

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

St. Clair Township Civic Centre
Committee Room #1
June 18, 2018
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, June 18, 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
MEETING MINUTES**

3:00 p.m. – Jane Marsh – SCRT Bench Replacement

1. DECLARATION OF PECUNIARY INTEREST:

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

3. STATEMENT OF FINANCIAL POSITION: For the period ending May 31, 2018

4. TREASURER’S REPORTS:

- A-1 – 2017 St. Clair River Trail Grant Calculation
- A-2 – May Account Payable Enquiry
- A-3 – Revised County Debenture for Radio Communication System
- A-4 – Emergency Services Golf Fundraiser

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

- Information Only – Planning/Development Summary

6. FIRE CHIEF’S REPORT:

- Monthly Report

7. DIRECTOR OF COMMUNITY SERVICES’ REPORTS:

- Monthly Report
- Courtright Park

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- Moore Sports Complex
- Pembina Funding – Playgrounds
- Parkdale and Stewart Park Playground Equipment
- Sombra Sports & Recreation Association Request

8. NEW BUSINESS:

9. ADJOURNMENT:

3:00 p.m. – Jane Marsh – SCRT Bench Replacement

At the appointed time of 3:00 p.m., Chairperson Agar welcomed Jane Marsh to make a presentation related to bench replacement on the St. Clair River Trail.

Many of the current benches along the trail are rotten and need replacement. The River Trail Committee is committed to replace all 74 over the next five years. Each bench will cost approximately \$2000 installed. There will be a freeze on new benches until the existing benches are replaced. Anyone wishing to donate \$2500 will get a commemorative bench.

Rose Atkins wished to clarify the fund matching commitment from the Township. It was the understanding of the Trail Committee that any grant or donation regardless of donor was matched by the Township 2:1. However, in recent years, any corporate donation has been matched at 1:1. The Trail Committee was seeking clarification and requested that all raised funds be matched 2:1.

Moved by S. Arnold

Seconded by T. Kingston

Motion #1 Be it resolved that staff produce a report on the original funding arrangement for matching funds by the Township for St. Clair River Trail donations.

CARRIED

1. DECLARATION OF PECUNIARY INTEREST

None declared.

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

Moved by T. Kingston

Seconded by J. De Gurse

Motion #2 Be it resolved that this Committee recommend to Council that the General Accounts for the month ending May 31, 2018, starting with supplier number ABE001 to 18-5920276 totaling \$2,369,438.41 be approved.

CARRIED

3. STATEMENT OF FINANCIAL POSITION: For the period ending May 31, 2018

Moved by P. Gilliland

Seconded by T. Kingston

Motion #3 Be it resolved that this Committee recommend to Council that the Statement of Financial Position for the period ending May 31, 2018 be received and approved.

CARRIED

4. TREASURER'S REPORTS:

Moved by D. Randell

Seconded by T. Kingston

Motion #4 Be it resolved that the A-1 *2017 St. Clair River Trail Grant Calculation* report submitted by Treasurer - Charles Quenneville dated April 23, 2018 be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #5 Be it resolved that the A-2 *May Accounts Payable Enquiry* report submitted by Treasurer - Charles Quenneville dated May 15, 2018 be received as information.

CARRIED

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Moved by D. Randell

Seconded by J. De Gurse

Motion #6 Be it resolved that the A-3 *Revised County Debenture for Radio Communication System* report submitted by Treasurer - Charles Quenneville dated May 31, 2018 be received and that the Treasurer be authorized to sign the revised loan agreement for the County Radio Communication Equipment in the amount of \$513,548.95.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #7 Be it resolved that the A-4 *Emergency Services Golf Fundraiser* report submitted by Treasurer - Charles Quenneville dated June 12, 2018 be received and that a \$1500 budget allocation towards the 10th Annual Emergency Services Tournament be approved.

CARRIED

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

Moved by J. De Gurse

Seconded by D. Randell

Motion #8 Be it resolved that the monthly report submitted by the Coordinator of Planning - Carlie McClemens dated June 14, 2018 be received as information.

CARRIED

6. FIRE CHIEF'S REPORT:

Moved by T. Kingston

Seconded by P. Gilliland

Motion #9 Be it resolved that the monthly report submitted by Fire Chief Walt Anderson dated June 12, 2018 be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #10 Be it resolved that the Fire Chief be authorized to spend up to \$15,000 on a storage building at the Wilkesport Fire Hall to be funded by the Education and Environment Fund.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #11 Be it resolved that two Pumpers be purchased from ResQTech for delivery and payment in 2020 and that the chassis be paid when they arrive at the factory.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #12 Be it resolved that Backup Pumper 58 be declared surplus and be sold accordingly.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #13 Be it resolved that the necessary repairs be undertaken for Ladder 56 at an approximate cost of \$2,900 and that the vehicle be left in service.

CARRIED

Moved by T. Kingston

Seconded by J. De Gurse

Motion #14 Be it resolved that Tanker 17 be repaired according to the estimate submitted by Carrier Centres in the amount of \$4,218.47.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #15 Be it resolved that the ferry service fees resulting from the recent fire at Fawn Island be paid, to the discretion of the Fire Chief, only if not covered by insurance.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #16 Be it resolved that Public Works and the Fire Departments produce a report to create a temporary second access to the new phases of Paddock Green until such time as Lexington Boulevard connects permanently to Birchbank Drive.

CARRIED

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Moved by S. Arnold

Seconded by D. Randell

Motion #17 Be it resolved that two fire hydrants be installed adjacent to the former Lambton Generating Station lands to protect the entire site in the event of an emergency in all wind directions and that the installations be done at the full expense of Ontario Power Generation.

CARRIED

7. DIRECTOR OF COMMUNITY SERVICES' REPORTS:

Moved by T. Kingston

Seconded by J. De Gurse

Motion #18 Be it resolved that the following reports as submitted by Director of Community Services – Linda Kennedy be received as information:

- Monthly Report
- Courtright Park
- Moore Sports Complex
- Pembina Funding – Playgrounds
- Parkdale and Stewart Park Playground Equipment
- Sombra Sports & Recreation Association Request

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #19 Be it resolved that all repairs to wooden structures in Centennial Park in Mooretown be done using composite, not pressure treated lumber.

CARRIED

Moved by P. Gilliland

Seconded by J. De Gurse

Motion #20 Be it resolved that Courtright Park be renamed Eric MacKenzie Park to recognize its long time curator, subject to approval by Mr. MacKenzie.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #21 Be it resolved that the *Limited Design Exploration* Option submitted by Perkins+Will Canada Inc. for proposed renovation options for the Moore Sports Complex be approved in the amount of \$19,500 + HST.

CARRIED

Moved by D. Randell

Seconded by P. Gilliland

Motion #22 Be it resolved that the Astor Park and VanDamme Park playgrounds be selected as priorities for Pembina playground funding and that the Township provide accessible pathways to the play structures.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #23 Be it resolved that the New World Park Solutions be approved for the design, supply and installation of playground equipment at Parkdale and Stewart Parks, subject to the maximization of accessible implements.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #24 Be it resolved that the proposed donation of a memorial seating area to be installed north of the community dock in Sombra Park at a 1:1 cost sharing ratio by the Sombra Sports and Recreation Association be donated directly to the St. Clair River Trail Committee, which would result in automatically be matched by the Township.

CARRIED

8. NEW BUSINESS:

9. ADJOURNMENT:

Moved by S. Miller

Seconded by D. Randell

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

CARRIED

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The meeting was adjourned at 4:20 p.m.

Chairperson - Jeff Agar

Clerk - Jeff Baranek

**TOWNSHIP OF ST. CLAIR
PUBLIC WORKS & OPERATIONS COMMITTEE
MEETING MINUTES**

1. DECLARATION OF PECUNIARY INTEREST:

2. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

- Monthly Report
- Updates to the Minimum Maintenance Standards

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

- Monthly Report
- Hydrant Installation at OPG
- Moore Operations Fence Installation
- Jacobs (CH2M) CWWTP Odour Control Project Scope Change #4

4. COORDINATOR OF ENGINEERING'S REPORTS:

- Monthly Report
- 2018 Capital Budget Surplus
- 2018 CCTV Inspections and Repairs

5. DRAINAGE SUPERINTENDENT'S REPORT:

- Monthly Report

6. NEW BUSINESS:

7. ADJOURNMENT:

1. DECLARATION OF PECUNIARY INTEREST:

None declared.

2. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

Moved by J. De Gurse

Seconded by T. Kingston

Motion #1 Be it resolved that the monthly report submitted by the Coordinator of Operations - Dave Neely dated June 13, 2018 be received as information.

CARRIED

Moved by S. Miller

Seconded by S. Arnold

Motion #2 Be it resolved that a draft by-law be prepared to deem the St. Clair River Trail closed from November 30 to April 15 each year and to confirm that the Township will not maintain bike lanes and the St. Clair River Trail during this time period.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #3 Be it resolved that the Township request a deputation with the Minister of the Environment at the upcoming AMO Conference to discuss the implications of forcing municipalities to maintain sidewalks with salt or sand throughout the winter months.

CARRIED

3. COORDINATOR OF OPERATIONS' (WATER/WASTE WATER) REPORTS:

Moved by J. De Gurse

Seconded by D. Randell

Motion #4 Be it resolved that the following reports submitted by Coordinator of Operations (Water/Waste Water) - Chris Westbrook be received as information:

- Monthly Report
- Hydrant Installation at OPG
- Moore Operations Fence Installation
- Jacobs (CH2M) CWWTP Odour Control Project Scope Change #4

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #5 Be it resolved that approval be given to the quote from South West Fence & Decks to install a perimeter fence at the south yard at the Moore Operations Centre for \$15,565.87, as per the 2018 Capital Budget.

CARRIED

Moved by J. Agar

Seconded by S. Arnold

Motion #6 Be it resolved that approval be given to Jacobs (CH2M) scope change #4 for \$75,025.00 plus HST which includes additional items not covered in their original proposal.

CARRIED

4. COORDINATOR OF ENGINEERING'S REPORTS:

Moved by J. De Gurse

Seconded by T. Kingston

Motion #7 Be it resolved that the following reports submitted by the Coordinator of Engineering - Paul DaSilva be received:

- Monthly Report
- 2018 Capital Budget Surplus
- 2018 CCTV Inspections and Repairs

CARRIED

Moved by T. Kingston

Seconded by S. Arnold

Motion #8 Be it resolved that staff be authorized to close St. Clair Parkway for one day (yet to be determined) as part of the St. Clair Parkway Rehabilitation project subject to adequate notice to local residents.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #9 Be it resolved that any surplus from under budget capital items related to Engineering and Public Works be transferred to reserves for use on future projects.

CARRIED

Moved by S. Miller

Seconded by T. Kingston

Motion #10 Be it resolved that the tender submitted by On-Site Sewer Services in the amount of \$90,189.89 net HST for the 2018 CCTV Inspections and Repairs project be approved and that the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

5. DRAINAGE SUPERINTENDENT'S REPORT:

Moved by D. Randell

Seconded by J. De Gurse

Motion #11 Be it resolved that the monthly report submitted by Drainage Superintendent - Lucas DePooter be received and the following recommendations be approved:

- the brushing and spraying of the Noble Drain by a suitable and qualified contractor, with maintenance costs charged to the drain;
- the cleanout of the open ditch by a suitable and qualified contractor, with maintenance costs charged to the drain;

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- the brushing and spraying of the open ditch by a suitable and qualified contractor, with maintenance costs charged to the drain;
- the cleanout of the open ditch by a suitable and qualified contractor, with maintenance costs charged to the drain;
- the replacement of the private tiles crossing Moore Line, with expenses paid as per the St. Clair Township policy. Also approve the closure of Moore Line between Greenfield Road and Hwy 40 for three days in late June/early July in order to complete the work.

CARRIED

6. NEW BUSINESS:

7. ADJOURNMENT:

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

Moved by S. Miller

Seconded by T. Kingston

Motion #12 Be it resolved that the Public Works Committee meeting do hereby adjourn.

CARRIED

The meeting was adjourned at 4:50 p.m.

Chairperson – Pete Gilliland

Clerk - Jeff Baranek