



TOWNSHIP OF ST. CLAIR

AGENDA

Regular Council Meeting
Monday, January 15, 2024 @ 3:00 PM
Council Chambers

1. **CALL TO ORDER**
2. **LAND ACKNOWLEDGEMENTS**
3. **DECLARATION OF PECUNIARY INTEREST**
4. **ADOPTION OF MINUTES**
 - 4.1. Council Meeting - December 18, 2023 - Session #22
 - 4.2. Minutes of Township Committees
 - SCRT - November 23, 2023 Meeting Minutes
 - Moore Museum Advisory Committee
5. **DELEGATIONS/PRESENTATIONS**
 - 5.1. Public Meeting
3:10 p.m. - ZBLA - Eyre - 1383 Courtright Line
Agenda - ZBLA - 1383 Courtright Line - Eyre
 - 5.2. Official Plan Review - Follow Up
3:20 p.m. - Ken Melanson - County of Lambton
 - Follow up - OP Update
 - OP Review - Redline and Schedules
6. **CORRESPONDENCE ITEMS**
 - 6.1. Lambton Emergency Services Master Plan
 - 6.2. Lambton Police Services Board Group - Member Appointment and Community Safety Policing Act
 - 6.3. Mooretown Development - OP Review Request
Letter from Bob Leaper
 - 6.4. Corunna 200th - Funds
7. **INFORMATION ITEMS**
 - 7.1. Building Permit Comparison - November 2023
 - 7.2. LGPSB - Approved Minutes and Highlights
 - 7.3. St. Clair Regional Conservation Authority - December Meeting Minutes
8. **REPORTS OF COMMITTEES AND STAFF**
 - 8.1. Clerks Report - Conditional Permit - Parkway Clubhouse
 - 8.2. Treasurer's Report - Township Investments 2024
 - 8.3. Treasurer's Report - 2022 Financial Indicator Review

- 8.4. Treasurer's Report - Abandoned Cemeteries Request
- 8.5. Treasurer's Report - Vendor Invoices and CIBC Visa Charges
- 8.6. Financial Analyst Report - 2024 Drainage User Fees
- 8.7. Director of Emergency Services Report - Monthly Emergency Services Report
- 8.8. Director of Emergency Services Report - Replacement Fire Department Apparatus
- 8.9. Director of Public Works Report - Asset Management Plan Non-Core Assets
- 8.10. Coordinator of Operations (Works) Report - January Monthly Report
- 8.11. Coordinator of Operations (Water/Wastewater) Report - Used Dump Truck Purchase
- 8.12. Coordinator of Operations (Water/Wastewater) Report - Corunna Pump Station Wet Well Wizard
- 8.13. Director of Community Services Report - Community Services Equipment Report
- 8.14. Director of Community Services Report - Community Services Information

9. BY-LAWS

- 9.1. By-Law 1 of 2024 - Borrowing By-Law
- 9.2. By-Law 2 of 2024 - ZBLA - 1383 Courtright Line - Eyre Farms
- 9.3. By-Law 3 of 2024 - Interim Tax By-Law
- 9.4. By-Law 4 of 2024 - Assumption - St. Clair Heights Phase 5
- 9.5. By-Law 5 of 2024 - Confirming

10. COUNCILLORS' REPORTS

11. UPCOMING MEETINGS

- 11.1. Regular Meeting - Session 2 - February 5, 2024, 3:00 p.m.
- 11.2. Regular Meeting - Session 3 - February 20, 2024, 6:00 p.m.
- 11.3. Regular Meeting - Session 4 - March 4, 2024, 3:00p.m.
- 11.4. Operating Budget - March 7, 2024, 5:00 p.m. - Will not be Live Streamed

12. IN CAMERA SESSION

- 12.1. Section 239(2)(c) a proposed acquisition of land for Public Works
- 12.2. Section 239(2)(d) proposed reform for Bylaw Enforcement
- 12.3. Section 239(2)(d) to discuss contract proposals
- 12.4. Section 239(2)(a) to discuss the future of a Township property

13. ADJOURNMENT



MINUTES

Regular Council Meeting

3:00 PM - Monday, January 15, 2024
Council Chambers

The Regular Council of the Township of St. Clair was called to order on Monday, January 15, 2024, at 3:00 PM, in the Council Chambers, with the following members present:

PRESENT: Mayor Jeff Agar, Deputy Mayor Steve Miller, Councillor Bill Myers, Councillor Brad Langstaff, Councillor Cathy Langis, Councillor Holly Foster, Clerk Jeff Baranek, and CAO John Rodey

EXCUSED: Councillor Pat Brown

1 CALL TO ORDER

This meeting is being streamed live through the St. Clair Township Website. By attending a public meeting of Council, you are consenting to your image, voice and comments being recorded and published to the Township website.

Anyone who is invited to speak will be recorded and their voice, image and comments will form part of the live stream and public record.

2 LAND ACKNOWLEDGEMENTS

We acknowledge that this land on which we are gathered today is part of the ancestral land of the Chippewa, Odawa, and Potawatomi peoples, referred to collectively as the Anishinaabeg. It is through the connection of the Anishinaabeg with the spirit of the land, water and air that we recognize their unique cultures, traditions, and values. Together as treaty people, we have a shared responsibility to act with respect for the environment that sustains all life, protecting the future for those generations to come.

3 DECLARATION OF PECUNIARY INTEREST

None to declare.

4 ADOPTION OF MINUTES

4.1- Council Meeting - December 18, 2023 - Session #22

MOTION 1

Bill Myers made a motion - Be it resolved that the minutes of the regular council meeting held on December 18, 2023 be received and approved. Cathy Langis seconded the motion. CARRIED.

4.2- Minutes of Township Committees

MOTION 2

Steve Miller made a motion - Be it resolved that the minutes of the following committees be accepted and approved.

- St. Clair River Trail - November 23, 2023 Meeting Minutes

- Moore Museum Advisory Committee

Holly Foster seconded the motion. CARRIED.

5 DELEGATIONS/PRESENTATIONS

5.1- Public Meeting

3:10 p.m. - ZBLA - Eyre - 1383 Courtright Line

At the appointed time of 3:10 p.m., Mayor Agar declared open a public meeting to consider a Zoning By-law Amendment R17-23 for the property known as 1383 Courtright Line.

Application R17-23 seeks to re-zone a new lot created by Consent Application B9/22 which disposed of a dwelling surplus to the needs of a consolidated farm.

Township Planner Ian MacDougall summarized his report advising the application is a condition of Consent B9/22 and that it meets the intent of the Official Plan, Zoning Bylaw and Provincial Policy Statement. Mr. MacDougall supported the application for approval.

Mayor Agar confirmed there were no written submissions received and noted nobody in the audience wished to speak in favour or in opposition to the application. Seeing no comments or questions of Council, Mayor Agar declared the meeting closed and asked for any forthcoming motions.

MOTION 3

Brad Langstaff made a motion - Be it resolved that Zoning By-law Amendment Application R17/23 to rezone a new parcel created by Consent Application B9/22, and the remnant parcel for the property currently known as 1383 Courtright Line be approved and that the corresponding By-law 2 of 2024 be considered for approval. Bill Myers seconded the motion. CARRIED.

5.2- Official Plan Review - Follow Up

3:20 p.m. - Ken Melanson - County of Lambton

At the appointed time of 3:20 p.m., Mayor Agar welcomed Ken Melanson, Director of Planning of the County of Lambton to make his presentation related to the Official Plan update.

Mr. Melanson advised the update is nearing its completion and that the draft bylaw will be before Council for consideration in February 2024. He noted the exercise is more of a compliance confirmation to the County Official Plan and Provincial Policy and is not intended as an entire review.

Though not going into any detail, Mr. Melanson noted changes in policy for housing to provide greater housing options; employment to encourage and support economic growth; short term rentals to regulate their integration into our communities; and agricultural for more diversified farm use.

Jeff Bolichowski from Armstrong Strategy submitted comments via Zoom asking Council to consider strengthening urban design policies to require specific building materials in specific areas.

Bob Leaper submitted comments encouraging the County of Lambton to permit his development proposal in Mooretown by expanding the urban settlement area; and Rob and Lori MacPherson echoed that request for their proposal on Rokeby Line.

- 6.1- Lambton Emergency Services Master Plan
- 6.2- Lambton Group Police Services Board - Member Appointment and Community Safety Policing Act
- 6.3- Mooretown Development - OP Review Request
- 6.4- Corunna 200th - Funds

MOTION 4

Holly Foster made a motion - Be it resolved that Council accept the following items of correspondence as per Council's direction.

- 6.1 - Lambton Emergency Services Master Plan
- 6.2 - Lambton Group Police Services Board - Member Appointment and Community Safety Policing Act
- 6.3 - Mooretown Development - OP Review Request
- 6.4 - Corunna 200th - Funds Report

Cathy Langis seconded the motion. CARRIED.

MOTION 5

Steve Miller made a motion - Be it resolved that the Lambton Services Master Plan be received and that slow emergency service response times in the south end of the Township be identified as a concern with the new plan.

Bill Myers seconded the motion. CARRIED.

MOTION 6

Steve Miller made a motion - Be it resolved that the balance remaining in the Corunna 200th account be reserved for use for the subsequent 2024 event by way of submitting invoices for payment, with surplus funds being transferred to the Education and Environment Fund.

Brad Langstaff seconded the motion. CARRIED.

7 INFORMATION ITEMS

- 7.1- Building Permit Comparison - November 2023
- 7.2- LGPSB - Approved Minutes and Highlights
- 7.3- St. Clair Regional Conservation Authority - December Meeting Minutes

MOTION 7

Cathy Langis made a motion - Be it resolved the following items be received as information:

- 7.1 - Building Permit Comparison - November 2023
- 7.2 - LGPSB - Approved Minutes and Highlights
- 7.3 - St. Clair Regional Conservation Authority - December Meeting Minutes

Brad Langstaff seconded the motion. CARRIED.

8 REPORTS OF COMMITTEES AND STAFF

- 8.1- Clerks Report - Conditional Permit - Parkway Clubhouse

MOTION 8

Holly Foster made a motion - Be it resolved that the *Conditional Permit Request – Parkway Clubhouse* report submitted by Clerk Jeff Baranek be received as information and that staff be directed to issue a Conditional Foundation Permit for the footprint expansion as part of the Parkway Golf Course Clubhouse Rehabilitation.

Steve Miller seconded the motion. CARRIED.

- 8.2- Treasurer's Report - Township Investments

MOTION 9

Bill Myers made a motion - Be it resolved that the *Township Investment Report* submitted by Treasurer, George Lozon, be received and that Mayor and Treasurer be authorized to sign GIC investment agreements with:

1. A 1-year GIC from CIBC for one million dollars.
2. A 2-year GIC from RBC (Royal Bank of Canada) for one million dollars.
3. A 3-year GIC from Prospera Credit Union in British Columbia for one million dollars. Cathy Langis seconded the motion. CARRIED.

8.3- Treasurer's Report - 2022 Financial Indicator Review

MOTION 10

Steve Miller made a motion - Be it resolved that the *2022 Financial Indicator Review* from the Ministry of Municipal Affairs and Housing be received.

Holly Foster seconded the motion. CARRIED.

8.4- Treasurer's Report - Abandoned Cemeteries Request

MOTION 11

Bill Myers made a motion - Be it resolved that the *Abandoned Cemeteries Report* submitted by Treasurer, George Lozon, be received and that the Heritage St. Clair Report on Abandoned Cemeteries be referred to the 2024 operating budget deliberations. Cathy Langis seconded the motion. CARRIED.

8.5- Treasurer's Report - Vendor Invoices and CIBC Visa Charges

MOTION 12

Cathy Langis made a motion - Be it resolved that the following vendor invoices be approved for the period of November 26, 2023, to January 6, 2024, totaling \$8,448,811.96; along with CIBC Visa charges for the period of October 25, 2023, to November 24, 2023, totaling \$2,005.87; plus, RBC Visa charges for the period November 16, 2023, to December 15, 2023, totaling \$33,878.98. Holly Foster seconded the motion. CARRIED.

8.6- Financial Analyst Report - 2024 Drainage User Fees

MOTION 13

Holly Foster made a motion - Be it resolved that the *Drainage User Fee's Report* submitted by Financial Analyst, Charles Quinneville, be received and that the included Updated Drainage User Fees be approved and included in the 2024 User Fee By-law. Steve Miller seconded the motion. CARRIED.

8.7- Director of Emergency Services Report - Monthly Emergency Services Report

MOTION 14

Cathy Langis made a motion - Be it resolved that the *Emergency Services* report submitted by Director of Emergency Services/Fire Chief, Richard Boyes, be received as information. Holly Foster seconded the motion. CARRIED.

8.8- Director of Emergency Services Report - Replacement Fire Department Apparatus

MOTION 15

Holly Foster made a motion - Be it resolved that the Fire Department replacement apparatus report from Director of Emergency Services/Fire Chief Richard Boyes be received and that:

The Procurement Policy be waived to purchase four fire apparatus for Dependable Emergency Vehicles as identified in the 2024 Capital Budget

project list as 2024-04 pumper, 2024-06 tanker, 2024-08 rescue truck, and 2024-09 support unit. Steve Miller seconded the motion. CARRIED.

8.9- Director of Public Works Report - Asset Management Plan Non-Core Assets

MOTION 16

Cathy Langis made a motion - Be it resolved that the *Asset Management Plan Non-Core Assets* report submitted by the Director of Public Works, Brian Black, be received as information and that the Township Procurement Policy be waived due to Dillon Consulting's history as an asset management partner assisting with the development of previous Township AM Plans and based on the firm's familiarity with the Province's AM Regulations, Township's asset management system and Township AM policy.

Be it further resolved that the quote submitted by Dillon Consulting in the amount of \$70,100.00, excluding HST, for the completion of the Non-Core Asset Management Plan be approved.

Brad Langstaff seconded the motion. CARRIED.

8.10- Coordinator of Operations (Works) Report - January Monthly Report

MOTION 17

Bill Myers made a motion - Be it resolved that the *January Monthly Report* submitted by Coordinator of Operations (Works), David Neely, be received as information. Cathy Langis seconded the motion. CARRIED.

8.11- Coordinator of Operations (Water/Wastewater) Report - Used Dump Truck Purchase

MOTION 18

Brad Langstaff made a motion - Be it resolved that the *Used Dump Truck Purchase Report* submitted by Chris Westbrook be received as information and that the purchase of a used Dump Truck be approved utilizing the funds generated from the sale of the 2009 Vac Truck and the 2006 Cat Backhoe, with the balance to be funded by the Public Works Equipment Reserve. Holly Foster seconded the motion. CARRIED.

8.12- Coordinator of Operations (Water/Wastewater) Report - Corunna Pump Station Wet Well Wizard

MOTION 19

Steve Miller made a motion - Be it resolved that the *Wet Well Wizard Report* submitted by Chris Westbrook be received as information and that the purchase of the Wet Well Wizard for the Corunna Pump Station at the quoted cost of \$66,626.63 (plus HST) be approved.

Holly Foster seconded the motion. CARRIED.

8.13- Director of Community Services Report - Community Services Equipment Report

MOTION 20

Bill Myers made a motion Be it resolved that the *Community Services Equipment Report* submitted by Director of Community Services Kendall Lindsay be received as information and that the procurement process be waived for the following purchases to be approved and that they are funded from Equipment Reserves:

1. Parks - John Deere TX Gator 571 hours for \$14,500.00
2. Golf - John Deere TX Gator 561 hours for \$11,500.00
3. Golf - Jacobsen GKIV Triplex for 1585 hours for \$26,500.00
4. Parks/Golf/Camp - Bobcat E32 Mini Excavator 500 hours with Cab for \$65,000.00

Brad Langstaff seconded the motion. CARRIED.

8.14- Director of Community Services Report - Community Services Information

MOTION 21

Cathy Langis made a motion Be it resolved that the *January 15th Information Report* submitted by Director of Community Services, Kendall Lindsay be received as information. Holly Foster seconded the motion. CARRIED.

9 BY-LAWS

9.1- By-Law 1 of 2024 - Borrowing By-Law

9.2- By-Law 2 of 2024 - ZBLA - 1383 Courtright Line - Eyre Farms

9.3- By-Law 3 of 2024 - Interim Tax By-Law

9.4- By-Law 4 of 2024 - Assumption - St. Clair Heights Phase 5

9.5- By-Law 5 of 2024 - Confirming

MOTION 22

Cathy Langis made a motion - Be it resolved that the following by-laws receive all three readings and be thereby passed; and that the Mayor and Clerk be authorized to execute the by-laws and any agreements thereto:

9.1 - By-Law 1 of 2024 - Borrowing By-Law

9.2 - By-Law 2 of 2024 - ZBLA - 1383 Courtright Line - Eyre Farms

9.3 - By-Law 3 of 2024 - Interim Tax By-Law

9.4 - By-Law 4 of 2024 - Assumption - St. Clair Heights Phase 5

9.5 - By-Law 5 of 2024 - Confirming

Bill Myers seconded the motion. CARRIED.

10 COUNCILLORS' REPORTS

COUNCILLOR FOSTER

Councillor Foster had nothing to report.

COUNCILLOR LANGIS

Councillor Langis attended the local Juvenile Silverstick Tournament at the Moore Sports Complex, commending the Committee and Bill Reilly on a very well-run event.

COUNCILLOR LANGSTAFF

Councillor Langstaff attended a few agricultural board annual general meetings.

COUNCILLOR MYERS

Councillor Myers noted upcoming meetings of the Sombra Museum and the Wilkesport Hall Board that he will attend.

DEPUTY MAYOR MILLER

Deputy Mayor Miller had nothing to report.

MAYOR AGAR

Mayor Agar participated in the Opening Ceremonies for the Juvenile SilverStick and noted he received multiple compliments on the conduct and courteousness of the staff at the Moore Sports Complex.

Mayor Agar closed his report by sending his sincere condolences to the family of the late former Reeve of Moore Township Charlie Nesbit noting his colourful vision for the community and thanking him for teaching him so much. Mr. Nesbit will be missed.

11 UPCOMING MEETINGS

- 11.1- Regular Meeting - Session 2 - February 5, 2024, 3:00 p.m.
- 11.2- Regular Meeting - Session 3 - February 20, 2024, 6:00 p.m.
- 11.3- Regular Meeting - Session 4 - March 4, 2024, 3:00p.m.
- 11.4- Operating Budget - March 7, 2024, 5:00 p.m. - Will not be Live Streamed

12 IN CAMERA SESSION

- 12.1- Section 239(2)(c) a proposed acquisition of land for Public Works
- 12.2- Section 239(2)(d) proposed reform for Bylaw Enforcement
- 12.3- Section 239(2)(d) to discuss contract proposals
- 12.4- Section 239(2)(a) to discuss the future of a Township property

MOTION 23

Cathy Langis made a motion - Be it resolved that the meeting enter into an in-camera meeting to discuss the following:

- 12.1 - Section 239(2)(c) a proposed acquisition of land for Public Works
 - 12.2 - Section 239(2)(d) proposed reform for Bylaw Enforcement
 - 12.3 - Section 239(2)(d) to discuss contract proposals
 - 12.4 - Section 239(2)(a) to discuss the future of a township property
- Brad Langstaff seconded the motion. CARRIED.

13 RISE AND REPORT

- 13.1- Clerk Jeff Baranek noted there was nothing to rise and report.

14 ADJOURNMENT

MOTION 24

Steve Miller made a motion - Be it resolved that the meeting do hereby adjourn. Holly Foster seconded the motion. CARRIED.

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

Mayor – Jeff Agar



Clerk – Jeff Baranek

