

**Municipality of Strathroy-Caradoc**  
**Regular Council Session**  
**Minutes**

**Tuesday, September 7, 2021**  
**6:00 p.m.**  
**Electronic Meeting - Zoom**

Present: Mayor Joanne Vanderheyden  
Deputy Mayor Brad Richards  
Councillor Neil Flegel  
Councillor John Brennan  
Councillor Sandi Hipple  
Councillor Frank Kennes  
Councillor Steve Pelkman  
Councillor Marie Baker  
Councillor Larry Cowan

Also Present: Fred Tranquilli, Chief Administrative Officer/Clerk  
Jennifer Pereira, Deputy Clerk/ Lottery Licensing Officer  
(Recorder)  
Joe Pilon, Director of Information Technology  
Bill Dakin, Director of Financial Services  
Rob Lilbourne, Director of Community Services  
Doug Payne, Director of Human Resources  
Jennifer Huff, Manager of Building and Planning  
Paul Zuberbuhler, Manager of Environmental Services  
Jake Straus, Manager of Public Works  
Brent Smith, Fire Chief

Others Present: John Elston  
Tara Coote, Applicant Development Coordinator  
Susan McLean, Applicant, CEO for Strathroy Medical General  
Hospital  
Ed Wheatly, Applicant  
Jo Slegers, Resident  
Dave Vegso, Resident  
Mike Devos, Spriet and Associates

Chad Collings, Strathroy District Historical Society  
Sharon McMillan, Strathroy District Historical Society  
Dave Zavitz, Strathroy District Historical Society

**1. Declaration of Pecuniary Interest**

None.

**2. Presentations/Delegations/Petitions**

**2.1 Strathroy & District Historical Society - Middlesex County Archives**

Chad Collings and Sharon McMillan make a presentation on behalf of the Strathroy and District Historical Society. They presented on the Middlesex County Archives. They explain the importance and how the municipality can benefit from an archive system. They indicated that they will be presenting this to Middlesex County on September 28, 2021.

**3. Public Meeting**

**3.1 Public Meeting - 61 Brennan Drive, Strathroy**

**3.1.1 Motion to open the public meeting**

**Moved by** Councillor Kennes

**Seconded by** Councillor Hipple

**THAT:** the public meeting to consider a rezoning application for 61 Brennan Drive be hereby opened.

**Carried**

**3.1.2 Report to be presented by the Planner**

The purpose of the Zoning By-law amendment application is to rezone the subject property from 'Open Space (OS) Zone' to a site-specific 'Medium Density Residential (R2-19) Zone' to facilitate the creation of three (3) residential infill lots that will accommodate six (6) semi-detached dwelling units. The subject lands are

approximately 0.267 ha (0.66 ac) in size with approximately 67.4 metres of frontage onto Brennan Drive. The lands are currently owned by the Municipality of Strathroy-Caradoc and used for open space/parkland and have been vacant since the removal of the play equipment a few years ago. The property is located within an established residential neighbourhood with a range of dwelling types including single detached, semi-detached, and townhouse dwellings. A co-operative housing complex is located north of the subject property, consisting of townhouse dwellings. A Virtual Neighbourhood Open House was held on April 21, 2021. There were no members of the public in attendance and no comments/concerns were received. Staff are supportive of the proposed rezoning as it is considered to be consistent with the Provincial Policy Statement, in conformity with the County of Middlesex Official Plan, Strathroy Caradoc Official Plan and represents good planning.

3.1.3 Comments in support of the proposed rezoning

Susan McLean speaks in favor of this project and how beneficial it will be to the community and the residents.

3.1.4 Comments in opposition to the proposed rezoning

None.

3.1.5 Comments and questions from Members of Council

Councillor Kennes asks what the cost of extending the services and building the road will be and if the municipality be paying for these costs. Fred Tranquilli, CAO indicates that the municipal costs will be calculated and will be presented going forward.

Councillor Pelkman questions if the intent is to keep the street name the same. Jennifer Huff, Director of Building and Planning indicates that this will have a new street name and will not be Brennan Drive.

3.1.6 Motion to close the public meeting

**Moved by** Deputy Mayor Richards

**Seconded by** Councillor Baker

**THAT:** the public meeting to consider a rezoning application for 61 Brennan Drive be hereby closed.

**Carried**

3.1.7 Decision/Resolution

**Moved by** Councillor Cowan

**Seconded by** Councillor Pelkman

**THAT:** the zoning by-law amendment application (ZBA 16-2021) be approved.

**Carried**

**4. Approval of Minutes**

**4.1 Regular Council Meeting Minutes – August 16, 2021**

**Moved by** Councillor Kennes

**Seconded by** Councillor Baker

**THAT:** the meeting minutes be approved as written.

**Carried**

**5. Drainage Matters**

**5.1 Consideration of Drainage Report - Melbourne Road – Slegers Drain 2021**

Jake Straus, Manager of Public Works and Mike Devos, Spriet Associates presents the report on the Melbourne - Slegers Drain. An Engineer's report dated April 12, 2021 was submitted to the Municipality of Strathroy-Caradoc and circulated to all those affected parties. A meeting was held with the affected landowners to discuss the recommended work and associated costs. After the meeting it was the opinion of staff and the engineer that the report was acceptable to those in attendance. Therefore, it is recommended to give first and second reading to the Provisional By-Law for the Melbourne Road - Slegers Drain 2021.

5.1.1 Staff will give an overview of the work required.

5.1.2 Questions from affected property owners.

Jo Slegers, resident is opposed to this project and feel that it is not necessary to be completed.

- 5.1.3 Requests from those present to add or remove their name(s) from the petition.

None.

- 5.1.4 Comments or questions from Members of Council.

Councillor Hipple wonders if the St. Clair Conservation Authority is involved in the process. Mike Devos indicates that they are involved and they review it. The feedback he received was positive.

Councillor Brennan asks if there is anything out of the ordinary with this project. Mike Devos explains that this project is not any different than any other drainage project that has been completed in the past.

Councillor Baker asks what the typical process for notifying landowners for drainage projects. Mike Devos clarifies that the process starts with an on site meeting and secondary notification is an informal meeting to have a discussion with the land owners.

Councillor Cowan feels that the drawings were done quite well and the costs of things have not decreased, these types of projects are expensive.

- 5.1.5 Decision. (If approved, first and second reading of the by-law is required.)

**Moved by** Councillor Brennan

**Seconded by** Councillor Cowan

**THAT:** Council adopt the Engineer's Report for the Melbourne Road - Slegers Drain 2021, and give first and second reading to provisional By-law # 39-21 for the project.

**Carried**

## **6. Communications**

**Moved by** Councillor Kennes

**Seconded by** Deputy Mayor Richards

**THAT:** Council receive the communication items for information.

**Carried**

**6.1 Perth County**

**6.2 Municipality of Leamington**

**7. Unfinished Business**

None.

**8. Reports from Departments**

**8.1 Legal and Legislative Services - Deputy Mayor Brad Richards**

**8.1.1 Request for Noise Exemption - Alexandra Park**

Fred Tranquilli, Chief Administrative Officer presented his report on a request for noise exemption for Alexandra Park. An application has been received for a Temporary Noise Permit for a Fundraiser Music Festival also known as “Jem’s Party in the Park Night Show” at Alexandra Park, Strathroy on Saturday, September 18-19, 2021. This event will be outdoors from 7:00pm until 2:00am and also include day activities in the park. There will be a stage set up with rented sound equipment from P.A Shop. The stage and sound will be projected towards Victoria Street away from residential houses.

After a brief discussion, members suggest that the music end at 12:00 a.m. and the bar will be open till 1:00 a.m.

**Moved by Councillor Kennes**

**Seconded by Councillor Pelkman**

**THAT:** Council receive Report LLS-2021-03 with the stipulation that the music ends at 12:00 a.m. and the bar ends at 1:00 a.m.

**Carried**

**8.2 Financial Services - Councillor Frank Kennes, Chair**

**8.2.1 2021 Municipal Borrowing By-Law**

Bill Dakin, Director of Financial Services presents his report on the 2021 Municipal Borrowing By-law. The municipality must pass a by-law on an annual basis to enable it to borrow funds, if required, to meet its operational needs. In accordance with section 5(3) of the *Municipal Act, 2001*, as amended, municipal powers are to be exercised by by-law, unless the municipality is specifically

authorized to do otherwise. Section 407 of the *Municipal Act 2001*, as amended, outlines the borrowing limits for operating purposes. Based on cash flow projections, short-term borrowing for current operations is expected not to be required.

**Moved by** Councillor Brennan

**Seconded by** Councillor Kennes

**THAT:** Approval be granted for the by-law as presented to Council for all three readings on September 7, 2021 to authorize the municipality to borrow up to \$3,630,000 during the January 1, 2021 to September 30, 2021 period and up to \$1,870,000 during the October 1, 2021 to December 31, 2021 period in order to finance the Municipality's current operating expenditures on an interim basis.

**Carried**

#### 8.2.2 2022-2032 Budgetary Considerations

Bill Dakin, Director of Financial Services presents his report on the 2022-2032 Budgetary considerations. He explains that over the last year and half council, through staff, has embarked on an aggressive strategy to revisit and update a number of plans and studies including the Official Plan, Fire Master Plan, Fire Station Location Study, Fleet Review, Recreational Facilities Infrastructure Study, and the Asset Management Plan, among others. Many of these plans represent the first significant effort at community building post-amalgamation. Some of these plans and studies will be coming to council in the weeks ahead and some are being worked through by council currently. All of these plans and studies will have an impact on the finances of the municipality in the coming years as we continue to grow.

**Moved by** Councillor Kennes

**Seconded by** Councillor Cowan

**THAT:** Council receive Report FIN-2021-10 for information; and

**THAT:** Staff use the information herein to formulate annual budgets.

**Carried**

### 8.2.3 2021 Tax Rate By-law - Revision, FIN-2021-11

Bill Dakin, Director of Financial Services presents his report on the 2021 Tax Rate By-law. He indicates that the 2021 Education Rates for the Commercial, Industrial & Pipeline properties were incorrectly quoted on the 2021 Tax Rate Bylaw. They have been corrected on the attached bylaw and revised tax bills have been issued.

**Moved by** Councillor Hipple

**Seconded by** Deputy Mayor Richards

**THAT:** the report be received for information; and

**THAT:** the 2021 Tax Rate Bylaw – revision be approved.

**Carried**

## 8.3 Building, Planning and Waste Management - Councillor Steve Pelkman, Chair

### 8.3.1 Growing Together Official Plan Project Update

Jennifer Huff, Director of Building and Planning presents an update on the Growing Together Official Plan. She indicates that the next steps are divided into three key components, scoped settlement area boundary review, background reports and master plans and the comprehensive settlement area review.

**Moved by** Councillor Flegel

**Seconded by** Councillor Pelkman

**THAT:** Council receive Report BBP-2021-56 for information.

**Carried**

### 8.3.2 Appeals to Ontario Lands Tribunal Process

Jennifer Huff, Director of Building and Planning presents a report on Appeals to Ontario Lands Tribunal Process. Director Huff is requesting formal direction from Council in regards how the Municipality processes planning appeals to the Ontario Land Tribunal. It has been past practice for the Municipality to name and engage the County Solicitor, Wayne Meagher to represent the Municipality for such appeals and he has done so several times successfully. The purpose of the Municipality engaging a lawyer is



to provide evidence that the decisions of Council or Committee were based on sound planning principals. The applicants / appellants are responsible for their own representation whether it be to support their application or the appeal. It would be beneficial for Council to provide formal direction to staff that the County Solicitor be named as its representative in the event of appeals so to adhere to the OLT appeal form deadlines.

**Moved by** Councillor Pelkman

**Seconded by** Councillor Baker

**THAT:** Council receive report BBP-2021-57 AND THAT Council direct staff request and engage the Middlesex County Solicitor represent the Municipality in the event an appeal of a Council or the Committee of Adjustment is made to the Ontario Land Tribunal.

**Carried**

#### **8.4 Chief Administrative Officer - Mayor Joanne Vanderheyden, Chair**

##### **8.4.1 Hiring Report – Deputy Chief of Fire, Prevention and Training**

Doug Payne, Director of Human Resources presents his Hiring Report for Deputy Chief of Fire, Prevention and Training. Earlier this year the Municipality commenced a recruitment process to fill the Deputy Chief of Fire, Prevention and Training position which had been previously budgeted. An Offer of Employment was made to Stephen Beasley. Mr. Beasley has accepted and joins the Municipality on October 04, 2021 from his current role as a Captain with the London Fire Department.

**Moved by** Councillor Hipple

**Seconded by** Deputy Mayor Richards

**THAT:** Report HR-2021-17, Hiring Report – Deputy Chief of Fire, Prevention and Training, be received for information.

**Carried**

##### **8.4.2 Disposition of Land – 61 Brennan Drive**

Fred Tranquilli, Chief Administrative Officer presents a report on the Disposition of Land at 61 Brennan Drive. The Strathroy Hospital Foundation wrote to the Mayor and Council to share that it has been exploring a new fund-raising concept in partnership with the Grade 12 trades and technology students at Holy Cross Secondary School in Strathroy. The concept is that the students complete their final term by building a house under the supervision of their teachers and local trades. The completed home will be sold by the Foundation with the profits used to help its on-going efforts to support the hospital. It is the goal of the Foundation to obtain as much of the building materials as possible by an in-kind donation. Council was asked to consider the donation of a lot in Strathroy that is surplus to the needs of the Municipality. Such a donation was proposed to take the place of the Council committed cash donation in 2021 and council may wish to consider doing so again in 2022.

**Moved by** Councillor Baker

**Seconded by** Councillor Kennes

**THAT:** The lands known municipally as 61 Brennan Drive, Strathroy be declared surplus and, notwithstanding the Sale and Disposition of Land policy, these lands be transferred to the Strathroy Middlesex General Hospital Foundation or a related corporation.

**Carried**

## **9. Reports from Boards and Committees**

**Moved by** Councillor Cowan

**Seconded by** Councillor Kennes

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

**Carried**

### **9.1 BIA Executive Meeting Minutes - July 14, 2021**

### **9.2 Tri-Township Arena Meeting Minutes - July 08, 2021**

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

### **10.1 By-law No. 39-21- Melbourne Road - Slegers Drain 2021**

**Moved by** Councillor Brennan  
**Seconded by** Councillor Cowan

**THAT:** By-law 39-21 receive first and second reading.

**Carried**

**10.2 By-law No. 47-21 -CIP Agreement with Front Street Revival Ltd. (51 Front Street E)**

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

**THAT:** By-law 47-21 receive first, second and third and final reading.

**Carried**

**10.3 By-law No. 48-21- CIP Agreement with Front Street Revival (51 Front Street E)**

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

**THAT:** By-law 48-21 receive first, second and third and final reading.

**Carried**

**10.4 By-law No. 49-21- CIP Agreement with Middlesex Spine & Sport Clinic, 22494 Adelaide Rd. Mt. Brydges**

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

**THAT:** By-law 49-21 receive first, second and third and final reading.

**Carried**

**10.5 By-law No. 50-21 - Zoning By-law Amendment -61 Brennan Drive**

**Moved by** Councillor Flegel  
**Seconded by** Councillor Baker

**THAT:** By-law 50-21 receive first, second and third and final reading.

**Carried**

**10.6 By-law No. 51-21 -By-law- Municipal Borrowing By-law**

**Moved by** Deputy Mayor Richards

**Seconded by** Councillor Kennes

**THAT:** By-law 51-21 receive first, second and third and final reading.

**Carried**

**11. New Business**

None.

**12. County Council Report**

Deputy Mayor Brad Richards indicates that the next County Council Meeting will be held on September 14, 2021 and a reminder that the Warden's Charity Golf Tournament will be held on September 16, 2021.

**13. Enquiries or Comments by Members**

Councillor Brennan shares that all the crosswalks look nice now that they are all painted.

Mayor Vanderheyden wishes the community a happy school year and cautions the residents to be patient and watch for school buses.

**14. In Camera**

**Moved by** Councillor Cowan

**Seconded by** Deputy Mayor Richards

**THAT:** the meeting move In-Camera.

**Carried**

**15. Report on In Camera Matters**

Mayor Vanderheyden reports that council moved into closed session to discuss labour relations matters, legal matters, a personal matter about an identifiable individual and a procedural matter to approve in camera meeting minutes, as permitted by Section 239 of the *Ontario Municipal Act* and Council's Procedure By-law.

**16. Schedule of Meetings**

**17. Adjournment**

**Moved by** Councillor Flegel

**Seconded by** Deputy Mayor Richards

**THAT:** the meeting adjourn at 9:11 a.m.

**Carried**

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Mayor

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Clerk