

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

St. Clair Civic Centre
Sombra Room
Wednesday, July 12, 2006
1:00 p.m.

The meeting of the Committee of the Whole was held Wednesday, July 12, 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
	L. Burnham	Co-ordinator of Engineering Services
	M. Berkvens	Co-ordinator of Operations

FINANCE & ADMINISTRATION COMMITTEE

AGENDA:

2:00 p.m. – Collins Barrow – Gerry Mills – Auditors’ Report

2:30 p.m. – Dave Cram – Civic Square proposal

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending June, 2006

3. STATEMENT OF FINANCIAL POSITION: Months ended June 30, 2006

4. CONSOLIDATED FINANCIAL STATEMENTS: For the year ending December 31, 2005

5. TREASURER’S REPORT:

- A-1 – 2005 Year End Debt, Unfinanced Capital & local boards
- A-2 – Final 2005 Surplus Transfers into reserves for General, Water & Sewage
- A-3 – Parkway Leases
- A-4 – MFOA Bulletin
- A-5 – So Much to Do, So Little Time
- A-6 – MPAC – Assessment updates
- A-7 – CKLAG – Annual Report 2005
- A-8 – St. Clair Parkway Budget 2006

6. BUILDING INSPECTOR’S REPORT:

- B-1 - Building Permit Reports for the month Ending June 30, 2006

7. CLERK’S REPORT:

- C-1 – Election Date Highlights

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

D-1 – Request by River Trail Committee
D-2 – Potential Police Services Building

9. DIRECTOR OF COMMUNITY SERVICES REPORT:

E-1 – Monthly Report
E-2 – Tender Report – Complex Roof

10. NEW BUSINESS:

11. ADJOURNMENT:

Chairman Warner called to order the meeting of the Finance & Administration Committee at 1:55 p.m. and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

On behalf of the Committee Chairperson Warner welcomed Mr. Gerry Mills representing Collins Barrow, Township auditors who was present to present the highlights of the 2005 year audit. Mr. Mills explained to the Committee the process, tests and methodology in conducting the audit and further explained to the Committee the rationale and the thought process behind the allocation of the OPG supplementary billing, using the 25% ratio with the majority of the funds allocated to a reserve pending final resolution of the assessment appeals. Mr. Mills also expressed his opinion on the high caliber of work and the professionalism displayed by Township staff and the preparation and presentation of the audit documents.

Chairperson Warner thanked Mr. Mills for his presentation and explanations.

GENERAL ACCOUNTS: Month of June 2006

The Committee reviewed the list of General Accounts for the month ending June 2006.

Moved by S. Miller

Seconded by D. Randell

Motion #1 That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 206001 to ZEK001, totaling, \$6,529,060.27 be approved for the month of June, 2006.

CARRIED

Moved by S. Miller

Seconded by P. Alexander

Motion #2 That this Committee recommend to Council that the Consolidated Financial Statements of the Corporation of the Township of St. Clair for the period ending December 31, 2005 be received and accepted.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #3 That this Committee recommend to Council that the Statement of Financial Position for the Municipality for the period ending June 30, 2006 be received and accepted.

CARRIED

TREASURER'S REPORT:

Moved by S. Arnold

Seconded by S. Miller

Motion #4 That this Committee recommend to Council that Treasurer's reports identified as A-1, A-2 and A-3 be received and adopted and that the recommendations contained therein be approved.

CARRIED

Moved by J. Dedecker

Seconded by P. Gilliland

Motion #5 That this Committee recommend to Council that Treasurer's reports identified as Report A-4, A-5, A-6 and A-7 be received for information.

CARRIED

The Committee reviewed with Mr. Quenneville and Mr. Hackett the Treasurer's report on the proposed St. Clair Parkway budget for 2006. In the report it is predicted that the operation of the former St. Clair Parks assets will generate income in the amount of approximately \$36,917. over expenditures.

Moved by J. Dedecker

Seconded by P. Gilliland

Motion #6 That this Committee recommend to Council that the draft 2006 St. Clair Parkway facilities budget be received and approved.

CARRIED

Moved by J. Dedecker

Seconded by D. Randell

Motion #7 That this Committee recommend to Council that the Treasurer be authorized to execute the necessary documents to buy out St. Clair Parkway lease equipment and finance this purchase from the capital fund with a three year payment term to the golf department, be received and accepted.

CARRIED

Moved by P. Alexander

Seconded by P. Gilliland

Motion #8 That this Committee recommend to Council that Councillor Alexander be authorized to draft with staff input a response letter to MPAC relative to the Peter VanTroost assessment issues.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by J. Dedecker

Seconded by P. Alexander

Motion #9 That it be recommended to Council that the Building Inspector's report for the month ending June 2006 be received and accepted.

CARRIED

CLERK'S REPORT:

Moved by P. Gilliland

Seconded by D. Randell

Motion #10 That this Committee recommend to Council that the Clerk's report Election Date Highlights be received for information.

CARRIED

The Clerk advised that this summary of significant election period dates would be made available to any registered candidate.

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by P. Alexander

Seconded by S. Arnold

Motion #11 That this Committee recommend to Council that the monthly report of the Director of Community Services dated July 7, 2006, be received and accepted and the recommendations contained therein regarding pool heating units be approved.

CARRIED

Mr. Hackett explained to the Committee the results of a recent tender call for repainting and resurfacing of the Sports Complex roof. The quotes were as follows:

Glen Smeltzer	\$33,526.10
Quality Décor	\$35,987.00

It was pointed out that one additional bid was received late and was disqualified.

Mr. Hackett advised that in consultation with the paint manufacturer the specifications have been changed slightly and may result in slightly higher labour costs. The Committee's direction to the Director of Community of Services was to consult with the two qualified bidders with a request that they requote on the amendment to slightly change possibly the material specifications and the application method.

Moved by S. Arnold

Seconded by P. Alexander

Motion #12 That this Committee recommend to Council that the Director of Community Services be authorized to consult with the two qualified bidders for the project to resurface the Complex roof with an opportunity to resubmit their quote, and further that the Director be authorized to proceed with the project based on the lowest qualified tender.

CARRIED

Mr. Hackett advised Council of the current project and application to the appropriate authorities to clean three boat launch facilities. Mr. Hackett pointed out that over the winter season the boat launch facilities silt in and sand removal is required. A quote from a qualified contractor was obtained at a cost of approximately \$4,200.00 to do the soil samples required by the Ministry of the Environment. Mr. Hackett pointed out that these expenditures were not anticipated nor budgeted. It was anticipated that the quantity of material expected to be removed would be less than one truck load per facility.

Moved by S. Arnold

Seconded J. Dedecker

Motion #13 That this Committee recommend to Council that the Director of Community Services be directed to delay the silt removal project on the three boat launch facilities currently operated by the municipality on behalf of the St. Clair Parks Commission until 2007 to accommodate timely application procedures and budget allocation.

CARRIED

The Committee welcomed Mr. Dave Cram present to discuss with Council the results of his labour following Council's instructions for final design and cost estimates for the Township Civic Square in Corunna. Mr. Cram advised that he has met with Legion representatives and the design and layout of the area is slightly modified from the original concept. In response to the Committee's questions Mr. Cram advised that the estimated cost to complete the Civic Square to the anticipated level of completion at this stage of development is \$62,740.00. It is anticipated that tender specifications could be prepared and tenders called in such a fashion that the facility would be available for any November 11th ceremonies planned by the Royal Canadian Legion.

Moved by S. Arnold

Seconded by S. Miller

Motion #14 That this Committee recommend to Council that it accept the amended plans for the further development of the St. Clair Township Civic Square in Corunna at an estimated cost of \$62,740.00 to be financed from the St. Clair Township Environmental and Education Reserve.

CARRIED

In discussion of other business Mayor Dedecker engaged the Committee and Mr. Hackett in discussion on the flag and flagpole at the Courtright Park formerly operated by the St. Clair Parks Commission that it is obscured from the visibility due to vegetation.

Moved by J. Dedecker

Seconded by P. Gilliland

Motion #15 That this Committee recommend to Council that the Director of Community Services be authorized to proceed with a project to either replace or relocate the current flagpole at the Courtright Park to improve its visibility.

CARRIED

CAO'S REPORT:

The Committee proceeded to review Mr. Rodey's report relative to the St. Clair River Trail and a possible financial contribution from Suncor. In his report Mr. Rodey advised that Suncor as part of the dedication of its new energy facility in the municipality maybe willing to commit a grant in the \$15,000. range to an identifiable project, possibly a section of the St. Clair River Trail. Suncor representatives have discussed the possibility with the St. Clair

River Trail Committee and discussion centered around the development of a link on the trail from Sombra Village to the Wilkesport Line or Sombra Village to Cathcart Park. The St. Clair River Committee is requesting municipal consideration for a grant in the amount of \$100,000 to facilitate the development of this section of the Trail in conjunction with an anticipated Suncor contribution. It was also pointed out in the report that Suncor would like to make an announcement at its proposed July 25th Ethanol facility opening as to its community commitment.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #16 That this Committee recommend to Council that Council approve in principle the concept of extending the St. Clair River Trail from Sombra Village to the Wilkesport Line or Sombra Village to Cathcart park in that the Township reaffirm its past funding practice of a two to one ratio between municipal grant dollars and fund raising dollars by the St. Clair River Trail to the maximum of \$100,000.00 per year.

CARRIED

Moved by J. Dedecker

Seconded by D. Randell

Motion #17 That this Committee recommend to Council that the Chief Administrative Officer's report regarding the request by the St. Clair River Trail be received.

CARRIED

The Committee reviewed in detail Mr. Rodey's report on the potential Police Servicing Building. Mr. Rodey explained in detail the four location options identified by Nancy Fabbro of the OPP at the request of the municipality. Mr. Rodey pointed out various pros and cons of the location of the add on to the Township Civic Centre for the Committee's consideration. It was pointed out that the floor plan and floor space for all four options is the same and that the difference is the location of an attachment to the current building. Mr. Rodey stated in his opinion his preference would be for Option 3 as identified by Ms. Fabbro or a free standing facility.

Moved by S. Arnold

Seconded by P. Alexander

Motion #18 That this Committee recommend to Council that the Township continue to work with the affected parties including the Lambton Group Police Services Board and the OPP to develop a stand alone Police Services facility for St. Clair Township.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #19 That this Committee recommend to Council that staff be authorized to retain the services of a professional architect to design and provide a cost estimate for a stand alone two storey Police Services Building located at the Township Civic Centre site.

CARRIED

Hearing no further comments or concerns, it was;

Moved by D. Randell

Seconded by S. Miller

Motion #20 That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 3:15 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 July 6, 2006
- Overall Responsible Operators

3. COORDINATOR OF OPERATIONS REPORT:

- Monthly Report dated July 5, 2006
- **Surface Treatment Tender**

4. COORDINATOR OF ENGINEERING SERVICES:

- Monthly Report dated July 6, 2006
- Parkway Slope Stability
- St. Clair Parkway Sanitary Sewer/Water – CSX Expropriation Status

5. DRAINAGE SUPERINTENDENT:

- Monthly Report dated June 30, 2006

6. CLERK'S REPORT:

7. CAO'S REPORT:

8. NEW BUSINESS:

9. ADJOURNMENT:

Chairman Miller called the meeting to order at 3:20 p.m. and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

DIRECTOR OF PUBLIC WORKS REPORT:

Moved by S. Arnold

Seconded by S. Warner

Motion #21 That this Committee recommend to Council that the monthly report of the Director of Public Works dated July 6, 2006, be received and accepted.

CARRIED

Moved by S. Warner

Seconded by D. Randell

Motion #22 That this Committee recommend to Council that the report of the Director of Public Works on Overall Responsible Operators dated July 6, 2006 be received and accepted.

CARRIED

COORDINATOR OF OPERATIONS REPORT:

In discussion of Mr. Berkvens report, the Committee questioned the quality of the watermain through Sombra Village that was subject to two major breaks last month. Mr. Berkvens stated that the subsequent watermain break could have been caused by the disturbance of the watermain in the area and the resulting settling of the excavation. Also it was pointed out that there is some thought that the watermain in question is or should be the property of the Lambton Area Water Supply System and this avenue would be pursued.

Moved by S. Arnold

Seconded by D. Randell

Motion #23 That this Committee recommend to Council that the monthly report of the Coordinator of Operations dated July 5, 2006, be received and accepted.

CARRIED

The Committee proceeded to review Mr. Berkvens report on the results of the Surface Treatment tenders. The tenders were as follows:

Lloyd's Paving (Wyoming) Ltd.	\$83,634.00
Cornell Construction Ltd.	\$86,309.44

It was pointed out that the budget estimate for this work to be done mainly on the Oil Springs Line was \$73,000, however, it was pointed out that the bid price includes a \$5,000 contingency, as well as \$4,700. in GST that will be subject to rebate. With these factors in consideration the budget estimate could be accurate.

Moved by S. Arnold

Seconded by J. Dedecker

Motion #24 That this Committee recommend to Council that the tender of Lloyd's Paving (Wyoming) Ltd. for the supply and application of surface treatment be accepted in the amount of \$83,634.00 and that the Mayor and Clerk be authorized to execute the necessary contracts and agreements.

CARRIED

CO-ORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by D. Randell

Seconded by S. Arnold

Motion #25 That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated July 6, 2006 be received and accepted.

CARRIED

In discussion of Mr. Burnham's report the Committee had several questions relating to the protocols that will be put in place to minimize disruption for the residents during the Riverside Bridge Replacement project.

Moved by S. Warner

Seconded by S. Arnold

Motion #26 That this Committee recommend to Council that the report of the Coordinator of Engineering on St. Clair Parkway Sanitary Sewer/Water-CSX Expropriation Status dated July 6, 2006 be received and accepted, and the recommendations contained therein be approved.

CARRIED

The Committee directed that an information letter be sent to all affected ratepayers on the project and advise them of a proposed August 15th tender closure. Mr. Burnham discussed in detail with the Committee his report dated July 6, 2006 on the St. Clair Parkway Slope Stability Project and the proposed repair procedures.

Moved by S. Warner

Seconded by P. Alexander

Motion #27

- 1 That the revised tender submitted by Henry Heyink Construction Ltd. in the amount of \$265,560. plus GST, for the construction of the Parkway Slope Stability project be accepted by Council and that the Mayor and Clerk be authorized to sign the contract and other related documents.
2. That an additional design fee by T.W. Gray & Associates in the amount of \$2,000. plus GST, for investigation of existing poor drainage on the east side of the St. Clair Parkway and the preparation of plans and specifications for associated improvements be endorsed by Council.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by S. Warner

Seconded by D. Randell

Motion #28 That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated June 30, 2006, be received and accepted, and the recommendations contained therein be approved.

CARRIED

Councillor Randell pointed out that relative to item number 12 and the corresponding recommendation, it should be noted that 100% of the cost of the culvert installation should be financed by parties other than the Township. The correction was duly noted.

OTHER BUSINESS:

Deputy Mayor Arnold noticed that Motion #21 from the last meeting was misleading due to the fact his intention was for Public Works to contact the City of Sarnia regarding Sarnia as a possible outlet for the sanitary sewage from the area from Courtright north to the LaSalle Line.

The CAO recalled receiving a copy of an e-mail sent to Mr. Kerr on this issue that will be shared with Council.

In response to Councillor Gilliland's questions the Clerk advised that the Property Standards Officer has issued an order relative to the Colborne Street School and provided a deadline of July 19th for at least the cut up and hopeful removal of the downed tree with a further request for grass and weed maintenance. Also Councillor Gilliland questioned the status of the requested report on the overhead pedestrian crossing signs and mechanism requested by the Thompson Garden residents for Lyndoch Street. The Coordinator of Engineering Services advised that he would investigate the cost of such a pedestrian crossing.

Councillor Alexander requested Public Works contact CSX regarding the Beckwith Street rail crossing and also advised the Committee that at last weekends Auto Extrication Team competition the St. Clair Township Team placed First overall with Team Commander Joe Card receiving the Commander Award and Mr. Greg Shaw receiving the Medic Award.

Council received a verbal report from Mr. Burnham regarding the results of the traffic volume and speed counts on Main Street in response for a request received for additional stop signage at the intersection of Main Street and Sixth Street in Courtright. In his summary Mr. Burnham pointed out that based on MTO requirements the traffic volume and speed in that area is considerably under MTO guidelines requiring additional stop signage.

Moved by S. Warner

Seconded by D. Randell

Motion #29 That it be recommended to Council that staff send the results of the traffic and speed count for Main St. in Courtright to the requesting parties demonstrating that the traffic volumes and speeds do not meet MTO guidelines for additional stop signage with the advice that Council has chosen not to grant the request at this time.

CARRIED

Councillor Randell advised that the completion of the Hay Road project should be accomplished this week and that the area has been greatly improved for vehicular passage.

As a general comment the Mayor requested the CAO to develop a more positive tracking protocol for outstanding projects assigned to staff. The Mayor also advised the Clerk that representatives from Warwick Township and Lambton Shores will be contacting him for possible Council agenda audience appointment possibly for the August meeting of Council to discuss Bluewater Health funding provided through the County of Lambton.

Hearing no further comments, it was;

Moved by S. Warner

Seconded by J. Dedecker

Motion #30 That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 4:00 p.m.

S. Miller,
Chairperson

J. DeMars
Secretary