

# **TOWNSHIP OF BLANDFORD-BLENHEIM**

## **COUNCIL MEETING AGENDA**

Wednesday, September 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 September 20<sup>th</sup>, 2023 Regular Meeting of Council be adopted as printed, and circulated.

### **4. Disclosure of Pecuniary Interest**

### **5. Minutes**

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

Recommendation:

That the minutes of the September 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**

##### **[i. Application for Official Plan Amendment – OP23-06-1 \(Township of Blandford-Blenheim\)](#)**

Recommendation:

That the Council of the Township of Blandford-Blenheim adopt the Drumbo Secondary Plan, as prepared by MHBC; and,

That the Council of the Township of Blandford-Blenheim recommends that Oxford County Council approve the application to amend the

Official Plan initiated by the Township regarding the Drumbo Secondary Plan, to implement the Drumbo Secondary Plan.

## **8. Delegations / Presentations**

- a. [Larry Balkwill, Ken Whytock, & Tom Dezell, Drumbo Lion's Club, Re: Renovation and Addition to the old Drumbo Park Pavilion](#)

## **9. Correspondence**

### **a. Specific**

None.

### **b. General**

- i. [Township of Blandford-Blenheim, Police Services Board, Re: April 26, 2023 Meeting Minutes](#)

Recommendation:

That the general correspondence be received as information.

## **10. Staff Reports**

### **a. Drew Davidson – Director of Protective Services**

- i. [FC-23-14 – Monthly Report](#)

Recommendation:

That Report FC-23-14 be received as information.

### **b. Ray Belanger – Chief Building Official**

- i. [CBO-23-09 – Monthly Report](#)

Recommendation:

That Report CBO-23-09 be received as information.

### **c. Denise Krug – Director of Finance**

- i. [TR-23-13 – 2024 Budget Survey Results](#)

Recommendation:

That Report TR-23-13 and the 2024 Budget Survey Responses be received as information.

### **d. Sarah Matheson – Deputy Clerk**

[i. DC-23-04 – Strategic Planning](#)

Recommendation:

That Report DC-23-04 be received as information; and,

That Council direct staff on how to proceed.

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Motions and Notices of Motion**

**14. New Business**

**15. Closed Session**

a. Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board

Re: Gravel roads

**16. By-laws**

[a. 2387-2023, Being a By-law to amend By-law Number 2088-2018 to fix salaries and wages to be paid to employees of the municipality effective January 1, 2024;](#)

[b. 2388-2023, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-laws be now read a first and second time: 2387-2023, 2388-2023.

Recommendation:

That the following By-laws be now given a third and final reading: 2387-2023, 2388-2023.

**17. Other**

**18. Adjournment and Next Meeting**

Wednesday, October 4<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, October 4<sup>th</sup>, 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, Belanger, 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 September 6<sup>th</sup>, 2023 Regular Meeting of Council be adopted, with the addition of item 13. b. 1.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. August 2<sup>nd</sup>, 2023 Minutes of Council

### RESOLUTION #2

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the Minutes of the August 2<sup>nd</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, Committee of Adjustment**

#### **RESOLUTION #3**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that Council move into Committee of Adjustment at 4:01 p.m.

.Carried

#### **RESOLUTION #4**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the Committee rise at 4:26 p.m. and that the Open Council meeting resumes.

.Carried

The Minutes of the Committee of Adjustment are on the September 6<sup>th</sup>, 2023  
Minutes of the Committee of Adjustment.

## **8. Delegations / Presentations**

- a. Curtis McIntyre, Drainage Engineer, K. Smart Associates, Re: Hotson Drain

Mr. McIntyre presented the report. There were no question from those in attendance.

#### **RESOLUTION #5**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the Engineer's Report for the Hotson Drain be received as information, and;

That Report DS-23-12 be received as information;

And further that council gives consideration to By-Law No. 2383--2023 for the Hotson Drain 2023 and give first and second reading (provisional by-laws);

And further that the Court of Revision be set for Wednesday October 4, 2023 at 4:00 p.m.; and,  
That the Engineer be directed to invite tenders for the Hotson Drain 2023 with tender closing Wednesday October 11th 2023 at noon.

.Carried

- b. Kenn Smart, Drainage Engineer, K. Smart Associates, Re: Plattsville Estates Phase 3 & 4 Drain

Mr. Smart presented the report. Resident Darlene Flemming asked a question which was answered by Mr. Smart.

**RESOLUTION #6**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the Engineer's Report for the Plattsville Estates Phase 3 and 4 Drain be received as information, and;

That Report DS-23-14 be received as information;

And further that council gives consideration to By-Law No. 2384--2023 for the Plattsville Estates Phase 3 and 4 Drain and give first and second reading (provisional by-laws);

And further that the Court of Revision be set for Wednesday October 4, 2023 at 4:00 p.m.

.Carried

- c. Amy Coles & Cristina McLaren, Librarians, Oxford County Library, Re: 2022 Community Report

**RESOLUTION #7**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the delegation from Amy Coles and Cristina McLaren, Oxford County Library, be received as information.

.Carried

- d. Lisa Rocheleau, Member, Great Lakes ATV Club, Re: Request to use Specific County Road Network in Villages to Complete ATV Trail

**RESOLUTION #8**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that the County of Oxford be advised that the Council of the Township of Blandford-Blenheim has no objection to the Great lakes ATV Club hosting a special event ride on roads within Blandford-Blenheim Township on Saturday September 16, 2023; and,

That the Township also has no concerns with ATVs riding on the county roads that the Great Lakes ATV Club are requesting which includes the County Roads within the built-up areas of the Township.

.Carried

- e. Alan Yeandle, Re: Township Plowing of Sidewalks

**RESOLUTION #9**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that the delegation from Alan Yeandle be received.

.Carried

## **9. Correspondence**

### **a. Specific**

- i. Oxford County Council, Re: Strong Mayor Powers

**RESOLUTION #10**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that the resolution regarding Strong Mayor Powers be received from the County of Oxford Council;

And further that the Township of Blandford-Blenheim Council supports the resolution to not be considered for the implementation of either “Strong Mayor” powers per the “Strong Mayors, Building Homes Act, 2022, S.O. 2022, c. 18 - Bill 3”, or any restructuring that is not requested by Oxford with its area municipal partners.

.Carried

### **b. General**

- i. Gordon Hough, Director of Community Planning, Oxford County, Re: Community Planning Resource Considerations
- ii. Julie Middleton, Clerk, Township of South West Oxford, Re: Safe & Well Oxford Update

**RESOLUTION #11**

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-23-13 – Monthly Report

**RESOLUTION #12**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that Report DS-23-13 be received as information.

.Carried

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

- i. FC-23-13 – July Monthly

**RESOLUTION #13**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that Report FC-23-13 be received as information.

.Carried

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

- i. PW-23-16 – Monthly Report

**RESOLUTION #14**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that Report PW-23-16 be received as information.

.Carried

i. PW-23-17 – Additional Lead Hand Position

**RESOLUTION #15**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that Report PW-23-17 be received as information;

And further that staff proceed with the internal posting for the new Lead Hand Position.

.Carried

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

i. CBO-23-08 – Monthly Report

**RESOLUTION #16**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report CBO-23-08 be received as information.

.Carried

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

i. CS-23-12 – Monthly Report

**RESOLUTION #17**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report CS-23-12 be received as information.

.Carried

ii. CS-23-13 – Plattsville Playground Tree

**RESOLUTION #18**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report CS-23-13 be received as information.

.Carried

**f. Denise Krug – Director of Finance / Treasurer**

i. TR-23-12 – Interim Financial Report

**RESOLUTION #19**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report TR-23-12 be received as information.  
.Carried

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

i. CAO-23-17 – CAO/Clerk Position and Recruitment

**RESOLUTION #20**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report CAO-23-17 be received; and,

That effective January 1, 2024 the position of CAO/Clerk be changed to Chief Administrative Officer (CAO) and the position of Deputy Clerk be changed to Clerk; and,

That staff be directed to begin the recruitment process for a new CAO for the municipality.

.Carried

**11. Reports from Council Members**

Mayor Peterson reported that the Drumbo Cemetery Decoration Day was well attended. Councillor Banbury said the same for the Princeton Cemetery Decoration Day.

**12. Unfinished Business**

None.

**13. Motions and Notices of Motion**

None.

**14. New Business**

**15. Closed Session**

- a. Personal matters about an identifiable individual, including municipal or local board employees.

1. 2023 Compensation Review
  2. Staffing
- b. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
1. Gravel Roads

**RESOLUTION #21**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 6:26 p.m. to discuss:

- a. Personal matters about an identifiable individual, including municipal or local board employees.
1. 2023 Compensation Review
  2. Staffing
- b. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose.
1. Gravel Roads

.Carried

**RESOLUTION #22**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 7:42 p.m.

.Carried

## **16. By-laws**

- a. 2383-2023, Being a By-law to provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford (Hotson Drain 2023);
- b. 2384-2023, Being a By-law to provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford (Plattsville Estates Phases 3 and 4 Drain);



- c. 2385-2023, a By-law to amend the assessment schedules based on actual costs incurred for constructing the McCrow Drain;
- d. 2386-2023, Being a By-law to confirm the proceedings of Council.

**RESOLUTION #23**

Moved by – Councillor Young  
Seconded by – Councillor Barnes

Be it hereby resolved that the following By-laws be now read a first and second time: 2383-2023, 2384-2023, 2385-2023 & 2386-2023.

.Carried

**RESOLUTION #24**

Moved by – Councillor Young  
Seconded by – Councillor Barnes

Be it hereby resolved that the following By-laws be now read a third and final time: 2385-2023 & 2386-2023.

.Carried

**17. Other Business**

None.

**18. Adjournment and Next Meeting**

**RESOLUTION #25**

Moved by – Councillor Young  
Seconded by – Councillor Barnes

Whereas business before Council has been completed at 7:42 p.m.; and,

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

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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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 Official Plan Amendment OP23-06-1 – Township of Blandford-Blenheim**

### **REPORT HIGHLIGHTS**

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- The Official Plan Amendment will implement the recommendations of the Drumbo Secondary Plan, which was previously endorsed by Township of Blandford-Blenheim Council.
- The proposal is consistent with the relevant policies of the Provincial Policy Statement and supports the strategic initiatives and objectives of the Official Plan, and can be supported from a planning perspective.

### **DISCUSSION**

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#### **Background**

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

LOCATION:

The subject lands include the entirety of the Village of Drumbo.

PROPOSAL:

The Township of Blandford-Blenheim has initiated an amendment to the Official Plan to implement changes proposed through the completion of the Drumbo Secondary Plan.

The Secondary Plan for the Village of Drumbo was initiated in 2020. Council provided budgetary approval for the project and planning and engineering staff proceeded to retain a consulting team to undertake the necessary background work to support the review and, if required, redesignation of lands within the Village of Drumbo.

MHBC Planning Ltd. (MHBC) was retained as the consultant on the project. As part of the Secondary Plan exercise, MHBC considered and evaluated the following:

- The alignment of the existing Village Area Boundary to ensure that properties are not improperly being fragmented (i.e., that the boundary does not bisect individual properties or existing buildings and structures).

- Projected growth forecasts prepared for the County, as well as servicing forecasts were reviewed to determine if the available capacity and available vacant land in the settlement meet the population projections.
- The existing land use designations in the Official Plan were also reviewed and considered when developing land use designations and related policies for the Village.
- The existing lot fabric and road network were reviewed to determine potential new collector roads in the undeveloped areas of the Village, and to plan for active transportation.
- Establishing some site-specific policies for the vacant lands within the Village, while considering public input, existing identified constraints and the availability of municipal services.

The Township held one (1) public information meeting on December 8, 2021, where residents and interested parties were presented with three (3) options for the redesignation of select lands within the Village of Drumbo, including minor rounding out of the settlement boundary. Feedback from the public information meeting was collected and was utilized to inform the final draft of the secondary plan.

Subsequent to the December 2021 public information meeting, three (3) separate reports were brought to Township Council for the consideration of endorsing the draft Drumbo Secondary Plan (October 19, 2022, January 11, 2023, and March 15, 2023). Township Council endorsed the draft Drumbo Secondary Plan at their meeting on March 15, 2023, and directed staff to prepare the application for Official Plan Amendment in order to implement the policies outlined in the Drumbo Secondary Plan.

The proposed draft Official Plan Amendment that is attached to this report is the result of the work undertaken for the Drumbo Secondary Plan.

Plate 1 – Location Map, illustrates the extent of the designated boundary of the Village of Drumbo.

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

Plate 3 – Drumbo Secondary Plan Lands, provides the proposed land designations for the Village.

Plate 4 – Transportation Network Plan, provides the existing and conceptual transportation links within the Village of Drumbo.

Plate 5 – Servicing Plan, identifies the phasing approach for development within the Village of Drumbo.

Plate 6 – Drumbo Secondary Plan, as endorsed by Blandford-Blenheim Council in March 2023.

## **Application Review**

### 2020 Provincial Policy Statement

Section 1.1.2 of the PPS states that sufficient lands 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.

Section 1.1.3 further states that the vitality and regeneration of settlement areas is critical to the long-term economic prosperity of our communities. It is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities, and minimize unnecessary public expenditures.

Section 1.1.3.1 states that Settlement Areas will be the focus of growth and development.

Section 1.1.3.2 states that land use patterns within Settlement Areas shall be based on densities and a mix of land uses which:

- efficiently use land and resources;
- are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
- minimize negative impacts to air quality and climate change, and promote energy efficiency;
- prepare for the impacts of a climate change;
- support active transportation;
- are transit-supportive, where transit is planned, exists, or may be developed; and
- are freight supportive.

Section 1.1.3.8 states that a planning authority may identify a Settlement Area or allow for the expansion of a Settlement Area boundary only at the time of a comprehensive review and only where it the need for expansion has been demonstrated in accordance with the criteria as contained in Section 1.1.3.8.

Notwithstanding the foregoing, Section 1.1.3.9 of the PPS directs that municipalities may permit adjustments of Settlement Area boundaries outside a comprehensive review provided:

- there would be no net increase in land withing the Settlement Area;
- the adjustment would support the municipality's ability to meet intensification and redevelopment targets established by the municipality;
- prime agricultural areas are addressed in accordance with 1.1.3.8 (c), (d) and (e); and,
- the Settlement Area to which lands would be added is appropriately serviced and there is sufficient reserve infrastructure capacity to service the lands.

Further, Section 1.3.2.1 states that planning authorities shall plan for, protect, and preserve employment areas for current and future uses and ensure that the necessary infrastructure is provided to support current and projected needs.

Section 1.3.2.6 directs that planning authorities shall protect employment areas in proximity to major goods movement facilities and corridors for employment uses that require those locations.

Section 1.3.2.7 states that planning authorities may plan beyond 25 years for the long-term protection of employment areas provided lands are not designated beyond the planning horizon identified in Section 1.1.2.

#### Official Plan

Section 4.1 of the County Official Plan outlines the strategic approach when considering growth management. It is directed that appropriate areas be identified and designated in order to

accommodate the growth within the projected planning period of the Official Plan. It is the objective of the County to preserve existing prime agricultural areas and environmental resources.

Existing designated land supplies and infrastructure shall be efficiently utilized, including the achievement of intensification targets, prior to designating new areas for growth.

Section 4.1 further outlines that sufficient servicing levels for designated growth areas shall be established, which will allow a variety of land uses, promote efficient land utilization, and minimize potential impacts on environmental and agricultural resources. Public servicing to accommodate urban level growth shall be required. New development will only be considered where adequate servicing capacities and where acceptable plant performances exist.

Section 6.1 of the Official Plan speaks specifically to the strategy for rural settlements within the County. In order to accommodate anticipated rural growth, the location of non-agricultural uses within rural settlements is promoted as a means of protecting agricultural lands and natural areas, avoiding scattered and strip development and maximizing the efficiency of municipal services where they exist.

Rural settlements shall provide opportunities to develop a variety of housing in order to meet the needs of residents, including ownership and rental housing, affordable housing, and specialized housing where appropriate servicing levels are provided.

Infill development and intensification of land and buildings within the County's rural settlements, where the appropriate levels of services exist, shall be promoted. It is directed that infill and intensification shall be complementary to existing development within the rural settlements.

The policies of Official Plan are intended to promote rural settlements as service centres for the rural community and rural economy. The policies provide for employment opportunities through the establishment of areas for a variety of industrial and commercial land uses including policies to support village core areas. The Official Plan also includes initiatives to support the creation of small business and home-based enterprises in rural settlements.

The draft Drumbo Secondary Plan proposes to add two (2) new designations. The 'Village Convenience Commercial' designation is intended to provide convenience commercial uses to serve the residents and employees of the Village in close proximity to their homes and places of employment, to assist in facilitating more complete communities. The commercial uses are not intended to compete with the planned function of the Village Core, but rather, complement and supplement the core area. It is intended that buildings associated with this designation will address the street and parking shall be encouraged to be located at the rear of buildings to enhance the streetscape and create a more walkable community.

The second new designation is 'Future Urban Growth'. Lands designated Future Urban Growth are within the settlement boundaries, however, based on population projections, the lands are not required at this time to accommodate projected residential growth and are beyond the servicing capacity planned at this time. Until such time as the County and Township identify the need for the lands and identify the adequacy of servicing capacity for the additional residential lands, the interim land use shall be agricultural uses as they existed on the date of approval of the Secondary Plan and subsequently, the proposed Official Plan amendment. No expansions or additions to the agricultural uses shall be permitted within the Secondary Plan boundary area. This shall also apply to other existing land uses that existed as of the date of the approval of the Secondary Plan.

### Agency Comments

Bell Canada has indicated that they are primarily interested in changes to the transportation network and/or policies and regulations relating to the direction of population growth and public infrastructure investments, heritage character, urban design, broadband and economic development related objectives and how Bell can assist Drumbo to be a connected community. Bell has reviewed the information provided, and would be pleased to provide the following comments in order to plan and facilitate the expansion of telecommunications and broadband infrastructure.

Moving forward, Bell Canada would like to continue to ensure that the landowners are aware and familiar with our conditions as they pertain to forthcoming Site Plans, Draft Plans of Subdivision and/or Draft Plans of Condominium as follows:

*The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell.*

*The Owner agrees that should any conflict arise with existing Bell Canada facilities or easements within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost."*

*The Owner is advised to contact Bell Canada at [planninganddevelopment@bell.ca](mailto:planninganddevelopment@bell.ca) during the detailed utility design stage to confirm the provision of communication/telecommunication infrastructure needed to service the development.*

*It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.*

*If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.*

The Grand River Conservation Authority (GRCA), Oxford County's Public Works Department, Southwestern Public Health, and the Thames Valley District School Board have indicated no concerns to the proposal.

### Public Consultation

In addition to the public consultation relating to the secondary planning exercise, notice of complete application specific to the proposed Official Plan amendment was provided on July 12, 2023, and notice of public meeting was provided on August 30, 2023, in the Ayr News, in accordance with the requirements of the Planning Act.

### **Planning Analysis**

The purpose of the Secondary Plan is to provide a planning framework to guide the future development of Drumbo until 2046. The Secondary Plan builds on the policies established in the Provincial Policy Statement and the County Official Plan in order to provide direction for the

complete and orderly development of the community and to accommodate a significant portion of the projected residential and employment growth for the Township of Blandford- Blenheim.

The proposed Secondary Plan includes general and specific land use and development policies, as well as urban design policies for the Village and its public spaces and streets. It is the purpose of the Plan to establish the land use patterns and conceptual identification of community infrastructure, such as trails, parks and collector roads that are anticipated through future draft plan of subdivision and other planning applications.

Staff are of the opinion that the policies detailed within the Plan will assist in guiding development in Drumbo in a manner that integrates new development with the existing community, while broadening the range of housing choice, making efficient use of existing and planned infrastructure, and diversifying the supporting land uses.

The Secondary Plan was developed based on the following:

- Policy Analysis including a detailed review of the applicable elements of the Provincial Policy Statement, the County of Oxford Official Plan and growth projections produced through the Phase One Comprehensive Review of Oxford County Report produced by Hemson Consulting Ltd (March 2020);
- A recognition that there is limited existing sanitary servicing capacity and a planned expansion to the wastewater treatment plant (WWTP) that will provide additional capacity during the planning horizon of the Secondary Plan;
- Drumbo accommodating a significant portion of the Township's future growth as one of two (2) Settlement Areas with full municipal services and in consideration of the planned expansion of the WWTP;
- A projected need for the Township to accommodate 600 new residential units, with a significant portion of the planned growth accommodated within the Village of Drumbo, with an estimated land need of 35 gross hectares;
- A projected need for the Township to accommodate approximately 22 gross hectares of employment land and additional lands to accommodate commercial and institutional uses;
- The need to provide for a range of housing choice, including multiple residential units;
- Support for active transportation;
- The existing land use framework established in the County Official Plan and the existing development patterns and road networks in the Village;
- Establishing appropriate transitions between residential and employment land uses to ensure their compatibility;
- Opportunities for intensification and redevelopment, where appropriate; and,
- The need for appropriate public open spaces, including parks, to serve the existing and anticipated residents of the Village.

#### Low Density Residential

The County Official Plan currently permits a minimum density within the Low Density Residential (LDR) designation of 15 units per hectare (6 units per acre) and a maximum of 22 units per hectare (9 units per acres). The Drumbo Secondary Plan proposes that lands designated LDR within the Village of Drumbo be developed at a minimum density of 18 units per hectare (7 units per acre) and a maximum of 25 units per hectare (10 units per acres).

A variety of housing forms will be permitted within the LRD designation including single detached dwellings, semi-detached dwellings, duplexes, additional residential units (ARUs), and townhouses. Development within the LDR designation shall generally not exceed three (3) storeys in height.

### Medium Density Residential

The County Official Plan permits a minimum density within the Medium Density Residential (MDR) designation of 22 units per hectare (9 units per acre) and a maximum of 50 units per hectare (20 units per acre). The Drumbo Secondary Plan proposes that the lands designated MDR within the Village of Drumbo be developed at a minimum density of 25 units per hectare (10 units per acre) and a maximum of 50 units per hectare (20 units per acre).

Within the MDR designation new low density housing forms such as single detached dwellings, semi-detached dwellings, and duplexes will not be permitted. Medium density housing forms such as townhouses, cluster houses, and low-rise apartment buildings will continue to be permitted within the MDR designation. Development within the MDR designation shall generally not exceed a height of four (4) storeys.

### Future Urban Growth

The draft Drumbo Secondary Plan proposes to designate a portion of the Village 'Future Urban Growth (FUG).' These lands, while within the settlement boundary, are not yet required to accommodate projected residential growth based on current population projections.

Until such time as the County and Township identify the need for the lands and identify the adequacy of servicing capacity for the additional residential lands in Drumbo, the interim land use shall be agricultural uses as they existed on the date of approval of the Secondary Plan/Official Plan Amendment. No expansions or additions to the agricultural uses will be permitted within the FUG designated area. This restriction shall also apply to other land uses that existed as of the date of the approval of the Secondary Plan.

### Village Core

Current policies governing the Village Core designation in the County Official Plan permit a mix of residential and commercial opportunities. All forms of low density and medium density residential development are currently permitted. Changes to the Village Core designation are proposed to concentrate commercial uses within the centre of the Village and to limit residential development to that which is complimentary to the planned function of the core.

The draft Drumbo Secondary Plan proposes that no new single detached dwellings be permitted within the Village Core. Further, while live-work units are encouraged, ground floor residential uses will not be permitted within the Village Core where the lands are adjacent to Wilmot Street and Oxford Street. The Secondary Plan also includes a policy that would implement a maximum height of four (4) storeys within the Village Core designation.

Current Village Core policies allow for a full range of retail, office, administrative, and public utility uses. Cultural, entertainment, recreational, cottage industry, and institutional uses are also permitted. The draft Drumbo Secondary Plan maintains these permitted uses while also specifically listing the following uses:

- Medical clinics;



- Restaurants (dine in or take-out, not including drive-through facilities);
- Bakery;
- Café or Coffee Shop;
- Hotel;
- Dwelling Units above the First Storey;
- Museum;
- Financial Services; and,
- Personal Services

While commercial uses are intended to be directed to the Village Core, there are some commercial uses that, in the opinion of staff, are not compatible with the pedestrian oriented nature of the village centre. As such, it is proposed that drive-through establishments be prohibited from the Village Core. Car focused establishments will generally be directed towards the Service Commercial designation.

#### Service Commercial

The draft Drumbo Secondary Plan proposes to maintain current permitted uses as contained within the Official Plan. The Secondary Plan, however, proposes to include new policies that would help guide the orientation of buildings within the Service Commercial designation. The policies encourage orienting the buildings away from adjacent residential uses. Specifically, HVAC equipment, loudspeakers, drive-through aisles, and other potential sources of noise/odor will generally be directed away from adjacent more sensitive land uses.

Service Commercial uses that require large areas for storage of goods or vehicles may include a limited amount of retail commercial uses that cannot be accommodated in the Village Core. These retail uses are not intended to be those typically characteristic of a Village Core location and shall not directly compete with the function of the Village Core.

It is the intent of the Secondary Plan that newly developing Service Commercial areas have direct access to arterial roads. Given the current servicing constraints in the Village of Drumbo, the draft Secondary Plan identified low water and wastewater uses as being preferred within the Service Commercial designation.

#### Village Convenience Commercial

Staff are recommending the inclusion of the Village Convenience Commercial (VCC) designation, which would be a new designation specific to the Village of Drumbo. The VCC designation is intended to be complementary to Service Commercial and Village Core designated areas and permit uses that would not detract from the function of those areas.

The draft Drumbo Secondary Plan identifies one site for proposed VCC use initially, and includes the following as permitted uses:

- Bakery;
- Café or Coffee Shop (does not include drive-through Restaurants);
- Child Care Centre;
- Personal Services;
- Pet Store and related services (does not include a Veterinary Clinic or Kennel);
- Take-out Restaurant (not including drive-through Restaurants); and,
- Variety Store (does not include Retail Commercial)

#### Industrial

Recognizing the servicing capacity constraints within the village, the proposed policies affecting the Industrial designation provide that uses that have low water and wastewater requirements as being the preferred uses for the village. The Industrial designation identifies uses such as fulfillment centres, business incubators, microbreweries, makerspace, and artisan studios as being permitted.

To ensure clarity in the proposed policies regarding the range of new industrial type uses proposed, a number of new definitions will be incorporated into the Official Plan for Drumbo, as follows:

- Fulfilment Centre - means an industrial facility used for, but not limited to, the assembly, storing, sorting, processing, packaging and distribution of goods, the management of inventory, and the temporary on-site storage of commercial motor vehicles or trailers for freight handling.
- Business Incubator - means an establishment that is dedicated to nurturing the development and commercialization of start-ups, early-stage companies, and established companies (enterprises) by providing incubator services such as management training, networking facilities, programming, mentorship programs, business assistance services, and office space.
- Makerspace - means a community workshop or community studio that is dedicated to nurturing creativity, collaboration, and hands-on learning through the provision of shared do-it-yourself space where like-minded individuals can gather and interact together:
  - Create (make, build), invent, tinker, explore, learn; and
  - Share ideas, resources (tools, materials), knowledge and skill sets.
- Microbrewery – means the use of a building for the small-scale production of beer, wine, cider and/or spirits which may be in conjunction with a tasting bar, but shall not include a restaurant.

### Servicing and Phasing

It is the intent of the Secondary Plan that development in Drumbo will only proceed at such time as servicing capacity becomes available. It is recognized that the Village currently has limited sanitary servicing capacity. An expansion to the Drumbo Wastewater Treatment Plan (WWTP) has been approved, with a two (2) phased approach to the construction of the expansion. Once the WWTP is expanded, it is anticipated that there will be additional capacity to support approximately 330 equivalent residential units.

The anticipated growth for the Township as a whole over the planning horizon is 600 additional units. The majority of those units should be accommodated within the two (2) Serviced Villages of Drumbo and Plattsville. The Environmental Assessment prepared for the expansion to the WWTP facility in Plattsville indicated that this settlement is anticipated to accommodate approximately 137 units, with the remainder of the growth to be accommodated via development in Drumbo and to a lesser extent, other areas of the Township.

The PPS directs that growth occur within fully serviced Settlement Areas (such as Drumbo), as a priority and affords limited opportunities for new residential development outside of fully serviced Settlement Areas. In this regard, the Secondary Plan has been developed with a view that the majority of the growth within the Township will occur within the Village of Drumbo.

In recognition that the development of all the lands within the Settlement Area will not be accommodated within the limitations of the existing and planned WWTP capacity, the Secondary Plan includes Phasing Policies and a Phasing Plan to ensure the orderly development of the lands within the Village and to ensure the expansion of municipal services occurs in a financially responsible and equitable manner. The intent of the Phasing policies is to ensure that development takes place in a fiscally responsible manner that minimizes risk to the Township and County and to ensure that the cost of development is borne by proponents of development applications, where appropriate.

### Transportation

As part of the Official Plan Amendment, a new schedule is being added to the County Official Plan with a focus on the transportation network within the Village of Drumbo. The schedule outlines both existing roads and conceptual roads within the Village transportation network.

### Summary & Conclusion

The draft Official Plan Amendment (OPA) attached to this report has been prepared in accordance with the recommendations of the Drumbo Secondary Plan and addresses matters pertaining to land use, transportation, and municipal servicing. While in draft form, the proposed OPA includes all of the relevant content as set out in the Secondary Plan, as endorsed by Township Council in March 2023. The final draft of the OPA that will be presented to County Council for consideration will be subject to further review by staff for the purpose of ensuring that the amended policies are properly built into the overall policy framework for Drumbo.

Further, the Drumbo Secondary Plan, which forms the basis of the Official Plan Amendment, can be adopted by Council.

## **RECOMMENDATIONS**

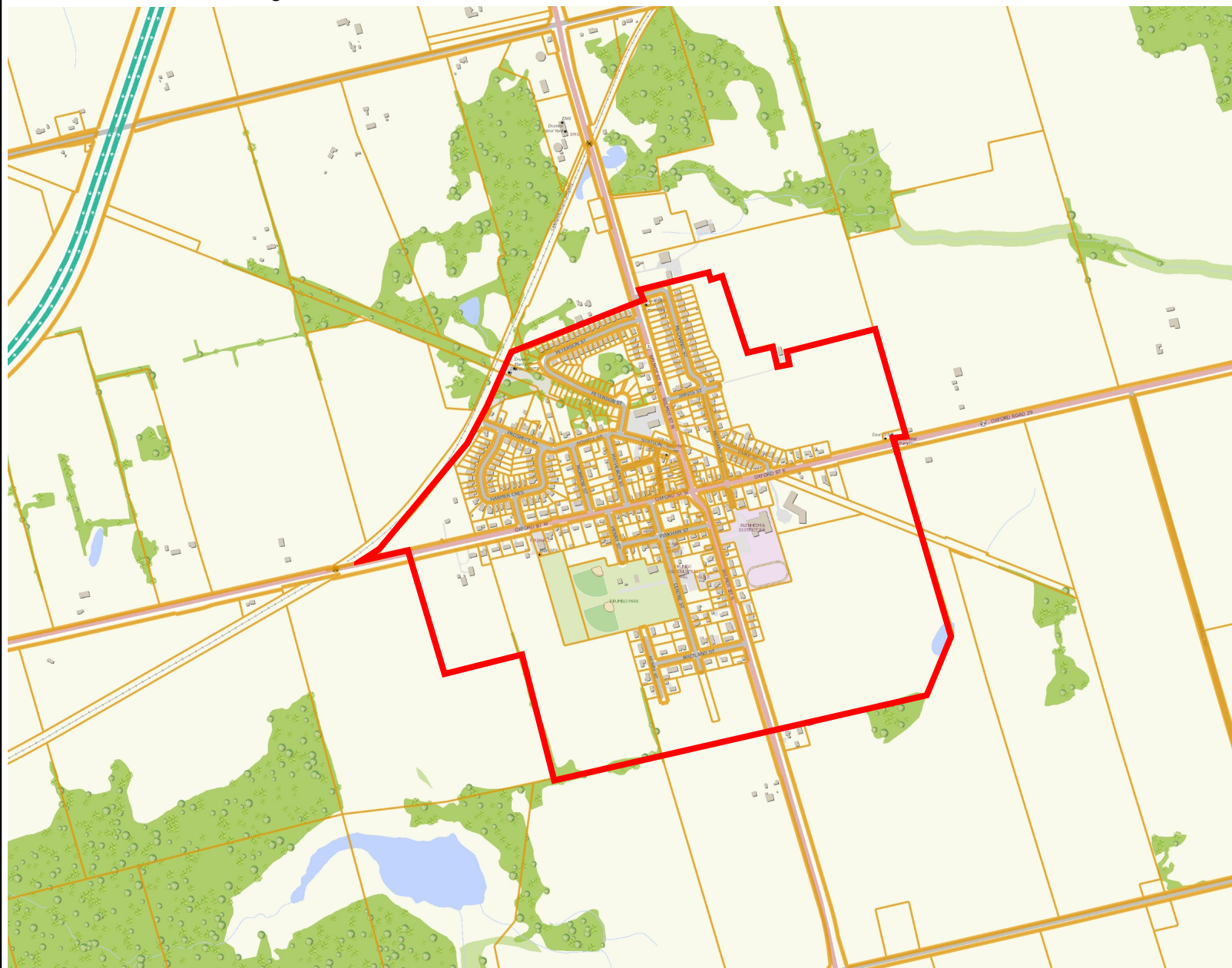
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- 1. It is recommended that Township of Blandford-Blenheim Council adopt the Drumbo Secondary Plan prepared by MHBC.**
- 2. It is further recommended that Township of Blandford-Blenheim Council hereby recommends that Oxford County Council approve the application to amend the Official Plan initiated by the Township regarding the Drumbo Secondary Plan, to implement the Drumbo Secondary Plan.**

## **SIGNATURES**

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<b>Authored by:</b>	<i>Original signed by</i>	Dustin Robson, RPP, MCIP Development Planner
<b>Approved for submission:</b>	<i>Original signed by</i>	Gordon K. Hough, RPP Director

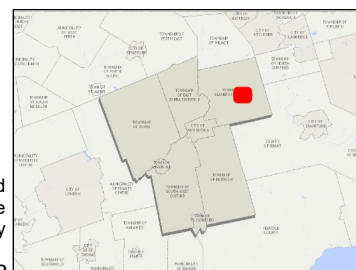


## Legend

### Parcel Lines

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

## Notes



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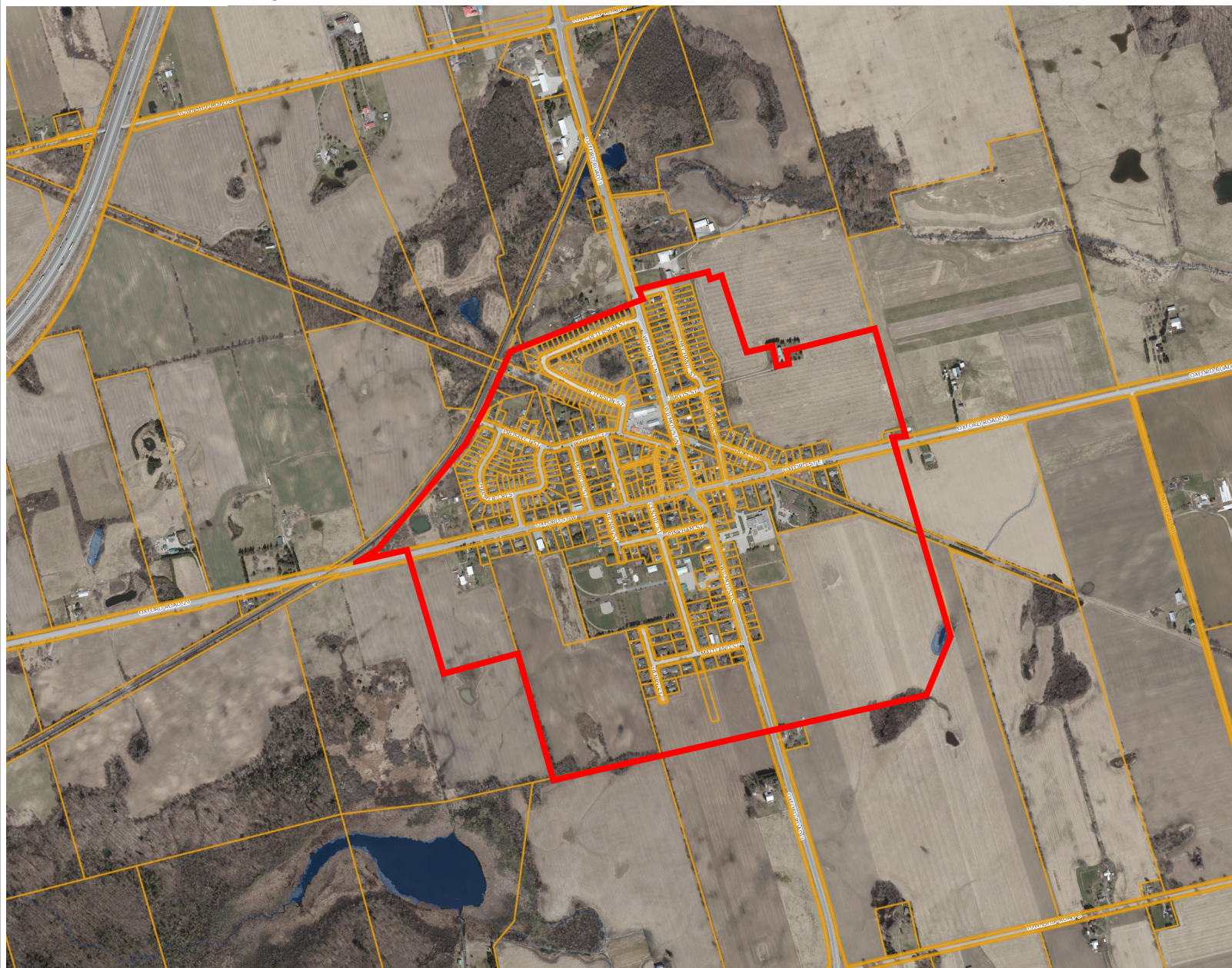
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June 20, 2023

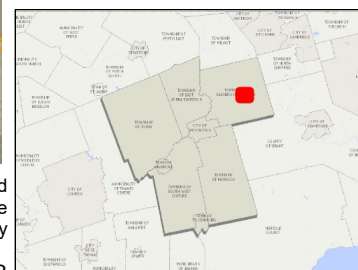




## Legend

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

## Notes



0 409 818 Meters

NAD\_1983\_UTM\_Zone\_17N

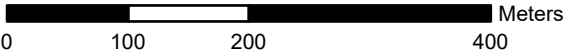
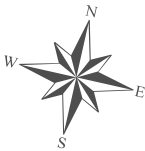
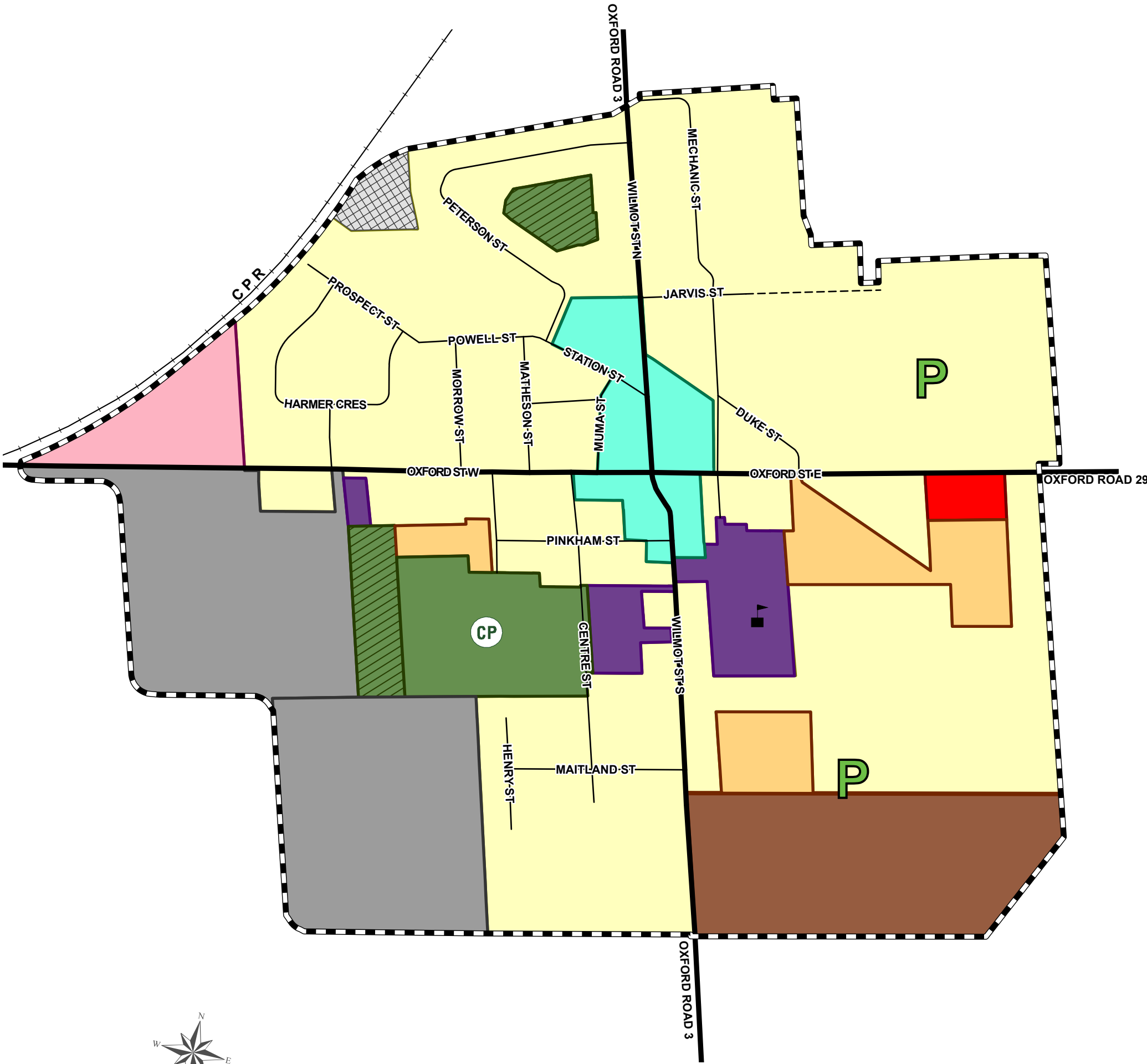


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June 20, 2023



SECONDARY PLAN  
MAP 1



THIS MAP FORMS PART OF THE VILLAGE OF DRUMBO SECONDARY PLAN AND MUST BE READ IN CONJUNCTION WITH THE WRITTEN TEXT.

BASE MAP LEGEND

- SETTLEMENT BOUNDARY
- ARTERIAL ROADS
- LOCAL ROADS
- PROPOSED FUTURE LOCAL ROADS
- RAILWAY
- SCHOOL
- COMMUNITY PARK

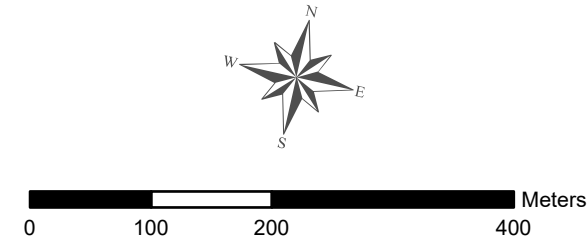
LAND USE PLAN  
LEGEND

- VILLAGE CORE
- SERVICE COMMERCIAL
- (VILLAGE) CONVENIENCE COMMERCIAL
- FUTURE URBAN GROWTH
- INSTITUTIONAL
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- INDUSTRIAL
- OPEN SPACE
- OPEN SPACE (SWM)
- WASTE WATER TREATMENT PLANT
- FUTURE PARK\*\*

\*\*NOTE: THE LOCATIONS OF THE PARKS ARE APPROXIMATE AND MAY BE FURTHER REFINED THROUGH AN OFFICIAL PLAN AMENDMENT OR PLAN OF SUBDIVISION

NOTES: THIS MAP MAY INCORPORATE DATA UNDER LICENCE AGREEMENT(S) WITH THE UPPER THAMES RIVER CONSERVATION AUTHORITY, THE GRAND RIVER CONSERVATION AUTHORITY, THE LONG POINT REGION CONSERVATION AUTHORITY, THE MINISTRY OF NORTHERN DEVELOPMENT AND MINES, THE MINISTRY OF NATURAL RESOURCES AND THE KING'S'S PRINTER OF ONTARIO. (c)2022

SECONDARY PLAN  
MAP 2



NOTES: THIS MAP MAY INCORPORATE DATA UNDER LICENCE AGREEMENT(S) WITH THE UPPER THAMES RIVER CONSERVATION AUTHORITY, THE GRAND RIVER CONSERVATION AUTHORITY, THE LONG POINT REGION CONSERVATION AUTHORITY, THE MINISTRY OF NORTHERN DEVELOPMENT AND MINES, THE MINISTRY OF NATURAL RESOURCES AND THE KING'S PRINTER OF ONTARIO. (c)2022

THIS MAP FORMS PART OF THE VILLAGE OF DRUMBO SECONDARY PLAN AND MUST BE READ IN CONJUNCTION WITH THE WRITTEN TEXT.

BASE MAP LEGEND

- RAILWAY
- SETTLEMENT BOUNDARY
- FUTURE PARK
- SCHOOL
- COMMUNITY PARK

TRANSPORTATION NETWORK PLAN LEGEND

- ARTERIAL ROADS (COUNTY ROADS)
- LOCAL ROADS
- PROPOSED FUTURE COLLECTOR ROADS\*\*
- PROPOSED FUTURE LOCAL ROADS
- PROPOSED FUTURE CYCLING PATHS
- CONCEPTUAL TRAIL LOCATIONS

\*\*NOTE: THE LOCATIONS OF THE PROPOSED COLLECTOR ROADS ARE APPROXIMATE AND MAY BE FURTHER REFINED THROUGH AN OFFICIAL PLAN AMENDMENT OR PLAN OF SUBDIVISION



- Village of Drumbo
- Parcel Fabric
- Sanitary Mains
- Water Mains
- Enbridge Gas Mains
- ▨ Phase 1
- ▨ Phase 2
- ▨ Phase 3

Note: The allocation of servicing is at the discretion of the County of Oxford and/or the Township of Blandford-Blenheim.

# **SECONDARY PLAN** **MAP 3**

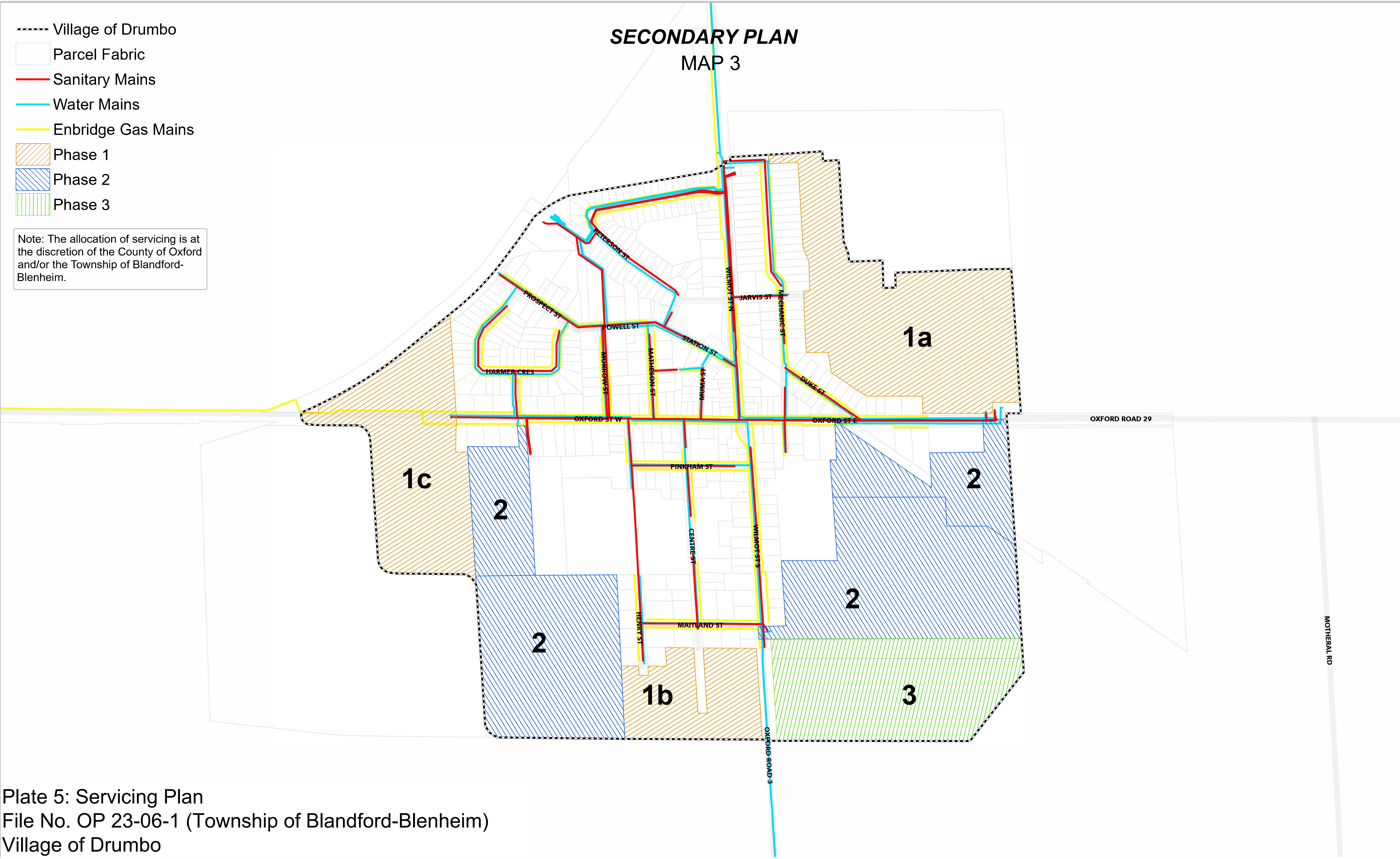


Plate 5: Servicing Plan  
File No. OP 23-06-1 (Township of Blandford-Blenheim)  
Village of Drumbo



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# 1.0 INTRODUCTION

## 1.1 The Village of Drumbo Secondary Plan

- 1.1.1 Sections 3.1.6 and 4.2.2.4.1 of the County Official Plan provide the guiding policies for the preparation of secondary plans. It is intended that the Secondary Plan would be incorporated into the County Official Plan similar to other existing Secondary Plans for other municipalities in the County. The Secondary Plan is a Council approved planning document that provides additional detail and informs land use matters within the Village of Drumbo and is primarily implemented through the Official Plan.
- 1.1.2 The Secondary Plan is intended to complement and expand upon existing policies in the County of Oxford Official Plan. All development within the Village of Drumbo shall conform to the Secondary Plan.
- 1.1.3 The boundary of the Village of Drumbo is identified on Map 1. The Secondary Plan applies to the entire Village and is intended to accommodate a significant portion of the planned residential and employment growth for the Township of Blandford-Blenheim.

## 1.2 Purpose of the Plan

- 1.2.1 The purpose of the Secondary Plan is to provide a planning framework to guide the future development of Drumbo until 2046. The Secondary Plan ('Plan') builds on the policies established in the Provincial Policy Statement and the County Official Plan in order to provide direction for the complete and orderly development of the community and to accommodate a significant portion of the projected residential and employment growth for the Township of Blandford- Blenheim.
- 1.2.2 The Secondary Plan shall establish the principles and objectives for the development of the community.
- 1.2.3 The Secondary Plan includes general and specific land use and development policies, as well as urban design policies for the Village and its public spaces and streets. The Secondary Plan shall establish the land use patterns and conceptual identification of community infrastructure, such as trails, parks and collector roads that are anticipated through future draft plan of subdivision and other planning applications.
- 1.2.4 The Secondary Plan policies are intended to guide development in Drumbo in a manner that integrates new development with the existing community, while broadening the range of

housing choice, making efficient use of existing and planned infrastructure and diversifying the supporting land uses.

### 1.3 Basis of the Plan

- 1.3.1 The Township of Blandford Blenheim is located in Oxford County, and has a population of approximately 7,600. The Village of Drumbo represents one of two fully serviced Settlement Areas within the Township, with an individual population of approximately 950. Its location and proximity to many large economic centres, such as the Region of Waterloo, Cities of London, Hamilton, and Brantford through nearby connections to Hwy 401 and Hwy 403, make Blandford-Blenheim an ideal place to live, work, and visit. As one of the two serviced villages within the Township, it is anticipated that Drumbo will accommodate a significant portion of the Township's future growth.

### 1.4 The Secondary Plan is based upon:

- a) Policy Analysis including a detailed review of the applicable elements of the Provincial Policy Statement, the County of Oxford Official Plan and growth projections produced through the Phase One Comprehensive Review of Oxford County Report produced by Hemson Consulting Ltd (March 2020);
- b) A recognition that there is limited existing sanitary servicing capacity and a planned expansion to the wastewater treatment plant (WWTP) that will provide additional capacity during the planning horizon of the Secondary Plan;
- c) Drumbo accommodating a significant portion of the Township's future growth as one of two settlement areas with full municipal services and in consideration of the planned expansion of the WWTP;
- d) A projected need for the Township to accommodate 600 new residential units, with a significant portion of the planned growth accommodated within the Village of Drumbo, with an estimated land need of 35 gross hectares;
- e) A projected need for the Township to accommodate approximately 22 gross hectares of employment land and additional lands to accommodate commercial and institutional uses;
- f) The need to provide for a range of housing choice, including multiple residential units;
- g) Support for active transportation;
- h) The existing land use framework established in the County Official Plan and the existing development patterns and road networks in the Village;
- i) Establishing appropriate transitions between residential and employment land uses to ensure their compatibility;
- j) Opportunities for intensification and redevelopment, where appropriate; and,
- k) The need for appropriate public open spaces, including parks, to serve the existing and anticipated residents of the Village.

# 2.0 GUIDING PRINCIPLES

## 2.1 Goals of the Plan

- 2.1.1 The Village of Drumbo is planned to accommodate residential and employment growth that will be integrated with the existing Village through compatible built form, active transportation connections and a design that maintains the small town character that has been established.
- 2.1.2 Building on the policies of the County of Oxford Plan, Drumbo is to be developed as a complete community that:
- i) is pedestrian-oriented;
  - ii) contains a variety of housing types that offer choice to future residents;
  - iii) has a high level of urban design;
  - iv) enhances existing open space areas and provides new connections to key community destinations;
  - v) encourages active transportation;
  - vi) creates a sense of place that reflects and enhances the existing character of the Village.

## 2.2 Guiding Principles

- 2.2.1 The following principles shall guide the development within Drumbo:
- a) Open Space:
    - i) Establish an open space system within the Village of integrated and connected public spaces including parks, trails, recreational facilities and natural features;
    - ii) Locate and design parks and recreation spaces that will serve all age groups and physical abilities within individual neighbourhoods and connect the open spaces within the Village with an integrated active transportation system;
    - iii) Locate stormwater management facilities in proximity to other open space uses to create larger parcels and provide trail connections within the facilities to encourage physical activity and social interaction.
  - b) Built Form:

- i) Ensure diversity in housing forms to improve choice and affordability;
  - ii) Ensure built form is human-scaled and pedestrian oriented;
  - iii) Encourage a mix of uses in the Village Core;
  - iv) Provide appropriate transitions in built form and physical separation between non-residential and residential uses;
  - v) Encourage a connected active transportation system;
  - vi) Plan for a range of densities and housing types;
  - vii) Encourage a high quality of urban design;
  - viii) Design new development to orient the built form to the street to help establish a pedestrian scale and feel;
  - ix) Promote compatibility of building scale and form between new and existing development;
  - x) Encourage development to apply the principles of Crime Prevention Through Environmental Design (CPTED) to maintain a safe community;
  - xi) Encourage sustainable design throughout the built environment to promote the efficient use of energy, land, and infrastructure through conservation and energy-saving practices and systems.
- c) Mobility:
- i) Encourage pedestrian walkability and connectivity throughout the Village through a network of sidewalks, pathways and trails;
  - ii) Plan for a diversity of mobility routes for pedestrians; cyclists, and automobiles;
  - iii) Develop a well-connected network and hierarchy of streets, paths, trails, and active transportation routes that improve connectivity around the Village, while safely accommodating various modes of transportation, including walking, cycling, and automobiles;
  - iv) Develop new neighbourhoods within the Village that emphasize, promote, and encourage social interaction, active streetscapes and overall walkability;
  - v) Ensure amenities such as parks, schools, places of employment and commercial and service uses are accessible without use of the automobile.
- d) Economic Development:

- i) The Village Core plays an important role in the community, by providing services and supporting commercial uses and by acting as a focal point and central area that is accessible from each neighbourhood;
- ii) The Village Core should be supported through the Secondary Plan policies to maintain, and wherever possible, improve its vitality and viability;
- iii) Outside of the Village Core, opportunities will be provided to accommodate commercial and industrial development of a compatible type, scale, and intensity consistent with County Official Plan policies and the planned employment growth for the Township;

# 3.0 COMMUNITY

## STRUCTURE AND DESIGN

### 3.1 Land Use Plan

- 3.1.1 The Land Use Plan for the community is illustrated on Map 1– Land Use. The County Official Plan includes land use designations and policies that apply to the Village of Drumbo. The Secondary Plan contains additional area specific policy direction under those land use designations, to provide more specific policies and to help guide the growth and development of the Village.

### 3.2 General Policies

- 3.2.1 The Village of Drumbo is planned to accommodate a substantial portion of the Township’s residential and employment growth over the planning horizon (2021-2046) in recognition of the availability of full municipal services and the amount of undeveloped growth land located within the existing settlement area boundary.
- 3.2.2 The Village of Drumbo shall be planned to be accessible to all and to accommodate a variety of housing types, sizes, and tenures with a general low-rise to mid-rise built form. Housing that is affordable and attainable is encouraged.
- 3.2.3 The Village of Drumbo is a fully serviced community. It is recognized that there is limited capacity in the WWTP to accommodate new development. The Township and County have approved an expansion to the existing WWTP that will provide additional capacity to support growth and development. It is recognized that even with the expansion of the WWTP, not all of the lands within the Settlement Area boundary will be able to be development. In this regard, the Secondary Plan includes servicing policies, with allowance for the phasing of development, to ensure that the expansion and use of existing and planned municipal services occurs in an orderly manner. Section 5 of this Plan, and Map 3 contain policies that provide direction for the expansion of the community in the context of planned and available municipal services.
- 3.2.4 To ensure a range of housing choice, for lands within the Low Density Residential designation, new development applications for lands greater than 2 hectares shall include a minimum of 20 % of new units that are other than single detached or semi-detached.



- 3.2.5 Specific regulations concerning lot frontages, setbacks, height, and lot sizes shall be contained within the implementing Zoning By-law in order to ensure a consistent development pattern within the community, while making efficient use of municipal infrastructure.
- 3.2.6 The Township encourages innovative forms of employment that efficiently use land, including home based businesses, in appropriate locations. The permission for and regulating of home-based businesses will be contained in the Zoning Bylaw.
- 3.2.7 Schools, parks, community centres and other public amenities are encouraged to be centrally located within the area they serve. New development applications proceeding through a plan of subdivision will consider the open space needs of the development including local servicing parks and active transportation connections.
- 3.2.8 New development applications requiring a Draft Plan of Subdivision, Zoning Bylaw Amendment and/or Site Plan Control, shall demonstrate how pedestrians and cyclists can move through the community and/or site, and connect to existing active transportation infrastructure or planned infrastructure.

### 3.3 Future Urban Growth

- 3.3.1 It is anticipated that the Village Settlement Area boundary will accommodate planned growth through to the year 2046 and beyond, provided sufficient servicing capacity is available.
- 3.3.2 Lands designated Future Urban Growth are included within the Settlement Area Boundary in anticipation of their future development. However, based on population projections, the lands are not required at this time to accommodate projected residential growth and is likely beyond the servicing capacity. Until such time as the County and Township identify the need for and adequacy of servicing capacity for additional residential lands, the interim land use shall be agricultural uses as they existed on the date of approval of the Secondary Plan. No expansions or additions to the agricultural uses shall be permitted within the Secondary Plan boundary area. This shall also apply to other existing lands uses that existed as of the date of the approval of the Secondary Plan.
- 3.3.3 If the County and Township determines that additional lands are required to accommodate growth, the lands designated Future Urban Growth shall be considered first. The lands shall be considered for a mix of Low and/or Medium Density Residential uses, the specifics of which shall be determined through the County and Townships' review and amendment to this Plan, as required.

### 3.4 Low Density Residential

- 3.4.1 In addition to the policies of the County Official Plan, the following specific policies shall apply to lands designated Low Density Residential.

- 3.4.2 The development of lands designated Low Density Residential shall be subject to the Servicing and Phasing policies of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy.
- 3.4.3 The Low Density Residential designation is intended to accommodate the development of low-rise residential land uses within the Village of Drumbo. The Village of Drumbo, one of two Serviced Villages in the Township, is currently expected to accommodate the majority of the Township's forecasted residential growth, as there is limited remaining land and municipal servicing capacity is constrained in Plattsville, the other serviced Village within the Township
- 3.4.4 Where a proposed plan of subdivision identifies a public elementary or secondary school, the lands shall be placed in an appropriate land use designation to recognize the use.
- 3.4.5 Lands designated Low Density Residential shall only permit the following residential uses:
- i) Single detached dwellings;
  - ii) Semi-detached dwellings;
  - iii) Duplex dwellings;
  - iv) Additional dwelling units and,
  - v) Townhouse dwellings.
- 3.4.6 In addition to permitted residential uses in Section 3.5.4 above, the following compatible and complementary uses shall also be permitted, subject to the provision of sufficient parking. These uses shall be further regulated in the Township's Zoning By-law:
- i) Home Occupations; and,
  - ii) Places of Worship.
- 3.4.7 Low Density Residential uses shall be planned to achieve a minimum net residential density of 18 units per hectare (7 units per acre) and a maximum net residential density of 25 units per hectare (10 units per acre). The Zoning By-law shall contain regulations for minimum lot area and lot frontage, to ensure that the development pattern makes efficient use of infrastructure, while maintaining a complementary relationship with the existing development pattern in the Village.
- 3.4.8 The maximum building height in the Low Density Residential designation shall generally be three storeys and may be further regulated in the Township's Zoning By-law.
- 3.4.9 Intensification of underutilized or vacant lands within the Village is encouraged, in accordance with the applicable policies of the Official Plan. The Township shall utilize the Zoning Bylaw and other planning tools, as appropriate, to ensure compatibility with existing development.

### **3.5 Medium Density Residential**

- 3.5.1 In addition to Section 6.2.3 of the County Official Plan the following specific policies shall apply to lands designated Medium Density Residential.

- 3.5.2 The development of lands designated Medium Density Residential shall be subject to the Servicing and Phasing policies of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy.
- 3.5.3 The Medium Density Residential designation is intended to accommodate the development of multi-unit residential land uses, with a greater density, within the Village of Drumbo, providing housing choice and building designs that differ from the Low Density Residential designation.
- 3.5.4 The minimum net residential density shall be 25 units per hectare (10 units per acre) and the maximum net residential density shall be 50 units per hectare (20 units per acre). The maximum building height shall be 4 storeys, which shall be further regulated in the Zoning Bylaw.
- 3.5.5 In order to provide housing opportunities for those requiring greater care, assisted living facilities and long-term care homes shall be permitted within the Medium Density Residential designation at a greater height than is permitted within the Low Density Residential designation, consistent with the maximum permitted height in policy 3.6.3.
- 3.5.6 All Medium Density Residential development shall be subject to Site Plan Control, unless otherwise approved by the Township. The Township shall encourage and support the mixing and integrating of innovative and different forms of housing to achieve and maintain a medium density built form and to ensure more compatible development within existing areas.
- 3.5.7 Medium Density Residential development shall consider and demonstrate general compliance with the urban design policies of this Plan, the County Official Plan, and any Urban Design Guidelines, as approved by Council.
- 3.5.8 The Township may consider other forms of medium density housing, on a site-specific basis, subject to an Amendment to the Zoning By-law with appropriate justification and consideration of the surrounding land uses, density, built form, urban design policies and the ability to provide municipal services in a financially feasible manner.
- 3.5.9 Single detached, semi-detached dwellings; and duplexes shall not be permitted. Additional Dwelling Units (ADU's) shall only be permitted in street townhomes.
- 3.5.10 In evaluating proposals where an increase in height and or density are proposed, beyond those permitted in the Medium Density Residential designation, and in addition to other matters such as the availability of municipal services, the Township will consider whether the modest increased building height and or density is compatible with the built form and physical character of the surrounding neighbourhood and is consistent with the urban design policies of this Plan and any Urban Design Guidelines.
- 3.5.11 The Zoning By-law shall establish minimum lot area and lot frontage requirements to ensure compatibility with surrounding development and the existing Village character, while achieving the density objectives of this Plan and the efficient use of municipal infrastructure.

### 3.6 Village Core

- 3.6.1 In addition to the policies in the County Official Plan that apply to development in the Village Core, the following specific policies shall apply.
- 3.6.2 The Village Core designation is intended to apply to and recognize the importance of the existing commercial centre of Drumbo, as identified on Map 1. The policies in the Village Core designation are intended to preserve and concentrate the Village's commercial uses within the centre of the Village, with pedestrian, cyclist and vehicular access along Wilmot and Oxford Streets. The Village Core designation shall remain flexible and responsive to land use changes and will permit a mix of commercial and residential uses which are compatible with the surrounding area and that are intended to provide services that meet the day-to-day or weekly needs of the community.
- 3.6.3 Mix-used development, including live-work units, will be encouraged within the Village Core, with ground floor commercial uses and residential uses above. The Zoning Bylaw shall regulate mixed-use developments, with appropriate regulations that permit opportunities for sharing parking between complementary uses to optimize the use of available land.
- 3.6.4 New ground floor residential uses shall be prohibited for lands located within the Core along Wilmot Street and Oxford Street.
- 3.6.5 New single detached dwellings are not permitted.
- 3.6.6 The creation of wider pedestrian realms and boulevards will be encouraged where feasible, to provide for additional space along the streetscape, contributing to the activation of the public realm.
- 3.6.7 In addition to the uses permitted in the County Official Plan, lands designated Village Core may be zoned to permit the following uses:
- i) Medical Clinics;
  - ii) Restaurants (dine in or take-out, not including drive-through facilities);
  - iv) Bakery;
  - v) Café or Coffee Shop;
  - vi) Hotel;
  - vii) Dwelling Units above the First Storey;
  - viii) Museum;
  - ix) Financial Services; and,
  - x) Personal Service.
- 3.6.8 New driveway accesses proximate to the intersection of Wilmot Street and Oxford Street shall be discouraged.
- 3.6.9 New drive through facilities within the Village Core shall be prohibited.

3.6.10 In addition to the general Urban Design Policies of the County Official Plan and this Plan, the Village Core shall be subject to the following additional policies:

- i) The public realm, which includes the physical space between the building face and the travelled portion of any public street shall be designed in such a manner to encourage pedestrian activities such as walking, gathering, and sitting;
- ii) The public realm should be designed with consistent streetscape, including soft and hardscape elements;
- iii) The public realm is intended to create and establish an inviting space that prioritizes pedestrians over vehicles. The location of on-street parking within the Village Core shall be balanced with a desire to create safe and attractive pedestrian environments;
- iv) Wayfinding and a uniform approach to signage that fosters awareness of key destinations within the Village shall be encouraged;
- v) The Township shall consider establishing urban design guidelines for private signage, with the objective of establishing a consistent visual appearance that enhances the character of the Village Core;
- vi) Street lighting that combines safety, visibility, a pedestrian scale, and that is distinguished from street lighting in other parts of Drumbo is encouraged in the Village Core to create a distinct sense of place;
- vii) Building design that locates entrances towards Wilmot Street or Oxford Street is encouraged wherever possible. In the case of corner lots, buildings are encouraged to contain treatment and design elements that address both street frontages.

3.6.11 The maximum building height in the Village Core designation shall be 4 storeys.

3.6.12 Development within the Village Core designation shall be subject to Site Plan Control. Development shall be evaluated in consideration of the Urban Design policies of this Plan, and any applicable Urban Design Guidelines.

3.6.13 The Township may require the submission of an Urban Design Brief with any development application that evaluates the proposed development and its general conformity with the Urban Design Policies in the Secondary Plan.

### **3.7 Village Convenience Commercial**

3.7.1 The Secondary Plan has identified additional lands for supporting commercial uses, in recognition of the residential and employment growth over the planning horizon. The Village Convenience Commercial designation is intended to provide convenience commercial uses to serve the residents and employees of the Village in close proximity to their homes and places

of employment, as part of a complete community. The commercial uses are not intended to compete with the planned function of the Village Core, but rather, are intended to complement and supplement the commercial uses located in the Village Core. Buildings shall address the street and parking shall be encouraged to be located at the rear of buildings in order to enhance the streetscape and to create a more walkable community.

3.7.2 The permitted uses in the Village Convenience Commercial designation are as follows:

- i) Take out Restaurant (not including drive- through restaurant)
- ii) Bakery;
- iii) Variety store (does not include retail commercial);
- iv) Café or Coffee Shop (does not include drive through Restaurant );
- v) Child Care Centre;
- vi) Personal Service; and,
- vii) Pet store and related services (does not include a Veterinary Clinic or Kennel).

3.7.3 Village Convenience Commercial uses shall be small in scale, with a maximum unit size of 300 square metres with a total maximum of 2000 m<sup>2</sup> for the entire site. The uses permitted may be further refined and regulated in the Zoning By-law. Multi-unit buildings that contain more than one use are encouraged.

3.7.4 Village Convenience Commercial uses shall be located on an arterial road proximate to existing or planned residential neighbourhoods and/or employment areas.

3.7.5 Development of lands within the Village Convenience Commercial designation shall be subject to site plan control.

3.7.6 Residential uses are not permitted in the Village Convenience Commercial designation.

3.7.7 The development of lands designated Village Convenience Commercial shall be subject to the Servicing and Phasing policies of Section 5 of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy.

### **3.8 Service Commercial**

3.8.1 Notwithstanding any Service commercial policies to the contrary, the following additional specific Village Service Commercial policies shall apply. In the case of a conflict, the following policies shall take precedence.

3.8.2 Development of lands within the Service Commercial designation shall be subject to Site Plan Control. Development is encouraged to orient buildings away from any adjacent residential lands. In particular, HVAC equipment, loudspeakers, drive through aisles and other potential sources of noise/odor shall be directed away from adjacent more sensitive land uses such as residential or institutional uses so as to minimize any adverse impacts wherever possible. The submission of a Land Use Compatibility Study may be required and shall consider such mitigation measures as screening, fencing, and landscape buffers, as appropriate, to mitigate

any adverse impacts. The implementation of the mitigation measures shall be through Site Plan Control, as appropriate and permitted by the Planning Act.

- 3.8.3 Service Commercial uses that require large areas for storage of goods or vehicles may include a limited amount of retail commercial uses that cannot be accommodated in the Village Core. These retail uses are not intended to accommodate those uses typically characteristic of a Village Core location and shall not directly compete with the function of the Village Core. These uses shall be further refined and regulated in the zoning by-law.
- 3.8.4 Service Commercial uses shall be located on an arterial road and shall have direct vehicular access to such road.
- 3.8.5 Adequate on-site parking shall be provided, and the specific requirements shall be contained in the Zoning Bylaw.
- 3.8.6 Given the servicing capacity limitations in the Village, uses that have low water and wastewater requirements are preferred.
- 3.8.7 The development of lands designated Service Commercial shall be subject to the Servicing and Phasing policies of Section 5 of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy.

### **3.9 Industrial**

- 3.9.1 The Village of Drumbo, one of two serviced Villages in the Township, is planned to accommodate the majority of the Township's forecasted employment growth, as there is no remaining land and municipal servicing capacity is limited in Plattsville, the other serviced Village within the Township.
- 3.9.3 In addition to the policies in the County Official Plan, the following policies shall also apply to lands designated Village Industrial.
- 3.9.4 The primary planned function of Industrial designation is to provide for a range of employment uses that will meet the forecasted employment land needs of the Township over the planning horizon.
- 3.9.5 Permitted industrial and other employment uses shall be sensitive to their context, including the integration of uses with existing and planned residential uses.
- 3.9.6 Given the servicing capacity limitations in the Village, uses that have low water and wastewater requirements are preferred.
- 3.9.7 Permitted uses within the Industrial designation are intended to reflect the Village's location, size and proximity to Highway 401, the major interprovincial highway in Ontario.
- 3.9.8 Compatibility between the new industrial uses and existing and planned residential uses will be a key planning consideration through future development applications. Uses that do not

generate on and off-site adverse impacts such as noise, vibration, and odours, are encouraged adjacent to residential areas or other sensitive land uses.

3.9.9 In addition to the permitted uses identified in the County Official Plan, the following additional uses shall be permitted:

- i) Fulfillment Centre;
- ii) Warehousing and Distribution facilities;
- iii) Business Incubator;
- iv) Makerspace;
- v) Couriers and delivery services;
- vi) Data Centre;
- vii) Office including Major Office;
- viii) Artisan Studios; Craftsman Shops;
- ix) Microbreweries.

3.9.10 For the purposes of this Secondary Plan the following definitions shall apply:

- i) Fulfillment Centre - means an industrial facility used for, but not limited to, the assembly, storing, sorting, processing, packaging and distribution of goods, the management of inventory, and the temporary on-site storage of commercial motor vehicles or trailers for freight handling.
- ii) Business Incubator - means an establishment that is dedicated to nurturing the development and commercialization of start-ups, early-stage companies, and established companies (enterprises) by providing incubator services such as management training, networking facilities, programming, mentorship programs, business assistance services, and office space.
- iii) Makerspace - means a community workshop or community studio that is dedicated to nurturing creativity, collaboration, and hands-on learning through the provision of shared do-it-yourself space where like-minded individuals can gather and interact together:
  - a) Create (make, build), invent, tinker, explore, learn; and
  - b) Share ideas, resources (tools, materials), knowledge and skill sets.
- iv) Microbrewery – means the use of a building for the small-scale production of beer, wine, cider and/or spirits which may be in conjunction with a tasting bar, but shall not include a restaurant.

3.9.11 Lands designated Industrial shall be subject to Site Plan Control.

3.9.12 Outdoor Storage of goods and materials shall only be permitted where they can be screened from view of public streets. Outdoor storage shall not be permitted in yards adjacent to lands designated for residential uses.



- 3.9.13 Lands designated Industrial that are adjacent to existing or planned residential uses or other sensitive land uses shall provide adequate buffering through distance separation, landscaping and/ or fencing and building siting and orientation, so as to avoid any potential impacts and ensure compatibility with adjacent sensitive land uses. The nature of the mitigation measures shall be determined through a Land Use Compatibility Study, the scale and scope of which shall be at the discretion of the Township and the County. The Land Use Compatibility Study shall be required as part of a complete planning application required to develop the lands, unless otherwise determined by the Township and County.
- 3.9.14 The development of lands designated Industrial, shall be subject to the Servicing and Phasing policies of Section 5 of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy.

### **3.10 Parks and Open Space**

- 3.10.1 In addition to the Parkland and Open Space policies in the County Official Plan, the following specific policies shall apply.
- 3.10.2 It is expected that over the life of this Plan, additional parks and other open space lands will be created and/or acquired by the Township. If new Parkland or Open Space lands are acquired and/or provided as part of a development application, the Secondary Plan shall be updated as part of a general housekeeping amendment to identify the Open Space lands on Map 1. If the Township acquires additional Open Space lands through other means, the Secondary Plan shall be updated as part of the regular review of its policies and Maps.
- 3.10.3 The Township shall seek opportunities to provide additional open space lands, and to provide connections between new and existing open space lands within the Village.
- 3.10.4 The Township shall utilize the provisions of the Planning Act, to acquire parkland through development applications, in accordance with the provisions of the Act, and any Township Bylaws related thereto.
- 3.10.5 For new Draft Plan of Subdivision Applications, the County and Township may require the submission of an Active Transportation Plan that illustrates pedestrian and cyclist trails/pathways and how such trails/pathways connect to existing trails/pathways or other pedestrian and cycling infrastructure.
- 3.10.6 New parks, trails and other active transportation pathways shall be strategically located and linked to the broader trail system and other key destinations. Parkland acquired through a development application shall be located within 400 m from the majority of the residential units within the neighbourhood in which it is located and generally in the location as conceptually shown on the Land Use Schedule Map1. The final location of parks will be refined through the Subdivision / Official Plan process.

- 3.10.7 Parks shall be easily accessible to all residents of Drumbo and shall be designed to provide activities for a variety of age groups. Parks shall be of a size and grade elevation that provides the greatest and best use for outdoor recreation and active use. Notwithstanding the preceding, the Township shall view the collective park system as working towards providing a variety of uses and activities, rather than each individual park and shall seek to provide connections to the park/trail system where feasible.
- 3.10.8 The Township encourages the integration of stormwater management facilities as part of the open space system, including providing pathways and/or trails that link with other trails or open space lands in public ownership. Wherever feasible and appropriate, such lands shall be designed to provide a park-like setting or the character of a natural wetland and, where appropriate, may be adjacent to public parks. However, stormwater management facilities shall not be accepted as parkland under the provisions the Planning Act.
- 3.10.9 Parks shall be located with access to and sufficient frontage upon a municipal road. The Township shall discourage parks that front on an Arterial Road.
- 3.10.10 The development of condominium applications that include a private road may contain private outdoor amenity space. However private amenity space shall not be considered a substitute for public parkland. The County/Township shall encourage the integration of condominiums with the community to foster social interaction and shall ensure they do not impede the pedestrian connectivity of neighbourhoods.

# 4.0 COMMUNITY DESIGN

## 4.1 Background

- 4.1.1 The Village of Drumbo has a unique character, reflected in the development pattern, its proximity to Highway 401 and nearby large urban centres such as the Region of Waterloo, Brantford, Woodstock, and London, as well as the surrounding rural community, the fabric of the streets, open spaces and built form. It is important for the community's present and future, to protect and enhance that character, as new development pressures evolve and as the Village grows.
- 4.1.2 In order to achieve the desired vision, new development applications for draft plan of subdivision or draft plan of condominium shall be required to prepare and submit Urban Design Guidelines that align with and implement the policies in the County Official Plan and the Secondary Plan.
- 4.1.3 The Secondary Plan is based on neighbourhood urban design principles, aimed at establishing a complete community. The principles and policies are to be considered when evaluating development applications within Drumbo, and when considering Urban Design Briefs for development applications.

## 4.2 Village Design

- 4.2.1 In addition to the policies in the County Official Plan regarding Urban Design in Section 6.2.4, all proposed developments requiring a planning application shall demonstrate general compliance with the Village Design Policies of this Plan.
- 4.2.2 The Township may require an Urban Design Brief for developments subject to Site Plan Control that demonstrates how the development achieves the Design policies in the County Official Plan and the Secondary Plan. To the extent that Urban Design Guidelines for Drumbo are approved by Council, the Urban Design Brief shall also demonstrate general compliance with the any such guidelines as well as consider the following:
  - i) For Subdivisions-
    - a. Existing conditions;
    - b. Surrounding context;
    - c. Connectivity;
    - d. Walkability;
    - e. Variety of unit types and densities;

- f. Streetscape considerations
- g. Priority Lots (heritage, terminating view, corner)
- h. Implementation guidelines for priority lots,
- i. Park design (if applicable); and,
- j. Sustainability.

ii) For Site Plan/Zone Change-

- a. Context;
- b. Existing conditions;
- c. Description of development proposal;
- d. How zoning and /or any development conditions will be met;
- e. Built form;
- f. Landscaping; and,
- g. Sustainability.

iii) These may be further refined through a Terms of Reference in consultation with Township and County staff.

- 4.2.3 Development within the Secondary Plan area, including but not limited to areas of public use, shall be designed in accordance with the Accessibility for Ontarians with Disabilities Act, and other applicable Provincial legislation and the County's Integrated Accessibility Standards Regulation.
- 4.2.4 Streetscapes throughout the Village are important components of the public realm. Streetscapes will be designed to enhance community character and create a sense of place. Draft Plan of Subdivision or Condominium conditions may include requirements for the submission of a streetscape plan.
- 4.2.5 Residential streetscapes shall be designed to ensure the provision of sufficient on-street parking through creative design solutions such as varying housing types, driveway locations and lotting patterns. An on-street parking plan may be required as a condition of Draft Plan approval.

4.2.6 Development throughout the Drumbo Village Area shall be encouraged to respond to and enhance the community's existing unique identity and sense of place through the use of various means, including building typologies, architectural design treatments, building materials, decorative lighting, decorative street signs, boulevard treatments, gateway features and landscaping elements.

4.2.7 New neighbourhoods shall be designed to promote walkability and a seamless connectivity to the established and surrounding adjacent neighbourhoods.

4.2.8 Buildings shall be located close to the street such that social interaction is encouraged and facilitated throughout the community.

4.2.9 Low-rise built form (maximum 2-4 storeys) will be achieved through the siting and orientation of a building on a lot (or vacant land unit) and the distribution of building massing. Consideration of building materials and architectural design shall have regard for maintaining a form of development that is compatible with and complementary to the existing Village character.

4.2.10 Industrial/ commercial properties adjacent to low- rise residential uses shall provide a transition in height and massing from a residential zone, as well as appropriate separation distances in order to minimize impacts and ensure compatible development.

4.2.11 Decorative lighting, street signage and entrance features that enhance the character of Drumbo and that assist in wayfinding are encouraged.

4.2.12 Dwellings located on lots in visually prominent locations are considered priority lot dwellings. Priority lots include those lots on corners, at 'T'-intersections, or directly adjacent to open spaces, parks, trails, or other key public areas. Priority lot dwellings shall be identified as such in the Urban Design Guidelines prepared by proponents for plans of subdivision and/or condominium and the treatment of priority lots shall be described in the Guidelines. For the purposes of the foregoing, a vacant land unit shall be considered a lot.



Decorative lighting and street signage can enhance the character of the community (Image Credit: Town of Perth)

4.2.13 Buildings that abut two or more streets should articulate facades on all street frontages.

4.2.14 Buildings at terminating vistas will be encouraged to be designed as focal points, with architectural innovation and quality urban design that reflects the community character. Enhanced landscaping will be encouraged in these areas.

4.2.15 Stormwater management facilities shall be integrated into the design of the community as an open space amenity and shall include trails, where feasible and appropriate as determined by the Township.



T-intersections are another visually prominent location

4.2.16 New parks proposed as part of a plan of subdivision shall have frontage on a public street, shall be located in the plan in a highly visible location, shall be of a configuration with topographical grades that allow for flexibility of use and programming of the space.

### 4.3 Village Core Urban Design Policies

4.3.1 The following Specific Urban Design policies apply to development within the Village Core:

- i) Façade openings and large windows on the ground floor are encouraged, so as to activate the public realm;
- ii) Large signs that may obstruct the ground floor windows and the view onto the public realm or into the building shall generally be discouraged;
- iii) Main entrances shall face the street to encourage pedestrian activity;
- iv) Façades along the ground floor shall be encouraged to be transparent and inviting in design to create an interesting and pedestrian friendly streetscape;
- v) Where feasible, outdoor patio areas for restaurants or areas along the street that create a sense of place and invite people to gather, sit or socialize shall be encouraged;



Large ground floor windows unobstructed by signs accompanied by outdoor patio areas create a sense of place, inviting people to gather and socialize (Image Credit: Brie Welton)



- vi) Protection from the elements for pedestrians such as awnings, porticos, porches etc. shall be encouraged along front facades of buildings;
- vii) Soft landscaping, including street trees, is encouraged along Wilmot and Oxford Streets to provide shade and enhance the public realm;
- viii) The Township shall consider the development of unique signage that identifies the Village Core;
- ix) Large blank walls are discouraged through the incorporation of increased fenestration and the use of a variety of building materials;

#### 4.4 General Built Form Policies

- 4.4.1 All building façades will be articulated, with particular attention to building elevations visible from the surrounding public realm. No blank walls facing the public realm are permitted.
- 4.4.2 The massing of larger buildings should be broken up using a number of techniques including changes in building materials/colours; projections; recessions; and varying window sizes.
- 4.4.3 The massing of all proposed buildings should be designed to create a comfortable pedestrian environment, which will be further enhanced through the provision of private amenity space for residential and employment uses, and landscaping.
- 4.4.4 Building designs and architectural elements that add variety to rooflines are encouraged.
- 4.4.5 High quality, durable materials should be incorporated into the building facades.
- 4.4.6 A variety of architectural styles will be permitted, however building designs that include natural materials are encouraged.

#### 4.5 Residential

- 4.5.1 Street Townhouse development will form an important component of the range of housing available within the Village. The following design guidelines should be considered in the design of street fronting townhouses:

- i) Street fronting townhouses are to be a maximum height of 3 storeys;
- ii) Single storey townhouse blocks should include variations along the roof line to help break up the building mass and to provide visual interest;
- iii) Generally, a maximum of 4-6 units should be provided within each townhouse block;



Street fronting townhouses (Image Credit: Gatehouse Developments)

- iv) The overall design merits of the entire building are to be considered rather than the individual units;
- v) Townhouse buildings which are side-by-side or along the same streetscape are to be coordinated with each other in terms of colours, materials, and architectural styling;
- vi) The main facade is to be located parallel to the street;
- vii) Corner unit townhouses should have enhanced side facades, similar to the front façade and materials from the front facades should wrap around the corner to the side elevations;
- viii) Where possible utility hardware to be inset into enclosures and screened from the public realm;
- ix) Colour and material variation is encouraged between adjacent blocks of street fronting townhomes;
- x) For interior units paired driveways should be considered, where appropriate, to provide landscape and on street parking opportunities;
- xi) Garages should be flush with the habitable portion of the building. Garage projections may be permitted provided garages do not project beyond the front porch/entry;
- xii) For attached garages efforts should be made to ensure the garage(s) are not the visually dominant element of the dwelling.

4.5.2 Apartment and other multi-storey, multi-unit buildings (not including Street Townhouses) are subject to site plan control and their design will be considered by the Township and County in accordance with the following urban design direction:

- i) Buildings should generally be oriented towards a public street and should be directly accessible from any future public sidewalks;
- ii) Buildings should be sited to locate the main entrances towards the street. If this is not possible then they should be directly visible, easily accessible, and as close to the street as practically possible. They should also provide a sense of enclosure and be designed to give maximum protection from wind and rain for comfortable and safe pedestrian access;
- iii) Developments should be designed with sufficient areas for landscaping including landscaping along the public street;
- iv) The incorporation of bicycle parking spaces is strongly encouraged to promote active transportation;



- v) Service and drop-off area circulation should not interfere with pedestrian circulation;
  - vi) On-site amenity areas shall be provided; and,
  - vii) Design techniques to break up building mass including vertical and horizontal articulation, changes in building materials and colours, variation in roof line etc. shall be encouraged.
- 4.5.3 Single Detached and Semi-detached development shall be encouraged to provide a variety of unit types and elevations.
- 4.5.4 For interior single detached or semi-detached lots paired driveways should be considered, where appropriate, to provide landscape and on street parking opportunities;
- 4.5.5 Garages on Single detached and Semi-detached homes should be flush with the habitable portion of the building. Garage projections may be permitted provided garages do not project beyond the front porch/entry;
- 4.5.5.1 For attached garages efforts should be made to ensure the garage(s) are not the visually dominant element of the dwelling.
- 4.5.6 The provision of front porches on single detached and semi-detached dwellings are strongly encouraged to promote village character and front porch living.
- 4.5.7 All new development is encouraged to use high quality building materials that contribute to the character and add visual interest.

## 4.6 Age Friendly Design and Accessibility

- 4.6.1 Age-friendly design involves consideration of all ages, to ensure that natural and built environment is designed to help people get around the area easily and safely, which fostering healthy living and social interaction.
- 4.6.2 The following design principles should be considered by the Township and County when reviewing development applications in Drumbo:
  - i) Ensuring that a range of park spaces are included for both active and passive recreation;
  - ii) Prioritize pedestrian connections that facilitate movement to key destinations;
  - iii) Consider the inclusion of multi-generational community gardens to foster social interaction;
  - iv) Include seating areas in active spaces to allow for supervision of children.



## 4.7 Sustainability

4.7.1 The Township recognizes the importance of addressing climate change. Development is encouraged to consider energy use and sustainability through the design process.

4.7.2 The Township encourages and, where appropriate, will require:

- i) Compact development and efficient built form, with due consideration to site context and the Village character;
- ii) Environmentally responsible design and construction practices. Consider using building materials, means and methods that are common within the area or region of construction. The embodied energy, or the energy consumed by all

the processes and transportation of materials, can have a dramatic impact on the sustainability of construction;

- iii) The integration, protection and enhancement of natural features and landscapes into building and site design;
- iv) The design of southern exposures and control of east and west fenestration, with the objective of improving the overall energy efficiency of a building; and,
- v) The reduction of resource consumption associated with development.

## 4.8 Crime Prevention Through Environmental Design

4.8.1 Crime Prevention through Environmental Design (CPTED) is a multi-disciplinary approach of crime prevention that uses site and architectural design and the management of built and natural environments. CPTED strategies aim to reduce victimization, deter offender decisions that precede criminal acts, and build a sense of community among inhabitants so they can gain territorial control of areas, reduce crime, and minimize fear of crime.



Views from residential windows and balconies promote eyes on the street and provide pedestrians with an extra layer of safety (Image Credit: City of Mississauga)

4.8.2 The following guidelines should be considered in the design of safe sites and buildings:

- i) Use appropriate features that express ownership and boundaries such as defined entrances, parking areas, and pathways. Landscaping, fences, and pavement treatments can be used to delineate different areas;
- ii) When designing sites avoid creating spaces that appear confined, dark, isolated, or unconnected with neighbouring uses, or without a clear purpose or function;
- iii) Integrate informal surveillance by considering visibility, light and openness. Orient and design physical features and activities to maximize the ability to see throughout the site. This includes attention to the placement of windows to provide visual access to areas of the site, and locating walkways, entrances, landscape materials, and other site features to avoid areas for persons to hide;

- iv) Encourage the concepts of 'eyes on the street' and 'eyes on the park' when placing windows, front porches, and balconies. This includes the placement of windows relative to private outdoor amenity areas.

## 4.9 Transportation

4.9.1 Map 2 – Transportation identifies a series of existing and proposed roads within the Secondary Plan Area as well as active transportation trails and routes. It is the intent of this Plan to permit a hierarchy of roads, with different functions, as follows:

- i) Arterial Road;
- ii) Collector Road;
- iii) Local Road;

4.9.2 Arterial Roads (County Roads) are intended to carry higher volumes of traffic within and beyond the Village of Drumbo. County Roads are under the jurisdiction of the County of Oxford and any development located on a County Road shall be subject to County approvals, as required. Within the Village, the Township shall explore opportunities to include sidewalks on both sides of all streets, in consultation with the County, and to delineate cycling lanes within the municipal road allowance, including on paved shoulders, where feasible.

4.9.3 Map 2 identifies conceptual Collector Roads within the undeveloped portions of the Village. The location of the proposed conceptual collector roads may be further refined and determined through a Plan of Subdivision or Official Plan Amendment. The location and design of the new roads shall be subject to the normal approval process, including detailed engineering design. The location of the conceptual Collector Roads is intended to illustrate desired connections to ensure that new development within the Village is appropriately connected to existing development, roads, and cycling and pedestrian infrastructure. The County and/or Township may require a Transportation Impact Study as part of a complete application for new Draft Plans of Subdivision and/or Condominium or for the development of new employment uses within the Industrial designation. The Transportation Impact Study shall consider all forms of connectivity, including active transportation, and shall include recommendations for any required traffic calming measures that ensure the safety of pedestrians and cyclists. Traffic calming measures, where required, should be incorporated into the design of new roads as part of the development review process.

4.9.4 It is recognized that different forms of housing may be developed through the condominium process that may include the use of private roads. Private condominium roads are intended to provide an alternate means of access to individual buildings and/or units within a condominium development where a Local Road is not feasible, desirable, or required. Private condominium roads will not be assumed or maintained by the Township or County. The County and Township shall evaluate the design of the road in accordance with County standards, the Building Code,

and any other applicable legislation. Sidewalks shall be provided on at least one side of a private condominium road and shall connect with a public road.



# 5.0 SERVICING AND PHASING

## 5.1 Municipal Services

- 5.1.1 The Provincial Policy Statement directs development to serviced Settlement Areas that offer municipal water and sanitary sewage systems and limit development in Settlement Areas that have partial or private water and sanitary sewage systems. The Village of Drumbo is a Serviced Village.

It is the intent of this Plan that development will only proceed once servicing capacity is made available. It is recognized that the Village has limited sanitary servicing capacity. An expansion to the Wastewater Treatment Plan (WWTP) has been approved, with a two phased approach to the construction of the expansion. Once the WWTP is expanded, it is anticipated that there will be additional capacity to support approximately 330 equivalent residential units.

The anticipated growth for the Township over the planning horizon is 600 additional units. The majority of those units should be accommodated within the two Serviced Villages of Drumbo and Plattsville. The Environmental Assessment prepared for the WWTP expansion indicated that Plattsville would accommodate 137 units, with the remainder to be accommodated through development within Drumbo, or other areas of the Township.

The PPS directs that growth occur first within fully serviced Settlement Areas, such as Drumbo. The PPS affords limited opportunities for new residential development outside of serviced Settlement Areas. In this regard, the Secondary Plan has been planned such that the vast majority of the growth would occur within the Village of Drumbo.

- 5.1.2 The County maintains a Servicing Allocation Policy, which shall be considered for all new development applications. As a requirement of a complete development application submission, the Township and County shall require confirmation that municipal services are, or will be made available to service the proposed development. Where the proponent cannot demonstrate to the satisfaction of the Township and County that services are or will be available to support their development, the Township and County shall consider the application premature.
- 5.1.3 In recognition that the development of all of the lands within the Settlement Area cannot be accommodated within the limitations of the existing and planned WWTP capacity, the

Secondary Plan includes Phasing Policies and a Phasing Plan to ensure the orderly development of the lands within the Village and to ensure the expansion of municipal services occurs in a financially responsible and equitable manner. The intent of the Phasing policies is to ensure that development takes place in a fiscally responsible manner that minimizes risk to the Township and County and to ensure that the cost of development is borne by proponents of development applications, where appropriate.

- 5.1.4 The extension of water and sanitary sewage systems shall be orderly, efficient, and financially sustainable, protect human health and the environment and shall not require the premature extension of municipal infrastructure. The Phasing policies outline a number of principles and requirements for development to ensure that development within the Village occurs in a logical, efficient, and well-coordinated manner, integrating with the existing developed area of the Village.
- 5.1.5 To make the most efficient use of municipal services, the County and Township shall encourage water conservation and the efficient use of municipal water supply.
- 5.1.6 The County and Township shall encourage and support, where feasible and appropriate, the implementation of innovative stormwater management approaches as part of new development, redevelopment and intensification proposals. When evaluating new development applications, the County and Township will ensure that where the extension of full municipal services is considered, municipal water supply, and sewage conveyance and treatment are extended in a coordinated manner that is financially feasible. As part of that consideration, development applications shall demonstrate compliance with the Phasing policies of this Plan. To determine compliance with the phasing, the Township and County may require the preparation of Master Servicing Plans with new Draft Plan of Subdivision applications that will document existing servicing conditions, capacity, and identify a phased approach for the orderly development of the lands, in accordance with available capacity.
- 5.1.8 Given the servicing capacity limitations in the Village, uses that have low water and wastewater requirements are preferred.
- 5.1.9 Prior to the approval of a development application for new development within the Village, the County and Township shall be satisfied that sufficient water and wastewater servicing capacity continues to be, or will be available to service the development. The formal confirmation of servicing capacity shall be a condition of draft plan approval. Registration of plans of subdivision shall only proceed where the development, in its entirety, or portions thereof, have received formal servicing allocation from the County. It is acknowledged that registration of plans of subdivision may be required to proceed in phases or sub-phases based on the availability of municipal services, the policies of this Plan and the allocation of capacity by the County. The allocation of servicing capacity shall be at the sole discretion of the County.

## 5.2 Phasing of Services

- 5.2.1 It is a principle of this Plan that growth shall only proceed with sufficient servicing, while recognizing that servicing availability may be limited to the current planned expansions to the WWTP and the available land within the Settlement Area for development. It is recognized that there are multiple properties within the Village that are planned for residential and or employment uses that are currently vacant or that contain an interim use and that do not yet have servicing capacity. In this regard, there are multiple options for the phasing and progression of development. The phasing policies of this Plan are intended to provide for and direct the logical, cost-effective extension of municipal services, and to ensure that:
- i) development only occurs where servicing is or will be available;
  - ii) the registration of plans of subdivision, final approval of site plan applications and the issuance of building permits do not occur until servicing capacity is available and secured by the respective development;
  - iii) the phasing of development occurs in a contiguous manner including the extension of roads and pedestrian/cycling infrastructure;
  - iv) that technical engineering constraints and considerations are incorporated (e.g., gravity-based systems are considered in advance of other more costly systems);
  - v) the provision of community services, such as trails, roads, and parks are coordinated and are available to new residents and or employees in a timely manner;
  - vi) that for a draft plan of subdivision that contains multiple phases, a majority of the units are completed and occupied in preceding phases before a new phase is permitted to proceed and building permits are issued.
- 5.2.2 The phasing of development on full municipal services shall coincide with the existing built-up portion of the community, while balancing new development with opportunities for infill and re-development. The allocation of services for development shall prioritize development within the built boundary over new greenfield development.
- 5.2.3 For illustrative purposes, Map 3 to this Plan identifies a conceptual phasing map for the undeveloped areas of the Village within the Settlement Area boundary. The intent of the Phasing Map is to identify a phasing approach that will assist the County and Township in implementing the servicing and phasing policies of this Plan. The Phase Map does not illustrate lands within the Village that have the potential for redevelopment and or intensification. The Township and County shall ensure that capacity is available within the WWTP to provide for minor intensification and redevelopment within the Village which shall be determined through the municipal servicing allocation policy.
- 5.2.4 Map 3 is divided into 3 Phases, with a further subdivision of Phase 1 into three Phases. The intent of creating Phase 1 sub-phases is to ensure balance between residential and employment uses in the potential allocation of servicing capacity and to provide equity amongst landowners. The township and County recognize that not all of the lands identified with Phasing on Map 3 may be able to be serviced with the current planned expansion to the WWTP.



- 5.2.5 To ensure the implementation of the phasing policies of this Plan, the Township and County may require that proponents of development applications identify their planned phasing and how the progression of the draft plan of subdivision, or other phased development, aligns with the objectives of this Plan.
- 5.2.6 The phasing policies are not intended to and shall not be interpreted as restricting the timing of completion of community infrastructure, including roads, pathways, trails, utilities, parks, water/wastewater lines and other related facilities.
- 5.2.7 To implement the phasing policies of this Plan, the Township and County may only approve individual phases of development that have servicing capacity committed, in a manner satisfactory to the Township and County. Furthermore, the County and Township may use appropriate planning tools, such as conditions of draft plan approval, site plan agreements, subdivision agreements and the use of holding symbols in accordance with the Planning Act to manage the implementation of approved developments and any phases related thereto.
- 5.2.8 The Township and the County reserve the right to modify the phasing sequence of Map 3 or permit the advancement of a later phase where a landowner does not intend to or has not proceeded in a reasonable time frame.

# 6.0 IMPLEMENTATION

The purpose of this Secondary Plan is to guide the detailed planning and development of the Drumbo Village Area over the next 25 years. This Secondary Plan shall be implemented through the County of Oxford Official Plan, Township Zoning Bylaw, future plans of subdivision, plans of condominium, urban design guidelines and other development applications.

## 6.1 Amendments to the Plan

- 6.1.1 Applications for development which do not align with the Policies or that seek a change in use shall require an Amendment to the County OP Plan. Amendments to the Secondary Plan shall be subject to the policies of the County Official Plan, the Provincial Policy Statement and shall require appropriate justification.
- 6.1.2 The expansion of the Village Settlement Area Boundary beyond the limits shown in the Secondary Plan is not contemplated. The County and Township shall continue to review and consider population and employment growth forecasts and shall consider the boundary of the Village through regular reviews of the Official Plan, as appropriate and in accordance with the Planning Act, as well as the availability of municipal services. Should an expansion of the Village be contemplated to accommodate additional residential growth, the lands designated Future Urban Growth shall be considered first.

## 6.2 Monitoring

- 6.2.1 The Township and County will monitor the implementation of the Secondary Plan and will review the policies of this Secondary Plan at least every 5 years to ensure the policies remain relevant and are achieving their objectives.

## 6.3 Interpretation

- 6.3.1 The use of “shall”, “will”, or “must” in the policy recommendations of this plan indicates a mandatory requirement, whereas the use of “should”, “would”, “may” indicates that a statement is advisory, not binding, and that details need to be resolved in the implementation of this Plan. Where the same topic is addressed in more than one part, sections and policies are cross-referred.

**AMENDMENT NUMBER 304**  
**TO THE COUNTY OF OXFORD OFFICIAL PLAN**

DRAFT

The following text and schedules, attached hereto, constitute Amendment Number 304  
to the County of Oxford Official Plan.

COUNTY OF OXFORD

BY-LAW NO. xxx-2023

**BEING** a By-Law to adopt Amendment Number 304 to the County of Oxford Official Plan.

**WHEREAS**, Amendment Number 304 to the County of Oxford Official Plan has been recommended by resolution of the Council of the Township of Blandford-Blenheim and the County of Oxford has held a public hearing and has recommended the Amendment for adoption.

**NOW THEREFORE**, the County of Oxford pursuant to the provision of the Planning Act, R.S.O. 1990, as amended, enacts as follows:

1. That Amendment Number 304 to the County of Oxford Official Plan, being the attached explanatory text, is hereby adopted.
2. This By-Law shall come into force and take effect on the day of the final passing thereof.

READ a first and second time this \_\_\_\_ day of \_\_\_\_, 2023.

READ a third time and finally passed this \_\_\_\_ day of \_\_\_\_, 2023.

\_\_\_\_\_  
MARCUS RYAN,

WARDEN

\_\_\_\_\_  
CHLOÉ J. SENIOR,

CLERK

## 1.0 PURPOSE OF THE AMENDMENT

The purpose of this amendment is to implement and integrate the policies and land use designations of parts of the Secondary Plans for the Village of Drumbo in the County of Oxford Official Plan, primarily to address future land needs.

The Secondary Plan is intended to provide a planning framework to guide the future development of Drumbo until 2046. The Secondary Plan builds on the policies established in the Provincial Policy Statement and the County Official Plan in order to provide direction for the complete and orderly development of the community and to accommodate a significant portion of the projected residential and employment growth for the Township of Blandford- Blenheim.

The Secondary Plan shall establish the principles and objectives for the development of the community.

The Secondary Plan includes general and specific land use and development policies, as well as urban design policies for the Village and its public spaces and streets. The Secondary Plan shall establish the land use patterns and conceptual identification of community infrastructure, such as trails, parks and collector roads that are anticipated through future draft plan of subdivision and other planning applications.

The Secondary Plan policies are intended to guide development in Drumbo in a manner that integrates new development with the existing community, while broadening the range of housing choice, making efficient use of existing and planned infrastructure and diversifying the supporting land uses.

Formal adoption and implementation of these Secondary Plans requires amendments to the County of Oxford Official Plan to modestly refine the Drumbo settlement boundary and to re-designate select lands within the Village for residential and commercial land uses and to add/update associated mapping.

## 2.0 LOCATION OF LANDS AFFECTED

This Amendment applies to all lands currently located within the existing Village of Drumbo settlement boundary. The Village of Drumbo currently comprises of approximately 130.8 ha (323.3 acres). In addition to the lands currently within the settlement boundary, the proposal would also see approximately 12.1 ha (30 acres) brought into the settlement boundary in order to complete minor refining of boundary lines. The lands brought into the settlement boundary would be located in the southeast and northeast of the existing boundary lines.

### 3.0 BASIS FOR THE AMENDMENT

The intent of this Official Plan Amendment is to adopt and implement the Drumbo Secondary Plan. The Secondary Plan is intended to become part of and to be read and applied in conjunction with the County of Oxford Official Plan.

The Drumbo Secondary Plan process has been completed concurrently with Comprehensive Reviews undertaken by the County of Oxford and the Township of Blandford-Blenheim under the 2020 Provincial Policy Statement to facilitate a coordinated, integrated, and comprehensive approach to identifying and planning to accommodate the forecasted population and employment growth in the County and the Township of Blandford-Blenheim to the year 2046.

Through the Comprehensive Review, it was concluded that there was a sufficient land supply within the Township's serviced villages to accommodate the forecasted future residential and employment growth. Further, it was identified that the existing and planned servicing capacity for the Drumbo Wastewater Treatment Plant (WWTP) is not sufficient to serve the projected full buildout of the lands within the settlement boundary. As such, it was decided that the only expansion to the settlement boundary would occur by way of rounding out lands that currently had a portion of the land in the settlement boundary a portion outside of it.

In light of the foregoing, Council is satisfied that the proposal is consistent with the policies of the PPS and is in-keeping with the strategic initiative and objectives of the County Official Plan.

### 4.0 DETAILS OF THE AMENDMENT

- 4.1 Schedule "B-1" – *Township of Blandford-Blenheim Land Use Plan*, as amended, is hereby further amended by refining the settlement boundaries for the Village of Drumbo as identified on Schedule "A" attached hereto.
- 4.2 Schedule "B-3" – *Village of Drumbo Land Use Plan*, as amended, is hereby further amended by refining the settlement boundaries for the Village of Drumbo as well as to amend the land use designations within the Village.
- 4.3 Schedule "B-5" – *Village of Drumbo Transportation Plan*, as amended, is added as a schedule to the County Official Plan.
- 4.4 Schedule "C-3" – *County of Oxford Settlement Strategy Plan*, as amended, is hereby amended by refining the settlement boundaries for the Village of Drumbo.
- 4.5 Section 5.5 – County Servicing Policy, is hereby amended by adding the following Section:

"Section 5.5.5 Drumbo Secondary Plan

#### **5.5.5.1 Municipal Services**

It is the intent of this Plan that development will only proceed once servicing capacity is made available.

As a requirement of a complete development application submission, the Township and County shall require confirmation that municipal services are or will be made available to service the proposed development. Where the proponent cannot demonstrate to the satisfaction of the Township and County that services are or will be available to support their development, the Township and County shall consider the application premature.

In recognition that the development of all of the lands within the Settlement Area cannot be accommodated within the limitations of the existing and planned WWTP capacity, the Secondary Plan includes Phasing Policies and a Servicing Plan to ensure the orderly development of the lands within the Village and to ensure the expansion of municipal services occurs in a financially responsible and equitable manner.

The extension of water and sanitary sewage systems shall be orderly, efficient, and financially sustainable, protect human health and the environment and shall not require the premature extension of municipal infrastructure.

The County and Township shall encourage water conservation and the efficient use of municipal water supply.

The County and Township shall encourage and support, where feasible and appropriate, the implementation of innovative stormwater management approaches as part of new development, redevelopment and intensification proposals.

When evaluating new development applications, the County and Township shall ensure that where the extension of full municipal services is considered, municipal water supply and sewage conveyance and treatment are extended in a coordinated manner that is financially feasible. As part of that consideration, development applications shall demonstrate compliance with the Phasing policies of this Plan.

The County and Township may require the preparation of Master Servicing Plans with new Draft Plan of Subdivision applications that will document existing servicing conditions, capacity, and identify a phased approach for the orderly development of the lands, in accordance with available capacity.

Given the servicing capacity limitations in the Village, uses that have low water and wastewater requirements are preferred.

Prior to the approval of a development application for new development within the Village, the County and Township shall be satisfied that sufficient water and wastewater servicing capacity continues to be or will be available to service the development. The formal confirmation of servicing capacity shall be a condition of draft plan approval. Registration of plans of subdivision shall only proceed where the development, in its entirety, or portions thereof, have received formal servicing allocation from the County.

Registration of plans of subdivision may be required to proceed in phases or sub-phases based on the availability of municipal services, the policies of this Plan and the allocation of capacity by the County. The allocation of servicing capacity shall be at the sole discretion of the County.

#### **5.5.5.2 Phasing of Services**

Growth shall only proceed with sufficient servicing, while recognizing that servicing availability may be limited to the current planned expansions to the WWTP and the available land within the Settlement Area for development.

The phasing policies of this Plan are intended to provide for and direct the logical, cost-effective extension of municipal services, and to ensure that:

- development only occurs where servicing is or will be available;
- the registration of plans of subdivision, final approval of site plan applications and the issuance of building permits do not occur until servicing capacity is available and secured by the respective development;
- the phasing of development occurs in a contiguous manner including the extension of roads and pedestrian/cycling infrastructure;
- that technical engineering constraints and considerations are incorporated (e.g., gravity-based systems are considered in advance of other more costly systems);
- the provision of community services, such as trails, roads, and parks are coordinated and are available to new residents and or employees in a timely manner;
- that for a draft plan of subdivision that contains multiple phases, a majority of the units are completed and occupied in preceding phases before a new phase is permitted to proceed and building permits are issued.

The phasing of development on full municipal services shall coincide with the existing built-up portion of the community, while balancing new development with opportunities for infill and re-development. The allocation of services for development shall prioritize development within the built boundary over new greenfield development.

For illustrative purposes, the Servicing Plan to the Secondary Plan identifies a conceptual phasing map for the undeveloped areas of the Village within the Settlement Area boundary. The intent of the Servicing Plan is to identify a phasing approach that will assist the County and Township in implementing the servicing and phasing policies of this Plan. The Servicing Plan does not illustrate lands within the Village that have the potential for redevelopment and or intensification.

The Township and County shall ensure that capacity is available within the WWTP to provide for minor intensification and redevelopment within the Village which shall be determined through the municipal servicing allocation policy.

The Plan's Servicing Plan is divided into three phases, with a further breakdown of Phase 1 into three sub-phases. The intent of creating Phase 1 sub-phases is to ensure balance



between residential and employment uses in the potential allocation of servicing capacity and to provide equity amongst landowners.

The Township and County recognize that not all of the lands identified with Phasing on the Servicing Plan may be able to be serviced with the current planned expansion to the WWTP.

To ensure the implementation of the phasing policies of this Plan, the Township and County may require that proponents of development applications identify their planned phasing and how the progression of the draft plan of subdivision, or other phased development, aligns with the objectives of this Plan.

The phasing policies shall not be interpreted as restricting the timing of completion of community infrastructure, including roads, pathways, trails, utilities, parks, water/wastewater lines and other related facilities.

To implement the phasing policies of this Plan, the Township and County may only approve individual phases of development that have servicing capacity committed, in a manner satisfactory to the Township and County.

The County and Township may use appropriate planning tools, such as conditions of draft plan approval, site plan agreements, subdivision agreements and the use of holding symbols in accordance with the Planning Act to manage the implementation of approved developments and any phases related thereto.

The Township and the County reserve the right to modify the phasing sequence of the Plan's Servicing Plan or permit the advancement of a later phase where a landowner does not intend to or has not proceeded in a reasonable time frame.

4.6 Section 6.2.2 – Low Density Residential, is hereby amended by adding the following Section:

“Section 6.2.2.5.5 Drumbo Secondary Plan

In addition to Section 6.2.2 of the County Official Plan, the following specific policies shall apply to lands designated Low Density Residential.

Lands designated Low Density Residential shall be subject to the Servicing and Phasing policies of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy.

Where a proposed plan of subdivision identifies a public elementary or secondary school, the lands shall be placed in an appropriate land use designation to recognize the use.

Lands designated Low Density Residential shall only permit the following residential uses:

- Single detached dwellings;
- Semi-detached dwellings;

- Duplex dwellings;
- Additional dwelling units; and,
- Townhouse dwellings.

The following compatible and complementary uses shall also be permitted, subject to the provision of sufficient parking. These uses shall be further regulated in the Township's Zoning By-law:

- Home Occupations; and,
- Places of Worship.

Low Density Residential uses shall be planned to achieve a minimum net residential density of 18 units per hectare and a maximum net residential density of 25 units per hectare.

The maximum building height in the Low Density Residential designation shall generally be three storeys and may be further regulated in the Township's Zoning By-law.

Intensification of underutilized or vacant lands within the Village is encouraged, in accordance with the applicable policies of the Official Plan. The Township shall utilize the Zoning Bylaw and other planning tools, as appropriate, to ensure compatibility with existing development."

#### 4.7 Section 6.2.3 – Medium Density Residential, is hereby amended by adding the following Section:

##### "Section 6.2.3.2.4 Drumbo Secondary Plan

In addition to Section 6.2.3 of the County Official Plan the following specific policies shall apply to lands designated Medium Density Residential.

The development of lands designated Medium Density Residential shall be subject to the Servicing and Phasing policies of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy.

The minimum net residential density shall be 25 units per hectare and the maximum net residential density shall be 50 units per hectare. The maximum building height shall be four storeys, which shall be further regulated in the Zoning Bylaw.

In order to provide housing opportunities for those requiring greater care, assisted living facilities and long-term care homes shall be permitted within the Medium Density Residential designation at a greater height than is permitted within the Low Density Residential designation.

All Medium Density Residential development shall be subject to Site Plan Control, unless otherwise approved by the Township.

The County shall encourage and support the mixing and integrating of innovative and different forms of housing to achieve and maintain a medium density built form and to ensure more compatible development within existing areas.

Medium Density Residential development shall consider and demonstrate general compliance with the urban design policies of this Plan, the County Official Plan and any Urban Design Guidelines, as approved by Council.

The Township may consider other forms of medium density housing, on a site-specific basis, subject to an Amendment to the Zoning By-law with appropriate justification and consideration of the surrounding land uses, density, built form, urban design policies and the ability to provide municipal services in a financially feasible manner.

Single detached, semi-detached dwellings, and duplexes shall not be permitted. Additional Dwelling Units (ADU's) shall only be permitted in street townhomes.

Where an increase in height and/or density are proposed, beyond those permitted in the Medium Density Residential designation, and in addition to other matters such as the availability of municipal services, the Township will consider whether the modest increased building height and or density is compatible with the built form and physical character of the surrounding neighbourhood and is consistent with the urban design policies of this Plan and any Urban Design Guidelines.

4.8 Section 6.3.1.1 – Serviced Villages, is hereby amended by adding the following Section:

“Section 6.3.1.1.1 Specific Development Policies  
Section 6.3.1.1.1.1 Drumbo Secondary Plan

In addition to the policies in the County Official Plan that apply to development in the Village Core, the following specific policies shall apply.

Mix-used development, including live-work units, will be encouraged within the Village Core, with ground floor commercial uses and residential uses above.

New ground floor residential uses shall be prohibited for lands located within the Village Core along Wilmot Street and Oxford Street.

New single detached dwellings are not permitted.

The creation of wider pedestrian realms and boulevards will be encouraged where feasible, to provide for additional space along the streetscape, contributing to the activation of the public realm.

In addition to the uses permitted in the County Official Plan, lands designated Village Core may be zoned to permit the following uses:

- Medical Clinics;
- Restaurants (dine in or take-out, not including drive-through facilities);

- Bakery;
- Café or Coffee Shop;
- Hotel;
- Dwelling Units above the First Storey;
- Museum;
- Financial Services; and,
- Personal Service

New driveway accesses proximate to the intersection of Wilmot Street and Oxford Street shall be discouraged.

New drive-through facilities within the Village Core shall be prohibited.

In addition to the general Urban Design Policies of the County Official Plan and this Plan, the Village Core shall be subject to the following additional policies:

- The public realm, which includes the physical space between the building face and the travelled portion of any public street shall be designed in such a manner to encourage pedestrian activities such as walking, gathering, and sitting;
- The public realm should be designed with consistent streetscape, including soft and hardscape elements;
- The public realm is intended to create and establish an inviting space that prioritizes pedestrians over vehicles. The location of on-street parking within the Village Core shall be balanced with a desire to create safe and attractive pedestrian environments;
- Wayfinding and a uniform approach to signage that fosters awareness of key destinations within the Village shall be encouraged;
- The Township shall consider establishing urban design guidelines for private signage, with the objective of establishing a consistent visual appearance that enhances the character of the Village Core;
- Street lighting that combines safety, visibility, a pedestrian scale and that is distinguished from street lighting in other parts of Drumbo is encouraged in the Village Core to create a distinct sense of place;
- Building design that locates entrances towards Wilmot Street or Oxford Street is encouraged wherever possible. In the case of corner lots, buildings are encouraged to contain treatment and design elements that address both street frontages.

The maximum building height in the Village Core designation shall be 4 storeys.

Development within the Village Core designation shall be subject to Site Plan Control. Development shall be evaluated in consideration of the Urban Design policies of this Plan, and any applicable Urban Design Guidelines.

The Township may require the submission of an Urban Design Brief with any development application that evaluates the proposed development and its general conformity with the Urban Design Policies in the Secondary Plan.”

- 4.9 Section 6.3.1.2 – Service Commercial Areas, is hereby amended by adding the following Section:

“Section 6.3.1.2 .1.3 Drumbo Secondary Plan

Notwithstanding any Service commercial policies to the contrary, the following additional specific Village Service Commercial policies shall apply. In the case of a conflict, the following policies shall take precedence.

Development of lands within the Service Commercial designation shall be subject to Site Plan Control.

Development shall be encouraged to orient buildings away from any adjacent residential lands. In particular, HVAC equipment, loudspeakers, drive-through aisles and other potential sources of noise/odor shall be directed away from adjacent more sensitive land uses such as residential or institutional uses so as to minimize any adverse impacts wherever possible.

The submission of a Land Use Compatibility Study may be required and shall consider such mitigation measures as screening, fencing, and landscape buffers, as appropriate, to mitigate any adverse impacts. The implementation of the mitigation measures shall be through Site Plan Control, as appropriate and permitted by the Planning Act.

Service Commercial uses that require large areas for storage of goods or vehicles may include a limited amount of retail commercial uses that cannot be accommodated in the Village Core. These retail uses are not intended to accommodate those uses typically characteristic of a Village Core location and shall not directly compete with the function of the Village Core.

Service Commercial uses shall be located on an arterial road and shall have direct vehicular access to such road.

Adequate on-site parking shall be provided and the specific requirements shall be contained in the Zoning Bylaw.

Uses that have low water and wastewater requirements are preferred.

The development of lands designated Service Commercial shall be subject to the Servicing and Phasing policies of Section 5 of the Secondary Plan, as well as policies in the County’s Official Plan and the County’s Servicing Allocation policy.”

- 4.10 Section 6.3 – Commercial Uses in the Rural Settlements, is hereby amended by adding the following Section:

“Section 6.3.1.3 Convenience Commercial  
Section 6.3.1.3.1 Specific Development Policies  
Section 6.3.1.3.1.1 Drumbo Secondary Plan

The Village Convenience Commercial designation is intended to provide convenience commercial uses to serve the residents and employees of the Village in close proximity to their homes and places of employment, as part of a complete community.

The commercial uses are not intended to compete with the planned function of the Village Core, but rather, are intended to complement and supplement the commercial uses located in the Village Core.

Buildings shall abut the street and parking shall be encouraged to be located at the rear of buildings in order to enhance the streetscape and to create a more walkable community.

The permitted uses in the Village Convenience Commercial designation are as follows:

- Takeout Restaurant (not including drive- through restaurant)
- Bakery;
- Variety Store (does not include retail commercial);
- Café or Coffee Shop (does not include drive-through Restaurant );
- Child Care Centre;
- Personal Service; and,
- Pet store and related services (does not include a Veterinary Clinic or Kennel).

Village Convenience Commercial uses shall be small in scale, with a maximum unit size of 300 square metres with a total maximum of 2000 m<sup>2</sup> for the entire site. The uses permitted may be further refined and regulated in the Zoning By-law. Multi-unit buildings that contain more than one use are encouraged.

Village Convenience Commercial uses shall be located on an arterial road proximate to existing or planned residential neighbourhoods and/or employment areas.

Development of lands within the Village Convenience Commercial designation shall be subject to site plan control.

Residential uses are not permitted in the Village Convenience Commercial designation.

The development of lands designated Village Convenience Commercial shall be subject to the Servicing and Phasing policies of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy.

- 4.11 Section 6.4 – Industrial Uses in Rural Settlements, is hereby amended by adding the following Section:

“Section 6.4.3.2 Drumbo Secondary Plan

In addition to the policies in the County Official Plan, the following policies shall also apply to lands designated Village Industrial. In the case of a conflict, the following policies shall take precedence.

Permitted industrial and other employment uses shall be sensitive to their context, including the integration of uses with existing and planned residential uses.

Uses that have low water and wastewater requirements are preferred.

Permitted uses within the Industrial designation are intended to reflect the Village's location, size and proximity to Highway 401, the major interprovincial highway in Ontario.

Compatibility between the new industrial uses and existing and planned residential uses will be a key planning consideration through future development applications. Uses that do not generate on and off-site adverse impacts such as noise, vibration, and odours, are encouraged adjacent to residential areas or other sensitive land uses.

In addition to the permitted uses identified in the County Official Plan, the following additional uses shall be permitted:

- Fulfillment centre;
- Warehousing and Distribution facilities;
- Business Incubator;
- Makerspace;
- Couriers and Delivery Services;
- Data Centre;
- Office including Major Office;
- Artisan Studios;
- Craftsman Shops;
- Microbreweries.

For the purposes of this Secondary Plan the following definitions shall apply:

- Fulfillment Centre - means an industrial facility used for, but not limited to, the assembly, storing, sorting, processing, packaging and distribution of goods, the management of inventory, and the temporary on-site storage of commercial motor vehicles or trailers for freight handling.
- Business Incubator - means an establishment that is dedicated to nurturing the development and commercialization of start-ups, early-stage companies, and established companies (enterprises) by providing incubator services such as management training, networking facilities, programming, mentorship programs, business assistance services, and office space.
- Makerspace - means a community workshop or community studio that is dedicated to nurturing creativity, collaboration and hands-on learning

through the provision of shared do-it-yourself space where like-minded individuals can gather and interact together:

- Create (make, build), invent, tinker, explore, learn; and
  - Share ideas, resources (tools, materials), knowledge and skill sets.
- Microbrewery – means the use of a building for the small-scale production of beer, wine, cider and/or spirits which may be in conjunction with a tasting bar but shall not include a restaurant.

Lands designated Industrial shall be subject to Site Plan Control.

Outdoor storage of goods and materials shall only be permitted where they can be screened from view of public streets. Outdoor storage shall not be permitted in yards adjacent to lands designated for residential uses.

Lands designated Industrial that are adjacent to existing or planned residential uses or other sensitive land uses shall provide adequate buffering through distance separation, landscaping and/or fencing, building siting, and building orientation, so as to avoid any potential impacts and ensure compatibility with adjacent sensitive land uses.

The nature of the mitigation measures shall be determined through a Land Use Compatibility Study, the scale and scope of which shall be at the discretion of the Township and the County. The Land Use Compatibility Study shall be required as part of a complete planning application required to develop the lands, unless otherwise determined by the Township and County.

The development of lands designated Industrial, shall be subject to the Servicing and Phasing of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy."

4.12 Section 6.6 – Parkland Policies, is hereby amended by adding the following Section:

"Section 6.6.4 Drumbo Secondary Plan

It is expected that over the life of this Plan, additional parks and other open space lands will be created and/or acquired by the Township.

If new Parkland or Open Space lands are acquired and/or provided as part of a development application, the Secondary Plan shall be updated as part of a general housekeeping amendment to identify the Open Space lands on Schedule B-3 of the County Official Plan. If the Township acquires additional Open Space lands through other means, the Secondary Plan shall be updated as part of the regular review of its policies and Maps.

The Township shall seek opportunities to provide additional open space lands, and to provide connections between new and existing open space lands within the Village.



The Township shall utilize the provisions of the Planning Act, to acquire parkland through development applications, in accordance with the provisions of the Act, and any Township Bylaws related thereto.

For new Draft Plan of Subdivision Applications, the County and Township may require the submission of an Active Transportation Plan that illustrates pedestrian and cyclist trails/pathways and how such trails/pathways connect to existing trails/pathways or other pedestrian and cycling infrastructure.

New parks, trails and other active transportation pathways shall be strategically located and linked to the broader trail system and other key destinations.

Parkland acquired through a development application shall be located within 400 m from the majority of the residential units within the neighbourhood in which it is located and generally in the location as conceptually shown on the Schedule B-3 of the County Official Plan. The final location of parks will be refined through the Subdivision / Official Plan process.

Parks shall be easily accessible to all residents of Drumbo and shall be designed to provide activities for a variety of age groups. Parks shall be of a size and grade elevation that provides the greatest and best use for outdoor recreation and active use. Notwithstanding, the Township shall view the collective park system as working towards providing a variety of uses and activities, rather than each individual park and shall seek to provide connections to the park/trail system where feasible.

The Township encourages the integration of stormwater management facilities as part of the open space system, including providing pathways and/or trails that link with other trails or open space lands in public ownership. Wherever feasible and appropriate, such lands shall be designed to provide a park-like setting or the character of a natural wetland and, where appropriate, may be adjacent to public parks. However, stormwater management facilities shall not be accepted as parkland under the provisions the Planning Act.

Parks shall be located with access to and sufficient frontage upon a municipal road. The Township shall discourage parks that front on an Arterial Road.

The development of condominium applications that include a private road may contain private outdoor amenity space. However private amenity space shall not be considered a substitute for public parkland. The County/Township shall encourage the integration of condominiums with the community to foster social interaction and shall ensure they do not impede the pedestrian connectivity of neighbourhoods.

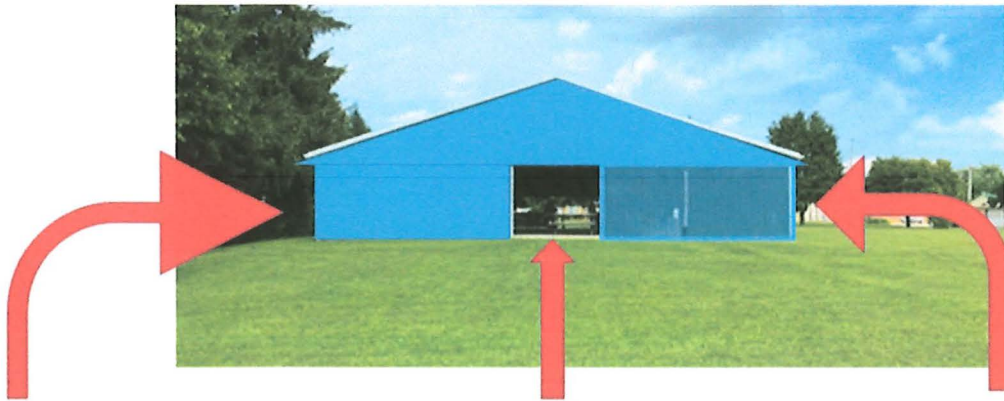
## 5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the implementation policy of the Official Plan.

## 6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the interpretation policy of the Official Plan.

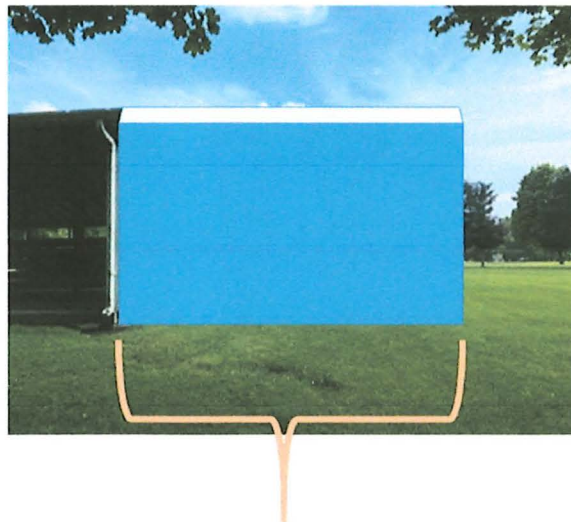
DRAFT



The north half of the 20' extension would be closed in with lockable doors, to be used by the Lions Club to store BBQ, Fryers, etc. for community events.

The current 9'9" door way would extend through the 20' addition

The south half of the 20' extension would maintain the open concept of the current Ag Pavilion – this roofed addition would be used for BBQ set up for events.



20' enclosed addition on the north half



20' extension  
to existing Ag  
Pavilion

South portion of 20' extension in same with as existing section (249")

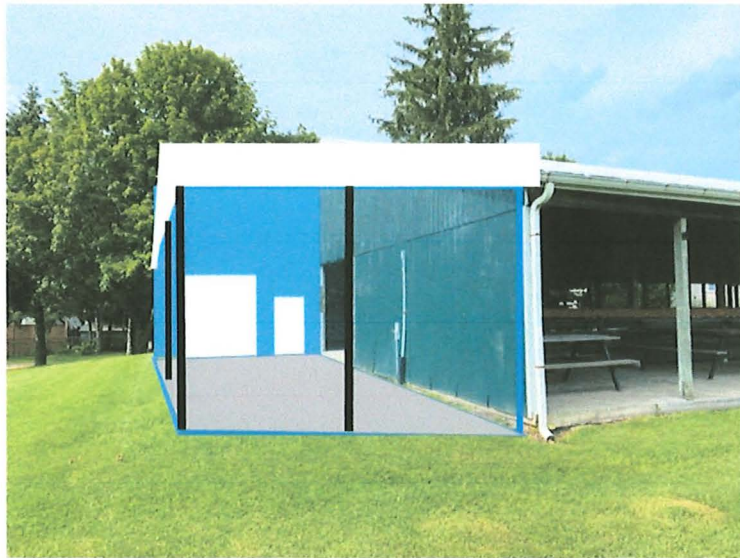
The existing door of 118" would be continued to the west wall of the addition

The north portion (21') of the extension would be closed in to create a 21' x 20' storage area for the Drumbo Lions Club to store BBQs, Fryers, and equipment for community events. The south wall of the storage area would have a person door and garage door facing south.



Extend the Ag Pavilion 20' to the west: 20' concrete pad and extending the roof 20', maintaining the current roofline

The enclosed 20' addition would include, on the inside wall of the north side enclosure, a person door and a garage door for moving items in and out of storage.





## Blandford-Blenheim Township Police Services Board

47 Wilmot Street South, P. O. Box 100, Drumbo, Ontario N0J 1G0

519-463-5347 or 1-800-410-6882

Secretary: Cretia Williamson-Brittain 519-458-4865 e-mail @  
cretia6666@gmail.com



Township Office  
Drumbo, Ontario  
Wednesday,  
April 26, 2023, 1pm

### PSB MINUTES

The Police Services Board Meeting was called to order at 1:25pm by Bev

**Present:** Bev Beaton, Mark Peterson, A/S/Sgt Mike Salmien, Rodger Mordue and Cretia Williamson-Brittain.

**Regrets:** none

**Declaration of Pecuniary Interests:** None

**Agenda:** Moved by Bev and seconded by Mark that the PSB Agenda for April 26<sup>th</sup> be approved. Carried

**Minutes:** Moved by Mark and seconded by Bev that the PSB Minutes for January 25<sup>th</sup> be approved with addition of Mark Peterson in attendance Carried

### Business Arising from the Minutes

RIDE Grant

### New Business

### Presentation/Delegations/Petitions:

#### Correspondence:

1. none

**Detachment Commanders Report:** (January, February, March) Sgt Mike Salmien

Attached  
Nothing special to note

**Other Business:**

Photo radar discussion among Mayors.

Most want restrictions removed so areas can put them where they want and that the municipalities control charges not province.

Speed signs from county to be installed in township. Mark will inquire further.

95% of OPP cars in Oxford County will have in car cameras.

**In Camera: None**

Next Meeting – Wednesday July 26th, October 25<sup>th</sup> 1pm

Meeting was adjourned by Bev, seconded by Mark at 1:49pm

Submitted by: Cretia Williamson-Brittain





# 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>	September 11 <sup>th</sup> 2023
<b>Subject:</b>	August Monthly Report	<b>Council Meeting Date:</b>	September 20 <sup>th</sup> 2023
<b>Report #:</b>	FC-23-14		

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### Recommendation:

That Report FC-23-14 is received as information.

### Background:

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

### Analysis/Discussion:

#### Fire:

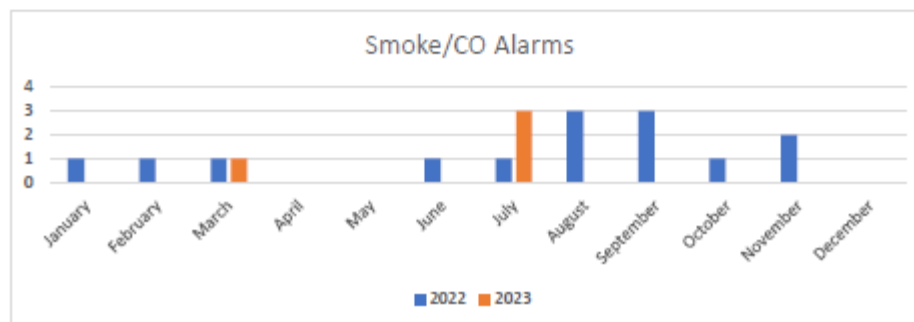
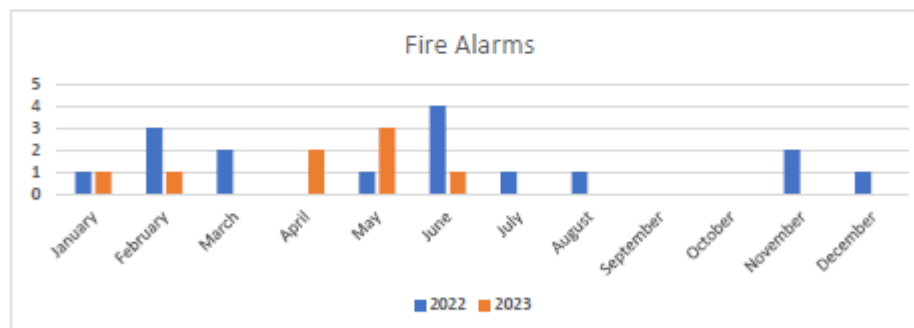
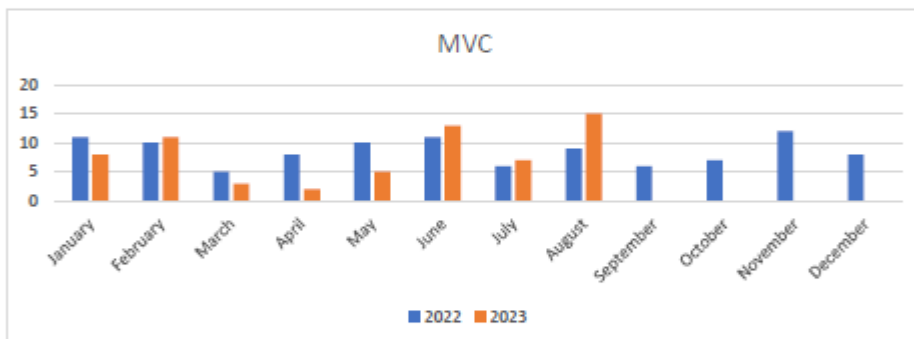
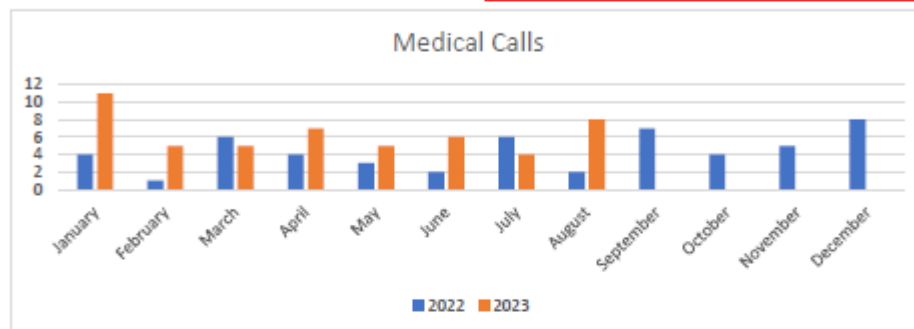
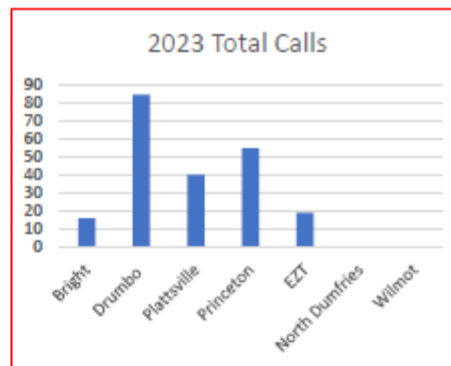
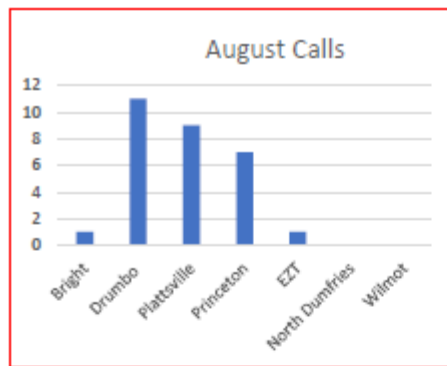
- 21 burn permits were issued in August 2023
- August 2023 monthly fire calls with annual comparisons (included)

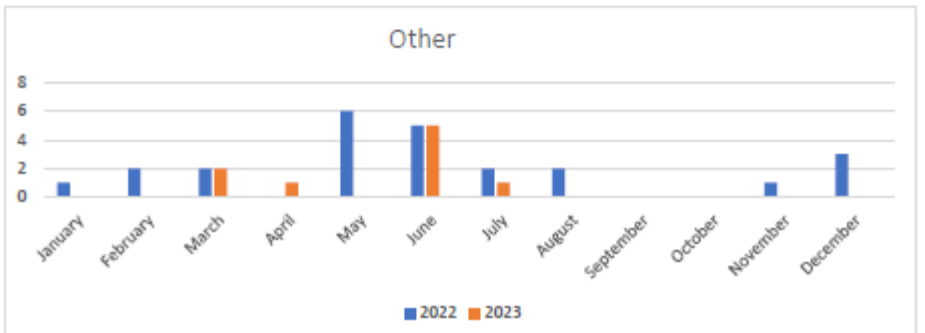
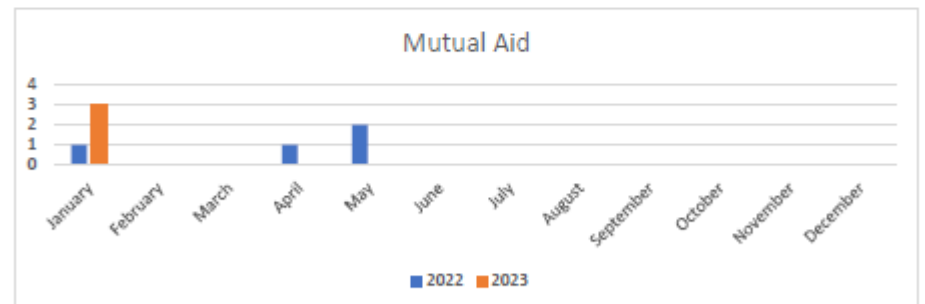
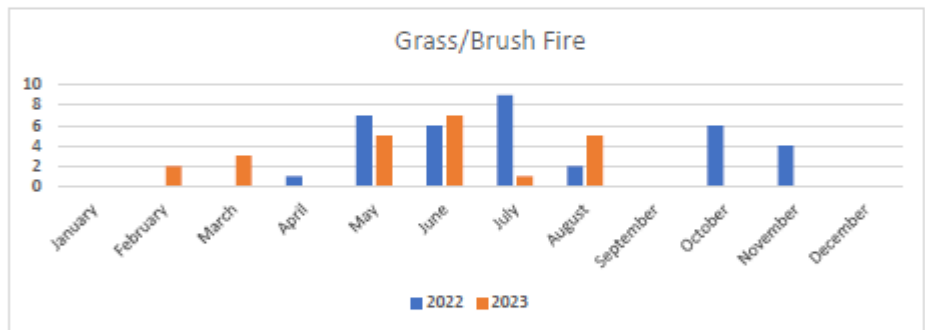
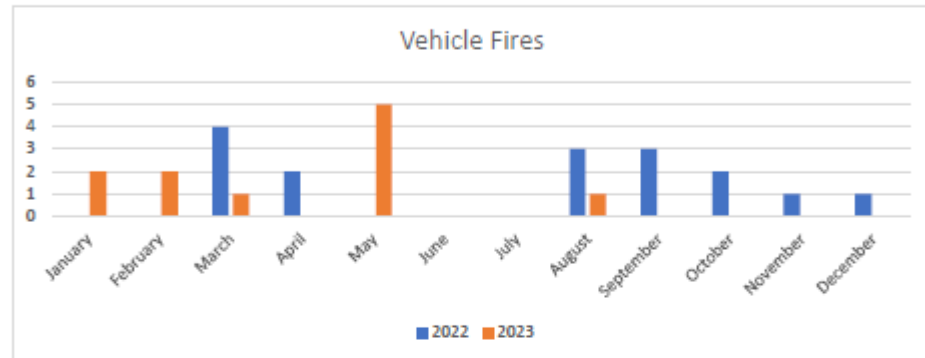
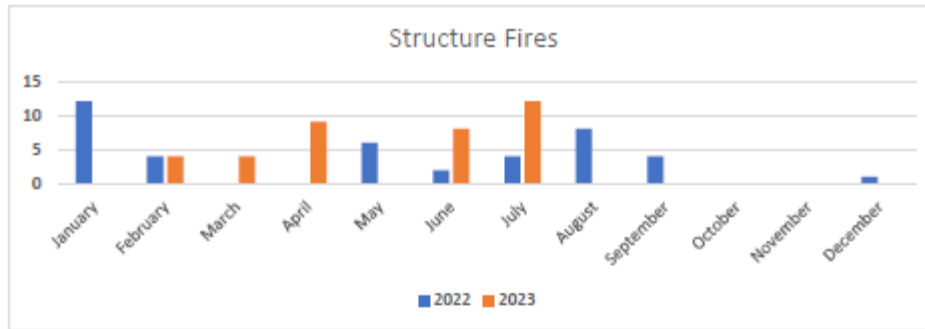
#### Meetings, Courses and Training Attended:

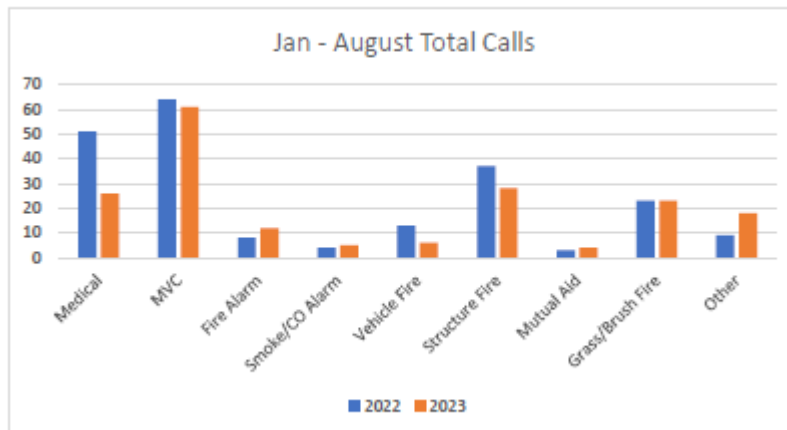
- August was a month of finishing off truck repairs that were identified in either the safety checks completed in July or from annual pump testing.
- Due to age and usage both Drumbo units' pumper/tanker required extensive repair and were out of service for a period of three days each to have rusted parts replaced mostly under the hood and frame.
- I attended our monthly RFSOC chiefs meeting held at the Norwich Fire station on August 10<sup>th</sup>, points of discussion included our involvement in the upcoming farm show September 12-14<sup>th</sup>, along with final touches on our upcoming 2024 RFSOC training calendar which will be released in the fall.
- On the evening of August 14<sup>th</sup>, we hosted a very well attended recruit information night with 30 applications being handed out following a presentation on what it takes to be a Blandford-Blenheim firefighter.
- 14 applications have been completed and returned; these people will be attending our physical testing on September 30<sup>th</sup> at the Bright station followed immediately after with formal interviews.



- Both DC Van Wyk and myself met with Blandford-Blenheim trainer Aaron Follings, planning was discussed for the upcoming pump ops course being held at the Plattsville station over the course of two weekends, Sept 8,9 and the 22 and 23<sup>rd</sup>.
- Blandford-Blenheim have seven firefighters in this course alone and continue to strive to meet our mandatory training certification. With a very busy fall calendar our firefighters have continued to rise up and take on the challenge of certification. I will be presenting how as a department we have taken major strides in this goal towards the end of this year.
- Myself along with DC Van Wyk meet with Chris Demarest who is on the board of directors for Countryside Manor in Princeton. Discussion was had as the County would like to turn over the existing pump house and tanks that used to be to supply potable water to the building but were discontinued when potable water was brought into the village. Upon discussion the fire department would be interested in having access to the existing large inground holding tanks but bare no responsibility for the existing pump house or any other items at this location. Mr. Demarest will be taking this information back to the board and updating presenting to us as to how Countryside Manor is going to proceed.
- The month was capped off with our formal training with the use of the newly acquired e-draulic tools. Five members from each of the Princeton, Drumbo and Plattsville stations attended the Princeton station where the Auto Ex trainer from MES Code 4 came out and spent over 3 hours presenting interesting information on the use and care for these tools. One car was generously dropped off by Cathcart Auto Wreckers so hands-on training could be completed at the same time. The training will continue with the firefighters taking this information back to their stations and passing it along to everyone.

**August Fire Reports:**



**CEMC – August 2023**

- Maintained communication with PEOC and St Clair Sector Officers regarding multiple weather warnings throughout the month
- Started to prepare for Everbridge meeting with County
  - (Everbridge is an online platform that brings communication and crisis management together to help organizations anticipate risks and respond to critical events.)
  - This is being led by the County of Oxford's, Dianne Marshall, who has returned to the County's Emergency Management department on a part-time basis

**By-Law Enforcement – August 2023**

Land and clear...4

Zoning...1

Barking dog...1

**Fire Prevention – August 2023**

Assembly...3

Residential...3

Licensing...2

Community Risk Assessment Meeting

Development of Fireworks Bylaw

Subdivision Discussion/Comments

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>	September 14, 2023
<b>Subject:</b>	Monthly Report to Council	<b>Council Meeting Date:</b>	September 20, 2023
<b>Report #:</b>	CBO-23-09		

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### Recommendation:

That report CBO-23-09 be received as information.

### Background:

To provide Council with an update regarding the monthly building activities for the period ending on August 31, 2023.

### Building Department Updates:

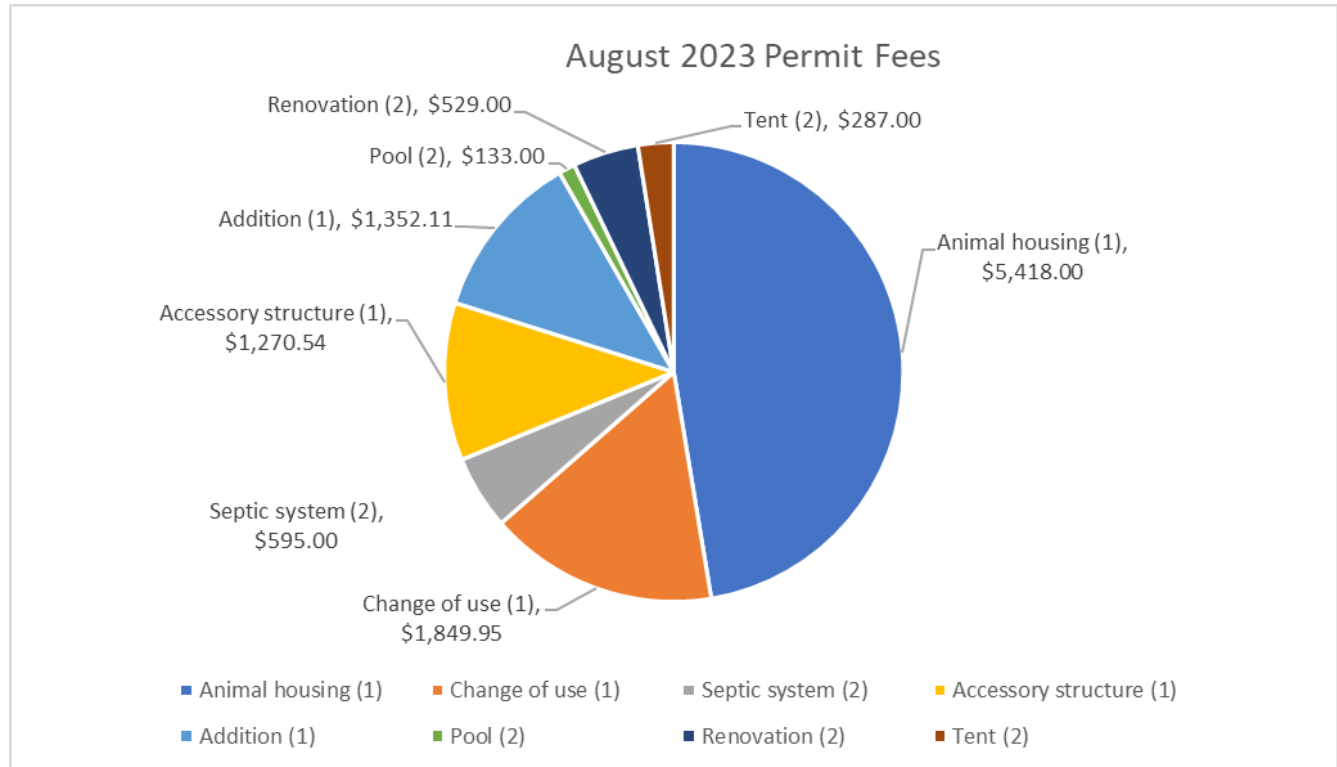
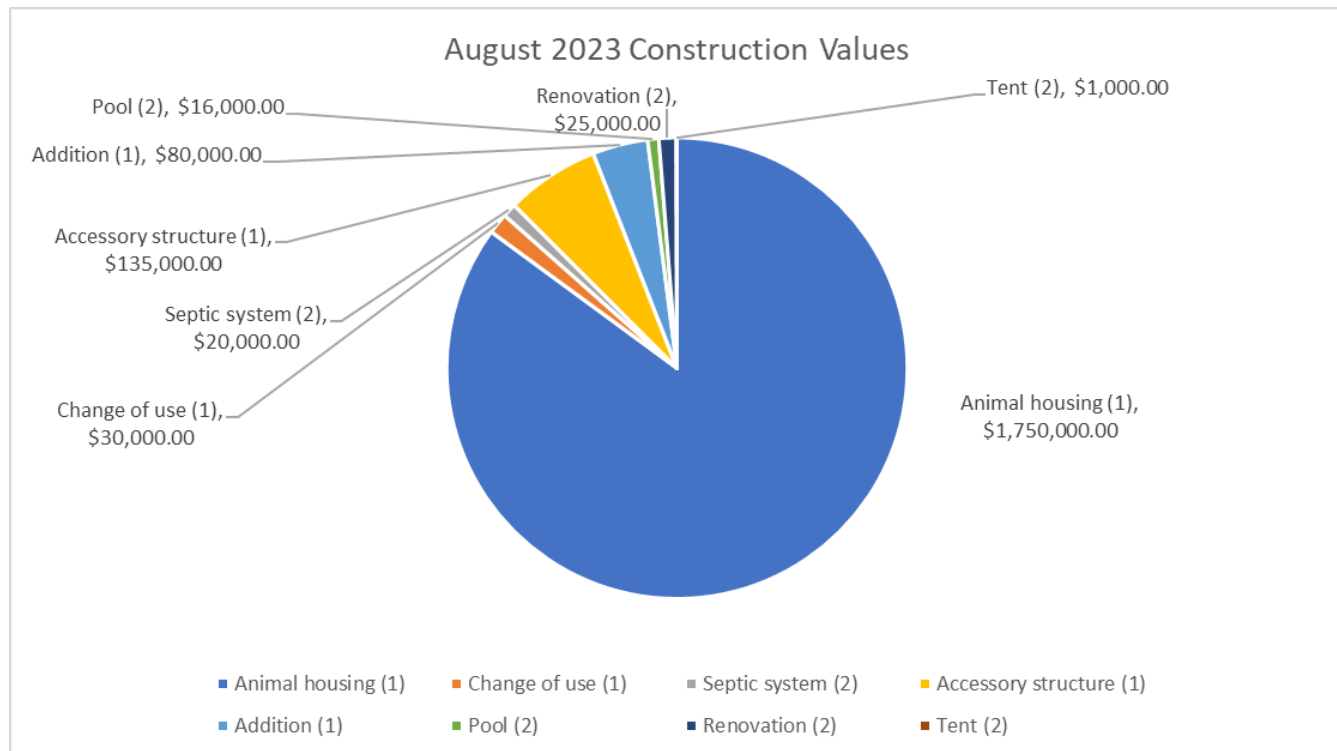
- The building department issued 11 permits for the month of August 2023.

### Legislative Updates:

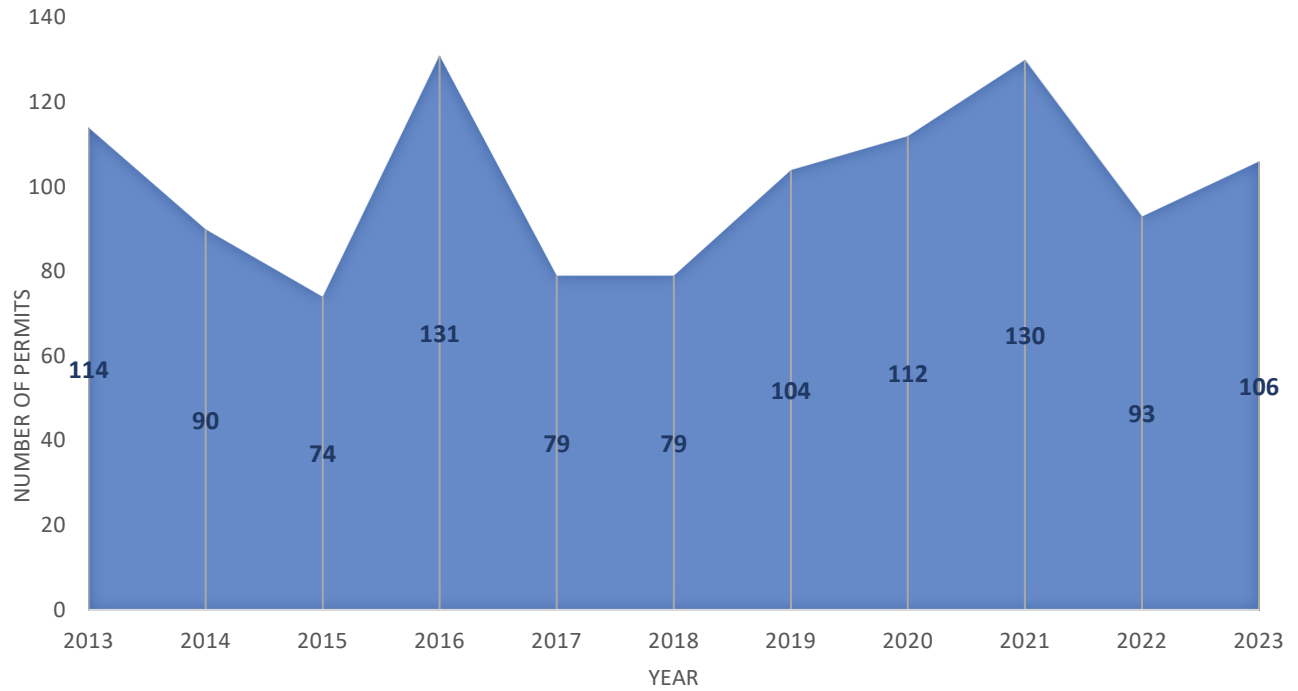
- No updates to report

Respectfully submitted by:

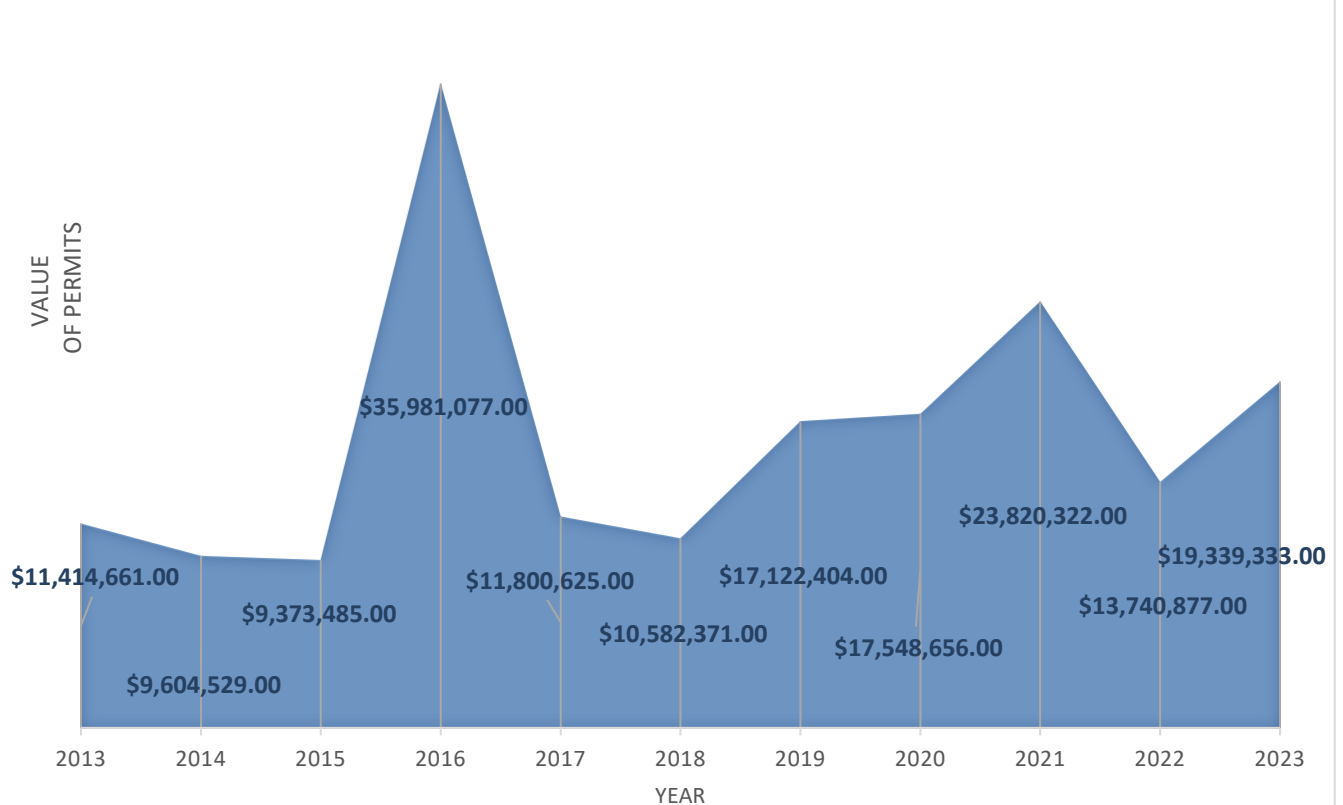
Ray Belanger  
Chief Building Official  
Manager of Building Services

**Monthly Permit Activity****Year to Date Permit Activity:**

## YEAR TO DATE PERMIT NUMBERS FOR AUGUST 2023



## YEAR TO DATE PERMIT VALUES FOR AUGUST 2023





## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Denise Krug Director of Finance
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	September 13, 2023
<b>Subject:</b>	2024 Budget Survey Results	<b>Council Meeting Date:</b>	September 20, 2023
<b>Report #:</b>	TR-23-13		

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### Recommendation:

That Report TR-23-13 and the 2024 Budget Survey Responses be received as information.

### Background:

The Township participated in the County wide Budget Consultation Online Survey which began in June and ran through to the end of August. It was promoted through the Township and County websites, our Facebook page, local media and tax bill inserts.

Meaningful and effective public engagement improves the quality of decisions made, facilitates citizen understanding of issues and government process, fosters respect for the views of others and increases support, understanding and ownership of decisions made.

### Analysis/Discussion:

There were 73 responses from the Township of Blandford-Blenheim, an increase of 40% from the last survey conducted in 2021. The full results of the survey are attached.

The survey illustrated how property taxes were spent in 2023 and asked respondents to indicate whether the same services should be enhanced, maintained or reduced in the upcoming year. The large majority of respondents want to see all services maintained at current levels. When asked about the overall value received from Township tax dollars, 75% of respondents rated it Fair to Good.

Respondents were asked to identify their top three priorities in their community. The most common options chosen were Active Living – Parks & Trails (14), Forestry/Wetland Preservation (14), Affordable Housing (13), Safe Communities – Police (13) and Infrastructure – Roads & Bridges (12). Also receiving a significant number of votes was Information – High Speed Internet (11) and Environment /Climate Change / Sustainability (11).



**Financial Considerations:**

There is no direct financial impact to the current budget; however, survey results referenced in the report will be considered in determining the 2024 budget and tax levy.

**Attachments:**

2024 Budget Survey

Respectfully submitted by:

Denise Krug  
Director of Finance/Treasurer

# 2024 Budget Survey - Blandford-Blenheim and Oxford County

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## SURVEY RESPONSE REPORT

14 June 2023 - 01 September 2023

### PROJECT NAME:

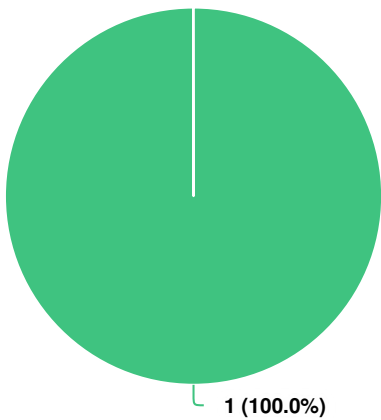
2024 Budget Survey



# REGISTRATION QUESTIONS

Q1

Postal Code



Question options

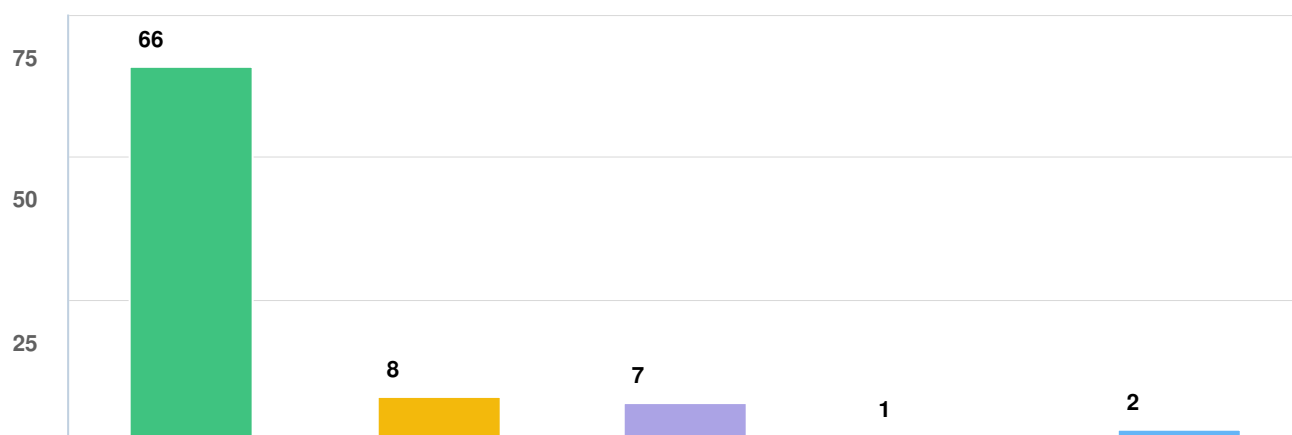
● Bay de Verde, NL, A0A1E0

Mandatory Question (1 response(s))  
Question type: Region Question



# SURVEY QUESTIONS

## Q1 Questions about youLet's get to know each other. Understanding who you are will help us determine who in our municipality c...



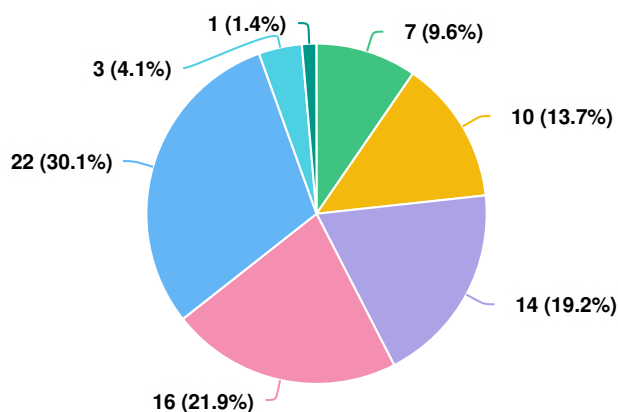
### Question options

- Resident
- Operate a business
- Live nearby and use municipal services (e.g., recreation facilities)
- Prefer not to say / none of the above
- Other (please explain)

Mandatory Question (73 response(s))

Question type: Checkbox Question

## Q2 How many years have you lived in the Township of Blandford-Blenheim?



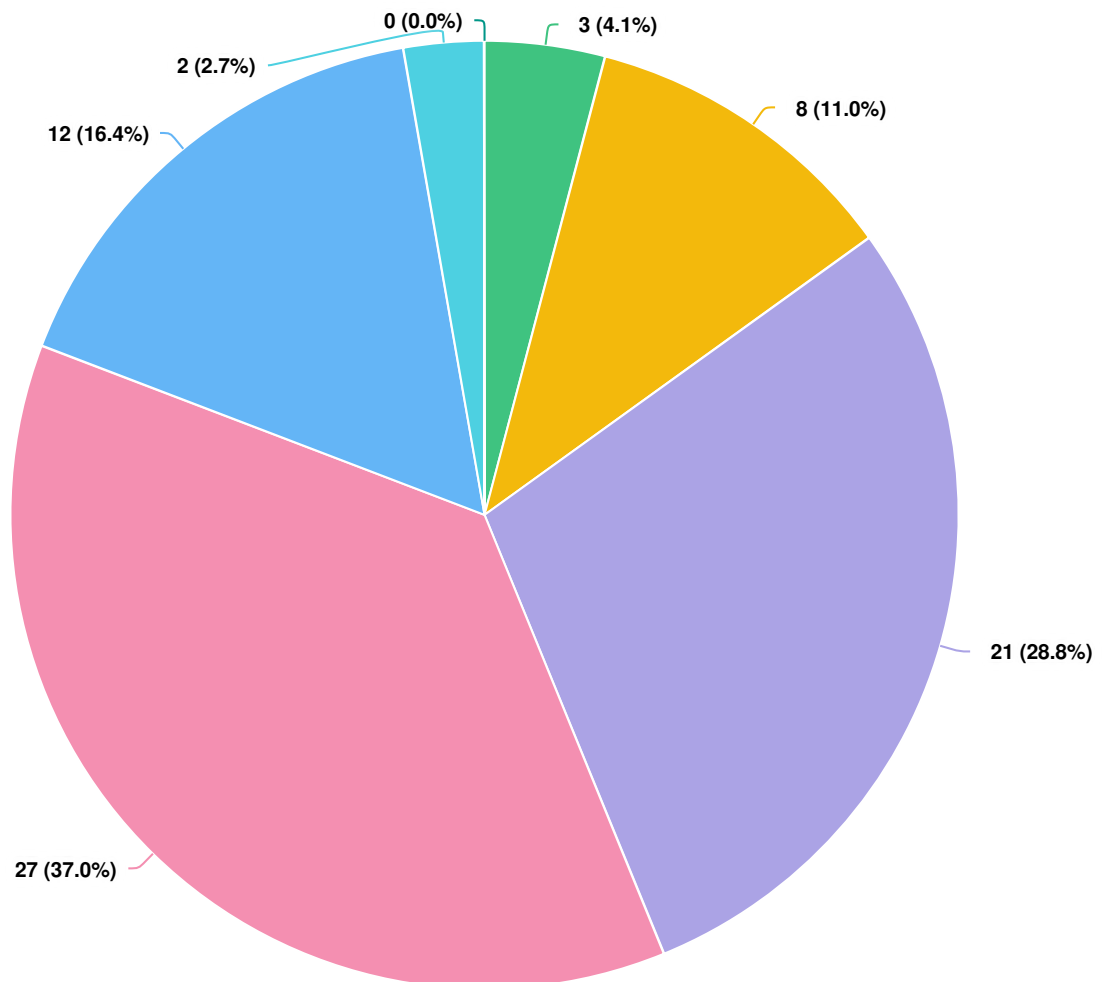
### Question options

- Less than two years
- 2-5 years
- 6-10 years
- 11-20 years
- More than 20 years
- Not a resident
- Prefer not to say

Mandatory Question (73 response(s))

Question type: Dropdown Question

**Q3** In what age category do you fall?

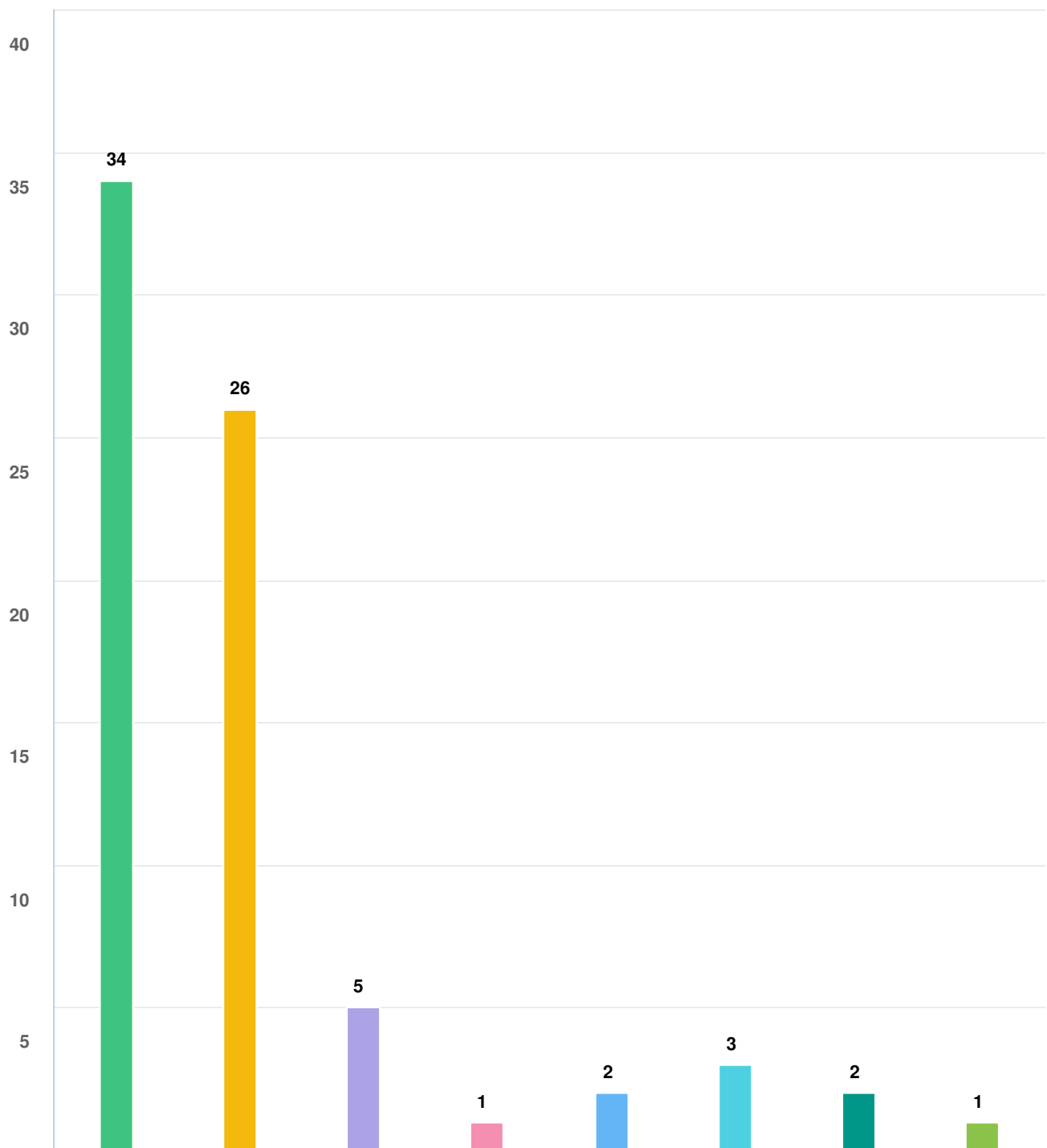


**Question options**

- 15-24 years old
- 25-34 years old
- 35-44 years old
- 45-64 years old
- 65 + years old
- Prefer not to say
- Under 15 years old

Mandatory Question (73 response(s))  
Question type: Dropdown Question

**Q4** How did you hear about this survey? Please check all that apply.



**Question options**

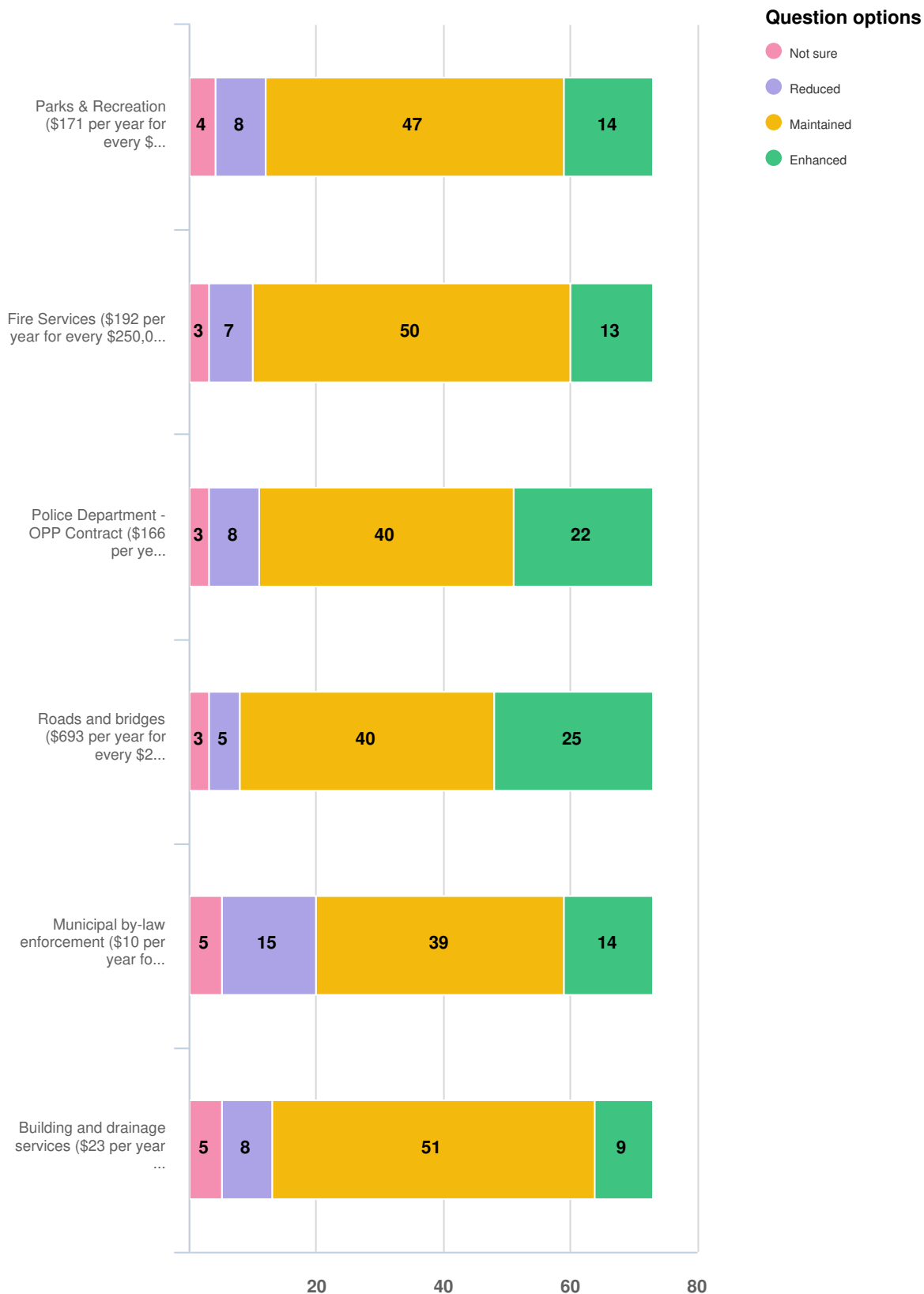
- Flyer, notice or bill insert from Township of Blandford-Blenheim
 ● Social media
 ● News media (newspaper, radio, etc.)
- Council meeting or updates
 ● E-mail
 ● Website or web ad
 ● From someone else
 ● Other (please specify)

Mandatory Question (73 response(s))

Question type: Checkbox Question



**Q5** The Township of Blandford-Blenheim provides a variety of services supporting you. The following questions are about services funded through Township of Blandford-Blenheim tax dollars and delivered by the Township. Parks and RecreationThe Parks and R...

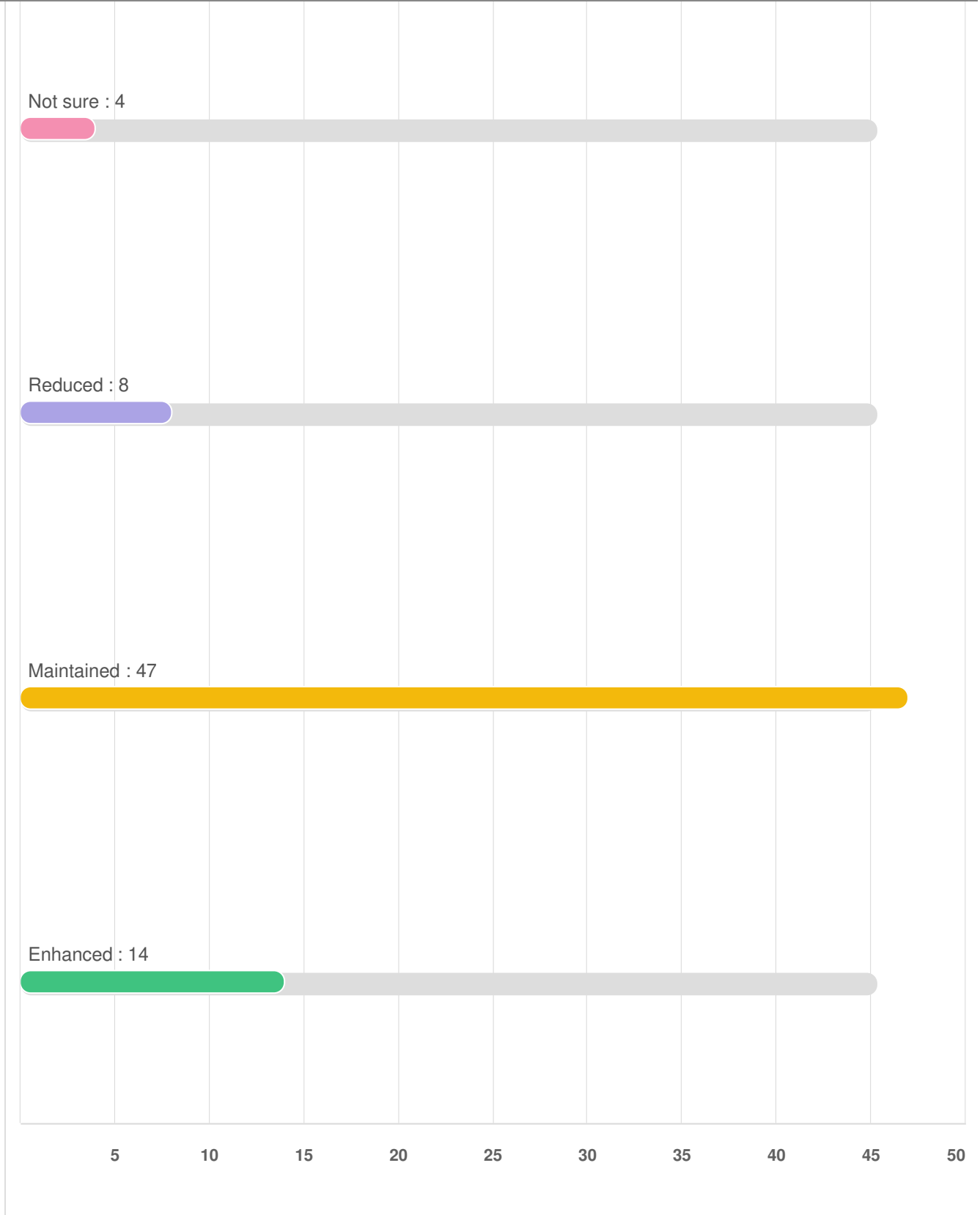


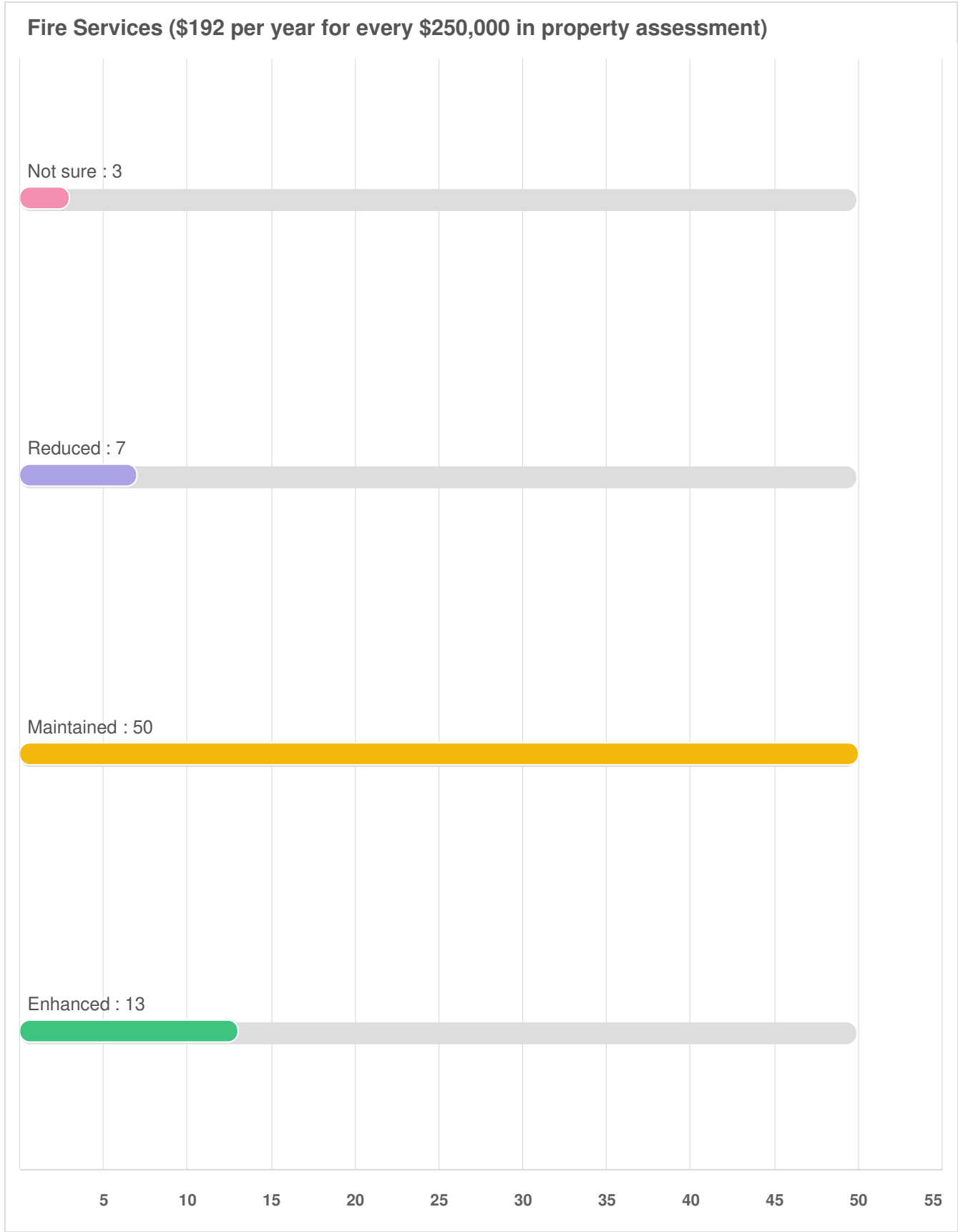
Mandatory Question (73 response(s))

Question type: Likert Question

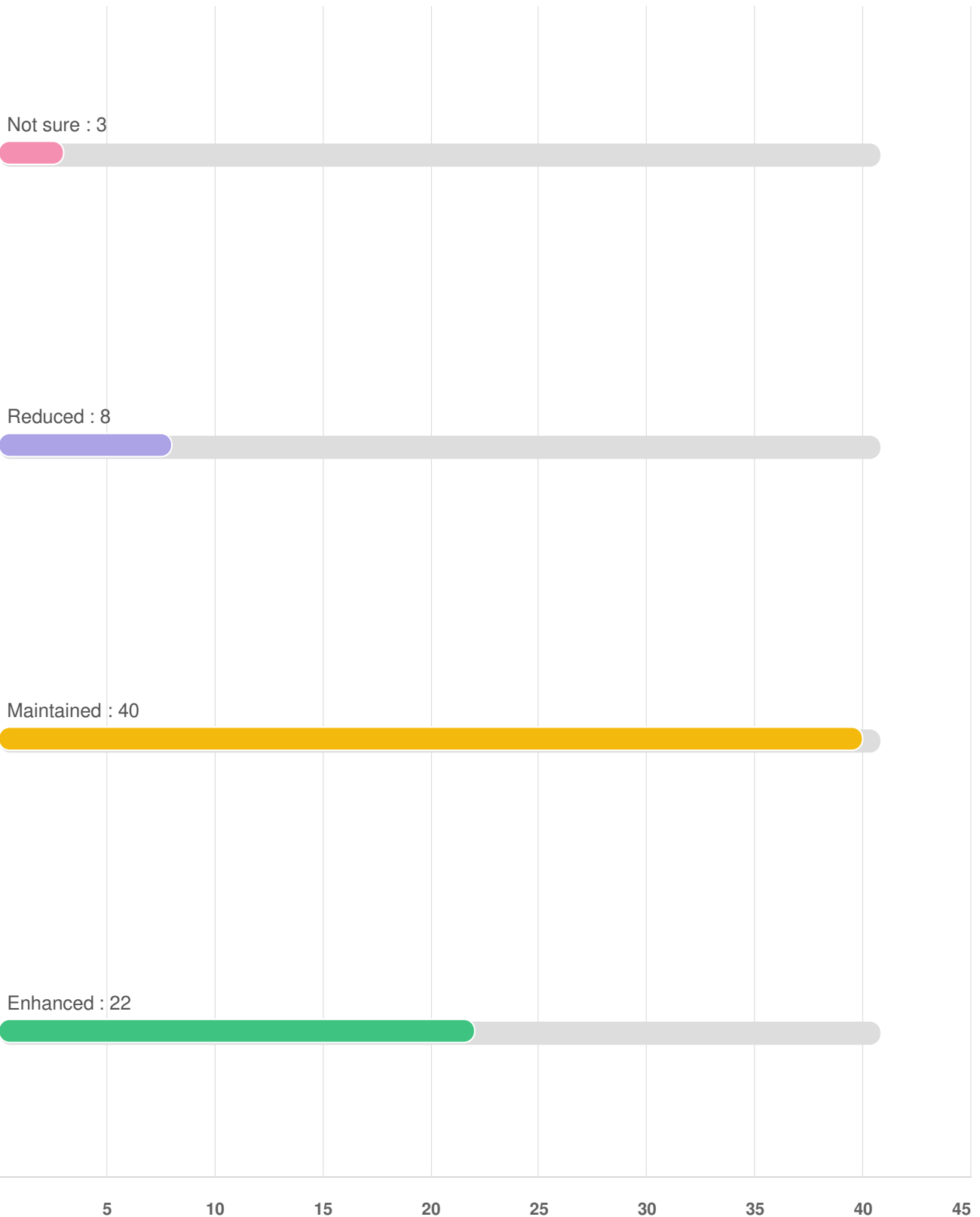
**Q5** | The Township of Blandford-Blenheim provides a variety of services supporting you. The following questions are about services funded through Township of Blandford-Blenheim tax dollars and delivered by the Township.Parks and RecreationThe Parks and R...

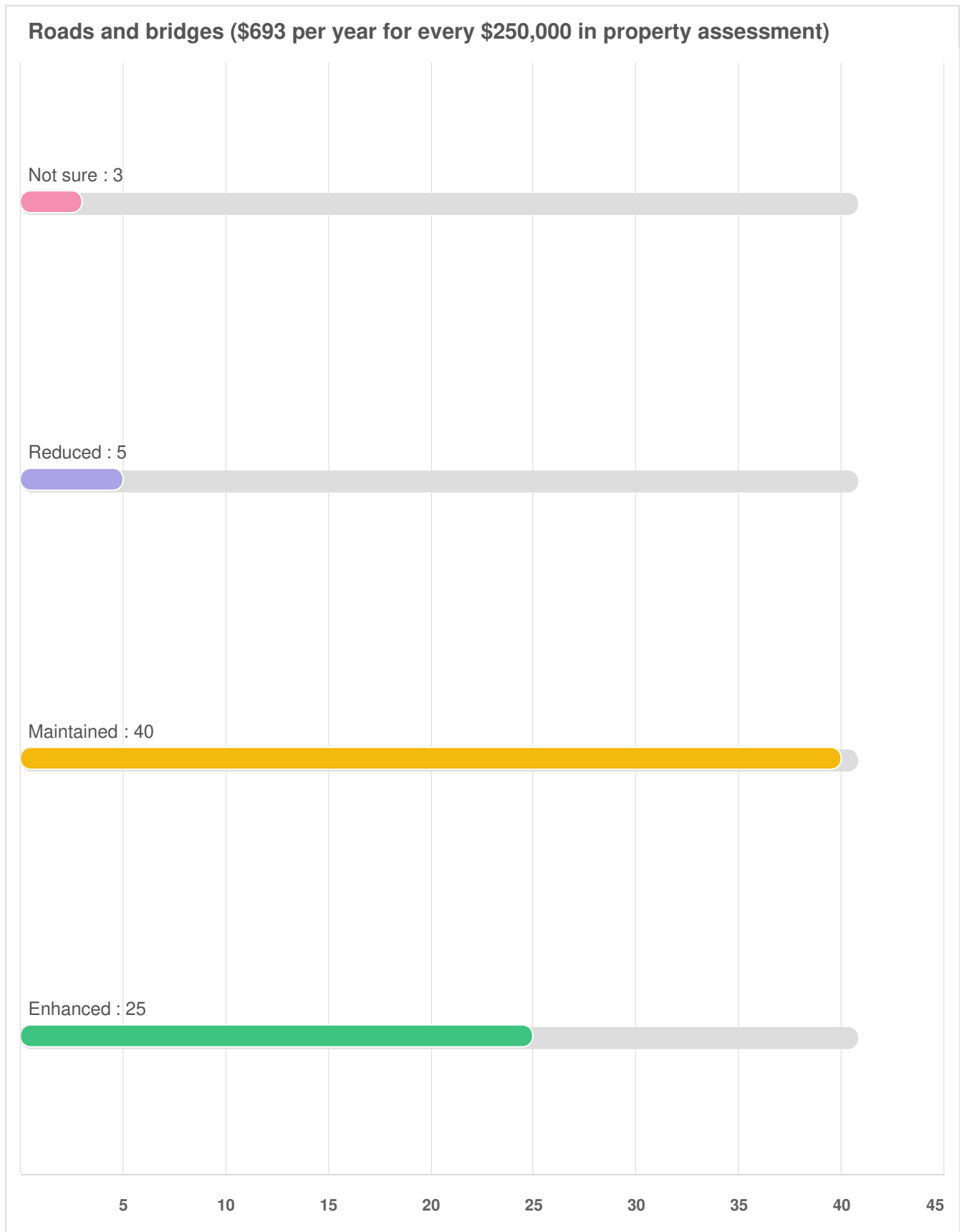
**Parks & Recreation (\$171 per year for every \$250,000 in property assessment)**

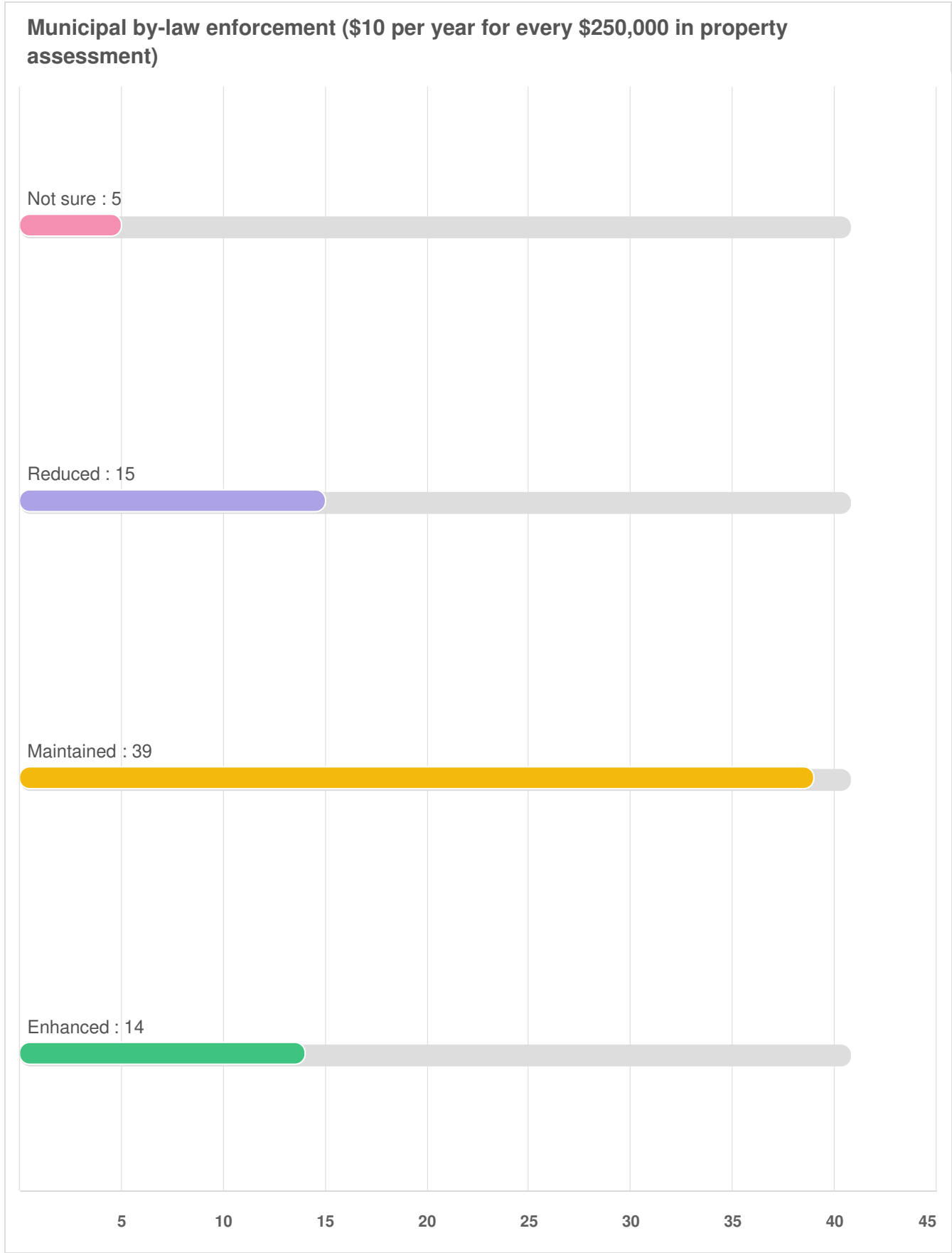




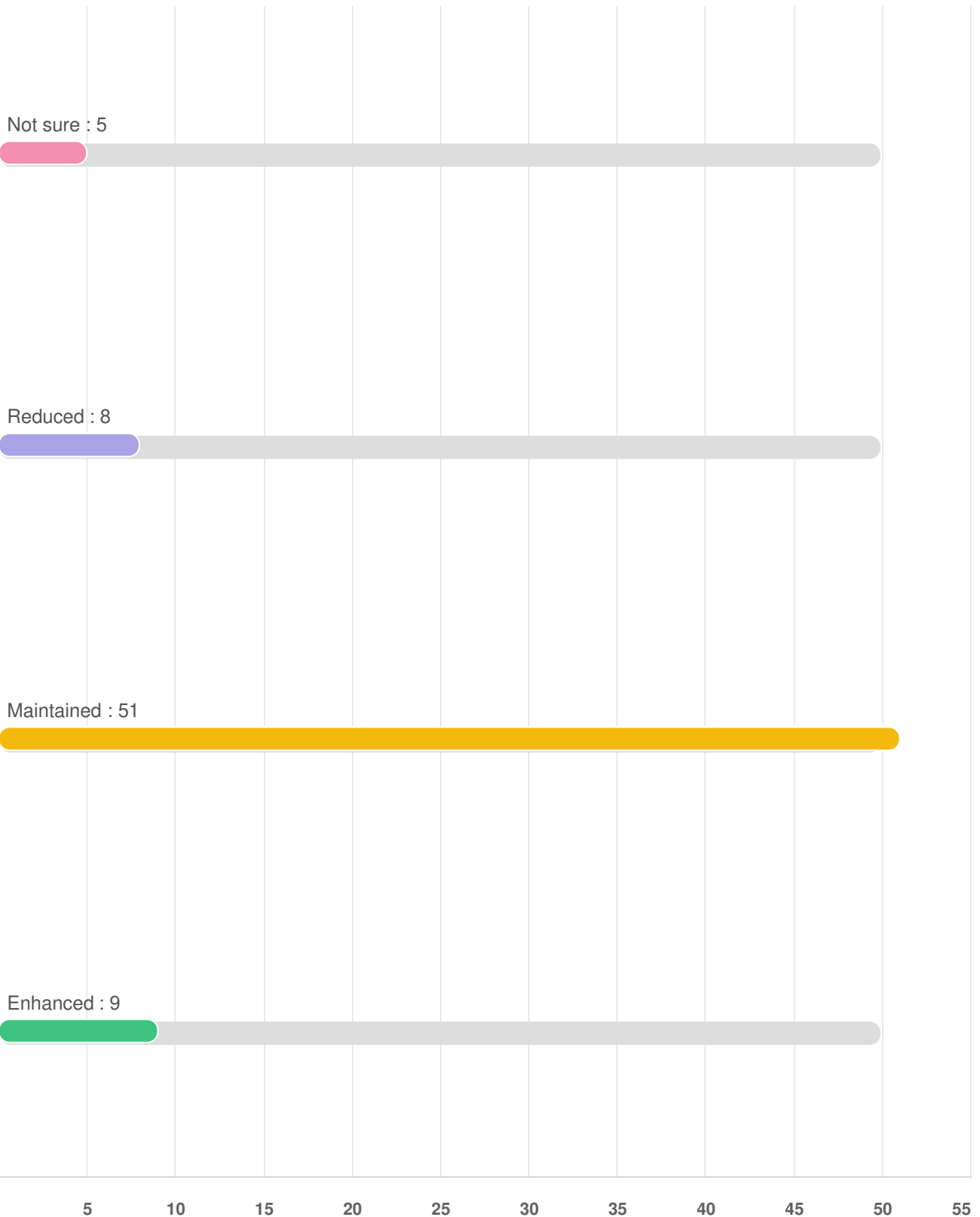
### Police Department - OPP Contract (\$166 per year for every \$250,000 in property assessment)







**Building and drainage services (\$23 per year for every \$250,000 in property assessment)**





**Q6 | Do you have any additional comments about your ratings for these service levels?**

Screen Name Redacted

6/16/2023 07:21 AM

Emergency services time when responding to our property is laughable. Not sure why it costs us what it does when it's most likely our home will burn to the ground or someone won't survive a heart attack because of the response time. I don't see that getting better for us, that is for sure. Heck, the police response when they do get here is basically a shoulder shrug. And gravel road maintenance is a JOKE

Screen Name Redacted

6/16/2023 10:00 AM

We need more services for Seniors.

Screen Name Redacted

6/21/2023 01:47 PM

Bylaw gets so few calls because it's so difficult to file a complaint, and they don't respond same day anyways. Completely useless in the current model

Screen Name Redacted

6/21/2023 11:01 PM

I think the township does an excellent job. Be nice to see a larger police enforcement presence. Speeding is awful though small towns like Plattsville, Washington and Bright.

Screen Name Redacted

6/26/2023 05:16 PM

Update electrical infrastructure please

Screen Name Redacted

7/19/2023 04:13 PM

We live in Wolverton so no drainage services are provided to us.

Screen Name Redacted

7/21/2023 08:43 AM

There is not enough police presence in Plattsville even though car break-ins and thefts are frequent.

Screen Name Redacted

7/24/2023 10:48 AM

The roads & bridges department needs to fix the Gobles Rd bridge. We waited over one year for it to be fixed and then it wasn't fixed properly and now there is a red light system in place, which is ignored by most people. This lack of attention to the issue seems like a lack of care to the citizens of the area.

Screen Name Redacted

7/24/2023 12:40 PM

For the amount of money being put towards roads, the results are not there on the gravel roads. I have never seen gravel roads anywhere as bad as they were this spring (2023) in Blandford Blenheim.

Screen Name Redacted

7/24/2023 06:09 PM

Free garbage pick up

Screen Name Redacted

7/25/2023 11:09 AM

I would support municipal sewer system installation.

Screen Name Redacted

7/25/2023 01:27 PM

no

Screen Name Redacted

7/26/2023 10:10 PM

Stop the waste water ponds from stinking

Screen Name Redacted

7/31/2023 08:30 PM

The spend on roads seems really high for the condition of the roads. I think that the money may be better spent and that efficiencies can be found.

Screen Name Redacted

8/02/2023 12:45 PM

Regarding roads and bridges seems like an awful lot of money being perhaps miss spent as the roads do not reflect that percentage going to that service.

Screen Name Redacted

8/07/2023 11:44 AM

Since so many large operation farmers operate on my road, (township road 3) between Blandford Road and county road 22, this section is often in horrendous shape because of the large number of transports from Roslin Industries and the trucks to the pig farm. Paving or even tar and gravel would be a marvellous idea! I'm kind of begging you.

Screen Name Redacted

8/08/2023 09:13 AM

The Lyons park in Drumbo needs the building where food can be cooked fixed so it can be used for events like for the Drumbo Richwood Soccer teams.

Screen Name Redacted

8/08/2023 10:57 AM

Police needs enhanced radar enforcement in Bright. Bylaw needs enhancement re swimming pools with no fencing around them, people having 5+ cats and letting them roam

Screen Name Redacted

8/20/2023 01:29 PM

If increasing the Roads and Bridges budget means they don't have to buy "dirty" gravel, then we support increasing it. Perhaps more productive use of man-hours by Township employees could offset the difference in cost for clean gravel. Municipal workers are notoriously unproductive, as observed by taxpayers in most municipalities.

Screen Name Redacted

8/28/2023 11:11 PM

There needs to be a composting program

Screen Name Redacted

8/30/2023 10:25 AM

The potholes on some of the higher traffic concession roads are far beyond except able.

Screen Name Redacted

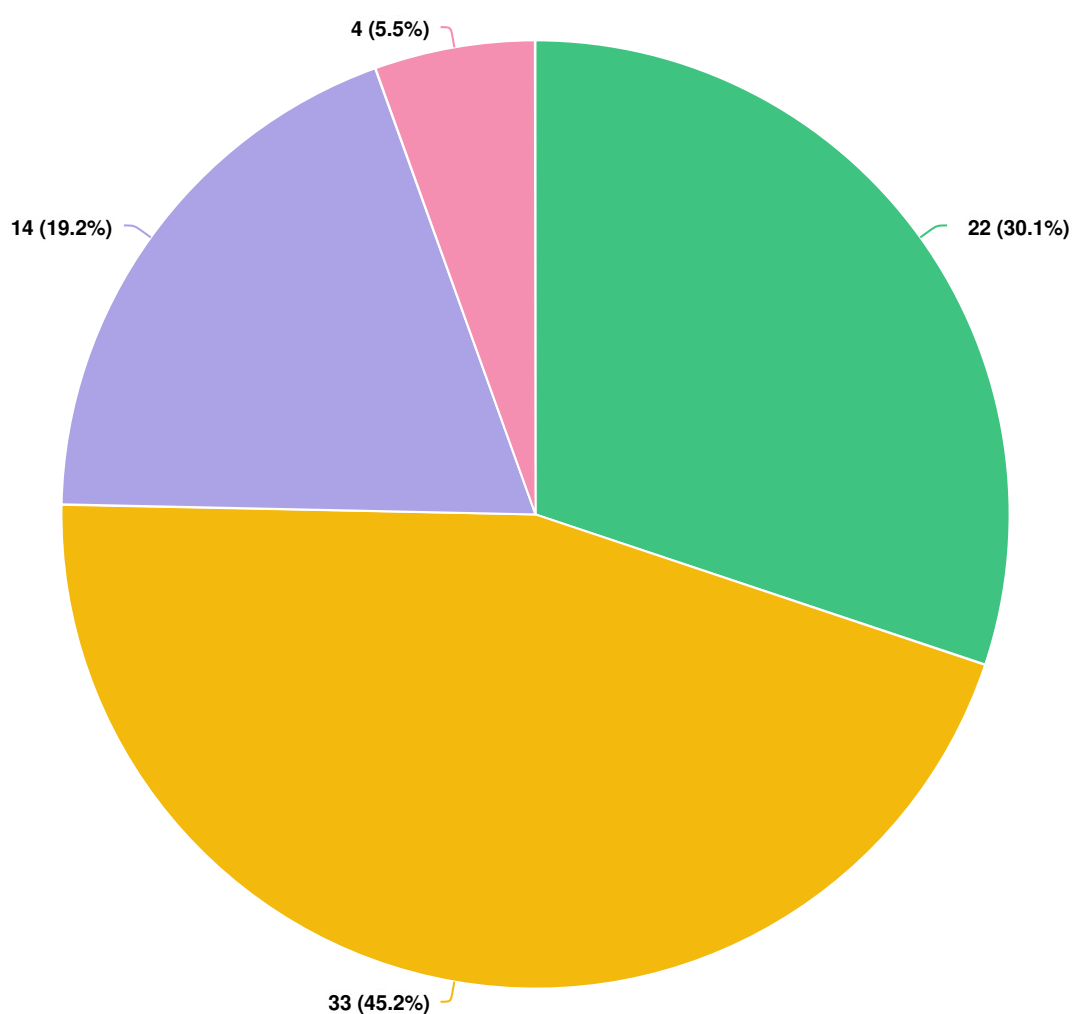
8/30/2023 09:39 PM

We need more police presence in Plattsville. I have lived here for 11yrs and have seen less than 5 police cars in that time. Also, my street is "unassumed" for 11yrs now. I pay the same taxes as all others in ghis community but there is no by-law enforcement because the street is unassumed. There are no parking restrictions but the street is the main entrance to the subdivision. These issues need to be reviewed.

**Optional question** (22 response(s), 51 skipped)

**Question type:** Essay Question

**Q7** | In 2023, the Township of Blandford-Blenheim share of your municipal taxes for a \$250,000 residential property is \$1,182. \*How would you rate the overall value received from your Township tax dollars?



**Question options**

☐ Not sure / need more information
 ☐ Poor
 ☐ Fair
 ☐ Good

Mandatory Question (73 response(s))

Question type: Radio Button Question

**Q8 | Do you have any additional comments about your ratings for these service levels?**

Screen Name Redacted

6/16/2023 10:36 AM

County Roads department should increase or change their hours of service for night shift snow removal. Ie add an 11 to 7 shift or change the afternoon shift to 7pm to 330am. This would cover the snow removal operations more efficiently.

Screen Name Redacted

6/19/2023 09:20 PM

Provide Princeton a hydrant for fire services

Screen Name Redacted

6/20/2023 02:05 PM

The quality of the water provided in relation to the cost is unbalanced. The water quality must be improved specifically in the town of Plattsville

Screen Name Redacted

6/21/2023 01:47 PM

Water rates need to be even throughout the county. One town should not have higher rates than another.

Screen Name Redacted

6/21/2023 11:01 PM

I am really happy with the services provide.

Screen Name Redacted

6/23/2023 08:28 AM

Water needs to be improved

Screen Name Redacted

6/27/2023 10:43 AM

I would like to see a composting program in the township to reduce waste.

Screen Name Redacted

6/28/2023 10:25 AM

Water service rates are extremely high in Blandford Blenheim. Extreme difference around county. Should be fair equal costs for all. There is no Culture and Heritage program in the county or lower tier municipalities. Funding for these types of programs should be provided like other counties in Ontario.

Screen Name Redacted

7/19/2023 04:13 PM

Garbage bag tags are ridiculous as we already pay for sanitation services. Also COMPOST pick up weekly like KWC and other areas should be utilized.

Screen Name Redacted

7/21/2023 08:43 AM

Stop making us buy garbage tags. Just increase our taxes by the amount a bag a week costs. It's a pain in the ass to buy the tags. Also start taking yard waste.

Screen Name Redacted

7/21/2023 07:16 PM

I support the library, but the balance in spending seems a little off. \$93/year rate vs. \$107 for housing and \$12 for childcare seems slightly disproportionate, without diving deeper into the numbers.

Screen Name Redacted

7/23/2023 01:03 PM

Water and sewer rates in Drumbo are ridiculously high. Please reduce these rates.

Screen Name Redacted

7/24/2023 10:48 AM

Many of these services do NOT apply to Blandford Blenheim residents; most especially the rural citizens.

Screen Name Redacted

7/24/2023 12:40 PM

The paramedic services are top-heavy, and the money and funding does not go to where it should. The management of Oxford County Paramedic Services are well known to waste money and be incompetent managers. When it comes to housing in the county, instead of wasting money, the way it is now, offer grants to real estate investors that are residents of the county only. These grants should go towards investors willing to densify already existing structures (converting a single family home into a duplex)

Screen Name Redacted

7/24/2023 04:09 PM

The roads are in terrible shape. They should be paved/tar and chip so that it will save money in the long run. And our vehicles will last longer.

Screen Name Redacted

7/24/2023 06:09 PM

Fix all the steel bridges to eliminate the dead end roads in the country by platsville, bright, Haysville

Screen Name Redacted

7/25/2023 11:09 AM

I would support installation of sewer system in Princeton

Screen Name Redacted

7/25/2023 01:27 PM

no

Screen Name Redacted

7/26/2023 10:10 PM

Stop the waste water ponds from causing extreme odours

Screen Name Redacted

7/31/2023 08:30 PM

Need to be more efficient and spend our money more wisely.

Screen Name Redacted

8/02/2023 12:45 PM

An awful lot is going to county roads and bridges and the roads and bridges don't reflect the value being assigned.

Screen Name Redacted

8/07/2023 11:44 AM

As stated earlier, my road is a thorn in my side very often , with periods of it being ok. The huge trucks go quite fast considering how narrow the road is, making it unsafe, noisy and very dusty when Roslin has busy times.

Screen Name Redacted

8/08/2023 09:13 AM

Compost collection should be added to the waste pick up services in Princeton.

Screen Name Redacted

8/17/2023 01:16 PM

Attainable housing and increased LTC should be priorities for the county.

Screen Name Redacted

8/28/2023 08:01 PM

Drop bag tag program and start green bin pickup.

Screen Name Redacted

8/28/2023 11:11 PM

A composting program is needed

Screen Name Redacted

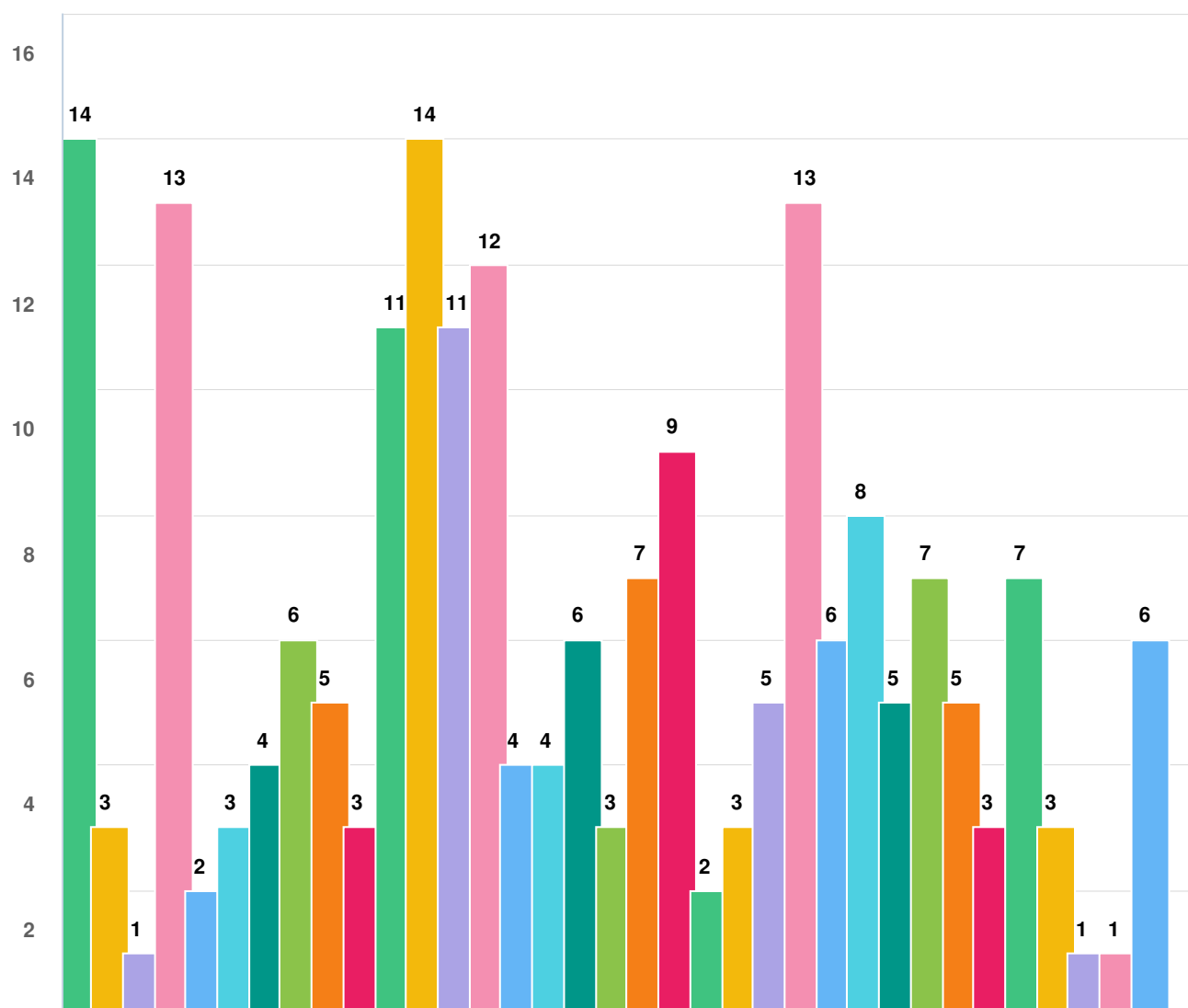
8/30/2023 09:39 PM

Worst water in Ontario! Way too expensive for the way we can use it. TREAT it! RO and many bags of salt add to the cost which is already way too high.

**Optional question** (27 response(s), 46 skipped)

**Question type:** Essay Question

**Q9 Other comments and suggestions** Now it's your chance to provide additional information relevant to building next year's budget. What would you say are the top 3 priorities for your community right now?



### Question options

- Transit    Other (please specify)    I don't know    Waste management – Waste disposal (Landfill)
- Waste management – Recycling/diversion    Waste management – Curbside collection
- Transparency and communication    Transit – Inter-regional transportation    Social issues – Poverty
- Social issues – Child care    Snow/ice control    Safe communities – Paramedic Services
- Safe communities – Police    Safe communities – Fire    Quality neighbourhoods – Property standards and by-law
- Quality neighbourhoods – Planning    Public Health (Southwestern Public Health)    Long-term care
- Library services    Infrastructure – Water    Infrastructure – Wastewater    Infrastructure – Stormwater
- Infrastructure – Roads & bridges    Information – High speed internet    Forestry/wetlands preservation
- Environment/climate change/sustainability    Emergency management    Economy    Economic development
- Downtown revitalization    Community engagement    Arts and culture    Affordable housing
- Active transportation    Active living – Recreation    Active living – Parks & Trails

Mandatory Question (73 response(s))

Question type: Checkbox Question



**Q10 | Are there any further comments or suggestions you would like us to consider for Oxford County or the Township of Blandford-Blenheim budgets for 2024?**

Screen Name Redacted

6/16/2023 07:21 AM

I think that there is not enough anger about Woodstock annexing farmland. As rural townships we need to stop blindly voting against our best interests. And it falls on our townships to be more engaged with other rural townships. We need to fight with and for each other. Too often the farmer creed of if it isn't happening to ME then I am not caring is going to feed urban sprawl and that is infuriating. Put money towards educating rural brains!

Screen Name Redacted

6/16/2023 10:00 AM

Enhanced services for Seniors within our community. Too many are living in poverty and struggle to make it thru the month

Screen Name Redacted

6/21/2023 11:01 PM

Thank you for the services you provide.

Screen Name Redacted

6/22/2023 02:58 PM

Start plowing highway 19 before 8am in the winter please. I am a registered nurse who travels to LHSC at 5am in some of the worst road conditions ever.

Screen Name Redacted

6/28/2023 10:25 AM

Fund Heritage and Culture programs County wide as this can increase tourism and quality of life for residents.

Screen Name Redacted

7/18/2023 09:27 PM

Controls on housing, whoever let that white elephant of a house across from the bank in Drumbo pass needs to be fired. Mark Peterson is only in it for the money, get him out!!

Screen Name Redacted

7/19/2023 04:13 PM

Please get rid of trash stickers.

Screen Name Redacted

7/21/2023 08:43 AM

The garbages tags are dumb and such a hassle. GET RID OF THEM!!!

Screen Name Redacted

7/23/2023 01:03 PM

Keep a lid on your tax increases.

Screen Name Redacted

consider municipal tax breaks for folks who are maintaining open

7/24/2023 09:50 AM

space/returning to nature space. these are also folks who are pretty self-reliant in terms of private well water & septic systems and we shouldn't be paying for the municipality to expand & build (we really don't want more housing or traffic out here!)

Screen Name Redacted

7/24/2023 10:48 AM

There is little value received to the taxes for Township of Blandford Blenheim. Also a real lack of communication from the township office with the exception of the tax invoices received.

Screen Name Redacted

7/24/2023 12:40 PM

Get rid of some of the management positions in the paramedic services, put that money towards hiring more paramedics so there is more emergency coverage in the county. Provide grants to real estate investors that live within the county for the purpose of densifying already existing structures. This would help with the housing crisis and would be good for the economy. Stipulate only residents of the county who live full-time are eligible for the grant.

Screen Name Redacted

7/24/2023 06:09 PM

Free garbage pick up up to 4 bags and tags after that for 2 bux per tag like other townships

Screen Name Redacted

7/25/2023 01:27 PM

With over 500,000 immigrants to Ontario per year, the Federal government has created a crisis in housing and health care. I know that this is the County level, but please add this concern to your data.

Screen Name Redacted

7/26/2023 10:10 PM

Stop allowing developers buy up farm land prevent the family farm to grow. Also stop the sticky wastewater ponds be overloaded.

Screen Name Redacted

7/29/2023 12:44 PM

No more gravel pits . Use the ones that are operating before any more new ones.

Screen Name Redacted

8/08/2023 10:57 AM

Assisting homeowners to make changes that prepare for climate change should be a priority. Rainfall adaptation, greener energy sources for space heating and cooling (cold climate heat pumps), storm preparation

Screen Name Redacted

8/12/2023 08:56 AM

I support a safe injection site for Oxford county. More focus on homelessness and affordable housing.

Screen Name Redacted

The downtown areas of our villages are in need of revitalization, but

8/20/2023 01:29 PM

we aren't sure what can be done when the buildings are privately owned. We do support making them more inviting and pleasant.

Screen Name Redacted

8/21/2023 07:33 PM

Allow farmers to sever small building lots off their farm so their children can own a home and live in the community , rather than our community be one of a few landowners that tear down the old farmhouses and barns .

Screen Name Redacted

8/30/2023 10:25 AM

Gravel roads/concessions need to be kept in much better condition. The current potholes on some of the roads are unacceptable.

Screen Name Redacted

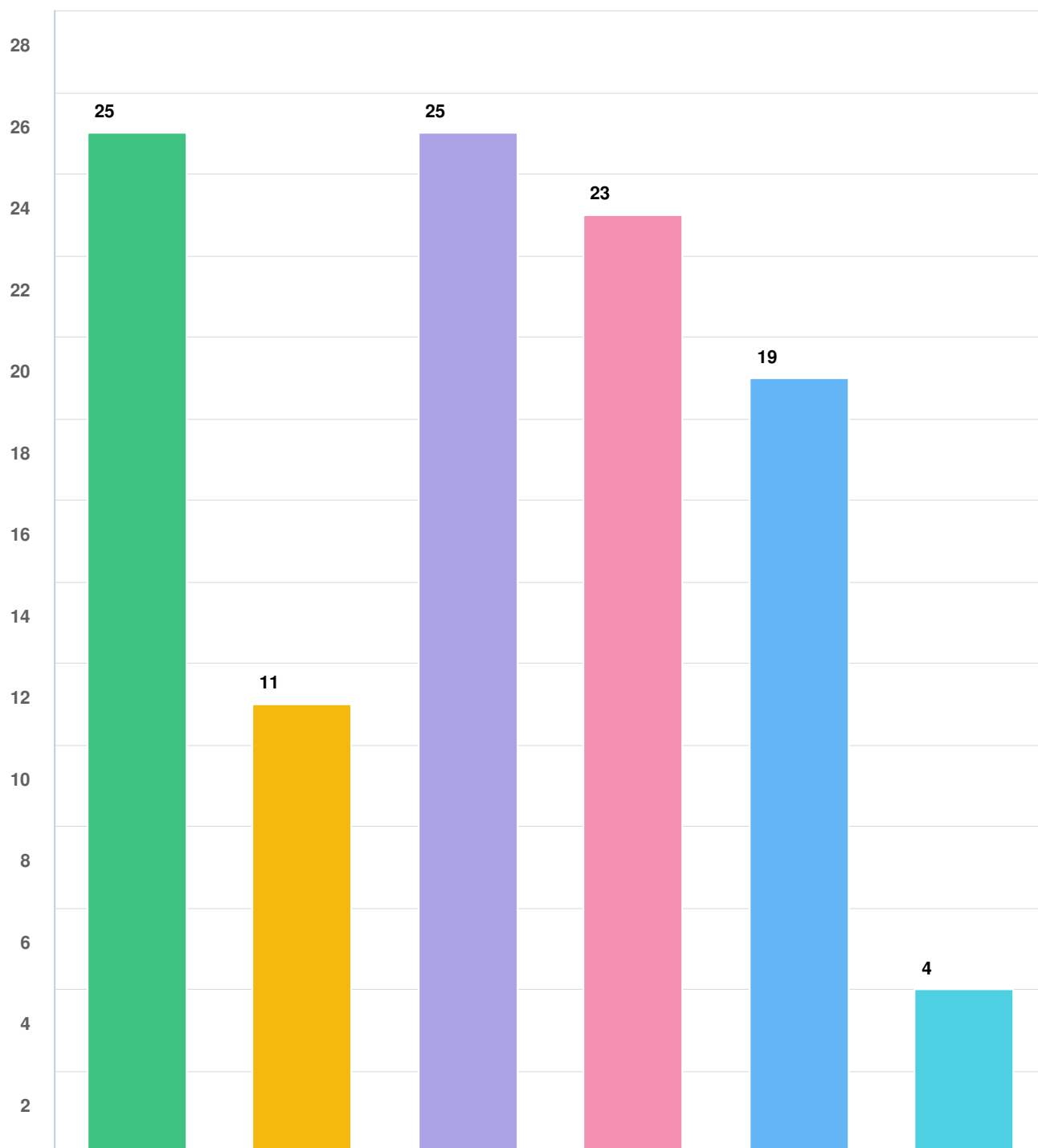
8/30/2023 09:39 PM

This is a growing town. A new subdivision is being prepared as I type! We need better police and by-laws to monitor the constant speeding and by-law infringements. Hofstetter is not a drag strip, but is regularly treated like it is.

**Optional question** (22 response(s), 51 skipped)

**Question type:** Essay Question

**Q11** In addition to this survey, there are other opportunities for the public to be engaged and informed on the 2024 Budget. Oxford County and the Township of Blandford-Blenheim set their budgets independently of one another and fund various services th...



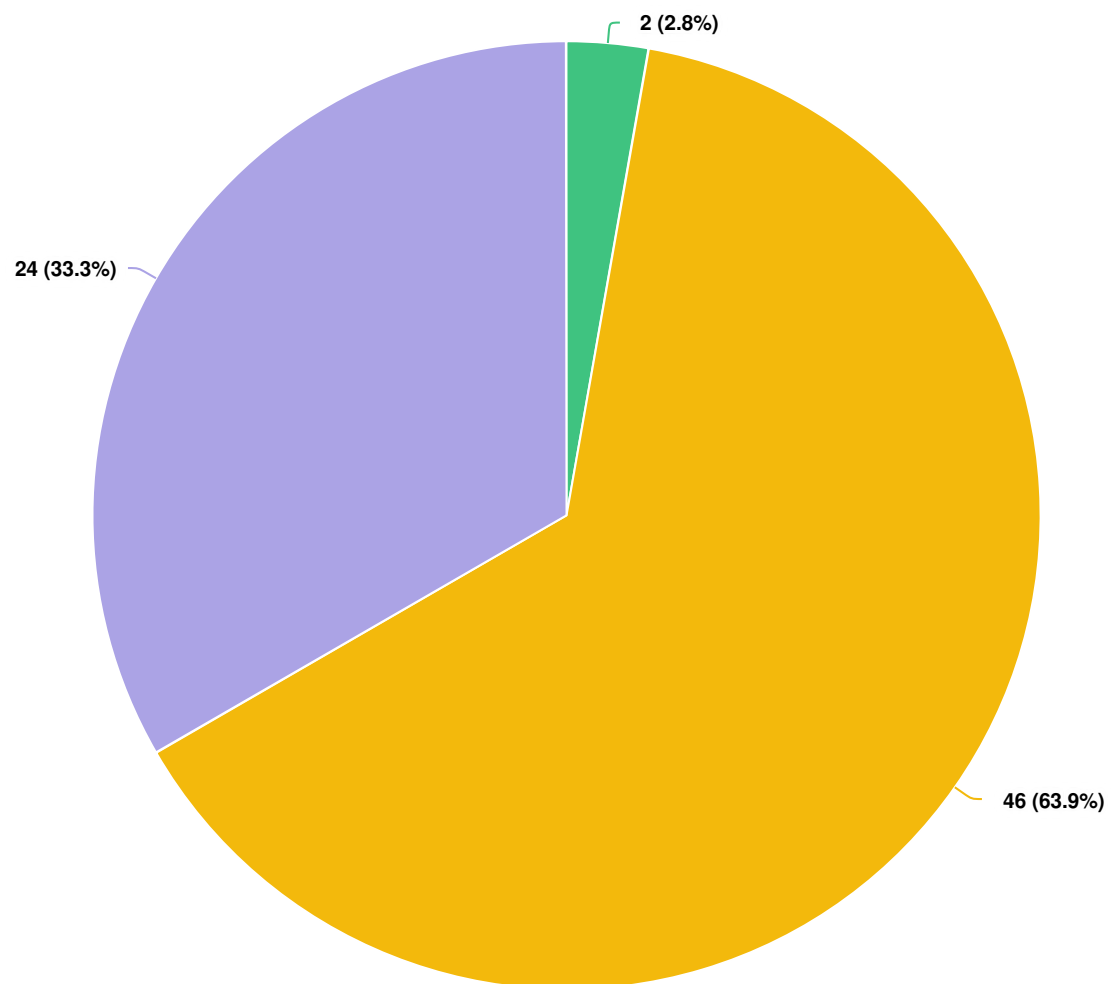
**Question options**

- Other (please specify)    Read summary document or fact sheet/infographic    E-mail or e-alerts from website
- Social media    Council Budget meetings    Website updates

Optional question (64 response(s), 9 skipped)

Question type: Checkbox Question

**Q12** How would you rate this survey?



**Question options**

Great survey! It was OK Could be better

Optional question (72 response(s), 1 skipped)

Question type: Emoji Question



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

**To:** Members of Council  
**Reviewed By:** Rodger Mordue, CAO/Clerk  
Denise Krug, Director of Finance  
**Subject:** Strategic Planning  
**Report #:** DC-23-04

**From:** Sarah Matheson, Deputy Clerk  
**Date:** July 7, 2023  
**Council Meeting Date:** September 20, 2023

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### Recommendation:

That the Council receive Report DC-23-04 as information;

And further, that Council direct staff on how to proceed.

### Background:

The Township last adopted a strategic plan in 2012 which included: the mayor's letter, vision, strategic directions, goals and actions, and implementation.

It established the following vision: to excel in providing a safe, healthy and vibrant place to live with inclusive and sustainable services.

It identified four strategic directions:

- Develop a plan for ongoing financial sustainability;
- Enhance resident communication;
- Streamline internal services; and,
- Actively work towards reducing restrictions to growth.

Specific goals under the strategic directions were listed.

Many of the goals have been established to date.

### Analysis/Discussion:

While many of the strategic directions in the 2012 Strategic Plan are still relevant, the world is very different place now than it was in 2012. At this time, there are numerous major legislative

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changes from the province that have significant impact on municipalities and municipal resources.

Staff suggest that an updated Strategic Plan process be undertaken for early 2024. An ongoing improvement mindset and focus on data-driven decision-making will make the 2022-2026 Council term more successful.

There are two options for the facilitation of an updated strategic plan, hire a consultant or complete the task internally.

1. Using a consulting firm.

Consulting firms have experience and knowledge of the municipal sector, specifically our services, processes and structure.

2. Staff would be amenable to completing the task internally.

See slideshow for proposal.

**Financial Considerations:**

Strategic Planning was not budgeted for in 2023. Could be Budgeted for 2024.

The cost of hiring a consultant is anywhere from \$3,0000.00 to \$20,000.00 depending on the depth and process.

Another option is to have staff undertake the task internally as part of their workload.

**Attachments:**

2012 Strategic Plan  
Proposal – Internal Exercise

Respectfully submitted by:

Sarah Matheson,  
Deputy Clerk



# TOWNSHIP OF BLANDFORD-BLENHEIM

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## STRATEGIC PLAN 2012

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## Table of Contents

- Mayor's letter
- Our Vision
- Township Strategic Directions
- Township Goals and Actions
- Implementation

## Letter from the Mayor



I am very pleased to present Blandford-Blenheim's first ever Strategic Plan. It is a statement of our goals and strategies for building a stronger community. Staff and Council have shared ideas and established priorities that will guide the decision making process for the short, medium and long term. As we move forward, these strategies will be reflected in all our future decisions. This plan provides a roadmap that Council and Administration can build on together in partnership with the community to ensure a progressive future for Blandford-Blenheim.

## Our Vision



*To excel in providing a safe, healthy and vibrant place to live with inclusive and sustainable services.*

## Township Strategic Directions




Council and senior staff identified four strategic directions:


- Develop a plan for ongoing financial sustainability
- Enhance resident communication
- Streamline internal services
- Actively work towards reducing restrictions to growth


Goals for each strategic direction are listed on the next pages together with a notation as to the timeframe for achievement i.e. Short term (2012), Medium term (2013), Long Term (2014).

## Township Goals

### Strategic Direction: Enhance Resident Communication

- 
- Increase online presence Short term
    - Establish a staff committee to review the website and to suggest improvements
    - Develop a Facebook page
  
  - Publicize website Ongoing
    - Place website address on the Township trucks
    - Utilize all opportunities to advertise the Township website address

- 
- Maintain and expand the Mayor's column Short term
    - Place column on the Township website
    - Add to Facebook page
    - Staff assist with background information for the column
    - Investigate placing the column in the Oxford Review
  
  - Utilize the radio stations more Medium term
    - Explore “free” services with the radio stations
    - Review the potential for tradeoffs with the stations to obtain free coverage
  
  - Utilize the telephone to enhance information Medium term
    - Determine if current telephone system for the administration building and the arena will allow messages/information to be played when a caller is on hold
    - Establish appropriate messages

- 
- Provide consistency in advertising
    - Develop a communication policy

Short term

- Utilize digital signage
  - Investigate the kinds and types of digital signage
  - If appropriate obtain quotes for a digital sign in front of the administration building and budget as appropriate

Medium term

- Create a newsletter
  - Investigate how other municipalities create/sell/distribute a newsletter twice a year
  - Place on website and Facebook
  - Sell advertising to offset costs


Medium term


## Strategic Direction: Streamline Internal Services

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- Centralize property files by Roll number Medium term
  - Explore with other municipalities their process, contents of files, retention schedules etc
  - Budget for filing cabinets and staffing
  - Create files
  
- Streamline issuance of dog tags Short term
  - Revise administrative processes to only issue dog tags every five years
  
- Review of website contents Short term
  - Ensure all forms and information packages are on the Township website




- 
- Utilize an e-agenda program to streamline agenda preparation and reduce paper costs Medium – Long term
    - Investigate acquisition of e-agenda software and budget appropriately
    - Investigate the purchase of tablets or laptops for Council for agendas and budget appropriately
  - Establish a centralized booking process for parks, halls, pavilions and arena through the Facility Scheduler program Medium term
    - Work with the community groups to develop an appropriate process
  - Centralize data input and invoicing of cemeteries to meet legislative requirements and to ensure appropriate controls are in place Short term
    - Utilization of Keystone cemetery module
    - Develop a process to receive information, input and invoice
  - Develop processes to allow online payments for residents for as many services as possible Ongoing

- 
- Develop a binder of Standard Operating Procedures for various processes to ensure consistency in customer service Short term
    - Develop a list of procedures currently used and details of the procedures
    - Put a binder together and update as required
  
  - Ensure wording on permits is clear and user friendly Medium term
    - Review permits and clarify wording where required
    - Ensure permits are available on the Township website
  
  - Enhance use of e-communication Medium term
    - Enhance use of Firepro
    - Place templates on internal drives for use by all the departments
  
  - Operational review of use of subcontractors Medium term

## Strategic Direction: Reduce restrictions to growth



- Encourage growth in the villages Medium – Long term
  - Investigate a cash-in-lieu policy for parking
  - Identify and designate community improvement areas
  - Amend zoning by-law as required
  - Investigate the acquisition and development of a municipal parking lot in each village
  
- Develop welcoming/event signage for each village Long term
  - Investigate digital signage to announce events for each village
  - Investigate a banner program for events
  - Develop a costing and implementation plan
  
- Utilize Facebook to promote local businesses Medium term
  - Encourage local businesses to link to Township Facebook page
  - Use Facebook page to promote recreational and commercial opportunities in the Township

- 
- Improve communication with the County of Oxford Medium term
    - Continue active discussions/lobbying with the County for OP/Zoning updates and amendments
    - Work with the County staff to improve response times to development applications
  
  - Develop tourism potential Ongoing
    - Partner with Oxford County Tourism to explore opportunities and promotion
  
  - Review of Township policies to ensure they are up-to-date Medium term
    - Review sign by-law

## Strategic Direction: Develop a plan for ongoing financial sustainability



- Develop financial policies to guide decision making Short term
  - Debt management
  - Surplus management
  - Reserves
  - Tax stabilization fund
  
- Develop a long term asset management plan Medium term
  
- Develop a best practice on affordability as a basis for tax decisions Medium term
  
- Continue to explore energy management opportunities Ongoing

## Implementation



Upon approval by Council, staff will provide a quarterly report to Council showing the progress towards implementing each goal. The plan and updates will be posted on the Township website.

Staff reports will indicate how the recommendation ties into the strategic plan, where applicable.

At the beginning of each Council term, Council will review the plan and update it.



Internal Exercise

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# STRATEGIC PLAN PROPOSAL

TOWNSHIP OF BLANDFORD-BLENHEIM

Start Slide

# WHY STRATEGIC PLANNING?

- AGREE ON GOALS AND OUTCOMES
- SET PRIORITIES & STRENGTHEN OPERATIONS
- ENSURE EMPLOYEES ARE WORKING TOWARD GOALS
- FOCUS ENERGY AND RESOURCES
- STEER THE ORGANIZATION IN A COHESIVE DIRECTION IN RESPONSE TO A CHANGING ENVIRONMENT

IDENTIFY WHAT WE DO, WHY WE DO IT, WHO WE SERVE & WHO WE ARE.

PLAN WHAT ACTIONS ARE NEEDED FOR PROGRESS & CREATE A BENCHMARK TO ASSESS SUCCESS.



# CURRENT STRATEGIC PLAN

- ADOPTED BY COUNCIL IN 2012
- FIRST STRATEGIC PLAN
- CARRIED OUT VIA A CONSULTANT

## VISION:

TO EXCEL IN PROVIDING A  
SAFE, HEALTHY AND  
VIBRANT PLACE TO LIVE  
WITH INCLUSIVE AND  
SUSTAINABLE SERVICES.

## DIRECTIONS:

- DEVELOP A PLAN FOR ONGOING  
FINANCIAL SUSTAINABILITY
- ENHANCE RESIDENT  
COMMUNICATION
- STREAMLINE INTERNAL SERVICES
- ACTIVELY WORK TOWARDS  
REDUCING RESTRICTIONS TO  
GROWTH

# INTERNAL STRATEGIC PLAN PROPOSAL

## STEPS

- DATA COLLECTION FROM COUNCIL & STAFF
- PUBLIC DATA COLLECTION (SURVEY & NEWSLETTER)
- PUBLIC CONSULTATION SESSIONS (2)
- PRESENT DATA TO COUNCIL
- COUNCIL RANK URGENCY & IMPORTANCE
- COUNCIL CONSIDER A PRIORITIZED LIST
- BUILD UPDATED STRATEGIC PLAN
- DRAFT STRATEGIC PLAN BROUGHT TO COUNCIL FOR CONSIDERATION
- FINAL STRATEGIC PLAN CONSIDERATION

# DETAILS

MEMBERS OF THE PUBLIC WILL BE PROMPTED BY OUR WEBSITE, SOCIALS AND THE NEWSLETTER TO SUBMIT THEIR IDEAS AND CONCEPTS FOR COUNCIL CONSIDERATION AND INCLUSION IN THE 2025-2028 STRATEGIC PLAN.

WEBSITE WILL HAVE A DEDICATED PUBLIC INPUT FORM AND PAGE WITH INFORMATION AND PROGRESS ON THE EXERCISE.

AN EMAIL WILL BE CREATED FOR EASE OF COMMUNICATION.

THREE WORKSHOPS WITH COUNCIL WILL BE CONDUCTED FOLLOWING PUBLIC CONSULTATION.

SUCCESSIVE DRAFTS WILL BE PREPARED BASED ON PUBLIC, COUNCIL AND STAFF INPUT FOR REVIEW.

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2387-2023

Being a By-law to amend By-law Number 2088-2018 to fix salaries and wages to be paid to employees of the municipality effective January 1, 2024.

**WHEREAS** Section 8 of the Municipal Act, S.O. 2001, Chapter 25, and amendments thereto, provides that the power to a municipality shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate.

**AND WHEREAS** the municipality completed a Pay Equity review update for the full time and part time employees and did an external salary review for these employees with the assistance of Ward & Uptigrove Human Resources Solutions.

**AND WHEREAS** Council deems it advisable to amend By-law Number 2088-2018 to reflect the new rates that were determined appropriate through the review.

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

1. That the salaries and wages for Full-time and Part-time employees to be paid effective January 1, 2024 shall be as set forth in Schedule "A" attached hereto.
2. The salaries and wages set out on Schedule "A" shall be subject to annual cost of living allowance (COLA) adjustments.
3. That the provisions of this by-law are deemed to have taken full force and effect on the 1st day of January, 2024 and shall remain in force until repealed.

By-law **READ** a **FIRST** and **SECOND** time this 20th day of September, 2023.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 20th day of September, 2023.

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Mark Peterson, Mayor

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Rodger Mordue, CAO/Clerk

**SCHEDULE "A"**

<b>Salary Scale as of January 1, 2024</b>						
<b>Positions</b>	<b>2024 Band</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5 (Job Rate)</b>
CAO	14	68.95	73.26	77.57	81.88	86.19
Director of Finance	12	55.99	59.49	62.99	66.49	69.99
Director of Public Works	12	55.99	59.49	62.99	66.49	69.99
Director of Protective Services	12	55.99	59.49	62.99	66.49	69.99
Director of Community Services	12	55.99	59.49	62.99	66.49	69.99
Chief Building Official	9	42.06	44.68	47.31	49.94	52.57
Clerk	9	42.06	44.68	47.31	49.94	52.57
Deputy Clerk	8	38.02	40.40	42.77	45.15	47.53
Road Supervisor	8	38.02	40.40	42.77	45.15	47.53
Facility Operations Supervisor	8	38.02	40.40	42.77	45.15	47.53
Deputy Treasurer/Revenue Coordinator	8	38.02	40.40	42.77	45.15	47.53
Building Inspector/Property Standards Enforcement Officer	8	38.02	40.40	42.77	45.15	47.53
Drainage Superintendent	7	34.29	36.44	38.58	40.72	42.87
Deputy Director of Protective Services	7	34.29	36.44	38.58	40.72	42.87
Public Works Lead Hand	5	28.06	29.81	31.57	33.32	35.07
Customer Service/Finance Clerk	5	28.06	29.81	31.57	33.32	35.07
Equipment Operator/Labourer	4	24.94	26.50	28.06	29.62	31.18
Facility Operator 1	4	24.94	26.50	28.06	29.62	31.18
Facility Operator 2	4	24.94	26.50	28.06	29.62	31.18
Part-time Roads Labourer Operator	4	24.94	26.50	28.06	29.62	31.18
Part-time Labourer/Operator Community Services	1	16.81	17.86	18.91	19.97	21.02
Public Works Student	1	16.81	17.86	18.91	19.97	21.02
Seasonal Parks Attendant	1	16.81	17.86	18.91	19.97	21.02
Canteen/Hall Attendant	1	16.81	17.86	18.91	19.97	21.02
Crossing Guard	1	16.81	17.86	18.91	19.97	21.02

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **2388-2023**

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 September 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 September, 2023.

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

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MAYOR  
MARK PETERSON

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CAO / CLERK  
RODGER MORDUE