



Township of St. Clair

Minutes
Regular Council Meeting
Monday, March 3, 2025 @ 3:00 PM
Council Chambers

1. CALL TO ORDER

2. LAND ACKNOWLEDGEMENTS

3. DECLARATION OF PECUNIARY INTEREST

4. ADOPTION OF MINUTES

4.1. Regular Council Meeting - February 18, 2025 - Minutes

[DRAFT Regular Council - 18 February 2025 - Minutes](#)

4.2. Minutes of Township Committees:

[Heritage St. Clair - Minutes - January 22, 2025](#)

5. DELEGATIONS/PRESENTATIONS

5.1. 3:10 pm - Dillon Consulting - Non Core Asset Management Plan Presentation

[Non Core Asset Management Plan Presentation](#)

[Director Public Works Report - 2025 St. Clair Township Non-Core Asset Management Plan](#)

6. CORRESPONDENCE ITEMS

6.1. Concern Related to Off Road Vehicle use on Township Land

[Off Road Vehicles - Township Land Behind Brooktree Dr](#)

6.2. Captain Kidd Days - Municipal Event & Fireworks Request

[Captain Kidd Days - Municipal Event and Fireworks Request](#)

7. INFORMATION ITEMS

7.1. Implementation of Buy Canadian Policy - Township of Uxbridge

[Implementation of Buy Canadian Policy](#)

7.2. St. Clair Region Conservation Authority - Meeting Highlights - December 2024

[SCRCA - December 2024 Meeting Highlights](#)

7.3. Building Permit Comparison - January 2025

[Building Permit Comparison January 2025](#)

7.4. Sarnia Lambton Alerts Memo

[Memo Sarnia Lambton Alerts Announcement](#)

8. REPORTS OF COMMITTEES AND STAFF

- 8.1. Clerk Report - Update to Procedural Bylaw 42 of 2019
[Clerk Report - Update to Procedural Bylaw 42 of 2019](#)
- 8.2. Clerk Report - Alternative Voting Methods 2026 Municipal Election
[Clerk Report - Alternative Voting Methods 2026 Municipal Election](#)
- 8.3. Treasurer Report - 2025 OPP Annual Billing & Reconciliation of 2023 Costs Update
[2025 OPP Policing Costs Update](#)
- 8.4. Treasurer Report - Vendor Invoices & RBC VISA Charges
[Vendor Invoices and RBC VISA Charges](#)
- 8.5. Deputy Treasurer Report - 2024 Council Remuneration and Expense
[2024 Council Remuneration](#)
- 8.6. Senior Tax Clerk Report - Taxation Write Offs 2024
[Taxation Write Offs 2024](#)
- 8.7. Director of Emergency Services/Fire Chief Report - Replacement Pick-up Truck
[Fire Department Replacement Pick-up Truck](#)
- 8.8. Director of Emergency Services/Fire Chief Report - Purchase of Fire Gear Extractors and Dryers
[Fire Department Purchase of a Gear Extractors](#)
- 8.9. Director of Emergency Services/Fire Chief Report - Monthly Report
[Monthly Report](#)
- 8.10. Director of Public Works - Wastewater Capacity Study Verification
[Director Public Works - Wastewater Capacity Study Verification](#)
- 8.11. Director of Public Works - Proposal to Host the Dig Safe Flag Raising Event for 2025
[Director Public Works - ORCGA Flag Raising Event - 2025](#)
- 8.12. Coordinator of Operations (Works) Report - Monthly Report
[Coord of Operations Works- Monthly Report](#)
- 8.13. Director of Community Services Report - Community Services Information Report
[Information Report](#)
- 8.14. Director of Community Services Report - Moore Sports Complex Roof Replacement
[Moore Sports Complex Roof Report](#)
- 8.15. Coordinator of Facilities and Parks Report - St Clair Township Grass Cutting Tender
[St Clair Township Grass Tenders](#)

9. BY-LAWS

- 9.1. By-Law 9 of 2025 - to amend By-Law 22 of 2023 - to prohibit projecting grass and snow onto roads and permanently placing basketball and hockey nets.
[DRAFT B-L 9 of 2025 - to Amend Bylaw 22 of 2023 - to prohibit projecting grass and snow onto roads and permanently placing basketball and hockey nets](#)

10. COUNCILLORS' REPORTS

11. UPCOMING MEETINGS

- 11.1. Operating Budget - March 6, 2025, 5:00p.m., Council Chambers - **THIS MEETING WILL NOT BE LIVESTREAMED**
- 11.2. Regular Meeting - Session 5 - March 17, 2025 at 6:00 pm
- 11.3. Regular Meeting - Session 6 - April 7, 2025 at 3:00 pm
- 11.4. Regular Meeting - Session 7 - April 22, 2025 at 6:00 pm

12. ADJOURNMENT



MINUTES

Regular Council Meeting

3:00 PM - Monday, March 3, 2025
Council Chambers

The Regular Council of the Township of St. Clair was called to order on Monday, March 3, 2025, 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, CAO John Rodey, and Clerk Jeff Baranek

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 Regular Council Meeting - February 18, 2025 - Minutes

Motion 1

Cathy Langis made a motion - Be it resolved that the minutes of the Regular Council Meeting held on February 18, 2025 be received and approved. Bill Myers 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 - January 22, 2025 Holly Foster seconded the motion. CARRIED.

5. DELEGATIONS/PRESENTATIONS

5.1 3:10 pm - Dillon Consulting - Non Core Asset Management Plan Presentation - Kaelee Oxford

In an effort to comply with Ontario Reg 588/17, the Township of St. Clair has undertaken the development of a Non-Care-Asset-Management Plan. Kaelee Oxford of Dillon Consulting presented the detailed plan to Council. The plan

attempts to recognize what the Township assets are, the state of condition they are in, and the financial commitment required to maintain or improve their service level.

According to the plan, the replacement value for the Township's non-core assets is \$216 million, and 42% of those are in good or excellent condition. The actual average annual reinvestment value is \$3.26 million. The study determined the recommended annual reinvestment rate should be \$5.4 million, or approximately \$146 more annually per household.

Mrs. Oxford suggested that despite the obvious funding gaps, that many municipalities are facing similar situations, and it was the consensus of Council to prioritize shrinking that gap during upcoming budget cycles and explore all funding opportunities.

Mrs. Oxford advised another strategy would be to re-prioritize service levels on all or some of the non-core assets. This version of the plan is aimed at "good" service level, when many others are aimed at "fair".

Motion 3

Cathy Langis made a motion - Be it resolved that the 2025 St. Clair Township Non-Core Asset Management Plan report as submitted by Director of Public Works Brian Black be received as information and that the Non-Core Asset Management Plan be approved. Brad Langstaff seconded the motion. CARRIED.

6. CORRESPONDENCE ITEMS

6.1 Concern Related to Off Road Vehicle use on Township Land

Motion 4

Steve Miller made a motion - Be it resolved that staff be directed to produce a report to respond to the concerns about the use of Off-Road Vehicles on Township property located behind Brooktree Drive. Holly Foster seconded the motion. CARRIED.

6.2 Captain Kidd Days - Municipal Event & Fireworks Request

Motion 5

Pat Brown made a motion - Be it resolved that Captain Kidd Days being held at CAP Park in Corunna July 31 to August 3, 2025, be declared a Municipally Significant Event; and that a fireworks show be approved as part of the festivities to be held on August 3, 2025, subject to compliance with the Township's Fireworks By-law 50 of 2020. Cathy Langis seconded the motion. CARRIED.

7. INFORMATION ITEMS

7.1 Implementation of Buy Canadian Policy - Township of Uxbridge

Motion 6

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

7.1 Implementation of Buy Canadian Policy - Township of Uxbridge

7.2 St. Clair Region Conservation Authority - Meeting Highlights - Dec 2024

7.3 Building Permit Comparison

7.4 Sarnia Lambton Alerts Memo Brad Langstaff seconded the motion.

CARRIED.

Motion 7

Holly Foster made a motion - Be it resolved that staff be directed to produce a Buy Canadian policy for consideration. Brad Langstaff seconded the motion. CARRIED.

- 7.2 St. Clair Region Conservation Authority - Meeting Highlights - December 2024
- 7.3 Building Permit Comparison - January 2025
- 7.4 Sarnia Lambton Alerts Memo

8. REPORTS OF COMMITTEES AND STAFF

- 8.1 Clerk Report - Update to Procedural Bylaw 42 of 2019

Motion 8

Cathy Langis made a motion - Be it resolved that the Update to Procedural Bylaw 42 of 2019 report as submitted by Clerk Jeff Baranek, be received as information and that draft bylaw 8 of 2025 be considered for approval. Steve Miller seconded the motion. CARRIED.

- 8.2 Clerk Report - Alternative Voting Methods 2026 Municipal Election

Motion 9

Holly Foster made a motion - Be it resolved that the Alternative Voting Method – 2026 Municipal Election report as submitted by Clerk Jeff Baranek be received and that the Internet Voting method be approved for the 2026 Municipal Election. Pat Brown seconded the motion. CARRIED.

- 8.3 Treasurer Report - 2025 OPP Annual Billing & Reconciliation of 2023 Costs Update

Motion 10

Bill Myers made a motion - Be it resolved that the 2025 OPP Annual Billing and Reconciliation of 2023 Costs Update report as submitted by Treasurer George Lozon, be received as information. Holly Foster seconded the motion. CARRIED.

- 8.4 Treasurer Report - Vendor Invoices & RBC VISA Charges

Motion 11

Cathy Langis made a motion - Be it resolved that the following Vendor Invoices report as submitted by Treasurer George Lozon be received and the included invoices be approved for the period of January 26, 2025, to February 22, 2025, totaling \$2,534,650.64; and RBC Visa charges for the period January 16, 2025, to February 17, 2025, totaling \$60,726.18. Pat Brown seconded the motion. CARRIED.

- 8.5 Deputy Treasurer Report - 2024 Council Remuneration and Expense

Motion 12

Holly Foster made a motion - Be it resolved that the 2024 Council Remuneration and Expense report as submitted by Deputy Treasurer Eric Hicks, be received as information. Bill Myers seconded the motion. CARRIED.

- 8.6 Senior Tax Clerk Report - Taxation Write Offs 2024

Motion 13

Cathy Langis made a motion - Be it resolved that the Taxation Write Offs 2024 report as submitted by Senior Tax Clerk Debbie Churchill, be received and 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 2024 as identified in "Appendix A". Brad Langstaff seconded the motion. CARRIED.

- 8.7 Director of Emergency Services/Fire Chief Report - Replacement Pick-up Truck

Motion 14

Steve Miller made a motion - Be it resolved that the Fire Department Capital Project 2025-04 Purchase report as submitted by Director of Emergency Services/Fire Chief Richard Boyes, be received as information. Holly Foster seconded the motion. CARRIED.

- 8.8 Director of Emergency Services/Fire Chief Report - Purchase of Fire Gear Extractors and Dryers

Motion 15

Cathy Langis made a motion - Be it resolved that the Fire Department Capital Project 2025-11 purchase report, as submitted by Director of Emergency Services/Fire Chief Richard Boyes, be received as information. Steve Miller seconded the motion. CARRIED.

- 8.9 Director of Emergency Services/Fire Chief Report - Monthly Report

Motion 16

Holly Foster made a motion - Be it resolved that the Emergency Services Monthly report as submitted by Director of Emergency Services/Fire Chief Richard Boyes, be received as information. Cathy Langis seconded the motion. CARRIED.

- 8.10 Director of Public Works - Wastewater Capacity Study Verification

Motion 17

Pat Brown made a motion - Be it resolved that the Wastewater Capacity Study Verification report as submitted by Director of Public Works Brian Black, be received as information and that the Township Procurement Policy be waived and the proposal submitted by BMRoss for the verification of a St. Clair Township Wastewater Capacity Study modelling at a cost of \$62,140.00 plus HST be approved. Bill Myers seconded the motion. CARRIED.

- 8.11 Director of Public Works - Proposal to Host the Dig Safe Flag Raising Event for 2025

Motion 18

Steve Miller made a motion - Be it resolved that the Proposal to Host the Dig Safe Flag Raising Event for 2025 report as submitted by Director of Public Works Brian Black, be received as information and that St. Clair Township host the ORCGA Dig Safe Flag Raising for Lambton County, as part of Dig Safe Month, on Wednesday, April 16th, 2025;

Be it further resolved that sharing the BBQ food costs with the ORCGA, estimated at \$650 be approved and that St. Clair Township's share of the cost be funded by the Education and Environment Fund. Pat Brown seconded the motion. CARRIED.

- 8.12 Coordinator of Operations (Works) Report - Monthly Report

Motion 19

Holly Foster made a motion - Be it resolved that the Monthly Operations report as submitted by Coordinator of Operations (Works) David Neely, be received as information. Brad Langstaff seconded the motion. CARRIED.

- 8.13 Director of Community Services Report - Community Services Information Report

Motion 20

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

8.14 Director of Community Services Report - Moore Sports Complex Roof Replacement

Motion 21

Steve Miller made a motion - Be it resolved that the Moore Sports Complex Roof Replacement report as submitted by Director of Community Services Kendall Lindsay, be received as information. Cathy Langis seconded the motion. CARRIED.

Motion 22

Cathy Langis made a motion Be it resolved that all sections of the Moore Sports Complex roof replacement be completed with a 40 year roof at a cost of \$504,954 and that the shortage in funds be addressed at the Operating Budget meeting on March 3, 2025.

Brad Langstaff seconded the motion. CARRIED.

8.15 Coordinator of Facilities and Parks Report - St Clair Township Grass Cutting Tender

Motion 23

Pat Brown made a motion - Be it resolved that the St Clair Township Grass Cutting Tender report as submitted by Coordinator of Facilities and Parks Sue Knight, be received as information and that the annual tendered price of \$96,050 HST included as submitted by 4 C be approved. Holly Foster seconded the motion. CARRIED.

9. BY-LAWS

9.1 By-Law 9 of 2025 - to amend By-Law 22 of 2023 - to prohibit projecting grass and snow onto roads and permanently placing basketball and hockey nets.

Motion 24

Cathy Langis made a motion - Be it resolved that the following by-law receive all three readings and be thereby passed and that the Mayor and Clerk be authorized to execute the by-law and any agreements thereto:

9.1 By-Law 9 of 2025 - to prohibit projecting grass and snow onto roads and permanently placing basketball and hockey nets Brad Langstaff seconded the motion. CARRIED.

10. COUNCILLORS' REPORTS

COUNCILLOR BROWN

Councillor Brown attended the Township Asset Management Plan meeting; the SCRCA Foundation and nominating committee meeting; the St. Clair River Trail Committee meeting; and congratulated Bob Bailey on being elected for his 6th term as Sarnia Lambton MPP!

COUNCILLOR FOSTER

Councillor Foster had nothing to report.

COUNCILLOR LANGIS

Councillor Langis attended the Open House at Wellings; the Heritage St. Clair meeting; the Committee of Adjustment meeting; and worked the soup lunch for the local food bank.

COUNCILLOR LANGSTAFF

Councillor Langstaff spoke with many constituents about various issues; attended the Wilkesport Hall Board meeting; and confirmed with staff that the offender who struck the 18" LAWSS water main will be charged to cover the repair efforts.

COUNCILLOR MYERS

Councillor Myers attended the Heritage St. Clair meeting and the Wilkesport Hall Board meeting.

DEPUTY MAYOR MILLER

Deputy Mayor Miller thanked Coordinator of Works Dave Neely for having a streetlight installed in Port Lambton to assist visitors to the church.

MAYOR AGAR

Mayor Agar attended the County Council meeting; a meeting with the OPP; celebrated a 90th birthday with Margaret MacPherson and an 80th with Bob McKinnon; and brought greetings at the Brigden Ladies Night.

Mayor Agar closed his report by announcing the retirement of Bonnie Stevenson, editor and creator of the Township Beacon. Bonnie did her job tirelessly and tremendously and had each Township resident eager to read the next month's edition. Her contributions to the Township will be deeply missed. All the best in your future endeavours Bonnie, the Township thanks you wholeheartedly for all you have done.

11. UPCOMING MEETINGS

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- 11.3 Regular Meeting - Session 6 - April 7, 2025 at 3:00 pm
- 11.4 Regular Meeting - Session 7 - April 22, 2025 at 6:00 pm

12. ADJOURNMENT

- 12.1 The meeting was adjourned at 4:20 pm.

Motion 25

Steve Miller made a motion Be it resolved that the meeting do hereby adjourn. Brad Langstaff seconded the motion. CARRIED.

Mayor - Jeff Agar

Clerk - Jeff Baranek

