

Municipality of Strathroy-Caradoc
Regular Council Session
Minutes

Tuesday, August 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
Heather Lalonde, Director of Economic Development & Community Engagement
Steve Beasley, Director of Fire Services/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)

Others Present: Jake DeRidder, Manager of Growth & Development
Darren Dowding, Manager of Operations
Saja Alasmar, Development Services Coordinator

1. Roll Call

Mayor Grantham confirmed Council attendance noting that Councillor Brennan was attending virtually.

2. Call to Order/Approve Agenda

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

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

Carried

3. Declaration of Pecuniary Interest

Councillor Hipple declared a pecuniary interest on Item 7.1.2 - June 2025 Cheque Listing as a cheque was written to the company she works for.

Councillor Pammer declared a pecuniary interest on Items 10.1.3, 10.2.1 and 10.2.2, as all of the applicants are members of the Chamber of Commerce for which she is employed.

4. Delegations, Community Presentations and Petitions

4.1 Approval of 2024 Draft Audited Financial Statements - FIN-2025-13

Ashely Didone, MNP, was in attendance virtually to provide a presentation on the 2024 Draft Audited Financial Statements and answer questions from members.

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: Council receive Report FIN-2025-13 “Approval of 2024 Draft Audited Financial Statements” for information, and further;

THAT: Council receive the MNP LLP Audit Findings Letter – MOSC and the MNP LLP Audit Findings Letter – MOSC Trust Funds for information, and further;

THAT: the December 31, 2024 Draft Audited Financial Statements for the Municipality of Strathroy-Caradoc and the December 31, 2024 Draft Audited Financial Statements for the Municipality of Strathroy-Caradoc Trust Funds be approved.

Carried

5. Public Meeting

5.1 Public Meeting No. 1

5.1.1 Motion to open the public meeting

Moved by Councillor Pammer

Seconded by Councillor Pelkman

THAT: the public meeting to consider an application for Zoning By-law Amendment for the property located at 494 Darcy Drive, Strathroy, be hereby opened.

Carried

5.1.2 Report to be Presented by the Planner - BBP-2025-66

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

The following members of the public spoke: Tom Morrison, Aliyah Richards, planning consultant on behalf of application, Mary Lynn Laberge

5.1.4 Comments and questions from Members of Council

The following Council Members spoke: Deputy Mayor McGuire, Councillor Pelkman, Councillor Derbyshire, Councillor Willsie

5.1.5 Motion to close the public meeting

Moved by Councillor Willsie

Seconded by Councillor Kennes

THAT: the public meeting to consider an application for Zoning By-law Amendment for the property located at 494 Darcy Drive, Strathroy, be hereby closed.

Carried

5.1.6 Decision/Resolution

Moved by Deputy Mayor McGuire
Seconded by Councillor Kennes

THAT: the subject report BBP-2025-66 for ZBA 11-2025 be received for information.

Carried

6. Approval of Minutes

6.1 Regular Council Meeting Minutes – July 21, 2025

Moved by Deputy Mayor McGuire
Seconded by Councillor Pelkman

THAT: the Regular Council Meeting minutes of July 21, 2025 be approved as written.

Carried

7. Consent Agenda

Moved by Deputy Mayor McGuire
Seconded by Councillor Pelkman

THAT: Consent Agenda Item 7.1.2 be received for information.

Carried

Moved by Deputy Mayor McGuire
Seconded by Councillor Kennes

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

Carried

7.1 Communications

7.1.1 Middlesex-London Health Unit - Household Food Insecurity - A
Primer for Municipalities

7.1.2 June 2025 Cheque Listing

7.2 Reports from Boards and Committees

7.2.1 Tri Township Arena Board Meeting Minutes - June 12, 2025

8. Consideration of Items Requiring Discussion (Consent Agenda)

9. Communications

9.1 Application for Temporary Noise Exemption - 24749 Park Street - Trout Haven Park

Moved by Deputy Mayor McGuire
Seconded by Councillor Derbyshire

THAT: this be deferred to the second meeting in January 2026.

Loss

Moved by Councillor Hipple
Seconded by Councillor Pelkman

THAT: the Application for Temporary Noise Exemption for Trout Haven Park be approved.

Carried

9.2 Municipality of Tweed Resolution - Blue Box Procedures

Moved by Councillor Kennes
Seconded by Councillor Willsie

THAT: Council send a letter of support for this resolution to AMO along with all the other entities that the original motion was circulated to, excluding all other municipalities.

Carried

10. Reports from Departments

10.1 Building and Planning

10.1.1 Plan of Subdivision Extension – 39T-1601 Auburn Developments (Strathroy) - BBP-2025-67

Tim Williams, Manager of Planning, County of Middlesex, 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 BBP-2025-67 Draft Plan of Subdivision Extension – Auburn Developments for information, and further;

THAT: the County of Middlesex be forwarded notice that the Council of Strathroy-Caradoc recommends approval for a three-year extension of the draft plan of subdivision for 39T-SC1601.

Carried

10.1.2 Community Improvement Application – August 2025 – 1000 Wright Street, Strathroy - BBP-2025-69

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-2025-69 “Community Improvement Application – August 2025 – 1000 Wright Street, Strathroy” be received for information, and further;

THAT: Council approve Burnbrae Farms Ltd.’s application for funding through the Urban Economic Development Program to the maximum amount of \$1,200,000.00.

Carried

10.1.3 Community Improvement Application – August 2025 – 97 Frank Street, Strathroy - BBP-2025-70

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

Moved by Councillor Hipple

Seconded by Deputy Mayor McGuire

THAT: Report BBP-2025-70 “Community Improvement Application – August 2025 – 97 Frank Street, Strathroy” be received for information, and further;

THAT: Council approve Kate and Hassan Hamze’s application for

funding through the Beautification Program (Multiple Façades) to the maximum amount of \$21,000.00.

Carried

10.1.4 Edgewood – Phase 1 Subdivision Agreement - BBP-2025-71

Jake DeRidder, Manager of Growth & Development, was present to speak to the report and answer questions from members.

Moved by Deputy Mayor McGuire

Seconded by Councillor Kennes

THAT: Council receive report BBP-2025-71 for information, and further;

THAT: By-law No. 82-25 be referred to the Consideration of By-laws Section of the Agenda for adoption.

Carried

10.2 Community Services

10.2.1 Caradoc Community Centre RTU 2 Replacement - CS-2025-38

Darren Dowding, Manager of Operations, 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 CS-2025-38 titled Caradoc Community Centre RTU 2 Replacement Tender Award for information, and further;

THAT: Council approve the awarding of the tender to Air Design Services for a value of \$60,256.70 plus HST, and further;

THAT: Council approve an allocation of \$9,038.50, a 15% contingency for this project.

Carried

10.2.2 West Middlesex Memorial Centre Rockets Room ERV
Replacement - CS-2025-39

Darren Dowding, Manager of Operations, was present to speak to the report and answer questions from members.

Moved by Councillor Pelkman

Seconded by Councillor Kennes

THAT: Council receive report CS-2025-39 titled West Middlesex Memorial Centre Rockets Room ERV Replacement for information, and further;

THAT: Council approve the awarding of the tender to Air Design Services for the value of \$34,689.70 plus HST.

Carried

10.2.3 West Middlesex Memorial Centre- North Wall - CS-2025-40

Darren Dowding, Manager of Operations, 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 CS-2025-40 titled West Middlesex Memorial Centre – North Wall for information, and further;

THAT: Council approve the awarding of the tender to Tradition Construction Inc. for a value of \$275,946.00 plus HST, and further;

THAT: Council approve an allocation of \$41,391.90, a 15% contingency for this project from the approved capital budget.

Carried

10.3 Engineering and Public Works

10.3.1 Strathroy Waste Transfer Station Railing Tender Award - EPW-
2025-36

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 Deputy Mayor McGuire

THAT: Council receive the Report EPW-2025-36 regarding Strathroy Waste Transfer Station Railing Tender Award for information, and further;

THAT: Council award the Strathroy Waste Transfer Station Railing Tender to Baribeau Construction London Limited, in the amount of \$244,000 (excluding HST).

Carried

10.4 Chief Administrative Officer

10.4.1 Whistleblower Policy - HR-2025-13

Doug Payne, Director of Human Resources, 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 HR-2025-13 “Whistleblower Policy” for information, and further;

THAT: Council adopt the new “Whistleblower Policy” as outlined in the attached report.

Carried

11. County Council Report

12. Announcements and Inquiries by Members

13. In Camera

Moved by Deputy Mayor McGuire
Seconded by Councillor Kennes

THAT: Council move into closed session at 7:55 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 July 21, 2025);

- 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 (Management and Operations of Concession Services).

Carried

14. Open Session Resume

Mayor Grantham noted that Closed Session adjourned at 8:35 p.m. and Open Session resumed.

15. 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 July 21, 2025) (the meeting minutes were approved);
- 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 (Management and Operations of Concession Services) (Council received legal advice and direction was given to staff).

Moved by Councillor Pelkman

Seconded by Councillor Kennes

THAT: the direction in Closed Session be approved.

Carried

16. Consideration of By-laws

Moved by Councillor Pelkman

Seconded by Councillor Pammer

THAT: By-law No. 82-25, By-law No. 88-25, By-law No. 89-25, and By-law No. 91-25 receive first, second and third and final reading.

Carried

16.1 By-law No. 82-25

A by-law to authorize the execution of a subdivision agreement between the Corporation of the Municipality of Strathroy-Caradoc and 1960726 Ontario Inc.

16.2 By-law No. 88-25

A by-law to authorize the execution of a Community Improvement Plan, Urban Economic Development Grant Agreement between the Corporation of the Municipality of Strathroy-Caradoc and Burnbrae Farms Limited: 1000 Wright Street, Strathroy.

16.3 By-law No. 89-25

A by-law to authorize the execution of a Community Improvement Plan, Beautification Grant (multiple facades) Agreement between the Corporation of the Municipality of Strathroy-Caradoc and Kate and Hassan Hamze: 97 Frank Street, Strathroy.

16.4 By-law No. 91-25

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

17. Schedule of Meetings

- Strategic Priorities Meeting - Monday, August 25, 2025 @ 4:00 p.m. (Council Chamber/Hybrid)
- Regular Council Meeting - **Tuesday**, September 2, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)
- Regular Council Meeting - Monday, September 15, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)

18. Adjournment

Moved by Deputy Mayor McGuire

Seconded by Councillor Pelkman

THAT: the August 5, 2025 Regular Council Meeting adjourn at 8:38 p.m.

Carried

Mayor

Clerk