

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

St. Clair Civic Centre
Committee Room 1
July 6, 2009
6:00 p.m.

The meeting of the Committee of the Whole was held, July 6, 2009 with the following people present:

	J. Agar,	Chairperson, Public Works and Operations
	D. Randell,	Chairperson, Finance & Administration
	S. Arnold,	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
Absent	P. Gilliland	Deputy Mayor

FINANCE AND ADMINISTRATION

AGENDA:

6pm – Auditors

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending June 2009

3. STATEMENT OF FINANCIAL POSITION: for period ending June 2009

4. TREASURER’S REPORT:

- A1 2008 year end audit schedule
- A2 2008 audit Collins Burrow – Independence letter
- A3 2008 audit Collins Burrow – audit findings
- A4 Consolidated financial statements – 2008
- A5 Financial statements – trust funds
- A6 Financial statements – Moore Foundation

5. BUILDING INSPECTOR’S REPORT:

B-1 - Building Permit Reports for the month ending June 2009

6. DIRECTOR OF COMMUNITY SERVICES REPORT:

Monthly report dated June 30 2009

7. CLERK’S REPORTS:

8. C.A.O.’S REPORTS:

9. NEW BUSINESS:

10. ADJOURNMENT:

Chairperson Randell called the meeting to order at 6 pm and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

Councillor Brown declared a conflict of interest in the discussion of the accounts payable as being related to one of the people to whom a cheque was issued for services provided at the Sombra Museum.

Mr. Quenneville introduced Jerry Mills of the accounting firm Collins and Burrow, present to present to the Committee his findings relative to the 2008 financial audit of the Municipality. The Committee discussed in detail with Mr. Quenneville and Mr. Mills the Treasury's report on the 2008 year end audit schedules. In the issue of the Township's liability relative to the Ontario Power Generation appeal to the assessment review board. Mr. Mills explained in response to the Committee's questions that based on sound accounting procedures, a reserve fund in the amount of 66% has been established to finance any liability the Municipality may have pending the results of the outstanding appeal. Several members of Council thought the liability reserve should be reduced to 50% as opposed to 66% due to the fact the assessment on the Lambton Generating facility was dramatically reduced for 2009 by MPAC. Mr. Mills stated in his opinion for reduction from the current 66% level to a level of approximately 50%, accounting evidence must be secured to substantiate the reduction otherwise, the Municipality would have a relatively large un-financed liability.

Moved by P. Brown

Seconded by P. Carswell-Alexander

Motion #1: That this Committee recommend to Council that The Treasurer's reports identified as A-1, "2008 year end audit schedule" recommending that the listed reports be received and approved and that the OPG liability be increased by \$150,000 to be financed from the OPG reserve.

CARRIED

Moved by S. Arnold

Seconded by P. Brown

Motion #2: That it be recommended to Council that the Independence Letter from Collins Barrow, dated June 26, 2009 be received.

CARRIED

Moved by S. Miller

Seconded by P. Carswell-Alexander

Motion #3: That this Committee recommend to Council that the Treasurer's report identified as A-3, "Independence Letter from Collins Barrow" be received and approved.

CARRIED

Moved by J. Agar

Seconded by P. Carswell-Alexander

Motion #4: That this Committee recommend to Council that the Treasurer's reports identified as A-4. "Consolidated and trust Financial Statements for 2008" be received and approved.

CARRIED

Moved by P. Carswell-Alexander

Seconded by S. Miller

Motion #5: That this Committee recommend to Council that the Treasurer's reports identified as A-5, be received and approved.

CARRIED

Moved by P. Brown

Seconded by S. Miller

Motion #6: That is Committee recommend to Council that the Treasurer's reports identified as A-6, "the Moore Township Community and Recreational Foundation" be received and approved.

CARRIED

GENERAL ACCOUNTS: Month of June 09

The Committee reviewed the list of General Accounts

Prior to the discussion of the accounts, Councillor Brown declared a conflict of interest as being related to one of the people to whom a cheque was issued for services provided at the Sombra Museum. Mr. Quenneville responded to various questions opposed by members of the Committee.

Moved by P. Carswell-Alexander

Seconded by J. Agar

Motion # 7: That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 407001 to YEL001, totaling \$6,708,053.35, be approved for the month of June 2009.

CARRIED

STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurers Statement of the Financial Position of the municipality for the period ending, June 30, 2009.

Moved by P. Brown

Seconded by S. Arnold

Motion #8: That this Committee to Council that the report received from the Treasurer on the Statement of Financial Position for the period ending June 30, 2009, be received and accepted.

CARRIED

In discussion of the report on the Statement of Financial Position, Councillor Carswell-Alexander questioned Mr. Quenneville; why there is a charge identified \$1,680 charged to the old Corunna Fire Hall property. Also in response to questions, Mr. Quenneville provided an explanation as to the differences between the 2008 and the 2009 total fund balance. Mr. Quenneville explained that the June 2008 balance reflected one additional tax installment compared to 2009 and also the figure was somewhat artificially inflated due to the receipt of various capital grants.

DIRECTOR OF COMMUNITY SERVICES REPORT:

The Committee reviewed the monthly report for the Director of Community Services. Councillor Carswell-Alexander asked Mr. Hackett to investigate the removal of the portable washroom from the Moore Line tennis court park. Also, Councillor Agar advised the committee of a contact made with Ethyl Corporation with regards to the possible donation by Ethel for a time clock for the arena. The Committee asked Mr. Hackett to follow-up on this possible donation by Ethyl.

The Committee briefly discussed the July 25th ceremonies planned in conjunction with the River Trail Committee as the official opening of the Mooretown Boat Launch. Council reviewed the draft guest list and added the local Coast Guard unit and the local OPP detachment. The Committee also requested the Clerk to make contact with George Lee regarding a possible date and time for the proposed waterfront properties tour.

Hearing no further business, it was;

Moved by P. Carswell-Alexander

Seconded by S. Miller

Motion # 9: That the meeting of the Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting adjourned at 7:00 p.m.

D. Randell,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

7:00pm Wayne Shipley – Durco Subdivision

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Regional WWTP ~ status
- Nash Landing Phase 11 and Durco Phase
- Wilkesport hydro seeding
- Parkway sewer – outstanding items
- Proposed dock – 1590 St. Clair Parkway
- Wilkesport Sanitary Sewers ~ street resurfacing

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly Report dated June 26, 2009
- Surface treatment tenders

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

- Monthly Report dated June 30, 2009

5. COORDINATOR OF ENGINEERING REPORT:

- Monthly report dated June 20, 2009

6. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report dated July 1, 2009

7. CLERK'S REPORT:

- Rental fees for proposed dock at 1580 St. Clair Parkway

9. CAO'S REPORT:

10. NEW BUSINESS:

11. ADJOURNMENT:

Chairperson Agar called the meeting to order a 7:05 p.m. and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

Mayor Arnold declared a conflict of interest and left the meeting room prior to the discussion of the Director of Public Works & Operations Report, relative to the proposed dock adjacent to 1590 St. Clair Parkway and the Clerk's Report on proposed rental fees for the same dock as owner of one of the residential units at 1590 St. Clair Parkway.

Chairperson Agar welcomed Mr. Frank Durco and his solicitor Wayne Shipley, present to discuss with Council, its position relative to Council's position on two items to be included the draft subdivision agreement for the next phase of the Durco Development. Following introductions, Mr. Shipley advised that Mr. Durco is concerned about two items required by Council, one being the sidewalk on the west side of the proposed Bayhill Crescent and the second requirement for the provision of a security fence on the east boundary of the subject property. Mr. Shipley was of the opinion the sidewalk estimated to cost \$26,000 as an unnecessary cost expense to be borne by the developer since in the past the Township has not

historically required a sidewalk on a relatively short cul-de-sac street. The requirement for such a sidewalk is not consistent with past Township practice. Also on behalf of his client, Mr. Shipley stated his opinion that the chain link fence required for the east boundary of the property is redundant due to the fact that some of the lots are in excess of 400 feet deep. The Committee explained to Mr. Durco and Mr. Shipley its position in relative to the two items and the basic reason for requirements is for the safety particularly the children in that area.

Moved by S. Arnold

Seconded by D. Randell

Motion #1: That it be recommended by Council that the requirement for a sidewalk on the west side of the proposed Bayhill Crescent for the next phase of the Durco subdivision be deleted. A recorded vote was asked for;

Councillor Carswell-Alexander	No
Councillor Brown	Yes
Councillor Randell	No
Councillor Miller	No
Mayor Arnold	Yes
Chairperson Agar	Yes

The motion was tied so it was therefore defeated.

DIRECTOR OF PUBLIC WORKS REPORT:

Moved by P. Carswell-Alexander

Seconded by S. Miller

Motion #2: That this Committee recommend to Council that the report submitted by the Director of Public Works and Operations dated June 30, 2009 regarding the Regional WWRP status be received and accepted as information.

CARRIED

Discussion of a possible date for the ground breaking ceremony for the new Regional Wastewater Treatment Plant. Staff was asked to investigate the possibility of conducting the ceremony on Friday, July 24th at 4:00 p.m.

Moved by S. Miller

Seconded by P. Brown

Motion #3: That it be recommended to Council that St. Clair Township acknowledge the expiration of the two year maintenance warranty period for Phase II of the Nash Landing development and Phase V of the Durco development and assume both developments by By-law. In addition, the Maintenance Letters of Credit in the amount of \$69,000 (Nash Landing Phase II) and \$108,500 (Durco Phase V) be released to the developer.

CARRIED

Moved by P. Carswell-Alexander

Seconded by D. Randell

Motion #4: That it be recommended to Council the Director of Public Works Report on the hydro seeding in Wilkesport be received as information.

CARRIED

Moved by S. Arnold

Seconded by P. Brown

Motion #5: That this Committee recommend to Council that the report submitted by the Director of Public Works and Operations dated June 30, 2009 regarding the Parkway sanitary sewer outstanding issues be received and accepted as information.

CARRIED

It was brought to Mr. Burnham's attention that apparently the survey bar for the Doug Selman property has not been re-established as promised.

Prior to the consideration of the Director of Public Works Report on the proposed dock at 1590 St. Clair Parkway, Mayor Arnold declared a conflict of interest and left the meeting room.

Moved by D. Randell

Seconded by P. Carswell-Alexander

Motion #6: 1. That it be recommended to Council that St. Clair Township acknowledges that conditions 2 and 3 of the attached report to the Committee (dated December 3, 2008) have been satisfactorily met.

2. That as asphalt apron extending 10 feet north and south of the proposed steps (on the east side of the guardrail) would eliminate the potential maintenance problem.
3. That the step be made out of pressure treated wood, have appropriate reflective strips to alert passing vehicles of their presence and be removed from the Township road alliance during the snow plowing season.

CARRIED

The Mayor returned to the meeting.

The Committee discussed Mr. Burnham's report dated July 3rd regarding the street re-surfacing in the village of Wilkesport following the sanitary sewer project. In his report Mr. Burnham was recommending that all the affected streets in Wilkesport be maintained as stone roads with the appropriate application of dust suppressant and that paving for all streets including Main Street be delayed until the construction season of 2010 to allow settlement. It was Mr. Burnham's opinion that surface treating of the roads now would not be successful due to any anticipated settlement. Mayor Arnold suggested that perhaps Main Street and Baby Lane from Main Street north to the Community Hall could be paved with one course of asphalt with completion in 2010.

Moved by P. Carswell-Alexander

Seconded by S. Miller

Motion #7: That it be recommended to Council that all street re-surfacing in the village of Wilkesport be delayed until the 2010 construction season.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORT:

Moved by P. Brown

Seconded by D. Randell

Motion #8: That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated June 26, 2009, be received and accepted as information.

CARRIED

In discussion of Mr. DePooter's report, Mayor Arnold asked staff to prepare an application map for the 2009 stone application project. Also, the Mayor led the Committee into discussion of perhaps improved methods to address rail crossings in particular sidewalks. Mayor Arnold pointed out an example in the City of Chatham where concrete was used between the rails and across the sidewalk as a method of improving safety particularly for those people crossing the rail sidewalk in a wheel chair. The Committee also discussed item 8 in Mr. DePooter's report regarding the proposed Hill Street widening.

Moved by P. Carswell-Alexander

Seconded by S. Arnold

Motion #9: That it be recommended to Council the County of Lambton Infrastructure Committee be advised of Council's disappointment in its position relative to the widening to the north side of Hill Street east of Brooktree.

CARRIED

Moved by P. Brown

Seconded P. Carswell-Alexander

Motion #10: That it be recommended to Council that the County be asked to review improved methods for reconstructing rail crossings particularly at sidewalk crossings with the use of concrete pads between the rails.

CARRIED

Moved by P. Carswell-Alexander

Seconded S. Arnold

Motion #11: That it be recommended to Council that the placement of audible signal device at the appropriate location on Lyndock Street be incorporated in the initial draft of the 2010 budget.

CARRIED

Council reviewed the tenders received for the Township's 2009 Surface Treatment projects. The tenders were as follows; Lloyds Paving (Wyoming) Limited, \$307,871.45; Cornell Construction Limited, \$310,232.45.

Moved by P. D. Randell

Seconded P. Brown

Motion #12: That this Committee recommend to Council that the report submitted by the Coordinator of Operations (Works) dated June 26, 2009 in regards to the surface treatment tender for 2009 accepting the tender from Lloyd's Paving Ltd. in the amount of \$307,871.45 be received and accepted.

CARRIED

Mayor Arnold requested staff to prepare a list of the roads that will receive the surface treatment this year.

COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:

Moved by S. Miller

Seconded by P. Carswell-Alexander

Motion #13: That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated June 30, 2009 be received and accepted.

CARRIED

COORDINATOR DIRECTOR OF ENGINEERING SERVICES REPORT:

Moved by S. Arnold

Seconded by P. Brown

Motion #14: That this Committee recommend to Council that the monthly report of the Director of Engineering Services dated June 30, 2009 be received and accepted as information.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by P. Carswell-Alexander

Seconded by D. Randell

Motion #15: That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated July 1, 2009, be received and accepted as information and the recommendations contained therein be approved.

CARRIED

Mayor Arnold asked staff to contact Spriet and Associates to determine a possible time-line for the completion of the Engineer's reports on the three drains in the Courtright area. Prior to the consideration of the Clerk's report relative to the proposed dock adjacent to 1590 St. Clair Parkway, Mayor Arnold declared a conflict of interest as a resident of 1590 St. Clair Parkway and left the meeting room.

Moved by P. Carswell-Alexander

Seconded by S. Miller

Motion #16: That the report submitted by the Clerk dated July 2, 2009 regarding the proposed dock at 1590 St. Clair Parkway be received and accepted as information.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #17: That it be recommended to Council that a \$1,000, one-time rental fee plus the Township's out of pocket cost be established as the rental fee for the dock proposed on Township owned property adjacent to 1590 St. Clair Parkway with the initial lease to be of a 5-year term.

CARRIED

Mayor Arnold returned to the meeting.

NEW BUSINESS:

Councillor Carswell-Alexander advised of a visibility issue on the River Trail near the property line between property known as 824 and 826 St. Clair Parkway. The Committee was advised that since the shrubbery in question is on private property, the Township would have no right to trim or remove the shrubbery.

STEVE MILLER:

Councillor Miller advised of concerns received at the intersection of Smith and Duke Street in Sombra. Councillor Miller pointed out with the Splash Pad that was constructed at the Sombra Park in 2008, the vehicular traffic is far heavier than it used to be. Staff was asked to investigate this area for the possibility of establishing a three-way stop at this intersection.

PAT BROWN:

Councillor Brown asked if the Township had any policy relative to construction equipment parked on Township roads that may be leaking oil or other fluids. Mr. Burnham stated that oil leaking from such equipment could damage the asphalt. It was suggested that perhaps if someone sees such occurrence, the Ministry of the Environment should be contacted.

JEFF AGAR:

Councillor Agar questioned the current practice of parking on Hill Street particularly in the area east of the CSX Rail. Councillor Agar was advised that this area is not posted with a parking restriction in as such parking would be appropriate.

STEVE ARNOLD:

Mayor Arnold also advised the Committee of concerns received from residents of Sombra regarding relatively high vehicular speed on Smith Street at the CSX crossing.

Moved by S. Arnold

Seconded by S. Miller

Motion #18: That it be recommended by Council that Council pass the appropriate By-law imposing a 30 kilometer per hour speed limit on Smith Street at the CSX crossing.

CARRIED

Mayor Arnold advised the Committee of information received from MP Pat Davidson regarding the Juno Beach Memorial. It is possible to purchase a brick in the amount of \$250 in the name of Canadian Forces personnel who have been killed in action. Apparently there is a memorial brick at the Juno Beach Memorial for the late Corporal Poland but there is no such commemoration for Private William Cushley.

Moved by S. Arnold

Seconded by S. Miller

Motion #19: That it be recommended to Council that a memorial brick be placed in the name of Private William Cushley at the Juno Beach Memorial at a cost of \$250.

CARRIED

Mayor Arnold briefed the Committee on the information received regarding the possible sale of camp Wadiscoco near Wilkesport by Scouts Canada. Mayor Arnold has briefed the General Manager of the St Clair Region Conservation Authority to see if there is some interest.

Hearing no further business, it was;

Moved by S. Miller

Seconded by R. Randell

Motion #20 : That the meeting of the Public Works and Operations Committee do hereby adjourn.

The meeting adjourned at 8:25 p.m.

J. Agar,
Chairperson

J. DeMars
Secretary