

Municipality of Strathroy-Caradoc
Regular Council Session
Minutes

Monday, September 15, 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
Jennifer Pereira, Director of Legal & Legislative Services/Clerk
Melonie Carson, Deputy Clerk/Records Management
Coordinator (Recorder)

Others Present: Saja Alasmar, Development Services Coordinator

1. Roll Call

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

2. Call to Order/Approve Agenda

Moved by Councillor Kennes
Seconded by Deputy Mayor McGuire

THAT: the September 15, 2025 Regular Council Meeting Agenda be approved as circulated.

Carried

3. Declaration of Pecuniary Interest

None.

4. Delegations, Community Presentations and Petitions

4.1 Strathroy-Caradoc Housing Corporation

Deputy Mayor McGuire spoke to the Strathroy-Caradoc Housing Corporation proposed governance changes.

Council members discussed and asked questions about the proposed changes.

Moved by Councillor Kennes
Seconded by Councillor Brennan

THAT: Council approves the governance structure provided within, and further;

THAT: Council directs the Strathroy-Caradoc Housing Board of Directors, working with legal counsel, David Samuels, to draft the amendments to Strathroy-Caradoc Housing Corporation By-law No. 1 and any related corporate filings including but not limited to required articles of amendment and/or notice of change documents, and further;

THAT: Council directs the Strathroy-Caradoc Housing Board of Directors to take all required steps to enact these changes prior to 31 December 2025, and further;

THAT: Council agrees to a four person board.

Carried

5. Approval of Minutes

Moved by Councillor Brennan
Seconded by Councillor Kennes

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

THAT: the Strategic Priorities Meeting minutes of August 25, 2025 be approved as written.

Carried

5.1 Regular Council Meeting Minutes - September 2, 2025

5.2 Strategic Priorities Meeting Minutes - August 25, 2025

6. Consent Agenda

Moved by Councillor Pammer
Seconded by Councillor Pelkman

THAT: Item 6.1.2, 6.2.2, 6.3.1 and 6.3.2 be received for information.

Carried

6.1 Communications

6.1.1 Complaint from Joshua Randall RE: Municipal Service Disparities in Mount Brydges

6.1.2 Amendments to the Resource Recovery & Circular Economy Act

6.1.3 July-August Payment Listing

6.2 Reports from Departments

6.2.1 Outstanding Motions Report - September 15, 2025

Moved by Deputy Mayor McGuire
Seconded by Councillor Brennan

THAT: Item 1 be removed from the list.

Carried

Moved by Deputy Mayor McGuire
Seconded by Councillor Brennan

THAT: Item 2 and Item 4 be removed from the list.

Carried

Moved by Deputy Mayor McGuire
Seconded by Councillor Brennan

THAT: Item 7, Item 9, Item 12 and Item 13 be removed from the list.

Carried

Moved by Deputy Mayor McGuire
Seconded by Councillor Brennan

THAT: Item 16 and Item 20 be removed from the list.

Carried

6.2.2 2025 Q2 Financial Update - FIN-2025-15

6.3 Reports from Boards and Committees

6.3.1 Strathroy-Caradoc Housing Corporation Meeting Minutes - June 16, 2025

6.3.2 Committee of Adjustment Meeting Minutes - August 7, 2025

7. Consideration of Items Requiring Discussion (Consent Agenda)

Moved by Councillor Kennes
Seconded by Councillor Hipple

THAT: Council receive items 6.1.1 and 6.1.3 for information.

Carried

8. Reports from Departments

8.1 Legal and Legislative Services

8.1.1 Intergrity Commissioner, Closed Meeting Investigator, Ombudsman and Whistleblower - LLS-2025-12

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

Moved by Deputy Mayor McGuire

Seconded by Councillor Brennan

THAT: Council appoint Aird and Berlis LLP as the Independent Delegated Authority pertaining to the Municipality's Whistleblower Policy, and further;

THAT: Council authorize the Mayor and Clerk to enter into an agreement with Aird and Berlis LLP for the services of Integrity Commissioner, Closed Meeting Investigator, Ombudsman and Whistleblower, and further;

THAT: the term of the agreement go until December 31, 2026, and further;

THAT: By-law No.104-25 be referred to the Consideration of By-laws Section of the agenda for approval.

Carried

8.2 Community Services

8.2.1 Downtown Strathroy Market - CS-2025-43

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

Moved by Councillor Brennan

Seconded by Councillor Pammer

THAT: Council directs staff to execute option 2 as suggested in the report, which will include retaining the night market within Mount Brydges.

Carried

8.3 Engineering and Public Works

8.3.1 Parkhouse Drive County Assumption - EPW-2025-44

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 Brennan

THAT: Council authorize the transfer of Parkhouse Drive from Adelaide Road to Glendon Drive to Middlesex County, and further;

THAT: Council approves payment of \$24,750 to Middlesex County for the capital and maintenance costs of Parkhouse Drive as outline in Appendix “A” of the 2025 County Road & Bridge Assumption Study, and further;

THAT: Council approves payment of \$80,000 to Middlesex County for land acquisition costs required to correct right-of-way width deficiencies along Parkhouse Drive.

Carried

8.4 Building and Planning

8.4.1 CIP Community Improvement Application – September 2025 – 24 Front Street E, Strathroy - BBP-2025-88

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

Moved by Councillor Pammer

Seconded by Councillor Brennan

THAT: Council approve Derek Bezaire’s application for funding through the Additional Unit Program to the maximum of \$17,314.50.

Carried

8.4.2 Community Improvement Application – September 2025 – 54 Pannell Lane, Strathroy - BBP-2025-89

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

Moved by Councillor Hipple
Seconded by Councillor Pelkman

THAT: Council approve Heather Hallett and Charles Middleton c/o Jason Hastings application for funding through the Additional Unit Program to the maximum of \$16,414.50.

Carried

8.5 Economic Development

8.5.1 Customer Service Strategy - ED-2025-08

Heather Lalonde, Director of Economic Development and Community Engagement, was present to speak to the report and answer questions from members.

Moved by Councillor Pammer
Seconded by Councillor Kennes

THAT: Council endorse Customer Service Strategy & Implementation Plan in principle pending 2026 budget deliberations, and further;

THAT: Council adopt the Customer Service Standards.

Carried

9. County Council Report

Deputy Mayor McGuire noted that Joe Winser has been promoted to Director of Human Services at the County.

10. Announcements and Inquiries by Members

11. In Camera

Moved by Deputy Mayor McGuire
Seconded by Councillor Pelkman

THAT: Council move into closed session at 8:16 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 September 2, 2025);

- One item pursuant to Section 239(2)(c) of the *Municipal Act, 2001*, as amended, regarding a proposed or pending acquisition or disposition of land by the municipality (Potential lands discussion);
- 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 and Section 239(2)(f) of the *Municipal Act, 2001*, as amended, regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose (2789234 Ontario Inc.);
- One item pursuant to Section 239(2)(b) of the *Municipal Act, 2001*, as amended, regarding personal matters about an identifiable individual, including municipal employees (CAO Performance), and further;

THAT: Council take a short recess until 8:30 p.m.

Carried

12. Open Session Resume

Mayor Grantham noted that Closed Session adjourned at 9:42 p.m. and Open Session resumed.

13. 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 September 2, 2025) (the meeting minutes were approved);
- One item pursuant to Section 239(2)(c) of the *Municipal Act, 2001*, as amended, regarding a proposed or pending acquisition or disposition of land by the municipality (Potential lands discussion) (direction was given to staff, Council had a discussion);
- 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 and Section 239(2)(f) of the *Municipal Act, 2001*, as amended, regarding advice that is subject to solicitor-client privilege, including communications necessary for that purpose (2789234 Ontario Inc.) (direction was given to staff);

- One item pursuant to Section 239(2)(b) of the *Municipal Act, 2001*, as amended, regarding personal matters about an identifiable individual, including municipal employees (CAO Performance) (direction was given to staff).

Moved by Councillor Kennes

Seconded by Deputy Mayor McGuire

THAT: the direction in Closed Session be approved.

Carried

14. Consideration of By-laws

Moved by Councillor Kennes

Seconded by Councillor Pelkman

THAT: By-law No. 100-25, By-law No. 101-25, By-law No. 102-25, By-law No. 103-25 and By-law No. 104-25 receive first, second and third and final reading.

Carried

14.1 By-law No. 100-25

A by-law to authorize the execution of a Community Improvement Plan, Additional Unit Grant Agreement between the Corporation of the Municipality of Strathroy-Caradoc and Heather Hallett and Charles Middleton: 54 Pannell Lane, Strathroy.

14.2 By-law No. 101-25

A by-law to authorize the execution of a Community Improvement Plan, Additional Unit Grant Agreement between the Corporation of the Municipality of Strathroy-Caradoc and Derek Bezaire: 24 Front Street E, Strathroy.

14.3 By-law No. 102-25

A by-law to authorize the execution of a Community Improvement Plan, Beautification Grant Agreement between the Corporation of the Municipality of Strathroy-Caradoc and Lynda Moore: 27 Front Street W, Strathroy.

14.4 By-law No. 103-25

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

14.5 By-law No. 104-25

A by-law to appoint a Closed Meeting Investigator, Municipal Ombudsman, Integrity Commissioner and Whistleblower.

15. Schedule of Meetings

- Regular Council Meeting - Monday, October 6, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)
- Regular Council Meeting - Monday, October 20, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)
- Regular Council Meeting - Monday, November 3, 2025 @ 6:00 p.m. (Council Chamber/Hybrid)

16. Adjournment

Moved by Councillor Brennan

Seconded by Councillor Pelkman

THAT: the September 15, 2025 Regular Council Meeting adjourn at 9:45 p.m.

Carried

Mayor

Clerk