

**COMMITTEE OF THE WHOLE  
FINANCE & ADMINISTRATION COMMITTEE**

St. Clair Civic Centre  
Council Chambers  
March 10, 2016  
5:00 p.m.

The meeting of the Finance and Administration Committee was held Thursday March 10, 2016 with the following people present:

	J. Agar,	Chairperson, Finance & Administration
	S. Arnold,	Mayor
	P. Gilliland	Deputy Mayor
	S. Miller,	Councillor
	J. DeGurse,	“
	D. Randell,	“
	T. Kingston	“
Staff	J. Rodey,	CAO
	J. Baranek	Director of Administration/Clerk
	C. Quenneville	Director of Finance/Treasurer
	C. McClemens	Deputy Clerk, Coordinator of Planning
	M. Deline	Director of Public Works
	G. Depooter	Coordinator of Operations
	G. Hackett	Director of Community Services
	W. Anderson	Fire Chief

**FINANCE AND ADMINISTRATION**

**AGENDA:**

1. LAS Sewer and Waterline Warranty Presentation
2. Opening Remarks - John Rodey, CAO 5:00-5:15  
- Charles Quenneville, Treasurer
3. Operating Budget
  - A) Fire department presentation 5:16- 5:40
  - B) Community Service presentation 5:41- 6:15
  - C) Public Works, Water & Sanitation 6:16-7:00
  - D) Administration 7:01 – 7:20
  - E) Capital Donations review 7:21 – 7:45
3. Operating Budget Wrap-up 7:46 – 8:00

Chairman Agar called the meeting to order at 5:00 pm and ask members to declare any conflicts of interest at the appropriate time.

## **CONFLICT OF INTEREST:**

None declared.

## **LAS: Sewer and Water Line Warranty**

At the appointed time, Chairperson Agar welcomed Graham Proudley, a Client relations Specialist from LAS to make his presentation.

LAS partners with Service Lines Warranties of Canada (SLWC) to offer residents of Ontario municipalities a sewer and water lateral warranty service. Residents are responsible for the maintenance and replacement of their own utility lines and many are not aware of this, with most not being covered by home insurance policies.

LAS offers a program to insure the service lines that is 100% optional to residents with no cost to the municipality. The program offers coverage for the waterline up to \$5000 and the sewer lateral up to \$8000 with coverage levels being per incident – covering multiple events in a calendar year, if necessary. The cost of the service is \$5/month for the water line and \$5.75/month for the sewer line.

Mayor Arnold asked whether or not it was permitted to undertake coverage for all residential properties within the township and add it to the interim bills. Mr. Proudley was going to check with Jeff Olsen, the General Manager for SLWC.

Moved by S. Arnold

Seconded by D. Randell

**Motion #1** That the option of whether or not a municipality can undertake the program for all residential properties and charge it back via interim service billing be discovered and the program be reconsidered at that time.

**CARRIED**

## **Opening Remarks**

CAO John Rodey advised that the budget before the Committee shows a 1% decrease which is a result of a 3% increase in spending, offset by a 4% increase in the assessment value for the Township. The OPP costing went down by a number representative of 3%, but wages and benefits increased by almost 2% and the OMPF funding decreased again by a number of 1.5%. Those represent the major variances from the budget approved for 2015.

## **Operating Budget**

### **Fire Presentation:**

Moved by S. Arnold

Seconded by S. Miller

**Motion #2** That the Fire Department Operating Budget be accepted as presented.

**CARRIED**

### **Community Service Presentation:**

Moved by S. Arnold

Seconded by J. Degurse

**Motion #3** That the Community Services Operating Budget be approved as presented.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #4** That the ice rental rates be increased by 5% for prime time, non-prime time, and the minor rental rate beginning in 2016.

**CARRIED**

## **Public Works/ Water/ Sanitation:**

Moved by P. Gilliland

Seconded by S. Miller

**Motion #5** That the Public Works, Water, Sanitation budgets be approved as presented.

**CARRIED**

**Drain Capital Projects:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #6** That all the drains with a cost to the township of less than \$5000 be undertaken IN 2016, specifically the Booth Creek Drain, the McClure Drain, the Wray Drain and the Brown Drain.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #7** That a fund be established with an annual contribution of \$50,000 for Road Maintenance and Drainage Works for engineering costs associated with petitioned reports for municipal drains where the capital work will not be done within the calendar year.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #8** That the following drains have their engineering completed and their costs paid from the fund established by Motion #7:

Talfourd Creek Drain (\$10,000)

Lane Drain (\$16,000)

O'Leary Drain East (\$15,000)

**CARRIED**

**Administration:**

Moved by T. Kingston

Seconded by J. Degurse

**Motion #9** That the Administration Operating Budget be approved as presented.

**CARRIED**

**Human Resources/ Health & Safety Position:**

Moved by D. Randell

Seconded by T. Kingston

**Motion #10** That \$40,000 be reserved for a Human Resources/ Health & Safety position for a period of 6 months to update and continue to implement policies, and design and monitor a health and safety training regimen to ensure all requirements are being satisfied thereby ensuring a safe and healthy workplace.

**CARRIED**

**Donations:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #11** That line items 9-47 be approved for donations and that they be funded by the Environment and Education Fund.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #12** That line item 48, Don's Third Journey of Hope, be removed from consideration for a donation.

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #13** That \$1000 be donated to line item 49, Lambton Elderly Outreach signage, to help fund the installation of a new sign.

**CARRIED**

Moved by D. Randell

Seconded by T. Kingston

**Motion #14** That line items 51, NWOR Association, 52 Sarnia Senior Cruise, and 53 Town of Petrolia Theoren Fleury Sponsorship, be removed from consideration for a donation.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #15** That \$20,000/year for a period of 5 years be donated to line item 54, the Lambton College Capital Campaign.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #16** That \$5000 be donated to the erection of the Light Armoured Vehicle III Monument to be displayed in Sarnia to honour Private William Jonathon James Cushley, of Port Lambton, for his contributions during Operation Achilles in Kandahar Afghanistan where he was killed in action at age 21.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #17** That \$300 be donated to the Centre Family Health Team, as per line item 63.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #18** That \$14,000 be donated to line item 64, the Moore Presbyterian Foundation.

**CARRIED**

**Corunna Business Area:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #19** That the Corunna Business Area be permitted to use the Township logo on streetlight flags in the business area of Corunna.

**CARRIED**

**Budget Balancing:**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #20** That the percentage increase for the 2016 approved budget be 0% balanced by an unfavourable variance before assessment growth, of \$448,328 including capital drainage works identified by Motion #6, and the establishment of a Road Maintenance and Drainage Works Fund as per Motion #7, with a transfer of \$8437 to the year end surplus, balanced by an offset of an unfavourable variance of assessment growth in the amount of \$448,328.

**CARRIED**

Seeing no other business to discuss, it was thereby moved:

Moved by S. Miller

Seconded by D. Randell

**Motion #21** That the meeting do hereby adjourn.

**CARRIED**

The meeting was adjourned at 7:00 p.m.

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Chairman - Jeff Agar

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Clerk - Jeff Baranek