

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

St. Clair Civic Centre  
Committee Room 1  
February 21, 2012  
6:00 p.m.

The meeting of the Committee of the Whole was held Tuesday February 21, 2012 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 (joined the meeting in progress)      |
| 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                     |
| R. Dewhirst            | Director of Emergency Services                     |
| Absent J. Baranek      | Deputy Clerk, Coordinator of Planning              |

**FINANCE AND ADMINISTRATION**

**AGENDA:**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Month ending January 2012

**3. TREASURER’S REPORT:**

A1 - TCA & amortization  
A2 – OMPF 2012 funding  
A3 – 2011 Audit

**4. DIRECTOR OF EMERGENCY SERVICES REPORT:**

Island Moorings fire

**5. BUILDING INSPECTOR’S REPORT:**

B-1 - Building Permit Reports for the month ending January 2012

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

Monthly report dated February 10,2012

**7. CLERK’S REPORTS:**

**8. C.A.O.’S REPORTS:**

**9. NEW BUSINESS:**

**10. ADJOURNMENT:**

Moved by D. Randell

Seconded by S. Miller

**Motion #1:** That this meeting of the Finance and Administration Committee commence 10 minutes early.

**CARRIED**

Chairperson Agar called the meeting to order at 5:50pm and asked members to declare any conflict of interest at the appropriate time.

**CONFLICT OF INTEREST:**

None declared.

**GENERAL ACCOUNTS: Month of January 2012**

The Committee reviewed the list of General Accounts

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

**Motion #2:** That this Committee recommend to Council that General Accounts for the month of January 2012, starting with supplier number ACK001 to YEL001, totaling \$1,486,452.68 be approved.

**CARRIED**

**TREASURER'S REPORT:**

Moved by D. Randell

Seconded by P. Carswell-Alexander

**Motion #3:** That this Committee recommend to Council that the report received from the Treasurer identified as A1 regarding the accounting for Tangible Capital Asset (TCA) and amortization be received and accepted.

**CARRIED**

Moved by J. DeGurse

Seconded by S. Miller

**Motion #4:** That this Committee recommend to Council that the report received from the Treasurer identified as A2 regarding the 2012 Ontario Municipal Partnership Fund (OMPF) be received and accepted.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #5:** That this Committee recommend to Council that the report received from the Treasurer identified as A3 recommending that the Treasurer be authorized to sign Collins Barrow Chartered Accountants audit engagement letter dated November 21, 2011 be received and accepted.

**CARRIED**

Council reviewed with Fire Chief Roy Dewhirst the debriefing result from the December 2011 St. Clair Boating Marina fire. Chief Dewhirst stated that similar debriefing has been held with all stations that responded to the fire and both negatives and positives of the fire fighting effort were discussed. Some of the negatives were advised were the lack of washroom and sanitary facilities, the relative remoteness of the breathing apparatus replenishment equipment, communications weaknesses, the watermain backflow incident and at times poor traffic control. Some of the positives were the strong working relationship between all responding forces including fire services, public works, Provincial ministry staff and contractors called in to assist in the effort. Chief Dewhirst stated that at the conclusion of presentation that one solution to the issues raised would be the establishment of a trailer that could be transported to a fire scene that would contain diesel powered air compressor, washroom and sanitary facilities as well as a shelter of firefighters and staff during stand down periods. At the conclusion of the discussion the further discussion on the establishment of such a mobile facility was referred to budget deliberations. Chief Dewhirst invited members of Council to fill out the questionnaire and submit it to him should they wish to do so with their comments as to the fire fighting effort.

**BUILDING INSPECTOR'S REPORT:**

Moved by P. Carswell-Alexander

Seconded by S. Arnold

**Motion #6:** That it be recommended to Council that the Building Inspector's report for the month of January 2012 be received and accepted as information.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

The Committee reviewed Mr. Hackett's report dated February 10, 2012. In discussion of the Cathcart park shoreline rehabilitation Mr. Hackett advised that the SCRCA is preparing to submit grant applications for the second phase of this project. It is estimated that the second phase will cost approximately \$500,000 and the Township's contribution towards this cost would be \$250,000 financed from the St. Clair Parkway Endowment Reserve. It was pointed out, however, that the Conservation Authority will not proceed with the grant application if the Township is not prepared to commit to its cost share.

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #7:** That it be recommended to Council that St. Clair Township will fund 50% share of the phase two of the Cathcart Park shoreline rehabilitation estimated to cost approximately \$500,000 subject to senior Government funding.

**CARRIED**

Moved by S. Arnold

Seconded by J. DeGurse

**Motion #8:** That it be recommended to Council that the Township pay 100% of the engineering costs to obtain structural report and drawings as requested by the building code for the conversion of the existing VanDamme Park pavilion.

**CARRIED**

The Committee discussed the quotes received for the propose Civic Center access ramp reconstruction.

Moved by S. Miller

Seconded by D. Randell

**Motion #9:** That it be recommended to Council that council approve the new ramp for the Civic Center using the lowest quote that meets the building code to a maximum of \$19,525 plus drawings and that the project be funded from the surplus budget amount for accessibility upgrades for 2011.

**CARRIED**

The Committee reviewed the portion of Mr. Hackett's report relative to the operational changes at the golf course and the purchase of used mower sharpening equipment.

Moved by D. Randell

Seconded by J. DeGurse

**Motion #10:** That it be recommended to Council that the Director of Community Services be authorized to implement proposed operational changes in the kitchen at the St. Clair Parkway Golf Course and to the purchase of a used spin sharpener for the maintenance operation at the golf course.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by S. Miller

**Motion #11:** That it be recommended to Council that the Township authorize the replacement of the existing suppression system at the Wilkesport Community Hall at a cost of \$3,075.

**CARRIED**

**NEW BUSINESS:**

Mayor Arnold questioned Mr. Hackett as to the proposed repair for the marker stone with the Shell emblem at Guthrie Park. Mr. Hackett advised that the stone in question is scheduled for removal and repair this spring. The Committee was also advised by Mr. Hackett that Ethyl Corporation has been invoiced approximately \$20,000 for the cost to repair a drain outlet that

was discovered during the Guthrie Park riverfront rehabilitation project. Also in response to the Committee's questions, Mr. Hackett advised that he is reviewing possible designs for the display signage for the Sports Complex.

Mr. Quenneville advised Council that the draft operating budget package will be available this Friday for pick up by Council in advance of the March 1<sup>st</sup> budget meeting.

Hearing no further business, it was;

Moved by S. Miller

Seconded by D. Randell

**Motion #12:** That the meeting of the Finance and Administration Committee do hereby adjourn.

**CARRIED**

The meeting adjourned at 6:40 p.m.

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J. Agar,  
Chairperson

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J. DeMars  
Secretary

## **PUBLIC WORKS & OPERATIONS**

### **AGENDA:**

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

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

Regional WWTP status  
Sanitary sewer funding

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

Monthly report dated February 5, 2012  
Municipal dock lease agreement  
Temporary Buckingham Road closure

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

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

Monthly report dated February 13, 2012  
Stanley Line Bridge  
2012 bridge inspections  
Parkdale and Manitou watermain insurance claims

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

Monthly Report dated February 14, 2012

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

#### **8. ADJOURNMENT:**

Chairperson Carswell-Alexander called the meeting to order at / 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 S. Arnold

Seconded by D. Randell

**Motion #1:** That this Committee recommend to Council that the report of the Director of Public Works & Operations & Engineering regarding the Regional WWTP status be received and accepted.

**CARRIED**

The Committee reviewed Mr. Burnham's report on the sanitary sewer funding for the Wilkesport sewer system, the Frog Point sewer system and proposed Froomfield sewer system. In his report, dated February 15<sup>th</sup> Mr. Burnham explained the different grant amounts received for three projects. Mr. Burnham and the Clerk provided to the Committee an explanation to the original \$150,000 offered to the Frog Point rate payers in lieu of Provincial grant funding when the first application of such funding was denied. Council later withdrew the \$150,000 funding in lieu of Provincial grant funding. The Clerk advised that the final amending by-laws for the sewer system did not include any such municipal contributions. The Clerk is to provide copies of the last two local improvement by-laws to Mayor Arnold.

Moved by D. Randell

Seconded by S. Miller

**Motion #2:** That it be recommended to Council that the report received from the Director of Public Works and Operations dated February 15, 2012 regarding the sanitary sewer funding of various projects be received and accepted as information.

**CARRIED**

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

Moved by D. Randell

Seconded by J. DeGurse

**Motion #3:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated February 15, 2012, be received and accepted as information.

**CARRIED**

Mr. Ron Baines was present to discuss with the Committee the portion of Mr. DePooter's report related to boulevard parking on St. James Street in reaction to an earlier complaint from Mr. Baines. In his report, Mr. DePooter stated that such boulevard parking is not creating undo hardship for snowplow operations. Mr. DePooter also pointed out that Council had considered a similar complaint in 2003 and by motion decided to take no further action. Mr. Baines was disappointed with Council's current position relative to the boulevard parking which is similar to that position taken in 2003. Mr. Baines said in fairness the Township should amend or repeal the by-law due to its unwillingness to enforce it and that no further parking tickets should be issued for overnight parking during the winter control season. Council thanked Mr. Baines for his opinion. Also in response to Mr. Baines questions, the Committee advised that it was not prepared to discuss at this time supposed commercial uses of the Township's boat launch facility.

Moved by S. Miller

Seconded by J. Agar

**Motion #4:** That it be recommended to Council that the report of the Coordinator of Operations (Roads/Drainage) dated February 15, 2012 recommending that a new Municipal Dock Use Agreement between St. Clair Township and Southwestern Sales Corporation Ltd. for the rental of the Township owned stone dock south of Sombra be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents be received and accepted.

**CARRIED**

Moved by D. Randell

Seconded by J. DeGurse

**Motion #5:** That it be recommended to Council that the report of the Coordinator of Operations (Roads/Drainage) dated February 15, 2012 recommending that the request be approved from the Wallaceburg District Secondary School to allow a temporary closure of Buckingham Road from Whitebread Line to Lambton Line to accommodate the "Tinman Triathlon" from 8:00am until 11:00am on Thursday May 24, 2012 be received and accepted.

**CARRIED**

**COORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #6:** That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated February 12, 2012 be received and accepted as information.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #7:** That it be recommended to Council that the report of the Coordinator of Engineering dated February 13, 2012 regarding the Stanley Line Bridge over Bear Creek be received and accepted as information.

**CARRIED**

Mayor Arnold stated that he would like to meet representatives from Transport Canada to enter into a discussion on navigable waters affecting the Stanley Line Bridge relative to the openings of the McKeough Dam structure.

Moved by J. DeGurse

Seconded by S. Miller

**Motion #8:** That it be recommended to Council that the report of the Coordinator of Engineering dated February 14, 2012 recommending that the Township procurement policy be waived and the quotation submitted by Burgess Engineering Inc. in the amount of \$26,800 plus HST for detailed re-inspection of our bridges and culverts greater than 3.0 meters in span (62 structures for 2012), as recommended in the last bridge inspection report be received and accepted.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #9:** That it be recommended to Council that the report of the Coordinator of Engineering dated February 13, 2012 regarding the Parkdale and Manitou watermain replacement insurance claims be received and accepted as information.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by J. Agar

Seconded by J. DeGurse

**Motion #10:** That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated February 14, 2012, be received and the recommendations contained within be accepted.

**CARRIED**

**NEW BUSINESS:**

Chairman Agar asked staff to repair and refurbish the Industrial Park sign at the intersection of the Petrolia Line and Highway 40. Councillor Randell suggested that public tours of the new Regional WWTP should be offered once the facility is completed perhaps on the occasion of the ribbon cutting at the facility.

Hearing no further business it was;

Moved by J. DeGurse

Seconded by D. Randell

**Motion #11:** That the meeting of the Public Works and Operations Committee to hereby adjourn.

**CARRIED**

The meeting adjourned at 7:05 p.m.

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P. Carswell-Alexander,  
Chairperson

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J. DeMars  
Secretary