

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

St. Clair Township Civic Centre
Committee Room #1
May 8, 2017
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, May 8, 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**

1. DECLARATION OF PECUNIARY INTEREST:

2. GENERAL ACCOUNTS: For the month of April, 2017

3. STATEMENT OF FINANCIAL POSITION:

4. TREASURER’S REPORTS:

- A-1 – Debenturing of Barnes Drain By-Law 14 of 2016
- A-2 – AMO Policy Update – 2017 Provincial Budget

5. DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly Report

6. FIRE CHIEF’S REPORTS:

- Monthly Report

7. CLERK’S REPORT:

- Sombra Dock Financing

8. DEPUTY CLERK/COORDINATOR OF PLANNINGS REPORTS:

- Information Only: Planning/Development Summary
- Site Plan Committee Draft Meeting Notes – April 12, 2017

9. NEW BUSINESS:

10. ADJOURNMENT:

1. DECLARATION OF PECUNIARY INTEREST:

None declared.

2. GENERAL ACCOUNTS:

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

Moved by P. Gilliland

Seconded by D. Randell

Motion #1 That this Committee recommend to Council that General Accounts for the month of April 2017, starting with supplier number 224002 to YEL001 totaling \$2,263,954.76 be approved.

CARRIED

3. STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurer's Statement on the Financial Position of the municipality for the period ending April 30, 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 April 30, 2017 be received and approved.

CARRIED

4. TREASURER'S REPORTS:

Moved by J. De Gurse

Seconded by D. Randell

Motion #3 That report A1 Debenture for Barnes Drain Bylaw 14 of 2016 be received and that the Treasurer be authorized to self- finance the Township road portion of the Barnes Drain in the amount of \$458,260 from reserves debentured over ten years at 2.38% based on the current Infrastructure Ontario interest rate.

CARRIED

Moved by S. Miller

Seconded by T. Kingston

Motion #4 That report A2 AMO Policy Update – 2017 Provincial Budget report be received as information.

CARRIED

5. DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by T. Kingston

Seconded by S. Miller

Motion #5 That the monthly report submitted by the Director of Community Services dated May 4, 2017 be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #6 That the Director of Community Services be authorized to explore more suitable alternatives to the ammonia cooling systems for both Rink 1 and 2 at the Moore Sports Complex.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #7 That the renewal of a lease for Van Damme Park between the Township and the Port Lambton Athletic Association be tabled to allow staff to prepare a report to identify the transfer of liability involved with such a lease and to identify the reason for the extension request.

TABLED

Moved by S. Arnold

Seconded by D. Randell

Motion #8 That the Director of Community Services be authorized to complete the protective netting at Courtright Park over the equipment and splash pad; the sodding of the aprons at the pavilion and the splash pad; the asphalted walkway accessing the splash pad and asphaltting a drop off area for vehicles dropping off visitors to the park and that the projects be funded by the Education and Environment Fund.

CARRIED

Mayor Arnold noted that any desired projects by the Courtright Splash Pad Committee beyond those already completed or described in Motion #8 above need to be submitted to Council for consideration.

6. FIRE CHIEF'S REPORTS:

Moved by J. De Gurse

Seconded by T. Kingston

Motion #9 That the monthly report submitted by Fire Chief Anderson dated May 8, 2017 be received as information.

CARRIED

Moved by P. Gilliland

Seconded by S. Miller

Motion #10 That it be recommended that Council accept the Asset Management Report dated May 8, 2017 submitted by Chief Anderson and authorize the repairs to the asphalt at the Corunna Station in consultation with the County of Lambton to be financed from the Fire Facilities Reserve.

CARRIED

Moved by S. Miller

Seconded by J. De Gurse

Motion #11 That the quote submitted by Saucier for an air conditioning unit for the Wilkesport Fire Hall in the amount of \$6554.00 be accepted and approved.

CARRIED

Moved by S. Miller

Seconded by J. De Gurse

Motion #12 That the following recommendation from the Emergency Services Golf Tournament Committee be approved:

That the funds within the Emergency Services Reserves as generated by the Emergency Services Golf Tournament be used to purchase AEDs for the Township Community Centres as well as 6 sign/message boards for the 6 fire stations in St Clair as previously proposed. Once these projects have been completed, the committee and Council will have an open discussion before the first planning meeting to determine where and what the funds raised will be used for. If Council cannot accept this recommendation, then the committee asks for a specific description of where and what projects Council will direct the proceeds towards from the 2017 Emergency Services Fund Raiser before planning for this year's event will commence.

CARRIED

7. CLERK'S REPORT:

Moved by T. Kingston

Seconded by D. Randell

Motion #13 That the report titled Sombra Dock Financing dated May 4, 2017 be received as information.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #14 That staff be authorized to process the payments related to the Sombra Community Dock for the construction of the dock including walkways within Sombra Park and related landscape and that they be funded from the Education and Environment Fund.

CARRIED

8. DEPUTY CLERK REPORTS:

Moved by T. Kingston

Seconded by J. De Gurse

Motion #15 That the reports titled Planning/Development Summary and Site Plan Committee Draft Notes April 12, 2017 be received as information.

CARRIED

9. NEW BUSINESS:

Deputy Mayor Gilliland advised that he has received complaints about a second residence on the property known as 152 Rokeby Line and circulated photographs. He was encouraged to submit, or have someone submit a formal complaint to initiate the process as per Township policy.

Mayor Arnold reminded Treasury that a report showing budget variances thus far in 2017 is outstanding and asked that Council be made aware of all donations made to the Township.

10. ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by S. Miller

Seconded by D. Randell

Motion #16 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 4:15 p.m.

J. Agar
Chairperson

J. Baranek
Secretary

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

4:00 p.m. – Lafarge Gravel Dock – Neighbourhood Concerns

1. DECLARATION OF PECUNIARY INTEREST:

2. COORDINATOR OF OPERATIONS' (ROADS) REPORTS:

- Monthly Report
- Fawn Island - Parking
- Miscellaneous Concrete and Asphalt Repair
- Plank Road – Surface Treatment

3. COORDINATOR OF OPERATIONS' (WATER) REPORTS:

- Monthly Report
- Water/Sewer Bill Credit (Fox)
- Water/Sewer Bill Credit (Robinson)
- Sanitary Backwater Valve in Existing Buildings Policy Update
- Brigden Water Tower Worker Safety and Facility Repairs

4. COORDINATOR OF ENGINEERING'S REPORTS:

- Monthly Report
- Policy for the Closure of Township Roads for Municipal Projects - Recommendation
- Urban Asphalt Resurfacing – 2017 – Additional Roads
- Capital Project Selection & Asset Management Information
- Sokkia GPS Base Station – Civic Centre

5. DRAINAGE SUPERINTENDENT'S REPORT:

- Monthly Report

6. WATER/WASTE WATER SPECIALIST'S REPORT:

- Lead Report

7. NEW BUSINESS:

8. ADJOURNMENT:

Deputy Mayor Gilliland declared the meeting open and welcomed those in attendance with concerns about the operation of Lafarge gravel dock adjacent to 1470 St. Clair Parkway.

Jim Stewart and Mike and Elly Vansevenant discussed their concerns with the operations at Lafarge including the location for queuing trucks on the trail, excessive dust and encroachment of the gravel pile out onto the Township road allowance.

Mayor Arnold advised the group of the ongoing efforts of both Council and staff to mitigate impacts of the Lafarge operation felt by surrounding neighbours. A barrier along the north property line will be installed within the next few weeks. He advised that staff has reached out to the Ministry of Municipal Affairs and Housing to determine what avenue, if any, the Township can use to force the operation to enter into a site plan or test the dust. Clerk - Jeff Baranek advised that he is not aware of an avenue within either the Planning or Municipal Acts to force the operation to undertake either a site plan or require testing on the dust. Initial consultations with MMAH seemed to indicate the same but, written comments have not yet been received.

Moved by S. Arnold

Seconded by J. Agar

Motion #1 That staff be authorized to send a letter to the Ministry of the Environment and Climate Change asking that Lafarge be required to submit dust for sampling.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #2 That Township staff be directed to monitor in-person the unloading of each shipment of aggregate to Lafarge to ensure that it does not encroach onto Township land.

CARRIED

1. DECLARATION OF PECUNIARY INTEREST:

None declared.

2. COORDINATOR OF OPERATIONS' (ROADS) REPORTS:

Moved by T. Kingston

Seconded by J. De Gurse

Motion #3 That it be recommended to Council that the following reports submitted by the Coordinator of Operations (Roads) be received as information:

- Monthly Report
- Fawn Island – Parking
- Miscellaneous Concrete and Asphalt Repair
- Plank Road – Surface Treatment

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #4 That improvements #1 to create a handicap parking spot by installing a sign and a concrete barrier and #2 to install guard rail to block the existing driveway entrance located on the north end of the parking area from the Fawn Island Parking report dated April 26, 2017 be approved and that no other improvements be undertaken for the existing lot at this time.

CARRIED

Moved by D. Randell

Seconded by J. De Gurse

Motion #5 That the low quotation submitted by Goodreau Excavating Ltd. in the amount of \$29,291.62 (c/w net HST) for 'Miscellaneous Concrete and Asphalt Repair' be accepted and that they be awarded the contract for 2017.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #6 That the portion of Plank Road from Mandaumin to Petrolia Line be resurfaced with Tar and Chip in the approximate amount of \$370,000 in the 2017 year to be funded from the Parkway Reconstruction Reserve.

DEFEATED

(The above motion #6 was reconsidered at the May 15, 2017 Council meeting where the recommendation contained within was CARRIED.)

3. COORDINATOR OF OPERATIONS (WATER) REPORTS:

Moved by T. Kingston

Seconded by S. Arnold

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

- Monthly Report
- Water/Sewer Bill Credit (Fox)
- Water/Sewer Bill Credit (Robinson)
- Sanitary Backwater Valve in Existing Buildings Policy Update
- Brigden Water Tower Worker Safety and Facility Repairs

CARRIED

Moved by J. Agar

Seconded by S. Miller

Motion #8 That Marilynn Fox at 158 Fieldstone Ave Corunna receive a credit of \$1,179.87 on her May 15, 2017 water/sewer bill as per the report dated April 24, 2017.

CARRIED

Moved by J. Agar

Seconded by J. De Gurse

Motion #9 That Phil & Loretto Robinson at 212 Weaver Court Corunna receive a credit of \$386.82 on their May 15, 2017 water/sewer bill as per the report dated April 26, 2017.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #10 That Council approves the increase to the Sanitary Backwater Valve in Existing Buildings Policy from \$500 to \$1,500.

CARRIED

Moved by J. Agar

Seconded by D. Randell

Motion #11 That the procurement policy be waived and the quote submitted by Landmark for the Brigden Water Tower worker safety and facility repairs in the amount of \$99,790.94 including net HST, be accepted.

CARRIED

4. COORDINATOR OF ENGINEERING'S REPORTS:

Moved by J. De Gurse

Seconded by D. Randell

Motion #12 That it be recommended to Council that the following reports submitted by the Coordinator of Engineering be received as information:

- Monthly Report
- Policy for the Closure of Township Roads for Municipal Projects - Recommendation
- Urban Asphalt Resurfacing – 2017 – Additional Roads
- Capital Project Selection & Asset Management Information
- Sokkia GPS Base Station – Civic Centre

CARRIED

Moved by S. Miller

Seconded by J. De Gurse

Motion #13 That Council endorses the 'Policy for the Closure of Township Roads for Municipal Projects' and that the Mayor and Clerk be authorized to sign the policy for inclusion in the St. Clair Township Policy & Procedures Manual.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #14 That Sokkia Canada be permitted to install a GPS Base Station at the St. Clair Civic Centre and Township staff be authorized to execute a service agreement with Sokkia Canada to provide a free subscription to the GPS network.

CARRIED

5. DRAINAGE SUPERINTENDENT'S REPORT:

Moved by J. De Gurse

Seconded by J. Agar

Motion #15 That the monthly report submitted by Drainage Superintendent - Lucas DePooter dated May 3, 2017 be received as information and that the replacement of an access culvert be approved between 537 Stanley Line and Highway 40 by a suitable and qualified engineer as a maintenance expense to the Forbes Drain.

CARRIED

6. WATER/WASTE WATER SPECIALIST REPORT:

Moved by T. Kingston

Seconded by S. Arnold

Motion #16 That the report titled Lead report dated May 3, 2017 be accepted as information.

CARRIED

7. NEW BUSINESS:

Moved by S. Arnold

Seconded by J. Agar

Motion #17 That staff be directed to shore the east and west boundary of Baby Road closest to Sydenham River and fill it with stone to secure the failing road.

CARRIED

Deputy Mayor Gilliland reminded staff to have the contractor responsible for work on the boulevards at the Emergency Services Building remove the sod around the trees before they are suffocated.

Councillor Agar asked staff to have the contractor responsible for maintenance on the crosswalk at Thompson Gardens across St. Clair Parkway finish the job and remove all equipment.

8. 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 5:15 p.m.

P. Gilliland
Chairperson

J. Baranek
Secretary