

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

St. Clair Civic Centre
Sombra Room
January 10, 2007
1:00 p.m.

The meeting of the Committee of the Whole was held Wednesday, January 10, 2007 with the following people present:

	S. Miller,	Chairperson, Public Works and Operations
	P. Carswell-Alexander,	Chairperson, Finance & Administration
	S. Arnold,	Mayor
	P. Gilliland	Deputy Mayor
	D. Randell,	Councillor
	P. Brown,	“
	J. Agar,	“
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

CAPITAL BUDGET

- | | |
|--------------------------------------|--------------|
| 1. Opening Remarks – John Rodey, CAO | 9:00 – 9:30 |
| - Charles Quenneville, Treasurer | |
| 2. Capital Budget | |
| A) Fire department presentation | 9:31 - 10:00 |
| B) Community Service presentation | 10:01- 10:45 |
| C) Public Works, Water & Sanitary | 10:46-11:30 |
| 4. Capital Budget Wrap-up | 11:30-12:00 |

The meeting was called to order at 9:00 a.m.

Moved by S. Arnold

Seconded by D. Randell

Motion #1 That Councillor Pat Carswell-Alexander be appointed as Chair of the Finance and Administration Committee and that Steve Miller be appointed as Chair of the Public Works Committee for the year 2007.

CARRIED

The meeting was turned over to Chairperson Carswell-Alexander and CAO John Rodey provided opening remarks as to the draft 2007 Capital Budget. The meeting was then turned over to Treasurer Charles Quenneville who provided a summary of capital expenditures from the year 2001 to the draft 2007 capital budget by function and also a review of the Township's reserves as listed in a schedule in the budget materials. Mayor Arnold asked the Treasurer for the preparation of a summary detailing the Township's total outstanding debt by function. The meeting then proceeded to a review of the various departments draft budget.

FIRE:

Chief Dewhirst detailed to the Committee various projects and the estimated costs for his department function for 2007. In response to the Committee's question regarding capital expenditure items that did not make the priority ranking, Chief Dewhirst advised that he would like to see project 2007-9 the purchase of a thermal camera elevated into the approved category.

Moved by D. Randell

Seconded by P. Brown

Motion #2 That it be recommended to Council that project 2007-9 the purchase of a thermal camera be elevated to the status of a priority item.

CARRIED

Chief Dewhirst also responded to the Committee's question regarding the possible application for JEPP grant funding. Chief Dewhirst explained that JEPP funding, if available, is typically 45% of the project cost, and it is possible that command vehicles could be used to transport personnel and equipment to a fire scene could be an eligible project. At the conclusion of the discussion the Committee requested Chief Dewhirst to develop an application strategy for the purchase in 2008 of a command vehicle for possible application for JEPP funding.

COMMUNITY SERVICES:

Mr. Hackett explained to the Committee that project 2007-26A which was an energy audit for the Complex estimated to cost \$20,000. was contingent on receiving a 50% energy audit grant. The Committee discussed in detail project 2007-49 which was the replacement of the Vroom Park playground equipment valued at \$28,000.

Moved by D. Randell

Seconded by S. Miller

Motion #3 That it be recommended to Council that the playground equipment at Vroom Park be removed and not replaced at this time.

CARRIED

The Committee discussed in general terms the possibility of declaring some of the Township's parkland assets to be surplus and disposed of. The Committee requested the CAO to develop a work log to record such discussions and noted for future discussion purposes. The Committee also discussed with Mr. Hackett Trillium Foundation funding and questioned if projects that dealt with accessibility issues would be given priority. It was also suggested that the local MPP be copied on all the Trillium grant applications.

Moved by S. Arnold

Seconded by D. Randell

Motion #4 That it be recommended to Council that staff develop a running list of all applications including the status of grant applications to the Trillium Foundation.

CARRIED

The Committee also discussed with Mr. Hackett the future of the fitness club at the Complex and the need to improve the facility as well as the equipment.

Moved by P. Brown

Seconded by J. Agar

Motion #5 That it be recommended to Council that staff be instructed to report on the fitness club as to the total active membership, revenue from the club, the number of staff hours devoted to the operation of the facility and the feasibility of continuing that service.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #6 That it be recommended to Council that project 2007-96 to enlarge the parking lot at the Civic Centre be tabled at this time.

CARRIED

Moved by D. Randell

Seconded by S. Arnold

Motion #7 That it be recommended to Council that Project 2007-22 replacement of the Complex passenger elevator estimated to cost \$60,000 be tentatively approved subject to grant funding.

CARRIED

The Committee then proceeded to review with Mr. Hackett the capital budget recommendations for the former St. Clair Parks assets. The Treasurer detailed to the Committee that proceeds from the Parks assets operations in the year 2006 should generate a surplus of approximately \$100,000. in revenue over expenses.

Moved by S. Arnold

Seconded by J. Agar

Motion #8 That it be recommended to Council that the Capital Budget allocation for the operation of the former St. Clair Parks assets be established at \$500,000. financed from the estimated \$100,000. surplus for the operations in 2006 with the balance to be financed from the endowment fund provided by the Province, and further that staff be requested to prepare a report for Council consideration as to the proposed expenditures for the \$500,000. capital allocation.

CARRIED

It was pointed out that the estimated \$100,000. for shoreline protection was not to be charged against the \$500,000. capital allocation.

PUBLIC WORKS:

Moved by S. Arnold

Seconded by P. Brown

Motion #9 That it be recommended to Council that Project Number 2007-141 be removed from the capital budget and that Public Works be authorized to do minimal removal on sections of the sidewalk that could prove to be a liability for pedestrian traffic.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #10 That it be recommended to Council that \$500,000. revenue be dedicated to the Brigden Road project identified as Project 2007-103 from the balance of the Federal Gas Tax Reserve (\$168,809), the Reid Drain Reserve (\$188,800) and the reduction in the one time Provincial Grant Funding Reserve (\$142,391) to equivalent of \$500,000.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #11 That it be recommended to Council that Projects identified as 2007-02, 2006-155, 2007-109, 2007-107 and 2007-106 be elevated to priority status with funding to be dedicated from the Penrise Drain Reserve (61,900), the balance of the one time Provincial Grant Funding Reserve (181,676), a 5% Tax Rate increase (285,000), with the balance to be dedicated from the CRF Reserve Fund (481,145).

CARRIED

WATER/WASTEWATER:

Mr. Kerr led the Committee in the discussion of the possibility of deleting Projects 2007-251 which was the replacement of the waterline on the St. Clair Parkway south of the Courtright Line. Mr. Kerr reminded the Committee that this project was planned to be completed in conjunction with the extension of the sanitary sewer project in the area. It was pointed out that the asset management has demonstrated that the type of water main being considered should have approximately an additional twenty to twenty-five year life cycle. It was suggested that Project Number 2007-260 which is the Bentinck Street watermain replacement from Paget to Hill Street should be done in conjunction with the proposed road works on Bentinck Street.

Moved by P. Brown

Seconded by S. Arnold

Motion #12 That it be recommended to Council that the Director of Public Works report on a redrafted 2007 Water Department budget with Project 2007-252 deleted and Project 2007-260 elevated to priority status.

CARRIED

Moved by D. Randell

Seconded by P. Gilliland

Motion #13 That it be recommended to Council that the draft 2007 Capital Budget be accepted in principle as amended and that staff be instructed to revise the draft budget and report prior to final approval.

CARRIED

FINANCE AND ADMINISTRATION COMMITTEE

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending December , 2006

3. STATEMENT OF FINANCIAL POSITION: for period ending October 31, 2006

4. TREASURER'S REPORT:

A-1 – 2006 GST Audit

A-2 – Change in Assessment – 2006 to 2007

A-3 – Suncor Ethanol Plant Estimated 2007 Taxes

A-4 – 2007 Ontario Municipal Partnership Fund (OMPF)

5. BUILDING INSPECTOR'S REPORT:

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

6. CLERK'S REPORTS:

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

8. NEW BUSINESS:

9. ADJOURNMENT:

Moved by S. Arnold

Seconded by S. Miller

Motion #14 That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 407001 to XER003, totaling \$5,620,322.93 be approved for the month of December 2006.

CARRIED

The Committee asked the Treasurer to investigate the Paul Smith invoice for highway signs.

Moved by S. Arnold

Seconded by D. Randell

Motion #15 That this Committee recommend to Council that the Statement of Financial Position for the municipality for the period ending December 31, 2006 be received and accepted.

CARRIED

Moved by S. Miller

Seconded by P. Gilliland

Motion #16 That this committee recommend to Council that the report of the Deputy Treasurer identified as A-1 entitled "2006 GST Audit", be received and accepted.

CARRIED

Moved by P. Brown

Seconded by J. Agar

Motion #17 That this Committee recommend to Council that the report of the Deputy Treasurer identified as A-2 "Change in Assessment – 2006 to 2007" be received and accepted.

CARRIED

Moved by J. Agar

Seconded by P. Brown

Motion #18 That this Committee recommend to Council that the report of the Treasurer identified as A-3 "Suncor Ethanol Plant estimated 2007 taxes", be received and accepted.

CARRIED

Moved by D. Randell

Seconded by P. Gilliland

Motion #19 That this Committee recommend to Council that the Treasurer's report identified as A-4 "2007 Ontario Municipal partnership fund (OMPF)", be received and accepted.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Miller

Seconded by P. Gilliland

Motion #20 That it be recommended to Council that the Building Inspector's report for the month ending November 2006, be received and accepted.

CARRIED

NEW BUSINESS:

Councillor Randell asked the Treasurer to prepare a report for the period ending December 31, 2006 on the St. Clair Environment and Education Fund detailing the reduction to the fund reserve and the purposes for which money was spent out of that reserve. Mayor Arnold requested the Treasurer to prepare a report on the definition of Industrial and Large Industrial relative to the assessment classes. Also the Committee directed that the date for the presentation of the Operating Budget would be discussed at the February 14th meeting of the Finance and Administration Committee. The Committee discussed in general terms a space accommodation needs for a possible Police Services in St. Clair Township and other municipal functions.

The meeting of the Finance and Administration Committee was declared adjourned at 3:15 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS AND OPERATIONS COMMITTEE

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Monthly Report dated January 3, 2007
- Overall Responsible Operators

3. COORDINATOR OF OPERATIONS REPORT - WORKS:

- Monthly Report dated December 28, 2006
- Municipal Dock Rental
- MultiSport Canada

4. COORDINATOR OF OPERATIONS REPORT – WATER/WASTEWATER:

- Monthly Report dated January 3, 2007

5. COORDINATOR OF ENGINEERING SERVICES:

- Monthly Report dated January 3, 2007
- Proposed Corunna Parking Lot
- Miscellaneous Bridge Rehabilitation (2006)
- RFP Results – Comprehensive Wastewater Treatment

6. DRAINAGE SUPERINTENDENT:

- Monthly Report dated December 29, 2006

7. CLERK'S REPORT:

8. CAO'S REPORT:

9. NEW BUSINESS:

10. ADJOURNMENT:

The Public Works Committee convened at 3:25 p.m. and Chairperson Miller asked any members to declare any conflicts of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

DIRECTOR OF PUBLIC WORKS REPORT:

Moved by P. Carswell-Alexander

Seconded by P. Brown

Motion #21 That this Committee recommend to Council that the monthly report of the Director of Public Works dated January 3, 2007, be received and accepted.

CARRIED

Moved by D. Randell

Seconded by P. Gilliland

Motion #22 That this Committee recommend to Council that the January 3, 2007 report from the Director of Public Works regarding overall responsible operators be received and the recommendations contained therein be approved.

CARRIED

COORDINATOR OF OPERATIONS REPORT:

Moved by D. Randell

Seconded by P. Brown

Motion #23 That this Committee recommend to Council that the monthly report of the Coordinator of Operations dated December 28, 2006, be received and accepted.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #24 That this Committee recommend to Council that the report of the Coordinator of Operations-Works on Municipal Dock Rental, be received and accepted and recommendations contained therein be approved.

CARRIED

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #25 That this Committee recommend to Council that the report of the Coordinator of Operations-Works on MultiSport Canada in support of the June 1st and June 2nd, 2007 MultiSport Canada Relay Run, be received and accepted with the preference that the relay be conducted through St. Clair Township on June 2, 2007 due to vehicular traffic volumes.

CARRIED

Moved by P. Brown

Seconded by P. Gilliland

Motion #26 That this Committee recommend to Council that the monthly report of the Coordinator of Operations-Water/Wastewater dated January 3, 2007, be received and accepted.

CARRIED

CO-ORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by D. Randell

Seconded by J. Agar

Motion #27 That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated January 3, 2007 be received and accepted.

CARRIED

Moved by P. Brown

Seconded by P. Gilliland

Motion #28 That this Committee recommend to Council that the report of the Coordinator of Engineering Services on the Proposed Corunna Parking Lot, be received for information.

CARRIED

Moved by S. Arnold

Seconded D. Randell

Motion #29 That this Committee recommend to Council that the report of the Coordinator of Engineering Services entitled Miscellaneous Bridge Rehabilitation (2006), be received for information.

CARRIED

In discussion of the proposed program for miscellaneous bridge rehabilitation the Committee's attention was drawn to the bridge deck replacement for the Clay Creek Bridge on the White Line estimated at approximately \$84,000. The Committee felt that due to the possible future status of the road this project should be delayed. Mr. Kerr advised that based on the condition report filed by Burgess Engineering it is possible to repair the bridge at a cost of approximately 5,000. to 10,000. dollars, which would extend the bridges life possibly an additional five years.

Moved by S. Arnold

Seconded by J. Agar

Motion #30 That it be recommended to Council that basic deck repairs be achieved on the Clay Creek Bridge on the White Line at an estimated repair cost of 5,000 to 10,000. dollars, and that the long term program to replace the deck be tabled at this time.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #31 That this Committee recommend to Council that the report of the Coordinator of Engineering entitled RFP Results – Comprehensive Wastewater Treatment, be received and accepted with the proposal submitted by TSH and T.W. Gray in the amount of \$67,500.00 plus GST be accepted.

CARRIED

The Committee reviewed Mr. Burnham's report on various options for the proposed sanitary sewer extension on the St. Clair Parkway south of the Courtright Line. Mr. Kerr advised that the options available for this project were conventional gravity feed, small bore system, step system and grinder pumps. The Committee noted the fact that in Mr. Burnham's report, that other municipalities using the small bore or the step system were not satisfied with the results of these methods and would not recommend such systems.

Moved by S. Arnold

Seconded by J. Agar

Motion #32 That this Committee recommend to Council that staff be instructed to re-tender the proposed sanitary sewer extension on the St. Clair Parkway south of the Courtright Line as a gravity feed system.

CARRIED

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

Motion #33 That the ratepayers affected by the proposed sanitary sewer extension on the St. Clair Parkway south of the Courtright Line be invited to attend a future meeting of Council once the tender results are determined.

CARRIED

The Clerk shared with the Committee the opinion received from the Township's solicitor regarding an earlier concept to establish a unit service charge for the sanitary sewer on the St. Clair Parkway. The solicitor is advising that in his opinion under the local improvement provision of the Municipal Act the recovery of the costs from the affected ratepayers must be

by way of an equal per meterage charge. Mr. Bell also had a comment on whether or not Ontario Municipal Board approval would be required should Council wish to change its contribution towards the project.

Moved by S. Arnold

Seconded by D. Randell

Motion #34 That it be recommended to Council that the Clerk contact the Ontario Municipal Board for opinion as to referral to the Board for an amendment to the local improvement by-law to allow an increase in municipal contribution.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randell

Seconded by P. Brown

Motion #35 That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated December 29, 2006, be received and accepted.

CARRIED

NEW BUSINESS:

Councillor Brown requested that staff investigate the sidewalk on the west side of Lyndoch Street immediately south of the Antonio's Pizza Restaurant and that staff also look at the fire hydrant on Hill St. servicing St. Clair Heights.

Hearing no further business, it was;

Moved by D. Randell

Seconded by P. Carswell-Alexander

Motion #36 That this meeting of the Public Works and Operations Committee do hereby adjourn.

CARRIED

The meeting adjourned at 4:15 p.m.

S. Miller,
Chairperson

J. DeMars
Secretary