

Municipality of Strathroy-Caradoc
Regular Council Session
Minutes

Monday, May 5, 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: Rob Browning, Chief Administrative Officer
Bill Dakin, Director of Financial Services/Treasurer
Rob Lilbourne, Director of Community & Development Services
Doug Payne, Director of Human Resources
Mark Ortiz, Director of Engineering & Public Works
Tim Williams, Manager of Planning, County of Middlesex
Jennifer Pereira, Director of Legal & Legislative Services/Clerk
Melonie Carson, Deputy Clerk/Records Management
Coordinator (Recorder)

Others Present: Steve Beasley, Deputy Chief of Fire, Prevention & Training
Heather Lalonde, Director of Economic Development &
Community Engagement
Sherri Kroll, Middlesex Community Living
Tyler Damen, Strathroy Hospice Board
Kasey McNaughton, Resident

1. Roll Call

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

2. Call to Order/Approve Agenda

Moved by Councillor Hipple

Seconded by Deputy Mayor McGuire

THAT: the May 5, 2025 Regular Council Meeting Agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

Councillor Willsie declared a conflict on Item 8.1.5 - Community Improvement Application – May 2025 – 8668 Longwoods Road - BBP-2025-46 as he is the applicant.

4. Presentations/Delegations/Petitions

4.1 Welcoming Community Committee - Middlesex Community Living

Sherri Kroll, Middlesex Community Living, was present to speak.

4.2 Strathroy Hospice Board

Tyler Damen, Strathroy Hospice Board, was present to speak.

Councillor Derbyshire joined the meeting at 6:17 p.m.

4.3 Kasey McNaughton - Drainage Concerns -133 Beech Street

Kasey McNaughton, Resident, was present to speak to drainage concerns at 133 Beech Street.

Moved by Councillor Derbyshire

Seconded by Deputy Mayor McGuire

THAT: Council ask staff to bring a report back on the costing and where we are at with Beech Street and this be brought back to the second meeting in June.

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 Kennes

THAT: the public meeting to consider an application for Zoning By-law Amendment for the property located at 23722 Glen Oak Road, Strathroy, ON be hereby opened.

Carried

5.1.2 Report to be presented by the Planner, BBP-2025-38

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

5.1.3 Comments and inquiries by the public for the proposed rezoning

None.

5.1.4 Comments and questions from Members of Council

The following Members of Council spoke: Councillor Willsie, Councillor Derbyshire

5.1.5 Motion to close the public meeting

Moved by Councillor Brennan
Seconded by Deputy Mayor McGuire

THAT: the public meeting to consider an application for Zoning By-law Amendment for the property located at 23722 Glen Oak Road, Strathroy, ON be hereby closed.

Carried

5.1.6 Decision/Resolution

Moved by Deputy Mayor McGuire
Seconded by Councillor Derbyshire

THAT: Report BBP-2025-38 regarding rezoning application ZBA 8-2025 be received for information, and further;

THAT: the ZBA 8-2025 be approved, and further;

THAT: By-law No. 50-25 be referred to the Consideration of By-laws Section of the Agenda for consideration and approval.

Carried

5.2 Public Meeting No. 2

5.2.1 Motion to open 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 6978 Scotchmere Drive, Strathroy, ON be hereby opened.

Carried

5.2.2 Report to be presented by the Planner, BBP-2025-40

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

5.2.3 Comments and inquiries by the public for the proposed rezoning

None.

5.2.4 Comment and questions from Members of Council

None.

5.2.5 Motion to close the public meeting

Moved by Councillor Pammer

Seconded by Councillor Willsie

THAT: the public meeting to consider an application for Zoning By-law Amendment for the property located at 6978 Scotchmere Drive, Strathroy, ON be hereby closed.

Carried

5.2.6 Decision/Resolution

Moved by Councillor Hipple
Seconded by Councillor Willsie

THAT: Report BBP-2025-40 regarding rezoning application ZBA 7-2025 be received for information, and further;

THAT: the rezoning application ZBA 7-2025 be approved, and further;

THAT: By-law No. 53-25 be referred to the Consideration of By-laws Section of the Agenda for consideration and approval

Carried

6. Approval of Minutes

Moved by Deputy Mayor McGuire
Seconded by Councillor Brennan

THAT: the Regular Council Meeting minutes of April 22, 2025 be approved as written, and further;

THAT: the Special Council Meeting minutes of April 28, 2025 be approved as written.

Carried

6.1 Regular Council Meeting Minutes – April 22, 2025

6.2 Special Council Meeting Minutes - April 28, 2025

7. Consent Items

Moved by Deputy Mayor McGuire
Seconded by Councillor Kennes

THAT: Consent Agenda Items 7.1 and 7.2 be received for information.

Carried

7.1 Communications

7.1.1 Strathroy Caradoc Cruisers - Hometown Festival Show and Shine

7.1.2 St. Clair Conservation Authority 2024 Annual Report

7.2 Reports from Boards and Committees

- 7.2.1 Police Services Board Meeting Minutes – March 18, 2025
- 7.2.2 Police Services Board Monthly Activity Reports - March 2025
- 7.2.3 Tri-Township Arena Board Meeting Minutes - March 13, 2025
- 7.2.4 Bluewater Recycling Association - 2024 Annual Report

8. Reports from Departments

8.1 Building and Planning

- 8.1.1 Community Improvement Applications – May 2025 – 22443
Adelaide Road - BBP-2025-42

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

Moved by Deputy Mayor McGuire
Seconded by Councillor Hipple

THAT: Report BBP-2025-42 “Community Improvement Applications - May 2025 - 22443 Adelaide Road” be received for information, and further;

THAT: Council approve Tara Thomas and Cecilia Arnett’s application for funding through the Beautification Program to the maximum amount of \$5,600.13.

Carried

- 8.1.2 Community Improvement Application- May 2025 – 53 Hemlock Blvd. - BBP-2025-43

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

Moved by Deputy Mayor McGuire
Seconded by Councillor Kennes

THAT: Report BBP-2025-43 “Community Improvement Application – May 2025 – 53 Hemlock Blvd.” be received for information.

Carried

Moved by Councillor Kennes
Seconded by Councillor Pammer

THAT: Council approve Michael and Julianne Kloss's application for the full amount of \$9,450.01.

Carried

8.1.3 Community Improvement Application – May 2025 – 79 Bradley Avenue - BBP-2025-44

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

Moved by Deputy Mayor McGuire
Seconded by Councillor Kennes

THAT: Report BBP-2025-44 “Community Improvement Application – May 2025 – 79 Bradley Avenue” be received for information, and further;

THAT: Council approve Graham Stepien’s application for funding through the Additional Unit Program to the maximum amount of \$16,752.00.

Carried

8.1.4 Community Improvement Application – May 2025 – 77, 79, 81 Thomas Street - BBP-2025-45

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

Moved by Deputy Mayor McGuire
Seconded by Councillor Pelkman

THAT: Report BBP-2025-45 “Community Improvement Application – May 2025 – 77, 79, 81 Thomas Street” be received for information, and further;

THAT: Council approve Dale Ross’ CIP By-law Amendment through the Beautification Program.

Carried

8.1.5 Community Improvement Application – May 2025 – 8668
Longwoods Road - BBP-2025-46

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

Moved by Councillor Brennan
Seconded by Councillor Kennes

THAT: Report BBP-2025-46 “Community Improvement Application – May 2025 – 8668 Longwoods Road” be received for information, and further;

THAT: Council deny Greg Willsie’s application for funding through the Additional Unit Program to the maximum amount of \$20,210.46.

Carried

8.2 Engineering and Public Works

8.2.1 2025 Sidewalk Program Recommendations - EPW-2025-26

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

Moved by Councillor Pelkman
Seconded by Councillor Brennan

THAT: Council receive report EPW-2025-26 Sidewalk Program Recommendations for information, and further;

THAT: Council direct staff to proceed with tendering the 2025 Sidewalk Program for the sidewalks identified in this report.

Carried

8.3 Fire Services

8.3.1 Automatic Aid Agreement with the Township of Adelaide Metcalfe -
FIRE-2025-01

Steve Beasley, Deputy Chief of Fire, was present to speak to the report and answer questions from members.

Councillor Pammer declared an indirect pecuniary interest as there is a financial implication to this discussion as her association with the Chamber of Commerce and the township being a member, so excused herself from the conversation.

Moved by Councillor Hipple
Seconded by Councillor Kennes

THAT: Report FIRE-2025-01 “Automatic Aid Agreement with the Township of Adelaide Metcalfe” be received for information, and further;

THAT: Strathroy-Caradoc Council authorize the Mayor and Clerk to execute an Agreement for the Activation of Automatic Aid with the Township of Adelaide Metcalfe for emergency response to Highway 402 between Exit 65 (Centre Road) and Exit 69 (Hickory Drive), and further;

THAT: By-law No. 03-25 be forwarded to the Consideration of By-laws section of the agenda for adoption.

Carried

Moved by Deputy Mayor McGuire
Seconded by Councillor Willsie

THAT: this be deferred to the next meeting for a change in language or information that satisfies me that we have a full cost recovery.

Loss

9. County Council Report

9.1 Middlesex County Council Meeting Highlights – April 22, 2025

10. Announcements and Inquiries by Members

11. Schedule of Meetings

- SC2045 Council Workshop - Monday, May 12, 2025 @ 4:00 p.m. (Committee Room, 2nd Floor)
- Regular Council Meeting - **Tuesday**, May 20, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)
- SC2045 Council Workshop - Monday, May 26, 2025 @ 4:00 p.m. (Committee Room, 2nd Floor)
- Regular Council Meeting - Monday, June 2, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)

12. In Camera

Moved by Councillor Pelkman

Seconded by Deputy Mayor McGuire

THAT: Council move into closed session at 7:25 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 April 22, 2025), and;
- One item pursuant to Section 239(2)(f) of the *Municipal Act, 2001*, regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Recreation Safety), and further;

THAT: Council take a 10 minute recess.

Carried

13. Open Session Resume

Moved by Councillor Derbyshire

Seconded by Deputy Mayor McGuire

THAT: Closed Session adjourn at 7:58 p.m. and Open Session resume.

Carried

14. 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 April 22, 2025) (the meeting minutes were approved), and;
- One item pursuant to Section 239(2)(f) of the *Municipal Act, 2001*, regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Recreation Safety) (Council received advice from legal counsel and no further direction was given).

15. Consideration of By-laws

Moved by Councillor Brennan

Seconded by Councillor Kennes

THAT: By-law No. 03-25, By-law No. 50-25, By-law No. 53-25, By-law No. 54-25, By-law No. 55-25, By-law No. 56-25, By-law No. 62-25 and By-law No. 63-25 receive first, second and third and final reading.

Carried

15.1 By-law No. 03-25

A by-law to authorize the execution of an agreement between the Corporation of the Municipality of Strathroy-Caradoc, as represented by the Strathroy-Caradoc Fire Department and the Corporation of the Township of Adelaide Metcalfe, as represented by the Adelaide Metcalfe Fire Department.

15.2 By-law No. 50-25

A by-law to amend By-law No. 43-08, being the Comprehensive Zoning By-law of the Municipality of Strathroy-Caradoc (23722 Glen Oak Rd)

15.3 By-law No. 53-25

A by-law to amend the Strathroy-Caradoc Zoning By-law for the property municipally known as 6978 Scotchmere Drive.

15.4 By-law No. 54-25

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 The Bell Tower Ltd.: 22443 Adelaide Road, Mount Brydges.

15.5 By-law No. 55-25

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 Dale Ross, Ruud Terpstra, Steve and Melissa Boucher: 77, 79, 81 Thomas Street, Strathroy.

15.6 By-law No. 56-25

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 Graham Stepien: 79 Bradley Ave, Strathroy.

15.7 By-law No. 62-25

A by-law to authorize the conveyance of property (775 Wright Street, Strathroy).

15.8 By-law No. 63-25

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

16. Adjournment

Moved by Councillor Pammer

Seconded by Deputy Mayor McGuire

THAT: the May 5, 2025 Regular Council Meeting adjourn at 8:00 p.m.

Carried

Mayor

Clerk