

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

St. Clair Township Civic Centre
Committee Room #1
September 19, 2016
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, September 19, 2016 with the following people present:

P. Gilliland	Chairperson, Public Works and Operations
J. Agar	Chairperson, Finance and Administration
S. Arnold	Mayor
J. DeGurse	Councillor
D. Randell	“
T. Kingston	“
S. Miller	
Staff: J. Rodey	CAO
J. Baranek	Director of Administration/Clerk
C. Quenneville	Treasurer
P. DaSilva	Coordinator of Engineering
G. Hackett	Director of Community Services
G. DePooter	Coordinator of Operations

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

St. Clair Township Civic Centre
Committee Room #1
September 19, 2016
3:00 p.m.

3:00 p.m. – Fawn Island Parking Proposal- Darrin Barrow

3:30 p.m. – Corrinne Nauta/ Chief Building Official & Kelly Bedard/Property Standards Officer
– 411 Beresford St.

1. DECLARATION OF PECUNIARY INTEREST:

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

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

4. TREASURER’S REPORTS:

A-1 – St. Clair Trust 2015 Financial Statement
A-2 – St. Clair River Trail 2015 Financial Statement
A-3 – 2015 Operating Results for General, Water and Sanitary
A-4 – 2015 Reserve and Deferred Revenue Transfers
A-5 – 2015 Year End Audit Schedules
A-6 - 2015 Draft Audit Financial Statements
A-7 – 2016 Budget Time Table

5. DEPUTY TREASURER’S REPORTS:

T-1 – Cloud Technology

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:

Mayor Arnold took the Chair for the Fawn Island Parking deputation.

At the appointed time of 3:00 p.m., Mayor Arnold welcomed Darrin Barrows of Fawn Island Owners Association to make his presentation.

Mr. Barrows advised that a parked car count undertaken on Labour Day weekend revealed that the Island had 51 cars parked at the lot and overflowing onto Southwestern Sales leased land (including public and Fawn Island residents). The lot can properly hold between 28-32 vehicles, depending on their size. The overflow lot provides between 8-15 spots at Southwestern depending on availability and the size of the aggregate pile onsite.

The Association has agreed to dedicate one handicapped parking space in the general location of the dumpster, closest to the boat launch. Further, Mr. Barrows advised that the Association is looking into the parcel to the south of the boat garages as potential overflow parking area but, those discussions are very preliminary. Mr. Barrows acknowledged the concerns of local residents along St. Clair Parkway and advised he has spoken to a number of homeowners.

Mayor Arnold advised of a potential solution but, acknowledged with limited land available in the area, even the most suitable solution will be met with challenges. If the Township was able to convince Clairview Farms to sell a portion of their farm for a parking area for Fawn Island residents, that would clear up the congestion along St. Clair Parkway. However, access to the area would become difficult as an easement would need to be obtained on the boat shed lot and some sheds would need to be removed to allow a throughway to be installed. Beyond that, it would not be a conveniently close location, specifically for elderly residents.

Mr. Barrows asked whether or not Council would consider paving the existing parking area which would alleviate the dust concern expressed by many neighbours. Mayor Arnold advised that this has been considered but, has yet to receive any traction with Council.

Mayor Arnold advised that, in his opinion, the current parking situation cannot continue. This needs to be remedied prior to the 2017 island season. The Association should continue to pursue the property south of Mr. Cook's property and determine the best location for a crosswalk to be painted on St. Clair Parkway – safety is of the utmost importance. Mayor Arnold advised he will pursue the possibility of securing land on the farm east of the dwellings on St. Clair Parkway owned by Clairview Farms.

Mayor Arnold thanked all those in attendance for coming, and asked Councillor Agar to resume the Chair for the remainder of the 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 D. Randell

Seconded by J. DeGurse

Motion #1 That this Committee recommend to Council that General Accounts for the month of August 2016, starting with supplier 876002 to YOR002, totaling \$2, 136, 6323.34 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 August 31, 2016.

Moved by T. Kingston

Seconded by S. Miller

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

CARRIED

TREASURER'S REPORTS:

Moved by S. Miller

Seconded by D. Randell

Motion #3 That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated August 26, 2016, related to the St. Clair Trust 2015 Financial Statement be received as information and:

1. That the 2015 Final Audit Trust Fund Financial Statements for St. Clair Township be received and approved and authorize the Mayor to sign.
2. That the 2015 Letter of Engagement for St. Clair Trust be received and approved and authorize the Mayor to sign on behalf of Council.
3. That the 2015 Independent and Audit finding letter for Trust Financial Statements for St. Clair Township be received.

CARRIED

Moved by D. Randell

Seconded by J. Degurse

Motion #4 That it be recommended to Council that report A-2 submitted by Treasurer - Charlie Quenneville dated August 26, 2016, related to the St. Clair River Trail 2015 Financial Statement be received as information and:

1. That the 2015 Final Audit St. Clair River Trail Financial Statements be received and approved and authorize the Mayor to sign.
2. That the 2015 Letter of Engagement for St. Clair River Trail be received and approved and authorize the Mayor to sign on behalf of Council.
3. That the 2015 Independent and Audit finding letter for St. Clair River Trail Financial Statements be received.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #5 That it be recommended to Council that report A-3 submitted by Treasurer - Charlie Quenneville dated September 7, 2016, related to the 2015 Operating Results for General, Water and Sanitary be received as information and:

1. That the 2015 operating results analysis for general fund on Exhibit A1, B1 & C1 be received and approved and \$77,169 be transferred from the Year End reserve to finance the general fund shortfall on cash basis.

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2. That 2015 water results under PSAB be received and \$1,289,789 surplus generated on cash basis be transferred to water reserves on Exhibit E line 26.
3. That 2015 Sanitary results under PSAB be received and \$749,547 deficit generated on cash basis be financed from the sanitary reserves on Exhibit F line 27.

CARRIED

Moved by D. Randell

Seconded by J. Degurse

Motion #6 That it be recommended to Council that report A-4 submitted by Treasurer - Charlie Quenneville dated September 7, 2016, related to the 2015 Reserve and Deferred Revenue Transfers be received and the following recommendations be approved:

1. That the uncompleted 2015 General capital projects from line 7 to 9 on schedule A totalling \$412,726 and drain projects totalling \$395,000 on schedule A from line 11 to 14 be transferred into reserve.
2. That the attached schedule B-1 to B4 reserve transfers for 2015 be received and approved.
3. That the attached schedule D to D2 deferred revenue transfers be received and approved.
4. That the attached schedule E1 – E2 2015 Capital Budget Listing reconciliation of budget to actual be received and approved.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #7 That it be recommended to Council that report A-5 submitted by Treasurer - Charlie Quenneville dated August 25, 2016, related to the 2015 Year End Audit Schedules be received and that the attached year end December 31, 2015 reports be received and approved.

CARRIED

Moved by J. Degurse

Seconded by P. Gilliland

Motion #8 That it be recommended to Council that report A-6 submitted by Treasurer - Charlie Quenneville dated August 30, 2016, related to the 2015 Draft Audit Financial Statements be received and:

1. That the 2015 Draft Audit Consolidated Financial Statements for St. Clair Township be received and approved and the Mayor, CAO & Treasurer be authorized to sign the Draft Financial statements.
2. That the 2015 Draft Audit Financial Statements for The Moore Township Community and Recreational Foundation be received and approved and the Mayor, CAO & Treasurer be authorized to sign the Draft Financial statements.
3. That Council receive and approve the audit finding letter dated September 5, 2016 and authorize the Mayor to sign on behalf of Council.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #9 That it be recommended to Council that report A-7 submitted by Treasurer - Charlie Quenneville dated August 12, 2016, related to the 2016 Budget Time Table be received and:

1. That the following 2017 Capital and Operating budget timetable be approved.
2. That Council consent to preliminary approval of the 2017 Capital Budget Council on a five year budget cycle.

CARRIED

DEPUTY TREASURER'S REPORTS:

Moved by P. Gilliland

Seconded by D. Randell

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Motion #10 That it be recommended to Council that the report submitted by Deputy Treasurer George Lozon dated August 3, 2016 with regard to Cloud Technology be received as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES' REPORT:

Moved by T. Kingston

Seconded by J. Degurse

Motion #11 That it be recommended to Council that the monthly report of Director of Community Services dated September 14, 2016 be received as information.

CARRIED

Moved by T. Kingston

Seconded by J. Degurse

Motion #12 That the Township campground rates for all three sites be increased by 3% for the 2017 season.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #13 That the Director of Community Services designate a trial area at the rear of the Moore Campground providing enough space for 10 vehicles to be used to store boats or as visitor parking to determine its necessity for this to become a permanent feature.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #14 That the future of the building that used to house Sue's Country Kitchen be referred to budget to determine whether or not it should be demolished.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #15 That the consideration for the renaming of Corunna Athletic Park be tabled.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #16 That the proposed paving of the parking lot at Corunna Athletic Park from Colborne Road be referred to 2017 capital budget deliberations.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #17 That the Director of Community Services be directed to proceed with the plans for a proposed community center in Port Lambton by undertaking full building and site design using the approved budget amount of \$30,000.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #18 That Community Services be authorized to pour concrete pads for the future installation of new bleachers at Port Lambton and Courtright baseball diamonds and that the purchase of bleachers for both parks be referred to capital budget deliberations in 2017.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #19 That fencing upgrades at the Wilkesport Park ball diamond be undertaken at an approximate cost of \$7000 with half being funded from the Capital fencing Fund and the other half being funded by the Wilkesport Parks Board.

CARRIED

Moved by S. Arnold

Seconded by J. Degurse

Motion #20 That the Director of Community Services be authorized to work together with the Mooretown Flags to confirm a formal agreement for arena board advertising for Rink 1 at the Moore Sports Complex.

CARRIED

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Moved by S. Arnold

Seconded by T. Kingston

Motion #21 That the wording for the proposed plaques to be placed at the new fountain at the Civic Centre as part of the Canada 150 commemorative celebration be reconsidered to include more specific wording related to St. George's Square.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #22 That the Director of Community Services be authorized to work in consultation with the Fire Chief to select the most suitable alarm system and replace the existing at the Emergency Services Building in Corunna which will be funded by the building's Operating Budget.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #23 That consideration for paving the parking lot, and upgrading the washroom area at Courtright Park be referred to 2017 Capital Budget deliberations.

CARRIED

Moved by D. Randell

Seconded by J. Degurse

Motion #24 That the Director of Community Services be authorized to replace the roof of the washroom building at the Moore Campground to be funded from the campground operating budget at an approximate cost of \$12,000.

CARRIED

DEPUTY CLERK'S REPORT:

Moved by P. Gilliland

Seconded by T. Kingston

Motion #25 That it be recommended to Council that the report submitted by Deputy Clerk – Carlie McClemens with regard to a Planning/Development Summary dated September 15, 2016 be received as information.

CARRIED

FIRE CHIEF'S REPORT:

Moved by S. Miller

Seconded by J. Degurse

Motion #26 That it be recommended to Council that the monthly report submitted by Fire Chief - Walt Anderson for the month of September 2016 be received as information.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #27 That two firefighters be authorized to travel to Texas for industrial firefighting in November with expenses paid by Nova Chemicals.

CARRIED

Mayor Arnold advised Fire Chief Anderson he would like to see some revisions to the social media policy prior to its consideration by the Committee.

DEPUTATIONS AND APPOINTMENTS:

At the appointed time of 3:30 p.m. Mayor Arnold welcomed Corrinne Nauta - Chief Building Official and Kelly Bedard - Property Standards Officer to make their presentation related to the expectations for demolition of a dwelling at 411 Beresford Street, Corunna.

Kelly Bedard advised that she received three quotes for the demolition with the lowest one being from Budget Environmental. The quotes received were based on reports from structural and slope engineers.

The process will be to remove the dwelling as much by hand as possible to avoid heavy equipment being used on the sensitive slope. The foundation walls will be removed and fill will be brought to site to ensure the finished grade mirrors the pre-development grade as much as possible. Kelly advised she has been in consultation with the St. Clair Region Conservation Authority and they are in favour of the proposed work for the demolition.

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Deputy Mayor Gilliland noted that the owner has brought a trailer onsite in the front lawn that may impede demolition. Kelly advised that they would tow it, if needed and bring it back to site once all work is completed. Councillor Degurse expressed concern with hours of work to be permitted, and Kelly assured Council that she would require normal working hours between 08:00 a.m. to 6:00 p.m.

Chairperson Agar thanked Kelly and Corrine for their reports and attendance.

NEW BUSINESS:

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by D. Randell

Seconded by T. Kingston

Motion #28 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:45 p.m.

J. Agar
Chairperson

J. Baranek
Secretary

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

St. Clair Civic Centre
Committee Room #1
September 19, 2016
4:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS' REPORT:

3. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

- Monthly Report
- Storm Sewer Connection

4. COORDINATOR OF ENGINEERING'S REPORT:

- Monthly Report
- Ontario Community Infrastructure Fund (OCIF) – Top-up Funding
- 1466 St. Clair Parkway – Ernie Roberts

5. DRAINAGE SUPERINTENDENT'S REPORTS:

- Monthly Report
- Crop Damage Compensation – Spraying of Meyers Drain

6. WATER/WASTE WATER SPECIALIST/ORO REPORT:

- Pump Station Flygt Panel Upgrades
- Corunna Pump Station FOG (Fats, Oil and Grease) Management Proposal
- Brigden Water Tower Worker Safety and Facility Repairs

7. NEW BUSINESS:

8. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

DIRECTOR OF PUBLIC WORKS' REPORTS:

COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

Moved by S. Arnold

Seconded by J. Degurse

Motion #1 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated September 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 Coordinator of Operations dated September 14, 2016 with regard to a Storm Sewer Connection be received and that the request for a storm sewer connection to 4370 St. Clair Parkway is approved resulting in a 25 meter storm lateral being constructed on the alley between John Street and Lambton Line.

CARRIED

COORDINATOR OF ENGINEERING'S REPORTS:

Moved by J. Agar

Seconded by S. Miller

Motion #3 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated September 14, 2016 be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #4 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated September 14, 2016 with regard to the Ontario Community Infrastructure Fund (OCIF) – Top-up Funding be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #5 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated September 14, 2016 with regard to 1466 St. Clair Parkway – Ernie Roberts be received as information and that any action be tabled until the next meeting to allow more time for review.

CARRIED

DRAINAGE SUPERINTENDENT'S REPORTS:

Moved by D. Randell

Seconded by T. Kingston

Motion #6 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated September 12, 2016 be received as information and the following recommendations be approved:

1. The maintenance of the Moore Street Drain (Port Lambton) as a “storm sewer” by a suitable and qualified contractor, at an estimated cost of \$7,000 to be paid from Storm Drainage Operation Budget.
2. The maintenance of the Petitt Drain located along the east side of Kimball Road between Petrolia Line and Rokeby Line by a suitable and qualified contractor as a maintenance expense to the drain.
3. The maintenance of the access culvert located at No. 238 Courtright Line within the Baxter Drain by a suitable and qualified contractor as a maintenance expense to the drain.
4. The maintenance of the Kerwin Drain located along the north side of Pointe Line between Highway No. 40 and Buckingham Road by a suitable and qualified contractor as a maintenance expense to the drain.
5. The maintenance of the Arnold Drain located along the north side of Moore Line between Ladysmith Line and Tecumseh Road by a suitable and qualified contractor as a maintenance expense to the drain.

CARRIED

Moved by S. Arnold

Seconded by J. Degurse

Motion #7 That it be recommended to Council that the report submitted by the Drainage Superintendent dated September 14, 2016 related Crop Damage Compensation – Spraying of Meyers Drain be received as information and that the policy for damaged crop compensation be tabled to clarify when the policy would be implemented, how the value will be determined, and the acreages that were affected.

CARRIED

WATER/WASTE WATER SPECIALIST/ORO REPORTS:

Moved by T. Kingston

Seconded by J. Degurse

Motion #8 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated September 14, 2016 related to the Pump Station Flygt Panel Upgrades be received and that for economic reasons the Township Procurement Policy be waived and Xylem provide Pump Station Flygt Panel upgrades within the \$60,000 budgeted amount.

CARRIED

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Moved by S. Arnold

Seconded by D. Randell

Motion #9 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated September 14, 2016 related to the Corunna Pump Station FOG (Fats, Oil and Grease) Management Proposal be received and the proposal submitted by CH2MHill for the investigation of the FOG Management Strategies in the amount of \$10,613.57 (with net HST) be accepted.

CARRIED

Moved by T. Kingston

Seconded by J. Degurse

Motion #10 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated September 14, 2016 related to the Brigden Water Tower Worker Safety and Facility Repairs be tabled and the author of the report be asked to attend the next meeting to clarify the report.

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 #11 That the committee meeting hereby adjourn.

CARRIED

The meeting was adjourned at 5:20 p.m.

P. Gilliland
Chairperson

J. Baranek
Secretary