

**Municipality of Strathroy-Caradoc**  
**Special Meeting of Council**  
**Meeting Minutes**

**Monday, September 9, 2024**  
**5:00 p.m.**

**Committee Room (2nd Floor) - In Person**  
**Strathroy-Caradoc Municipal Office**  
**52 Frank Street**  
**Strathroy, Ontario**

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  
Brianna Hammer-Keidel, Director of Legal and Legislative Services/Clerk  
Melonie Carson, Deputy Clerk/Records Management Coordinator (Recorder)  
Bill Dakin, Director of Financial Services/Treasurer  
Rob Lilbourne, Director of Community Services

Others Present: Mark Ortiz, Director of Engineering & Public Works

**1. Roll Call**

Mayor Grantham confirmed Council attendance noting that all members were present.

**2. Declaration of Pecuniary Interest**

None.

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

**Moved by** Councillor Pammer

**Seconded by** Councillor Kennes

**THAT:** the September 9, 2024 Special Council meeting agenda be approved as circulated.

**Carried**

**4. Strategic Priorities Reports**

**4.1 Procedure By-law Update**

Brianna Hammer-Keidel, Director of Legal & Legislative Services/Clerk, was present to speak to the report and answer questions from members. Members generally discussed the changes in the report and provided comments and suggestions.

Members discussed incorporating the "Enquiries and Comments by Members" agenda item into the Procedure By-law update. Members wished to have the option(s) to submit enquiries in writing prior to the meeting, or being able to bring up items under the "Enquiries and Comments" section of the agenda, and would like staff to bring back a more fulsome discussion on options to incorporate this.

**Moved by** Councillor Brennan

**Seconded by** Councillor Hipple

**THAT:** Council receive report LLS-2024-10 for information.

**Carried**

**Moved by** Councillor Brennan

**Seconded by** Councillor Willsie

**THAT:** Staff incorporate a process to receive delegations from the public regarding items on published Council agendas.

**Carried**

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

**THAT:** Council keep Proxy Voting in the Procedure By-law the way it currently stands.

**Loss**

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

**THAT:** Council not issue proclamations.

**Carried**

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

**THAT:** Council accept the updated process for Notices of Motions as set out in the report.

**Carried**

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

**THAT:** Council incorporate "Enquiries or Comments by Members" as it stands currently on the agenda in the Procedure By-law.

**Carried**

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

**THAT:** Council accept all other changes to the Procedure By-law.

**Carried**

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

**THAT:** Council direct staff to forward the revised Procedure By-law, inclusive of any changes recommended at the September 9 Strategic

Priorities Meeting, to a Regular Meeting of Council for final approval and enactment.

**Carried**

**4.2 Green and Inclusive Community Buildings Program & Community Sport and Recreation Infrastructure Fund Report, CS-2024-35**

Discussions began at 6:05 p.m.

Rob Lilbourne, Director of Community Services, was present to speak to the report and answer questions from members.

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

**THAT:** Council receive Report CS-2024-32 Green and Inclusive Community Buildings Program and Community Sport and Recreation Infrastructure Fund for information.

**Carried**

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

**THAT:** Council direct staff to apply to the CSRIF program with Priority #1 - Tri-Township Arena & Priority # 2 - Gemini Sportsplex, as identified in the report.

**Carried**

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

**THAT:** Council direct staff to apply to the GICB program with Priority #1 - Gemini Sportsplex, as identified in the report.

**Carried**

**4.3 2025 Budget Discussion Kick-Off, FIN-2024-17**

Discussions began at 6:25 p.m.

Bill Dakin, Director of Financial Services & IT/Treasurer, was present to speak to the report and answer questions from members.

Members generally discussed the meeting dates and had concerns about eliminating Strategic Priorities meetings, and would like the Mayor, CAO, and Clerk to work on the schedule and report back to Council.

Council members briefly discussed the top operational and capital priorities, noting that these items are provided for in the Strategic Plan and can be discussed at the future Finance Meeting. There was also discussion about the Service Delivery Review and how this will need to be taken into account for operations. Members would like a report brought back to the next Finance meeting relating to user fees.

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

**THAT:** Council receive report FIN-2024-17 2025-2027 Multi Year Budget Discussion report for information.

**Carried**

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

**THAT:** Council direct staff to aim for a 7% tax rate increase.

**Carried**

**5. Schedule of Meetings**

- Regular Council Meeting - Monday, September 16 @ 6:00 p.m. - Council Chamber/Hybrid
- Special Council Meeting (Service Delivery Review) - Tuesday, October 1 @ 5:00 p.m. - Council Chamber/Hybrid
- Regular Council Meeting - Monday, October 7 @ 6:00 p.m. - Council Chamber/Hybrid

**6. Consideration of By-laws**

**6.1 By-law 89-24**

A by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Strathroy-Caradoc.

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** By-law No. 89-24 receive first, second and third and final reading.

**Carried**

**7. Adjournment**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Derbyshire

**THAT:** the September 9, 2024 Special Council meeting adjourn at 6:57 p.m.

**Carried**

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Mayor

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Clerk