

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

St. Clair Civic Centre
Committee Room 1
December 19, 2011
7:00 p.m.

The meeting of the Committee of the Whole was held December 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
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

FINANCE AND ADMINISTRATION

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending November 2011

3. STATEMENT OF FINANCIAL POSITION: for period ending November 2011

4. TREASURER’S REPORT:

A1- Financial analysis golf tournament
A2- Revised 2012 capital budget draft
A3- St. Clair Parkway assets

5. DEPUTY TREASURER’S REPORT:

MPMP – 2010

5. BUILDING INSPECTOR’S REPORT:

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

6. DIRECTOR OF COMMUNITY SERVICES REPORT:

Monthly report dated December 15, 2011

7. CLERK’S REPORTS:

8. C.A.O.’S REPORTS:

9. NEW BUSINESS:

10. ADJOURNMENT:

Committee of the Whole
Meeting minutes of December 19, 2011

Chairperson Agar called the meeting to order at 6:45 pm and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

GENERAL ACCOUNTS: Month of November 2011

The Committee reviewed the list of General Accounts. The Treasurer responded to several questions. The Committee asked for a copy of the Clean Harbors agreement provided for deposit to be held by the Township in the amount of \$25,000 which is earning interest.

Moved by D. Randell

Seconded by S. Miller

Motion #1: That this Committee recommend to Council that General Accounts for the new accounting system starting with supplier number 183001 to ZEP002 totaling \$4,104,982.27 be approved for the month of November 2011

CARRIED

STATEMENT OF FINANCIAL POSITION:

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

Moved by P. Gilliland

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 November 2011 be received and accepted.

CARRIED

TREASURER'S REPORT:

Moved by S. Miller

Seconded by J. DeGurse

Motion #3: That it be recommended to Council that the Treasurer's report identified as A-1 dated December 9, 2011 recommending that the detail financial analysis on the Emergency Services/Enbridge Golf Tournament be received and accepted.

CARRIED

Moved by P. Gilliland

Seconded by S. Arnold

Motion #4: That this Committee recommend to Council that the report received from the Treasurer identified as A-2 dated December 8, 2011 recommending that the revised 2012 Capital Budget report after the December 1, 2011 special Committee meeting be received.

CARRIED

Moved by P. Carswell-Alexander

Seconded by S. Miller

Motion #5: That this Committee recommend to Council that the report received from the Treasurer identified as A-3 dated December 14, 2011 recommending that the St. Clair Parkway financial statement for the years of 2003 to November 2011 be received.

CARRIED

DEPUTY TREASURER'S REPORT:

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

Motion #6: That this Committee recommend to Council that the report received from the Deputy Treasurer dated December 15, 2011, recommending that the report titled "Municipal Performance Measurement Program (MPMP)2010 results" be received and accepted.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Miller

Seconded by P. Gilliland

Motion #7: That it be recommended to Council that the Building Inspector's report submitted from the County of Lambton for the month ending November 2011 be received and accepted as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by P. Carswell-Alexander

Seconded by S. Arnold

Motion #8: That this Committee recommend to Council that the Director of Community Services monthly report dated December 15, 2011 be received and the recommendations contained within be accepted with the \$15,000 Sombra Museum expenditure to be financed from the Sombra Museum fund raising account.

CARRIED

Hearing no further business from the Finance and Administration Committee, it was;

Moved by S. Miller

Seconded by D. Randell

Motion #9: That this meeting do hereby adjourn.

CARRIED

The meeting adjourned at 7:15 p.m.

J. Agar,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- WWTP status
- Sanitary sewer smoke test

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly report dated December 13, 2011
- Underground gas storage tanks
- River Trail construction expense
- Recycling processing RFP

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

- Monthly report dated December 14, 2011

5. COORDINATOR OF ENGINEERING REPORT:

- Monthly report dated December 12, 2011
- Parkview Estates (Dallas Court) subdivision
- Shelby Lane and Fane Street subdivision
- Rokeby Line – soils RFP

6. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report dated December 14, 2011

7. NEW BUSINESS:

8. ADJOURNMENT:

Chairperson Carswell-Alexander called the meeting to order at 7:15 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. Agar

Seconded by D. Randell

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

CARRIED

Moved by S. Miller

Seconded by S. Arnold

Motion #2: That this Committee recommend to Council that the report received from the Director of Public Works and Operations dated December 14, 2011 recommending that the written estimate from Benko Sewer in the amount of \$1.70 per meter for a total of \$3400(excluding HST) for smoke testing of the sanitary sewer system in the Frog Point area be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents be accepted.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORT:

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #3: That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated December 13, 2011, be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #4: That it be recommended to Council that the report received from the Coordinator of Operations (Roads/Drainage) dated December 12, 2011 regarding the Brigden underground gas tanks be received and accepted as information.

CARRIED

In discussion of Mr. DePooter's report relative to the underground fuel storage tanks in Brigden, Mr. Burnham advised that Mr. DePooter is seeking advice from the Fuel Safety Branch regarding filling the tanks with either sand or concrete as opposed to complete removal of the tanks.

Moved by D. Randell

Seconded by S. Miller

Motion #5: That it be recommended to Council that the report received from the Coordinator of Operations (Roads/Drainage) dated December 12, 2011 recommending that the additional cost to pave between the east edge of road and the newly constructed River Trail (from Smith Line to the McKeough Bridge) be paid out of the surplus funds from the 20122 Capital Road project "Beresford, Cooper and Cameron Street reconstruction" be received and accepted.

CARRIED

Moved by J. Agar

Seconded by S. Miller

Motion #6: That it be recommended to Council that the report received from the Coordinator of Operations (Roads/Drainage) dated December 15, 2011 recommending that St. Clair Township Council approve “Waste Management” in Petrolia as the preferred proponent for blue box processing services for a seven year term, to be incorporated into the Lambton Municipal Group waste collection RFP be received and accepted.

CARRIED

In discussion of Mr. DePooter’s report the Committee discussed possible revenue streams back to the Municipality through revenues from the recycling material processing.

COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:

Moved by P. Gilliland

Seconded by S. Miller

Motion #7: That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Water/Wastewater) dated December 14, 2011 be received as information.

CARRIED

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by J. Agar

Seconded by J. DeGurse

Motion #8: That this Committee recommend to Council that the monthly report of the Director of Engineering Services dated December 12, 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 December 6, 2011 recommending that an invoice be issued to the St. Clair River Trail in the amount of \$118,138.94 (excluding HST) be received and accepted

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #10: That it be recommended to Council that the report from the Coordinator of Engineering dated December 13, 2011 recommending that St. Clair Township assumes the works for Parkview Estates (Dallas Court) Subdivision in Lot 220, Part of Lots 218 and 219 of the former Township of Moore (Corunna) and the 25% maintenance deposit in the amount of \$108,264.87 be returned to the Developer (2052689 Ontario Inc.) be received and accepted.

CARRIED

Moved by D. Randell

Seconded by D. Randell

Motion #11: That it be recommended to Council that the report from the Coordinator of Engineering dated December 13, 2011 recommending that St. Clair Township assumes the works for Shelby Lane and Fane Street (Thompson/Vandersteen) Subdivision at the north-west corner of Fane Street and Colborne Streets in the former Township of Moore and the 25% maintenance deposit in the form of an irrevocable letter of credit for \$101,955.55 be released and the security deposit held of \$46,975.08 be returned to the Developer (1714632 Ontario Inc) be received and accepted.

CARRIED

Moved by P. Gilliland

Seconded by J. Agar

Motion #12: That it be recommended to Council that the report from the Coordinator of Engineering dated December 13, 2011 recommending the quote submitted by AMEC of Sarnia in the amount of \$14,000 (plus HST) for the evaluation of the existing road base/sub-base of Rokeby Line and soils investigation at the Marsh Creek structure be accepted and contracts signed with the consultant be received and accepted

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randell

Seconded by J. Agar

Motion #13: That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated 14, 2011, and the recommendations contained within be received and accepted.

CARRIED

NEW BUISNESS:

Councillor Miller asked staff to contact the CSX regarding the need for crossing repair in Port Lambton. Also Mayor Arnold asked staff to include improvements to the intersection of Fourth Street and Thomson Street in the 2012 surface treatment budget.

Hearing no further business, it was;

Moved by S. Miller

Seconded by D. Randell

Motion #14: That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 7:45 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary