

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

St. Clair Civic Centre
Committee Room 1
November 18, 2013
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, November 18, 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
	W. Anderson	Fire Chief
	G. Depooter	Coordinator of Operations
	C. Westbrook	
Absent:	J. Baranek	Deputy Clerk, Coordinator of Planning

FINANCE AND ADMINISTRATION

AGENDA

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending October, 2013

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

4. TREASURER’S REPORT:

A-1 – Asset Management Plans
A-2 – OPG - Assessment Appeals
A-3 – Bridgen Lagoon form lease
A-4 – Electricity savings
A-5 – Fall Economic Statement

5. SENIOR TAX CLERK:

Write offs for the 2011, 2012 and 2013 Taxation years

6. DEPUTY TREASURER’S REPORT:

Municipal Performance Measurement Program- 2012 results

7. BUILDING INSPECTOR'S REPORT:

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

8. FIRE CHIEF'S REPORT

- Monthly report dated November 12, 2013
- Pager Radio Communications report

9 DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly report dated November 12, 2012

10. CLERK'S REPORTS:

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

12. NEW BUSINESS:

13. ADJOURNMENT:

Chairperson Agar called the meeting to order at 2:55 pm and asked members to declare any conflict of interest at the appropriate time.

Moved by S. Arnold

Seconded by S. Miller

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

CARRIED

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

CONFLICT OF INTEREST:

None declared.

GENERAL ACCOUNTS:

The Committee reviewed the list of General Accounts for the period ending October 31, 2013

Moved by P. Gilliland

Seconded by S. Miller

Motion #2 That this Committee recommend to Council that General Accounts for the month of October, 2013, starting with supplier number 183002 to ZGC001, totaling \$2,152,520.90 be approved.

CARRIED

STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurer's Statement on the Financial Position of the Municipality for the period ending October, 2013.

Moved by J. DeGurse

Seconded by P. Carswell-Alexander

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

CARRIED

TREASURER'S REPORT:

Moved by D. Randell

Seconded by J. DeGurse

Motion #4 That it be recommended to Council that consideration be given to the 2014 capital budget to include a lifecycle provision for reserves for facilities with the base amount of 150,000.00 prorated to major facility property classes with 25% incremental increase over the next four years and receipt of this report.

CARRIED

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

Motion #5 That it be recommended to Council that the OPG assessment appeals update be received.

CARRIED

Moved by J. DeGurse

Seconded by P. Gilliland

Motion #6 That it be recommended to Council that Council cancel the farm land RFP for the Brigden sanitary property and enter into an agreement with Mr. Glen Dawson for a one or possibly five years.

DEFEATED

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

Motion #7 That it be recommended to Council the letter received from Mr. Glen Dawson dated November 10th 2013 that formed part of the Treasurers report on the Brigden lagoon property farm lease be received as information.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #8 That it be recommended to Council that LAS Electricity Program – 2012-13 savings summary be received.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #9 That it be recommended to Council that AMO breaking news – fall economic statement highlights be received.

CARRIED

SENIOR TAX CLERK:

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

Motion #10 That it be recommended to Council that the following taxes for the 2011, 2012 and 2013 taxation years be reduced or cancelled, pursuant to Section 358 and Section 357 of the Municipal Act, 2001, c..

CARRIED

DEPUTY TREASURER'S REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #11 That it be recommended to Council that the report entitled “Municipal performance Measurement Program (MPMP) 2012 results” be accepted

CARRIED

BUILDING INSPECTOR'S REPORT:

Moved by D. Randal

Seconded by P. Carswell-Alexander

Motion #12 That it be recommended to Council that the Building report comparison for the Month ending October, 2013 be received as information.

CARRIED

FIRE CHIEF'S REPORT:

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

Motion #13 That it be recommended to Council that the monthly report of the Fire Chief dated Nov 12, 2013 be accepted.

CARRIED

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

Motion #14 That it be recommended to Council that the report from the Fire Chief dated pager and radio communication be accepted.

CARRIED

The Committee asked Chief Anderson and the Treasurer for a report as to the financial summary on the 2013 Enbridge fund raising golf tournament. The Committee also requested Chief Anderson to prepare a summary of Fire Fighter training and asked the Chief for confirmation of the work hours of his full time fire fighting staff, that in some instances it seems to be somewhat flexible.

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

Motion #15 That it be recommended to Council that Council authorize the Director of Community Services to adjust the rates as noted and to reorganize the pro shop restaurant operation to improve efficiencies as per the November 12, 2013 report.

CARRIED

Moved by S. Arnold

Seconded by P. Carswell-Alexander

Motion #16 That it be recommended to Council that all costs to complete the required upgrades will be charged to complex reserve and that the Director of Community Services report dated November 12, 2013 be received.

CARRIED

A members of the Committee passed along to Mr. Hackett a request received regarding the fans at the Courtright Community Centre. Also in response to the Committees question Mr. Hackett advised that this Committee or Council would get a full financial summary on the 2013 operations of the St. Clair Parkway Golf Course.

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

Motion #17 That this Meeting of the Finance and Administration Committee do hereby adjourn.

CARRIED

The meeting adjourned at 3:55 p.m.

J. Agar,
Chairperson

J. DeMars
Secretary

PUBLIC WORKS & OPERATIONS

AGENDA:

DEPUTATIONS:

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1. DECLARATION OF PECUNIARY INTEREST:

4:00 pm – Chris Westbrook - introduction

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Sydenham River /Holt Line Bridge-rehabilitation
- Sanitary Sewer Main Relocation

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly report dated November 12, 2013
- Truck transfer
- Yard waste collection extension
- Lambton County winter maintenance agreement

4. COORDINATOR OF ENGINEERING REPORT:

- Monthly report dated November 12, 2013
- Traffic count information

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly report dated November 12, 2013

6. DEPUTY CLERK/COORDINATOR OF PLANNING REPORT:

- St. Clair Community Church-use of unopened George St. Sombra

7. NEW BUSINESS:

8. ADJOURNMENT:

Chairperson Carswell-Alexander called the meeting to order at 4:00 pm and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

None declared.

The Coordinator of Works Gary DePooter was present to introduce to the Committee Mr. Chris Westbrook who was the Townships selected can for the position of Works crew leader Mr. DePooter pointed out that Mr. Westbrook is the crew leader out of the Moore Line Operations Centre. The Committee welcomed Mr. Westbrook in his new position.

DIRECTOR OF PUBLIC WORKS & OPERATIONS & ENGINEERING REPORT:

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #1 That it be recommended to Council that the report from the Director of Public Works on the Sydenham River Bridge at Holt Line be received as information.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #2 That it be recommended to Council that the report from the Director of Public Works on Sanitary sewer trunk main relocation be received as information.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORT:

Moved by S. Miller

Seconded by D. Randell

Motion #3 That it be recommended to Council that the monthly report of the Coordinator of Operations dated November 12, 2013 be received as information.

CARRIED

Moved by J. DeGurse

Seconded by J. Agar

Motion #4 That it be recommended to Council that the ownership of the 2003 Dodge Ram 1500, 4x4 pick up truck is transferred from the Fire Department to Public Works.

CARRIED

Moved by S. Arnold

Seconded by J. DeGurse

Motion #5 That it be recommended to Council that the yard waste collection schedule for 2013 remain unchanged, and that negotiation with the waste collection contractor (Marcotte Disposal) is approved to establish a price for a two week extension of the fall yard waste collection to be included in the long term waste collection contract, as amended.

CARRIED

Moved by S. Miller

Seconded by P. Gilliland

Motion #6 That it be recommended to Council that the motion regarding the 2014 fall waste collection be amended to provide that the fall waste collection for 2014 commence two weeks later and end two weeks later than the 2013 schedule.

CARRIED

Moved by D. Randell

Seconded by J. Agar

Motion #7 That it be recommended to Council that the Lambton County-Winter Maintenance Agreement be approved and signed by the Mayor and Clerk.

CARRIED

COORDINATOR OF ENGINEERING SERVICES REPORT:

Moved by D. Randell

Seconded by J. Agar

Motion #8 That it be recommended to Council that the monthly report of the Coordinator of Engineering dated November 12, 2013 be received as information.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #9 That it be recommended to Council that the report of the Coordinator of Engineering dated November 12, 2013 on the traffic count information be received as information.

CARRIED

The Committee complimented Mr. Burnham and his staff on the successful completion on the latest link of the St. Clair River trail that did point out possible water ponding on the portion of the trail through Brander Park.

DRAINAGE SUPERINTENDENT REPORT:

Moved by J. DeGurse

Seconded by D. Randell

Motion #10 That it be recommended to Council that the monthly report of the Drainage Superintendent dated Nov 12, 2013 be received as information and the recommendations contained therein be approved.

CARRIED

DEPUTY CLERK/COORDINATOR OF PLANNING REPORT:

Moved by S. Arnold

Seconded by S. Miller

Motion #11 That it be recommended to Council that the Report from Jeff Baranek, Planning Coordinator dated Nov 12, 2013 be received as information and that staff be instructed to work with the St. Clair Community Church group to attempt to assist the group in their development plans and the use of the unopened George Street road allowance.

CARRIED

OTHER BUSINESS:

The Mayor asked staff to investigate possible use of an unopened road allowance in Wilkesport for vehicle parking and material stock pile adjacent to the Brandon Construction building. Councillor DeGurse provided Mr. Burnham information on crosswalk warnings, and Chairperson Carswell-Alexander lead the Committee in the discussion of a possible encroachment of an unopened road allowance South of the Courtright Line and East of the Brigden Road. No action was taken at this time.

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

Motion #12 That this meeting of the Public Works and Operation Committee to hereby adjourn.

CARRIED

The meeting adjourned at 4:20 p.m.

P. Carswell-Alexander,
Chairperson

J. DeMars
Secretary