

## AGENDA

### COUNTY OF OXFORD COUNCIL

Wednesday, November 23, 2022, 7:00 p.m.

21 Reeve Street, Woodstock and online

[www.oxfordcounty.ca/livestream](http://www.oxfordcounty.ca/livestream)

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

Proposed Resolution:

Resolved that the Agenda be approved.

**3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

**4. ADOPTION OF COUNCIL MINUTES OF PREVIOUS MEETING**

4.1. November 9, 2022

Proposed Resolution:

Resolved that the Council minutes of November 9, 2022 be adopted.

**5. PUBLIC MEETINGS**

**6. DELEGATIONS, PRESENTATIONS AND CONSIDERATION THEREOF**

6.1. Cycles of Life for Supportive Transitional Living

Mary Jane Phillips and Dawn VanNatter

Re: Introduction of Cycles of Life to Oxford County Council

Proposed Resolution:

Resolved that the information provided in the delegation from Cycles of Life for Supportive Transitional Living be received.

6.2. Proclamation and Flag Raising

Wrapped in Courage Campaign

**7. CONSIDERATION OF CORRESPONDENCE**

7.1. Township of East Zorra-Tavistock Police Services Board

November 16, 2022

Re: Request for further traffic calming measures - intersection of County Roads #59 and #33

7.2. Dan Mahony

November 15, 2022

Re: The state of Long Term Care in Oxford County

7.3. Rural Ontario Municipal Association (ROMA)

November 5, 2022

Re: Delegation Meetings at ROMA Conference

Proposed Resolution:

Resolved that correspondence items 7.1 to 7.3 inclusive on the Open meeting agenda of November 23, 2022 be received as information.

7.4. Minister of Municipal Affairs and Housing

November 16, 2022

Re: Better Municipal Governance Act, 2022

Proposed Resolution:

Whereas on November 16 2022, the Province of Ontario announced the “Better Municipal Governance Act, 2022”;

And whereas the Government of Ontario’s Memorandum of Understanding with the Association of Municipalities of Ontario states that “Ontario recognizes municipalities as responsible and accountable governments with respect to matters within their jurisdiction”;

And whereas the powers of a Head of Council (Mayor), the appointment of a Chair, and by-laws are, and have always been, both under the Municipal Act and as a matter of democratic principle, the responsibility of democratically elected representative councils;

And whereas Oxford County values its councils and principles of democracy and has not asked for any of these changes;

And whereas residents of Oxford were not afforded any opportunity to discuss these changes in the forums of either the previous Provincial, or just completed Municipal, elections;

Therefore be it resolved that Oxford County opposes the changes in the “Better Municipal Governance Act, 2022” in the strongest terms possible; and

That this resolution be forwarded to all Oxford area municipalities, WOWC, ROMA, AMO, Oxford MPP, Minister of Municipal Affairs & Housing, and the Premier of Ontario.

7.5. Grand River Conservation Authority

November 16, 2022

Re: Appointment of Member

Proposed Resolution:

Resolved that the appointment of Bruce Banbury to the Grand River Conservation Authority (GRCA) Board of Directors be extended to November 30, 2022, so that the County of Oxford can be represented at the November 25, 2022 meeting of the GRCA Board, as the current

term of appointment expired on November 15, 2022, and new appointments will not be made until December 14, 2022.

7.6. Woodstock Hospital Board of Trust

November 1, 2022

Re: Council Appointment to the Woodstock Hospital Board of Trust

7.7. South Central Ontario Region Economic Development Corporation (SCOR EDC)

November 2, 2022

Re: Council appointments to SCOR EDC's Board of Directors

7.8. Southwestern Public Health (SWPH) Board of Health

October 7, 2022

Re: Competency Matrix to consider when appointing members of Council to the SWPH Board of Health

7.9. Social Planning Council Oxford (SPCO)

November 16, 2022

Re: SPCO Board of Directors

Proposed Resolution:

Resolved that correspondence items 7.6 to 7.9 inclusive be received and referred to the Striking Committee for consideration.

## 8. REPORTS FROM DEPARTMENTS

### 8.1. PUBLIC WORKS

- 8.1.1. PW 2022-48 - Proposed Amendments to Energy Reporting and Conservation and Demand Management Plans, Environmental Registry of Ontario Posting No. 019-6168

RECOMMENDATION

1. That Oxford County Council endorse the comments outlined in Report No. PW 2022-48 in response to the Ministry of Energy's posting on the Environmental Registry of Ontario regarding proposed amendments to O.Reg. 507/18 (Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans) made under the Electricity Act, 1998.

Proposed Resolution:

Resolved that the recommendation contained in Report No. PW 2022-48, titled "Proposed Amendments to Energy Reporting and Conservation and Demand Management Plans, Environmental Registry of Ontario Posting No. 019-6168", be adopted.

### 8.2. HUMAN SERVICES

- 8.2.1. HS 2022-08 - Canada Wide Early Learning Child Care System Update

RECOMMENDATION

1. That County Council receive Report No. HS 2022-08, entitled “Canada Wide Early Learning Child Care System Update,” as information.

Proposed Resolution:

Resolved that the recommendation contained in Report No. HS 2022-08, titled “Canada Wide Early Learning Child Care System Update”, be adopted.

- 8.2.2. HS 2022-09 - Municipal Housing Facilities Agreement Amendment - 785 Southwood Way, Woodstock

RECOMMENDATIONS

1. That County Council authorize the allocation of up to \$426,000 from the Canada-Ontario Community Housing Initiative (COCHI) to Woodstock Non-Profit Housing Corporation, to include 5 additional affordable housing rental units within the previously approved 48-unit residential development at 785 Southwood Way, Woodstock;
2. And further, that County Council authorize the Chief Administrative Officer and the Director of Human Services to execute an amendment to the Municipal Housing Facilities Agreement, and all other necessary documents related to the proposed additional funding, for the affordable housing project at 785 Southwood Way, Woodstock.

Proposed Resolution:

Resolved that the recommendations contained in Report No. HS 2022-09, titled “Municipal Housing Facilities Agreement Amendment - 785 Southwood Way, Woodstock”, be adopted.

8.3. CORPORATE SERVICES

- 8.3.1. CS 2022-36 - 2023 Business Plans and Budget (Presentation)

RECOMMENDATION

1. That the 2023 preliminary budget information package be received for discussion purposes.

Proposed Resolution:

Resolved that the recommendation contained in Report No. CS 2022-36, titled “2023 Business Plans and Budget”, be adopted.

- 8.3.2. CS 2022-37 - 2023 Oxford County Library Business Plan and Budget

RECOMMENDATION

1. That the recommendation of the Oxford County Library Board dated October 17, 2022, that County Council approve the draft 2023 Oxford County Library Business Plan and Budget to provide a levy of \$4,288,199, subject to possible minor adjustments to interdepartmental charges, be referred to 2023 budget deliberations.

Proposed Resolution:

Resolved that the recommendation contained in Report No. CS 2022-37, titled “2023

Oxford County Library Business Plan and Budget”, be adopted.

8.3.3. CS 2022-38 - 2023 Court Security Grant Special Tax Levy

RECOMMENDATION

1. That a special 2023 tax levy for a Court Security Grant for Woodstock Police Services in the amount of \$10,276, determined on the same basis as the 2018 to 2022 annual special tax levies, be considered during 2023 budget deliberations.

Proposed Resolution:

Resolved that the recommendation contained in Report No. CS 2022-38, titled “2023 Court Security Grant Special Tax Levy”, be adopted.

8.3.4. CS 2022-40 - Tanager Drive and Falcon Road Services Extension Project and North Street Services Extension Project – Internal Long-term Debt Issue

RECOMMENDATION

1. That By-law No. 6482-2022, being a by-law to authorize the borrowing of funds in the amount of \$51,617 from the Landfill and Waste Diversion Reserve Fund to be used for the purposes of financing serviced property owners’ charges for capital costs relating to sanitary services through the following projects, be presented to Council for enactment;
  - a. Oxford County Tanager Drive and Falcon Road Services Extension Project; and
  - b. Oxford County North Street Services Extension Project.

Proposed Resolution:

Resolved that the recommendation contained in Report No. CS 2022-40, titled “Tanager Drive and Falcon Road Services Extension Project and North Street Services Extension Project – Internal Long-term Debt Issue”, be adopted.

8.3.5. CS 2022-41 - Internal Long-term Debt Issue – South-West Oxford

RECOMMENDATION

1. That By-law No. 6483-2022, being a by-law to authorize the borrowing of funds in the amount of \$1,040,000 from the Landfill and Waste Diversion Reserve Fund, for the purposes of financing a capital work associated with for the purposes of The Corporation of the Township of South-West Oxford authorized by Township of South-West Oxford By-laws, be presented to Council for enactment.

Proposed Resolution:

Resolved that the recommendation contained in Report No. CS 2022-41, titled “Internal Long-term Debt Issue – South-West Oxford”, be adopted.

8.3.6. CS 2022-42 - OILC Debenture Issue – Woodstock

RECOMMENDATION

1. That By-law No. 6484-2022, being a by-law to authorize the borrowing by issuing debentures, for a term of 10 years, in the amount of \$700,000.00, for the purposes of the City of Woodstock, be presented to Council for enactment.

Proposed Resolution:

Resolved that the recommendation contained in Report No. CS 2022-42, titled "OILC Debenture Issue – Woodstock", be adopted.

8.3.7. CS 2022-43 - OILC Debenture Issue – County

RECOMMENDATION

1. That By-law No. 6485-2022 being a by-law to authorize the borrowing by issuing debentures, for a term of 20 years, in the amount of \$1,483,000.00, for the purposes of the County of Oxford, be presented to Council for enactment.

Proposed Resolution:

Resolved that the recommendation contained in Report No. CS 2022-43, titled "OILC Debenture Issue – County", be adopted.

8.3.8. CS 2022-44 - Striking Committee Appointments

RECOMMENDATIONS

1. That County Council appoint the following members of Council to a Striking Committee in accordance with Section 14 of the County of Oxford Procedure By-law No. 6268-2020: the Warden (Chair), and Councillors \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_;
2. And further, that Council endorses the Striking Committee Terms of Reference (Attachment 1) as approved in 2018 (updated to reflect the new term of Council) and outlined in Report No. CS 2022-44.

Proposed Resolution:

Resolved that the recommendations contained in Report No. CS 2022-44, titled "Striking Committee Appointments", be adopted.

**9. UNFINISHED BUSINESS**

9.1. Pending Items

**10. MOTIONS**

**11. NOTICE OF MOTIONS**

**12. NEW BUSINESS/ENQUIRIES/COMMENTS**

12.1. Memo - Tavistock New Well Supply Municipal Class EA Study - Notice of Public Consultation Centre #1

Proposed Resolution:

Resolved that Public Works Memo 12.1 on the Open meeting agenda of November 23, 2022 be received as information.

### 13. CLOSED SESSION

#### Proposed Resolution:

Resolved that Council rise and go into a Closed Session to consider Report No. CS (CS) 2022-39 regarding labour relations or employee negotiations.

#### 13.1. Closed Session Begins

Time \_\_\_\_\_

#### 13.2. CS (CS) 2022-39

#### 13.3. Closed Session Ends

#### Proposed Resolution:

Resolved that Council reconvene in Open Session.

Time \_\_\_\_\_

### 14. CONSIDERATION OF MATTERS ARISING FROM THE CLOSED SESSION

#### 14.1. CS (CS) 2022-39

#### Proposed Resolution:

Resolved that the recommendation contained in Report No. CS (CS) 2022-39 be adopted.

### 15. BY-LAWS

#### 15.1. By-law No. 6482-2022

Being a by-law to authorize borrowed funds from the Landfill and Waste Diversion Reserve Fund in the amount of \$51,617, to be used for the purposes of financing property owners' charges for capital costs related to water and sanitary sewer services provided under the Tanager Drive and Falcon Road Services Extension Project and North Street East Services Extension Project.

#### 15.2. By-law No. 6483-2022

Being a by-law to authorize the borrowing upon funds from the Landfill and Waste Diversion Reserve Fund in the amount of \$1,040,000 for the purposes of The Corporation of the Township of South-West Oxford capital works project.

#### 15.3. By-law No. 6484-2022

Being a by-law of the County of Oxford to authorize the borrowing upon serial debentures in the aggregate principal amount of \$700,000.00 towards the cost of certain capital works of The Corporation of the City of Woodstock set out in Schedule "A" to this by-law.

#### 15.4. By-law No. 6485-2022

Being a by-law of the County of Oxford to authorize the borrowing upon serial debentures in the aggregate principal amount of \$1,483,000.00 towards the cost of certain capital works of the County of Oxford set out in Schedule "A" to this by-law.

15.5. By-law No. 6486-2022

Being a By-law to confirm all actions and proceedings of the Council of the County of Oxford at the meeting at which this By-law is passed.

Proposed Resolutions:

Resolved that the following by-laws be now read a first and second time: 6482-2022 to 6486-2022 inclusive.

Resolved that the following by-laws be now given a third and final reading: 6482-2022 to 6486-2022 inclusive.

16. **ADJOURNMENT**



**OXFORD COUNTY COUNCIL  
MINUTES**

**November 9, 2022**

Council Present	Warden Larry Martin Deputy Warden Sandra Talbot Councillor Ted Comiskey Alternate Councillor Connie Lauder Councillor Stephen Molnar Councillor David Mayberry Councillor Mark Peterson Councillor Marcus Ryan Councillor Deborah Tait
Council Absent	Councillor Trevor Birtch Councillor Don McKay
Staff Participants	B. Addley, Interim Chief Administrative Officer K. Black, Director of Human Services L. Buchner, Director of Corporate Services M. Cowan, Manager of Information Services R. Hall, Acting Director of Paramedic Services G. Hough, Director of Community Planning C. Senior, Clerk D. Simpson, Director of Public Works A. Smith, Director of Human Resources

**1. CALL TO ORDER**

Oxford County Council meets in regular session this ninth day of November, 2022, in the Council Chamber, County Administration Building, Woodstock at 9:30 a.m. with Warden Martin in the chair.

**2. APPROVAL OF AGENDA**

**RESOLUTION NO. 1**

Moved By: Ted Comiskey

Seconded By: Marcus Ryan

Resolved that the Agenda be approved.

**DISPOSITION:** Motion Carried

**3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

NIL

**4. ADOPTION OF COUNCIL MINUTES OF PREVIOUS MEETING**

4.1 October 26, 2022

RESOLUTION NO. 2

Moved By: Marcus Ryan

Seconded By: Ted Comiskey

Resolved that the Council minutes of October 26, 2022 be adopted.

DISPOSITION: Motion Carried

**5. PUBLIC MEETINGS**

NIL

**6. DELEGATIONS, PRESENTATIONS AND CONSIDERATION THEREOF**

NIL

**7. CONSIDERATION OF CORRESPONDENCE**

7.1 Future Oxford Partnership

RESOLUTION NO. 3

Moved By: Ted Comiskey

Seconded By: Mark Peterson

Resolved that correspondence item 7.1 on the Open meeting agenda of November 9, 2022 be received as information.

DISPOSITION: Motion Carried

**8. REPORTS FROM DEPARTMENTS**

8.1 PUBLIC WORKS

8.1.1 PW 2022-47 - 2024 Water and Wastewater Master Plan – Project Update (Presentation)

RECOMMENDATION

1. That Oxford County Council receive Report No. PW 2022-47 entitled “2024 Water and Wastewater Master Plan – Project Update” as information on the progress of the 2024 Water and

Wastewater Master Plan project and its associated public consultation approach.

With the motion on the floor and prior to the vote, David Simpson, Director of Public Works and Consultant John Tyrrell from R.V. Anderson Associates Limited join the meeting in the Council Chamber and proceed through a PowerPoint presentation which was provided as part of Council's agenda.

The presenters respond to comments and questions from Councillors Mayberry, Molnar, Peterson and Ryan.

Councillor Tait leaves the Council Chamber at 10:05 a.m.  
She returns at 10:10 a.m.

Deputy Warden Talbot leaves the Council Chamber at 10:09 a.m.  
She returns at 10:10 a.m.

Councillor Molnar leaves the Council Chamber at 10:12 a.m.  
He returns at 10:13 a.m.

#### RESOLUTION NO. 4

Moved By: Mark Peterson

Seconded By: Stephen Molnar

Resolved that the recommendation contained in Report No. PW 2022-47, titled "2024 Water and Wastewater Master Plan – Project Update", be adopted.

DISPOSITION: Motion Carried

#### 8.1.2 PW 2022-46 - 2024 Transportation Master Plan – Project Update (Presentation)

##### RECOMMENDATION

1. That Oxford County Council receive Report No. PW 2022-46 entitled "2024 Transportation Master Plan – Project Update" as information outlining the progress of the County's 2024 Transportation Master Plan project and its associated public consultation approach.

With the motion on the floor and prior to the vote, David Simpson, Director of Public Works and Ryan Vink, Project Engineer, join the meeting in the Council Chamber and proceed through a PowerPoint presentation which was provided as part of Council's agenda.

The presenters respond to comments and questions from Councillors Mayberry and Molnar.

Councillor Comiskey leaves the Council Chamber at 10:22 a.m.  
He returns at 10:24 a.m.

RESOLUTION NO. 5

Moved By: Stephen Molnar

Seconded By: David Mayberry

Resolved that the recommendation contained in Report No. PW 2022-46, titled "2024 Transportation Master Plan – Project Update ", be adopted.

DISPOSITION: Motion Carried

8.2 COMMUNITY PLANNING

8.2.1 CP 2022-407 - Provincial Consultation on Bill 23, More Homes Built Faster Act, 2022

RECOMMENDATION

1. That the Director of Community Planning, in consultation with other County staff as required, prepare and submit the County of Oxford's formal comments in response to the Provincial consultations on Bill 23, More Homes Built Faster Act, 2022 and other related ERO postings, as generally outlined in Report No. CP 2022-407.

RESOLUTION NO. 6

Moved By: David Mayberry

Seconded By: Sandra Talbot

Resolved that the recommendation contained in Report No. CP 2022-407, titled "Provincial Consultation on Bill 23, More Homes Built Faster Act, 2022", be adopted.

DISPOSITION: Motion Carried

8.3 CAO

8.3.1 CAO 2022-11 - Tourism Relief Fund Application Update

RECOMMENDATION

1. That County Council receive Report No. CAO 2022-11 entitled "Tourism Relief Fund Application Update", for information.

RESOLUTION NO. 7

Moved By: Sandra Talbot

Seconded By: Connie Lauder

Resolved that the recommendation contained in Report No. CAO 2022-11, titled "Tourism Relief Fund Application Update", be adopted.

DISPOSITION: Motion Carried

8.4 CORPORATE SERVICES

8.4.1 CS 2022-34 - Business Plan and Budget Review – 3rd Quarter

RECOMMENDATION

1. That Report CS 2022-34 entitled "Business Plan and Budget Review – 3<sup>rd</sup> Quarter" be received for information.

RESOLUTION NO. 8

Moved By: Connie Lauder

Seconded By: Deborah Tait

Resolved that the recommendation contained in Report No. CS 2022-34, titled "Business Plan and Budget Review – 3rd Quarter", be adopted.

DISPOSITION: Motion Carried

8.4.2 CS 2022-35 - Reserves Year End Allocations and Policy Review

RECOMMENDATIONS

1. That County Council hereby affirms policy provisions contained in Reserves Policy 6.20 as set out in Attachment 1 to Report No. CS 2022-35 entitled "Reserves Year End Allocations and Policy Review";
2. And further, that County Council hereby approves reserve year end allocations to the respective reserve and reserve fund accounts for future use as identified in Attachment 2 to Report No. CS 2022-35.

RESOLUTION NO. 9

Moved By: Deborah Tait

Seconded By: Ted Comiskey

Resolved that the recommendations contained in Report No. CS 2022-35, titled "Reserves Year End Allocations and Policy Review", be adopted.

DISPOSITION: Motion Carried

**9. UNFINISHED BUSINESS**

9.1 Pending Items

No discussion takes place regarding the Pending Items list.

**10. MOTIONS**

NIL

**11. NOTICE OF MOTIONS**

NIL

**12. NEW BUSINESS/ENQUIRIES/COMMENTS**

12.1 Memo - Automated Speed Enforcement (ASE) Update

12.2 Memo - Oxford Road 19 Class Corridor Improvements Municipal Class Environmental Assessment Study #2

RESOLUTION NO. 10

Moved By: Ted Comiskey

Seconded By: Marcus Ryan

Resolved that Public Works Memos 12.1 and 12.2 on the Open meeting agenda of November 9, 2022 be received as information.

DISPOSITION: Motion Carried

12.3 Presentations to Retiring Members of Council

Ben Addley, Interim Chief Administrative Officer presents each retiring Councillor with a professionally framed aerial photograph of the Oxford County Administration Building with two other noteworthy County facilities visible in the background, the Courthouse and the Old Gaol.

On behalf of Oxford County Administration, and the community at large, B. Addley expresses gratitude to members of Council for their service and dedication over this term and beyond adding that they have made a difference to our communities through their service.

B. Addley calls forward Oxford County Warden Larry Martin, from the Township of Norwich for his service as Warden over these past four years, adding that Warden Martin has served Council for 8 years, from 2015 to 2022, and also served as Deputy Warden in 2018. In addition to his framed photo, Warden

Martin receives the traditional plaque and gavel and a donation was made to Sakura House on his and Mrs. Martin's behalf.

B. Addley calls forward Deputy Warden, Sandra Talbot, from the City of Woodstock, who is the longest serving of the retiring Councillors with 29 years of service. Deputy Warden Talbot served from 1992 to 2003 and then 2005 to 2022, and was Deputy Warden in 2016 and 2019.

Councillor Don McKay from the Township of East Zorra-Tavistock was not in attendance. Councillor McKay served from 1995 to 1997 and then 2004 to 2022, and was Oxford County Warden from 2007 through to 2010 for a total of 22 years of service. Arrangements will be made to deliver Councillor McKay's gift to him.

B. Addley calls forward Councillor Stephen Molnar from the Town of Tillsonburg, who has served Oxford County for 15 years, from 2004 to 2010, and then 2015 to 2022. Councillor Molnar served as Deputy Warden for 2020.

B. Addley calls forward Councillor Ted Comiskey from the Town of Ingersoll, who has served Oxford County for 12 years, from 2011 through to 2022. Councillor Comiskey has served as Deputy Warden in 2015 and 2021.

Councillor Trevor Birtch from the City of Woodstock was not in attendance. Councillor Birtch served for 8 years, from 2015 to 2022, and also served as Deputy Warden in 2017. Arrangements will be made to deliver Councillor Birtch's gift to him.

B. Addley calls forward Alternate Councillor Connie Lauder from the City of Woodstock, for her service as an alternate this past council term, adding that Councillor Lauder attended an extended number of meetings and Council and staff appreciate her participation.

In closing, B. Addley thanks all Members of Council for their service.

Warden Martin and outgoing members of council express their gratitude and reflect on past terms of council. Councillors Mayberry, Peterson, Ryan, also express comments.

#### 12.4 Remembrance Day Presentation

Councillor Comiskey indicates that over 20 years ago, he wrote a song titled Red Petalled Flower about the sacrifices that hundreds of veterans have made for our country and our freedom. In light of Remembrance Day, Red Petalled Flower was played for members of Council, staff and the public and can be viewed here: <https://www.youtube.com/watch?v=n8KFoioqyk0&t=5s>

### 13. CLOSED SESSION

NIL

**14. CONSIDERATION OF MATTERS ARISING FROM THE CLOSED SESSION**

NIL

**15. BY-LAWS**

15.1 By-law No. 6480-2022

Being a By-law to confirm all actions and proceedings of the Council of the County of Oxford at the meeting at which this By-law is passed.

RESOLUTION NO. 11

Moved By: Marcus Ryan

Seconded By: Ted Comiskey

Resolved that By-law No. 6480-2022 be now read a first and second time.

DISPOSITION: Motion Carried

RESOLUTION NO. 12

Moved By: Marcus Ryan

Seconded By: Stephen Molnar

Resolved that By-law No. 6480-2022 be now given a third and final reading.

DISPOSITION: Motion Carried

**16. ADJOURNMENT**

Being no further business, Council adjourns at 11:30 a.m.

Minutes adopted on \_\_\_\_\_ by Resolution No. \_\_\_\_\_.

\_\_\_\_\_  
WARDEN

\_\_\_\_\_  
CLERK





## **EAST ZORRA-TAVISTOCK POLICE SERVICES BOARD**



Box 100 / 90 Loveys Street  
Hickson ON N0J 1L0

Email: [psb@ezt.ca](mailto:psb@ezt.ca)  
Web: [www.ezt.ca](http://www.ezt.ca)

Phone: 519-462-2697  
Fax: 519-462-2961

November 16, 2022

Mr. Frank Gross, C.Tech  
Manager of Transportation & Waste Management Services, County of Oxford  
21 Reeve Street, PO Box 1614  
Woodstock, ON N4S 7Y3

### **Re: Request for further Traffic Calming Measures – Intersection of Oxford County Roads #59 & #33**

Dear Mr. Gross:

At its November 15, 2022, Meeting, the Township of East Zorra-Tavistock Police Services Board considered and passed the following resolution:

*Moved by: Liam McCreery*

*Seconded by: Matthew Gillespie*

*Resolved that the Board recommend to the County of Oxford and the Township of East Zorra-Tavistock that appropriate traffic calming measures be implemented at the intersection of County Road #59 and County Road #33;*

*And that a letter be sent to both the County of Oxford and Township of East Zorra-Tavistock in this regard. **CARRIED.***

As background, the Board wrote to the County of Oxford in September, 2020, requesting that a traffic study be completed for the intersection of County Road #59 and County Road #33. The Board appreciates the County's efforts in completing a traffic study, and understands that there will be some improvements coming shortly to this intersection as a result of the study. However, in the Board's opinion, the proposed improvements continue to fall short of ensuring that the eastbound/westbound traffic on County Road #33 can safely cross County Road #59, and feel that the only safe way for this to occur would be by fully stopping the traffic (through an all-way stop) or by significantly slowing down the speed of traffic (through a round-about etc.) on County Road #59, given the number of high speed collisions that continue to occur at this intersection. As such, the Board feels that further investigation into traffic calming methods on County Road #59 is warranted, beyond the proposed improvements that are to be implemented.

*"Dedicated to Excellence"*

Please do not hesitate to contact me should you require any further clarification at all.

Yours truly,

A handwritten signature in blue ink that reads "Will Jaques". The signature is written in a cursive style with a large initial "W" and a stylized "J".

Will Jaques  
Board Secretary

Cc: Mayor and Council, Township of East Zorra-Tavistock  
Warden and Council, County of Oxford  
Robert Rudy, Chair (East Zorra-Tavistock Police Services Board)

**Chloe Senior**

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**To:** Chloe Senior  
**Subject:** FW: LETTER TO COUNTY COUNCIL

**From:** "[mahony@execulink.com](mailto:mahony@execulink.com)" <[mahony@execulink.com](mailto:mahony@execulink.com)>

**Date:** Tuesday, November 15, 2022 at 7:00 PM

**To:** Mark Dager <[mdager@oxfordcounty.ca](mailto:mdager@oxfordcounty.ca)>

**Subject:** LETTER TO COUNTY COUNCIL

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

To: Acting CAO Mr. Ben Addley and members of Oxford County Council

From: Tillsonburg resident Dan Mahony

Ladies and Gentlemen,

I am writing to express my deepest concern for the rather complex state of Long Term Care in Oxford County, in general, and in Tillsonburg in particular.

Although I have been a Tillsonburg resident for 60 years, my focus career wise and participation wise has been county wide. It includes a 33 year career with the Oxford County Roman Catholic Separate School Board, now the London District Catholic School Board. During my career I was principal of schools in Tillsonburg and Ingersoll and a teacher at one point at St Mary's High School in Woodstock.

Following retirement in 1998 I appeared before Oxford County Council to promote the completion of the very popular Trans Canada Recreational Trail. I also joined the Oxford Trails Association and attended its meetings. I'm happy to say, County Council with the guidance of Mr Frank Gross played a huge role in overcoming obstacles in making "Our" trail become a reality. Later, in a field more closely connected to my education and training, I taught as a volunteer in the Oxford county Adult Basic Literacy Program.

Since I was the youngest in the family I grew up in, in my home town of Guelph, I have been closely involved in the decision making for the placement and care of my older siblings in the city of Guelph and Wellington County.

I am convinced that the longer we can carry on our own lives in our own homes, the happier and healthier we seniors will be. My only surviving sibling, sister Marg in Goderich, now 88 years of age lives in her own apartment in that community. Up until 2 years ago, she was caregiver for her husband Ralph with some

support. He turned 100 YEARS of age just last month. With the decline of Marg's own health, she was able to turn over his daily care to his two daughters who live in the same community.

This brings into question the Tillsonburg and Oxford County situation where currently Tillsonburg Town Council is in the midst of a complicated decision on the selling of the Maple Lane School property and overseeing it's conversion into a Long Term Care Facility.

The worst possible solution is to turn over its management and operation to a FOR PROFIT LTC called peopleCare. That is being explored currently but in my opinion part of this exploration should include tapping into the wisdom and experience of the County of Oxford and that is where you, ladies and gentlemen, enter the picture.

I admit to not having all the facts but I implore you to bring into the picture Mr Mark Dager, current director of the Woodingford Municipal LTC's in the County. I'm an avid reader and viewer of newspaper and TV reports from the national level on down to the local level. I'm sure it's not news to you that during the 2 years of Covid, FOR PROFIT LTC'S province wide had by far the greatest number of resident deaths from Covid per 100 patients, in their care 9 (per 100) while NON PROFITS showed 5.3 (per 100), and MUNICIPAL LTC'S showed 3.6 (per 100).

Figures don't tell the whole story but Mr Dager has a wealth of experience in creating humane and comfortable conditions for Oxford residents in Woodstock and Ingersoll. Please support me in my request to make his well informed planning skills available to those of us in Tillsonburg in our time of need.

Sincerely,

Dan Mahony

**From:** [Chloe Senior](#)  
**To:** [Chloe Senior](#)  
**Subject:** ROMA 2023: Delegation Meetings at ROMA Conference  
**Date:** Thursday, November 17, 2022 10:22:05 AM

**From:** Rural Ontario Municipal Association <[events@roma.on.ca](mailto:events@roma.on.ca)>  
**Sent:** Saturday, November 5, 2022 10:01 AM  
**To:** Chloe Senior <[cseior@oxfordcounty.ca](mailto:cseior@oxfordcounty.ca)>  
**Subject:** ROMA 2023: Delegation Meetings at ROMA Conference

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## Delegation Meetings at ROMA Conference

### *Breaking New Ground*

**January 22 – 24, 2023**  
**Sheraton Centre Hotel**  
**123 Queen Street West, Toronto**

The 2023 ROMA Annual General Meeting and Conference is back live and in person for the first time in 2 years. Gather in downtown Toronto with over 1,000 municipal colleagues, provincial and federal elected officials and senior staff for this much anticipated event. The 2023 Conference will have all of the critical rural municipal issues front and centre for you to engage, learn, network and bring innovative solutions to your community.

### Delegation Meetings

Registration for delegation meetings at the 2023 ROMA Conference is now open.

Registered delegates who are municipal elected officials are invited to

request ministerial delegation meetings.

Click [here](#) to make your request through the Ministry of Municipal Affairs and Housing.

**The deadline to request delegation meetings is November 28, 2022.**

## Hotel Information

[Book your accommodations](#) with the Sheraton Centre Hotel as of Saturday, September 24, 2022. The deadline to book under the conference group rate is **December 21, 2022.**

## Registration

Haven't registered for the ROMA Conference? Click [here](#)

For more information contact [events@roma.on.ca](mailto:events@roma.on.ca)

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**Our mailing address is:**  
200 University Avenue, Suite 801  
Toronto, Ontario  
M5H 3C6

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## NEWS RELEASE

# Ontario Taking Next Steps to Expand Strong Mayor Powers and Tackle the Housing Supply Crisis

Province introduces further measures to deliver on shared provincial-municipal priorities

November 16, 2022

[Municipal Affairs and Housing](#)

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TORONTO — Today, the Ontario government introduced the [Better Municipal Governance Act, 2022](#), which, if passed, would take decisive action to address the housing supply crisis by assessing how best to extend strong mayor powers and reduce municipal duplication to deliver on shared provincial-municipal priorities – primarily the building of 1.5 million new homes over the next 10 years.

As the province considers how to best extend strong mayor tools to more of Ontario's rapidly growing municipalities, provincially-appointed facilitators will be tasked with assessing the regional governments in Durham, Halton, Niagara, Peel, Waterloo and York. These facilitators will work with local governments to assess the best mix of roles and responsibilities between upper and lower-tier municipalities and ensure they are equipped to deliver on the government's commitment to tackle the housing supply crisis.

The proposed legislation would allow the Minister of Municipal Affairs and Housing to appoint the Regional Chairs of Niagara, Peel and York regions for the current term of council. If these proposals are passed, the Minister intends to re-appoint the existing regional chairs – Jim Bradley in Niagara, Nando Iannicca in Peel, and Wayne Emerson in York. This approach will provide continuity and stability at the regional level as facilitators consider how best to extend strong mayor powers to existing two-tier municipalities that are shovel-ready and committed to growth and cutting red tape.

The proposed legislation would also implement additional changes to enable the mayors of Toronto and Ottawa to propose certain municipal by-laws related to provincial priorities and enable council to pass these by-laws if more than one-third of council members vote in favour. Provincial priorities include building more

homes, which could, for example, involve expanding the footprint of [transit-oriented communities](#) so more people can live, work and play near the convenience of public transit.

“These bold actions are necessary if our government is to keep its commitment to Ontarians and remove the obstacles standing in the way of much-needed housing,” said Steve Clark, Minister of Municipal Affairs and Housing. “That’s why we are again taking decisive action to provide municipal leaders the tools they need to plan for future population growth and get more homes built faster.”

These changes are the latest in a series of measures Ontario is taking to address the province’s serious shortage of housing. These measures include the *More Homes Built Faster Act*, the *Strong Mayors, Building Homes Act* and previous housing supply action plans. The government is committed to continued action that will end the supply crisis while ensuring continuity and efficiency at the local level. The government also remains committed to supporting our municipal partners, increasing housing supply and ensuring municipalities have the tools they need to deliver on shared provincial-municipal priorities.

“Today’s announcement by the provincial government is a positive step toward reforming local government in a manner that addresses the concerns of Mississaugans,” said Bonnie Crombie, Mayor of Mississauga. “I’m confident this assessment will create a path for Mississauga’s independence and lead to greater fairness and less red tape for residents and businesses, so both the city and province can plan for future growth and support the province’s goal of building 120,000 new homes in Mississauga over the next decade.”

“Redundancy is the enemy of productivity,” said Patrick Brown, Mayor of Brampton. “I am glad the provincial government is looking at ways to make municipalities in Peel more efficient by removing duplication. This will help address the challenges of growth and support the construction of the homes Brampton residents so desperately need.”

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### Quick Facts

- Existing municipal accountability frameworks would continue to apply to heads of council with strong mayor powers, including conflict of interest rules. Heads of council would also be required to provide council and the clerk a copy of the by-law and reasons for the proposal when using the proposed by-law power.
- The Municipal Act and the City of Toronto Act provide Ontario’s municipalities with broad powers to pass by-laws on various matters within their jurisdiction –



such as zoning, parking, and the delivery of local services.

- Ontario's first housing plan, [More Homes, More Choice](#) was released in 2019. It was followed by [More Homes for Everyone](#) in spring 2022. Ontario is seeing [strong progress](#) resulting from these plans, with annual housing starts well above average for the past 30 years.
  - The government is committed to developing a new housing supply action plan for every year of its current mandate to continue delivering real, long-term housing solutions.
- 

### Additional Resources

- [Strong Mayors, Building Homes Act](#)
  - [Ontario's More Homes Built Faster Plan](#)
  - [More Homes Built Faster Act, 2022](#)
  - [Ontario's Housing Supply Progress](#)
  - [Ontario's More Homes for Everyone Plan](#)
  - [More Homes, More Choice](#)
- 

### Related Topics

#### Government

Learn about the government services available to you and how government works.

[Learn more](#)

#### Home and Community

Information for families on major life events and care options, including marriage, births and child care. Also includes planning resources for municipalities. [Learn](#)

[more](#)

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### Media Contacts

Victoria Podbielski

Minister's Office

[victoria.podbielski2@ontario.ca](mailto:victoria.podbielski2@ontario.ca)

Communications Branch

[MMA.media@ontario.ca](mailto:MMA.media@ontario.ca)

---

**From:** [Eowyn Spencer](#)  
**To:** [Chloe Senior](#)  
**Cc:** [Bruce Banbury](#)  
**Subject:** RE: Grand River CA Reminder - Appointment of Members  
**Date:** Wednesday, November 16, 2022 11:29:52 AM

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Thank you for the update. Is there a possibility of extending Councillor Banbury's appointment to Nov. 30 by resolution prior to November 25? If it is not possible, we will still send the invitation to Mr. Banbury, but he will be a non-voting guest for our November 25 meeting.

Thanks,  
eowyn

---

**From:** Chloe Senior <[csenior@oxfordcounty.ca](mailto:csenior@oxfordcounty.ca)>  
**Sent:** Wednesday, November 16, 2022 10:58 AM  
**To:** Eowyn Spencer <[espencer@grandriver.ca](mailto:espencer@grandriver.ca)>  
**Cc:** Bruce Banbury <[b.banbury@hotmail.com](mailto:b.banbury@hotmail.com)>  
**Subject:** RE: Grand River CA Reminder - Appointment of Members

Good morning;

Oxford County Council is expected to make the appointment at its meeting of December 14, 2022. I will forward a Council resolution appointing the member immediately following that meeting.

Thank you,

**Chloé Senior | Clerk**  
(She/Her/Hers)

519.539.9800, ext. 3001 | 1.800.755.0394

[www.oxfordcounty.ca](http://www.oxfordcounty.ca)

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 Think about our environment. Print only if necessary

**From:** Eowyn Spencer <[espencer@grandriver.ca](mailto:espencer@grandriver.ca)>  
**Sent:** Wednesday, November 16, 2022 10:54 AM  
**To:** Chloe Senior <[csenior@oxfordcounty.ca](mailto:csenior@oxfordcounty.ca)>  
**Cc:** Bruce Banbury <[b.banbury@hotmail.com](mailto:b.banbury@hotmail.com)>  
**Subject:** FW: Grand River CA Reminder - Appointment of Members

**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

Hi there, I am following up as we have not yet received an update on the status of an appointed representative to the Grand River Conservation Authority Board. Recognizing it

is an election year, we know the timing may be a challenge. I am hoping you can provide me with an estimated date that appointments will be made? At this point, the County of Oxford does not have an appointed member on our Board.

Kind regards,

**Eowyn Spencer**

Executive Assistant

Grand River Conservation Authority

400 Clyde Road, PO Box 729

Cambridge, ON N1R 5W6

Office: 519-621-2763 ext. 2200

Toll-free: 1-866-900-4722

[www.grandriver.ca](http://www.grandriver.ca) | [Connect with us on social](#)

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**From:** Eowyn Spencer

**Sent:** Wednesday, November 2, 2022 10:59 AM

**To:** [cseior@oxfordcounty.ca](mailto:cseior@oxfordcounty.ca)

**Subject:** Grand River CA Reminder - Appointment of Members

County of Oxford Clerk's Office

By Email: [cseior@oxfordcounty.ca](mailto:cseior@oxfordcounty.ca)

**Please forward if received in error**

*This is an automatic reminder. Please take appropriate action or ignore if you have already been in contact with the GRCA.*

Greetings,

Please accept this reminder that the appointment of Bruce Banbury as the representative(s) of the County of Oxford will expire on Monday, November 14, 2022.

**As it is an election year, it is understood that some challenges with timing of appointments may occur.** Our November and December meeting dates are November 25, and December 16. To ensure representation from your municipality at each meeting, members should be appointed as soon as possible.

Appointments to the GRCA Board expire on November 15, 2022. The November meeting of the GRCA Board is scheduled for November 25 at 9:30 a.m. If your council is able to make appointments prior to that date, that would be greatly appreciated.

**If that is not possible and your current member is an elected official, if you could request that your council extend your current member(s) appointment(s) until December 31, that would be a workable alternative for us to meet quorum at meetings until year-end. Notification of the council resolution is required for our records. If you have any questions, please let me know.**

Please advise as to the effective and expiry dates of your new appointment(s) as soon as possible.

If you have any questions, please let me know.

**Eowyn Spencer**

Executive Assistant  
Grand River Conservation Authority

400 Clyde Road, PO Box 729  
Cambridge, ON N1R 5W6  
Office: 519-621-2763 ext. 2200  
Toll-free: 1-866-900-4722

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# WOODSTOCK HOSPITAL

November 1, 2022

Mr. Ben Addley  
Interim CAO, Oxford County

Dear Mr. Addley:

The purpose of this communication is to ask for Council's consideration to propose a County Council member who will become a Director on the Woodstock Hospital Board of Trust for the next four years during their term of office.

We are fortunate to have a strong working relationship with Oxford County. Council representation on the Woodstock Hospital Board has facilitated sharing information and allowed a voice from all perspectives to ensure the needs of our patients are understood.

The Board of Trust meets the last Tuesday of each month at 5:00 p.m., excluding the months of July, August and December.

Please respond to Heather Scherer, Executive Assistant at [hscherer@woodstockhospital.ca](mailto:hscherer@woodstockhospital.ca). We look forward to receiving the name of a proposed Council member in the near future.

Sincerely,

Beth Taylor  
Board Chair

cc: Perry Lang, President and CEO, Woodstock Hospital



November 2, 2022

Chloe Senior  
Oxford County

Dear Chloe,

SCOR EDC and its Board of Directors respectfully request the names of Oxford County Council appointees to the SCOR EDC Board of Directors for the upcoming term of Council.

As you know SCOR EDC is a not-for-profit corporation owned by the counties of Brant, Elgin, Middlesex, Norfolk and Oxford Counties. Each of the five counties appoints two representatives to sit on the Board of Directors which serves the entire region.

The corporation focuses on larger regional issues that spur economic prosperity across the five-county region. Our areas of priority for larger regional issues are:

1. Infrastructure supporting economic development
2. Human Capital supporting economic development
3. Sector development with a focus on agriculture

The SCOR EDC Board of Directors are the driving force behind regional strategies and priorities. Through collaboration and long-term commitment, we have established a positive reputation with upper levels of government and other regional stakeholders. SCOR EDC is widely recognized as a strong regional partnership with an action-oriented mandate. SCOR EDC has undertaken several successful projects that further each of the priorities outlined in our strategy for the benefit of the region.

We look forward continued economic success for our region and once again take the opportunity to thank Oxford County Council and staff for their valued contribution and partnership.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alison Warwick'.

Alison Warwick  
Chair  
SCOR EDC


**Elgin St. Thomas Site**

Administrative Office  
1230 Talbot Street  
St. Thomas, ON  
N5P 1G9

**Woodstock Site**

410 Buller Street  
Woodstock, ON  
N4S 4N2

October 7, 2022

Mr. Ben Addley, Interim Chief Administrative Officer  
County of Oxford  
21 Reeve Street  
Woodstock, ON N4S 7Y3

Dear Ben,

I am writing to update you on recent work completed by the Southwestern Public Health Governance Committee and to make a request. The Committee has completed its annual board competency matrix. This matrix looks at the skills and experience that the current Board of Health has and what further skills and experience would be beneficial.

Obligated municipalities determine who they wish to appoint to a local board including the Board of Health. Respecting that this is completely the decision of the municipality, I am writing to you today on behalf of the Board of Health, to ask, if possible, that you consider the skills and experience needs of the SWPH Board of Health when you determine your upcoming municipal appointments.

In addition to the importance of having as much public health experience as possible, the matrix noted that the Board complement could be further enhanced if there was additional knowledge and expertise in the areas of:

- Public policy development
- Health System Funding
- Advocacy
- Quality and Safety

The matrix also noted that the Board complement could be further enhanced with:

- Financial experience including as an accredited financial professional
- Academic health services experience including research

In addition, the Committee felt that the Board would benefit from more balance in gender (there are currently 9 men and 1 woman) and the addition of minorities.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in blue ink that reads "Larry D. Martin". The signature is written in a cursive style with a large initial "L" and "M".

Larry Martin  
Chair, Board of Health  
Southwestern Public Health

copy: Board of Health members, SWPH





November 16, 2022

To the Members of Oxford County Council,

Social Planning Council Oxford is currently seeking one representative from County Council to join our board of directors. Our vision is that every resident in Oxford County experiences wellbeing and a sense of belonging, which we know, each of you strives for as well. Our mission is to *illuminate the realities of poverty and marginalization to shift understanding and inspire collaborative action for positive change*. We are looking for people to join our board who can help us move our mission forward.

Specifically, we are seeking a board member who is passionate about positive community change and can bring their energy, kindness and leadership to our board. We are a diverse group of individuals that have differing backgrounds and experiences and represent various parts of the County. We approach our strategic work from a human rights and dignity lens and are working to ensure that our policies and practices are equitable and empowering.

The board meets monthly for two hours currently using a hybrid model of in person at our Woodstock location and over zoom. There is some light reading in preparation of the meetings and board members can choose to join committees as they see fit.

We have had the pleasure of working with Don McKay over the past 5 years as our County representative and it has been such a great partnership. Having a County representative on our board since our inception has been invaluable as it provides an avenue for two way communication, allows space for us as an organization to better anticipate what we may do to help the County and area municipalities and the representative offers a unique perspective on core issues in our community.

If you think that this role would be a great fit for you but have further questions about the role or our organization, please reach out to our Executive Director, Stephanie Ellens-Clark at [stephanie.ellens-clark@spcoxford.ca](mailto:stephanie.ellens-clark@spcoxford.ca) or 226-228-0539. We thank you for your consideration and look forward to having the person who is appointed joining us shortly.

Sincerely,

**Megan Neil**

Chair, Board of Directors  
Social Planning Council Oxford

***The Social Planning Council Oxford illuminates the realities of poverty and marginalization to shift understanding and inspire collaborative action for positive change***

**To: Warden and Members of County Council**

**From: Director of Public Works**

## Proposed Amendments to Energy Reporting and Conservation and Demand Management Plans, Environmental Registry of Ontario Posting No. 019-6168

### RECOMMENDATION

---

1. That Oxford County Council endorse the comments outlined in Report No. PW 2022-48 in response to the Ministry of Energy's posting on the Environmental Registry of Ontario regarding proposed amendments to O.Reg. 507/18 (Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans) made under the Electricity Act, 1998.

### REPORT HIGHLIGHTS

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- The Ministry of Energy is proposing changes to O. Reg. 507/18, Ontario's energy reporting regulation for broader public sector organizations, which was posted on the Environmental Registry of Ontario for public comment for a 45 day period, closing on December 1, 2022 (ERO No. 019-6168).
- The proposed changes, as identified by the Ministry, seek to streamline organizational energy consumption reporting, as well as phase in reporting on energy consumption and Green House Gas (GHG) emissions data to the previous calendar year rather than two years in the past as currently done.
- This report seeks to inform County Council of the consultation process and to obtain endorsement of recommended comments regarding the proposed changes.

### Implementation Points

Upon County Council endorsement of Report No. PW 2022-48, County staff will submit final comments, along with a copy of the Council resolution, to the Ministry of Energy prior to the December 1, 2022 comment deadline.







### Financial Impact

There are no financial impacts associated with this report.

## Communications

Upon approval, this Council report will be circulated to Smart Energy Oxford as information.

## Strategic Plan (2020-2022)

					
<b>WORKS WELL TOGETHER</b>	<b>WELL CONNECTED</b>	<b>SHAPES THE FUTURE</b>	<b>INFORMS &amp; ENGAGES</b>	<b>PERFORMS &amp; DELIVERS</b>	<b>POSITIVE IMPACT</b>
		3.i.	4.i. 4.ii.	5.i. 5.ii.	

## DISCUSSION

### Background

Ontario's Broader Public Sector (BPS) energy reporting regulation O. Reg. 507/18 (formerly O.Reg 397/11 under the Green Energy Act, 2009) was developed in 2011 to help organizations better understand how and where they use energy, and identify potential conservation opportunities. Commencing in 2013, for reporting year 2011, this regulation requires all Ontario public agencies, including municipalities, to submit an annual energy and greenhouse gas (GHG) emissions report to the Ministry of Energy (hereafter the Ministry) and post the data on their respective website. In addition to annual reporting, each public agency was responsible for publishing an updated energy management plan (EMP) every five years beginning July 1, 2014.

As required under this regulation, the County has reported its annual energy consumption and GHG emissions, commencing in 2011, with the most recent report being submitted for reporting year 2020. The first EMP was approved by County Council on June 11, 2014 through Report No. [PW 2014-27](#) in accordance with the July 1, 2014 requirement. On August 14, 2019, County Council approved Report No. [PW 2019-33](#), which outlined the County's updated EMP for 2019. The next iteration of this EMP is required in 2024.

On October 17, 2022, the Ministry posted ERO No. 019-6168; "Proposed amendments to O. Reg. 507/18 ("Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans") under the Electricity Act, 1998", to the Environmental Registry of Ontario. The Ministry is seeking comments on the posting and has opened a 45 day comment period, which closes on December 1, 2022.

Staff have reviewed the proposed changes to O. Reg. 507/18 and prepared comments for submission to the Ministry (Attachment 1) as summarized below.

## Comments

The proposed changes to O. Reg. 507/18 would streamline reporting and tracking of energy use by moving energy reporting from the current SharePoint 2013 platform to the ENERGY STAR Portfolio Manager electronic reporting system. Further changes include; phase in reporting of energy consumption and GHG emissions data to the previous calendar year (rather than two calendar years in the past), and update prescriptive elements of the regulation.

### Transition to ENERGY STAR Portfolio Manager

This proposed change involves transitioning the reporting and tracking of energy consumption and GHG emissions data to the Energy Star Portfolio Manager (ESPM) electronic reporting system. ESPM is known as a useful benchmarking tool, used to compare buildings from multiple organizations, with similar operations, baselines or reference performance levels. Without a means of comparison, it is difficult to determine a facility's operational performance, or to measure and verify performance of energy management initiatives implemented. Utilizing ESPM would provide the data necessary to analyze performance and identify and act on potentially high yield energy management opportunities.

In its current format, data provided to the Ministry includes metrics to compare energy usage, such as facility area, or production (i.e. water, wastewater flow) and average hours of usage. It is recommended that the Ministry verify that ESPM can receive, track and benchmark these various metrics used for comparisons.

As indicated by the Ministry, there is no cost to utilize ESPM. It is anticipated, however, that some training and effort will be required by public agencies to setup ESPM to match current assets. It is recommended that the Ministry provide or facilitate training for public agencies on the use of ESPM to help alleviate any challenges and to streamline the transition.

In 2022, the County began the process of implementing an energy management information system (EMIS) expansion, which is hosted on the EnergyCAP platform. This system was approved and implemented as part of the 2022 capital plan, as part of NI 2022-01 "New Initiative – Automated Building Utility Data Collection and Verification". The EMIS has the capability to generate reports to compare energy performance of buildings within its scope. It does not, however, have access to the information required to compare these buildings with those of multiple other organizations with similar characteristics. By utilizing ESPM, the County would have an additional layer of information at its disposal which would assist in identifying areas to improve the energy performance in its buildings.

The EMIS and proposed ESPM are stand alone systems. Data would be exported from the EMIS database and formatted as required for import into ESPM. This is the same process required for reporting under the current platform; therefore, no additional effort would be required.

Overall, County staff support this proposed change, as ESPM will readily allow for comparison of County buildings with those of similar characteristics from multiple external organizations to further assist in energy management efforts, and aligns with the County's goal of reaching 100% Renewable Energy by 2050.

**Report No: PW 2022-48**  
**PUBLIC WORKS**  
**Council Date: November 23, 2022**

### Transition to Reporting Prior Years' Data

This change involves phasing in the reporting period to prior year's data, as opposed to two calendar years in the past. Starting with a transition year in 2024, two years worth of data (2022 and 2023) will be reported. Commencing in 2025, annual reporting of prior year's data (i.e. 2024) will be the standard. The Ministry has indicated that they will support public agencies in the transition year 2024 for the dual year reporting requirement. There is no change to reporting requirements in 2023, which will include 2021 data.

As noted previously, the County has begun the process of implementing its EMIS. In addition to acting as a database for internal reporting and analysis purposes, this system has a service to pull bills automatically from utility websites as they become available, capturing and tracking cost and consumption data. As this EMIS captures current consumption data for all buildings and activities reported on under this regulation, information for prior years' reporting to the Ministry will be readily available with no additional effort.

The EMIS and the proposed ESPM are stand alone systems, requiring data to be extracted from EMIS and imported into ESPM as required. Being this is the same process used in the current arrangement, no additional effort is anticipated.

Performance metrics for water and wastewater activities, such as flow rates, are also included in the annual reporting requirements. County staff have confirmed that this data is available within the time required, to allow for prior year reporting as proposed.

As multiple years' data would be required in 2024 for the transition year, additional effort may be required for that year's report in order to bring it up to current prior year's data. Considering that data would be readily available and that by completing both years at the same time, duplicated setup and processing efforts could be mitigated and the impact on internal resources should be minimized. Additionally, the Ministry has indicated that they will provide supports to public agencies during the transition year.

County staff support this proposed change as the data required is currently available without additional effort within the proposed timeline, it will allow for more accurate and timely analysis for performance and planning purposes, and it could streamline efforts for internal and external reporting which currently target more current, prior year's data.

### Update Prescriptive Elements of the Regulation

This change involves updating prescriptive elements of the regulation such as the exact title of the form, units of measurement, and fields for which data is collected. It will also reference a guide which could provide BPS organizations with detailed information on how to report their building's energy consumption and GHG emissions and could be updated from time to time as needed.

County staff support this proposed change as having additional details will allow for enhanced benchmarking capabilities, allowing for improved energy efficiency analysis and comparisons.

**Report No: PW 2022-48**  
**PUBLIC WORKS**  
**Council Date: November 23, 2022**

## Conclusions

County staff support the proposed amendments to O. Reg. 507/18, as the ESPM reporting platform will provide additional energy benchmarking insights to support the County's energy management efforts with no impact to the County given that current data is available through the County's EnergyCAP EMIS. As such, staff recommend that Council endorse the comments included in this report and its Attachment, and that comments be submitted to the Ministry and shared with Smart Energy Oxford.

## SIGNATURES

---

### Report Author:

Original signed by

---

Nathan E. Gerber, A.Sc.T., CEM, CMVP  
Coordinator of Energy Management

### Departmental Approval:

Original signed by

---

David Simpson, P.Eng., PMP  
Director of Public Works

### Approved for submission:

Original signed by

---

Benjamin R. Addley  
Interim Chief Administrative Officer

## ATTACHMENT

---

Attachment 1 – Oxford County Comment Summary (November, 2022)

Report No. PW 2022-48  
Attachment No. 1



**Public Works**  
21 Reeve Street, PO Box 1614  
Woodstock, ON N4S 7Y3  
519.539.9800 | 1.800.755.0394  
[oxfordcounty.ca](http://oxfordcounty.ca)

## OXFORD COUNTY COMMENT SUMMARY FOR ERO NO. 019-6168

**Proposed amendments to O.Reg. 507/18 (“Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans”) under the Electricity Act, 1998**

Item #	Proposed amendments to O.Reg. 507/18 <sup>1</sup>	Response	Impacts and Comments
1.	<i>“Streamline reporting and tracking of energy use by moving reporting from a custom-made platform that has reached the end of its life, to the widely used ENERGY STAR Portfolio Manager electronic reporting system.”</i>	County staff support this change.	<p>This change involves moving reporting and tracking of energy consumption and greenhouse gas emissions to Energy Star Portfolio Manager (ESPM).</p> <p>ESPM is known as a useful benchmarking tool; used to compare buildings with similar operations, baselines or reference performance levels. Having this data analysis would be useful to identify and act on potentially high yield energy management opportunities.</p> <p>As indicated by the Ministry and from review of the ESPM website, this service has no anticipated cost; however, additional level of effort may be required for training to use ESPM and to setup the County’s buildings and activities (data submitted for 2020 included just under 150 unique operations). Further investigation would be required to determine this impact.</p> <p>It is recommended that the Ministry provide training and/or workshops to public agencies, on the use of ESPM, to</p>

<sup>1</sup> Proposed amendments to O.Reg. 507/18 (“Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans”) under the Electricity Act, 1998  
<https://ero.ontario.ca/notice/019-6168>

Item #	Proposed amendments to O.Reg. 507/18 <sup>1</sup>	Response	Impacts and Comments
			<p>help alleviate any challenges, and to streamline the transition.</p> <p>Data provided in the current format includes metrics to compare energy usage, such as facility area, or production (i.e. water, waste water flow) and hours of usage. It is recommended that the Ministry verify if, and how, ESPM can receive, track and benchmark various metrics used for comparisons.</p>
2.	<p><i>“Change the energy consumption and greenhouse gas emissions reporting period from two calendar years in the past to one calendar year in the past. Phase in reporting to the previous calendar year as follows:</i></p> <ul style="list-style-type: none"> <li><i>• require reporting for one year (2021 energy data) in 2023. No change to current reporting requirements</i></li> <li><i>• require reporting for two years (2022 and 2023 energy data) in 2024 as a transitional year</i></li> <li><i>• starting in 2025, require reporting for one year (2024 energy data in 2025)</i></li> </ul> <p><i>The ministry will support BPS organizations with the dual reporting requirement in the transitional year (2024).”</i></p>	County staff support this change.	<p>This change involves phasing in reporting of energy consumption and GHG data to prior year (rather than two calendar years in the past).</p> <p>Phase approach requires completing 2 Years of data (2022 and 2023) in 2024, and then 1 Year (prior year) reporting starting 2025.</p> <p>The County has implemented an energy management information system (EMIS), which utilizes bill capture technology. This EMIS provides the County with current data (as it becomes available) for all energy consumption utilities related to operations reported on in this regulation. Therefore, no additional effort would be required to expedite data capture and analysis.</p> <p>Additional effort may be required in transition year 2024, to report multiple year’s data. The overall impact would be minimized, as the data would be readily available, duplication of efforts for setup and processing could be mitigated if done in parallel and Ministry has offered support.</p> <p>Consolidating reporting data with other internal and external reporting requirements, which require more current data. This will alleviate duplication of</p>



Item #	Proposed amendments to O.Reg. 507/18 <sup>1</sup>	Response	Impacts and Comments
			<p>efforts, as data extraction and analysis can be completed in parallel.</p> <p>Performance metrics for water and waste water activities, including flow rates, are anticipated to be available for the County to allow for prior calendar year reporting. No increased level of effort anticipated.</p>
3.	<p><i>“Update prescriptive elements of the regulation such as the exact title of the form, units of measurement, and fields for which data is collected, and referencing a Guide. This guide could provide BPS organizations with detailed information on how to report their building’s energy consumption and greenhouse gas emissions and could be updated from time to time as needed.”</i></p>	<p>County staff support this change.</p>	<p>Update Prescriptive Elements of the Regulation.</p> <p>If categories are changed, this may not line up with prior reports. Some additional effort to coordinate may be required.</p> <p>Impact appears to be minimal, but as details are not provided, impact cannot be determined at this time.</p> <p>Having additional details will allow for better benchmarking capabilities, allowing for improved energy efficiency analysis and comparisons.</p>

**To: Warden and Members of County Council**

**From: Director of Human Services**

## Canada Wide Early Learning Child Care System Update

### RECOMMENDATION

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1. That County Council receive Report No. HS 2022-08, entitled “Canada Wide Early Learning Child Care System Update,” as information.

### REPORT HIGHLIGHTS

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- This report provides an update on the Canada Wide Early Learning Child Care System (“CWELCC”) which is being implemented across the Province to achieve an average of \$10 per day child care delivered by licensed providers by September 2025 and to support recruitment and retention of Ontario’s child care workforce.

#### Implementation Points

The Ministry of Education released several regulatory amendments to O. Reg. 137/15 on August 17<sup>th</sup>, 2022. One of the amendments extended the deadline for licensee’s to notify parents and staff, as well as the Consolidated Municipal Services Manager (CMSM) - the County being a designated CMSM, about their intent to enrol in CWELCC by November 1, 2022.

Oxford County will receive fee reduction and workforce compensation funding under the new CWELCC system agreement. This funding is in addition to the general operating funding currently provided by the Ministry of Education for the delivery of child care and early learning in Oxford County.

The CWELCC system will support quality, accessibility, affordability and inclusivity in early learning licensed child care serving eligible children.

#### Financial Impact

There is no financial impact to the 2022 budget.







#### Communications

**Report No: DEPT. HS 2022-08**  
**HUMAN SERVICES**  
**Council Date: November 23, 2022**

Oxford County has promoted and shared Ministry of Education communications about the CWELCC system in many forums. Human Services ensured that all Oxford County child care Licensees were aware of the CWELCC system and the application process. All CWELCC system information is posted on the Oxford County website; the Communications team reached out to local media to provide information; information was posted to social media; and newspaper notices were placed in local newspapers in advance of the application deadline.

Human Services staff have been in continual communication with the Licensees to provide information and supports throughout the application and enrollment process. Communication will continue in regards to ongoing CWELCC implementation and further child care fee reductions.

### Strategic Plan (2020-2022)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS &amp; ENGAGES</i>	<i>PERFORMS &amp; DELIVERS</i>	<i>POSITIVE IMPACT</i>
1   ii		3 ii	4 ii	5 ii	

## DISCUSSION

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### Background

On March 28, 2022, Ontario reached a 13.2 billion dollar agreement with the federal government for funding under the Canada Wide Early Learning and Child Care system. The Ministry of Education will provide funds to CMSM's to support the objectives for licensed child care programs under the CWELCC system.

The amendments to the CWELCC system released on August 17, 2022 extended the deadline for all licensed child care operators to "Opt In" or "Opt Out" of the CWELCC system to November 1, 2022 to allow Licensee's time to make their decision. The extended timeline did put additional administrative pressures on the CMSMs for determining eligibility, entering into an agreement and flowing funding to Licensee's.

The CWELCC system will:

- Give families access to more affordable and high quality child care options
- Help lower child care fees for parents of children under the age of six
- Increase child care spaces
- Support the child care workforce
- Support inclusive child care

The CWELCC system does not include capital investment for the creation of new licensed child care spaces to address anticipated demand due to the average of \$10 per day child care.

**Report No: DEPT. HS 2022-08**  
**HUMAN SERVICES**  
**Council Date: November 23, 2022**

## Comments

The enrollment deadline of November 1, 2022, resulted in eight child care Licensees in Oxford County “Opting In” to the CWELCC system. Two child care licensees that operate part-time preschool programs chose to “Opt-out” of the CWELCC program.

Families qualify for a fee rebate retroactive to April 1, 2022 if they have children under the age of 6 enrolled with a licensed child care provider who has opted into the CWELCC system.

Oxford County Human Services is enrolling our child care providers into CWELCC based on the following processing schedule:

1. Once a provider submitted the CWELCC application, Oxford County confirmed their eligibility within 10 calendar days. All confirmations were completed by November 10, 2022.
2. Oxford County and the provider will sign the CWELCC agreement. This will be completed within 20 calendar days of eligibility being confirmed.
3. Finally, within 20 calendar days of entering into the agreement, the provider will:
  - a. Receive funds from Oxford County for the parent fee rebates;
  - b. Begin charging lower fees (reduction of 25%); and
  - c. Will issue credits/refunds to parents.

Parents with children under the age of 6 enrolled in participating licensed child care can expect a further reduction in fees by an average of 50% to be effective December 31, 2022. A further reduction in parent fees is expected to be implemented in September 2024 and the final reduction to an average of \$10 per day child care is to be implemented in September 2025.

## Conclusions

CWELCC is a five-year plan that is based on equity and inclusion. Oxford County Human Services is committed to supporting the implementation of the CWELCC System in Oxford County with a focus on increasing affordability for parents and ensuring the delivery of high-quality child care, improving wages for staff working in child care and increasing access to quality child care programs.

## SIGNATURES

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### Report Author:

Original signed by

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Lynda Bartlett  
 Manager of Human Services

**Report No: DEPT. HS 2022-08  
HUMAN SERVICES  
Council Date: November 23, 2022**

**Departmental Approval:**

Original signed by

---

Kelly Black  
Director of Human Services

**Approved for submission:**

Original signed by

---

Benjamin R. Addley  
Interim Chief Administrative Officer

**To:** Warden and Members of County Council

**From:** Director of Human Services

## **Municipal Housing Facilities Agreement Amendment - 785 Southwood Way, Woodstock**

### **RECOMMENDATIONS**

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1. That County Council authorize the allocation of up to \$426,000 from the Canada-Ontario Community Housing Initiative (COCHI) to Woodstock Non-Profit Housing Corporation, to include 5 additional affordable housing rental units within the previously approved 48-unit residential development at 785 Southwood Way, Woodstock;
2. And further, that County Council authorize the Chief Administrative Officer and the Director of Human Services to execute an amendment to the Municipal Housing Facilities Agreement, and all other necessary documents related to the proposed additional funding, for the affordable housing project at 785 Southwood Way, Woodstock.

### **REPORT HIGHLIGHTS**

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- The purpose of this report is to seek Council's approval to award up to \$426,000 from the Canada-Ontario Community Housing Initiative (COCHI) to Woodstock Non-Profit Housing Corporation, to include 5 additional affordable rental units within the previously approved 48-unit residential development at 785 Southwood Way, Woodstock.
- The proposed project currently includes a total of 48 units, with 24 offered at an affordable rental rate. The proposed additional funding would increase the number of affordable units to 29.
- Following Council's previous allocation of up to \$1,969,096 in both Municipal and Provincial funding, it was determined that there are remaining Provincial/Federal funds from the 2022-2023 fiscal year COCHI allocation, that can be allocated to this project.
- This proposal will maximize available funding and assist to address the ongoing housing supply shortage.

**Report No: HS 2022-09**  
**HUMAN SERVICES**  
**Council Date: November 23, 2022**

## Implementation Points

Upon Council's approval, staff will amend the existing Municipal Housing Facilities Agreement with Woodstock Non-Profit Housing Corporation and any other legal documents pertaining to such.

## Financial Impact







There will be no impact to the 2022 budget as the \$426,000 from the Canada-Ontario Community Housing Initiative (2022-2023) is Provincial/Federal funding. As required by the Province, these funds will be secured on title as a second mortgage, along with required securities.

For Council's information, the COCHI funding allocation must be committed to a project by November 30, 2022.

## Communications

This report deals with a funding allocation from the Federal/Provincial government. In light of this, details of this report have been shared with the Ministry of Municipal Affairs and Housing (MMAH) and Woodstock Non-Profit.

## Strategic Plan (2020-2022)

					
<b>WORKS WELL TOGETHER</b>	<b>WELL CONNECTED</b>	<b>SHAPES THE FUTURE</b>	<b>INFORMS &amp; ENGAGES</b>	<b>PERFORMS &amp; DELIVERS</b>	<b>POSITIVE IMPACT</b>
1.i. 1.ii.		3.iii.			

## DISCUSSION

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### Background

On June 8, 2022, County Council approved Report No. CAO 2022-06, authorizing the allocation of up to \$1,969,096 in capital funding, along with the value of the lands, to Woodstock Non-Profit Housing Corporation for the purpose of supporting a 48-unit residential development, including 24 affordable rental units. The capital allocation included \$1,384,096 from the County Affordable Housing Reserve and up to \$585,000 from the Ontario Priorities Housing Initiative (OPHI).

Since that time, it has been determined that \$426,000 in COCHI funding is available to support the creation of new rental units. COCHI funding is part of Ontario's Community Housing Renewal Strategy, which primarily aims to stabilize and expand the community housing sector. Under this program, eligible projects may include non-profit developments that seek to increase the supply of adequate and affordable rental housing.

**Report No: HS 2022-09**  
**HUMAN SERVICES**  
**Council Date: November 23, 2022**

The additional COCHI funding will support the creation of 5 additional affordable rental units within the proposed 48-unit housing project, resulting in a total of 29 affordable units. In combination with the previously approved capital allocation, a total funding contribution of \$2,395,096, or approximately \$83,000 per affordable unit, will be provided to WNP.

## Comments

In light of the timelines associated with the proposed funding, the readiness of the development, as well as the merits of the project, Staff are recommending that the funds be allocated to Woodstock Non-Profit to support the creation of 5 additional affordable rental units at 785 Southwood Way.

For Council's information, the proposed residential building will target seniors (generally individuals over the age of 65), single women, and women with children, with annual incomes of \$44,900 or less. The proposed rental units will remain affordable (at 80% of the average market rent) to these target tenants for a minimum of 30 years, which is beyond the typical 25-year expectation for such projects.

In terms of project merits, WNP has partnered with Ingamo and Domestic Abuse Services Oxford (DASO), to provide more stable accommodations and supports services to single women, and women with children who are impacted by domestic violence. Furthermore, the proposed building design includes a common area and meeting room to facilitate daily programs and support services. The meeting room will be available to a variety of interested community groups, to provide tenants with an array of on-site supports.

In terms of need, WNP currently maintains a 4 to 7 year waitlist, with over 60 individuals seeking affordable accommodations. In addition, there has been considerable interest in the non-profits 98-unit affordable housing project at 1231 Nellis Street, with full-occupancy expected before the project is complete in early 2023. As such, regardless of the proposed new build at Nellis Street, the demand for rental accommodations still outweighs the current and proposed supply.

While the proposed increase in affordable rental units may appear to be minimal, given the non-profits extensive waitlist and the partnerships that are proposed to support the various tenant groups, it is clear that any additional affordable units would be a significant benefit to this project.

## Conclusions

The need to develop additional affordable rental housing is identified as a goal in the Oxford County Strategic Plan, County Official Plan, Future Oxford Community Sustainability Plan, 10 Year Shelter Plan and the Zero Poverty Action Plan.

The proposed additional affordable rental units will have a positive impact on the community and will assist to address the current rental supply shortage.



**Report No: HS 2022-09**  
**HUMAN SERVICES**  
**Council Date: November 23, 2022**

## **SIGNATURES**

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### **Report Author:**

Original signed by \_\_\_\_\_

Rebecca Smith, MCIP, MPP  
Manager of Housing Development

### **Departmental Approval:**

Original signed by \_\_\_\_\_

Kelly Black  
Director of Human Services

### **Approved for submission:**

Original signed by \_\_\_\_\_

Benjamin R. Addley  
Interim Chief Administrative Officer

## **ATTACHMENTS**

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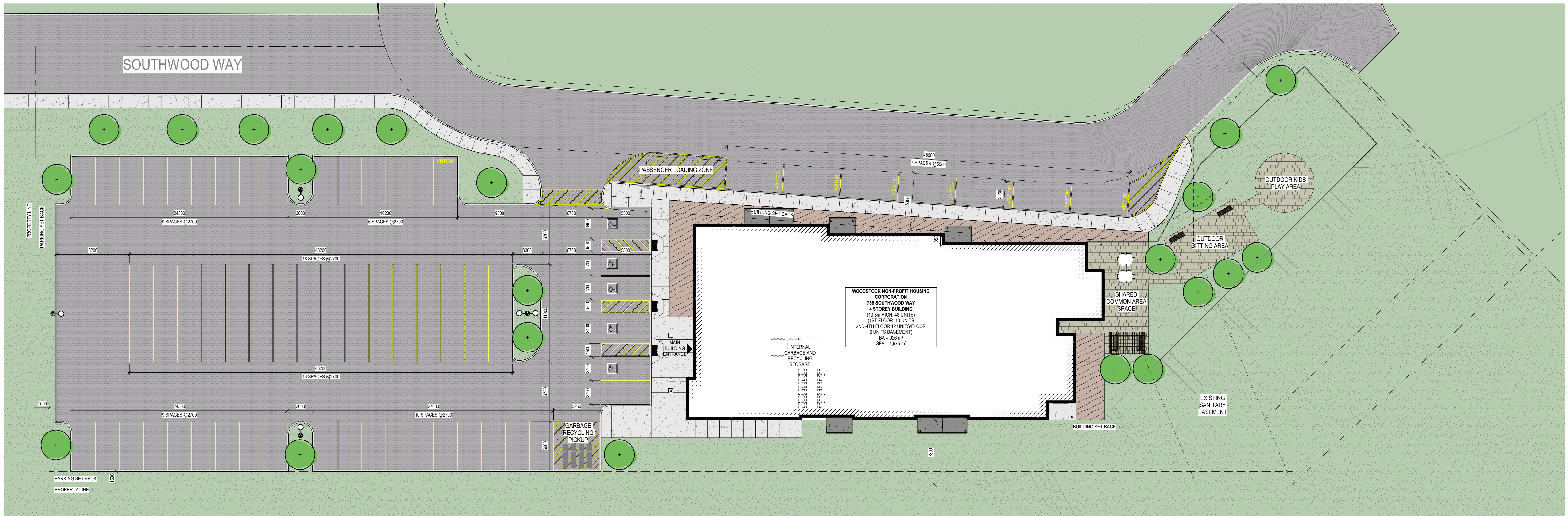
Attachment 1 - Proposed Elevation, November 23, 2022  
Attachment 2 - Proposed Site Plan, November 23, 2022



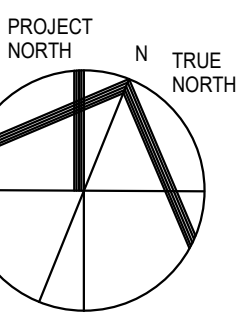
Rendering  
Woodstock Non-Profit Housing Corporation

HS 2022-09  
Attachment No. 2 - Proposed Site Plan

SITE DATA		
Apartment Buildings, Stacked Townhouses, Lodging Houses, & Special Population's Accommodations		
Residential (R4-12)	Req'd. / Max. / Min.	Proposed
Proposed Zoned Use	Apartment Dwelling House	Apartment Dwelling House
Lot Area	65m <sup>2</sup> per dwelling unit = 3120m <sup>2</sup> (min)	6505m <sup>2</sup>
Lot Frontage	9.5m (min.)	89.02m
North Interior Side Yard Setback (min.)	6.3m	6.3m
South Interior Side Yard Setback (min.)	7.3m	7.3m
Lot Coverage	35% (max)	14.2%
Building Height	4 storeys	4 storeys
Landscape Open Space	35% (min)	48.6%
Parking	79 (48 units x 1.5 + 10% Visitor Spaces) (1 + 4% B.F. Spaces = 5 Spaces)	79 Spaces (Includes 5 Barrier Free Spaces and 8 Visitor Spaces)



1 SITE PLAN  
1 : 200



As indicated

Site Plan

Woodstock Non-Profit Housing Corporation

**To:** Warden and Members of County Council

**From:** Director of Corporate Services

## 2023 Business Plans and Budget

### RECOMMENDATION

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1. That the 2023 preliminary budget information package be received for discussion purposes.

### REPORT HIGHLIGHTS

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- 2023 County general levy \$70.3 million – 5.7% increase over 2022
- 2023 Library levy \$4.3 million – 5.6% increase over 2022
- 2023 Court Security Grant levy – \$10,276 – 80.1% decrease from 2022
- \$84.0 million financed capital plan – 31.5% increase over 2022
- 13 new initiatives to advance the Strategic Plan
- \$53.1 million contributions to capital reserves for Asset Management purposes
  - \$17.4 million related to General Levy – increase of \$1.2 million
  - \$0.1 million related to Library Levy – increase of \$17,000 which is offset by retirement of debt obligation payments in 2023
  - \$6.5 million related to wastewater reserves – reduction of \$0.5 million from 2022
  - \$6.7 million related to water reserves – reduction of \$0.5 million from 2022
  - \$5.9 million in interest revenue allocation
  - \$0.6 million in development charge exemptions funded from levy and rates
  - \$8.6 million in capital grants
  - \$7.3 million in development charge revenues collected

**Report No: CS 2022-36**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

## Implementation Points

The proposed schedule for presentations of draft 2023 business plans and budgets is set out in Table 1.

Table 1 – 2023 Budget Meeting Schedule

Budget Meeting	Date	Time	
Special Council Meeting #1	Wednesday, November 30, 2022	9:00am - 12:00pm	
Special Council Meeting #2	Monday, December 5, 2022	9:00am - 12:00pm	
Regular Council Meeting	Wednesday, January 11, 2023	9:30am -	*

\* Special budget meeting falls on a regular Council meeting date.

Further discussion will take place in regards to scheduling any supplementary budget meetings that may be required with a goal to adopt the 2023 budget on **Wednesday, January 11, 2023** at the regular scheduled Council meeting.

The Senior Management Team will present the business plans and budgets as outlined in Table 2.

Table 2 – 2023 Budget Meeting Objectives

<b>Wednesday, November 30, 2022 – Special Meeting</b>
Process overview/Budget Summary
Capital budget
Departmental budgets
<b>Monday, December 5, 2022 – Special Meeting</b>
Departmental budgets continued
Council discussion and deliberations
<b>Wednesday, January 11, 2023 – Regular Council Meeting</b>
Final deliberations and consideration of amending motions

Budget deliberations are planned to take place during an open session of Council to allow Council the opportunity to present resolutions to advance the budget approval process. These resolutions may include, but not necessarily limited to the following, or may be variations of the following:

**Report No: CS 2022-36**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

That Oxford County 2023 Business Plans be adopted as amended;

And further, that Oxford County Council approves the 2023 Budget with a general purpose levy of \$\_\_\_\_\_;

And further, that Oxford County Council approves a 2023 special levy for Library purposes in the amount of \$\_\_\_\_\_, levied against all area municipalities with the exception of the City of Woodstock;

And further, that Oxford County Council approves a 2023 special levy to fund a Woodstock Police Services Grant for court security and prisoner transportation services in the amount of \$\_\_\_\_\_, levied against all area municipalities with the exception of the City of Woodstock;

And further, that Oxford County Council approves the following 2023 grants requests, totalling \$\_\_\_\_\_;

And further, that following grant requests, totalling \$\_\_\_\_\_, be funded under the Oxford County Youth Initiatives grant of \$\_\_\_\_\_:

And further, that a by-law to adopt the estimated expenditures for the year 2023 as set out in Report No. CS \_\_\_\_\_ be presented to Council for enactment at their regular meeting scheduled for January 25, 2023;

And further, that staff be authorized to proceed with implementing the incremental full-time equivalent positions as presented in the Full-time Equivalent Plan as part of the 2023 Preliminary Budget Information and further explained in Report No. CS (CS) 2022-39.

## Financial Impact

The financial impacts as presented in this report are reflected in more detail in the 2023 Preliminary Budget Information package attached as Attachment 1.

## Communications







A collaborative area municipal online survey is typically launched in June in advance of the business plan and budget development. The survey is designed to provide residents and business owners in the community an opportunity to express their opinion and participate in forming the County's budget priorities. A joint survey with the Area Municipalities for the 2023 budget was not undertaken this year due staff resource commitments to preparing for the municipal election. Consideration will be given in the 2023 Business Plan and Budget to resume a collaborative budget survey with our Area Municipalities for the 2024 budget.

The release of the Draft 2023 Business Plan and Budget, and information about how residents can stay informed throughout the budget process, will be promoted through media channels, social media and the County website. Residents will be invited to watch special budget meetings online as they are taking place. After each special budget meeting, presentations and video recordings will be posted on the County website and promoted through social media. Residents will also have the option to ask a question through *Speak Up, Oxford!* over the course of the budget deliberation process.

**Report No: CS 2022-36**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

Notification will also be shared with Area Municipal CAOs and Treasurers and Chambers of Commerce informing them of release draft of the Draft 2023 Business Plan and Budget.

### Strategic Plan (2020-2022)

					
<b>WORKS WELL TOGETHER</b>	<b>WELL CONNECTED</b>	<b>SHAPES THE FUTURE</b>	<b>INFORMS &amp; ENGAGES</b>	<b>PERFORMS &amp; DELIVERS</b>	<b>POSITIVE IMPACT</b>
		3.iii.			

## DISCUSSION

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### Background

The 2023 Draft Budget proposes a levy requirement of \$70,317,804 for general purposes; a levy requirement of \$4,288,199 for library - benefitting seven of the eight Area Municipalities (excluding Woodstock); and, a special levy of \$10,276 for court security and prisoner transportation for seven of the eight Area Municipalities (excluding Woodstock) to fund a grant for the City of Woodstock. The 2023 proposed levies represent increases of 5.7% for general purposes, 5.6% for libraries, and a decrease of 80.1% for court security and prisoner transportation.

### Comments

#### Overview

The 2023 draft budget process begins with the preparation of business plans by each department. Finance staff then provides assistance to each department in developing the base budget reflecting non-discretionary adjustments to service levels approved by Council in the prior year. Staff then consider the goals and objectives proposed within their respective business plans and determine the following impacts: one-time items; service level impacts; operating impacts of capital and, new initiatives that will affect the base budget in addition to the non-discretionary impacts, including changes in provincial funding.

Senior Management Team (SMT) then peer reviews the draft business plan and budget submissions of all departments, including proposed service level changes, FTE changes, new initiatives and impact on taxation. The 2023 base budget increase of 3.8% is significantly less than the year over year consumer price index increase of 6.9%.

Table 3 identifies the funding sources for the budget impacts that are included in the draft budget and how they impact the base budget. The illustration indicates that the base budget levy requirement represents a 3.8% increase over the prior year's levy. Refer to pages 65 to 70 of the 2023 Draft Budget information package for more details on the table below.

**Report No: CS 2022-36**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

Table 3 – 2023 Budget Impact Funding Sources (consolidated budget)

Draft Budget Impacts	Total	Reserves	Other	Rates	Taxation	%
Non-recurring	\$ 419,288	\$ 487,706	\$17,938	\$73,000	(\$159,356)	<b>(0.2%)</b>
Service Level	2,767,865	274,000	1,057,121	339,614	1,097,130	<b>1.6%</b>
New Initiatives	5,262,667	4,513,559	273,368	(49,708)	525,449	<b>0.7%</b>
Initiative Gapping	(3,091,060)	(2,662,110)	-	(250,476)	(178,474)	<b>(0.3%)</b>
COVID-19	519,961	-	519,961	-	-	<b>0.0%</b>
In-year Approval/ Carryover	2,785,528	2,635,500	150,028	-	-	<b>0.0%</b>
<b>Total</b>	<b>8,664,249</b>	<b>5,248,655</b>	<b>2,018,416</b>	<b>112,430</b>	<b>1,284,748</b>	<b>1.8%</b>
Draft levy increase over prior year					3,951,167	<b>5.6%</b>
<b>Base Budget increase*</b>					<b>\$2,666,419</b>	<b>3.8%</b>

\* Includes increase in asset management plan capital transfers of \$1,150,018, which is comprised of:

- **\$140,250** for Social Housing Facilities
- **\$609,768** for Paramedic Services Fleet & Equipment
- **\$400,000** for Roads

Initiative gapping is the impact of a new initiative or service level change that is phased in during 2023. The full-year impact of the change is included in the service level or new initiative, with the gapping accounting for the partial year impact. The cumulative impact of these adjustments, will add \$178,474 into the 2024 base budget levy.

New initiatives proposed in the 2023 draft budget are described in Table 4.

Table 4 – 2023 New Initiatives

#	New Initiative	Investment	Page
1	Agricultural Plastic Diversion Pilot Program	\$20,500	127
2	Early Compactor Replacement Procurement	\$2,075,910	133
3	Curbside Large Article Collection in Tillsonburg	\$9,551	136
4	Tillsonburg Transfer Station Funding	\$213,260	138
5	Tillsonburg Yard Waste Depot Funding	\$48,610	141
6	Existing Fleet Conversion to Upgraded Sanitary Flushing/ Cleaning Truck	\$605,292	222
7	Affordable Housing and Housing Repair Program	\$1,615,000	257



**Report No: CS 2022-36**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

#	New Initiative	Investment	Page
8	Continuous Quality Improvement Content Management System	\$50,000	282
9	Continuous Quality Improvement Team	\$33,700	285
10	Family Transition Program	\$14,100	289
11	Infection Prevention and Control Team	\$298,775	292
12	Emergency Management Coordinator	\$68,911	369
13	Year-round Ox on the Run Mobile Outreach Pilot	\$209,059	403

### Capital Plans

The 2023 proposed capital plan expenditures amount to \$84.0 million compared to \$63.9 million in 2022. Of the \$84.0 million in capital projects \$11.1 million are carryover projects from 2022, with \$73.0 million representing new 2023 budget requests. Some project highlights include:

- Electric vehicle chargers - *Expansion* - **\$1,405,000**
- 410 Buller Masonry - *Renewal* - **\$1,150,000**
- Woodingford Lodge – Buildings – *Renewal* - **\$1,068,506**
- Bridge and Culvert Rehabilitation / Replacement - *Renewal* - **\$6,080,000**
- Waste Management compost pad and weigh scale – *Expansion* - **\$1,501,500**
- SCADA Master Plan - *Replacement and expansion* - **\$2,208,000**
- Tillsonburg Wastewater, WWTP Upgrade – *Expansion* - **\$6,415,000**
- Drumbo Wastewater, WWTP Expansion – *Expansion* - **\$725,000**
- Woodstock Wastewater, Pattullo Industrial Park servicing – *Expansion* - **\$2,456,500**
- Ingersoll Water, Cast iron pipe replacement – *Replacement* - **\$1,000,000**

The 2022 Capital Plan, which includes multi-year and developer controlled projects, is expected to be 88.1% (66.0% in 2021) complete by year end. The Plan projects the unfinanced capital balance by project which represents the project expenses incurred, but not yet financed. In addition, the previous years' approved budget that has not yet been spent is added, as well as the requested budget for new and ongoing projects to arrive at the accumulated amount representing the 2023 Financed Capital Budget. The funding sources proposed for each capital project are also illustrated in the 2023 Capital Plan. See page 35 of the 2023 Draft Budget information package for more details.

The Long Term Capital Plan presents the planned projects for ten consecutive years beginning in 2023. The report also presents a year over year summary of the sources of funding for each of the respective capital budgets. Further details regarding the long term capital plan start on page 43 of the 2023 Draft Budget information package.

**Report No: CS 2022-36**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

### Interdepartmental Allocations

Interdepartmental allocations include Finance, Customer Service, Human Resources, Information Technology, Facilities and Fleet. The year over year increase in the overall interdepartmental charges is 13.6%, of which Fleet and Facilities has the most significant increases of \$965,425 and \$889,204 or 24.5% and 11.8% respectively, largely due to the inflationary increase in energy prices and costs to support new initiatives and FTEs. The cumulative net increase of the remaining interdepartmental budgets amount to \$508,751 for an overall interdepartmental budget increase of \$2,363,380. More information regarding the interdepartmental charges can be found on page 74 of the 2023 Draft Budget information package.

### Full-time Equivalent Analysis

The County's full-time equivalent (FTE) staffing complement is proposed to increase by 25.4 FTEs in 2023, 9.1 of which are fully funded by grants and 5.8 are temporary, for a total of 645.4 FTEs. The overall increase in FTEs is largely driven by 9.7 FTE increase in Woodingford Lodge to address staffing needs and meeting the requirements of the *Fixing Long-term Care Act 2021* and Ontario Regulation 246/22. Further details are explained in Table 5.

Table 5 – 2023 Proposed Full-time Equivalent Plan Changes

	FTE	Service Level	Grant/ Reserve Funded	Temp	COVID-19 Temp*
<b>2022 Approved FTE Plan</b>	<b>627.7</b>				
2022 Temporary FTE	<b>(10.5)</b>				
2022 In-year FTE changes	<b>2.8</b>				
<b>2022 Base FTE Plan</b>	<b>620.0</b>				
<b>Communication:</b> Summer Student	<b>0.3</b>	0.3	-	-	-
<b>Community Planning:</b> Student Planner	<b>0.7</b>	0.7	-	-	-
<b>Paramedic Services:</b> Emergency Management Co-ordinator, Temporary Paramedics	<b>1.2</b>	0.6	-	-	0.6
<b>Woodingford Lodge:</b> Food Services Worker, Maintenance Worker, Housekeeping/ laundry Aide, Infection Prevention and Control–Supervisor and Registered Practical Nurse, Supervisor of Resident Care, Personal Support Worker and Registered Practical Nurse, Screening and swabbing positions	<b>9.7</b>	2.7	4.6	-	2.4
<b>Waste Management:</b> Scalehouse Operator	<b>0.6</b>	0.6	-	-	-
<b>Human Resources:</b> HR Co-ordinator	<b>1.0</b>	1.0	-	-	-
<b>Finance:</b> Financial Analyst	<b>1.0</b>	1.0	-	-	-

**Report No: CS 2022-36**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

	FTE	Service Level	Grant/ Reserve Funded	Temp	COVID-19 Temp*
<b>Engineering &amp; Construction:</b> Supervisor of Development	1.0	1.0	-	-	-
<b>Library:</b> Outreach Specialist, Public Service Clerk, Summer Students (Mobile Ox on the Run) and Service Level Changes	2.1	(0.2)	-	2.3	-
<b>Water and Wastewater:</b> Water Treatment Operators, Utility Locate Summer Student, Technical Services Water Technologist, Wastewater Treatment Maintenance Person and Tandem Truck/Machine Operator (2024 Budget)	6.3	6.3	-	-	-
<b>Human Services:</b> Housing program co-ordinator (extended July to December) and Human Services Supervisor	1.5	-	1.0	0.5	-
<b>2023 Draft budget increase</b>	<b>25.4</b>	<b>14.0</b>	<b>5.6</b>	<b>2.8</b>	<b>3.0</b>
<b>Draft 2023 FTE Plan</b>	<b>645.4</b>				

\* Provincially funded temporary positions due to COVID-19

Information regarding the 2023 FTE Plan can be found on page 71 of the attached 2023 Draft Budget information package.

### Five Year Projections

Five year forecasts have been prepared by each department taking into account any planned projects, foreseen changes to services as well as cost of living increases. These reports are incorporated into each department's detailed budget summary of the 2023 Draft Budget information package.

### Reserve Continuity Report

The reserve continuity schedule includes Reserve Policy target balances and projected surplus or shortfall balances for each reserve as of December 31, 2023, providing an indication of availability for future funding sources – details available on page 75.

In the Budget Highlights section of the Draft Budget information package (page 18) is a graphic illustration of the capital contributions to reserves that are included in the 2023 budget - totalling \$53.1 million, and increase of \$12.3 million from 2022. Capital contributions to reserve include interest revenues, capital grants, development charges and budget allocations funded by both property taxes and water and wastewater rates.

**Report No: CS 2022-36**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

### Debt Repayment

Future years' debt requirement projections are incorporated with current debt obligations in the debt repayment schedule covering years 2023 to 2032, which is largely driven by the long term capital plan. Details available on page 80 indicate the County's projected debt jumps in 2025 from \$38.6 million to \$52.2 million, peaking at \$67.1 million in 2031. These projections are predicated on ongoing investment in accordance with our Asset Management Plan to most effectively fund our infrastructure needs.

### Assessment

As announced in the 2021 Fall Budget Statement published on November 4, 2021, the reassessment that was scheduled to be conducted for the 2021 tax year was postponed. As such, property assessments for the 2022 and 2023 tax years will continue to be based on the same valuation date that was used for 2020. It is anticipated that the revised assessments will be employed in 2024 or later. Assuming that occurs, properties assessed with increased market values will be taxed based on their prior year's assessment plus one quarter of the amount of the increased market value. As the assessment value of properties change, it creates a shift in the proportionate share of taxes paid among property classes. Further analysis regarding tax shifts caused by assessment growth will be presented once the final 2022 assessment growth figures are released by MPAC.

### Library Board

The Oxford County Library Board's recommendation is further explained under Report No. CS 2022-37.

### Conservation Authorities

At the time of publishing this report, the Conservation Authorities' 2023 draft budgets have not been received. For those Conservation Authorities who have not yet submitted draft budget figures, levies have been based on their historical average. The resulting estimated total levy for Conservation Authorities is \$1.7 million – an overall 2.0% decrease from 2022 Approved County budget but at 3.0% increase over 2022 actual levies. Regulations are pending with respect to recent changes to the Conservation Authorities Act which will impact the range of services that Conservation Authorities participate in which could impact their business model and budgets going forward.

The Conservation Authorities' 2023 draft budgets will be included on Council agendas as they are received. The Board meetings to consider the budgets are typically held in January and February of the budget year.

### Grants

Community grants have been included in the 2023 Draft Budget based on the 2022 Approved budget. The grant requests received to date will be brought forward to Council for consideration during the 2023 budget deliberation process.

**Report No: CS 2022-36**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

Local community agencies seeking grants in 2023 are invited to be delegated before Council during the special budget meetings and the December Regular Council meeting. Total grants included in the 2023 Draft Budget is \$294,500 or 0.0% increase.

### PSAB Budget

In accordance with Ontario Regulation 284/09 the 2023 Draft Budget is presented with a schedule in the PSAB format – see page 59 of the 2023 Draft Budget information package.

### Budgetary Impacts of COVID-19

On March 17, 2020, Ontario's Premier declared a provincial emergency through the authority granted under the *Emergency Management and Civil Protection Act* (EMCPA). Due to measures that had to be taken to mitigate the impact of this pandemic on our health and financial well-being, all levels of government, nationally and internationally stepped up to provide assistance. In consideration of all financial relief initiatives, protection of the overall supply chain is paramount in order to mitigate economic loss and secure successful recovery.

The 2022 year end projections, forecast the closing balance of Safe Restart Agreement Fund at \$3.8 million. The 2023 Budget includes COVID-19 related costs of \$519,961, \$220,500 being funded through the Safe Restart Agreement remaining funds and \$0.7 million funded through other provincial funding.

### Public Health

At the time of publishing this report, the Southwestern Public Health (SWPH) 2023 draft budget has not been received. The resulting estimated total levy for Southwestern Public Health is \$2.8 million – an overall 11.3% increase from 2022 approved budget or 6.0% from the 2022 actual levy.

The SWPH 2023 draft budget will be included on a Council agenda when it is received. Due to the municipal election, the new Public Health Board is expected to consider the budgets in January/February. Oxford proportionately shares the SWPH levy requirement with the City of St. Thomas and County of Elgin, with Oxford portion being approximately 55%.

### Rates Funded Budgets

Water and wastewater rates are funded most predominantly by user fees/rates, with the exception of capital funding received from senior levels of government and development charges. The total water and wastewater proposed budgets for 2023 totals \$87.1 million, representing a \$13.7 million increase over 2022 approved budget. There is no impact on the County levy to fund these budgets. Refer to page 147 of the 2023 Business Plan and Budget Plan.

### Pending Items

The April 27, 2022 County Council agenda included correspondence from the Township of South-West Oxford recommending continuation of broadband funding in the County's 2023 and 2024 budgets – see Attachment 2. In response, Council adopted the following resolution:

**Report No: CS 2022-36**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

*“Resolved that the correspondence from the Township of South-West Oxford dated April 20, 2022 regarding Broadband Internet Funding be received and referred to 2023 Budget and Business Plan deliberations.”*

This item has been added to the pending adjustment list for Council’s consideration in the 2023 budget. Based on the current draft general levy, the broadband funding contribution would be \$1.4 million for 2023.

## Conclusions

Included in the 2023 Draft Budget information package is an overview including a summary and outlook which provides a narrative synopsis of the draft budget that is before Council for consideration.

The County’s Asset Management Plan as updated in 2022 provides valuable insight in preparing the five- and ten-year capital forecasts, allowing more accurate planning for the associated reserve and debt financing requirements.

The 2023 Draft Budget information, including supplementary information provided to Council in electronic format, will be available for public access on the County’s website at <https://www.speakup.oxfordcounty.ca/2023-budget>.

## SIGNATURES

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### Report Author:

Original signed by

---

Carolyn King, CPA, CA  
 Manager of Finance

### Departmental Approval:

Original signed by

---

Lynn S. Buchner, CPA, CGA  
 Director of Corporate Services

### Approved for submission:

Original signed by

---

Benjamin R. Addley  
 Interim Chief Administrative Officer

**Report No: CS 2022-36**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

## **ATTACHMENTS**

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- Attachment 1 – [2023 Draft Business Plan and Budget](#) (*link to document on County website*)
- Attachment 2 – Township of South-West Oxford Correspondence, dated April 20, 2022 re:  
Broadband Internet Funding
- Attachment 3 – 2023 Draft Business Plan and Budget Highlights Presentation



TOWNSHIP OF SOUTH-WEST OXFORD  
R. R. # 1, Mount Elgin, ON N0J 1N0  
312915 Dereham Line  
Phone: (519) 877-2702; (519) 485-0477  
Fax: (519) 485-2932

April 20<sup>th</sup>, 2022

Oxford County Council  
c/o Chloe Senior  
County of Oxford  
21 Reeve Street  
Woodstock, Ontario N4S 3T9

Dear Ms. Senior:

**Re: Broadband Internet Funding**

The Township of South-West Oxford is working with local Internet Service Providers to bring fiber optic broadband service to every premise in our Township over the next few years. We believe that for the future proofing of our broadband service and given the ever-increasing demand and service quality expectations of our homes and businesses, that we must provide fiber optics to remain competitive in the near future.

To support this initiative, I am writing on behalf of the Council of the Township of South-West Oxford to request County Council's commitment to extend the special levy funding for fiber optic installations within the County in the amount of 2% of the annual tax levied by the County for at least an additional two years.

Thank you for your consideration of our request.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Mayberry', written over a horizontal line.

Mayor David Mayberry  
Township of South-West Oxford

- cc. Council of the Township of Zorra  
Council of the Township of Norwich  
Council of the Township of Blandford-Blenheim  
Council of the Township of East Zorra-Tavistock





# 2023 BUSINESS PLAN AND BUDGET

REPORT NO. CS 2022-36  
NOVEMBER 23, 2022

# OVERVIEW

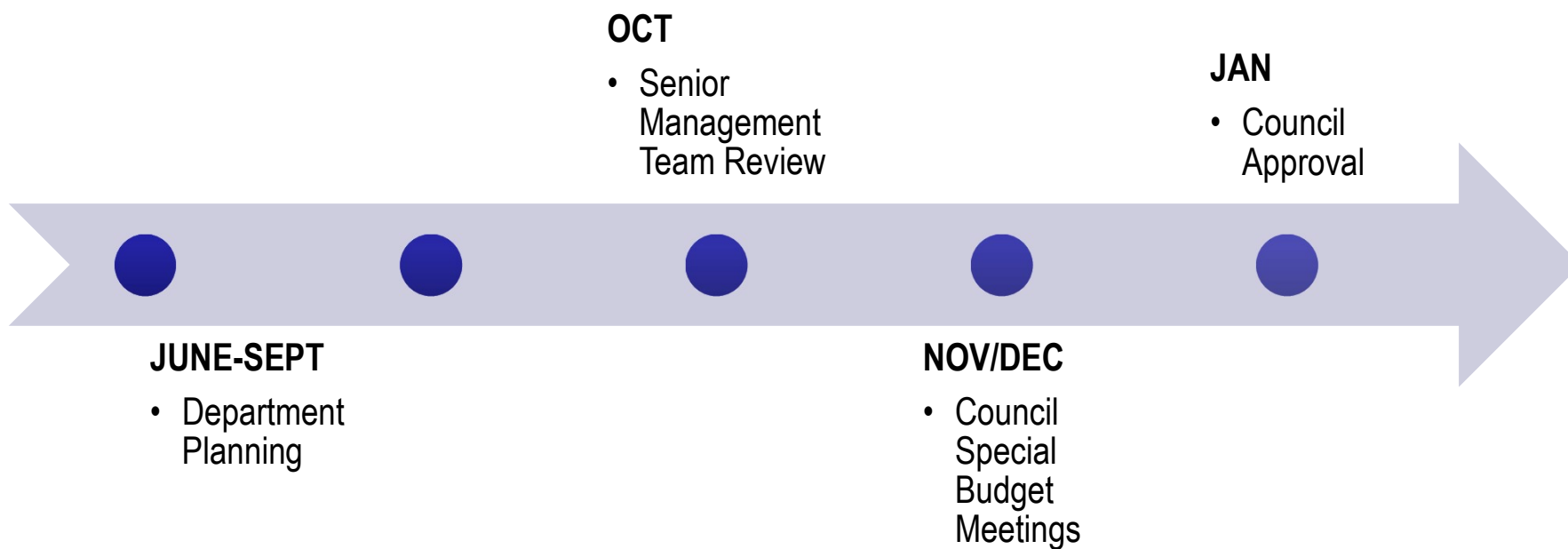
1. Budget process
2. Budget highlights
3. Pending budget adjustments
4. Special Budget Meeting



# BUDGET PROCESS

# BUDGET PROCESS

## BUSINESS PLANNING AND BUDGET PROCESS



# BUDGET PROCESS

## BUDGET DEVELOPMENT

### 2022 Approved Budget

+/- Base budget	Maintain services at the level of the previous year's approved budget
+/- Non-Recurring	Items that are non-recurring in nature
+/- Service level	Changes in the services provided
+/- New initiatives	Significant new programs or services that are intended to have a lasting impact
+/- Initiative Gapping	Phased-in impacts of service level and new initiatives to be realized in future budget year
+/- COVID Impacts	Non-recurring items related to COVID-19
+/- In-year Approval/ Carryover	In-year approvals previously not included in the budget

### = 2023 Draft Budget

# BUDGET HIGHLIGHTS

# BUDGET HIGHLIGHTS



**PG. 8**

# BUDGET HIGHLIGHTS

## OVERVIEW

### 2023 Budget Levy: \$74.6 million

#### Gross expenditures:

**\$305.0** million

- *\$221.0 M Operating*
- *\$84.0 M Capital*

#### Gross Revenues:

**\$230.4** million

#### General revenue: **\$147.9** million

- *\$67.4 M Federal and Provincial Grants*
- *\$40.6 M Water & Wastewater Rates*
- *\$33.9 M User fees & Charges*
- *\$6.1 M Other Income*

#### Other sources: **\$82.5** million

- *\$5.2 M Development Charges*
- *\$8.7 M Proceeds from Debentures*
- *\$66.4 M Reserve Funding*
- *\$2.2 M Supplemental & Payment In-Lieu Taxation*

#### Property taxes:

**\$74.6** million

General (+5.7%)\$70.3 million

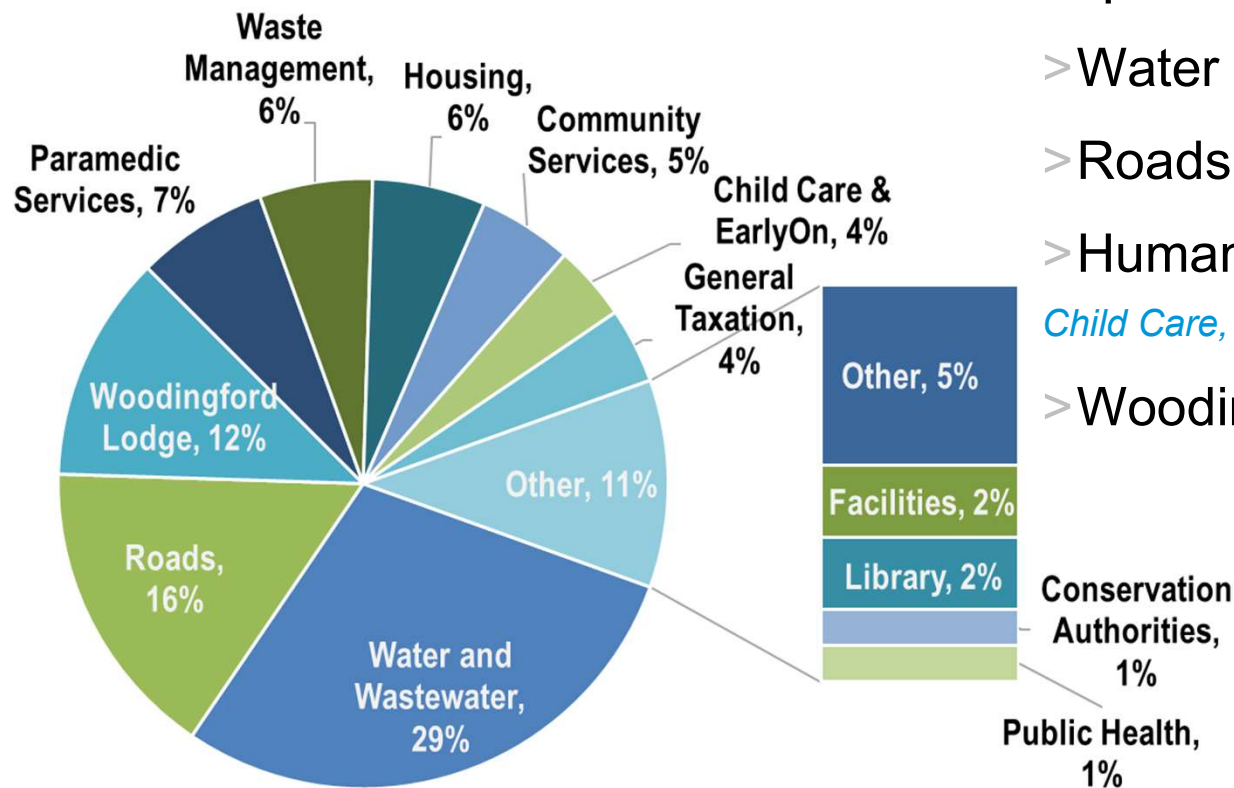
Library (+5.6%) \$4.3 million

Court Security (-80.1%)\$ 0.01 million



# BUDGET HIGHLIGHTS

## TOTAL EXPENDITURE DISTRIBUTION



- Largest portion of County expenditures:
  - > Water and Wastewater: 29%
  - > Roads: 16%
  - > Human Services: 15%
  - Child Care, Housing, Community Services*
  - > Woodingford Lodge: 12%

# BUDGET HIGHLIGHTS

## DRAFT BUDGET IMPACTS

Draft Budget Impacts	Total	Reserves	Other	Rates	Taxation	%
One-time Items	\$ 419,288	\$ 487,706	\$17,938	\$73,000	(\$159,356)	<b>(0.2%)</b>
Service Level	2,767,865	274,000	1,057,121	339,614	1,097,130	<b>1.6%</b>
New Initiatives	5,262,667	4,513,559	273,368	(49,708)	525,449	<b>0.7%</b>
Initiative Gapping	(3,091,060)	(2,662,110)	-	(250,476)	(178,474)	<b>(0.3%)</b>
COVID	519,961	-	519,961	-	-	<b>0.0%</b>
Carryover/In-Year Approval	2,785,528	2,635,500	150,028	-	-	<b>0.0%</b>
<b>Total</b>	<b>8,664,249</b>	<b>5,248,655</b>	<b>2,018,416</b>	<b>112,430</b>	<b>1,284,748</b>	<b>1.8%</b>
Draft levy increase over prior year					3,951,167	<b>5.6%</b>
<b>Base Budget increase</b>					<b>\$2,666,419</b>	<b>3.8%</b>

# BUDGET HIGHLIGHTS

## 2023 COMMUNITY GRANT REQUESTS

Oxford Creative Connections	\$60,000
Social Planning Council Oxford	65,000
North Oxford Intercommunity Bus Transit*	22,500
Oxford County Youth Initiatives	15,000
Agricultural Award of Excellence	2,000
Economic Development [Oxford Connection]	50,000
Economic Development [Physician Recruitment]	30,000
Small Business Centre	50,000
<b>2023 REQUESTED GRANTS</b>	<b>\$294,500</b>

\* The North Oxford Intercommunity Bus Transit grant for 2022 was approved by Council under Report No. PW 2020-51 in the amount of \$120,000 along with ongoing grant commitments for years 2022 to 2026 inclusive in the amount of \$22,500.

# BUDGET HIGHLIGHTS

## FULL-TIME EQUIVALENT PLAN

2022 Approved FTE Plan	627.7				
2022 Temporary FTE	(10.5)	Service Level	Grant or Reserve Funded	Temp	COVID-19 Temp*
2022 In-year	2.8				
2023 FTE Plan	620.0				
Strategic Communications	0.3	0.3			
Community Planning	0.7	0.7			
Human Services	1.5		1.0	0.5	
Paramedic Services	1.2	0.6			0.6
Waste Management	0.6	0.6			
Woodingford Lodge	9.7	2.7	4.6		2.4
Water and Wastewater	6.3	6.3			
Engineering	1.0	1.0			
Library	2.1	(0.2)		2.3	
Finance	1.0	1.0			
Human Resources	1.0	1.0			
2023 Draft Budget increase	25.4	14.0	5.6	2.8	3.0
<b>Draft 2023 FTE Plan</b>	<b>645.4</b>				

\* Provincially funded temporary positions due to COVID-19



**PG. 71**

# BUDGET HIGHLIGHTS

## NEW INITIATIVES

#	New Initiative	Page
1	Agricultural Plastic Diversion Pilot Program	127
2	Early Compactor Replacement Procurement	133
3	Curbside Large Article Collection in Tillsonburg	136
4	Tillsonburg Transfer Station Funding	138
5	Tillsonburg Yard Waste Depot Funding	141
6	Existing Fleet Conversion to Upgraded Sanitary Flushing/ Cleaning Truck	222
7	Affordable Housing and Housing Repair Program	257
8	Continuous Quality Improvement Content Management System	282

# BUDGET HIGHLIGHTS

## NEW INITIATIVES

#	New Initiative	Page
<b>9</b>	Continuous Quality Improvement Team	<b>285</b>
<b>10</b>	Family Transition Program	<b>289</b>
<b>11</b>	Infection Prevention and Control Team	<b>292</b>
<b>12</b>	Emergency Management Coordinator	<b>369</b>
<b>13</b>	Year-round Ox on the Run Mobile Outreach Pilot	<b>403</b>

# BUDGET HIGHLIGHTS

## CAPITAL PLAN PROJECTS

Projects	Budget
Studies & General Capital	\$5.3 million
Fleet & Equipment	8.4 million
Social Housing & Corporate Facilities	7.0 million
Road Network	18.7 million
Bridges & Culverts	6.3 million
Water & Wastewater	38.3 million
<b>Total</b>	<b>\$84.0 million</b>



**PG. 35**

# BUDGET HIGHLIGHTS

## 2023 CAPITAL PLAN FUNDING

Taxation	\$0.1 million
Debentures	8.7 million
Other sources	2.3 million
W/WW rates/reserves	31.9 million
Reserves	28.2 million
Development charges	4.1 million
Gas tax/grants	8.7 million

**Total capital budget\$ 84.0 million**

*31.5% increase over 2022 capital budget (\$63.9 million)*



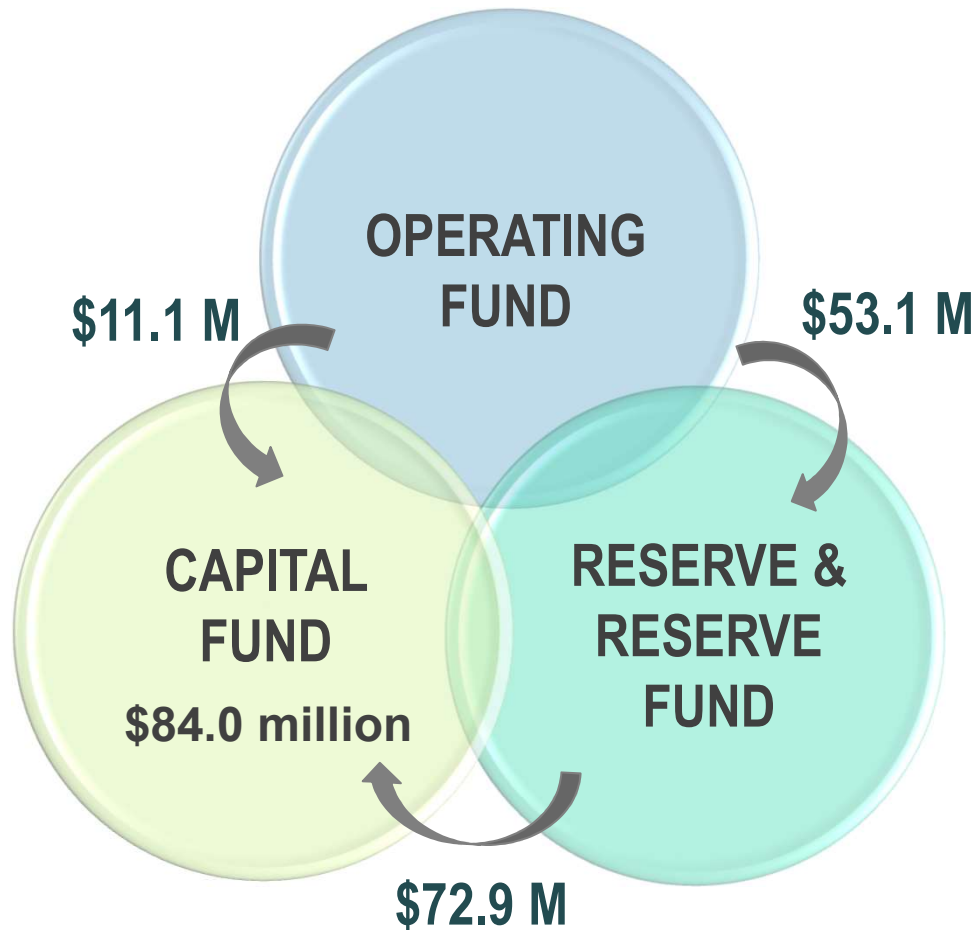
**PG. 35**



# BUDGET HIGHLIGHTS

## CAPITAL FUNDING MODEL

### \$53.1 million in Capital Reserve Contributions



- General levy \$17.4M
- Library levy \$0.1M
- Water & Wastewater rates \$13.2M
- Interest Revenue \$5.9M
- Development charge exemptions \$0.6M

**Plus:**

- CCBF Grant \$3.5M
- OCIF Grant \$5.1M
- Development charge revenues \$7.3M



# BUDGET HIGHLIGHTS

## CAPITAL FUNDING MODEL

### General Levy Asset Management Plan Capital Transfer:

- **\$196,505** Information Technology capital (interdepartmental funded) - \$15,860 ↓
- **\$1,216,987** Facilities (interdepartmental and rent funded) - \$156,128 ↑
- **\$2,455,600** Fleet (interdepartmental funded) - \$404,200 ↑
- **\$8,624,000** Roads – \$400,000 ↑
- **\$2,640,000** Bridges – Unchanged
- **\$302,000** Woodingford Lodge equipment - \$15,500 ↑
- **\$965,250** Housing facilities (County-owned) – \$140,250 ↑
- **\$939,800** Paramedic Services vehicle and equipment - \$49,800 ↑

**= \$17,340,142** Total General Levy Asset Management Plan Contributions

- **\$117,000** Library Levy - facilities - \$17,000 ↑
- **\$6,498,776** Wastewater (collected from rates) - \$661,626 ↑
- **\$6,733,026** Water (collected from rates) - \$573,809 ↑

# PENDING BUDGET ADJUSTMENTS

# PENDING BUDGET ADJUSTMENTS

## Potential Impacts

- **Stewardship Ontario Blue Box Funding**
  - 2023 Budget estimated by County **0%** increase over 2022 Actuals
  
- **Conservation Authorities – Pending Draft Budget**
  - 2023 Budget estimated by County is **3%** overall increase 2022 Levy
  
- **Southwestern Public Health - Draft Budget**
  - 2023 Budget estimated by County **6%** increase over 2022 Levy
  
- **Broadband Internet Funding- Draft Budget**
  - Resolution 6 on April 27, 2022 - “Resolved that the correspondence from the Township of South-West Oxford dated April 20, 2022 regarding Broadband Internet Funding be received and referred to 2023 Budget and Business Plan deliberations”
  - 2023 draft budget does not include a provision
  
- **Community Grants- Draft Budget**
  - 2023 Budget draft budget includes 2022 approved grants

# FIRST BUDGET MEETING:

November 30, 2022 - 9:00 AM

**To:** Warden and Members of County Council

**From:** Director of Corporate Services

## 2023 Oxford County Library Business Plan and Budget

### RECOMMENDATION

---

1. That the recommendation of the Oxford County Library Board dated October 17, 2022, that County Council approve the draft 2023 Oxford County Library Business Plan and Budget to provide a levy of \$4,288,199, subject to possible minor adjustments to interdepartmental charges, be referred to 2023 budget deliberations.

### REPORT HIGHLIGHTS

---

- 2023 Library levy \$4.3 million – \$227,196 increase over 2022
- Business Plan includes one new initiative – a two-year pilot for year-round mobile library service bringing collections and programs to underserved and vulnerable communities and neighbourhoods
- Staffing impact – 2.1 FTE increase

### Implementation Points

Upon County Council's approval, a County of Oxford by-law will be enacted to authorize the Oxford County Library Board special levy to be applied to the Towns of Tillsonburg and Ingersoll and the Townships of Blandford-Blenheim, East-Zorra Tavistock, Norwich, South-West Oxford and Zorra.

### Financial Impact

The draft budget proposes a \$227,196 increase in the levy to be collected from property owners within the Area Municipalities that participate in the County library system. This represents a 5.6% increase over 2022 levy.







### Communications

The County's Communications and Strategic Engagement Team will facilitate the 2023 Business Plan and Budget communications strategy, including the Library Business Plan and Budget.

**Report No: CS 2022-37**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

The communications plan includes public engagement through [SpeakUp Oxford!](#). The 2023 Business Plan and Budget as released on November 23, 2022 and presentations delivered to Council at each of the budget meetings will be posted on the [SpeakUp Oxford!](#) site. The site also provides dates and times for each of the Council meetings with links to recordings if individuals are not able to attend the live meetings.

### Strategic Plan (2020-2022)

					
<b>WORKS WELL TOGETHER</b>	<b>WELL CONNECTED</b>	<b>SHAPES THE FUTURE</b>	<b>INFORMS &amp; ENGAGES</b>	<b>PERFORMS &amp; DELIVERS</b>	<b>POSITIVE IMPACT</b>
		3.iii.			

## DISCUSSION

### Background

At its regular meeting held September 19, 2022, the Oxford County Library Board considered their 2023 Library Business Plan Goals and Objectives and passed the following resolution:

“That the Oxford County Library Board approve the 2023 Library Business Plan goals and objectives as set forth in Report No. 2022-21.”

On the basis of the approved 2023 Library Business Plan Goals and Objectives, the Board was presented with a draft 2023 budget at their October 17, 2022 meeting under Report No. 2022-28. In accordance with the *Public Libraries Act, R.S.O. 1990*, the Board adopted the following resolution:

“That the Board recommends that County Council approve the 2023 Oxford County Library Business Plan and budget to provide a levy of \$4,288,199, subject to possible minor adjustments to interdepartmental charges.”

### Comments

The content of the 2023 Library Business Plan is incorporated in the County of Oxford 2023 Draft Business Plan and Budget information package which is to be presented to Council on November 30 and December 5, and further deliberated on January 11, 2023. The information package can also be found on the County’s website at [SpeakUp Oxford!](#).

In summary, the 2023 draft budget proposes a levy requirement of \$4,288,199 (\$4,061,003 – 2022) for libraries, representing an increase of \$227,196 or 5.6% over 2022 (1.7% increase - 2022). The total budget (gross expenditures) is \$5,218,118 (\$5,023,143 – 2022) which is a \$194,975 increase from 2022 or 3.9%.

The proposed budget increase of \$227,196 is largely the result of increases in interdepartmental charges - \$55,703 for IT and \$159,651 related to facilities; and a decrease in contribution from the Library General reserve in 2023 the amount of \$27,890, being the difference between the

**Report No: CS 2022-37**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

2021 surplus allocation of \$308,346 and the 2022 surplus of \$280,456. Further details are illustrated in the Business Plan under Budget Impact Details.

There is one new initiative proposed in the 2023 Draft Business Plan and Budget to extend the Ox on the Run Mobile Outreach Unit from a 4-month summer outreach service, to a year-round outreach programming and library services concentrating on underserved communities and vulnerable neighbourhoods. The for 2023 budget increase for this initiative is \$185,949 and is proposed to be funded from the library general reserve, resulting in no impact on the levy for its first year in service.

### 2023 Capital Projects

The capital budget of \$73,400 for 2023 is a reduction from \$263,490 from 2022. The projects include \$5,250 for Ingersoll branch facility assessment; \$24,150 to replace signage at the Norwich branch; computer equipment in the amount of \$20,000 for Chromebooks and iPads for public use, Maker space and assistive technologies; and, \$24,000 in equipment and a used vehicle to support the new initiative – Mobile Ox on the Run.

Funding sources for the 2023 capital budget include \$53,400 from reserves and \$20,000 from taxation.

### 2022 Forecast Surplus

The 2022 year-end library operating budget forecast is positioned for a surplus of \$280,456 as of the date of this report, predominantly due to branch closures and changes to service delivery in response to the pandemic – refer to Table 1 for details.

**Table 1 – 2022 Forecast Year-End Surplus**

<b>Revenue/Expense</b>	<b>Explanation</b>	<b>Amount</b>
Salaries & benefits	Reduction due to branch closures and changes to service delivery in response to the pandemic and vacancies due to retirements	\$293,905
Purchased services	Search firm – recruitment for CEO/Chief Librarian	(11,300)
Other	Miscellaneous expenses net over budget	(2,149)
COVID expenses	COVID expenses of \$9,890 have been funded from the Safe Restart Grant	-
<b>Forecast Year-End Surplus</b>		<b>\$280,456</b>



**Report No: CS 2022-37**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

## Reserves

In accordance with the 6.2 Reserve Policy, the draft 2023 budget proposes to allocate the 2022 projected surplus to the Library General (stabilization) reserve and apply it to the 2023 budget in order to minimize the levy increase as our community continues to recover from the financial impacts of the pandemic exacerbated by new pressures from inflation. This approach reduces the 2023 levy by 6.9% and maintains healthy reserve balances.

## Full-time Equivalent Analysis

The Library 2023 Business Plan and Budget report also contains a full-time equivalent (FTE) proposal for 2.3 temporary FTEs in support of the Mobile Year-round Ox on the Run program and a decrease of 0.2 FTE for various part-time positions – both proposals are explained in detail in the 2023 Business Plan and Budget, including budget impacts totaling \$111,078.

## Debt Repayment

Future years' debt requirement projections are incorporated with current debt obligations in the repayment schedule covering years 2023 to 2024 as set out in Table 2 below. Considering there are no plans at present to increase debt in the ten-year planning horizon, all current debt will be fully retired by the end of 2023 – refer to Table 2.

Table 2 – Debt Repayment Obligations

Library Branch	2023	2024
Norwich	\$-	\$-
Tillsonburg	84,730	-
<b>Annual Debt Repayment</b>	<b>\$84,730</b>	<b>\$-</b>

At the time the Ingersoll Town Centre debt obligation was retired in 2017, the Board decided to allocate annual debt repayment obligations as they retire to the Library Facilities Reserve in an effort to move closer to the Asset Management Plan's recommended annual contribution of \$250,000. With the retirement of the Norwich Library's debt obligation occurring in mid-year 2022, a portion of the \$27,289 decrease in the 2023 debt obligation has been contributed to the Facilities reserve, increasing the annual contribution from \$100,000 to \$117,000, which is remains \$133,000 less than the desired annual contribution target.

## Conclusions

The 2023 draft Oxford County Library Business Plan and Budget proposes a strong foundation from which service improvement opportunities can be further explored and considered as we continue to strive to *adapt our programs, services and facilities to reflect evolving community needs*<sup>1</sup>.

<sup>1</sup> County of Oxford Strategic Plan – 1.ii. – Enhance the quality of life for all of our citizens, May 27, 2015

**Report No: CS 2022-37**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

## **SIGNATURES**

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### **Departmental Approval:**

Original signed by

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Lynn S. Buchner, CPA, CGA  
Director of Corporate Services

### **Approved for submission:**

Original signed by

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Benjamin R. Addley  
Interim Chief Administrative Officer

**To: Warden and Members of County Council**

**From: Director of Corporate Services**

## 2023 Court Security Grant Special Tax Levy

### RECOMMENDATION

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1. That a special 2023 tax levy for a Court Security Grant for Woodstock Police Services in the amount of \$10,276, determined on the same basis as the 2018 to 2022 annual special tax levies, be considered during 2023 budget deliberations.

### REPORT HIGHLIGHTS

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- 2023 proposed Court Security Grant of \$10,276 (\$51,541 – 2022) to offset a portion of the costs incurred by the Woodstock Police Service – 80.1% decrease from 2022
- Special Grant levy will be allocated to properties within each of the County's Area Municipalities with the exception of the City of Woodstock

### Implementation Points

Upon approval of the recommendation contained in this report, County Council will give consideration of this matter as part of their deliberations in determining the 2023 County business plans and budget.

### Financial Impact

The recommendation contained in this report infers sharing the Woodstock Police Service's net court security and prisoner transportation costs as they relate to the Oxford County Court House located in the City of Woodstock. The funding model is designed to share a portion of the court security and prisoner transportation cost incurred by the Woodstock Police Service based on prior year's actuals reported to the Solicitor General, net of the CSPT funding received from the Solicitor General for that year, shared 60% by the City and 40% by the remaining seven area municipalities.

**Report No: CS 2022-38**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

For the purposes of the County's 2023 budget, the figures as set out in Table 1 illustrate the calculation of the 2021 deficit to be shared on the basis of 60/40 with the City being responsible for 60% of the deficit and the County funding the remaining 40% by means of a special levy applied to seven of the area municipalities, excluding only the City of Woodstock.

**Table 1 – Grant Funding Model Calculation**

Municipality	2021			Wdsk Deficit	Wdsk 60% Funded	County 40% Funded
	Allocation	CSPT Net Costs	% Funded			
Blandford-Blenheim Tp	\$0					
East Zorra-Tavistock Tp	0					
Ingersoll T	0					
Norwich Tp	0					
South-West Oxford Tp	0					
Tillsonburg T	0					
Zorra Tp	0					
Woodstock C	527,577	553,268	95%	\$25,691	\$15,414	\$10,276
County	30,431	32,117	95%			
<b>Totals</b>	<b>\$558,008</b>	<b>\$585,385</b>	<b>95%</b>			
<b>Net Costs to County and Area Municipalities</b>		<b>\$27,376</b>				
<b>% of CSPT Net Costs Covered by Allocation</b>		<b>95%</b>				
<b>Provincial Upload Commitment</b>		<b>100%</b>				







Note: OPP allocations and CSPT Net Costs for 2021 are not yet available from the Ministry for the seven area municipalities served by OPP.

## Communications

The County's Communications and Strategic Engagement Team will facilitate the 2023 Business Plan and Budget communications strategy, including the Court Security and Prisoner Transportation special grant levy for the Woodstock Police Services.

The communications plan includes public engagement through [SpeakUp Oxford!](#). The 2023 Business Plan and Budget as released on November 23, 2022 and presentations delivered to Council at each of the budget meetings will be posted on the [SpeakUp Oxford!](#) site. The site also provides dates and times for each of the Council meetings with links to recordings if individuals are not able to attend the live meetings.

## Strategic Plan (2020-2022)

					
<b>WORKS WELL TOGETHER</b>	<b>WELL CONNECTED</b>	<b>SHAPES THE FUTURE</b>	<b>INFORMS &amp; ENGAGES</b>	<b>PERFORMS &amp; DELIVERS</b>	<b>POSITIVE IMPACT</b>
		3.iii.			

## DISCUSSION

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### Background

In 1999, the Province initiated a “*Local Services Realignment*” exercise which included, among other services, the devolution of responsibility for the prosecution of offences and the collection of fines under Parts I, II and III of the *Provincial Offences Act* to upper tier and single tier municipalities. The revenues collected from fines related to Provincial Offences were intended to offset other public services downloaded to municipalities at the same time, being EMS, Ontario Works and Housing, to be revenue neutral in terms of budget/levy impact.

After almost a decade following that initiative, the Province completed the “*Provincial-Municipal Fiscal and Service Delivery Review*” (PMFSDR) to further assess the sharing of costs related to services deemed to be provincially significant. Included in that review were court security and prisoner transportation costs. This review determined that, starting in 2012, the Province would upload the costs of court security (including offender transportation) over seven years, by providing funding to municipalities to a maximum of \$125 million annually at maturity.

Being a two-tier municipal structure, the County of Oxford historically had three police services within its jurisdiction. That has since been reduced to two – one local police service serving the City of Woodstock and the OPP who serves the remaining seven municipalities.

The Oxford County Court House is geographically located in the City of Woodstock and, therefore is within the service area of the Woodstock Police Service (WPS). As such, the City is solely responsible for costs associated with delivering court security and prisoner transportation, net of the partial funding now apportioned to the City through the Court Security and Prisoner Transportation Program (CSPT). Unfortunately, there remains a significant cost burden that is funded by the residents of the City for a Court system that serves all of Oxford County, creating an inequity in local funding for this service. More specifically the CSPT net costs have increased over the years – from \$550,000 in 2012 to over \$882,465 in 2019, a 60% increase over eight years. The locally funded portion of costs in 2019 was approximately \$340,000 which will continue to rise over time as salaries, benefits and security costs increase, while the Provincial funding remains capped – notwithstanding the significant decrease in costs seen over the years 2020 to 2022 in which the Ministry paused court proceedings during the pandemic, which is assumed to be temporary.

To address the growing inequitable funding for court service delivery for the Oxford County Court House, in 2017, County Council adopted a Terms of Reference for the appointment of a Local Court Security Advisory Committee with a composition consisting of the Warden as Chair and non-County Councillor members, represented by three appointees from Woodstock Council and one appointee from each of the remaining area municipal Councils.

At the time of establishing the Committee, County Council adopted the following mandate:

- Annually recommend to County Council the level of County funding for costs incurred by the Woodstock Police Service and the Ontario Provincial Police for Court Security and Prisoner Transportation services, having regard for the efficient use of resources; and

**Report No: CS 2022-38**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

- Advocate for court security and prisoner transportation funding from the Province that achieves 100% of municipal costs by 2019 and thereafter.

Upon its inception in 2017, the Local Court Security Advisory Committee designed a funding formula that they determined to be equitable for all of the municipalities within the County which was subsequently adopted by Council and employed for each of the ensuing budget years. The funding model imposes a special levy on all of the area municipalities with the exception of the City of Woodstock and then grants that special levy to the City of Woodstock to offset a portion of their annual court security and prisoner transportation costs delivered specifically for the Oxford County Court House.

In addition to annually recommending the amount of special levy to be granted to the City of Woodstock, the Local Court Security Advisory Committee recommended that County Council continue to advocate for the Province to assume 100% of the cost of court security related to provincially operated court systems in order to eliminate the inequity that exists in a two tier municipal government structure. In response, County Council advocated to the Ministry on an annual basis through correspondence and attending delegations at Rural Ontario Municipal Association (ROMA) and Association of Municipalities of Ontario (AMO) conferences at every opportunity that they were given.

At the time the current Provincial Government took office in 2018 they initiated their “Platform for Modernizing the way Ontario Manages Provincial Expenditures” with a view to achieve efficiencies and improvements in service delivery, modernization, cost efficiency, individual and business supports, and one-time savings.

Coming out of the aforementioned Provincial Government review, on January 21, 2022, the Ministry of the Solicitor General released the “Review of the Court Security and Prisoner Transportation Program – Final Report”, as prepared by Goss Gilvroy Inc. - summarized in [Report No. CS 2022-11](#) entitled “Court Security and Prisoner Transportation (CSPT) Program Agreement and CSPT Review Final Report”. In response to the Gilvroy Report, the Ministry has committed to continuing the CSPT Funding Program with no changes to the overall funding envelope, subject to the regular fiscal process. Instead, they set out a framework built on a phased approach to ensure a pathway for future planning and continuous improvement, founded on evidence that addresses gaps in the program to be identified through enhanced annual reporting on identified performance measures.

In spite of staff being generally supportive of the recommendations contained in the report, there was disappointment in the Minister’s confirmation that the Court Security and Prisoner Transportation Funding Program will not be enhanced. On the basis of the foregoing, County Council deemed the mandate of the Local Court Security Advisory Committee to be redundant, therefore a Terms of Reference for this Advisory Committee was not renewed for the next term of Council.

## Comments

The grant formula first established by the Local Court Security Advisory Committee in 2017 has been adopted by County Council for inclusion in the annual business plan and budget for the years from 2018 to 2021. The basis of the grant formula for the purpose of sharing the City of Woodstock’s net court security and prisoner transportation costs as they relate to the Oxford

**Report No: CS 2022-38**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

County Court House located in the City of Woodstock is calculated based on prior year's actuals reported to the Ministry of the Solicitor General (SOLGEN) net of the CSPT funding received from the SOLGEN for that year. The resulting deficit is then shared on the basis of 60/40 with the City being responsible for 60% of the deficit and the County being responsible for the remaining 40% which would be levied against seven of the area municipalities, excluding the City of Woodstock. Staff are of the opinion that this model, designed in collaboration with all area municipalities, represents a fair and equitable solution for all taxpayers of Oxford County.

## Conclusions

The Local Court Security Advisory Committee tenure over the past term of Council responded to Council's assigned mandate by recommending a fair and reasonable allocation of costs related to ensure that efficient and effective court security continues to be delivered for the Provincial court system serving the County of Oxford, in the absence of Provincial funding program that addresses the inequity in a two tier municipal government structure.

## SIGNATURES

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### Departmental Approval:

Original signed by

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Lynn S. Buchner, CPA, CGA  
Director of Corporate Services

### Approved for submission:

Original signed by

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Benjamin R. Addley  
Interim Chief Administrative Officer

**To: Warden and Members of County Council**

**From: Director of Corporate Services**

## **Tanager Drive and Falcon Road Services Extension Project and North Street Services Extension Project – Internal Long-term Debt Issue**

### **RECOMMENDATION**

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1. That By-law No. 6482-2022, being a by-law to authorize the borrowing of funds in the amount of \$51,617 from the Landfill and Waste Diversion Reserve Fund to be used for the purposes of financing serviced property owners' charges for capital costs relating to sanitary services through the following projects, be presented to Council for enactment;
  - a. Oxford County Tanager Drive and Falcon Road Services Extension Project; and
  - b. Oxford County North Street Services Extension Project.

### **REPORT HIGHLIGHTS**

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- Tanager Drive and Falcon Road services extension project serviced 11 existing residential properties and 4 development properties
  - \$77,400 of the assessed costs have been paid
  - \$30,960 to be financed over a ten-year term
  - \$5,160 to be financed over a five-year term
  - \$71,768 of the assessed costs have been banked for future development or deferred
- North Street East services extension project fees of \$15,497 to be financed over a ten-year period

### **Implementation Points**

The Town of Tillsonburg will add the annual debenture payments to the respective property tax rolls in 2023 and forward the funds to the County on the annual debenture payment date.









## Financial Impact

The Treasurer has updated the Annual Debt Repayment Limit to ensure the inclusion of this debt does not exceed the County’s limit as prescribed by the Ministry of Municipal Affairs and Housing.

## Communications

Upon enactment of By-law No. 6482-2022 a letter will be sent to each of the impacted properties detailing the annual debenture payments. A letter will also be sent to the Town of Tillsonburg indicating the amounts to be added to the respective property tax rolls.

## Strategic Plan (2020-2022)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS &amp; ENGAGES</i>	<i>PERFORMS &amp; DELIVERS</i>	<i>POSITIVE IMPACT</i>
		3.iii.			

## DISCUSSION

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### Background

On September 28, 2022, County Council approved the funding sources for the Oxford County Tanager Drive and Falcon Road Services Extension Project under By-law No. 6472-2022 which also authorizes a charge to be billed to serviced properties. The total cost of the project was \$530,823. The costs are funded by \$37,671 from the Community Servicing Assistance Program (CSAP) Reserve, \$23,453 from the Tillsonburg Wastewater Reserve, \$286,461 from the Tillsonburg Water Reserve, \$70,268 from future development and \$112,970 attributed to existing benefitting properties.

By-law No. 5345-2012 was set to establish program parameters and definitions for the Community Servicing Assistance Program (CSAP), including establishing the maximum charge for the County portion of the cost to owners for connection. The 2021 CSAP maximum charge for a new Sanitary Sewer service is \$15,679. Fees attributed to individual developed benefitting property owners for the Tanager Drive and Falcon Road project are below the CSAP maximum threshold, being charged \$10,270 per property.

In addition to the total cost of the project the following costs are added in accordance with the 2022 Fees and Charges By-law No. 4889-2007:

- \$275 billed to each of the development properties with new water connections for a water meter;

**Report No: CS 2022-40**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

- \$50 billed to each of the existing and development properties for the sanitary application to connect review fee;
- \$50 billed to each of the development properties for the water application to connect review fee.

One property owner on North Street East in Tillsonburg had applied for a temporary deferral of fees approved for the North Street East Services Extension Project on July 14, 2021 under By-Law No. 6348-2021. A six month deferral was granted, which expired on April 30, 2022. Staff sent a letter to the impacted property owner in April, just prior to the expiry, and again in late August noting that the deferral had expired and payment was due. In accordance with County process, fees are to be debentured using a 10-year period if the form outlining the payment options is not completed and returned to the County within a specified period of time.

Table 1 provides a summary of the debenture requirement for the approved servicing costs.

**Table 1 – Debenture Financing by Project**

<b>Project Name</b>	<b>By-law to Approve Funding Sources</b>	<b>Date By-law Approved</b>	<b>Amount to be Debentured</b>
Oxford County Tanager Drive and Falcon Road Services Extension Project	6472-2022	September 28, 2022	\$36,120
North Street East Services Extension Project	6348-2021	July 14, 2021	15,497
<b>Total</b>			<b>\$51,617</b>

### Comments

In accordance with the County's Water and Sewer Services Financing Policy No. 6.05, financing options were offered in addition to a full payment option to each of the property owners billed under By-law No. 6472-2022 and 6348-2021. The financing options include:

1. debenture the full amount owing over ten years; or
2. pay 50% of the charge now and finance the remaining 50% over five years.

Considering the County's Landfill and Waste Diversion Reserve Fund balance currently has \$4.5 million in idle funds and a 2022 forecasted closing balance of \$21.8 million, it is recommended that the total amount of \$51,617 required to be debentured, be financed internally.

In accordance with the Debt Management Policy, the following rate has been fixed for the term of the option as set out in Table 2.

**Report No: CS 2022-40**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

Table 2 – Annual Fixed Interest Rate

Term of Financing	Annual Interest Rate
10 Years	4.9%
5 Years	4.9%

Tables 3, 4 and 5 illustrate annual payments required by the individual property owners, based on the amount charged to their property.

Table 3 – Tanager Drive and Falcon Road Services Extension Project Repayment Schedule – 10 year debenture \$10,320

Loan Amount	\$10,320			
Annual Interest Rate	4.9%			
Length of Loan (Years)	10			
Year	Payment	Interest	Principal	Balance
2023	\$1,333.89	\$511.87	\$822.02	\$9,497.98
2024	1,333.89	471.10	862.79	8,635.19
2025	1,333.89	428.31	905.58	7,729.61
2026	1,333.89	383.39	950.50	6,779.11
2027	1,333.89	336.25	997.64	5,781.47
2028	1,333.89	286.76	1,047.13	4,734.34
2029	1,333.89	234.82	1,099.07	3,635.27
2030	1,333.89	180.31	1,153.58	2,481.69
2031	1,333.89	123.09	1,210.80	1,270.89
2032	1,333.89	63.00	1,270.89	0.00
<b>Total</b>	<b>\$13,338.90</b>	<b>\$3,018.90</b>	<b>\$10,320.00</b>	

**Report No: CS 2022-40**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

Table 4 – Tanager Drive and Falcon Road Services Extension Project Repayment Schedule – 5 year debenture \$5,160

Loan Amount				\$5,160
Annual Interest Rate				4.9%
Length of Loan (Years)				5
Year	Payment	Interest	Principal	Balance
2023	\$1,190.51	\$255.94	\$934.57	\$4,225.43
2024	1,190.51	209.58	980.93	3,244.50
2025	1,190.51	160.93	1,029.58	2,214.92
2026	1,190.51	109.86	1,080.65	1,134.27
2027	1,190.51	56.24	1,134.27	0.00
<b>Total</b>	<b>\$5,952.55</b>	<b>\$792.55</b>	<b>\$5,160.00</b>	

Table 5 – North Street East Services Extension Project Repayment Schedule – \$15,497

Loan Amount				\$15,497
Annual Interest Rate				4.9%
Length of Loan (Years)				10
Year	Payment	Interest	Principal	Balance
2023	\$2,003.04	\$768.66	\$1,234.38	\$14,262.62
2024	2,003.04	707.43	1,295.61	12,967.01
2025	2,003.04	643.17	1,359.87	11,607.14
2026	2,003.04	575.72	1,427.32	10,179.82
2027	2,003.04	504.92	1,498.12	8,681.70
2028	2,003.04	430.61	1,572.43	7,109.27
2029	2,003.04	352.62	1,650.42	5,458.85
2030	2,003.04	270.76	1,732.28	3,726.57
2031	2,003.04	184.84	1,818.20	1,908.37
2032	2,003.04	94.67	1,908.37	0.00
<b>Total</b>	<b>\$20,030.40</b>	<b>\$4,533.40</b>	<b>\$15,497.00</b>	

## Conclusions

A by-law is required to authorize the financing and collection of annual debt obligation payments from the respective property owners through their property tax bills.

## SIGNATURES

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### Report Author:

Original signed by

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Jennifer Lavalley, CPA, CGA  
Manager of Capital Planning

### Departmental Approval:

Original signed by

---

Lynn S. Buchner, CPA, CGA  
Director of Corporate Services

### Approved for submission:

Original signed by

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Benjamin R. Addley  
Interim Chief Administrative Officer

**To: Warden and Members of County Council**

**From: Director of Corporate Services**

## Internal Long-term Debt Issue – South-West Oxford

### RECOMMENDATION

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1. That By-law No. 6483-2022, being a by-law to authorize the borrowing of funds in the amount of \$1,040,000 from the Landfill and Waste Diversion Reserve Fund, for the purposes of financing a capital work associated with for the purposes of The Corporation of the Township of South-West Oxford authorized by Township of South-West Oxford By-laws, be presented to Council for enactment.

### REPORT HIGHLIGHTS

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- Dodge Line (South) Road Reconstruction – \$1,040,000 to be financed over a five-year term

#### Implementation Points

Upon enactment of an authorizing by-law, the necessary funds will be transferred from the Landfill and Waste Diversion Reserve Fund to the Township of South-West Oxford to finance the capital costs related to this project. Semi-annual payments of blended principal and interest will be repaid to the Landfill and Waste Diversion Reserve Fund over a five-year period.

#### Financial Impact

The estimated project cost and financing revenue was authorized through the Township's 2022 approved budget under By-law No. 02-2022. The debenture payment obligations related to the above mentioned project will be included in the Township's 2023 and future budgets until finally retired in 2027.







The Township of South-West Oxford's Treasurer has updated their Annual Debt Repayment Limit to ensure the inclusion of this debt does not exceed the Township's limit as prescribed by the Ministry of Municipal Affairs and Housing.

**Report No: CS 2022-41**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

## Communications

The Township will be provided a copy of the Debenture By-law containing an amortization schedule for collection and payment of the semi-annual debt repayment obligations.

## Strategic Plan (2020-2022)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS &amp; ENGAGES</i>	<i>PERFORMS &amp; DELIVERS</i>	<i>POSITIVE IMPACT</i>
		3.iii.			

## DISCUSSION

### Background

In accordance with Section 418 of the Municipal Act, 2001, as amended, and Ontario Regulation 438/97, the County's Investment Policy provides for short, mid and long-term investments of idle funds, allowing opportunities to borrow from within.

Section 6.0 of the County's Debt Management Policy No. 6.19, prescribes the interest rate calculation that will apply to internal borrowings. The formula is the average of the following rates over an equivalent term, if available:

- Debentures through the Ontario Infrastructure Lands Corporation;
- Debt facility through a Canadian Schedule 1 Chartered Bank; and
- Government of Canada marketable bonds average yield over ten years plus two percent.

### Comments

The Landfill and Waste Diversion Reserve Fund balance currently has \$4.5 million in idle funds and a 2022 forecasted closing balance of \$21.8 million, therefore it is recommended that the total amount of \$1,040,000 be financed internally, as Infrastructure Ontario will not accept loan applications under the OILC Program beyond October 21, 2022 for financing required in 2022.

Table 1 – Annual Fixed Interest Rate

Date of Debenture	Term of Financing	Annual Interest Rate
December 1, 2022	5 years	5.08%

## **Conclusions**

Pursuant to the Municipal Act, a by-law is required to authorize internal financing costs related to the Township's capital project described within this report.

## **SIGNATURES**

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### **Departmental Approval:**

Original signed by

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Lynn S. Buchner, CPA, CGA  
Director of Corporate Services

### **Approved for submission:**

Original signed by

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Benjamin R. Addley  
Interim Chief Administrative Officer



**To: Warden and Members of County Council**

**From: Director of Corporate Services**

## OILC Debenture Issue – Woodstock

### RECOMMENDATION

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1. **That By-law No. 6484-2022, being a by-law to authorize the borrowing by issuing debentures, for a term of 10 years, in the amount of \$700,000.00, for the purposes of the City of Woodstock, be presented to Council for enactment.**

### REPORT HIGHLIGHTS

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- Capital projects costs to be financed by Ontario Infrastructure and Lands Corporation (OILC) debentures for the City of Woodstock in the amount of \$700,000
- Debenture date – December 1, 2022

### Implementation Points

Offers to purchase debentures have been received from OILC for completed or substantially completed projects previously approved by agreements between the County and OILC. Interest rates were locked down one week prior to consideration of the by-laws in order for the debenture sale to take place on December 1, 2022. The installment payments will occur every six months following the debenture issues, beginning June 1, 2023.

### Financial Impact







The County and the City's Treasurers have updated their respective Annual Debt Repayment Limits to ensure the addition of this debt does not exceed the County and the City's borrowing limits as prescribed by the Ministry of Municipal Affairs and Housing.

### Communications

The City will be invoiced semi-annually for the debt obligation payments as set out in the debenture by-laws.

**Report No: CS 2022-42**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

## Strategic Plan (2020-2022)

					
<b>WORKS WELL TOGETHER</b>	<b>WELL CONNECTED</b>	<b>SHAPES THE FUTURE</b>	<b>INFORMS &amp; ENGAGES</b>	<b>PERFORMS &amp; DELIVERS</b>	<b>POSITIVE IMPACT</b>
		3.iii.			

## DISCUSSION

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### Background

The City of Woodstock's capital projects to be financed by OILC debentures were previously authorized for OILC financing by the passing of County By-law No. 6455-2022, dated August 10, 2022.

### Comments

OILC has approved applications for financing certain capital projects that are now complete, or substantially complete, therefore debenture offers have been accepted as follows:

<b>Woodstock Capital Projects</b>	<b>Term</b>	<b>Interest Rate</b>	<b>Amount to be Financed</b>
Beale Street Reconstruction	10 years		\$200,000
Canterbury Street Reconstruction	10 years		200,000
Park Row Reconstruction	10 years		300,000
		<b>4.24%</b>	<b>\$700,000</b>

### Conclusions

A debenture by-law is required to authorize the necessary legal documents to be executed and secure long-term financing on December 1, 2022 for the capital projects referenced in this report.

**Report No: CS 2022-42**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

## **SIGNATURES**

---

### **Departmental Approval:**

Original signed by

---

Lynn S. Buchner, CPA, CGA  
Director of Corporate Services

### **Approved for submission:**

Original signed by

---

Benjamin R. Addley  
Interim Chief Administrative Officer

**To: Warden and Members of County Council**

**From: Director of Corporate Services**

## OILC Debenture Issue – County

### RECOMMENDATION

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1. That By-law No. 6485-2022 being a by-law to authorize the borrowing by issuing debentures, for a term of 20 years, in the amount of \$1,483,000.00, for the purposes of the County of Oxford, be presented to Council for enactment.

### REPORT HIGHLIGHTS

---

- Capital projects costs to be financed by Ontario Infrastructure and Lands Corporation (OILC) debentures for the County of Oxford in the amount of \$1,483,000
- Debenture date – December 1, 2022

### Implementation Points

Offers to purchase debentures have been received from OILC for a completed or substantially completed project previously approved by agreement between the County and OILC. Interest rates were locked down one week prior to consideration of the by-laws in order for the debenture sale to take place on December 1, 2022. The installment payments will occur every six months following the debenture issues, beginning June 1, 2023.

### Financial Impact

The County Treasurer has updated the County's Annual Debt Repayment Limit to ensure the addition of this debt does not exceed the County's borrowing limit as prescribed by the Ministry of Municipal Affairs and Housing.







The annual debt repayment obligations have been reflected in the County's 2022 approved budget and projected in the long-term budget forecast.

**Report No: CS 2022-43**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

## Communications

There are no communications requirements associated with the recommendations contained in this report.

## Strategic Plan (2020-2022)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS &amp; ENGAGES</i>	<i>PERFORMS &amp; DELIVERS</i>	<i>POSITIVE IMPACT</i>
		3.iii.			

## DISCUSSION

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### Background

The County's capital projects to be financed by OILC debentures were previously authorized for OILC financing by the passing of County of Oxford Budget By-laws No. 6083-2019, 6192-2020, 6402-2022 and 6451-2022.

### Comments

OILC has approved applications for financing certain capital projects that are now complete, or substantially complete, therefore debenture offers have been accepted as follows:

<b>County Capital Projects</b>	<b>Term</b>	<b>Interest Rate</b>	<b>Amount to be Financed</b>
Mount Elgin Graydon Well project	20 years	4.56%	\$1,483,000

### Conclusions

Enacting the subject debenture by-law will allow the necessary legal documents to be executed and secure long-term financing for this capital project on December 1, 2022.

**Report No: CS 2022-43**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

## **SIGNATURES**

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### **Departmental Approval:**

Original signed by

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Lynn S. Buchner, CPA, CGA  
Director of Corporate Services

### **Approved for submission:**

Original signed by

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Benjamin R. Addley  
Interim Chief Administrative Officer

**To: Warden and Members of County Council**

**From: Director of Corporate Services**

## Striking Committee Appointments

### RECOMMENDATIONS

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1. That County Council appoint the following members of Council to a Striking Committee in accordance with Section 14 of the County of Oxford Procedure By-law No. 6268-2020: the Warden (Chair), and Councillors \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_;
2. And further, that Council endorses the Striking Committee Terms of Reference (Attachment 1) as approved in 2018 (updated to reflect the new term of Council) and outlined in Report No. CS 2022-44.

### REPORT HIGHLIGHTS

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- The Striking Committee of Council will make recommendations for Councillor and Lay Member appointments to various Boards and Committees for the 2023 – 2026 term of Council.
  - Striking Committee Terms of Reference as amended in 2018 for the previous term of Council sets out the Committee's responsibility to present these recommendations to Council for consideration.

### Implementation Points

At the beginning of each Council term of office, County Council makes appointments to various Boards, Committees and external Agencies. As a first step at the beginning of the term of Council, the Striking Committee will recommend Councillor appointments to the various Boards, Committees and external Agencies based on expressions of interest from members of Council. The Striking Committee Appointments will then be presented to Council for consideration at the regular meeting of December 14, 2022.

Subsequently, the Striking Committee will bring forward recommendations for Lay member appointments for Council's consideration at the regular meeting of Council on January 11, 2023, following review of applications received in response to the publicly offered postings through a competitive process.

**Report No: CS 2022-44**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

The Striking Committee will continue to make recommendations for Council and Lay member appointments to Boards, Committees and external Agencies as vacancies arise over the course of this term of Council.

### Financial Impact







There is no financial impact with the implementation of a Striking Committee.

### Communications

Councillor appointments to the various Boards and Committees will be made public following the December 14, 2022 Council meeting.

An advertising campaign consisting of a news release, social media posts, flyers, newspaper and radio advertisements for Lay appointments began on October 31, 2022 and runs until November 25, 2022. Both successful and non-successful members of the public who expressed interest in serving on a Board or Committee will be notified following the January 11, 2023 meeting of Council. The public will be notified of the successful members shortly thereafter through the updating of the County's website.

### Strategic Plan (2020-2022)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS &amp; ENGAGES</i>	<i>PERFORMS &amp; DELIVERS</i>	<i>POSITIVE IMPACT</i>
			4.i.		

## DISCUSSION

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### Background

At the beginning of each Council term of office, County Council makes Councillor and Lay Member appointments to various Boards, Committees and external Agencies.

The composition and duties of Committees of Council are contained in Section 14 of the County's Procedure By-law No. 6068-2022. Section 14 of the By-law speaks to a variety of related matters:

- Striking of County Committees, Quasi-Judicial Boards, Ad Hoc Committees or Steering Committees
- Content and adoption of the Terms of Reference for County Committees and Boards
- Powers and duties of County Committees and Boards
- Council member appointments – term of office



**Report No: CS 2022-44**  
**CORPORATE SERVICES**  
**Council Date: November 23, 2022**

- Lay appointments – term of office
- Procedures for appointment of Lay members

## Comments

In accordance with the Terms of Reference, the Striking Committee will consist of the Warden, to serve as Chair, and three members of Council, for the purpose of appointing members of Council to various Boards and Committees as well as reviewing applications and making recommendations to Council for Lay member appointments to various Boards and Committees of Council.

The Terms of Reference for the Striking Committee are provided as Attachment 1 for reference.

## Conclusions

This report recommends the establishment of a Striking Committee as outlined in the Terms of Reference as a vehicle for Council to establish Councillor and Lay member appointments to the various Boards and Committees for the current term of Council.

## SIGNATURES

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### Report Author:

Original signed by

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Chloé J Senior  
Clerk

### Departmental Approval:

Original signed by

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Lynn S. Buchner, CPA, CGA  
Director of Corporate Services

### Approved for submission:

Original signed by

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Benjamin R. Addley  
Interim Chief Administrative Officer

## ATTACHMENT

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Attachment 1 – 2018 Striking Committee Terms of Reference



## Terms of Reference

**Striking Committee**  
**December 2018**

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### ***BACKGROUND***

With the establishment of the 2018-2022 term of County Council it is appropriate to establish a Striking Committee of Council for the purpose of recommending Councillor and Lay Member appointments to Boards and Committees established by Council.

### ***PURPOSE/MANDATE***

The mandate of the Striking Committee is to recommend to County Council members of Council and Lay Member appointments to Council's established group of Boards and Committees.

The Striking Committee will meet as required throughout the term of Council.

### ***COMPOSITION***

The Striking Committee will comprise of the Warden plus three (3) County Council members with the Warden serving as Chair.

### ***RULES OF PROCEDURE***

Meetings will be as necessary at the call of the Chair. The Committee will conduct private meetings due to the personal nature of the application process and to allow for full discussion and dialogue.

### ***COMMITTEE SUPPORT***

The work of the Committee will be supported by staff from the County of Oxford as appropriate.

## PENDING ITEMS

Copied for Council Meeting of November 23, 2022

Council Meeting Date	Issue	Pending Action	Lead Dept.	Time Frame
12-Feb-20	"Resolved that Council adopt in principle CAO 2020-01 and that the plan be circulated to all Oxford Area Municipalities for input before adoption.	CAO 2020-01 - Leading Oxford County to "100% Housed" Future	CAO	22-Apr
14-Jul-21	Community Safety and Well-being Plan Coordinating Committee delegation	Staff report regarding resolution adopted by Council on July 14/21	CAO	TBA
13-Oct-21	Correspondence from Blandford-Blenheim re Medical Tiered Response	Paramedic Services to prepare a follow up report	PS	TBA
9-Feb-22	Resolved that Section 9.1.2 of the Procedure By-law be amended as follows:9.1.2 Notwithstanding Section 9.1.1, during Council's review and consideration of annual business plans and budgets, amending motions may be tabled in writing and debated without previous notice at the Budget meeting specifically identified for budget debate. The Clerk will ensure that any budget motions received in advance as Notices of Motion are printed in full on the Agenda for the meeting when debate is scheduled to occur.	Resolved that the proposed amendment to Section 9.1.2 of the Procedure By-law be tabled.	Council	TBA
11-May	Motion by Councillor Ryan re increased density	Whereas Oxford County recognizes that there is a need for increased quantity, variety, and attainability of housing, and; Whereas Oxford County is a prudent manager of its finances and intends to make the most effective and efficient use of municipal infrastructure in the long term, and; Whereas Oxford County values its prime agricultural land and its natural spaces, and; Whereas Oxford County values sustainability in the delivery of all services, and; Whereas Oxford County strives to create complete communities providing opportunities for all to work, live, play, and learn; Therefore be it resolved that staff be directed to bring a report to County Council to provide further information and options that could be considered by the County and Area Municipalities to better accommodate their projected residential growth through increased density within fully serviced settlement areas and minimize the need for settlement area boundary expansions.	CP	TBA
22-Jun	Delegation by Chris Eby and Carol Johnson re food gap store	Report to be prepared regarding feasibility of a food gap store	HS	TBA
26-Oct	CP 2022-371 - Supplemental Report re Proposed Official Plan Amendment (OP 22-16-9) - Additional Residential Units in Rural Areas	Resolved that the recommendations contained in Report No. CP 2022-371, titled "Supplemental Report re Proposed Official Plan Amendment (OP 22-16-9) - Additional Residential Units in Rural Areas", be deferred pending further information.	CP	Q4
26-Oct	CP 2022-397 - Potential Options for Increasing Residential Density	Resolved that Report No. CP 2022-397, titled "Potential Options for Increasing Residential Density", be adopted; And further, that staff arrange a workshop to be held February 8, 2023 for council to explore in more detail the options and opportunities to enhance density in all areas of the county.	CP	2/8/2023

## Public Works MEMORANDUM

**TO:** Oxford County Council

**FROM:** David Simpson, Director of Public Works

**DATE:** November 23, 2022

**RE:** **Tavistock New Well Supply Municipal Class EA Study  
Notice of Public Consultation Centre #1 (Virtual), Oxford County**

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Oxford County has commenced the Tavistock New Well Supply Class Environmental Assessment (EA) Study to explore potential opportunities for the development of a new well supply that will improve the security and supply of drinking water for the community of Tavistock. Public and review agency consultation is a key element of the Study process.

Public Consultation Centre (PCC) #1 will be in virtual meeting format, and will include a presentation by the County's project Consultant (Stantec Consulting Ltd.) followed by a Q/A period. The presentation will provide background information regarding the Study, and seek input on the evaluation process and identification of the preliminary preferred alternative.

The PCC #1 presentation materials will be available through the Speak-Up! Oxford (SUO) project web page and remain active 3 weeks after the Virtual PCC date. As detailed in the attached Notice, the PCC #1 date and registration information are as follows:

**Date: Thursday, December 15, 2022**

**Time: 6:00 pm – 8:00 pm**

**Register:** [www.speakup.oxfordcounty.ca/new-well-supply-tavistock](http://www.speakup.oxfordcounty.ca/new-well-supply-tavistock)

Notice of the Virtual PCC #1 and the in-person engagement opportunities will be advertised in local newspapers and social media in advance of these events.

*Original Signed by:*

David Simpson, P.Eng., PMP  
Director of Public Works

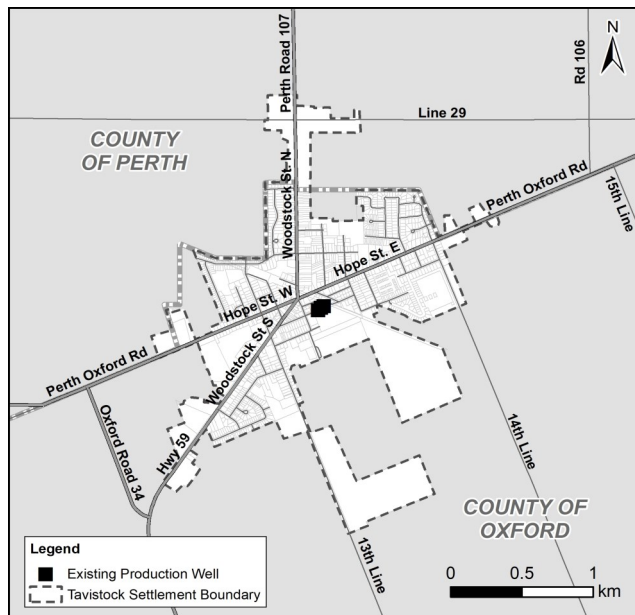
Encl. *Notice of Public Consultation Centre #1*

## Notice of Public Consultation Center #1

# New Well Supply - Village of Tavistock

## Municipal Class Environmental Assessment Study

Oxford County has initiated a Municipal Class Environmental Assessment (Class EA) Study to explore potential opportunities for a new well supply to improve the security and supply of drinking water for the community.



### What is the New Well Supply Study?

The Village of Tavistock currently receives water services from three wells located within the centre of the Village, near Queen's Park. The Study will define needs, identify and evaluate alternative solutions, and develop a preferred design and location for a new well supply in consultation with adjacent property owners, regulatory agencies, Indigenous communities, the local business community and the public.

The Class EA Study is being planned in accordance with the planning and design process for Schedule C projects as outlined in the Municipal Engineers Association Municipal Class Environmental Assessment Document (2000, as amended 2007, 2011, 2015), which is an approved process under Ontario's *Environmental Assessment Act*.

*Information will be collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.*

### We want to hear from you

Consultation with stakeholders is a key component of the study process, and input will be sought throughout the study.

A virtual Public Consultation Centre (PCC1) is being held to provide background regarding the project, review the list of alternative solutions, and seek input on the evaluation and the preliminary preferred alternative.

**Thursday, December 15, 2022  
6:00 PM to 8:00 PM (online)**

Please check the project website for log-in details to join. Materials will be available on the project website following the meeting.

Comments are welcome and should be submitted **by Wednesday, January 4, 2023**.

- Submit your comments online on the project website at [www.speakup.oxfordcounty.ca/new-well-supply-tavistock](http://www.speakup.oxfordcounty.ca/new-well-supply-tavistock).
- Subscribe to the study mailing list to receive project updates by contacting one of the key contacts below.

Comments received during the study will be considered and documented in the Environmental Study Report.

### Contacts

Don Ford, BA, CMM III, C.Tech.  
Manager of Water & Wastewater Services,  
Oxford County  
519-539-9800 ext. 3191 | [dford@oxfordcounty.ca](mailto:dford@oxfordcounty.ca)

David Kielstra, MA, EP, MCIP, RPP  
Environmental Planner, Stantec Consulting Ltd.  
905-381-3247 | [David.Kielstra@stantec.com](mailto:David.Kielstra@stantec.com)

This notice issued November 24, 2022

**COUNTY OF OXFORD****BY-LAW NO. 6482-2022**

**BEING** a by-law to authorize borrowed funds from the Landfill and Waste Diversion Reserve Fund in the amount of \$51,617, to be used for the purposes of financing property owners' charges for capital costs related to water and sanitary sewer services provided under the Tanager Drive and Falcon Road Services Extension Project and North Street East Services Extension Project (the "Projects").

**WHEREAS** section 9 of the Municipal Act, 2001, S.O. 2001 c. 25, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

**AND WHEREAS** section 11 of the Municipal Act, 2001, S.O. 2001 c. 25, provides that the County of Oxford, as an upper-tier municipality, has jurisdiction for provision of public utilities specifically including collection of sanitary sewage and water distribution;

**AND WHEREAS** sections 9, 11 and 391 of the Municipal Act, 2001, S.O. 2001 c. 25, provide that the County of Oxford, as an upper-tier municipality, may pass by-laws imposing charges for capital costs related to sewage and water services upon the owners of lands to which such services are provided;

**AND WHEREAS** Section 401 the *Municipal Act*, 2001, S.O. 2001 c. 25, as amended, provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

**AND WHEREAS** Section 417(3) of the *Municipal Act*, 2001, S.O. 2001 c. 25, provides that money raised by a body exercising a power with respect to municipal affairs under any Act in unorganized territory for a reserve fund shall be paid into a special account and may be invested only in the securities or classes of securities prescribed;

**AND WHEREAS** the County has adopted an Investment Policy No. 6.06 in accordance with Section 418 of the *Municipal Act*, 2001 and Ontario Regulation 438/97, providing legislative authority for the investment guidelines of municipal funds;

**AND WHEREAS** the County of Oxford has installed water and sanitary sewer services, referred to as the Tanager Drive and Falcon Road Services Extension Project (the "Services"), and approved funding sources for the Project under By-law No. 6472-2022, including authorizing for charges to be billed to serviced properties;

**AND WHEREAS** the County of Oxford has installed services, referred to as the North Street East Services Extension Project (the "Services"), and approved funding sources for the Project under By-law No. 6348-2021, including authorizing for charges to be billed to serviced properties;

**AND WHEREAS** the County of Oxford has adopted a Water and Sewer Services Financing Policy No. 6.05, which contains provisions for property owners who are responsible for capital costs related to sanitary sewer and water services, to be offered long term financing to pay their financial obligation over time with interest.

**NOW THEREFORE THE COUNCIL OF THE COUNTY OF OXFORD ENACTS AS FOLLOWS:****A. Tanager Drive and Falcon Road Services Extension Project**

1. That, in accordance with County of Oxford Water and Sewer Services Financing Policy No. 6.05, certain property owners billed for services related to the Tanager Drive and Falcon Road Services Extension Project, under the provisions of County of Oxford By-law No. 6472-2022, desire to borrow upon the credit of the County.
2. The principal amount of \$36,120 shall be debentured upon the Landfill and Waste Diversion Reserve Fund of the County to be repaid in annual instalments of combined principal and interest, as hereinafter set forth under paragraph A.3 and A.4 of this By-law.
3. Schedule A.1 – 10 Year Amortization – Principal Amount \$30,960
  - (a) That the loan shall be dated the 23<sup>rd</sup> day of November, 2022 with repayment beginning on the 23<sup>rd</sup> day of November, 2023 in lawful money of Canada and shall mature during a period of 10 years from the date thereof and the respective amounts of principal and interest payable in each of the years in such period shall be as set out in Schedule “A.1” attached hereto and forming part of this By-law (“Schedule “A.1”). The loan shall bear interest from the date thereof payable annually in arrears in each year. The loan shall bear interest at the rate of 4.9% per annum.
  - (b) There shall be raised, from the property owners as set out in Schedule “A.1.1” attached hereto and forming part of this By-law (“Schedule “A.1.1”), in each year as part of the general upper-tier levy, the amounts required to be repaid to the County in accordance with Schedule “A.1” to this By-law.
4. Schedule A.2 – 5 Year Amortization – Principal Amount \$5,160
  - (c) That the loan shall be dated the 23<sup>rd</sup> day of November, 2022 with repayment beginning on the 23<sup>rd</sup> day of November, 2023 in lawful money of Canada and shall mature during a period of 5 years from the date thereof and the respective amounts of principal and interest payable in each of the years in such period shall be as set out in Schedule “A.2” attached hereto and forming part of this By-law (“Schedule “A.2”). The loan shall bear interest from the date thereof payable annually in arrears in each year. The loan shall bear interest at the rate of 4.9% per annum.
  - (d) There shall be raised, from the property owners as set out in Schedule “A.2.1” attached hereto and forming part of this By-law (“Schedule “A.2.1”), in each year as part of the general upper-tier levy, the amounts required to be repaid to the County in accordance with Schedule “A.2” to this By-law.

**B. North Street East Services Extension Project**

1. That, in accordance with County of Oxford Water and Sewer Services Financing Policy No. 6.05, certain property owners billed for services related to the North Street East Services Extension Project, under the provisions of County of Oxford By-law No. 6348-2021, desire to borrow upon the credit of the County.
2. The principal amount of \$15,497 shall be debentured upon the Landfill and Waste Diversion Reserve Fund of the County to be repaid in annual instalments of combined principal and interest, as hereinafter set forth under paragraph B.3 of this By-law.

3. Schedule B.1 – 10 Year Amortization – Principal Amount \$15,497

(e) That the loan shall be dated the 23<sup>rd</sup> day of November, 2022 with repayment beginning on the 23<sup>rd</sup> day of November, 2023 in lawful money of Canada and shall mature during a period of 10 years from the date thereof and the respective amounts of principal and interest payable in each of the years in such period shall be as set out in Schedule “B.1” attached hereto and forming part of this By-law (“Schedule “B.1”). The loan shall bear interest from the date thereof payable annually in arrears in each year. The loan shall bear interest at the rate of 4.9% per annum.

(f) There shall be raised, from the property owners as set out in Schedule “B.1.1” attached hereto and forming part of this By-law (“Schedule “B.1.1”), in each year as part of the general upper-tier levy, the amounts required to be repaid to the County in accordance with Schedule “B.1” to this By-law.

**READ** a first and second time this 23<sup>rd</sup> day of November, 2022.

**READ** a third time and finally passed in this 23<sup>rd</sup> day of November, 2022.

---

, WARDEN

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CHLOE J. SENIOR, CLERK



**SCHEDULE "A.1"**

**BY-LAW NO. 6482-2022**

**Tanager Drive and Falcon Road Services Extension Project**

**10 Year Amortization – Principal Amount \$30,960.00**

<b>Date</b>	<b>Payment</b>	<b>Interest</b>	<b>Principal</b>
11/23/23	\$4,001.68	\$1,535.62	\$2,466.06
11/23/24	4,001.68	1,413.31	2,588.37
11/23/25	4,001.68	1,284.92	2,716.76
11/23/26	4,001.68	1,150.17	2,851.51
11/23/27	4,001.68	1,008.74	2,992.94
11/23/28	4,001.68	860.28	3,141.40
11/23/29	4,001.68	704.47	3,297.21
11/23/30	4,001.68	540.93	3,460.75
11/23/31	4,001.68	369.27	3,632.41
11/23/32	4,001.68	189.09	3,812.59
<b>Totals</b>	<b>\$40,016.80</b>	<b>\$9,056.80</b>	<b>\$30,960.00</b>

**SCHEDULE "A.1.1"**

**BY-LAW NO. 6482-2022**

**Tanager Drive and Falcon Road Services Extension Project**

**Property Listing**

<b>Roll Number</b>	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
320407007007500	-	10,320.00	10,320.00
320407007006500	-	10,320.00	10,320.00
320407007006700	-	10,320.00	10,320.00
	<b>\$-</b>	<b>\$30,960.00</b>	<b>\$30,960.00</b>

**SCHEDULE "A.2"****BY-LAW NO. 6482-2022****Tanager Drive and Falcon Road Services Extension Project****5 Year Amortization – Principal Amount \$5,160.00**

<b>Date</b>	<b>Payment</b>	<b>Interest</b>	<b>Principal</b>
11/23/23	\$1,190.51	\$255.94	\$934.57
11/23/24	1,190.51	209.58	980.93
11/23/25	1,190.51	160.93	1,029.58
11/23/26	1,190.51	109.86	1,080.65
11/23/27	1,190.51	56.24	1,134.27
<b>Totals</b>	<b>\$5,952.55</b>	<b>\$792.55</b>	<b>\$5,160.00</b>

**SCHEDULE "A.2.1"****BY-LAW NO. 6482-2022****Tanager Drive and Falcon Road Services Extension Project****Property Listing**

<b>Roll Number</b>	<b>Water</b>	<b>Sanitary</b>	<b>Total</b>
320407007006400	\$-	\$5,160.00	\$5,160.00
	<b>\$-</b>	<b>\$5,160.00</b>	<b>\$5,160.00</b>

**SCHEDULE "B.1"**

**BY-LAW NO. 6482-2022**

**North Street East Services Extension Project**

**10 Year Amortization – Principal Amount \$15,497**

<b>Date</b>	<b>Payment</b>	<b>Interest</b>	<b>Principal</b>
11/23/23	\$2,003.04	\$768.66	\$1,234.38
11/23/24	2,003.04	707.43	1,295.61
11/23/25	2,003.04	643.17	1,359.87
11/23/26	2,003.04	575.72	1,427.32
11/23/27	2,003.04	504.92	1,498.12
11/23/28	2,003.04	430.61	1,572.43
11/23/29	2,003.04	352.62	1,650.42
11/23/30	2,003.04	270.76	1,732.28
11/23/31	2,003.04	184.84	1,818.20
11/23/32	2,003.04	94.67	1,908.37
<b>Totals</b>	<b>\$20,030.40</b>	<b>\$4,533.40</b>	<b>\$15,497.00</b>

**SCHEDULE "B.1.1"**

**BY-LAW NO. 6482-2022**

**North Street East Services Extension Project**

**Property Listing**

<b>Roll Number</b>	<b>Water</b>	<b>Sewer</b>	<b>Total</b>
320407007005900	\$6,247	\$9,250	\$15,497
	<b>\$6,247</b>	<b>\$9,250</b>	<b>\$15,497</b>

**COUNTY OF OXFORD****BY-LAW NO. 6483-2022**

**BEING** a by-law to authorize the borrowing upon funds from the Landfill and Waste Diversion Reserve Fund in the amount of \$1,040,000 for the purposes of The Corporation of the Township of South-West Oxford capital works project.

**WHEREAS** subsection 401 (1) of the Municipal Act, 2001, as amended (the “Act”) provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

**AND WHEREAS** subsection 408 (2.1) of the Act provides that a municipality may issue a debenture or other financial instrument for long-term borrowing only to provide financing for a capital work;

**AND WHEREAS** the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

**AND WHEREAS** the Council of The Corporation of the Township of South-West Oxford (the “Municipality”), which is a lower-tier municipality forming part of the County of Oxford (hereinafter called the “County”), has passed 2022 Budget Estimates By-law No. 02-2022 authorizing the capital work and long-term financing in respect of the capital work referred to therein as Dodge Line (South) Road Reconstruction (hereinafter called “the Capital Work”);

**AND WHEREAS** the County has received a request from the Municipality to borrow money for the purpose of providing long-term financing through the issue of debentures for the completed Capital Work and had its Treasurer calculate an update limit in respect of its most recent annual debt financial obligation limit received from the Ministry of Municipal Affairs and Housing in accordance with the applicable regulation and, prior to the Council of the Municipality authorizing the Capital Work, the Treasurer determined that the estimated annual amount payable in respect of the Capital Work, would not cause the Municipality to exceed the updated limit and that the approval of the Capital Work, by the Ontario Land Tribunal or its predecessor pursuant to such regulation was not required;

**AND WHEREAS** Section 417(3) of the *Municipal Act*, 2001, S.O. 2001 c. 25, provides that money raised by a body exercising a power with respect to municipal affairs under any Act in unorganized territory for a reserve fund shall be paid into a special account and may be invested only in the securities or classes of securities prescribed;

**AND WHEREAS** the County has adopted an Investment Policy No. 6.06 in accordance with Section 418 of the *Municipal Act*, 2001 and Ontario Regulation 438/97, providing legislative authority for the investment guidelines of municipal funds;

**NOW THEREFORE THE COUNCIL OF THE COUNTY OF OXFORD ENACTS AS FOLLOWS:**

1. That, for the purpose of financing the Capital Work, funds be borrowed upon the credit of the Municipality and County at large.

2. The principal amount of \$1,040,000 shall be debentured upon the Landfill and Waste Diversion Reserve Fund to be repaid in semi-annual instalments of combined principal and interest, as hereinafter set forth, is hereby authorized.
3. That the loan shall be dated the 1<sup>st</sup> day of December, 2022 with repayment beginning on the 1<sup>st</sup> day of June, 2023 in lawful money of Canada and shall mature during a period of five years from the date thereof and the respective amounts of principal and interest payable in each of the years in such period shall be as set out in Schedule "A" attached hereto and forming part of this By-law ("Schedule "A"). The loan shall bear interest from the date thereof payable semi-annually in arrears in each year. The loan shall bear interest at the rate of 5.08% per annum.

**READ** a first and second time this 23<sup>rd</sup> day of November, 2022.

**READ** a third time and finally passed in this 23<sup>rd</sup> day of November, 2022.

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, WARDEN

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CHLOE J. SENIOR, CLERK

## SCHEDULE "A"

## BY-LAW NO. 6483-2022

## 5 Year Amortization – Principal Amount \$1,040,000

<b>Date</b>	<b>Payment</b>	<b>Interest</b>	<b>Principal</b>
2023-06-01	\$119,074.86	\$26,416.00	\$92,658.86
2023-12-01	119,074.86	24,062.46	95,012.40
2024-06-01	119,074.86	21,649.15	97,425.71
2024-12-01	119,074.86	19,174.54	99,900.32
2025-06-01	119,074.86	16,637.07	102,437.79
2025-12-01	119,074.86	14,035.15	105,039.71
2026-06-01	119,074.86	11,367.14	107,707.72
2026-12-01	119,074.86	8,631.36	110,443.50
2027-06-01	119,074.86	5,826.10	113,248.76
2027-12-01	119,074.86	2,949.63	116,125.23
<b>Totals</b>	<b>\$1,190,748.60</b>	<b>\$150,748.60</b>	<b>\$1,040,000.00</b>

## COUNTY OF OXFORD

## BY-LAW NUMBER 6484-2022

**A BY-LAW OF THE COUNTY OF OXFORD TO AUTHORIZE THE BORROWING UPON SERIAL DEBENTURES IN THE AGGREGATE PRINCIPAL AMOUNT OF \$700,000.00 TOWARDS THE COST OF CERTAIN CAPITAL WORKS OF THE CORPORATION OF THE CITY OF WOODSTOCK SET OUT IN SCHEDULE "A" TO THIS BY-LAW**

**WHEREAS** subsection 401 (1) of the *Municipal Act, 2001*, as amended (the "Act") provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

**AND WHEREAS** subsection 408 (2.1) of the Act provides that a municipality may issue a debenture or other financial instrument for long-term borrowing only to provide financing for a capital work;

**AND WHEREAS** the Act also provides that the "regional municipality" means an upper-tier municipality that was a regional or district municipality or the County of Oxford on December 31, 2002;

**AND WHEREAS** the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act;

**AND WHEREAS** section 403 of the Act provides that a by-law of an upper-tier municipality authorizing the issuing of debentures for the purposes or joint purposes of one or more of its lower-tier municipalities may require those lower-tier municipalities to make payments in each year to the upper-tier municipality in the amounts and on the dates specified in the by-law and subsection 403 (7) of the Act provides that all debentures issued under a by-law passed by an upper-tier municipality under section 403 of the Act are direct, joint and several obligations of the upper-tier municipality and its lower-tier municipalities;

**AND WHEREAS** the Council of The Corporation of the City of Woodstock (the "Municipality"), which is a lower-tier municipality forming part of the County of Oxford (hereinafter called the "County"), has passed the By-law enumerated in column (1) of Schedule "A" attached hereto and forming part of this By-law authorizing the capital works described in column (2) of Schedule "A" (individually a "Capital Work", collectively the "Capital Works"), and authorizing the long-term borrowing from Ontario Infrastructure and Lands Corporation ("OILC") in respect of the Capital Works;

**AND WHEREAS** the County has passed a By-law to authorize submitting an application to OILC for financing the Capital Works and to authorize long-term borrowing for the Capital Works through the issue of debentures to OILC (the "Application");

**AND WHEREAS** the Council of the County has received a request from the Council of the Municipality to borrow money for the purpose of providing long-term financing for the Capital Works and to issue debentures for the Capital Works in the principal amounts specified in column (5) of Schedule "A";

**AND WHEREAS** before authorizing the Capital Works, the Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing in accordance with the applicable regulation and, prior to the Council of the Municipality authorizing each Capital Work, the Treasurer determined that the estimated annual amount payable in respect of each Capital Work, would not cause the Municipality to exceed the updated limit and that the approval of each Capital Work, by the Ontario Land Tribunal pursuant to such regulation was not required;

**AND WHEREAS** the County has submitted the Application to OILC and the Application has been approved;

**AND WHEREAS** to provide long-term financing for the Capital Works, it is now deemed to be expedient to borrow money by the issue of serial debentures in the aggregate principal amount of \$700,000.00 dated December 1, 2022 and maturing on December 1, 2032, and payable in semi-annual instalments of combined equal principal and diminishing interest amounts on the 1st day of June and on the 1st day of December, in each of the years 2023 to 2032, both inclusive, on the terms hereinafter set forth;

**NOW THEREFORE THE COUNCIL OF THE COUNTY OF OXFORD ENACTS AS FOLLOWS:**

1. For the Capital Works, the borrowing upon the credit of the County at large of the aggregate principal amount of \$700,000.00 and the issue of serial debentures therefor to be repaid in semi-annual instalments of combined principal and interest as hereinafter set forth, are hereby authorized.
2. The Warden and the Treasurer of the County are hereby authorized to cause any number of serial debentures to be issued for such amounts of money as may be required for the Capital Works in definitive form, not exceeding in total the said aggregate principal amount of \$700,000.00 (the "Debentures"). The Debentures shall bear the County's municipal seal and the signatures of the Warden and the Treasurer of the County, all in accordance with the provisions of the Act. The Debentures are sufficiently signed if they bear the required signatures and each person signing has the authority to do so on the date he or she signs.
3. The Debentures shall be in fully registered form as one or more certificates in the aggregate principal amount of \$700,000.00, in the name of OILC, or as OILC may otherwise direct, substantially in the form attached as Schedule "B" hereto and forming part of this By-law with provision for payment of principal and interest (other than in respect of the final payment of principal and outstanding interest on maturity upon presentation and surrender) by pre-authorized debit in respect of such principal and interest to the credit of such registered holder on such terms as to which the registered holder and the County may agree.
4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the County is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the County or the Municipality, as appropriate, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the County or the Municipality, as appropriate, amounts not exceeding any amounts that the County or the Municipality fails to pay OILC on account of any unpaid indebtedness of the County to OILC under the Debentures and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. The Debentures shall all be dated the 1st day of December, 2022, and as to both principal and interest shall be expressed and be payable in lawful money of Canada. The Debentures shall bear interest at the rate of 4.24% per annum and mature during a period of 10 years from the date thereof payable semi-annually in arrears as described in this section. The Debentures shall be paid in full by December 1, 2032 and be payable in semi-annual instalments of combined equal principal and diminishing interest amounts on the 1st day of June and on the 1st day of December, in each of the years 2023 to 2032, both inclusive, as set forth in Schedule "C" attached hereto and forming part of this By-law ("Schedule "C").
6. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the County are not authorized or obligated by law or executive order to be closed



(a “**Business Day**”) and if any date for payment is not a Business Day, payment shall be made on the next following Business Day.

7. Interest shall be payable to the date of maturity of the Debentures and on default shall be payable on any overdue amounts both before and after default and judgment at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debentures for such amounts plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amounts become overdue for so long as such amounts remain overdue and the County shall pay to the registered holders any and all costs incurred by the registered holders as a result of the overdue payment. Any amounts payable by the County as interest on overdue principal or interest and all costs incurred by the registered holders as a result of the overdue payment in respect of the Debentures shall be paid out of current revenue. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.

“**Prime Rate**” means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of the Debentures: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the “**Reference Banks**”) as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the “**Prime Rate**” shall be the arithmetic mean of the rates quoted by those Reference Banks.

8. (1) In each year in which a payment of semi-annual instalments of combined equal principal and diminishing interest becomes due in respect of the Capital Works, there shall be raised as part of the County’s general levy the amounts of principal and interest payable by the County in each year as set out in Schedule “C” to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality. Without limiting the generality of the foregoing, the Municipality shall pay the aforesaid yearly amounts as set out in Schedule “C” to the County one Business Day before the date payment is due. The amounts required to be paid to the County in accordance with Schedule “C” shall constitute a debt of the Municipality to the County and such amounts shall, when combined with any amount payable by the County in the year for repayment of the debt for which the Debentures are to be issued, be sufficient to meet the total amount of principal and interest payable in the year by the County in respect of the Debentures, all in accordance with the provisions of this By-law and the Act.
- (2) If the Municipality fails to make any payment or portion of it as provided in this By-law, the Municipality shall pay interest to the County on the amount in default at the rate of 15% per annum, from the date the payment is due until it is made.
- (3) There shall be raised, for the Capital Works, pursuant to this By-law, in each year of the currency of the Debentures, as part of the general upper-tier levy, the amounts required to be paid to the County in any previous year by the Municipality to the extent that the amounts have not been paid to the County in accordance with this By-law and the Act.
9. The Debentures may contain any provision for their registration thereof authorized by any statute relating to municipal debentures in force at the time of the issue thereof.

10. The County shall maintain a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of the cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the County is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.
11. The County shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The County shall deem and treat registered holders of the Debentures as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the County on the Debentures to the extent of the amount or amounts so paid. When a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the County. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the County.
12. The Debentures will be transferable or exchangeable at the office of the Treasurer of the County upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the County and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, the Warden and the Treasurer shall issue and deliver a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.
13. The Warden and the Treasurer shall issue and deliver new Debentures in exchange or substitution for Debentures outstanding on the registry with the same maturity and of like form which have become mutilated, defaced, lost, subject to a mysterious or unexplainable disappearance, stolen or destroyed, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case when a Debenture is mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed) furnished the County with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the County in its discretion; and (c) surrendered to the County any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.
14. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of this By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
15. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the County. When any of the Debentures are

- surrendered for transfer or exchange the Treasurer of the County shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
16. Reasonable fees in respect of the Debentures, in the normal course of business, other than reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of any of the principal and interest cheques (if any) that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed may be imposed by the County. When new Debentures are issued in substitution in these circumstances the County shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
  17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder.
  18. The Warden and the Treasurer are hereby authorized to cause the Debentures to be issued, one or more of the Clerk and Treasurer are hereby authorized to generally do all things and to execute all other documents and other papers in the name of the County in order to carry out the issue of the Debentures and the Treasurer is authorized to affix the County's municipal seal to any of such documents and papers.
  19. The money received by the County from the sale of the Debentures to OILC, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to their issue, if any, shall be delivered to the Municipality on the basis that the Municipality shall apportion and apply such money to the Capital Works, and to no other purpose except as permitted by the Act.
  20. Subject to the County's investment policies and goals, the applicable legislation and the terms and conditions of the Debentures, the County may, if not in default under the Debentures, at any time purchase any of the Debentures in the open market or by tender or by private contract at any price and on such terms and conditions (including, without limitation, the manner by which any tender offer may be communicated or accepted and the persons to whom it may be addressed) as the County may in its discretion determine.

21. This By-law takes effect on the day of passing.

By-law read a first and second time this 23rd day of November, 2022.

By-law read a third time and finally passed this 23rd day of November, 2022.

\_\_\_\_\_  
, Warden

\_\_\_\_\_  
Chloé J. Senior, Clerk

**Schedule "A"**  
**to By-law Number 6484-2022**

(1)	(2)	(3)	(4)	(5)	(6)
By-law	Capital Work Description	Approved Amount to be Financed Through the Issue of Debentures	Amount of Debentures Previously Issued	Amount of Debentures to be Issued	Term of Years of Debentures
9513-22	Capital costs in connection with the Beale Street reconstruction project	\$200,000.00	Nil	\$200,000.00	10
9513-22	Capital costs in connection with the Canterbury Street reconstruction project	\$200,000.00	Nil	\$200,000.00	10
9513-22	Capital costs in connection with the Park Row reconstruction project	\$300,000.00	Nil	\$300,000.00	10
	<b>TOTAL</b>			<b>\$700,000.00</b>	

**Schedule "B"****to By-law Number 6484-2022**

No. FR2022-04

\$700,000.00

C A N A D A  
Province of Ontario  
COUNTY OF OXFORD

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FULLY REGISTERED 4.24% SERIAL DEBENTURE

COUNTY OF OXFORD (the "County"), for value received, hereby promises to pay to

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION ("OILC")

or registered assigns, subject to the Conditions attached hereto which form part hereof (the "Conditions"), upon presentation and surrender of this debenture (or as otherwise agreed to by the County and OILC) by the maturity date of this debenture (December 1, 2032), the principal amount of

SEVEN HUNDRED THOUSAND DOLLARS

----- (\$700,000.00) -----

by semi-annual instalments of combined equal principal and diminishing interest amounts on the 1st day of June and on the 1st day of December, in each of the years 2023 to 2032, both inclusive, in the amounts set forth in the attached Loan Amortization Schedule (the "Amortization Schedule") and subject to late payment interest charges pursuant to the Conditions, in lawful money of Canada. Subject to the Conditions: interest shall be paid until the maturity date of this debenture, in like money in semi-annual payments from the closing date (December 1, 2022), or from the last date on which interest has been paid on this debenture, whichever is later, at the rate of 4.24% per annum, in arrears, on the specified dates, as set forth in the Amortization Schedule; and interest shall be paid on default at the applicable rate set out in the Amortization Schedule both before and after default and judgment. The payments of principal and interest and the outstanding amount of principal in each year are shown in the Amortization Schedule.

The County, pursuant to section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011* (the "OILC Act, 2011") hereby irrevocably agrees that the Minister of Finance is entitled, without notice to the County, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the County, amounts not exceeding any amounts that the County fails to pay OILC on account of any unpaid indebtedness under this debenture, and to pay such amounts to OILC from the Consolidated Revenue Fund.

This debenture is subject to the Conditions.

DATED at the County of Oxford as at the 1st day of December, 2022.

IN TESTIMONY WHEREOF and under the authority of By-law Number 6484-2022 of the County duly passed on the 23rd day of November, 2022 (the "By-law"), this debenture is sealed with the municipal seal of the County and signed by the Warden and by the Treasurer thereof.

Date of Registration: December 1, 2022

\_\_\_\_\_

(Seal)

\_\_\_\_\_

Warden

Lynn Buchner  
Treasurer

OILC hereby agrees that the Minister of Finance is entitled to exercise certain rights of deduction pursuant to section 25 of the OILC Act, 2011 as described in this debenture.

Ontario Infrastructure and Lands Corporation

by: \_\_\_\_\_  
Authorized Signing Officer

by: \_\_\_\_\_  
Authorized Signing Officer

### LOAN AMORTIZATION SCHEDULE

Name: County of Oxford on behalf of the City of Woodstock  
 Principal: \$700,000.00  
 Rate: 4.24%  
 Term: 10 years  
 Compound: Semi-annual  
 Matures: December 1, 2032

Pay #	Date	Amount Due \$	Principal Due \$	Interest Due \$	Rem. Principal \$
1	06/01/2023	49,799.34	35,000.00	14,799.34	665,000.00
2	12/01/2023	49,136.62	35,000.00	14,136.62	630,000.00
3	06/01/2024	48,392.59	35,000.00	13,392.59	595,000.00
4	12/01/2024	47,648.56	35,000.00	12,648.56	560,000.00
5	06/01/2025	46,839.47	35,000.00	11,839.47	525,000.00
6	12/01/2025	46,160.49	35,000.00	11,160.49	490,000.00
7	06/01/2026	45,359.54	35,000.00	10,359.54	455,000.00
8	12/01/2026	44,672.43	35,000.00	9,672.43	420,000.00
9	06/01/2027	43,879.61	35,000.00	8,879.61	385,000.00
10	12/01/2027	43,184.36	35,000.00	8,184.36	350,000.00
11	06/01/2028	42,440.33	35,000.00	7,440.33	315,000.00
12	12/01/2028	41,696.30	35,000.00	6,696.30	280,000.00
13	06/01/2029	40,919.74	35,000.00	5,919.74	245,000.00
14	12/01/2029	40,208.23	35,000.00	5,208.23	210,000.00
15	06/01/2030	39,439.80	35,000.00	4,439.80	175,000.00
16	12/01/2030	38,720.16	35,000.00	3,720.16	140,000.00
17	06/01/2031	37,959.87	35,000.00	2,959.87	105,000.00
18	12/01/2031	37,232.10	35,000.00	2,232.10	70,000.00
19	06/01/2032	36,488.07	35,000.00	1,488.07	35,000.00
20	12/01/2032	35,744.03	35,000.00	744.03	0.00
		855,921.64	700,000.00	155,921.64	



## LEGAL OPINION

We have examined the By-law of the County authorizing the issue of serial debentures in the aggregate principal amount of \$700,000.00 dated December 1, 2022 and maturing on December 1, 2032, payable in semi-annual instalments of combined equal principal and diminishing interest amounts on the 1st day of June and on the 1st day of December, in each of the years 2023 to 2032, both inclusive, as set out in Schedule "C" to the By-law.

In our opinion, the By-law has been properly passed and is within the legal powers of the County. The debenture issued under the By-law in the within form (the "Debenture") is the direct, general, unsecured, unsubordinated, joint and several obligation of the County and of its lower-tier municipalities (the "Lower-tier Municipalities"). The Debenture is enforceable against the County and the Lower-tier Municipalities subject to the special jurisdiction and powers of the Ontario Land Tribunal over defaulting municipalities under the *Municipal Affairs Act*. This opinion is subject to and incorporates all the assumptions, qualifications and limitations set out in our opinion letter.

December 1, 2022

WeirFoulds LLP

## CONDITIONS OF THE DEBENTURE

### **Form, Denomination, and Ranking of the Debenture**

1. The debentures issued pursuant to the By-law (collectively the “Debentures” and individually a “Debenture”) are issuable as fully registered Debentures without coupons.
2. The Debentures are direct, general, unsecured, unsubordinated, joint and several obligations of the County and of its Lower-tier Municipalities. The Debentures rank concurrently and equally in respect of payment of principal and interest with all other debentures of the County except for the availability of money in a sinking or retirement fund for a particular issue of debentures.
3. This Debenture is one fully registered Debenture registered in the name of OILC and held by OILC.

### **Registration**

4. The County shall maintain at its designated office a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the County is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

### **Title**

5. The County shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The County shall deem and treat registered holders of Debentures, including this Debenture, as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the County on the Debentures to the extent of the amount or amounts so paid. Where a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the County. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the County.

## Payments of Principal and Interest

6. The record date for purposes of payment of principal of and interest on the Debentures is as of 5:00 p.m. on the sixteenth calendar day preceding any payment date including the maturity date. Principal of and interest on the Debentures are payable by the County to the persons registered as holders in the registry on the relevant record date. The County shall not be required to register any transfer, exchange or substitution of Debentures during the period from any record date to the corresponding payment date.
7. The County shall make all payments in respect of semi-annual instalments of combined equal principal and diminishing interest amounts on the Debentures on the 1st day of June and the 1st day of December, in each of the years 2023 to 2032, both inclusive, as set out in Schedule "C" to the By-law, by pre-authorized debit in respect of such interest and principal to the credit of the registered holder on such terms as the County and the registered holder may agree.
8. The County shall pay to the registered holder interest on any overdue amount of principal or interest in respect of any Debenture, both before and after default and judgment, at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debenture for such amount plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue and the County shall pay to the registered holder any and all costs incurred by the registered holder as a result of the overdue payment.
9. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.
10. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the County are not authorized or obligated by law or executive order to be closed (a "**Business Day**"), and if any date for payment is not a Business Day, payment shall be made on the next following Business Day as noted on the Amortization Schedule.
11. The Debentures are transferable or exchangeable at the office of the Treasurer of the County upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the County and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations will be delivered as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.
12. The County shall issue and deliver Debentures in exchange for or in substitution for Debentures outstanding on the registry with the same maturity and of like form in the event of a mutilation, defacement, loss, mysterious or unexplainable disappearance, theft or destruction, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case of a mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed Debenture) furnished the County with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the County in its discretion; and (c) surrendered to the County any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.

13. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of the By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
14. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the County. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the County shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
15. Reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed principal and interest cheques (if any) may be imposed by the County. When new Debentures are issued in substitution in these circumstances the County shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
16. If OILC elects to terminate its obligations under the financing agreement entered into between the County and OILC, pursuant to which the Debentures are issued, at OILC's discretion, the County shall pay to OILC the Make-Whole Amount on account of the losses that OILC will incur as a result of the early repayment or early termination.

### **Notices**

17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder. If the County or any registered holder is required to give any notice in connection with the Debentures on or before any day and that day is not a Business Day (as defined in section 10 of these Conditions) then such notice may be given on the next following Business Day.

### **Time**

18. Unless otherwise expressly provided herein, any reference herein to a time shall be considered to be a reference to Toronto time.

## Governing Law

19. The Debentures are governed by and shall be construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in Ontario.

## Definitions

- (a) **"Prime Rate"** means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of this Debenture: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the "Reference Banks") as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the "Prime Rate" shall be the arithmetic mean of the rates quoted by those Reference Banks.
- (b) **"Make-Whole Amount"** means the amount determined by OILC as of the date of prepayment of the Debenture, by which (i) the present value of the remaining future scheduled payments of principal and interest under the Debenture to be repaid from the prepayment date until maturity of the Debenture discounted at the Ontario Yield exceeds (ii) the principal amount under the Debenture being repaid provided that the Make-Whole Amount shall never be less than zero.
- (c) **"Ontario Yield"** means the yield to maturity on the date of prepayment of the Debenture, assuming semi-annual compounding, which a non-prepayable term loan made by the Province of Ontario would have if advanced on the date of prepayment of the Debenture, assuming the same principal amount as the Debenture and with a maturity date which is the same as the remaining term to maturity of the Debenture to be repaid minus 100 basis points.

**Schedule "C"**  
**to By-law Number 6484-2022**  
**LOAN AMORTIZATION SCHEDULE**

Name: County of Oxford on behalf of the City of Woodstock  
Principal: \$700,000.00  
Rate: 4.24%  
Term: 10 years  
Compound: Semi-annual  
Matures: December 1, 2032

Pay #	Date	Amount Due \$	Principal Due \$	Interest Due \$	Rem. Principal \$
1	06/01/2023	49,799.34	35,000.00	14,799.34	665,000.00
2	12/01/2023	49,136.62	35,000.00	14,136.62	630,000.00
3	06/01/2024	48,392.59	35,000.00	13,392.59	595,000.00
4	12/01/2024	47,648.56	35,000.00	12,648.56	560,000.00
5	06/01/2025	46,839.47	35,000.00	11,839.47	525,000.00
6	12/01/2025	46,160.49	35,000.00	11,160.49	490,000.00
7	06/01/2026	45,359.54	35,000.00	10,359.54	455,000.00
8	12/01/2026	44,672.43	35,000.00	9,672.43	420,000.00
9	06/01/2027	43,879.61	35,000.00	8,879.61	385,000.00
10	12/01/2027	43,184.36	35,000.00	8,184.36	350,000.00
11	06/01/2028	42,440.33	35,000.00	7,440.33	315,000.00
12	12/01/2028	41,696.30	35,000.00	6,696.30	280,000.00
13	06/01/2029	40,919.74	35,000.00	5,919.74	245,000.00
14	12/01/2029	40,208.23	35,000.00	5,208.23	210,000.00
15	06/01/2030	39,439.80	35,000.00	4,439.80	175,000.00
16	12/01/2030	38,720.16	35,000.00	3,720.16	140,000.00
17	06/01/2031	37,959.87	35,000.00	2,959.87	105,000.00
18	12/01/2031	37,232.10	35,000.00	2,232.10	70,000.00
19	06/01/2032	36,488.07	35,000.00	1,488.07	35,000.00
20	12/01/2032	35,744.03	35,000.00	744.03	0.00
		855,921.64	700,000.00	155,921.64	

**COUNTY OF OXFORD****BY-LAW NUMBER 6485-2022****A BY-LAW OF THE COUNTY OF OXFORD TO AUTHORIZE THE BORROWING UPON SERIAL DEBENTURES IN THE PRINCIPAL AMOUNT OF \$1,483,000.00 TOWARDS THE COST OF A CERTAIN CAPITAL WORK OF THE COUNTY OF OXFORD SET OUT IN SCHEDULE "A" TO THIS BY-LAW**

**WHEREAS** subsection 401 (1) of the *Municipal Act, 2001*, as amended (the "Act") provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

**AND WHEREAS** subsection 408 (2.1) of the Act provides that a municipality may issue a debenture or other financial instrument for long-term borrowing only to provide financing for a capital work;

**AND WHEREAS** the Act also provides that the "regional municipality" means an upper-tier municipality that was a regional or district municipality or the County of Oxford on December 31, 2002;

**AND WHEREAS** the Act also provides that all debentures issued under a by-law passed by a regional municipality for its own purposes are direct, joint and several obligations of the regional municipality and its lower-tier municipalities;

**AND WHEREAS** the Council of the County of Oxford (hereinafter called the "County"), has passed the By-laws enumerated in column (1) of Schedule "A" attached hereto and forming part of this By-law to authorize the capital work described in column (2) of Schedule "A" (the "Capital Work"), to authorize the long-term borrowing from Ontario Infrastructure and Lands Corporation ("OILC") in respect of the Capital Work and to confirm, ratify and approve the execution by the Treasurer of the application to OILC for financing the Capital Work (the "Application") and the submission by such authorized official of the Application; and to execute and deliver to OILC the rate offer letter agreement in respect of such long-term borrowing for the Capital Work;

**AND WHEREAS** before authorizing the Capital Work and before authorizing any additional cost amount and any additional debenture authority in respect thereof, the Council of the County had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing in accordance with the applicable regulation and, prior to the Council of the County authorizing the Capital Work, each such additional cost amount and each such additional debenture authority, the Treasurer determined that the estimated annual amount payable in respect of the Capital Work, each such additional cost amount and each such additional debenture authority would not cause the County to exceed the updated limit and that the approval of the Capital Work, each such additional cost amount and each such additional debenture authority by the Ontario Land Tribunal or its predecessor pursuant to such regulation was not required;

**AND WHEREAS** the County has submitted the Application to OILC and the Application has been approved;

**AND WHEREAS** to provide long-term financing for the Capital Work, it is now deemed to be expedient to borrow money by the issue of serial debentures in the principal amount of \$1,483,000.00 dated December 1, 2022 and maturing on December 1, 2042, and payable in semi-annual instalments of combined principal and interest on the 1st day of June and on the 1st day of December, in each of the years 2023 to 2042, both inclusive, on the terms hereinafter set forth;

**NOW THEREFORE THE COUNCIL OF THE COUNTY OF OXFORD ENACTS AS FOLLOWS:**

1. For the Capital Work, the borrowing upon the credit of the County at large of the principal amount of \$1,483,000.00 and the issue of serial debentures therefor to be repaid in semi-annual instalments of combined principal and interest as hereinafter set forth, are hereby authorized.
2. The Warden and the Treasurer of the County are hereby authorized to cause any number of serial debentures to be issued for such amounts of money as may be required for the Capital Work in definitive form, not exceeding in total the said principal amount of \$1,483,000.00 (the "Debentures"). The Debentures shall bear the County's municipal seal and the signatures of the Warden and the Treasurer of the County, all in accordance with the provisions of the Act. The Debentures are sufficiently signed if they bear the required signatures and each person signing has the authority to do so on the date he or she signs.
3. The Debentures shall be in fully registered form as one or more certificates in the principal amount of \$1,483,000.00, in the name of OILC, or as OILC may otherwise direct, substantially in the form attached as Schedule "B" hereto and forming part of this By-law with provision for payment of principal and interest (other than in respect of the final payment of principal and outstanding interest on maturity upon presentation and surrender) by pre-authorized debit in respect of such principal and interest to the credit of such registered holder on such terms as to which the registered holder and the County may agree.
4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the County is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the County to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the County amounts not exceeding any amounts that the County fails to pay OILC on account of any unpaid indebtedness of the County to OILC under the Debentures and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. The Debentures shall all be dated the 1st day of December, 2022, and as to both principal and interest shall be expressed and be payable in lawful money of Canada. The Debentures shall bear interest at the rate of 4.56% per annum and mature during a period of 20 years from the date thereof payable semi-annually in arrears as described in this section. The Debentures shall be paid in full by December 1, 2042 and be payable in semi-annual instalments of combined equal principal and diminishing interest amounts on the 1st day of June and on the 1st day of December, in each of the years 2023 to 2042, both inclusive, as set forth in Schedule "C" attached hereto and forming part of this By-law ("Schedule "C").
6. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the County are not authorized or obligated by law or executive order to be closed (a "**Business Day**") and if any date for payment is not a Business Day, payment shall be made on the next following Business Day.
7. Interest shall be payable to the date of maturity of the Debentures and on default shall be payable on any overdue amounts both before and after default and judgment at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debentures for such amounts plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amounts become overdue for so long as such amounts remain overdue and the County shall pay to the registered holders any and all costs incurred by the registered holders as a result of the overdue payment. Any amounts payable by the County as interest on overdue principal or



interest and all costs incurred by the registered holders as a result of the overdue payment in respect of the Debentures shall be paid out of current revenue. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.

**“Prime Rate”** means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of the Debentures: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the **“Reference Banks”**) as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the “Prime Rate” shall be the arithmetic mean of the rates quoted by those Reference Banks.

8. (1) In each year in which a payment of semi-annual instalments of combined equal principal and diminishing interest becomes due in respect of the Capital Work, there shall be raised as part of the County’s general upper-tier levy the amounts of principal and interest payable by the County in each year as set out in Schedule “C” to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality. Without limiting the generality of the foregoing, the lower-tier municipalities that comprise the County (individually a “Lower-tier Municipality”, collectively the “Lower-tier Municipalities”) shall pay to the County, as part of the general upper-tier levy the amounts required to be paid to the County by the Lower-tier Municipalities in respect of the Capital Work, in accordance with the manner in which the general upper-tier levy is required, from time to time, to be paid to the County. Such amounts constitute debt of the Lower-tier Municipalities to the County and such amounts shall, when combined with any amount payable by the County in the year for repayment of the debt for which the Debentures are to be issued, be sufficient to meet the total amount of principal and interest payable in the year by the County in respect of the Debentures, all in accordance with the provisions of this By-law and the Act.
- (2) If any Lower-tier Municipality fails to make any payment or portion of it as provided in this By-law, such Lower-tier Municipality shall pay interest to the County on the amount in default at the rate of 15% per annum, from the date the payment is due until it is made.
- (3) There shall be raised, for the Capital Work, pursuant to this By-law, in each year of the currency of the Debentures, as part of the general upper-tier levy, the amounts required to be paid to the County in any previous year by any one or more of the Lower-tier Municipalities to the extent that the amounts have not been paid to the County in accordance with this By-law and the Act.
9. The Debentures may contain any provision for their registration thereof authorized by any statute relating to municipal debentures in force at the time of the issue thereof.
10. The County shall maintain a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of the cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the County is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

11. The County shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The County shall deem and treat registered holders of the Debentures as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the County on the Debentures to the extent of the amount or amounts so paid. When a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the County. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the County.
12. The Debentures will be transferable or exchangeable at the office of the Treasurer of the County upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the County and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, the Warden and the Treasurer shall issue and deliver a new Debenture or Debentures of an equal principal amount in any authorized denomination or denominations as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.
13. The Warden and the Treasurer shall issue and deliver new Debentures in exchange or substitution for Debentures outstanding on the registry with the same maturity and of like form which have become mutilated, defaced, lost, subject to a mysterious or unexplainable disappearance, stolen or destroyed, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case when a Debenture is mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed) furnished the County with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the County in its discretion; and (c) surrendered to the County any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.
14. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of this By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
15. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the County. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the County shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.

16. Reasonable fees in respect of the Debentures, in the normal course of business, other than reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of any of the principal and interest cheques (if any) that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed may be imposed by the County. When new Debentures are issued in substitution in these circumstances the County shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder.
18. The Warden and the Treasurer are hereby authorized to cause the Debentures to be issued, one or more of the Clerk and Treasurer are hereby authorized to generally do all things and to execute all other documents and other papers in the name of the County in order to carry out the issue of the Debentures and the Treasurer or the Clerk is authorized to affix the County's municipal seal to any of such documents and papers.
19. The money received by the County from the sale of the Debentures to OILC, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to their issue, if any, shall be apportioned and applied to the Capital Work, and to no other purpose except as permitted by the Act.
20. Subject to the County's investment policies and goals, the applicable legislation and the terms and conditions of the Debentures, the County may, if not in default under the Debentures, at any time purchase any of the Debentures in the open market or by tender or by private contract at any price and on such terms and conditions (including, without limitation, the manner by which any tender offer may be communicated or accepted and the persons to whom it may be addressed) as the County may in its discretion determine.
21. This By-law takes effect on the day of passing.

By-law read a first and second time this 23rd day of November, 2022.

By-law read a third time and finally passed this 23rd day of November, 2022.

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, Warden

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Chloé J. Senior, Clerk

**Schedule "A"**  
**to By-law Number 6485-2022**

(1)	(2)	(3)	(4)	(5)	(6)
By-law	Capital Work Description	Approved Amount to be Financed Through the Issue of Debentures	Amount of Debentures Previously Issued	Amount of Debentures to be Issued	Term of Years of Debentures
6451-2022 6402-2022 6192-2020 6083-2019	Capital costs in connection with the Mount Elgin Graydon Well project	\$1,483,000.00	Nil	\$1,483,000.00	20
<b>TOTAL</b>				<b>\$1,483,000.00</b>	

**Schedule "B"****to By-law Number 6485-2022**

No. FR2022-03

\$1,483,000.00

C A N A D A  
Province of Ontario  
COUNTY OF OXFORD

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FULLY REGISTERED 4.56% SERIAL DEBENTURE

COUNTY OF OXFORD (the "County"), for value received, hereby promises to pay to

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION ("OILC")

or registered assigns, subject to the Conditions attached hereto which form part hereof (the "Conditions"), upon presentation and surrender of this debenture (or as otherwise agreed to by the County and OILC) by the maturity date of this debenture (December 1, 2042), the principal amount of

ONE MILLION, FOUR HUNDRED AND EIGHTY-THREE THOUSAND DOLLARS

----- (\$1,483,000.00) -----

by semi-annual instalments of combined equal principal and diminishing interest amounts on the 1st day of June and on the 1st day of December, in each of the years 2023 to 2042, both inclusive, save and except for the last instalment of principal which may vary slightly from the preceding equal instalments, in the amounts set forth in the attached Loan Amortization Schedule (the "Amortization Schedule") and subject to late payment interest charges pursuant to the Conditions, in lawful money of Canada. Subject to the Conditions: interest shall be paid until the maturity date of this debenture, in like money in semi-annual payments from the closing date (December 1, 2022), or from the last date on which interest has been paid on this debenture, whichever is later, at the rate of 4.56% per annum, in arrears, on the specified dates, as set forth in the Amortization Schedule; and interest shall be paid on default at the applicable rate set out in the Amortization Schedule both before and after default and judgment. The payments of principal and interest and the outstanding amount of principal in each year are shown in the Amortization Schedule.

The County, pursuant to section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011* (the "OILC Act, 2011") hereby irrevocably agrees that the Minister of Finance is entitled, without notice to the County, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the County, amounts not exceeding any amounts that the County fails to pay OILC on account of any unpaid indebtedness under this debenture, and to pay such amounts to OILC from the Consolidated Revenue Fund.

This debenture is subject to the Conditions.

DATED at the County of Oxford as at the 1st day of December, 2022.

IN TESTIMONY WHEREOF and under the authority of By-law Number 6485-2022 of the County duly passed on the 23rd day of November, 2022 (the "By-law"), this debenture is sealed with the municipal seal of the County and signed by the Warden and by the Treasurer thereof.

Date of Registration: December 1, 2022

\_\_\_\_\_

Warden

(Seal)

\_\_\_\_\_

Lynn Buchner  
Treasurer

OILC hereby agrees that the Minister of Finance is entitled to exercise certain rights of deduction pursuant to section 25 of the OILC Act, 2011 as described in this debenture.

Ontario Infrastructure and Lands Corporation

by: \_\_\_\_\_  
Authorized Signing Officer

by: \_\_\_\_\_  
Authorized Signing Officer

### LOAN AMORTIZATION SCHEDULE

Name: County of Oxford  
 Principal: \$1,483,000.00  
 Rate: 4.56%  
 Term: 20 years  
 Compound: Semi-annual  
 Matures: December 1, 2042

Pay #	Date	Amount Due \$	Principal Due \$	Interest Due \$	Rem. Principal \$
1	06/01/2023	70,794.76	37,075.00	33,719.76	1,445,925.00
2	12/01/2023	70,132.41	37,075.00	33,057.41	1,408,850.00
3	06/01/2024	69,284.78	37,075.00	32,209.78	1,371,775.00
4	12/01/2024	68,437.16	37,075.00	31,362.16	1,334,700.00
5	06/01/2025	67,422.79	37,075.00	30,347.79	1,297,625.00
6	12/01/2025	66,741.91	37,075.00	29,666.91	1,260,550.00
7	06/01/2026	65,736.80	37,075.00	28,661.80	1,223,475.00
8	12/01/2026	65,046.66	37,075.00	27,971.66	1,186,400.00
9	06/01/2027	64,050.81	37,075.00	26,975.81	1,149,325.00
10	12/01/2027	63,351.40	37,075.00	26,276.40	1,112,250.00
11	06/01/2028	62,503.78	37,075.00	25,428.78	1,075,175.00
12	12/01/2028	61,656.15	37,075.00	24,581.15	1,038,100.00
13	06/01/2029	60,678.83	37,075.00	23,603.83	1,001,025.00
14	12/01/2029	59,960.90	37,075.00	22,885.90	963,950.00
15	06/01/2030	58,992.85	37,075.00	21,917.85	926,875.00
16	12/01/2030	58,265.65	37,075.00	21,190.65	889,800.00
17	06/01/2031	57,306.86	37,075.00	20,231.86	852,725.00
18	12/01/2031	56,570.40	37,075.00	19,495.40	815,650.00
19	06/01/2032	55,722.77	37,075.00	18,647.77	778,575.00
20	12/01/2032	54,875.14	37,075.00	17,800.14	741,500.00
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36	12/01/2040	41,313.13	37,075.00	4,238.13	148,300.00
37	06/01/2041	40,446.98	37,075.00	3,371.98	111,225.00
38	12/01/2041	39,617.88	37,075.00	2,542.88	74,150.00
39	06/01/2042	38,760.99	37,075.00	1,685.99	37,075.00
40	12/01/2042	37,922.63	37,075.00	847.63	0.00
		2,176,617.40	1,483,000.00	693,617.40	

## LEGAL OPINION

We have examined the By-law of the County authorizing the issue of serial debentures in the principal amount of \$1,483,000.00 dated December 1, 2022 and maturing on December 1, 2042, payable in semi-annual instalments of combined equal principal and diminishing interest amounts on the 1st day of June and on the 1st day of December, in each of the years 2023 to 2042, both inclusive, as set out in Schedule "C" to the By-law.

In our opinion, the By-law has been properly passed and is within the legal powers of the County. The debenture issued under the By-law in the within form (the "Debenture") is the direct, general, unsecured, unsubordinated, joint and several obligation of the County and of its lower-tier municipalities (the "Lower-tier Municipalities"). The Debenture is enforceable against the County and the Lower-tier Municipalities subject to the special jurisdiction and powers of the Ontario Land Tribunal over defaulting municipalities under the *Municipal Affairs Act*. This opinion is subject to and incorporates all the assumptions, qualifications and limitations set out in our opinion letter.

December 1, 2022

WeirFoulds LLP



## CONDITIONS OF THE DEBENTURE

### **Form, Denomination, and Ranking of the Debenture**

1. The debentures issued pursuant to the By-law (collectively the “Debentures” and individually a “Debenture”) are issuable as fully registered Debentures without coupons.
2. The Debentures are direct, general, unsecured, unsubordinated, joint and several obligations of the County and of its Lower-tier Municipalities. The Debentures rank concurrently and equally in respect of payment of principal and interest with all other debentures of the County except for the availability of money in a sinking or retirement fund for a particular issue of debentures.
3. This Debenture is one fully registered Debenture registered in the name of OILC and held by OILC.

### **Registration**

4. The County shall maintain at its designated office a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the County is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

### **Title**

5. The County shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The County shall deem and treat registered holders of Debentures, including this Debenture, as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the County on the Debentures to the extent of the amount or amounts so paid. Where a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the County. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the County.

### **Payments of Principal and Interest**

6. The record date for purposes of payment of principal of and interest on the Debentures is as of 5:00 p.m. on the sixteenth calendar day preceding any payment date including the maturity date. Principal of and interest on the Debentures are payable by the County to the persons registered as holders in the registry on the relevant record date. The County shall not be required to register any transfer, exchange or substitution of Debentures during the period from any record date to the corresponding payment date.

7. The County shall make all payments in respect of semi-annual instalments of combined equal principal and diminishing interest amounts on the Debentures on the 1st day of June and the 1st day of December, in each of the years 2023 to 2042, both inclusive, as set out in Schedule "C" to the By-law, by pre-authorized debit in respect of such interest and principal to the credit of the registered holder on such terms as the County and the registered holder may agree.
8. The County shall pay to the registered holder interest on any overdue amount of principal or interest in respect of any Debenture, both before and after default and judgment, at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debenture for such amount plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue and the County shall pay to the registered holder any and all costs incurred by the registered holder as a result of the overdue payment.
9. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.
10. Payments in respect of principal of and interest on the Debentures shall be made only on a day, other than Saturday or Sunday, on which banking institutions in Toronto, Ontario, Canada and the County are not authorized or obligated by law or executive order to be closed (a "**Business Day**"), and if any date for payment is not a Business Day, payment shall be made on the next following Business Day as noted on the Amortization Schedule.
11. The Debentures are transferable or exchangeable at the office of the Treasurer of the County upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the County and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, a new Debenture or Debentures of an equal principal amount in any authorized denomination or denominations will be delivered as directed by the transferor, in the case of a transfer or as directed by the registered holder in the case of an exchange.
12. The County shall issue and deliver Debentures in exchange for or in substitution for Debentures outstanding on the registry with the same maturity and of like form in the event of a mutilation, defacement, loss, mysterious or unexplainable disappearance, theft or destruction, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case of a mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed Debenture) furnished the County with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the County in its discretion; and (c) surrendered to the County any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.
13. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of the By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
14. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the County. When any of the Debentures are

surrendered for transfer or exchange the Treasurer of the County shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.

15. Reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed principal and interest cheques (if any) may be imposed by the County. When new Debentures are issued in substitution in these circumstances the County shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
16. If OILC elects to terminate its obligations under the rate offer letter agreement entered into between the County and OILC, or if the County fails to meet and pay any of its debts or liabilities when due, or uses all or any portion of the proceeds of any Debenture for any purpose other than for a Capital Work(s) as authorized in the By-law pursuant to which the Debentures are issued, at OILC's discretion, the County shall pay to OILC the Make-Whole Amount on account of the losses that OILC will incur as a result of the early repayment or early termination.

### **Notices**

17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder. If the County or any registered holder is required to give any notice in connection with the Debentures on or before any day and that day is not a Business Day (as defined in section 10 of these Conditions) then such notice may be given on the next following Business Day.

### **Time**

18. Unless otherwise expressly provided herein, any reference herein to a time shall be considered to be a reference to Toronto time.

## Governing Law

19. The Debentures are governed by and shall be construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in Ontario.

## Definitions

- (a) **"Prime Rate"** means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of this Debenture: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the "Reference Banks") as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the "Prime Rate" shall be the arithmetic mean of the rates quoted by those Reference Banks.
- (b) **"Make-Whole Amount"** means the amount determined by OILC as of the date of prepayment of the Debenture, by which (i) the present value of the remaining future scheduled payments of principal and interest under the Debenture to be repaid from the prepayment date until maturity of the Debenture discounted at the Ontario Yield exceeds (ii) the principal amount under the Debenture being repaid provided that the Make-Whole Amount shall never be less than zero.
- (c) **"Ontario Yield"** means the yield to maturity on the date of prepayment of the Debenture, assuming semi-annual compounding, which a non-prepayable term loan made by the Province of Ontario would have if advanced on the date of prepayment of the Debenture, assuming the same principal amount as the Debenture and with a maturity date which is the same as the remaining term to maturity of the Debenture to be repaid minus 100 basis points.

## Schedule "C"

## to By-law Number 6485-2022

## LOAN AMORTIZATION SCHEDULE

Name: County of Oxford  
Principal: \$1,483,000.00  
Rate: 4.56%  
Term: 20 years  
Compound: Semi-annual  
Matures: December 1, 2042

Pay #	Date	Amount Due \$	Principal Due \$	Interest Due \$	Rem. Principal \$
1	06/01/2023	70,794.76	37,075.00	33,719.76	1,445,925.00
2	12/01/2023	70,132.41	37,075.00	33,057.41	1,408,850.00
3	06/01/2024	69,284.78	37,075.00	32,209.78	1,371,775.00
4	12/01/2024	68,437.16	37,075.00	31,362.16	1,334,700.00
5	06/01/2025	67,422.79	37,075.00	30,347.79	1,297,625.00
6	12/01/2025	66,741.91	37,075.00	29,666.91	1,260,550.00
7	06/01/2026	65,736.80	37,075.00	28,661.80	1,223,475.00
8	12/01/2026	65,046.66	37,075.00	27,971.66	1,186,400.00
9	06/01/2027	64,050.81	37,075.00	26,975.81	1,149,325.00
10	12/01/2027	63,351.40	37,075.00	26,276.40	1,112,250.00
11	06/01/2028	62,503.78	37,075.00	25,428.78	1,075,175.00
12	12/01/2028	61,656.15	37,075.00	24,581.15	1,038,100.00
13	06/01/2029	60,678.83	37,075.00	23,603.83	1,001,025.00
14	12/01/2029	59,960.90	37,075.00	22,885.90	963,950.00
15	06/01/2030	58,992.85	37,075.00	21,917.85	926,875.00
16	12/01/2030	58,265.65	37,075.00	21,190.65	889,800.00
17	06/01/2031	57,306.86	37,075.00	20,231.86	852,725.00
18	12/01/2031	56,570.40	37,075.00	19,495.40	815,650.00
19	06/01/2032	55,722.77	37,075.00	18,647.77	778,575.00
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COUNTY OF OXFORD

BY-LAW NO. 6486-2022

**BEING** a By-law to confirm all actions and proceedings of the Council of the County of Oxford at the meeting at which this By-law is passed.

The Council of the County of Oxford enacts as follows:

1. That all decisions made by Council at the meeting at which this By-law is passed, in respect of each report, resolution or other action passed and taken by the Council at this meeting, are hereby adopted, ratified and confirmed.
2. That the Warden and/or the proper officers of the County are hereby authorized and directed to do all things necessary to give effect to the said decisions referred to in Section 1 of this By-law, to obtain approvals where required, and except where otherwise provided, to execute all necessary documents and the Clerk is hereby authorized and directed to affix the corporate seal where necessary.
3. That nothing in this By-law has the effect of giving to any decision the status of a By-law where any legal prerequisite to the enactment of a specific By-law has not been satisfied.
4. That all decisions, as referred to in Section 1 of this By-law, supersede any prior decisions of Council to the contrary.

**READ** a first and second time this 23<sup>rd</sup> day of November, 2022.

**READ** a third time and finally passed this 23<sup>rd</sup> day of November, 2022.

\_\_\_\_\_  
WARDEN

\_\_\_\_\_  
CHLOÉ J. SENIOR, CLERK