

Municipality of Strathroy-Caradoc
Regular Council Session
Minutes

Tuesday, February 18, 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 Brian Derbyshire

Absent with Notice: Councillor Greg Willsie

Also Present: Rob Browning, Chief Administrative Officer
Bill Dakin, Director of Financial Services/Treasurer
Rob Lilbourne, Director of Community Services
Mark Ortiz, Director of Engineering & Public Works
Doug Payne, Director of Human Resources
Brianna Hammer-Keidel, Director of Legal and Legislative Services/Clerk
Tim Williams, Manager of Planning, County of Middlesex
Melonie Carson, Deputy Clerk/Records Management Coordinator (Recorder)

Others Present: Steve Beasley, Deputy Chief of Fire, Prevention & Training
Jake DeRidder, Senior Development Coordinator
Jaclyn Costa

1. Roll Call

Mayor Grantham confirmed Council attendance noting that Councillor Derbyshire was absent with notice and Councillor Derbyshire held his proxy.

2. Call to Order/Approve Agenda

Moved by Councillor Pelkman

Seconded by Councillor Kennes

THAT: the February 18, 2025 Regular Council Meeting Agenda be approved with the following amendments:

- Removal of consideration of Item 9.5.2 - Service Delivery Review Implementation Report;
- Removal of consideration of Item 9.5.4 - Strategic Priorities Schedule of Reports;
- Removal of an In-Camera discussion of the Service Delivery Review;
- Addition of By-law No. 27-25 appointing Rob Browning as Interim Chief Administrative Officer for the Municipality of Strathroy-Caradoc.

Carried

2.1 By-law No. 27-25

A by-law to appoint an Interim Chief Administrative Officer for the Municipality of Strathroy-Caradoc and repeal By-law No. 62-23.

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: By-law No. 27-25 appointing Rob Browning as Interim Chief Administrative Officer effective February 18, 2025, receive first, second and third and final reading.

Carried

3. Declaration of Pecuniary Interest

None.

4. Presentations/Delegations/Petitions

4.1 BDO Canada - Strathroy-Caradoc Housing Corporation Review

Alan Mak & Colin Stobo, BDO Canada, were present to speak to the Strathroy-Caradoc Housing Corporation Review.

Moved by Councillor Kennes

Seconded by Councillor Brennan

THAT: the Strathroy-Caradoc Housing Corporation Organizational Review be received for information.

Carried

Moved by Councillor Brennan

Seconded by Councillor Hipple

THAT: Council proceed with having BDO conduct all the recommended procedures in phase 2 for a fee not to exceed \$125,000.

Carried

5. Public Meeting

5.1 Public Meeting No. 1

5.1.1 Motion to open the public meeting

Moved by Deputy Mayor McGuire

Seconded by Councillor Derbyshire

THAT: the public meeting to consider an application for Zoning By-law Amendment for the property located at 320 Metcalfe St W, Strathroy, ON be hereby opened.

Carried

5.1.2 Report to be presented by the Planner - BBP-2025-04

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

5.1.3 Comments in support of the proposed rezoning

Jaclyn Costa spoke in support of the application.

5.1.4 Comments in opposition to the proposed rezoning

None.

5.1.5 Comments and questions from Members of Council

5.1.6 Motion to close the public meeting

Moved by Councillor Pelkman

Seconded by Councillor Kennes

THAT: the public meeting to consider an application for Zoning By-law Amendment for the property located at 320 Metcalfe St W, Strathroy, ON be hereby closed.

Carried

5.1.7 Decision/Resolution

Moved by Councillor Pammer

Seconded by Councillor Pelkman

THAT: Report BBP-2025-4 regarding rezoning application ZBA 15-2024 for 320 Metcalfe Street West, Strathroy, be received for information, and further;

THAT: By-law No. 17-25 be referred to the Consideration of By-laws section of the agenda for adoption.

Carried

5.2 Public Meeting No. 2

5.2.1 Motion to open the public meeting

Moved by Councillor Derbyshire

Seconded by Councillor Kennes

THAT: the public meeting to consider an application for Zoning By-law Amendment for the property located at 7008 Glendon Dr, Melbourne, ON be hereby opened.

Carried

5.2.2 Report to be presented by the Planner, BBP-2025-07

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

5.2.3 Comments in support of the proposed rezoning

None.

5.2.4 Comments in opposition of the proposed rezoning

None.

5.2.5 Comments and questions from Members of Council

None.

5.2.6 Motion to close the public meeting

Moved by Councillor Derbyshire

Seconded by Deputy Mayor McGuire

THAT: the public meeting to consider an application for Zoning By-law Amendment for the property located at 7008 Glendon Dr, Melbourne, ON be hereby closed.

Carried

5.2.7 Decision/Resolution

Moved by Councillor Hipple

Seconded by Councillor Kennes

THAT: Report BBP-2025-07 regarding rezoning application ZBA 3-2025 for 7008 Glendon Drive be received for information, and further;

THAT: By-law No. 11-25 be referred to the Consideration of By-laws section of the agenda for adoption.

Carried

6. Approval of Minutes

6.1 Regular Council Meeting Minutes – February 3, 2025

Moved by Councillor Brennan

Seconded by Deputy Mayor McGuire

THAT: the meeting minutes of February 3, 2025 be approved as written.

Carried

7. Communications

Moved by Councillor Brennan

Seconded by Councillor Hipple

THAT: Council receive the communication items for information.

Carried

7.1 Final Report - Code of Conduct Complaint 2024-02

7.2 Middlesex-London Board of Health Meeting Summary - January 23, 2025

7.3 72 High Street West, Strathroy - Noise Exemption Request - September 20, 2025

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: Council approve the Temporary Noise Exemption Request for 72 High Street West, Strathroy.

Carried

7.4 Alexandra Park - Strathroy Hometown Festival - Noise Exemption Request - June 12-15, 2025

Moved by Councillor Pelkman

Seconded by Councillor Hipple

THAT: Council approve the Temporary Noise Exemption Request for Alexandra Park for the Strathroy Hometown Festival.

Carried

8. Notice of Motion

8.1 Councillor Brian Derbyshire - Not to be Voted On

To reduce the number of Council Members on a committee or board to two unless otherwise mandated by the province, i.e. Police Service Board and Committee of Adjustment and also that the Deputy Mayor be removed as an ex officio member from all boards, making the Mayor the only ex officio on any board or committee, but that they have no voting power.

8.2 Councillor Brian Derbyshire - Not to be Voted On

- 1) Mr. Ortiz produce the RFP that was sent out to three engineering firms that he has described.
- 2) Instruct Mr. Ortiz to produce same to the Powell group engineer that has requested the RFP.
- 3) That Mr. Ortiz brings back a report to Council immediately updating us with the progress or not working with the Powell group and land owners with agreements as instructed by council motion dated November 18th.

8.3 Councillor Brian Derbyshire - Not to be Voted On

- 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 - Not to Be Voted On

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.

9. Reports from Departments

9.1 Legal and Legislative Services

9.1.1 Update to Procedure By-law - LLS-2025-03

Brianna Hammer-Keidel, Director of Legal & Legislative Services/Clerk, was present to speak to the report and answer questions from members.

Moved by Councillor Kennes

Seconded by Councillor Pelkman

THAT: Report LLS-2025-03 “Update to Procedure By-law” be received for information.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Derbyshire

THAT: By-law No. 20-25 be forwarded to the Consideration of By-laws section of the agenda for adoption.

Carried

9.2 Building and Planning

9.2.1 Phase 2 Queensway Drive Assumption - BBP-2025-11

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

Moved by Councillor Kennes

Seconded by Councillor Pelkman

THAT: Report BBP-2025-11 “Phase 2 Queensway Drive Assumption” be received for information.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Brennan

THAT: By-law No. 19-25 be forwarded to the Consideration of By-laws section of the agenda for adoption.

Carried

9.3 Community Services

9.3.1 Sports Field Lighting Update at YCP and the Welch Ball Diamond - CS-2025-04

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

Moved by Councillor Pammer

Seconded by Councillor Brennan

THAT: Report CS-2025-04 “Sports Field Lighting Upgrade at York Community Park (YCP) and the Welch Ball Diamond” be received for information.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: Council approve Musco Sports Lighting to supply and install lighting and accessories for the following locations – Doug Welch Ball Diamond, YCP Soccer Field, and Ball Diamond -- for a total value of \$630,000.00 plus HST.

Carried

9.4 Engineering and Public Works

9.4.1 2025 Asphalt Resurfacing Road Recommendations - EPW-2025-03

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

Moved by Councillor Kennes

Seconded by Councillor Hipple

THAT: Report EPW-2025-03 “2025 Asphalt Resurfacing Road Recommendations” be received for information.

Carried

Moved by Councillor Kennes

Seconded by Councillor Pelkman

THAT: Council direct staff to proceed with tendering the 2025 asphalt resurfacing program for Drury Lane and Railroad Street.

Carried

9.4.2 2025 Tar and Chip Road Recommendations - EPW-2025-02

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

Moved by Councillor Brennan

Seconded by Councillor Pammer

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

Carried

Moved by Mayor Grantham

Seconded by Councillor Derbyshire

THAT: this report be deferred to the next Regular Council Meeting of March 3, 2025 to allow Mr. Ortiz to return to Council recommendations regarding Tar and Chip for Century Drive and Irish Drive and within the current budget.

Carried

9.5 Chief Administrative Officer

9.5.1 Non-Union Market Compensation Review Tender Award - HR-2025-04

Doug Payne, Director of Human Resources, was present to speak to the report and answer questions from members.

Moved by Councillor Kennes

Seconded by Councillor Hipple

THAT: Report HR-2025-04 “Non-Union Market Compensation Review Tender Award” be received for information.

Carried

Moved by Councillor Brennan

Seconded by Councillor Kennes

THAT: Council approve the awarding of the Non-Union Market Compensation Review Tender to Pesce & Associates Human Resources Consultants for the value of \$13,447.00 inclusive of HST.

Carried

9.5.2 Service Delivery Review Implementation Plan - CAO-2025-06

Item was removed from the agenda.

9.5.3 Whistleblower Policy – Referred from Strategic Priorities - HR-2025-05

Doug Payne, Director of Human Resources, was present to speak to the report and answer questions from members.

Moved by Councillor Hipple

Seconded by Councillor Kennes

THAT: Report HR-2025-05 “Whistleblower Policy” be received for information.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: Council refer this back to staff for comments and consideration.

Carried

9.5.4 Strategic Priorities Schedule of Reports 2025 - CAO-2025-08

Item was removed from the agenda.

10. Reports from Boards and Committees

Moved by Councillor Kennes

Seconded by Councillor Pammer

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

10.1 Committee of Adjustment Meeting Minutes - December 5, 2024

10.2 Community Development Advisory Committee (CDAC) Meeting Minutes - November 26, 2024

11. County Council Report

Deputy Mayor McGuire spoke to the County Council Report.

12. Enquiries or Comments by Members

Councillor Hipple spoke to phenomenal hockey teams in Strathroy-Caradoc. Also reminded everyone that the Coldest Night of the Year walk is coming up on Saturday February 22 and 37 Frank Street, Dave Berdan organizes this event has been raising money for the Youth Centre. Councillor Hipple encourages people to come out and join and go for the walk.

Councillor Kennes commended and thanked staff for moving a lot of snow over the weekend and cleaning streets and sidewalks.

Councillor Brennan asked when an official portrait of King Charles will be put in Council Chambers.

Councillor Pelkman also commented about the snow removal.

Councillor Derbyshire asked Director Ortiz how we were making out at Mt Brydges with what happened last week with the wastewater plant. Director Ortiz added that there has been a failure of one of the units at the plant and still currently operating and everything is being treated through the single unit and this will continue. Working with a general contractor and the manufacturer on potential repairs. Not going to be quick fix, could take weeks and will hopefully have additional information to provide council in the next few days. Councillor Derbyshire added that Farmers Night is happening on March 6th.

Councillor Pammer reminded everyone about resources available to people who need shelter in this very cold weather.

Deputy Mayor McGuire also wanted to thank staff for snow plowing over the weekend.

Mayor Grantham asked everyone who drives on rural roads/highways/in town to be aware of school buses and flashing lights.

13. Schedule of Meetings

- Regular Council Meeting - Monday, March 3, 2025 @ 6:00 p.m. - Council Chamber/Hybrid
- Regular Council Meeting - Monday, March 17, 2025 @ 6:00 p.m. - Council Chamber/Hybrid

14. In Camera

Moved by Councillor Pelkman

Seconded by Deputy Mayor McGuire

THAT: Council move into closed session at 7:42 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 3, 2025);
- One item pursuant to Section 239 (2)(d) of the *Municipal Act, 2001*, as amended, regarding labour relations or employee negotiations (CUPE Bargaining); and further;

THAT: Council take a 10 minute recess.

Carried

15. Open Session Resume

Moved by Councillor Kennes

Seconded by Councillor Brennan

THAT: Closed Session adjourn at 7:59 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 February 3, 2025) (the meeting minutes were approved);

- One item pursuant to Section 239 (2)(d) of the *Municipal Act, 2001*, as amended, regarding labour relations or employee negotiations (CUPE Bargaining) (Council received a confidential report for information).

Moved by Councillor Pelkman

Seconded by Councillor Kennes

THAT: Council approve the Minutes of Settlement with respect to the Collective Agreement between the Municipality of Strathroy-Caradoc and CUPE 107 for the period commencing January 1, 2025 and expiring on December 31, 2028; and further;

THAT: Mayor and Clerk be authorized to execute the agreement between the Municipality and CUPE 107.

Carried

17. Consideration of By-laws

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: By-law No. 11-25, By-law No. 17-25, By-law No. 19-25, By-law No. 20-25, By-law No. 24-25 and By-law No. 25-25 receive first, second and third and final reading.

Carried

17.1 By-law No. 11-25

A by-law to amend By-law No. 43-08, being the Comprehensive Zoning By-law of the Municipality of Strathroy-Caradoc (7008 Glendon Dr)

17.2 By-law No. 17-25

A by-law to amend By-law No. 43-08, being the Comprehensive Zoning By-law of the Municipality of Strathroy-Caradoc (340 Metcalfe St)

17.3 By-law No. 19-25

A by-law to dedicate, accept, and assume streets and services within the plan of subdivision known as PLAN 33M495, being Queensway Drive, in the Municipality of Strathroy-Caradoc, in accordance with an agreement pertaining Registered as Instrument Number ER1038095

17.4 By-law No. 20-25

A by-law to govern the proceedings of Council and Committee Meetings of the Municipality of Strathroy-Caradoc.

17.5 By-law No. 24-25

A by-law to authorize the execution of an agreement for the operation of the Mount Brydges and Strathroy Waste Transfer Stations (Sarnia Paving Stone).

17.6 By-law No. 25-25

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

18. Adjournment

Moved by Deputy Mayor McGuire

Seconded by Councillor Brennan

THAT: the February 18, 2025 Regular Council Meeting adjourn at 8:03 p.m.

Carried

Mayor

Clerk