



MINUTES

Regular Council Meeting

3:00 PM - Monday, April 3, 2023
Council Chambers

The Regular Council of the Township of St. Clair was called to order on Monday, April 3, 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, Clerk Jeff Baranek, CAO John Rodey, and Deputy Mayor Steve Miller

EXCUSED: Councillor Pat Brown

1 CALL TO ORDER

Disclaimer: Council members, staff, guests, and members of the public are advised that Council of the Township of St. Clair meetings are being video/audio recorded. As such, comments and opinions expressed may be published and any comments expressed by individual Council members, guests and the public are their own, and do not represent the opinions or comments of the Township of St. Clair as a whole, and/or the Council of the Township of St. Clair. The recorded video of the Full Council meeting is not considered the official record of that meeting. The official record of the Council Meeting shall consist solely of the Minutes approved by Council of the Township of St. Clair.

2 DECLARATION OF PECUNIARY INTEREST

3 ADOPTION OF MINUTES

3.1 Council Meeting - March 20, 2023 - Session #7

Motion 1

Holly Foster made a motion - Be it resolved that the Minutes from the Regular Council Meeting Session #7 held on March 20, 2023, be received, and accepted as printed. Cathy Langis seconded the motion. CARRIED.

3.2 Minutes of Township Committees

- St. Clair Township - Heritage St. Clair - Minutes - Feb 15, 2023

Motion 2

Bill Myers made a motion - Be it resolved that the Minutes from above Committees be received and accepted as printed. Steve Miller seconded the motion. CARRIED.

4 DELEGATIONS/PRESENTATIONS

4.1 PRESENTATION:

- 3:10 p.m. – Moore Agricultural Society- Donation Request

At the appointed time of 3:10 p.m., Mayor Agar welcomed John Scott, President of the Moore Agricultural Society to make his presentation.

The MAS relies on the annual donation from the Township to assist in programs that are offered to Township residents, and visitors to the area. They often partner with other local groups including the Moore Optimists, and the Brigden Fire Hall to provide programming for local residents.

Mr. Scott offered to provide Council a tour of the facilities located at the fairgrounds and thanked them for their continued support over the years. He closed by asking for the same donation as has been afforded in previous years.

Mayor Agar thanked Mr. Scott for their work in the community and advised Council will be considering a new donation policy and would consider their donation request subsequently.

4.2 **COURT OF REVISION:**
- 3:15 p.m. - Routledge Drain

Motion 3

Cathy Langis made a motion - Be it resolved that the Court of Revision convene to hear appeals on the Routledge Drain. Bill Myers seconded the motion. CARRIED.

4.3 **REPORT**

Mayor Agar confirmed with the Clerk the Township has received one appeal of assessment from the owners of the property known as 40-269. The appeal challenges the total acreage of the parcel, and also suggests the 50-50 ratio for surface/subsurface used in the engineer's report does not reflect the actual drainage for the site.

Engineer Ray Dobbin advised Council they the acreage was confirmed by an overlay from a tiling map which was provided by the contractor who tiled the subject parcel is 2022. Mr. Dobbin stated the pumphouse owned by the Township is not included as part of the assessment for Mr. Graham's lot.

Mr. Graham explained the north 1.3Ha of his lot was not tiled and that all the surface water flows to Clay Creek.

Mr. Dobbin explained that the 50-50 ratio used on the balance of the parcel is commonly used and argued that it was appropriate to be used here.

Mr. Dobbin stated that the 1.3Ha in question was assessed at half rate given that it was not tiled.

Motion 4

Holly Foster made a motion Be it resolved that the Outlet assessment of Roll No. 40-269 (B. Graham) be reduced from \$844.00 to \$810.00, representing a reduction of 1.3Ha, which was assessed at a 50% rate for subsurface drainage only, to be removed from the northerly portion of the proposed watershed; and that the same be added to St. Clair Parkway's assessment. Brad Langstaff seconded the motion. CARRIED.

Motion 5

Bill Myers made a motion - Be it resolved that the engineers report dated December 8, 2022, as provided by R. Dobbin Engineering Inc. for the Routledge Drain be approved and that the assessments contained therein be confirmed. Brad Langstaff seconded the motion. CARRIED.

4.4 - 3:25p.m. - Stewart Drain

POSTPONED

5 **CORRESPONDENCE**

5.1 Huntington's Disease Awareness Month – May

Motion 6

Cathy Langis made a motion Be it resolved that May being Huntington's Disease Awareness Month be publicized in the Beacon and on digital signs at the Fire Halls. Holly Foster seconded the motion. CARRIED.

5.2 Lambton Junior Golf – Sponsorship Request

Motion 7

Steve Miller made a motion Be it resolved that the Township sponsor the Lambton Junior Golf program with a \$200 hole sponsorship. Holly Foster seconded the motion. CARRIED.

5.3 Sarnia Lambton Health Coalition- Request for Grant to Rent Facility

Motion 8

Cathy Langis made a motion Be it resolved that the request submitted by the Sarnia Lambton Health Coalition to have rental fees waived to secure the Port Lambton Community Hall for a community meeting be approved for an available date to the satisfaction of the Director of Community Services. Bill Myers seconded the motion. CARRIED.

5.4 Municipal Authorization for West Nile Virus Larviciding 2023

Motion 9

Steve Miller made a motion Be it resolved that the Township authorize the use of larvicide to control West Nile Virus across the municipality as administered by Lambton Public Health. Holly Foster seconded the motion. CARRIED.

5.5 Moore Optimists - Car Show Sponsorship Request

Motion 10

Holly Foster made a motion Be it resolved that a grant in the amount to cover the rental fees for Brander Park to accommodate the Sombra Optimist Car Show on June 17, 2023 be approved; and be it further resolved that the Township issue a grant equivalent to the cost of six portable washrooms to help facilitate the event. Brad Langstaff seconded the motion. CARRIED.

Motion 11

Cathy Langis made a motion - Be it resolved that Council accept the above items of correspondence as per Council's direction.
Holly Foster seconded the motion. CARRIED.

6 INFORMATION

6.1 Corunna 200th – Invitation to Storyboard Unveiling

6.2 Corunna 200th Committee Minutes - March 27, 2023

Motion 12

Holly Foster made a motion - Be it resolved that the above items of information be dealt with as per Council's direction. Cathy Langis seconded the motion. CARRIED.

7 REPORTS AND RECOMMENDATIONS OF STAFF

7.1 CAO Report - Battery Storage

Motion 13

Steve Miller made a motion - Be it resolved that the *Battery Storage Report*, as submitted by CAO John Rodey, be received as information. Cathy Langis seconded the motion. CARRIED.

7.2 Clerk's Report - 2023 Fees

Motion 14

Holly Foster made a motion - Be it resolved that the *2023 Fees Report* submitted by Clerk Jeff Baranek be received as information and that draft bylaw 26 of 2023 be considered for approval. Steve Miller seconded the motion. CARRIED.

7.3 Clerk's Report - Comprehensive Parking By-Law

Motion 15

Cathy Langis made a motion - Be it resolved that the *Comprehensive Parking By-law Report* submitted by Clerk Jeff Baranek be received as information and that draft bylaw 22 of 2023 be considered for approval. Brad Langstaff seconded the motion. CARRIED.

7.4 Deputy Clerk/ Coordinator of Planning Report - Temporary 2nd Dwelling Agreement Extension Request – 254 Hill St.

Motion 16

Brad Langstaff made a motion - Be it resolved that the report submitted by Carlie McClemens, Deputy Clerk/Coordinator of Planning, dated March 28, 2023 be received as information and that a one (1) year extension be granted for the existing Temporary Second Dwelling Agreement, executed by By-law Number 24 of 2022. Holly Foster seconded the motion. CARRIED.

7.5 Deputy Clerk/Coordinator of Planning's Report - Temporary 2nd Dwelling Agreement Request -897 Grant Road

Motion 17

Steve Miller made a motion - Be it resolved that the report submitted by Carlie McClemens, Deputy Clerk/Coordinator of Planning, dated March 28, 2023 be received as information and that By-law Number 24 of 2023, being a By-law to Authorize an Agreement with Kris Scholtens for the temporary use of an existing house while a new home is being constructed at 897 Grant Road, be considered for approval. Holly Foster seconded the motion. CARRIED.

7.6 Deputy Clerk/Coordinator of Planning Report - Dedication of Public Road - St. Clair Parkway

Motion 18

Bill Myers made a motion - Be it resolved that the report submitted by Carlie McClemens, Deputy Clerk/Coordinator of Planning, dated March 28, 2023 be received as information and that By-law 25 of 2023, being a by-law to dedicate property as Part of a Public Road (PIN 43412-0155 & PIN 43412-0131) be considered for approval. Brad Langstaff seconded the motion. CARRIED.

7.7 Treasurer's Report - 2023 Budget for Web Site and Public Distribution

Motion 19

Holly Foster made a motion - Be it resolved that the *2023 Budget Report*, as submitted by Treasurer George Lozon be received, and that the attached operating and capital budgets be approved for 2023. Cathy Langis seconded the motion. CARRIED.

7.8 Treasurer's Report - Abandoned Cemetery Funding

Motion 20

Cathy Langis made a motion - Be it resolved that the *Abandoned Cemetery Improvement Funding Report*, as submitted by Treasurer George Lozon, be received as information. Brad Langstaff seconded the motion. CARRIED.

Motion 21

Cathy Langis made a motion Be it resolved that quote submitted by Memorial Restorations in the amount of \$5,000 for improvements to the Smith/White Cemetery be approved and that the project be funded by the Abandoned Cemetery Capital Repairs fund approved for the 2023 Budget (leaving a balance of \$10,000 in the Fund for 2023). Holly Foster seconded the motion. CARRIED.

7.9 Treasurer's Report - Donation Policy

Motion 22

Steve Miller made a motion - Be it resolved that the *Donation Policy Report*, as submitted by Treasurer George Lozon, be received as information. Cathy Langis seconded the motion. CARRIED.

Motion 23

Holly Foster made a motion Be it resolved that the draft Policy entitled Exhibit B contained in the Treasurer's Donation Policy Report be approved as the policy to be enacted in 2024. Cathy Langis seconded the motion. LOST.

Motion 24

Brad Langstaff made a motion Be it resolved that Moore Agricultural Society, the Moore Community and Rec, the Mooretown Flags Hockey Club, and the Moore Presbyterian Foundation continue to funded annually through the Operating Budget, and not be considered part of the annual donation totals. Holly Foster seconded the motion. CARRIED.

Motion 25

Holly Foster made a motion Be it resolved that the draft Policy entitled Exhibit A contained in the Treasurer's Donation Policy Report be approved as the policy to be enacted for the 2024 Budget. Steve Miller seconded the motion. CARRIED. unanimously.

7.10 Treasurer's Report - 2023 Through 2027 Audit Proposal Quote

Motion 26

Holly Foster made a motion - Be it resolved that the *2023 through 2027 Audit Services Report* as submitted by Treasurer George Lozon be received and the proposal by MNP LLP for audit services be accepted and that the Treasurer and Mayor be authorized to sign all necessary documents Steve Miller seconded the motion. CARRIED.

7.11 Treasurer's Report - 2023 Annual Debt Repayment Limit Report

Motion 27

Steve Miller made a motion - Be it resolved that the *ARL (Annual Debt Repayment Limit) Report* as submitted by Treasurer George Lozon be received as information. Cathy Langis seconded the motion. CARRIED.

7.12 Treasurer's Report - Vendor Invoices and CIBC VISA Charges Report

Motion 28

Cathy Langis made a motion - Be it resolved that the *Vendor Invoices and CIBC VISA Charges Report* as submitted by Treasurer George Lozon be received and that the vendor invoices be approved for the period of February 26, 2023, to March 25, 2023, totaling \$2,968,768.27; along with the CIBC Visa charges for the period of January 25, 2023, to February 24, 2023, totaling \$22,880.19. Holly Foster seconded the motion. CARRIED.

7.13 Director of Emergency Service's Report – Generator Replacement

Motion 29

Holly Foster made a motion - Be it resolved that the *Stand-by Generator Report* submitted by Fire Chief Richard Boyes be accepted as information and the quotes from JRB Electrical Service be accepted and approved. Steve Miller seconded the motion. CARRIED.

7.14 Director of Emergency Service's Report- Purchase of Replacement Pick-Up Truck

Motion 30

Holly Foster made a motion - Be it resolved that the *Fire Department Replacement Pickup Truck Report* as submitted by Director of Emergency Services, Richard Boyes, be received as information. Bill Myers seconded the motion. CARRIED.

Motion 31

Brad Langstaff made a motion Be it resolved that quote submitted by Lightning Equipment Sales Inc. for a 2023 Ford F150 XLT in the amount of \$77,480.00 be accepted and approved. Cathy Langis seconded the motion. CARRIED. unanimously.

7.15 Director of Emergency Service's Report- Monthly

Motion 32

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

7.16 Director of Public Works – Pollinator Garden Installation

Motion 33

Holly Foster made a motion - Be it resolved that the *Pollinator Vegetation Installation* report submitted by the Director of Public Works, Brian Black, be received as information and staff be directed to install pollinator vegetation along Tecumseh Rd. between Petrolia Line and LaSalle Line at a cost of \$3,654.00 (+ HST) to be charged to the Education & Environment Fund. Brad Langstaff seconded the motion. CARRIED.

7.17 Director of Public Works – ORGCA Flag Raising Event

Motion 34

Steve Miller made a motion - Be it resolved that the *Proposal to Host the Dig Safe Flag Raising Event for 2023* report as submitted by Brian Black, Director of Public Works, be received as information and that St. Clair Township host the ORGCA Dig Safe Flag Raising for Lambton County, as part of Dig Safe Month, on Tuesday, April 25th, 2023. Holly Foster seconded the motion. CARRIED.

7.18 Coordinator of Operations (Works) – Blue Box Transition Update

Motion 35

Cathy Langis made a motion - Be it resolved that the *Blue Box Transition – update* report submitted by Coordinator of Operations – David Neely be received as information. Bill Myers seconded the motion. CARRIED.

7.19 Coordinator of Operations (Works) – Request for Stop Sign- Paget Street

Motion 36

Steve Miller made a motion - Be it resolved that the *Request for Stop Sign – Paget Street* report submitted by Coordinator of Operations – David Neely be received as information and that the request for additional stops signs on Paget Street, at the intersection of Alfred Street be denied. Cathy Langis seconded the motion. CARRIED.

7.20 Coordinator of Operations (Works) – Baird St Road Closure – Corunna 200th

Motion 37

Brad Langstaff made a motion - Be it resolved that the *Road Closure – Corunna 200th* report submitted by Coordinator of Operations – David Neely be received as information and the closure of Baird Street between Hill Street and 388 Baird Street May 23, 2023 between 12pm and 3pm be approved. Bill Myers seconded the motion. CARRIED.

7.21 Coordinator of Operations (Works) - No Parking - Bridgen

Motion 38

Holly Foster made a motion - Be it resolved that the *No Parking - Bridgen* report submitted by Coordinator of Operations – David Neely be received as information and:

1) that a “no-parking” restriction along both sides of Bridgen Road between Courtright Line and No. 2916 Bridgen Road, including the installation of “No Parking” signs by Operations staff be approved and that a by-law be drafted to finalize the restriction.

2) that a seasonal “No Parking” designation from October 1 to October 31 for parking restrictions along Courtright Line from Elizabeth Street to 2516 Courtright Line be approved and that a corresponding by-law be drafted. Brad Langstaff seconded the motion. CARRIED.

7.22 Director of Community Services Report - Information

Motion 39

Cathy Langis made a motion - Be it resolved that the *April 3rd Information Report* as submitted by Director of Community Services, Kendall Lindsay be received as information. Brad Langstaff seconded the motion. CARRIED.

7.23 Coordinator of Facilities and Parks Report - Park Signs

Motion 40

Steve Miller made a motion - Be it resolved that the *Community Services – Park Signs* report submitted by Coordinator of Facilities and Parks be received as information and Council waives the procurement document and allow us to work with Sign Ontario LTD to design and supply our new park signs. Brad Langstaff seconded the motion. CARRIED.

8 DRAINAGE BY-LAWS

- 8.1 Drainage By-Law 14 of 2023 – 2021 Maintenance
- 8.2 Drainage By-Law 15 of 2023 – 2021 Maintenance
- 8.3 Drainage By-Law 16 of 2023 – 2021 Maintenance
- 8.4 Drainage By-Law 17 of 2023 – 2021 Maintenance
- 8.5 Drainage By-Law 18 of 2023 – 2021 Maintenance
- 8.6 Drainage By-Law 19 of 2023 – 2021 Maintenance

Motion 41

Brad Langstaff made a motion - Be it resolved that the above drainage by-laws receive first, second, third and final readings and be thereby passed and that the Mayor and Clerk be authorized to execute appurtenant agreements. Bill Myers seconded the motion. CARRIED.

9 BY-LAWS

- 9.1 By-Law 21 of 2023 – to Adopt the 2023 budget
- 9.2 By-Law 22 of 2023 - Comprehensive Parking By-Law
- 9.3 By-Law 23 of 2023 - Confirming By-Law
- 9.4 By-Law 24 of 2023 - Temporary Second Dwelling - 897 Grant Road
- 9.5 By-Law 25 of 2023 - Road Dedication - St. Clair Parkway
- 9.6 By-Law 26 of 2023 - Fees (Replacing By-Law 16 of 2022)

Motion 42

Holly Foster made a motion - Be it resolved that the above by-laws receive all three readings and be thereby passed and that the Mayor and Clerk be authorized to execute appurtenant agreements. Cathy Langis seconded the motion. CARRIED.

10 COUNCILLORS' REPORTS

Councillor Foster

Councillor Foster participated in a Drainage Course in London; attended the Waste Water Treatment Plant information session and the St. Clair River Trail and Committee of Adjustment meetings; and attended the Enbridge information tour for their BESS project proposals.

Councillor Langis

Councillor Langis attended many events including the Sombra Museum meeting; the Enbridge meeting and tour for their BESS proposals; the waste water treatment plant information night; and re-drafted the Terms of Reference for the Accessibility Committee.

Councillor Langstaff

Councillor Langstaff attended the Lambton Farm Safety Committee; the Enbridge BESS Tour and meeting; and noted the Lambton Soil and Crop Twilight Tour will be held August 9, 2023 on his father's farm.

Councillor Myers

Councillor Myers attended the Enbridge BESS meeting and tour; the Heritage St. Clair meeting; and noted he will be cooking the upcoming Easter Brunch for the Moore Ag Society in Brigden.

Deputy Mayor Miller

Deputy Mayor Miller attended the Enbridge BESS meeting and tour; and the Committee of Adjustment meeting.

Mayor Agar

Mayor Agar attended the Enbridge BESS meeting and tour; the Brigden Roast Beef Dinner put on by the Moore Agricultural Society; the Mooretown Flags Playoff Games and congratulated the team on a very successful season; and the Brigden Game Dinner thanking Councillor Langstaff for putting on a wonderful event.

11 UPCOMING MEETINGS

- 11.1 Special Meeting - IN CAMERA - April 24, 2023, 6:00 p.m.
- 11.2 Regular Meeting - Session 9 – May 1, 2023, 3:00 p.m
- 11.3 Regular Meeting – Session 10 – May 15, 2023, 6:00 p.m.
- 11.4 Regular Meeting – Session 11 – June 5, 2023, 3:00 p.m.

12 IN CAMERA SESSION

- 12.1 Municipal Act - Section 239(2)(d) to consider five new labour relations policies
- 12.2 Municipal Act - Section 239(2)(a) to discuss lease improvements for a Township building
- 12.3 Municipal Act - Section 239(2)(b) to discuss personnel issues at a local fire hall
- 12.4 Municipal Act - Section 239(2)(e) to discuss potential litigation related to an issued tender

Motion 43

Steve Miller made a motion - Be it resolved that the meeting enter an in-camera session to consider the above items.
Holly Foster seconded the motion. CARRIED.

13 RISE AND REPORT

- 13.1 In-Camera Reports

Motion 44

Steve Miller made a motion Be it resolved that the following four policies be approved:

- The Respectful Workplace Policy
- The Social Media Policy
- The Corporate Dress Code Policy
- The Leaving the Municipality Policy

Holly Foster seconded the motion. CARRIED.

Motion 45

Cathy Langis made a motion Be it resolved that the Personally Owned Vehicle Policy for responding to emergencies be approved.

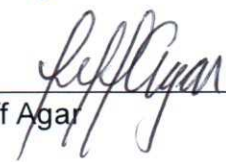
Holly Foster seconded the motion. CARRIED.

14 ADJOURNMENT

14.1 The meeting was adjourned at 5:35 p.m.
Motion 46

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


Clerk - Jeff Baranek


Mayor - Jeff Agar

