

**OXFORD COUNTY COUNCIL  
MINUTES**

**June 12, 2024**

Council Present

Warden Marcus Ryan  
Councillor Jerry Acchione  
Councillor Deb Gilvesy  
Councillor Bernia Martin  
Councillor David Mayberry  
Councillor Jim Palmer  
Councillor Brian Petrie  
Councillor Phil Schaefer  
Councillor Deborah Tait

Council Absent

Deputy Warden Mark Peterson

Staff Present

B. Addley, Chief Administrative Officer  
L. Buchner, Director of Corporate Services  
M. Cowan, Manager of Information Services  
M. Dager, Director of Woodingford Lodge  
R. Hall, Director of Paramedic Services  
P. Michiels, Acting 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 twelfth day of June, 2024, in the Council Chamber, County Administration Building, Woodstock at 9:30 a.m. with Warden Ryan in the chair.

**2. APPROVAL OF AGENDA**

**RESOLUTION NO. 1**

Moved By: Deborah Tait

Seconded By: Deb Gilvesy

Resolved that the agenda be approved.

**DISPOSITION:** Motion Carried

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

- 3.1 Councillor Jerry Acchione discloses a Pecuniary Interest regarding items 5.1.1, 5.2 and 8.1.1 on the Open meeting agenda of June 12, 2024, as he owns property abutting the property being discussed.

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

- 4.1 May 22, 2024

RESOLUTION NO. 2

Moved By: Deborah Tait

Seconded By: Deb Gilvesy

Resolved that the Council minutes of May 22, 2024 be adopted.

DISPOSITION: Motion Carried

**5. PUBLIC MEETINGS**

- 5.1 Resolution to go into a Public Meeting pursuant to the Planning Act

RESOLUTION NO. 3

Moved By: Deborah Tait

Seconded By: Bernia Martin

Resolved that Council rise and go into a Public Meeting pursuant to the Planning Act, and that the Warden chair the Public Meeting.

DISPOSITION: Motion Carried at 9:31 a.m.

- 5.1.1 Application for Draft Plan of Subdivision SB 24-02-8 – City of Woodstock

Having declared a conflict, Councillor Acchione leaves the Council Chamber at 9:31 a.m.

Eric Gilbert, Manager of Development Planning presents Application for Draft Plan of Subdivision SB 24-02-8, which proposes to facilitate the development of an industrial plan of subdivision comprising of nine blocks for industrial development, three natural heritage blocks, one block for stormwater management and a future sanitary pumping station, together with a number of blocks for road widening and 0.3 m (1 ft) reserves, served by 5 new local streets in the City of Woodstock.

The Chair opens the meeting to comments and questions from members of Council. There are none.

No members of the Public were in attendance with regards to this Application.

5.1.2 Resolution to adjourn the Public Meeting

RESOLUTION NO. 4

Moved By: Deborah Tait

Seconded By: Bernia Martin

Resolved that Council adjourn the Public Meeting and reconvene as Oxford County Council with the Warden in the chair.

DISPOSITION: Motion Carried at 9:38 a.m.

5.2 Consideration of Report CP 2024-180 - Application for Draft Plan of Subdivision SB 24-02-8 – City of Woodstock

RESOLUTION NO. 5

Moved By: Bernia Martin

Seconded By: Phil Schaefer

Resolved that the recommendation contained in Report CP 2024-180, titled “Application for Draft Plan of Subdivision SB 24-02-8 – City of Woodstock”, be adopted.

DISPOSITION: Motion Carried

Councillor Acchione returns to the Council Chamber at 9:39 a.m.

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

NIL

**7. CONSIDERATION OF CORRESPONDENCE**

7.1 Ministry of Municipal Affairs and Housing  
May 30, 2024  
Re: National Housing Strategy

RESOLUTION NO. 6

Moved By: Bernia Martin

Seconded By: Phil Schaefer

Resolved that correspondence item 7.1 on the Open meeting agenda of June 12, 2024 be received.

DISPOSITION: Motion Carried

## 8. REPORTS FROM DEPARTMENTS

### 8.1 COMMUNITY PLANNING

8.1.1 CP 2024-180 - Application for Draft Plan of Subdivision SB 24-02-8 – City of Woodstock

#### RECOMMENDATION

1. That Oxford County Council grant draft approval to the proposed industrial plan of subdivision, submitted by City of Woodstock (SB 24-02-8), prepared by AECOM Ltd, for the lands described Part of Lots 7, 8 and 9, Concession 1 (Blandford), in the City of Woodstock, subject to the conditions attached to this report as Schedule “A” being met prior to final approval.

The Report was dealt with following the Public Meeting.

### 8.2 HUMAN RESOURCES

8.2.1 HR 2024-02 - Community Outreach and Home Visit Policy

#### RECOMMENDATION

1. That Policy 7.32 be approved as presented in Attachment 1 to Report HR 2024-02 entitled “Community Outreach and Home Visit Safety”, effective June 12, 2024.

#### RESOLUTION NO. 7

Moved By: Phil Schaefer

Seconded By: Jerry Acchione

Resolved that the recommendation contained in Report HR 2024-02, titled "Community Outreach and Home Visit Policy", be adopted.

DISPOSITION: Motion Carried

### 8.3 CORPORATE SERVICES

8.3.1 CS 2024-17 - 2024 Development Charge Background Study

#### RECOMMENDATIONS

1. That County Council adopt the assumptions contained in the 2024 Development Charge Background Study, dated April 12, 2024, as amended, subject to availability of capital grants, subsidies and other contribution estimates therein;
2. And further, that Council approve the capital project listing set out in the 2024 Development Charge Background Study, dated April

12, 2024, as amended, subject to review during annual capital budget processes;

3. And further, that the 2024 Development Charge Background Study for each of the service area Development Charge calculations dated April 12, 2024, as amended, be received and approved;
4. And further, that pursuant to Section 12(3) of the Development Charges Act, 1997, as amended, the Council of the County of Oxford has determined that a further public meeting is not necessary for the proposed Development Charge by-law;
5. And further, that the Development Charges By-law No. 6639-2024, as amended, be presented to Council for enactment;
6. And further, that Schedule "A" to By-law No. 4889-2007, being a by-law to impose fees and charges for services provided by the County of Oxford that are not covered through direct taxation, be amended effective June 13, 2024.

Due to technical issues, Warden Ryan calls for a recess at 9:46 a.m. Members of Council and staff return to the Council Chamber at 9:51 a.m.

Jennifer Lavallee, Manager of Capital Planning proceeds through a presentation which has been posted to the County's website.

Warden Ryan opens the meeting to comments and questions from members of Council.

J. Lavallee responds to comments and questions from Councillors Acchione, Petrie, Schaefer and Tait.

#### RESOLUTION NO. 8

Moved By: Phil Schaefer

Seconded By: Jerry Acchione

Resolved that the recommendations contained in Report CS 2024-17, titled "2024 Development Charge Background Study", be adopted as amended.

DISPOSITION: Motion Carried

#### 8.3.2 CS 2024-18 - 2024 Asset Management Plan

##### RECOMMENDATIONS

1. That amendments to the Strategic Asset Management Policy 9.15, as attached to Report CS 2024-18, be adopted;

2. And further, that amendments to the Asset Management Governance Strategy 9.16, as attached to Report CS 2024-18, be adopted;
3. And further, that the "2024 Asset Management Plan" as attached to Report CS 2024-18 be adopted.

RESOLUTION NO. 9

Moved By: Jerry Acchione

Seconded By: Jim Palmer

Resolved that the recommendations contained in Report CS 2024-18, titled "2024 Asset Management Plan", be adopted.

DISPOSITION: Motion Carried

8.3.3 CS 2024-19 - 2025 Draft Budget Schedule and Budget Survey

RECOMMENDATIONS

1. That the 2025 draft budget schedule as set out in Report CS 2024-19 entitled "2025 Draft Budget Schedule and Budget Survey" be approved;
2. And further, that the 2025 budget communication, engagement and reporting plan be approved.

RESOLUTION NO. 10

Moved By: Jerry Acchione

Seconded By: Jim Palmer

Resolved that the recommendations contained in Report CS 2024-19, titled "2025 Draft Budget Schedule and Budget Survey", 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. ENQUIRIES**

NIL

**13. CLOSED SESSION**

RESOLUTION NO. 11

Moved By: Jim Palmer

Seconded By: Brian Petrie

Resolved that Council rise and go into a Closed Session to consider Report WDFL (CS) 2024-03 regarding a position, plan, procedure, criteria or instruction to be carried on by or on behalf of the municipality or local board.

DISPOSITION: Motion Carried at 10:09 a.m.

Oxford County Council meets in Closed Session in Room 129 as part of a regular meeting, this twelfth day of June, 2024.

10:11 a.m. with Warden Ryan in the chair.

All members of Council in attendance with the exception of Deputy Warden Peterson.

Staff Present

B. Addley, Chief Administrative Officer  
L. Buchner, Director of Corporate Services  
M. Dager, Director of Woodingford Lodge  
R. Hall, Director of Paramedic Services  
P. Michiels, Acting Director of Community Planning  
C. Senior, Clerk  
D. Simpson, Director of Public Works  
A. Smith, Director of Human Resources

**DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

NIL

**REPORTS FROM DEPARTMENTS:**

13.1 WDFL (CS) 2024-03

RESOLUTION NO. 12

Moved By: Jim Palmer

Seconded By: Brian Petrie

Resolved that Council reconvene in Open session.

DISPOSITION: Motion Carried at 10:20 a.m.

Members of Council and staff return to the Council Chamber at 10:21 a.m.

All members of Council in attendance with the exception of Deputy Warden Peterson.

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

14.1 WDFL (CS) 2024-03

RESOLUTION NO. 13

Moved By: Brian Petrie  
Seconded By: David Mayberry

Resolved that the recommendations contained in Report WDFL (CS) 2024-03, be adopted.

DISPOSITION: Motion Carried

**15. BY-LAWS**

15.1 By-law No. 6639-2024

Being a By-law to establish Development Charges for the County of Oxford.

15.2 By-law No. 6640-2024

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. 14

Moved By: David Mayberry  
Seconded By: Brian Petrie

Resolved that the following by-laws be given a first and second reading: 6639-2024 as amended and 6640-2024 inclusive.

DISPOSITION: Motion Carried

RESOLUTION NO. 15

Moved By: David Mayberry  
Seconded By: Brian Petrie

Resolved that the following by-laws be given a third and final reading: 6639-2024 as amended and 6640-2024 inclusive.

DISPOSITION: Motion Carried

**16. ADJOURNMENT**

RESOLUTION NO. 16



Moved By: David Mayberry  
Seconded By: Brian Petrie

Resolved that the Council meeting of June 12, 2024 be adjourned until the next meeting scheduled for June 26, 2024 at 9:30 a.m.

DISPOSITION: Motion Carried at 10:22 a.m.

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

\_\_\_\_\_  
WARDEN

\_\_\_\_\_  
CLERK