

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

St. Clair Township Civic Centre
Committee Room #1
January 16, 2017
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, January 16, 2017 with the following people present:

J. Agar	Chairperson, Finance & Administration
P. Gilliland	Chairperson, Public Works and Operations
S. Arnold	Mayor
J. DeGurse	Councillor
D. Randell	“
T. Kingston	“
Steve Miller	“
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

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

St. Clair Township Civic Centre
Committee Room #1
January 16, 2017
3:00 p.m.

3:30 p.m. – SCRCA – Erin Carroll

1. DECLARATION OF PECUNIARY INTEREST:

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

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

4. TREASURER’S REPORTS:

- A-1 – Question pertaining to Accounts Payable Invoices & Reports
- A-2 – Using of Water Reserves
- A-3 – Golf, Campgrounds and St. Clair Park stand-alone departments
- A-4 – St. Clair Proposed 2017 to 2019 Capital Budget

5. DIRECTOR OF COMMUNITY SERVICES REPORTS:

- Monthly Report
- Mooretown Campground Break-in

6. FIRE CHIEF’S REPORT:

- Monthly Report

7. DEPUTY CLERK/COORDINATOR OF PLANNING REPORT:

- Information Only: Planning/Development Summary

8. NEW BUSINESS:

9. ADJOURNMENT:

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 P. Gilliland

Motion #1 That this Committee recommend to Council that General Accounts for the month of December 2016, starting with supplier 876002 to YEL001, totaling \$8,756,622.04 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 December 31, 2016.

Moved by S. Miller

Seconded by T. Kingston

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

CARRIED

TREASURER'S REPORT:

Moved by J. DeGurse

Seconded by T. Kingston

Motion #3 That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated January 5, 2017 related to a Question pertaining to Accounts Payable Invoices & Reports be received as information.

CARRIED

Moved by J. DeGurse

Seconded by P. Gilliland

Motion #4 That it be recommended to Council that report A-2 submitted by Treasurer - Charlie Quenneville dated January 5, 2017 related to the Using of Water Reserves be received as information.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #5 That it be recommended to Council that report A-3 submitted by Treasurer - Charlie Quenneville dated January 6, 2017 related to Golf, Campgrounds and St. Clair Park standalone departments be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #6 That the report submitted by Treasurer - Charlie Quenneville dated January 11, 2017 related to the proposed 2017 to 2019 Capital Budget be lifted from the table for consideration and received as information.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #7 That Capital Project number 2017-24 Ice Resurfacer be approved at an approximate cost of \$102,000 with cost spread equally over two years, to be funded by the Complex Reserve.

CARRIED

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Moved by S. Arnold

Seconded by P. Gilliland

Motion #8 That Capital Project 2017-81 Golf – Maintenance Equipment Replacement be tabled for consideration at the Operating Budget meeting.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #9 That Capital Budget Project 2017-257 Parr Drain North – Along Brigden Road – Engineering 2 Years be tabled.

TABLED

Moved by P. Gilliland

Seconded by D. Randell

Motion #10 That Capital Budget Project 2017-301 LED Conversion Decorative – Lyndoch Street be tabled.

TABLED

Moved by S. Arnold

Seconded by T. Kingston

Motion #11 That Capital Budget Project 2017-401 Tandem Axle Dump Truck Unit 33 be approved for the 2017 Capital Budget at an approximate cost of \$280,000 to be funded by the Public Works Equipment Reserve.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #12 That the Preliminary Capital Budgets for the years 2018 and 2019 be received as information.

CARRIED

DEPUTATIONS AND APPOINTMENTS:

At the appointed time of 3:30 p.m., Chairperson Agar welcomed Erin Carroll of the St. Clair Region Conservation Authority to come forward to make a presentation on The Sydenham River. Mayor Arnold advised that he asked her to come and make this presentation to provide Council with a better understanding of the complexities related to any capital project within or over the Sydenham River.

The Sydenham River is unique for a number of reasons such as: its flat grade with resulting stillness and its biodiversity for aquatic species. The river is home to 34 different types of mussels which attracts researchers from all over the world. The river is also home to 82 different species of fish and eight different species of turtles, seven of which are considered to be at risk.

Any project that has the potential to disrupt the river in any capacity is subject to a tedious, detailed, impact analysis study which sometimes results in remediation work or habitat creation. The research process for such projects can be years in length.

After discussion, Chairperson Agar thanked Erin for her presentation and asked that copies of same be left for review by any interested party.

DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by D. Randell

Seconded by J. DeGurse

Motion #13 That it be recommended to Council that the monthly report submitted by the Director of Community Services – Linda Kennedy dated January 11, 2017 be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #14 That it be recommended to Council that the addition of charging stations for mobility devices be approved for the Moore Sports Complex and the Clock Tower locations.

CARRIED

Committee of the Whole
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Moved by T. Kingston

Seconded by D. Randell

Motion #15 That it be recommended to Council that the request for additional space for the OPP be approved at the rate of \$2170/month be accepted and the revenue be used to offset operation costs for the building.

CARRIED

Moved by S. Arnold

Seconded by J. DeGurse

Motion #16 That it be recommended that Council approval be given to order a new Ice Resurfacer with the capital expenditure divided over a 2 year period and that no additional money be spent to repair the existing unit.

CARRIED

Moved by S. Miller

Seconded by T. Kingston

Motion #17 That it be recommended to Council that the renewal contract for the Sombra Child Care lease be approved and that the Mayor and Clerk be authorized to execute the contract.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #18 That it be recommended to Council that the Full Time Union Senior Lifeguard position and a job description be sent to the Pay Equity Consultant and be reconsidered during Operation Budget deliberations.

TABLED

Moved by S. Arnold

Seconded by T. Kingston

Motion #19 That the Advertising Agreement between the Township of St. Clair, the Flags Hockey Club and Country Road Graphics Inc. be approved with amended revenue sharing providing 60% to the Flags, 20% to Country Graphics, and 20% to the Township.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #20 That it be recommended to Council that the report submitted by the Director of Community Services – Linda Kennedy with regard to the Mooretown Campground Break-in be received as information and that staff be directed to consult with the St. Clair Region Conservation Authority to determine what security measures are in place at their parks.

CARRIED

FIRE CHIEF'S REPORT:

Moved by D. Randell

Seconded by S. Miller

Motion #21 That it be recommended to Council that the monthly report submitted by Fire Chief - Walt Anderson dated January 16, 2017 be received as information.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #22 That it be recommended to Council that the Fire Department's Attendance Policy be approved.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #23 That it be recommended to Council that the Fire Department's Hours of Work Policy be tabled to allow staff to incorporate the triggering mechanism to call in a relief crew.

TABLED

Moved by S. Arnold

Seconded by J. DeGurse

Motion #24 That it be recommended to Council that the estimate #5358 in the amount of \$2360 plus tax to repair the Corunna van be approved and that the existing engine be rebuilt as opposed to purchasing a used one.

CARRIED

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January 16, 2017

Moved by S. Miller

Seconded by D. Randell

Motion #25 That it be recommended to Council that they approve of Chief Anderson taking on the vice chair role of CVECO.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #26 That it be recommended to Council that the Golf Committee's recommendations for using proceeds from the annual Emergency Services Golf Tournament for Hall Identification signs be tabled.

TABLED

DEPUTY CLERK/COORDINATOR OF PLANNING REPORT:

Moved by J. DeGurse

Seconded by D. Randell

Motion #27 That it be recommended to Council that the Deputy Clerk/Coordinator of Planning monthly report dated January 11, 2017 be received as information.

CARRIED

NEW BUSINESS:

Moved by S. Arnold

Seconded by T. Kingston

Motion #28 That the signs provided by the Heritage Committee for St. George's Square be approved and that their purchase be authorized.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #29 That a Township Credit Card be ordered for use by the Facilities Coordinator and that a detailed statement be submitted to the Committee of the Whole monthly for review.

CARRIED

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by S. Miller

Seconded by D. Randell

Motion #30 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:00 p.m.

J. Agar
Chairperson

J. Baranek
Secretary

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

St. Clair Civic Centre
Committee Room #1
January 16, 2017
4:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS REPORT:

- Follow-up Rate & Revenue Information for 2017

3. COORDINATOR OF OPERATIONS' (ROADS) REPORTS:

- Monthly Report
- Autistic Child Signs
- Reduced Speed Limit – Riverview School
- Decorative Lights – Lyndoch Street – (Follow-up report)
- Single Axle Plow Truck
- Tandem Axle Plow Truck
- Alley – east of Pulteney Street (Mooretown)
- Parr Drain North
- Children at Play Signs

4. COORDINATOR OF OPERATIONS' (WATER) REPORTS:

- Monthly Report
- Courtright WWTP Odour Control Items

5. COORDINATOR OF ENGINEERING REPORTS:

- Monthly Report
- 2017 Bridge and Culvert Inspections
- Duthill Bridge – North Sydenham River at Holt Line – EA Alternatives

6. DRAINAGE SUPERINTENDENT REPORT:

- Monthly Report

7. WATER/WASTE WATER SPECIALIST'S REPORTS:

- Courtright WWT Odour Complaints 2016
- Corunna Pump Station FOG Proposal
- CH2M (OMI) Contract Amendment No.5 – Wastewater Facilities

8. NEW BUSINESS:

9. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

DIRECTOR OF PUBLIC WORKS REPORT:

Moved by D. Randell

Seconded by J. DeGurse

Motion #1 That it be recommended to Council that the report submitted by the Director of Public Works dated January 16, 2017 with regard to Follow-up Rate & Revenue Information for 2017 be received as information.

CARRIED

COORDINATOR OF OPERATIONS (ROADS) REPORTS:

Moved by S. Miller

Seconded by J. Agar

Motion #2 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations (Roads) dated January 9, 2017 be received as information.

CARRIED

Moved by T. Kingston

Seconded by J. DeGurse

Motion #3 That it be recommended to Council that the report submitted by the Coordinator of Operations dated January 11, 2017 with regard to Autistic Child Signs be received as information and that the request to install “Autistic Child at Play” signs be denied.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #4 That it be recommended to Council that the report submitted by the Coordinator of Operations dated January 10, 2017 with regard to Reduced Speed Limit – Riverview School be received as information and that the following recommendation be approved in principle subject to a report on how it will be financed:

- Install 50km/h signs with flashing lights that reduce the speed limit only during designated times and during school days. The lights are equipped with LED lights, powered by solar panels and can be programmed to not activate on non-school days. Two signs and lights could be installed at an estimated cost of \$12,000. This is the preferred option of the school and school board who, at this time, have not offered to pay for any portion of this expense.

CARRIED

(NOTE: Decorative Lights for Lyndoch Street were tabled by Motion #10 of the preceding Finance Meeting).

Moved by S. Arnold

Seconded by J. Agar

Motion #5 That it be recommended to Council that the report submitted by the Coordinator of Operations dated January 6, 2017 with regard to the Single Axle Plow Truck be received and that the low tender submitted by Team Truck Centres in Sarnia in the amount of \$247, 989.13 (including net HST) to be funded by the Public Works Reserve for the supply of a 2018 Freightliner M2-108 SD, complete with plow, wing and salting equipment be accepted.

CARRIED

Moved by J. DeGurse

Seconded by T. Kingston

Motion #6 That it be recommended to Council that the report submitted by the Coordinator of Operations dated January 6, 2017 with regard to the Alley – east of Pulteney Street (Mooretown) be tabled to allow staff to do a supplementary report discussing options on cost sharing.

TABLED

Moved by S. Arnold

Seconded by D. Randell

Motion #7 That it be recommended to Council that the alley located between Moore Line and MacDonald Street, and also between Emily Street and Pulteney Street be closed and ownership transferred to the abutting property owners, with all associated costs of the transfer to be the responsibility of the private property owners be tabled.

TABLED

(NOTE: The Parr Drain North was TABLED by Motion #9 in the Finance Meeting).

Moved by S. Arnold

Seconded by J. Agar

Motion #8 That it be recommended to Council that the report submitted by the Coordinator of Operations dated January 11, 2017 with regard to “Children at Play” Signs be received as information.

CARRIED

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Moved by S. Arnold

Seconded by J. Agar

Motion #9 That staff be directed to install “Children at Play” signs along a portion of St. Clair Parkway near the boat launch in Mooretown according to a request submitted by local resident, Stacy Mazur.

DEFEATED

Moved by J. DeGurse

Seconded by T. Kingston

Motion #10 That the request to install “Children at Play” signs along a portion of St. Clair Parkway near the boat launch in Mooretown according to a written submission from local resident, Stacy Mazur be denied.

CARRIED

COORDINATOR OF OPERATIONS (WATER) REPORTS:

Moved by S. Arnold

Seconded by J. Agar

Motion #11 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations (Water) dated January 11, 2017 be received as information.

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 Operations dated January 11, 2017 with regard to Courtright WWTP Odour Control Items be received as information.

CARRIED

COORDINATOR OF ENGINEERING REPORTS:

Moved by S. Miller

Seconded by D. Randell

Motion #13 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated January 11, 2017 be accepted and received as information.

CARRIED

Moved by S. Miller

Seconded by S. Arnold

Motion #14 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated January 11, 2017 related to the 2017 Bridge and Culvert Inspections be received as information and that the following recommendation be approved:

That the Township procurement policy be waived and the quotation submitted by Burgess Engineering Inc. in the amount of \$16,400 plus HST for detailed re-inspection of our bridges and culverts greater than 3.0 metres in span (28 structures for 2017), as recommended in the last bridge inspection report, be accepted.

CARRIED

Moved by D. Randell

Seconded by J. DeGurse

Motion #15 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated January 11, 2017 related to Duthill Bridge – North Sydenham River at Holt Line – EA Alternatives be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #16 That Council direct staff to review alternatives A, B and E as per the report submitted by the Coordinator of Engineering for the Duthill Bridge –North Sydenham River at Holt Line – EA Alternatives for cost and efficiency.

CARRIED

DRAINAGE SUPERINTENDENT REPORT:

Moved by D. Randell

Seconded by S. Miller

Motion #17 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated January 11, 2017 be received as information and that the following recommendations be approved:

- the replacement of the access culvert located at No. 1933 Petrolia Line, within the 10th Concession West Drain by a suitable and qualified contractor, as a maintenance expense to the drain.
- the installation of a private access culvert located within the Churcher Drain East at the 100% expense of the abutting property owner for construction and future maintenance.

CARRIED

WATER/WASTE WATER SPECIALIST/ORO REPORT:

Moved by J. Agar

Seconded by T. Kingston

Motion #18 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated January 9, 2017 with regard to Courtright WWTP Odour Complaints 2016 be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #19 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated January 9, 2017 with regard to Corunna Pump Station FOG Proposal be received as information and that staff be directed to prepare a supplementary report showing illustrations and clarifying the process described within this report.

CARRIED

Moved by J. DeGurse

Seconded by S. Miller

Motion #20 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated January 11, 2017 with regard to CH2M (OMI) Contract Amendment No.5 – Wastewater Facilities be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #21 That it be recommended that Council approve the contract amendment No.5 for the Operations, Maintenance and Management of the Courtright Wastewater Treatment Plant and the Corunna Pumping Station in the amount of \$354,035 for the period from June 1, 2016 to May 31, 2017 and the document be signed by the Mayor and Clerk.

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 #22 That the committee meeting hereby adjourn.

CARRIED

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

P. Gilliland
Chairperson

J. Baranek
Secretary