

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

St. Clair Civic Centre
Committee Room 1
April 15, 2013
2:30 p.m.

The meeting of the Committee of the Whole was held, 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
	C. Quenneville,	Director of Finance/Treasurer
	L. Burnham	Director of Public Works, Operations & Engineering
	G. Hackett	Director of Community Services
	J. Baranek	Deputy Clerk, Coordinator of Planning
	W. Anderson	Assistant Fire Chief

FINANCE AND ADMINISTRATION

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending March, 2013

3. STATEMENT OF FINANCIAL POSITION: for period ending March, 2013

4. TREASURER’S REPORT:

A-1 Summary of Rural Properties
A-2 Farmland Property Class
A-3 Approval of the 2012 St. Clair River trail Grant
A-4 AMO News – Federal Budget
A-5 AMO News – Pre Budget Submission

5. SENIOR TAX CLERK:

-Write Offs for the 2012 Taxations year

5. BUILDING INSPECTOR’S REPORT:

B-1 - Building Permit Reports for the month ending March 31, 2013

6. DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly report dated April 11, 2013

7. FIRE CHIEF'S REPORT

- In Camera
- Monthly report dated April 10, 2013
- OFM – Appointment

8. DEPUTY CLERK REPORT

- Update Clean Harbours site plan
- Bell Communications Tower

9. CLERK'S REPORTS:

10. C.A.O.'S REPORTS:

11. NEW BUSINESS:

12. ADJOURNMENT:

Chairperson Agar called the meeting to order at 2:50 pm and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

Moved by D. Randell

Seconded by J. DeGurse

Motion # 1 That this meeting of the Finance and Administration Committee do commence at 2:50 pm.

CARRIED

At the appointed time the Chairman of behalf of the Committee welcomed Mr. Mike Hanki Board Chair, Marcel Blais Executive Director, and Maria Muscedere Fund Development Manager, of the St. Joseph Hospice present to discuss with Council some of the programs offered by St. Joseph's Hospice and the Hospice funding request. The representatives stated that as well as the ten unit patient care facility the Hospice also offers various grief counseling programs that are available free to the public. It was also pointed out that 46% of the Hospice budget is raised through private donation. At the conclusion of the presentation Ms. Muscedere stated that the Hospice is asking for a St. Clair Township grant in the amount of \$50,000.00 paid for over a 5 year period. It was pointed out that this grant funding would be devoted not to capital projects but rather to operational programs. The Chairman thanked the representatives for their informative presentation and that a decision we be made by Council perhaps later in the meeting.

GENERAL ACCOUNTS: Month of December 2012

The Committee proceeded reviewed the list of General Accounts for the Month ending March 13, 2014

Moved by J. DeGurse

Seconded by P. Gilliland

Motion #2 That this Committee recommended to Council that General Accounts for the month of March 2013, starting with supplier number 473300 to YSA002, totaling \$5,835,640.63 be approved.

CARRIED

STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurers Statement on the Financial Position of the Municipality for the period ending March, 2013.

Moved by S. Miller

Seconded by P. Carswell-Alexander

Motion #3 That it be recommended to Council that the Statement of Financial Position for period ending March, 2013 be received and approved.

CARRIED

TREASURER'S REPORT:

Moved by D. Randell

Seconded by P. Gilliland

Motion #4 That it be recommended to Council that the attached farm rentals properties list be received.

CARRIED

Moved by S. Miller

Seconded by J. DeGurse

Motion #5 That it be recommended to Council that the report from the MTE on the 2013 Reassessments and Tax Policy Impacts on Farmland Property Class be received.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #6 That it be recommended to Council that Council approve a grant of \$54,626.00 to the St. Clair River Trail to be financed from the St. Clair Education and Environment fund for the 2012 fund raising year.

CARRIED

Moved by P. Carswell-Alexander

Seconded by S. Miller

Motion #7 That it be recommended to Council that the AMO Breaking News – Federal Budget report be received.

CARRIED

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #8 That it be recommended to Council that the AMO Breaking News AMO's 2013 Pre Budget submission to the Standing Committee report be received.

CARRIED

SENIOR TAX CLERK:

Moved by S. Miller

Seconded by D. Randell

Motion #9 That it be recommended to Council that the following taxes for the 2012 taxation year be reduced or cancelled, pursuant to Section 358 of the Municipal Act, 2001, c..

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Arnold

Seconded by J. DeGurse

Motion #10 That it be recommended to Council that the Building report comparison for the Month ending March, 2013 be received as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #11 That it be recommended to Council that upgrade to the boiler for the office heating at the Century Truss building in the amount of \$16,893.00 as quoted by Abrams and have unit installed by Abrams with financing from the Century Truss Operation Budget.

CARRIED

Council discussed with the Director of Community Services the request received from the Corunna Wild Cats for additional fencing at Cap Park to accommodate the development of a youth soccer league. Mr. Hackett advised that he is somewhat uncertain as to the extent of the fencing required and if in fact there are plans to use such an improved facility in 2013.

Moved by P. Gilliland

Seconded by S. Miller

Motion #12 that it be recommended to Council that the request from the Corunna Wild Cats for additional fencing at CAP park to accommodate a youth soccer facility be tabled pending further information.

CARRIED

Council discussed the portion of Mr. Hacketts report relative to a proposal received for the operation of the canteen in CAP park. Mr. Hackett advised that canteen building was developed many years ago with the assistance of outside groups such as minor ball.

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #13 That it be recommended to Council that Staff investigate this proposal further including a background check on the vendors and consultation with the original funding partners.

CARRIED

Mr. Hackett advised Council of information received from the St. Clair Parkway Golf Course Superintendent regarding the possibility of hosting local Golf Course Superintendents and other representatives from area golf courses to the annual Superintendents golf day, as guests of the St. Clair Parkway Golf Course.

Moved by S. Arnold

Seconded by D. Randell

Motion #14 That it be recommended to Council that the Township does not sponsor the hosting of the area Golf Course Superintendents golf day at the St. Clair Parkway Golf Course in 2013.

CARRIED

The Committee was advised the kitchen renovations at the club house at the golf course are proceeding well.

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #15 That it be recommended to Council that the Monthly report of the Director of Community Services dated April 11, 2013 be received and accepted.

CARRIED

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #16 That it be recommended to Council that the Director of Community Services be requested to prepare a report for Council or Committee consideration on outstanding golf course passes.

CARRIED

FIRE CHIEF'S REPORT:

Assistant Chief Anderson requested an in camera session of the Committee to discuss personnel issues. This session will be called after the Public Works and Operation meeting.

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #17 That it be recommended to Council that the report submitted by the Fire Chief /Assistant Fire Chief be received as information.

CARRIED

Mayor Arnold asked the Assistant Chief for information as to the details on the response incidents for the month of March.

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Moved by S. Arnold

Seconded by P. Gilliland

Motion #18 That it be recommended to Council that fire services be authorized to purchase new lawn maintenance equipment from the \$1,500.00 grant provided by Pembina.

CARRIED

DEPUTY CLERK REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #19 That it be recommended to Council that the report of the Deputy Clerk on the Clean Harbours site plan be received and the provisions of the draft site plan be confirmed.

CARRIED

Moved by P. Carswell Alexander

Seconded by D. Randell

Motion #20 That it be recommended to Council that the Building Inspector be requested to determine by comparison of site plans, issue building permits for any Clean Harbours buildings built without the benefit of a permit subject to the customary double fee protocol.

CARRIED

Moved by J. DeGurse

Seconded by P. Carswell-Alexander

Motion #21 That it be recommended to Council that the report from the Deputy Clerk of the Bell communication Tower be received as information.

CARRIED

As requested by the Committee the Treasurer advised that the last Capital payment towards the St. Joseph Hospice was made in the year 2012.

The Committee review the Treasurer's report on the status of the Township Education and Environment reserve fund.

Moved by P. Carswell-Alexander

Seconded by D. Randell

Motion #22 That it be recommended to Council that The Treasurer's report on the status of the current education and environment reserve fund be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. DeGurse

Motion #23 That it be recommended to Council that a grant in the amount of \$1,500.00 be made to the St. Joseph Hospice to assist in financing its programs in 2013.

CARRIED

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

Motion #24 That this meeting of the Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting adjourned at 4:00 p.m.

J. Agar,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DEPUTATIONS:

4:00 pm Joe Kerr – Barnes Drain

3. DIRECTOR OF PUBLIC WORKS REPORT:

-Odour Complaint

4. COORDINATOR OF OPERATIONS REPORT:

- Monthly report dated April 10, 2013

5. COORDINATOR OF ENGINEERING REPORT:

- Monthly report dated April 10, 2013
- Fourth Street reconstruction – tender results
- Miscellaneous Bridge Rehabilitation (2013)

6. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report dated April 10, 2013

7. NEW BUSINESS:

8. ADJOURNMENT:

Chairperson Carswell-Alexander called the meeting to order at 4:00 p.m. and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

None declared.

The Committee welcomed Mr. Joe Kerr a rate payer on the Barnes Drain present to discuss with the Committee several concerns he has with the ongoing construction of the Barnes Drain, ranging from excessive top soil disturbance, broken tile outlets, and the partial back filling of access culverts with native material. The Chair called upon Drainage Superintendent Dave Neely who provided a written response to Mr. Kerr's concerns. It was pointed out that the access culverts were constructed as per the specification in the Dillon report. It was also pointed out that Mr. Kerr's concerns about the quality of construction of his neighbours access culverts should be a matter for his neighbours to discuss with the Drainage Superintendent. The Committee suggested Mr. Kerr discuss with the Drainage Superintendent and the Contractor the issues of the necessity to repair outlet tiles and the possible loss of productivity of the land due to the excessive top soil disturbance. Mr. Kerr advised that he would have no idea the extent of the crop damage until at least the end of this crop season. Mr. Kerr also stated his reluctance to enter into negotiations with the contractor and felt it was the Townships responsibility since the Township retained the contractor and provided on site supervision. Mr. Kerr also stated that towards the outlet portion of the drain the banks are slumping. At the Conclusion of the discussion it was

Moved by S. Arnold

Seconded by J. Agar

Motion #1 That it be recommended to Council that in a going forward position the consulting engineers be requested to back fill all access culverts with the appropriate grade of granular material.

CARRIED

The Committee also asked for a report from the Drainage Superintendent as to the amount of damage to Mr. Kerr's tile and opinions on Mr. Kerr's possible crop loss due to excessive top soil disturbance.

Moved by S. Arnold

Seconded by D. Randell

Motion #2 That it be recommended to Council that report of the Drainage Superintendent on the Joe Kerr concern be received as information.

CARRIED

DIRECTOR OF PUBLIC WORKS & OPERATIONS REPORT:

Moved by D. Randell

Seconded by J. DeGurse

Motion #3 That it be recommended to Council that the report from the Director of Public works on odor concerns, dated April 10, 2013 be received as information.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORT:

Moved by S. Miller

Seconded by J. Agar

Motion #4 That it be recommended to Council that the monthly report of the Coordinator of Operations (Works) dated April 10, 2013 be received as information.

CARRIED

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by S. Randell

Seconded by S. Miller

Motion #5 That it be recommended to Council that the monthly report of the Coordinator of Engineering dated April 10, 2013 be received as information.

CARRIED

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #6 That it be recommended to Council that the tender submitted by 1197245 Ontario Limited (Sevcon) in the amount of \$319,760.10 (excl. HST) for the Fourth Street reconstruction – Courtright be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

Moved by S. Miller

Seconded by J. Agar

Motion #7 That it be recommended to Council that the report from the Coordinator of Engineering on miscellaneous Bridge Rehabilitation be received as information.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randell

Seconded by J. DeGurse

Motion #8 That it be recommended to Council that the monthly report of the Drainage Superintendent dated April 10, 2013 be received as information, and the recommendations contained therein be approved.

CARRIED

The Committee review Mr. Burnham's report on the need for an asset management steering Committee comprised of Council representatives and staff.

Moved by P. Gilliland

Seconded by D. Randell

Motion #9 That it be recommended to Council that Mayor Arnold be the Council representative on Townships Asset Management Steering Committee and further that Council direct staff to develop an asset management plan, that Council designates a project champion within the municipal administration and another on Council, that Council establishes a Steering Committee to engage the appropriate municipal departments in the process, and that Council ensures that engineering, finance and other appropriate representatives are included.

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In response to Mr. Burnham's questions the Committee instructed that an RFB be prepared for the LaSalle line watermain replacement including comments on the environmental issues in the area.

CARRIED

Hearing no further business

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 4:45 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary