

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

St. Clair Civic Centre  
Committee Room 1  
Sept 23, 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,	Mayor
P. Gilliland	Deputy Mayor
S. Miller,	Councillor
D. Randell,	“
J. DeGurse	Councillor - (joined the meeting in progress)
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
R. Dewhirst	Assistant Fire Chief
W. Anderson	Fire Chief

**FINANCE AND ADMINISTRATION**

**AGENDA**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Month ending August, 2013

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

**4. TREASURER’S REPORT:**

- Asset Management Plan
- 2014 Budget Time Table

**5. DEPUTY TREASURER’S REPORT:**

**6. BUILDING INSPECTOR’S REPORT:**

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

**7. DIRECTOR OF COMMUNITY SERVICES REPORT:**

- Monthly report dated September 9, 2013
- Proposed Campground rates for 2014
- Linda Kennedy – equipment purchase list

**8. FIRE CHIEF/ASSISSTANT FIRE CHIEF RPORT:**

Monthly report dated September 18, 2013

**9. CLERK'S REPORTS:**

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

**11. NEW BUSINESS:**

**12. IN CAMERA – Legal - OPG**

**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:**

The Committee proceeded reviewed the list of General Accounts for month ending August 2013.

Moved by S. Miller

Seconded by D. Randell

**Motion #1** That this Committee recommended to Council that General Accounts for the month of August 2013, starting with supplier number 119001 to YEL001, totaling \$1,539,278.35 be approved.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

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

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 August, 2013 be received and approved.

**CARRIED**

**TREASURER'S REPORT:**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #3** That it be recommended to Council that Council adopts the Assessment Management Plan as an input into the annual budget process necessary to facilitate Council in their decision making process: and,

That the Asset Management Strategies as attached be updated from time to time in accordance with changes to best management practices, technology, financial constraints and the outcome of asset condition assessments.

**CARRIED**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #4** That it be recommended to Council that the following 2014 capital and operating budget table be received with meeting times be established at a later meeting.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #5** That it be recommended to Council that the Building report comparison for the Month ending August, 2013 be received as information.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Moved by S. Arnold

Seconded by P. Carswell Alexander

**Motion #6** That it be recommended to Council the Director of Community Services report be received and,

That it be recommended to Council that Council approve the funding of the storage facility at CAP Park from the Parkland Development Fund in the amount of \$10,500.00,

That it be recommended to Council that Council approve the cost of the fencing upgrade at Duggan Field to the Parkland Development Fund,

That it be recommended to Council that the crab apple trees along the road allowance in the boulevard in Sombra be trimmed so that the appearance of them will improve and to remove the ones that are causing issue with overhead utilities or causing a safety concern. Trees that require removal would be replaced by a tree that does not bear fruit,

That it be recommended to Council that a date be set for the Nova Trail Dedication and photo op as soon as possible,

That it be recommended to Council that the seasonal camping fees be increased by 2% and that the transient fees at Cathcart Park also be increased by 2%,

That it be recommended to Council that the furnace at the Moore Museum be replaced as required with the funding for replacement coming from the Moore Museum fund.

**CARRIED**

The Committee asked for a camping rate comparison for other area campgrounds prior to the 2014 season.

Moved by S. Arnold

Seconded by D. Randell

**Motion #7** That it be recommended to Council that the report from Linda Kennedy, Program Coordinator, dated Sept 19, 2013 be received as information and the recommendation contained within be approved and further that any equipment purchased be financed from the Sports Complex Reserve.

**CARRIED**

Mayor Arnold asked Mr. Hackett to investigate and remove dead trees from Brander Park and also investigate and remove an abandoned gas line near the river trail through Brander Park. In response to Mr. Hackett's question Committee advised staff to contact Nova to determine several preferred date for the dedication of the paved shoulder from Corunna to the Nova facility. Also the Committee asked Mr. Hackett to configure the electronic billboard sign at the Complex to acknowledge the generous donation made by Kelgor for the purchase and placement of the sign.

**FIRE CHIEF/DEPUTY FIRE CHIEF REPORT:**

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #8** That it be recommended to Council that Council for the Township of St. Clair Accept the Fire Chiefs report.

**CARRIED**

The Committee discussed with Chief Anderson and Assistant Chief Dewhirst the FM alert system relative to the incident last week at Sun Canadian Pipelines and also Chief Anderson advised that he is preparing for the EOC mapping for pipeline and drainage identification, also the Committee asked Chief Anderson to draft a letter, for Council's review, to the Ministry of the Environment regarding their protocol for notification of down river communities in the case of a spill to the St. Clair River. Chief Anderson also advised that information would be provided to the Committee at its next meeting regarding the possibility of participating in an international emergency response protocol.

**IN CAMERA**

The CAO advised of a need to discuss a property matter in camera.

Mr. Quenneville advised of attending a meeting today with the CAO to discuss the LAS proposal to provide assistance to retrofit the Townships street lighting to a LED type lighting. Based on the information provided at today's meeting, significant energy saving could be realized.

Moved by D. Randell

Seconded by P. Carswell Alexander.

**Motion #9** That it be recommended to Council that the Treasurer and Public Works Director be authorized to obtain a LAS street light financial proposal with alternatives at no cost to the Municipality.

**CARRIED**

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

**Motion #10** 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:**

#### **1. DECLARATION OF PECUNIARY INTEREST:**

#### **2. DIRECTOR OF PUBLIC WORKS REPORT:**

- Bear Creek Cemetery Mowing

#### **3. COORDINATOR OF OPERATIONS (WORKS) REPORT:**

- Monthly Report dated Sept 18, 2013
- Oil springs Line – Hydro One

#### **4. COORDINATOR OF ENGINEERING REPORT:**

- Monthly report dated Sept 16, 2013
- Paddock Green – Phase XVa - completion

#### **5. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly report dated September 18, 2013
- Storm sewers issues – 176 Fane St.

#### **6. NEW BUSINESS:**

## **7. ADJOURNMENT:**

Chairperson Carswell-Alexander called the meeting to order at 3:50 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 REPORT:**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #1** That it be recommended to Council that the report of the Director of Public Works, on Bear Creek Cemetery, dated Sept 18, 2013 be received as information.

**CARRIED**

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

Moved by J. DeGurse

Seconded by D. Randell

**Motion #2** That it be recommended to Council that the monthly report of the Coordinator of Operations dated Sept 18, 2013 be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #3** That it be recommended to Council that Hydro One be directed to construct a new pole line on the existing Hydro One easement North or on a easement South of the Oil Springs Line road allowance from Greenfield Line to the New Eastern Power facility, with the appropriate compensation to the Municipality.

**CARRIED**

### **COORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by S. Miller

Seconded by J. Agar

**Motion #4** That it be recommended to Council that the monthly report of the Coordinator of Engineering dated September 16, 2013 be received as information.

**CARRIED**

Moved by J. DeGurse

Seconded by J. Agar

**Motion #5** That it be recommended to Council that St. Clair Township accepts the development work preformed at Paddock Green Subdivision, Phase XVa in the former Moore Township and that the 2 year maintenance period be in force until September 9, 2015.

**CARRIED**

### **DRAINAGE SUPERINTENDENT REPORT:**

Moved by D. Randell

Seconded by J. DeGurse

**Motion #6** That it be recommended to Council that the monthly report of the Drainage Superintendent dated Sept 18, 2013 be received as information and the recommendations contained within be approved.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #7** That it be recommended to Council that the report of the Drainage Superintendent dated Sept 18, 2013 on storm sewer issues at 176 Fane Street be received as information and staff obtain a cost quote to install a rear yard catch basin and a sub surface drain to suitable outlets with a cost contribution to be sought from the owners of the “Bargain Shop” and “KFC” properties.

**CARRIED**

In response to the Committees questions Mr. Burnham advised that the contractor for the Froomfield sewer project has sub contracted to local a landscaping firm the remedial work necessitated following the completion of construction.

Mayor Arnold also asked the Public Works staff to investigate the ponding on the Brigden Side Road on the new asphalt resulting from the bridge rehabilitation project. The Mayor also asked for a report, from Public Works, on the Joe Kerr drain concerns for his property on the Barnes Drain. Councillor Miller also asked staff to investigate the type of dust control used by South West Sales on the Parkway, which can either very slippery or dusty and could create a vehicle hazard.

The Director of Public Works discussed with the Committee the Water distribution system summary reports for the year 2012.

Moved by S. Arnold

Seconded by S. Miller

**Motion #8** That it be recommended to Council that the Township of St. Clair Water Distribution System Annual Summary Report, 0. Reg 170/03 and the Optional Annual Report for the 2012 system operation be accepted and received as information

**CARRIED**

Hearing no further business it was moved by

Moved by S. Miller

Seconded by D. Randell

**Motion #9** That this meeting of the Public Works and Operation Committee do hereby adjourn.

**CARRIED**

The meeting adjourned at 4:10 p.m.

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P. Carswell-Alexander,  
Chairperson

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J. DeMars  
Secretary