

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

St. Clair Civic Centre
Sombra Room
December 6, 2006
1:00 p.m.

The meeting of the Committee of the Whole was held Wednesday, December 6, 2006 with the following people present:

S. Miller,	Chairperson, Public Works and Operations
S. Arnold,	Mayor
P. Gilliland	Deputy Mayor
D. Randell,	Councillor
P. Brown,	“ (joined the meeting in progress)
P. Alexander,	“
J. Agar,	“

Staff: J. DeMars,	Director of Administration/Clerk
C. Quenneville,	Director of Finance/Treasurer
R. Kerr,	Director of Public Works

FINANCE AND ADMINISTRATION COMMITTEE

AGENDA:

1:00 P.M. – Suncor

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending November 30, 2006

3. STATEMENT OF FINANCIAL POSITION: for period ending November 30, 2006

4. TREASURER’S REPORT:

A-1 – 2006 Financial Indicator Review
A-2 – Update on the Corunna Horticulture Society Christmas Light Fundraising
A-3 – Conversion of Land telephone lines from Bell to Primus
A-4 – Revised Capital and Operating Budget time Table for 2007

5. BUILDING INSPECTOR’S REPORT:

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

6. CLERK’S REPORTS:

7. C.A.O.’S REPORTS:

8. DEPARTMENT OF COMMUNITY SERVICES:

E-1 – Monthly Report dated November 29, 2006

9. NEW BUSINESS:

10. ADJOURNMENT:

Mayor S. Arnold called the meeting to order at 1:00 p.m. and chaired the Finance and Administration meeting.

Mayor Arnold welcomed Mr. Jason Vaillant, Gord Pinard and Andre Boucher of Suncor Energy present to detail to the members Suncor's recently announced plan to double its ethanol facility on Rokeby Line with a hopeful construction start of July 2007. Mr. Pinard advised that the project known as Ethanol 2 will be on the same footprint as the Ethanol 1 facilities and certain areas will be expanded such as a second energy centre additional corn storage and tank farm expansion. Once completed, the present 42 employees will increase to a workforce of 62 with approximately 250 construction workers employed during the process.

In response to the Committee's questions Mr. Pinard stated that the environmental assessment process should be easier for the Ethanol 2 unit since some of the required approvals were put in place during the process for the Ethanol 1 application. Also in response to the Committee's question, Mr. Boucher advised that the current facility is using 88% Ontario corn in its process. It is estimated that the new Ethanol 2 facility will cost approximately one hundred million dollars. Mr. Vaillant stated that the group was attending a public open house on the project at the Corunna Legion this evening, but wanted to give Council an advance briefing. At the conclusion of the meeting Mayor Arnold thanked the Suncor representatives for their attendance and further demonstration of progress and growth in St. Clair Township.

The Mayor asked any members to declare any conflicts of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

GENERAL ACCOUNTS: Month of November 2006:

The Committee reviewed the list of General Accounts

Moved by Pat Carswell-Alexander

Seconded by D. Randell

Motion #1 That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 153002 to XER002, totaling, \$1,417,969.07 be approved for the month of November, 2006.

CARRIED

It was suggested that the Treasurer provide to the new Members of Council some information on the account coding to more easily identify the departments which the expense was incurred.

STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurers Statement on the Financial Position of the municipality for the period ending November, 2006.

Moved by D. Randell

Seconded by P. Carswell-Alexander

Motion #2 That it be recommended to Council that the Treasurer's Report on the Statement of Financial Position for the period ending November 30, 2006 be received and accepted.

CARRIED

TREASURER'S REPORT:

The Committee reviewed Mr. Quenneville's report on the 2006 Financial Indicator Review.

Moved by S. Miller

Seconded by P. Gilliland

Motion #3 That it be recommended to Council that the Treasurer's Report on the 2006 Financial Indicator Review be received and accepted.

CARRIED

The Committee reviewed the Treasurer's report on the update for the Corunna Horticultural Society Christmas Light Fund raising effort.

Moved by D. Randell

Seconded by P. Carswell-Alexander

Motion #4 That it be recommended to Council that the report on the Corunna and District Horticultural Society Christmas Lights Funding be received and accepted.

CARRIED

The Committee reviewed Mr. Quenneville's report on the cost savings that could be produced by the conversion of all Township land telephone lines from Bell to Primus. Mr. Quenneville pointed out that the current \$64.37 per month per line charge could be reduced to \$37.95 for the Primus service; however, the transfer would not be available for the Brigden and Port Lambton exchanges.

Moved by S. Miller

Seconded by P. Gilliland

Motion #5 That it be recommended to Council that the Treasurer be authorized to execute the necessary documents to convert from Bell Canada to Primus Business Services land lines where feasible.

CARRIED

The Committee reviewed Mr. Quenneville's report on a suggested change to the date for the consideration of the capital and operating budgets. Originally the meetings were scheduled for December 20th for the capital budget and February 27th for the operating budget.

Moved by S. Miller

Seconded by P. Gilliland

Motion #6 That it be recommended to Council that the capital and operating budget meeting dates for 2007 be approved as per the Treasurer's report identified as report A-4 with the presentation of the capital budget to be in the morning of January 10, 2007 with the operating budget to be presented February 27, 2007.

CARRIED

The Committee reviewed Mr. Quenneville's report on the insurance coverage for the Courtright Community Hall renovation. Mr. Quenneville is stating that due to the somewhat unique relationship between the Township and the Moore Optimist Club in the operation of the Courtright Community Hall, and as a requirement for the Ontario Trillium Foundation grant the municipality must authorize the Moore Optimist Club to complete the renovations with the Township to provide insurance for the volunteer workers. Mr. Quenneville has already confirmed the appropriateness of this coverage with the Township's underwriter.

Moved by P. Gilliland

Seconded by D. Randell

Motion #7 That it be recommended to Council that it sanction the Moore Optimist Club to do the renovations of the Courtright Community Hall with the appropriate insurance coverage.

CARRIED

BUILDING INSPECTOR'S REPORT:

The Building Inspector's report for the summary of the building permit activity to the end of November is not available.

CLERK'S REPORT:

In a discussion of possible meeting dates it was recommended to Council that the regular meetings of Council be held Monday, January 8th and Monday, January 29th.

DIRECTOR OF COMMUNITY SERVICES REPORT:

The Committee reviewed Mr. Hackett's report regarding Complex expansion, golf course and department marketing.

Moved by P. Gilliland

Seconded by S. Miller

Motion #8 That this Committee recommend to Council that the monthly report of the Director of Community Services dated November 29, 2006, be referred to Township budget deliberations.

CARRIED

NEW BUSINESS:

The Committee requested the Treasurer develop a statement of revenue and expenditures for the golf course and other former Parks Commission assets to give Members of Council information on the management of these assets. Mr. Quenneville stated that the Committee

will have for its consideration at its January meeting a detailed statement on the revenues and expenditures for all former St. Clair Parks Commission assets.

Pete Gilliland

Councillor Gilliland informed the Committee of a request received on behalf of a possible donor to the Corunna Community Policing Committee. It was agreed that the donation could be made through the Township with a charitable receipt issued and the funds then devoted to the Corunna Community Policing Committee. Council briefly discussed the possibility of establishing the Corunna Community Policing Committee as a Committee of Council which was not supported for various reasons.

Pat Carswell-Alexander

Councillor Carswell-Alexander was given permission by the Committee to contact staff to do minor photo copying on behalf of the Physician Recruitment effort and suggest that a date be established prior to the January 10th budget deliberation for a road and facilities tour. Councillor Carswell-Alexander also asked for consideration of a proposal to enlarge the Civic Centre. It was suggested that this will be an item of discussion at Council's Strategic Plan meeting scheduled for December 14th.

Darrell Randell

Councillor Randell advised of attending a recent meeting of the Wilkesport Community Centre at which time the Community Centre Board denied a request to open its facilities on a daily basis for a local walking club due to the increased heating and lighting costs. Also Councillor Randell to provide to the Treasurer information on contact groups who received the 4-H grants approved earlier in the year by Council.

ADJOURNMENT:

Hearing no further business, it was;

Moved by D. Randell

Seconded by P. Brown

Motion #9 That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 1:50 p.m.

S. Arnold,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS AND OPERATIONS COMMITTEE

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Asset Management Update

3. COORDINATOR OF OPERATIONS – WORKS -REPORT:

- Monthly Report dated November 29, 2006
- Tandem Truck Tender

4. COORDINATOR OF OPERATIONS – WATER/WASTEWATER REPORT:

- Monthly Report dated November 29, 2006

5. COORDINATOR OF ENGINEERING SERVICES:

- Monthly Report dated November 29, 2006

6. DRAINAGE SUPERINTENDENT:

- Monthly Report dated November 29, 2006

7. CLERK'S REPORT:

8. CAO'S REPORT:

9. NEW BUSINESS:

10. IN CAMERA

To discuss a legal matter

11. ADJOURNMENT:

At 2:00 p.m. Mayor Arnold welcomed Mr. Luc Begin and James Breschuk of Dillon Consulting present to brief Council on the recently completed Asset Management Study. Mr. Begin stated that the Asset Management Study involved various components such as placing a replacement cost on all the Township's infrastructure assets determining their relative condition and determining the cost of replacement of these assets after their expected life expectancy. Representatives detailed to the Committee the rating system of the assets and the methods used to determine the condition of the assets particularly those underground assets. It was felt that the Asset Management Report would be a useful management tool for Council and staff and should provide guidance and establishment of capital budget priorities. The Committee thanked the Dillon representatives for their attendance.

Chairman Miller assumed the Chair and asked members to declare any possible conflicts of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

DIRECTOR OF PUBLIC WORKS REPORT:

Moved by P. Brown

Seconded by S. Arnold

Motion #10 That this Committee recommend to Council that the monthly report of the Director of Public Works on the Asset Management Update, be received for information.

CARRIED

COORDINATOR OF OPERATIONS – WORKS REPORT:

Moved by P. Carswell-Alexander

Seconded by D. Randell

Motion #11 That this Committee recommend to Council that the monthly report of the Coordinator of Operations – Works dated November 29, 2006, be received and accepted.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #12 That it be recommended to Council that the Coordinator of Operations report on the Tandem Truck Tender be received and accepted.

CARRIED

In the report Mr. Berkvens detailed some of the background items in the recently called tender for the replacement of an existing tandem truck and the needs for relatively special winter control equipment consistent with the Township's salt management policy. A comprehensive list of the tenders would be available for Council review at its next session.

COORDINATOR OF OPERATIONS – WATER WASTEWATER REPORT:

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

Motion #13 That it be recommended to Council that the monthly report of the Coordinator of Operations – Water Wastewater dated November 29, 2006 be received and accepted.

CARRIED

CO-ORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by P. Carswell-Alexander

Seconded by D. Randell

Motion #14 That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated November 30, 2006 be received and accepted.

CARRIED

Mr. Kerr answered several questions posed by the Committee relative to the crosswalk on Lyndoch Street. The Committee was advised that appropriate warning signs would be in place prior to the activation of the crosswalk mechanism.

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randell

Seconded by P. Carswell-Alexander

Motion #15 That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated November 29, 2006 and the recommendations contained therein be received, accepted and approved.

CARRIED

Council was briefed by Mr. Kerr on an action taken by the Ministry of the Environment relative to a low chlorine residual report from September 20, 2005. It was pointed out in the report that the matter has been referred to the Township solicitor.

Moved by P. Carswell-Alexander

Seconded by D. Randell

Motion #16 That the report of the Director of Public Works on the issue of a low chlorine residual be received for information.

CARRIED

NEW BUSINESS:

Deputy Mayor Gilliland requested Public Works investigate a request for more definitive pavement marking at the fire hydrant in front of the Royal Bank Building on Lyndoch Street to more easily identify the area where parking is prohibited. Also, Deputy Mayor Gilliland led the meeting in discussion of the status of the final course of asphalt in the latest phases of the Paddock Green Development. Also, in response to Deputy Mayor Gilliland's questions, Mr. Kerr advised that the possible improvement to a section of Bentinck Street will be incorporated into the draft 2007 capital budget for Council's review.

Councillor Brown led the Committee in the discussion of a possible need for additional streetlighting at the intersection of St. Clair Boulevard and the St. Clair Parkway as well as at the intersection of Lyndoch and Hill Street in Corunna. A staff report was requested. Also, the Committee discussed in general the appropriateness of the consideration of a traffic signal light at the intersection of St. Clair Boulevard and St. Clair Parkway and were advised by Mr. Kerr that the traffic volume in that area did not yet warrant such an installation.

The Committee briefly discussed the status of the Froomfield and Wilkesport area sanitary sewers and questioned if those possible projects were subject to the third intake for COMRIF grant funding. Mr. Kerr advised that these projects were not included in a COMRIF application because one of the application criteria was that the projects must have the engineering completed and ready for the tending process, which these projects did not.

The Committee also discussed in general streetlighting at the intersection of the Lambton Line and Highway 40 and were advised that MTO permission would be required to install the light and that traffic volumes probably did not warrant installation based on MTO criteria.

Mayor Arnold asked for a traffic study at the intersection of Sixth Street and Main Street in Courtright to determine speeds in that area.

Mayor Arnold led the Committee in a general discussion of various items.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #17 That it be recommended to Council that the Committee Rooms now known as the Sombra Room and the Moore Room be renamed as Committee Room #1 and Committee Room #2.

CARRIED

The committee discussed the status of the project to extend the Courtright Sanitary Sewer System south on the St. Clair Parkway, south of County Road 80.

Moved by S. Arnold

Seconded by D. Randell

Motion #18 That it be recommended to Council that it considers the gravity feed system as the preferred method to provide the sanitary sewer extension on the St. Clair Parkway south of the Courtright Line.

CARRIED

A motion to consider the amendment of By-law 30 of 2005 to provide for a flat fee cost recovery of \$8500. per individual lot for the proposed St. Clair Parkway sanitary sewer extension south of the Courtright Line was withdrawn. The Clerk was instructed to investigate the procedures required to amend By-law 30 of 2004 which is the local improvement authorization by-law. Mayor Arnold also asked members to consider the possibility of discontinuing the monthly meeting of the Committee of the Whole in favour of Committee meetings twice per month at the normal meeting of Council to discuss appropriate committee issues in advance of the regular meeting of Council. It was suggested that this concept could be further discussed either at the December 14th Strategic Planning Session or at the next meeting of Council.

Chairman Miller requested Mr. Kerr to have his staff investigate a suspected water leak on Gibson Lane. It is suspected that a water leak has occurred adjacent to the storm drain possibly allowing a considerable loss of water.

Moved by D. Randell

Seconded by P. Carswell-Alexander

Motion #19 That the Committee enter an in camera session with Councillor Miller as Chair to discuss personnel issues.

CARRIED

The meeting returned to order.

Moved by P. Gilliland

Seconded by D. Randell

Motion #20 That it be recommended to Council that the Mayor's report on Committee composition and Township restructuring be received for information.

CARRIED

Moved by D. Randell

Seconded by P. Brown

Motion #21 That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 4:45 p.m.

S. Miller,
Chairperson

J. DeMars
Secretary