

Woodstock City Council

Regular Council Minutes

Date: May 19, 2022
Time: 1:30 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.

1. **Closed Session**

There was no closed session. Open session commenced at 1:30 p.m.

All members of Council were present with the exception of Mayor T. Birtch. Acting Mayor C. Lauder chaired the meeting.

2. **Disclosure of Conflict of Interest**

3. **Disclosure of New Business**

4. **Matters Arising from the Minutes**

5. **Minutes**

5.a **May 5, 2022 - Regular meeting minutes**

Moved by Councillor T. Poetter
Seconded by Councillor M. Schadenberg

That the minutes of the Regular meeting of Woodstock City Council held on May 5, 2022 be adopted.

Carried

6. **Additions to the Agenda**

Moved by Councillor T. Poetter
Seconded by Councillor M. Schadenberg

That the following items be added to the agenda:

- Delegation item 8c - Mark Burke - B21-63-8; A21-15-8; B21-64-8; A21-16-8 and B21-65-8; A21-17-8 - Application for Consent and Minor Variance
- Delegation item 8d - Richie Khanna and Nav Viridi - R&R Designs - B22-04-8 - Application for Consent and Minor Variance

- Correspondence item 10d - Leslie Rand - Alzheimer's Director of Development - In-kind Donation Request
- Department Report item 14.f.1. - Rescheduling Meeting Time - Committee of Adjustment

Carried

7. Presentations

8. Delegations

8.a Christene Scrimgeour - Scrimgeour and Company - 2021 Consolidated Financial Statements (attending virtually - this delegation has requested additional time)

Christene Scrimgeour, of Scrimgeour and Company, presented the 2021 Consolidated Financial Statements to Woodstock City Council.

Moved by Councillor S. Talbot
Seconded by Councillor J. Acchione

That the draft 2021 Consolidated Financial Statements for the City of Woodstock and Trust Funds as prepared by Scimgeour and Company, CPA Professional Corporation, with attached Independent Auditor's Report dated May 19, 2022 be approved;

And further that Woodstock City Council accepts the statement of independence to management or persons having oversight responsibility for the financial reporting process with respect to the Corporation of the City of Woodstock within the meaning of the Rules of Professional Conduct of the Institute of Chartered Accounts of Ontario as of May 19, 2022, by Scrimgeour and Company.

Carried

Action – Administrative Services

8.b Karl Harris - Community Free Table - Concerns with Loitering

Mr. Karl Harris addressed Council with concerns regarding loitering at the Community Free Table held every Saturday on the Church of the Epiphany property.

Moved by Councillor J. Acchione
Seconded by Councillor S. Talbot

That Woodstock City Council receive the presentation from Karl Harris as information.

Carried

8.c Mark Burke - Royal Lepage - B21-63-8; A21-15-8; B21-64-8; A21-16-8 & B21-65-8; A21-17-8 - Application for Consent and Minor Variance

Mark Burke, representative of the applicant, spoke in favour of the application. This item is dealt with under Consideration of Planning Reports item 9a.

8.d Richie Khanna and Nav Virdi - R&R Designs - B22-04-8 - Application for Consent and Minor Variance (attending virtually)

Applicants Richie Khanna and Nav Virdi spoke in favour of the application. This item is dealt with under Consideration of Planning Reports item 9c.

9. Consideration of Planning Reports

9.a B21-63-8; A21-15-8, B21-64-8; A21-16-8 & B21-65-8; A21-17-8 - Application for Consent and Minor Variance - Tru-Built Construction Inc. - 62 Clarke Street North

Moved by Councillor M. Schadenberg
Seconded by Councillor T. Poetter

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:

B21-63-8

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 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 parcels 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.
5. The Owner shall remove any existing accessory structures located on the severed and retained lots to the satisfaction of the City of Woodstock.
6. The owner shall agree, in writing, to dedicate a 3 m road widening along Clarke Street North for the lot to be severed and retained to the City at first charge.
7. The owner shall agree in writing, to provide an Arborist report and Tree Compensation Plan for the trees on the subject lands, to the satisfaction of the City of Woodstock.

8. 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.

B21-64-8

1. The certificate for Application B21-63-8 be issued and a copy of the registered transfer be presented to the Secretary-Treasurer of the Land Division Committee, prior to the issuance of the certificate for Application B21-64-8.
2. 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.
3. The owner shall agree, in writing, to satisfy all requirements, financial and otherwise, of the City of Woodstock and County of Oxford regarding the installation of services and drainage facilities.
4. The Owner will be required to enter into a severance agreement for the severed parcels with the City of Woodstock. The agreement will be registered on first title by the owner.
5. The Owner shall submit a recent survey to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.
6. The Owner shall remove any existing accessory structures located on the severed and retained lots to the satisfaction of the City of Woodstock.
7. The owner shall agree, in writing, to dedicate a 3 m road widening along Clarke Street North for the lot to be severed and retained to the City at first charge.
8. The owner shall agree in writing, to provide an Arborist report and Tree Compensation Plan for the trees on the subject lands, to the satisfaction of the City of Woodstock.
9. 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.

B21-65-8

1. The certificate for Application B21-64-8 be issued and a copy of the registered transfer be presented to the Secretary-Treasurer of the Land Division Committee, prior to the issuance of the certificate for application B21-65-8.
2. 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.

3. The owner shall agree, in writing, to satisfy all requirements, financial and otherwise, of the City of Woodstock and County of Oxford regarding the installation of services and drainage facilities.
4. The Owner will be required to enter into a severance agreement for the severed parcels with the City of Woodstock. The agreement will be registered on first title by the owner.
5. The Owner shall submit a recent survey to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.
6. The Owner shall remove any existing accessory structures located on the severed and retained lots to the satisfaction of the City of Woodstock.
7. The owner shall agree, in writing, to dedicate a 3 m road widening along Clarke Street North for the lot to be severed and retained to the City at first charge.
8. The owner shall agree in writing, to provide an Arborist report and Tree Compensation Plan for the trees on the subject lands, to the satisfaction of the City of Woodstock.
9. 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 the City of Woodstock recommend approval of Minor Variance Applications A21-15-8, A21-16-8 & A21-17-8 submitted by Tru-Built Construction Inc., for lands described as Part Lot 14, Plan 174, City of Woodstock, as it relates to:

1. Relief from Section 7.2, Table 7.2 – Zone Provisions, to reduce the minimum lot frontage for the severed and retained lots resulting from Consent Files B21-63-8, B21-64-8 & B21-65-8 from 9 m (29.5 ft) to 7.1 m (23.2 ft);

As the proposed variance is:

- i. deemed to be a minor variance from the provisions of the City of Woodstock Zoning By-law;
- ii. desirable for the appropriate development or use of the land;
- iii. in keeping with the general intent and purpose of the City of Woodstock Zoning By-law; and
- iv. in keeping with the general intent and purpose of the County Official Plan.

**Carried
Action – Planning, Clerks**

9.b ZN8-21-27 - Application for Zone Change - 2733153 Ontario Inc. - 33 Light Street

Moved by Councillor J. Acchione
Seconded by Councillor D. Tait

That Woodstock City Council approve the application for lands described as Pt Lt 4, w/s Light Street in the City of Woodstock, to amend the provisions of the 'Entrepreneurial District Zone (C3-2)' to facilitate the addition of one residential unit 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.c B22-04-8 - Application for Consent and Minor Variance - Meenakshi & Rajiv Bhargava - 68 Cedar Street

Moved by Councillor D. Tait
Seconded by Councillor J. Acchione

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 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 Agreement will be registered on title by the owner, to the satisfaction of the City of Woodstock.
2. 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.
3. The owner shall satisfy all requirements, financial and otherwise, of the City of Woodstock, regarding the installation of services and drainage facilities.
4. The owner shall submit a recent survey to confirm lot sizes and building setbacks to the satisfaction of the City of Woodstock.
5. The existing structures on the severed lands be removed to the satisfaction of the City of Woodstock.
6. The owner shall submit a Tree inventory and Compensation Plan and agree, in writing to plant trees or provide cash in-lieu for the planting of trees, to the satisfaction of the City of Woodstock.

7. The owner shall agree, in writing, to prepare a stormwater management design brief to be submitted with a lot grading plan at time of building permit application, to the satisfaction of the City of Woodstock.
8. The owner shall provide a registered easement in favour of the County, over the existing municipal sanitary sewer at the owner's expense. A copy of the draft reference plan and draft transfer easement documents must be forwarded and to the satisfaction of the County Public Works Department.
9. 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.

Carried

Action – Planning, Clerks

- 9.d [ZN8-22-03 - Application for Zone Change - Bruno Colozza & Jose Da Silva - 729 Hounsfield Street](#)

Moved by Councillor S. Talbot
Seconded by Councillor T. Poetter

That Woodstock City Council approve the application for lands described as Part Lot 6, W/S Chapel Street, Plan 19, in the City of Woodstock, to rezone the subject property from 'Special Local Commercial Zone (C1-3)' to 'Special Residential Zone 2 (R2-37)' to facilitate the conversion of the existing multiple-use building to a duplex dwelling house;

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 J. Acchione has requested the following correspondence be added to the agenda: Letter from the Town of South Bruce Peninsula regarding the New Home Tax Rebate Program](#)

Moved by Councillor J. Acchione
Seconded by Councillor M. Schadenberg

That Woodstock City Council supports the resolution received from the Town of South Bruce Peninsula requesting that the Government of Canada review its New Home Tax Rebate Program and consider implementing its rebate program in the same manner as that of Ontario or increase its new home purchasing threshold to an amount significantly higher than \$450,000 which is reflective of today's housing market;

And further that this resolution be circulated to the Town of South Bruce Peninsula; the Honourable Justin Trudeau, Prime Minister of Canada; and the Honourable Dave MacKenzie, Oxford MP.

Carried

Action – Clerks

10.b Janet Thompson - Volunteer Coordinator Kids Duathlon - Request to Place Signs

Moved by Councillor T. Poetter

Seconded by Councillor D. Tait

That Woodstock City Council approves the request to place signs at the locations indicated in the correspondence to promote the Kids Duathlon on June 12, 2022.

Carried

Action – Public Works

10.c Tarnya Petch - Communications Lead Relay for Life 2022 Committee - In-kind Donation Request

Moved by Councillor M. Schadenberg

Seconded by Councillor D. Tait

That Woodstock City Council approves the in-kind donation request from the Relay for Life for their event on June 11, 2022.

Carried

Action – Parks and Recreation

10.d Leslie Rand - Alzheimer Society Director of Development - In-kind Donation Request

Moved by Councillor J. Acchione

Seconded by Councillor D. Tait

That Woodstock City Council approves the in-kind donation request to use the city's portable stage for the annual Walk for Alzheimer's fundraising event on May 28, 2022.

Carried

Action – Parks and Recreation

11. Staff Presentations

12. Mayor's Reports

13. Councillor Reports

14. Department Reports

14.a Administrative Services

14.a.1 Statement of Revenue and Expenditure and Statement of Capital Expenditures for the period ending April 30, 2022

Moved by Councillor D. Tait
Seconded by Councillor J. Acchione

That Woodstock City Council receive the Statement of Revenue and Expenditure and the Statement of Capital Expenditures for the period ending April 30, 2022 as information.

Carried

14.b Engineering

14.b.1 474-476 Dundas Street Demolition

Moved by Councillor S. Talbot
Seconded by Councillor D. Tait

That Woodstock City Council authorizes an increase of \$132,000 for the 474-476 Dundas Street Demolition to be funded from the Reserve for Capital Projects, and notice is hereby given that the 2022-2027 Capital Budget is amended accordingly.

Carried

Action – Engineering and Administrative Services

14.c Cultural Services

14.d Parks and Recreation

14.e Economic Development

14.f Clerks

14.f.1 Rescheduling Meeting Time -Committee of Adjustment

Moved by Councillor D. Tait
Seconded by Councillor T. Poetter

That Woodstock City Council schedule both Committee of Adjustment and Public Planning meetings at 7:00 p.m.

Defeated

Moved by Councillor J. Acchione
Seconded by Councillor S. Talbot

That Woodstock City Council receive the report regarding Rescheduling Meeting Time - Committee of Adjustment as information

Carried

Action - Clerks

14.g Chief Administrative Officer

14.h Human Resources

14.i Fire Services

14.j Public Works

14.j.1 County of Oxford Transportation Operations and Maintenance Service Delivery Review

Moved by Councillor D. Tait

Seconded by Councillor J. Acchione

That Woodstock City Council receive the report regarding the County of Oxford Transportation Operations and Maintenance Service Delivery Review as information;

And further that City Council hereby notifies County Council that it endorses the current status quo service model and instruct City Staff to work with County staff to find improvements within the current framework;

And further that City Council direct Staff to negotiate a new agreement with County Staff that incorporate improvements in efficiency and full cost recovery by the City for the services provided without lowering the current LOS;

And further that City Council direct City Staff to bring back proposed agreements to City Council for approval once Staff has completed negotiating a satisfactory draft agreement.

Carried

Action – Clerks, Public Works, Engineering

14.j.2 Addition of Clothing Bin at Enviro Depot

Moved by Councillor D. Tait

Seconded by Councillor J. Acchione

That Woodstock City Council support the addition of a clothing donation bin that the Enviro Depot in partnership with Diabetes Canada and instruct Staff to begin promotion and education on the City's website, social media and other media outlets.

Carried

Action – Public Works

14.k Information Technology

15. Special Committee and Advisory Task Force Reports

16. Notice of Motion

16.a Councillor D. Tail put forth the following Notice of Motion:

That Woodstock City Council request a report from the City Solicitor regarding the City's ability to pass a by-law prohibiting symbols associated with hate,

profanity, or obscenity on private property, including a review of the legalities and enforceability of other municipal by-laws related to the topic;

And further that City Council request comment from the Woodstock Police Service on current enforcement capabilities, if any, with respect to symbols of hate, profanity, or obscenity on private property;

And further that City Council request a report from the City Solicitor providing review and comment on the City of London's Graphic Image Delivery By-law - PW-14 adopted May 3, 2022 which regulates the unsolicited delivery of graphic images to residences.

17. New Business

18. Draft By-laws

Moved by Councillor T. Poetter
Seconded by Councillor M. Schadenberg

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

- 9531-22 - A by-law to amend Zoning By-law Number 8626-10, as amended.
- 9532-22 - A by-law to amend Traffic By-law 8021-04, as amended.
- 9533-22 - A by-law to amend Zoning By-law Number 8626-10, as amended.

Carried

Moved by Councillor T. Poetter
Seconded by Councillor M. Schadenberg

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

- 9531-22 - A by-law to amend Zoning By-law Number 8626-10, as amended.
- 9532-22 - A by-law to amend Traffic By-law 8021-04, as amended.
- 9533-22 - A by-law to amend Zoning By-law Number 8626-10, as amended.

Carried

19. Questions and Address by Members of Council

20. Adjournment

Moved by Councillor T. Poetter
Seconded by Councillor J. Acchione

That the meeting adjourn at 2:49 p.m.

Carried

Acting Mayor – Connie Lauder

Deputy City Clerk – Sunayana Katikapalli