

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

St. Clair Civic Centre  
Committee Room 1  
August 15, 2011  
6:00 p.m.

The meeting of the Committee of the Whole was held, 2011 with the following people present:

P. Carswell-Alexander,	Chairperson, Public Works and Operations (joined the meeting in progress)
J. Agar,	Chairperson, Finance & Administration
S. Arnold,	Mayor
P. Gilliland	Deputy Mayor
S. Miller,	Councillor
J. DeGurse,	“
D. Randell,	“

**Staff**

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. Deline	Coordinator of Engineering

Absent: J. Rodey,	CAO
J. Baranek	Deputy Clerk, Coordinator of Planning

**FINANCE AND ADMINISTRATION**

**AGENDA:**

**6:00 pm Lambton Children's Safety Village**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Month ending July, 2011

**3. STATEMENT OF FINANCIAL POSITION:** for period ending July, 2011

**4. TREASURER'S REPORT:**

A1 – 2010 Draft audit financial statements  
A2 – 2010 Operating results for General, Water and Sanitary  
A3 – 2010 Reserve and Deferred Revenue  
A4 – 2010 Year end audit schedules

**5. BUILDING INSPECTOR'S REPORT:**

B-1 - Building Permit Reports for the month ending July 2011

**6. NEW BUSINESS:**

**7. ADJOURNMENT:**

Chairperson Agar called the meeting to order at 6:00 pm and asked members to declare any conflict of interest at the appropriate time.

**CONFLICT OF INTEREST:**

None declared.

The Chair welcomed Mary Ann Buntrock representing Lambton Children's Safety Village Committee seeking the Township's assistance in locating a host community in which the safety community could be developed. Ms. Buntrock stated that her committee is looking for a host committee that would be willing to provide approximately 2.2 acres of property at a nominal annual rental cost in which the facility could be built. She further pointed out that such a site could be the host site for a future township library building. In discussions with the Mayor, two sites were suggested as possible hosts for the proposed village, one being in the Township's Industrial Park and the second on the Civic Center property in Mooretown immediately south of the Civic Center. Ms. Buntrock stated that once the host site is found, the committee could be struck within the safety village committee as well as township officials to plan and facilitate the future development of the proposed site which is anticipated to take approximately three years. The village would be developed through donations of cash, material or in kind services from local industry businesses and service clubs. The village would be staffed with volunteers with the one resource being Lambton College's fire service and police service faculties. The safety village committee would pay for all maintenance, buildings and staffing and would report to Council on a periodic basis. Ms. Buntrock also provided pictures and information on other similar children's safety villages from larger municipalities such as London and Waterloo and Peel Region. After considerable discussion, it was;

Moved by S. Arnold

Seconded by D. Randell

**Motion #1:** That it be recommended to Council that staff be instructed to work with the Lambton children's Safety Village committee to facilitate a development of such a facility on an approximate 2.2 acre parcel of property south of the Township's Civic Center property in Mooretown.

**CARRIED**

In response to the Committee's final questions, Ms. Buntrock stated that the cost to develop the safety village would be approximately \$750 to \$1 million dollars.

**GENERAL ACCOUNTS: Month of July 2011**

The Committee reviewed the list of General Accounts. After several questions were responded to, it was;

Moved by J. DeGurse

Seconded by S. Miller

**Motion #2:** That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number ABA001 to YEL001 totaling \$3,853,097.12 be approved for the month of July 2011.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

The Committee reviewed the Treasurers Statement on the Financial Position of the municipality for the period ending July 2011.

Moved by S. Miller

Seconded by D. Randell

**Motion #3:** That this Committee recommend to Council that the report received from the Treasurer on the Statement of Financial position for the period ending July 2011 be received and accepted.

**CARRIED**

**TREASURER'S REPORT:**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #4:** That this Committee recommend to Council that the report received from the Treasurer dated August 10, 2011, identified as A-1 recommending that the 2010 Draft audit

consolidated financial statements for St. Clair Township be received and approved, that the 2010 draft audit trust fund financial statements for St. Clair township be received and approved, that the 2010 draft audit financial statements for St. Clair River Trail be received and approved and that the 2010 draft audit financial statements for the Moore Township Community and Recreational Foundation be received and approved.

**CARRIED**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #5:** That this Committee recommend to Council that the report received from the Treasurer dated August 10, 2011, identified as A-2 recommending that the 2010 operating results analysis for general, water and sanitary listed in the Exhibit A, B and C be received and approved.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

**Motion #6:** That this Committee recommend to Council that the report received from the Treasurer dated August 10, 2011, identified as A-3 recommending that the uncompleted 2010 Bridge rehabilitation (\$80,000), McCallum Line Bridge (\$275,000) and drain projects (\$129,858) be transferred into reserve for use in 2011 be received and approved and that the 2010 Reserve and Deferred Revenue transactions be received and approved.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #7:** That this Committee recommend to Council that the report received from the Treasurer dated August 10, 2011, identified as A-4 recommending that the suggested year end December 31, 2010 reports be received and approved.

**CARRIED**

#### **BUILDING INSPECTOR'S REPORT:**

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #8:** That it be recommended to Council that the Building Inspector's report for the month of July 2011 be received and accepted as information.

**CARRIED**

Hearing no further business, it was;

Moved by S. Miller

Seconded by D. Randell

**Motion #9:** That this meeting do hereby adjourn.

**CARRIED**

The meeting adjourned at 6:40 p.m.

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J. Agar,  
Chairperson

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J. DeMars  
Secretary

### **PUBLIC WORKS & OPERATIONS**

#### **AGENDA:**

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

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

- Regional WWTP – status
- Sanitary sewage backwater valves
- St. Clair Parkway speed limit

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

- Monthly Report dated August 10, 2011
- Wilkesport Line surface treatment
- 2011 equipment purchase
- Waste recycling strategy

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

- Monthly Report dated August 10, 2011
- QMS update

**5. COORDINATOR OF ENGINEERING REPORT:**

- Monthly report dated August 10, 2011

**6. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report dated August 10, 2011

**7. NEW BUSINESS:**

**8. ADJOURNMENT:**

Chairperson Carswell-Alexander called the meeting to order at 6:45 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. Arnold

Seconded by S. Miller

**Motion #1:** That this Committee recommend to Council that the report received from the Director of Public Works and Operations dated August 10, 2011 regarding the status of the WWTP be received and accepted as information.

**CARRIED**

Moved by J. Agar

Seconded by J. DeGurse

**Motion #2:** That this Committee recommend to Council that the report received from the Director of Public Works and Operations dated July 8, 2011 regarding sanitary sewage backwater valves received and accepted as information.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #3:** That this Committee recommend to Council that the report received from the Director of Public Works and Operations dated July 18, 2011 regarding speed limits on the St. Clair Parkway be received and accepted as information as that the speed reduction request be denied.

**CARRIED**

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

Moved by J. DeGurse

Seconded by J. Agar

**Motion #4** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated August 10, 2011, be received and accepted as information.

**CARRIED**

Moved by S. Arnold

Seconded by J. DeGurse

**Motion #5:** That the report from the Coordinator of Operations (Roads/Drainage) dated August 10, 2011 regarding Wilkesport Line surface treatment be received as information.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #6:** That the report from the Coordinator of Operations (Roads/Drainage) dated August 10, 2011 recommending that the purchase of a Broom attachment is postponed to a future capital budget and that the budgeted \$10,000 for this item is used to purchase a 2 stage snow plow at a cost of \$5,839.21 for the 2012 tandem axle diesel truck with snow plow equipment be received and accepted.

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #7:** That the report from the Coordinator of Operations (Roads/Drainage) dated August 10, 2011 regarding waste recycling strategy be received and accepted as information.

**CARRIED**

During the discussion of the Coordinator or Operations (Roads/Drainage) report the Committee expressed several complaints received as far as the 2011 roadside mowing protocols. The Committee also questioned why the road side mowing on gravel roads was only 20% complete and asked staff for a report on perhaps improved roadside moving protocols.

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

Moved by S. Miller

Seconded by J. Agar

**Motion #8** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated August 9, 2011 be received and accepted as information.

**CARRIED**

Moved by J. DeGurse

Seconded by D. Randell

**Motion #9:** That the report from the Coordinator of Operations (Roads/Drainage) dated August 9, 2011 regarding Quality Management System (QMS) update be received and accepted as information.

**CARRIED**

Moved by J. Agar

Seconded by P. Gilliland

**Motion #10:** That the report from the Coordinator of Operations (Water/Wastewater) dated August 8, 2011 regarding the Courtright Sewage Treatment Plant spill be received and accepted as information.

**CARRIED**

In discussion on Mr. VanHyfte's report of the Courtright sewage spill, the Committee stressed that Council should be made aware of any such spills in the future.

**COORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by D. Randell

Seconded by J. DeGurse

**Motion #11:** That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated August 10, 2011 be received and accepted as information.

**CARRIED**

Matt Deline advised that the Beresford Street paving should be completed this week and that the Port Lambton paved shoulder should start after Labor Day.

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by J. Agar

Seconded by S. Arnold

**Motion #12:** That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated August 10, 2011, be received as information and the recommendations contained within be accepted.

**CARRIED**

**NEW BUSINESS:**

Councillor Randell asked for a staff report on what seems to be an apparent discrepancy in the surcharge applied to larger than normal water services. At the request of Mr. Deline, Councillor Randell to provide a list of affected users to determine if there is such a pattern.

Deputy Mayor Gilliland questioned the fact that the three homeowners who suffered property damage due to activities of the Township contractor last year have not been reimbursed their deductible.

Moved by P. Gilliland

Seconded by J. Agar

**Motion #13:** That it be recommended to Council that the insurance deductibles for the three property owners suffering damage last year due to damage caused by a Township contractor be reimbursed out of the contractor's holdback.

**CARRIED**

The Clerk cautioned the Committee based on information received from the insurance adjustor. Also Mr. Deline provided an explanation on the course of events.

Moved by S. Arnold

Seconded by J. Agar

**Motion #14:** The motion to approve the repayment of deductibles from the contractor's holdback to provide for payment of the deductibles to the affected owners out of the contractor's holdback with an agreement that the Township will be reimbursed once the insurance deductible is forthcoming from the appropriate insurers be amended to provide that the payment be made out of the General Fund.

**CARRIED**

Mayor Arnold advised of receiving complaints relative to noise at a Petrolia Line dog kennel. Mayor Arnold attended the site himself and saw or heard no evidence of the usual noise.

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #16:** That it be recommended to Council that staff be authorized to proceed with the placement of a TODS sign at the intersection of Highway 40 and Moore Line, directing motorists to the Moore Sports Complex.

**CARRIED**

Mayor Arnold also advised of attending the area of the First Solar Sombra installation relative to complaints received from Mr. Al Huey, a neighboring resident. The Mayor and the Deputy Clerk looked at the situation relative to the site plan for the facility. It was suggested that the Deputy Clerk follow up Mr. Huey's concern with First Solar.

Councillor Miller asked staff for a traffic count specifically for speed in the area of Milton and Third Street in Courtright. Also it was suggested that the OPP be advised of the speeding complaints received.

Mr. Deline provided the Committee with an explanation of the work required at the St. Clair Parkway/St. Clair Boulevard traffic light to adjust the setting and the timing now that the construction is primarily completed in that area.

Hearing no further business, it was;

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Moved by S. Miller

Seconded by D. Randell

**Motion #17:** That the meeting do hereby adjourn.

**CARRIED**

The meeting adjourned at 7:40 p.m.

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P. Carswell-Alexander,  
Chairperson

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J. DeMars  
Secretary