

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

St. Clair Township Civic Centre  
Committee Room #1  
February 17, 2015  
3:00 p.m.

The meeting of the Committee of the Whole was held Tuesday, February 17, 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

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

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** For the year ending December 2014.

**3. STATEMENT OF FINANCIAL POSITION:** None for this agenda.

**4. TREASURER’S REPORT:**

A-1 – 2015 Annual Repayment Limit (ARL) for Long Term Debt  
A-2 – 2014 Municipal Performance Measurement Program (MPMP)  
A-3 – Briefing Note for the Lambton OPG Appeal 2013  
A-4 – Heritage St. Clair Committee transfer to Reserves

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

- Monthly report – February 11, 2015

**6. FIRE CHIEF’S REPORT:**

- Monthly Report  
- Incident Summary from January 15, 2015 to February 15, 2015

**7. CLERK’S REPORT:**

- Special Service By-law Clarification

**8. NEW BUSINESS:**

## **9. 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:** Year ending December 2014

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

Moved by J. Degurse

Seconded by D. Randell

**Motion #1** That this Committee recommend to Council that the General Accounts for the year ending December 2014, starting with supplier number 407001 to YOR002 totaling \$734,546.95 be approved.

**CARRIED**

Moved by J. Degurse

Seconded by S. Arnold

**Motion #2** That this Committee recommend to Council that the General Accounts for the month of January 2015, starting with the supplier number 152002 to YEL001 totaling \$1,080,529.66 be approved.

**CARRIED**

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

Moved by D. Randell

Seconded by S. Miller

**Motion #3** That it be recommended to Council that report A-1 on St. Clair 2015 Annual Repayment Limit for long term Debt Financing be received as information.

**CARRIED**

Moved by S. Miller

Seconded by T. Kingston

**Motion #4** That it be recommended to Council that report A-2 related to an update on the 2014 Municipal Performance Measurement Program be received as information.

**CARRIED**

Moved by J. Degurse

Seconded by S. Arnold

**Motion #5** That it be recommended to Council that report A-3 being a briefing note for the Lambton OPG Appeal for the calendar year 2013 and onward be received as information.

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #6** That it be recommended to Council that the unspent 2014 budget for Heritage St. Clair after fund raising in the amount of \$3,785 be transferred to reserves for future projects and that corresponding report A-4 be received as information.

**CARRIED**

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

Moved by P. Gilliland

Seconded by T. Kingston

**Motion #7** That it be recommended to Council that the monthly report submitted by the Director of Community Services dated February 11, 2015 be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by J. Degurse

**Motion #8** That it be recommended to Council that the following four recommendations from the Director of Community Services report be approved:

- Authorize the purchase of 12 seventy-two inch round tables, 70 chairs, and two carts from School House Products for a total cost of \$9,929.00 and 8 eight foot long

rectangular tables from Maple City Business for \$1,020.64 for a total purchase value of \$10,953.64.

- Authorize the replacement of the HVAC Unit for south hall and foyer with cost to be charged to the Complex reserve.
- That we work with the school board to establish an accessible washroom for the Brigden Library
- That only one fee be used for anyone who uses a golf cart at all campgrounds.

**CARRIED**

**DIRECTOR OF EMERGENCY SERVICES' REPORT:**

Moved by T. Kingston

Seconded by J. Degurse

**Motion #9** That it be recommended to Council that the monthly report submitted by the Fire Chief for the month of January be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #10** That it be recommended to Council that the specifications related to the two aerial trucks submitted by ResQTech by manufacturer Rosenbauer be received and approved.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #11** That it be recommended to Council that as per Fire Chief's report on Project 2016 dated February 17, 2015, RFP's for the following items be sent out:

- Brigden Fire Station Addition
- Becher Fire Station Addition as an addition and a stand-alone building
- Command Vehicle as per specification presented at meeting.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #12** That it be recommended to Council that the specifications for a 26 foot command vehicle submitted by Asphodel Fire Trucks Ltd. be received and approved and that the procurement policy be waived in favour of the single source quote from Asphodel.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #13** That it be recommended to Council that the purchase of a 1 ton pick-up truck to pull the air trailer that will be housed at the Brigden Fire Station be approved.

**CARRIED**

Mayor Arnold advised staff to continue to look around for drones but that emphasis to purchase one is not urgent.

**CLERK'S REPORT:**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #14** That it be recommended to Council that the report submitted by the Clerk on February 12, 2015 related to the Industrial Special Service Levy By-law be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #15** That the following recommendations be made to Council related to the development of the Industrial Special Service Levy By-law:

- The geographical area to be included in the by-law be property with an industrial assessment and corresponding use, and properties zoned Industrial by Township Planning Documents.

- That both aerial trucks (minus the \$750,000 transfer from reserves), the command truck, a drone, and additions to the Becher and Brigden Fire Stations be included in the levy to be raised by the special by-law.
- That the by-law be worded in such a way that it does not expire when the terms for the debenture for the equipment are satisfied and instead then begins to accumulate a reserve for the life cycle costing of the equipment.
- That the by-law be worded to include new industry that locates in the township in one of the defined geographic areas.

**CARRIED**

**NEW BUSINESS:**

**ADJOURNMENT:**

Seeing no further business, it was thereby:

Moved by S. Miller

Seconded by D. Randell

**Motion #16** 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

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

**1. DECLARATION OF PECUNIARY INTEREST:**

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

- Monthly Report
- Courtright Line Sidewalk Extension
- Proposed Water and Wastewater Rates for 2015

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

- Monthly Report
- Moore Street One Way Traffic
- Temporary Buckingham Road Closure

**4. COORDINATOR OF ENGINEERING REPORT:**

- Monthly Report

**5. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report

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

- Courtright WWTP Odour Control Study Project Update

**7. NEW BUSINESS:**

**8. ADJOURNMENT:**

Chairperson Gilliland called the meeting to order at 4:00 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 D. Randell

Seconded by J. Degurse

**Motion #1** That it be recommended to Council that the monthly report from the Director of Public Works dated February 11, 2015 be accepted and received as information.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #2** That it be recommended to Council that the report from the Director of Public Works related to the Courtright Line Sidewalk Extension be tabled to allow staff time to investigate the feasibility and cost of paved shoulders in lieu of a sidewalk.

**TABLED**

Moved by D. Randell

Seconded by J. Degurse

**Motion #3** That it be recommended to Council that the report from the Director of Public Works related to the Proposed Water and Wastewater Rates for 2015 be received and the following recommendations be approved:

- That there be a \$1.00 per month base rate increase from \$6.50 to \$7.50 and all subsequent rates be as per the attached 2015 rate table.
- That there be \$0.05 per cubic meter increase (from \$0.99 to \$1.04) in the consumption rate for industrial water customers.
- That there is an increase of 10% to all wastewater percentage rates (residential 135%, commercial 165%, and industrial 185%) and that any surplus revenues generated be applied to the wastewater reserve fund.
- That the attached rate schedule be referred to a public meeting, to be held at the first Council meeting in March 2015, for public review and to be considered by Council.

**CARRIED**

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

Moved by S. Arnold

Seconded by J. Agar

**Motion #4** That it be recommended to Council that the monthly report from the Co-ordinator of Operations dated February 11, 2015 be accepted and received as information.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #5** That it be recommended to Council that the report from the Co-ordinator of Operations related to Moore Street One Way Traffic be received and 2 way traffic be reinstated on Moore Street between CSX Railway and the St. Clair Parkway.

**CARRIED**

Moved by D. Randell

Seconded by S. Arnold

**Motion #6** That it be recommended to Council that the report from the Co-ordinator of Operations related to Temporary Buckingham Road Closure be received and the request from Wallaceburg District Secondary School to allow a temporary closure of Buckingham Road from Whitebread Line to Lambton Line to accommodate the 'Tinman Triathlon' from 8:00am until 1:00pm on Thursday May 14, 2015 be approved.

**CARRIED**

Moved by D. Randell

Seconded by J. Degurse

**Motion #7** That it be recommended to Council the township procurement policy be waived and that the quote submitted by Kucera Farm Supply Ltd. for the purchase of a 2015 Case Construction 580 Super N Wide Track, in the amount of \$101,745.75 including net HST be accepted as per the Tractor backhoe Replacement report submitted by the Coordinator of Operations dated February 13, 2015.

**CARRIED**

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

Moved by S. Miller

Seconded by T. Kingston

**Motion #8** That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated February 11, 2015 be accepted and received as information.

**CARRIED**

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

Moved by J. Degurse

Seconded by D. Randell

**Motion #9** That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated February 11, 2015 be received as information.

**CARRIED**

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

Moved by

Seconded by

**Motion #10** That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated February 12, 2015 with regard to Courtright WWTP Odour Control Study Project Update be received as information.

**CARRIED**

## NEW BUSINESS:

**ADJOURNMENT:**

Seeing no further business, it was thereby:

Moved by S. Miller

Seconded by D. Randell

**Motion #11** That this Committee meeting hereby adjourn.

**CARRIED**

The meeting adjourned at 4:30 p.m.

P. Gilliland  
Chairperson

J. Baranek  
Secretary