

Woodstock City Council

Regular Council Minutes

Date: June 20, 2024
Time: 7:00 PM
Location: Council Chambers

This meeting was held in person and electronically in accordance with section 238 (3.3) of the *Municipal Act, 2001* as amended, and section 16.6.24 of the City of Woodstock Procedure by-law. This meeting took place in Council Chambers at Woodstock City Hall, 500 Dundas Street.

1. **Closed Session**

Closed Session commenced at 6:30 p.m. in the 2nd floor Board room followed by Open Session in Council Chambers at 7:00 p.m. All Members of Council were present. Mayor J. Acchione chaired the meeting.

Moved by Councillor D. Tait
Seconded by Councillor M. Schadenberg

That Council now convenes in Closed Session for the consideration of:

- A proposed disposition of land; and
- Personal matters about identifiable individuals - appointments to Boards and Committees.

Carried

Moved by Councillor D. Tait
Seconded by Councillor K. Leatherbarrow

That Woodstock City Council adjourned the Closed Session portion of the meeting at 6:50 pm.

Carried

2. **Disclosure of Pecuniary Interest** - none
3. **Disclosure of New Business**
4. **Matters Arising from the Minutes**

5. Minutes

Moved by Councillor D. Tait
Seconded by Councillor C. Lauder

That the minutes of the Regular meeting of Woodstock City Council held on June 6, 2024 be adopted.

Carried

6. Additions to the Agenda

Moved by Councillor D. Tait
Seconded by Councillor M. Schadenberg

That the following items be added to the agenda:

- Delegation item 8.c- Heidi Collins - Child Care Crisis
- Delegation item 8.d - Dave Hannam, Zelinka Priamo Ltd. & Mark Burke - CD 23-02-08- Application for Draft Plan of Condominium - 655 Northdale Drive
- Delegation item 8.e - Peter Mc Donald - CD 23-02-08- Application for Draft Plan of Condominium - 655 Northdale Drive

Carried

7. Presentations**7.a 2024 Woodstock Student Civic Awards of Excellence- Mayor Jerry Acchione presentation**

Mayor J. Acchione, on behalf of Woodstock City Council, presented the 2024 Student Civic Awards of Excellence to the following students:

- Ali Brown – Woodstock Collegiate Institute
- Ethan Fodor – College Avenue Secondary School
- Julian Jean – St. Mary's High School
- Maeghan Schadenberg – École Secondaire Catholique Notre-Dame and
- Cullen White – Huron Park Secondary School

8. Delegations

8.a Safe and Well Oxford Steering Committee Update - Warden Marcus Ryan, Chair and Sarah Hamulecki, Co-lead

Oxford County Warden Marcus Ryan and Manager of Strategic Initiatives Sarah Hamulecki presented Council with a Safe and Well Oxford Steering Committee Update, including a Diversity, Equity and Inclusion Charter.

Moved by Councillor K. Leatherbarrow
Seconded by Councillor B. Martin

WHEREAS municipalities within Oxford County, including the Townships of Blandford-Blenheim, East Zorra-Tavistock, Norwich, Zorra and South-West Oxford, together with the Town of Ingersoll, the Town of Tillsonburg, and the City of Woodstock, developed a shared Community Safety and Well-being Plan, Safe & Well Oxford, in response to the requirements of the Police Services Act, to be lead by Oxford County and together created a plan to improve the overall well-being of their communities and enhance the lives of residents across the County;

AND WHEREAS the Safe and Well Oxford Community Safety and Well-being Plan serves as a strategic framework for addressing the community safety and well-being priorities as follows:

1. Mental Health;
2. Affordable Housing;
3. Substance Misuse;
4. Equity, Diversity and Inclusion;
5. Gender Based Violence.

AND WHEREAS the Inclusion Charter for Oxford is an integral component of the goals and objectives of the Safe and Well Oxford Community Safety and Well-being Plan that will strengthen efforts to create a safe, inclusive and thriving community for all residents and represents a fundamental commitment to promoting diversity, equity and inclusion across all of our communities;

AND WHEREAS the Diversity, Equity and Inclusion (DEI) Action Coalition has been established by the Safe and Well Oxford Steering Committee to provide guidance and recommendations for implementing inclusive practices within our organizations and communities;

AND WHEREAS Woodstock City Council has identified the promotion of diversity, equity and inclusion as a Strategic Priority for the current term of Council;

NOW THEREFORE BE IT RESOLVED that Woodstock City Council endorse the Inclusion Charter for Oxford as a guiding framework for promoting diversity, equity and inclusion within our organization and community;

AND FURTHER that Council affirm its commitment to creating an inclusive environment where all individuals feel valued, respected, and empowered to contribute to the social and overall well-being of Oxford County.

Carried

Action - Clerks

- 8.b Amy McKague - A Child In U Oxford, Heidi Collins - Oxford Community Child Care and Karima du Toit - Friendship Cooperative - Child Care Crisis

Amy McKague of A Child In U Oxford, Heidi Collins of Oxford Community Child Care and Karima du Toit of Friendship Cooperative spoke in support of the resolution put forward by Councillor Leatherbarrow under New Business. This item is dealt with under New Business item 17a.

- 8.c >Heidi Collins - Child Care Crisis

This delegation participated under item 8.b.

- 8.d >Dave Hannam, Zelinka Priamo Ltd. & Mark Burke - CD 23-02-08 - Application for Draft Plan of Condominium - 655 Northdale Drive

Dave Hannam and Mark Burke spoke in support of the application on behalf of the applicant. This item is dealt with under Consideration of Planning Reports item 9.a.

- 8.e >Peter McDonald - CD 23-02-08- Application for Draft Plan of Condominium - 655 Northdale Drive

Peter McDonald of 650 Brant Street spoke in opposition to the application. This item is dealt with under Consideration of Planning Reports item 9.a.

9. Consideration of Planning Reports

- 9.a CD 23-02-08 - Application for Draft Plan of Condominium - Reid - 655 Northdale Drive

Moved by Councillor B. Martin
Seconded by Councillor C. Lauder

That Woodstock City Council advise the County of Oxford that the City supports the application by Graham, Brian and Robert Louis Reid, to create a draft plan of condominium (File No. CD 23-02-8) as applied to lands consisting of Lot 42, Plan 579, City of Woodstock, subject to the following conditions of draft plan approval:

1. This approval applies to the draft plan of condominium, submitted by Graham, Brian and Robert Louis Reid (File CD 23-02-8) comprising land described as Lot 42, Plan 579, City of Woodstock, showing 9 residential units.
2. The recommendations of the Building Condition Report be implemented to the satisfaction of the City Building Department.

3. That the owner provides a reserve fund study, completed to the satisfaction of the City of Woodstock Building Department.

4. Prior to signing the final plan for registration, the County of Oxford shall be advised by the City of Woodstock that Conditions 2 and 3 have been addressed, to the satisfaction of the City of Woodstock. The clearance letter shall include a brief statement for each condition detailing how each condition has been satisfied.

Carried

Action – Clerks, Planning

9.b CD 24-02-8 - Application for Draft Plan of Condominium and Exemption from Draft Plan Approval - 1000641111 Ontario Inc - 820-852 Alice Street

Moved by Councillor C. Lauder

Seconded by Councillor K. Leatherbarrow

That Woodstock City Council advise County Council that the City supports the application for draft approval of a proposed condominium submitted by Oxford Standard Condominium Plan No. 109 and 1000641111 Ontario Inc. (File No. CD 24-02-8), prepared by Callon Dietz Inc. Ontario Land Surveyors, for lands described as Oxford Condominium Plan 109, Part of Block B, Plan M-13, in the City of Woodstock;

And further that Woodstock City Council advise County Council that the City supports the application for exemption from the draft plan of condominium approval process submitted by Oxford Standard Condominium Plan No. 109 and 1000641111 Ontario Inc. (File No. CD 24-02-8) prepared by Callon Dietz Inc Ontario Land Surveyors for lands described as Oxford Condominium Plan 109, Part of Block B, Plan M-13, in the City of Woodstock.

Carried

Action – Clerks, Planning

9.c ZN8-24-08 - Application for Zone Change - Woodstock Business Centre Inc. - 200 Montclair Drive

Moved by Councillor L. Wismer-Van Meer

Seconded by Councillor B. Martin

That Woodstock City Council approve the application for zone change for lands described as Part Lot 9 and 10, Plan 41M-82, Part 2 of 41R-9080, in the City of Woodstock, to rezone the subject property from 'Special Regional Commercial Zone (C6-1)' to 'Special Regional Commercial Zone (C6-13)' to add a veterinary clinic as a permitted use on the subject lands;

And further that any comments received from the public were reviewed and considered before the decision was made in relation to this planning matter.

Carried

Action – Clerks, Planning

9.d B24-28-8 & A24-08-8 - Application for Consent & Minor Variance - Oxford Builders Inc - 240 Fifth Avenue

Moved by Councillor D. Tait

Seconded by Councillor L. Wismer-Van Meer

That Woodstock City Council advise the Land Division Committee that the City supports the proposal to sever the subject property, subject to the following conditions:

1. The Owner(s) shall enter into a Severance Agreement with the City of Woodstock as set forth in the City of Woodstock By-Law No. 5266-76, and amendments thereto. The Severance Agreement shall be registered on first title by the Owner, to the satisfaction of the City of Woodstock.
2. The Owner shall submit a recent survey to confirm lot sizes and building setbacks, to the satisfaction of the City of Woodstock.
3. The Owner(s) shall remove all accessory structures on the severed parcel to the satisfaction of the City of Woodstock Building Department.
4. The Owner(s) confirm(s) that no underground or overhead services serving the retained lands traverse the severed parcel and visa versa. Where such services exist, the owner shall relocate the services or obtain private easements over the severed and/or retained lands to the satisfaction of the City of Woodstock.
5. The Owner(s) shall agree, in writing, to satisfy all requirements, financial and otherwise, of the City of Woodstock and the County of Oxford, regarding the installation of services and drainage facilities, if required.
6. The Clerk of the City of Woodstock advise the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been complied with.

And further, that Woodstock City Council advise the Land Division Committee that the City supports Application File A24-08-8, submitted by Oxford Builders Inc., for lands described as Plan 86, Part Lot 16, City of Woodstock, and municipally known as 240 Fifth Avenue, as it relates to:

1. Relief from Section 6.2, Table 6.2 – R1 Zone Provisions to reduce the required frontage for the proposed severed and retained lands from 12 m (39.4 ft) to 10 m (32.8 ft), to facilitate the severance proposed by Consent Application B24-28-8.

The recommended relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

- i) The relief is a minor variance from the provisions of the City's Zoning By-law.
- ii) The relief is desirable for the use of the land.
- iii) The relief maintains the general intent and purpose of the City's Zoning By-law.
- iv) The relief maintains the intent and purpose of the Official Plan.

Carried

Action – Clerks, Planning

- 9.e B24-17-8 and A24-12-8 - Application for Consent and Minor Variance - 2742534 Ontario Inc. - 462 Griffin Way

Moved by Councillor C. Lauder
 Seconded by Councillor L. Wismer-Van Meer

That Woodstock City Council advise the Oxford County Land Division Committee that the City supports the application for consent for lands described as Concession 1, Part Lots 13 (formerly Township of Blandford), in the City of Woodstock, to facilitate the creation of a new vacant service commercial lot, subject to the following conditions:

1. The Owner provides confirmation of the location of any existing overhead or underground services installed to the retained and severed lots. Services cannot traverse the adjoining lots and any conflicts must be re-directed or an easement created. Any proposed easements shall be reviewed by the City of Woodstock.
2. The owner shall agree, in writing, to satisfy all requirements, financial and otherwise, of the City of Woodstock and the County of Oxford regarding the installation of services and drainage facilities.
3. The Owner will be required to enter into a severance agreement for the severed parcel with the City of Woodstock. The agreement will be registered on first title by the owner.
4. The Owner shall submit a recent survey to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.

Carried

Action – Clerks, Planning

- 9.f OP23-10-8 and ZN8-23-16 - Applications for Official Plan Amendment and Zone Change - Tiffany Development Corporation -335 Juliana Drive

Moved by Councillor K. Leatherbarrow
 Seconded by Councillor M. Schadenberg

That Woodstock City Council support the application to amend the Official Plan (File No. OP 23-10-8), submitted by Tiffany Development Corporation, for lands legally described as Part Block 137, Plan 41M234, Part 3, 41R-8712 in the City

of Woodstock, to amend the current High Density Residential designation that applies to the lands to increase the density of development and facilitate the establishment of a 13-storey residential apartment building with up to 213 units;

And further that Woodstock City Council approve in principle the zone change application (File No. ZN 8-23-16) submitted by Tiffany Development Corporation, for lands legally described as Part Block 137, Plan 41M234, Part 3, 41R-8712 in the City of Woodstock, to amend the text of Special Residential 4 Zone (R4-4) to facilitate the development of a 13 storey residential apartment building with up to 213 dwelling units;

And further that any comments received from the public were reviewed and considered before the decision was made in relation to this planning matter.

Carried

Action – Clerks, Planning

10. Consideration of Correspondence

11. Staff Presentations

11.a Bassel Agroam, Manager of Asset Management - 2024 Updated Asset Management Plan

Bassel Agroam, Manager of Asset Management, presented Council with the Updated Asset Management Plan. This item is dealt with under Department Reports item 14.b.1.

12. Mayor's Reports

13. Councillor Reports

14. Department Reports

14.a Administrative Services

14.a.1 2023-2024 Dedicated Gas Tax Funding for Public Transportation

Moved by Councillor M. Schadenberg
Seconded by Councillor D. Tait

That Woodstock City Council refer the report regarding 2023-2024 Dedicated Gas Tax Funding for Public Transportation to the by-law section of the agenda.

Carried

Action – Administrative Services

14.b Engineering

14.b.1 City of Woodstock 2024 Asset Management Plan

Moved by Councillor C. Lauder
Seconded by Councillor K. Leatherbarrow

That Woodstock City Council approves the proposed “2024 Asset Management Plan” attached to the report as Appendix A;

And further that the “2024 Asset Management Plan” be posted on the City’s website to comply with O. Reg. 588/17.

Carried

Action – Engineering, Marketing and Communications

14.b.2 Strategic Asset Management Policy Update

Moved by Councillor L. Wismer-Van Meer
Seconded by Councillor C. Lauder

That Woodstock City Council approves the updates to Council Policy AS011 - Strategic Asset Management Policy.

Carried

Action – Engineering, Clerks

14.b.3 William Street Renaming

Moved by Councillor D. Tait
Seconded by Councillor M. Schadenberg

That Woodstock City Council approve a street name change from William Street to William Lane;

And further that City Council direct staff to circulate the necessary notices.

Carried

Action – Engineering, Clerks

14.c Cultural Services

14.d Parks and Recreation

14.e Economic Development

14.e.1 Extension to Time to Complete Construction for Xyris Holdings Inc.

Moved by Councillor B. Martin
 Seconded by Councillor K. Leatherbarrow

That Woodstock City Council authorize an extension to Xyris Holdings Inc. to complete construction at 369 Griffin Way until October 31, 2024.

Carried

Action – Economic Development

14.e.2 Sale of 453 Dundas Street (The Small Business Centre)

Moved by Councillor M. Schadenberg
 Seconded by Councillor L. Wismer-Van Meer

That Woodstock City Council declare 453 Dundas Street surplus;
 And further that City Council authorize the Mayor and Clerk to sign the agreement of purchase and sale with Mark and Mallory Kean and that the necessary By-law be read.

Carried

Action – Economic Development

14.f Clerks

14.g Chief Administrative Officer

14.h Human Resources

14.i Fire Services

14.j Public Works

14.j.1 2025-2029 Energy Conservation Demand Management Plan (CDM)

Moved by Councillor K. Leatherbarrow
 Seconded by Councillor L. Wismer-Van Meer

That Woodstock City Council approve the 2025-2029 Energy Conservation Demand Management Plan.

Carried

Action – Public Works, Marketing and Communications

14.j.2 Recycling Producer Responsibility Model and Transitioning to Organics Update

Moved by Councillor C. Lauder
Seconded by Councillor D. Tait

That Woodstock City Council receive the report regarding Recycling Producer Responsibility Model and Transitioning to Organics Update as information.

Carried

14.k Information Technology

15. Special Committee and Advisory Task Force Reports

16. Notice of Motion

17. New Business

17.a Moved by Councillor K. Leatherbarrow
Seconded by Councillor L. Wismer-Van Meer

WHEREAS found in the 2021 Census, the enumerated population of the City of Woodstock was 46,705, which represents an increase of 13.6% from 2016;

AND WHEREAS found in the 2021 Census, 8,230 children aged 0 to 14 were enumerated in the City of Woodstock, representing respectively 17.6% of the total population - in comparison, for Canada, the proportion of children was 16.3% in 2021;

AND WHEREAS Oxford County is the designated childcare service system manager responsible for planning and managing licensed childcare services in our community and is committed to working with community partners to enhance the quality of life for all citizens, even the youngest among us;

AND WHEREAS Oxford County is currently developing the next five-year Childcare and Early Years Plan to cover 2025 through 2029, presenting an opportunity for the City of Woodstock to align with the County on this important service;

AND WHEREAS there can be different funding types to support new childcare centres and municipalities have played a strong role in this by identifying structural space for these centres and studies show that for every dollar invested in Early Years and Childcare Programs the broader economy receives between \$1.50 to \$6.00;

AND WHEREAS by recognizing childcare as a necessary service in neighbourhoods and defining solutions to reduce barriers to access, municipalities can directly contribute to supporting employment opportunities for families and fostering economic sustainability at the local level;

AND WHEREAS the Public's Top 2 objective identified in the Strategic Realignment Survey was 'Effectively Deliver Amenities and Services';

AND WHEREAS how a child develops during ages 0-5 affects future cognitive, social, emotional, language, and physical development, which in turn influences school readiness and later success in life;

AND WHEREAS early intervention for children with special needs are crucial for their successful transition to the school system and later success in life;

NOW THEREFORE BE IT RESOLVED that Woodstock City Council direct staff to prepare a report for Council by September 2024 outlining ways in which Woodstock can partner with various stakeholders to support and facilitate the creation of additional childcare spaces in the City;

AND FURTHER that this report include options for amending zoning provisions to be more permissive for childcare, and utilizing existing and future municipal property as locations for childcare centres, including requiring all future City built infrastructure to consider a childcare component.

Carried

Action – Economic Development

18. Draft By-laws

Moved by Councillor D. Tait

Seconded by Councillor C. Lauder

That the following by-laws be given a first and second reading:

- 9689-24 - A by-law to amend Zoning By-Law Number 8626-10, as amended- ZN8-24-08- Woodstock Business Centre
- 9690-24- A by-law to provide for the renaming of parts of highways in the City of Woodstock
- 9691-24 - A by-law to provide for the sale of certain lands owned by The Corporation of the City of Woodstock to Mark and Mallory Kean.
- 9692-24 - A by-law to authorize the Mayor and the Director of Administrative Services to sign the letter of agreement for the transfer of Dedicated Gas Tax Funds for Public Transportation Program.

Carried

Moved by Councillor D. Tait

Seconded by Councillor K. Leatherbarrow

That the following by-laws be given a third and final reading:

- 9689-24 - A by-law to amend Zoning By-Law Number 8626-10, as amended- ZN8-24-08- Woodstock Business Centre

- 9690-24 - A by-law to provide for the renaming of parts of highways in the City of Woodstock
- 9691-24 - A by-law to provide for the sale of certain lands owned by The Corporation of the City of Woodstock to Mark and Mallory Kean.
- 9692-24 - A by-law to authorize the Mayor and the Director of Administrative Services to sign the letter of agreement for the transfer of Dedicated Gas Tax Funds for Public Transportation Program.

Carried

19. Questions and Address by Members of Council

20. Adjournment

Moved by Councillor B. Martin
Seconded by Councillor K. Leatherbarrow

That the meeting adjourn at 9:59 p.m.

Carried

Mayor – Jerry Acchione

City Clerk – Amelia Humphries