

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

St. Clair Civic Centre
Sombra Room
March 8, 2006
2:00 p.m.

The meeting of the Committee of the Whole was held Wednesday, March 8, 2006 with the following people 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

FINANCE AND ADMINISTRATION COMMITTEE

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending January, 2006

3. TREASURER’S REPORT:

A-1 – Bill 206 OMERS – Employer Update
A-2 – Proposed 2006 Operating Budget Cuts
A-3 – Long Term Debt

4. BUILDING INSPECTOR’S REPORT:

B-1 - Building Permit Reports for the month Ending January 2006

5. DIRECTOR OF COMMUNITY SERVICES:

C-1 – Parkway Parks Grass Cutting Quotes

6. CLERK’S REPORTS:

7. C.A.O.’S REPORTS:

8. NEW BUSINESS:

9. ADJOURNMENT:

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

CONFLICT OF INTEREST:

None declared.

GENERAL ACCOUNTS: Month of February 2006:

The Committee proceeded to review the General Accounts for the month of February 2006, and the Treasurer responded to several of the Committee's questions.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #1 That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 156001 to ZEP002, totaling, \$1,269,560.68 be approved for the month of February, 2006

CARRIED

TREASURER'S REPORT:

The Treasurer introduced a report previously not on the agenda titled Statement of Financial Position as of December 31, 2005. Mr. Quenneville pointed out that as projected the General Account deficit as of December 31, 2005 will be approximately \$52,700.00, however, it was noted that an anticipated credit from the 5th quarter reconciliation of 2005 OPP costs may in fact reduce the deficit. Mr. Quenneville detailed to the Committee funding that was received in 2005 and as per previous Council policy has been channeled to the appropriate reserve funds. After considerable discussion, it was;

Moved by S. Arnold

Seconded by S. Miller

Motion #2 That it be recommended to Council that the Statement of Financial Position as of December 31, 2005 be received.

CARRIED

Council reviewed the Treasurers report identified as Report number A-2 regarding proposed 2006 Operating Budget Cuts. Mr. Quenneville presented to Council a list of amendments to the originally tabled budget and a proposal that all donations and grants made by the municipality to various organizations be financed from the St. Clair Township Environment and Education Reserve Fund. Council also reviewed the report co-authored by the CAO and the Director of Finance regarding possible decisions generated by the budget discussions. Council reviewed these recommendations on an individual basis.

Moved by P. Alexander

Seconded by P. Gilliland

Motion #3 That it be recommended to Council that the reference in the recommendation to increase ice time by \$5.00 per hour to be effective August 1, 2007 be postponed for consideration in 2007.

DEFEATED

Council also discussed the proposed reduction in the annual budget for the Town Crier expense and did not authorize any reduction from the budget submitted by Mr. Smith.

Moved by D. Randell

Seconded by P. Alexander

Motion #4 That it be recommended to Council that the stipends to the Committee of Adjustment be increased from \$50.00 to \$70.00 per meeting.

CARRIED

Moved by D. Randell

Seconded by P. Alexander

Motion #5 That it be recommended to Council that it approve the proposed increase in Campground maintenance and maintenance expense items in the Moore Parks budget to complete required work to keep the parks to standard.

CARRIED

Moved by P. Alexander

Seconded by S. Arnold

Motion #6 That it be recommended to Council that the prime time Minor ice rates be increased by \$5.00 per hour effective August 1, 2006 and that the rate be increased by another \$5.00 per hour effective August 1, 2007.

CARRIED

Moved by P. Alexander

Seconded by S. Miller

Motion #7 That it be recommended to Council that all costs to repair refrigeration lines at the Sports Complex come from the Complex Capital fund and that other listed improvements be eliminated so the approved \$100,000. is not exceeded.

CARRIED

Moved by D. Randell

Seconded by J. Dedecker

Motion #8 That it be recommended to Council to increase the Seasonal rates for the Mooretown Campground by \$75.00 per season across the board for 2006.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #9 That it be recommended to Council that it approve the wage schedule for non union employees in the Department of Community Services.

CARRIED

Moved by J. Dedecker

Seconded by P. Alexander

Motion #10 That it be recommended to Council that the proposed reorganization of the Public Works Department be approved with the addition of additional coordinator position for water and wastewater.

CARRIED

In discussion of this recommendation the Committee discussed at length the possibility of promotions to fill the position from within.

Moved by P. Alexander

Seconded by S. Arnold

Motion #11 That it be recommended to Council that the job description for the position of Coordinator for water and wastewater be approved in principle and that the new coordinator position be advertised.

CARRIED

Moved by J. Dedecker

Seconded by S. Miller

Motion #12 That it be recommended to Council that the Fire Department Regular Part time Clerk days worked be increased from 3 to 4 days for a period of six months for the Emergency Preparation Plan and further a draft report be brought to Council in 2006.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #13 That it be recommended to Council that the proposed additional budget cuts totaling \$94,500. for the 2006 Operating Budget be approved, and that the shortfall of \$146,657. be financed from the Year End Surplus Reserve.

CARRIED

Moved by P. Alexander

Seconded by J. Dedecker

Motion #14 That it be recommended to Council that a Campground Reserve in the amount of \$30,000. be established and financed from the Moore Education and Environment Reserve Fund in an effort to establish a Capital Expense Reserve Fund, and that the issue of an allocation of a percentage of profits from the Campground be considered by way of a report from the Director of Community Services to be filed by the end of 2006.

CARRIED

The Committee pointed out that future Councils should consider the establishment of such reserve funds for the Township's new golf course and campground and parks enterprises.

Moved by S. Arnold

Seconded by J. Dedecker

Motion #15 That it be recommended to Council that a grant in the amount of \$2,500. for 2006 be established for the Moore Centre Women's Institute Hall and \$6,000. for the Moore Presbyterian Foundation, with these donations to be financed from the Moore Education and Environment Fund and in the future all Council donations be financed from the St. Clair Township Education and Environment Fund and further that the Town Crier budget be approved in the amount of \$2,500.00.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #16 That it be recommended to Council that the Treasurer and CAO's report identified as Report A-2 be received and accepted as amended.

CARRIED

The Committee discussed briefly the proposed grant to the St. Clair Township Auto Extrication Team. The Committee requested a report from the Treasurer relative to possible budget over spending by the team in 2005. The Committee further recommended that a grant be made for 2006 on a matching fund basis in the amount of \$6,000.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #17 That it be recommended to Council that the Treasurer's report on long term debt as of December 31, 2005 be received and accepted.

CARRIED

BUILDING INSPECTOR'S REPORT:

The Committee reviewed the Building Inspector's Report for the months of January and February 2006.

Moved by S. Miller

Seconded by D. Randell

Motion #18 That it be recommended to Council that the Building Inspector's reports for the months of January and February 2006 be received and accepted.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

Council reviewed the tenders received by the St. Clair Parks Commission for grass cutting at various parks formerly owned and/or operated by the St. Clair Parks Commission. The list of tenders were as follows:

	Company	One Cut	Twenty Cuts
1.	Classic Landscaping	\$1,047.00	\$20,944.00
2.	William Gordon	1,220.00	22,600.00
3.	LCM Services	1,675.00	33,500.00
4.	Gruben's Lawn Care	1,675.00	33,500.00
5.	Mullins Landscaping	1,800.00	36,000.00
6.	Mac Rae Landscaping	1,995.00	39,900.00
7.	Valley Lawn Care	2,475.00	49,500.00
8.	J.D.Lawn Services	2,720.00	54,400.00
9.	Williams Landscaping	3,132.00	62,640.00
10.	Kevin Landscaping	3,680.00	73,600.00
11.	Gary Robertson	4,482.00	89,640.00

Moved by D. Randell

Seconded by S. Arnold

Motion #19 That it be recommended to Council that Classic Landscaping be awarded the contract for Parkway Parks grass cutting for 2006 and 2007 which will include a 10% reduction cost totaling \$19,040.00 per year or \$38,080 for two years for 20 cuts.

CARRIED

CLERK'S REPORT:

The Clerk verbally advised of a request received from a representative of the St. Clair River Trail Committee for the Township to grant a Land Use Agreement for a portion of the St. Clair Parkway from the Point Line South to Indian Road (geographic Township of Sombra) for the establishment of a River Trail. The Clerk pointed out that this Land Use Agreement was a prerequisite for consideration for Trillium Grant funding.

Moved by S. Arnold

Seconded by J. Dedecker

Motion #20 That the Clerk be authorized to sign on behalf of the municipality a Land Use Agreement for a portion of the St. Clair Parkway from the Point Line to Indian Road for the establishment of that segment of the St. Clair River Trail.

CARRIED

NEW BUSINESS:

Moved by S. Arnold

Seconded by P. Alexander

Motion #21 That it be recommended to Council that a policy be established to require the involvement of Council in all staff hirings and that approval of Council be obtained before any staff is hired.

DEFEATED

Mayor Dedecker asked Mr. Hackett to investigate and change if necessary the signage at the Mooretown Campgrounds to reflect that the facility is a St. Clair Township facility.

The Committee reviewed Mr. Hackett's report on the operation of the Sombra Museum relative to replacing the curator's position. Mr. Hackett in his report is recommending that a new curator for the Sombra Museum be sought due to the pending retirement of Mrs. Glenda Young, the current curator.

Moved by J. Dedecker

Seconded by D. Randell

Motion #22 That it be recommended to Council that staff post immediately for the position of Sombra Museum part-time curator with the posting to be internal and external.

CARRIED

The Committee asked Mr. Hackett to prepare a report as to the typical hours worked by the Sombra Museum curator, together with a copy of the current job description.

Moved by J. Dedecker

Seconded by D. Randell

Motion #23 That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 3:05 p.m.

S. Warner,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS AND OPERATIONS COMMITTEE

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Monthly Report dated March 2, 2006

3. COORDINATOR OF OPERATIONS REPORT:

- Monthly Report dated March 1, 2006
- R. Jarvis Manure Pipeline Crossing

4. COORDINATOR OF ENGINEERING SERVICES:

- Monthly Report dated March 2, 2006
- Corunna WWTP – Proposed Operational Improvements

5. DRAINAGE SUPERINTENDENT:

- Monthly Report dated March 2, 2006

6. ENGINEERING ASSISTANT/DRAINAGE SUPERINTENDENT:

- Moore Line/Burton Creek Bridge Replacement – Private Lawn Piping

7. CLERK'S REPORT:

8. CAO'S REPORT:

9. NEW BUSINESS:

10. ADJOURNMENT:

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

CONFLICT OF INTEREST:

None declared.

DIRECTOR OF PUBLIC WORKS REPORT:

The Committee proceeded to review the monthly report of the Director of Public Works.

Moved by S. Warner

Seconded by D. Randell

Motion #24 That it be recommended to Council that the monthly report of the Director of Public Works be received and accepted.

CARRIED

COORDINATOR OF OPERATIONS REPORT:

Moved by S. Warner

Seconded by P. Alexander

Motion #25 That it be recommended to Council that the monthly report of the Coordinator of Operations be received and accepted.

CARRIED

In discussion of item #6 in Mr. Selman's report the Committee requested staff prepare a report on the future, and the maintenance status of the CSX rail line through St. Clair Township with a contact to CSX to determine if rail line maintenance will be carried out by way of a contract.

The Committee reviewed Mr. Selman's report regarding the R. Jarvis manure pipeline crossing.

Moved by S. Arnold

Seconded by S. Warner

Motion #26 That it be recommended to Council that the Township revise the insurance requirement for the Township's manure pipe encroachment agreement to require only environmental liability insurance when the pipeline is in use for the transfer of manure.

CARRIED

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by J. Dedecker

Seconded by D. Randell

Motion #27 That it be recommended to Council that the monthly report of the Coordinator of Engineering Services be received and accepted.

CARRIED

The Committee reviewed Mr. Burnham's report on the Corunna Wastewater Treatment Plant proposed operational improvements.

Moved by P. Alexander

Seconded by D. Randell

Motion #28 That it be recommended to Council that St. Clair Township accept the report of CH2M Hill dated January 16, 2006 regarding improvements to the operability of the Corunna Wastewater Treatment Plant, but table any further action until the future direction of wastewater treatment in the Township is clearly defined.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by J. Dedecker

Seconded by P. Alexander

Motion #29 That it be recommended to Council that the Drainage Superintendent be authorized to complete the requested maintenance on the Sweeney Drain on the north side of the French Line as a maintenance expense to the drain, by the most suitable available contractor.

CARRIED

Moved by S. Arnold

Seconded by P. Alexander

Motion #30 That it be recommended to Council that the Drainage Superintendent be authorized to conduct an on site meeting to involve the ratepayers of the Fournie Drain to discuss repair needs and the possible need to relocate the Fournie Drain off the Wilkesport Line road allowance.

CARRIED

Moved by J. Dedecker

Seconded by S. Arnold

Motion #31 That it be recommended to Council that it approve the request from Hydro One to install a suitably sized private access culvert across the Allingham Drain approximately 100 feet west of the CN Railway at 100% private expense.

CARRIED

Moved by S. Warner

Seconded by P. Alexander

Motion #32 That it be recommended to Council that the monthly report of the Drainage Superintendent with exception of the recommendation relative to the Fournie Drain be received and accepted.

CARRIED

In discussion of the Drainage Superintendent's report, Councillor Alexander led the Committee in a discussion of report item No. 10 regarding basement flooding. It was suggested that the Drainage Superintendent be instructed to follow up with the owner of property at 372 Colborne Street to determine if suggested repairs had been made. A motion by Pat Alexander to invite people from the Community of Corunna to a future meeting of Council or the Drainage Committee to discuss drainage issues in the community failed to get a seconder, and did not move forward.

ENGINEERING ASSISTANT/DRAINAGE SUPERINTENDENT'S REPORT:

The Committee reviewed Mr. Graham's report on the Moore Line/Burton Creek Bridge Replacement and the private lawn piping request. The Committee engaged with Mr. Kerr considerable discussion on the past history of this issue and the recommendations put forth in Mr. Graham's report.

Moved by J. Dedecker

Seconded by S. Warner

Motion #33 That it be recommended to Council that the recommendation contained in the report of the Engineering Assistant/Drainage Superintendent dated March 2, 2006 relative to the lawn piping at property known as 2011 Moore Line and the possibility of negotiating a Mutual Agreement Drain for property on the North side of the Moore Line be received and accepted.

DEFEATED

Moved by S. Arnold

Seconded by P. Alexander

Motion #34 That it be recommended to Council that the report of the Engineering Assistant/Drainage Superintendent dated March 2, 2006 regarding lawn piping and drainage

issues on the Moore Line near the Burton Creek bridge replacement project be referred back to staff for additional detail on costing with the report to include an estimate as to the volume of water that would need to be accommodated by the lawn piping at property known as 2011 Moore Line.

CARRIED

NEW BUSINESS:

Councillor Gilliland questioned the status of the Engineer's Report on the Penrise Street drainage issue, and was advised that the report has been received and as past practice the consulting engineer will conduct a pre-consideration meeting with the appropriate staff and ratepayers to determine any unidentified issues prior to the submission of the final report.

Councillor Gilliland also brought to the Committee a complaint received from a ratepayer regarding excessive stone thrown from the road surface during snow plowing activities in January. Mr. Kerr advised that the area in question will be attended to by members of the Public Works staff for yards, but there is no way to reasonably recover granular material from the roadside ditches.

Mr. Kerr advised the Committee that a meeting was held yesterday with the consultant relative to the tender received for the Corunna Sewage Treatment Plant, and that a meeting will be held with the Ministry of the Environment probably on March 9th to generally discuss the Township's Wastewater management protocols in the future.

Councillor Alexander advised that she attended the recent Clean Harbors Open House hosted in Brigden, and that Council would be invited by Clean Harbors to attend a future site meeting. Also, Councillor Alexander advised of a conversation with Mr. Hay relative to an earlier plan at the request of ratepayers in the area to improve the road known as the Hay Road. Mr. Hay expressed his interest in attending an on site meeting with Township staff and members of Council to discuss this proposal. Mr. Kerr advised the Committee that the issue of the Hay Road has been referred to the Engineering group for their consideration.

Moved D. Randell

Seconded by S. Warner

Motion #35 That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 4:15 p.m.

S. Miller,
Chairperson

J. DeMars
Secretary