

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

St. Clair Township Civic Centre  
Committee Room #1  
April 10, 2017  
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, April 10, 2017 with the following people present:

J. Agar	Chairperson, Finance & Administration
P. Gilliland	Chairperson, Public Works and Operations
S. Arnold	Mayor
J. De Gurse	Councillor
D. Randell	“
S. Miller	“
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

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

St. Clair Township Civic Centre  
Committee Room #1  
April 10, 2017  
3:00 p.m.

**1. DECLARATION OF PECUNIARY INTEREST:**

**2. GENERAL ACCOUNTS:** For the month of March, 2017

**3. STATEMENT OF FINANCIAL POSITION:**

**4. CAO’S REPORT:**

- Fawn Island Parking

**5. TREASURER’S REPORTS:**

- A-1 – AMO Policy Update – Federal Budget
- A-2 – Questions Pertaining to Accounts Payable Invoices & Reports
- A-3 – Update on the Health & Safety Program
- A-4 – 2017 Annual Repayment Limit (ARL) for Long Term Debt Financing

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

- Monthly Report

**7. FIRE CHIEF’S REPORTS:**

- Monthly Report
- Firefighters – Tax Information

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

- Planning/Development Summary – For Information Only

## **9. NEW BUSINESS:**

## **10. ADJOURNMENT:**

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### **DECLARATION OF PECUNIARY INTEREST:**

Mayor Arnold declared a pecuniary interest for the Fruit Stand portion of the Director of Community Services Report and advised he would vacate the chamber during its consideration.

### **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 March 2017, starting with supplier number 876002 to YOU008 totaling \$6,091,115.23 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 March 31, 2017.

Moved by P. Gilliland

Seconded by S. Miller

**Motion #2** That it be recommended to Council that the Statement of Financial Position for period ending March 31, 2017 be received and approved.

**CARRIED**

### **CAO'S REPORT:**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #3** That Council authorize a letter to be sent to the St. Clair Region Conservation Authority asking that they permit a change in use for their property located on the north side of the McKeough Diversion Channel west of the St. Clair Parkway in order to accommodate a larger parking area and a dock that would provide additional parking for the residents of Fawn Island as well as the general public.

**CARRIED**

### **TREASURER'S REPORTS:**

Moved by J. De Gurse

Seconded by D. Randell

**Motion #4** That the AMO Policy Update – Federal Budget be received as information.

**CARRIED**

Moved by S. Miller

Seconded by S. Arnold

**Motion #5** That report A-2 dated April 3, 2017 related to questions about Accounts Payable be received as information.

**CARRIED**

Moved by J. De Gurse

Seconded by T. Kingston

**Motion #6** That report A-3 dated April 3, 2017 related to an Update on Health and Safety Policies be received as information.

**CARRIED**

Moved by D. Randell

Seconded by T. Kingston

**Motion #7** That report A-4 dated April 4 related to the 2017 Annual Repayment Limit for Long Term Debt Financing be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #8** That it be recommended to Council that the report titled Additional Funding through AMO Gas Tax dated April 10, 2017 be received as information and that the additional Federal Gas Tax in the amount of \$7,813 be applied toward the cost of the two approved AMO Gas Tax Capital projects.

**CARRIED**

**DIRECTOR OF COMMUNITY SERVICES' REPORT:**

Moved by S. Miller

Seconded by J. De Gurse

**Motion #9** That the monthly report submitted by the Director of Community Services dated April 5, 2017 be received as information.

**CARRIED**

**Mayor Arnold declared a conflict of interest and vacated the meeting.**

Moved by P. Gilliland

Seconded by J. De Gurse

**Motion #10** That a fruit/vegetable stand be approved for the peninsula west of St. Clair Parkway, south of the Coast Guard dock in Port Lambton for the specific times applied for by the proponent subject to confirmation of ownership by the Township, proof of insurance and obtaining a vendor's licence.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #11** That any rental fee be waived for this specific fruit and vegetable operation for the 2017 season and be reviewed in subsequent seasons subject to its success.

**CARRIED**

**Mayor Arnold reentered the meeting for its duration.**

Moved by S. Arnold

Seconded by S. Miller

**Motion #12** That defibrillators be purchased for all five community halls to be funded by proceeds from the Emergency Services Golf Tournament and the Director of Community Services be directed to consider the merit for the purchase of another unit for the fitness gym at the Moore Sports Complex (any shortfalls in the funding to be subsidized by the Education and Environment Fund).

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #13** That the Director of Community Services be authorized to repair or replace the St. George's Square Cairn up to \$7500 to be funded from the Education and Environment Fund.

**CARRIED**

**FIRE CHIEF'S REPORTS:**

Moved by D. Randell

Seconded by J. De Gurse

**Motion #14** That the monthly report submitted by Fire Chief Anderson dated April 10, 2017 be received as information.

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #15** That the report titled Firefighter's Tax dated April 10, 2017 be received as information.

**CARRIED**

**DEPUTY CLERK/COORDINATOR OF PLANNING’S REPORT:**

Moved by P. Gilliland

Seconded by T. Kingston

**Motion #16** That the monthly report submitted by the Coordinator of Planning dated April 5, 2017 be received as information.

**CARRIED**

**NEW BUSINESS:**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #17** That the Command Unit be authorized to attend the Emergency Preparedness Event at the Clearwater Arena in Sarnia held on May 5, 2017.

**CARRIED**

**ADJOURNMENT:**

Seeing no further business, it was thereby:

Moved by S. Miller

Seconded by D. Randell

**Motion #18** 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  
April 10, 2017  
4:00 p.m.

**1. DECLARATION OF PECUNIARY INTEREST:**

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

- Proposal to Purchase Updated Asset Management Package
- Proposal from BM Ross for Engineering Services on Port Lambton & Sombra Main and Industrial Park Pump Stations Rehabilitation

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

- Monthly Report
- Rotary Grass Mower Recommendation
- Storm Lateral at 426 Broadway St., Pt. Lambton - Information

**4. COORDINATOR OF OPERATIONS' (WATER/WASTEWATER) REPORTS:**

- Monthly Report
- Courtright WWTP Odour Control Unit Proposal
- Optimist Club Safety Awareness Day – Fire Hydrant Usage and Fees
- Water/Sewer Bill Credit – 2813 St. Clair Pkwy.

**5. COORDINATOR OF ENGINEERING'S REPORTS:**

- 2017 Urban Asphalt Resurfacing Recommendation
- Roadside Ditch Enclosures – Hill Street and Guthrie Park
- GPS Data Collection and Surveying Unit – Request for Quote
- Rehabilitation of Bear Creek Bridge at Moore Line – Request for Proposal

**6. DRAINAGE SUPERINTENDENT'S REPORT:**

- Monthly Report

**7. NEW BUSINESS:**

**8. ADJOURNMENT:**

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**DECLARATION OF PECUNIARY INTEREST:**

None declared.

**DIRECTOR OF PUBLIC WORKS' REPORTS:**

Moved by S. Arnold

Seconded by J. De Gurse

**Motion #1** That it be recommended to Council that the following reports submitted by the Director of Public Works be received as information:

- Proposal to purchase Updated Asset Management Package
- Proposal from BM Ross for Engineering Services on Port Lambton & Sombra Main and Industrial Park Pump Stations Rehabilitation

**CARRIED**

Moved by S. Arnold

Seconded by D. Randell

**Motion #2** That the Director of Public Works be authorized to purchase and implement the latest version of Cartegraph to replace the current, outdated version at a cost of \$74,000 to be funded by the water reserve and that staff be directed to pursue funding through a FCM Grant.

**CARRIED**

Moved by S. Miller

Seconded by D. Randell

**Motion #3** That the Township Procurement Policy be waived for economic benefit to accept the proposal submitted by BM Ross for design and Engineering Work related to the Port Lambton, Sombra and Industrial Park pump station rehabilitation at a cost of \$73,300.

**CARRIED**

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

Moved by J. De Gurse

Seconded by T. Kingston

**Motion #4** That it be recommended to Council that the following reports submitted by the Coordinator of Operations (Roads) be received as information:

- Monthly Report
- Rotary Grass Mower Recommendation
- Storm Lateral at 426 Broadway St., Port Lambton – Information

**CARRIED**

Moved by D. Randell

Seconded by T. Kingston

**Motion #5** That the low quotation submitted by Profota's Farm Equipment Inc. (Eberts) in the amount of \$9,921.60 (including net HST) for the supply of a new Sovema TDF-HD 200 side rotary mower be accepted and approval for purchase be granted.

**CARRIED**

Moved by S. Miller

Seconded by S. Arnold

**Motion #6** That a refund for a storm water lateral connection in the full amount of \$1500 be refunded to the owner of 426 Broadway Street as no inspections were performed on the system at the time of occupancy.

**CARRIED**

**COORDINATOR OF OPERATIONS' (WATER/WASTEWATER) REPORTS:**

Moved by T. Kingston

Seconded by J. De Gurse

**Motion #7** That it be recommended to Council that the following reports submitted by the Coordinator of Operations (Water/Wastewater) be received as information:

- Monthly Report
- Courtright WWTP Odour Control Unit Proposal
- Optimist Club Safety Awareness Day – Fire Hydrant Usage and Fees
- Water/Sewer Bill Credit – 2813 St. Clair Parkway

**CARRIED**

Moved by S. Arnold

Seconded by J. Agar

**Motion #8** That Committee lifts the draft proposal tabled at the March 20<sup>th</sup>, 2017 Committee of the Whole meeting and approve CH2M to move forward with research, design, tender and installation of a new odour control unit. The total cost of \$317,130 plus taxes will be funded with \$300,000 from Capital Budget and the balance from water reserves.

**CARRIED**

Moved by S. Arnold

Seconded by T. Kingston

**Motion #9** That it be recommended to Council to approve usage and waive the fees for the usage of a fire hydrant in Port Lambton on May 13, 2017 for a junior fire course with the Optimist Club.

**CARRIED**

Moved by J. Agar

Seconded by S. Miller

**Motion #10** That it be recommended to Council that Cindy Simmons at 2813 St. Clair Pkwy receives a credit of \$1,190.98 on her February 14, 2017 water/sewer bill.

**CARRIED**

**COORDINATOR OF ENGINEERING'S REPORTS:**

Moved by T. Kingston

Seconded by D. Randell

**Motion #11** That it be recommended to Council that the following reports submitted by the Coordinator of Engineering be received as information:

- Urban Asphalt Resurfacing Recommendation
- Roadside Ditch Enclosures – Hill Street and Guthrie Park
- GPS Data Collection and Surveying Unit – Request for Quote
- Rehabilitation of Bear Creek Bridge at Moore Line – RFP

**CARRIED**

Moved by D. Randell

Seconded by S. Miller

**Motion #12** That the tender submitted by Sevcon Paving in the amount of \$396,859.68 net HST for the 2017 Urban Asphalt Resurfacing project be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents; and that staff be authorized to negotiate with the Contractor to complete additional work up to the capital budget limit of \$535,000.

**CARRIED**

Moved by J. Agar

Seconded by S. Miller

**Motion #13** That the tender submitted by St. Clair Mechanical in the amount of \$42,007.55 net HST for the Roadside Ditch Enclosures – Hill Street and Guthrie Park project be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

**CARRIED**

**DRAINAGE SUPERINTENDENT'S REPORT:**

Moved by D. Randell

Seconded by S. Arnold

**Motion #14** That it be recommended to Council that the monthly report submitted by Drainage Superintendent - Lucas DePooter dated April 5, 2017 be received as information and that the following recommendations be approved:

- the replacement of the access culvert and sub-tile located at 2014 Kimball Road, within the Capes Drain No. 1 by a suitable and qualified contractor, with maintenance costs to be charged to the drain.
- the replacement of the end walls on the private access culvert to 1036 Moore Line, within the Arnold Drain by a suitable and qualified contractor, with maintenance costs charged to Mrs. Baker.
- the extension of the access culvert to 1090 Moore Line, within the Arnold Drain by a suitable and qualified contractor, with maintenance costs charged to Mr. Braet. Approve the extension of the ditch cleanout within the Arnold Drain by a suitable and qualified contractor, with maintenance costs charged to the drain.

**CARRIED**

**NEW BUSINESS:**

Moved by D. Randell

Seconded by T. Kingston

**Motion #15** That staff be directed to work in conjunction with the St. Clair Region Conservation Authority and other applicable agencies to investigate concepts for engineered wetlands for effluent discharge from sanitary lagoons within the Township.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion #16** That, in response to the closure of the Petrolia Compost Yard, staff be directed to explore alternatives for yard waste disposal including the possibility of delivery to Clean Harbors.

**CARRIED**

**IN-CAMERA:**

Moved by P. Gilliland

Seconded by J. De Gurse

**Motion #17** That the meeting enter an in-camera session to discuss labour relations and potential land acquisition and sale.

**CARRIED**

Chairperson Gilliland declared the meeting back into open session and declared nothing to rise and report.

**ADJOURNMENT:**

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

Moved by S. Miller

Seconded by D. Randell

**Motion #18** That the committee meeting hereby adjourn.

**CARRIED**

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

P. Gilliland  
Chairperson

J. Baranek  
Secretary