

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

St. Clair Civic Centre
Committee Room 1
October 20, 2014
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, October 20, 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
	M. Deline	Director of Public Works, Operations & Engineering
	G. Hackett	Director of Community Services
	C. McClemens	Deputy Clerk, Coordinator of Planning
	W. Anderson	Fire Chief

FINANCE AND ADMINISTRATION COMMITTEE

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending September 30, 2014

3. STATEMENT OF FINANCIAL POSITION: period ending September 30, 2014

4. TREASURER'S REPORT:

A-1 – Question pertaining to Accounts Payable Invoices & Tax Registration
A-2 – Analysis Pre 2008 Year End Surplus Reserve
A-3 – Moore Campground Capital Reserve Build Up
A-4 – Approval of CIBC as Provider of Banking Offsetting Services
A-5 – OCIF – Formula Based Funding Allocation Notice
A-6 – 2015 Municipal Policing Billing Statement – Ontario Provincial Police
A-7 – Tax Sale Properties

5. SENIOR TAX CLERK'S REPORT:

- Write Offs for the 2011, 2012, 2013 and 2014 Taxation years

6. DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly report

7. FIRE CHIEF'S REPORT:

- Monthly Report
- Incident Summary from September 15 to October 19, 2014
- FPSCE (Fire School) Agreement Report

8. CLERK'S REPORTS:

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

10. NEW BUSINESS:

11. ADJOURNMENT:

Chairperson Agar called the meeting to order at 3:20 pm and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

GENERAL ACCOUNTS: Month of September 2014

The Committee reviewed the list of General Accounts and after brief clarifications, it was:

Moved by J. DeGurse

Seconded by P. Gilliland

Motion #1 That this Committee recommend to Council that the General Accounts for the month of September 2014, starting with supplier number ABE001 to YEL001 totaling \$7,456,887.57 be approved.

CARRIED

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #2 That staff produce a report on fuel usage per vehicle and indicate how the fuel usage is monitored.

CARRIED

STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurer's Statement on the Financial Position of the municipality for the period ending September 30, 2014.

Moved by S. Miller

Seconded by D. Randell

Motion #3 That it be recommended to Council that the Statement of Financial Position for period ending September 30, 2014 be received and approved.

CARRIED

TREASURER'S REPORT:

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

Motion #4 That it be recommended to Council that the Treasurer's Report pertaining to Accounts Payable Invoices and Tax Registration be received as information.

CARRIED

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #5 That it be recommended to Council that the financing of the Port Lambton Field Board 23HP Kubota tractor at the estimated cost of \$22,600 be financed from the Year End Surplus reserve and the Treasurer's Report pertaining to such be received as information.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #6 That Treasurer's Report A-3 related to the Moore Campground Capital Reserve Build Up be tabled to allow consideration of other alternatives.

TABLED

Moved by D. Randell

Seconded by S. Miller

Motion #7 That it be recommended to Council that they approve the renewal of its banking and offsetting arrangement with CIBC for a term of five years with an option for an additional five years upon satisfactory performance, to authorize staff to sign banking agreements and that the Treasurer's Report pertaining to such be received as information.

CARRIED

Moved by P. Carswell-Alexander

Seconded by S. Arnold

Motion #8 That it be recommended to Council that the 2015 OCIF funding grant notice report be received and incorporated into the 2015 Capital Budget and that staff be authorized to complete the contribution agreement and that the Treasurer's Report pertaining to such be received as information.

CARRIED

Moved by J. DeGurse

Seconded by P. Carswell-Alexander

Motion #9 That it be recommended to Council that the 2015 Municipal Policing Billing Statement – Ontario Provincial Police be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #10 That it be recommended to Council that the report submitted by the Tax Collector dated October 16, 2014 related to tax sale properties be received as information.

CARRIED

SENIOR TAX CLERK'S REPORT:

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

Motion #11 That it be recommended to Council that the report submitted by the Senior Tax Clerk related to write offs for the 2011 – 2014 years be received as information and the taxes contained within be reduced or cancelled, pursuant to Section 358 and Section 357 of the Municipal Act, 2001, C..

CARRIED

DIRECTOR OF COMMUNITY SERVICES' REPORT:

Moved by J. DeGurse

Seconded by S. Miller

Motion #12 That it be recommended to Council that the monthly report submitted by the Director of Community Services dated October 15, 2014 be received as information.

CARRIED

Moved by D. Randell

Seconded by P. Gilliland

Motion #13 That it be recommended to Council that the recommended rate increases attached to the Monthly Community Services Report dated October 15, 2014 related to the golf course be approved.

CARRIED

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #14 That it be recommended to Council that a report be prepared by staff tracking the free passes issued by the golf course and their use for the calendar year 2014.

CARRIED

Moved by S. Miller

Seconded by S. Arnold

Motion #15 That it be recommended to Council that the Director of Community Services undertake further review related to campground fees for the upcoming 2015 season and bring a report back for the consideration of Council.

CARRIED

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

Motion #16 That it be recommended to Council that the Director of Community Services be authorized to service five sites with hydro and sewer at Cathcart Park and to pay for these improvements from the current operating budget.

CARRIED

Moved by P. Gilliland

Seconded by S. Arnold

Motion #17 That it be recommended to Council that the Director of Community Services be authorized to approach the St. Clair Region Conservation Authority for permission to construct a new building to house offices, registration, laundry facilities and concession items for Cathcart Park and to prepare drawings for building permits with the cost of the design charged against the current operating budget.

CARRIED

Moved by S. Miller

Seconded by P. Gilliland

Motion #18 That it be recommended to Council that the Director of Community Services be authorized to complete upgrades to the existing shelter at Branton Cundick Park and that the cost of the proposed work be charged to the current operating budget.

CARRIED

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #19 That it be recommended to Council that the Director of Community Services work with Minor Hockey to install signage to control the emergency doors and use his discretion to determine if stricter control mechanisms are required.

CARRIED

DIRECTOR OF EMERGENCY SERVICES' REPORT:

Moved by J. DeGurse

Seconded by S. Miller

Motion #20 That it be recommended to Council that the monthly report submitted by the Fire Chief for the month of September be received as information.

CARRIED

Moved by P. Carswell-Alexander

Seconded by S. Miller

Motion #21 That it be recommended to Council that, from this point forward, reimbursements being sought by staff who purchased work related items without detailed receipt not be authorized.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #22 That it be recommended to Council that the Fire Chief be authorized to use his discretion in how best to use the \$1200 in the budget per station to recognize efforts of individuals above and beyond the typical call of duty.

CARRIED

Moved by S. Arnold

Seconded by J. DeGurse

Motion #23 That it be recommended to Council to approve up to \$15,000 from the Emergency Services Golf Tournament to purchase training props from Detour Gold.

CARRIED

Moved by J. DeGurse

Seconded by P. Carswell-Alexander

Motion #24 That it be recommended to Council that the Incident Report from September 15 to October 19, 2014 be received as information.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #25 That it be recommended to Council that the FPSCE (Fire School) Agreement Report be received as information.

CARRIED

NEW BUSINESS:

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by D. Randell

Seconded by S. Miller

Motion #26 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:30 p.m.

J. Agar
Chairperson

J. Baranek
Secretary

PUBLIC WORKS & OPERATIONS COMMITTEE

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly Report
- Nash Landing Sign

4. COORDINATOR OF ENGINEERING REPORT:

- Monthly Report
- St. Clair Parkway Watermain Replacement & Road Rehabilitation Contract
Deletion of Road Rehabilitation

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report
- Allingham Drain – Tom McLaughlin
- Storm Connection – 1206 Emily Street

6. WATER/WASTE WATER SPECIALIST/ORO REPORT:

- Odour Control Investigation Update at Courtright WWTP
- Sanitary Backwater Valve in Existing Buildings Policy

7. NEW BUSINESS:

8. ADJOURNMENT:

Chairperson Carswell-Alexander called the meeting to order at 4:30 p.m. and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

COORDINATOR OF OPERATIONS' (WORKS) REPORT:

Moved by D. Randell

Seconded by J. DeGurse

Motion #1 That it be recommended to Council that the monthly report submitted by the Coordinator of Works dated October 15, 2014 be accepted and received as information.

CARRIED

Moved by J. Agar

Seconded by S. Miller

Motion #2 That it be recommended to Council to approve the offer from Danbury Developments to complete the future maintenance activities at the 'Nash Landing' sign in the median of Nash Drive at Hill Street and receive the report pertaining to same dated October 15, 2014 from the Coordinator of Operations.

CARRIED

COORDINATOR OF ENGINEERING SERVICES' REPORT:

Moved by S. Miller

Seconded by D. Randell

Motion #3 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated October 15, 2014 be accepted and received as information.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #4 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated October 15, 2014 related to the St. Clair Parkway Watermain Replacement & Road Rehabilitation Contract deletion of Road Rehabilitation be accepted and received as information and that the rehabilitation portion of the contract in the amount of \$605,000 (plus HST) be removed from the contract and re-tendered in the spring of 2015, and that ratepayers in the area be circulated an information sheet explaining the amendment to the contract.

CARRIED

DRAINAGE SUPERINTENDENT'S REPORT:

Moved by D. Randell

Seconded by J. DeGurse

Motion #5 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated October 15, 2014 be received and that the recommendations contained within be approved.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #6 That it be recommended to Council that the request submitted by Tom McLaughlin to be reimbursed \$11,013.70 for the compensation of lost crop and revenue be denied.

CARRIED

Moved by P. Gilliland

Seconded by S. Miller

Motion #7 That it be recommended to Council that the report submitted by the Drainage Superintendent dated October 15, 2014 related to the storm connection at 1206 Emily Street be received as information.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #8 That it be recommended to Council that staff be directed to review the fee schedule for public works and update any fees that have become outdated to ensure costs incurred by the municipality are covered.

CARRIED

WATER/WASTE WATER SPECIALIST/ORO'S REPORT:

Moved by S. Miller

Seconded by J. DeGurse

Motion #9 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated October 15, 2014 related to Odour Control Investigation Update at Courtright Waste Water Treatment Plant be received as information.

CARRIED

Moved by P. Gilliland

Seconded by J. Agar

Motion #10 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated October 15, 2014 related to Sanitary Backwater Valve in Existing Buildings Policy be received as information and the policy be adopted.

CARRIED

NEW BUSINESS:

Moved by S. Arnold

Seconded by D. Randell

Motion #11 That it be recommended to Council that soft spots on roads in the following locations be maintained by Public Works:

- Burman Line east of Kimball Road
- Bickford Line east of Waubuno Road

and that garbage be picked up on Duthill Road south of Holt Line.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #12 That it be recommended to Council that staff be directed to produce a report on township spec for gravel being used on roads to ensure there is adequate stone included with the necessary fines.

CARRIED

Moved by S. Arnold

Seconded by J. DeGurse

Motion #13 That it be recommended to Council that staff investigate hard surfaced roads in Enniskillen Township to determine if there is a more efficient way to produce hard surfaced roads in the Township of St. Clair.

CARRIED

Chairperson Carswell-Alexander asked Mayor Arnold to brief the committee on a memo he received from Mark Steadman of 3050 Brigden Road. Mayor Arnold referred to an email and photos received from Mr. Steadman on October 16, 2014, related to a flooded basement that resulted from a heavy rainfall. Coordinator of Operations Gary DePooter informed the Committee that he has been to the site and agreed the issue was not only on Mr. Steadman's private property but also in the municipal road allowance. Mr. DePooter informed the home owner, who had hired an excavator to locate the issue, to continue exposing the storm outlet from his house all the way to the main along Brigden Road, and that we would cover the cost from the property line to the main. Further, Mr. DePooter informed the homeowner that we would cover one hour of hoe time which it would have taken to discover the collapsed clay storm tile. Mr. Steadman is seeking reimbursement of \$1120.00 (+HST) of the remainder of the hoe time expended to expose the collapsed storm drain. He is not asking for compensation of the new tile he put in place of the former.

Moved by S. Miller

Seconded by P. Gilliland

Motion #14 That any resolution to the flooded basement issue at 3050 Brigden Road be tabled to allow staff time to review and produce a report for the next committee meeting.

TABLED

Chairperson Carswell-Alexander then asked Mayor Arnold to speak to another memo received from Steve Vandevenne, owner of 322 Brentwood Crescent. Mayor Arnold informed the Committee that he received an email from Mr. Vandevenne dated October 19, 2014, related to the condition of a Township fence leading to a park behind his property, and vines that grow between the Township fence and a privacy fence installed on private property. Mr. Vandevenne removed the vines that were beginning to damage his fence, which resulted in a reaction to touching the vines that caused his hands to swell and be in pain.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #15 That it be recommended to Council that staff follow up on a complaint about the condition of the fence at 322 Brentwood Crescent and undertake any repairs as required.

CARRIED

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by S. Miller

Seconded by D. Randell

Motion #16 That this Committee meeting hereby adjourn.

CARRIED

The meeting adjourned at 5:15 p.m.

P. Carswell-Alexander
Chairperson

J. Baranek
Secretary