

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

St. Clair Township Civic Centre  
Committee Room #1  
January 18, 2016  
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, January 18, 2016 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  
January 18, 2016  
3:00 p.m.

**1. DECLARATION OF PECUNIARY INTEREST:**

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

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

**4. TREASURER’S REPORTS:**

- A-1 – Conference and Training Analysis
- A-2 – Question pertaining to Accounts Payable Invoices & Reports
- A-3 – Financial Indicator Review
- A-4 – AMO Summary of 2016 Strategic Objectives
- A-5 – Bradshaw Cemetery
- A-6 – Revised 2016 Capital Budget

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

- Monthly Report

**6. FIRE CHIEF’S REPORTS:**

- Monthly Report
- Incident Details

**7. DEPUTY CLERK/COORDINATOR OF PLANNING REPORT:**

- Information Only: Planning/Development Summary

**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 S. Arnold

Seconded by J. Degurse

**Motion #1** That this Committee recommend to Council that General Accounts for the month of December 2015, starting with supplier 119001 to ZIM001, totaling \$7,933,995.41 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 December 30, 2015.

Moved by S. Miller

Seconded by T. Kingston

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

**CARRIED**

**TREASURER'S REPORT:**

Moved by S. Arnold

Seconded by S. Miller

**Motion #3** That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated January 6, 2016 related to Conference and Training Analysis be received as information.

**CARRIED**

Moved by J. Degurse

Seconded by T. Kingston

**Motion #4** That it be recommended to Council that report A-2 submitted by Treasurer - Charlie Quenneville dated January 7, 2016 related to a Question pertaining to Accounts Payable Invoices & Reports be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #5** That it be recommended to Council that report A-3 submitted by Treasurer - Charlie Quenneville dated December 22, 2015 related to Financial Indicator Review be received as information.

**CARRIED**

Moved by T. Kingston

Seconded by P. Gilliland

**Motion #6** That it be recommended to Council that report A-4 submitted by Treasurer - Charlie Quenneville related to AMO Summary of 2016 Strategic Objectives be received as information.

**CARRIED**

Moved by T. Kingston

Seconded by D. Randell

**Motion #7** That it be recommended to Council that report A-5 submitted by Treasurer - Charlie Quenneville dated January 11, 2016 related to Bradshaw Cemetery be received and the following recommendations be approved:

- That the 2015 grass cutting cemetery expense be charged in the amount of \$21,190 to replenish the Bradshaw Care and maintenance trust fund balance as of December 31, 2014.

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- That the 2015 Bradshaw Cemetery shortfall in the amount of \$1,868 be financed from grass 2015 grass cutting expense.
- That the Bradshaw Cemetery fees and forms be received and approved.

**CARRIED**

Moved by D. Randell

Seconded by J. Degurse

**Motion #8** That it be recommended to Council that report A-6 submitted by Treasurer – Charlie Quenneville dated January 4, 2016 related to Revised 2016 Capital Budget be received and the following recommendations be approved:

- That the revised 2016 Capital Budget report after December 17, 2015 special Council meeting be approved subject to an increase in project 2016-115b Lambton Line in the amount of \$70,000 to be financed by a reduction in the 2016 Capital reserve contribution by the same amount.
- That project 2016-115b Lambton Line, Kimball to Pretty Road in the revised amount of \$420,000 and project 2016-123 Emily Street in the amount of \$155,000 be designated as projects for the AMO Gas Tax Grant Program.
- That project 2016-153 St. Clair Parkway Diversion Bridge in the amount of \$370,000 be designated for the OCIP formula base grant funding program.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Moved by S. Miller

Seconded by D. Randell

**Motion #9** That it be recommended to Council that the monthly report submitted by Director of Community Services Gary Hackett dated January 11, 2016 be received as information.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #10** That it be recommended to Council that the quote from Club Car for the purchase of 10 new carts in the amount of \$5495/cart be accepted.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #11** That it be recommended to Council that the Director of Community Services be authorized to replace all four zones of the humidification system for the Civic Centre in Mooretown at an approximate cost of \$20,000.

**CARRIED**

**FIRE CHIEF'S REPORT:**

Moved by S. Miller

Seconded by T. Kingston

**Motion #12** That it be recommended to Council that the monthly report submitted by Fire Chief - Walt Anderson for the month of December 2015 be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #13** That it be recommended to Council that the Fire Chief be authorized to tender a Ford Explorer for his new vehicle.

**CARRIED**

**DEPUTY CLERK/COORDINATOR OF PLANNING REPORT:**

Moved by D. Randell

Seconded by J. Degurse

**Motion #14** That it be recommended to Council that the Deputy Clerk/Coordinator of Planning monthly report dated January 13, 2016 be received as information.

**CARRIED**

**NEW BUSINESS:**

**ADJOURNMENT:**

Seeing no further business, it was thereby:

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Moved by D. Randell

Seconded by S. Miller

**Motion #15** 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  
January 18, 2016  
4:00 p.m.

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. DIRECTOR OF PUBLIC WORKS REPORT:**

- Proposed Water and Wastewater Rates for 2016
- 2016 Bridge and Culvert Inspections

**3. COORDINATOR OF OPERATIONS (WORKS) REPORT:**

- Monthly Report
- Temporary Buckingham Road Closure
- Anti-Icing
- River Trail at Bogey's Inn
- Street Lights North of Bogey's Inn

**4. COORDINATOR OF ENGINEERING REPORT:**

- Monthly Report
- Sombra Sanitary Sewer Reaming and Repairs
- 2016-2018 Bridge Cleaning Recommendation
- Thomson and Fourth Street OPP Report
- Nantais Court (Glen Nantais) Subdivision

**5. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report

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

- Water Consumption
- Courtright WWTP Odour Control Project Update

**7. TREASURER'S REPORT:**

- Water Financial Plan Approval

**8. NEW BUSINESS:**

**9. ADJOURNMENT:**

**DECLARATION OF PECUNIARY INTEREST:**

None declared.

**DIRECTOR OF PUBLIC WORKS:**

Moved by S. Arnold

Seconded by J. Agar

**Motion #1** That it be recommended to Council that the report submitted by the Director of Public Works dated January 14, 2016 with regard to Proposed Water and Wastewater Rates for 2016 be received as information and the following recommendations be approved:

- a) That there be a 2% per cubic meter increase in ALL the consumption rates for all users, including bulk water.

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- b) That there is an increase of wastewater percentage rates (residential 150%, commercial 175% and industrial 200%) and that any surplus revenues generated be applied to the wastewater reserve fund.
- c) That the attached rate schedule be referred to a public meeting, to be held at the first Council meeting in February 2016, for public review and to be considered by Council.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #2** That it be recommended to Council that the report submitted by the Director of Public Works dated January 13, 2016 with regard to 2016 Bridge and Culvert Inspections be received as information and that the following recommendation be approved:

That the Township procurement policy be waived and the quotation submitted by Burgess Engineering Inc. in the amount of \$33,200 plus HST for detailed re-inspection of our bridges and culverts greater than 3.0 metres in span (63 structures for 2015), as recommended in the last bridge inspection report.

**CARRIED**

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

Moved by T. Kingston

Seconded by J. Degurse

**Motion #3** That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated January 11, 2016 be received as information.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #4** That it be recommended to Council that the report submitted by the Coordinator of Operations dated January 11, 2016 with regard to Temporary Buckingham Road Closure be received as information and that the following recommendation be approved:

Temporary closure of Buckingham Road from Whitebread Line to Lambton Line to accommodate the 'Tinman Triathlon' from 8:00 AM until 1:00 PM on Thursday, May 19, 2016, as requested by the Wallaceburg District Secondary School.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #5** That it be recommended to Council that the report submitted by the Coordinator of Operations dated January 11, 2016 with regard to Anti-Icing be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #6** That it be recommended to Council that the Coordinator of Operations (Works) be directed to purchase an alternative product to brine containing beet juice, at an approximate cost increase of 10%, to be used as an anti-icing agent.

**CARRIED**

Moved by T. Kingston

Seconded by D. Randell

**Motion #7** That it be recommended to Council that the report submitted by the Coordinator of Operations dated January 11, 2016 with regard to the River Trail at Bogey's Inn be received as information and that the request to upgrade the condition of the river trail in front of Bogey's Inn at 2845 St. Clair Parkway be denied at this time.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #8** That it be recommended to Council that the report submitted by the Coordinator of Operations dated January 11, 2016 with regard to Street Lights North of Bogey's Inn be received as information and that streetlights in this location be considered for the 2017 capital budget.

**CARRIED**

**COORDINATOR OF ENGINEERING REPORTS:**

Moved by S. Arnold

Seconded by J. Degurse

**Motion #9** That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated January 13, 2016 be accepted and received as information.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #10** That it be recommended to Council that the report submitted by the Coordinator of Engineering dated January 13, 2016 related to Sombra Sanitary Sewer Reaming and Repairs be received as information and that the following recommendation be approved:

That the quote provided by Sewer Technologies in the amount of \$26,600 for the reaming of sanitary sewers in the Village of Sombra be accepted and the subsequent repairs be completed to a contract limit of \$100,000, being funds allocated from wastewater reserves.

**CARRIED**

Moved by S. Miller

Seconded by J. Degurse

**Motion #11** That it be recommended to Council that the report submitted by the Coordinator of Engineering dated January 13, 2016 related to 2016-2018 Bridge Cleaning Recommendation be received as information and that the following recommendation be approved:

That the tender submitted by Cornerstone Pressure Washing in the amount of \$38,700 plus HST for the 2016-2018 Bridge Cleaning project be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #12** That it be recommended to Council that the report submitted by the Coordinator of Engineering dated January 13, 2016 related to Thomson and Fourth Street OPP Report be received as information.

**CARRIED**

Moved by J. Agar

Seconded by J. Degurse

**Motion #13** That it be recommended to Council that the report submitted by the Coordinator of Engineering dated January 14, 2016 related to Nantais Court (Glen Nantais) Subdivision be received as information and the following recommendations be approved:

1. That St. Clair Township assumes the works for the Nantais Court Subdivision in the former Township of Moore.
2. That the following security deposits be released to the developer:
  - a. Maintenance (25%) Letter of Credit \$87,909.58
  - b. Outstanding Work Letter of Credit \$19,210.00
  - c. As-Constructed Drawings Deposit \$500.00

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORTS:**

Moved by D. Randell

Seconded by J. Degurse

**Motion #14** That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated January 11, 2016 be received as information.

**CARRIED**

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

Moved by S. Arnold

Seconded by T. Kingston

**Motion #15** That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated January 11, 2016 with regard to Water Consumption be received as information.

**CARRIED**

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Moved by S. Arnold

Seconded by J. Agar

**Motion #16** That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated January 13, 2016 with regard to Courtright WWTP Odour Control Study Project Update be received as information.

**CARRIED**

**TREASURER'S REPORT:**

Moved by S. Arnold

Seconded by J. Agar

**Motion #17** That it be recommended to Council that the report submitted by the Treasurer dated January 14, 2016 with regard to a Water Financial Plan be received as information and that Exhibits B-1 to B-3 Option with 2% water increase for the six year financially viable water financial plan permit #039-301A dated January 14, 2016 be approved.

**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 #18** 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