

**OXFORD COUNTY COUNCIL
MINUTES**

August 10, 2022

Council Present	Warden Larry Martin Deputy Warden Ted Comiskey Councillor Trevor Birtch Councillor David Mayberry Councillor Don McKay Councillor Stephen Molnar Councillor Mark Peterson Councillor Marcus Ryan Councillor Deborah Tait Councillor Sandra Talbot
Council Absent	N/A
Staff Participants	B. Addley, Director of Paramedic Services K. Black, Director of Human Services L. Buchner, Director of Corporate Services M. Cowan, Manager of Information Services M. Dager, Director of Woodingford Lodge M. Duben, Chief Administrative Officer 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 tenth day of August, 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: David Mayberry
Seconded By: Sandra Talbot

Resolved that the Agenda be approved as amended to include Report No. PW 2022-43, titled "Contract Award - Snow Removal Services".

DISPOSITION: Motion Carried

3. DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

NIL

4. ADOPTION OF COUNCIL MINUTES OF PREVIOUS MEETING

4.1 July 13, 2022

RESOLUTION NO. 2

Moved By: David Mayberry

Seconded By: Sandra Talbot

Resolved that the Council minutes of July 13, 2022 be adopted.

DISPOSITION: Motion Carried

4.2 July 13, 2022

RESOLUTON NO. 3

Moved By: David Mayberry

Seconded By: Sandra Talbot

Resolved that the minutes of the Special Council meeting held July 13, 2022 be adopted.

DISPOSITION: Motion Carried

5. PUBLIC MEETINGS

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

RESOLUTON NO. 4

Moved By: Sandra Talbot

Seconded By: Trevor Birtch

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 9:33 a.m.

5.1.1 Application for Official Plan Amendment OP 22-06-7 – Tillsonburg Developments Inc. & W.H. Developments Inc.

To re-designate the subject property from Service Commercial to Residential, Low Density Residential and Medium Density Residential to

facilitate the development of a six unit townhouse block on lands municipally known as 133 North Street East in the Town of Tillsonburg.

The Chair asks Eric Gilbert, Senior Planner to present the application. E. Gilbert joins the meeting via WebEx and through the use of a map summarizes Report No. CP 2022-308 - Application for Official Plan Amendment OP 22-06-7 – Tillsonburg Developments Inc. & W.H. Developments Inc.

E. Gilbert indicates that this application for official plan amendment is located on the south side of North Street East in the Town of Tillsonburg and proposes to re-designate the lands from Service Commercial to Residential, Low Density Residential and Medium Density Residential to facilitate a six-unit townhouse block.

E. Gilbert indicates that the application is consistent with the Provincial Policy Statement as the proposal promotes intensification and contributes to a mix of housing types to meet the needs of current and future residents of the regional market area. E. Gilbert also indicates that the development is considered to be an efficient use of lands, available municipal services and infrastructure.

E. Gilbert indicates that the proposal will have a minimal impact on the supply of vacant service commercial lands within the Town of Tillsonburg, adding that Tillsonburg Town Council recommended support of the proposed Official Plan amendment and approved the proposed zoning by-law amendment “in principle” at its meeting of July 11, 2022. In light of this, E. Gilbert indicates that Planning staff are satisfied that the application can be given favourable consideration.

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

Trevor Benjamins from CJDL Consulting Engineers joins the meeting in the Council Chamber.

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

No members of the public were in attendance to speak either in support of or in opposition to the application.

5.2 Resolution to adjourn the Public Meeting

RESOLUTION NO. 5

Moved By: Sandra Talbot

Seconded By: Trevor Birtch

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

DISPOSITION: Motion Carried at 9:39 a.m.

- 5.3 Consideration of Report No. CP 2022-308 - Application for Official Plan Amendment OP 22-06-7 – Tillsonburg Developments Inc. & W.H. Developments Inc.

RESOLUTION NO. 6

Moved By: Sandra Talbot
Seconded By: Trevor Birtch

Resolved that the recommendations contained in Report No. CP 2022-308, titled "Application for Official Plan Amendment OP 22-06-7 – Tillsonburg Developments Inc. & W.H. Developments Inc.", be adopted.

DISPOSITION: Motion Carried

6. DELEGATIONS, PRESENTATIONS AND CONSIDERATION THEREOF

- 6.1 Pandemic Response Presentation
Larry Martin, Warden
Michael Duben, Chief Administrative Officer

Warden Larry Martin and Michael Duben, Chief Administrative Officer present the following staff representing their respective departments with plaques in appreciation for all staffs' contributions throughout the COVID-19 pandemic:

Angie Ferrell, on behalf of the CAO's Office
Angela Karn-Simms and Holly McClure, on behalf of Community Planning
Joanne Buchanan, on behalf of Corporate Services
Greg Robertson and Sarah Hamulecki, on behalf of Human Resources
Dava Oliveira, on behalf of Human Services
Ryan Orton, on behalf of Paramedic Services
Don Ford, on behalf of Public Works
Melissa Tanner, Lisa Harrison and Jen Kilgore, on behalf of each of the three Woodingford Lodge sites

Following a group photo, M. Duben indicates that he is honoured to celebrate the incredible team at Oxford County and the tenacity and kindness with which they serve our communities.

In closing, Warden Martin also thanks staff for their service and dedication during these trying times and expresses best wishes to Michael Duben as he moves on to the next chapter of his career.

7. CONSIDERATION OF CORRESPONDENCE

NIL

8. REPORTS FROM DEPARTMENTS

8.1 COMMUNITY PLANNING

8.1.1 CP 2022-298 - Minimum Distance Separation Formulae Implementation

RECOMMENDATIONS

1. That Report Number CP 2022-298 titled “Minimum Distance Separation Formulae Implementation” be received;
2. And further, that Report No. CP 2022-298 be circulated to the Area Municipalities for information.

RESOLUTION NO.7

Moved By: Marcus Ryan

Seconded By: Mark Peterson

Resolved that the recommendations contained in Report No. CP 2022-298, titled “Minimum Distance Separation Formulae Implementation”, be adopted, and that the items identified in c) "Provincial Review of the MDS Document” be the starting position of the County of Oxford when and if a review of the MDS Document is commenced by the Province.

DISPOSITION: Motion Carried

8.1.2 CP 2022-305 - Application for Draft Plan of Condominium and Exemption from Draft Plan Approval CD 21-05-8 – Creek Hill Homes Inc.

RECOMMENDATIONS

1. That Oxford County grant draft plan approval to a proposed condominium submitted by Creek Hill Homes Inc. (File No. CD 21-05-8), prepared by N.A. Geomatics Inc., dated June 20, 2022, for lands described as Lot 5 & Pt Lot 4, Plan 10, in the City of Woodstock;
2. And further, that Oxford County Council approve the application for exemption from the draft plan of condominium approval process submitted by Creek Hill Homes Inc. (File No. CD 21-05-8), prepared by N.A. Geomatics Inc., dated June 20, 2022, for lands described as Lot 5 & Pt Lot 4, Plan 10, in the City of Woodstock.

RESOLUTION NO. 8

Moved By: Marcus Ryan
Seconded By: Don McKay

Resolved that the recommendations contained in Report No. CP 2022-305, titled "Application for Draft Plan of Condominium and Exemption from Draft Plan Approval CD 21-05-8 – Creek Hill Homes Inc.", be adopted.

DISPOSITION: Motion Carried

- 8.1.3 CP 2022-308 - Application for Official Plan Amendment OP 22-06-7 – Tillsonburg Developments Inc. & W.H. Developments Inc.

RECOMMENDATIONS

1. That Oxford County Council approve Application No. OP 22-06-7, submitted by Tillsonburg Developments Inc. & W.H. Developments Inc., for lands described as Lot 17, Registered Plan 41M-205 in the Town of Tillsonburg, to re-designate the subject lands from Service Commercial to Low Density Residential and Medium Density Residential;
2. And further, that Council approve the attached Amendment No. 280 to the County of Oxford Official Plan;
3. And further, that the necessary by-law to approve Amendment No. 280 be raised.

The Report was dealt with under Public Meetings.

8.2 CAO

- 8.2.1 CAO 2022-10 - My Second Unit Program

RECOMMENDATIONS

1. That County Council approve the 'My Second Unit' funding program, as detailed in Report No. CAO 2022-10;
2. And further, that Council authorize the Chief Administrative Officer and the Director of Human Services to execute funding agreements, together with any other documents necessary to facilitate the Program.

RESOLUTION NO. 9

Moved By: Marcus Ryan
Seconded By: Ted Comiskey

Resolved that the recommendations contained in Report No. CAO 2022-10, titled "My Second Unit Program", be adopted;

And that future evolution of the program consider any possibility of:

- a. Working with area municipalities to consider the elimination of any application fees that may discourage the creation of an additional residential unit conversion;
- b. A potential loan program for work required to add more than one additional residential unit to an existing residential property, including a detached structure to convert a residence into multiple units;
- c. Working with area municipalities to consider a streamlined Legal, Planning, and Building permit framework to ease regulatory burden and reduce the need to hire legal and planning consultants;
- d. And further, that a copy of staff report CAO 2022-10 and accompanying resolution, be forwarded to the area municipalities for information purposes.

DISPOSITION: Motion Carried

8.3 PUBLIC WORKS

8.3.1 PW 2022-37 - 2022-2032 Renewable Energy Action Plan (Presentation)

RECOMMENDATION

1. That Oxford County Council support, in principle, the related initiatives outlined within the 2022-2032 *Renewable Energy Action Plan* which serve to support the achievement of the previously adopted 100% Renewable Energy Plan targets, recognizing that implementation will be considered by Council as part of annual Business Plan and Budget approval processes.

With the motion on the floor and prior to the vote, David Simpson, Director of Public Works and Mike Amy, Supervisor of Facilities join the meeting via WebEx 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 and Ryan.

Councillor Tait leaves the Council Chamber at 10:23 a.m.
She returns at 10:25 a.m.

Councillor Talbot leaves the Council Chamber at 10:53 a.m.
She returns at 10:55 a.m.

RESOLUTION NO. 10

Moved By: Trevor Birtch
Seconded By: Deborah Tait

Resolved that the recommendation contained in Report No. PW 2022-37, titled "2022-2032 Renewable Energy Action Plan", be adopted.

DISPOSITION: Motion Carried

8.3.2 PW 2022-38 - 2023 Electric Vehicle Charger Funding Application

RECOMMENDATIONS

1. That Oxford County Council authorize staff to submit a National Resources Canada grant application to secure grant funding for 27 Electric Vehicle Charger stations;
2. And further, that County Council authorize up to \$1,020,000 of funding from the Corporate General reserve for the County's funding contribution for the projects described herein and included in the Zero Emission Vehicle Infrastructure Program Application.

RESOLUTION NO. 11

Moved By: Trevor Birtch
Seconded By: Deborah Tait

Resolved that the recommendations contained in Report No. PW 2022-38, titled "2023 Electric Vehicle Charger Funding Application", be adopted.

DISPOSITION: Motion Carried

8.3.3 PW 2022-39 - Design Funding – Phase 4 Capacity Expansion of the Mount Elgin Wastewater Treatment Plant

RECOMMENDATION

1. That Oxford County Council authorize additional funding in the amount of \$69,500, to be funded by debenture at the completion of the project, for expanded project scope related to professional engineering services for detailed design of the Phase 4 capacity expansion of the Mount Elgin Wastewater Treatment Plant (WWTP).

RESOLUTION NO. 12

Moved By: Deborah Tait
Seconded By: Ted Comiskey

Resolved that the recommendation contained in Report No. PW 2022-39, titled "Design Funding – Phase 4 Capacity Expansion of the Mount Elgin Wastewater Treatment Plant", be adopted.

DISPOSITION: Motion Carried

8.3.4 PW 2022-40 - Additional Funding Request – Procurement of Truck Tractor

RECOMMENDATION

1. That Oxford County Council authorize additional funding in the amount of \$49,000 for the procurement of one Truck Tractor, to be financed from the Fleet Reserve.

RESOLUTION NO. 13

Moved By: Deborah Tait
Seconded By: Ted Comiskey

Resolved that the recommendation contained in Report No. PW 2022-40, titled "Additional Funding Request – Procurement of Truck Tractor", be adopted.

DISPOSITION: Motion Carried

8.3.5 PW 2022-41 - Contract Funding – William Street Sanitary Pumping Station Class Environmental Assessment Study and Enhanced Conceptual Design, Tavistock

RECOMMENDATION

1. That Oxford County Council authorize the transfer of \$90,500 from the Wastewater Tavistock Reserve to cover the budget shortfall related to professional engineering services for the William Street Sanitary Pumping Station Class Environmental Assessment Study and Enhanced Conceptual Design.

RESOLUTION NO. 14

Moved By: Ted Comiskey
Seconded By: Marcus Ryan

Resolved that the recommendation contained in Report No. PW 2022-41, titled "Contract Funding – William Street Sanitary Pumping Station Class Environmental Assessment Study and Enhanced Conceptual Design, Tavistock", be adopted.

DISPOSITION: Motion Carried

8.3.6 PW 2022-42 - Contract Funding – Rehabilitation of Ingersoll Water Tower

RECOMMENDATIONS

1. That County Council authorize additional funding required for scope changes in the amount of \$1,135,342 (excluding HST) for the Ingersoll Water Tower Rehabilitation Project, for an amended contract price of \$3,336,642 (excluding HST);
2. And further, that Council authorize the transfer of \$1,160,000 from the Ingersoll Water Reserve to cover the budget shortfall related to the project scope change and associated non-refundable HST costs.

RESOLUTION NO. 15

Moved By: Ted Comiskey

Seconded By: Marcus Ryan

Resolved that the recommendations contained in Report No. PW 2022-42, titled “Contract Funding – Rehabilitation of Ingersoll Water Tower”, be adopted.

DISPOSITION: Motion Carried

8.3.7 PW 2022-43 - Contract Award - Snow Removal Services

RECOMMENDATIONS:

1. That Oxford County Council award a contract to the low bidder per area, 1601901 Ontario Inc / Courtland Landscape and Grounds Inc., in the amount of \$1,105,797 (excluding HST) for Areas A, B and D, Verdant DMB Inc. in the amount of \$173,570 (excluding HST) for Area C and Mountview Services Inc. in the amount of \$409,598 (excluding HST) for Area E for Snow Removal services at Oxford County locations for a three-year term;
2. And further, that Council authorize the Chief Administrative Officer and Director of Public Works to sign all documents related hereto.

RESOLUTION NO. 16

Moved By: Ted Comiskey

Seconded By: Marcus Ryan

Resolved that the recommendations contained in Report No. PW 2022-43, titled “Contract Award - Snow Removal Services”, be adopted.

DISPOSITION: Motion Carried

8.4 CORPORATE SERVICES

8.4.1 CS 2022-26 - Business Plan and Budget Review – Q2 2022

RECOMMENDATION

1. That Report No. CS 2022-26 entitled “Business Plan and Budget Review – Q2 2022”, be received for information.

RESOLUTION NO. 17

Moved By: Don McKay

Seconded By: Mark Peterson

Resolved that the recommendation contained in Report No. CS 2022-26, titled “Business Plan and Budget Review – Q2 2022”, be adopted.

DISPOSITION: Motion Carried

8.4.2 CS 2022-27 - OILC Financing Application – Woodstock

RECOMMENDATION

1. That By-law No. 6455-2022, being a by-law to authorize the submission of an application to the Ontario Infrastructure Lands Corporation for temporary and long-term borrowing through the issue of debentures for the purposes of the City of Woodstock, be presented to Council for enactment.

RESOLUTION NO. 18

Moved By: Don McKay

Seconded By: Mark Peterson

Resolved that the recommendation contained in Report No. CS 2022-27, titled “OILC Financing Application – Woodstock”, be adopted.

DISPOSITION: Motion Carried

8.4.3 CS 2022-28 - OILC Debenture Issues – Woodstock

RECOMMENDATIONS

1. That By-law No. 6458-2022, being a by-law to authorize the borrowing by issuing debentures, for a term of 10 years, in the amount of \$400,000.00, for the purposes of the City of Woodstock, be presented to Council for enactment;

2. And further, that By-law No. 6459-2022, being a by-law to authorize the borrowing by issuing debentures, for a term of 10 years, in the amount of \$300,000.00, for the purposes of the City of Woodstock, be presented to Council for enactment.

RESOLUTION NO. 19

Moved By: Don McKay
Seconded By: Mark Peterson

Resolved that the recommendations contained in Report No. CS 2022-28, titled "OILC Debenture Issues – Woodstock", 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 Municipal Class Environmental Assessment Study - Notice of Public Consultation Centre

Re: Oxford County 2024 Transportation Master Plan

RESOLUTION NO. 20

Moved By: Mark Peterson
Seconded By: Stephen Molnar

Resolved that the Municipal Class Environmental Assessment Study - Notice of Public Consultation Centre regarding the Oxford County 2024 Transportation Master Plan be received as information.

DISPOSITION: Motion Carried

13. CLOSED SESSION

RESOLUTION NO. 21

Moved By: Mark Peterson
Seconded By: Stephen Molnar

Resolved that Council rise and go into a Closed Session to consider Report No. PW (CS) 2022-44 regarding a proposed or pending acquisition or disposition of land by the County or local board.

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

Councillor Birtch leaves the meeting at 11:08 a.m.

Councillor Comiskey leaves the Council Chamber at 11:08 a.m.

He returns at 11:11 a.m.

Oxford County Council meets in Closed Session in the Council Chamber as part of a regular meeting, this tenth day of August, 2022.

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

All Members of Council present with the exception of Councillor Birtch.

Staff Participants	M. Duben, Chief Administrative Officer B. Addley, Director of Paramedic Services K. Black, Director of Human Services L. Buchner, Director of Corporate Services M. Cowan, Manager of Information Services M. Dager, Director of Woodingford Lodge F. Gross, Manager of Transportation and Waste Management G. Hough, Director of Community Planning C. Senior, Clerk D. Simpson, Director of Public Works A. Smith, Director of Human Resources
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DISCLOSURES OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:

NIL

CONSIDERATION OF CORRESPONDENCE:

NIL

REPORTS FROM DEPARTMENTS:

1. PW (CS) 2022-44

DELEGATIONS AND PRESENTATIONS:

NIL

UNFINISHED BUSINESS:

NIL

TIME OF COMPLETION OF CLOSED SESSION:

11:24 a.m.

RESOLUTION NO. 22

Moved By: Mark Peterson

Seconded By: Stephen Molnar

Resolved that Council reconvene in Open Session.

DISPOSITION: Motion Carried at 11:24 a.m.

14. CONSIDERATION OF MATTERS ARISING FROM THE CLOSED SESSION

14.1 PW (CS) 2022-44

RESOLUTION NO. 23

Moved By: Stephen Molnar

Seconded By: David Mayberry

Resolved that the recommendation contained in Report No. PW (CS) 2022-44 be adopted.

DISPOSITION: Motion Carried

15. BY-LAWS

15.1 By-law No. 6455-2022

A by-law to approve the submission of an application to Ontario Infrastructure and Lands Corporation ("OILC") for the long-term financing of certain capital work(s) of the Corporation of the City of Woodstock (the "Lower-Tier Municipality") through the issue of debentures by the County of Oxford (the "Upper Tier Municipality"; and to authorize the entering into of a rate offer letter agreement pursuant to which the Upper-Tier Municipality will issue debentures on behalf of the Lower-Tier Municipality to OILC.

15.2 By-Law No. 6456-2022

Being a By-law to declare Sections A17, A18, A19 and A20 of the County-owned abandoned railway corridor, as legally described in Schedule A of this by-law as surplus to the needs of the County.

15.3 By-law No. 6457-2022

Being a By-Law to adopt Amendment Number 280 to the County of Oxford Official Plan.

15.4 By-law No. 6458-2022

A by-law of the County of Oxford to authorize the borrowing upon serial debentures in the principal amount of \$400,000.00 towards the cost of a certain

capital work of the Corporation of the City of Woodstock set out in Schedule "A" to this by-law.

15.5 By-law No. 6459-2022

A by-law of the County of Oxford to authorize the borrowing upon serial debentures in the principal amount of \$300,000.00 towards the cost of a certain capital work of the Corporation of the City of Woodstock set out in Schedule "A" to this by-law.

15.6 By-law No. 6460-2022

Being a By-Law to remove certain lands from Part Lot Control.

15.7 By-law No. 6461-2022

Being a By-law to repeal By-law No. 6252-2020 which appointed Michael Duben as Chief Administrative Officer for the County of Oxford.

15.8 By-law No. 6462-2022

Being a By-law to appoint an Interim Chief Administrative Officer for the County of Oxford.

15.9 By-law No. 6463-2022

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. 24

Moved By: Stephen Molnar

Seconded By: David Mayberry

Resolved that the following by-laws be now read a first and second time: 6455-2022 to 6463-2022 inclusive.

DISPOSITION: Motion Carried

RESOLUTION NO. 25

Moved By: Stephen Molnar

Seconded By: David Mayberry

Resolved that the following by-laws be now given a third and final reading: 6455-2022 to 6463-2022 inclusive.

DISPOSITION: Motion Carried

16. ADJOURNMENT

Council adjourns its proceedings at 11:30 a.m. until the next meeting scheduled for September 14, 2022 at 9:30 a.m.

Minutes adopted on _____ by Resolution No. _____.

WARDEN

CLERK