

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

**Monday, January 17, 2022**  
**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  
Brianna Hammer-Keidel, Deputy Clerk/Communications  
Co-ordinator (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  
Tim Williams, Planner  
Jennifer Huff, Director of Building and Planning  
Brent Smith, Fire Chief

Others Present: Brad Post, Watson & Associates  
Eric Karvinen, Watson & Associates  
Matt Rodriguez, WSP  
Alejandro Cifuentes, WSP  
Steve Langois, Monteith Brown Planning Consultants

**1. Declaration of Pecuniary Interest**

None.

## **2. Presentations/Delegations/Petitions**

### **2.1 Petition for Drainage Works**

An additional petition has been filed for drainage works for lands southwest of Parkhouse Drive and Glen Oak Road (McRoberts Drain). The original petition was accepted by Strathroy-Caradoc Council on March 1, 2021.

**Moved by** Councillor Cowan

**Seconded by** Councillor Brennan

**THAT:** Council accept the petition and authorize Spriet Associates to prepare an engineer's report on the matter.

**Carried**

## **3. Approval of Minutes**

### **3.1 Regular Council Meeting Minutes – December 20, 2021**

**Moved by** Deputy Mayor Richards

**Seconded by** Councillor Kennes

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

**Carried**

## **4. Communications**

**Moved by** Councillor Baker

**Seconded by** Councillor Hipple

**THAT:** communications items 4.2 and 4.4 through 4.8 be received for information.

**Carried**

### **4.1 Request for Support - Drainage Concerns Related to CN Rail**

Correspondence from the Minister of Agriculture, Food, and Rural Affairs requesting resolution to difficulties dealing with CN Rail regarding drainage matters. A letter (template attached) is requested to amplify support of OMAFRA's request.

**Moved by** Councillor Hipple  
**Seconded by** Councillor Cowan

**THAT:** staff draft and submit a letter of support consistent with the provided template.

**Carried**

#### **4.2 Virtual Neighbourhood Open House**

Invitation to a virtual neighbourhood open house from Saulsbury Developments Inc. regarding proposed development near the intersection of Saulsbury Street and Dominion Street, Strathroy.

#### **4.3 City of Sarnia**

Resolution regarding "Catch and Release Justice".

**Moved by** Councillor Brennan  
**Seconded by** Councillor Pelkman

**THAT:** the resolution from the City of Sarnia regarding "Catch and Release Justice" be forwarded to the Strathroy-Caradoc Police Services Board for review and comment; and further,

**THAT:** Council support the resolution from the City of Sarnia regarding "Catch and Release Justice" and forward its support to the Prime Minister and Premier.

#### **4.4 Tay Valley Township**

Resolution urging the government of Ontario to direct MPAC to proceed with a province-wide assessment update.

#### **4.5 St. Clair Region Conservation Authority**

Notice of approval of revised 2022 Planning and Regulations Fee Schedule and subsequent changes.

#### **4.6 St. Clair Region Conservation Authority**

Notice of Planning and Regulations Department staff changes and updated contact information.

#### **4.7 St. Clair Region Conservation Authority**

Transition Plan and Agreements related to Bill 229 (Protect, Support and Recover from COVID-19 Act).

#### **4.8 Lower Thames Valley Conservation Authority**

Transition Plan related to Bill 229 (Protect, Support and Recover from COVID-19 Act).

#### **5. Unfinished Business**

None.

#### **6. Reports from Departments**

##### **6.1 Financial Services - Councillor Frank Kennes, Chair**

###### **6.1.1 2022 Interim Tax Rate By-law**

**Moved by** Deputy Mayor Richards

**Seconded by** Councillor Kennes

**THAT:** Report FIN-2022-03 be received for information; and further,

**THAT:** the 2022 Interim Tax Rate By-law be approved.

**Carried**

###### **6.1.2 Section 357 Application – 586 Metcalfe St E**

**Moved by** Councillor Hipple

**Seconded by** Councillor Pelkman

**THAT:** Report FIN-2022-04 be received for information; and further,

**THAT:** the Applications be approved to be submitted to MPAC for processing.

**Carried**

##### **6.2 Building and Planning - Councillor Steve Pelkman, Chair**

###### **6.2.1 Presentation of Employment Lands Study and Regional Commercial Systems Study - January 2022**

Brad Post and Eric Karvinen of Watson & Associates were present to answer questions regarding the report..

**Moved by** Councillor Brennan

**Seconded by** Councillor Kennes

**THAT:** Council receive Report BBP-2022-12 for information; and further,

**THAT:** Council endorse the Employment Lands Study - January 2022; and further;

**THAT:** Council endorse the Regional Commercial Systems Study - January 2022.

**Carried**

6.2.2 'Growing Together' Official Plan Progress Report – January 2022

Matt Rodriguez and Alejandro Cifuentes of WSP were present to answer questions regarding the report.

**Moved by** Councillor Brennan

**Seconded by** Councillor Baker

**THAT:** Council receive Report BBP-2022-10 for information; and further,

**THAT:** Council support modifying the work plan so as to complete a red-lined revised Official Plan for Council adoption before the Settlement Boundary Process is complete.

**Carried**

6.2.3 Presentation of Official Plan Background Reports – Policy Directions and Conformity Report

Matt Rodriguez and Alejandro Cifuentes of WSP were present to answer questions regarding the report.

**Moved by** Councillor Kennes

**Seconded by** Councillor Flegel

**THAT:** Council receive Report BBP-2022-14 for information.

**Carried**

6.2.4 Presentation of Official Plan Background Reports – Parks and Recreation Master Plan

Steve Langois of Monteith Brown Planning Consultants was present to answer questions regarding the report.

**Moved by** Deputy Mayor Richards

**Seconded by** Councillor Brennan

**THAT:** Council receive Report BBP-2022-11 for information; and further,

**THAT:** Council endorse the Parks and Recreation Master Plan, November 2021.

**Carried**

6.2.5 County of Middlesex Official Plan Update

**Moved by** Councillor Brennan

**Seconded by** Councillor Baker

**THAT:** Council receive report BBP-2022-13 for information.

**Carried**

6.2.6 SP15-2020 - 22417 Adelaide Road, Mount Brydges

**Moved by** Councillor Pelkman

**Seconded by** Councillor Kennes

**THAT:** the Site Plan be approved for a residential care home on 22417 Adelaide Road, Mt. Brydges; and further,

**THAT:** Council approve the by-law entering into a Site Plan Agreement with the owner of the land.

**Carried**

6.2.7 SP3-2020 - Site Plan Approval for 653 Railroad Street, Mount Brydges

**Moved by** Councillor Cowan

**Seconded by** Councillor Brennan

**THAT:** the Site Plan be approved for a public garage on 653 Railroad Street, Mt. Brydges; and further,

**THAT:** Council approve the by-law entering into a Site Plan Agreement with the owner of the land.

**Carried**

### **6.3 Community Services - Councillor Marie Baker, Chair**

#### **6.3.1 Wayfinding Strategy – Final**

**Moved by** Councillor Kennes

**Seconded by** Councillor Baker

**THAT:** Council receive report CS 2022-01 titled Wayfinding Strategy - Final for information; and further,

**THAT:** Council adopt the Wayfinding Strategy as presented.

**Carried**

#### **6.3.2 Museum Strathroy-Caradoc 2020 Year in Review**

**Moved by** Deputy Mayor Richards

**Seconded by** Councillor Brennan

**THAT:** Report CS-2022-02 entitled Museum Strathroy-Caradoc 2020 Year in Review be received for information.

**Carried**

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

#### **6.4.1 137 Frank Street, Strathroy – Conditional Sale Finalized**

**Moved by** Councillor Kennes

**Seconded by** Councillor Pelkman

**THAT:** Council receive Report CAO-2022-01 for information.

**Carried**

#### **6.4.2 Rapid Housing Initiative (2) Application**

**Moved by** Councillor Kennes

**Seconded by** Councillor Brennan

**THAT:** Council receive Report CAO 2022-02 for information; and further,

**THAT:** Council supports the Caradoc Housing Corporation moving forward the project at 22647 Adelaide Road, Mount Brydges under the National Housing Co-Investment Fund (NHCF).

**Carried**

#### 6.4.3 RFIRS Committee Composition

**Moved by** Councillor Baker

**Seconded by** Councillor Hipple

**THAT:** Council clarify the composition of the Fundraising and Building Committee in order to avoid a quorum of Council being present for the Committee meetings by confirming that the Mayor and Deputy Mayor will be ex-officio, non-voting members of both Committees.

**Carried**

#### 6.4.4 Hiring Report – Events and Booking Coordinator and Environmental Services Coordinator

**Moved by** Councillor Flegel

**Seconded by** Councillor Pelkman

**THAT:** Report HR-2022-01, Hiring Report – Events and Booking Coordinator and Environmental Services Coordinator, be received for information.

**Carried**

### 7. Reports from Boards and Committees

**Moved by** Councillor Brennan

**Seconded by** Councillor Baker

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

**Carried**



**7.1 Strathroy-Caradoc Police Service Monthly Activity Reports - November 2021**

**8. Consideration of By-laws**

**8.1 By-law No. 01-22**

**Moved by** Councillor Kennes

**Seconded by** Councillor Hipple

**THAT:** By-law No. 01-22 receive first, second, and third and final reading:

A by-law to provide for interim levies for the year 2022 for the Municipality of Strathroy-Caradoc.

**Carried**

**8.2 By-law No. 02-22**

**Moved by** Councillor Kennes

**Seconded by** Councillor Brennan

**THAT:** By-law No. 02-22 receive first, second, and third and final reading:

A by-law to authorize the execution of a Community Improvement Plan grant agreement between the Municipality of Strathroy-Caradoc and Goss Capital Realty Corporation.

**Carried**

**8.3 By-law No. 03-22**

**Moved by** Deputy Mayor Richards

**Seconded by** Councillor Pelkman

**THAT:** By-law No. 03-22 receive first, second, and third and final reading:

A by-law to authorize the execution of a site plan agreement between the Municipality of Strathroy-Caradoc and 2644157 Ontario Inc. (File No. 15-2020 regarding 22417 Adelaide Road).

**Carried**

**8.4 By-law No. 04-22**

**Moved by** Councillor Hipple

**Seconded by** Councillor Kennes

**THAT:** By-law No. 04-22 receive first, second, and third and final reading:

A by-law to authorize the execution of a site plan agreement between the Municipality of Strathroy-Caradoc and Gerald Seeler (File No. SP3-2020 regarding 653 Railway Street).

**Carried**

**8.5 By-law No. 05-22**

**Moved by** Councillor Baker

**Seconded by** Councillor Brennan

**THAT:** By-law No. 05-22 receive first, second, and third and final reading:

A by-law to dedicate certain lands as part of the public highway (regarding Wright Street, Doune Street, and Metcalfe Street West).

**Carried**

**8.6 By-law No. 06-22**

**Moved by** Councillor Hipple

**Seconded by** Councillor Kennes

**THAT:** By-law No. 06-22 receive first, second, and third and final reading:

A by-law to authorize the execution of the renewal of an agreement between Animal Care Centre Lobo (Amanda Wells and Allen Fortner) and the Municipality of Strathroy-Caradoc regarding Animal Control Services.

**Carried**

**8.7 By-law No. 07-22**

**Moved by** Councillor Pelkman

**Seconded by** Deputy Mayor Richards

**THAT:** By-law No. 07-22 receive first, second, and third and final reading:

A by-law to prohibit and regulate the placing or dumping of fill, removal of topsoil, and the alteration of the grade of land in the Municipality of Strathroy-Caradoc (Site Alteration By-law).

**Carried**

**9. New Business**

None.

**10. County Council Report**

Deputy Mayor Richards reported that Middlesex County Council met on January 11. Reports were heard from the IT and Roads departments. The Deputy Mayor reported that a motion was brought to County Council to extend the Warden's position from a one-year term to a two-year term, however, the motion was defeated and the County Warden position will remain a one-year term.

**11. Enquiries or Comments by Members**

Councillor Kennes urged residents to be careful on ice/frozen ponds at this time of year.

Councillor Hipple noted that Transfer Stations are busy, but asked that visitors remain respectful. The Councillor noted the site manager was experienced a lot of negativity due to the slight price increase. Councillor Hipple received a question from a resident about the length of trains crossing through the Municipality, and further concerns about trains getting longer. Mayor Vanderheyden indicated that the newly introduced rotating ambulance operations help alleviate concerns about reaching one side of town or the other.

Councillor Brennan has also discussed the issue of trains with a resident and noted that the ambulance dispatch does address this problem. The Councillor inquired if the Municipality is working with the local health unit to get access to rapid test kits. The County Warden has brought forward a request for a testing facility in the community. Councillor Brennan looks forward to meeting new staff following the pandemic.

Councillor Baker congratulated Council and staff for taking on a project like Caradoc Housing to alleviate the housing crisis. The Councillor thanked the municipal IT department for their work throughout the pandemic, noting that nearly two years of virtual meetings have run smoothly, with the exception of the very brief disconnection that evening.

Councillor Cowan spoke of his appreciation for the efforts of the Mount Brydges and Melbourne fire departments in running outdoor rinks for their respective communities.

Councillor Flegel suggested a Zoom meet-and-greet with new staff to get to know them. The Councillor hopes facilities will be able to re-open as planned in the coming weeks. Councillor Flegel recommended that residents join notification lists for rapid test availability through local pharmacies.

Mayor Vanderheyden thanked volunteers for their commitment to the outdoor rinks. The Mayor participated in a photo op at Caradoc Community Centre to commemorate the 1 millionth vaccination in London-Middlesex, and also volunteered at the mobile vaccination clinic in Melbourne. A virtual neighbourhood Open House is scheduled for Tuesday evening regarding the Saulsbury Street development.

## **12. Schedule of Meetings**

- Finance Committee - Monday, January 24, 2022 @ 5:00 p.m.
- Regular Council - Monday, February 7, 2022 @ 6:00 p.m.
- Regular Council - Tuesday, February 22, 2022 @ 6:00 p.m.
- Regular Council - Monday, March 7, 2022 @ 6:00 p.m.

## **13. In Camera**

Council moved into closed session to discuss property and legal matters, as well as 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.

**Moved by** Councillor Kennes

**Seconded by** Deputy Mayor Richards

**THAT:** Council move into closed session to discuss property and legal matters, as well as 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.

**Carried**

## **14. Report on In Camera Matters**

Mayor Vanderheyden reported that progress was made on the property and legal matters discussed in the closed session.

**15. Adjournment**

**Moved by** Councillor Kennes

**Seconded by** Councillor Pelkman

**THAT:** the meeting be adjourned at 10:37 p.m.

**Carried**

---

Mayor

---

Clerk