

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

St. Clair Township Civic Centre
Committee Room #1
March 12, 2018
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, March 12, 2018 with the following people present:

J. Agar	Chairperson, Finance & Administration
P. Gilliland	Chairperson, Public Works and Operations
S. Arnold	Mayor
T. Kingston	Councillor
D. Randell	“
S. Miller	“
J. De Gurse	“
Staff: C. McClemens	Deputy Clerk/Coordinator of Planning
C. Quenneville	Treasurer
B. Black	Director of Public Works, Operations & Engineering
L. Kennedy	Director of Community Services
W. Anderson	Fire Chief

**TOWNSHIP OF ST. CLAIR
FINANCE AND ADMINISTRATION COMMITTEE
AGENDA**

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: For the month of February, 2018

3. STATEMENT OF FINANCIAL POSITION: None

4. TREASURER’S REPORTS:

- A-1 – Health and Safety Policies Program
- A-2 – 2018 Annual Repayment Limit (ARL) for Long Term Debt Financing
- A-3 – Fawn Island Parking Lot Special Area Rating
- A-4 – AMO Policy Update – Province Broadens Municipal Investment Powers

5. DEPUTY TREASURER/COORDINATOR OF ACCOUNTING’S REPORTS:

- Consideration for Duplicate Tax Bills
- Legal Opinion on MPAC Change to GATX Rail Canada

6. DEPUTY CLERK/COORDINATOR OF PLANNING’S REPORT:

- Information Only – Planning/Development Summary

7. FIRE CHIEF’S REPORT:

- Monthly Report

8. DIRECTOR OF COMMUNITY SERVICES’ REPORTS:

- Monthly Report

- ½ Ton & 1 Ton Truck Tender Results
- Possible Expansion of Library Internet Use

9. NEW BUSINESS:

10. ADJOURNMENT:

At the appointed time of 3:00 p.m., Chairperson Agar declared the meeting open.

1. DECLARATION OF PECUNIARY INTEREST:

None declared.

2. GENERAL ACCOUNTS:

The Committee reviewed the list of General Accounts. Staff was asked for various clarifications, after which the following motion was approved:

Moved by J. De Gurse

Seconded by S. Miller

Motion #1 Be it resolved that this Committee recommend to Council that General Accounts for the month of February 2018, starting with supplier number 103001 to ZIN002 totaling \$2,342,409.50 be approved.

CARRIED

3. STATEMENT OF FINANCIAL POSITION:

There was no financial statement submitted for consideration.

4. TREASURER'S REPORTS:

Moved by D. Randell

Seconded by P. Gilliland

Motion #2 Be it resolved that report A-1 *Health and Safety Policies Program* as submitted by Treasurer - Charlie Quenneville dated February 28, 2017 be received as information.

DEFEATED

Moved by S. Arnold

Seconded by D. Randell

Motion #3 Be it resolved that report A-1 *Health and Safety Policies Program* as submitted by Treasurer - Charlie Quenneville dated February 28, 2017 be tabled to provide further discussion with Staff.

TABLED

Moved by J. De Gurse

Seconded by T. Kingston

Motion #4 Be it resolved that report A-2 *2018 Annual Repayment Limit (ARL) for Long Term Debt Financing* as submitted by Treasurer - Charlie Quenneville dated April 4, 2018 be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #5 Be it resolved that report A-3 *Fawn Island Parking Lot Special Area Rating* as submitted by Treasurer - Charlie Quenneville dated March 6, 2018 be received as information and that the financing of the Fawn Island Parking Lot in the amount of \$22,581.82 through Special Area Rate over five years with \$28,000.00 being financed from the Education and Environment reserve be approved and that Staff be directed to draft the special rate by-law.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #6 Be it resolved that report A-4 *AMO Policy Update – Province Broadens Municipal Investment Powers* as submitted by Treasurer - Charlie Quenneville dated March 6, 2018 be received as information.

CARRIED

5. DEPUTY TREASURER/COORDINATOR OF ACCOUNTING'S REPORTS:

Moved by S. Arnold

Seconded by J. De Gurse

Motion #7 Be it resolved that the report *Consideration for Duplicate Tax Bills* dated March 7, 2018 as submitted by Deputy Treasurer – George Lozon be received as information.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #8 Be it resolved that the report *Legal Opinion on MPAC Change to GATX Rail Canada* dated March 7, 2018 as submitted by Deputy Treasurer – George Lozon be received as information.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #9 Be it resolved that Staff is authorized to use MTAG paralegal to get a second opinion on MPAC's changing of GATX Rail Canada Corporation Roll# 220-060-09799 from industrial to commercial for 2015 onwards.

CARRIED

6. DEPUTY CLERK/COORDINATOR OF PLANNING'S REPORT:

Moved by J. De Gurse

Seconded by D. Randall

Motion #10 Be it resolved that the report *Information Only – Planning/Development Summary* submitted by Deputy Clerk/Coordinator of Planning – Carlie McClemens dated March 12, 2018 be received as information.

CARRIED

7. FIRE CHIEF'S REPORT:

Moved by J. De Gurse

Seconded by T. Kingston

Motion #11 Be it resolved that the monthly report as submitted by the Fire Chief Walt Anderson dated March 12, 2018, be received as information.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #12 Be it resolved that Council approve the recommendation in the Apparatus Report to collect and bring back details on having Fire Service Underwriters review the Township's fire protection capabilities as was done in 2011.

CARRIED

Moved by J. De Gurse

Seconded by T. Kingston

Motion #13 Be it resolved that Council approves the request for the Command Unit and UAV to be used as a display at the upcoming Emergency Preparedness Day which will be held at Clearwater Arena in Sarnia on May 11, 2018 from 9:00 a.m. – 2:00 p.m.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #14 Be it resolved that Council authorize Chief Anderson and District Chief Paul Mitchell to travel to the Rosenbauer plant in Lyon, South Dakota on March 21, 2018 to conduct the pre-construction meeting on the two new apparatus.

CARRIED

Moved by S. Miller

Seconded by J. De Gurse

Motion #15 Be it resolved that Council approve Chief Anderson's attendance at the Fire Department Instructors Conference in Indianapolis April 25th – April 27th and also authorize the use of the Brigden Station van for the trip.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #16 Be it resolved that Council approve the Memorandum of Understanding Agreement Training Partnership between St. Clair Fire, Lambton EMS and Dr. Paul Bradford and further direct Chief Anderson to sign the agreement for training purposes only.

CARRIED

8. DIRECTOR OF COMMUNITY SERVICES' REPORTS:

Moved by D. Randell

Seconded by P. Gilliland

Motion #17 Be it resolved that the monthly report submitted by the Director of Community Services - Linda Kennedy dated March 7, 2018 be received as information.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #18 Be it resolved that the report *½ Ton & 1 Ton Truck Tender Results* submitted by the Director of Community Services - Linda Kennedy dated March 6, 2018 be received as information and the following recommendations be approved:

- That Council approve the Parklane tendered price of \$34,469.92 for the purchase of a ½ Ton 4x4 truck to be financed from the park equipment and vehicle reserve.
- That Council approve the Parklane tendered price of \$39,345.16 for the purchase of a 1 Ton 4x4 truck to be financed from the park equipment and vehicle reserve.

CARRIED

Moved by J. De Gurse

Seconded by P. Gilliland

Motion #19 Be it resolved that the report *Possible Expansion of Library Internet Use* submitted by the Director of Community Services - Linda Kennedy dated March 7, 2018 be received as information.

CARRIED

Moved by S. Miller

Seconded by J. De Gurse

Motion #20 Be it resolved that the report *Department of Community Golf Course Equipment* submitted by the Director of Community Services - Linda Kennedy dated March 12, 2018 be received as information and the following recommendations be approved:

- That Council approve the purchase of 8 new Clubcar golf carts at \$45,192 from golf operating reserve.
- That Council approve the purchase of a used Jacobsen greens mower at \$15,500 from golf operating reserve.
- That Council approve the replacement of the 2003 beer cart with a 2017 utility vehicle with a cooler at \$7,800 from golf operating reserve.
- That Council approve the purchase of a 2014 John Deere rotary mower for \$26,500.

CARRIED

9. NEW BUSINESS:

None.

Committee of the Whole,
March 12, 2018

10. ADJOURNMENT:

Moved by S. Miller

Seconded by D. Randell

Motion #21 Be it resolved that the meeting do hereby adjourn.

CARRIED

The meeting was adjourned at 3:55 p.m.

Chairperson - Jeff Agar

Deputy Clerk – Carlie McClemens

**TOWNSHIP OF ST. CLAIR
PUBLIC WORKS & OPERATIONS COMMITTEE
AGENDA**

4:00 p.m. – OPG – Dan Roorda & Steve Repergel

1. DECLARATION OF PECUNIARY INTEREST:

2. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

- Monthly Report
- New Waste Receptacles – Downtown Corunna
- New Cogeco Hub Location – Industrial Park
- Additional Streetlights – St. Clair Parkway
- Traffic Controller – Hill and Lyndoch
- Beckwith Street – Corunna
- Waste Collection – Dumpsters
- Two Extended Cab Pick-up Trucks – 4x4 – ½ Ton Tender

3. COORDINATOR OF OPERATIONS' (WATER/WASTEWATER) REPORT:

- Monthly Report

4. COORDINATOR OF ENGINEERING'S REPORTS:

- Monthly Report
- FCM MAMP Grant – Road Needs Assessment
- 2018 Bridge and Culvert Inspections

5. DRAINAGE SUPERINTENDENT'S REPORT:

- Monthly Report

6. WATER/WASTEWATER SPECIALIST'S REPORT:

- FOG (fats, oil and grease) Information for the Beacon

7. NEW BUSINESS:

8. ADJOURNMENT:

At the appointed time of 4:00 p.m., Chairperson Gilliland declared the meeting open.

Ontario Power Generation (OPG) – Dan Roorda, Steve Repergel & Dean Hinchcliffe

At the appointed time of 4:00 p.m., Chairperson Gilliland welcomed Dan Roorda, Steve Repergel and Dean Hinchcliffe of OPG to make their presentation.

Dan Roorda presented an update on the demolition of the Lambton Generating Station and, on behalf of OPG, asked Council's permission to connect to the Hawkins Drain.

Chairperson Gilliland thanked Dan, Steve and Dean for their presentation.

Moved by S. Miller

Seconded by T. Kingston

Motion #1 Be it resolved that the request made by OPG for permission to connect to the Hawkins Drain be approved.

DEFEATED

Moved by S. Arnold

Seconded by J. Agar

Motion #2 Be it resolved that the request made by OPG for permission to connect to the Hawkins Drain be tabled for peer review.

CARRIED

Moved by S. Miller

Seconded by J. Agar

Motion #3 Be it resolved that the request made by OPG to expand the existing trail license be referred to Public Works Department for further discussion and follow up.

CARRIED

1. DECLARATION OF PECUNIARY INTEREST:

None declared.

2. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

Moved by T. Kingston

Seconded by D. Randell

Motion #4 Be it resolved that the monthly report submitted by the Coordinator of Operations' (Works) - David Neely dated March 7, 2018 be received as information.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #5 Be it resolved that the report *New Waste Receptacles – Downtown Corunna* submitted by the Coordinator of Operations' (Works) - David Neely dated March 7, 2018 be received as information and that the Township procurement policy be waived for economic benefits and that the quote submitted by the Maglin Site Furniture in the amount of \$22,626.34 (including net HST) for the supply of twenty (20) new outdoor waste receptacles be approved for purchase.

CARRIED

Moved by S. Arnold

Seconded by J. De Gurse

Motion #6 Be it resolved that the report *New Cogeco hub Location – Industrial Park* submitted by the Coordinator of Operations' (Works) - David Neely dated March 7, 2018 be received as information and that Council approve the proposal submitted by Cogeco in principal and direct staff to continue negotiating the details of a final agreement with Cogeco.

CARRIED

Moved by J. De Gurse

Seconded by T. Kingston

Motion #7 Be it resolved that the report *Additional Streetlights - St. Clair Parkway* submitted by the Coordinator of Operations' (Works) - David Neely dated March 7, 2018 be received as information and that an area south of Port Lambton should be added to the areas of concern for Staff to review and report back.

CARRIED

Moved by J. Agar

Seconded by T. Kingston

Motion #8 Be it resolved that the report *Traffic Controller – Hill and Lyndoch* submitted by the Coordinator of Operations' (Works) - David Neely dated March 7, 2018 be received as information and that Council approve the replacement of the traffic controller unit, which includes audible push buttons, at the intersection of Hill Street and Lyndoch Street, to be paid for from the capital reserve account established in 2011 for audible push buttons.

CARRIED

Moved by J. Agar

Seconded by S. Arnold

Motion #9 Be it resolved that consideration for a recent request for a new sidewalk and streetlights be constructed along the north side of Beckwith Street between Thompson Gardens and Albert Street be lifted from the table.

CARRIED

Moved by J. Agar

Seconded by S. Arnold

Motion #10 Be it resolved that the report *Beckwith Street – Corunna* submitted by the Coordinator of Operations’ (Works) - David Neely dated January 3, 2018 be received as information and that the following is approved and referred to the 2019 Budget:

- a) Install new concrete sidewalk (\$95,000 approximately)
- b) Add 12 more streetlights and poles (\$35,000 approximately)
- c) Street Reconstruction – asphalt surface, curbs, catch basins, manholes (\$675,000 approximately)

CARRIED

Moved by S. Arnold

Seconded by J. De Gurse

Motion #11 Be it resolved that the report *Waste Collection – Dumpsters* submitted by the Coordinator of Operations’ (Works) - David Neely dated March 7, 2018 be received as information and that Council approve the proposal submitted from Waste Management of Canada Corporation for waste collection of dumpsters for the period of July 1, 2019 to June 30, 2023, and directs Staff to prepare the contract documentation for signing by the Mayor and Clerk.

CARRIED

Moved by J. Agar

Seconded by D. Randell

Motion #12 Be it resolved that the report *Two Extended Cab Pick-up Trucks – 4x4 – ½ Ton Tender* submitted by the Coordinator of Operations’ (Works) - David Neely dated March 7, 2018 be received as information and that the low tender submitted by 709226 Ontario Limited in the amount of \$63,091.20 (including net HST) for the supply of two new 2018 Dodge Ram 1500 Extended Cab Pick-up trucks, 4x4 – ½ Ton be accepted and approved for purchase.

CARRIED

3. COORDINATOR OF OPERATIONS’ (WATER/WASTEWATER) REPORT:

Moved by S. Miller

Seconded by J. De Gurse

Motion #13 Be it resolved that the monthly report submitted by the Coordinator of Operations’ (Water/Wastewater) - Chris Westbrook dated March 12, 2018 be received as information.

CARRIED

4. COORDINATOR OF ENGINEERING’S REPORTS:

Moved by T. Kingston

Seconded by J. De Gurse

Motion #14 Be it resolved that the monthly report submitted by the Coordinator of Engineering – Paul daSilva dated March 7, 2018 be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #15 Be it resolved that the report *FCM MAMP Grant – Road Needs Assessment* submitted by the Coordinator of Engineering – Paul daSilva dated March 7, 2018 be received as information and that the following recommendations be approved:

- That Council directs Staff to apply for a grant opportunity from the Federation of Canadian Municipalities’ Municipal Asset Management Program for a Roads Needs Assessment.
- That St. Clair Township commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities’ Municipal Asset Management Program to advance our asset management program:
 - Mobile Sensing Roads Data Collection
 - Roads Assessment Data Processing
 - Pavement Management Plan utilizing a GIS based software analytics platform
- That St. Clair Township commits up to \$13,000 from its roads operating budget toward the costs of this initiative.

CARRIED

Moved by S. Miller

Seconded by J. De Gurse

Motion #16 Be it resolved that the report *2018 Bridge and Culvert Inspections* submitted by the Coordinator of Engineering – Paul daSilva dated March 7, 2018 be received as information and that the Township procurement policy be waived and the quotation submitted by Burgess Engineering Inc. in the amount of \$33,150 plus HST for detailed re-inspection of our bridges and culverts greater than 3 metres in span (63 structures for 2018), as recommended in the last bridge inspection report, be accepted.

CARRIED

5. DRAINAGE SUPERINTENDENT’S REPORT:

Moved by T. Kingston

Seconded by J. De Gurse

Motion #17 Be it resolved that the monthly report submitted by the Drainage Superintendent - Lucas DePooter dated March 1, 2018 be received as information.

CARRIED

Moved by S. Miller

Seconded by T. Kingston

Motion #18 Be it resolved that Council approves the closure of St. Clair Parkway between Second Street and Princess Street during working hours only, from April 26 to May 15, using the proposed detour route of Lambton Line to Base Line to Ward Line.

CARRIED

Property owner, Joe Kerr was in attendance during this portion of the meeting to express concern regarding recommendation #2 as noted on the Drainage Superintendent - Lucas DePooter’s report. Mr. Kerr felt that any water diverted from the Arnold Drain No. 1 to the Barnes Drain should then be diverted west at Holt Line into the O’Leary Drain East in order to avoid moving water to the East Otter Creek.

Deputy Mayor Gilliland noted that further discussion regarding this matter would occur during the process of completing the Engineer’s Report.

Moved by S. Arnold

Seconded by T. Kingston

Motion #19 Be it resolved that Council approve the Road Superintendent request for an improvement to the Arnold Drain No. 1 (for the installation of an alternative overflow outlet) providing relief to Smith Line, and appoint Spriet Associates to prepare a new report under Section 78 of the Drainage Act.

CARRIED

Moved by D. Randell

Seconded by J. Agar

Motion #20 Be it resolved that Council approve the spot cleanout and removal of dead and fallen trees from the Burton Creek Drain by a suitable and qualified contractor with the maintenance costs charged to the drain.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #21 Be it resolved that Council approve the installation of the two suitably sized private culverts on the March Creek Drain North with work to be completed by Hydro One and with construction and maintenance costs to be 100% at the expense of Hydro One.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #22 Be it resolved that Council approve the replacement of the access culvert to 1555 LaSalle Line by a suitable and qualified contractor with maintenance costs charged to the drain.

CARRIED

Moved by T. Kingston

Seconded by J. De Gurse

Motion #23 Be it resolved that Council appoint Councillor Randell to attend the upcoming Court of Revision Meeting for the Woods Drain scheduled for April 10, 2018.

CARRIED

6. WATER/WASTEWATER SPECIALIST'S REPORT:

Moved by D. Randell

Seconded by S. Arnold

Motion #24 Be it resolved that the report *FOG (fats, oil and grease) Information for the Beacon* submitted by the Water/Wastewater Specialist dated March 12, 2018 be received as information and that the educational information provided related to FOG (fats, oil and grease) be approved as information for the public to be communicated (using illustrative images and captions) in the Beacon.

CARRIED

7. NEW BUSINESS:

None.

8. ADJOURNMENT:

Moved by S. Miller

Seconded by D. Randell

Motion #25 Be it resolved that the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 5:30 p.m.

Chairperson - Deputy Mayor Gilliland

Deputy Clerk – Carlie McClemens