

Municipality of Strathroy-Caradoc
Regular Council Session
Minutes

Monday, July 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 Sandi Hipple
Councillor Greg Willsie
Councillor Brian Derbyshire

Absent with Notice: Councillor Donna Pammer

Also Present: Bill Dakin, Director of Financial Services/Treasurer
Rob Lilbourne, Director of Community & Development Services
Mark Ortiz, Director of Engineering & Public Works
Brad Bigrigg, Fire Chief
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

Others Present: Paul Lattimore, Supervisor of Recreation and Programs
William Versloot, HR Generalist/Payroll

1. Roll Call

Mayor Grantham confirmed Council attendance noting that Councillor Pammer was absent with notice and Councillor Brennan was attending virtually.

2. Call to Order/Approve Agenda

Moved by Councillor Kennes

Seconded by Deputy Mayor McGuire

THAT: the July 7, 2025 Regular Council Meeting Agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

None.

4. Presentations/Delegations/Petitions

4.1 Hometown Festival

Mayor Grantham provided an official thank you to Hometown Festival on behalf of Council and the Municipality of Strathroy-Caradoc.

4.2 Service Award Presentation - Jennifer Duffy - 15 Years of Service

4.3 Service Award Presentation - Jennifer Pereira - 15 Years of Service

5. Public Meeting

5.1 Public Meeting No. 1

5.1.1 Motion to open the public meeting

Moved by Councillor Hipple

Seconded by Councillor Pelkman

THAT: the public meeting to consider an application for Zoning By-law Amendment for the property located at 7013 Walkers Drive, Strathroy, ON be hereby opened.

Carried

5.1.2 Report to be presented by the Planner - BBP-2025-59

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
None.

5.1.5 Motion to close 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 7013 Walkers Drive, Strathroy, ON be hereby closed.

Carried

5.1.6 Decision/Resolution

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: Report BBP-2025-59 regarding rezoning application ZBA 12-2025, be received by Council for information, and further;

THAT: the application ZBA 12-2025 for temporary rezoning be approved, and further;

THAT: By-law No. 80-25 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 Kennes

THAT: the Regular Council Meeting minutes of June 16, 2025 be approved as written, and further;

THAT: the Strategic Priorities Meeting minutes of June 23, 2025 be approved as written.

Carried

6.1 Regular Council Meeting Minutes - June 16, 2025

6.2 Strategic Priorities Meeting Minutes - June 23, 2025

7. Consent Items

Moved by Deputy Mayor McGuire

Seconded by Councillor Willsie

THAT: Consent Agenda Items 7.1.3, 7.1.4 and 7.3.1 be received for information.

Carried

7.1 Communications

7.1.1 Mayor Grantham - Delegation of Powers

7.1.2 Strathroy-Caradoc Letter of Compliance Status RE Mount Brydges WWTP

7.1.3 Bluewater Recycling Association - Quarterly Industry Report - Q2 2025

7.1.4 Council Workshop - June 09, 2025 Minutes

7.2 Reports from Departments

7.2.1 Strathroy Wastewater Treatment Facility Tender Estimate - EPW-2025-33

7.2.2 Gateway Signage Update - CS-2025-31

7.3 Reports from Boards and Committees

7.3.1 Community Development Advisory Committee (CDAC) Meeting Minutes - April 8, 2025

8. Consideration of Items Requiring Discussion (Consent Agenda)

Council members reviewed and discussed items 7.1.1, 7.1.2, 7.2.1 and 7.2.2.

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: Item 7.2.2 "Gateway Signage Update Report CS-2025-31" be referred back to staff.

Carried

Moved by Councillor Kennes
Seconded by Councillor Hipple

THAT: Consent Agenda Items 7.1.1, 7.1.2, and 7.2.1 be received for information.

Carried

9. Reports from Departments

9.1 Legal and Legislative Services

9.1.1 Animal Control Services Tender Award - LLS-2025-09

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-2025-09 for information, and further;

THAT: the Municipality enter into a three (3) year contract with Southwest Middlesex Animal Shelter for the provision of Animal Control Services starting September 01, 2025, in the amount of \$55,000 +HST for Year One, \$56,100 + HST for Year Two and \$57,222 + HST for Year Three.

Carried

9.2 Financial Services

9.2.1 Strathroy-Caradoc Housing Corporation Organizational Review - FIN-2025-11

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 Deputy Mayor McGuire

THAT: Council receive Report FIN-2025-11 for information.

Carried

Moved by Councillor Derbyshire

Seconded by Councillor Willsie

THAT: this be deferred to the October 20th Council Meeting until we see the HST report come back on it.

Loss

Moved by Councillor Kennes

Seconded by Deputy Mayor McGuire

THAT: Council turn down the bid from KPMG and not seek their input, but do seek a reconciliation on the HST on the building to be prepared by the Treasurer and presented at a later date and include a report from MNP on the reconciliation.

Carried

9.2.2 Bill 17, Protect Ontario by Building Faster and Smarter Act, 2025-
Overview - FIN-2025-12

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

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: Council receive FIN -2025-12 report for information regarding the changes introduced through Bill 17 to the *Development Charges Act, 1997*, and further;

THAT: Council direct staff to monitor the forthcoming regulations and report back on their financial and operational impacts in due course.

Carried

9.3 Building and Planning

9.3.1 Request to Remove 'H' Holding Zone for Jose and Michelle Luis
Part of Lot 3, Concession 9, geographic Township of Caradoc
6919 Calvert Drive, Municipality of Strathroy-Caradoc - BBP-2025-
58

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

Moved by Councillor Hipple

Seconded by Councillor Kennes

THAT: Report BBP-2025-58 regarding rezoning application ZBA 12-2025, be received by Council for information, and further;

THAT: the application ZBA 12-2025 for temporary rezoning be approved, and further;

THAT: By-law No. 74-25 be referred to the Consideration of By-laws Section of the Agenda for consideration and approval.

Carried

9.4 Community Services

9.4.1 LED Video Board Partnership with Strathroy Jets and Ricco Foods
- CS-2025-32

Paul Lattimore, Supervisor of Recreation and Programs, was present to speak to the report and answer questions from members.

Moved by Councillor Hipple

Seconded by Councillor Pelkman

THAT: Council receive report CS-2025-32 for information, and further;

THAT: Council approve Option 3 as identified in the Council Report.

Carried

9.5 Engineering and Public Works

9.5.1 Ballantine - Christina Road Drain 2023 – Tender Award - EPW-2025-34

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

Moved by Deputy Mayor McGuire

Seconded by Councillor Hipple

THAT: Council receive Report EPW-2025-34 Ballantine - Christina Road Drain 2023 - Tender Award for information, and further;

THAT: Council award the Ballantine – Christina Road Drain 2023 project to Gary Falconer Trucking Ltd., in the amount of \$113,554.00 excluding HST.

Carried

9.6 Fire Services

9.6.1 Revised Automatic Aid Agreement – Southwest Middlesex - FIRE-2025-07

Brad Bigrigg, Fire Chief, was present to speak to the report and answer questions from members.

Moved by Councillor Kennes

Seconded by Councillor Pelkman

THAT: Council receive report FIRE-2025-07 for information, and further;

THAT: Council authorize the Mayor and Clerk to sign the revised Automatic Aid Agreement with the Municipality of Southwest Middlesex.

Carried

9.7 Chief Administrative Officer

9.7.1 Staffing Plan 2025-2028 - CAO-2025-14

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

Moved by Deputy Mayor McGuire
Seconded by Councillor Kennes

THAT: Council receive the Staffing Plan 2025-2028 as information.

Carried

Moved by Councillor Kennes
Seconded by Deputy Mayor McGuire

THAT: Council approve the Staffing Plan 2025-2028 in principle, and further;

THAT: Council approve the following positions for 2025:

- Reclassification of the positions of Supervisor of Parks and Recreational Facilities & and Supervisor of Recreational Programs and Community Liaison to Manager positions;
- Conversion of the contract By-law position to full-time employee status;
- New position of Financial Analyst in Financial Services;
- New position of HR/Health and Safety Specialist in Human Resources;
- New position of part-time Fire Services Technician in Fire Services;
- New position of Project Manager in the Environmental Services Division of Engineering and Public Works, and further;

THAT: all of these positions will be funded from the current municipal and Water/Waste Water Utility budgets for 2025, and further;

THAT: the positions for 2026, 2027 and 2028 be referred to their respective budget processes for their respective year.

Carried

9.7.2 Listing of Outstanding Motions – July 2025 Update - LLS-2025-10

Rob Lilbourne, Director of Community & Development Services, 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 LLS-2025-10 for information.

Carried

Moved by Councillor Pelkman
Seconded by Councillor Hipple

THAT: Council remove the following motion from the list of outstanding motions:

THAT: Chief Smith bring a report with an overview of Bill C-321 to help Council better understand the request to support the motion.

Carried

Moved by Councillor Derbyshire
Seconded by Councillor Pelkman

THAT: Council remove the following motions from the list of outstanding motions:

THAT: Council arrange a refresher session with John Mascarin, Aird & Berlis LLP on pecuniary interest.

THAT: a Finance Committee be struck to review the capital and operations budgets in detail, and further;

THAT: the committee be comprised of Council as a Whole; and THAT: the committee meet once a month with the

Directors of departments to gain an understanding of where the Municipality is at throughout the year, and further; THAT: the committee report back to Council and take any of Council's suggestions back to the committee.

Carried

Moved by Councillor Pelkman

Seconded by Deputy Mayor McGuire

THAT: Council remove the following motions from the list of outstanding motions:

THAT: staff come back to Council with a less capital intensive program using existing infrastructure to arrive at a more affordable solution for taxpayers, and further;

THAT: staff investigate a funding mechanism of a flat fee for areas that are serviced with gutters, curbs, and storm sewers to help fund a Stormwater Management Plan.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Hipple

THAT: Council remove the following motions from the list of outstanding motions:

THAT: the following motion remain on the list, but with the note that it is currently under review by the province.

THAT: the implementation of bench mark blood testing [for firefighters] be deferred pending a report from the Fire Chief.

Carried

Moved by Councillor Pelkman

Seconded by Councillor Willsie

THAT: Council remove the following motion from the list of outstanding motions:

THAT: Staff prepare a report on the investigation on other alternative construction materials and methods for road works that minimizes the Municipality's carbon footprint and are more environmentally sustainable, including the opportunities for funding.

Carried

Moved by Councillor Pelkman
Seconded by Mayor Grantham

THAT: Council remove the following motions from the list of outstanding motions:

*THAT: the September 1st, 2024, deadline on the original motion to establish a Planning Committee be removed; and
THAT: a report return to a future Strategic Priorities meeting.*

Carried

Moved by Deputy Mayor McGuire
Seconded by Councillor Kennes

THAT: Council remove the following motions from the list of outstanding motions:

THAT: Council adopt the Strathroy-Caradoc Strategic Plan 2024-2029.

THAT: Council direct the Chief Administrative Officer to bring forward a future report on the implantation plan, how the plan is to be measured and an annual update on the strategic initiatives.

Carried

Moved by Deputy Mayor McGuire
Seconded by Councillor Kennes

THAT: Council remove the following motion from the list of outstanding motions:

THAT: Council direct staff to complete the Development Charge Interest Policy.

Carried

Moved by Councillor Kennes
Seconded by Deputy Mayor McGuire

THAT: Council remove the following motions from the list of outstanding motions:

THAT: Council refer the Draft Expression of Interest for Housing Report to a Strategic Priorities Meeting.

THAT: Council invite the specialist from not-for-profit housing to speak to Council on the issues surrounding what we can do as a municipality to assist in not-forprofit housing.

Carried

Moved by Councillor Brennan

Seconded by Deputy Mayor McGuire

THAT: Council remove the following motion from the list of outstanding motions:

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

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: Council remove the following motions from the list of outstanding motions:

*THAT: the Strathroy-Caradoc Fire Services Advisory Committee look into a report on fire calls, and further;
THAT: the report should consist of the number of full-time calls and the number of volunteer calls, and further;
THAT: the calls be broken down between emergency calls, fire calls, training activities, and community service activities.
THAT: the Terms of Reference for the Fire Advisory Committee be reviewed by the Committee and by Council, and further;
THAT: the discussions at the Fire Advisory Committee be limited to the original Terms of Reference until the Terms of Reference have been updated.*

Carried

Moved by Councillor Willsie

Seconded by Deputy Mayor McGuire

THAT: Council remove the following motions from the list of outstanding motions:

THAT: Staff be directed to come back with a report regarding procedures with the train stoppages in the municipality.

THAT: that the request for waiver of the late fees be denied, and further;

THAT: staff be directed to pursue collection of the charges.

THAT: Council adopt the Strathroy-Caradoc Strategic Plan 2024-2029.

THAT: Council direct the Chief Administrative Officer to bring forward a future report on the implantation plan, how the plan is to be measured and an annual update on the strategic initiatives.

THAT: Direct staff to prepare a report and draft a by-law on only the NOISE / PARKING / PROPERTY STANDARDS / ADDRESSING at this time for consideration at a future Strategic Priorities Meeting.

THAT: Staff bring the application back to a future meeting for reconsideration. (CIP review).

Carried

Moved by Councillor Derbyshire

Seconded by Deputy Mayor McGuire

THAT: Council remove the following motions from the list of outstanding motions:

THAT: Staff provide Council with a report from the Planning and Engineering departments regarding the impact on a by-law requiring all new roads and remediated roads to include a bike lane with safety markers; and

THAT: the report include best practices and examples of the options taken by other municipalities with similar by-laws.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: Council take a short recess at 8:03 p.m. and reconvene at 8:15 p.m.

Carried

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: Council resume at 8:14 p.m.

Carried

9.7.3 2025 Non-Union Market Compensation Review Report Follow-Up - HR-2025-12

William Versloot, HR Generalist/Payroll, was present to speak to the report and answer questions from members.

Moved by Councillor Kennes

Seconded by Councillor Hipple

THAT: Report HR-2025-12, "2025 Non-Union Market Compensation Review Report Follow-Up" be received for information.

Carried

Moved by Councillor Pelkman

Seconded by Councillor Kennes

THAT: Council remove the consideration for benefits and pension for Councillors.

Carried

Moved by Councillor Kennes

Seconded by Councillor Pelkman

THAT: Council approve the implementation of the new non-union wage grid presented in this report, and further;

THAT: Council approve moving non-union staff to their same step on the new wage grid effective July 21, 2025, and further;

THAT: this be funded with the refund from the WSIB.

Carried

10. County Council Report

Deputy Mayor McGuire advised that the search for the new CAO continues and hopefully it's a process that comes to a completion soon.

11. Announcements and Inquiries by Members

12. Schedule of Meetings

- 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)
- Regular Council Meeting - Monday, August 5, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)

13. Consideration of By-laws

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: By-law No. 74-25, By-law No. 77-25, By-law No. 78-25, By-law No. 79-25, By-law No. 80-25, and By-law No. 81-25 receive first, second and third and final reading.

Carried

13.1 By-law No. 74-25

A by-law to remove the holding (H) symbol from certain lands located in the Municipality of Strathroy-Caradoc (6919 Calvert Drive).

13.2 By-law No. 77-25

A by-law to authorize the execution of an agreement with Jodi Bedore (Southwest Animal Shelter) for the provision of Animal Control Services.

13.3 By-law No. 78-25

A by-law providing for the collection of the repairs on the following: Baran Drain 1971-Main Drain, Baran Drain 2023, Bell Drain 1991-Branch 20-Open Portion, Bell Drain 1991-Branch 24, Bell Drain 1991-Main Drain-Open Portion, Boersma Burwell Road Drain 2023, Carruthers-Hetzel Drain 2023, Century Drive Drain 2019, Christina Drain 1984-Open Portion, Dyer Drain 1982-Drain No 2, Erskine Drain 1976-Main Drain, Erskine Drain 1976-Happle Branch, Fourth Concession Drain 1987-Main Drain, Funk South Drain 2023, Gorczyca Drain 1980-Main Drain, Gov't Drain 2006 Main Drain-Lower portion, Grosvenor Drain 2010, Gubbels Drain-Main Drain 1965, Humphrey Drain-Main Drain 1999, Lambert Patterson Drain 1970-Branch B, Mccoll-Davelaar Drain-Branch A 1978, Mcdougall Drain-Closed Portion 1973, Melbourne Road-Slegers Drain 2022, Oak Drain-Main Drain 1993, Pierce Drain 1993-Branch A-Open Portion, Sutherland Drain 1960-Drain A-Closed Portion, Whiting Drain 1975-Main Drain-Open Portion, Winters Drain 2023, Ysebert Drain 1983-Main Drain-Open Portion.

13.4 By-law No. 79-25

A by-law to authorize the execution of a Temporary Use Agreement between the Corporation of the Municipality of Strathroy-Caradoc and Burnbrae Processco Holdings 19 Inc. to permit a temporary parking area at 311 Ellor Street.

13.5 By-law No. 80-25

A by-law to amend Strathroy-Caradoc Zoning By-law No. 43-08, being the comprehensive Zoning By-law of the Municipality of Strathroy-Caradoc (7013 Walkers Drive).

13.6 By-law No. 81-25

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

14. Adjournment

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: the July 7, 2025 Regular Council Meeting adjourn at 8:38 p.m.

Carried

Mayor

Clerk