



# MUNICIPALITY OF STRATHROY-CARADOC

## Municipality of Strathroy-Caradoc

### Regular Council Session

### Minutes

**Monday, April 20, 2026**

**5:00 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  
Steve Beasley, Director of Fire Services/Fire Chief  
Heather Lalonde, Director of Economic Development &  
Community Engagement  
Walter Easter, Acting 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)

Others Present: Ben Hartman, Manager of Building Services/CBO  
Cody Johnson, By-law Enforcement Officer  
Jake DeRidder, Manager of Growth & Development  
Joshua White, Middlesex County Procurement Services  
Manager

**1. Roll Call**

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

**2. Call to Order/Approve Agenda**

**Moved by** Councillor Pelkman  
**Seconded by** Councillor Hipple

**THAT:** An item be added to the In-Camera Session, and further;

**THAT:** the April 20, 2026 Regular Council Meeting Agenda be approved as amended.

**Carried**

**3. Declaration of Pecuniary Interest**

None.

**4. In Camera**

**Moved by** Councillor Brennan  
**Seconded by** Deputy Mayor McGuire

**THAT:** Council move into Closed Session at 5:00 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 April 7, 2026)
- Two items pursuant to 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 (Mount Brydges Campus & Procurement Matter).

**Carried**

**5. Open Session Resume**

**Moved by** Councillor Kennes

**Seconded by** Councillor Pelkman

**THAT:** Closed Session adjourn at 6:01 p.m. and Open Session resume.

**Carried**

**6. 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 April 7, 2026) (the meeting minutes were approved as written);
- Two items pursuant to 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 (Mount Brydges Campus & Procurement Matter) (Council received legal advice and direction was given to staff).

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Brennan

**THAT:** the direction in Closed Session be approved.

**Carried**

**7. Delegations, Community Presentations and Petitions**

**7.1 Middlesex County Local Council Update 2026**

Middlesex County Warden Sue Clarke & Middlesex County CAO Paul Shipway were present to provide a brief update on the key initiatives at Middlesex County.

**8. Public Meeting**

**8.1 Public Meeting No. 1**

8.1.1 Motion to open the public meeting

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Hipple

**THAT:** the public meeting to consider an application for Zoning By-law Amendment for the property located at 273 Frances Street, Strathory be hereby opened.

**Carried**

8.1.2 Report to be presented by the Planner, BBP-2026-33

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

8.1.3 Additional Information - Applicant/Agent

8.1.4 Comments and inquiries by the public for the proposed rezoning

The following members of the public spoke: Tessa Shay

8.1.5 Comments and questions from Members of Council

The following members of Council spoke: Councillor Willsie, Councillor Pelkman, Councillor Derbyshire, Deputy Mayor McGuire, Councillor Pammer

8.1.6 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 273 Frances Street, Strathory be hereby closed.

**Carried**

8.1.7 Decision/Resolution

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Brennan

**THAT:** Report BBP-2026-24 regarding rezoning application ZBA 6-2026 for 273 Francis Street, be approved, and further;

**THAT:** By-law No. 35-26 be referred to the Consideration of By-laws Section of the Agenda for consideration and approval.

**Carried**

**9. Approval of Minutes**

**9.1 Regular Council Meeting Minutes – April 7, 2026**

**Moved by** Councillor Kennes

**Seconded by** Councillor Brennan

**THAT:** the Regular Council Meeting minutes of April 7, 2026 be approved as written.

**Carried**

**10. Consent Agenda**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** Consent Agenda Items 10.1 to 10.3 be received for information.

**Carried**

**10.1 Communications**

10.1.1 Temporary Road Closure - Strathroy Caradoc Cruisers - June 19, 2026

10.1.2 Temporary Road Closure- Strathroy Pride - July 4, 2026

10.1.3 Resident Letter RE: Accessibility

**10.2 Reports from Departments**

10.2.1 Town Hall Alterations - CS-2026-14

**Moved by** Councillor Brennan

**Seconded by** Councillor Derbyshire

**THAT:** this be referred back to staff to have a report come back with some visuals that demonstrate that site lines will be improved and will be a mitigation of danger to staff.

**Carried**

10.2.2 March 2026 Check Listing

### **10.3 Reports from Boards and Committees**

10.3.1 Strathroy Caradoc Housing Corporation Meeting Minutes of February 23, 2026

10.3.2 Committee of Adjustment Meeting Minutes - March 5, 2026

## **11. Consideration of Items Requiring Discussion (Consent Agenda)**

## **12. Notices of Motion**

### **12.1 Councillor Steve Pelkman**

**Moved by** Councillor Pelkman

**Seconded by** Councillor Derbyshire

**THAT:** a 3 way stop be installed at the corner of Oak St. and Spence Drive be installed within the 2026 budget, and further;

**THAT:** staff look at traffic patterns on Oak Street, Spence Drive, Pearson Ave, and Park Street to see if traffic calming measures are required.

**Carried**

### **12.2 Mayor Colin Grantham**

**Moved by** Mayor Grantham

**Seconded by** Deputy Mayor McGuire

**THAT:** pursuant to County approval, the sum of \$12,750 plus HST be allocated from the Pedestrian Crossover fund (\$50,000 in total) for the installation of overhead flashing beacons. This is a retrofit of the current overhead arms.

**Carried**

## **13. Reports from Departments**

### **13.1 Financial Services**

13.1.1 Section 357 – 21321 Wilson St. Delaware - FIN-2026-08

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** Councillor Pammer

**THAT:** Council approve the 2025 Tax Reduction of \$1,910.42.

**Carried**

#### 13.1.2 Updated Purchasing and Procurement Policy - FIN-2026-09

Joshua White, Middlesex County Procurement Services Manager, was present to speak to the report and answer questions from members.

**Moved by** Councillor Pelkman  
**Seconded by** Councillor Kennes

**THAT:** By-law No. 37-26 be forwarded to the Consideration of By-law section of the agenda for approval.

**Carried**

### 13.2 Building and Planning

#### 13.2.1 Sign By-Law Final - BBP-2026-31

Ben Hartman, Manager of Building Services/CBO & Cody Johnson, By-law Enforcement Officer, were present to speak to the report and answer questions from members.

**Moved by** Deputy Mayor McGuire  
**Seconded by** Councillor Kennes

**THAT:** By-law No. 31-26, as amended, be referred to the Consideration of By-laws Section of the Agenda for consideration and approval.

**Carried**

**Moved by** Councillor Pelkman  
**Seconded by** Councillor Hipple

**THAT:** the Sign By-law be amended to reflect the following under Section 12 "shall not be located on municipal property that is defined as within the identifiable property lines of municipal assets"

**Carried**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Willsie

**THAT:** the Sign By-law be amended to remove Section 14 - Digital Signs in its entirety.

**Carried**

13.2.2 Community Improvement Application – CIP3-2026, 62 Ridge Street, Strathroy - BBP-2026-32

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

**Moved by** Councillor Kennes

**Seconded by** Councillor Hipple

**THAT:** Council approve Mellissa Bolton's application for funding through the *Additional Unit Program* to the maximum amount of \$14,222.92.

**Carried**

13.2.3 Condominium Agreement - 610 Head Street North - 39T-SC-CDM-2501 - BBP-2026-35

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

**Moved by** Councillor Pelkman

**Seconded by** Councillor Pammer

**THAT:** Council enter into a Condominium Agreement with Foxwood Developments (London) Inc. regarding a condominium development, and further;

**THAT:** By-law No. 32-26 be referred to the Consideration of By-laws section of the agenda for approval.

**Carried**

13.2.4 Application for Plan of Condominium Exemption for Buchanan Crossings Subdivision, 234 McTavish Street, Part of Lots 19, 20, Concession 4, geographic Township of Caradoc, Strathroy-Caradoc, BBP-2026-34

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** Councillor Pammer

**THAT:** Council pass a resolution in support of the requested exemption from the condominium approval process as set out in 9(6) and 9(10) of the Condominium Act as requested by 2799758 Ontario Inc., and further;

**THAT:** the Clerk forward the resolution to Middlesex County Council for consideration of the exemption request.

**Carried**

### **13.3 Community Services**

13.3.1 Pool Lending Pass - CS-2026-13

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 Hipple

**THAT:** Council approve the Pool Lending Pass Program.

**Carried**

13.3.2 2025 Year in Review - Museum - CS-2026-15

Michelle Wright, Museum Curator, was present to speak to the report and answer questions from members.

**Moved by** Councillor Derbyshire

**Seconded by** Councillor Kennes

**THAT:** Council approve the attached report “2025 Year in Review” as recommended by the Museum Advisory Committee.

**Carried**

13.3.3 137 Frank Street, Municipal Service and Community Centre - CS-2026-17

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** Mayor Grantham

**THAT:** Council approve the relocation of Customer Service to 137 Frank St, and further;

**THAT:** Council approve the plan identified as phase 1 on the report presented to Council at Strategic Priorities on April 13, 2026, including the workshop space in the rear end of the building for storage space for municipal staff, and further;

**THAT:** Staff bring back to Council a report outlining all building deficiencies outlined in past 137 Frank Street engineering reports, and that they include solutions to address any deficiencies that may be there, and further;

**THAT:** Staff bring a report that addresses how the exterior of the building will be addressed.

For (8): Mayor Grantham, Deputy Mayor McGuire, Councillor Brennan, Councillor Kennes, Councillor Pelkman, Councillor Pammer, Councillor Hipple, and Councillor Willsie

Against (1): Councillor Derbyshire

**Carried (8 to 1)**

**Moved by** Councillor Kennes

**Seconded by** Councillor Brennan

**THAT:** the vote be called.

**Carried**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Hipple

**THAT:** Council take a recess at 7:59 p.m. and resume at 8:10 p.m.

**Carried**

**Moved by** Councillor Pelkman

**Seconded by** Councillor Brennan

**THAT:** the meeting resume at 8:10 p.m.

**Carried**

#### **13.4 Engineering and Public Works**

##### 13.4.1 Glen Oak Road Structure C10 Replacement Construction Tender Award - EPW-2026-28

Walter Easter, Acting 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 Kennes

**THAT:** Council award the Glen Oak Road Structure C10 Replacement Construction Tender to BKT Excavating Ltd. for \$208,880.00 excl. HST, and further;

**THAT:** Council award the Engineering Services to Spriet Associates for \$16,310 excl. HST.

**Carried**

##### 13.4.2 2026 Sidewalk Program Recommendations - EPW-2026-32

Walter Easter, Acting Director of Engineering & Public Works, was present to speak to the report and answer questions from members.

**Moved by** Councillor Pammer  
**Seconded by** Councillor Kennes

**THAT:** Council direct staff to proceed with tendering the 2026 Sidewalk Program for the locations identified in the EPW-2026-32 report.

**Carried**

#### 13.4.3 Beech Street Reconstruction Tender Award, EPW-2026-23

Walter Easter, Acting Director of Engineering & Public Works, was present to speak to the report and answer questions from members.

**Moved by** Councillor Kennes  
**Seconded by** Councillor Brennan

**THAT:** Council award the Beech Street Reconstruction project to Elgin Construction for \$1,343,178.38 excl. HST, and further;

**THAT:** Council award the Engineering Services to BM Ross for \$122,450.00 excl. HST.

**Carried**

### 13.5 Fire Services

#### 13.5.1 Community Emergency Preparedness Grant (CEPG) - FIRE-2026-03

Steve Beasley, Director of Fire Services/Fire Chief, was present to speak to the report and answer questions from members.

**Moved by** Councillor Hipple  
**Seconded by** Councillor Derbyshire

**THAT:** Council authorizes the execution of the Ontario Transfer Payment Agreement related to the Community Emergency Preparedness Grant (CEPG) awarded to the Municipality, and further;

**THAT:** authorizing By-law No. 34-26 be forwarded to the Consideration of By-laws section of the agenda for approval.

**Carried**

## **13.6 Human Resources**

### **13.6.1 Employee Pooled Benefits Carrier Change - HR-2026-03**

Doug Payne, Director of Human Resources, was present to speak to the report and answer questions from members.

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** Council approve the change in pooled benefits carrier to Equitable Life, subject to any notice requirements and approvals from affected parties (i.e. Police Services Board), and further;

**THAT:** Council approve staff engaging with Acclaim to provide adjudication and disability management services.

**Carried**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** Council approve an increase in the Non-Evidence Maximum for its Long-Term Disability program for Non-Union staff.

**Carried**

## **14. County Council Report**

Deputy Mayor McGuire spoke to the County Council Report.

## **15. Announcements and Inquiries by Members**

## **16. Consideration of By-laws**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Kennes

**THAT:** By-law No. 31-26 as amended, By-law No. 32-26, By-law No. 33-26, By-law No. 34-26, By-law No. 35-26, By-law No. 36-26, By-law No. 37-26 and By-law No. 38-26 receive first, second and third and final reading.

**16.1 By-law No. 31-26**

A by-law to regulate signs within the Municipality of Strathroy-Caradoc.

**16.2 By-law No. 32-26**

A by-law to authorize the execution of a condominium agreement between the Corporation of the Municipality of Strathroy-Caradoc and Foxwood Developments (London) Inc.

**16.3 By-law No. 33-26**

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 Mellissa Bolton: 62 Ridge Street, Strathroy.

**16.4 By-law No. 34-26**

A by-law to authorize the execution of an agreement with his Majesty the King in right of Ontario as represented by the Minister of Emergency Preparedness and Response and The Municipality of Strathroy-Caradoc. (Community Emergency Preparedness Grant)

**16.5 By-law No. 35-26**

A by-law to amend By-law No. 43-08, being the comprehensive zoning by-law of the Municipality of Strathroy-Caradoc (273 Frances Street).

**16.6 By-law No. 36-26**

A by-law to amend By-law No. 43-08, being the Comprehensive Zoning By-law of the Municipality of Strathroy-Caradoc (6692 Longwood Road).

**16.7 By-law No. 37-26**

A by-law to adopt a policy for the procurement of goods, services and construction.

**16.8 By-law No. 38-26**

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, April 27, 2026 @ 5:00 p.m. (Committee Room, 2nd Floor)
- Regular Council Meeting - Monday, May 4, 2026 @ 6:00 p.m. (Council Chamber/Hybrid) (Closed Session @ 5:00 p.m.)
- Strategic Priorities Meeting - Monday, May 11, 2026 @ 5:00 p.m. (Committee Room, 2nd Floor)
- Regular Council Meeting - **Tuesday**, May 19, 2026 @ 6:00 p.m. (Council Chamber/Hybrid) (Closed Session @ 5:00 p.m.)

**18. Adjournment**

**Moved by** Deputy Mayor McGuire

**Seconded by** Councillor Hipple

**THAT:** the April 20, 2026 Regular Council Meeting adjourn at 8:52 p.m.

**Carried**

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Mayor

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Clerk