



## The Corporation of the Municipality of St.-Charles

### MINUTES

#### Committee of the Whole Meeting

April 2, 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

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## 1. MEETING CALLED TO ORDER AND ROLL CALL

### 1.1 Resolution to Open the Meeting

**Resolution: 2025-093**

**Moved by:** Councillor Pothier

**Seconded by:** Councillor Lachance

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens the Committee of the Whole meeting at 6:00 p.m. on April 2, 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: 2025-094**

**Moved by:** Councillor Loftus  
**Seconded by:** Councillor Laframboise

BE IT RESOLVED THAT the agenda for the Committee of the Whole meeting held April 2, 2025 be adopted as presented.

**CARRIED**

**3. DISCLOSURE OF PECUNIARY INTEREST**

None declared.

**4. ANNOUNCEMENTS AND INQUIRIES BY MEMBERS OF THE GENERAL PUBLIC AND BY COUNCIL**

**4.1 Councillor Lachance - Northeastern Fire Education Conference 2025**

Councillor Lachance expressed his thanks and gratitude for the opportunity to attend the Northeastern Fire Education Conference last Friday. Councillor Lachance advised that the information obtained was good and will be of great help.

**5. NOTICE OF MOTIONS**

Nil.

**6. COMMITTEES**

**6.1 Environmental Services Committee**

**6.1.1 Report to Council - 2024 Annual Monitoring Report – Landfill Site**

The Chief Administrative Officer presented the report as provided in the agenda package.

**6.2 Finance Committee**

**6.2.1 Report to Council - Library Information**

The Chief Administrative Officer presented the report as provided in the agenda package. The Chief Administrative Officer further advised that the Treasurer provided additional amounts for 2024 not showing in the Library's 2024 actuals which would increase their loss for 2024. These amounts include cleaning, audit fee and insurance amounting to \$8,949.91. The Library Board will have to address with the loss. Following discussion Council provided direction to the Chief Administrative Officer to discuss cost saving measures with the Library.

**6.3 General Government Committee**

**6.3.1 Report to Council - Future of the School Lease**

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council provided direction to the Chief Administrative Officer to start discussion with the School Board and in particular about whether they would consider sharing space with an English Board. Council requested that this be brought back in two (2) months time for further discussion.

6.3.2 Report to Council - HR-004 Volunteer Policy Review

The Clerk presented the report as provided in the agenda package. Following discussion, Council suggested one (1) amendment to the Policy to remove the reference to the Volunteer Code of Conduct.

6.3.3 Report to Council - Non-Union 4-Day Work Policy

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council provided direction to the Chief Administrative Officer to move forward with the Non-Union 4-Day Work Policy.

6.4 Health Services Committee

6.4.1 Resolution Stemming from March 19, 2025 Regular Meeting - SEAT Program Completion

**Resolution: 2025-095**

**Moved by:** Councillor Pothier

**Seconded by:** Councillor Laframboise

BE IT RESOLVED THAT the funds received from the disposition of the SEAT Program van, as a result of an insurance claim for loss due to fire, be placed in a municipal interest bearing trust account for the intent of purchasing a replacement van by the St. Charles Lions Club transportation program;

AND BE IT FURTHER RESOLVED THAT if the funds are not used before September 30, 2025, for a transit service, that these funds will be returned to to the Community Transportation Grant Program.

**CARRIED**

6.5 Planning & Development Committee

6.5.1 Report to Council - 2025 – 2035 Strategic Plan

The Clerk presented the report as provided in the agenda package. Following discussion, Council supported the recommendation to adopt the Executive Summary of the 2025-2035 Strategic Plan in both official languages.

**Resolution: 2025-096**

**Moved by:** Councillor Loftus  
**Seconded by:** Councillor Lachance

WHEREAS the Corporation of the Municipality of St.-Charles has retained the services of Karen Jones Consulting Inc. for the completion of the 2025 - 2035 Strategic Plan;

AND WHEREAS Karen Jones Consulting Inc. has prepared an Executive Summary in advance of the final adoption of the Strategic Plan;

AND WHEREAS Council has reviewed the Executive Summary in both official languages;

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles approves and adopts the Executive Summary, in both official languages, of the 2025 – 2035 Strategic Plan, as attached.

**CARRIED**

6.5.2 For Information - Minor Variance Application - SEPB File No. A/03/25/SC (Baizana, Denis and Chelsie)

Council received the Minor Variance Application for SEPB File No. A/03/25/SC (Denis and Chelsie Baizana).

6.6 Transportation Services Committee

6.6.1 Report to Council - Public Works Backhoe Repairs

The Chief Administrative Officer presented the report as provided in the agenda package. Following discussion, Council agreed with the recommendation to approve and additional \$5,500.00 in backhoe repairs to the 2025 draft budget.

**7. ADDENDUM (If Required and by Resolution)**

Nil.

**8. CLOSED SESSION**

**Resolution: 2025-097**

**Moved by:** Councillor Loftus  
**Seconded by:** Councillor Pothier

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby opens a closed session at 7:13 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 - Fire Department - Resignation Letter

- 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 - New Litigation Matter

**CARRIED**

8.1 Disclosure of Pecuniary Interest

8.2 Report to Council - Fire Department - Resignation Letter

8.3 Report to Council - New Litigation Matter

**9. RECONVENE TO OPEN SESSION**

9.1 Resolution to Reconvene to Open Session

**Resolution: 2025-098**

**Moved by:** Councillor Lachance

**Seconded by:** Councillor Pothier

BE IT RESOLVED THAT having dealt with all matters pertaining to the closed session, we hereby reconvene to the Committee of the Whole meeting at 7:36 p.m.

**CARRIED**

9.2 Verbal Report from the Mayor Following Closed Session

Upon reconvening to the open session, the Mayor reported that Council received information regarding a new litigation matter.

**10. ADJOURNMENT**

10.1 Resolution to Adjourn the Meeting

**Resolution: 2025-099**

**Moved by:** Councillor Loftus

**Seconded by:** Councillor Laframboise

BE IT RESOLVED THAT the Committee of the Whole meeting of April 2, 2025 be adjourned at 7:36 p.m.

**CARRIED**

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Mayor

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Clerk