

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

St. Clair Civic Centre
Committee Room 1
July 23, 2012
6:00 p.m.

The meeting of the Committee of the Whole was held July 23, 2012 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
	J. Baranek	Deputy Clerk, Coordinator of Planning
	G. Lozon	Deputy Treasurer/Coordinator of Accounting
	G. Hackett	Director of Community Services
	L. Burnham	Director of Public Works and Operation
	Absent - C. Quenneville,	Director of Finance/Treasurer

FINANCE AND ADMINISTRATION

AGENDA:

6:00 pm - Heritage St. Clair –presentation and doors open

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending, June 30, 2012

3. STATEMENT OF FINANCIAL POSITION: for period ending, June 30, 2012

4. TREASURER’S REPORT:

A-1 -Draft-Financial statement 2011
A-2 -2011 Operating Results for General, Water and Sanitary
A-3- 2011 Year end Audit
A-4-2011 Reserve and Deferred Revenue

5. BUILDING INSPECTOR’S REPORT:

B-1 - Building Permit Reports for the month ending June, 2012

6. DIRECTOR OF COMMUNITY SERVICES REPORT:

Monthly report dated, July 17, 2012

7. CLERK’S REPORTS:

8. C.A.O.’S REPORTS:

9. NEW BUSINESS:

Committee of the Whole
Minutes of July 23 2012

10. 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.

Chairman Agar welcomed Mr. Al Anderson vice chair of the Heritage St. Clair Committee together with several other committee members present to discuss with the Committee the establishment of the Heritage St. Clair Committee as a Committee of Council. Mr. Anderson stated their goal was to through, the newly established advisory committee, provide council advice as to possible designations of various buildings and sites in the township as historical sites. The presentation included a draft constitution for the committee as well as the committee's goals, mandates, and responsibilities, together with those expectations from Council. Several questions were posed to Mr. Anderson including the effect of designations on private property owners rights, cost to register such designations on title, and what committee anticipated it's budget needs. Mayor Arnold expressed his opinion that senior staff should have been more closely involved in the development of the proposal and the responsibilities and duties imposed by the Ontario Heritage Act.

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion#1 That it be recommended to Council that the possible establishment of the Heritage St. Clair Committee as a committee of Council be referred to appropriate staff for further investigation in review of the Ontario Heritage Act and the ramifications of designating historical properties and sites.

CARRIED

Committee proceeded to review the accounts as listed on the agenda

The committee asked the Deputy Treasurer to investigate the account of Frank Cowan in the amount of \$10,000.00 representing the Townships deductible on an injury claim.

GENERAL ACCOUNTS: Month of June, 2012

Moved by P. Carswell-Alexander

Seconded by J. Degurse

Motion#2 That this committee recommend to Council the General Accounts for the month of June 2012, starting with supplier number 156003 to YEL001, totaling \$6,601,015.55 be approved.

CARRIED

STATEMENT OF FINANCIAL POSITION:

Moved by S. Arnold

Seconded by D. Randell

Motion #3 That it be recommended to Council that the statement of financial position for the period ending June 30, 2012 be accepted as information

CARRIED

TREASURER'S REPORT:

Moved by S. Arnold

Seconded by d. Randell

Motion #4 That it be recommended to Council

- That the 2011 Draft Audit Financial Consolidated Financial Statements for St. Clair Township be received and approved.

Committee of the Whole
Minutes of July 23 2012

- That the 2011 Draft Audit Trust Fund Financial Statements for St. Clair Township be received and approved.
- That the 2011 Draft Audit Financial Statements for St. Clair Township be received and approved.
- That the 2011 Draft Audit Financial Statements for Moore Township Community Recreation Foundation be received and approved.

CARRIED

Moved by J. Degurse
Motion #5 That it be recommended to Council that the 2011 operating results analysis for general, water and sanitary listed in the Exhibits A, B, and C be approved.

Seconded by P. Carswell-Alexander

CARRIED

Moved by S. Miller
Motion #6 That it be recommended to Council that the 2011 year end Audit Schedules for year end December 2011 be received and approved.

Seconded by D. Randell

CARRIED

Moved by P. Carswell-Alexander
Motion #7 That it be recommended to Council

Seconded by J. Degurse

- That the incomplete 2011 General capital projects listed below totaling \$203,513 and drain project totaling \$73,000 be transferred into reserve for use in 2012 which are recorded on Schedule A Column E from line 35 to 42 be approved.
- That the 2011 Actual individual Reserve transfer listed on Schedule A Column A Column D and E line 8 to line 63 totaling \$747621.91 (Column E Line 65) be received and approved.
- That the attached schedule D 2011 Deferred Revenues activity and total expenditure totaling \$39,939 be received and approved.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Miller
Motion #8 That it be recommended to Council that the Building report comparison for the Month ending June 2012 be received as information.

Seconded by D. Randell

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by D. Randell
Motion #9 That it be recommended to Council that the monthly report dated July 17, 2012 submitted by the Director of Community Services be received and all recommendations contained within be accepted.

Seconded by P. Gilliland

CARRIED

Then he discussed with Mr. Hackett possible participation in the community infrastructure improvement fund, which is funded to the limit of \$49,000,000.00 from the federal government for Ontario projects. Eligible projects include community facilities, recreational facilities, and tourism, and cultural facilities

DIRECTOR OF EMERGENCY SERVICES REPORT:

Moved by S. Arnold

Seconded by S. Miller

Motion#10 That it be recommended to council that a grant application under Community Infrastructure Improvement Fund be made for a possible Wilkesport library renovation, Port Lambton park pavilion expansion, improvements to the Emergency Services building to facilitate the relocation of the Corunna library, and Courtright ball park light improvements.

CARRIED

Mr. Hackett also discussed with the committee proposals for continued VanDamme Park Pavilion expansions. Mr. Hackett advised that the volunteer group proposing the improvements were required to provide additional engineering drawings for the proposed building expansion and incurred those additional costs.

Moved by S. Arnold

Seconded by D. Randell

Motion #11 That it be recommended to Council that the Township provide a grant to the Port Lambton Sports and Recreation Committee in the equivalent amount of the additional costs incurred for additional engineering drawings and the building permit fee.

CARRIED

Committee requested that the June Statement of Financial Position Report be included on the next committee meeting

C.A.O.'S REPORTS:

Mr. Rodey advised the committee of discussion of possible extension employee service awards to seasonal employees which is currently not the practice. After considerable discussion

Moved by S. Miller

Seconded by S. Arnold

Motion #12 That it be recommended to Council that seasonal staff be included staff service recognition policy based on the prorated hours of work while employees of St. Clair Township.

CARRIED

NEW BUSINESS:

Councilor Randall requested that Councilors email addresses, as well as phone numbers, be included on the Township website.

Hearing no further business, it was

Moved by S. Miller

Seconded by D. Randell

Motion #13 That the meeting of the Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting adjourned at 7:00 p.m.

J. Agar,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

R.W.W.T.P. – odor problem,
Stanley Line Bridge – timeline
Rokeby line-tender

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly report closed July 13, 2012

4. COORDINATOR OF ENGINEERING REPORT:

- Monthly report dated July 18, 2012

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report dated July 18, 2012
- Vandevienne drain quote

6. NEW BUSINESS:

7. ADJOURNMENT:

Chairperson Carswell-Alexander called the meeting to order at 7:00 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 REPORT

Moved by S. Miller

Seconded by D. Randell

Motion #1 That it be recommended to Council that the report from the Director of Public Works on Regional WWTP Odour Problems be received as information.

CARRIED

Moved by D. Randell

Seconded by J. Degurse

Motion # 2 That it be recommended to Council that the following time line for the Stanley line Bridge over Bear Creek as per report dated July 18, 2012 be received as information. That Committee requested that copy of this report be circulated to owners who petitioned Council for the bridge reforms.

CARRIED

Committee of the Whole
Minutes of July 23 2012

Moved by P. Gilliland

Seconded by J. Agar

Motion # 3 That it be recommended that council instructs the Director of Public Works to select the lowest (but no more than 7.5% over budget), qualified tender for the Rokeby line Project and the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORT:

Moved by J. Agar

Seconded by J. Degurse

Motion #4 That it be recommended to Council that the monthly report of the Coordinator of Public Works, (Operations) report dated July 13, 2012 be received and recommendations contained within be accepted.

CARRIED

The committee briefly discussed with Mr. Burnham CSX rail crossing needs at various locations.

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by S. Arnold

Seconded by J. Agar

Motion #5 That it be recommended to Council that the monthly report of the Co-ordinator of Public Works, (Engineering) report dated July 18, 2012 be received and recommendations contained within be accepted.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randall

Seconded by S. Miller

CARRIED

Motion #6 That it be recommended to Council that the monthly report of the Drainage Superintendent report dated July 18, 2012 be received and recommendations contained within be accepted.

CARRIED

Moved by J. Degurse

Seconded by J. Agar

Motion #7 That the lowest quotation of \$27 678.72 (including net HST) from Seys Bulldozing and Excavating (contractor) and \$26 686.10 (including net HST) from E.S. Hubbell and Sons Limited (pipe line supplier), for Vandevonne Drain improvement as a maintenance expense to the drain (Total = \$30 364.82).

CARRIED

NEW BUSINESS:

Mr. Rodey advised of a need for a in camera session to discuss personnel issues

Moved by J. Degurse

Seconded by S. Miller

Motion #8 That the meeting enter in to an in camera session to discuss and personnel issues.

CARRIED

Meeting returned to order

Committee of the Whole
Minutes of July 23 2012

Moved by D. Randell

Seconded by J. Agar

Motion#9 That is be recommended to council that council approve in principal the proposed Public Works and Operations department restructuring and further that staff be authorized to recruit a candidate for the newly created position of water and waste water specialist.

CARRIED

Chairperson Carswell-Alexander lead the committee in a discussion of possible protocols that could be established by use of secondary water meters to allow residents to use water for lawn watering and gardening purpose, it did not incur a sanitary sewer charge. Mayor Arnold stated that as point of order the Chair should not be leading the committee and suggested that the subject be referred to the upcoming meeting of council

Moved by S. Miller

Seconded by D. Randell

Motion#10 That this meeting of the Public Works and Operations Committee do hereby adjourn.

CARRIED

The meeting adjourned at 7:30 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary