

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

St. Clair Civic Centre  
Committee Room 1  
October 21, 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
	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	Fire Chief
	D. Neely	Drainage Superintendent

**FINANCE AND ADMINISTRATION**

**AGENDA**

**1. DECLARATION OF PECUNIARY INTEREST:**

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

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

**4. TREASURER’S REPORT:**

- A-1 Update – 2013 Capital budget
- A-2 Grant Funding project
- A-3 LAS Natural Gas Program
- A-4 OPP billing model
- A-5 Farm property lease
- A-6 Taxation levy comparison

**5. BUILDING INSPECTOR’S REPORT:**

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

**6. COORDINATOR OF PROGRAMS:**

Spin Bike Equipment Purchase

**7. FIRE CHIEF REPORT:**

- Monthly report dated October 16, 2013
- Draft release – BCAN
- MOU – Bluewater international Emergency Management

**8. DIRECTOR OF COMMUNITY SERVICE:**

Monthly report dated Oct 17, 2013

**9. CLERK'S REPORTS:**

Draft lease-R.F.H.T.

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

**11. NEW BUSINESS:**

**12. ADJOURNMENT:**

Chairperson Agar called the meeting to order at 2:50 pm and asked members to declare any conflict of interest at the appropriate time.

Moved by S Arnold

Seconded by S. Miller

**Motion #** That this meeting of the Finance and Administration Committee commence at 2:50 pm.

**CARRIED**

**CONFLICT OF INTEREST:**

None declared.

**GENERAL ACCOUNTS: Month of September 2013**

The Committee reviewed the list of General Accounts

Moved by J. DeGurse

Seconded by D. Randell

**Motion #1** That it be recommended to Council that General Accounts for the month of September 2013, starting with supplier number 673001 to YOR002, totaling \$6,720,213.85 be approved.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

The Committee reviewed the Treasurers Statement on the Financial Position of the Municipality for the period ending September, 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 September, 2013 be received and approved.

**CARRIED**

**TREASURER'S REPORT:**

Moved by S. Miller

Seconded by D. Randell

**Motion #3** That it be recommended to Council that the attached 2013 Capital Budget update and projection report be received and approved.

**CARRIED**

Moved by J. DeGurse

Seconded by P. Carswell-Alexander

**Motion #4** That it be recommended to Council that AMO breaking news – 2013 Small, Rural and Northern Municipal Infrastructure Fund be received.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #5** That it be recommended to Council that the LAS Natural Gas Program Price Change Notice be received.

**CARRIED**

Moved by J. DeGurse

Seconded by P. Carswell-Alexander

**Motion #6** That it be recommended to Council that the Ontario Engaging Municipalities on new OPP Billing Model be received.

**CARRIED**

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #7** That it be recommended to Council that the Treasurer be authorized to issue a request for proposal for the lease of the lease of farm properties.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #8** That it be recommended to Council that the similar sized general purpose taxation levy comparison between 2007 to 2011 be received.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

Moved by P. Gilliland

Seconded by S. Miller

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

**CARRIED**

**COORDINATOR OF PROGRAMS:**

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

**Motion #10** That it be recommended to Council that the expenditure of up to \$14,000.00 from Complex Reserves to proceed with the purchase of new spin bikes be tabled for budget deliberations.

**CARRIED**

**DIRECTOR OF EMERGENCY SERVICES REPORT:**

Moved by S. Arnold

Seconded by S. Miller

**Motion #11** That it be recommended to Council that the monthly report of the Fire Chief dated Oct 16<sup>th</sup> 2013 be accepted.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #12** That it be recommended to Council that the issue of an international emergency response agreement and protocol be referred to the administration and building staff for further review and report.

**CARRIED**

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #13** That it be recommended to Council that the Fire Chief in consultation with the Clerk, draft for Council review a report relative to the practice of boot tolls as fund raising mechanism.

**CARRIED**

Fire Chief Anderson provided the Committee a verbal report on the recent SADS exercise conducted in Sarnia and the fact the St. Clair air trailer participated in the exercise.

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

**Motion #14** That it be recommended to Council that the monthly report of the Director of Community Services dated October 17, 2013 and the recommendations contained therein be accepted and approved.

**CARRIED**

Comm of the Whole  
October 21, 2013

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

**Motion #15** That it be recommended to Council that Council approve an increase on all membership packages by 2.5 % for the 2014 season.

**CARRIED**

The committee discussed with Mr. Hackett a recent inquiry for the reestablishment of a food vender at Guthrie Park. The requesting party has operated vending services in past years.

Moved by S. Arnold

Seconded by J. DeGurse

**Motion #16** That it be recommended to Council that a food vender license be issued for Guthrie Park at the rental rate of \$5000.00 per season or if that is unacceptable requests for proposals be invited for a food vending service.

**CARRIED**

Mr. Hackett advised of an incident at VanDamme Park earlier this summer at which time the overhead door was damaged by one of the student employees. Cost of the damage is approximately \$1500.00.

Moved by S. Arnold

Seconded by S. Miller

**Motion #17** That it be recommended to Council that the Township reimburse the Port Lambton Athletic Association in compensation for the door damage repair estimated to be approximately \$1500.00.

**CARRIED**

Committee was reminded that a brief ceremony will be held at on October 22<sup>nd</sup> at 9:30 to recognize the official opening of the walking trail from Corunna to the Nova site, for which Nova made a financial contribution.

**CLERK'S REPORTS:**

The Committee reviewed the draft lease for the Rapids Health Team occupancy of Township property known as 233 Cameron Street. The lease was drafted based on the possibility of the building being declared by MPAC as a municipal use facility. The Committee directed that the lease should provide for tax payments if the efforts to have it declared a municipal purpose building are unsuccessful.

Moved by S. Arnold

Seconded by D. Randell

**Motion #18** That it be recommended to Council that The draft lease between the Township of St. Clair and Rapids Family Health Team be accepted and received as information as amended to provide that property taxes if applicable to be paid by the tenant.

**CARRIED**

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

**Motion #19** That this meeting of the Finance and Administration Committee do hereby adjourn.

**CARRIED**

The meeting adjourned at 3:40 p.m.

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J. Agar,  
Chairperson

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J. DeMars  
Secretary

## **PUBLIC WORKS & OPERATIONS**

### **AGENDA:**

#### **DEPUTATION:**

- 3:45 pm LAS Street light presentation
  - Jon-Erik Dillon-Realterm Energy
  - Steven Downs - LAS
- 4:00 pm Enbridge Anne Newman pipeline safety
- 4:30 pm Joe Kerr Barnes Drain issue

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

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

- MIII re-application

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

- Monthly report dated October 16, 2013
- Oil Springs Line – Hydro One
- Street sweeper status

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

- Monthly report dated October 16, 2013
- Eastern Power encroachment agreement
- Eastern Power Equipment off load

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

- Monthly Report dated October 16, 2013
- Barnes Drain – Kerr tile issue
- Storm water 176 Fane St.
- Staples Drain quote

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

#### **7. Gary DePooter – In Camera personnel**

#### **8. ADJOURNMENT:**

Chairperson Carswell-Alexander called the meeting to order at 3:45 p.m. and welcomed Mr. John Erik Dillon of Realterm Energy and Steven Downs of LAS to discuss with the Committee a proposal to change approximately 1200 street light to LED type fixtures. Mr. Dillon explained in his report as to the cost saving that could be enjoyed by the Municipality and that two options are available, the first being for the Municipality to contract and pay for the street lights conversion or the second option would be for Realterm energy to install and finance the street light conversion, with the Township cost sharing from its annual energy savings. Mr. Dillon pointed out in his report that potential maintenance cost saving for the municipality would be approximately 80% of the current expenditure. In response to the Committees questions Mr. Dillon advised that the project would take approximately six months from commencement to completion. After considerable discussion it was

Moved by S. Arnold

Seconded by D. Randell

**Motion #1** That it be recommended to Council that the proposal to convert the Township's street lighting system to LED type fixtures be referred to staff to investigate both options available with a report to Council.

**CARRIED**

The Committee welcomed Ann Newman Enbridge Gas Right of Way Supervisor and Amy Vandendool Right of Way Administrator invited to provide the Committee some back ground on Enbridge Gas pipeline safety protocols. Ms. Newman outlined the pipeline inspection equipment and protocols and pipeline monitoring. At the conclusion of the presentation the Committee thanked Ms. Newman and Ms. Vandendool for their informative presentation.

**DIRECTOR OF PUBLIC WORKS & OPERATIONS & ENGINEERING REPORT:**

Moved by J. DeGurse

Seconded by J. Agar

**Motion #2** That it be recommended to Council that the Council of the Township of St. Clair supports the application for the Small, Rural and Northern Municipal Infrastructure Fund Capital Program grant for an affected section of the St. Clair Parkway for road re-alignment due to slope instability, that the municipality will have a comprehensive asset management plan that includes all the information and analysis described in Building Together: Guide for Municipal Asset Management Plans, in place by December 31, 2013, and that the comprehensive asset management plan will be publicly available, including online, by May 30, 2014, and that the project put forward in this application will be complete by December 31, 2015, and further, that the information in the Expression of Interest is factually accurate.

**CARRIED**

Mr. Joe Kerr a land owner on the Barnes Drain was present to hear the Committee discussion on the Drainage Superintendents report dated October 10<sup>th</sup> on the issue of possible tile damage on the Kerr farm. Mr. Neely advised by way of the report that he has contacted experienced tile installation contractors, who advised that issue with the sediment in the Kerr tile is common and not out of the ordinary. Mr. Kerr is seeking compensation from the Municipality in the amount of \$6000.00 to compensate him for partial depreciation in the life of his field tile system. Mr. Kerr is also asking Council to give the Drainage Superintendent the authority to negotiate with him a satisfactory settlement on the issue. Mr. Kerr stated that if he is not satisfied with the compensation provided by the Municipality he has no alternative but to appeal to the Ontario Drainage Tribunal. The Committee was of the opinion that Mr. Kerr has the right to appeal the issue to the tribunal but that decision is his.

Moved by S. Miller

Seconded by D. Randell

**Motion #3** That it be recommended to Council that the request of Mr. Joe Kerr for additional compensation on the Barnes Drain relative to his drainage tile issue be denied.

**CARRIED**

The Drainage Superintendent pointed out that if additional compensation is to be made in such a situation it could not form part of the cost of the drain but rather would be financed by the Municipality from general funds. The Committee agreed with Mr. Kerr's request that he be notified in writing as to the date the Barnes Drain was declared substantially complete.

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

Moved by J. DeGurse

Seconded by J. Agar

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

**CARRIED**

The Committee requested the Director of Public Works contact Union Gas to improve the restoration following a Union Gas excavation on the St. Clair Parkway North of Corunna.

Moved by S. Arnold

Seconded by J. Agar

**Motion #5** That it be recommended to Council that additional Veterans Way signs be placed on all intersections in Corunna both north side and south side of Hill street from Beresford St. to Polymoore Dr.

Moved by S. Miller

Seconded by D. Randell

**Motion #6** That it be recommended to Council that a location for a new pole line is discussed with Hydro One for the most suitable route to construct a three phase distribution line on the Oil Springs Line road allowance from Greenfield line to the new Eastern Power facility.

**CARRIED**

Moved by P. Gilliland

Seconded by J. Agar

**Motion #7** That it be recommended to Council that a cash insurance settlement is reached in the amount of \$103,437. in lieu of repairs to the damaged 2004 Elgin sweeper and that the approved \$120,000. capital expense for 'Single Axle 3 ton truck is canceled and that these funds are used to purchase the rented sweeper (2009 Elgin) from Joe Johnston Equipment in the amount of \$151,000.

**CARRIED**

**COORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by P. Gilliland

Seconded by J. Agar

**Motion #8** That it be recommended to Council that the monthly report of the Coordinator of Engineering dated October 16, 2013 be received as information.

**CARRIED**

Moved by S. Miller

Seconded by J. DeGurse

**Motion #9** That it be recommended to Council that the an encroachment agreement between St. Clair Township and Eastern Power be accepted, and the Mayor and Clerk be authorized to sign an agreement and other related documents and attach this agreement as a schedule of the Development/Site Plan Agreement.

**CARRIED**

During the discussion on Mr. Deline's report relative to Eastern Power possible water buy in fees were discussed.

Moved by P. Gilliland

Seconded by J. DeGurse

**Motion #10** That it be recommended to Council that the report of the Coordinator of Engineering on Eastern Power Equipment Off-Loading dated October 17, 2013 be received as information.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by D. Randell

Seconded by J. Agar

**Motion #11** That it be recommended to Council that the monthly report of the Drainage Superintendent dated October 16, 2013 be received as information and the recommendations contained therein be approved.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #12** That it be recommended to Council that Council direct the Drainage Superintendent to negotiate and administer a new Mutual Agreement Drain based on Option 2 between St. Clair Township and the private property owners of No. 170-176 Fane Street with a proposed cost sharing of \$8,000 to be paid by St. Clair Township and \$4,600 to be paid by the benefiting property owners, with the Township to compensate the owner of 176 Fane St. for its cost share.

**CARRIED**

Moved by D. Randell

Seconded by S. Arnold

**Motion #13** That it be recommended to Council that the report of the Drainage Superintendent dated October 16, 2013 on the Barnes Drain be received as information.

**CARRIED**

Moved by D. Randell

Seconded by J. DeGurse

**Motion #14** That it be recommended to Council that Council approve the lowest quotation of \$22,140.94 (including net HST) from B. F. Environmental Consultants Ltd. for the brushing and cleanout of the Staples Drain as a maintenance expense to the drain.

**CARRIED**

**NEW BUSINESS:**

The Deputy Mayor lead the Committee in a discussion of the fence abutting 200 St. Clair Blvd. The consensus of the Committee was that the property owner be contacted and requested to reestablish the fence, notwithstanding evidence that the fence was part of the original site plan has not as yet been determined.

Committee directed Street light repair at the intersection of Brigden Road and Rokeby line, ponding at the recent Brigden Road Bridge repair, and a report on recent traffic counts. Mr. Burnham also provided a report on a cost for the Sweeney Drain slope stability repair.

Moved by D. Randell

Seconded by S. Miller

**Motion #15** That the meeting enter an in camera session to discuss personnel issues.

**CARRIED**

The meeting returned to order.

Hearing no further business it was

Moved by S. Miller

Seconded by P Gilliland

**Motion #16** That this meeting of the Public Works and Operation Committee do hereby adjourn.

**CARRIED**

The meeting adjourned at 5:50 p.m.

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P. Carswell-Alexander,  
Chairperson

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J. DeMars  
Secretary