

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

St. Clair Civic Centre
Committee Room 1
May 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 (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
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 April, 2013

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

4. TREASURER’S REPORT:

A-1 – Financial Analysis of Water TCA and Accumulated Amortization for 2012

A-2 – AMO Policy update

A-3 – AMO Breaking News -2013 budget

A-4 – AMO Breaking News – responds to Infrastructure needs

A-5 – AMO Gas tax project

5. BUILDING INSPECTOR’S REPORT:

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

6. DIRECTOR OF COMMUNITY SERVICES REPORT:

Monthly report dated, May 16, 2013

7. FIRE CHIEF’S REPORT:

Monthly Report dated May 15, 2013

8. CLERK’S REPORTS:

Misc. drainage fees and practices

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

10. NEW BUSINESS:

11. 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.

Moved by S. Miller

Seconded by J. DeGurse

Motion # 1 That the meeting enter an in camera session, with the Mayor as Chair, to discuss issues relative to the Clean Harbours facility.

CARRIED

Meeting returned to order

GENERAL ACCOUNTS: Month of December 2012

The Committee reviewed the General Accounts for the period ending April 30, 2013

Moved by D. Randell

Seconded by J. DeGurse

Motion #2 That this Committee recommended to Council that General Accounts for the month of April 2013, starting with supplier number ACK001 to YSA002, totaling \$2,174,133.31 be approved.

CARRIED

STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurers Statement on the Financial Position of the municipality for the period ending, April, 2013.

Moved by S. Miller

Seconded by D. Randell

Motion #3 That it be recommended to Council that the Statement of Financial Position for period ending April, 2013 be received and approved.

CARRIED

TREASURER'S REPORT:

Moved by J. DeGurse

Seconded by S. Miller

Motion #4 That it be recommended to Council that the detailed analysis of the TCA, amortization and water financial statements for the year end December 31, 2012 be received.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #5 That it be recommended to Council that the OPP begins Municipal consultations on billing reform and other updates be received.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #6 That it be recommended to Council that the AMO Breaking News – 2013 budget Provincial budget released be received.

CARRIED

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Moved by S. Arnold

Seconded by J. DeGurse

Motion #7 That it be recommended to Council that the AMO Breaking Ontario Government Responds to infrastructure needs for small be received.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #8 That it be recommended to Council that the 2013 AMO gas tax fund in the amount of \$449,358.08 be applied towards the reconstruction of Brigden Road from Kerr Line to Smith Line.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Arnold

Seconded by S. Miller

Motion #9 That it be recommended to Council that the Building report comparison for the Month ending April, 2013 be received as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by P. Gilliland

Seconded by D. Randell

Motion #10 That it be recommended to Council that Council authorize the Captain Kidd Committee to hold their annual Fireworks display with condition they provide the Township with a certificate on insurance in the amount of \$2,000,000.00 naming the Township as an additional insured.

CARRIED

Moved by S. Arnold

Seconded by J. DeGurse

Motion #11 That it be recommended to council that the Director of Community Service be authorized to locate benches and construct netting hooks at CAP park as requested by the minor soccer group.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #12 That it be recommended to Council that the Director of Community Service be authorized to enter into an operational agreement with a group proposing to operate the concession booth at CAP park on a trial bases for the 2013 season.

CARRIED

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #13 That it be recommended to Council that Council upgrade the existing handicap area in front of the existing Corunna Library at an estimated cost of \$2,500.00 to be charged to the Public Works sidewalk maintenance budget.

CARRIED

The Committee asked Mr. Hackett to estimate the cost of the relocation of the Corunna Library into the Townships Emergency Services building as a possible 2014 budget item. Mr. Hackett also advised of a request received for directional signage for the Corunna, Courtright, and Mooretown Libraries. It was recommended that this request be forwarded to the Lambton County Library department.

Moved by P. Gilliland

Seconded by S. Arnold

Motion #14 That it be recommended to Council that the Director of Community Services be authorized to complete renovations at the CAP washrooms to provide storage space in this facility.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #15 That it be recommended to Council that the Director of Community Services be authorized to have completed fencing improvements at Dugan field as requested by the Corunna Minor Ball Association at an estimated cost of approximately \$3,500.00.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #16 That it be recommended to Council that the Director of Community Services be requested to arrange for an appropriate grand opening ceremony for the renovated Wilkesport Library and the Port Lambton VanDamme park pavilion with MP Pat Davidson representing the Federal Government as a funding partner.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #17 That it be recommended to Council that Council approve the completion of a comprehensive Aquatic Safety Audit as outlined in Linda Kennedy's report.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #18 That it be recommended to Council that Council authorize the hiring of a part time Electrical/ HVAC Technician through a local contractor to assist with the work load.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #19 That it be recommended to Council the monthly report of the Director of Community Services dated May 16, 2013 be accepted and received.

CARRIED

Moved by S. Miller

Seconded by J. DeGurse

Motion #20 That it be recommended to Council that a donation be made to the Mooretown Flags hockey club of four rounds of golf as a prize table prize.

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #21 That it be recommended to Council that the Township enter a foursome in the Mooretown Flags fund raising golf tournament scheduled for June 1st at the St. Clair Parkway Golf Course.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #22 That it be recommended to council that the Director of Community Service arrange for the removal of the center portion of the concrete pad at the Cathcart park pavilion near the washrooms.

CARRIED

DIRECTOR OF EMERGENCY SERVICES REPORT:

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #23 That it be recommended to Council that the Township approve the letter of understanding with Lambton College that would facilitate work experience in a Fire Department environment for college fire science students.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #24 That it be recommended to Council that the monthly report of the Fire Chief and the Assistant Fire Chief dated May 15, 2013 be accepted.

CARRIED

In response to Assistant Chief Anderson's information as to a request received from Chad Anderson to maintain a vacant area behind the Courtright Fire hall it was

Moved by S. Arnold

Seconded by D. Randell

Motion #25 That it be recommended to Council that the Fire Chief and the appropriate staff draft an agreement for consideration by Mr. Anderson to maintain a specific area of vacant property behind the Courtright Fire Hall at no cost to Mr. Anderson for a 5 year term.

CARRIED

CLERK'S REPORT:

The Committee reviewed the Clerks report on possible amendments to Township Schedule of Fees and Drainage practices

Moved by S. Arnold

Seconded by D. Randell

Motion #26 That it be recommended to Council that the attached revised Schedule of Drainage Fees and Practices be adopted as of May 1, 2013.

CARRIED

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

Motion #27 That this meeting of the Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting adjourned at 4:55 p.m.

J. Agar,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

-Sanitary sewer fees – Froomfield area

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

-Monthly report dated May 14, 2013
-Dust suppressant – tender results
-T. Leavoy – seawall
-Rotary Mower Attachment

4. DEPUTY CLERK

Drainage concerns – 176 Fane Street

5. COORDINATOR OF ENGINEERING REPORT:

-Monthly report dated May 14, 2013
-LaSalle Line watermain loop –EA - R.F.P
-Stanley Line Bridge R F P
-Paddock Green mailboxes
-Black Creek Bridge on Pretty Road- Repair

6. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report dated May 15, 2013
- Barnes Drain – buffer strip

7. NEW BUSINESS:

8. ADJOURNMENT:

In the absence of the Chair the meeting was called to order at 4:00 p.m.

Moved by S. Arnold

Seconded by D., Randell

Motion #1 That Councillor Jeff Agar be appointed as the Chairperson of this meeting of the Public Works and Operation Committee.

The Chair asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

None declared.

DIRECTOR OF PUBLIC WORKS REPORT:

Moved by J. DeGurse

Seconded by S. Miller

Motion #2 That it be recommended to Council that the report of the Director of Public Works dated May 15, 2013 on the sanitary sewer possible buy-in fees for industries in the Froomfield area be received as information and that Option #2 be chosen as the voluntary buy-in fee.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORT:

Moved by S. Miller

Seconded by P. Gilliland

Motion #3 That it be recommended to Council that the monthly report of the Coordinator of Operations (Works) dated May 14, 2013 be received as information.

CARRIED

The Committee discussed the Coordinators report on improvements at the intersection of Tom and Fane Street in Corunna that was tabled at the last meeting of Council.

Moved by D. Randell

Seconded by S. Miller

Motion #4 That it be recommended to Council that The Director of Works report dated April 30th regarding repair options at the intersection of Tom and Fane Street be lifted from the table.

CARRIED

Mr. DePooter and Mr. Brunham explained to the Committee the repair proposals suggestions such as a wooden retaining wall to channel the water and the suggestion that the intersection be left as a loose top surface. Committee directed that the surface at the intersection should be repaired with a tar and chip surface. Mr. Byron Warwick a resident at 481 Tom Street was present at the meeting to hear the discussion by the committee but offered no comment. At the conclusion of the discussion it was.

Moved by S. Arnold

Seconded by S. Miller

Motion #5 That it be recommended to Council that Council repair the intersection of Tom and Cooper Street as a re-graded tar and chip surface with a controlled surface water run off and new steel beam guard rail.

CARRIED

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Moved by J. DeGurse

Seconded by D. Randell

Motion #6 That it be recommended to Council that the tender submitted by Pollard Highway Products Ltd. In the amount of \$41,527.50 for supply and application of Chorlide based Liquids for dust Control be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #7 That it be recommended to Council that payment of \$11,445 plus taxes is paid to Tammy Leavoy at 381 Beresford Street as a one time share for seawall repairs, and that she sign a waiver indemnifying the Township from future claims.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #8 That it be recommended to Council that the report of the Coordinator of Works regarding the possible purchase of a rotary mower attachment tabled at the last meeting of Council be lifted from the table for further discussion.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #9 That it be recommended to Council that the normal tendering process for the purchase of a Rotary Mower attachment and accept the quote from Cubex Ltd. Of \$16,948.76 (c/w HST) for a 60" Rotary Hydraulic unit complete with hydraulic head swivel.

CARRIED

DEPUTY CLERK

Moved by S. Miller

Seconded by J. DeGurse

Motion #10 That it be recommended to Council that the report of the Deputy Clerk/ Planning Coordinator dated May 15, 2013, on the Fane Street drainage issue be received as information.

CARRIED

Moved by S. Miller

Seconded by S. Arnold

Motion #11 That it be recommended to Council that a letter be sent to the owners of the K F C property on Lyndock Street requesting that, as outlined in the original site plan agreement, necessary steps be taken to prevent water run off to adjacent properties.

CARRIED

COORDINATOR OF ENGINEERING REPORT:

Moved by J. DeGurse

Seconded by S. Miller

Motion #12 That it be recommended to Council that the monthly report of the Coordinator of Engineering dated May 14, 2013 be received as information.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #13 That it be recommended to Council that RFP submitted by BM Ross in the amount of \$43,700.00 (plus HST) for engineering services for the Class Environment Assessment for the LaSalle Line watermain Loop be accepted and the Mayor and Clerk be authorized to sign an Engineering Services Agreement and other related documents.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #14 That it be recommended to Council that RFP submitted by Spriet Associates in the amount of \$45,900.00 (plus HST) for the detailed engineering design of a low level replacement structure for Stanley Line Bridge over Bear Creek be accepted and the Mayor and Clerk be authorized to sign an Engineering Services Agreement and other related documents.

CARRIED

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Moved by P. Gilliland

Seconded by J. DeGurse

Motion #15 That it be recommended to Council that the report of the Coordinator of Engineering dated May 16, 2013 on Paddock Green community mailboxes be received as information.

CARRIED

Moved by S. Miller

Seconded by P. Gilliland

Motion #16 That it be recommended to Council that the report of the Coordinator of Engineering dated May 16, 2013 Black Creek Bridge on Pretty Road recommended repair be received as information.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #17 That it be recommended to Council that the monthly report of the Drainage Superintendent dated May 15, 2013 be received as information and recommendations contained therein be approved.

CARRIED

The Committee discussed with the Drainage Superintendent and Mr. Joe Kerr, Mr. Neely's report dated May 15, 2013, addressing three options relative to a request received from Mr. Kerr and Mr. Langstaff relative to the grass buffer strips on the east side of the newly relocated Barnes Drain. Mr. Neely pointed out that the current engineers report authorizing the work, provided that he had the authority under the report to either reinstate as an expense to the drain the buffer strips that were present prior to construction or that there would be a buffer strip of at least 1 meter for the entire length of the drain. It was pointed out that no additional allowances have been provided to the land owners in the current engineers report. One of the Drainage Superintendents identified options was to request that Council commission a new Engineers report to address specifically the issue of a three meter wide buffer strip and the corresponding allowances to the land owners. Mr. Kerr stated that in his opinion that due to the condition of the drain the one meter grass buffer strip will not be adequate and that a three meter buffer strip would be far more beneficial to the future integrity of the Barnes Drain than would be a proposed one meter strip. Mr. Neely stated that he did have the authority to reestablish the three meter grassed buffer strips but that no additional allowances have been provided for in the current Engineers report.

Moved by D. Randell

Seconded by S. Arnold

Motion #18 That it be recommended to Council that option #1 as identifies in the Drainage Superintendents report date May 15, 2013 relative to the issue of the width of the grass buffer strips on the east side of the new relocated Barns Drain be the preferred option and that a new engineers report be commissioned.

DEFEATED

Moved by P. Gilliland

Seconded by S. Miller

Motion #19 That it be recommended to Council that option # 2 as identified in the Drainage Superintendents report dated May 15, 2013 relative to the Barns Drain grass buffer strip issue allowing the Drainage Superintendent to reconstruct the buffer area in accordance with the current engineers report be selected as the preferred option.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #20 That it be recommended to Council that in a going forward position the Drainage Committee be asked to develop for Councils consideration a policy to be incorporated in future drain report relative to grass buffer strips.

CARRIED

In response to Councillor Millers questions Mr. Neely advised that the Watson Creek Drain in Sombra Village would be tendered shortly for summer of 2013 construction.

NEW BUSINESS

Deputy Mayor Gilliland questioned if the owner of the subdivision at the corner of Bentinick and St. Clair Avenue has been contacted regarding the removal of the earth piles. The Director of Public Works advised that letters have been sent to the owners as per the assessment roll but there is some thought that the property may have changed ownership. Also the Deputy Mayor questioned what seems to be a wooden fence being constructed along Bentinick in the same area. Deputy Mayor Gilliland thought the original site plan agreement provided for a masonry wall. It was pointed out that it was proposed masonry wall would be constructed along St. Clair Boulevard but that the planning staff would check this requirement.

Mayor Arnold advised of receiving complaints regarding fishing on the McKeough diversion bridge south of Sombra Village and possible safety issues arising from such practice. Council discussed a possible fishing prohibition on the bridge but the Clerk advised that such prohibition may be very difficult or impossible to enforce. The Committee acknowledged this probability.

Moved by S. Arnold

Seconded by S. Miller

Motion #21 That it be recommended to Council that the area of the McKeough bridge on the St. Clair Parkway south of Sombra Village be posted as a no fishing area.

CARRIED

Mr. Gary Smith was present and asked to address the Committee regarding his earlier observation of what seemed to be fabrication activity at the Townships former gravel dock west of the St. Clair Parkway in the Moore Line area. Mr. Brunham advised that the Works Coordinator investigated the area with in the last hour and fabrication equipment and barge that Mr. Smith had observed had vacated the area. It was suggested that if such activity is noticed by Mr. Smith and his neighbours in the future the Township should be advised accordingly.

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

Motion #22 That this meeting of the Public Works and Operations Committee do hereby adjourn.

CARRIED

The meeting adjourned at ? p.m.

J. Agar,
Chairperson

J. DeMars
Secretary