

**Municipality of Strathroy-Caradoc**  
**Community Development Advisory Committee (CDAC)**

**Minutes**

**Tuesday, November 14, 2023**

**7:00 p.m.**

**Hybrid Meeting (Virtual and In-Person)**

Present: Chair Chris Soares  
Vice-Chair Adrienne Griffin  
Councillor Donna Pammer  
Councillor Steve Pelkman  
Councillor Greg Willsie  
Member Jagger Benham  
Member Steven Derbyshire  
Member Sheri Faccenda  
Member Brad Richards

Absent with Notice: Member Wendy Marshman

Also Present: Rob Lilbourne, Director of Community Services  
Paul Lattimore, Supervisor of Recreation, Programs and  
Community Liaison  
Darren Dowding, Supervisor of Parks & Recreational Facilities  
Melonie Carson, Administrative Assistant (Recorder)

Others Present: Kait Topham, Events & Booking Coordinator

**1. Roll Call**

**2. Approval of Agenda**

**Moved by** Member Brad Richards

**Seconded by** Councillor Donna Pammer

**THAT:** the November 14, 2023 Community Development Advisory Committee (CDAC) Meeting Agenda be approved as circulated.

**Carried**

**3. Declaration of Pecuniary Interest**

Member Brad Richards declared an interest on item 7.1 - Community Events Program Application Evaluation as he is involved in one of the groups.

**4. Approval of Minutes**

**Moved by** Vice-Chair Adrienne Griffin

**Seconded by** Member Steven Derbyshire

**THAT:** the CDAC Meeting Minutes of October 10, 2023 be approved as written.

**Carried**

**4.1 Meeting Minutes of October 10, 2023**

**5. Unfinished Business**

**5.1 Customer Surveys**

Rob Lilbourne, Director of Community Services, advised that this will be brought forward to the next meeting.

5.1.1 Facilities

5.1.2 Programs

**6. Reports of Committees & Departments**

Rob Lilbourne, Director of Community Services, added that this will be brought forward to the next meeting.

**6.1 PTP**

6.1.1 List of Projects

**7. New Business**

**7.1 Community Events Program Application Evaluation**

Councillor Pammer and Member Jagger Benham declared a conflict of interest for item number 3 on the list, Chair Chris Soares declared a conflict of interest for item number 6 on the list and Member Brad Richards declared a conflict of interest for item number 11 on the list.

Rob Lilbourne, Director of Community Services, provided a background on the Community Events Program Application Evaluation and answered questions from members. Director Lilbourne noted that that there is a

budget number allocated to the Community Events Program and it was increased to \$53,000 in 2023 and will be the same for 2024.

Application #4 was referred back to the organization for clarification.

Applications #8 & 10 were referred back to the organization for clarification.

Application #11 was referred back to the organization for clarification.

**Moved by** Councillor Steve Pelkman  
**Seconded by** Councillor Greg Willsie

**THAT:** CDAC forward application #1 to Council for approval.

**Carried**

**Moved by** Councillor Greg Willsie  
**Seconded by** Councillor Steve Pelkman

**THAT:** CDAC forward application #2 to Council for approval.

**Carried**

**Moved by** Councillor Steve Pelkman  
**Seconded by** Councillor Greg Willsie

**THAT:** CDAC forward application #3 to Council for approval.

**Carried**

**Moved by** Councillor Donna Pammer  
**Seconded by** Member Jagger Benham

**THAT:** CDAC forward application #5 back to the organization for an updated budget and financials.

**Carried**

**Moved by** Councillor Steve Pelkman  
**Seconded by** Councillor Greg Willsie

**THAT:** CDAC forward application #6 to Council for approval.

**Carried**

**Moved by** Councillor Steve Pelkman  
**Seconded by** Councillor Greg Willsie

**THAT:** CDAC forward application #7 with the \$1000 request to Council for approval.

**Carried**

**Moved by** Councillor Steve Pelkman  
**Seconded by** Vice-Chair Adrienne Griffin

**THAT:** CDAC forward application #9 to Council for approval of \$1000.

**Carried**

## **8. Enquiries or Comments by Members**

Councillor Pelkman hopes everyone has a chance to enjoy the events that all the organizations are putting on and that everyone is responsible and doesn't drink and drive.

Kait Topham, Events & Booking Coordinator, is hoping to see support from committee in upping the budget for municipal events in the future or to help promote the sponsorship.

Member Brad Richards, added that last week had pleasure to get elected chair for the Senior Games Committee (Huron-Perth-Middlesex). Brad noted that will hopefully be hosting the regional games and should be a really big turnout.

Member Steve Derbyshire thinks keeping the budget the same for most organizations without having to cut anything would be a good goal to achieve.

Chair Chris Soares added that there there is a parade Saturday, Strathroy Rico Foods - Lions Parade at 1:00pm downtown. Chair Soares also noted that Winterfest is at the Fairgrounds, Recreation Complex also on Saturday and Crohn's and Colitis Let's Do Brunch Sunday is morning at the Strathroy Legion.

## **9. Schedule of Meetings**

- Tuesday, December 12, 2023 @ 7:00p.m.

**Moved by** Chair Chris Soares  
**Seconded by** Member Steven Derbyshire

**THAT:** CDAC permanently move the meetings to Tuesday @ 7:00 p.m.

**Carried**

**10. Adjournment**

**Moved by** Member Brad Richards  
**Seconded by** Vice-Chair Adrienne Griffin

**THAT:** the Community Development Advisory Committee (CDAC) Meeting adjourn at 8:36 p.m.

**Carried**

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Chair