

## OXFORD COUNTY COUNCIL

### MINUTES

**December 11, 2024**

Council Present	Warden Marcus Ryan Deputy Warden Mark Peterson Councillor Jerry Acchione Councillor Bernia Martin Councillor Deborah Tait Councillor Brian Petrie Councillor David Mayberry Councillor Deb Gilvesy Councillor Jim Palmer Councillor Phil Schaefer
Council Absent	N/A
Staff Present	B. Addley, Chief Administrative Officer L. Buchner, Director of Corporate Services M. Dager, Director of Woodingford Lodge F. Gross, Manager of Transportation R. Hall, Director of Paramedic Services C. King, Manager of Finance J. Lavallee, Manager of Capital Planning L. Mansbridge, Clerk P. Michiels, Director of Community Planning A. Smith, Director of Human Resources R. Smith, Acting Director of Human Services

#### 1. **CALL TO ORDER**

Oxford County Council meets in regular session this eleventh day of December, 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: Mark Peterson  
Seconded By: David Mayberry

Resolved that the Agenda be approved as amended by changing the order of business by moving Closed Session and Consideration of Closed Session to follow item 8.2.2 and consideration of Agenda items 10.1 to 10.7 during deliberation of Report CS 2024-49.

DISPOSITION: Motion Carried

RESOLUTION NO. 2

Moved By: David Mayberry

Seconded By: Mark Peterson

Resolved that the motion to adjourn the Council meeting of December 11, 2024, be extended to 2:30 p.m.

DISPOSITION: Motion Carried

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

NIL

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

4.1 November 25, 2024 Special Budget Meeting

RESOLUTION NO. 3

Moved By: Brian Petrie

Seconded By: Jim Palmer

Resolved that the Minutes of the Special Council meeting held November 25, 2024, be adopted.

DISPOSITION: Motion Carried

4.2 November 27, 2024

RESOLUTION NO. 4

Moved By: Jim Palmer

Seconded By: Brian Petrie

Resolved that the Council Minutes of November 27, 2024, be adopted.

DISPOSITION: Motion Carried

**5. PUBLIC MEETINGS**

NIL

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

NIL

**7. CONSIDERATION OF CORRESPONDENCE**

7.1 Ministry of Municipal Affairs and Housing

November 28, 2024

Re: More Homes Built Faster Act

RESOLUTION NO. 5

Moved By: Jerry Acchione

Seconded By: Phil Schaefer

Resolved that Correspondence Item 7.1 on the Open Meeting Agenda of December 11, 2024, be received.

DISPOSITION: Motion Carried

7.2 Southwestern Public Health

December 4, 2024

Re: 2025 Budget Levy

RESOLUTION NO. 6

Moved By: Phil Schaefer

Seconded By: Jerry Acchione

Resolved that Correspondence Item 7.2 on the Open meeting Agenda of December 11, 2024, be received and referred to 2025 Budget and Business Plan deliberations.

DISPOSITION: Motion Carried

**8. REPORTS FROM DEPARTMENTS**

8.1 PUBLIC WORKS

8.1.1 PW 2024-44 Contract Award - Curbside Waste Collection and Organics Processing

RECOMMENDATIONS:

1. That County Council award Contract WM-02-2024 to Emterra Environmental for a period of seven years commencing May 1, 2027 for the provision of curbside garbage, source separated organics, and large item collection services as outlined in Report PW 2024-44;

2. And further, that County Council authorize an updated service level for curbside waste collection that includes a 6-day collection cycle (Scenario 5) with County-wide co-collection of garbage and source separated organics and once annual large item collection;
3. And further, that County Council authorize a two-bag garbage limit per collection day as part of the updated service level for curbside waste collection services;
4. And further, that County Council authorize continuation of curbside collection services by the City of Woodstock and the Township of South-West Oxford on behalf of the County based on updated service levels and that is financially capped to contract pricing received by the County for these respective collection areas;
5. And further, that County Council authorize early commencement of source separated organics collection within the City of Woodstock starting in 2026 including early procurement of green bins in 2025 and 2026 in the amount of \$1.7 million dollars to be funded from the Landfill and Waste Diversion Reserve;
6. And further, that County Council authorize single source award of source separated organics processing to Generate Upcycle commencing in 2026 and extending to 2034, based on contract terms as outlined in Report PW 2024-44;
7. And further, that Council authorize the Chief Administrative Officer and the Director of Public Works to execute all documents related to contact award with Emterra Environmental and Generate Upcycle, and municipal service agreements with the City of Woodstock and the Township of South-West Oxford.

RESOLUTION NO. 7

Moved By: Bernia Martin  
Seconded By: Deb Gilvesy

Resolved that the recommendations contained in Report PW 2024-44 titled "Contract Award – Curbside Waste Collections and Organics Processing", be adopted, with the exception of Recommendation No. 3, regarding two bag limits.

DISPOSITION: See action of Council following Resolution No. 9

Warden Ryan calls for recess at 10:18 a.m.  
Staff and members of Council return to the Council Chamber at 10:31 a.m.  
All members of Council present.

RESOLUTION NO. 8

Moved By: Brian Petrie  
Seconded By: Jim Palmer

That the motion be amended to include automated cart collection as part of the contract.

DISPOSITION: See action of Council following Resolution No. 9

Warden Ryan calls for recess at 10:44 a.m.  
Staff and members of Council return to the Council Chamber at 10:56 a.m.  
All members of Council present.

RESOLUTION NO. 9

Moved By: Jerry Acchione  
Seconded By: Deb Gilvesy

That the amendment in relation to Item 8.1.1 be deferred to the January 8, 2025 meeting.

DISPOSITION: Motion Carried

8.2 CORPORATE SERVICES

8.2.1 CS 2024-47 2025 Insurance Program

RECOMMENDATION:

1. That County Council approve the 2025 General Insurance Program proposed by Intact Public Entities at a base premium rate of \$2,192,931, plus applicable taxes.

RESOLUTION NO. 10

Moved By: Deborah Tait  
Seconded By: Deb Gilvesy

Resolved that the recommendation contained in Report CS 2024-47 titled "2025 Insurance Program", be adopted.

DISPOSITION: Motion Carried

8.2.2 CS 2024-48 2025 Borrowing By-law

RECOMMENDATION:

1. That By-law No. 6694-2024, being a by-law to authorize the borrowing of money to meet current expenditures of the County of Oxford for the 2025 fiscal year, be presented to Council for enactment.

RESOLUTION NO. 11

Moved By: Deb Gilvesy

Seconded By: Deborah Tait

Resolved that the recommendation contained in Report CS 2024-48 titled "2025 Borrowing By-law", be adopted.

DISPOSITION: Motion Carried

**13. CLOSED SESSION**

Regarding labour relations or employee negotiations.

RESOLUTION NO. 12

Moved By: Jerry Acchione

Seconded By: Brian Petrie

That Council rise and go into a Closed Session to consider Report HR (CS) 2024-06 regarding labour relations or employee negotiations.

DISPOSITION: Motion Carried at 11:02 a.m.

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

11:05 a.m. with Warden Ryan in the Chair

All members of Council present.

Staff Present:

- B. Addley, Chief Administrative Officer
- M. Abercrombie, Acting Director of Public Works
- L. Buchner, Director of Corporate Services
- M. Dager, Director of Woodingford Lodge
- L. Mansbridge, Clerk
- P. Michiels, Director of Community Planning
- A. Smith, Director of Human Resources
- R. Smith, Acting Director of Human Services

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

NIL

**CONSIDERATION OF CORRESPONDENCE:**

NIL

**REPORTS FROM DEPARTMENTS:**

HR (CS) 2024-06

**BY-LAWS:**

NIL

**DELEGATIONS AND PRESENTATIONS:**

NIL

**UNFINISHED BUSINESS:**

NIL

**TIME OF COMPLETION OF CLOSED SESSION:**

11:07 a.m.

RESOLUTION NO. 13

Moved By: Jim Palmer

Seconded By: Phil Schaefer

Resolved that Council reconvene in Open Session.

DISPOSITION: Motion Carried at 11:08 a.m.

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

14.1 HR (CS) 2024-06

RESOLUTION NO. 14

Moved By: Jim Palmer

Seconded By: David Mayberry

Resolved that the recommendations contained in Report HR(CS) 2024-06, be adopted.

DISPOSITION: Motion Carried

**8. REPORTS FROM DEPARTMENTS (Cont'd)**

8.2.3 CS 2024-49 2025 Business Plans and Budget

RECOMMENDATIONS:

1. That 2025 Oxford County Business Plans be adopted as amended;
2. And further, that Oxford County Council approves the 2025 Budget with a general purpose levy of \$ \_\_\_\_\_;
3. And further, that Oxford County Council approves a 2025 special levy for Library purposes in the amount of \$ \_\_\_\_\_, levied against all area municipalities with the exception of the City of Woodstock;
4. And further, that Oxford County Council approves a 2025 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;
5. And further, that a by-law to adopt the 2025 water and wastewater rates as set out in Report CS 2024-39 effective January 1, 2025, be presented to Council for enactment at their regular meeting scheduled for January 8, 2025;
6. And further, that a by-law to adopt the estimated expenditures for the year 2025 as set out in Report CS 2024-49 be presented to Council for enactment at their regular meeting scheduled for January 8, 2025;
7. 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 2025 Preliminary Budget Information and further explained in Report CS (CS) 2024-45.

DISPOSITION: See Action of Council following Resolution No. 24.

The motions listed under the motions section of the Agenda are brought forward to be heard during deliberation of Report CS 2024-49.

Deputy Warden Peterson in the Chair at 11:15 a.m.



RESOLUTION NO. 15

Moved By: Marcus Ryan  
Seconded By: Deb Gilvesy

Whereas Council passed a resolution at their November 13, 2024 Council meeting directing staff to take all necessary steps to amend the development charge policy and by-law at the earliest date to remove the non-statutory exemption related to industrial buildings, and will allow for the funding provision for the non-statutory exemption to be removed from the draft 2025 budget;

Therefore be it resolved, that the 2025 Business Plan and Budget be amended to remove the funding provision for non-statutory exemptions related to industrial development.

DISPOSITION: Motion Carried

Warden Ryan returns to the Chair at 11:21 a.m.

RESOLUTION NO. 16

Moved By: Deb Gilvesy  
Seconded By: Bernia Martin

Resolved that the following grants be approved in the 2025 County of Oxford Budget in the total amount of \$131,500:

Oxford Connection - \$50,000  
The Oxford Small Business Centre - \$50,000  
Domestic Abuse Services Oxford - \$31,500

Total \$131,500

DISPOSITION: Motion Carried

RESOLUTION NO. 17

Moved By: Bernia Martin  
Seconded By: Deb Gilvesy

Resolved that the ground-mount Solar PV Installation Capital cost of \$2,000,000 associated with the Thornton Wellfield Naturalization initiative (NI 2025-01) be removed from the 2025 Business Plan and Budget and that the expenses and revenue associated with the Solar PV portion of the initiative be adjusted.

DISPOSITION: Motion Not Carried

RESOLUTION NO. 18

Moved By: David Mayberry

Seconded By: Mark Peterson

Resolved that the budget request from Public Works for the purchase of a new road grader estimated to cost seven hundred thousand dollars be deferred until County Public Works has a fulsome discussion with the Public Works Service Sharing group to explore the potential for some type of service sharing arrangement that would effectively utilize the current compliment of road graders owned by area municipalities within the County,

And further, that if there is no viable option for sharing of services, that the County explore the potential purchase of a used grader.

DISPOSITION: Motion Carried

Warden Ryan calls for recess at 11:46 a.m.

Staff and members of Council return to the Council Chamber at 12:16 p.m.

All members of Council present.

RESOLUTION NO. 19

Moved By: David Mayberry

Seconded By: Bernia Martin

Resolved that the three-million-dollar base amount for Affordable Housing, previously established by Oxford County Council, be increased to four million dollars for 2025 and subsequent.

DISPOSITION: See Action of Council following Resolution No. 21.

RESOLUTION NO. 20

Moved By: David Mayberry

Seconded By: Bernia Martin

And further that the annual base contribution to the affordable housing reserve be utilized to support the creation of various housing options across the housing continuum, in support of the priorities of the Housing for All Plan and accompanying strategies.

DISPOSITION: Motion Carried

RESOLUTION NO. 21

Moved By: David Mayberry

Seconded By: Bernia Martin

Resolved that the three-million-dollar base amount for Affordable Housing, previously established by Oxford County Council, be increased to four million dollars for 2025 and subsequent;

And further, that the annual base contribution to the affordable housing reserve be utilized to support the creation of various housing options across the housing continuum, in support of the priorities of the Housing for All Plan and accompanying strategies.

DISPOSITION: Motion Not Carried

RESOLUTION NO. 22

Moved By: Brian Petrie

Seconded By: David Mayberry

That the project identified as 930119 CR119 in the 2025 Long-term Capital Plan be moved forward to have the work identified for 2026 and 2027, to be included in the 2025 capital year;

And further that, the work identified for 2028 be moved ahead so that substantial completion of the project can take place in 2027.

And further that an amount be added to the budget to be able to provide resource capacity to manage the project at the new timeline.

DISPOSITION: Motion Carried

RESOLUTION NO. 23

Moved By: Brian Petrie

Seconded By: David Mayberry

That \$5,000.00 be added, as a 2025 budget increase, to the 2025 budget for the use of the Accessibility Advisory Committee to promote awareness of the Committee's work and the issue of accessibility across the County.

DISPOSITION: Motion Not Carried

CS 2024-49 2025 Business Plans and Budget

RECOMMENDATIONS:

1. That 2025 Oxford County Business Plans be adopted as amended;
2. And further, that Oxford County Council approves the 2025 Budget with a general purpose levy of \$89,791,661;
3. And further, that Oxford County Council approves a 2025 special levy for Library purposes in the amount of \$5,746,456, levied against all area municipalities with the exception of the City of Woodstock;
4. And further, that Oxford County Council approves a 2025 special levy to fund a Woodstock Police Services Grant for court security and prisoner transportation services in the amount of \$123,430, levied against all area municipalities with the exception of the City of Woodstock;
5. And further, that a by-law to adopt the 2025 water and wastewater rates as set out in Report CS 2024-39 effective January 1, 2025, be presented to Council for enactment at their regular meeting scheduled for January 8, 2025;
6. And further, that a by-law to adopt the estimated expenditures for the year 2025 as set out in Report CS 2024-49 be presented to Council for enactment at their regular meeting scheduled for January 8, 2025;
7. 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 2025 Preliminary Budget Information and further explained in Report CS (CS) 2024-45, as amended.

**RESOLUTION NO. 24**

Moved By: Phil Schaefer

Seconded By: Bernia Martin

Resolved that the recommendations contained in Report CS 2024-49 titled "2025 Business Plans and Budget", be adopted, as amended.

**DISPOSITION:** Motion Carried

**9. UNFINISHED BUSINESS**

9.1 Pending Items List

No discussion takes place regarding the Pending Items list.

9.2 CS 2024-39 2025 Water and Wastewater Rates

Report [CS 2024-39](#), titled 2025 Water and Wastewater Rates was received for discussion purposes by Council on November 13, 2024.

9.3 CS 2024-40 2025 Business Plans and Budget

Report [CS 2024-40](#), titled 2025 Business Plans and Budget was received for discussion purposes by Council on November 13, 2024.

9.4 CS 2024-41 2025 Oxford County Library Business Plan and Budget

Report [CS 2024-41](#), titled 2025 Oxford County Library Business Plan and Budget was received for discussion purposes by Council on November 13, 2024.

9.5 CS 2024-42 2025 Court Security Grant Special Tax Levy

Report [CS 2024-42](#), titled 2025 Court Security Grant Special Tax Levy was received for discussion purposes by Council on November 13, 2024.

9.6 CS (CS) 2024-45

Report CS (CS) 2024-45 [ Closed Session Document ] was received for discussion purposes by Council on November 13, 2024.

## 10. MOTIONS

Motions 10.1-10.7 were considered during deliberation of Report CS 2024-49 titled "Business Plan and Budget" – Item 8.2.3

10.1 Notice of Motion 1

Warden Ryan

Whereas Council passed a resolution at their November 13, 2024 Council meeting directing staff to take all necessary steps to amend the development charge policy and by-law at the earliest date to remove the non-statutory exemption related to industrial buildings, and will allow for the funding provision for the non-statutory exemption to be removed from the draft 2025 budget;

Therefore be it resolved, that the 2025 Business Plan and Budget be amended to remove the funding provision for non-statutory exemptions related to industrial development.

10.2 Notice of Motion 2

Councillor Gilvesy

Resolved that the following grants be approved in the 2025 County of Oxford Budget in the total amount of \$131,500:

Oxford Connection - \$50,000  
The Oxford Small Business Centre - \$50,000  
Domestic Abuse Services Oxford - \$31,500

Total \$131,500

10.3 Notice of Motion 3

Councillor Martin

Resolved that the ground-mount Solar PV Installation Capital cost of \$2,000,000 associated with the Thornton Wellfield Naturalization initiative (NI 2025-01) be removed from the 2025 Business Plan and Budget and that the expenses and revenue associated with the Solar PV portion of the initiative be adjusted.

10.4 Notice of Motion 4

Councillor Mayberry

Resolved that the budget request from Public Works for the purchase of a new road grader estimated to cost seven hundred thousand dollars be deferred until County Public Works has a fulsome discussion with the Public Works Service Sharing group to explore the potential for some type of service sharing arrangement that would effectively utilize the current compliment of road graders owned by area municipalities within the County,

And further, that if there is no viable option for sharing of services, that the County explore the potential purchase of a used grader.

10.5 Notice of Motion 5

Councillor Mayberry

Resolved that the three-million-dollar base amount for Affordable Housing, previously established by Oxford County Council, be increased to four million dollars for 2025 and subsequent.

10.6 Notice of Motion 6

Councillor Petrie

That the project identified as 930119 CR119 in the 2025 Long-term Capital Plan be moved forward to have the work identified for 2026 and 2027, to be included in the 2025 capital year;

And further that, the work identified for 2028 be moved ahead so that substantial completion of the project can take place in 2027;

And further that an amount be added to the budget to be able to provide resource capacity to manage the project at the new timeline.

10.7 Notice of Motion 7

Councillor Petrie

That \$5,000.00 be added, as a 2025 budget increase, to the 2025 budget for the use of the Accessibility Advisory Committee to promote awareness of the Committee's work and the issue of accessibility across the County.

10.8 Election of Deputy Warden

See Sections 5 and 4.1 of Procedure By-law No. 6268-2020 as amended.

A one-year term for the position of Deputy Warden and a nomination date of December 11, 2024 were decided upon by open vote at the Inaugural Meeting held November 23, 2022.

RESOLUTION NO. 25

Moved By: Mark Peterson

Seconded By: Jerry Acchione

Resolved that Council proceed to elect a Deputy Warden in accordance with Section 5 of Oxford County Procedure By-law No. 6268-2020 as amended and Resolution No. 3 dated November 23, 2022 resolving that the term of office for the position of Deputy Warden be one year with subsequent nomination dates to occur on December 13, 2023, December 11, 2024 and December 10, 2025.

DISPOSITION: Motion Carried

RESOLUTION NO. 26

Moved By: Deborah Tait

Seconded By: Mark Peterson

Resolved that Brian Petrie be nominated for the position of Deputy Warden for the 2025 term.

DISPOSITION: Motion Carried

RESOLUTION NO. 27

Moved By: Mark Peterson

Seconded By: Deborah Tait

Resolved that nominations of Deputy Warden be closed.

DISPOSITION: Motion Carried

Warden Ryan declares Councillor Brian Petrie Deputy Warden Elect for the 2025 term.

**11. NOTICE OF MOTIONS**

NIL

**12. ENQUIRIES**

NIL

**13. CLOSED SESSION**

To consider Report HR (CS) 2024-06 regarding labour relations or employee negotiations.

13.1 Closed Session Begins

13.1.1 HR (CS) 2024-06

13.2 Closed Session Ends

Closed Session was brought forward following Item 8.2.2.

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

14.1 HR (CS) 2024-06

Consideration of Matters Arising from the Closed Session was brought forward following Item 8.2.2.

**15. BY-LAWS**

15.1 By-law No. 6694-2024

Being a By-law to authorize the borrowing of money to meet current expenditures of the Council of the County of Oxford (the "Municipality").

15.2 By-law No. 6695-2024

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. 28

Moved By: Jerry Acchione

Seconded By: Mark Peterson

Resolved that the following By-laws be read a first and second time: 6694-2024 and 6695-2024.



DISPOSITION: Motion Carried

RESOLUTION NO. 29

Moved By: Jerry Acchione

Seconded By: Mark Peterson

Resolved that the following By-laws be given a third and final reading: 6694-2024 and 6695-2024.

DISPOSITION: Motion Carried

**16. ADJOURNMENT**

RESOLUTION NO. 30

Moved By: Mark Peterson

Seconded By: Brian Petrie

Resolved that the Council meeting of December 11, 2024 be adjourned until the next meeting scheduled for January 8, 2025 at 9:30 a.m.

DISPOSITION: Motion Carried at 1:25 p.m.

Minutes adopted on January 8, 2025 by Resolution No.\_\_\_\_.

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MARCUS RYAN, WARDEN

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LINDSEY A. MANSBRIDGE, CLERK