

## Woodstock City Council

### Regular Council Minutes

Date: September 18, 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 6:38 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 L. Wismer-Van Meer. Mayor J. Acchione chaired the meeting.

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

That Council now convenes in Closed Session for the consideration of a personal matter about identifiable individuals.

#### **Carried**

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

That Council adjourned the Closed Session portion of the meeting at 6:43 p.m.

#### **Carried**

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

Councillor D. Tait declared a conflict of interest and refrained from discussing planning agenda item 9.a. and draft by-law 18.a regarding ZN8-25-09 - Application for Zone Change - 1474600 Ontario Inc. as she lives within the notification zone for the application.

Mayor J. Acchione declared a conflict of interest and refrained from discussing planning agenda item 9.a. and draft by-law 18.a regarding ZN8-25-09 - Application for Zone Change - 1474600 Ontario Inc. as the applicant is his family dentist and considered a family friend.

3. **Disclosure of New Business**

4. **Matters Arising from the Minutes**

5. **Minutes**

5.a **September 4, 2025 - Regular Council Minutes**

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

That the minutes of the Regular meeting of Woodstock City Council held on September 4, 2025 be adopted.

**Carried**

6. **Additions to the Agenda**

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

That the following items be added to the agenda:

- Item 15.a - Bird Friendly City Designation

**Carried**

7. **Presentations**

8. **Delegations**

8.a **Mayor Ed Ketchabaw, Municipality of Bayham/SCOR EDC Chair - SCOR EDC Update**

Kimberly Earls, Executive Director, provided Council with an update on projects undertaken by South Central Ontario Region Economic Development Corporation (SCOR EDC) that impact the City of Woodstock.

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

That Woodstock City Council receive the presentation from SCOR EDC as information.

**Carried**

8.b **Dinath Ratnayake & Elise Gabrielli- Woodstock Environmental Advisory Committee - Application to Nature Canada for Bird Friendly City Certification**

Elise Gabrielli, on behalf Woodstock Environmental Advisory Committee (WEAC) Bird Friendly Team Subcommittee, requested Councils support and endorsement of WEAC's application to Nature Canada to become a certified Bird Friendly City.

No resolution is required as this refers to Special Committee and Advisory Task Force Reports item 15.a.

8.c Drew Elliott, Director of Sales - Moose Power - Municipal support resolution for rooftop solar project at 1000 Ridgeway Road

Drew Elliott, Director of Sales, Moose Power, on behalf of Dream Industrial REIT, requested Council's support in the form of a municipal resolution for a rooftop solar project at 1000 Ridgeway Road.

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

That the council of Corporation of the City of Woodstock supports the submission of a Proposal for the Long-Term Energy Project by Dream Industrial Canada Solar Inc. located on the Municipal Project Lands located at 1000 Ridgeway Rd. Woodstock,

And further that this resolution's sole purpose is to satisfy the mandatory requirements of Section 4.2(c)(iii) of the LT2(e-1) RFP and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Energy Project or for any other purpose,

And further that Dream Industrial Canada Solar Inc. has undertaken, or has committed to undertake, Indigenous and community engagement activities in respect of the Long-Term Energy Project to the satisfaction of the Municipality,

And further that Municipal Project Lands does not include lands designated as Prime Agricultural Areas in the Oxford County's Official Plan,

And further that the Clerk be directed to complete the necessary prescribed form as evidence of municipal support for a rooftop solar project at the Municipal Project Lands as attached to item 8.c. attachment 2 on the Council agenda.

**Carried**

**Action – Clerks**

**9. Consideration of Planning Reports**

9.a ZN8-25-09 - Application Zone Change - 1474600 Ontario Inc. - 350 Vansittart Avenue & 360 Devonshire Avenue

Councillor M. Schadenberg chaired this portion of the meeting.

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

That Woodstock City Council approve the application for lands described as Part Park Lot 3, Plan 10, Range 4N in the City of Woodstock, to rezone the subject lands from 'Residential Zone 1 (R1)' and 'Local Commercial Zone (C1)' to 'Special Local Commercial Zone (C1-11)' to facilitate the development of a medical clinic 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**

**10. Consideration of Correspondence**

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

**11.a Magda Leski, Director of Human Resources - Non-Union Compensation Market Review and Salary Administration Policy- Presentation**

Magda Leski, Director of Human Resources, presented to Council the findings of the Non-union Compensation Market Review and Salary Administration Policy.

No resolution is required as this refers to Department Report item 14.h.1

**12. Mayor's Reports**

**13. Councillor Reports**

**14. Department Reports**

**14.a Administrative Services**

**14.a.1 Delegation of Authority to cancel, reduce, or refund taxes in accordance with Sections 357 and 358 of the Municipal Act, 2001.**

Moved by Councillor C. Lauder

Seconded by Councillor M. Schadenberg

That Woodstock City Council refer the report regarding Delegation of Authority to cancel, reduce, or refund taxes in accordance with Sections 357 and 358 of the Municipal Act, 2001. to the by-law section of the agenda;

And further that City Policy GA017 – Delegation of Powers and Duties be updated accordingly.

**Carried**

**Action – Administrative Services, Clerks**

14.b Engineering

14.b.1 Middlesex Connect Request for funding

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

That Woodstock City Council direct staff to decline participation in the Middlesex County Connect OTIF Cost-Sharing model.

**Carried**

**Action – Engineering**

14.c Cultural Services

14.d Parks and Recreation

14.d.1 Civic Arena

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

That Woodstock City Council receives the report regarding Civic Arena as information.

**Carried**

14.e Economic Development

14.f Clerks

14.f.1 Municipal Code Chapter 628 – Refreshment Vehicles

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

That Woodstock City Council refer the report regarding Municipal Code Chapter 628 – Refreshment Vehicles to the by-law section of the agenda.

**Carried**

**Action – Clerks, Parks and Recreation**

14.f.2 Pre-Budget Approval request for hiring temporary Election Coordinators for the 2026 Municipal and School Board Election

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

That Woodstock City Council approve the hiring of two contract Election Coordinators for 2026;

And further that the funds be drawn from the Election Reserve.

**Carried**

**Action – Clerks**

14.f.3 Proposed Amendments to Municipal Code Chapters 11 and 16 relating to the duties of the Deputy Mayor position

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

That Woodstock City Council refer the report regarding Proposed Amendments to Municipal Code Chapters 11 and 16 relating to the duties of the Deputy Mayor position to the by-law section of the agenda.

**Carried**

**Action – Clerks**

14.g Chief Administrative Officer

14.g.1 Update on Planning for the City's 125th Anniversary

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

That Woodstock City Council receive the Update on the Planning for the 125<sup>th</sup> Anniversary report as information.

**Carried**

14.h Human Resources

14.h.1 Non-Union Compensation Review and Salary Administration Policy

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

That Woodstock City Council approves Policy HR009 - Salary Administration Policy;

And further that City Council approves the phased-in approach of the 2025 Non-Union Compensation Market Review;

And further that City Council approves the \$59,453 from the Salary and Benefit Reserve to fund the implementation for 2025.

**Carried**

## **Action – Human Resources, Administration**

- 14.i Fire Services
- 14.j Public Works
- 14.k Information Technology

## **15. Special Committee and Advisory Task Force Reports**

- 15.a >Bird Friendly City Designation

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

That Woodstock City Council approve WEAC's application for the City of Woodstock to become designated as Bird Friendly by Nature Canada, in partnership with the Bird Friendly Team subcommittee.

**Carried**

## **Action – Engineering**

## **16. Notice of Motion**

- 16.a Councillor Schadenberg has put forth the following Notice of Motion for consideration at the October 2, 2025 Council meeting;

WHEREAS in April 2025, Council received a presentation by MHBC and JPM Architecture Inc. outlining the conceptual plan for the Woodstock Civic Square and City Hall Expansion;

AND WHEREAS the estimated cost of the conceptual plan for the City Hall Expansion is \$23.7 million;

AND WHEREAS for planning purposes, the proposed Civic Square is currently identified in the Capital Budget forecast for 2027, and the City Hall Expansion for 2028, with both projects to be considered as part of the annual budget process;

NOW THEREFORE BE RESOVLED THAT Woodstock City Council directs staff to prepare a report outlining potential options to reduce the scope and associated costs of the proposed City Hall Expansion project;

AND FURTHER that this report should include, but not be limited to, the feasibility of repurposing the existing Council Chambers for office use and relocating Woodstock City Council meetings to the Oxford County Council Chambers.

## **17. New Business**

- 17.a Councillor B. Martin put forth the following motion for Council's consideration:

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

WHEREAS the Municipal Elections Act requires all individuals wishing to be a candidate in a municipal or school board election to file Nomination Paper - Form 1 with the municipal clerk;

AND WHEREAS the Municipal Elections Act requires all candidates who sought election to a municipal council or school board to file Financial Statement – Auditor’s Report Candidate – Form 4 with the municipal clerk;

AND WHEREAS Form 1 requires candidates to provide their qualifying address;

AND WHEREAS Form 4 requires candidates to list the name and home address of any donor contributing over \$100.00

AND WHEREAS the Municipal Elections Act specifies that these documents are not protected by the Municipal Freedom of Information and Protection of Privacy Act, and requires the municipal clerk to make Form 4 available on a website;

AND WHEREAS there has been concern expressed about those who hold public office and those who support them that they have been the subject of unnecessary attention and excessive scrutiny;

AND WHEREAS the requirement to publish the personal home address of donors to specific candidates may discourage individuals from engaging in the democratic process to elect municipal and school board politicians.

THEREFORE BE RESOLVED THAT the Woodstock City Council calls on the Honorable Rob Flack, Minister of Municipal Affairs and Housing for the Government of Ontario, to protect the privacy of candidates and donors by removing the requirement for their street name, number and postal code to be listed on publicly available forms.

AND FURTHER THAT for verification purposes, the addresses of all candidates and all donors over \$100 be submitted to the municipal clerk on separate forms that are protected by the Municipal Freedom of Information and Protection of Privacy Act and will not be published.

AND FURTHER that this resolution be forwarded to the Area Members of Provincial Parliament, the Association of Municipalities of Ontario, the Association of Municipal Clerks and Treasurers of Ontario, the Ontario Public School Boards' Association, the Ontario Catholic School Trustees' Association, and all Ontario municipalities.

**Defeated**

**18. Draft By-laws**

Councillor M. Schadenberg chaired the portion of the meeting that considered draft by-law 9773-25 for first, second and third reading. Following passage of by-law 9773-25, Mayor Acchione resumed the position of Chair.

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

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

- 9773-25 - A By-Law to amend Zoning By-Law Number 8626-10 as amended - ZN8-25-09 - 350 Vansittart Ave./360 Devonshire Ave.

**Carried**

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

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

- 9773-25 - A By-Law to amend Zoning By-Law Number 8626-10 as amended - ZN8-25-09 - 350 Vansittart Ave./360 Devonshire Ave.

**Carried**

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

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

- 9774-25 - A by-law to amend the City of Woodstock Municipal Code 628-Refreshment Vehicles.
- 9775-25 - A by-law to provide for the delegation of powers and duties by Council in order to authorize the Treasurer to to cancel, reduce, or refund taxes in accordance with Sections 357 and 358 of the Municipal Act, 2001 on behalf of the City of Woodstock.
- 9776-25 - A by-law to amend the City of Woodstock Municipal Code Chapter 16 – Procedure.
- 9777-25 - A by-law to repeal and replace the City of Woodstock Municipal Code Chapter 11- Mayor – Acting Selection.

**Carried**

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

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

- 9774-25 - A by-law to amend the City of Woodstock Municipal Code 628-Refreshment Vehicles.
- 9775-25 - A by-law to provide for the delegation of powers and duties by Council in order to authorize the Treasurer to to cancel, reduce, or refund taxes in accordance with Sections 357 and 358 of the Municipal Act, 2001 on behalf of the City of Woodstock.
- 9776-25 - A by-law to amend the City of Woodstock Municipal Code Chapter 16 – Procedure.
- 9777-25 - A by-law to repeal and replace the City of Woodstock Municipal Code Chapter 11- Mayor – Acting Selection.

**Carried**

- 18.a 9773-25 - A by-law to amend Zoning By-Law Number 8626-10 as amended - ZN8-25-09 - 350 Vansittart Ave./360 Devonshire Ave.
- 18.b 9774-25 - A by-law to amend the City of Woodstock Municipal Code 628-Refreshment Vehicles.
- 18.c 9775-25- A by-law to provide for the delegation of powers and duties by Council in order to authorize the Treasurer to to cancel, reduce, or refund taxes in accordance with Sections 357 and 358 of the Municipal Act, 2001.
- 18.d 9776-25 - A by-law to amend the City of Woodstock Municipal Code Chapter 16 – Procedure.
- 18.e 9777-25 - A by-law to repeal and replace the City of Woodstock Municipal Code Chapter 11- Mayor – Acting Selection

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

**20. Adjournment**

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

That the meeting adjourn at 9:11 p.m.

**Carried**

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Mayor – Jerry Acchione

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City Clerk – Amelia Humphries