

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

St. Clair Civic Centre
Sombra Room
October 12, 2005
2:00 p.m.

The meeting of the Committee of the Whole was held Wednesday, October 12, 2005 with the following people present:

Members present:

S. Miller,	Chairperson, Public Works and Operations
S. Warner,	Chairperson, Finance & Administration
J. Dedecker,	Mayor
D. Randell,	Councillor
P. Alexander,	“
P. Gilliland	“

Staff	J. Rodey,	CAO
	J. DeMars,	Director of Administration/Clerk
	R. Kerr,	Director of Public Works
	G. Lozon,	Deputy Treasurer

Absent	S. Arnold,	Deputy Mayor
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FINANCE AND ADMINISTRATION COMMITTEE

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month of September, 2005

3. STATEMENT OF FINANCIAL POSITION: months ended September, 2005

4. TREASURER'S REPORT:

A-1 – AMO/LAS
A-2 – 2006 Property Taxes - Due Dates
A-3 - Current Value Assessment change for 2006 Taxation Year
A-4 – 2005 Tax Cap Amounts
A-5 – Tax Due Date Comparison
A-6 – MFOA Newsletter

5. BUILDING INSPECTOR'S REPORT:

B-1 - Building Permit Reports Ending September 2005
B-2 – Accessory Structure at 342 Murray St., Corunna

6. CLERK'S REPORTS:

C-1 – 342 Murray St., Corunna

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

D-1 – Mileage Allowance

8. DIRECTOR OF COMMUNITY SERVICES REPORT:

E-1 – Monthly Report

9. NEW BUSINESS:

10. ADJOURNMENT:

Chairman Warner called the meeting to order at 2:00 p.m. and asked members to declare any conflicts of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

GENERAL ACCOUNTS: Month of September 2005

The Committee reviewed the list of General Accounts for the month of September 2005. Deputy Treasurer Lozon responded to several questions posed by the Committee and offered to provide further details on the payment of \$3,070.60 as minutes of settlement to the St. Clair Region Conservation Authority.

Moved by J. Dedecker

Seconded by P. Gilliland

Motion #1 That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 148001 to XER001, totaling, \$5,650,360.69 be approved for the month of September, 2005.

CARRIED

The Committee proceeded to review with Mr. Lozon the Treasurers Statement on the Financial Position of the municipality for the period ending September, 2005.

Moved by P. Gilliland

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 September, 2005 be accepted.

CARRIED

TREASURER'S REPORT:

Moved by J. Dedecker

Seconded by D. Randell

Motion #3 That it be recommended to Council that the Treasurer be given the authority to sign documents necessary for the AMO/LAS Electricity Procurement Program and finance the electricity load profiles cost from the 2005 operating expenses.

CARRIED

Moved by P. Gilliland

Seconded by P. Alexander

Motion #4 That it be recommended to Council that the interim property tax due dates, for 2006, be established as March 9 and May 10 and final tax due dates of August 10 and October 12 be approved for the year 2006.

CARRIED

The Committee reviewed the Treasurer's report identified as A-3 regarding the Current Value Assessment change for the 2006 taxation year. The report detailed the average assessment increase in St. Clair Township for various property classes and as well as a comparison to other Lambton County municipalities.

Moved by D. Randell

Seconded by P. Alexander

Motion #5 That it be recommended to Council that the Treasurer's report on the Current Value Assessment change for the 2006 taxation year be received.

CARRIED

Moved by S. Miller

Seconded by P. Alexander

Motion #6 That it be recommended to Council that the Deputy Treasurer/Coordinator of Accounting report entitled "2005 Tax Cap Amounts" be received and accepted.

CARRIED

The Committee also reviewed the report prepared by Mr. Lozon identified as Report A-5 regarding a comparison of tax due dates for the municipality from the year 2001 to 2005.

Moved by S. Miller

Seconded by D. Randell

Motion #7 That it be recommended to Council that the Deputy Treasurer/Coordinator of Accounting report entitled "Tax Due Date Comparisons" be received and accepted.

CARRIED

Moved by P. Alexander

Seconded by P. Gilliland

Motion #8 That it be recommended to Council that the Treasurer's report on the Municipal Finance Officers Association News Letter be received for information.

CARRIED

BUILDING INSPECTOR'S REPORT:

Council reviewed with Mr. Weerdenburg the monthly report of the Building Inspector which included year-to-date statistical comparisons with year-to-date from the year 2004. It was noted that the value of construction to the period ending September 30, 2005 was \$20,804,000. compared to the same period amount of \$14,439,438. for the year 2004.

Moved by S. Miller

Seconded by P. Alexander

Motion #9 That it be recommended to Council that the monthly report of the Building Inspector be received and accepted.

CARRIED

The Committee proceeded to review Mr. Weerdenburg's report on the issue of the accessory structure at 342 Murray Street in Corunna. At the request of a member of Council the Building Inspector has checked the height of the accessory building being constructed and it was the Building Inspector's opinion that the height of the building fell within the prescribed limits in the Township Zoning By-law. However, a discussion was forthcoming on the possibility of lowering the maximum height in residential areas by way of a zoning by-law amendment. The Building Inspector also identified to the Committee a problem being experienced with owners attaching accessory buildings in an attempt to circumvent the intent of the zoning by-law.

Moved by S. Miller

Seconded by P. Alexander

Motion #10 That it be recommended to Council that a Zoning By-law amendment be drafted to reduce the height of detached accessory buildings in the R1 zone to 5.0 metres (16.5 feet) and to clarify in the zoning by-law what is meant by detached to prevent circumventing the intent of the by-law with the use of a breezeway to increase the height and area of accessory structures in all residential zones.

CARRIED

The Clerk pointed out that the Planning staff is proposing to prepare a comprehensive house keeping type zoning by-law amendment that would address several areas of concern and it was suggested that these two items identified by the Building Inspector be incorporated into this comprehensive by-law for Council consideration either later this year or early in 2006. Also in response to questions from the Committee Mr. Weerdenburg advised that the other accessory buildings located at 342 Murray St. would be removed once the accessory building under construction is ready for occupancy due to the fact that if these structures remain the maximum permitted lot coverage of accessory buildings would be exceeded. In response to the Committee's questions Mr. Weerdenburg advised that the owner is aware of the requirement to remove the structures.

CLERK'S REPORT:

Committee reviewed the report prepared by the Clerk relative to the possibility of commercial activity at 342 Murray Street.

Moved by P. Gilliland

Seconded by D. Randell

Motion #11 That it be recommended to Council that the property known as 342 Murray St. be monitored relative to possible commercial activities and if necessary the advice of the Township Solicitor be sought if evidence of commercial activity is found or suspected once the storage building is complete.

CARRIED

A member of the Committee took exception to the phrase "monitored" in the Clerk's report.

CAO'S REPORT:

The Committee reviewed the report prepared by Mr. Rodey relative to the established Township mileage allowance.

Moved by J. Dedecker

Seconded by P. Alexander

Motion #12 That it be recommended to Council that the report from John Rodey, CAO with respect to the mileage allowance be received and that the mileage allowance be increased from 42 cents to 45 cents per kilometer immediately and that the rate be reviewed again in January 2006.

CARRIED

NEW BUSINESS:

Moved by J. Dedecker

Seconded by P. Gilliland

Motion #13 That the meeting enter a session of the Committee of the Whole with Chairman Warner as Chair to discuss a personnel issue.

CARRIED

Meeting returned to order.

Moved by P. Alexander

Seconded by D. Randell

Motion #14 That it be recommended to Council that the CAO's report on the issue of remuneration and compensation dated October 12, 2005 be received and accepted and that staff be authorized to proceed with normal bi-weekly pay as identified in the report until the outstanding amount is depleted with the issue to be revisited in January 2006.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

The Committee reviewed the draft terms of reference for the proposed St. Clair Township Youth Committee.

Moved by P. Alexander

Seconded by P. Gilliland

Motion #15 That it be recommended to Council that the draft terms of reference for the proposed St. Clair Township Youth Committee dated September 26, 2005 be received and accepted.

CARRIED

Moved by J. Dedecker

Seconded by P. Alexander

Motion #16 That it be recommended to Council that the draft Management Agreement proposed between the Optimist Club of Moore and the Township of St. Clair be received and accepted and that the agreement be formalized by by-law.

CARRIED

Mr. Hackett advised the Committee of the need based on a recent fire inspection to upgrade the existing Courtright Community Hall Kitchen Hood Ventilation system to current standards. Two quotes for the required work were received. The quotes were as follows:

Abram Sheet Metal	\$7,500 plus electrical work
PJ Welding	\$6,150 plus electrical work

Mr. Hackett advised the Committee that several aspects of this ventilation hood upgrade would be carried on with where ever possible existing Township staff and resources.

Moved by J. Dedecker

Seconded by D. Randell

Motion #17 That it be recommended to Council that the quote of PJ Welding in the amount of \$6,150.00 for the Courtright Community Hall Kitchen Hood Ventilation system upgrade be accepted and approved and that the appropriate contract documents be signed.

CARRIED

The Committee discussed in detail the draft agreement to provide for the co-use with the Lambton Kent District School Board for the use of the Brigden Elementary School as a public library under the Lambton County Library System. Councillor Alexander suggested that a reciprocal clause be included in the draft to require the School Board to receive pre-approval for the municipality for any partitioning of the library area.

A motion by P. Alexander, Seconded by P. Gilliland to authorize the Director of Community Services to renegotiate with the Lambton Kent District School Board to provide that the School Board obtain pre-approval from the municipality prior to any internal reconfiguration of the library space was defeated.

Moved by J. Dedecker

Seconded by D. Randell

Motion #18 That it be recommended to Council that the draft agreement between the municipality and the Lambton Kent District School Board for the co-use of the Brigden Elementary School library facilities as a public library be approved for signing and forwarded to the Lambton Kent District School Board for their approval with the agreement to be confirmed by by-law.

CARRIED

The Committee discussed with Mr. Hackett the Health and Wellness Feasibility Study, and his recommendation based in part from the recommendation of the Parks Advisory Board to proceed to the next level in this proposed project.

Moved by P. Alexander

Seconded by S. Miller

Motion #19 That it be recommended to Council that the Department of Community Services be instructed to complete the following, relative to the Health and Wellness Feasibility Study:

1. Prepare a draft business plan assessing operating costs and revenue potential.
2. Assess partnership opportunities.
3. Develop a concept plan.
4. Prepare capital cost estimates.

CARRIED

Councillor Gilliland questioned the amount of staff time that will be required and the resources necessary to achieve the recommendation.

Mr. Hackett detailed to the Committee members quotations received for the completion of the two dressing room floors in Rink 2. The Committee was reminded that Council had previously approved the installation of a new floor in certain areas, but the proposal is now to expand the quote of the original successful bidder to achieve new flooring on the two dressing rooms in Rink 2. It was pointed out that budget allocation has been provided for these floor resurfacings and there is an approximate \$1100. 00 savings if all four dressing rooms were completed at this time. It was pointed out that the cost of the additional two dressing room floors based on the quote of Gym Con are \$3,925.00 for each floor.

Moved by S. Miller

Seconded by D. Randell

Motion #20 That it be recommended to Council that the quote of Gym Con be extended to provide for the new floor surfaces on the two dressing rooms in Rink 2 at an additional cost of \$3,925.00 each for the two floor surfaces.

CARRIED

NEW BUSINESS:

Councillor Randell pointed out to Mr. Lozon that Chatham Kent has similar concerns regarding the Ontario Municipal Partnership Fund as those expressed earlier by the Treasurer on behalf of St. Clair Township. Councillor Randell advised that according to local media reports Chatham Kent has been unsuccessful in its attempt for major assistance in its lobbying effort with the Province.

Hearing no further business Chairman Warner declared the meeting adjourn at 3:00 p.m.

S. Warner,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS AND OPERATIONS COMMITTEE

AGENDA:

3:00 p.m. - Corunna Parking Study - Recommendations
- Review

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Monthly Report dated October 5, 2005
- Crossing Guards
- Encroachment Agreement
- Sombra Dock Rental

3. COORDINATOR OF OPERATIONS REPORT:

- Monthly Report dated September 30, 2005
- Sidewalk Maintenance/Replacement
- Encroachment Policy

4. COORDINATOR OF ENGINEERING SERVICES:

- Monthly Report dated October 5, 2005
- St. Clair Parkway Sanitary Sewer/Water – Easement Acquisition & Expropriation
- Rural Water Extension on Bickford Line (from 731 Bickford to 521 Bickford)
- Sidewalks crossing the CSX Railway Tracks

5. DRAINAGE SUPERINTENDENT:

- Monthly Report dated October 4, 2005

6. DEPUTY CLERK/COORDINATOR OF PLANNING:

- Nash Landing Extension Subdivision

6. CLERK'S REPORT:

7. CAO'S REPORT:

8. NEW BUSINESS:9. ADJOURNMENT:

Chairman Miller called the meeting to order at 3:05 p.m. and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

Councillor Alexander declared a conflict of interest during the discussion of the Corunna Parking Study in the area referred to as Lyndoch Street North as being a business owner in that affected area.

Moved by P. Alexander

Seconded by P. Gilliland

Motion #21: That the review of the downtown Corunna comprehensive parking study be broken into three specific areas namely south Lyndoch Street, Hill Street and north Lyndoch Street to allow full participation in the discussion.

CARRIED

The Committee discussed the comprehensive parking study tabled in October 2004 relative to identified or perceived parking problem areas and possible solutions. The Committee discussed the possibility of developing a gravel surface parking lot on the north side of Hill Street at the intersection of Beresford Street that would allow improved parking for the Beresford Street residents and possibly Stag Island residents and persons using the boat launch area. The Committee requested Staff to reconfigure the base map filed with the comprehensive study to more clearly identify the properties owned by the Municipality on Beresford Street north of Hill Street.

The Committee proceeded to discuss the parking congestion being experienced near the intersection of Paget Street and Lyndoch Street. Councillor Alexander declared a conflict of interest as being an owner of a business in the affected area and left the meeting room. The Committee in discussion felt that parking congestion is prevalent at the intersection of Paget and Lyndoch Streets aggravated in part by the location of the Tim Horton's facility. Council also questioned the accident statistics for the entire community of Corunna and instructed Staff to contact the local O.P.P. for a statistical report on the type and location of motor vehicle accidents in Corunna over the last several years. The Committee directed that the issue of the comprehensive parking study for the community of Corunna be revisited at the next meeting of the Committee pending the information requested from Staff.

DIRECTOR OF PUBLIC WORKS REPORT:

Moved by S. Warner

Seconded by D. Randell

Motion #22: That it be recommended to Council that the monthly report of the Director of Public Works be received and accepted.

CARRIED

In the report Councillor Gilliland pointed out that the Moore Line bridge reconstruction project has been identified as being complete and questioned the location and elevation of a catch basin on the south side of the Moore Line west of the Moore Line bridge and as well water ponding on the driveway on the north side of the Moore Line west of the newly constructed bridge. Mr. Kerr advised that he would look at the areas of concern as identified by Councillor Gilliland with a report to Council or the Committee.

Moved by S. Warner

Seconded by J. Dedecker

Motion #23: That it be recommended to Council that the daily rate for Crossing Guards be increased to \$24.00 per day effective September 6, 2005.

CARRIED

Mr. Kerr presented to the Committee a draft encroachment agreement proposed between the Municipality and Mr. Jarvis, owner of property at 1266 Rokeby Line. The agreement if accepted would allow the permanent installation of a manure close crossing to be used intermittently.

Moved by J. Dedecker

Seconded by D. Randell

Motion #24: That it be recommended to Council that an encroachment agreement be approved for a casing installation at Lot 18, Concession 9 geographic Township of Moore, Township of St. Clair, (1266 Rokeby Line) for the purpose of intermittent pumping of liquid manure in an enclosed hose, and that the Mayor and Clerk be authorized to execute the agreement on behalf of the municipality.

CARRIED

Mr. Kerr advised of a request received from Southwest Sales to utilize the Township Dock near Sombra on a short term basis for the delivery of aggregate for a private contractor. It was pointed out that the Township entered a similar agreement in the Year 2002 with another aggregate supplier.

Moved by J. Dedecker

Seconded by P. Alexander

Motion #25: That it be recommended to Council that the former Township of Sombra gravel dock be made available to Southwestern Sales Corporation Limited for the temporary storage and transfer of granular material for a period of November 1, 2005 through to February 28, 2006 at a fee of \$.45 per imperial ton, subject to the execution of an appropriate enabling agreement.

CARRIED

COORDINATOR OF OPERATIONS REPORT:

Moved by S. Warner

Seconded by D. Randell

Motion #26: That it be recommended to Council that the monthly report of the Coordinator of Operations dated September 30, 2005 be received and accepted.

CARRIED

Councillor Gilliland advised of a request received for the placement of additional street lights on the St. Clair Parkway north of Curran Street Public Works to review.

The Committee also discussed the issue of removable traffic signs to allow the flow of relatively wide farm vehicles across narrow bridges and at narrow intersections. The Committee expressed concerns of municipal liability that would occur should the failure of such signs result.

The Mayor also questioned the possibility of installing appropriate street lighting at the intersection of Highway 40 and the Lambton Line. It was noted that this intersection involves the Province, the County and the Township of St. Clair. Mr. Kerr advised that since a Provincial Highway is involved, MTO approval would be required and that any street light that may be installed would need to be installed to a higher MTO standard.

A motion to recommend acceptance of Mr. Selman's report relative to sidewalk maintenance was withdrawn.

Moved by J. Dedecker

Seconded by P. Alexander

Motion #27: That it be recommended to Council that the Coordinator of Operations Report dated September 30, 2005 regarding sidewalk maintenance / replacement be tabled for further review at the next meeting of the Public Works and Operations Committee.

CARRIED

The Committee reviewed the report filed by Mr. Selman dated September 9, 2005 relative to a draft encroachment policy to replace the current pipeline crossing policy as identified in by-law 73 of 1981. Mr. Kerr pointed out that the last page of the policy contained a fee schedule that may need to be refined following discussions with the Committee and Staff.

Moved by D. Randell

Seconded by P. Alexander

Motion #28: That it be recommended to Council that the draft encroachment policy as per the Coordinator of Operations Report dated September 9, 2005 be accepted and approved with the exception of the fee schedule which is to be further developed and refined.

CARRIED

CO-ORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by S. Warner

Seconded by D. Randell

Motion #29: That it be recommended to Council that the monthly report of the Coordinator of Engineering Services be received and accepted.

CARRIED

In response to an item in Mr. Burnham's report, Mr. Kerr advised that he is working on an agreement for the Stag Island water system similar to an existing agreement for a similar municipal service to Fawn Island.

Moved by S. Warner

Seconded by P. Alexander

Motion #30: That it be recommended to Council that the report of the Coordinator of Engineering Services regarding the St. Clair Parkway sanitary sewer/water easement acquisition and expropriation be received and accepted.

CARRIED

The Committee was advised that if a hearing of necessity is required to advance the easement procurement program the Hearing of Necessity would be held locally in early November of 2005.

The Committee reviewed Mr. Burnham's report regarding the request for rural water extension on the Bickford Line.

Moved by J. Dedecker

Seconded by D. Randell

Motion #31: That it be recommended to Council that the request of Lambton Sportsmen Limited to extend the 100 millimeter (4 inch) diameter rural water line from 737 Bickford Line to 521 Bickford Line be approved and that the Engineering Department be authorized to design the extension and apply for a Certificate of Approval from the Ministry of the Environment.

CARRIED

In response to the Committee's question Mr. Kerr advised that the expenses incurred in this project would be charged to Lambton Sportsmen Limited, the requesting benefiting property owner.

The Committee reviewed Mr. Burnham's report dated October 12, 2005 regarding sidewalk crossings of the CSX Railway tracks. In this report Mr. Burnham has deleted the Moore Line, Mooretown crossing as having already been completed. The estimated cost to complete the sidewalk crossings at 6 locations of CSX Railway in various areas of the municipality is \$12,400.00. It was pointed out to the Committee that \$30,000.00 had been made available in the 2005 budget for sidewalk maintenance projects.

Moved by J. Dedecker

Seconded by P. Alexander

Motion #32: That it be recommended to Council that the proposal of OWS Railway construction and maintenance of Petrolia for the supply and installation of asphalt between the rails and rubber rail seals at the locations listed above relative to the October 12, 2005 report in the amount of \$12,400.00 plus taxes be approved.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by P. Alexander

Seconded by S. Warner

Motion #33: That it be recommended to Council that the monthly report of the Drainage Superintendent dated October 4, 2005 and the recommendations contained therein be accepted and approved.

CARRIED

DEPUTY CLERK/COORDINATOR OF PLANNING:

Council reviewed Ms. Brennan's report on the Nash Landing Extension Subdivision. Mr. Kerr advised that the current proposal is to extend Paget Street to the east into the St. Clair

Heights Subdivision and Brooktree Drive west into Nash Drive that would allow improved vehicular access to the area known as the Nash Landing Extension Phase I.

Moved by S. Warner

Seconded by D. Randell

Motion #34: That it be recommended to Council that the Nash Landing Extension Subdivision agreement be amended as requested.

CARRIED

NEW BUSINESS:

In response to the Mayor's question, Mr. Kerr advised that the yard waste pick-up program would commence on October 20 and run for approximately 1 month.

Councillor Alexander advised the Committee of a motor vehicle accident at the Lambton Line and the Brigden Road this past week-end and questioned how many accidents have occurred in the last several years at this location. Councillor Alexander also led the Committee in a discussion of the possibility of hiring an engineering co-op student, if appropriate, to assist the engineering group in the completion of capital projects.

Mayor Dedecker questioned Mr. Kerr as to the repair needs for the area of the St. Clair Parkway that is experiencing slumping between the Oil Springs Line and the Bickford Line. Mr. Kerr advised that T. W. Gray & Associates are preparing a design for Staff review on possible remedies to the problem. Hearing no further comments or business it was:

Moved by J. Dedecker

Seconded by S. Warner

Motion #35: That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 4:05 p.m.

S. Miller,
Chairperson

J. DeMars
Secretary