

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

St. Clair Township Civic Centre
Committee Room #1
August 8, 2016
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, August 8, 2016 with the following people present:

P. Gilliland	Chairperson, Public Works and Operations
S. Arnold	Mayor
J. DeGurse	Councillor
D. Randell	“
T. Kingston	“
Staff: J. Rodey	CAO
J. Baranek	Director of Administration/Clerk
G. Lozon	Deputy Treasurer
M. Deline	Director of Public Works, Operations & Engineering
G. Hackett	Director of Community Services
Regrets:	
J. Agar	Chairperson, Finance and Administration
S. Miller	Councillor

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

St. Clair Township Civic Centre
Committee Room #1
August 8, 2016
3:00 p.m.

3:30 p.m. – Project Zero Presentation – Kathy Ash, Fire Safety Canada

1. DECLARATION OF PECUNIARY INTEREST:

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

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

4. TREASURER’S REPORTS:

A-1 – Additional information on Abandoned Cemeteries
A-2 – AMO Communications – Municipal Asset Management
A-3 – St. Clair Township Emergency Services Golf Fundraiser
A-4 – 2015 Draft Trust Audit Financial Statements
A-5 – Municipal Asset Management Planning

5. DEPUTY TREASURER’S REPORTS:

T-1 – Operations Invoices
T-2 – Accounts Payable Codes

6. 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:

In the absence of Councillor Agar, Mayor Arnold took the Chair for the Finance and Administration meeting.

DECLARATION OF PECUNIARY INTEREST:

None declared.

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 #1 That this Committee recommend to Council that General Accounts for the month of July 2016, starting with supplier 137003 to ZGC001, totaling \$1,965,283.90 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 July 31, 2016.

Moved by D. Randell

Seconded by P. Gilliland

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

CARRIED

TREASURER'S REPORTS:

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 July 27, 2016, related to additional information on abandoned cemeteries be received as information and that the inspection of all Township cemeteries be offered to the Heritage Committee as an added duty.

CARRIED

Moved by D. Randell

Seconded by P. Gilliland

Motion #4 That it be recommended to Council that report A-2 submitted by Treasurer - Charlie Quenneville dated July 29, 2016, related to the AMO Asset Management Workshop be received as information.

CARRIED

Moved by J. Degurse

Seconded by T. Kingston

Motion #5 That it be recommended to Council that report A-3 submitted by Treasurer - Charlie Quenneville related to the Emergency Services Golf Fundraiser be received as information and that a donation of \$1500 to become a Primary Sponsor and submit a foursome of golfers be approved.

CARRIED

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Moved by P. Gilliland

Seconded by D. Randell

Motion #6 That it be recommended to Council that report A-4 submitted by Treasurer - Charlie Quenneville dated July 30, 2016, related to the 2015 Draft Trust Audit Financial Statement be received and the following recommendations be approved:

1. The Mayor, CAO and Treasurer be authorized to sign the Draft Trust Financial Statements.
2. That the 2015 Draft Audit Financial Statements for St. Clair River Trail be approved and the Mayor, CAO and Treasurer be authorized to sign the Draft Financial Statements.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #7 That it be recommended to Council that report A-5 submitted by Treasurer - Charlie Quenneville dated July 28, 2016, related to Municipal Asset Management Planning requirements from the Provincial and Federal Governments be received.

CARRIED

DEPUTY TREASURER'S REPORTS:

Moved by P. Gilliland

D. Randell

Motion #8 That it be recommended to Council that the reports T1 and T2 submitted by Deputy Treasurer George Lozon dated August 3, 2016 be received as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES' REPORT:

Moved by T. Kingston

Seconded by J. Degurse

Motion #9 That it be recommended to Council that the monthly report of Director of Community Services dated August 1, 2016 be received as information.

CARRIED

Moved by T. Kingston

Seconded by J. Degurse

Motion #10 That the proposed Membership rates for the 2017 season at the Parkway Golf Course be approved.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #11 That the two rooms previously used by Operation Christmas Tree within the Emergency Services Building be reserved for their use again for the 2016 program, and that any prospective tenant not be offered the space until January 2017.

CARRIED

DEPUTY CLERK'S REPORT:

Moved by P. Gilliland

Seconded by T. Kingston

Motion #12 That it be recommended to Council that the report submitted by Deputy Clerk – Carlie McClemens with regard to a Planning/Development Summary dated July 13, 2016 be received as information.

CARRIED

FIRE CHIEF'S REPORT:

Moved by J. Degurse

Seconded by T. Kingston

Motion #13 That it be recommended to Council that the monthly report submitted by Fire Chief - Walt Anderson for the month of August 2016 be received as information.

CARRIED

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DEPUTATIONS AND APPOINTMENTS:

At the appointed time of 3:30 p.m. Mayor Arnold welcomed Brian Black, manager of Enbridge Gas Distribution, and Rick Arnel, Fire Chief of Essex County and representative of Fire Marshals Public Fire Safety Canada, to make a cheque presentation.

Enbridge funds the annual “Project Assist” program giving \$5,000 to Fire Departments where they have a presence, in assistance with Fire Safety Canada. The program is designed to provide access to better training programs and equipment to help better protect first line responders.

Enbridge is happy to award the Township of St. Clair Fire Department with a donation of \$5000 for the 2016 year.

Mayor Arnold thanked Enbridge for their continued efforts in making the Township a safer place for its residents and first line responders.

NEW BUSINESS:

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by D. Randell

Seconded by T. Kingston

Motion #14 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:00 p.m.

S. Arnold
Chairperson

J. Baranek
Secretary

Committee of the Whole
August 8, 2016

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

St. Clair Civic Centre
Committee Room #1
August 8, 2016
4:00 p.m.

4:00 p.m. – Fawn Island Parking Concerns – Darrin Barrow, President of Fawn Island Owners Association

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS' REPORT:

- Request for Exemption to Connect to the Municipal Drinking Water System

3. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

- Monthly Report
- Crossing Guard – St. Clair Boulevard
- Staffing

4. COORDINATOR OF ENGINEERING'S REPORT:

- Monthly Report

5. DRAINAGE SUPERINTENDENT'S REPORTS:

- Monthly Report
- Capital Budget – 2016 Construction of Drainage Projects

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:

At the appointed time of 4:00 p.m. Mayor Arnold welcomed Darrin Barrow, President of the Fawn Island Owners Association, to make a presentation related to the parking concerns for the island residents.

Darrin proposed a 5 year parking lease for the lands adjacent to the boat launch across from Fawn Island, with two 5-year options for renewal at an original rate of \$500 annually, increasing to \$750 for years 6-10 and, finally, to \$1000 for years 11-15. He advised that the location where island residents currently park has been outfitted with parking lines which has created some more space. Presently, the lot can accommodate approximately 30 cars.

Mr. Barrow advised that the residents of Fawn Island continue to have a good relationship with Southwestern Sales. Southwestern allows residents to use their leased land surrounding gravel piles and notifies them when a ship is expected to arrive.

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Scott Cook, the caretaker for the island, offers winter boat storage and some of the residents who use this park at their shed for the summer.

Mayor Arnold advised that the Township received a request for a barrier-free parking space for island residents who require such a space. Mr. Barrow advised that the Owners Association was not approached but, intends to discuss this at their next meeting being held on September 10, 2016.

Mayor Arnold continued by identifying the absolute need to arrive at a parking solution that satisfies not only the residents of Fawn Island but, also local homeowners and mainland users of the boat launch. Parking in the 'No Parking' areas north of the parking lot will continue to result in the issuance of parking tickets.

Mr. Barrow indicated that the Association would bring a detailed plan of the area they wish to lease, including the number of parking spaces with a minimum of 1 space being designated as a barrier free, to the Council meeting on September 19, 2016.

Mayor Arnold thanked those in attendance for their interest and encouraged them to attend the meeting on September 19, 2016 where the discussion will continue.

Deputy Mayor Gilliland resumed the Chair.

DIRECTOR OF PUBLIC WORKS' REPORTS:

Moved by S. Arnold

Seconded by T. Kingston

Motion #1 That the report submitted by Director of Public Works dated July 14, 2016 related to an exemption request for connecting to the municipal drinking water system be lifted from the table for consideration.

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 August 2, 2016 with regard to a request for Exemption to Connect to the Municipal Drinking water system be received as information.

CARRIED

Moved by D. Randell

Seconded by S. Arnold

Motion #3 That it be recommended to Council that, due to health concerns of the requestor related to chlorination of township potable water, that he be required to pay the "buy-in" in the amount of \$6,130.00 but, not pay for the laterals to be run to the property line.

CARRIED

COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

Moved by S. Arnold

Seconded by D. Randell

Motion #4 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated August 2, 2016 be received as information.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #5 That it be recommended to Council that the report submitted by the Coordinator of Operations dated August 2, 2016 with regard to a crossing guard at St. Clair Boulevard be received as information and that the crossing guard at Lyndoch and Cameron Streets be discontinued and a new crossing guard location is started on St. Clair Boulevard, 23 meters south of Dantiki Court.

CARRIED

Moved by D. Randell

Seconded by S. Arnold

Motion #6 That it be recommended to Council that the report submitted by the Coordinator of Operations dated August 2, 2016, related to the pending retirement of Tom Lane be regretfully received.

CARRIED

COORDINATOR OF ENGINEERING'S REPORTS:

Moved by D. Randell

Seconded by T. Kingston

Motion #7 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated August 3, 2016 be received as information.

CARRIED

DRAINAGE SUPERINTENDENT'S REPORTS:

Moved by S. Arnold

Seconded by J. Degurse

Motion #8 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated August 3, 2016 be received as information and the following recommendation be approved:

- the brushing and cleaning of the Capes Drain No. 2 located along the north side of Bickford Line across Lot 7, Concession 1 (former Moore Township) by a suitable and qualified contractor as a maintenance expense to the drain

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #9 That staff be directed to produce a policy and procedure for the calculation of crop damage reimbursement as the result of damage caused by maintenance to municipal drains.

CARRIED

Moved by T. Kingston

Seconded by D. Randell

Motion #10 That it be recommended to Council that the report submitted by the Drainage Superintendent dated August 3, 2016 related to the Capital Budget 2016 Construction of Drainage Works be received as information and the following recommendation be approved:

- the re-allocation of \$35,000 from the 2016 capital budget item for the Hescott- Anderson Drain to allow for the improvement of the Wray Drain (upper end), the Lane Drain and O'Leary Drain East in the 2016 construction season.

CARRIED

WATER/WASTE WATER SPECIALIST/ORO REPORTS:

Moved by T. Kingston

Seconded by J. Degurse

Motion #11 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated July 26, 2016 related to a water/sewer bill credit for 170 Templeton Crescent be received and that the request be denied.

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 #12 That the committee meeting hereby adjourn.

CARRIED

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

P. Gilliland
Chairperson

J. Baranek
Secretary