

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

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

The meeting of the Committee of the Whole was held Monday, December 19, 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	“
Staff: J. Rodey	CAO
J. Baranek	Director of Administration/Clerk
C. Quenneville	Treasurer
B. Black	Director of Public Works, Operations & Engineering
L. Kennedy	Director of Community Services
W. Anderson	Fire Chief
Regrets:	
S. Miller	Councillor

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

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

3:00 p.m. – Lyle LaLonge – Sovereign’s Medal for Volunteers Award
3:05 p.m. – In-Camera – Section 239 (2) (e) Assessment for former LGS Lands

1. DECLARATION OF PECUNIARY INTEREST:

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

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

4. TREASURER’S REPORTS:

A-1 – Using of Water Reserves
A-2 – Financial on the 2016 Emergency Golf Tournament
A-3 – Update to the 2016 Capital Budget projected till December 31, 2016
A-4 – Question pertaining to Accounts Payable Invoices & Reports

5. DEPUTY TREASURER’S REPORTS:

T-1 - Proposed Email System Changes
T-2 - Municipal Performance Measurement Program (MPMP) – 2015 Results

6. DIRECTOR OF COMMUNITY SERVICES’ REPORT:

- Monthly Report

7. CLERK'S REPORTS:

- Cost Analysis for Bylaw Enforcement Activity 2016
- iCompass Technologies Software

8. DEPUTY CLERK'S REPORT:

- Information Only: Planning/Development Summary

9. FIRE CHIEF'S REPORT:

- Monthly Report

10. NEW BUSINESS:

11. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

DEPUTATIONS AND APPOINTMENTS:

At the appointed time of 3:00 p.m. Chairperson Agar welcomed Lyle LaLonge and the Director of the Inn of the Good Shepherd, Myles Vanni, to come forward.

Myles provided an introduction by describing all of the contributions that Lyle has made throughout his years as a volunteer at the Inn and thanked him for his continued service. Lyle tirelessly volunteers his time at the Inn of the Good Shepherd and acts as a mentor to many groups preparing meals for the less fortunate. There is no volunteer more deserving of this award.

The Sovereign's Medal for Volunteers Award was presented to Lyle by Mayor Arnold on behalf of the Attorney General of Canada. Lyle gracefully accepted the award but, noted it was on behalf of all of his peers who volunteer along with him.

IN CAMERA:

Moved by P. Gilliland

Seconded by S. Arnold

Motion #1 That the meeting enter an in-camera session under Section 239(2) (e) to discuss potential settlement for the OPG assessment appeal.

CARRIED

Chairperson Agar declared the meeting back into open session and asked if any motions were forthcoming.

Moved by J. Agar

Seconded by S. Arnold

Motion #2 That it be recommended to Council to approve the Offer of Settlement between Ontario Power Generation Inc., Municipal Property Assessment Corporation and the Township of St. Clair for the assessment appeal for the years 2013 – 2016 and for 2017 – 2020 and that the Mayor and Treasurer be authorized to sign the agreement; and that the Treasurer be authorized to transfer \$259,488.89 from the OPG Reserve to cover the 2013 – 2016 Property Tax Appeal Settlement.

CARRIED

GENERAL ACCOUNTS:

The Committee reviewed the list of General Accounts and, after brief clarifications, it was:

Moved by J. DeGurse

Seconded by P. Gilliland

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Motion #3 That this Committee recommend to Council that General Accounts for the month of November 2016, starting with supplier 191001 to ZIM002, totaling \$2,115,009.69 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 November 30, 2016.

Moved by T. Kingston

Seconded by J. DeGurse

Motion #4 That it be recommended to Council that the Statement of Financial Position for period ending November 30, 2016 be received and approved.

CARRIED

TREASURER'S REPORTS:

Moved by J. DeGurse

Seconded by T. Kingston

Motion #5 That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated December 12, 2016 related to Using of Water Reserves be received as information.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #6 That it be recommended to Council that staff be directed to obtain written authorization from the Ministry of Municipal Affairs and Housing to use the water reserve for sanitary and other similar, capital projects.

CARRIED

Moved by P. Gilliland

Seconded by S. Arnold

Motion #7 That it be recommended to Council that report A-2 submitted by Treasurer - Charlie Quenneville dated November 30, 2016 related to the Financial Analysis on the 2016 Emergency Golf Tournament be received as information and that the surplus \$20,611.37 be transferred to Emergency Services Reserve.

CARRIED

Moved by J. DeGurse

Seconded by T. Kingston

Motion #8 That it be recommended to Council that report A-3 submitted by Treasurer - Charlie Quenneville dated November 22, 2016 related to an Update to the 2016 Capital Budget projected till December 31, 2016 be received as information.

CARRIED

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #9 That it be recommended to Council that report A-4 submitted by Treasurer - Charlie Quenneville dated November 23, 2016 related to Questions pertaining to Accounts Payable Invoices & Reports be received as information.

CARRIED

DEPUTY TREASURER/COORDINATOR OF ACCOUNTING:

Moved by T. Kingston

Seconded by S. Arnold

Motion #10 That it be recommended to Council that report T-1 submitted by Deputy Treasurer – George Lozon dated November 1, 2016 related to the Proposed Email System Changes be received as information and that the administration email software be converted from FirstClass to web based Microsoft Outlook.

CARRIED

Moved by P. Gilliland

Seconded by J. DeGurse

Motion #11 That it be recommended to Council that report T-2 submitted by Deputy Treasurer – George Lozon dated December 9, 2016 related to the Municipal Performance Measurement Program (MPMP) – 2015 Results be received as information.

CARRIED

DIRECTOR OF COMMUNITY SERVICES' REPORT:

Moved by T. Kingston

Seconded by J. DeGurse

Motion #12 That it be recommended to Council that the monthly report of Director of Community Services dated December 14, 2016 be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. DeGurse

Motion #13 That it be recommended to Council that Watson Timbr Mart be awarded the golf course clubhouse roof contract in the amount of \$29,000 to be completed when weather permits.

CARRIED

CLERK'S REPORTS:

Moved by P. Gilliland

Seconded by T. Kingston

Motion #14 That it be recommended to Council that the report submitted by the Clerk – Jeff Baranek with regard to a Cost Analysis for By-law Enforcement Activity 2016 dated December 13, 2016 be received as information.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #15 That it be recommended to Council that the report submitted by the Clerk – Jeff Baranek with regard to iCompass Technologies Software dated December 13, 2016 be received as information and that consideration towards its purchase be referred to 2017 Operating Budget deliberations.

CARRIED

DEPUTY CLERK'S REPORT:

Moved by S. Arnold

Seconded by T. Kingston

Motion #16 That it be recommended to Council that the Planning/Development Summary report submitted by the Deputy Clerk – Caroline DeSchutter dated December 14, 2016 be received as information.

CARRIED

FIRE CHIEF'S REPORT:

Moved by T. Kingston

Seconded by J. DeGurse

Motion #17 That it be recommended to Council that the monthly report submitted by Fire Chief - Walt Anderson for the month of November 2016 be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. DeGurse

Motion #18 That the Social Media Policy for Emergency Services be approved.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #19 That the Fire Radio Agreement with the County of Lambton for the tower at the Courtright Station be approved subject to justification of the licence cost for tower location.

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #20 That it be recommended to Council that the money recuperated (\$6,308) by Fire Marque be designated for the purchase of fire suppressant foam.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #21 That it be recommended to Council that all fires where homeowners have insurance through mutual providers not be claimed by Fire Marque until all issues are resolved.

CARRIED

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Moved by S. Arnold

Seconded by T. Kingston

Motion #22 That it be recommended to Council that the two new aerial fire trucks be left off the CVECO response list at this time.

CARRIED

NEW BUSINESS:

Moved by S. Arnold

Seconded by D. Randell

Motion #23 That it be recommended to Council that \$515,008 be transferred from the OPG Reserve account to the Parkway Reserve.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #24 That it be recommended to Council that \$159,228 be transferred from the OPG Reserve to the Year End Surplus account.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #25 That it be recommended to Council that \$302,657 be transferred from the OPG Reserve to the Public Works Reserve.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #26 That it be recommended to Council that each of the campgrounds, each of the Parkway Parks and the St. Clair Parkway Golf Course be considered their own individual accounts.

CARRIED

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 4:20 p.m.

J. Agar
Chairperson

J. Baranek
Secretary

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

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

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS' REPORT:

- Water/Sewer Rate Increase

3. COORDINATOR OF OPERATIONS' (ROADS) REPORTS:

- Monthly Report
- Union Gas – Panhandle Pipeline
- Replacement of Decorative Streetlights – Lyndoch Street

4. COORDINATOR OF OPERATIONS' (WATER) REPORT:

- Monthly Report

5. COORDINATOR OF ENGINEERING'S REPORTS:

- Monthly Report
- Black Creek Bridge at Pretty road – Heritage Assessment Information
- Paddock Green Subdivision, Phase 16A – Completion Certificate
- Maplewood & Leeland Gardens Pump Stations – Engineering Services
- Canada 150 Grant – Construction Update
- Duthill Bridge - North Sydenham River at Holt Line - EA Update

6. DRAINAGE REPORT:

- Monthly Report

7. WATER/WASTE WATER SPECIALIST'S REPORTS:

- Water/Sewer Bill Credit
- Drinking Water Quality Management System (QMS) – Management Review
- Courtright WWTP Odour Complaints 2016

8. NEW BUSINESS:

- Alley on Pulteney Street

9. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

DIRECTOR OF PUBLIC WORKS' REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #1 That it be recommended to Council that the report submitted by the Director of Public Works with regard to a Water/Sewer Rate Increase dated December 15, 2016 be received

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as information and that staff be authorized to advertise a public meeting for consideration to the proposed increase.

CARRIED

COORDINATOR OF OPERATIONS' (ROADS) REPORTS:

Moved by J. Agar

Seconded by D. Randell

Motion #2 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations (Roads) dated December 13, 2016 be received as information.

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #3 That it be recommended to Council that the report submitted by the Coordinator of Operations (Roads) dated December 13, 2016 with regard to Union Gas – Panhandle Pipeline be received as information.

CARRIED

Moved by J. Agar

Seconded by T. Kingston

Motion #4 That it be recommended to Council that the report submitted by the Coordinator of Operations (Roads) dated December 12, 2016 with regard to Replacement of Decorative Streetlights – Lyndoch Street be received as information.

CARRIED

COORDINATOR OF OPERATIONS' (WATER) REPORT:

Moved by D. Randell

Seconded by T. Kingston

Motion #5 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations (Water) dated December 14, 2016 be received as information.

CARRIED

COORDINATOR OF ENGINEERING'S REPORTS:

Moved by J. Agar

Seconded by S. Arnold

Motion #6 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated December 14, 2016 be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #7 That the report related to Black Creek Bridge at Pretty Road – Heritage Assessment Information be lifted from the table for consideration.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #8 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated December 14, 2016 with regard to the Black Creek Bridge at Pretty Road – Heritage Assessment Information be received and the contract be awarded to BM Ross in the amount of \$25,000 excluding HST for Municipal Class Environmental Assessment for this structure.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #9 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated December 14, 2016 with regard to Paddock Green Subdivision, Phase 16A – Completion Certificate be received and the following recommendations be received:

1. That the Township of St. Clair accepts the development work performed at the Paddock Green Subdivision - Phase 16A and that the 2-year maintenance period be in force until August 31, 2018.
2. That an additional \$205,000 in financial security be provided to the Township, by the developer (Danbury), to cover all outstanding costs as detailed within this report.

3. That the maintenance security from Phases 15A and 15B in the amount of \$473,294.15 be waived

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #10 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated December 14, 2016 with regard to the Maplewood & Leeland Gardens Pump Stations – Engineering Services be received and that the Township procurement policy be waived and the quoted proposal submitted by BM Ross in the amount of \$19,000 excluding HST for MOECC approval, design and contract preparation for the Maplewood & Leeland Gardens pump stations, be accepted.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #11 That staff be directed to produce a report explaining how the sanitary reserve will be replenished and how projects will be funded in the interim.

CARRIED

Moved by J. DeGurse

Seconded by T. Kingston

Motion #12 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated December 14, 2016 with regard to the Canada 150 Grant – Construction Update be received as information.

CARRIED

Moved by J. Agar

Seconded by D. Randell

Motion #13 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated December 14, 2016 with regard to the Duthill Bridge – North Sydenham River at Holt Line – EA Update be received as information and a cost analysis be prepared discussing options for a possible rerouting.

CARRIED

DRAINAGE SUPERINTENDENT'S REPORTS:

Moved by D. Randell

Seconded by J. DeGurse

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

1. That R. Dobbin Engineering be appointed to provide a reassessment report for the Feddes Drain located along the east side of St. Clair Parkway, between Indian Road and Whitebread Line.
2. That the installation of a temporary private access culvert located within the Hescott Anderson Drain (east of CN Railway) at the expense of the abutting property owner for construction costs, removal costs and future maintenance.

CARRIED

WATER/WASTE WATER SPECIALIST/ORO REPORTS:

Moved by D. Randell

Seconded by J. DeGurse

Motion #15 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated December 9, 2016 related to a Water/Sewer Bill Credit be received and that the owner of 4278 St. Clair Parkway receives a credit of \$1,375.16 on the August – November water/sewer bills.

CARRIED

Moved by T. Kingston

Seconded by J. Agar

Motion #16 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated December 9, 2016 related to the Drinking Water Quality Management System (QMS) – Management Review 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 December 13, 2016 related to the Courtright WWTP Odour Complaints 2016 be received and as information and that subsequent reports include two additional columns identifying the action taken, and the result.

CARRIED

NEW BUSINESS:

Moved by S. Arnold

Seconded by D. Randell

Motion #18 That it be recommended to Council that a report be produced related to the alley on Pulteney Street in Mooretown including considerations for its possible closure.

CARRIED

ADJOURNMENT:

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

Moved by S. Arnold

Seconded by D. Randell

Motion #19 That the committee meeting hereby adjourn.

CARRIED

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

P. Gilliland
Chairperson

J. Baranek
Secretary