

**Municipality of Strathroy-Caradoc  
Regular Council Meeting  
Tuesday, September 3, 2019**

**Regular Council Session  
6:00 p.m.  
In the Council Chamber**

**52 Frank Street, Strathroy**

**MINUTES**

**1. Roll Call**

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

**Absent With Notice:**  
Councillor Neil Flegel

**Also Present:**  
Greg McClinchey, Chief Administrative Officer  
Fred Tranquilli, Director of Legal & Legislative Services/Clerk  
Brianna Hammer-Keidel, Deputy Clerk/Communications Co-ordinator (Recorder)  
Joe Pilon, Director of Information Technology  
Brian George, Director of Fire Services/Fire Chief  
Rob Lilbourne, Director of Community Services  
Bill Dakin, Director of Financial Services/Treasurer  
George Elliott, Director of Engineering & Public Works  
Matthew Stephenson, Director of Building, Planning, & Waste Management  
Lindsey Brock, Middlesex Banner  
Grant Deme, myFM

**2. Declaration of Pecuniary Interest. None.**

### 3. In Camera Matters

Moved by Deputy Mayor Richards and Councillor Baker

**THAT:** Council move into a closed session to discuss a labour relations matter, property matters, and a procedural matter to approve Council In Camera meeting minutes, all in accordance with the Ontario Municipal Act and Council's Procedural By-law. **Carried.**

### 4. Report on In Camera Matters

Mayor Vanderheyden reported that progress had been made on a labour relations matter, property matters, and a procedural matter.

### 5. Approval of Minutes

Moved by Councillors Cowan and Hipple

**THAT:** the minutes of the August 6, 2019 regular Council meeting be approved. **Carried.**

### 6. Drainage Matters

#### Court of Revision – Richards-Griffith Drain

#### 6.1. Resolution to open Court of Revision

Moved by Councillors Brennan and Baker

**THAT:** Court of Revision for the Richards-Griffith Drain be hereby opened. **Carried.**

#### 6.2. Appeals (if any) for Richards-Griffith Drain

No appeals were received, nor heard.

#### 6.3. Resolution to close Court of Revision

Moved by Councillor Cowan and Deputy Mayor Richards

**THAT:** Court of Revision for the Richards-Griffith Drain be hereby closed and further that By-law 42-19 be forwarded to the Consideration of By-laws section of the agenda for third and final reading. **Carried.**

### 7. Communications

#### 7.1. Lions Club of Strathroy-Caradoc

Requesting permission to hold the 10<sup>th</sup> Annual Tree of Light Ceremony on Friday, November 29, 2019 with the closure of Frank St. from 6:00pm to 8:00pm between Centre St. W. and James St.

Moved by Councillors Pelkman and Hipple

**THAT:** Council approve the Strathroy-Caradoc Tree of Light event and the requested road

closure. **Carried.**

**7.2. Sir Arthur Currie Legion Branch 116**

Invitation to members of Council to participate in the Merv Wayner Invitational Dart Challenge during Legion Week.

**Action:** members are to reply with their interest to the Legal & Legislative Services Department for registration prior to September 10, 2019.

**7.3. Sifton Properties Limited**

Invitation to community open house for proposed subdivision located at corner of Parkhouse Drive and Rougham Road.

**7.4. Strathroy Scouts**

Thank you to Municipal Council and staff for co-ordinating hospitality event.

**7.5. WeedMD**

Notice to Local Authorities of amended licence under Cannabis Regulations approving additional indoor cultivation and processing areas at WeedMD Rx. Inc. site located at 8157 Inadale Drive, Mount Brydges.

**7.6. Jan Simpson, Canadian Union of Postal Workers**

Request for municipalities to question political parties on their intentions for Canada Post in advance of the federal election. Derek Richmond, National Campaign Co-ordinator for CUPW, will be in attendance at the September 16, 2019 Council meeting for a presentation.

**7.7. Sylvia Jones, Solicitor General**

Notification of repeal of the Public Reports Regulation (O. Reg. 377/18) under the Fire Protection and Prevention Act, 1997 that was scheduled to come into force on January 1, 2020.

**7.8. Town of Oakville**

Resolution regarding traffic calming and speed limit review.

**7.9. Township of Papineau-Cameron**

Resolution regarding forced amalgamations.

Moved by Councillors Kennes and Pelkman

**THAT:** communications items 7.2 – 7.9 be received for information. **Carried.**

**8. Unfinished Business.** None.

## 9. Reports from Departments

### 9.1. Building & Planning Services – Councillor John Brennan, Chair

#### 9.1.1. Technical Amendment to By-law 66-18 Regarding Fieldcrest Subdivision

The report recommended that a technical amendment be undertaken to By-law 66-18 in order to implement Council's resolution directing that a portion of lands remain subject to a zone provision which implements a maximum 6m height provision for residential dwellings on certain lots within the Fieldcrest Subdivision in Strathroy. The by-law was not, at the time, amended to reflect Council's direction. No other changes to the by-law are presented.

Moved by Councillors Pelkman and Kennes

**THAT:** Council approve the technical amendment to By-law 66-18. **Carried.**

#### 9.1.2. Request to Remove 'H-2' Holding Zone Regarding 370 Ellor Street, Strathroy (Jaslo Properties)

Moved by Mayor Vanderheyden and Deputy Mayor Richards

**THAT:** Council approve the removal of the holding zone of ZBA 17-2019. **Carried.**

#### 9.1.3. Request to Remove 'H-2' Holding Zone Regarding Delaware West Subdivision (Aar-Con Enterprises)

Moved by Councillors Cowan and Hipple

**THAT:** the application for the removal of the holding zone for ZBA-18-2019 be approved. **Carried.**

#### 9.1.4. Operational Changes at Strathroy Transfer Station

The Strathroy Transfer Station has installed debit/credit payment options for the convenience of transfer station users and will no longer be accepting cash for Tipping Fees. Implementation at the Mount Brydges site will follow.

Moved by Councillors Kennes and Hipple

**THAT:** Council adopt and file this report for information. **Carried.**

#### 9.1.5. Refund of Planning Fees Regarding Consent Application for 21332 Wilson Street

A request has come forward from David & Kate Smith requesting the refund of a consent application fee. Consent approvals for 21332 Wilson Street lapsed twice when conditions of approval were not met, and a third consent approval has now been issued.

Moved by Councillors Kennes and Baker

**THAT:** the request for a refund of the \$1,7500.00 consent application fee be denied. **Carried.**

## 9.2. Fire Services – Councillor Sandi Hipple, Chair

### 9.2.1. Proposed 2019 Muscular Dystrophy Boot Drives

Moved by Deputy Mayor Richards and Councillor Baker

**THAT:** Council approve the Strathroy-Caradoc Fire Department Muscular Dystrophy Boot Drives for all 3 stations to be conducted on the dates noted in the report, with all activity in accordance with By-law No. 38-06. **Carried.**

### 9.2.2. Replacement of Engine 21 Pumper Truck

Members of Council were informed that Engine 21 will not pass the required Ministry of Transportation safety checks necessary to continue using the vehicle.

Moved by Councillors Brennan and Kennes

**THAT:** Council approve the replacement of Engine 21.

Moved by Councillors Baker and Kennes

**THAT:** Council approve the replacement of Engine 21, and further that an RFP be put forward to determine pricing. **Carried.**

### 9.2.3. Fire Prevention Progress – Temporary Inspector

The Director of Fire Services outlined the progress that had been made since the County of Middlesex ended upper-tier fire inspection services and David Lambert assumed the duties of Fire Prevention Inspector for the Municipality on a short-term basis.

Moved by Councillors Kennes and Pelkman

**THAT:** Council receives the report for information. **Carried.**

### 9.2.4. Request for Deputy Chief of Fire Inspection and Training

The Director of Fire Services outlined the request, noting the Municipality's responsibility for fire inspection delivery, fire investigation services, and new training standards.

Moved by Councillors Kennes and Pelkman

**THAT:** Council approve the creation of a full-time Deputy Chief of Fire Prevention and Training position commencing in January 2020. **Carried.**

### 9.3. Financial Services – Councillor Frank Kennes, Chair

#### 9.3.1. Police Communication Tower Update

The Director of Financial Services presented the report, noting that the replacement of the 100-ft communication tower at the Strathroy-Caradoc Police Headquarters has taken place as authorized in the 2018 Budget process. A notice was circulated to all residences and businesses within a 600-ft radius of the tower, as a requirement of the licences application process.

Moved by Deputy Mayor Richards and Councillor Cowan

**THAT:** Council receive and file the Police Communication Tower update report.  
**Carried.**

#### 9.3.2. Transfers To and From Reserves and Reserves Funds

The Director of Financial Services presented the report, summarizing the request to confirm transfers completed in 2018 and recommending transfers of the 2018 year-end operating and capital net revenue to department reserves, and seeking approval as required by legislation.

Moved by Councillors Brennan and Cowan

**THAT:** Council (1) confirms transfers to reserves and reserves funds in 2018 of \$2,921,375 and transfers from reserves and reserve funds in 2018 of \$4,069,678; and (2) approves the transfer of 2018 year-end operating and capital net revenue in the amount of \$5,989,738 to department reserves. **Carried.**

Moved by Deputy Mayor Richards and Councillor Pelkman

**THAT:** Council recess for 15 minutes. **Carried.**

Members adjourned to the Clench-Dewan Lounge for refreshments served by Jr. Chef program participants. The meeting resumed at 8:03 p.m.

### 9.4. Community Services – Deputy Mayor Brad Richards, Chair

#### 9.4.1. Recreation Program Co-ordinator Position

The Director of Community Services presented the report, noting the increase in program development and registration, and facility usage.

Moved by Councillors Brennan and Pelkman

**THAT:** that Council approve the establishment of a permanent full-time Recreation Program Co-ordinator commencing January 2020. **Carried.**

#### 9.4.2. First Impressions Community Exchange

The Director of Community Services presented the report. Strathroy-Caradoc was matched with the community of Ingersoll as part of the First Impressions Community Exchange (FICE) program via OMAFRA. The Director noted that staff and members of CDAC have been working with OMAFRA on developing an action plan of the items identified, which will be presented to Council once complete.

Moved by Councillors Hipple and Cowan

**THAT:** Report CS 19-2019 entitled First Impressions Community Exchange (FICE) be received for information. **Carried.**

#### 9.4.3. Community Development Advisory Committee Minutes

Moved by Councillors Hipple and Baker

**THAT:** Report CS 17-2019 entitled Community Development Advisory Committee (CDAC) Minutes be received for information; and further that Council concurs with the CDAC recommendations. **Carried.**

### 9.5. Chief Administrative Office

#### 9.5.1. Community Transportation Grant Program Update

Municipal staff have recently been informed by the MTO that the RFP process can be forgone and that a service provider can be selected based on the RFI responses.

Moved by Councillors Hipple and Pelkman

**THAT:** Council agree to forgo the RFP process in favour of selecting a service provider based on the RFI responses already received. **Carried.**

#### 9.5.2. Amendment to the Fire Department Establishing and Regulation By-law (By-law No. 07-18)

Moved by Deputy Mayor Richards and Councillor Brennan

**THAT:** Council amend By-Law No. 07-18 as outlined in the report. **Carried.**

#### 9.5.3. Amendment to the Progressive Discipline Policy (By-law No. 17-18)

Moved by Councillors Cowan and Brennan

**THAT:** Council amend the Municipal Progressive Discipline Policy (By-law 17-18) as outlined in the report. **Carried.**

9.5.4. Appointment of a Municipal Integrity Commissioner

Moved by Councillors Kennes and Pelkman

**THAT:** Council amend the Appointments By-law and name Paul Martin as the Municipal Integrity Commissioner for the duration of the by-law; and further, that the Integrity Commissioner be instructed to fulfill the responsibilities as described in By-law 09-19; and further, that Council authorize payment for the service as noted in the report. **Carried.**

9.5.5. Night Market Report

The Chief Administrative Officer presented the report, noting the success of the second annual Night Market in Downtown Strathroy, which attracted 60 unique vendors, performers, and buskers, and approximately 6,000 unique visitors. 200 guests attended the pop-up restaurant on Front Street.

Moved by Councillors Kennes and Baker

**THAT:** Council receive the Night Market Report for information. **Carried.**

## 10. Reports from Boards and Committees

Moved by Councillor Hipple and Deputy Mayor Richards

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

- 10.1. Committee of Adjustment Meeting Minutes – July 4, 2019
  - 10.2. Tri-Township Arena Board Meeting Minutes – July 11, 2019
  - 10.3. BIA General Meeting Minutes – March 27, 2019
  - 10.4. BIA Executive Meeting Minutes – April 2019 to July 2019
  - 10.5. Strathroy Downtown Market Executive Meeting Minutes – April 2019 to August 2019
- Carried.**

## 11. Consideration of By-laws

11.1. Moved by Councillors Cowan and Brennan

**THAT:** the following by-law receive first, second, and third and final reading:

**By-law 50-19**

A by-law to amend By-law No. 66-18 in the Municipality of Strathroy-Caradoc (regarding Fieldcrest Subdivision – Alexander Court, Strathroy). **Carried.**

11.2. Moved by Councillors Baker and Pelkman

**THAT:** the following by-law receive first, second, and third and final reading:

**By-law 51-19**

A by-law to remove the holding (H) symbol from certain lands located in the Municipality of Strathroy-Caradoc and a by-law to amend By-law No. 43-08, being the comprehensive zoning by-law of the Municipality of Strathroy-Caradoc (regarding 370 Ellor Street,



Strathroy). **Carried.**

**11.3.** Moved by Councillors Kennes and Brennan

**THAT:** the following by-law receive first, second, and third and final reading:

**By-law 52-19**

A by-law to remove the holding (H) symbol from certain lands located in the Municipality of Strathroy-Caradoc and a by-law to amend By-law No. 43-08, being the comprehensive zoning by-law of the Municipality of Strathroy-Caradoc (regarding Delaware West).

**Carried.**

**11.4.** Moved by Councillors Hipple and Pelkman

**THAT:** the following by-law receive first, second, and third and final reading:

**By-law 53-19**

A by-law to amend By-law 07-18, being the Fire Department Establishing and Regulating By-law. **Carried.**

**11.5.** Moved by Councillors Kennes and Pelkman

**THAT:** the following by-law receive first, second, and third and final reading:

**By-law 54-19**

A by-law to amend By-law 17-18, being a by-law to establish a progressive discipline policy for the Municipality of Strathroy-Caradoc. **Carried.**

**11.6.** Moved by Councillors Cowan and Kennes

**THAT:** the following by-law receive first, second, and third and final reading:

**By-law 55-19**

A by-law to amend By-law 98-18, being a by-law to appoint members and council representatives to certain authorities, boards and committees. **Carried.**

**11.7.** Moved by Councillors Kennes and Baker

**THAT:** the following by-law receive third and final reading:

**By-law 42-19**

A by-law to provide for the construction of the Richards-Griffith Drain serving parts of lot 3, concession range 1 north and range 1 south in the Municipality of Strathroy-Caradoc.

**Carried.**

**12. New Business.** None.

### **13. County Council Report**

Deputy Mayor Richards reported that Middlesex County Council had met earlier that day, and presented two videos as part of the County's "Place We Call Home" project that included the success stories of Strathroy residents.

## 14. Enquiries or Comments by Members

Councillor Cowan noted that the FCM/BIGM delegation itinerary had been circulated and looks forward to the visit from the South African partners on September 7 – 14.

Councillor Pelkman thanked staff and volunteers who championed the Downtown Strathroy Market and the Night Market, as well as the businesses who took part. Further to communications item 7.6, Councillor Pelkman inquired if there's any way the Municipality can regulate the placement of community postal boxes.

Councillor Hipple noted that the Chamber of Commerce is hosting a golf tournament on September 13 and interested golfers many contact Kathy Manness. Councillor Hipple also reminded motorists to watch for children as school is back in session, and thanked the community volunteers who operate the various hockey programs in the Municipality.

Deputy Mayor Richards informed members that the "Walk-It for Parkinson's" event is scheduled for Sunday, September 8; registration gets underway at 12pm at the Strathroy Seniors Centre.

Councillor Kennes attended AMO and noted the united front amongst municipalities in the face of coming challenges. Councillor Kennes specifically noted the cuts to Conservation Authorities.

Councillor Baker also attended AMO and noted the discussion of entrepreneurship programs for youth as a means to retain youth in the community. Strathroy-Caradoc is also at the forefront of the FICE program. Councillor Baker inquired about the issue of tires at the transfer station. The Director of Building, Planning & Waste Management confirmed that outlets had been found to dispose of tires and that close to 2,400 tires had already been moved off-site.

Mayor Vanderheyden also attended AMO and the OSUM board meeting. The Mayor noted the importance of continuing to fight for the local hospital at the provincial table as a member of these groups. LEADS is hosting an Open House on September 18 aiming to eliminate single use plastics in the community. Mayor Vanderheyden was an honoured guest of the Lieutenant Governor of Ontario, who recently hosted a group of female mayors. Strathroy-Caradoc has been ranked the 40<sup>th</sup> best community in Canada to live as part of the most recent Macleans survey. The Mayor also encouraged motorists to slow down with busses and school children back on the roads.

### Special Presentation – John Kolstein Artwork

Mayor Vanderheyden and Chief Administrative Officer Greg McClinchey acknowledged the donation of original artwork by local artist John Kolstein. The artwork, which depicts the front of the Town Hall building, was donated to the Municipality by John and Maria Kolstein and will be displayed at the Municipal Office to be shared with the public.

## 15. Schedule of Meetings

- Regular Council Meeting - Monday, September 16 @ 6:00 p.m.
- Regular Council Meeting - Monday, October 7, 2019 @ 6:00 p.m.
- Regular Council Meeting - Monday, October 21, 2019 @ 6:00 p.m.
- Council Workshop - Saturday, October 26, 2019 @ 9:00 a.m.

**16. Adjournment**

Moved by Councillor Kennes and Deputy Mayor Richards

**THAT:** the regular Council meeting adjourn at 9:17 p.m. **Carried.**

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Mayor

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Clerk