

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

St. Clair Civic Centre  
Committee Room 1  
January 12, 2009  
4:00 p.m.

The meeting of the Committee of the Whole was held Monday, January 12, 2009 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:**

**General Manager – Golf Course presentation**

**1. DECLARATION OF PECUNIARY INTEREST:**

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

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

**4. TREASURER’S REPORT:**

A-1 Ontario Municipal Partnership Fund  
A-2 Development Charges

**5. BUILDING INSPECTOR’S REPORT:**

B-1 - Building Permit Reports not available

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

Monthly report dated January 7, 2009

**7. DIRECTOR OF EMERGENCY SERVICES REPORT:**

Truck tender

**8. CLERK’S REPORTS:**

**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.

Chairman Randell called on Golf Course Manager, Matt Lafontaine to present his report dated January 8, 2009 on his business plan to support an expansion to the St. Clair Parkway Golf Course dining room facilities. Mr. Lafontaine stated that the current dining facilities will accommodate approximately 100 people and the proposal is to expand the capacity to 170 people and would allow the golf course to market itself as a point of destination for larger golf tournaments in an effort to increase revenue and ultimate profitability for the golf course facility. Mr. Lafontaine also predicts that in the current economic conditions, the expanded dining facilities would make the Parkway Golf Course more competitive relative to other neighboring courses and is estimated that the expansion will cost approximately \$350,000 and if approved by Council, construction could be completed in May or early June of 2009. It is proposed that the project could be financed out of the St. Clair Parkway Endowment Fund repaid with interest over a 5 year period financed from increased golf course revenues. The Committee, Mr. Lafontaine and Mr. Hackett discussed the proposal in general terms. At the conclusion of the discussion it was;

Moved by P. Carswell-Alexander

Seconded by P. Brown

**Motion #1:** That it be recommended to Council that Council support the financing of the proposed capital expense of \$350,000 for expansion to the dining facilities at the St. Clair Parkway Golf Course from the Parkway Endowment Fund with a 5 year payback as outlined in the presentation dated January 8<sup>th</sup> 2009.

**CARRIED**

The Committee discussed the portion of Mr. Lafontaine report pertaining to Capital needs for equipment at the golf course for 2009. The estimated cost of the capital equipment needs is approximately \$70,000. After a discussion it was the consensus of the Committee that the capital budget needs be referred to a Council discussion in February.

**GENERAL ACCOUNTS: Month of December 08**

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

Moved by S. Arnold

Seconded by p. Carswell-Alexander

**Motion #2:** That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 131002 to YOR002, totaling, \$6,306,229.44 be approved for the month of December, 2008.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

Moved by S. Miller

Seconded by P. Brown

**Motion #3:** That it be recommended to Council that the Treasurer's Report on the Statement of Financial Position of the Municipality as of December, 2008 be accepted.

**CARRIED**

**TREASURER'S REPORT:**

Moved by J. Agar

Seconded by P. Gilliland

**Motion #4:** That it be recommended to Council that the Treasurer's Reports identified as A-1, dated December 30, 2008 regarding the 2009 Ontario Municipal Partnership Fund be received and accepted.

**CARRIED**

In discussion of the Township's position relative to its funding under the Ontario Municipal Partnership Fund, Mayor Arnold asked staff to prepare a briefing report on what the Township considers to be inequities in the Township's funding level under the program

relative to other Lambton County Municipalities for possible presentation to Finance Minister Dwight Duncan at the upcoming ROMA Conference in February.

Moved by S. Arnold

Seconded by P. Brown

**Motion #5:** That this Committee recommend to Council that the report dated January 6, 2009 from the Treasurer on the 2005 Development Charges Background Study be received and accepted.

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Moved by S. Miller

Seconded by P. Gilliland

**Motion #6:** That this Committee recommend to Council that the monthly report received from the Director of Community Services dated January 6, 2009 be received and the recommendations relative to the Complex elevator be approved.

**CARRIED**

Moved by S. Arnold

Seconded by P. Brown

**Motion #7:** That it be recommended to Council that staff be instructed to proceed with the tendering process for the establishment of a display sign at the Township's new Emergency Services Building in Corunna based on Option #4 in Mr. Hackett's report with an estimated cost of \$35,000.

**CARRIED**

**DIRECTOR OF EMERGENCY SERVICES REPORT:**

Moved by P. Gilliland

Seconded by J. Agar

**Motion #8:** That it be recommended to Council that the report received from the Director of Fire Services dated January 7, 2009 recommending that St. Clair Township purchase two 2009 4 wheel drive pick up trucks for \$28,549.00 be accepted and approved.

**CARRIED**

**CLERK'S REPORT:**

The Clerk provided a verbal report to the Committee as to the current status of the possible sale of two vacant residential properties in Sombra village. The Clerk advised that newspaper ads will appear this week in the Wallaceburg Courier Press and the Sarnia Observer and as well information packages and a notice of sale have been sent to neighbors of the two respective properties.

**CAO'S REPORT:**

The CAO advised Council of a personnel issue to be discussed at an in-camera session.

**NEW BUSINESS:**

Fire Chief Roy Dewhirst provided to the Committee, a verbal report on the tragic two recent accidents at the intersection of the Petrolia Line and the Brigden Road and Petrolia Line and Mandaumin Road that resulted in three fatalities over the past weekend.

Moved by P. Carswell-Alexander

Seconded by S. Miller

**Motion #9:** That the meeting enter an in-camera session to discuss a personnel issue.

**CARRIED**

The meeting returned to order.

Moved by S. Miller

Seconded by P. Carswell-Alexander

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

**CARRIED**

The meeting adjourned at 5:10 p.m.

---

D. Randell,  
Chairperson

---

J. DeMars  
Secretary

## **PUBLIC WORKS & OPERATIONS**

### **AGENDA:**

**6:00pm Jeff Coleman – General insurance review**

**1. DECLARATION OF PECUNIARY INTEREST:**

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

- Regional Wastewater Treatment Plant status

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

- Monthly Report dated January 7, 2009
- Snow plowing
- Signs

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

- Monthly Report dated January 7, 2009

**5. COORDINATOR OF ENGINEERING:**

- Monthly Report dated January 7, 2009

**6. DRAINAGE SUPERINTENDENT:**

- Monthly Report dated January 7, 2009

**7. CLERK'S REPORT:**

**9. CAO'S REPORT:**

**10. NEW BUSINESS:**

**11. ADJOURNMENT:**

Chairperson Agar called the meeting to order at 5:15 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 P. Brown

Seconded by D. Randell

**Motion #1:** That this Committee recommend to Council that the report of the Director of Public Works & Operations dated January 7, 2009, regarding the Regional Wastewater Treatment Plant be received and accepted.

**CARRIED**

The Committee requested that the proposed new facility at the Courtright site be sited as far as possible from residential property.

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

Moved by S. Miller

Seconded by D. Randell

**Motion #2:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated January 7, 2009, be received and accepted.

**CARRIED**

Council discussed the completion of the installation of a solar stop sign at the south intersection of the Petrolia Line and the Brigden Road. It was pointed out that that installation cost approximately \$3000.

Moved by P. Gilliland

Seconded by S. Arnold

**Motion #3:** That it be recommended to Council that staff be instructed to install a solar powered flashing stop sign at the north intersection of the Brigden Road and the Petrolia Line at the estimated cost of \$3000.

**CARRIED**

Moved by D. Randell

Seconded by P. Carswell-Alexander

**Motion #4:** That this Committee recommend to Council that the report submitted by the Coordinator of Operations (Works) dated January 7, 2009 regarding snow plowing be received and accepted as information.

**CARRIED**

Mayor Arnold led the Committee into a discussion of various general aspects of the Townships winter control protocol such as the amount of salt used in urban areas and the apparent effectiveness of the use of the articulately loader for urban streets particularly cul du sacs. It was suggested that perhaps staff be asked to review its opinion as to the usefulness of certain types of equipment with the idea that perhaps renting or leasing a second articulating loader if appropriate.

Moved by S. Arnold

Seconded by P. Brown

**Motion #5:** That this Committee recommend to Council that the report submitted by the Coordinator of Operations (Works) dated January 7, 2009 regarding signs be received and accepted as information and further that new "Welcome to St. Clair Township" signs be installed in approximately 10 locations at the north and south entrances to the Township at an estimated cost of \$1000 per sign.

**CARRIED**

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

Moved by P. Brown

Seconded by P. Carswell-Alexander

**Motion #6:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated January 7, 2009, be received and accepted as information.

**CARRIED**

**COORDINATOR OF ENGINEERING REPORT:**

Moved by D. Randell

Seconded by S. Miller

**Motion #7:** That this Committee recommend to Council that the monthly report of the Director of Engineering Services dated January 7, 2009 be received and accepted.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by D. Randell

Seconded by P. Carswell-Alexander

**Motion #8:** That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated January 7, 2009, be received and accepted as information and the recommendations therein be approved.

**CARRIED**

Chairperson Agar welcomed Mr. Jeff Coleman of the Frank Cowan Company present to discuss with the Committee, the proposed general insurance program for 2009. Mr. Coleman explained that one of the major differences in the policy offered to the Municipality compared to those in the past was the underwriter's willingness to increase the general liability from \$15 million to \$20 or \$25 million per incident. It was pointed out that the Township's current \$15 million liability coverage could be extended to \$20 million for an additional premium for approximately \$4600 or could be extended to the new \$25 million limit for a premium increase of \$7500.

# DEFEATED

**CARRIED**

**CARRIED**

J. DeMars  
Secretary