

## Woodstock City Council Regular Council Minutes

Date: January 16, 2025  
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.

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### 1. **Closed Session**

Closed Session commenced at 6:00 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 with the exception of Councillor K. Leatherbarrow who arrived at 7:00 p.m. and Councillor D. Tait who arrived at 7:00 p.m. Mayor J. Acchione chaired the meeting.

Moved by Councillor M. Schadenberg  
Seconded by Councillor B. Martin

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

- Advice that is subject to solicitor-client privilege, including communications necessary for that purpose

**Carried**

Moved by Councillor M. Schadenberg  
Seconded by Councillor C. Lauder

That Council adjourned the Closed Session portion of the meeting at 6:32 p.m.

**Carried**

### 2. **Disclosure of Pecuniary Interest**

Councillor D. Tait declared a conflict of interest with respect to Closed agenda item 4.1. Councillor Tait was not in the room during the consideration of the matter.

Councillor B. Martin declared a conflict of interest and refrained from discussing Council agenda item 9.e - OP24-12-8; ZN8-24-22 - Applications for Official Plan Amendment and Zone Change - 747 Pavey Street Inc. as she has a current business relationship with the applicant.

Councillor K. Leatherbarrow declared a conflict of interest with respect to Closed agenda item 4.1. Councillor Leatherbarrow was not in the room during the consideration of the matter.

Councillor K. Leatherbarrow also declared a conflict of interest and refrained from discussing Council agenda item 14.e.1 - Approval to Renew a Shared Services Agreement with the Downtown Woodstock Business Improvement Area as she operates a business within the Business Improvement Area district.

**3. Disclosure of New Business**

**4. Matters Arising from the Minutes**

**5. Minutes**

**5.a December 12, 2024 - Regular Council Minutes**

Moved by Councillor M. Schadenberg  
Seconded by Councillor C. Lauder

That the minutes of the Regular meeting of Woodstock City Council held on December 12, 2024 be adopted.

**Carried**

**6. Additions to the Agenda**

Moved by Councillor M. Schadenberg  
Seconded by Councillor C. Lauder

That the following items be added to the agenda:

- Delegation item 8.b- Richard Kelly-Ruetz, GSP Group - OP24-04-8; ZN8-24-10 - Applications for Official Plan Amendment and Zone Change - 394, 400, 408, 412 Norwich Avenue
- Delegation item 8.c- Scott Johnson - OP24-04-8; ZN8-24-10 - Applications for Official Plan Amendment and Zone Change - 394, 400, 408, 412 Norwich Avenue

**Carried**

**7. Presentations**

## 8. Delegations

- 8.a Mark Burke - B24-09-8; A24-04-8 - Application for Consent and Minor Variance - 306 Queen Street

Mark Burke, Agent for the Applicant, was in attendance to speak in favour of the application and to respond to any questions from Council. No resolution is required as this refers to Consideration of Planning Reports item 9.b.

- 8.b >Richard Kelly-Ruetz, GSP Group - OP24-04-8; ZN8-24-10 - Applications for Official Plan Amendment and Zone Change - 394, 400, 408, 412 Norwich Avenue

Richard Kelly-Ruetz, GSP Group, Agent for the Applicant, was in attendance to provide Council with additional information relating neighbouring property owners concerns regarding grading of the subject lands; drainage; and, privacy. No resolution is required as this refers to Consideration of Planning Reports item 9.d.

- 8.c >Scott Johnson - OP24-04-8; ZN8-24-10 - Applications for Official Plan Amendment and Zone Change - 394, 400, 408, 412 Norwich Avenue

Scott Johnson spoke to concerns with the application, namely, the increase in noise; loss of greenery and green space; the height of the proposed development; the need for large retaining walls; concerns with drainage from melting snow and rainwater; snow storage; and, concerns that the building will expand beyond 32 units. No resolution is required as this refers to Consideration of Planning Reports item 9.d.

## 9. Consideration of Planning Reports

- 9.a B24-69-8 and A24-19-8 - Application for Consent and Minor Variance - Oxford Business Solutions Inc.- 307 and 313 Tecumseh Street

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

That Woodstock City Council advise the Land Division Committee that the City supports Application File A24-69-8, submitted by Oxford Business Solutions Inc., for lands described as Part Lot 22, Conc. 1 (Blandford), PARTS 1-21, OXR13A and PARTS 1-7, 18 & 19, 41R-9639 in the City of Woodstock, and known municipally as 307 and 313 Tecumseh Street as it relates to:

- Section 20.2, Table 20.2 – M4 Zone Provisions to reduce the minimum frontage of the lands to be retained from 20 m (65.6 ft) to 12 m (39.4 ft).

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

And further that Woodstock City Council advise the Land Division Committee that the City supports the proposal to sever the subject lands, subject conditions 1 through 6 outlined in the report.

**Carried**

**Action – Planning, Clerks**

9.b B24-09-8; A24-04-8 - Application for Consent and Minor Variance - Jankovic - 306 Queen Street

Moved by Councillor L. Wismer-Van Meer

Seconded by Councillor D. Tait

That Woodstock City Council advise the Land Division Committee that the City supports Application File A24-04-08, submitted by Zachary Jankovic, for lands described as Lot 8 s/s of Queen Street, Block H, Plan 52, City of Woodstock, and to be municipally known as 306 Queen Street, as it relates to:

1. Relief from Section 7.2, Table 7.2 – R2 Zone Provisions to reduce the minimum required lot area of the lot to be severed from 540 m<sup>2</sup> (5,8125 ft<sup>2</sup>) to 278 m<sup>2</sup> (2,992.4 ft<sup>2</sup>);
2. Relief from Section 7.2, Table 7.2 – R2 Zone Provisions to reduce the minimum required lot frontage of the lot to be severed from 18 m (59 ft) to 11 m (36.1 ft);
3. Relief from Section 7.2, Table 7.2 – R2 Zone Provisions to reduce the minimum required lot depth of the lot to be severed from 28 m (91.9 ft) to 24.5 m (80.4 ft);
4. Relief from Section 7.2, Table 7.2 – R2 Zone Provisions to reduce the minimum required rear yard depth of the lot to be retained from 7.5 m (24.6 ft) to 5.5 m (18 ft); and,
5. Relief from Section 7.2, Table 7.2 – R2 Zone Provisions to reduce the minimum required front yard depth of the lot to be retained from 6 m (19.7 ft) to 2 m (6.6 ft).

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

And further that Woodstock City Council advise the Land Division Committee that the City supports the proposal to sever the subject lands, subject conditions 1 through 5 outlined in the report.

**Carried**

**Action – Planning, Clerks**

9.c ZN8-24-06 - Application for Zone Change - Seyed Jafar Tafresh - 236 Norwich Avenue

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

That Woodstock City Council approve the application for lands described as Plan 187, Park Lot 9, Plan 216, Park Lot 50C in the City of Woodstock, to amend the text of the C4-46 Zone to permit the sales of home décor and furnishings, artwork and an accessory use of art classes and workshops 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 – Planning, Clerks**

9.d OP24-04-8; ZN8-24-10 - Applications for Official Plan Amendment and Zone Change - Key Change Property Management - 394, 400, 408 and 412 Norwich Avenue

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

That Woodstock City Council advise County Council that the City supports the application to amend the Official Plan (File No. OP 24-04-8), submitted by Key Change Property Management, for lands legally described as Plan 48, Part Lots 2 and 3, City of Woodstock, to re-designate the subject lands to High Density Residential to facilitate the development of a 32 unit stacked townhouse dwelling building on the subject lands; and further,

That Woodstock City Council of Woodstock approve in principle the zone change application (File No. ZN 8-24-10) submitted by Key Change Property Management for lands legally described as Plan 48, Part Lots 2 and 3, in the City of Woodstock, to rezone the lands to 'Special Residential Zone 3 (R3-sp)' to facilitate a 32 unit stacked townhouse dwelling building with reduced lot area, reduced landscaped open space, amended parking area location and reduced established building line provision; 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 – Planning, Clerks**

9.e OP24-12-8; ZN8-24-22 - Applications for Official Plan Amendment and Zone Change - 747 Pavey Street Inc. - 747 Pavey Street and 97 Fyfe Avenue

Moved by Councillor C. Lauder

Seconded by Councillor M. Schadenberg

That Woodstock City Council advise County Council that the City supports the application to amend the Official Plan (File No. OP 24-12-8), submitted by Pavey Street Inc., for lands legally described as Part of Park Lots 2 and 3, Plan 187, City of Woodstock, to re-designate the subject lands to High Density Residential to facilitate the development of a 52 unit multiple attached dwelling development on the subject lands; and further,

That Woodstock City Council approve in principle the zone change application (File No. ZN 8-24-22) submitted by Pavey Street Inc. for lands legally described as Part of Park Lots 2 and 3, Plan 187, in the City of Woodstock, to rezone the lands to 'Special Residential Zone 3 (R3-sp)' to facilitate a 52 unit multiple attached dwelling development with site specific provisions for lot area, height, frontage, side yard width and front lot line; 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 – Planning, Clerks**

**10. Consideration of Correspondence**

10.a Councillor C. Lauder has requested the following correspondence be added to the agenda: Request for Equitable Funding for Municipal Policing

Moved by Councillor C. Lauder

Seconded by Councillor D. Tait

That Woodstock City Council supports the resolution received from the City of Owen Sound, Town of Hanover, and the Municipality of West Grey supporting the request for equitable funding for Municipal Policing; and further,

That this resolution of support be circulated to: The Hon. Doug Ford, Premier of Ontario; The Hon. Michael Kerzner, Solicitor General; Ernie Hardeman, Oxford MPP; Rod Wilkinson, Chief of Police, Woodstock Police Services; Woodstock Police Services Board; Association of Municipalities Ontario (AMO); and, Rural Ontario Municipal Association (ROMA).

**Carried**

**Action – Planning, Clerks**

- 10.b Councillor D. Tait has requested the following correspondence to be added to the agenda: 'Protection of Agricultural Lands and Sustainable Development'

Moved by Councillor D. Tait

Seconded by Councillor L. Wismer-Van Meer

That Woodstock City Council support the resolution received from Northumberland County supporting 'Protection of Agricultural Lands and Sustainable Development'; and further,

That this resolution of support be circulated to: The Hon. Doug Ford, Premier of Ontario, The Hon. Paul Calandra, Minister of Environment, Conservation and Parks; The Hon. Rob Flack Minister of Agriculture, Food, and Agribusiness; and, Ernie Hardeman, Oxford MPP.

**Carried**

**Action – Planning, Clerks**

**11. Presentations from Staff and Approved Agents**

This agenda item was withdrawn in advance of the meeting.

**12. Mayor's Reports**

**13. Councillor Reports**

**14. Department Reports**

14.a Administrative Services

14.b Engineering

14.b.1 Route 1 Transit Route Revision

Moved by Councillor M. Schadenberg

Seconded by Councillor D. Tait

That Woodstock City Council approve the change to Woodstock Transit Route # 1 effective Monday, January 27, 2025.

**Carried**

**Action – Engineering**

14.c Cultural Services

14.d Parks and Recreation

14.e Economic Development

14.e.1 Approval to Renew a Shared Services Agreement with the Downtown Woodstock Business Improvement Area

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

That Woodstock City Council authorize the Mayor and Clerk to sign a Shared Services Agreement with The Board of Management Downtown Woodstock Business Improvement Area, as described in the report.

**Carried**

**Action – Clerks, Economic Development, BIA**

14.e.2 Extension of Build Commitment for 428 Universal Road - CWB Holdings

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

That Woodstock City Council authorize the Mayor and Clerk to amend the performance requirements of the purchase and sale agreement to provide for the extension of the commitment to construct a building to the end of 2025.

**Carried**

**Action – Clerks, Economic Development**

14.e.3 Request for Approval to Transfer 1319 Patullo Avenue to Oxford County

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

That Woodstock City Council approve the transfer 1319 Pattullo Avenue to The County of Oxford and that the Mayor and Clerk be authorized to sign the necessary documents. And, that the necessary bylaws be read.

**Carried**

**Action – Clerks, Economic Development**



14.f Clerks

14.f.1 Alternative Forms of Voting Methods for the 2026 Municipal and School Board Election – Additional Information Report

Moved by Councillor B. Martin

Seconded by Councillor K. Leatherbarrow

That Woodstock City Council receives the Alternative Forms of Voting Method for the 2026 Municipal and School Board Election Additional Information Report as information; and,

That Woodstock City Council adopts Hybrid as the voting method for the 2026 Municipal and School Board Election; and further,

That the City Clerk be directed to bring forward a by-law to authorize the alternative voting method supported by Woodstock City Council to the next regular meeting.

Yea (4): Councillor B. Martin, Mayor J. Acchione, Councillor K. Leatherbarrow, and Councillor L. Wismer-Van Meer

Nay (3): Councillor C. Lauder, Councillor D. Tait, and Councillor M. Schadenberg

Voter Type: Majority (Voted), Recorded

**Carried (4 to 3)**

**Action – Clerks**

14.f.2 Acting Mayor Appointment

By written resolution duly moved and seconded, the following Councillor was nominated for the position of Acting Mayor:

- Councillor Wismer-Van Meer

Moved by Councillor B. Martin

Seconded by Councillor C. Lauder

That Woodstock City Council establish a term of office for the Acting Mayor to be: January 17th, 2025 through to January 15th, 2026; and further,

That Woodstock City Council shall select an Acting Mayor and the term of office at the regular meeting of Council held on January 15th, 2026.

**Carried**

Moved by Councillor D. Tait

Seconded by Councillor C. Lauder

That Councillor Wismer-Van Meer be appointed as Acting Mayor for the term of January 17th, 2025 through to January 15th, 2026.

**Carried****Action – Clerks, Mayor’s Office, Administrative Services**14.f.3 Amendments to Municipal Code Chapter 36 – Board of Management Improvement Areas

Moved by Councillor D. Tait

Seconded by Councillor L. Wismer-Van Meer

That Woodstock City Council refer the amended Municipal Code Chapter 36 to the by-law section of the meeting.

**Carried****Action – Clerks**14.g Chief Administrative Officer14.h Human Resources14.i Fire Services14.i.1 Woodstock Fire Protection Grant 2024-2025

Moved by Councillor K. Leatherbarrow

Seconded by Councillor L. Wismer-Van Meer

That Woodstock City Council authorizes the Mayor and City Clerk to execute the necessary Transfer Payment Agreement between the City of Woodstock and the Province of Ontario in relation to the Fire Protection Grant.

**Carried****Action – Clerks, Fire**14.i.2 Sole Source Approval for Radio – Station/Mobile/Portable Purchase

Moved by Councillor C. Lauder

Seconded by Councillor B. Martin

That Woodstock City Council approve sole sourcing of project FIR00032 – Radio Replacement – Station/Mobile/Portable to Five9 Solutions for the purchase price of \$676,534 including applicable taxes.

**Carried****Action – Administrative Services, Fire**

14.j Public Works14.j.1 Waste Contract Update

Moved by Councillor M. Schadenberg  
 Seconded by Councillor B. Martin

That Woodstock City Council approves the continuation of curbside waste collection services and the introduction of residential curbside organics collection services effective early 2026 at a cost equal to or lower than the cost included in the recent County waste collection services tender and that County Council be advised, and further,

That City Staff be directed to work with County Staff to update and revise the waste management agreement with the County of Oxford.

**Carried**

**Action – Administrative Services, Marketing and Communications, Public Works**

14.k Information Technology**15. Special Committee and Advisory Task Force Reports**15.a Reprioritization of the Woodstock Art Gallery's 5-Year Strategic Plan (2021-2026)

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

That Woodstock City Council accepts the report and presentation regarding the Woodstock Art Gallery's 5-Year Strategic Plan (2021–2026) reprioritization as information.

**Carried**

15.b Community Grants Policy GA003 Review

Moved by Councillor L. Wismer-Van Meer  
 Seconded by Councillor D. Tait

That Woodstock City Council adopt Community Grants Policy GA003 as amended; and further,

That Staff be directed to update the Community Grants application form per the policy's amendments.

**Carried**

**Action – Clerks**

**16. Notice of Motion**

16.a Councillor B. Martin has put forth the following Notice of Motion:

Whereas speeding, distracted driving, and impaired driving are among the leading causes of driving related collisions, injuries, and fatalities in Ontario; and,

Whereas municipalities are called upon to modify driver behaviour through expensive infrastructure and even more expensive policing; and,

Whereas infrastructure and policing are inherently limited in their effectiveness at reducing speed and distracted driving, and entirely ineffective at reducing impaired driving;

Therefore be it resolved that the City of Woodstock calls on the Provincial and Federal governments to do everything in their power to limit speeding, distracted driving, and impaired driving, and thereby reduce collisions, injuries, and fatalities in our communities;

That the City of Woodstock specifically requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead, which will allow Ontario's rural municipalities to make the critical investments needed to reduce the number of people being killed and seriously injured on Ontario's rural roads; and

And that City of Woodstock Staff work with Oxford County and all Oxford municipalities on the feasibility of implementing a long term Vision Zero Policy and the Good Roads Rural Road Safety strategy across all of Oxford; and,

That a copy of this resolution be forwarded to the Ontario Premier, Ontario Minister of Transportation, Ontario Minister of Infrastructure, Ontario Minister of Agriculture, Ontario Minister of Rural Affairs, Ontario Associate Minister of Emergency Preparedness and Response, and Ontario Minister of Health; and

FURTHER THAT this resolution be circulated to all Oxford police services boards, Safe and Well Oxford, Good Roads, and all municipalities in Ontario requesting their support.

**17. New Business**

**18. Draft By-laws**

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

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

- 9726-25 - A by-law to amend the City of Woodstock Municipal Code Chapter 36- Board of Management Improvement Areas.

- 9727-25 - A by-Law to amend Zoning By-Law Number 8626-10, as amended ZN8-24-06 - 236 Norwich Ave.
- 9728-25 - A by-law to provide for the transfer of certain lands from the City of Woodstock to the County of Oxford.

**Carried**

**Action – Clerks**

Moved by Councillor M. Schadenberg  
Seconded by Councillor C. Lauder

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

- 9726-25 - A by-law to amend the City of Woodstock Municipal Code Chapter 36- Board of Management Improvement Areas.
- 9727-25 - A By-Law to amend Zoning By-Law Number 8626-10, as amended ZN8-24-06 - 236 Norwich Ave.
- 9728-25 - A by-law to provide for the transfer of certain lands from the City of Woodstock to the County of Oxford.

**Carried**

**Action – Clerks**

**19. Questions and Address by Members of Council**

**20. Adjournment**

Moved by Councillor D. Tait  
Seconded by Councillor B. Martin

That the meeting adjourn at 9:12 p.m.

**Carried**

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Mayor – Jerry Acchione

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Deputy City Clerk – Jeff Bunn