

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

St. Clair Civic Centre  
Committee Room 1  
January 20, 2014  
3:00 p.m.

The meeting of the Committee of the Whole was held Monday January 20, 2014 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 - <b>Absent</b>
W. Anderson	Fire Chief

**FINANCE AND ADMINISTRATION**

**AGENDA**

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

**CONFLICT OF INTEREST:**

None declared.

Moved by D. Randell

Seconded by J. DeGurse

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

**CARRIED**

**GENERAL ACCOUNTS: Month of December 2013**

The Committee reviewed the list of General Accounts

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

**Motion #2** That this Committee recommended to Council that General Accounts for the month of December 2013, starting with supplier number 119001 to YEL001 totaling \$7,986,924.91 be approved.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

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

Moved by S. Miller

Seconded by D. Randell

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

**CARRIED**

**TREASURER'S REPORT:**

Moved by J. DeGurse

Seconded by P. Carswell-Alexander

**Motion #4** That it be recommended to Council that the recommendation in the report dated January 14, 2014 from the Treasurer, Charlie Quenneville regarding the Polymore Dr. farm lease be approved.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

**Motion #5** That it be recommended to Council that the budget plan and financial indicators be received.

**CARRIED**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #6** That it be recommended to Council that the 2014 Federal Gas tax Allocation be received and the 2014 capital budget reflect this change.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #7** That it be recommended to Council that a letter be forwarded to MP Pat Davidson expressing the Townships disappointment in the reduction on the federal gas tax allocation for the municipality for the year 2014.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by S. Arnold

**Motion #8** That it be recommended to Council that the AMO breaking news – report of the special purpose business be received.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

**Motion #9** That it be recommended to Council that the report on St. Clair 2014 annual repayment limit for long term debt financing be received.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

Moved by S. Miller

Seconded by J. DeGurse

**Motion #10** That it be recommended to Council that the Building report comparison for the month ending December, 2013 be received as information.

**CARRIED**

**DIRECTOR OF EMERGENCY SERVICES REPORT:**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #11** That it be recommended to Council that Council approve sending tenders for the Wilkesport Tanker with the understanding that the lowest or no tender may be accepted.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #12** That it be recommended to Council that Council approves the Fire Department work with the necessary staff to establish its own Health and Safety Committee, to function within the Municipal Health and Safety Committee.

**CARRIED**

The Committee questioned Fire Chief Anderson regarding a recent incident where a fire hydrant was improperly operated near the Wilkesport Community Centre and resulted in hydrant damage. The Committee requested Chief Anderson contact members of the Wilkesport Community Centre board regarding this incident and Councillor Randell as the Township representative on the board will express the Townships concern, as well, with the possibility of repair costs being charged to the community centre.

Moved by S. Arnold

Seconded by D. Randell

**Motion #13** That it be recommended to Council that the Fire Chief be requested to draft a letter expressing the Townships concern on the possible building code implications of mid-rise construction with wooden framing material for the Mayor's signature.

**CARRIED**

The Committee also requested Chief Anderson to prepare a spreadsheet for Councils consideration on the operational issues with the townships radio system to determine if the current system meets emergency services needs.

Moved by P. Gilliland

Seconded by J. DeGurse

**Motion #14** That it be recommended to Council that the Council for the Township of St. Clair accepts the Fire Chiefs report.

**CARRIED**

#### **DIRECTOR OF COMMUNITY SERVICES REPORT:**

Members of the Committee expressed to Mr. Hackett an apparent dissatisfaction with the snow removal practices at the Township's Emergency Services Building. Councillor Carswell-Alexander requested a copy of the Sarnia arena usage report that apparently, according to the media, is pending. It was pointed out that all such reports once available to Council are made public by way of the city's website

Moved by P. Carswell-Alexander

Seconded by D. Randell

**Motion #15** That it be recommended to Council that Council authorize the Director of Community Services and the Golf Course Superintendent to purchase the described used equipment required to maintain the Golf Course.

**CARRIED**

#### **NEW BUSINESS:**

Councillor Randell questioned the possible practice of allowing project directed donations to the Moore Foundation fund. Councillor Randell was of the opinion that more people would be willing to donate to the fund if they knew their contributions were directly assigned to a specific project. Also in response to the Chairs question the Committee was advised that the Heritage St. Clair 2014 budget request has been forwarded to budget deliberations.

Moved by S. Miller

Seconded by D. Randell

**Motion #16** That this meeting of the Finance and Administration Committee do hereby adjourn.

**CARRIED**

The meeting adjourned at 3:35 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:**

- WWTP-blower replacement
- ORO-appointment

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

- Monthly report dated January 15, 2014
- Damaged street sweeper
- Brigden Road rumble strips
- Equipment replacement schedule
- Surplus equipment
- Staff hiring process

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

- Monthly report dated January 15, 2014
- St. Clair Parkway watermain – Seager Park to Bickford line

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

- Monthly report dated January 15, 2014
- Froomfield Drain
- Talfourd Creek Drain-beaver dams
- 2014 Drainage Capital projects

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

- Rural Lambton Stewardship-quote

#### **7. ADJOURNMENT:**

Chairperson Carswell-Alexander called the meeting to order at 3:40 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 S. Arnold

Seconded by D. Randell

**Motion #1** That it be recommended to Council that Council approves the purchase of one High Speed Turbo Blower to replace an existing Hibon Blower at the Courtright WWPT to be paid out of sewer reserves.

**CARRIED**

In response to the Committee questions Mr. Burnham advised that the existing blower has no resale value in Ontario due to the fact Ontario Hydro is providing a substantial grant through its energy conservation program for the conversion of the blower, however it was pointed out that the supplier has been asked to market the used blower in a non Ontario market for the Municipality.

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Moved by P. Gilliland

Seconded by J. DeGurse

**Motion #2** That it be recommended to Council that our Water/Wastewater Specialist (Nova VanderSlagt) be designated Overall Responsible Operator for the St. Clair Township Water Distribution System effective January 6, 2014.

That our Water/Wastewater Specialist (Nova VanderSlagt) be designated Overall Responsible Operator for the St. Clair Township Wastewater Distribution Collection System effective January 6, 2014.

That our Water/Wastewater Specialist (Nova VanderSlagt) be designated Overall Responsible Operator for the St. Clair Township Wastewater Treatment System in Brigden, Port Lambton, and Sombra Village effective January 6, 2014.

That qualified operator of CH2M HILL remain designated Overall Responsible Operator for the St. Clair Township Wastewater Treatment Systems in Corunna and Courtright effective January 6, 2014.

That the designated Overall Responsible Operator be authorized to designate qualified operators as Operator in charge on an as needed basis.

**CARRIED**

The Committee requested the Public Works department prepare a report for Committee or Council's consideration of sanitary sewer system backflow preventers.

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

Moved by D. Randell

Seconded by P. Gilliland

**Motion #3** That it be recommended to Council that the monthly report of the Coordinator of Operations dated January 15, 2014 be received as information.

**CARRIED**

The Committee questioned whether the sanitary sewer blockages identified in item # 11 of Mr. DePooters report were on public property or private property. Mr. Brunhan advised that future reports would identify the location of the blockage relative to the location on public or private property.

Moved by S. Miller

Seconded by P. Gilliland

**Motion #4** That it be recommended to Council that the Coordinator of Operations negotiate the sale of a damaged street sweeper to a scrap dealer in Barrie complete with transportation from the Joe Johnston Equipment yard to the scrap dealer, with all funds collected to be allocated as revenue to the Equipment Reserve budget.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #5** That it be recommended to Council that the report of the Coordinator of Operations on Rumble strips on Brigden Road be received as information, and that the rumble strips be installed at the intersection of Brigden Road and Bentpath line.

**CARRIED**

Moved by J. DeGurse

Seconded by D. Randell

**Motion #6** That it be recommended to Council that the report of the Coordinator of Operations on equipment replacement schedule dated January 15, 2014 be received as information.

**CARRIED**

The Committee requested a report on the historic maintenance costs of the Township's pieces of major equipment.

Moved by P. Gilliland

Seconded by S. Miller

**Motion #7** That it be recommended to Council that the surplus equipment as listed in the 2014 Surplus Equipment list is sold by auction at Great West Auctions in Brigden.

**CARRIED**

Moved by S. Miller

Seconded by J. DeGurse

**Motion #8** That it be recommended to Council that the report of the Coordinator of Operations on staff hiring be received as information.

**CARRIED**

**COORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #9** That it be recommended to Council that the monthly report of the Coordinator of Engineering dated January 15, 2014 be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #10** That it be recommended to Council that Council approves the installation of a 150mm diameter watermain along St. Clair Parkway from Seager Park to Bickford Line in the amount of \$300,000 as per attached budget sheet.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by D. Randell

Seconded by J. DeGurse

**Motion #11** That it be recommended to Council that the monthly report of the Drainage Superintendent dated Jan 15, 2014 be received as information and the recommendations contained therein be approved.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #12** That it be recommended to Council that Council reconvene the Court of Revision for the Froomfield Drain, and gave third reading of the By-law.

**CARRIED**

In response to the Committee questions the Clerk advised that the assessment prescribed by the Engineers report to the First Nation is eligible for special Federal funding if Aamjiwnaang applies for such funding. The First Nation has no obligation to pay such an assessment and if the assessment isn't paid for voluntarily the assessment would be charged to the initiating municipality notwithstanding the fact that St. Clair is not a ratepayer on the Froomfield Drain.

Moved by S. Miller

Seconded by D. Randell

**Motion #13** That it be recommended to Council that Council direct the Drainage Superintendent to contact the office of Patricia Davidson, Member of Parliament, for advice and assistance in negotiating a solution with Aamjiwnaang First Nations, to allow the removal of beaver dams within Talfourd Creek and the issue of the assessment on the Froomfield Drain.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #14** That it be recommended to Council that Council include 9 additional proposed Capital Drainage projects to the 2014 Capital budget before passing of final budget in March, 2014.

**TABLED**

**NEW BUSINESS:**

The Committee proceeded to review the offer of service from Rural Lambton Stewardship Network regarding native plantations at the Brigden Lagoon as a wildlife control method. It was pointed out to the Committee that this offer of service was received as requested by Council, following the discussion during the recent farm lease discussions on the Brigden lagoon property. It was felt that such a plantation may be advantageous for the prevention of the migration of geese that are creating crop damage to adjacent fields.

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Moved by S. Arnold

Seconded by D. Randell

**Motion #15** That it be recommended to Council that the Township contract with the Rural Lambton Stewardship Network to do a planting and maintenance of a natural vegetation buffer at the Brigden Lagoon that would include the berm side slopes, at an estimated cost of \$2600.00.

**CARRIED**

Public Works staff was asked to prepare a report on its opinion as to the appropriateness of grassing the lagoon berm side slopes.

The Committee reviewed the information dated January 17<sup>th</sup> 2014 regarding Fawn Island parking. The Committee was provided a copy of the Clerks report on the issue dated September 2013 at which time Council authorized the negotiation of a lease renewal between the Township and the Fawn Island owners association. The Clerk advised that he has not received any contact from the Fawn Island Owners Association, relative to a renewed lease.

Moved by S. Miller

Seconded by D. Randell

**Motion #16** That it be recommended to Council that Council that it be suggested to the Fawn Island Owners Association that property on the east side of St. Clair Parkway currently owned by Island residents could perhaps be used to solve the Fawn Island Owners parking issues.

**CARRIED**

Mr. Burnham provided the Committee with details of the Townships annual Quality Management System Operational Plan that must be approved by Council and submitted to the Ministry of the Environment.

Moved by D. Randell

Seconded by J. DeGurse

**Motion #17** That it be recommended to Council that the Townships annual Quality Management System Operational Plan be endorsed and submitted as per regulation.

**CARRIED**

Councillor Randell asked the Public Works department to investigate a dead ash tree on the French Line near the intersection of highway 40. Mayor Arnold advised that he has been in discussion with the County IT department and library regarding the possible access to the Cogeco fibre optic high speed internet system installed several years ago for the area County libraries.

Hearing no further business it was

Moved by S. Miller

Seconded by D. Randell

**Motion #18** That the meeting of the Public Works and Operations Committee do hereby adjourn.

**CARRIED**

The meeting adjourned at 4:15 p.m.

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P. Carswell-Alexander,  
Chairperson

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J. DeMars  
Secretary