

Municipality of Strathroy-Caradoc
Regular Council Session
Minutes

Tuesday, October 3, 2023

6:00 p.m.

Hybrid Meeting (Virtual and In-Person)

Present: Mayor Colin Grantham
Deputy Mayor Mike McGuire
Councillor John Brennan
Councillor Frank Kennes
Councillor Steve Pelkman
Councillor Donna Pammer
Councillor Sandi Hipple
Councillor Greg Willsie
Councillor Brian Derbyshire

Also Present: Trisha McKibbin, Chief Administrative Officer
Jennifer Pereira, Deputy Clerk/Lottery Licensing Officer
(Recorder)
Brianna Hammer-Keidel, Deputy Clerk/Communications Co-ordinator (Acting Clerk)
Bill Dakin, Director of Financial Services/Treasurer
Rob Lilbourne, Director of Community Services
Jennifer Huff, Director of Building and Planning
Doug Payne, Director of Human Resources
Tim Williams, Planner
Jake Straus, Director of Engineering & Public Works

Others Present: Gary Plaine
Ken Dunsmore, Strathroy/Mount Brydges Scouts

1. Roll Call

The Clerk has confirmed Council attendance.

2. Call to Order/Approve Agenda

Moved by Councillor Kennes
Seconded by Deputy Mayor McGuire

THAT: the October 3, 2023 - Regular Council Meeting Agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

None.

4. Presentations/Delegations/Petitions

4.1 Presentation - 1st Strathroy Scouts and 1st Mount Brydges Scouts

Ken Dunsmore and local scouts made a presentation on the history of Apple Day and the activities that the group has participated in. The group brought apples in for Council members for the opportunity to make a donation.

4.2 Petition for New Drainage- CON 3 N PT LOT 11 Falconbridge Farm

Moved by Deputy Mayor McGuire
Seconded by Councillor Brennan

THAT: Council accept the petition for CON 3 N PT LOT 11 Falconbridge Farm for information.

Carried

Moved by Councillor Kennes
Seconded by Deputy Mayor McGuire

THAT: Council authorize Spriet Associates to prepare an engineer's report on this matter.

Carried

4.3 Petition for New Drainage- LOTS 8 and 9 R1SLR - Rick McCracken

Moved by Councillor Hipple
Seconded by Councillor Brennan

THAT: Council receive the drainage petition for Lots 8 and 9, R1SLR for information.

Carried

Moved by Councillor Kennes
Seconded by Deputy Mayor McGuire

THAT: Council authorize Spriet Associates to prepare an engineer's report on this matter.

Carried

5. Public Meeting

5.1 Public Meeting No. 1

5.1.1 Motion to open the public meeting

Moved by Deputy Mayor McGuire
Seconded by Councillor Kennes

THAT: the public meeting to consider an application for the rezoning for the property located at 40 Caradoc Street North, Strathroy be hereby opened.

Carried

5.1.2 Report to be presented by the Planner

Tim Williams, Senior Planner present a report on the proposed rezoning for the property at 40 Caradoc Street North. The purpose of the Zoning By-law amendment application is to facilitate the rezoning of the existing 2-storey building from mixed use (Commercial at grade and a residential unit on the second floor) to fully residential building. The subject lands are located on the west side of Caradoc Street North and are approximately 480 m² (5,171 ft²) in size with approximately 11.94 m (39.18 ft) of frontage on Caradoc Street. The property also has frontage on a public lane at the side of the property (40.23 m or 132 ft). The property contains an existing building that was designed as a house but had been operating as a travel agency for many years until the travel agency closed a couple of years ago. The property is located within the Downtown Core of Strathroy. The site is located between Front Street and Metcalfe Street on the west side of Caradoc Street. There are other single detached and multiple unit residential

buildings as well as commercial uses on Caradoc Street. The development proposes to renovate the building to a fully residential building with at least one unit. The Zoning By-law amendment proposes to rezone the lands from “General Commercial (C1) Zone” to site specific “Low Density Residential (R1-20) Zone” with site-specific zoning provisions to establish decreased building setbacks and landscaped open space to recognize the location of the existing building. The exterior would remain unchanged. Staff are supportive of the proposed rezoning as it is considered to be consistent with the Provincial Policy Statement, in conformity with the County of Middlesex Official Plan, Strathroy-Caradoc Official Plan and represents good planning.

5.1.3 Comments in support of the proposed rezoning

None.

5.1.4 Comments in opposition to the proposed rezoning

None.

5.1.5 Comments and questions from Members of Council

Councillor Pelkman wonders how this will affect the parking. Tim Williams, Senior Planner explains that the parking is restricted to the front of the building as it is currently.

5.1.6 Motion to close the public meeting

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: the public meeting to consider an application for the rezoning for the property located at 40 Caradoc Street North, Strathroy be hereby closed.

Carried

5.1.7 Decision/Resolution

Moved by Councillor Pelkman

Seconded by Deputy Mayor McGuire

THAT: the subject report for ZBA 14-2023 be received for information, and further;

THAT: ZBA 14-2023 application to rezone from 'General Commercial (C1) zone' to site specific 'Low Density Residential (R1-20) zone' for the property municipally known as 40 Caradoc Street North be approved, and further:

THAT: By-law 69-23 be referred to the Consideration of By-laws Section of the Agenda for approval.

Carried

5.2 Public Meeting No. 2

5.2.1 Motion to open the public meeting

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: the public meeting to consider an application for rezoning for the property located at 8028 Walkers Drive be hereby opened.

Carried

5.2.2 Report to be presented by the Planner

Tim Williams, Senior Planner present a report on the proposed rezoning for the property located at 8028 Walkers Drive. A zone change application has been submitted to satisfy a condition of consent respecting Consent Application File No.: B13-2023. The consent application proposed the severance of a dwelling surplus to a farm operation as a result of a farm consolidation. The application was conditionally approved by the Committee of Adjustment on September 7, 2023. The subject zone change application proposes to re-zone the 'lands to be severed' to a site-specific 'Agricultural Small Holdings (A2-36) Zone' and to re-zone the 'lands to be retained' to the 'Agricultural Purposes Only (A3) Zone' in order to satisfy one of the consent conditions. The subject lands comprise approximately 41.03 ha (101.39 ac) of agricultural land located at the north corner of Saxton Road and Walkers Drive, just south of Strathroy. Surrounding land uses are predominantly agricultural to the west, south and east, with Caradoc Sands Golf Club abutting the property to the north and the Strathroy settlement boundary just beyond that. Both Saxton Road and Walkers Drive

are classified as a 'local roads' under the jurisdiction of the Municipality of Strathroy-Caradoc. The lands are located within a 'Prime Agricultural Area' as defined by the 2020 Provincial Policy Statement and within the 'Agricultural' designation of the County and Strathroy-Caradoc Official Plans. The lands are currently zoned 'General Agricultural (A1) Zone' within the Strathroy-Caradoc Zoning By-law. Staff are supportive of the proposed rezoning as it is considered to be consistent with the Provincial Policy Statement; conforms to the Official Plans of both the County of Middlesex and the Municipality of Strathroy-Caradoc; and represents sound land use planning.

5.2.3 Comments in support of the proposed rezoning

None.

5.2.4 Comments in opposition of the proposed rezoning

None.

5.2.5 Comments and questions from Members of Council

None.

5.2.6 Motion to close the public meeting

Moved by Deputy Mayor McGuire

Seconded by Councillor Brennan

THAT: the public meeting to consider an application for rezoning for the property located at 8028 Walkers Drive be hereby closed.

Carried

5.2.7 Decision/Resolution

Moved by Councillor Hipple

Seconded by Councillor Kennes

THAT: the subject report for ZBA15-2023 be received for information, and further;

THAT: ZBA15-2023 application to rezone from 'General Agricultural (A1) Zone' to the 'Agricultural Purposes Only (A3) Zone' and a site-specific 'Agricultural Small Holdings (A2-36) Zone' for the property municipally known as 8028 Walkers Drive be

approved, and further;

THAT: By-law 68-23 be referred to the Consideration of By-laws Section of the Agenda for approval.

Carried

6. Approval of Minutes

6.1 Regular Council Meeting Minutes – September 18, 2023

Moved by Councillor Kennes

Seconded by Councillor Pelkman

THAT: the meeting minutes of September 18, 2023 be approved as written.

Carried

7. Notice of Motion

7.1 Councillor Brian Derbyshire - To be Voted

Moved by Councillor Derbyshire

Seconded by Councillor Willsie

THAT: Council direct staff to consult with CN Rail to determine if it is feasible to stop train whistling at rail crossings from Victoria Street to Amiens Road.

Carried

7.2 Mayor Colin Grantham - New

Mayor Grantham withdrew his notice of motion.

8. Drainage Matters

8.1 Section 76(1) – Varying of the Original Schedules of Assessment for the Campbell Drain 1976, Lamont Drain 1928, Campbell Drain 2001 and Campbell Drain 1974 - EPW-2023-53

Moved by Deputy Mayor McGuire

Seconded by Councillor Brennan

THAT: Council receive report EPW-2023-53 for information.

Carried

Moved by Councillor Pelkman

Seconded by Councillor Hipple

THAT: Council make an application to the Tribunal under Section 76(1) of the *Drainage Act* for permission to procure a report of an engineer to provide an updated schedule of assessment for future maintenance on the Campbell Drain Extension report, dated April 4, 1977, and further

THAT: the Township of Adelaide-Metcalf be notified of this application, and further;

THAT: Council include that the assessment schedules of the Lamont Drain 1928, (report dated June 28, 1928), the Campbell Drain 2001 (report dated May 31, 2001) and Campbell Drain Extension 1974 (report dated October 8, 1974) be updated as part of the engineer's report.

Carried

8.2 Lipsit Drain 1973 - Section 76(1) – Varying of an Original Schedule of Assessment - EPW-2023-54

Moved by Councillor Brennan

Seconded by Deputy Mayor McGuire

THAT: Council receive report EPW-2023-54 for information.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: Council appoint Spriet Associates Ltd. to prepare a new drainage report under section 76(1) of the *Drainage Act* to address the watershed and land use changes.

Carried

9. Communications

Mayor Grantham indicates that Item 9.2 is being referred to the meeting of October 16, 2023, as the resident has requested a delegation.

Moved by Councillor Brennan

Seconded by Councillor Pammer

THAT: Council receive the communication items for information.

Carried

Moved by Councillor Willsie

Seconded by Deputy Mayor McGuire

THAT: Council direct staff to provide a report based on the letter received from Parkhouse Drive at Troops Road for the first meeting in November.

Carried

9.1 Letter regarding Parkhouse Drive at Troops Road

9.2 Resident Letter - Ron Madill

9.3 Middlesex County - 2024 County Council Meeting Calendar

9.4 City of Hamilton - Request to Abandon Greenbelt Development

9.5 Letter regarding sidewalks - South Grove Meadows

10. Reports from Departments

10.1 Financial Services

10.1.1 Section 357 Application - FIN-2023-38

Bill Dakin, Director of Financial Services presents a report on a Section 357 Application.

Councillor Pelkman wonders if there is a timeline in order to speed up the renovation process. Director Dakin indicates that through the Finance Department there is no way to speed things up in order to process these applications quicker. Jennifer Huff, Director of

Building and Planning also indicates that building permits are issued but there are no tools to force them to occupy faster.

Councillor Kennes asks how much control Council has over these requests. Director Dakin indicates that MPAC does reduce the assessment and under the Municipal Act, the applicant can petition to Council for this reduction, therefore it is a Council decision.

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: the report FIN-2023-38 be received for information.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: the applications for 1822039 Ontario Ltd. be approved for processing for the total refund of \$83,528.44.

Carried

10.1.2 Section 357 Application - FIN-2023-39

Bill Dakin, Director of Financial Services presents a report on a Section 357 Application.

Moved by Councillor Pelkman

Seconded by Councillor Hipple

THAT: the report FIN-2023-39 be received for information.

Carried

Moved by Councillor Kennes

Seconded by Councillor Derbyshire

THAT: the application for 28 Concord St. be approved for processing for refund of \$646.92.

Carried

10.2 Building and Planning

10.2.1 Assumption – Northern Woods Subdivision, Strathroy - BBP-2023-118

Jennifer Huff, Director of Building and Planning presents a report on the Assumption - Northern Woods Subdivision which is located in the north end of Strathroy, south of Thorn Drive and east of Head Street North. This phase includes 60 single-detached dwellings, a woodlands block, walkway and a municipal parking lot for the trails. Multiple inspections and repairs of the works have been completed and staff are satisfied that all requirements under the subdivision agreement have been met.

Moved by Councillor Pammer
Seconded by Councillor Hipple

THAT: Report BBP-2023-118 be received for information.

Carried

Moved by Deputy Mayor McGuire
Seconded by Councillor Hipple

THAT: Council assume all streets and blocks within plan 33M-722, and further;

THAT: By-law 71-23 be referred to the Consideration of By-laws Section of the Agenda for approval.

Carried

10.3 Chief Administrative Officer

10.3.1 Hiring Report – Environmental Services Coordinator - HR-2023-14

Moved by Councillor Brennan
Seconded by Councillor Kennes

THAT: Report HR-2023-14, Hiring Report – Environmental Services Coordinator, be received for information.

Carried

11. Reports from Boards and Committees

Moved by Councillor Kennes
Seconded by Councillor Hipple

THAT: the reports from boards and committees be received for information.

Carried

11.1 Downtown Strathroy BIA Executive Meeting Minutes - August 8, 2023

11.2 Police Services Board Monthly Activity Reports - August 2023

11.3 Police Services Board Meeting Minutes - August 15, 2023

12. County Council Report

12.1 Middlesex County Council Highlights - September 12, 2023

Deputy Mayor McGuire share some highlights from the Middlesex County Council Meeting of September 26, 2023. He indicates that there was a delegation from Brian Hill, President, Board of Directors, N'Amerind Friendship Centre regarding Truth and Reconciliation and there was a OPA62 report from Middlesex Centre pertaining to consultation with Chippewa First Nations and Indigenous Communities. The report was referred back to staff.

13. Enquiries or Comments by Members

Councillor Kennes would like to consider some costs on our capital project regarding an overpass or underpass for the railroad lines. He would like to know the costs involved.

Councillor Derbyshire reminds the community that harvest has started and there is a lot of farm equipment on the roads and asks the residents to slow down.

Councillor Brennan had an inquiry regarding sidewalks. He wonders when construction is done, and they are installed if they can be level and not tilted to the grade of the existing driveways. Director Jake Straus indicates that sidewalks will be installed via the AODA standards.

Councillor Pelkman wonders on the status of the stoplights that were approved for the intersection of Head Street and Metcalfe Street. Mayor Grantham indicates that this will not be completed until 2024.

Councillor Pammer shares that she would like to recognize National Truth and Reconciliation Day within the municipality with a ceremony and not just as a closure.

Deputy Mayor McGuire agrees with Councillor Pammer and would like to know the details on the Drury Lane project, including what occurred that led to those changes.

Mayor Grantham also echos Councillor Pammer's comments.

14. In Camera

Moved by Deputy Mayor McGuire

Seconded by Councillor Brennan

THAT: Council move into Closed Session at 7:15 p.m. for the purpose of discussing the following:

- One item in accordance with Council's Procedure By-law (to approve In-Camera Meeting Minutes)
- One item pursuant to Section 239(2)(f) of the *Municipal Act, 2001*, as amended, regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Legal Advice)

Carried

15. Open Session Resume

Moved by Deputy Mayor McGuire

Seconded by Councillor Hipple

THAT: Closed Session adjourn at 7:32 p.m. and Open Session resume.

Carried

16. Report on In Camera Matters

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: the direction given in Closed Session be approved.

Carried

17. Consideration of By-laws

17.1 By-law No. 58-23

Moved by Councillor Brennan
Seconded by Councillor Kennes

THAT: Council approves the Revised Member Code of Conduct and the Council-Staff Relations Policy, and further;

THAT: By-law No. 58-23 receive first, second and third and final reading.

Carried

17.2 By-law No. 68-23

Moved by Councillor Hipple
Seconded by Councillor Pammer

THAT: By-law No. 68-23 receive first, second and third and final reading.

Carried

17.3 By-law No. 69-23

Moved by Councillor Kennes
Seconded by Councillor Pelkman

THAT: By-law No. 69-23 receive first, second and third and final reading.

Carried

17.4 By-law No. 70-23

Moved by Councillor Pammer
Seconded by Councillor Kennes

THAT: By-law No. 70-23 receive first, second and third and final reading.

Carried

17.5 By-law No. 71-23

Moved by Councillor Pelkman
Seconded by Councillor Hipple

THAT: By-law No. 71-23 receive first, second and third and final reading.

Carried

17.6 By-law No. 72-23

Moved by Councillor Brennan

Seconded by Councillor Kennes

THAT: By-law No. 72-23 receive first, second and third and final reading.

Carried

18. Schedule of Meetings

19. Adjournment

Moved by Councillor Hipple

Seconded by Councillor Willsie

THAT: the October 3, 2023 Regular Council Meeting adjourn at 7:39 p.m.

Carried

Mayor

Acting Clerk