

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

St. Clair Civic Centre
Committee Room 1
Jan 21, 2013
3:00 p.m.

The meeting of the Committee of the Whole was held, 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
	G. Hackett	Director of Community Services
	J. Baranek	Deputy Clerk, Coordinator of Planning
	M. Deline	Coordinator of Engineering
	G. DePooter	Coordinator of Operations (Water/Wastewater)
	J. Gray	Drainage Technician
Absent	L. Burnham	Director of Public Works, Operations & Engineering

FINANCE AND ADMINISTRATION

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending December, 2012

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

4. TREASURER’S REPORT:

A-1 – Water Contamination Deposits
A-2 – “Century Truss” appeal
A-3 – Actuarial Services
A-4 - 2013 Annualized CVA

5. DEPUTY TREASURER:

- “Municipal Performance Measurement Program” (MPMP)

6. BUILDING INSPECTOR’S REPORT:

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

7. DIRECTOR OF COMMUNITY SERVICES REPORT:

-Monthly report dated January 9, 2013

8. FIRE CHIEF’S REPORT:

9. CLERK'S REPORTS:

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

11. NEW BUSINESS:

12. ADJOURNMENT:

Moved by D. Randell

Seconded by P. Carswell-Alexander

Motion #1 That this meeting of the Finance and Administration Committee start at 2:55 pm.

CARRIED

Chairperson Agar called the meeting to order at 2:55 pm and asked members to declare any conflict of interest at the appropriate time.

CONFLICT OF INTEREST:

None declared.

GENERAL ACCOUNTS: Month of December 2012

The Committee proceeded to review the Accounts as listed on the agenda

Mr. Quenneville responded to several questions regarding the accounts

Moved by S. Miller

Seconded by J. DeGurse

Motion #2 That this Committee recommend to Council that General Accounts for the month of December 2012, starting with supplier number WER003, totaling \$6,665,031.05 be approved.

CARRIED

STATEMENT OF FINANCIAL POSITION:

Several questions were raised regarding the Statement of Financial Position particularly related to the 2012 financial results from the St. Clair Parkway Golf Course.

Moved by P. Carswell-Alexander

Seconded by S. Arnold

Motion #3 That it be recommended to Council that the Statement of Financial Position for period ending December, 2012 be received and approved.

CARRIED

TREASURER'S REPORT:

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #4 That it be recommended to Council that St. Clair ceases making interest payment on the Water Contamination deposits held in Trust for Clean Harbors and BP Canada Energy effective 2012

CARRIED

Moved by P. Carswell-Alexander

Seconded by J. Degurse

Motion #5 That it be recommended to Council that the report on the property tax appeal on the former Century Truss property be received.

CARRIED

Moved by D. Randell

Seconded by S. Arnold

Motion #6 That it be recommended to Council that Council approve the quote from K-W Actuarial Services Inc. in the amount of \$4,500 plus HST for a full actuary valuation and disclosure report on post employment benefits for the year 2012.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #7 That it be recommended to Council that St. Clair 2012 and 2013 Annualized CVA be received.

CARRIED

DEPUTY TREASURER'S REPORT:

Moved by S. Arnold

Seconded by P. Gilliland

Motion #8 That it be recommended to Council that the report entitled "Municipal Performance Measurement Program" (MPMP) 2011 results" be accepted.

CARRIED

The Committee complimented the Deputy Treasurer on the quality of the Performance Measurement Report.

BUILDING INSPECTOR'S REPORT:

Moved by D. Randell

Seconded by P. Gilliland

Motion #9 That it be recommended to Council that the Building report comparison for the Month ending December, 2012 be received as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by S. Arnold

Seconded by P. Gilliland

Motion #10 That it be recommended to Council that the Township of St. Clair recognize its financial obligation for entering into the Contribution Agreement under the CIIF to Council that The Township of St. Clair recognizes (Community Infrastructure Improvement Fund), for Project # C 0164 (Extension of The St. Clair River Trail) and the funding amounts approved for the project in the amount of \$135,000.00 under this Program.

CARRIED

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #11 That it be recommended to Council that The Township of St. Clair recognizes its financial obligation for entering into the Contribution Agreement under the CIIF (Community Infrastructure Improvement Fund), for Project # C 0161 (Pt. Lambton Van Dam Park Pavilion) and the funding amounts approved for the project in the amount of \$42,000.00 under this Program.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #12 That it be recommended to Council that The Township of St. Clair recognizes its financial obligation for entering into the Contribution Agreement under the CIIF (Community Infrastructure Improvement Fund), for Project # C 0165 (Wilkesport Library Renovations) and the funding amounts approved for the project in the amount of \$37,500.00 under this Program.

CARRIED

Mr. Hackett discussed with the Committee the proposed renovations to the Wilkesport library, financed in part by a Federal Grant, and his plans for exterior cladding, interior renovations, accessibility washrooms, new lighting, and a new heating system. At the conclusion of the discussion the Committee felt that the newly created Township Heritage Committee should be consulted for an opinion as to the extent of the renovations to the building. The Committee

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suggested that the Federal Funding Agency be contacted to see if the March 31, 2013 grant application deadline could be extended to perhaps the end of 2013. Mr. Hackett also advised of the need to relocate or dispose of records from the former Township of Sombra that are stored in the attic space of the building. The Committee suggested that the records and files be transferred to the Sombra Museum for safe keeping to enable the Clerk to initially review the records to determine and to retrieve anything of historical significance. The Committee also discussed Mr. Hackett's report on the apparent failure of the south sink due perhaps to a pervious ammonia leak and the need to have the source of the problem identified and a costing obtained.

Moved by J. DeGurse

Seconded by P. Carswell-Alexander

Motion #13 That it be recommended to Council that Council Authorize the Director of Community Services to retain a mechanical engineer to assist with diagnosing the problem with our heat trace system and recommending repairs

CARRIED

Moved by S. Miller

Seconded by P. Carswell-Alexander

Motion #14 That it be recommended to Council that Council approve the request of the Lambton Antique Car Club to use Brander Park as a stop for their August 3rd rally, at no cost.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #15 That it be recommended to Council that the monthly report dated Jan 9, 2013 submitted by the Director of Community Services be received and all recommendations contained within be accepted.

CARRIED

In response to the committee questions Mr. Hackett advised that he is planning a tour of the facility at 233 Cameron Street for Council, once the construction work is done and the Contractor has vacated. The Committee requested Mr. Hackett draft a report for the Committee or Councils consideration on operational options for 2013 of the St. Clair Parkway Golf Course. Also in response to Committees questions the Committee was advised that the information letter to the neighbours of 233 Cameron Street is being developed for circulation this week.

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

Motion #16 That this meeting of Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting Adjourned 3:40 pm

J. Agar,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Reg WWTP - Odour Control-dated Jan 2, 2013
- Proposed Water Rate Increase for 2013

3. COORDINATOR OF OPERATIONS (WORKS & WATER/WASTEWATER) REPORT:

- Monthly Report-dated Jan 16, 2013
- Smith – water /sewer invoice
- Boundary Road Agreement – City of Sarnia
- Temporary road closure -Buckingham Road
- Staff Update
- Sharpe street light

4. COORDINATOR OF ENGINEERING REPORT:

- Monthly Report dated Jan 15, 2013
- St. Clair Parkway Watermain – South of Courtright

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report – dated Jan 16, 2013

6. NEW BUSINESS:

7. ADJOURNMENT:

Chairperson Carswell-Alexander called the meeting to order at 3:40 p.m. and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

None declared.

Mr. DePooter introduced the new Drainage Technician Mr. Jordan Gray to members of the Committee and staff. The Committee members welcomed Mr. Gray and wished him every success in his future with St. Clair Township.

DIRECTOR OF PUBLIC WORKS REPORT:

The Committee discussed with Mr. Deline Mr. Burnham's report regarding the investigation of possible odour reduction strategies at the new Regional Waste Water Treatment Plant.

Moved by P. Gilliland

Seconded by D. Randell

Motion #1 That the issue of the investigation of odour reduction strategies at the Regional Waste Water Treatment Plant be lifted from the table.

CARRIED

Mr. Deline stated the opinion of Mr. Burnham that as operators of the system CH2M HILL maybe better qualified to investigate odour reduction strategies and opportunities at the plant than AECOM, who were the original designers of the system, particularly in lieu of the retirement of Mr. Don Kemp. Several members of the Committee thought that any odour reduction strategy should be investigated during warmer weather which was perhaps the basis of complaints received in the operation of the plant last summer and fall.

Moved by S. Arnold

Seconded by P. Gilliland

Motion #2 That it be recommended to Council that the proposal from CH2M HILL for the investigation of Odour Control Strategies at the Courtright WWTP, in the amount of \$58,840.00 plus applicable taxes be tabled until approximately June 2013.

CARRIED

Council discussed the report on the possible increase of the 2012 water usage rates the Committee asked Public Works staff to investigate the possibility of leaving the base rate at its current level but increasing by \$0.01 per cubic meter the usage rate.

Moved by S. Arnold

Seconded by S. Miller

Motion #3 That it be recommended to Council that there be a \$1.00 per month basic rate increase (from \$6.50 to \$7.50) and a \$0.04 per cubic meter increase (from \$0.94 to \$0.98) in consumption rate for residential water customers and there be a \$0.04 per cubic meter increase (from \$0.94 to \$0.98) in consumption rate for industrial and commercial water customers be tabled.

CARRIED

COORDINATOR OF OPERATIONS (WORKS & WATER/WASTEWATER)
REPORT:

Moved by S. Miller

Seconded by J. DeGurse

Motion #4 That it be recommended to Council that the monthly report of the Coordinator of Operations (Works) dated January 16, 2013 be received as information.

CARRIED

Moved by S. Miller

Seconded by P. Gilliland

Motion #5 That it be recommended to Council that the "Boundary Roads maintenance agreement" between St. Clair Township and the City of Sarnia be extended for an additional five years, and the documents be signed by the Mayor and Clerk

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #6 That it be recommended to Council that Council approve the request from Wallaceburg District Secondary School to allow a temporary road closure Of Buckingham Road from Whitebread Line to Lambton Line to accommodate the tinman triathlon from 8:00am until 11:00am on Thursday, May 23, 2013

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #7 That it be recommended to Council that the report from the Coordinator of Operations (Works) dated January 16, 2013 on Staff updates be received as information.

CARRIED

A portion of the staffing report referred to an in camera session.

Council discussed Mr. DePooters report on the Sharpe yard light. It was suggested that in an effort to eliminate the concerns of Mrs. Sharpe and possible concerns from the neighbors to the north that an additional street light be installed further to the east at the pump station providing improved lighting for not only the pump station but accessory buildings on the Sharpe property.

Moved by S. Arnold

Seconded by J. Agar

Motion #8 That it be recommended to Council that the yard light at the Sharpe property south of Courtright Sewage Treatment Plant is replaced with conventional yard light.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #9 That the extra ordinary sanitary sewer charges for the Smith property on Thompson Street be reduced due to an earlier water leak and that a credit of \$1,121.64 be provided in the appropriate manner to the Smith property.

CARRIED

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by S. Arnold

Seconded by J. Degurse

Motion #10 That it be recommended to Council that the monthly report of the Coordinator of Engineering dated January 15, 2013 be received as information.

CARRIED

The Committee accepted Mr. Deline's recommendation for a revisit of the speed limit on the Rokeby Line following its reconstruction. It was suggested that the speed limit be reinstated to an earlier limit.

Moved by S. Arnold

Seconded by S. Miller

Motion #11 That it be recommended to Council that the report of the Coordinator of Engineering on St. Clair Parkway Watermain – Courtright line to Frog Point dated January 15, 2013 be received as information.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #12 That it be recommended to Council that the monthly report of the Drainage Superintendent dated January 16, 2013 be received as information and the recommendations contained therein be approved.

CARRIED

In discussion of a portion of the Drainage Superintendents report regarding the Talfourd Creek Drain an explanation was provided by the Coordinator of Works and a consensus of the Public Works and Operations Committee was to ask the consulting engineer to comment on the possibility of providing a cut off drain for the Talfourd Creek Drain that would act as an outlet for the Wray drain west on LaSalle Line.

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

Motion #13 That this meeting of the Public Works and Operations Committee do hereby adjourn.

CARRIED

The meeting adjourned at 4:30 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary