

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

St. Clair Township Civic Centre
Committee Room #1
November 14, 2017
3:00 p.m.

The meeting of the Committee of the Whole was held Tuesday, November 14, 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	Councillor
Staff: J. Rodey	CAO
J. Baranek	Clerk
C. McClemens	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

**TOWNSHIP OF ST. CLAIR
FINANCE AND ADMINISTRATION COMMITTEE
AGENDA**

3:00 p.m. – LPH Presentation – Christina Quek

1. DECLARATION OF PECUNIARY INTEREST:

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

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

4. TREASURER’S REPORTS:

- A-1 – LAS Natural Gas Program Price Change Notice
- A-2 – AMO’s 2016 Federal Gas Tax Fund Annual Report
- A-3 – Final OPP Reconciliation for 2015 & 2016
- A-4 – Trade Agreements and Impact on Procurement By-Law
- A-5 – Update to 2017 Capital Budget projected to December 31, 2017
- A-6 – Mailing Dates for SLWC Campaign

5. CLERK’S REPORT:

- Court of Revision Appointments - December 6, 2017

6. DIRECTOR OF COMMUNITY SERVICES’ REPORT:

- Monthly Report

7. FIRE CHIEF’S REPORT:

- Monthly Report

8. NEW BUSINESS:

9. ADJOURNMENT:

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

3:00 p.m. - Lambton Public Health Built-Up Environment Presentation

Paul Buttery and Lorie Lucas of Lambton Public Health presented their report on the Built-Up Environment in the County of Lambton.

LPH is in year three of a 5 year strategic plan that tries to collaborate with relevant sectors to ensure a healthy built environment by establishing public health perspectives and representation in the planning processes of municipalities, community groups, developers, school boards and other sectors and by responding to the concerns about the health impacts of our built environment.

The Built-Up Environment is defined as part of our physical surroundings and includes the buildings, parks, schools, road systems, and other infrastructure that we encounter in our daily lives each day.

Built-Up Environment can impact our physical health, mental health, safety, sense of community belonging and the economic health of our community.

LPH is asking local municipalities to utilize their self-assessment tool to determine the level of built-up environment in their communities.

Moved by S. Arnold

Seconded by D. Randell

Motion #1 That staff be directed to examine the Self-Assessment Tool for rating the Built-Up Area in the Township and determine if its completion is feasible with full-time staff or if it is better suited for a summer seasonal staff member in 2018.

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 P. Gilliland

Seconded by D. Randell

Motion #2 That this Committee recommend to Council that General Accounts for the month of October 2017, starting with supplier number 222001 to YEL001 totaling \$2,104,758.92 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 October 31, 2017.

Moved by T. Kingston

Seconded by P. Gilliland

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

CARRIED

4. TREASURER'S REPORTS:

Moved by S. Miller

Seconded by J. De Gurse

Motion #4 That it be recommended to Council that report A-1 LAS Natural Gas Program Price Change Notice dated October 26, 2017 submitted by Treasurer - Charlie Quenneville be received as information.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #5 That it be recommended to Council that report A-2 AMO's 2016 Federal Gas Tax Fund Annual Report dated October 20, 2017 submitted by Treasurer - Charlie Quenneville be received as information.

CARRIED

Moved by T. Kingston

Seconded by P. Gilliland

Motion #6 That it be recommended to Council that report A-3 Final OPP Reconciliation for 2015 & 2016 dated October 26, 2017 submitted by Treasurer - Charlie Quenneville be received as information.

CARRIED

Moved by J. De Gurse

Seconded by T. Kingston

Motion #7 That it be recommended to Council that report A-4 Trade Agreements and Impact on Procurement By-law dated October 31, 2017 submitted by Treasurer - Charlie Quenneville be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #8 That the Methods of Procurement – Summary Template be amended so that any Goods and Services Purchase, Request for Proposals and any Expression of Interest over \$25,000 be submitted to Council for consideration and not only be pre-approved by staff and submitted in a report as information.

CARRIED

Moved by D. Randell

Seconded by T. Kingston

Motion #9 That the Treasurer be authorized to sign Vendor Pay Agreement with E-Solutions group.

CARRIED

Moved by S. Miller

Seconded by D. Randell

Motion #10 That it be recommended to Council that report A-5 Update to the 2017 Capital Budget projected to December 31, 2017 dated November 7, 2017 submitted by Treasurer - Charlie Quenneville be received as information.

CARRIED

5. CLERK'S REPORT:

Moved by P. Gilliland

Seconded by D. Randell

Motion #11 That Councillor Darrell Randell be appointed as Chairman, and Councillor De Gurse be appointed as member of the Drainage Committee under Section 97(3) of the Drainage Act for the upcoming cross jurisdictional Court of Revision for the Talfourd Creek and the Booth Creek Drains to be held December 6, 2017 beginning at 6:30 p.m.

CARRIED

6. DIRECTOR OF COMMUNITY SERVICES` REPORT:

Moved by P. Gilliland

Seconded by J. De Gurse

Motion #12 That it be recommended to Council that the Township agree to fund new playground equipment for Parkdale Park at a 50/50 cost share with the Optimists of Moore (with the Optimists agreeing to pay up to \$18,730 over five years – being half of the quote issued by PlayPower LT, Canada Inc.) for an estimated project cost of \$37,460.69 to be funded by the Education and Environment Fund; and that the Township fully fund the paved access walkway required by the Accessibility of Ontarians with Disabilities Act.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #13 That staff be authorized to determine the cost for replacement of the building at McDonald Park, and the extent of and associated costs with the proposed additions by the Park Board for comparison and bring back a report prior to a deputation from members of the Board.

CARRIED

Moved by S. Arnold

Seconded by P. Gilliland

Motion #14 That staff be directed to produce a report on the scope and detail of proposed work for the Courtright Waterfront Park Shoreline Improvements.

CARRIED

Moved by S. Miller

Seconded by S. Arnold

Motion #15 That User Group Insurance premiums for rentals of Township facilities report be tabled to allow the Committee to review the information.

TABLED

Moved by S. Miller

Seconded by S. Arnold

Motion #16 That a complaint submitted by Terry and Linda Derbyshire related to operation of Township Campgrounds be received as information and that the detailed response from the Director of Community Services be submitted to the complainants.

CARRIED

7. FIRE CHIEF'S REPORT:

Moved by J. De Gurse

Seconded by T. Kingston

Motion #17 That it be recommended to Council that the monthly report dated November 14, 2017 submitted by the Fire Chief - Walt Anderson be received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #18 That it be recommended to Council that the Township of St. Clair approve the purchase of the Aeryon Sky Ranger without going through a tendering process based on availability of UAS for public safety use, other users in the area and Aeryon being an Ontario company to be funded using the donation from Shell Canada in the amount of \$75,000 which has been submitted.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #19 That it be recommended to Council that the Township of St. Clair approve the request to send tenders out for two pieces of fire apparatus based on fire department specifications presented to the Emergency Services Committee (and described in Chief Anderson's monthly report) to be funded from the Apparatus Life cycle account.

CARRIED

Moved by S. Arnold

Seconded by J. De Gurse

Motion #20 That it be recommended to Council that the Township of St. Clair approve a quarter page advertisement from the Fire Department for the Mooretown Flags funded from department administration budget.

CARRIED

Moved by S. Miller

Seconded by P. Gilliland

Motion #21 That it be recommended to Council that the Township of St. Clair approve the recommended changes to the Tiered Response agreement and staff is directed to prepare the necessary by-law.

CARRIED

Moved by S. Arnold

Seconded by J. Agar

Motion #22 That it be recommended to Council that the Township of St. Clair approve using some of the funds received from the Ministry of Transportation (\$6202.24) to add two monitors and a control pad to the Command unit in the amount of \$4118.73 with HST.

CARRIED

Moved by P. Gilliland

Seconded by J. Agar

Motion #23 That the Township Fire Department be authorized to use necessary equipment to assist with decorating the evergreen tree at the clock tower in Corunna.

CARRIED

8. NEW BUSINESS:

Mayor Arnold asked staff to prepare a report on policies and procedures for lottery licencing in the Township, for specifics on Catch the Ace licence requirements and the cost of obtaining such licences.

9. ADJOURNMENT:

Moved by S. Miller

Seconded by D. Randell

Motion #24 That the meeting does 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**

St. Clair Township Civic Centre
Committee Room #1
November 14, 2017
4:00 p.m.

4:00 pm - CH2M - Geoff Kooymans - Odour Control Project at the CWWTP

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) REPORT:

- Monthly Report

5. COORDINATOR OF ENGINEERING'S REPORTS:

- Monthly Report
- Pretty Road Bridge over Black Creek – EA Update

6. DRAINAGE SUPERINTENDENT'S REPORT:

- Monthly Report

7. NEW BUSINESS:

8. ADJOURNMENT:

1. DECLARATION OF PECUNIARY INTEREST:

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

4:00 p.m. – CH2M Geoff Kooymans – Odour Control Project at the CWWTP

Geoff Kooymans and Warren Saint of CH2M Consultants presented an update on the continuing odour concerns at the Courtright Waste Water Treatment Plant.

Air recovery tests undertaken in a “worst case scenario” setting this past August have identified the two biggest offenders for odour release as the inlet and the storage tank. These two areas have demonstrated releases of Hydrogen Sulfide, which carries an offensive odour. Further, the noise being emitted from the turbo blower is excessive and is not in compliance with the current ECA.

CH2M is proposing a phased approach to help mitigate and attempt to eliminate the odour causing components of the plant and reduce all noise emissions. The advantages of the phased approach being that it targets the most offensive components first, it allows for re-examination after each phase and it limits initial capital expenditures.

The very approximate capital cost associated with the planned Phase One of the project is over \$1 million. This phase will see the development of a biofilter which is proposed to be installed north of the aeration basins on-site. Air from processing areas of the plant will be recovered and ducted to the filter where it will be naturally treated prior to being released into the atmosphere. Once this phase is completed and incorporated into the operation of the plant, another assessment will be done as to whether or not proceeding with subsequent steps will produce measurable improvements beyond those produced by phase one.

Chairperson Gilliland thanked Geoff and Warren for the presentation and encouraged them to continue to investigate solutions to the odour issues at the plant.

2. DIRECTOR OF PUBLIC WORKS` REPORT:

Moved by J. De Gurse

Seconded by D. Randell

Motion #1 That the Asset Management Target Level of Service report dated November 14, 2017 submitted by Director of Public Works - Brian Black be received as information.

CARRIED

Moved by S. Miller

Seconded by J. De Gurse

Motion #2 That it be recommended to Council that the Asset Management Target Level of Service as developed by Public Works and approved by the Asset Management Steering Committee be approved as presented.

CARRIED

3. COORDINATOR OF OPERATIONS` (WORKS) REPORT:

Moved by T. Kingston

Seconded by D. Randell

Motion #3 That the monthly report submitted by the Director of Operations - Dave Neely dated October 4, 2017 is received as information.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #4 That staff be directed to submit a letter to CSX to gauge interest in transferring the rail line south of Holt Line to the south limit of the Township to the municipality.

CARRIED

Moved by S. Arnold

Seconded by T. Kingston

Motion #5 That staff be directed to produce a report on the cost for installing decorative street lights in all settlement areas within the Township for consideration at 2018 capital budget deliberations.

CARRIED

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

Moved by S. Arnold

Seconded by S. Miller

Motion #6 That the monthly report submitted by the Coordinator of Operations (Water/Waste Water) - Chris Westbrook dated November 8, 2017 be received as information and that the following recommendations be approved:

- CH2M be authorized to utilize the remaining funds of \$3,150 left over from the ASR application budget to complete a study on the effects of reusing final effluent water at the Courtright WWTP.
- Repairs are undertaken to the Communications at the Moore Operations Centre, Wilkesport Operations Centre, Civic Centre Public Works Administration area and the Courtright WWTP for \$25,000.

CARRIED

5. COORDINATOR OF ENGINEERING`S REPORTS:

Moved by J. De Gurse

Seconded by T. Kingston

Motion #7 That the monthly report submitted by the Coordinator of Engineering - Paul DaSilva dated November 8, 2017 is received as information.

CARRIED

Committee of the Whole
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Moved by S. Arnold

Seconded by D. Randell

Motion #8 That the Pretty Road Bridge Over Black Creek – EA Update report submitted by Coordinator of Engineering - Paul DaSilva dated November 8, 2017 is received as information and that the Township proceeds with Option B – Bridge Rehabilitation in the approximate amount of \$341,000.

CARRIED

6. DRAINAGE SUPERINTENDENT’S REPORT:

Moved by D. Randell

Seconded by S. Arnold

Motion #9 That the monthly report submitted by the Drainage Superintendent - Lucas DePooter dated November 8, 2017 is received as information and that the following recommendations are approved:

- the replacement of the access culvert to the S1/2 W1/2 Lot 8, concession 13 by a suitable and qualified contractor at the expense of the drain.
- the replacement of the private tile with costs shared as per approved Township policy.

CARRIED

7. NEW BUSINESS:

8. ADJOURNMENT:

Moved by S. Miller

Seconded by D. Randell

Motion #10 Be it resolved that this meeting do hereby adjourn.

CARRIED

The meeting was adjourned at 5:30 p.m.

Chairperson - Peter Gilliland

Clerk - Jeff Baranek