

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

St. Clair Civic Centre
Sombra Room
Wednesday, December 14, 2005
9:00 a.m.

Members present:

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

Staff	J. Rodey,	CAO
	J. DeMars,	Director of Administration/Clerk
	R. Kerr,	Director of Public Works
	C. Quenneville,	Director of Finance/Treasurer
	R. Dewhirst,	Director of Emergency Services
	G. Hackett,	Director of Community Services

AGENDA:

9:00 a.m. – 2006 Draft Capital Budget Review

1:00 p.m. – Hemson Consulting Ltd. - 2005 Development Charges Study

2:30 p.m. Andrew Flanagan – Invenergy Project Update

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month of November, 2005

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

4. TREASURER’S REPORT:

- A-1 – Web Site Development
- A-2 – Tax Adjustments and Large Ontario Power Generation Supplementary Assessments
- A-3 – Moore Township Community and Recreational Foundation
- A-4 – Strategic Financial Overview for the budget years 2001 to 2005
- A-5 – Hemson Consulting Ltd. Development Charge Study
- A-6 – Financial Indicator Review - 2005

5. BUILDING INSPECTOR’S REPORT:

B-1 - Building Permit Reports Ending November 2005

6. CLERK’S REPORTS:

7. C.A.O.’S REPORTS:

8. NEW BUSINESS:

9. ADJOURNMENT:

Chairperson Warner called the meeting to order at 9:00 a.m. and asked members to declare any conflicts of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

Chairperson Warner then called upon CAO John Rodey, to provide opening remarks for this meeting to consider the draft 2006 capital budget. Mr. Rodey advised that the capital budget items have been prioritized by senior staff and the results of those discussions are shown on the budget project summary. It was pointed out that traditionally St. Clair Township raises approximately 1.7 million dollars through the general taxation to finance capital projects with the remainder of capital projects being financed from established reserve funds or external sources. The meeting was turned over to Treasurer Charles Quenneville who provided a summary as to capital dollars spent in the years 2001 to 2006 and an explanation of the status of various reserves particularly water and wastewater sewer reserves that have been placed at an environmental category.

The appropriate Department Heads then presented to the Committee items pertaining to their service function as outlined in this draft budget submission.

Director of Community Services:

Mr. Hackett provided a brief overview on the expenditures proposed from the \$100,000. that has been provided in the draft that has been traditionally provided for general capital items pertaining to the Sports Complex. The projects proposed for 2006 include a new compressor and roof painting and general facilities maintenance.

The Committee also discussed with Mr. Hackett items pertaining to the Sombra Community Hall relative to money that has been placed in the 2005 capital budget or that the projects that have not been completed will be assigned to an appropriate reserve. Also, the Committee discussed the proposal to engage a consultant for an energy audit for the Sports Complex and several possible funding sources were discussed and identified. Mr. Hackett also detailed to the Committee his proposal for Council consideration for the establishment of a policy to direct a certain percentage of the campgrounds operating profits into a capital project reserve fund to finance, at Council's direction, large items such as swimming pool replacement, splash pad construction or the extension of sanitary sewers to the east end of the campground. The Committee directed that this concept be tabled for further discussion to the New Year when outside influences that may affect the campground and the Township's Community Services may be better known.

The Committee discussed in detail the project known as line item 65 Sombra Park washroom and concession upgrade. Mr. Hackett referred the Committee to his report on the issue dated December 6th and the resulting recommendation that the project be advanced as a cooperative effort with the Sombra Athletic Association, with partial funding in the amount of 50% of the projected project cost to be devoted by that group.

Director of Fire and Emergency Services:

Chief Dewhirst detailed to the Committee his project to replace breathing apparatus used by the volunteer firefighters. Mr. Dewhirst stated that the original proposal was to spread the expenditure estimated to cost in total approximately \$450,000. over two budget years, namely; 2006 and 2007. The Committee discussed the possibility of financing the second year of the program for purchase of all the equipment in 2006 to be financed from the St. Clair Township Environment and Education fund, with the funds to be repaid to that reserve in the 2007 budget year. Another alternative to finance the second year of the two year program would be to reduce by the appropriate amount budget line item 27 regarding the life cycle costing for replacement of the fire fleet. Although Council approved in principle of the concept of life cycle costing it was felt that the program could be delayed by one year and the funds proposed to be devoted in 2006 to this reserve fund could be reverted to financing of the

second component of the breathing apparatus project. The Committee requested that the Treasurer and Fire Chief prepare a report for Council consideration with recommendation as to the refinement of the actual needs of the number of breathing apparatus required, plus recommended funding sources.

Director of Public Works:

In review of budget line item 17 regarding the embankment repair of the St. Clair Parkway south of Oil Springs Line, the Committee suggested that the St. Clair Region Conservation Authority be contacted as a possible funding source partner for this project. The Committee discussed in detail budget line item 19 regarding the Taylor Drain and discussed the possibility of delaying construction of the Taylor Drain and increasing the reserves from the draft 2006 budget. Mr. Kerr, however, pointed out that due to road pavement failure in this area the project should be given a relatively high priority rating.

The Committee also requested Mr. Kerr contact the St. Clair Conservation Authority or the County of Lambton regarding maintenance responsibility for the St. Clair Parkway bridge over the McKeough Diversion Channel.

The Committee also requested Mr. Kerr to investigate with MTO streetlighting requirements that would be imposed by the MTO for a proposed streetlight installation at the intersection of Highway 40 and the Lambton Line. It was felt that if a streetlight could be replaced at this intersection consideration should be made with the cooperation of Lambton County to install a similar light at the intersection of the Bentpath Line and Highway 40.

The Committee questioned Mr. Kerr on budget line item 78 regarding the Penrise Street drain improvement that is awaiting report from the engineering consultant. Mr. Kerr advised that in 2005 money was placed in a reserve for this project and if the project proceeds to completion in 2006 that reserve fund could be used as a financing vehicle.

The Committee also expressed concern that previous budget projects not receiving a high priority such as the reconstruction of Bentinck Street and Colborne Street in Corunna did not make the listing on the draft 2006 budget.

Mr. Kerr also reviewed with the Committee the draft water and wastewater capital budgets for 2006. It was noted that the proposed water and wastewater projects are proposed to be financed strictly from established reserve funds.

Deputy Mayor Arnold stated in his opinion the urban street reconstruction projects for Bentinck Street and Colborne Street should be brought forward in some format to the draft 2006 budget as a priority item and expressed his opinion that the Brigden Road should be maintained as an asphalt surface due to the traffic the road experiences. He would be reluctant to see the road reduced to surface treatment only. Mr. Kerr explained the advantages of asphalt versus surface treatment, and that surface treatment was probably the preferred method of paving if the road base is suspected to be substandard.

Moved by J. Dedecker

Seconded by P. Gilliland

Motion #1 That the meeting adjourn for lunch.

CARRIED

Meeting reconvened at 12:45 p.m.

Moved by S. Arnold

Seconded by J. Dedecker

Motion #2 That it be recommended to Council that the proposed project to improve Bentinck Street from Hill to Paget in the amount of \$40,000. to fund preliminary engineering and cost estimates be established with the funds to be reallocated from the Reid Drain reserve in the amount of \$41,700.00.

CARRIED

A motion by Councillor Alexander to recommend that projects totaling \$500,000. from reserve funds was not seconded and failed.

Moved by S. Arnold

Seconded by P. Alexander

Motion #3 That it be recommended to Council that projects identified as line item 48 and 49 being the purchase of a pickup truck to replace unit number 3 and the truck for the Facilities Coordinator be postponed for consideration in the draft 2007 budget.

CARRIED

Moved by S. Arnold

Seconded by J. Dedecker

Motion #4 That it be recommended to Council that budget line item 82, the Mooretown Sports Complex Fitness Club be moved to a 2006 project with funding from the St. Clair Township Environmental and Education Fund at an estimated cost of \$70,000.00 to provide for the cost of conceptual drawings and design.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #5 That it be recommended to Council that budget line item 77, St. Clair Civic Square Clock Tower Park Phase 3 be included as a priority item in the draft 2006 capital budget.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #6 That it be recommended to Council that budget items line item 4 to line item 65 inclusive with an estimated expenditure from the revenue fund of 1.69 million dollars as amended by the budget inclusions and deferrals be approved.

CARRIED

Moved by P. Gilliland

Seconded by P. Alexander

Motion #7 That it be recommended to Council that the draft 2006 water and wastewater capital budgets be approved as presented subject to the confirmation of external funding.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #8 That it be recommended to Council that the Township of St. Clair support the Sombra Minor Athletic Association in their effort to upgrade the existing washroom to a fully handicapped accessible washroom facility including a concession area and storage area. This new facility would be located at the existing pavilion at the Sombra Ball Park. The requested support is to match dollars with the Athletic Association to build the new facility, estimated total cost \$109,000.00 Township share \$54,000.00 along with allowing the Athletic Association to enter into a financing agreement to pay back their share in 60 months or less.

That the financing for this facility come from the Education and Environment Reserve Fund and the Special Projects (prop) reserve fund.

CARRIED

At the appointed time Chairperson Warner on behalf of the Committee welcomed Mr. Stephen Kreczuvowicz and Mr. Craig Binning from Hemson Consulting Ltd. present to present to the Committee their background report on the issue of development charges. The consultant explained to the Committee the process required in processing a new by-law under the Development Charges Act which required a public meeting, review of the comments at the public meeting for Council review and possible incorporation into a Development Charges By-law.

The consultant explained the methodology in the calculation to determine the maximum development charges for various categories such as fire, roads, community and social services. The calculations revealed that the maximum development charges for the urban area of the Township identified as Courtright, Mooretown and Corunna would be \$9,600.00 with the maximum chargeable in the non urban areas including Port Lambton, Sombra, Wilkesport and Brigden and the rural areas to be \$3,300.00. It was pointed out that the current Development Charges Act By-law has expired and imposed a \$1,750.00 Development Charge urban area defined as Courtright, Mooretown and Corunna. The consultants pointed out that this would be the maximum allowable Development Charges Act fees but Council could set by By-law the fees at any level up to this maximum. Also, it was pointed out that the by-law could provide that such charges could be phased in over a five year period. It was also

pointed out that a new by-law would be required since the current by-law has expired and with it the municipalities authority to levy Development Charges Act fees. Also, it was pointed out that rates could be imposed on all property classes such as single residential, institutional, industrial and commercial. Several members of the Committee expressed their concern that charging such Development Charges at the maximum could have a negative impact on growth in all development sectors.

At the conclusion of the discussion the Committee thanked Mr. Kreczuvowicz and Mr. Binning for their attendance.

Moved by J. Dedecker

Seconded by P. Alexander

Motion #9 That it be recommended to Council that the Hemson Consulting Ltd. report on the subject of Development Charges Act be received.

CARRIED

The Committee welcomed Andrew Flanagan, Invenergy Project Manager for the St. Clair Energy Project and Mr. Joe Hudzek, Project Engineer to discuss with the Committee the status of the St. Clair Energy proposal has currently been referred to the Ontario Municipal Board appealing Council's decision to deny the enabling Official Plan amendment and Rezoning.

Moved by S. Arnold

Seconded by D. Randell

Motion #10 That the meeting enter an in camera session with Councillor Warner as Chairperson to discuss a property issue.

CARRIED

The meeting returned to order and the Committee proceeded to review the accounts for the month of November.

GENERAL ACCOUNTS: Month of November 2004

The Committee reviewed the list of General Accounts

Moved by S. Arnold

Seconded by P. Gilliland

Motion #11 That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 206001 to XER002, totaling, \$1,888,937.86 be approved for the month of November, 2004.

CARRIED

The Committee requested the Treasurer prepare a report regarding the charges to Holland Cleaning Solutions for various amounts for the month of November.

Moved by D. Randell

Seconded by S. Miller

Motion #12 That it be recommended to Council that the Statement of Financial Position for the Township of St. Clair for the period ending November 30, 2005 be received.

CARRIED

TREASURER'S REPORT:

Moved by P. Alexander

Seconded by P. Gilliland

Motion #13 That it be recommended to Council that the Deputy Treasurer's Report entitled Web Site Development be received.

CARRIED

The Committee reviewed in detail Mr. Lozon's report entitled Tax Adjustments and Large Ontario Power Generation Supplementary Assessments. In the report Mr. Lozon has detailed for the year 2003, 2004 and 2005 the positive impact for the property taxes collected from OPG based on the reassessment of the properties. Mr. Quenneville pointed out to the Committee, however, that it was his understanding through discussions with MPAC that OPG proposes to appeal the supplementary assessments. If such appeal is successful tax dollars received from OPG may need to be refunded.

After considerable discussion, it was;

Moved by P. Alexander

Seconded by S. Miller

Motion #14 That it be recommended to Council that the increased tax revenue generated from the supplementary assessment from Ontario Power Generation be placed in a reserve to remain uncommitted and unspent until the final appeal process has been exhausted.

MOTION DEFEATED

Moved by D. Randell

Seconded by P. Gilliland

Motion #15 That it be recommended to Council that the additional tax revenue due to the supplementary assessment of the Ontario Power Generation properties be placed in a special identifiable reserve.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #16 That it be recommended to Council that the report on the Moore Township Community and Recreational Foundation dated December 5, 2005 be received.

CARRIED

Mayor Dedecker pointed out that the Committee will meet for the first time in his tenure as Mayor later this week.

Moved by S. Miller

Seconded by S. Arnold

Motion #17 That it be recommended to Council that the Treasurer's report entitled Strategic Financial Overview for the budget years 2001 to 2005 be received.

CARRIED

The Committee reviewed Mr. Quenneville's report dated December 7, 2005 on the Henson Consulting Development Charges Background Study.

Moved by S. Arnold

Seconded by J. Dedecker

Motion #18 That it be recommended to Council that staff be instructed to draft a Development Charges Act By-law to be consistent with and have the same provisions as the current Development Charges Act By-law.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #19 That it be recommended to Council that the Treasurer's report identified as A-6 being a Financial Indicator Review for 2005 be received.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Arnold

Seconded by S. Miller

Motion #20 That it be recommended to Council that the monthly report for the Month of November 2005 of the Building Inspector be received and accepted.

CARRIED

CAO'S REPORT:

Mr. Rodey advised that he has been in contact with the Lambton Group Police Services Board Chair, Mr. Gare, who was advised that St. Clair Township may be in a position to assist with the development of a Community Police Station in St. Clair Township. Mr. Gare advised that the housing needs for the community Police Station would be discussed by the Lambton Group Police Services Board and negotiated with the OPP at a meeting to be held in January 2006. The outcome of this meeting and negotiation would be conveyed to St. Clair Township.

NEW BUSINESS:

Councillor Miller questioned whether the recent Southwestern Conference Co-sponsored by AMO and the Ministry of Municipal Affairs and Housing was a paid conference. The Committee responded in the affirmative. In response to Chairperson Warner's questions, the Clerk advised that the Building Inspector did not require soil sampling for the property in question, but that under certain circumstances soil testing and remedial measures may be required if the excavation for the proposed dwelling were not satisfactory. It was pointed out that this is not an unusual circumstance in that each excavation is subject to similar scrutiny.

Moved by D. Randell

Seconded by S. Miller

Motion #21 That this meeting of the Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting adjourned at 3:45 p.m.

S. Warner,
Chairperson

J. DeMars
Secretary

AGENDA:**1. DECLARATION OF PECUNIARY INTEREST:****2. DIRECTOR OF PUBLIC WORKS REPORT:**

- Monthly Report dated December 7, 2005
- Public Works Organization

3. COORDINATOR OF OPERATIONS REPORT:

- Monthly Report dated December 7, 2005

4. COORDINATOR OF ENGINEERING SERVICES:

- Monthly Report dated December 7, 2005

5. DRAINAGE SUPERINTENDENT:

- Monthly Report dated December 7, 2005

6. CLERK'S REPORT:**7. CAO'S REPORT:****8. NEW BUSINESS:****9. ADJOURNMENT:**

Chairman Miller called to order the meeting of the Public Works and Operations Committee at 3:45 p.m. and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

None declared.

DIRECTOR OF PUBLIC WORKS REPORT:

The Committee proceeded to review Mr. Kerr's monthly report. Mr. Kerr pointed out that item number 2 in his report regarding the agreement with OPSEU regarding hours of work has been approved by the Ministry of Labour and is now in effect.

Moved by S. Arnold

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

Moved by S. Arnold

Seconded by P. Gilliland

Motion #23 That it be recommended to Council that the report of the Director of Public Works regarding Public Works Organization be received and tabled for further discussion during the 2006 Operations Budget deliberations.

COORDINATOR OF OPERATIONS REPORT:

Moved by P. Gilliland

Seconded by S. Arnold

Motion #24 That it be recommended to Council that the monthly report of the Coordinator of Operations dated December 7, 2005 be received and accepted.

CARRIED

The Committee discussed issues raised in Mr. Selman's report, namely; the outstanding invoice to CSX for signal maintenance and a possible encroachment fee for pipelines placed under municipal roads.

Moved by S. Arnold

Seconded by J. Dedecker

Motion #25 That it be recommended to Council that representatives from CSX be invited to attend a meeting of Council/Committee to discuss the outstanding invoice for signal maintenance.

CARRIED

The Committee requested a report from Operations regarding recommendations as to encroachment fees for pipelines placed under municipal road allowances. Also, it was brought the Committee's attention that relative to report item 8, the streetlight installations referred to were those lights proposed for the area of the St. Clair Parkway between Emily Street and Rokeby Line. Delivery of the required material to complete the project as anticipated to be received the week of December 19th.

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by D. Randell

Seconded by J. Dedecker

Motion #26 That it be recommended to Council that the monthly report of the Coordinator of Engineering Services dated December 7, 2005 be received and accepted.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by J. Dedecker

Seconded by S. Arnold

Motion #27 That it be recommended to Council that the monthly report of the Drainage Superintendent dated December 7, 2005 and the recommendations contained therein be received and accepted.

CARRIED

NEW BUSINESS:

Councillor Alexander requested Public Works install appropriate signage on the Rokeby Line at the transition between the newly paved road surface and the existing road surface. Also, the committee recommended that the remaining banner pole on Lyndoch Street in Corunna be removed. Mr. Kerr advised that Mr. Selman has examined the banner poles and felt that the damaged pole and the remaining pole could be welded and repaired and reinstalled.

Councillor Randell asked Mr. Kerr if a site meeting has been scheduled with Mr. Charlie Grant and the property owner and the others using the road known as the Hay Road has been established. Mr. Kerr offered to invite Councillor Randell to this meeting when a date and time have been established.

Councillor Gilliland questioned Mr. Kerr if the owners concerned about drainage on Beckwith Street following the July 2005 rainstorm have been advised of Council’s actions and plans relative to remedial action for their concerns. Mr. Kerr advised that the issue has been referred to the Drainage Superintendent the status of which is unknown at this time. Mr. Kerr offered to follow up the status of the response to the original petitioners.

The Committee also discussed in detail the catchbasin in the vicinity of the Moore Line Bridge and the apparent request for the owner to enclose the existing open ditch by way of lawn piping from the catchbasin to his culvert entrance. Mr. Kerr advised that the catchbasin in question would be required to be lowered to the appropriate depth by way of saw cuts, but that the work has not taken place due to other more urgent road maintenance priorities. Also, it was suggested that if the adjacent owner wishes to install lawn piping the current established policy that would allow the property owner to do so at his own expense provided that the project was approved by the municipality should be appropriate to address the request. The Committee directed Public Works to convey this information by way of a letter to the adjacent property owner. Hearing no further business, it was;

Moved by D. RandellSeconded by S. Warner
Motion #28 That the meeting of the Public Works and Operations Committee do hereby adjourn.

CARRIED

The meeting adjourned at 4:30 p.m.

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S. Miller, Chairperson	J. DeMars Secretary