



Township of St. Clair

Agenda

Regular Council Meeting

Monday, August 14, 2023 @ 3:00 PM
Council Chambers

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **ADOPTION OF MINUTES**
 - 3.1. Council Meeting - July 10, 2023 - Session #13
[DRAFT - Regular Council - 10 Jul 2023 - Minutes](#)
 - 3.2. Minutes of Township Committees
[- Moore Museum Committee Minutes - July](#)
[- Minutes of the Sombra Museum Board Meeting - June 20 2023](#)
4. **DELEGATIONS/PRESENTATIONS**
 - 4.1. **PRESENTATION**
3:10 p.m. - OP Review Update - Mary Lou Tanner
[St. Clair Survey Results and Appendix](#)
[St. Clair Background Report](#)
[Slideshow - Report Council Meeting - St Clair](#)
 - 4.2. **PUBLIC MEETING**
3:15 p.m. - Fence Variance Hearing - 3069 St. Clair Parkway
[Notification Letter](#)
[Corrected Notice](#)
[Letter of Support](#)
[Letters of Objection](#)
 - 4.3. **PRESENTATION**
3:45 p.m. - Heritage St. Clair - Dave Pattenden
[Heritage - Corunna Clock Tower](#)
[Abandoned Cemetery List as of Aug. 2, 2023](#)
 - 4.4. **IN-CAMERA - DEPUTATION**
4:00 p.m. - To Consider a Proposed Lease of a Portion of Township Land
5. **CORRESPONDENCE ITEMS**
 - 5.1. Sombra Museum - Log Cabin Fundraising Campaign 2023
[Sombra Museum - Log Cabin Fundraising Campaign Letter - 2023](#)
 - 5.2. Transient Trader Request - Bell
[Bell Canada - Application - Transient Trader](#)
6. **INFORMATION ITEMS**

- 6.1. Building Permit Comparison - June 2023
[Building Permit Comparison - June 2023](#)
- 6.2. Thank-you from St. Josephs Hospice
[A Thank-You from St Joseph Hospice](#)
- 6.3. Corunna 200th Committee - July Meeting Minutes
[Corunna 200 Minutes - July](#)
- 6.4. Lambton Senior's Advisory Committee - Meeting Minutes
[Lambton Senior's Advisory Committee - Meeting Minutes](#)
- 6.5. Lambton County - Babys Point Subdivision Draft
[Babys Point Draft Plan Subdivision](#)

7. REPORTS OF COMMITTEES AND STAFF

- 7.1. Treasurer Report - Financial Statements
[Financial Statements - June](#)
- 7.2. Treasurer Report - Vendor Invoices and CIBC Visa Charges
[Vendor Invoices and CIBC VISA Charges](#)
- 7.3. Fire Chief Report - Monthly
[Fire Council Monthly Report](#)
- 7.4. Drainage Superintendent Report - Monthly
[Drainage Superintendent - Monthly Report](#)
- 7.5. Coordinator of Operations (Works) Report - Unit 30 Replacement
[Coordinator of Operations - Works- Unit 30 Replacement](#)
- 7.6. Director of Community of Services Report - Information Report
[Community Services Information Report](#)
- 7.7. Director of Community of Services Report - Moore Museum Schoolhouse
[Moore Museum Schoolhouse](#)

8. DRAINAGE BY-LAWS

- 8.1. Drainage By-Law 29 of 2023 - Currier Drain
[DRAFT Drainage Bylaw 29 of 2023 Currier Drain](#)

9. BY-LAWS

- 9.1. By-Law 43 of 2023 - Assumption of Phase 3 - St. Clair Marina Estates
[DRAFT B-L 43 of 2023 - Assumption of Phase 3 St Clair Marina Estates](#)
- 9.2. By-Law 44 of 2023 - Stop up and Close Portion of Road at 3113 and 3115 St. Clair Parkway
[DRAFT B-L 44 of 2023 - To Stop up and Close a portion of the road at 3113 and 3115 St. Clair Parkway](#)

10. COUNCILLORS' REPORTS

11. UPCOMING MEETINGS

- 11.1. Regular Meeting - Session 15 - September 5, 2023, 3:00 p.m.
- 11.2. Regular Meeting - Session 16 - September 18, 2023, 6:00 p.m.
- 11.3. Regular Meeting - Session 17 - October 2, 2023, 3:00 p.m.

12. IN CAMERA SESSION

- 12.1. Section 239(2)(c) to discuss a proposed lease of a portion of Township Land (Deputation at 4:00 p.m.)
- 12.2. Section 239(2)(c) to consider the possible sale of a Township property
- 12.3. Section 239(2)(b) to discuss a personnel concern

13. ADJOURNMENT



MINUTES

Regular Council Meeting

3:00 PM - Monday, August 14, 2023
Council Chambers

The Regular Council of the Township of St. Clair was called to order on Monday, August 14, 2023, at 3:00 PM, in the Council Chambers, with the following members present:

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

EXCUSED:

1 CALL TO ORDER

Welcome, Today's Meeting is being streamed live through the St. Clair Township Website. To those present in the gallery today, by attending a public meeting of the Council you are consenting to your image, voice and comments being recorded.

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

None declared.

3 ADOPTION OF MINUTES

3.1) Council Meeting - July 10, 2023 - Session #13

MOTION 1

Holly Foster made a motion - Be it resolved that the Minutes from the Regular Council Meeting Session #13 held on July 10, 2023, be received, and accepted as printed. Bill Myers seconded the motion. CARRIED.

3.2) Minutes of Township Committees

MOTION 2

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

- Sombra Museum Board Meeting Minutes - June 20, 2023

- Moore Museum Committee Minutes - July 2023

Cathy Langis seconded the motion. CARRIED.

4 DELEGATIONS/PRESENTATIONS

4.1) PRESENTATION

3:10 p.m. - OP Review Update - Mary Lou Tanner

At the appointed time of 3:10 p.m., Mayor Agar welcomed Mary Lou Tanner of NPG Planning Group to make her presentation related to the survey results for the Official Plan background study.

The survey closed having only received 12 responses. Mrs. Tanner suggested that in her experience this was a good sign as it generally means residents are content. Fortunately, the respondents represented most of the geographic areas within the Township.

The current population of the Township exceeds the projected population for 2031 in the County of Lambton Official Plan so adjustments to settlement boundaries may need to be adjusted accordingly.

Since the OP has not been updated since its passing in 2001, many of the major categories including agriculture and industrial will need to be updated to conform to both the County Official Plan and the current Provincial Policy Statement.

Consideration will be given to the introduction and implementation of short-term rental policy. Currently the OP is silent on the issue, and it has become a very important land use which will require detailed policy to ensure its fit within the Township.

Mrs. Tanner closed her presentation by reporting draft policies will be before Council for consideration beginning in the Fall 2023.

Mayor Agar thanked Mrs. Tanner for her presentation suggesting he looks forward to seeing the upcoming draft policies for consideration.

4.2) PUBLIC MEETING

3:15 p.m. - Fence Variance Hearing - 3069 St. Clair Parkway

At the appointed time of 3:15 p.m., Mayor Agar declared open a public meeting to consider a variance to Fence By-law 36 of 2010.

The next item on the agenda is item 4.2 which is a public meeting to consider a variance to fence by-law 36 of 2010.

The owners of 3069 St. Clair Parkway are seeking relief from Section 3(d) of Fence By-law 36 of 2010 which states:

"No person shall erect, construct or maintain a fence more than 1.83 metres (6 feet) in height above the effective ground level with this height limitation to include the top of all posts and decorative design or finish."

And from Section 7 which states:

"Notwithstanding any provisions of this by-law no person shall erect a fence in any front yard from the established building line to the St. Clair Parkway road allowance."

The owners constructed a fence that is in excess of 6 feet in height, and that does not meet the established front yard setback of 118 feet.

The Township has received several comments from the neighbours both for and against allowing the fence to remain at its current height.

The Township received seven letters of objection, and two letters of support – all of which are included in the online agenda package.

Owner of the fence, Melissa Sabourin, spoke to Council and reported they built the fence after consulting with the Township and believed it to be in compliance. She noted the fence was built deliberately too high noting it would be lowered once the driveway was poured. Mrs. Sabourin noted the inspector visited the site but advised the height of the fence was okay leading them to be shocked when they received the letter advising it was not in compliance. Mrs. Sabourin asked that the existing fence be permitted to remain as it does not create a site line concern, and it helps keep her children safely in their own front yard.

Sharon Tyhurst, of 3067 St. Clair Parkway, addressed Council advising the current fence creates a safety concern for both vehicular and pedestrian traffic. In her opinion the fence should be forced to comply with the By-law.

Seeing no other comments from Council or those in attendance, Mayor Agar declared the meeting closed and asked for any forthcoming motions.

MOTION 3

Holly Foster made a motion - Be it resolved that the owners of 3069 St. Clair Parkway be ordered to bring the fence along the north property line into full compliance with Fence By-law 36 of 2010, inclusive of height and calculated front yard setbacks, no later than September 15, 2023. Cathy Langis seconded the motion. CARRIED.

4.3) PRESENTATION

3:45 p.m. - Heritage St. Clair - Dave Pattenden

At the appointed time of 3:45 p.m., Mayor Agar welcomed Dave Pattenden of Heritage St. Clair to pitch their next couple projects.

Heritage St. Clair plans to install a plaque on the Corunna clocktower to recognize its origin, and also to add to flanking storyboards which would explain the origin of the Town of Corunna.

One small issue is the current location of two Derek Drouin commemorative plaques. Heritage St. Clair would like to unite the two plaques to open up the location of this proposed plaque and storyboards.

Abandoned Cemeteries

Mr. Pattenden offered Council to do a tour of the official abandoned cemeteries across the Township. It was noted the entire package was not included online or distributed to Council so it was agreed to postpone until a later date.

MOTION 4

Bill Myers made a motion - Be it resolved that Heritage St. Clair be authorized to unite the two Derek Drouin plaques, and to install a plaque on the clocktower to be flanked by two storyboards, and that Township staff be directed to install the necessary mounting equipment. Pat Brown seconded the motion. CARRIED.

4.4) IN-CAMERA - DEPUTATION

4:00 p.m. - To Consider a Proposed Lease of a Portion of Township Land

MOTION 5

Bill Myers made a motion - Be it resolved that the meeting enter an in-camera session to consider the following items:

12.1 - Section 239(2)(c) - to discuss a proposed lease of a portion of Township Land

12.2 - Section 239(2)(c) – to consider the possible sale of Township Property

12.3 - Section 239(2)(b) - to discuss a personnel concern Brad Langstaff
seconded the motion. CARRIED.

5 CORRESPONDENCE ITEMS

5.1) Sombra Museum - Log Cabin Fundraising Campaign 2023

5.2) Transient Trader Request - Bell

MOTION 6

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

5.1 - Sombra Museum - Log Cabin Fundraising Campaign 2023

5.2 - Transient Trader Request - Bell

Holly Foster seconded the motion. CARRIED.

MOTION 7

Pat Brown made a motion - Be it resolved that four golf passes along with two golf carts at the Parkway Golf Course be donated to the Sombra Museum as an auction item for their fundraising auction to be held November 3, 2023.

Brad Langstaff seconded the motion. CARRIED.

MOTION 8

Holly Foster made a motion - Be it resolved that Bell Canada be issued a transient trader permit to authorize three agents to undertake door to door marketing until December 31, 2023 upon the submission of the agents names, and the fee of \$1000. Cathy Langis seconded the motion. CARRIED.

6 INFORMATION ITEMS

6.1) Thank-you from St. Josephs Hospice

6.2) Building Permit Comparison - June 2023

6.3) Corunna 200th Committee - July Meeting Minutes

6.4) Lambton Senior's Advisory Committee - Meeting Minutes

6.5) Lambton County - Babys Point Subdivision Draft

MOTION 9

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

6.1 - Thank-you from St. Josephs Hospice

6.2 - Building Permit Comparison - June 2023

6.3 - Corunna 200th Committee - July Meeting Minutes

6.4 - Lambton Senior Advisory Committee - Meeting Minutes

6.5 - Lambton County - Babys Point Subdivision Draft

Brad Langstaff seconded the motion. CARRIED.

7 REPORTS OF COMMITTEES AND STAFF

7.1) Treasurer Report - Financial Statements

MOTION 10

Cathy Langis made a motion - Be it resolved that the financial statements submitted by Treasurer, George Lozon, dated January to June 2023 be received as information.

Holly Foster seconded the motion. CARRIED.

7.2) Treasurer Report - Vendor Invoices and CIBC Visa Charges

MOTION 11

Holly Foster made a motion - Be it resolved that the following vendor invoices be approved for the period of July 2, 2023, to August 5, 2023, totaling \$2,661,730.65; along with CIBC Visa charges for the period of May 25, 2023, to June 24, 2023, totaling \$25,399.53; plus, RBC Visa charges for the period June 16, 2023, to July 17, 2023, totaling \$5,382.36.

Brad Langstaff seconded the motion. CARRIED.

7.3) Director of Emergency Services Report - Monthly

MOTION 12

Steve Miller 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.

Brad Langstaff seconded the motion. CARRIED.

7.4) Drainage Superintendent Report - Monthly

MOTION 13

Pat Brown made a motion - Be it resolved that the Monthly Report submitted by Drainage Superintendent, Jason Brunt, be accepted as information and that VanBree Drainage be awarded the contract for the Stewart Drain, and further, that the Mayor and Clerk be authorized to enter into an agreement with VanBree Drainage for the construction of the project.

Brad Langstaff seconded the motion. CARRIED..

7.5) Drainage Superintendent Report - McGee and East Street Drains

MOTION 14

Brad Langstaff made a motion - Be it resolved that the McGee and East Street Drain report be received as information and that JLH Excavating Inc. be awarded the contract for the McGee Drain with their quoted price of \$57,268.40; and that McNally Excavating be awarded the contract for the East Street Drain in the quoted amount of \$249,865.00, and that the Mayor and Clerk be authorized to sign any appurtenant agreements. Bill Myers seconded the motion. CARRIED.

7.6) Coordinator of Operations (Works) Report - Unit 30 Replacement

MOTION 15

Pat Brown made a motion - Be it resolved that the "Tandem Axle Snowplow Truck – Unit 30 Replacement" report submitted by Coordinator of Operations, David Neely, be received as information, and that:

1. the procurement policy be waived, and the purchase of a 2024 Freightliner 114SD chassis through Viking Cives Ltd (included in the Viking Cives quote) be approved; and that,

2. the quote submitted by Viking Cives Ltd. (utilizing the Canoe Group Procurement system) for the purchase of all Viking Cives snowplow equipment to be installed on the 2024 Freightliner 114SD chassis at a total cost of \$380,058.35 be approved. Steve Miller seconded the motion. CARRIED.

7.7) Director of Community of Services Report - Information Report

MOTION 16

Cathy Langis made a motion - Be it resolved that the August 14th Information Report submitted by Director of Community Services, Kendall Lindsay, be received as information. Bill Myers seconded the motion. CARRIED.

MOTION 17

Bill Myers made a motion - Be it resolved that staff be directed to research improved security measures for Township parks including the possibility of camera and additional lighting installation. Cathy Langis seconded the motion. CARRIED.

7.8) Director of Community of Services Report - Moore Museum Schoolhouse

MOTION 18

Steve Miller made a motion - Be it resolved that the Moore Museum School House Report submitted by Coordinator of Facilities, Sue Knight, be received as information and that the township procurement policy be waived for financial benefit and that the proposal submitted by Watson Timber-Mart in the amount of \$54,826.40 plus HST be accepted.

Holly Foster seconded the motion. CARRIED.

8 DRAINAGE BY-LAWS

8.1) Drainage By-Law 29 of 2023 - Currier Drain

MOTION 19

Holly Foster made a motion - Be it resolved that the following drainage by-laws receive first and second readings and that the Mayor and Clerk be authorized to execute appurtenant agreements.

8.1 - Drainage By-Law 29 of 2023 - Currier Drain

Cathy Langis seconded the motion. CARRIED.

9 BY-LAWS

9.1) By-Law 43 of 2023 - Assumption of Phase 3 - St. Clair Marina Estates

9.2) By-Law 44 of 2023 - Stop up and Close Portion of Road at 3113 and 3115 St. Clair Parkway

MOTION 20

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 43 of 2023 - Assumption of Phase 3 - St. Clair Marina Estates

9.2 - By-Law 44 of 2023 - Stop up and Close Portion of Road at 3113 and 3115 St. Clair Parkway

Brad Langstaff seconded the motion. CARRIED.

10 COUNCILLORS' REPORTS

Councillor Brown

Councillor Brown noted he missed the major storm that hit on July 20 as he was out of the country and that he presented four students with scholarships as part of his role as Chairman of the St. Clair Region Conservation Authority.

Councillor Brown attended Captain Kidd Days and participated in the Port Lambton Gala Days Parade. Councillor Brown closed his report by thanking staff for pursuing repairs to the rail crossing on Emily Street.

Councillor Foster

Councillor Foster attended the Moore Museum Dinner and Captain Kidd festival.

Councillor Langis

Councillor Langis the Sombra Museum meeting, Captain Kidd Days, and the Port Lambton Gala Days.

Councillor Langstaff

Councillor Langstaff co-hosted the Lambton Soil and Crop Twilight Tour where more than 220 people attended, attended the Port Lambton Gala Days parade, and the Moore Museum meeting beef barbecue.

Councillor Myers

Councillor Myers co-hosted the Brigden Jamboree Campout where the turnout included participants from as far away as Alliston, Ontario.
Councillor Myers attended the Lambton Soil and Crop Twilight Tour and thanked Councillor Langstaff for hosting the event.

Deputy Mayor Miller

Deputy Mayor Miller attended Port Lambton Gala Days.

Mayor Agar

Mayor Agar met with representatives of Ontario Power Generation to discuss the on-going cleanup and future of the former LGS site; attended the Moore Museum Volunteer Dinner; met with Marilyn Gladu to discuss upcoming funding opportunities; attended the LAWSS meeting; met with HydroOne about upcoming projects; participated in both the Port Lambton Gala Days and Captain Kidd's Day parades; attended the Lambton Soil and Crop Twilight Tour; and participated in the Brigden Fair Ambassador Contest.

11 UPCOMING MEETINGS

- 11.1) Regular Meeting - Session 15 - September 5, 2023, 3:00 p.m.
- 11.2) Regular Meeting - Session 16 - September 18, 2023, 6:00 p.m.
- 11.3) Regular Meeting - Session 17 - October 2, 2023, 3:00 p.m.

12 IN CAMERA SESSION

- 12.1) Section 239(2)(c) to discuss a proposed lease of a portion of Township Land (Deputation at 4:00 p.m.)
- 12.2) Section 239(2)(c) to consider the possible sale of a Township property
- 12.3) Section 239(2)(b) to discuss a personnel concern

MOTION 21

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

- Section 239(2)(c) to discuss a proposed lease of Township land
- Section 239(2)(c) to consider a possible sale of Township property
- Section 239(2)(b) to discuss a personnel concern. Brad Langstaff seconded the motion. CARRIED.

13 ADJOURNMENT

- 13.1) The meeting was adjourned at 5:45 p.m.

MOTION 22

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

Holly Foster seconded the motion. CARRIED.

Mayor – Jeff Agar

A handwritten signature in black ink, appearing to read "Jeff Agar", written over a horizontal line.

Clerk – Jeff Baranek

A handwritten signature in blue ink, appearing to read "Jeff Baranek", written over a horizontal line.