

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

St. Clair Civic Centre  
Committee Room 1  
June 16, 2014  
3:00 p.m.

The meeting of the Committee of the Whole was held June 16, 2014 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. Baranek,	Director of Administration/Clerk
	C. Quenneville,	Director of Finance/Treasurer
	G. Hackett	Director of Community Services
	C. McClemens	Deputy Clerk, Coordinator of Planning
	W. Anderson	Fire Chief
	M. Deline	Director of Public Works, Operations & Engineering
	G. De Pooter	Coordinator of Operations/Works
	N. VanderSlagt	Coordinator of Operations/Water/Wastewater

**FINANCE AND ADMINISTRATION COMMITTEE**

**AGENDA:**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Month ending May 29, 2014

**3. STATEMENT OF FINANCIAL POSITION:** for period ending May 31, 2014

**4. TREASURER’S REPORT:**

A-1 – 2014 County Payment of Provincial Offence Act (POA)

A-2 – New Building Canada Fund – Member Update

**5. BUILDING INSPECTOR’S REPORT:**

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

Monthly report dated June 11, 2014

**7. FIRE CHIEF’S REPORT:**

-Monthly report dated June, 2014

-incident report from May 13 to June 10, 2014

**8. CLERK’S REPORTS:**

**9. C.A.O.’S REPORTS:**

**10. NEW BUSINESS:**

**11. ADJOURNMENT:**

Moved by D. Randell

Seconded by J. De Gurse

**Motion #1:** That this meeting of the Finance and Administration Committee commence at 2:50 p.m.

**CARRIED**

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

**CONFLICT OF INTEREST:**

None declared.

**GENERAL ACCOUNTS: Month of May 2014**

The Committee reviewed the list of General Accounts. Mayor Arnold asked staff for a report on fuel usage per vehicle. After several questions were responded to by the Treasurer, it was;

Moved by P. Carswell-Alexander

Seconded by S. Miller

**Motion #2:** That this Committee recommend to Council that General Accounts for the month of May 2014, starting with supplier number ABR001 to ZIM001 totaling \$2,403,929.32 be approved.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #3:** That it be recommended to Council that the Statement of Financial Position for the period ending May 31, 2014 be received and approved.

**CARRIED**

**TREASURER'S REPORT:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #4:** That it be recommended to Council that the Treasurer's report identified as A1 regarding the 2014 County POA be received.

**CARRIED**

Moved by J. De Gurse

Seconded by P. Carswell-Alexander

**Motion #5:** That this Committee recommend to Council that the Treasurer's report identified as A2 regarding the New Building Canada Fund – Member Update be received.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Moved by P. Carswell-Alexander

Seconded by J. De Gurse

**Motion #6:** That the monthly report from the Director of Community Services dated June 11, 2014 be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #7:** That it be recommended to Council that staff investigate the possibility of placing a land line that would only connect to the Canadian Border Service Agency at the boat launch/dock on Hill St. in Corunna.

**CARRIED**

Mayor Arnold asked Gary Hackett to prepare a report on the location and cost of beautification along waterfront parks and investigate ways to reduce cost.

**FIRE CHIEF/DIRECTOR OF EMERGENCY SERVICES REPORT:**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #8:** That it be recommended that Council for the Township of St. Clair accept the Fire Chief's Report.

**CARRIED**

Councilor Miller reported to the committee that he attended the Hall Board meeting in Port Lambton where only 4 people attended. During the meeting, the chairman of the board resigned. He is concerned about who is operating the hall and the future of the hall board.

Councilor Miller continued by informing the Committee that he recently attended the shoreline rebuild meeting for Cathcart Park and was told funding for such projects in the future will become increasingly difficult to secure.

Hearing no further business, it was;

Moved by D. Randell

Seconded by S. Miller

**Motion #9:** That the meeting of the Finance and Administration Committee do hereby adjourn.

**CARRIED**

The meeting adjourned at 3:55 p.m.

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J. Agar

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J. Baranek

Chairperson

Secretary

**PUBLIC WORKS & OPERATIONS COMMITTEE**

**AGENDA:**

**1. DEPUTATIONS AND APPOINTMENTS:**

4:45 p.m. – Shaun Antle - CCPC

**2. DECLARATION OF PECUNIARY INTEREST:**

**3. DIRECTOR OF PUBLIC WORKS REPORT:**

- Colborne Street from Fane Street to Cameron Street
- 2014 Urban Asphalt Resurfacing

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

- Monthly report dated June 10, 2014
- Union Gas Pipeline Proposal
- Emterra Environmental Fuel
- Fuel Storage Upgrade

- Nova Chemicals Temporary Access
- Fawn Island Parking
- Surface Treatment

**5. COORDINATOR OF ENGINEERING REPORT:**

- Monthly report dated June 11, 2014

**6. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report dated June 11, 2014
- Results of quotation for Poli Drain
- Results of quotation for Rankin Drain
- Bruce Stratton Drain

**7. WATER/WASTE WATER SPECIALIST/ORO REPORT:**

- Water/Sewer bill credit – 4454 St. Clair Parkway
- Odour Complaint
- Water bill credit – 52 Whitebread Line
- RFP for Sombra Lagoon De-Sludging
- Water/Sewer bill credit - 4312 St. Clair Parkway
- Water/Sewer bill - Devin

**8. NEW BUSINESS:**

**9. ADJOURNMENT**

Moved by

Seconded by

**Motion #1:** That this meeting of the Public Works and Operations Committee commence at 4:00 p.m.

**CARRIED**

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.

**DIRECTOR OF PUBLIC WORKS REPORT:**

Moved by S. Arnold

Seconded by J. De Gurse

**Motion #2:** That this Committee recommend to Council that the report of the Director of Public Works dated June 11, 2014 regarding Colborne Street from Fane Street to Cameron Street be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #3:** That this Committee recommend to Council to enter into a cost sharing agreement with Danbury Developments INC. to service ten lots fronting on Colborne Street in Corunna and resurface the road between Cameron and Fane Streets. The Township portion of the required funds will be made up of \$40,000 from General Roads and an additional \$35,000 from water reserves.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #4:** That this Committee recommend to Council that the report of the Director of Public Works dated June 11, 2014 regarding 2014 Urban Asphalt Resurfacing be received as information and if the contractor is willing to extend his pricing, include Jane Street (from Traxler Court to Main Street) and Sydenham Streets in Brigden.

**CARRIED**

**COORDINATOR OF OPERATIONS REPORT:**

Moved by D. Randell

Seconded by J. De Gurse

**Motion #5:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated June 10, 2014 be received as information.

**CARRIED**

Deputy Mayor Gilliland asked staff to remind the garbage contractor to pick up garbage in front of businesses in the urban areas first thing in the morning. He then asked that Telfer Road north of Petrolia Line be graded. Mayor Arnold asked staff to ensure the gravel being put down on township roads is to proper specifications.

Moved by S. Arnold

Seconded by J. Agar

**Motion #6:** That this Committee recommend to Council that staff be directed to develop a policy for backflow preventers to be installed on residential sanitary sewer lines.

**CARRIED**

Moved by J. De Gurse

Seconded by S. Miller

**Motion #7:** That this Committee recommend to Council that the report of the Coordinator of Operations (Works) dated June 11, 2014 regarding Union Gas Pipeline Proposal be received as information.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #8:** That this Committee recommend to Council that the report of the Coordinator of Operations (Works) dated June 10, 2014 regarding Emterra Environmental Fuel be received as information and that the recommendation to increase their annual fuel allowance by 11,010 liters from 14,430 to 25,440 liters starting July 2014 be approved.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #9:** That this Committee recommend to Council that the report of the Coordinator of Operations (Works) dated June 10, 2014 regarding Fuel Storage Upgrade be received as information and the recommendation to remove and replace three underground fuel tanks with above ground tanks at the Moore Operations Center in the 2015 capital budget at an estimated cost of \$55,000 be approved.

**CARRIED**

Moved by J. Agar

Seconded by J. De Gurse

**Motion #10:** That this Committee recommend to Council that they approve the request from Nova Chemicals Canada for a permanent access driveway at 807 St. Clair Parkway and that a refundable security deposit in the amount of \$10,000.00 be received as per the report of the Coordinator of Operations (Works) dated June 10, 2014

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #11:** That this Committee recommend to Council that staff be directed to develop a policy that requires permits for access to township roads and that 50% of the \$10,000 deposit required for the access at 807 St. Clair Parkway be non-refundable.

**CARRIED**

Moved by P. Gilliland

Seconded by S. Arnold

**Motion #12:** That this Committee recommend to Council that the report of the Coordinator of Operations (Works) dated June 10, 2014 regarding Fawn Island Parking be received as information.

**CARRIED**

Moved by P. Gilliland

Seconded by S. Miller

**Motion #13:** That this Committee recommend to Council to enter into a land lease with the Fawn Island Association for parking on the north part of the Sombra Stone Dock for an annual fee of \$2000.

**DEFEATED**

Mayor Arnold stated his concern to the Committee that if a land lease is entered into with Fawn Island Association for their parking, because SouthWest Sales Corporation leases the rest of the dock, there would be no room for people using the public boat launch to park their vehicles and trailers. He suggested staff set up a meeting with Fawn Island Association and SouthWest Sales Corporation to see if a solution can be reached for parking that satisfies both parties, and affords visitors using the boat launch a place to park.

Moved by D. Randell

Seconded by J. De Gurse

**Motion #14:** That this Committee recommend to Council that they waive the Township's procurement policy for surface treatment and approve the quoted price of \$3.89 per square meter for 'Fibermat Chip Seal' from Norjohn Contracting and Paving Ltd. as per the report of the Coordinator of Operations (Works) dated June 10, 2014.

**CARRIED**

**COORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by S. Miller

Seconded by D. Randell

**Motion #15:** That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated June 11, 2014 be received as information.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by J. De Gurse

Seconded by J. Agar

**Motion #16:** That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated June 11, 2014 be received as information and the recommendations contained within be approved.

**CARRIED**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #17:** That it be recommended to Council that Council approve the lowest quotation of \$7,901.66 (including net HST) from Murray Mills Excavating & Trucking (Sarnia) Ltd. for the brushing and cleanout of the Poli Drain as a maintenance expense to the drain.

**CARRIED**

Moved by S. Miller

Seconded by J. De Gurse

**Motion #18:** That it be recommended to Council that Council approve the lowest quotation of \$16,076.45 (including net HST) from Murray Mills Excavating & Trucking (Sarnia) Ltd. for the brushing and cleanout of the Rankin Drain as a maintenance expense to the drain.

**CARRIED**

Moved by J. Agar

Seconded by D. Randell

**Motion #19:** That this Committee recommend to Council that the tender submitted by BF Environmental Consultants Ltd. in the amount of \$31,675.59 (including net HST) for the Bruce Stratton Drain construction be accepted and that the Mayor and Clerk be authorized to sign the contract and other related documents.

**CARRIED**

**WATER/WASTE WATER SPECIALIST/ORO REPORT:**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #20:** That it be recommended to Council that Ellie Faubert at 4454 St. Clair Parkway receives a credit of \$1622.37 on the May 2014 water/sewer bill.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #21:** That this Committee recommend to Council that the report of the Water/Wastewater Specialist dated June 10, 2014 addressing Odour Complaints be received

as information.

**CARRIED**

Nova informed the Committee that she called all the property owners in the area to investigate who all detected the odor. Mayor Arnold stated that township staff should be on-site to investigate odor complaints along with the operations staff from the treatment plant. A report should be prepared by the member of staff who attended the call and sent to Council. Staff was directed to place a notice in the next edition of the beacon educating the property owners who detect a smell related to the waste water treatment plant on the proper protocol to alleviate the source of the odor most efficiently.

Moved by D. Randell

Seconded by J. De Gurse

**Motion #22:** That it be recommended to Council that John Innis at 52 Whitebread Line receive a credit of \$613.80 on the May 2014 water bill.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #23:** That it be recommended to Council that the report of the Water/Waste Water Specialist dated June 11, 2014 with regard to RFPs for Sombra Lagoon De-Sludging be received as information.

**CARRIED**

Moved by J. De Gurse

Seconded by P. Gilliland

**Motion #24:** That it be recommended to Council that Patrick Girard and Gail Zelina at 4312 St. Clair Parkway receive a credit of \$528.14 on the May 2014 water/sewer bill.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #25:** That the water/sewer bill for the property owned by Hugh and Pauline Devin be lifted from the table for consideration.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #26:** That it be recommended to Council that Hugh and Pauline Devin pay in full \$876.96 for their water/sewer bill.

**CARRIED**

**NEW BUSINESS:**

Due to the large audience in attendance for the 4:45 CCPC deputation related to the pedestrian crosswalk on St. Clair Parkway, the Committee elected to adjourn and hear the deputation during the subsequent council meeting.

**ADJOURNMENT:**

Hearing no further business, it was;

Moved by D. Randell

Seconded by S. Miller

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

**CARRIED**

The meeting adjourned at 4:45 p.m.

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Chairperson

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J. Baranek  
Secretary

