

Municipality of Strathroy-Caradoc
Regular Council Session
Minutes

Monday, February 3, 2025

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 Frank Kennes
Councillor Steve Pelkman
Councillor Sandi Hipple
Councillor Greg Willsie
Councillor Brian Derbyshire

Absent with Notice: Councillor Donna Pammer

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
Doug Payne, Director of Human Resources
Mark Ortiz, Director of Engineering & Public Works

Others Present: Steve Beasley, Deputy Chief of Fire, Prevention & Training
George Vereyken, Spriet Associates
Heather Lalonde, Development Commissioner
Steve Riczu, Resident

1. Roll Call

Mayor Grantham confirmed attendance noting that Councillor Pammer was absent with notice and Councillor Pelkman held her proxy.

2. Call to Order/Approve Agenda

Moved by Deputy Mayor McGuire

Seconded by Councillor Brennan

THAT: the February 3, 2025 Regular Council Meeting Agenda be approved as amended by changing the order of Item #9 and Item #8.

Carried

3. Declaration of Pecuniary Interest

None.

4. Presentations/Delegations/Petitions

4.1 2025 Proposed Budget Presentation and Public Meeting

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

Steve Riczu, Resident, spoke to the 2025 Proposed Budget.

Moved by Councillor Kennes

Seconded by Councillor Pelkman

THAT: the proposed 2025 Municipal Budget, requiring a \$24,427,860 taxation levy, equating to a 4.5% Tax Rate increase over 2025, be approved, and further;

THAT: By-law No. 12-25 to adopt a budget for the year 2025 for the Municipality of Strathroy-Caradoc be referred to the Consideration of By-laws section of the agenda for approval.

Carried

4.2 Request for Major Drain Improvement - Cuddy Drain 1990 - Drainage Act Section 78(1)

Moved by Councillor Kennes

Seconded by Councillor Brennan

THAT: Council accept the Notice of Request for Major Drain Improvement for the Cuddy Drain 1990 and authorize Spriet Associates to prepare and Engineer's Report on the matter.

Carried

5. Approval of Minutes

5.1 Regular Council Meeting Minutes – January 20, 2025

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: the meeting minutes of January 20, 2025 be approved as written.

Carried

6. Drainage Matters

6.1 Fourth Concession Drain 2025 – Meeting to Consider Engineer's Report - EPW-2025-06

Moved by Councillor Brennan

Seconded by Councillor Derbyshire

THAT: Report EPW-2025-06 "Fourth Concession Drain 2025" be received for information.

Carried

6.1.1 Staff will give an overview of the work provided

Mark Ortiz, Director of Engineering and Public Works & George Vereyken, Spriet Associates, were present to speak to the report and answer questions from members.

6.1.2 Questions from affected property owners

None.

6.1.3 Request from those present to add or remove their name(s) from the petition

None.

6.1.4 Comments or questions from Members of Council

None.

- 6.1.5 Decision (if approved, first and second reading of the by-law is required)

Moved by Councillor Hipple

Seconded by Councillor Willsie

THAT: Council adopt the Engineer's Report for the Fourth Concession Drain 2025, and give first and second reading to provisional By-law No. 09-25 for the project.

Carried

7. Communications

Moved by Councillor Kennes

Seconded by Deputy Mayor McGuire

THAT: Council receive the communication items for information.

Carried

7.1 2025 Middlesex County Council Meeting Calendar

8. Reports from Departments

8.1 Building and Planning

- 8.1.1 Community Improvement Applications – February 2025 - BBP-2025-03

CAO McKibbin was present to speak to the report and answer questions from members.

Moved by Councillor Kennes

Seconded by Councillor Willsie

THAT: Report BBP-2025-03 "Community Improvement Applications – February 2025" be received for information.

Carried

Moved by Councillor Willsie

Seconded by Councillor Hipple

THAT: Council approve Adam Salton and Jennifer Levitt's application for funding through the Additional Unit Program to the maximum amount of \$5,148.35, and further;

THAT: Council approve Cynergy Composites Inc.'s application for funding through the Urban Economic Development Program to the maximum amount of \$134,810.32.

Carried

8.2 Community Services

8.2.1 Community Events Program (CEP) Update - CS-2025-03

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

Moved by Councillor Kennes

Seconded by Councillor Hipple

THAT: Report CS-2025-03 "Community Events Program (CEP) Updated Grant Allocations" be received for information.

Carried

Moved by Councillor Hipple

Seconded by Councillor Willsie

THAT: Council approve the FDTC's funding request in the amount of \$1,500.00, and further;

THAT: Council approve the late funding request from the Mt. Brydges Lions Club in the amount of \$2,500.00.

Carried

8.3 Engineering and Public Works

8.3.1 Contract Award - Mount Brydges WWTF Operational Review and Process Optimization - EPW-2025-11

Mark Ortiz, Director of Engineering and Public Works, was present to speak to the report and answer questions from members.

Moved by Councillor Brennan
Seconded by Councillor Kennes

THAT: Report EPW-2025-11 “Contract Award - Mount Brydges WWTF Operational Review and Process Optimization” be received for information.

Carried

Moved by Councillor Derbyshire
Seconded by Councillor Willsie

THAT: Council move forward with RiverBirch to negotiate with RiverBirch and move forward with their course of action.

Loss

Moved by Councillor Kennes
Seconded by Councillor Pelkman

THAT: Council approve the award of a contract for Operational Review and Process Optimization at the Mount Brydges Waste Water Treatment Facility in the amount of \$78,918 to CIMA+.

Carried

8.4 Fire Services

8.4.1 Presentation of Fire Station Location Study (Amended 2024) - FIRE-2025-02

Moved by Councillor Pelkman
Seconded by Deputy Mayor McGuire

THAT: Report FIRE-2025-02 “Presentation of Fire Station Location Study (Amended 2024)” be received for information.

Carried

8.5 Chief Administrative Officer

8.5.1 Appointment of Chief Building Official and CBO Services - CAO-2025-02

CAO McKibbin was present to speak to the report and answer questions from members.

Moved by Deputy Mayor McGuire

Seconded by Councillor Hipple

THAT: Council receive Report CAO-2025-02 - Appointment of Chief Building Official and CBO Services for information.

Carried

Moved by Deputy Mayor McGuire

Seconded by Mayor Grantham

THAT: the CBO Services discussion be added to the Closed Agenda and that we waive the notice requirements as per the Procedure By-law.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: Council authorize the execution of the Consulting Service Agreement with RSM Building Consultants Inc., related to Building Code Services, and further;

THAT: Council appoint Devon Stately as Chief Building Official, Gerald Moore and Eugenio DiMeo as Deputy Chief Building Officials under the Building Code Act for the Municipality of Strathroy-Caradoc, and further;

THAT: Barbara Mocny, Megan Opersko, Margaret Lawson, Laura Elliott, Gage Sachs, Michael McKean, Grant Schwartzentruber, John Drahorat, Donald Johnson, Andy Lamers, and Richard Ryan, be and are hereby appointed as Inspectors under the Building Code Act for the Corporation of Municipality of Strathroy-Caradoc, and further;

THAT: authorizing By-law No. 13-25, By-law No. 14-25 and By-law No. 15-25 be forwarded to the Consideration of By-laws section of the agenda for approval.

Carried

8.5.2 Municipal Lands Update - 40 Metcalfe Street, Metcalfe Terrace &
137 Frank Street - CAO-2025-03

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: Report CAO-2025-03 “Municipal Lands Update - 40 Metcalfe Street, Metcalfe Terrace & 137 Frank Street” for information.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: All of the lands as what was formally known as 137 Frank Street, including all the parking lots, that a by-law be brought back for consideration to remove them from the surplus.

Carried

9. Notice of Motion

9.1 Councillor Greg Willsie - To be Voted On

Moved by Councillor Willsie

Seconded by Councillor Derbyshire

Whereas: The Fire Advisory Committee was specifically created for community engagement;

Whereas: Council was informed members were chosen specifically for their lack of fire experience;

Whereas: The Fire Advisory Committee specifically states in the terms of reference that they are not responsible for operations, facilities or programs;

Whereas: The items proposed for discussion by the chair of the Fire Advisory Committee during the Oct 16, 2024 meeting appear to violate the existing terms of reference;

Therefore be it Resolved That: The Terms of Reference for the Fire Advisory Committee be reviewed and updated with a clear scope and mission matching the definitions originally presented to Council; and

further,

That: all meetings of the Fire Advisory Board be suspended until this review is complete and updated terms of Reference are approved by Council.

Loss

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: the Terms of Reference for the Fire Advisory Committee be reviewed by the Committee and by Council, and further;

THAT: the discussions at the Fire Advisory Committee be limited to the original Terms of Reference until the Terms of Reference have been updated.

Carried

9.2 Councillor Brian Derbyshire - To Be Voted On

Moved by Councillor Derbyshire

Seconded by Mayor Grantham

THAT: Council set a date of February 13th for the annual CAO Review.

Carried

10. Reports from Boards and Committees

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

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

Carried

10.1 Police Services Monthly Activity Reports - December 2024

10.2 Committee of Adjustment Meeting Minutes - September 5, 2024

10.3 Committee of Adjustment Meeting Minutes - October 3, 2024

10.4 Committee of Adjustment Meeting Minutes - November 7, 2024

10.5 Community Development Advisory Committee (CDAC) Meeting Minutes - September 10, 2024

11. County Council Report

11.1 Council Highlights - January 14, 2025

12. Enquiries or Comments by Members

Councillor Hipple congratulated Dylan Giffen who was born and raised in the community and plays for the Toronto Argonauts. Dylan will be bringing the Grey Cup to Strathroy Caradoc to the Duke on February 16th between 2:00 and 5:00 pm.

Councillor Kennes wanted to remind everyone to be careful on the ice with the thawing and freezing temperatures.

Councillor Willsie thanked everyone for their engagement with council members when not at council and wanted to encourage people to do it more.

Councillor Brennan echoed Councillor Willsie's comments.

Councillor Pelkman had a conversation with someone who works in another municipality and lives in Strathroy and how he commented on the snow removal and how it is the gold standard out there. Wanted to thank the Roads Department for the work they do in keeping the sidewalks clear.

Councillor Derbyshire apologized to the sewer and water people today and to tell them that we tried hard but believes we did a big disservice to them and their rates and their money tonight.

Mayor Grantham wanted to speak to the tariffs and how we are fortunate to have a robust industrial area in Strathroy-Caradoc and would like to meet with CAO in the next couple days to provide message to the business community as a whole. Hopes this will end quickly but wants it out there that he is greatly concerned.

13. Schedule of Meetings

- Special Council Meeting (Strategic Priorities) - Monday, February 10, 2025 @ 5:00 p.m. - Committee Room, 2nd Floor
- Regular Council Meeting - **Tuesday**, February 18, 2025 @ 6:00 p.m. - Council Chamber/Hybrid

- Regular Council Meeting - Monday, March 3, 2025 @ 6:00 p.m. - Council Chamber/Hybrid
- Special Council Meeting (Strategic Priorities) - Monday, March 10, 2025 @ 5:00 p.m. - Committee Room, 2nd Floor
- Regular Council Meeting - Monday, March 17, 2025 @ 6:00 p.m. - Council Chamber/Hybrid

14. In Camera

Moved by Councillor Brennan

Seconded by Councillor Kennes

THAT: Council move into closed session at 8:05 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 of January 20, 2025)
- One item pursuant to Section 239(2)(c) of the *Municipal Act, 2001*, regarding a proposed or pending acquisition or disposition of land by the municipality (Industrial Park).
- One item pursuant to Section 239 (2)(e) of the *Municipal Act, 2001*, regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality (CBO Appointment), and further;

THAT: Council recess until 8:15 p.m.

Carried

15. Open Session Resume

Moved by Deputy Mayor McGuire

Seconded by Councillor Hipple

THAT: Closed Session adjourn at 8:29 p.m. and Open Session resume.

Carried

16. Report on Closed Session

Mayor Grantham reported 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 of January 20, 2025) (the meeting minutes were approved);
- One item pursuant to Section 239(2)(c) of the *Municipal Act, 2001*, regarding a proposed or pending acquisition or disposition of land by the municipality (Industrial Park) (Council received a confidential staff report for information);
- One item pursuant to Section 239 (2)(e) of the *Municipal Act, 2001*, regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality (CBO Appointment) (no direction was given).

17. Consideration of By-laws

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: By-law No. 07-25, By-law No. 08-25, By-law No. 10-25, By-law No. 12-25, By-law No. 13-25, By-law No. 14-25, By-law No. 15-25, and By-law No. 16-25 receive first, second and third and final reading.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Brennan

THAT: By-law No. 09-25 receive first and second reading only.

Carried

17.1 By-law No. 07-25

A by-law to authorize the execution of a Community Improvement Plan, Additional Unit Grant Agreement between The Corporation of the Municipality of Strathroy-Caradoc and Adam Salton and Jennifer Levitt
RE: 19 Vine Avenue, Strathroy, ON.

17.2 By-law No. 08-25

A by-law to authorize the execution of a Community Improvement Plan, Urban Economic Development Grant Agreement between The Corporation of the Municipality of Strathroy-Caradoc and Cynergy Composites Inc. RE: 1009 Wright Street, Strathroy, ON.

17.3 By-law No. 09-25

Being a By-Law to provide for the construction of the Fourth Concession Drain 2025 serving parts of Lots 1 & 2, Concessions 3 & 4 in the Municipality of Strathroy-Caradoc and serving parts of Lot 1, Concession 2 and 3 in the Municipality of Southwest Middlesex in the County of Middlesex.

17.4 By-law No. 10-25

A by-law to amend By-law No. 81-22, being a by-law to appoint members and Council representatives to certain authorities, boards and committees. (Strathroy-Caradoc Housing Corporation, Tri Township Arena and CDAC).

17.5 By-law No. 12-25

A by-law to adopt the budget for the year 2025 for The Municipality of Strathroy-Caradoc.

17.6 By-law No. 13-25

A by-law to authorize the execution of an agreement between the Corporation of the Municipality of Strathroy-Caradoc and RSM Building Consultants for Professional Services.

17.7 By-law No. 14-25

A by-law to appoint Building Officials under the Building Code Act for the Corporation of the Municipality of Strathroy-Caradoc (RSM Building Consultants).

17.8 By-law No. 15-25

A by-law to appoint a Building Inspector under the Building Code for the Corporation of the Municipality of Strathroy-Caradoc (Karan Saini).

17.9 By-law No. 16-25

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

18. Adjournment

Moved by Councillor Kennes

Seconded by Councillor Brennan

THAT: the February 3, 2025 Regular Council Meeting adjourn at 8:32 p.m.

Carried

Mayor

Clerk