

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

St. Clair Township Civic Centre
Committee Room #1
June 20, 2016
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, June 20, 2016 with the following people present:

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|-----------------------|--|
| J. Agar | Chairperson, Finance & Administration |
| S. Arnold | Mayor |
| J. DeGurse | Councillor |
| D. Randell | “ |
| T. Kingston | “ |
| Steve Miller | “ |
| Regrets: P. Gilliland | Deputy Mayor |
| 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
June 20, 2016
3:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: For the month of May, 2016

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

4. TREASURER’S REPORTS:

A-1 – Update to the Procurement By-Law 63 of 2005

5. DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly Report

7. DEPUTY CLERK’S REPORT:

- Information Only: Planning/Development Summary

8. FIRE CHIEF’S REPORT:

- Monthly Report

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. Miller

Seconded by T. Kingston

Motion #1 That this Committee recommend to Council that General Accounts for the month of May 2016, starting with supplier 152002 to YOR002, totaling \$1,747,966.66 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 May 31, 2016.

Moved by T. Kingston

Seconded by J. Degurse

Motion #2 That it be recommended to Council that the Statement of Financial Position for period ending May 31, 2016 be received and approved.

CARRIED

TREASURER'S REPORT:

Moved by D. Randell

Seconded by T. Kingston

Motion #3 That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated June 15, 2016 relates to an Update to the Procurement By-law 63 of 2005 be received as information and that Bylaw 24 of 2016 be considered for all three readings.

CARRIED

DIRECTOR OF COMMUNITY SERVICES' REPORT:

Moved by T. Kingston

Seconded by S. Arnold

Motion #4 That it be recommended to Council that the monthly report of Director of Community Services dated June 16, 2016 be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #5 That it be recommended to Council that the Sombra Day Care Lease rate be left at \$840.00/month for the next three year term beginning in Fall 2016.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #6 That it be recommended to Council that the cost of continued drainage improvements at the Wilkesport Community Hall be charged to the Operating Budget.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #7 That it be recommended to Council that the Director of Community Services revise the application to the Canada 150 Infrastructure Program to a prioritized list of projects with scaled back Courtright Park Improvements Project as top priority followed by a storage room for the Complex Pool, and finally, by the Sombra Community Dock Proposal.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #8 That it be recommended to Council that tenders for a new reception/storage shed for Cathcart Park be deferred until 2017 and tenders be redistributed.

CARRIED

DEPUTY CLERK'S REPORT:

Moved by S. Miller

Seconded by T. Kingston

Motion #9 That it be recommended to Council that the report submitted by Deputy Clerk – Carlie McClemens with regard to a Planning/Development Summary dated June 15, 2016 be received as information.

CARRIED

FIRE CHIEF'S REPORT:

Moved by S. Miller

Seconded by T. Kingston

Motion #10 That it be recommended to Council that the monthly report submitted by Fire Chief - Walt Anderson for the month of June 2016 be received as information.

CARRIED

Moved by D. Randell

Seconded by S. Arnold

Motion #11 That it be recommended to Council that staff be directed to work with the County of Lambton to undertake a cost, security and performance analysis of the use of cloud technology compared to the current use of servers and the cost and efficiency of using the County IT Department for Township troubleshooting.

CARRIED

Moved by S. Miller

Seconded by T. Kingston

Motion #12 That it be recommended to Council that the Fire Chief be authorized to develop a policy for the use of social media that permits the use of Facebook, Twitter and other networks to distribute important messages and emergency warnings/instructions.

CARRIED

NEW BUSINESS:

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by D. Randell

Seconded by S. Miller

Motion #13 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
June 20, 2016
4:00 p.m.

4:00 p.m. – Canada Post – Wayne Beaton

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Monthly Report
- Land Acquisition from LAWSS
- Indian Creek Road Request for Encroachment of Road Allowance

3. COORDINATOR OF OPERATIONS (WORKS) REPORTS:

- Monthly Report
- Tool Truck Body Quotes 2016
- Miscellaneous Concrete and Asphalt Repair

4. COORDINATOR OF ENGINEERING REPORTS:

- Monthly Report
- Lambton Line Reconstruction – Kimball Road to 300m West of Pretty Road

5. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report
- OPG Connection to Hawkins Drain
- Lamond Drain

6. WATER/WASTE WATER SPECIALIST/ORO REPORT:

- Corunna Pumping Station Chemical Dosing System Recommendation

7. NEW BUSINESS:

8. ADJOURNMENT:

Mayor Arnold volunteered to Chair the meeting in the absence of Chairman Deputy - Mayor Peter Gilliland.

DECLARATION OF PECUNIARY INTEREST:

None declared.

DEPUTATIONS AND APPOINTMENTS:

At the appointed time of 4:00 p.m., Mayor Arnold welcomed Wayne Beaton of Canada Post to make his presentation about changing of addressing in Corunna.

Along with facility upgrades and new counters in the Corunna Post Office, post office box numbers will be eliminated on July 18, 2016. All residents of Corunna will be converted to civic addressing.

Four community boxes will be installed in specific locations in Corunna, complete with parcel boxes, eliminating the need for mail pick-up at the post office. These locations are yet to be finalized but will likely be in higher density areas such as townhouse locations.

Residents will have one year to make all changes to their address, and are encouraged to wait a month after the commencement date on July 18, 2016. Canada Post will supply pre-paid Change of Address Cards to the municipality which will be available to residents.

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 June 16, 2016 related to the Baby Road Stabilization be received as information.

CARRIED

Moved by J. Agar

Seconded by D. Randell

Motion #2 That it be recommended to Council that the Director of Public Works be directed to prepare a report for the status of the twinning of the LAWSS main and consider options for its potential rerouting.

CARRIED

Moved by J. Agar

Seconded by S. Miller

Motion #3 That it be recommended to Council that the report submitted by the Director of Public Works dated June 15, 2016 related to land acquisition from LAWSS be received as information and that staff be directed to proceed with the purchase of the available lands (Sites 2-13) to be paid from water services.

CARRIED

Moved by J. Agar

Seconded by J. Degurse

Motion #4 That it be recommended to Council that the report submitted by the Director of Public Works dated June 16, 2016 related to Indian Creek request for Road Allowance Encroachment be received as information and the request from the County of Lambton to install a groundwater monitoring well within the Indian Creek Road Right of Way be approved.

CARRIED

COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

Moved by T. Kingston

Seconded by D. Randell

Motion #5 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated June 13, 2016 be received as information.

CARRIED

Moved by J. Agar

Seconded by J. Degurse

Motion #6 That it be recommended to Council that the Coordinator of Operations prepare a report on potentially taking over the roadside mowing, including the cost and feasibility of Petrolia Line from Highway 40 to Corunna from the County of Lambton.

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 June 13, 2016 with regard to tool truck body quotes 2016 be received as information and that the low quote submitted by Wilcox Bodies Ltd. from Milton in the amount of \$25,185.60 (including net HST) for the supply and installation of an aluminum tool truck body be accepted.

CARRIED

Moved by J. Agar

Seconded by J. Degurse

Motion #8 That it be recommended to Council that the report submitted by the Coordinator of Operations dated June 14, 2016 related to Miscellaneous Concrete and Asphalt Repair be received and that the low quotation submitted by Gora Dawn Maintenance & Construction in the amount of \$65,965.46 (c/w net HST) be approved.

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 June 15, 2016 be accepted and received as information.

CARRIED

Moved by T. Kingston

Seconded by D. Randell

Motion #10 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated June 16, 2016 with regard to Lambton Line Reconstruction be received as information and that the following two recommendations be approved:

1. That surplus funds from the Stanley Line Bridge Rehabilitation in the amount of \$136,000 be allocated to the Lambton Line Reconstruction project.
2. That the tender submitted by Cope Construction Ltd. in the amount of \$555,507.84 net HST for the Lambton Line Reconstruction from Kimball Road to 300m West of Pretty Road project be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

DRAINAGE SUPERINTENDENT REPORTS:

Moved by D. Randell

Seconded by T. Kingston

Motion #11 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated June 14, 2016 be received as information and the following four recommendations be approved:

- the brushing and cleaning of the Hair Drain located along the north-east side of Plank Road between Mandaumin Road and Waterworks Road by a suitable and qualified contractor submitting the lowest quotation, as a maintenance expense to the drain.
- the brushing, cleaning and tile repairs of the Arnold Drain located along the north side of Moore Line between Ladysmith Road and Tecumseh Road by a suitable and qualified contractor submitting the lowest quotation, as a maintenance expense to the drain.
- the brushing and access culvert replacement within the Arnold Drain No. 1 on S. Pt. Lot 28, Concession 11, along the north side of Smith Line between Brigden Road and Mandaumin Road by a suitable and qualified contractor.
- the private installation of a new access culvert on the E. Pt. Lot 29, Concession 5 (former Sombra Township) within the Eaves Drain at the expense of the abutting property owner for construction costs and future maintenance.

CARRIED

Moved by D. Randell

Seconded by J. Degurse

Motion #12 That it be recommended to Council that the report submitted by the Drainage Superintendent dated June 10, 2016 related to OPG Connection to Hawkins Drain be received as information.

CARRIED

Moved by T. Kingston

Seconded by D. Randell

Motion #13 That it be recommended to Council that, prior to any decision being made to allow OPG to connect to the Hawkins Drain, the requestor presents the Environmental Compliance Approval, as well as all control and extra mitigation measures to ensure all water potentially entering the Hawkins Drain is clean of all contaminants, to Council.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #14 That it be recommended to Council that the report submitted by the Drainage Superintendent dated June 15, 2016 related to the Lamond Drain be received as information and the tender submitted by ZGC Civil Group Ltd. in the amount of \$104,673.53 (including net HST) for the Lamond Drain construction be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

Committee of the Whole
June 20, 2016

WATER/WASTE WATER SPECIALIST/ORO REPORT:

Moved by J. Agar

Seconded by T. Kingston

Motion #15 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated June 14, 2016 related to Corunna Pumping Station Chemical Dosing System be received as information and that the tender submitted by DMW Electrical Instrumentation Inc. in the amount of \$118,412.01 (with net HST) be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

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 #16 That the committee meeting hereby adjourn.

CARRIED

The meeting was adjourned at 4:30 p.m.

S. Arnold
Chairperson

J. Baranek
Secretary