

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

**Monday, March 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 Donna Pammer  
Councillor Sandi Hipple  
Councillor Greg Willsie  
Councillor Brian Derbyshire

Also Present: 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  
Tim Williams, Manager of Planning, County of Middlesex  
Mark Ortiz, Director of Engineering & Public Works  
Rob Browning, Chief Administrative Officer

Others Present: Steve Beasley, Deputy Chief of Fire, Prevention & Training

**1. Roll Call**

Mayor Grantham confirmed Council attendance noting that Councillor Derbyshire would be arriving late.

Councillor Derbyshire joined the meeting at 6:01 p.m.

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

**Moved by** Councillor Kennes

**Seconded by** Councillor Brennan

**THAT:** the March 3, 2025 Regular Council Meeting Agenda be approved as circulated.

**Carried**

**3. Declaration of Pecuniary Interest**

None.

**4. Public Meetings**

**4.1 Public Meeting No. 1**

4.1.1 Motion to open the public meeting

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Willsie

**THAT:** the public meeting to consider an application for Zoning By-law Amendment for the property located at 7859 Parkhouse Drive, Mt Brydges, ON be hereby opened.

**Carried**

4.1.2 Report to be presented by the Planner - BBP-2025-20

Tim Williams, Manager of Planning, County of Middlesex, was present to speak to the report.

4.1.3 Comments in support of the proposed rezoning

None.

4.1.4 Comments in opposition to the proposed rezoning

None.

4.1.5 Comments and questions from Members of Council

None.

4.1.6 Motion to close the public meeting

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

**THAT:** the public meeting to consider an application for Zoning By-law Amendment for the property located at 7859 Parkhouse Drive, Mt Brydges, ON be hereby closed.

**Carried**

4.1.7 Decision/Resolution

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

**THAT:** Report BBP-2025-20 regarding rezoning application ZBA 2-2025, be received for information, and further;

**THAT:** By-law No. 18-25 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** Councillor Pelkman

**THAT:** the public meeting to consider an application for Draft Plan of Subdivision and Zoning By-law Amendment for the property located at Part of East Half of Lot 17, Concession 3 (geographic Township of Caradoc), being Part Lots 18, 19, 20, 21, and 22, Plan 34M-7, Mt. Brydges, ON be hereby opened.

**Carried**

4.2.2 Report to be presented by the Planner, BBP-2025-19

Tim Williams, Manager of Planning, County of Middlesex, was present to speak to the report and answer questions from members.

4.2.3 Comments in support of the proposed Draft Plan of Subdivision and Zoning By-law Amendment

Ron Davidson, Agent, spoke in support of the application.

4.2.4 Comments in opposition of the proposed Draft Plan of Subdivision and Zoning By-law Amendment

Raymond Neves spoke to the application.

Keith & Lori Vander Tuin spoke to the application.

4.2.5 Comments and questions from Members of Council

Members generally spoke and asked questions about the application.

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 Draft Plan of Subdivision and Zoning By-law Amendment for the property located at Part of East Half of Lot 17, Concession 3 (geographic Township of Caradoc), being Part Lots 18, 19, 20, 21, and 22, Plan 34M-7, Mt. Brydges, ON be hereby closed.

**Carried**

4.2.7 Decision/Resolution

**Moved by** Councillor Kennes

**Seconded by** Deputy Mayor McGuire

**THAT:** Report BBP-2025-19 regarding Draft Plan of Subdivision 39T-SC2101 and ZBA15-2021 be received for information.

**Carried**

**5. Approval of Minutes**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Brennan

**THAT:** the Regular Council Meeting minutes of February 18, 2025 be approved as written, and further;

**THAT:** the Special Council Meeting (Strategic Priorities) minutes of February 10, 2025 be approved as written, and further;

**THAT:** the Special Council Meeting minutes of February 13, 2025 be approved as written.

**Carried**

**5.1 Regular Council Meeting Minutes – February 18, 2025**

**5.2 Special Council Meeting (Strategic Priorities) Meeting Minutes - February 10, 2025**

**5.3 Special Council Meeting - February 13, 2025**

**6. Consent Agenda**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** Items 7.1 and 7.2 listed under the heading of Consent Agenda on the March 3, 2025 agenda be adopted as recommended.

**Carried**

**6.1 Communications**

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

6.1.1 SCRCA December 2024 Meeting Highlights

6.1.2 MLHU Board of Health Meeting Summary - February 20, 2025

**6.2 Reports from Boards and Committees**

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

6.2.1 Strathroy Caradoc Fire Advisory Committee Meeting Minutes - January 15, 2025

6.2.2 Tri Township Arena Meeting Minutes - January 9, 2025

6.2.3 Police Services Board Meeting Minutes - January 21, 2025

6.2.4 Police Services Board Monthly Activity Reports - January 2025

**7. Drainage Matters**

**7.1 Fourth Concession Drain 2025 – Court of Revision - EPW-2025-12**

**Moved by** Councillor Brennan

**Seconded by** Councillor Kennes

**THAT:** Council of the Corporation of the Municipality of Strathroy-Caradoc hereby appoints the following members to sit on the Court of Revision for the Fourth Concession Drain 2025:

Strathroy-Caradoc Mayor Colin Grantham

Strathroy-Caradoc Deputy Mayor Mike McGuire

Southwest Middlesex Councillor and appointee Mark McGill

**Carried**

**7.1.1 Resolution to open the Court of Revision**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** the Court of Revision for the Fourth Concession Drain 2025 be hereby opened.

**Carried**

**7.1.2 Appeals**

None.

**7.1.3 Questions from Council**

None.

**7.1.4 Decision**

**Moved by** Deputy Mayor McGuire

**Seconded by** Member Mark McGill

**THAT:** Report EPW 2025-12 “Fourth Concession Drain 2025 – Court of Revision” be received for information, and further;

**THAT:** Subject to any appeals, provisional By-law No. 09-25 be referred to the Consideration of By-laws section of the agenda for

third and final reading.

**Carried**

7.1.5 Resolution to close the Court of Revision

**Moved by** Deputy Mayor McGuire

**Seconded by** Member Mark McGill

**THAT:** the Court of Revision for the Fourth Concession Drain 2025 be hereby closed.

**Carried**

## **8. Notices of Motion**

### **8.1 Councillor Brian Derbyshire - To be Voted On**

**Moved by** Councillor Derbyshire

**Seconded by** Councillor Willsie

**THAT:** Council have a review of the boards and the mix of the Councillors to the public, which can be done at a later date, before the end of the term of council.

**Carried**

### **8.2 Councillor Brian Derbyshire - To be Voted On**

**Moved by** Councillor Derbyshire

**Seconded by** Councillor Willsie

1) Engineering Department produce the RFP that was sent out to three engineering firms that he has described.

2) Instruct the Engineering Department to produce same to the Powell group engineer that has requested the RFP.

3) That the Engineering Department brings back a report to Council immediately updating us with the progress and the work with the Powell group and land owners with agreements as instructed by council motion dated November 18th.

**Loss**

### **8.3 Councillor Brian Derbyshire - To be Voted On**

**Moved by** Councillor Derbyshire

1) When will the Municipal Class EA, Schedule 'C' for the Mount Brydges WWTP commence, considering the following options:

2) Prior to tendering and commencing WWTP Headworks and Extended Aeration?

3) After the WWTP Headworks and Extended Aeration work has been tendered for construction?

4) After a third-party review and Council's acceptance of recommendations regarding the CIMA+ review of the WWTP's optimizations/improvements?

5) What are your conditions for initiating the Class EA?

### **8.4 Councillor Brian Derbyshire - To Be Voted On**

**Moved by** Councillor Derbyshire

**Seconded by** Councillor Willsie

That we change our Fire Inspection Program from a pro-active program to a need-for-service program whereas we only do fire inspections as they are requested and not as we feel necessary.

**Loss**

### **8.5 Councillor Brian Derbyshire - To be Voted On**

Council took a short recess at 7:21 p.m.

The meeting resumed at 7:24 p.m.

**Moved by** Councillor Derbyshire

**Seconded by** Councillor Willsie

*Therefore, be it resolved that* the Council of the Municipality of Strathroy-Caradoc hereby directs staff to:

Immediately initiate the Schedule C Environmental Assessment process for the Mount Brydges WWTF capacity expansion, ensuring compliance with all regulatory requirements and incorporating the findings of the recent Master Servicing Plan.

**Carried**

**Moved by** Councillor Derbyshire

**Seconded by** Councillor Willsie

*Therefore, be it resolved that* the Council of the Municipality of Strathroy-Caradoc hereby directs staff to:

Suspend all activities related to the current conversion plan of the Mount Brydges WWTF to an extended aeration system until the EA is completed and its recommendations are reviewed by Council.

For (2): Councillor Willsie, and Councillor Derbyshire

Against (7): Mayor Grantham, Deputy Mayor McGuire, Councillor Brennan, Councillor Kennes, Councillor Pelkman, Councillor Pammer, and Councillor Hipple

**Loss (2 to 7)**

#### **8.6 Councillor Brian Derbyshire - To be Voted On**

**Moved by** Councillor Derbyshire

**Seconded by** Mayor Grantham

**THAT:** Staff be directed to sign a Request for Major Drain Improvement under Section 78(1.1)(sub 5 & 5.1) of the Drainage Act RSO 1990 for the purpose of extending the Humphrey Drain 1999 to a suitable downstream outlet.

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Pelkman

**THAT:** this be referred back to staff for a report.

**Carried**

### **9. Unfinished Business**

#### **9.1 Strathroy-Caradoc Fire Advisory Committee Meeting Resolutions**

**Moved by** Councillor Kennes

**Seconded by** Councillor Pelkman

**THAT:** Council concur with the following recommendation:

**Moved By: Councillor John Brennan**

**Seconded By: Member Scott Barker**

**THAT:** the Fire Advisory Committee recommend to Council that the first Council Meetings of October, February and May include Strathroy-Caradoc Fire Services Recognition/Service Awards Presentations.

**Carried.**

**Carried**

## **10. Reports from Departments**

### **10.1 Building and Planning**

10.1.1 Community Improvement Applications – March 2025 - BBP-2025-21

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

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Pammer

**THAT:** Report BBP-2025-21 “Community Improvement Applications – March 2025” be received for information.

**Carried**

**Moved by** Councillor Hipple

**Seconded by** Councillor Pammer

**THAT:** Council approve Mathew Laberge’s application for funding through the Beautification Program to the maximum amount of \$9,313.77.

**Carried**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Pammer

**THAT:** Council take a 15 minute recess at 8:14 p.m.

**Carried**

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

**THAT:** the meeting resume at 8:23 p.m.

**Carried**

## **10.2 Community Services**

### 10.2.1 Community Garden Update 1 - CS-2025-05

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

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

**THAT:** Report CS-2025-05 “Community Garden Update 1” be received for information.

**Carried**

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

**THAT:** Council approve allocating \$14,500.00 from the 2025 Progress through Partnership program to the Community Garden project, and further;

**THAT:** Council approve the naming of the Community Garden to the Arda Falconer Memorial Community Garden.

**Carried**

## **10.3 Engineering and Public Works**

### 10.3.1 Speed Limit Request Policy - EPW-2025-13

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

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

**THAT:** Report EPW-2025-13 “Speed Limit Request Policy” be received for information.

**Carried**

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

**THAT:** Council endorse the Speed Limit Request Policy, and further;

**THAT:** By-law No. 29-25 be referred to the Consideration of By-laws section of the agenda for consideration and adoption.

**Carried**

#### 10.3.2 Traffic Committee Q1 2025 Update - EPW-2025-14

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

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

**THAT:** Report EPW-2025-14 “Traffic Committee Update Q1 2025” be received for information.

**Carried**

#### 10.3.3 2025 Tar and Chip Road Recommendation Update - EPW-2025-15

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

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

**THAT:** Report EPW-2025-02 “2025 Tar and Chip Road Recommendation Update” be received for information.

**Carried**

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

**THAT:** Council direct staff to proceed with tendering a Revised 2025 Tar and Chip Program.

**Carried**

**11. County Council Report**

**11.1 Council Highlights - February 11, 2025**

**12. Announcements and Inquiries by Members**

**13. In Camera**

**Moved by** Councillor Pammer

**Seconded by** Councillor Brennan

**THAT:** Council move into closed session at 8:56 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 February 13, 2025 & February 18, 2025);
- 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 and 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 (OLT Appeal of Refusal of ZBA 09-2024 for 22226 Adelaide Road);
- One item pursuant to Section 239 (2)(b) of the *Municipal Act, 2001*, regarding personal matters about an identifiable individual, including municipal or local board employees (CAO Performance).

**Carried**

**14. Open Session Resume**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** Closed Session adjourn at 10:04 p.m. and Open Session resume.

**Carried**

## 15. Report on Closed Session

Mayor Grantham reported that Council met in 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 February 13, 2025 & February 18, 2025) (the meeting minutes were approved);
- 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 and 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 (OLT Appeal of Refusal of ZBA 09-2024 for 22226 Adelaide Road) (Council received advise from legal counsel and direction was given to legal counsel);
- One item pursuant to Section 239 (2)(b) of the *Municipal Act, 2001*, regarding personal matters about an identifiable individual, including municipal or local board employees (CAO Performance) (Council received a verbal update for information and no direction was given to staff).

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

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

**Carried**

## 16. Consideration of By-laws

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** By-law No. 18-25, By-law No. 26-25, By-law No. 29-25, and By-law No. 30-25 receive first, second and third and final reading.

**Carried**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** By-law No. 09-25 receive third and final reading only.

**16.1 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.

**16.2 By-law No. 18-25**

A by-law to amend By-law No. 43-08, being the Comprehensive Zoning By-law of the Municipality of Strathroy-Caradoc (7859 Parkhouse Drive).

**16.3 By-law No. 26-25**

A by-law to authorize the execution of a Community Improvement Plan, Beautification Grant Agreement between the Corporation of the Municipality of Strathroy-Caradoc and Mathew Laberge: 82 Frank Street, Strathroy, ON

**16.4 By-law No. 29-25**

A by-law to adopt a Speed Limit Request Policy

**16.5 By-law No. 30-25**

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

**17. Schedule of Meetings**

- Regular Council Meeting - Monday, March 17, 2025 @ 6:00 p.m. - Council Chamber/Hybrid
- Regular Council Meeting - Monday, April 7, 2025 @ 6:00 p.m. - Council Chamber/Hybrid
- Regular Council Meeting - **Tuesday**, April 22, 2025 @ 6:00 p.m. - Council Chamber/Hybrid

**18. Adjournment**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** the March 3, 2025 Regular Council Meeting adjourn at 10:06 p.m.

**Carried**

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Mayor

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Clerk