

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

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

The meeting of the Committee of the Whole was held Monday, April 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
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
Regrets: D. Randell	Councillor

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

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

3:00 p.m. – Lambton College – Cheque presentation
3:20 p.m. – Brander Park Splash Pad
3:30 p.m. - IN-CAMERA: Personnel - Ron Hayward

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: For the month of March 2016

3. STATEMENT OF FINANCIAL POSITION: For the period ending Mar. 31, 2016

4. TREASURER’S REPORTS:

A-1 – Financial Activity of the Century Property
A-2 – AMO Policy Update – 2016 Federal Budget
A-3 – MFOA Budget Update
A-4 – Federal Budget & Infrastructure Funding – Message from AMO President

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. NEW BUSINESS:

9. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

Lambton College Cheque Presentation:

At the appointed time of 3:00 p.m. Chairperson Agar welcomed a collection of representatives from Lambton College to receive a donation in the amount of \$20,000.00 to sponsor a research room in the new facility to be built at the college.

Mayor Arnold advised that the donation of \$100,000.00 over a five year term was unanimously supported by Council who were eager to get involved with such a good project that will benefit residents of St. Clair Township immensely.

Brander Park Splash Pad:

At the appointed time of 3:20 p.m. Chairperson Agar welcomed Anne Hazzard to come make a presentation to Council about the Brander Park Splash Pad.

Mrs. Hazzard advised that the committee would like to continue to improve the park around the splash pad with projects such as signage still to be erected, diaper change benches to be installed in the washrooms, installing a curb around the old equipment and possibly placing wood chips underneath, increasing the apron size for barbecues, planting new shrubs around the north sign and removing dead trees within the park.

Mrs. Hazzard asked Council to continue their original funding partnership of matching all raised funds at a 1:1 ratio. They currently have \$12,000.00 beyond the cost of the splash pad itself.

IN-Camera – Personnel:

At the appointed time of 3:30 p.m. Mayor Arnold made a motion to enter an in-camera session:

The motion received no seconder as Mrs. Hayward stood up and advised that the meeting would not occur without her and her family in attendance. She further advised she would be back with legal representation before leaving with Mr. Hayward and their entire party.

GENERAL ACCOUNTS:

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

Moved by J. Degurse

Seconded by T. Kingston

Motion #2 That this Committee recommend to Council that General Accounts for the month of February 2016, starting with supplier 13001 to YEL001, totaling \$6,857,097.58 be approved.

CARRIED

STATEMENT OF FINANCIAL POSITION:

Moved by S. Miller

Seconded by P. Gilliland

Motion #3 That this Committee recommend to Council that the Statement of Financial Position for the period ending March 31, 2016 be approved.

CARRIED

TREASURER'S REPORT:

Moved by T. Kingston

Seconded by J. Degurse

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Motion #4 That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated April 8, 2016 related to the former Century Truss property financial result for the years 2011 to 2015 be received as information.

CARRIED

Moved by J. Degurse

Seconded by T. Kingston

Motion #5 That it be recommended to Council that report A-2 submitted by Treasurer - Charlie Quenneville dated March 22, 2016 related to the AMO Policy Update for the 2016 Federal Budget be received as information.

CARRIED

Moved by J. Degurse

Seconded by P. Gilliland

Motion #6 That it be recommended to Council that report A-3 submitted by Treasurer Charlie Quenneville dated March 22, 2016 related to the MFOA Federal Budget 2016 be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #7 That it be recommended to Council that report A-4 submitted by Treasurer Charlie Quenneville dated March 24, 2016 related to the AMO Federal Budget and message from the its president be received as information.

CARRIED

DEPUTY CLERK'S REPORT:

Moved by J. Degurse

Seconded by S. Miller

Motion #8 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. Arnold

Seconded by T. Kingston

Motion #9 That it be recommended to Council that the monthly report submitted by Director of Community Services dated April 13, 2016 be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #10 That it be recommended to Council that the Director of Community Services be authorized to rent inflatables for the Canada Day 2017 celebration from Grand River inflatables in the amount of \$4100.00 and a trackless train in the amount of \$2200.00.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #11 That it be recommended to Council that the Director of Community Services accept the quote from All Seasons Trophies in the amount of \$2,049.00 for the purchase of the recognition signage for Pembina to be placed at the Rapids Family Health Clinic in Corunna to be funded from the Environment and Education Fund.

CARRIED

Moved by S. Miller

Seconded by J. Degurse

Motion #12 That it be recommended to Council that the Director of Community Services be authorized to replace the windows in the Courtright Community Hall in the amount of \$2300.00 to be funded by the operating budget.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

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Motion #13 That the proposed Ice Time Allocation Policy be amended to confirm primetime ice between 5-8 p.m. be offered to all local groups before any outside group and be thereafter approved.

CARRIED

FIRE CHIEF'S REPORT:

Moved by S. Miller

Seconded by T. Kingston

Motion #14 That it be recommended to Council that the monthly report submitted by Fire Chief - Walt Anderson for the month of March 2016 be received as information.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #15 That it be recommended to Council that the Siren #9 upgrade be approved and that it be funded from the Year End Reserve, with a new line item being introduced into 2017 budget to finance the repairs and replacement going forward.

CARRIED

Moved by T. Kingston

Seconded by S. Arnold

Motion #16 That it be recommended to Council that the Unmanned Aerial Vehicle (UAV) update be received as information, that a demonstration be set up for the Committee meeting in May and that the application process be initiated with Transport Canada provided no costs are involved and it does not bind the Township into a purchase.

CARRIED

NEW BUSINESS:

Moved by J. Degurse

Seconded by S. Arnold

Motion #17 That the Director of Community Services be advised to investigate the feasibility and cost of the installation of swipe card key locks for the tennis courts at Corunna Athletic Park to prevent vandalism.

CARRIED

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by T. Kingston

Seconded by S. Miller

Motion #18 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:00 p.m.

J. Agar
Chairperson

J. Baranek
Secretary

**PUBLIC WORKS & OPERATIONS COMMITTEE
AGENDA**

St. Clair Civic Centre
Committee Room #1
April 18, 2016
4:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- LAS Service Line Warranty of Canada (LSWC) Program
- Monthly Report

3. COORDINATOR OF OPERATIONS (WORKS) REPORTS:

- Monthly Report
- Extended Cab Pick-Up Truck 4x4 – ½ Ton Tender
- ‘Dual Rear Wheel’ Extended Cab Service Truck, 4x2 – 1 Ton Tender
- LED Street Light Retrofit Program

4. COORDINATOR OF ENGINEERING REPORTS:

- Monthly Report
- St. Clair Marina Estates – Stormwater Management Pond
- Urban Asphalt Resurfacing – 2016

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report
- Booth Creek Drain

6. DRAINAGE TECHNOLOGIST:

- Ashwood Court, Corunna – Rear Yard Drainage Issue

7. WATER/WASTE WATER SPECIALIST/ORO REPORT:

- Water/Sewer Bill Credit

8. NEW BUSINESS:

9. 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 April 14, 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 April 18, 2016 with regard to Bridge No. 14 Stanley Line Bridge over Bear Creek be received as information and that a by-law be enacted to provide for a triple load limit posting of 15 tonnes, 20 tonnes and 25 tonnes respectively, be approved.

CARRIED

Moved by T. Kingston

Seconded by J. Degurse

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Motion #3 That it be recommended to Council that the report submitted by the Director of Public Works dated April 14, 2016 with regard to the LAS Service Line Warranty Program be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #4 That staff be directed to produce a report identifying how the Sewer and Water Line Warranty program presented by LAS & SLWC will be implemented within the Township.

CARRIED

COORDINATOR OF OPERATIONS (WORKS) REPORTS:

Moved by J. Agar

Seconded by S. Arnold

Motion #5 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated April 11, 2016 be received as information.

CARRIED

Moved by J. Degurse

Seconded by S. Miller

Motion #6 That it be recommended to Council that the report submitted by the Coordinator of Operations dated April 7, 2016 with regard to an Extended Cab Pick-up Truck 4x4 ½ ton Tender be received as information and that the low tender submitted by McGregor Plymouth Chrysler in the amount of \$29,560.98 (including net HST) for the supply of a 2016 Dodge Ram 1500 Extended Cab Pick-Up Truck, 4x4 – ½ ton be accepted.

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 April 7, 2016 with regard to a Dual Rear-Wheel Extended Cab Service Truck 4x2 one ton be received as information and that the tender submitted by Park Lane Chevrolet in the amount of \$33,593.79 for a gas engine (low tender for Option 'A') be approved.

CARRIED

Moved by J. Agar

Seconded by T. Kingston

Motion #8 That it be recommended to Council that the report submitted by the Coordinator of Operations dated April 13, 2016 with regard to the LED streetlight retrofit program be received as information.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #9 That the Coordinator of Operations be authorized to purchase ten 6 foot arm extensions to be placed on short streetlight poles and monitor the coverage from the new LED bulbs compared to those mounted on the top of the short poles without the extension arm.

CARRIED

COORDINATOR OF ENGINEERING REPORTS:

Moved by J. Degurse

Seconded by T. Kingston

Motion #10 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated April 13, 2016 be accepted and received as information.

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 April 13, 2016 related to St. Clair Marina Estates Stormwater Management Pond be received as information and the following recommendations be approved:

That the requirement for fencing around the SWMP in the St. Clair Marina Estates subdivision be waived and the Developer be required to complete the following items prior to the Township assuming the subdivision:

1. Develop a planting strategy around the pond to deter recreational activity
2. Install warning signs in consultation with Township staff
3. Remove the sedimentation within the pond and return it to design elevations
4. Deed the block of land occupying the SWMP to the Township

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #12 That staff be advised to produce a report to unify the requirement for all storm water management ponds within the Township by requiring a shallower slope or any other mechanism to negate the need for fence enclosures surrounding all ponds.

CARRIED

Moved by S. Arnold

Seconded by J. Degurse

Motion #13 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated April 13, 2016 related to urban asphalt resurfacing for 2016 be received as information.

CARRIED

DRAINAGE SUPERINTENDENT REPORTS:

Moved by T. Kingston

Seconded by S. Miller

Motion #14 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated April 7, 2016 be received as information and the following six recommendations be approved:

- the replacement of the access / lawn piping located at No. 2376 Brigden Road, within the Parr Drain South by a suitable and qualified contractor submitting the lowest quotation, as a maintenance expense to the drain;
- the replacement of the access / lawn piping located at No. 2222 Oil Springs Line, within the Parr Magill Drain by a suitable and qualified contractor submitting the lowest quotation as a maintenance expense to the drain;
- the replacement of the access / lawn piping located at No. 288 Oil Springs Line within the Milliken Drain by a suitable and qualified contractor submitting the lowest quotation as a maintenance expense to the drain;
- the replacement of the access culvert located at No. 589 Bentpath Line within the Rivers Lapish Drain by a suitable and qualified contractor as a maintenance expense to the drain;
- the private installation of a new access culvert at No. 581 Bentpath Line within the Rivers Lapish Drain at the expense of the abutting property owner for construction costs and future maintenance;
- the replacement of the access located at No. 902 Oil Springs Line within the O'Conner Drain by a suitable and qualified contractor as a maintenance expense to the drain.

CARRIED

Moved by J. Degurse

Seconded by S. Arnold

Motion #15 That it be recommended to Council that the report submitted by the Drainage Superintendent with regard to Booth Creek Drain dated April 8, 2016 be received as information

CARRIED

DRAINAGE TECHNOLOGIST:

Moved by S. Arnold

Seconded by T. Kingston

Motion #16 That the report submitted by Drainage Technologist Jordan Gray related to the Rear yard Drainage Issue along Ashwood Court be received as information.

CARRIED

WATER/WASTE WATER SPECIALIST/ORO REPORT:

Moved by S. Miller

Seconded by J. Degurse

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Motion #17 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated April 12, 2016 with regard to a water/sewer bill credit for 362 Hill Street in Corunna be received as information and that Bob and Barb Quinn receive a credit of \$378 on their October 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 T. Kingston

Motion #18 That the committee meeting hereby adjourn.

CARRIED

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

P. Gilliland
Chairperson

J. Baranek
Secretary