



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

FINANCE

10.13 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