

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

St. Clair Township Civic Centre  
Committee Room #1  
February 16, 2016  
3:00 p.m.

The meeting of the Committee of the Whole was held Tuesday, February 16, 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  
February 16, 2016  
3:00 p.m.

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** For the month of January, 2016

**3. TREASURER’S REPORTS:**

A-1 – Question pertaining to Accounts Payable Invoices & Reports  
A-2 – Sales of Century property

**4. CLERK’S REPORT:**

- Township of St. Clair Accessibility Advisory Committee

**5. DEPUTY CLERK’S REPORT:**

- Information Only: Planning/Development Summary

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

- Monthly Report

**7. FIRE CHIEF’S REPORT:**

- Monthly Report

**8. DEPUTY FIRE CHIEF:**

- Fire Department Training and Health and Safety Activities

**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. Arnold

Seconded by J. Degurse

**Motion #1** That this Committee recommend to Council that General Accounts for the month of January 2016, starting with supplier ABR004 to XYL001, totaling \$1,337,368.97 be approved.

**CARRIED**

**TREASURER'S REPORT:**

Moved by S. Arnold

Seconded by S. Miller

**Motion #2** That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated February 7, 2016 related to Accounts Payable Invoices and Reports be received as information.

**CARRIED**

Moved by J. Degurse

Seconded by T. Kingston

**Motion #3** That it be recommended to Council that report A-2 submitted by Treasurer - Charlie Quenneville dated February 8, 2016 related to the Sale of 487 Polymoore Drive be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #4** That \$12,100.00, representing future building permit fees for expansions at 487 Polymoore Drive (as per Agreement of Sale), be added to the amount to be transferred to the Environment and Education Fund making the total \$1,011,835.00.

**CARRIED**

**CLERK'S REPORT:**

Moved by S. Miller

Seconded by T. Kingston

**Motion #5** That it be recommended to Council that the report submitted by Clerk – Jeff Baranek with regard to the Township of St. Clair Accessibility Advisory Committee be received as information and that Tracy Kingston and Darrell Randell both be appointed to the committee.

**CARRIED**

**DEPUTY CLERK'S REPORT:**

Moved by S. Miller

Seconded by T. Kingston

**Motion #6** That it be recommended to Council that the report submitted by Deputy Clerk – Carlie McClemens with regard to Information Only: Planning/Development Summary be received as information.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES REPORT:**

Moved by S. Miller

Seconded by D. Randell

**Motion #7** That it be recommended to Council that the monthly report submitted by Director of Community Services Gary Hackett dated February 9, 2016 be received as information.

**CARRIED**

Committee of the Whole  
February 16, 2016

Moved by D. Randell

Seconded by S. Miller

**Motion #8** That it be recommended to Council that the quote submitted by Complete Turf in the amount of \$22,500.00 for the purchase of a Toro Workman sprayer for use at the golf course be accepted.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #9** That it be recommended to Council that the quote submitted by Turf Care in the amount of \$31,548.00 for upgrades to the irrigation system at the golf course be accepted and that \$20,000.00 be financed from capital reserves and \$10,000 be financed through operating revenues.

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #10** That it be recommended to Council that the Director of Community Services be authorized to send our Requests for Proposals to investigate needs and make recommendations for the wood trusses in the North Rink at the Sports Complex.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #11** That it be recommended to Council that the installation of an emergency ventilation system for the Sports Complex in the amount of \$6500.00 be charged to the Complex Reserve.

**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 February 2016 be received as information.

**CARRIED**

Moved by P. Gilliland

Seconded by T. Kingston

**Motion #13** That it be recommended to Council that the reorganization of the Fire Prevention Officer's position be approved as per the Fire Chief's report dated February 10, 2016.

**CARRIED**

**DEPUTY FIRE CHIEF:**

Moved by S. Miller

Seconded by T. Kingston

**Motion #14** That it be recommended to Council that the monthly report submitted by Deputy Fire Chief – Steve Bicum with regard to Fire Department Training and Health and Safety Activities be received as information.

**CARRIED**

**NEW BUSINESS:**

**ADJOURNMENT:**

Seeing no further business, it was thereby:

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  
February 16, 2016  
4:00 p.m.

**1. DECLARATION OF PECUNIARY INTEREST:**

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

- Monthly Report
- LAWSS Antenna – Brigden Water Tower
- FedDev Ontario Contribution Agreement Resolution
- Truck Restrictions Petrolia Line through the Town of Petrolia
- Duthill Bridge – North Sydenham River at Holt Line

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

- Monthly Report
- Janitor Service Compensation Rate for Public Works Operations Centres
- Crossing Guard Compensation Rate
- Crossing Guard Stop Paddles
- Three-Way Stop
- Dust Suppressant
- Proposed Stop Signs

**4. COORDINATOR OF ENGINEERING REPORTS:**

- Monthly Report
- Plank Road Meter Upgrades – Additional Information

**5. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report
- Booth Creek Drain

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

- 2015 Annual Report/2015 Annual Summary report

**7. NEW BUSINESS:**

**8. ADJOURNMENT:**

**DECLARATION OF PECUNIARY INTEREST:**

None declared.

**DIRECTOR OF PUBLIC WORKS:**

Moved by S. Arnold

Seconded by J. Degurse

**Motion #1** That it be recommended to Council that the monthly report submitted by the Director of Public Works dated February 11, 2016 be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #2** That it be recommended to Council that the report submitted by the Director of Public Works dated February 1, 2016 with regard to LAWSS Antenna – Brigden Water Tower for 2016 be tabled to allow time for staff to examine other antenna agreements on the tower.

**TABLED**

Committee of the Whole  
February 16, 2016

Moved by T. Kingston

Seconded by J. Degurse

**Motion #3** That it be recommended to Council that the report submitted by the Director of Public Works dated February 10, 2016 with regard to FedDev Ontario Contribution Agreement Resolution be received as information and that the Mayor and Clerk pass the following resolution as a requirement of the Canada 150 Community Infrastructure Program Contribution agreement:

*“That Council of the Township of St. Clair will enter into a Contribution Agreement with FedDev Ontario for funding under the Canada 150 Community Infrastructure Program for project 807778, Expansion of Trail Network and Improvements to St. George’s Square for a contribution amount of \$80,000.”*

**CARRIED**

Moved by T. Kingston

Seconded by S. Miller

**Motion #4** That it be recommended to Council that the report submitted by the Director of Public Works dated February 10, 2016 with regard to Truck Restriction Petrolia Line through the Town of Petrolia be accepted received as information.

**CARRIED**

Moved by D. Randell

Seconded by S. Arnold

**Motion #5** That it be recommended to Council that the report submitted by the Director of Public Works dated February 11, 2016 with regard to the Duthill Bridge – North Sydenham River at Holt Line be received as information and Alternative D, the Calahan Road Diversion in the amount of \$1,495,000 excluding diversion structure costs, be approved.

**CARRIED**

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

Moved by S. Arnold

Seconded by S. Miller

**Motion #6** That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated February 10, 2016 be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #7** That it be recommended to Council that the report submitted by the Coordinator of Operations dated February 1, 2016 with regard to Janitor Service Compensation Rate for Public Works Operations Centres be received as information and that rates be increased \$0.42 from \$13.79 per hour to \$14.21 per hour.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #8** That it be recommended to Council that the report submitted by the Coordinator of Operations dated February 1, 2016 with regard to Crossing Guard Compensation Rate be received as information and that the rates be increased \$0.80 from \$28.15 per day to \$28.95 per day.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #9** That it be recommended to Council that the report submitted by the Coordinator of Operations dated February 1, 2016 with regard to Crossing Guard Stop Paddles be received as information and that the purchase of 5 LED Stop Paddles be approved for use by all crossing guards at a cost of \$232.00 per unit.

**CARRIED**

Moved by D. Randell

Seconded by S. Arnold

**Motion #10** That it be recommended to Council that the report submitted by the Coordinator of Operations dated February 5, 2016 with regard to a Three Way Stop be received as information and that Option 2 be approved to install a “No Parking” sign within the three way intersection at Albert Blvd and Bentinck Street.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #11** That it be recommended to Council that the report submitted by the Coordinator of Operations dated February 5, 2016 with regard to Dust Suppressant be received as information and that the Township procurement policy be waived for economic benefits and that the quote submitted by Pollard Highway Products Ltd. in the amount of \$0.049 per litre for the ‘Supply and Application of Chloride Based Liquids for Dust Suppressant’ be accepted.

**CARRIED**

Committee of the Whole  
February 16, 2016

Moved by S. Arnold

Seconded by J. Degurse

**Motion #12** That it be recommended to Council that the report submitted by the Coordinator of Operations dated February 8, 2016 with regard to Proposed Stop Signs be received as information and that stop signs be installed at locations identified by Schedule "A" to that report.

**CARRIED**

**COORDINATOR OF ENGINEERING REPORTS:**

Moved by D. Randell

Seconded by S. Miller

**Motion #13** That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated February 8, 2016 be accepted and received as information.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #14** That the item related to Plank Road Meter Upgrades be lifted from the table for consideration.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #15** That it be recommended to Council that the report submitted by the Coordinator of Engineering dated February 8, 2016 related to Plank Road Meter Upgrades – Additional Information be received as information and that the following recommendation be approved:

That the Township of St. Clair enters into a 'Watermain Connection Agreement' with the City of Sarnia for the proposed Plank Road meter upgrade from a 19mm to 100mm interconnection.

**CARRIED**

**DRAINAGE SUPERINTENDENT REPORTS:**

Moved by D. Randell

Seconded by J. Degurse

**Motion #16** That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated February 8, 2016 be received as information and the following three recommendations be approved:

- the maintenance of the Pray Drain West located along Holt Line between Brigden Road and Mandaumin Road by a suitable and qualified contractor as a maintenance expense to the drain.
- the replacement of the access culvert within the Towns Drain located at the south-west corner of Lot 27, Concession 9, by a suitable and qualified contractor as a maintenance expense to the drain.
- the maintenance of the McKibbin Drain located at No. 3936 St. Clair Parkway, by a suitable and qualified contractor as a maintenance expense to the drain.

**CARRIED**

Moved by D. Randell

Seconded by J. Degurse

**Motion #17** That it be recommended to Council that the report submitted by the Drainage Superintendent with regard to Booth Creek Drain dated February 10, 2016 be received as information and that Spriet Associates be directed to submit a final report containing recommendations for the improvement of the Booth Creek Drain located within Lots 27-30, Concession 13 (former Sombra Township) based on the preliminary information presented to the affected ratepayers on May 8, 2013.

**CARRIED**

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

Moved by S. Arnold

Seconded by T. Kingston

**Motion #18** That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated February 11, 2016 with regard to the 2015 Annual report/2015 Annual Summary Report be approved received as information.

**CARRIED**

Committee of the Whole  
February 16, 2016

**NEW BUSINESS:**

Moved by J. Agar

Seconded by T. Kingston

**Motion #19** That staff be directed to pursue the removal of a sea container at the property north of Ferry Dock Hill in Corunna.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #20** That staff be directed to produce a new policy for sea containers within the Township of St. Clair identifying where they can be permitted and where they are prohibited.

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

**CARRIED**

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

---

P. Gilliland  
Chairperson

---

J. Baranek  
Secretary