

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

St. Clair Township Civic Centre
Committee Room #1
April 20, 2015
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, April 20, 2015 with the following people present:

J. Agar	Chairperson, Finance & Administration
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
D. Neely	Drainage Superintendent
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 March, 2015

3. STATEMENT OF FINANCIAL POSITION: For the period ending Mar. 31, 2015

4. TREASURER’S REPORT:

A-1 – Question pertaining to Accounts Payable Invoices & Reports
A-2 – Change in Useful Life of Courtright Waste Treatment Plant
A-3 – Approval of Donations for 2015
A-4 – AMO Council Member’s Toolkit

5. DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly report

6. FIRE CHIEF’S REPORT:

- Monthly Report
- Incident Summary from March7, 2015 to April 14, 2015

7. CLERK’S REPORT:

8. MAYOR’S REPORT:

- 100 Acre Farm Parcels

8. NEW BUSINESS:

9. ADJOURNMENT:

Chairperson Agar called the meeting to order at 2:45 pm and asked members to declare any conflict of interest at the appropriate time.

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 D. Randell

Motion #1 That this Committee recommend to Council that General Accounts for the month of March 2015, starting with supplier 103001 to ZIN002, totaling \$5,554,143.90 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 March 31, 2015.

Moved by S. Miller

Seconded by T. Kingston

Motion #2 That it be recommended to Council that the Statement of Financial Position for period ending March 31, 2015 be received and approved.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #3 That Staff be directed to report back to the next Finance and Administration Committee Meeting with regards to the costs for salting and sanding the roads during the winter months for 2014/2015.

CARRIED

TREASURER'S REPORT:

Moved by J. DeGurse

Seconded by S. Arnold

Motion #4 That it be recommended to Council that report submitted by the Treasurer dated March 26, 2015 known as A-1 related to questions pertaining to Accounts Payable Invoices and Reports be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #5 That it be recommended to Council that report submitted by the Treasurer dated April 9, 2015 known as A-2 related to the change in useful life of the Courtright Waste Treatment Plant and Corunna Pumping Station be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #6 That it be recommended to Council that the report submitted by the Treasurer dated April 9, 2015 known as A-3 related to the approval of donations for 2015 be tabled for discussion at the next scheduled Finance and Administration Committee Meeting.

TABLED

Moved by T. Kingston

Seconded by D. Randell

Motion #7 That it be recommended to Council that report A-4 being a report related to the Association of Municipalities Ontario (AMO) Council Member's Toolkit be received as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES:

Moved by S. Miller

Seconded by T. Kingston

Motion #8 That it be recommended to Council that the monthly report submitted by the Director of Community Services dated April 14, 2015 be received as information.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #9 That it be recommended to Council that they provide the Director of Community Services a motion to install product from Soft Surfaces Petrolia and, if required, additional costs to be funded from year end reserve.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #10 That it be recommended to Council, with regard to the Family Health Unit – 233 Cameron Street, that the following be approved:

1. That the existing cabinets be removed and replaced with the shorter section at the quoted price of \$5080.00.
2. That the in-floor electrical outlet be installed at the quoted price of \$1450.00.
3. That the furnace be replaced at an estimated cost of \$10,000.00.

CARRIED

Moved by S. Miller

Seconded by J. DeGurse

Motion #11 That it be recommended to Council that they authorize the Director of Community Services to repair the boardwalk at Willows Park and that the cost be charged to Operations Budget.

CARRIED

Moved by S. Miller

Seconded by S. Arnold

Motion #12 That it be recommended to Council that they authorize the Director of Community Services to have the lease for the Sombra Day Care amended to reflect the responsibility of utility costs towards the Township.

CARRIED

FIRE CHIEF'S REPORT:

Moved by T. Kingston

Seconded by J. DeGurse

Motion #13 That it be recommended to Council that the monthly report submitted by Fire Chief Walt Anderson dated April 2015 be received as information.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #14 That it be recommended to Council that the Fire Chief be approved to start the hiring process for an administrative assistant under the same hours as the current position with a starting date of August 24, 2015.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #15 That it be recommended to Council that the Wilkesport Firefighters Association be approved to hold a licensed fish fry on May 30, 2015.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #16 That it be recommended to Council that they give approval for Steve Bicum to attend a table top exercise at the Thomas Edison Inn in Port Huron Michigan on May 6, 2015.

CARRIED

MAYOR'S REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #17 That Council provide support to the County of Lambton Planning Department with respect to the consideration of 50 acre minimum lot sizes and further consideration to permit various minimum lot sizes in agricultural zones as part of the County's Official Plan review process.

CARRIED

NEW BUSINESS:

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by D. Randell

Seconded by S. Miller

Motion #18 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 3:30 p.m.

J. Agar
Chairperson

J. Baranek
Secretary

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

4:30 p.m. – Rural Lambton Stewardship – Roadside management

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Monthly Report
- CF Industries Wastewater Connection
- Courtright Line Paved Shoulder

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly Report
- Student Wages
- Brander Park Gate
- Dust Suppressant
- Jim Hay Access

4. COORDINATOR OF ENGINEERING REPORT:

- Monthly Report

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report
- McDonald Drain
- Sinclair Drain & Virostek Drain
- Hescott-Anderson Drain

6. WATER/WASTE WATER SPECIALIST/ORO REPORT:

- Courtright WWTP Odour Control Project Update

7. NEW BUSINESS:

8. ADJOURNMENT:

Chairperson Gilliland was absent from the meeting, therefore Mayor Arnold called the meeting to order at 3:30 pm in his absence and asked members to declare any conflict of interest at the appropriate time.

DECLARATION OF CONFLICT OF INTEREST:

DIRECTOR OF PUBLIC WORKS:

Moved by T. Kingston

Seconded by J. DeGurse

Motion #1 That it be recommended to Council that the report from the Director of Public Works be received as information.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #2 That it be recommended to Council that the report from the Director of Public Works with regard to the CF Industries Wastewater Connection be received and the recommendations contained within be approved.

CARRIED

Moved by T. Kingston

Seconded by J. DeGurse

Motion #3 That it be recommended to Council that the report from the Director of Public Works related to the Courtright Line Sidewalk Extension be received as information.

CARRIED

COORDINATOR OF OPERATIONS REPORT:

Moved by S. Miller

Seconded by D. Randell

Motion #4 That it be recommended to Council that Staff be directed to contact the Ministry of Transportation to request weight restriction enforcement on Brigden Road.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #5 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated April 15, 2015 be received as information.

CARRIED

At this time, Councillor Kingston declared a conflict of interest and excused herself from the discussion regarding the next item on the agenda.

Moved by D. Randell

Seconded by S. Miller

Motion #6 That it be recommended to Council that the report related to student wages dated April 14, 2015 be received as information and the recommendation contained within be approved.

CARRIED

At this time, Councillor Kingston returned to the Committee Meeting.

Moved by S. Miller

Seconded by D. Randell

Motion #7 That it be recommended to Council that the report related to Brander Park Gate dated April 14, 2015, be received and the recommendation contained within be approved.

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #8 That it be recommended to Council that the low tender submitted by Pollard Highway Products Ltd. in the amount of \$104,711 (c/w net HST) for the 'Supply and Application of Chloride Based Liquids for Dust Control' be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #9 That it be recommended to Council that the report related to Jim Hay Access dated April 14, 2015, be received and that the Township pay for an additional access culvert to be installed.

CARRIED

COORDINATOR OF ENGINEERING REPORT:

Moved by T. Kingston

Seconded by J. DeGurse

Motion #10 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated April 15, 2015 be accepted and received as information.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randell

Seconded by J. Agar

Motion #11 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated April 15, 2015 be received as information and the recommendations contained within be approved.

CARRIED

Moved by S. Miller

Seconded by J. DeGurse

Motion #12 That it be recommended to Council that the low tender submitted by Vanbree Drainage & Bulldozing Ltd. In the amount of \$411,811.80 (including net HST) for the

McDonald Drain construction be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

Moved by D. Randall

Seconded by T. Kingston

Motion #13 That it be recommended to Council that the Sinclair Drain & Virostek Drain report by Spriet Associates, dated December 31, 2014 not be referred back to the Engineer for any modifications and allow the appeal process to continue through the Tribunal.

CARRIED

Moved by D. Randall

Seconded by J. DeGurse

Motion #14 That it be recommended to Council that the Hescott-Anderson Drain report by R. Dobbin Engineering dated November 28, 2014 be referred back to the Engineer for modifications and the revised report be re-considered.

CARRIED

WATER/WASTE WATER SPECIALIST/ORO REPORT:

Moved by J.DeGurse

Seconded by T. Kingston

Motion #15 That it be recommended to Council that the report from the Water/Waste Water Specialist – Nova Vanderslagt dated April 14, 2015 with regard to the Courtright WWTP Odour Control Project Update be received as information.

CARRIED

NEW BUSINESS:

Moved by D. Randell

Seconded by J. DeGurse

Motion #16 That it be recommended to Council that Staff be directed to investigate options to determine possible sewer special area rate or urban drainage assessment and report back to Council with the findings.

CARRIED

ADJOURNMENT:

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

Moved by

Seconded by

Motion #17 That the committee meeting hereby adjourn.

CARRIED

The meeting was adjourned at 4:20 p.m.

S. Arnold
Chairperson

J. Baranek
Secretary