

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

St. Clair Township Civic Centre
Committee Room #1
September 11, 2017
3:00 p.m.

The meeting of the Committee of the Whole was held Monday, September 11, 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	“
J. De Gurse	“
Staff: J. Rodey	CAO
J. Baranek	Clerk
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**

1. DECLARATION OF PECUNIARY INTEREST:

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

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

4. TREASURER’S REPORTS:

- A-1 – Kevin Smith water refund request for Sanitary Connection
- A-2 – 2017 Budget Time Table
- A-3 – Financing of CWWF and Courtright WWTP Odour Capital Projects

5. DIRECTOR OF COMMUNITY SERVICES REPORT:

- Monthly Report

6. FIRE CHIEF’S REPORT:

- Monthly Report

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

- Information Only – Planning/Development Summary

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 P. Gilliland

Seconded by J. De Gurse

Motion #1 That this Committee recommend to Council that General Accounts for the month of August 2017, starting with supplier number 222001 to ZIM003 totaling \$1,710,208.91 be approved.

CARRIED

3. STATEMENT OF FINANCIAL POSITION:

The Committee reviewed the Treasurer's Statement of the Financial Position of the municipality for the period ending August 31, 2017.

Moved by P. Gilliland

Seconded by D. Randell

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

CARRIED

4. TREASURER'S REPORTS:

Moved by D. Randell

Seconded by T. Kingston

Motion #3 That the Kevin Smith - Water Refund Request report submitted by Treasurer - Charlie Quenneville dated August 30, 2017 be received as information.

CARRIED

Moved by J. De Gurse

Seconded by T. Kingston

Motion #4 That the 2018 Budget Timeline report submitted by Treasurer - Charlie Quenneville dated August 30, 2017 be received and the timeline within the report be approved and that approval be granted for preparation of a preliminary five year plan by staff.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #5 That the Financing of the CWWF and Courtright WWTP Odour Capital Projects Report submitted by Treasurer - Charles Quenneville dated August 30, 2017 be received as information and all financing options be reviewed in January 2018.

CARRIED

5. DIRECTOR OF COMMUNITY SERVICES' REPORT:

Moved by S. Miller

Seconded by P. Gilliland

Motion #6 That the monthly report submitted by the Director of Community Services Linda Kennedy dated September 7, 2017 be received as information.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #7 That the excess cost in the amount of \$3390.75 be approved for additional insulation requirements for the Port Lambton Community Hall to be funded by the Operating Budget.

CARRIED

Moved by S. Arnold

Seconded by J. De Gurse

Motion #8 That the surface considerations for the Brander Park Playground be deferred until 2018 budget deliberations.

CARRIED

Moved by S. Miller

Seconded by S. Arnold

Motion #9 That the procurement policy be waived and that SevCon be awarded the contract to pave walkways and a drop off/handicapped area at Courtright Park in the amount of \$14,479.00, being the same rate approved and accepted for the 2017 Urban Asphalt Resurfacing Contract.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #10 That staff be directed to produce a report on zoning requirements and assess other requirements to zone a portion of Branton-Cundick Park to facilitate the development of a single detached residential retirement community.

CARRIED

6. FIRE CHIEF'S REPORT:

Moved by T. Kingston

Seconded by J. De Gurse

Motion #11 That the monthly report submitted by the Fire Chief Walt Anderson dated September 11, 2017 be received as information.

CARRIED

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

Moved by T. Kingston

Seconded by D. Randell

Motion #12 That the monthly report submitted by the Deputy Clerk/Coordinator of Planning Caroline DeSchutter dated September 7, 2017 be received as information.

CARRIED

8. NEW BUSINESS:

Moved by S. Arnold

Seconded by J. De Gurse

Motion #13 That this Committee recommends to Council that a Conditional Permit be authorized for 681 St. Clair Parkway subject to the owners assuming all risk and entering into an Agreement that provides a deposit and securities.

CARRIED

Clerk - Jeff Baranek advised Council that work will be beginning on Nova property north of Rokeby. The work will involve only site work and nothing that requires a building permit. The site plan bylaw will be before Council on September 18, 2017 for consideration.

9. ADJOURNMENT:

Moved by S. Miller

Seconded by D. Randell

Motion #14 That the meeting do hereby adjourn.

CARRIED

The meeting was adjourned at 4:00 p.m.

Chairperson Jeff Agar

Clerk Jeff Baranek

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

Committee Room #1
September 11, 2017
4:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

2. DIRECTOR OF PUBLIC WORKS' REPORT:

- Asset Management Target Level of Service

3. COORDINATOR OF OPERATIONS' (WORKS) REPORT:

- Monthly Report

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

- Monthly Report
- Port Lambton South Lagoon Remediation Proposal

5. COORDINATOR OF ENGINEERING'S REPORT:

- Monthly Report

6. DRAINAGE SUPERINTENDENT'S REPORT:

- Monthly Report

7. NEW BUSINESS:

8. ADJOURNMENT:

1. DECLARATION OF PECUNIARY INTEREST:

None declared.

2. DIRECTOR OF PUBLIC WORKS' REPORT:

Moved by S. Arnold

Seconded by J. Agar

Motion #1 That the report Asset Management Target Level of Service dated September 11, 2017 submitted by Director of Public Works Brian Black be tabled to allow staff to produce the current status and the cost implications of the proposed amendments.

CARRIED

3. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

Moved by T. Kingston

Seconded by S. Miller

Motion #2 That the monthly report submitted by the Coordinator of Operations' (Works) - David Neely dated September 6, 2017 be received as information.

CARRIED

Moved by T. Kingston

Seconded by J. Agar

Motion #3 That a report be submitted to the County of Lambton requesting replacement of the street light at the corner of Highway 40 and Petrolia Line in the northbound lane of Highway 40 on the west side of the road and have staff reset the weight sensors at the St. Clair Parkway and St. Clair Boulevard intersection to allow motorcycles to trigger the signals.

CARRIED

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

Moved by J. De Gurse

Seconded by T. Kingston

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

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #5 That staff be directed to apply for funding through Federation of Canadian Municipalities (FCM) to determine economic feasibility of developing an anaerobic digester to power the Courtright Waste Water Treatment Plant and other township facilities.

CARRIED

Moved by T. Kingston

Seconded by S. Arnold

Motion #6 That the Port Lambton South Lagoon Remediation Proposal report dated September 6, 2017 submitted by Coordinator of Operations' (Water/Wastewater) Chris Westbrook be received as information.

CARRIED

5. COORDINATOR OF ENGINEERING'S REPORT:

Moved by J. De Gurse

Seconded by J. Agar

Motion #7 That the monthly report submitted by the Coordinator of Engineering Paul Dasilva dated September 6, 2017 be received as information.

CARRIED

Moved by S. Arnold

Seconded by J. De Gurse

Motion #8 That staff be authorized to close the Corunna boat ramp for approximately two weeks to allow for storm sewer construction.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #9 That staff produce a report identifying reasoning behind the different processes involved in stability work on Bickford Line and Baby Road.

CARRIED

6. DRAINAGE SUPERINTENDENT'S REPORT:

Moved by S. Miller

Seconded by J. De Gurse

Motion #10 That the monthly report submitted by the Drainage Superintendent - Lucas DePooter dated September 6, 2017 be received as information and that the brushing and cleanout of the Bennett Drain by a suitable and qualified contractor be approved with maintenance costs charged to the drain.

CARRIED

7. NEW BUSINESS:

Mayor Arnold expressed concern that the slope being created in the Wilson Drain is too steep. Coordinator of Operations (Works) - Dave Neely assured Council that the drain is being constructed according to the engineer's report.

Mayor Arnold also directed staff to reduce the amount of vehicles stored at works yards for the purposes of extraction practice for the fire department – it should be limited to two vehicles.

8. ADJOURNMENT:

Moved by S. Miller

Seconded by D. Randell

Motion #11 That the meeting do hereby adjourn.

CARRIED

The meeting adjourned at 4:45 p.m.

Chairperson - Deputy Mayor Gilliland

Clerk - Jeff Baranek