

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

St. Clair Township Civic Centre  
Committee Room #1  
March 16, 2015  
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, March 16, 2015 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. Baranek	Director of Administration/Clerk
G. Lozon	Deputy 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 month of February 2015.

**3. STATEMENT OF FINANCIAL POSITION:** None

**4. TREASURER’S REPORT:**

- A-1 – Development Charges Act Proposals
- A-2 – Council Member’s Toolkit
- A-3 – Approved 2015 Operating Budget

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

- Monthly report
- Farmer’s Market Support
- Letter of Understanding – LKDSB and St. Clair Twsp.
- Grass Cutting Quotes for River Parks

**6. FIRE CHIEF’S REPORT:**

- Monthly Report
- Incident Summary from February 16, 2015 to March 6, 2015

**7. CLERK’S REPORT:**

**8. NEW BUSINESS:**

**9. ADJOURNMENT:**

### **CONFLICT OF INTEREST:**

None declared.

### **GENERAL ACCOUNTS:**

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

Moved by J. Degurse

Seconded by S. Miller

**Motion #1** That this Committee recommend to Council that General Accounts for the month of February 2015, starting with supplier 876002 to ZEP002, totaling \$2,045,867.80 be approved.

**CARRIED**

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

Moved by D. Randell

Seconded by T. Kingston

**Motion #2** That it be recommended to Council that the Development Charges Act Proposals be received as information.

**CARRIED**

Moved by J. Degurse

Seconded by P. Gilliland

**Motion #3** That it be recommended to Council that the Council members toolkit, a guide to evaluating municipal asset management be received as information.

**CARRIED**

Moved by D. Randell

Seconded by P. Gilliland

**Motion #4** That it be recommended to Council that the 2015 Operating Budget be approved; and that Project 2015-106 Rokeby Line Reconstruction be designated for the 2015 AMO Gas Tax grant program; and that project 2015-103 Clairwood and Glenesk Crescent resurfacing in the amount of \$220,000 and 2015-101 Milton Street Resurfacing in the amount of \$90,000 be the designated project for the OCIP formula base grant funding project.

**CARRIED**

### **DIRECTOR OF COMMUNITY SERVICES:**

Moved by P. Gilliland

Seconded by T. Kingston

**Motion #5** That it be recommended to Council that the monthly report submitted by the Director of Community Services dated March 11, 2015 be received as information.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #6** That it be recommended to Council that the Director of Community Services be authorized to barter for advertising cost for the CHOK radio days for up to a total of three radio days cost of \$5400.00 worth of one membership and free golf passes.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #7** That it be recommended to Council that the tendering policy be waived and approve the Director of Community Services to negotiate with Westhoek Construction for completion of proposed renovations at 233 Cameron Street in Corunna.

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #8** That it be recommended to Council that tender received from Park Lane Chevrolet for a ½ ton pickup truck in the amount of \$23,426.62 be approved.

**CARRIED**

Moved by D. Randell

Seconded by J. Degurse

**Motion #9** That it be recommended to Council that \$9000 be transferred from labour costs for Parkway Parks to horticulture cost to allow for the purchase of some annuals for 2015.

**CARRIED**

Moved by D. Randell

Seconded by T. Kingston

**Motion #10** That it be recommended to Council that the Director of Community Services be authorized to negotiate the cost of the new accessible washroom for the Brigden Library by sharing cost based on overall square footage of the building versus the proposed overall square footage of the library.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #11** That it be recommended to Council that the Horticultural Society be allowed to use the current St. Clair Township logo on new flags to be installed on the light standards throughout the township.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #12** That it be recommended to Council that the Director of Community Services does not undertake a cost and cost savings analysis for the conversion of the exterior lights at the former Century Truss Building to LED lights at this time.

**CARRIED**

Moved by J. Degurse

Seconded by P. Gilliland

**Motion #13** That it be recommended to Council that the planning phase to initiate the establishment of a Farmer's Market for St. Clair Township on the complex arena surface floor be approved.

**CARRIED**

**FIRE CHIEF'S REPORT:**

Moved by J. Degurse

Seconded by P. Gilliland

**Motion #14** That it be recommended to Council that the monthly report submitted by Fire Chief Walt Anderson dated March 2015 be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #15** That it be recommended to Council that the Fire Chief be approved to use the profits from the 2014 Emergency Services Golf Tournament to purchase thermal cameras for the fire stations.

**CARRIED**

Moved by T. Kingston

Seconded by D. Randell

**Motion #16** That it be recommended to Council that Fire Chief Walt Anderson be authorized to sit as Chairman of the CVECO Fire Sub Committee.

**CARRIED**

Moved by P. Gilliland

Seconded by J. Degurse

**Motion #17** That it be recommended to Council that the Incident Summary from February 16, 2015 to March 6, 2015 be received as information.

**CARRIED**

Mayor Arnold advised the Fire Chief that Council would like to see a list of which inspections are performed on specific properties.

**NEW BUSINESS:**

**ADJOURNMENT:**

Seeing no further business, it was thereby:

Moved by S. Miller

Seconded by D. Randell

**Motion #18** That the Finance Committee meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:55 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:**

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

- Monthly Report
- Sign Inventory and Reflectivity Inspection
- Sidewalk Winter Maintenance
- Grader Compaction Roller
- ¾ Ton Extended Cab Truck & Tool Box

**4. COORDINATOR OF ENGINEERING REPORT:**

- Monthly Report
- St. Clair Parkway Road Rehabilitation – Courtright Line to Frog Point
- Urban Asphalt Resurfacing - 2015

**5. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report
- Froomfield Drain

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

- Courtright WWTP Odour Control Study Project Update

**7. NEW BUSINESS:**

**8. ADJOURNMENT:**

**DECLARATION OF CONFLICT OF INTEREST:**

None declared.

**COORDINATOR OF OPERATIONS REPORT:**

Moved by J. Degurse

Seconded by T. Kingston

**Motion #1** That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated March 9, 2015 be received as information.

**CARRIED**

Moved by D. Randell

Seconded by J. Agar

**Motion #2** That it be recommended to Council that the township procurement policy be waived and that the estimate submitted by Advantage Data Collection for the completion of sign inventory and retro-reflectivity inspection in the amount of \$9,960 including net HST be accepted.

**CARRIED**

Moved by S. Miller

Seconded by T. Kingston

**Motion #3** That it be recommended to Council that the report related to Winter sidewalk maintenance dated March 9, 2015 be received as information.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #4** That it be recommended to Council that Phil Johnson be approved to fabricate a Grader Compaction Roller at an estimated cost of \$12,500.00.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #5** That it be recommended to Council that the low tender submitted by Patterson Motors in the amount of \$33,657.12 (including net HST) for the supply of a 2015 4x4 Dodge Ram 2500 Crew Cab Truck, and the quote from Commander Industries in the amount of \$17,299.20 (including net HST) for the supply and installation of an aluminum tool box be accepted.

**CARRIED**

**COORDINATOR OF ENGINEERING REPORT:**

Moved by J. Degurse

Seconded by T. Kingston

**Motion #6** That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated March 11, 2015 be accepted and received as information.

**CARRIED**

Moved by D. Randell

Seconded by J. Agar

**Motion #7** That it be recommended to Council that the tender submitted by Cope Construction Inc. in the amount of \$486,301.91 net HST for the St. Clair Parkway Road Rehabilitation – Courtright Line to Frog Point be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

**CARRIED**

Moved by J. Agar

Seconded by T. Kingston

**Motion #8** That it be recommended to Council that the report related to Urban Asphalt resurfacing for 2015 dated March 11, 2015 be approved and received as information.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORT:**

Moved by J. Degurse

Seconded by T. Kingston

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

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #10** That it be recommended to Council that Phil Stephenson be granted permission to trap muskrats within Municipal Drains that are located on municipal road allowances subject to the township protocol for trappers.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #11** That it be recommended to Council that the tender submitted by Vanbree Drainage and Bulldozing Limited in the amount of \$215,963.22 (including net HST) for the Froomfield Drain construction be accepted and the Mayor and Clerk be authorized to execute the contract and other related documents.

**CARRIED**

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

Moved by S. Arnold

Seconded by D. Randell

**Motion #12** That it be recommended to Council that the report submitted by the Water/Waste Water Specialist/ORO dated March 11, 2015 related to Courtright WWTP Odour Control Study Project Update be accepted and received as information.

**CARRIED**

**NEW BUSINESS:**

**ADJOURNMENT:**

Seeing as there was no further business for the committee to discuss, it was:

Moved by S. Miller

Seconded by D. Randell

**Motion #13** That the committee meeting hereby adjourn.

**CARRIED**

The meeting was adjourned at 4:35 p.m.

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P. Gilliland  
Chairperson

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J. Baranek  
Secretary