



# Township of St. Clair

## Agenda

Regular Council Meeting

Monday, February 5, 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 - January 15, 2023- Session #1
  - 4.2. Minutes of Township Committees -  
Heritage St. Clair - Minutes Nov 15, 2023  
Minutes of the Sombra Museum Board - November 21, 2023
5. DELEGATIONS/PRESENTATIONS
  - 5.1. Presentation  
3:05 p.m. - Rick Kraayenbrink - Request for Endorsement - Bell Canada  
Signal Strength
  - 5.2. Presentation  
3:10 p.m. - Intact Insurance - Tony Commisso, Regional Manager  
Insurance Presentation
6. CORRESPONDENCE ITEMS
  - 6.1. AORS Potential Municipal Equipment Operator Course
  - 6.2. Moore Skate Club - Ice Show Sponsorship Request
  - 6.3. Enbridge - Continued Access to Natural Gas
  - 6.4. LGPSB - Feedback Request
7. REPORTS OF COMMITTEES AND STAFF
  - 7.1. Deputy Clerk/Coordinator of Planning Report - Temporary Second  
Dwelling Extension Request - 254 Hill St
  - 7.2. Deputy Clerk/Coordinator of Planning Report - Temporary Second  
Dwelling Request - 4170 Telfer Rd
  - 7.3. Treasurers Report - Insurance Renewal 2024
  - 7.4. Treasurers Report - Mileage Rates
  - 7.5. Treasurers Report - Vendor Invoices and CIBC Visa Charges

- 7.6. Senior Tax Clerk Report - 2024 Tax Write Offs
- 7.7. Director of Emergency Services/ Fire Chief Report - Monthly
- 7.8. Coordinator of Engineering Report - Tom Street Trunk, Sanitary Sewer Relocation - Design
- 7.9. Coordinator of Operations (Works) Report - Tender Results of 4x4 Ext. Cab Pickup Truck
- 7.10. Coordinator of Operations (Works) Report - Dust Control
- 7.11. Coordinator of Operations (Works) Report - Miscellaneous Concrete and Asphalt Repairs 2024
- 7.12. Director of Community Services Report - Beer Cart

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

- 8.1. Drainage By-Law 1 of 2024 - Various Drains - 2023 Spraying
- 8.2. Drainage By-Law 2 of 2024 - Various Drains - 2023 Spraying
- 8.3. Drainage By-Law 3 of 2024 - Various Drains - 2023 Spraying
- 8.4. Drainage By-Law 4 of 2024 - Various Drains - 2023 Spraying

## **9. BY-LAWS**

- 9.1. By-Law 6 of 2024 - Animal Control and Pound Services Bylaw - Sarnia District Humane Society
- 9.2. By-Law 7 of 2024- to Appoint a CBO, Inspectors, Enforcement Officers - County of Lambton
- 9.3. By-Law 8 of 2024 - Temporary Second Dwelling Agreement - 4170 Telfer Rd - Guthrie
- 9.4. By-Law 9 of 2024 - Regulation of the Operation of Township Cemeteries (replacing by-law 38 of 2023)

## **10. COUNCILLORS' REPORTS**

## **11. UPCOMING MEETINGS**

- 11.1. Regular Meeting - Session 3 - Tuesday, February 20, 2024, 6:00 p.m.
- 11.2. Regular Meeting - Session 4 - March 4, 2024, 3:00 p.m.
- 11.3. Operating Budget - March 7, 2024, 5:00 p.m. (not live streamed)
- 11.4. Regular Meeting - Session 5 - March 18, 2024, 6:00 p.m.

## **12. IN CAMERA SESSION**

- 12.1. Section 239(2)(c) To discuss the potential acquisition of land
- 12.2. Section 239(2)(d) to discuss labour relations

## **13. ADJOURNMENT**





# MINUTES

## Regular Council Meeting

3:00 PM - Monday, February 5, 2024  
Council Chambers

The Regular Council of the Township of St. Clair was called to order on Monday, February 5, 2024, 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, 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 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 - January 15, 2023- Session #1

##### MOTION 1

Bill Myers made a motion - Be it resolved that the minutes of the regular council meeting held on January 15, 2024 be received and approved.  
Pat Brown 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.

- Heritage St. Clair - Minutes - Nov. 15, 2023

- Minutes of the Sombra Museum Board - Nov. 21, 2023

Holly Foster seconded the motion. CARRIED.

### 5 DELEGATIONS/PRESENTATIONS

#### 5.1- Rick Kraayenbrink

3:05 p.m. - Request for Endorsement - Bell Canada Signal Strength



At the appointed time of 3:05 p.m., Mayor Agar welcomed Rick Kraayenbrink to make his presentation.

Mr. Kraayenbrink advised the lease for a Bell tower on his property has come due for renewal, and he feels this is a good time to apply pressure to improve cell signal strength in the area, and throughout the Township. The lack of signal is not only inconvenient, but also represents a safety concern if someone was to be injured on his, or any, farm, the signal strength creates a concern for emergency responders.

Mayor Agar concurred with Mr. Kraayenbrink's concerns and advised the Township has sent letters in an attempt to have Bell improve local cell signal.

### **MOTION 3**

Brad Langstaff made a motion - Be it resolved that the Township provide J. Rink Farms a letter of request to be submitted to Bell Communications to emphasize the critical need for improved cell signal strength for St. Clair Township. Holly Foster seconded the motion. CARRIED.

## **5.2- Presentation**

3:10 p.m. - Intact Insurance - Tony Commisso, Regional Manager

At the appointed time of 3:10 p.m., Mayor Agar welcomed Tony Commisso of Intact Public Entities to present the coverage package for 2024.

The Township continues to utilize the unique-to-Intact Risk Management program for contract review, information requests, road reviews, and educational sessions.

Mr. Commisso advised that the *new-normal* in terms of increased extreme weather events has led to nationwide increases in insurance premiums. Couple that with adding three vehicles to the Township fleet, and adding \$6.8M in property insurance, and the result is an overall premium increase of 6.7% - which represents the lowest increase since pre-Covid.

Mr. Commisso closed his report by commending Council and staff for continuing to utilize the Risk Management portal as it has led to fewer claims.

## **6 CORRESPONDENCE ITEMS**

- 6.1- Potential Municipal Equipment Operator Course
- 6.2- Moore Skate Club - Ice Show Sponsorship Request
- 6.3- Enbridge - Continued Access to Natural Gas
- 6.4- LGPSB - Feedback Request

### **MOTION 4**

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

- 6.1 - Potential Municipal Equipment Operator Course
- 6.2 - Moore Skate Club - Ice Show Sponsorship Request
- 6.3 - Enbridge - Continued Access to Natural Gas
- 6.4 - LGPSB - Feedback Request Bill Myers seconded the motion. CARRIED.

### **MOTION 5**

Steve Miller made a motion - Be it resolved that the proposed motion circulated by AORS related to a Potential Municipal Equipment Operator Course be fully endorsed and supported. Cathy Langis seconded the motion. CARRIED.



### **MOTION 6**

Pat Brown made a motion - Be it resolved that the Township purchase a half page sponsorship, representing a Level 3 sponsor in the amount of \$200.00, for the year end Moore Skate Club Ice Show.

Brad Langstaff seconded the motion. CARRIED.

### **MOTION 7**

Bill Myers made a motion - Be it resolved that the Township issued a letter of endorsement to Enbridge Gas Inc. to ensure that all local residents and businesses continue to have access to Natural Gas.

Cathy Langis seconded the motion. CARRIED.

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

- 7.1- Deputy Clerk/Coordinator of Planning Report - Temporary Second Dwelling Extension Request - 254 Hill St

### **MOTION 8**

Holly Foster made a motion - Be it resolved that the *255 Hill St - Temporary Second Dwelling Extension Request* report by Carlie McClemens, Deputy Clerk/Coordinator of Planning, be received as information and that a two (2) month extension be granted for the existing temporary Second Dwelling Agreement. Pat Brown seconded the motion. CARRIED.

- 7.2- Deputy Clerk/Coordinator of Planning Report - Temporary Second Dwelling Request - 4170 Telfer Rd

### **MOTION 9**

Steve Miller made a motion - Be it resolved that the *4170 Telfer Rd - Temporary Second Dwelling* report by Carlie McClemens, Deputy Clerk/Coordinator of Planning, be received as information and that the request for the temporary use of an existing house while a new home is being constructed at 4170 Telfer Road, be approved.

Brad Langstaff seconded the motion. CARRIED.

- 7.3- Treasurers Report - Insurance Renewal 2024

### **MOTION 10**

Holly Foster made a motion - Be it resolved that the *2024 Insurance* report submitted by Treasurer, George Lozon, be received.

Cathy Langis seconded the motion. CARRIED.

- 7.4- Treasurers Report - Mileage Rates

### **MOTION 11**

Bill Myers made a motion - Be it resolved that the *Mileage Rates Report* submitted by Treasurer, George Lozon, be received and that mileage rates be increased from sixty-two cents per kilometre to sixty-four cents per kilometre as of April 1st, and that the Mileage reimbursement procedures / policies be updated to reflect the new rate. Steve Miller seconded the motion. CARRIED.

- 7.5- Treasurers Report - Vendor Invoices and CIBC Visa Charges

### **MOTION 12**

Pat Brown made a motion - Be it resolved that the following vendor invoices be approved for the period of January 7, 2024, to January 27, 2024, totaling \$2,129,173.09; along with CIBC Visa charges for the period of November 25, 2023, to December 24, 2023, totaling \$1,604.64; plus, RBC Visa charges for the period December 16, 2023, to January 15, 2024, totaling \$24,755.47.

Cathy Langis seconded the motion. CARRIED.

- 7.6- Senior Tax Clerk Report - 2024 Tax Write Offs

### **MOTION 13**

Cathy Langis made a motion - Be it resolved that the Treasurer, in accordance with the provisions of Sections 357 and 358 of the Municipal Act, be authorized



to write off property taxes for the year of 2023 as identified in "Appendix A". Steve Miller seconded the motion. CARRIED.

**7.7- Director of Emergency Services/ Fire Chief Report - Monthly**

**MOTION 14**

Holly Foster 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. Bill Myers seconded the motion. CARRIED.

**7.8- Coordinator of Engineering Report - Tom Street Trunk, Sanitary Sewer Relocation - Design**

**MOTION 15**

Steve Miller made a motion - Be it resolved that the *Tom Street Trunk Sanitary Sewer Relocation – Design* report submitted by Coordinator of Engineering, Andrew Malpass, be received as information and that due to this being an extension of an existing contract the procurement policy be waived and the detailed design be awarded to MIG Engineering (2011) Ltd. in the amount of \$63,882.00 plus HST. Cathy Langis seconded the motion. CARRIED.

**7.9- Coordinator of Operations (Works) Report - Tender Results of 4x4 Ext. Cab Pickup Truck**

**MOTION 16**

Pat Brown made a motion - Be it resolved that the *Tender results for 4x4 Ext. Cab Pickup Truck* report submitted by Coordinator of Operations, David Neely, be received as information and that the that the lowest tender submitted by Finch Ford (Sarnia) in the amount of \$53,788.28 (including net HST) for the supply of one new 2024 Ford F150 4x4 pick-up truck, be accepted and approval for purchase be granted.

Brad Langstaff seconded the motion. CARRIED.

**7.10- Coordinator of Operations (Works) Report - Dust Control**

**MOTION 17**

Holly Foster made a motion - Be it resolved that the *2024 Dust Control* report submitted by Coordinator of Operations, David Neely, be received as information and that the Township procurement policy be waived for economic benefits and that the quote submitted by Pollard Highway Products Ltd. in the amount of \$0.09 per liter for the '2024 Supply and Application of Chloride Based Liquids for Dust Suppressant' be accepted.

Brad Langstaff seconded the motion. CARRIED.

**7.11- Coordinator of Operations (Works) Report - Miscellaneous Concrete and Asphalt Repairs 2024**

**MOTION 18**

Brad Langstaff made a motion - Be it resolved that the *Misc. Concrete and Asphalt Repairs - 2024* report submitted by Coordinator of Operations, David Neely, be received as information and that the Township procurement policy be waived for economic benefits and that GM Construction be hired to complete misc. concrete and asphalt repairs for the 2024 throughout the Township, based on the submitted 2021-unit prices.

Steve Miller seconded the motion. CARRIED.

**7.12- Director of Community Services Report - Beer Cart**

**MOTION 19**

Cathy Langis made a motion - Be it resolved that the *Beer Cart Report* submitted by Director of Community Services Kendall Lindsay be received as information and Council approves Southpoint Equipment purchase price of \$27,579.00 and it is funded from Golf Course Equipment Reserves:

1. Kubota RTV-X1130 \$27,579.00
2. John Deere Gator TX Turf w/fairway cafe canteen 3 \$29,911.70

Holly Foster seconded the motion. CARRIED.



## **8 DRAINAGE BY-LAWS**

- 8.1-** Drainage By-Law 1 of 2024 - Various Drains - 2023 Spraying
- 8.2-** Drainage By-Law 2 of 2024 - Various Drains - 2023 Spraying
- 8.3-** Drainage By-Law 3 of 2024 - Various Drains - 2023 Spraying
- 8.4-** Drainage By-Law 4 of 2024 - Various Drains - 2023 Spraying

### **MOTION 20**

Steve Miller made a motion - Be it resolved that the following drainage by-laws receive third and final readings and be thereby passed and that the Mayor and Clerk be authorized to execute appurtenant agreements.

8.1 - Drainage By-Law 1 of 2024 - Various Drains - 2023 Spraying

8.2 - Drainage By-Law 2 of 2024 - Various Drains - 2023 Spraying

8.3 - Drainage By-Law 3 of 2024 - Various Drains - 2023 Spraying

8.4 - Drainage By-Law 4 of 2024 - Various Drains - 2023 Spraying

Pat Brown seconded the motion. CARRIED.

## **9 BY-LAWS**

- 9.1-** By-Law 6 of 2024 - Animal Control and Pound Services Bylaw - Sarnia District Humane Society
- 9.2-** By-Law 7 of 2024- to Appoint a CBO, Inspectors, Enforcement Officers - County of Lambton
- 9.3-** By-Law 8 of 2024 - Temporary Second Dwelling Agreement - 4170 Telfer Rd - Guthrie
- 9.4-** By-Law 9 of 2024 - Regulation of the Operation of Township Cemeteries (replacing by-law 38 of 2023)

### **MOTION 21**

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 6 of 2024 - Animal Control and Pound Services Bylaw - Sarnia District Humane Society

9.2 - By-Law 7 of 2024 - to Appoint a CBO, Inspectors, Enforcement Officers - County of Lambton

9.3 - By-Law 8 of 2024 - Temporary Second Dwelling Agreement - 4170 Telfer Rd - Guthrie

9.4 - By-Law 9 of 2024 - Regulation of the Operation of Township Cemeteries (replacing by-law 38 of 2023)

Holly Foster seconded the motion. CARRIED.

## **10 COUNCILLORS' REPORTS**

### **Councillor Brown**

Councillor Brown reminded Council of their obligation to be familiar with the Township Procurement Policy, and asked staff to re-circulate. Councillor Brown noted the importance to remedy any deficiencies identified by the OPP in the Emergency Services Building; and asked staff to trim the shrubs on the sign on the hill at the industrial park in Corunna.

### **Councillor Foster**

Councillor Foster attended the ROMA Conference in Toronto where she attended many educational sessions and met the Mayor of Tillsonburg who shared many fruitful initiatives they are working on.

Councillor Foster noted the St. Clair River Trail wishes to continue to work with Community Services and Public Works and has many good initiatives they plan to discuss with staff.



Councillor Foster closed her report by issuing a NOTICE OF MOTION for the meeting scheduled for February 20, that would create a Hall of Fame for local residents to acknowledge their achievements, and that it will be located at the Moore Sports Complex.

#### **Councillor Langis**

Councillor Langis attended the ROMA Conference in Toronto noting the educational sessions on municipal staff retention and recruitment, and noted she participated in her first Provincial Delegations which was a good experience.

Councillor Langis suggested staff look into participating in local job fairs to educate our youth on possible municipal careers; and noted the importance of exit interviews for those leaving our employment. Councillor Langis attended the Wilkesport Hall Board meeting and Sombra Museum Board meeting.

#### **Councillor Langstaff**

Councillor Langstaff is proud to have been selected to represent his peers for another year on all three local agricultural boards.

Councillor Langstaff thanked Mayor Agar and St Clair Township for working with J Rink farms on advocating for better cell service along the St. Clair Parkway.

Councillor Langstaff closed his report by extending his condolences to the McKeegan family on their Loss of Mel McKeegan.

#### **Councillor Myers**

Councillor Myers attended the Wilkesport Hall Board Meeting and noted the annual General Meeting will soon be held and encouraged anyone interested in sitting on the board to attend that meeting.

Councillor Myers voiced his concern with the current notification protocol established by the SCRCA when activating the D'Arcy McKeough Floodway. When it closed on the weekend, the affected landowners claim not to have been notified.

#### **Deputy Mayor Miller**

Deputy Mayor Miller attended the ROMA Conference in Toronto and noted all the delegations with Provincial Ministers went well and attended the County Committee meeting.

#### **Mayor Agar**

Mayor Agar attended the ROMA Conference and represented the Township for two deputations with Provincial Ministers: one with Kinga Surma, the Minister of Infrastructure to lobby for funding for the expansion of the Wastewater Treatment Plant, and one with Solicitor General Michael Kerzner to lobby to decentralize 9-1-1-dispatch to shorten response times.

Mayor Agar thanked Shell for their donation of green foam to be used by the Township Fire Department and attended both the LAWSS and County Committee meetings.

Mayor Agar closed his report by stating the importance for additional swim ladders to be installed at the Mooretown boat launch for instances the dock is busy, such as when it is occupied by Enbridge for training exercises.

#### **MOTION 22**

Cathy Langis made a motion - Be it resolved that a letter be sent to Enbridge to ask them to donate a couple swim ladders to be installed at the Mooretown Boat Launch. Brad Langstaff seconded the motion. CARRIED.



## 11 UPCOMING MEETINGS

- 11.1- Regular Meeting - Session 3 - Tuesday, February 20, 2024, 6:00 p.m.
- 11.2- Regular Meeting - Session 4 - March 4, 2024, 3:00p.m.
- 11.3- Operating Budget - March 7, 2024, 5:00 p.m. (not live streamed)
- 11.4- Regular Meeting - Session 5 - March 18, 2024, 6:00p.m.

## 12 IN CAMERA SESSION

- 12.1- Section 239(2)(c) To discuss the potential acquisition of land.
- 12.2- Section 239(2)(d) to discuss labour relations.

### MOTION 23

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

12.1 - Section 239(2)(e) to discuss potential litigation related to bylaw enforcement

12.2 - Section 239(2)(d) to discuss labour relations

Brad Langstaff seconded the motion. CARRIED.

## 13 RISE AND REPORT

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. Brad Langstaff seconded the motion. CARRIED.

The meeting was adjourned at 4:40 p.m.

\_\_\_\_\_  
Mayor – Jeff Agar



\_\_\_\_\_  
Clerk – Jeff Baranek

