

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

St. Clair Township Civic Centre
Committee Room #1
January 19, 2015
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, January 19, 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	“

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

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

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: Month ending December 31, 2014

3. STATEMENT OF FINANCIAL POSITION: period ending December 31, 2014

4. TREASURER’S REPORT:

- A-1 – Courery Law Firm
- A-2 – Adequacy of Reserve & Reserve Funds
- A-3 – Eliminating of St. Clair Parkway Reserve Deficit
- A-4 – Detail Financial Analysis of the 2014 Waste water operations

5. DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly report - January 13, 2015

6. FIRE CHIEF’S REPORT:

- Monthly Report
- Incident Summary from January 1, 2015 to January 14, 2015

7. NEW BUSINESS:

8. 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 December 31, 2014

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

Moved by D. Randell

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 170001 to YOR002 totaling \$2,543,937.48 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 December 31, 2014.

Moved by J. Degurse

Seconded by S. Miller

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

CARRIED

TREASURER'S REPORT:

Moved by S. Miller

Seconded by D. Randell

Motion #3 That it be recommended to Council that report A-1 being a report related to the Courery Law Firm cheque enquiry be received as information.

CARRIED

Moved by J. Degurse

Seconded by T. Kingston

Motion #4 That it be recommended to Council that the report submitted by the Treasurer dated December 22, 2014 known as A-2 and related to the adequacy of reserve and reserve funds be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #5 That it be recommended to Council that the report submitted by the Treasurer dated December 22, 2014 related to Reserve Deficits known as A-3 be received as information and that \$17,507.67 from the Parkway Legal Reserve and \$500,000.75 from the Parkway endowment reserve be transferred to the Parkway reserve deficit of \$517,508.42.

TABLED

Moved by S. Arnold

Seconded by J. Degurse

Motion #6 That it be recommended to Council that report submitted by the Treasurer dated January 8, 2015 related to Financial Analysis of the 2014 Waste Water Operations and known as A-4 be tabled and sent to operating budget deliberations scheduled for March 5, 2015.

TABLED

DIRECTOR OF COMMUNITY SERVICES' REPORT:

Moved by P. Gilliland

Seconded by D. Randell

Motion #7 That it be recommended to Council that the monthly report submitted by the Director of Community Services dated January 13, 2015 be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #8 That it be recommended to Council that the request to place an eight by eight foot structure adjacent to the bus parking area be approved and that the structure be incorporated into the existing agreement between the Township and Hull Bus Lines.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #9 That it be recommended to Council that the Director of Community Services be authorized to advertise for a maintenance operator for the sports complex and that the start date be set to allow the successful candidate to work two weeks with the current operator.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #10 That it be recommended to Council that approval be given to the Age-Friendly Community Planning Grant Application with a Council resolution to adopt an age-friendly planning approach and develop a local action plan.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #11 That it be recommended to Council that approval be given to the HydroOne Powerplay Grant application with an additional \$25,000 commitment to the project should the application be successful.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #12 That it be recommended to Council that approval be given to the Ontario Sport and Recreation Communities Fund Grant application with a \$2,500 commitment to the project should the application be successful.

CARRIED

DIRECTOR OF EMERGENCY SERVICES' REPORT:

Moved by J. Degurse

Seconded by S. Miller

Motion #13 That it be recommended to Council that the monthly report submitted by the Fire Chief for the month of December 2014 be received as information.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #14 That it be recommended to Council that the tender in the amount of \$4600 submitted by Don Findlay be approved for the sale of the 1989 Ford Tanker.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #15 That it be recommended to Council that the tender in the amount of \$6750 submitted by Susan McHale be approved for the sale of the 1986 GMC pickup truck.

CARRIED

Moved by T. Kingston

Seconded by J. Degurse

Motion #16 That it be recommended to Council that the Incident Report from January 1, 2015 to January 14, 2015 be received as information.

CARRIED

NEW BUSINESS:

Treasurer Charlie Quenneville reminded everyone that the Capital Budget deliberations meeting is scheduled for March 5, 2015 at 5:00 p.m. at the Civic Centre in Mooretown.

ADJOURNMENT:

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 3:45 p.m.

Jeff Agar
Chairperson

J. Baranek
Secretary

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

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Public Works Monthly Report
- 2015 Bridge & Culvert Inspections
- Request to Permanently Close James Street (Wilkesport) Road Allowance
- Port Lambton Lagoon Capacity – Baby’s Point Development
- Extension of Sanitary Servicing to East Branch of Polymoore Drive

3. COORDINATOR OF ENGINEERING REPORT:

- Monthly Report
- St. Clair Marina Estates – SWMP Fencing

4. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report

5. WATER/WASTE WATER SPECIALIST/ORO REPORT:

- Odour Control Investigation Update at Courtright WWTP

6. NEW BUSINESS:

7. ADJOURNMENT:

Chairperson Gilliland called the meeting to order at 3:50 pm and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

None declared.

Moved by S. Arnold

Seconded by D. Randell

Motion #1 That it be recommended to Council that the Fire Chief and Deputy Fire Chief be authorized to attend a Homeland Security meeting in Port Huron on January 27, 2015.

CARRIED

DIRECTOR OF PUBLIC WORKS REPORT:

Moved by S. Miller

Seconded by J. Degurse

Motion #2 That it be recommended to Council that the monthly report from the Director of Public Works – Matt Deline be accepted and received as information.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #3 That it be recommended to Council that the report from the Director of Public Works – Matt Deline related to the 2015 Bridge & Culvert Inspections be received and the recommendation contained within be approved.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #4 That it be recommended to Council that the report from the Director of Public Works – Matt Deline related to the Request to Permanently Close James Street (Wilkesport) Road Allowance be received as information and this report be referred to the planning

department to confirm zoning and that access from all lots to year round roads are compliant with the zoning by-law.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #5 That it be recommended to Council that the report from the Director of Public Works – Matt Deline related to the Port Lambton Lagoon Capacity – Baby’s Point Development be received and that sewage flow from the proposed 27 lots on the east side of Old River Road in the Village of Port Lambton be approved to be directed to the Port Lambton Lagoon.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #6 That it be recommended to Council that the report from the Director of Public Works – Matt Deline related to the Extension of Sanitary Servicing to East Branch of Polymoore Drive be received and the Township procurement policy be waived and the quotation submitted by TW Gray Engineering in the amount of \$8750 plus HST for engineering services, to provide topographic survey, detailed design and completion of the Environmental Compliance Approval to extend the sanitary sewer be approved.

CARRIED

COORDINATOR OF ENGINEERING SERVICES’ REPORT:

Moved by S. Arnold

Seconded by J. Degurse

Motion #7 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated January 14, 2015 be accepted and received as information.

CARRIED

Moved by T. Kingston

Seconded by D. Randell

Motion #8 That it be recommended to Council that the report submitted by the Coordinator of Engineering related to St. Clair Marina Estates – SWMP Fencing dated January 14, 2014 be received as information.

CARRIED

DRAINAGE SUPERINTENDENT’S REPORT:

Moved by D. Randell

Seconded by J. Degurse

Motion #9 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated January 14, 2015 be received and the February 2013 appointment of R. Dobbin Engineering Inc. for the McClure Drain be amended to include an improvement under Section 78 of the Drainage Act and a recommendation for a new branch drain.

CARRIED

WATER/WASTE WATER SPECIALIST/ORO’S REPORT:

Moved by J. Degurse

Seconded by T. Kingston

Motion #10 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated January 13, 2015 with regard to an Odour Control Investigation Update at Courtright WWTP be received as information.

CARRIED

Moved by S. Miller

Seconded by J. Agar

Motion #11 That it be recommended to Council that Mr. Ray Sohn of 769 St. Clair Parkway receive a credit of \$1005.15 on his December 2014 water/sewer bill as it has been demonstrated that the water leak caused water to spill out onto the lawn and did not travel through the sanitary sewer.

CARRIED

NEW BUSINESS:

At 4:30 p.m., Deputy Mayor Gilliland welcomed Mike Kocher, the project manager, and Bill Desing, Manager of air quality and odour control for CH2MHill, who is contracted to operate the Waste Water Treatment Plant in Courtright.

Bill Desing provided the Committee and those in attendance with a background of information on odour causing processes associated with waste water treatment plants;

followed by a presentation from Mike Kocher who provided the framework for the investigation and discussed potential remedies and solutions.

Once concluded, Mayor Arnold made the following five points:

1. When the plant was built, Council was told there would be absolutely no odour experienced by nearby neighbours. Had that not been the case, there was potential to move the plant further east and away from neighbours but, that was not done to save cost because we were guaranteed no odours would be generated. The plant must get to a point where zero odours are observed off-site.
2. The Bio-Air unit was installed after the plant was in operation, why was it not adequately sized?
3. The report should include all possible options to eliminate odours, not just the most cost efficient.
4. When solids are pumped to storage tank, they need to be filtered through a vent and should absolutely never be vented directly to atmosphere.
5. The force-mains from Courtright and Corunna should be emptied under water cover and not bubble over a pipe and down into a reservoir – this will eliminate vapour/odour release.

Mike responded by stating that the BioAir filter was installed to accommodate the level of H₂S that the plant should produce, however, the plant has a much higher concentration of odour carrying vapour and that is causing the BioAir unit to run at higher than capacity allowing unfiltered air to escape. He continued by confirming that the transfer of solid waste to the storage tank is vented to the atmosphere unfiltered. The force-mains do have a cover over them but, can be fabricated to discharge underwater.

Councillor Randell expressed concern when adding chemical to the effluent in Corunna - does a process need to be introduced at the plant to remove the chemical? Bill informed Council that more sludge may be produced but that the PH levels will not be affected and the Environmental Compliance Approval permits this process.

Councillor Degurse inquired as to whether flushing the line regularly with water would eliminate odours. Mike informed Council that you could pass an implement through the force-main regularly and that could reduce the cost for chemical injection, but flushing with water would have little impact.

Jim Stewart, of 1440 St. Clair Parkway, asked if the study produced levels of odour too high at perimeter of the plant and if the filters will be replaced in the exhaust fans. Mike informed him that odours could be higher than expected currently and that the existing BioAir filter will work properly once H₂S levels are returned to expected levels.

Mike Vansevanant of 1446 St. Clair Parkway expressed his disappointment that landowners were guaranteed not to see/hear/smell the plant, and credits the plant's low noise as the only one of those that's close to accurate. He has dealt with this for three years and wants the odour eliminated at any cost. He insists he has to close his windows in the summer and is embarrassed to have family over in the summer.

Moved by S. Arnold

Seconded by J. Agar

Motion #12 That it be recommended to Council that the following 5 recommendations be approved and be implemented immediately:

1. Proceed with the design and implementation of the liquid phase chemical treatment at the Corunna Pump Station. The capital and engineering costs for the chemical storage and dosing system is estimated at \$150,000 - \$200,000. Annual cost for the ferric chloride is approximately \$31,000 and Bioxide is \$52,000 - \$73,000.
2. Adding additional draw-off points for the BioAir unit at the Courtright WWTP to improve performance of the unit.
3. Following the implementation of the chemical treatment, opening the air relief valves on the existing force-main and adding carbon canisters on the discharge.

4. Installation of a weather station at the Courtright WWTP: an estimated cost would be \$4,500 for initial equipment and installation plus \$1,200 a year for communication and data hosting and \$600 per visit for maintenance as required.
5. Proceeding with the above mentioned odour control measures and monitoring its effectiveness prior to considering other alternatives such as covering the aeration tanks.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #13 That it be recommended to Council that venting of solids being transported to the storage tank be filtered and never discharged directly to atmosphere and, the force-mains from Corunna and Courtright into the Waste Water Treatment Plant be modified to discharge under the cover of water.

CARRIED

Mayor Arnold concluded by suggesting that in addition to the above motions, the truck that comes to the WWTP to remove the built up sludge, as often as fifteen trucks per day for up to 5 days out of the year, should never create odours detectable by the adjacent land owners and requested a solution for this problem be investigated.

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by D. Randell

Seconded by S. Miller

Motion #14 That this Committee meeting hereby adjourn.

CARRIED

The meeting adjourned at 5:05 p.m.

P. Gilliland
Chairperson

J. Baranek
Secretary