

Municipality of Strathroy-Caradoc
Regular Council Session
Minutes

Monday, October 21, 2024

6:00 p.m.

Hybrid Meeting (Council Chamber and Virtual)
Strathroy-Caradoc Municipal Office
52 Frank Street, Strathroy, Ontario

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

Absent with Notice: Councillor Frank Kennes

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
Tim Williams, Planner
Mark Ortiz, Director of Engineering & Public Works

Others Present: Ivan Cohen
Kyle Moysey
Aires Fernandes
Jim Morton
Sue Diguier
Tim Diguier
Haley Duncan

1. Roll Call

The Clerk has confirmed Council attendance.

2. Call to Order/Approve Agenda

Moved by Councillor Pammer

Seconded by Deputy Mayor McGuire

THAT: the October 21, 2024 Regular Council Meeting Agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

None.

4. Public Meeting

4.1 Public Meeting No. 1

4.1.1 Motion to open the public meeting

Moved by Councillor Hipple

Seconded by Councillor Brennan

THAT: the public meeting is to consider the application for Zoning By-law amendment for 29 Caradoc Street South, Strathroy. be hereby opened.

Carried

4.1.2 Report to be presented by the Planner

Tim Williams, Manager of Planning presented the report on the rezoning application for 29 Caradoc Street. The purpose of the Zoning By-law amendment application is to facilitate the rezoning of the existing single storey building from 'Medium Density Residential (R2) zone' to commercial General Commercial (C1) zone. The subject lands are located on the east side of Caradoc Street South and are approximately 734.7 m² (7,908 ft²) in size with approximately 22.53 m (73.9 ft) of frontage on Concord Street. The property also has frontage on Caradoc Street. The existing building

on the property is connected to municipal water and sanitary services, both are located within the Caradoc Street right-of-way and no changes are proposed. The development proposes to renovate the building to a commercial building with at least one unit. The Zoning By-law amendment proposes to rezone the lands from “Medium Density Residential (R2)” Zone to site specific “General Commercial (C1-#) Zone” with site-specific zoning provisions to establish decreased driveway and parking setbacks and landscaped open space to recognize the location of the existing building and the driveway which will run along the east side of the building. 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.

4.1.3 Comments in support of the proposed rezoning

None.

4.1.4 Comments in opposition to the proposed rezoning

Kyle Moysey, Resident of Concord Street is against a commercial property being built in this location. He has concerns with public safety and the amount of traffic in the area. Has also has concerns with flooding on Concord and how narrow the road is for construction trucks to drive in and out.

4.1.5 Comments and questions from Members of Council

Councillor Pammer wonders if changing the zoning would have any other effects on the property adjacent to it that is zoned C1. Tim Williams, Manager of Planning indicates that no it would not have any impact.

4.1.6 Motion to close the public meeting

Moved by Councillor Brennan
Seconded by Councillor Hipple

THAT: the public meeting is to consider the application for Zoning By-law amendment for 29 Caradoc Street South, Strathroy. be hereby closed.

Carried

4.1.7 Decision/Resolution

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: Report BBP-2024-117 regarding rezoning application ZBA 13-2024, be received for information.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Brennan

THAT: By-law 99-24 be referred to the Consideration of By-laws Section of the Agenda for consideration and approval.

Carried

4.2 Public Meeting No. 2

4.2.1 Motion to open the public meeting

Moved by Councillor Brennan

Seconded by Deputy Mayor McGuire

THAT: the public meeting to consider an application for a Zoning By-law amendment for the property at 62 McKellar Street, Strathroy be hereby opened.

Carried

4.2.2 Report to be presented by the Planner

Tim Williams, Manager of Planning presented his report on the rezoning application for 62 McKellar Street, Strathroy. The subject lands are located on the northwest corner of McKellar Street and Scott Street West and are approximately 637.71 m² (6864.3 ft²) in size with approximately 15.85 m (52 ft) of frontage on McKellar Street. The Scott Street frontage has 40.234 m (132 ft). The property contained a single detached dwelling which was recently removed. The subject zone change application proposes to re-zone the lands to be within the 'Medium Density Residential (R2) Zone' this would permit the semi-detached dwelling type. The property is connected to municipal water and sanitary services, and

access will be from Scott Street once the building is constructed. Both McKellar and Scott streets are classified as a 'local road' under the jurisdiction of the Municipality of Strathroy-Caradoc. Staff are supportive of the proposed rezoning as it is considered to be consistent with the Provincial Planning Statement 2024; conforms to the Official Plans of both the County of Middlesex and the Municipality of Strathroy-Caradoc; and represents sound land use planning.

4.2.3 Comments in support of the proposed rezoning

Tim Diguier, resident of Scott Street is in support of this rezoning but has some concerns.

Ivan Cohen, 86 McKellar , indicates that a neighbour was told it could not be rezoned but now it is up rezoning. He has concerns with the traffic and amount of cars on the street. He would like to see it remain an R1.

4.2.4 Comments in opposition to the proposed rezoning

Susan Diguier has some concerns with traffic as the street is short but busy and the addition of more cars is concerning.

Tim Diguier, resident of Scott Street has concerns with this rezoning and provided a list of questions to Council.

4.2.5 Comments and questions from Members of Council

Councillor Pammer asked about parking and how many vehicles will the property have room for. She also wonders if there will be a continuation of the sidewalk that is existing. Tim Williams, Manager of Planning indicates that there is parking for 4 vehicles on the property including the garage. He adds that due to the location of the house in comparison to the stop sign pairing the driveways together was the better option.

Councillor Pelkman requests confirmation that the drawing submitted is what is intended to be built. Tim Williams, Manager of Planning confirms that yes it is.

Councillor Brennan comments on the placement of the two driveways and feels that it is consistent with the other driveways at that intersection and express that the proposed shows good planning.

4.2.6 Motion to close the public meeting

Moved by Councillor Brennan

Seconded by Deputy Mayor McGuire

THAT: the public meeting to consider an application for a Zoning By-law amendment for the property at 62 McKellar Street, Strathroy be hereby closed.

Carried

4.2.7 Decision/Resolution

Moved by Councillor Brennan

Seconded by Deputy Mayor McGuire

THAT: Report BBP-2024-118 regarding rezoning application ZBA 15-2024, be received by Council for information.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: By-law 98-24 be referred to the Consideration of By-laws Section of the Agenda for consideration and approval.

Carried

5. Approval of Minutes

Moved by Deputy Mayor McGuire

Seconded by Councillor Hipple

THAT: the Regular Council Meeting minutes of October 7, 2024 be approved as written, and further;

THAT: the Council Workshop Meeting minutes of October 1, 2024 be received for information, and further;

THAT: the Special Council Meeting minutes of September 9, 2024 be approved as written.

Carried

5.1 Regular Council Meeting Minutes – October 7, 2024

5.2 Council Workshop Minutes - October 01, 2024

5.3 Special Council Meeting Minutes - September 9, 2024

6. Drainage Matters

6.1 Kovacs Drain Branches 2024 – Court of Revision - EPW-2024-78

6.1.1 Resolution to open Court of Revision

Moved by Councillor Derbyshire

Seconded by Deputy Mayor McGuire

THAT: the Court of Revision for Kovacs Drain Branches 2024 be hereby open.

Carried

6.1.2 Appeals

6.1.3 Questions from Council

None.

6.1.4 Decision

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: Council receive Report EPW 2024-78 “Kovacs Drain Branches 2024 – Court of Revision” for information; and

THAT: Subject to any appeals, provisional By-law No. 87-24 be referred to the Consideration of By-laws section of the agenda for third and final reading.

Carried

6.1.5 Resolution to close Court of Revision

Moved by Councillor Brennan

Seconded by Deputy Mayor McGuire

THAT: the Court of Revision for Kovacs Drain Branches 2024 be hereby closed.

Carried

7. Communications

Moved by Deputy Mayor McGuire

Seconded by Councillor Derbyshire

THAT: Council receive the communication items for information.

Carried

7.1 Strathroy Middlesex Hospital Foundation/Community Futures Middlesex - Building Foundations Strathroy Project

Deputy Mayor McGuire declared a conflict as he sits on the board.

7.2 Resolution In Support of Southwest Community Transit Services

Moved by Councillor Pelkman

Seconded by Councillor Brennan

WHEREAS the County of Brant, Middlesex County, Municipality of Strathroy Caradoc, Norfolk County, Town of Tillsonburg, Municipality of East Zorra Tavistock, Grey County, Perth County, City of Stratford, Municipality of Lambton Shores, and Wellington County have successfully utilized government funding to create and sustain local community transit through Southwest Community Transit; and

WHEREAS 85,000 riders have utilized the Southwest Community Transit services in the first half of 2024 alone, demonstrating significant community reliance on these services; and

WHEREAS the economic impact of this transit system is estimated to be \$748,800,000 annually, largely due to its role in providing transportation to employment opportunities; and

WHEREAS the current funding for this critical small urban and rural inter-community transit service is set to expire in March 2025, putting the sustainability of the service at risk:

THEREFORE BE IT RESOLVED THAT: The Municipality of Strathroy-Caradoc Council urges the provincial government to continue funding

Southwest Community Transit beyond March 2025 to ensure the ongoing viability of this essential service for small urban and rural Ontario.

BE IT FURTHER RESOLVED THAT: this resolution be circulated to the County of Brant, Elgin County, Middlesex County, Norfolk County, Oxford County, Municipality of Strathroy-Caradoc, Town of Tillsonburg, Municipality of East Zorra Tavistock, Perth County, City of Stratford, Municipality of Lambton Shores, Wellington County, Bruce County, Municipality of Bayham, Municipality of Thames Centre and other relevant stakeholders for their support and advocacy.

Carried

7.3 Thames Valley District School Board

Councillor Brennan feels that the school board is going to look to the Municipality for information and timelines.

Councillor Pelkman expresses that the North Meadows Secondary Plan does include a school, and the school board was included in the consultation. He feels that the shuffling of students is not something the Municipality will be involved in.

Councillor Pammer feels that we have Local School Board Trustees, and this would be their jurisdiction.

7.4 Ontario's Big City Mayors - Request for Support of "Solve the Crisis" Campaign

7.5 September 2024 Payment Listing

8. Notice of Motion

8.1 Councillor Brian Derbyshire - Not to Be Voted On

8.2 Councillor Brian Derbyshire - Not to be Voted On

9. Reports from Departments

9.1 Financial Services

9.1.1 Section 357 Application – 40 Caradoc St. N. - FIN-2024-22

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

Moved by Councillor Brennan
Seconded by Deputy Mayor McGuire

THAT: Report FIN-2024-22 Section 357 Application – 40 Caradoc St. N. be received for information.

Carried

Moved by Councillor Brennan
Seconded by Councillor Hipple

THAT: the Section 357 application for 40 Caradoc St. N. be approved for processing for a total credit to the tax account of \$1,077.79.

Carried

9.1.2 Section 357 Application - FIN-2024-23

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

Moved by Councillor Willsie
Seconded by Councillor Hipple

THAT: Report FIN-2024-23 Section 357 Application – 8691 Switzer Dr., be received for information.

Carried

Moved by Councillor Brennan
Seconded by Councillor Pelkman

THAT: the Section 357 Application for 8691 Switzer Dr., be approved for processing for a total credit to the tax account of \$1,198.31.

Carried

9.2 Building and Planning

9.2.1 589 Victoria Street – Servicing Agreement - BBP-2024-119

Jake DeRidder, Senior Development Co-ordinator was present to speak to the report and answer questions from members.

Moved by Councillor Brennan

Seconded by Councillor Pelkman

THAT: Report BBP-2024-119 be received for information.

Carried

Moved by Councillor Pelkman

Seconded by Councillor Brennan

THAT: Council approve the by-law entering into a Servicing Agreement between the Municipality of Strathroy-Caradoc and Timothy Lawrence Macdonald & Teresa Anna DeSantis, and further;

THAT: By-law No. 100-24 be forwarded to the Consideration of By-laws section of the agenda.

Carried

9.3 Community Services

9.3.1 137 Frank St. - CS-2024-45

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

Councillor Pammer expresses the importance of maintaining the parking. She adds that this area is a gateway to the park and is really important to the downtown core. Feels that opening the building without knowing what the purpose will be is concerning and determining what our recreational needs are in the community should be determined first.

Deputy Mayor McGuire agrees with Councillor Pammer, feels that Senior Services should be reviewed through Community Services to determine what is needed and perhaps partnerships with other stakeholders in order to run programs within the community.

Councillor Brennan expresses that this building was never been a part of our Strategic Plan and going to commence the Budget Process and adding an item that has not been identified. He adds

he is not sure where this fits in our Strategic Plan or Budget and feels this decision is ad hoc.

Councillor Pelkman agrees with maintaining the parking and investigating on what the usage would be for the building. He adds that determining what can go there and make sure it's useful is priority.

Moved by Councillor Brennan

Seconded by Councillor Pammer

THAT: Council receive report CS-2024-45 “137 Frank St.” for information.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Pammer

THAT: staff take immediate steps to remove the two parcels from surplus (the parking lots) and that the building will remain in its current state, and it be referred to the second Council meeting of the January.

Carried

9.3.2 Holiday Bench Display – BIA and Municipal Partnership - CS-2024-48

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

Moved by Councillor Brennan

Seconded by Councillor Willsie

THAT: Council receive Report CS-2024-48 titled Holiday Bench Display – BIA and Municipal Partnership for information.

Carried

Moved by Councillor Willsie

Seconded by Councillor Pelkman

THAT: Council approve the use of Progress through Partnership (PTP) program funds to a maximum of \$2,938.00, matching the funds provided by the Strathroy BIA, for the purchase of the Holiday Bench display as described in this report for the Downtown Strathroy.

Carried

9.4 Chief Administrative Officer

9.4.1 Delegation of Authority By-laws - Revised, CAO-2024-31

Trisha McKibbin, Chief Administrative Officer was present to speak to the report and answer questions from members.

Moved by Councillor Brennan

Seconded by Councillor Derbyshire

THAT: Council receive Report CAO-2024-31 Delegation of Authority By-laws for information.

Carried

Moved by Councillor Brennan

Seconded by Councillor Willsie

THAT: Bylaw 104-24 - Delegation of Council Authority Policy, Bylaw 102-24 – Temporary Road Closure Bylaw and Bylaw 103-24 – Sale and Disposition of Land Policy be forwarded to Consideration of By-laws section of the agenda.

Carried

9.4.2 Listing of Outstanding Motions – 2022-2026 Council Term, CAO-2024-28

Deputy Mayor McGuire ask if the Chief Administrative Officer has any recommendations for any motions that could be eliminated.

Moved by Deputy Mayor McGuire

Seconded by Councillor Brennan

THAT: Report CAO-2024-28 “Listing of Outstanding Motions – 2022-2026 Council Term” be received for information.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Pammer

THAT: the consideration of this report be deferred to the first meeting in December pending a report from the CAO regarding possible reports to remove from the list.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Brennan

THAT: the list of all staff reports made by Council be returned to Council on a quarterly basis by the CAO.

Carried

10. Reports from Boards and Committees

Moved by Councillor Hipple

Seconded by Deputy Mayor McGuire

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

Carried

10.1 St. Clair Region Conservation Authority Meeting Highlights - June 27, 2024

10.2 St. Clair Region Conservation Authority Meeting Highlights - September 19, 2024

10.3 Tri-Township Arena Board Meeting Minutes - September 8, 2024

11. County Council Report

Deputy Mayor McGuire indicates that Middlesex County Council will be meeting tomorrow October 22, 2024.

11.1 County Highlights - October 8, 2024

12. Enquiries or Comments by Members

Councillor Hipple shares with members that the SDCI Graduation was on Friday October 18, 2024, and she congratulates all 200 students. She was extremely impressed with the students, what they have accomplished and futures they have ahead of them.

Councillor Willsie thanks the community and the Scouts for their support and involvement on Scouts Apple Day.

Councillor Brennan reminds the community to rake and bag leaves and not to put the leaves into the street as it clogs up municipal drains.

Councillor Pelkman expresses his delight in regard to the streetlights on Head St and Metcalfe St. He is very happy to see them fully functional. He thanks Middlesex County, the Deputy Mayor and the Mayor for being a part of the process. He also adds that he supports and thanks staff with all the reports and workloads over the last year.

Councillor Derbyshire asks the status on the Caradoc Housing Audit. Trisha McKibbin, CAO indicates that she will request an update on the timeline with BDO.

Councillor Pammer highlights the growing Strathroy- Caradoc pod cast and congratulates Heather Lalonde, Economic Development Commissioner on the well-deserved Award of Excellence.

Mayor Grantham expresses his frustration with the length of time it takes for stoplights through Middlesex County, he will be addressing this at the next Middlesex County Meeting and feels that there are more areas of the Municipality that may require stoplights.

13. Schedule of Meetings

- Regular Council Meeting - Monday, November 4 @ 6:00 p.m. - Council Chamber/Hybrid
- Finance Committee Meeting - Tuesday, November 12, 2024 @ 5:00 p.m. - Council Chamber/Hybrid
- Regular Council Meeting - Monday, November 18 @ 6:00 p.m. - Council Chamber/Hybrid
- Finance Committee Meeting - Monday, November 25, 2024 @ 5:00 p.m. - Council Chamber/Hybrid

14. In Camera

Moved by Deputy Mayor McGuire
Seconded by Councillor Brennan

THAT: Council move into closed session at 7:58 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)
- Two items 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. (Adelaide Metcalfe Servicing) (OLT-23-000507 Hearing)
- Two Items 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 (Adelaide Metcalfe Servicing) (OLT-23-000507 Hearing)
- One item 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. (40 Metcalfe Street)

Carried

Moved by Deputy Mayor McGuire
Seconded by Councillor Pammer

THAT: Council recess 10 minutes.

Carried

15. Open Session Resume

Moved by Deputy Mayor McGuire
Seconded by Councillor Pammer

THAT: Closed Session adjourn at 9:14 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)
- Two items 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. (Adelaide Metcalfe Servicing) (OLT-23-000507 Hearing)
- Two Items 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 (Adelaide Metcalfe Servicing) (OLT-23-000507 Hearing)
- One item 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. (40 Metcalfe Street)

Moved by Deputy Mayor McGuire

Seconded by Councillor Brennan

THAT: the direction in Closed Session be approved.

Carried

17. Consideration of By-laws

Moved by Councillor Brennan

Seconded by Councillor Pelkman

THAT: By-law No.100-24, By-law No.101-24, By-law No. 99-24, By-law No. 98-24, By-law No.102-24, By-law No.103-24 and By-law No. 104-24 receive first, second and third and final reading.

Carried

Moved by Councillor Pammer

Seconded by Councillor Brennan

THAT: By-law No. 87-24 receive third and final reading.

Carried

17.1 By-law No. 100-24

Being a by-law to authorize the execution of a servicing agreement between the Corporation of the Municipality of Strathroy-Caradoc and Timothy Lawrence & Teresa Anna Desantis.

17.2 By-law No. 101-24

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

17.3 By-law No. 99-24

Being a by-law to amend By-law No. 43-08, being the Comprehensive Zoning By-law of the Municipality of Strathroy-Caradoc (for the property municipally known as 29 Caradoc Street South).

17.4 By-law No. 98-24

Being a by-law to amend By-law No. 43-08, being the Comprehensive Zoning By-law of the Municipality of Strathroy-Caradoc (for the property municipally known as 62 McKellar Street).

17.5 By-law No. 87-24

Being a by-law to provide for the construction of the Kovacs Drain branches 2024 serving Parts of Lots 19 & 20, Concessions 3 & 4 in the Municipality of Strathroy-Caradoc in the County of Middlesex.

17.6 By-law No. 102-24

Being a by-law to authorize the Chief Administrative Officer, Director of Engineering and Public Works and Clerk to exercise the powers of Council to temporarily close a municipal road.

17.7 By-law No. 103-24

Being a by-law to establish a policy for the sale and disposition of land.

17.8 By-law No. 104-24

Being a by-law to establish a delegation of Council Authority Policy for the Municipality of Strathroy-Caradoc.

18. Adjournment

Moved by Councillor Pelkman

Seconded by Deputy Mayor McGuire

THAT: the October 21, 2024 Regular Council Meeting adjourn at 9:16 p.m.

Carried

Mayor

Clerk