

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

St. Clair Civic Centre
Sombra Room
June 13, 2007
1:00 p.m.

The meeting of the Committee of the Whole was held Wednesday, June 13, 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
	P. Brown,	Councillor
	J. Agar,	"
Staff	J. Rodey,	CAO
	J. DeMars,	Director of Administration/Clerk
	R. Kerr,	Director of Public Works
	L. Burnham,	Director of Engineering
	C. Quenneville,	Director of Finance/Treasurer
	R. Dewhirst,	Fire Chief
Absent:	D. Randell,	Councillor

FINANCE AND ADMINISTRATION

AGENDA:

2:00 p.m. - Gerry Mills, Collins Barrow Chartered Accountants

2:30 p.m. – Joel Woolsey – dock

2:45 p.m. – Jeff Musser – VFIS Insurance

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending May 31, 2007

3. STATEMENT OF FINANCIAL POSITION: for period ending May 31, 2007

4. AUDIT FINANCIAL STATEMENTS: to the end of December 2006

- Collins Barrow - Letter of Representation
- **Collins Barrow – Audit Findings**
- **Collins Barrow – Letter of Independence**
- Consolidated Financial Statements of the Corporation of the Township of St. Clair – December 31, 2006
- Corporation of the Township of St. Clair Trust Funds – December 31, 2006
- The Moore Township community and Recreational Foundation – December 31, 2006

5. TREASURER’S REPORT:

- A-1 – Automobile taxable benefits
- A-2 – 2006 Year end Surplus
- A-3 – Final 2006 Reserve and Deferred Revenues activity
- A-4 – 2006 Year End Debt, Unfinanced Capital & Local Boards
- A-5 – Aon Reed Stenhouse Inc. – Invoice
- A-6 – MPAC - News – Spring 2007
- A-7 – MPAC – Brenda Petro Letter
- A-8 – 2007 Residential Tax Rate Comparison with Previous Years
- A-9 – Taxes and Water paid for 2006 for two large Industrial Customers

6. BUILDING INSPECTOR'S REPORT:

B-1 - Building Permit Reports for the month Ending May 31, 2007

7. CLERK'S REPORTS:

C-1 – Woolsey dock

C-2 – Optimist Club – Courtright Hall request

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

9. NEW BUSINESS:

10. ADJOURNMENT:

Chairperson Carswell-Alexander 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.

The Committee welcomed Mr. Gerry Mills from the Chartered Accountant firm of Collins Barrow to present to the Committee his Audit Report for the year 2006. Mr. Mills made a verbal report to the Committee of his Audit Report and stated that no irregularities were found. Also, Mr. Mills explained his firm's letters of Independence, letters of Representation and other reports pertaining to the audit.

At the appointed time the Committee recognized Mr. and Mrs. Joel Woolsey present to discuss with the Committee his request to extend the permission granted by Council in 2002 to locate a dock on Township road allowance property to a new owner.

Moved by S. Arnold

Seconded by S. Miller

Motion #1 That this Committee recommend to Council that the Township continues the encroachment granted relative to the Woolsey dock, with the new owner of the Woolsey residential property with the Township continuing to consider the private dock constructed west of the St. Clair Parkway, near the St. Clair Ave. allowance in Sombra Village to be on non-municipal Crown Lands outside the Township's jurisdiction with permission granted to allow the subject dock to "land" on the St. Clair Parkway road allowance subject to an agreement that would provide for a "hold harmless" liability clause in favour of St. Clair Township, be received and accepted.

CARRIED

GENERAL ACCOUNTS: Month of May, 2007

The Committee reviewed the list of General Accounts as listed on the agenda, and Mr. Quenneville responded to several questions posed by the Committee.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #2 That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 407001 to ZEB001, totaling, \$2,066,829.24 be approved for the month of May, 2007.

CARRIED

STATEMENT OF FINANCIAL POSITION:

Mr. Quenneville provided several explanations to the Statement of Financial Position for the period ending May 31, 2007.

Moved by S. Arnold

Seconded by P. Brown

Motion #3 That this Committee recommend to Council that the Statement of Financial Position for the Municipality for the period ending May 2007 be received and accepted.

CARRIED

TREASURER'S REPORT:

Moved by S. Arnold

Seconded by S. Miller

Motion #4 That it be recommended to Council that the Treasurer's Report identified as A-1 Automobile Taxable Benefits as listed on the agenda be received and accepted.

CARRIED

Moved by S. Miller

Seconded by S. Arnold

Motion #5 That it be recommended to Council that the Treasurer's Report identified as A-2 2006 Year End Surplus as listed on the agenda be received and accepted.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #6 That it be recommended to Council that the Treasurer's Report identified as A-3 Final 2006 Reserve and Deferred Revenues Activity as listed on the agenda be received and accepted.

CARRIED

Moved by S. Arnold

Seconded by P. Brown

Motion #7 That it be recommended to Council that the Treasurer's Report identified as A-4 2006 Year End Debt, Unfinanced Capital & Local Boards as listed on the agenda be received and accepted.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #8 That it be recommended to Council that the invoice of AON Reed Stenhouse Insurance in the amount of \$6,477.84 for property insurance on the recently acquired Hill Street School be accepted and approved for payment.

CARRIED

Moved by P. Gilliland

Seconded by S. Arnold

Motion #9 That it be recommended to Council that the Treasurer's reports identified as Report A-6 to A-9 inclusive be received.

CARRIED

The Committee complimented Mr. Quenneville on the report identified as A-9 and asked that this report be expanded to other large industrial tax payers and water users.

Moved by P. Gilliland

Seconded by S. Arnold

Motion #10 That it be recommended to Council that the Audit Report filed on behalf of Collins Barrow Chartered Accountants be received and accepted and that the corresponding reports associated with annual Audit Report be accepted and endorsed by the appropriate Township signing authorities.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Miller

Seconded by P. Gilliland

Motion #11 That it be recommended to Council that the Building Inspector's report for the month ending May 31, 2007 be received.

CARRIED

CLERK'S REPORT:

The Committee reviewed the request received for Township financial assistance to upgrade the dishes, cutlery and cookware at the Courtright Community Hall. Deputy Mayor Gilliland briefed the meeting on the reaction of some Board members to this request.

Moved by S. Arnold

Seconded by J. Agar

Motion #12 That it be recommended to Council that a grant to the maximum amount of \$4,000.00 be provided from the Moore Environmental and Education Fund to assist in the acquisition of additional plates, cutlery and cookware at the Courtright Community Hall subject to the approval of the Community Hall Board.

CARRIED

At the appointed time the Committee welcomed Mr. Kip Cosgrove and Mr. Jeff Musser representing the VFIS Insurance Group present to detail to members of Council insurance coverage that was available to members of Council for accident insurance coverage for accidents occurring while members are on duty or supplementary insurance that cover Members of Council on a 24/7 basis. At the conclusion of the discussion Mr. Cosgrove advised that such insurance coverage for Councillors while on municipal business is a premium rate of \$86.00 per year, per member and the enhanced plan referred to as Plan 2 attracted an annual premium of \$197.00 per member. At the conclusion of the discussion and after the representatives had responded to several questions, Chairperson Alexander thanked the VFIS representatives for their presentation.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #13 That it be recommended to Council that the Director of Emergency Services prepare a report on the VFIS Insurance program relative to the on duty and off duty coverage the additional insurance identified in Mr. Cosgrove's presentation and a comparison as to coverage and cost of this proposed plan with that to be provided to the volunteer firefighters.

CARRIED

CAO'S REPORT:

Mr. Rodey provided Committee with a verbal report on the status of the Minister's Zoning Order relative to the proposed Shell Refinery development. Mr. Rodey advised that there seems to be some reluctance possibly at the Senior Staff level of the Ministry of Municipal Affairs and Housing and the Ministry of Natural Resources to recommend approval of the Minister's Zoning Order pending the completion of the environmental assessment process estimated to take approximately one year.

Hearing no further business the meeting was declared adjourned at 3:40 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary

AGENDA:

3:30 p.m. – Paul Gagne – OPP – Hill Street

3:45 p.m. – Larry Thibault – Ida Swartz

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Monthly Report dated June 4, 2007

3. COORDINATOR OF OPERATIONS REPORT (WORKS):

- Monthly Report dated June 5, 2007
- Sincerely Gifts Flooding
- **Tender – roadside mower**

4. COORDINATOR OF OPERATIONS REPORT (WATER/WASTEWATER)

- Monthly Report dated June 5, 2007

5. DIRECTOR OF ENGINEERING:

- Monthly Report dated June 7, 2007
- Paget Street Watermain – Alternative
- Riverside Drive Bridge Replacement - Security

6. DRAINAGE SUPERINTENDENT:

- Monthly Report dated June 6, 2007

6. CLERK'S REPORT:

7. CAO'S REPORT:

8. NEW BUSINESS:

- Ida Swartz – Sincerely Gifts
- **Corunna Parking Study**
- **Hill Street Speeding – Community Safety Zone**

9. ADJOURNMENT:

Chairman Miller called the meeting to order at 3:45 p.m. and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

Councillor Carswell declared a conflict of interest prior to the discussion of Lyndoch Street parking as a downtown business owner.

The Committee welcomed Constable Paul Gagne present to present to the Committee the report speeding and aggressive driving on Hill Street in Corunna authored by Sgt. Paul Feuters. The report detailed recent activity of the OPP and others relative to excessive speeding and heavy truck traffic on Hill Street. In the report Sgt. Feuters is recommending Council approval and recommendation to the County of Lambton for the establishment of a community safe zone on Hill Street from Baird Street to Brooktree/Queen Street. Mayor Arnold questioned why the community safety zone wasn't proposed to go between Brooktree/Queen Street and Lyndoch Street. Constable Gagne advised that he and Sgt. Feuters have discussed that possibility and would be in support of the extension.

Moved by S. Arnold

Seconded by J. Agar

Motion#14 That it be recommended to Council that St. Clair Township Council approve the establishment of a community safe zone on Hill Street from Lyndoch Street to Brooktree/Queen Street and that this designation be recommended to the County of Lambton who has jurisdiction over Hill Street.

CARRIED

It was pointed out that public educational process will be involved including increased signage if the community safe zone is established. It was also pointed out that the deterrent afforded by a community safe zone for speeding traffic is that traffic speeding fines are doubled.

Mr. Larry Thibault representing Ida Swartz was present to hear the Committee's discussion on the recent damage claim submitted by Ms. Swartz. The topic was the subject of a report by the Co-ordinator of Works dated June 4, 2007.

Moved by S. Arnold

Seconded by J. Agar

Motion #15 That it be recommended to Council the claim submitted on behalf of Ida Swartz be referred to the Township Insurer for investigation and further that the Drainage Superintendent be instructed to contact the owner to determine if corrections are required to the private drainage system to avoid future flooding.

CARRIED

DIRECTOR OF PUBLIC WORKS REPORT:

Moved by P. Carswell

Seconded by P. Gilliland

Motion #16 That this Committee recommend to Council that the monthly report of the Director of Public Works dated June 4, 2007, be received and accepted.

CARRIED

Councillor Carswell asked Mr. Kerr if the Plank Road will received additional dust layer application on a trial basis as originally directed by Council. Mr. Kerr advised that that program is in place and that records would be kept as to application frequency and rates for comparison to the effectiveness of the increased application. Mayor Arnold also questioned Mr. Kerr on item #2 in his report regarding meetings with the Shell Consultants and Representatives of the IBI Group to discuss servicing capacity and transportation issues. Mayor Arnold asked to be copied material prepared by Staff relative to the Shell proposal.

COORDINATOR OF OPERATIONS REPORT:

Moved by P. Carswell

Seconded by P. Brown

Motion #17 That this Committee recommend to Council that the monthly report of the Coordinator of Operations dated June 5, 2007, be received and accepted.

CARRIED

Council reviewed Mr. Van Hyfte's report on the possible purchase of a road side mower. Tenders were called for this equipment and the tender result were as follows:

Furlan Bros. Maschio Girraffa Model 210	\$9,000.00
Joe Johnston Tiger Corporation Model RBF-2C	\$19,155.00
(All applicable taxes are extra)	

Moved by S. Arnold

Seconded by J. Agar

Motion #18 That it be recommended to Council that the tender of Furlan Bros. for the purchase of a Maschio Girraffa Model 1210 road side mower in the tender amount of \$9,000.00 be accepted.

CARRIED

Moved by P. Brown

Seconded by J. Agar

Motion #19 That this Committee recommend to Council that the monthly report of the Coordinator of Operations-Water/Wastewater dated June 5, 2007, be received and accepted.

CARRIED

DIRECTOR OF ENGINEERING REPORT:

Moved by J. Agar

Seconded by P. Gilliland

Motion #20 That this Committee recommend to Council that the monthly report of the Coordinator of Engineering dated June 7, 2007 be received and accepted.

CARRIED

Mayor Arnold asked Mr. Burnham for a report on item #13 in his monthly report regarding the St. Clair Parkway slope stabilization. The Mayor would like a report on the success of the project and if the slope continues to slide.

Moved by P. Carswell

Seconded by S. Arnold

Motion #21 That it be recommended to Council that the normal procurement policy be waived and the quotation submitted by Robinson Farm Drainage in the amount of \$62,847

(including GST) for the supply and installation of rural watermain for the construction of the Holt Line – Pretty Road Watermain Loop be accepted and that the Mayor and Clerk be authorized to sign the contract and other related documents with the Paget Street watermain project to be included in the first draft of the 2008 Capital Budget.

CARRIED

Moved by P. Carswell

Seconded by P. Brown

Motion #22 That this Committee recommend to Council that the report of the Director of Engineering's report on the Riverside Drive Bridge Replacement – Security, be received and accepted.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by P. Gilliland

Seconded by P. Brown

Motion #23 That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated June 6, 2007, and the recommendations contained therein be accepted and approved.

CARRIED

CLERK'S REPORT:

The Clerk advised the Committee of continued complaints from a rural property owner relative to noise from off road vehicles being used on private property. No action was directed at this time. The Clerk also advised of receiving information from the Ministry of Agriculture, Food and Rural Affairs regarding possible Provincial funding to help finance extension of broad band service to the rural areas. The Committee was advised of the general provisions for the program and the relatively short time frame in which to respond.

Moved by S. Arnold

Seconded by P. Carswell

Motion #24 That it be recommended to Council that Staff be instructed to investigate possible participation in the Ontario Municipal Rural Broad band Partnership Program and interest with possible partners be sought.

CARRIED

NEW BUSINESS:

The Committee proceeded to review material provided by Councillor Brown regarding parking in downtown Corunna. Councillor Carswell declared a conflict of interest as a downtown business owner and left the meeting chamber. Councillor Brown led the Committee in a discuss of what he considers to be parking concerns in Corunna between Hill Street and Beckwith Street. Councillor Brown's opinion was that on street parking could be prohibited in certain areas to allow improved traffic flow. Several members of the Committee suggested that Mr. Brown capture his thoughts by way of a written report where the Committee or Council could consider by line item to outline the changes he would propose.

Jeff Agar

Councillor Agar requested Staff conduct a traffic study on Hill Street in the area of Nash Drive/Queen Street to determine the need for a traffic signal light. It was suggested that since Hill Street is a County Road perhaps Lambton County should be requested to consider the placement of a possible traffic control light. Councillor Agar also questioned the status of his earlier request for an additional stop sign to be placed at the intersection of Bentinck and Fane Street. The request to be investigated by Staff. Also, Councillor Agar questioned the status of the second course of asphalt on Bentinck Street in the Paddock Green Subdivision area. The CAO advised the Committee of recent developments with the Property Developer and ownership changes that may occur in the future. Mr. Burnham advised that he would investigate the issue further.

Moved by J. Agar

Seconded by S. Arnold

Motion #25 That it be recommended to Council that the Township request the County of Lambton to consider the installation of a traffic control light at the intersection of Hill Street and Nash Drive/Queen Street in Corunna.

CARRIED

Pete Gilliland

Councillor Gilliland questioned if the letter from several of the Clean Harbors neighbour was going to be included in the Council information package for its next meeting. The Clerk advised that the letter would be circulated to Council for consideration at its next meeting. Also, Councillor Deputy Mayor Gilliland advised of receiving complaints from residents on Hill Street regarding barking dogs that has been referred to the By-law Enforcement Officer.

Pat Carswell

Councillor Carswell questioned if Staff has investigated the Nantais drainage problem in Brigden. The Clerk advised that he briefly discussed the issue with Mr. Nantais with the suggestion that he contact Drainage Superintendent Gary DePooter who will arrange for an on site visit.

Moved by P. Carswell

Seconded by P. Gilliland

Motion #26 That it be recommended to Council that a floral tribute be sent with sincere sympathy to the Humble family.

CARRIED

Also, Councillor Carswell advised of a request received for line painting on the newly resurfaced Albert Street and asked Staff to contact the owner of 420 Bentinck Street regarding possible sidewalk improvements in that area.

Pat Brown

Councillor Brown requested that the traffic signal lights at the intersection of St. Clair Blvd. and St. Clair Parkway be included in the initial draft of the 2008 Capital Budget. Councillor Brown also questioned the status of the MOE investigation of the Disposal Facility on Petrolia Line. Mr. Kerr advised that he has been in contact with Mr. Dan Hayes of the Ministry of the Environment who advised that the site would be reviewed sometime in 2007.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #27 That it be recommended to Council that the Ministry of the Environment be asked to provide a specific timely date at which time the Disposal Site on the Petrolia Line could be investigated for compliances to the Certificate of Approval with the local MPP to be copied this letter.

CARRIED

Steve Arnold

Mayor Arnold advised of receiving a request from a resident regarding speed limits on the Kimball Road. This information was provided to the Clerk for inclusion in the next Council information package.

Moved by S. Arnold

Seconded by P. Carswell

Motion #28 That it be recommended to Council that Lambton County permission be sought for the Township to pave the shoulders of Hill Street from the CN Rail line to Lyndoch Street to provide improved vehicle parking on both the north side and the south side of Hill Street.

CARRIED

Moved by S. Arnold

Seconded by P. Brown

Motion #29 That it be recommended to Council that the Lambton Area Water Supply System be requested to investigate the establishment of a secondary water supply system to St. Clair Township with consideration of an additional reservoir near the intersection of County Road #80 and Highway #40.

CARRIED

Pete Gilliland

In response to the Deputy Mayor's question the Clerk advised that the owner of a property on the north side of St. Clair Blvd. has been issued a notice under the provisions of the recently approved yard maintenance by-law to mow the weeds and or grass.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #30 That the meeting enter an in camera session to discuss a personnel issue.

CARRIED

The meeting returned to order.

The Committee requested Staff to prepare a report on the status of the vacant Coordinator of Works position. Also, the Committee requested a Staff report on the current practice of granular material being placed on Township road allowance property by the two local gravel dock operators and further an opinion as to the requirement of a designated entrance and egress to the gravel dock area.

Hearing no further business it was:

Moved by P. Gilliland

Seconded by J. Agar

Motion #31 That the meeting due hereby adjourn.

CARRIED

The meeting adjourned at 5:00 p.m.

S. Miller,
Chairperson

J. DeMars
Secretary