

# TOWNSHIP OF BLANDFORD-BLENHEIM

## COUNCIL MEETING AGENDA

Wednesday, December 20<sup>th</sup>, 2023

Watch via Live Stream on Township's YouTube:  
<https://www.youtube.com/channel/UCdKRV0GAEuFaGbWHRPzoEXA>

4:00 p.m.

### 1. Welcome

### 2. Call to Order

### 3. Approval of the Agenda

Recommendation:

That the agenda for the December 20<sup>th</sup>, 2023 Regular Meeting of Council be adopted as printed, and circulated.

### 4. Disclosure of Pecuniary Interest

### 5. Minutes

#### a. [December 6<sup>th</sup>, 2023 Minutes of Council](#)

Recommendation:

That the minutes of the December 6<sup>th</sup>, 2023 Regular Meeting of Council be adopted, as printed and circulated.

### 6. Business Arising from the Minutes

### 7. Public Meetings

#### a. Public Meeting under the Planning Act, Committee of Adjustment

##### i. Minutes

[November 15, 2023 Meeting of the Committee of Adjustment](#)

##### ii. Application

[MVA-10-23 Bukata, 687406 Highway 2, Princeton](#)

Recommendation:

That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A10-23, submitted by Marc Farrell on behalf of Anatolij, Galina, and Jane Bukata for lands described as SW ¼ Lot 5, Concession 1 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 6.1 to allow an additional residential unit (ARU) within a detached accessory building;
2. Relief from Section 5.5.2. to increase the maximum gross floor area for an ARU from 111.4 m<sup>2</sup> (1,200 ft<sup>2</sup>) to 138.7 m<sup>2</sup> (1,493 ft<sup>2</sup>);
3. Relief from Section 5.5.2.4 to increase the maximum distance between the principal dwelling and the ARU from 30 m (98.4 ft) to 78 m (256 ft);
4. Relief from Section 7.2 to reduce the minimum front yard depth from 15 m (49.2 ft) to 2 m (6.6 ft) in order to recognize the current depth of the existing single detached dwelling that is to be recognized as an ARU; and,
5. Relief from Section 7.2 to reduce the minimum setback from the centreline of a County Road from 31 m (101.7 ft) to 12 m (39.3 ft) in order to recognize the current setback of the existing single detached dwelling that is to be recognized as an ARU.

Subject to the following condition:

- i. That the proposed relief shall only apply to an ARU of the approximate size and location as depicted on Plate 4 of Report CP 2023-405.

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

- i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

## **b. Public Meeting under the Planning Act, Zone Change**

### **[i. Application for Zone Change – ZN-23-16 \(Township of Blandford-Blenheim\)](#)**

Recommendation:

That the Council of the Township of Blandford-Blenheim approve the Zone Change Application submitted by the Township of Blandford-Blenheim, whereby lands described as Part Lot 13, Concession 1 (Blenheim), Township of Blandford-Blenheim, are to be rezoned from 'General

Agricultural Zone (A2)' to 'Institutional Zone (I)' to permit a future municipal fire hall.

ii. [Application for Zone Change – ZN-23-17 \(Hillenaar\)](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Chase Hillenaar, on behalf of Paul and Guytrie Hillenaar, whereby the lands described as Part Lot 12, Concession 12 (Blenheim), Part 1, Plan 41R10420, in the Township of Blandford-Blenheim, are to be rezoned from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 3 Zone (R3-2).'

## 8. Delegations / Presentations

- a. Greg Lichty, Resident, Re: Traffic and Speeding in Washington

## 9. Correspondence

### a. Specific

- i. [Council, Town of Goderich, re: Declaring Intimate Partner Violence and Epidemic](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim supports the Town of Goderich regarding declaring intimate partner violence an epidemic.

### b. General

- i. [Ronda Stewart, Economic Development Director, Rural Oxford Economic Development, re: September to November Activity Report](#)

Recommendation:

That the general correspondence item be received as information.

## 10. Staff Reports

### a. Dustin Robson – Planner

- i. [CP2023-406 – Application for Zone Change ZN1-23-14 – Ross Roth Sand & Gravel Inc. Supplementary Report](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim not approve the Zone Change Application submitted by Bender Contracting on behalf of Ross Roth Sand & Gravel Inc., whereby lands described as Part Lots 23-24, Concession 12 (Blenheim), Township of Blandford-Blenheim, are to be rezoned from 'Aggregate Industrial Zone (ME)' to 'Special Aggregate Industrial Zone (ME-

sp)' to permit a single detached dwelling and a residential unit within a building accessory to an aggregate operation.

**b. Drew Davidson – Director of Protective Services**

**i. FC-23-18 – November Monthly Report**

Recommendation:

That Report FC-23-18 be received as information.

**c. Ray Belanger – Chief Building Official**

**i. CBO-23-12 – Monthly Report**

Recommendation:

That Report CBO-23-12 be received as information.

**d. Jim Harmer – Drainage Superintendent**

**i. DS-23-23 – Petition for Drainage**

Recommendation:

That Report DS-23-23 be received as information;

That Council accepts the petition for drainage works for the Part of Lot 24, Concession 10 (Blenheim) to incorporate the drains that were installed by Carson Reid Homes (Cambridge) Ltd as included in Plan 41M388; and,

That the Clerk notify the Grand River Conservation Authority that it has received a petition for drainage work and that they intend to proceed with this petition.

**ii. DS-23-24 – Petition for Drainage**

Recommendation:

That Report DS-23-24 be received as information;

That Council accepts the petition for drainage works for the Part of Lot 17, Concession 13 (Blenheim), to incorporate the drains that were installed by Greg Voisin Investment Corporation for Cress-Ridge Development as included in Plan 41M10323 parts 1,2,3; and,

That the Clerk notify the Grand River Conservation Authority that it has received a petition for drainage work and that they intend to proceed with this petition.

**e. Trevor Baer – Director of Community Services**

**i. CS-23-15 – Provision of Daycare**

Recommendation:

That Report CS-23-15 be received as information.

And further, that staff continue to seek out viable day care provision options in the Township.

**ii. CS-23-16 – Monthly Report**

Recommendation:

That Report CS-23-16 be received as information; and,

That Council approves to waive the fees for building permit for the Drumbo Lions pavilion project.

**f. Sarah Matheson – Deputy Clerk**

**i. DC-23-08 – Multi-Year Accessibility Plan**

Recommendation:

That Report DC-23-08 be received as information; and,

That the 2024-2028 Multi-Year Accessibility Plan be adopted.

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Motions and Notices of Motion**

**14. New Business**

**15. Closed Session**

None.

## 16. By-laws

- a. 2405-2023, Being a By-law to appoint Adam Degier as the Manager of Drainage Infrastructure / Drainage Superintendent for the Township of Blandford-Blenheim pursuant to the provisions of the Drainage Act, RSO 1990.;
- b. 2406-2023, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (Township of Blandford-Blenheim);
- c. 2407-2023, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (Hillenaar);
- d. 2408-2023, Being a By-law to confirm the proceedings of Council.

Recommendation:

That the following By-laws be now read a first and second time: 2405-2023, 2406-2023, 2407-2023 & 2408-2023.

Recommendation:

That the following By-laws be now given a third and final reading: 2405-2023, 2406-2023, 2407-2023 & 2408-2023.

## 17. Other

## 18. Adjournment and Next Meeting

Wednesday, January 10<sup>th</sup>, 2023 at 4:00 p.m.

Recommendation:

That Whereas business before Council has been completed at \_\_\_\_\_ pm;

That Council adjourn to meet again on Wednesday, January 10<sup>th</sup>, 2024 at 4:00 p.m.

# MINUTES

Council met at 4:00 p.m. for their first Regular Meeting of the month.

Present: Mayor Peterson, Councillors Banbury, Barnes, Demarest and Young.

Staff: Baer, Borton, Davidson, Harmer, Krug, Mordue and Matheson.

Other: Robson, Planner.

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the agenda for the December 6<sup>th</sup>, 2023 Regular Meeting of Council be adopted as printed and circulated.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. October 18<sup>th</sup>, 2023 Minutes of Council

### RESOLUTION #2

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the minutes of the November 15<sup>th</sup>, 2023 Meeting of Council be adopted, as printed and circulated.

.Carried

## 6. Business Arising from the Minutes

None.

## 7. Public Meetings

### a. Public Meeting Under the Planning Act, Zone Change

#### i. Application for Zone Change – ZN-23-15 (Township of Blandford-Blenheim)

#### **RESOLUTION #3**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that Council rise and go into Public Meeting under the Planning Act to consider an application for Zone Change:

ZN1-23-15 – (Township of Blandford-Blenheim);

And that Mayor Peterson Chair the Public Meeting.

.Carried

The Planner presented the report, recommending approval. The applicant was present. There were no question or comments of Committee. No one in attendance spoke for or against the application.

#### **RESOLUTION #4**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the Public Meeting be adjourned and that the Regular Meeting of Council reconvene.

.Carried

#### **RESOLUTION #5**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the Council of the Township of Blandford-Blenheim approve the Zone Change Application submitted by the Township of Blandford-Blenheim, whereby lands described as Part Lot 18, Concession 7 (Blenheim), Township of Blandford-Blenheim, are to be rezoned from 'General Agricultural Zone (A2)' to 'Institutional Zone (I)' to permit the expansion of an existing municipal cemetery.

.Carried



## 8. Delegations / Presentations

- a. April Nix, Planner – Policy Focus, Oxford County, re: Official Plan Review, Environmental Policies

Nix presented a report regarding the Environmental Policies of the Official Plan Review. Council had no question or comment.

### **RESOLUTION #6**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the presentation regarding the OP Update for the environmental policies be received as information; and

Further, that the Council of Blandford-Blenheim advises Planning staff to proceed with preparing the consultation draft of the environmental policies based on consideration of the comments received and initiating the formal Official Plan Amendment process and related public and agency consultation.

.Carried

- b. Dave Cripps and Leeanne Hopkins, Thames Valley District School Board Oxford County Trustees with, Re: Oxford County Update

Cripps and Hopkins presented a report regarding an update on the Thames Valley District School Board. Councillor Young commented and had a question that was answered by Cripps.

### **RESOLUTION #7**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the presentation by Dave Cripps and Leeanne Hopkins, Thames Valley District School Board Oxford County Trustees be received as information.

.Carried

- c. Nic Ross, Resident, Re: Issues with Nails in the Gravel Roads

Ross discussed the issue of nails in the gravel roads, specifically citing issues with the cost and safety. Mayor Peterson gave a response

regarding the status of the issue. Councillor Demarest asked a question of staff. Staff answered. Mayor Peterson directed staff to update the website with a statement. Councillor Banbury made a comment. Councillor Young directed staff to respond to emails received via [gravelroads@blandfordblenheim.ca](mailto:gravelroads@blandfordblenheim.ca).

**RESOLUTION #8**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that the delegation by Nic Ross, Township Resident, be received as information.

.Carried

## 9. Correspondence

a. Specific

i. Marcus Ryan, Chair, Safe and Well Oxford Steering Committee Re: Safe and Well Oxford Community Safety and Well-being Plan: Gender Based Violence.

**RESOLUTION #9**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that whereas County Council approved a request to establish a Safe and Well Oxford Steering Committee as recommended in the joint Safe and Well Oxford: Community Safety and Well-being Plan, on behalf of area municipalities, to oversee the implementation of the goals and objectives established in the Plan on July 14th, 2021;

And whereas the key priority risk themes identified within the Safe and Well Oxford Plan include:

- Mental Health;
- Affordable Housing;
- Substance Misuse;
- Equity, Diversity and Inclusion.

And whereas the purpose of Safe and Well Oxford: Community Safety and Well-being Plan is to improve the safety and well-being of community members, by defining and addressing priority risks through proactive,

integrated system-wide strategies, the responsibility of which falls within the jurisdiction of the County within Oxford;

And whereas the Safe and Well Oxford Steering Committee considered a resolution passed by County Council at their July 13th, 2023 meeting to refer a presentation received by County Council from Ingamo Homes in relation to gender-based violence locally for consideration throughout the implementation of the Safe and Well Oxford: Community Safety and Well-being Plan;

And whereas the Safe and Well Oxford Steering Committee received a presentation and request from the Domestic Abuse Response Team Oxford at their meeting held on September 14th, 2023 in relation to the need for support with resources, advocacy, education and awareness to address gender-based violence locally;

And whereas gender-based violence has been highlighted and acknowledged as a significant concern within Oxford County;

Be it hereby resolved that the Council of the Township of Blandford-Blenheim approve an amendment to the Safe and Well Oxford: Community Safety and Well-being Plan to recognize gender-based violence as an additional priority risk area in the Safe and Well Oxford Community Safety and Well-being Plan and endorse the goals and objectives as outlined in the Safe and Well Oxford Steering Committee's correspondence, dated November 3rd, 2023.

.Carried

b. General

i. Chuck Farmer, Chief Energy Transition Officer and Vice-President, Planning, Conservation & Resource Adequacy, Independent Electricity System Operator, re: Eliminating Greenhouse Gas Emissions in Ontario

**RESOLUTION #10**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that the general correspondence items be received as information.

.Carried

**10. Staff Reports**

**a. Jim Harmer – Drainage Superintendent**

- i. DS-23-20 – Petition for Drainage Appointment of Engineer (Mitchell Drain)

**RESOLUTION #11**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that Report DS-23-20 be received as Information; and,

Whereas the Grand River Conservation Authority and the Clerk/Council of the Township North Dumfries have not registered any comments to the two petitions for drainage works for the S1/2 Lot 1 Concession 13 from Colman Equipment and Bev Fried, and for the SW1/4 Lot 38 Concession 11 from Dave Cleave;

Be It resolved that Council appoints K Smart & Associates Ltd., 85 McIntyre Dr. Kitchener, Ont. N2R 1H6, to prepare a new drainage report as per the petition accordance with Section 4 of the Drainage Act and that this report be included as part of the petition report of John Follings of Follingdale Farms Limited at Lot 1 Concession 12 and the Section 78 report for repair and improvement of the Mitchell Drain Road Authority for the intersection of Trussler Road and Region Road 97 (Cedar Creek Rd.) and Oxford County Road 8 in the Mitchell Drain watershed requiring an improved drain outlet for the proposed construction of a roundabout from the Region of Waterloo and the County of Oxford.

.Carried

- ii. DS-23-21 – Section 78 Appointment of Engineer, Drumbo Drainage Works 1993

**RESOLUTION #12**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that Report DS-23-21 be received as Information; and,

Whereas the Grand River Conservation Authority have not registered any concerns for the appointment of an Engineer under Section 78 of the Drainage Act for the Drumbo Drainage Works 1993 Harmer Stormwater Management Pond;

Be It resolved that Council appoints K Smart & Associates Ltd., 85 McIntyre Dr. Kitchener, Ont. N2R 1H6, to prepare a new drainage report as per Section 78 of the Drainage Act.

.Carried

iii. DS-23-22 – Monthly Report

**RESOLUTION #13**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report DS-23-22 be received as information.

.Carried

**b. Jim Borton – Director of Public Works**

i. PW-23-21 – Monthly Report

**RESOLUTION #14**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report PW-23-21 be received as information.

.Carried

**c. Drew Davidson – Director of Protective Services**

i. FC-23-17 – Tanker Truck for Drumbo Station

**RESOLUTION #15**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report FC-23-17 is received as information;

And further that council accept the quoted price of \$865,759.74 from Darch Fire Incorporated for the delivery of a 2026 E-ONE Tanker.

And further that staff amend the 10-year capital plan to show the purchase of the 2024 tanker be moved to be shown in 2026.

.Carried

**d. Sarah Matheson – Deputy Clerk**

i. DC-23-06 – ARU Process Update

**RESOLUTION #16**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report DC-23-06 be received as information.

.Carried

ii. DC-23-07 – Update to January 2024 Council Meeting Schedule

**RESOLUTION #17**

Moved by – Councillor Banbury

Seconded by – Councillor Young

Be it hereby resolved that Report DC-23-07 be received as information; and,

That the following meeting be added for the month of January 2024:

January 24, 2024 at 4:00 p.m., Regular Council.

.Carried

**e. Rodger Mordue – Chief Administrative Officer / Clerk**

i. CAO-23-23 – Asset Naming Policy (Princeton)

**RESOLUTION #18**

Moved by – Councillor Banbury

Seconded by – Councillor Young

Be it hereby resolved that Report CAO-23-23 be received; and,

That Council accept the following names to be added to the names registry for Township assets:

Honey, Hughes, Anderson, McAnsh, Blacksmith, Baskett, Hysert, Davis, Daniel, Kipp, Wells, Kibble, Veit, Home, Parkhill, Galbraith, Townsend, Brouwer.

.Carried

ii. CAO-23-24 – Asset Naming Policy (Drumbo)

**RESOLUTION #19**

Moved by – Councillor Young

Seconded by – Councillor Banbury

Be it hereby resolved that Report CAO-23-24 be received; and,

That Council accept the following names to be added to the names registry for Township assets:

Cook, Given, Kilgour, Law, Lodge, McTague, Clayton, Robson, Wallace, Rounds, Harrison, Binkley, Cullen, Mitchell, Turner, Enticknap, Stevenson, Burgess

.Carried

## **11. Reports from Council Members**

Councillor Young attended the Safe and Well Oxford Summit for an update on the Safe and Well Oxford Plan. Councillor Young also reported that there is another Youth Dance at the Plattsville Public School on Friday, December 8<sup>th</sup> in the evening. Mayor Peterson reported there is a Meet the Santa event starting at 11:00 am in Princeton at the Centennial Hall on Saturday, December 9<sup>th</sup>. Mayor Peterson also reported that Friday, December 15<sup>th</sup> the Drumbo Firefighters will be driving the village and people are gathering in the parkette.

## **12. Unfinished Business**

None.

## **13. Motions and Notices of Motion**

None.

## **14. New Business**

None.

## **15. Closed Session**

None.

## **16. Other Business**

None.

## **17. By-laws**

- a. 2400-2023, Being a By-law to appoint a Clerk for the Corporation of the Township of Blandford-Blenheim;
- b. 2401-2023, Being a By-law to appoint a Chief Administrative Officer for the Corporation of the Township of Blandford-Blenheim;
- c. 2402-2023, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (Township of Blandford-Blenheim);
- d. 2403-2023, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (Telephone City Aggregates); and,
- e. 2405-2023, Being a By-law to confirm the proceedings of Council.

**RESOLUTION #20**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a first and second time: 2400-2023, 2401-2023, 2402-2023, 2403-2023, 2405-2023.

.Carried

**RESOLUTION #21**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a third and final time: 2400-2023, 2401-2023, 2402-2023, 2403-2023, 2405-2023.

.Carried

**18. Adjournment and Next Meeting**

**RESOLUTION #22**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:20 p.m.; and,

That Council adjourn to meet again on Wednesday, December 20<sup>th</sup>, 2023 at 4:00 p.m.

.Carried

---

Mark Peterson, Mayor  
Township of Blandford-Blenheim

---

Rodger Mordue, CAO/Clerk  
Township of Blandford-Blenheim



Township of Blandford-Blenheim  
Committee of Adjustment  
Council Chambers, 47 Wilmot St. S. Drumbo  
Streamed to Township's YouTube  
Wednesday, November 15<sup>th</sup>, 2023  
4:01 p.m.

## **COMMITTEE OF ADJUSTMENT MINUTES**

The Township of Blandford-Blenheim Committee of Adjustment met at 4:01 p.m.

Present: Mayor Peterson, Members Banbury, Barnes, Demarest and Young.

Staff: Borton, Davidson, Harmer, Krug, Matheson and Mordue.

Others: Dustin Robson, Planner, Oxford County.

Mayor Peterson in the Chair

### **Disclosure of Pecuniary Interest**

None.

### **Minutes**

#### **i. November 1<sup>st</sup>, 2023 Meeting of the Committee of Adjustment**

Verbal adoption of the Minutes of the Meeting of the Committee of Adjustment.

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

### **Application**

#### **i. Application for Minor Variance MVA-08-23 Mark and Linda Adam, 706614 Township Road 2**

The Planner presented the report, recommending approval. The applicant was present. The Committee members did not have question or comment. No one spoke for or against the application.

Verbal motion to approve the application.

Moved by – Councillor Banbury  
Seconded by – Councillor Barnes

For application A08-23 the decision was signed as approved.

The Committee adjourned at 4:05 p.m. and the Open Council meeting resumed.

**Community Planning**

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

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

Our File: **A10-23**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Township of Blandford-Blenheim Committee of Adjustment

**MEETING:** December 20, 2023

**REPORT NUMBER:** CP 2023-405

**OWNER:** Anatolij, Galina, and Jane Bukata  
687409 Highway 2, Princeton, ON N0J 1V0

**AGENT:** Marc Farrell  
32 Kathleen St, Paris, ON N3L 3X8

**VARIANCES REQUESTED:**

1. Relief from Section 6.1 to allow an additional residential unit (ARU) within a detached accessory building;
2. Relief from Section 5.5.2.3 to increase the maximum gross floor area for an ARU from 111.4 m<sup>2</sup> (1,200 ft<sup>2</sup>) to 138.7 m<sup>2</sup> (1,493 ft<sup>2</sup>);
3. Relief from Section 5.5.2.4 to increase the maximum distance between a principal dwelling and an ARU from 30 m (98.4 ft) to 78 m (256 ft);
4. Relief from Section 7.2 to reduce the minimum front yard depth from 15 m (49.2 ft) to 2 m (6.6 ft) in order to recognize the current depth of the existing single detached dwelling that is to be recognized as an ARU; and,
5. Relief from Section 7.2 to reduce the minimum setback from the centreline of a County Road from 31 m (101.7 ft) to 12 m (39.3 ft) in order to recognize the current setback of the existing single detached dwelling that is to be recognized as an ARU.

**LOCATION:**

The subject lands are described as SW ¼ Lot 5, Concession 1, in the former Township of Blenheim, now in the Township of Blandford-Blenheim. The lands are located on the north side of Highway 2, lying between Blenheim Road and Canning Road, and are municipally known as 687409 Highway 2.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'B-1'	Township of Blandford-Blenheim	Agricultural Reserve & Open Space
----------------	--------------------------------	-----------------------------------

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:

General Agricultural Zone (A2)

**COMMENTS:**(a) Purpose of the Application:

The southwest corner of the subject lands contains an existing 138.7 m<sup>2</sup> (1,493 ft<sup>2</sup>) single detached dwelling that was constructed in 1870. A second single detached dwelling, with a gross floor area of approximately 111.4 m<sup>2</sup> (2,400 ft<sup>2</sup>), is proposed to be constructed to the east of the existing residential cluster.

With the implementation of the Township's ARU zoning provisions now in force and effect, the applicant is applying to allow the existing dwelling, built in 1870, to remain on-site as an ARU rather than be demolished. The applicant is requesting a number of variances in order to recognize the existing dwelling as an ARU while also permitting an increased distance between the ARU and the proposed principal dwelling.

Surrounding land uses are predominately agricultural to the north, east and west. The lands to the south are generally non-farm rural residential uses.

Plate 1, Existing Zoning & Location Map, shows the location of the subject lands and the current zoning in the immediate vicinity.

Plate 2, Aerial Photography (2020), shows the location of the subject lands and surrounding properties.

Plate 3, Aerial Photography (2020) – Zoomed In, shows the location of the subject lands and surrounding properties.

Plate 4, Applicants' Sketch, illustrates the existing buildings and the location of the proposed single detached dwelling.

(b) Agency Comments

The Township Chief Building Official and the Township Director of Public Works have indicated no concerns or objections regarding the proposed zoning amendment.

(c) Public Consultation:

Public Notice was mailed to surrounding property owners in accordance with the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject lands are designated Agricultural Reserve and Open Space in the County Official Plan. The location of the ARU is entirely within the Agricultural Reserve designation. In the Agricultural Reserve designation, lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms together with farm buildings and structures necessary to the farming operation as well as accessory residential uses required for the farm.

Regarding Additional Residential Units (ARUs), Oxford County Council adopted policies regarding these units on February 8, 2023 via Official Plan Amendment 285 which are applicable to this application.

Specifically, in the Agricultural Reserve designation, ARUs are permitted within a single detached dwelling and/or in a structure ancillary to the principal dwelling, provided that both dwellings are located on a lot zoned for agricultural or rural residential use that permits a dwelling in accordance with the policies of the Official Plan.

A maximum of two (2) ARUs shall be permitted per farm unit, being two (2) in a principal dwelling or one (1) in a principal dwelling and/or one (1) in a structure ancillary to the principal dwelling.

ARUs located outside of a settlement area shall be in accordance with the following:

- The ARU shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m<sup>2</sup> (1,506 ft<sup>2</sup>);
- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- The principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway as the principal dwelling;
- There is adequate access from the front lot line and parking area to each ARU for both occupant use and emergency response;
- To the extent feasible, existing trees and other desirable vegetation are preserved;
- Land use compatibility concerns (e.g. due to proximity to industrial areas or major facilities) will not be created or intensified;
- The location of ARUs and related services and outdoor amenities shall comply with all other applicable policies of the Official Plan;
- All other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

The following additional policies shall apply to the establishment of an ARU in a detached ancillary structure;

- The lot must be a minimum of 0.6 ha (1.48 ac) in area;
- The siting, design and orientation of the ancillary structure, parking areas and outdoor amenity areas will allow for privacy for the occupants of the ARU, principal dwelling and abutting residential properties; and
- An ARU will satisfy MDS I or will not further reduce an existing insufficient setback.

Based on the criteria outlined above, Staff are of the opinion that the proposal conforms to the intent and purpose of the County's Official Plan.

(e) Intent and Purpose of the Zoning By-law:

The subject lands are zoned 'General Agricultural Zone (A2)' in the Township of Blandford Blenheim Zoning By-law. The 'A2' zone permits a wide range of agricultural uses, including livestock and regulated farm operations, as well as buildings and structures accessory thereto.

Section 5.5.2 of the Zoning By-law allows for the consideration of an ARU within a detached ancillary structure on A1 zoned land provided that the following criteria is met:

- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- Contains a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m<sup>2</sup> (1,506 ft<sup>2</sup>);
- There is a 1.2 m (3.9 ft) unobstructed pathway from the front lot line to the entrance;
- 1 space per ARU is provided on-site;
- A minimum 75 m<sup>2</sup> (807 ft<sup>2</sup>) of open space in the rear yard for 1 ARU;
- The subject lands are a minimum of 0.6 ha (1.48 acres);
- The ARU shall have a maximum height of 5.5 m (18 ft); and,
- The ARU shall be a maximum distance of 30 m (98.4 ft) from the main dwelling.

Additionally, Section 7.2.6 Location of New Farm Dwellings, is to ensure that new farm dwellings, including temporary dwellings, shall be required to satisfy the minimum distance separation requirements as determined through the application of the Minimum Distance Separation Formula I (MDS I) or not further reduce an already existing insufficient setback. It is the intent of these regulations to reduce potential conflicts with livestock operations, wherever possible.

The ARU zoning provisions include the requirement for an ARU to have a maximum gross floor area of 50% of the principal dwelling or 140 m<sup>2</sup> (1,507 ft<sup>2</sup>), whichever is lesser. Given that the proposed principal dwelling on the subject lands is 223 m<sup>2</sup> (2,400 ft<sup>2</sup>), an ARU on the subject lands would be permitted to be no larger than 111.4 m<sup>2</sup> (1,200 ft<sup>2</sup>). The dwelling proposed to remain as an ARU is approximately 138.7 m<sup>2</sup> (1,493 ft<sup>2</sup>) in size, which is approximately 28.6 m<sup>2</sup> (293 ft<sup>2</sup>) larger than permitted. Staff are satisfied that while the existing dwelling exceeds the permitted maximum size, that the dwelling will be secondary to the principal dwelling and will function as an ARU.

While the location of the ARU is more than two times greater (78 m (256 ft)) from the proposed principal dwelling than is permitted (30 m (98.4 ft)) by the zoning provisions, staff are of the opinion that there is merit to the proposal in this specific instance. The configuration of the existing residential cluster contains both manmade and natural restrictions. The lands to the north of the existing dwelling contains a septic system, which cannot be built on. Looking further north, existing mature trees would be required to be removed to accommodate the new dwelling. The policies within the Official Plan advise that, to the extent possible, existing trees shall be preserved. To the immediate east of the existing dwelling is a slope that would make the construction of a dwelling difficult.

The applicants are proposing to construct the new principal dwelling in an area that is better suited in terms of topography. Access to the new principal dwelling will be via the existing laneway, which will be extended to accommodate the new dwelling. The use of the existing laneway is supported by staff as the Official Plan policies states that all ARUs shall use the same access as the principal dwelling.

Further, both dwellings comply with MDS I and the lands can accommodate the required septic systems. Permitting the existing single detached dwelling to remain on-site permanently as an ARU while a new principal dwelling is constructed is not expected to create any negative impacts on neighbouring properties, and the rural character of the property is not expected to change.

In the opinion of staff, the proposal meets the general intent and purpose of the Township Zoning By-law.

(f) Desirable Development/Use:

Staff have reviewed the proposal and believe that though the existing accessory building is further away from the principal dwelling than what is permitted, the current situation on the subject lands (topography, septic location, etc.) allows for consideration of the relief requested. Further, staff are of the opinion that the establishment of a new principal dwelling in the proposed location will allow for the use of the existing driveway and will not have an adverse impact on surrounding agricultural operations.

In light of the foregoing, it is the opinion of this office that the requested relief is in keeping with the general intent and purpose of the Official Plan, the Township's Zoning By-law, is minor and desirable and can be given favourable consideration.

**RECOMMENDATION:**

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A10-23, submitted by Marc Farrell on behalf of Anatolij, Galina, and Jane Bukata for lands described as SW ¼ Lot 5, Concession 1 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 6.1 to allow an additional residential unit (ARU) within a detached accessory building;
2. Relief from Section 5.5.2.3 to increase the maximum gross floor area for an ARU from 111.4 m<sup>2</sup> (1,200 ft<sup>2</sup>) to 138.7 m<sup>2</sup> (1,493 ft<sup>2</sup>);
3. Relief from Section 5.5.2.4 to increase the maximum distance between the principal dwelling and the ARU from 30 m (98.4 ft) to 78 m (256 ft);
4. Relief from Section 7.2 to reduce the minimum front yard depth from 15 m (49.2 ft) to 2 m (6.6 ft) in order to recognize the current depth of the existing single detached dwelling that is to be recognized as an ARU; and,
5. Relief from Section 7.2 to reduce the minimum setback from the centreline of a County Road from 31 m (101.7 ft) to 12 m (39.3 ft) in order to recognize the current setback of the existing single detached dwelling that is to be recognized as an ARU.

Subject to the following condition:

- i. That the proposed relief shall only apply to an ARU of the approximate size and location as depicted on Plate 4 of Report CP 2023-405.

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

- i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

Authored by: *original signed by*

Dustin Robson, MCIP, RPP  
Development Planner

Approved for submission by: *original signed by*

Eric Gilbert, MCIP, RPP  
Manager of Development Planning



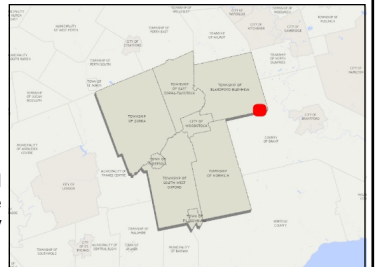


Subject Lands

**Legend**

- Parcel Lines**
  - Property Boundary
  - - - Assessment Boundary
  - - - Unit
  - Road
  - - - Municipal Boundary
- Zoning Floodlines Regulation Limit**
  - ◆ 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



0 205 409 Meters

NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

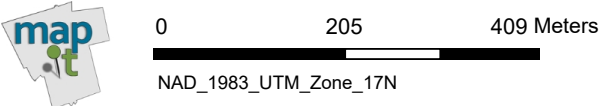
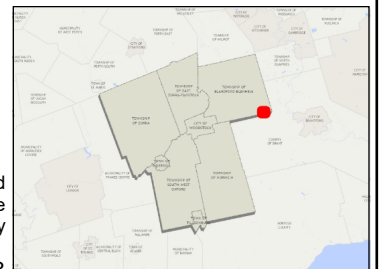
November 30, 2023



**Legend**

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
  - ◆ 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

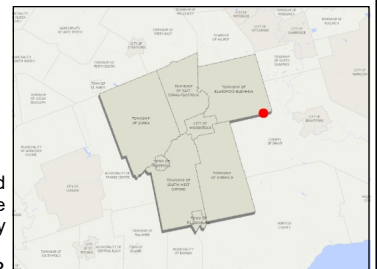
November 30, 2023



**Legend**

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
  - ◆ 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



Approximate Location of New Single Detached Dwelling



0 51 102 Meters

NAD\_1983\_UTM\_Zone\_17N

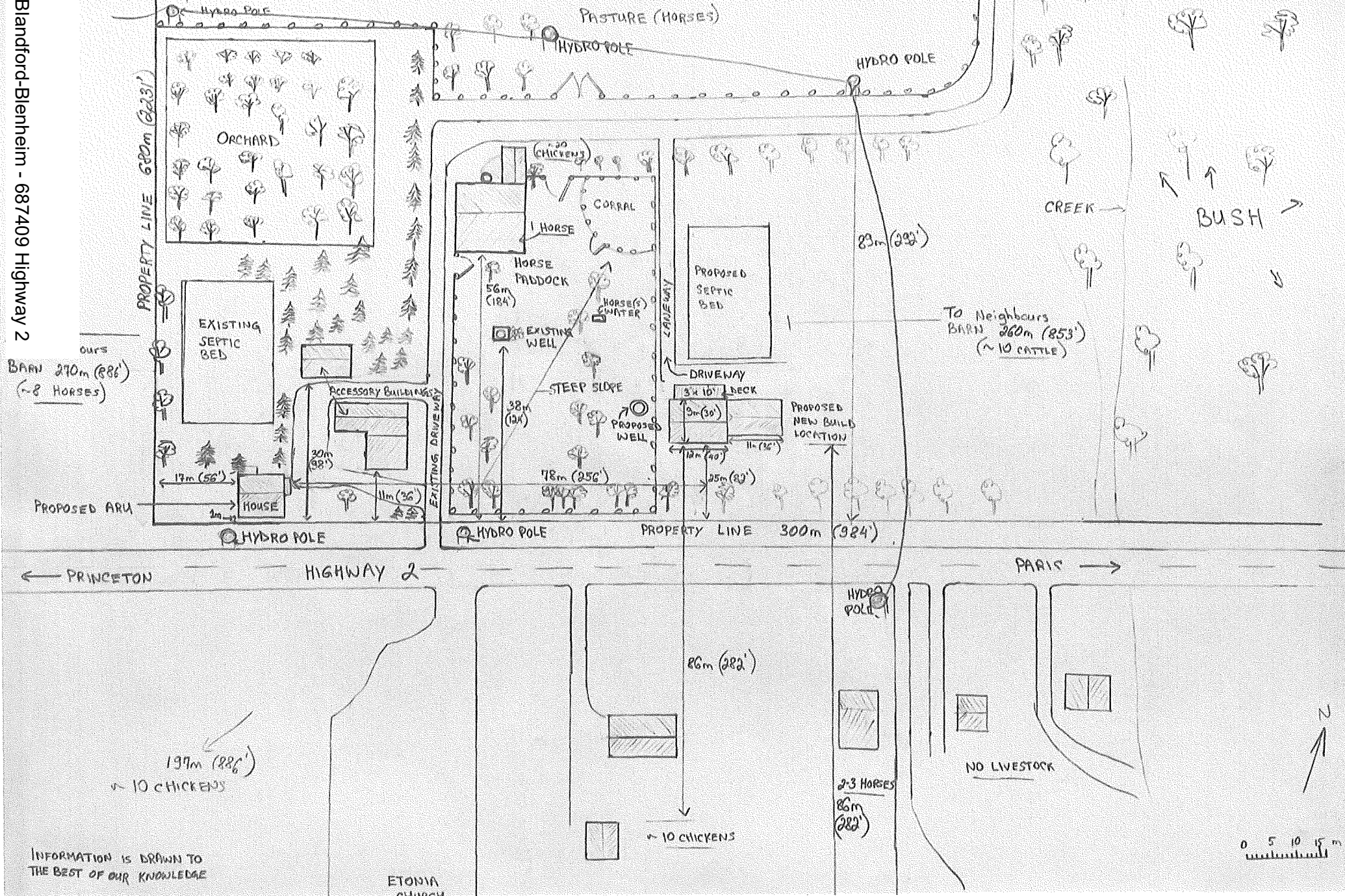


This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

November 30, 2023

687409 HWY 2  
PRINCETON ON

687409 Highway 2  
Township of Blandford-Blenheim



INFORMATION IS DRAWN TO THE BEST OF OUR KNOWLEDGE

ETONIA

0 5 10 15 m

**To: Mayor and Members of Township of Blandford-Blenheim Council**

**From: Dustin Robson, Development Planner, Community Planning**

## **Application for Zone Change ZN1-23-16 – Township of Blandford-Blenheim**

### **REPORT HIGHLIGHTS**

---

- The Application for Zone Change proposes to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Institutional Zone (I).'
- The applicant is proposing to permit the zone change in order to facilitate a future municipal fire hall.
- Planning staff are supportive of the proposed rezoning, as it appears to maintain the intent and purpose of the Official Plan respecting institutional uses within a Village.

### **DISCUSSION**

---

#### **Background**

APPLICANT/OWNER: Township of Blandford-Blenheim  
47 Wilmot Street South, Drumbo, ON N0J 1G0

LOCATION:

The subject lands are described as Part Lot 13, Concession 1, in the former Township of Blenheim, now in the Township of Blandford-Blenheim. The lands are located on the south side of Township Road 2, between Gobles Road and Main Street North, and are not currently municipally addressed.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "B-1"	Township of Blandford-Blenheim Land Use Plan	Settlement
----------------	---	------------

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:

Existing Zoning: General Agricultural Zone (A2)

Proposed Zoning: Institutional Zone (I)

PROPOSAL:

Plate 1 – Location Map and Existing Zoning indicates the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2 – Aerial Photography (2020), shows an aerial view of the subject lands.

Plate 3, Applicant's Sketch, identifies the lands that would host a future municipal fire hall.

## **Application Review**

### 2020 Provincial Policy Statement

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act.

Section 1.1.1 states that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long-term and cost-effective development patterns and standards to minimize land consumption and servicing costs.

Section 1.1.3.2 directs that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Furthermore, land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land, resources, existing infrastructure and public service facilities. A range of uses and opportunities for intensification and redevelopment should also be promoted where it can be accommodated in settlement areas.

Section 1.3.1 states that planning authorities shall promote economic development and competitiveness by providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs.

### Official Plan

The subject property is located within Princeton, which is a designated 'Village' within the County Official Plan. The Official Plan identifies Villages as settlements characterized by a broader range of land uses and activities and which have been developed in depth as well as through infilling. Villages are settlements which are predominantly serviced by individual private sewage disposal systems and by either individual wells or existing centralized water supply facilities. Princeton is serviced by municipal water, however, private septic systems are required.

Section 6.5 outlines that institutional uses are broken into two categories; major and minor. Major institutional uses include those of a large scale, such as a long-term care home, retirement home, community centres/arena, and funeral homes. Minor institutional uses include uses of a lesser scale, such as churches, emergency services (police, fire, and ambulance, and day care facilities. Minor institutional uses are permitted within identified Villages within the County.

When considering applications for minor institutional uses, such as a fire hall, the following criteria shall be considered:

- On-site sewage and water facilities shall satisfy the County; and,
- The compatibility of the proposed development with surrounding uses.

### Zoning By-law

The 'Institutional Zone (I)' permits a fire hall, provided a minimum lot area of 3,700 m<sup>2</sup> (39,828 ft.<sup>2</sup>), a minimum lot frontage of 40 m (131.2 ft), and a minimum lot depth of 50 m (164 ft). The lands subject to the Zone Change Application are approximately 0.8 ha (2 ac) in size, 68.7 m (225.3 ft), and depth of 120 m (393.7 ft).

The general intent and purpose of the minimum lot area requirement is to ensure that the property is large enough to accommodate the intended use, including sufficient space for buildings, structures, septic systems and parking. The subject lands exceed the minimum lot size requirements and there are no concerns from staff in relation to the ability to provide sufficient space for the items previously listed.

### Agency Comments

The County of Oxford Public Works Department has indicated no concerns but did advise that in the past, fire departments have requested water for onsite fire storage for underground cisterns to assist with filling trucks. Due to the size of the existing watermain (50 mm diameter) on Township Road 2 they do not believe that a request of that nature would be possible. The size of existing watermain would only be able to accommodate domestic use only (i.e. washrooms). If the requirement is to supply water to fill an onsite cistern then the watermain on Township Road 2 would need to be upsized to minimum 100mm from the intersection of County Road 3 west to the proposed fire hall site. The cost of this would likely be the responsibility of the Township.

Canada Post has indicated that mail delivery will be via owner installed/maintained rural mailbox.

The Township Chief Building Official, Township Drainage Superintendent, Southwestern Public Health, and the Township Director of Public Works have indicated no concerns or objections regarding the proposed zoning amendment.

### Public Consultation

Notice of the proposal was provided to the public and surrounding lands owners in accordance with the requirements of the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

### **Planning Analysis**

Planning staff are of the opinion that the proposal is generally consistent with the relevant policies of the Provincial Policy Statement (PPS). It is the intent of the PPS to direct growth towards the designated settlements and to ensure that a mix and range of uses such as residential, commercial, and institutional uses are available within the settlements. Encouraging the range of

uses within designated settlements ensures efficient use of existing infrastructure and public services.

The proposal is to re-zone the lands from 'General Agricultural Zone (A1)' to 'Institutional Zone (I)' which would permit a municipal fire hall to be developed at a later date. While the subject lands are currently used for cash cropping purposes, the lands are located within the settlement boundaries of the Village of Princeton. The lands are mostly surrounded by cash cropping operations. One single detached dwelling exists to the east of the subject lands. Staff believe that the subject lands are appropriate for the proposed municipal fire hall as there are currently limited receptors of any noise pollution. Further, staff believe that the proposed use of a municipal fire hall will not adversely impact surrounding agricultural operations.

In terms of traffic concerns, both the Township's Public Works Department and Oxford County's Public Works Department have indicated no concerns from a traffic standpoint.

In light of the foregoing, Planning staff are of the opinion that the proposed Zone Change Application is generally consistent with the policies of the Provincial Policy Statement and support the strategic initiatives and objectives of the County Official Plan respecting institutional uses in a Village.

## **RECOMMENDATIONS**

---

**It is recommended that the Council of the Township of Blandford-Blenheim approve the Zone Change Application submitted by the Township of Blandford-Blenheim, whereby lands described as Part Lot 13, Concession 1 (Blenheim), Township of Blandford-Blenheim, are to be rezoned from 'General Agricultural Zone (A2)' to 'Institutional Zone (I)' to permit a future municipal fire hall.**

## **SIGNATURES**

---

**Authored by:**                    *'original signed by'*                    Dustin Robson, MCIP, RPP  
Development Planner

**Approved for submission by:** *'original signed by'*                    Eric Gilbert, MCIP, RPP  
Manager of Development Planning

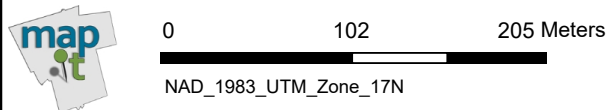
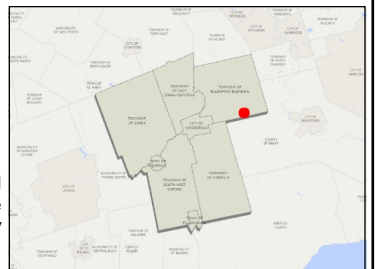




**Legend**

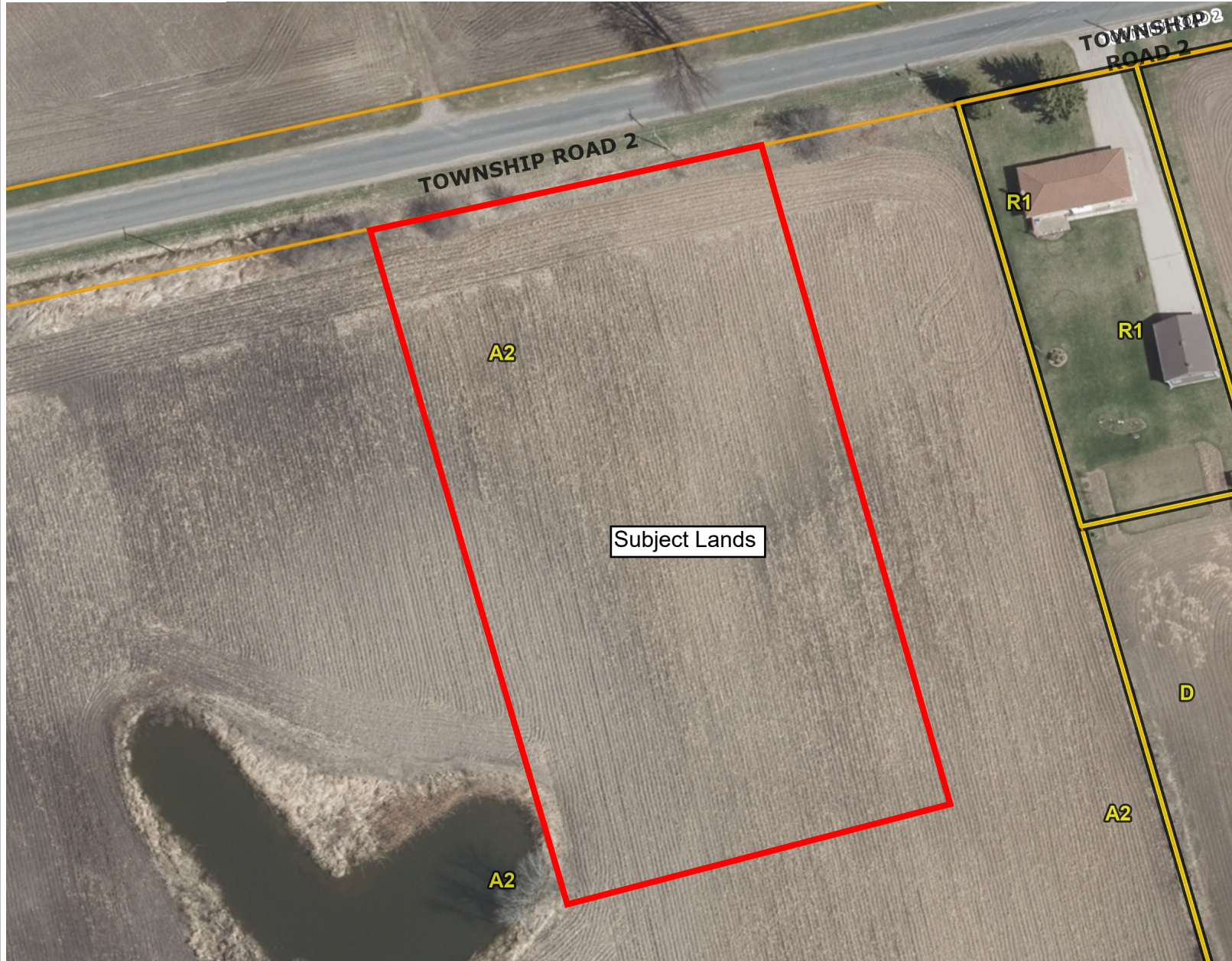
- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
  - ◆ 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

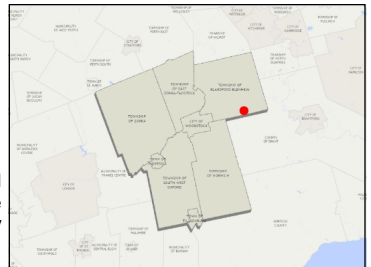
November 14, 2023



**Legend**

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines Regulation Limit**
  - ◆ 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



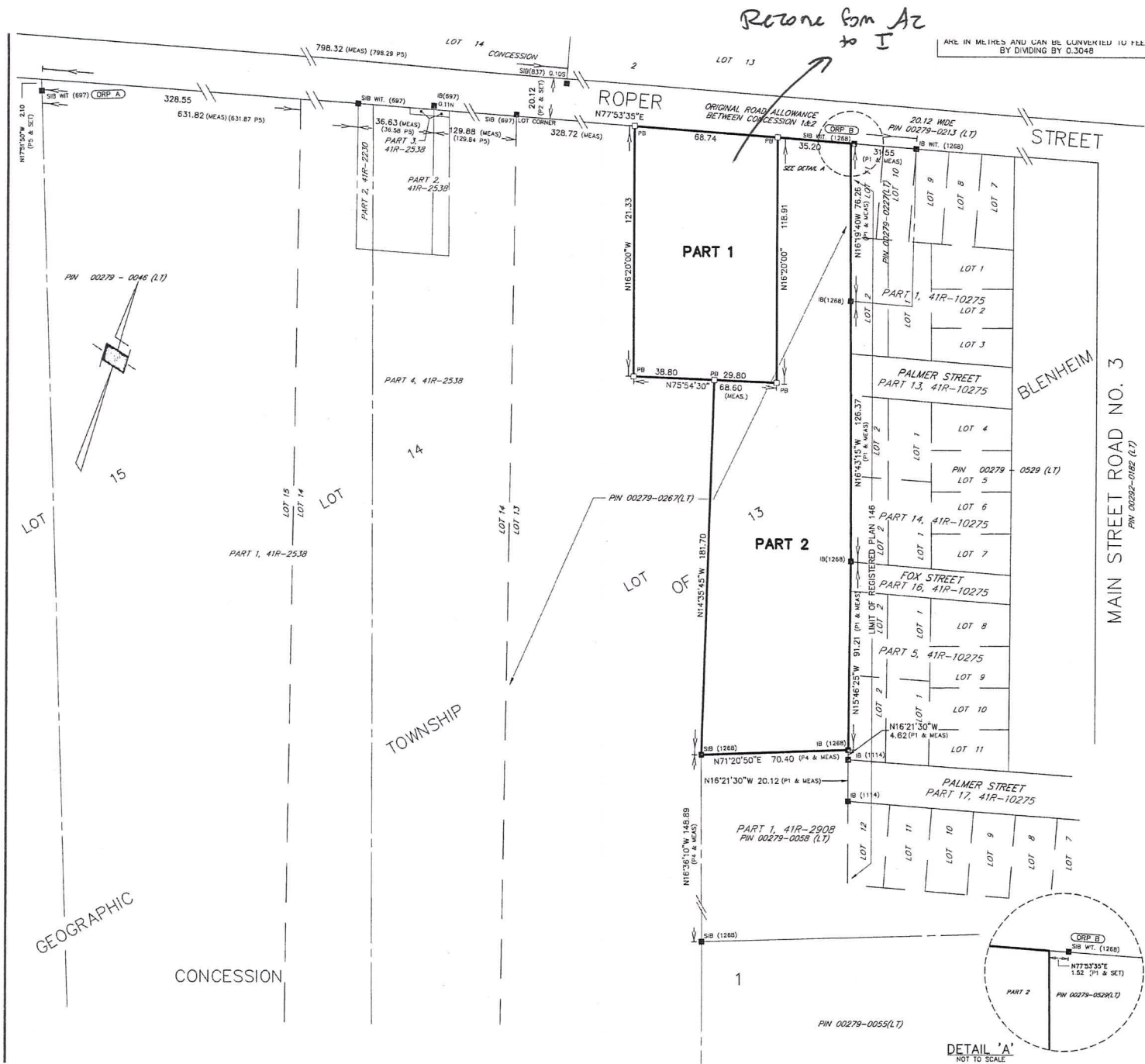
0 26 51 Meters

NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

November 14, 2023



DEPOSITED UNDER THE LAND TITLES ACT .

RECEIVED AND DEPOSITED

DATE July 14/23 DATE 2023/07/18

DAVID J. RATHBY O.L.S. *Todd Bond*

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISIONS OF OXFORD (NO. 41)

PART SCHEDULE			
PART	LOT	CONCESSION	PIN
1	PART OF LOT 13	1	00279-0267 (LT)
2			

PARTS 1-2 INCLUSIVE COMPRISE PART OF PIN 00279-0267 (LT)

**PLAN OF SURVEY**  
OF PART OF  
**LOT 13**  
**CONCESSION 1**  
(GEOGRAPHIC TOWNSHIP OF BLENHEIM )  
NOW THE  
**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**COUNTY OF OXFORD**

SCALE: 1 : 1250 METRIC

M'KECHNIE SURVEYING LTD.  
ONTARIO LAND SURVEYORS

**INTEGRATED SURVEY INFORMATION**

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0)

DISTANCES HEREON ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999544.

OBSERVED REFERENCE POINTS (ORP): UTM ZONE 17, NAD83 (CSRS) (2010.0)

COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF O.R.G. 216/10

POINT ID	NORTHING	EASTING
ORP A	4780275.27	53.6725.11
ORP B	4780536.96	537928.51

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

FOR BEARING COMPARISONS, A ROTATION OF 0°03'11" CLOCKWISE CAN BE APPLIED TO MATCH DEPOSITED PLAN 41R-10275.

**LEGEND**

□ denotes SET	MEAS denotes MEASURED
■ denotes FOUND	WT denotes WITNESS
IB denotes IRON BAR	PIN denotes PROPERTY IDENTIFICATION No.
SIB denotes STANDARD IRON BAR	1268 denotes T.H. BROOKS OLS
PB denotes PLASTIC BAR	1114 denotes J. PATRICK HARAMIS OLS
P1 denotes DEPOSITED PLAN 41R-10275	697 denotes GEO B. MacAULAY OLS
P2 denotes DEPOSITED PLAN 41R-3640	
P3 denotes DEPOSITED PLAN 41R-2538	
P4 denotes DEPOSITED PLAN 41R-2908	
P5 denotes DEPOSITED PLAN 41R-2230	

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT :

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON MARCH 30, 2023

DATE July 14/23

DAVID J. RATHBY OLS  
M'KECHNIE SURVEYING LTD.

THIS PLAN OF SURVEY RELATES TO THE AOLS PLAN SUBMISSION V-44057

DRAWN BY S.R./C.O.	CHECKED BY D.J.R.	FILE NO. 23-037
-----------------------	----------------------	--------------------

CADD: 2023/23-037\_R-PLAN\_Ae

RS M-INTEGRATED

Plate 3: Applicant's Sketch  
File No. ZN1-23-16 (Township of Blandford-Blenheim)  
Pt Lot 13, Concession 1 (Blenheim), Pt 1, RP 41R10531, Township of Blandford-Blenheim

**To: Mayor and Members of Township of Blandford-Blenheim Council**

**From: Dustin Robson, Development Planner, Community Planning**

## **Application for Zone Change ZN1-23-17 – Paul & Guytrie Hillenaar**

### **REPORT HIGHLIGHTS**

---

- The application for zone change proposes to rezone the subject lands from ‘Residential Type 1 Zone (R1)’ to ‘Special Residential Type 3 Zone (R3-2)’ to ensure a consistent zoning across the whole of the lands.
- Planning staff are recommending approval of the application as the proposal is consistent with the policies of the Provincial Policy Statement and the general intent and purpose of the County Official Plan.

### **DISCUSSION**

---

#### **Background**

APPLICANT/OWNER: Paul & Guytrie Hillenaar  
12 Melissa Court, Ayr, ON N0B 1E0

AGENT: Chase Hillenaar  
12 Melissa Court, Ayr, ON N0B 1E0

LOCATION:

The subject lands are described as Part Lot 12, Concession 12 (Blenheim), Part 1, Plan 41R10420, in the former Blenheim Township, now in the Township of Blandford-Blenheim. The lands are located on the west side Mechanic Street, between Oxford Street East and Jarvis Street.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “C-1”	County of Oxford Settlement Strategy	Serviced Village
Schedule “B-1”	Township of Blandford-Blenheim Land Use Plan	Settlement
Schedule “B-3”	Village of Drumbo Land Use Plan	Village Core

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:

Existing Zoning: Residential Type 1 Zone (R1)

Proposed Zoning: Special Residential Type 3 Zone (R3-2)

PROPOSAL:

The purpose of the Zone Change Application is to rezone the subject lands from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 3 Zone (R3-2).' The Township of Blandford-Blenheim recently completed the sale of the subject lands with the owner of the lands to the immediate south (applicant), municipally addressed as 17 Wilmot Street North. The subject lands have now merged with the 17 Wilmot Street North, which is zoned R3-2. The proposed Zone Change Application would allow for the subject lands to have a consistent R3-2 zoning with the rest of 17 Wilmot Street North.

The portion of the subject lands proposed to be rezoned are approximately 381 m<sup>2</sup> (4,101 ft<sup>2</sup>) in size and are currently vacant of any buildings or structures. The subject lands are located in an established residential neighbourhood. A 3-plex exists at 17 Wilmot Street North while single detached dwellings are located within the vicinity of the subject lands.

Plate 1 – Location Map and Existing Zoning, indicates the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2 – Aerial Photography (2020), provides an aerial view of the subject property.

Plate 3 – Applicants' Sketch, shows the survey of the subject lands, which have recently been conveyed to 17 Wilmot Street North.

## **Application Review**

### 2020 Provincial Policy Statement

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act.

The policies of Section 1.1 state that healthy, liveable and safe communities are sustained by accommodating an appropriate range and mix of residential uses, including an appropriate affordable and market-based range, to meet long-term needs. Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years. Within settlement areas, sufficient land shall be made available through intensification and redevelopment.

Section 1.1.3 states that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land, resources, infrastructure and public service facilities.

Section 1.1.3.3 further states that planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where it can be accommodated, taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Section 1.4.3 directs that planning authorities shall provide for an appropriate range of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- permitting and facilitating all forms of residential intensification and redevelopment and all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available;
- promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities and support the use of active transportation;
- requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations; and
- establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

Section 1.6.6.2 also states that intensification and redevelopment within settlement areas on existing municipal sewage and water services should be promoted, wherever feasible.

### Official Plan

The subject property is located within the 'Village Core' designation as shown on Schedule 'B-3' - Village of Drumbo Land Use Plan in the County Official Plan. The Village Core within the Serviced Village represents a relatively compact area of predominantly commercial uses which have historically functioned as a downtown pedestrian shopping district. It is intended that the Village Core will continue to be the most intensive and dominant business area within the settlement, serving both village residents and those within the wider rural area.

Within the Village Core, the full range of retail, office, administrative and public utility uses, cultural, entertainment, recreational and institutional uses are permitted. Cottage industry and associated retail may also be permitted.

Residential dwelling units, including Low and Medium Density development, accessory dwelling units within a non-residential use, bed and breakfast establishments, converted dwellings, social housing and special needs housing are also permitted in the Village Core, where adequate servicing levels exist.

Medium density residential uses include housing forms consisting of all forms of townhouse development, cluster homes, converted dwellings, and low rise apartment buildings. Single detached dwellings are prohibited in the Village Core designation. Ground floor residential units are also prohibited on lands abutting Wilmot Street and/or Oxford Street.

### Zoning By-law

The applicant has applied to rezone a portion of the subject lands from 'Residential Zone 1 (R1)' to 'Special Residential Type 3 Zone (R3-2)' to allow for the subject lands to have one (1) consistent zone across the entirety of the lands. The R3-2 zone permits apartment dwellings, boarding houses, converted dwellings, home occupations, multiple unit dwellings, public uses, and street fronting townhouses.

The 'R3-2' zone requires a lot area of 150 m<sup>2</sup> (1,614.6 ft<sup>2</sup>) per dwelling unit, a minimum frontage of 16 m (52.4 ft), and a minimum lot depth of 30 m (98.4 ft). The 'R-23' zone also requires a minimum front yard depth of 5 m (16.4 ft), a maximum front yard depth of 9.1 m (30 ft), a minimum interior side yard width of 2.9 m (9.5 ft), and a rear yard depth of 10 m (38.2 ft).

### Agency Comments

The County of Oxford Public Works Department, Township Chief Building Official, Township Drainage Superintendent, the Township Public Works Director, Southwestern Public Health, and Canada Post have indicated no concerns or objections regarding the proposed zoning amendment.

### Public Consultation

Notice of the proposal was provided to the public and surrounding lands owners in accordance with the requirements of the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

## **Planning Analysis**

The subject lands were previously owned by the Township of Blandford-Blenheim and comprise approximately 381 m<sup>2</sup> (4,101 ft<sup>2</sup>) in size. In 2023 the Township sold the subject lands to the owner of 17 Wilmot Street North (the applicant), to the immediate south. Prior to the sale, 17 Wilmot Street North was approximately 2,196.5 m<sup>2</sup> (23,642.9 ft<sup>2</sup>) in size. Following the sale of the subject lands, the subject lands merged with 17 Wilmot Street North which resulted in a new lot size of 2,577.5 m<sup>2</sup> (27,743.9 ft<sup>2</sup>).

With the merging of the two (2) properties, it has left 17 Wilmot Street North with two (2) different zones with the recently added northern portion zoned R1 and the southern portion zoned R3-2. While the lands are now one (1) lot, Section 2.3 of the Township's Zoning By-law directs that lots containing more than one (1) zone shall be considered separate lots for the purpose of zoning provisions (setbacks, lot coverage, etc.).

In light of the interpretation set out in Section 2.3 of the Township's Zoning By-law, staff are of the opinion that it is appropriate that the reconfigured 17 Wilmot Street North be subject to one zone to avoid unnecessary delays should new buildings or structures be proposed for the property. Having one (1) consistent zoning would allow the lands to function wholly as one (1) lot rather than two (2) separate lots due to multiple zonings as is currently the case.

Unlike the R1 zone, the R3-2 zone permits a variety of medium density residential building forms, including apartment buildings, multiple unit dwellings (3-plex., 4-plex, etc.), and street fronting townhouses. The portion of the lands that are currently zoned R3-2 currently contain a 3-plex building. Staff are of the opinion that it is good planning to have one (1) consistent zoning on the subject lands to avoid complications for the landowner moving forward with any future projects.

In light of the foregoing, it is the opinion of this Office that the application is consistent with the policies of the PPS and maintains the general intent and purpose of the Official Plan. As such, Planning staff are satisfied that the application can be given favourable consideration.

## **RECOMMENDATIONS**

---

- 1. It is recommended that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Chase Hillenaar, on behalf of Paul and Guytrie Hillenaar, whereby the lands described as Part Lot 12, Concession 12 (Blenheim), Part 1, Plan 41R10420, in the Township of Blandford-Blenheim, are to be rezoned from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 3 Zone (R3-2).'**

## **SIGNATURES**

---

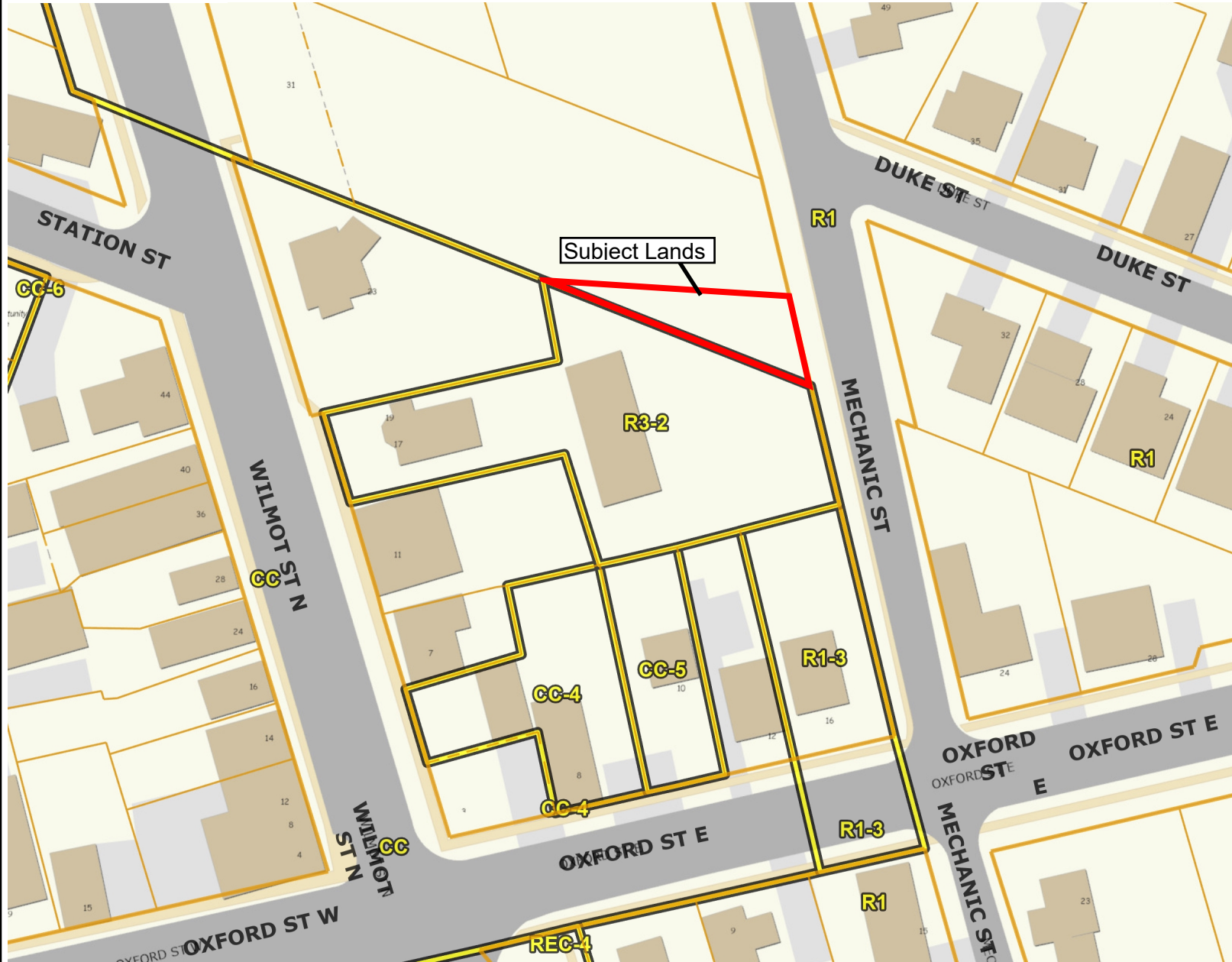
**Authored by:** *'original signed by'*

Dustin Robson, MCIP, RPP  
Development Planner

**Approved for submission by:** *'original signed by'*

Eric Gilbert, MCIP, RPP  
Manager of Development Planning

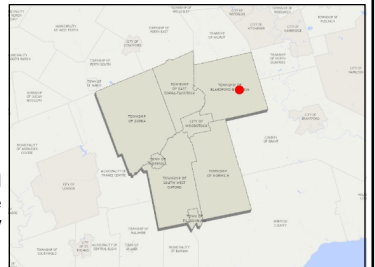




**Legend**

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
  - ◆ 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



0 26 51 Meters

NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

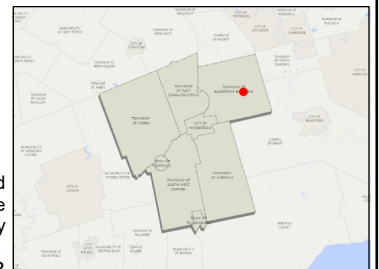
November 20, 2023



**Legend**

- Parcel Lines**
  - Property Boundary
  - - - Assessment Boundary
  - - - Unit
  - - - Road
  - - - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
  - ◆ 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



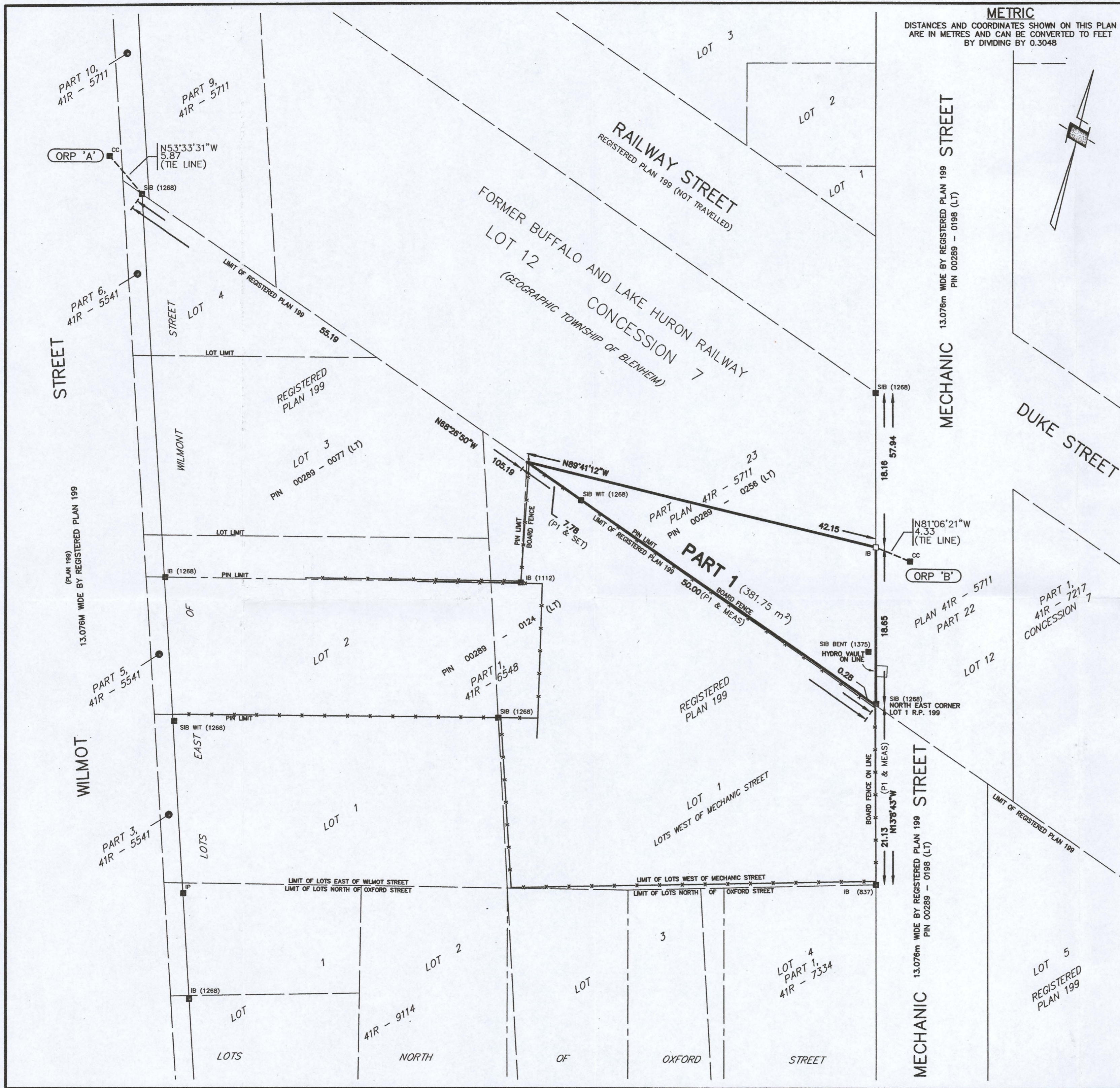
0 13 26 Meters

NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

November 20, 2023



**METRIC**  
 DISTANCES AND COORDINATES SHOWN ON THIS PLAN  
 ARE IN METRES AND CAN BE CONVERTED TO FEET  
 BY DIVIDING BY 0.3048

**PLAN 41R-10420**  
 RECEIVED AND DEPOSITED  
 DATE DEC 2/22 DATE 2022/12/07  
 DAVID J. RAITHEY O.L.S. REPRESENTATIVE FOR LAND REGISTRAR  
 FOR THE LAND TITLES DIVISION OF  
 OXFORD (NO.41)

**PART SCHEDULE**

PART	LOT	CONCESSION	PIN
1	PART OF LOT 12	7	PART OF 00289-0256 (LT)

PART 1 COMPRISES PART OF PIN 00289-0256 (LT).

**PLAN OF SURVEY**  
 OF PART OF  
**LOT 12**  
**CONCESSION 7**  
 GEOGRAPHIC TOWNSHIP OF BLENHEIM  
 NOW THE  
**TOWNSHIP OF BLANDFORD-BLENHEIM**  
 COUNTY OF OXFORD

SCALE: 1 : 300 METRIC

MCKECHNIE SURVEYING LTD.  
 ONTARIO LAND SURVEYORS

**INTEGRATED SURVEY INFORMATION**

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010.0). DISTANCES HEREON ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999567.

OBSERVED REFERENCE POINTS (ORP<sub>s</sub>): UTM ZONE 17, NAD83 (CSRS) (2010.0) COORDINATES TO URBAN ACCURACY PER SEC. 14 (2) OF O.REG. 216/10

POINT ID	NORTHING	EASTING
ORP A	4787344.27	536312.32
ORP B	4787319.61	536414.81

FOR BEARING COMPARISONS, A ROTATION OF 0°16'50" CLOCKWISE CAN BE APPLIED TO CONVERT TO ASTRONOMIC BEARINGS.

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

**LEGEND**

□ denotes SET	MEAS denotes MEASURED
■ denotes FOUND	WT denotes WITNESS
SIB denotes STANDARD IRON BAR	INST. denotes INSTRUMENT
IB denotes IRON BAR	No. denotes NUMBER
CC denotes CUT CROSS	PT denotes POINT OF TANGENCY
#IB denotes ROUND IRON BAR	NT denotes NON TANGENTIAL
IT denotes IRON TUBE	P1 denotes PLAN 41R-6548
OU denotes ORIGIN UNKNOWN	

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT :

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON AUGUST 8, 2022.

DATE Dec 2/22 DAVID J. RAITHEY, OLS  
 MCKECHNIE SURVEYING LTD.

THIS PLAN OF SURVEY RELATES TO THE AOLS PLAN SUBMISSION V-25760

DRAWN BY C.O.	CHECKED BY D.J.R.	FILE NO. 22-127
------------------	----------------------	--------------------

**MCKECHNIE SURVEYING LTD.**

FIELD: 22127\22-127\_BASE  
 CADD: 22127\22-127\_R-PLAN\_Ag

85 MCINTYRE DRIVE  
 KITCHENER, ONTARIO  
 N2R 1H6  
 TEL : (519) 578-5570  
 email : plans@kwsurveys.ca

Plate 3: Applicants' Sketch  
 File No. ZN1-23-17 (Hillenaar)  
 Pt Lot 12, Concession 7 (Blenheim), Pt 1, RP 41R10420, Township of Blandford-Blenheim

22-127

---

Tuesday, November 21, 2023

Victoria Leddy  
Evermore Ontario

SENT VIA EMAIL: [evermoreontario@gmail.com](mailto:evermoreontario@gmail.com)

RE: Declaring Intimate Partner Violence an Epidemic – Evermore Ontario

---

Dear V. Leddy,

Please be advised of the following motion that was passed at the Monday, November 6, 2023, Goderich Town Council meeting:

Moved By: Councillor Petrie  
Seconded By: Deputy Mayor Noel

WHEREAS Intimate partner violence (IPV) is physical, sexual, and emotional abuse and aggression that occurs in an intimate relationship;

AND WHEREAS on the morning of September 22, 2015, Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam were murdered by a former partner;

AND WHEREAS on June 28, 2022, a five-person jury established as part of a coroner's inquest into the events of September 22, 2015, delivered 86 recommendations;

AND WHEREAS specific legislation addressing family and domestic violence has been passed by six provinces and three territories, however, to date Ontario has not implemented this type of legislation;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Corporation of the Town of Goderich declare an IPV epidemic and call on the Ontario Government to do the same, as per #1 of the Renfrew County Inquest; and
2. This motion be distributed to the Huron-Bruce MP Ben Lobb and MPP Lisa Thompson, Ministry of the Attorney General, Solicitor General, Ministry of Women's Social and Economic Opportunity, Huron County Council and Huron County lower tier municipalities, Goderich Police Services Board, Ontario Provincial Police, Association of Municipalities of Ontario, and the Federation of Canadian Municipalities.

CARRIED

The Town of Goderich  
57 West Street  
Goderich, Ontario  
N7A 2K5  
519-524-8344  
townhall@goderich.ca  
www.goderich.ca



---

Yours truly,

*Andrea Fisher*

Andrea Fisher  
Director of Legislative Services/Clerk  
/ar

cc. Right Honourable Prime Minister Justin Trudeau, [pm@pm.gc.ca](mailto:pm@pm.gc.ca).  
Hon. Michael Kerzner, Solicitor General of Ontario, [michael.kerzner@pc.ola.org](mailto:michael.kerzner@pc.ola.org)  
Hon. Doug Downey, Attorney General of Ontario, [doug.downey@pc.ola.org](mailto:doug.downey@pc.ola.org)  
Hon. Charmaine Williams, Women's Social and Economic Opportunity,  
[charmaine.williams@ontario.ca](mailto:charmaine.williams@ontario.ca)  
Commissioner, Thomas Carrique, Ontario Provincial Police,  
County of Huron Council,  
Federation of Canadian Municipalities,  
Association of Municipalities of Ontario,  
Lisa Thompson, Member of Provincial Parliament for Huron-Bruce,  
[lisa.thompsonco@pc.ola.org](mailto:lisa.thompsonco@pc.ola.org)  
Ben Lobb, Member of Federal Parliament for Huron-Bruce, [ben.lobb@parl.gc.ca](mailto:ben.lobb@parl.gc.ca)

## Sept 15 – Nov 15, 2023 Economic Development Activity

### Business Support:

- a. General Business/Marketing Support Interactions: 27
- b. Expansion Support: 8
- c. Land/Development Inquiries: 16
- d. Business Visits: 8
- e. Business Events: 10
  - Hot Oven Grand Opening, Embro Pharmacy Grand Opening, Oxford Connections Appreciation Event, Bridges to Better Business, Norwich & Tavistock Chamber, Manufacturing Matters, CFDC University of Waterloo Ec. Dev. Student Tour, Terra Nova Product Development Experience, Tourism Innovation Strategy Day

### Site/Location Inquiries by Industry:

Dust Suppressant Storage, Dry Warehouse, Printing & Distribution, General & Food Manufacturing, Commercial Plaza, Grocery, Flower Farm/Greenhouse, Clean Energy, Heating & Cooling, Restaurant, Agri-Business, Mechanic

### Projects & Partner Collaboration:

- a. Rural Oxford’s Shopping Channel - completed
  - 13 business feature videos released/ promoted through our digital channels!
  - The Series: <https://ruraloxford.ca/initiatives/rural-oxford-shopping-channel-series>

Rural Oxford Shopping Channel 2023 Insights														
	JRF Construction	Laine Hird	Makkinks	Willow Lake	Perry Corners	Eddycrest	Rising Roots	Willow Grove	Stonehaven	Straw Boss & Orange Door Acres	Golspie	Webb Motors	Hen House	Totals
Facebook	2800	4000	4000	5700	4400	4900	5700	5900	4600	5300	7300	4700	7000	66300
Instagram	1019	659	189	285	266	126	490	806	204	578	594	256	1858	7330
Youtube	33	21	31	30	1800	28	98	191	55	289	60	64	52	2752
	3852	4680	4220	6015	6466	5054	6288	6897	4859	6167	7954	5020	8910	76382

- b. Oxford Rural Entrepreneurs 2023 Networking Event Series -completed
  - 31 Attendee survey responses collected, overall, very positive feedback!
  - Survey responses will assist with 2024 Networking Event Schedule planning (see results below)
- c. 6 NEW Local Success Stories added to our Newsroom
  - Check out great stories about the people and businesses in Rural Oxford at <https://ruraloxford.ca/news>

- d. County of Oxford Economic Development Initiative
  - September 13, Oxford County Council adopted Report No. CS 2023-29 in response to the Economic Development Focus Group Economic Summary and Vision for Collaboration report presented to County Council on June 14
  - The group came together and had a productive discussion on October 10th
  - Next Steps: County Council to review Economic Developer's feedback and coordinate the next group meeting for February 15<sup>th</sup>, 2024
  
- e. Oxford Connection:
  - Sept 19: 30 Industrial Developers, Realtors, Professionals attended the Economic Development Appreciation Event at Otter Creek Golf Club
  - Oct 5: Attended the Manufacturing Matters conference in London and setup the Oxford Connection booth in the Service Provider Vendor section
  
- f. C. van Roekel - Thank you for your dedication to Rural Oxford!
  - OMAFRA's Excellence in Agriculture Award program celebrates innovation and advancements benefiting the ag/food sector and rural communities
  - Although the submission for C. van Roekel was not selected for an Award, it is worthwhile to highlight the glowing support letter that was submitted with the application. (Note: additional support words came in after the deadline)
  
- g. Community Connection Meetings:
  - WOWC (Economic Development Subject Matter Expert Roundtable), SCOR EDC (Resource Advisory Committee), Colliers Project Management Division, Tourism Oxford, Small Business Centre, Oxford Workforce Development Partnership, Fanshawe College, Conestoga College, Oxford Connection, and EMO Workforce Planning Board

### **Governance & Administration:**

- a. Rural Oxford EDC Director Recruitment search for Norwich Township underway
- b. Met with Norwich CAO, L. Robinson
- c. Renewed D&O Insurance Policy
- d. Worked with K. Deprest on Draft 2024 Budget Preparation
- e. Worked with C. van Roekel on Draft 2024 Work Plan
- f. Met with Audit & Finance Committee to discuss proposed 2024 Budget
- g. Board Meeting Preparation

To: Mayor and Members of Township of Blandford-Blenheim Council

From: Dustin Robson, Development Planner, Community Planning

## Application for Zone Change ZN1-23-14 – Ross Roth Sand & Gravel Inc. Supplementary Report

### REPORT HIGHLIGHTS

---

- The Application for Zone Change proposes to rezone a portion of the lands from ‘Aggregate Industrial Zone (ME)’ to ‘Special Aggregate Industrial Zone (ME-sp).’
- The applicant is proposing to permit a single detached dwelling and a residential unit within a building that is accessory to the aggregate operation.
- Planning staff are not supportive of the proposed rezoning, as it does not maintain the intent and purpose of the Official Plan respecting additional farm residences within the agricultural reserve.

### DISCUSSION

---

#### Background

APPLICANT/OWNER:

Ross Roth Sand & Gravel Inc.  
906417 Township Road 12, Bright, ON N0J 1B0

AGENT:

Bender Contracting  
656951 15<sup>th</sup> Line, Tavistock, ON N0B 2R0

LOCATION:

The subject lands are described as Part Lots 23-24, Concession 12, in the former Township of Blenheim, now in the Township of Blandford-Blenheim. The lands are located on the north side of Township Road 12, between Oxford Road 22 and Oxford Road 8, and are municipally known as 906417 Township Road 12.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “B-1”	Township of Blandford-Blenheim Land Use Plan	Agricultural Reserve
----------------	---	----------------------



TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:

Existing Zoning: Aggregate Industrial Zone (ME)

Proposed Zoning: Special Aggregate Industrial Zone (ME-sp) and Aggregate Industrial Zone (ME)

PROPOSAL:

For Council's information, this application was originally considered at the November 15, 2023 Township Council meeting. At the November 15, 2023 meeting, conversation arose regarding the timing of the application. As part of this conversation, it was advised that further information on Minimum Distance Separation (MDS) compliance and clearance from the Ministry of Natural Resource and Forestry (MNRF) was required.

Since the November 15, 2023 meeting the applicants have produced confirmation from the MNRF outlining that the partial surrender of the aggregate operation has been approved. Further, the applicants have worked with the Township Chief Building Official (CBO) to review MDS compliance. The CBO has advised that there are no concerns with the proposal regarding compliance with MDS.

The subject Application for Zone Change proposes to rezone a portion of the subject lands from 'Aggregate Industrial Zone (ME)' to 'Special Aggregate Industrial Zone (ME-sp).' The purpose of the rezoning is to permit a building on-site that would be accessory to the existing aggregate operation and would include a residential unit approximately 184.5 m<sup>2</sup> (1,986 ft<sup>2</sup>) in size. The building accessory to the aggregate operation, and containing the residential unit, would be approximately 838.9 m<sup>2</sup> (9,030 ft<sup>2</sup>) in size. A single detached dwelling is also proposed but would be completed at a later date.

The subject lands are approximately 16.4 ha (40.6 ac) in size and contain an active aggregate operation. The applicants have surrendered a portion of the aggregate operation (the western portion) through the Ministry of Natural Resource and Forestry (MNRF). The operation would continue on the eastern portion of the lands.

Plate 1 – Location Map and Existing Zoning indicates the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2 – Aerial Photography (2020), shows an aerial view of the subject lands.

Plate 3, Applicant's Sketch, identifies the proposed location of the single detached dwelling and the building accessory to the aggregate operation.

## **Application Review**

### 2020 Provincial Policy Statement

Section 1.1.1 of the Provincial Policy Statement (PPS) provides that healthy liveable and safe communities are sustained by accommodating an appropriate range and mix of residential housing (including additional units, affordable housing, and housing for older persons) to meet long-term needs, and promoting cost-effective development that minimizes land consumption and servicing costs.

Section 2.4.4.1 directs that mineral extraction is permitted in prime agricultural areas provided that the site will be rehabilitated. Section 2.5 further directs that mineral aggregate resources shall be protected for long-term use and, where provincial information is available, deposits of mineral aggregate resources shall be identified. Furthermore, as much of the mineral aggregate resource as is realistically possible shall be made available as close to markets as possible. Extraction shall also be undertaken in a manner which minimizes social, economic and environmental impacts.

Section 2.5.2.4 of the PPS outlines that mineral aggregate operations shall be protected from development and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety, or environmental impact.

### Official Plan

The subject lands are located within the 'Agricultural Reserve' designation according to the Township of Blandford-Blenheim Land Use Plan in the County of Oxford Official Plan. The 'Agricultural Reserve' lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms, together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

Sand and gravel, oil, gas and gypsum extraction and ancillary uses are also permitted as interim uses in accordance with the Resource Extraction Policies in Section 3.4 of the Official Plan.

Oxford County contains significant reserves of mineral aggregate resources, including bedrock-derived crushed stone and naturally occurring sand and gravel. The presence of high-quality aggregate deposits has led to the establishment of significant quarrying and sand and gravel extraction industries in the County. The subject lands have been identified as a Sand and Gravel Resource Area. Such areas are identified as being lands where high-quality sand and gravel deposits exist. Policies for development in the Sand and Gravel Resource Area have been developed to minimize possible future conflicts between sand and gravel extraction and other uses.

As per Section 3.4.1.3.1.3 of the Official Plan, new non-farm rural residential uses shall be prohibited within Sand and Gravel Resource Areas. Notwithstanding Section 3.4.1.3.1.3, such a use may be considered where extraction has been completed and where rehabilitation is occurring subject to the policies of the Official Plan.

Section 3.4.1.3.6 of the Official Plan outlines priorities for lands containing aggregate operations once they are rehabilitated and surrendered. The top priority for said land is agricultural uses as most lands where aggregate operations exist are within prime agricultural areas. Where it is demonstrated that it is not possible to rehabilitate lands to an agricultural condition is not feasible then priority shall be given to rehabilitation which will result in significant improvements to the natural heritage system.

Regarding Additional Residential Units (ARUs), Oxford County Council adopted policies for these units on February 8, 2023, via Official Plan Amendment 285 which are applicable to this application.

Specifically, in the Agricultural Reserve designation, ARUs are permitted within a single

detached dwelling and/or in a structure ancillary to the principal dwelling, provided that both dwellings are located on a lot zoned for agricultural or rural residential use that permits a dwelling in accordance with the policies of the Official Plan.

A maximum of two (2) ARUs shall be permitted per farm unit, being two (2) in a principal dwelling or one (1) in a principal dwelling and/or one (1) in a structure ancillary to the principal dwelling.

ARUs located outside of a settlement area shall be in accordance with the following:

- The ARU shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m<sup>2</sup> (1,506 ft<sup>2</sup>);
- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- The principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway as the principal dwelling;
- There is adequate access from the front lot line and parking area to each ARU for both occupant use and emergency response;
- To the extent feasible, existing trees and other desirable vegetation are preserved;
- Land use compatibility concerns (e.g. due to proximity to industrial areas or major facilities) will not be created or intensified;
- The location of ARUs and related services and outdoor amenities shall comply with all other applicable policies of the Official Plan;
- All other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

The following additional policies shall apply to the establishment of an ARU in a detached ancillary structure;

- The lot must be a minimum of 0.6 ha (1.48 ac) in area;
- The siting, design and orientation of the ancillary structure, parking areas and outdoor amenity areas will allow for privacy for the occupants of the ARU, principal dwelling and abutting residential properties; and
- An ARU will satisfy MDS I or will not further reduce an existing insufficient setback.

### Zoning By-law

The subject lands are zoned 'Aggregate Industrial Zone (ME)' in the Township of Blandford-Blenheim Zoning By-law. The ME zone permits a limited range of industrial uses, mostly focused on the resource extraction industry. Permitted uses include sand/gravel pits, asphalt/concrete batching, and underground mines. Accessory uses to principal uses, such as those listed in this section, are also permitted within the ME zone. A dwelling or residential unit is not a permitted use in the ME Zone.

Non-residential uses within the ME zone are required to have a minimum setback of 30 m (98.4 ft) from any property line or 90 m (295.3 ft) from any Residential or Development zone. As residential uses are not permitted within the ME zone, there are no zoning provisions for residential uses, such as a single detached dwelling or an additional residential unit (ARU). The proposed building accessory to the aggregate operation is proposed to be approximately 12.1 m (40 ft) from the west interior lot line, which abuts an agriculturally zoned parcel of land.

### Agency Comments

The Township Director of Public Works has advised that the Township policy is a maximum of 2 entrances per property. If a private entrance will be required a permit from the Director of Public Works will be required.

The Township Chief Building Official has advised that the project was reviewed for compliance with MDS requirements and there are no concerns.

The Township Drainage Superintendent and Southwestern Public Health have indicated no concerns or objections regarding the proposed zoning amendment.

### Public Consultation

Notice of the proposal was provided to the public and surrounding lands owners in accordance with the requirements of the *Planning Act*. At the time of writing this report, one letter of support has been received. A copy of said letter has been attached to this staff report for Council's reference.

## **Planning Analysis**

The applicant is proposing to establish residential uses on the subject lands through the subject Application for Zone Change by rezoning a portion of the lands to a ME-sp zone. If approved, it has been advised that the proposed 838.9 m<sup>2</sup> (9,030 ft<sup>2</sup>) accessory building would be constructed first and would contain an approximately 184.5 m<sup>2</sup> (1,986 ft<sup>2</sup>) residential unit. A single detached dwelling would then be constructed at a yet to be determined date.

The purpose of the ME zone is to accommodate aggregate operations. Given the nature of such operations when it comes to aspects such as dust, noise, and traffic, the ME zone does not permit residential uses. Further, the Official Plan includes policies to ensure that aggregate operations are adequately situated as to not impact surrounding agricultural operations or residential uses.

The subject lands have contained an aggregate operation for approximately 50 years. The current landowners have been in the process of surrendering the aggregate operation on a portion of the lands. The portion of the aggregate operation on the eastern side of the lands will continue to operate. In order to surrender a former aggregate operation, landowners must receive approval from the Ministry of Natural Resources and Forestry (MNRF). The landowners have navigated this process and have provided correspondence from MNRF dated September 19, 2023 confirming that a partial surrender of the aggregate operation has been completed (see attached correspondence).

The Official Plan allows for the consideration of non-farm rural residential development to only be considered within Sand and Gravel Resource Area designation where the extraction has been

completed and rehabilitation has occurred. The intent of this policy is to ensure that the aggregate operation on-site ceases in its entirety rather than only a portion shutting down but another portion continuing on-site within the vicinity of the residential use, such is being proposed in this instance. Staff are of the opinion that the subject Zone Change Application is premature and would be more appropriate once the aggregate operation in its entirety has ceased and the site has been rehabilitated in accordance with MNRF standards and the approved aggregate site plan.

Concerning the residential unit inside of the industrial shop, the proposal is to establish the unit prior to a single detached dwelling being established. While the proposed residential unit in the industrial shop is not considered to be an additional residential unit (ARU) by definition, as it is not accessory to a principal dwelling, staff believe that using the ARU provisions as an evaluation guide is appropriate when evaluating the scale of the proposed residential use. The proposed residential unit is approximately 184.5 m<sup>2</sup> (1,986 ft<sup>2</sup>), which would exceed the largest ARU allowance of 140 m<sup>2</sup> (1,506 ft<sup>2</sup>) by 44.5 m<sup>2</sup> (480 ft<sup>2</sup>). Staff are of the opinion that the proposed unit is not appropriate given that it is being proposed to be built prior to the establishment of a principal dwelling and given the proposed scale.

Additionally, staff are of the opinion that reducing the setback between the building accessory to the aggregate operation and the west interior side yard from 30 m (98.4 ft) to 9.1 m (30 ft), which represents a 69.7% reduction, is not minor. Staff also believe that the reduction is not good planning as it increases the potential for conflict with the adjacent property.

In light of the foregoing, staff are recommending that the application not be supported as the proposal does not maintain the intent of the Official Plan to restrict the introduction of new non-farm rural residential uses, particularly when in close proximity to resource extraction uses.

## **RECOMMENDATIONS**

---

**It is recommended that the Council of the Township of Blandford-Blenheim not approve the Zone Change Application submitted by Bender Contracting on behalf of Ross Roth Sand & Gravel Inc., whereby lands described as Part Lots 23-24, Concession 12 (Blenheim), Township of Blandford-Blenheim, are to be rezoned from ‘Aggregate Industrial Zone (ME)’ to ‘Special Aggregate Industrial Zone (ME-sp)’ to permit a single detached dwelling and a residential unit within a building accessory to an aggregate operation.**

## **SIGNATURES**

---

**Authored by:** *‘original signed by’*

Dustin Robson, MCIP, RPP  
Development Planner

**Approved for submission by:** *‘original signed by’*

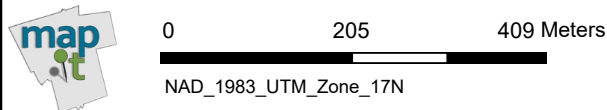
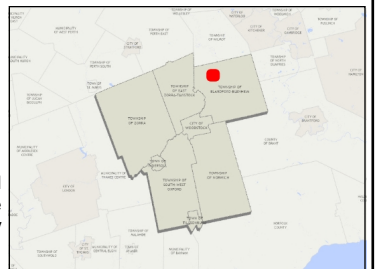
Eric Gilbert, MCIP, RPP  
Manager of Development Planning



**Legend**

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
  - ◆ 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



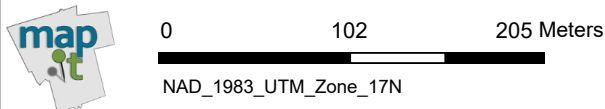
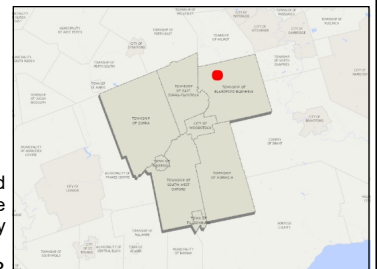
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey



**Legend**

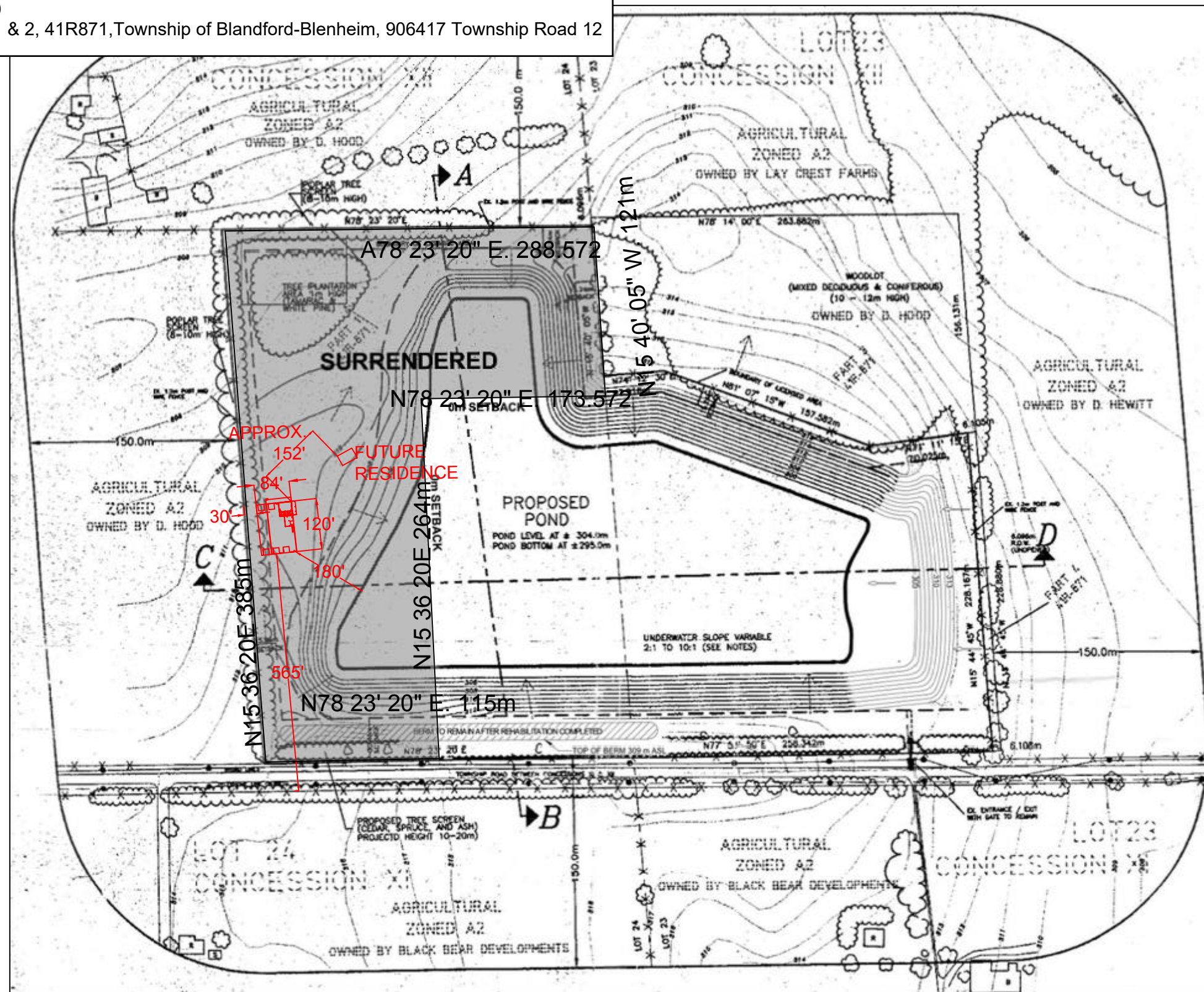
- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines Regulation Limit**
  - ◆◆ 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - ◆◆ Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

November 2, 2023



DEC 1 2023	REVISED FLOOR AREA PER VARIANCE MEETING
FEB 2 2023	INITIAL DESIGN

<p><b>SITE PLAN</b></p>	<p><b>RR SAND AND GRAVEL SHOUSE</b></p>	<p><b>A1</b></p>
	<p>906417 TOWNSHIP ROAD 12</p>	



September 19,2023

Greg Ramseyer  
1029 Bean Road  
New Hamburg, ON N3A 2X1

Dear Greg Ramseyer:

Subject: Site Plan Amendment for Licence # 5606 under the *Aggregate Resources Act*  
Lot 23 & 24, Concession 12, Geographic Township of Blandford-Blenheim  
Oxford County

---

Further to your site plan amendment request of June 26,2023 please be advised that the Ministry of Natural Resources and Forestry (MNRF) approves your request under the *Aggregate Resources Act* for the following amendment(s) to the site plan:

- 1) Amendments to all pages of the site plan to show a licensed area 10 hectares (ha) in size;
- 2) Amendments to all pages of the site plan to show a zero setback and fencing variance along the western boundary of the site, adjacent to the surrendered land.

Attached is the revised site plan (3 of 3 pages) approved by the MNRF on September 19,2023 the MNRF will forward a copy to the agencies listed below. Please replace the previous version of the site plan with the attached.

In processing the partial surrender, an Inspection Report was August 17, 2023. It was determined that rehabilitation of 6.4 hectares of the property was acceptable.

Should you have any questions regarding this amendment please contact Sonya Zuber, Aggregate Specialist, at [sonya.zuber@ontario.ca](mailto:sonya.zuber@ontario.ca).

Sincerely,



Katie O'Connell  
Aggregate Resources Manager  
Aggregates Section

Attachment – Licence # 5606 site plan (3 pages)

- c. Clerk – Blandford-Blenheim Township  
Clerk – Oxford County  
Aylmer Guelph MNRF District  
TOARC

**From:**  
**To:** [Dustin Robson](#)  
**Subject:** Zoning change- ZN 1-23-14 Public Meeting Nov. 15th, 2023  
**Date:** November 5, 2023 8:29:33 AM

---

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

Please be advised either Joan or myself will attend this meeting on behalf of Maxine Hewitt.

We are in support of this zone change, as it will bond the owner of R.R. Sand and Gravel, to the local community. Greg has already proven his good business operations and ethics to our community, and we welcome Greg and his family to the 12th Concession.

Sincerely Dean and Joan Jancsar



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Drew Davidson Director of Protective Services
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	December 7 <sup>th</sup> 2023
<b>Subject:</b>	November Monthly Report	<b>Council Meeting Date:</b>	December 20 <sup>th</sup> 2023
<b>Report #:</b>	FC-23-18		

---

### Recommendation:

That Report FC-23-18 is received as information.

### Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of November 2023.

### Analysis/Discussion:

#### Fire:

- 17 burn permits were issued in November 2023
- November 2023 monthly fire calls with annual comparisons (included)

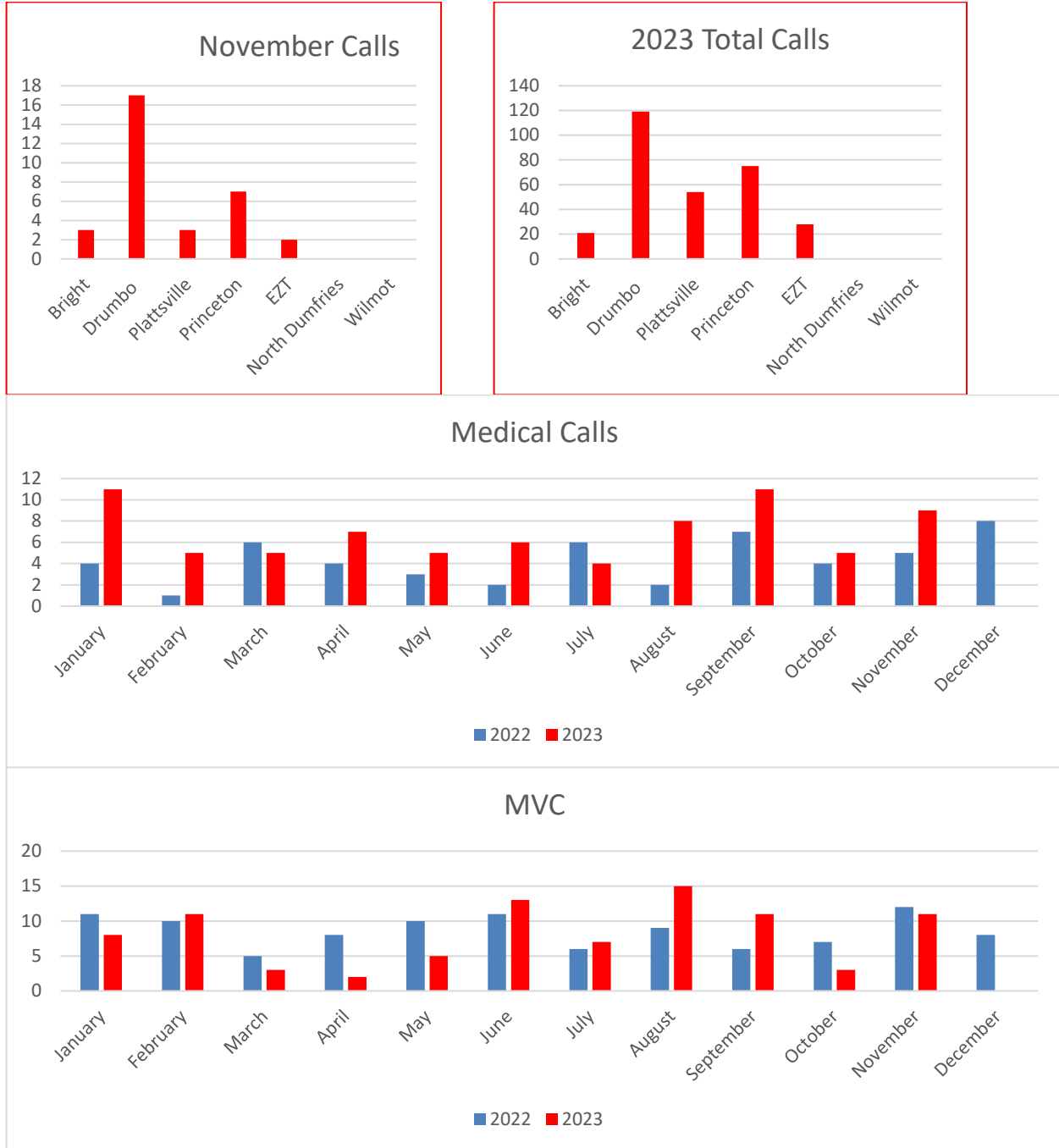
#### Meetings, Courses and Training Attended:

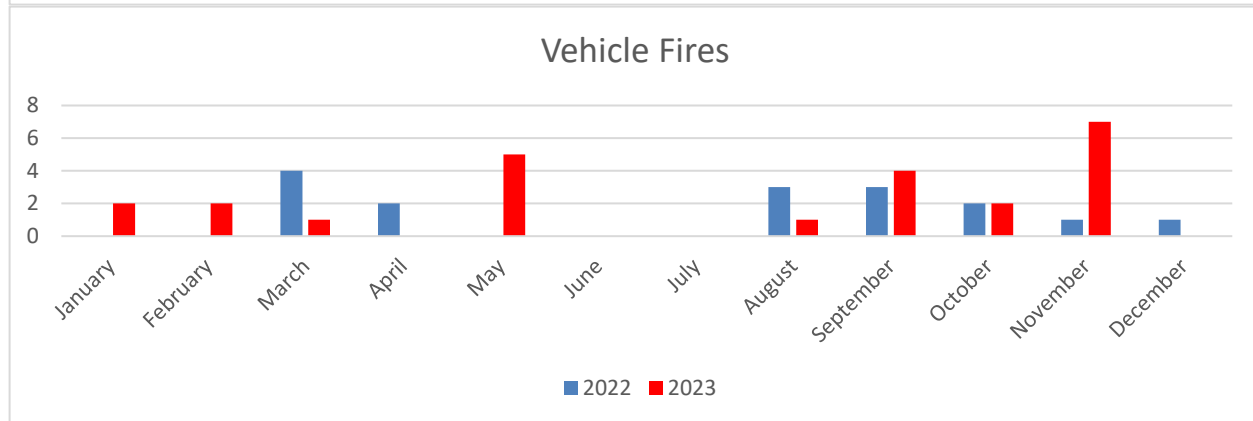
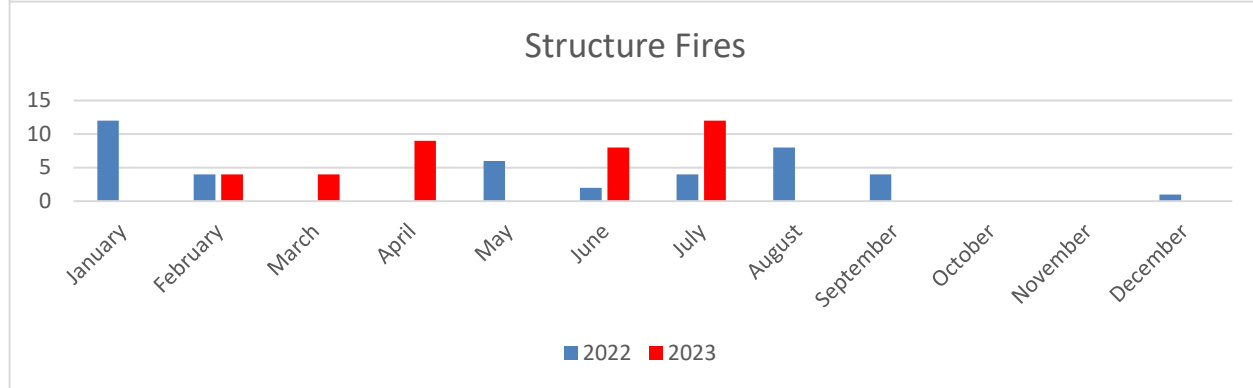
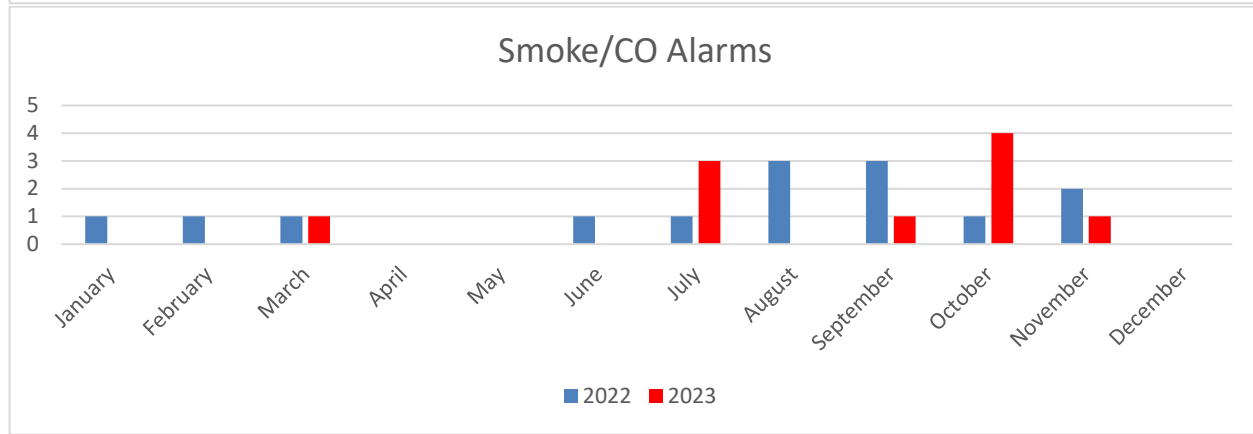
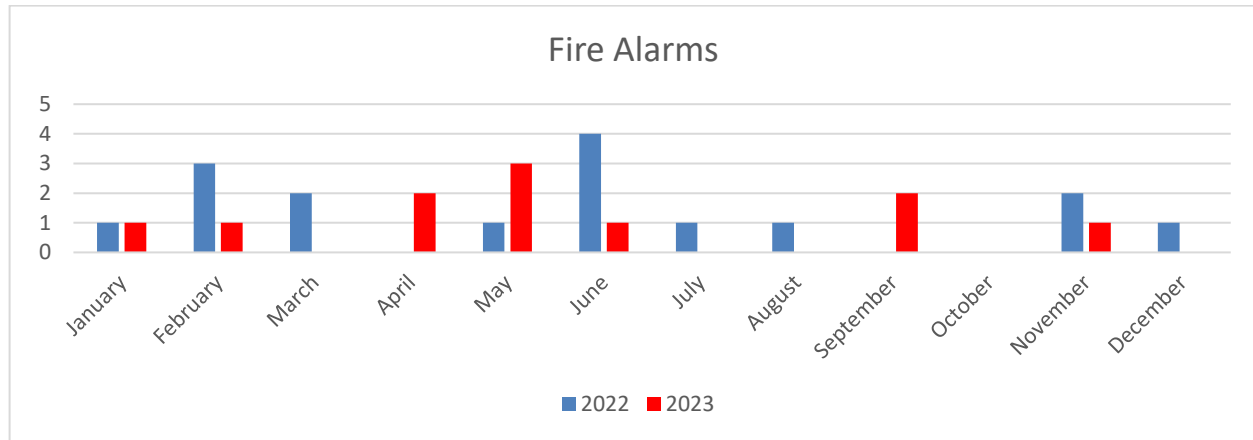
- The department started off November with the completion of our annual flow testing for the Princeton and Drumbo stations. This is where all our masks and air packs are tested to ensure each piece meets today's standards. Both Plattsville and Bright stations are completed each spring.
- Staff along with District Chief Arsenault conducted interviews for the vacant Captain position at the Bright station. I am pleased to announce that James Bowker has accepted this new position effective November 15<sup>th</sup> 2023.
- Staff along with the station personnel attended Remembrance Day services around the community at various ceremonies. I was so humbled by the instructor of a course being held in Plattsville on the 11<sup>th</sup> that he asked if it was ok to not only stop and take a minute to remember but, have all students change into their station wear and walk over to attend the Plattsville ceremony.
- As mentioned, Blandford Blenheim held the air brake "Z" in-class learning for six of our last year recruits. These individuals now have completed all in-class learning for both the D and Z portions and have three months to complete 13 driving hours with one of our four certified driving instructors in the Township prior to the road test in late February.

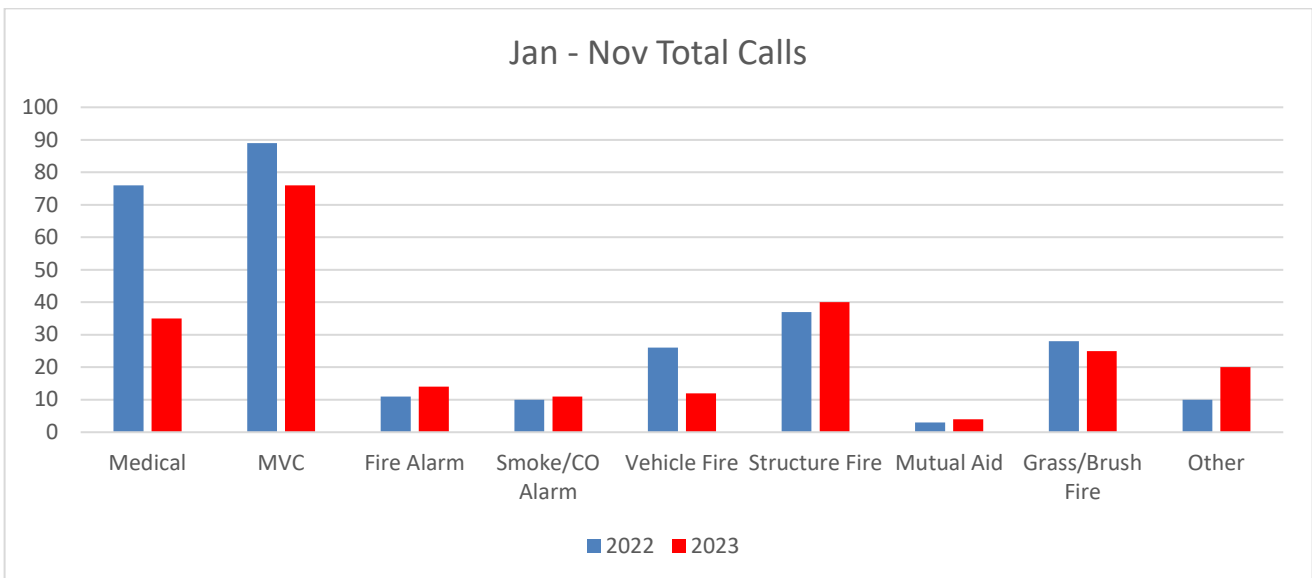
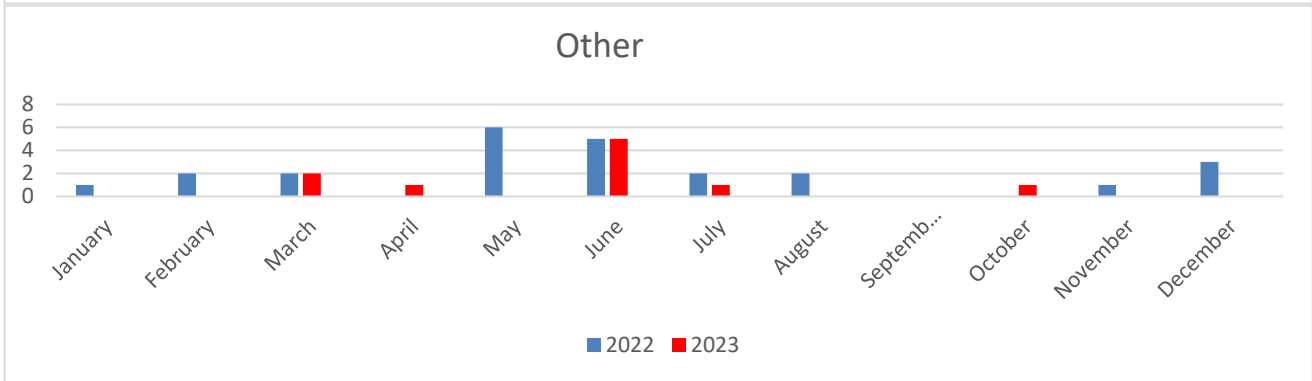
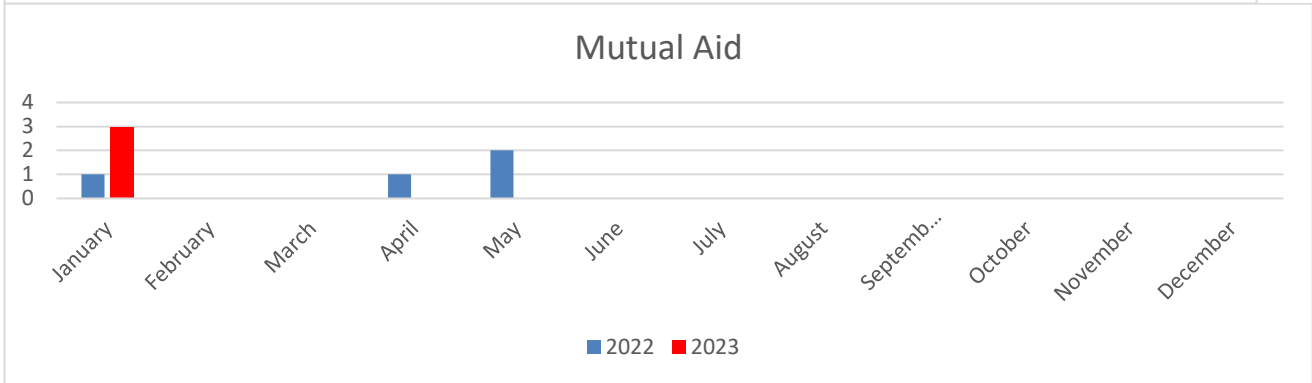
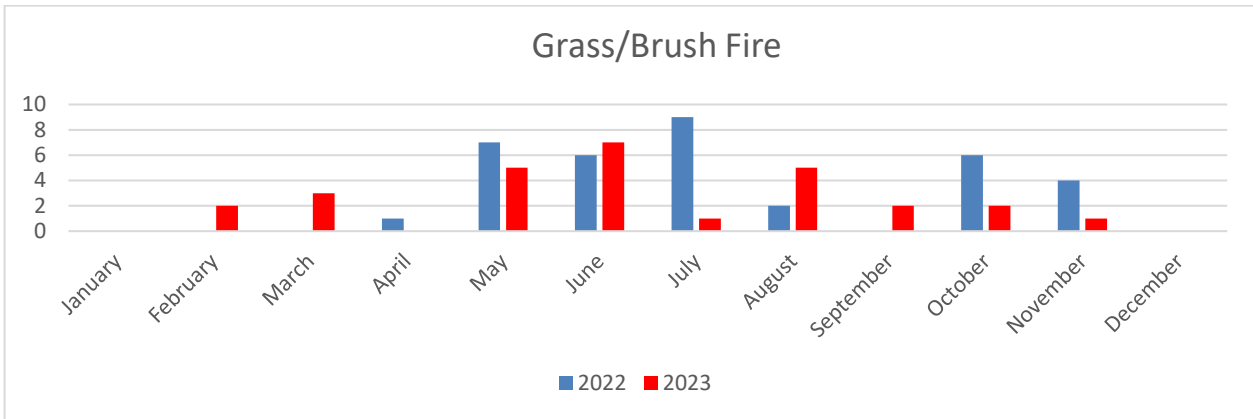
- November 16<sup>th</sup> was our monthly RFSOC meeting with Tillsonburg Dispatch in attendance providing a few updates. Discussion was had regarding large scale events i.e.: highway closure with multiple accidents, large scale wind events which ties into our emergency management exercise this year. We now have the availability to request a dispatcher come on shift with the sole focus being to stay with our emergency for the duration of the event. Dispatch has also informed the group that due to their growth the Town of Tillsonburg will be construction a new building within 2-3 years that will have an area special designed to the sole purpose of dispatching. At present, dispatch is conducted upstairs in the Tillsonburg Fire Station which will become the backup centre once the new space is operational.
- Our RFSOC training calendar has been released on the new intranet site. The new site is set up to be more user friendly and informative in regards to students being prepared with pre-course assignments. The new site does involve all firefighters to sign in and create a new profile, and I am happy to say that within the first month Blandford-Blenheim has 98% of all firefighters completing this task. This is another sign of just how engaged our firefighters are as other townships are nowhere near this percentage.
- Staff attended the OAFCA conference November 21-23<sup>rd</sup> in Niagara Falls. The guest speakers and discussion panels shed a lot of information on major topics facing the fire service today and the years to come. The primary focus continues to be on firefighter safety not only to protect them from the immediate dangers but, health effects that can arise in the future in the form of both physical and mental health. Discussion points to take away from the conference for all Municipalities to work on include, expanding our mental health program to include peer support, rehab on the fire grounds and how we can ensure our firefighters are recovering properly from high energy output to dealing with extreme heat or cold.
- One item that has never changed in the fire service is the exposure to harmful by-products not only on a fire scene but in station as well. The Government of Ontario has recently announced the expansion of presumptive cancer coverage for eligible firefighters to include pancreatic and thyroid cancers. According to WSIB “Firefighters die of cancer at a rate up to four times higher than the general population. On average, 50 to 60 firefighters die of cancer yearly in Canada, and half of those are from Ontario.” In discussions with other rural Townships at the conference the conversation is how can we do better? From returning to station from calls in a way not to contaminate the inside of our apparatus, proper PPE washing and storage so not to be in the apparatus bay, to limiting firefighters time in bunker gear when not performing actual fire suppression activities are all areas that we, as a municipality, need to implement to keep our personnel safe and healthy now and in the future.
- An additional topic at our round table was the challenges of recruitment and retention. The question was raised as to how we encourage younger people to become interested in joining a volunteer fire service. I was proud to be able to speak on this point and explain how Blandford Blenheim launched our first camp this past year with the goal that in a few years we may see some of these young people coming back, setting down roots in our community and wanting to join. The Chiefs in the room thought that this was a great idea with three already reaching out looking for ideas on how they can start their own program modelled after ours. The working group continued on with ideas for retention that will help our firefighters stay on longer as the Ontario average years of service for a volunteer firefighter is five. Reaching out and acknowledging the hard work and dedication was at the top of the list as how to start working towards longer retention

within the service. Staff will continue to look for opportunities to show our appreciation towards our dedicated firefighters.

**November Fire Reports:**







**CEMC – November 2023**

- Continue to prepare annual exercise training

**By-Law Enforcement – November 2023**

Land in clear...3

Pool...1

Fence...1

Parking...1

Follow ups...1

**Fire Prevention – November 2023**

Assembly...2

Residential...1

Commercial...2

Industrial...2

EMO Presentation preparation

2 half days in November

Respectfully submitted by:



Drew Davidson  
Director of Protective Services





# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Ray Belanger CBO/Manager of Building Services
<b>Reviewed By:</b>	Rodger Mordue, CAO/Clerk	<b>Date:</b>	December 14, 2023
<b>Subject:</b>	Monthly Report to Council	<b>Council Meeting Date:</b>	December 20, 2023
<b>Report #:</b>	CBO-23-12		

---

### Recommendation:

That report CBO-23-12 be received as information.

### Background:

To provide Council with an update regarding the monthly building activities for the period ending on November 30, 2023.

### Building Department Updates:

- The building department issued 12 permits for the month of November 2023.

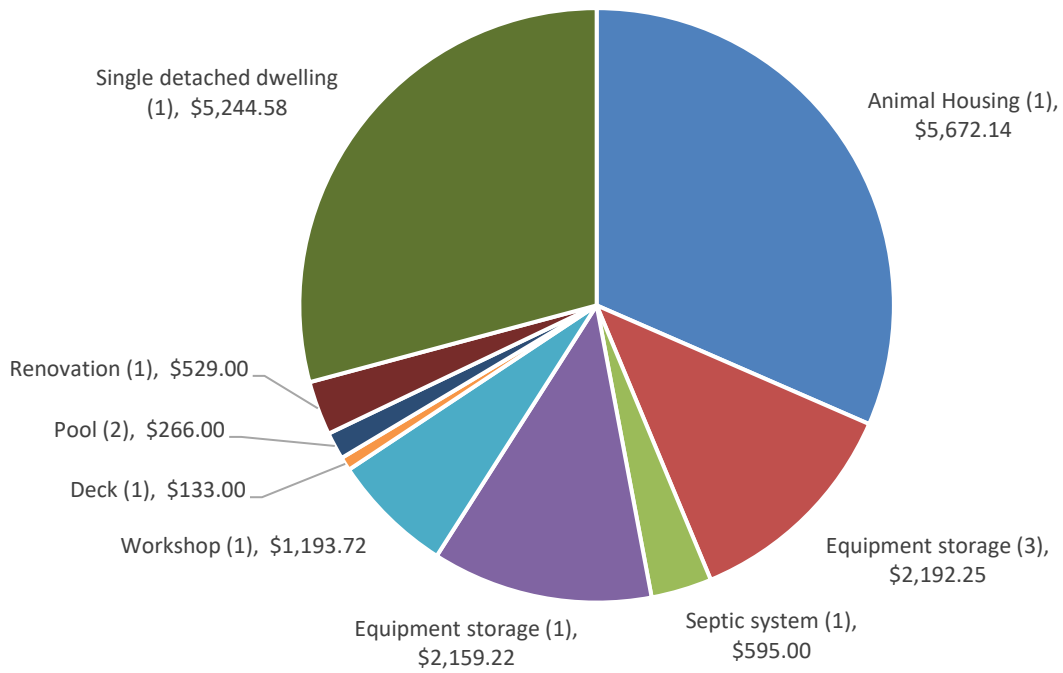
### Legislative Updates:

- No updates to report

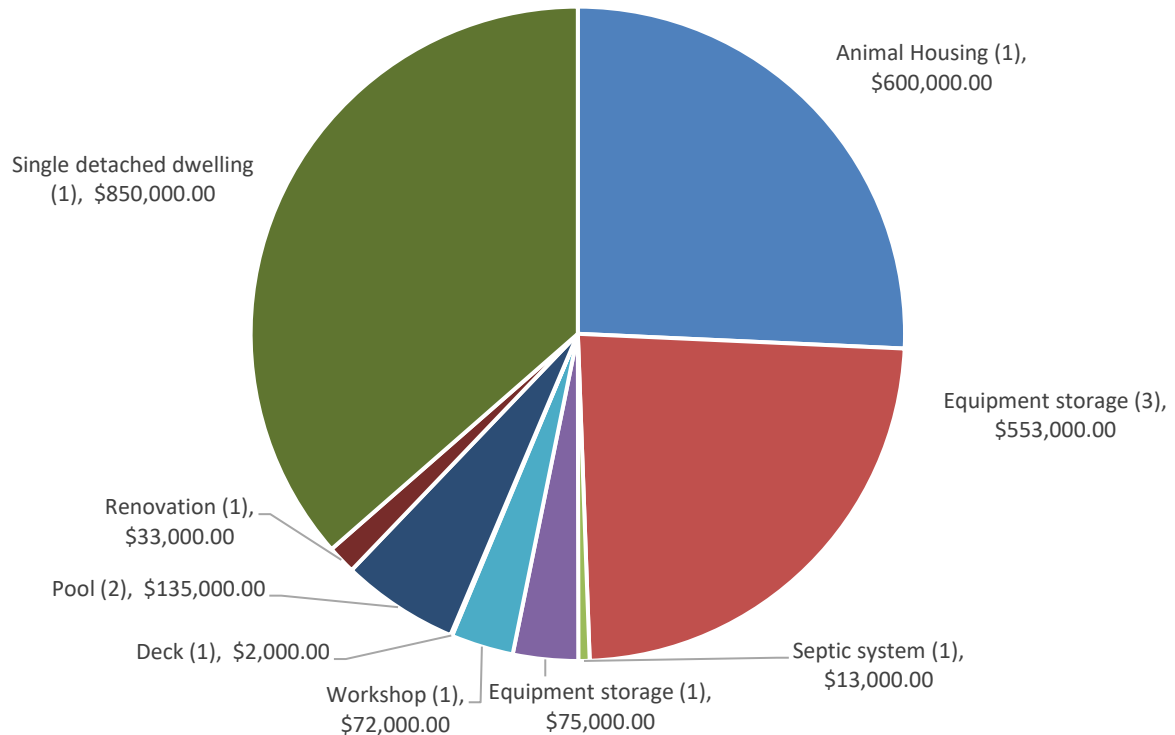
Respectfully submitted by:

Ray Belanger  
Chief Building Official

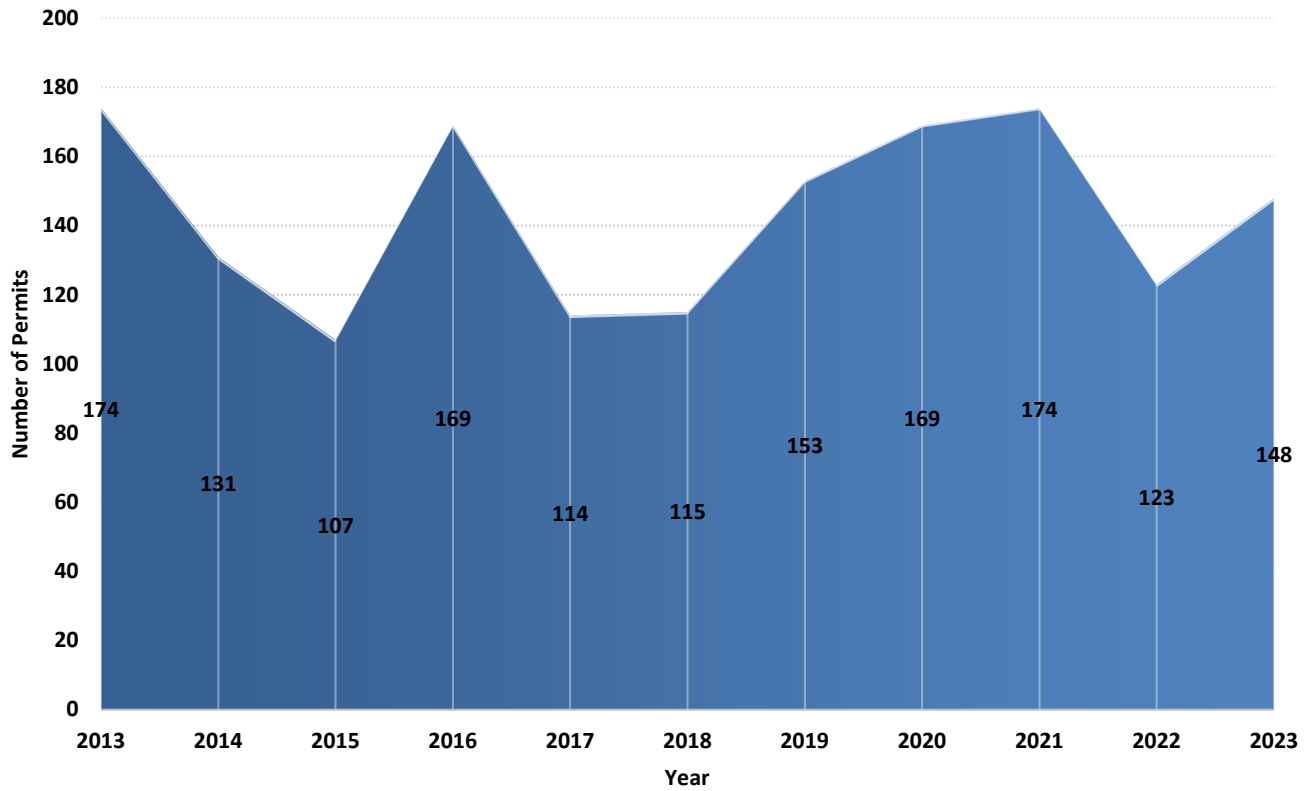
### November 2023 Permit Fees



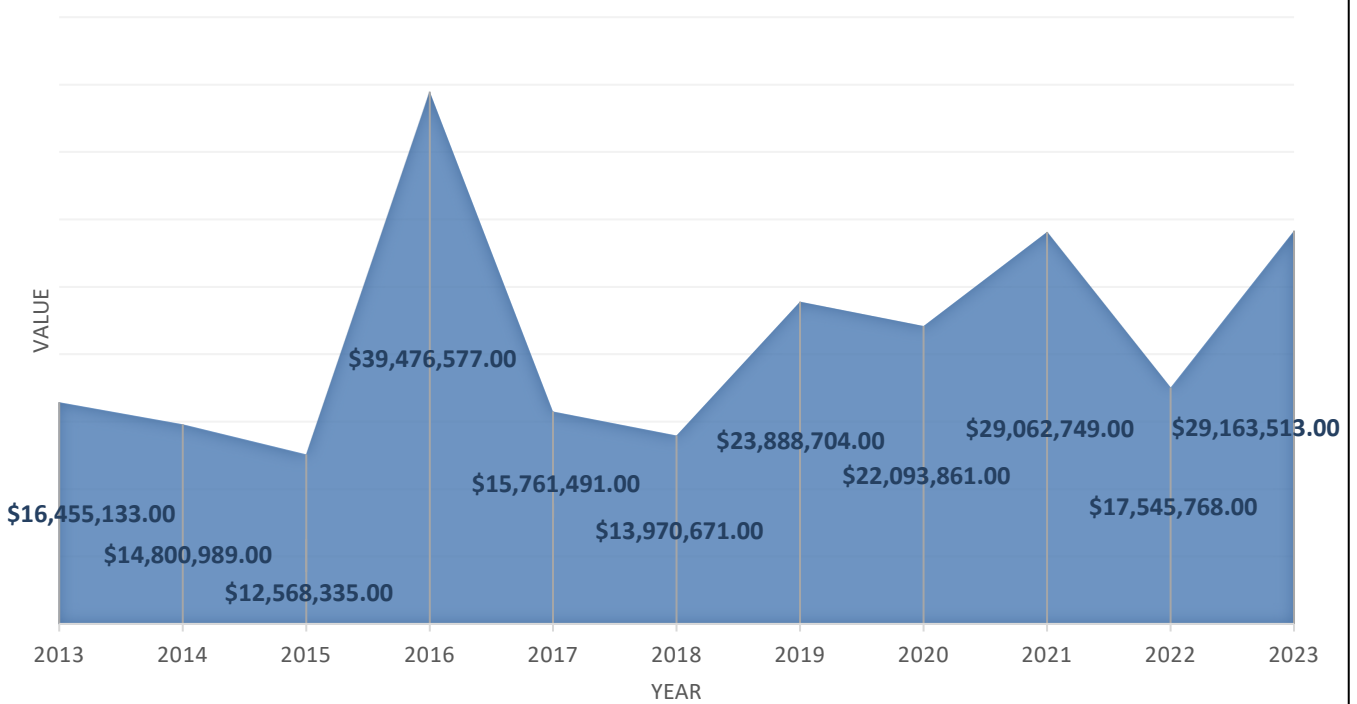
### November 2023 Permit Values



### Year to Date Permit Numbers



### YEAR TO DATE PERMIT VALUES





# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Harmer Drainage Superintendent
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	December 6, 2023
<b>Subject:</b>	Petition for Drainage	<b>Council Meeting Date:</b>	December 20, 2023
<b>Report #:</b>	DS-23-23		

---

### Recommendation:

That Report DS-23-23 be received as Information; and,

That Council accepts the petition for drainage works for the Part of Lot 24, Concession 10 (Blenheim) to incorporate the drains that were installed by Carson Reid Homes (Cambridge) Ltd as included in Plan 41M388 and

That the Clerk notify the Grand River Conservation Authority that it has received a petition for drainage work and that they intend to proceed with this petition.

### Background:

The Township has received a signed petition by Carson Reid Homes (Cambridge) Ltd for Part Lot 24 Con.10 Blenheim to incorporate the existing storm drainage system installed that was installed as part of the subdivision for Plan 41M338.

### Analysis/Discussion:

A petition, as per Section 4 of the Drainage Act, petition must signed by majority of landowner or 60% of the land area in the area requiring drain.

I believed that the petition received meets the requirements of Section 4(1)(a),(b).

Therefore council should send notice to the Petitioner and the Conservation Authority (GRCA) that may be effected by the petition that they intend to proceed with the petition in accordance with Section 5 of the Drainage Act.

**Financial Considerations:**

The cost of all municipal drains is assessed to effected landowners in the area requiring drainage.

**Attachments:**

Copy of petition received 5<sup>th</sup> of December, 2023

PDF of the area to be affected by petition

Respectfully submitted by:

JIM HARMER ADAM DEGIER

---

Jim Harmer Adam Degier



petitioncarsonreidb  
right.pdf



carsonreid bright  
subjectarea.pdf

**Form 1**

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

**This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.**

To: The Council of the Corporation of the Township of Blandford-Blenheim

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

This request is to incorporate the drains the were installed as part of the Carson Reid Homes (Cambridge Ltd.) at Pt. Lot 24 Con 10 (Blenheim) as included in plan 41M388

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

**Purpose of the Petition** (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) <u>Reid</u>	(First Name) <u>Carson</u>	Telephone Number <u>519 822-3882 ext. 24</u>
---	-------------------------------	---

Address	
Road/Street Number	Road/Street Name

Location of Project			
Lot	Concession	Municipality	Former Municipality (if applicable)

What work do you require? (Check all appropriate boxes)

- Construction of new open channel
- Construction of new tile drain
- Deepening or widening of existing watercourse (not currently a municipal drain)
- Enclosure of existing watercourse (not currently a municipal drain)
- Other (provide description ▼)

Incorporate existing storm drainage system at Carson Reid Homes (Cambridge Ltd.) subdivision

Name of watercourse (if known)  
Nith River

Estimated length of project

General description of soils in the area  
Sandy Loam

What is the purpose of the proposed work? (Check appropriate box)

- Tile drainage only
- Surface water drainage only
- Both

Petition filed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Name of Clerk (Last, first name)	Signature
----------------------------------	-----------

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

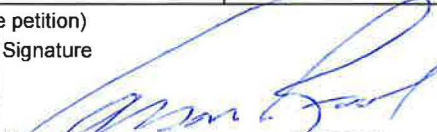
Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print) <i>Reid Carson</i>	Signature 
Name of Corporation Carson Reid Homes (Cambridge Ltd.)	I have the authority to bind the Corporation.
Position Title <i>President</i>	Date (yyyy/mm/dd) <i>2023/12/02</i>

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership


Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print) <i>Reid Carson</i>	Signature 
Name of Corporation <i>Carson Reid Homes (Cambridge) Ltd</i>	I have the authority to bind the Corporation.
Position Title <i>President</i>	Date (yyyy/mm/dd) <i>2023/12/02</i>

Check here if additional sheets are attached

Clerk initial
---------------

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

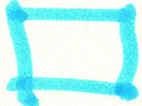
Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (municipality to complete)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.



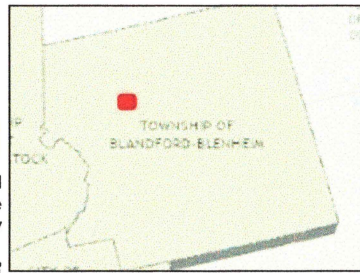
# CARSON REID HOMES (CAMBRIDGE) LTD



 SUBJECT AREA

## Legend

## Notes



0 51 102 Meters  
NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

December 14, 2023





# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Harmer Drainage Superintendent
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	December 14, 2023
<b>Subject:</b>	Petition for Drainage	<b>Council Meeting Date:</b>	December 20, 2023
<b>Report #:</b>	DS-23-24		

---

### Recommendation:

That Report DS-23-24 be received as Information; and,

That Council accepts the petition for drainage works for the Part of Lot 17, Concession 13 (Blenheim), to incorporate the drains that were installed by Greg Voisin Investment Corporation for Cress-Ridge Development as included in Plan 41M10323 parts 1,2,3 and

That the Clerk notify the Grand River Conservation Authority that it has received a petition for drainage work and that they intend to proceed with this petition.

### Background:

The Township has received a signed petition by Greg Voisin Investment Corporation for Part Lot 17 Con.13 Blenheim to incorporate the existing storm drainage system installed that was installed as part of the subdivision for Plan 41M10323.

### Analysis/Discussion:

A petition, as per Section 4 of the Drainage Act, petition must signed by majority of landowner or 60% of the land area in the area requiring drain.

I believed that the petition received meets the requirements of Section 4(1)(a),(b).

Therefore council should send notice to the Petitioner and the Conservation Authority (GRCA) that may be effected by the petition that they intend to proceed with the petition in accordance with Section 5 of the Drainage Act.

**Financial Considerations:**

The cost of all municipal drains are assessed to effected landowners in the area requiring drainage

**Attachments:**

Copy of petition received 14<sup>th</sup> of December, 2023

PDF of the area to be affected by petition

Respectfully submitted by:

JIM HARMER ADAM DEGIER

---

Jim Harmer Adam Degier



petitioncross-ridge developmentplattsville.pdf  
cross-ridgedev  
developmentplattsville.pdf

Copy Rec'd Dec 13/23  
Ontario Food and Rural Affairs  
BY EMAIL JAH

Petition for Drainage Works by Owners  
Form 1  
Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Township of BLANDFORD BLENHEIM

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

**THIS REQUEST IS TO INCORPORATE THE DRAINS THAT WHERE INSTALL AS PART OF THE CRESS-RIDGE DEVELOPMENT at Pt. Lot 17 Con 13 (Blenheim) also Parts 1,2,3 Plan 41R10323**

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

**Purpose of the Petition** (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) <u>Zimmer</u>	(First Name) <u>John</u>	Telephone Number <u>416 819-9466</u> ext.
---	-----------------------------	--

Address	
Road/Street Number	Road/Street Name

Location of Project			
Lot <u>pt 17</u>	Concession <u>13</u>	Municipality <u>Twp. Blandford Blenheim</u>	Former Municipality (if applicable) <u>Blenheim</u>

What work do you require? (Check all appropriate boxes)

Construction of new open channel

Construction of new tile drain

Deepening or widening of existing watercourse (not currently a municipal drain)

Enclosure of existing watercourse (not currently a municipal drain)

Other (provide description ▼)

incorporation of existing storm drainage system at Cress-Ridge Development

Name of watercourse (if known)  
Nith River

Estimated length of project

General description of soils in the area  
clay and silts

What is the purpose of the proposed work? (Check appropriate box)

Tile drainage only     Surface water drainage only     Both

Petition filed this 14th day of Dec, 2023

Name of Clerk (Last, first name) <u>Rodger MORRIS</u>	Signature <u>[Signature]</u>
--	---------------------------------

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description <b>Pt. Lot 17 Con 13 Blenheim including Plan 41R10323 parts 1,2,3</b>
--------	---

Ward or Geographic Township <b>Blenheim</b>	Parcel Roll Number <b>3245-020-080-271-02</b>
--	--

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation <b>Greg Voisin Investment Corporation</b>	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

Number	Property Description
--------	----------------------

Ward or Geographic Township	Parcel Roll Number
-----------------------------	--------------------

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

Check here if additional sheets are attached Clerk initial

- Petitioners become financially responsible as soon as they sign a petition.**
- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
  - After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
  - After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
  - If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

**Notice of Collection of Personal Information**

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (municipality to complete)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.



# CRESS-RIDGE DEVELOPMENT Plattsville



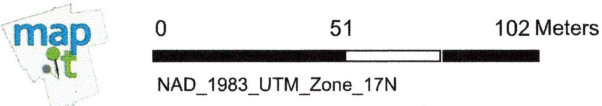
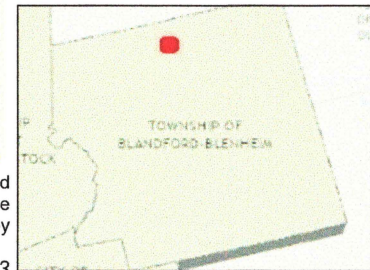
### Legend

- Parcel Lines
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

**SUBJECT AREA**

Plattsville Elevated Water Storage Tower

### Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

December 14, 2023



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

**To:** Members of Council

**From:** Trevor Baer

**Reviewed By:** Rodger Mordue, CAO/Clerk

**Date:** Nov 26 2023

**Subject:** Provision of Daycare

**Council Meeting Date:**  
**Dec 20 2023**

**Report #:** CS-23-15

---

### Recommendation:

That Report CS-23-15 be received as information.

And further, that staff continue to seek out viable day care provision options in the Township.

### Background:

The following will provide Council with an update regarding staff review of providing day care centers in our community halls.

### Analysis/Discussion

Staff reviewed different needs in our community, and explored how Township resources could be used to accommodate new ideas, and help build a stronger community while referring to the parks and recreational master plan. From this study we had determined Day Care is a high need in Oxford County. Stats from about day from country staff.

The Ministry of Education is the funder of children's services and child care programs, and County Human Services is the local steward of that funding. The Ministry is targeting an additional 86,000 new licensed child care spaces (relative to 2019 levels), predominantly through not-for-profit licensed child care, across the Province. Each community has been assigned a number of new spaces in an attempt to achieve the Ministry's target, with the County's allocation being 1,894 spaces by 2026.

In support of the above target, staff are recommending that the Township find suitable child care spaces. This may include existing vacant community space, available leased space, or new builds in our community.

Staff recommend that the Township of Blandford-Blenheim could help by providing our halls to a day care provider, offering use from 6am till 6 pm Monday to Friday. The facilities that were looked at were Princeton Hall, Plattsville Hall, Richwood Hall. The first step was to identify the

need, and if the township could help address that need. The idea was to help out without an increase in cost to the tax payers, but assist in bringing services to the township.

Staff came up with a plan to help achieve the goal of bringing a day care provider to the Township. We had a meeting with day care providers to go through the facilities (we did not go through Richwood hall), also had meeting with Township Building department and Oxford County staff. At these meetings we learned that there is some rules and regulations to follow in order to achieve this goal. These include:

- 1) The hall has to be dedicated to the day care, meaning it could not be used for community events. This is part of full time day care rules, which you can review from country staff report.
- 2) The community centres need a Record of Site Condition, cost for this ranging from \$25,000 to \$60,000, this was based off other Record of Site Condition Requirements County staff mentioned
- 3) Adding a fenced in Playground for outside play at the facilities (this includes playground equipment). This would cost about \$30 000, also creating a space dedicated only to the day care, off limits to the public at all times
- 4) The exits and entrance ways in the Plattsville Arena could have to be changed, this would be a minor cost
- 5) More natural light is needed in the Plattsville Hall for full time day care, we would have to add windows to the building to let it into the main hall. Cost of this would be \$5000.00
- 6) The washroom fixtures would have to be changed to allow for toddlers to be able to use them, this includes toilets and sinks. This cost varied by option and could be \$1000-\$5000
- 7) Review by engineer for doing all building work, \$8000.00
- 8) Richwood Hall well and Septic system would have a study done, also add parking lot, heating system would have to be replaced. This could be a place we could put an RFP to Child Care companies, to see if they want to lease the hall, from the township. With that company looking after all cost to provide this service.

Staff have learned that the township might benefit to provide the community centres to a day care provider that can provide Early Learning Preschools.

Early Learning Preschools are offered on a half-day basis, typically for 2.5 hours in the morning, 1-5 days per week, Monday to Friday, depending on demand. They provide children with an opportunity to learn, play and develop social and independent skills, often in preparation for school. Children must be 30 months and older to attend. Programs are licensed for 16-24 children.

Due to the short, time frame of the program, an outdoor component is not required. This eliminates the need for a regulated playground.

Early Learning Preschools are often operated in shared space however it is important to note that in shared space situations, significant storage is required. There would be several large tables, at least 1 chair per licensed capacity, and large toy shelves and equipment. Storage should be adjacent to the room for ease of set-up and tear-down. Shared space must have appropriate washrooms and changing facilities nearby, an area for food prep and storage including space for a small refrigerator, handwashing and toy/equipment washing, records and cleaning supplies. It

must be clean and free of alcohol waste. It requires defined walls and doors with a minimum of 2.8 sq metres of unobstructed floor space per child. Space that measures for less than 16 children is not viable due to costs of operating regulatory requirements.

Staff are still reviewing the options of Early Learning Preschools. Staff are also reviewing different buildings that the Township might be able to provide for this service in the future. Staff have heard opinions from child day care providers that the private sector will be in communities as the need grows, this is just something to take in to consider when reviewing the need for rate payers helping fund day care projects.

## **Conclusion**

From all the information staff have gathered, the goal of having Full-service child care in our facilities by a full-time child-care provider Monday to Friday 6 am to 6 pm is not feasible. Staff were hoping they could start this program without expenses to rate payers, and staff don't want to take away the community halls away from other users.

The Princeton Hall has brought in \$15,454 from rentals year to date, and our Plattsville Hall has brought \$5,345. These numbers show that our halls are starting to get back to pre-covid levels of use. We will keep looking at different ways to use these halls, while still providing the community with a place to hold events. The Plattsville Hall is used less because it is much smaller than the Princeton Hall and does not have a kitchen.

Staff will continue to look into the Early Learning Preschool programs, but at this point and time staff are not going to move forward with full-service child care, unless council feels that this is something that they would like to move forward with.

Staff recommendation is to take a look at full time day care if a Township building is available. The plan right now would be highlighting the Princeton Fire Hall. Staff feel that the best way to approach using this building would be to put a lease in place for child care. This would be a lease for \$1, but the child care company does all necessary upgrades to the building, maintains the building and grounds, and they have full access to building. They would have to provide the Township with all paperwork needed. If they leave or close the day care, the building returns to the Township. Township would put a Request for Proposal out, the matrix to select the company would be highest level of service at the day care. This is what staff have discussed thus far, and can be reviewed at a later date, when a new fire station is constructed and the old one becomes surplus.

Thanks

Trevor Baer



## APPENDIX I

### CHILD CENTRE DESIGN GUIDELINES

#### 1. Before Getting Started

---

1. Confirm appropriate zoning and/or business license requirements
  - a. Contact the local municipal building department to confirm zoning requirements.
  - b. Submit zone change application if necessary and appropriate.
  - c. Human Services staff can facilitate this process.
2. Feasibility of construction/renovation
  - a. Ensure the proposed building can structurally withstand any changes to accommodate childcare space requirements.
  - b. Ensure outdoor space is sufficient to accommodate necessary play space, storage, drop-off zone, and parking for staff and parents.
3. Financial Feasibility
  - a. Ensure all costs are appropriate and affordable to meet program, municipal and provincial requirements.

#### 2. Steps to Approval

---

1. Access the Child Care Licensing System (“**CCLS**”) and create a new account, if necessary.
2. Review the Orientation Module in the CCLS.
3. Upload Municipal Approvals
  - a. Written zoning verification to ensure the property is appropriately zoned to permit a child care centre.
  - b. Building Permit if any construction or renovation is proposed.
    - i. Including detailed floor, site and playground plans. This approval is necessary before construction/renovation begins. Detailed design guidelines are outlined on [pages 4-7](#) of this Appendix.
  - c. Written confirmation from the local Fire Department that Fire Code is being met, including necessary fire inspection and Fire Safety Plan.
  - d. Written approval from Southwestern Public Health of food preparation and storage practices, sanitary practices, communicable diseases reporting, etc.
4. Upload Police Record Checks (Vulnerable Sector Check) for all licensees and/or applicants.
5. Upload policies and procedures applicable to the specific child care program.
6. Submit Required Staff Director Approval Requests for the appointment of a supervisor prior to submission of the licence application.
7. Submit licensing fee, if applicable.
8. Final Ministry Site inspection.
9. Post-issued license.

#### 3. Overview of Child Care and Child Care Centres

---

In Ontario, various types of child care and child care centres are governed by O Reg 137/15, under the *Child Care and Early Years Act*, 2014. Based on demand in the local area, two main

areas exist for child care, both of which have individual requirements set by the Government of Ontario.

1. **Child Care Centres (infant/toddler/preschool + Kindergarten or school age), that:**
  - Operate for more than six hours
  - Operate for less than six hours

**And**

2. **Before and After-School Programs (Kindergarten and school age, operate for less than six hours), that are:**
  - Located in publicly funded schools
  - Not located in publicly funded schools

#### 4. Definitions

---

**Licensed Child Care Centres:** These centres are inspected by Ministry staff and are located in a range of places, including publicly funded schools, private schools, public buildings and private businesses. Some centres are stand-alone buildings, while others are co-located in workplaces and community centres. Care may be offered for the full day, part of the day or during the before-and/or after-school periods.

**Licensed Home Child Care:** Is offered by individual child care providers who have an agreement with an agency that provides oversight of the provider. Home child care agencies establish agreements with:

- Individual providers who care for up to six children in a home child care premises and;
- In-home services providers, where child care is provided for a child at his or her home, or at another place where residential care is provided for the child.

**Unlicensed Child Care Provider:** Before a license is issued, an unlicensed childcare provider can care for a maximum of five children under the age of 13 years old, including their own children under the age of four years old.

**Before and After School Care:** Under the *Education Act*, RSO 1990, c E.2, school boards are required to ensure the provision of before and after-school programs for children from Kindergarten to Grade 6 in each elementary school in Ontario where there is sufficient demand. In consultation with local service system managers, school boards may identify sites and spaces for early years capital investment in some schools.

**Designated Space:** Spaces within a child care centre that are designated for each item listed in O Reg 137/15, s 15(1) and 15(3), as follows:

- Washing, dressing, toileting;
- Storage for toys, play materials;
- Storage for food;
- Storage of hard copy records, if necessary;
- Storage for medical supplies, etc., inaccessible to children;

- Heating and electrical, inaccessible to children;
- Eating and resting;
- Preparation of food;
- Storage for beds and linen;
- Staff rest area;
- Storage for outdoor play equipment;
- Office area; and
- Outdoor play.

**Unobstructed Space:** Unobstructed space refers to the total area (available floor space) of the room and/or playground that can be used for children’s play, excluding the total area of obstructions (e.g., items that are attached to the floors or walls, such as counters, sinks and children’s cubbies, outdoor shed and items that are not readily moveable such as filing cabinets). Moveable equipment and furnishings such as easels, sensory bins/ tables, chairs, activity tables, sandboxes, and fixed play structures (used for children’s play) are not considered obstructions when determining the total floor space in a play activity room and/or playground.

CHILD CENTRE DESIGN REQUIREMENTS				
	Child Care Centres (infant/toddler/preschool + Kindergarten or school age)		Before- and After-School Programs (Kindergarten and school age, operate for less than six hours/day)	
	Operating for six hours or more/day	Operate for less than six hours/day	Located in a Publicly Funded School	Not Located in Publicly Funded Schools
	Requirements	Requirements	Requirements	Requirements
<b>Local Approvals</b>	Health Fire Zoning Building Floor/Site Plan Approval	Health Fire Zoning Building Floor/Site Plan Approval	Health Fire  Floor/Site Plan Approval	Health Fire Zoning Building Floor/Site Plan Approval
<b>Designated Spaces</b>	Washing, dressing, toileting Storage for toys, play materials Storage for food Storage of hard copy records, if necessary Storage for medical supplies, etc., inaccessible to children Heating and electrical, inaccessible to children Eating and resting Preparation of food Storage for beds and linen Staff rest area Storage for outdoor play equipment Office area Outdoor play	Washing, dressing, toileting Storage for toys, play materials Storage for food Storage of hard copy records, if necessary Storage for medical supplies, etc., inaccessible to children Heating and electrical, inaccessible to children		Washing, dressing, toileting Storage for toys, play materials Storage for food Storage of hard copy records, if necessary Storage for medical supplies, etc., inaccessible to children Heating and electrical, inaccessible to children
<b>Indoor Play/Activity Space</b>	2.8m <sup>2</sup> or 2.58m <sup>2</sup> for Kindergarten and school age On or below the second storey (Director approval for alternate) Windows at least 10% of floor area	2.8m <sup>2</sup> or 2.58m <sup>2</sup> for Kindergarten and school age On or below the second storey (Director approval for alternate)	2.58m <sup>2</sup> (Director approval for alternate)	2.58m <sup>2</sup>
<b>Outdoor Play Space</b>	5.6m <sup>2</sup> of Unobstructed space per child Adjacent to Premises (Director approval for alternate) At Ground Level (Director approval for alternate) Fenced to 1.2m above ground level			

ROOM AND DESIGN ELEMENTS EXPLANATION											
<b>Play Activity Areas</b>											
<b>Space Requirements</b>	2.8 m <sup>2</sup> (30.1 sq. ft.) of unobstructed floor space is required for each child in a licensed infant, toddler, preschool or family age group.  2.58 m <sup>2</sup> (27.8 sq. ft.) of unobstructed floor space is required for each child in a licensed Kindergarten, primary/junior school age or junior school age group.										
<b>Play Activity Rooms / Areas</b>	Each age grouping of children in a licensed child care centre must have a separate play activity room/area. This supports supervision and the delivery of responsive programming and also prevents the negative effects of crowding when too many children and adults are in one play environment.										
<b>Separate Sleeping Areas</b>	A separate sleeping area (an area that is separated from any play activity area) is required for infants and family age groups, if the group requires cribs or cradles.										
<b>Equipment and Furnishings</b>	A table or counter space that is adjacent to a sink and suitable for dressing a child or changing a child's diaper is required for infant, toddler and family age groups. The intent of this provision is to ensure that the furniture for dressing and diaper changing is sufficient and suitable for the number of children in care.										
<b>Window Glass and Artificial Illumination</b>											
<b>Window Glass</b>	Licensed child care centres that operate for more than six hours per day are required to have an unobstructed window glass area, exclusive of skylights, of not less than 10 percent of the area of the room, as per the <i>Ontario Building Code, O Reg 332/12</i> .										
<b>Artificial Illumination</b>	Artificial illumination in each play activity room must be capable of operating at a level of at least 55 dekalux.										
<b>Child Centre Designated Spaces</b>											
<b>Supplies and Equipment Storage</b>	Every licensed child care centre must have a designated area that is inaccessible to children for the storage of medical supplies, cleaning materials and equipment, as well as other items that could cause harm to a child, such as poisonous or hazardous substances. Every licensed child care centre must have a designated area that is inaccessible to children for the storage of heating and electrical equipment, and items in the designated storage area must also be inaccessible to children.										
<b>Outdoor Play Areas</b>	Licensed child care centres that operate for more than six hours per day are required to have an outdoor play space that is at least 5.6 m <sup>2</sup> (60.3 sq. ft.) for each child based on the licensed capacity, unless otherwise approved by a Ministry of Education director. The outdoor play space must be located at ground level and adjacent to the premises unless otherwise approved by a Ministry of Education director. Outdoor play spaces must be fenced to a minimum height of 1.2 m (4 ft.), and the fence must be furnished with one or more gates that are securely closed at all times. The outdoor play space must be designed so that staff can maintain constant supervision of the children. A licensed child care centre must not allow more than 64 children per fenced section of the outdoor play space at one time.										
<b>Staff Areas</b>	Licensed childcare centres that operate for six hours or more per day must have a designated staff rest area.										
<b>Office Areas</b>	Licensed child care centres that operate for six hours or more per day must have space designated for an office area. Every licensed child care centre must also have space designated for the storage of hard copy records, if necessary.										
<b>Washrooms</b>	Every licensed child care centre must have space designated for washing, dressing and toileting. An area for washing, dressing and toileting must be reflected in floor plans for new applications and revision requests, where applicable. Every licensed infant, toddler or family age group must each have a table or counter that is next to a sink and is suitable for dressing or for changing a diaper.  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Age of Children</th> <th style="text-align: left;">Maximum Number of Children per Water Closet and Lavatory</th> </tr> </thead> <tbody> <tr> <td>under 2</td> <td>10 without regard to the number of each sex</td> </tr> <tr> <td>2 to 5</td> <td>10 without regard to the number of each sex</td> </tr> <tr> <td>6 to 9</td> <td>15 for males; 15 for females</td> </tr> <tr> <td>over 9</td> <td>30 for males; 26 for females</td> </tr> </tbody> </table>	Age of Children	Maximum Number of Children per Water Closet and Lavatory	under 2	10 without regard to the number of each sex	2 to 5	10 without regard to the number of each sex	6 to 9	15 for males; 15 for females	over 9	30 for males; 26 for females
Age of Children	Maximum Number of Children per Water Closet and Lavatory										
under 2	10 without regard to the number of each sex										
2 to 5	10 without regard to the number of each sex										
6 to 9	15 for males; 15 for females										
over 9	30 for males; 26 for females										

<p><b>Kitchen</b></p>	<p>Every licensed child care centre must have space designated for storing food. Licensed child care centres that operate for six hours or more in a day that choose to prepare food at the licensed child care centre must also have a space designated for the preparation of food.</p> <p>In addition, proper food handling/storage may be a necessary component in reducing exposure to allergens for some children. Per O Reg 137/15 s 39, any instructions set out in a child's anaphylactic plan that may impact food handling/storage must be followed at all times.</p>
<p><b>Location of Rooms</b></p>	<p>Each room used for infant, toddler, preschool, Kindergarten, or family age groups must be on or below the second storey unless approved by a Ministry of Education director. This requirement does not apply to licensed child care centres located in publicly funded schools that only serve children who are Kindergarten age and older.</p>

<b>ITEMS TO CLEARLY IDENTIFY ON THE SITE AND FLOOR PLANS</b>	
<b>Site Plan</b>	
<ul style="list-style-type: none"> <li>• Name of child care centre</li> <li>• Address of child care centre</li> <li>• Name of publicly funded school (if applicable)</li> <li>• Adjacent streets</li> <li>• Location of the child care centre in relation to the rest of the building</li> <li>• Child care centre entrance</li> <li>• Location of a playground in relation to the child care centre</li> <li>• Access to the playground that will be used by children and staff from then child care centre</li> </ul>	
<b>Floor Plan</b>	
<ul style="list-style-type: none"> <li>• Name of child care centre</li> <li>• Address of child care centre</li> <li>• Name of publicly funded school (if applicable)</li> <li>• Location of each play activity room/space (e.g., basement, ground floor, second floor)</li> <li>• Total unobstructed floor space measurement in square meters for each play activity room/space</li> <li>• Proposed age group and capacity for each play activity room/space</li> </ul>	
<b>Additional Requirements (ALL programs except Kindergarten and school-age programs in publicly funded schools)</b>	
<ul style="list-style-type: none"> <li>• Space for washing, dressing and toileting to include the location of the counter with sink for diapering for each group of 10 infant children, each group of 15 toddler children and each family age group</li> <li>• Space for storage for toys, indoor play materials and equipment</li> <li>• Space for storage for food</li> <li>• Space for storage of hard copies of records, if necessary</li> <li>• Storage for medical supplies, cleaning materials and equipment and other items that could cause harm to a child, such as poisonous and hazardous substances and evidence that these items are inaccessible to children</li> <li>• Space for storage for heating and electrical equipment and evidence that these spaces are inaccessible to children</li> </ul>	
<b>Additional Requirements (ALL programs operating for six hours or more in a day)</b>	
<ul style="list-style-type: none"> <li>• Space for eating and resting</li> <li>• Space for preparation of food if meals are prepared on the premises or a server area for catered food (meals/snacks)</li> <li>• Space for storage for beds (cots/mats) and linens</li> <li>• Staff rest area</li> <li>• Office area</li> </ul>	



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

**To:** Members of Council

**From:** Trevor Baer

**Reviewed By:** Rodger Mordue, CAO/Clerk

**Date:** Dec 12 2023

**Subject:** Monthly Report

**Council Meeting Date:**  
**Dec 18 2023**

**Report #:** CS-23-16

---

### **Recommendation:**

That Report CS-23-16 be received as information; and,

That Council approves to waive the fees for building permit for the Drumbo Lions pavilion project.

### **Background:**

The following will provide Council with an update regarding the activities of the Community Services Department, for the month of Nov.

### **Analysis/Discussion**

#### **Administration**

Each community has had 8 Christmas wreath installed for the 2023 Christmas season, on the hydro poles. These will be taken down in the new year at some point.

The Drumbo Lions applied for a building permit for the addition to the Drumbo Pavilion, this is the project council approved at the Sept 20 2023 meeting. The township staff have applied for locates for the area, that will be dug up for the foundation, all has come back clear and free. The Drumbo Lions club building permit has been approved by Township Building Department. Staff are recommending to wave the fees on this permit. This project will benefit the community with no final contributions from the township, as the Drumbo Lions are funding this project. If township can wave these fees, they will be able to put that portion of the fees towards the project. This will help better the project, which will provide a better project for the community. The cost of these fees is \$2378.00.

### **Parks**



Staff have been in touch with ball groups about tournaments in our parks for 2024 season, we have reviewed dates for these tournaments, and have booked them for this coming season. This is done this time of year so the organizer can start advertising these events.

### **Arena**

Staff have received engineering report from K smart on arena. There are some minor repairs that need to be done from this report. We are starting to work on them. This inspections is completed every 5 years.

Thanks

Trevor Baer



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

**To:** Members of Council  
**From:** Sarah Matheson, Deputy Clerk

**Reviewed By:** Rodger Mordue, CAO/Clerk  
& Trevor Baer, Director of Community Services  
**Date:** December 12, 2023

**Subject:** Multi-Year Accessibility Plan  
**Council Meeting Date:** December 20, 2023

**Report #:** DC-23-08

---

### Recommendation:

That Council receive Report DC-23-08 as information; and,

That the 2024-2028 Multi-Year Accessibility Plan be adopted.

### Background:

The Ontarians with Disabilities Act (ODA), was enacted in 2001. The Act requires municipalities to develop an annual accessibility plan aimed at identifying, removing and preventing barriers to accessibility.

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in 2005. The purpose of the Act is to develop, implement and enforce accessibility standards in order to remove barriers for Ontarians with disabilities in relation to products, services, facilities, accommodations, employment, structures and premises.

The Integrated Accessibility Standards Regulation (IASR) establishes accessibility standards and introduces requirements for:

- Accessible Customer Service Standard
- Information and Communications Standard
- Employment Standard
- Transportation Standard
- Design of Public Spaces Standard

The above legislation requires the preparation of a Multi-Year Accessibility Plan, which is to be reviewed at least once every five years and requires the preparation of an annual status report.

The Integrated Accessibility Standards Regulation (IASR) 191/11 states that:

4. (1) The Government of Ontario, Legislative Assembly, **designated public sector organizations and large organizations shall,**

---

(a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation;

(b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and

(c) review and update the accessibility plan at least once every five years. O. Reg. 191/11, s. 4 (1).

(2) The Government of Ontario, Legislative Assembly and **designated public sector organizations shall establish, review and update their accessibility plans in consultation with persons with disabilities** and if they have established an accessibility advisory committee, they shall consult with the committee. O. Reg. 191/11, s. 4 (2).

(3) The Government of Ontario, Legislative Assembly and **designated public sector organizations shall,**

(a) prepare an annual status report on the progress of measures taken to implement the strategy referenced in clause (1) (a), including steps taken to comply with this Regulation; and

(b) post the status report on their website, if any, and provide the report in an accessible format upon request. O. Reg. 191/11, s. 4 (3); O. Reg. 413/12, s. 3 (1).

#### **Analysis/Discussion:**

The Clerks Department has prepared a Multi-Year Accessibility Plan for Council approval. This plan will be reviewed annually and an annual status report provided based on the goals and projections for the upcoming five years.

The consultation process involved Township staff, particularly the senior leadership.

Municipalities with a population greater than 10,000 are required to establish accessibility advisory committees. In addition, the legislation stipulates that the majority of committee members must self-identify as a person with a disability.

With an approximate population below 10,000, the Township of Blandford-Blenheim is exempt from having an accessibility advisory committee.

The previous multi-year accessibility plan was also consulted and drawn upon. Many updates to the Township have occurred since the 2019-2022 plan was adopted.

#### **Financial Considerations:**

All Township Departments are affected by requirements of AODA. Budget requirements shall be included by each department every year in order to ensure funds are available to meet requirements of the legislation.

#### **Attachments:**

Access Blandford-Blenheim, 2014-2028 Multi-Year Accessibility Plan

Respectfully submitted by:

---

Sarah Matheson  
Deputy Clerk

2024-2028

# Access Blandford-Blenheim

## MULTI-YEAR ACCESSIBILITY PLAN

TOWNSHIP OF BLANDFORD-BLENHEIM MULTI-YEAR ACCESSIBILITY PLAN

# Table of Contents

- Township of Blandford-Blenheim’s Commitment to Accessibility ..... 3
- Accessible Format..... 3
- About the Township of Blandford-Blenheim’s Accessibility Plan ..... 4
- Consultation ..... 4
- Implementation Strategy ..... 4
- Structure and Governance ..... 5
- Township of Blandford-Blenheim Council..... 5
- Funding for Accessibility..... 5
- Legislative Background ..... 6
  - Ontarians with Disabilities Act, 2001 (ODA) ..... 6
  - Accessibility for Ontarians with Disabilities Act, 2005 (AODA) ..... 6
  - Integrated Accessibility Standards Regulation (O. Reg. 191/11) [IASR]..... 6
  - Canadians with Disabilities Act..... 6
  - Ontario Building Code..... 6
  - Ontario Human Rights Code..... 6
- Progress on AODA/IASR to Date..... 7
  - Customer Service Standard**..... 7
  - Information and Communication Standard** ..... 8
  - Employment Standard**..... 8
  - Transportation Standard**..... 9
  - Design of Public Spaces Standard (Built Environment)** ..... 9
  - Other Requirements** ..... 9
- Goals for Compliance with AODA/IASR for 2024-2028..... 10
  - Customer Service Standard**..... 10
  - Information and Communication Standard** ..... 10
  - Design of Public Spaces Standard (Built Environment)** ..... 10
- Review and Monitoring..... 13

Feedback ..... 13  
Availability of the Plan ..... 13  
Contact Information..... 13

DRAFT

## Township of Blandford-Blenheim's Commitment to Accessibility

The Township of Blandford-Blenheim is committed to promoting a barrier-free Township for employees, citizens and all who live, work, visit, and invest in the Township of Blandford-Blenheim. In this plan, the Township of Blandford-Blenheim is proud to present its findings and report on the development of innovative strategies to remove and prevent future barriers for people with disabilities and our maturing population.

In keeping with this vision, the Township of Blandford-Blenheim understands that people with disabilities:

- Represent a growing and diverse community that is dramatically increasing due to the demographic trends of a maturing population;
- Form part of the work force, and include our families, our friends, our customers and the members of the community at large;
- Purchase products and services and make important financial decisions on where they do business, enjoy recreation or choose to live;
- Understand that accessible features can be of benefit to others, such as automatic doors that assist parents with children in strollers or wagons;
- Are aware that their full participation in Canadian society has been long awaited and anxiously anticipated; and,
- Understand that inclusion and full participation of people with disabilities requires well-considered commitment from all levels of government.

**The Township of Blandford-Blenheim is committed to ensuring that people with disabilities enjoy the same opportunities as all others who live, work, visit and invest in the Township of Blandford-Blenheim.**

### Accessible Format

The Township of Blandford-Blenheim offers documents in accessible format upon request. Township policies have been updated to include an accessibility clause.

If you require this document to be in an accessible format, please contact the administration office at [generalmail@blandfordblenheim.ca](mailto:generalmail@blandfordblenheim.ca) or 519-463-5347 or toll-free at 1-800-410-6882.



## About the Township of Blandford-Blenheim's Accessibility Plan

This is the Township of Blandford-Blenheim's second Multi-Year Accessibility Plan. This plan outlines our strategy to prevent and remove all types of barriers as well as meet requirements under the Accessibility for Ontarians with Disabilities Act (AODA) and the Integrated Accessibility Standards Regulation (O. Reg. 191/11).

### Consultation

The consultation process involved Township staff, particularly the senior leadership.

Municipalities with a population greater than 10,000 are required to establish accessibility advisory committees. In addition, the legislation stipulates that the majority of committee members must self-identify as a person with a disability.

With an approximate population of 7,565 (based on the 2021 Statistics Canada Census of Population) the Township of Blandford-Blenheim is exempt from having an accessibility advisory committee.

### Implementation Strategy

The Township of Blandford-Blenheim is committed to the intention of the AODA to make the Province of Ontario accessible by 2025. The Township is determined to ensure that accessibility is a priority in all of our municipal facilities and operations.

The Township of Blandford-Blenheim recognizes that:

- Long-term planning is imperative to meet the challenges and opportunities of the significantly maturing population as well as people with disabilities;
- The Township must continue, as an employer, to provide equal employment opportunities that encourage the full participation of people with disabilities;
- Well-planned buildings use universal design concepts that provide access for all including families with children, injured or ill people and the elderly as well as persons who rely on a wheelchair or other mobility devices and persons who have a visual, hearing, mental or developmental impairment;
- Education is the cornerstone to effective change, good management, and integrated services. The Township of Blandford-Blenheim is committed to educating its staff and the community on accessibility issues and opportunities;
- A commitment to research and development of products, services and educational material is necessary;
- Visitor and tourism operators also depend upon accessible municipal services and facilities. The Township of Blandford-Blenheim is committed to encourage accessible visitor and tourism facilities;

- Preventing the introduction of new barriers by ensuring heightened awareness of accessibility considerations in the Township planning and inspection processes is continuously necessary;
- Existing facilities will take time and resources to make accessible. As updates are considered and scheduled, accessibility will always be a priority; and,
- The process of municipal government has to be barrier-free and the Township of Blandford-Blenheim is committed to making public meetings and materials accessible and available to all.

## Structure and Governance

The responsibility for the implementation of the AODA falls within the Clerks Department.

Accountability for the various clauses within the Integrated Accessibility Standards Regulation is a shared responsibility between municipal departments. The Clerks Department is responsible for ensuring compliance at the corporate level and is responsible for legislative analysis and subject matter expertise. Each Township Department is accountable for ensuring that their respective responsibilities are executed according to legislative requirements pertaining to the service delivery.

## Township of Blandford-Blenheim Council

The Township of Blandford-Blenheim Council is committed to continuously eliminating barriers and improving accessibility for persons with disabilities in a manner that respects dignity, independence, integration and equal opportunity.

Township Council allocates funds each year through the Community Grants Program where inclusivity and accessibility are significant considerations in deciding the allocation of funds. Township Council has implemented streaming their meetings via the YouTube platform which has its own accessibility features such as closed captioning.

## Funding for Accessibility

The Township has successfully applied for and received grants in the past in order to assist in meeting and exceeding accessibility requirements. The Township has successfully received grants through the Canada 150 Community Infrastructure and the Ontario Trillium Foundation for:

- Plattsville Park Surface and Equipment;
- Plattsville Park Splash Pad;
- Richwood Community Hall Ramp & Washrooms;
- Drumbo Park Splash Pad.

The Township is committed to seeking additional funding opportunities to aid in the removal of barriers and improving accessibility within its municipal borders.

## Legislative Background

### Ontarians with Disabilities Act, 2001 (ODA)

The Ontarians with Disabilities Act (ODA), was enacted in 2001. The Act requires municipalities to develop an annual accessibility plan aimed at identifying, removing and preventing barriers to accessibility.

### Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

The Accessibility for Ontarians with Disabilities Act (AODA) was enacted in 2005. The purpose of the Act is to develop, implement and enforce accessibility standards in order to remove barriers for Ontarians with disabilities in relation to products, services, facilities, accommodations, employment, structures and premises.

### Integrated Accessibility Standards Regulation (O. Reg. 191/11) [IASR]

The IASR establishes accessibility standards and introduces requirements for:

- Accessible Customer Service Standard
- Information and Communications Standard
- Employment Standard
- Transportation Standard
- Design of Public Spaces Standard

### Canadians with Disabilities Act

The Government of Canada is planning new legislation known as the Canadians with Disabilities Act. Employment and Social Development Canada consulted with Canadians on planned accessibility legislation from July 2016 to February 2017.

### Ontario Building Code

The Ontario Building Code outlines accessibility / barrier-free design requirements in newly constructed buildings and existing buildings that are to be extensively renovated. There are many accessibility requirements for barrier-free access.

### Ontario Human Rights Code

The Ontario Human Rights Code is an individual, complaints-based legislation that addresses discrimination. The Ontario Human Rights Code requires organizations to accommodate people with disabilities to the point of undue hardship.

## Progress on AODA/IASR to Date

The Township has taken many steps towards accomplishing the goals put forward in the Township's 2019-2023 Multi-Year Accessibility Plan and ultimately, making Blandford-Blenheim an accessible community. The following are milestones that have been achieved throughout 2019-2023:

### **Customer Service Standard**

#### **Customer Service**

The Township follows our Corporate Guidelines for Delivering Accessible Customer Service in daily operations.

All staff and Council have completed the required training (through the use of a self-study package) in order to successfully assist individuals with disabilities. The Clerks Department attends further training.

Accessible Customer Service Standards are also built into the Township's procurement policies and procedures.

Township of Blandford-Blenheim is committed to making emergency procedures, plans or public safety information available to the public in an accessible format or with appropriate communication supports.

#### **Council Meetings**

The Township began livestreaming the Township Council meetings in Spring 2023 to YouTube. YouTube has their own accessibility features such as closed captioning and playback speed adjustments to make the stream more accessible. The option to watch Council meetings from anywhere is also an accessible feature.

Township staff have also implemented a process for individuals to participate in the meeting virtually. The Township subscribes to Webex, a virtual meeting tool, which is linked so those participating virtually are part of the stream.

Township staff have furthermore updated the audio-visual system in the Council chambers, which provides a clearer sound and picture for those listening and watching.

#### **Adult Drop-in-Centre**

The Township hosts a drop-in-centre for adults weekly. The drop-in is hosted at two municipal halls, Plattsville Lion's Hall and the Princeton Centennial Hall, both of which are barrier free. Drumbo drop-in is hosted at the local senior's apartment, which is also barrier free. Programming makes inclusivity a priority.

#### **Municipal Election, 2022**

Several measures were taken by municipal staff to ensure increased accessibility during the 2022 municipal elections. These included accessibility audits of all polling locations, and training staff to assist persons with disabilities who required assistance filling out forms, filling out a ballot, or accessing voting locations.

### **Snow Removal in Township Villages**

The Township of Blandford-Blenheim Public Works Department removes snow and applies salt to melt ice on all the sidewalks in the villages of Bright, Drumbo, Plattsville and Princeton. This ensures barrier free public spaces and connecting routes even in the winter.

### **Information and Communication Standard**

#### **Corporate Website**

The Township is increasingly moving services and documents online so that residents have the option to complete tasks in person or online. In 2023, the Township of Blandford-Blenheim corporate website was redesigned to update the functioning as well as content of the site to provide a better user experience.

In collaboration with the upper tier, Oxford County Information Services Team, as well as private specialists in municipal websites, GHD Digital, content on the Township website was reorganized to allow visitors to more easily find what they are looking for. The search function was improved to return relevant results. Content was reorganized to be less crowded and more simply organized. Content employs all required accessible features such as captioning and optical character recognition to ensure that information is accessible and that content is compatible with accessible software, such as screen readers. Staff receive monthly reports regarding the accessibility of the website and are regularly providing maintenance to the website to fix any accessibility errors. All documents uploaded to the website are converted into accessible formats first. Photos all have alternate text assigned.

#### **Municipal Newsletter**

The Township's municipal newsletter, published bi-annually is available on the Township website in an accessible PDF format.

### **Employment Standard**

#### **Policies**

The Township has fulfilled all legislative requirements of the Integrated Accessibility Standards Regulation. This includes:

- Integrated Accessibility Standards Policy;
- Performance Management, Career Advancement and Redeployment Policy;

- Work Accommodation and Return to Work Policy;
- Accessibility Training Policy;
- Accessibility Standards for Customer Service Policy; and,
- Recruitment and Hiring Procedures Policy.

The multi-year accessibility plan was reviewed and updated.

## **Education**

Staff in the Clerks Department attended annual Joint Accessibility Committee meetings for information purposes.

## **Transportation Standard**

The Township does not provide transportation to the public.

## **Design of Public Spaces Standard (Built Environment) Subdivision Creation and Expansion in Township Villages**

New development and expansion to current development areas, as part of Subdivisions Agreements must comply with AODA/IASR Standards. Curb lowering and textile plates on sidewalks at intersections or crossing areas have been implemented in development areas of Bright, Drumbo, Plattsville and Princeton Villages.

### **Princeton Road Reconstruction**

All sidewalks in the Village of Princeton have been reconstructed. Curb lowering and textile plates on sidewalks at intersections or crossing areas have been implemented.

### **Plattsville Park Splash Pad**

Plattsville Park has a newly installed Splash Pad which is barrier free and features accessible water play structures. There is an accessible pathway from the parking area to the splash pad for barrier free access. Picnic tables have been installed with accessible features such as three benches and one benchless side for mobility devices, wheelchairs or strollers to park at. The picnic tables are strategically placed so that users may benefit from natural shade of the park trees.

## **Other Requirements**

### **Reporting**

The Township of Blandford-Blenheim files annual accessibility compliance reports, as required.

# Goals for Compliance with AODA/IASR for 2024-2028

## Customer Service Standard

### Customer Service

The Township's Accessible Customer Service Policy Manual will continue to be complied with, and reviewed by staff to ensure the Township is providing an adequate level of Accessible Customer Service to the public. Township staff will continue to be made aware of the Township's Accessibility Plan and Township's Accessibility Policies. New employees will be notified and trained on existing policies for accommodating persons with disabilities. Accessible formats for policies and procedures will continue to be made available.

### Youth Drop-in-Centre

The Township is continuously working with community groups and residents to offer an accessible space for youth, similar to the drop-in-centre for adults. The Township is committed to all programming being hosted in accessible locations and making inclusivity a priority.

## Information and Communication Standard

### Corporate Website

The Township shall continue to ensure that all features and additions to the corporate website or any Township-owned website meet or exceed AODA/IASR Standards. In collaboration with the Oxford County Information Services Team, routine website redesigns will meet WCAG 2.0 Level AA or higher.

## Design of Public Spaces Standard (Built Environment)

### Drumbo Park Pavilion

The Pavilion in the Drumbo Park is to have an addition installed. This addition will have a level entrance and a crushed stone path for barrier free access. The existing pavilion is to be retrofitted to include a multi-purpose pad with lines and materials for multiple sports.

### Plattsville Park Playground

Playgrounds are intended to develop the physical, cognitive, sensory and social skills of children. Accessible play spaces are a priority in the Township. The surface of the Plattsville Park Playground is to be rubberized in 2024 to provide unitary surfacing. Accessible play features are to be added in order to offer more choice.

### Plattsville Park Multipurpose Pad

Plattsville Park is to have a multipurpose pad installed. It will be a hard surface with lines and materials for multiple sports.

### **Trails**

The Township is looking at creating walking trails around certain storm water management ponds in the Villages. Future walking paths and trails are to incorporate crushed stone to create a barrier-free surface. This is essential not only for those with disabilities, it benefits seniors with mobility difficulties and families travelling with young children using strollers or wagons.

### **Benches in the Village of Drumbo**

Four benches within the Village of Drumbo are to be installed in the downtown core. The pad on which the benches sit is to be lengthened to accommodate the parking of wheelchairs, mobility devices, strollers or wagons.

### **Electric Vehicle Chargers**

The Township is seeking funding for Electric Vehicle Chargers throughout the municipality. Accessible considerations will be made such as a wider parking space to access the charger as well as curb cuts to allow mobility devices to access any sidewalk or other amenities near the charger.

### **Public Spaces**

The Township is committed to ensuring that any new or redeveloped public spaces meet the Design of Public Spaces Standards (Part 4.1). Consultation for Outdoor Play Spaces, On-Street Parking, and Recreational Trails are ongoing.

### **Princeton Fire Hall**

The construction of a barrier-free fire hall in Princeton is to be completed.

### **Princeton Park**

Accessible pathway to be constructed in the Princeton Park leading to the multi-purpose pad. This will assist wheelchairs and other mobility aid devices in gaining access to a hard-surface recreation pad with the opportunity to play multiple sports.

### **Township Village Sidewalks**

The Township is committed to continue removing snow and applying salt to melt ice on all the sidewalks in the villages of Bright, Drumbo, Plattsville and Princeton.

## **Other Requirements Reporting**



The Township of Blandford-Blenheim is committed to continue filing annual accessibility compliance reports, as required.

DRAFT

## Review and Monitoring

The Multi-Year Accessibility Plan will be reviewed and updated at least once every five years. An annual status report will be completed to document the progress and measures taken to implement the Township of Blandford-Blenheim's strategy and meet the requirements of the Integrated Accessibility Standards Regulation.

## Feedback

The Township of Blandford-Blenheim welcomes public input as feedback helps to identify areas where changes need to be considered and ways in which the Township can improve facilities, products and services. Should a member of the public wish to provide feedback, comments or suggestion please contact the Clerks Department in the Administration Office at [generalmail@blandfordblenheim.ca](mailto:generalmail@blandfordblenheim.ca) or 519-463-5347 or toll-free at 1-800-410-6882.

## Availability of the Plan

The Multi-Year Accessibility Plan will be made available through:

Website:

This Plan can be accessed through the Township of Blandford-Blenheim's website.  
<http://www.blandfordblenheim.ca/Accessibility>

Hard Copy:

The Plan may be accessed at Township of Blandford-Blenheim Administration Office:  
47 Wilmot Street South, Drumbo, ON, N0J 1G0

## Contact Information

For more information, contact the Township of Blandford-Blenheim Clerks Department:

519-463-5347 | 1-800-410-6882 | [generalmail@blandfordblenheim.ca](mailto:generalmail@blandfordblenheim.ca)

Township of Blandford-Blenheim Clerks Department  
47 Wilmot Street South, Drumbo, ON, N0J 1G0

Manager of THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2405 -2023**

Being a By-law to appoint Adam Degier as the Manager of Drainage Infrastructure / Drainage Superintendent for the Township of Blandford-Blenheim pursuant to the provisions of the Drainage Act, RSO 1990.

**WHEREAS** Section 95(1) of the Drainage Act, R.S.O. 1990, Chapter D.17 authorizes the council of a local municipality to appoint a Drainage Commissioner and provide for his/her remuneration for the purposes and in the manner set out therein;

**AND WHEREAS** Section 227 of the Municipal Act, 2001 provides for officers and employees of the municipality to implement and carry out Council's decisions, to establish practices and procedures, to provide advice to council on municipal policies and programs, and to carry out duties required by legislation;

**NOW THEREFORE** the Council of the Corporation of the Township of Blandford-Blenheim enacts as follows:

1. That Adam Degier is hereby appointed as the Manager of Drainage Infrastructure / Drainage Superintendent for the Township of Blandford-Blenheim pursuant to the provisions of the Drainage Act, 1990 and shall submit such reports and carry out such other duties as may be required of him/her by Council from time to time.
2. That this By-law shall come into force and take effect on January 1, 2024.

**READ A FIRST AND SECOND TIME THIS 20<sup>th</sup> day of December, 2023.**

**READ A THIRD TIME AND FINALLY PASSED THIS 20<sup>th</sup> day of December, 2023.**

(SEAL)

---

Mark Peterson, Mayor

---

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2406-2023

A By-law to amend Zoning By-Law Number 1360-2002, as amended.

WHEREAS the Municipal Council of the Corporation of the Township of Blandford-Blenheim deems it advisable to amend By-Law Number 1360-2002 as amended.

THEREFORE, the Municipal Council of the Corporation of the Township of Blandford-Blenheim, enacts as follows:

1. That Schedule "A" to By-law Number 1360-2002, as amended, is hereby further amended by changing to 'I' the zone symbol of the lands so designated 'I' on Schedule "A" attached hereto.
2. This By-law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 20<sup>th</sup> day of December, 2023.

READ a third time and finally passed this 20<sup>th</sup> day of December, 2023.

---

Mark Peterson – Mayor

(SEAL)

---

Rodger Mordue, CAO/Clerk

ZN1-23-16

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2406-2023

EXPLANATORY NOTE

The purpose of By-law Number 2406-2023 is to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Institutional Zone (I).' The purpose of the rezoning is to facilitate the construction of a municipal fire hall.

The subject lands are described as Part Lot 13, Concession 1, in the former Township of Blenheim, now in the Township of Blandford-Blenheim. The lands are located on the south side of Township Road 2, between Gobles Road and Main Street North, and are currently not municipally addressed.

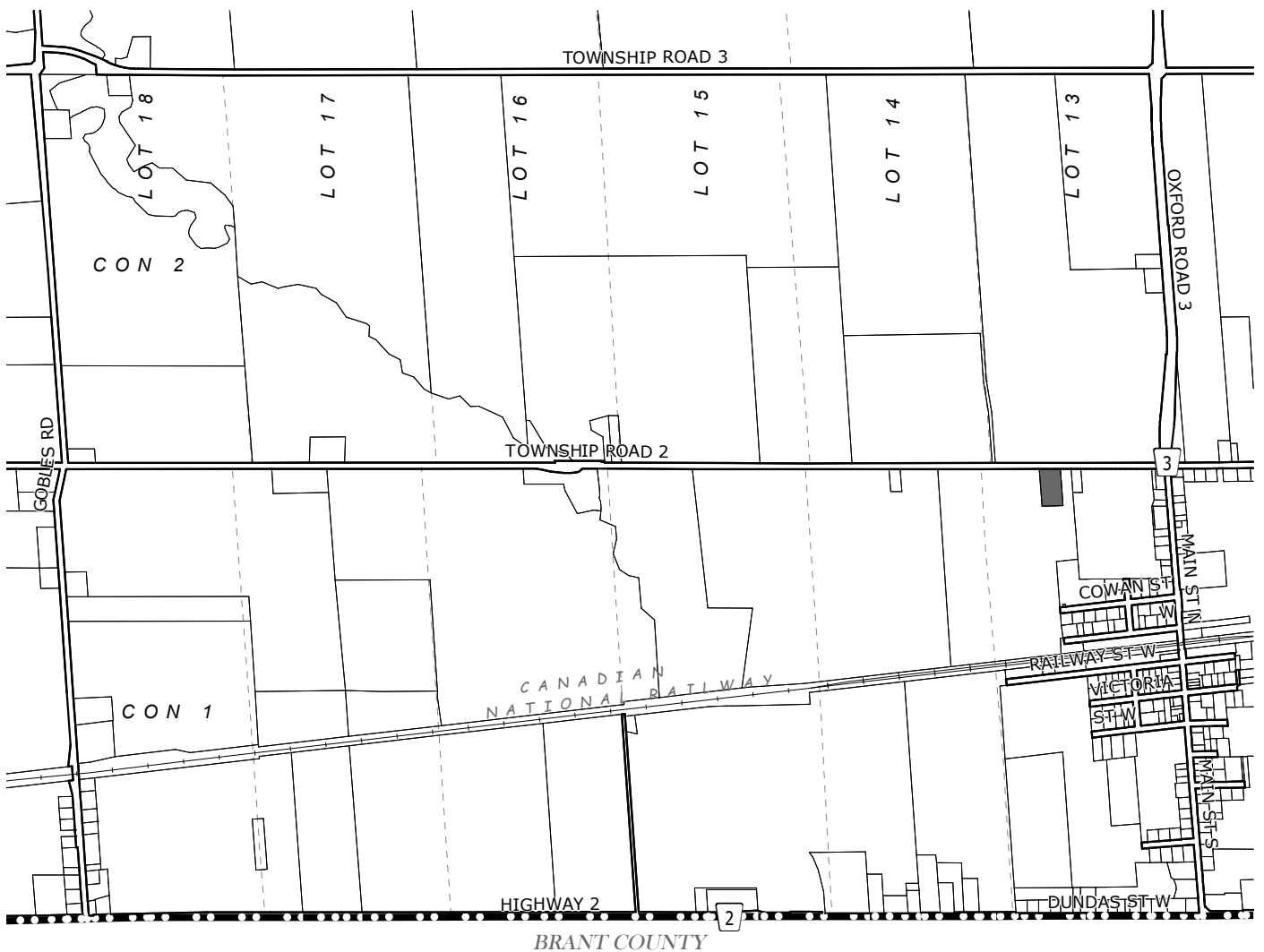
The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2406-2023. The public hearing was held on December 20, 2023 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2406-2023 may contact the undersigned.

Mr. Rodger Mordue, CAO/Clerk  
Township of Blandford-Blenheim  
47 Wilmot Street South  
Drumbo, Ontario  
N0J 1G0

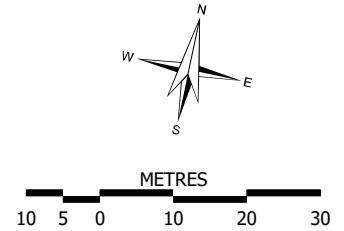
Telephone: 463-5347

# KEY MAP



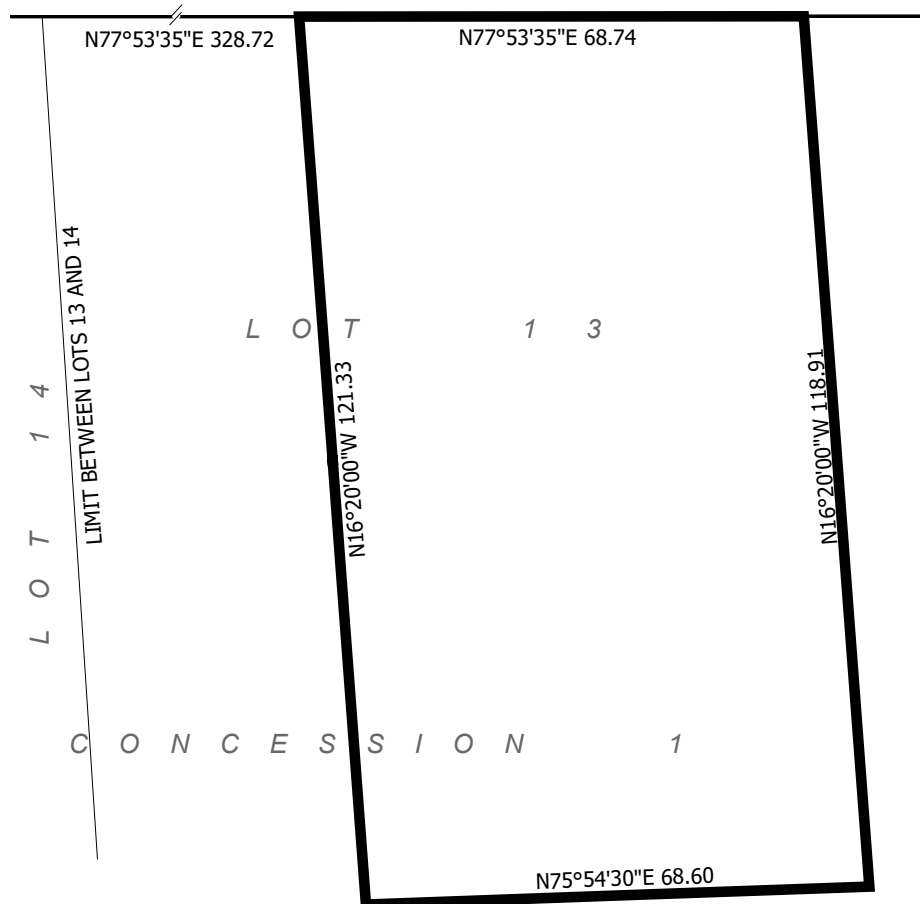
 LANDS TO WHICH BYLAW 2406-2023 APPLIES

**SCHEDULE "A"**  
 TO BY-LAW No. 2406-2023  
 PT LOT 13, CONCESSION 1 (BLENHEIM)  
 PART 1, REFERENCE PLAN 41R-10531  
 TOWNSHIP OF BLANDFORD-BLENHEIM



CONCESSION 2

**TOWNSHIP ROAD 2**



AREA OF ZONE CHANGE TO I

NOTE: ALL DIMENSIONS IN METRES



Produced By The Department of Corporate Services  
 Information Services ©2023

THIS IS SCHEDULE "A"

TO BY-LAW No. 2406-2023, PASSED

THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023

\_\_\_\_\_  
 MAYOR

\_\_\_\_\_  
 CAO/CLERK

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2407-2023

A By-law to amend Zoning By-Law Number 1360-2002, as amended.

WHEREAS the Municipal Council of the Corporation of the Township of Blandford-Blenheim deems it advisable to amend By-Law Number 1360-2002 as amended.

THEREFORE, the Municipal Council of the Corporation of the Township of Blandford-Blenheim, enacts as follows:

1. That Schedule "A" to By-law Number 1360-2002, as amended, is hereby further amended by changing to 'R3-2' the zone symbol of the lands so designated 'R3-2' on Schedule "A" attached hereto.
2. This By-law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 20<sup>th</sup> day of December, 2023.

READ a third time and finally passed this 20<sup>th</sup> day of December, 2023.

---

Mark Peterson – Mayor

(SEAL)

---

Rodger Mordue, CAO/Clerk



ZN1-23-17

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2407-2023

EXPLANATORY NOTE

The purpose of By-law Number 2407-2023 is to rezone the subject lands from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 3 Zone (R3-2).' The purpose of the rezoning is to implement consistent zoning across the entirety of the subject lands.

The subject lands are described as Part Lot 12, Concession 7, Part 1, Plan 41R10420, in the former Blenheim Township, now in the Township of Blandford-Blenheim. The lands are located on the west side Mechanic Street, between Oxford Street East and Jarvis Street.

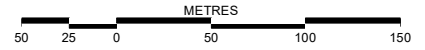
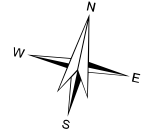
The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2407-2023. The public hearing was held on December 20, 2023 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2407-2023 may contact the undersigned.

Mr. Rodger Mordue, CAO/Clerk  
Township of Blandford-Blenheim  
47 Wilmot Street South  
Drumbo, Ontario  
N0J 1G0

Telephone: 463-5347

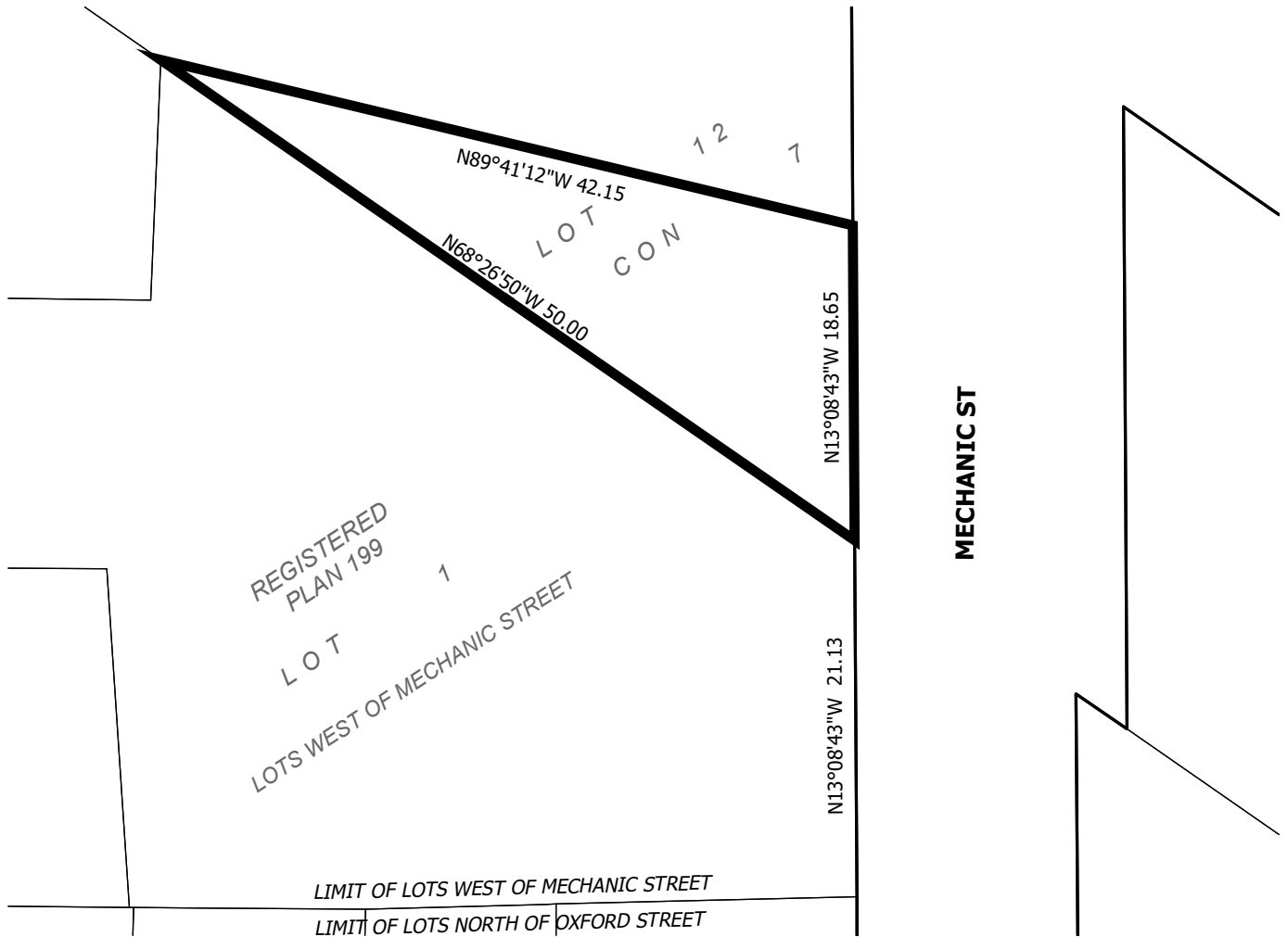
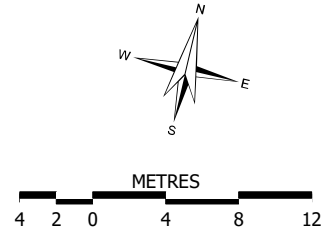
# KEY MAP




 LANDS TO WHICH BYLAW 2407-2023 APPLIES



**SCHEDULE "A"**  
 TO BY-LAW No. 2407-2023  
 PART LOT 12, CONCESSION 7 (BLENHEIM)  
 PART 1, REFERENCE PLAN 41R-10420  
 TOWNSHIP OF BLANDFORD-BLENHEIM



 AREA OF ZONE CHANGE TO R3-2

NOTE: ALL DIMENSIONS IN METRES



Produced By The Department of Corporate Services  
 Information Services ©2023

THIS IS SCHEDULE "A"

TO BY-LAW No. 2407-2023, PASSED

THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023

\_\_\_\_\_  
 MAYOR

\_\_\_\_\_  
 CAO/CLERK

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2408-2023

Being a By-law to confirm the proceedings of Council.

**WHEREAS** by Section 5 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of a municipal corporation are to be exercised by its Council.

**AND WHEREAS** by Section 11 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of every Council are to be exercised by by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Blandford-Blenheim at this meeting be confirmed and adopted by by-law;

**NOW THEREFORE** the Council of the Corporation of the Township of Blandford-Blenheim hereby enacts as follows:

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on December 20<sup>th</sup>, 2023 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the CAO / Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 20<sup>th</sup> day of December, 2023.

By-law read a third time and finally passed this 20<sup>th</sup> day of December, 2023.

---

MAYOR  
MARK PETERSON

---

CAO / CLERK  
RODGER MORDUE