

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

**Tuesday, April 22, 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  
Doug Payne, Director of Human Resources  
Mark Ortiz, Director of Engineering & Public Works  
Tim Williams, Manager of Planning, County of Middlesex  
Jennifer Pereira, Acting Clerk  
Melonie Carson, Deputy Clerk/Records Management  
Coordinator (Recorder)

Others Present: Brad Bigrigg, Fire Chief  
Heather Lalonde, Development Commissioner  
Tim Welch, Tim Welch Consulting Inc.  
Julianne Kloss, Resident

**1. Roll Call**

Mayor Grantham confirmed Council attendance noting that all members were present.

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

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

**THAT:** the April 22, 2025 Regular Council Meeting Agenda be approved as circulated.

**Carried**

**3. Declaration of Pecuniary Interest**

None.

**4. Presentations/Delegations/Petitions**

**4.1 Request for Review and Fair Compensation - CIP**

Julianne Kloss was present to speak on a request to review an application to the Community Improvement Plan to reconsider CIP application for additional unit at 53 Hemlock Boulevard East which was submitted in June 2024.

**Moved by** Councillor Kennes  
**Seconded by** Councillor Willsie

**THAT:** Staff bring the application back to a future meeting for reconsideration.

**Carried**

**4.2 Tim Welch Consulting Inc - Funding Request Review on Strathroy-Caradoc Housing**

Tim Welch, Tim Welch Consulting Inc., was present to speak to the Strathroy-Caradoc Housing Corporation Review.

**4.3 Approval of 2023 Updated Draft Audited Financial Statements, FIN-2025-07**

Bill Dakin, Director of Financial Services/IT & Treasurer, was present to speak to the 2023 Updated Draft Audited Financial Statements and answer questions from members.

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

**THAT:** Council receive Report FIN-2025-07 “Approval of 2023 Updated Draft Audited Financial Statements” for information, and further;

**THAT:** the December 31, 2023 Draft Audited Financial Statements for the Municipality of Strathroy-Caradoc be approved.

**Carried**

**5. Approval of Minutes**

**5.1 Regular Council Meeting Minutes – April 7, 2025**

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

**THAT:** the meeting minutes of April 7, 2025 be approved as written.

**Carried**

**6. Consent Items**

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

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

**Carried**

**6.1 Communications**

6.1.1 Adelaide Metcalfe and Strathroy-Caradoc Elementary Panel Attendance Area Review Update

6.1.2 Cheque Listing - March 1 - 31, 2025

**6.2 Reports from Departments**

6.2.1 Train Stoppages at Railway Crossings - FIRE-2025-04

**Moved by** Councillor Kennes  
**Seconded by** Councillor Hipple

**THAT:** Report FIRE-2025-04 be received for information.

**Carried**

**6.3 Reports from Boards and Committees**

6.3.1 Committee of Adjustment Meeting Minutes - March 6, 2025

6.3.2 Community Development Advisory Committee (CDAC) Meeting Minutes - February 11, 2025

**7. Consideration of Items Requiring Discussion (Consent Agenda)**

**8. Notices of Motion**

**8.1 Councillor Brian Derbyshire**

**Moved by** Councillor Derbyshire

**Seconded by** Councillor Willsie

**THAT:** the roads department head create a program to deal with the unsafe trees on our roads in the municipality. I believe we should identify the trees that need to be removed. Get a costing and put a timeframe together for the removal of these trees.

**Carried**

**8.2 Councillor Brian Derbyshire**

**Moved by** Councillor Derbyshire

**Seconded by** Councillor Willsie

**THAT:** we ask the Drainage Superintendent to put together a report to have our ditches cleaned out on a schedule with the consideration that it come out of the farm property taxes, and further;

**THAT:** we include this as part of the 2026 budget.

**Loss**

**8.3 Councillor Brian Derbyshire**

**Moved by** Councillor Derbyshire

**Seconded by** Councillor Willsie

**THAT:** we explore the cost of adding a NHL size ice pad to the existing Tri-Township Arena.

**9. Communications**

**9.1 Middlesex Hospital Alliance - Diabetes Education Program - Request to waive Strathroy Downtown Market Fees**

**Moved by** Councillor Brennan  
**Seconded by** Councillor Pammer

**THAT:** Council deny waiving the fees for the Strathroy Market for the Middlesex Hospital Alliance - Diabetes Education Program.

**Carried**

**9.2 Application for Temporary Noise Exemption - Rockin Wheel - Lions Park Drive**

**Moved by** Councillor Kennes  
**Seconded by** Councillor Hipple

**THAT:** the Application for Temporary Noise Exemption for Rockin Wheel - Lions Park Drive be approved.

**Carried**

**10. Reports from Departments**

**10.1 Building and Planning**

10.1.1 ZBA 5-2025 610 Head Street Planning Evaluation Report, BBP-2025-25

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

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

**THAT:** the subject report BBP-2025-25 for Draft Plan of Subdivision 39T-CDM SC2501 and ZBA 5-2025 be received for information, and further;

**THAT:** the application for the removal of the Holding Zones, be

approved, and further;

**THAT:** By-law No. 43-25 be referred to the Consideration of By-laws Section of the Agenda for consideration and approval, and further;

**THAT:** Council passes a resolution in support of the requested exemption from the condominium approval process as set out in 9(6) and 9(10) of the Condominium Act as requested by Foxwood Homes, and further;

**THAT:** the Clerk forward the resolution to Middlesex County Council for consideration of the exemption request.

**Carried**

10.1.2 ZBA 6-2025 22182 Adelaide Road Evaluation Report, BBP-2025-32

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

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Brennan

**THAT:** Report BBP-2025-32 regarding rezoning application ZBA 6-2025, be received by Council for information, and further;

**THAT:** the Application for the removal of the Holding Zone (ZBA 6-2025), be approved, and further;

**THAT:** By-law No. 42-25 be referred to the Consideration of By-laws Section of the Agenda for consideration and approval.

**Carried**

10.1.3 39T-SC2301 and ZBA 23-2022 360 Carroll Street East Information Report, BBP-2025-39

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

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Pelkman

**THAT:** Report BBP-2025-39 regarding 39T-SC2301 and ZBA 23-2022 be received by Council for information, and further;

**THAT:** Subdivision 39T-SC2301 be approved in principle and forwarded to the County of Middlesex for consideration and approval, and further;

**THAT:** the rezoning application, ZBA 23-2022 which would rezone the lands the lands legally known as CARADOC CON 9 PT LOTS 13 AND 14 RP 33R21220 PARTS 3 AND 4, from “General Agricultural (A1) zone”, to a site-specific ‘Low Density Residential (R1-25) zone’ for the single detached lots, a site-specific ‘Medium Density Residential (R2-31) zone’ for the townhouse dwellings, a site-specific ‘High Density Residential (R3-26) zone’ for the high density block, ‘Future Development (FD) zone’ for the future development block, and ‘Open Space (OS) zone’ for the parkland and stormwater management blocks, be approved, and further;

**THAT:** By-law No. 44-25 be referred to the Consideration of By-laws Section of the Agenda for approval.

**Carried**

## **10.2 Engineering and Public Works**

### **10.2.1 2025 Tar and Chip Tender Award - EPW-2025-19**

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** Councillor Brennan

**THAT:** Council receive report EPW-2025-19 - 2025 Tar and Chip Tender Award for information, and further;

**THAT:** Council approve award of the 2025 Tar and Chip Program to Cornell Construction Limited for the amount of \$720,847.50 plus HST.

**Carried**

#### 10.2.2 Public Works Plow Truck Award - EPW-2025-20

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

**Moved by** Councillor Hipple

**Seconded by** Councillor Pammer

**THAT:** Council receive report EPW-2025-20 for information, and further;

**THAT:** Council approve the sole source purchase of a 2026 Freightliner Single Axle Plow Truck for \$362,430.00 plus HST from Viking Cives Ltd.

**Carried**

#### 10.2.3 Tender Award - Fourth Concession Drain 2025 - EPW-2025-21

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

**Moved by** Councillor Pelkman

**Seconded by** Councillor Kennes

**THAT:** Council receive Report EPW-2025-21 "Tender Award – Fourth Concession Drain 2025" for information, and further;

**THAT:** Council award the Fourth Concession Drain 2025 project to McNally Excavating in the amount of \$232,800.00 excluding HST.

**Carried**

#### 10.2.4 Replacement Grader and Plow Equipment Award, EPW-2025-22

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 Pelkman

**THAT:** Council receive report EPW-2025-22 titled “Replacement Grader and Plow Equipment Award” for information, and further;

**THAT:** Council approves the purchase of a 2025 CAT Grader for \$673,870.00 plus HST from Toromont.

**Carried**

10.2.5 Request for Major Drain Improvement – Humphrey Drain 1999 - EPW-2025-24

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 Willsie

**THAT:** we proceed with engagement of the community and all relevant authorities to a maximum of \$10,000.

**Carried**

10.2.6 Queen Street Phase 2 Microtunneling Change Order - EPW-2025-25

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:** Council receives report EPW-2025-25 titled “Queen Street Phase 2 CN Railway Change Order Approval” for information, and further;

**THAT:** Council approves \$1,101,278.17 plus HST to proceed with the microtunneling boring method under the CN Railway.

**11. County Council Report**

Deputy Mayor McGuire spoke to the County Council Highlights.

**11.1 Council Highlights - April 8, 2025**

**12. Announcements and Inquiries by Members**

**13. Schedule of Meetings**

- 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)
- Regular Council Meeting - Monday, June 2, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)

**14. In Camera**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Brennan

**THAT:** Council move into closed session at 8:33 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 26, 2025 and April 7, 2025); and
- 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); and
- 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 (Organizational Changes); and
- 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 (Adelaide-Metcalf Servicing), and further;

**THAT:** Council take a 10 minute recess.

**Carried**

**15. Open Session Resume**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** Closed Session adjourn at 9:32 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 March 26, 2025 and April 7, 2025) (the meeting minutes were approved); and
- 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) (Direction was given to staff); and
- 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 (Organizational Changes) (Council received a verbal update); and
- 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 (Adelaide-Metcalf Servicing) (Council received a verbal update and direction was given to staff).

**Moved by** Councillor Pelkman

**Seconded by** Deputy Mayor McGuire

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

**Carried**

**17. Consideration of By-laws**

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

**THAT:** By-law No. 42-25, By-law No. 43-25, By-law No. 44-25, By-law No. 47-25, By-law No. 51-25 and By-law No. 52-25 receive first, second and third and final reading.

**Carried**

**17.1 By-law No. 42-25**

A by-law to remove the Holding (H) Symbol from certain lands located in the Municipality of Strathroy-Caradoc (22182 Adelaide Road).

**17.2 By-law No. 43-25**

A by-law to remove the Holding (H) Symbol from certain lands located in the Municipality of Strathroy-Caradoc (610 Head Street).

**17.3 By-law No. 44-25**

A by-law to amend By-law No. 43-08, being the Comprehensive Zoning By-law of the Municipality of Strathroy-Caradoc (360 Carroll Street East).

**17.4 By-law No. 47-25**

A by-law to appoint an Acting Clerk.

**17.5 By-law No. 51-25**

A by-law to remove the property known as 137 Frank Street from surplus in the Municipality of Strathroy-Caradoc.

**17.6 By-law No. 52-25**

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 Brennan  
**Seconded by** Councillor Pelkman

**THAT:** the April 22, 2025 Regular Council Meeting adjourn at 9:34 p.m.

**Carried**

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Mayor

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Clerk