

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

St. Clair Township Civic Centre  
Committee Room #1  
October 17, 2016  
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, October 17, 2016 with the following people present:

J. Agar	Chairperson, Finance and Administration
P. Gilliland	Chairperson, Public Works and Operations
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
L. Kennedy	Director of Community Services

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

St. Clair Township Civic Centre  
Committee Room #1  
October 17, 2016  
3:00 p.m.

**1. DECLARATION OF PECUNIARY INTEREST:**

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

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

**4. TREASURER’S REPORTS:**

A-1 – Question Pertaining to Accounts Payable Invoices & Reports  
A-2 – Parkway reserve  
A-3 – Final Cost and Financing of Fire Vehicles and Station Additions  
A-4 – Water Service Line Repair Coverage  
A-5 – AMO Policy Update – Arbitrated Settlement with the OPPA

**5. DIRECTOR OF COMMUNITY SERVICES’ REPORT:**

- Monthly Report

**6. DEPUTY CLERK’S REPORT:**

- Information Only: Planning/Development Summary

**7. FIRE CHIEF’S REPORT:**

- Monthly Report

**8. NEW BUSINESS:**

**9. ADJOURNMENT:**

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**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 September 2016, starting with supplier 137003 to ZGC001, totaling \$7,578,162.44 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 September 30, 2016.

Moved by S. Miller

Seconded by P. Gilliland

**Motion #2** That it be recommended to Council that the Statement of Financial Position for period ending September 30, 2016 be received and approved.

**CARRIED**

**TREASURER'S REPORTS:**

Moved by J. Degurse

Seconded by P. Gilliland

**Motion #3** That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated January 7, 2015, related to a Question Pertaining to Accounts Payable Invoices & Reports be received as information.

**CARRIED**

Moved by S. Miller

Seconded by P. Gilliland

**Motion #4** That it be recommended to Council that report A-2 submitted by Treasurer - Charlie Quenneville dated October 4, 2016, related to Parkway reserve be tabled to allow staff to produce a clarification report with new information.

**TABLED**

Moved by J. Degurse

Seconded by D. Randell

**Motion #5** That it be recommended to Council that report A-3 submitted by Treasurer - Charlie Quenneville dated October 4, 2016, related to the Final Cost and Financing of Fire Vehicles and Station Additions be received as information and the following two recommendations be approved:

1. That the final cost on Exhibit A for the 2015 budgeted Fire vehicles and station additions be received and approved; and,
2. That Council approves the financing \$65,877 from the fire development charges and that they finance an additional \$124,791 from the fire life cycle reserve per Exhibit A.

**CARRIED**

Moved by P. Gilliland

Seconded by S. Arnold

**Motion #6** That it be recommended to Council that report A-4 submitted by Treasurer - Charlie Quenneville dated October 4, 2016, related to the Water Service Line Repair Coverage be defeated.

**DEFEATED**

Committee of the Whole  
October 17, 2016

Moved by S. Arnold

Seconded by D. Randell

**Motion #7** That a letter not be circulated for service insurance coverage options until both the water line and the sewer lines are covered.

**CARRIED**

Moved by T. Kingston

Seconded by J. Degurse

**Motion #8** That it be recommended to Council that report A-5 submitted by Treasurer - Charlie Quenneville dated October 4, 2016, related to the AMO Policy Update – Arbitrated Settlement with the OPPA 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 October 12, 2016 be received as information.

**CARRIED**

Moved by P. Gilliland

Seconded by D. Randell

**Motion #10** That the north diamond at McDonald Park in Port Lambton be restricted to use by tyke, t-ball and mosquito teams, with peewee and older baseball being prohibited; and that the park Board be encouraged to investigate purchasing property to the east to potentially relocate the north diamond and allocate more parking.

**CARRIED**

Moved by T. Kingston

Seconded by D. Randell

**Motion #11** That the Director of Community Services be directed to convene a committee to design historical content and presentation for the St. George's Square 150<sup>th</sup> Sesquicentennial Fountain at the Civic Centre in Mooretown.

**CARRIED**

Moved by S. Arnold

Seconded by P. Gilliland

**Motion #12** That it be recommended to Council that proposed upgrades to the old playground equipment at Brander Park in the amount of \$21,074.00 with costs being covered by the Splash Pad Committee outside of HST in the amount of \$371 to be covered by the Township be tabled until samples of the proposed wood fiber surfacing are brought in for consideration and other suitable products are considered.

**TABLED**

**DEPUTY CLERK'S REPORT:**

Moved by S. Arnold

Seconded by D. Randell

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

**CARRIED**

**FIRE CHIEF'S REPORT:**

Moved by J. Degurse

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 October 2016 be received as information.

**CARRIED**

Moved by J. Degurse

Seconded by T. Kingston

**Motion #15** That it be recommended to Council that the Social Media Policy for the Township of St. Clair Fire Departments be approved.

**CARRIED**

Moved by S. Arnold

Seconded by J. Degurse

**Motion #16** That Council for the Township of St. Clair approve the Fire Department to retain one Lambton College Student as an auxiliary firefighter and that they be trained as a proper firefighter.

**CARRIED**

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Moved by S. Arnold

Seconded by D. Randell

**Motion #17** That it be recommended to Council that the Fire Department be authorized to continue using Office 365 and the Outlook operating systems.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #18** That it be recommended to Council that staff be directed to produce a report quantifying the costs of the current operating systems and comparing them to alternative operating systems including Cloud 365 and Outlook.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #19** That it be recommended to Council that the Legion be approached to see if they would consider becoming an official emergency shelter for local residents if the Township provides a generator.

**CARRIED**

**NEW BUSINESS:**

**ADJOURNMENT:**

Seeing no further business, it was thereby:

Moved by D. Randell

Seconded by S. Miller

**Motion #20** 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

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

St. Clair Civic Centre  
Committee Room #1  
October 17, 2016  
4:00 p.m.

**1. DECLARATION OF PECUNIARY INTEREST:**

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

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

- Monthly Report
- Surplus Equipment
- Crossing Guard Compensation Rate
- Janitor Service Compensation Rate for Public Works Operations Centres
- Municipal Dock Use Agreement
- Sombra Lagoon Bio-Solids Project

**4. COORDINATOR OF ENGINEERING'S REPORT:**

- Monthly Report
- Clean Water and Wastewater Fund (CWWF) – Eligible Projects
- Canada 150 Grant – Project Extension

**5. DRAINAGE SUPERINTENDENT'S REPORTS:**

- Monthly Report
- Foundation Damage at House No.2376 Brigden Road
- Crop Damage Compensation – Spraying of Meyers Drain

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

- Save ON Energy – New Blower at the Courtright WWTP
- CF Industries DRAFT Sewer Use Agreement
- Brigden Water Tower Worker Safety and Facility Repairs

**7. NEW BUSINESS:**

**8. ADJOURNMENT:**

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**DECLARATION OF PECUNIARY INTEREST:**

None declared.

**DEPUTATIONS AND APPOINTMENTS:**

**DIRECTOR OF PUBLIC WORKS' REPORTS:**

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

Moved by S. Arnold

Seconded by D. Randell

**Motion #1** That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated October 12, 2016 be received as information.

**CARRIED**

Committee of the Whole  
October 17, 2016

Moved by S. Arnold

Seconded by J. Agar

**Motion #2** That it be recommended to Council that staff be directed to determine ownership of the short rail line in the southern part of the municipality and a letter of objection be sent if the owner is determined to be any adjacent municipality.

**CARRIED**

Moved by S. Arnold

Seconded by J. Degurse

**Motion #3** That the crossing guard position for Sir John Moore School in Corunna be offered to Merv Stubbs with starting date being as soon as possible.

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #4** That the Derek Drouin banner be left in place over Lyndoch Street until November 1, when it can be replaced and offered to the Drouin family.

**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 October 12, 2016 with regard to Surplus Equipment be received and that a cube van, a pick-up truck and a Tandem Axle Dump Truck are sold as-is as surplus equipment.

**CARRIED**

Moved by T. Kingston

Seconded by J. Degurse

**Motion #6** That it be recommended to Council that the report submitted by the Coordinator of Operations dated October 12, 2016 with regard to Crossing Guard Compensation Rate be received and that the rate of pay for Crossing Guards in St. Clair Township be increased \$0.80 per day from \$28.95 to \$29.75.

**CARRIED**

Moved by S. Miller

Seconded by T. Kingston

**Motion #7** That it be recommended to Council that the report submitted by the Coordinator of Operations dated October 12, 2016 with regard to Janitor Service Compensation Rate for Public Works Operations Centres be received and the rate of pay for the Janitor Services at the Wilkesport and Moore Operations Centers be increased \$0.40 from \$14.21 per hour to \$14.61.

**CARRIED**

Moved by D. Randell

Seconded by J. Degurse

**Motion #8** That it be recommended to Council that the report submitted by the Coordinator of Operations dated October 12, 2016 with regard to Municipal Dock Use Agreement be received and that staff be directed to negotiate a new Dock Rental Agreement with Southwestern Sales for the rental of the Township owned stone dock south of Sombra with a minimum annual dock rental rate of \$28,500 and/or \$0.55 per ton fee for stone storage, for the period of October 1, 2016 to September 30, 2017.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #9** That it be recommended to Council that the report submitted by the Coordinator of Operations dated October 12, 2016 with regard to Sombra Lagoon Bio-Solids Project be received as information.

**CARRIED**

#### **COORDINATOR OF ENGINEERING'S REPORTS:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #10** That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated October 12, 2016 be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #11** That it be recommended to Council that the report submitted by the Coordinator of Engineering dated October 12, 2016 with regard to the Clean Water and Wastewater Fund (CWWF) – Eligible Projects be received as information and that Council supports the application for the Clean Water and Waste Water Fund (CWWF) for the project list provided in Table 1 of the report.

**CARRIED**

Committee of the Whole  
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Moved by J. Agar

Seconded by S. Arnold

**Motion #12** That it be recommended to Council that the report submitted by the Coordinator of Engineering dated October 12, 2016 with regard to Canada 150 Grant – Project Extension be received as information and that an additional \$25,000 be allocated to the construction of the trail from the Civic Centre to St. Clair Parkway to be financed from the Environment and Education Fund.

**CARRIED**

**DRAINAGE SUPERINTENDENT'S REPORTS:**

Moved by S. Arnold

Seconded by D. Randell

**Motion #13** That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated October 11, 2016 be received as information and the following recommendations be approved:

1. The replacement of the access culvert located at No. 2632 McCallum Line, within the Fader Drain by a suitable and qualified contractor, as a maintenance expense to the drain.
2. The replacement of the access culverts located at No. 2838 and No. 2926 McCallum Line, within the McCallum Drain by a suitable and qualified contractor, as a maintenance expense to the drain.
3. The private installation of a new access culvert on the NE Pt Lot 6, Concession 14 (former Sombra Township) within the Forbes Drain at the expense of the abutting property owner for construction costs and future maintenance.

**CARRIED**

Moved by T. Kingston

Seconded by D. Randell

**Motion #14** That it be recommended to Council that the report submitted by the Drainage Superintendent dated October 11, 2016 related to Foundation Damage at House No. 2376 Brigden Road be received as information.

**CARRIED**

Moved by T. Kingston

Seconded by D. Randell

**Motion #15** That it be recommended to Council that the report submitted by the Drainage Superintendent dated September 16, 2016 related Crop Damage Compensation – Spraying of Meyers Drain be received as information and the attached policy for Crop Damage Compensation be approved for use when damage of crops occurs from spraying municipal drains.

**CARRIED**

**WATER/WASTE WATER SPECIALIST/ORO REPORTS:**

Moved by J. Degurse

Seconded by J. Agar

**Motion #16** That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated October 11, 2016 related to the Save ON Energy – New Blower at the Courtright WWTP be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #17** That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated October 11, 2016 related to the CF Industries DRAFT Sewer Use Agreement be TABLED for clarification on termination periods.

**TABLED**

Moved by J. Degurse

Seconded by J. Agar

**Motion #18** That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated October 11, 2016 related to the Brigden Water Tower Worker Safety and Facility Repairs be received as information.

**CARRIED**

**NEW BUSINESS:**

Moved by S. Arnold

Seconded by S. Miller

**Motion #19** That staff be directed to investigate transport parking in the paved shoulder along Baby Road in Wilkesport and contact the driver to ensure this practice is terminated.

**CARRIED**

Committee of the Whole  
October 17, 2016

**ADJOURNMENT:**

Seeing as there was no further business for the committee to discuss, it was:

Moved by S. Miller

Seconded by D. Randell

**Motion #20** That the committee meeting hereby adjourn.

**CARRIED**

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

P. Gilliland  
Chairperson

J. Baranek  
Secretary