

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

St. Clair Civic Centre
Committee Room 1
November 14, 2007
12:30 p.m.

The meeting of the Committee of the Whole was held Wednesday November 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,	" Joined the meeting in progress
Staff	J. Rodey,	CAO
	J. DeMars,	Director of Administration/Clerk
	C. Quenneville,	Director of Finance/Treasurer

FINANCE AND ADMINISTRATION

AGENDA:

12:30pm - 2008/2009 Draft Capital Budget Review

2:30pm – Wayne Goodman ~ Cathcart Park Campground Fees

- Ed Noakes ~ Branton-Cundick Park
- Bob Wiles ~ Mooretown Park
- Greg and Lesley Randall ~ Letter

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending October, 2007

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

4. TREASURER'S REPORT:

- A-1 Frank Cowan – Newsletter
- A-2 OMERS – Sponsor Costs
- A-3 MFOA - Bulletin

5. DIRECTOR OF COMMUNITY SERVICES REPORT:

Monthly Report for the month ending October 2007

6. BUILDING INSPECTOR'S REPORT:

B-1 - Building Permit Reports for the month Ending 2007

7. CLERK'S REPORTS:

C-1 – Open Meeting Investigation

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

9. NEW BUSINESS:

10. ADJOURNMENT:

Chairperson Carswell-Alexander called the meeting to order at 12:35 pm and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

The Committee proceeded to review the draft Capital 2006 & 2008 budget referenced in the Treasurer's report dated November 6, 2007.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #1: That it be recommended to Council that the 2008 Capital budget items identified as line item 6 to line item 81 as per exhibits A2 and A3 of the Treasurer's November 6th report be approved.

CARRIED

It was noticed that the project identified as the "urban rural blow offs" in the water system identified in line 77 has already been completed. It was noted that the budget would be adjusted according for projects that have been completed in 2007. In general discussion of the budget, the Committee was of the consensus that grant applications be made for the proposed bridge project for 2008 for any federal or provincial infrastructure grant program.

Moved by S. Arnold

Seconded by S. Miller

Motion #2 That projects identified as projects 2008-54, 2008-55, 2008-55A and 2008-51 be tabled pending further financial review for the financial activities for 2007 for the former St. Clair Parkway assets and further that the project identified on line 88 as project 2008-53A being the shore protection at Guthrie Park be approved as a 2008 project as per exhibit A-3.

CARRIED

The Committee proceed to review the draft 2009 budget.

Moved by S. Arnold

Seconded by P. Brown

Motion #3 That it be recommended to Council that the 2009 Capital Budget be approved for projects identified as 2009-5 to 2009-181 with the exception of project identified on line 40 (Stanley Line Bridge) as project 2008-119, as per budget exhibit A-4 & A-5

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #4 That it be recommended to Council that 2009 projects identified as line 70-86 inclusive as referenced by the Treasurer's Report identified as exhibit A-5 be approved.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #5 That it be recommended to Council that the 2009 Capital projects identified as line 60, 61,62,63, and 65 be tabled pending the review of financial operations of the former St. Clair Parkway assets and further that project identified as line 64, shoreline protection Guthrie Park be approved as a 2009 expenditure.

CARRIED

GENERAL ACCOUNTS: Month of October 2007

Council proceeded to review accounts. Mr. Quenneville responded to several questions posed by the Committee and responded to the Treasurer's report on the payment to the Frank Cowan company as an insurance claim deductible.

Moved by P. Gilliland

Seconded by S. Miller

Motion #6 That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 129001 to YEL001, totaling, \$2,674,828.36 be approved for the month of October, 2007.

CARRIED

STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurers Statement on the Financial Position of the municipality for the period ending October 2007.

Moved by S. Arnold

Seconded by P Brown

Motion #7 That it be recommended to Council that the Treasurer's Report on the Statement of Financial Position of the Municipality as of October, 2007 be accepted.

CARRIED

TREASURER'S REPORT:

Moved by S. Miller

Seconded by P. Brown

Motion #8 That it be recommended to Council that the Treasurer's Reports identified as A-1, A-2 and A-3 as listed on the agenda be received and accepted.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

The Committee proceeded to review Mr. Hackett's monthly report. In his report, Mr. Hackett advised of being in a position to bill the Wilkesport Community Hall in the amount of \$15,936.00 which was money spent over and above the \$20,000.00 budgeted amount for hall improvements. The Committee directed that this invoice not be sent to the Wilkesport Community Hall and hopefully the balance will be financed from a successful application for a Farm Credit community grant. The Committee instructed letters be drafted for the Mayor's signature to MP Pat Davidson regarding the Farm Credit community grant and to MPP Bob Bailey regarding the Brigden Hall Trillium grant application as well as the Sombra Museum application.

Moved by P. Gilliland

Seconded by P. Brown

Motion #9 That this Committee recommend to Council that the monthly report of the Director of Community Services dated November 7, 2007, be received and accepted with the recommendation relative to the Civic Centre parking lot and roof replacement subject to further decision when project costs are known and the recommendations regarding staffing be tabled.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #10 That the Director of Community Services recommendation regarding golf course operation and staffing be tabled for an in-camera discussion at the conclusion of this meeting.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Arnold

Seconded by P. Brown

Motion #11 That it be recommended to Council that the Building Inspector's report for the month of October 2007 be received and accepted.

CARRIED

CLERK'S REPORT:

Moved by P. Gilliland

Seconded by S. Arnold

Motion #12 That this Committee recommend to Council that the report of the Clerk dated November 5, 2007 to contract with John Maddox to act as the Township Open Meeting investigator either in affiliation with Lambton County or as a free standing contract be accepted and approved.

CARRIED

The Committee requested the Clerk to contact the County Clerk Solicitor to determine County protocols for in-camera meetings and reporting.

NEW BUSINESS:

Committee reviewed 2 reports prepared by the Treasurer that were not included in the Committee's original information package. The first report dealt with financial assistance programs for medical students and the second report was a residential tax rate comparison.

Moved by S. Arnold

Seconded by D. Randell

Motion #13 That it be recommended to Council that the Treasurer's Report regarding financial assistance for medical students be received for information.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #14 That it be recommended to Council that the Treasurer's report on the residential tax rate comparisons be received for information.

CARRIED

The Committee discussed the property standards issue brought to the attention of several members of Council and staff late last week regarding property on the Petrolia Line at the intersection at Waubano Road. The Committee reviewed the property standards report on the issue dated November 13.

Moved by S. Arnold

Seconded by S. Miller

Motion #15 That it be recommended to Council that the property standards officer be instructed to take immediate action regarding the potential property standards violation at property near the intersection of Petrolia Line and Waubano Road.

CARRIED

The Committee discussed the fact that it seems that an agricultural property is being used as disposal area for a building under demolition. The Committee also discussed a possible property standard violation for the stock piling of material on property near the intersection of 8th Street and Main Street in Courtright. The material being stock piled seems to be waste material from the OPG facility.

Moved by S. Arnold

Seconded by D. Randell

Motion #16 That it be recommended to Council that the Property Standards Officer be instructed to investigate and take immediate action on the material stock piling near the intersection of 8th Street and Main Street in Courtright.

CARRIED

Deputy Mayor Gilliland also brought to the Committee's attention, the entrance sign at the Nash Landing Development that was damaged last summer and has yet to be repaired.

At the appointed time, the Finance and Administration Committee, after a short recess, reassembled in the Council chambers to hear delegations representing seasonal campers at the 3 Township campgrounds expressing concerns about the proposed increase in camping fees for 2008. Council heard presentations from Mr. Ed Noakes, representing campers from the Branton-Cundick campground assisted by Don Farlow, Wayne Goodman representing several campers at the Cathcart park and Mr. Bob Wiles from the Mooretown campground. In his presentation, Mr. Nokes pointed out the features of the Branton-Cundick Park and those

features that were absent from other comparable parks such as swimming pools, security, paved roads and organized activities. Mr. Goodman had a similar presentation particularly in reference to the earlier letter sent to Council. At the conclusion of the presentations, it was

Moved by S. Arnold

Seconded by P. Brown

Motion #17 That it be recommended to Council that campground fees for all 3 Township campgrounds be raised 5% across the board for 2008.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #18 That it be recommended to Council that the proposal to impose a grass cutting fee at Branton-Cundick Park and Cathcart Park be deferred for further discussion on campground operations in 2008

CARRIED

The Committee advised those in attendance that the Committee or Council would look at operational costs and proposed fees for 2009 perhaps in the spring of 2008 for a decision to be shared with the campers prior to the end of the 2008 camping season.

NEW BUSINESS CONTINUED:

The CAO briefed the Committee on the Township's current pay equity policy and practices and suggested that if members of Council received any comments or concerns from employees on a pay equity issue, the employee be referred to their supervisor for response. Mr. Rodey also briefed the Committee on the issue raised particularly in the Public Works Department of employees not being able to start their regular shift due to overtime hours worked the previous day due to restrictions in Provincial Legislation requiring an 8 hour rest period before an employee can return to work. It has been suggested that if an employee is asked to report to his/her regular shift, 4 hours later than normal due to such activities, the employee would be paid for the last 3 hours of the 4 hours with the employee being responsible for the first hour. The Committee was in concurrence with this suggestion.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #19 That it be recommended to Council that the CAO's report on hours of work and the employer's willingness to pay for such lost hours with the exception of the first hour be approved.

CARRIED

Mr. Quenneville advised of a discussion with Mr. Jeff Coleman of the Frank Cowan Company, who would be prepared to present to the Committee, the 2008 general insurance renewal proposal at the Committee's next meeting Wednesday December 12, 2007. The Committee suggested that Mr. Quenneville make the necessary arrangements.

Mayor Arnold briefed the Committee on an invitation received to attend a retiree attraction seminar to be hosted in Petrolia on November 19th as well as an invitation from Michael Levesque to discuss the possibility of establishing a wind turbine farm in St. Clair Township. Also, the Mayor received a letter from Leslie Muller regarding several deficiencies at the Wilkesport and Sombra Library Branches.

Moved by S. Arnold

Seconded by P. Brown

Motion #20 That it be recommended to Council that the correspondence received from Leslie Muller regarding the Wilkesport Branch Library and the Sombra Branch Library be referred to the Director of Community Services for investigation and report.

CARRIED

Councillor Randell briefed the Committee on his discussion with representatives from the Lambton Federation of Agriculture as discussed at the last meeting of Council regarding possible St. Clair Township's sponsorship of a rural farming business directory. Councillor Randell expressed his disappointment that the directory created 2 years ago was perhaps done in haste and was not as comprehensive as it could have been.

Moved by D. Randell

Seconded by S. Miller

Motion #21 That it be recommended to Council that St. Clair Township support the Lambton Federation of Agriculture to produce a farm gate business directory at the same financial level as that was provided for the first edition 2 years ago.

CARRIED

Moved by S. Miller

Seconded by P. Gilliland

Motion #22 That the meeting enter an in-camera session with Councillor Carswell as chair, to discuss a personnel issue.

CARRIED

Meeting returned to order.

Moved by S. Arnold

Seconded by S. Miller

Motion #23 That it be recommended to Council that the CAO and the Director of Community Services prepare a comprehensive report on the operational organization at the St. Clair Parkway golf course for Council review.

CARRIED

Moved by D. Randell

Seconded by J. Agar

Motion #24 That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 3:40 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

4:00 pm Norm Scott presentation

1. DECLARATION OF PECUNIARY INTEREST:

2. COORDINATOR OF ENGINEERING:

- Monthly Report dated November 7, 2007
- Brigden Road Rehabilitation – Bear Creek to Plank Road
- Bentinck Street Reconstruction – Driveways

3. COORDINATOR OF OPERATIONS REPORT (WORKS):

- Monthly Report dated November 8, 2007

4. COORDINATOR OF OPERATIONS REPORT (WATER/WASTEWATER)

- Monthly Report dated November 8, 2007

5. DIRECTOR OF ENGINEERING SERVICES:

- Capital Projects status
- Rural Mail Delivery Adjacent to No Frills Bypass Lane
- WWTP Class Environmental Assessment & Environmental Study Report

6. DRAINAGE SUPERINTENDENT:

- Monthly Report dated November 7, 2007

7. CLERK'S REPORT:

Norm Scott presentation

8. CAO'S REPORT:

9. NEW BUSINESS:

10. ADJOURNMENT:

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

DECLARATION OF CONFLICT OF INTEREST:

Mayor Arnold declared a conflict of interest in discussion about a request from Nova Chemicals for a temporary access off Beckwith Street and left the Meeting Chambers.

On behalf of the Committee, Chairman Miller welcomed Mr. Norm Scott of the Gravel Doctor and Mr. Jeff Mayo representing Icon – 2M present to discuss with the Committee the product that they have available to them which could reduce the costs of the St. Clair River Trail construction. Mr. Mayo advised that he has access to a product developed 30 years ago for the US Military that when incorporated into common soil would create a concrete like substance which is predicted to be durable, long lasting and would be of a sufficient strength to bear the weight of pedestrian traffic on a trail. After considerable discussion in response to the Committee's questions Chairperson Miller thanked Mr. Scott and Mr. Mayo for their attendance and advised them that the information would be made available to the St. Clair River Trail Committee.

COORDINATOR OF ENGINEERING:

Council questioned Mr. Burnham on several aspects of Mr. Graham's report such as the progress of the completion of the Riverside Bridge replacement project, the status of the St. Clair Sanitary sewer project and the St. Clair Parkway bypass lane.

Moved by P. Gilliland

Seconded by D. Randell

Motion #25 That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated November 7, 2007, be received and accepted.

CARRIED

Moved by S. Arnold

Seconded by P. Carswell

Motion #26 That this Committee recommend to Council that the Brigden Road Rehabilitation – Bear Creek to Plank Road report of the Coordinator of Engineering Services dated November 7, 2007 be received as information and accepted.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #27 That this Committee recommend to Council that the report of the Coordinator of Engineering Services regarding Bentinck Street Reconstruction – Driveways dated November 7, 2007, be received and accepted as information.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORT:

Moved by P. Carswell

Seconded by P. Brown

Motion #28 That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated November 8, 2007, be received and accepted.

CARRIED

COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:

Moved by P. Carswell

Seconded by P. Gilliland

Motion #29 That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated November 14, 2007, be received and accepted.

CARRIED

DIRECTOR OF ENGINEERING SERVICES REPORT:

Moved by S. Arnold

Seconded by P. Brown

Motion #30 That this Committee recommend to Council that the Capital Projects Status Report of the Director of Engineering dated November 8, 2007 be received and accepted.

CARRIED

Moved by P. Carswell

Seconded by P. Gilliland

Motion #31 That this Committee recommend to Council that the report of the Director of Engineering regarding Rural Mail delivery Adjacent to No Frills Bypass Lane, be received and accepted as information.

CARRIED

Moved by D. Randell

Seconded by S. Arnold

Motion #32 That this Committee recommend to Council that the report of the Director of Engineering regarding WWTP Class Environmental Assessment & Environmental Study Report, be received and accepted as information.

CARRIED

In discussion of the report the Committee requested Mr. Burnham to do further investigation in the Engineered Wetland Proposal presented to Council earlier by Jacques Whitford as to whether or not an engineered wetland for a proposed wastewater treatment plant would reduce sludge and the resulting handling and haulage charges. Mr. Burnham to do further investigation and report his findings to Council.

DRAINAGE SUPERINTENDENT REPORT:

Moved by P. Brown

Seconded by P. Carswell

Motion #33 That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated November 7, 2007, be received and the recommendation contacted therein accepted.

CARRIED

CLERK'S REPORT:

Moved by D. Randell

Seconded by J. Agar

Motion #34 That this Committee recommend to Council that the report of the Clerk regarding Norm Scott, be received and accepted as information.

CARRIED

NEW BUSINESS:

Mr. Burnham lead Council in a discussion regarding a request received to allow a temporary access for heavy trucks and equipment off Beckwith Street to facilitate a raw waterline to the Nova Chemical Plant. Mayor Arnold as an employee of Nova Chemical declared a conflict of

interest and left the Council Chambers. The Committee requested Mr. Burnham to do further investigation on the request and to report his findings to Council.

Mayor Arnold returned to the meeting.

Deputy Mayor Gilliland questioned Mr. Burnham on the status of the Nash Landing entrance sign. Mr. Burnham advised that he has had discussions with the developer who has accepted ownership of the signage and would endeavor to make the required repairs.

Deputy Mayor Gilliland also advised that the Ministry of the Environment have been asked to do sampling on the stockpiled material at the intersection of 8th Street and Main Street in Petrolia and in response to his question was advised by the Clerk that the Ministry of the Environment had been contacted on Friday regarding the stockpiling of scrape material on the property near the intersection of the Petrolia Line and the Waubano Road. The Deputy Mayor also requested repair of the CAP Park sign in Corunna. This request is to be referred to the Director of Community Services.

Mayor Arnold noted that there are three portable signs on the CAP Park and suggested that the sign advertising the Santa Claus Parade be moved further to the west to improve vehicular visibility.

Councillor Brown brought to the Committee's attention his earlier request for staff report on the possible installation of two additional street lights in Corunna.

Moved by P. Brown

Seconded by S. Arnold

Motion #35 That it be recommended to Council that staff be instructed to install additional street lights at the south east intersection of Hill and Lyndoch Street and the south east corner of St. Clair Parkway and St. Clair Boulevard in Corunna.

CARRIED

The Committee also brought to staff's attention the inoperative street light at the corner of Bentinck and Argyle Streets in Corunna and on Lyndoch near Paget Street.

The Committee also asked the Director of Engineering Services for consideration on alternative traffic patterns in the area of St. Clair Boulevard and St. Clair Parkway and Bentinck Street resulting from the continuing residential development in that area.

CAO'S REPORT:

In response to the Committee's questions Mr. Rodey advised that the applications received for the Coordinator of Public Works position and the position of Public Works Technician are being reviewed with interviews to be established with the short listed candidates.

ADJOURNMENT:

Moved by S. Miller

Seconded by J Agar

Motion #36 That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 4:40 p.m.

S. Miller,
Chairperson

J. DeMars
Secretary