



Township of St. Clair

AGENDA

Regular Council Meeting
Monday, December 4, 2023 @ 3:00 PM
Council Chambers

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **ADOPTION OF MINUTES**
 - 3.1. Council Meeting - November 20, 2023 - Session #19
DRAFT - Minutes - November 20, 2023
 - 3.2. Minutes of Township Committees
Heritage St. Clair - Minutes Oct 18, 2023
4. **DELEGATIONS/PRESENTATIONS**
 - 4.1. Deputation
3:10 p.m.- Lambton County Libraries - Andrew Meyer and Darlene Coke
Lambton County Library Request - Sombra Library
 - 4.2. Deputation
3:20 p.m. - Jamie Mayhew - Development Charges
Request for Waiving of Development Charges - 1595 Third Street
Clerk Report - Development Charges for 1595 Third St
5. **INFORMATION ITEMS**
 - 5.1. St. Clair Region Conservation Authority - October Meeting Highlights
SCRCA 2023 October Meeting Highlights
 - 5.2. Building Permit Comparison - October 2023
Building Permit Comparison - October 2023
6. **REPORTS OF COMMITTEES AND STAFF**
 - 6.1. Treasurer Report - OCIF and CCBF Gas Tax Grant Project Allocation
OCIF and CCBF Project Approval
 - 6.2. Treasurer Report - 2024 Donations
2024 Donations Report
 - 6.3. Treasurer Report - 2024 OMPF Grant
2024 OMPF Grant
 - 6.4. Treasurer Report - 2024 OPP policing Costs
2024 OPP Policing Costs
 - 6.5. Treasurer Report - 2024 Tax Due Dates

2024 Tax Due Dates

- 6.6. Treasurer Report - Vendor Invoices and CIBC Visa Charges
Vendor Invoices and CIBC VISA Charges
- 6.7. Treasurer Report - Financial Statements January - October 2023
Financial Statements
- 6.8. Director of Emergency Services - Fire Council Report
Dec 4, 2023 Fire Council Report
- 6.9. Director of Public Works - Water Fixed Fee - 2024 Increase
Water Fixed Fee - 2024 Increase
- 6.10. Director of Public Works - Sophia St Extension Acceptance
Sophia St Extension Acceptance
- 6.11. Coordinator of Operations (Works) - Wilkesport Salt Shed
Wilkesport Salt Shed
- 6.12. Water/Wastewater Specialist - DWQMS Management Review
DWQMS Management Review
- 6.13. Director of Community Services - Information Report
Dec. 4th Information
- 6.14. Director of Community Services - Transient to Seasonal Campground
Report
Transient to Seasonal Campground Report

7. BY-LAWS

- 7.1. Bylaw 62 of 2023 - Mutual Aid Fire Services Agreement - Dawn-Euphemia
DRAFT B-L 62 of 2023 - Mutual Aid Fire Services Agreement - Dawn-Euphemia
- 7.2. Bylaw 63 of 2023 - Confirming Bylaw
DRAFT B-L 63 of 2023 - Confirming Bylaw

8. COUNCILLORS' REPORTS

9. UPCOMING MEETINGS

- 9.1. Regular Meeting - Session 22 - December 18, 2023, 6:00 p.m.
- 9.2. Regular Meeting - Session 1 - January 15, 2024, 3:00 p.m.
- 9.3. Regular Meeting - Session 2 - February 5, 2024, 3:00 p.m.

10. IN CAMERA SESSION

- 10.1. Section 239(2)(e) - to discuss potential litigation with a contractor
- 10.2. Section 239(2)(c) - to discuss a potential disposition of Township land.

11. ADJOURNMENT



MINUTES

Regular Council Meeting

3:00 PM - Monday, December 4, 2023
Council Chambers

The Regular Council of the Township of St. Clair was called to order on Monday, December 4, 2023, at 3:00 PM, in the Council Chambers, with the following members present:

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

EXCUSED:

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 DECLARATION OF PECUNIARY INTEREST

3 ADOPTION OF MINUTES

3.1 - Council Meeting - November 20, 2023 - Session #19

MOTION 1

Holly Foster made a motion - Be it resolved that the minutes of the regular council meeting held on November 20, 2023 be received and approved.
Cathy Langis seconded the motion. CARRIED.

3.2 - Minutes of Township Committees

MOTION 2

Bill Myers made a motion - Be it resolved that the minutes of the Heritage St. Clair meeting held on October 18, 2023 be accepted and approved.
Pat Brown seconded the motion. CARRIED.

4 DELEGATIONS/PRESENTATIONS

4.1 - Deputation

3:10 p.m.- Lambton County Libraries - Andrew Meyer and Darlene Coke

At the appointed time of 3:10 p.m., Mayor Agar welcomed Andrew Meyer and Darlene Coke from the County of Lambton to make their presentation.

In 2022, the County of Lambton undertook a Joint Library Facilities Review to examine the condition of the facilities and programs currently being offered across the region. Once completed, that report included a number of recommendations for ways to improve service which included significant suggestions for improvements in St. Clair. Among those recommendations was Rec 33 which suggested either to expand the footprint of the Sombra Library facility or demolish and rebuild.

The current facility in Sombra comprises a portion of the former municipal office, the balance of which is currently occupied by the Sombra Daycare. The daycare will soon be vacating the facility which presents an opportunity for the

current library footprint to be expanded. If this was conceivable, the County would commit to opening for more hours than the 12 hours that are currently offered. If approved, this may eliminate the need for the current facilities in other areas as this new larger library would provide services for a larger area. In a subsequent report, Mr. Meyer committed to providing some options which would still serve any community for which a library may close.

Deputy Mayor Miller expressed his concern for removing a library from any community while expressing his understanding for more room. Mr. Miller stated he would not support any motion that would eliminate a library from any community.

Councillor Langis asked if a book-mobile type service could be considered to serve communities where they may lose a library and was told that due to accessibility issues of the former unit, it is no longer in service. Councillor Langstaff noted the missing financial impact information and asked that all those considerations be provided in a follow-up report.

Mr. Meyer thanked Council for the robust discussion and asked for their support in holding the upcoming vacant space available until a subsequent report can be submitted which would provide options for all issues discussed today.

MOTION 3

Pat Brown made a motion - Be it resolved that all upcoming vacant space in the building located at 3536 St. Clair Parkway be reserved for the potential expansion of the Sombra Library to provide the County of Lambton an opportunity to present options as to how best to increase the footprint in this area, while preserving some service level for all affected communities. Cathy Langis seconded the motion. CARRIED.

4.2 - Deputation

3:20 p.m. - Jamie Mayhew - Development Charges

At the appointed time of 3:20 p.m., Mayor Agar welcomed Jamie Mayhew to make his presentation related to Development Charges at 1595 Third Street in Courtright.

Mr. Mayhew has re-zoned the subject lands and secured a minor variance to increase the lot coverage to accommodate the development of five residential units. The design for these units is to each have a front door and a back door directly to the outside and there is no plan for a common hallway. Because of the aforementioned distinction, the Township of St. Clair Development Charges By-law 6 of 2021 considers these units to be "multiples" and not "apartments" resulting in a difference of imposed development charges of \$3,982.97 per unit.

Mr. Mayhew claims he was not aware of any such charge until the time he applied for building permits. Clerk Jeff Baranek explained the process for discovery of the charges, and cited a section of the Development Charges bylaw that allows someone to appeal staff's interpretation noting if Council wished to consider these units as apartments, it would save the developer \$19,914.85.

MOTION 4

Pat Brown made a motion - Be it resolved that due to the specific conditions for the redevelopment at 1595 Third Street including the conversion of a former commercial building; the desire to use these units as rentals; and the limitations of the existing building being rehabilitated limiting design options; that each of the five units be considered apartments for the application of Development Charges By-law 6 of 2021. Brad Langstaff seconded the motion. CARRIED.

5 INFORMATION ITEMS

- 5.1 - St. Clair Region Conservation Authority - October Meeting Highlights
- 5.2 - Building Permit Comparison - October 2023

MOTION 5

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

- 5.1 SCRCA 2023 October Meeting Highlights
 - 5.2 Building Permit Comparison – October 2023
- Brad Langstaff seconded the motion. CARRIED.

6 REPORTS OF COMMITTEES AND STAFF

- 6.1 - Treasurer Report - OCIF and CCBF Gas Tax Grant Project Allocation

MOTION 6

Pat Brown made a motion - Be it resolved that the *Ontario Community Infrastructure Fund (OCIF) and Canada Community Building Fund (CCBF) Gas Tax Grant Project Allocation* report as submitted by Treasurer George Lozon be received and that the following projects be approved for the OCIF and CCBF Gas Tax Grants 2023 allocation:

1. OCIF – Bridge 44 – St. Clair Parkway over Marshy Creek - \$2,957,845.02
2. CCBF Gas Tax – Traffic Signal – Hill and Queen - \$400,000.

Steve Miller seconded the motion. CARRIED.

- 6.2 - Treasurer Report - 2024 Donations

MOTION 7

Pat Brown made a motion - Be it resolved that the *2024 Donations* report as submitted by Treasurer George Lozon be received as information and that all submissions be referred to 2024 Operating Budget deliberations.

Holly Foster seconded the motion. CARRIED.

- 6.3 - Treasurer Report - 2024 OMPF Grant

MOTION 8

Brad Langstaff made a motion - Be it resolved that the *2024 Ontario Municipal Partnership Fund (OMPF) Grant* report as submitted by Treasurer George Lozon be received as information.

Cathy Langis seconded the motion. CARRIED.

- 6.4 - Treasurer Report - 2024 OPP Policing Costs

MOTION 9

Cathy Langis made a motion - Be it resolved that the *2024 OPP Annual Billing & Reconciliation of 2022 Costs* report as submitted by Treasurer George Lozon be received as information. Bill Myers seconded the motion. CARRIED.

- 6.5 - Treasurer Report - 2024 Tax Due Dates

MOTION 10

Steve Miller made a motion - Be it resolved that the *2024 Tax Due Dates* report as submitted by Treasurer George Lozon be received as information and that the following dates be approved:

- Interim Installment 1 – Thursday, February 29, 2024
- Interim Installment 2 – Thursday, April 25, 2024
- Final Installment 1 – Thursday, July 25, 2024
- Final Installment 2 – Thursday, September 26, 2024

Bill Myers seconded the motion. CARRIED.

6.6 - Treasurer Report - Vendor Invoices and CIBC Visa Charges

MOTION 11

Holly Foster made a motion - Be it resolved that the *Vendor Invoices & CIBC VISA Charges* report as submitted by Treasurer George Lozon be received as information and that the included vendor invoices be approved for the period of October 29, 2023, to November 25, 2023, totaling \$2,743,291.33; along with CIBC Visa charges for the period of September 25, 2023, to October 24, 2023, totaling \$3,922.23; plus, RBC Visa charges for the period October 17, 2023, to November 15, 2023, totaling \$17,185.66.

Pat Brown seconded the motion. CARRIED.

6.7 - Treasurer Report - Financial Statements January - October 2023

MOTION 12

Bill Myers made a motion - Be it resolved that the *Financial Statements dated January to October 2023* report as submitted by Treasurer George Lozon be received as information and that the included financial statements be approved. Cathy Langis seconded the motion. CARRIED.

6.8 - Director of Emergency Services - Fire Council Report

MOTION 13

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

6.9 - Director of Public Works - Water Fixed Fee - 2024 Increase

MOTION 14

Holly Foster made a motion - Be it resolved that the *Water Fixed Fee – 2024 Increase* report as submitted by Director of Public Works Brian Black be received as information and that the included rate increases be approved. Cathy Langis seconded the motion. CARRIED.

6.10 - Director of Public Works - Sophia St Extension Acceptance

MOTION 15

Pat Brown made a motion - Be it resolved that the *Sophia Street Extension - Acceptance* report as submitted by Director of Public Works Brian Black be received as information and that the Township of St. Clair accepts the development work performed at the Sophia Street Extension Development and that the 2-year maintenance period be in force until June 13, 2025.

Holly Foster seconded the motion. CARRIED.

6.11 - Coordinator of Operations (Works) - Wilkesport Salt Shed

MOTION 16

Bill Myers made a motion - Be it resolved that the *Salt Shed at Wilkesport Operations Centre* report as submitted by Coordinator of Operations Dave Neely be received as information.

Brad Langstaff seconded the motion. CARRIED.

6.12 - Water/Wastewater Specialist - DWQMS Management Review

MOTION 17

Cathy Langis made a motion - Be it resolved that the *DWQMS Management Review* report as submitted by Water/Wastewater Specialist Nova Vanderslagt be received as information. Holly Foster seconded the motion. CARRIED.

6.13 - Director of Community Services - Information Report

MOTION 18

Pat Brown made a motion - Be it resolved that the *Monthly* report as submitted by Director of Community Services Kendall Lindsay be received as information. Holly Foster seconded the motion. CARRIED.

6.14 - Director of Community Services - Transient to Seasonal Campground Report

MOTION 19

Steve Miller made a motion - Be it resolved that the *Transient to Seasonal Campground* report as submitted by Director of Community Services Kendall Lindsay be received as information and that the request to convert site J-158 at Mooretown Campground to a seasonal site be denied. Holly Foster seconded the motion. CARRIED.

7 BY-LAWS

7.1 - Bylaw 62 of 2023 - Mutual Aid Fire Services Agreement - Dawn-Euphemia

7.2 - Bylaw 63 of 2023 - Confirming Bylaw

MOTION 20

Bill Myers 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:

7.1 - Bylaw 62 of 2023 - Mutual Aid Fire Services Agreement - Dawn-Euphemia

7.2 - Bylaw 63 of 2023 - Confirming Bylaw

Pat Brown seconded the motion. CARRIED.

8 COUNCILLORS' REPORTS

COUNCILLOR BROWN

Councillor Brown attended the Emergency Services tour of the municipal fire halls, and the subsequent meeting; participated in the Corunna Santa Claus Parade noting a great turnout by residents; filled in at the County Council meeting in Deputy Mayor Miller's absence; attended the CAER Board meeting, the Capital Budget meeting and the St. Clair Township Fire Department awards night in Wilkesport.

COUNCILLOR FOSTER

Councillor Foster attended the Committee of Adjustment meeting; and the Capital Budget deliberations.

COUNCILLOR LANGIS

Councillor Langis attended the Emergency Services tour of the municipal fire halls, and the subsequent meeting; the Sombra Museum meeting; the Wilkesport Hall meeting; the Santa Claus Parade; the Township Christmas Party planning committee meeting; the Capital Budget meeting; and the St. Clair Township Fire Department awards night in Wilkesport.

Councillor Langis also closed her report by congratulating Jenn Baker and this year's Adopt a Family Program, that is assisted by the Sacred Heart Food bank. This year the program adopted 9 families where donors are assigned a family and given their needs and wishes, age and gender.

COUNCILLOR LANGSTAFF

Councillor Langstaff attended St. Clair Township Fire Department awards night in Wilkesport; the Emergency Services tour of the municipal fire halls, and the subsequent meeting; and the Capital Budget deliberations.

COUNCILLOR MYERS

Councillor Myers attended the St. Clair River Trail Committee meeting; and the St. Clair Township Fire Department awards night in Wilkesport.

DEPUTY MAYOR MILLER

Deputy Mayor Miller noted he attended many of the events other members have identified and noted he did not support tonight's decision for the reduction of Development Charges due to the potential for an irreversible precedent.

MAYOR AGAR

Mayor Agar attended the Emergency Services tour of the municipal fire halls, and the subsequent meeting; a Zoom meeting with the Minister of Infrastructure and the Diageo Project Team; attended the Corunna Santa Claus Parade and Brigden Christmas Craft Show; the County Council meeting; the LAWSS meeting; the 2024 Capital Budget meeting; the tour of the OPP Facility and launch of the Operation Christmas Tree campaign; and the St. Clair Township Fire Department awards night in Wilkesport.

9 UPCOMING MEETINGS

- 9.1 - Regular Meeting - Session 22 - December 18, 2023, 6:00 p.m.
- 9.2 - Regular Meeting - Session 1 - January 15, 2024, 3:00 p.m.
- 9.3 - Regular Meeting - Session 2 - February 5, 2024, 3:00 p.m.

10 IN CAMERA SESSION

- 10.1 Section 239(2)(e) - to discuss potential litigation with a contractor.
- 10.2 Section 239(2)(c) - to discuss a potential disposition of Township land.

MOTION 21

Pat Brown made a motion - Be it resolved the meeting enter into an in-camera meeting to discuss the following:

- 10.1 – Section 239(2)(e) to discuss potential litigation with a contractor
 - 10.2 – Section 239(2)(c) to discuss potential disposition of Township land.
- Holly Foster seconded the motion. CARRIED.

11 RISE AND REPORT

Clerk Jeff Baranek noted there was nothing to Rise and Report.

12 ADJOURNMENT

MOTION 22

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

The meeting was adjourned at 5:00p.m.



Mayor - Jeff Agar

Clerk - Jeff Baranek