

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

St. Clair Civic Centre  
Committee Room 1  
November 21, 2011  
6:00 p.m.

The meeting of the Committee of the Whole was held, 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
	C. Quenneville,	Director of Finance/Treasurer
	L. Burnham	Director of Public Works, Operations & Engineering
	G. Hackett	Director of Community Services
	J. Baranek	Deputy Clerk, Coordinator of Planning
	R. Dewhirst	Director of Emergency Services

**FINANCE AND ADMINISTRATION**

**AGENDA:**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Month ending October 2011

**3. STATEMENT OF FINANCIAL POSITION:** for period ending October 31, 2011

**4. TREASURER’S REPORT:**

- A1 – Tangible Capital Asset
- A2 – Microsoft Standard quote
- A3 – LAS Electricity program
- A4 – LAS Natural Gas program
- A5 – MPAC 2011 assessment update

**5. TAX COLLECTOR’S REPORT:**

- Tax sale proceeds refund
- Property tax information policy

**6. BUILDING INSPECTOR’S REPORT:**

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

**7. DIRECTOR OF COMMUNITY SERVICES REPORT:**

- Monthly report dated November 17, 2011

**8. CLERK’S REPORTS:**

**9. C.A.O.’S REPORTS:**

**10. NEW BUSINESS:**

**11. 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 of October 2011**

The Committee reviewed the list of General Accounts. After Mr. Quenneville responded to several inquiries relative to the account it was;

Moved by S. Miller

Seconded by J. DeGurse

**Motion #1:** That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 183001 to YOU002 totaling \$2,066,198.68 be approved for the month of October 2011.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

Mr. Quenneville explained several highlights from the statement of financial position and the Committee discussed the financial status of the Golf Course for the 2011 operating year . At the conclusion of the discussion it was;

Moved by D. Randell

Seconded by P. Carswell-Alexander

**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 October 2011 be received and accepted.

**CARRIED**

**TREASURER'S REPORT:**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #3:** That this Committee recommend to Council that the report received from the Treasurer identified as A-1 recommending that the analysis of St. Clair Tangible Capital Asset be received and consideration be given to increase capital spending on road infrastructures be accepted.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by S. Miller

**Motion #4:** That this Committee recommend to Council that the report received from the Treasurer identified as A-2 recommending that the quote from Compugen for \$16,557.58 before HST for Microsoft Office be approved and finance from the general equipment reserve be accepted.

**CARRIED**

Moved by J. DeGurse

Seconded by P. Gilliland

**Motion #5:** That this Committee recommend to Council that the report received from the Treasurer identified as A-3 recommending that the LAS Electricity Program -2012 purchase completed be received and accepted.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by S. Miller

**Motion #6:** That this Committee recommend to Council that the report received from the Treasurer identified as A-4 recommending that the LAS Natural Gas program price change be received and accepted.

**CARRIED**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #7:** That this Committee recommend to Council that the report received from the Treasurer identified as A-5 recommending that the 2011 year end assessment update be received and accepted.

**CARRIED**

**TAX COLLECTOR'S REPORT:**

Moved by S. Miller

Seconded by D. Randell

**Motion #8:** That the report received from the Tax Collector dated November 10, 2011 recommending that the Township solicitors be hereby instructed to bring a motion to the Ontario Superior Court of Justice for payment out of court of the surplus funds paid into court for a property sold in tax sales in 2010 be received and accepted.

**CARRIED**

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

**Motion #9:** That the report received from the Tax Collector dated November 16, 2011 regarding the policy on provision of property tax information be received and accepted.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

Moved by S. Miller

Seconded by S. Arnold

**Motion #10:** That it be recommended to Council that the Building Inspector's report for the month of October 2011 regarding building status be received and accepted as information.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

The Committee reviewed the portion of Mr. Hackett's report relative to the request from the Moore Figure Skating Club for improvements to the speakers and controllers for Rink #2. The Club has offered to donate \$2000 towards the cost of this upgrade.

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #11:** That it be recommended to Council that the upgrade of the sound system in Rink #2 by way of new speakers and controllers be authorized to proceed and that financial contribution from the Moore Figure Skating Club to achieve this project will not be required.

**CARRIED**

The Committee discussed the portion of the report dealing with accessibility improvements and the Committee asked the Director of Community Services to investigate the possibility of constructing a wider improved wheelchair access ramp for the Civic Center. The Committee also discussed possible shoreline work required at Courtright Park and suggested that the SCRCA be consulted. Also in regards to requests received from the St. Clair River Trail to share a co-op student to improve community services websites be tabled for 2012 budget discussions.

Moved by S. Arnold

Seconded by S. Miller

**Motion #12:** That it be recommended to Council that the concept of hiring a summer student to improve the Township's website in cooperation with St. Clair River Trail Committee be tabled until the 2012 budget deliberations.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

**Motion #13:** That this Committee recommend to Council that the monthly report received from Director of Community Services dated November 17, 2011 be received and the recommendations contained within be approved.

**CARRIED**

The Committee suggested that the Director of Community Services contact the SCRCA regarding their experience with servicing campgrounds with hydro service.

**CLERK'S REPORT:**

The Clerk asked the Committee if it had any interest in pursuing the idea of e-waste collection through the assistance of the Ontario Electronics Stewardship program. In discussion, the Committee thought the idea of such a collection depot deserved merit and suggested that the County and other municipalities already offering the service be contacted and the information be compiled in a report for this Committee or Council.

**CAO'S REPORT:**

Mr. Rodey advised of a pending building permit applied for by Clean Harbors for a container washing facility. The CAO also led the Committee into a discussion of the protocols for early closing on Christmas Eve and New Year's Eve relative to the Collective Agreement. Due to the fact that Christmas Day and New Year's Day fall on a Sunday.

Moved by S. Miller

Seconded by S. Arnold

**Motion #14:** That where operationally possible, Township facilities may be closed at noon on Friday December 23<sup>rd</sup> and Friday December 30th.

**CARRIED**

**DIRECTOR OF EMERGENCY SERVICES REPORT:**

Chief Dewhirst reported that there continues to be numerous false alarms at the Sombra Museum and the Moore Museum. Chief Dewhirst led the Committee into a discussion on the progress of the new FM Alert system. Chief Dewhirst said that approximately 750 of the initial 1000 units have been distributed and a financial appeal has been made to various local industries.

Moved by S. Arnold

Seconded by D. Randell

**Motion #15:** That it be recommended to Council that the level of municipal subsidy for the next 500 units distributed after the initial 1000 have been accomplished be reduced to \$10 per unit.

**CARRIED**

**NEW BUSINESS:**

Deputy Mayor Gilliland stated his opinion that in an effort to be fair, Bonnie Stevenson as author of the Beacon should be compensated the normal Township mileage rate for functions where she is asked by Council to attend above and beyond normal Council meetings.

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

**Motion #16:** That it be recommended to Council that the St. Clair Beacon editor be provided the usual Township mileage rate for any mileage incurred to attend events for which she was invited by Council to attend other than regular Council meetings.

**CARRIED**

The Treasurer advised of a need to discuss a legal issue in camera.

Moved by D. Randell

Seconded by S. Arnold

**Motion #17:** That this 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 #:** That this meeting do hereby adjourn.

**CARRIED**

The meeting adjourned at 7:30 p.m.

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J. Agar,  
Chairperson

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J. DeMars  
Secretary

## **PUBLIC WORKS & OPERATIONS**

### **1. DECLARATION OF PECUNIARY INTEREST:**

### **2. DIRECTOR OF PUBLIC WORKS REPORT:**

- Regional WWTP Status
- Canada's Economic Action Plan

### **3. COORDINATOR OF OPERATIONS (WORKS) REPORT:**

- Monthly report dated November 16, 2011
- Surplus equipment tenders
- Erosion control north of Seager Park
- Recycling contractor

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

- Monthly report dated November 15, 2011

### **5. COORDINATOR OF ENGINEERING REPORT:**

- Monthly report dated November 16, 2011
- Johnston Drain culvert

### **6. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report dated November 15, 2011
- Watson Creek Drain (Sombra) insurance claim

### **7. NEW BUSINESS:**

### **8. ADJOURNMENT:**

### **AGENDA:**

Chairperson Carswell-Alexander called the meeting to order at 7:35 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 P. Gilliland

Seconded by J. DeGurse

**Motion #1:** That this Committee recommend to Council that the report received from the Director of Public Works and Operations dated November 16, 2011 regarding the status of the WWTP be received and accepted as information

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #2:** That this Committee recommend to Council that the report received from the Director of Public Works and Operations dated November 16, 2011 regarding proposed projects for Canada's Economic Action Plan Consideration be received and accepted as information.

**CARRIED**

**COORDINATOR OF OPERATIONS (WORKS) REPORT:**

Moved by S. Miller

Seconded by J. Agar

**Motion #3:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated November 16, 2011, be received as information and accepted.

**CARRIED**

Moved by P. Gilliland

Seconded by S. Arnold

**Motion #4:** That it be recommended to Council that the report received from the Coordinator of Operations (Roads/Drainage) dated November 16, 2011 recommending that the highest bids for the tendered sale of surplus equipment be received and approved.

**CARRIED**

Moved by J. DeGurse

Seconded by S. Arnold

**Motion #5:** That it be recommended to Council that the report received from the Coordinator of Operations (Roads/Drainage) dated November 16, 2011 regarding erosion control north of Seagar Park be received and accepted as information.

**CARRIED**

Council suggested that staff consult with the SCRCA relative to the erosion control potential project north of Seagar Park.

Moved by S. Miller

Seconded by P. Gilliland

**Motion #6:** That it be recommended to Council that the report received from the Coordinator of Operations (Roads/Drainage) dated November 17, 2011 regarding recycle processing RFP be received and accepted as information.

**CARRIED**

**COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:**

Moved by J. Agar

Seconded by D. Randell

**Motion #7:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated November 15, 2011 be received as information and accepted.

**CARRIED**

**COORDINATOR OF ENGINEERING REPORT:**

Moved by J. DeGurse

Seconded by S. Miller

**Motion #8:** That this Committee recommend to Council that the monthly report of the Coordinator of Engineering dated November 16, 2011 be received as information.

**CARRIED**

Moved by D. Randell

Seconded by J. Agar

**Motion #9:** That it be recommended to Council that the report from the Coordinator of Engineering dated November 16, 2011 recommending that Council grant the Johnston Drain culvert replacement pre-budget approval and include it in the 2012 Capital Budget at a cost of \$200,000 be received and accepted.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #10:** That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated November 15, 2011, be received as information and the recommendations within be accepted.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #11:** That the report from the Drainage Superintendent dated November 16, 2011 regarding the Watson Creek Drain (Sombra) insurance claim be received and accepted as information.

**CARRIED**

**NEW BUSINESS:**

Councillor Miller led the Committee in a discussion of comments received from a rate payer regarding his quarterly water bill that was in excess of \$2700 due to faulty back flow eliminator installed behind the meter. Mr. Burnham stated that the Township retains ownership of the meter and the back flow eliminator was private property but since the back flow eliminators were sold to the customers by the Township, the Township perhaps had some responsibility.

Moved by S. Miller

Seconded by D. Randell

**Motion #12:** That it be recommended to Council that the Palocz water account be re-invoiced at the rate that was average for the last several billing periods and that the excess charge be written off.

**CARRIED**

In response to the Deputy Mayor's question, the Clerk advised that the Property Standards Officer has been asked to file a report for Council consideration at its next meeting on the property standards issue on Curran Avenue and the Committee also requested a status report on the property standards issues outstanding on the French Line, Brigden Road and the Kimball Road.

Hearing no further business, it was;

Moved by S. Miller

Seconded by D. Randell

**Motion #13:** That this meeting do hereby adjourn.

**CARRIED**

The meeting adjourned at 7:50 p.m.

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P. Carswell-Alexander,  
Chairperson

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J. DeMars  
Secretary