

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

St. Clair Township Civic Centre
Committee Room #1
May 14, 2018
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, May 14, 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: J. Rodey	CAO
J. Baranek	Clerk
C. Quenneville	Treasurer
L. Kennedy	Director of Community Services
W. Anderson	Fire Chief
D. Neely	Coordinator of Roads
C. Westbrook	Coordinator of Water/Wastewater

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

3:00 p.m. – Chris Gould – Bluewater Networks – Fibre Internet Service
3:15 p.m. – Webinar - Katie Paribok – E-Solutions

1. DECLARATION OF PECUNIARY INTEREST:

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

3. STATEMENT OF FINANCIAL POSITION: For the period ending April 30, 2018

4. TREASURER’S REPORTS:

- A-1 – April Accounts Payable
- A-2 – 2017 St. Clair River Trail Grant Calculation
- A-3 – Bids & Tenders Overview and Security on E-Procurement
- A-4 – Reserve Financing for Organix Matters

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

- Information Only – Planning/Development Summary

6. CLERK’S REPORT:

- Property Standards – 1536 St. Clair Parkway

7. FIRE CHIEF’S REPORT:

- Monthly Report

8. DIRECTOR OF COMMUNITY SERVICES' REPORTS:

- Monthly Report
- Emergency Services Roof Section
- Moore Sports Complex
- Port Lambton Community Hall
- Cathcart Park

9. NEW BUSINESS:

10. ADJOURNMENT:

3:00 p.m. – Bluewater Networks

At the appointed time of 3:00 p.m., Chairperson Agar welcomed Bluewater Networks to make their presentation related to high speed internet from No Frills in Corunna to Moore Line along St. Clair Parkway.

Representing Bluewater Networks, a subsidiary of Bluewater Power, were Chris Gould, Janice McMichael-Dennis, Alex Palimaka, and Brad Goodhill. The vision of Bluewater Networks was to bring reliable connectivity to all residents of Lambton County.

For a capital cost of approximately \$500,000.00, Bluewater Networks can install fibre optics into every home along St. Clair Parkway between No Frills and Moore Line. This would be phase 1 of a sequence of phases within the Township. There would be ongoing operating and maintenance costs that would be the responsibility of the operator.

In order for this to work as a business case, a capital contribution of \$490,000.00 is required, and Bluewater Networks would assume the risks for the infrastructure and the maintenance costs.

At the conclusion of the presentation, Chairperson Agar thanked BN for the information and advised that Council would discuss subsequently.

3:15 p.m. – E-Solutions

At the appointed time of 3:15 p.m., Chairperson Agar welcomed Katie Paribok via a webinar to make her presentation related to E-Solutions and the Township's new electronic tendering.

The entire system is encrypted for security reasons using the same program that local banks use. The company has multiple servers, all in Canada, so the system automatically backs up if one server goes down. Anyone wishing to bid for projects within the Township can become a member of E-Solutions for a \$165 annual membership fee or they can bid on individual projects for \$45 per bid. Many local contractors are already members as neighbouring municipalities are presently using this system.

Since the Township began using this system, the amount of tenders received per project has increased significantly.

Chairperson Agar thanked Mrs. Paribok for the information provided.

1. DECLARATION OF PECUNIARY INTEREST

None declared.

2. GENERAL ACCOUNTS: For the month ending April 30, 2018

Moved by P. Gilliland

Seconded by T. Kingston

Motion #1 Be it resolved that this Committee recommend to Council that the General Accounts for the month ending April 30, 2018, starting with supplier number 254001 to ZAN002 totaling \$2,852,126.90 be approved.

CARRIED

Committee of the Whole,
May 14, 2018

3. STATEMENT OF FINANCIAL POSITION: For the period ending April 30, 2018

Moved by S. Miller

Seconded by D. Randell

Motion #2 Be it resolved that this Committee recommend to Council that the Statement of Financial Position for the period ending April 30, 2018 be received and approved.

CARRIED

4. TREASURER'S REPORTS:

Moved by T. Kingston

Seconded by D. Randell

Motion #3 Be it resolved that the *A-1 April Accounts Payable* report submitted by Treasurer - Charles Quenneville dated April 11, 2018 be received as information.

CARRIED

Moved by T. Kingston

Seconded by J. De Gurse

Motion #4 Be it resolved that the *A-2 2017 St. Clair River Trail Grant Calculation* report submitted by Treasurer - Charles Quenneville dated April 23, 2018 be received and that a grant of \$40,754 to the St. Clair River Trail to be financed by the Education and Environment fund for the 2017 fundraising year.

CARRIED

Moved by T. Kingston

Seconded by S. Arnold

Motion #5 Be it resolved that the *A-3 Bids and Tenders Overview and Security* report submitted by Treasurer - Charles Quenneville dated May 7, 2018 be received as information.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #6 Be it resolved that the *A-4 Reserve Financing of Organix Matters* report submitted by Treasurer - Charles Quenneville dated May 14, 2018 be received and that the final legal settlement payment in the amount of \$1,035,611 net of HST be financed from the sanitary reserve.

CARRIED

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

Moved by T. Kingston

Seconded by D. Randell

Motion #7 Be it resolved that the monthly report submitted by the Coordinator of Planning - Charlie McClemens dated May 14, 2018 be received as information.

CARRIED

6. CLERK'S REPORT:

Moved by T. Kingston

Seconded by P. Gilliland

Motion #8 Be it resolved that *Property Standards 1536 St. Clair Parkway* report submitted by Clerk - Jeff Baranek dated May 9, 2018 be received and that the owner of the subject property be given until May 31, 2018 to have the roof repaired or the Township will undertake the repairs at the expense of the owner.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #9 Be it resolved that the Township donate \$1000 to Colonel Cameron School in Corunna as a contribution towards their Buddy Rock project.

CARRIED

7. FIRE CHIEF'S REPORT:

Moved by D. Randell

Seconded by J. De Gurse

Motion #10 Be it resolved that the monthly report submitted by Fire Chief Walt Anderson dated May 14, 2018 be received as information.

CARRIED

Committee of the Whole,
May 14, 2018

Moved by D. Randell

Seconded by J. De Gurse

Motion #11 Be it resolved that this committee recommend to Council to approve a one-third share of the repairs to siren 8 and the software upgrade for the operation of the sirens and the costs be funded from the Environment and Education fund and that industry be approached for a contribution towards the repairs.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #12 Be it resolved that this committee recommend to Council to direct the Fire Chief to draft an agreement with Belfor and bring it back to Council for boarding-up services for the Fire Department.

CARRIED

Moved by S. Miller

Seconded by T. Kingston

Motion #13 Be it resolved that the following projects be eligible for the use of proceeds from the Emergency Services Golf Tournament: High Angle/Confined Space Training, the purchase of a new MaskFit apparatus and the purchase of bunker gear extractors.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #14 Be it resolved that the procurement policy be waived to permit a single source provider for emergency services software as provided by Crisis and that it be approved in the amount of \$29,000 with the surplus charge being funded by other capital items that came in below budget.

CARRIED

8. DIRECTOR OF COMMUNITY SERVICES' REPORTS:

Moved by P. Gilliland

Seconded by J. De Gurse

Motion #15 Be it resolved that the following reports as submitted by Director of Community Services - Linda Kennedy:

- Monthly Report
- Emergency Services Roof Section
- Moore Sports Complex
- Port Lambton Community Hall
- Cathcart Park

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #16 Be it resolved that the necessary roof repairs and installation at the Emergency Services Roof Section be approved in the amount of \$5806 to be funded by the Year End Surplus Account.

CARRIED

Moved by D. Randell

Seconded by P. Gilliland

Motion #17 Be it resolved that replacement of the furnace and water heater be replaced at the Port Lambton Community Hall and that the Director of Community Services be directed to obtain quotes to replace the roof with a steel product.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #18 Be it resolved that the suggested additions to the Cathcart Park office reception building plans be approved and that a request be put forth to CF Industries to provide funding for the building.

CARRIED

9. NEW BUSINESS:

Moved by S. Arnold

Seconded by P. Gilliland

Motion #19 Be it resolved that a committee for internet connectivity within the Township be formed beginning at the next meeting of the committee.

CARRIED

Committee of the Whole,
May 14, 2018

10. ADJOURNMENT:

Moved by D. Randell

Seconded by S. Miller

Motion #20 Be it resolved that the meeting do hereby adjourn.

CARRIED

The meeting was adjourned at 4:15 p.m.

Chairperson - Jeff Agar

Clerk - Jeff Baranek

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

St. Clair Township Civic Centre
Committee Room #1
May 14, 2018
4:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS' REPORTS:

- Staffing Changes – Finance & Public Works Departments
- FCM – Green Municipal Fund Application
- Water Main Connections – Sarnia
- Island Mooring – Riverside Dr.

3. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

- Monthly Report
- Road Use Agreement – Otter Creek Wind Farm
- Decorative Streetlight Replacement – Corunna
- Dumpster behind Port Lambton Grocery Store
- Curbside Waste Collection
- OPG Connection to Hawkins Drain
- 416 Silver Sands – Broken private curb
- Additional Driveway – 131 Keww Drive

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

- Monthly Report

5. COORDINATOR OF ENGINEERING'S REPORTS:

- Monthly Report
- Request for Proposal – Bridge 21 – St. Clair Parkway over Baby Creek
- Request for Proposal – Oil Springs Line (Telfer to Highway 40)

6. DRAINAGE SUPERINTENDENT'S REPORT:

- Monthly Report

7. NEW BUSINESS:

8. ADJOURNMENT:

1. DECLARATION OF PECUNIARY INTEREST:

None declared.

2. DIRECTOR OF PUBLIC WORKS' REPORTS:

Moved by S. Miller

Seconded by T. Kingston

Motion #1 Be it resolved that the *Staffing* report dated May 14, 2018 submitted by Director of Public Works - Brian Black be received as information.

CARRIED

Committee of the Whole,
May 14, 2018

Moved by J. De Gurse

Seconded by J. Agar

Motion #2 Be it resolved that Council for the Township of St. Clair direct staff to apply for the Federation of Canadian Municipalities Green Municipal Fund to undertake the Courtright WWTP Final Effluent Reuse System and, be it further resolved, that St. Clair Township commits \$1,086,796.80 from its budget towards the cost of this capital project.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #3 Be it resolved that the *Water Main Connections – Sarnia* report submitted by Director of Public Works - Brian Black be tabled to allow staff to provide more information including mapping of the possible loops and connections.

CARRIED

Moved by S. Arnold

Seconded by J. De Gurse

Motion #4 Be it resolved that the *Island Mooring – Riverside Drive* report submitted by Director of Public Works - Brian Black be tabled to confirm who owns both Riverside and Island Mooring and where the maintenance account is kept.

CARRIED

3. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

Moved by S. Arnold

Seconded by S. Miller

Motion #5 Be it resolved that the following reports submitted by the Director of Public Works - Brian Black be received:

- Monthly Report
- Road Use Agreement – Otter Creek Wind Farm
- Decorative Streetlight Replacement – Corunna
- Dumpster behind Port Lambton Grocery Store
- Curbside Waste Collection
- OPG Connection to Hawkins Drain
- 416 Silver Sands – Broken private curb
- Additional Driveway – 131 Keww Drive

CARRIED

Moved by S. Miller

Seconded by J. Agar

Motion #6 Be it resolved that the Road Use Agreement between St. Clair Township and Otter Creek Wind Farm Limited Partnership (OCWF) be approved and that the Mayor and Clerk be authorized to sign the agreement and other related documents.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #7 Be it resolved that the Township procurement policy be waived regarding the approved 2018 Capital project for replacement of 36 decorative streetlights in Corunna, for economic and logistical benefits, considering past product quality, and that:

- Lighting Design Group be hired to provide the necessary materials required, with cost based on option selected.
- Don Allenson Services be hired at a cost of \$46,707.84 to provide all labour/ equipment (including all small hardware/ wiring) to install all above units.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #8 Be it resolved that no further action be taken by Council and staff related to the dumpster at the rear of the grocery store in Port Lambton.

CARRIED

Moved by S. Miller

Seconded by J. Agar

Motion #9 Be it resolved that it be recommended to Council that the proposal submitted from Waste Management of Canada Corporation for collection of curbside waste for the period of July 1, 2019 to June 30, 2023, be approved, and that staff be directed to prepare the contract documents for signing by Mayor and Clerk.

CARRIED

Committee of the Whole,
May 14, 2018

Moved by J. Agar

Seconded by J. Degurse

Motion #10 Be it resolved that consideration for a connection from the former Lambton Generating Station Lands to the Hawkins Drain be lifted from the table.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #11 Be it resolved that the Peer review prepared by Burnside & Associates Limited dated May 1, 2018 be approved and that the invoice for same be forwarded to OPG for reimbursement and that the request from Ontario Power Generation (OPG) to construct a new drainage connection to the Hawkins Drain, as part of the decommissioning of the OPG property, be approved subject to a commitment to monitoring as suggested by Walpole Island First Nation.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #12 Be it resolved that the request submitted by the owners of 416 Silversands to replace a decorative curb around a garden on the Township road allowance that was damaged by Township vehicles during snow removal process be received and denied as the garden was installed on Township land without permission.

CARRIED

Moved by J. Agar

Seconded by J. De Gurse

Motion #13 Be it resolved that the Township waive restrictions within the curb cut policy of May 7, 2012, to allow a second driveway access fronting Keww Drive, located on the west side of House No. 131 Keww Drive.

CARRIED

4. COORDINATOR OF OPERATIONS' (WATER/WASTE WATER) REPORT:

Moved by J. De Gurse

Seconded by T. Kingston

Motion #14 Be it resolved that the monthly report submitted by Coordinator of Operations Water/Waste Water - Chris Westbrook be received as information.

CARRIED

5. COORDINATOR OF ENGINEERING'S REPORTS:

Moved by T. Kingston

Seconded by D. Randell

Motion #15 Be it resolved that the following reports submitted by the Coordinator of Engineering - Paul DaSilva be approved:

- Monthly Report
- Request for Proposal – Bridge 21 – St. Clair Parkway over Baby Creek
- Request for Proposal – Oil Springs Line (Telfer to Highway 40)

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #16 Be it resolved that the following recommendations related to the Request for Proposal for Bridge 21. St. Clair Parkway over Baby Creek:

1. That the proposal submitted by MIG Engineering in the amount of \$51,287.04 net HST for the Bridge 21 – St. Clair Parkway over Baby Creek Rehabilitation project be approved and that the Mayor and Clerk be authorized to sign the contract and other related documents
2. That an additional \$7,000 be allocated towards the project from the Misc. Bridge Reserve Fund.

CARRIED

Moved by T. Kingston

Seconded by S. Arnold

Motion #17 Be it resolved that the proposal submitted by Norjohn Contracting and Paving Ltd. in the amount of \$274,446.72 net HST for the Oil Springs Line Reinforced Chip Seal project be approved and that the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

6. DRAINAGE SUPERINTENDENT'S REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #18 Be it resolved that the monthly report submitted by Drainage Superintendent - Lucas DePooter be received and the following recommendations be approved:

- the replacement of the access culvert by a suitable and qualified contractor, with maintenance costs charged to the drain;
- the cleanout of the open ditch and the flushing and repair of the sub tile by a suitable and qualified contractor, with maintenance costs charged to the drain;
- the replacement of the private culvert by a suitable and qualified contractor, with construction costs, and future maintenance costs charged 100% to the landowner; and
- the cleanout of the open ditch by a suitable and qualified contractor, with maintenance costs charged to the drain.

CARRIED

7. NEW BUSINESS:

Moved by S. Arnold

Seconded by J. Agar

Motion #19 Be it resolved that Township staff be directed to develop a policy in regards to private property owners developing on Township land, including boulevards, without written permission.

CARRIED

8. ADJOURNMENT:

Seeing no other business to discuss, it was thereby moved:

Moved by T Kingston

Seconded by J. De Gurse

Motion #20 Be it resolved that the Public Works Committee meeting do hereby adjourn.

CARRIED

The meeting was adjourned at 5:25 pm.

Chairperson - Gilliland

Clerk - Jeff Baranek