

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

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

The meeting of the Committee of the Whole was held Monday, November 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
D. Randell	“
T. Kingston	“
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
W. Anderson	Fire Chief

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

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

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** For the month of October, 2015

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

**4. TREASURER’S REPORT:**

A-1 – Council meeting for Development Charge Consultants  
A-2 – 2015 Property Assessment Notice Mailing  
A-3 – 2015 Capital Budget Update

**5. DEPUTY TREASURER/COORDINATOR OF ACCOUNTING:**

- Proposal for Website Re-Development

**6. SENIOR TAX CLERK REPORT:**

- Write Offs for the 2014 and 2015 Tax Years

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

- Monthly Report

**8. FIRE CHIEF'S REPORT:**

- Monthly Report
- Incident Summary

**9. NEW BUSINESS:**

**10. 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 S. Miller

Seconded by J. Degurse

**Motion #1** That this Committee recommend to Council that General Accounts for the month of October 2015, starting with supplier 119001 to YOR002, totaling \$1,862,278.67 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 October 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 October 31, 2015 be received and approved.

**CARRIED**

**IN-CAMERA:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #3** That the meeting enter into an in-camera session to consider offers to purchase 487 Polymoore Drive in Corunna.

**CARRIED**

Chairperson Agar declared the meeting back into open session at 3:25 p.m. and asked if any motions were forthcoming.

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #4** That the offer submitted by Curran Capital for the purchase of 487 Polymoore Drive be rejected.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #5** That it be recommended to Council that the offer submitted by LamSar Ltd. for the purchase of 487 Polymoore Drive and 10 vacant acres of property to its south, with the exception of the rail spur for which the Township will retain ownership, be accepted and staff be authorized to execute the land transfer as per the terms of their offer.

**CARRIED**

**TREASURER'S REPORT:**

Moved by S. Miller

Seconded by D. Randell

**Motion #6** That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated November 9, 2015 related Development Charges Consultation be received as information.

**CARRIED**

Committee of the Whole  
November 16, 2015

Moved by T. Kingston

Seconded by J. Degurse

**Motion #7** That it be recommended to Council that report A-2 submitted by Treasurer - Charlie Quenneville dated October 27, 2015 related to MPAC 2015 Property Assessment Notice Mailing be received as information.

**CARRIED**

Moved by T. Kingston

Seconded by S. Miller

**Motion #8** That it be recommended to Council that report A-3 submitted by Treasurer - Charlie Quenneville dated November 10, 2015 related to an Update to the 2015 Capital Budget projected Until December 31, 2015 be accepted and approved.

**CARRIED**

**DEPUTY TREASURER/COORDINATOR OF ACCOUNTING:**

Moved by P. Gilliland

Seconded by T. Kingston

**Motion #9** That it be recommended to Council that the report submitted by the Deputy Treasurer dated November 9, 2015 related to the Township website redevelopment be received as information and that the request for proposal from RedChair be accepted in the amount of \$9,450 plus HST.

**CARRIED**

**SENIOR TAX CLERK REPORT:**

Moved by S. Miller

Seconded by J. Degurse

**Motion #10** That it be recommended to Council that the report submitted by Senior Tax Clerk Cindy Matias dated October 21, 2015 related to Tax Write Offs for 2014 -2015 be received as information and the taxes contained within the report for the 2014 and 2015 taxation years be reduced or cancelled, pursuant to Section 358 and Section 357 of the Municipal Act, 2001, c.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Moved by D. Randell

Seconded by J. Degurse

**Motion #11** That it be recommended to Council that the monthly report submitted by the Director of Community Services - Gary Hackett dated November 6, 2015 be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by J. Degurse

**Motion #12** That it be recommended to Council that the Cathcart Park Reception Building is over budget and is therefore referred back to the 2016 Capital Budget for reconsideration.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #13** That it be recommended to Council that the Director of Community Services be authorized to initiate and undertake design concepts for a new 250 seat community hall, and medical building large enough to accommodate two physicians proposed to be built in Brander Park.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #14** That it be recommended to Council that a letter be drafted to Aamjiwnaang First Nations Chief Chris Plain to invite him to present the Township of St. Clair with a flag that would be displayed in Township Council Chambers.

**CARRIED**

**FIRE CHIEF'S REPORT:**

Moved by T. Kingston

Seconded by D. Randell

**Motion #15** That it be recommended to Council that the monthly report submitted by Fire Chief - Walt Anderson for the month of October be received as information.

**CARRIED**

Moved by P. Gilliland

Seconded by S. Miller

**Motion #16** That it be recommended to Council that approval be given to purchase fire hoses for the two aerial fire trucks from Goarley Fire for \$12,084.00 plus tax.

**CARRIED**

Committee of the Whole  
November 16, 2015

Moved by S. Arnold

Seconded by D. Randell

**Motion #17** That it be recommended to Council that they approve the spending of \$24,000.00 on equipping the Command Unit with monitors, switching, and other electronics from Stubb Communications.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #18** That it be recommended to Council that the Fire Chief explore storage options for exterior equipment at the Wilkesport Fire Hall, including the erection of a lean-to.

**CARRIED**

**NEW BUSINESS:**

**ADJOURNMENT:**

Seeing no further business, it was thereby:

Moved by D. Randell

Seconded by S. Miller

**Motion #19** That the Finance Committee meeting be adjourned.

**CARRIED**

The meeting adjourned at 4:00 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**

St. Clair Civic Centre  
Committee Room #1  
November 16, 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

**4. COORDINATOR OF ENGINEERING REPORT:**

- Monthly Report
- LaSalle Line & Rokeby Line Financial Summary

**5. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report
- Grant Drain & Carrol Drain

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

- Courtright WWTP Odour Control Project

**7. NEW BUSINESS:**

**8. ADJOURNMENT:**

**DECLARATION OF PECUNIARY INTEREST:**

None declared.

**DIRECTOR OF PUBLIC WORKS:**

Moved by S. Miller

Seconded by T. Kingston

**Motion #1** That it be recommended to Council that the monthly report submitted by the Director of Public Works dated November 10, 2015 be received as information.

**CARRIED**

**COORDINATOR OF OPERATIONS (WORKS) REPORTS:**

Moved by J. Agar

Seconded by J. Degurse

**Motion #2** That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated November 10, 2015 be received as information.

**CARRIED**

**COORDINATOR OF ENGINEERING REPORTS:**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #3** That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated November 10, 2015 be accepted and received as information.

**CARRIED**

Committee of the Whole  
November 16, 2015

Moved by J. Degurse

Seconded by T. Kingston

**Motion #4** That it be recommended to Council that the report submitted by the Coordinator of Engineering dated November 10, 2015 related to the Lasalle Line and Rokeby Line Financial Summary be received as information.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORTS:**

Moved by D. Randell

Seconded by S. Miller

**Motion #5** That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated November 9, 2015 be received as information and that the following recommendations be approved:

- Maintenance of the Devon Drain located within Lot 3 between Holt Line and French Line by a suitable and qualified contractor as a maintenance expense to the drain.
- Brushing and cleanout of the Grape Run Drain-North by a suitable and qualified contractor as a maintenance expense to the drain.
- Brushing and cleanout of the Burr Drain located within Lot 13 & 14 between Smith Line and Bentpath Line by a suitable and qualified contractor as a maintenance expense to the drain.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #6** That it be recommended to Council that the lowest quotation of \$30,892.55 (including net HST) from GJS Contracting for the maintenance of the Grant and Carrol Drains as a maintenance expense to the drain be approved.

**CARRIED**

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

Moved by S. Arnold

Seconded by J. Agar

**Motion #7** That it be recommended to Council that the Township procurement policy be waived to allow the purchase of a chemical storage tank and chemical dosing skid for the Corunna Pump Station permanent odour control system for a total budget amount of \$75,000.00 not including tax or delivery.

**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 #8** That the committee meeting hereby adjourn.

**CARRIED**

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

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P. Gilliland  
Chairperson

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J. Baranek  
Secretary