORT (WORKS):**

- Monthly Report dated April 9, 2008

**4. COORDINATOR OF OPERATIONS REPORT (WATER/WASTEWATER)**

- Monthly Report dated April 9, 2008

**5. DRAINAGE SUPERINTENDENT:**

- Monthly Report dated April 9, 2008

**6. CLERK'S REPORT:**

**7. CAO'S REPORT:**

**8. NEW BUSINESS:**

Chairperson Agar called the meeting to order at 7:00 p.m. and asked members to declare any conflict of interest at the appropriate time.

**DECLARATION OF CONFLICT OF INTEREST:**

None declared.

The Committee proceed with the public information meeting called to advise the rate payers in the Community of Wilkesport of the proposed sanitary sewer system for the village financed by a rural infrastructure grant provided by the Province of Ontario. Mayor Arnold led the discussion by advising those in attendance of the effort made by Council and staff in the past to secure project funding and other general aspects about the proposed project. He then turned the meeting over to Mr. Larry Burnham, Director of Public Works & Operations, who provided information as to the specifics of the system. Mr. Burnham advised that Certificate of Approval has been applied for for the force main which is anticipated to be received from the Ministry of the Environment in approximately two to three weeks. The tenders should be ready for circulation in late April or early May with an anticipated late May construction start with completion expected in October or November of 2008. As per established Township policy, residents would have one year to connect their residence into the system. Mr. Burnham pointed out that the residents would be responsible for the cost of connection of their property into the system as well as a County plumbing permit fee currently costing \$115.00. The residents were also advised that the sewer usage charge would be incorporated into the water bill with a typical annual sewer usage rate of approximately \$375.00 depending on volume usage. The residents were also advised that connection into the system within the one year period is compulsory. After the completion of the presentation and the response to the questions, the residents in attendance thanked Council for their efforts in obtaining full funding from the province for this project.

**DIRECTOR OF PUBLIC WORKS & OPERATIONS & ENGINEERING REPORT:**

Moved by S. Arnold

Seconded by S. Miller

**Motion #1:** That this Committee recommend to Council that the monthly report of the Director of Public Works & Operations & Engineering dated April 9, 2008, be received and accepted.

**CARRIED**

Moved by S. Miller

Seconded by P. Gilliland

**Motion #2:** That this Committee recommend to Council that the report of the Director of Operations and Engineering dated April 9, 2008 regarding the Wilkesport Sanitary Sewers – status be accepted and received for information.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #3:** That this Committee recommend to Council that the report of the Director of Operations and Engineering dated April 4, 2008 regarding the possible expenditures resulting from the provincial grant be accepted and received for information.

**CARRIED**

Moved by P. Gilliland

Seconded by S. Miller

**Motion #4:** That this Committee recommend to Council that the report of the Director of Operations and Engineering dated April 9, 2008 regarding the Fane Street reconstruction – cost sharing be accepted and received for information.

**CARRIED**

Moved by D. Randell

Seconded by P. Brown

**Motion #5:** That this Committee recommend to Council that the report of the Director of Operations and Engineering dated April 9, 2008 regarding the King Street road allowance in Sombra at the CSX Railway tracks be accepted and received for information and the request to close the unopened road allowance be denied..

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #6:** That this Committee recommend to Council that the report of the Director of Operations and Engineering dated April 9, 2008 regarding the Meagre Lane – alley closure in Brigden be accepted and received for information and the request to close the lane be denied.

**CARRIED**

Moved by D. Randell

Seconded by P. Brown

**Motion #7:** That this Committee recommend to Council that the report of the Director of Operations and Engineering dated April 9, 2008 regarding the Wilkesport Sanitary Sewers – public meeting report be accepted and received for information.

**CARRIED**

Moved by P. Brown

Seconded by S. Miller

**Motion #8:** That this Committee recommend to Council that the report of the Director of Operations and Engineering dated April 9, 2008 regarding the Regional WWTP – status be accepted and received for information.

**CARRIED**

**COORDINATOR OF OPERATIONS (WORKS) REPORT:**

Moved by P. Brown

Seconded by D. Randell

**Motion #9:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated April 9, 2008, be received and accepted as information with the exception of the mail box replacement policy recommendation.

**CARRIED**

Moved by S. Miller

Seconded by S. Arnold

**Motion #10:** That it be recommended to Council that the draft mailbox replacement policy be tabled for further review by Council subject to additional information to be provided by staff.

**CARRIED**

**COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:**

Moved by P. Carswell-Alexander

Seconded by S. Arnold

**Motion #11:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated April 9, 2008, be received and accepted.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by S. Miller

Seconded by S. Arnold

**Motion #12:** That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated April 9, 2008, be received and accepted and the recommendations contained therein be approved..

**CARRIED**

**NEW BUSINESS:**

Councillor Carswell- Alexander questioned staff on the appropriate signing to be located strategically during the Highway #40 reconstruction detour to direct school buses on the proper route. Mayor Arnold advised that this issue would be brought forward at the next meeting with representatives of MTO and the consultants. Councillor Carswell-Alexander also led the Committee into a discussion of trail damage specifically damage caused to the trail by activities at a vacant lot on the St. Clair Parkway, south of Rokeby Line.

Moved by P. Carswell-Alexander

Seconded by P. Brown

**Motion #13:** That it be recommended to Council that staff be instructed to revise the current policy on repair of trail damage.

**DEFEATED**

Moved by P. Carswell-Alexander

Seconded by D. Randell

**Motion #14:** That it be recommended to Council that staff be instructed to repair trail damage on the East side of the St. Clair Parkway, south of Rokeby Line adjacent to a vacant lot with the invoice to be sent to the person responsible for the damage.

**CARRIED**

**DARRELL RANDELL:**

Councillor Randell advised the Committee that portions of Highway #40 would be closed this week for the conduct of the controlled burn. Councillor Randell led the Committee into a discussion of a possible declaration of a moratorium on consideration for the establishment of wind farms in St. Clair Township. Councillor Randell pointed out that the science around these wind farms is not particularly comprehensive and perhaps the Township should declare a moratorium on such developments. The Committee discussed in general terms the appropriateness of denying the acceptance of appropriate planning documents should a developer wish to proceed with a wind farm establishment. After considerable discussion, it was:

Moved by D. Randell

Seconded by P. brown

**Motion #15:** That is be recommended to Council that staff be asked to prepare a report on a possible moratorium for consideration of wind farms in St. Clair Township for the remainder of the term of this current Council.

**CARRIED**

**STEVE ARNOLD:**

Mayor Arnold brought to the Committee's attention, the issue of the street north of the Steadman property in Brigden. Apparently the United Church has carried out some work that may have jeopardized the usability of this road. Councillor Carswell-Alexander pointed out that the road in question is actually not a road, but rather, located on the Ontario Hydro right of way and is rented by the Steadman's for funeral home parking. It was suggested that perhaps the Township could arrange for placement of granular material on the right of way and staff was requested to contact Mr. Steadman in this regard.

**JEFF AGAR:**

In response to Councillor Agar's question, the Mayor advised that Highway #40 is proposed to be closed for reconstruction from an area just North of County Road #80 to a point just south of Rokeby Line. Also in discussion of the possible 4 way stop at the intersection of Petrolia Line and Kimball Road, Mayor Arnold advised that he would bring the issue forward to the County Infrastructure Committee.

Hearing no further business, the CAO advised the Committee of the need to enter an in-camera session to discuss a property issue.

Moved by D. Randell

Seconded by S. Miller

**Motion #16:** That a meeting enter an in-camera session with the Mayor as chair.

**CARRIED**

The meeting returned to order.

The Committee briefly discussed with staff, the upcoming public hearing called to consider the re-zoning request for property north of the Township Civic Center. The Members asked that the staff planning report be comprehensive enough to detail to Council all the options that were available to Council regarding this rezoning consideration. The Mayor also advised of receiving an invitation to attend a media event at the farm of Ron Highfield. The subject of the media event was related to the issue of bio-fuel development.

Hearing no further business, it was;

Moved by S. Miller

Seconded by P. Brown

**Motion #17:** That this meeting of Public Works & Operations Committee do hereby adjourn.

**CARRIED**

The meeting adjourned at 9:20p.m.

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J. Agar,  
Chairperson

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J. DeMars  
Secretary