

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

St. Clair Township Civic Centre
Committee Room #1
November 17, 2014
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, November 17, 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 October 31, 2014

3. STATEMENT OF FINANCIAL POSITION: period ending October 31, 2014

4. TREASURER’S REPORT:

A-1 – Drain Reserves
A-2 – MPAC - Property Assessment Notices
A-3 – Hydro Saving with LAS
A-4 – OPG Assessment Appeal
A-5 – Update to the 2014 Capital Budget projected ‘til December 31, 2014
A-6 – Departmental Fuel Usage & Monitoring Report

5. DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly report

6. FIRE CHIEF’S REPORT:

- Monthly Report
- Incident Summary from October 17 to November 10, 2014

7. CLERK’S REPORTS:

8. C.A.O.’S REPORTS:

9. NEW BUSINESS:

10. ADJOURNMENT:

Chairperson Agar called the meeting to order at 3:00 pm and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

GENERAL ACCOUNTS: Month of October 2014

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

Moved by D. Randell

Seconded by P. Gilliland

Motion #1 That this Committee recommend to Council that the General Accounts for the month of October 2014, starting with supplier number 183002 to XPL001 totaling \$2,122,085.96 be approved.

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 P. Carswell-Alexander

Seconded by J. Degurse

Motion #2 That it be recommended to Council that the Statement of Financial Position for period ending October 31, 2014 be received and approved.

CARRIED

TREASURER'S REPORT:

Moved by D. Randell

Seconded by P. Gilliland

Motion #3 That it be recommended to Council that \$138,907.75 be transferred to drain reserve to offset the cost of future drain road capital costs and that report A-1 be received as information.

CARRIED

Moved by S. Miller

Seconded by J. Degurse

Motion #4 That it be recommended to Council that the MPAC property assessment update dated October 23, 2014 as A-2 be received as information.

CARRIED

Moved by P. Carswell-Alexander

Seconded by D. Randell

Motion #5 That it be recommended to Council that the LAS Electrical Commodity Savings review (July 2013 – June 2014) shown by A-3 be received as information.

CARRIED

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #6 That it be recommended to Council that the OPG Assessment Appeal beginning with the 2013 calendar year and shown by A-4 be received as information.

CARRIED

Moved by S. Miller

Seconded by P. Carswell-Alexander

Motion #7 That it be recommended to Council that report A-5 showing the update to the 2014 capital budget and projection report be received as information.

CARRIED

Moved by J. Degurse

Seconded by D. Randell

Motion #8 That it be recommended to Council that report A-6 being the departmental fuel usage and monitoring report be received as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES' REPORT:

Moved by S. Miller
Motion #9 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 P. Gilliland
Motion #10 That it be recommended to Council that the township's Endowment Fund from the province for Cathcart Park Shoreline Protection Phase IV could be used to support the request for funding in the amount of \$30,000 from the Conservation Authority.

CARRIED

Moved by S. Arnold
Motion #11 That it be recommended to Council that Wicks Construction be awarded the tender in the amount of \$272,434.53 for Cathcart Park Shore Revitalization project Phase IV.

CARRIED

Moved by S. Arnold
Motion #12 That it be recommended to Council that the cart fees for township campgrounds mirror that of the Conservation Authority and be set at \$150 per year and that gas golf carts be phased out over three years.

CARRIED

Moved by P. Carswell-Alexander
Motion #13 That it be recommended to Council that the previously amended increase for seasonal camping fees for the 2015 season be confirmed.

CARRIED

Moved by S. Arnold
Motion #14 That it be recommended to Council that the Golf Advisory Committee be made up of members Randy Mair and Tim Dunlop and staff members Kendell Lindsay and Lis Hyde.

CARRIED

Moved by S. Arnold
Motion #15 That it be recommended to Council that a complete investigation of the bowstring truss analysis and the requirements for bearing plates be undertaken and that all costs be charged to the Complex reserve.

CARRIED

Moved by S. Arnold
Motion #16 That it be recommended to Council that a membrane be researched to potentially be installed beneath the cement at Cathcart Park.

CARRIED

DIRECTOR OF EMERGENCY SERVICES' REPORT:

Moved by P. Carswell-Alexander
Motion #17 That it be recommended to Council that the monthly report submitted by the Fire Chief for the month of October be received as information.

CARRIED

Moved by P. Gilliland
Motion #18 That it be recommended to Council that the Incident Report from October 17 to November 10, 2014 be received as information.

CARRIED

NEW BUSINESS:

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by S. Arnold
Motion #19 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 3:50 p.m.

Jeff Agar
Chairperson

J. Baranek
Secretary

PUBLIC WORKS & OPERATIONS COMMITTEE

AGENDA:

4:00 p.m. – Ryan Tamming – Engineer Tech

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly Report
- Mark Steadman Storm Service

4. COORDINATOR OF ENGINEERING REPORT:

- Monthly Report
- Colborne Street Reconstruction Project

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report
- Results of Annett Drain Quotation
- Results of Currie Drain Quotation
- Results of Walton Drain Quotation

6. WATER/WASTE WATER SPECIALIST/ORO REPORT:

- Pump Station Flygt Control Panel Upgrade
- 199 Moore Line Water Bill
- Odour Control Investigation Update at Courtright WWTP

7. NEW BUSINESS:

- Sewage repair – 379 Meghan Court

8. ADJOURNMENT:

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

Director of Public Works, Matt Deline, introduced new engineering technician, Ryan Tamming, where he was welcomed by each member of the Committee.

DECLARATION OF CONFLICT OF INTEREST:

None declared.

COORDINATOR OF OPERATIONS' (WORKS) REPORT:

Moved by J. Agar

Seconded by S. Miller

Motion #1 That it be recommended to Council that the monthly report submitted by the Coordinator of Works dated November 6, 2014 be accepted and received as information.

CARRIED

Moved by J. Degurse

Seconded by D. Randell

Motion #2 That it be recommended to Council that the report from the Coordinator of Operations - Gary DePooter related to Mark Steadman's storm service dated November 6, 2014 be received and the recommendation contained within be approved.

DEFEATED

Moved by J. Agar

Seconded by P. Gilliland

Motion #3 That it be recommended to Council that Mark Steadman be reimbursed in the amount of \$1,120 plus HST being the amount charged for machine time to discover the source of a storm service plug.

CARRIED

COORDINATOR OF ENGINEERING SERVICES' REPORT:

Moved by J. Agar

Seconded by D. Randell

Motion #4 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated November 12, 2014 be accepted and received as information.

CARRIED

Moved by J. Agar

Seconded by D. Randell

Motion #5 That it be recommended to Council that the report submitted by the Coordinator of Engineering related to Colborne Street Reconstruction dated November 12, 2014 be accepted and received as information.

CARRIED

DRAINAGE SUPERINTENDENT'S REPORT:

Moved by J. Agar

Seconded by D. Randell

Motion #6 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated November 7, 2014 be received and the following recommendations be approved:

- That R. Dobbin Engineering be appointed to prepare a new drainage report recommending improvements to the Wilson Drain located along the north side of White Line between Lots 10 and 12.
- That brushing and the removal of trees be approved on the McDonald Drain located along the north side of Moore Line, before the passing of the final by-law to avoid the "bird timing window" in 2015.
- That a cleanout of the Eyre Drain be approved located along the north side of Moore Line between Tecumseh Road and Kimball Road to be done by a suitable qualified contractor as a maintenance expense to the drain.
- That the removal of beavers and dams within the Perch Creek Drain be approved to be done by a suitable and qualified contractor as a maintenance expense to the drain.
- That the removal of beavers and dams within the Marsh Creek Drain be approved to be done by a suitable and qualified contractor as a maintenance expense to the drain.

CARRIED

Moved by P. Gilliland

Seconded by J. Degurse

Motion #7 That it be recommended to Council that the lowest quotation of \$46,042.31 (including net HST) from J&L Henderson Limited for the brushing and cleanout on the Annett Drain as a maintenance expense to the drain be approved.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #8 That it be recommended to Council that the quotation of \$10,197.82 (including net HST) from Armtec Limited for the supply of piping material and the lowest quotation of

\$38,101.09 (including net HST) from J&L Henderson Limited for the brushing, cleanout and access replacement on the Curried Drain as a maintenance expense to the drain be approved.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #9 That it be recommended to Council that the lowest quotation of \$15,569.28 (including net HST) from Seys Bulldozing and Excavating for the brushing and cleanout on the Walton Drain as a maintenance expense to the drain be approved.

CARRIED

WATER/WASTE WATER SPECIALIST/ORO'S REPORT:

Moved by J. Degurse

Seconded by P. Gilliland

Motion #10 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated November 13, 2014 related to the Pump Station Flygt Control Panel Upgrade be received.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #11 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated November 3, 2014 related to 199 Moore Line Water Bill be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #12 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated November 17, 2014 related to Odour Control Investigation Update at Courtright WWTP be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #13 That it be recommended to Council that any bench testing that is required by CH2MHill related to resolving the odour issues at the WWTP be undertaken.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #14 That it be recommended to Council that any necessary winterizing of the WWTP in Courtright be undertaken if not already completed.

CARRIED

NEW BUSINESS:

Moved by S. Arnold

Seconded by D. Randell

Motion #15 That it be recommended to Council that Public Works include the reconstruction of Adelia Street for consideration in the capital budget for 2015.

CARRIED

Moved by S. Miller

Seconded by S. Arnold

Motion #16 That it be recommended to Council that staff produce a report related to the sewage repair done at 379 Meghan Court for consideration at the next Committee meeting.

CARRIED

Mayor Arnold asked staff to investigate the conversion of old fire truck chassis into liquid calcium vehicles. He also requested staff to produce a policy and procedure manual for snow removal within the township and indicated the County of Lambton has recently produced a very thorough manual. He continued by saying the John Deere tractors have not yet been made winter ready and that he would like to see an investigation into the possibility of contracted salt trucks being tendered to meet township salters on-site to reduce time for de-icing.

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by S. Miller

Seconded by D. Randell

Motion #17 That this Committee meeting hereby adjourn.

CARRIED

The meeting adjourned at 4:55 p.m.

Pat Carswell-Alexander
Chairperson

J. Baranek
Secretary