

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

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

The meeting of the Committee of the Whole was held Monday, December 15, 2014 with the following people present:

J. Agar	Chairperson, Finance & Administration
P. Gilliland	Chairperson, Public Works and Operations
S. Arnold	Mayor
J. DeGurse	Councillor
S. Miller	“
D. Randell	“
T. Kingston	“
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 November 30, 2014

**3. STATEMENT OF FINANCIAL POSITION:** period ending November 30, 2014

**4. TREASURER’S REPORT:**

A-1 – 2015 Ontario Municipal Partnership Fund  
A-2 – Financial Indicator Review  
A-3 – Purchase of Drain Module  
A-4 – Financial on the 2014 Emergency Golf Tournament  
A-5 – Analysis of Purchasing Two Aerial Trucks

**5. DEPUTY TREASURER’S REPORT:**

- Municipal Performance Measurement Program – 2013 Results

**6. SENIOR TAX CLERK’S REPORT:**

- Write Offs for the 2011, 2012, 2013 and 2014 Taxation Years

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

- Monthly report

**8. FIRE CHIEF’S REPORT:**

- Monthly Report

- Incident Summary from November 16 to December 8, 2014
- 2015 Training Schedule

**9. CLERK'S REPORTS:**

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

- Special Service Areas report

**11. NEW BUSINESS:**

**12. 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 ending November 30, 2014

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

Moved by J. Degurse

Seconded by P. Gilliland

**Motion #1** That this Committee recommend to Council that the General Accounts for the month of November 2014, starting with supplier number 119001 to YEL001 totaling \$2,428,630.65 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 November 30, 2014.

Moved by S. Miller

Seconded by D. Randell

**Motion #2** That it be recommended to Council that the Statement of Financial Position for period ending November 30, 2014 be received and approved.

**CARRIED**

**TREASURER'S REPORT:**

Moved by P. Gilliland

Seconded by J. Degurse

**Motion #3** That it be recommended to Council that the Ontario Municipal Partnership Fund report be received and that report A-1 dated November 18, 2014 submitted by the Treasurer be received as information.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #4** That it be recommended to Council that the 2013 Financial Indicators be received and that the report titled A-2 dated December 4, 2014 be received as information.

**CARRIED**

Moved by P. Gilliland

Seconded by T. Kingston

**Motion #5** That it be recommended to Council that the Treasurer be authorized to purchase the Drain Module from Vadim Software for \$5,720 plus HST to be financed from our General Equipment Reserve and that report A-3 dated December 4, 2014 be received as information.

**CARRIED**

Moved by S. Miller

Seconded by J. Degurse

**Motion #6** That it be recommended to Council that the financial analysis on the Emergency Services Golf Tournament for 2014 be received and report A-4 dated December 9, 2014 be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #7** That it be recommended to Council that the quote from RESQTECH SYSTEM INC. be received as information and report A-5 dated December 10, 2014 be received as information.

**CARRIED**

**DEPUTY TREASURER'S REPORT:**

Moved by S. Arnold

Seconded by S. Miller

**Motion #8** That it be recommended to Council that the report entitled Municipal Performance Measurement Program submitted by the Deputy Treasurer dated December 2, 2014 be accepted and received as information.

**CARRIED**

**SENIOR TAX COLLECTOR'S REPORT:**

Moved by S. Arnold

Seconded by J. Degurse

**Motion #9** That it be recommended to Council that the report entitled Write Offs for 2011, 2012, 2013, and 2014 tax years submitted by the Senior Tax Clerk and dated December 9, 2014 be accepted and received as information.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES' REPORT:**

Moved by D. Randell

Seconded by S. Arnold

**Motion #10** That it be recommended to Council that the monthly report submitted by the Director of Community Services dated December 10, 2014 be received as information.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #11** That it be recommended to Council that the Director of Community Services be authorized to assess the feasibility of merging the Management Positions of Coordinator of Facilities and Golf Course Superintendent into one position, providing a time frame of approximately 8 months to complete the assessment and appoint Kendall Lindsay to the position on a temporary basis to allow time for the assessment to be completed.

**CARRIED**

**DIRECTOR OF EMERGENCY SERVICES' REPORT:**

Moved by J. Degurse

Seconded by D. Randell

**Motion #12** That it be recommended to Council that the monthly report submitted by the Fire Chief for the month of November be received as information.

**CARRIED**

Moved by T. Kingston

Seconded by P. Gilliland

**Motion #13** That it be recommended to Council that the #44A 1989 Ford Tanker be declared surplus and disposed of as per Township policy.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #14** That it be recommended to Council that the #32A 1989 Dodge Van be declared surplus and that Station 3 be authorized to use the van for extrication training before selling as scrap.

**CARRIED**

Moved by D. Randell

Seconded by J. Degurse

**Motion #15** That it be recommended to Council that the #16A 1986 GMC be declared surplus and be disposed of as per Township Policy.

**CARRIED**

Moved by P. Gilliland

Seconded by S. Miller

**Motion #16** That it be recommended to Council that the following recommendations be approved as per the Fire Chief's report dated December 2014:

- That Council approve the purchase of two new aerals and an addition to Station 1 to house one of the aerals.
- That Council pass a resolution to go with single source procurement for the two new aerals as per Treasurer's Report dated December 10, 2014.
- That Council approve the purchase of a drone with funding from the special industrial levy established for the purchase of the aerial units.
- That Council approve the purchase of a rescue vehicle in the amount of \$250,000 which will serve to transport the drone.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #17** That it be recommended to Council that the procurement for the purchase of two aerial trucks, rescue vehicle and a drone be done through Infrastructure Canada and paid for in Canadian Funds for the balance of the purchases beyond \$750,000, being the approximate cost to replace the existing aerial, which will be funded by life cycle costing reserves.

**CARRIED**

Councillor Miller requested a feasibility report on the best location for the second aerial truck, with the first one being located in Corunna. He stated that coverage for the entire municipality is a top priority.

**CAO'S REPORT:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #18** That it be recommended to Council that the report submitted by the CAO dated December 9, 2014 related to Special service areas as defined by by-law and the process to consider this process for the purchase of two new aerial trucks and a drone for fire prevention.

**CARRIED**

**NEW BUSINESS:**

**ADJOURNMENT:**

Seeing no further business, it was thereby:

Moved by S. Miller

Seconded by D. Randell

**Motion #19** That the Finance Committee meeting be adjourned.

**CARRIED**

The meeting adjourned at 4:00 p.m.

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Jeff Agar  
Chairperson

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J. Baranek  
Secretary

**PUBLIC WORKS & OPERATIONS COMMITTEE**

**AGENDA:**

4:30 p.m. - LAWSS

**1. DECLARATION OF PECUNIARY INTEREST:**

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

- Colborne Street Reconstruction Project

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

- Monthly Report
- Fuel Supply Contract
- Lambton County – Winter/Maintenance Agreement
- Alternate Locate Agreements
- Municipal Dock Use Agreement
- Marc Mercier Sanitary Service Repair
- Winter Operations Plan

**4. COORDINATOR OF ENGINEERING REPORT:**

- Monthly Report
- St. Clair Marina Estates – Phase 2

**5. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report
- Pre-payment of Drain Maintenance Assessments
- Scott Drain

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

- Courtright WWTP Glycol Heating System Leak Repair
- Odour Control Investigation Update at Courtright WWTP
- Drinking Water Quality Management System

**7. NEW BUSINESS:**

**8. ADJOURNMENT:**

Chairperson Gilliland called the meeting to order at 4:15 pm 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. Arnold

Seconded by J. Agar

**Motion #1** That it be recommended to Council that the report from the Director of Public Works – Matt Deline related to the Colborne Street Reconstruction Project be received and accepted.

**CARRIED**

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

Moved by J. Degurse

Seconded by S. Miller

**Motion #2** That it be recommended to Council that the monthly report submitted by the Coordinator of Works dated December 9, 2014, be accepted and received as information.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #3** That it be recommended to Council that staff initiate contact with Transport Canada to gauge interest in having the Township take over the rail line south of Holt Line.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #4** That it be recommended to Council that the report submitted by the Coordinator of Works related to the Township fuel supply contract dated December 1, 2014 be accepted and received as information.

**CARRIED**

Moved by D. Randell

Seconded by J. Degurse

**Motion #5** That it be recommended to Council that the report from the Coordinator of Operations - Gary DePooter related to the Lambton County – Winter/Maintenance Agreement be received and the recommendation contained within be approved authorizing the Mayor and Clerk to execute the agreement.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #6** That it be recommended to Council that the report from the Coordinator of Operations - Gary DePooter related to the Alternate Locate Agreements be received and the recommendation contained within be approved authorizing staff to work out agreements with Bell, HydroOne and Union Gas Ltd. to be brought back to Council for consideration.

**CARRIED**

Moved by S. Miller

Seconded by J. Degurse

**Motion #7** That it be recommended to Council that the report from the Coordinator of Operations - Gary DePooter related to the Municipal Dock Use Agreement be received and the recommendation contained within be approved authorizing the Mayor and Clerk to execute the renewal with Southwestern Sales Corporation for their continued use of the Township owned stone dock south of Sombra.

**CARRIED**

Moved by J. Agar

Seconded by S. Arnold

**Motion #8** That it be recommended to Council that the report from the Coordinator of Operations - Gary DePooter related to the Marc Mercier Sanitary Service Repair be received and the land owner only be required to pay for the material component of the invoice.

**DEFEATED**

Moved by D. Randell

Seconded by S. Miller

**Motion #9** That it be recommended to Council that the report from the Coordinator of Operations - Gary DePooter related to the Marc Mercier Sanitary Service Repair be received and the recommendations contained within be approved requiring the land owner to pay the invoice in full.

**CARRIED**

Moved by J. Agar

Seconded by S. Arnold

**Motion #10** That it be recommended to Council that no interest will have been accumulated related to the sanitary service work done at 379 Meghan Court.

**CARRIED**

Moved by J. Degurse

Seconded by S. Miller

**Motion #11** That it be recommended to Council that the report from the Coordinator of Operations - Gary DePooter related to the Winter Operations Plan be received as information.

**CARRIED**

At the appointed time, Deputy Mayor Gilliland welcomed Susan MacFarlane from LAWSS to present their material on the twinning of the LAWSS transmission line within the Township. Along with Susan were project engineers Scott Prail and Glen Granway of Dillon Consulting.

Susan reiterated the fact that this project requires 2/3 funding from the provincial and federal governments to even be considered but, that the project is essential in continuing to attract industrial uses to St. Clair Township. The route for the proposed line enters the Township on McGregor Side Road and continues south on Tecumseh Road before heading west on Courtright Line where it meets back with the original line at Greenfield Road.

The project is seeking approvals from the MOE, CN Rail, MTO, SCRCA, as well as from local First Nations communities. Dillon envisions the contract to be sought after by local

contractors and will not include which materials are to be used to encourage competition; however, only certain materials will be accepted.

The next steps are to obtain approvals from all the agencies noted above and to confirm funding. Easements will also be necessary and the preliminary work for such is underway.

After questions were answered, Deputy Mayor Gilliland thanked them for the information and encouraged continued communication as the process unfolds.

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

Moved by S. Miller

Seconded by J. Degurse

**Motion #12** That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated December 10, 2014 be accepted and received as information.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #13** That it be recommended to Council that the report submitted by the Coordinator of Engineering related to St. Clair Marina Estates – Phase 2 dated December 10, 2014 be accepted and received as information and the following recommendations be approved:

- That the Township refund the 25% maintenance security in the amount of \$63,485.50.
- That the Township refund the security for 100% of the outstanding work in the amount of \$43,866.90.
- That the Developer be required to submit a new security deposit for 100% of the outstanding Storm Water Management Pond items in the amount of \$20,000.

**CARRIED**

#### **DRAINAGE SUPERINTENDENT'S REPORT:**

Moved by J. Degurse

Seconded by D. Randell

**Motion #14** That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated December 10, 2014 be received and approved.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #15** That it be recommended to Council that the brushing of the Miller-Moffatt Drain along the north side of Stanley Line by a suitable and qualified contractor be approved as a maintenance expense to the drain.

**CARRIED**

Moved by J. Degurse

Seconded by T. Kingston

**Motion #16** That it be recommended to Council that the brushing and cleanout of the McDonald-Duncan Drain on the north side of Courtright Line east of Tecumseh Road by a suitable and qualified contractor be approved as a maintenance expense to the drain.

**CARRIED**

Moved by D. Randell

Seconded by J. Agar

**Motion #17** That it be recommended to Council that brushing and cleanout of the Norwood Drain to be done by a suitable and qualified contractor be approved as a maintenance expense to the drain.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #18** That it be recommended to Council that the report submitted by the Drainage Superintendent with regard to Pre-payment of Drain Maintenance Assessments be approved and that pre-payment in 2014 be approved for Robert Nicol for the Scott Drain maintenance and staff be authorized to develop a policy to detail pre-payments for municipal drain maintenance projects.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**CARRIED**

Moved by J. Degurse

**Motion #20** That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated December 10, 2014 with regard to the Courtright WWTP Glycol Heating System Leak Repair be received and that the Glykol leak repair on the heating system be approved to be completed by Abram for \$12,588.20 including HST.

**CARRIED**

Seconded by J. Agar

**Motion #21** That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated December 10, 2014 with regard to Odour Control Investigation Update at Courtright WWTP be received as information.

**CARRIED**

Seconded by T. Kingston

**Motion #22** That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated December 10, 2014 with regard to Drinking Water Quality Management System be received as information.

**CARRIED**

**ADJOURNMENT:**

Seeing no further business, it was thereby:

Seconded by S. Miller

**Motion #23** That this Committee meeting hereby adjourn.

**CARRIED**

The meeting adjourned at 5:10 p.m.

J. Baranek  
Secretary