

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

St. Clair Civic Centre
Committee Room 1
April 13, 2009
6:00 p.m.

The meeting of the Committee of the Whole was held Monday April 13, 2009 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
	C. Quenneville,	Director of Finance/Treasurer
	L. Burnham	Director Public Works & Operations
	G. Hackett	Director of Community Services

PUBLIC WORKS & OPERATIONS

AGENDA:

6:00 pm Brian McDougall – SCRCA 2009 Flood

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Wilkesport Sanitary Sewers – costs to date
- Regional WWTP – status report
- Encroachment & Crossing fees

3. COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:

- Monthly Report dated April 4, 2009
- Meter reading system – RFP results

4. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly Report dated April 8, 2009
- Surface treatment alternatives
- Railway crossing upgrades
- Street light installations

5. COORDINATOR OF ENGINEERING REPORT:

- Monthly report dated April 7, 2009

6. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report dated April 8, 2009

7. CLERK’S REPORT:

9. CAO’S REPORT:

10. NEW BUSINESS:

11. ADJOURNMENT:

Chairperson Agar called the meeting to order at 6:00 p.m. and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

None declared.

Chairperson Agar welcomed Mr. Brian McDougall of the St. Clair Region Conservation Authority on behalf of the Committee. Mr. McDougall was present at the Committee's invitation to provide a brief overview on the flood events that occurred in February of this year. Mr. McDougall stated that the obvious reason for the initial flood was the rapid snow melt and heavy rains in the watershed area. He also explained to the Committee, measures taken by the Authority to attempt to forecast such flood events by snow and ice measurements and the water level monitoring stations located strategically in the watershed. In his power point presentation, Mr. McDougall had several slides showing the actual flood occurrence in the town of Wallaceburg as well as the activities as the McKeough site in St. Clair Township. At the conclusion of his presentation and after responding to several questions, the Committee thanked Mr. McDougall for his attendance and informative presentation.

DIRECTOR OF PUBLIC WORKS & OPERATIONS & ENGINEERING REPORT:

Moved by P. Gilliland

Seconded by D. Randell

Motion #1: That this Committee recommend to Council that the report submitted by the Director of Public Works & Operations dated April 8, 2009 regarding the Wilkesport sanitary sewer costs to date be received and accepted.

CARRIED

The Committee asked Mr. Burnham to arrange for an appropriate "ribbon cutting" ceremony at the completion of the project.

Moved by S. Miller

Seconded by P. Carswell-Alexander

Motion #2: That this Committee recommend to Council that the report submitted by the Director of Public Works & Operations dated April 8, 2009 regarding the Regional WWTP status be received and accepted.

CARRIED

Moved by P. Carswell-Alexander

Seconded by S. Arnold

Motion #3: That this Committee recommend to Council that the report submitted by the Director of Public Works & Operations dated April 8, 2009 recommending that he proposed industrial/commercial encroachment & crossing fee be received and accepted.

CARRIED

COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:

Moved by S. Miller

Seconded by D. Randell

Motion #4: That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated April 4, 2009 be received and accepted as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #5: That this Committee recommend to Council that the report on water meter reading systems submitted by the Coordinator of Operations (Water/Wastewater) dated April 6, 2009 recommending that the proposal submitted by Emco/Itron in the amount of \$368,421.90 for the purchase of the hardware and software required to complete the installation of the drive-by meter reading system be received and accepted.

CARRIED

In discussion of Mr. VanHyfte's report on the water meter upgrades, the Committee asked the Director of Public Works & Operations to provide information as to the program payback period.

COORDINATOR OF OPERATIONS (WORKS) REPORT:

Moved by P. Brown

Seconded by P. Carswell-Alexander

Motion #6: That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated April 8, 2009, be received and accepted as information.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #7: That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated April 8, 2009, regarding surface treatment alternatives be received and accepted as information.

CARRIED

In discussion of Mr. DePooter's report relative to surface treatment methods, Council was advised that the Marthaville Sideroad north of Dresden has been resurfaced with the micro surface detailed in Mr. DePooter's report.

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #8: That it be recommended to Council that staff be instructed to obtain a cost estimate for the application of the metro mat on the Buckingham Road, south of Lambton Line.

CARRIED

Moved by S. Miller

Seconded by P. Carswell-Alexander

Motion #9: That this Committee recommend to Council that the report submitted by the Coordinator of Operations (Works) dated April 8, 2009, recommending that the new street light installation 2009 capital budget project be revised to delete "new installations" on St. Clair Gardens Road and that in substitution, replacement of various existing street lights in Corunna on a most needed basis be completed be received and accepted.

CARRIED

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by P. Brown

Seconded by P. Gilliland

Motion #10: That this Committee recommend to Council that the monthly report of the Director of Engineering Services dated April 7, 2009 be received and accepted as information.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by S. Arnold

Seconded by S. Miller

Motion #11: That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated April 8, 2009, be received and accepted as information and the recommendations contained therein be accepted and approved.

CARRIED

NEW BUSINESS:

Councilor Carswell-Alexander presented to the Committee a letter of concern received from Cliff Baker and Ron Atmore residents of Boswell Street regarding several deficiencies from last year's construction project in the area. Mr. Burnham advised that the issues raised by the two gentlemen would be addressed once the project is completed this spring with final restoration. Councillor Carswell-Alexander also asked the County to investigate the rail crossing on the Mandaumin Road. Mayor Arnold advised that this crossing as well as several others were identified by the County as areas of concern.

Chairman Agar asked staff to investigate the residential development sign at the intersection of Colborne Street and Hill Street as a visibility hazard.

Clerk presented to the Committee a verbal report on the information received from the Coordinator of Engineering services regarding an earlier investigation of a request received from the Sacred Heart School Parent Council regarding road shoulder improvements and paving on John Street in Port Lambton adjacent to the Sacred Heart School. The Committee was advised that Mr. Deline has estimated the work requested to cost approximately \$18,500.

Moved by S. Arnold

Seconded by P. Brown

Motion #12: That the Chair of the Port Lambton Sacred Heart School Parent Council be asked to provide further clarification on their request for improvements to John Street adjacent to the Sacred Heart School for further information as to what Parent Council hopes to achieve by the proposal and that this information be shared with the Board Trustee as well as the Board's facility staff.

CARRIED

Hearing no further comments, the meeting was declared adjourned.
The meeting adjourned at 7:15 p.m.

J. Agar,
Chairperson

J. DeMars
Secretary

FINANCE AND ADMINISTRATION

AGENDA:

7:15pm - Lisa Bicum ~ Best Start

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending March 31, 2009

3. STATEMENT OF FINANCIAL POSITION: for period ending March 31, 2009

4. TREASURER'S REPORT:

- A1 – Accounts payable questions
- A2 – St. Clair River Trail – 2008 grant
- A3 – Surplus (deficit)
- A4 – Emergency Services Building – financing
- A5 – 2009 operating budget
- A6 – MFOA ~ 2009 Provincial budget
- A7 – Cowan news and views
- A8 – Infrastructure stimulus fund

5. BUILDING INSPECTOR'S REPORT:

B-1 - Building Permit Reports for the month ending March 31, 2009

6. DIRECTOR OF COMMUNITY SERVICES:

- Monthly report dated April 6, 2009

7. CLERK'S REPORTS:

- LCRGPA – Annual meeting April 23, 2009 Wyoming Legion

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

9. NEW BUSINESS:

- Physician Recruitment – 2009 grant

10. ADJOURNMENT:

Chairperson Randell called the meeting to order at 7:15pm and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

Chairman Randell on behalf of the Committee, welcomed spokesperson Lisa Bicum and several other directors of the Sombra Township Childcare Facility as well as the manager and the assistant manager present to present to Council a brief report on the programs offered and the financial difficulties being experienced by the group. After introductions, Chairman Randell called upon Ms. Bicum to make her presentation. Ms. Bicum stated that the Sombra Township Childcare is a non-profit organization currently providing services to 160 children operating out of three facilities being the St. Clair Township Community Services building in Sombra, Riverview School and Sacred Heart School in Port Lambton. Ms. Bicum pointed out that part of the groups financial difficulty is maintaining three separate sites and the rental and staffing challenges that presents. Ms. Bicum explained to the Committee the basics of the program known as Best Start and the fact that funding for this program will cease in March of 2010. At the conclusion of the presentation, there were two requests identified from the group for Township assistance namely rent concession in the St. Clair Community Services building of approximately \$9000 to offset the cost of window replacements on the south side of the building and incorporation of the annual audit requirements to be incorporated into the Township's audit protocol as well as continued support and lobbying by St. Clair Township on behalf of the child care group. Mayor Arnold advised of a recent discussion with several Mayors, Warden Burns and senior staff as to a determination of the cost comparisons with the Lambton County Best Start program and the two other pilot programs in Ontario as well as further information on child care opportunities after the Best Start funding ceases in March 2010. Mr. Hackett, Director of Community Services pointed out that the window replacement project in the amount of \$9000 was financed through a grant received by the group from the County of Lambton. Also Mr. Quenneville advised his opinion that since the Sombra Township Child Care group is not affiliated with the Municipality, including the group with the Township's audit protocol would not be appropriate. Also, Mr. Quenneville expressed his opinion that the current audit fees of approximately \$6000 seemed reasonable. In response to the Committee's questions, Ms. Bicum provided information as the fees paid by children using the childcare services compared to private providers. Also the Committee was advised that the separate school board has waived the rental for the portion of the Sacred Heart School used for the child care programs. At the conclusion of the discussion, it was;

Moved by P. Gilliland

Seconded by J. Agar

Motion #1: That a grant in the amount of \$4800 for 2009 be made to the Sombra Township Child Care Organization to assist with the rental fees at the St. Clair Township Community Services building to be financed from the St. Clair Township Education and Environmental Reserve Fund.

CARRIED

On behalf of the group Ms. Bicum thanked Council for their generosity and assistance.

GENERAL ACCOUNTS: Month of March 312009

The Committee reviewed the list of General Accounts. Mr. Quenneville responded to several questions posed by Committee members such as cell phone charges and other general questions.

Moved by S. Miller

Seconded by P. Gilliland

Motion #2: That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 131002 to YEL001, totaling, \$6,076,040.25 be approved for the month of March 2009.

CARRIED

STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurers Statement on the Financial Position of the municipality for the period ending March 31, 2009.

Moved by P. Brown

Seconded by P. Carswell-Alexander

Motion #3: That it be recommended to Council that the Treasurer's Report on the Statement of Financial Position of the Municipality as of March 31, 2009 be accepted.

CARRIED

TREASURER'S REPORT:

Moved by P. Brown

Seconded by J. Agar

Motion #5: That this Committee recommend to Council that the report identified as A-1 dated March 23, 2009 from the Treasurer regarding questions pertaining to accounts payable invoices be received and accepted.

CARRIED

Moved by S. Miller

Seconded by P. Brown

Motion #6: That this Committee recommend to Council that the report identified as A-2 dated March 25, 2009 from the Treasurer recommending that Council approve the grant of \$88,880 to the St Clair River Trail to be financed from the St. Clair Education and Environment reserve fund for the 2008 fund raising year be received and accepted.

CARRIED

The Committee reviewed in detail, Mr. Quenneville's report identified as A-3 on the 2008 year end surplus (deficits). The Committee reviewed line by line the items that the deficit and the approximate amount of \$464,000. Some of the major items were over budget spending and road surfacing, bridge rehabilitation and winter control. Also another category that was over budget was wages which could be attributed to winter control and overtime and the fact that there were 27 pay periods in 2008.

The Committee requested that the Treasurer prepare a report for Council's review relative to Council expenses for the year 2008 and why they were over budget.

Moved by J. Agar

Seconded by S. Miller

Motion #7: That the General Fund deficit of \$324,923 be financed from the Year End Surplus reserve.

That the sanitary surplus of \$8,041 be transferred to the St. Clair sanitary reserves.

That the water surplus of \$429,502 be transferred to the St. Clair water reserve.

That the parkway facilities deficit of \$35,353 be financed from the Parkway reserve.

That the net 2008 public works equipment rental of \$201,598 be transferred to the Public Works Equipment reserve.

That \$30,000 for Boswell Street be charged to the 2008 capital budget and transfer into reserve for 2009.

That Road Department resurfacing shortfall in the amount of \$73,937 be financed from drain reserve with the intent of replenishing this reserve in 2009 from the Road Department budget.

CARRIED

Moved by P. Gilliland

Seconded by J. Agar

Motion #8: That this Committee recommend to Council that the report dated March 25, 2009 from the Treasurer identified as A-4 recommending that the Treasurer and Mayor be authorized to complete the necessary paper work for a one million dollar loan from Infrastructure Ontario be debentured over a twenty year period for the Emergency Services building be received and accepted.

CARRIED

The Committee reviewed Mr. Quenneville's report on the 2009 Operating and Capital budget. The Committee reviewed line by line items that were proposed to be financed from the year end surplus reserve. The Complex snow removal equipment is to be financed from the parkland reserve as opposed to the year end surplus reserve. The Branton Cundick tree removal to be financed from the operating budget and the Cathcart washroom roof is to be financed from the operating budget. The proposal to upgrade Cathcart Park and Branton Cundick Park are to be deleted from the budget.

Moved by P. Gilliland

Seconded by J. Agar

Motion #9: That this Committee recommend to Council that the report dated April 7, 2009 from the Treasurer recommending that the budget for 2009 be approved and accepted as amended.

CARRIED

Moved by P. Gilliland

Seconded by J. Agar

Motion #10: That this Committee recommend to Council that the report identified as A-5 dated March 26, 2009 from the Treasurer recommending that the 2009 Provincial Budget be received and accepted.

CARRIED

Moved by P. Gilliland

Seconded by S. Arnold

Motion #11: That this Committee recommend to Council that the report from the Treasurer identified as A-7 regarding Frank Cowan Company's news and views be received and accepted as information

CARRIED

Moved by S. Miller

Seconded by J. Agar

Motion #12: That this Committee recommend to Council that the report from the Treasurer identified as A-8 regarding the Infrastructure Stimulus Fund be received and accepted as information.

CARRIED

In discussion on the Infrastructure Stimulus the Committee directed staff to prepare a list of possible eligible projects for grant application for Council to review and prioritize.

BUILDING INSPECTOR'S REPORT:

Moved by P. Gilliland

Seconded by P. Brown

Motion #13: That this Committee recommend to Council that the report submitted from the County of Lambton regarding the Building Permit Reports for the month of March 2009 be received and accepted as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

The Committee reviewed Mr. Hackett's monthly report regarding several various community services activities. In discussion of the completion of the Mooretown boat launch, the Committee felt that Mr. Hackett should arrange an appropriate grand opening ceremony. Also the Committee discussed in detail the proposed splash pad at CAP that is a joint venture between the Township and the Moore Optimist, Mr. Hackett advised of several options for the splash pad including a water recirculation system as opposed to the drained away system. It was the general consensus of the Committee that the additional costs of the water recirculation system estimated to be approximately \$100,000 in the long run, may not be cost productive.

Moved by P. Gilliland

Seconded by S. Miller

Motion #14: That this Committee recommend to Council that the monthly report received from the Director of Community Services dated April 6, 2009 be received and the recommendations contained within be approved.

CARRIED

NEW BUSINESS:

The Committee briefly discussed the requested grant for 2009 from the physician recruitment task force. Mayor Arnold advised that the efforts to recruit a physician in Corunna have not yet been completed. The committee deferred further consideration of a possible 2009 grant until the status of a new physician for Corunna is known.

Councillor Carswell-Alexander brought forward a concern regarding a flag pole at the Bear Creek Cemetery. Mayor Arnold advised that he was very familiar with the situation and would contact Mr. Miller in this regard.

Mr. Rodey advised of a need to discuss a property issue in camera.

Moved by S. Miller

Seconded by P. Brown

Motion #15: That the meeting enter an in-camera session to discuss a property issue.

CARRIED

Meeting returned to order.

Moved by S. Miller

Seconded by P. Brown

Motion #16: That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 9:55 p.m.

D. Randell,
Chairperson

J. DeMars
Secretary