

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

St. Clair Township Civic Centre  
Committee Room #1  
August 11, 2014  
3:00 p.m.

The meeting of the Committee of the Whole was held August 11, 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
	G. Hackett	Director of Community Services
	J. Baranek	Deputy Clerk, Coordinator of Planning
	W. Anderson	Fire Chief
	M. Deline	Director of Public Works, Operations & Engineering

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

St. Clair Township Civic Centre  
Committee Room #1  
August 11, 2014  
3:00 p.m.

3:10 p.m. - Ashley Didone, Collins Barrow – Chartered Accountant – present Final Audit Financial Statement

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Month ending July 31, 2014

**3. STATEMENT OF FINANCIAL POSITION:** for period ending July 31, 2014

**4. TREASURER’S REPORT:**

- A-1 - 2013 Final Audit Consolidated Financial Statements
- A-2 – 2013 Final Audit Trust Fund Financial Statements
- A-3 – 2013 Final Audit Financial Statements for St. Clair River Trail
- A-4 – 2013 Final Audit Financial Statements for The Moore Township Community & Recreational Foundation
- A-5 – CIBC Credit Card Payment
- A-6 – Emergency Service Golf Fundraiser
- A-7 – OMPF Update & Meeting
- A-8 – AMO – The 2014 Provincial Budget

**5. BUILDING INSPECTOR’S REPORT:**

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

- Monthly report dated August 7, 2014

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

- Incident report from July 14 to August 1, 2014

**8. CLERK'S REPORTS:**

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

**10. NEW BUSINESS:**

**11. ADJOURNMENT:**

Moved by D. Randell

Seconded by J. DeGurse

**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 July, 2014**

The Committee reviewed the list of General Accounts. After several questions were responded to by the Treasurer, it was;

Moved by P. Carswell-Alexander

Seconded by D. Randell

**Motion #2:** That this Committee recommend to Council that General Accounts for the month of July 2014, starting with supplier number 109001 to YOR002 totaling \$8,309,505.76 be approved.

**CARRIED**

**STATEMENT OF FINANCIAL POSITION:**

Moved by S. Miller

Seconded by J. DeGurse

**Motion #3:** That it be recommended to Council that the Statement of Financial Position for the period ending July 31, 2014 be received and approved.

**CARRIED**

At the appointed time of 3:10 p.m., Chairperson Agar welcomed Ashley Didone of Collins Barrow to present the Final Audit Financial Statement.

Mrs. Didone summarized the financial statement as produced by the final audit in overview detail and responded to a few questions from members of the committee.

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

**Motion #4:** That the 2013 Final Audit Consolidated Financial Statements for St. Clair Township be received and approved; that the 2013 Final Audit Trust Fund Financial Statements for St. Clair Township be received and approved; that the 2013 Final Audit Financial Statements for St. Clair River Trail be received and approved; that the 2013 Final Audit Financial Statements for the Moore Township Community and Recreational Foundation be received and approved; and, the Mayor for the Township of St. Clair be authorized to sign the 2013 audit findings letter.

**CARRIED**

**TREASURER'S REPORT:**

Moved by P. Carswell-Alexander

Seconded by S. Arnold

**Motion #5:** That this Committee recommend to Council that the Treasurer's report identified as A5 regarding the CIBC Credit Card Payment be received.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by P. Gilliland

**Motion #6:** That this Committee recommend to Council that the Treasurer's report identified as A6 regarding the Emergency Service Golf Fundraiser be received and a primary and corporate sponsorship in the amount of \$1500 be approved.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #7:** That this Committee recommend to Council that the Treasurer's report identified as A7 regarding the OMPF Update & Meeting be received.

**CARRIED**

Moved by P. Gilliland

Seconded by P. Carswell-Alexander

**Motion #8:** That this Committee recommend to Council that the Treasurer's report identified as A8 regarding the AMO – The 2014 Provincial Budget be received.

**CARRIED**

**BUILDING INSPECTOR'S REPORT:**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Moved by P. Carswell-Alexander

Seconded by S. Arnold

**Motion #9:** That it be recommended that Council for the Township of St. Clair accept the monthly report from the Director of Community Services dated August 7, 2014.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #10:** That it be recommended to Council to approve the construction of the proposed Pavilion in Brander Park by the contractor who submits the lowest bid, providing the external funding has been confirmed.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #11:** That it be recommended to Council to approve an additional expense to use the soft surface product for the playground equipment in Brander Park to be financed from the year end surplus fund.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #12:** That it be recommended to Council that SevCon contractors be approved to install asphalt walkways in Brigden, Wilkesport, and Brander Parks in the amount of \$55,208.36 to be funded by the year end surplus fund.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #13:** That the installation of connecting walkways to the play equipment in Brander Park in the amount of \$10,000 be approved and financed from the year end surplus fund.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #14:** That the widening of the river section of the St. Clair River Trail through Brander Park be approved with the condition that outside funding from the River Trail and or River Run Committee can offset the cost.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by J. De Gurse

**Motion #15:** That the new Community Services Fee Schedule schedule be approved as per the Director of Community Services report dated August 7, 2014.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion#16:** That it be recommended to council that proposals be requested to operate a vendor truck in Brander Park with a minimum rent of \$1000/month.

**CARRIED**

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

Moved by D. Randell

Seconded by P. Gilliland

**Motion #17:** That it be recommended that Council for the Township of St. Clair accept the monthly Fire Chief's Report dated August 2014.

**CARRIED**

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #18:** That the discussion about the County Coordinator stipend be moved to an in-camera meeting later on the agenda.

**CARRIED**

## NEW BUSINESS:

Moved by S. Miller

Seconded by D. Randell

**Motion #19:** That it be recommended to Council that as per past practice, St. Clair Township work in cooperation with a citizens committee to develop a memorial for late Councillor Steve Moran where the township will match all private and corporate donations to a maximum of \$2,500 following approval of the memorial and its location.

**CARRIED**

Hearing no further business, it was;

Moved by S. Miller

Seconded by D. Randell

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

**CARRIED**

The meeting adjourned at 3:40 p.m.

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J. Baranek

Chairperson

Secretary

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

St. Clair Civic Centre  
Committee Room #1  
August 11, 2014  
4:00 p.m.

**1. DECLARATION OF PECUNIARY INTEREST:**

## 2. DIRECTOR OF PUBLIC WORKS REPORT:

### - Pedestrian Crossover – (PXO) Options

- Timeline for Stanley Line Bridge over Bear Creek
- Odour Control at Courtright WWTP

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

- Monthly report dated August 6, 2014
- Surplus equipment

**4. COORDINATOR OF ENGINEERING REPORT:**

- Monthly report dated August 6, 2014
- Eastern Power Waste Process Water Forcemain & Fibre Optic Cable Encroachment Agreement Amendment
- Lincoln Drive – Sanitary Servicing
- St. Clair Parkway Watermain Replacement & Road Rehabilitation Tender Results

**5. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report dated August 9, 2014
- East River North Sydenham River
- Letter from Gary Robbins – Talfourd Creek Drain

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

- 1233 Kerr Line Water Bill
- Request for Proposal (RFP) for Sombra Lagoon De-Sludging

**7. NEW BUSINESS:**

**8. ADJOURNMENT:**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #1:** That this meeting of the Public Works and Operations Committee commence at 3:45 p.m.

**CARRIED**

**DECLARATION OF CONFLICT OF INTEREST:**

None declared.

Chairperson Carswell-Alexander called the meeting to order at 3:45 p.m. and asked members to declare any conflict of interest at the appropriate time.

Moved by P. Gilliland

Seconded by S. Arnold

**Motion #2:** That the committee enter into an in-camera session to discuss a legal matter related to a proposed aggregate recycling yard.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #3:** That it be recommended to Council that they authorize Garrod Pickfield to attempt to come to a settlement with the applicants for an aggregate recycling yard at 497 Courtright Line.

Councillor Agar requested a recorded vote for Motion #3. CAO John Rodey conducted a recorded vote with the following results.

Mayor Arnold	Yes
Deputy Mayor Gilliland	Yes
Councillor Agar	No
Councillor De Gurse	No
Councillor Carswell-Alexander	Yes
Councillor Miller	Yes
Councillor Randell	Yes

**CARRIED**

**DIRECTOR OF PUBLIC WORKS REPORT:**

Moved by S. Arnold

Seconded by J. Agar

**Motion #4:** That this Committee recommend to Council that the report of the Director of Public Works regarding Pedestrian Crossover – (PXO) Options be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #5:** That this Committee recommend to Council that the report of the Director of Public Works regarding Timeline for Stanley Line Bridge over Bear Creek be received as information.

**CARRIED**

Mayor Arnold encouraged staff to tender the Stanley Line Bridge in the fall and possibly re-tender in the Spring if desired results not received.

Chairperson Carswell-Alexander welcomed members of the audience who wished to hear the discussion related to odour issues stemming from the waste water treatment plant in Courtright. Mayor Arnold extended an apology to those in attendance for the constant odour issues they are experiencing stemming from the plant. He reassured them that Council and this committee were going to get a solution to the issues as the constant issues are unacceptable. Jim Stewart owner of 1440 St. Clair Parkway informed the Committee that for the entire day today the odour was so offensive he could not enjoy his back yard. He feels the respondents to odour issues in the past have failed to identify an odour when one is clearly present.

Mike Vansevenant owner of 1446 St. Clair Parkway informed the Committee that he feels like nothing is being done about the issue and his property value has been negatively impacted. He stated he is considering moving because of the issues from the plant.

Moved by S. Arnold

Seconded by J. Agar

**Motion #6:** That this Committee recommend to Council that the report of the Director of Public Works regarding Odour Control at Courtright WWTP be received as information and that the proposed investigative study by CH2MHill be approved with mitigation measures, costs and timelines for completion be included in the findings and recommendations.

**CARRIED**

**COORDINATOR OF OPERATIONS REPORT:**

Moved by S. Miller

Seconded by P. Gilliland

**Motion #7:** That this Committee recommend to Council that the monthly report of the Coordinator of Operations (Works) dated August 6, 2014 be received as information.

**CARRIED**

Moved by D. Randell

Seconded by J. DeGurse

**Motion #8:** That this Committee recommend to Council that the report of the Coordinator of Operations (Works) regarding surplus equipment be received as information and the 2000 Volvo tandem axle dump truck be sold at the Curtis Babula Auctions Labour Day Consignment Auction Sale as surplus equipment.

**CARRIED**

**COORDINATOR OF ENGINEERING SERVICES REPORT:**

Moved by D. Randell

Seconded by J. DeGurse

**Motion #9:** That this Committee recommend to Council that the monthly report of the Coordinator of Engineering Services dated August 6, 2014 be received as information.

**CARRIED**

Moved by P. Gilliland

Seconded by S. Arnold

**Motion #10:** That this Committee recommend to Council that the report of the Coordinator of Engineering Services regarding Eastern Power Waste Process Water Forcemain & Fibre Optic Cable Encroachment Agreement Amendment be received as information with all the recommendations approved and that the by-law to authorize the agreement be given all three readings.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #11:** That this Committee recommend to Council that the report of the Coordinator of Engineering Services regarding Lincoln Drive – Sanitary Servicing be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #12:** That this Committee recommend to Council that the report of the Coordinator of Engineering Services regarding St. Clair Parkway Watermain Replacement & Road Rehabilitation Tender Results be received as information and the tender submitted by Birnam Excavating Limited in the amount of \$1,304,467.15 (net HST) for the St. Clair Parkway Watermain Replacement & Road Rehabilitation be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by D. Randell

Seconded by J. Agar

**Motion #13:** That this Committee recommend to Council that the monthly report of the Drainage Superintendent dated August 9, 2014 be received as information and the recommendations contained within be approved.

**CARRIED**

Moved by S. Miller

Seconded by S. Arnold

**Motion #14:** That this Committee recommend to Council that the report of the Drainage Superintendent regarding East River North Sydenham River be received as information.

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #15:** That this Committee recommend to Council that the report of the Drainage Superintendent regarding Letter from Gary Robbins – Talfourd Creek Drain be received as information.

**CARRIED**

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

Moved by D. Randell

Seconded by S. Miller

**Motion #16:** That this Committee recommend to Council that the report of the Water/Wastewater Specialist regarding 1233 Kerr Line Water Bill be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #17:** That this Committee recommend to Council that the report of the Water/Wastewater Specialist regarding Request for Proposal (RFP) for Sombra Lagoon De-Sludging be received as information and that all RFP's be rejected and capacity issues be further investigated.

**CARRIED**

**NEW BUSINESS:**

**ADJOURNMENT:**

Hearing no further business, it was;

