

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

St. Clair Township Civic Centre
Committee Room #1
August 10, 2015
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, August 10, 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
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
August 10, 2015
3:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: For the month of July, 2015

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

4. TREASURER’S REPORT:

A-1 – 2014 Operating Results for General, Water and Sanitary
A-2 – 2014 Year End Audit Schedules
A-3 – 2014 Reserve and Deferred Revenue Transfers
A-4 – 2014 Draft Audit Financial Statements

5. DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly report

6. FIRE CHIEF’S REPORT:

- Monthly Report

7. NEW BUSINESS:

8. ADJOURNMENT:

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DECLARATION OF PECUNIARY INTEREST:

None declared.

GENERAL ACCOUNTS:

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

Moved by S. Miller

Seconded by J. Degurse

Motion #1 That this Committee recommend to Council that General Accounts for the month of July 2015, starting with supplier 119001 to YEL001, totaling \$1,965,644.32 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 July 31, 2015.

Moved by D. Randell

Seconded by P. Gilliland

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

CARRIED

TREASURER'S REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #3 That it be recommended to Council the following recommendations be approved:

- That the 2014 operating results analysis for general on Exhibit A1, B1 & C1 be received and approved and \$301,653 be transferred from the General Operating reserve to finance the general fund shortfall on cash basis.
- That 2014 water results under PSAB be received and \$1,536,486 surplus generated on cash basis be transferred to water reserves on Exhibit E line 28.
- That 2014 Sanitary results under PSAB be received and \$683,518 surplus generated on cash basis be transferred to sanitary reserves on Exhibit F line 31.

CARRIED

Moved by J. Degurse

Seconded by S. Miller

Motion #4 That it be recommended to Council that the following reports for year end December 31, 2014, as per report A2 submitted by Treasurer - Charlie Quenneville be received and approved:

- Long Term Debt – Principal Outstanding
- Long Term Receivable
- Financial Summary of Local Boards
- Grants

CARRIED

Moved by T. Kingston

Seconded by D. Randell

Motion #5 That it be recommended to Council that the following recommendations be received and approved as per report A3 submitted by Treasurer - Charlie Quenneville:

- That the uncompleted 2014 General capital projects from line 34 to 40 on schedule A totaling \$622,657 and drain projects on schedule A2 totaling \$401,000 be transfer into reserve.
- That the 2014 Actual individual Reserve transfer from Surplus listed on Schedule A Column D & E from Line 7 to line 67 totaling \$-4,928 (Column E Line 69) be received and approved.

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- That the attached schedule B-1 to B3 and schedule C Education and Environment reserve transfers for 2014 reserve be received and approved.
- That the attached schedule D to D2 deferred revenue transfers be received and approved.
- That the attached schedule E1 – E2 Capital Budget Listing reconciliation of budget to actual and the reserve and deferred revenue transfers amount totaling \$1,503,869 in column Q line 108 be received and approved.

CARRIED

Moved by P. Gilliland

Seconded by J. Degurse

Motion #6 That it be recommended to Council that the following recommendations be received and approved as per report A4 submitted by Treasurer - Charlie Quenneville:

- That the 2014 Draft Audit Consolidated Financial Statements for St. Clair Township be received and approved and Mayor, CAO & Treasurer be authorized to sign the Draft Financial statements.
- That the 2014 Draft Audit Trust Fund Financial Statements for St. Clair Township be received and approved and Mayor, CAO & Treasurer be authorized to sign the Draft Financial statements.
- That the 2014 Draft Audit Financial Statements for St. Clair River Trail be received and approved and Mayor, CAO & Treasurer be authorized to sign the Draft Financial statements.
- That the 2014 Draft Audit Financial Statements for The Moore Township Community and Recreational Foundation be received and approved and Mayor, CAO & Treasurer be authorized to sign the Draft Financial statements.
- That Council receive and approve the audit finding letter dated August 10, 2015 and Council be authorized to sign the audit finding letter.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by P. Gilliland

Seconded by J. Degurse

Motion #7 That it be recommended to Council that the monthly report submitted by the Director of Community Services - Gary Hackett dated August 5, 2015 be received as information.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #8 That it be recommended to Council that the Director of Community Services be authorized to undertake the drainage repairs around the Wilkesport Hall at an estimated cost of \$25,000.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #9 That it be recommended to Council that the Director of Community Services be advised to remove the bad sections of the boardwalk at Centennial Park in Mooretown, and produce a report about plans for its rebuilding or alternatives.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #10 That it be recommended to Council that the Director of Community Services be authorized to engage the SCRCA to determine possible solutions to repair steel retainer wall around the Mooretown Boat Launch.

CARRIED

FIRE CHIEF'S REPORT:

Moved by P. Gilliland

Seconded by T. Kingston

Motion #11 That it be recommended to Council that the monthly report submitted by Fire Chief Walt Anderson for the month of August be received as information.

CARRIED

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Moved by P. Gilliland

Seconded by T. Kingston

Motion #12 That it be recommended to Council that an 18 x 40 foot parking lot extension at the Port Lambton Fire Station be approved with no additional costs to the tendered amount.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #13 That the latest LGS Fire Safety Plan be referred to the Emergency Services Committee prior to its approval.

CARRIED

Fire Chief Anderson advised that he had an in-camera personnel item related to the Administrative Assistant position.

Moved by S. Arnold

Seconded by S. Miller

Motion #14 That the meeting enter into an in-camera session to discuss a personnel item related to the Fire Administrative Assistant position.

CARRIED

The meeting went into an in-camera session at 3:45 pm and was declared back open at 3:50 pm.

NEW BUSINESS:

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by S. Miller

Seconded by D. Randell

Motion #15 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 3:50 p.m.

J. Agar
Chairperson

J. Baranek
Secretary

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Committee of the Whole

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

St. Clair Civic Centre
Committee Room #1
August 10, 2015
4:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- 379 Meghan Court Sanitary Service Repair

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly Report
- Paget Street Parking
- Shell Canada Products Encroachment Agreement
- LED Street Light Retrofit (Sean Yacoub - LED Roadway Lighting)

4. COORDINATOR OF ENGINEERING REPORT:

- Monthly Report
- All-Way Stop Request at Thomson & Fourth Street - Courtright
- St. Clair Riverview Estates – Completion Certificate

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report (Drainage)

6. WATER/WASTE WATER SPECIALIST/ORO REPORT:

- Water/Sewer Bill Credit (Dobson)
- Water/Sewer Bill Credit (Baker/Blake)
- Water/Sewer Bill Credit (Guthrie)
- Courtright WWTP Odour Control Project Update

7. NEW BUSINESS:

8. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

DIRECTOR OF PUBLIC WORKS:

Moved by S. Arnold

Seconded by D. Randell

Motion #1 That it be recommended to Council that the report submitted by the Director of Public Works related to a sanitary sewer repair at 379 Meghan Court be received as information.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORTS:

Moved by S. Miller

Seconded by J. Degurse

Motion #2 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated August 5, 2015 be received as information.

CARRIED

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Moved by S. Miller

Seconded by S. Arnold

Motion #3 That it be recommended to Council that a by-law be passed to prohibit parking on the north side of Old River Road.

CARRIED

Moved by T. Kingston

Seconded by J. Degurse

Motion #4 That it be recommended to Council that the report submitted by the Coordinator of Operations dated July 27, 2015 related to parking at the intersection of Paget and Lyndock be received and that a by-law be passed to prohibit parking on the north side of Paget Street measuring 35 meters east from Lyndock Street.

CARRIED

Moved by S. Arnold

Seconded by J. Degurse

Motion #5 That it be recommended to Council that the report submitted by the Coordinator of Operations dated July 29, 2015 related to the Shell Canada Products Encroachment Agreement be received and that an encroachment agreement between St. Clair Township and Shell Canada Products be entered into with the Mayor and Clerk being authorized to execute the agreement and related documents.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #6 That it be recommended to Council that the report submitted by the Coordinator of Operations dated August 5, 2015 be received as information and the following two recommendations be approved:

- That the submission from LED Roadway Lighting for the 'Supply of new LED Street Lighting Fixtures' in the amount of \$599,582.70 is approved and the mayor and clerk are authorized to sign the necessary contract documents.
- That the submission from Anchor Hydro for the 'Installation of LED Streetlights' in the amount of \$158,935.23 is approved and the mayor and clerk are authorized to sign the necessary contract documents.

CARRIED

COORDINATOR OF ENGINEERING REPORTS:

Moved by T. Kingston

Seconded by S. Miller

Motion #7 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated August 5, 2015 be accepted and received as information.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #8 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated August 5, 2015 related to an all-way stop at Thomson and Fourth Streets in Courtright be received as information and that the following recommendations be approved:

- That an "All-Way Stop" at the intersection of Thomson Street and Fourth Street in the Village of Courtright not be installed.
- That Council direct staff to establish a Township policy to address and respond to "Stop Sign" and "All-Way Stop" requests.

CARRIED

Moved by D. Randell

Seconded by J. Degurse

Motion #9 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated August 5, 2015 related to St. Clair Riverview estates – Completion Certificate be received as information and that the Township accepts the development work performed at the St. Clair Riverview Estates in the former Township of Sombra and that the 2 year maintenance period be in force until June 23, 2017.

CARRIED

DRAINAGE SUPERINTENDENT REPORTS:

Moved by D. Randell

Seconded by J. Degurse

Motion #10 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated August 5, 2015 be received as information.

CARRIED

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WATER/WASTE WATER SPECIALIST / ORO REPORTS:

Moved by S. Miller

Seconded by J. Degurse

Motion #11 That it be recommended to Council that the reports from the Water/Waste Water Specialist – Nova Vanderslagt dated August 4, 2015 with regard to water bill credits for 282 Hill Street, 713 and 1714 St. Clair Parkway be received as information and the following recommendations be approved:

- That Ms. Julie Dobson at 282 Hill Street receives a credit of \$696.60 on her July 2015 water/sewer bill.
- That Mr. Gary Baker and Ms. Cathie Blake at 713 St. Clair Parkway receive a credit of \$650.70 on their June 2015 water/sewer bill.
- That Mrs. Donna Guthrie at 1714 St. Clair Parkway (Beachmore Apartments) receives a credit of \$271.25 and \$251.10 for a total of \$522.35 on her March and June 2015 water/sewer bill.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #12 That it be recommended to Council that the report from the Water/Waste Water Specialist – Nova Vanderslagt dated Tuesday August 4, 2015 with regard to the Odour Control at the WWTP be received as information.

CARRIED

NEW BUSINESS:

Moved by S. Arnold

Seconded by S. Miller

Motion #13 That it be recommended to Council that staff be directed to request to CSX that the railroad tracks crossing Lambton Line be removed.

CARRIED

ADJOURNMENT:

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

Moved by S. Miller

Seconded by D. Randell

Motion #14 That the committee meeting hereby adjourn.

CARRIED

The meeting was adjourned at 4:40 p.m.

P. Gilliland
Chairperson

J. Baranek
Secretary