

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

St. Clair Civic Centre
Committee Room 1
March 18, 2013
2:30 p.m.

The meeting of the Committee of the Whole was held, 2012 with the following people present:

	P. Carswell-Alexander,	Absent
	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
	R. Dewhurst	Fire Chief
	W. Anderson	Deputy Fire Chief
	L. Burnham	Director of Public Works, Operations & Engineering
	M. Deline	Coordinator of engineering
	S. Agar	Asset Maintenance/Management Technologist

FINANCE AND ADMINISTRATION

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending February, 2013

3. STATEMENT OF FINANCIAL POSITION: for period ending February, 2013

4. TREASURER’S REPORT:

- A-1 - Questions pertaining to Accounts Payable Invoices
- A-2 - Quote for Photocopier
- A-3 - Assistant Fire Chief Walt Anderson
- A-4 - St. Clair Municipality 2013 Operating Budget
- A-5 - Update the limit on Procurement By-law

5. BUILDING INSPECTOR’S REPORT:

- B-1 - Building Permit Reports for the month ending February 28, 2013

6. DIRECTOR OF COMMUNITY SERVICES REPORT:

Monthly report dated March 13, 2013

7. DEPUTY CHIEF REPORT

Monthly report dated March 12, 2013

8. FIRE CHIEF'S REPORT

Lambton County Fire Coordinator
Monthly Report dated March 13, 2013

9. DEPUTY TREASURER REPORT

-New Computers

10. CLERK'S REPORTS:

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

12. NEW BUSINESS:

13. ADJOURNMENT:

Chairperson Agar called the meeting to order at 3:00 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 reviewed the list of General Accounts as listed on the Agenda

Moved by J. DeGurse

Seconded by D. Randell

Motion #1 That this Committee recommended to Council that General Accounts for the month of February 2013, starting with supplier number AAA001 to YSA002, totaling \$2,248,882.72 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 February, 2013.

Moved by S. Miller

Seconded by P. Gilliland

Motion #2 That it be recommended to Council that the Statement of Financial Position for period ending February, 2013 be received and approved.

CARRIED

TREASURER'S REPORT:

Moved by D. Randell

Seconded by J. DeGurse

Motion #3 That it be recommended to Council that the report on questions pertaining to accounts payable invoices by the Treasurer dated Feb 27, 2013 be approved.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #4 That it be recommended to Council that St. Clair accepts the tender from Xerox for Work Centre 5755 for purchases with a total cost \$6,607 plus HST with a guaranteed cost per copy of .0063 cents for seven years to be financed by equipment reserve and authorized the treasurer to sign the agreement.

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #5 That it be recommended to Council that St. Clair authorize the Treasurer to obtain a credit card for the Assistant Fire Chief.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #6 That it be recommended to Council that the 2013 Operating Budget be approved.

CARRIED

Moved by J. DeGurse

Seconded by D. Randell

Motion #7 That it be recommended to Council that the Mayor and Clerk be authorized to sign a new procurement By-law effective March 18, 2013 which includes the new limits listed in Exhibit A., subject to amended reporting protocols.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Miller

Seconded by P. Gilliland

Motion #8 That it be recommended to Council that the Building report comparison for the Month ending February, 2013 be received as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by D. Randell

Seconded by S. Miller

Motion #9 That it be recommended to Council to replace the cook ventilation hood as directed by our Fire Chief. Financed from the endowment fund received from the Province as this was defined as a priority one deficiency when we received the asset.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #10 That it be recommended to Council to repair asphalt in parking lot at 233 Cameron St., when weather allows.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #11 That it be recommended to Council to that Podolinsky be awarded the tender in the amount of \$14,200.00, for the purchase of a 4X4 – 60” lawn mower.

CARRIED

Moved by S. Arnold

Seconded by J. DeGurse

Motion #12 That it be recommended to Council that the tender of Kucera Farm Equipment in the amount of \$ 43,086.90 including trade in allowance and taxes for the purchase of a Case International tractor be accepted.

CARRIED

Council discussed with Mr. Hackett the portion of his report dealing with the heating unit replacement at the former Century Truss building. At the conclusion of the discussion Committee requested Mr. Hackett consult with the heating contractor to see if the existing boiler unit could be reconfigured to avoid the necessity of the purchase of replacement unit.

DEPTY FIRE CHIEF REPORT:

Moved by S. Miller

Seconded by P. Gilliland

Motion #13 That it be recommended to Council that the report dated March 12, 2013 submitted by the Deputy Fire Chief be received and accepted.

CARRIED

FIRE CHIEF'S REPORT:

Moved by J. DeGurse

Seconded by D. Randell

Motion #14 That it be recommended to Council that the Council for the St. Clair Township approves the interim position of Chief Dewhirst as Coordinator and Assistant Chief Anderson as a alternate Coordinator and the a letter of support is forwarded to Nelly Green, Fire Marshal Advisor.

CARRIED

Moved by P. Gilliland

Seconded by S. Miller

Motion #15 That it be recommended to Council that the report dated March 13, 2013 submitted by the Fire Chief be received and accepted.

DEPUTY TREASURER'S REPORT:

Moved by P. Gilliland

Seconded by S. Arnold

Motion #16 That it be recommended to Council that the quote submitted by Dell in the amount of \$18,535.38 (including net HST) for purchase of two Dell computer servers be accepted.

CARRIED

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

Motion #17 That this meeting of the Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting adjourned 3:45 p.m.

J. Agar,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DEPUTATIONS:

3:45 pm Cartegraph system presentation

3. DIRECTOR OF PUBLIC WORKS REPORT:

- 299 Paget St. driveway
- Regional WWTP and Froomfield Sewer and Water Costs

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

- Monthly report dated March 1, 2013
- Water/Sewer bill credit

5. COORDINATOR OF ENGINEERING REPORT:

- Monthly report dated March 13, 2013
- 2013 Bridge and Culvert Inspection
- Rokeby Line Asphalt Condition

6. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report dated March 13, 2013

7. NEW BUSINESS:

8. ADJOURNMENT:

Moved by D. Randell

Seconded by S. Arnold

Motion #1 That Councillor Jeff Agar be appointed as the Chair of this meeting of the Finance and Administration Committee.

CARRIED

DECLARATION OF CONFLICT OF INTEREST:

None declared.

Stephanie Agar Asset Maintenance/Management Technologist was present to provide the Committee an overview on the Cartegraph Asset Maintenance System and the status of the Asset Maintenance Project. The meeting was turned over to Lori Goodman and Ed Shewn of Cartegraph and AGL who explained in more detail the Cartegraph system and its capabilities. At the conclusion of the discussion the Committee thanked Ms. Agar, Ms. Goodman and Mr. Shewn for their informative presentation.

DIRECTOR OF PUBLIC WORKS & OPERATIONS & ENGINEERING REPORT:

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #2 That it be recommended to Council that a cheque be issued to Brad Randall of 299 Paget St. in the amount of \$5,555.00 for the replacement of his driveway only on the condition that he remove the existing concrete driveway and replace it with a new concrete driveway.

CARRIED

Moved by P. Gilliland

Seconded by S. Arnold

Motion #3 That it be recommended to Council that the report of the Director of Public Works dated March 13, 2013 be received as information, and further that \$656,000.00 be taken from the water reserve and that \$824,000.00 be taken from the sanitary sewer reserve to reduce the Courtright WWTP and Froomfield water and sewer project financing shortfall.

CARRIED

COORDINATOR OF OPERATIONS (WATER/WASTEWATER) REPORT:

Moved by S. Miller

Seconded by P. Gilliland

Motion #4 That it be recommended to Council that the monthly report of the Coordinator of Operations (Works) dated March 1, 2013 be received as information.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #5 That it be recommended to Council that Grant Keay at 4651 Old River Rd., Port Lambton receive a credit of \$89.74 on their March 2013 water/sewer bill.

CARRIED

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by J. DeGurse

Seconded by P. Gilliland

Motion #6 That it be recommended to Council that the monthly report of the Coordinator of Engineering dated March 13, 2013 be received as information.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #7 That it be recommended to Council that the Township procurement policy be waived and the quotation submitted by Burgess Engineering Inc. in the amount of \$16 000.00 plus HST for detailed re-inspection of our bridges and culverts greater than 3.0 meters in span (30 structures for 2013) as recommended in the bridge inspection report, be accepted.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #8 That it be recommended to Council that the report of the Coordinator of Engineering dated March 13, 2013 on Rokeby Line Asphalt condition be received as information.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randell

Seconded by J. DeGurse

Motion #9 That it be recommended to Council that the monthly report of the Drainage Superintendent dated March 13, 2013 be received as information, and recommendations contained therein be approved.

CARRIED

NEW BUSINESS:

The Chair explained to those in attendance a complaint received over the weekend regarding the inability to contact the Animal Control Officer. Additional contact information to be provided to Councillor Agar.

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

Motion #10 That this meeting of the Public Works and Operations Committee do hereby adjourn.

CARRIED

The meeting adjourned at 5:00 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary