



Township of St. Clair

Minutes

Regular Council Meeting

Monday, December 16, 2024 @ 6:00 PM

Council Chambers

1. **CALL TO ORDER**
2. **LAND ACKNOWLEDGEMENTS**
3. **DECLARATION OF PECUNIARY INTEREST**
4. **ADOPTION OF MINUTES**
 - 4.1. Regular Council Meeting - December 2, 2024 - Minutes
[Regular Council - 02 Dec 2024 - Minutes](#)
 - 4.2. Capital Budget Deliberation - November 28, 2024 - Minutes
[DRAFT Capital Budget Minutes - November 28, 2024](#)
 - 4.3. Minutes of Township Committees:
[St. Clair River Trail - Meeting Minutes October 23, 2024](#)
5. **DELEGATIONS/PRESENTATIONS**
 - 5.1. 6:10 - Woodland Estates Subdivision, Wall Design - Dave Ailles
[Woodland Estates Noise Walls Presentation](#)
[Ian MacDougall, Senior Planner - Woodland Estates Subdivision Report](#)
 - 5.2. 6:20 pm - St Clair River Run Donations - Michelle Maitland
[St Clair River Run](#)
6. **CORRESPONDENCE ITEMS**
 - 6.1. St. Clair River Trail Committee - Terms of Reference 2024
[Terms of Reference - April 28, 2024](#)
7. **INFORMATION ITEMS**
 - 7.1. Lambton Senior's Advisory Committee - September 2024 Minutes
[SAC Minutes Sept 17th 2024](#)
 - 7.2. Community Safety and Well-Being Committee - November 2024 Minutes
[Nov 27 2024 CSWB Meeting Minutes](#)
8. **REPORTS OF COMMITTEES AND STAFF**

- 8.1. Clerk Report - Committee and Boards Report - Part 2
[Committees and Boards Report - Part 2](#)
- 8.2. Treasurer Report - Updated Procurement By-Law 59 of 2024 and Credit Card Policy
[2024 Procurement ByLaw Update](#)
- 8.3. Treasurer Report - Proposal to Establish a Maintenance Fund for the Moore Union Cemetery
[2024 To Set Up Trust Fund for the Moore Union Cemetery](#)
- 8.4. Treasurer Report - 2025 Capital Budget Preliminary Approval
[2025 Capital Budget Approval](#)
- 8.5. Treasurer Report - Emergency Electronic Funds Transfer (EFT) Policy
[2024 Emergency Electronic Fund Transfer Policy](#)
- 8.6. Director of Public Works Report - Inflow and Infiltration Program Protocol & Billing Penalties
[Director Public Works-Billing & I&I Inspection Protocol](#)
- 8.7. Director of Public Works Report - Housing-Enabling Water System Fund (HEWSF) - Transfer Payment Agreement
[Director Public Works-Housing Enabling Water System Fund Transfer Payment Agreement](#)
- 8.8. Coordinator of Operations Works Report - Dump Trailer Replacement
[Coord of Operations Works- New dump Trailer](#)
- 8.9. Coordinator of Operations Works Report - Request for Quotation Results - Snow Blade
[2024-12-10 Coord of Operations Works- Results of RFQ - Snowplow Blade](#)
- 8.10. Coordinator of Operations Water/Wastewater Report - October and November Operations Report Water/Wastewater
[October and November Water Wastewater Operations Report](#)
- 8.11. Water/Wastewater Specialist Report - Drinking Water Quality Management Standard - Management Review
[DWQMS Management Review](#)
- 8.12. Director of Community Services Report - River League Outstanding Balance for Ice
[River League Report](#)

9. BY-LAWS

- 9.1. By-Law 59 of 2024 - Procurement By-Law
[B-L 59 - 2024 Procurement By-law](#)
- 9.2. By-Law 60 of 2024 - To Set up a Maintenance Fund for the Moore Union Cemetery
[B-L 60 of 2024 - To Set Up Trust Fund for the Moore Union Cemetery](#)
- 9.3. By-Law 61 of 2024 - Appointments to Council Committees By-Law
[B-L 61 of 2024 - Appointment Bylaw - Committees and Boards through December 31, 2026](#)
- 9.4. By-Law 62 of 2024 - Subdivision Agreement
[B-L-62 of 2024 - Subdivision Agreement](#)
- 9.5. By-Law 63 of 2024 - Confirming
[B-L 63 of 2024 - Confirming Bylaw](#)

10. COUNCILLORS' REPORTS

11. UPCOMING MEETINGS

- 11.1. Regular Meeting - Session 1 - January 13, 2025 at 3:00 pm
- 11.2. Regular Meeting - Session 2 - February 3, 2024 at 3:00 pm
- 11.3. Regular Meeting - Session 3 - February 18, 2025 at 6:00 pm
- 11.4. 2025 Council Meeting Schedule and Deadlines
[2025 Council Meetings Deadlines](#)

12. IN CAMERA SESSION

- 12.1. Section 239(2)(k) to discuss ongoing negotiations with a local landowner

13. ADJOURNMENT



MINUTES

Regular Council Meeting

6:00 PM - Monday, December 16, 2024
Council Chambers

The Regular Council of the Township of St. Clair was called to order on Monday, December 16, 2024, at 6:00 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, CAO John Rodey, and Clerk Jeff Baranek

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

4 ADOPTION OF MINUTES

4.1 Regular Council Meeting - December 2, 2024 - Minutes

4.2 Capital Budget Deliberation - November 28, 2024 - Minutes

Motions 1

Holly Foster made a motion Be it resolved that the minutes of the Regular Council Meeting held on December 2, 2024 and the Capital Budget Meeting held November 28, 2024 be received and approved. Cathy Langis seconded the motion. CARRIED.

4.3 Minutes of Township Committees:

Motions 2

Holly Foster made a motion - Be it resolved that the minutes of the following committee be accepted and approved:

- St. Clair River Trail - Meeting Minutes October 23, 2024 Cathy Langis seconded the motion. CARRIED.

5 DELEGATIONS/PRESENTATIONS

5.1 6:10 p.m. - Woodland Estates Subdivision, Wall Design - Dave Ailles

At the appointed time of 6:10 p.m., Mayor Agar welcomed Dave Ailles, of Birchwood Homes to make his presentation.

As part of the Woodland Estates Subdivision agreement for Phase 2, there is a condition to install a brick and concrete wall to mirror the one on the south side of St. Clair Boulevard for Paddock Green. The developer has named the cost for installation, and ultimately maintenance costs as reasons to consider alternative materials and designs for the perimeter fence.

Staff highlighted the concern about maintenance of land beyond the perimeter fence potentially falling to the Township should there be no access through the fence for each abutting property owner.

Mr. Ailles proposed a number of alternative designs and materials but cautioned installing gates reduces the effectiveness of the noise mitigation.

Mayor Agar advised the initial purpose of the fence was to mirror the wall on the adjacent development, and noise was not a driving factor for its requirement. A number of members of Council voiced their concern for aging materials such as pressure treated lumber.

Motions 3

Brad Langstaff made a motion - Be it resolved that Birchwood Homes be directed to produce potential fence designs to replace the current brick and mortar construction requirement, and bring them back for consideration. Holly Foster seconded the motion. CARRIED.

5.2 6:20 pm - St Clair River Run Donations - Michelle Maitland

At the appointed time of 6:20 p.m., Mayor Agar welcomed Michelle Maitland of the St. Clair River Run to make her presentation.

After a multi-year pause during the COVID-19 pandemic, Michelle and her group resurrected the St. Clair River Run in 2024; only this time, the proceeds would be aimed at community needs, and not necessarily be dedicated for trail improvements.

The 2024 run was a major success and had 561 participants raising \$32,396.11 through registration costs and minor sponsorships. The cost for the run was \$21,877.97 which left a balance of \$10,518.14 in the event's account.

The surplus funds from the run are going to be used to help a recent victim of theft to replace the instruments needed to restore his family's main source of income - this person provided entertainment during the run; to donate to both the Sombra and Port Lambton Food Banks; to help make counselling more accessible for those in need; and to help make sports more accessible for families.

6 CORRESPONDENCE ITEMS

6.1 St. Clair River Trail Committee - Terms of Reference 2024

Motions 4

Pat Brown made a motion - Be it resolved that the following item of correspondence be accepted as per Council's direction:

6.1 - St. Clair River Trail Committee - Terms of Reference 2024 Brad Langstaff seconded the motion. CARRIED.

Motions 5

Steve Miller made a motion - Be it resolved that the 2024 Terms of Reference as submitted by the St. Clair River Trail Committee be approved. Bill Myers seconded the motion. CARRIED.

7 INFORMATION ITEMS

- 7.1 Lambton Senior's Advisory Committee - September 2024 Minutes
- 7.2 Community Safety and Well-Being Committee - November 2024 Minutes

Motions 6

Holly Foster made a motion - Be it resolved that the following items be received as information:

- 7.1 - Lambton Senior's Advisory Committee - September 2024 Minutes
- Cathy Langis seconded the motion. CARRIED.

8 REPORTS OF COMMITTEES AND STAFF

- 8.1 Clerk Report - Committee and Boards Report - Part 2

Motions 7

Pat Brown made a motion - Be it resolved that the Committees and Boards Report – Part 2 report as submitted by Clerk Jeff Baranek be received as information. Holly Foster seconded the motion. CARRIED.

Motions 8

Steve Miller made a motion - Be it resolved that Motion 33 from the Regular Meeting held on July 15, 2024 be reconsidered and the Economic Development Committee be dissolved. Bill Myers seconded the motion. CARRIED.

Motions 9

Brad Langstaff made a motion - Be it resolved that staff be directed to amend Procedural By-law 42 of 2019 to eliminate ambiguous language and specifically identify Committees of Council only as those comprised of a minimum of 50% of members of Council. Steve Miller seconded the motion. CARRIED.

- 8.2 Treasurer Report - Updated Procurement By-Law 59 of 2024 and Credit Card Policy

Motions 10

Cathy Langis made a motion - Be it resolved that the Updated Procurement By-Law 59 of 2024 and Credit Card Policy report as submitted by Treasurer, George Lozon be received as information and that the included Credit Card Policy be approved. Holly Foster seconded the motion. CARRIED.

- 8.3 Treasurer Report - Proposal to Establish a Maintenance Fund for the Moore Union Cemetery

Motions 11

Steve Miller made a motion - Be it resolved that the Proposal to Establish a Maintenance Fund report as submitted by Treasurer, George Lozon for the Moore Union Cemetery be received as information. Bill Myers seconded the motion. CARRIED.

- 8.4 Treasurer Report - 2025 Capital Budget Preliminary Approval

Motions 12

Bill Myers made a motion - Be it resolved that the 2025 Capital Budget Preliminary Approval report as submitted by Treasurer, George Lozon, dated December 4, 2024, with a general fund taxation levy of \$1,573,241, water of \$802,500, sanitary sewage (wastewater) of \$48,124,500 be preliminarily approved subject to approval of the operating budget in 2025. Holly Foster seconded the motion. CARRIED.

8.5 Treasurer Report - Emergency Electronic Funds Transfer (EFT) Policy

Motions 13

Pat Brown made a motion - Be it resolved that the Emergency Electronic Funds Transfer Policy report as submitted by Treasurer, George Lozon be received as information and that the included policy be approved. Cathy Langis seconded the motion. CARRIED.

8.6 Director of Public Works Report - Inflow and Infiltration Program Protocol & Billing Penalties

Motions 14

Cathy Langis made a motion - Be it resolved that the Inflow and Infiltration Report & Billing Penalties report as submitted by Director of Public Works, Brian Black be received as information and that the proposed I&I Protocol be approved. Holly Foster seconded the motion. CARRIED.

Motions 15

Brad Langstaff made a motion - Be it resolved that late fees be waived for 30 days as a result of the Postal Strike.

Bill Myers seconded the motion. CARRIED.

8.7 Director of Public Works Report - Housing-Enabling Water System Fund (HEWSF) - Transfer Payment Agreement

Motions 16

Cathy Langis made a motion - Be it resolved that the Housing-Enabling Water System Fund – Transfer Payment Agreement report as submitted by Director of Public Works, Brian Black, be received as information and that the agreement for funding for the Courtright WWTP Expansion be approved and that Mayor and Clerk be authorized to execute the agreement. Holly Foster seconded the motion. CARRIED.

8.8 Coordinator of Operations Works Report - Dump Trailer Replacement

Motions 17

Cathy Langis made a motion - Be it resolved that the Dump Trailer Replacement report as submitted by Coordinator of Operations, David Neely be received as information and that the quotation submitted by Aerostone Services, D.B.A. Hwy 22 Action Sales in the amount of \$18,690.25 (including net HST) for the supply of a new N&N Hydraulic Dump Trailer, be accepted and approved for purchase, to be funded from the Public Works Equipment Reserve. Bill Myers seconded the motion. CARRIED.

8.9 Coordinator of Operations Works Report - Request for Quotation Results - Snow Blade

Motions 18

Steve Miller made a motion - Be it resolved that the Request for Quotation Results report as submitted by Coordinator of Operations, David Neely be received as information and that the lowest quotation submitted by Bonneau Farm Supply in the amount of \$9,361.92 (including net HST) for the supply of a new HLA Snow Blade SB400012, be accepted and approved. Pat Brown seconded the motion. CARRIED.

8.10 Coordinator of Operations Water/Wastewater Report - October and November Operations Report Water/Wastewater

Motions 19

Cathy Langis made a motion - Be it resolved that the October and November Operations Water/Wastewater Report as submitted by Coordinator of Operations Water/Wastewater, Chris Westbrook be received as information. Bill Myers seconded the motion. CARRIED.

- 8.11 Water/Wastewater Specialist Report - Drinking Water Quality Management Standard - Management Review

Motions 20

Holly Foster made a motion - Be it resolved that the Drinking Water Quality Management Standard - Management Review report as submitted by Water/Wastewater Specialist, Nova VanderSlagt be received as information. Steve Miller seconded the motion. CARRIED.

- 8.12 Director of Community Services Report - River League Outstanding Balance for Ice

Motions 21

Holly Foster made a motion - Be it resolved that the River League Outstanding Balance for Ice Report as submitted by Director of Community Services, Kendall Lindsay be received as information. Brad Langstaff seconded the motion. CARRIED.

Motions 22

Steve Miller made a motion - Be it resolved that the balance of \$1868.98 remaining on the outstanding River League fees be funded by the Year End Surplus Reserve and the River League account be formally closed.

Pat Brown seconded the motion. CARRIED.

9 BY-LAWS

- 9.1 By-Law 59 of 2024 - Procurement By-Law
- 9.2 By-Law 60 of 2024 - To Set up a Maintenance Fund for the Moore Union Cemetery
- 9.3 By-Law 61 of 2024 - Appointments to Council Committees By-Law
- 9.4 By-Law 62 of 2024 - Subdivision Agreement
- 9.5 By-Law 63 of 2024 - Confirming

Motions 23

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:

- 9.1 - By-Law 59 of 2024 - Procurement By-Law
 - 9.2 - By-Law 60 of 2024 - To Set up a Maintenance Fund for the Moore Union Cemetery
 - 9.3 - By-Law 61 of 2024 - Appointments to Council Committees By-Law
 - 9.4 - By-Law 62 of 2024 - Subdivision Agreement
 - 9.5 - By-Law 63 of 2024 - Confirming By-Law
- Holly Foster seconded the motion. CARRIED.

10 COUNCILLORS' REPORTS

COUNCILLOR BROWN

Councillor Brown attended the Warden/Deputy Warden election at the County Administration building, and extended congratulations to Mayor Agar on being elected as the Deputy Warden for 2025-2026.

Councillor Brown attended the SCRCA meeting, and their Foundation meeting and closed his report by wishing everyone a Merry Christmas and a Happy New Year!

COUNCILLOR FOSTER

Councillor Foster congratulated Mayor Agar on being elected as the Deputy Warden; attended the SCRT meeting; the Property Standards Appeal Committee hearing; and thanked all those who have donated to the Corunna Food Bank noting it is needed now more than ever. Councillor Foster closed her report by wishing everyone a Merry Christmas and a Happy New Year!

COUNCILLOR LANGIS

Councillor Langis attended the Township Christmas Skate and meet Santa event and congratulated the event's organizers for doing such a good job on the inaugural annual event. Councillor Langis also attended the emergency simulation at the Township EOC in the absence of Deputy Mayor Miller.

COUNCILLOR LANGSTAFF

Councillor Langstaff congratulated Mayor Agar on being elected as the County of Lambton's Deputy Warden; and attended the Ontario Federation of Agriculture meeting in Toronto and noted they agreed to make donations to the Corunna and Port Lambton food banks.

COUNCILLOR MYERS

Councillor Myers attended the Property Standards Appeal Committee meeting; he congratulated Mayor Agar on being elected the Deputy Warden of the County of Lambton; and thanked all those who have donated to local food banks.

DEPUTY MAYOR MILLER

Deputy Mayor Miller attended several meetings representing the Township; congratulated Mayor Agar on being elected the Deputy Warden of the County of Lambton; and wished everyone a Merry Christmas.

MAYOR AGAR

Mayor Agar attended the County Council meeting; the Sombra Light up the Park event; the Corunna Turkey Raffle; the OPP Drive through; Courtright Santa Claus Parade; presented a plaque to Petrolia to commemorate their 150th Anniversary; and attended the turkey luncheon at St. Joseph's Elementary School.

Mayor Agar closed out his report by wishing everyone a Merry Christmas and a Happy New Year, and thanking Council and staff for what has been a very prosperous 2024.

11 UPCOMING MEETINGS

- 11.1 Regular Meeting - Session 1 - January 13, 2025 at 3:00 pm
- 11.2 Regular Meeting - Session 2 - February 3, 2024 at 3:00 pm
- 11.3 Regular Meeting - Session 3 - February 18, 2025 at 6:00 pm
- 11.4 2025 Council Meeting Schedule and Deadlines

Motions 24

Pat Brown made a motion - Be it resolved that the 2025 Council Meeting Schedule and Deadlines be received and approved. Brad Langstaff seconded the motion. CARRIED.

12 IN CAMERA SESSION

- 12.1 Section 239(2)(k) to discuss ongoing negotiations with a local landowner

Motions 25

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

12.1 - Section(2)(k) to discuss ongoing negotiations with a local landowner Holly Foster seconded the motion. CARRIED.

RISE AND REPORT

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

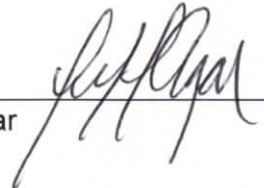
13 ADJOURNMENT

13.1 The meeting was adjourned at 7:15 pm.

Motions 26

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

Mayor - Jeff Agar



Clerk - Jeff Baranek

