

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

St. Clair Civic Centre  
Committee Room 1  
September 14, 2009  
6:00 p.m.

The meeting of the Committee of the Whole was held, September 14, 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:**

6:00pm Jane Marsh – St. Clair River Trail

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Month ending August 31, 2009

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

**4. TREASURER’S REPORT:**

- A-1~Pipeline information from MPAC
- A-2~LAS Electricity Program Savings Summary
- A-3~Municipal Performance Measurement Program for 2010
- A-4~Cowan News and Views
- A-5~AMO Alert

**5. DEPUTY TREASURER’S REPORT:**

- 2008 Municipal Performance Measurement Program

**6. SENIOR TAX CLERK REPORT:**

- Tax Write Offs

**7. BUILDING INSPECTOR’S REPORT:**

- B-1 - Building Permit Reports for the month Ending 2009

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

- Monthly report dated September 2, 2009

**9. CLERK'S REPORTS:**

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

**11. NEW BUSINESS:**

**12. ADJOURNMENT:**

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

**CONFLICT OF INTEREST:**

Councilor Brown declared a conflict of interest during the discussion of the Director of Community Services report as it related to the roof replacement at the campground, as he is related to one of the contractors bidding on the project.

On behalf of the Committee, Chairman Randell welcomed Jane Marsh and Peter Cassel co-chairs of the St. Clair River Trail, present to discuss with Council their periodic report as to the status of the progress on the completion of the River Trail. Ms. Marsh stated that Terry Gray is preparing the final engineering for the next two links of the trail being from the Holt Line to Sombra village with the Township engineering the portion from the Holt Line to McKeough Bridge with the work to be financed by the River Trail Committee and the second link from Cathcart Park to the Wilkesport Line. These two links are estimated to cost approximately \$386,000. Factoring in the cash that is available, the results of recent fundraising activities and the anticipated 2009 grant from the Municipality the River Trail Committee is \$96,000 short of being able to finance these next two links. The Committee is asking for Council consideration on loaning the River Trail Committee \$96,000 to be repaid from future fundraising activities. In response to the Committee's questions Ms. Marsh and Mr. Cassel advised that the projects may not be completed this fall since final engineering must be completed prior to the tender call. Also in response to the Committee's questions, Ms. Marsh stated that no word has been received from the Federal Government or MP Pat Davidson's office relative to the grant applied for through the Federal Trail Funding Program. Mayor Arnold and several other members of Council explained to Ms. Marsh and Mr. Cassel the information they had received through MP Davidson's office and suggested that the engineering should be completed and that the tenders be called for either fall 2009 or spring 2010 construction with the provision that the tenders would not be considered until the status of the Federal grant is known. The Committee cautioned that if the work is commenced before final announcement, the grant funding could be in jeopardy. Ms. Marsh and Mr. Cassel thanked Council for their consideration and advised that they would follow Council's advice in this regard.

**GENERAL ACCOUNTS: Month of July 2009**

The Committee reviewed the list of General Accounts

Moved by P. Gilliland

Seconded by S. Miller

**Motion #1:** That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number ABE001 to YOU002, totaling \$2,246,344.08 be approved for the month of August 2009

**CARRIED**

Mayor Arnold questioned the payment to OPG as identified on page 30 in the amount of \$242,162.00 by way of a refund. The Committee asked the Treasurer to prepare a report on the reason for this refund and the status of the ongoing OPG assessment appeal.

In response to the Committee's questions, Mr. Quenneville advised that the payment to Mr. Hector VanDamme was a refund for the overpayment of a local improvement and that the account on page 40 to Wick's Construction was an interim payment for the urban street reconstruction project in Corunna.

**STATEMENT OF FINANCIAL POSITION:**

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

Moved by P. Brown

Seconded by J. Agar

**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 August 31, 2009 be received and accepted.

**CARRIED**

Mr. Quenneville responded to several questions posed by the Committee relative to information contained in the report, particularly around reserve accounts.

**TREASURER'S REPORT:**

Moved by S. Arnold

Seconded by J. Agar

**Motion #3:** That this Committee recommend to Council that the report identified as A-1 dated September 3, 2009 from the Treasurer recommending that a written documents be obtained from MPAC stating the process of evaluating pipeline assessment and subsequently a letter be sent to the large pipeline property owners asking them to forward a re drafted letter to MPAC for the release of assessment information to St. Clair 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 identified as A-2 dated September 3, 2009 from the Treasurer recommending that the LAS Electricity Saving Summary be received and accepted.

**CARRIED**

Moved by P. Brown

Seconded by P. Carswell-Alexander

**Motion #5:** That this Committee recommend to Council that the report identified as A-3 dated August 25, 2009 from the Treasurer recommending that the Municipal Performance Measurement Program for 2010 be received and accepted.

**CARRIED**

Moved by S. Miller

Seconded by P. Gilliland

**Motion #6:** That this Committee recommend to Council that the report identified as A-4 from the Treasurer recommending that the news from Cowan be received and accepted.

**CARRIED**

**DEPUTY TREASURER'S REPORT:**

The Committee reviewed Mr. Lozon's report dated August 6, 2009 as to the Municipal Performance Measures.

Moved by P. Brown

Seconded by S. Arnold

**Motion #7:** That it be recommended to Council that the report referred to as Minister's List of Performance Measures for 2008 as per the Deputy Treasurer's report dated August 6, 2009 be received and accepted.

**CARRIED**

Several member of the Committee stated that they were looking forward to seeing the actual statistical comparisons relative to performance with St. Clair Township compared to other neighboring Lambton County municipalities.

**SENIOR TAX CLERK’S REPORT:**

Moved by P. Gilliland

Seconded by S. Arnold

**Motion #8:** That this Committee recommend to Council that the report submitted by the Senior Tax Clerk dated September 2, 2009 be received and the recommendations within be accepted.

**CARRIED**

**BUILDING INSPECTOR’S REPORT:**

Moved by S. Miller

Seconded by P. Brown

**Motion #9:** That it be recommended to Council that the Building Inspector’s report for the month of August 2009 be received and accepted as information.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Moved by J. Agar

Seconded by P. Carswell-Alexander

**Motion #10:** That it be recommended to Council that the report of the Director of Community Services dated September 2, 2009 be received and exclusive recommendations contained within be approved..

**CARRIED**

Council discussed with Mr. Hackett’s report dealing with the possible improvements particularly in the kitchen area for the Sombra Community Hall. Mr. Hackett advised that the hall board has been consulted and have stated their opinion as to the level of improvements that should be made and the fact that the kitchen should probably remain in its current location. Mr. Hackett detailed to the Committee several options that may be available for further consideration by the Board. Prior to the discussion of the tenders received for the roofing and eaves trough repairs, at the Mooretown Campground, Councillor Brown declared a conflict of interest since his son was one of the competing bidders, did not participate in the discussion and vacated the Committee Room. The tenders were as follows;

Pickard Construction	30 year shingles	\$5,493.00
	Steel roof option	\$6,700.00
Brown Roofing	30 year shingles	\$5,500.00
	Steel roof option	\$ no bid

Moved by P. Gilliland

Seconded by D. Randell

**Motion #11:** That it be recommended to Council that the bid of Pickard Construction in the amount of \$6700.00 for the replacement of a washroom at the Mooretown Campground be accepted as an expense to the Mooretown Campground Reserve Fund.

**CARRIED**

Mr. Hackett also advised of improvements required in the washrooms such as partition replacement and walk-in door replacement. The estimated cost of this work is approximately \$8000. The Committee requested that the door replacements be retro fitted with the maximum width door possible.

Moved by S. Miller

Seconded by D. Randell

**Motion #12:** That it be recommended to Council that the required upgrades at the rear washroom, estimated to cost \$8000 to be financed from the Moore Campground Reserve Fund be approved.

**CARRIED**

The Committee reviewed with Mr. Hackett the portion of his report relating to the funding available to improve the shoreline protection for both Guthrie Park and Cathcart Park.

Moved by S. Arnold

Seconded by S. Miller

**Motion #13:** That it be recommended to Council that the Township of St. Clair authorize the St. Clair Regional Conservation Authority to move forward with Phase II of the Guthrie park Shoreline Protection project as described and that the Council of the Township of St. Clair

authorize the St. Clair Conservation Authority the authority to extend the Phase I Contract to Coors Construction to complete Phase II, as allowed in our Procurement Policy.

**CARRIED**

Moved by P. Brown

Seconded by P. Carswell-Alexander

**Motion #14:** That it be recommended to Council that the Township of St. Clair authorize the St. Clair Conservation Authority to start the planning process for improvements to the Cathcart Park Shoreline. That the Council match funding the Conservations Authority has secured in the amount of \$32000 with this being charged to the 2009 Capital Budget as planned.

**CARRIED**

The Committee reviewed the portion of Mr. Hackett's report relating to the justification for a contract employee to carry out several highly important and time sensitiveports Complex. After a brief discussion it was;

Moved by

Seconded by

**Motion #15:** That it be recommended to Council that it be authorized to hire a contract person to assist with the Energy Retrofits for the Rinc program and the implementation of the Energy Management Plan for the Complex and other Municipal buildings. The duration of the contract would be for a 6 month period with an option to extend up to 12 months based on need.

**CARRIED**

Councillor Agar questioned Mr. Hackett as to an incident at the St. Clair Parkway Golf Course about the interaction between a patron and a person identifying himself as golf course security. Mr. Hackett advised that the person in question was probably a volunteer and that he would have a discussion with the volunteer in question.

Councillor Carswell-Alexander also questioned the current protocol for the disposing of surplus golf carts at the golf course. Mr. Hackett advised that typically a golf cart is worth \$500in a trade in and last year he disposed of nine golf carts to a single source at an average cost of \$1000 per cart. Councillor Carswell-Alexander stated her opinion that such future disposals of equipment should be done by way of sealed tender.

### **CLERK'S REPORT:**

The Clerk provided a verbal report seeking direction as to the next meeting of the Committee of the Whole. The meeting is scheduled for October 12<sup>th</sup> which is Thanksgiving Day. He stated that typically such meetings that fall on a Monday holiday are re-scheduled to Tuesday. After discussion, the Committee directed that the regularly scheduled meeting of Council for October 5<sup>th</sup> would be held as scheduled and the next meeting of the Committee of the Whole would be held prior to the regular Council meeting to be held Tuesday October 20<sup>th</sup>. Council is to discuss the times of commencement for that meeting.

The Clerk provided a verbal report on information received from the Ministry of the Environment relative to property at 1784 Petrolia Line. The Clerk advised that he and the CAO attended on site last Friday to determine that the clean up project has started. Deputy Mayor Gilliland stated that he was aware that the clean up project had started but he is dissatisfied with the slow progress being made. He requested that a representative of the MOE be invited to attend a future meeting of Council to explain the status of the situation. In discussion of other items of concern to Council the Clerk was instructed to also invite the MOE representative to be present to discuss certain environmental issues relative to the decommissioning of Dow Chemicals, PCB storage on the Ladney property on the Petrolia Line east of Corunna as well as the NewAlta activity on Paget Street in Corunna. The Committee also asked for the outcome of the correspondence sent by Barry Uitvlugt to NewAlta relative to the appropriate zoning of the property relative to their current activities.

The Clerk also provided a verbal report on a conversation today with Robert Wilkes County of Lambton following a conference call with a senior representative from Bell Alliant. Mayor Arnold stated that he has a list of names of citizens and ratepayers in Sombra and Port Lambton that are dissatisfied due to the fact that high speed internet is not available in their area and offered to share it with the Clerk.

**COA'S REPORT:**

Mr. Rodey advised that he had three issues to be discussed in camera being a personnel issue, a property issue and legal issue. In response to the Committee's questions, Mr. Quenneville advised that the draft capital budget will be presented to Council at the meeting on October 25<sup>th</sup>, the commencement time is to be determined.

Moved by S. Arnold

Seconded by S. Miller

**Motion #16:** That it be recommended to Council that staff be instructed to obtain a legal opinion as to the current activities of NewAlta at its Paget Street location relative to the current zoning by-law provisions for the subject property.

**CARRIED**

The meeting adjourned at 7:20 p.m.

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D. Randell,  
Chairperson

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J. DeMars  
Secretary

**PUBLIC WORKS & OPERATIONS**

**AGENDA:**

**1. DECLARATION OF PECUNIARY INTEREST:**

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

- Parkway shoulder paving south of Port Lambton
- Regional WWTP status
- Status of the Slope Stability project
- Rural water status
- Canada Post "super boxes" in Brigden
- Status of the River Trail (from Holt Line to McKeough Bridge)v
- Hydro seeding in Wilkesport (Mrs. Lester @ 3216 Mill Street)
- Vandersteen/Thompson Development at Fane and Colborne Street

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

- Monthly report dated September 3, 2009
- Welcome to Downtown Corunna sign

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

- Monthly report dated September 8, 2009

**5. COORDINATOR OF ENGINEERING REPORT:**

- Monthly report dated September 4, 2009

**6. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly report dated September 9, 2009
- North Courtright Cut-Off Drain status

**7. CLERK'S REPORT:**

**9. CAO'S REPORT:**

**10. NEW BUSINESS:**

## **11. ADJOURNMENT:**

Chairperson Agar called the meeting to order at 7:25 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 D. Randell

Seconded by P. Carswell-Alexander

**Motion #1:** That this Committee recommend to Council that the report of the Director of Public Works & Operations dated September 14, 2009, regarding parkway shoulder paving south of Port Lambton be received as information.

**CARRIED**

Moved by D. Randell

Seconded by P. Brown

**Motion #2:** That this Committee recommend to Council that the report submitted by the Director of Public Works and Operations dated September 14, 2009 regarding the Regional WWRP status be received and accepted as information.

**CARRIED**

Moved by S. Miller

Seconded by P. Gilliland

**Motion #3:** That this Committee recommend to Council that the report submitted by the Director of Public Works and Operations dated September 8, 2009 regarding the status of the slope stability project be received and accepted as information.

**CARRIED**

In discussion of Mr. Burnham's report on the slope stability the Committee asked Mr. Burnham to contact the owner of the subject property with a request that the owner immediately repair the washout on the property to avoid possible damage to the section of the St. Clair Parkway.

Moved by S. Arnold

Seconded by D. Randell

**Motion #4:** That this Committee recommend to Council that the report submitted by the Director of Public Works and Operations dated September 14, 2009 regarding the status of the rural water be received and accepted as information.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #5:** That this Committee recommend to Council that the report submitted by the Director of Public Works and Operations dated September 8, recommending that a by-law be passed to create a 10 minute parking zone on the north side of Boswell Street from Brigden Road to the east limit of the Community Hall property be received and accepted.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #6:** That this Committee recommend to Council that the report submitted by the Director of Public Works and Operations dated September 14, regarding the status of the River Trail from Holt line to the McKeough Bridge be received and accepted as information.

**CARRIED**

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

**Motion #7:** That this Committee recommend to Council that the report submitted by the Director of Public Works and Operations dated September 14, 2009 regarding the hydro seeding in Wilkesport be received and accepted as information.

**CARRIED**

Mayor Arnold volunteered to contact the property owner to discuss the current condition of the property relative to an earlier request to install sod in the area.

Moved by P. Carswell-Alexander

Seconded by S. Arnold

**Motion #8:** That this Committee recommend to Council that the report submitted by the Director of Public Works and Operations dated September 14, regarding Vandersteen/Thompson Development at Fane and Colborne streets recommending that \$95,000 be contributed towards the reconstruction of Face Street from Bentinck Street to Colborne street be made up as follows:

\$86,518 from the 2008 road grant  
\$8,482 from the road budget

And that in addition to the original contribution of \$95,000 towards the reconstruction of Fane Street from Bentinck Street to Colborne Street, the following amount also be contributed:

\$40,700 for the water reserves

**CARRIED**

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

Moved by S. Miller

Seconded by P. Gilliland

**Motion #9:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated September 3, 2009, be received and accepted as information.

**CARRIED**

In discussion of Mr. DePooter's report, Deputy Mayor Gilliland stated that based on his observations the crossing protection signals across the CSX right away at the Rokeby Line and Moore Line seem to be working only intermittently.

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #10:** That this Committee recommend to Council that the report submitted by the Coordinator of Operations (Works) dated September 3, 2009 regarding the "Welcome to Corunna" sign recommending that the existing sign at the north east corner of Cameron Street and Lyndoch Street be removed and reinstalled on the east side of Lyndoch Street mid way between St. Clair boulevard and Murray Drive be received and accepted.

**CARRIED**

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

Moved by S. Arnold

Seconded by P. Brown

**Motion #11:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated September 8, 2009, be received and accepted as information.

**CARRIED**

The Committee asked Mr. VanHyfte to prepare a report for Council's consideration on the status of the efforts to transfer the Brigden water tower to the LAWSS system and as well Mr. VanHyfte's presence at all LAWSS meetings is required.

**COORDINATOR OF ENGINEERING REPORT:**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #12:** That this Committee recommend to Council that the monthly report of the Director of Engineering Services dated September 4, 2009 be received and accepted as information.

**CARRIED**

The Committee requested in the future that Council be introduced to all summer students employed by the Municipality.



**DRAINAGE SUPERINTENDENT REPORT:**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #13:** That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated September 9, 2009, be received and accepted.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #14:** That this Committee recommend to Council that the report submitted by the Drainage Superintendent dated September 14, 2009 regarding the North Courtright Cut-off Drain be received and accepted as information.

**CARRIED**

**NEW BUSINESS:**

Mayor Arnold requested information from staff regarding the construction on the St. Clair Parkway which seems to be the installation of a fiber optics cable. Mayor Arnold requested information as to past permission granted by the Municipality and the franchise fee if any, being charged to the utility. Mayor Arnold also led the Committee in a brief discussion as to his possible future notice of motion to amend the Council and Committee schedule for 2010 to perhaps provide for one night meeting of Council and one day meeting of the Committee of the Whole to be followed up by a meeting of Council to confirm the recommendations of Committee to Council and any other time sensitive business.

Moved by S. Miller

Seconded by D. Randell

**Motion #15:** That the meeting enter an in camera session to discuss personnel, legal and property issues with the Mayor in the chair.

**CARRIED**

The meeting returned to order.

Moved by S. Miller

Seconded by D. Randell

**Motion #16:** That the meeting do hereby adjourn.

**CARRIED**

The meeting adjourned at 8:30 p.m.

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J. Agar,  
Chairperson

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J. DeMars  
Secretary