

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

St. Clair Civic Centre
Committee Room 1
September 19, 2011
6:00 p.m.

The meeting of the Committee of the Whole was held Monday September 19, 2011 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. DeMars,	Director of Administration/Clerk
	J. Baranek	Deputy Clerk, Coordinator of Planning
	C. Quenneville,	Director of Finance/Treasurer
	L. Burnham	Director of Public Works, Operations & Engineering
	M. Lafontaine	Golf Course General Manager

FINANCE AND ADMINISTRATION

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending August, 2011

3. STATEMENT OF FINANCIAL POSITION: for period ending August 31, 2010

4. TREASURER’S REPORT:

A1 – 2012 Budget timetable

A2 – First Solar Donation transfer to Education and Environment Reserve

5. SENIOR TAX CLERK’S REPORT:

Write offs for the 2011 Taxation Year

5. BUILDING INSPECTOR’S REPORT:

B-1 - Building Permit Reports for the month ending 2011

6. GENERAL MANAGER – ST. CLAIR PARKWAY GOLF COURSE REPORT:

Equipment proposal

7. DIRECTOR OF COMMUNITY SERVICES REPORT:

Monthly report dated September 15, 2011

8. DIRECTOR OF EMERGENCY SERVICES REPORT:

9. CLERK’S REPORTS:

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

11. NEW BUSINESS:

12. ADJOURNMENT:

Chairperson Agar called the meeting to order at 6:00 pm and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

GENERAL ACCOUNTS: Month August of 2011

The Committee reviewed the list of General Accounts. After responding to several questions, it was;

Moved by S. Miller

Seconded by P. Carswell-Alexander

Motion #1: That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number ABE001 to YCL001 totaling \$3,371,373.04 be approved for the month of August 2011

CARRIED

STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurers Statement on the Financial Position of the municipality for the period ending August, 2011.

Moved by J. DeGurse

Seconded by P. Gilliland

Motion #2: That this Committee recommend to Council that the report received from the Treasurer on the Statement of Financial position for the period ending August 2011 be received and accepted.

CARRIED

TREASURER'S REPORT:

Moved by D. Randell

Seconded by P. Carswell-Alexander

Motion #3: That it be recommended to Council that the Treasurer's report identified as A-1 dated September 7, 2011 recommending that the 2012 capital and operating budget timetable be received and accepted as amended with the presentation of the draft capital budget to Council be established for December 1, 2011 at 5:00 pm.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #4: That this Committee recommend to Council that the report received from the Treasurer identified as A-2 dated September 7, 2011 recommending that the First Solar Development donation in the amount of \$25,000 be transferred into the Education and Environment reserve be received and accepted.

CARRIED

Mayor Arnold directed staff to prepare a letter of thanks for this signature to First Solar for their generous donation.

Moved by D. Randell

Seconded by J. DeGurse

Motion #5: That this Committee recommend to Council that the report received from the Senior Tax Clerk regarding write offs for the 2010 taxation year be received and accepted.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

Motion #6: That it be recommended to Council that the Building Inspector's report for the month of August 2011 be received and accepted as information.

CARRIED

GOLF COURSE GENERAL MANAGER'S REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #7: That this Committee recommend to Council that the report received from the General Manager of the St. Clair Parkway Golf Course dated September 14, 2011 be received as information and that a report be drafted outlining various equipment replacement option.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

The Committee proceeded to review Mr. Hackett's report dated September 12, 2011.

Moved by S. Miller

Seconded by D. Randell

Motion #8: That the report of the Director of Community Services dated September 12, 2011 be received as information.

CARRIED

The Committee discussed Mr. Hackett's report relative to a policy on minimum trailer standards.

Moved by S. Arnold

Seconded by D. Randell

Motion #9: That the issue of a policy to establish minimum trailer standards be tabled to allow the Director of Community Services to consult with the SCRCA to determine its policy relative to trailer standards.

CARRIED

Moved by D. Randell

Seconded by P. Carswell-Alexander

Motion #10: That it be recommended to Council that for the 2012 season the seasonal camping fee be increased by 4% over the fee charged in 2011.

CARRIED

The Committee reviewed the portion of Mr. Hackett's report relative to the Home Depot grant. The Committee asked for more details on the grant and if an official ribbon cutting would be held, inviting Home Depot for the new garden at Centennial Park in Mooretown. Council reviewed the letter relative to the Corunna skate board park attached to Mr. Hackett's report.

Moved by P. Gilliland

Seconded by S. Arnold

Motion #11: that it be recommended to Council that the letter relative to the Corunna skate board park be tabled pending a further report from the Director of Community Services.

CARRIED

NEW BUSINESS:

Mayor Arnold suggested that Council consider the change of appointment in the Clean Harbors Community Liaison Committee.

Moved by S. Arnold

Seconded by D. Randell

Motion #12: That Deputy Mayor Gilliland be appointed as a Township representative on the Clean Harbors Community Liaison Committee in place of Councillor Carswell-Alexander.

CARRIED

DIRECTOR OF EMERGENCY SERVICES REPORT:

The committee reviewed Chief Dewhirst's report dated September 15th regarding the possibility of selling a 1988 pumper truck identified as truck #58 through the Township of Kern Fire Department.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #13: That it be recommended to Council that the Township accept an offer from the Township of Kern fire department in the amount of \$2500 for the sale of the 1988 pumper truck #58.

CARRIED

The Treasurer advised the Committee of a need to discuss a legal matter in an in-camera session.

Moved by P. Gilliland

Seconded by S. Arnold

Motion #: That the meeting enter an in-camera session to discuss a legal issue.

CARRIED

Meeting returned to order.

Moved by S. Miller

Seconded by D. Randell

Motion #14: That the meeting of the Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting adjourned at 6:30 p.m.

J. Agar,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

Regional WWTP status
Courtright WWTP Dewatering
Regional WWTP Operation Status RPF
Slope Stability quote
Tree removal from the St. Clair River

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

Monthly report dated September 14, 2011
Truck purchase from Fire Department
Radio upgrades
River Trail/Dan Austin

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

Monthly report dated September 14, 2011
Meter charge rate questions

5. COORDINATOR OF ENGINEERING REPORT:

Monthly report dated September 14, 2011
Milton Street traffic investigation
Audible push button installation

6. DRAINAGE SUPERINTENDENT REPORT:

Monthly Report dated September 13, 2011
Results of quotation for Bowles Gully Drain
Results of quotation for Bobier Drain
Results of quotation for Griffith Drain

7. NEW BUSINESS:

8. ADJOURNMENT:

Chairperson Carswell-Alexander called the meeting to order at 6:40 p.m. and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

None declared.

DIRECTOR OF PUBLIC WORKS & OPERATIONS & ENGINEERING REPORT:

Moved by J. DeGurse

Seconded by J. Agar

Motion #1: That this Committee recommend to Council that the report of the Director of Public Works & Operations & Engineering dated September 14, 2011, regarding the status of the WWTP be received and accepted as information.

CARRIED

In response to questions from the Committee, Mr. Burnham advised that CSX permission for a lateral crossing to accommodate the new sanitary sewer forcemain into the Regional WWTP has not yet been received.

Moved by S. Arnold

Seconded by D. Randell

Motion #2: That it be recommended to Council that the Director of Public Works and Operations be instructed to contact MP Pat Davidson if the CSX permission is not received in a timely fashion.

CARRIED

Moved by P. Gilliland

Seconded by J. Agar

Motion #3: That this Committee recommend to Council that the report received from the Director of Public Works and Operations dated September 14, 2011 regarding the Courtright WWTP Dewatering be received and accepted as information.

CARRIED

Moved by J. Agar

Seconded by J. DeGurse

Motion #4: That this Committee recommend to Council that the report received from the Director of Public Works and Operations dated September 14, 2011 regarding the Regional WWTP Operating Status-RFP be received and accepted as information.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #5: That this Committee recommend to Council that the report received from the Director of Public Works and Operations dated September 14, 2011 recommending that the quote from Morsky in the amount of \$1,866,254 (including net HST) for slope stabilization on the west side of the St. Clair parkway approximately 1 kilometer south of Oil Springs Line be tabled and the opinion of the SCRCA be sought for possible remediation options be accepted.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #6: That this Committee recommend to Council that the report received from the Director of Public Works and Operations dated September 14, regarding tree removal from the St. Clair River be received and accepted as information.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORT:

Moved by D. Randell

Seconded by J. DeGurse

Motion #7: That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated September 14, 2011, be received and accepted as information.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #8: That it be recommended to Council that the report received from the Coordinator of Operations (Roads/Drainage) dated September 14, 2011 recommending that the ownership of the 1988 Ford F350 Cube van be transferred from the Fire Department to the Public Works Department and remove fire department signs and decals be received and accepted.

CARRIED

Moved by S. Miller

Seconded P. Gilliland

Motion #9: That it be recommended to Council that the report received from the Coordinator of Operations (Roads/Drainage) dated September 14, 2011 recommending to waive the normal procurement policy and purchase radio/tracking equipment from Thames Communications for \$8,705.34 (c/w HST) to be paid from the 2011 Capital Budget item of "Radio Equipment Upgrades" be received and accepted.

CARRIED

Moved by P. Gilliland

Seconded by J. Agar

Motion #10: That it be recommended to Council that the report received from the Coordinator of Operations (Roads/Drainage) dated September 14, 2011 recommending to remove 230 meters of existing River Trail across the frontage of 998 St. Clair Parkway at an estimated cost of \$10,000 to be paid from the "River Trail" operations budget be received and accepted.

CARRIED

COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:

Moved by S. Miller

Seconded by J. DeGurse

Motion #11: That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated September 14, 2011 be received and accepted.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #12: That it be recommended to Council that the report from the Coordinator of Operations (Water) dated September 14, 2011 regarding meter charge rates be received and accepted as information.

CARRIED

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by J. DeGurse

Seconded by D. Randell

Motion #13: That this Committee recommend to Council that the monthly report of the Director of Engineering Services dated September 14, 2011 be received and accepted as information.

CARRIED

Moved by S. Miller

Seconded by J. Agar

Motion #14: That this Committee recommend to Council that the report dated September 7, 2011 received from the Coordinator of Engineering regarding Milton Street traffic investigation be received as information.

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #15: That this Committee recommend to Council that the report dated September 14, 2011 received from the Coordinator of Engineering recommending that the 2011 capital budget item of \$40,000 for the audible push button installation at Hill Street and Lyndoch Street be deferred to 2012 be received and accepted.

DEFEATED

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randell

Seconded by P. Gilliland

Motion #16: That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated September 13, 2011, be received as information and the recommendations contained within be accepted.

CARRIED

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #17: That this Committee recommend to Council that the report from the Drainage Superintendent dated September 8, 2011 recommending that the Committee suggest to Council to approve the lowest quotation of \$25,248 (excluding taxes) from BF Environmental Consultants for the brushing and cleanout of the Bowles Gully Drain as a maintenance expense to the drain be received and accepted.

CARRIED

Moved by J. Agar

Seconded by S. Arnold

Motion #18: That this Committee recommend to Council that the report from the Drainage Superintendent dated September 8, 2011 recommending that the Committee suggest to Council to approve the lowest quotation of \$13,750 (excluding taxes) from Bishop Contracting (Frank Bishop) for the brushing and cleanout of the Bobier Drain as a maintenance expense to the drain be received and accepted.

CARRIED

Moved by J. DeGurse

Seconded by S. Miller

Motion #19: That this Committee recommend to Council that the report from the Drainage Superintendent dated September 8, 2011 recommending that the Committee suggest to Council to approve the lowest quotation of \$13,383 (excluding taxes) from J&L Henderson Limited for the brushing and cleanout of the Griffith Drain as a maintenance expense to the drain be received and accepted.

CARRIED

NEW BUSINESS:

Deputy Mayor Gilliland brought to the Committee's attention complaints received relative to vegetation on the new North Courtright Drain.

Moved by P. Gilliland

Seconded by J. Agar

Motion #20: That it be recommended to Council that the Drainage Superintendent submit to Council a report on the vegetation on the North Courtright Drain and ways to control such vegetation.

CARRIED

The Committee also asked the Director of Public Works and Operations to obtain information as to the protocols necessary as to establishing and removing a boil water order.

Mayor Arnold advised the Committee as receiving a letter regarding CN operation at Petrolia Line in which vehicular traffic was delayed for a considerable amount of time. It was suggested that the note provided be forwarded to the County of Lambton. The Mayor also requested the appropriate staff to investigate an erosion problem at the Wilkesport Cemetery. The Mayor also asked the appropriate staff to investigate the construction trailer on the Bentpath Line, immediately west of the Marv Bastow property.

Hearing no further business, it was;

Moved by J. DeGurse

Seconded by D. Randell

Motion #21: That the meeting of the Public Works and Operations Committee do hereby adjourn.

CARRIED

The meeting adjourned at 7:15 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary