

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

St. Clair Civic Centre
Committee Room 1
December 17, 2012
3:00 p.m.

The meeting of the Committee of the Whole was held December 17, 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
	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	Fire Chief
	G. DePooter	Co-ordinator of Works
	D. Neely	Drainage Superintendent

FINANCE AND ADMINISTRATION

AGENDA:

3:00 pm Andrea Hayes – Physician recruitment

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending November, 2012

3. STATEMENT OF FINANCIAL POSITION: for period ending November, 2012

4. TREASURER’S REPORT:

- A-1 - 2013 Ontario Municipal Partnership Fund
- A-2 - Analysis of Sombra Museum
- A-3 – MPAC update
- A-4 – Energy Conservation
- A-5 – Revised draft capital budget

5. SENIOR TAX CLERK’S REPORT

2011 and 2012 tax write-off

6. BUILDING INSPECTOR’S REPORT:

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

7. DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly report dated December 17, 2012

8. FIRE CHIEF’S REPORT:

D-1 - Monthly report dated December 11, 2012

9. CLERK'S REPORTS:

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

11. NEW BUSINESS:

12. ADJOURNMENT:

Moved by S. Arnold

Seconded by D. Randell

Motion # That this meeting of the finance and administration be called to order at 2:55 pm

CARRIED

Chairperson Agar asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

Andrea Hynes, Mac Redmond and Ken Burchill representing the physician Recruitment Task Force were present to discuss with Council success of past and current recruitment efforts and prospects for attracting further physicians to the area in 2013. At the conclusion of the presentation Ms. Hynes is requesting a donation in the amount of \$20,000.00 from St. Clair Township for the year 2013. Chairman Agar thanked Ms. Hynes for the presentation

Moved by S. Arnold

Seconded by S. Miller

Motion #1 That it be recommended to Council that the request of the Physicians Recruitment Task Force be referred to 2013 Operating budget discussions.

CARRIED

GENERAL ACCOUNTS:

The Committee reviewed the list of General Accounts

Moved by S. Miller

Seconded by D. Randell

Motion #2 That this Committee recommend to Council that General Accounts for the month of November 2012, starting with supplier number 407001 to XER003, totaling \$3,669,926.88 be approved.

CARRIED

STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurer's Statement on the Financial Position of the municipality for the period ending November, 2012.

Moved by D. Randell

Seconded by P. Carswell-Alexander

Motion #3 That this Committee recommend to Council that the Statement of Financial Position for the period ending November 2012 be received and approved.

CARRIED

TREASURER'S REPORT:

Moved by J. Degurse

Seconded by P. Carswell-Alexander

Motion #4 That it be recommended to Council that the 2013 Ontario Municipal Partnership Fund report be received.

CARRIED

Moved by D. Randell

Seconded by S. Arnold

Motion #5 That it be recommended to Council that the final cost and funding for the Sombra Museum new Building Fund be received.

CARRIED

Moved by S. Miller

Seconded by P. Carswell Alexander

Motion #6 That it be recommended to Council the update from MPAC be received.

CARRIED

Moved by D. Randell

Seconded by J. Degurse

Motion #7 That it be recommended to Council that the LAS Connection 2012 – Spark change report be received.

CARRIED

In discussion of the Treasurer's report on the draft 2013 Capital Budget Mayor Arnold pointed out that the generator sets requested by the Fire Department were to be included in the draft budget provided that external budget sources can be obtained.

Moved by P. Carswell-Alexander

Seconded by D. Randell

Motion #8 That it be recommended to Council that this revised 2013 Capital Budget report after the December 6, 2012 special Council meeting be received.

CARRIED

SENIOR TAX CLERK'S REPORT:

Moved by P. Gilliland

Seconded by S. Miller

Motion #9 That it be recommended to Council that the following taxes for the 2011 and 2012 taxation years be reduced or cancelled, pursuant to Section 357 and 358 of The Municipal Act, 2001, c..

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by D. Randell

Seconded by J. Degurse

Motion #10 That it be recommended to Council that the Building Inspector's report for the month of November 2012 be received and accepted as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #11 That it be recommended to Council that the monthly report dated Dec 17, 2012 submitted by the Director of Community Services be received and all recommendations contained within be accepted.

CARRIED

Mr. Hackett explained to the Committee the flooring needs for the Townships building recently purchased at 233 Cameron St. Mr. Hackett advised during the process of removing the carpeted areas in the kitchen and in the lobby reception area vinyl tile were discovered under the carpet that contained asbestos. The alternative to remove and dispose of the asbestos tile was considered excessive although the flooring contractor is installing a new hard vinyl floor on top of the existing vinyl tile. Renovation work is underway to convert the washrooms to allow for handicap accessibility. Also one wall in the ladies washroom seems to have been damaged due to a possible roof leak in the past and repairs are being undertaken. Mr. Hackett also advised that the surplus furniture and fixtures in the building will be offered to the Townships Community halls for their use.

DIRECTOR OF EMERGENCY SERVICES REPORT:

Moved by D. Randell

Seconded by J. Degurse

Motion #12 That it be recommended to Council that the Fire Chief's report dated December 11, 2012 be received as information.

CARRIED

The CAO advised of the need for an in camera session to discuss a personnel issue.

Moved by S. Miller

Seconded by D. Randell

Motion #13 That this meeting of Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting adjourned at 3:25 p.m.

J. Agar,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- WWTP –odour control
- ORO-appointment

3. COORDINATOR OF OPERATIONS (WORKS AND WATR/WASTE WATER) REPORT:

- Monthly report dated – Dec 12, 2012
- CH2M HILL – Agreement
- 67 MacDonald – water bill
- 2013 capital budget – equipment up grades

4. COORDINATOR OF ENGINEERING REPORT:

- Monthly report dated December 11, 2012
- Stanley line bridge

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report dated December 12, 2012
- South Courtright Drain-Br 2A

6. NEW BUSINESS:

7. ADJOURNMENT:

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Chairperson Carswell-Alexander called the meeting to order at 3:25 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

Moved by S. Arnold

Seconded by S. Miller

Motion #1 That it be recommended to Council that the report from the Director of Public Works Dated December 12, 2012 on the odour control at Courtright WWTP be received as information.

CARRIED

Moved by J. Agar

Seconded by J. Degurse

Motion #2 That it be recommended to Council

1) That qualified operators of CH2M HILL be designated Overall Responsible Operator for the St. Clair Township Water Distribution System effective Dec 21, 2012.

2) That qualified operators of CH2M HILL be designated Overall Responsible Operator for the St. Clair Township Wastewater Collection System effective Dec 21, 2012.

3) That qualified operators of CH2M HILL be designated Overall Responsible Operator for the St. Clair Township Wastewater Treatment Systems in Brigden, Port Lambton, and Sombra Village effective Dec 21, 2012.

4) That qualified operators of CH2M HILL be designated Overall Responsible Operator for the St. Clair Township Wastewater Treatment Systems in Corunna and Courtright effective Dec 21, 2012.

5) That the designated Overall Responsible Operators be authorized to designate qualified operators as Operators in charge on an as needed basis.

COORDINATOR OF OPERATIONS (WORKS AND WATER/WASTE WATER) REPORT:

Moved by P. Gilliland

Seconded by J. Agar

Motion#3 That it be recommended to Council that the monthly report of the Coordinator of Operations (Works) dated Dec 12, 2012 be received as information.

CARRIED

The Committee discussed the Coordinator's report on possible capital equipment item for the year 2013. The Committee suggested that a 4-wheel drive 3 ton truck be investigated and that stability could be an issue in the possible consideration of a rubber tired excavator.

Moved by P. Gilliland

Seconded by D. Randell

Motion# 4 That it be recommended to Council that the contract between CH2M HILL and the Township of St. Clair for Water/Waste Water Specialist and Related services be approved and that the Mayor and Clerk be authorized to sign the required documents.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #5 That it be recommended to Council that the request for a water bill reduction at 67 MacDonald Street be denied.

CARRIED

Moved by D. Randell

Seconded by J. Degurse

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Motion #6 That it be recommended to Council that the report of the Coordinator of Operations (Works) dated Dec 12, 2012 on Equipment upgrades for 2013 Capital Budget be received as information.

CARRIED

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by S. Miller

Seconded by P. Gilliland

Motion#7 That it be recommended to Council that the monthly report of the Coordinator of Engineering dated December 11, 2012 be received as information.

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CARRIED

Moved by S. Arnold

Seconded by J. Degurse

Motion #8 That it be recommended to Council that staff be directed to issue a request for Proposal for obtaining an engineering consultant to proceed with the design, and all appurtenances, of a low-level replacement structure for the Stanley line Bridge over Bear Creek.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randell

Seconded by J. Agar

Motion #9 That it be recommended to Council that the monthly report of the Drainage Superintendent dated December 12, 2012 be received as information and recommendations contained therein be accepted.

CARRIED

Mr. Gord Dale was in attendance and discussed with the committee the Drainage Superintendent's report on recommendations for improvements to the Branch 2A portion of the South Courtright Drain. After the discussion Mr. Dale agreed with the proposal to install a culvert in the newly constructed drain with resloping if necessary and hydro seeding to be completed in the spring of 2013.

Moved by J. Degurse

Seconded by D. Randell

Motion #10 That it be recommended to Council that Council approve the recommendations of Spriet Associates to install an access culvert within Drain No. 2A at a location specified by property owner, and do not install sod as requested by the owner of 1716 St. Clair Parkway.

CARRIED

NEW BUSINESS:

The Committee requested the appropriate staff contact CSX regarding rail crossing repairs needed at the Lambton Line crossing in Port Lambton and as well transport truck parking on John Street and MacDonald Street in Port Lambton. Dave Neely advised the Committee of concerns regarding possible beaver trapping on Telfer creek it was suggested that the Aamjiwnaang Band Council be consulted prior to any beaver removal in the area.

Councillor Agar had questions regarding the use of the boat launch at Ferry Dock Hill in Corunna, it was suggested that any questions Council receives on this matter be referred to the Director of Public Works.

Councillor Randell advised of a conversation with Mr. Doug Selman regarding use of property at the Moore Line yard as an off road vehicle trail site.

Mr. Burnham presented Council with a report dated December 17, 2012 regarding possible removal of the civic centre radio tower.

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Moved by S. Miller

Seconded by J. Degurse

Motion #11 That it be recommended to Council that the quotation from Thames Communication Chatham for the removal of the radio tower on the west side of the Civic Centre in the amount of \$1745.84 plus net HST be accepted

CARRIED

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

Motion #12 That this meeting of the Public Works and Operations Committee do hereby adjourn.

CARRIED

The meeting adjourned at 4:00 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary