

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

St. Clair Township Civic Centre
Committee Room #1
February 21, 2017
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, February 21, 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
M. Deline	Director of Public Works, Operations & Engineering
G. Hackett	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
February 21, 2017
3:00 p.m.

3:30 p.m. – Proposed VanDamme Park Expansion - Craig Bezaire

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: For the months of December 2016 & January 2017

3. STATEMENT OF FINANCIAL POSITION:

4. TREASURER’S REPORTS:

A-1 – Heritage Committee Reserve Transfer
A-2 – St. Clair Township Assessment Change by Property Class
A-3 – OPGI Refund of Special Area rate for 2015 & 2016
A-4 – St. Clair Proposed 2017 Capital Budget

5. SENIOR TAX CLERK MEMO:

- Write Offs for the 2014, 2015 & 2016 Taxation Years

5. DIRECTOR OF COMMUNITY SERVICES’ REPORTS:

- Monthly Report
- Golf Course Report
- Moore Sports Complex Rink 1 Roof Structural Report

6. FIRE CHIEF'S REPORT:

- Monthly Report

7. CLERK'S REPORTS:

- Scenarios for Alley Closure between Pulteney and Emily St., Mooretown
- Site Plan Committee Composition
- Sign By-law Consideration
- Sign By-law Responses to Councillor Kingston's Questions/Concerns

8. DEPUTY CLERK/COORDINATOR OF PLANNING'S REPORT:

- Information Only: Planning/Development Summary

9. NEW BUSINESS:

10. 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. De Gurse

Seconded by T. Kingston

Motion #1 That this Committee recommend to Council that General Accounts for the month of December 2016, starting with supplier number ABR001 to WOO001 totaling \$654,821.49 be approved.

CARRIED

Moved by J. De Gurse

Seconded by T. Kingston

Motion #2 That this Committee recommend to Council that General Accounts for the month of January 2017, starting with supplier ABE001 to XPL001 totaling \$783,857.60 be approved.

CARRIED

TREASURER'S REPORTS:

Moved by T. Kingston

Seconded by P. Gilliland

Motion #3 That it be recommended to Council that report A-1 submitted by Treasurer - Charlie Quenneville dated January 16, 2017 related to the Heritage Committee Reserve Transfer be received and that Council approve the transfer of the unused 2016 Heritage Committee budget amount of \$2330.00 to the Heritage Committee reserve.

CARRIED

Moved by D. Randell

Seconded by P. Gilliland

Motion #4 That it be recommended to Council that report A-2 submitted by Treasurer - Charlie Quenneville dated February 10, 2017 related to the St. Clair Township Assessment Change by Property Class be received.

CARRIED

Moved by J. De Gurse

Seconded by D. Randell

Motion #5 That it be recommended to Council that report A-3 submitted by Treasurer - Charlie Quenneville dated February 10, 2017 related to OPGI Refund of Special Area Rate for 2015 & 2016 be received.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #6 That the Treasurer be directed to refund \$10,801.59 being a special area refund balance for OPG for the 2015 and 2016 years to be funded from a surplus in the special area account.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #7 That it be recommended to Council that report A-4 submitted by Treasurer - Charlie Quenneville dated February 13, 2017 related to the St. Clair Proposed 2017 Capital Budget be received and that the following recommendations be approved:

- That the attached Capital Budget Exhibit A1 to A3 2017 be approved after Council resolutions on December 15, 2016 and January 16, 2017 subject to final approval of the 2017 operating budget.
- That project 2017-152 Holt Line Bridge in the amount of \$320,000 and project 2017-103 Oil Springs Line in the amount of \$195,000 be designated for the 2017 AMO Gas tax grant program.
- That project 2017-101 Urban Resurfacing in the amount of \$535,000 project 2017-160 Dawson Creek culvert in the amount of \$40,000 and project 2017-161 Browning Drain culvert in the amount of \$40,000 be designated for the OCIP formula based grant funding program.

CARRIED

SENIOR TAX CLERK MEMO:

Moved by S. Miller

Seconded by J. De Gurse

Motion #8 That it be recommended to Council that the memo submitted by Cindy Matias – Senior Tax Clerk dated February 13, 2017 regarding Write Offs for the 2014, 2015 & 2016 taxation years be received with attached recommendation for reducing or cancelling taxes pursuant to Section 358 and Section 357 of the Municipal Act.

CARRIED

DIRECTOR OF COMMUNITY SERVICES REPORTS:

Moved by D. Randell

Seconded by J. De Gurse

Motion #9 That it be recommended to Council that the monthly report submitted by the Director of Community Services – Linda Kennedy dated February 14, 2017 be received as information.

CARRIED

Moved by P. Gilliland

Seconded by D. Randell

Motion #10 That it be recommended to Council that the replacement of the Shell Health Centre roof shingles at an estimated cost of \$15,000 be approved.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #11 That it be recommended that Council that the tender for purchasing a new ice resurfacer be tabled until a rental price can be determined for the use of a machine in the interim.

TABLED

Moved by P. Gilliland

Seconded by S. Miller

Motion #12 That it be recommended that Council approval be given to the purchase of a new mower at an estimated cost of \$32,000 for Courtright Ball Park from the equipment reserve fund.

CARRIED

Moved by T. Kingston

Seconded by D. Randell

Motion #13 That it be recommended to Council that the Lambton College 50th Anniversary Project for St. Clair Township be approved for installation on the east side of Centennial Park in Mooretown.

CARRIED

Moved by T. Kingston

Seconded by D. Randell

Motion #14 That it be recommended to Council that the proposed fee increases for programs and rentals be approved.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #15 That it be recommended to Council that approval be given for the planting of trees for the Arbour Week 150th Anniversary Project for St. Clair Township.

CARRIED

Moved by J. De Gurse

Seconded by S. Miller

Motion #16 That it be recommended to Council that the Golf Course report submitted by the Director of Community Services – Linda Kennedy dated February 13, 2017 be received as information.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #17 That it be recommended that Council deny the approval of the transfer of \$30,000 from the Education & Environment Fund to bring the Golf Course Reserve balance to 0 as that is not the intended use for that fund.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #18 That it be recommended that Council that the net profit of \$54,000 from the golf course operations in 2016 be transferred to the Golf Course Reserve.

CARRIED

Moved by S. Arnold

Seconded by J. De Gurse

Motion #19 That it be recommended that Council approve the transfer of any 2017 Golf Course profit to the Golf Course Reserve Fund at year end.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #20 That it be recommended to Council that the Moore Sports Complex Rink 1 Roof Structural report submitted by the Director of Community Services – Linda Kennedy dated February 13, 2017 be received as information.

CARRIED

Moved by S. Miller

Seconded by T. Kingston

Motion #21 That it be recommended to Council that the Moore Sports Complex Rink 1 Roof Structural report received from the Director of Community Services – Linda Kennedy be referred to Engineering for review and a report.

CARRIED

FIRE CHIEF'S REPORTS:

Moved by S. Miller

Seconded by J. De Gurse

Motion #22 That it be recommended to Council that the monthly report submitted by Fire Chief - Walt Anderson dated February 21, 2017 be received as information.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #23 That it be recommended to Council that the Fire Department's Emergency Plan Database Proposal be referred to Capital Budget deliberations.

CARRIED

CLERK'S REPORTS:

Moved by D. Randell

Seconded by S. Miller

Motion #24 That it be recommended to Council that the report submitted by Clerk – Jeff Baranek regarding Scenarios for Alley Closure between Pulteney and Emily St., Mooretown dated January 24, 2017 be received as information.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #25 That it be recommended to Council that Option 3 as per the report submitted by Clerk – Jeff Baranek regarding Scenarios for Alley Closure between Pulteney and Emily St., Mooretown be approved thereby closing the portion of the alley on the west end between the requestor's properties only.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #26 That it be recommended to Council that the report submitted by Clerk – Jeff Baranek regarding Site Plan Committee Composition dated February 2, 2017 be received as information.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #27 That it be recommended that Council that three members of Council be included in the site plan process as per the current appointment bylaw, and that staff produce a report for procedure for these meetings.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #28 That it be recommended to Council that the reports submitted by Clerk – Jeff Baranek regarding Sign By-law Consideration dated February 1, 2017 and Sign Bylaw Responses to Councillor Kingston's requests be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #29 That it be recommended that Council that the proposed sign bylaw eliminate any sandwich boards from municipal sidewalks.

CARRIED

DEPUTY CLERK/COORDINATOR OF PLANNING'S REPORT:

Moved by J. De Gurse

Seconded by D. Randell

Motion #30 That it be recommended to Council that the Information Only: Planning/Development Summary report submitted by Deputy Clerk – Caroline De Schutter dated February 15, 2017 be received as information.

CARRIED

NEW BUSINESS:

At the appointed time of 3:30 p.m. Chairperson Agar welcomed Craig Bezaire and Phil Johnson of the Port Lambton Athletic Group to make their presentation about a new park proposal for Port Lambton.

Currently, MacDonald Park has become inadequate to accommodate minor baseball leagues within Port Lambton. Registration is up 38% from 2010. The north diamond creates issues with the neighbours and can only be used by mosquito aged players or younger. The programs have outgrown the space provided by MacDonald Park. Efforts to obtain land east of the tracks at McDonald Park have proven to be unfruitful.

The new park proposal endeavours to purchase enough land east of the present VanDamme Park to accommodate three baseball diamonds and parking for 150 vehicles. This location borders dwellings to the west but, the new design would take that into account and minimize any potential impact to those neighbours. This location would reduce concerns with parking and dust issues at MacDonald Park.

Moving Gala Days and other events to the new venue would be another advantage of the proposed location as it would be better isolated from the village of Port Lambton, thereby minimizing the complaints generated by large events presently held at MacDonald Park.

Mayor Arnold requested that any new design ensure that the diamonds were adequately sized to host tournaments of all ages making it an attractive venue for tournaments and that large parking areas be considered in an effort to avoid nuisance parking in the area.

Moved by S. Arnold

Seconded by S. Miller

Motion #31 That it be recommended to Council that they support, in principle, investigation into land acquisition for an extension to VanDamme Park and that it be large enough to accommodate three regulation sized baseball fields and adequate parking and that staff be directed to work together with Mr. Bezaire.

CARRIED

ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by D. Randell

Seconded by S. Miller

Motion #32 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
February 21, 2017
4:00 p.m.

4:00 p.m. – SLIA Presentation – David Moody

1. DECLARATION OF PECUNIARY INTEREST:

2. COORDINATOR OF OPERATIONS' (ROADS) REPORTS:

- Monthly Report
- Temporary Buckingham Road Closure
- Alleyway – 4370 St. Clair Parkway (Port Lambton)
- Reduced Speed Limit – Riverview School
- Municipal Dock Use Agreement

3. COORDINATOR OF OPERATIONS' (WATER) REPORTS:

- Monthly Report
- Corunna Pump Station Odour Control
- Odour Control Update
- CH2M (OMI) Contract Amendment No.5

4. COORDINATOR OF ENGINEERING'S REPORTS:

- Monthly Report
- Urban Asphalt Resurfacing – 2017
- Brigden Tower Lease Agreement – County Fire Radio Communication
- Duthill Bridge – North Sydenham River at Holt Line – Preferred Alternative

5. DRAINAGE SUPERINTENDENT'S REPORT:

- Monthly Report
- Froomfield Drain Assessment - Aamjiwnaang

6. WATER/WASTE WATER SPECIALIST'S REPORTS:

- 2016 Annual Report/2016 Annual Summary Report

7. NEW BUSINESS:

8. ADJOURNMENT:

DECLARATION OF PECUNIARY INTEREST:

None declared.

At the appointed time of 4:25 p.m., Chairperson Gilliland welcomed David Moody, Paul Healy and Rick Perdeaux of the Sarnia Lambton Industrial Alliance (SLIA) to make their presentation related to a Heavy Haul Corridor.

SLIA is comprised of 35 local industrial companies collectively employing over 2600 people and is non-profit organization.

Members of SLIA ship oversized modules, constructed by local skilled tradesmen, to Alberta, the East Coast, the Middle East and the Gulf Coast. In order to continue to produce modules and

stay competitive globally, they require a permanent Heavy Haul Access Route to a marina. SLIA undertook studies to determine the best possible location and costs involved in creating a permanent, obstruction free, heavy haul corridor from a number of local businesses to the marina in Sarnia.

Public safety is the number one concern and the proposed route considered overhead wires, width of roads, quality of road construction and potential disturbance to the public when selecting the route. The Township of St. Clair would require improvements to Polymoore Drive connecting to Highway 40 via Hill Street (County road), and Brigden Road connecting to Highway 80 (both county roads).

The overall cost to construct the permanent Heavy Haul Corridor would be \$12 million according to the study. Ideally the funding for this project would come from the provincial and federal governments, with the balance being picked up by local municipalities, local industry and SLIA itself. If all funding were secured, the Township would be asked to contribute approximately \$50,000 towards the entire project (as the improvements to Polymoore would be minimal and the other improvements within the Township would be the responsibility of the County of Lambton).

Moved by S. Arnold

Seconded by J. Agar

Motion #1 That the Heavy Haul Corridor project be approved in principle in a collective partnership with SLIA, the City of Sarnia, and the County of Lambton.

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 February 14, 2017 be received as information.

CARRIED

Moved by S. Miller

Seconded by J. De Gurse

Motion #3 That it be recommended to Council that the report submitted by the Coordinator of Operations dated February 15, 2017 with regard to Temporary Buckingham Road Closure be received as information and that the request from the Wallaceburg District Secondary School to allow a temporary closure of Buckingham Road from Whitehead Line to Lambton Line to accommodate the 'Tinman Triathlon' from 8:00 a.m. until 1:00 p.m. on Tuesday, May 30, 2017 be approved.

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 February 15, 2017 with regard to Alley at 4370 St. Clair Parkway be received as information and that the request submitted by James Guzi to clear the alleyway located between John and Broadway Streets be denied.

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 Operations dated February 15, 2017 with regard to Reduced Speed Limit – Riverview School be received as information and that Council approve the reduction of the speed limit on a portion of St. Clair Parkway between French Line and No. 3886 (Baptist Church) by using a flashing light / sign system, during designated times and during school days, at an estimated cost of \$12,000 to be paid from the Education and Environment Reserve.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #6 That it be recommended to Council that the report submitted by the Coordinator of Operations dated February 15, 2017 be received and that Council approve the minimum rental rate of \$24,000/year to remain unchanged from previous years, and that the lease agreement be finalized and signed by the Mayor and Clerk.

CARRIED

COORDINATOR OF OPERATIONS (WATER) REPORTS:

Moved by J. De Gurse

Seconded by T. Kingston

Motion #7 That it be recommended to Council that the monthly report submitted by the Coordinator of Operations (Water) dated February 15, 2017 be received as information.

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 Operations dated February 15, 2017 with regard to Corunna Pump Station Odour Control be received as information and that the quote submitted by JT General Maintenance in the amount of \$12,197.32 (net HST) be approved as per the 2017 Capital Budget.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #9 That it be recommended to Council that the report submitted by the Coordinator of Operations dated February 15, 2017 titled Odour Control Update be received as information.

CARRIED

Moved by D. Randell

Seconded by J. De Gurse

Motion #10 That it be recommended to Council that the report submitted by the Coordinator of Operations dated February 15, 2017 titled CH2M (OMI) Contract Amendment No. 5 be received as information.

CARRIED

COORDINATOR OF ENGINEERING'S REPORTS:

Moved by S. Arnold

Seconded by S. Miller

Motion #11 That it be recommended to Council that the monthly report submitted by the Coordinator of Engineering dated February 15, 2017 be accepted and received as information.

CARRIED

Moved by D. Randell

Seconded by J. De Gurse

Motion #12 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated February 15, 2017 titled Urban Asphalt Resurfacing 2017 be received as information.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #13 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated February 15, 2017 titled Brigden Tower Lease Agreement – County Fire Radio Communication be received as information and that the Tower Site License Agreement be approved and the Mayor and Clerk be authorized to execute all appurtenant documents.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #14 That it be recommended to Council that the report submitted by the Coordinator of Engineering dated February 15, 2017 titled Duthill Bridge – North Sydenham River at Holt Line – Preferred Alternative be received as information and that the 'Rehabilitation of the Duthill Bridge' be chosen as the preferred alternative and that BM Ross and Associates be directed to finalize the Environmental Assessment.

CARRIED

DRAINAGE SUPERINTENDENT'S REPORTS:

Moved by S. Arnold

Seconded by S. Miller

Motion #15 That it be recommended to Council that the monthly report submitted by the Drainage Superintendent dated February 15, 2017 be received as information.

CARRIED

Committee of the Whole
February 21, 2017

Moved by S. Arnold

Seconded by J. Agar

Motion #16 That it be recommended to Council that the report submitted by the Drainage Superintendent dated February 14, 2017 titled Froomfield Drain Assessment – Aamjiwnaang be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #17 That a letter be produced for the Mayor's signature addressed to Chief Rogers of Aamjiwnaang First Nation explaining the situation related to the Froomfield Drain Assessment and providing an opportunity for payment.

CARRIED

WATER/WASTE WATER SPECIALIST/ORO REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #18 That it be recommended to Council that the report submitted by the Water/Waste Water Specialist dated January 9, 2017 titled 2-16 Annual Report/2016 Annual Summary Report be received as information and that the 2016 Annual Summary Report for the Township of St. Clair Water Distribution System be approved.

CARRIED

NEW BUSINESS:

ADJOURNMENT:

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

Moved by D. Randell

Seconded by J. Agar

Motion #19 That the committee meeting hereby adjourn.

CARRIED

The meeting was adjourned at 5:30 p.m.

P. Gilliland
Chairperson

J. Baranek
Secretary