



CORPORATION OF THE TOWNSHIP OF ST. CLAIR

COUNCIL MINUTES

SESSION #5

Electronic Meeting
March 7, 2022
3:00 p.m.

A Regular Meeting of Council was held Monday, March 7, 2022, at 3:00 p.m. with the following people participating via video conference:

S. Arnold	Mayor
S. Miller	Deputy Mayor
R. Atkins	Councillor
P. Brown	Councillor
J. De Gurse	Councillor
B. Myers	Councillor
T. Kingston	Councillor

Staff:	J. Rodey	CAO
	J. Baranek	Clerk

AGENDA:

1. **CALL TO ORDER**
2. **DECLARATION OF PECUNIARY INTEREST**
3. **ADOPTION OF MINUTES**
 - 3.1 Heritage St. Clair Committee Meeting – January 19, 2022
 - 3.2 Regular Council Meeting - Session #3 – February 22, 2022
 - 3.3 Operating Budget Meeting – Session #4 – February 24, 2022
4. **DELEGATIONS**
- 4.1 **PUBLIC MEETING:**
 - 3:15 p.m. – Notice of Fence Variance – 4134 St. Clair Parkway
5. **CORRESPONDENCE ITEMS**
 - 5.1 Request for Water Service – 2218 Bentpath Line
6. **INFORMATION ITEMS**
 - 6.1 Building Permit Report – January 2022
 - 6.2 Lambton Farm Safety Association Meeting Minutes – January 24, 2022
 - 6.3 Canadian Wildlife Federation’s Pollinator Network Opportunity

6.4 Thank You – Kniazew Optometry Corunna

7. REPORTS OF COMMITTEES AND STAFF

7.1 Planner's Report – Site Plan Agreement – LaSalle Line – Cando Rail and Terminals Ltd.

7.2 Clerk's Report – Use of Corporate Resources for Municipal Elections Policy

7.3 Clerk's Report – Request for Proposal Process – Refreshment Vehicles

7.4 Deputy Clerk/Coordinator of Planning's Report – Site Plan Agreement Amendment – 2 New Prefabricated Buildings – NOVA Chemicals – 785 Petrolia Line

7.5 Deputy Clerk/Coordinator of Planning's Report – Planning/Development Information Summary – March 2022

7.6 Treasurer's Report – General Accounts Report and Corporate Visa Statement

7.7 Treasurer's Report – St. Clair Township Approved 2022 Budget By-Law

7.8 Director of Emergency Services' Report - Information

7.9 Coordinator of Operations' (Works) Report – Condition of Plank Road

7.10 Coordinator of Engineering's Report – Bridge Cleaning Multi-Year Contract

7.11 Coordinator of Engineering's Report – Sixth Street Reconstruction - Courtright

7.12 Coordinator of Engineering's Report – Paget Street Storm Sewer Relining

7.13 Coordinator of Engineering's Report – 2022 Urban Resurfacing Road Selection

7.14 Drainage Superintendent's Report – Monthly Report

7.15 Director of Community Services' Report – Information

7.16 Director of Community Services' Report – Respect and Safe Access for All Policy

7.17 Director of Community Services' Report – Required Office Space for Staff – Civic Centre/Emergency Services Building

7.18 Director of Community Services' Report – Mermaids and Mariners Event at Brander Park

7.19 Coordinator of Facilities and Parks' Report – Corunna Minor Baseball – Sponsorship Signage Request

7.20 Chief Administrative Officer's (Verbal) Report – Status of the State of Emergency related to COVID-19

8. BY-LAWS

8.1 By-Law 12 of 2022 – Confirming By-Law

8.2 By-Law 13 of 2022 – Site Plan Agreement – Cando Rail & Terminals Ltd. – 403 LaSalle Line

8.3 By-Law 14 of 2022 – Site Plan Agreement Amendment – NOVA Chemicals Corp. – 785 Petrolia Line (2 New Prefabricated Buildings)

8.4 By-Law 15 of 2022 – To Adopt the Approved 2022 Budget

9. **NEW BUSINESS/ COUNCILLORS' REPORTS**

10. **UPCOMING MEETINGS**

10.1 Regular Meeting of Council – Monday, March 21, 2022, at 6:00 p.m., via video conference

10.2 Regular Meeting of Council – Monday, April 4, 2022, at 3:00 p.m., via video conference

10.3 Regular Meeting of Council – Tuesday, April 19, 2022, at 6:00 p.m., via video conference

11. **ADJOURNMENT**

1. **CALL TO ORDER**

At the appointed time of 3:00 p.m., Mayor Arnold called the meeting to order and asked those present to observe a moment of silence for the victims of Russia's invasion of Ukraine.

Moved by S. Miller

Seconded by P. Brown

Motion 1 Be it resolved that the Township donate \$25,000 to the Red Cross to assist in relief efforts for the affected people of Ukraine.

CARRIED

2. **DECLARATION OF PECUNIARY INTEREST**

Councillor Atkins declared a pecuniary interest for item 4.1 as she is related to one of the direct neighbours.

3. **ADOPTION OF MINUTES**

3.1 Moved by B. Myers

Seconded by T. Kingston

Motion 2 Be it resolved that the following Minutes be received and accepted as printed:

3.1 Heritage St. Clair Committee Meeting – January 19, 2022

3.2 Regular Council Meeting - Session #3 – February 22, 2022

3.3 Operating Budget Meeting - Session #4 – February 24, 2022

CARRIED

4. **DELEGATIONS**

4.1 - **3:15 p.m. – Notice of Fence Variance – 4134 St. Clair Parkway**
[Councillor Atkins declared a conflict and did not participate]

At the appointed time of 3:15 p.m., Mayor Arnold welcomed Paul Murru and Julie Workman to make their presentation for installing a front yard wrought iron fence at their property known as 4134 St. Clair Parkway.

The owners would like to enclose their front yard with a see-through wrought-iron fence to provide a safe space for their children to play. The owners advised that they cannot enclose the rear yard with a fence due to an easement with the abutting

landowner, thereby leaving the front yard area as they only suitable place. The plan would be to mirror existing front yard fences similar to those installed at 4256 St. Clair Parkway and 4282 St. Clair Parkway.

Clerk - Jeff Baranek advised that the Township has received three letters of objection from neighbours identifying decreased visibility as a safety concern.

Moved by S. Miller

Seconded by B. Myers

Motion 3 Be it resolved that the proposed variance to Fence By-Law 36 of 2010 to authorize a wrought iron fence in the front yard of 4134 St. Clair Parkway be tabled to allow the owners to consult with their neighbours and attempt to find common ground on an acceptable plan.

CARRIED

5. CORRESPONDENCE

Moved by P. Brown

Seconded by S. Miller

Motion 4 Be it resolved that Council accept the following items of correspondence as per Council's direction:

5.1 Request for Water Service – 2218 Bentpath Line

CARRIED

5.1 Moved by P. Brown

Seconded by S. Miller

Motion 5 Be it resolved that staff be authorized to seek grant opportunities for extension or looping of the municipal water main in the area of 2218 Bentpath Line and that other property owners in the area be consulted to gauge their interest in the extension of the water main to serve their properties.

CARRIED

6. INFORMATION ITEMS

Moved by R. Atkins

Seconded by P. Brown

Motion 6 Be it resolved that the following item of information be dealt with as per Council's direction:

6.1 Building Permit Report – January 2022

6.2 Lambton Farm Safety Association Meeting Minutes – January 24, 2022

6.3 Canadian Wildlife Federation's Pollinator Network Opportunity

6.4 Thank You – Kniaziew Optometry Corunna

CARRIED

Moved by R. Atkins

Seconded by T. Kingston

Motion 7 Be it resolved that staff be directed to consider the merits and feasibility of the Township becoming involved with the Canadian Wildlife Federation Pollinator Network.

CARRIED

7. REPORTS OF COMMITTEES AND STAFF

7.1 Moved by T. Kingston

Seconded by S. Miller

Motion 8 Be it resolved that the *Site Plan Agreement – 403 LaSalle Line - Cando Rail & Terminals Ltd.* report as submitted by Planner - Ian MacDougall dated February 28, 2022, be received as information and Draft By-Law 13 of 2022 to enter into a site plan agreement be considered for approval.

CARRIED

- 7.2 Moved by S. Miller Seconded by T. Kingston
Motion 9 Be it resolved that the *Use of Corporate Resources for Municipal Elections Policy* report as submitted by Clerk - Jeff Baranek dated February 18, 2022, be received and that draft policy be TABLED to include clearer language in some areas.

TABLED

- 7.3 Moved by P. Brown Seconded by R. Atkins
Motion 10 Be it resolved that the *Request for Proposal Process (RFP) – Refreshment Vehicles* report as submitted by Clerk - Jeff Baranek dated March 1, 2022, be received and that staff be directed to release a RFP for Refreshment Vehicles at Guthrie and Brander Parks, with other locations open for consideration for the 2022 season.

CARRIED

- 7.4 Moved by S. Miller Seconded by T. Kingston
Motion 11 Be it resolved the *Site Plan Agreement Amendment – NOVA Chemicals – 785 Petrolia Line* report as submitted by Coordinator of Planning - Carlie McClemens dated March 1, 2022, be received as information and that Draft By-Law 14 of 2022 be considered for approval.

CARRIED

- 7.5 Moved by B. Myers Seconded by T. Kingston
Motion 12 Be it resolved the *Planning/Development Information Summary – March 2022* report as submitted by Coordinator of Planning - Carlie McClemens dated March 1, 2022, be received as information.

CARRIED

- 7.6 Moved by P. Brown Seconded by B. Myers
Motion 13 Be it resolved that the *Vendor Invoices and Visa Charges* report as submitted by Treasurer - George Lozon be received and that the following vendor invoices be approved for the period of January 30, 2022, to February 26, 2022, totaling \$3,115,431.51; along with the CIBC Visa charges for the period of December 25, 2021, to January 24, 2022, totaling \$24,164.89.

CARRIED

- 7.7 Moved by T. Kingston Seconded by J. De Gurse
Motion 14 Be it resolved that that the *St. Clair Township Approved 2022 Budget By-Law* report as submitted by Treasurer - George Lozon be received and that Draft By-Law 15 of 2022 be considered for approval.

CARRIED

- 7.8 Moved by S. Miller Seconded by R. Atkins
Motion 15 Be it resolved that the *Monthly* report as submitted by Director of Emergency Services - Richard Boyes dated March 1, 2022, be received as information.

CARRIED

- 7.9 Moved by S. Miller Seconded by T. Kingston
Motion 16 Be it resolved that the *Condition of Plank Road* report as submitted by the Coordinator of Operations (Works) - Dave Neely be received and that the surface of Plank Road between Petrolia Line and Mandaumin Road be returned to gravel until a future capital project can re-construct this road with drainage improvements, increased granular base and an asphalt surface.

TABLED

- 7.10 Moved by J. De Gurse Seconded by P. Brown
Motion 17 Be it resolved that the *Bridge Cleaning Multi-Year Contract* report as submitted by Coordinator of Engineering - Paul daSilva be received as information and that the tender submitted by Norbrook Contracting Ltd. in the amount of

\$50,700.00 plus HST be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents.

CARRIED

7.11 Moved by T. Kingston

Seconded by S. Miller

Motion 18 Be it resolved that that the *Sixth Street Reconstruction - Courtright* report as submitted by Coordinator of Engineering - Paul daSilva be received as information and the following recommendations be considered:

1. That the procurement policy be waived for economic benefit and the proposal submitted by BM Ross & Associates Engineering in the amount of \$23,600 plus HST be approved;
2. That the estimated roads related costs of \$126, 363.41 plus HST be funded by Development Charges – Roads;
3. That the estimated water related costs of \$90,744.80 plus HST be funded by water reserves.

CARRIED

7.12 Moved by T. Kingston

Seconded by R. Atkins

Motion 19 Be it resolved that that the *Paget Street Storm Sewer Relining* report as submitted by Coordinator of Engineering - Paul daSilva be received as information and the following recommendations be approved:

1. The tender submitted by Capital Sewer Services Inc. in the amount of \$208,061.00 plus HST be accepted and the Mayor and Clerk be authorized to sign the contract and other related documents and;
2. That the project overages be funded by storm reserves.

CARRIED

7.13 Moved by S. Miller

Seconded by T. Kingston

Motion 20 Be it resolved that the *2022 Urban Resurfacing Road Selection* report as submitted by Coordinator of Engineering - Paul daSilva be received as information.

CARRIED

7.14 Moved by B. Myers

Seconded by T. Kingston

Motion 21 Be it resolved that the *Monthly* report as submitted by Drainage Superintendent – Jason Brunt be received as information and the following recommendations be approved:

1. That the installation of a suitably sized temporary private access culvert be approved, within Wray Drain, approx. 600m west of Kimball Road, to be installed and removed by Plains Midstream at 100% private cost to Plains Midstream;
2. That Spriet & Associates Ltd. be appointed to prepare a new drainage report under section 76 of the Drainage Act, and to provide a new assessment schedule for future maintenance of the McDonald Andrews Drain.

CARRIED

7.15 Moved by S. Miller

Seconded by R. Atkins

Motion 22 Be it resolved that the *Community Services - Information* report as submitted by Director of Community Services - Kendall Lindsay be received as information.

CARRIED

7.16 Moved by S. Miller

Seconded by R. Atkins

Motion 23 Be it resolved that the *Respect and Safe Access for All* report as submitted by Director of Community Services - Kendall Lindsay be received as information and the policy be approved as proposed.

CARRIED

7.17 Moved by T. Kingston

Seconded by B. Myers

Motion 24 Be it resolved that the *Required Office Space for Staff – Civic Centre/Emergency Services* report as submitted by Director of Community Services - Kendall Lindsay be received as information and that the following recommendations be approved:

1. That the proposal submitted by Westhoek Construction in the amount of \$31,122.00 plus HST for Civic Centre Ladies Washroom Renovation be accepted as a contract extension and the project be funded by the Civic Centre Operation Budget and;
2. That the proposal submitted by Westhoek Construction in the amount of \$39,692.00 plus HST for the Civic Centre Expansion of Offices Capital Project be accepted as a contract extension and;
3. That the space shown highlighted in blue on the drawing as the Emergency Services Building be dedicated to the IT staff.

CARRIED

7.18 Moved by R. Atkins

Seconded by T. Kingston

Motion 25 Be it resolved that that the *Mermaids & Mariners Event* report as submitted by Director of Community Services - Kendall Lindsay be received as information and that the event be approved as a Special Event to be held August 19-21, 2022, at Brander Park subject to event organizers providing all required and requested documentation including but, not limited to permits, insurance and plans.

CARRIED

Moved by B. Myers

Seconded by T. Kingston

Motion 26 Be it resolved that the founder of Mermaids and Mariners be encouraged to seek a grant from the Township to cover all the fees included in the Director of Community Services proposed Special Event permit.

CARRIED

7.19 Moved by S. Miller

Seconded by J. De Gurse

Motion 27 Be it resolved that the *Corunna Minor Baseball – Sponsorship Signage Request* report as submitted by Coordinator of Facilities and Parks – Sue Knight be received as information and that a pilot run for Corunna Minor Athletic Association signage request be approved for the 2022 season authorizing signs to be hung up any time after May 1, 2022, and taken down by September 10, 2022, at Stewart and Dugan Park.

CARRIED

7.20 Moved by S. Miller

Seconded by B. Myers

Motion 28 Be it resolved that the *State of Emergency* related to COVID-19 be terminated throughout the Township effective immediately.

CARRIED

8. BY-LAWS

Moved by T. Kingston

Seconded by J. De Gurse

Motion 29 Be it resolved that the following By-Laws receive all three readings and that the Mayor and Clerk be authorized to execute appurtenant agreements and be thereby passed:

8.1 By-Law 12 of 2022 – Confirming By-Law

8.2 By-Law 13 of 2022 – Site Plan Agreement – Cando Rail & Terminals Ltd. –
403 LaSalle Line

8.3 By-Law 14 of 2022 – Site Plan Agreement Amendment – NOVA Chemicals
Corp. – 785 Petrolia Line (2 New Prefabricated Buildings)

8.4 By-Law 15 of 2022 – To Adopt the Approved 2022 Budget

CARRIED

9. NEW BUSINESS/COUNCILLORS' REPORTS:

Councillor Atkins

Councillor Atkins participated in several recent meetings including the Lambton County Regional Trails Committee. She noted that there is a grant program operated by Active Ontario and encouraged staff to consider projects that may qualify.

Moved by R. Atkins

Seconded by B. Myers

Motion 30 Be it resolved that staff develop a special permit program defining what qualifies as a special event and establishing fees for associated services and facility rentals.

CARRIED

Moved by R. Atkins

Seconded by T. Kingston

Motion 31 Be it resolved that staff ensure consistent messaging is observed across all three FaceBook pages and to encourage the operators of local community pages to share official Township messaging.

CARRIED

Councillor Brown

Councillor Brown attended several meetings including the St. Clair Region Conservation Authority Annual General Meeting.

Moved by P. Brown

Seconded by T. Kingston

Motion 32 Be it resolved that staff be directed to produce a report to consider the cost to install a paved sidewalk along Beckwith from Albert Street to Thompson Gardens.

CARRIED

Councillor De Gurse

Councillor De Gurse had nothing to report.

Councillor Kingston

Councillor Kingston confirmed with staff that all services, including the development of the road are the responsibility of the developer.

She asked staff to bring back the former proposed Off-Road Vehicle By-Law for review.

Councillor Kingston asked staff to attempt to ensure the community mailboxes are clear of snow to ensure residents can access them after a snow event.

Councillor Myers

Councillor Myers advised that he participated in the recent drainage and Heritage St. Clair meetings.

Deputy Mayor Miller

Deputy Mayor Miller participated in a number of meetings including the Lambton Group Police Services Board meeting where the availability of funding for the operation of the Corunna detachment remains an issue.

Deputy Mayor Miller noted that the Sombra Community Hall has lost its caretaker and that the County of Lambton has approved its 2022 budget at a raise of 2.5%.

Mayor Arnold

Mayor Arnold participated in many meetings representing the Township and noted that he has been invited by Warden Marriott to attend a meeting with the Solicitor General to discuss funding for the Lambton Group Police Services Board.

Mayor Arnold noted a contractor encroaching onto the road allowance at Black Creek Line and asked staff to investigate.

He advised that he voted against the County of Lambton budget as the balances in the Contingency Reserve Fund could have been used to offset the tax increase as they were never intended to have balances as high as they sit currently.

Mayor Arnold reported his frustration with the lack of support for rural residential lots throughout the Township noting several potential developers who have been met with legislative and policy challenges on their proposals.

Mayor Arnold concluded his report by addressing an email from the owner of 4677 Riverside Drive in Port Lambton who continues to experience surface drainage issues he blames on the development of a residential dwelling on the abutting property. Mayor Arnold asked staff to consider a catch basin for the area.

10. UPCOMING MEETINGS

- 10.1 Regular Meeting of Council – Monday, March 21, 2022, at 6:00 p.m., via video conference
- 10.2 Regular Meeting of Council – Monday, April 4, 2022, at 3:00 p.m., via video conference
- 10.3 Regular Meeting of Council – Tuesday, April 19, 2022, at 6:00 p.m., via video conference

11. ADJOURNMENT

Seeing no other business to conduct, it was thereby moved:

Moved by J. De Gurse

Seconded by T. Kingston

Motion 33 Be it resolved that the meeting do hereby adjourn.

CARRIED

The meeting was adjourned at 4:20 p.m.



Mayor – Steve Arnold



Clerk – Jeff Baranek