

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

St. Clair Civic Centre  
Sombra Room  
January 11, 2006  
2:00 p.m.

The meeting of the Committee of the Whole was held Wednesday, January 11, 2006 with the following people present:

Members present:

S. Miller,	Chairperson, Public Works and Operations
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

Absent	S. Warner,	Chairperson, Finance & Administration
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**PUBLIC WORKS AND OPERATIONS COMMITTEE**

**AGENDA:**

**1. DECLARATION OF PECUNIARY INTEREST:**

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

- Monthly Report dated January 4, 2006
- Invenergy Water Supply dated January 4, 2006

**3. COORDINATOR OF OPERATIONS REPORT:**

- Monthly Report dated January 4, 2006
- Damage Claim dated December 27, 2005
- Nash Drive Parking Restriction dated January 4, 2006
- Encroachment Policy Fees dated January 4, 2006

**4. COORDINATOR OF ENGINEERING SERVICES:**

- Monthly Report dated January 4, 2006
- Replacement of the Riverside Drive Bridge dated January 4, 2006

**5. DRAINAGE SUPERINTENDENT:**

- Monthly Report dated January 5, 2006

**6. CLERK'S REPORT:**

**7. CAO'S REPORT:**

**8. NEW BUSINESS:**

**9. ADJOURNMENT:**

Chairman Miller called the meeting to order at 2:00 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:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #1** That this Committee recommend to Council that the monthly report of the Director of Public Works dated January 4, 2006, be received and accepted.

**CARRIED**

The Committee briefly discussed with Mr. Kerr item number 4 in his monthly report. Mr. Kerr pointed out that a formal request has not yet been received from Nova Corunna to connect to the Corunna Wastewater Treatment System. The Committee reviewed Mr. Kerr's report on the Invenergy Water Study.

Moved by S. Arnold

Seconded by D. Randell

**Motion #2** That this Committee recommend to Council that the report of the Director of Public Works regarding Invenergy Water Supply dated January 4, 2006, be received and accepted and the recommendations contained therein be approved.

**CARRIED**

**COORDINATOR OF OPERATIONS REPORT:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #3** That this Committee recommend to council that the monthly report of the Coordinator of Operations dated January 4, 2006, be received and accepted.

**CARRIED**

In discussion of item number 8 in Mr. Selman's report, Mr. Kerr advised that the streetlights on the St. Clair Parkway should be activated within approximately one week to ten day in the area North of Emily Street. The lights in Nash Landing should be activated later this week. The Committee asked Mr. Kerr to check the status for the streetlights that were installed late last year on Riverside Drive in Port Lambton. He reviewed the Coordinator of Operations report on the damage claim received from Mr. Pat Leveille for damage to his windshield by a stone thrown by a Township truck.

Moved by S. Arnold

Seconded by P. Alexander

**Motion #4** That it be recommended to Council that the damage claim filed by Mr. Pat Leveille in the amount of \$326.60 for apparent damage to his windshield by a Township truck be approved for payment.

**CARRIED**

Moved by J. Dedecker

Seconded by P. Alexander

**Motion #5** That this Committee recommend to Council that a "No Parking" restriction be placed on both sides of Nash Drive from the intersection of Hill Street and Nash Drive northerly to a point 50 metres north of the intersection.

**CARRIED**

Moved by D. Randell

Seconded by P. Alexander

**Motion #6** That this Committee recommended to Council that the report of the Coordinator of Operations report regarding Encroachment Policy Fees dated January 4, 2006, be received and accepted.

**CARRIED**

The Committee was advised by the Clerk that the proposed fees detailed in Mr. Selman's report, if accepted by Council, would be subject to public scrutiny at a public hearing to consider all Township fee increase proposals.

**COORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by P. Alexander

Seconded by D. Randell

**Motion #7** That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated January 4, 2006, be received and accepted.

**CARRIED**

Moved by J. Dedecker

Seconded by P. Alexander

**Motion #8** That this Committee recommended to Council that the proposal submitted by Burgess Engineering Inc. in the amount of \$14,900.00 plus GST, for the Engineering Design for the Replacement of the Riverside Drive Bridge be accepted and that the Mayor and Clerk be authorized to sign a contract and/or other related documents.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by D. Randell

Seconded by P. Alexander

**Motion #9** That this Committee recommended to Council that the monthly report of the Drainage Superintendent dated January 5, 2006, be received and accepted.

**CARRIED**

**NEW BUSINESS:**

Councillor Alexander questioned if a letter had been sent to the Beckwith/Astor Park residents who suffered flood damage after the July 16, 2005 storm. Later in the meeting Mr. Kerr circulated to the members the draft letter that would be forwarded later this week to the affected owners. Mr. Kerr also advised relative to the same subject that the Coordinator of Engineering Services will be preparing for Council or Committee review a report on the condition of the storm drainage system in the Beckwith/Astor Park area.

**Steve Arnold**

Deputy Mayor Arnold requested that staff reinstitute the past practice of a work log to track the status of ongoing works projects. Deputy Mayor Arnold also asked Mr. Kerr to consider the installation of reflective markers to snow removal equipment to give oncoming traffic an idea of the location of these outer limits of the snow plows.

**Pete Gilliland**

Councillor Gilliland advised of complaints received from ratepayers regarding snow plowing operations and the throwing of roads granular material into the ditches.

**Pat Alexander**

Councillor Alexander advised the members following the discussion at the last meeting of Council that a meeting is tentatively scheduled for Monday, January 16<sup>th</sup> at the Civic Centre to discuss the family health team proposal.

**ADJOURNMENT:**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #10** That this meeting of the Public Works and Operations Committee due hereby adjourn.

**CARRIED**

The meeting adjourned at 2:55 p.m.

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S. Miller,  
Chairperson

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J. DeMars  
Secretary

**FINANCE AND ADMINISTRATION COMMITTEE**

**AGENDA:**

**4:00 p.m. Jeff Coleman – Cowan**  
**Public Entity – insurance review**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Month of December, 2005

**3. TREASURER’S REPORT:**

- A-1 – Timeframe for the Development Charge Study and By-law
- A-2 - Analysis of Holland Invoices
- A-3 - Building & Planning Fees and Reserve Funds
- A-4 - Web Site Statistics – December 2005
- A-5 - Financial Impact due to Increase in Natural Gas Pricing for 2006
- A-6 - Change in Assessment – 2005 to 2006

**4. BUILDING INSPECTOR’S REPORT:**

- B-1 - Building Permit Reports December, 2005

**5. CLERK’S REPORTS:**

**6. C.A.O.’S REPORTS:**

**7. DIRECTOR OF COMMUNITY SERVICES REPORT:**

- E-1 – Communities in Action Fund Grant

**8. DIRECTOR OF EMERGENCY SERVICES REPORT:**

**9. NEW BUSINESS:**

**10. ADJOURNMENT:**

In the absence of Chairperson Warner the meeting was called to order.

Moved by D. Randell

Seconded by S. Arnold

**Motion #11** That Councillor Alexander be appointed as Chairperson for the purposes of this meeting of the Finance and Administration Committee.

**CARRIED**

**CONFLICT OF INTEREST:**

None declared.

**GENERAL ACCOUNTS:** Month of December 2005

The Committee reviewed the list of General Accounts, and the Treasurer responded to several questions posed by the Committee.

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #12** That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number ADV002 to YOR002, totaling, \$4,835,397.68 be approved for the month of December, 2005.

**CARRIED**

**TREASURER'S REPORT:**

Moved by S. Arnold

Seconded by S. Miller

**Motion #13** That this Committee recommend to Council that the report of the Director of Finance dated December 21, 2005 on the timeframe for the Development Charge Study and approval of By-law be received and accepted.

**CARRIED**

Moved by J. Dedecker

Seconded by S. Arnold

**Motion #14** That this Committee recommend to Council that the report of the Director of Finance dated December 21, 2005 on analysis of Holland invoices be received.

**CARRIED**

Moved by S. Miller

Seconded by P. Gilliland

**Motion #15** That this Committee recommend to Council that the report of the Deputy Treasurer dated December 13, 2005 entitled Building & Planning Fees and Reserve Funds be received.

**CARRIED**

Moved by S. Miller

Seconded by P. Gilliland

**Motion #16** That this Committee recommend to Council that the report of the Deputy Treasurer dated January 4, 2006 entitled "Web site statistics December 2005" be received.

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #17** That this Committee recommend to Council that the report of the Director of Finance dated January 5, 2006 on financial impact due to an increase in Natural Gas Pricing for 2006 be received.

**CARRIED**

Moved by P. Gilliland

Seconded by S. Arnold

**Motion #18** That this Committee recommend to Council that the report of the Deputy Treasurer dated January 5, 2006 entitled "Change in Assessment – 2005 to 2006" be received.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

Moved by S. Miller

Seconded by P. Gilliland

**Motion #19** That it be recommended to Council that the Lambton County Building Inspector's Report for the year ending December 31, 2005 be accepted.

**CARRIED**

The Clerk advised the County Building Services Department will file with the municipality after January 20<sup>th</sup>, the comprehensive 2005 building statistics and the comparison with statistics for the year 2004, which will be available for the next meeting of the Committee.

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Moved by S. Arnold

Seconded by S. Miller

**Motion #20** That this Committee recommend to Council that the report of the Director of Community Services regarding the Communities in Action Fund Grant dated December 20, 2005, be received and accepted.

**CARRIED**

The Treasurer filed with the Committee a supplementary report relating to his report identified as Report A-1 regarding Development Charges Study and By-law. Mr. Quenneville detailed to the Committee the area that was subject to Development Charges in the original Moore Township By-law. Committee's attention was drawn to the fact that an effort had

seemed to have been made to include in the Development Charges area, those areas serviced by sanitary sewers in the former Township of Moore. Committee's attention was also drawn to, whether or not the area along the St. Clair Parkway, south of the Courtright Line should be included in the draft Development Charges Area. Committee directed that this area be included and advertised as such, with final decision after the public input scheduled for the February 6, 2006 public hearing on the issue.

Moved by P. Gilliland

Seconded by D. Randell

**Motion #21** That it be recommended to Council that the area along the St. Clair parkway south of the Courtright Line to the area approximately north of the limit of the OPG property be included in the draft Development Charges Area subject to confirmation at the February 6<sup>th</sup> public hearing on the issue.

**CARRIED**

Moved by J. Dedecker

Seconded by S. Miller

**Motion #22** That this portion of the Finance and Administration Committee recess.

**CARRIED**

The Committee reconvened at 4:15 p.m. with Mayor Dedecker as Chair.

Mayor Dedecker on behalf of the committee welcomed Mr. Jeff Coleman of Frank Cowan Public Entities and Mr. Bob Bird and Mr. Scott Ewing of AON Insurance.

Mr. Coleman and Mr. Bird were present to present to Council the draft general insurance comprehensive review for 2006. Mr. Coleman identified to the Committee pressures being experienced by the insurance industry, particularly in the area of municipal liability and efforts being made by Frank Cowan to educate its clients in an effort to minimize potential liability risks. After a review of the policy renewal proposal, Mr. Coleman directed the Committee to the recommendations contained in the report which provided optional increase in deductibles from the current \$10,000 range to \$25,000. The Committee requested Mr. Coleman to provide information on how many claims the Township has experienced in the \$10,000 to \$25,000 range. In an initial review following considerable discussion it was initially felt that the premium reduction of approximately \$7,200 may not justify the increase in the claims deductible limit.

The Committee also requested Mr. Coleman's opinion as to the current policy liability coverage for volunteer firefighters acting on behalf of their association in fund raising activities. Mr. Coleman advised that although acquiring extra liability insurance maybe helpful, such volunteer firefighter's activities would be covered under the comprehensive Township liability policy. The Committee requested that Mr. Cowan provide this opinion in written form for circulation to the volunteer firefighter associations. The question was also posed regarding liability coverage for activities at the Courtright Community and the Brigden Community Hall that are operated under a Management Agreement with the local Optimist Clubs through a cooperative Management Agreement. Mr. Coleman and Mr. Bird suggested that the Director of Community Services provide to them a copy of the operational agreements for their opinion as to the extension of liability insurance coverage under the Township's comprehensive policy.

In summary of the review, it was pointed out that the proposed premium for the 2006 insurance coverage effective January 1, 2006 is \$236,682.00, an increase of approximately 21% over the 2005 premium.

Moved by S. Arnold

Seconded by D. Randell

**Motion #23** That it be recommended to Council that the draft 2006 municipal insurance program submitted by the Frank Cowan Company demonstrating a total proposed 2006 premium of \$236,682.00 be accepted subject to policy review by staff to determine if there are any policy omissions or additions.

**CARRIED**

**ADJOURNMENT:**

Moved by D. Randell  
**Motion #24** That the meeting due hereby adjourn.

Seconded by S. Miller

**CARRIED**

The meeting adjourned at 5:00 p.m.

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S. Warner,  
Chairperson

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J. DeMars  
Secretary