

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

St. Clair Civic Centre  
Committee Room 1  
July 14, 2014  
3:00 p.m.

The meeting of the Committee of the Whole was held July 14, 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. Baranek,	Director of Administration/Clerk
C. Quenneville,	Director of Finance/Treasurer
G. Hackett	Director of Community Services
C. McClemens	Deputy Clerk, Coordinator of Planning
W. Anderson	Fire Chief
M. Deline	Director of Public Works, Operations & Engineering
Absent: J. Rodey	CAO

**TOWNSHIP OF ST. CLAIR  
FINANCE AND ADMINISTRATION COMMITTEE  
AGENDA**

St. Clair Township Civic Centre  
Committee Room #1  
July 14, 2014  
3:00 p.m.

- 1. DECLARATION OF PECUNIARY INTEREST:**
- 2. GENERAL ACCOUNTS:** Month ending June, 2014
- 3. STATEMENT OF FINANCIAL POSITION:** for period ending June 30, 2014
- 4. TREASURER'S REPORT:**

- A-1 - Question pertaining to Accounts Payable Invoices
- A-2 – LAWSS & St. Clair Debt Payment Schedule
- A-3 – Write off under Section 357 for 3805 010 050 15210
- A-4 – One time distribution AMO Gas Tax
- A-5 – 2013 Operating Results for General, Water and Sanitary
- A-6 – 2013 Year End Audit Schedules
- A-7 – 2013 Reserve and Deferred Revenue Transfers
- A-8 – 2013 Draft Audit Financial Statements
- A-9 – Policy Update – Ontario Speech from the Throne
- A-10 – Policy Update – New Provincial Cabinet Named
- A-11 – AMO – The 2014 Provincial Budget
- A-12 – AMO Report to Members – Accountability Act
- A-13 – Audit Findings

**5. BUILDING INSPECTOR'S REPORT:**

B-1 – Building permits to June 30, 2014

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

- Monthly report dated July 9, 2014

**7. FIRE CHIEF'S REPORT:**

- Monthly report dated July, 2014
- Incident report from June 11 to July 13, 2014
- Fire Prevention Policy

**8. CLERK'S REPORTS:**

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

**10. NEW BUSINESS:**

**11. ADJOURNMENT:**

Moved by S. Arnold

Seconded by J. De Gurse

**Motion #1:** That this meeting of the Finance and Administration Committee commence at 2:50 p.m..

**CARRIED**

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

**CONFLICT OF INTEREST:**

None declared.

**GENERAL ACCOUNTS: Month of June 2014**

Moved by J. De Gurse

Seconded by P. Carswell-Alexander

**Motion #2:** That this Committee recommend to Council that General Accounts for the month of June 2014, starting with supplier number 156003 to XPL001 totaling \$6,496,065.62 be approved.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #3:** That it be recommended to Council that the Statement of Financial Position for the period ending June 30, 2014 be received and approved.

**CARRIED**

**TREASURER'S REPORT:**

Moved by D. Randell

Seconded by S. Miller

**Motion #4:** That it be recommended to Council that the Treasurer's report identified as A1 regarding clarification of accounts payable invoices from the June 16 meeting be received as information.

**CARRIED**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #5:** That this Committee recommend to Council that the analysis of the LAWSS and St. Clair Debt payment schedule as per report A2 be received.

**CARRIED**

Moved by J. De Gurse

Seconded by P. Carswell-Alexander

**Motion #6:** That this Committee recommend to Council that the Treasurer be authorized to write off the tax balance of \$2,963.05 under Section 357 of the Municipal Act for 3805 010 050 15210 Con 13 PT Lot 16 due to manifest error and property becoming exempt as per report A3.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #7:** That this Committee recommend to Council that the one-time AMO Gas Tax administration fund amount of \$12,005.35 be applied against project 2014-100 Parkway Road project as per Treasurer's report A4.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

**Motion #8:** That this Committee recommend to Council that the 2013 operating results analysis for general, water and sanitary listed in Exhibit A1, B1 & C1 to Treasurer's report A5 be received and approved.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #9:** That this Committee recommend to Council that the following year end December 31, 2013 reports as per treasurer's report A6 be received and approved.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #10:** That this Committee recommend the following to Council: that the uncompleted 2013 General Capital projects from line 33 to 40 on Schedule A totaling \$573,191, drain projects on line 42 to 47 totaling \$340,000 and unused Sports for Life Grant \$24,595 on line 49 be transferred to reserve; that the 2013 Actual Individual Reserve transfer from Surplus listed on Schedule A Column D & E from line 57 totaling \$133,455.867 (Column E Line 73) be received and approved; that the attached schedule B1 to B3 and schedule C Education and Environment reserve transfers for 2013 reserve be received and approved; that the attached schedule D to D2 deferred revenue transfers be received and approved; and that the attached schedule E Capital Budget Listing reconciliation of budget to actual and the reserve and deferred revenue transfers amount totaling \$3,058,813 in column P be received and approved as per Treasurer's report A7.

**CARRIED**

Moved by J. De Gurse

Seconded by P. Carswell-Alexander

**Motion #11:** That this Committee recommend the following to Council: That the 2013 Draft Audit Consolidated Financial Statements for St. Clair Township be received and approved; that the Draft Audit Trust Fund Financial Statements for St. Clair Township be received and approved; that the 2013 Draft Audit Financial Statements for St. Clair River Trail be received and approved; and that the 2013 Draft Audit Financial Statements for the Moore Township Community and Recreational Foundation be received and approved as per Treasurer's Report A8.

**CARRIED**

Moved by D. Randell

Seconded by P. Carswell-Alexander

**Motion #12:** That this Committee recommend to Council that the Ontario Speech from the Throne Delivered Today in the Legislature as per Treasurer's report A9 be received.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

**Motion #13:** That this Committee recommend to Council that Treasurer's report A10 regarding the new provincial cabinet be received.

**CARRIED**

Moved by S. Miller

Seconded by S. Arnold

**Motion #14:** That this Committee recommend to Council that the 2014 provincial budget as per Treasurer's report A11 be received.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

**Motion #15:** That this Committee recommend to Council that the AMO Report to members – Accountability Act as per Treasurer's Report A12 be received.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by J. De Gurse

**Motion #16:** That this Committee recommend to Council that the Audit findings letter dated July 14, 2014 be received and the Mayor be authorized to sign the Acknowledgement at the end of the document as per Treasurer's report A13.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #17:** That this Committee recommend to Council that the building permit comparison for years 2013 and thus far through 2014 be received.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Moved by P. Carswell-Alexander

Seconded by J. De Gurse

**Motion #18:** That this Committee recommend to Council that the monthly report from the Director of Community Services dated July 9, 2014 be received as information and all the recommendations within be approved.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #19:** That this Committee recommend to Council that the tender of Westhoek Construction in the amount of \$83,010.40 be accepted to install new roofs on the OPP Building and the Corunna Fire hall.

**CARRIED**

**FIRE CHIEF/DIRECTOR OF EMERGENCY SERVICES REPORT:**

Moved by S. Miller

Seconded by P. Carswell-Alexander

**Motion #20:** That it be recommended that Council for the Township of St. Clair accept the Fire Chief's Monthly Report dated July 2014.

**CARRIED**

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #21:** That it be recommended that Council for the Township of St. Clair approve the Fire Prevention Policy as per the monthly report from the Fire Chief dated July 2014.

**CARRIED**

Fire Chief Anderson informed Council that the air conditioning unit in the Brigden Fire Station requires servicing for which tenders have been sent out and it will be funded from reserves.

Further, Chief Anderson informed Council of a motocross operation on Courtright Line where students are housed while they attend a camp. He expressed his concern about the accommodations and their fire prevention capability.

Moved by S. Arnold

Seconded by S. Miller

**Motion #22:** That it be recommended to Council that the Building Inspector investigate the property at 1617 Courtright Line to ensure all buildings are in compliance with the Ontario Building Code.

**CARRIED**

Hearing no further business, it was;

Moved by D. Randell

Seconded by S. Miller

**Motion #23:** That the 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. Baranek

Secretary

**TOWNSHIP OF ST. CLAIR  
PUBLIC WORKS & OPERATIONS COMMITTEE  
AGENDA**

St. Clair Civic Centre  
Committee Room #1  
July 14, 2014  
4:00 p.m.

**1. DECLARATION OF PECUNIARY INTEREST:**

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

- Pedestrian Crossover – options
- Colborne Street from Fane to Cameron – contribution agreement
- Greenfield Power – request for potable water
- Greenfield Power – Water use agreement
- Greenfield Power – Sewer use agreement
- Colborne Street reconstruction – tenders (to be received)

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

- Monthly report dated July 9, 2014
- Port Lambton Gala Days – road closure

**4. COORDINATOR OF ENGINEERING REPORT:**

- Monthly report dated July 9, 2014
- Watermain Construction – Oil Springs Line

**5. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report dated July 9, 2014
- Migratory Bird Convention Act
- Vandertil & Broad Drains – tenders
- Wray Drain – tenders
- East River Road – North Sydenham River
- B.F. Environmental Consultants –Protocol for Bird Inspections

**6. WATER/WASTE WATER SPECIALIST/ORO REPORT:**

- Request for proposal – Sombra Lagoon RFP

- Courtright WWTP Odour Complaint Procedure
- Odour Complaint Procedure – Beacon notice
- Sanitary backwater valve policy – new
- Sanitary backwater valve policy – existing
- Bradley water bill
- Waterline repair & replacement – Corunna PS & Courtright WWTP

**7. NEW BUSINESS:**

**8. ADJOURNMENT:**

Moved by S. Arnold

Seconded by J. Agar

**Motion #1:** That this meeting of the Public Works and Operations Committee commence at 4:00 p.m..

**CARRIED**

Chairperson Carswell-Alexander called the meeting to order at 4:00 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 J. Agar

Seconded by J. De Gurse

**Motion #2:** That this Committee recommend to Council that the report of the Director of Public Works dated July 9, 2014 regarding pedestrian crosswalk options be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #3:** That it be recommended to Council that the Director of Public Works tender the cost for a controlled traffic light in the location of the existing pedestrian crosswalk in Corunna, and have the results contained in a report and brought back for the consideration of Council.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #4:** That this Committee recommend to Council that the report of the Director of Public Works dated July 9, 2014 be received and that the financial contributions and allocations as detailed within be approved for the capital construction of Colborne Street from Fane Street to Cameron Street including: allocation of \$24,550 from the development fees to be applied directly to this project; contribution to the project for water works of \$69,000 from water reserves; using \$36,000 of carryover funds from the 2011 capital budget; and the addition of \$40,000 from the general roads fund all be approved.

**CARRIED**

Moved by S. Miller

Seconded by J. De Gurse

**Motion #5:** That this Committee recommend to Council that the request from Greenfield South Power Corporation – an affiliate of Eastern Power Limited – for potable water flow in the amount of 103 liters per second be approved as the hydraulic analysis performed by Stantec Consulting Limited and the field test by Veritec Inc. indicated that the requested flow will not adversely impact the St. Clair Township Water Distribution System as per the Director of Public Works report dated July 9, 2014.

**CARRIED**

Moved by J. De Gurse

Seconded by P. Gilliland

**Motion #6:** That this Committee recommend to Council that the sewer use agreement between St. Clair Township and Greenfield South Power Corporation be accepted, and the

Mayor and Clerk be authorized to sign the agreement and attach this agreement as a Schedule of the Development/Site Plan Agreement.

**CARRIED**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #7:** That this Committee recommend to Council that the water use agreement between St. Clair Township and Greenfield South Power Corporation be accepted, and the Mayor and Clerk be authorized to sign the agreement and attach this agreement as a Schedule of the Development/Site Plan Agreement.

**CARRIED**

Moved by J. Agar

Seconded by S. Arnold

**Motion #8:** That this Committee recommend to Council that the tender submitted by Cope Construction Inc. in the amount of \$295,898 (excl. HST) for the Colborne Street Reconstruction be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents as per Coordinator of Engineering's report dated July 14, 2014.

**CARRIED**

Moved by J. Agar

Seconded by J. De Gurse

**Motion #9:** That the report from the former Director of Public Works dated January 2, 2013 be lifted from the table for consideration as per the report from Matt Deline dated July 14, 2014 related to odour issues stemming from the wastewater treatment plant in Courtright.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #10:** That this Committee recommend to Council that the report from the Director of Public Works dated July 14, 2014 related to odour control strategies at the waste water treatment plant in Courtright be tabled to allow time for a response from the Ministry of the Environment identifying the areas that require additional odour elimination attention with documentation proving the existing infrastructure is inadequate.

**TABLED**

#### **COORDINATOR OF OPERATIONS REPORT:**

Moved by D. Randell

Seconded by J. De Gurse

**Motion #11:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated July 9, 2014 be received as information.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #12:** That this Committee recommend to Council to approve closure of the dead end section of Reedy Street south of Second Street for the Gala Days function from 5:00 p.m. Friday August 1, 2014 to 5:00 p.m. Sunday August 3, 2014 as per the report from Coordinator of Operations dated July 9, 2014.

**CARRIED**

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

Moved by J. De Gurse

Seconded by S. Miller

**Motion #13:** That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated July 9, 2014 be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #14:** That this Committee recommend to Council that the tender submitted by Wicks Construction in the amount of \$627,750.60 (incl. HST) for the 350mm watermain construction on Oil Springs Line be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents, pending receipt of written approval and all deposits from Greenfield South Power Corporation as per the report from the Coordinator of Engineering dated July 9, 2014.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by S. Miller

Seconded by D. Randell

**Motion #15:** That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated July 9, 2014 be received as information and the recommendations contained within be approved.

**CARRIED**

Councillor Randell asked the Drainage Superintendent to consider moving the Sweeney Drain to ensure better slope stability.

Moved by S. Arnold

Seconded by D. Randell

**Motion #16:** That it be recommended to Council that the report from the Drainage Superintendent dated July 9, 2014 related to Migratory Bird Convention Act be received as information.

**CARRIED**

At this time, Mayor Arnold declared a conflict of interest for the Vandertil and Broad Drain as he is the tenant of land within the watershed and did not participate in the consideration of the report.

Moved by J. Agar

Seconded by J. De Gurse

**Motion #17:** That it be recommended to Council that the tender submitted by BF Environmental Consultants Limited in the amount of \$55,049.56 (including HST) for the Vandertil and Broad Drains construction be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents as per the report by the Drainage Superintendent dated July 9, 2014.

**CARRIED**

Mayor Arnold rejoined the proceedings.

Moved by J. Agar

Seconded by D. Randell

**Motion #18:** That this Committee recommend to Council that the tender submitted by BF Environmental Consultants Limited in the amount of \$27,857.53 (including HST) for the Wray Drain construction be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents as per the report by the Drainage Superintendent dated July 9, 2014.

**CARRIED**

Moved by D. Randell

Seconded by J. De Gurse

**Motion #19:** That this Committee recommend to Council that the report received from the Drainage Superintendent related to East River Road and the North Sydenham River dated July 9, 2014 be received as information.

**CARRIED**

Moved by P. Gilliland

Seconded by J. Agar

**Motion #20:** That this Committee recommend to Council that the report from the Drainage Superintendent related to BF Environmental Consultants Protocol for Bird Inspection prior to drainage works dated July 10, 2014 be received as information.

**CARRIED**

During subsequent discussion related to the “due diligence” protocol submitted by BF Environmental Consultants, staff was directed to proceed with drainage works only after the protocol introduced in the above report was undertaken and executed with a signature. Since BF Environmental Consultants is the only consultant to produce such protocol, only they can perform the due diligence procedure prior to any drainage works until similar protocols are approved by Council to permit other consultants to undertake the due diligence process.



**WATER/WASTE WATER SPECIALIST/ORO REPORT:**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #21:** That it be recommended to Council that the report received from the Water/Wastewater Specialist dated June 27, 2014 related to the Sombra Lagoon De-Sludging be received as information and that a subsequent report be produced to further clarify the best use of the budgeted \$750,000 for this project.

**CARRIED**

Moved by J. De Gurse

Seconded by J. Agar

**Motion #22:** That this Committee recommend to Council that the report of the Water/Wastewater Specialist dated June 27, 2014 establishing a procedure incorporating township staff in odour complaint investigations be received and the procedure formally adopted.

**CARRIED**

Moved by D. Randell

Seconded by S. Arnold

**Motion #23:** That this Committee recommend to Council to receive a report from the Water/Wastewater Specialist dated June 27, 2014 related to a notice to be circulated in the Beacon informing residents on the process to formerly lodge an odour complaint stemming from the waste water treatment plant in Courtright.

**DEFEATED**

Moved by P. Gilliland

Seconded by J. Agar

**Motion #24:** That this Committee recommend to Council that the notice informing the public about the formal process to submit a complaint related to odour issues stemming from the Courtright Waste Water Treatment plant be circulated to all land owners in the N0N 1H0 postal code.

**CARRIED**

Moved by S. Miller

Seconded by J. Agar

**Motion #25:** That it be recommended to Council to approve the sanitary backwater valve for new construction policy as per the report from the Water/Wastewater Specialist dated June 27, 2014.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #26:** That it be recommended to Council that the report for a policy for sanitary backwater valves in existing buildings policy as per the report from the Water/Wastewater Specialist dated July 3, 2014 be tabled for more information related to including a specific location in the policy for the device being inside or outside the building.

**TABLED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #27:** That Motion #25 be reconsidered with a two thirds majority of votes.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #28:** That it be recommended to Council that the policy for a sanitary backwater valve for new construction policy as per the report from the Water/Wastewater Specialist dated June 27, 2014 be tabled to consider requiring a specific location for the valve to be incorporated into the policy.

**CARRIED**

Moved by S. Miller

Seconded by J. Agar

**Motion #29:** That is be recommended to Council that Hazel Bradley at 1233 Kerr Line pays in full \$2,098.50 for her water bill and that staff work out a reasonable interest free payment plan and bring the terms of such plan to Council via a report for their consideration.

**CARRIED**

Moved by S. Arnold

Seconded by J. De Gurse

**Motion #30:** That it be recommended to Council to approve the removal of all corroded waterlines in the Corunna and Courtright bar screen rooms and replace with plastic piping. The total cost for the Township for work provided by Bluewater Plumbing being \$17,718.40 HST included as per the report from the Water/Wastewater Specialist dated June 26, 2014.

**CARRIED**

**NEW BUSINESS:**

Councillor Agar informed the Committee that the grass at Sir John Moore School in Corunna needed to be cut. Further, he noted the empty lot on the north-west corner of the northern intersection of Bentinck Drive and St. Clair Boulevard also needs to be cut.

**ADJOURNMENT:**

Hearing no further business, it was;

Moved by D. Randell

Seconded by S. Miller

**Motion #31:** That the meeting of the Public Works and Operations Committee do hereby adjourn.

**CARRIED**

The meeting adjourned at 4:45 p.m.

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Chairperson

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J. Baranek  
Secretary