



**CORPORATION OF THE TOWNSHIP OF ST. CLAIR**

**COMMITTEE OF THE WHOLE MINUTES**

**SESSION #2**

St. Clair Township Civic Centre  
February 4, 2019  
3:00 p.m.

A Committee of the Whole meeting was held on Monday, February 4, 2019 at the Council Chambers in Mooretown at 3:00 p.m. with the following people present:

S. Arnold	Mayor
S. Miller	Deputy Mayor
R. Atkins	Councillor
P. Brown	Councillor
J. De Gurse	Councillor
T. Kingston	Councillor
B. Myers	Councillor

**Staff:**

J. Rodey	CAO/Acting Clerk
J. Baranek	Clerk
W. Anderson	Fire Chief
K. Lindsay	Director of Community Services
D. Neely	Coordinator of Works
C. Westbrook	Coordinator of Works
P. DaSilva	Coordinator of Engineering

**AGENDA**

**1. CALL TO ORDER**

~ Finance & Administration Committee

**2. DELEGATIONS/PRESENTATIONS**

2.1. 3:00 p.m. - St. Clair River Trail Committee - Mary Jane Marsh, David Cram, Janis Paulley

2.2. 3:15 p.m. - Heritage St. Clair Committee - Project Proposals

**3. DECLARATION OF PECUNIARY INTEREST**

**4. GENERAL ACCOUNTS:**

4.1. General Accounts Report – December 31, 2018

4.2. General Accounts Report – January 31, 2019

**5. TREASURER'S REPORTS:**

5.1. Preliminary Financial Statements - December 31, 2018

5.2. 2019 Capital Budget Listing

**6. DEPUTY TREASURER'S REPORTS:**

- 6.1. February 2019 - Information Technology Report
- 6.2. SouthWestern Integrated Fibre Technology: Canadian Radio-television & Telecommunications Commission Broadband Fund's restrictive eligibility criteria
- 6.3. Change in Council Remuneration for the Elimination of the One Third Tax Free Allowance for Expenses

**7. DIRECTOR OF EMERGENCY SERVICES' REPORTS:**

- 7.1. New Position Report - Deputy Chief/Fire Prevention Officer
- 7.2. Travel Request - Fire Department Instructors' Conference
- 7.3. Information & Incident Report for January 2019

**8. DEPUTY FIRE CHIEF'S REPORT:**

- 8.1. Fire Department Training and Health & Safety Activities - Information Report

**9. DIRECTOR OF COMMUNITY SERVICES' REPORTS:**

- 9.1. Information Report
- 9.2. Proposed 2019 Community Services Fees
- 9.3. St. Clair Parkway Golf Course 2019-2023 Business Plan
- 9.4. Golf Course Indoor Simulator
- 9.5. Moore Sports Complex Committee

**10. NEW BUSINESS**

**11. ADJOURNMENT**

**12. BREAK**

**13. CALL TO ORDER**

~ Public Works & Operations Committee

**14. DELEGATIONS/PRESENTATIONS:**

- 14.1 4:00 p.m. - Introduction to Drinking Water Quality Management System for Council

**15. DECLARATION OF PECUNIARY INTEREST**

**16. DIRECTOR OF PUBLIC WORKS' REPORTS:**

- 16.1. Proposed Allocation of Ontario Municipal Partnership Funding
- 16.2. Island Mooring - Riverside Drive Interim Agreement

**17. COORDINATOR OF OPERATIONS' (WORKS) REPORT:**

- 17.1. Temporary Buckingham Road Closure



**18. COORDINATOR OF ENGINEERING'S REPORT:**

- 18.1. LaSalle Line Closure and Stainless Steel Watermain Construction

**19. DRAINAGE SUPERINTENDENT'S REPORT:**

- 19.1. Monthly Drainage Report

**20. DRAINAGE BY-LAWS:**

- 20.1. Drainage By-Law 1 of 2019 - Port Lambton Storm Sewer Drain

**21. WATER/WASTEWATER SPECIALIST'S REPORT:**

- 21.1. Drinking Water Quality Management System (QMS) Operational Plan  
Re-endorsement

**22. NEW BUSINESS**

**23. IN CAMERA SESSION:**

- 23.1. Municipal Act - Section 239 (2) (b) An update on tax arrears for an identifiable individual and property
- 23.2. Municipal Act - Section 239 (2) (d) Proposed position adjustments for the St. Clair Parkway Golf Course
- 23.3. Municipal Act - Section 239 (2) (c) A potential sale of the property known as 5 Fairview Blvd.
- 23.4. Municipal Act - Section 239 (2) (d) An update on Contract Negotiations with OPSEU Local 123

**24. ADJOURNMENT**

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**1. CALL TO ORDER**

At the appointed time of 3:00 p.m. Chairperson Kingston called the meeting to Order.

**2. DELEGATIONS/PRESENTATIONS:**

**3:00 p.m. - St. Clair River Trail Committee - Mary Jane Marsh, David Cram, Janis Paulley**

David Cram reminded the Committee of the intent of the St. Clair River Trail Committee to replace all 76 benches on the trail – a program which began in 2016. In 2019, the final 36 benches will be installed at the cost of the SCRT committee. He also advised that the SCRT committee is partnering with the Heritage Committee on the Stewart James recognition project.

Janis Paulley thanked the Committee and Council for their continued support dating back to 1998. Janis also explained the many ways that the trail is being marketed including regional travel magazines and by use of a Facebook account.

Jane Marsh expressed her disappointment over By-law 45 of 2018 which closes the St. Clair River Trail for the winter months. She asked that the By-law be reconsidered and suggested to simply install signs advising that the trail is not maintained in the winter and patrons could use at their own risk. Further, she asked the Committee to reconsider the amendment to the fundraising agreement between the SCRT and the Township. During the trail's construction the ratio was 2:1 in that

the Township would provide \$2 for every \$1 fundraised by the SCRT Committee. Since the completion of the trail, that ratio was reduced to of \$1 - \$1.

The SCRT left a discussion paper for future consideration of Council.

**3:15 p.m. - Heritage of St. Clair – Dave Pattenden**

Dave Pattenden of the Heritage St. Clair committee provided an outline of five projects his committee would like support for completion in 2019.

**Stewart James – Courtright Park**

Stewart James was a local resident who is still considered to be one of the most innovative magicians in history. He developed over 1000 tricks, many of which are still being performed today. The Slaight family has donated money to install a commemorative storyboard in Courtright Park in Mr. James' honour. The storyboard will be a three-faced, stand-alone structure and is to be incorporated into the trail by adjoining cement. If approved, the structure would be installed in Courtright Park.

Moved by S. Arnold

Seconded by B. Myers

**Motion 1** Be it resolved that Heritage St. Clair be authorized to work with Township staff to design and install a three faced storyboard in Courtright Park to commemorate the lifetime achievements of Stewart James in the field of magic.

**CARRIED**

**Southern Railway**

The Canadian Southern Railroad was intended to run from Ontario through to Michigan as a segment in what was once envisioned to be a line from New York City to Chicago. The portion of that line running through St. Clair connected Brigden to Courtright, which was a main factor in creating these communities. Heritage St. Clair would like to recognize each of these locations with commemorative signage.

Moved by S. Miller

Seconded by J. De Gurse

**Motion 2** Be it resolved that Heritage St. Clair be permitted to design and install commemorative signs denoting rail stations on the Canadian Southern Railroad in both Brigden and Courtright, and that they be installed by Township staff.

**CARRIED**

**Heritage Hamlet Signs**

The Township of St. Clair was once home to 29 hamlets, each of which is responsible for shaping how the Township looks today. Heritage St. Clair would like to commemorate each of these hamlets with 2' by 5' signs. If approved by both the Township and County (as some are on County roads), the committee would erect 5-7 of these annually with the assistance of the Township staff.

Moved by J. De Gurse

Seconded by P. Brown

**Motion 3** Be it resolved that Heritage St. Clair be authorized to design and install 29 commemorative hamlet signs over the next several years, subject to approval of the County of Lambton where applicable, and that Township staff be responsible for their installation.

**CARRIED**

**Derek Drouin Storyboards – Corunna Athletic Park**

Mr. Pattenden provided Council with a visual representation of storyboards recognizing the achievements of local Olympic athlete Derek Drouin in the field of athletics. The proposed storyboards would be installed at the Corunna Athletic Park.



Moved by S. Arnold

Seconded by J. De Gurse

**Motion 4** Be it resolved the proposed storyboards to recognize the achievements of Derek Drouin be approved for installation in Corunna Athletic Park near the sitting area at the splash pad and that they be installed by Township staff.

**CARRIED**

Cemetery Report

In conjunction with the Heritage Committee, John DeMars researched and located all the abandoned cemeteries within the Township. Of those, four are in need of immediate care.

Moved by S. Arnold

Seconded by R. Atkins

**Motion 5** Be it resolved that \$15,000 be provided to the Heritage Committee to repair the four cemeteries identified as most dire in the report dated June 20, 2018 (Reynolds, St. Mary's Anglican, Postill/Fisher, and Henry) and that the funds be taken from the Environment and Education Fund.

**CARRIED**

Moved by B. Myers

Seconded by P. Brown

**Motion 6** be it resolved that the abandoned cemeteries report submitted by Heritage St. Clair dated June 20, 2018 be received as information.

**CARRIED**

**3. DECLARATION OF PECUNIARY INTEREST**

None declared.

**4. GENERAL ACCOUNTS:**

Moved by J. De Gurse

Seconded by B. Myers

**Motion 7** Be it resolved that this committee recommend to Council that General Accounts for the month ending December 31, 2018, starting with supplier number 103771 to ZIN002 totaling \$144,921.69 be approved.

**CARRIED**

Moved by S. Miller

Seconded by R. Atkins

**Motion 8** Be it resolved that this committee recommend to Council that General Accounts for the month ending January 31, 2019, starting with supplier number 103001 to ZIN002 totaling \$213,741.38 be approved.

**CARRIED**

**5. TREASURER'S REPORTS:**

Moved by S. Arnold

Seconded by B. Myers

**Motion 9** Be it resolved that preliminary financial statements dated December 31, 2018 be received and approved.

**CARRIED**

Moved by S. Miller

Seconded by P. Brown

**Motion 10** Be it resolved that updated Capital Budget report dated January 18, 2019 submitted by Treasurer - Charlie Quenneville be received and approved as printed.

**CARRIED**

**6. DEPUTY TREASURER'S REPORTS:**

Moved by S. Arnold

Seconded by J. De Gurse

**Motion 11** Be it resolved that the IT Security Report submitted by Deputy Treasurer - George Lozon be received as information.

**CARRIED**

Moved by P. Brown

Seconded by R. Atkins

**Motion 12** Be it resolved that the SWIFT: CRTC Broadband Fund's Restrictive Eligibility Criteria report submitted by Deputy Treasurer - George Lozon be received and that the staff be directed to voice our concerns, in that we support the SWIFT application of appeal requesting modifications to the Commission's ruling in order to increase equal access to funding for all underserved Canadians.

**CARRIED**

Moved by S. Arnold

Seconded by S. Miller

**Motion 13** Be it resolved that the Council Remuneration report submitted by Deputy Treasurer - George Lozon be received and that the Mayor's position receive a one-time 17.1% remuneration increase and that the Deputy Mayor and Councillor positions receive a one-time 14% remuneration increase to make up for the removal of the tax exemption for expense allowances.

**CARRIED**

**7. DIRECTOR OF EMERGENCY SERVICES' REPORTS:**

Moved by S. Miller

Seconded by S. Arnold

**Motion 14** Be it resolved that the New Position Fire Prevention/Public Safety Position report submitted by Fire Chief Walt Anderson be referred to 2019 Operating Budget deliberations.

**CARRIED**

Moved by S. Arnold

Seconded by J. De Gurse

**Motion 15** Be it resolved that it be recommended to Council to authorize the Director of Emergency Services to attend the Fire Department Instructors Conference from April 10th to the 13th and use the Department van for travel to Indianapolis.

**CARRIED**

Moved by B. Myers

Seconded by P. Brown

**Motion 16** Be it resolved that Information and Incidents report submitted by Fire Chief Walt Anderson be received as information.

**CARRIED**

**8. DEPUTY FIRE CHIEF'S REPORT:**

Moved by S. Arnold

Seconded by J. De Gurse

**Motion 17** Be it resolved that the Fire Department Training Report submitted by Deputy Chief Steve Bicum be received as information.

**CARRIED**

**9. DIRECTOR OF COMMUNITY SERVICES' REPORTS:**

Moved by S. Arnold

Seconded by P. Brown

**Motion 18** Be it resolved that the information report submitted by Director of Community Services - Kendall Lindsay be received as information.

**CARRIED**

Moved by S. Arnold

Seconded by B. Myers

**Motion 19** Be it resolved that the *Community Service Fees for 2019* report submitted by Director of Community Services - Kendall Lindsay be received and that the attached proposed fees be approved for the 2019 season.

**CARRIED**

Moved by S. Miller

Seconded by P. Brown

**Motion 20** Be it resolved that the St. Clair Parkway Golf Course Business Plan as submitted by Director of Community Services - Kendall Lindsay be received and approved.

**CARRIED**



Moved by S. Arnold

Seconded by J. De Gurse

**Motion 21** Be it resolved that a golf simulator be rented for a period of 12 months to be used at the Parkway Golf Course.

**CARRIED**

Moved by S. Arnold

Seconded by J. De Gurse

**Motion 22** Be it resolved that the Moore Sports Complex Committee be established according to the report submitted by Director of Community Services - Kendall Lindsay and that Councillor Atkins be added as a member.

**CARRIED**

**10. NEW BUSINESS**

**11. ADJOURNMENT**

Moved by S. Miller

Seconded by P. Brown

**Motion 23** Be it resolved that the Finance and Administration portion of the meeting be adjourned.

**CARRIED**

**12. BREAK**

**13. CALL TO ORDER**

At the appointed time of 4:00 pm, Chairperson - Deputy Mayor Miller called the meeting to Order.

**14. DELEGATIONS/PRESENTATIONS:**

**4:00 p.m. – Introduction to Drinking Water Quality Management System**

Water/Wastewater Specialist - Nova Vanderslagt presented the Committee with an introduction to DWQMS requirements for the municipality.

Moved by P. Brown

Seconded by B. Myers

**Motion 24** Be it resolved that the Drinking Water Quality Management System presentation facilitated by Water/Wastewater Specialist - Nova Vanderslagt be received as information.

**CARRIED**

**15. DECLARATION OF PECUNIARY INTEREST**

None declared.

**16. DIRECTOR OF PUBLIC WORKS' REPORTS:**

Moved by S. Arnold

Seconded by T. Kingston

**Motion 25** Be it resolved that the *Proposed Allocation of the OMPF Funding* report submitted by Director of Public Works Brian Black be referred to 2019 Operating Budget Deliberations.

**CARRIED**

Moved by S. Arnold

Seconded by J. De Gurse

**Motion 26** Be it resolved that the *Island Mooring – Riverside Drive Interim Agreement* report as submitted by Director of Public Works - Brian Black be received and that the attached agreement be approved.

**CARRIED**

**17. COORDINATOR OF OPERATIONS' (WORKS) REPORT:**

Moved by T. Kingston

Seconded by J. De Gurse

**Motion 27** Be it resolved that the Temporary Buckingham Road Closure report as submitted by Coordinator of Operations - Dave Neely be received and that the request from the Wallaceburg District Secondary School to allow a temporary closure of Buckingham Road from Whitebread Line to Lambton Line to accommodate the 'Tinman Triathlon' from 8:00 a.m. until 1:00 p.m. on Thursday, May 16, 2019 be approved.

**CARRIED**

**18. COORDINATOR OF ENGINEERING'S REPORT:**

Moved by P. Brown

Seconded by J. De Gurse

**Motion 28** Be it resolved that the *LaSalle Line Closure and Stainless Steel Watermain Construction* report submitted by Coordinator of Engineering Paul daSilva be received as information and that St. Clair Township Council permits heavy truck traffic through the Village of Corunna for a period of approximately 2 weeks starting February 14, 2019.

**CARRIED**

**19. DRAINAGE SUPERINTENDENT'S REPORT:**

Moved by T. Kingston

Seconded by B. Myers

**Motion 29** Be it resolved that the monthly report submitted by Drainage Superintendent Lucas DePooter be received and that the following recommendations be approved:

- the Carr Drain be brushed and cleaned out by a suitable and qualified contractor, at the expense of the Drain.
- have the road crossing pipe across Indian Creek Road approximately 450 south of Bickford Line replaced according to St. Clair Township policy.

**CARRIED**

**20. DRAINAGE BY-LAWS:**

Moved by T. Kingston

Seconded by S. Arnold

**Motion 30** Be it resolved that Drainage By-law 1 of 2017 Port Lambton Storm Sewer Drain be recommended for approval at the next meeting of Council.

**CARRIED**

**21. WATER/WASTEWATER SPECIALIST'S REPORT:**

Moved by S. Arnold

Seconded by B. Myers

**Motion 31** Be it resolved that the *Drinking Water Quality Management System (QMS) Operational Plan Re-endorsement* report submitted by the Water/Wastewater Specialist Nova Vanderslagt be received and that the Mayor and Clerk be authorized to execute the Drinking Water QMS Operational Plan.

**CARRIED**

**22. NEW BUSINESS**

Moved by T. Kingston

Seconded by P. Brown

**Motion 32** Be it resolved the request by the Corunna Giants to put a sign on the 'Welcome to Corunna' signs be denied until a revised sign policy can be drafted and approved.

**CARRIED**

**SLBDC – Sarnia Lambton Business Development Corporation**

Chairperson - Deputy Mayor Miller welcomed Don Anderson - General Manager of the SLBDC to come forward and introduce himself to the Committee.



The SLBDC supports local businesses and has invested \$10.2 million into the local economy since being founded in 1988. They invest in all types of business from retail to hospitality and offer plenty of free services to upstart businesses within Lambton.

### 23. IN-CAMERA SESSION:

Chairperson – Deputy Mayor Miller handed the Chair to Mayor Arnold for the remainder of the meeting.

Moved by P. Brown

Seconded by R. Atkins

**Motion 33** Be it resolved the meeting enter an in-camera session to discuss the following items:

- Municipal Act - Section 239 (2) (b) An update on tax arrears for an identifiable individual and property
- Municipal Act - Section 239 (2) (d) Proposed position adjustments for the St. Clair Parkway Golf Course
- Municipal Act - Section 239 (2) (c) A potential sale of the property known as 5 Fairview Blvd.
- Municipal Act - Section 239 (2) (d) An update on Contract Negotiations with OPSEU Local 123

**CARRIED**

Mayor Arnold declared the meeting back into open session and asked for any forthcoming motions.

Moved by T. Kingston

Seconded by J. De Gurse

**Motion 34** Be it resolved that the property known as 5 Fairview Boulevard, which has been declared surplus, be sold to Patricia Theriault in the amount of \$25,000.

**CARRIED**

Moved by B. Myers

Seconded by J. De Gurse

**Motion 35** Be it resolved that the Township approve the Memorandum of Settlement for a new three-year contract with OPSEU Local 123 as per the collectively bargained terms.

**CARRIED**

### 24. ADJOURNMENT

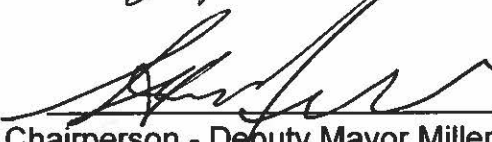
Moved by T. Kingston

Seconded by P. Brown

**Motion 36** Be it resolved that the meeting be adjourned at 5:10 p.m.

**CARRIED**

  
Clerk - Jeff Baranek

  
Chairperson - Deputy Mayor Miller

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Chairperson - Councillor Kingston