

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

St. Clair Township Civic Centre
Committee Room #1
September 21, 2015
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, September 21, 2015 with the following people present:

J. Agar	Chairperson, Finance & Administration
P. Gilliland	Chairperson, Public Works and Operations
S. Arnold	Mayor
J. DeGurse	Councillor
D. Randell	“
T. Kingston	“
Regrets:	Steve Miller
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
S. Bicum	Deputy Fire Chief

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

St. Clair Township Civic Centre
Committee Room #1
September 21, 2015
3:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

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

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

4. TREASURER’S REPORT:

- A-1 – Financing Options for Street Lights
- A-2 – 2016 Budget Time Table
- A-3 – Update the Township of St. Clair Development Charge By-law
- A-4 – Property Tax User Fees
- A-5 – Year End Surplus & OPG Reserve
- A-6 – Announcement of New Vice-President of Municipal & Stakeholder Relations

5. DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly report

6. FIRE CHIEF’S REPORT:

- Monthly Report

7. CLERK’S REPORT:

8. NEW BUSINESS:

9. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

GENERAL ACCOUNTS:

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

Moved by D. Randell

Seconded by J. Degurse

Motion #1 That this Committee recommend to Council that General Accounts for the month of August 2015, starting with supplier 398001 to YEL001, totaling \$5,202,492.03 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 August 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 P. Gilliland

Motion #3 That the report submitted by Treasurer - Charlie Quenneville dated August 24, 2015 related to financing options for LED street lights be tabled until the next committee of the whole meeting to allow staff to prepare a report on the annual costs for HydroOne and potential savings by switching to LED lights.

TABLED

Moved by T. Kingston

Seconded by J. Degurse

Motion #4 That the report submitted by Treasurer - Charlie Quenneville dated September 8, 2015 be received as information and the 2016 Budget Time Table within it be approved.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #5 That the report submitted by Treasurer - Charlie Quenneville dated September 10, 2015 related to Development Charges By-law be received as information and that the Treasurer be given the authority to proceed with the process in updating Development Charges By-law for the Township of St. Clair and issue a request for proposal for a development charge background study.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #6 That the report submitted by Treasurer - Charlie Quenneville dated September 10, 2015 related to Property Tax User Fees be received as information and that it be recommended to Council to approve new user fees of \$5.00 per tax bill reprint or issuance of tax letter per roll number per year and the NSF charge be increased to \$30.00 effective November 5, 2015.

CARRIED

Moved by T. Kingston

Seconded by J. Degurse

Motion #7 That the report submitted by Treasurer - Charlie Quenneville dated August 19, 2015 related to the Year End Surplus and OPG Reserve be received as information.

CARRIED

Moved by P. Gilliland

Seconded by J. Degurse

Motion #8 That the report submitted by Treasurer - Charlie Quenneville, dated September 14, 2015 related to the announcement by MPAC of a new Vice President of Municipal and Stakeholder Relations be received as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by D. Randell

Seconded by T. Kingston

Motion #9 That it be recommended to Council that the monthly report submitted by the Director of Community Services - Gary Hackett dated September 17, 2015 be received as information.

CARRIED

Moved by D. Randell

Seconded by P. Gilliland

Motion #10 That it be recommended to Council that the Director of Community Services be authorized to excavate the foundation wall of the Wilkesport Community Centre and repair damaged blocks where required and add drainage to the foundation wall where required.

CARRIED

Moved by P. Gilliland

Seconded by J. Degurse

Motion #11 That it be recommended to Council that the seasonal camping fees be increased by 3% for the 2016 season at the Cathcart, Branton-Cundick, and Mooretown campgrounds.

CARRIED

Moved by S. Arnold

Seconded by J. Degurse

Motion #12 That it be recommended to Council that the rate schedule for the 2016 St. Clair Parkway Golf Course be approved as per the monthly report submitted by the Director of Community Services dated September 17, 2015.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #13 That it be recommended to Council that approval be given to reconstruct five bunkers at the St. Clair Parkway Golf Course with the cost financing coming from the 2015 Golf Course operating budget.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #14 That it be recommended to Council that \$200,000 of the capital cost to replace the roofs over Rink 2 and the Hall be moved to the 2016 budget.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #15 That it be recommended to Council that the proposed new storage area for the pool be referred back to the 2016 budget considerations since the tenders were all more than double the budgeted amount for 2015.

CARRIED

FIRE CHIEF'S REPORT:

Moved by T. Kingston

Seconded by J. Degurse

Motion #16 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

Moved by S. Arnold

Seconded by P. Gilliland

Motion #17 That it be recommended to Council that the Fire Chief's recommendations related to 389 Murray Street be approved and that they work in conjunction with the Planning and Building Departments to pursue compliance for the former school with the Building and Fire Codes, as well as the Zoning By-law.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #18 That it be recommended to Council that the Fire Chief's recommendation to participate with Community Safety Net to produce a fire safety booklet be approved on a two year trial basis.

CARRIED

Moved by S. Arnold

Seconded by J. Degurse

Motion #19 That it be recommended to Council that the opener at the Courtright Station be replaced with a single phase unit.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #20 That it be recommended to Council that the paved parking area at Becher be reduced and an additional gravel area be introduced at no additional cost to better accommodate operations on-site.

CARRIED

NEW BUSINESS:

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by D. Randell

Seconded by J. Degurse

Motion #21 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:00 p.m.

J. Agar
Chairperson

J. Baranek
Secretary

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

St. Clair Civic Centre
Committee Room #1
September 21, 2015
4:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Monthly Report

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly Report
- Waste and Recycle Collection
- Tree Trimming/Removal

4. COORDINATOR OF ENGINEERING REPORT:

- Monthly Report
- LaSalle Line Watermain Project
- Industrial Park – Telecommunications Servicing
- Plank Road Meter Upgrades – Agreement

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report (Drainage)
- Spraying of Municipal Drains

6. WATER/WASTE WATER SPECIALIST/ORO REPORT:

- Brigden Water Tower Upgrades
- CH2M HILL OMI Contract Amendment No.4 – Wastewater Facilities

7. NEW BUSINESS:

8. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

DIRECTOR OF PUBLIC WORKS:

Moved by J. DeGurse

Seconded by T. Kingston

Motion #1 That it be recommended to Council that the monthly report submitted by the Director of Public Works dated September 16, 2015 be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #2 That it be recommended to Council that staff prepare a report on the criteria for what can be included in the annual Waste and Recycling Calendar.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORTS:

Moved by D. Randell

Seconded by J. Agar

Motion #3 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated September 14, 2015 be received as information.

CARRIED

Moved by D. Randell

Seconded by J. Agar

Motion #4 That it be recommended to Council that the report submitted by the Coordinator of Operations dated August 20, 2015 related to waste and recycle collection be received and that staff's attendance at an initial 'combined contract' meeting for a possible waste collection contract with other municipalities throughout Lambton County be approved.

CARRIED

Moved by D. Randell

Seconded by J. Degurse

Motion #5 That it be recommended to Council that the report submitted by the Coordinator of Operations dated August 20, 2015 related to the tree trimming/removal policy be received as information.

CARRIED

COORDINATOR OF ENGINEERING REPORTS:

Moved by J. Degurse

Seconded by J. Agar

Motion #6 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated September 16, 2015 be accepted and received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #7 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated September 16, 2015 related to the Lasalle Line Watermain Project be received as information and that the tender submitted by by Vanbree Drainage and Bulldozing in the amount of \$1,097,624.06 net HST for the LaSalle Line Watermain 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 J. Degurse

Motion #8 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated September 16, 2015 related to Telecommunications Service in the Industrial Park be received as information and that the Township of St. Clair enter into a servicing agreement with Bell Networks to service the remainder of the St. Clair Industrial Park for the estimated amount of \$40,000.00.

DEFEATED

Moved by J. Degurse

Seconded by J. Agar

Motion #9 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated September 16, 2015 related to Telecommunications Service in the Industrial Park be received as information and staff investigate the receptiveness of tenants in the industrial park and produce a report on the feasibility of servicing the entire industrial park with fibre optic service.

DEFEATED

Moved by S. Arnold

Seconded by J. Degurse

Motion #10 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated September 16, 2015 related to Telecommunications Service in the Industrial Park be received and that the Township enter into a servicing agreement with Bell to service the new HD Industrial site at a cost of approximately \$20,000, and that the concept of fibre optics in the industrial park be considered at the time of budget deliberations 2016.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #11 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated September 16, 2015 related to the Plank Road Meter Upgrades be tabled to allow staff to prepare a map showing the meter's location and receive clarification on the wording of the agreement.

CARRIED

DRAINAGE SUPERINTENDENT REPORTS:

Moved by D. Randell

Seconded by J. Agar

Motion #12 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated September 16, 2015 be received as information and that the following recommendations be approved:

- The cleanout and brushing of the lower portion of the Hayne Drain located in Lots 22-23, Concession 15 (former Sombra Township) by a suitable and qualified contractor as a maintenance expense to the drain.
- The cleanout of the McCallum Drain located in Lots 27-30, Concession 13 (former Sombra Township) by a suitable and qualified contractor as a maintenance expense to the drain.
- The replacement of the access culvert located on Lot 25, Concession 1 (former Moore Township) within the Rankin Drain by a suitable and qualified contractor as a maintenance expense to the drain.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #13 That it be recommended to Council that the report submitted by the Drainage Superintendent dated September 16, 2015 be received as information and that staff be directed to research what contractor the county uses.

CARRIED

WATER/WASTE WATER SPECIALIST / ORO REPORTS:

Moved by T. Kingston

Seconded by D. Randell

Motion #14 That it be recommended to Council that the report from the Water/Waste Water Specialist – Nova Vanderslagt dated September 16, 2015 with regard to the Brigden Water Tower Upgrades be received as information and that the 2015 Capital Budget Item for the upgrades be revised to include the Booster Pump Mechanical Replacement, in the amount of \$42,688.32 including net HST.

CARRIED

Moved by D. Randell

Seconded by J. Agar

Motion #15 That it be recommended to Council that the report from the Water/Waste Water Specialist – Nova Vanderslagt dated September 14, 2015 with regard to Amendment #4 to the CH2MHill OMI Contract be received as information and that the CH2M HILL OMI contract amendment No. 4 for the Operations, Maintenance and Management of the Courtright Wastewater Treatment Plant and the Corunna Pumping Station in the amount of \$319,847 for the period from June 1, 2015 to May 31, 2016 is approved and the document is signed by the Mayor and Clerk.

CARRIED

NEW BUSINESS:

Moved by D. Randell

Seconded by S. Arnold

Motion #16 That the meeting enter into an in-camera session to discuss a personnel matter.

CARRIED

Deputy Mayor Gilliland declared the meeting back into open session.

Moved by D. Randell

Seconded by J. Agar

Motion #17 That the request submitted by Nicola Thomson, owner of 332 Brooktree Drive, to compensate for a gate to be installed in the fence along the rear yard of her property be denied.

CARRIED

Director of Public Works - Matt Deline advised the Committee that part time administrative employee Jenn MacPherson accepted a position within the tax department and her former position has been posted.

Mr. Deline also advised that, in talks with the County of Lambton about approaching CSX to close and remove their rail crossings along Lambton Line in Port Lambton, a motion from the Township would be required in order to pursue this closure.

Moved by S. Arnold

Seconded by D. Randell

Motion #18 That it be recommended to Council that staff be authorized to work with the County of Lambton to pursue the closure and removal of the CSX rail crossings over Lambton Line in Port Lambton.

CARRIED

ADJOURNMENT:

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

Moved by D. Randell

Seconded by J. Agar

Motion #19 That the committee meeting hereby adjourn.

CARRIED

The meeting was adjourned at 5:00 p.m.

P. Gilliland
Chairperson

J. Baranek
Secretary