



The Corporation of the Municipality of St.-Charles

MINUTES

Regular Meeting of Council

February 19, 2025, 6:00 p.m.
Council Chambers (Municipal Office)
2 King Street East
St.-Charles, Ontario P0M 2W0

Members Present: Mayor: Paul Branconnier
Councillor: Julie Laframboise
Councillor: Monica Loftus
Councillor: Mathieu Pothier
Councillor: Joshua Lachance

Staff Present: Chief Administrative Officer: Denis Turcot
Clerk: Tammy Godden
Director of Finance / Treasurer: Pamela McCracken
Fire Chief: James Bertoia
Director of Operations: Michelle Clark
Chief Building Official: Andrea Tarini

1. MEETING CALLED TO ORDER & ROLL CALL

1.1 Resolution to Open the Meeting

Resolution: 2025-034

Moved by: Councillor Pothier

Seconded by: Councillor Laframboise

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Regular Meeting of Council at 6:00 p.m. on February 19, 2025.

CARRIED

1.2 Indigenous Land Acknowledgement

Mayor Branconnier delivered the prepared Indigenous Land Acknowledgement.

2. ADOPTION OF AGENDA

2.1 Resolution to Adopt the Agenda

Resolution: 2025-035

Moved by: Councillor Laframboise

Seconded by: Councillor Loftus

BE IT RESOLVED THAT the agenda for the Regular Meeting of Council held February 19, 2025 be adopted as presented.

CARRIED

3. DISCLOSURES OF PECUNIARY INTEREST

None declared.

4. PRESENTATIONS AND DELEGATIONS

Nil.

5. ANNOUNCEMENTS AND INQUIRIES BY MEMBERS OF THE GENERAL PUBLIC AND BY COUNCIL

5.1 Joanne Fortin - Item 8.1.11 - Correspondence - Letter from Lucien and Joanne Fortin dated January 22, 2025

Ms. Fortin advised Council at the dogs at 466 Turcot Road have been barking non-stop and at all hours since June 24, 2023, and nothing is happening to stop it. Ms. Fortin advises that they have tried talking to the owners to reason with them, but this has been unsuccessful. By-Law has provided them a log sheet to fill out to document the noise. Mr. and Ms. Fortin would like Council to pass a By-Law not allowing the dogs to bark.

6. NOTICE OF MOTIONS

Nil.

7. ADOPTION OF MINUTES

7.1 Resolution to Adopt the Minutes of Meetings

Resolution: 2025-036

Moved by: Councillor Pothier

Seconded by: Councillor Loftus

BE IT RESOLVED THAT the minutes of the following meetings of Council be adopted as presented:

- Committee of the Whole Meeting of February 5, 2025

8. CORRESPONDENCE FOR INFORMATION

8.1 Resolution to Receive Correspondence for Information

Resolution: 2025-037

Moved by: Councillor Pothier

Seconded by: Councillor Lachance

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles receives the following correspondence for information:

1. Copy of letter from Brudenell, Lyndoch and Raglan dated January 8, 2025, regarding Child Welfare Funding;
2. Copy of letter from Brudenell, Lyndoch and Raglan dated January 8, 2025, regarding Requesting the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding;
3. Copy of letter from Limerick dated January 9, 2025, regarding Land Transfer Tax and GST;
4. Copy of letter from Frontenac dated January 15, 2025, regarding Motion to Support Increasing the Maximum Annual Tile Drain Loan Limit to a Minimum of \$250,000;
5. Copy of letter from South Huron dated January 15, 2025, regarding TAPMO Letter Regarding Pre-Budget Announcement;
6. Copy of letter from Pelham dated January 16, 2025, regarding Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding;
7. Copy of letter from Woolwich dated January 17, 2025, regarding Election Advocacy and Preparation;
8. Copy of letter from Hawkesbury dated January 20, 2025, regarding Municipal Accountability Act, 2024 - Municipal Code of Conduct;
9. Email from CUPW dated January 21, 2025, regarding Industrial Inquiry Commission Reviewing Canada Post;
10. Copy of letter from Peterborough dated January 21, 2025, regarding Bill 242, Safer Municipalities Act, 2024;
11. Letter from Lucien and Joanne Fortin dated January 22, 2025;
12. Email from FONOM dated January 23, 2025, regarding Resolution for Consideration - Expanding EPR to the ICI Sector;

13. Copy of letter from Fort Erie dated January 28, 2025;
14. Email from St. Charles Minor Hockey Association dated January 28, 2025, regarding Arena Rental Rates;
15. Email from Dysart dated January 29, 2025, regarding Redistribute Land Transfer Tax and GST;
16. Copy of letter from Perth dated January 30, 2025, regarding Support for Sustainable Funding for our Communities;
17. Copy of letter from Cobourg dated January 31, 2025, regarding Correspondence Received from Northumberland County Regarding the Municipal Restructuring Study;
18. Copy of letter from Northumberland dated January 31, 2025, regarding Correspondence, Municipality of St. Charles "Deposit Return Program";
19. Email from Autism Ontario dated February 2, 2025, regarding Fly the Flag on April 2, 2025 for World Autism Day;
20. Copy of letter from Lincoln dated February 4, 2025, regarding Request for Redistribution of the Provincial Land Transfer Tax and GST to Respective Municipalities for Sustainable Infrastructure Funding;
21. Copy of letter from Peterborough dated February 5, 2025, regarding Proposed US Tariffs on Canadian Goods; and,
22. Email from Eastern Ontario Warden's Caucus dated February 11, 2025, regarding EOWC Support for Canadian and Ontario Government Negotiations with the US Government on Trade Tariffs;

and directs staff to:

- draft a report on items: 11;
- draft a Resolution in support on items: 1, 9, 12, 19, 21 and 22;
- include on the next Committee of the Whole items: 14.

CARRIED

9. STANDING COMMITTEE RECOMMENDATIONS / REPORTS - MOTIONS

9.1 ENVIRONMENTAL SERVICES COMMITTEE

9.1.1 Report to Council - Update - Conservation Demand Management Plan 2024

The Clerk presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to approve the Conservation and Demand Management Plan - December 2024.

Resolution: 2025-038

Moved by: Councillor Laframboise

Seconded by: Councillor Lachance

WHEREAS Ontario Regulation 25/23 requires Municipalities to develop a Conservation and Demand Management Plan;

AND WHEREAS the Regulation further provides that the Conservation and Demand Management Plan must be updated every five (5) years;

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby approves the Conservation and Demand Management Plan - December 2024.

CARRIED

9.1.2 Report to Council - Award of Proposal 2025-01 Curbside Waste Collection

The Director of Operations presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to award the contract for curbside waste collection to E360.

Resolution: 2025-039

Moved by: Councillor Lachance

Seconded by: Councillor Loftus

WHEREAS a Request for Proposal was issued for curbside waste collection services for the Municipality of St.-Charles;

AND WHEREAS bid proposals were received from the following companies:

- GFL Environmental Inc.;
- KP Retail (Kaplow Services); and,
- E360 Solutions Ltd.

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles agrees to award the contract to E360 Solutions Ltd. for weekly curbside pick up in the total amount of \$651,581.66 for a five (5) year term with an optional two (2) year renewal.

CARRIED

9.2 FINANCE COMMITTEE

- 9.2.1 Resolution to Receive the Cash Disbursement Register for the Month of January 2025

Resolution: 2025-040

Moved by: Councillor Lachance

Seconded by: Councillor Pothier

BE IT RESOLVED THAT the Cash Disbursement Register for the month of January 2025 be received in the amount of:

- \$288,923.80

CARRIED

9.3 GENERAL GOVERNMENT COMMITTEE

- 9.3.1 Resolution Stemming from February 5, 2025 Committee of the Whole Meeting - Item 9.2 - CLOSED SESSION - Closed Report to Council - Changes to the Non-Union Salary Grid

Resolution: 2025-041

Moved by: Councillor Loftus

Seconded by: Councillor Pothier

WHEREAS by Resolution Number 2020-149 Council for the Corporation of the Municipality of St.-Charles adopted Policy HR-002 Non-Union Personnel Policy;

AND WHEREAS Council deems it necessary to amend this Policy;

BE IT RESOLVED THAT the Salary Scale attached to Policy HR-002 Non-Union Personnel Policy be removed and replaced with the Salary Scale 2025 attached to this Resolution.

CARRIED

- 9.3.2 Report to Council - Strategic Asset Management Policy Review

The Treasurer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to approve the Strategic Asset Management Policy. Council further provided direction to obtain information regarding a Council training session on Asset Management Planning.

9.4 PARKS & RECREATION SERVICES COMMITTEE

9.4.1 Report to Council - Beautification Advisory Committee Appointment

The Clerk presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to appoint Ms. Shelley Whitworth to the Beautification Advisory Committee.

Resolution: 2025-042

Moved by: Councillor Lachance

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles appoints Shelley Whitworth to the Beautification Advisory Committee for the remainder of the 2022 - 2026 term of Council.

CARRIED

9.5 PLANNING & DEVELOPMENT COMMITTEE

9.5.1 Report to Council - Request for Reduction of Invoice Regarding Section 65 Reapportionment

The Clerk presented the report as provided in the agenda package. Following discussion, Council agreed with the recommended option of granting a reduction to Canadian Shield Consultants in the amount of \$2,500.00 with respect to the Invoice issued by K. Smart Associates Limited for the Section 65 reapportionment.

9.6 PROTECTION TO PERSONS & PROPERTY COMMITTEE

9.6.1 Resolution Stemming from January 15, 2025 Regular Meeting of Council - Item 8.7.2 - Declaration of an Disposal of Fire Department Assets

Resolution: 2025-043

Moved by: Councillor Loftus

Seconded by: Councillor Laframboise

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby declares the following as surplus equipment:

- 2000 White Freightliner (Pumper 1201) (VIN 1FV6JLCB1YHA72352)

AND BE IT FURTHER RESOLVED THAT this surplus equipment be offered "as is" to Battleshield Ltd. for a trade on firefighting equipment and installation valued between \$10,000.00 and \$15,000.00.

CARRIED

9.7 TRANSPORTATION SERVICES COMMITTEE

9.7.1 Report to Council - Replacement of Fire Department and Parks and Recreation Vehicle

The Director of Operations and Fire Chief jointly presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to transfer the current Fire Department Truck #12 (Unit 1203 - 2014 For F-250) to the Public Works and Park and Recreation Department and permits the replacement of the Fire Department Truck #12 with a new unit.

10. BY-LAWS

10.1 First and Second Reading

Resolution: 2025-044

Moved by: Councillor Pothier

Seconded by: Councillor Laframboise

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.- Charles hereby gives first and second reading to the following By-Laws:

- By-Law 2025-07 - Being a By-Law to Enter into a Transfer Payment Agreement with His Majesty the King in Right of Ontario as Represented by the President of the Treasury Board
- By-Law 2025-08 - Being a By-Law to Adopt an Asset Management Plan for the Corporation of the Municipality of St.-Charles
- By-Law 2025-09 - Being a By-Law to Enter into a Lease Agreement with the St.-Charles Minor Hockey Association
- By-Law 2025-10 - Being a By-Law to Adopt a Strategic Asset Management Policy
- By-Law 2025-11 - Being a By-Law to Enter into a Lease Agreement with Darlene Tindall

CARRIED

10.2 Third and Final Reading

Resolution: 2025-045

Moved by: Councillor Loftus

Seconded by: Councillor Laframboise

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2025-07.

CARRIED

10.3 Third and Final Reading

Resolution: 2025-046

Moved by: Councillor Pothier

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2025-08.

CARRIED

10.4 Third and Final Reading

Resolution: 2025-047

Moved by: Councillor Pothier

Seconded by: Councillor Lachance

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2025-09.

CARRIED

10.5 Third and Final Reading

Resolution: 2025-048

Moved by: Councillor Laframboise

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2025-10.

CARRIED

10.6 Third and Final Reading

Resolution: 2025-049

Moved by: Councillor Lachance
Seconded by: Councillor Pothier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2025-11.

CARRIED

11. ADDENDUM (If required and by Resolution)

Nil.

12. CLOSED SESSION

Resolution: 2025-050

Moved by: Councillor Lachance
Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 7:37 p.m., to discuss:

- personal matters about an identifiable individual, including municipal or local board employees, as authorized under Section 239 (2) (b) of the *Municipal Act, 2001*, as amended;

Topic #1 - Update – Small Claims Court Action for Recovery of Funds

- litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board, as authorized under Section 239 (2) (e) of the *Municipal Act, 2001*, as amended;

Topic #1 - Update – Small Claims Court Action for Recovery of Funds

- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Municipality or local board, as authorized under Section 239 (2) (k) of the *Municipal Act, 2001*, as amended.

Topic #1 - Update – Small Claims Court Action for Recovery of Funds

CARRIED

12.1 Disclosure of Pecuniary Interest

12.2 Resolution to Adopt the Minutes of Closed Session Meetings

Resolution: C2025-001

Moved by: Councillor Lachance
Seconded by: Councillor Loftus

BE IT RESOLVED THAT the minutes of the following closed sessions be adopted as presented:

- Minutes of the closed session of February 5, 2025.

CARRIED

12.3 CLOSED Report to Council - Update – Small Claims Court Action for Recovery of Funds

13. RECONVENE TO OPEN SESSION

13.1 Resolution to Reconvene to Open Session

Resolution: 2025-051

Moved by: Councillor Laframboise

Seconded by: Councillor Loftus

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Regular Meeting of Council at 7:58 p.m.

CARRIED

13.2 Verbal Report from the Mayor Following Closed Session

Upon reconvening to the open session, the Mayor reported that direction was given to the Clerk regarding the negotiations involving the Small Claims Court Action for Recovery of Funds.

14. ADJOURNMENT

14.1 Confirmation By-Law - First and Second Reading

Resolution: 2025-052

Moved by: Councillor Loftus

Seconded by: Councillor Pothier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.- Charles hereby gives first and second reading to the following By-Law:

- By-Law 2025-12 - Being a By-Law to Confirm the Proceedings of Council at its Special Meeting of Council Held January 16th, 2025; at its Committee of the Whole Meeting Held February 5th, 2025; and, at its Regular Meeting of Council Held February 19th, 2025.

CARRIED

14.2 Confirmation By-Law - Third and Final Reading

Resolution: 2025-053

Moved by: Councillor Pothier

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby gives third reading to and finally passes By-Law 2025-12.

CARRIED

14.3 Resolution to Adjourn the Meeting

Resolution: 2025-054

Moved by: Councillor Loftus

Seconded by: Councillor Lachance

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby adjourns the Regular Meeting of Council at 8:00 p.m. on February 19, 2025.

CARRIED

Mayor

Clerk