

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

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

The meeting of the Committee of the Whole was held Monday, December 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	“
Steve Miller	“
Staff: J. Rodey	CAO
J. Baranek	Director of Administration/Clerk
C. Quenneville	Treasurer
M. Deline	Director of Public Works, Operations & Engineering
W. Anderson	Fire Chief

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

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

3:15 p.m. – Matthew Mullen – RedChair – website design

3:30 p.m. – Jason Bevan – Hemson Consulting Ltd. – Development Charge Study

1. DECLARATION OF PECUNIARY INTEREST:

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

3. STATEMENT OF FINANCIAL POSITION: For the period ending Nov. 30, 2015

4. TREASURER’S REPORT:

- A-1 – Financial on the 2015 Emergency Golf Tournament
- A-2 – Farm property at the Brigden Sanitary Lagoon
- A-3 – Adding defaulted, unpaid fines levied under the Provincial Offences Act to your municipality’s tax roll for collection
- A-4 – Investment Policy
- A-5 – M. Ladney Property 3805 220 06006600
- A-6 – 2016 Ontario Municipal Partnership Fund (OMPF)
- A-7 – Township of St. Clair Development Charges Study - Information Session

5. DEPUTY TREASURER/COORDINATOR OF ACCOUNTING:

- Purchase of New Computer Server & Storage Server

6. FIRE CHIEF’S REPORT:

Committee of the Whole
December 21, 2015

- Monthly Report
- Incident Summary

7. NEW BUSINESS:

8. 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 November 2015, starting with supplier 119001 to YEL001, totaling \$3,034,665.52 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 November 30, 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 November 30, 2015 be received and approved.

CARRIED

DEPUTATIONS AND APPOINTMENTS:

At the appointed time of 3:15 p.m., Chairperson Agar welcomed Matt Mullen to come forward and present his progress on the Township's latest website design.

Mr. Mullen advised that all the information from the current website has been transferred and included in the new template. The new design will be mobile site friendly allowing simple functionality for anyone using a smart phone for website access. The new website will include a search feature for easy navigation and an events calendar where any administrator will be able to easily add or delete any items. The website will be protected from all typical threats; will be compatible with future social media demands, should the Township choose to explore them, and will be able to record surveys as well as data including which pages were looked at most and how frequently users return to the website.

Chairperson Agar thanked Mr. Mullen for the presentation and encouraged him to continue the site's development.

At the appointed time of 3:30 p.m., Chairperson Agar invited Jason Bevan of Hemson Consulting Ltd. to update the committee on the development charges background study.

Jason Bevan presented a very detailed presentation to the committee on what development charges are, what the current rates are for St. Clair Township and what types of development trigger such charges. The study is not yet finished so the proposed new rates are not yet included in the presentation but, will be submitted to the committee for review before the public meeting to be held on January 18, 2015.

Chairperson Agar thanked Jason for the presentation and advised that Committee will come up with recommendations for rates based on the report.

TREASURER'S REPORT:

Moved by S. Miller

Seconded by D. Randell

Motion #3 That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated November 30, 2015 related to Financial on the 2015 Emergency Golf Tournament be received as information and the unspent \$10,135.60 be transferred into the Emergency Reserve.

CARRIED

Moved by T. Kingston

Seconded by J. Degurse

Motion #4 That it be recommended to Council that report A-2 submitted by Treasurer - Charlie Quenneville dated November 24, 2015 related to Farm property at the Brigden Sanitary Lagoon be received as information and that Council enter into a three year farm rental agreement with Glen and Jim Dawson from 2016-2018 for 18 acres at \$100 plus HST for the Brigden Sanitary Lagoon Property.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #5 That it be recommended to Council that report A-3 submitted by Treasurer - Charlie Quenneville dated December 7, 2015 related to Adding defaulted, unpaid fines levied under the Provincial Offences Act to your municipality's tax roll for collection be received as information.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #6 That it be recommended to Council that report A-4 submitted by Treasurer - Charlie Quenneville dated December 11, 2015 related to Investment Policy be accepted and approved and the Mayor and Clerk be authorized to execute the policy.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #7 That it be recommended to Council that report A-5 submitted by Treasurer - Charlie Quenneville dated December 15, 2015 related to M. Ladney Property 3805 220 06006600 be received as information.

CARRIED

Moved by D. Randell

Seconded by J. Degurse

Motion #8 That it be recommended to Council that the Township stop charging an interest penalty on roll #3805 220 06006600 and the current year taxes be reversed in the amount of \$2,876.06 and prior year taxes in the amount of \$23,769.39 be written off and financed from the uncollectible tax reserve.

DEFEATED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #9 That it be recommended to Council that the Township continue to levy taxes and accumulate interest for property roll #3805 220 06006600 as is currently being done.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #10 That it be recommended to Council that report A-6 submitted by Treasurer - Charlie Quenneville dated December 11, 2015 related to 2016 Ontario Municipal Partnership Fund (OMPF) be received as information.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #11 That it be recommended to Council that the Development Charge Study from Hemson Consulting Ltd. dated December 21, 2015 be received as information.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #12 That it be recommended to Council that the same flat amount be charged to development to be serviced by the sewage treatment plant and by the lagoon.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #13 That it be recommended to Council that the proposed rates for 2017 Development Charges, according to a report submitted by Treasurer - Charlie Quenneville dated December 17, 2015 related to Proposed Development Charges for the year 2017, be implemented for the years 2016-2020, without increases, subject to a \$50 Library surcharge; a \$100 OPP surcharge; and a \$100 General Government surcharge, all of which are in addition to a yet to be determined flat rate sanitary sewer fee (where both lagoon and plant users pay the same rate).

CARRIED

DEPUTY TREASURER/COORDINATOR OF ACCOUNTING:

Moved by P. Gilliland

Seconded by T. Kingston

Motion #14 That it be recommended to Council that the report submitted by the Deputy Treasurer dated December 15, 2015 related to the Purchase of New Computer Server & Storage Server be received as information and that the Treasurer be authorized to purchase a new computer server and a storage server at an estimated maximum cost of \$45,000 (net HST) and that 50% be financed from general equipment reserves and 50% be financed from sewer reserves.

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 December be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #16 That it be recommended to Council that the Fire Chief be authorized to purchase a 30KW generator for the Courtright Community Hall using this year's Enbridge donation and the same from 2016 with the balance of the funds coming from the revenues from the 2015 Emergency Services Golf Tournament.

CARRIED

NEW BUSINESS:

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by D. Randell

Seconded by S. Miller

Motion #17 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:45 p.m.

J. Agar
Chairperson

J. Baranek
Secretary

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

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

4:00 p.m. – Jason Cole – Truck traffic on Petrolia Line

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Monthly Report
- LAWSS Valve Repair – Courtright Line & Greenfield Road

3. COORDINATOR OF OPERATIONS (WORKS) REPORT:

- Monthly Report

4. COORDINATOR OF ENGINEERING REPORT:

- Monthly Report
- All-Way Stop Request at Thomson and Fourth Street – New request

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report

6. WATER/WASTE WATER SPECIALIST/ORO REPORT:

- Drinking Water Quality Management System (QMS) – Management Review
- Water Consumption 2015
- Water/Sewer Bill credit

7. NEW BUSINESS:

8. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

DEPUTATIONS AND APPOINTMENTS:

At the appointed time of 4:00 p.m., Chairperson Gilliland welcomed Director of Public Works for the County of Lambton - Jason Cole to come forward to make his presentation for the re-routing of trucks on Petrolia Line.

The Town of Petrolia wants to limit trucks traveling down Petrolia Line through the town to trucks performing local deliveries, or returning from non-local deliveries – no trucks would be otherwise permitted to travel through the town.

The Town of Petrolia is experiencing concerns with children's safety, noise, vibration and other various items. The rerouting would affect secondary roads in both the Township of St. Clair and Enniskillen. Many trucks heading towards the St. Clair Ethanol Plant use a route directly through downtown Petrolia.

Committee of the Whole
December 21, 2015

Jason advised the Committee that he has yet to speak to the OPP about their willingness to enforce such a restriction, should it be imposed.

The public input period has ended but, Jason advised that he would await a formal response from the Township before summarizing all comments received to County Council.

Chairperson Gilliland thanked Mr. Cole for his presentation.

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 December 16, 2015 be received as information.

CARRIED

Moved by S. Miller

Seconded by T. Kingston

Motion #2 That it be recommended to Council that the report submitted by the Director of Public Works dated December 16, 2015 with regard to LAWSS Valve Repair – Courtright Line & Greenfield Road be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #3 That it be recommended to Council that staff be directed to advise LAWSS of the township's preference that they remove their 4 inch valve and meter on the meter chamber at Greenfield Road and Courtright Line and replace it with a 10 inch valve.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORTS:

Moved by S. Arnold

Seconded by J. Degurse

Motion #4 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated December 14, 2015 be received as information.

CARRIED

COORDINATOR OF ENGINEERING REPORTS:

Moved by S. Arnold

Seconded by T. Kingston

Motion #5 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated December 16, 2015 be accepted and received as information.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #6 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated December 16, 2015 related to an All-Way Stop Request at Thomson and Fourth Street be received as information and that the 4-Way Stop not be introduced at this intersection.

CARRIED

DRAINAGE SUPERINTENDENT REPORTS:

Moved by D. Randell

Seconded by S. Miller

Motion #7 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated December 16, 2015 be received as information and that the following recommendations be approved:

- The maintenance of the Racher Drain located along the north side of Plank Road between Waterworks Road and Mandaumin Road by a suitable and qualified contractor as a maintenance expense to the drain.
- The maintenance of the Whitebread (C.P.) Drain, accepting the lowest quotation from a suitable & qualified contractor, and proceed with the work as a maintenance expense to the Drain.

CARRIED

WATER/WASTE WATER SPECIALIST/ORO REPORT:

Moved by S. Miller

Seconded by J. Degurse

Motion #8 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated December 8, 2015 related to the Drinking Water Quality Management System (QMS) be received as information.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #9 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated December 15, 2015 related to Water Consumption in 2015 be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #10 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated December 14, 2015 related to a water/sewer bill credit for the property known as 4831 St. Clair Parkway be received and that Ms. Ann Millard receive a credit of \$46.78 on her November 2015 water/sewer bill.

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 #11 That the committee meeting hereby adjourn.

CARRIED

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

P. Gilliland
Chairperson

J. Baranek
Secretary