

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

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

The meeting of the Committee of the Whole was held Tuesday, October 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. 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 September, 2017

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

4. TREASURER’S REPORTS:

- A-1 – Question pertaining to accounts Payable Invoices & Reports
- A-2 – Survey of Payment Authorization
- A-3 – Charitable Donation list
- A-4 – Analysis of 2017 Budget Variances

5. DIRECTOR OF COMMUNITY SERVICES’ REPORTS:

- Monthly Report
- 2018 Fees
- Canada 150 Report
- Moore Sports Complex Sound System
- Moore Museum Range Light Renovation – RFQ

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:

Chairperson Agar declared the meeting open and asked members to declare pecuniary interest at the appropriate time.

Shell Canada Drone Donation:

Chairperson Agar welcomed Kristina Zimmer of Shell Canada to make a presentation of a \$75,000 donation cheque to be put towards an intrinsically safe unmanned aerial vehicle (drone). Shell has been working for months with Mayor Arnold and Chief Anderson on bringing this piece of equipment into the Township arsenal. The drone will be used for search and rescue in the St. Clair River and in agricultural property and for industrial incidents within the Township. The Committee thanked Shell for this donation and for their continued support of Township Emergency Response.

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 D. Randell

Motion #1 That this Committee recommend to Council that General Accounts for the month of September 2017, starting with supplier number 222001 to YOR002 totaling \$6,631,632.42 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 September 30, 2017.

Moved by T. Kingston

Seconded by P. Gilliland

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

CARRIED

4. TREASURER'S REPORTS:

Moved by S. Miller

Seconded by T. Kingston

Motion #3 That it be recommended to Council that report A-1 *Questions Pertaining to Accounts Payable Invoices and Reports* dated September 14, 2017 submitted by Treasurer - Charlie Quenneville be received as information.

CARRIED

Moved by P. Gilliland

Seconded by T. Kingston

Motion #4 That it be recommended to Council that report A-2 *Survey of Payment Authorization* dated September 28, 2017 submitted by Treasurer - Charlie Quenneville be received and the current payment authorization protocol remain in place.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #5 That it be recommended to Council that report A-3 *Charitable Donation List* dated September 28, 2017 submitted by Treasurer - Charlie Quenneville be received as information.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #6 That it be recommended to Council that report A-4 *Analysis of 2017 Budget Variances* dated October 5, 2017 submitted by Treasurer - Charlie Quenneville be received as information and that the Township uses the Insurance Reserve in the amount of \$27,585 to lessen the impact of the insurance company's new billing method.

CARRIED

5. DIRECTOR OF COMMUNITY SERVICES' REPORTS:

Moved by S. Arnold

Seconded by T. Kingston

Motion #7 That it be recommended to Council that the monthly report dated October 4, 2017 submitted by the Director of Community Services - Linda Kennedy be received as information.

CARRIED

Moved by S. Miller

Seconded by T. Kingston

Motion #8 That it be recommended to Council that the report *2018 Fees* dated October 4, 2017 submitted by the Director of Community Services - Linda Kennedy be received as information and that memberships at Parkway Golf Course increase by 2% and Campground Seasonal Fees be increased by 1%.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #9 That it be recommended to Council that the report *Canada 150 Expenses* dated October 4, 2017 submitted by the Director of Community Services - Linda Kennedy be received and the final sum of \$59,507.56 for expenses related to the Sesquicentennial Celebrations be approved to be funded by the Environment and Education Fund.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #10 That it be recommended to Council that the report *Moore Sports Complex Sound System* dated October 4, 2017 submitted by the Director of Community Services - Linda Kennedy be received and the quote in the amount of \$14,615 plus HST submitted by Avolution Multimedia to upgrade the sound system plus the cost of a manual lift be approved and that it be funded by the Education and Environment Fund.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #11 That it be recommended to Council that the report *Moore Museum Range Light Renovation – Request for Quote* dated October 4, 2017 submitted by the Director of Community Services - Linda Kennedy be received and an additional \$2,000 from the Museum Reserves be allocated to the project to offset the budget shortfall and provide a contingency fund.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #12 That it be recommended to Council that Jake Lozon of Ontario NativeScape be authorized to use a drone to film the shoreline rejuvenation projects at Branton-Cundick and Cathcart Parks but, not Guthrie Park due to proximity to industry.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #13 That it be recommended to Council that the Director of Community Services - Linda Kennedy be authorized to apply for grant funding for the replacement of playground equipment in Township parks with priority given to highest area of need.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #14 That staff be authorized to produce a report on the potential impact on user fees for Township facilities when User Group Insurance is required as a mandatory surcharge.

CARRIED

6. FIRE CHIEF’S REPORT:

Moved by P. Gilliland

Seconded by T. Kingston

Motion #15 That it be recommended to Council that the monthly report dated October 10, 2017 submitted by the Fire Chief - Walt Anderson be received as information.

CARRIED

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

Moved by D. Randell

Seconded by T. Kingston

Motion #16 That it be recommended to Council that the Status Update of all Planning Applications submitted by Director of Planning - Caroline DeSchutter dated October 4, 2017 be received as information.

CARRIED

8. NEW BUSINESS:

9. ADJOURNMENT:

Moved by S. Miller

Seconded by D. Randell

Motion #17 That the meeting do hereby adjourn.

CARRIED

The meeting was adjourned at 3:50 p.m.

Chairperson - Jeff Agar

Clerk - Jeff Baranek

**PUBLIC WORKS & OPERATIONS COMMITTEE
AGENDA**

1. DECLARATION OF PECUNIARY INTEREST:

2. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

- Monthly Report
- Parking at Antonio's Pizza
- Boundary Road Maintenance Agreement
- Sidewalk – Milton Street

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

- Monthly Report

4. COORDINATOR OF ENGINEERING'S REPORTS:

- Monthly Report
- Paddock Green Subdivision Phase 15A & 15B – Assumption
- Baby Road Slope Instability – Request for Project Comparison
- Baby Road – Channel Re-Alignment and Road Repair

5. DRAINAGE SUPERINTENDENT'S REPORTS:

- Monthly Report
- Wilson Drain

6. NEW BUSINESS:

7. ADJOURNMENT:

1. DECLARATION OF PECUNIARY INTEREST:

Chairperson Gilliland declared the meeting open and asked members to declare pecuniary interest at the appropriate time.

2. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

Moved by T. Kingston

Seconded by S. Arnold

Motion #1 That the following reports submitted by the Coordinator of Operations - David Neely be received as information:

- Monthly Report
- Parking at Antonio's Pizza
- Boundary Road Maintenance Agreement
- Sidewalk – Milton Street

CARRIED

Moved by J. Agar

Seconded by S. Miller

Motion #2 That it be recommended to Council that the removal of one parking space immediately north of the entrance to 443 Lyndoch Street be approved by installing “No Parking” signs and pavement markings by Operations Staff and equipment and by passing the accompanying by-law.

CARRIED

Moved by D. Randell

Seconded by S. Miller

Motion #3 That it be recommended to Council that the Boundary Roads Maintenance Agreement between the Township of St. Clair and the City of Sarnia be extended for an additional five years, and the Mayor and Clerk be authorized to execute the appurtenant agreement and by-law.

CARRIED

Moved by S. Miller

Seconded by J. Agar

Motion #4 That it be recommended to Council that the removal of existing concrete sidewalk located on the south side of Milton Street be approved between Third Street and the CSX Railway including the restoration of the affected driveways and the grass boulevard at an estimated cost of \$20,000 to be charged to the sidewalk operations budget.

CARRIED

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

Moved by S. Arnold

Seconded by J. Agar

Motion #5 That the monthly report submitted by the Coordinator of Operations (Water/Waste Water) - Chris Westbrook dated October 10, 2017 be received as information and that Council approve \$7,937.28 net HST for CH2MHill to apply to Federation of Canadian Municipalities (FCM) to complete a feasibility study investigating the use of anaerobic digestion at the Courtright Waste Water Treatment Plant.

CARRIED

4. COORDINATOR OF ENGINEERING'S REPORTS:

Moved by T. Kingston

Seconded by D. Randell

Motion #6 That the following reports submitted by the Coordinator of Engineering - Paul daSilva be received as information:

- Monthly Report
- Paddock Green Subdivision Phase 15A & 15B – Assumption
- Baby Road Slope Instability – Request for Project Comparison
- Baby Road – Channel Re-Alignment and Road Repair

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #7 That Phases 15A & 15B of the Paddock Green Subdivision be assumed and that the Clerk be advised to send the corresponding By-law to Council for consideration.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #8 That the tender submitted by Cope Construction Ltd. in the amount of \$116,721.27 net HST for Baby Road Channel Re-Alignment and Road Repair be accepted and the Mayor and Clerk be authorized to execute the corresponding contract and appurtenant documents and that the budget shortfall be funded by the surplus from the Oil Springs Line Reinforced Chip Seal Project.

CARRIED

5. DRAINAGE SUPERINTENDENT'S REPORTS:

Moved by D. Randell

Seconded by S. Miller

Motion #9 That the monthly report submitted by Drainage Superintendent - Lucas DePooter dated October 4, 2017 be received as information and the following recommendations be approved:

- the private installation of a new suitably sized access culvert in lot 29, concession 10 within the Pray Drain East at the expense of Wayne Wilbur for construction costs and future maintenance.

- CARRIED**

7. ADJOURNMENT:

Seconded by D. Randell

CARRIED

Clerk - Jeff Baranek