

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

St. Clair Civic Centre  
Committee Room 1  
September 15, 2014  
3:00 p.m.

The meeting of the Committee of the Whole was held Tuesday, September 15, 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. Baranek	Director of Administration/Clerk
	C. Quenneville	Director of Finance/Treasurer
	M. Deline	Director of Public Works, Operations & Engineering
	G. Hackett	Director of Community Services
	C. McClemens	Deputy Clerk, Coordinator of Planning
	W. Anderson	Fire Chief

**FINANCE AND ADMINISTRATION COMMITTEE**

**AGENDA**

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** Month Ending August 31, 2014

**3. STATEMENT OF FINANCIAL POSITION:** For Period Ending August 31, 2014

**4. TREASURER’S REPORT:**

A-1 – AMO Policy Update – August 21, 2014  
A-2 – Budget Time Table

**5. BUILDING INSPECTOR’S REPORT:**

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

- Dated September 9, 2014

**7. FIRE CHIEF’S REPORT:**

- Monthly Report  
- CVECO Keynote Speaker  
- Injury and Illness Return to Work Guideline  
- Incident Summary from August 15 – September 14, 2014

**8. CLERK’S REPORT:**

**9. CAO’S REPORT:**

**10. NEW BUSINESS:**

## **11. ADJOURNMENT:**

Chairperson Agar called the meeting to order at 3:00 pm and asked members to declare any conflict of interest at the appropriate time.

### **CONFLICT OF INTEREST:**

None declared.

### **GENERAL ACCOUNTS: Month of August 2014**

The Committee reviewed the list of General Accounts and after brief clarifications, it was:

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

**Motion #1** That this Committee recommend to Council that the General Accounts for the month of August 2014, starting with supplier number 183002 to YEL001 totaling \$1,575,357.93, be approved.

**CARRIED**

Mayor Arnold asked staff to review the policy for purchase reimbursement to ensure it included the provision that, without an itemized invoice, no refund would be afforded.

### **STATEMENT OF FINANCIAL POSITION:**

The Committee reviewed the Treasurer's Statement on the Financial Position of the municipality for the period ending August 31, 2014.

Moved by S. Miller

Seconded by P. Gilliland

**Motion #2** That it be recommended to Council that the Statement of Financial Position for period ending August 31, 2014 be received and approved.

**CARRIED**

### **TREASURER'S REPORT:**

Moved by J. DeGurse

Seconded by D. Randell

**Motion #3** That it be recommended to Council that the AMO policy update be received as information.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by S. Miller

**Motion #4** That it be recommended to Council that the capital and operating budget timetable presented in a treasurer's report dated September 7, 2014 be received as information.

**CARRIED**

### **BUILDING INSPECTOR'S REPORT:**

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #5** That it be recommended to Council that the building permit report for the month ending August 31, 2014 be received as information.

**CARRIED**

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

Moved by P. Carswell-Alexander

Seconded by S. Miller

**Motion #6** That it be recommended to Council that the monthly report submitted by the Director of Community Services dated September 9, 2014 be received as information.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #7** That it be recommended to Council that the quote submitted by Abram in the amount of \$9,985.00 plus HST for repairs to the HVAC unit in the Bury House at the Sombra Museum be accepted and approved.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #8** That it be recommended to Council that the Township purchase a 23hp Kubota B2320 in the amount of \$22,600 from Advantage Farm Equipment for the Port Lambton Field Board and that the Treasurer bring a report back recommending the most suitable financing option.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #9** That it be recommended to Council that the seasonal camping fees be increased by 5%, that seasonal grass cutting be increased from \$125 to \$150 and that a seasonal fee for electric golf carts of \$150.00 be established for the 2015 season.

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by J. DeGurse

**Motion #10** That it be recommended to Council that staff prepare a report with regard to reserves for campgrounds for repairs and maintenance for next month's Committee meeting.

**CARRIED**

#### **DIRECTOR OF EMERGENCY SERVICES' REPORT:**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #11** That it be recommended to Council that the monthly report submitted by the Fire Chief for the month of August be received as information.

**CARRIED**

Moved by S. Miller

Seconded by S. Arnold

**Motion #12** That it be recommended to Council that the information related to the CVECO Keynote Speaker be accepted and received as information.

**CARRIED**

Moved by S. Arnold

Seconded by J. DeGurse

**Motion #13** That it be recommended to Council that the Fire Department Early and Safe Return to Work policy be accepted and approved once employees' names are listed under "Manager", "Supervisor" and "Worker".

**CARRIED**

Moved by P. Carswell-Alexander

Seconded by S. Arnold

**Motion #14** That it be recommended to Council that the Incident Report from August 15 to September 14, 2014 be received as information.

**CARRIED**

#### **NEW BUSINESS:**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #15** That it be recommended to Council that any and all tax sales for any property within the Township must be sent to Council in a report.

**CARRIED**

Moved by S. Arnold

Seconded by P. Carswell-Alexander

**Motion #16** That it be recommended to Council that a new Committee of Council be established as an advisory committee for the golf course. The committee shall be comprised of three members of Council, one member of staff, two members of the golf course, and the Director of Community Services being the lone member without a vote.

**CARRIED**

Seeing no further business, it was thereby:

Moved by S. Miller

Seconded by D. Randell

**Motion #17** That the Finance Committee meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:50 p.m.

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J. Agar,  
Chairperson

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J. Baranek  
Secretary

**PUBLIC WORKS & OPERATIONS COMMITTEE**

**AGENDA:**

4:30 p.m. – Isra Khalifa – 1188 Kimball Road – temporary use by-law request

**1. DECLARATION OF PECUNIARY INTEREST:**

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

- Pedestrian Crossover (PXO) – Lyndoch Street at Beckwith Street

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

- Monthly Report
- Crossing Guard Compensation Rate
- Janitor Service Compensation Rate for Public Works Operation Centres
- Three Way Stop
- HydroOne Temporary Access
- Girl Guides Road Closure
- Union Gas Pipeline Proposal

**4. COORDINATOR OF ENGINEERING REPORT:**

- Monthly Report

**5. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report

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

- CH2M Hill OMI Contract Amendment – Waste Water Facilities
- Sanitary Backwater valve in new construction policy
- Sanitary Backwater valve in existing building policy

**7. NEW BUSINESS:**

**8. ADJOURNMENT:**

Due to the large amount of attendees Chairperson Carswell-Alexander decided to move the meeting to Council Chambers where she 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 S. Miller

Seconded by S. Arnold

**Motion #1** That it be recommended to Council that design of a pedestrian crosswalk along with pricing be sent to the 2015 capital budget consideration deliberations in December 2014.

**CARRIED**

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

Moved by S. Arnold

Seconded by D. Randell

**Motion #2** That it be recommended to Council that the monthly report submitted by the Coordinator of Works dated September 10, 2014 be accepted and received as information.

**CARRIED**

Moved by P. Gilliland

Seconded by S. Arnold

**Motion #3** That it be recommended to Council that item #7 of the monthly report include the walkway at the cenotaph in Brigden being paved with concrete a minimum of 6 feet wide prior to Remembrance Day proceedings.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #4** That it be recommended to Council that the report submitted by the Coordinator of Operations dated September 10, 2014 related to Crossing Guard compensation be received and that the rate of pay for Crossing Guards in the Township be increased 2% from \$27.60 per day to \$28.15 per day.

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #5** That it be recommended to Council that the report submitted by the Coordinator of Operations dated September 10, 2014 related to Janitor Service Compensation be received and that the rate of pay for Janitor Services at the Wilkesport and Moore Operations Centres be increased 2% from \$13.52 per hour to \$13.79 per hour.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #6** That it be recommended to Council that the report submitted by the Coordinator of Operations dated September 10, 2014 related to a request for a three way traffic stop be received and that the request for a stop sign at the intersection of Beckwith and Murray Streets be denied.

**CARRIED**

Moved by P. Gilliland

Seconded by J. DeGurse

**Motion #7** That it be recommended to Council that the report submitted by the Coordinator of Operations dated September 10, 2014 related to HydroOne temporary access be received and approval be given to two temporary access driveways from the north side of Lasalle Line into property owned by HydroOne.

**CARRIED**

Moved by J. DeGurse

Seconded by D. Randell

**Motion #8** That it be recommended to Council that the report submitted by the Coordinator of Operations dated September 10, 2014 related to Girl Guides Road Closure be received and that the closure of Water Street in Sombra be approved for September 27, 2014 from 8:30 am to 4:30 pm to accommodate the Girl Guides of Canada International River Crossing Event.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #9** That it be recommended to Council that the report submitted by the Coordinator of Operations dated September 10, 2014 related to a Union Gas Pipeline Proposal be received and that the Township enter into an encroachment agreement using the Township 'Encroachment Fee Schedule' for Pipeline Construction with Union Gas to install a 20 inch diameter pipeline on the municipally owned property on the north-west corner of Rokeby Line and Highway 40.

**CARRIED**

**COORDINATOR OF ENGINEERING SERVICES' REPORT:**

Moved by J. Agar

Seconded by J. DeGurse

**Motion #10** That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated September 10, 2014 be accepted and received as information.

**CARRIED**

**DRAINAGE SUPERINTENDENT'S REPORT:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #11** That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated September 10, 2014 be received and the following recommendations be approved:

- That the upper portion of the Allingham Drain be brushed and cleaned out located on Lots 21 & 22, Concession 10 (Moore) by a suitable qualified contractor, as a maintenance expense to the drain.
- That the culvert end wall be repaired at 1064 Stanley Line within the Moffat east Drain between Indian Creek Road and Baby Creek by a suitable and qualified contractor, as a maintenance expense to the drain.
- That the access culvert located at 1052 White Line (SE Pt. Lot 11 Concession 14) within the Wilson Drain be replaced by a suitable and qualified contractor as a maintenance expense to the drain.

**CARRIED**

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

Moved by J. DeGurse

Seconded by D. Randell

**Motion #12** That it be recommended to Council that the report submitted by the Water Waste Water Specialist dated September 9, 2014 related to a CH2M Hill OMI Contract amendment be received and the services fees be increased to \$308,567 (as per Schedule "C" of the Agreement) for the period from June 1, 2014 to May 31, 2015, and that the Mayor and Clerk be authorized to execute the amendment.

**CARRIED**

Moved by J. Agar

Seconded by S. Miller

**Motion #13** That it be recommended to Council that the report submitted by the Water Waste Water Specialist dated September 9, 2014 related to sanitary backwater valves in new construction policy be received and the new policy be approved.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #14** That it be recommended to Council that the report submitted by the Water Waste Water Specialist dated September 9, 2014 related to sanitary backwater valves in existing buildings policy be received and the new policy be approved.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #15** That it be recommended to Council that the sanitary backwater valve policy for existing construction be amended to have emphasized wording indicating the option of putting the valve on the exterior of the building and that the maximum grant be reduced from \$1000 to \$500.

**CARRIED**

**NEW BUSINESS:**

Moved by S. Miller

Seconded by D. Randell

**Motion #16** That it be recommended to Council that staff consult with representatives from CSX to have the tracks south of Holt line be maintained and the vegetation cut back.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #17** That the deputation scheduled for this Committee meeting at 4:30 p.m. related to a temporary use bylaw for 1188 Kimball Road be moved to the subsequent Council meeting.

**CARRIED**

**ADJOURNMENT:**

Moved by S. Miller

Seconded by D. Randell

**Motion #18** That this Committee meeting hereby adjourn.

**CARRIED**

The meeting adjourned at 4:25 p.m.

P. Carswell-Alexander,  
Chairperson

J. Baranek  
Secretary