

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

St. Clair Civic Centre
Committee Room 1
December 12, 2007
2:00 p.m.

The meeting of the Committee of the Whole was held Wednesday, December 12, 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
C. Quenneville,	Director of Finance/Treasurer
Larry Burnham	Director of Public Works and Engineering
Brian VanHyfte	Coordinator of Water/Waste Water

FINANCE AND ADMINISTRATION

AGENDA:

2:00pm Sam Youseff – Plan of Subdivision
Terry Gray

2:15pm St. Clair River Trail – Peter Cassel, Dave Cram
Kristina Zimmer – Shell community Relations

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending November, 2007

3. STATEMENT OF FINANCIAL POSITION: for period ending November 30, 2007

4. TREASURER’S REPORT:

A-1 St. Clair Parks – financial results
A-2 Accounts Payable – invoices
A-3 2008 Budget time Table
A-4 Transit Survey
A-5 Interest Free Loan – farm class

5. BUILDING INSPECTOR’S REPORT:

B-1 - Building Permit Reports for the month ending November 2007

6. DIRECTOR OF COMMUNITY SERVICES REPORT:

Monthly Report

7. CLERK’S REPORTS:

Draft policies
In-camera protocol

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

In-camera - personnel

9. NEW BUSINESS:

January meeting date

10. ADJOURNMENT:

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

CONFLICT OF INTEREST:

None declared.

Chairperson Carswell welcomed Terry Gray of T.W. Gray and Mr. Sam Youseff, developer for a proposed subdivision near the intersection of St. Clair Boulevard and Bentinck Street in Corunna, to discuss with Council the design and the construction of a fence for the proposed subdivision as required in the draft plan of subdivision being presented to Lambton County next week. Mr. Gray stated that the fencing proposed was a wooden board fence with brick columns with the wood thickness to be a full 2 inches to provide the necessary noise abatement. In response to the Committee's questions, Mr. Gray stated that in such cases the fence is actually on private property and future maintenance issues would be that of the homeowner. Mr. Gray pointed out that the wooden fence with brick pillars would cost approximately \$39,000 whereas the solid brick fence would cost approximately \$140,000. Mr. Youseff pointed out that since the proposed development only incorporates 47 lots, the more expensive fence would add approximately \$2,200 cost per lot. At the conclusion of the discussion, the Committee reaffirmed Council's earlier position that the fence for the proposed subdivision on the north side of St. Clair Boulevard would be identical to the fence on the south side of St. Clair Boulevard at the Paddock Green Development.

The Committee welcomed Mr. Peter Cassel and Mr. Dave Cram of the St. Clair River Trail Committee and Kristina Zimmer, the Shell Canada Community Relations Officer. At the meeting, Ms. Zimmer announced that Shell had committed in 2007, \$20,000 for a lighting project at Guthrie Park. Mr. Cassel and Mr. Cram advised that the proposal was to install approximately 39 lights from what is known as the Shell Bridge in the north to Lincoln Drive in the south. In response to the Committee's questions, Mr. Cram advised that the type of light proposed has not been as yet been researched and selected. Mr. Cassel pointed out that a second application will be made to Shell Canada for similar funding in January of 2008 and it was hoped that funding will continue for several years in the future. Mr. Cassel further pointed out that what his committee is seeking today is, approval in principle from Council and advised that the Committee would return to the Township perhaps in March to further advance the project and perhaps to ask for a repayable loan as bridge financing to complete the project. It was pointed out that the total project cost is estimated to be approximately \$180,000.

Moved by S. Arnold

Seconded by D. Randell

Motion #1 That it be recommended to Council that the Township approve in principle, the lighting project proposed for Guthrie Park along the St. Clair River Trail from the Shell Bridge to the north to Lincoln Drive in the south.

CARRIED

Moved by S. Arnold

Seconded by P. Brown

Motion #2 That it be recommended to Council that the Township's engineering department working in co-ordination with the St. Clair River Trail Committee investigate appropriate type of lighting for the project including solar lights and investigate grant opportunities for this rather innovative type of lighting.

CARRIED

GENERAL ACCOUNTS: Month of November 07

The Committee reviewed the list of General Accounts

Moved by S. Miller

Seconded by S. Arnold

Motion #3 That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 407001 to YEL001, totaling, \$1,879,290.23 be approved for the month of November, 2007.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

The Committee reviewed Mr. Hackett's monthly report.

Moved by P. Gilliland

Seconded by S. Miller

Motion #4 That this Committee recommend to Council that the monthly report of the Director of Community Services dated December 6, 2007 and the recommendations contained therein be received and accepted, with the organizational chart subject to change.

CARRIED

In discussion of the recommendation of grass cutting in 2008, the Committee requested Mr. Hackett discuss with the contractor the possibility of vacuuming or sweeping grass cuttings particularly during the spring season. Mr. Hackett led the Committee in a discussion on the first portion of his report dealing with the Sports Complex library and consideration for the relocation of the current health club facility. Committee felt that certain additional information would be needed prior to Council making a decision on the health club.

Moved by P. Gilliland

Seconded by S. Miller

Motion #5 That Council support the efforts of the Director of Community Services to conduct a survey and other information gathering tools relative to the future of the health club.

CARRIED

It was suggested that Mr. Hackett contact the operators of the two private health club facilities in the municipality for their input. While Mr. Hackett was present, Councillor Agar asked staff to investigate the repair or improvement of the clocks at the Sports Complex. Also Councillor Miller asked Mr. Hackett to investigate a drainage problem at McDonald Park.

Moved by P. Gilliland

Seconded by J. Agar

Motion #6 That the meeting enter an in camera session with Chairperson Carswell to act as Chair to discuss a personnel issue.

CARRIED

The meeting returned to order.

In discussion of the 2008 Capital Budget for the former Parkway assets, the Committee directed that Mr. Hackett and Mr. Quenneville present the required reports for the next meeting of the Finance and Administration Committee to discuss the 2008 Capital Budgets.

STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurers Statement on the Financial Position of the municipality for the period ending November 30, 2007.

Moved by S. Miller

Seconded by P. Gilliland

Motion #7 That it be recommended to Council that the Treasurer's Report on the Statement of Financial Position of the Municipality as of November 30, 2007 be accepted.

CARRIED

TREASURER'S REPORT:

Moved by S. Arnold

Seconded by P. Gilliland

Motion #8 That it be recommended to Council that the Treasurer's Reports identified as A-1, A-2, A-3, A-4 and A-5 as listed on the agenda be received and accepted.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by P. Gilliland

Seconded by S. Miller

Motion #9 That it be recommended to Council that the Building Inspector's report for the month of November 2007 be received.

CARRIED

CLERK'S REPORT:

The Committee reviewed the Clerk's report on the draft policy on openness and accountability and delegation of duties of Council. The Committee was advised by the Clerk that the policies were prepared in draft and if acceptable to the Committee, they would be incorporated in the by-law for Council's consideration at its next meeting.

Moved by S. Arnold

Seconded by D. Randell

Motion #10 That it be recommended to Council that the draft Schedule A and Schedule B to By-law #72 of 2007 dealing with accountability and delegation of duties be accepted and approved.

CARRIED

The Committee also reviewed the Clerk's draft procedures for the conduct of in-camera meetings both at the Council or Committee level.

Moved by P. Brown

Seconded by S. Miller

Motion #11 That it be recommended to Council that the Clerk's report on the subject of in-camera meeting procedures dated December 11, 2007 be received and the draft policy identified in the report be adopted.

CARRIED

The CAO, John Rodey advised of the need to discuss a personnel issue in-camera.

NEW BUSINESS:

The Committee discussed the letter received from Lambton County Warden, Jim Burns regarding the appointment of a St. Clair Member as a permanent seat to the Community Health Study Committee. Mayor Arnold advised that he has represented the Municipality on this committee for approximately the last year and a half and would be willing to accept an appointment as the Township's representative.

Moved by S. Miller

Seconded by P. Gilliland

Motion #12 That it be recommended to council that Mayor Steve Arnold be appointed as the St. Clair Township representative on the Community Health Study Committee.

CARRIED

The Committee discussed the January 2008 Committee meeting dates. The Clerk pointed out that due to the fact that the meeting would typically be held the second Wednesday only 2 days after the regular meeting of Council on January 7, his recommendation was that the Committee meeting be moved from January 9 to January 16, 2008.

Moved by S. Miller

Seconded by J. Agar

Motion #13 That the January 2008 meeting of the Finance and Administration Committee and the Public Works and Operations Committee be rescheduled to Wednesday January 16,

2008 at 6pm and further that all future meeting of the Committee of the Whole be held on the second Wednesday of the month commencing at 6pm.

CARRIED

Moved by P. Gilliland

Seconded by J. Agar

Motion # 14 That the meeting enter an in-camera session with Councillor Carswell as Chair to discuss a personnel issue.

CARRIED

Meeting returned to order.

The Committee was advised that the December issue of the St. Clair Beacon has been received and is ready for circulation. The Committee was of the consensus that the Beacon should be circulated as soon as possible for time sensitive articles contained in the newsletter.

Moved by D. Randell

Seconded by J. Agar

Motion # 15 That the meeting of the Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting adjourned at 4:30 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

3. COORDINATOR OF OPERATIONS REPORT (WORKS):

- Monthly Report dated December 5, 2007
- Fourth Street alley usage request

4. COORDINATOR OF OPERATIONS REPORT (WATER/WASTEWATER)

- Monthly Report dated December 5, 2007

5. COORDINATOR OF ENGINEERING SERVICES:

Monthly report dated December 4, 2007
Pretty Road bridge

6. DIRECTOR OF ENGINEERING SERVICES:

- Fishing from McKeough bridge
- Paddock Green alternative routes
- WWTP treatment

7. DRAINAGE SUPERINTENDENT:

- Monthly Report dated December 5, 2007

8. CLERK'S REPORT:

9. CAO'S REPORT:

10. NEW BUSINESS:

11. ADJOURNMENT:

Chairperson Miller called the meeting to order at 4:35 p.m. and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

None declared.

COORDINATOR OF OPERATIONS (WORKS) REPORT:

Moved by P. Brown

Seconded by P. Gilliland

Motion #16 That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated December 5, 2007, be received and accepted.

CARRIED

Mayor Arnold asked Mr. VanHyfte to investigate the signage at Froomfield.

The Committee reviewed Mr. VanHyfte's report on a request to use a portion of the alley off Fourth Street in Courtright by the Courtright United Church Building Committee to be used in conjunction with the adjacent Courtright Friendship Club.

Moved by D. Randell

Seconded by P. Carswell

Motion #17 That this Committee recommend to Council that the report of the Coordinator of Operations (Water/Wastewater) requesting that the Courtright United Church Building Committee use the alleyway off Fourth Street in Courtright as a driveway to the parking lot on the north side of the church property, subject to the conditions outlined in the report, be received and accepted as amended to provide that the Township will provide at no charge, the initial fill of granular material.

CARRIED

COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:

Moved by S. Arnold

Seconded by P. Carswell

Motion #18 That this Committee recommend to Council that the monthly report of the Coordinator of Operations – Water/Wastewater dated December 12, 2007, be received and accepted.

CARRIED

COORDINATOR OF ENGINEERING SERVICES:

Moved by P. Carswell

Seconded by P. Gilliland

Motion #19 That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated December 4, 2007, be received and accepted.

CARRIED

Moved by P. Carswell

Seconded by P. Gilliland

Motion #20 That this Committee recommend to Council that the report of the Coordinator of Engineering Services dated December 5, 2007, requesting that the proposal from Intrepid General Limited for the design and rehabilitation of the Pretty Road Bridge at Black Creek (Bridge #15) be accepted and that the Mayor and the Clerk be authorized to sign the contract and other related items.

CARRIED

DIRECTOR OF ENGINEERING SERVICES REPORT:

The Committee reviewed Mr. Burnham's report and recommendation on the issue of fishing off the McKeough Diversion Bridge on the St. Clair Parkway.

Moved by P. Brown

Seconded by P. Gilliland

Motion #21 That this Committee recommend to Council that the report of the Director of Engineering Services recommending that a by-law be created and signs be posted that would prohibit fishing from the McKeough Diversion Bridge on the St. Clair Parkway be received and accepted.

DEFEATED

Moved by P. Gilliland

Seconded by P. Brown

Motion #22 That this Committee recommend to Council that the report of the Director of Engineering regarding alternate routes into and out of Paddock Green dated December 5, 2007, be received and accepted.

CARRIED

Moved by P. Carswell

Seconded by D. Randell

Motion #23 That this committee recommend to council that the report of the Director of Engineering recommending that the "extended aeration/activated sludge" system proposed in the Environmental Study Report by our Engineering Consultant, Tottem Sims Hubicki Associates be accepted and used at the proposed WWTP in Courtright.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randell

Seconded by J. Agar

Motion #24 That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated December 5, 2007, be received and accepted.

CARRIED

NEW BUSINESS:

Councillor Agar brought to the Committee's attention concerns he received regarding heavy truck traffic on Beckwith Street relative to the operation of the Mackenzie Black facility.

Councillor Carswell asked staff to contact the County of Lambton and CSX railway with requests to repair the rail crossings at Hill Street in Corunna and Main Street in Courtright.

Deputy Mayor Gilliland explained to the Committee problems received regarding water bills for rate payers in certain areas, where the ratepayer did not receive the initial bill but did receive the overdue notice. Also Deputy Mayor Gilliland noticed that the debris from the Nash Landing sign has started to be cleared. Mr. Burnham advised that the sign would be repaired in total in the spring of 2008. Deputy Mayor also suggested that extra copies of Council's agenda be made public the evening of the council meetings.

Mayor Arnold asked Mr. VanHyfte to prepare a report as to the usage of the water loading station at the Moore Line works yard. Also asked the CAO to continue efforts to contact CSX for a future meeting with Council. Mayor Arnold also expressed concern of the apparent poor condition of the railway bridge on the CSX line at Baby Creek. Mayor Arnold suggested staff to contact the appropriate Transport Canada staff and asked for an immediate examination to determine the safety of this bridge facility.

Councillor Brown expressed concern about icy roads in the subdivision areas of Corunna this morning. Also led the committee into discussion of streetlight specifications while Mr. Burnham and Mr. VanHyfte were present at the meeting.

Chairperson Miller asked staff to investigate a sign that seems to be blocking visibility for traffic exiting the Corunna Garden Centre.

Hearing no further business, it was;

Moved by P. Gilliland

Seconded by P. Carswell

Motion #25 That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 5:20 p.m.

S. Miller,
Chairperson

J. DeMars
Secretary