

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

St. Clair Civic Centre  
Committee Room 1  
July 22, 2013  
3:00 p.m.

The meeting of the Committee of the Whole was held Monday June 17, 2013 with the following people present:

	P. Carswell-Alexander,	Chairperson, Public Works and Operations
	J. Agar,	Chairperson, Finance & Administration
	S. Arnold,	Absent
	P. Gilliland	Deputy Mayor
	S. Miller,	Councillor
	D. Randell,	“
	J. DeGurse,	Absent
Staff	J. Rodey,	Absent
	J. DeMars,	Director of Administration/Clerk
	C. Quenneville,	Director of Finance/Treasurer
	L. Burnham	Absent
	G. Depooter	Coordinator of Operations Works
	M. Deline	Coordinator of Engineering
	G. Hackett	Director of Community Services
	J. Baranek	Absent
	W. Anderson	Assistant Fire Chief

**FINANCE AND ADMINISTRATION**

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 June 2013**

The Committee reviewed the list of General Accounts

Moved by D. Randell

Seconded by P. Carswell-Alexander

**Motion #1** That this Committee recommended to Council that General Accounts for the month of June 2013, starting with supplier number 119001 to YSA002, totaling \$6,384,784.37 be approved.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

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

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Moved by P. Carswell-Alexander

Seconded by P. Gilliland

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

**CARRIED**

**DEPUTY TREASURER'S REPORT:**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #3** That it be recommended to Council that this report entitled "E-mail Program Comparison" be accepted as information and the current system be retained.

**CARRIED**

**TREASURER'S REPORT:**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #4** That it be recommended to Council that Council endorse the following Corporate Energy Plans.

- 1) Maximize fiscal resources through direct or indirect energy savings
- 2) Reduce the environmental impact of the Township operations.
- 3) Improve the reliability of Town equipment and reduce maintenance
- 4) Provide the guidance and leadership necessary for the adoption of sustainability.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by D. Randell

**Motion #5** That it be recommended to Council that the update from MPAC be received.

**CARRIED**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #6** That it be recommended to Council that the AMO policy update: energy be received.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

Moved by D. Randell

Seconded by S. Miller

**Motion #7** That it be recommended to Council that the Building report comparison for the Month ending June, 2013 be received as information.

**CARRIED**

**FIRE CHIEF / ASSISTANT FIRE CHIEF REPORT:**

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

**Motion #8** That it be recommended to Council that the report submitted by the Deputy Fire Chief dated July 17, 2013 be accepted.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #9** That it be recommended to Council that staff prepares a by-law to appoint Assistant Fire Chief Anderson as the Fire Official and repeal the existing by-law.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Mr. Hackett discussed with the members of the Committee the portion of his report dealing with the possibility of purchasing the client list and used fitness centre equipment from the current Workout Room. In his report Mr. Hackett outlined his opinion as to the advantages and the disadvantages of the proposal submitted by the owner of the facility. At the conclusion of the discussion the Committee did not recommend to Council any action be taken on this proposal.

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #10** That it be recommended to Council that request for access to a back yard through Parkdale Park be denied.

**CARRIED**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #11** That it be recommended to Council that four golf passes be made available as door prizes for the upcoming Corunna Volunteer Fire Fighter golf tournament to be staged at the St. Clair Parkway Golf Course.

**CARRIED**

Mr. Hackett explained to Council the recent approval of an Ontario Sport and Recreation Communities Fund grant in the amount of \$33,000.00 to finance expansion of various programs at the sports complex. Mr. Hackett advised that the grant would cover material cost of the expanded programs but would not provide for revenue for the use of the Municipal facilities. Mr. Hackett stated that local industries would be approached for possible co-sponsorship of these programs. Mr. Hackett also stated that a recognition ceremony is being planned, probably in September, to recognize Nova's contribution for the paved shoulder on Hill Street/Petrolia Line. Mr. Hackett responded to the Deputy Mayors questions regarding the handicap accessibility parking issue at the Corunna library which will be completed this construction season in conjunction with Public Works. Councillor Randell also advised of receiving complaints regarding the past practice of grass burning of the seeded areas at Branton Cundick Park.

Moved by S. Miller

Seconded by D. Randell

**Motion #12** That it be recommended to council that the report from the Director of Community Services dated July 15, 2013 be accepted.

**CARRIED**

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

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

**CARRIED**

The meeting adjourned at 3:50 p.m.

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J. Agar,  
Chairperson

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J. DeMars  
Secretary

## **PUBLIC WORKS & OPERATIONS**

### **AGENDA:**

Chairperson Carswell-Alexander called the meeting to order at 3:55 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 D. Randell

Seconded by S. Miller

**Motion #1** That it be recommended to Council that the buy-in for Eastern Power is the cost of purchasing capacity from the Courtright plant (based on actual costs of new construction), not including Corunna pump station, Courtright pumping station or force main as their pipeline would not outlet to these facilities but will be out letting directly in the plant. The cost would be \$2,733 per cubic meter of process water entering our WWTP, based on average daily flow (see attached spreadsheet regarding 'Calculated Sewer Buy-in Fee for Eastern Power')

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #2** That it be recommended to Council that the proposed wording on the attached sheets be approved for the interior plaque and external lettering and logo at the WWTP in Courtright. The prices quoted below are from all Seasons Trophies in Sarnia.

-the plaque would be 18"x 24" thin-gauge cast bronze and cost \$1,107 plus shipping and net HST.

-the lettering would be 6" cast bronze and cost \$3,801 plus shipping and net HST.

-the bronze Township logo would be similar in size to the one recently installed on the Shell Health Centre in Corunna and cost \$517 plus shipping and installation and net HST.

-The total cost (before BCF grant) would be \$5,425 plus shipping and installation and net HST after BCF grant, the Township's cost would be 1/3 of the above cost.

**CARRIED**

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

Moved by J Agar

Seconded by D. Randell

**Motion #3** That it be recommended to Council that the monthly report of the Coordinator of Operations (Works) dated July 11, 2013 be received as information.

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #4** That it be recommended to Council that the purchase of 'Rubber Tire Wheeled Excavator' be canceled.

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #5** That it be recommended to Council that the quoted price of \$134,982 (plus net HST) from Morris Modular Space Inc. be approved for the construction of a new salt storage building at the Moore Operations Centre, and the Clerk and Mayor sign the necessary contract documents.

**CARRIED**

**COORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by P. Gilliland

Seconded by J. Agar

**Motion #6** That it be recommended to Council that the monthly report of the Coordinator of Engineering dated July 17, 2013 be received as information

**CARRIED**

In response to the Committees questions Mr. Deline advised that the drainage issues resulting from the recent Froomfield area watermain and sanitary sewer construction will be addressed by the contractor this week.

Moved by P. Gilliland

Seconded by D. Randell

**Motion #7** That it be recommended to Council that the appropriate Jersey Barriers be installed along LaSalle Line inside the private property fence as detailed in item number 10 of the Coordinator of Engineering report.

**CARRIED**

Mr. Deline engaged the Committee in general discussion regarding the wording of the by-law that would extend sanitary sewer service to the Community of Froomfield. The Committee discussed the appropriateness of requiring connections by the industrial user as well as the private landowners. Committee was advised that Shell has a Ministry of the Environment approved treatment facility and for operational reasons would be reluctant to connect to Municipal system. Mr. Deline is to get further information from the Ministry of the Environment regarding their opinion on sewage disposal needs for the industries that could be serviced from the new Froomfield sanitary sewer system. Mr. Deline also discussed with the Committee Eastern Powers request to reduce the security for any possible damages to the Oil Springs Line that may result from their facility construction. Council had previously stated that it was looking for security for 100 per cent of the possible cost of rebuilding a portion of the Oil Springs Line estimated to be \$900,000 Eastern Power is requesting that the security requirement be reduced to \$150,000.

Moved by J. Agar

Seconded by S. Miller

**Motion #8** That it be recommended to Council that its position as to the requirement of a 100 per cent damage repair deposit for damages that may be incurred on the Oil Springs Line due to the Eastern Power construction be reaffirmed.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by S. Miller

Seconded by D. Randell

**Motion #9** That it be recommended to Council that the monthly report of the Drainage Superintendent dated July 16, 2013 be received as information and the recommendations contained therein be approved.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #10** That it be recommended to Council that Council accept the signed petition and appoint R Dobbin Engineering to determine the validity of the petition and prepare a new drainage report under section 4 of the drainage Act for a new drain across the S ½ of Lot 6, Concession 12 and Bentparth Line, that will provide a legal outlet for the NE Pt Lot 6, Concession 12.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #11** That it be recommended to Council that Council approve the maintenance of the Dawson Drain by the suitable contractor submitting the lowest quotation, as a maintenance expense to the drain based on the result of the scheduled site meeting.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #12** That it be recommended to Council that the tender submitted by J and L Henderson Limited in the amount of \$251,022.72 (including taxes) for the Baxter Drain construction be accepted and that the Mayor and Clerk be authorized to sign the contract and other related documents.

**CARRIED**

Moved by S. Miller

Seconded by P. Gilliland

**Motion #13** That it be recommended to Council that the tender submitted by Wicks Construction Limited in the amount of \$190,208.38 (including taxes) for the Watson Creek Drain construction be accepted and that the Mayor and Clerk be authorized to sign the contract and other related documents.

**CARRIED**

Moved by J. Agar

Seconded by D. Randell

**Motion #14** That it be recommended to Council that report from the Drainage Superintendent dated July 9, 2013 on Emergency replacement of access – Hescott / Anderson Drain be received as information.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #15** That it be recommended to Council that Council approve the lowest quote of \$8,140.00 (including net HST) from Seys Bulldozing and Excavating for the brushing and cleanout of the Arnold Drain No. 2 as a maintenance expense to the drain.

**CARRIED**

Moved by S. Miller

Seconded by J. Agar

**Motion #16** That it be recommended to Council that Council approve the lowest quotation of \$30,334.25 (including net HST) from J&L Henderson Limited (contractor) and \$9,089.71 from Armtec Limited (pipe supplier), for the drainage work as recommended in the R. Dobbin Engineering and drainage report dated December 5, 2012 as a capital expense to the Bennett Drain. (Total = \$39,423.96)

**CARRIED**

### **NEW BUSINESS**

Mr. Depooter discussed with the Committee organizational changes that will be required in the interim due to the resignation of the Works Crew Leader. The crew leader had the training and the certification to perform Operator in Charge duties relative to the water and sanitary sewer system and that accreditation will be lost. When the current Crew Leader terminates his employment the one remaining management Operator in Charge will be required to be constantly on call. Mr. Depooter is suggesting that perhaps in the interim an out side contractor such as OMI could be retained to provide on call Operator in Charge services.

Moved by S. Miller

Seconded by P. Gilliland

**Motion #17** That it be recommended to Council that staff be given the authority to contract for Operator in Charge services until a new Works Crew Leader can be hired.

**CARRIED**

Council asked for the Pharmacy sign on Broadway St. in Port Lambton be removed, and for staff to request CSX to make required improvements to the Broadway St. Port Lambton rail crossing. Committee briefly discussed the portion of Mr. DePooter's report which he stated that CSX intends to raise the speed limit on its tracks through St. Clair Township from the current 10 miles per hour to 15 miles per hour, the Committee was of the opinion that due to in there opinion as to the general condition of the tracks and the dangerous materials that are hauled on the rail line that the 15 mile per hour speed limit is excessive.

Moved by P. Gilliland

Seconded by S. Miller

**Motion #18** That it be recommended to Council that the Township oppose the proposed raising of the speed limit on the CSX rail through St. Clair Township from the current 10 miles per hour to the proposed 15 miles per hour.

**CARRIED**

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

**Motion #19** That this meeting of the Public Works and Operations Committee do hereby adjourn.

**CARRIED**

The meeting adjourned at this meeting 4:45 p.m.

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P. Carswell-Alexander,  
Chairperson

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J. DeMars  
Secretary

