

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

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

The meeting of the Committee of the Whole was held Monday, December 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	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**

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

1. DECLARATION OF PECUNIARY INTEREST:

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

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

4. TREASURER’S REPORTS:

- A-1 – Question Pertaining to Accounts Payable Invoices & Reports
- A-2 – Financial on the 2017 Emergency Golf Tournament
- A-3 – 2018 OMPF
- A-4 – Property Tax Policy for the County of Lambton
- A-5 – Updated Procurement By-Law 57 of 2017
- A-6 – Fawn Island Parking Lot Special Area Rating

5. FIRE CHIEF’S REPORT:

- Monthly Report

6. DIRECTOR OF COMMUNITY SERVICES’ REPORT:

7. NEW BUSINESS:

8. ADJOURNMENT:

1. DECLARATION OF PECUNIARY INTEREST:

At the appointed time of 3:00 p.m., Chairperson Agar declared the meeting open and asked members to declare pecuniary interest at the appropriate time.

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 J. De Gurse

Seconded by T. Kingston

Motion #1 Be it resolved that this Committee recommend to Council that General Accounts for the month of October 2017, starting with supplier number 10001 to ZON001 totaling \$1,902,457.15 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 November 30, 2017.

Moved by T. Kingston

Seconded by P. Gilliland

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

CARRIED

4. TREASURER'S REPORTS:

Moved by T. Kingston

Seconded by S. Miller

Motion #3 Be it resolved that report A-1 submitted by Treasurer - Charlie Quenneville dated November 14, 2017 Account Payable Questions be received as information.

CARRIED

Moved by J. De Gurse

Seconded by T. Kingston

Motion #4 Be it resolved that report A-2 submitted by Treasurer - Charlie Quenneville dated November 30, 2017 Emergency Golf Services Golf Tournament Financial Analysis be received as information and the profit of \$20,330.28 be transferred into the Emergency Response Reserve.

CARRIED

Moved by D. Randell

Seconded by P. Gilliland

Motion #5 Be it resolved that report A-3 submitted by Treasurer - Charlie Quenneville dated November 20, 2017, 2018 OMPF Funding be received as information.

CARRIED

Moved by T. Kingston

Seconded by S. Miller

Motion #6 Be it resolved that report A-4 submitted by Treasurer - Charlie Quenneville dated November 20, 2017 titled Property Tax Policy for the County of Lambton be received as information.

CARRIED

Mayor Arnold suggested a number of amendments to the proposed draft by-law 57 of 2017 and a robust discussion ensued.

Moved by J. De Gurse

Seconded by T. Kingston

Motion #7 Be it resolved that report A-5 submitted by Treasurer - Charlie Quenneville dated November 21, 2017 titled Updated Procurement By-law 57 of 2017 be Tabled to allow staff to edit the by-law to reflect the discussed changes.

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #8 Be it resolved that report A6 submitted by Treasurer - Charlie Quenneville dated November 21, 2017 titled Fawn Island Parking Lot Special Area Rating be Tabled until the final cost of the entire project can be determined and the total amount to be contributed by the St. Clair Region Conservation Authority is provided.

CARRIED

5. FIRE CHIEF'S REPORT:

Moved by T. Kingston

Seconded by J. De Gurse

Motion #9 Be it resolved that the monthly report submitted by Fire Chief - Walt Anderson be received as information.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #10 Be it resolved that the Township of St. Clair be authorized to provide the Naloxone Program as part of their medical response initiatives.

CARRIED

6. DIRECTOR OF COMMUNITY SERVICES' REPORT:

Director of Community Services - Linda Kennedy provided the committee with the scope of the upcoming shoreline protection work at Courtright Park. Phase 1 will see the north part of the park's shoreline outfitted with erosion control including armour stone; with phase 2 for the southern shore to follow. Bre-Ex submitted the lowest tender in the amount of \$441,453.60 and has been awarded the contract. Mayor Arnold cautioned to have tight language included in the contract that eliminates flexibility for the contractor to produce hidden costs.

Moved by S. Miller

Seconded by D. Randell

Motion #11 Be it resolved that the Director of Community Services be authorized to waive the Procurement Policy to retain Sunrise Lawn Care for the 2018 and 2019 seasons at annual costs of \$69,409.75 and \$75,059.50 respectively, due to the company's compliance with Township Health and Safety Procedures and Standard Operating Procedures and the extensive efforts undertaken to achieve such status.

CARRIED

Moved by S. Arnold

Seconded by S. Miller

Motion #12 Be it resolved that authority be given to the Director of Community Services to accept the lowest tender for repairs to 100 feet of seawall at Brander Park and have the work initiated as soon as possible.

CARRIED

To conclude her report, Linda cautioned the committee of an inevitable upgrade at the Moore Sports Complex to transfer from a direct ammonia system to an in-direct system. The cost of this upgrade will be approximately \$1.5 million. In addition to this upgrade, the Rink two roof needs to be done, the south wall needs to be insulated, and the trusses on Rink One ultimately need to be replaced. All of these repairs represent a very significant cost.

7. NEW BUSINESS:

Mayor Arnold announced that Kristina Zimmer is no longer with Shell. Mrs. Zimmer has been responsible for securing significant donations from Shell during her tenure and will be missed. He wished her well in her next position.

Mayor Arnold asked the Director of Community Services for the status of the sail feature at the splash pad in Brander Park to be identified in an upcoming report.

Committee of the Whole Minutes
December 11, 2017

Moved by S. Arnold

Seconded by D. Randell

Motion #13 Be it resolved that the upcoming Capital Budget meeting scheduled for December 14, 2017 be rescheduled for 5:00 p.m. on December 18, 2017 immediately prior to the regularly scheduled Council meeting.

CARRIED

8. ADJOURNMENT:

Moved by S. Miller

Seconded by D. Randell

Motion #14 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
December 11, 2017
4:00 p.m.

1. DECLARATION OF PECUNIARY INTEREST:

2. COORDINATOR OF OPERATIONS' (WORKS) REPORTS:

- Monthly Report
- Dust Suppressant for 2018 & 2019
- School buses on Homestretch Drive (Corunna)

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

- Monthly Report

4. COORDINATOR OF ENGINEERING'S REPORT:

- Fawn Island Parking Lot – Extension of Project

5. DRAINAGE SUPERINTENDENT'S REPORTS:

- Monthly Report
- Request to Enclose the Bennett Drain

6. WATER/WASTEWATER SPECIALIST'S REPORT:

- Drinking Water Quality Management System (QMS) - Management Review

7. NEW BUSINESS:

8. ADJOURNMENT:

1. DECLARATION OF PECUNIARY INTEREST:

At the appointed time of 4:00 p.m., 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 Be it resolved that the following reports submitted by Coordinator of Operations (Works) - Dave Neely be received as information:

- Monthly Report
- Dust Suppressant for 2018 & 2019
- School buses on Homestretch Drive (Corunna)

CARRIED

Moved by S. Arnold

Seconded by D. Randell

Motion #2 Be it resolved that the following recommendations from reports received by Motion #1 be approved:

- That the Township procurement policy be waived for economic benefits and that the quote submitted by Pollard Highway Products Ltd. in the amount of \$0.051 per liter for the 'Supply and Application of Chloride Based Liquids for Dust Suppressant' be accepted.
- That it be recommended to Council to pass a new By-law restricting the use of Homestretch Drive (Corunna) by school buses, and that this new by-law be forwarded to "Student Transportation Services".

CARRIED

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

Moved by S. Arnold

Seconded by J. De Gurse

Motion #3 Be it resolved that the monthly report submitted by the Coordinator of Operations (Water/Waste Water) - Chris Westbrook dated December 11, 2017 be received as information.

CARRIED

4. COORDINATOR OF ENGINEERING'S REPORT:

Moved by S. Arnold

Seconded by D. Randell

Motion #4 Be it resolved that the Fawn Island Parking Lot – Extension of Project Report submitted by the Coordinator of Engineering - Paul DaSilva be received and the following two recommendations be approved:

1. That the Fawn Island Parking Lot contract be extended to include erosion control repairs at the McKeough Diversion Channel outlet structure
2. That the quote submitted by BF Environmental in the amount of \$16,470 for erosion control repairs be approved

CARRIED

5. DRAINAGE SUPERINTENDENT'S REPORTS:

Moved by D. Randell

Seconded by S. Miller

Motion #5 Be it resolved that the monthly report submitted by Drainage Superintendent - Lucas DePooter dated December 6, 2017 be received as information and the following recommendations be approved:

- the cleanout of the Dicer Drain be performed by a suitable and qualified contractor, as a maintenance expense of the drain;
- the replacement of the bridge deck over the Jarvis Drain be undertaken by a suitable and qualified contractor, as a maintenance expense of the drain;
- the brushing and cleanout of the Watson Drain be done by a suitable and qualified contractor, as a maintenance expense of the drain;
- the brushing and cleanout of the Garbutt Drain be done by suitable and qualified contractor, as a maintenance expense of the drain; and,
- the installation of one culvert and the removal of two access culverts by Straightline Contracting be done for the LaSalle Line Roadside Ditch Access Culvert at the expense of Enbridge.

CARRIED

Moved by T. Kingston

Seconded by S. Arnold

Motion #6 Be it resolved that the Request to Enclose the Bennett Drain report submitted by Drainage Superintendent - Lucas DePooter be received as information and that the request be denied at this time due to a number of concerns including cost, concerns of upper stream land owners, and future maintenance.

CARRIED

6. WATER/WASTE WATER SPECIALIST'S REPORT:

Moved by S. Miller

Seconded by J. Agar

Motion #7 Be it resolved that the Drinking Water Quality Management System (QMS) – Management Review report submitted by Water/Waste Water Specialist - Nova Vanderslagt be received as information.

CARRIED

7. NEW BUSINESS:

Mayor Arnold asked the Coordinator of Operations (Works) to assess a double bump at the Baxter Property on Bickford Line.

8. ADJOURNMENT:

Moved by S. Miller

Seconded by D. Randell

Motion #8 Be it resolved that this meeting do hereby adjourn.

CARRIED

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

Chairperson - Peter Gilliland

Clerk - Jeff Baranek