

**Municipality of Strathroy-Caradoc**

**Regular Council Session**

**Minutes**

**Monday, July 15, 2024**

**6:00 p.m.**

**Caradoc Community Centre**

**565 Lions Park Drive**

**Mount Brydges, Ontario**

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

Absent with Notice: Councillor John Brennan

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  
Melonie Carson, Administrative Assistant (Recorder)  
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: Larry Cowan  
Jim Morton  
Rose Bujnowski  
Dylan Pammer  
Allanna Atchison  
Barbara Atchison

**1. Roll Call**

The Clerk has confirmed Council attendance.

Councillor Brennan is absent with notice and has appointed Councillor Kennes as his proxy.

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

**Moved by** Councillor Kennes

**Seconded by** Councillor Pelkman

**THAT:** the July 15, 2024 Regular Council Meeting Agenda be approved as circulated.

**Carried**

**3. Declaration of Pecuniary Interest**

None.

**4. Presentations/Delegations/Petitions**

**4.1 Caradoc Housing Corporation Update**

Councillor Donna Pammer, the Chair of Strathroy Caradoc Housing Corporation made a presentation to Council which included the 2024 Budget and the new appointed board members. She indicates that Caradoc Place on Adelaide Road is currently at 90% capacity.

**Moved by** Councillor Pelkman

**Seconded by** Councillor Kennes

**THAT:** Council approve the Strathroy Caradoc Housing Corporation 2024 Budget.

**Carried**

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

**THAT:** Council approve the following appointments to the Strathroy Caradoc Housing Corporation:

- Mayor Colin Grantham
- Deputy Mayor Mike McGuire
- Councillor Donna Pammer
- Councillor Greg Willsie
- Member Heather Martineau

**Carried**

## **5. Public Meeting**

### **5.1 Public Meeting No. 1**

#### 5.1.1 Motion to open the public meeting

**Moved by** Councillor Kennes  
**Seconded by** Councillor Willsie

**THAT:** the Public Meeting is to consider an application for a Zoning By-law Amendment for the property located at 6729 & 6735 Calvert Drive be hereby opened.

**Carried**

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

Tim Williams, Manager of Planning presents his report on the application for Zoning By-law Amendment for 6729 & 6735 Calvert Drive. He indicates that a zone change application has been submitted to satisfy a condition of consent respecting Consent B21-2023. The consent application proposed the severance of a dwelling surplus to a farm operation as a result of a farm consolidation. The subject zone change application proposes to re-zone the 'lands to be severed' to a site-specific 'Agricultural Small Holdings (A2-38) Zone' and to re-zone the 'lands to be retained' to a site-specific 'Agricultural Purposes Only (A3-10) Zone' in order to satisfy one of the consent conditions. The subject lands comprise

approximately 28 ha (69.2 ac) of agricultural land located on the south side of Calvert Drive (County Road 10), east of Melbourne Road (County Road 9) in the former Township of Caradoc. Surrounding land uses are predominately agricultural and rural residential in nature. Calvert Drive (County Road 10) is classified as an 'arterial road' under the jurisdiction of the County of Middlesex. 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.

5.1.3 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

None.

5.1.6 Motion to close the public meeting

**Moved by** Councillor Pelkman

**Seconded by** Deputy Mayor McGuire

**THAT:** the Public Meeting is to consider an application for an Official Plan Amendment and a Zoning By-law Amendment for the property located at 24546 Adelaide Rd in Strathroy be hereby closed.

**Carried**

5.1.7 Decision/Resolution

**Moved by** Councillor Hipple

**Seconded by** Councillor Kennes

**THAT:** the subject report for ZBA22-2023 be received for information; and

**THAT:** ZBA22-2023 application to amend the zoning for the property municipally known as 6729 and 6735 Calvert Drive (County Road 10) be approved; and

**THAT:** By-law 64-24 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 – July 2, 2024**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** the July 2, 2024 Regular Council Meeting minutes be approved as written.

**Carried**

**7. Communications**

**Moved by** Councillor Kennes

**Seconded by** Councillor Willsie

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

**Carried**

**7.1 Temporary Wye Connection Request - Proposed Severed Parcel Fronting Emerson Street (Currently Part of 22608 Adelaide Road)**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Willsie

**THAT:** the request be referred to staff for input regarding feasibility with a return date of August 6, 2024.

**Carried**

**7.2 Building Permit Detailed Summary Report - Quarter 2 - 2024**

**7.3 Municipality of Tweed - Resolution Regarding OPP Funding**

**7.4 Cobalt Township - Resolution Requesting Financial Assistance to Complete Asset Retirement Obligations**

**7.5 Township of Otonabee-South Monaghan - Correspondence Regarding Regulations for the Importation and Safe Use of Lithium-ion Batteries**

**7.6 City of St. Catharines - Resolution Regarding Green Roads Pilot Project**

**Moved by** Councillor Pammer  
**Seconded by** Councillor Hipple

**THAT:** Staff prepare a report on the investigation on other alternative construction materials and methods for road works that minimizes the Municipality's carbon footprint and are more environmentally sustainable, including the opportunities for funding.

**Carried**

**8. Reports from Departments**

**8.1 Building and Planning**

**8.1.1 Planning Committee Options Report - BBP-2024-78**

Jennifer Huff, Director of Building and Planning presents a report on the Planning Committee Options. She indicates that at the Council Meeting of February 5, 2024, a council resolution was passed to strike a Building and Planning Committee and for it to commence on September 1, 2024.

Councillor Willsie has concerns with the process and doesn't want it to hinder on it and wonders if the committee can be a place where residents can come to ask questions.

Councillor Hipple feels that would be beneficial for a council as a whole.

Councillor Kennes has concerns with Council giving advice on Planning items.

Councillor Pammer has concerns that this committee would add another layer and is unsure what this would achieve.

Councillor Pelkman also has concerns that the process would delay applications but would support on an ad hoc basis for bigger projects.

Councillor Derbyshire understood that this committee would be about planning ahead as a council and not about the day-to-day applications.

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Hipple

**THAT:** Council receive report BBP-2024-78 Planning Committee Options Report for information.

**Carried**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** the report be referred back to staff to narrow down the scope of the original motion, and to return in three meetings' time.

**Carried**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Willsie

**THAT:** the September 1st, 2024, deadline on the original motion to establish a Planning Committee be removed; and

**THAT:** a report return to a future Strategic Priorities meeting.

**Carried**

8.1.2 Lions Gate Subdivision, Mt. Brydges - Assumption - BBP-2024-75

**Moved by** Councillor Pammer

**Seconded by** Councillor Willsie

**THAT:** Council receive report BBP-2024-75 Lions Gate Subdivision, Mt. Brydges – Assumption for information.

**Carried**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Pelkman

**THAT:** By-law 65-24 which provides for the assumption of the Lions Gate Subdivision in Mt. Brydges be forwarded to the 'Consideration of By-laws' section of the agenda for adoption.

**Carried**

8.1.3 Southgrove Assumption Report - BBP-2024-79

**Moved by** Councillor Pelkman  
**Seconded by** Councillor Hipple

**THAT:** Council receive report BBP-2024-79 Southgrove Assumption Report for information.

**Carried**

**8.2 Financial Services**

8.2.1 2024 Q1 Financial Update, FIN-2024-15

**Moved by** Councillor Kennes  
**Seconded by** Councillor Willsie

**THAT:** Council receive Report FIN-2024-15 Q1 Financial Update for information.

**Carried**

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

**THAT:** the AP reports be brought to the second meeting of the month going forward, to start with the 2024 calendar year to date.

**Carried**

**8.3 Community Services**

8.3.1 Revised RZone Policy - CS-2024-23

**Moved by** Councillor Hipple  
**Seconded by** Councillor Pammer

**THAT:** Council receive report CS-2024-23 Revised RZone Policy for information.



**Carried**

**Moved by** Councillor Hipple  
**Seconded by** Councillor Pelkman

**THAT:** Council approve the revised RZone Policy, and further;  
**THAT:** By-law No. 69-24 be referred to the Consideration of By-laws section of the agenda for approval.

**Carried**

8.3.2 Commercial Autonomous Mower Cost Sharing Proposal - CS-2024-26

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

**THAT:** Council receive report CS-2024-26 Commercial Autonomous Mower Cost Sharing Proposal for information.

**Carried**

**Moved by** Councillor Pelkman  
**Seconded by** Councillor Kennes

**THAT:** Council direct staff to utilize Progress through Partnership (PTP) program funds to a maximum of \$20,000.00, matching the funds from the Strathroy United Football Club (SUFC), for the purchase of a Commercial Autonomous Mower.

**Carried**

8.3.3 Emergency Secondary Refrigerant Pump Repair and Replacement - CS-2024-27

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

**THAT:** Council receive report CS-2024-27 titled Emergency Secondary Refrigerant Pump Repair and Replacement for information.

**Carried**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** Council approve option 4 within the report.

**Carried**

#### **8.4 Engineering and Public Works**

8.4.1 Mt Brydges Waste Water Treatment Facility Update - Sand - EPW-2024-51

**Moved by** Councillor Kennes

**Seconded by** Deputy Mayor McGuire

**THAT:** Council receive the Report EPW 2024-51 Mt, Brydges Waste Water Treatment Facility Update – Sand for information.

**Carried**

8.4.2 Darcy Drive Copper Water Service Replacements - Tender Award - EPW-2024-57

**THAT:** accept the temporary and sole source... Pelkman and Kennes check with Brianna

**Moved by** Councillor Willsie

**Seconded by** Councillor Kennes

**THAT:** Council receive Report EPW 2024-50 Darcy Drive Copper Water Service Replacements - Tender Award for information.

**Carried**

**Moved by** Councillor Pelkman

**Seconded by** Councillor Kennes

**THAT:** Council award the Darcy Drive Copper Water Service Replacements in the amount of \$78,196 (incl HST) to Master Utility Division Inc; and

**THAT:** Master Utility Division Inc. provide a quote for the remainder of the work.

**Carried**

**9. Reports from Boards and Committees**

**Moved by** Councillor Kennes

**Seconded by** Deputy Mayor McGuire

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

**Carried**

**9.1 Police Services Board - Monthly Activity Reports - May 2024**

**9.2 Police Services Board Meeting Minutes - May 22, 2024**

**10. County Council Report**

Deputy Mayor McGuire indicates that County Council will be meeting tomorrow July 16, 2024.

**11. Enquiries or Comments by Members**

Councillor Hipple inquires on the Scouts signage. Director Lilbourne indicates that it should be done for next week.

Councillor Kennes raises concern regarding the flowerpots on Head Street as they have been damaged.

Councillor Pelkman attended the Warden's Golf Tournament which he was able to get some information on the streetlight at Head St and Metcalfe St. He indicates that Middlesex County is waiting on other suppliers.

Councillor Pammer has had some inquiries regarding the Strathroy Downtown Beautification ad its timeline. Trisha McKibbin, CAO explains that the design still has to be refined and it won't be considered until 2026.

Deputy Mayor McGuire wonders about putting together a coordinated approach on how to handle the amount of rainfall going forward.

Mayor Grantham shares that the Canadian Mental Health is facing a funding shortage and will be reaching out to the director regarding that issue.

**12. Schedule of Meetings**

**13. In Camera**

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

**THAT:** Council move into closed session at 8:11 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)(d) of the *Municipal Act, 2001*, as amended, regarding labour relations or employee negotiations (Hiring Report);
- One item pursuant to Section 239(2)(b) of the *Municipal Act, 2001*, as amended, regarding personal matters about an identifiable individual, including municipal employees (Strathroy Caradoc Housing Corporation);
- One item pursuant to Section 239(2)(k) of the *Municipal Act, 2001*, as amended, a position, plan, procedure, criteria, or instruction to be applied to negotiations. (Southgrove Agreement).

**Carried**

#### **14. Open Session Resume**

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

**THAT:** Closed Session adjourn at 9:27 p.m. and Open Session resume.

**Carried**

#### **15. 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)(d) of the *Municipal Act, 2001*, as amended, regarding labour relations or employee negotiations (Hiring Report);

- One item pursuant to Section 239(2)(b) of the Municipal Act, 2001, as amended, regarding personal matters about an identifiable individual, including municipal employees (Strathroy Caradoc Housing Corporation);
- One item pursuant to Section 239(2)(k) of the Municipal Act, 2001, as amended, a position, plan, procedure, criteria, or instruction to be applied to negotiations. (Southgrove Agreement).

**Moved by** Councillor Kennes  
**Seconded by** Councillor Willsie

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

**Carried**

## 16. Consideration of By-laws

### 16.1 By-law No. 63-24

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

**THAT:** By-law No. 63-24 receive first, second and third and final reading.

**Carried**

### 16.2 By-law No. 64-24

**Moved by** Councillor Kennes  
**Seconded by** Councillor Willsie

**THAT:** By-law No. 64-24 receive first, second and third and final reading.

**Carried**

### 16.3 By-law No. 65-24

**Moved by** Councillor Derbyshire  
**Seconded by** Councillor Hipple

**THAT:** By-law No. 65-24 receive first, second and third and final reading.

**Carried**

### 16.4 By-law No. 68-24

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

**THAT:** By-law No. 68-24 receive first, second and third and final reading.

**Carried**

**16.5 By-law No. 69-24**

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

**THAT:** By-law No. 69-24 receive first, second and third and final reading.

**Carried**

**16.6 By-law No. 70-24**

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

**THAT:** By-law No. 70-24 receive first, second and third and final reading.

**Carried**

**17. Adjournment**

**Moved by** Councillor Hipple  
**Seconded by** Councillor Willsie

**THAT:** the July 15, 2024 Regular Council Meeting adjourn at 9:32 p.m.

**Carried**

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Mayor

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Clerk