

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

St. Clair Civic Centre  
Committee Room 1  
January 16, 2008  
6:00 p.m.

The meeting of the Committee of the Whole was held Wednesday, January 16, 2008 with the following people present:

	J. Agar,	Chairperson, Public Works and Operations
	D. Randell,	Chairperson, Finance & Administration
	S. Arnold,	Mayor
	P. Gilliland	Deputy Mayor
	S. Miller,	Councillor
	P. Brown,	“
	P. Carswell-Alexander,	“
Staff	J. Rodey,	CAO
	J. DeMars,	Director of Administration/Clerk
	C. Quenneville,	Director of Finance/Treasurer
	L. Burnham	Director of Public Works & Operations & Engineering

**FINANCE AND ADMINISTRATION**

**AGENDA:**

**6:00pm – Physician recruitment, grant request**

**6:15pm – OMI – wastewater treatment/operating agreement renewal**

**7:00PM Len Hulme – D&D Membership  
- Transit proposal**

**7:45 pm Mr. Bob Bird from Aon Reed Stenhouse Inc. & Mr. Jeff Coleman from Frank Cowan Company**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Month ending December, 2007

**3. STATEMENT OF FINANCIAL POSITION:** for period ending December 2007

**4. TREASURER’S REPORT:**

A1 – 2007 capital budget and reserve transfers  
A2 – Inter-urban transit survey  
A3 – MPMP Program  
A4 – Change and Assessment

**5. BUILDING INSPECTOR’S REPORT:**

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

**6. DIRECTOR OF COMMUNITY SERVICES REPORT:**

Monthly report dated January 8, 2008

**7. CLERK'S REPORTS:**

C-1 Durco Subdivision

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

**9. NEW BUSINESS:**

**10. ADJOURNMENT:**

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

**CONFLICT OF INTEREST:**

None declared.

**GENERAL ACCOUNTS:** Month of December 07

The Committee reviewed the list of General Accounts for the period ending December 31, 2007. Treasurer Quenneville responded to several questions posed by the members.

Moved by S. Arnold

Seconded by S. Miller

**Motion #1:** That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 21S001 to YOU005, totaling, \$1,848,957.44 be approved for the month of December, 2007.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

Mr. Quenneville responded to several questions raised on the statement of financial position for the period ending December 2007.

Moved by P. Gilliland

Seconded by P. Brown

**Motion #2:** That it be recommended to Council that the Treasurer's Report on the Statement of Financial Position of the Municipality as of December, 2007 be received and accepted.

**CARRIED**

**TREASURER'S REPORT:**

Moved by S. Arnold

Seconded by J. Agar

**Motion #3:** That this Committee recommend to Council that the attached Exhibit "F" estimated final 2007 capital budget cost report be received.

That the estimated Provision for Reserves on Exhibit "A" Column H for 2008 carry forward capital projects totaling \$384,859 be approved.

That the estimated financing from reserve for the individual capital projects on Exhibit "F" Column L totaling \$3,376,573 be approved.

That the 2006 Port Lambton Fire hall roof replacement Capital project shortfall be financed from the 2007 capital budget surplus and the unspent projected cost be transferred to a reserve in the amount of \$108,900 for 2008.

That the Slope stability shortfall in the amount of \$149,253 be financed from the Provincial One time reserve.

That the Parkland collected in 2007 totaling \$18,050 be transferred to Deferred Revenue Parkland.

That the total 2007 Development Charge collected for Courtright/Mooretown in the amount of \$1,750 and Corunna \$51,275 for the year 2007 be transferred to Deferred Revenue Development Charge.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by P. Brown

**Motion #4:** That this Committee recommend to Council that the St. Clair Inter-Urban transit survey results be received.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by S. Miller

**Motion #5:** That this Committee recommend to Council that the 2007 MPMP report be received

**CARRIED**

Moved by P. Gilliland

Seconded by S. Miller

**Motion #6:** That this Committee recommend to Council that the report submitted by the Deputy Treasurer entitles "Change in Assessment – 2007 to 2008" be accepted and received for information.

**CARRIED**

At the appointed time, Chairperson Randell welcomed Mr. Pat McCarthy and Cindy Sholten of the Sarnia-Lambton Health Care Worker Recruitment Task Force, to present to Council a verbal report on the activities and past successes of the task force and to request \$5000.00 operating grant from St. Clair Township to assist in their physician recruitment efforts. At the conclusion of the presentation, it was:

Moved by S. Arnold

Seconded by S. Miller

**Motion #7:** That the grant funding request form the Sarnia Lambton Health Care Worker Recruitment Task Force be tabled for further consideration at the 2008 Operating Budget deliberations.

**CARRIED**

The Committee welcomed Mr. Terry Rand of OMI representing the Township's waste water treatment plant facilities operator. Mr. Rand presented to the Committee the rational for the amendments to the agreed upon operating contract terms which would provide maximums for chemical costs and water costs for which the operator is responsible. The Director of Public Works and Operations advised that the Co-coordinator of Operations (water & waste water) is preparing a report for consideration for Council at its next meeting.

Moved by S. Arnold

Seconded by S. Miller

**Motion # 8:** That the issue of the operations contract for the Township's waste water treatment facilities be tabled pending staff review until the next meeting of Council.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #9:** That it be recommended to Council that the County of Lambton Building Inspector's report for the month ending December 2007 be received and accepted.

**CARRIED**

The Committee requested staff to investigate the building permit status for recently constructed grain bins on the Buckingham Road and agricultural buildings at 1936 Courtright Line.

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Mr. Hackett and the Committee discussed several aspects of his report and in response to Councillor Agar's question, advised that quotes have been invited for the repair or replacement of the two arena clocks.

Moved by P. Brown

Seconded by P. Gilliland

**Motion #10:** That this Committee recommend to Council that the monthly report of the Director of Community Services for December, 2007, be received and accepted for information.

**CARRIED**

**CLERK'S REPORT:**

The Committee reviewed the Clerk's report drafted in response to a request received from George, Murray, Shipley and Bell on behalf of Durco Construction Ltd. The Clerk and CAO responded to Council's questions and explained the process that is recommended.

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

**Motion #11:** That Council accept the request received on behalf of Durco Constructing Ltd. for the Township to accept option #2 as detailed in the letter received from Wayne Shipley (GMSB) dated January 8, 2008 to acquire two parcels of property and to convey them to the adjacent property owners to correct a previous apparent planning process error provided that no costs are assessed to the Township and further that the Township's disposal of property be waived to accommodate the transfer.

**CARRIED**

**CAO'S REPORT:**

Mr. Rodey advised of a property and personnel issue to be discussed in-camera.

Moved by P. Carswell-Alexander

Seconded by S. Arnold

**Motion #12:** That the meeting enter an in-camera session with Councillor Randell as chair, to discuss a property and personnel issue.

**CARRIED**

Meeting returned to order.

Mr. Len Hulme of D&D Membership was present to discuss with Council his transit proposal initiated by himself as a result of the Township's efforts to determine transit needs within the Municipality. Mr. Hulme explained the service now being provided by D&D Membership and a possible expansion into a transit system that would provide door to door service for anyone within St. Clair Township. The Committee briefly discussed with Mr. Hulme funding possibilities for such a proposal. The Committee also pointed out that Council or the

Committee has not discussed in detail the results of the recently completed transit study. At the conclusion of discussion, the Committee thanked Mr. Hulme for his presentation and advised that the issue would be discussed further by Council.

**NEW BUSINESS:**

Mr. Quenneville presented to the Committee a report on the rural infrastructure investment initiative for which information was just recently received by the Municipality. Mr. Quenneville pointed out that this is a provincial grant program to provide infrastructure grant funding for targeted projects such as environmental projects in the rural area. The Committee reviewed the list prepared by the Director of Operations and Engineering Services that was incorporated into Mr. Quenneville's report. The list of capital project priorities was divided into water looping projects, sanitary sewer construction and servicing for the village of Wilkesport and improvement on the Brigden Road as required throughout its entire length. The Committee discussed the merits of all the suggested projects, it was pointed out that the grant program provides for application for only one project.

Moved by P. Brown

Seconded by P. Gilliland

**Motion #13:** That it be recommended to Council that the Wilkesport sanitary sewer proposal be identified as the Municipalities top priority for grant application to the Rural Infrastructure Investment initiative with a request for 75% project funding.

**CARRIED**

Councillor Carswell-Alexander questioned the status of the fire call report for year 2007 and the issue of fire personnel staffing for emergency calls through the day. Mayor Arnold suggested that the Fire Chief be requested to set a meeting of the Township Emergency Services Committee in early February. Councillor Carswell- Alexander also identified several other items for discussion, it was suggested that these items be held until the next meeting of Council. In discussion with Mr. Quenneville, the committee directed that the February 20<sup>th</sup> Budget meeting be scheduled to commence at 9am.

Hearing no further business it was;

Moved by J. Agar

Seconded by P. Brown

**Motion #** 14 That the meeting of the Finance and Administration Committee do hereby adjourn.

**CARRIED**

The meeting adjourned at 7:30p.m.

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D. Randell,  
Chairperson

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J. DeMars  
Secretary

**PUBLIC WORKS & OPERATIONS**

**AGENDA:**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. DIRECTOR OF OPERATIONS AND ENGINEERING REPORT:**

- Sewage sludge
- Environmental Assessment – status
- Bridge inspection

**3. COORDINATOR OF OPERATIONS REPORT (WORKS):**

- Monthly Report dated January 9, 2008

**4. COORDINATOR OF OPERATIONS REPORT (WATER/WASTEWATER)**

- Monthly Report dated January 8, 2008

**5. COORDINATOR OF ENGINEERING SERVICES:**

Monthly report dated January 9, 2008  
Bickford Line  
Brigden Road

**6. DRAINAGE SUPERINTENDENT:**

- Monthly Report dated January 9, 2008

**7. CLERK'S REPORT:**

**8. CAO'S REPORT:**

**9. NEW BUSINESS:**

**10. ADJOURNMENT:**

Chairperson Agar called the meeting to order at 7:30 p.m. and asked members to declare any conflict of interest at the appropriate time.

**DECLARATION OF CONFLICT OF INTEREST:**

None declared.

**DIRECTOR OF PUBLIC WORKS & OPERATIONS & ENGINEERING REPORT:**

The Committee reviewed Mr. Burnham's report on sewerage sludge initiated by the information provided by Mr. Chad Anderson. The Committee requested Mr. Burnham to respond to Mr. Anderson and further request staff to forward Mr. Anderson's letter and information on land disposal of waste water treatment plant sludge to the design consultant.

Moved by D. Randell

Seconded by P. Carswell-Alexander

**Motion #1:** That this Committee recommend to Council that the report of the Director of Public Works & Operations & Engineering on sewage sludge, be received for information.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #2:** That this Committee recommend to Council that the report of the Director of Operations and Engineering on the Environmental Assessment status be received for information.

**CARRIED**

The Committee requested that Mr. Burnham forward his report on the Environmental Assessment Status to MP Pat Davidson and MPP's VanBommel and Bailey.

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

**Motion #3:** That this Committee recommend to Council that the normal tendering policy be waived and the quotation submitted by Burgess Engineering Inc. in the amount of \$7,500 plus GST for detailed re-inspection of our bridges and culverts greater than 3.0 meters in span (22 structures), as recommended in the last bridge inspection report, be accepted and that the Mayor and Clerk be authorized to sign the contract and other related documents.

**CARRIED**

**COORDINATOR OF OPERATIONS (WORKS) REPORT:**

Moved by S. Miller

Seconded by P. Brown

**Motion #4:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) be received and accepted as information.

**CARRIED**

**COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #5:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater), be received and accepted.

**CARRIED**

In discussion of Mr. Van Hyfte's report, the Committee discussed Beresford Street area where the fault is creating stress on utility lines. The Committee requested a staff report on recommendations to mitigate the affects of the apparent road bed movement westerly towards the St. Clair River and methods to secure the integrity of the municipal utilities. The Committee also requested a staff report on the bulk water rates charged by other municipalities offering this service.

**CO-ORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #6:** That this Committee recommend to Council that the monthly report of the Director of Engineering Services be received and accepted.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #7:** That this Committee recommend to Council that the report from the Coordinator of engineering regarding the Bickford Line request for road work be accepted and received as information.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #8:** That this Committee recommend to Council that the report from the Coordinator of Engineering that permission be granted to the County of Lambton to reinstate the rumble strips on Brigden Road at Petrolia Line that were removed during the recent Brigden Road Reconstruction project be accepted and received.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by D. Randell

Seconded by S. Miller

**Motion #9:** That this Committee recommend to Council that the report from the Drainage Superintendent be accepted and that the recommendations therein be approved.

**CARRIED**

**NEW BUSINESS:**

Mr. Burnham advised the Committee that Mr. Selman has ceased his contract position with the Municipality. Mr. Burnham led Council into discussion of recent talks with Shell and the Lambton Area Water Supply System regarding the possibility of relocating the LAWSS water main off Greenfield Road and possible relocation opportunities. It was pointed out that if the Shell project progresses, Shell will make an application to the Municipality for the closing and conveying of Greenfield Road. Mr. Burnham is suggesting the Highway 40 corridor could be an acceptable alternative route. The Committee also discussed the possibility of placing the 900 mm water main on Highway 40 from LaSalle Line to Moore Line and also the possibility of a Tecumseh Road route as a second alternative to relocating the Greenfield Road water main to the highway 40 corridor.

Moved by S. Arnold

Seconded by D. Randell

**Motion #10:** That it be recommended to Council that the Township identifies the Highway 40 corridor as an option for the relocation of the Greenfield Road LAWSS water line with Tecumseh Road being identified as a second option and further that an effort to retain security of supply, it be proposed to Shell that the portion of the LAWSS water line on the Highway 40 corridor from LaSalle Line to Moore Line be replaced.

**CARRIED**

**Steve Miller:**

Councillor Miller asked staff to investigate the catch basin on the St. Clair Parkway north of First Street in Port Lambton in front of the John Moran property.

**Pat Carswell-Alexander:**

Councillor Carswell-Alexander asked staff to investigate the status of the pending engineer's report on drainage improvement on the Oil Springs Line at Brigden Road.

**Steve Arnold:**

Mayor Arnold reminded staff that with the completion of the St. Clair Parkway sanitary sewer extension south of the Courtright Line, it was always Council's intention that the surface drainage in the area would be improved where possible as part of the project. Mr. Burnham advised that further drainage improvements are planned for the spring construction season. Mayor Arnold also led the Committee into discussion of a possible changing of the dates for the Finance and Administration and the Public Works Operations and Engineering Committee from the second Wednesday of the month to the second Monday of the month to allow staff additional time to prepare minutes and agenda for the next meeting of Council.

Moved by S. Arnold

Seconded by D. Randell

**Motion #11:** That it be recommended to Council that the monthly meeting of the Finance and Administration Committee and the Public Works, Operations and Engineering Committee be established as the second Monday of the month commencing at 6pm.

**CARRIED**

On behalf of the Committee, Councillor Agar welcomed Mr. Jeff Coleman of Cowan Public Entities and Mr. Bob Bird of Aon Reed Stenhouse present to present to Council the Township's general insurance renewal proposal for 2008. Mr. Coleman and Mr. Bird responded to several questions posed by Council and it was pointed out that the 2008 premium has been reduced by approximately \$7500.00 over the 2007 rate and that the projected 2008 premium is \$260,289.00. In discussion of the material, it was pointed out that the property known as 190 Hill Street, Corunna, that was purchased by the Municipality in 2007 proposed to be used as the Corunna OPP sub-detachment has been specifically excluded from property insurance. Mr. Coleman advised that he would have the policy amended immediately to correct that omission.

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #12:** That this Committee recommend to Council that the 2008 Municipal Insurance Program be approved with the provision that the building at 190 Hill Street be included in the comprehensive policy.

**CARRIED**

Council also requested that staff to get a copy of the insurance policy for municipally owned property at 451 Polymoore Drive.

Hearing no further business, it was;

Moved by S. Miller

Seconded by D. Randell

**Motion #13:** That this meeting do hereby adjourn.

**CARRIED**



The meeting adjourned at 8:25 p.m.

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J. Agar,  
Chairperson

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J. DeMars  
Secretary