

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

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

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

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

Regrets:	J. De Gurse, Councillor
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Staff:	J. Rodey	CAO
	J. Baranek	Clerk
	C. Quenneville	Treasurer
	B. Black	Director of Public Works, Operations & Engineering
	L. Kennedy	Director of Community Services
	W. Anderson	Fire Chief

**FINANCE AND ADMINISTRATION COMMITTEE
AGENDA**

1. DECLARATION OF PECUNIARY INTEREST:

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

3. STATEMENT OF FINANCIAL POSITION: For the period ending June 30, 2017

4. TREASURER’S REPORTS:

- A-1 – Question pertaining to Accounts Payable Invoices & Reports
- A-2 – 2016 Local Boards
- A-3 – Amended 2016 St. Clair River Trail Grant Calculation

5. DIRECTOR OF COMMUNITY SERVICES’ REPORT:

- Monthly Report

6. FIRE CHIEF’S REPORT:

- Monthly Report

7. DEPUTY CLERK/COORDINATOR OF PLANNING’S REPORT:

- Municipality’s Representation at OMB Hearing – Appeal to COA Decision – Minor Variance, 4693 Riverside Drive, File A-01-17

8. NEW BUSINESS:

9. ADJOURNMENT:

1. DECLARATION OF PECUNIARY INTEREST:

None declared.

2. GENERAL ACCOUNTS:

The Committee reviewed the list of General Accounts. Staff was asked for various clarifications, after which the following motion was approved:

Moved by S. Arnold

Seconded by D. Randell

Motion #1 That this Committee recommend to Council that General Accounts for the month of June 2017, starting with supplier number 473001 to YEL001 totaling \$6,400,488.20 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 June 30, 2017.

Moved by P. Gilliland

Seconded by T. Kingston

Motion #2 That it be recommended to Council that the Statement of Financial Position for period ending June 30, 2017 be received and approved.

CARRIED

4. TREASURER'S REPORTS:

Moved by S. Arnold

Seconded by D. Randell

Motion #3 That it be recommended to Council that report A-1 titled *Questions Pertaining to Accounts Payable Invoices and Reports* be received as information.

CARRIED

Moved by T. Kingston

Seconded by D. Randell

Motion #4 That it be recommended to Council that report A-2 titled *2016 Local Boards* be received and that the financial report on local Community and Hall Boards for the 2016 year be accepted.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #5 That it be recommended to Council that report A-3 *Amended 2016 St. Clair River Trail Calculation* as amended and dated July 7, 2017 be received and that approval be given for a grant of \$58,529 to the SCRT to be financed from St. Clair Environment and Education Fund for the 2016 fundraising year.

CARRIED

5. DIRECTOR OF COMMUNITY SERVICES' REPORT:

Moved by S. Miller

Seconded by T. Kingston

Motion #6 That it be recommended to Council that the monthly report submitted by the Director of Community Services dated July 4, 2017 be received as information.

CARRIED

Mayor Arnold took the opportunity to present a token of appreciation to Director of Community Services - Linda Kennedy for her tireless work in preparing the Canada 150th Sesquicentennial festivities in Mooretown. Without her dedication to the event, it would not have been the overwhelming success that it was.

6. FIRE CHIEF'S REPORT:

Moved by S. Arnold

Seconded by T. Kingston

Motion #7 That it be recommended to Council that the monthly report from the Fire Chief dated July 10, 2017 be received as information.

CARRIED

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Moved by S. Arnold

Seconded by S. Miller

Motion #8 That the Fire Chief be authorized to negotiate with CF Industries for use of the training room at the Courtright Station.

CARRIED

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

Moved by S. Arnold

Seconded by P. Gilliland

Motion #9 That it be recommended to Council that report *Municipality's Representation at the OMB for Minor Variance A1-17* be received as information and that Planner - Ezio Nadalin individually represent the municipality for the hearing.

CARRIED

Mayor Arnold engaged in a conversation with Doug Taylor of BIOX related to the site plan for upcoming site improvements. Due to the Township being considered the primary responders, detailed procedures need to be identified in an agreement prior to the site plan being approved. Training and site familiarity are needed for some municipal firefighters who will be responsible to respond in the event of an emergency. Staff will be in contact with BIOX to identify what needs to be included in this agreement.

8. NEW BUSINESS:

Moved by S. Miller

Seconded by T. Kingston

Motion #10 That the letter received from Fighting Irish Legacy Club for donations towards the "Count on Me" Golf Tournament be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #11 That staff be directed to retain a trapper to trap and relocate foxes in Mooretown and the Parkway Golf Course.

CARRIED

9. ADJOURNMENT:

Seeing no further business, it was thereby:

Moved by S. Miller

Seconded by D. Randell

Motion #12 That the Finance Committee meeting be adjourned.

CARRIED

The meeting adjourned at 3:40 p.m.

J. Agar
Chairperson

J. Baranek
Secretary

**PUBLIC WORKS & OPERATIONS COMMITTEE
AGENDA**

St. Clair Civic Centre
Committee Room #1
July 10, 2017
4:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS' REPORT:

- Asset Management Guidance Documents

3. COORDINATOR OF OPERATIONS' (WORKS) REPORT:

- Monthly Report

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

- Monthly Report

5. COORDINATOR OF ENGINEERING'S REPORT:

- Monthly Report

6. DRAINAGE SUPERINTENDENT'S REPORTS:

- Monthly Report
- Government Drain No. 10

7. WATER/WASTEWATER SPECIALIST'S REPORTS:

- Water Use By-Law No. 23 of 2017
- Sewer Use By-Law No. 24 of 2017

8. NEW BUSINESS:

9. ADJOURNMENT:

1. DECLARATION OF PECUNIARY INTEREST:

None declared.

2. DIRECTOR OF PUBLIC WORKS' REPORT:

Moved by S. Miller

Seconded by T. Kingston

Motion #1 That the report titled *Asset Management Guideline Documents* submitted by the Director of Public Works be received as information and the documents be approved subject to the removal of the following sentence from the Policy Statement section:

"Council shall adopt this Comprehensive Asset Management Policy and Principles."

CARRIED

3. COORDINATOR OF OPERATIONS' (WORKS) REPORT:

Moved by D. Randell

Seconded by J. Agar

Motion #2 That the monthly report submitted by the Coordinator of Operations (Works) be received as information.

CARRIED

4. COORDINATOR OF OPERATIONS' (WATER/WASTE WATER) REPORT:

Moved by S. Miller

Seconded by D. Randell

Motion #3 That the monthly report submitted by the Coordinator of Operations (Water/ Waste Water) be received as information.

CARRIED

5. COORDINATOR OF ENGINEERING'S REPORT:

Moved by S. Arnold

Seconded by J. Agar

Motion #4 That the monthly report submitted by the Coordinator of Engineering be received as information.

CARRIED

6. DRAINAGE SUPERINTENDENT'S REPORTS:

Moved by S. Arnold

Seconded by J. Agar

Motion #5 That the monthly report submitted by the Drainage Superintendent be received as information and the following recommendations be approved:

- the private installation of a new access culvert on the S1/2 lot 5, concession 9 (former Sombra Township) within the Currie Drain at the expense of the abutting property owner for construction costs and future maintenance.
- the flushing and repair of the existing sub-tile by a suitable and qualified contractor, with maintenance costs charged to the Bell Maitland Drain.
- the flushing and repair of the existing sub-tile by a suitable and qualified contractor, with maintenance costs charged to the Duncan Drain.
- the installation of two catch basins and leads by a suitable and qualified contractor at 752 St. Clair Parkway to assist with drainage issues on the St. Clair River Trail, with all costs to be paid 100% by Public Works – Operations Budget.
- the private installation of a new access culvert, under supervision of the Township, on the N1/2 Lot 18, concession 5, former Moore Township within the Jarvis Drain at the expense of the abutting property owner for construction costs and future maintenance.

CARRIED

Moved by S. Miller

Seconded by T. Kingston

Motion #6 That the report titled *Government Drain #10* submitted by the Drainage Superintendent be received as information and that the quotation submitted by GM Construction in the amount of \$19,680.38 (Net HST) for the Government Drain No. 10 culvert replacement project be accepted and awarded.

CARRIED

7. WATER/WASTE WATER SPECIALIST'S REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #7 That both reports Water Use By-law 23 of 2017 and Sewer Use By-law 24 of 2017 submitted by the Water/Waste Water Specialist be received as information.

CARRIED

A robust discussion detailing the content of both proposed by-laws unfolded and staff took notes of proposed revisions made by members of the Committee.

Moved by T. Kingston

Seconded by D. Randell

Motion #8 That both the Water Use By-law and the Sewer Use By-law be updated to reflect noted revisions and referred to Council for their consideration

CARRIED

8. NEW BUSINESS:

Mayor Arnold noted the grass and weeds are very long at the Wellings access from St. Clair Boulevard, and the hill on the south west corner of Highway 40 and Hill Street.

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Further, Mayor Arnold directed staff to contact Pembina to see if they will consider the removal of an old wire fence along Hill Street.

9. IN-CAMERA

Moved by S. Miller

Seconded by T. Kingston

Motion #9 That the meeting enter an in-camera session under Section 239(2) (c) to discuss the potential sale of property within the Township Industrial Park.

CARRIED

Chairperson - Deputy Mayor Gilliland declared the meeting back into open session and advised that there was nothing to rise and report.

10. ADJOURNMENT:

Seeing no further business to discuss, it was thereby moved:

Moved by S. Miller

Seconded by D. Randell

Motion #10 That the meeting do hereby adjourn.

CARRIED

The meeting was adjourned at 4:30 p.m.

P. Gilliland
Chairperson

J. Baranek
Secretary