

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

St. Clair Civic Centre  
Committee Room 1  
February 11, 2008  
6:00 p.m.

The meeting of the Committee of the Whole was held Monday February 11, 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 |
|       | M. Lafontaine          | Golf Course Manager                                 |

**FINANCE AND ADMINISTRATION**

**AGENDA:**

**6:00 pm Agnes Soulard – Lambton Elderly Outreach**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** for the Year ending 2007 and the month ending January 2008

**3. TREASURER’S REPORT:**

A-1 – Annual repayment limit  
A-2 – Change in assessment report  
A-3 – Asset Management System

**4. BUILDING INSPECTOR’S REPORT:**

B-1 - Building Permit Reports for the month ending January 30, 2008

**5. CLERK’S REPORTS:**

C-1 – AMO Conference

**8. C.A.O.’S REPORTS:**

**9. NEW BUSINESS:**

**10. ADJOURNMENT:**

Moved by S. Arnold

Seconded by S. Miller

**Motion #1:** That this meeting commence at 5:55pm.

**CARRIED**

Chairperson Randell asked any members to declare any conflict of interest at the appropriate time.

**CONFLICT OF INTEREST:**

None declared.

**GENERAL ACCOUNTS:**

The Committee reviewed the list of General Accounts.

Moved by S. Arnold

Seconded by J. Agar

**Motion #2** That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 407001 to YEL007, totaling \$853,874.18 be approved for the year ending 2007.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #3** That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 21S001 to YEL001, totaling \$854,964.83 be approved for the month ending January 2008.

**CARRIED**

At the appointed time, the Committee welcomed Agnes Soulard of the Lambton Elderly Outreach, who was present at Committee's invitation to discuss the various Lambton Elderly Outreach programs offered particularly, the transportation program. Ms. Soulard stated that LEO has an annual operating budget of approximately 1.2 million dollars of which 70% is funded by the Province of Ontario. The balance of the budget comes from fundraising activities and participation in the United Way. Currently, LEO has a fleet of 10 vans of which 8 are handicap accessible, as well as numerous volunteer drivers and the service in the transportation field is available 7 days per week within a 120 mile radius of Lambton County. It involves to a considerable degree, transportation to London, for medical appointments. In 2007, LEO serviced approximately 544 clients with 16,800 one way trips. Service is provided by 70 volunteer drivers and 12 paid drivers. Ms. Soulard provided user statistics for the former township of Sombra which totaled 47 clients amounting to 67 round trips. Statistics will be provided for St. Clair Township for Council information. At the conclusion of the presentation, the Committee suggested that perhaps the St. Clair Beacon could feature Lambton Elderly Outreach services for public information and as a vehicle to perhaps solicit additional volunteers.

**TREASURER'S REPORT:**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #4** That it be recommended to Council that the report on St. Clair 2008 Annual Repayment Limit for Long Term Debt Financing be received and accepted.

**CARRIED**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #5:** That this Committee recommend to Council that the report entitled "Change in Assessment Explanations – 2007 to 2008" be received and accepted.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by J. Agar

**Motion #6:** That this Committee recommend to Council that:

That we accept Vadim's proposal for an Integrated Asset Management System in the budget amount of \$103,325.00"

That Treasury be given authority to sign the contract with Vadim for an Integrated Asset Management System.

That the Sewage and Water share of the project be increased by approximately \$10,000 each and financed from their respective reserves.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

Moved by P. Gilliland

Seconded by P. Brown

**Motion #7:** That it be recommended to Council that the Building Inspector's report for the month of January 2008 be received.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

The Committee reviewed Mr. Hackett's monthly report dated January 8, 2008.

Moved by P. Carswell-Alexander

Seconded by P. Brown

**Motion #8:** That this Committee recommend to Council that the Township accept the quote from Gibby's for the operation of a food vending unit at Guthrie Park in the amount of \$3500.00 per year for a 2 year contract.

**CARRIED**

Council proceeded to discuss in detail with Mr. Hackett and Mr. LaFontaine the portions of the report dedicated to the operation of the St. Clair Parkway Golf Course. At the conclusions of the discussion, it was:

Moved by P. Brown

Seconded by S. Miller

**Motion #9:** That it be recommended to Council that the monthly report of the Director of Community Services dated January 8, 2008 and the recommendations contained therein be accepted.

**CARRIED**

**CLERK'S REPORT:**

In response to the Clerk's question, the Committee advised of those members of Council interested in attending AMO conference in August and directions were given for the appropriate hotel accommodation reservations.

**NEW BUSINESS:**

The Treasurer advised the members that the budget binders would be available by the end of the day on Thursday, in advance of the Wednesday February 20<sup>th</sup> budget meeting scheduled to commence at 9am.

Councillor Carswell-Alexander briefed the Committee on a fundraising effort by the Health Worker Recruitment Task Force. The Councillor advised that the fundraising organizers are seeking door prizes for the participants.

Moved by S. Arnold

Seconded by S. Miller

**Motion #10:** That it be recommended to Council that a complimentary pass for 4 rounds of golf at the St. Clair Parkway Golf Course and a complimentary weekend camping pass be provided as door prizes for the Health Worker Recruitment Task Force fundraiser.

**CARRIED**

Moved by P. Brown

Seconded by S. Arnold

**Motion #11:** That staff be requested to investigate and report on the installation of a permanent overhead projector for Committee Room 1 and Council Chambers.

**CARRIED**

Committee of the Whole Minutes  
February 6, 2008

Chairperson Randell discussed with the Committee and the Director of Community Services, the efforts being made to recruit new board members for the Sombra Community Center, such as the Sombra Sports & Recreation Association or perhaps local businesses.

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #12:** That the meeting do hereby adjourn.

The meeting adjourned at 7:15 p.m.

---

D. Randell,  
Chairperson

---

J. DeMars  
Secretary

## **PUBLIC WORKS & OPERATIONS**

### **AGENDA:**

#### **1. DECLARATION OF PECUNIARY INTEREST:**

#### **2. DIRECTOR OF PUBLIC WORKS REPORT:**

Drainage Superintendent

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

- Monthly Report dated February 6, 2008

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

- Monthly Report dated February 7, 2008

#### **5. COORDINATOR OF ENGINEERING SERVICES:**

- Monthly Report dated February 6, 2008
- Buckingham Road resurfacing
- Rokeby Line – Hwy#40 to Brigden Road
- Bickford Line

#### **7. DRAINAGE SUPERINTENDENT:**

- Monthly Report dated February 6, 2008

#### **8. CLERK'S REPORT:**

#### **9. CAO'S REPORT:**

#### **10. NEW BUSINESS:**

#### **11. ADJOURNMENT:**

Chairperson Agar called the meeting to order at 7:20 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:**

Moved by S. Miller

Seconded by D. Randell

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

**CARRIED**

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

Moved by P. Carswell-Alexander

Seconded by S. Miller

**Motion #2:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) be accepted and received as information, with the recommendation to gate Ladysmith Road be approved.

**CARRIED**

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #3:** That Public Works and Operations staff be instructed to provide permanent gates that could be closed and secured for those portions of Waterworks Road subject to seasonal flooding.

**CARRIED**

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

Moved by S. Arnold

Seconded by D. Randell

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

**CARRIED**

**DIRECTOR OF ENGINEERING SERVICES REPORT:**

Moved by S. Miller

Seconded by S. Arnold

**Motion #5:** That this Committee recommend to Council that the monthly report of the Director of Engineering Services be received and accepted as information.

**CARRIED**

Moved by D. Randell

Seconded by P. Carswell-Alexander

**Motion #6:** That this Committee recommend to Council to authorize the proposed cost sharing agreement with Norjohn Contracting and Paving Ltd. for the surface treatment of Buckingham Road between Lambton Line and Whitebread Line at an estimated cost to the Township of \$27,000.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #7:** That this Committee recommend to Council the report submitted by the Co-ordinator of Engineering Services that the reconstruction of Rokeby Line from Highway #40 to Brigden Road be considered as a multi-phase project in future capital budget deliberations be received and accepted as information.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #8:** That this Committee recommend to Council that the report from the Co-ordinator of Engineering Services regarding the Bickford Line request for road work be accepted and received as information and that the project be addressed in a future capital budget.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by P. Brown

Seconded by D. Randell

**Motion #9:** That this Committee recommend to Council that the monthly report of the Drainage Superintendent and the recommendation contained therein be accepted.

**CARRIED**

**CLERK'S REPORT:**

The Clerk advised the Committee that Marie Taylor, scheduled to appear before the Committee to discuss the Courtright Sewage Treatment Pump Station venting stack was unable to attend this meeting. The Committee revisited the Director of Public Works and Operations report, initially considered by Council.

Moved by S. Arnold

Seconded by S. Miller

**Motion #10:** That this Committee recommend to Council that the vent stack at the Courtright Pumping Station be altered from its current height of approximately 18' to a new height of 18" in an effort to control odors and basic landscaping of the pump station to be provided.

**CARRIED**

**CAO'S REPORT:**

Mr. Rodey advised the Committee of a need to go into an in-camera session to discuss a personnel issue.

**NEW BUSINESS:**

Deputy Mayor Gilliland questioned Mr. Burnham as to the status of the development of standard operating procedures for Public Works and Operations. Mr. Burnham is to prepare a report for Council consideration on the status of this project. Also in response to the Deputy Mayor's question, the Clerk advised that a meeting has been arranged with Mr. Lyle Curran and the Property Standards Officer on Wednesday to discuss the Petrolia Line property standards issue. The Deputy Mayor also led the Committee in a discussion of an upcoming Committee of Adjustment meeting that he and Councillor Agar will be unable attend.

Moved by S. Arnold

Seconded by D. Randell

**Motion #11:** That it be recommended to Council that Councillor Carswell-Alexander and Councillor Brown be appointed as Council representatives on the Committee of Adjustment for the February 25, 2008 meeting.

**CARRIED**

Councillor Miller questioned Mr. Burnham if the Township had a policy regarding property owners plowing snow across a traveled roadway. Mr. Burnham is to investigate if the Township does have such a policy. Also Councillor Miller requested Public Works and Operations staff consult with the owner of the grocery store in Port Lambton about a possible restriction of parking on the south side of Stoddard Street to allow improved access to the rear of the store for delivery vehicles. Also staff was asked to re-install the street sign at the intersection of Hill and John Street in Port Lambton. Councillor Carswell-Alexander advised of receiving a request from a rate payer for Council consideration to lower the speed limit between Courtright and Corunna to 50 km per hour. The Councillor requested that the party submit their request in writing.

Councillor Brown asked staff to investigate a possible problem with the duct work above the ceiling in Committee Room 1.

Mayor Arnold led Council into a discussion of an application for minor variance to be heard at the February 25 meeting. Mayor Arnold asked staff to provide a copy of the building inspector's report on the garage issue considered by Council in November.

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #12:** That is be recommended to Council that staff investigate the cost of redesigning of the Township's website with staff to be responsible for continuing maintenance on the website.

**CARRIED**

The Mayor also questioned the status of the Multimedia proposal to Council to assist in strategic planning. Mr. Rodey advised that funding for this proposed project would be included in the draft 2008 operating budget.

Moved by P. Gilliland

Seconded by S. Miller

**Motion #13:** That the meeting enter an in-camera session with the Mayor as chair to discuss a personnel issue.

**CARRIED**

The meeting returned to order.

Moved by S. Miller

Seconded by P. Gilliland

**Motion #14:** That the meeting do hereby adjourn.

**CARRIED**

The meeting adjourned at 8:30 p.m.

---

J. Agar,  
Chairperson

---

J. DeMars  
Secretary