

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

St. Clair Civic Centre
Sombra Room
March 14, 2007
12:30 p.m.

The meeting of the Committee of the Whole was held Wednesday, March 14, 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
G. Hackett,	Director of Community Services
R. Dewhirst,	Director of Emergency Services

AGENDA:

12:30 p.m. – Laurie Roberts – Health Care Worker Recruitment
1:30 p.m. – Darrell Randell – St. Clair River presentation
2:00 p.m. – Charles Fisher, County of Lambton – Revenue Development Officer
4:00 p.m. – Cowan Insurance – R. G. Bird, Jeff Coleman

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending February, 2007

3. TREASURER’S REPORT:

A-1 - 2006 Reserves Transfers
A-2 – PSAB/Asset Management – Newsletter No. 6
A-3 – Frank Cowan Company – Announcement
A-4 – Statistics Canada – 2006 population
A-5 – Tax Rate Comparisons

4. BUILDING INSPECTOR’S REPORT:

B-1 - Building Permit Report for the month Ending February 2007

5. CLERK’S REPORTS:

6. C.A.O.’S REPORTS:

7. NEW BUSINESS:

8. ADJOURNMENT:

FINANCE AND ADMINISTRATION COMMITTEE

Chairperson Carswell-Alexander called the meeting to order at 12:30 p.m. and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

Chairperson Carswell-Alexander declared a conflict prior to the discussion on sign regulations and left the meeting.

The Committee welcomed Laurie Roberts representing Southwestern Ontario Medical Education Network to discuss with the Committee the Network's efforts in physician recruitment for under serviced areas. Ms. Roberts advised that the activities of the Network are funded by the Ontario Ministry of Health and Long Term Care and are affiliated with the University of Western Ontario School of Medicine and Dentistry.

In Southern Ontario there are approximately 101 under serviced communities requiring six hundred and sixty family physicians. The Network bases the statistics on the ratio of one physician for thirteen hundred and eighty patients. Ms. Roberts detailed to the Committee the Network's incentives for physicians to practice in an under serviced area. There is a free tuition program in the amount of \$40,000.00, under service assistance to physicians in the amount of \$15,000.00 and both programs require a return of service for a four year period.

One of the Network's programs involves a community visit at which time graduating medical students can interface with local medical health care professionals and see first hand the quality of life in the perspective host communities. Ms. Roberts also stated that through her experience she is determined that most graduating physicians would prefer to practice in an existing medical clinic with the support of more senior physicians or practice in a group practice in a turnkey operation, whereas the responsibility for overhead, administration and staffing would be the responsibility of those other than the physicians group.

At the Committee's request Ms. Roberts also explained the efforts of the Health Force Ontario Group which is a province wide effort to recruit physicians with no particular emphasis as the Southwestern Ontario Medical Education Network, on attracting physicians to under serviced areas. At the conclusion of the discussion the Committee thanked Ms. Roberts for her attendance and wished her well on her continuing efforts to recruit physicians to the Sarnia Lambton area.

At the appointed time Council welcomed Mr. Charles Fisher, the Lambton County Revenue Development Officer present to discuss with the Committee the efforts in attracting grant funding from senior levels of government into the Sarnia Lambton area. Mr. Fisher pointed out that there is considerable competition amongst municipalities for grant funding and that he usually communicates grant opportunities with area Clerks and Treasurers.

At this point Mr. Fisher shared his opinion that most grant successes in Lambton County have been in areas of social and culture enhancements. Mr. Fisher also detailed current grant program known as the Economic Stimulus Program offered by the province which is very loosely structured, and has no specific grant application or criteria. It was pointed out that most grant programs require intensive and relatively expensive upfront engineering to be in place in order to file an application. This has been cited as a difficulty for many municipalities. It was pointed out that most grant application processes require a considerable amount of preparation time in the application process, and a considerable political lobbying effort with local MPP's. Mr. Fisher suggested that municipalities develop the grant application strategy detailing the municipality's strategic plan to be able to support grant applications that would be consistent with this conscientiously developed plan whether in areas of culture, community services or infrastructure improvement and expansion. At the conclusion of the discussion Council thanked Mr. Fisher for his attendance.

GENERAL ACCOUNTS: Month of February 2007:

The Committee proceeded to review the General Accounts for the month ending February 2007. Mr. Quenneville responded to several questions posed by the Committee.

Moved by P. Gilliland

Seconded by P. Brown

Motion #1 That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number ABR001 to WOR001, totaling, \$807,896.31 be approved for the month of February, 2007.

CARRIED

TREASURER'S REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #2 That this Committee recommend to Council that the Treasurer's report dated March 6, 2007 regarding the 2006 reserved and deferred revenue transfers be received and approved.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #3 That this Committee recommend to Council that the information provided by the Treasurer regarding PSAB/Asset Management be received for information.

CARRIED

Moved by P. Gilliland

Seconded by S. Miller

Motion #4 That this Committee recommend to Council that the information provided by the Treasurer regarding the Frank Cowan affiliation with the Temple Insurance Company be received for information.

CARRIED

Moved by P. Gilliland

Seconded by P. Brown

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

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Miller

Seconded by J. Agar

Motion #6 That it be recommended to Council that the Building Inspector's report for the month of February be received.

CARRIED

CAO'S REPORT:

Mr. Rodey advised the Committee that no written reply has been received for the Township's Offer of Purchase for the vacant property in Corunna, but he has been advised verbally that the offer will be accepted. Also, a written Offer to Purchase has been received for other vacant municipal property. In discussion of general insurance coverage later in the meeting the Committee asked the Treasurer to prepare a five year graph on the historic level of general insurance premiums from the year 2001 to date.

Councillor Randell advised that he has been advised that the tree planting required by Lambton County for compensation for trees lost during the Invenergy project have been allocated to the County facility in Petrolia known as the Meadowview Villa. Also, received a complaint from ratepayers regarding off road vehicles and/or other 4-wheel drive vehicles causing considerable damage on the undeveloped portions of the Highway 40 road allowance.

Mayor Arnold led Council in a discussion of a recent development at the Shell Refinery by posting signage identifying the site as the Sarnia Terminal site. Mayor Arnold suggested that the Township engage in a comprehensive review of its sign permit and protocol policies. Chair Alexander declared a conflict of interest relative to a possible discussion on signs and left the Committee Room.

Moved by D. Randell

Seconded by P. Gilliland

Motion #7 That the Committee recognize the Chair's conflict of interest and appoint Mayor Arnold as the interim Chair of the Finance and Administration Committee.

CARRIED

Moved by P. Brown

Seconded by J. Agar

Motion #8 That this Committee recommend to Council that staff be instructed to conduct a comprehensive review of the Township's current sign by-law to review the current sign policy and protocol.

CARRIED

ADJOURNMENT:

Moved by S. Miller

Seconded by D. Randell

Motion #9 That this meeting of the Finance and Administration Committee do hereby adjourn until 4:00 p.m.

CARRIED

PUBLIC WORKS & OPERATIONS COMMITTEE

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Monthly Report dated March 7, 2007

3. COORDINATOR OF OPERATIONS REPORT - Roads:

- Monthly Report dated March 7, 2007

4. COORDINATOR OF OPERATIONS REPORT – Water/Wastewater

- Monthly Report dated March 7, 2007

5. COORDINATOR OF ENGINEERING SERVICES:

- Monthly Report dated March 7, 2007
- Development Status

6. DRAINAGE SUPERINTENDENT:

- Monthly Report dated March 7, 2007

7. DIRECTOR OF EMERGENCY SERVICES REPORT:

- Tender results – Fire rescue truck
- Pumper Rescue truck

8 CLERK'S REPORT:

9 CAO'S REPORT:

10. NEW BUSINESS:

11. ADJOURNMENT:

Chairperson Miller called to order the meeting of the Public Works Committee at 3:30 p.m. and asked members to declare any conflict of interest.

CONFLICT OF INTEREST:

None declared.

DIRECTOR OF PUBLIC WORKS REPORT:

Moved by P. Carswell-Alexander

Seconded by S. Arnold

Motion #10 That this Committee recommend to Council that the monthly report of the Director of Public Works dated March 7, 2007, be received and accepted.

CARRIED

The Committee discussed with Mr. Kerr his recent investigation of the required maintenance management software. Mr. Kerr pointed out that the decision to recommend a specific software supplier has not as yet been determined, but consideration will be made for software packages available on the market, relative to the software package being developed by the current accounting software provider.

COORDINATOR OF OPERATIONS – WORKS REPORT:

Moved by P. Brown

Seconded by P. Carswell-Alexander

Motion #11 That this Committee recommend to Council that the monthly report of the Coordinator of Operations dated March 7, 2007, be received and accepted.

CARRIED

The Committee requested Mr. Kerr advise his staff to include addresses for all sewer lateral blockage repairs.

COORDINATOR OF OPERATIONS – WATER/WASTEWATER REPORT:

Moved by P. Gilliland

Seconded by D. Randell

Motion #12 That this Committee recommend to Council that the report of the Coordinator of Operations – Water/Wastewater dated March 7, 2007, be received and accepted.

CARRIED

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by D. Randell

Seconded by S. Arnold

Motion #13 That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated March 7, 2007 be received and accepted.

CARRIED

Moved by D. Randell

Seconded by P. Brown

Motion #14 That this Committee recommend to Council that the Coordinator of Engineering Services report dated March 7, 2007 on the status of various new development proposals be received for information.

CARRIED

The Committee reviewed the information provided by Mr. Burnham as to the results of the recent tender closing for the proposed St. Clair Parkway sanitary sewer project. The Committee was advised that this information was to be directed to Council for consideration at its March 19th meeting.

DRAINAGE SUPERINTENDENT REPORT:

The Committee reviewed Mr. DePooter's report dated March 7th regarding repair recommendations on various municipal drains. The report also included a tender comparison for the Taylor Drain construction as well as a tender comparison for the Wadsworth Drain construction. It was pointed out that VanBree Drainage and Bulldozing was the low bidder for the Taylor Drain and Wadsworth Drain work, and the tender price was \$308,041.30 and \$106,270.30 respectively for the construction on these two drains. Mr. DePooter's report

recommends that the tender award for these two drainage projects be awarded to VanBree Drainage Bulldozing.

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #15 That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated March 7, 2007, and the recommendations contained therein be received and accepted.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #16 That the meeting enter an in camera session to discuss a legal issue.

CARRIED

While in camera the Committee discussed Mr. Kerr's report on the recent process upset at the Corunna Sewage Treatment Plant. Mr. Kerr's report detailed several potential causes for the upset and possible implications.

Meeting returned to order.

Moved by S. Arnold

Seconded by J. Agar

Motion #17 That this Committee recommend to Council that staff be authorized to seek legal advice regarding the recent Corunna Wastewater Treatment Plant process upset.

CARRIED

DIRECTOR OF EMERGENCY SERVICES REPORT:

The Committee reviewed Chief Dewhirst's report on the recent tender results for the purchase of a Fire Rescue Truck and a Pumper Rescue Truck. The tenders were as follows:

Fire Rescue Truck

1.	Asphodel	\$109,800.00
2.	Dependable	\$114,305.00
3.	Resqtech	\$124,500.00
4.	Thibault	\$133,200.00
5.	Darch	\$135,841.00
6.	KME	\$160,513.00
7.	Metalfab	Body only

Pumper Rescue Truck

1.	Metal Feb	\$268,068.00
2.	Dependable	\$269,980.00
3.	KME	\$276,319.00
4.	Resqtech	\$285,500.00
5.	Darch Fire	\$305,801.00
6.	E-One	\$314,256.00
7.	Pierce	\$318,719.00

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #18 That this Committee recommend to Council that the tender bid from Asphodel Fire Trucks in the amount of \$109,800.00 for the purchase of a Fire Rescue Truck be accepted and further that staff be instructed to apply for possible JEPP Program funding for the purchase of this vehicle.

CARRIED

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

Motion #19 That this Committee recommend to Council that the bid of Metal Fab in the amount of \$268,068.00 be accepted for the purchase of a Pumper Rescue Truck and further that staff be instructed to apply for JEPP Program funding to financially assist in the purchase of this vehicle.

CARRIED

Members of the Committee brought to Mr. Kerr's attention a request received from Mr. Al Brandon for a possible relocation of the truck turning sign located in the middle of his property on the St. Clair Parkway in Courtright. The Committee requested staff investigate the location of the sign for possible movement to a more appropriate location.

Moved by S. Arnold

Seconded by P. Brown

CARRIED

Moved by S. Arnold

Seconded by P. Brown

CARRIED

The Committee also suggested that similar painting should be carried out adjacent to the Fire Hydrant in front of the Golden Palace Restaurant on Lyndoch Street.

Moved by P. Brown

Seconded by D. Randell

CARRIED

The meeting adjourned at 4:00 p.m.

S. Miller,
Chairperson

J. DeMars
Secretary

At 4:00 p.m. the meeting of the Finance and Administration Committee reconvened to review with Mr. Jeff Coleman of Cowan Public Entities the Township's general insurance policy for the year 2007. Mr. Coleman briefed the Committee on the highlights of the proposed policy renewal, and advised that the proposed 2007 premium increase is reflective of the full year insurance coverage on assets transferred from the St. Clair Parks Commission to the municipality, such as the golf course, the two campgrounds and related maintenance equipment. At the conclusion of the discussion the Committee together with the Fire Chief and Mr. Coleman engaged in a discussion of the supplementary insurance to provide short term and long term accident coverage to volunteer firefighters offered by VFIS. It was pointed out that this coverage would provide accident and life insurance benefits to firefighters on a 7 day per week 24 hour a day basis irregardless of the incident giving cause to the death, dismemberment or disability of a firefighter. It was pointed out that the current

Cowan policy covers firefighters while performing any related duty as a firefighter. It was noted that in the VFIS Policy, there is no liability coverage provided for actions by a firefighter which may attract legal liability action against the municipality. It was also suggested that the VFIS Policy was supplementary to the Cowan Policy but that subscribing to both insurance vehicles may not be appropriate.

The Committee also discussed with Mr. Coleman insurance for various Township volunteers such as Museum volunteers, community centre volunteers, parks volunteers and volunteers at the St. Clair Parkway Golf Course. Mr. Coleman pointed out that the current general insurance policy provides liability coverage for any action of a volunteer employee whose actions may attract a liability claim against the municipality, however, it was stressed that the current policy does not provide any accident or injury coverage to the volunteer employees. At the conclusion of the discussion, it was;

Moved by S. Miller

Seconded by D. Randell

Motion #23 That this Committee recommend to Council that the general insurance renewal proposal submitted by Frank Cowan Company Limited for insurance coverage for the municipality for the year 2007 by way of report dated December 8, 2006 be accepted and approved.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #24 That this meeting of the Finance and Administration Committee do hereby adjourn.

CARRIED

Meeting adjourned at 5:15 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary