

Municipality of Strathroy-Caradoc
Regular Council Session
Minutes

Monday, June 16, 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 Frank Kennes
Councillor Steve Pelkman
Councillor Donna Pammer
Councillor Sandi Hipple
Councillor Greg Willsie
Councillor Brian Derbyshire

Absent with Notice: Councillor John Brennan

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)
Heather Lalonde, Director of Economic Development &
Community Engagement

1. Roll Call

Mayor Grantham confirmed Council attendance noting that Councillor Brennan was absent with notice.

2. Call to Order/Approve Agenda

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: the June 16, 2025 Regular Council Meeting Agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

None.

4. Presentations/Delegations/Petitions

4.1 Middlesex County Presentation - HAF2 - Planning Related

Scott Allen, MHBC Planning, was present to provide a presentation on the Housing Accelerator Fund Zoning By-law Amendment Review and answer questions from members.

4.2 Service Award Presentation - William Bruinink - 20 Years of Service

4.3 Service Award Presentation - Melonie Carson - 5 Years of Service

5. Approval of Minutes

Moved by Councillor Kennes

Seconded by Deputy Mayor McGuire

THAT: the Regular Council Meeting minutes of June 2, 2025 be approved as written, and further;

THAT: the Special Council Meeting minutes of May 27, 2025 be approved as written.

Carried

5.1 Regular Council Meeting Minutes - June 2, 2025

5.2 Special Council Meeting Minutes - May 27, 2025

6. Consent Items

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: Consent Agenda Items 6.1 and 6.2 be received for information.

Carried

6.1 Communications

6.1.1 May 2025 Cheque Listing

6.2 Reports from Boards and Committees

6.2.1 Strategic Visioning Workshop - May 12, 2025

6.2.2 Strategic Visioning Workshop - May 26, 2025

7. Consideration of Items Requiring Discussion (Consent Agenda)

None.

8. Notice of Motion

8.1 Deputy Mayor Mike McGuire

Moved by Deputy Mayor McGuire

Seconded by Councillor Pammer

THAT: Council request the County of Middlesex to install pedestrian crossing signs along Metcalfe St near Victoria St., and further;

THAT: Council authorize the expenditure of up to \$6000.00 for this purpose, and further;

THAT: Council direct the Director of Finance to allocate funding for this project from reserves as needed.

Carried

9. Unfinished Business

9.1 Strathroy Caradoc Housing Corporation - Appointment of Member

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: Council appoint Councillor Frank Kennes to the Strathroy-Caradoc Housing Corporation Board.

Carried

Moved by Deputy Mayor McGuire
Seconded by Councillor Derbyshire

THAT: Council appoint Councillor Brian Derbyshire to the Strathroy-Caradoc Housing Corporation Board.

Carried

10. Reports from Departments

10.1 Legal and Legislative Services

10.1.1 Amendment to Procedure By-law – Electronic Voting - LLS-2025-08

Jennifer Pereira, Director of Legal & Legislative Services/Clerk, was present to speak to the report and answer questions from members.

Moved by Councillor Pelkman
Seconded by Councillor Hipple

THAT: Council receive report LLS-2025-08 for information, and further;

THAT: By-law No. 75-25 be referred to the Consideration of By-laws Section of the agenda for approval.

Carried

10.2 Building and Planning

10.2.1 OPA 3-2024 and ZBA5-2024 24605 Saxton Road Planning Evaluation Report, BBP-2025-50

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

Moved by Councillor Pelkman
Seconded by Councillor Kennes

THAT: the subject report BBP-2025-50 for Official Plan Amendment 03-2024 and Zoning By-law Amendment 5-2024 be

received for information, and further;

THAT: Amendment No. 21 to the Official Plan of the Municipality of Strathroy-Caradoc (Application OPA 3-2024) which would re-designate the lands municipally known as 24605 Saxton Road in Strathroy from 'Commercial' to 'Residential' be adopted and forwarded to the County of Middlesex for consideration and approval, and further;

THAT: the rezoning application, ZBA 5-2024 which would rezone the lands municipally known as 24605 Saxton Road, Strathroy from 'General Commercial (C1) zone' and site specific 'General Commercial (C1-13) zone' to site specific 'High Density Residential (R3-27) as amended by staff, be approved, and further;

THAT: By-law No. 68-25 and By-law No. 69-25 be referred to the Consideration of By-laws Section of the Agenda.

Carried

10.3 Community Services

10.3.1 Pool Pass Lending Program 2025 - CS-2025-23

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

Moved by Councillor Pelkman

Seconded by Councillor Hipple

THAT: Council receive report CS-2025-23 titled Pool Pass Lending Program 2025 for information, and further;

THAT: Council approve the Pool Pass Lending Program in partnership with the Municipality of Strathroy-Caradoc and the County Library by donating three (3) Family Pool Passes.

Carried

10.3.2 Seniors Focus Groups - CS-2025-24

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

Moved by Councillor Kennes

Seconded by Deputy Mayor McGuire

THAT: Council receive report CS-2025-24 titled Seniors Focus Groups for information.

Carried

Moved by Councillor Kennes

Seconded by Councillor Hipple

THAT: Council direct staff to develop a pilot project which encapsulates the trial period that will include the operating funds for the 2026 budget deliberations.

Carried

10.3.3 Downtown Beautification - CS-2025-25

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

Moved by Councillor Pammer

Seconded by Councillor Kennes

THAT: Council receive report CS-2025-25 titled Downtown Beautification for information, and further;

THAT: Council direct staff to initiate immediately a clean-up and refurbishment of the downtown tree beds along Frank St. and Front St. in Strathroy, including spot repairs of interlocking brick, and further;

THAT: Council direct staff to utilize the funds from the Mainstreet Revitalization Fund of \$76,979.00 for this project.

Carried

10.4 Engineering and Public Works

10.4.1 2025 Asphalt Resurfacing Tender Award - EPW-2025-28

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 Derbyshire

THAT: Council receive report EPW-2025-28 – 2025 Asphalt Resurfacing Tender Award for information.

Carried

Moved by Councillor Kennes

Seconded by Councillor Pelkman

THAT: the 2025 Asphalt Resurfacing Tender is awarded to Steve Smith Construction Corporation for the amount of \$596,957.50 plus HST to complete Drury Lane and Railroad Street.

Carried

10.4.2 2025 Sidewalk Tender Award - EPW-2025-32

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

Moved by Councillor Pammer

Seconded by Councillor Pelkman

THAT: Council receive report EPW-2025-32 - 2025 Sidewalk Tender Award for information, and further;

THAT: the 2025 Sidewalk Tender is awarded to Fiorino Concrete Ltd. for the amount of \$181,650.64 plus HST.

Carried

10.5 Fire Services

10.5.1 Fire Department Establishing and Regulating By-law (Repeal and Replace By-law No. 07-18) - FIRE-2025-08

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

Moved by Councillor Kennes

Seconded by Councillor Willsie

THAT: Council receive report FIRE-2025-08 for information.

Carried

Moved by Councillor Derbyshire

Seconded by Councillor Pelkman

THAT: Council repeal By-law No. 07-18 as outlined in this report and approve the proposed By-law.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Willsie

THAT: By-law No. 59-25 be forwarded to the Consideration of By-laws section of the next meeting agenda.

Carried

Moved by Councillor Willsie

Seconded by Councillor Hipple

THAT: Section 4.2.2 be added which states that all current firefighters as of June 16, 2025 are exempt from section 4.2.1.

Carried

10.6 Chief Administrative Officer

10.6.1 Strathroy-Caradoc Vision 2055 - CAO-2025-12

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

Moved by Councillor Pelkman

Seconded by Councillor Pammer

THAT: Council receive Report CAO-2025-12 for information.

Carried

Moved by Councillor Kennes

Seconded by Deputy Mayor McGuire

THAT: Council adopt the Strathroy-Caradoc Vision 2055 in principle, and further;

THAT: staff be directed to use the Strathroy-Caradoc Vision 2055 to inform the ongoing Official Plan's comprehensive review, and further;

THAT: staff be directed to use the Strathroy-Caradoc Vision 2055 to inform the upcoming Mount Brydges Waste Water Servicing Class "C" Environmental Assessment, and further;

THAT: the Strathroy-Caradoc Vision 2055 be used as a guide in the development of future plans by the Municipality.

Carried

10.6.2 Supplemental to Head Street Dam Removal Cost Share for Strathroy-Caradoc (2025-11) - CAO-2025-13

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

Moved by Councillor Kennes

Seconded by Councillor Pelkman

THAT: Council receive Report CAO-2025-11 for information, and further;

THAT: Council instruct staff on any further direction in this matter.

Carried

10.6.3 2025 Non-Union Market Compensation Review Report - HR-2025-

11

Doug Payne, Director of Human Resources, was present to speak to the report and answer questions from members. Elizabeth Hill, Pesce & Associates, was present to provide a presentation.

Moved by Councillor Pammer
Seconded by Councillor Kennes

THAT: Report HR-2025-11 “2025 Non Union Market Compensation Review Report” be received for information.

Carried

Moved by Councillor Pammer
Seconded by Councillor Kennes

THAT: Council proceed with the Non-Union Wage Option 1 and ask staff to come back with funding options for Option 1 for the next Council meeting.

Carried

Moved by Deputy Mayor McGuire
Seconded by Councillor Kennes

THAT: Council approve the Council wage Option 1, effective January 1, 2027.

Carried

Moved by Councillor Willsie
Seconded by Councillor Derbyshire

THAT: staff include in the report that comes forward what the cost could be for Council to enroll in OMERS and/or benefits as applicable.

Carried

11. County Council Report

11.1 Council Highlights - May 27, 2025

12. Announcements and Inquiries by Members

13. Schedule of Meetings

- Council Workshop - Monday, June 23, 2025 @ 4:00 p.m. (Council Chamber/Hybrid)
- Regular Council Meeting - Monday, July 7, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)
- Regular Council Meeting - Monday, July 21, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)
- Council Workshop - Monday, July 28, 2025 @ 4:00 p.m. (Council Chamber/Hybrid)

14. In Camera

Moved by Councillor Kennes

Seconded by Councillor Pelkman

THAT: Council move into closed session at 9:37 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 June 2, 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 (Servicing Agreement), and further;

THAT: Council take a 10 minute recess.

Carried

15. Open Session Resume

Moved by Councillor Pammer

Seconded by Councillor Hipple

THAT: Closed Session adjourn at 9:50 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 June 2, 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 (Servicing Agreement) (direction was given to staff).

Moved by Councillor Kennes

Seconded by Councillor Derbyshire

THAT: the direction in Closed Session be approved.

Carried

17. Consideration of By-laws

Moved by Deputy Mayor McGuire

Seconded by Councillor Pammer

THAT: By-law No. 68-25, By-law No. 69-25, By-law No. 75-25 and By-law No. 76-25 receive first, second and third and final reading.

Carried

17.1 By-law No. 68-25

A by-law to adopt Amendment No. 21 to the Official Plan of the Municipality of Strathroy-Caradoc (24605 Saxton Road).

17.2 By-law No. 69-25

A by-law to amend By-law No. 43-08, being the Comprehensive Zoning By-law of the Municipality of Strathroy-Caradoc (24605 Saxton Road).

17.3 By-law No. 75-25

A by-law to approve an amendment to By-law No. 20-25, being a by-law to govern the proceedings of Council and Committee meetings of the Municipality of Strathroy-Caradoc.

17.4 By-law No. 76-25

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 Pelkman

THAT: the June 16, 2025 Regular Council Meeting adjourn at 9:53 p.m.

Carried

Mayor

Clerk