

**Municipality of Strathroy-Caradoc**  
**Regular Council Session**  
**Minutes**

**Monday, March 18, 2024**  
**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, Director of Legal and Legislative  
Services/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  
Paul Zuberbuhler, Manager of Environmental Services

Others Present: Robert Brunet, Applicant  
Rose Bujnowski  
Heather Brunet  
Christine Tomlinson  
Jennifer Tomlinson  
Jackson Tomlinson  
Ashleigh Snow  
Steve Riczu  
Sue Hathaway  
Jacob Tomas  
Anthony Gubbels  
David Evans, RVA

**1. Roll Call**

The Clerk has confirmed Council attendance.

**2. Call to Order/Approve Agenda**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Willsie

**THAT:** the communications item 7.3 be removed for the agenda at the request of the submitter.

**THAT:** the March 18, 2024 - Regular Council Meeting Agenda be approved as amended.

**Carried**

**3. Declaration of Pecuniary Interest**

None.

**4. Presentations/Delegations/Petitions**

**4.1 Recognition of Special Olympians Jacob Thomas and Jackson Tomlinson**

Mayor Colin Grantham presented Jacob Thomas and Jackson Tomlinson, Special Olympics Medalists who competed in floor hockey and short track speed skating.

## 5. Public Meeting

### 5.1 Public Meeting No. 1

#### 5.1.1 Motion to open the public meeting

**Moved by** Councillor Brennan

**Seconded by** Councillor Kennes

**THAT:** the public meeting to consider an application for the rezoning and Draft Plan of Subdivision for the property located at Plan 34M11 PT Lot 2 & 3, Lot 17 & 18 - Adelaide Road, Mount Brydges. (959239 Ontario Ltd). be hereby opened.

**Carried**

#### 5.1.2 Report to be presented by the Planner.

Tim Williams, Senior Planner presented a report on the plan of subdivision and rezoning for 34M11 PT Lot 2 & 3, Lot 17 & 18- Adelaide Road, Mount Brydges. The purpose of the subject information report is to provide Council and the public background information on the subdivision and zoning application to accompany the scheduled public meeting on the March 18<sup>th</sup> Council Meeting. The public meeting seeks to collect comments from the public and Council. The proposal may then be amended, or additional information provide to address comments before a planning evaluation report is presented to Council. The draft plan of subdivision application proposes to develop the parcel with 111 single detached dwellings, and three townhouse blocks with a capacity for approximately 204 townhouse dwellings. The plan also proposes 5 new public roads with access to Adelaide Road and Falconbridge Drive. The proposal also includes two open space blocks for access, a park block and two stormwater management blocks. The application for zoning by-law amendment seeks to amend the zoning for the subject lands from “Future Development (FD) zone”, to a ‘Medium Density Residential (R2-H-5) zone’ and a ‘High Density Residential (R3-H-5) zone’ which will allow for above noted dwellings and the ‘Future Development (FD) zone’ and ‘Environmental Protection (EP) zone’ to ‘Open Space (OS) zone’ to accommodate the stormwater management facilities and parkland. An Open House was held on January 19, 2023. The following points were raised; impacts on adjacent homes, outlets for the

stormwater, location and quality of the water outletting and timing of construction.

5.1.3 Comments in support of the proposed rezoning

None.

5.1.4 Comments in opposition to the proposed rezoning

Rose Bujnowski and Mark Bujnowski, residents of 8779 Falconbridge shares their objection to changing the zoning as it will impact the family's business.

Marty Grover, a resident of 8672 Falconbridge also objected to the proposal.

5.1.5 Comments and questions from Members of Council

Council Pammer asks if there is a designated parkland in the proposal. Tim Williams, Senior Planner indicates that the parkland is designated which is under 4% and it was the preferred location as it has frontage on two streets.

Councillor Willsie has concerns with salt from the roads and wonders if there is anything to remove that from the water system so it doesn't effect any crops. Jennifer Huff, Director of Building and Planning indicates that the storm water management plan intends that the quality of the water is reviewed and that the water outletting is of Ministry standards.

5.1.6 Motion to close the public meeting

**Moved by** Councillor Kennes

**Seconded by** Councillor Hipple

**THAT:** the public meeting to consider an application for the rezoning and Draft Plan of Subdivision for the property located at Plan 34M11 PT Lot 2 & 3, Lot 17 & 18 - Adelaide Road, Mount Brydges. (959239 Ontario Ltd). be hereby closed.

**Carried**

5.1.7 Decision/Resolution

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** the subject report BBP-2024-27 for Draft Plan of Subdivision 39T-SC2302 and ZBA 19-2023 be received for information.

**Carried**

**6. Approval of Minutes**

**Moved by** Councillor Brennan

**Seconded by** Councillor Pammer

**THAT:** the meeting minutes be approved as written.

**Carried**

**Moved by** Councillor Brennan

**Seconded by** Councillor Kennes

**THAT:** Council authorize the hiring of a full-time Fire Prevention Officer.

**Carried**

**6.1 Regular Council Meeting Minutes – March 4, 2024**

**6.2 Finance Committee Meeting Minutes - March 04, 2024**

**7. Communications**

**Moved by** Councillor Kennes

**Seconded by** Councillor Hipple

**THAT:** Council receive the communication items for information.

**Carried**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Pelkman

**THAT:** item 7.1 be referred to staff for a report and recommendation.

**Carried**

**Moved by** Councillor Pammer

**Seconded by** Councillor Willsie

**THAT:** item 7.2 be referred to CDAC for consideration.

Carried

- 7.1 Philip & Sandra Blumenthal - Request for Reduction in Water Bill
- 7.2 Strathroy Lions Club - Request for Waiver of Registration Fees for Downtown Strathroy Market
- 7.3 Letter of Municipal Significance" Battle of 81 Event for the Thuss Family
- 7.4 Association of Municipalities Ontario - AMO's Social and Economic Prosperity Review
- 7.5 County of Lambton - Resolution Regarding Municipal Highway Infrastructure
- 7.6 Municipality of Tweed - Resolution Regarding Natural Gas
- 7.7 Tay Valley Township - Declaration of a Climate Change Crisis
- 7.8 Municipality of Brighton - Resolution Regarding Rideshare Services
- 7.9 Township of Amaranth - Resolution Regarding Operational Budget Funding

8. Notice of Motion

8.1 Councillor Willsie - To Be Voted On

**Moved by** Councillor Willsie

**Seconded by** Councillor Derbyshire

**THAT:** the "Not Connected" fees in Schedules A, B, C and D of the Water Rates and Charges by-law be frozen at the 2024 rate, and further;

**THAT:** these rates remain frozen until these existing properties connect to water and waste water services.

Carried

8.2 Councillor Derbyshire - To Be Voted On

**Moved by** Councillor Derbyshire

**Seconded by** Councillor Pammer

**THAT:** a Finance Committee be struck to review the capital and operations budgets in detail, and further;

**THAT:** the committee be comprised of Council as a Whole; and  
**THAT:** the committee meet once a month with the Directors of departments to gain an understanding of where the Municipality is at throughout the year, and further;  
**THAT:** the committee report back to Council and take any of Council's suggestions back to the committee.

**Carried**

### **8.3 Councillor Derbyshire - To Be Voted On**

**Moved by** Deputy Mayor McGuire  
**Seconded by** Councillor Kennes

**THAT:** the notice of motion be deferred to the next meeting of Council.

**Loss**

**Moved by** Councillor Derbyshire  
**Seconded by** Councillor Willsie

**THAT:** Council request a review and report by staff regarding By-law No. 07-18, the Fire Department Establishing and Regulating By-law, and further;

**THAT:** the report review the reporting structure of the Fire Chief to the CAO and the possibility of the Fire Chief reporting more directly to Council, and further;

**THAT:** the report review the service levels for Fire Prevention Inspections and the possibility of these service levels to being set by Council, and further;

**THAT:** the report review the possibility of the Municipality's Human Resources department providing greater support to Fire Services.

**Carried**

### **8.4 Councillor Derbyshire - Not To Be Voted On**

## **9. Reports from Departments**

### **9.1 Legal and Legislative Services**

9.1.1 Alternate Locations for Council Meetings - LLS-2024-01

**Moved by** Councillor Pammer  
**Seconded by** Councillor Willsie

**THAT:** Council receive Report LLS-2024-01 for information, and further;

**Carried**

**Moved by** Councillor Willsie  
**Seconded by** Councillor Derbyshire

**THAT:** the report be deferred until there is more information regarding technology restraints and if the meetings can be recorded.

**Carried**

#### 9.1.2 Extension of Animal Control Agreement - LLS-2024-02

**Moved by** Councillor Brennan  
**Seconded by** Councillor Hipple

**THAT:** Report LLS-2024-02 be received for information, and further;

**Carried**

**Moved by** Councillor Kennes  
**Seconded by** Councillor Hipple

**THAT:** Council authorize the execution of an extension to the Animal Control Agreement with Animal Care Centre Lobo for three (3) months ending June 30, 2024; and

**THAT:** By-law 27-24, authorizing the extension of the agreement for Animal Control, be referred to the Consideration of By-laws section of the agenda.

**Carried**

## 9.2 Financial Services

### 9.2.1 2023 Board and Council Remuneration and Expense Report - FIN-2024-08



**Moved by** Councillor Brennan  
**Seconded by** Councillor Kennes

**THAT:** Council receive report FIN-2024-08 2023 Board and Council Remuneration and Expense Report for Information.

**Carried**

### **9.3 Building and Planning**

#### **9.3.1 2023 Building, By-law and Planning Activity Summary Report - BBP-2024-28**

Jennifer Huff, Director of Building and Planning presented the 2023 Building, By-law and Planning Activity Summary Report and highlights the activities in department for 2023.

**Moved by** Councillor Kennes  
**Seconded by** Councillor Pammer

**THAT:** Council receive report BBP-2024-28 for information.

**Carried**

#### **9.3.2 Report on Surplus Lands - BBP-2024-29**

Jennifer Huff, Director of Building and Planning presented a report on surplus lands. At the request of Council at the meeting of February 5, 2024, the director brings forward a map of surplus lands in the municipality.

Councillor Pammer requests next steps from the CAO. Trisha McKibbin, CAO indicates that next steps would be for Council to request focus on any properties that you would like to see further information on.

**Moved by** Councillor Pelkman  
**Seconded by** Councillor Pammer

**THAT:** Council receive BBP-2024-29 on surplus lands for information.

**Carried**

#### **9.3.3 Attainable Housing Opportunities - BBP-2024-21**

**Moved by** Councillor Hipple  
**Seconded by** Deputy Mayor McGuire

**THAT:** Report BBP-2024-21 on attainable housing opportunities be received for information.

**Carried**

#### 9.3.4 CIP Application Q1 2024 - BBP-2024-25

Deputy Mayor McGuire indicated for the record that there is no relation to the applicant.

Mayor Grantham called for a Recess at 8:06 p.m.

Mayor Grantham resumed the meeting at 8:20 p.m.

**Moved by** Deputy Mayor McGuire  
**Seconded by** Councillor Pelkman

**THAT:** Council receive report BBP-2024-25 for information, and further;

**Carried**

**Moved by** Councillor Pelkman  
**Seconded by** Councillor Brennan

**THAT:** Council approve Diane McGuire's application for funding through the Beautification Program to the maximum amount of \$9,850, and further;

**THAT:** By-law 23-24, which authorizes a community improvement agreement with Diana McGuire, be referred to the Consideration of By-laws section of the agenda.

**Carried**

## 9.4 Community Services

### 9.4.1 Municipal Facilities Being Used in Weather Emergencies - CS-2024-07

Rob Lilbourne, Director of Community Services presented the report on Municipal Facilities Being Used in Weather Emergencies.

The report was requested by Council at the December 4, 2023, meeting. He explains the options within the municipality as well as the differences of weather emergencies.

**Moved by** Councillor Pelkman

**Seconded by** Deputy Mayor McGuire

**THAT:** Council receive report CS-2024-07 titled “Municipal Facilities Being Used in Weather Emergencies” for information.

**Carried**

#### 9.4.2 Parks Condition Assessment RFP Award - CS-2024-12

**Moved by** Councillor Brennan

**Seconded by** Councillor Hipple

**THAT:** Report CS-2024-12 Park Condition Assessment RFP Award be received for information, and further;

**Carried**

**Moved by** Councillor Pelkman

**Seconded by** Councillor Brennan

**THAT:** Council approved the awarding of the RFP to Largo Facility Management for the value of \$34,345.00 plus HST;

**Carried**

### 9.5 Engineering and Public Works

#### 9.5.1 Annual Reporting – Wastewater Facilities 2023 - EPW-2024-24

**Moved by** Councillor Brennan

**Seconded by** Councillor Kennes

**THAT:** Council receive report EPW 2024-24 regarding the 2023 Annual Reports for the Strathroy and Mount Brydges Wastewater Treatment Facilities for information.

**Carried**

**Moved by** Councillor Willsie  
**Seconded by** Councillor Brennan

**THAT:** Council direct staff to come back with a report on the operational changes done on the Mount Brydges Wastewater Treatment facility both by staff and the consultants; and further  
**THAT:** that report include the results whether positive or negative, these are the changes that were implemented.

**Carried**

9.5.2 Long Range Financial Plan and Water/Wastewater Rates Study -  
Tender Award - EPW-2024-30

**Moved by** Councillor Brennan  
**Seconded by** Councillor Kennes

**THAT:** Council receive Report EPW 24-30 regarding the Long Range Financial Plan and Water/Wastewater Rates Study – Tender Award, and further;

**Carried**

**Moved by** Councillor Kennes  
**Seconded by** Councillor Derbyshire

**THAT:** Council approve the Long Range Financial Plan, Water/Wastewater Rates Study be funded from the 2024 Water and Wastewater Capital Budgets, and further;  
**THAT:** Council award the Long Range Financial Plan, Water/Wastewater Rates Study to BMA Management Consulting Inc. in the amount of \$31,504.40 including full HST.

**Carried**

9.5.3 Mt. Brydges WWTF Interim Solution - Tender Award - EPW-2024-  
27

David Evans, RVA made a presentation to Council regarding the Mt Brydges Wastewater Treatment Facility interim solution.

Councillor Derbyshire requested that a recorded vote be taken.

**Moved by** Councillor Brennan  
**Seconded by** Councillor Pelkman

**THAT:** Council receive report EPW 2024-27 regarding the Mt. Brydges WWTF Interim Solution - Tender Award for information, and further;

**Carried**

**Moved by** Councillor Brennan  
**Seconded by** Councillor Kennes

**THAT:** Council award the Mt. Brydges Interim Solution to Finnbilt General Contracting Limited in the amount of \$723,079.10 (incl. full HST), and further,

**THAT:** Council award the Contact Administration for the Mt. Brydges Interim Solution to RV Anderson in the amount of \$66,535 (incl. full HST).

For (6): Mayor Grantham, Councillor Brennan, Councillor Kennes, Councillor Pelkman, Councillor Pammer, and Councillor Hipple

Against (3): Deputy Mayor McGuire, Councillor Willsie, and Councillor Derbyshire

**Carried (6 to 3)**

## **9.6 Fire Services**

### 9.6.1 Fire Service Advisory Board, FIRE-2024-04

**Moved by** Councillor Brennan  
**Seconded by** Councillor Kennes

**THAT:** Council Receive Report No. Fire-2024-04 for information and; further

**Carried**

**Moved by** Councillor Willsie  
**Seconded by** Councillor Brennan

**THAT:** Council defer the terms of reference in order to bring back a revised version that the Deputy Mayor and the Fire Chief approve.

**Carried**

**9.7 Chief Administrative Officer**

9.7.1 Hiring Report – Building Inspector / Plans Examiner - HR-2024-06

**Moved by** Councillor Pammer  
**Seconded by** Councillor Pelkman

**THAT:** Report HR-2024-06, Hiring Report – Building Inspector / Plans Examiner, be received for information.

**Carried**

9.7.2 Service Delivery Review RFP - CAO-2024-07

**Moved by** Councillor Brennan  
**Seconded by** Councillor Kennes

**THAT:** Council receive report CAO-2024-07 Service Delivery Review RFP for information, and further;

**Carried**

**Moved by** Councillor Kennes  
**Seconded by** Councillor Brennan

**THAT:** Council direct the CAO to release the Service Delivery Review RFP as presented.

**Carried**

**10. Reports from Boards and Committees**

**Moved by** Councillor Brennan  
**Seconded by** Councillor Pammer

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

**Carried**

**10.1 Caradoc Housing Corporation Meeting Minutes - January 17, 2024**

**10.2 Committee of Adjustment Meeting Minutes - January 01, 2024**

**10.3 Community Development Advisory Committee (CDAC) Meeting Minutes - January 9, 2024**

**11. County Council Report**

**11.1 Middlesex County Council Meeting Highlights - March 12, 2024**

**12. Enquiries or Comments by Members**

Councillor Hipple has concerns with traffic and speeding on Adelaide Road and Bowen Street. She also adds that she received a lot of positive feedback regarding the March Break activities.

**Moved by** Mayor Grantham

**Seconded by** Councillor Kennes

**THAT:** Staff be directed to come back with a report regarding procedures with the train stoppages in the municipality.

**Carried**

**13. Schedule of Meetings**

**14. In Camera**

**Moved by** Councillor Brennan

**Seconded by** Councillor Kennes

**THAT:** Council move into closed session at 10:06 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)(e) of the *Municipal Act, 2001*, as amended, regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- Two items pursuant to Section 239(2)(b) of the *Municipal Act, 2001*, as amended, personal matters about an identifiable individual, including municipal employees,
- Two items pursuant to Section 239(2)(c) of the *Municipal Act, 2001*, as amended, regarding a proposed or pending acquisition or disposition of land by the municipality.

**Carried**

**15. Open Session Resume**

**Moved by** Councillor Kennes

**Seconded by** Deputy Mayor McGuire

**THAT:** Closed Session adjourn at 10:28 p.m. and Open Session resume.

**Carried**

**16. Report on Closed Session**

Mayor Grantham reports that Council moved into Closed Session 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)(e) of the *Municipal Act, 2001*, as amended, regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- Two items pursuant to Section 239(2)(b) of the *Municipal Act, 2001*, as amended, personal matters about an identifiable individual, including municipal employees,
- Two items pursuant to Section 239(2)(c) of the *Municipal Act, 2001*, as amended, regarding a proposed or pending acquisition or disposition of land by the municipality.

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Pelkman

**THAT:** the direction in Closed Session be approved.

**Carried**

**17. Consideration of By-laws**

**17.1 By-law No. 23-24**

**Moved by** Councillor Kennes

**Seconded by** Councillor Hipple

**THAT:** By-law No. 23-24 receive first, second and third and final reading.



**Carried**

**17.2 By-law No. 26-24**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Pelkman

**THAT:** By-law No. 26-24 receive first, second and third and final reading.

**Carried**

**17.3 By-law No. 27-24**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Pammer

**THAT:** By-law 27-24 receive first, second and third and final reading.

**Carried**

**17.4 By-law No. 25-24**

**Moved by** Councillor Kennes

**Seconded by** Councillor Hipple

**THAT:** By-law 25-24 receive first, second and third and final reading.

**Carried**

**18. Adjournment**

**Moved by** Councillor Kennes

**Seconded by** Councillor Hipple

**THAT:** the March 18, 2024 Regular Council Meeting adjourn at 10:30 p.m.

**Carried**

Mayor

Clerk