

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

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

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

**1. DECLARATION OF PECUNIARY INTEREST:**

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

**3. STATEMENT OF FINANCIAL POSITION:** For the period ending Apr. 30, 2016

**4. TREASURER’S REPORTS:**

A-1 – Approval of the 2015 St. Clair River Trail Grant  
A-2 – LAS Service Line Warranty of Canada (LSWC) Program

**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  
- Recognition of Years of Service

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**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 April 2016, starting with supplier 1<sup>st</sup>001 to YEL001, totaling \$3,989,276.08 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 April 30, 2016.

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 April 30, 2016 be received and approved.

**CARRIED**

**TREASURER'S REPORT:**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #3** That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated April 27, 2016 related to St. Clair River Trail Grant be received as information and that a grant of \$34,700 to the SCRT be approved to be financed from the St. Clair Environment and Education Fund for the 2015 fundraising year.

**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 May 9, 2016 related to the LAS Service Line Warranty of Canada Program be received as information.

**CARRIED**

Moved by P. Gilliland

Seconded by S. Arnold

**Motion #5** That any action on the LAS Service Line Warranty of Canada Program be tabled to allow staff to determine whether or not exterior sewer pumps are covered by the program.

**TABLED**

Moved by P. Gilliland

Seconded by T. Kingston

**Motion #6** That it be recommended to Council that the report of Treasurer - Charlie Quenneville dated May 16, 2016 related to 2015 Auditor Term of Engagement Letters be received as information and that Council authorize the Mayor to sign the appurtenant engagement letters for the 2015 Consolidated Financial Statement, trust, St. Clair River Trail and the Moore Township Community, Recreational Foundation and Driver Certificate Program.

**CARRIED**

**DEPUTY CLERK'S REPORT:**

Moved by S. Miller

Seconded by T. Kingston

**Motion #7** That it be recommended to Council that the report submitted by Deputy Clerk – Carlie McClemens with regard to a Planning/Development Summary dated May 11, 2016 be received as information.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES' REPORT:**

Moved by T. Kingston

Seconded by S. Arnold

**Motion #8** That it be recommended to Council that the monthly report of Director of Community Services dated May 13 be received as information.

**CARRIED**

Moved by D. Randell

Seconded by J. Degurse

**Motion #9** That the Department of Community Services be authorized to retrofit the existing metal halide fixtures in the Community Centre and Pool to LED fixtures to be funded from the Complex reserve at an approximate cost of \$58,000.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #10** That the Department of Community Services be authorized to complete renovations to the Complex Recirculation Line and that all costs (in excess of \$20,000) be charged to the Complex Reserve.

**CARRIED**

Moved by S. Miller

Seconded by S. Arnold

**Motion #11** That the Department of Community Services be authorized to replace the ammonia tanks for both ice surfaces and that the cost (approximately \$20,000 - \$25,000) be charged to the Complex Reserve.

**CARRIED**

Moved by T. Kingston

Seconded by J. Degurse

**Motion #12** That the Department of Community Services be authorized to replace the ridge cap at the Port Lambton Community Hall at an approximate cost of \$2000 to be charged to the Operating Budget.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #13** That the quote submitted by TimbrMart in the amount of \$94,200 for the installation of a new steel roof at the Wilkesport Community Hall, as per the capital budget, be accepted.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #14** That the following expenditures be approved for the Courtright Park as part of the Splash Pad Project and that they be funded by the Education and Environment Fund:

- Installation of a 28 x 40 foot Pavilion (50% funded by Twp, 50% by Committee) in the amount of \$57,500.
- Playground upgrades including new swings and slides, and upgraded softer base in the amount of approximately \$25,000.
- Protective netting and fencing be installed to protect users from foul balls from nearby diamond in the approximate amount of \$7500.
- Provide for accessibility as per requirements under Ont. Reg. 191/11 in the approximate amount of \$15,000.

**CARRIED**

**FIRE CHIEF'S REPORT:**

Moved by S. Miller

Seconded by T. Kingston

**Motion #15** That it be recommended to Council that the monthly report submitted by Fire Chief - Walt Anderson for the month of April 2016 be received as information.

**CARRIED**

Moved by P. Gilliland

Seconded by S. Arnold

**Motion #16** That it be recommended to Council that the Fire Department Violence and harassment Prevention Program and Workplace Harassment Policy and Code of Conduct be approved.

**CARRIED**

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Moved by S. Arnold

Seconded by D. Randell

**Motion #17** That it be recommended to Council that the Fire Chief be authorized to purchase foam for the two aerial trucks to be funded by the Equipment Replacement fund for the 2016 budget.

**CARRIED**

Moved by T. Kingston

Seconded by S. Miller

**Motion #18** That it be recommended to Council that the Fire Chief and Deputy Fire Chief be authorized to attend the following two events:

- Task Force Tips held June 6 and 7, 2017 in Valparaiso, Indiana
- Emergency Services Breakfast in Port Huron on Friday May 20, 2016

**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

Committee of the Whole  
May 16, 2016

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

St. Clair Civic Centre  
Committee Room #1  
May 16, 2016  
4:00 p.m.

4:00 p.m. - Philip Keightley – MIG - SWM Guidelines  
4:30 p.m. – Ron Prior – 1<sup>st</sup> Hussars Association – Cheque presentation

**1. DECLARATION OF PECUNIARY INTEREST:**

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

- Baby Road - Slope Stabilization Project

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

- Monthly Report
- Patricia Pamer Window Repair
- Beechwood Street Lights
- Speed Limit at Frog Point
- Surface Treatment
- Tandem Axle Dump Trailer Quotes 2016
- Overall Responsible Operator

**4. COORDINATOR OF ENGINEERING REPORTS:**

- Monthly Report
- Key2Access – Accessible Pedestrian Crossings
- St. Clair Township Stormwater Management Guidelines

**5. DRAINAGE SUPERINTENDENT REPORT:**

- Monthly Report

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

- Water/Sewer Bill Credit

**7. NEW BUSINESS:**

**8. ADJOURNMENT:**

**DECLARATION OF PECUNIARY INTEREST:**

None declared.

**DEPUTATIONS AND APPOINTMENTS:**

**Stormwater Management Guidelines – Philip Keightley, MIG**

At the appointed time of 4:00 p.m., Philip Keightley of MIG Engineering was welcomed to present the new Stormwater Management Guidelines to Council.

Philip provided a slide show advising of the importance of natural areas within development to offset surface flows and support sewer infrastructure. Once the presentation was concluded, Chairman - Peter Gilliland thanked him for his time and the information provided.

**1<sup>st</sup> Hussars Association – Ron Prior**

At the appointed time of 4:30 p.m., Ron Prior was welcomed to come forward to receive a cheque in the amount of \$5000 as a donation towards the LAV III Monument being erected in Sarnia for the efforts of Canadian Troops throughout the crisis in Afghanistan.

Mr. Prior provided Council with a demonstration of what the monument will look like and thanked them for their generous donation. Mayor Arnold thanked Hussars and all military efforts in Afghanistan and for their continued efforts throughout the World. He reminded all in attendance that without their efforts we would not be able to practice democracy and that their contributions can never be overstated.

**DIRECTOR OF PUBLIC WORKS:**

Moved by S. Arnold

Seconded by J. Degurse

**Motion #1** That it be recommended to Council that the report submitted by the Director of Public Works dated May 12, 2016 related to the Baby Road Stabilization be received as information and that the project be approved as provided for by the report with the costs funded by the Operations Gravel Resurfacing Budget line item.

**CARRIED**

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

Moved by S. Arnold

Seconded by D. Randell

**Motion #2** That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated May 10, 2016 be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #3** That it be recommended to Council that the report submitted by the Coordinator of Operations dated May 2, 2016 with regard to a window repair be received as information and that the request from Patricia Pamer at 1079 Lambton Line asking for a reimbursement for a seal repair to a window in her house be denied.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #4** That it be recommended to Council that the report submitted by the Coordinator of Operations dated May 2, 2016 related to installation of streetlights on Beechwood Drive be received and that the installation of two additional streetlights be considered as a capital project for the 2017 budget.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #5** That it be recommended to Council that the report submitted by the Coordinator of Operations dated May 2, 2016 related to the speed limit at Frog Point be received as information and that the 50kph speed zone on St. Clair Parkway at Frog Point be extended to the south by 70 meters.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #6** That it be recommended to Council that the report submitted by the Coordinator of Operations dated May 9, 2016 related to surface treatment be received as information and that the Township procurement policy be waived for economic benefits, and that the quote for surface treatment at \$3.83 per square meter for 'Fibermat Chip Seal' from Norjohn Contracting and Paving Ltd be accepted.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #7** That it be recommended to Council that the report submitted by the Coordinator of Operations dated May 9, 2016 related to a tandem axle dump trailer be received as information and that the low quote submitted by Action Trailers from Strathroy, in the amount of \$9,509.21 (including net HST) for the supply of a 2016 Tandem Axle Dump Trailer be accepted.

**CARRIED**

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Moved by S. Arnold

Seconded by J. Degurse

**Motion #8** That it be recommended to Council that the report submitted by the Coordinator of Operations dated May 10, 2016 related to the Overall Responsible Operator be received as information and the following recommendations be approved:

- 1) That the Crew Leaders (Chris Westbrook and Brian Ruysseveldt) or another qualified operator designated by the Overall Responsible Operator, act as Overall Responsible Operator for the St. Clair Township Water Distribution System, at times when Nova VanderSlagt is unable to act in that capacity.
- 2) That the Crew Leaders (Chris Westbrook and Brian Ruysseveldt) or another qualified operator designated by the Overall Responsible Operator, act as Overall Responsible Operator for the St. Clair Township Wastewater Collection Systems, at times when Nova VanderSlagt is unable to act in that capacity.
- 3) That the Crew Leaders (Chris Westbrook and Brian Ruysseveldt) or another qualified operator designated by the Overall Responsible Operator, act as Overall Responsible Operator for the St. Clair Township Wastewater Treatment Systems in Brigden, Port Lambton and Sombra, at times when Nova VanderSlagt is unable to act in that capacity.
- 4) That qualified operators of CH2M HILL remain designated Overall Responsible Operator for the Corunna Pumping Station and Courtright Wastewater Treatment Plant.
- 5) That the designated Overall Responsible Operator be authorized to designate qualified operators as Operators in Charge on an 'as needed' basis.

**CARRIED**

#### **COORDINATOR OF ENGINEERING REPORTS:**

Moved by D. Randell

Seconded by S. Miller

**Motion #9** That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated May 11, 2016 be accepted and received as information.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #10** That it be recommended to Council that the report submitted by the Coordinator of Engineering dated May 11, 2016 with regard to Key2Access Accessible Pedestrian Crossings be received as information and that staff be directed to pursue the Township as a potential pilot project for the program

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #11** That it be recommended to Council that the report submitted by the Coordinator of Engineering dated May 11, 2016 related to St. Clair Township Stormwater Management Guidelines be received as information and that the new Guidelines as presented within the report are approved.

**CARRIED**

#### **DRAINAGE SUPERINTENDENT REPORTS:**

Moved by D. Randell

Seconded by J. Degurse

**Motion #12** That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated May 9, 2016 be received as information and the following three recommendations be approved:

- Appoint M.I.G. Engineering Ltd. to prepare a report to include the proposed improvements to the Allingham Drain, throughout the Nova Chemicals (Canada) Ltd. Property located on Lots 22, 23 & 24, Concession 9 (former Moore Township).
- Approve the replacement of the access/lawn piping located at 357 Bentpath Line, within the Rivers Lapish Drain by a suitable and qualified contractor submitting the lowest quotation, as a maintenance expense to the drain.
- Approve the repair of the Robbins Drain located at 1095 St. Clair Parkway by a suitable and qualified contractor, as a maintenance expense to the drain.

**CARRIED**

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

Moved by S. Miller

Seconded by J. Agar

**Motion #13** That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated May 9, 2016 related to Water/Sewer Bill credit be received as information and that Stephen Clark at 97 Milton Street receives a credit of \$332.79 on his March 2016 water/sewer bill.

**CARRIED**

**NEW BUSINESS:**

Moved by J. Agar

Seconded by T. Kingston

**Motion #14** That staff be authorized to purchase 10 extension arms for retrofitting existing short streetlight poles at \$700 per unit (up \$200 each from previous motion).

**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 #15** 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