

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

St. Clair Civic Centre
Committee Room 1
Monday March 10, 2008
5:00 p.m.

The meeting of the Committee of the Whole was held Monday, March 10, 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
	R. Dewhirst	Director of Fire Services
	G. Hackett	Director of Community Services
	L. Burnham	Director of Public Works, Operations & Engineering
	D. Neely	Drainage Superintendent
	G. Lozon	Deputy Treasurer

FINANCE AND ADMINISTRATION

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DRAFT 2008 OPERATING BUDGET

3. GENERAL ACCOUNTS: Month ending February 29, 2008

4. TREASURER'S REPORT:

A-1 - MFOA Bulletin – 2008 Federal Budget
A-2 – Projection System – Committee Room #1
A-3 – OPG appeal – status
A-4 – 2007 St. Clair River Trail Grant

5. BUILDING INSPECTOR'S REPORT:

B-1 - Building Permit Reports for the month Ending 2008

6. DIRECTOR OF EMERGENCY SERVICES:

C-1 – Jaws of Life - Courtright

7. DIRECTOR OF COMMUNITY SERVICES:

D-1 – Monthly Report dated March 4, 2008

8. CLERK'S REPORTS:

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

10. NEW BUSINESS:

11. ADJOURNMENT:

Chairperson Randell called the meeting to order at 5pm and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

Council discussed with Mr. Hackett, the draft 2008 budget as it relates to Community Services. Mr. Hackett explained to the Committee information shown on page 41 of the draft budget whereas labor costs were transferred from the Complex to the parks based on historical data in attempt to more accurately reflect the two separate cost functions. At the conclusion of the discussion the Committee requested a report from the Director on the following items:

- Wage and wage distribution for the entire Community Services department
- Possibility of tendering out the operation of the lunch counter at the Complex
- Possibility of relocating the health club
- A report on arena usage
- Possibility of relocating the whirlpool to the pool deck
- Possible reduction of Museum hours during the off season
- Possible sale of under used Township Parks, such as the Vroom Street Park in Corunna in consultation with the Department's Park Advisory Committee

Deputy Mayor Gilliland led the Committee into a discussion of possible ways to reduce the monthly costs of the St. Clair Township Beacon, perhaps through a change in distribution protocol.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #1: That it be recommended to Council that the Township maintain its sponsorship of the St. Clair Beacon for monthly publication with the production and distribution costs for 2008 not to be taken from any existing Township reserves.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #2: That it be recommended to Council that staff be instructed to redraft the 2008 operating budget, deleting the \$100,000.00 taken from reserves for operating purposes, delete the reduction in reserves to finance the 2008 St. Clair Township Beacon and to reduce by \$150,000.00 the money put in the OPG assessment appeal reserve.

CARRIED

Moved by P. Carswell-Alexander

Seconded by S. Arnold

Motion #3: That it be recommended to Council that staff be instructed to prepare a report on possible 2009 dog tag fees.

CARRIED

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #4: That it be recommended to Council that the current funding formula for the St. Clair River Trail be amended to provide for a matching dollar contribution from the municipality equal to the funds raised by the Committee through various fundraising activities to a maximum annual contribution by the Municipality of \$50,000.00 commencing for the 2008 year.

CARRIED

Mr. Burnham introduced Drainage Superintendent David Neely who was welcomed by the Members of Council as a new employee.

Committee of the Whole
March 10, 2008 minutes

The Committee proceeded with the regular meeting of the Finance and Administration Committee.

GENERAL ACCOUNTS: Month of February 08

The Committee reviewed the list of General Accounts and the Deputy Treasurer responded to several questions that were posed.

Moved by S. Arnold

Seconded by P. Brown

Motion #5: That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number ACK001 to YEL001, totaling, \$1,187,873.75 be approved for the month of February, 2008.

CARRIED

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

Motion #6: That it be recommended to Council that the next payment due to CSX Railway for crossing maintenance be withheld pending Council's approval to release.

CARRIED

TREASURER'S REPORT:

Moved by S. Arnold

Seconded by S. Miller

Motion #7: That it be recommended to Council that the Treasurer's Reports identified as A-1, be received and accepted.

CARRIED

Moved by S. Arnold

Seconded by P. Brown

Motion #8: That this Committee recommend to Council that the report on a projections system in Committee Room 1 dated March 3, 2008 be received and accepted, to be financed from the general equipment reserve.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #9: That this Committee recommend to Council that the OPG Appeal report dated March 3, 2008 be received and accepted.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #10: That this Committee recommend to Council to approve the grant of \$95,754.00 to the St. Clair River Trail to be financed from the St. Clair Education and Environment Reserve fund for the 2007 fund raising year.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Miller

Seconded by P. Carswell-Alexander

Motion #11: That it be recommended to Council that the Building Inspector's report for the month of February 2008 be received and accepted.

CARRIED

DIRECTOR OF EMERGENCY SERVICES:

Moved by P. Brown

Seconded by P. Carswell-Alexander

Motion #12: That this Committee recommend to Council the purchase of a replacement set of Auto Extrication Tools from M&L Supply for the price of \$23,880.00.

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by P. Gilliland

Seconded by J. Agar

Motion #13: That this Committee recommend to Council that the monthly report of the Director of Community Services dated March 4, 2008, be received and accepted for information.

CARRIED

The Committee discussed with Mr. Hackett the portion of his report dealing with the possible rent increase to the Sombra Day Care tenant at the Sombra Community Services building. After considerable discussion, it was:

Moved by P. Carswell-Alexander

Seconded by S. Arnold

Motion #14: That is be recommended to Council that the monthly rental for the portion of the Sombra Community Services building leased to the Sombra Daycare group be increased to \$600 per month on June 1, 2008 and an additional \$50 per month as of January 1, 2009.

DEFEATED

Moved by P. Carswell-Alexander

Seconded by S. Arnold

Motion #15: That it be recommended to Council that the Director of Community Services be authorized to renegotiate an increased monthly rent for portion of the Sombra Community Services building leased by the Sombra Daycare group with report and recommendation to Council..

CARRIED

Moved by P. Gilliland

Seconded by S. Arnold

Motion #16: That it be recommended to Council that part of the Parks Advisory Committee's mandate be expanded to include the investigation, with a report to Council on the short and long term needs assessment.

CARRIED

The Committee discussed the portion of Mr. Hackett's report dealing with grass cutting on seasonal lots in the Township's three campgrounds. Several members of the Committee were concerned that the Township may be held liable for injury caused by equipment misuse or malfunction with equipment rented to campers.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #17: That it be recommended to Council that in view of the possible liability the Township may attract, the practice of renting lawn mowing equipment to seasonal campers be eliminated and the owners be responsible for their own yard cutting or the Township will provide the service using Township equipment and staff on a fee basis.

CARRIED

Councillor Carswell-Alexander suggested that if the Parks Advisory Committee plans on doing a facilities tour, she and perhaps other members of Council would like to participate.

CAO REPORT:

Mr. Rodey advised that he has had discussion with Catherine Wiggett and Joe Swan regarding Multimedia's efforts to create the Township's strategic plan. Ms. Wiggett advised of information gathering through a survey process, public participation component and hopefully a draft strategic plan for Council consideration by the end of June 2008.

At the appointed time, the Committee welcomed Gary Gow and his border collie present to discuss with Council the possible use his services for wild geese control perhaps at the Township's golf course, campgrounds and riverside parks. Mr. Gow explained the effectiveness of his service and stressed the fact that his techniques do not lead to injury of the wild geese, but rather encourage the geese to relocate in other more suitable areas. Mr. Gow presented members of staff and Committee a background of services provided and possible costs for this service. At the conclusion of the presentation, the Committee thanked Mr. Gow for his informative presentation.

NEW BUSINESS:

Moved by P. Carswell-Alexander

Seconded by S. Miller

Motion #18: That it be recommended to Council that the Farmer's and Friends Conservation Club be nominated on behalf of the Township for the Suncor sustainability award.

CARRIED

Moved by S. Miller

Seconded by J. Agar

Motion #19: That the meeting on the Finance and Administration Committee to hereby adjourn.

CARRIED

The meeting adjourned at 6:55p.m.

D. Randell,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS & ENGINEERING REPORT:

- Regional WWTP - Status
- Proposed Fane/Colborne Subdivision

3. COORDINATOR OF OPERATIONS REPORT (WORKS):

- Monthly report dated March 5, 2008

4. COORDINATOR OF OPERATIONS REPORT (WATER/WASTEWATER)

- Monthly Report dated March 3, 2008

5. COORDINATOR OF ENGINEERING SERVICES:

- Monthly Report dated March 5, 2008

6. DRAINAGE SUPERINTENDENT:

- Monthly Report dated March 5, 2008

7. CLERK'S REPORT:

8. CAO'S REPORT:

9. NEW BUSINESS:

10. ADJOURNMENT:

Chairperson Agar called the meeting to order at 6:55p.m. and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

Councillor Carswell-Alexander declared a conflict of interest during the discussion on Lyndoch Street parking and left the Council chambers

Mr. Terry Gray of T.W. Gray & Associates was present to present to the Committee on behalf of his clients, developers of property at the intersection of Fane & Colborne Streets in Corunna with a proposal to cost share the redevelopment of Fane Street. Mr. Gray pointed out that his clients' subdivision faces on a portion of Fane Street and that the south side of Fane Street is currently residentially developed. In his proposal, Mr. Gray is requesting that the Township share 50% of the estimate \$107,500.00 to reconstruct Fane Street and Colborne Street to Lot 24 of the proposed subdivision and 100% of the costs to rebuild Fane Street from Lot 22 to Bentinck Street. The portion to Bentinck Street is estimated to cost \$38,000.00. Mr. Gray pointed out that there is no precedent for such a cost share and it would seem fair to his clients for Township participation due to the fact the south side of Fane Street is fully developed. It is hoped that the development would start by the fall of 2008. Mayor Arnold questioned who would coordinate the reconstruction of Fane Street and it was decided it could be by agreement, a cooperative effort between the Municipality and the engineering consultant. In response to the Committee's questions, Mr. Burnham advised that Fane Street will be scheduled for reconstruction at an unspecified budget year. Mayor Arnold requested that Mr. Burnham prepare a report for Council's consideration to see what budget adjustments would be necessary to accommodate the Fane Street project this year. While present, the Mayor also questioned Mr. Gray as to the status of his work for the architect preparing final design for the Township's Emergency Services building in Corunna. Mr. Gray hoped to have the information to the architect as soon as possible, but certainly by the end of the week.

DIRECTOR OF PUBLIC WORKS & OPERATIONS & ENGINEERING REPORT:

Moved by S. Miller

Seconded by P. Gilliland

Motion #1: That this Committee recommend to Council that the monthly report of the Director of Public Works & Operations & Engineering dated March 5, 2008, regarding the Regional WWTP – status be received and accepted for information.

CARRIED

Moved by S. Arnold

Seconded by P. Brown

Motion #2: That it be recommended to Council that Delcan be added to the list of consultants from which requests for proposal for the design of the proposed new Regional Wastewater Treatment Plant is circulated.

CARRIED

Moved by P. Carswell-Alexander

Seconded by S. Miller

Motion #3: That this Committee recommend to Council that the report of the Director of Public Works & Operations & Engineering dated March 5, 2008 regarding the proposed Fane & Colborne Subdivision – Vandersteen & Thompson be accepted and received for information.

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) dated March 5, 2008, be received and accepted as information.

CARRIED

Members of the Committee asked Operations Staff to repair the "heavy trucks" signs on the St. Clair Parkway, north of Shell and several other signs that have been bent through either wind or snowplow damage.

COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:

Moved by S. Miller

Seconded by D. Randell

Motion #5: That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated March 3, 2008, be received and accepted.

CARRIED

COORDINATOR 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 dated March 5, 2008 be received and accepted.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randell

Seconded by S. Miller

Motion #7: That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated March 5, 2008, be received and accepted.

CARRIED

Council discussed Mr. VanHyfte's report relative to proposed 2008 water and wastewater usage rates. After the review of Mr. VanHyfte's report, which he identified with 6 possible options, it was;

Moved by P. Gilliland

Seconded by P. Brown

Motion #8: That it be recommended to Council that the 2008 water usage rate and the sanitary sewer usage rate increase by 5% and 10% respectively and that the Coordinator of Operations (Water/wastewater) report dated February 19th be received.

CARRIED

NEW BUSINESS:

Pete Gilliland:

Deputy Mayor Gilliland requested the CAO to prepare a new comprehensive organizational chart for all Township functions identifying the incumbents and those positions.

Steve Miller:

Councillor Miller led the Committee into a discussion of proposed off street parking lot development in Port Lambton and wants to develop the ability to restrict parking in certain areas. Councillor Miller requested staff prepare a report on the possibility of restricting parking on the north side of Princess Street immediately east of the intersection of the St. Clair Parkway and on the St. Clair Parkway, north of the entrance to the grocery store parking lot.

Pat Carswell-Alexander:

Councillor Carswell-Alexander questioned who would be responsible for the maintenance of the washroom in the Sombra village caboose for 2008.

Steve Arnold:

Mayor Arnold advised of being invited to a meeting on March 18th of the Sarnia-Lambton Heavy Construction Association and as well as an invitation to attend the Great Lakes and St. Lawrence River initiative in Toronto on July 16,17 and 18th. Also the Mayor suggested that staff contact the Minister of Tourism as well as members of the Treasury Board and the Minister of Culture requesting consideration for the establishment of a tourist information booth in Sombra village.

Pat Brown:

Councillor Brown raised the issue of parking issues on Lyndoch Street in Corunna. Councillor Carswell-Alexander, being the operator of a business on Lyndoch Street declared a conflict of interest and left the meeting chambers. Councillor Brown referred to an earlier Corunna parking study prepared by the Lambton County Planning Department and the fact that several areas identified as potential problem areas have not been addressed. After considerable discussion, it was;

Moved by P. Brown

Seconded by S. Arnold

Motion #9: That is be recommended to Council that staff be instructed to prepare the necessary draft by-laws that prohibit on street parking on Lyndoch Street from the intersection of St. Clair Parkway and Paget Street south to approximately 6m south of the south limit of the drive through exit of the Tim Horton's restaurant.

CARRIED

Pete Gilliland:

Deputy Mayor Gilliland questioned the status of the instruction to draft a by-law to prohibit race tracks in the Municipality. The Clerk and the CAO advised that there currently is a prohibition for the establishment of such tracks in the zoning by-law and perhaps a regulation by-law may not be the most appropriate way to address the problem. The Clerk did advise of discussions with other Municipalities and further information would be made available to Council at its next meeting.

Moved by D. Randell

Seconded by P. Gilliland

Motion #10: That the meeting enter an in-camera session with Councillor Agar as chair to receive a legal opinion and to discuss lawyer/client privilege issues.

CARRIED

Meeting returned to order.

Moved by S. Arnold

Seconded by D. Randell

Motion #11: That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 8:20 p.m.

J. Agar,
Chairperson

J. DeMars
Secretary