



THE MUNICIPALITY OF  
**LAMBTON SHORES**

**COUNCIL MEETING MINUTES**

Tuesday, February 25, 2025 - 7:00 pm

Members Present: Mayor Cook, Deputy Mayor Sageman, Councillors Baillie, Maguire, Ferguson, Marsh, Wilcox

Members Absent: Councillors Scott and Dodge

Staff Present: Steve McAuley - Chief Administrative Officer, Stephanie Troyer-Boyd - Director of Corporate Services, Rebecca Clothier - Director of Financial Services, Ashley Farr - Director of Community Services, Nick Verhoeven - Director of Public Works, Will Nywening - Planner, James Marshall - Fire Chief

**1. Call to Order**

Mayor Cook called the meeting to order at 7:01 pm.

**2. Declaration of Pecuniary Interest**

Councillor Ferguson - Item 10.5 - Member of the Lambton Area Film and Food Festival Board

**3. Approval of Agenda**

25-0225-01 Moved by: Councillor Maguire  
Seconded by: Councillor Ferguson

**THAT the February 25, 2025 Council Meeting Agenda be approved as amended.**

**Carried**

Item 10.19 Transfer of Pinehill Cemetery

**4. Closed Session**

There was no Closed Session scheduled.

**5. Adoption of Minutes of Previous Council Meeting**

25-0225-02 Moved by: Deputy Mayor Sageman  
Seconded by: Councillor Wilcox

**THAT the minutes of the February 4, 2025 Council Meeting be adopted as presented.**

**Carried**

**6. Councillor Reports**

Members of Council reported on items of interest to the community.

**7. Statutory Public Meetings**

None.

**8. Presentations**

None.

**9. Delegations**

There were no delegations scheduled on February 25, 2025.

**10. Consideration of Correspondence, Petitions, Committee Minutes and Staff Reports**

PLANNING

10.1 Report PL 05-2025 - Waterline Assumption – Forest Non-Profit Seniors Housing

25-0225-03 Moved by: Councillor Marsh  
Seconded by: Councillor Ferguson

**THAT Report PL 05-2025 regarding a request by Forest Non-Profit Seniors Housing regarding waterline assumption, be received;**

**THAT the waterline distribution system infrastructure located on lands known as 5969 Townsend Line, Forest be assumed by the Municipality of Lambton Shores;**

**THAT an appropriate security be retained, as determined by the Director of Public Works, for the completion of outstanding grading work; and**

**THAT By-Law 13 of 2025 be approved.**

**Carried**

10.2 Report PL 07-2025 - Subdivision File 38T91003 (Widder Estates) – 319 Main St, Thedford

25-0225-04 Moved by: Councillor Wilcox  
Seconded by: Councillor Maguire

**THAT Report PL 04-2025 regarding a request by Allen Stubbs regarding County Subdivision File 38T91003 (Widder Estates), be received;**

**THAT the County of Lambton approval authority be advised that the Council of the Municipality of Lambton Shores has no objection to the request from Allen Stubbs that County subdivision file 38T91003 (Widder Estates) be deemed not to have lapsed; and**

**THAT the County of Lambton approval authority be advised that the Council of the Municipality of Lambton Shores has no objection to the anticipated request from Allen Stubbs for a “red-line revision” of County subdivision file 38T91003 (Widder Estates) for the purpose of increasing the number of lots to approximately 55 within approximately the same footprint.**

**Carried**

#### FIRE and EMERGENCY SERVICES

##### 10.3 Report FES 01-2025 - Fire Protection Grant

25-0225-05 Moved by: Deputy Mayor Sageman  
Seconded by: Councillor Wilcox

**THAT Report FES 01-2025 regarding Fire Protection Grant be received; and**

**THAT By-Law 12 of 2025 be approved.**

**Carried**

#### COMMUNITY SERVICES

##### 10.4 Report DCS 04-2025 - Municipal Alcohol Policy Update

25-0225-06 Moved by: Councillor Wilcox  
Seconded by: Councillor Maguire

**THAT Report DCS 04 -2025 regarding the “Municipal Alcohol Policy” be received; and**

**THAT the proposed amendments to Policy CP-CS-POL-001 Municipal Alcohol Policy be approved; and**

**THAT By-Law 98 of 2024 Fees and Charges be amended to include a \$1,000 refundable damage deposit for stag and does.**

**Carried**

##### 10.5 Report DCS 05-2025 - Lambton Area Film and Food Festival Road Closure Request

Having declared a pecuniary interest, Councillor Ferguson abstained from discussion and vote on this item.

25-0225-07 Moved by: Deputy Mayor Sageman  
Seconded by: Councillor Maguire

**THAT Report DCS 05-2025 regarding the “Lambton Area Film and Food Festival Road Closure Request” be received; and**

**THAT the Lambton Area Film and Food Festival Committee be granted permission for a temporary road closure of King Street West from Main Street to James Street North from May 22 to May 25, 2025; and**

**THAT the Kiwanis Club of Forest be permitted to host an outdoor licensed patio on municipal property for the event; and**

**THAT a minimum of two licensed security be required for the street dance event; and**

**THAT the Kiwanis Club of Forest be permitted to host an alcohol licensed street party on the closed portion of King Street West on May 24 as part of the Festival.**

**Carried**

Councillor Ferguson rejoined the meeting.

10.6 Report DCS 06-2025 - Extended Ice Season Request

25-0225-08 Moved by: Councillor Marsh  
Seconded by: Councillor Maguire

**THAT Report DCS 07-2025 regarding the “Extended Ice Season Request” be received; and**

**THAT the request received from Lambton Shores Minor Hockey Association, Forest Ringette Association and Forest Skating Club to extend the ice season at the Shores Recreation Centre for a period of six weeks to May 11 be approved pending a commitment of 40 hours of ice rented per week.**

**Carried**

10.7 Report DCS 07-2025 - Grand Bend Art Centre Fee Waiver Request

25-0225-09 Moved by: Councillor Wilcox  
Seconded by: Councillor Maguire

**THAT Report DCS 07-2025 regarding the “Grand Bend Art Centre Fee Waiver Request” be approved; and**

**THAT the Grand Bend Art Centre be granted up to \$1,020.00 of fee waivers and in-kind services to operate community and youth programs at the Grand Bend Public School and other municipal properties, consistent with the Community Grant Policy; and**

**THAT the Grand Bend Art Centre be directed to apply for 2026 fee waivers through the Community Grant Program.**

**Carried**

10.8 Report DCS 08-2025 - Ontario Trillium Foundation Grant Application

25-0225-10 Moved by: Councillor Ferguson  
Seconded by: Deputy Mayor Sageman

**THAT Report DCS 08-2025 regarding the “Ontario Trillium Foundation Grant Application” be received; and**

**THAT staff be directed to apply for up to \$200,000 to support upgrades to the parkette and adjacent lots in downtown Forest.**

**Carried**

PUBLIC WORKS

10.9 Report DPW 02-2025 - Granular ‘M’ Gravel Tender

25-0225-11 Moved by: Councillor Wilcox  
Seconded by: Councillor Maguire

**THAT Report DPW 02-2025 regarding the Tender award for the 2025 Gravel supply and delivery be received; and**

**THAT the Tender received from Johnston Brothers Bothwell Limited in the amount of \$20.02/tonne net HST for the supply and delivery of Granular ‘M’ Gravel be accepted at a volume of 30,000 tonnes; and**

**THAT the Mayor and Clerk be authorized to sign any associated contract agreements.**

**Carried**

10.10 Report DPW 03-2025 - Articulating Tractor RFP Award

25-0225-12 Moved by: Councillor Ferguson  
Seconded by: Councillor Marsh

**THAT Report DPW 03-2025 regarding the Proposal award for an Articulating Tractor be received; and**

**THAT the Proposal received from Work Equipment Limited in the amount of \$219,408.81 net HST for the supply and delivery of an Articulating Tractor be accepted; and**

**THAT the Mayor and Clerk be authorized to execute any contract documents.**

**Carried**

10.11 Report DPW 04-2025 - Housing Enabling Water Systems Fund

25-0225-13 Moved by: Councillor Wilcox  
Seconded by: Councillor Baillie

**THAT Report DPW 04-2025 regarding Housing Enabling Water Systems Fund be received; and**

**THAT the Municipality of Lambton Shores proceeds with the Thedford Watermain Improvement Project; and**

**THAT the amount \$401,500 required for the project be funded from the Water Reserve fund.**

**Carried**

10.12 Report DPW 05-2025 - Lambton Shores 2024 Annual Water Reports

25-0225-14 Moved by: Deputy Mayor Sageman  
Seconded by: Councillor Wilcox

**THAT Report DPW 05-2025 regarding the 2024 Lambton Shores Annual Water Reports be received; and**

**THAT the following water reports be received for information:**

**2024 East Lambton Shores Water Distribution System Annual Summary Report;**

**2024 East Lambton Shores Water Distribution System Annual Report;**

**2024 West Lambton Shores Water Distribution System Annual Summary Report; and**

**2024 West Lambton Shores Water Distribution System Annual Report.**

**Carried**

FINANCE10.13 Report TR 0R-2025 - 2024 Council, Committee and Board Remuneration and Expenses

25-0225-15 Moved by: Councillor Maguire  
 Seconded by: Councillor Ferguson

**THAT Report TR 05-2025 regarding the Statement of Remuneration and Expenses for 2024 be received, and**

**THAT**

**THAT Council remuneration be included in the municipality's 2025 market review of staff salaries and wages.**

**Carried**

10.14 Report TR 07-2025 - Building Department 2024 Annual Report

25-0225-16 Moved by: Councillor Marsh  
 Seconded by: Deputy Mayor Sageman

**THAT Report TR 07-2025 regarding Building Department 2024 Annual Report be received.**

**THAT the Building Permit Fee Annual Report – 2024 be approved.**

**THAT the transfer of reserve funds in the amount of \$70,228.72 to cover the 2024 Building Department operating deficit be approved.**

**THAT the Treasurer's Building Permit Fee Annual Report – 2024 be posted on the Lambton Shores website.**

**Carried**

10.15 Report TR 08-2025 - 2024 Cash in Lieu of Parkland

25-0225-17 Moved by: Councillor Maguire  
 Seconded by: Councillor Baillie

**THAT Report TR 08-2025 regarding 2024 Cash in Lieu of Parkland be received; and**

**THAT the Cash in Lieu of Parkland Statement be approved; and**

**THAT the Treasurer's Cash in Lieu of Parkland Statement be posted on the Lambton Shores website.**

**Carried**

10.16 Report TR 09-2025 - Section 358 Taxation Write Off Applications

25-0225-18 Moved by: Councillor Maguire  
Seconded by: Councillor Ferguson

**THAT Report TR 09-2025 regarding the Section 358 Tax Write Off Applications be received, and**

**THAT the Municipal Tax Applications under Section 358 of the Municipal Act, 2001 for the following Roll Numbers be denied:**

1. **3845-520-010-47900-0000**
2. **3845-520-010-48000-0000**

**Carried**

10.17 Report TR 10-2025 - Delegation of Authority for Property Tax Adjustments

25-0225-19 Moved by: Councillor Maguire  
Seconded by: Councillor Wilcox

**THAT Report TR 10-2025 regarding Delegation of Authority for Property Tax Adjustments be received, and**

**THAT staff be directed to prepare a by-law delegating authority to the Director of Financial Services, or their designate, to adjust property taxes pursuant to Sections 357, 358 and 359 of the Municipal Act, 2001, S.O. 2001, c.25**

**THAT staff develop a policy and procedure to guide the administration of these applications, ensuring consistency, transparency, and adherence to legislative requirements.**

**Carried**

ADMINISTRATION

10.18 Report CAO 02-2025 - Grand Bend Community Centre Design Survey Results

25-0225-20 Moved by: Councillor Maguire  
Seconded by: Councillor Wilcox

**THAT Report CAO 02-2025 regarding the “Proposed Grand Bend Community Centre Design Survey Results” be received for information.**

**Carried**

10.19 Transfer of Pinehill Cemetery

25-0225-21 Moved by: Councillor Wilcox  
Seconded by: Deputy Mayor Sageman

**THAT the Mayor and Clerk be authorized to sign any documents relating to the transfer of the Pinehill Cemetery from The United Church of Canada to the municipality.**

**Carried**

**11. Notice of Motion**

None on February 25, 2025.

**12. Emergent Issues**

None on February 25, 2025.

**13. By-laws**

- 13.1 By-Law 09-2025 - Road Dedication - Heaman Crescent
- 13.2 By-Law 10-2025 - Road Dedication - Ontario St. North
- 13.3 By-Law 11-2025 - Authorize Agreement - Warwick Snowmobile Club
- 13.4 By-Law 12-2025 - Fire Protection Grant Agreement
- 13.5 By-Law 13-2025 - Assume Water Distribution System - 5969 Townsend Line
- 13.6 By-Law 14-2025 - Confirming

25-0225-22 Moved by: Councillor Maguire  
Seconded by: Deputy Mayor Sageman

**THAT By-Laws 09-2025 through 14-2025 be read a first, second and third time, passed and signed by the Mayor and Clerk.**

**Carried**

**14. Adjournment**

25-0225-23 Moved by: Councillor Ferguson  
Seconded by: Councillor Maguire

**THAT the February 25, 2025 Council Meeting adjourn at 8:02 pm.**

**Carried**