

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

St. Clair Civic Centre  
Committee Room 1  
September 15, 2008  
6:00 p.m.

The meeting of the Committee of the Whole was held Monday, September 15, 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 – Jim Lapp – Building Permit request

**1. DECLARATION OF PECUNIARY INTEREST:**

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

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

**4. TREASURER’S REPORT:**

**5. BUILDING INSPECTOR’S REPORT:**

B-1 - Building Permit Reports for the month ending August 2008

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

- Director’s monthly report dated September 11, 2008
- Golf Course General Manager’s monthly report dated September 7, 2008

**7. CLERK’S REPORTS:**

C1 - Draft Encroachment – Bryan Spiegelberg

**8. UNFINISHED BUSINESS:**

-Councillor Randell – Moore Community & Rec. Foundation

**9. C.A.O.’S REPORTS:**

**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 welcomed Mr. Jim Lapp, a resident of Fawn Island, present to request permission for the issuance of a building permit for a storage shed on his property on Fawn Island. Mr. Lapp explained to the Committee that he hopes to build a new dwelling unit on his vacant lot in 2009 but would like to establish first, an accessory building he could use for material storage. Mr. Lapp further pointed out that due to the approaching fall season and the remoteness of the island, he was reluctant to apply to the Committee of Adjustment for a minor variance. CAO, John Rodey pointed out that the Committee may not have the authority to grant the variance for the establishment of an accessory use prior to the main use. It was pointed out to the Committee that Council has granted such permission in the past and that the use proposed is provided for in the Zoning by-law.

Moved by S. Arnold

Seconded by P. Brown

**Motion #1:** That Staff be allowed to issue a building permit for the construction of a storage shed as requested by Mr. Jim Lapp for his property on Fawn Island that would allow the construction of an accessory building prior to the construction to the main building on the lot, provided that the building permit for the main dwelling is issued within a one year period.

**CARRIED**

Mr. Art Caron of Envirofresh was present to discuss with the Committee, Envirofresh's request for the Township to waive the requirement for security for the parking lot paving and landscaping for the proposed green house facility during Phase 1 of the construction. Mr. Caron pointed out that his company would be willing to achieve the parking lot paving and the completion of the landscaping prior to the commencement of Stage 2. It was pointed out that the initial greenhouse project as well as the process building would be part of the Phase 1 construction with Phase 2 to consist of the second stage of the greenhouse with the development of an office facility. In response to questions, Mr. Caron advised that Stage 2 would probably commence in 2010. After response to several of the Committee's questions, it was;

Moved by P. Brown

Seconded by S. Miller

**Motion #2:** That is be recommended to Council that the security requirement and the draft site plan security to guarantee the parking lot paving and site landscaping be waived and that such security be required prior to the commencement of the Phase 2 portion of the development. With the further provision that the landscaping and the paving be achieved within a three year period.

**CARRIED**

**GENERAL ACCOUNTS: Month of August 08**

Council proceed to review the accounts for the period ending August 2008. The Committee discussed the account to the Town of Plympton-Wyoming representing the cost of Township participation in the annual County Council social event.

Moved by S. Miller

Seconded by S. Arnold

**Motion #3:** That the practice of Township participation as established by past practice in the County Council Social event be continued.

**CARRIED**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #4:** That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number ABR001 to YEL001, totaling, \$2,517,631.40 be approved for the month of August, 2008.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #5:** That it be recommended to Council that the Treasurer's Report on the Statement of Financial Position of the Municipality as of August, 2008 be accepted.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

**Motion #6:** That it be recommended to Council that the Building Inspector's report for the month of August be received and accepted.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES:**

Council reviewed Mr. Hackett's monthly report dated September 11, 2008. Council reviewed the portion of Mr. Hackett's report related to Duggan Field in Corunna.

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #7:** That it be recommended to Council that an expenditure in the total amount \$9500.00 to be financed from the St. Clair Township Education and Environment Fund be approved for improvements to Duggan Field in Corunna.

**CARRIED**

The Committee was advised that the application for grant funding under the accessibility program offered by the Federal Government in the total amount of \$60,000 for elevator improvements at the Sports Complex had been approved. Chairperson Randell and Mr. Hackett advised that together with this approval, the Sombra Museum was granted \$13,000 grant for the construction for the wheelchair ramp at the Sombra Museum under the same program. The Committee discussed in detail, the results of Mr. Hackett's investigation of the possible establishment of a boat launch facility in the south end of the Township. The Committee concurred with Mr. Hackett's opinion that a possible launch located in conjunction with the Darcy McKeough outlet was probably the most feasible.

Moved by S. Arnold

Seconded by S. Miller

**Motion #8:** That it be recommended to Council that the Director of Community Services be authorized to work with the S.C.R.C.A. to further the concept of the establishment of a boat launch in conjunction with the outlet of the Darcy McKeough dam and floodway with the S.C.R.C.A. be asked for permission for the establishment of a boat launch and assistance in the design and possible funding opportunities.

**CARRIED**

In response to the Committee's questions, Mr. Hackett provided a status on the repair plans for the foot bridge across the Hubbard Drain in the wooded area of Brander Park. Also the Committee expressed to Mr. Hackett, positive comments received relative to the installation of playground equipment at Vroom Park in Corunna and Emi Park in Courtright. Also discussed were possible improvements for the Sombra Community Hall that could be incorporated in the 2009 capital budget. Mr. Hackett advised that he had a meeting later this evening with the Sombra Hall Board.

Moved by S. Arnold

Seconded by S. Miller

**Motion #9:** That a letter of thanks be sent to MP Pat Davidson and the Federal Minister responsible for accessibility for their support in the Township securing accessibility grant funding for the elevator improvements at the Moore Sports Complex and the Sombra Museum wheelchair ramp.

**CARRIED**

Moved by P. Gilliland

Seconded by P. Brown

**Motion #10:** That this Committee recommend to Council that the monthly report submitted by the Director of Community Services dated September 11, 2008 be received and the recommendations within be accepted.

**CARRIED**

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #11:** That it be recommended to Council that the Farmers and Friends Organization be authorized working in conjunction with the Director of Community Services to establish a commemorative plaque recognizing the wild turkey release at Waubano Park.

**CARRIED**

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

**Motion #12:** That it be recommended to Council that the monthly report of the General Manager of the Parkway Golf Course, dated September 7, 2008 be received and accepted.

**CARRIED**

Deputy Mayor Gilliland led the Committee into discussion of a possible development of certain financial information relative to the 2008 operation of the golf course relative to the seasonal members. After considerable discussion, the Committee agreed with Mr. Hackett's suggestion for his review of the concept with the General Manager of the golf course with a report to the next meeting of Council. It was also pointed out that such financial disclosure should include the capital component that was devoted in the 2008 capital budget to the golf course facility.

**CLERK'S REPORT:**

The Committee reviewed the Clerk's report relative to the draft encroachment agreement and facility design for the proposed Bryan Spiegelberg deck. Council was generally receptive of the draft agreement and the design proposal provided that the railings on the deck proposed to be located both on the north and south sides be of an open construction and not enclosed.

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #13:** That it be recommended to Council that the draft encroachment agreement and design for the proposed deck on Township property as proposed in Mr. Bryan Speigelberg's design be approved subject to the fact that the railings on the north and south side of the deck will remain open and unenclosed.

**CARRIED**

**UNFINISHED BUSINESS:**

The Committee discussed in detail, Councillor Randell's comments relative to the Moore Community and Recreation Foundation. In response to the Committee's questions, Treasurer Charles Quenneville advised of the process that would be required to change the name of the Moore Foundation to perhaps the St. Clair Foundation. The Committee was curious as to the formal constitution of the foundation and asked the Treasurer to provide a list of the funding criteria the foundation uses in determining the merit of grant applications. After considerable discussion, it was;

Moved by P. Carswell-Alexander

Seconded by S. Miller

**Motion #14:** That it be recommended to Council that the report prepared by Councillor Randell relative to the Moore Community and Recreation Foundation be received and filed.

**CARRIED**

The Clerk provided a verbal report on the status on the rural broadband project which was subject to a provincial grant last fall and involved participation by the Township of Dawn-Euphemia, Township of Enniskillen and the Township of St. Clair. The Committee was also provided a map of the current coverage area which showed several dead zones in St. Clair Township, in Port Lambton village, Sombra village, the community of Courtright and in general, the westerly boundary of the Township. The Committee expressed its disappointment that the coverage was not more comprehensive and felt that Bell Reliant

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should be encouraged wherever possible to make whatever technical improvements it can to improve the coverage area within the Municipality.

Hearing no further new business it was;

Moved by S. Miller  
That the meeting do hereby adjourn.

Seconded by J. Agar

The meeting adjourned at 7:25 p.m.

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D. Randell,  
Chairperson

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J. DeMars  
Secretary

## **PUBLIC WORKS & OPERATIONS**

### **AGENDA:**

7:15 pm – Adrian Bryant of Williams & Associates – Emerald Ash Borer Control

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

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

- Stanley Line Bridge – RFP Results
- Personnel Requirements
- St. Clair Parkway Culvert Replacement at the Murphy Drain (Holt Line)

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

- Monthly Report dated September 10, 2008
- Contract Employee report
- St. Clair Parkway Culvert – Tender Results

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

- Monthly Report dated September 10, 2008

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

- Monthly report dated September 15, 2008

#### **6. DRAINAGE SUPERINTENDENT:**

- Monthly Report dated September 10, 2008

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

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

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

- R.L.S.N. – Controlled Burn

#### **11. 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.

Peter Williams and Adrian Bryant representing Williams and Associates were present to present to Council a presentation relative to chemical control to treat ash trees infected with the emerald ash borer. Mr. Williams stated that the chemical used in the treatment has been just licensed in Canada and such treatment has enjoyed a considerable amount of success. Following the presentation, and in response to member's questions, Mr. Williams advised that the cost of treating a tree depended on the size of the tree. It was estimated that a tree approximately 12 inches in diameter would cost about \$200 for the treatment. Also in response to the Committee's questions, Mr. Williams advised that his firm offers no guarantees if the treatment is not successful. At the conclusion of the presentation, it was;

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #1:** That it be recommended to Council that the information from Williams and Associates regarding the treatment of trees infested with Emerald Ash Borer be referred to the Director of Community Services to identify the location of any possible strategic ash trees located on Municipal property and a review of treatment options and costs.

**CARRIED**

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

Moved by P. Gilliland

Seconded by D. Randell

**Motion #2:** That the report of the Director of Operations & Engineering discussed by Council at its last meeting relative to the request for proposal for the Stanley Line Bridge repair be lifted from the table.

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #3:** That this Committee recommend to Council that the report from the Director of Operations & Engineering dated September 11, 2008 recommending that the RFP submitted by MIG in the amount of \$210,283 (plus GST) for the detailed engineering design of the Stanley Line Bridge east of Kimball Road be rejected and further that alterations be made to the RFP and re-issued with a closing date of Tuesday September 20<sup>th</sup> be accepted.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #4:** That this Committee recommend to Council that the report from the Director of Operations & Engineering dated September 11, 2008 recommending that an engineering technician (student or graduate) be hired for a 3 month period.

**CARRIED**

Moved by S. Miller

Seconded by P. Carswell

**Motion #5:** That this Committee recommend to Council that the report from the Director of Public Works, Operations & Engineering dated September 11, 2008 recommending that the tender submitted by B.F. Environmental in the amount of \$264,615.00 (plus GST) for the St. Clair Parkway culvert replacement at the Murphy Drain (Holt Line) be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

**CARRIED**

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

Moved by D. Randell

Seconded by P. Brown

**Motion #6:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated September 10, 2008, be received and accepted.

**CARRIED**

In discussion of the portion of Mr. DePooter's report related to resurfacing, the Committee requested staff to spray the gravel shoulder to the grass line for the right of way on the hydro easement in Brigden adjacent to the Steadman property. Council also requested staff to investigate the costs of a possible solar powered stop light at the intersection of Brigden Road and the Petrolia Line. Staff was also to investigate and carry out the work required to trim the trees south of the Lambton Line on the East River Road. The Committee discussed in general terms, the cost differential between asphalt paving and the tar and chip surface treatment and asked staff for a report on these cost comparisons, including the base requirements for both types of surface treatments. The Committee also requested a staff report on the possibility of applying asphalt surfacing on secondary streets to the grass line with no curbs and gutter. The question was raised relative to Mr. DePooter's report regarding the first phase of the road side mowing. The Committee was curious if phase 2 is currently underway. Staff was also requested to investigate the reestablishments of the rumble strips at the intersection of Brigden Road and Petrolia Line. Staff was also asked to provide a report to Council or Committee as to the status of the MTO permission to install a street light at the intersection of the Lambton Line and Highway 40. Mr. Burnham advised the Committee that application has been made to the MTO, but final approval has not yet been received for the possible light installation.

Moved by S. Miller

Seconded by P. Brown

**Motion #7:** That this Committee recommend to Council that the report dated September 10, 2008 from the Coordinator of Operations (Works) recommending that the Township Works Department hire Glen Rosso as a contract employee to replace an employee in the bargaining unite on sick leave, expected to extend to the end of 2008, with a possible extension into 2009 to assist the winter maintenance staff for snow plowing operations be accepted and received.

**CARRIED**

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

Moved by P. Brown

Seconded by P. Carswell-Alexander

**Motion #8:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated September 10, 2008, be received and accepted as information.

**CARRIED**

In his report, Mr. VanHyfte advised of recent water meter calibrations at both bulk water stations. The Committee requested a report on the recalibration to determine the amount, if any, the meters were in error.

**COORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by S. Miller

Seconded by P. Brown

**Motion #9:** That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated September 15, 2008 be received and accepted.

**CARRIED**

The Committee questioned Mr. Burnham as to the types of curbing that will be installed during the Boswell Street reconstruction project. Mr. Burnham advised that due to the close proximity of the utility pole, barrier curbs will be constructed. The Committee discussed in detail, the relative merits of both types of curbing and the policy that is in place to dictate the type used at various locations.

Moved by S. Arnold

Seconded by D. Randell

**Motion #10:** That it be recommended to Council that staff be instructed to prepare a recommendation report on the types of curbing used for various street reconstruction projects.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by P. Carswell-Alexander

Seconded by D. Randell

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

**CARRIED**

In discussion of the Drainage Superintendent's report, Councilor Randell felt that as identified as item #2 in Mr. Neely's report, the authorization of the work on the Burton Creek Drain east, was premature until the onsite meeting was held to determine the rate payer's repair needs.

**NEW BUSINESS:**

The Committee reviewed Mr. Burnham's report dated September 15<sup>th</sup> regarding the proposed curb south of Port Lambton, between properties known as 4504 and 4546 St. Clair Parkway. Mr. Burnham, in his report, advised that the area proposed to be curbed as relatively flat over a 1000 ft. section and the installation of curbs would provide a barrier to the natural flow of water. It was suggested that the curbing program be tabled until work is scheduled on this section of the road that could alter the elevation. A motion to approve the recommendation was tabled.

Moved by P. Brown

Seconded by S. Miller

**Motion #12:** That it be recommended to Council that the issue of the construction of curbs south of Port Lambton between property known as 4505 and 4546 St. Clair Parkway be tabled to allow members of Council to visit the site.

**CARRIED**

Councillor Randell led the Committee in a discussion of a request received from a rural Lambton stewardship network for a controlled burn along Marshy Creek, north of the Pointe Line. It was pointed out that the vegetation would be sprayed and burned at the appropriate time. It was also pointed out that the RLSN is prepared to carry out the same weed control on the Port Lambton Lagoon property itself. The Committee felt that the spraying and control of the vegetation as well as the controlled burn on the lagoon site should be left to the discretion of the Coordinator of Operations (Water/ Wastewater).

Moved by D. Randell

Seconded by P. Carswell-Alexander

**Motion #13:** That is be recommended to Council that staff be authorized to sign the appropriate burn permit for the controlled burn along Marshy Creek, north of the Pointe Line, possibly including the Port Lambton lagoon property as requested by the RLSN.

**CARRIED**

Mayor Arnold requested staff to provide in a timely fashion a copy of the revised 2009 capital budget. Mayor Arnold also asked to be included in the draft 2009 budget, paved shoulders on the St. Clair Parkway in areas such as south of Courtright, south of Port Lambton, north of Branton Cundick park and other appropriate areas.

Councillor Miller questioned the status of the requested parking prohibitions in Port Lambton. The Committee was advised that the parking prohibition on Stoddard Street has been appropriately posted but that the requested no parking in front of the Credit Union on St. Clair Parkway and on the St. Clair Parkway immediately north of Princess Street has not yet been completed. The Committee was advised by the Clerk that the authorization of the by-law for those parking prohibitions has not yet been passed but would be offered for Council consideration at its next meeting.

Councillor Carswell-Alexander asked the Mayor and the Deputy Mayor to bring to the attention of the County Infrastructure staff, of the need for improved shouldering on the Plank Road. Also, Councillor Carswell-Alexander advised of receiving positive comments on the Township's efforts on the Waubano Road south of the Petrolia Line but more work is required on the Waubano Road north of the Petrolia Line.

Councillor Brown identified the ash trees along the St. Clair Parkway adjacent to the No Frills store and asked staff to investigate the ownership of that property and the trees. Councillor Brown also asked staff to make the required roof and ceiling tile repair on the portion of the roof immediately above Committee Room 1.



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Councillor Randell identified to the Committee a rather unique fundraising opportunity for the Wilkesport Community Hall by way of the sale of cd's recorded during jamboree held at the Wilkesport Community Center earlier this summer.

The Committee discussed in general terms, the upcoming applications for the Building Canada Fund recently announced. The Committee was of the impression based on information received at the AMO Conference, multiple applications by the same Municipality were appropriate. Staff was asked for an option report on possible projects that could be included in such an application with Council having the opportunity to rank the projects in their order of importance.

Mayor Arnold brought to the Committee and staff's attention, of recent ditching on the Brigden Road north of the Petrolia Line, adjacent to the Hayes property. It was suggested that the ditching was done in such a fashion that may jeopardize the road shoulder.

Moved by S. Arnold    Seconded by P. Carswell-Alexander  
**Motion #14:** That it be recommended to Council that staff be instructed to install lawn piping on the road side ditch on the Brigden Road, north of Petrolia Line adjacent to the Hayes property.

**CARRIED**

Moved by S. Miller  
That the meeting do hereby adjourn.

Seconded by P. Brown

**CARRIED**

The meeting adjourned at 9:00 p.m.

J. Agar,  
Chairperson

J. DeMars  
Secretary