



# Township of St. Clair

## Agenda

### Regular Council Meeting

Tuesday, September 5, 2023 @ 3:00 PM

Council Chambers

#### 1. CALL TO ORDER

#### 2. DECLARATION OF PECUNIARY INTEREST

#### 3. ADOPTION OF MINUTES

# - # 3.1. Council Meeting - August 14, 2023 - Session #14  
[DRAFT - Regular Council - August 14 2023 - Minutes](#)

# - # 3.2. Minutes of Township Committees  
[- Heritage St Clair - Minutes Jun 21 2023](#)  
[- Parks Advisory Board Minutes - Aug 24th 2023](#)

#### 4. DELEGATIONS/PRESENTATIONS

# - # 4.1. **PRESENTATION**  
[3:10 p.m. - Abandoned Cemeteries Reports - Dave Pattenden](#)  
[Abandoned or Neglected Cemeteries](#)

#### 5. CORRESPONDENCE ITEMS

# - # 5.1. Corunna Minor Athletic - CAP Rental Waiver Request  
[Darren Turner Memorial Tournament - CAP rental waiver request](#)

# - # 5.2. Water Line Burst - Compensation Request  
[Water Line Burst - Compensation Request](#)

# - # 5.3. Trailer Parking Extension Request - 450 Dallas Crt  
[Trailer Parking Extension Request - 450 Dallas Crt](#)

# - # 5.4. Street Parking Concerns in Corunna  
[Parking Concerns](#)  
[Parking Concerns - 2nd Letter](#)

#### 6. INFORMATION ITEMS

# - # 6.1. Building Permit Comparison - July 2023  
[Building Permit Comparison - July 2023](#)

# - # 6.2. Lambton County Historical Society  
[LCHS Minutes - Agenda and Minutes - August 2023](#)

# - # 6.3. Lambton Group Police Services Board - July Minutes and August Highlights  
[LGPSB - Minutes and Highlights](#)

## **7. REPORTS OF COMMITTEES AND STAFF**

- # - # 7.1. Treasurer Report - Vendor Invoices and CIBC Visa Charges  
Treasurer Report - Vendor Invoices and CIBC VISA Charges
- # - # 7.2. Treasurer Report - Financial Statements  
Treasurer Report - Financial Statements
- # - # 7.3. Director of Emergency Services Report - Monthly Report  
Fire Chief - Monthly Report
- # - # 7.4. Director of Emergency Services Report - Portable Radio Battery Replacement  
Fire Chief - Portable Radio Battery Replacement
- # - # 7.5. Coordinator of Engineering Report - Monthly Report  
Coordinator of Engineering - Monthly Report
- # - # 7.6. Coordinator of Engineering Report - White Line Bridge - Clay Creek Recommendation  
Cood. of Engineering - White Line Bridge - Clay Creek Recommendation
- # - # 7.7. Coordinator of Operations (Works) Report - Watson Creek Drain  
Coord of Operations - Works - Waston Creek Drain - Lower portion
- # - # 7.8. Coordinator of Operations (Works) Report- Crossing Guards  
Coord of Operations - Works - Crossing Guards
- # - # 7.9. Coordinator of Operations (Water/Wastewater) Report- Burst Water Line - Reedy St in Port Lambton  
Coordinator of Works Report - Burst Water Line Reedy St.
- # - # 7.10. Coordinator of Operations (Water/Wastewater) Report - Concrete Pads and Security Fencing  
Coordinator of Works - Concrete Pads and Security Fencing
- # - # 7.11. Coordinator of Operations (Water/Wastewater) Report - July Operations Report  
Coordinator of Operations - Monthly Wastewater Report
- # - # 7.12. Director of Community Services Report - Courtright River Park Washroom Design  
Dir. of Community Services - Courtright River Park Washroom
- # - # 7.13. Director of Community Services Report - River Park Project Reallocation  
Dir. of Community Services - River Park Project Reallocation
- # - # 7.14. Director of Community Services Report - Monthly Report  
Dir. of Community Services - Monthly Report

## **8. DRAINAGE BY-LAWS**

## **9. BY-LAWS**

- # - # 9.1. By-Law 45 of 2023 - Confirming By-law  
DRAFT B-L 45 of 2023 - Confirming Bylaw

## **10. COUNCILLORS' REPORTS**

## **11. UPCOMING MEETINGS**

- 11.1. Regular Meeting - Session 16 - September 18, 2023, 6:00p.m.
- 11.2. Regular Meeting - Session 17 - October 2, 2023, 3:00 p.m.
- 11.3. Regular Meeting - Session 18 - October 16, 2023, 6:00 p.m.

## **12. IN CAMERA SESSION**

- 12.1. Section 239(2)(c) to discuss the potential lease of Township Property

## **13. ADJOURNMENT**





# MINUTES

## Regular Council Meeting

3:00 PM - Tuesday, September 5, 2023  
Council Chambers

The Regular Council of the Township of St. Clair was called to order on Tuesday, September 5, 2023, at 3:00 PM, in the Council Chambers, with the following members present:

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

**REGRETS:** Councillor Brad Langstaff

### 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.

Thank you.

### 2 DECLARATION OF PECUNIARY INTEREST

### 3 ADOPTION OF MINUTES

#### 3.1) Council Meeting - August 14, 2023 - Session #14

##### MOTION 1

Pat Brown made a motion - Be it resolved that the Minutes from the Regular Council Meeting Session #14 held on August 14, 2023, be received, and accepted as printed. Bill Myers seconded the motion. CARRIED.

#### 3.2) Minutes of Township Committees

##### MOTION 2

Cathy Langis made a motion - Be it resolved that the Minutes from the following Committees be received and accepted as printed.

- Heritage St. Clair - Minutes June 21, 2023

- Parks Advisory Board Minutes - August 24, 2023

Holly Foster seconded the motion. CARRIED.

### 4 DELEGATIONS/PRESENTATIONS

#### 4.1) PRESENTATION

3:10 p.m. - Abandoned Cemeteries Reports - Dave Pattenden

At the appointed time of 3:10 p.m., Mayor Agar welcomed back Dave Pattenden of Heritage St. Clair to finish up his presentation that began during the last meeting held on August 14, 2023. At that time, Council did not have all the necessary material.

Mr. Pattenden provided legal opinions on the requirements for municipalities for the upkeep and maintenance of both public and private cemeteries. It was his recommendation that the Township focus initially on the public ones, and establish a line item in the budget for their maintenance; then review any processes for private ones once that program has matured.

Mr. Pattenden closed his report by inviting Council on a tour to physically see the abandoned cemeteries within the Township.

## **5 CORRESPONDENCE ITEMS**

- 5.1)** Corunna Minor Athletic - CAP Rental Waiver Request
- 5.2)** Water Line Burst - Compensation Request
- 5.3)** Trailer Parking Extension Request - 450 Dallas Crt
- 5.4)** Street Parking Concerns in Corunna

### **MOTION 3**

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

- 5.1 - Corunna Minor Athletic - CAP Rental Waiver Request
  - 5.2 - Water Line Burst - Compensation Request
  - 5.3 - Trailer Parking Extension Request - 450 Dallas Crt
  - 5.4 - Street Parking Concerns in Corunna
- Bill Myers seconded the motion. CARRIED.

### **MOTION 4**

Holly Foster made a motion - Be it resolved that a grant in the amount equivalent to the full cost to rent all four baseball diamonds at CAP Park on September 30, 2023 be issued to Corunna Minor Athletic Association to help facilitate the Darren Turner Memorial Tournament.

Pat Brown seconded the motion. CARRIED.

### **MOTION 5**

Steve Miller made a motion - Be it resolved that the compensation request related to water line repairs at 4322 St. Clair Parkway be denied.

Holly Foster seconded the motion. CARRIED.

### **MOTION 6**

Pat Brown made a motion - Be it resolved that the Trailer Parking Extension Request submitted by the owners of 450 Dallas Court be approved with a new removal date of Nov 30, 2023. Cathy Langis seconded the motion. CARRIED.

### **MOTION 7**

Steve Miller made a motion - Be it resolved that the Street Parking Concerns emails be referred to staff for an investigation report.

Pat Brown seconded the motion. CARRIED.

## **6 INFORMATION ITEMS**

- 6.1)** Building Permit Comparison - July 2023
- 6.2)** Lambton County Historical Society
- 6.3)** Lambton Group Police Services Board - July Minutes and August Highlights

### **MOTION 8**

Bill Myers made a motion - Be it resolved that the following items of information be dealt with as per Council's direction.

- 6.1 - Building Permit Comparison - July 2023
  - 6.2 - Lambton County Historical Society
  - 6.3 - Lambton Group Police Services Board - July Minutes and August Highlights
- Cathy Langis seconded the motion. CARRIED.



## **7 REPORTS OF COMMITTEES AND STAFF**

### **7.1) Treasurer Report - Vendor Invoices and CIBC Visa Charges**

#### **MOTION 9**

Steve Miller made a motion - Be it resolved that the following vendor invoices be approved for the period of August 6, 2023, to August 26, 2023, totaling \$2,495,972.98; along with CIBC Visa charges for the period of June 25, 2023, to July 24, 2023, totaling \$23,978.20; plus, RBC Visa charges for the period July 18, 2023, to August 15, 2023, totaling \$6,534.81.

Holly Foster seconded the motion. CARRIED.

### **7.2) Treasurer Report - Financial Statements**

#### **MOTION 10**

Pat Brown made a motion - Be it resolved that the financial statements dated January to July 2023 be received as information.

Holly Foster seconded the motion. CARRIED.

### **7.3) Director of Emergency Services Report - Monthly Report**

#### **MOTION 11**

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.

### **7.4) Director of Emergency Services Report - Portable Radio Battery Replacement**

#### **MOTION 12**

Pat Brown made a motion - Be it resolved that the Portable Radio Battery Replacement Report submitted by Director of Emergency Services/Fire Chief, Richard Boyes, be received and the purchase of replacement batteries be approved in the amount of \$25,725.00 and that the project be funded by transferring the same amount from Capital Project 2023-06 Firefighter Training Building. Steve Miller seconded the motion. CARRIED.

### **7.5) Coordinator of Engineering Report - Monthly Report**

#### **MOTION 13**

Cathy Langis made a motion - Be it resolved that the Monthly Report submitted by Coordinator of Engineering, Paul daSilva, be received as information.

Bill Myers seconded the motion. CARRIED.

### **7.6) Coordinator of Engineering Report - White Line Bridge - Clay Creek Recommendation**

#### **MOTION 14**

Bill Myers made a motion - Be it resolved that the White Line Bridge over Clay Creek – Recommendation report submitted by Coordinator of Engineering, Paul daSilva, be received as information and that the procurement policy be waived and the detailed design be awarded to BM Ross and Associates Engineering in the amount of \$58,000 plus HST.

Holly Foster seconded the motion. CARRIED.

### **7.7) Coordinator of Operations (Works) Report - Watson Creek Drain**

#### **MOTION 15**

Steve Miller made a motion - Be it resolved that the Watson Creek Drain – Lower Portion Report submitted by Coordinator of Operations, David Neely, be received as information and:



1) that the Director of Public Works be authorized to sign a request for drain improvement under Section 78 of the Drainage Act representing the road authority, initiating the replacement and/or abandonment of the portion of the Watson Creek Drain located between the Rivers Lapish Drain and the CSX Railway; and that

2) Spriet Associates Ltd. be appointed to prepare a drainage report, under Section 78 of the Drainage Act, to recommend the replacement and/or abandonment of the lower portion of Watson Creek Drain.

Bill Myers seconded the motion. CARRIED.

**7.8) Coordinator of Operations (Works) Report- Crossing Guards**

**MOTION 16**

Steve Miller made a motion - Be it resolved that the Crossing Guards report submitted by Coordinator of Operations, David Neely, be received as information and:

1) the elimination of crossing guard positions on Hill Street, after existing crossing guard locations are upgraded to Enhanced Level 2, Type B pedestrian crossing (PXO), and the current guards decide to leave the employment of the Township be approved.

2) The crossing guard located at St. Clair Blvd (Sir John Moore) remain on duty for 2 months (September & October) to phase in the change and provide safety training to school children regarding the new functions of the PXO.

Holly Foster seconded the motion. CARRIED.

**7.9) Coordinator of Operations (Water/Wastewater) Report- Burst Water Line - Reedy St in Port Lambton**

**MOTION 17**

Pat Brown made a motion - Be it resolved that the report for the waterline issue on Reedy St. in Port Lambton submitted by Coordinator of Operations (Water/Wastewater), Chris Westbrook, be received as information.

Cathy Langis seconded the motion. CARRIED.

**7.10) Coordinator of Operations (Water/Wastewater) Report - Concrete Pads and Security Fencing**

**MOTION 18**

Holly Foster made a motion - Be it resolved that the report for the installation of Concrete Pads and Security Fencing as submitted by Chris Westbrook is received as information and that the quote submitted by Southwest Fence and Decks in the amount of \$57,404.00 (including HST) be accepted and approved. Cathy Langis seconded the motion. CARRIED.

**7.11) Coordinator of Operations (Water/Wastewater) Report - July Operations Report**

**MOTION 19**

Cathy Langis made a motion - Be it resolved that the July Operations Report submitted by Coordinator of Operations (Water/Wastewater), Chris Westbrook, be received as information. Steve Miller seconded the motion. CARRIED.

**7.12) Director of Community Services Report - Courtright River Park Washroom Design**

**MOTION 20**

Cathy Langis made a motion - Be it resolved that the Courtright River Park Washroom Design Report submitted by Director of Community Services, Kendall Lindsay, be received as information and the design be approved. Bill Myers seconded the motion. CARRIED.



**7.13) Director of Community Services Report - River Park Project Reallocation**

**MOTION 21**

Cathy Langis made a motion - Be it resolved that the River Park project Reallocation Report submitted by Director of Community Services, Kendall Lindsay, be received as information and the redirection of funds from the Courtright River Park Dock project to multiple river park boardwalks and dock replacements be approved. Bill Myers seconded the motion. CARRIED.

**7.14) Director of Community Services Report - Monthly Report**

**MOTION 22**

Cathy Langis made a motion - Be it resolved that the September 5th Information Report as submitted by Director of Community Services, Kendall Lindsay, be received as information.  
Pat Brown seconded the motion. CARRIED.

**8 DRAINAGE BY-LAWS**

**9 BY-LAWS**

**9.1) By-Law 45 of 2023 - Confirming By-law**

**MOTION 23**

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 appurtenant agreements.

9.1 - By-Law 45 of 2023 - Confirming By-Law

Holly Foster seconded the motion. CARRIED.

**10 COUNCILLORS' REPORTS**

**Councillor Brown**

Councillor Brown attended very wet but enjoyable Warden's Picnic Thursday, August 17th; he was present at St. Clair River Trail Celebration held at Mooretown G.C to congratulate Jane Marsh on her pending retirement from the Committee; attended the Moore Agricultural Society event recognizing Ontario Trillium Foundation grant of \$90,100 for kitchen renovations & upgrades at Exhibition Hall in Brigden.

Councillor Brown asked staff to look at the redundant 4 x 4 posts along river trail installed as markers as some may no-longer serve their intended purpose.

**Councillor Foster**

Councillor Foster attended the AMO Conference in London.

**Councillor Langis**

Councillor Langis attended and volunteered at the Club Championships at the Parkway Golf Course; she also attended the Sombra Museum meeting and noted they are seeking volunteers for many of their upcoming programs/events; she attended the Parks Advisory Committee meeting; the River Trail event at the Parkway Golf Course; the commemoration of the Trillium grant towards the Brigden Fairgrounds; and helped facilitate the Junior Golf Event at the Parkway Golf Course.

**Councillor Myers**

Councillor Myers attended the Brigden Fair preparation meetings and noted they are seeking volunteers to help run the gate.



Councillor Myers also congratulated the three Port Lambton Pirate baseball teams who captured provincial titles over the weekend.

#### **Deputy Mayor Miller**

Deputy Mayor Miller attended the County Committee meeting; the Committee of Adjustment meeting; and the Warden's Picnic.

Deputy Mayor Miller closed his report by congratulating the three local provincial champion baseball teams from Port Lambton noting many of the teams have players from all over the Township.

#### **Mayor Agar**

Mayor Agar represented the Township at many events including the County Committee meeting; the Warden's Picnic; the AMO Conference, where he met with Parliamentary Assistant to the Minister of Infrastructure to lobby funding for the expansion of the Waste Water Treatment Plant; brought greetings at the Lambton Historical Society event in Sombra and the Trillium Grant recognition event at the Brigden Fairgrounds; attended a zoom meeting with Suncor where they confirmed a new tenant for the former gas station property at the corner of Hill and Lyndoch Streets; and attended the Labour Day Parade.

### **11 UPCOMING MEETINGS**

11.1) Regular Meeting - Session 16 - September 18, 2023, 6:00p.m.

11.2) Regular Meeting - Session 17 - October 2, 2023, 3:00 p.m.

11.3) Regular Meeting - Session 18 - October 16, 2023, 6:00 p.m.

### **12 IN CAMERA SESSION**

12.1) Section 239(2)(c) to discuss the potential lease of Township Property

#### **MOTION 24**

Holly Foster made a motion - Be it resolved that the meeting enter an in-camera session to discuss the following:

12.1 - Section 239 (2)(c) - to discuss the potential lease of Township Property  
Pat Brown seconded the motion. CARRIED.

### **13 ADJOURNMENT**

13.1) The Meeting was adjourned at 4:20 p.m.

#### **MOTION 25**

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

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Mayor - Jeff Agar

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Clerk - Jeff Baranek

