

Municipality of Strathroy-Caradoc
Regular Council Session
Minutes

Monday, April 7, 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
Doug Payne, Director of Human Resources
Mark Ortiz, Director of Engineering & Public Works
Jennifer Pereira, Acting Clerk
Melonie Carson, Deputy Clerk/Records Management
Coordinator (Recorder)

Others Present: Saja Alasmar, Development Services Coordinator
Michelle Wright, Museum Curator
Crystal Loyst, Museum Collections & Research Coordinator

1. Roll Call

Deputy Mayor McGuire confirmed Council attendance noting that Councillor Willise was absent with notice and Mayor Grantham was virtual.

2. Call to Order/Approve Agenda

Moved by Councillor Brennan

Seconded by Councillor Kennes

THAT: By-law No. 48-25 and By-law No. 49-25 be added to the Consideration of By-law Section of the Agenda for approval, and further;

THAT: the April 7, 2025 Regular Council Meeting Agenda be approved as amended.

Carried

3. Declaration of Pecuniary Interest

Councillor Donna Pammer declared an indirect pecuniary interest on Item 8.5.1 (Strathroy-Caradoc Housing Corporation Organizational Review - Phase II Update) as BDO is a member of the Chamber of Commerce for which she is employed.

4. Presentations/Delegations/Petitions

None.

5. Approval of Minutes

Moved by Councillor Brennan

Seconded by Councillor Kennes

THAT: the following meeting minutes be approved as amended:

- Regular Council Meeting Minutes - March 17, 2025
- Special Council Meeting Minutes - March 13, 2025 - amendment under "Declaration of Pecuniary Interest", Councillor Pammer is a member of the Chamber of Commerce, not the BIA.
- Special Council Meeting Minutes - March 26, 2025

Carried

5.1 Regular Council Meeting Minutes – March 17, 2025

5.2 Special Council Meeting Minutes - March 13, 2025

5.3 Special Council Meeting Minutes - March 26, 2025

6. Consent Items

Moved by Councillor Brennan

Seconded by Councillor Pammer

THAT: Consent Agenda Items 6.1 and 6.3 be received for information.

Carried

6.1 Communications

6.1.1 Temporary Road Closure - Strathroy Caradoc Cruisers - Hometown Festival Show and Shine

6.1.2 Middlesex-London Board of Health Meeting Summary - March 20, 2025

6.2 Reports from Departments

6.2.1 Listing of Outstanding Motions – April 2025 Update - LLS-2025-05

THAT: Report LLS-2025-05 “Listing of Outstanding Motions – April 2025 Update” be received for information.

6.2.2 Parks and Recreational Area Condition Assessment - CS-2025-16

THAT: Report CS-2025-16 titled “Parks and Recreational Area Condition Assessment” be received for information.

6.3 Reports from Boards and Committees

6.3.1 Tri Township Arena Board Meeting Minutes - February 13, 2025

6.3.2 Police Services Board Monthly Activity Reports - February 2025

6.3.3 Police Services Board Meeting Minutes - February 18, 2025

6.3.4 Strathroy Caradoc Housing Corporation Meeting Minutes - November 25, 2024

6.3.5 Strathroy Caradoc Housing Corporation Meeting Minutes - February 03, 2025

7. Consideration of Items Requiring Discussion (Consent Agenda)

Councillor Derbyshire requested to speak to items 6.2.1 and 6.2.2.

Moved by Councillor Pelkman

Seconded by Councillor Derbyshire

THAT: Consent Items 6.2.1 and 6.2.2 be received for information.

Carried

8. Communications

THAT: Council receive the communication items for information.

8.1 Strathroy Lions Club - Re Service Club Registration Fee and Strathroy Lions Club Park Pavilion Rental Fee

Moved by Councillor Brennan

Seconded by Councillor Kennes

THAT: Council deny waiving the fees for the Strathroy Market and rental fees for the Strathroy Lions Club pavilion.

Carried

9. Reports from Departments

9.1 Financial Services

9.1.1 Section 357 Application - FIN-2025-06

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

Moved by Councillor Kennes

Seconded by Councillor Hipple

THAT: Report FIN-2025-06 "Section 357 Application – 8779 Falconbridge Drive" be received for information, and further;

THAT: the Section 357 Application for 8779 Falconbridge Drive be approved for processing.

Carried

9.2 Building and Planning

9.2.1 Community Improvement Applications – April 2025 - BBP-2025-27

Saja Alasmar, Development Services Coordinator, was present to speak to the report and answer questions from members.

Moved by Councillor Hipple
Seconded by Councillor Kennes

THAT: Report BBP-2025-27 “Community Improvement Applications – April 2025” be received for information, and further;

THAT: Council approve Jason Hastings’ application for funding through the Additional Unit Program to the maximum amount of \$18,377.52, and further;

THAT: Council approve Thane O’Dell’s application for funding through the Additional Unit Program to the maximum amount of \$15,830.48.

Carried

9.3 Community Services

9.3.1 Museum Strathroy-Caradoc 2024 Year in Review - CS-2025-21

Michelle Wright, Museum Curator, and Crystal Loyst, Museum Collections & Research Coordinator were present to speak to the report and answer questions from members.

Moved by Councillor Pelkman
Seconded by Councillor Kennes

THAT: Report CS-2025-01 “Museum Strathroy-Caradoc 2024 Year in Review” be received for information, and further;

THAT: Council approve the attached report “2024 Year in Review” as recommended by the Museum Advisory Committee.

Carried

9.4 Engineering and Public Works

9.4.1 Sidewalk Tractor and Flail Mower Attachment Award - EPW-2025-17

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

Moved by Councillor Pammer
Seconded by Councillor Kennes

THAT: Report EPW-2025-17 “Sidewalk Tractor and Flail Mower Attachment Award” be received for information, and further;

THAT: Council award the purchase of a Trackless MT7 Tractor for \$197,107.88 plus HST to Work Equipment Ltd. and further;

THAT: Council award the purchase of a Front Flail Mower attachment for \$12,298.63.

Carried

9.5 Chief Administrative Officer

9.5.1 Strathroy-Caradoc Housing Corporation Organizational Review - Phase II Update - CAO-2025-10

Rob Browning, CAO, was present to speak to the report and answer questions from members. Alan Mac, BDO, was also present to speak to the report.

Moved by Councillor Brennan
Seconded by Councillor Pelkman

THAT: Council receive report CAO-2025-10 for information.

Carried

Moved by Mayor Grantham
Seconded by Councillor Brennan

THAT: this be deferred to the next meeting on April 22nd to have the CAO reach out to MNP to see if they are still willing to do the work.

Carried

9.5.2 2025 Temporary Staffing Request - HR-2025-09

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

Moved by Councillor Pelkman
Seconded by Councillor Kennes

THAT: Report-2025-09 “2025 Temporary Staffing Request” be received for information, and further;

THAT: Council approve the hiring of 2 Temporary Administrative Assistants for a duration of 12 months, and direct the Human Resources Director to commence the recruitment immediately.

Carried

10. County Council Report

10.1 Middlesex County Council Highlights - March 11, 2025

10.2 Middlesex County Council Highlights - March 25, 2025

11. Announcements and Inquiries by Members

12. Schedule of Meetings

- Regular Council Meeting - **Tuesday**, April 22, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)
- Regular Council Meeting - Monday, May 5, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)
- Regular Council Meeting - **Tuesday**, May 20, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)

13. In Camera

Moved by Councillor Brennan
Seconded by Councillor Kennes

THAT: Council move into closed session at 7:38 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 March 3, 2025 & March 13, 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).

Carried

14. Open Session Resume

Moved by Councillor Brennan

Seconded by Councillor Hipple

THAT: Closed Session adjourn at 7:54 p.m. and Open Session resume.

Carried

15. Report on Closed Session

Deputy Mayor McGuire 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 March 3, 2025 & March 13, 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 a verbal update and direction was given to legal counsel and Council received advice from legal counsel).

Moved by Councillor Derbyshire

Seconded by Councillor Pelkman

THAT: the direction in Closed Session be approved.

Carried

16. Consideration of By-laws

Moved by Councillor Pammer

Seconded by Councillor Kennes

THAT: By-law No. 38-25, By-law No. 39-25, By-law No. 41-25, By-law No. 45-25, By-law No. 46-25, By-law No. 48-25 and By-law No. 49-25 receive first, second and third and final reading.

Carried

16.1 By-law No. 38-25

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 Thane O'Dell.

16.2 By-law No. 39-25

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 Jason Hastings: 227 Front Street East, Strathroy.

16.3 By-law No. 41-25

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

16.4 By-law No. 45-25

A by-law to appoint a Secretary-Treasurer and an Acting Secretary-Treasurer for the Committee of Adjustment.

16.5 By-law No. 46-25

A by-law to appoint an Interim Fire Chief for the Municipality of Strathroy-Caradoc (Brad Biggrigg).

16.6 By-law No. 48-25

A by-law to appoint Temporary Building Inspectors for the Municipality of Strathroy-Caradoc

16.7 By-law No. 49-25

A by-law to authorize the execution of an agreement with the Municipality of Middlesex Centre for Temporary Building Inspection Services.

17. Adjournment

Moved by Councillor Brennan

Seconded by Councillor Kennes

THAT: the April 7, 2025 Regular Council Meeting adjourn at 8:00 p.m.

Carried

Mayor

Clerk