

Woodstock City Council Regular Council Minutes

Date: March 20, 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.

1. **Closed Session**

A Closed Session of Woodstock City Council was held on the above-mentioned date, commencing at 5:58 p.m. All members of Council were present with the exception of Councillor C. Lauder. Mayor J. Acchione chaired the meeting.

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

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

- a proposed or pending acquisition of land by the municipality.

Carried

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

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

Carried

2. **Disclosure of Pecuniary Interest**

Councillor K. Leatherbarrow declared a conflict of interest and refrained from discussing Council agenda item 8.a - Duane Kumala-Thomas, Operations Manager - 2025 Downtown Woodstock Board of Management Budget Presentation as she operates a business within the Business Improvement Area district.

Councillor D. Tait declared a conflict of interest and refrained from discussing Council agenda item 14.b.2. Wellington Street South - Reconstruction Contract No. 11370 - Tender Award as her son is employed by the contractor.

Councillor B. Martin declared a conflict of interest and refrained from discussing Council agenda item 18.d - 9744-25 - A By-Law to amend Zoning By-Law Number 8626-10 as amended - ZN8-24-22 - 747 Pavey St. & 97 Fyfe Ave. as she has a current business relationship with the applicant.

3. Disclosure of New Business

4. Matters Arising from the Minutes

5. Minutes

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

That the minutes of the Regular meeting of Woodstock City Council held on March 6, 2025 be adopted.

Carried

6. Additions to the Agenda

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

That the following items be added to the agenda:

- Delegation item 8.b - Zach Burke - ZN8-24-24 - Application for Zone Change - 1441180 Ontario Inc. - 356 Kendall Avenue
- Delegation item 8.c - John Bell - Zoning by-law amendment appeal - ZN 8-23-07 – 401 Lakeview Drive
- Department Report - Item 14.f.2 - Zoning By-law Amendment Appeal – ZN8-24-20 – 18 and 20 Delatre Street

Carried

7. Presentations

8. Delegations

8.a Duane Kumala-Thomas, Operations Manager - 2025 Downtown Woodstock Board of Management Budget Presentation

Duane Kumala-Thomas presented an overview of the proposed 2025 budget on behalf of the Downtown Woodstock BIA Board of Management and responded to Council's questions.

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

That Woodstock City Council approve the Downtown Woodstock BIA Board of Management 2025 Budget as presented.

Carried

Action – Downtown Woodstock BIA, Administrative Services

- 8.b > Zach Burke - ZN8-24-24 - Application for Zone Change - 1441180 Ontario Inc. - 356 Kendall Avenue

Zach Burke spoke in favour of the application on behalf of the applicant. No resolution is required as this refers to Consideration of Planning Reports item 9.a.

- 8.c > John Bell - Zoning by-law amendment appeal - ZN 8-23-07 – 401 Lakeview Drive

John Bell of 444 Lakeview Drive spoke in support of the recommendation in staff report 14.f.1 - Zoning By-law Amendment Appeal – ZN 8-23-07 – 401 Lakeview Drive. No resolution is required as this refers to Department Reports item 14.f.1.

9. Consideration of Planning Reports

- 9.a ZN8-24-24 - Application for Zone Change - 1441180 Ontario Inc. - 356 Kendall Avenue

Councillor B. Martin was not in attendance for this vote.

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

That Woodstock City Council approve the zone change application submitted by 1441180 Ontario Inc., whereby the lands described as Plan 77, Part Lots 58 and 59, known municipally as 356 Kendall Avenue, City of Woodstock are to be rezoned from Residential Zone 2 (R2) to Special Residential Zone 3 (R3-65) to facilitate the development of 3 townhouse 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

9.b CD25-01-8 - Application for Draft Plan of Condominium and Exemption from Draft Plan Approval - Woodstock Business Centre Inc.- 200 Montclair Drive.

Councillor B. Martin was not in attendance for this vote.

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

That Woodstock City Council advise County Council that the City supports the application for draft approval of a proposed condominium submitted by Woodstock Business Centre Inc. (File No. CD 25-01-8), prepared by Rudy Mak Surveying Ltd., for lands described as Part of Lot 10, Plan 41M82, Part Lot 9 of RCP 1654, Part 2 of 41R-9080, 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 Woodstock Business Centre Inc. (File No. CD 25-01-8), prepared by Rudy Mak Surveying Ltd., for lands described as Part of Lot 10, Plan 41M82, Part Lot 9 of RCP 1654, Part 2 of 41R-9080 in the City of Woodstock, as all matters relating to the development have been addressed through the Site Plan Approval process and a registered site plan agreement with the City of Woodstock;

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

10.a 2025 IG Wealth Management Walk For Alzheimer's - Request to Display an Advertising Road Sign

Councillor B. Martin was not in attendance for this vote.

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

That Woodstock City Council approves the request from the Alzheimer Society to display a two-sided advertising road sign from April 28 – May 26, 2025 at the Corner of Juliana Drive and Finkle Street, subject to staff approval.

Carried

Action – Engineering, Public Works

11. Presentations from Staff and Approved Agents

12. Mayor's Reports

13. Councillor Reports

14. Department Reports

14.a Administrative Services

14.a.1 2024 Tender Awards

Councillor B. Martin was not in attendance for this vote.

Moved by Councillor D. Tait

Seconded by Councillor K. Leatherbarrow

That Woodstock City Council receive the 2024 Tender Awards report as information.

Carried

14.a.2 2024 Remuneration and Expenses

Councillor B. Martin was not in attendance for this vote.

Moved by Councillor K. Leatherbarrow

Seconded by Councillor M. Schadenberg

That Woodstock City Council receive the 2024 Remuneration and Expenses Report as information.

Carried

14.a.3 2025 Revenue Budget Approval

Suggested Financial and Asset Sustainability Additions to Base Budget

Moved by Councillor D. Tait

Seconded by Councillor M. Schadenberg

That the annual contribution to the Road Reconstruction Reserve be increased by \$400,000 to \$800,000.

Carried

Action – Engineering, Administrative Services

Moved by Councillor D. Tait

Seconded by Councillor B. Martin

That a one-time contribution to capital in the amount of \$343,000 be approved to replace 2025 debenture financing on York Street (George Street to Adelaide Street).

Carried

Action – Administrative Services

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

That a one-time contribution to capital in the amount of \$518,000 be approved to replace 2025 debenture financing on Powell Street (Salter Avenue to Parkinson Road).

Carried

Action – Administrative Services

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

That a one-time contribution to a new Cowan Sportsplex Indoor Turf Replacement Reserve in the amount of \$750,000 be approved to replace 2026 debenture financing.

Carried

Action – Parks and Recreation, Administrative Services

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

That an annual contribution to a new Public Art Reserve in the amount of \$5,000 be approved.

Carried

Action – Culture, Administrative Services

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

That a one-time contribution to capital in the amount of \$ 125,000 be approved to finance 50% of the 2026 final payment related to the purchase of 478-484 Dundas Street.

Carried

Action – Administrative Services

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

That the staffing request from the Engineering Department for a full-time Manager of Facilities Maintenance in the amount of \$65,850 be approved;
And further that \$3,000 for Information Technology equipment be approved.

Carried

Action – Engineering, Administrative Services

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

That the staffing request from the Parks and Recreation Department for one full-time Horticultural Technician in the amount of \$52,000 be approved.

Carried

Action – Parks and Recreation, Administrative Services

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

That the staffing request from the Parks and Recreation Department for one full-time Recreation Clerk at Cowan Sportsplex in the amount of \$27,800 be approved;

And further that \$3,000 for Information Technology equipment be approved.

Carried

Action – Parks and Recreation, Administrative Services

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

That the staffing request from the Parks and Recreation Department to convert one part-time Southside Aquatic Centre Custodian to one full-time Southside Aquatic Centre Custodian with a net cost of \$7,050 be approved.

Carried

Action – Parks and Recreation, Administrative Services

Moved by Councillor L. Wismer-Van Meer
 Seconded by Councillor B. Martin

That the staffing request from the Economic Development Department for one summer student in the amount of \$14,250 be approved.

Carried

Action – Economic Development, Administrative Services

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

That the staffing request from the Woodstock Public Library for one full-time Manager of Facilities in the amount of \$57,700 be approved.

Carried

Action – Library, Administrative Services

Suggested Miscellaneous Additions to Base Budget

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

That the request from the Administrative Services Department for a contract staff position to the end of 2027 to manage the transition/implementation of new financial, property taxation, payroll, human resource and business management software, in the amount of \$30,000 financed from the Salary Reserve in 2025, be approved;

And further that \$3,000 for Information Technology equipment be approved.

Carried

Action – Administrative Services

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

That the request from the Information Technology Department for Cyber Resiliency software in the amount of \$86,500 be approved.

Carried

Action – Information Technology, Administrative Services

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

That the request from the Engineering Department – Bylaw Enforcement Division for funding to transition from the Provincial Offences Act (POA) system of administrative penalties to the Administrative Monetary Penalty System (AMPS) in the amount of \$52,000 be approved;

And further that \$16,000 for Information Technology equipment be approved.

Carried

Action – Engineering, Administrative Services

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

That the request from the Marketing and Communications Department for funding for the planning of the City of Woodstock 125th Anniversary celebrations in the amount of \$5,000 be approved from the Contingency Reserve.

Carried

Action – Marketing and Communications, Administrative Services

Suggested Service Level Improvements to Base Budget

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

That the staffing request from the Parks and Recreation Department for one full-time Assistant Supervisor and two full-time Skilled Labourers for Encampment Response in the amount of \$194,250 be approved;

And further that Council approve additional expenditures for vehicle operations, communications, equipment, personal protective equipment, training and waste management in the amount of \$47,700;

And further that the budget for Parks Cleanup-Purchased Services (Account: 0701-83125-0393) be reduced from \$150,000 to \$80,000;

And further that Council approve the purchase of a new truck at a cost of \$55,000.

Carried

Action – Parks and Recreation, Administrative Services

Motions from Members of Council

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

That Council reduce the contribution to Sylvania Band-Provision for Reserve (Account: 0204-83326-0000) from \$3,000 to \$0.

Carried

Action – Sister Cities Committee, Administrative Services

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

That Council reduce the budget for Council-Sister Cities (Account: 1200-71254-0000) from \$13,000 to \$2,000.

Carried

Action – Sister Cities Committee, Administrative Services

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

That Council increase the budget for Museum Program-Camps/PA Days (Revenue account: 0707-67716-0000) from \$20,000 to \$30,000.

Carried

Action – Culture, Administrative Services

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

That the balance in the Sylvania Band Reserve (Account 0170-51054-0000) in the amount of \$27,000 be transferred to the Road Reconstruction Reserve (0170-51012-0519).

Carried

Action – Sister Cities Committee, Administrative Services

Motion Related to the Final Approval of the Budget

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

That Woodstock City Council approve the 2025 Revenue Fund Budget as amended and that the Director of Administrative Services be directed to prepare the necessary by-law for Council consideration.

Carried

Action – Administrative Services

14.b Engineering

14.b.1 Street Naming – Former Woodstock Hospital Subdivision

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

That Woodstock City Council name the street in the former Woodstock Hospital Subdivision as Len's Way.

Carried

Action – Engineering, Clerks

14.b.2 Wellington Street South - Reconstruction Contract No. 11370 - Tender Award

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

That Woodstock City Council award the tender for the reconstruction of Wellington Street South to Viewcon Construction Limited, in the amount of \$915,726.31 inclusive of HST.

Carried

Action - Engineering

14.c Cultural Services

14.d Parks and Recreation

14.e Economic Development

14.f Clerks14.f.1 Zoning By-law Amendment Appeal – ZN 8-23-07 – 401 Lakeview Drive

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

That Woodstock City Council supports the decision to refuse to amend the zoning by-law with respect to application ZN 8-23-07 – 401 Lakeview Drive;

And further that the City Clerk be instructed to advise the Ontario Land Tribunal.

Carried

Action - Clerks

14.f.2 > Zoning By-law Amendment Appeal – ZN8-24-20 – 18 and 20 Delatre Street

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

That Woodstock City Council supports the decision to refuse to amend the zoning bylaw with respect to application ZN8-24-20 – 18 and 20 Delatre Street;

And further that the City Clerk be instructed to advise the Ontario Land Tribunal.

Carried

Action - Clerks

14.g Chief Administrative Officer14.h Human Resources14.i Fire Services14.j Public Works14.k Information Technology**15. Special Committee and Advisory Task Force Reports****16. Notice of Motion****17. New Business****18. Draft By-laws**

Councillor Martin has advised that she will be declaring a conflict of interest with respect to By-law 9744-25.

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

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

- 9741-25 - A By-law to amend Municipal Code Chapter 466 - Fire Routes-Designation.
- 9742-25 - A By-law to amend the composition of the Council of The Corporation of the City of Woodstock.
- 9743-25 - A By-Law to amend Zoning By-Law Number 8626-10 as amended - ZN8-24-24 - 365 Kendall Ave.
- 9745-25 - A By-Law to amend Zoning By-Law Number 8626-10 as amended - ZN8- 24-10 - 394, 398, 400, 408, 412 Norwich Ave.

Carried

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

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

- 9744-25 - A By-Law to amend Zoning By-Law Number 8626-10 as amended - ZN8-24-22 - 747 Pavey St. & 97 Fyfe Ave.

Carried

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

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

- 9741- 25 - A By-law to amend Municipal Code Chapter 466 - Fire Routes-Designation.
- 9742-25 - A By-law to amend the composition of the Council of The Corporation of the City of Woodstock.
- 9743-25 - A By-Law to amend Zoning By-Law Number 8626-10 as amended - ZN8-24-24 - 365 Kendall Ave.
- 9745-25 - A By-Law to amend Zoning By-Law Number 8626-10 as amended - ZN8- 24-10 - 394, 398, 400, 408, 412 Norwich Ave.

Carried

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

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

- 9744-25 - A By-Law to amend Zoning By-Law Number 8626-10 as amended - ZN8-24-22 - 747 Pavey St. & 97 Fyfe Ave.

Carried

19. Questions and Address by Members of Council

20. Adjournment

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

That the meeting adjourn at 8:34 p.m.

Carried

Mayor – Jerry Acchione

City Clerk – Amelia Humphries