

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

St. Clair Township Civic Centre
Committee Room #1
November 21, 2016
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, November 21, 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
L. Kennedy	Director of Community Services

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

St. Clair Township Civic Centre
Committee Room #1
November 21, 2016
3:00 p.m.

3:00 p.m. – Jeff Olsen - Warranty Service Line Repair Coverage

3:30 p.m. - Heritage St. Clair – Project Proposals

1. DECLARATION OF PECUNIARY INTEREST:

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

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

4. TREASURER’S REPORTS:

- A-1 – MPAC 2016 Assessment Update – Notices for Farm & Business Properties
- A-2 – Provincial 2016 Fall Economic Statement Highlights
- A-3 – Question pertaining to Accounts Payable Invoices & Reports
- A-4 – Parkway Reserve
- A-5 – Water Service Line Repair Coverage
- A-6 – AMP for Facilities and Improved Assets
- A-7 – 2017 Ontario Municipal Partnership Fund (OMPF)
- A-8 – Update to the 2016 Capital Budget projected till December 31, 2016

5. DEPUTY TREASURER/COORDINATOR OF ACCOUNTING:

- Technology Report

6. DIRECTOR OF COMMUNITY SERVICES’ REPORT:

- Monthly Report

7. CLERK'S REPORTS:

- Rate Increase – By-law Enforcement Officer
- Sign Request – Family Physicians

8. FIRE CHIEF'S REPORT:

- Monthly Report

9. NEW BUSINESS:

10. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

DEPUTATIONS:

Heritage St. Clair – Hamlet Recognition and Storyboards in Courtright Park

At the appointed time of 3:00 p.m. Chairperson Agar welcomed Dave Pattenden to present two new proposals from the Heritage St. Clair Committee.

The first proposal was to order commemorative signs for 29 existing and former hamlets that helped form the Township of St. Clair as it exists today. The Committee proposed installing 6 signs per year for 5 years. The proposed signs were 36 x 8 inches and would be mounted on one or two 4 x 4 posts. The Committee proposed to incorporate an interactive map on the Township website that would provide information for each of the hamlets to be identified. Also, they proposed to look into smart phone scanner codes for the signs.

Mayor Arnold supported the project and asked the Committee to consider larger signs that would be more identifiable. Mr. Pattenden agreed to look into them but, reminded all that the project would be constrained by funding.

Moved by P. Gilliland

Seconded by S. Miller

Motion #1 That the Heritage St. Clair Committee be approved in principle to proceed with the Hamlet Sign Recognition Project subject to consideration being given to larger demarcation signs.

CARRIED

The second proposal was to install a sign board in Courtright Park next to the plaque recognizing the achievements of Stewart James. The sign would explain how some of the magic tricks he used to perform are done and would have some interesting stories about his life achievements. For this proposal, the Sleight Family offered to donate 100% of all funds.

Moved by D. Randell

Seconded by J. DeGurse

Motion #2 That the Heritage St. Clair Committee be authorized to design and install a storyboard in Courtright Park to complement the plaque for Stewart James to the satisfaction of the Director of Community Services.

CARRIED

Jeff Olsen – Warranty Service Line Repair Coverage

At the appointed time of 3:30 p.m., Chairperson Agar welcomed Jeff Olsen, General Manager of Service Line Warranties of Canada to make his presentation.

Council had concerns about the initial promotion being related to the water line and the overall phasing of the program's unveiling. Mr. Olsen advised that this is typical across Ontario where individual programs are promoted separately at strategic times throughout the year: water lines before winter, sewer lines in the spring and in-house plumbing in the summer months.

Committee of the Whole
November 21, 2016

Mayor Arnold advised that Council considered the program due to issues with sewer lines within the Township and that this program should be the first one offered.

Jeff advised that the program's rollout was at the municipality's discretion. Initially, the program typically picks up 12% of the expected 45% who read the offer. People who register for the program can opt out at any time as there is no contract required.

Moved by D. Randell

Seconded by S. Miller

Motion #3 That the sewer protection program offered by the Service Line Warranty of Canada Program be promoted in the spring of 2017 followed by the water line in the fall of 2017.

CARRIED

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 #4 That this Committee recommend to Council that General Accounts for the month of October 2016, starting with supplier 137003 to ZGC001, totaling \$1,573,339.83 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 October 31, 2016.

Moved by D. Randell

Seconded by P. Gilliland

Motion #5 That it be recommended to Council that the Statement of Financial Position for period ending October 31, 2016 be received and approved.

CARRIED

TREASURER'S REPORTS:

Moved by D. Randell

Seconded by T. Kingston

Motion #6 That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated October 17, 2016, related to a 2016 MPAC Assessment Update – Farm and Business Properties be received as information.

CARRIED

Moved by J. DeGurse

Seconded by P. Gilliland

Motion #7 That it be recommended to Council that report A-2 submitted by Treasurer - Charlie Quenneville dated November 14, 2016, related to Provincial 2016 Fall Economic Statement Highlights be received as information.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #8 That it be recommended to Council that report A-3 submitted by Treasurer - Charlie Quenneville dated October 24, 2016, related to a Question Pertaining to Accounts Payable Invoices & Reports be received as information.

CARRIED

Moved by J. DeGurse

Seconded by P. Gilliland

Motion #9 That it be recommended to Council that report A-4 submitted by Treasurer - Charlie Quenneville dated October 4, 2016, related to Parkway reserve be received as information.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #10 That it be recommended to Council that report A-5 submitted by Treasurer - Charlie Quenneville dated November 15, 2016, related to the Service Line Warranty of Canada be received as information.

CARRIED

Committee of the Whole
November 21, 2016

Moved by S. Arnold

Seconded by P. Gilliland

Motion #11 That it be recommended to Council that report A-6 submitted by Treasurer - Charlie Quenneville dated November 15, 2016, related to AMP for Facilities and Improved Assets be received as information.

CARRIED

Moved by J. DeGurse

Seconded by D. Randell

Motion #12 That it be recommended to Council that report A-7 submitted by Treasurer - Charlie Quenneville dated November 16, 2016, related to the 2017 Ontario Municipal Partnership Fund (OMPF) be received as information.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #13 That it be recommended to Council that report A-8 submitted by Treasurer Charlie Quenneville dated November 16, 2016 related to an update to the 2016 Capital Budget Projected through December 31, 2016 be tabled for clarification on specific items.

TABLED

DEPUTY TREASURER/COORDINATOR OF ACCOUNTING:

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #14 That it be recommended to Council that the report submitted by Deputy Treasurer – George Lozon dated November 1, 2016, related to Software Program Technology be received as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES' REPORT:

Moved by J. DeGurse

Seconded by T. Kingston

Motion #15 That it be recommended to Council that the monthly report of Director of Community Services dated November 16, 2016 be received as information.

CARRIED

Moved by T. Kingston

Seconded by J. DeGurse

Motion #16 That the north diamond at VanDamme Park be permitted for use during the baseball tournament held in conjunction with Gala Days for 2017.

CARRIED

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #17 That the clubhouse roof at the Parkway Golf Course be replaced with asphalt shingles in the approximate amount of \$30,000 to be funded from the Golf Course reserve.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #18 That the flooring within the office area at the Moore Sports Complex be replaced with tile in the approximate amount of \$10,000 to be funded by the Complex Reserve.

CARRIED

CLERK'S REPORTS:

Moved by D. Randell

Seconded by P. Gilliland

Motion #19 That it be recommended to Council that the report submitted by the Clerk – Jeff Baranek dated November 14, 2016 with regard to Rate Increase for the By-law Enforcement Officer be received as information and that the rate of pay for the By-law Enforcement Officer be increased by \$0.40 to reflect the increase in the OPSEU Local 123 collective bargaining agreement, retroactive to October 1, 2016.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #20 That it be recommended to Council that the report submitted by Clerk - Jeff Baranek dated November 14, 2016 related to proposed sign locations for the Family Physician Team be received as information and that signs be permitted in all four proposed areas for a period of two months.

CARRIED

Committee of the Whole
November 21, 2016

Moved by S. Arnold

Seconded by P. Gilliland

Motion #21 That staff be directed to produce a draft sign by-law for the consideration of Council.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #22 That staff be directed to obtain quotes to install concrete bollards to delineate the north property line of Lafarge property for the gravel dock in Courtright that would prevent truck access.

CARRIED

FIRE CHIEF'S REPORT:

Moved by T. Kingston

Seconded by P. Gilliland

Motion #23 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 S. Arnold

Seconded by D. Randell

Motion #24 That approval of the Fire Department Social Media Policy be tabled to make minor editing changes.

TABLED

Moved by S. Arnold

Seconded by T. Kingston

Motion #25 That staff confirm if they were contacted related to a burn permit for Regan Park and be directed to remove the pile of brush within the park.

CARRIED

DEPUTY CLERK/COORDINATOR OF PLANNING REPORT:

Moved by D. Randell

Seconded by J. DeGurse

Motion #26 That the monthly report submitted by Coordinator of Planning Caroline DeSchutter dated November 21, 2016 be received as information.

CARRIED

NEW BUSINESS:

Mayor Arnold advised he would like to see a summary of the decisions made at monthly Committee of Adjustment meetings and that he would like a report on the remuneration for the Noise By-law Officer for 2016.

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by D. Randell

Seconded by T. Kingston

Motion #27 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:15 p.m.

S. Arnold
Chairperson

J. Baranek
Secretary

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

St. Clair Civic Centre
Committee Room #1
November 21, 2016
4:00 p.m.

Scott Barnes – New Hire - Operations Staff

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS' REPORT:

3. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

- Monthly Report
- Lambton County – Winter/Maintenance Agreement
- Sombra Lagoon Bio-Solids Project

4. COORDINATOR OF ENGINEERING'S REPORTS:

- Monthly Report
- Baby Road Slope Instability – Project Update

5. DRAINAGE SUPERINTENDENT'S REPORT:

- Monthly Report

6. WATER/WASTE WATER SPECIALIST/ORO REPORT:

- CF Industries Sewer Use Agreement

7. NEW BUSINESS:

8. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

DEPUTATIONS AND APPOINTMENTS:

DIRECTOR OF PUBLIC WORKS' REPORTS:

COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

Moved by J. Agar

Seconded by J. DeGurse

Motion #1 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations dated November 15, 2016 be received as information.

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #2 That it be recommended to Council that the report submitted by the Coordinator of Operations dated November 16, 2016 with regard to Lambton County Winter Maintenance Agreement be received and that the 2016-2017 Agreement be approved and signed by the Mayor and Clerk.

CARRIED

Committee of the Whole
November 21, 2016

Moved by S. Miller

Seconded by S. Arnold

Motion #3 That it be recommended to Council that the report submitted by the Coordinator of Operations dated November 16, 2016 with regard to the Sombra Lagoon Bio-Solids Project be received as information.

CARRIED

COORDINATOR OF ENGINEERING'S REPORTS:

Moved by S. Arnold

Seconded by J. Agar

Motion #4 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated November 16, 2016 be received as information.

CARRIED

Moved by J. DeGurse

Seconded by D. Randell

Motion #5 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated November 16, 2016 with regard to Baby Road Slope Instability – Project Update be received as information.

CARRIED

DRAINAGE SUPERINTENDENT'S REPORTS:

Moved by T. Kingston

Seconded by D. Randell

Motion #6 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated November 15, 2016 be received as information and that the following recommendations be approved:

1. The brushing and cleaning of the affected portion of the Browning Drain South located along the west side of Highway No. 40 by a suitable and qualified contractor, as a maintenance expense to the drain.
2. The replacement of the access culvert located at No. 954 Pointe Line, within the West Branch of the Buckingham Drain by a suitable and qualified contractor, as a maintenance expense to the drain.
3. The replacement of the access culvert located at No. 606 Lambton Line, within the Marwood Drain by a suitable and qualified contractor, as a maintenance expense to the drain.
4. The private extension of the access culvert located at No. 2564 Courtright Line within the Duncan Drain at the expense of the abutting property owner for construction costs and future maintenance.
5. The private installation of a new access culvert on the SW Pt Lot 30, Concession 8 (former Sombra Township) within the Bennett Drain at the expense of Union Gas for construction costs and at the expense of the Bennett Drain for future maintenance.

CARRIED

WATER/WASTE WATER SPECIALIST/ORO REPORTS:

Moved by J. DeGurse

Seconded by S. Miller

Motion #7 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated November 16, 2016 related to the CF Industries Sewer Use Agreement be received and that the Draft Agreement be submitted to CF Industries for their signature and that the Mayor and Clerk be authorized to sign on behalf of the municipality.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #8 That the CF Industries Sewer Use Agreement not be endorsed by the Municipality until a shut-off valve be installed equipping the Township with the ability to terminate access to the sewer system should the terms of the agreement be violated.

CARRIED

NEW BUSINESS:

CAO - John Rodey advised the Committee that Dave Neely has accepted the position of Coordinator of Water/Wastewater and that Chris Westbrook has accepted the position of Coordinator of Roads/Works.

Committee of the Whole
November 21, 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 #9 That the committee meeting hereby adjourn.

CARRIED

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

P. Gilliland
Chairperson

J. Baranek
Secretary