

TOWNSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday, May 17, 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 May 17, 2023 Regular Meeting of Council be adopted.

4. Disclosure of Pecuniary Interest

5. Minutes

a. [May 3, 2023 Minutes of Council](#)

Recommendation:

That the minutes of the May 3, 2023 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

[i. Application for Zone Change – ZN-23-06 \(Boudreau\)](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Wayne & Kim Boudreau whereby the lands described as Part Lot 22, Concession 1 (Blenheim), in the Township of Blandford-Blenheim, are to be rezoned from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-G5)' to permit a garden suite for a temporary time period of ten (10) years from May 17, 2023 to May 17, 2033.

[ii. Application for Zone Change – ZN-23-07 \(Thomas\)](#)

[Township of Blandford-Blenheim Website](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Darren, Kelly & Jason Thomas whereby the lands described as Part Lot 7, Concession 13 (Blenheim), in the Township of Blandford-Blenheim will be amended to permit a Garden Suite on the subject lands for a ten (10) year period from May 17, 2023 to May 17, 2033.

8. Delegations / Presentations

a. [Pamela Antonio and Frank Gross, County of Oxford](#)

Re: Transitioning the Blue Box Program to Extended to Producer Responsibility

b. Angela Bender

Re: Township's Animal Control By-law

9. Correspondence

a. Specific

None.

b. General

[i. AORS – 2023 Annual Trade Show](#)

10. Staff Reports

a. Drew Davidson – Director of Protective Services

[i. FC-23-06 – Monthly Report](#)

Recommendation:

That Report FC-23-06 be received as information.

b. John Scherer – Chief Building Official

[i. CBO-23-05 – Monthly Report](#)

Recommendation:

That Report CBO-23-05 be received as information.

c. Trevor Baer, Manager of Community Services

[i. CS-23-07 – Community Group Fundraising Project – Rubber Playground Flooring](#)

Recommendation:

That Report CS-23-07 be received; and,

That Council approve the project to install rubber flooring in the playground area of the Plattsville Park, funded wholly by donations received; and,

That Council authorize the Township to hold the funds for this project and to issue donation receipts for all donations in excess of \$20 made toward this project.

d. Rodger Mordue, CAO/Clerk

[CAO-23-08 – Flag Protocol Policy Review](#)

Recommendation:

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

That the revised Flag Protocol Policy for the Township of Blandford-Blenheim be adopted; and.

That staff be directed to arrange for the installation of a Community Flag pole at the Township Administration Office.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

16. Motions and Notices of Motion

17. New Business

18. By-laws

[a. 2365-2023, Being a By-law to amend zoning by-law 1360-2002 \(ZN1-23-06 Boudreau\);](#)

[b. 2366-2023, Being a By-law to amend zoning by-law 1360-2002 \(ZN1-23-07 \(Thomas\)\);](#)

[c. 2367-2023, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-laws be now read a first and second time: 2365-2023, 2366-2023, & 2367-2023.

Recommendation:

That the following By-laws be now given a third and final reading: 2365-2023, 2366-2023, & 2367-2023.

19. Other

20. Adjournment and Next Meeting

Wednesday, June 7, 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, June 7, 2023 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, Degier, Harmer, Krug, Matheson, and Mordue.

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 May 3rd, 2023 Regular Meeting of Council be adopted as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

a. April 19th, 2023 Minutes of Council

RESOLUTION #2

Moved by – Councillor Barnes

Seconded by – Councillor Demarest

Be it hereby resolved that the Minutes of the April 19th, 2023 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Public Meetings

None.

8. Delegations / Presentations

None.

9. Correspondence

a. Specific

- i. Drumbo Firefighters Association, Re: Firefighters Co-ed Slo-Pitch Tournament.

RESOLUTION #3

Moved by – Councillor Barnes

Seconded by – Councillor Demarest

Be it hereby resolved that whereas Regulation 389/91 of the Liquor License Act was amended in 2011; and,

Whereas Regulations require that an applicant for a Special Occasion Permit for a Public Event request the municipality to designate the event as an event of municipal significance;

Be it hereby resolved that the Drumbo Firefighters Association June 24, 2023 Tournament at the Drumbo Park be declared an event of municipal significance.

.Carried

- ii. Courtenay Hoytfox, Clerk, Township of Puslinch, Re: Resolution regarding Litter on the Roadside of the 401 Highway.

RESOLUTION #4

Moved by – Councillor Demarest

Seconded by – Councillor Barnes

That Council support the resolution of the Township of Puslinch and request to the Ministry of the Environment, Conservation and Parks mandate a cleanup of litter on the roadside of the 400 series

highways in accordance with the Ministry initiative “Act on Litter Ontario”.

.Carried

b. General

- i. Police Services Board, Township of Blandford-Blenheim, Re: January 25, 2023 Minutes; and,
- ii. David Simpson, Director of Public Works, Oxford County, Re: 2022 Annual Energy Report.

RESOLUTION #5

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. Trevor Baer – Manager of Community Services

- i. CS-23-07 – Monthly Report

RESOLUTION #6

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

That Report CS-23-07 be received as information.

.Carried

b. Jim Borton – Director of Public Works

- i. PW-23-09 – Fuel Management System

RESOLUTION #7

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report PW-23-09 be received for information; and,

And further that Council accept the quote from R.A. Pilkey Service Station Maintenance for the supply and install of a GIR fuel management system at the Drumbo shop and supply and install of a PV 100 Fuel Management system at the Blandford shop.

.Carried

ii. PW-23-10 – Monthly Report

RESOLUTION #8

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report PW-23-10 be received as information.

.Carried

c. Jim Harmer – Drainage Superintendent

i. DS-23-06 – Plattsville SWM Area B

RESOLUTION #9

Moved by – Councillor Banbury
Seconded by – Councillor Young

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

.Carried

ii. DS-23-07 – Monthly Report

RESOLUTION #10

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report DS-23-07 be received as information.

.Carried

d. Drew Davidson – Director of Protective Services

i. FC-23-05 – eDraulic Tools

RESOLUTION #15

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that Council receive Report FC-23-05 as information;

And further that staff be instructed to proceed with the purchase of three sets of battery-operated extrication tools from Code 4 Fire & Rescue.

.Carried

11. Reports from Council Members

Councillor Demarest reported that ROEDC had their meeting hosted in Blandford-Blenheim last Friday. They had a tour of Storm Fisher. Mayor Peterson reported that the blue box program is going to change. The Province is mandating that businesses are going to be responsible for their own recycling. Mayor Peterson reported that the program likely won't be implemented here in Blandford-Blenheim for several years. Mayor Peterson Reported he went to lacrosse game in Plattsville. It was the opener for Wilmot against Fergus, Mayor Peterson was very impressed with the game as well as the turn out for the game.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

None.

16. By-laws

- a. 2363-2023, Being a by-law to provide for the adoption of budgetary estimates and tax rates for 2023, and to further provide for penalty and interest in default of payment;
- b. 2364-2023, Being a By-law to confirm the proceedings of Council.

RESOLUTION #16

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: 2356-2023, 2357-2023, 2363-2023, 2064-2023.

.Carried

RESOLUTION #17

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: 2356-2023, 2357-2023, 2363-2023, 2064-2023.

.Carried

17. Other Business

None.

18. Adjournment and Next Meeting

RESOLUTION #18

Moved by – Councillor Young
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 4:39 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Thursday, May 11th, 2023 at 7:00 p.m. for the Blandford-Blenheim Community Connect.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue CAO / Clerk
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

ZN 1-23-06 – Wayne & Kim Boudreau

REPORT HIGHLIGHTS

- The Application for Zone Change proposes to rezone the subject lands from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Zone (RE-G5)' to permit a garden suite on the subject lands for a temporary time period.
- Planning staff are recommending that the garden suite be permitted for a temporary period of ten (10) years as the proposal appears to be consistent with the Provincial Policy Statement and generally maintains the intent and purpose of the Official Plan.

DISCUSSION

Background

APPLICANTS/OWNERS: Wayne & Kim Boudreau
686371 Highway 2, Princeton, ON N0J 1V0

LOCATION:

The subject lands are described as Part Lot 22, Concession 1 (Blenheim), Township of Blandford-Blenheim. The property is located on the north side of Highway 2, between Oxford Road 22 and Gobles Road, and is municipally addressed as 686371 Highway 2.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "B-1"	Township of Blandford-Blenheim Land Use Plan	Agricultural Reserve & Open Space
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TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW:

Existing Zoning: 'Residential Existing Lot Zone (RE)'

Proposed Zoning: 'Special Residential Existing Lot Zone (RE-G5)'

PROPOSAL:

The Application for Zone Change proposes to rezone the subject lands from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone' (RE-G5) to permit a garden suite for a period of ten (10) years. As shown on Plate 3, the applicants propose to locate the garden suite to the west of the existing single detached dwelling on the lands.

The subject lands are approximately 0.4 ha (1 ac) in size. The lands contain an existing single detached dwelling (circa 1966) with an approximate area of 96.6 m² (1,040 ft²), a gazebo approximately 13.3 m² (144 ft²) in size, a shed approximately 13.3 m² (144 ft²) in size, a detached garage/shop approximately 96.6 m² (1,040 ft²), and a well and private septic system. Surrounding uses are predominately agricultural.

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

Plate 2, Aerial Photography (2020), provides an aerial view of the subject lands and surrounding area.

Plates 3, Applicants' Sketch, depicts the configuration and location of the existing structures and proposed garden suite as provided by the applicants.

Application Review

2020 Provincial Policy Statement (PPS)

Section 2.3 of the PPS directs that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses include agricultural uses, agriculture-related uses, and on-farm diversified uses. All types, sizes, and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards. New land uses, including the creation of new lots, shall comply with the Minimum Distance Separation formulae (MDS I).

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 1.1.1 also recognizes that accommodating an appropriate affordable and market-based range and mix of residential types, which includes additional residential units, is required for sustaining healthy, liveable and safe communities.

Official Plan

The majority of the subject lands are located within the 'Agricultural Reserve' designation according to the Township of Blandford-Blenheim Land Use Plan in the Official Plan. A small portion of the lands are also located within the 'Open Space' designation, however, the garden suite is proposed to be located entirely within the 'Agricultural Reserve' designation.

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. Additional dwelling units in the form of temporary dwellings (mobile homes or modular dwellings) may be permitted on the farm unit with Council approval.

Prior to permitting a garden suite, an amendment to the Zoning By-law is required and the consideration of the dwelling unit will be subject to the following criteria:

- The garden suite can be accommodated using private services;
- The proposal is compatible with the surrounding area and able to satisfy the Minimum Distance Separation Formula I (MDS I);
- The subject property is suitable for an additional temporary dwelling unit with respect to relevant zone provisions;
- The garden suite will generally use the existing road access; and,
- The garden suite will not be located to the front of the principal dwelling on the lot.

Garden suites are intended to be temporary in nature and as such, consent to sever a surplus garden suite will not be permitted by the County Land Division Committee.

Zoning By-law

The subject lands are currently zoned 'Residential Existing Lot Zone (RE)' according to the Township of Blandford-Blenheim Zoning By-law, which permits a single detached dwelling and a garden suite in accordance with Section 5.11 of the Township's Zoning By-law. The provisions of Section 5.11 (Garden Suites) further require the owner to secure approval of the appropriate zoning prior to establishing the temporary use.

Occupancy is limited to the retired parents or grandparents of the lot owner or lot owner's spouse, or a retiring lot owner, provided that the main dwelling is occupied by the son, daughter or grandchild of the retiring lot owner. In addition, garden suites are permitted to a maximum gross ground floor area of 140 m² (1,506 ft²), and shall satisfy MDS requirements, or not further reduce an existing insufficient setback.

Agency Comments

The Township Drainage Superintendent, the Township Director of Protective Services, the Oxford County Public Works Department, Canada Post, and the Grand River Conservation Authority (GRCA) have indicated no concerns or objections regarding the proposed zoning amendment.

Public Consultation

Notice of the proposal was provided to the public and surrounding land 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

Section 39.1 of the Planning Act allows municipalities to permit garden suites as temporary residential uses for up to twenty (20) years. Additionally, Section 39.1(4) specifies that Council may grant further extensions of not more than three (3) years, if so requested. To maintain consistency throughout the Township and previous garden suite approvals granted by Township Council, staff are recommending that the proposed garden suite be permitted on the subject lands for a period of ten (10) years, being May 17, 2023 to May 17, 2033.

With regard to the Provincial Policy Statement, staff are satisfied that the proposed garden suite will not hinder surrounding agricultural uses.

The applicants are proposing to locate the garden suite to the west of the existing dwelling and would be situated 3 m (10 ft) further back from the front lot line than the existing single detached dwelling. The proposed garden suite would be accessed by the existing driveway from Highway 2. Given this, staff are satisfied that the proposal is in keeping with the policy direction of the Official Plan.

The zoning provisions of the RE zone state that the lot area and lot frontage existing at the time of the passing of the Zoning By-law shall be deemed to be the required minimums. Further to this, the proposed location of the garden suite will meet the required setbacks as set out in the RE zone provisions.

The applicants have indicated that the garden suite will be occupied by one of the landowners' parents while the existing single detached dwelling will continue to be occupied by the landowners. The garden suite will have a gross floor area of approximately 49 m² (528 ft²), which would comply with the permitted maximum ground floor area of 140 m² (1,506 ft²), and no further zoning relief is being requested. Planning staff are of the opinion that that the size of the garden suite will be adequate for habitation and will remain secondary to the existing single detached dwelling.

Planning staff are satisfied that the proposal to permit the garden suite will maintain the intent of the Provincial Policy Statement and the Official Plan and staff are supportive of the applicants' request to permit the garden suite on the subject lands for a period of up to ten (10) years.

RECOMMENDATIONS

It is recommended that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Wayne & Kim Boudreau, whereby the lands described as Part Lot 22, Concession 1 (Blenheim), Township of Blandford-Blenheim are to be rezoned from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-G5)' to permit a garden suite for a temporary time period of ten (10) years from May 17, 2023 to May 17, 2033.

SIGNATURES

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

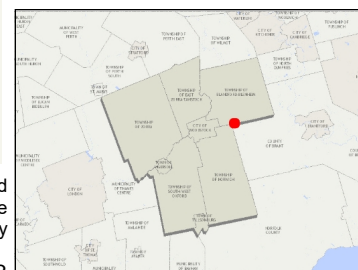
Approved for submission: *original signed by* Gordon K. Hough, RPP
Director



Legend

- 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



0 102 205 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

March 31, 2023



Legend

Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

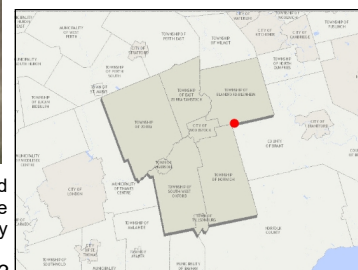
Zoning Floodlines

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



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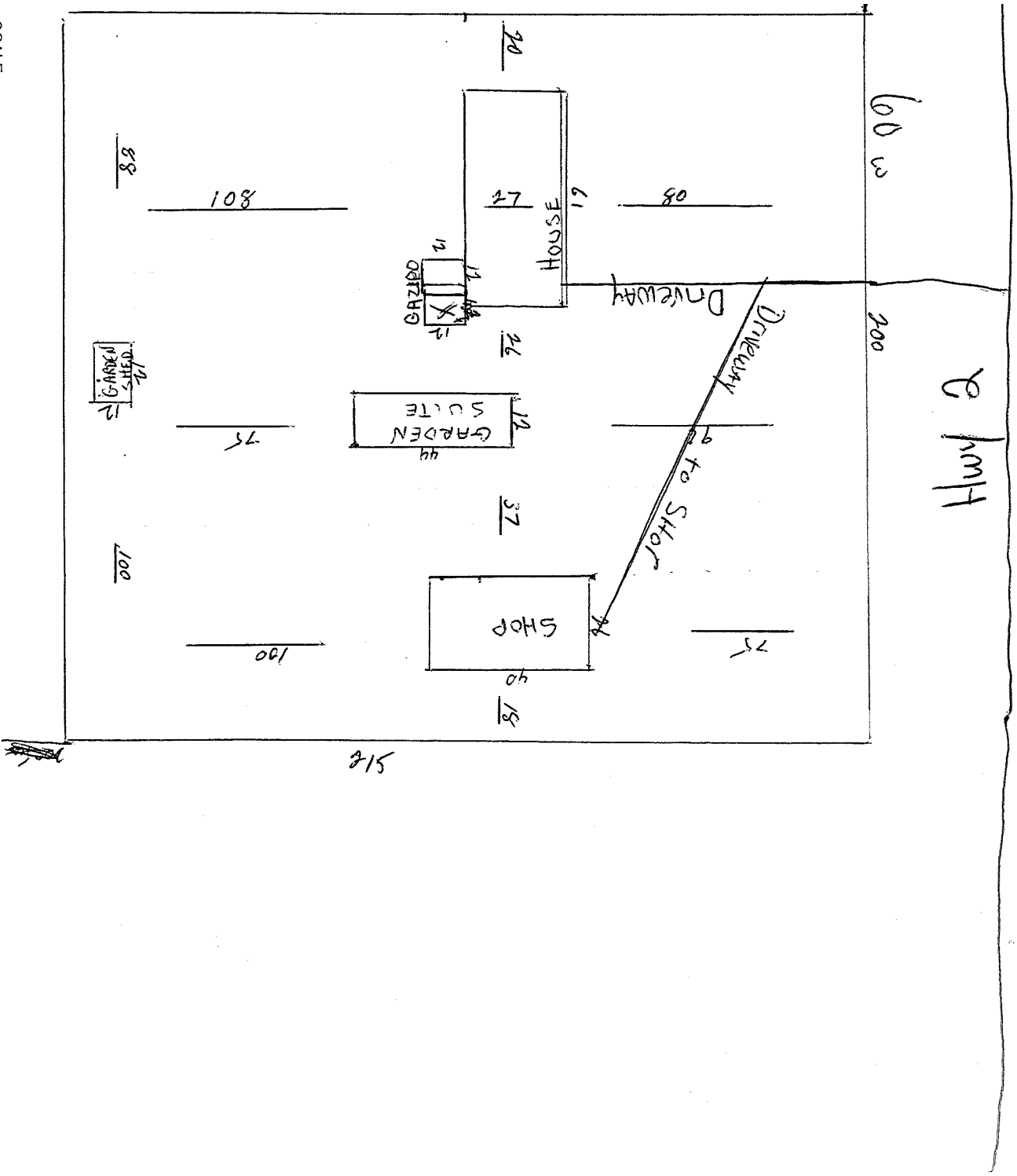
May 5, 2023

SKETCH/SITE PLAN

USE THIS PAGE FOR SKETCH (OR SURVEY PLAN IF AVAILABLE) AND ATTACH TO THE APPLICATION FORM.
 WITHOUT SKETCH OR SURVEY PLAN, THE APPLICATION WILL NOT BE PROCESSED.
 SKETCH OR SURVEY PLAN MUST CONTAIN THE INFORMATION SET OUT IN ITEM 5 OF THE ZONE CHANGE APPLICATION GUIDE.

b.l.

Proposed site plan for Garden Suite
 At 686371 Hwy 2, Princeton Ont N0S1W0
 Wayne & Kim Boudreau



SCALE: _____

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

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change

ZN1-23-07 – Darren, Kelly, & Jason Thomas

REPORT HIGHLIGHTS

- The Application for Zone Change proposes a text amendment to the 'Special General Agricultural Zone (A1-G1)' to permit the continued use of a garden suite on the subject lands for a temporary time period.
- A garden suite was previously approved on the subject lands from September 15, 2010 to September 15, 2020.
- Planning staff are recommending that the garden suite be permitted for a temporary period of ten (10) years as the proposal appears to be consistent with the Provincial Policy Statement and generally maintains the intent and purpose of the Official Plan.

DISCUSSION

Background

APPLICANTS/OWNERS: Darren, Kelly, & Jason Thomas
936715 Blenheim Road, Blandford-Blenheim, ON N0J 1B0

LOCATION:

The subject lands are described as Part Lot 7, Concession 13 (Blenheim), now in the Township of Blandford-Blenheim. The lands are located on the northwest corner of the Blenheim Road and Oxford Road 8, and are municipally known as 936715 Blenheim Road.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "B-1"	Township of Blandford-Blenheim	Agricultural Reserve & Open Space
	Land Use Plan	

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

Existing Zoning: Special General Agricultural Zone (A1-G1)

Proposed Zoning: Same with extended time period for a garden suite

PROPOSAL:

For Council's information, a Zone Change Application (ZN1-10-08) was approved by Township Council in 2010 to permit a garden suite on the subject lands for a period of ten (10) years from September 15, 2010 to September 15, 2020.

The subject Application for Zone Change proposes a text amendment to the 'Special General Agricultural Zone (A1-G1)' to permit the existing garden suite on the subject lands for a ten (10) year period, from May 17, 2023 to May 17, 2033. Staff note that the application represents a new request for a garden suite rather than an extension in technical terms as time period for the initial allowance of a garden suite has expired.

The subject lands are approximately 1.4 ha (3.5 ac) in area. The lands contain an existing single detached dwelling (circa 1908) and a number of accessory buildings, in addition to the garden suite that was approved in 2010. Surrounding uses are predominately agricultural.

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 location of the existing garden suite and the other existing buildings and structures.

Application Review

2020 Provincial Policy Statement

Section 2.3 of the PPS directs that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses include agricultural uses, agriculture-related uses, and on-farm diversified uses. All types, sizes, and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards. New land uses, including the creation of new lots, shall comply with the Minimum Distance Separation formulae (MDS I).

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 1.1.1 also recognizes that accommodating an appropriate affordable and market-based range and mix of residential types, which includes additional residential units, is required for sustaining healthy, liveable and safe communities.

Official Plan

The majority of the subject lands are located within the 'Agricultural Reserve' designation according to the Township of Blandford-Blenheim Land Use Plan in the Official Plan. A small portion of the lands are also located within the 'Open Space' designation, however, the location of the existing garden suite is located entirely within the 'Agricultural Reserve' designation.

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. Additional dwelling units may be permitted on the farm unit in the form of temporary dwellings (mobile homes or modular dwellings) with Council approval.

Prior to permitting a garden suite, an amendment to the Zoning By-law is required. The zone change will be subject to the following criteria:

- The garden suite can be accommodated using private services;
- The proposal is compatible with the surrounding area and able to satisfy the Minimum Distance Separation Formula I (MDS I);
- The subject property is suitable for an additional temporary dwelling unit with respect to relevant zone provisions;
- The garden suite will generally use the existing road access; and,
- The garden suite will not be located to the front of the principal dwelling on the lot.

Garden suites are intended to be temporary in nature and as such, consent to sever a surplus garden suite will not be permitted by the County Land Division Committee.

Township of Blandford-Blenheim Zoning By-law

The subject lands are currently zoned 'Limited Agricultural Zone (A1-G1)' according to the Township of Blandford-Blenheim Zoning By-law, which permits a single detached dwelling accessory to a farm and a garden suite in accordance with Section 5.11 of the Township's Zoning By-law. A Zone Change Application (ZN1-10-08) was approved by Township Council in 2010 to permit a garden suite on the subject lands for a period of ten (10) years from September 15, 2010 to September 15, 2020. As the timeframe in which the garden suite was permitted has now lapsed additional approval by Township Council is required.

The provisions of Section 5.11 (Garden Suites) further require the owner to secure approval of the appropriate zoning prior to establishing the temporary use.

Occupancy is limited to the retired parents or grandparents of the lot owner or lot owner's spouse, or a retiring lot owner, provided that the main dwelling is occupied by the son, daughter or grandchild of the retiring lot owner. In addition, garden suites are permitted to a maximum gross ground floor area of 140 m² (1,506 ft²), and shall satisfy MDS requirements, or not further reduce an existing insufficient setback.

Agency Comments

The Township Drainage Superintendent, the Township Director of Public Works, the Oxford County Public Works Department, and the Grand River Conservation Authority (GRCA) 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

Section 39.1 of the Planning Act allows municipalities to permit garden suites as temporary residential uses for up to twenty (20) years. Additionally, Section 39.1(4) specifies that Council may grant further extensions of not more than three (3) years, if so requested. Staff note that the application represents a new request for a garden suite rather than an extension in technical terms as time period for the initial allowance of a garden suite has expired. To maintain consistency throughout the Township and previous garden suite approvals granted by Township Council, staff are recommending that the proposed garden suite be permitted on the subject lands for a period of ten (10) years, being May 17, 2023 to May 17, 2033.

With regard to the Provincial Policy Statement, staff are satisfied that the continued existence of the garden suite will not hinder surrounding agricultural uses.

The garden suite was initially requested in 2010 with the purpose of being occupied by the parents of the landowner, while the main dwelling would be occupied by the landowner, which would continue to be the case. The garden suite was proposed to make use of the existing driveway access, which would also continue to be the case.

The applicants are proposing to retain the garden suite in its current location to the north of the single detached dwelling on-site, which is setback approximately 20 m (65.6 ft) from the single detached dwelling. Garden suites are generally required to be located no closer to the front lot line than the main dwelling and the current location complies with this requirement. Staff continue to be of the opinion that the current location is satisfactory and generally conforms to the policies of the Official Plan.

Planning staff are satisfied that the proposal to retain the existing garden suite continues to maintain the intent of the Provincial Policy Statement and the Official Plan and staff are supportive of the applicant's request to permit the garden suite on the subject lands for a period of ten (10) years, subject to the appropriate extensions.

RECOMMENDATIONS

It is recommended that the Council of the Township of Blandford-Blenheim approve the Zone Change Application submitted by Darren, Kelly & Jason Thomas, whereby the zoning affecting lands described as Part Lot 7, Concession 13 (Blenheim), Township of Blandford-Blenheim will be amended to permit a Garden Suite on the subject lands for a ten (10) year period from May 17, 2023 to May 17, 2033.

SIGNATURES

Authored by: *original signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission: *original signed by*

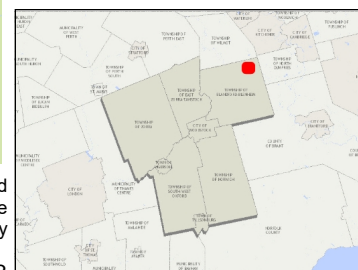
Gordon K. Hough, RPP
Director



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

May 8, 2023



Legend

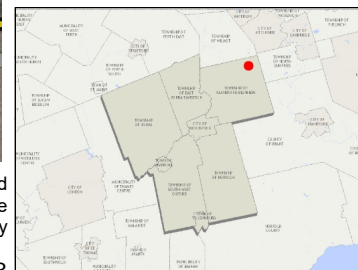
Parcel Lines

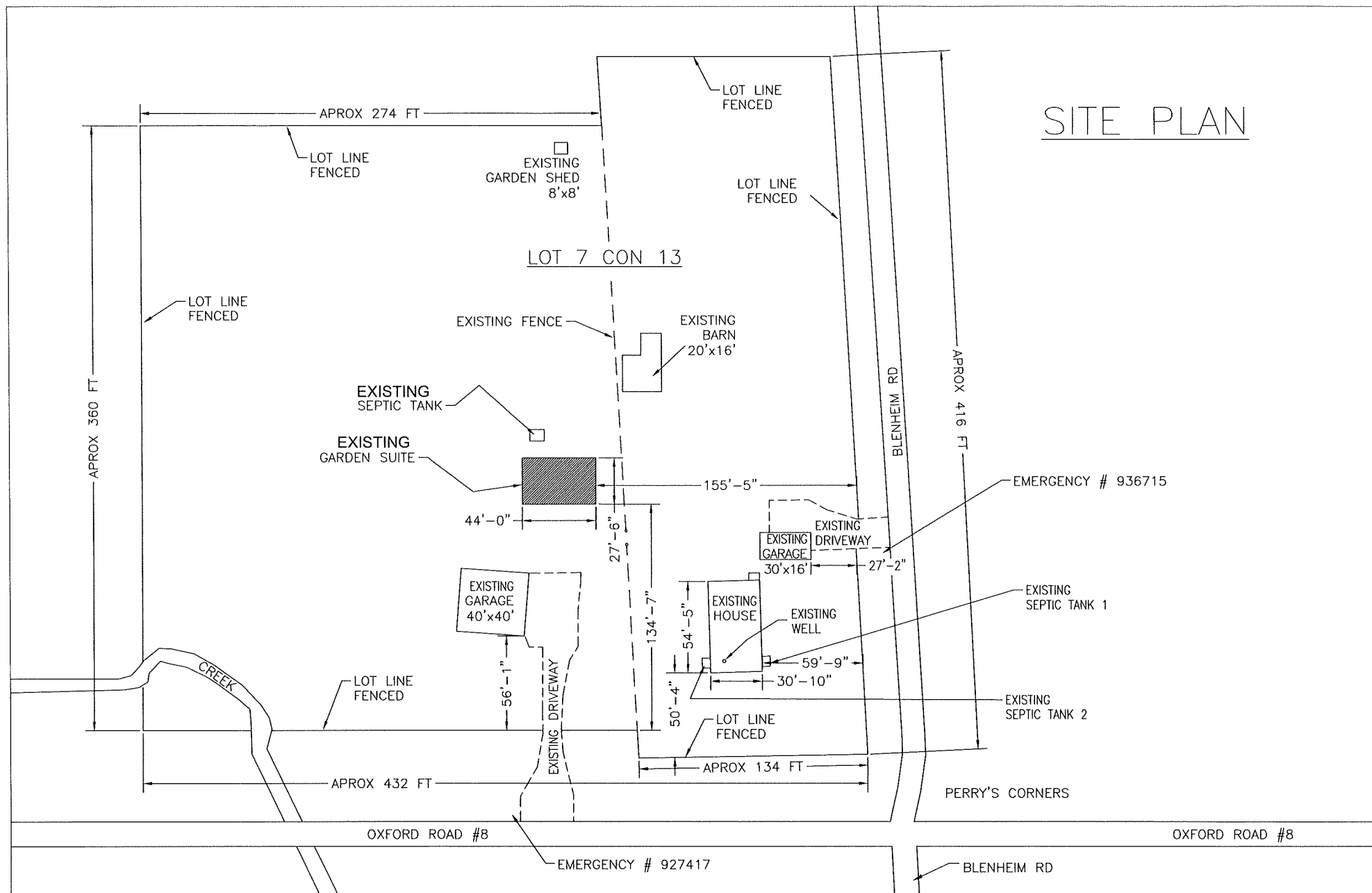
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

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







Transitioning the Blue Box Program to Extended Producer Responsibility - Update

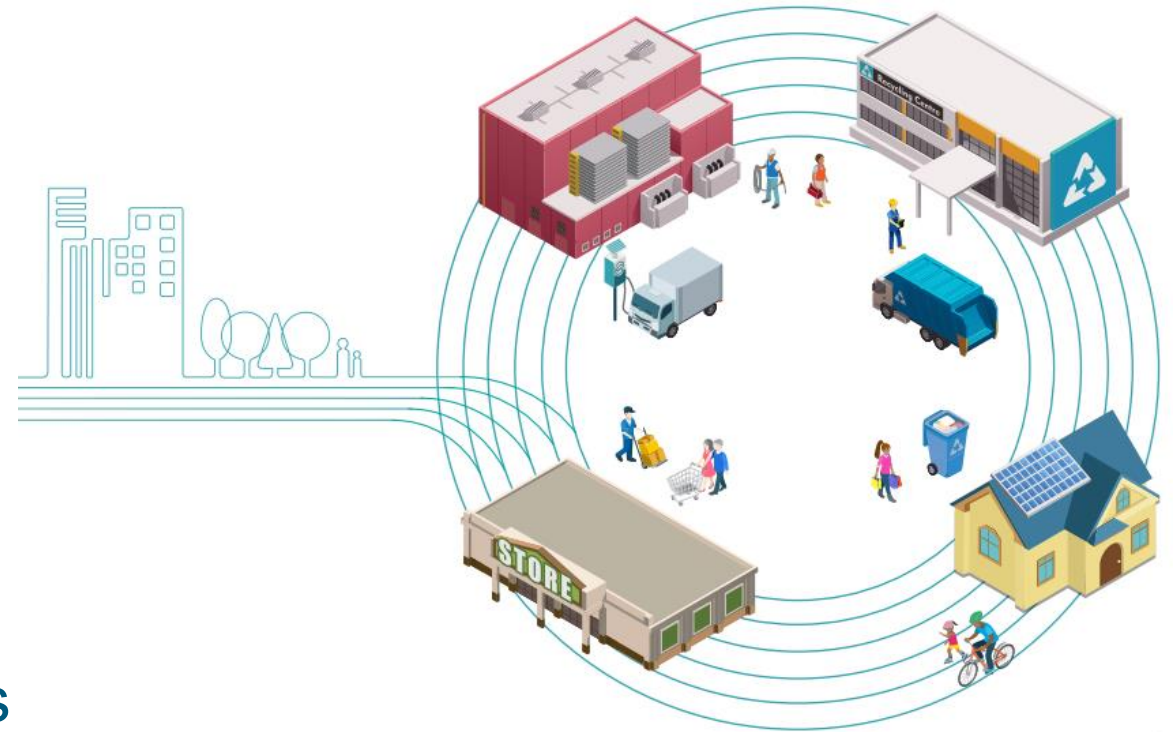
Township of Blandford-Blenheim
Meeting of Council

May 17, 2023

Transforming Waste in Ontario

Provincial Goals and Objectives

- Transform the existing waste diversion framework to support Ontario's vision of a **circular economy**
- **Circular Economy** aims to eliminate waste, not just from recycling processes, but throughout the lifecycles of products
- ***Producers*** will be fully responsible for end-of-life management of the paper products and packaging material produced

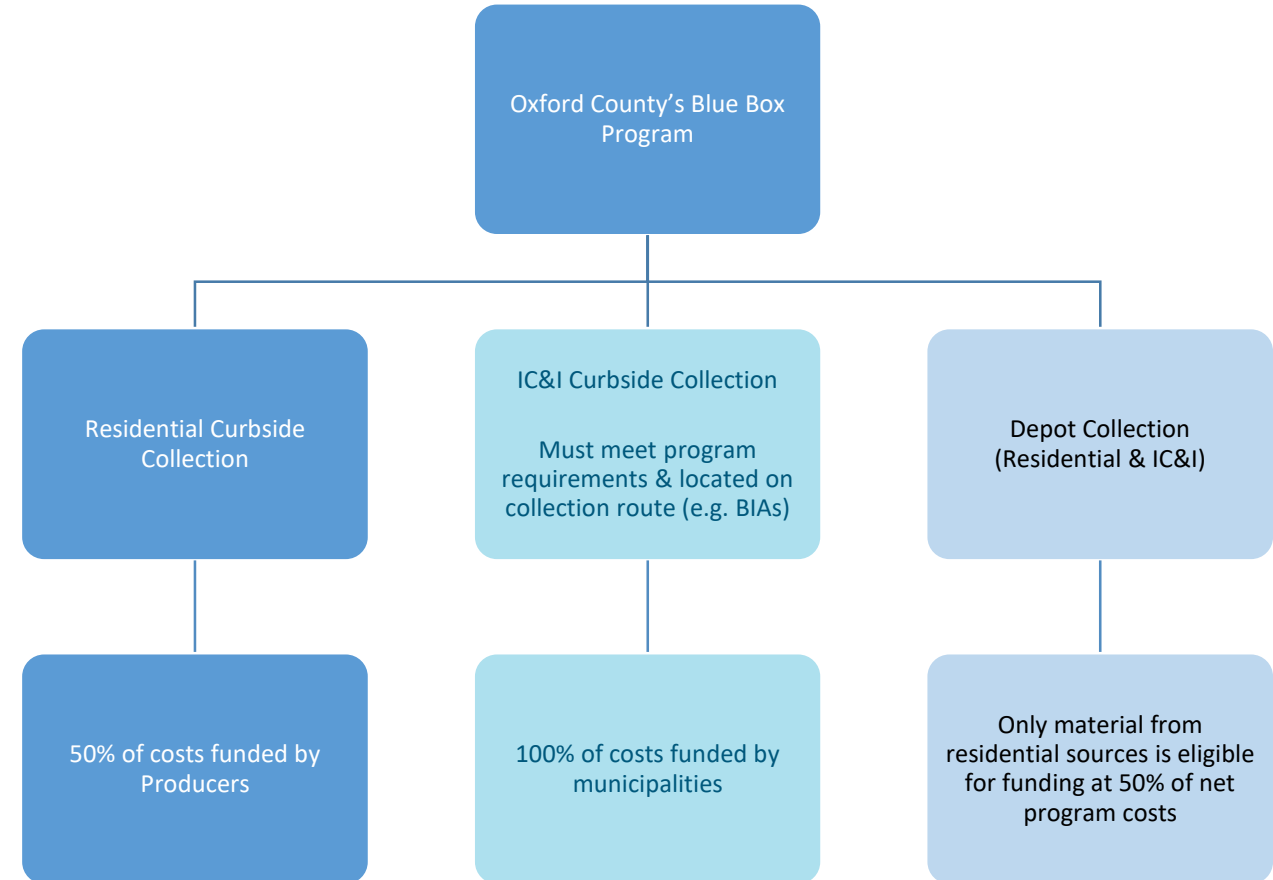


New Blue Box Regulation

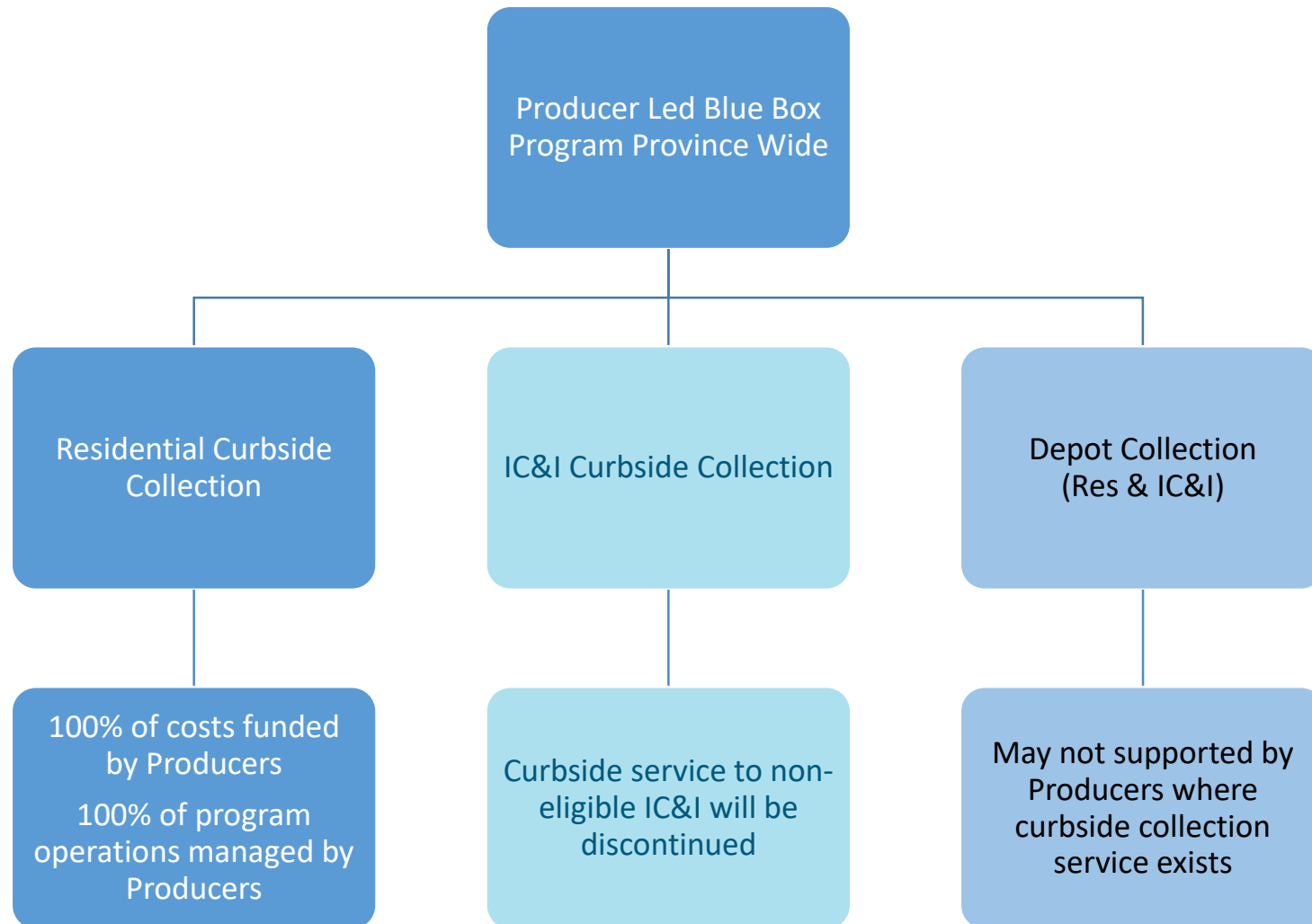
- As of January 1, 2026, *Producers* will become fully accountable and financially responsible for collecting and recycling their Blue Box materials when consumers discard them
- Province-wide common collection system for Blue Box Materials
- Municipalities and First Nation communities will start transitioning their Blue Box programs starting July 1, 2023 through to December 31, 2025
- As of January 1, 2026, municipalities are no longer be responsible for the Blue Box program
 - Result = Net annual savings of ~\$2 million for the County

Current Blue Box Program

- Mandates *municipalities* operate, and maintain a blue box waste management system for populations of at least 5,000
- **Provides service to residential sources** including multi-residential buildings
- 50% of municipal net Blue Box program costs funded by *Producers*
- The collection and processing of blue box materials from non-residential sources (IC&I) does not qualify for program funding – **100% of the costs incurred by the municipality**



Transitioned Blue Box Program (begins January 1, 2026)



- Only residential sources, public spaces and eligible IC&I sources (**schools, not-for profit long-term care and retirement facilities**) will receive collection
- 100% of all collection, processing, and program management costs for program eligible sources covered by the *Producers*
- *Producers* are required to meet reduction, reuse, and recycling targets as well as service standards and promotion and education requirements

Designated Materials



Pre-Transition: Shared Industry Funding

Post-Transition: Producer Responsibility

Designated Materials

All of these:



Aluminum cans



Glass bottles & cans



PET plastic bottles



Steel cans



Newsprint

for food and beverages

At least two of these:



Aluminum foil



Boxboard & paperboard



Cardboard



Polystyrene containers & packing materials



Office paper



Polycoat cartons



Magazines



Paper cups & plates



Plastic film



Rigid plastic containers (HDPE, PS)



Telephone Directories



Textiles

Varies by Municipality

([O. Reg 101/94: Schedule 1](#))

Packaging, Paper Products, & Packaging-like products:



✓ Typical "blue box packaging" items, made of paper, glass, metal or plastic



✓ Printed and un-printed paper (newspaper, magazines, flyers, office paper)



✓ Single-use products used for consumption (e.g., straws, cutlery, plates, coffee cups)

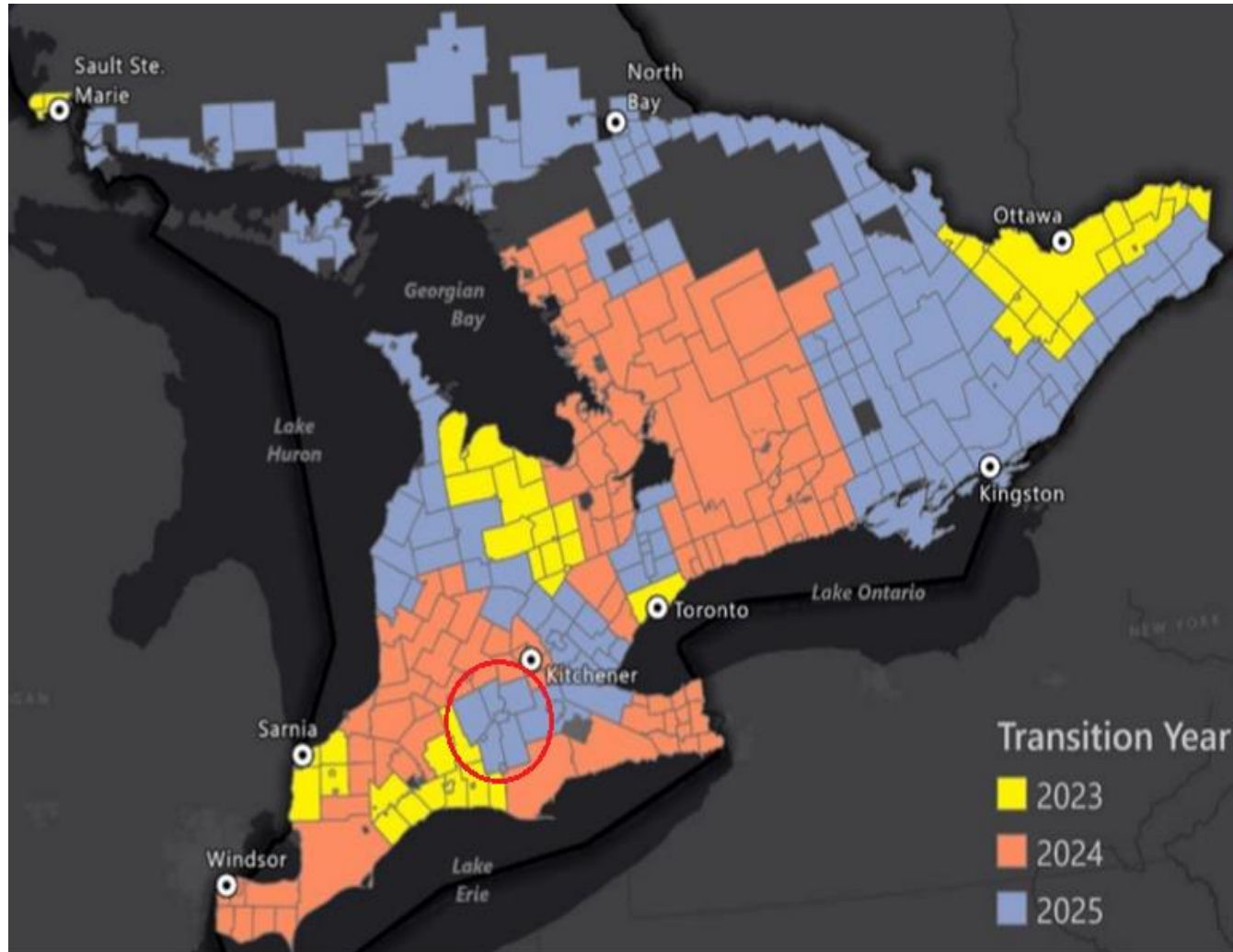


✓ Single-use products used for containment (e.g., aluminum foil, plastic bag)

Consistent across the Province

([O. Reg 391/21 s. 2](#))

EPR Blue Box Transition Timeline



First Group of Municipalities (67)

- Transition July 1, 2023

Second Group of Municipalities (127)

- Transition 2024

Third Group of Municipalities (182)

- Transition 2025
- **Oxford County – Dec 31, 2025 ***

* Includes recycling program services provided by SWOX and Woodstock under service contract to the County

During the Transition Period (July 1, 2023 to December 31, 2025)

- County continues as the Waste Management Authority for all Area Municipalities, coordinates and/or contracts out all eligible Blue Box Program services
- County will continue to receive Blue Box program funding of approximately 50% until the end of 2025
- County to continue to report to Resource Productivity & Recovery Authority (RPRA) on County and contracted Blue Box programs.



Transitioning the Blue Box Program to EPR

- *Producers* can independently fulfill their new EPR requirements or contract to a *PRO* to manage their blue box responsibilities under the New Blue Box Regulation
- A *PRO* represents one or more *Producers* and carries out Blue Box services such as:
 - Arranging, establishing or operating a promotion and education system
 - Arranging, establishing or operating a collection or management system
 - Provide customer service support for curbside collection operations
 - Provision of blue box containers
 - Representing producer(s) for other purposes related to O. Reg. 391/21

Circular Materials (CM)

- A national *PRO* supporting *Producers* to meet their EPR regulatory obligations
- CM was selected as the administrator of the common collection system
- Other *PROs* may come forward to oversee the common processing systems

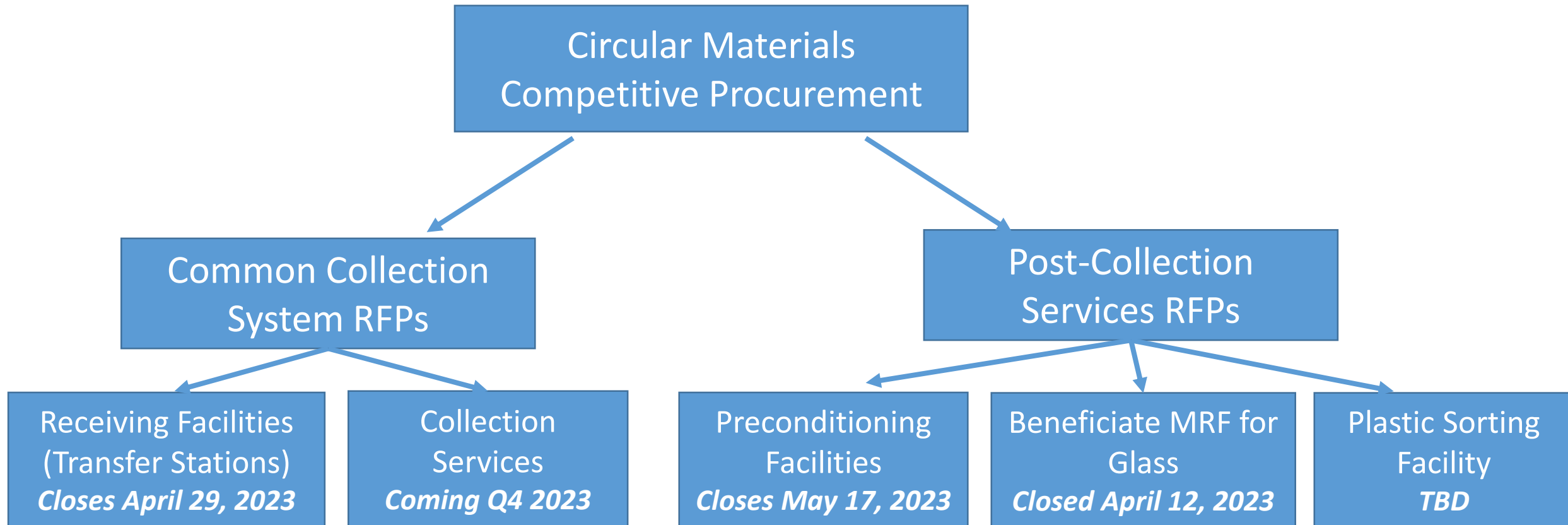
Founders

- Founded by 17 of Canada's leading food, beverage and consumer product manufacturers, restaurants and retailers
- Represents over 66% of Blue Box tonnage supplied to consumers in Ontario in 2020












Procurement Process During the Transition Period

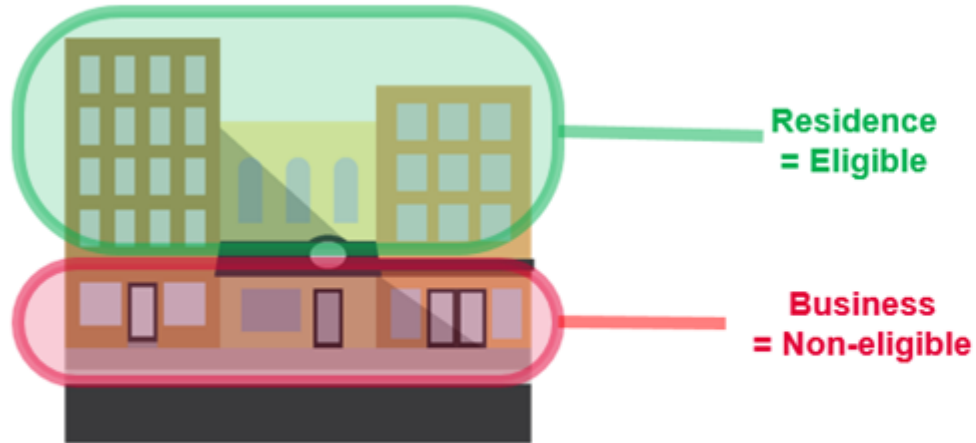
(July 1, 2023 to December 31, 2025)



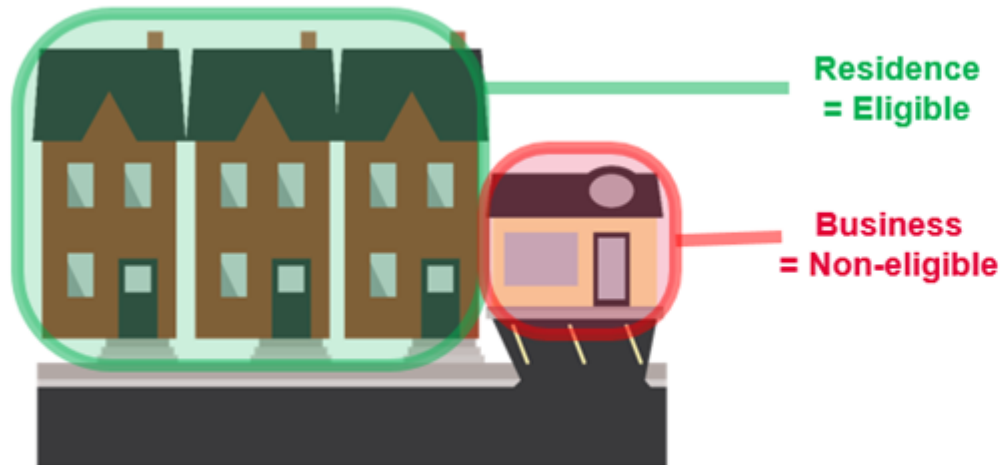
Transitioned Program: Non-Eligible Sources

CIF Existing Program	Transitioned Program
Sources	
	   <p data-bbox="1727 668 1982 729">Industrial or commercial properties</p> <p data-bbox="2104 668 2257 729">Not-for-profit organizations</p>
<p data-bbox="180 939 1161 1100">Select IC&I properties located on a route, meeting residential program requirements can participate in the curbside program</p> <p data-bbox="147 1110 1200 1272">Funding for this service = blue box revenue sales and tax levy (not eligible for Blue Box funding)</p>	   <p data-bbox="1345 1011 1696 1072">Municipal buildings or facilities (e.g., libraries, arenas)</p> <p data-bbox="1803 1011 1905 1039">Daycare</p> <p data-bbox="2130 1011 2237 1072">Places of worship</p>   <p data-bbox="1498 1300 1798 1386">Campgrounds and trailer-parks (without permanent or seasonal households)</p> <p data-bbox="1888 1329 2109 1358">Commercial Farms</p>

Transitioned Program - Non-Eligible Sources Embedded Along Collection Routes



Mixed Use Properties



Commercial buildings along residential

There are some properties that have both eligible and non-eligible materials. Non-eligible sources need to be separated from residential collection and serviced in an alternative way in 2026.

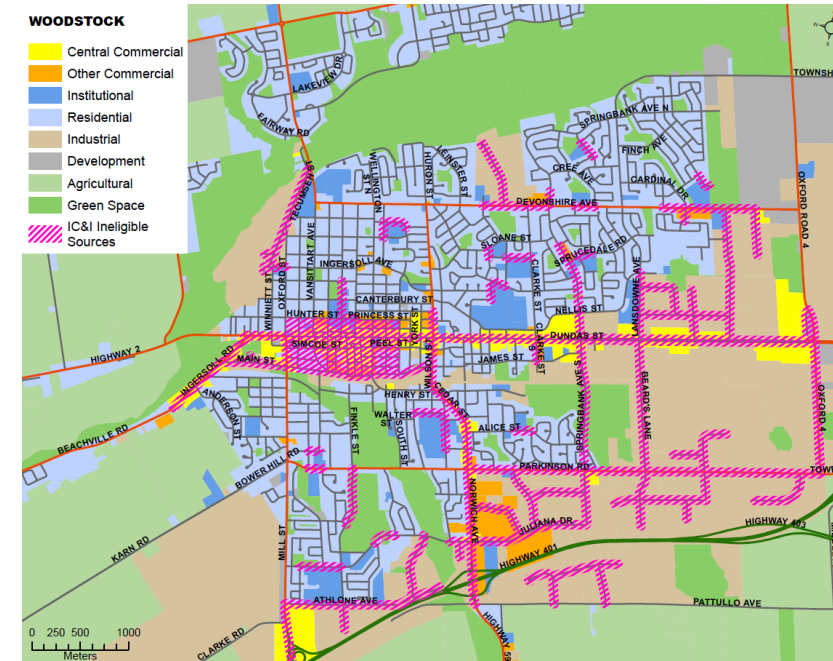
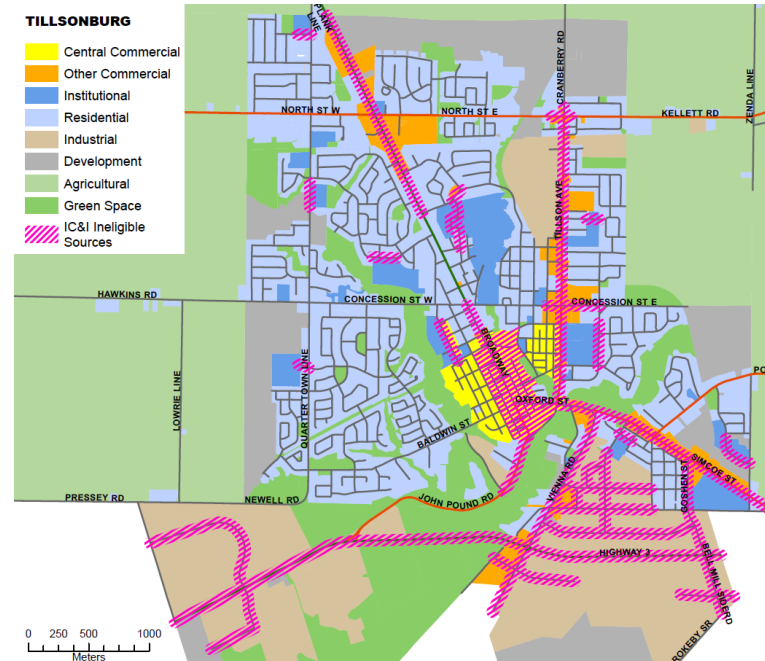
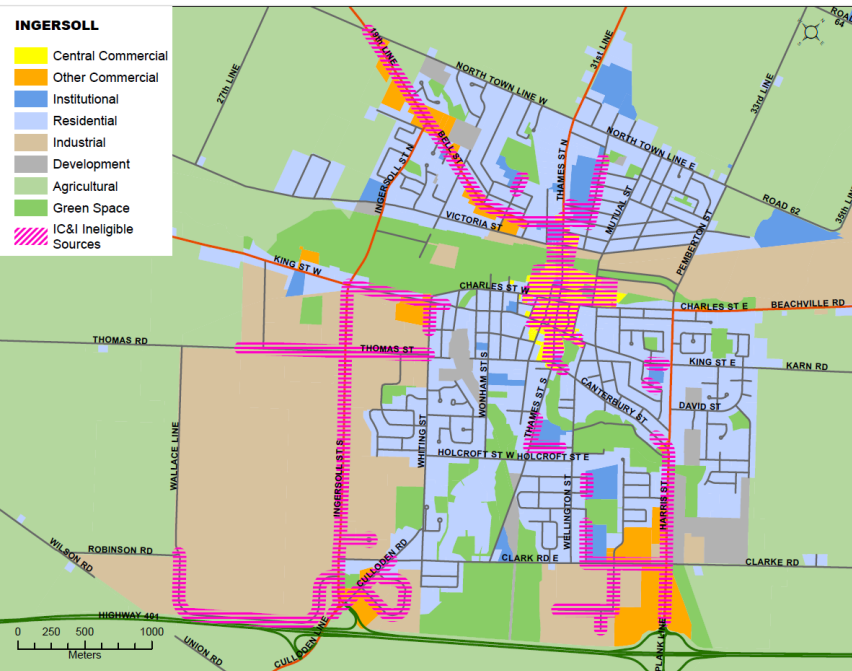
Mixed Use Properties:

- Residential apartments on top of a business are considered **eligible**
- Industrial or commercial property underneath the residential building are **non-eligible**

Commercial Buildings Along Residential Routes:

- Residential buildings (single family homes/multi-unit residential buildings) are **eligible**
- Industrial or commercial properties (e.g., coffee shop, convenience store) are **non-eligible**

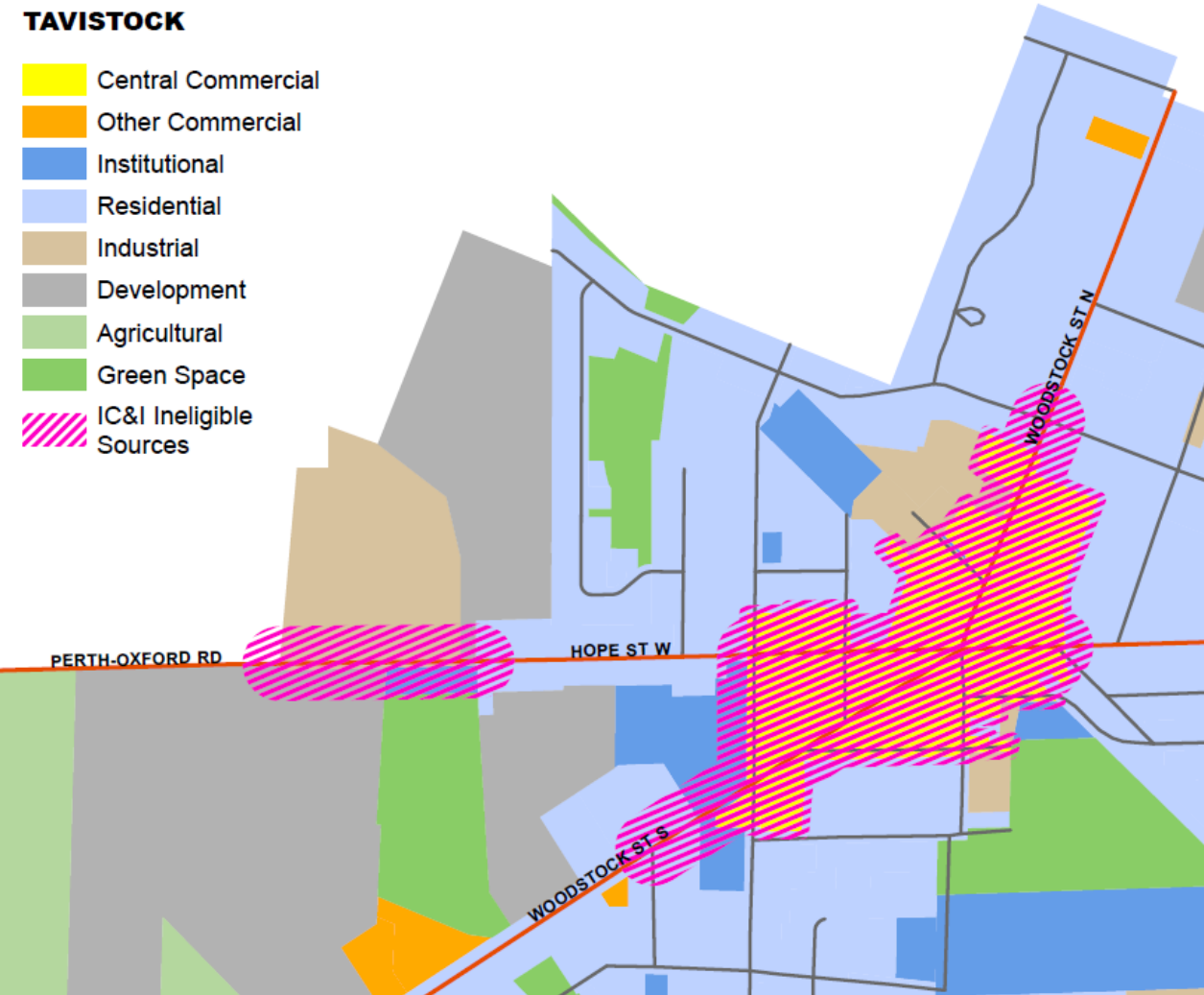
Transitioned Program: IC&I Non-Eligible Sources – Urban Areas



Transitioned Program: Non-Eligible Sources – Rural Areas

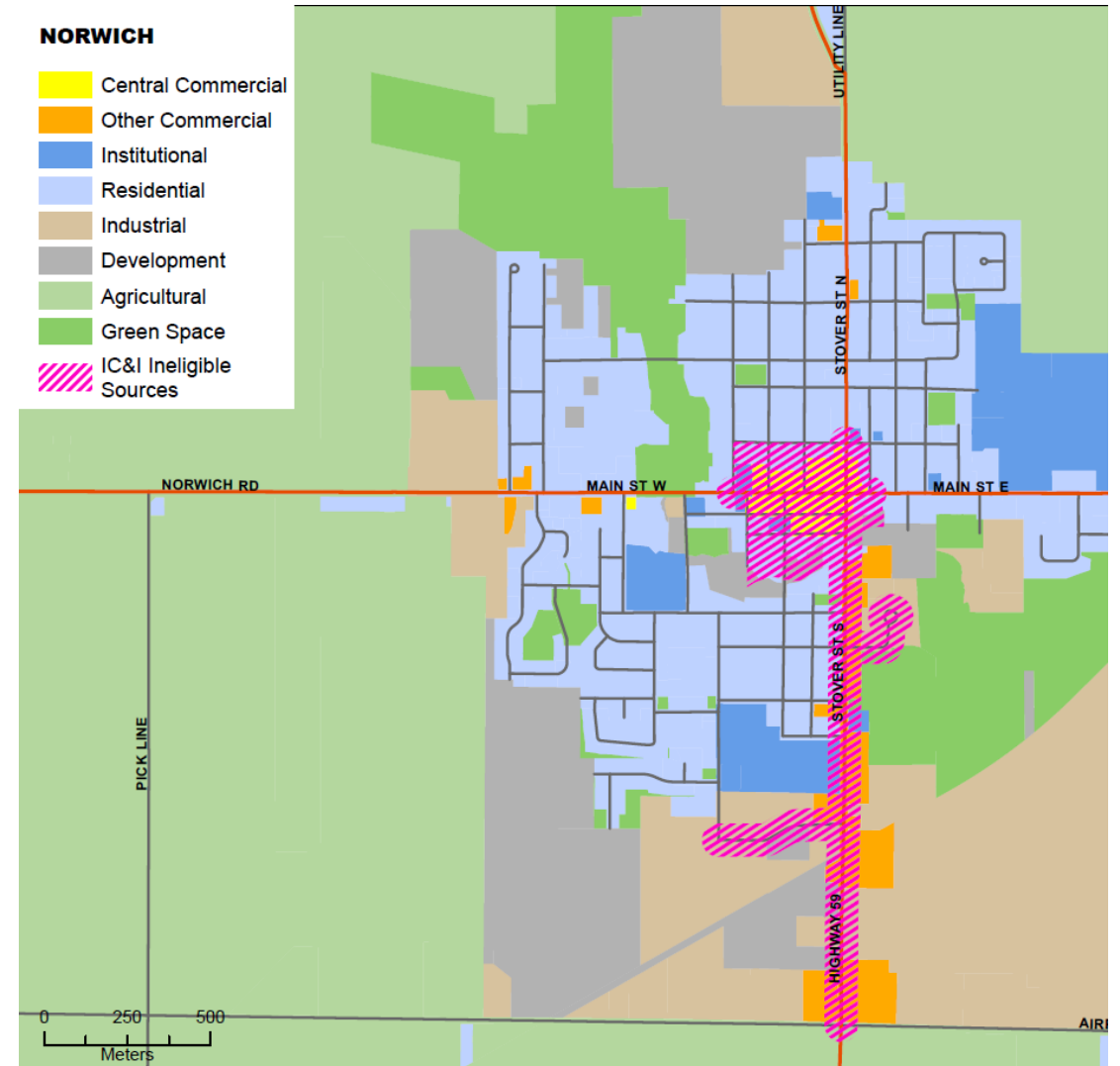
TAVISTOCK

- Central Commercial
- Other Commercial
- Institutional
- Residential
- Industrial
- Development
- Agricultural
- Green Space
- IC&I Ineligible Sources



NORWICH

- Central Commercial
- Other Commercial
- Institutional
- Residential
- Industrial
- Development
- Agricultural
- Green Space
- IC&I Ineligible Sources



Transitioned Program: Non-Eligible Sources

Service Options

Municipality Arranges & Provides Stand Alone Service (collection or drop-off)	Non-Eligible Source Secures Stand Alone Service (hires contractor)
<ul style="list-style-type: none"> • Municipality Covers Cost • Municipality Charges Participating Non-Eligible Sources (User-Pay) 	<ul style="list-style-type: none"> • Non-Eligible Sources Pays Contractor Directly
<ul style="list-style-type: none"> ✓ Maintains service, less likely blue box materials end up in landfill ✓ Minimizes service disruption ✓ Drop-off depots may be cost efficient alternative 	<ul style="list-style-type: none"> ✓ Non-Eligible sources would procure contractor at their expense ✓ No municipal involvement
<ul style="list-style-type: none"> × Higher collection costs per stop due to loss of economies of scale achieved through residential program × Additional processing and transportation contracts required 	<ul style="list-style-type: none"> × Program participation may decrease = increased blue box material end up in landfill

Transitioned Program – Level of Curbside Service Impacts

Residents will continue to receive curbside collection but may see level of service impacts such as:

- Collection day and frequency (e.g. once/week, bi-weekly, etc.), which may not occur on the same day as curbside garbage collection
- Blue Box material streams (e.g. single stream vs dual stream, separate stream for certain material types i.e. cardboard)
- Customer service inquiries/support will not be a municipal responsibility and managed by PRO(s) through their procurement contracts with Producers

Transitioned Program – Public Spaces & Convenience Depots Impacts

Public Spaces

- No obligation to use the same public space recycling sites currently used by municipalities
- Public space recycling sites will need to meet regulator requirements to be potentially eligible

Convenience Depots (Drop-off Depots)

- No obligation to maintain convenience depots (OCWMF Depot, Woodstock Enviro-Depot) but Producer / PROs may consider feasibility if materials are from eligible sources
- Plastic film and bulk Styrofoam packaging materials will be the responsibility of the Producer / PROs continuation of depots uncertain

Programming Considerations

- Comprehensive communication plan with early targeted communication for ineligible sources
- Should County provide collection services to non-eligible sources (e.g. BIAs, Daycares, Municipal Facilities, etc.) and how will it be funded (e.g. user fees, tax levy)?
- Will non-funded convenience depots continue to operate?
- Who will report to RPRA when new developments are ready for collection by the Producers / PRO?
- How will municipal stranded assets be utilized?
- Municipal participation in collection services through formal bid submissions or sub-contract services to primary bidder?

Next Steps

- Information delegations to all Area Municipalities
- Raise Area Municipality awareness of upcoming competitive procurement collection RFPs and other programming considerations (e.g. collection of non-eligible sources)
- Seek direction from County Council on whether the County is to partake in the competitive bid process for future Blue Box Collection Services
- Report to County Council Q2, 2023 – decision making approach going forward



AORS

PROMOTING **KNOWLEDGE**. PURSUING **EXCELLENCE**.

May 8, 2023

Dear Heads of Council and Council Members,

We would like to take the opportunity to remind you about the AORS Annual Trade Show being held on **June 7-8, 2023**, at the Gemini Sportsplex in Strathroy, Ontario hosted by the Middlesex County Public Works Association.

The trade show is a perfect opportunity for you to meet with public works professionals and municipal suppliers from across the province, and is open for you, and your public works staff, to attend. Additionally, the show is suitable for staff that work in your environmental, parks, recreation and/or facilities departments. We are excited to have over 200 exhibitors and expect over 2,000 attendees to the show. Best of all, it is free to attend.

We have included a social media graphic to your CAO/Clerk that we hope you will share amongst your municipal social platforms to spread the word in your communities. As well, please be sure to encourage any of your staff you believe may be interested to attend. Everyone is welcome!

For more information on the show, please visit here: <https://aors.on.ca/events/aors-trade-show/>.

If you are planning on attending, please consider pre-registering for the event and save time lining up waiting for your badge. Additionally, you will be entered in for door prizes only available to those who pre-registered: <https://www.surveymonkey.com/r/AORS2023TS>

Mark your calendars for this great event, and we look forward to seeing you.

Sincerely,

Jarett Hoglund | Trade Show Committee Chair
Middlesex County Public Works Association

Kelly Elliott | Marketing and Communications Specialist
Association of Ontario Road Supervisors (AORS)

Association of Ontario Road Supervisors
268 Maiden Lane
St. Marys, ON N4X 1A4
Phone: (226) 661-2002 Fax: (226) 661-2003
www.aors.on.ca





TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Drew Davidson Director of Protective Services
Reviewed By:	Rodger Mordue	Date:	May 9 th 2023
Subject:	April Monthly Report	Council Meeting Date:	May 17 th 2023
Report #:	FC-23-06		

Recommendation:

That Report FC-23-6 is received as information.

Background:

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

Analysis/Discussion:

Fire:

- (47) burn permits were issued in April 2023
- April 2023 monthly fire calls (included)
- Fire calls 2022 vs 2023 (included)

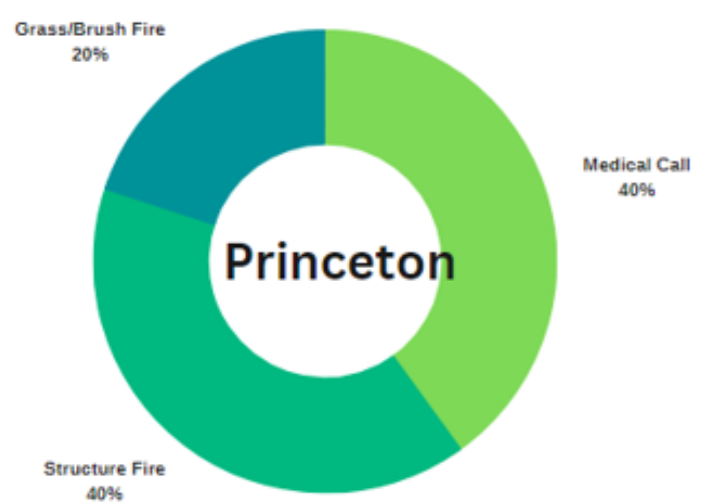
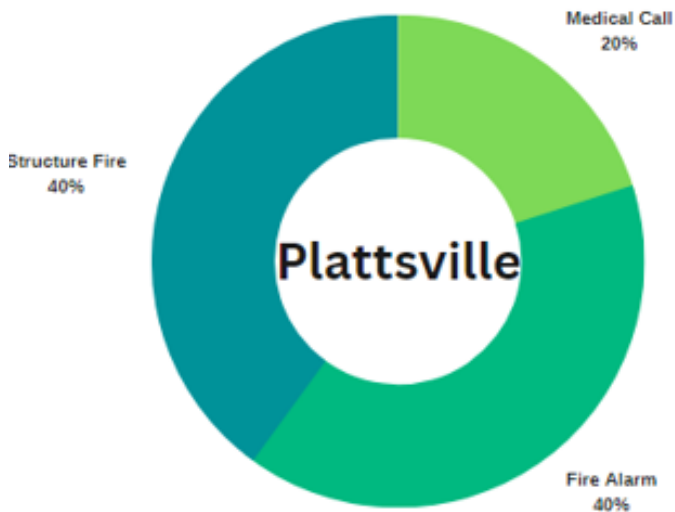
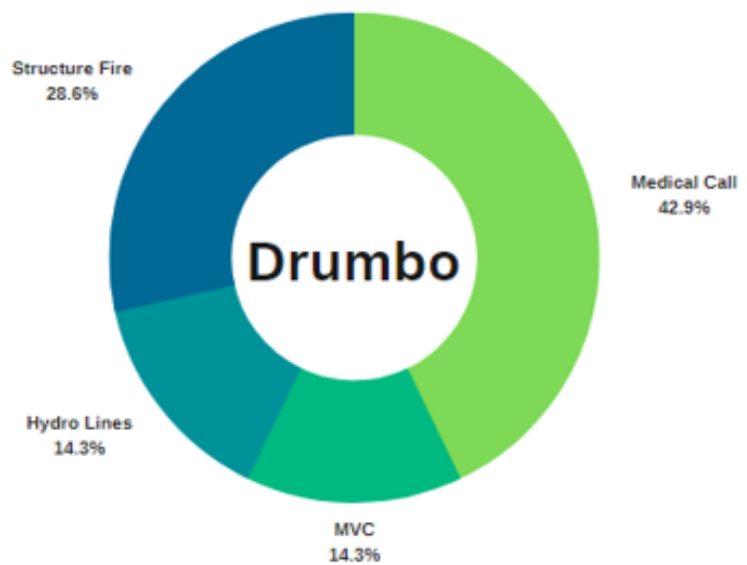
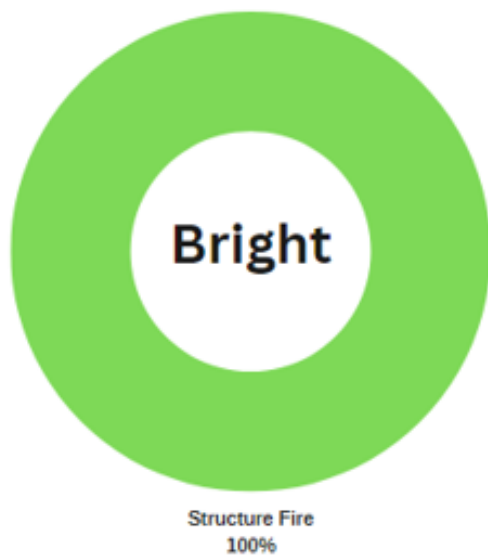
Meetings, Courses and Training Attended:

- Staff started the process of sending out PPE for cleaning and testing, this is a requirement under NFPA 1851/2020 that must be completed once a year. To date all Drumbo and Princeton PPE has been complete with Bright and Plattsville being completed in May.
- Staff met with representatives from Enbridge to discuss an upcoming training evening at the Bright compressor station. The continued partnership between the Fire Department and Enbridge has proven to be a success in so many ways.
- Staff along with FPO Geoff Hayman have investigated two fires in the month of April. As per the directive for follow up investigation when a fire has occurred, both locations were attended and documented.
- Staff attended the monthly RFSOC Chiefs meeting at the Norwich station.
- Staff had two signs created to be used when a large controlled burn is underway, staff is trying to avoid having the public unnecessarily calling 911. Signs read "Controlled Burn Do Not Call 911".
- Attended IMS 200 training in Tillsonburg.

April Fire Report

<i>Monthly Fire Calls</i>	
<u>April 2023</u>	<u>Total Calls</u>
Bright	2
Drumbo	7
Plattsville	4
Princeton	5
EZT	3
North Dumfries	0
Wilmot	0

<i>BB Fire Calls as of April</i>				
	<u>2022</u>		<u>2023</u>	
	<u>Medical</u>	<u>Total Calls</u>	<u>Medical</u>	<u>Total Calls</u>
Bright	2	8	2	8
Drumbo	5	32	3	39
Plattsville	3	22	5	15
Princeton	3	23	7	24
EZT	1	3	4	7
North Dumfries	0	0	0	0
Wilmot	0	0	0	0
	14	88	21	93



CEMC – April 2023

- Prepare for Emergency Preparedness Week (May 7-13)
- EMO Planning Meeting (Microsoft Teams)
- Monitor weather warning and share flood messaging

By-Law Enforcement – April 2023

Kennel inspections	4
Land and clear	2
Parking complaints	1
Parking tags issued	2
Zoning	2
Work orders issued	1

Fire Prevention Activity Report - April 1 through May 2, 2023

Property Inspections	Current	YTD
1. Property Inspections	2 Residential	2
	3 Commercial	3
	1 Industrial	6
	1 Assembly	3
	1 Institutional	4
	0 V/O At Risk Pop	3
	0 Agricultural /Other	3
2. Burn Bylaw Inspection –		
3. Station Smoke Alarm Inspections –		
4. Fire Administration Smoke/Carbon Monoxide Alarm Inspections –		

Public Education Activities

1. Trailer Parks for opening preparation and smoke alarm notifications

Fire Investigations/Incidents

1. Residential Fire – Open Air burning spread to storage building and workshop – Twp Rd 3
Fire Damage - \$200,000 Property Saved - \$800,000 (building and contents)
2. Storage Building/Assembly Occupancy – Spontaneous heating ignited combustible materials – Oxford Rd 8 – Fire Damage \$60,000 Property Saved \$500,000

Fire Extinguisher Training

1. Company and # of employees

Training – Firefighter/FPO**Additional Notes:**

- Meeting with Fire Administration – Update of CRA progress – approx. 85% complete

Respectfully submitted by:

Drew Davidson

Drew Davidson

Director of Protective Services



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council **From:** John Scherer, CBO/
Manager of Building Services

Reviewed By: Rodger Mordue, CAO/Clerk **Date:** May 5, 2023

Subject: Monthly Report to Council **Council Meeting Date:** May 17, 2023

Report #: CBO-23-05

Recommendation:

That Report CBO – 23 - 05 be received as information.

Background:

To provide Council with an update, regarding the monthly Building activities for the period ending April 30, 2023.

Building Updates:

- None

Legislative Updates:

- None.

Property Standards/By-Law Updates:

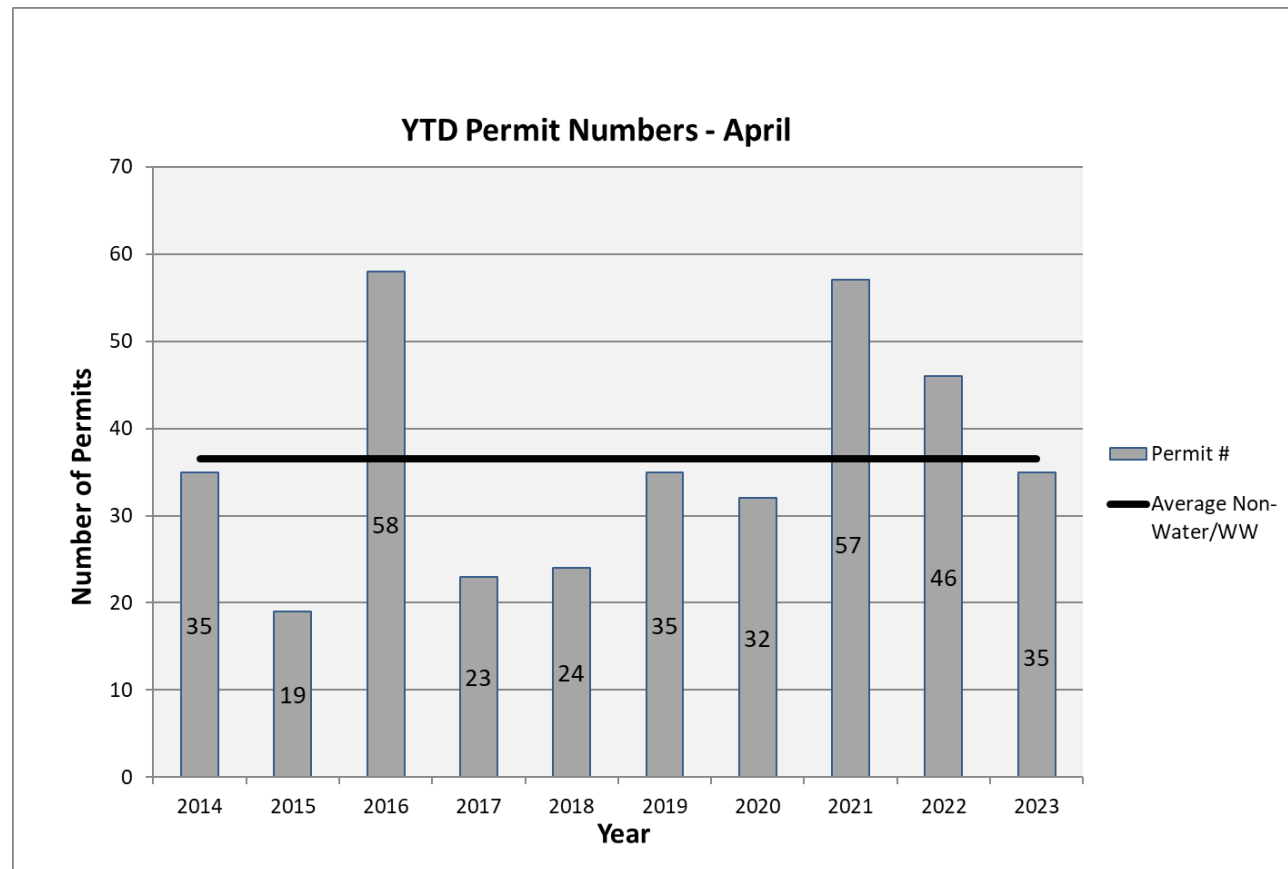
OPEN PROPERTY STANDARDS ISSUES			
Ref Number	Area	Type	Notes
March 2023			
PS-01-23	Princeton	Partially Destroyed Structure	Completed
April 2023			
PS-02-23	Rural	Property use - Trailer Storage	Owners in contact with Planning re-zone change

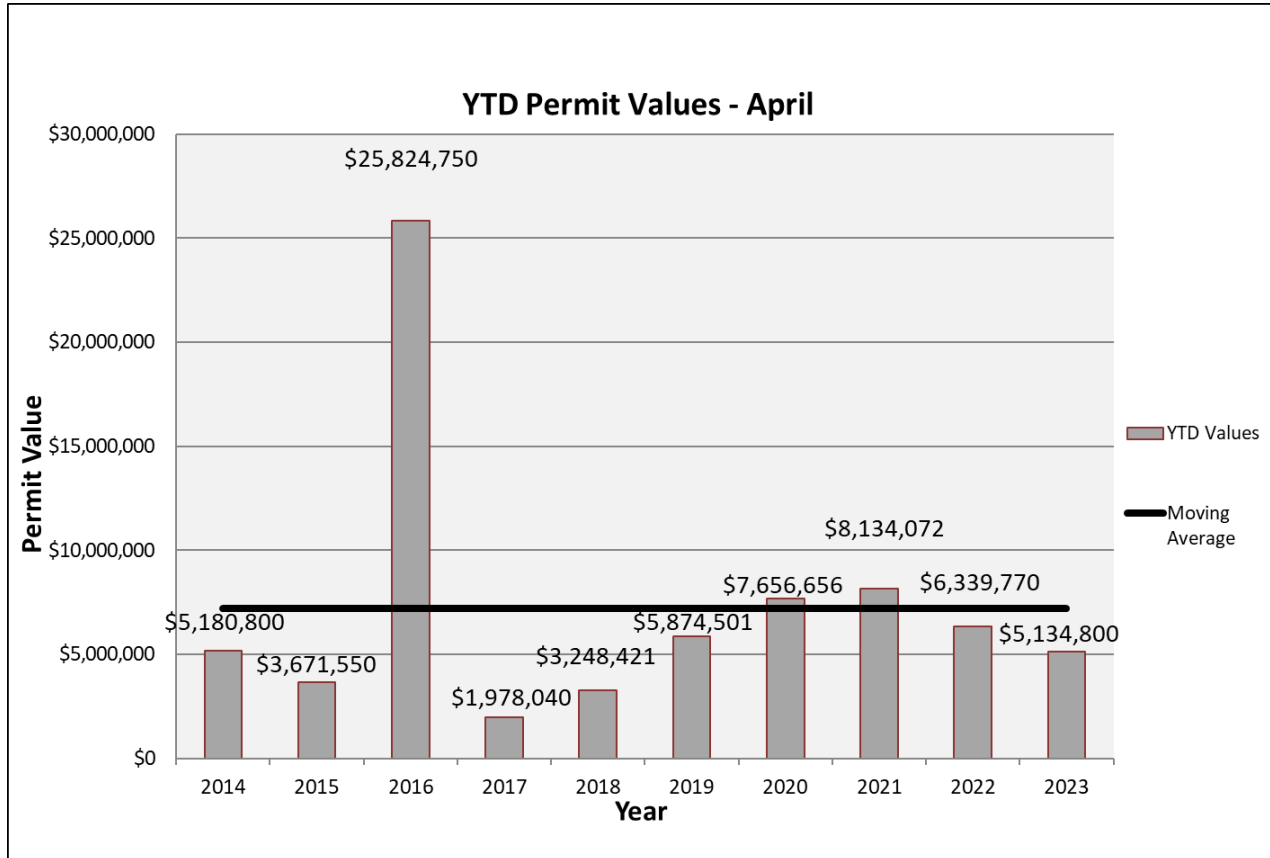
Monthly Permit Activity

	# Permits	Const. Value	Permit Fees
April 2023	7	\$ 2,117,400.00	\$ 21,384.33
Year to Date - April 30, 2023	35	\$ 5,134,800.00	\$ 60,932.61

Monthly Report to Council – May 17, 2023

Building Description			Permit Fee	Permit Value
Agricultural	Addition	Grain storage	\$ 693.00	\$ 50,000.00
ICI Building	Demo	Industrial Building	\$ -	\$ 20,000.00
Sewage system	New	Single-family dwelling	\$ 728.00	\$ 50,000.00
Pools	New	Non-Residential - Inground	\$ 403.39	\$ 275,000.00
Accessory structures	New	Shed	\$ 1,353.20	\$ 242,000.00
Agricultural	New	Animal Housing	\$ 9,559.06	\$ 705,600.00
Agricultural	New	Animal Housing	\$ 7,489.68	\$ 604,800.00
Accessory structures	New	Building	\$ 116.00	\$ 5,000.00
Residential building	New	Garden suite	\$ 578.00	\$ 130,000.00
Sewage system	New	Single-family dwelling	\$ 232.00	\$ 5,000.00
Residential building	Demo	Temp Dwelling	\$ 116.00	\$ 15,000.00
Residential building	Demo	Temp Dwelling	\$ 116.00	\$ 15,000.00
TOTALS			\$21,384.33	\$ 2,117,400.00





Respectfully submitted by:

John Scherer
Manager Building Services/CBO



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From: Trevor Baer
Reviewed By:	Rodger Mordue, CAO/Clerk	Date: May 8 2023
Subject:	Community Group Fundraising-Project Rubber Playground Flooring	Council Meeting Date: May 17 2023
Report #:	CS-23-07	

Recommendation:

That Report CS-23-07 be received; and,

That Council approve the project to install rubber flooring in the playground area of the Plattsville Park, funded wholly by donations received; and,

That Council authorize the Township to hold the funds for this project and to issue donation receipts for all donations in excess of \$20 made toward this project.

Background:

The following will provide Council with information about community members coming forward with a proposal to add Rubber flooring in the playground area at the Plattsville Park. All funds they raise for this project the Township will accept and hold.

Analysis/Discussion:

Township staff had meeting with the committee of council Plattsville splash pad, to review the splash pad grand opening and to inform the committee that once the project is complete the committee will be dissolved. From this meeting the group stated that they would like to start fundraising for a rubber floor in the playground area. This type of project does not require a committee of council, but it does require council to accept that they can do the project, also they would like the township hold the funds during fundraising until the community gets enough funding for the project.

The township staff need council to approve this project as well, because staff need approval for holding funds. Staff also need to approve projects in our parks. When referring to our parks and

recreation master plan, this type of project falls into one of area that is needed in our township, this will provide an accessible playground area. With council approval for project staff can also apply for any grants that might come up for projects like this. Once funding is in place township staff will over see project and make sure it is done correctly.

Recommendation:

That council approve the community members to fundraise for this project, and township staff hold funds for this project until they get enough funding for the project.

Thanks

Trevor Baer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council

From: Rodger Mordue,
CAO/Clerk

Reviewed By:

Date: May 1, 2023

Subject: Flag Protocol Policy Review

**Council
Meeting Date:** May 17, 2023

Report #: CAO-23-08

Recommendation:

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

That the revised Flag Protocol Policy for the Township of Blandford-Blenheim be adopted; and.

That staff be directed to arrange for the installation of a Community Flag pole at the Township Administration Office.

Background:

In fall of 2016, Council adopted the Flag Protocol Policy for the raising and lowering of flags at municipal facilities to mark periods of official mourning or to commemorate other solemn occasions. The policy changes proposed in this report take into consideration the raising of flags other than that of Canada, Ontario or Blandford-Blenheim at Township facilities.

Analysis/Discussion:

Township Council was presented with a draft flag protocol policy at the September 21, 2016 meeting. That policy dealt solely with guidelines to be followed regarding the general protocol surrounding when it's appropriate to lower flags at municipal facilities to half-mast and for whom the flag should be lowered. It is appropriate that the policy be amended to identify a protocol for the raising and display of other flags (i.e. not municipal, Provincial Flag of Ontario or the National Flag of Canada) at township facilities.

From time-to-time the Township might be requested to fly a flag other than that of the federal, provincial, or local government to signify an event. Staff has drafted an amendment to the Township's current policy which outlines how requests such as this would be handled. See the section "Flag Flying on the Community Flag Pole" contained in the draft policy attached to this report.

If Council is agreeable to amending the policy to allow for the flying of flags on a separate community flag pole an additional pole will need to be installed at the Township office. This item was not included in the 2023 approved budget but the purchase cost of \$2,400 can be accommodated through the Municipal Building reserve account.

Financial Considerations:

- Cost of a community flag pole at the Township Office is \$2,400. This can be accommodated from the Municipal Office reserve fund account.

Attachments:

- draft revised Flag Protocol Policy

Respectfully submitted by:

Rodger Mordue
CAO/Clerk



Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

Department:	Clerk	Effective:	September 21, 2016
Subject:	Flag Protocol Policy	Policy Number:	
Approved by:			
Resolution Number:			
Date of Review:	Review Number:	Change:	Reference Section:
October 6, 2021	1	Approved Flags & Flags for Proclamations	
May 17, 2023	2	Flying Flags on the Community Flag Pole	

PURPOSE:

The purpose of this policy is to establish a standardized protocol for the flying of flags at Township of Blandford-Blenheim municipal facilities.

DETAILS:

Application:

This policy applies to all flags flown at Blandford-Blenheim municipal facilities.

General Flag Protocol – Approved Flags

Flags approved to be flown on Township owned properties are:

- the National flag of Canada;
- the Township of Blandford-Blenheim official flag;
- the official flag for the Province of Ontario

The Chief Administrative Officer may approve the raising of the following flags on municipal flagpoles:

All flags shall be maintained in good condition and repaired or replaced at any sign of damage or discoloration. When a flag is no longer in a suitable condition for use, it should be destroyed in a dignified way.

Protocol for Flying Flags at Half-Mast

The Township's protocol for flying a flag a half-mast will be:

For Periods of Official Mourning

Flags will be flown at half-mast to mark periods of official mourning upon the death of:

- The Sovereign and members of the Royal Family;
- The Governor General of Canada, or a former Governor General;
- The Prime Minister of Canada, or a former Prime Minister;
- The Lieutenant Governor of Ontario;
- The Premier of Ontario;
- A Federal Member of Parliament in Oxford County;
- A Provincial Member of Parliament in Oxford County;
- The Mayor of the Township of Blandford-Blenheim, or a former Mayor;
- A Member of the Township of Blandford-Blenheim Council, or a former Member of Council;
- The Oxford County Warden, or a former Warden;
- A current employee of the Township of Blandford-Blenheim;
- A Firefighter with the Township of Blandford-Blenheim who dies in the line of duty;
- An Oxford County Ontario Provincial Police Officer who dies in the line of duty;
- A resident of the Township of Blandford-Blenheim, who is a member of the Canadian Armed Forces, who dies in the line of duty.

Flags will be flown at half-mast, in the case of a national or provincial official, for the duration established by the appropriate federal or provincial protocol office. In the case of other persons, flags will be flown at half-mast from the date the notice of death is received, up to and including the day of the funeral. If there is no funeral, then the flag will be flown at half-mast for a period of time determined by the Chief Administrative Officer.

Flags will be flown at half-mast annually to commemorate Remembrance Day (November 11). Flags will also be flown at half-mast for other periods of official mourning and solemn occasions that are in keeping with the general principals of this policy.

Proclamations

The Township of Blandford-Blenheim shall not issue proclamations.

Flag Flying on the Community Flag Pole

The second flag pole located at the administration office shall be designated the Blandford-Blenheim Community Flag Pole. Community flag raising is to: celebrate achievement, to help increase public awareness of programs and activities, acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community, or an organization that has helped to enhance the Township in a positive manner.

In the event of a visit by a dignitary to the Township of Blandford-Blenheim, the Township may fly a flag representing that dignitary. The flying of a flag to mark the dignitary's visit will be made only after consulting with an appropriate protocol officer responsible for coordinating the visit. Flags may be raised in recognition of visiting dignitaries at the discretion of the Mayor or Chief Administrative Officer (CAO).

Township Council authorizes decisions regarding the flying of flags by special permission at the Community Flag Pole to be made at the discretion of the CAO.

Requests for the raising and displaying of flags may be approved for:

- Community service, charitable or not-for profit organizations and/or public awareness campaigns;
- To support fund-raising activities;
- Celebrate achievement;
- Celebrate multi-cultural and civic events;
- Promote Diversity and Inclusion;
- Improve public awareness of programs and/or activities;
- Acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community;
- An organization that has helped to enhance the Township in a positive manner

Requests will not be approved where the flag flying relates to:

- Celebrations, campaigns or events with no direct relationship to the Township of Blandford-Blenheim;
- Celebrations, campaigns or events intended for profit making purposes;
- Celebrations, campaigns or events intended to defame the integrity of the Township;
- Celebrations, campaigns or events deemed inappropriate by the Mayor or CAO;
- Attempting to influence government policy; or
- The Township will not fly the flag of a group or organization whose undertakings or philosophy are contrary to Township of Blandford-Blenheim policies or by-laws, espouse hatred, violence, prejudice or racism, or are politically or religiously motivated or represent other individual conviction.

All requests for flag flying should be made to the CAO a minimum of four (4) weeks prior to the requested date, in writing, and include the following information:

- Name of the requesting organization or individual;
- Contact information (phone, email, etc.);
- Details of requested event or occasion including date(s);
- Explanation of the purpose of the event or occasion;
- Picture of the flag to be flown;
- Description of the applicant organization or individual including a brief history, and any other relevant information.

The CAO will determine the timing and duration that the requested flag will be flown, which will be no longer than one (1) month. Approvals shall be based on a first come first served basis, based on the date the request is received by the Chief Administrative Officer.

Individuals and organizations requesting the flag flying are required to provide the flag to be raised to the CAO at least one (1) week prior to the flag raising.

Flags may be no larger than 1.83 meters (6ft) in width and 0.91 meters (3ft) in height.

Notification to the media and advertising related to flag flying is the responsibility of the requesting party.

An organization's flag shall be flown no more than once per calendar year.

Organizations shall be required to submit a separate flag flying request for each occasion.

The Township is not responsible for damaged or lost flags.

In the event there is a dispute between an organization and the CAO as to the eligibility of a request, the appeal process shall be through the Municipal Council having full and final say as to whether or not the request to fly a flag will be granted.

Flags shall only be raised and lowered on those business days the Township office is open.

The Township of Blandford-Blenheim does not imply or express support for, or approval of, the politics or opinions expressed by the groups or organizations whose flag is flown in accordance with this policy.

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2365-2023

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 Blandford-Blenheim, enacts as follows:

1. That Schedule "A" to By-Law Number 1360-2002, as amended, is hereby amended by changing to 'RE-G5' the zone symbol of the lands so designated 'RE-G5' on Schedule "A" attached hereto.
2. That Section 10.4 to By-Law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof.

"10.4.5 LOCATION: PART LOT 22, CONCESSION 1 (BLENHEIM), RE-G5 (KEY MAP 52)

- 10.4.5.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any 'RE-G5' Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

*all uses permitted in Section 10.1 of this Zoning By-Law;
a garden suite.*

- 10.4.5.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any 'RE-G5' Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

10.4.5.2.1 TIME PERIOD FOR A GARDEN SUITE

Maximum	May 17, 2023 to May 17, 2033
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- 10.4.5.3 That all provisions of the 'RE' Zone in Section 10.2 to this Zoning By-Law, as amended, shall apply, and further that all other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply *mutatis mutandis*."

3. 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 17th day of May, 2023.

READ a third time and finally passed this 17th day of May, 2023.

Mark Peterson - Mayor

(SEAL)

Rodger Mordue – CAO/Clerk

ZN 1-23-06

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2365-2023

EXPLANATORY NOTE

The purpose of By-Law Number 2365-2023 is to rezone the lands from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-G5)' to permit a temporary garden suite on-site, for a period of ten (10) years, ending on May 17, 2033.

The subject lands are described as Part Lot 22, Concession 1 (Blenheim), in the Township of Blandford-Blenheim. The lands are located on the north side of Highway 2, between Oxford Road 22 and Gobles Road, and are municipally known as 686371 Highway 2.

The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2365-2023. The public hearing was held on May 17, 2023 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2365-2023 may contact the undersigned.

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

Telephone: 463-5347

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2366-2023

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 Section 6.4 to By-Law Number 1360-2002, as amended, is hereby further amended by deleting subsection 6.4.1 and replacing it with the following:

“6.4.1 **LOCATION: PART LOT 7, CONCESSION 13 (BLENHEIM), A1-G1 (KEY MAP 9)**

- 6.4.1.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any ‘A1-G1’ Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

*all uses permitted in Section 6.1 of this Zoning By-Law;
a garden suite.*

- 6.4.1.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any ‘A1-G1’ Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

- 6.4.1.2.1 TIME PERIOD FOR A GARDEN SUITE

Maximum	May 17, 2023 to May 17, 2033
---------	------------------------------

- 6.4.1.3 That all provisions of the ‘A1’ Zone in Section 6.2 to this Zoning By-Law, as amended, shall apply, and further that all other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply *mutatis mutandis*.”

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 17th day of May, 2023.

READ a third time and finally passed this 17th day of May, 2023.

Mark Peterson – Mayor

(SEAL)

Rodger Mordue, CAO/Clerk

ZN1-23-07

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2366-2023

EXPLANATORY NOTE

The purpose of By-law Number 2366-2023 is to amend the existing 'Special Limited Agricultural Zone (A1-G1)' text to permit the establishment of a Garden Suite on the subject lands for a ten (10) year period from May 17, 2023 to May 17, 2033.

The subject lands are described as Part Lot 7, Concession 13 (Blenheim), now in the Township of Blandford-Blenheim. The lands are located on the northwest corner of the Blenheim Road and Oxford Road 8, and are municipally known as 936715 Blenheim Road.

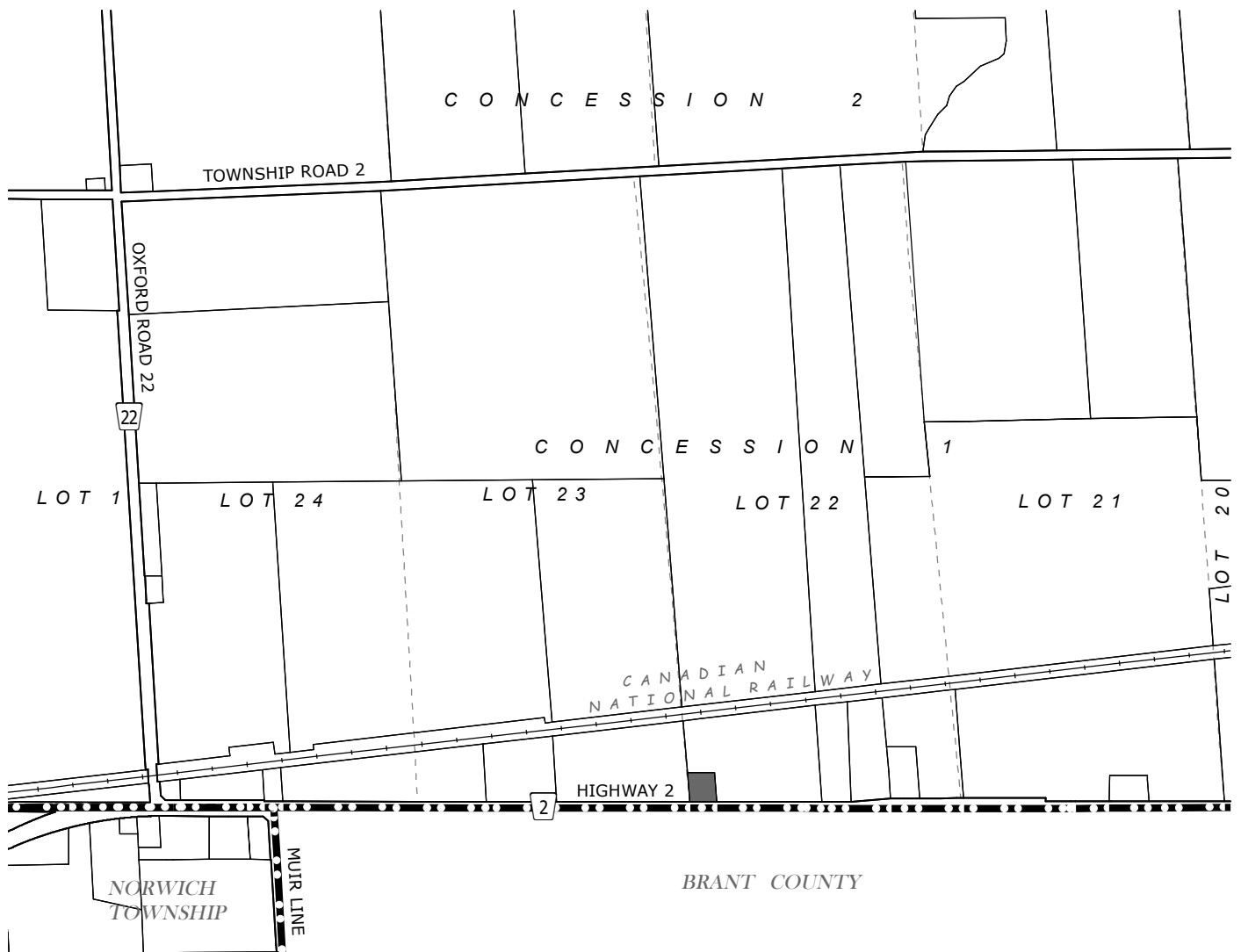
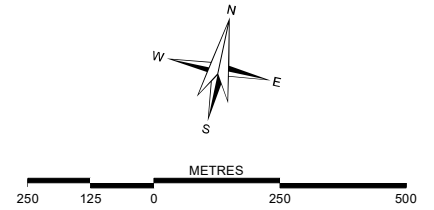
The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2366-2023. The public hearing was held on May 17, 2023 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2366-2023 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

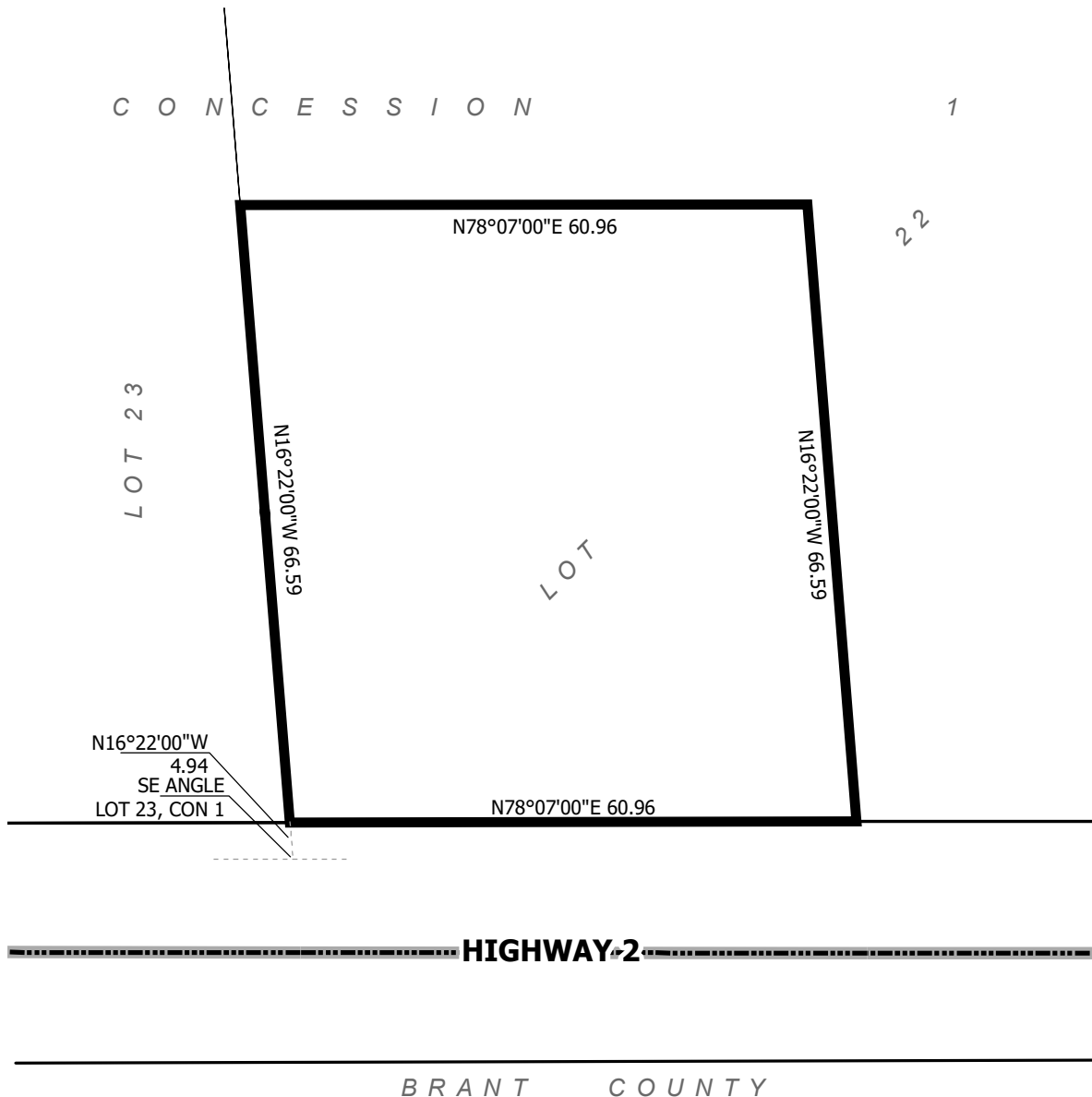
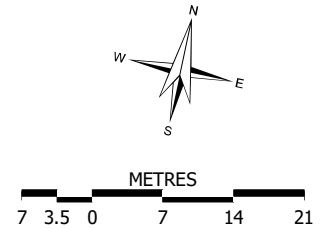


 LANDS TO WHICH BYLAW 2365-2023 APPLIES



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SCHEDULE "A"
TO BY-LAW No. 2365-2023
PART LOT 22, CONCESSION 1 (BLENHEIM)
TOWNSHIP OF BLANDFORD-BLENHEIM



AREA OF ZONE CHANGE TO RE-G5

NOTE: ALL DIMENSIONS IN METRES



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THIS IS SCHEDULE "A"

TO BY-LAW No. 2365-2023, PASSED

THE _____ DAY OF _____, 2023

 MAYOR

 CAO/CLERK

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER **2367-2023**

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 May 17, 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 17 day of May, 2023.

By-law read a third time and finally passed this 17 day of May, 2023.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE