

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

St. Clair Civic Centre  
Committee Room 1  
February 14, 2011  
6:00 p.m.

The meeting of the Committee of the Whole was held Monday February 14, 2011 with the following people present:

|         |                        |  |
|---------|------------------------|--|
|         | P. Carswell-Alexander, | Chairperson, Public Works and Operations           |
|         | J. Agar                | Chairperson, Finance & Administration              |
|         | S. Arnold,             | Mayor  |
|         | S. Miller,             | Councillor   |
|         | P. Brown,              | “  |
|         | D. Randell             | “  |
|         | J. DeGurse             | “  |
| 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                     |
| Absent: | P. Gilliland           | Deputy Mayor                                       |
|         | J. Baranek             | Deputy Clerk/Coordinator of Planning               |

**FINANCE AND ADMINISTRATION**

**AGENDA:**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Final 2010 report & Month ending January, 2011

**3. TREASURER’S REPORT:**

A1 – Orientation Workshop – Assessment and Property Tax Overview  
A2 – Development Charges

**4. DEPUTY TREASURER’S REPORT:**

- 2010/2011 Fringe Benefits Changes
- 2010/2011 Assessment Report

**5. SENIOR TAX CLERK REPORT:**

- Tax write offs

**6. BUILDING INSPECTOR’S REPORT:**

B-1 - Building Permit Reports for the month ending December 2010

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

- Monthly report ending January 2011

**6. CLERK’S REPORTS:**

**7. C.A.O.’S REPORTS:**

**8. NEW BUSINESS:**

**9. ADJOURNMENT:**

Moved by J. DeGurse

Seconded by S. Miller

**Motion #1:** That this meeting of the Finance & Administration Committee commence early.  
**CARRIED**

Chairperson Agar called the meeting to order at 5:55 pm and asked members to declare any conflict of interest at the appropriate time.

**CONFLICT OF INTEREST:**

None declared.

**GENERAL ACCOUNTS: Final 2010 report & month ending January 2011**

The Committee reviewed the list of General Accounts

Moved by S. Arnold

Seconded by S. Miller

**Motion #2:** That this Committee recommend to Council that General Accounts for the remainder of the year 2010, starting with supplier number ACK001 to YEL001 totaling \$229,838.44 be approved.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #3:** That this Committee recommend to Council that General Accounts for the month of January 2011, starting with supplier number ACK001 to YOR002 totaling \$1,964,520.10 be approved.

**CARRIED**

**TREASURER'S REPORT:**

Mr. Quenneville made a verbal presentation to the Committee regarding information received as to the Councilor's orientation material provided by MPAC.

Moved by S. Arnold

Seconded by D. Randell

**Motion #4:** That it be recommended to Council that the Treasurer's report regarding an orientation workshop be received and accepted.

**CARRIED**

Moved by J. DeGurse

Seconded by D. Randell

**Motion #5:** That this Committee recommend to Council that the report received from the Treasurer dated February 8, 2011, identified as A-2 recommending that the attached development charges Schedule B1 and B2 be received and accepted.

**CARRIED**

**DEPUTY TREASURER'S REPORT:**

Moved by S. Arnold

Seconded by J. DeGurse

**Motion #6:** That this Committee recommend to Council that the report received from the Deputy Treasurer dated February 9, 2011, recommending that the report titled 2010 2011 Fringe Benefit Changes be received and accepted.

**CARRIED**

Moved by D. Randell

Seconded by P. Carswell-Alexander

**Motion #7:** That this Committee recommend to Council that the report received from the Deputy Treasurer dated February 7, 2011, recommending that the report titled 2010 2011 Assessment Report be received and accepted.

**CARRIED**

The Committee complimented Mr. Lozon on the quality of his assessment report.

**SENIOR TAX CLERK'S REPORT:**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #8:** That this Committee recommend to Council that the report received from the Senior Tax Clerk dated January 19, 2011, regarding write offs for the 2010 taxation year be received and accepted.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

Moved by P. Carswell-Alexander

Seconded by D. Randell

**Motion #9:** That it be recommended to Council that the Building Inspector's report for the year ending 2010 be received and accepted as information.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

The Committee reviewed with Mr. Hackett, his monthly Community Services report.

Moved by D. Randell

Seconded by S. Miller

**Motion #10:** That it be recommended to Council that the use of the St. Clair Township logo be permitted on the tickets being printed for the June Sombra Museum expansion fundraiser.

**CARRIED**

The Committee reviewed with Mr. Hackett, the portion of his report dealing with the upgrades planned at the Port Lambton VanDamme Park with the assistance of Trillium Fund funding. One of the upgrades proposed is the construction of an irrigation system to help facilitate the development of the existing ball diamond into a hardball field. In his report, Mr. Hackett is suggesting that the water service upgrade be financed from the Township's Education and Environment Fund.

Moved by S. Arnold

Seconded by S. Miller

**Motion #11:** That it be recommended to Council that the VanDamme Park water service upgrade required for the construction of an irrigation system be financed from the current water system surplus reserve.

**CARRIED**

In discussion of the VanDamme Park project, the Committee suggested that the organizing group should address Council with their plans and present any requests they may have for additional Township funding of the project.

Moved by P. Carswell-Alexander

Seconded by D. Randell

**Motion #12:** That this Committee recommend to Council that the monthly report received from Director of Community Services dated January 5, 2011 be received and the recommendations contained within be approved as amended relative to the financing of the VanDamme Park water service upgrade.

**CARRIED**

**NEW BUSINESS:**

Councillor Carswell-Alexander was provided an update on the property standards issue for property on the Courtright Line in Brigden. The Committee was advised that the Property Standards Officer attended the site and discussed the properties condition with the owner. After considerable discussion, the owner admitted the property needed attention and agreed to proceed with the necessary clean up. The Property Standards Officer advised that she would investigate the property in approximately one month to gage the progress of the required clean up. Councillor Carswell-Alexander also requested permission to place at various municipally owned facilities, posters regarding victim services.

Moved by S. Arnold

Seconded by D. Randell

**Motion #13:** That it be recommended to Council that Councillor Carswell-Alexander work with the Director of Community Services regarding the victim services poster placement.

**CARRIED**

Councillor Carswell-Alexander led the Committee into a discussion of the recent December snow event and the necessity to establish a warming center at the Brigden Fire hall due to the power outage in the area. The existence of the emergency warming center was not well publicized and the Councillor felt that many residents, mostly seniors, who had a need for such service did not realize it existed. Mayor Arnold suggested that would be one of the discussions perhaps through the Emergency Services Committee to perhaps be incorporated into the Township's Emergency Response protocols.

Hearing no further business, it was:

Moved by S. Miller

Seconded by D. Randell

**Motion #14:** That the 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:**

- WWTP - additional engineering
- WWTP – additional work
- WWTP status

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

- Monthly Report dated February 9, 2011

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

- Monthly Report dated February 9, 2011

#### **5. COORDINATOR OF ENGINEERING REPORT:**

- Monthly Report dated February 7, 2011
- Bridge Rehabilitation

#### **6. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report dated February 9, 2011

#### **7. CLERK'S REPORT:**

#### **9. CAO'S REPORT:**

#### **10. NEW BUSINESS:**

**11. ADJOURNMENT:**

Chairperson Carswell-Alexander called the meeting to order at 6:40 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 J. DeGurse

**Motion #1:** That this Committee recommend to Council that the report of the Director of Public Works & Operations & Engineering dated February 9, 2011 recommending that additional engineering fees, as requested by AECOM, in the amount of \$103,750 excluding HST, be approved and included as part of the overall project cost be received and accepted.

**CARRIED**

Moved by J. Agar

Seconded by S. Miller

**Motion #2:** That this Committee recommend to Council that the report received from the Director of Public Works and Operations dated February 9, 2011 recommending that additional work related to the Regional WWTP Project as requested by the Township and provided by K&L Construction Ltd., in the amount of \$29,060.85 excluding HST, to install a fiber optic cable including all associated hardware from the St. Clair Parkway to the St. Clair Civic Center for communication between the Corunna SPS, the Courtright WWTP and this office, approved and included as part of the overall project cost.

**CARRIED**

Moved by S. Arnold

Seconded by J. DeGurse

**Motion #3:** That this Committee recommend to Council that the report received from the Director of Public Works and Operations dated February 9, 2011 regarding the status of the WWTP be received and accepted as information.

**CARRIED**

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

Moved by D. Randell

Seconded by J. Agar

**Motion #4:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated February 9 2011, be received and accepted as information.

**CARRIED**

Mayor Arnold asked the Director of Public Works & Operations to advise snow removal crews to not drive the snow plow truck on the shoulder of the road to wing back the snow but rather that the truck should remain on the travel portion of the road.

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

Moved by S. Miller

Seconded by J. DeGurse

**Motion #5:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated February 9, 2011 be received and accepted as information.

**CARRIED**

**COORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by J. Agar

Seconded by D. Randell

**Motion #6:** That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated February 7, 2011 be received and accepted.

**CARRIED**

Moved by D. Randell

Seconded by J. Agar

**Motion #7:**

That it be recommended to Council that the report from the Coordinator of Engineering dated February 7, 2011 recommending that the Township procurement policy be waived and Intrepid General Limited be contracted to rehabilitate the structure over Clay Creek on White Line for the quoted price of \$14,900 (excluding HST) be received as information.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by S. Miller

Seconded by J. DeGurse

**Motion #8:** That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated February 9, 2011, and the recommendations contained therein be received and accepted.

**CARRIED**

**CAO'S REPORT:**

The CAO briefed the Committee on the status of applications being made to both the Federal and Provincial Governments for the Municipality to keep any surplus funds following the completion of the Regional Waste Water Treatment Plant to be devoted to a project extension to instruct sanitary sewers in the Froomfield area. Discussions with the Federal representatives seem positive and the Provincial representatives seem to have a solid knowledge of the Municipality's request.

**NEW BUSINESS:**

Mr. Burnham advised the Committee that the McCallum Line bridge construction has been complete with road work and shouldering yet to be done. Also Mayor Arnold asked for a time line on the cleanup of the property on the Kimball Line that is home for several apparently derelict school buses.

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 6:55 p.m.

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P. Carswell-Alexander,  
Chairperson

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J. DeMars  
Secretary