

**Municipality of Strathroy-Caradoc
Monday, October 7, 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 Neil Flegel
Councillor Sandi Hipple
Councillor Frank Kennes
Councillor Steve Pelkman
Councillor Marie Baker
Councillor Larry Cowan

Absent with Notice: Councillor John Brennan

Also Present:

Greg McClinchey, Chief Administrative Officer
Frank Tranquilli, Director of Legal & Legislative Services/Clerk
Ruth Alcadinho, Deputy Clerk/Insurance Co-Ordinator (Recorder)
Matthew Stephenson, Director of Building, Planning & Waste Services
Rob Lilbourne, Director of Community Services
Doug Payne, Manager Human Resources
George Elliott, Director of Engineering & Public Works
Brian George, Fire Chief
Bill Dakin, Director of Financial Services
Elinor Stiles, Scouter with Beaver Colony for 1st Strathroy Scout Group
Brad Watkins, Scouter with Beaver Colony for 1st Mt. Brydges Scout Group
Benjamin Walkins, Cub Scout – 1st Mt. Brydges Scout Group
1st Mt. Brydges Scout Group: Jillian Watkins, Beaver Scout
Benjamin Walkins, Cub Scout
1st Strathroy Scout Group: Nathan Stiles, Beaver Scout
Alexandra Dunsmore, Beaver Scout
Ashlyn Dunsmore, Scout
Ken Dunsmore, Group Commissioner – Scouts
Lindsay Brock, The Middlesex Banner

2. Declaration of Pecuniary Interest. None.

Amendments to the Agenda:

Moved by Councillors Pelkman and Cowan:

That: Engineering and Public Services Report 19-022 be added to the agenda under Reports by Departments for consideration, and that a personnel matter be added to the In-Camera agenda. **Carried.**

Mayor Vanderheyden invited the 1st Strathroy and 1st Mt. Brydges Scout Troops to make their presentation to Council at this time.

Members of the 1st Strathroy and 1st Mt. Brydges Scouts presented apples to municipal Council, staff and attendees in the gallery. Scout representatives thanked Council, staff and residents of Strathroy-Caradoc for their on-going support. Local Apple Day will take place October 18 and 19, 2019.

3. In Camera Matters

Moved by Deputy Mayor Richards and Councillor Kennes:

That: Council move into a closed session to discuss a labour relations matter, a property matter, a personnel matter and a procedural matter to approve Council In Camera 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 members discussed a labour relations matter, property matter, a personnel matter and a procedural matter to approve Council In-Camera meeting minutes.

5. Presentations/Delegations/Petitions

1st Strathroy and 1st Mt. Brydges Scout Troops – Apple Day
Presentation was made before commencing the In-Camera meeting session.

6. Public Meetings – None.

7. Approval of Minutes

Moved by Deputy Mayor Richards and Councillor Kennes:

THAT: the following minutes be approved as written:

- Minutes of Regular Council Meeting - Monday September 16, 2019. **Carried.**

8. Drainage Matters – None.

9. Communications

9.1. WeedMD – Notice to Local Authorities – s.7.1 Cannabis Regulations

Application to Amend the Licence to permit to add additional building with operations and storage areas and activities for indoor processing of cannabis and cannabis products at 8157 Inadale Drive Mt. Brydges, On N0L 1W0

9.2. **Strathroy-Caradoc Police Service – Annual Report 2018**

Councillor Pelkman commented on the Strathroy-Caradoc Police Service Annual Report 2018 on the highlights and activities of the service. Councillor Pelkman emphasized on positive outcomes as a result of use of social media and sharing of security cameras, which has proven to be an excellent tool that helps with law enforcement.

9.3. **Corporation of the Municipality of Mississippi Mills**

Endorsing and supporting the resolution of the Municipality of Bluewater calling upon the Province of Ontario, through the discussion paper entitled “Reducing Litter and Waste in our Communities” to review and implement a deposit/return program for all single use plastic, aluminum and metal drink containers and review current producer requirements and look for extended producer responsibility for all packaging.

Moved by Councillors Hipple and Baker:

That: Communication Items 9.1 to 9.3 be received for information. **Carried.**

9.4. **Ministry of Municipal Affairs and Housing RE Building Code Services Transformation**

Hosting regional information sessions for consultation on potential changes to the delivery of building code services.

Moved by Councillors Pelkman and Kennes:

THAT: Council refer Item 9.4 to the Director of Building, Planning and Waste Services for action as required. **Carried.**

In reply to Councillor Pelkman’s question, Mr. Stephenson, explained that the main objective of the Ministry is with regards to standardizing the timing of issuance of building permits for completed building permit application forms which may be a more involved or timely process for larger areas in the province.

9.5 **Lower Thames Valley Conservation Authority**

Municipality of Leamington – Public Open House - Presentation of Stormwater Master Drainage Study for Reid Drain (ERCA), Silver Creek (ERCA) & Big Creek (LTVCA) Watersheds – October 9, 2019 at the Leamington Municipal Building.

Moved by Councillors Hipple and Baker:

THAT: Council refer Item 9.5 to the Director of Building, Planning and Waste Services for action as required. **Carried.**

10. Unfinished Business. None.

11. Reports from Departments

11.1. Building, Planning and Waste Services – Councillor John Brennan

11.1.1. Downtown Strathroy Master Plan Update and Community Improvement Master Plan (CIP) Update

Director Matt Stephenson referenced the previous community improvement plans of 2006 and 2008 and initiatives for the downtown core. The report explains the municipality remains committed to the promotion of its downtown and wishes to update both documents to ensure it encompasses local economic development in the whole of the Municipality. Staff have developed an RFP and the County has indicated its interest in providing funding for the development of community improvement plans and has committed financial funding of \$15,000 for the development of a CIP template as well as \$5,000 for the remaining project. In presenting the report Director Stephenson identified a correction to the amounts as noted on the recommendation for consideration by Council, which should be \$34,760.00 + HST \$4,518.80; (total \$39,278.80) from RE: Public Urbanism. The Director explained that given how close the consultants were in the evaluation process, staff recommend to award the tender to RE: Public Urbanism. The principal behind RE: Public Urbanism, Paul Hicks, has had extensive experience on various planning related matters in the municipality.

Moved by Councillors Pelkman and Hipple:

THAT: The contract for the completion of the Downtown Strathroy Master Plan Update and the Community Improvement Master Plan (CIP) update be awarded to RE: Public Urbanism at a cost of \$34,760.00 + HST \$4,158.80; (total \$39,278.80); to be assessed according to Council's direction. **Carried.**

11.1.2. Refund of Planning Fees

Matt Stephenson, Director of Building, Planning and Waste Services explained the request for a refund of fees and the background on this minor variance application whereby the Committee of Adjustment denied the request for the minor variance and the structure in non-compliance, has since been removed. The applicants have request a refund of the minor variance application fees.

Moved by Councillors Kennes and Cowan:

THAT: the request from Calvin and Francis Higgins for a refund of the \$700.00 minor variance application fee be denied. **Carried.**

11.2. Community Services – Deputy Mayor Brad Richards, Chair

11.2.1. Community Development Advisory Committee Minutes

Moved by Councillors Kennes and Flegel:

THAT: Report CS 21-2019 entitled Community Development Committee (CDAC) minutes be received for information and further that Council concurs with the CDAC recommendations with the exception of the Signage Request approval and

that Council refer this request to Engineering and Public Works for processing in the normal manner. **Carried.**

11.2.2. **Sensory Park Phase 2 – Play Equipment**

Director Rob Lilbourne, Community Services, presented the noted report explaining the options for consideration by Council. The following motion was made:

Moved by Councillors Baker and Kennes:

THAT: Report CS 22-2019 entitled Sensory Park Phase 2 – Play Equipment Tender Approval be received for information and further Council approve the awarding of the Tender to Park N Play Design for the value of \$53,161.78 plus HST. **Carried.**

12.3 **Engineering and Public Works – Councillor Larry Cowan, Chair**

12.3.1. Sanitary Sewer Extension – Queen Street Mt. Brydges Report No. EPW 19-022

Councillor Cowan introduced Director George Elliott to present the above noted report regarding the sanitary sewer extension and works on Queen St. Mt. Brydges. Director Elliott explained the background offered in the report, outlining an extension to Young Street that could be undertaken immediately as well as costing provided by the contractor; which would enable service connections to four properties (total of 6 units).

Councillor Cowan asked about the ongoing construction and access to the Caradoc Community Centre for upcoming polling station to which Director Tranquilli advised his staff has been in contact with Elections Canada to advise of construction in the area and accessibility information posted on social media. Following discussion, the motion was made:

Moved by Deputy Mayor Richards and Councillor Pelkman:

That: Council receive Report EPW19-022 regarding the extension of the sanitary sewer on Queen Street in Mt. Brydges; and

That: Council authorize the extension of a sanitary sewer on Queen Street from the Lipsit Drain to Young Street at a cost not to exceed \$105,000 to be completed by PV-EX Construction Ltd., as an extension of servicing works being done for the Queen Street condominiums; and

That: the sanitary sewer extension costs be funded from the sanitary sewer capital reserve fund; and

That: the concept of mandatory service connections for existing customers and service connection charges to offset sewer extension costs be deferred pending a staff report to set expectations for the full sewer extension program in Mt. Brydges. **Carried.**

12.4 **Chief Administrative Office**

Greg McClinchey, Chief Administrative Officer called on Doug Payne, Manager of HR to

present the two Hiring Reports.

12.4.1. **Hiring Report – Economic Development Officer**

In presenting the above report, HR Manager Doug Payne advised that a review of applicants was conducted by Greg McClinchey, CAO and William Versloot, Payroll Generalist and that an Offer of Employment was made and accepted by Demetri Makrakos.

Moved by Councillor Hipple and Cowan:

THAT: the Hiring Report for the Economic Development Officer dated October 7, 2019, be received and accepted for information. **Carried.**

12.4.2. **Hiring Report – Customer Service Representative**

HR Manager, Doug Payne reminded Council that the role of Customer Service Representative was being filled temporarily to accommodate an extended leave of absence. The municipality was informed this past July, by the previous Customer Services Representative that they would not be returning to their position. A review of applicants was conducted by Director Bill Dakin and William Versloot, HR Generalist and an Officer of Employment was made and accepted by Katherine (Katie) Dortmans.

Moved by Deputy Mayor Richards and Councillor Baker:

THAT: the Hiring Report for the Customer Service Representative dated October 7, 2019, be received and accepted for information. **Carried.**

12.4.3. **Economic Development Website**

Greg McClinchey, Chief Administrative Officer advised that the launch of the Economic Development Website is complete and went live in September 2019. The Municipality's service provider was able to utilize the same basic website template recently launched for Museum Strathroy-Caradoc. The site is designed to prioritize information with quick access.

Moved by Councillors Kennes and Flegel:

THAT: Council receive the information on the launch of the Economic Development Website. **Carried.**

12. Reports from Boards and Committees

12.1. Market Executive Committee Meeting – August 13, 2019

12.2. Tri-Township Arena Minutes – August 8, 2019

Moved by Councillor Cowan and Deputy Mayor Richards:

That: Council receive the reports from boards and committees for information. **Carried.**

13. Consideration of Bylaws – None.

14. New Business – None.

15. County Council Report

Deputy Mayor Richards advised that the five-year equipment replacement schedule was approved at the last County Council meeting of September 24th. The Warden's Banquet will be held on November 29th and the Inaugural Meeting of County Council will be December 5th at 3pm with 4:30 being election of Warden. County Council meets again tomorrow October 8th, 2019.

16. Enquiries by Members

Councillor Kennes asked about repair or replacement of damaged blue wheelie bins to which Director Matt Stephenson indicated that Bluewater Recycling will attend to these calls to either repair or offer a replacement unit and residents may contact the municipal office to put in their request. Repair or replacement is free of charge.

Councillor Hipple thanked Fire Chief Brian George and Fire Services for bringing the aerial unit for presentation at the recent event at the Melbourne Fire Hall.

Deputy Mayor Richards thanked Director Rob Lilbourne, staff and volunteers for their work in operating the Mini Train and good to see this is going so well.

Mayor Vanderheyden advised that along with Greg McClinchey, CAO and Demetri Makrakos, Economic Development Officer, they recently visited the local WeedMD operation and in their first year of operation have almost 210 employees and are now into the first harvest; the Mayor congratulated WeedMD on their success. Mayor Vanderheyden also commended Libro And MyFM for their support of the SMGH Busting out event. The Mayor also attended the Lake Huron Pipeline and good to stay involved with what is going on with our water system. The Mayor commended the Melbourne Fire Fighters breakfast which was a great success this past weekend. Chief George indicated this has been the largest attendance from the community in over 10 years and was glad to bring out the Aerial unit for this event. The Mayor also advised that our Fire Stations had open houses at each station for Fire Prevent Week this past weekend. Lastly, the Mayor referenced the upcoming Home Town Hockey weekend and staff are busy with preparations and putting everything in place, as this is a great opportunity to showcase our communities and Strathroy-Caradoc.

17. Schedule of Meetings

- Regular Council Meeting – Monday October 21, 2019 – 6:00p.m.
- **Council Workshop – Saturday, October 26, 2019 – 9:00a.m.**
- Regular Council Meeting – Monday, November 4, 2019 – 6:00p.m.
- Regular Council Meeting – Monday November 18, 2019 – 6:00p.m.

18. Adjournment.

Moved by Councillors Hipple and Kennes:

That: the meeting adjourn at 7:41 pm. **Carried.**

MAYOR

CLERK