

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

St. Clair Civic Centre
Committee Room 1
Aug 12, 2013
3:00 p.m.

The meeting of the Committee of the Whole was held Monday Aug 12, 2013 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
	W. Anderson	Assistant Fire Chief

FINANCE AND ADMINISTRATION

AGENDA

Tracy White – Workout Room

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending July, 2013

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

4. TREASURER’S REPORT:

A-1 – 2012 Draft audit financial statements
A-2 – 2012 Year end audit schedules
A-3 - 2012 Reserve and deferred revenue
A-4 – 2012 Operating general, water and sewer
A-5 – 2013 Audit letters
A-6 – Statement of Revenue and Expenditures

5. DEPUTY TREASURER’S REPORT:

Tax levy – capped classes

6. BUILDING INSPECTOR’S REPORT:

B-1 - Building Permit Reports for the month ending July 2013

7. DIRECTOR OF COMMUNITY SERVICES REPORT:

Monthly report dated, Aug 8, 2013

8. FIRE CHIEF/ASSISSTANT FIRE CHIEF RPORT:

Monthly report dated Aug 7, 2013

9. CLERK'S REPORTS:

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

11. NEW BUSINESS:

12. ADJOURNMENT:

Chairperson Agar called the meeting to order at 2:55 pm.

Moved by S. Arnold

Seconded by D. Randel

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

CARRIED

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

CONFLICT OF INTEREST:

None declared.

GENERAL ACCOUNTS: Month of July 2013

The Committee reviewed the list of General Accounts

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

Motion #2 That this Committee recommended to Council that General Accounts for the month of July 2013, starting with supplier number ACA001 to YSA002, totaling \$1,466,500 be approved.

CARRIED

STATEMENT OF FINANCIAL POSITION:

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

Moved by S. Miller

Seconded by P. Carswell Alexander

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

CARRIED

TREASURER'S REPORT:

Moved by D. Randell

Seconded by P. Gilliland

Motion #4 That it be recommended to Council that the 2012 Draft Audit Consolidation Financial Statement for St. Clair Township be received and approved.

That it be recommended to Council that the 2012 Draft Audit Trust Fund Financial Statement for St. Clair Township be received and approved.

That it be recommended to Council that the 2012 Draft Audit Financial Statements for St. Clair River Trail be received and approved.

That it be recommended to Council that the 2012 Draft Audit Financial Statement for the Moore Township Community and Recreational Foundation be received and approved.

CARRIED

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

Motion #5 That it be recommended to Council that the following year end December 31, 2012 report be received and approved.

CARRIED

Moved by S. Miller

Seconded by P. Gilliland

Motion #6 That it be recommended to Council that the incomplete 2012 General capital projects listed below totaling \$691,000 and drain projects totaling \$125,000 be transferred into reserve for use in 2013 which are recorded on schedule A Column E from line 34 to 43 be approved.

That it be recommended to Council that the 2012 Actual individual Reserve transfer from surplus listed on Schedule A column D and E from line 8 to 57 totaling \$1,792,704.16 (Column E line 60) be received and approved.

That it be recommended to Council that \$482,805 development charge and \$96,765 Impost fees collected for the Waster Water Treatment Plant be transferred to help finance the new regional plant costs.

That the attached schedule C to C2 is the 2012 Deferred Revenues be received and approved.

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #7 That it be recommended to Council that the 2012 operating results analysis for general, water and sanitary listed in the exhibit A1, B1 and C1 be received and approved.

That it be recommended to Council that the OPG estimated surplus of \$963,000 be transferred to the OPG Supplementary reserve, be approved in principal.

CARRIED

The Committee requested a report on the tentative dollar amount of the assessment settlement for OPG if the draft agreement is accepted by all parties.

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

Motion #8 That it be recommended to Council that Council approve and authorize the Mayor and Treasurer to sign the following audit representation letters for the 2013 consolidated Financial Statement Trust, St Clair River Trail and the Moore Township Community and Recreation Foundation.

CARRIED

Moved by J. DeGurse

Seconded by P. Gilliland

Motion #9 That it be recommended to Council that the July 31 statement of Revenue and Expenditures be received as information.

CARRIED

DEPUTY TREASURER'S REPORT:

Moved by S. Arnold

Seconded by P. Gilliland

Motion #10 That it be recommended to Council that it be resolved that the tax levy for the multi residential, Commercial and Industrial related tax classes shall become due and payable in two installments as follows: the 28th day of August, 2013; and the 30th day of October, 2013 and nonpayment of the amount on the dates stated in accordance with this resolution shall constitute default. The installment shall be calculated as follows: Fifty percent of the levy rounded downwards to the next whole dollar shall become due and payable on the 30th day of October with the balance due and payable on the 28th day of August.

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by S. Miller

Seconded by P. Gilliland

Motion #11 That it be recommended to Council that the Building report comparison for the Month ending July, 2013 be received as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #12 That it be recommended to Council that Council authorize the Director of Community Services to work with the Sombra Hall Board and complete noted upgrades, at the expense of the Hall Board, and the Directors monthly report dated Aug 8, 2013 be accepted.

CARRIED

The Committee discussed with Mr. Hackett and Ms. Kennedy the possibility of purchases of some of the equipment from the Corunna based Workout Room, scheduled to close later this year. It was pointed out space limitations may be an issue and if an expanded and improved work out facility was Councils goal, an addition may be required to the Sports Complex.

FIRE CHIEF/ASSISTANT FIRE CHIEF REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #13 That it be recommended to Council that Council for the Township of St. Clair accept the Fire Chiefs report.

CARRIED

Tracy White and several clients of the current Workout Room facility were present to discuss with Council the Townships interest in either purchasing some of the health club facilities equipment or providing assistance to relocate the business to the Townships Sports Complex. Ms White identified two options available to the Township one being to purchase her equipment and a second to provide room in the Sports Complex to facilitate relocation of the Workout Room at a nominal rent. Several of the participants at the meeting stated that in their opinion the Townships current health facilities is inadequate and would not be attractive in soliciting new clients to the facility. At the Conclusion of the discussion the delegation was advised that staff has been asked to secure a local independent appraisal on the value of those pieces of equipment that maybe of interest to the Township to supplement its equipment inventory. Mr. Hackett advised that it is hoped that the appraisal could be available within a month but then the formulation of a realistic business plan could take much longer.

Hearing no further business

Moved by St. Miller

Seconded by D. Randell

Motion #14 That this meeting of the Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting adjourned at 4:05p.m.

J. Agar,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

4:00 pm - William Miller –Bear Creek Cemetery - grass cutting

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Bear Creek bridge/Stanley Line – rehabilitation
- Bear Creek Cemetery – grass cutting

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly report dated – Aug 7, 2013
- Surface treatment tender

4. COORDINATOR OF ENGINEERING REPORT:

- Monthly report dated – Aug 7, 2013
- Brigden Road tender results

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report dated – Aug 7, 2013
- Fitzgerald Drain – tender results

6. NEW BUSINESS:

7. ADJOURNMENT:

Chairperson Carswell-Alexander called the meeting to order at 4:05 p.m. and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

None declared.

Committee reviewed the request of Mr. William Miller president of the Bear Creek Cemetery Company with several members of the Cemetery Committee Board in the absence of Mr. Miller. The Board is asking for compensation from the Municipality due to the fact the cemetery grass cutting contractor cuts the grass on Township property including the open drainage ditch adjacent to the cemetery as an added expense to the cemetery board. The representatives in response to the Committees questions were unable to give an estimate as to the additional cost incurred by the cemetery board. The Committee also asked the board to provide information as to the finances of the Cemetery board.

Moved by S. Arnold

Seconded by J. Agar

Motion #1 That it be recommended to Council that a letter of request be sent to the Bear Creek Cemetery Company Board asking for specific details to the extent of the compensation being claimed for the private maintenance of Township property adjacent to The Bear Creek Cemetery and further that Public Works be asked to draft a report for Councils or Committees consideration as to the cost that could be incurred by the Municipality if this maintenance was conducted with Township resources.

CARRIED

DIRECTOR OF PUBLIC WORKS & OPERATIONS & ENGINEERING REPORT:

Moved by J. Agar

Seconded by J. DeGurse

Motion #2 That it be recommended to Council that the report on the recommendation of our engineering consultant, Spriet Associates, to rehabilitate the Bear Creek Bridge on Stanley Line at an approximate cost (before net tax) of \$397,900 which includes bridge rehabilitation, 10% contingency allowance and engineering fees, be received as information.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #3 That it be recommended to Council that the report from Director of Public Works, on Bear Creek Cemetery be received as information.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) 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 Aug 7, 2013 be received as information.

CARRIED

The Committee asked Mr. Burnham to investigate the status of the drainage improvements north of Corunna resulting from last summer's sanitary sewer construction.

Moved by J. Agar

Seconded by D. Randell

Motion #5 That it be recommended to Council that the tender submitted by Lloyd's Paving (Wyoming) Ltd. in the amount of \$65,169.36 (c/w HST) for 'Surface Treatment' be accepted, and the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by J. DeGurse

Seconded by J. Agar

Motion #6 That it be recommended to Council that the monthly report of the Coordinator of Engineering dated Aug 7, 2013 be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #7 That it be recommended to Council that the tender submitted by Birnam Excavating Ltd. in the amount of \$979,903.06 (excluding net HST) for the Brigden Road resurfacing be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randell

Seconded by J. DeGurse

Motion #8 That it be recommended to Council that the monthly report of the Drainage Superintendent dated Aug 7, 2013 be received as information and the recommendations contained therein be approved.

CARRIED

Moved by J. Agar

Seconded by S. Miller

Motion #9 That it be recommended to Council that the tender submitted by Wicks Construction and General Contractors Ltd. in the amount of \$59,841.75 (including taxes) for the Fitzgerald Drain construction be accepted and that the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

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NEW BUSINESS:

Councillor Miller requested that the Drainage Superintendent accompany him to do an onsite inspection to look at drainage issue identified by a rate payer.

Mayor Arnold advised of receiving a complaint on the rehabilitation of a driveway in Froomfield following the sanitary sewer construction. Mr. Burnham advised that to his knowledge the repair work has been done but he will confirm the status.

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 4:35 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary