

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

St. Clair Civic Centre  
Committee Room 1  
October 17, 2011  
6:00 p.m.

The meeting of the Committee of the Whole was held October 17, 2011 with the following people present:

	P. Carswell-Alexander,	Chairperson, Public Works and Operations
	J. Agar,	Chairperson, Finance & Administration
	S. Arnold,	Mayor
	P. Gilliland	Deputy Mayor
	S. Miller,	Councillor
	J. DeGurse,	“
	D. Randell,	“
Staff	J. Rodey,	CAO
	J. DeMars,	Director of Administration/Clerk
	C. Quenneville,	Director of Finance/Treasurer
	L. Burnham	Director of Public Works, Operations & Engineering
	J. Baranek	Deputy Clerk, Coordinator of Planning
	S. Bicum	Deputy Fire Chief
	R. Dewhirst	Director of Emergency Services
	Rick McClemens	Coordinator of Community Services

**FINANCE AND ADMINISTRATION**

**AGENDA:**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Month ending September 2011

**3. STATEMENT OF FINANCIAL POSITION:** for period ending September 30, 2011

**4. TREASURER’S REPORT:**

A1 – South Courtright Drain question  
A2 – Update to the 2011 Capital Budget  
A3 – Tax collection policy & procedure manual review

**5. SENIOR TAX CLERK’S REPORT:**

Write offs for the 2011 taxation year

**5. BUILDING INSPECTOR’S REPORT:**

B-1 - Building Permit Reports for the month ending September 30 2011

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

Monthly report dated October 12, 2011

**7. CLERK’S REPORTS:**

**8. C.A.O.’S REPORTS:**

**9. NEW BUSINESS:**

**10. ADJOURNMENT:**

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

**CONFLICT OF INTEREST:**

None declared.

**GENERAL ACCOUNTS: Month of September 2011**

The Committee reviewed the list of General Accounts

Moved by J. DeGurse

Seconded by S. Miller

**Motion #1:** That this Committee recommend to Council that General Accounts for the month of September 2011, starting with supplier number ABR001 to YEL001 totaling \$9,249,533.48 be approved.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

The Committee reviewed the Treasurers Statement on the Financial Position of the municipality for the period ending September 30, 2011.

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

**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 September 30, 2011 be received and accepted.

**CARRIED**

**TREASURER'S REPORT:**

Moved by P. Gilliland

Seconded by S. Arnold

**Motion #3:** That it be recommended to Council that the Treasurer's report identified as A-1 regarding the South Courtright Drain be received as information.

**CARRIED**

Moved by D. Randell

Seconded by P. Carswell-Alexander

**Motion #4:** That this Committee recommend to Council that the report received from the Treasurer identified as A-2 dated October 12 recommending that the 2011 Capital budget and projection report be received and approved.

**CARRIED**

Moved by S. Miller

Seconded by J. DeGurse

**Motion #5:** That this Committee recommend to Council that the report received from the Treasurer identified as A-3 dated October 6 regarding the tax collection policy and procedures manual be received and approved.

**CARRIED**

**SENIOR TAX CLERK'S REPORT:**

Moved by P. Gilliland

Seconded by S. Arnold

**Motion #6:** That this Committee recommend to Council that the report received from the Senior Tax Clerk dated October 4 regarding write offs for the 2011 taxation year be received and accepted.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

Moved by D. Randell

Seconded by J. DeGurse

**Motion #7:** That it be recommended to Council that the Building Inspector's report for the month of September 2011 be received and accepted as information.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

**Motion #8:** That this Committee recommend to Council that the monthly report received from Director of Community Services dated October 12, 2011 be received as information.

**CARRIED**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #9:** That the recommendation from the Director of Community Services regarding the installation of an upgraded sound system in Rink #2 be tabled for further discussion.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #10:** That the recommendation to adopt a policy on minimum trailer standards be tabled pending a review of the current SCRCA policy and understanding.

**CARRIED**

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

**Motion #11:** That the recommendation relative to the Mooretown Campground and required improvements to the electrical system be tabled for further consideration based on financial statements on the profits and annual basis of the campgrounds operated by the Municipality.

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #12:** That it be recommended to Council that the Director of Community Services be authorized to proceed with the repair of the main hydro line for the Wilkesport Community Center.

**CARRIED**

**DIRECTOR OF EMERGENCY SERVICES REPORT:**

The Committee received a verbal report from Chief Dewhirst on the aspects of the Township's FM Alert System. The operation of the system has received final approval and 500 of the FM Alert units have been purchased at a cost of \$40 per unit with a proposed resale to interested residents at \$10 per unit. Mr. Dewhirst advised that the official launch of the FM Alert system will be carried out on Tuesday October 25, at 1pm on the Sombra Ferry in an effort to engage the Township's American partners in the program. Mr. Dewhirst led the Committee in a discussion on the general aspects of the program such as whether units will be made available to all campers in the 3 campgrounds and if the program should be expanded to include all members of Council and not just those on the emergency control group. Council requested that Chief Dewhirst work with the Director of Community Services for a future report to Council or Committee on the appropriateness of distribution in the campgrounds.

Moved by P. Carswell-Alexander

Seconded by S. Arnold

**Motion #13:** That it be recommended to Council that the Emergency Services staff be authorized to purchase, when required an additional 500 FM Alert units to be financed from the Township's Education and Environmental Reserve pending further funding support from area industries.

**CARRIED**

Hearing no further business, it was;

Moved by S. Miller

Seconded by P. Gilliland

**Motion #14:** That the meeting do hereby adjourn.

**CARRIED**

The meeting adjourned at 6:50 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  
St. Clair Energy – water intake

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

Monthly report dated October 12, 2011  
Surplus equipment  
Medical leave contract employee  
Guide rail quotes

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

- Monthly report dated October 13, 2011

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

- Monthly report dated October 11, 2011

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

- Monthly Report dated October 11, 2011

#### **7. NEW BUSINESS:**

#### **8. ADJOURNMENT:**

Chairperson Carswell-Alexander called the meeting to order at 6:50 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 received from the Director of Public Works and Operations dated October 11, 2011 regarding the Regional WWTP status be received and accepted as information.

**CARRIED**

Moved by J. DeGurse

Seconded by J. Agar

**Motion #2:** That this Committee recommend to Council that the report received from the Director of Public Works and Operations dated September 29, 2011 regarding St. Clair Energy Center (Invenergy) request for an amendment to the Development Agreement for water intake status be received and accepted as information.

**CARRIED**

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

Moved by J. DeGurse

Seconded by S. Miller

**Motion #3:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated October 12, 2011 be received as information.

**CARRIED**

The Committee discussed the portion of Mr. DePooter's report relative to road side mowing and requested the frequency of road side mowing be increased in 2012 and be reflected in the draft 2012 operations budget. The Committee also requested a report outlining the current waste collection protocols and those proposed by the consultant hired on behalf of various local municipalities.

Moved by P. Gilliland

Seconded by J. DeGurse

**Motion #4:** That it be recommended to Council that the report received from the Coordinator of Operations (Roads/Drainage) dated October 12, 2011 recommending that surplus equipment from the Public Works department is advertised and tendered for sale to the highest bidder be received and accepted.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #5:** That it be recommended to Council that the report received from the Coordinator of Operations (Roads/Drainage) dated October 12, 2011 recommending that it be approved to hire a "contract employee" for the duration of a medical leave at the Wilkesport Operations center.

**CARRIED**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #6:** That it be recommended to Council that the report received from the Coordinator of Operations (Roads/Drainage) dated October 12, 2011 recommending that the quote submitted by Sylvester Construction in the amount of \$26,832.84 for the 2011 guide rail installation be received and accepted.

**CARRIED**

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

Moved by S. Miller

Seconded by P. Gilliland

**Motion #7:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated October 13, 2011 be received as information.

**CARRIED**

**COORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by J. DeGurse

Seconded by S. Miller

**Motion #8:** That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated October 22, 2011 be received as information.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by D. Randell

Seconded by J. DeGurse

**Motion #9:** That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated October 11, 2011, be received as information and the recommendations contained within be accepted.

**CARRIED**

**CAO'S REPORT:**

Mr. Rodey presented to the Committee information received from the Township's solicitor Peter Pickfield regarding the need of two meetings relative to the Clean Harbor environmental assessment review process. The first meeting is proposed to be with Council and key members of the Township's peer review Committee and a second meeting to discuss with the appropriate expert and those impacted by off site odor emissions from the Clean Harbors site. Mr. Pickfield's office to be requested to contact the affected persons on attendance taken at an earlier meeting of Council. It was suggested that a meeting be established for Monday November 14<sup>th</sup> with the possibility of being held in a larger venue which is either the Brigden or Courtright Community halls.

The Deputy Clerk advised Council of a suggestion to place the Township's current zoning documents on-line for the assistance various residents in groups seeking planning information.

Moved by S. Arnold

Seconded by D. Randell

**Motion #10:** That it be recommended to Council that the Deputy Clerk/Coordinator of Planning prepare a report detailing options regarding placing the Township's current planning documents on the Township's website.

**CARRIED**

The Committee briefly discussed the development agreement with First Solar and several amendments were suggested such as allowing entrances off the Base Line and several suggestions to minimize offsite impacts with the neighboring residences.

Hearing no further business it was;

Moved by S. Miller

Seconded by D. Randell

**Motion #11:** That this meeting of the Public Works and Operations Committee do hereby adjourn.

**CARRIED**

The meeting adjourned at 7:35 p.m.

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P. Carswell-Alexander,  
Chairperson

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J. DeMars  
Secretary