

Municipality of Strathroy-Caradoc

**Regular Council Meeting
Tuesday, August 6, 2019
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 Neil Flegel
Councillor Sandi Hipple
Councillor Frank Kennes
Councillor Steve Pelkman
Councillor Marie Baker
Councillor Larry Cowan

Also Present:

Greg McClinchey, Chief Administrative Officer
Fred Tranquilli, Director of Legal & Legislative Services/Clerk
Ruth Alcaidinho, Deputy Clerk/Insurance Co-Ordinator (Recorder)
Jennifer Huff, Manager of Building & Planning
Matthew Stephenson, Director, Building & Planning
George Elliott, Director of Engineering & Public Works
Bill Dakin, Director of Financial Services/Treasurer
Brian George, Director of Fire Services/Fire Chief
Doug Payne, Manager of Human Resources
Joe Pilon, Director of Information Technology
Kristen Frisa, Middlesex Banner
Grant Deme, MyFM

2. Declaration of Pecuniary Interest

3. In Camera Matters

Moved by Councillors Cowan and Pelkman

THAT: Council move into Closed Session to discuss a legal matter regarding property 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.**

Council returned to open session at 6:35p.m.

4. Report on In Camera Session

Mayor Vanderheyden reported that a legal matter regarding property was discussed and a procedural matter to approve Council In-Camera meeting minutes dated July 15, 2019, all in accordance with the Ontario Municipal Act and Council's Procedural By-law.

5. Presentations, Delegations, Petitions – None.

6. Approval of Minutes

6.1. Moved by Deputy Mayor Richards and Councillor Cowan:

THAT: the following meeting minutes be approved as written:

Regular Council Meeting Minutes of July 15, 2019. **Carried.**

7. Communications

7.1. CN – Rail Safety Week

Communication from Stephen Covey, Chief of Police and Chief Security Officer advising of CN's 100th anniversary and Rail Safety Week to be held September 23 – 29, 2019. Attached CN resolution promoting Rail Safety Week.

7.2. Front St. West Strathroy Residents – Traffic Speed Concerns

Residents of Front St. W., as per Gillean M. Fielding letter attached.

Moved by Councillors Brennan and Kennes:

That: this matter be referred to the Traffic Committee for report to Council. **Carried.**

7.3. Township of Prince

Resolution supporting OGRA/ROMA in its efforts for a dedicated annual conference that continues to bring benefits to all municipalities, through a progressive, diversified and interesting agenda.

7.4. Village of Oil Springs

In support of Township of Warwick resolution in support of ensuring the safety of Ontario's farm families, employees and animals.

7.5. Municipal Grants and Program Funding

Reply letter from Doug Ford, Premier of Ontario

7.6. Provincial Policy Statement Review – Draft Policies

Consultation on proposed policy changes to the PPS supporting the implementation of More Homes, More Choice: Ontario’s Housing Supply Action Plan.

Moved by Councillors Baker and Hipple:

THAT: Item 7.6 Provincial Policy Statement Review – Draft Policies, be referred to Building & Planning and;

THAT: Items 7.1 and 7.3 to 7.6 be received for information. **Carried.**

8. Unfinished Business – None.

9. Reports from Departments

9.1. Building, Planning and Waste Management – Councillor John Brennan, Chair

9.1.1. Development Charge Deferral Policy

Councillor Brennan introduced Director Matthew Stephenson to present the report. Mr. Stephenson reference staff’s report presented at the May 6th 2019 Regular Council Meeting and discussions regarding the need for a Municipal Policy to address DC deferral requests which outlines criteria and conditions where a deferral may be considered for approval. Management Team have collaborated on the development of this policy for Council’s consideration. Council thanked the Director for his presentation and the policy as presented.

Moved by Councillors Hipple and Pelkman

THAT: the Development Charge Deferral Policy is hereby approved by Council and that the by-law be referred to the “Consideration of By-Laws” section of the meeting. **Carried.**

9.1.2. Provincial Bill 108 – Changes to the Development Charges Act

Director Matt Stephenson along with Jennifer Huff, Manager of Building & Planning presented the noted report summarizing the changes to the Development Charges Act (DCA) through the recent passing of Bill 108, the “More Homes, More Choice Act, 2019”; recommending a sole source procurement process securing Hemson Consulting to complete the updates to the municipal wide development charges and the Community Benefits Charge Strategy and bylaw by 2021.

Moved by Deputy Mayor Richards and Councillor Pelkman:

THAT: the report be received for information and that Council direct staff to undertake a sole source procurement process to secure the services of Hemson Consulting to complete the updates to the municipal wide development charges and the community benefits charge strategy and by-law by January 1, 2021. **Carried.**

9.1.3. **Population and Housing Projections - Report 1 of 3**

Jennifer Huff, Manager of Building and Planning presented a Power Point Presentation explaining various housing and population projections, and assessments of residential supply, recommending that Council adopt the “High” Rate population projection 2016-36 and “High” Rate adjusted household projection range 2016-36 as contained in the report. The report provided Council with an update on population and housing projections for the Municipality to assist with management of growth and development and long term strategic planning.

Moved by Councillors Pelkman and Kennes:

THAT: the report be received for information and that Council adopt the “High” Rate – Population Projection 2016-2036, as contained within the subject report; and that Council adopt the “High” Rate – Adjusted Household Projection Range 2016-2036, as contained with the subject report. **Carried.**

9.1.4. **Jaslo Properties Limited Amended Site Plan Amendment**

Director Matt Stephenson presented the report, amended site plan amendment and agreement explaining Phase 2 of the development will complete the project and comprises the construction of 17 townhouse units in 4 blocks.

Moved by Deputy Mayor Richards and Councillor Hipple:

THAT: Council approve the amended site plan agreement to facilitate the completion of Phase 2 of the development – being 17 townhomes in 4 blocks; and that the by-law be referred to “Consideration of By-laws” section of the meeting. **Carried.**

9.1.5. **800 Wright St. Meridian Magnesium Site Plan Amendment**

Director Matt Stephenson presented the report explaining the applicants are proposing two separate additions to the existing manufacturing facility as well as two parking lot expansions on the lands known as 800 Wright Street. Consultation with Engineering, Fire, Building and Planning have given their review and recommend approval. As well Spriet Associates have conducted review of the storm water and servicing and also recommend for approval.

Moved by Councillor Flegel and Mayor Vanderheyden

THAT: Council approve the amended site plan agreement for the addition of certain buildings on the lands known as 800 Wright St. Strathroy and that the by-law be referred to “Consideration of By-laws” section of the meeting. **Carried.**

9.2. **Engineering and Public Works – Councillor Larry Cowan, Chair**

Councillor Cowan introduced Director George Elliott to present the following reports.

**9.2.1. Tender Award – All Seasons Excavating
Caradoc Street Reconstruction – Storm Outlet Report No. EPW19-018**

Director George Elliott presented the report which offered a background of the scope of work to be completed, bids as received, and funding for the project. The Director confirmed the work will commence once the environment compliance approvals are granted. The revised scope of work will include the completion of the storm outlet phase which is a critical step towards the full project completion in 2020.

Moved by Deputy Mayor Richards and Councillor Hipple:

THAT: Council receive Report EPW 19-018 regarding the tender award of the reconstruction of Caradoc Street storm sewer outlet to the Sydenham River, and that Council award the Caradoc Street contract to All Seasons Excavating in the amount of \$825,999.00 including HST, conditional upon the Environmental Compliance Approval from the Ministry of Environment, Conservation and Parks prior to September 6, 2019.

9.2.2. 2019 Engineering Design Assignments - BM Ross - Report No. EPW 19-019

Director George Elliott presented the report regarding the 2019 Engineering Design Assignments to BM Ross and Associates for the detailed design and approval of the last six projects contained in the 2019 approved capital budget as outlined in the report. These projects were all budgeted in the Capital Budget. The timeline for the anticipated design work is December 2019 for McKellar and SWM Study and September 2020 for Queen, High and York Streets.

Moved by Councillors Brennan and Baker:

THAT: Council receive Report EPW 19019 regarding the 2019 Engineering Design Assignments to BM Ross and Associates Ltd. and that Council award a sole sourced contract to BM Ross and Associates Ltd. in the amount of \$367,100 (including non-recoverable HST), for the detailed design and approvals of six projects contained in the 2019 approved capital budget including:

- a. McKellar Street Phase 2 – Dell to Carroll Streets
- b. Queen Street (Strathroy) – Metcalfe to CN Rail
- c. Queen Street (Strathroy) – CN Rail to Carroll Street
- d. High Street – Queen to York Streets
- e. York Street – High to Glengyle/Carroll Streets
- f. Stormwater Management Study finalization **Carried.**

9.2.3. Accessible On-Street Parking – Centre St. – Report No. EPW 19-020

Director George Elliott presented the report with regards to the provision of accessible on-street parking on Centre Street. The review of available accessible parking in the downtown core is underserved in the area of Frank and Centre Street. The Director

reviewed the sketches contained in the report, demonstrating the addition of two accessible parking stalls built into the boulevard area on Centre Street West, adjacent to the Post Office. The approximate cost for the work involved could be included in the 2020 capital program and estimated at \$10,000 to \$20,000.

Moved by Deputy mayor Richards and Councillor Pelkman:

THAT: Council receive Report EPW 19-020 regarding the provision of Accessible On-Street Parking on Centre Street, and that Council approve the installation of two Accessible On-Street Parking Spaces on Centre Street adjacent the Canada Post building near the Frank Street intersection. **Carried.**

9.3. Financial Services – Councillor Frank Kennes, Chair

Councillor Kennes introduced Director Bill Dakin to present the Financial Services reports.

9.3.1. Strathroy-Caradoc Revenue Billing and Collection Policy

Director Bill Dakin presented the Strathroy-Caradoc Revenue Billing and Collection Policy explaining this policy will serve as a guide for Council, staff and the public regarding revenue billing and collection. Mr. Dakin explained certain amendments to the Municipal Act 2001 in which tax sale will now commence after two years in arrears which replaces the three years in arrear term. The report also explains the acceptance of credit card payment (instituting a 2% service to offset the charge to the municipality) as well as through third party services via the internet. The Director explained with expansion of payment options, there should be a reduction in receivables and increase in revenue.

Moved by Councillors Hipple and Pelkman:

THAT: the updated Strathroy-Caradoc Revenue Billing and Collection Policy be referred to Consideration of Bylaws for approval. **Carried.**

9.3.2. Community Transportation Grant (MTO) Transfer Payment Agreement

Director Bill Dakin presented the report outlining the MTO grant to develop an intercommunity transportation service connecting Sarnia, Strathroy, Mt. Brydges and London. The total of the grant received is 1,45,000 from MTO and all project costs will be funded by this grant.

Moved by Councillors Cowan and Flegel:

THAT: Council acknowledges the report and further appoints the Mayor and Director of Finance to sign the Community Transportation Grant (MTO) Transfer Payment Agreement; and approves the agreement resolution. **Carried.**

Moved by Councillors Brennan and Baker:

BE IT RESOLVED THAT The Municipality of Strathroy-Caradoc supports the Intercommunity Community Transportation Project and is committed to

implementing the service(s) to begin on January 2, 2020. The Municipality of Strathroy-Caradoc agrees to receiving an being responsible for the Community Transportation Grant Program funds from the Province of Ontario. **Carried.**

9.4. Chief Administrative Office

9.4.1. Lower Thames Conservation Authority Minutes of June 27, 2019

CAO Greg McClinchey referenced Council Meeting of July 15, 2019 in which these reports were requested by Mayor Vanderheyden and were part of the Lower Thames Conservation Authority Meeting Minutes dated June 27, 2019; offering a brief explanation on both reports.

- i) Report on Window Well Openings – Policy
- ii) Government of Ontario Commits to increasing Province Flood Resilience

Moved by Councillors Kennes and Hipple:

That: The Lower Thames Conservation Authority Reports as provided to Council be received and filed for information. **Carried.**

9.4.2 Hiring Report – Development Services Coordinator

CAO Greg McClinchey called on Doug Payne, HR Manager who presented the hiring report for the Development Services Coordinator in the Building and Planning Department. Offer of Employment was made to Eva Baker who has commenced her career with the Municipality on July 30, 2019.

Moved by Councillors Baker and Kennes:

THAT: the Hiring Report for the Development Services Coordinator dated August 6, 2019, be received and accepted for information. **Carried.**

Mayor Vanderheyden advised that along with CAO Greg McClinchey, they welcomed Forty visiting Scouts from Scotland, with the Scouting Jamboree, for a tour of town hall and a few other municipal destinations.

10. Reports from Boards and Committees

10.1. Tri Township Arena – Minutes June 13, 2019

Moved by Councillors Cowan and Hipple:

THAT: Council receive the reports from Boards and Committees as information. **Carried.**

11. Consideration of Bylaws

11.1. By-law 43-19

Being a by-law to authorize the execution of a Site Plan Agreement between the Municipality of Strathroy-Caradoc and Meridian Lightweight Technologies Holding Inc.

Moved by Councillor Baker and Kennes:

THAT: Council adopt and read by-law 43-19, being a by-law to authorize the execution of a Site Plan Agreement between the Municipality of Strathroy-Caradoc and Meridian Lightweight Technologies Holding Inc., a first, second and third and final time. **Carried.**

11.2. By-law 44-19

Being a by-law authorizing Municipal Borrowing for Current Expenditures.

Moved by Councillors Brennan and Pelkman:

THAT: Council adopt and read by-law 44-19, being a bylaw authorizing Municipal Borrowing for Current Expenditures, a first, second and third and final time. **Carried.**

11.3. By-law 45-19

Being a by-law to adopt a Revenue Collection Policy.

Moved by Deputy Mayor Richards and Councillor Kennes:

That: Council adopt and read By-law 45-19, being a by-law to adopt a Revenue Collection Policy, a first, second and third and final time. **Carried.**

11.4. By-law 46-19

Being a by-law to authorize the execution of an agreement with Her Majesty the Queen in Right of the Province of Ontario as represented by the by the Minister of Transportation for the Province of Ontario – Community Transportation Grant Program.

Moved by Councillor Cowan and Kennes:

THAT: Council adopt and read By-law 46-19 being a by-law to authorize the execution of an agreement with Her Majesty the Queen in Right of the Province of Ontario as represented by the by the Minister of Transportation for the Province of Ontario – Community Transportation Grant Program, a first, second and third and final time. **Carried.**

11.5 By-law 47-19

Being a By-law to adopt the Strathroy-Caradoc Development Charge Deferral Policy.

Moved by Councillors Hipple and Brennan:

THAT: Council adopt and read By-law 47-19, being a by-law to adopt the Strathroy-Caradoc Development Charge Deferral Policy, a first, second and third and final time. **Carried.**

11.6 By-law 48-19

Being a by-law to authorize the execution of an amendment to a site plan agreement between the Corporation of the Municipality of Strathroy-Caradoc and Jaslo Property Ltd. (17 townhome development - 4 blocks)

Moved by Councillors Hipple and Pelkman:

THAT: Council adopt and read By-law 48-19, being a by-law to authorize the execution of an amendment to a site plan agreement between the Corporation of the Municipality of Strathroy-Caradoc and Jaslo Property Ltd., a first, second and third and final time. **Carried.**

12. New Business – None.

13. County Council Report

Deputy Mayor Brad Richards attended the County Council meeting of July 16th 2019 and reported on the recent audit reporting a surplus with the 2018 budget audit and secondly, transportation grants and continuation of discussions for growth of this service.

14. Enquiries or Comments by Members

Councillor Cowan advised our South African Delegation from Mbizana will arrive September 8th and looking forward to the exchange and visit regarding Agriculture in the community.

Councillor Pelkman offered his appreciation to all staff and volunteers who worked with the Feast on Front event at this years night market which was a great success.

Councillor Hipple also concurred the event was a tremendous success and enjoyed the feedback from visitors to the night market and to our community. Councillor Hipple also extended a thank you to Carmel Cones from Mt. Carmel for their sponsorship to Bethany McChesney World Spartan Championships.

Deputy Mayor Richards appreciation to all involved with the Feast on Front.

Councillor Brennan is enjoying the Saturday Downtown Market.

Councillor Kennes would like to see consideration to increasing the speed limit on Head Street and feels the reduced speed on this arterial road is causing back up and increase traffic for other side streets. Council concurred to direct this matter to the traffic committee to investigate on this possibility.

Councillor Baker commented how nice it was to see the crowds out for Feast on Front.

Mayor Vanderheyden thanked the directors and all who prepared the reports for tonight's council meeting; well done and very complete. The Mayor acknowledged all who were a part of Feast on Front, including the vendors, restaurants who catered to the meal and people of Strathroy-Caradoc and surrounding area for attending this event. The Mayor also advised that the Lions Club is hosting an International Exchange of 13 young individuals from all over the world with different events at the Tri-Township Arena.

15. Schedule of Meetings

- Regular Council Meeting – Monday, August 19, 2019 **In Recess – NO MEETING**
- Regular Council Meeting –Tuesday, September 3, 2019 6:00p.m.
- Regular Council Meeting – Monday, September 16, 2019 6:00p.m.
- Regular Council Meeting – Monday, October 7, 2019 6:00p.m.

16. Adjournment.

Motion by Councillor Kennes and Deputy Mayor Richards:
THAT: the meeting adjourn at 8:10 p.m. **Carried.**

Mayor

Clerk