

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

The meeting of the Committee of the Whole was held Monday, May 19, 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. Rodey	CAO
J. Baranek	Director of Administration/Clerk
C. Quenneville	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**

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

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: For the month of April 2015

3. STATEMENT OF FINANCIAL POSITION: For the period ending May 13, 2015

4. TREASURER’S REPORT:

- A-1 – Approval of Donations for 2015
- A-2 – Approval of the 2014 St. Clair River Trail Grant
- A-3 – 2015 Ontario Budget Highlights
- A-4 – 2014 Auditor Term of Engagement Letters

5. DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly report

6. FIRE CHIEF’S REPORT:

- Monthly Report
- Incident Summary from April 15, 2015 to May 8, 2015
- Results of building addition RFPS

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 D. Randell

Motion #1 That this Committee recommend to Council that General Accounts for the month of April 2015, starting with supplier 738001 to YOR002, totaling \$1,619,119.72 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 April 30, 2015.

Moved by P. Gilliland

Seconded by S. Miller

Motion #2 That it be recommended to Council that the Statement of Financial Position for period ending April 30, 2015 be received and approved.

CARRIED

TREASURER'S REPORT:

Moved by J. DeGurse

Seconded by S. Arnold

Motion #3 That it be recommended to Council that report A1 submitted by the Treasurer dated April 9, 2015 be received and that the 2015 donation list be approved.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #4 That it be recommended to Council that the annual donation to Sarnia Lambton Task Force be discontinued beginning in the year 2015.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #5 That it be recommended to Council that report A2 submitted by the Treasurer dated April 21, 2015 be received and that Council approves a grant of \$42,102 to the St. Clair River Trail to be financed from the St. Clair Education and Environment reserve fund for the 2014 fund raising year.

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #6 That it be recommended to Council that report A3 submitted by the Treasurer dated April 24 related to AMO 2015 Ontario Budget Highlights be received as information.

CARRIED

Moved by T. Kingston

Seconded by J. DeGurse

Motion #7 That it be recommended to Council that report A4 submitted by the Treasurer dated May 11, 2015 be received as information and that Council authorize the Mayor to sign the engagement letters for the 2014 Consolidated Financial Statement, Trust, St. Clair River Trail and the Moore Township Community and Recreational Foundation.

CARRIED

DIRECTOR OF COMMUNITY SERVICES:

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #8 That it be recommended to Council that the monthly report submitted by the Director of Community Services dated May 11, 2015 be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #9 That it be recommended to Council that Public Works along with Community Services repair the drainage concern at the Brigden Cenotaph and neighbouring Steadman property and coordinate future maintenance.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #10 That it be recommended to Council that the Director of Community Services establish a protocol for the use of the golf course dog at Brander Park to help reduce the geese population within the park.

CARRIED

Moved by S. Miller

Seconded by S. Arnold

Motion #11 That it be recommended to Council that the Director of Community Services be directed to resolve the drainage problem at the Wilkesport Community Hall to correct frost heaving problem.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #12 That it be recommended to Council that the Director of Community Services be directed to install hard surface in the turn-around area up to the washrooms at Brander Park for the approximate cost of \$10,000.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #13 That it be recommended to Council that the Director of Community Services be directed to bring a report back for the consideration of Council for potential projects suitable for application for a provincial grant program offering 1/3 funding for a project up to a total project amount of \$3 million.

CARRIED

FIRE CHIEF'S REPORT:

Moved by S. Miller

Seconded by D. Randell

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

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #15 That it be recommended to Council that the Incident Summary from April 15 to May 8, 2015 submitted by Fire Chief Walt Anderson be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #16 That it be recommended to Council that the Fire Chief be directed to proceed with the tender submitted by Agri Urban in the amount of \$234,573 for an addition to the Becher Fire Hall and with the tender submitted by Westhoek in the amount of \$244,659 for an addition to the Brigden Fire Hall.

CARRIED

Moved by S. Miller

Seconded by S. Arnold

Motion #17 That it be recommended to Council that the Fire Chief be directed to proceed with the tender submitted by Elric in the amount of \$282,636 for the additions to the Port Lambton Fire Hall described as Option 2 being a new bay and a training room.

CARRIED

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #18 That it be recommended to Council that the Fire Chief be directed to coordinate a presentation to Council by Fire Marque.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #19 That it be recommended to Council that the Fire Chief be authorized to attend the 2015 Fire Rescue Conference in Victoria BC September 20 – 24, 2015.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #20 That it be recommended to Council that the Fire Chief be authorized to relieve the firefighter who has been consistently absent.

CARRIED

NEW BUSINESS:

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by D. Randell
Motion #21 That the Finance Committee meeting be adjourned.

Seconded by S. Miller

CARRIED

The meeting adjourned at 3:50 p.m.

J. Agar
Chairperson

J. Baranek
Secretary

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

St. Clair Township Civic Centre
Committee Room #1
May 19, 2015
4:00 p.m.

4:00 p.m. – Jamie Taylor – New hire

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Monthly Report
- Pedestrian Signal – Lyndoch Street at Beckwith Street

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly Report
- Winter Maintenance Costs
- Black Creek Cemetery Access
- Municipal Trade Show

4. COORDINATOR OF ENGINEERING REPORT:

- Monthly Report
- Emily Street Alley Maintenance
- 2015 CCTV Inspections – Various Locations

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report
- Doyle Award Drain
- Emi Street – Courtright Drain issue

6. WATER/WASTE WATER SPECIALIST/ORO REPORT:

- Sombra Lagoon Bio-solids Removal Proposal Recommendation
- Brigden Water Tower Upgrades
- Water/Sewer Bill Credit
- Bulk Water Station Replacement
- Courtright WWTP Odour Control Project Update

7. NEW BUSINESS:

8. ADJOURNMENT:

DECLARATION OF CONFLICT OF INTEREST:

None declared.

Coordinator of Operations - Gary DePooter introduced the newest roads crew member Jamie Taylor to the Committee. Jamie has previously worked in the roads department as a temporary but has been brought on full-time. Committee extended a warm welcome to Jamie and Mayor Arnold provided him with a Township hat and lapel pin.

DIRECTOR OF PUBLIC WORKS:

Moved by S. Arnold

Seconded by J. DeGurse

Motion #1 That it be recommended to Council that the monthly report from the Director of Public Works – Matt Deline dated May 13, 2015 be received as information.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #2 That it be recommended to Council that the report submitted by the Director of Public Works – Matt Deline dated May 13, 2015 with regard to Pedestrian Signal at Lyndoch and Beckwith be received and that the township procurement policy be waived and the quotation submitted by IBI Group in the amount of \$13,750 excluding HST for detailed design engineering services for the pedestrian signal design be accepted.

CARRIED

COORDINATOR OF OPERATIONS REPORT:

Moved by S. Miller

Seconded by J. Agar

Motion #3 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated May 12, 2015 be received as information.

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 Operations dated May 12, 2015 related to Winter Maintenance Costs be received as information.

CARRIED

Moved by D. Randell

Seconded by S. Arnold

Motion #5 That it be recommended to Council that the report submitted by the Coordinator of Operations related to Black Creek Cemetery Access dated May 7, 2015, be received and that a 60 foot widening of the access driveway complete with stone be approved on Stanley Line (Lot 21 former township of Sombra) at a cost of \$1,000 to be paid from the Public Works Operations 'ditching' budget.

CARRIED

Moved by S. Miller

Seconded by J. DeGurse

Motion #6 That it be recommended to Council that the report submitted by the Coordinator of Operations related to the municipal trade show dated May 7, 2015, be received and that staff be authorized to attend.

CARRIED

COORDINATOR OF ENGINEERING REPORT:

Moved by J. Agar

Seconded by T. Kingston

Motion #7 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated May 13, 2015 be accepted and received as information.

CARRIED

Moved by J. Agar

Seconded by T. Kingston

Motion #8 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated May 13, 2015 related to Emily Street alley maintenance be accepted and received as information.

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #9 That it be recommended to Council that staff be directed to initiate the process to close the alley between Emily Street and Pulteney Street in Mooretown.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #10 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated May 13, 2015 be accepted and received as information and the quote submitted by Sewer Technologies Inc. in the amount of \$59,270. 32 (net HST) for the 2015 CCTV Inspections be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

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 May 13, 2015 be received as information and the following recommendations be approved:

- Appoint R. Dobbin Engineering to prepare a new engineering report under Section 78 of the Drainage Act, to provide specifications and assessment schedules for a new access culvert on the E. Pt. Lot 12, Concession 7 (former Moore Township) within the Burton Creek Drain.
- Appoint R. Dobbin Engineering to prepare a new engineering report under Section 76 of the Drainage Act, to provide new assessment schedule for the Brown Drain (Brigden) located within Lots 7-9, Concession 7 (former Moore Township).
- Appoint R. Dobbin Engineering to prepare a new engineering report under Section 78 of the Drainage Act, to provide recommendations for the proposed improvement of the Lane Drain located within Lots 19-23, Concession 5 (former Sombra Township).
- Approve the brushing, cleanout and tile maintenance on the Thompson Drain by a suitable and qualified contractor as a maintenance expense to the drain.
- Approve the replacement of the access culvert located on Pt. Lot 18, Concession 1 (former Moore Township) within the Jarvis Drain by a suitable and qualified contractor as a maintenance expense to the drain.
- Approve the brushing and cleanout on the Keith Drain by a suitable and qualified contractor as a maintenance expense to the drain.

CARRIED

Prior to the consideration of the Drainage Superintendent's report on the Doyle Award Drain, Councillor DeGurse declared a conflict of interest and vacated the committee room.

Moved by S. Arnold

Seconded by D. Randell

Motion #12 That it be recommended to Council that the report submitted by the Drainage Superintendent dated May 13, 2015 related to the Doyle Award Drain be received as information and that the Clerk be authorized to respond to the Solicitor's letter dated April 30, 2015 stating that the Township has met its obligations under the maintenance instructions of the 1935 Award and if additional work is requested, Mr. Faas should sign a petition for a new Municipal Drain.

CARRIED

Councillor DeGurse returned to the Committee Room and continued his participation in the meeting.

MOTION TO RECONSIDER:

Moved by S. Arnold

Seconded by J. Agar

Motion #13 That Motion #9 related to the closure of an alley between Emily and Pulteney Streets in Mooretown be reconsidered (both mover and seconder supported the original motion).

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #14 That the alley between Emily and Pulteney Streets in Mooretown remain open and will only be considered for closure upon receipt of a petition of the majority of land owners abutting the alley.

CARRIED

Moved by D. Randell

Seconded by J. Agar

Motion #15 That it be recommended to Council that the report submitted by the Drainage Superintendent dated May 13, 2015 related to an Emi Street – Courtright Drain issue be received as information and the drainage superintendent be directed to negotiate and administer a new mutual agreement drain to replace the existing tile drain between House No. 132 & 134 Emi Street, proposing 100% of the construction costs to be paid by the St. Clair Township (estimated cost of \$10,000 to be paid from "Storm Drainage Operations Budget") and 100% of the future maintenance to be shared between private property owners.

CARRIED

WATER/WASTE WATER SPECIALIST/ORO REPORT:

Moved by D. Randell

Seconded by S. Miller

Motion #16 That it be recommended to Council that the report from the Water/Waste Water Specialist – Nova Vanderslagt dated May 8, 2015 with regard to the Sombra Lagoon Bio-solids Removal Proposal be received as information and that the quotation submitted by Organix Matters Inc. in the amount of \$369,592.32 (with net HST) for the Sombra Lagoon Bio-Solids Removal project be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

Moved by J. Agar

Seconded by D. Randell

Motion #17 That it be recommended to Council that the report from the Water/Waste Water Specialist – Nova Vanderslagt dated May 13, 2015 with regard to the Brigden Water Tower Upgrades be received as information and that the township procurement policy be waived and that the quote submitted by Landmark Municipal Services for the Brigden Water Tower upgrades, in the amount of \$51,032.62 including net HST, be accepted.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #18 That it be recommended to Council that the report from the Water/Waste Water Specialist – Nova Vanderslagt dated May 11, 2015 with regard to a water/sewer bill credit be received as information and that Mrs. Marie Morrison at 351 Avondale Drive receives a credit of \$657.50 on her April 2015 water/sewer bill.

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #19 That it be recommended to Council that the report from the Water/Waste Water Specialist – Nova Vanderslagt dated May 13, 2015 with regard to the Bulk Water Station Replacement be received as information and that the township procurement policy be waived and that the quote submitted by BIRKSCO – aquaLoader for the purchase of two bulk water stations, in the amount of \$24,218.88 including net HST, be accepted.

CARRIED

Moved by T. Kingston

Seconded by J. DeGurse

Motion #20 That it be recommended to Council that the report from the Water/Waste Water Specialist – Nova Vanderslagt dated May 13, 2015 with regard to Courtright WWTP Odour Control Update be 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 #21 That the committee meeting hereby adjourn.

CARRIED

The meeting was adjourned at 4:45 p.m.

P. Gilliland
Chairperson

J. Baranek
Secretary