

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

St. Clair Civic Centre
Committee Room 1
July 14, 2008
6:00 p.m.

The meeting of the Committee of the Whole was held Monday, July 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
	P. Brown,	“
	P. Carswell-Alexander,	“
Staff	J. Rodey,	CAO
	J. DeMars,	Director of Administration/Clerk
	C. Quenneville,	Director of Finance/Treasurer
	L. Burnham	Director of Public Works, Operations & Engineering
	M. Lafontaine	General Manager of St. Clair Parkway Golf Course
	G. Hackett	Director of Community Services
Absent	S. Miller	Councillor

FINANCE AND ADMINISTRATION

AGENDA:

**6:00pm Gerry Mills – Collins Barrow Chartered Accountants
- Auditor’s Report**

6:30pm Anthony Tuner – vendor’s license

6:40pm Katherine Wiggett – City media – draft strategic plan

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending June 30, 2008

3. STATEMENT OF FINANCIAL POSITION: for period ending June 30, 2008

4. TREASURER’S REPORT:

A-1 – PSAB/Asset Management

5. DEPUTY TREASURER’S REPORT:

- Basell Canada Inc. Discontinuation of Production

6. BUILDING INSPECTOR’S REPORT:

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

7. DIRECTOR OF COMMUNITY SERVICES:

-Monthly report dated July 8, 2008

8. CLERK’S REPORTS:

9. C.A.O.'S REPORTS:

- Temporary use – trailer at 4055 St. Clair Parkway

10. NEW BUSINESS:

11. IN-CAMERA:

In camera – property

11. ADJOURNMENT:

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

CONFLICT OF INTEREST:

None declared.

Mr. Tony Turner was present to present to the Committee his request for a vendors permit to allow the establishment of a produce stand at the plaza at the intersection of St. Clair Boulevard and St. Clair Parkway in Corunna. Mr. Turner presented to the Committee his letter of request as well as a letter of permission from the owner of the plaza property.

Moved by S. Arnold

Seconded by J. Agar

Motion #1: That it be recommended to Council that the Clerk be authorized to issue a vendor's permit to Mr. Tony Turner to establish a vegetable stand at the plaza at the intersection of St. Clair Parkway and St. Clair Boulevard with fees similar to those for refreshment vehicles.

CARRIED

On behalf of the Committee, Chairperson Randell welcomed Mr. Gerald Mills of Collins Barrow, the Township's auditors. Mr. Mills presented the audit for the Township's 2007 accounts and advised the Committee that no major errors or discrepancies were determined. Mr. Mills also explained to the Committee the terms of the audit which are explained in the letter of engagement. After Mr. Mills' presentation, and response to various questions posed by Committee members, it was;

Moved by P. Gilliland

Seconded by P. Brown

Motion #2: That it be recommended to Council that the auditors report for the Township's 2007 financial statements be received and that authority be given to the Mayor and Clerk to sign the letter of engagement to Collins Barrow.

CARRIED

GENERAL ACCOUNTS: Month of June 08

The Committee reviewed the list of General Accounts for the period ending June 30, 2008

Moved by P. Carswell-Alexander

Seconded by J. Agar

Motion #3: That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number ACC002 to YSA001, totaling, \$6,671,896.99 be approved for the month of June, 2008.

CARRIED

STATEMENT OF FINANCIAL POSITION:

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

Moved by S. Arnold

Seconded by P. Brown

Motion #4: That it be recommended to Council that the Treasurer's Report on the Statement of Financial Position of the Municipality as of June, 2008 be accepted.

CARRIED

TREASURER'S REPORT:

Moved by S. Arnold

Seconded by J. Agar

Motion #5: That it be recommended to Council that the Treasurer's Reports identified as A-1, regarding Asset Management be received as information.

CARRIED

DEPUTY TREASURER'S REPORT:

Moved by P. Brown

Seconded by P. Carswell-Alexander

Motion #6: That this Committee recommend to Council that the report submitted by the Deputy Treasurer entitled "Basell Canada Inc. Discontinuation of Production and it's affect on the Township taxes" be accepted and received for information.

CARRIED

BUILDING INSPECTOR'S REPORT:

It was pointed out that the Building Inspector's Report for the month of June has not been received from the County and would be provided to the Committee at its August meeting.

DIRECTOR OF COMMUNITY SERVICES REPORT:

The Committee reviewed Mr. Hackett's report dated July 8, 2008. As part of his report, Mr. Hackett has detailed possible rate increases for the 2009 camping season. In his report, Mr. Hackett has provided a list of seasonal camping for comparable camping facilities in the area. Mr. Hackett is recommending a minimum increase of 10% for the 2009 rates compared to the 2008 rates.

Moved by P. Gilliland

Seconded by S. Arnold

Motion #7: That this Committee recommend to Council that the 2009 seasonal camping rates be increased by 10% over the 2008 level.

CARRIED

Councillor Carswell-Alexander asked the Director of Community Services to consider the establishment of laundry facilities at Cathcart Park in the 2009 draft Capital Budget. The Committee also considered a request contained in Mr. Hackett's report for the conduct of a fireworks display at Captain Kidd Days to be held August 1st through 3rd.

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #8: That it be recommended to Council that permission be given to the Captain Kidd Days organizers to conduct a public fireworks display at Corunna Athletic Park as part of the Captain Kid Days celebration subject to adherence to the Township policy regarding public fireworks displays.

CARRIED

Moved by P. Brown

Seconded by P. Carswell-Alexander

Motion #9: That this Committee recommend to Council that the monthly report submitted by the Director of Community Services dated July 8, 2008 be accepted and received for information.

CARRIED

The Committee reviewed the report of Matt Lafontaine, the General Manager of the St. Clair Parkway Golf Course. In his report, Mr. Lafontaine has provided statistics for April, May and June and revenue generation for those 3 months. Mr. Lafontaine has pointed out in his report that driving range revenue, cart revenue and pro shop retail revenue has increased for this 3 month period for the same 3 month period of 2007. However, it was pointed out that food & beverage revenue was down approximately 3% compared to last season. At the conclusion of the discussion, it was;

Moved by S. Arnold

Seconded by P. Brown

Motion #10: That it be recommended to Council that the monthly report of the General Manager, Parkway Golf Course dated July 9, 2008 be received for information.

CARRIED

CAO'S REPORT:

Mr. Rodey advised the Committee of a request received from Mr. Gainey Bouman and Ms. Mary Lynn Myers to place a temporary trailer on their property known as 4066 St. Clair Parkway for use as a temporary residence during the construction on a new home.

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

Motion #11: That this Committee recommend to Council that the report submitted by the CAO recommending that Gainey Bouman and Mary Lynn Myers be allowed to place a trailer on their property during construction of their new home subject to the customary agreement be received and accepted.

CARRIED

At the appointed time the Committee welcomed Katherine Wiggett and Mr. Joe Swan of Citymedia present to present to Council the current draft of the Township's strategic plan. Ms. Wiggett advised that approximately 420 surveys have been received and the information compiled and extracted forms the statistical portion of the draft plan. The Citymedia representatives pointed out the highlights of the draft plan and the survey results which were given weighted averages for the purpose of the report. In response to questions from the Committee, it was decided that an abbreviated final report would be made available on the Township's website in mid-August with the same report to be considered by Council at its regular meeting on August 18, 2008. The Committee thanked Ms. Wiggett and Mr. Swan for their presentation at this meeting.

Hearing no further business, it was:

Moved by P. Brown

Seconded by J. Agar

Motion #12: That this meeting of the Finance and Administration due hereby adjourn.

CARRIED

The meeting adjourned at 8:00 p.m.

D. Randell,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS & ENGINEERING REPORT:

- Talfourd Creek Bridge – tender results
- Traffic Lights for St. Clair Parkway & St. Clair Boulevard
- 2009 Draft Capital Budget
- Wilkesport Sanitary Sewers – tender results
- 2008 Asphalt Tendering Summary
- Parkview Estates Subdivision – Completion Certificate
- Youseff Subdivision, Phase 1 – Completion Certificate

3. COORDINATOR OF OPERATIONS REPORT (WORKS):

- Monthly Report dated July 4, 2008

- Use of Township alley

4. COORDINATOR OF OPERATIONS REPORT (WATER/WASTEWATER)

- Monthly Report dated July 9, 2008

5. COORDINATOR OF ENGINEERING SERVICES:

- Monthly report dated July 14, 2008

6. DRAINAGE SUPERINTENDENT:

- Monthly Report dated July 9, 2008

7. CLERK'S REPORT:

9. CAO'S REPORT:

10. NEW BUSINESS:

11. ADJOURNMENT:

Chairperson Agar called the meeting to order at 8:05 p.m. and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

None declared.

Mayor Arnold led the Committee into a discussion of information received today from the St. Clair Region Conservation Authority regarding possible construction options for the proposed Guthrie Park Shoreline remediation. Both Option #1 & #2 as shown in the drawing attached to the Mayor's email, provided for a second armor stone cap. It was pointed out that the additional costs for the second cap would be approximately \$300 to \$500 per meter. After considerable discussion the Committee decided that the second armor stone cap would be redundant and may not be cost effective.

Moved by S. Arnold

Seconded by D. Randell

Motion #1: That it be recommended to Council that neither Option #1 or #2 providing for an additional armor stone cap for the proposed Guthrie Park Shoreline remediation project be approved and the SCRCA be so advised.

CARRIED

DIRECTOR OF PUBLIC WORKS & OPERATIONS & ENGINEERING REPORT:

Moved by P. Gilliland

Seconded by P. Brown

Motion #2: That this Committee recommend to Council that the report from the Director of Operations & Engineering dated July 9, 2008 recommending that St. Clair Township accept the tender submitted by Triad Contracting in the amount of \$177,716.00 (plus GST) for the rehabilitation of the Talfourd Creek Bridge on the St. Clair Parkway be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #3: That this Committee recommend to Council that the report from the Director of Operations & Engineering dated July 9, 2008 regarding traffic lights at the intersection of St. Clair Parkway and St. Clair Boulevard be received and accepted as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #4: That this Committee recommend to Council that the report from the Director of Operations & Engineering dated July 9, 2008 regarding the 2009 draft Capital budget – public works be received and accepted.

CARRIED

Moved by P. Carswell-Alexander

Seconded by D. Randell

Motion #5: That this Committee recommend to Council that the report of the Director of Operations and Engineering's dated July 14, 2008 recommending that the tender submitted by Nordell Excavating in the amount of \$2,274,837.65 (including GST) for the construction of the Wilkesport Sanitary Sewer System be accepted and that the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #6: That this Committee recommend to Council that the report of the Director of Operations and Engineering's dated July 14, 2008 advising of the asphalt tender summary be received and accepted as information.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #7: That this Committee recommend to Council that the report of the Director of Operations and Engineering's dated July 14, 2008 recommending that St. Clair Township accepts the development work performed at Parkview Estates Subdivision in the former Moore Township and that the 2 year maintenance period be in force until July 14, 2010 be received and accepted.

CARRIED

Moved by P. Brown

Seconded by P. Carswell-Alexander

Motion #8: That this Committee recommend to Council that the report of the Director of Operations and Engineering's dated July 14, 2008 recommending that St. Clair Township accepts the development work performed at Youseff Subdivision, Phase 1 in the former Moore Township and that the 2 year maintenance period be in force until August 25, 2010 be received and accepted.

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 July 4, 2008, be received and accepted.

CARRIED

Moved by D. Randell

Seconded by P. Carswell-Alexander

Motion #10: That this Committee recommend to Council that the report dated July 4, 2008 from the Coordinator of Operations (Works) recommending that the Township allow the Township owned alley on the south side of 115 Main Street in Courtright to accommodate access to the rear of the house lot, with all expenses and future maintenance to be 100% paid by the private owner of 115 Main Street be accepted and received.

CARRIED

COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:

Moved by P. Brown

Seconded by P. Gilliland

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

CARRIED

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

Motion #12: That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated July 14, 2008 be received and accepted.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randell

Seconded by P. Brown

Motion #13: That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated July 9, 2008, be received and accepted and the recommendations contained therein be approved.

CARRIED

NEW BUSINESS:

STEVE ARNOLD:

Mayor Arnold asked staff to investigate and repair if necessary the light at the Centopath in Brigden and as well led the Committee into a discussion of the environet add on to the current blue boxes that would reduce the amount of material that falls out of or is blown from the boxes.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #14: That it be recommended to Council that 100 environet blue box covers be purchased as a trial basis to be sold with the blue boxes on a cost recovery basis at a cost of approximately \$8.00 per net.

CARRIED

The Mayor also advised the Committee of a discussion with Mr. Shawn Bogaert at which time he shared his thoughts of his intention to appeal the rezoning for the proposed greenhouses on the Terra property to the Ontario Municipal Board. Mayor Arnold also advised of a concern received from users of the St. Clair River Trail regarding the placements of the vehicular barriers on the trail. It was suggested that the pipe barriers be painted wither a more conspicuous color or removed.

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #15: That it be recommended to Council that the vehicular barriers installed at various locations on the St. Clair River Trail be removed.

CARRIED

It was suggested that staff advise the St. Clair River Trail Committee of Council's action in this regard. The Mayor also suggested that the Township should consider over time to standardize the fleet of Works & Parks vehicles to perhaps enjoy a cost savings on fleet maintenance.

PAT CARSWELL-ALEXANDER:

Councillor Carswell-Alexander advised of a complaint received regarding visibility at the intersection of Albert and Cameron Streets in Corunna. Tree trimming was suggested and or perhaps the installation of a larger stop sign. Councillor Carswell-Alexander advised of the project to pave the Brigden Fire hall parking lot in conjunction with Township road work in the vicinity and suggested that perhaps consideration could be made in future budget years for the paving of the Becher Fire hall parking lot also in conjunction with road projects. Mayor Arnold advised that it was the current plan of Lambton County to pave the Kimball Road next year and perhaps this could be a budget consideration. Councillor Carswell-Alexander also asked the appropriate staff to investigate and correct the visibility problem on the vacant lot near 824 St. Clair Parkway.

PAT BROWN:

Councillor Brown also led the Committee in the discussion of the summertime suspension of the yard waste pickup and the fact that compostable material is being placed with regular trash pick up. Councillor Brown also asked staff to investigate the dip in the trail near the No Frills store as well as damage to the trail at 640 St. Clair Parkway.

DARREL RANDELL:

Councillor Randell advised the Committee of the request received from a homeowner on the Holt Line requesting the placement of “children at play” signs on the Holt Line, west of the Sydenham River.

Moved by D. Randell

Seconded by P. Gilliland

Motion #16: That it be recommended to Council that “children at play” signs be placed on the Holt Line, west of the Sydenham River.

CARRIED

JEFF AGAR:

Councillor Agar advised of a discussion with a member of the Moore Agricultural Society regarding the society’s earlier request for the Township to pave the Brigden Fairgrounds parking lot in conjunction with road work being undertaken by the Municipality in the area. The Director of Public Works & Operations had advised by way of report earlier that the estimated cost to complete this work is \$50,000. However, it was pointed out that due to the increase in asphalt prices, that price would be inflated.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #17: That it be recommended to Council that the request of the Moore Agricultural Society for the Township to provide 100% of the costs estimated to be approximately \$50,000 for the paving of the parking lot on the Brigden Fairgrounds be granted with the funding to be made available from the St. Clair Education and Environment fund .

DEFEATED

Moved by D. Randell

Seconded by P. Gilliland

Motion #18: That the meeting enter an in-camera session to discuss a property issue.

CARRIED

The meeting returned to order with the issue discussed in the in-camera session tabled until the next regularly scheduled meeting of Council.

Moved by D. Randell

Seconded by P. Gilliland

Motion #19: That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 9:10 p.m.

J. Agar,
Chairperson

J. DeMars
Secretary