

Municipality of Strathroy-Caradoc
Community Development Advisory Committee (CDAC)

Minutes

Tuesday, June 10, 2025

6:00 p.m.

Hybrid Meeting (Council Chamber and Virtual)

Strathroy-Caradoc Municipal Office

52 Frank Street, Strathroy, Ontario

Present: Chair Chris Soares
Councillor Donna Pammer
Councillor Steve Pelkman
Councillor Greg Willsie
Member Jagger Benham
Member Sheri Faccenda
Member Brad Richards

Absent with Notice: Member Steven Derbyshire
Member Wendy Marshman

Also Present: Rob Lilbourne, Director of Community & Development Services
Paul Lattimore, Supervisor of Recreation, Programs and
Community Liaison
Melonie Carson, Deputy Clerk/Records Management
Coordinator (Recorder)

1. Roll Call

The chair noted that Member Derbyshire and Member Marshman were absent.

2. Approval of Agenda

Moved by Member Brad Richards

Seconded by Councillor Steve Pelkman

THAT: the June 10, 2025 Community Development Advisory Committee (CDAC) Meeting Agenda be approved as amended to add an Appointment of a Vice-Chair.

Carried

3. Declaration of Pecuniary Interest

None.

4. Approval of Minutes

Moved by Member Jagger Benham

Seconded by Councillor Steve Pelkman

THAT: the Community Development Advisory Committee (CDAC) Meeting minutes of April 8, 2025 be approved as written.

Carried

4.1 Community Development Advisory Committee (CDAC) Meeting Minutes of April 8, 2025

5. Unfinished Business

5.1 Schedule of Fees Review

Rob Lilbourne, Director of Community & Development Services, was present to speak to the Schedule of Fees Review.

Members reviewed and discussed the fees review.

5.2 Medal of Distinction Program

Rob Lilbourne, Director of Community & Development Services, spoke to the Medal of Distinction Program noting that comments should be in by the end of July so staff can start revamping this program.

5.3 Ice Allocation Review

Rob Lilbourne, Director of Community & Development Services, was present to speak to the Ice Allocation Policy.

Members reviewed and discussed the policy.

5.4 Appointment of Vice-Chair

Moved by Councillor Donna Pammer

Seconded by Councillor Greg Willsie

THAT: Jagger Benham be appointed as Vice-Chair.

Carried

6. Reports of Committees & Departments

Moved by Councillor Donna Pammer

Seconded by Member Brad Richards

THAT: the reports from committees and departments be received for information.

Carried

6.1 PTP

6.1.1 2025 List of Projects

6.2 Registration Update

Paul Lattimore, Supervisor of Recreation, Programs and Community Liaison, provided an update on camp noting that registrations are going well, about 18 away from last years final total and have added a third hockey camp from August 5-8.

Paul spoke to aquatics noting that registrations are going well and about 50 away from last years total for lessons and swim team.

Kait Topham, Events and Booking Coordinator, provided an update on the Market noting that currently sitting at 27 seasonal vendors, 332 booked occasional vendors and 152 night market vendors. Average vendors per week is 45.

6.3 Special Events

Kait Topham, Events and Booking Coordinator, spoke to the special events noting that the municipality is hosting the Teeny Tiny Summit this year and will be held on June 18th at Caradoc Community Centre. There will also be an Open House on June 17 from 5:00-7:00pm.

Kait noted that Strathroy Ribfest will be July 4-6. There are free concerts on the Friday and Saturday night and the Strathroy Rotary will be running the beer tent.

Kait added that there will be a movie night happening on July 12 Strathroy

at the Fairgrounds. There will be another one on August 16th in Mt Brydges.

7. Announcements and Inquiries by Members

Councillor Pelkman spoke to the training and onboarding of recreational seasonal workers.

Member Sheri Faccenda hosted Battle of Bands back in April and thanked the municipality for the support. Sheri added that over \$11,000 was raised and it was very well received from the public.

Chair Chris Soares thanked Kait Topham for all her hard work. Chris noted that the Hometown Festival will be taking place this weekend and starts with a Thursday night concert. The Warden's Golf Tournament is also next week.

8. Schedule of Meetings

- At the Call of the Chair or September 9, 2025

9. Adjournment

Moved by Councillor Steve Pelkman

Seconded by Member Brad Richards

THAT: the June 10, 2025 Community Develop Advisory Committee (CDAC) Meeting adjourn at 7:30 p.m.

Carried

Chair