

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

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

The meeting of the Committee of the Whole was held Monday, August 21, 2017 with the following people present:

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|-----------------|--|
| J. Agar | Chairperson, Finance & Administration |
| P. Gilliland | Chairperson, Public Works and Operations |
| S. Arnold | Mayor |
| T. Kingston | Councillor |
| D. Randell | “ |
| S. Miller | “ |
| J. De Gurse | “ |
| Staff: J. Rodey | CAO |
| C. DeSchutter | Acting Deputy Clerk/Coordinator of Planning |
| 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**

3:00 p.m. - Carol Charron - Branton-Cundick Park Shelter

1. DECLARATION OF PECUNIARY INTEREST:

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

3. STATEMENT OF FINANCIAL POSITION: For the period ending July 31, 2017

4. TREASURER’S REPORTS:

- A-1 – 2016 Operating Results for General, Water and Sanitary
- A-2 – 2016 Reserve and Deferred Revenue Transfers
- A-3 – 2016 Draft Audit Financial Statements
- A-4 – ARB (Assessment Review Board) Delegation of Authority

5. DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly Report

6. FIRE CHIEF’S REPORT:

- Monthly Report

7. DEPUTY CLERK/COORDINATOR OF PLANNINGS REPORTS:

- Information Only – Planning/Development Summary
- Site Plan Committee Meeting Notes – July 27, 2017

8. NEW BUSINESS:

9. ADJOURNMENT:

1. DECLARATION OF PECUNIARY INTEREST:

None declared.

DEPUTATION:

At the appointed time of 3:00 p.m., Chairperson Agar welcomed Carol Charron to speak to the Committee relating to an upgrade for a Branton Cundick Pavilion upgrade. Reference was made to the letter of request submitted from Carol Charron and others relating to the said request.

Moved by S. Arnold

Seconded by D. Randell

Motion #1 That Council approve a maximum amount of \$12,000 to fund the requested closing-in of the pavilion at Branton Cundick campground, and that this expenditure be funded from the St. Clair Parkway Endowment Fund.

CARRIED

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. Randell

Seconded by J. De Gurse

Motion #2 That this Committee recommend to Council that General Accounts for the month of July 2017, starting with supplier number 119001 to YEL001, totaling \$2,022,299.57 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 July 31, 2017.

Moved by P. Gilliland

Seconded by D. Randell

Motion #3 That it be recommended to Council that the Statement of Financial Position for period ending July 31, 2017 be received and approved.

CARRIED

4. TREASURER'S REPORTS:

Moved by J. De Gurse

Seconded by T. Kingston

Motion #4 That the report A-1 titled 2016 Operating Results for General, Water and Sanitary be received and that the following recommendations be approved:

- That the 2016 operating results analysis for general fund on Exhibit B1 & C1 be received and approved and \$151,081 be transferred from the Year End Reserve on cash basis
- That 2016 water results on Exhibit E under PSAB be received and \$2,005,589 surplus generated on cash basis be transferred to water reserves on line 26
- That 2016 Sanitary Results under PSAB be received and \$171,317 surplus generated on cash basis be transferred from the sanitary reserves on Exhibition F Line 27.

CARRIED

Moved by D. Randell

Seconded by P. Gilliland

Motion #5 That the report A-2 titled 2016 Reserve and Deferred Revenue Transfers submitted by Treasurer Charlie Quenneville be received and the following recommendations be approved:

- That the uncompleted 2016 General capital projects from line 38 for unspent bridge rehabilitation on schedule A totalling \$120,712 and drain projects totalling \$151,000 on schedule A from line 39 to 45 be transfer into reserve
- That the attached schedule B-1 to B4 reserve transfers for 2016 be received and approved
- That we finance the Building Canada Fund Township portion of project cost in the amount of \$289,946 from Development Charge Sanitary be received and approved
- That the attached schedule D to D2 deferred revenue transfers be received and approved
- That the attached schedule E1 – E2 2016 Capital Budget Listing reconciliation of budget to actual be received and approved.

CARRIED

Moved by S. Miller

Seconded by J. De Gurse

Motion #6 That the report A-3 titled 2016 Draft Audit Financial Statements submitted by Treasurer Charlie Quenneville be received and the following recommendations be approved:

- That the 2016 Draft Audit Consolidated Financial Statements for St. Clair Township be received and approved and Mayor, CAO & Treasurer be authorized to sign the Draft Financial statements
- That the 2016 Draft Audit Financial Statements for The Moore Township Community and Recreational Foundation be received and approved and Mayor, CAO & Treasurer be authorized to sign the Draft Financial statements
- That the 2016 Draft Audit Financial Statements for Trust Funds and St. Clair River Trail Trust be received and approved and Mayor, CAO & Treasurer be authorized to sign the Draft Financial statements

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #7 That the report A-4 titled ARB Delegation of Authority submitted by Treasurer Charlie Quenneville be tabled to allow for staff to provide more information.

TABLED

5. DIRECTOR OF COMMUNITY SERVICES REPORT:

Moved by P. Gilliland

Seconded by J. De Gurse

Motion #8 That it be recommended to Council that the monthly report submitted by the Director of Community Services dated August 15, 2017 be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. De Gurse

Motion #9 That authorization be granted for an application to the Community Renewal Fund for protective surfacing for playground equipment within Township parks.

CARRIED

Mayor Arnold expressed concern regarding the hot surface of the subject rubber surfacing in the summer heat. Linda Kennedy confirmed that she would investigate this with the suppliers.

Moved by D. Randell

Seconded by S. Miller

Motion #10 That this Committee recommends to Council that the property known as 5 Fairview Blvd be declared surplus to the needs of the Township and it be listed for sale according to the Township surplus land policy.

CARRIED

In response to the Mayor's inquiry regarding the possibility of encroachments on the subject property, the CAO confirmed that a legal survey could be undertaken to ensure property boundaries.

Moved by S. Arnold

Seconded by T. Kingston

Motion #11 That the proposed grant application for St. Clair River Trail capital improvements to the Judith & Norman Alix Foundation, in partnership with the St. Clair River Trail Committee, be tabled for staff to provide a list of proposed projects for the said application.

TABLED

Councillor Randell suggested that lighting along the trail may be considered as part of the application. Councillor Miller commended Linda Kennedy and staff for the attempts being made to seek funds for trail improvements

Moved by S. Arnold

Seconded by D. Randell

Motion #12 That a \$300,000 Township contribution towards the Courtright Waterfront Park Shoreline Erosion Control project be approved to be financed from the St. Clair Parkway Endowment Fund.

CARRIED

With reference to information in the Director's report, Councillor Randell provided some added information regarding the Waterfront Park project, confirming that it was the St. Clair Region Conservation Authority that was facilitating the project, not the Friends of the St. Clair, and that the expense was being evenly shared between the Authority and the Township.

Moved by D. Randell

Seconded by S. Miller

Motion #13 That the proposed implementation of a User Group Insurance Program to cover groups using township facilities who are otherwise not covered by private insurance be tabled for staff to provide additional information.

TABLED

Moved by T. Kingston

Seconded by S. Miller

Motion #14 That the report titled Cowan Playground Report submitted by Director of Community Services Linda Kennedy dated August 15, 2017 be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #15 That all potential playground compliance upgrades required according to the Cowan Playground Audit be deferred until a report can be developed to demonstrate approximate cost and timelines for cumulative replacements.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #16 That any eventual action taken regarding playground compliance upgrades be deferred until the end of the 2017 season, or early in 2018, and that a sign be posted in locations where swing sets are removed, advising the public that new swings will be provided.

CARRIED

At approximately 4:15 p.m., Chairperson Agar welcomed Andy Kitchen to speak to the Committee regarding renovations underway by volunteers at the Pt. Lambton Community Centre. He explained that during the removal and planned replacement of the hall ceiling, the group had discovered that the roof insulation had to be replaced. Linda Kennedy advised that prices for foam insulation had been received from two contractors – ECO Insulation \$3,818.00, and Great Northern - \$4,224.00.

Moved by P. Gilliland

Seconded by D. Randell

Motion #17 That Council approve the quote received from ECO Insulation of \$3,818 for the ceiling insulation at the Pt. Lambton Community Centre.

CARRIED

6. FIRE CHIEF'S REPORT:

Moved by J. De Gurse

Seconded by P. Gilliland

Motion #18 That the monthly report dated August 21, 2017 submitted by Fire Chief Walt Anderson be received as information.

CARRIED

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Moved by D. Randell

Seconded by P. Gilliland

Motion #19 That funds generated by Fire Marque be approved to offset the new air conditioning unit installed at the Wilkesport Fire Station in the amount of \$5,902.00.

CARRIED

7. DEPUTY CLERK/COORDINATOR OF PLANNING REPORTS:

Moved by P. Gilliland

Seconded by D. Randell

Motion #20 That the Planning/Development Summary submitted by Acting Deputy Clerk/Coordinator of Planning Caroline DeSchutter, dated August 16, 2017 be received as information.

CARRIED

Moved by S. Miller

Seconded by T. Kingston

Motion #21 That the Site Plan Committee notes dated July 27, 2017 submitted by Acting Deputy Clerk/Coordinator of Planning Caroline DeSchutter be received as information.

CARRIED

8. NEW BUSINESS:

None at this time

9. ADJOURNMENT:

Seeing no other business to conduct, it was resolved:

Moved by P. Gilliland

Seconded by D. Randell

Motion #22 That the meeting do hereby adjourn at 4:40 p.m.

CARRIED

J. Agar
Chairperson

C. DeSchutter
Acting Deputy Clerk

**PUBLIC WORKS & OPERATIONS COMMITTEE
AGENDA**

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS' REPORT:

- Proposed Assistance with 5 Year Wastewater Plan & Funding Application

3. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

- Monthly Report
- Waste Bag Limit
- Children at Play – Signs
- Bickford Line – Bank Slide

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

- Monthly Report
- Proposed 2017 User Fee Rates
- Courtright WWTP Odour Control
- Port Lambton South Lagoon Remediation Proposal Recommendation

5. COORDINATOR OF ENGINEERING'S REPORT:

- Monthly Report

6. DRAINAGE SUPERINTENDENT'S REPORTS:

- Monthly Report
- Dibling & Joiner Drains
- Repeal By-law 41 of 1947 – DeWitt Drain (Former Sombra Township)

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:

Having been tabled at the August 8th, 2017 Council Meeting to allow staff to provide a detailed explanation, and subsequently lifted at this meeting accordingly, the following motion was addressed by Council:

Moved by D. Randell

Seconded by S. Miller

Motion #1 That this Committee recommends to Council to approve the cost of CH2M to assist the Township with the development of a 5 year plan for wastewater and to acquire funding for wastewater projects.

CARRIED

3. COORDINATOR OF OPERATIONS (WORKS) REPORTS:

Moved by S. Miller

Seconded by T. Kingston

Motion #2 That the monthly report dated August 16, 2017 submitted by Coordinator of Operations (Works) Dave Neely be received as information.

CARRIED

Staff was asked to confirm the traffic light location referred to in Section 10 of the report; it was noted by Councillor Kingston that the subject light had been installed fairly recently.

Moved by S. Arnold

Seconded by J. Agar

Motion #3 That the report titled Waste Bag Limit dated August 16, 2017 submitted by Coordinator of Operations (Works) Dave Neely be received as information and that Council approve a maximum of 3 waste items (landfill waste) be collected per property starting January 1, 2018 reducing from the current maximum of 6 waste items.

DEFEATED

Moved by S. Arnold

Seconded by D. Randell

Motion #4 That the report titled Children at Play Signs dated August 16, 2017 submitted by Coordinator of Operations (Works) Dave Neely be received as information and the request to install a new "Children at Play" sign on Sixth Street between Main and Milton Streets be approved, and that the sign be removed after a five year term has expired in August 2022.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #5 That the report titled Bickford Line Bank Slide dated August 16, 2017 submitted by Coordinator of Operations (Works) Dave Neely be received as information and that any action be tabled for more information on the different processes involved in each tender submission.

TABLED

4. COORDINATOR OF OPERATIONS (WATER/WASTE WATER) REPORTS:

Moved by S. Arnold

Seconded by D. Randell

Motion #6 That the monthly report dated August 4, 2017 submitted by Coordinator of Operations (Water/Wastewater) Chris Westbrook be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #7 That the report titled Proposed 2017 User Fee Rates dated August 4, 2017 submitted by Coordinator of Operations (Water/Wastewater) Chris Westbrook be received as information and that a recommendation is submitted to Council to amend the User Fee By-law 20 of 2010 according to the changes within the report.

CARRIED

Moved by T. Kingston

Seconded by S. Arnold

Motion #8 That the report titled Courtright WWTP Odour Control dated August 15, 2017 submitted by Coordinator of Operations (Water/Wastewater) Chris Westbrook be received as information and that Council approves Option 2a) of the Technical Memorandum #1 proposal submitted by CH2M on July 26, 2017 for Odour Control at the Courtright WWTP and provide staff with the funds of \$1,475,520.00 net tax to have the work completed.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #9 That the report titled Port Lambton South Lagoon Remediation Proposal Recommendation dated August 15, 2017 submitted by Coordinator of Operations (Water/Wastewater) Chris Westbrook be received as information and that the proposal submitted by WCI Environmental Solutions Inc. in the amount of \$335,299.20 (with net HST) for the Port Lambton Lagoon Remediation project be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

5. COORDINATOR OF ENGINEERING REPORT:

Moved by S. Arnold

Seconded by S. Miller

Motion #10 That the monthly report dated August 16, 2017 submitted by Coordinator of Engineering Paul DaSilva be received as information and that the following recommendations be approved:

- the Pointe Line Watermain Project be deferred to the 2018 construction season, due to current capital project priorities and to allow additional time to negotiate an agreement with CSXT
- the Pretty Road culvert replacement at Dawson Drain be removed from the 2017 capital budget and reconsidered during 2018 capital budget deliberation

CARRIED

6. DRAINAGE SUPERINTENDENT REPORTS:

Moved by D. Randell

Seconded by T. Kingston

Motion #11 That the monthly report dated August 16, 2017 submitted by Drainage Superintendent Lucas DePooter be received as information and that the following recommendation be approved:

- the private installation of a new access culvert in Lot 12, Front Concession (former Moore Township) within the Bowen Creek be approved at the expense of Hydro One Networks Inc. for construction costs and future maintenance

CARRIED

Moved by S. Arnold

Seconded by J. De Gurse

Motion #12 That the report titled Dibling and Joiner Drains dated August 16, 2017 submitted by Drainage Superintendent Lucas DePooter be received as information and that the quotation submitted by B.F. Environmental Consultants Ltd. in the amount of \$19,968.52 (incl. Net HST) for the Dibling and Joiner Drains maintenance project be accepted and awarded.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #13 That the report titled Repeal Bylaw 41 of 1947 – DeWitt Drain (former Sombra Township) dated August 16, 2017 submitted by Drainage Superintendent Lucas DePooter be received as information and that this Committee recommends to Council to repeal Sombra Township By-law 41 of 1947 for the DeWitt Drain under Section 84(2) of the Ontario Drainage Act.

CARRIED

7. WATER/WASTE WATER SPECIALIST REPORTS:

Having been deferred at the July 10th, 2017 Committee-of-the-Whole Meeting to allow staff to make changes in the by-laws as discussed, the following motions were addressed by Council:

Moved by S. Arnold

Seconded by J. De Gurse

Motion #14 That the report titled Water Use Bylaw 23 of 2017 dated August 14, 2017 submitted by Water/Wastewater Specialist Nova Vanderslagt be received as information and that the Bylaw be amended by removing Section 7.1a) and the amended version be recommended by this Committee to Council for all three readings and the Mayor and Clerk be authorized to sign the Bylaw and appurtenant documents.

CARRIED

Moved by S. Arnold

Seconded by J. De Gurse

Motion #15 That the report titled Sewer Use Bylaw 24 of 2017 dated August 14, 2017 submitted by Water/Wastewater Specialist Nova Vanderslagt be received as information and that By-law 24 of 2017 be recommended by this Committee to Council for all three readings and the Mayor and Clerk be authorized to sign the By-law and appurtenant documents.

CARRIED

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8. NEW BUSINESS:

No new business at this time

9. ADJOURNMENT:

Seeing no other business to conduct, it was thereby resolved:

Moved by T. Kingston Seconded by J. De Gurse
Motion #16 That the meeting do hereby adjourn at 5:15 p.m..

J. Agar
Chairperson

C. DeSchutter
Acting Deputy Clerk