

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

St. Clair Civic Centre
Committee Room 1
August 10, 2009
6:00 p.m.

The meeting of the Committee of the Whole was held, 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
	G. Hackett	Director of Community Services
	M. Lafontaine	Manager of St. Clair Parkway Golf Course

FINANCE AND ADMINISTRATION

AGENDA:

6:30 p.m. – Michael Hepworth - Alternative Fuels – presentation

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending July 31, 2009

3. STATEMENT OF FINANCIAL POSITION: for period ending July 31, 2009

4. TREASURER’S REPORT:

- Former Corunna fire hall expense
- 2010 budget timetable
- MPAC – supplementary assessment

5. DIRECTOR OF COMMUNITY SERVICES:

- Monthly Report dated June 30, 2009
- Campgrounds rates
- Camping Fee Comparison 2009 August report

6. COORDINATOR OF FACILITIES & PARKS:

- Civic Centre H.V.A.C.

7. GENERAL MANAGER GOLF COURSE:

- Monthly Report

8. BUILDING INSPECTOR’S REPORT:

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

9. CLERK'S REPORTS:

- S.C.R.T. – fee request & refreshment license

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

11. NEW BUSINESS:

12. IN CAMERA:

- Property

13. 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.

GENERAL ACCOUNTS: Month of July 2009

The Committee reviewed the list of General Accounts

Moved by P. Gilliland

Seconded by P. Brown

Motion #1: That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 205001 to YNH001, totaling \$2,475,056.46 be approved for the month of July 2009

CARRIED

STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurers Statement on the Financial Position of the municipality for the period ending July 31, 2009.

Moved by S. Miller

Seconded by P. Carswell-Alexander

Motion #2: That this Committee recommend to Council that the report received from the Treasurer on the Statement of Financial position for the period ending July 31, 2009 be received and accepted.

CARRIED

TREASURER'S REPORT:

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

Motion #3: That it be recommended to Council that the Treasurer's report dated July 27, 2009 regarding the former Corunna fire hall expenses be received and accepted.

CARRIED

Moved by J. Agar

Seconded by P. Carswell-Alexander

Motion #4: That this Committee recommend to Council that the report identified as the 2010 budget time table dated August 5, 2009 from the Treasurer be received and accepted.

CARRIED

Moved by P. Brown

Seconded by S. Miller

Motion #5: That this Committee recommend to Council that the report identified as MPAC supplementary assessment dated July 29, 2009 from the Treasurer be received and accepted.

CARRIED

Moved by J. Agar

Seconded by S. Arnold

Motion #6: That this Committee recommend to Council that the report dated August 6, 2009 from the Deputy Treasurer recommending that it be resolved that the tax levy for the Multi-

residential, Commercial and Industrial related tax classes shall become due and payable in two installments as follows: 50% of the levy round upwards to the next whole dollar shall become due and payable on the 9th day of September, 2009 and the balance of the levy shall become due and payable on the 7th day of October, 2009 and nonpayment of the amount on the dates stated in accordance with this resolution shall constitute default be received and accepted.

CARRIED

GENERAL MANAGER – GOLF COURSE REPORT:

The Committee reviewed Mr. Lafontaine's report dated August 6, 2009 as to the current year activity at the golf course and explanation as to the decrease in revenues compared to the same period in 2008. Mr. Lafontaine is of the opinion that part of the decline in the number of golf rounds is related to both the weather and the current economy. In his report, Mr. Lafontaine also provided the Committee information as to marketing promotions carried out and those that are planned for the golf course as well as several improvements to the facility such as tree removal. In conclusion, Mr. Lafontaine is projecting that a final year end net profit before amortization is projected to be \$79,000.

Moved by P. Brown

Seconded by S. Miller

Motion #7: That the report of the Golf Course Manager dated August 6, 2009 be received for information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

The Committee discussed at length Mr. Hackett's recommendation relative to the improvements to the Sombra Community Hall. Several members of the Committee felt that the kitchen portion of the building should be demolished and rebuilt rather than refurbished. In response to the Committee's questions, Mr. Hackett advised that the renovation plans have been discussed with the hall board and they have expressed willingness to cost share the estimated \$75,000 in renovation costs in the amount of \$35,000. Mayor Arnold suggested that he would prefer to see something in writing from the hall board approving the proposed renovations and committing to their cost share. Mr. Hackett explained to the Committee two quotations received for the pool dehumidification water heating unit. The tenders were as follows:

TSM	\$256,200.00
Hoekstra Construction	\$270,631.00

Mr. Hackett is recommending the acceptance of the TSM tender.

Moved by S. Arnold

Seconded by P. Brown

Motion #8: That it be recommended to Council that the tender submitted by TSM in the amount of \$256,200.00 for the pool dehumidification water heating unit be accepted.

CARRIED

The Committee discussed in detail the portion of Mr. Hackett's report relating to the Sombra Museum and possible grant application to help finance the construction of an additional museum facility. This proposed facility would supplement the current museum building and provide office space, storage and display areas. Mr. Hackett is estimating that the approximate cost for the 3200 square foot building could be in the \$400,000 range. In his report he also outlined grant opportunities from the Federal Government under the Not for Profit Stimulus Fund and the Cultural Spaces Canada Fund. In his research Mr. Hackett has determined that the project is not eligible for Not for Profit Stimulus Funding, he further explained to the Committee the process involved in the application for the Cultural Spaces Canada Funding which may require submissions of feasibility studies and business plans if the project is excess of \$250,000. There was some confusion of the \$250,000 ceiling was for total project costs or total funding eligibility. Mr. Hackett also stated that part of the application process is a commitment from Council to finance its share of the capital costs as well as the annual operating costs for the proposed new facility estimated to be approximately \$20,000 per year. After considerable discussion it was;

Moved by S. Arnold

Seconded by P. Brown

Motion #9: That it be recommended to Council that the Township commit to its capital cost share for the construction of a 3200 square foot additional building to serve the Sombra Museum subject to Federal funding and further that the Township commit to the annual projected operating costs of the additional facility estimated to be approximately \$20,000 per year.

CARRIED

Council reviewed Mr. Hackett's opinion as to possible increase in the ice rental fees for 2010.

Moved by S. Arnold

Seconded by J. Agar

Motion #10: That it be recommended to Council that the rental rates for ice time at the Sports Complex in 2010 be established at the 2009 level.

CARRIED

Motion #11: That it be recommended to Council that campground usage fees be invoiced 10% more for 2010 over 2009 levels.

CARRIED

COORDINATOR OF FACILITIES AND PARKS REPORT:

The Committee reviewed Mr. McClemens report on the results of the recent tender call for the replacement of three HVAC units at the Civic Center. The tenders were as follows:

Abrams	\$20,895.00
Polaire	22,557.15

In the report it was pointed out that those suppliers are offering the exact same type of equipment. It was also pointed out that the 2009 capital budget provided for an expense of \$30,000 to replace these 3 units and there was a suggestion that the remaining funds in the budget could be utilized to purchase and install the fourth and final unit.

Moved by P. brown

Seconded by J. Agar

Motion #12: That this Committee recommend to Council that the report received from the Coordinator of Parks and Facilities dated August 5, 2009 regarding the Civic Center HVAC be received and accepted and that the tender of Abrams in the amount of \$20,895.00 as the lowest tender be accepted and further that the fourth and final unit be replaced provided that the 2009 capital budget allocation is not exceeded.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Miller

Seconded by P. Carswell-Alexander

Motion #13: That it be recommended to Council that the Building Inspector's report for the month June and July of 2009 be received and accepted as information.

CARRIED

Chairman Randell on behalf of the Committee, welcomed Mr. Michael Hepworth of Alternate Fuels to the meeting to outline to the Committee, his company's proposal to develop a process that would convert things like municipal waste and surplus tires into diesel fuel, gasoline and other related chemical products. Mr. Hepworth stated his opinion that the chemical valley is ideal place to locate such a facility because there is a market locally for the feed stocks and the area is very familiar with the petro chemical industry with a skilled work force and local support industries. Mr., Hepworth explained the process that is proposed that is converting the material to be recycled to a pellet form probably at an off site facility with the shipment of the pellets to the refining facility. The refined hydro carbon would be processed off site into the desired fuels and chemicals. In response to the Committee's questions, Mr. Hepworth said that there is a pilot facility both in Australia and China using this process. Mr. Hepworth stated that there are three stages in the processing and that technology is available and well known in all three processes. This however would be an attempt to bring the processes together in a single facility. Following the conclusion of the presentation, it was;

Moved by P. Carswell-Alexander

Seconded by P. Brown

Motion #14: That the meeting enter an in-camera session to discuss a property issue.

CARRIED

The meeting returned to order.

Moved by S. Miller

Seconded by P. Brown

Motion #15: That it be recommended to Council that staff resources be devoted to assist alternative fuels corporation in determining the feasibility of locating a manufacturing facility in the chemical valley.

CARRIED

CLERK’S REPORT:

The Clerk advised of a request received from organizers of the “End of Summer” event as a fundraiser for the St. Clair River Trail for the waiving of the \$100 building permit fee for the temporary tent to be used at the Sports Complex.

Moved by J. Agar

Seconded by P. Gilliland

Motion #16: That it be recommended to Council that the \$100 building permit fee for the temporary tent to be located at the Moore Sports Complex for the SCRT “End of Summer” fundraising event be waived and further that it be recommended to Council that permission be given to the application for the appropriate refreshment license for the event subject to the Township’s Alcohol Management Policy.

CARRIED

NEW BUSINESS:

Mr. Quenneville explained to Council the information received from MPAC regarding new protocols for the consideration of tax write offs. MPAC is now requiring a motion of Council to support any recommended tax write off s for any reason including demolition of buildings, removal of buildings or corrections of gross and manifest errors.

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

Motion #17: That it be recommended to Council that the suggested new protocol for the consideration of tax write offs to include a supporting motion of Council be adopted.

CARRIED

Mr. Quenneville also pointed out a section of the Municipal Act that suggests that a public hearing with the applicant for tax write offs, the Committee was of the opinion that that protocol could be initiated if Council does not support the recommendation for write off as offered by MPAC.

Moved by S. Miller

Seconded by J. Agar

Motion #18: That it be recommended to Council that the following taxes for the 2006 and 2007 taxation years be reduced or cancelled, pursuant to Section 358 of The Municipal Act, 2001, c..

Township of St. Clair
Section 358
for the 2006 and 2007 Taxation Years

Roll Number	Municipal	County of Lambton	English Public Board	English Separate Board	French Public Board	French Separate Board	Total
010 070 26500 0000	\$ 909.26	\$ 1,149.17	\$ -				\$ 2,058.
010 070 26500 0000	\$ 936.64	\$ 1,117.05					\$ 2,053.
TOTALS	<u>\$1,845.90</u>	<u>\$2,266.22</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$4,112.</u>

CARRIED

Moved by P.. Carswell-Alexander

Seconded by J. Agar

Motion #19: That this meeting of the Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting adjourned at 7:20 p.m.

D. Randell,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Regional WWTP – status
- Canada Post – Brigden “Super” boxes
- St. Clair Parkway sewers – outstanding issues

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly Report dated July 31, 2009

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

- Monthly Report dated August 4, 2009

5. COORDINATOR OF ENGINEERING REPORT:

- Monthly Report dated August 5, 2009
- Boswell Street parking
- Paddock Green Phase XIII completion

6. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report dated August 5, 2009
- Government #3 Drain – tender results
- Jarvis Drain quotation

7. CLERK’S REPORT:

- Sombra Village - parking restrictions
- Dedication of road allowance – north of Corunna
- Custom Calendars

9. CAO’S REPORT:

10. NEW BUSINESS:

11. ADJOURNMENT:

Chairperson Agar called the meeting to order at 7:15 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 S. Miller

Seconded by D. Randell

Motion #1: That this Committee recommend to Council that the report of the Director of Public Works & Operations & Engineering regarding the Regional WWTP dated August 4, 2009, be received and accepted as information.

CARRIED

The Committee discussed with Mr. Burnham his report relative to the placement of the community mailboxes in the community of Brigden. Councillor Carswell-Alexander had several suggestions for the relocation of some of the boxes to a more appropriate location. After considerable discussion it was suggested that the Director of Public Works be given an opportunity to communicate with Canada Post officials to determine suitable locations.

Moved by P. Carswell-Alexander

Seconded by D. Randell

Motion #2: That this Committee recommend to Council that the report submitted by the Director of Public Works and Operations regarding Canada Post's proposed mail distribution plan for Brigden dated August 4, 2009 recommending that the proposed mail distribution plan for 'super boxes' be approved subject to site specific details that might necessitate minor re-locations be received and accepted.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #3: That this Committee recommend to Council that the report submitted by the Director of Public Works and Operations dated August 4, 2009 regarding the Parkway sanitary sewer outstanding issues be received and accepted as information.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORT:

Moved by D. Randell

Seconded by P. Brown

Motion #4: That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated July 31, 2009, be received and accepted as information.

CARRIED

COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

Motion #5: That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated August 4, 2009, be received and accepted.

CARRIED

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by S. Miller

Seconded by P. Carswell-Alexander

Motion #6: That this Committee recommend to Council that the monthly report submitted by the Coordinator of Engineering dated August 5, 2009 be received and accepted as information.

CARRIED

Moved by P. Carswell-Alexander

Seconded by P. Brown

Motion #7: That this Committee recommend to Council that the report regarding the parking on Boswell Street east of Duncan Street to the cul-de-sac recommending that the Township of Moore By-law #45 of 1994, Section 2(b) be amended to extend the no parking area along the south side of Boswell Street easterly from Duncan Street cul-de-sac be received and accepted.

CARRIED

Moved by P. Carswell-Alexander

Seconded by S. Miller

Motion #8: That this Committee recommend to Council that the report dated July 28, 2009 recommending that St. Clair Township accept the development work performed at Paddock Green Subdivision, Phase XIII in the former Moore Township and that the 2 year maintenance period be in force until August 10, 2011 be received and accepted.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by P. Brown

Seconded by D. Randell

Motion #9: That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated August 5, 2009, be received and accepted and the recommendations contained within be accepted.

CARRIED

The Committee reviewed the Drainage Superintendent's report on the tenders recently received for the construction for the Government Drain #3. The tenders were as follows:

Wicks Construction	\$98,775.60
Goodfellow Construction	120,687.00
J & L Henderson	177,728.20
Murray Mills	188,524.43

Moved by D. Randell

Seconded by P. Carswell-Alexander

Motion #10: That this Committee recommend to Council that the report submitted by the Drainage Superintendent dated August 5, 2009 recommending that the tender submitted by Wicks Construction & General Contracting Ltd. In the amount of \$98,775.60 (including GST) for the Government Drain No 3 construction be accepted and that the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

In response to the Committee's questions, the Clerk advised that the engineer's estimate for the work tendered by Wick's construction was approximately \$99,000. Council reviewed Mr. Neely's report on the quotations received for construction on the Jarvis Drain. The quotes were as follows;

Seys Bulldozing	\$74,000.00
J & L Henderson	91,632.00
Vokes Brothers Drainage	150,000.00

Moved by S. Miller

Seconded by P. Gilliland

Motion #11: That it be recommended to Council that Council approve the cleanout of the Jarvis Drain by Seys Bulldozing for a cost of \$74,000 as a maintenance expense to the drain.

CARRIED

CLERK'S REPORT:

The Clerk provided to the Committee a sketch created by the Coordinator of Operations (works) relative to his investigation of possible traffic signage improvements in Sombra village at the intersection of Duke and Smith Street and as well East Street. The Committee approved the proposed new signage and instructed the Clerk to draft the appropriate authorization by-law for consideration by Council. The Clerk also advised the Committee that in consultation with the Director of Emergency Services, he will prepare for Council consideration, a by-law to dedicate a portion of the ST. Clair Parkway road allowance, north of Corunna. Council reviewed the information received from the Public Works department regarding custom calendars which could be designed to contain information for the rate payers' use as to Council meetings, lawn watering days, parking restrictions and waste and blue box schedules. The Committee also reviewed a sample calendar that is being used in the Municipality of Chatham Kent. It was pointed out that the approximate cost of these customs calendars is \$6000 per year to provide a calendar for all residential households. There also may be an opportunity for a \$1200 grant from Stewardship Ontario for including some advertising. The Committee discussed the need for accuracy for such calendars and identified

the fact that it will be a considerable undertaking to make the calendar as comprehensive as possible.

Moved by S. Arnold

Seconded by D. Randell

Motion #12: That it be recommended to Council that approval in principle be given for the establishment of a custom calendar as a public information tool and that the project be elevated to the next step.

CARRIED

NEW BUSINESS:

The Committee reviewed the Coordinator of Operations (Works) report on the condition of First Street and Brigden Road that was brought to the Township's attention by an area resident. The complaint was that heavy truck traffic is using First Street as an access to the Brigden Co-op on James Street and the road is not built or designed to accommodate such heavy traffic. Mr. DePooter's suggestion was to impose a 5 ton per axle weight limit on First Street to encourage traffic to use Jane Street. The Committee thought the appropriate route to the Co-op would be the use of the Brigden Road to Jane Street and Jane Street west to the Co-op.

Moved by S. Miller

Seconded by D. Randell

Motion #13: That it be recommended to Council that a weight restriction of 5 ton per axle be imposed on First Street in Brigden to restrict loaded tractor trailer and agricultural tractor flow from traveling on any part of First Street.

CARRIED

Council reviewed the Director of Public Works and Operations report dated August 10th 2009 on the subject of rural water mains. It was pointed out in the report that the contractor has completed the four rural water mains looping in the Township at a cost of approximately \$29,600 under budget. Mr. Burnham is recommending that the contractor be allowed to continue at the tendered unit price to construct a rural waterline on Brigden Road from Burman Line to Smith Line at a negotiated price of \$84,000. This additional looping could be financed from budgeted savings with the balance to be taken from water account reserves.

Moved by S. Arnold

Seconded by S. Miller

Motion #14: That it be recommended to Council that Robinson Farm Drainage be contracted to construct a rural water main on Brigden Road from Burman Line to Smith Line for a negotiated price of \$84,000 excluding GST and that the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

Mayor Arnold asked Mr. Burnham for a report on the number of similar rural water main looping that need to be completed in the future. Mayor Arnold asked the Clerk to draft for Council consideration a policy on citizen recognition. The Mayor also invited his fellow Committee members to read the Council's procedural by-law relative to recorded votes in in-camera sessions. The Mayor also led the Committee in the discussion of his vision of the possible improvements to various area roads.

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #15: That it be recommended to Council that the County of Lambton be asked to initiate a program for paved shoulders on all County roads to promote pedestrian and cyclist's safety.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #16: That it be recommended to Council that the Provincial Ministry of Transportation be asked to consider creating a divided highway link between Highway #402 and 401 as a matter of national security should the Bluewater Bridge crossing or the Ambassador Bridge crossing be compromised.

CARRIED

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #17: That it be recommended to Council that the Ontario Ministry of Transport be asked to consider the establishment of an off-road pedestrian/cyclist path on Highway #40 through St. Clair Township.

CARRIED

Councillor Miller brought to the Clerk's attention a weed issue on the former Sombra public school.

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

Motion #18: That it be recommended to Council that a letter of thanks be sent to Detachment Commander Fred Wessels acknowledging the efforts made by Community Sergeant Paul Feuters who together with Township staff planned and organized a very successful opening of the Township's new Emergency Services Building.

CARRIED

Hearing no further business, it was;

Moved by S. Miller

Seconded by D. Randell

Motion #19: That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 8:30 p.m.

J. Agar,
Chairperson

J. DeMars
Secretary