

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

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

The meeting of the Committee of the Whole was held Monday, June 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
	R. Dewhirst	Director of Emergency Services
	L. Burnham	Director of Public Works and Operations

**FINANCE AND ADMINISTRATION**

**AGENDA:**

**6:10 pm Katherine Wigget – City media draft Strategic Plan**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Month ending May, 2008

**3. STATEMENT OF FINANCIAL POSITION:** for period ending May, 2008

**4. TREASURER’S REPORT:**

A-1 – 2007 year end surplus  
A-2 – 2007 year end debt  
A-3 – MFOA mileage survey  
A-4 – CKLAG annual report

**5. BUILDING INSPECTOR’S REPORT:**

B-1 - Building Permit Reports for the month ending May 31 2008

**6. DIRECTOR OF FIRE SERVICES REPORTS:**

Staffing – Deputy Chief Position (verbal)  
Equipment  
Frank Cowan ~ inspection services – Dawn-Euphemia

**7. DIRECTOR OF COMMUNITY SERVICES REPORTS:**

**8. CLERK’S REPORT:**

C1 - King Street Road Allowance – closure and sale  
C2 - Sombra Village property disposal (verbal)

**9. CAO'S REPORT:**

**10. NEW BUSINESS:**

**11. 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.

The Committee proceeded to review the accounts as listed on the agenda.

**GENERAL ACCOUNTS: Month of May 08**

Moved by J. Agar

Seconded by P. Carswell-Alexander

**Motion #1:** That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number ACC002 to YEL007, totaling, \$1,397,919.10 be approved for the month of May, 2008.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

The Committee reviewed the Treasurers Statement on the Financial Position of the municipality for the period ending May, 2008. Councillor Carswell-Alexander asked the Treasurer to provide an explanation for the deviation of several accounts from the original projected budget. At the conclusion of the discussion, Committee requested the Treasurer to prepare for further Committee review, a deviation report summarizing the difference in current financial position as of the end of June compared to the 2008 budget projections.

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #2:** That it be recommended to Council that the Treasurer's Report on the Statement of Financial Position of the Municipality as of May, 2008 be accepted.

**CARRIED**

**TREASURER'S REPORT:**

Moved by P. Gilliland

Seconded by P. Brown

**Motion #3:** That it be recommended to Council that the Treasurer's Reports identified as 2007 year end surplus dated May 23, 2008 be received and accepted as information and the recommendations within be carried out.

**CARRIED**

In discussion of the statement for the 2007 year end surplus, it was

Moved by S. Arnold

Seconded by P. Brown

**Motion #4:** That 100% of the legal costs incurred by the Municipality in review of the Shell Development proposal for the year 2007 be invoiced to Shell and as well, the CAO to be instructed to prepare and estimate as to the amount of staff time devoted to this project review.

**CARRIED**

Moved by S. Miller

Seconded by J. Agar

**Motion #5:** That this Committee recommend to Council that the report on the 2007 year end debt, unfinanced capital, reserves & local boards dated May 22, 2008 be received and accepted.

**CARRIED**

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Moved by J. Agar

Seconded by S. Miller

**Motion #6:** That this Committee recommend to Council that the report on the MFOA mileage survey dated May 26, 2008 be received and accepted.

**CARRIED**

Moved by P. Gilliland

Seconded by J. Agar

**Motion #7:** That this Committee recommend to Council that the annual report from CKLAG be received and accepted.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #8:** That it be recommended to Council that the Building Inspector's report for the month of May, 2008 be received and accepted.

**CARRIED**

**DIRECTOR OF EMERGENCY SERVICES REPORT:**

Chief Dewhirst presented to the Committee, a verbal report on the recent interviews conducted and the selection of Mr. Steve Bicum as the new Deputy Chief responsible for training duties. Chief Dewhirst pointed out that 5 qualified candidates were interviewed and all the candidates interviewed were internal candidates currently in the Township's fire service.

The Committee proceeded to review the Chief's report on the possible purchase of a fire pumper or a fire aerial truck.

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #9:** That it be recommended to Council that the discussion on the possible purchase of a fire pumper or an aerial truck be referred to the Township's Emergency Services Committee for discussion and recommendation to Council with the discussion to involve the District Deputy Chief's from the affected fire stations.

**CARRIED**

Council discussed with Chief Dewhirst, the request received from the Township of Dawn-Euphemia to contract St. Clair Fire Services for fire inspection duties. Council reviewed the information from Mr. Jeff Coleman of the Frank Cowan Company advising that if the Township does provide this service, that employee would be covered under the St. Clair Township general insurance policy. After considerable discussion, the Committee agreed that such services provided by St. Clair Township Emergency Services personnel if offered would be on an occasional emergency basis only.

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #10:** That it be recommended to Council that St. Clair Township Emergency Services offer fire inspection services to the Township of Dawn-Euphemia on an emergency basis only at the hourly rate of \$150 per hour plus the customary mileage allowance.

**CARRIED**

**CLERK'S REPORT:**

Moved by P. Gilliland

Seconded by J. Agar

**Motion #11:** That this Committee recommend to Council that the report dated June 11, 2008 from the Clerk regarding the King Street road allowance be received and the recommendations contained within be accepted.

**CARRIED**

The Clerk provided to the Committee a verbal report on the possible methods of sale for 2 residential properties in Sombra village that have been declared surplus to the Township's needs. The Committee discussed the possibility of retaining the services of a realtor to sell the property or in the alternate offer the property for sale by way of sealed competitive bids.

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Moved by S. Arnold

Seconded by S. Miller

**Motion #12:** That it be recommended to Council that the Clerk be instructed to proceed with the sale of 2 residential properties in Sombra village by way of a competitive, sealed bid with an appropriate reserved price being established for each of the 2 respective lots.

**CARRIED**

**CAO'S REPORT:**

Mr. Rodey briefed the Committee on discussions with City media and information received relative to the Township's draft strategic plan. At the conclusion of the discussion on the matter, the Committee was of the opinion that Council did not need to convene a special meeting to review a draft plan with City media, but rather the draft plan would be presented to Council at its regularly scheduled meeting on Monday June 23, 2008 with the projected date of public release as June 26, 2008. It was pointed out that the representatives from City media did not attend this meeting but would rather brief council at its next regularly scheduled meeting.

Moved by S. Miller

Seconded by J. Agar

**Motion #13:** That it be recommended to Council that the draft strategic plan be presented by City media at its next regularly scheduled meeting of Council proposed for June 23<sup>rd</sup>, 2008.

**CARRIED**

**NEW BUSINESS:**

Moved by S. Arnold

Seconded by S. Miller

**Motion #14:** That is be recommended to Council that the remaining outstanding operating grants for various community parks boards and community center boards be released to those management boards by the end of June 2008.

**CARRIED**

Councillor Miller asked staff to investigate the grass cutting at the parking lot on the south side of Smith Street in Sombra village opposite to the Township Museum. Mayor Arnold also requested staff to investigate recent grass cutting by the Township contractor at the property at the intersection of the St. Clair Parkway and First Street in Courtright. Councillor Randell also advised the Committee of a problem arising at the Wilkesport Community Center related to overnight camping for tenants at the Community Center. Staff was requested to contact the Community Center Board Chair regarding installation of "no camping" signs. The Director of Community Services was also asked to investigate and remove the 53 foot trailer located in the Mooretown Campground in the tent area. Hearing no further business it was;

Moved by S. Miller

Seconded by J. Agar

**Motion #15:** That the meeting do hereby adjourn.

**CARRIED**

The meeting adjourned at 7:35 p.m.

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D. Randell,  
Chairperson

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J. DeMars  
Secretary

**PUBLIC WORKS & OPERATIONS**

**AGENDA:**

**7:30pm Chris Brandon – use of alley**

**7:45pm Bill Dennis – advertising sign in Paddock Green**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. DIRECTOR OF PUBLIC WORKS & ENGINEERING REPORT:**

- Paddock Green Phase 12
- Capital Budget Status
- Engineering Design - WWTP

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

- Monthly Report dated June 11, 2008
- St. Clair Parkway/Roberts Drain – road cut

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

- Monthly Report dated June 11, 2008

**5. COORDINATOR OF ENGINEERING SERVICES:**

- Monthly report dated June 16, 2008

**6. DRAINAGE SUPERINTENDENT:**

- Monthly Report dated June 11, 2008

**7. CLERK'S REPORT:**

**9. CAO'S REPORT:**

**10. NEW BUSINESS:**

- Mayor Arnold memo – Brigden Fairgrounds
- Wayne & Deb Fraser – sewer usage refund request

**11. ADJOURNMENT:**

Chairperson Agar called the meeting to order at 7:40 p.m. and asked members to declare any conflict of interest at the appropriate time.

**DECLARATION OF CONFLICT OF INTEREST:**

None declared.

The Committee welcomed Mr. Bill Dennis of Remax Real Estate present on behalf of the developers of the Paddock Green Subdivision, requesting Council permission to install an advertising sign, promoting the newly developed phase of Paddock Green. Mr. Dennis said that it was his hope to be able to install a sign on St. Clair Boulevard and Bentinck Street to direct interested parties to the latest phase of the development. Mr. Dennis in response to Council's questions advised that the sign would be approximately 8' x 12' and would be installed in such a way as to avoid any visibility issues. After considerable discussion and response to various questions raised by the Committee, it was;

Moved by P. Brown

Seconded by S. Arnold

**Motion #1:** That it be recommended to Council that the Paddock Green developer be authorized to construct an advertising sign for the latest development in Paddock Green with an approximate size of 4' X 6' provided that the sign is installed on road allowance property in such a fashion as not to create a visibility problem and that the sign be installed no higher than the existing brick wall and that this permission be granted for an initial one year period with the provision that the permission could be extended or revoked for non-compliance.

**CARRIED**

The Committee was advised that Chris Brandon would not be available to attend this Committee meeting to discuss her issue regarding the use of the alley adjacent to her property.

The Mayor and Deputy Mayor had information regarding Ms. Brandon's concern including photos of the area, demonstrating what seems to be a pile of debris on a portion of the alley deposited by a neighbor. It was pointed out to the meeting that Ms. Brandon and her neighbor have had difficulties with similar issues relative to the alley over the last several years.

Moved by S. Arnold

Seconded by S. Miller

**Motion #2:** That it be recommended to Council that staff forward a letter to Ms. Brandon and her neighbor regarding the public use of the alley adjacent to their property together with a copy of the Township policy on alley maintenance and a request that the pile of debris and scrap metal on the alley be removed by the property owner who deposited it there.

**CARRIED**

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

Moved by D. Randell

Seconded by P. Carswell-Alexander

**Motion #3:** That this Committee recommend to Council that the report of the Director of Public Works & Operations & Engineering dated June 11, 2008, recommending that St. Clair Township accept the development work performed at Paddock Green Subdivision (Phase 12) in the former Moore Township and that the 2 year maintenance period be in force until June 10, 2010 be received and accepted.

**CARRIED**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #4:** That this Committee recommend to Council that the report from the Director of Operations and Engineering dated June 11, 2008 regarding the capital budget status be received and accepted as information.

**CARRIED**

In discussion of Mr. Burnham's report on the 2008 capital budget status, the Committee requested a report for consideration at the August Committee meeting relative to the 2009 capital budget relative to the projects that are being completed in the 2008 budget year.

Moved by P. Brown

Seconded by D. Randell

**Motion #5:** That this Committee recommend to Council that the report from the Director of Operations and Engineering dated June 11, 2008 regarding the engineering design and contract administration for the regional WWTP be received and accepted as information.

**CARRIED**

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

Moved by S. Miller

Seconded by D. Randell

**Motion #6:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated June 11, 2008, be received and accepted.

**CARRIED**

In discussion of Mr. DePooter's report it was pointed out that as per item #5, the leveling at Paddock Green has not yet been accomplished. Mr. Burnham has been advised that he has been in contact with the developer and the leveling would be completed in the immediate future. The Committee reviewed Mr. DePooter's report and recommendation on the St. Clair Parkway/Roberts Drain road cut. In response to the Committee's questions, the Committee was advised that the estimate to bore a new culvert under the Parkway was estimated to cost \$50,000 compared to the \$10,000 cost for the open cut.

Moved by P. Carswell-Alexander

Seconded by D. Randell

**Motion #7:** That this Committee recommend to Council that the report of the Coordinator of Operations (Works) dated June 11, 2008, recommending to replace the road crossing pipe at the outlet of the Roberts Drain across the St. Clair Parkway at Ward Line by Township forces be accepted and received.

**CARRIED**

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

Moved by S. Miller

Seconded by P. Brown

**Motion #8:** That this Committee recommend to Council that the report dated June 11, 2008 from the Coordinator of Operations (Water) be accepted and received as information.

**CARRIED**

**COORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #9:** That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated June 16 2008 be received and accepted as information.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by D. Randell

Seconded by P. Carswell-Alexander

**Motion #10:** That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated June 11, 2008, be accepted and the recommendations contained therein be approved.

**CARRIED**

Councillor Carswell-Alexander questioned the Clerk as to a possible date for Drainage Committee meeting. The Clerk advised that Spriet and Associates have conducted the preliminary rate payers meeting to discuss the draft Parr-McGill Drain report with the affected rate payers and the Burns Drain report was received last week. It is anticipated that a meeting will be scheduled so that both reports can be considered by the Committee and the affected rate payers at the same meeting.

**NEW BUSINESS:**

Councillor Randell advised of a contact made from Mr. Derek Weeks with drainage concerns due to the proposed work at Branton-Cundick Park to be carried out by the Rural Lambton Stewardship Network. Mr. Weeks tried to explain the drainage pattern for his farm that uses the park as an outlet. At the end of the discussion, it was suggested that the appropriate Public Works staff contact Mr. Weeks to obtain the details on his drain and perhaps negotiate an agreement drain format. Councillor Randell also provided information received from Mr. Chad Anderson that is to be forwarded to the Drainage Superintendent.

Deputy Mayor Gilliland advised that relative to a recent property standards issue, the piles of excavated material at 290 Hill Street are increasing in number. The Clerk was instructed to contact the Property Standards Officer in this regard. The Deputy Mayor also expressed his disappointment in the length of time it is taking to complete the servicing on the street allowance for the residential development at the intersection of St. Clair Boulevard and Bentinck Street. The Deputy Mayor also requested that the developer be asked to cut the weeds on the property. On this same matter, Mayor Arnold advised of a discussion with the contractor on the area referred to by the Deputy Mayor. Apparently there is a location conflict with the existing water main and the proposed storm drain. The contractor explained to the Mayor a method where the water line could be raised and the conflict with the storm drain eliminated. Mr. Burnham provided to the Committee a background on the issue and advised that the contractor had made an error in the grade of the storm sewer, not withstanding the fact, the elevation of the water main was accurately predetermined. Mr. Burnham also stated that Public Works and Operations staff have been emphatic to this point that the Township was reluctant to relocate the water main at its own expense to correct a contractor's error.

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #11:** That it be recommended to Council that staff be directed to make whatever compromises necessary to accommodate and resolve the conflict with the existing water main and the newly constructed storm sewer lateral for the residential property at the intersection of St. Clair Boulevard and Bentinck Street.

**DEFEATED**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #12:** That it be recommended to Council that Council support the current course of action taken by Township staff relative to the resolution of the location conflict between the existing water main and the new storm sewer lateral for the residential development at the intersection of St. Clair Boulevard and Bentinck Street.

**CARRIED**

Councillor Miller questioned the Director of Public Works as to appropriate staff to investigate the condition and possible removal of trees that could be on the Township road allowance. Mr. Burnham directed Councillor Miller to a qualified local contractor who would provide such information free of charge. Also Councillor Miller discussed with the Committee, complaints received after the following wind storm and the necessary clean up. A ratepayer apparently called the Civic Center and was not given appropriate information as to brush disposal. Also Councillor Miller asked for the vacant lot formerly occupied by the Courtright Hotel to be cut.

Councillor Carswell-Alexander asked staff to investigate which she considers to be deficiencies in the heating and air conditioning system particularly for the units servicing the south side of the building on the main floor.

Councillor Brown asked staff to investigate and trim where necessary, the trees and the vegetation on the east side of Lyndoch Street through Corunna. Also attention needs to be given to the street sign at the southeast intersection of Hill Street and Lyndoch in Corunna.

Mayor Arnold questioned the storm drainage for the new residential development on a portion of the former Colborne Street School property and the fact that the drain was run through CAP Park. Mayor Arnold also shared with the members of the Committee, a letter of request received on behalf of the Moore Agricultural Society for Township financial assistance and the paving of the parking lot on the fairgrounds.

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #13:** That it be recommended to Council that the request received for the Moore Agricultural Society for financial assistance to complete parking lot paving on the Brigden Fairgrounds, be tabled pending a report from the Director of Public Works as to possible budget costs savings from 2008 paving contracts that could be used to finance the paving costs estimated to be approximately \$50,000.

**CARRIED**

Mayor Arnold also requested that the Director of Community Services be instructed to have the beach areas in front of Seagar Park and Marshy Creek Park, cleared of vegetation. Mayor Arnold also advised the Committee of a contact made to Dave Cram with a request for preliminary thoughts on the possible development of the vacant property owned by the Municipality, south of the Civic Center for tree planting and basic park development. Mayor Arnold also advised of receiving a communication from MP Pat Davidson regarding possible Ministers the municipality may want lobby at the AMO conference in August. The Committee directed staff to attempt to make appointments with the Federal Infrastructure Minister, Health Minister Tony Clement and possibly the Ontario Treasurer and the Ontario Minister of Energy.

Councillor Agar advised of receiving an anonymous letter from a Courtright resident regarding the condition of the Clark Trucking property. Councillor Agar also brought to the Committees attention that habitual parking of a recreation vehicle on Albert Street.

Council reviewed information received from Wayne and Deb Fraser regarding an unusually high water and sanitary sewer usage bill due to a plumbing leak in one of their residences.

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #14:** That this Committee recommend to Council that the request from Wayne and Deb Fraser for relief from paying the sanitary sewer portion of their last 2 water bills of their rental property be accepted, minus the basic fee as well as average consumption usages.

**CARRIED**

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Hearing no further business, it was;

Moved by D. Randell

Seconded by S. Miller

**Motion #15:** That this meeting do hereby adjourn.

**CARRIED**

The meeting adjourned at 9:05 p.m.

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J. Agar,  
Chairperson

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J. DeMars  
Secretary