

## Woodstock City Council

### Regular Council Minutes

Date: June 15, 2023  
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**

There was no closed session. Open session commenced at 7:00 p.m. All members of Council were present. Mayor J. Acchione chaired the meeting.

#### 2. **Disclosure of Conflict of Interest**

##### 2.a **Mayor J. Acchione - SB 22-05-8 & ZN 8-22-21 - Applications for Draft Plan of Subdivision and Zone Change - Reeves Land Corporation**

Mayor J. Acchione declared a conflict of interest and refrained from discussing item 9.c - SB 22-05-8 & ZN 8-22-21 - Applications for Draft Plan of Subdivision and Zone Change - Reeves Land Corporation as he owns a property across from the subject land.

#### 3. **Disclosure of New Business**

#### 4. **Matters Arising from the Minutes**

#### 5. **Minutes**

Moved by Councillor C. Lauder

Seconded by Councillor L. Wismer-Van Meer

That the minutes of the Regular meeting of Woodstock City Council held on June 1, 2023, be adopted.

**Carried**

#### 6. **Additions to the Agenda**

#### 7. **Presentations**

7.a Student Civic Award of Excellence Recipients for 2023

Mayor J. Acchione, on behalf of Woodstock City Council, presented the 2023 Student Civic Awards of Excellence to the following students:

- Allison Haringa of Woodstock Collegiate Institution
- Bridget Mayes of Huron Park Secondary School
- Abia Sunil of St. Mary's High School

7.b Civic Recognition - Woodstock Jr. Navy Vets U18 Rep Team Presentation

Mayor Jerry Acchione, on behalf of City Council, recognized and presented certificates to the Woodstock Jr. Navy Vets U18 Rep Team who won the OHF (Ontario Hockey Federation) U18A Championships in Porcupine, Ontario.

**8. Delegations**

8.a Kelly Vanderhoeven and Emma Ostermeier, Southwestern Public Health and the Human Environments Analysis Laboratory - ACT-I-pass

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

That Woodstock City Council direct staff to work with Southwest Public Health to implement the ACT-I pass for grade 5 Woodstock students for public swimming and skating, and to further investigate the feasibility of other future program opportunities.

**Carried**

**Action – Parks and Recreation and Administrative Services**

**9. Consideration of Planning Reports**

9.a B22-77-8; A22-17-8 – Application for Consent and Minor Variance- 1967113 Ontario Inc. - 24 Bain Street.

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

That Woodstock City Council advise the Land Division Committee that the City supports Application File A22-17-08, submitted by 1967113 Ontario Inc., for lands described as Lot 4, Plan 246, Lot 15, Plan 227, Part Lot 16, Plan 227, Part Lane, Plan 227, City of Woodstock, and municipally known as 24 Bain Street, as it relates to:

1. Relief from Section 7.2, Table 7.2 – R2 Zone Provisions to reduce the minimum required lot frontage of the lot to be retained from 9 m (29.5 ft) to 7.3 m (23.9 ft);

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 15.7 m (51.7 ft); and
3. Relief from Section 7.2, Table 7.2 – R2 Zone Provisions to reduce the required interior side yard with for the proposed retained lands from 3 m (9.8 ft) to 1.8 m (5.9 ft).

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.

And further that Woodstock Council advise the Land Division Committee that the City supports the proposal to sever the subject lands, subject to the following conditions:

1. The Owner shall submit a recent survey to confirm lot sizes and building setbacks, to the satisfaction of the City of Woodstock.
2. 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.
3. 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.
4. The Owner(s) shall obtain a letter provided by the Clerk of the City of Woodstock advising the Secretary-Treasurer of the Land Division Committee that all requirements of the City of Woodstock have been complied with.
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.

**Carried  
Action – Clerks and Planning**

9.b OP 22-23-8 & ZN 8-22-17 - Applications for Official Plan Amendment & Zone Change -1666144 Ontario Ltd. and 5034133 Ontario Ltd.

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

That Woodstock City Council support the application to amend the Official Plan (File No. OP 22-23-8), submitted by 1666144 Ontario Ltd. and 5034133 Ontario Ltd., for lands legally described as Pt. Block A, Plan 160, Parts 3-10, 41R9470, Concession 1 (East Oxford), part lots 7, 8, 11 and 12, north side of Henry Street, Plan 212, in the City of Woodstock, to redesignate the subject property from 'Traditional Industrial' to 'Service Commercial' to facilitate the construction of mixed use commercial and residential buildings;

And further that Woodstock City Council approve in principle the zone change application (File No. ZN 8-22-17-1666144 Ontario Ltd. and 5034133 Ontario Ltd., for lands legally described as Pt. Block A, Plan 160, Parts 3-10, 41R9470, Concession 1 (East Oxford), part lots 7, 8, 11 and 12, north side of Henry Street, Plan 212, in the City of Woodstock, rezone the lands from 'Special Highway Commercial (C4-52)' and 'Special Traditional Industrial (M4-11)' to an amended 'Special Highway Commercial (C4-52)' and to amend the existing text of the C4-52 Zone to permit the proposed mixed use commercial and residential buildings with a number of modified zoning provisions;

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 and Planning**

9.c SB 22-05-8 & ZN 8-22-21 - Applications for Draft Plan of Subdivision and Zone Change - Reeves Land Corporation

Mayor J. Acchione declared a conflict of interest and refrained from discussing item 9.c - SB 22-05-8 & ZN 8-22-21 - Applications for Draft Plan of Subdivision and Zone Change - Reeves Land Corporation. Acting Mayor C. Lauder chaired this portion of the meeting.

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

That Woodstock City Council approve in principle the zone change application (File No. ZN 8-22-21), with the exception of the requested 6.5 m (21.3 ft) rear yard depth, submitted by Reeves Land Corporation, for lands legally described Lots 6, 7, 8, 15, 16 and 17, Plan 49, in the City of Woodstock, to rezone the lands from 'Special Residential Zone 2 (R2-18)' and 'Special Residential Zones 3 (R3-18 and 1R3-9)' to similarly amended R2 and R3 Zones to facilitate the proposed draft plan of subdivision;

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

And further that Woodstock City Council advise County Council that the City supports the application for draft plan of subdivision, File No. SB 22-05-8, submitted by Reeves Land Corporation, for lands legally described Lots 6, 7, 8, 15, 16 and 17, Plan 49, in the City of Woodstock, subject to the following conditions of draft approval:

1. This approval applies to the draft plan of subdivision submitted by Reeves Land Corporation and prepared by J.B. Chambers Engineering, as generally shown on Plate 3 of Report No. 2023-179 and described as Lots 6, 7, 8, 15, 16 and 17, Plan 49 in the City of Woodstock, showing 7 blocks to accommodate 23 lots for single detached dwellings and 44 townhouse dwelling units.
2. The owner agrees in writing to satisfy all requirements, financial and otherwise, of the City of Woodstock regarding the construction of roads and installation of services, including water, sanitary sewer, storm sewer, drainage facility, electrical distribution systems, sidewalks, streetlights, trees and other matters pertaining to the development of the subdivision in accordance with the standards of the City of Woodstock.
3. The road allowances included in the draft plan of subdivision shall be dedicated as public highways to the satisfaction of the City of Woodstock.
4. The streets included in the draft plan of subdivision shall be named to the satisfaction of the City of Woodstock.
5. The subdivision agreement shall contain provisions indicating that prior to grading and issuance of building permits, that a stormwater management report, grading plan, and an erosion and sediment control plan be reviewed and approved by the City; further, the subdivision agreement shall include provisions for the Owner to carry out or cause to be carried out any necessary works in accordance with the approved plans and reports.
6. The subdivision agreement shall make provisions for the dedication of parkland or cash in-lieu thereof, in accordance with the relevant provisions of the Planning Act, to the satisfaction of the City of Woodstock.
7. Such easements as may be required for utility or drainage purposes outside of the proposed public right-of-ways shall be granted to the appropriate authority.
8. Prior to the signing of the final plan by the County, all lots/blocks shall conform to the zoning requirements of the City's Zoning By-Law. Certification of lot areas, frontages, and depths, shall be provided to the City by an Ontario Land Surveyor retained by the Owner.
9. Prior to the signing of the final plan by the County, the Owner shall agree in writing that all phasing of the plan of subdivision will be to the satisfaction of the City and County

10. The Owner agrees in writing that temporary turning circles and emergency access ways will be provided as necessary to the satisfaction of the City.
11. The Owner agrees that 1-foot reserves shall be conveyed to the City or County free of all costs and encumbrances, to the satisfaction of the City or County.
12. The owner agrees to cost share with the City any works to be completed by the City on Wellington St. that will benefit the owner.
13. The Owner acknowledges that the development lands are subject to RSCs/CPUs, etc. filed with the MECP and agrees that the subdivision engineering design (i.e., grading, servicing, etc.) and future building construction shall adhere to the requirements of said RSCs/CPUs. The owner further agrees that all subdivision engineering design documents, including lot servicing and/or grading plans for building permits or site plan approvals, shall be reviewed by a qualified environmental engineering consultant at the expense of the owner, regarding conformance with any applicable RSC/CPU requirements, to the satisfaction of the City.
14. The Owner agrees in writing that all foundations of existing buildings will be removed from the lands to the satisfaction of the City and that necessary fill be placed and compacted to the satisfaction of the City.
15. The Owner agrees in writing that where any staging involves the registration of more than 26 units on a single access (i.e., cul-de-sac or development of a street that is intended to be extended in the future but does not have connection to another point of access), a temporary emergency access shall be provided to serve the lands to the satisfaction of the City.
16. The Owner agrees to install sidewalks on existing City streets, if required by the City.
17. The owner agrees to prepare and submit for the approval of Oxford County Public Works, detailed servicing plans in accordance with Oxford County Design Guidelines.
18. Prior to the final approval of the subdivision plan, the owner shall receive confirmation from the County of Oxford Public Works Department that there is sufficient capacity in the Woodstock water and sanitary sewer systems to service the plan of subdivision.
19. The Owner agrees to provide such easements as may be required for utility or drainage purposes outside of the proposed public right-of-ways shall be granted to the appropriate authority.
20. Prior to final approval by the County, the owner shall properly decommission any abandoned private services (water well, cistern and/or septic system) located on the subject lands, in accordance with the Ontario Water Resources Act, R.S.O. 1990 (Ontario Regulation No. 903)

and to the satisfaction of the County of Oxford Public Works Department and City of Woodstock.

21. Prior to the approval of the final plan by the County, the Owner shall agree in writing to satisfy the requirements of Canada Post Corporation with respect to advising prospective purchasers of the method of mail delivery; the location of temporary Centralized Mail Box locations during construction; and the provision of public information regarding the proposed locations of permanent Centralized Mail Box locations, to the satisfaction of Canada Post.
22. Prior to final approval by the County, the owner shall provide a list of all conditions of draft approval with a brief statement detailing how each condition has been satisfied, including required supporting documentation from the relevant authority, to the satisfaction of the County of Oxford.
23. Prior to final approval by the County, the County of Oxford shall be advised by the City of Woodstock that conditions 1-16 and 19-21 have been met to the satisfaction of the City. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.
24. Prior to final approval by the County, the County of Oxford shall confirm that conditions 1, 7-9, 11, 13, 17, 18, and 19-22 have been met to the satisfaction of the County. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.
25. Prior to final approval by the County, the County of Oxford shall be advised by Canada Post Corporation that condition 23 has been met to the satisfaction of Canada Post. The clearance letter shall include a brief statement detailing how this condition has been satisfied.
26. The plan of subdivision shall be registered within three (3) years of the granting of draft approval, after which time this draft approval shall lapse unless an extension is authorized by the County of Oxford.

**Carried  
Action – Clerks and Planning**

**10. Consideration of Correspondence**

10.a Resolution from the City of Cambridge Highway Traffic Act Amendments.

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

WHEREAS speeding on our roads is a major concern in our community,

AND WHEREAS speeding can occur in all areas of our community,

AND WHEREAS barriers and delays to enforcement pose a danger to our community,

AND WHEREAS our municipality has limited resources to implement speed mitigation road design and re-design,

AND WHEREAS our local police service has limited resources to undertake speed enforcement,

AND WHEREAS s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones,

THEREFORE BE IT RESOLVED THAT, the City of Woodstock request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;

AND THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, Oxford MPP, Ernie Hardeman, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

**Carried**

**Action – Clerks**

10.b United Counties of Stormont, Dundas & Glengarry - Housing Supply, Reducing Barriers in Planning Process.

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

That Woodstock City Council support the resolution passed by United Counties of Stormont, Dundas & Glengarry regarding proposed changes to the PPS;

And further that a copy of the resolution be forwarded to the United Counties of Stormont, Dundas & Glengarry; the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Lisa Thompson, Ministry of Agriculture, Food and Rural Affairs; the Honourable David Piccini, Minister of Environment, Conservation and Parks; the Honourable Ernie Hardeman, Oxford MPP; and the Association of Municipalities of Ontario.

**Carried**

**Action – Clerks**

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 May 31, 2023

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

That Woodstock City Council receive the Statement of Revenue and Expenditure and the Statement of Capital Expenditures for the period ending May 31, 2023 as information.

**Carried**

14.b Engineering

14.c Cultural Services

14.d Parks and Recreation

14.d.1 Cedar Creek – Salter Avenue

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

That Woodstock City Council approves the Mayor and Clerk to enter into a purchase and sale agreement for a land swap of a portion of Cottle Park for an equivalent transfer of the Golfnorth land in accordance with Option D1.0A, not within the floodplain, subject to satisfactory completion of the zone change;

And further that City Council authorize the filing of a zone change application for this proposed land swap.

**Carried**

**Action – Parks and Recreation**

14.e Economic Development

14.e.1 Proposed Buy Back of 1.98 Hectares of Industrial Land in the Pattullo Ridge Business Park from Execulink Telecom

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

That Woodstock City Council authorize staff to initiate the buyback of the industrial lands on Jack Ross Ave from Execulink Telecom and that the municipality reacquire the lands at 100 per cent of the original purchase price;

And further that financing for the re-purchase be sourced from the Industrial Land Reserve Fund.

**Carried**

**Action – Economic Development and Administrative Services**

14.e.2 Athlone Place Industrial Land Sale and Street Closure

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

That Woodstock City Council close and declare surplus Athlone Place east of Athlone Avenue;

And further that Woodstock City Council authorize the Mayor and Clerk to sign agreements of purchase and sale with the owners of 645 Athlone Place (11447556 Canada Inc.), and that the necessary Bylaws be prepared.

**Carried**  
**Action – Clerks and Administrative Services**

14.f Clerks

14.g Chief Administrative Officer

14.g.1 City Hall Security

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

That Woodstock City Council approve \$20,000 financed from the Contingency Reserve to retain professional security services for City Hall.

**Carried**  
**Action – CAO, Health and Safety, Administrative Services, and Engineering**

14.g.2 Strategic Priorities Re-alignment Workshop Outcome

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

That Woodstock City Council approves-in-principle the refreshed list of prioritized Action items from the Strategic Priorities Re-alignment Workshop.

**Carried**  
**Action – CAO**

14.g.3 Boundary Adjustment Update

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

That pursuant to Section 174 of the Municipal Act, 2001, S.O. 2001, c. 25, Woodstock City Council requests the Minister of Municipal Affairs and Housing to establish a Commission for the purposes of developing a proposal for a restructuring of municipalities by annexing a portion of the adjoining Townships to the City of Woodstock;

And further that Council approve \$50,000 financed from Hydro Reserve Fund for professional services to support the establishment of a Commission.

Yea (3): Councillor J. Acchione, Councillor C. Lauder, and Councillor M. Schadenberg

Nay (4): Councillor D. Tait, Councillor L. Wismer-Van Meer, Councillor B. Wheaton, and Councillor K. Leatherbarrow

Voter Type: Majority (Voted), Recorded

**Defeated (3 to 4)**

Moved by Councillor C. Lauder

Seconded by Councillor M. Schadenberg

That City Council defer consideration of the recommendation to allow for discussions between the Mayor, CAO and the Minister of Municipal Affairs and Housing and report back to Council with the additional information.

**Defeated**

14.h Human Resources

14.i Fire Services

14.j Public Works

14.k Information Technology

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

**16. Notice of Motion**

Councillor B. Wheaton put forth the following Notice of Motion for Council's consideration at the July 13, 2023 Council meeting:

Whereas, all Ontarians deserve and expect a safe and respectful workplace;

Whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

Whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

Whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

Whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

Whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

Now, therefore be it resolved that the City of Woodstock supports the call of the Association of Municipalities of Ontario for the Government of Ontario to

introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments;

And further be it resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:

- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office.

And further that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Ministry of Municipal Affairs and Housing; the Honourable Ernie Hardeman, Oxford MPP; Charmaine Williams, Associate Minister of Women's Social and Economic Opportunity; the Association of Municipalities of Ontario; and all Ontario Municipalities.

**17. New Business**

**18. Draft By-laws**

Moved by Councillor C. Lauder

Seconded by Councillor D. Tait

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

- 9606-23 - A by-law to provide for the temporary closing of certain streets – 2023 Streetfest.
- 9607-23 - A by-law to provide for the purchase of certain lands owned by Execulink Telecom in the City of Woodstock.

**Carried**

Moved by Councillor C. Lauder

Seconded by Councillor M. Schadenberg

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

- 9606-23 - A by-law to provide for the temporary closing of certain streets – 2023 Streetfest.

- 9607-23 - A by-law to provide for the purchase of certain lands owned by Execulink Telecom in the City of Woodstock.

**Carried**

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

**20. Adjournment**

Moved by Councillor B. Wheaton

Seconded by Councillor K. Leatherbarrow

That the meeting adjourn at 9:15 p.m.

**Carried**

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Mayor – Jerry Acchione

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Deputy City Clerk – Sunayana Katikapalli