TOWNSHIP OF BLANDFORD-BLENHEIM
COUNCIL MEETING AGENDA

Wednesday, June 5, 2019
Township Council Chambers
47 Wilmot Street South, Drumbo
4:00 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

4. Disclosure of Pecuniary Interest

5. Adoption of Minutes
   a. March 27, 2019 Police Service Board Minutes
   b. May 15, 2019 Regular Council Minutes

6. Business Arising from the Minutes

7. Delegations / Presentations
   a. Lee Robinson, Dillon Consulting
      Wastewater servicing in Princeton

8. Public Meeting
   a. Public Meeting Under the Planning Act
      i. Application for Zone Change ZN1-19-08, Dan & Kellie Knechtel

Recommendation:

That the Council of the Township of Blandford-Blenheim approve the zone change applications submitted by Dan & Kellie Knechtel, whereby the lands described as Part Lot 18, Concession 11 (Blenheim), Township of Blandford-Blenheim are to be rezoned from ‘Residential Existing Lot Zone (RE)’ to ‘Special Residential Existing Lot Zone (RE-G2)’ to permit a garden suite with an increased gross floor area of 111.5 sq. m. (1,200 sq. ft.) within the front yard, and reduced MDS I setbacks, for a temporary period of ten years, being June 5, 2019 to June 5, 2029.

Visit our website @ www.blandfordblenheim.ca
9. Correspondence

a. General
   i. County of Oxford, Transportation Master Plan notice of study completion
   ii. County of Oxford, Notice of Surplus Lands
   iii. County of Oxford, Report CP2009-152 – Proposed Changes to the Conservation Authorities Act

b. Specific
   i. Township of Bonnechere Valley, Changes to the Federal Fisheries Act
      Recommendation:
      That the Township of Blandford-Blenheim supports the Township of Bonnechere Valley and request that the Federal Government remove the proposed changes to Section 2 (2) of the Fisheries Act.
   ii. Township of McNab/Braeside, Government of Ontario E-Learning
      Recommendation:
      That the Township of Blandford-Blenheim support the Township of McNab/Braeside and request that the Premier of Ontario reconsider the completion of online courses as a requirement for an Ontario high school diploma until such time as rural Ontario students have the same opportunity to access the internet as students from Ontario urban centres.

10. Staff Reports

a. Jim Borton – Director of Public Works
   i. PW-19-17 – Gravel Roads
      Recommendation:
      That Report PW-19-17 be received as information.
   ii. PW-19-18 – Monthly Report
      Recommendation:
      That Report PW-19-18 be received as information.

b. Rick Richardson – Director of Protective Services
   i. FC-19-07 – Fire Service Training Officer Agreement

Visit our website @ www.blandfordblenheim.ca
Recommendation:

That Report FC-19-07 be received; and,

That the mayor and Clerk be authorized to sign an agreement for a shared Fire Service Training Officer between The Corporation of the Township of Blandford-Blenheim, The Corporation of the Township of Norwich, The Corporation of the Township of East-Zorra Tavistock, The Corporation of the Township of South-West Oxford, and The Corporation of the Township of Zorra.

c. Jim Harmer – Drainage Superintendent

i. DS-19-09 – Monthly Report

Recommendation:

That Report DS-19-09 be received as information.

ii. DS-19-10 – Petition for Drainage Appointment of Engineer

Recommendation:

That Report DS-19-10 be received as Information; and,

Whereas the Grand River Conservation Authority have not registered any comments to the petition for drainage works for the Lots 7,8,9 Concession 4 and Lots 7,8 Con 3 from Robert and Carol Scott and other property owner in the affected area of the existing Scott Drain and further

Be It resolved that Council appoints K Smart & Associates Ltd., 85 McIntyre Dr. Kitchener, Ont. N2R 1H6, to prepare a new drainage report as per the petition accordance with Section 4 of the Drainage Act.

c. Trevor Baer – Acting Manager of Community Services

i. CS-19-05 – Monthly Report

Recommendation:

That Report CS-19-05 be received as information.

d. Denise Krug – Director of Finance

i. TR-19-09 – Strategic Asset Management Policy

Recommendation:

That Report TR-19-09 be received as information;
And Further that the document entitled “Strategic Asset Management Policy” be adopted.

e. Eric Bell - Clerk’s Intern
   i. CI-19-01 – Single Use Plastics

   Recommendation:

   That Report CI-19-01 be received; and,

   That council postpone the implementation of a single-use plastics/styrofoam ban by-law until larger municipalities, and/or the province create the framework.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session
   i. Personal matters about an identifiable individual, including municipal or local board employees

16. By-laws
   a. 2141-2019

   Being a By-law to amend Zoning By-law 1360-2002, as amended (Knechtel)

   b. 2142-2019

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

17. Other

18. Adjournment and Next Meeting

   Wednesday, June 19, 2019 at 4:00 p.m. in Council Chambers.

Visit our website @ www.blandfordblenheim.ca
PSB MINUTES

The Police Services Board Meeting was called to order at 12:59pm by Bev Beaton.

Present:  Bev Beaton, Mark Peterson, Inspector Tony Hymers, Rodger Mordue and Cretia Brittain.

Regrets:  Karen Bartlett

Declaration of Pecuniary Interests:  None

Agenda:  Moved by Bev and seconded by Mark that the PSB Agenda for March 27th be approved.  Carried

Minutes:  Moved by Bev and seconded by Mark that the PSB Minutes for January 30th be approved.  Carried

Business Arising from the Minutes:

1.  None

Presentation/Delegations/Petitions:  None

Correspondence:

1.  None

Detachment Commanders Report:  Inspector Tony Hymers (January, February)

1.  Public Complaints – 0/0 in January and February

2.  Secondary Employment – 0/0 new request in January and February

3.  Hours/Foot Patrol – 182.5/51.5 of reported cruiser patrol hours and 17.75/4.5 foot patrol hours in January and February

4.  Calls For Service – There were 82 and 24 calls in January and February
5. Crime Statistics – There were 2 assaults, 7 mischiefs, 5 break & enters, 8 theft, 0 frauds, and 6 MVAs in January. 0 assaults, 1 mischiefs, 6 break & enter, 7 theft, 1 frauds and 6 MVAs in February

6. Tickets Written – 95/UA tickets written including 70/UA speeding, 13/UA plate/permit/insurance, 4/UA careless driving and 3/UA handheld device in January and February

7. Crime Stoppers – 24/25 and 10/10 total/OPP tips via crime stoppers and 3/3 cases cleared and 4/4 charges laid as of a direct result of crime stoppers tips in January and February

Other Business:

1. OAPSB Conference – Will be decided.

2. Town Hall Meeting – Tuesday, April 16th, Plattsville Lions Hall, Inspector Tony Hymers and Ed Sanchuck

3. PSB Resolution – At tonights county council meeting consolidating the countys PSB will be discussed.

4. Meeting Times – To Be Checked and Discussed

In Camera: None

Next Meeting – Wednesday, May 29th, September 25th and November 27th 1pm

Meeting was adjourned by Bev, seconded by Mark at 1:42pm

Submitted by: Cretia Brittain
MINUTES

Council met at 4:00 p.m. for their first regular meeting of the month.

Present:       Mayor Peterson, Councillors Balzer, Banbury, Demarest, Read.
Staff:         Baer, Bell, Borton, Harmer, Krug, Mordue, Richardson and Scherer.
Other:         Smith, Oxford County Planner

Mayor Peterson in the Chair.

1. **Welcome**

2. **Call to Order**

3. **Approval of the Agenda**

   **RESOLUTION #1**

   Moved by – Councillor Read  
   Seconded by – Councillor Balzer

   Be it hereby resolved that the agenda for the May 15, 2019 Meeting of Council be adopted as printed and circulated.

   Carried

4. **Disclosure of Pecuniary Interest**

   None.

5. **Adoption of Minutes**

   **RESOLUTION #2**

   Moved by – Councillor Read  
   Seconded by – Councillor Balzer

   Be it hereby resolved that the minutes of the May 1, 2019 Meeting of Council be adopted, as printed and circulated.

   Carried

6. **Business Arising from the Minutes**

   None.

7. **Delegations / Presentations**

   a. Paul Michaels, County of Oxford Planning Department
Mr. Michaels presented information regarding County of Oxford Growth Projections, and answered Council’s questions about specifically Township growth projections.

RESOLUTION #3

Moved by – Councillor Read
Seconded by – Councillor Balzer

That the presentation by Paul Michaels, Manager of Planning Policy, County of Oxford regarding the County of Oxford, Phase 1 Comprehensive Review Study – Updated County and Area Municipal Growth Forecasts and Land Need Analysis be received by the Council.

.Carried

b. Tony Hymers, OPP Detachment Commander

Mr. Hymers presented information regarding the use of the OPP Detachment located in Drumbo, as well as he answered questions from councilors regarding the service provided to the Township.

RESOLUTION #4

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that Council receive the Delegation from the OPP, providing an update.

.Carried

c. Alan Yeandle

Mr. Yeandle presented information regarding the animal control by-law, specifically enforcement. He raised concerns around Stubbe’s precast development in Princeton. Mr. Yeandle expressed his wish that the animal control by-law be more strictly enforced as well as that Stubbe’s be required to work within their hours of operation in order to limit truck traffic during quiet hours.

RESOLUTION #5

Moved by – Councillor Balzer
Seconded by – Councillor Read
Be it hereby resolved that Council receive the Delegation from Alan Yeandle regarding issues in Princeton.

.Carried

d. Darrel Ingrey

Mr. Ingrey presented information regarding his property standards concerns, specifically with property standards enforcement, as well as he expressed his concern with the Township’s fence regulations. Mr. Ingrey expressed his wish that the Township amend the existing by-law or enact a new by-law regulating what fences can be made out of, and requiring property owners to get a boundary survey completed before building a fence.

RESOLUTION #6

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that Council receive the Delegation from Darrel Ingrey regarding property standards and township fence regulations.

.Carried

e. Residents of Township Road 3

The Residents of Township Road 3 presented a letter and petition regarding the condition of Township Road 3. Several residents were in attendance at the meeting to voice their thoughts. They specifically cited the impact that the increased traffic has had on the road, as well as the need for better maintenance. They expressed their wish that Township Road 3 converted from a gravel road, to an asphalt or chipseal.

RESOLUTION #7

Moved by – Councillor Balzer
Seconded by – Councillor Read

That the correspondence regarding the condition of Township Road 3 be received.

.Carried

8. Correspondence

a. General
i. Ontario Public Works Associated, National Public Works Week


RESOLUTION #8

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that general correspondence be received.

.Carried

b. Specific

i. Township of McKellar, cuts to Library funding

RESOLUTION #9

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

That council supports the resolution of the Township of McKellar urging the Ontario Government to restore the funding to the Ontario Library Service North and Southern Ontario Library Service at a minimum to the previous 2018 funding level.

.Carried

ii. Region of Peel, Ontario Health System Transformation

RESOLUTION #10

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

That Council support the resolution of the Region of Peel regarding recent Provincial Government announcements relating to Public Health and Paramedic Services in Ontario.

9. Staff Reports

a. Rick Richardson – Director of Public Works
i. FC-19-16 – Monthly Report

RESOLUTION #11

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report FC-19-06 be received as information; and,
That the Mayor and Clerk be authorized to sign the necessary documents to enter into an agreement with MEU Consulting for the provision of By-law enforcement services.

.Carried

b. John Scherer – Chief Building Official

i. CBO-19-11 – Monthly Report

RESOLUTION #12

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report CBO-19-11 be received as Information.

.Carried

c. Rodger Mordue – CAO/Clerk

i. CAO-19-10 – Request to sell a portion of Township property.

RESOLUTION #13

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report CAO-19-10 be received as information; and.
That Council declare a portion of Township owned property at 39 Station Street Drumbo as surplus to the needs of the municipality; and,
That staff be instructed to begin the process to sever and sell a portion of the property provided that all costs associated with the conveyance be borne by the party receiving the land.

.Carried

10. Reports from Council Members
Mayor Peterson spoke about a meeting which he recently attended as a member of Oxford County Council to discuss the Provincial Government's Regional Review. The meeting included 5 members of County Council, the Minister of Municipal Affairs and the Minister of Agriculture.

Councillor Read spoke on the grand opening ceremony planned for the splash pad on June 15, 2019. He also spoke on a fundraising event for the Blenheim District Public School grade 8 class being held on May 16, 2019

11. **Unfinished Business**

None.

12. **Motions and Notices of Motion**

None.

13. **New Business**

None.

14. **Closed Session**

None

15. **By-laws**

**RESOLUTION #14**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that first and second reading be given to the following By-laws:

- By-law 2138-2019, Being a By-law to authorize the execution of an agreement for By-law enforcement services (MEU Consulting)
- By-law 2139-2019, Being a By-law to adopt the budgetary estimates, tax rates and to provide for penalty and interest in default of payment thereof for 2019
- By-law 2140-2019, Being a By-law to confirm the proceedings of Council.

.Carried

**RESOLUTION #15**
Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that third and final reading be given to the following By-laws:

− By-law 2138-2019, Being a By-law to authorize the execution of an agreement for By-law enforcement services (MEU Consulting)
− By-law 2139-2019, Being a By-law to adopt the budgetary estimates, tax rates and to provide for penalty and interest in default of payment thereof for 2019
− By-law 2140-2019, Being a By-law to confirm the proceedings of Council.

.Carried

16. Other Business

None.

17. Adjournment and Next Meeting

RESOLUTION #16

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 6:45 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, June 5, 2019 at 4:00 p.m. in Council Chambers for regular meeting.

.Carried

________________________   __________________________
Mark Peterson, Mayor    Rodger Mordue CAO / Clerk
Township of Blandford-Blenheim   Township of Blandford-Blenheim
To: Mayor and Members of Blandford-Blenheim Council

From: Rebecca Smith, Development Planner, Community Planning

Application for Zone Change
ZN 1-19-08 – Dan & Kellie Knechtel

REPORT HIGHLIGHTS

- The Application for Zone Change proposes to rezone the subject property from ‘Residential Existing Lot Zone (RE)’ to ‘Special Residential Existing Lot Zone (RE-G2)’ to permit a garden suite on the property for a temporary time period.

- A special provision is also required to permit an increased ground floor area of 111.5 m² (1,200 ft²).

- Staff are recommending that the garden suite be permitted for a temporary period of ten years, being June 5, 2019 to June 5, 2029.

- The proposal appears to be consistent with the Provincial Policy Statement and maintains the general intent and purpose of the Official Plan respecting temporary uses.

DISCUSSION

Background

OWNERS: Dan & Kellie Knechtel
856416 King Road, Bright ON, N0J 1B0

LOCATION:
The subject property is described as Part Lot 18, Concession 11 (Blenheim), Township of Blandford-Blenheim. The property is located on the northeast corner of King Road and Township Road 11, and is municipally known as 856416 King Road.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “B-1” Township of Blandford-Blenheim Land Use Plan Agricultural Reserve
TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:

Existing Zoning: Residential Existing Lot Zone (RE)

Proposed Zoning: Special Residential Existing Lot Zone (RE-G2)

PROPOSAL:

The Application for Zone Change proposes to rezone the subject property from ‘Residential Existing Lot Zone (RE)’ to ‘Special Residential Existing Lot Zone (RE-G2)’ to permit a garden suite for a temporary time period. As shown on Plate 3, the applicants are proposing to locate the garden suite on the southeast corner of the subject property.

A special provision is also required to increase the maximum permitted ground floor area of the temporary dwelling from 93 m$^2$ (1,001 ft$^2$) to 111.5 m$^2$ (1,200 ft$^2$).

The subject property comprises approximately 0.7 ha (1.7 ac), and currently contains an existing dwelling, in-ground pool and detached garage. Surrounding uses are predominately agricultural lands.

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

Plate 2, Aerial Map (2015) with Existing Zoning, provides an aerial view of the subject lands and surrounding area.

Plate 3, Applicants’ Sketch, shows the proposed location of the garden suite on the subject property.

Application Review

PROVINCIAL POLICY STATEMENT:

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

Section 2.3 of the PPS directs that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses and activities include agricultural uses, agriculture-related uses and on-farm diversified uses. All types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.
OFFICIAL PLAN:

The subject property is located within the ‘Agricultural Reserve’ designation according to the Township of Blandford-Blenheim Land Use Plan, as contained in the County Official Plan.

In the Agricultural Reserve, lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms, together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

Section 10.3.9 of the Official Plan also states that garden suites may be permitted in rural areas for the retired parents or grandparents of a farm owner, provided that the principal dwelling is occupied by the son or daughter or grandchild of the retiring property owner.

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

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

If approved, the owner of the property will be required to enter into an occupancy agreement with the Township specifically related to the use of the garden suite. It is also noted that garden suites are intended to be temporary in nature and as such, consent to sever a surplus garden suite will not be permitted by the County Land Division Committee.

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW:

The subject property is zoned ‘Residential Existing Lot Zone (RE)’ according to the Township of Blandford-Blenheim Zoning By-law, which permits a single detached dwelling and garden suite in accordance with Section 5.9.

Section 5.9 (Garden Suites) requires the owner to secure approval of appropriate zoning prior to establishing a temporary garden suite. Occupancy of the dwelling is also limited to the retired parents or grandparents of the lot owner or lot owner’s spouse, or a retiring lot owner, provided that the main dwelling is occupied by the son, daughter or grandchild of the retiring lot owner. In addition, garden suites are permitted to a maximum ground floor area of 93 m² (1,001 ft²) and shall satisfy MDS requirements, or not further reduce an existing insufficient setback.

It should be noted that the front lot line is considered to be the shorter lot line abutting the Street. In this case, the front lot line is considered to be the property line abutting Township Road 11. Further, the front yard is defined as the area extending across the full width of the lot between the front lot line and the nearest part of any building, structure or excavation on the lot. Accordingly, the front yard is considered to be the area extending from the lot line abutting Township Road 11 to the existing detached garage on the property. While this is the case, the Zoning By-law more specifically states that a garden suite may not be located within the front yard of the main dwelling. Given the configuration of the property, the proposed garden suite will
be located in the front yard of the existing dwelling. As such, a special provision will be required to recognize the proposed location.

**AGENCY COMMENTS:**

This application has been circulated to those agencies that were considered to have an interest in the proposal. The following comments were received.

The Township Chief Building Official indicated that a special provision is required to reduce the Minimum Distance Separation Setback (MDS I) from the livestock barn and manure facility to the immediate north of the subject property (856436 Oxford Road 8) from 328 m (1,076 ft) to 115 m (377.3 ft), as well as the livestock barn and manure facility to the south of the subject property (856384 King Road) from 540 m (1,771.7 ft) to 270 m (885.8 ft).

The Township Drainage Superintendent, Township Public Works Department, Township Director of Protective Services indicated that they have no concerns with the proposal.

**PUBLIC CONSULTATION:**

Notice of public meeting regarding this application was circulated to surrounding property owners May 15, 2019. At the time this report was written, no comments or concerns had been received from the public.

**Planning Analysis**

The applicants propose to permit a garden suite on the subject property for a temporary time period.

Section 39.1 of the Planning Act allows municipalities to permit garden suites as temporary residential uses for up to twenty (20) years. Furthermore, Section 39.1(4) specifies that Council may grant further extensions of not more than three (3) years, if so requested. To maintain consistency throughout the Township and previous garden suite approvals granted by Township Council, Staff are recommending that the proposed garden suite be permitted on the subject property for a period of ten (10) years, from June 5, 2019 to June 5, 2029.

With respect to Section 2.3 of the PPS, while relief is required to recognize reduced MDS I setbacks from two neighbouring livestock facilities, as the proposed garden suite will be located on an existing non-farm rural residential lot with an existing single detached dwelling, Staff are satisfied that the proposal will not further hinder surrounding agricultural uses beyond what currently exists.

Furthermore, Staff are generally satisfied that the proposal complies with Section 10.3.9 of the Official Plan, respecting temporary residential uses in agricultural areas. The proposed garden suite will be occupied by a retired parent of the property owner, and the garden suite will make use of the existing services on the property, including the existing driveway access to King Road. Should Council be favourable of the proposal, it is recommended that the owners enter into an occupancy agreement with the Township.

The subject property meets the relevant provisions of the ‘RE’ zone. As noted, a special provision is required to increase the maximum ground floor area of the proposed garden suite from 93 m² (1,001 ft²) to 111.5 m² (1,200 ft²). Planning Staff are of the opinion that this
represents a minor deviation from the Zoning By-Law and are satisfied that the size of the garden suite is appropriate and will remain secondary to the existing single detached dwelling. In addition, a special provision is also required to permit the proposed garden suite within the front yard. Given the configuration of the property, and location of the existing dwelling, fronting on King Road, Staff are satisfied that this special provision can be considered appropriate.

Furthermore, special provisions are required to reduce the MDS I setback to the livestock barn and manure facility to the immediate north of the subject property (856436 Oxford Road 8) from 328 m (1,076 ft) to 115 m (377.3 ft), as well as the livestock barn and manure facility to the south of the subject property (856384 King Road) from 540 m (1,771.7 ft) to 270 m (885.8 ft). As the garden suite will be located on an existing non-farm rural residential lot, and the existing dwelling that is located on the property is already located with the required MDS setbacks, Staff are satisfied that these provisions can be considered appropriate. It is not anticipated that the proposed development will have a negative impact on the surrounding agricultural operations, beyond what currently exists.

In light of the foregoing, Planning staff recommend that the subject property be rezoned to ‘RE-G2’ to permit a garden suite within the front yard, with an increased gross floor area of 111.5 m² (1,200 ft²), for a temporary period of ten years, being June 5, 2019 to June 5, 2029.

RECOMMENDATION

It is recommended that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Dan & Kellie Knechtel, whereby the lands described as Part Lot 18, Concession 11 (Blenheim), Township of Blandford-Blenheim are to be rezoned from ‘Residential Existing Lot Zone (RE)’ to ‘Special Residential Existing Lot Zone (RE-G2)’ to permit a garden suite with an increased gross floor area of 111.5 m² (1,200 ft²) within the front yard, and reduced MDS I setbacks, for a temporary period of ten years, being June 5, 2019 to June 5, 2029.

SIGNATURES

Authored by: original signed by Rebecca Smith, MCIP, RPP Development Planner

Approved for submission: original signed by Eric Gilbert, MCIP, RPP Senior Planner
Plate 1: Existing Zoning & Location Map
File No. ZN 1-19-08 - Dan & Kellie Knechtel
Part Lot 18, Concession 11 (Blenheim), Township of Blandford-Blenheim - 856416 Kind Road

Legend
- Parcel Lines
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Environmental Protection/Flood Overlay
  - Flood Fringe
  - Floodway
  - Environmental Protection (EP1)
  - Environmental Protection (EP2)
- Zoning Floodlines/Regulation Limit
  - 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

Notes

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey.
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May 10, 2019

Mr. Rodger Mordue
Chief Administrative Officer/Clerk
Township of Blandford-Blenheim
47 Wilmot Street South
P.O. Box 100
Drumbo, ON N0J 1G0

RE: NOTICE OF STUDY COMPLETION
OXFORD COUNTY TRANSPORTATION MASTER PLAN (TMP)

Oxford County recently completed the final draft version of the Oxford County Transportation Master Plan (TMP) and is seeking input from members of the public, stakeholders, municipal and agency staff and other interested parties/groups.

The Oxford County TMP is a strategic planning document that outlines and defines the policies, programs and infrastructure modifications needed to manage both existing and anticipated transportation demands to the year 2038 and beyond. Building on the directions articulated in several key County policy and Plan documents, the TMP establishes the goals, strategies and initiatives necessary to achieve the municipality’s future transportation vision. The TMP integrates municipal transportation planning with environmental assessment objectives and land use planning, ultimately providing for a multi-modal transportation system that is sustainable, integrated and accessible.

The TMP has been prepared to document the planning and decision-making process undertaken for this study. Key recommendations of the TMP were presented to Council on April 24, 2019 and approved, pending the 30-day public review period that commence with issuance of the attached Notice of Completion.

Please review the draft available at local area municipal offices, the Oxford County Administration Building, and on Speak Up, Oxford! (http://www.oxfordcounty.ca/Your-Government/Speak-up-oxford).

Please provide all written comments to Oxford County by June 17, 2019.

Yours Truly,

Frank Gross, C.Tech
Manager of Transportation & Waste Management Services
NOTICE OF COMPLETION

Oxford County Transportation Master Plan

The Study
Oxford County has completed the Oxford County Transportation Master Plan (TMP), a strategic planning document that outlines and defines the policies, programs and infrastructure modifications needed to manage both existing and anticipated transportation demands to the year 2038 and beyond.

Building on the directions articulated in several key County policy and planning documents, the TMP establishes the goals, strategies and initiatives necessary to achieve the municipality’s future transportation vision. The TMP integrates municipal transportation planning with environmental assessment objectives and land use planning, ultimately providing for a multi-modal transportation system that is sustainable, integrated and accessible.

The Process
The Oxford County TMP was conducted in accordance with the master planning process following the requirements of Phases 1 and 2 of the Municipal Class Environmental Assessment (October 2000, as amended in 2007, 2011 and 2015), which is an approved process under the Ontario Environmental Assessment Act. The TMP addresses need and justification at a broad level and recommended infrastructure projects will require further detailed studies as per the Municipal Class Environmental process.

The Completion
The TMP has been prepared to document the planning and decision-making process undertaken for this study. Key recommendations of the TMP were approved by County Council on April 24, 2019 along with support to issue this Notice and to commence the 30-day public review period.

The Oxford County TMP is available for review at local area municipal offices, the Oxford County Administration Building, and on Speak Up, Oxford! at www.oxfordcounty.ca/speakup. Further questions or comments can be directed to:

- **Frank Gross**, C. Tech.
  Manager, Transportation & Waste Services
  Oxford County
  21 Reeve Street, PO Box 1614
  Woodstock, ON N4S 7Y3
  519-539-9800 ext. 3120 | 1-800-755-0394
  fgross@oxfordcounty.ca

- **Stew Elkins**, BES, MITE
  Vice-President and CRO
  Paradigm Transportation Solutions Limited
  5A-150 Pinebush Road
  Cambridge, ON N1R 8J8
  905-381-2229 ext. 300
  selkins@ptsl.com

Please provide all written comments to Oxford County by June 17, 2019.

We extend our thanks to those in Oxford County communities who participated in the Transportation Master Plan project.

Information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments become part of the public record.

This Notice first issued May 15, 2019.
Project Summary

Oxford County Transportation Master Plan

Project Number
161190

April 2019

Client
Oxford County
21 Reeve Street
Woodstock ON N4S 7Y3

Client Contact
Frank Gross

Consultant Project Team
Stew Elkins, BES, MITE
Jill Juhlke, Dipl. T., C.E.T., MITE
Heather Goodman, B.Eng., EIT
Andrew Steinsky, B.Eng., EIT

Paradigm Transportation Solutions Limited
5A-150 Pinebush Road
Cambridge ON N1R 8J8
p: 519.896.3163
www.ptsl.com

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Executive Summary

Introduction

The County of Oxford Transportation Master Plan (TMP) is a strategic planning document that outlines and defines the policies, programs and infrastructure modifications needed to manage anticipated transportation demands to the year 2038 and beyond. The plan represents an update to the 2009 TMP and builds on the foundation set by several key documents including, but not limited to:

- Oxford County Official Plan (1995, as amended);
- Future Oxford Community Sustainability Plan (2015);
- Oxford County Phase One Comprehensive Review (2019);
- Oxford County Asset Management Plan (2017);
- Oxford County Road Needs Study (2015);
- Oxford County Bridge Needs Study (2018);
- 100% Renewable Energy Plan (2016);
- Oxford County Trails Master Plan (2014);
- New Directions (Advancing Southwestern Ontario’s Public Transportation Opportunities) (2016);
- Empowering Ontario’s Short Line Railways (2017);
- SouthwestLynx: Integrated High-Performance Public Transportation for Southwestern Ontario (2018), and

The TMP is a multi-modal plan focusing on all modes of transportation including walking, cycling, public transportation (i.e. transit, intercommunity bus, commuter rail), automobiles, motorcycles, etc. The TMP also supports provisions for freight/goods movement, agricultural mobility, corridor access management and low carbon transportation.

Plan Development

Preparation of the TMP followed the Municipal Class Environmental Assessment (Class EA) Master Plan process. The TMP serves to satisfy Phases 1 (identify the problem) and 2 (identify alternative solutions to the problem) of the five-phase Municipal Class EA planning and design process. Project-specific investigations may be required to satisfy the Municipal Class EA requirements (Phases 3 & 4) before implementation of each individual project (i.e. Schedule C Class EA Studies).
The projects identified in the TMP are subject to the applicable policies outlined in the Lake Erie and Thames-Sydenham and Region Source Protection Plan. For the project specific Class EA studies that will be completed for any Schedule B and C projects identified in the TMP, the Project File reports/Environmental Study Reports will have to identify and describe the specific source protection policies that apply to those projects.

In keeping with the principles of environmental assessment, the development of the new TMP included a comprehensive and inclusive consultative process involving the residents, businesses and stakeholders of the County and its Municipalities; representatives of County and Area Municipal staff; agencies of the Provincial and adjacent Municipal governments; Conservation Authorities; Indigenous Communities; and other interest groups.

**Existing and Future Conditions**

The County of Oxford provides a transportation network serving commuter, recreational and commercial goods movement. The network within the County is primarily comprised of road right-of-ways (sidewalks, on-road cycling facilities, and general travel lanes), with some off-road active transportation routes (trails and pathways). This County system is supplemented by a broader transportation network of Local Roads (under the jurisdiction of the Area Municipalities), Provincial Highways, local transit (Woodstock Transit, TGo) interregional transit (Via Rail, Greyhound) services. Goods movement within the County is facilitated by the existing road network and rail system. The Tillsonburg Regional Airport accommodates private commercial planes, EMS, and Canadian Military.

The existing County travel patterns were derived through a review of the 2016 Journey to Work data from Census Canada, the most current available information regarding home to work trips. Like many municipalities, most trips by County residents are currently made by personal automobile. As shown in Figure ES.1, single auto driver and transportation demand management (through carpooling and work from home) comprise 93% of all trips. Walking, bus/rail transit, cycling and other modes make up the remaining portion of trips.
Future demand on the County’s transportation network is expected to increase as the County grows. Recent forecasts indicate the County’s population will increase 27% over the next 20 years, and the County’s employment base will increase 21% over the same period. Analyses were conducted to review the impact of the forecast population and employment increase on Oxford’s transportation network.

This anticipated growth was factored into the transportation network based on population and employment growth forecasts, land use and future development patterns, collision data, existing road network and traffic conditions, origin-destination surveys and trip generation/travel demand estimation. A screenline and link capacity analysis was completed to assess the current and future conditions, including level of service on County Roads and road network capacity constraints.

Figure ES.2 summarizes the work trip origins and destinations for Oxford County residents. The charts indicate the majority of residents are located in Woodstock and approximately 73% of residents work within the County. The remaining 23% of residents commute to other municipalities.

Figure ES.3 details the origins and destinations for work trips into Oxford County. Of note, 80% of inbound commuting trips from neighbouring jurisdictions are destined for the urban centres of Woodstock, Ingersoll and Tillsonburg. The remaining 20% of inbound commuting trips are destined for the five townships within the County.
FIGURE ES.2: COUNTY RESIDENT TRIP ORIGINS AND DESTINATIONS

FIGURE ES.3: INBOUND TRIP ORIGINS AND DESTINATIONS
Vision and Goals

The TMP defines the transportation vision for the County, to focus on addressing the County’s mobility needs in an effective, responsible and sustainable manner:

Through 2019 to 2038, Oxford County will be supported by a safe, efficient and sustainable multi-modal transportation network which moves people and goods into and through the County while improving the quality of life for Oxford’s current and future generations.

The transportation vision is supported by the following goals:

► Provide and support multimodal choices for commuters including sustainable modes of travel such as public transit, passenger rail, walking and cycling, in order to further reduce reliance on single occupant vehicle commuter trips;

► Advocate and promote the foundational development of an integrated passenger rail and intercommunity bus transportation system (“SouthwestLynx”) that would enhance the connection of residents in small urban/rural Southwestern Ontario to each other, larger urban centres, work, social services and shopping, recreation and entertainment activities;

► Integrate transportation facilities within the County with services provided by Area Municipalities, adjacent municipalities and provincial/federal government;

► Minimize conflict between through-traffic and local traffic by refining the designation of local, County and Provincial roads that move people and goods throughout the County safely and efficiently;

► Maintain and improve the functionality of the County transportation network by maximizing the existing network and underutilized links as well as identifying and making provision for necessary improvements over time; and

► Promote an integrated and effective strategic goods movement strategy that considers all forms of goods movement (including surface, rail, aggregate and agricultural) and explores the potential for an intermodal terminal.
Strategic Objectives

The key strategic objectives of the TMP are to:

- Maximize the use of existing transportation infrastructure;
- Promote transportation demand management measures (carpooling, work-from-home, etc.);
- Expand active transportation facilities (walking, cycling, etc.); and
- Advocate and support the development of an inter-regional public transportation system implementation plan for an integrated intercommunity bus network and an enhanced passenger commuter rail service (within existing railway corridors), as identified within the “SouthwestLynx” Report and in partnership with provincial/federal governments, municipalities, and motor coach industry.

To achieve these strategic objectives, the County is targeting a 4% mode share reduction in peak hour single occupant vehicle trips over the next 20 years as shown in Figure ES.4 in order to manage the future demands on the transportation network. Use of sustainable modes of travel including active transportation (walking, cycling) and public transit (local and interregional transit, commuter rail), along with sustained use of transportation demand management (i.e. carpooling, work from home, etc.), will serve to support this target goal.

FIGURE ES.4: TRANSPORTATION MODE SHARE TARGET (2038)
Public Engagement

In keeping with the principles of the Environmental Assessment process, the TMP featured a high degree of public and stakeholder involvement. The following summarizes the public announcements and opportunities for public and agency input and participation in the study:

- Notice of Study Commencement in September 2016;
- Two public opinion surveys, to understand the transportation needs and concerns of County residents (Spring 2017), and to provide input on the Draft Summary Report (Fall 2018). Both surveys were available online and at the consultation events;
- News releases, radio ads, and social media posts;
- Four public pop-up public consultation events at the Future Oxford Expo (Woodstock) and Tillsonburg Community Centre (April 2017) and Canada’s Outdoor Farm Show (Woodstock) and Drumbo Fall Fair (October 2018);
- Updates and references to the study through the Oxford County website and “Speak-Up Oxford”; and
- Oxford County 2019 Budget Survey; and
- Three Transportation Master Plan Advisory Committee (TMPAC) meetings with County staff, representatives from the Area Municipalities and community partners (Cycling Advisory Committee, Future Oxford, and Oxford County Trails Council) held in November 2016, April 2017 and October 2018.

Agencies, stakeholders and Indigenous Communities were notified at key points in the study process and to fulfill the requirements of the Municipal Class EA process. They were encouraged to provide any information they felt was necessary for the Project Team to consider during the study. All comments received from agencies, stakeholders and Indigenous Communities were recorded and considered. Appendix D provides the complete record of public consultation for the TMP.

Preferred Transportation Strategy to 2038

A number of alternative solutions to address future demands on the County’s transportation network were evaluated against environmental, social, economic and transportation service criteria.

From this analysis, a preferred TMP strategy and implementation plan to 2038 was developed which includes, but is not limited to, the following initiatives:
Road Network Strategy

- Ongoing implementation of Road Infrastructure Improvements (road widening/urbanization, intersection upgrades, bridge and culvert replacements, railway crossing enhancements, intersection feasibility studies, etc.);
- Corridor Management policies to support County-wide Road Safety Strategy and Traffic Calming approach, Automated Speed Enforcement, and Updated Access Management Guidelines; and
- Continued monitoring of the County road network to ensure adequate Traffic Control and Levels of Service are provided.

Active Transportation Strategy

- Infrastructure and policies to support Active Transportation (walking, cycling, etc.);
- Ongoing provisions for wider asphalt platform (with edge line) for on-road cycling as part of regular road resurfacing programs, along with Share the Road signage installation; and
- Development of a County-wide Cycling Master Plan.

People and Goods Movement Strategy

- People and Goods Movement initiatives including advocacy of an integrated Inter-Regional Public Transportation System (“SouthwestLynx” Plan) for intercommunity bus network and enhanced commuter rail service; and
- Initiatives and policies to promote Transportation Demand Management (carpooling, telecommuting, flexible work hours, etc.), and
- Ongoing infrastructure provisions to accommodate transport trucks and agricultural machinery while promoting accessibility and route connectivity.

Transportation System Sustainability and New Technology Strategy

- Ongoing implementation of Low Carbon Transportation and New Technology alternatives (electric vehicle charging stations, alternative fuel vehicles, roundabout intersection improvements, autonomous vehicles, etc.)

This preferred TMP strategy to 2038 will serve to promote multi-modal mobility and the long-term sustainability of the overall transportation system. Table ES.1 summarizes the recommended strategies, policies and infrastructure improvements noted in the TMP.
Implementation

The successful implementation of the TMP measures (as noted in Table ES.1) over the next 20 years will require that concurrent efforts be undertaken to achieve key strategies, including supportive land uses, and managing transportation demand and constructing the transportation infrastructure identified in the plan.

A regular review of the TMP is proposed every five years. The County may amend the TMP in the intervening period to incorporate changes resulting from an Official Plan review process or other major initiatives.

With implementation of the strategies and actions outlined within the TMP, the County is supporting a shift away from single-occupant auto trips and an increase in sustainable modes of travel and transportation systems. The implementation of the TMP further aligns with the County’s ongoing commitment to transitioning away from fossil fuels and to promoting low carbon transportation.
### TMP Strategy Action 2019-2023 2024-2028 2029-2033 2034-2038

#### Road Network Strategy

<table>
<thead>
<tr>
<th>Infrastructure Improvements (Section 5.1)</th>
<th>Implement Annual Capital Program</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Road Rehabilitation and Resurfacing</td>
</tr>
<tr>
<td></td>
<td>- Guide Rail Installation</td>
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<td>- Crack Sealing</td>
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<td></td>
<td>- Rural/Urban Storm Sewer</td>
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<td></td>
<td>- Bridge &amp; Culvert Rehabilitation/Replacement, Expansion and Design Projects</td>
</tr>
</tbody>
</table>

#### Major Road Reconstruction:

- Oxford Road 119 (from Oxford Road 10 to Oxford Road 7)*
- Oxford Road 16 (from 31st Line to Kintore)*
- Oxford Road 36 (from Oxford Road 29 to Township Road 5)*

#### Road Urbanization:

- Oxford Road 3 (Princeton)*
- Oxford Road 9 (Ingersoll)*
- Oxford Road 22 / Oxford Road 8 (Bright)*
- Oxford Road 35 (Woodstock)*
- Oxford Road 59 (Burgesville)*

#### Undertake Intersection Upgrades / Improvements:

- Oxford Road 59 and Juliana Drive*
- Oxford Road 8 & Oxford Road 36 (Roundabout)*
- Clarke Road & Harris Street*
- Oxford Road 15 & Ferguson Drive
- Oxford Road 59 & Lakeview Drive*
- Oxford Road 119 and Oxford Road 2*
- Oxford Road 13 / Oxford Road 46 / Oxford Road 59
- Oxford Road 59 (Intersections between Oxford Road 35 & Oxford Road 17)*
- Oxford Road 59 and Oxford Road 8*
- Oxford Road 9 and Oxford Road 2*
- Oxford Road 59 and Oxford Road 15 (Parkinson Drive)*

#### Consider Intersection Control Feasibility Studies:

- Oxford Road 59 & Oxford Road 28*
- Oxford Road 5 & Oxford Road 15*
- Oxford Road 4 & Oxford Road 17*
- Oxford Road 4 & Oxford Road 35*
- Oxford Road 59 & Oxford Road 33*
- Oxford Road 59 & Oxford Road 8*
- Oxford Road 6 & Oxford Road 16*
- Oxford Road 13 & Oxford Road 18*
- Oxford Road 29 & Oxford Road 36*
- Oxford Road 6 & Oxford Road 9*
- Oxford Road 59 & Oxford Road 24*

#### Undertake Condition Assessment Studies:

- Bridge Needs Study (OSIM)
- Roads Needs Study
- Retaining Wall Infrastructure
- Storm Infrastructure

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**TABLE ES.1: TRANSPORTATION MASTER PLAN IMPLEMENTATION PROGRAM**
<table>
<thead>
<tr>
<th>TMP Strategy</th>
<th>Action</th>
<th>2019-2023</th>
<th>2024-2028</th>
<th>2029-2033</th>
<th>2034-2038</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Network Strategy (cont’d)</td>
<td>Undertake Class Environmental Assessment Studies:</td>
<td>X</td>
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<td></td>
<td>- Oxford Road 19*</td>
<td>X</td>
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<td></td>
<td>- Trans Canada Trail Bridge over Ontario Southland Railway</td>
<td>X</td>
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<td></td>
<td>- Oxford Road 4 Corridor Master Plan*</td>
<td>X</td>
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<td></td>
<td>- Oxford Road 20 (Tillsonburg to Brownsville)*</td>
<td>X</td>
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<td></td>
<td>- Oxford Road 22*</td>
<td>X</td>
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<tr>
<td></td>
<td>- Oxford Road 24*</td>
<td>X</td>
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<td></td>
<td>- Oxford Road 14*</td>
<td>X</td>
<td>X</td>
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<td></td>
<td>- Oxford Road 18*</td>
<td>X</td>
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<td>X</td>
<td>X</td>
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<td></td>
<td>- Oxford Road 36*</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td></td>
<td>- Transportation Master Plan*</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td></td>
<td>Annual review of collision data to identify any areas of concern for consideration and prioritization in future road projects.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

* denotes projects that are all or in part related to new development/future growth.

<table>
<thead>
<tr>
<th>Corridor Management Policies (Section 5.3)</th>
<th>Review and update the County’s Access Management Guidelines to reflect current road design standards and best practices.</th>
<th>X Monitor and update as required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Develop a County Wide Traffic Calming/Speed Management Policy to identify conditions where traffic management and traffic calming measures are warranted.</td>
<td>X Monitor and update as required</td>
</tr>
<tr>
<td></td>
<td>In partnership with the Area Municipalities, consider the potential implementation of automated speed enforcement, particularly in school zones and community safety zones.</td>
<td>X Monitor and update as required</td>
</tr>
<tr>
<td></td>
<td>Maintain the Emergency Detour Routing to facilitate safe and efficient movement of people and goods throughout the County.</td>
<td>Ongoing</td>
</tr>
<tr>
<td></td>
<td>Collaborate with municipal partners and stakeholders to develop a Road Safety strategy that prioritizes safety for road users (motorists, pedestrians, cyclists and persons with mobility assisting devices).</td>
<td>X Monitor and update as required</td>
</tr>
<tr>
<td></td>
<td>Implement a Road Occupancy Permit process for all third-party undertakings within the County Right-of-Way.</td>
<td>X Monitor and update as required</td>
</tr>
<tr>
<td></td>
<td>Continue to maintain a detailed database of all collisions occurring in the County.</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Railway Crossings Enhancements (Section 5.4)</th>
<th>Upgrade railway grade crossings (based on current Transport Canada regulations) as required in collaboration with Rail Authorities.</th>
<th>X X X X</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Review railway grade separations (based on current Transport Canada regulations) as required in collaboration with Rail Authorities.</td>
<td>X X X X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Active Transportation Strategy</th>
<th>Update active transportation policies to include the following in addition to the existing policies:</th>
<th>X Monitor and update as required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Policies on active transportation (detailed as pedestrian and cycling) should be updated to further guide planning and encouragement of active transportation.</td>
<td></td>
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<tr>
<td></td>
<td>- Continue with the program to provide a wider asphalt platform with edge line on rural roads as part of regular resurfacing programs and incorporate cycling facilities as part of any urban road reconstruction (2009 TMP).</td>
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<td></td>
<td>- Facilitate trail development and implementation in accordance with the Trails Master Plan.</td>
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<td>- Include property for active transportation routes with the land requirements for roads (where possible).</td>
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<td></td>
<td>- Design active transportation routes based on the principles of accessibility, connectivity, continuity, directness of route, safety convenience and comfort.</td>
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<table>
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<tr>
<th>Ongoing</th>
<th>Monitor and update as required</th>
</tr>
</thead>
</table>
## TMP Strategy

### Active Transportation Strategy (cont’d)

<table>
<thead>
<tr>
<th>Action</th>
<th>2019-2023</th>
<th>2024-2028</th>
<th>2029-2033</th>
<th>2034-2038</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare a County-wide Cycling Master Plan in partnership with the Area</td>
<td>X</td>
<td>Monitor</td>
<td>Monitor</td>
<td>Monitor</td>
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<tr>
<td>Municipalities.*</td>
<td></td>
<td>update</td>
<td>update</td>
<td>update</td>
</tr>
<tr>
<td>Design all active transportation cycling infrastructure in accordance</td>
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<td>every 5</td>
<td>every 5</td>
<td>every 5</td>
</tr>
<tr>
<td>with OTM Book 18.</td>
<td></td>
<td>years</td>
<td>years</td>
<td>years</td>
</tr>
<tr>
<td>Update Pedestrian Crossing Policy to Align with OTM Book 15.</td>
<td>X</td>
<td>Monitor</td>
<td>Monitor</td>
<td>Monitor</td>
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<td></td>
<td></td>
<td>update</td>
<td>update</td>
<td>update</td>
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</table>

### People and Goods Movement Strategy

#### People Movement (Section 7.1)

In partnership with provincial/federal governments, municipalities and motor coach industry, support the development of an integrated public transportation system implementation plan for an Intercommunity Bus Network and an enhanced commuter rail service, as identified within the “SouthwestLynx” Report (2018).

#### Carpool Lots (Section 7.2.3)

Advocate for and support the development and maintenance of carpool lots along the Highway 401 and Highway 403 corridors with the Ontario Ministry of Transportation and private land owners including:
- Highway 401 at Oxford Road 29 (interchange 250).
- Highway 401 at Townerline Road (interchange 236).
- Highway 401 at Culloden Road (interchange 216).
- Oxford Road 15 at Oxford Road 55.
- Sobeys Plaza (678 Broadway Street, Tillsonburg).
- Travel Centres of America (TA) Truck Stop (535 Mill Street, Woodstock).

Consider the installation of secure bike lockers at the carpool lots located within reasonable distance from residential areas to support first mile/last mile connectivity.

#### Work From Home (Section 7.3)

Consider engaging the business community and other participants through ongoing TDM marketing and education.
Support TDM measures for residents and businesses by providing TDM information on the County website.
Demonstrate leadership in sustainable transportation by promoting TDM initiatives (i.e. flexible work hours, telecommuting, work from home, etc.)

#### Goods Movement (Section 7.4)

Explore options for provision of an intermodal terminal that is accessible to Class 1 and short line railways and well connected to the 400-series highways (ideally between the Highway 401/402 and Highway 401/403 junctions) and the existing arterial roadway network.

Construct truck route roadways to arterial road specifications and provide adequate turning radii and turning lane storage to accommodate freights, aggregate and agricultural vehicles.

Support the use of more fuel-efficient vehicles and options for alternative modes for deliveries.

Provide adequate height and width under bridges when constructing new roads or undertaking road rehabilitation to facilitate existing rail services and transport trucks.

Foster the formation of a Southwest Ontario rail corridor coalition to facilitate expansion of the region’s rail freight system as recommended in Steel Corridors of Opportunity report (2018).
### Multi-Modal Facility Opportunities (Section 7.5.3)

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<tbody>
<tr>
<td><strong>Multi-Modal Facility Opportunities</strong></td>
<td>Consideration should be given to exploring opportunities across the County for the development of centralized multi-modal facilities that connect multiple elements of the transportation network to one another.</td>
<td></td>
<td>Ongoing</td>
<td></td>
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<tr>
<td><strong>Multi-Modal Facility Opportunities</strong></td>
<td>With the potential for high-performance rail service, connectivity among rail, transit, carpool lots and active transportation infrastructure should be maintained. This ensures users can access each mode of the system with one another.</td>
<td></td>
<td>Ongoing</td>
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### Sustainability and New Technology Strategy

#### Electric Vehicles and Charging Stations (Section 8.2.1)

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<tbody>
<tr>
<td><strong>Electric Vehicles and Charging Stations</strong></td>
<td>Support the ongoing implementation of the network of EV charging stations recommended in the “Oxford County Feasibility Study: EVSE Data Mapping &amp; Analysis in Support of Oxford County's Electric Vehicle Accessibility Plan (EVAP)” report prepared by CUTRIC (Figure 8.1).</td>
<td></td>
<td>Ongoing</td>
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<tr>
<td><strong>Electric Vehicles and Charging Stations</strong></td>
<td>Explore funding opportunities for the new EV charging stations through public funds, private funds or through public-private partnerships to reduce the County’s financial impact, as well as reducing the timeline for EVSE implementation.</td>
<td></td>
<td>Ongoing</td>
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<tr>
<td><strong>Electric Vehicles and Charging Stations</strong></td>
<td>Consider the implementation of EV charging stations within official and unofficial carpool lots to encourage both electric vehicle and carpool use.</td>
<td></td>
<td>Ongoing</td>
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#### Autonomous Vehicles (Section 8.2.2)

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<tr>
<td><strong>Autonomous Vehicles</strong></td>
<td>Implement the autonomous vehicle (AV) network (Figure 8.2) to facilitate the testing of Level 3 to Level 5 autonomous vehicles as part of the Windsor to Ottawa network. Establishing a designated province-wide AV testing road network will provide a focused approach for AV manufacturers where they can consider enhanced mapping of the routes (#D laser scanning) and further testing and validation of wireless communication networks and technology.</td>
<td>X</td>
<td>Monitor and update as required</td>
<td></td>
<td></td>
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<tr>
<td><strong>Autonomous Vehicles</strong></td>
<td>Coordinate with the Area Municipalities to integrate the County AV network to the local (municipal) routes. The County has distributed the proposed AV routes to the Area Municipalities and requested they consider identifying routes within their communities that could potentially link to the County AV network, with the objective of establishing routes with a variety of conditions (i.e. gravel/paved surfaces, urban, rural, multi-lane, etc.). The County should facilitate a future workshop with the Area Municipalities for further discussion and collaboration.</td>
<td></td>
<td>Ongoing</td>
<td></td>
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<tr>
<td><strong>Autonomous Vehicles</strong></td>
<td>Continue to work with the MACAVO (through the Ontario Good Roads Association) on the development of a larger AVE road network serving Southwestern Ontario. This will help to ensure a focused approach and provide opportunities for the municipality to influence AV testing and implementation for local and regional benefits.</td>
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# 1 Introduction

## 1.1 Background

Oxford County is an upper tier municipality in a partnership-oriented, two-tier system of municipal government made up of eight Area Municipalities with an aggregate population of 110,862 (2016 Census). Located at the crossroads of Highway 401 and Highway 403, in the heart of southwestern Ontario, the County has been experiencing continued growth in residential, commercial and industrial land uses over the last several decades.

The County includes one of Ontario’s richest areas for agricultural farmland. Agriculture is a key industry that serves as a springboard for some of the sustainable industries that are steadily diversifying the local economy. Oxford County also offers a thriving local arts, culture and culinary community, as well as conservation parks, natural areas and more than 100 kilometres of scenic trails.

The County comprises eight lower tier Area Municipalities, including the City of Woodstock, Town of Ingersoll, Town of Tillsonburg, Township of Zorra, Township of East Zorra-Tavistock, Township of Blandford-Blenheim, Township of South-West Oxford and the Township of Norwich.

The County completed its last Transportation Master Plan (TMP) in 2009 and is now updating the 2009 TMP in the light of continuing growth and the emphasis on achieving sustainable community growth. In September 2015, the County and the eight Area Municipalities adopted the Future Oxford Community Sustainability Plan. The Community Sustainability Plan includes the following principle transportation goals:

- Develop accessible intercommunity transportation options to reduce reliance on personal automobile ownership; and
- Move away from Fossil Fuels and encourage low-carbon transportation.

The County has retained Paradigm Transportation Solutions Limited (Paradigm) to carry out the task of updating its TMP. The purpose of the new TMP and the process for achieving it are provided by the Terms of Reference, as summarized herein.

**Figure 1.1** provides an overview map of Oxford County.
1.2 TMP Purpose and Objectives

The intended purpose of the new TMP is consistent with the transportation goals of the Community Sustainability Plan and the County Official Plan, and includes the following components:

- Identify existing and future levels of travel demand throughout the County;
- Determine the transportation infrastructure required to ensure the safe and efficient movement of people, goods and services;
- Achieve effective integration of transportation planning, growth management and land use planning to develop a Transportation Strategy that accommodates growth and change to 2038, and that effectively supports land use objectives as defined in County Official Plan;
- Provide a practical and financially achievable implementation plan that supports economic, social, and environmental sustainability while achieving the mobility needs;
- Develop policies and guidelines for different modes of travel including road, rail, transit, commercial vehicles, personal vehicles, cycling and pedestrian;
- Ensure compliance with the Environmental Assessment Act (EA Act) by fulfilling the requirements of Phase 1 and Phase 2 of the Municipal Class Environmental Assessment process;
- Minimize conflict between non-local and local traffic by defining a hierarchy of roads within the County that moves people and goods throughout the County efficiently;
- Improve the functionality of the County transportation network by identifying and making provision for necessary improvements over time;
- Provide a safe, convenient and aesthetically pleasing pedestrian environment, where the County road system forms part of a designated Village, Serviced Village or Large Urban Centres; and
- Improve the integration of transportation facilities within the County with services provided by Area Municipalities, adjacent municipalities, and senior levels of government.

The TMP supports planning for a multi-modal environment, focusing on walking, cycling, public transportation (i.e. local transit, intercommunity bus, commuter rail), automobiles and motorcycles. The TMP also supports provisions for freight/goods movement, agricultural mobility, corridor access management and low carbon transportation.
The key strategic objectives of the TMP are to:

- Maximize the use of existing transportation infrastructure;
- Promote transportation demand management (TDM) measures (carpooling, work-from-home, etc);
- Expand active transportation facilities (walking, cycling); and
- Advocate and support the development of an inter-regional public transportation system implementation plan for an integrated intercommunity bus network and an enhanced passenger commuter rail service (within existing railway corridors), as identified within the “SouthwestLynx” Report and in partnership with provincial/federal governments, municipalities, and motor coach industry.

To achieve these strategic objectives, the County is targeting a 4% mode share reduction in peak hour single occupant vehicle trips over the next 20 years in order to manage the future demand on the transportation network. Use of sustainable modes of travel including active transportation (walking, cycling) and public transit (local and interregional transit, commuter rail) along with transportation demand management (i.e. carpooling, work from home, etc.) will serve to support this target goal. Figure 1.2 summarizes the 2038 mode share targets for Oxford County.

**Figure 1.2: Transportation Mode Share Target (2038)**
1.3 TMP Process

Transportation Master Plans are long range plans that integrate infrastructure requirements for existing and future land uses with environmental assessment planning principles, which include:

- Consulting with affected parties early and often;
- Considering a reasonable range of alternatives;
- Identifying and considering the effects of each alternative on all aspects of the environment;
- Evaluating the alternatives systematically to determine their net environmental effects; and
- Providing clear, complete and traceable documentation of the planning process.

The Municipal Class Environmental Assessment (Class EA) Master Plan process examines infrastructure systems or groups of related projects in order to provide a framework for planning for subsequent projects and/or developments extending 20 to 25 years in the future and an opportunity to consider different perspectives when looking at the impact of alternatives. (Municipal Class Environmental Assessment, October 2000, as amended in 2007 and 2015.)

The Oxford County TMP satisfies Phases 1 and 2 of the five-phase Municipal Class EA process detailed as follows:

- **Phase 1** – Identify the problem or opportunity;
- **Phase 2** – Identify alternative solutions to address the problem or opportunity by considering the existing environment and establishing the preferred solution;
- **Phase 3** – Examine alternative methods (designs) to implement the preferred solution;
- **Phase 4** – Complete an Environmental Study Report (ESR) that documents the study process; and
- **Phase 5** – Complete contract drawings and documents and proceed to construction and operation.

The Class EA process addresses projects by classifying them into different “schedules” according to their environmental significance (Schedule A, A+, B or C). The level of complexity and the potential effects of a project will determine the appropriate schedule that in turn will determine which phases will need to be addressed. The four schedules of the Class EA process are summarized as follows:
Schedule A – Limited in scale and have minimal adverse impacts, assumed to be pre-approved;

Schedule A+ – Limited in scale and have minimal adverse impacts, assumed to be pre-approved but must be advised prior to implementation;

Schedule B – Some potential for adverse environmental impacts and consultation with those affected is required; and

Schedule C – Potential for significant environmental impacts and must proceed under the full planning and documentation procedures specified in the Class EA document.

The TMP does not require approval under the *Environmental Assessment Act*, although the recommended TMP projects must fulfill all appropriate Class EA requirements (i.e. future Class EA “Schedule C” Studies will require Phases 3 and 4 of Municipal Class EA process to be met). Requests for an order to comply with Part II of the Act, the portion of the legislation regarding appeals, is possible only for those projects that are subject to the Municipal Class EA, and not the TMP itself. All infrastructure improvements fall into this category.

### 1.4 Planning and Policy Framework

The TMP has been developed within the context of previous and ongoing land use and transportation planning initiatives undertaken by Oxford County, Area Municipalities, and Provincial government ministries and agencies. The plans and policies that have informed the TMP include:

**Provincial Policies and Plans:**

- Municipal Class Environmental Assessment (October 2000, as amended in 2007 and 2015);
- Provincial Policy Statement (2014);
- Accessibility for Ontarians with Disabilities Act (2005);
- Ontario Ministry of Transportation Transit Supportive Guidelines (2012);
- Ontario Cycling Strategy #CycleON (2013); and
- Ontario Trails Strategy (2010).

**Oxford County Policies and Plans:**

- The Oxford County Official Plan (1995, as amended);
- County of Oxford Transportation Master Plan Study (2009);
- Future Oxford Community Sustainability Plan (2015);
- Oxford County Phase One Comprehensive Review (2019);
Oxford County Asset Management Plan (2017)
- Oxford County Road Needs Study (2015);
- Oxford County Bridge Needs Study (2018);
- 100% Renewable Energy Plan (2018);
- Oxford County Trails Master Plan (2014);
- Oxford County Green Fleet Plan (2016);
- New Directions: Advancing Southwestern Ontario’s Public Transportation Opportunities (2016);
- SouthwestLynx: Integrated High-Performance Public Transportation for Southwestern Ontario (2018);
- Steel Corridors of Opportunity: Maximizing the Benefit of Southwestern Ontario’s Freight Railways (2018); and
- Empowering Ontario’s Short Line Railways (2017)

Area Municipal Policies and Plans:
- City of Woodstock Cycling Master Plan (2014);
- Town of Ingersoll Cycling Master Plan (2015); and
- Tillsonburg Trails Master Plan (2015).

1.5 Community Engagement

The development of the new TMP included a consultative process involving the residents, businesses and stakeholders of the County and its Municipalities; representatives of County and Area Municipal staff; agencies of the Provincial and adjacent Municipal governments; Conservation Authorities; Indigenous Communities and other interest groups.

The main components of the TMP consultative process included:
- A Public Consultation Plan;
- Transportation Master Plan Advisory Committee (TMPAC), comprising the Consultant Team and County and Area Municipal staff representatives;
- Public notifications including two News releases;
- Public Consultation Centres (PCCs) – Minimum of four PCCs at four different locations in the County to maximize community outreach; and
- Stakeholders and Indigenous Communities were notified of the TMP and invited to participate.

Chapter 10 further details the community engagement process.
1.6 Report Organization

The remainder of the TMP is organized into the following chapters:

► **Chapter 2 – Existing Transportation Conditions** provides an overview of current conditions in Oxford County, including land use and demographics, the transportation system and recent trends in travel characteristics;

► **Chapter 3 – Future Transportation Needs** details the forecasted population and employment growth and describes the future transportation demand modelling process;

► **Chapter 4 – Transportation Vision and Alternative Planning Strategies** provides the problems and opportunities statement, followed by the vision and goals to address the problem statement. The chapter also details the process used to develop the potential alternatives and evaluation criteria to select the preferred transportation strategy;

► **Chapter 5 – Road Network Strategy** highlights the roadway infrastructure improvement recommendations, road classification, railway crossings and corridor management policies;

► **Chapter 6 – Active Transportation Strategy** presents policies to encourage active transportation and design guidelines for bikeways and walkways;

► **Chapter 7 – People and Goods Movement Strategy** highlights the recommendations to develop a robust people and goods network including intercommunity bus routes, high performance rail, carpool lots and multi-modal terminals;

► **Chapter 8 – Sustainability and New Technology Strategy** details the County’s sustainability goals and recommendations to encourage new transportation technology;

► **Chapter 9 – Implementation, Policy and Monitoring** organizes the TMP Implementation program into short and long-term horizons. The chapter also provides a monitoring framework to track the progress and performance of the recommended plan; and

► **Chapter 10 – Public and Stakeholder Consultation** details the engagement process for the TMP including the content and methods of communication.
2 Existing Transportation Conditions

2.1 Road Network

The road network in Oxford County falls within three government jurisdictions comprising Provincial, County and local jurisdiction. Oxford County maintains jurisdiction over County roads, while Area Municipalities maintain jurisdiction over their respective local road networks.

2.1.1 Provincial Freeway Network

Highway 401 and Highway 403 are critical components of the network, and are key passenger and freight vehicle routes, connecting Oxford’s major economic centres of Ingersoll and Woodstock to markets in Southwestern Ontario, and the Greater Toronto and Hamilton Area (GTHA). Highway 401 provides connectivity to Waterloo Region, and Highway 403 provides connectivity to Brant County and other markets to the east. A major interchange between Highway 401 and Highway 403 is located east of Woodstock; however, this interchange lacks connectivity for westbound vehicles on either highway to connect to eastbound traffic. These highways are the major east-west routes through the County.

Highway 19 is a major north-south corridor connecting Tillsonburg to Ingersoll and Highway 401 and operates under the jurisdiction of the Ontario Ministry of Transportation (MTO). A small segment of Highway 3 travels through Tillsonburg, and a small segment of Highway 7 travels along the northern boundary of the Township of Zorra, both of which operate under jurisdiction of Ontario’s Ministry of Transportation (MTO).

2.1.2 County Road Network

The County road network comprises urban and rural roadways and connects to the provincial road network through at grade intersections with Highway 3, Highway 7, and Highway 19, or through interchanges with Highway 401 and Highway 403. Oxford Road 59 and Oxford Road 119 are major north-south corridors connecting smaller towns and villages throughout the County. The road network under the jurisdiction of the County exhibits a distinct grid pattern in the five rural townships and provides excellent connectivity to local township road networks.

2.1.3 Local Road Network

The remaining roadways within the County comprise minor arterials, collectors and local roads which service local traffic, and operate under the jurisdiction of the Area Municipalities. The local road network generally has lower speed limits and carry lower traffic volumes as compared to the County and Provincial road networks.

Figure 2.1 illustrates the existing road network within Oxford County.
OXFORD COUNTY

Figure 2.1

Legend
Road Jurisdiction
- County Road
- Township Road
- Provincial Highway

Oxford County
Road Network

Oxford County Transportation Master Plan
161190
2.2 Active Transportation Facilities

The existing cycling facilities in Oxford County consist of on and off-road facilities that are managed by the County, Area Municipalities, Conservation Authorities, and other entities. Figure 2.2 displays the preferred on-road cycling routes as identified by the Oxford County Cycling Advisory Committee. The preferred routes on County roads are equipped with Share the Road signs and delineated with white edge lines where road width permits.

2.3 Other Transportation Infrastructure

Other transportation infrastructure and services in Oxford County include the following public transit, rail service, freight rail lines and airports.

2.3.1 Public Transit

Transit services within the County are provided at the municipal level in the City of Woodstock and Town of Tillsonburg. Woodstock Transit was founded in 1962 and continues to service the City via six surface bus routes centred around the Transit Terminal located at 623 Dundas Street. Figure 2.3 illustrates the existing transit services offered by Woodstock Transit.

The Town of Tillsonburg previously operated a local transit system from 2001 to 2005; however, this system was cancelled due to operating costs exceeding operating revenues. Currently, transit is provided by T:Go Call-N-Ride, a community bus service providing low-cost rides within Tillsonburg. The transit system operates on set schedules, with flexible routes to accommodate residents in a cost-effective manner.

Accessible transit services are provided by Para-Transit in the City of Woodstock and the Town of Ingersoll.

Government of Ontario (GO) Transit does not provide direct bus service within the County; however, services are available at Brantford Bus Terminal (64 Darling Street) in addition to the stations listed in the following section.

2.3.2 Rail Service

GO Transit does not provide direct service within the County; however, services are available at the following stations which represent the western terminuses of three (3) GO Transit lines:

- Kitchener Station (126 Weber Street West) provides access to GO Transit’s Kitchener Line, with limited (morning only) train service, and all-day bus service to Union Station in Downtown Toronto;
- Milton Station (780 Main Street East) provides access to GO Transit’s Milton Line, with limited (peak hour only) service to Union Station; and
- Aldershot Station (1199 Waterdown Road) provides access to GO Transit’s Lakeshore West Line, with all-day train service to Union Station.
Figure 2.2

Legend
- County Roads (higher traffic volumes)
- Township/Municipal Roads (lower traffic volumes)
Existing Transit Service
City of Woodstock

Figure 2.3

Oxford County Transportation Master Plan
161190
VIA Rail is an independent Crown corporation, subsidized by Transport Canada and mandated to provide intercity passenger rail services in Canada. VIA Rail offers the following connections from two stations within the County:

- **Woodstock (100 Victoria Street South):** provides direct connections with VIA Rail’s Windsor-London-Toronto route, operating four trains through Woodstock during weekdays and four trains during weekends; and
- **Ingersoll (1 Thames Street North):** provides direct connection to VIA Rail’s Windsor-London-Toronto route, operating two trains through Ingersoll during weekdays and three trains during weekends.

### 2.3.3 Freight Rail Lines

Canadian Pacific Rail (CP Rail) and Canadian National Rail (CN Rail) own and operate the two east-west main rail lines within the County. These rail lines are classified as Class I railways and are the central segments of the two railways’ Montreal-Chicago corridors. The CP Rail line travels through Woodstock between London and Cambridge, while the CN Rail line travels through Ingersoll and Woodstock between London and Brantford.

The short line railways in Oxford County are feeders into the main CP and CN Rail main lines. Ontario Southland Railway Inc. owns and operates a short line railway in Oxford County connecting with the CN Rail line. The Ontario Southland Railway operates between Ingersoll, Tillsonburg, Aylmer and St. Thomas.

### 2.3.4 Airports

There are two airports in Oxford County located in the Town of Tillsonburg and the City of Woodstock. Tillsonburg Regional Airport is the major airport within the County and is classified as an airport of entry by Nav Canada, handling general aviation aircraft with up to 15 passengers. The airport comprises one paved runway and two turf runways and is used by EMS (air ambulance) and the Canadian Military for search and rescue operations. Woodstock Airport is a smaller airport located west of Woodstock and features one turf runway. The airport does not include any border services for international aviation.
2.4 Traffic Volumes & Operations

2.4.1 Base Year Traffic Volumes

To determine existing traffic volumes within the County, eight-hour turning movement counts were conducted at key County intersections in September 2016 and February 2018. These intersections were reviewed by County staff and are summarized in Table 2.1.

Existing intersections were summarized to determine the existing traffic volumes during the weekday PM peak hours. Since turning movement counts were completed in both 2016 and 2018, a growth rate of 3% was applied to the 2016 volumes to model the 2018 base year traffic conditions. This growth rate is consistent with population and employment forecasts interpolated between 2016 and 2021. Traffic counts completed in 2018 have not been adjusted.
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<td></td>
<td>Oxford Road 18</td>
</tr>
<tr>
<td>33</td>
<td></td>
<td>Oxford Road 6</td>
</tr>
<tr>
<td>39</td>
<td></td>
<td>Oxford Road 46</td>
</tr>
<tr>
<td>25</td>
<td>Woodstock</td>
<td>Oxford Road 2</td>
</tr>
<tr>
<td>26</td>
<td></td>
<td>Oxford Road 59</td>
</tr>
<tr>
<td>27</td>
<td></td>
<td>Oxford Road 54</td>
</tr>
<tr>
<td>28</td>
<td></td>
<td>Oxford Road 59</td>
</tr>
<tr>
<td>30</td>
<td></td>
<td>Oxford Road 35</td>
</tr>
<tr>
<td>Station</td>
<td>Municipality</td>
<td>Intersection Location</td>
</tr>
<tr>
<td>---------</td>
<td>--------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Street Name 1</td>
</tr>
<tr>
<td>6</td>
<td>Zorra</td>
<td>Oxford Road 6</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Oxford Road 6</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td>Oxford Road 119</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>Oxford Road 28</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Oxford Road 28</td>
</tr>
<tr>
<td>24</td>
<td></td>
<td>Oxford Road 2</td>
</tr>
</tbody>
</table>
2.4.2 Base Year Traffic Operations

Intersection Level of Service (LOS) is a recognized method of quantifying the average delay experienced by drivers at intersections. It is based on the delay experienced by individual vehicles executing the various movements. The delay is related to the number of vehicles desiring to make a particular movement, compared to the estimated capacity for that movement. The capacity is based on a number of criteria related to the opposing traffic flows and intersection geometry.

Table 2.2 summarizes the LOS criteria for signalized and stop controlled intersections. The highest possible rating is LOS A, under which the average total delay is equal or less than 10.0 seconds per vehicle. When the average delay exceeds 80 seconds for signalized intersections, 50 seconds for unsignalized intersections, or when the volume to capacity ratio is greater than 1.00, the movement is classed as LOS F and remedial measures are usually implemented, if they are feasible.

<table>
<thead>
<tr>
<th>Level of Service</th>
<th>Signalized Intersections Average Total Delay (sec/veh)</th>
<th>Unsignalized Intersections Average Total Delay (sec/veh)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>&lt;= 10</td>
<td>&lt;= 10</td>
</tr>
<tr>
<td>B</td>
<td>&gt; 10 &amp; &lt;= 20</td>
<td>&gt; 10 &amp; &lt;= 15</td>
</tr>
<tr>
<td>C</td>
<td>&gt; 20 &amp; &lt;= 35</td>
<td>&gt; 15 &amp; &lt;= 25</td>
</tr>
<tr>
<td>D</td>
<td>&gt; 35 &amp; &lt;= 55</td>
<td>&gt; 25 &amp; &lt;= 35</td>
</tr>
<tr>
<td>E</td>
<td>&gt; 55 &amp; &lt;= 80</td>
<td>&gt; 35 &amp; &lt;= 50</td>
</tr>
<tr>
<td>F</td>
<td>&gt; 80</td>
<td>&gt; 50</td>
</tr>
</tbody>
</table>

The operations of the intersections were evaluated using Synchro 9 with Highway Capacity Manual (HCM) 2000 procedures. Table 2.3 summarizes the results of the analysis for the PM peak hour indicating the overall intersection or critical movement LOS and volume to capacity (v/c) ratio. The results of these analyses indicate that the intersections are operating at acceptable LOS and within capacity.

As the Level of Service reaches LOS D, traffic flow will become less stable. This should be an indication that improvements may be required, and the County should monitor the need based on the traffic demand.

Overall, the road network adequately serves the County by providing good connectivity between the Township and Provincial road networks. This level of connectivity performs reasonably well, mainly due to the dispersed nature of the cities, towns and villages throughout the County, and their locations along former Provincial highways. The major challenges to the County’s network are related to future development in Woodstock and Ingersoll that has the potential to create capacity constraints on roadways connecting to Highway 401 and Highway 403, in addition to development along the Oxford Road 17 and Oxford Road 4 corridors.
### TABLE 2.3: EXISTING TRAFFIC OPERATIONS

<table>
<thead>
<tr>
<th>Intersection</th>
<th>Control1</th>
<th>Critical Movement</th>
<th>PM Peak Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>LOS</td>
</tr>
<tr>
<td>Oxford Road 8 &amp; Cuthbertson Street</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 22 &amp; Oxford Road 8</td>
<td>AWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 59 &amp; Main Street</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 9 &amp; West Hill Line</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 29 &amp; Oxford Road 3</td>
<td>AWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 6 &amp; Oxford Road 17</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 6 &amp; Commissioners Street</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>C</td>
</tr>
<tr>
<td>Oxford Road 59 &amp; Oxford Road 8</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>D</td>
</tr>
<tr>
<td>Oxford Road 7 &amp; North Town Line West</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 119 &amp; Oxford Road 7</td>
<td>TCS</td>
<td>Overall</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 8 &amp; Oxford Road 5</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 33 &amp; Oxford Road 4</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 119 &amp; Oxford Road 16</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 28 &amp; 31st Line</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 28 &amp; Oxford Road 6</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 18 &amp; Duffy Line</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 18 &amp; Oxford Road 13</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>C</td>
</tr>
<tr>
<td>Oxford Road 19 &amp; Church Street</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 8 &amp; Samuel Street</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 19 &amp; Oxford Road 13 (North)</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 59 &amp; Oxford Road 28</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>C</td>
</tr>
<tr>
<td>Oxford Road 2 &amp; Oxford Road 119 (North)</td>
<td>TCS</td>
<td>Overall</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 2 &amp; Oxford Road 9</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>D</td>
</tr>
<tr>
<td>Oxford Road 59 &amp; Juliana Drive</td>
<td>TCS</td>
<td>Overall</td>
<td>C</td>
</tr>
<tr>
<td>Oxford Road 54 &amp; Oxford Road 35</td>
<td>TCS</td>
<td>Overall</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 59 &amp; Oxford Road 15</td>
<td>TCS</td>
<td>Overall</td>
<td>C</td>
</tr>
<tr>
<td>Oxford Road 59 &amp; Oxford Road 33</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>C</td>
</tr>
<tr>
<td>Oxford Road 35 &amp; Lansdowne Ave</td>
<td>TCS</td>
<td>Overall</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 2 &amp; Oxford Road 55</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 119 &amp; Clarke Road</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>D</td>
</tr>
<tr>
<td>Oxford Road 6 &amp; Oxford Road 12</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 40 &amp; Oxford Road 59</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>C</td>
</tr>
<tr>
<td>Oxford Road 14 &amp; Oxford Road 15</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 2 &amp; Oxford Road 22</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 40 &amp; Oxford Road 14</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 8 &amp; Oxford Road 3</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 46 &amp; King's Highway 19</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>C</td>
</tr>
</tbody>
</table>

1 TWSC – Two-way Stop Control, AWSC – All-way Stop Control, TCS – Traffic Control Signal
2.5 **Existing Population and Employment Statistics**

For the purposes of characterizing growth trends, 2018 has been used as the base year. This is the most recent year for which complete land use, population, employment and household figures are available.

Historically, Oxford County has experienced sustained growth, growing from a population of 99,300 in 2001 to 110,860 in 2016. The population is distributed throughout with eight Area Municipalities with larger populations in the urban centres of Woodstock, Tillsonburg and Ingersoll. **Figure 2.4** illustrates the distribution of residents between the Area Municipalities in 2016.

**Table 2.4** details the 2001-2016 population and employment statistics for Oxford County obtained from Census Canada (population, housing) and the County's development forecasts (employment). Note the data does not adjust for the Census undercount.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Population</td>
<td>99,300</td>
<td>102,800</td>
<td>105,700</td>
<td>110,860</td>
</tr>
<tr>
<td>Employment</td>
<td>44,155</td>
<td>48,440</td>
<td>52,045</td>
<td>57,300</td>
</tr>
</tbody>
</table>

Between 2001 and 2016, the population increased by 11.6% (11,560 residents) or 0.74% per annum. During the same period, employment grew 29.8% (13,145 employees) or 1.75% per annum.

2.6 **Oxford County Travel Patterns**

2.6.1 **Home to Work Travel Patterns**

The existing County commuter travel patterns were derived through a review of the 2011 and 2016 Journey to Work data from Census Canada. As expected, a significant portion of travel on the County transportation network is due to auto drivers (single occupant vehicles) commuting to and from their places of employment. **Appendix A** provides the complete 2016 Journey to Work data set for Oxford County.

The data indicates that over the five-year period from 2011 to 2016, the number of residents working in the County increased by four (4)%. Overall, the changes from 2011 to 2016 are minor in nature and do not indicate any trends towards a significant change in travel patterns.
2016 Population Distribution

Woodstock (37%)
Ingersoll (14%)
Tillsonburg (12%)
Blandford-Blenheim (7%)
East Zorra-Tavistock (6%)
Norwich (7%)
South-West Oxford (7%)
Zorra (14%)
Existing (2016) home-work travel patterns in the County indicate the following:

- Of the total home-work trips involving Oxford County, 49.7% are within the County or ‘internal trips’, 42.3% are ‘external trips’ and the remaining 8.0% are persons with no fixed work address, who may work both within and outside of the County. Of the external trips, 21.6% are inbound trips by people from outside municipalities, and 20.7% are outbound trips by Oxford residents working in outside municipalities;

- 63.4% of Oxford residents work inside the County, while 26.5% work outside the County, the remaining 10.1% of employed residents have no fixed work address;

- The number of people travelling to work in the County (51%) is slightly higher than the number of residents travelling to work outside (49%); and

- 8.5% of the employed workforce in Oxford County works from home.

The following figures summarize more disaggregated versions of these general travel patterns indicating the distribution of home-work trips between Area Municipalities in the County and different outside municipalities.

**Figure 2.5** illustrates the place of residence of those who commute to, and/or live in Oxford County. Based on the 2016 Journey to Work\(^1\) data, approximately 71% of Oxford County residents with a fixed place of work are employed within Oxford County itself. Conversely, about 29% of Oxford County residents with a fixed place of work travel to neighbouring jurisdictions, primarily the Region of Waterloo and Middlesex County.

**Figure 2.6** displays the origin of work trips to Oxford County in 2016, for non-County residents. The primary inbound commuting trips originate in Middlesex County (34%), Haldimand & Norfolk Counties (18% combined), Elgin County (17%), Brant County (11%) and the Region of Waterloo (8%).

**Figure 2.7** summarizes the commuter destinations within Oxford in 2016, of those who work in Oxford County regardless of their place of residence (either within or beyond Oxford County). Of the residents who work in Oxford County, approximately 43% of the commuter trips are destined for the City of Woodstock. The remaining resident trips are destined for Tillsonburg (14%), Ingersoll (13%) or the five Townships (30%).

---

Work Trip Destination by Oxford County Residents with Fixed Place of Work

Figure 2.5

- Oxford County: 71%
- Other Municipalities: 29%
Figure 2.6

Existing (2016) Origin of Work Trips to Oxford County by Non-Residents

- Elgin County: 17%
- Region of Waterloo: 8%
- Middlesex County: 18%
- Perth County: 5%
- Brant County: 3%
- Haldimand and Norfolk County: 11%
- Hamilton, Peel, Toronto, Niagara, Halton: 4%
- Other: 34%
Existing (2016) Work Trip Destination in Oxford County

Figure 2.7

Residents

- Woodstock: 43%
- Ingersoll: 10%
- Tillsonburg: 5%
- Blandford-Blenheim: 3%
- East Zorra-Tavistock: 14%
- Norwich: 13%
- South-West Oxford: 7%
- Zorra: 5%

Non-Residents

- Woodstock: 38%
- Ingersoll: 5%
- Tillsonburg: 5%
- Blandford-Blenheim: 22%
- East Zorra-Tavistock: 4%
- Norwich: 4%
- South-West Oxford: 20%
- Zorra: 22%
The majority of the inbound commuting trips in 2016, were destined to Woodstock (38%), Ingersoll (22%), Tillsonburg (20%) and the five Townships within the County (20%).

The existing travel patterns indicate that the three urban centres of Woodstock, Ingersoll and Tillsonburg are the major locations of the County’s employment market, with additional employment and economic activities existing in the County’s five Townships, primarily in their serviced and unserviced Villages.

In addition, the Journey to Work data details residents who work from home. In 2016, a total of 4,805 residents worked from home, which represents 8.5% of the employed workforce in Oxford County. In comparison to the data available from the 2011 National Household Survey, the number of work from home residents has decreased by approximately 495 residents.

2.6.2 Origin-Destination Survey

Origin-destination surveys were undertaken at 20 locations throughout the County in support of determining general travel patterns throughout the County. Surveys were conducted on one weekday between the hours of 3:00 PM and 6:00 PM in June 2017 using Miovision Scout camera technology with connected adapters. These adapters captured the Bluetooth signal of connected devices, assigned a random alpha-numerical value to the signal and recorded the time a device passed a survey station. At the conclusion of the surveys, a trip matrix was created showing the number of vehicles passing through each station during the survey hours. Seventeen of the locations were identical to those in the 2009 TMP, and three new locations were surveyed through consultation with County staff. Table 2.5 and Figure 2.8 summarize the locations where the origin-destination surveys were conducted.

The survey data was aggregated and analyzed to determine the predominant travel patterns between the survey locations. Travel patterns between the north and south portions of the County are similar in that major population centres attract from the surrounding areas, and generally coincide with expected travel patterns. As the origin-destination survey was conducted within the weekday PM peak hour, travel patterns are generally indicative of commuter flows.

Travel within the northeastern portion of the County (Stations 1 to 11 in Figure 2.8) is dominated by northbound (35%) and southbound (31%) travel, primarily into and out of the City of Woodstock. The remaining travel patterns relate to eastbound travel (23%) and westbound travel (11%).

Travel in the southwestern portion of the County (Stations 12 to 20 in Figure 2.8) is dominated by eastbound and westbound travel between Ingersoll and Woodstock. Oxford Road 2 and Highway 401 provide direct links between these urban centres. Westbound southbound, and northbound travel is relatively equal, primarily related to travel along Oxford Road 59 and Highway 19.
# TABLE 2.5: ORIGIN-DESTINATION SURVEY LOCATIONS

<table>
<thead>
<tr>
<th>Station</th>
<th>Area</th>
<th>Approach</th>
<th>Street Name 1</th>
<th>Street Name 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Drumbo</td>
<td>North</td>
<td>Oxford Road 3</td>
<td>Oxford Road 29</td>
</tr>
<tr>
<td>12</td>
<td>Embro</td>
<td>North</td>
<td>Oxford Road 6/37th Line</td>
<td>North of Oxford Road 17</td>
</tr>
<tr>
<td>17</td>
<td>Ingersoll</td>
<td>South</td>
<td>Oxford Road 119</td>
<td>Oxford Road 9</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>South</td>
<td>Oxford Road 10</td>
<td>Oxford Road 9</td>
</tr>
<tr>
<td>13</td>
<td></td>
<td>West</td>
<td>Oxford Road 2</td>
<td>Between 33rd Line North and 33rd Line South</td>
</tr>
<tr>
<td>18</td>
<td>Norwich</td>
<td>North</td>
<td>Oxford Road 59</td>
<td>Oxford Road 18</td>
</tr>
<tr>
<td>2</td>
<td>Plattsville</td>
<td>South</td>
<td>Oxford Road 8</td>
<td>Township Rd 13</td>
</tr>
<tr>
<td>1</td>
<td>Tavistock</td>
<td>West</td>
<td>Oxford Road 24</td>
<td>Oxford Road 59</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>West</td>
<td>Oxford Road 8</td>
<td>16th Line</td>
</tr>
<tr>
<td>14</td>
<td>Thamesford</td>
<td>North</td>
<td>Oxford Road 119</td>
<td>Oxford Road 2</td>
</tr>
<tr>
<td>15</td>
<td></td>
<td>West</td>
<td>Oxford Road 119</td>
<td>Oxford Road 2</td>
</tr>
<tr>
<td>20</td>
<td>Tillsonburg</td>
<td>East</td>
<td>Oxford Road 51</td>
<td>Oxford Road 37</td>
</tr>
<tr>
<td>19</td>
<td></td>
<td>North</td>
<td>Highway 19</td>
<td>Gateway Centre (Sobeys)</td>
</tr>
<tr>
<td>9</td>
<td>Woodstock</td>
<td>East</td>
<td>Oxford Road 2</td>
<td>Oxford Road 4</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>North</td>
<td>Oxford Road 4</td>
<td>Oxford Road 2</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>South</td>
<td>Oxford Road 12</td>
<td>Oxford Road 15</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>South</td>
<td>Oxford Road 59</td>
<td>Juliana Drive (North of 401)</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>South</td>
<td>Oxford Road 4</td>
<td>Oxford Road 17</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>South</td>
<td>Oxford Road 59</td>
<td>Oxford Road 33</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>West</td>
<td>Oxford Road 17</td>
<td>Oxford Road 4</td>
</tr>
</tbody>
</table>
Existing (2017) Origin-Destination Survey Locations

Figure 2.8

Oxford County Transportation Master Plan
161190
2.6.3 Mode Share

The 2016 Journey to Work survey provides data tables detailing the main mode of commuting (home-work trips) for the residents of Oxford County. Figure 2.9 illustrates the main modes of commuting indicating auto driver comprises the majority of trips, while TDM, walking, transit, cycling and other modes make up the remaining portion of trips. Work from home is captured within the TDM mode.

2.7 Collision History Data

Oxford County has received collision data from MTO of the motor vehicle collisions that occurred within their jurisdictional boundaries from 1 January 2013 to 31 December 2017 (inclusive). All collision data is maintained in a detailed database by the County.

The collision data is currently being analyzed to assist the County in determining if there are any areas of concern on Oxford County roads. The analysis will allow collision trends over time to be tracked and developed.

These areas of concern should then be reviewed annually in detail to determine any potential mitigation measures with the view of improving road safety for all road users.

A preliminary collision data analysis was completed based on five urban and five rural collision intersections which were identified as areas of concern. The analysis is summarized in Appendix B.

2.8 Development Applications

The County’s most recent development activity maps\(^2\) were reviewed to identify and locate the residential and industrial development parcels specific to each area municipality within the County. The maps also provided the status of each parcel:

- Nearly built plan or phase;
- Draft approved plan;
- *Registered plan; or
- Circulated or submitted plan.

Note that industrial and commercial development have been omitted from the development-specific trip generation forecasts (Section 3.2) due to limited development information (i.e.: type of development and size). However, the increase in traffic due to industrial development is included in the employment forecasts (Section 3.1.2).

Existing (2016) Mode Share

Legend:
- Auto / Single Driver
- Transportation Demand Management
- Transit
- Active Transportation
- Other

- Auto / Single Driver: 78%
- Transportation Demand Management: 15%
- Transit: 1%
- Active Transportation (Walking/Biking): 1%
- Other: 5%
2.9 Railway Crossings

2.9.1 Locations and Train Volume

There are currently twenty-two (22) level crossings with County roads as documented in the 2015 Road Needs Study for the County of Oxford. The level crossing (Asset ID# 53232) on Oxford Road 53 was removed in 2017. The remaining ten (10) crossings with County roads are grade separated. Figure 2.10 shows all crossing locations.

Table 2.6 details the current daily train volume at each crossing location from the 2015 Road Needs Study and updated with the most recent CPR data for the County. The table indicates:

- The highest volume (59 daily trains) was recorded at Asset ID 434838 – Oxford Road 11 (Zorra Line), 0.45 north of Oxford Road 9 (Beachville Road) on the CNR line;
- The lowest volume (1.1 daily trains) was recorded at 10 locations - one (1) on the CNR line and nine on the CPR line;
- The CPR Mainline running through Thamesford, Zorra Station, Woodstock, and Drumbo towards Ayr operates 11 trains per day; and
- The CPR line running from Ingersoll to Tillsonburg, leased by Ontario South Land (OSR) operates eight trains per week.

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Figure 2.10

Legend

- Grade Separated
- Level Crossing
- County Road
- Rail Line: Operational
- Municipal Boundary

Source: Figure J1, County of Oxford Road Needs Study, December, 2016.

County Road Railway Crossings

Oxford County Transportation Master Plan
161190
<table>
<thead>
<tr>
<th>Asset ID</th>
<th>Location</th>
<th>Location Description</th>
<th>Area</th>
<th>Rail Company</th>
<th>Daily Trains</th>
</tr>
</thead>
<tbody>
<tr>
<td>895087</td>
<td>Oxford Road 3 (Main Street)</td>
<td>0.87 km north of Oxford Road 2</td>
<td>Princeton</td>
<td>CNR</td>
<td>45</td>
</tr>
<tr>
<td>895929</td>
<td>Oxford Road 3 (Wilmot Street)</td>
<td>0.93 km north of Oxford Road 29 (Oxford Street)</td>
<td>Drumbo</td>
<td>CPR</td>
<td>11</td>
</tr>
<tr>
<td>806956</td>
<td>Oxford Road 29 (Oxford Street)</td>
<td>0.97 km west of Oxford Road 3 (Wilmot Street)</td>
<td>Drumbo</td>
<td>CPR</td>
<td>11</td>
</tr>
<tr>
<td>RX815776</td>
<td>Oxford Road 22</td>
<td>0.53 km south of Oxford Road 29</td>
<td>Blandford</td>
<td>CPR</td>
<td>11</td>
</tr>
<tr>
<td>815006</td>
<td>Oxford Road 22</td>
<td>0.06 km north of Oxford Road 2</td>
<td>Creditville</td>
<td>CNR</td>
<td>26</td>
</tr>
<tr>
<td>715447</td>
<td>Oxford Road 4</td>
<td>0.03 km south of Oxford Road 17</td>
<td>Woodstock</td>
<td>CPR</td>
<td>11</td>
</tr>
<tr>
<td>59247</td>
<td>Oxford Road 59 (Wilson Street)</td>
<td>0.3 km south of Dundas Street</td>
<td>Woodstock</td>
<td>CNR</td>
<td>42</td>
</tr>
<tr>
<td>2042</td>
<td>Oxford Road 2 (Dundas Street)</td>
<td>0.1 km west of Oxford Road 9 (Ingersoll Road)</td>
<td>Woodstock</td>
<td>CNR</td>
<td>4</td>
</tr>
<tr>
<td>684567</td>
<td>Oxford Road 2</td>
<td>0.19 km west of Zorra/East Zorra-Tavistock Line</td>
<td>Zorra</td>
<td>CPR</td>
<td>11</td>
</tr>
<tr>
<td>375067</td>
<td>Oxford Road 6 (37th Line)</td>
<td>0.67 km north of Oxford Road 2</td>
<td>Zorra Station</td>
<td>CPR</td>
<td>11</td>
</tr>
<tr>
<td>434838</td>
<td>Oxford Road 11 (Zorra Line)</td>
<td>0.45 north of Oxford Road 9 (Beachville Road)</td>
<td>Beachville</td>
<td>CNR</td>
<td>59</td>
</tr>
<tr>
<td>434801</td>
<td>Oxford Road 11 (Zorra Line)</td>
<td>0.08 north of Oxford Road 9 (Beachville Road)</td>
<td>Beachville</td>
<td>CPR</td>
<td>1.1</td>
</tr>
<tr>
<td>374622</td>
<td>Oxford Road 6 (37th Line)</td>
<td>0.09 km north of Oxford Road 9 (Beachville Road)</td>
<td>Centreville</td>
<td>CPR</td>
<td>1.1</td>
</tr>
<tr>
<td>51325</td>
<td>Oxford Road 51 (Simcoe Street)</td>
<td>0.54 km east of Oxford Road 37 (Potters Road)</td>
<td>Tillsonburg</td>
<td>CPR</td>
<td>1.1</td>
</tr>
<tr>
<td>37057</td>
<td>Oxford Road 37 (Potters Road)</td>
<td>0.57 north of Oxford Road 51 (Simcoe Street)</td>
<td>Tillsonburg</td>
<td>CPR</td>
<td>1.1</td>
</tr>
<tr>
<td>53117</td>
<td>Oxford Road 53 (Tillson Avenue)</td>
<td>1.05 km north of Highway 19</td>
<td>Tillsonburg</td>
<td>CPR</td>
<td>1.1</td>
</tr>
<tr>
<td>20215</td>
<td>Oxford Road 20 (North Street East)</td>
<td>1.25 km east of Highway 19</td>
<td>Tillsonburg</td>
<td>CPR</td>
<td>1.1</td>
</tr>
<tr>
<td>224284</td>
<td>Oxford Road 19 (Ostrander Road)</td>
<td>0.26 km east of Highway 19</td>
<td>Ostrander</td>
<td>CPR</td>
<td>1.1</td>
</tr>
<tr>
<td>264210</td>
<td>Oxford Road 27 (Prouse Road)</td>
<td>0.25 km west of Highway 19</td>
<td>South-West Oxford</td>
<td>CPR</td>
<td>1.1</td>
</tr>
<tr>
<td>9293</td>
<td>Oxford Road 9 (Ingersoll Road)</td>
<td>0.57 south of Dundas Street</td>
<td>Woodstock</td>
<td>CNR</td>
<td>35</td>
</tr>
<tr>
<td>10287</td>
<td>Oxford Road 10 (Ingersoll Street)</td>
<td>0.03 km south of King Street West</td>
<td>Ingersoll</td>
<td>CPR</td>
<td>1.1</td>
</tr>
<tr>
<td>976194</td>
<td>Oxford Road 36 (Trussler Road)</td>
<td>0.51 km south of Township Road 10</td>
<td>Ayr</td>
<td>CPR</td>
<td>11</td>
</tr>
</tbody>
</table>
2.9.2 Physical Condition Assessment

The 2015 Road Needs Study inventoried and appraised the level crossings based on observations made during field review, traffic estimates, discussions with the railway authorities and previous study work provided by the County. The purpose of the 2015 Road Needs Study from a railway crossing perspective, was to document the existing conditions, estimate the exposure index (i.e., cross product of AADT times number of trains per day), under existing condition and for the ten-year forecast of traffic growth. The results of the analysis are used to develop the Ten-Year Capital Road Works Program, to recommended upgrades across the County road network based on condition needs and budget considerations.

The 2015 Road Needs Study details poor physical condition at two (2) of the crossings:

- Asset ID 806956 – Oxford Road 29 (Oxford Street), 0.97 km west of Oxford Road 3 (Wilmot Street). Crossing surface replacement is planned for 2020; and
- Asset ID 37057 – Oxford Road 37 (Potters Road), 0.57 north of Oxford Road 51 (Simcoe Street). Crossing surface upgrades were completed in 2018 as part of road reconstruction.

It is recommended that the condition of these crossings be improved through normal maintenance operations.

In addition, the crossing surface does not meet the standards at seven (7) of the crossings:

- Asset ID 895929 – Oxford Road 3 (Wilmot Street), 0.93 km north of Oxford Road 29 (Oxford Street);
- Asset ID 806956 – Oxford Road 29 (Oxford Street), 0.97 km west of Oxford Road 3 (Wilmot Street);
- Asset ID 715447 – Oxford Road 4, 0.03 kilometres south of Oxford Road 17;
- Asset ID 375067 – Oxford Road 6 (37th Line), 0.67 km north of Oxford Road 2;
- Asset ID 37057 – Oxford Road 37 (Potters Road), 0.57 north of Oxford Road 51 (Simcoe Street);
- Asset ID 224284 – Oxford Road 19 (Ostrander Road), 0.26 km east of Highway 19; and
- Asset ID 264210 – Oxford Road 27 (Prouse Road), 0.25 km west of Highway 19.

It is recommended that the crossing surfaces be widened at these locations, for those sections where rehabilitation or reconstruction work is ultimately implemented.
3 Future Transportation Needs

3.1 Future Population and Employment Statistics

The County’s *Updated Forecasts and Area Municipal Growth Allocations*\(^4\) were referenced to determine the potential rate of growth expected in the County at five-year intervals from 2019 to 2038. These forecasts were then used to determine the potential transportation system needs based on expected population and employment changes throughout the areas where future growth has been identified. These forecasts considered population, household, and employment growth, as well as development activity within the County’s Area Municipalities.

Demand on the transportation system will increase as the County grows, both in population and in employment as part of new developments. The magnitude of this growth was assessed using a combination of existing traffic volumes and patterns at key County intersections, population and employment growth forecasts, and development activity. For the purposes of characterizing growth trends, 2019 has been used as the base year. Horizon years of 2023, 2028, 2033, and 2038 have been utilized to determine the future transportation demands within the County.

3.1.1 Population Forecasts

The County’s *Updated Forecasts and Area Municipal Growth Allocations (2019)*\(^5\) was reviewed to document the anticipated growth from 2016 to 2041 within the County and its eight respective Area Municipalities. The forecasts indicate the County is expected to experience considerable population growth (27% total) over the next twenty years. The majority of the forecasted population growth (76%) is focused in the three major urban centres of Ingersoll, Tillsonburg and Woodstock. Of the County’s population growth, approximately half the growth is expected to occur in the City of Woodstock.

*Table 3.1* summarizes the population forecasts for Oxford County.

---


\(^{5}\) Idem.
TABLE 3.1: POPULATION FORECASTS (2019 – 2038)

<table>
<thead>
<tr>
<th>Area Municipality</th>
<th>Horizon Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2019 *</td>
</tr>
<tr>
<td>Blandford-Blenheim</td>
<td>7,840</td>
</tr>
<tr>
<td>East Zorra-Tavistock</td>
<td>7,560</td>
</tr>
<tr>
<td>Ingersoll</td>
<td>13,530</td>
</tr>
<tr>
<td>Norwich</td>
<td>11,670</td>
</tr>
<tr>
<td>South-West Oxford</td>
<td>8,130</td>
</tr>
<tr>
<td>Tillsonburg</td>
<td>16,830</td>
</tr>
<tr>
<td>Woodstock</td>
<td>43,370</td>
</tr>
<tr>
<td>Zorra</td>
<td>8,620</td>
</tr>
<tr>
<td><strong>County Total</strong></td>
<td><strong>117,500</strong></td>
</tr>
</tbody>
</table>

* (2018 year end)

** Five year horizons from 2019-2023, 2024-2028, 2029-2033 and 2034-2038 were interpolated from the 2016 to 2041 growth forecasts and specifically selected in order to align with future timing of the Official Plan Review and Development Charges Studies.

3.1.2 Employment Forecasts

Alongside projected population growth, the County’s employment base is also forecast to increase 21% by 2038. The key findings related to employment growth are noted to include:

- Total employment forecast to increase from 59,240 in 2019 to 71,880 in 2038, an increase of 12,640 jobs over the forecast period, with all municipalities experiencing employment growth over the forecast period;

- Employment growth is estimated to be strongest between 2019 to 2023, slowing down during each five-year period after 2023.

**Table 3.2** summarizes the employment forecasts for Oxford County. Similar to the population forecasts, it is estimated that approximately 90% of the County-wide employment growth will occur in Oxford’s urban centres (Woodstock, Tillsonburg and Ingersoll) from 2019 to 2038, down from 93% within the same centres from 2001 to 2011.

---

### TABLE 3.2: EMPLOYMENT FORECASTS (2019 – 2038)

<table>
<thead>
<tr>
<th>Area Municipality</th>
<th>Horizon Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2019*</td>
</tr>
<tr>
<td>Blandford-Blenheim</td>
<td>1,880</td>
</tr>
<tr>
<td>East Zorra-Tavistock</td>
<td>2,890</td>
</tr>
<tr>
<td>Ingersoll</td>
<td>9,290</td>
</tr>
<tr>
<td>Norwich</td>
<td>4,190</td>
</tr>
<tr>
<td>South-West Oxford</td>
<td>2,950</td>
</tr>
<tr>
<td>Tillsonburg</td>
<td>8,870</td>
</tr>
<tr>
<td>Woodstock</td>
<td>26,280</td>
</tr>
<tr>
<td>Zorra</td>
<td>2,890</td>
</tr>
<tr>
<td><strong>County Total</strong></td>
<td><strong>59,240</strong></td>
</tr>
</tbody>
</table>

* (2018 year end)

** Five year horizons from 2019-2023, 2024-2028, 2029-2033 and 2034-2038 were interpolated from the 2016 to 2041 growth forecasts and specifically selected in order to align with future timing of the Official Plan Review and Development Charges Studies.

### 3.1.3 Land Use Forecasts

Oxford County is primarily rural in nature, anchored by three major urban centres (Woodstock, Ingersoll, and Tillsonburg), and several smaller rural communities. The County’s historical development has been primarily in communities located in close proximity to Ontario’s provincial highway network, notably Highway 401 in Woodstock and Ingersoll. Development in the Town of Tillsonburg, to the south would appear to be influenced by its proximity to Highway 3 and Highway 19.

The land use and future development patterns in the County are guided by the Oxford County Official Plan, Future Oxford Community Sustainability Plan, and the County’s commitment to 100% Renewable Energy. Most growth within the County is planned to occur within established settlement areas, notably Woodstock, Ingersoll and Tillsonburg.

The County’s Official Plan indicates that the majority of growth will be directed to settlements with centralized waste water and water supply facilities to minimize risks of contamination to air, land, surface water and ground water, to preserve prime agricultural land, and to reduce the per capita and per unit costs of public services and infrastructure.
3.2 Residential Development Trip Generation

The magnitude of the development activity on the existing roadway network was determined through a review of development activity maps provided by the County. Trip generation estimates were developed for each development parcel and organized by municipality to better understand where and to what extent this new development will increase vehicular traffic volumes on the County road network.

The trip generation estimates are based on trip generation rates contained in the Institute of Transportation Engineers (ITE) Trip Generation Manual\(^7\) as follows:

- LUC 210 (Single Family Detached Housing);
- LUC 220 (Multifamily Housing (Low-Rise);
- LUC 221 (Multifamily Housing (Mid-Rise); and
- LUC 253 (Congregate Care Facility).

Table 3.3 summarizes the PM peak hour trip generation forecasts for developments in each municipality based on the most recent Development Activity Maps. It is noted that a mode split factor has not been applied to these forecasts as these developments are expected to be completed within the next five to ten years and closely follow existing mode share trends.

**TABLE 3.3: ESTIMATED TRIP GENERATION (COUNTY-WIDE)**

<table>
<thead>
<tr>
<th>Area Municipality</th>
<th>PM Peak Hour</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In</td>
<td>Out</td>
<td>Total</td>
</tr>
<tr>
<td>Blandford-Blenheim</td>
<td>126</td>
<td>168</td>
<td>294</td>
</tr>
<tr>
<td>East Zorra – Tavistock</td>
<td>357</td>
<td>474</td>
<td>831</td>
</tr>
<tr>
<td>Ingersoll</td>
<td>420</td>
<td>553</td>
<td>973</td>
</tr>
<tr>
<td>Norwich</td>
<td>241</td>
<td>383</td>
<td>624</td>
</tr>
<tr>
<td>South West Oxford</td>
<td>70</td>
<td>94</td>
<td>164</td>
</tr>
<tr>
<td>Tillsonburg</td>
<td>860</td>
<td>1,145</td>
<td>2,005</td>
</tr>
<tr>
<td>Woodstock</td>
<td>1,755</td>
<td>2,323</td>
<td>4,078</td>
</tr>
<tr>
<td>Zorra</td>
<td>131</td>
<td>174</td>
<td>305</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>3,960</td>
<td>5,314</td>
<td>9,274</td>
</tr>
</tbody>
</table>

3.2.1 Mode Share Adjustments

The trip generation estimates in Table 3.3 do not reflect adjustments to account for non-vehicle modes of transportation that may reduce the vehicle demand associated with new development in the County. Modal share information has been estimated based on information contained in the 2016 Census, Journey to Work dataset which documents the mode of transportation information for work trips within Oxford County.

The goal of alternative modes of transportation is to reduce single occupant vehicle trips and to encourage and provide opportunities for active transportation. In order to develop policies to influence future directions, it is necessary to implement mode split targets.

Table 3.4 provides mode share targets for the County over the next 20 years based on the historical mode split changes, mode share targets in similar municipalities and the County’s continued efforts to increase sustainability in the transportation network. The County should strive to achieve a 4% reduction of existing auto trips (78%) by 2038 through the increase of transit and active transportation modes and sustained use of TDM measures. Work from home is captured within the TDM mode.

**TABLE 3.4: TRANSPORTATION MODE SHARE TARGETS 2023 TO 2038**

<table>
<thead>
<tr>
<th>Mode</th>
<th>2023</th>
<th>2028</th>
<th>2033</th>
<th>2038</th>
</tr>
</thead>
<tbody>
<tr>
<td>Auto</td>
<td>77%</td>
<td>76%</td>
<td>75%</td>
<td>74%</td>
</tr>
<tr>
<td>TDM</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
</tr>
<tr>
<td>Transit</td>
<td>1%</td>
<td>2%</td>
<td>2%</td>
<td>3%</td>
</tr>
<tr>
<td>Active Transportation</td>
<td>6%</td>
<td>6%</td>
<td>7%</td>
<td>7%</td>
</tr>
<tr>
<td>Other</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
</tr>
</tbody>
</table>
3.3 Future Roadway Traffic Volumes

3.3.1 Assessment of 2009 Model

Consultation with County staff identified the need for a simpler approach to travel demand and forecasting from what was used in the 2009 TMP. To that end, the traffic analysis zones used in the previous TMP were aggregated to the municipality level. The dispersed nature of the County’s smaller population centres in combination with a review of potential development activity indicate future growth is planned to occur in the major urban centres of Ingersoll, Woodstock, and Tillsonburg. Development activity within the County’s five Townships is forecast to remain centralized around existing serviced communities, and is expected to be relatively consistent with past growth trends.

The 2009 model concluded that the County roadway network was operating at an overall good (LOS B) to excellent level of service (LOS A) with capacity constraints noted as follows:

- The County’s east boundary (Oxford Road 36) was forecast to operate with unstable flow conditions (v/c ratio equals 0.80) in 2033;
- The west boundary of Blandford-Blenheim was forecast to operate at LOS F by 2033 and Oxford Road 22, was forecast to operate at LOS E; and
- Southbound traffic north of Highway 401 in Ingersoll and Woodstock was forecast to operate at LOS D while northbound traffic was also forecast to operate at LOS D.

3.3.2 Future Growth Forecasts

The future traffic volumes at the County specific intersections were developed based on the year over year population and employment growth forecasts to 2041, summarized in Section 3.1. With employment growth, it is expected the number of residents from surrounding municipalities employed within the County will increase. Similarly, employment growth in other municipalities will attract Oxford County residents. Therefore, the business as usual case has referenced the average growth rates between population and employment for each area municipality. Table 3.5 summarizes the business as usual growth rates applied to the base year traffic volumes.
TABLE 3.5: AREA MUNICIPALITY GROWTH FORECASTS

<table>
<thead>
<tr>
<th>Area Municipality</th>
<th>Horizon Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2023</td>
</tr>
<tr>
<td>Blandford-Blenheim</td>
<td>4%</td>
</tr>
<tr>
<td>East Zorra – Tavistock</td>
<td>6%</td>
</tr>
<tr>
<td>Ingersoll</td>
<td>7%</td>
</tr>
<tr>
<td>Norwich</td>
<td>3%</td>
</tr>
<tr>
<td>South West Oxford</td>
<td>2%</td>
</tr>
<tr>
<td>Tillsonburg</td>
<td>5%</td>
</tr>
<tr>
<td>Woodstock</td>
<td>10%</td>
</tr>
<tr>
<td>Zorra</td>
<td>3%</td>
</tr>
</tbody>
</table>

3.4 Future Intersection Analyses & Operations

The growth forecasts noted in Section 3.1 were utilized to determine the future level of service at the intersections reviewed in this TMP. For the purposes of this report, the forecasting model has focused on the PM peak hour as the design hour, for which up to date traffic volume information is available. The following subsections summarize the level of service conditions at each analysis year.

As the Level of Service reaches LOS D, traffic flow will become less stable. This should be an indication that improvements may be required, and the County should monitor the need based on the traffic demand.

3.4.1 2023 Traffic Operations

Table 3.6 summarizes the level of service conditions at the 2023 analysis year and indicates the reviewed intersections are forecast to generally operate with acceptable levels of service and within capacity. However, the following is noted:

- The eastbound/westbound approaches on Oxford Road 8 at Oxford Road 59 are forecast to operate at LOS D, with a maximum v/c ratio of 0.61; and
- The intersection of Oxford Road 59 & Juliana Drive, overall, is forecast to operate at LOS D and a v/c ratio of 0.86. More specifically, the westbound left-turn movement is forecast to operate at LOS F, with a v/c ratio of 1.04.

The analysis above has included signal timing optimization to account for an increase in traffic volumes within the County. Geometric improvements and/or traffic control improvements are recommended to accommodate future traffic volumes at the 2023 horizon year. Section 5.1 summarizes the recommended improvements.
3.4.2 2028 Traffic Operations

Table 3.7 summarizes the level of service conditions at the 2028 analysis year and indicates the reviewed intersections are forecast to generally operate with acceptable levels of service and within capacity. However, the following is noted:

- The eastbound/westbound approaches on Oxford Road 8 at Oxford Road 59 are forecast to operate at LOS D and LOS E, with a maximum v/c ratio of 0.67;
- The northbound left-turn movement on Oxford Road 119 at Oxford Road 2 is forecast to operate at LOS E, with a v/c ratio of 0.32; and
- The intersection of Oxford Road 59 and Juliana Drive, overall, is forecast to operate at LOS D, and a v/c ratio of 0.95. More specifically, the westbound left-turn movement is forecast to operate at LOS F, with a v/c ratio of 1.17.

The analysis above has included signal timing optimization to account for an increase in traffic volumes within the County. Geometric improvements and/or traffic control improvements are recommended to accommodate future traffic volumes at the 2028 horizon year. Section 5.1 summarizes the recommended improvements.
<table>
<thead>
<tr>
<th>Intersection</th>
<th>Control</th>
<th>Critical Movement</th>
<th>PM Peak Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>LOS</td>
</tr>
<tr>
<td>Oxford Road 8 &amp; Cuthbertson Street</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 22 &amp; Oxford Road 8</td>
<td>AWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 59 &amp; Main Street</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 9 &amp; West Hill Line</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 29 &amp; Oxford Road 3</td>
<td>AWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 6 &amp; Oxford Road 17</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 6 &amp; Commissioners Street</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>C</td>
</tr>
<tr>
<td>Oxford Road 59 &amp; Oxford Road 8</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>D</td>
</tr>
<tr>
<td>Oxford Road 7 &amp; North Town Line West</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 119 &amp; Oxford Road 7</td>
<td>TCS</td>
<td>Overall</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 8 &amp; Oxford Road 5</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 33 &amp; Oxford Road 4</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 119 &amp; Oxford Road 16</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 28 &amp; 31st Line</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 28 &amp; Oxford Road 6</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
</tr>
<tr>
<td>Oxford Road 18 &amp; Duffy Line</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 18 &amp; Oxford Road 13</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>C</td>
</tr>
<tr>
<td>Oxford Road 19 &amp; Church Street</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 8 &amp; Samuel Street</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
</tr>
<tr>
<td>Oxford Road 19 &amp; Oxford Road 13 (North)</td>
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1 TWSC – Two-way Stop Control, AWSC – All-way Stop Control, TCS – Traffic Control Signal
### TABLE 3.7: 2028 TRAFFIC OPERATIONS SUMMARY

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† TWSC – Two-way Stop Control, AWSC – All-way Stop Control, TCS – Traffic Control Signal
3.4.3 2033 Traffic Operations

Table 3.8 summarizes the level of service conditions at the 2033 analysis year and indicates the reviewed intersections are forecast to generally operate with acceptable levels of service and within capacity. However, the following is noted:

- The eastbound/westbound approaches on Oxford Road 8 at Oxford Road 59 are forecast to operate at LOS F, with a maximum v/c ratio of 0.75;
- The northbound left-turn movement on Oxford Road 9 at Oxford Road 2 is forecast to operate at LOS E, with a v/c ratio of 0.35;
- The intersection of Oxford Road 59 and Juliana Drive, overall, is forecast to operate at LOS D and a v/c ratio of 1.05. More specifically, the westbound left-turn movement is forecast to operate at LOS F, with a v/c ratio of 1.30; and
- The intersection of Oxford Road 59 and Oxford Road 15, overall, is forecast to operate at LOS D and a v/c ratio of 1.00. More specifically, the northbound left-turn movement is forecast to operate at LOS F, with a v/c ratio of 1.09.

The analysis above has included signal timing optimization to account for an increase in traffic volumes within the County. Geometric improvements and/or traffic control improvements are recommended to accommodate future traffic volumes at the 2033 horizon year. Section 5.1 summarizes the recommended improvements.

3.4.4 2038 Traffic Operations

Table 3.9 summarizes the level of service conditions at the 2038 analysis year and indicates the reviewed intersections are forecast to operate with acceptable levels of service and within capacity. However, the following is noted:

- The eastbound/westbound approaches on Oxford Road 8 at Oxford Road 59 are forecast to operate at LOS F, with a maximum v/c ratio of 0.84;
- The northbound left-turn movement on Oxford Road 9 at Oxford Road 2 is forecast to operate at LOS F, with a v/c ratio of 0.39;
- The intersection of Oxford Road 59 and Juliana Drive, overall, is forecast to operate at LOS E, and a v/c ratio of 1.13. More specifically, the eastbound through/right-turn and westbound left-turn movements are forecast to operate at LOS F, with v/c ratios of 1.01 and 1.40 respectively; and
- The intersection of Oxford Road 59 and Oxford Road 15, overall, is forecast to operate at LOS D, and a v/c ratio of 1.15. More specifically, the northbound left-turn movement is forecast to operate at LOS F, with a v/c ratio of 1.25.
The analysis above has included signal timing optimization to account for an increase in traffic volumes within the County. Geometric improvements, and/or traffic control improvements are recommended to accommodate future traffic volumes at the 2038 horizon year. Section 5.1 summarizes the recommended improvements.
### TABLE 3.8: 2033 TRAFFIC OPERATIONS SUMMARY

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1 TWSC – Two-way Stop Control, AWSC – All-way Stop Control, TCS – Traffic Control Signal
**TABLE 3.9: 2038 TRAFFIC OPERATIONS SUMMARY**

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<td>Critical Movement</td>
<td>B</td>
<td>11</td>
<td>0.37</td>
<td></td>
</tr>
<tr>
<td>Oxford Road 28 &amp; 31st Line</td>
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<td>A</td>
<td>10</td>
<td>0.01</td>
<td></td>
</tr>
<tr>
<td>Oxford Road 28 &amp; Oxford Road 6</td>
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<td>Critical Movement</td>
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<td>Oxford Road 18 &amp; Duffy Line</td>
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<tr>
<td>Oxford Road 18 &amp; Oxford Road 13</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>C</td>
<td>19</td>
<td>0.58</td>
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<tr>
<td>Oxford Road 19 &amp; Church Street</td>
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<td>Critical Movement</td>
<td>A</td>
<td>10</td>
<td>0.07</td>
<td></td>
</tr>
<tr>
<td>Oxford Road 8 &amp; Samuel Street</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>A</td>
<td>10</td>
<td>0.12</td>
<td></td>
</tr>
<tr>
<td>Oxford Road 19 &amp; Oxford Road 13 (North)</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
<td>14</td>
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<tr>
<td>Oxford Road 59 &amp; Oxford Road 28</td>
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<tr>
<td>Oxford Road 2 &amp; Oxford Road 119 (North)</td>
<td>TCS</td>
<td>Overall</td>
<td>B</td>
<td>13</td>
<td>0.44</td>
<td></td>
</tr>
<tr>
<td>Oxford Road 2 &amp; Oxford Road 9</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>F</td>
<td>57</td>
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<tr>
<td>Oxford Road 59 &amp; Juliana Drive</td>
<td>TCS</td>
<td>Overall</td>
<td>E</td>
<td>64</td>
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<tr>
<td>Oxford Road 54 &amp; Oxford Road 35</td>
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<td>Overall</td>
<td>B</td>
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<tr>
<td>Oxford Road 59 &amp; Oxford Road 15</td>
<td>TCS</td>
<td>Overall</td>
<td>D</td>
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<tr>
<td>Oxford Road 59 &amp; Oxford Road 33</td>
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<td>Oxford Road 35 &amp; Lansdowne Ave</td>
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<td>Oxford Road 2 &amp; Oxford Road 55</td>
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<td>Oxford Road 119 &amp; Clarke Road</td>
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<td>Oxford Road 6 &amp; Oxford Road 12</td>
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</tr>
<tr>
<td>Oxford Road 40 &amp; Oxford Road 59</td>
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<td>Critical Movement</td>
<td>C</td>
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<td></td>
</tr>
<tr>
<td>Oxford Road 14 &amp; Oxford Road 15</td>
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</tr>
<tr>
<td>Oxford Road 2 &amp; Oxford Road 22</td>
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<td></td>
</tr>
<tr>
<td>Oxford Road 40 &amp; Oxford Road 14</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
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<td>0.03</td>
<td></td>
</tr>
<tr>
<td>Oxford Road 8 &amp; Oxford Road 3</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>B</td>
<td>12</td>
<td>0.08</td>
<td></td>
</tr>
<tr>
<td>Oxford Road 46 &amp; King's Highway 19</td>
<td>TWSC</td>
<td>Critical Movement</td>
<td>C</td>
<td>22</td>
<td>0.31</td>
<td></td>
</tr>
</tbody>
</table>

¹ TWSC – Two-way Stop Control, AWSC – All-way Stop Control, TCS – Traffic Control Signal
3.4.5 Summary

The results of the intersections analyses indicate the County’s road network is forecast to generally operate at acceptable levels of service at the 2038 horizon.

Intersection improvements are mainly confined within Woodstock and on Oxford Road 59 in Hickson. The County should continue to monitor the Highway 401 & Highway 403 interchanges with County Roads, both within the City of Woodstock and the Town of Ingersoll, as these roadways are responsible for carrying large volumes of traffic. These roadways are the backbone of an efficient transportation network and should be maintained as other development occurs to remain efficient corridors.

To assist in maintaining an efficient transportation network, the County should explore opportunities to encourage active transportation modes of travel, especially in urban/built-up communities, and transit services, where relevant. While the dispersed nature of the County provides adequate levels of service, this dispersion hinders opportunities for transit services to efficiently service County residents.

3.5 Railway Crossing Future Analysis

3.5.1 Warning System Assessment

The standards for warning systems at railway crossings are specified by Transport Canada\(^8\) and summarized in Table 3.10.

The 2015 Road Needs Study identified future upgrade requirements for the inventoried railway crossings detailed in Section 2.9. The analyses were updated based on the October 2016 train volumes received from CPR and CNR. The analyses forecast the following upgrades and timing, calculated based on the daily rail traffic multiplied by Average Annual Daily Traffic (AADT) on the intersecting County road:

- One (1) crossing that warrants flashing lights and bells in the immediate 5-year time frame:
  - Asset ID 224284 – Oxford Road 19 (Ostrander Road) 0.26 kilometres east of Highway 19. The County completed this upgrade in 2018.

This recommendation was also made in a previous report prepared for the County for this crossing by MMM\(^9\).

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### TABLE 3.10: RAILWAY CROSSING STANDARDS

<table>
<thead>
<tr>
<th>Warning System Requirements or Grade Separation Requirements</th>
<th>Specification Clause  (Grade Crossing Standards, July 2014, Transport Canada)</th>
</tr>
</thead>
</table>
| **Warning System Without Gates:** Reflectorized crossbucks, flashing lights and bell (RFB) | 9.1 The specifications for a public grade crossing at which a warning system without gates is required are as follows:  
a) Where the forecast cross-product* is 2,000 or more  
b) Where there is no sidewalk, path or trail and the railway design speed is more than 129 km/h (80 mph); or  
c) Where there is a sidewalk, path or trail and the railway design speed is more than 81 km/h (50 mph); or  
d) where the railway design speed is more than 25 km/h (15 mph) but less than the railway design speed referred to in b) or c), as the case may be, and  
– where there are two or more lines of railway where railway equipment may pass each other; or  
– the distance between a Stop sign at an intersection and the nearest rail in the crossing surface is less than 30 m; or  
– in the case of an intersection with a traffic signal, the distance between the stop line of the intersection and the nearest rail in the crossing surface is less than 60 m, or where there is no stop line, the distance between the travelled way and the nearest rail in the crossing surface is less than 60 m. |
| **Warning System with Gates:** Reflectorized crossbucks, flashing lights, bell and gates (RFBG) | 9.2 Specifications for a public grade crossing at which a warning systems with gates is required are as follows:  
a) a warning system is required under article 9.1 and;  
– the forecast cross-product is 50,000 or more;  
– there are two or more lines of railway where railway equipment may pass each other;  
– the railway design speed is more than 81 km/h (50 mph);  
– the distance between a Stop Sign at an intersection and the nearest rail in the crossing surface is less than 30 m; or  
– in the case of an intersection with a traffic signal, the distance between the stop line of the intersection and the nearest rail in the crossing surface is less than 60 m, or where there is no stop line, the distance between the travelled way and the nearest rail in the crossing surface is less than 60 m. |
| **Grade Separation (GS)** | Current Grade Crossing Standards do not provide specifications for grade separation; however, the following is criteria are common considerations:  
– Ten year forecast cross-product exceeds 200,000. Historically, 200,000 was an accepted threshold used by Transport Canada and the transportation industry for consideration of grade separation.  
– Maximum permissible train speeds exceed 130 km/h as previously required by the draft Grade Crossing Regulations (Transport Canada, 2002) or the roadway is classified as a freeway by The Geometric Design Guide for Canadian Road (Transportation Association of Canada, 1996). |

*Cross-product = Number of trains per day on railway x Average Annual Daily Traffic (AADT) on road*
Two (2) crossings that warrant the addition of gates to the existing flashing lights and bells in the immediate 5 year time frame:

- Asset ID 806956 – Oxford Road 29 (Oxford Street), 0.97 kilometres west of Oxford Road 3 (Wilmot Street). Based on the updated train volumes received from CPR in October 2016, Asset ID 806956 (Oxford Road 29 (Oxford Street), 0.97 kilometres west of Oxford Road 3 (Wilmot Street)) has an existing exposure index of 35,750 not 65,000 as documented in the 2015 Road Needs Study. Therefore, unless the daily train volume or AADT increase, gates are not required.

- Asset ID 715447 – Oxford Road 4, 0.03 kilometres south of Oxford Road 17. A possible future grade separation study has been identified for the crossing. The Rail Authority is coordinating the installation of gates at this crossing in 2019.

One (1) crossing that warrants the addition of gates to the existing flashing lights and bells in the ten-year timeframe:

- Asset ID 895929 – Oxford Road 3 (Wilmot Street), 0.93 kilometres north of Oxford Road 29 (Oxford Street).

Two (2) crossings that warrant the consideration for grade separation in the immediate 5-year timeframe:

- Asset ID 59247 – Oxford Road 59 (Wilson Street), 0.3 kilometres south of Dundas Street; and

- Asset ID 9293 – Oxford Road 9 (Ingersoll Road), 0.57 kilometres south of Dundas Street.

One crossing (Road ID 264210) currently has only crossbucks and a stop sign as warning protection:

- Asset ID 264210 – Oxford Road 27 (Prouse Road), 0.25 kilometres west of Highway 19.

This crossing has very few trains and therefore no additional protection upgrades were recommended in a previous report prepared for the County for this location by MMM Group.

3.5.2 Implications of the New Grade Crossing Regulations

In an effort to improve the level of safety at railway grade crossings, Transport Canada introduced the Grade Crossings Regulations (the ‘Regulations’) through the Railway Safety Act in November 2014. The Regulations incorporate several requirements that:

---

Establish comprehensive and enforceable safety standards for both new and existing crossings in Canada;
Clearly define the roles and responsibilities of railway companies and road authorities; and
Ensure that railway companies and road authorities share key safety information with each other.

The Regulations incorporate standards based on the best engineering practices known today and make them law. This requires all federally regulated grade crossings in Canada to meet the same standard. Railway companies and road authorities will continue to apply the best options, building on the existing guidelines, for making their crossings as safe as possible.

Road authorities are now required to ensure that each at-grade crossing comply with the requirements specified in Sections 19 to 28 and 57 to 67 of the Regulations, which apply to crossing surface design, road approaches, traffic control devices (e.g. warning and regulatory signs and pavement markings), and sightlines for existing grade crossings.

The Regulations indicate that existing crossing surfaces must be of a width that is equal to the width of the travelled way and shoulders of the road, plus 0.5 m on each side, measured at right angles to the centreline of the road. Seven (7) crossing locations detailed in Section 2.9 do not meet the standard and require reconstruction by the end of 2023 to comply with the law. Crossing surface is the responsibility of both the rail and road authority. All other existing crossings meet the Regulations for crossing surface design and condition.

The County should liaise with the Rail Authority to coordinate the undertaking of grade-level railway crossings safety reviews by technical experts. The safety reviews would entail the following:

Review the geometry and undertake a conformance check of present warning system and traffic control device applications;
Conduct road user behaviour and positive guidance reviews of what it is indicating to the various road users with specific consideration of road user attention and information processing, visibility, perception-reaction time, and speed choice;
Observe overall driver behaviour, conflict potential, and general operations to identify operational issues; and
Identify potential remedial measures to address one or more of the safety issues or potential hazards.
4 Transportation Vision and Alternative Planning Strategies

4.1 Problem and Opportunity Statement

Oxford County is a diverse community facing the challenge of balancing the needs of auto-dependent rural residents, with urban residents seeking alternative forms of transportation including higher order transit, high-speed rail links, walkable communities and cycling infrastructure.

By 2038, the County’s population is anticipated to grow approximately 26.9% and employment is expected to increase by approximately 21.3% placing additional demand on the transportation system.

The County must provide a balanced transportation strategy with a focus on developing and supporting alternative modes of travel to ensure residents will continue to enjoy the same quality of life and ease of mobility as population and employment increases as well as achieving the goals and objectives of the Future Oxford Community Sustainability Plan and the County’s 100% Renewable Energy Plan.

4.2 Transportation Vision and Goals

A high-level vision for Oxford County is documented in the County Official Plan, setting goals for all aspects of County planning. The TMP furthers defines the transportation vision for the County, to focus on addressing the County’s mobility needs in an effective, responsible and sustainable manner:

“Oxford County will be supported by a safe, efficient and sustainable multi-modal transportation network which moves people and goods into and through the County while improving the quality of life for Oxford’s current and future generations.”

Oxford County is committed to the concept of sustainable development, which is an approach to meeting the needs of the present without compromising the ability of future generations to meet their own needs. It is a fundamental guiding principle of the County to consider the short and long-term environmental, community and economic consequences of actions related to land use planning, emphasizing both environmental and human wellbeing as essential ends in themselves.

The transportation vision is supported by the following goals:

- Provide and support multimodal choices for commuters including sustainable modes of travel such as public transit, passenger rail, walking and cycling, in order to further reduce reliance on single occupant vehicle commuter trips;
Advocate and promote the foundational development of an integrated passenger rail and intercommunity bus transportation system ("SouthwestLynx") that would enhance the connection of residents in small urban/rural Southwestern Ontario to each other, larger urban centres, work, social services and shopping, and recreation and entertainment activities;

Integrate transportation facilities within the County with services provided by Area Municipalities, adjacent municipalities and provincial/federal government;

Minimize conflict between through-traffic and local traffic by refining the designation of local, County and Provincial roads that move people and goods throughout the County safely and efficiently;

Maintain and improve the functionality of the County transportation network by maximizing the existing network and underutilized links as well as identifying and making provision for necessary improvements over time; and

Promote an integrated and effective strategic goods movement strategy that considers all forms of goods movement (including surface, rail, aggregate and agricultural) and explores the potential for an intermodal terminal.

### 4.3 Alternative Planning Strategies

Phase 2 of the Environmental Assessment process requires documentation and examination of all reasonable alternatives to address the problems and opportunities and achieve the transportation vision, referred to as alternative solutions. The alternative solutions were defined as follows:

- **Alternative 1: “Do Nothing”** – This alternative reflects the current condition of the roadway network to the 2038 horizon year, without further investment to increase capacity. Population and employment numbers would grow, but no further transportation projects would be constructed;

- **Alternative 2: “Road Improvements Only”** – This alternative builds on the road and highway improvements recommended in the County of Oxford Business Plan and Budget as well as the recommendations to accommodate growth to the year 2038;

- **Alternative 3 “Alternative Transportation Improvements”** – This alternative assumes the current road network remains unchanged and is complemented with aggressive active transportation, TDM and transit improvements. These improvements include encouraging walking and cycling, carpooling, new technologies and introducing transit service; and

- **Alternative 4 “Combination of Alternatives 2 and 3”** – This alternative combines Alternatives 2 and 3 to provide both roadway capacity required for vehicular travel, supplemented by additional investments in active transportation, TDM and transit.
4.4 Evaluation of Alternative Solutions

A multiple account evaluation (MAE) framework was developed to compare the four alternative solutions. Selection of the preferred Alternative was based on detailed evaluation criteria that includes the consideration of transportation, natural, social and policy environments, and financial implications. Table 4.1 presents the five evaluation criteria and their applicable measures considered for the Oxford TMP.

**TABLE 4.1: EVALUATION CRITERIA AND MEASURES**

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Measures</th>
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</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>- Efficiently moves people and goods&lt;br&gt;- Provides connectivity and continuity&lt;br&gt;- Supports active transportation&lt;br&gt;- Promotes diverse travel choices including transit, high-performance rail and new technologies</td>
</tr>
<tr>
<td>Natural Environment</td>
<td>- Protects the natural environmental areas, local streams, aquatic resources, environmentally sensitive areas and air quality</td>
</tr>
<tr>
<td>Social Environment</td>
<td>- Improves network connectivity&lt;br&gt;- Appropriateness for the changing demographic&lt;br&gt;- Support for a healthier community&lt;br&gt;- Mobility for all users</td>
</tr>
<tr>
<td>Policy Environment</td>
<td>- Compatible with the Provincial Policy Statement and Area Municipality objectives&lt;br&gt;- Meets the County’s Official Plan, Strategic Plan, Trails Master Plan and other planning policy objectives</td>
</tr>
<tr>
<td>Financial Implications</td>
<td>- Minimizes capital and maintenance costs&lt;br&gt;- Reduces cost of congestion</td>
</tr>
</tbody>
</table>

For each alternative solution, the evaluation criteria were given a score from 1 to 5 based on the scale provided below the MAE matrix. The alternatives were then ranked in terms of overall score. Table 4.2 displays the MAE matrix for the selection of the preferred alternative strategy.
TABLE 4.2: MAE MATRIX EVALUATION OF TMP ALTERNATIVES

<table>
<thead>
<tr>
<th></th>
<th>Transportation</th>
<th>Natural Environment</th>
<th>Social Environment</th>
<th>Policy Environment</th>
<th>Financial Implications</th>
<th>Overall Rank</th>
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<tr>
<td>Alternative 1</td>
<td></td>
<td><img src="image" alt="Circle2" /></td>
<td><img src="image" alt="Circle" /></td>
<td><img src="image" alt="Circle" /></td>
<td><img src="image" alt="Circle2" /></td>
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<tr>
<td>Alternative 2</td>
<td><img src="image" alt="Circle" /></td>
<td><img src="image" alt="Circle2" /></td>
<td><img src="image" alt="Circle" /></td>
<td><img src="image" alt="Circle" /></td>
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<td><img src="image" alt="Circle2" /></td>
<td><img src="image" alt="Circle" /></td>
<td><img src="image" alt="Circle" /></td>
<td><img src="image" alt="Circle3" /></td>
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<tr>
<td>Alternative 4</td>
<td><img src="image" alt="Circle3" /></td>
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<td><img src="image" alt="Circle" /></td>
<td><img src="image" alt="Circle" /></td>
<td><img src="image" alt="Circle2" /></td>
<td>1</td>
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</table>

Alternative 1, while minimizing impact to the natural environment and with no financial implications, does not meet the transportation, social or policy environment objectives, and was therefore screened out.

Alternative 2 provides improvements to the road network, but does not support the County’s sustainability and alternative transportation objectives. Additionally, this car-centric alternative greatly impacts the natural environment and does not encourage healthier travel options.

Alternative 3 provides strong alternative transportation options, but does not improve the County road network. In the rural areas of Oxford, auto is the predominant mode of travel and should not be overlooked.

Alternative 4 builds on Alternatives 2 and 3 by providing both roadway improvements and alternative transportation options. This is reflected in the high rankings for transportation, social and policy objectives. While the financial implications are higher, the overall benefits are aligned with the County’s goals. It is recommended that Alternative 4 be carried forward.
The scores for each alternative were calculated and ranked based on overall score shown in Table 4.2. The weights of the evaluation criteria were all set to one and sensitivity testing was performed to determine if the weight of criteria would affect the ranking. Multiple tests were performed and indicated the preferred alternative remained the same regardless of the criteria weights.

4.5 Preferred Transportation Strategy to 2038

The analysis of the alternatives based on the MAE framework led to the selection of Alternative 4 – Combination of Alternatives 2 and 3 as the preferred alternative.

The preferred TMP strategy and implementation plan to 2038 includes, but is not limited to, the following initiatives:

► Road Network Strategy
  
  • Ongoing implementation of Road Infrastructure Improvements (road widening/urbanization, intersection upgrades, bridge and culvert replacements, railway crossing enhancements, intersection control feasibility studies, etc.);
  
  • Corridor Management policies to support County-wide Road Safety Strategy and Traffic Calming approach, Automated Speed Enforcement, and Updated Access Management Guidelines; and
  
  • Continued monitoring of the County road network to ensure adequate Traffic Control and Levels of Service are provided.

► Active Transportation Strategy
  
  • Infrastructure and policies to support Active Transportation (walking, cycling, etc.);
  
  • Ongoing provisions for wider asphalt platform (with edge line) for on-road cycling as part of regular road resurfacing programs, along with Share the Road signage installation; and
  
  • Development of a County-wide Cycling Master Plan.

► People and Goods Movement Strategy
  
  • People and Goods Movement initiatives including advocacy of an integrated Inter-Regional Public Transportation System ("SouthwestLynx" Plan) for intercommunity bus network and enhanced commuter rail service;
  
  • Initiatives and policies to promote Transportation Demand Management (carpooling, telecommuting, flexible work hours, ridesharing, etc.), and
• Ongoing infrastructure provisions to accommodate transport trucks and agricultural machinery while promoting accessibility and route connectivity.

► Transportation System Sustainability and New Technology Strategy

• Ongoing implementation of Low Carbon Transportation and New Technology alternatives (electric vehicle charging stations, alternative fuel vehicles, roundabout intersection improvements, autonomous vehicles, etc.)

This preferred TMP strategy to 2038 will serve to promote multi-modal mobility and the long term sustainability of the overall transportation system. The preferred TMP strategy reflects the rural and urban nature of Oxford County and will have the most promising effects on the transportation system.
5 Road Network Strategy

A safe and reliable road network is imperative to the overall well-being of the County. The transportation system serving Oxford County is an integrated network of roads (freeways, arterials, collectors and locals); transit services (on-road bus, and VIA rail); pedestrian and cycling facilities (sidewalks, multi-use paths and on road cycling facilities); railways and airports.

The County Municipal Roads are primary transportation corridors designed to provide continuous, efficient movement of vehicular traffic and goods movement as part of the overall road network. These roads function as arterials or major collectors, and carry large volumes of traffic, and at relatively high traffic speeds where feasible. County Roads collect traffic from Area Municipality roads and minor collectors and provide a traffic connection for small towns, villages, and rural farming areas.

The Road Network Strategy to 2038 serves to support the strategic goals of the TMP and focuses on ongoing implementation of road infrastructure improvements, corridor management policies and traffic control, and railway crossing enhancements as outlined in Sections 5.1 to 5.4 and detailed in Table 9.1.

The road network strategy includes ongoing monitoring of the County road network to ensure adequate traffic control and levels of service are afforded throughout the transportation system network.

5.1 Infrastructure Improvements

The Infrastructure Improvements are summarized in the TMP Implementation Program as shown in Table 9.1, which include but are not limited to:

- **Annual road capital infrastructure enhancements** to maintain the overall system adequacy as an absolute minimum requirement;
- **Major road reconstruction projects** to replace road infrastructure nearing the end of its useful service life in order to keep the transportation system in a good state of overall condition;
- **Road urbanization projects** which are implemented in built up areas as the need warrants (urbanization will continue to be required as the County’s built-up areas expand);
- **Road intersection improvements/upgrades** will continue to be undertaken as traffic volumes/patterns and levels of service change over time;
- **Intersection Control Feasibility Studies** in place of certain existing two-way or all-way stop control devices in order to enhance traffic flow. As intersection capacities are met and/or other intersection/roadway construction is completed, intersection control feasibility studies should be conducted;
Condition Assessment Studies;

Class Environmental Assessment (EA) Studies; and

Annual Reviews of Collision Data to identify any areas of concern for consideration and prioritization in future road projects.

In addition, the County posts seasonal load limits on several of its roads. These roads should be considered for improvements that would remove the need for load restrictions. These load limit roads typically require reconstruction and/or a Class EA Study be undertaken.

The projects identified in the TMP are subject to the applicable policies outlined in the Lake Erie and Thames-Sydenham and Region Source Protection Plan. For the project specific Class EA Studies that will be completed for any Schedule B and C projects identified in the TMP, the Project File reports/Environmental Study Reports will have to identify and describe the specific source protection policies that apply to those projects.

5.2 Road Classification System

County roads comprise one component of the overall transportation network within Oxford County and are designed to connect smaller centres to larger centres, and to the Provincial highway system. The original road network in the County consisted of the Provincial "King's Highway System" which provided major roadway connections between cities and towns in Ontario. However, as the Province's transportation system has developed, changes of roadway jurisdiction have occasionally occurred to ensure roads under the jurisdiction of the Province serve Provincial transportation needs. The same concept on a smaller scale can be applied to Oxford County's road network.

One of the benefits of road rationalization within the County, is that a low priority roadway currently under the jurisdiction of the County, once transferred, may become a higher priority for the local municipality and see significant improvements over time. Conversely, a higher volume local municipality road may receive a higher level of service under the jurisdiction of the County. The following sections document the road rationalization process undertaken as part of this TMP.

5.2.1 Review Existing Road Network and Classification System

Oxford County currently operates and maintains 42 roadways, numbered from Oxford Road 2 to Oxford Road 119, although not all available numbers are used. Road rationalization was completed in the 2009 TMP, which identified the transfer of 16 County roads to local municipalities, and six (6) local road segments to the County. The 2009 study also identified the following four roadways for future review: 
Oxford Road 23;
Oxford Road 25;
Oxford Road 22 (north of Bright, and south of Oxford Road 2); and
Oxford Road 37, east of Oxford Road 59.

The County road network has been reviewed again using the same approach and methodology as the 2009 TMP to ensure the current network meets the needs of Oxford County. The review of road classification is based on the criteria and application to candidate roadways as outlined in the following sections.

5.2.2 Development of Road Classification Criteria

The criteria used to confirm the role and function of the existing County roads are based on criteria utilized in the 2009 TMP prepared by AECOM. Criterion #11 has been newly added and was not part of 2009 TMP.

Table 5.1 summarizes the weighting applied to each of the eleven criteria.

### TABLE 5.1: ROAD RATIONALIZATION CRITERIA WEIGHTS

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
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**Criterion 1  Urban Centre Connector**

Urban Centre Connectors are designed to connect urban centres to one another, or to provide connection to a King’s Highway. Urban centres are not limited to those found exclusively in Oxford County, but rather include any, and all roadways that connect Oxford County urban centres to urban centres in Oxford County and in external municipalities.

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Criterion 1 is considered to be the most important criterion, as higher tier roadways should serve as inter-municipal corridors to connect the urban centres within the County. The criterion is intended to identify roads which provide service to and from centres having commercial and possibly industrial land uses.

For this criterion, urban centres are defined as areas of concentrated development, rather than ribbon development. The criterion is also not intended to be applied to rural areas in which residential subdivisions are being developed. When, and if, the residential subdivision grows to a significant size, upper tier road criteria service may be considered through the application of all the criteria.

**Criterion 2  King’s Highway/Upper Tier Connector**

King’s Highways and Upper Tier Connectors are designed to connect major commercial and industrial areas, universities, hospitals, international border crossings and provincial boundaries to a King’s Highway or Upper Tier Road. This criterion is intended to extend the Kings Highway or upper tier road to connect the mentioned facilities and is not meant to provide for lateral connections between highways/upper tier roads. Where a municipal road appears as a connector but parallels an existing County or Provincial upper tier connector, no points have been applied.

For this criterion, major institutional/commercial/industrial complexes are classified as those generating more than 1,000 vehicle trips per day.

**Criterion 3  Heavy Industry Service**

Heavy Industry Service roadways are designed to provide service within four (4) kilometres of consistent major attractors or generators of heavy vehicles. It is not intended that upper tier roadways provide service directly to the entrance of every attractor or generator, but rather, provide service close to the industry and that the distribution within the area of the industry be a lower tier responsibility. For this criterion, consistent major attractor or generator is defined as an operation, such as a gravel pit, that operates from nine (9) months or more per year.

**Criterion 4  Barrier Service**

These roadways are designed to provide service parallel to and across major barriers to free traffic movement such as freeways, railways, water bodies or congested areas. This criterion is intended to reduce traffic on local roads by providing service parallel to, or across, barriers to traffic movement where upper tier service is justified.
Criterion 5  Resort Service

These roadways are designed to provide service to major resorts and/or recreational areas. Major resorts and/or recreational areas are defined as an area generating a minimum of 700 vehicle trips per day during the normal season of operation. This criterion is intended to provide upper tier service close to resort and/or recreational areas or to a lower tier road system that distributes the traffic.

Criterion 6  Urban Arterial Extension

These roadways are designed to provide service as extensions of urban arterial streets, from the urban limits to the first intersection where the average annual daily traffic (AADT) is 700 vehicles per day, then connect to an upper tier road or a Kings Highway by the shortest route. This criterion is intended to provide for the extension of urban arterial streets into the rural areas to connect with an upper tier road or Kings Highway. The urban arterial designation should be extended through intersections where the AADT equals or exceeds 700 vehicles per day on both sides of the intersection.

Criterion 7  Traffic Speed

Provide service on roads where the maximum speed limit is generally 80 km/h. This criterion is intended to identify roads which have a maximum speed limit of 80 km/h over the majority of their length.

Criterion 8  Road Surface

Provide service on roads with an asphalt or hard surface. This criterion is intended to identify roads with asphalt or hard surface and good vertical and horizontal geometrics. These roadways are considered to be more appropriate to serve as upper tier roads, as these conditions permit the roadway to better accommodate greater traffic volumes, heavier vehicles and higher speeds.

Criterion 9  Traffic Volume

Provide service on roads with traffic volumes greater than 1,500 vehicles per day. This criterion is intended to identify roadways with traffic volumes greater than 1,500 vehicles per hour.

Criterion 10  Road Right-of-Way

Provide service on roadways with at least a 20 metre (66 foot) right-of-way. The intent of this criterion is to identify roadways with a right-of-way equal to 20 metres (66 feet).
Criterion 11  Annual Load Restrictions

Provide service on roadways without annual load restrictions. The intent of this criterion is to ensure goods movement within the County is permitted on roadways will full load connectivity.

Each of the above noted criteria was applied to the existing upper tier road system, and local roads identified by each municipality as providing through traffic service.

5.2.3 Summary of Road Classification Review

Preliminary application of the Road Rationalization criteria (denoted in Section 5.2.2) identified a number of road sections as candidates for transfer from the County to the Area Municipalities, and vice-versa.

Further discussion with the respective Area Municipalities is required in order to consider such potential road transfers following the current review of regional government in Ontario.

Actions:

- Monitor the County road network to ensure adequate jurisdiction between Area Municipalities and the Provincial Highway network; and
- Consider transfer of certain roadways to the County based on consultation and input from Area Municipalities following the current review of regional government in Ontario.

5.3 Corridor Management Policies

Corridor management refers to the practice of identifying and implementing a mutually supportive set of strategies to maintain and enhance access, mobility, safety, economic development and environmental quality along a transportation corridor. Section 5.1.1 of the County’s Official Plan details the strategic approach to the transportation system which aligns with corridor management practices.

The corridor management actions noted below will serve to enhance the transportation system network:

Actions:

- Review and update the County’s Access Management Guidelines to reflect current road design standards and best practices;
- Develop a County Wide Traffic Calming/Speed Management Policy to identify conditions where traffic management and traffic calming measures are warranted;
In partnership with the Area Municipalities, consider the potential implementation of automated speed enforcement in accordance with the Safer School Zones Act,

Maintain the Emergency Detour Routing to facilitate safe and efficient movement of people and goods throughout the County;

Collaborate with municipal partners and stakeholders to develop a Road Safety strategy that prioritizes safety for road users (motorists, pedestrians, cyclists and persons with mobility assisting devices);

Implement a Road Occupancy Permit process for all third-party undertakings within the County Right-of-Way; and

Continue to maintain a detailed database of all collisions occurring in the County.

5.4 Railway Crossings Enhancements

The adequacy of Railway Crossings infrastructure across the County-wide road network is evaluated through the Road Needs Study (at-grade road crossings) every 5 years and the Bridge Needs Study (grade separated crossings) every 2 years.

The County shares this information with the appropriate Rail Authority to facilitate discussions and capital planning regarding any future necessary railway crossing infrastructure repairs, rehabilitations, etc.

Maintenance, repair, and upgrades of grade level railway crossings is a joint responsibility of the Road and Rail Authorities. This work requires scheduling with the Rail Authority to ensure safety of traffic (road and rail) and work crews. Planning and coordination of this work can pose several challenges as both parties may have different priorities that are subject to change on short notice.

Actions:

- Upgrade railway grade crossings (based on current Transport Canada regulations) as required in collaboration with Rail Authorities; and

- Review railway grade separations (based on current Transport Canada regulations) as required in collaboration with Rail Authorities.
6 Active Transportation Strategy

The Active Transportation Strategy to 2038 serves to support the strategic goals of the TMP and involves infrastructure / policies to support Active Transportation (walking, cycling, etc.) as well as the development of an integrated County-wide Cycling Master Plan (CMP) as described in Sections 6.1 to 6.3 and detailed in Table 9.1.

6.1 Introduction

The emphasis on active transportation involving walking and cycling is not only Council policy but a community desire. This became evident during TMP public consultations. There is general support in the community that transportation planning and future road upgrades should accommodate on-street cycling and pedestrian infrastructure within the road right-of-way. There was also expression of support for increasing the investment in active transportation infrastructure though the active modes are not likely to become the major modes of choice for travel in the County.

The use of active modes, especially walking, is significant in the three urban Area Municipalities of the County: Woodstock, Ingersoll and Tillsonburg. It is the objective of the new TMP to significantly increase the use of active modes from their current levels in the three Large Urban Centres and in the County as a whole. This chapter is devoted to addressing policy changes and practical measures that will be required to achieve the intended increases in walking and cycling modal shares, including the following:

- Review existing policies of the County and adjacent municipalities, as well as current Provincial policies and guidelines, and recommend appropriate changes to the County’s Official Plan;
- Identify existing opportunities and constraints associated with the provision of walking and cycling facilities and programs and explore ways of enhancing and expanding them; and
- Recommend suitable strategies for encouraging and promoting walking and cycling in the County.

A lack of physical activity generates negative effects on individual and community health and safety, the environment and economy. This is further compounded by our reliance on motor vehicles for day-to-day commuter trips and recreational trips. As people become more aware of the impacts of inactive lifestyles, they look to municipal staff to help develop solutions including the development and implementation of sustainable land use and transportation strategies with a focus on active transportation and recreation.

Improving active transportation methods such as walking and cycling and reducing automobile traffic can help make communities more liveable. Active transportation networks create environments that are pleasant and safe with reduced noise and pollution. This can help encourage more social interaction
within a neighbourhood and create a strong sense of community. In addition, active transportation networks provide a form of mobility for people without regular access to a vehicle and have limited mobility choices.

Strategic investments in both infrastructure and outreach to support active transportation can lead to a number of key benefits:

- **Transportation** – Reduced road congestion and increased road safety for all users;
- **Environment** – Reduced vehicle traffic volumes, emissions, air pollution and energy consumption;
- **Community** – health and wellbeing, improved quality of life;
- **Economy** – Reduced health care costs, reduced vehicle costs (fuel, repair, maintenance), increased tourism, and increased commercial and residential investment.

The goal of active transportation policies is to reduce single occupant vehicle trips and to encourage and provide opportunities for active transportation. Transitioning away from fossil fuels and enhancing low carbon transportation is an objective outlined in the Future Oxford Community Sustainability Plan and is consistent with the County’s 100% Renewable Energy and Green Fleet Plans.

### 6.2 Existing Policies, By-Laws and Facilities

The County of Oxford Official Plan sets out the objective of the County’s transportation policy as the provision of a safe and efficient multi-modal transportation system capable of moving people and goods into and through the County both at the present and in the future.

The County’s current cycling initiatives were implemented as part of the Cycling Policies developed in Chapter 5 of the 2009 Oxford County TMP, and include the following:

- Wider asphalt surface and white edge line as part of resurfacing projects, where roadway widths permit;
- Facilitation of a County-wide Cycling Advisory Committee;
- Installation of Share the Road signs; and
- Consideration of cycling facilities as part of road reconstruction projects.

Providing a wider asphalt surface with a white edge line delineates the travel lane for vehicles with a partially paved shoulder for cyclists. The line painting provides a 3.35 lane width for vehicles serving as a traffic calming feature and also reduces vehicular traffic from travelling on the edge of the asphalt which minimizes edge cracking and shoulder drop off.
6.2.1 Bikeways

Oxford County

In keeping with the Official Plan objective, the County recognizes the viability of cycling as a mode of transportation and the environmental and social benefits of cycling. As such, the County commits to encouraging its usage as an alternative mode of transportation. Specifically, the County has endorsed the preparation of a Cycling Master Plan in 2020 to establish cycling networks and to determine priorities for cycling facilities and networks that would be implemented as part of its continuous program of transportation network improvement.

Area Municipalities

The transportation requirements of the Area Municipalities of Woodstock, Ingersoll and Tillsonburg are included in the County of Oxford Official Plan. The Official Plan policies echo the County’s objectives outlined above and recommend preparation of a comprehensive Cycling Plan in collaboration with the Area Municipalities. Moreover, the policy recommends provision of adequate parking facilities for bicycles as a condition of development approval in the respective municipalities. The respective municipalities are expected to lead by example by providing accessible and sufficient bicycle parking at all municipal owned and operated facilities in order to promote the use of bicycles.

The Area Municipalities also have a number of trails around parks and popular recreational facilities that would provide starting points in the development of comprehensive cycling networks within each of the municipalities.

Provincial Guidelines

The Government of Ontario provides guidelines on bicycle safety including bicycle handling and cycling skills. The safety guidelines cover helmet usage and regulations as to which highways cycling is permitted on in accordance with the Highway Traffic Act.

The purpose of Ontario Traffic Manual Book 18 Cycling Facilities is to, “provide information and guidance for transportation practitioners, and to promote uniformity of treatment in the design, application and operation of traffic control devices and systems across Ontario”. For cycling facilities, this includes outlining the types of facilities, providing route selection criteria, facility selection tools and facility design tools.

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12 Ontario Traffic Manual, Book 18, Cycling Facilities, Queen’s Printer for Ontario, December 2013
CycleON: Ontario’s Cycling Strategy is the province’s 20-year plan designed to encourage the growth of cycling and improve the safety of people who cycle across the Province. The Strategy’s Vision is to have cycling in Ontario recognized, respected and valued as a core mode of transportation that provides individuals and communities with health, economic, environmental, social and other benefits by 2033. The Strategy includes five aspirational goals to measure progress:

- Ontario is recognized as the best Canadian province for cycling and ranked among the top 10 jurisdictions worldwide for cycling. At least one Ontario city is ranked among the 10 most bike-friendly cities in the world;
- Built environment in most Ontario communities support and promotes cycling for all trips under 5 kilometres;
- Ontario’s cycling environment is safe for people of all ages, striving to achieve a record of zero injuries;
- Ontario’s cities and towns have interconnected networks of safe cycling routes enabling people to cycle to work, school, home and key destinations; and
- Ontario has an integrated province-wide network of cycling routes.

Achieving the Strategy’s Vision requires a commitment from all partners for integrated action to:

- Design healthy, active and prosperous communities;
- Improve cycling infrastructure;
- Make highways and streets safer;
- Promote cycling awareness and behavioural shifts; and
- Increase cycling tourism in Ontario.

### 6.2.2 Cycling Facility Types

Bicycle facilities can be provided either on-road where cyclists share the road space with motor vehicles, or off-road on separate paths or trails. The choice of what facility to provide at any given location depends on a number of factors including the location of the road, the posted speed limit, road width, available right-of-way and possibilities of retrofitting. Given the County road network is intended to serve higher traffic volumes at higher traffic speeds, with reduced interruption, many types of cycling facilities would not be applicable.

The various types of cycling facilities applicable to Oxford County roads are detailed in two categories – shared and separated and the characteristics of facilities within each category summarized below:
Shared Facilities

- **Shared Use Lanes** – Technically all roadways are shared routes unless signed otherwise. That said, routes expressly forming part of a cycle network should be signed and marked properly for awareness, consistency and wayfinding. Shared use lanes are typically only considered for local and (sub)urban roads where traffic volumes and motor vehicle operating speeds are low. Signs and pavement markings (sharrows) should be installed on these routes to remind drivers and cyclists to share the road.

- **Paved Shoulders** – Paved shoulders on roadways with rural cross-sections are also considered shared routes. In addition to serving stopped, disabled and emergency vehicles, the paved shoulder can be used by cyclists.

### 6.2.3 Walkways

**Oxford County**

County Council has acknowledged that within their long-term plans and when budgets allow, there is a necessity to provide a safe, convenient and aesthetically pleasing pedestrian environment, where the County road system forms part of a designated Village, Serviced Village or Large Urban Centre and to make them safer and more user friendly by:

- Generally supporting the provision of sidewalks on both sides of County roads within designated Villages, Serviced Villages or Large Urban Centres except where the road is within an Employment Area are an exception where sidewalks may be provided only on one side of a street;

- Ensuring that sidewalks associated with the County road network are, where possible, sufficiently set back from adjacent roadways to allow for snow storage, adequate drainage and safety for pedestrians;

- Ensuring that new or replacement pedestrian facilities forming part of the County road network provide barrier-free access from the road network for the disabled and elderly and persons pushing a stroller or cart; and

- The existing pedestrian network associated with the County road network shall be maintained and replaced where appropriate by the Area Municipality with jurisdiction.

Designs for new pedestrian facilities must reflect at minimum, current industry accepted standards. The pedestrian facility/sidewalk/walkway designs should accommodate persons of all abilities. As an example, sidewalks should be built to a width that will accommodate two wheelchairs to allow passing and/or overtaking manoeuvres and provide safe grades where grade separations exist from one pedestrian facility to the next.
The pedestrian planning guidelines can be found within the Ontario Provincial Standards Documents (OPSD), the Geometric Design Guide for Canadian Roads (TAC), the Municipal Engineers Association Municipal Works Design Manual, and the Ontario Traffic Manual (OTM). Pedestrian infrastructure must also be implemented in accordance with current AODA standards.

6.2.4 Walking (Pedestrian) Facility Types

Pedestrian facilities can be provided either roadside where pedestrian facilities are provided in the road right-of-way or off-road on separate paths or trails. The off-road paths and trails may be available for the exclusive use of pedestrian or as shared multi-use pathways and trails that are usually shared with cyclists. The choice of what facility to provide at any given location depends on a number of factors including the location of the road, the posted speed limit, road width, available right-of-way and possibilities of retrofitting. The various types of pedestrian facilities and where they may be used are discussed further below.

Roadside Pedestrian Facilities

- Sidewalk: Sidewalks are paved pathways that are located on the side of the road that are separated from the travel lane by a curb. Sidewalks may be on one or both sides of the road and are designated space for pedestrians only;
- Sidewalk and Boulevard: Paved pathways that are located on the side of the road that are separated from the travel lane by a curb. Sidewalks may be on one or both sides of the road and are designated space for pedestrians only;
- Roadside Trail: A route contained within a maintained road right-of-way either with a separated pathway or widened road shoulders; and
- Wide Shoulder: A wide shoulder provides larger width to better accommodate roadside walking. Shoulder may be paved or unpaved.

Off-Road Pedestrian Facilities

- Pedestrian Pathway: Pedestrian pathways are paved pathways located at the roadside (but not within the right-of-way) or provided between private properties to connect sidewalks or walking trails;
- Multi-Use Pathways: Multi-use pathways are facilities that are intended for use by both cyclists and pedestrians. For that reason, they are usually wide enough to provide sufficient space for cycling and walking without any conflicts. Like the cycling paths, they can be provided within a road’s right-of-way or in other corridors to serve any two origin and destination points; and
- Trails (Cycling or Multi-Use): Trails are similar to cycling paths or multi-use pathways, but are usually provided in wooded nature parks or other recreational facilities where they serve primarily recreational purposes.
6.2.5 Oxford County Trails Master Plan

Oxford County developed the first County-wide Trails Master Plan in 2014, to encourage active transportation and recreation and promote a consistent County-wide approach to trail development. The plan is intended to respond to emerging community trends and the increasing demand for a continuous and connected system of off-road trails linked by walking paths and on-road cycling routes within rural areas and urban centres.

The plan builds on existing trails and on-road cycling facilities (such as the Thames River Trail, Trans Canada Trail and Hickson Trail), bridges gaps in the existing system, highlights potential opportunities for destination trails, as well as establishes roles, responsibilities and priorities for future consideration and implementation.

6.3 Active Transportation Strategy Policies

Active transportation offers an alternative to trips made by automobile, especially for trips covering short distances. Increased reliance on active transportation, by itself or in combination with other sustainable modes, would not only help reduce the strain on the transportation system but will have significant individual, societal, environmental and economic benefits.

While active transportation modes account for a relatively small share of overall travel demand, it is imperative the provision of facilities and programs to support their use are implemented to develop a more sustainable transportation system. An increased share of trips made by active transportation would contribute towards the sustainability of the network, reduce transportation-related pollutant emissions, provide health benefits and increase peoples’ connection to their communities.

The County wishes to promote a sustainable active transportation infrastructure where non-auto modes are increasingly recognized as a viable means of transportation. Non-motorized transport provides many benefits to users and non-users alike, including travel choice and mobility, affordability, reduced road congestion, infrastructure savings, improved health, recreation and enjoyment, environmental protection, and economic development.

6.3.1 Active Transportation Network Considerations

The following components are considered in expanding Oxford County’s existing active transportation network and will be used to assist in its evolution:

- **Safety** – Reducing risk to users and providing comfortable facilities will be key considerations when selecting routes for the network. The confidence and acceptance of the network can be instilled in users by reducing real and perceived risk;
Visible – Active transportation routes should be a visible component of the transportation network;

Direct/Connected – The Active Transportation network should link communities and important destinations throughout the County such as commercial, employment and residential areas, community centres, leisure, recreation and tourist destinations, parks, schools, etc. The County-wide network should link existing and planned Active Transportation and trail facilities at the local municipal level and should be seamlessly connected to neighbouring municipalities. Active Transportation routes will provide crossings of major barriers (e.g. railways, highways, major arterial roads, valleys and rivers etc.) at appropriate locations;

Integration with Other Modes – The network should be integrated with other modes of transportation, particularly public transit. Routes will provide access to existing and future/planned transit stations and multi-modal terminals;

Attractive and Scenic – Routes should take advantage of attractive and scenic areas, view and vistas. Routes should provide users with the opportunity to experience and appreciate the natural and cultural heritage assets throughout the County;

Accessible – To the extent that is possible and practical, routes will be designed to be accessible for residents of Oxford County, and for users of varying physical ability. Where possible, facilities should be designed to be consistent with the Accessibility for Ontarians with Disabilities Act. Trailhead signs should communicate the level of accessibility so users can make informed decisions about using various routes;

Cost Effective – The cost to implement and maintain the Active Transportation and trail network and supporting facilities/amenities should be phased over time and designed to be affordable and appropriate in scale for the County and the local municipalities. User safety will not be compromised in the interest of minimizing initial construction or ongoing operational costs. Opportunities for partnerships with other levels of government and outside organizations should be pursued wherever possible; and

Sustainable and Well Designed – Sustainability will be a key consideration in the alignment, design and selection of materials for the system. Supportive facilities such as benches, garbage receptacles, information signs and bicycle parking should be located at nodes and key destinations where they can be easily serviced.
6.3.2 Active Transportation Implementation Policy

The implementation policy and actions noted below will serve to the active transportation network as noted below:

**Policy:**

The County will encourage the development of a system of bicycle and pedestrian facilities to link major public open spaces, activity centres and the transportation network in a manner that enhances the quality of life for residents, businesses and visitors.

**Actions:**

Update active transportation policies to include the following in addition to the existing policies:

- Policies on active transportation (detailed as pedestrian and cycling) should be updated to further guide planning and encouragement of active transportation. Specifically:
  - Continue with the program to provide a wider asphalt platform with edge line on rural roads as part of regular resurfacing programs and incorporate cycling facilities as part of any urban road reconstruction (as recommended in the 2009 TMP);
  - Facilitate trail development and implementation in accordance with the Trails Master Plan;
  - Include property for active transportation routes with the land requirements for roads (where possible); and
  - Design active transportation routes based on the principles of accessibility, connectivity, continuity, directness of route, safety, convenience and comfort;
  - Prepare a County-wide Cycling Master Plan in partnership with the Area Municipalities; and
  - Update Pedestrian Crossing Policy to Align with OTM Book 15.

Develop a County-wide Cycling Master Plan (CMP) in partnership with the Area Municipalities specifically to:

- Provide the framework to guide implementation of a County-wide cycling network and supportive programs over the next 10 + years;
- Build on the work detailed in the TMP and the Trails Master Plan to provide a long-term network for the County; and
- Identify opportunities to expand on and enhance cycling initiatives previously undertaken by the County.
Consistent with the Future Oxford Community Sustainability Plan, the Cycling Master Plan should continue to develop a network of bike lanes throughout Oxford County, including physically separated trails (where feasible) and paved shoulders. The CMP should also look at commuter cycling opportunities that will connect residential areas to commercial and employment areas. Active transportation cycling infrastructure will be designed in accordance with the Ontario Traffic Manual – Book 18.

In June 2016, an update to OTM Book 15 – Pedestrian Crossing Treatments was released which provides practical guidance and application information on the planning, design, and operation of pedestrian roadway crossings treatments for transportation practitioners and to promote uniformity of approaches across Ontario.

The current Oxford County Pedestrian Crossing Policy should be updated to reflect the current practice outlined in OTM Book 15.
7 People and Goods Movement Strategy

The people and goods movement strategy to 2038 serves to support the strategic goals of the TMP and includes ongoing advocacy of an integrated Inter-Regional Public Transportation System (“SouthwestLynx” Plan) for intercommunity bus network and enhanced commuter rail service; and initiatives and policies to promote Transportation Demand Management (carpooling, telecommuting, flexible work hours, etc.), as described in Sections 7.1 to 7.4 and detailed in Table 9.1.

7.1 People Movement

The County and other Southwestern Ontario communities were previously serviced by a system of privately-operated bus routes that connected over 100 communities; however, the increased access and popularity of the personal automobile along with costly and low frequency commuter rail has all but reduced inter-regional transit to a shadow of its former service.

The prevalence of the personal automobile, perceived as inexpensive, convenient, and comfortable, in conjunction with competition from other carriers including GO Transit and VIA Rail Canada have reduced the inter-regional service network to one route. Greyhound Canada currently operates inter-city transit services via Woodstock, and Ingersoll. Inter-regional connections are provided to London, Toronto, Kitchener-Waterloo, Hamilton; however, no service to other towns within the County is provided.

The travel patterns outlined in the Journey to Work data (Section 2.6) indicate that about 29% of County residents travel outside the County for work. In comparison, the number of non-County residents travelling to work in the County (from neighbouring municipalities such as Elgin County, Middlesex County, Brant County, Haldimand County/Norfolk County predominately) is slightly higher.

At present, public bus and rail transit service linking Oxford County to the neighbouring municipalities (Middlesex, Haldimand, Norfolk, Elgin and Brant Counties and the Region of Waterloo) is limited to the minimal service offerings provided by Greyhound Canada and VIA Rail Canada. Commuters desiring more fulsome public and rail transit travel options are currently required to travel to the neighbouring municipalities of Brantford, Waterloo, Guelph and Hamilton (including Aldershot) to access the additional service options (GO bus, GO rail, VIA Rail Canada and municipal transit service) that link service to Southern/Southwestern Ontario area, the Greater Toronto and Hamilton area (GTHA) and Niagara Region.

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The Counties two airports located in Woodstock and Tillsonburg are not currently accessible by non-auto modes (public transit and rail) of transportation.

The lack of bus and rail public transit modes of transportation between the County, its airports and the surrounding municipalities highlights the need for increased service frequency and route options and the need for additional services that connect the County both internally (between public transit services and the airports) and externally to the neighbouring municipalities.

### 7.1.1 SouthwestLynx Plan

In 2018, Oxford County published SouthwestLynx: Integrated High-Performance Public Transportation for Southwestern Ontario, a plan to address the public transportation access and mobility deficiencies threatening Southwestern Ontario’s economic, social and environmental destiny. The plan endorses creating a high-performance rail (HPR) core system to significantly improve the current Southwestern Ontario rail passenger services, establishing a coordinated network of connecting intercommunity transportation services and linking them with multimodal hubs, to improve the County’s public transportation system.

The SouthwestLynx Plan is scalable and incremental, and it can be completed at a lower and more readily verifiable cost than required for the proposed Toronto-London-Windsor high-speed rail project. It requires only minor land acquisition, severs no agricultural properties, includes rail freight benefits and provides a broader range of transportation improvements offering better value compared with high-speed rail.

*Figure 7.1 and Figure 7.2* illustrate the proposed inter-community bus service network for Southwestern Ontario and Oxford County, respectively, while *Figure 7.3* displays the proposed HPR passenger rail corridors that can be accommodated within the existing rail corridors serving Southwestern Ontario.

The SouthwestLynx Plan shown in *Figure 7.4* proposes a fully integrated public transportation solution where high-performance passenger rail is complemented with an intercommunity bus network. This proposed network will connect residents of small/urban Southwestern Ontario to each other, larger urban centres, work, social services and shopping, recreation and entertainment activities.
Proposed Inter-Community Bus Service (Southwestern Ontario)
Proposed Inter-Community Bus Service
(Oxford County)

Figure 7.2

Source: SouthwestLynx
Proposed High-Performance Rail Corridors

Source: Connecting Southwestern Ontario – Taking the Southwestern regional transportation discussion further, August 2018
The SouthwestLynx Plan

Figure 7.4

Source: SouthwestLynx
7.1.2 Key Elements of the SouthwestLynx Plan

SouthwestLynx proposes a fully integrated public transportation solution that will serve the people and businesses of Southwestern Ontario. As well, because both existing rail corridors are utilized, the SouthwestLynx proposal has the potential to enhance passenger rail opportunities to more than 1 million more people in Hamilton, Brantford and Niagara Region. All of the SouthwestLynx passenger rail improvements have the added benefit of providing much needed freight rail enhancements and capacity improvements that will serve Southwestern Ontario.

Key elements of the SouthwestLynx Plan include:

- Practical, affordable and implementable alternative to High Speed Rail;
- Optimizes existing north and south rail corridors, proposing solutions to key capacity constraint areas including:
  - CN-Halton Subdivision;
  - CN-Guelph Subdivision;
  - Bayview Junction;
  - CN-Dundas Subdivision; and
  - CN-CP Woodstock-Komoka.
- Major passenger rail service improvements:
  - Toronto to London: increase from 7 return trips daily to 30 return trips daily;
  - Toronto to Windsor: increase from 4 return trips daily to 8 return trips daily; and
  - Toronto to Sarnia: increase from 1 return trip daily to 4 return trips daily.
- Enhances existing rail service to:
  - Toronto to Brantford/Woodstock/Ingersoll: increase from 5 return trips daily to 15 return trips daily; and
  - Toronto to Kitchener/Stratford/St. Marys: increase from 2 return trips daily to 15 return trips daily.
- Southwestern Ontario-centric proposal that maintains passenger rail connections to Woodstock, Ingersoll, Stratford and St. Marys;
- Fully integrated intercommunity transportation network connecting people across Southwestern Ontario;
- Leverages GTHA planned rail improvements to enhance passenger rail opportunities to over 1 million people in Hamilton, Brantford and Niagara; and
- Enhances freight rails capacity and negates costly options that delay other planned works.
Actions:

In partnership with provincial/federal governments, municipalities and motor coach industry, support the development of an integrated public transportation system implementation plan for an Intercommunity Bus Network and an enhanced commuter rail service, as identified within the “SouthwestLynx” Report (2018).

As part of the process, the County should:

- Promote the re-establishment of an Inter-community Bus Network (Figure 7.1 and Figure 7.2) through discussion with the neighbouring municipalities, the motor coach industry and the Province of Ontario;
- Advocate federal agencies (Canadian National and Canadian Pacific Rail companies) to examine the potential for High-Performance Rail on the existing north and south rail corridors (via strategic infrastructure improvements as per Figure 7.3) that is fully integrated with the inter-community transportation system and goods movement;
- Advocate for enhanced passenger rail service on the north and south rail corridors which offers increased train frequency and reliability; and
- Integrate with local transit and ensure adequate first/last mile transportation options.
7.2 Carpool Lots

Carpool lots provide the ability for people with common, or close destinations to meet at a facility and carpool to their destination(s). Carpooling provides an easy to implement solution for reducing sole occupant personal vehicle use and encouraging the travelling public to consider carpooling as a transportation option.

Carpool lots can take on formal parking facilities such as designated parking lots, or informal facilities on private properties such as at shopping plazas or transit terminals. Providing infrastructure and encouraging its use allows the travelling public to consider options beyond the personal vehicle to complete their daily trips, whether within the County itself, or beyond.

At present, TDM options (carpool and working from home) account for about 15% of all home-work trips within the County. Overall, the County considers this level of TDM mode share very successful and their goal is to maintain it through to at least 2038. With a sound and reasonable strategy in place, the County should be able to sustain and support this level of carpooling into the future. Sections 7.2.1 to 7.2.3 outline the recommended strategy and actions. These are further detailed in Table 9.1.

7.2.1 Existing Carpool Lots

The following official carpool lot is currently in operation within the County, as documented by the Ontario Ministry of Transportation\(^{14}\) and County staff:

- Highway 401 & Highway 19/Plank Line: located in the northwest quadrant of interchange 218, the lot provides 88 parking spaces, including seven (7) barrier-free spaces. Highway 19/Plank Line is the primary north-south route between Ingersoll and Tillsonburg and provides a central location for motorists to meet for carpooling purposes.

Consultation with the County and MTO identified the following existing informal carpool lots:

- Quality Inn and Suites (580 Bruin Blvd): an informal carpool lot located within the existing parking lot. This location provides good connectivity to Highway 401 for residents within Woodstock, and includes three (3) electric vehicle charging stations. This location as serves as a pick-up/drop off for airport shuttle service;

\(^{14}\) Bakalarczyk, Robert (Head, West Region Traffic, MTO) Letter to Frank Gross (Manager of Transportation and Waste Management Services). Commuter Parking Lots. 16 July 2018.
Highway 401 & Oxford Road 29: an informal carpool lot located on the existing shoulder of the roadway. Two (2) electric vehicle charging stations are also included in the Mister Steak Highway Travel Plaza at this location;

Highway 401 & Oxford Road 15 (Towerline Road): an informal, gravel surfaced, carpool lot located east of Highway 401, on the south side of Oxford Road 15; and

Highway 401 & Oxford Road 10: an informal, carpool lot located within the existing Comfort Inn & Suites parking lot. This location provides good connectivity to Highway 401 for residents within Ingersoll.

7.2.2 Carpool Opportunities

The 2016 Journey to Work dataset identified significant work-related trips are made between Oxford County and the surrounding municipalities. The significant work-related trips to neighbouring regions and counties indicate prevalent travel along Highway 403 and Highway 401. The existing interchanges with these highway systems provide excellent opportunities for formal carpool parking lots.

The County has identified the potential for a formal carpool lot at the intersection of Oxford Road 15 and Oxford Road 55. The intersection of these County roads provides a centralized location between Highway 403 and Highway 401.

Additionally, the following locations are suggested for carpool lots within the County based on commuter travel patterns and discussion with the County:

- Sobey’s Plaza (678 Broadway Street, Tillsonburg); and
- Travel Centres of America (TA) Truck Stop (535 Mill Street, Woodstock)

At the time of writing, MTO was undertaking a study to determine the location and feasibility of carpool lots adjacent to or near the Highway 401 corridor in the County. The results of this study were not available at the writing of this report.

Figure 7.5 illustrates the official, unofficial conversion candidates and recommended carpool lots in Oxford County.

7.2.3 Multi-Modal Support at Carpool Lots

It is recognized that the lack of convenient first mile/last mile options can impact people’s willingness to consider other transportation options including carpooling. The installation of secure bike lockers at the carpool lots, that are located within reasonable distance from residential areas, may enhance the carpooling option in this regard.
Actions:

Advocate for and support the development and maintenance of carpool lots along the Highway 401 and Highway 403 corridors with the Ontario Ministry of Transportation and private land owners, including:

- Highway 401 at Oxford Road 29 (interchange 250);
- Highway 401 at Towerline Road (interchange 236);
- Highway 401 at Culloden Road (interchange 216);
- Quality Inn (580 Bruin Boulevard, Woodstock);
- Oxford Road 15 at Oxford Road 55;
- Sobey’s Plaza (678 Broadway Street, Tillsonburg); and
- Travel Centres of America (TA) Truck Stop (535 Mill Street, Woodstock).

Consider connectivity with cycling and public transit to carpool lots located within reasonable distance from residential areas to support first mile/last mile transportation.
Figure 7.5

LEGEND

Existing Lot
1 Hwy 401 & Highway 19

Lots Selected for Conversion
2 Hwy 401 at Oxford Road 29
3 Hwy 401 & Towerline Rd
4 Hwy 401 & Culloden Road
5 Quality Inn (580 Bruin Blvd)
6 Oxford Rd 15 & Oxford Rd 55

Recommendation Locations
7 Sobey’s plaza (678 Broadway)
8 TA Truck Stop (535 Mill St)
7.3 **Work From Home**

Work from home (WFH) has been highly successful in increasing TDM mode share within Oxford County. More businesses are encouraging flexible work arrangements such as WFH, telecommuting and flexible work hours, leading to a reduction peak period travel demand. To 2038, the County’s goal is to maintain the current TDM mode share of 15%. Continued support for TDM measures, will help ensure the County maintains this target goal.

**Actions:**

Consider engaging the business community and other participants through ongoing TDM marketing and education.

Support TDM measures for residents and businesses by providing TDM information on the County website.

Demonstrate leadership in sustainable transportation by promoting TDM initiatives (i.e. flexible work hours, telecommuting, work from home, ridesharing, etc.).

7.4 **Goods Movement**

Safe and efficient movement of goods and services within and through the County is essential for sustainable economic growth and is an important component of the County’s economy in attracting and retaining a wide range of industries and businesses. Oxford County can be considered a conduit for trade and tourism between the Greater Toronto Area, and Southwestern Ontario and the United States. International trade and goods movement through this area into and out of Canada’s economic heartland are important to the Local, Regional and Provincial economies.

Trucking is a principal means of goods transport in Southern Ontario with highways linking to all major manufacturing centres and international border crossings. The demand for truck transport remains a competitive mode of goods distribution. Trucking provides inter-modal goods transport connectivity between rail, air and marine transport facilities and market destination.

Within Oxford County, aggregate haulage and agriculture are important to the local economy. The County road network should support the movement of these vehicles to and from their destination. Aggregate and agricultural vehicles are required to select the shortest route possible to and from the County road network.

Additionally, the freight railways are vital components of the County’s multi-modal goods transportation system. Canada’s Class I railways, CN and CP, and the “first and last mile” short line feeders, have evolved in a time and cost-sensitive trading environment in competition with other modes, particularly trucking. This system is part of a North American grid of more than 300,000 route-kilometres that connects Southwestern Ontario to domestic, cross-border and global markets, the latter through Atlantic, Pacific and Gulf ports.
In 2018, Oxford County published Steel Corridor of Opportunity: Maximizing the Benefits of Southwestern Ontario’s Freight Railways, which outlines recommendations to maximize the success of the County’s freight railways. The plan details how evolutionary changes in the United States has jeopardized the economic environmental competitiveness of Southwest Ontario railways and outlines strategies to maximize the benefits of rail transportation. A key missing feature to support freight and goods movement in Southwestern Ontario is an intermodal terminal to facilitate freight and trucking goods movement. An intermodal terminal would increase transportation efficiency, reduce costs and remove rail and highway bottlenecks.

The SouthwestLynx Plan (noted in Section 7.1.1 and Section 7.1.2) recognizes that any investment in passenger rail infrastructure improvements on the existing rail corridors will also promote freight rail movement by providing much needed rail and capacity enhancements.

Actions:

- Explore options for provision of an intermodal terminal that is accessible to Class 1 and short line railways and well connected to the 400-series highways (ideally between the Highway 401/402 and Highway 401/403 junctions) and the existing arterial roadway network.

- Construct truck route roadways to arterial road specifications and provide adequate turning radii and turning lane storage to accommodate freight, aggregate and agricultural vehicles.

- Support the use of more fuel-efficient vehicles and options for alternative modes for deliveries.

- Provide adequate height and width under bridges when constructing new roads or undertaking road rehabilitation to facilitate existing rail services and transport trucks.

- Foster the formation of a Southwest Ontario rail corridor coalition to facilitate expansion of the region’s rail freight system as recommended in Steel Corridors of Opportunity report (2018).
7.5 Multi-Modal Facilities

A multi-modal facility is a feature of a transportation system in which several modes of transportation (walking, cycling, personal vehicle, bus, train, plane, and/or ship) can access and provide services in one common location, and between one another. Depending on the transportation modes serving the facility, connections to destinations near and far can be maintained.

7.5.1 Merits of Multi-Modal Facilities

A multi-modal terminal in its simplest form provides options for users to access transportation to their destination. The choice and availability of these transportation modes further drives the success of the facility, by either providing adequate transportation connections, or limited transportation connections.

The provision of multi-modal facilities within the County have the following potential benefits:

- Centralized operations for major transportation systems, including train service and inter-regional and local public bus connections;
- Improved ridership/uptake of public transit with transportation modes connected in a centralized facility;
- Reduced operating costs through the consolidation of facilities, and common services (ticket booths, washrooms, waiting areas, etc.); and
- Increased development potential within proximity of the multi-modal facilities.

Providing customers with direct connections to broader transportation modes can potentially reduce the demand associated with personal vehicle use.

7.5.2 Challenges of Multi-Modal Facilities

The popularity of the personal automobile, limited train service, limited inter-city bus services, and increased competition from GO Transit to offer transit services in other Southwestern Ontario communities have all played a role in justifying the need for a multi-modal facilities to support these various transportation systems. The provision of a multi-modal facilities within urban centres, and/or other regions in the County face the following challenges:

- **Population Density and Operating Costs:** Public transportation thrives in environments where the population density supports the operating costs associated with a public transit network. The County’s rural nature, in combination with numerous smaller towns and villages limits the cost-effectiveness of offering frequent, affordable transit services to far reaching areas of the County;
Existing Transit Frequency: VIA Rail’s activity at the Woodstock and Ingersoll stations provides limited frequency options for the travelling public. This limited train service reduces the demand for train travel as a means of transportation. The justification of a multi-modal facility at either of these stations would require more frequent service, and higher demand from the travelling public;

Non-Transit Oriented Development: The limited and low-density development around transit facilities and routes increases operating costs and reduces the frequency with which service can be provided. Transit oriented development (TOD) is a form of development that focuses on maximizing development within close proximity of transportation facilities. Transit-oriented development can result in increased demand for transit service and greatly improve the functionality and success of multi-modal facilities, where access to urban and rural areas can be provided by several transportation modes; and

Inter-City Bus Service: Limited existing inter-city bus routes prevent meaningful connections from being established and maintained between the County, its cities, towns, and villages, and its neighbouring municipalities. The popularity of the personal automobile from a comfort, frequency, and convenience standpoint has prevented inter-city transit from co-existing. The lack of inter-city bus connectivity makes justification of a multi-modal facilities difficult within the County.

7.5.3 Multi-Modal Facility Opportunities

As detailed in the previous section, there are many challenges when assessing the location and feasibility of multi-modal facilities in Oxford County. Specifically, the predominantly rural nature and low urban density of the County combined with limited transit service and lack of connections between existing services.

However, multi-modal facilities would greatly benefit the County’s major urban centres by providing alternative transportation options, frequencies and connections both internally and externally. The urban centres have higher population densities and existing infrastructure which can be readily utilized in developing multi-modal facilities. As well, these facilities may attract rural residents to alternative forms of transportation if adequate service types, frequencies and seamless integration between modes is provided.

Actions:

Consideration should be given to exploring opportunities across the County for the development of centralized facilities that connect multiple elements of the transportation network to one another.

With the potential for high-performance rail service, connectivity among rail, transit, carpool lots and active transportation infrastructure should be maintained. This ensures users can access each mode of the system with one another.
8 Sustainability and New Technology Strategy

The Sustainability and New Technology strategy to 2038 serves to support the strategic goals of the TMP and involves the ongoing implementation of Low Carbon Transportation and New Technology alternatives (electric vehicle charging stations, alternative fuel vehicles, roundabout intersection improvements, autonomous vehicles, etc.) as described in Sections 8.1 to 8.3 and detailed in Table 9.1.

8.1 Sustainability Plan

On June 24, 2015, Oxford County became the first municipality in Ontario to commit to achieving 100% renewable energy by 2050. Oxford’s commitment to 100% Renewable Energy by 2050 was further augmented by the adoption, in September 2015, of the Future Oxford Community Sustainability Plan, a community developed plan which embodies the realization that sustainability can be achieved in a world where a vibrant economy supports strong communities and a healthy environment.

The Future Oxford Community Sustainability Plan aims to improve quality of life for Oxford’s current and future generations and to balance Oxford’s collective economic, community, and environmental interests. Sustainability is an approach to meeting the needs of the present without compromising the ability of future generations to meet their own. It takes into account the short and long-term ecological, social, and economic consequences of our actions and emphasizes both environmental and human well-being as essential ends in themselves. Oxford has adopted the lens of sustainability to create an integrated and effective approach to addressing challenges, including economic and social inequities, human health, ecosystem decline, and community development.

The Community Sustainability Plan sets out several goals and objectives including those involving transportation, namely, to transition away from fossil fuels and to promote low carbon transportation.

8.1.1 Low Carbon Transportation

Facing Climate Change: Greenhouse Gas Progress Report 2016 published by the Environmental Commissioner of Ontario, indicated transportation is responsible for the largest and fastest growing share of Ontario’s greenhouse gas emissions. These emissions have grown by 28 per cent since 1990 and totalled 58.7 metric tonnes in 2014. Over 80% of these emissions come from on-road passenger and freight vehicles such as cars and trucks; the rest come from off-road vehicles such as construction and logging vehicles, domestic aviation and navigation and railways.
Although federal standards are improving the fuel efficiency of passenger vehicles, their benefit has been more than offset by an increase in both the number of vehicles and the total distance travelled. As well, many consumers prefer less fuel-efficient vehicles – such as sport-utility, pickups and minivans – which release, on average, 45 per cent more greenhouse gases per kilometre than cars. An even more dramatic increase in emissions has come from heavy-duty freight vehicles, which has seen a 108% increase since 1990. Again, improved fuel consumption due to federal efficiency standards has been offset by a substantial increase in the use of diesel trucks to transport goods between urban areas, and a corresponding increase in the number of kilometres travelled. If collectively we are to meet the energy and carbon emission reductions set for Ontario, transportation must move away from fossil fuel and transition to low or zero carbon sources of energy. This is consistent with the County’s Community Sustainability Plan to promote low carbon transportation.

8.1.2 100% Renewable Energy Plan

While the County's 100% Renewable Energy Plan is both imperative and timely, identifying specific measures and implementing them have their challenges. Technologies that will provide critical opportunities for definitive action are constantly emerging and evolving. Some future technologies are yet to be conceived, let alone developed and ready for implementation. International, national, provincial and local public policy, perspectives, understandings, and attitudes are also going through transformational changes.

Oxford County participated in the Kassel International Dialogue on 100% Renewable Energy in November 2015. The Kassel dialogue event was dedicated to developing a roadmap intended to guide local communities in their transition to 100% renewable energy. The 100% Renewable Energy Plan has been developed in keeping with the knowledge and experience represented within the 12-point criteria. Criterion 8 – Mobility and Transport gathers information about the scope of activities undertaken in the mobility sector.

This chapter identifies key areas where there are opportunities to reduce or eliminate dependency on fossil fuels including:

- Transitioning from fossil fuels to renewable or zero carbon energy use for transportation;
- Implementing a fully integrated public transportation system in Oxford and across Southwestern Ontario;
- Developing a cycling and trail network and encouraging commuters to switch to active modes of transportation; and
- Installing electric vehicle charging stations at key locations in Oxford.

The policies and procedures documented within the TMP aim to support the goals and initiatives of the 100% Renewable Energy Plan through both the development of infrastructure and promotion of alternative modes of transportation.
8.2 New Technology

The manufacturing of the gasoline powered vehicle has seen competition in recent years (decades) from hybrid electric, and fully electric powered vehicles. These vehicles provide similar needs as their gasoline powered counterparts, with less, or no reliance on petroleum products for their operation.

8.2.1 Electric Vehicles and Charging Stations

The availability and demand for electric vehicles (EVs) and other low-emission vehicles is increasing rapidly. Seventeen manufactures currently provide electric vehicle options to residents within Ontario. Further, in June 2016, the Province of Ontario announced a $20 million grant program to encourage the public and private sector to build electric charging stations with the goal of creating a system of fast-charging stations.

In June 2015, Oxford County became the first municipality in Ontario to commit to achieving 100% renewable energy by 2050. As the transportation sector accounts for approximately 35% of all greenhouse gas emissions, electric vehicles have the potential to spearhead action towards meeting the County’s 100% Renewable Energy goal.

The key component preventing substantial uptake of electric vehicles is due in part by the limited access to recharging stations. Electric Vehicle Service Equipment (EVSE) is the terminology used to represent the charging stations necessary to make practical use of electric mobility technologies, much as gasoline fueling stations are necessary for fossil-fuel based automotive vehicles. The provision of accessible and frequent electric charging stations is vital to the adoption of electric vehicle use, as they provide alternative charging locations beyond one’s private residence, and can decrease range anxiety, which is noted to be a common drawback of existing electric vehicle infrastructure. Existing and future carpool and other parking lots provide the opportunity for electric vehicle charging stations to be installed. Increasing access to and the frequency within the County will aid in encouraging electric vehicle use.

The County participated in the Electric Vehicle Chargers Ontario Program (EVCO) in February 2016 to obtain funding, and support for the development of a various charging stations across Oxford County. This funding was approved in June 2016, with the provision of additional charging stations to be located at the Quality Inn Hotel and Suites (500 Bruin Blvd. Woodstock), and the Ingersoll Town Centre (16 King Street, Ingersoll). One of the key benefits of being a stakeholder in the EV marketplace is the ability for the County to accelerate progress towards their goal of 100% renewable energy by 2050.

The EVCO was a grant program provided by the Province of Ontario to encourage public and private sector partners to create a network of electric vehicle stations in cities, along highways and at other work-related and public places across Ontario.
ECVO was launched in December 2015, and received over 200 applications by February 2016. Oxford County received four (4) level 2 charging stations and two (2) level 3 charging stations at a total grant cost of $350,760.

Furthermore, in 2018, the County completed the Oxford County Feasibility Study: EVSE Data Mapping & Analysis in Support of Oxford County’s Electric Vehicle Accessibility Plan (EVAP) to map strategic locations for additional EVSE installations across the region. The report concludes that a total of 163 Level 1, 54 Level 2 and 12 Level 3 chargers will need to be placed in suitable parking locations (i.e., employment workplace parking lots, public parking lots near workplaces, and long-stay public parking spots, such as shopping malls) to serve Oxford residents who adopt EVs in the future and who may or may not have access to home charging units throughout the evening and nighttime for recharging purposes. In addition, the County intends to continue supporting its tourism industry within rural areas by ensuring adequate EV charging availability for travel to, from, and within the County.

The report concludes that charging stations be strategically placed nearby tourism destinations and/or outdoor recreation areas to allow for EV charging while tourists explore the area. Figure 8.1 illustrates the recommended locations for the installation of new EVSEs.

**Actions:**

Support the ongoing implementation of the network of EV charging stations recommended in the “Oxford County Feasibility Study: EVSE Data Mapping & Analysis in Support of Oxford County’s Electric Vehicle Accessibility Plan (EVAP)” report prepared by CUTRIC (Figure 8.1).

Explore funding opportunities for the new EV charging stations through public funds, private funds or through public-private partnerships to reduce the County’s financial impact, as well as reducing the timeline for EVSE implementation.

Consider the implementation of EV charging stations within official and unofficial carpool lots to encourage both electric vehicle and carpool use.
Figure 8.1

Recommended County-Wide Electric Vehicle Charging Station Locations

Source: Oxford County Feasibility Study: EVSE Data Mapping & Analysis in Support of Oxford County’s Electric Vehicle Accessibility Plan
8.2.2 Autonomous Vehicles

Autonomous vehicles represent a transformation in the way the world moves and is connected. Autonomous vehicles (AVs) are capable of interpreting the world around them, navigating around the world without human interaction, and making decisions without human input. Driverless cars are fully autonomous vehicles.

Autonomous vehicles have the potential to decrease travel time, improve traffic flow and improve road safety. However, they also present risks if the implementation of the technology is not appropriately managed. Autonomous vehicles have the potential to provide solutions for low demand transit areas, especially in areas of the County where more substantial public transit services are not financially viable.

Accordingly, the potential introduction of autonomous vehicles aligns with the County’s New Directions: Advancing Southwestern Ontario’s Public Transportation Opportunities, which recognizes the need for a balanced transportation system that offers convenience and choice among active (walking and cycling), private (cars, roads, highways) and public (rail, inter-community and local transit) options to the travelling public.

Figure 8.2 details the County’s proposed AV network. The proposed routes provide a loop within Oxford County that connects to all eight Area Municipalities, as well as connection points to provincial highways and to neighbouring jurisdictions. The proposed AV network forms part of the Windsor to Ottawa Preferred Corridor for AV testing (and related technologies) which has been developed by the Municipal Alliance for Connected and Autonomous Vehicles in Ontario (MACAVO), including over 5,500 kms of paved municipal roadways.

Actions:

Implement the autonomous vehicle (AV) network (Figure 8.2) to facilitate the testing of Level 3 to Level 5 autonomous vehicles as part of the Windsor to Ottawa network. Establishing a designated province-wide AV testing road network will provide a focused approach for AV manufacturers where they can consider enhanced mapping of the routes (#D laser scanning) and further testing and validation of wireless communication networks and technology.

Coordinate with the Area Municipalities to integrate the County AV network to the local (municipal) routes. The County has distributed the proposed AV routes to the Area Municipalities and requested they consider identifying routes within their communities that could potentially link to the County AV network, with the objective of establishing routes with a variety of conditions (i.e. gravel/paved surfaces, urban, rural, multi-lane, etc.). The County should facilitate a future workshop with the Area Municipalities for further discussion and collaboration.
Proposed County-Wide Autonomous Vehicle Network

Legend
- AV Network
- Provincial Highway
- County Road

Oxford County Transportation Master Plan
161190

Figure 8.2
Continue to work with the MACAVO (through the Ontario Good Roads Association) on the development of a larger AV road network serving Southwestern Ontario. This will help to ensure a focused approach and provide opportunities for the municipality to influence AV testing and implementation for local and regional benefits.

### 8.2.3 Alternative Fuel Sources

In addition to electric vehicles, there are opportunities for alternative fuel sources to be used within Oxford County as detailed below. While these fuel sources are currently either in the research or small-scale stages of implementation, they are promising alternatives to assist the County in achieving the goal of 100% Renewable Energy.

- **Solar Photovoltaic (PV):** Solar photovoltaic charging of electric vehicles is already a reality in Oxford, albeit on a small-scale. The Whites Lane microGRID project, established by Woodstock Hydro and partners, incorporates 33 KW of PV panels that support a 100 KVA 240 volt single phase transformer. One of the connections to this system supplies two 70 amp Sun Country Highway electric vehicle charge stations. On sunny days, electric vehicles connecting to these chargers are powered in part, by the solar equipment located on the Woodstock Hydro buildings;

- **Compressed Natural Gas:** CNG is the cleanest burning transportation fuel on the market today, producing 20-30% fewer greenhouse gas emissions and 95% fewer tailpipe emissions than petroleum products. Several of the County’s light trucks have already been converted to hybrid Gasoline/Compressed Natural Gas and the County has purchased two CNG snowplows;

- **Hydrogen:** Long considered to be very promising energy storage solution; however, Hydrogen fuel is not currently a cost-effective solution. Many developers (large and small) continue to research and improve on hydrogen generation and we expect technology advancements will eventually remove the technical barriers. Hydrogen can be created from plentiful resources such as water versus other storage technologies which require expensive and limited mineral resources; and

- **Biofuel:** Biofuel creates carbon-based energy from current sources of energy transformation and therefore are considered ‘carbon neutral’. Biomass, can be utilized to create renewable natural gases, which are then distributed utilizing the existing natural gas infrastructure. Oxford has a very large and rural land area and generates a significant amount of biomass resource, from plant and tree matter through to animal waste.
8.3 Summary of Climate Change Adaptation and Mitigation

Through the direct actions taken over the past few years, the County has proven their commitment to transitioning away from fossil fuels and to promoting low carbon transportation and supporting sustainable modes of travel.

With implementation of the strategies and actions outlined within the TMP, the County is supporting a shift away from single-occupant auto trips and an increase in sustainable modes of travel and transportation systems including:

- TDM (carpooling and working from home);
- Active transportation (walking and cycling);
- Bus and rail transit;
- Electric powered fleet vehicles and implementation of an expanding EV charging network;
- Autonomous vehicle testing (through implementation of the AV network);
- Enhanced people and goods movement (through support and participation in the various initiatives outlined in the SouthwestLynx, Steel Corridors of Opportunity and Empowering Ontario’s Short Line Railways reports);
- Low carbon intersection control improvements in the form of roundabouts; and
- Use of alternative fuel sources including the recent implementation of several Compressed Natural Gas (CNG) light trucks and snowplows municipal fleet vehicles.
9 Implementation, Policy and Monitoring

The TMP provides both long-term direction for the future development of the County’s transportation system and a plan for immediate action, including several recommendations the County can implement through its regular activities. Successful implementation will ultimately require that concurrent efforts be undertaken to achieve the key strategies, such as, including supportive land uses, and managing transportation demand and constructing the transportation infrastructure identified in the plan.

Inevitably forecasts and other assumptions made in preparing the TMP will prove imprecise or directions will change over time. As such, this TMP should be considered a starting point for transportation planning and monitoring. The plan should be updated regularly, at a minimum every 5 years. The following sections provide guidance on implementing and monitoring this TMP.

9.1 Use of the TMP

The TMP is the overarching strategic document that provides a framework for how Oxford County will address its transportation needs to the year 2038. It describes, anticipates and plans for the movement of people and goods in a multi-modal, accessible transportation system.

The TMP is not a provincially legislated document, and therefore has no statutory authority. That authority is provided through the Oxford County Official Plan by incorporating the main policy directions of the TMP.

The primary purpose of the TMP is to guide the County’s transportation-related decision making and provide direction for its discussions and negotiations with other agencies and governments.

In addition, the TMP is not just a plan of infrastructure actions. It provides the policy framework on which to make operational decisions for the County.

9.2 TMP Implementation

9.2.1 Timing and Priorities

To assist in guiding the County in implementing the road infrastructure improvements, policy and advocacy plans recommended in the TMP, a suggested timing for these various initiatives has been developed based on the results of the transportation analysis and a staging of the works to balance the financial impact over time.

Table 9.1 presents the timing of implementation of these TMP initiatives. Appendix D provides a standalone copy of the TMP implementation program (Table 9.1).
## TMP Strategy Action 2019-2023 2024-2028 2029-2033 2034-2038

### Road Network Strategy

#### Infrastructure Improvements (Section 5.1)

- **Implement Annual Capital Program**
  - Road Rehabilitation and Resurfacing
  - Guide Rail Installation
  - Crack Sealing
  - Rural/Urban Storm Sewer
  - Bridge & Culvert Rehabilitation/Replacement, Expansion and Design Projects

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#### Major Road Reconstruction:

- Oxford Road 119 (from Oxford Road 10 to Oxford Road 7)*
- Oxford Road 16 (from 31st Line to Kintore)*
- Oxford Road 36 (from Oxford Road 29 to Township Road 5)*

#### Road Urbanization:

- Oxford Road 3 (Princeton)*
- Oxford Road 9 (Ingersoll)*
- Oxford Road 22 / Oxford Road 8 (Bright)*
- Oxford Road 35 (Woodstock)*
- Oxford Road 59 (Burgesville)*

#### Undertake Intersection Upgrades / Improvements:

- Oxford Road 59 and Juliana Drive*
- Oxford Road 8 & Oxford Road 36 (Roundabout)*
- Clarke Road & Harris Street*
- Oxford Road 15 & Ferguson Drive
- Oxford Road 59 & Lakeview Drive*
- Oxford Road 119 and Oxford Road 2*
- Oxford Road 13 / Oxford Road 46 / Oxford Road 59
- Oxford Road 59 (Intersections between Oxford Road 35 & Oxford Road 17)*
- Oxford Road 59 and Oxford Road 8* X
- Oxford Road 9 and Oxford Road 2*
- Oxford Road 59 and Oxford Road 15 (Parkinson Drive)* X

#### Consider Intersection Control Feasibility Studies:

- Oxford Road 59 & Oxford Road 28*
- Oxford Road 4 & Oxford Road 15*
- Oxford Road 4 & Oxford Road 17*
- Oxford Road 4 & Oxford Road 35*
- Oxford Road 59 & Oxford Road 33*
- Oxford Road 59 & Oxford Road 8*
- Oxford Road 6 & Oxford Road 16*
- Oxford Road 13 & Oxford Road 18*
- Oxford Road 29 & Oxford Road 36*
- Oxford Road 6 & Oxford Road 9*
- Oxford Road 59 & Oxford Road 24*

### Undertake Condition Assessment Studies:

- Bridge Needs Study (OSIM)
- Roads Needs Study
- Retaining Wall Infrastructure
- Storm Infrastructure X X

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<td>Undertake Condition Assessment Studies</td>
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<td>TMP Strategy</td>
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<tr>
<td><strong>Road Network Strategy (cont’d)</strong></td>
<td>Undertake Class Environmental Assessment Studies:</td>
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<tr>
<td>- Oxford Road 19*</td>
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<td>- Trans Canada Trail Bridge over Ontario Southland Railway</td>
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<td>- Oxford Road 4 Corridor Master Plan*</td>
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<td>- Oxford Road 20 (Tillsonburg to Brownsville)*</td>
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<td>- Oxford Road 22*</td>
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<td>- Oxford Road 28*</td>
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<td>- Oxford Road 14*</td>
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<td>- Oxford Road 18*</td>
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<td>- Oxford Road 36*</td>
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<tr>
<td>- Transportation Master Plan*</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Annual review of collision data to identify any areas of concern for consideration and prioritization in future road projects.</td>
<td>X</td>
<td>X</td>
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<td>* denotes projects that are all or in part related to new development/future growth</td>
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| Corridor Management Policies (Section 5.3) | Review and update the County’s Access Management Guidelines to reflect current road design standards and best practices. | X | Monitor and update as required |
| Develop a County Wide Traffic Calming/Speed Management Policy to identify conditions where traffic management and traffic calming measures are warranted. | X | Monitor and update as required |
| In partnership with the Area Municipalities, consider the potential implementation of automated speed enforcement, particularly in school zones and community safety zones. | X | Monitor and update as required |
| Maintain the Emergency Detour Routing to facilitate safe and efficient movement of people and goods throughout the County. | Ongoing |
| Collaborate with municipal partners and stakeholders to develop a Road Safety strategy that prioritizes safety for road users (motorists, pedestrians, cyclists and persons with mobility assisting devices). | X | Monitor and update as required |
| Implement a Road Occupancy Permit process for all third-party undertakings within the County Right-of-Way. | X | Monitor and update as required |
| Continue to maintain a detailed database of all collisions occurring in the County. | Ongoing |

| Railway Crossings Enhancements (Section 5.4) | Upgrade railway grade crossings (based on current Transport Canada regulations) as required in collaboration with Rail Authorities. | X | X | X | X |
| Review railway grade separations (based on current Transport Canada regulations) as required in collaboration with Rail Authorities. | X | X | X | X | X |

<p>| Active Transportation Strategy | Update active transportation policies to include the following in addition to the existing policies: | | | | |
| Policies on active transportation (detailed as pedestrian and cycling) should be updated to further guide planning and encouragement of active transportation. | X | Monitor and update as required |
| Continue with the program to provide a wider asphalt platform with edge line on rural roads as part of regular resurfacing programs and incorporate cycling facilities as part of any urban road reconstruction (2009 TMP). | | | | | |
| Facilitate trail development and implementation in accordance with the Trails Master Plan. | | | | | |
| Include property for active transportation routes with the land requirements for roads (where possible); | | | | | |
| Design active transportation routes based on the principles of accessibility, connectivity, continuity, directness of route, safety convenience and comfort. | | | | | |
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<tr>
<th>Active Transportation Strategy (cont’d)</th>
<th>Action</th>
<th>2019-2023</th>
<th>2024-2028</th>
<th>2029-2033</th>
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<tr>
<td><strong>People and Goods Movement Strategy</strong></td>
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<tr>
<td><strong>People Movement</strong> (Section 7.1)</td>
<td>Prepare a County-wide Cycling Master Plan in partnership with the Area Municipalities. *</td>
<td>Monitor and update every 5 years</td>
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<td></td>
<td>Design all active transportation cycling infrastructure in accordance with OTM Book 18.</td>
<td>Ongoing</td>
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<td></td>
<td>Update Pedestrian Crossing Policy to Align with OTM Book 15.</td>
<td>Monitor and update as required</td>
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**Carpool Lots** (Section 7.2.3)
Advocate for and support the development and maintenance of carpool lots along the Highway 401 and Highway 403 corridors with the Ontario Ministry of Transportation and private land owners including:
- Highway 401 at Oxford Road 29 (interchange 250).
- Highway 401 at Townerline Road (interchange 236).
- Highway 401 at Culloden Road (interchange 216).
- Oxford Road 15 at Oxford Road 55.
- Sobeys Plaza (678 Broadway Street, Tillsonburg).
- Travel Centres of America (TA) Truck Stop (535 Mill Street, Woodstock).
Consider the installation of secure bike lockers at the carpool lots located within reasonable distance from residential areas to support first mile/last mile connectivity.

**Work From Home** (Section 7.3)
Consider engaging the business community and other participants through ongoing TDM marketing and education.
Support TDM measures for residents and businesses by providing TDM information on the County website.
Demonstrate leadership in sustainable transportation by promoting TDM initiatives (i.e. flexible work hours, telecommuting, work from home, etc.)

**Goods Movement** (Section 7.4)
Explore options for provision of an intermodal terminal that is accessible to Class 1 and short line railways and well connected to the 400-series highways (ideally between the Highway 401/402 and Highway 401/403 junctions) and the existing arterial roadway network.
Construct truck route roadways to arterial road specifications and provide adequate turning radii and turning lane storage to accommodate freights, aggregate and agricultural vehicles.
Support the use of more fuel-efficient vehicles and options for alternative modes for deliveries.
Provide adequate height and width under bridges when constructing new roads or undertaking road rehabilitation to facilitate existing rail services and transport trucks.
Foster the formation of a Southwest Ontario rail corridor coalition to facilitate expansion of the region’s rail freight system as recommended in Steel Corridors of Opportunity report (2018).
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<tr>
<td><strong>Multi-Modal Facility Opportunities</strong></td>
<td>Consideration should be given to exploring opportunities across the County for the development of centralized multi-modal facilities that connect multiple elements of the transportation network to one another.</td>
<td></td>
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<td>Ongoing</td>
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<tr>
<td><strong>Multi-Modal Facility Opportunities</strong></td>
<td>With the potential for high-performance rail service, connectivity among rail, transit, carpool lots and active transportation infrastructure should be maintained. This ensures users can access each mode of the system with one another.</td>
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<tbody>
<tr>
<td><strong>Electric Vehicles and Charging Stations</strong></td>
<td>Support the ongoing implementation of the network of EV charging stations recommended in the “Oxford County Feasibility Study: EVSE Data Mapping &amp; Analysis in Support of Oxford County’s Electric Vehicle Accessibility Plan (EVAP)” report prepared by CUTRIC (Figure 8.1).</td>
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<td>Ongoing</td>
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<tr>
<td><strong>Electric Vehicles and Charging Stations</strong></td>
<td>Explore funding opportunities for the new EV charging stations through public funds, private funds or through public-private partnerships to reduce the County’s financial impact, as well as reducing the timeline for EVSE implementation.</td>
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<tr>
<td><strong>Electric Vehicles and Charging Stations</strong></td>
<td>Consider the implementation of EV charging stations within official and unofficial carpool lots to encourage both electric vehicle and carpool use.</td>
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<tr>
<td><strong>Autonomous Vehicles</strong></td>
<td>Implement the autonomous vehicle (AV) network (Figure 8.2) to facilitate the testing of Level 3 to Level 5 autonomous vehicles as part of the Windsor to Ottawa network. Establishing a designated province-wide AV testing road network will provide a focused approach for AV manufacturers where they can consider enhanced mapping of the routes (#D laser scanning) and further testing and validation of wireless communication networks and technology.</td>
<td>X</td>
<td>Monitor and update as required</td>
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<tr>
<td><strong>Autonomous Vehicles</strong></td>
<td>Coordinate with the Area Municipalities to integrate the County AV network to the local (municipal) routes. The County has distributed the proposed AV routes to the Area Municipalities and requested they consider identifying routes within their communities that could potentially link to the County AV network, with the objective of establishing routes with a variety of conditions (i.e. gravel/paved surfaces, urban, rural, multi-lane, etc.). The County should facilitate a future workshop with the Area Municipalities for further discussion and collaboration.</td>
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<td>Ongoing</td>
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<tr>
<td><strong>Autonomous Vehicles</strong></td>
<td>Continue to work with the MACAVO (through the Ontario Good Roads Association) on the development of a larger AVE road network serving Southwestern Ontario. This will help to ensure a focused approach and provide opportunities for the municipality to influence AV testing and implementation for local and regional benefits.</td>
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<td>Ongoing</td>
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9.2.2 Potential Funding Sources

Ultimately, the most reliable and consistent sources of funding for transportation system improvements will be with County’s municipal tax levy and development charges.

The County should continue to monitor available Provincial and Federal funding programs to establish if any of the recommended improvements identified in this TMP will be eligible. Potential funding sources to implement the recommended TMP elements, in addition to the tax levy include:

- **New Building Canada Fund**, which was established in 2014 to fund projects from 2014 to 2024. There is $2.7 billion designated for Ontario projects in the New Building Canada Fund, and an estimated $8.12 billion under the Federal Gas Tax Fund;

- **Infrastructure Ontario’s Loan Program**, which provides long-term financing to eligible public-sector clients to help renew infrastructure;

- **Special Purpose Funding** that may be available at the time of implementation, such as the Provincial Cycling Funding announced at the 2014 Ontario Bike Summit and other similar initiatives; and

- **Other Alternative Infrastructure Funding Mechanisms** such as private sector sponsorship and focused advertising.

9.3 Future Environmental Assessment Requirements

The TMP will be relied upon in completing the Municipal Class EA Studies (i.e. Schedule C projects) for future projects identified herein. The TMP will satisfy Phases 1 (identify the problem) and 2 (identify alternative solutions to the problem) of the five-phase Municipal Class EA planning and design process.

9.4 Monitoring

The TMP is not intended to be a static document, rather it must be flexible and adapt to changes in travel characteristics, user behaviour, development trends, growth patterns and other unforeseen events over time. Initiatives planned or underway by other agencies may also have an effect on the recommendations of the TMP as they unfold.

A comprehensive program allows progress to be tracked and performance to be measured and reported. The program would feature County-wide monitoring to track changes in land use patterns, demographic characteristics, and system performance and modal choice over time. It is anticipated that the elements of this program will be monitored every five to ten years, depending on the availability of data sources.
Corridor and area-specific monitoring may be considered in the future to measure development and transportation system performance in key corridors. This will help to proactively identify areas of concern and timely responsive measures. It is anticipated that the elements of this program may be monitored more frequently, perhaps every one to five years given the nature of the data and their collection methods. Care should be exercised not to duplicate, but rather to build upon, other performance measurement exercises already underway.

9.5 Plan Review and Updates

Regular reviews and updates of the TMP allow for the ongoing assessment of its effectiveness and relevance. Establishing this stable transportation planning cycle ensures the plan strategies remain flexible to respond to unforeseen developments and imprecise assumptions. The performance of the plan in achieving the transportation vision and goals can also be reviewed, and necessary adjustments in strategy made.

The Planning Act requires the County to assess the need for an update to its Official Plan every five years. That review process provides a timely opportunity to revisit the assumptions of the TMP and consider the need for an update. The monitoring program discussed in Section 9.4 will also provide an indication of the need for a review.

Over the period preceding the formal review, County and Area Municipal Council decisions on transportation issues will have the inevitable effect of amending, deleting, replacing or complementing some of the policies in the TMP. For this reason, individuals must consider this plan in conjunction with the record of subsequent Council decisions to obtain a complete understanding of current policy and plans.

A regular review of the TMP is proposed every five years. Conducting ongoing monitoring and regularly reviewing the TMP ensures the document remains relevant and a useful source for transportation planning within the County. The County may amend the TMP in the intervening period to reflect changes to the Official Plan and/or resulting from the development review process or other major initiatives.

Actions:

Review the TMP every five years, ideally in conjunction with a review of the Oxford County Official Plan, Development Charges Studies and once any necessary updates to the County and Area Municipality population and/or employment forecasts have been finalized.
10 Public and Stakeholder Consultation

10.1 Program Overview

Engaging residents and stakeholders is an important, essential component of the development of the Oxford TMP, as well as a key piece of the Class EA process. A successful TMP will consider and address the needs and wants of the transportation system users. To engage a wide range of community members, it is important to have an effective, accessible and efficient communication system. The existing Town communication channels including the County website, social media, community boards and newspapers were utilized as well as in-person events and workshops.

To provide meaningful opportunities for community input into the Transportation Master Plan and to reach a broad audience, the project team hosted two rounds of “pop-up” engagement events and concurrent online survey during the TMP update. The events were held during:

- Spring 2017; and
- Fall 2018

Additionally, a Transportation Master Plan Advisory Committee (TMPAC) was formed to receive their input and comments.

Opportunities to engage were promoted through the Town’s communication channels:

- On the County’s website (www.oxfordcounty.ca); and
- Speak-up Oxford;

At the outset of the TMP update (September 2016), a notice was posted on the Speak Up, Oxford section of the County’s website. The intent of the notice was to inform the public of the update, provide a TMP purpose overview and provide a direct webpage link for the public to comment about the update.

The TMP was also informed by feedback received through Oxford County’s 2019 Budget Survey undertaken over a 10 week period in the summer of 2018.

Appendix D contains all public and stakeholder engagement documents including notices, letters, presentation materials, display boards, survey responses, comments and responses.
10.2 Spring 2017 Public Engagement

Two pop-up events were held in Spring 2017. The purpose of the events was to present the existing conditions and key considerations of the TMP. Both events provided an opportunity for the public to discuss their concerns and ideas with members of the project team and to fill out a survey about the TMP. The pop-up events were held as follows:

- Thursday, April 20, 2017: Future Oxford Expo; and
- Wednesday, April 26, 2017: Tillsonburg Community Centre

It was recognized that not all members of the public would be able to attend an event in person due to the large size of the County. Therefore, the online survey provided an opportunity for all County residents to participate. The online survey was held concurrent to the pop-ups and was live from April 10, 2017 to May 15, 2017. The online survey questions were identical to the questions asked in-person at the pop-up events.

In total, 128 in-person discussions and 314 online survey responses to the Spring 2017 public consultation questions were recorded. Note that not all in-person discussions resulted in a completed survey as it was not required; however, all questions, comments and interactions were documented.

10.3 Fall 2018 Public Engagement

Two pop-up events were held:

- Canada’s Outdoor Farm Show in Woodstock on Wednesday, September 12, 2018 at; and
- Drumbo Fair on Saturday, September 22, 2018.

The purpose of the events was to allow residents to provide input on key aspects of the draft plan. The event provided an opportunity for the public to discuss their concerns and comments with members of the project team and to fill out a survey about the TMP.

In tandem, an online survey was developed to allow residents to provide input on key aspects of the draft plan. The survey was active from August 27, 2018 - October 19, 2018. The online survey mirrored the survey used during pop-up consultations.

In total, 45 in-person discussions and 76 online survey responses to the Fall 2018 public consultation questions were recorded. Note that not all in-person discussions resulted in a completed survey as it was not required; however, all questions, comments and interactions were documented.
10.4 Advisory Committee

A Transportation Master Plan Advisory Committee (TMPAC) was formed consisting of County staff, representatives from the Area Municipalities and community partners (Cycling Advisory Committee, Oxford County Trails Council, and Future Oxford). The purpose of this committee was to discuss the needs and concerns of the respective Area Municipalities that should be considered within the overall TMP and to provide feedback to findings, conclusions and recommendations over the course of the update.

The TMPAC meet three times over the course of the study at the Oxford County Administration Building in Woodstock. The following summarizes the meeting times and purpose:

- **Meeting 1 – November 7, 2016**: An overview of the TMP process including the role of the TMPAC, and to engage in a facilitated discussion about transportation issues in Oxford County;
- **Meeting 2 – April 6, 2017**: An update on the TMP status including the existing conditions summary and upcoming public consultation; and
- **Meeting 3 – October 25, 2018**: A review of the TMP Draft Summary and Recommendations Report and to receive comments from the TMPAC.

10.5 Indigenous Communities, Agencies and Stakeholders

Agencies, stakeholders and Indigenous Communities were notified by Oxford County at key points in the study process and to fulfill the requirements of the Municipal Class EA process. They were encouraged to provide any information they felt was necessary for the Project Team to consider during the study. All comments received from agencies, stakeholders and Indigenous Communities were recorded and considered as outlined below. The following details the agencies contacted during the study:

- **Municipal Agencies**:
  - City of Woodstock
  - Corporation of the City of Perth
  - County of Brant
  - County of Elgin
  - Middlesex County
  - Municipality of Bayham
  - Municipality of Thames Centre
  - Norfolk County
  - Regional Municipality of Waterloo
- Town of Ingersoll
- Town of Tillsonburg
- Township of Blandford-Blenheim
- Township of Malahide
- Township of North Dumfries
- Township of Norwich
- Township of Perth East
- Township of Perth South
- Township of South-West Oxford
- Township of Wilmot
- Township of Zorra

▶ Provincial Agencies:
- Ministry of Agriculture and Food
- Ministry of Culture
- Ministry of Economic Development, Trade & Tourism
- Ministry of Environment, Conservation and Parks
- Ministry of Municipal Affairs and Housing
- Ministry of Natural Resources and Forestry
- Ministry of Transportation
- Ontario Provincial Police

▶ Federal Agencies
- Canadian Environmental Assessment Agency
- Department of Fisheries and Oceans

▶ Conservation Authorities:
- Catfish Creek Conservation Authority
- Grand River Conservation Authority
- Long Point Region Conservation Authority
- Upper Thames River Conservation Authority

▶ Local Agencies:
- Alexandria Hospital
- Huron-Perth Student Transportation Services
- John Knox Christian School
- London District Catholic School Board
- Oxford Reformed Christian School
- Thames Valley District School Board
- Tillsonburg District Memorial Hospital
- Tillsonburg Municipal Airport
- Woodstock Environmental Advisory Committee
- Woodstock General Hospital
- Woodstock Police

Indigenous Communities:
- Aamjiwnaang First Nation
- Association of Iroquois & Allied Indians
- Caldwell First Nation
- Chippewas of Kettle and Stony Point First Nation
- Chippewas of the Thames First Nation
- Delaware Nation
- London District Chiefs Council (Southern First Nations Secretariat)
- Mississaugas of New Credit First Nation
- Munsee-Delaware Nation
- Oneida Nation of the Thames
- Six Nations of the Grand River Territory
- Union of Ontario Indians
- Walpole Island First Nation
- Haudenosaunee Development Institute (on behalf of Haudenosaunee Confederacy Chiefs Council)

Stakeholders:
- Bell Canada
- Canadian National Railway
- Canadian Pacific Railway
- Cogeco Cable Inc.
- Enbridge Pipelines Inc.
- Execulink Telecom
- Hydro One
- The TDL Group Ltd.
- Toyota Motor Manufacturing Canada Inc.
- Toyota Boshoku Canada Inc.
- Trans Canada Pipelines
• Transfreight
• Union Gas Limited
• Public interest groups and businesses

10.5.1 Indigenous Communities

Indigenous Communities were notified by mail at the start of the TMP update. The notices were sent by the County and included a copy of the Notice of Study Commencement, a letter and form for comments and to indicate if they would like to remain on the study contact list. The study contact list was updated to reflect the responses received, including any change in contact information.

All Indigenous Communities that did not provide any comments over the course of the study were contacted by the consultant team via phone in early April 2019. The calls provided opportunity to gather additional feedback and to inform them of the upcoming 30-day review of the Draft TMP. A record of the calls and follow-up emails are provided in the consultation appendix.

Formal meetings were not requested or held with the Indigenous Communities.

10.5.2 Agencies and Stakeholders

All agencies and stakeholders required to be consulted with under the MCEA process were notified on the TMP at the start of the study by mail. The notices were sent by the County and included a copy of the Notice of Study Commencement, a letter and form for comments and to indicate if they would like to remain on the study contact list. The study contact list was updated to reflect the responses received, including any change in contact information.

Any comments received from the agencies were recorded, responded to as appropriate and considered in the development of the TMP. A table with all agency and stakeholder comments as well as the project team response/action is provided in the appendix.

Formal meetings were not requested or held with the agencies and stakeholders.

10.6 Public Comments

Throughout the TMP process, the public was invited to reach out to the project team via email, telephone and through Speak Up Oxford. All comments were recorded and considered for inclusion in the TMP where appropriate.
10.7 2019 Budget Survey

The 2019 Budget Survey solicited feedback from Oxford County residents during the period from June 18 to August 31, 2018. The survey was intended to see how residents wanted to see their tax dollars spent as well as identify which services are the most important. Respondents were also asked to indicate how the County should set its service levels for the 2019 budget.

Approximately 524 responses were received regarding the question around the funding program for Oxford County’s road and bridge infrastructure and services. Of note, approximately 11.6%, 72.3% and 11.5% of the respondents indicated funding to the program should be increased, maintained or reduced respectively. The respondents also provided general comments about the County’s road and bridge program.

As well, several respondents provided other comments to the 2019 Budget Survey question around the funding program for planning sustainability measures. Some of the comments received around sustainability centered around EV charging infrastructure, passenger rail, inter-community bus service, road condition, affordable public transportation, low carbon alternative fuel powered municipal fleet, active transportation and transportation system connectivity.

Appendix D provides the responses.
To: Warden and Members of County Council

From: Director, Community Planning

Proposed Changes to the Conservation Authorities Act

RECOMMENDATIONS

1. That County Council direct staff to submit the comments contained in Report No. CP 2019-152 as the County’s formal response to the proposed changes to the Conservation Authorities Act, and a regulation under that Act, as set out in EBR Registry No. 013-4992 and 013-5018;

2. And further, that Report CP 2019-152 be circulated to the Area Municipalities for their information.

REPORT HIGHLIGHTS

- The Province released two concurrent consultations open from April 5 to May 21, 2019, to announce a new round of changes to the Conservation Authorities Act, R. S. O. 1990, C. 27 and regulations under that Act

- This report seeks to inform County Council of the proposed changes to this legislation, and its associated regulatory framework, as well as the proposed comments that have been prepared by County staff for submission (Attachment Nos. 1 and 2)

- The proposed comments were formulated through discussions between the Community Planning office and Public Works departments, with input from Area Municipal staff and initial feedback on proposals from Conservation Authority partners

Implementation Points

The recommendations contained in this report will have no immediate impacts with respect to implementation. However, there may be future changes in the way that conservation authorities regulate development in their regulated areas, which could potentially have an impact on future infrastructure and development projects in the County and elsewhere.
Financial Impact

The comments in this report will have no financial impact beyond what has been approved in the current year’s budget. The Treasurer has reviewed this report and agrees with the financial impact information.

Risks/Implications

There is no risk or other implications associated with this report.

Strategic Plan (2015-2018)

County Council adopted the County of Oxford Strategic Plan (2015-2018) at its regular meeting held May 27, 2015. The initiative contained within this report supports the Values and Strategic Directions as set out in the Strategic Plan as it pertains to the following:

1. ii. A County that Works Together – Enhance the quality of life for all of our citizens by:
   - Working with community partners and organizations to maintain / strengthen public safety
   - Promoting community participation and life-long involvement in recreational and cultural activities

3. ii. A County that Thinks Ahead and Wisely Shapes the Future – Implement development policies, land uses and community planning guidelines that:
   - Provides a policy framework which supports community sustainability, health and well-being
   - Supports healthy communities within the built environment

3. iii. A County that Thinks Ahead and Wisely Shapes the Future - Demonstrated commitment to sustainability by:
   - Ensuring that all significant decisions are informed by assessing all options with regard to the community, economic and environmental implications including:
     o Potential impacts to the vulnerable population in our community
     o Responsible environmental leadership and stewardship
     o Supporting the community implementation of the Community Sustainability Plan

DISCUSSION

Background

The Province recently initiated consultation for two inter-related legislative proposals through the Environmental Bill of Rights Registry (EBR) that intend to help ensure conservation authorities across Ontario are acting in a more consistent manner to support faster, more predictable and less costly approvals. The postings discussed in this report are as follows:
- EBR 013-4992: **Focusing conservation authority development permits on the protection of people and property** (Ministry of Natural Resources and Forestry), which introduces changes to the regulations under the *Conservation Authorities Act* that, if passed, are intended to improve consistency in requirements across all conservation authorities through ‘consolidating and harmonizing’ the existing 36 individual conservation authority regulations into one Ministry-approved regulation.

- EBR 013-5018: **Modernizing conservation authority operations – Conservation Authorities Act** (Ministry of Environment, Conservation and Parks), which introduces amendments to the *Conservation Authorities Act* that, if passed, would help conservation authorities focus and deliver on their core mandate and improve governance.

The consultation end dates for these postings are May 20th and May 21st, respectively; although, County staff have received confirmation from both Ministries that consideration will be given to comments submitted a few days past these deadlines.

As outlined in the *Made-in-Ontario Environmental Plan*, the government is aiming to improve the conservation authority’s ability to deliver their core programs and services, and focus on protecting people and property from flooding and other natural hazards, and conserving natural resources. The posting notes that “as more extreme weather events occur that threaten our homes, businesses and infrastructure, it’s important to ensure conservation authorities deliver on their core mandate” and improve the effectiveness and efficiency of conservation authorities is a critical component of strengthening Ontario’s resiliency to extreme weather events. Additionally, these proposals are intended to provide the business sector with a clear and consistent regulatory environment in which to operate, by making approval processes faster, more predictable and less costly.

Further rationale for these proposed amendments can be garnered from the Province’s recently released *Housing Supply Action Plan* (May 2, 2019), which aims to reduce the regulatory duplication/burden on developers through revisions to existing legislation such as the *Conservation Authorities Act* (CAA). This Plan outlines that the CAA changes are intended to:

- Clearly define conservation authorities’ core programs and services, such as flood protection, and only require municipalities to pay for these services, not frivolous additional expenses;
- Give municipalities more say over non-core programs and services and how municipalities pay for them;
- Streamline and standardize conservation authorities’ role in municipal planning to reduce overlap, making approvals faster and less expensive; and
- Improve governance and accountability.”

These proposals build on recent changes to the *Conservation Authorities Act* (CAA) under Bill 139, *the Building Better Communities and Conserving Watershed Act, 2017*, which were previously outlined as part of *County Council Report CP 2017-225*. As such, the proposals include bringing into force un-proclaimed sections of the CAA that had been introduced through Bill 139, that are related to matters such as “fees for programs and services”, and the “recovery of capital costs and operating expenses from municipalities (municipal levies)”.

---

*Page 3 of 7*
In our past comments, the County had requested that there be greater consistency and standardization in the services provided by CAs and that there be additional clarity on the statutory/non-statutory roles of CAs, as this may assist in ensuring greater consistency and transparency in the implementation of agreed upon CA programs and services (i.e. development review services for the evaluation of potential impacts on significant natural features) within the County.

It is important to note that neither posting includes draft legislative or regulatory wording, and present very simplified text descriptions of the proposed changes. In the absence of clearly defined draft amendments, staff have had to make various assumptions when assessing the potential impacts of these changes on County operations or processes, in some cases.

Comments

Oxford County’s draft comments on these two proposals are outlined in Attachment Nos. 1 and 2, and summarized as follows:

Harmonizing Conservation Authorities Act Regulations

The proposal under EBR 013-4992, released by the Ministry of Natural Resources and Forestry, primarily outlines the updates to the regulatory environment of the permitting process that conservation authorities are responsible for. Currently, Section 28 of the CAA outlines the ability of a conservation authority to prohibit certain development activities on lands that could be unsafe for development because of naturally occurring processes associated with flooding, erosion, dynamic beaches or unstable soil/bedrock; or prohibit activities based on inference with or alterations to a watercourse or wetland. The proposal is to further define this ability through the regulation (in particular, the replacement of O. Reg 97/04) and ensure CAs can regulate “development and other activities for impacts to the control of flooding and other natural hazards”.

The implications of this change are difficult to determine, without more detail on the wording of the regulation, but there is a general concern that alterations to wetlands, which may not pose a direct flooding threat but still provide an important ecological role at the local and watershed scale, would be not be considered in the new regulation. The County recognizes that there may be local challenges with the current regulatory environment for CA permitting in areas on or adjacent to certain wetlands (e.g. seasonal wetlands on farms), but believes there still needs to be appropriate oversight of impacts to wetlands (and other) important ecological features to ensure that the County and Area Municipalities do not inadvertently assume responsibility for their protection, without any associated measures to support municipalities in this regard (funding, etc.). Such changes may also result in even greater inconsistency in implementation of programs and measures that serve to protect natural features across municipalities.

O. Reg 97/04 was last updated in 2011 and provides a framework for conservation authorities to develop their own regulations. As such, there are 36 existing conservation authorities with individual regulations. The proposal is to consolidate these into one Ministry-approved regulation to help ensure consistency in requirements across conservation authorities, while still allowing for local flexibility based on differences in risks posed by flooding and other natural hazards. The County is supportive of the proposal to consolidate and harmonize the existing regulations into one, but strongly encourages the Province to consult with municipalities on the draft wording of
such a regulation to ensure it is flexible enough to address key watershed-specific concerns. The Province should also better explain how this regulation will be implemented in the context of the changes to the CAA (e.g. to separate core mandatory programs and services), as explained in the next section of this report. Additionally, the County would appreciate having more detail to understand implications for municipal projects that are subject to the Drainage Act Protocol, development review processes, and if the intent is to establish a consistent Flood Event Standard across the Province.

For the purposes of the above noted consolidated Regulation, the Province has generally outlined a number of proposed inclusions/changes, which staff have itemized and individually commented on as part of our draft submission to the Ministry of Natural Resources and Forestry, as contained in Attachment No. 1.

Defining Core Mandatory Programs and Services & Increasing Transparency

The Province is proposing to introduce amendments to the Conservation Authorities Act (CAA), which if passed, would:

- clearly define the core mandatory programs and services provided by conservation authorities to be natural hazard protection and management, conservation and management of conservation authority lands, drinking water source protection (as prescribed under the Clean Water Act), and protection of the Lake Simcoe watershed (as prescribed under the Lake Simcoe Protection Act);
- increase transparency in how conservation authorities levy municipalities for mandatory and non-mandatory programs and services, with modern transparency standards by ensuring that municipalities and conservation authorities review levies for non-core programs after a certain period of time (e.g., 4 to 8 years); and,
- establish a transition period (e.g. 18 to 24 months) and process for conservation authorities and municipalities to enter into agreements for the delivery of non-mandatory programs and services and meet these transparency standards.

It is clear that the intent of the Province is to better standardize and streamline the services and programs provided by conservation authorities, which the County has requested through past consultations. The County welcomes revisions to the legislation that serve to “clearly define core mandatory programs and services provided by the conservation authorities” but cautions that the integrated watershed management approach to managing human activities and natural resources on a watershed basis be maintained as a “core mandatory program”, as this is a fundamental function of CAs and is inextricably linked to other environmental programs and services (e.g. tree planting/forestry management, restoration of natural areas, protecting and improving water quality), as well as matters of Provincial interest and municipal sustainability objectives.

Some of the Conservation Authority services provided in Oxford (that may be considered 'non-core’ services as part of this proposal) include: Watershed Report Cards, administration of the Clean Water Program, stewardship and tree planting programs, Provincial water quality monitoring programs, Children's Water Festivals, peer review services for Environmental Impact Studies, and securement/management of natural areas not associated with a natural hazard, environmental education programs, etc. The County and Area Municipalities would still be responsible for ensuring natural areas, and water quality and quantity, are protected for the
long-term through other Provincial legislation and policy. Therefore, if CAs choose no longer to provide such ‘non-core’ services to municipalities, it may necessitate a number of program changes at the municipal-level (e.g. obtaining or enhancing in-house expertise, out-sourcing peer reviews for environmental impact studies, etc.) which could, in turn, have potential budget impacts and/or increase costs for development.

As many of these potentially ‘non-core programs and services’ currently offered by Oxford’s CAs are valued and work well in the Oxford context, it should be ensured that any proposed changes would still allow CAs to provide such services on the County and/or Area Municipalities behalf, where they deem it to be appropriate and cost effective (e.g. through memorandums of understanding and/or agreements between the CAs and municipalities).

Therefore, without a clearer understanding of how the ‘core mandatory programs and services’ and ‘non-core programs and services’ will be defined and determined, the County finds it difficult to evaluate potential impacts or make informed comments on the proposed legislative changes, including whether any program and/or budget implications will result from these changes. We have advised the Province in past consultations to consider shared service arrangements and/or amalgamation of conservation authorities to ensure they have the capacity and technical expertise to effectively deliver core services, as well as the non-core services that a municipality may desire, and believe this should be further investigated in the context of the proposed Provincial direction.

As the posting notes, drinking water source protection (as prescribed under the Clean Water Act) will continue to be a core mandate; although, it remains unclear if funding for this program will continue as it has in the past. Currently, the Source Protection Authorities administrative functions are 100% funded by the Province. It is unclear if the intent of defining source protection as a core mandate is to now require municipalities to fund this role. This is a specific area of concern that will require clarification from the Province to determine potential impacts for the County.

Additional amendments being proposed intend to increase transparency and accountability though the following changes to the Conservation Authorities Act (CAA):

- enable the Minister to appoint an investigator to investigate or undertake an audit and report on a conservation authority; and,
- clarify that the duty of conservation authority board members is to act in the best interest of the conservation authority, similar to not-for profit organizations.

County staff generally support these initiatives, as they should help to ensure conservation authorities, staff and board members, operate in accordance with their mandate.

**Conclusions**

As outlined in this report, these postings may result in significant changes in the programs and services offered by conservation authorities, but the potential impacts of the proposed amendments are unclear due largely to the general, non-descript nature of the postings referenced above.
Conceptually, staff support many of the proposed changes presented; however, further clarification and detail needs to be provided by the Province for municipalities to adequately assess the implications. Therefore, it is proposed that the Province be requested to provide a formal opportunity for municipalities to review and provide feedback on the proposed draft regulations and/or new definitions, including providing an appropriate amount of time to undertake such review. More detailed draft comments on the proposed legislative and regulatory changes are contained in Attachment Nos. 1 and 2 to this report.

County staff will continue to monitor the progress of the consultation exercise and will advise County Council of any relevant changes and/or opportunities for comment on matters that may be of particular interest or concern to the County or Area Municipalities.

SIGNATURES

Report Author:

"Original Signed By"

Amelia Sloan
Development Planner

Departmental Approval:

"Original Signed By"

Gordon K. Hough
Director of Community Planning

Approval for Submission:

"Original Signed By"

Peter M. Crockett, P.Eng.
Chief Administrative Officer

ATTACHMENTS

Attachment No. 1 - Draft Response to EBR 013-4992, titled “Focusing conservation authority development permits on the protection of people and property” (Ministry of Natural Resources and Forestry)

Attachment No. 2 - Draft Response to EBR 013-5018, titled “Modernizing conservation authority operations – Conservation Authorities Act” (Ministry of Environment, Conservation and Parks)
Mr. Alex McLeod  
Policy Officer  
Ministry of Natural Resources & Forestry  
Natural Resource Conservation  
Policy Branch  
300 Water Street  
Peterborough ON K9J 8M5  

Dear Mr. McLeod:

Re: **EBR Posting No. 013-4992**  
Focusing conservation authority development permits on the protection of people and property

The County of Oxford has reviewed the “Description of Regulation” as outlined in EBR Posting No. 013-4992, which intends to streamline the type of permit(s), as well as the permitting process for which conservation authorities are responsible. The County generally supports amendments to the *Conservation Authorities Act* (and/or its regulations) that result in improvements to accountability and local service delivery, as well as increased clarification of roles and responsibilities and consistency in the range and level of services provided.

We have noted through past consultations that there is a significant variation in capacity/expertise between various conservation authorities and availability of regulatory mapping and other information which can present some challenges for consistent local service delivery and could create an inconsistent regulatory environment for developers/builders.

It should be noted that we strongly feel the resulting approved regulations, that will ultimately consolidate and harmonize the existing 36 individual conservation authorities regulations into one document, should be released in draft form to provide municipalities with an opportunity for detailed review and comment to ensure the Province has a firm understanding of the impacts before making a decision to proceed with finalizing a unified regulation, as there may be significant local concerns that were addressed through the individual regulations that should not be lost or disregarded in the process (and may trigger a need review associated guidance material or municipal strategic documents).
Additionally, there is a concern that the provision to allow for flexibility to determine flooding/hazard risks, may not also allow for provisions to protect natural heritage features that may not pose a direct risk to public health and safety but can affect hazard areas downstream and improve overall watershed health. Therefore, we are strongly encouraging the Province to consult with municipalities on the draft wording of such a regulation to ensure it is flexible enough to address key watershed-specific concerns. The Province should also provide additional detail on how this regulation will be implemented in the context of the changes to the CAA to separate core mandatory programs and services from non-core activities (EBR 013-5018). The County would also appreciate knowing if the intent is to establish a consistent Flood Event Standard across the Province through this consolidated regulation.

In addition to the general comments above, following are our comments on the specific questions.

<table>
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<tr>
<th>Regulation Proposal</th>
<th>Oxford County’s Response</th>
</tr>
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</table>
| Update definitions for key regulatory terms to better align with other provincial policy, including: “wetland”, “watercourse” and “pollution” | • Agree in principle, as we have heard feedback that the lack of consistent definitions for these terms has led to legal challenges.  
• Should consider developing guidance to better align the term ‘wetland’ with its ecological functions as both a natural heritage feature and a natural hazard, as wetlands provide water retention function that impacts downstream hazard areas.  
• Ensure all new definitions are applicable in the context of the PPS (e.g. as a flooding hazard under 3.1 and/or features of the natural heritage system under 2.1); the Planning Act (e.g. ss. 34 (1)3.2); and, the Building Code (e.g. Div, A., 1.4.1.3.(1)(c)), as well as other applicable law.  
• If definitions are proposed to be changed to eliminate potential application of the regulation to natural heritage considerations, clear direction must be provided as to what alternative mechanisms and processes will be put in place to ensure the protection of such features. |
| Defining undefined terms including: “interference” and “conservation of land” as consistent with the natural hazard management intent of the regulation | • Same comments as above |
| Reduce regulatory restrictions between 30m and 120m of a wetland and where a hydrological connection has been severed | • Agree in principle, but request additional detail, as this should be considered in the context of the revised definition of a ‘wetland’.  
• More detail is required to explain what is meant by “where a hydrological connection has been severed” so that potential impacts and related considerations can be identified and commented on. |
| Exempt low-risk development activities from requiring a permit including certain alterations and repairs to existing municipal drains subject to the Drainage Act provided they are undertaken in accordance with the Drainage Act and | • Require more information, and request guidance regarding the nature of the type of activities that would be considered "low-risk development activities".  
• Request that notice to conservation authorities remain part of the Protocol when altering/repairing drains.  
• Request that Province consider permitting exemptions for activity undertaken by a municipality, if, as a responsible level of government, it is determined by staff to be a ‘low-risk development activity’. |
<table>
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<tr>
<th>Regulation Proposal</th>
<th>Oxford County’s Response</th>
</tr>
</thead>
</table>
| **Conservation Authorities Act Protocol**                                           | - Require more information, and request guidance (or definition) regarding the nature of the type of activities that would be considered “low-risk development activities” (e.g. if only non-habitable structures)  
  - Consider registration of “low-risk development activities” be maintained by conservation authority, with allowance for amending types of activities that are considered ‘low-risk’ to maintain local flexibility.  
  - Consider criteria for conservation authorities to assess the potential cumulative impacts of the “low-risk development activities” and a potential need to regulate accordingly. |
| Allow conservation authorities to further exempt low-risk development activities from requiring a permit provided in accordance with conservation authority policies | - Agree in principle, but request additional detail  
  - Consultation with municipalities should be key priority                                                                                                                                 |
| Require conservation authorities to develop, consult on, make publicly available and periodically review internal policies that guide permitting decisions | - Agree in principle, but request additional detail  
  - Public consultation on mapping changes should be communicated in the context of their implications (i.e. regulatory policies that guide permitting decisions should be presented with new mapping)  
  - Note that during previous consultations, the County requested minimum public and agency consultation requirements for the delivery of programs and services (e.g. the establishment of generic regulation limits) be established by the Ministry |
| Require conservation authorities to notify the public of changes to mapped regulated areas such as floodplains or wetland boundaries | - Agree in principle, but request additional detail                                                                                                                                 |
| Require conservation authorities to establish, monitor and report on service delivery standards including requirements and timelines for determination of complete applications and timelines for permit decisions | - Agree in principle, but request additional detail                                                                                                                                 |

The County supports policy and regulatory changes that are supported by evidence-based research and findings, and trusts that the Province will work with the applicable agencies and in accordance with the appropriate scientific resources to inform any amendmentsUpdates to existing policies and regulations.

Conceptually, many of the changes presented in this posting could enhance the service delivery and consistency of conservation authority operations in Ontario; however, there are still a number of areas where further clarification and detail should be provided for municipalities to adequately assess the implications. The County is requesting that a formal opportunity be provided for municipalities to review and provide feedback on such regulations and/or new definitions.
On behalf of Oxford County, I would like to thank you for the opportunity to comment on this EBR posting, and the County looks forward to further opportunities to review and provide comment as the process moves forward. Questions regarding this correspondence should be directed to Amelia Sloan, Policy Planner at (519) 539-9800, Ext 3205.

Yours truly,

Paul Michiels
Manager of Planning Policy

/As
Via Email
Ms. Carolyn O’Neill, Manager  
Ministry of the Environment, Conservation and Parks  
Land and Water Division  
Great Lakes and Inland Waters Branch  
40 St. Clair Ave W  
Toronto ON M4V 1M2  

Dear Ms. O’Neill:

Re: EBR Posting No. 013-5018  
Modernizing conservation authority operations – Conservation Authorities Act  

The County of Oxford has reviewed the “Description of Act” as outlined in EBR Posting No. 013-5018, which intends to introduce amendments to the Conservation Authorities Act that would help conservation authorities focus and deliver on their core mandate, and to improve governance. The County generally supports amendments to the Conservation Authorities Act that result in improvements to accountability and local service delivery, as well as increased clarification of roles and responsibilities and consistency in the range and level of services provided.

We have noted through past consultations that there is a significant variation in capacity/expertise between various conservation authorities and availability of regulatory mapping and other information which can present some challenges for consistent local service delivery and could create an inconsistent regulatory environment for developers/builders. That being said, we would not support a significant departure from the existing roles and responsibilities of conservation authorities, and advise that consideration be given to developing shared service agreements between CAs and/or amalgamating CAs to ensure they maintain the capacity and technical expertise to effectively deliver the determined ‘core mandatory services’ as well as any non-core services that a municipality may desire to include that relates to their duties, functions and responsibilities under the CAA.
The County has requested that there be greater consistency and standardization in the services provided by CAs during past consultations on CAA amendments, and therefore welcomes part of the proposal under EBR 013-5018 to “clearly define core mandatory programs and services provided by the conservation authorities” through revisions to the legislation. That being said, the County is primarily concerned that watershed-based management may be removed as a fundamental function of the CAs (in all watersheds except the Lake Simcoe watershed). This could mean that the function of managing and/or assessing the impacts of development on natural heritage features (provincially significant wetlands, woodlands, etc.) and/or assessing the impacts to the water quality and quantity would be considered a “non-mandatory program” and become a responsibility of the municipality to undertake in-house or out-source. It is assumed that approaches would vary based on the capacity of individual municipalities, and still lead to inconsistencies in implementation. Because wetlands are watershed-based and not based on municipal boundaries, varying approaches to wetland management may still be an issue for the development industry.

Wetland features have the ability to indirectly affect natural hazards, either downstream hazards or in their mitigating effects during extreme weather events, and therefore can be inextricably linked to other CA programs that serve to manage and protect natural hazards. Local examples that support/enhance natural hazard programs to improve resiliency include tree planting/forestry management, restoration of natural areas, as well as protecting and improving water quality. Because the implications for the provision of these services are still unclear, it is pivotal that the Province further clarify their intended definition of “core mandatory programs and services”. This would help municipalities understand if there are staffing and/or budget implications associated with these changes, and if the proposed timelines for reviewing levies and establishing a transition period are appropriate in this context.

Likewise, we would appreciate additional detail on the types of ‘non-core mandatory’ programs and services that are expected as a result of this proposal. The County would support the municipality’s ability to require CA’s to provide information on non-core activities like educational programs, trail signage, promoting use of conservation areas, etc. through reporting on budget(s) and/or the services outlined through Memorandums of Understanding. The County supports the CA’s efforts in the provision of outdoor recreational opportunities, and leading events like the Children’s Water Festival, and would welcome changes that ensure these programs are allocated financial support/resources appropriately.

Furthermore, there should be additional clarification on how core/non-core programs and services are agreed upon between involved parties, and how these agreements impact the current municipal levy approval and apportionment processes. Additional guidance in this regard should be provided to conservation authorities and municipalities to facilitate the transition period.

The County notes that drinking water source protection (as prescribed under the Clean Water Act) is proposed to continue to be a core mandate. Currently, funding of the Source Protection Authorities administrative functions is 100% funding by the Province. It is unclear if the intent of defining source protection as a core mandate is to now have municipalities fund this role. Therefore, the County is hereby requesting that the Province continue to fully fund this important function and provide clarification on the intent of this proposed change, particularly from a Provincial funding perspective. The County also encourage programs like the Provincial Water Quality Monitoring Network (PWQMN) and Provincial Groundwater Monitoring Network (PGMN) to continue, in order to provide a province-wide understanding of changes in environmental quality.
The proposal to enable the Minister to appoint an investigator to undertake audit and report on
the activities of the conservation authorities, and to clarify that the duty of CA board members is
to act in the best interest of the CA, similar to a not-for-profit organization, are changes that are
generally supported by the County. The County is looking forward to further detail on how these
are intended to be implemented.

On behalf of Oxford County, I would like to thank you for the opportunity to comment on this EBR
posting, and the County looks forward to further opportunities to review and provide comment as
the process moves forward. Questions regarding this correspondence should be directed to
Amelia Sloan, Policy Planner at (519) 539-9800, Ext. 3205.

Yours truly,

Paul Michiels
Manager of Planning Policy

/as
Via Email
Declaration of surplus lands
Various properties county wide

NOTICE IS HEREBY GIVEN TO ALL PERSONS, in accordance with Oxford County Policy on the Disposal of Land, and amendments thereto, that the Oxford County Council proposes to deem the following lands to be surplus to the needs of the County:

Various properties deemed no longer required for current operation or future expansion

Additional information concerning this proposal is available by calling 519-539-9800. For more information and/or to submit written comments, contact the Office of the Clerk.

Please note that legal description and detailed property mapping is available upon request or can be viewed at Customer Service in the Oxford County Administration Building, as well as at each municipalities’ office. The County intends to dispose of the properties by means of land sale. A report and by-law will be considered for adoption at the Council meeting outlined below. Written comments and/or verbal comments will be considered at the Council meeting noted below.

COUNTY COUNCIL MEETING
Wednesday, June 12, 2019 at 9:30 AM
Council Chambers
Oxford County Administration Building
21 Reeve Street, Woodstock Ontario

OFFICE OF THE CLERK
Chloe Senior, Clerk
Oxford County Administration Building
P.O. Box 1614—21 Reeve Street
Woodstock ON N4S 7Y3
519-539-9800 Ext. 3001

CONTACT
Mike Amy, FMP,
Supervisor, Facilities, Public Works
mamy@oxfordcounty.ca

Property ID PIN Street Address Approx. Acreage Zoning
A1 00087-0131 368 Norwich Ave. 0.17 R1
A2 00103-0622 27 Mill St 0.12 R2
A3 00110-1152 1235 Nellis St. 2.63 N1
B1 00025-0107 169326 Brownsville Rd. 0.07 R8
B2 00003-0047 333752 Plank Line 0.33 A2
B3 00003-0028 Contact for location details 0.16 R1
B4 00117-0088 292303 Culloden Line 0.10 R1
B5 00023-0022 292247 Culloden Line 0.07 R1
B6 00069-0048 565045 Karn Rd. 3.33 I
B7 00099-0080 Contact for location details 9.96 A2
B8 00136-0285 534326 Cedar Line 4.41 A2
B9 00148-0055 563300 Thomas Rd. 3.59 A2
B10 00148-0056 403205 Robinson Rd. 56.17 A2
B11 00148-0076 Contact for location details 5.39 A2
C1 00175-0094 Contact for location details 1.17 D
D1 00270-0104 Contact for location details 1.10 A2
D2 00270-0101 Contact for location details 0.93 A2
D3 00274-0044 Contact for location details 0.13 R1
D4 00282-0254 Contact for location details 0.43 A2
E1 00055-0063 Contact for location details 0.32 I
F1 00199-0380 106 Allen St 0.116 R1
F2 00216-0020 784025 Rd. 78 0.24 D
F3 00221-0001 OX Rd. 6 & Perth Oxford Road 0.95 A2

French and Sign language interpretation available with written notice to County Clerk at least seven days in advance of public meeting.
Oxford County Surplus Lands
Township of Blandford-Blenheim

Supersub Land Location

0 1 2 3 4 kilometres

OXFORD COUNTY KEY MAP

TOWNSHIP OF WILMOT

INNERKIP TOWNSHIP OF NORWICH

INNERKIP

UNITED KINGDOM OF CANADA

TOWNSHIP OF BLANDFORD-BLENHEIM

CITY OF WOODSTOCK

COUNTY OF BRANT

COUNTY OF BRANT

TOWN OF NORTHERN DUMFRIES

COUNTY OF BRANT

CITY OF INGERSOLL

COUNTY OF BRANT

TOWNSHIP OF EAST ZORRA - TAVISTOCK
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<tr>
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<td>Zone Description</td>
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Legal Description: PT LT 4-5 CON 10 BLANDFORD PT 1, 41R2328; BLANDFORD-BLENHEIM
## No Civic Address – Township of Blandford Blenheim

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<td><strong>Zone Description</strong></td>
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**Legal Description:** PT RDAL BTN CON 10 AND CON 11 BLANDFORD; PT LT 1-6 CON 10 BLANDFORD; PT LT 1-6 CON 11 BLANDFORD; PT LT 46 PL 210 AS IN PL563, PL1564, PT 1, 41R2761, PT 2, 41R5552, PT 1 & 2, 41R3179 SRO BTN BLANDFORD RD AND COUNTY RD 22 BEIN
**Property Details**

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**Legal Description:** LT 80 PL 152 T/W 372983; BLANDFORD-BLENHEIM
No Civic Address – Drumbo

**Property Details**

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**Legal Description:**

PT LT 13 CON 7 BLENHEIM PT 3, 41R5364; BLANDFORD-BLENHEIM
At the May 21, 2019 Regular Meeting of Council, the following Resolution was passed.

19.083  MOVED BY  Tim Schison
SECONDED BY  Jack Roesner

THAT: Whereas the Federal Government has proposed Bill C-68, An Act to amend the Fisheries Act and other Act in consequence;
And Whereas Bill C-68 was amended by the Standing Committee on Fisheries and Oceans, to re-write Section 2(2) of the Fisheries Act;
And Whereas this amendment will deem any body of water capable of supporting fish as being a fish habitat;
And Whereas consequential of this amendment, puddles in farm fields, municipal lands, drainage ditches or water reservoirs can possibly be declared protected fish habitats;
And Whereas this amendment has been described by the Canadian Cattlemen’s Association as something which will “place a crippling regulatory burden on family-owned operations.”
And Whereas Bill C-68 as it currently reads threatens the future viability of the family farm in Canada;
Be it resolved that the Township of Bonnechere Valley call on the Parliament of Canada to remove the proposed changes to Section 2(2) of the Fisheries Act.
Further Be it resolved that this resolution be circulated to Prime Minister Justin Trudeau; Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke; John Yakabuski, MPP, Renfrew-Nipissing-Pembroke; the Federal of Canadian Municipalities; and all municipalities in the County of Renfrew.

Carried

Original signed by Mayor Jennifer Murphy
Regular Council Meeting Resolution Form

Date: April 16, 2019
No: RESOLUTION - 131-2019

Moved by Councillor Scott Brum
Disposition: CARRIED

Seconded by Councillor Heather Lang
Item No: 9.1

Description: Request for Support #1-4
2. Councillor Scott Brum - Government of Ontario E-Learning

RESOLUTION:

WHEREAS the Government of Ontario is proposing education adjustments; AND WHEREAS the Government of Ontario announced that secondary school students will be required to take four (4) out of the thirty (30) high school credits as online courses; AND WHEREAS thirty (30) credits are required for an Ontario high school diploma, the government is not providing rural Ontario with the same broadband access as the rest of the Province; AND WHEREAS throughout much of rural and northern Ontario, broadband service is lacking, making e-learning impossible, and may set our students up for a two-tier education system due to the lack of internet access; AND WHEREAS online e-learning will disproportionately affect students with special needs, who may need more attention from their teachers, and students in low-income families, who may not have access to a laptop and internet at home to do their online course work; THEREFORE BE IT RESOLVED THAT the Township of McNab/Braeside respectfully requests the Premier of Ontario to reconsider these online courses until rural Ontario students can be given the same opportunity to access the internet as the urban students;

BE IT FURTHER RESOLVED THAT this motion be circulated to Ontario Premier Doug Ford, Minister of Education Lisa M. Thompson, MPP of Renfrew-Nipissing-Pembroke John Yakabuski, MP of Renfrew-Nipissing-Pembroke Cheryl Gallant, all Municipalities in the Province of Ontario, AMO, and ROMA.

MAJOR

Recorded Vote Requested by:_________________________ Yee: ___________ Nay: ___________

T. Peckett
B. Amosden
H. Lang
S. Brum
O. Jacob

Declaration of Pecuniary Interest: ________________
(declared/declared interest(s); vacated/not vacated seat(s); abstained from discussion and did not vote)
TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council

From: Jim Borton
Director of Public Works

Reviewed By: Rodger Mordue

Date: May 23, 2019

Subject: Gravel Roads

Council Meeting Date: June 5, 2019

Report #: PW-19-17

Recommendation:

That Report PW-19-17 be received as information;

Background:

During the regular meeting of council on May 15, 2019 a delegation from Township Road 3 brought forward some concerns regarding the condition of their road and had asked what was being done to improve its condition.

Analysis/Discussion:

As we are all aware, we have had a wet start to the year and even the fall of last year was wet. This makes it very difficult to keep the gravel roads in good shape. If we grade and it rains before the road gets packed in by vehicles, the gravel will soak up the water turning the conditions to mud. If we open the road up by grading when it is too wet then the same soft road will take place. We have had very short windows to get the roads in good shape. Township staff has been working every opportunity that we have had to get our roads in good shape, this has included incurring overtime on Saturdays and Sundays. The Township maintains 220 kms of center line kms. Our graders can grade approximately 10 kms a day in good conditions. We have 3 graders so it takes 8-10 days to get all our roads graded. During these wet conditions we have relied on our Minimum Maintenance Standards patrols to determine which roads should be graded first. These are provincial standards that all municipalities have to follow. The majority of our gravel roads are deemed to be a class 4 road. Roads are classified by speed and traffic count. Class 4 roads need to be patrolled every 14 days. Once a problem has been identified then the MMS dictates when an action must be taken, example we identify that a gravel road has potholes that are more than 10 cm in depth, the Township now has 14 days to fix the problem. I am happy to report that by using the MMS as a guide line the Township meets or exceeds the standards. For more information on the MMS standards go to www.ontario.ca/laws/regulation/020239.

The question was asked by a member of the gallery if the MMS patrol records could be made public. These reports are used by operations to make daily decisions on operational tasks and serve no purpose of being made public. I have consulted with other Townships and cities within Oxford and the
surrounding area and no one is making these documents public. The only time this information is released would be for a discovery during a lawsuit or court case. It is staff’s recommendation that this information remain as it is intended and that is to make operational decisions. This information doesn’t need and shouldn’t be made available to the public.

It has been asked of council and staff what roads are scheduled for hard surfacing and how they have been selected. I have attached a map showing which roads are currently hard surfaced and what is in our 10-year capital plan. The factors we consider when adding roads into our plan are the daily traffic count, number of houses along the road, number of businesses along the road, connectivity to other paved roads and where the roads leads to. Example highway, businesses, schools, etc. Here is the list of roads that have been identified.

2020 Twp. Rd 2 (Oxford Rd 3 – Blenheim Rd)
2021 Twp. Rd 8 (Blenheim Rd – Trussler Rd)
2022 Twp. Rd 2 (Blenheim Rd – Canning Rd)
2023 Twp. Rd 12 (Blenheim Rd – Trussler Rd)
2024 Twp. Rd 11 (Blenheim Rd – Trussler Rd)
2025 Twp. Rd 3 (Blandford Rd – County Rd 22)
2026 Twp. Rd 5 (Gobles Rd – Oxford Rd 3)
2027 Twp. Rd 4 (Gobles Rd – Oxford Rd 3)
2028 Twp. Rd 11 (Oxford Rd 3 – Blenheim Rd)
2029 Twp. Rd 3 (Oxford Rd 22 – Gobles Rd)
2029 Twp. Rd 6 (Blandford Rd – Oxford Rd 3)

I have also been asked to do a cost comparison on a gravel road compared to a surface treated road. This is also attached. The spread sheet is based on todays prices and does not include activities such as grass cutting or winter maintenance. These operations will be similar regardless of the type of surface.

**Financial:**

None.

**Attachments:**

Map showing hard surfaced roads and future roads.

Cost comparison between a gravel road and a hard surface road.

Respectfully submitted by:

________________________

Jim Borton
Director of Public Works
# Cost Comparison - Gravel to Surface Treatment

Average concession 3.75 km

<table>
<thead>
<tr>
<th>Gravel</th>
<th>Surface Treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resurface every 2 years</td>
<td>Base improvement/culvert work/Road prep</td>
</tr>
<tr>
<td>Dust Control - New gravel</td>
<td>Double surface treatment</td>
</tr>
<tr>
<td>Dust Control - No gravel</td>
<td>Initial Capital expense</td>
</tr>
<tr>
<td>Grading</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Year 1 - New gravel</td>
<td>$1,463.72</td>
</tr>
<tr>
<td>Year 2</td>
<td>$1,222.72</td>
</tr>
<tr>
<td>Year 1 - New gravel</td>
<td>$11,761.22</td>
</tr>
<tr>
<td>Year 2</td>
<td>$2,722.72</td>
</tr>
</tbody>
</table>

35 year Life Expectency

| 17 years New gravel            | $199,940.74                                            |
| 18 years                       | $49,008.96                                             |
| **Total**                      | **$248,949.70**                                        |

**Total** $770,824.00
TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

**To:** Members of Council  
**From:** Jim Borton  
**Director of Public Works**  
**Reviewed By:** Rodger Mordue  
**Date:** May 23, 2019  
**Subject:** Monthly Report  
**Council Meeting Date:** June 5, 2019  
**Report #:** PW-19-18

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**Recommendation:**

That Report PW-19-18 be received as information.

**Road Crew Activities**

- Grading
- Pot holes
- Shoulder work
- Working on spring gravel and dust suppressant

**Capital**

- Township Road 12, Bridge 20 – Projected start date is July 1st.
- Tandem Dump truck has been approved. Metro Freightliner has placed the order.
- The FORD trucks previously approved have been received.
- Princeton – Staff, County and K Smart had a meeting regarding layouts. Preliminary drawings have been started. County is on board with preliminary design of storm sewer location, road construction and sidewalk repairs/replacements.
- Surface Treatment – Estimated start date is mid-July.
- Gobles CN bridge – Top lift of asphalt, shoulder, line painting and general clean up was done the week of May 21-24. Expansion joints were done May 28th & 29th.
- Blenheim CN bridge – I met with CN to go over the drawings and planning schedule. We will be meeting in the first week of June to review final drawings. The tender is planned to go out June 24 with closing on July 12. The contract is expected to be awarded by the end of July with demolition expected in mid-August and completion by the end of the year.
- The Roads need study RFP was sent out and closed on May 31st. A report will come at the June 19th meeting.
- The RFP for the Drumbo shop floor was sent out and closed on May 31st. A report will come at the June 19th meeting.
County Shared Service/Road Association/Training

- Shared Services meeting – Last meeting was held May 9 hosted by Norwich. Multi-Hog came and did a Demo of their new multi-purpose sidewalk machine.
- Road Association – Next AORS Board meeting June 21\textsuperscript{st}, next OCRSA meeting is September 12\textsuperscript{th}.
- Training – All staff received Tire changer training on May 1\textsuperscript{st}. 4 staff members attended the OGRA Road school on May 6\textsuperscript{th} – 8\textsuperscript{th}. I attended a 3-day training course, the training will go towards achieving my senior level of the Certified Road Supervisor program.

Other

- Attended the pre-construction meeting for Trussler Rd.
- Met with Dagmar and CN at Gobles bridge to review what was outstanding and what needed to be cleaned up.
- Worked with Permanent paving to get Blenheim Rd paved.
- Ben and I attended a seminar put on by Carrier regarding changes to there 2020 line of trucks.
- Gravel program started on May 21\textsuperscript{st}.
- Dust control started on May 22\textsuperscript{nd}.
- Met with Kevin Death from K Smart & potential contractors to review the Drumbo shop floor.
- Met with supplier reps regarding current and new products.
- I used 3 vacation days.

Attachments:

Respectfully submitted by:

__________________________
Jim Borton
Director of Public Works
Recommendation:

That Report FC-19-07 is received as information,

And further that the Mayor and the CAO/Clerk enter into a Fire Service Training Officer Agreement between The Corporation of the Township of Blandford Blenheim, The Corporation of the Township of Norwich, The Corporation of the Township of East-Zorra Tavistock, The Corporation of the Township of South-West Oxford, and The Corporation of the Township of Zorra, is hereby approved and authorized.

Background:

In 2015 the Oxford County Rural Fire Services started a partnership in order to provide training to our volunteer firefighters. The partnership members consisted of Blandford Blenheim, East Zorra Tavistock, Norwich, South West Oxford and Zorra fire Services. South West Oxford Fire Chief became the lead for our group and the Norwich Fire Chief provided a fair amount of the administrative support and training. The remaining Fire Chiefs provided the hosting of recruit training sites and any extra training courses that the members required.

It became evident that the time commitment for the delivery and coordination of this type of training program required more time than the current Fire Chiefs could commit to. The Fire Chiefs examined options for sharing the burden and a Training Officer Business Case was developed with a recommendation that each Township pursue a partnership to hire one fulltime Training Officer.
Analysis Discussion:

The RFSOC Fire Chiefs presented this proposal to the rural CAO group and there was concurrence to send this proposal to each Council as part of our 2019 budget deliberations.

Financial Considerations:

This Training Officer partnership would require additional funding to all five respective fire services operating budgets and we have anticipated this cost to be approximately $15,000 for 2019. This amount was approved by Council in the Protective Services 2019 operating budget.

The approximate annual cost per Township would be $23,000 provided all Townships participate in this endeavour.

Fire Service Training Officer Shared Agreement (attach)

Respectfully submitted by:

Rick Richardson
Director of Protective Services
Fire Services Training Officer Shared Services Agreement

BETWEEN:

The Corporation of the Township of Norwich,
hereinafter called “Township of Norwich”

OF THE FIRST PART

-and-

The Corporation of the Township of Blandford-Blenheim,
hereinafter called “Township of Blandford-Blenheim”

OF THE SECOND PART

-and-

The Corporation of the Township of East-Zorra Tavistock
hereinafter called “Township of “East-Zorra Tavistock”

OF THE THIRD PART

-and-

The Corporation of the Township of South-West Oxford,
hereinafter called “Township of South-West Oxford”

OF THE FOURTH PART

-and-

The Corporation of the Township of Zorra,
hereinafter called “Township of Zorra”

OF THE FIFTH PART

WHEREAS pursuant to the provisions of the Municipal Act, 2001, S. O. 2001, c. 25, s. 20(1) as amended, the parties have enacted By-laws to authorize an agreement between the parties;

AND WHEREAS the above parties wish to exercise a shared services approach to the respective needs for fire service training, specifically a Fire Services Training Officer;

AND WHEREAS it is deemed expedient to share services between the municipalities to ensure adequate training to volunteer firefighters is available in each community:

NOW THEREFORE the parties here unto agree as follows:

Services Provided:

1. The Township of Norwich agrees to hire a Training Officer. Norwich will assume all the employer responsibilities as with any other staff, including but not limited to Health and Safety, Harassment and Discrimination, and Workplace Violence training. The employee shall have all employee benefits as other Township employees, including vacation entitlement, and holiday periods. The actions of the employee, as with all employees is insured through the Township of Norwich insurance policy. Further, the pay range for the incumbent will be based on the Township of Norwich Payroll Grid.

2. The employee will perform duties related to fire services training and emergency management training as outlined in Appendix A of this agreement.
Consideration:

3. Each participating municipality agrees to purchase one fifth of the cost of all expenses incurred by the Township of Norwich for the said position as outlined under Appendix B of this Agreement.

4. The Township of Norwich will invoice each participating municipality on a quarterly basis, for one fifth of the estimated cost for the months of March, June, and September. The December invoice will reflect the reconciliation for actual expenses incurred by the Township of Norwich for the calendar year.

5. All participating municipalities agree that the Training Officer position will be based on a thirty-five hour work week, requiring a flexible work schedule in order to accommodate needs and circumstances of fire services training programs.

Term:

6. The agreement shall remain effective for a period of three (3) years from the date of signature. If not expressly renewed in writing or supplanted by a succeeding agreement, this Agreement shall be deemed to have been automatically renewed for a period of indefinite duration unless and until one of the parties provides written notice of termination as contemplated in paragraph seven (7) below.

7. Notwithstanding the provisions of paragraph six (6) above, any of the parties may withdraw from the Agreement upon providing twelve months’ notice to the other parties.

8. In the event that notice of withdrawal from this Agreement is provided by one or more of the parties, The Township of Norwich shall continue to provide the services described in this Agreement to the party or parties withdrawing until the expiry of the twelve month notice period, unless the provision of these services is waived by the party or parties withdrawing from this Agreement.

9. In the event that notice of termination is provided by one or more of the parties, the withdrawing party or parties shall continue to remit and shall be liable to pay to the Township of Norwich the consideration described in Appendix A until the expiry of the twelve (12) month period.

10. In the event one or more of the parties withdraws from this Agreement, the terms of the Agreement shall remain in effect as between the remaining parties, and the total consideration payable to the Township of Norwich shall be apportioned between the remaining parties which have not withdrawn from the Agreement, or as mutually agreed upon by the participating parties.

11. Where the incumbent Training Officer is terminated or resigns from the position, or is unavailable for long periods of time (such as illness) the Township of Norwich will not be responsible to provide a replacement Training Officer from their existing staff or volunteer firefighter staff. It is expected that the parties will fill the vacancy as soon as possible upon mutual agreement.
Service Commencement Date:

12. This Agreement shall come into force on the date that all signatories have signed and placed their corporate seals unto.

Indemnity and Limitation of Liability

13. The parties agree to indemnify and save each other harm, along with their respective councilors, officers, employees and agents from any liability, action, claim, loss, damage, payment, cost, fee, fine surcharge, recovery of expense, including assessable legal fees arising out of the performance of their respective obligations under this Agreement, save and except in respect of any liability, action, claim, loss, damage, payment, cost, fee, fine surcharge, recovery of expense, including assessable legal fees, directly attributed to, arising from, or caused by the negligence or breach of contractual obligation hereunder by any party hereto.

14. Notwithstanding that set forth in paragraph thirteen above, the parties agree that no party or parties shall be held responsible for damages caused by delay or failure to perform its or their undertakings under the terms of this agreement when the delay or failure is due to fires, strikes, floods, acts of God or the Queen’s enemies, lawful acts of public authorities, or delays or defaults caused by common carriers which cannot reasonable be foreseen or provided against.

15. Notwithstanding any other provision in this agreement or any applicable statutory provisions, none of the parties shall be liable to any other party for special or consequential damages or damages for loss of use arising directly or indirectly from any breach of this contract, fundamental or otherwise, or from any tortious acts or omissions of their respective employees or agents, save and except when such damages or losses are directly attributed to, arise from, or area caused by the breach of contractual obligation, fundamental or otherwise, of from tortious acts, including negligence, by any party or parties hereto, including its or their respective employees or agents. Without limiting the generality of the foregoing, the parties specifically agree that the Township of Norwich shall not be liable for any damages arising as a result of injury or damage caused or sustained by personnel, apparatus, or equipment of the fire departments of the parties while engaged in the provision of fire training services by the parties. Nothing in this provision shall be interpreted to affect or interfere with the right of any of the parties to take action to enforce the terms of this Agreement.

16. The parties hereto agree that no provision herein, or any part thereof, shall be interpreted or act so as to affect, restrict, prohibit, or interfere with the right of any party or parties hereto, either individually or in combination, to demand or otherwise take action or commence proceedings to enforce the terms of this Agreement.

Amendment:

17. The parties may amend this Agreement from time to time by further written memorandum.

18. Should any of the parties wish to amend the terms of this Agreement, they shall provide a minimum of ninety days written notice to the other parties or the proposed terms of this Agreement.
Dispute Resolution:
19. In the event that a dispute arises or disputes arise between the parties which cannot be resolved, the parties shall submit the dispute or disputes to arbitration using the procedure set out in the Municipal Arbitrations Act, R.S.O. 1990, c. M-48, as amended.

20. In the event that a dispute or disputes is submitted for arbitration, the decision or decisions of the arbitrator shall be final and binding upon the parties to this agreement.

21. In the event that arbitration cannot be conducted using the procedure set out in the Municipal Arbitrations Act, the parties shall select a single arbitrator, and in the absence of agreement on an arbitrator, the arbitrator shall be nominated by a justice of the Superior Court of Justice of the Ontario Courts under the procedure set out in the Arbitration Act, S.O. 1991, c. 17, as amended.

General Provisions:
22. This Agreement is not assignable without the written consent of the parties. Any attempt to assign any of the rights, duties or obligations of this Agreement without written consent is void.

23. This Agreement shall not be in force, or bind any of the parties, until executed by all parties named in it, and shall take effect upon its execution by the authorized representative or representatives of the Township of Norwich.

24. Any notice under this agreement shall be sufficiently given by personal delivery or by registered letter, postage prepaid and mailed in a Canada post office, addressed, in the case of notice to the Township of Norwich and, in the case of notice to any of the parties, or to any other address as may be designated in writing by the parties, and the date of receipt of any notice by mailing shall be deemed conclusively to be ten days after the mailing.

25. The parties agree that each of them shall, upon reasonable written request of the other, do or cause to be done all further lawful acts, deeds, and assurances whatever for the better performance to be expressed in modification of this agreement.

26. It is intended that all provisions of this Agreement shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or part of one is found to be void, voidable or unenforceable for any reason whatever, then the particular provision or provisions or part of the provision shall be deemed severed from the remainder of this Agreement and all other provisions shall remain in full force.

27. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

28. Subject to the restrictions on transfer and assignment, this Agreement shall ensure to the benefit of and be binding on the parties and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have affixed their Corporate Seals attested by the hands of their proper officers and further this agreement shall be signed in counterpart with the parties named below and a copy of each counterpart shall remain attached to and form part of this agreement.
SIGNED, SEALED AND DELIVERED

In the presence of:

The Corporation of the Township of Norwich

________________________
Mayor: Larry Martin

________________________
CAO/Clerk, Kyle Kruger

The Corporation of the Township of Blandford-Blenheim

________________________
Mayor, Mark Peterson

________________________
CAO/Clerk, Rodger Mordue

The Corporation of the Township of East-Zorra Tavistock

________________________
Mayor, Don McKay

________________________
Clerk, Will Jacques

The Corporation of the Township of South-West Oxford

________________________
Mayor, David Mayberry

________________________
Clerk, Julie Forth

The Corporation of the Township of Zorra

________________________
Mayor, Marcus Ryan

________________________
Clerk, Karen Martin
Appendix “A” – Duties Related to the Position of Training Officer

1. Reporting directly to the Township of Norwich Director of Fire and Protective Services, and indirectly to the Rural Fire Services of Oxford County Fire Chiefs Adhoc Committee, this full time position as a Fire Training Officer will be responsible for fire services training under the National Fire Protection Association (NFPA) and provincial requirements for municipal fire service personnel (including volunteer firefighters). In addition, the Training Officer will be responsible for developing and delivering emergency management training and may be required to conduct annual emergency exercises in accordance with the Emergency Management and Civil Protection Act.

2. Fire Training
   a. Responsible for the professional development and accreditation of fire service members including but not limited to coordination and delivery of all NFPA/Provincial training and education programs for fire service personnel.
   b. Meets regularly with the participating Fire Chiefs to coordinate and plan the development of required training and education programs.
   c. Assists local fire services with development of individualized annual training plans to be delivered at local training sessions by qualified instructors.
   d. Monitors and evaluates the impact of training and educational programs in conjunction with the participating Fire Chiefs.
   e. Prepares and manages budget associated with training and education of fire service personnel. Works with Finance to ensure appropriate invoicing to respective fire service agencies.
   f. Coordinates and leads the Rural Fire Services of Oxford County (RFSOC) recruit firefighter training program.
   g. Develops and implements an annual training plan for all NFPA training programs as directed by the participating Chiefs.
   h. Coordinates and evaluates instructors that instruct courses on behalf of RFSOC.
   i. Regularly meets with the participating Fire Chiefs to provide input on improving training programs, analyses effectiveness of training courses and programs, and reports findings.
   j. Develops and provides all lesson and safety training plans to current NFPA standards and MOL requirements for all RFSOC training sessions.
   k. Maintains all records for RFSOC training, stored electronically and in hardcopy, and provides records to respective departments on a monthly basis.
   l. Coordinates instructors for all RFSOC courses, as approved by the Fire Chiefs.
   m. Acts as a liaison with OMFEM Academic Standards and Evaluations Section for approval of NFPA courses and to coordinate OFMEM NFPA testing.

3. Emergency Management
   a. May be required to coordinate an annual exercise for each participating municipality to evaluate their respective Emergency Response Plan in accordance with Emergency Management Ontario Guidelines and the Emergency Management and Civil Protection Act.
4. **Position Training**
   a. Training Officer Certification from the Ontario Fire College or NFPA 1041 Fire Instructor Level II or OFMEM Equivalency
   b. Certified NFPA 1001 Firefighter Level II or OFMEM Equivalency
   c. Certified NFPA 1021 Fire Officer II or OFMEM Equivalency
   d. NFPA 1521 Safety Officer or OFMEM Equivalency
   e. NFPA 1035 Public Fire Life Safety Educator Level 1
   f. Completion of Basic Emergency Management Course (EM 300 preferred) from OFMEM
   g. Completion of Exercise Design Course (EM 225 preferred) course from OFMEM
Appendix B – Training Officer Recoverable Costs/Expenses

1. Salary and wages, benefits, payroll burden.
2. Phone and usage expenses.
3. Portable radio and charger.
5. General Office Supplies.
6. Clothing/uniform
   a. Shirts (Collard x 5 and T-shirts x 4) – every two years
   b. Pants (cargo style x 5) – every two years
   c. Safety shoes (1 pair) – every year
   d. Winter/spring coat (1) – as needed
   e. Uniform accessories.
7. Fire PPE
   a. Boots
   b. Helmet (Red)
   c. Gloves (rope rescue, firefighting, Auto ex.)
   d. Bunker gear
   e. Balaclava
8. Annual Training/Conference/Membership Fees – as agreed upon by parties.
9. Mileage for personal vehicle use or vehicle provided by Township of Norwich.
10. Advertising of position/vacancy.
11. Cost of office space, heating, hydro, cleaning, phone line, radio license, etc.

Memorandum of Understanding for Training Officer Assignment(s)

- The participating Fire Chiefs agree that the following will provide a guideline to the cooperative approach to supervising and directing the roles and responsibilities of the Training Officer.
  - The position/incumbent will be directly supervised by the Norwich Fire Services Fire Chief in regards to approvals for employee training, vacation/holidays, hours worked, and issues with performance of duties.
  - Where an issue with performance of duties arises, the RFSOC Fire Chiefs will consult as to the best course of action to remedy the concern, with the Norwich Fire Chief and one other appointed member of the group meeting with the incumbent, and implementing such remedy and disciplinary actions.
  - The RFSOC Fire Chiefs will cooperatively establish an annual work plan and prioritize goals and objectives, and liaise with the Norwich Fire Chief for delivery of the goals and objectives by the Training Officer.
  - Duties may be assigned that are not listed in Appendix A of the Agreement providing all RFSOC Fire Chiefs consent to such activity (e.g. meet with local instructor group to assist with departmental training planning).
  - The RFSOC Fire Chiefs agree that the above will be established using a consensus based approach.
Agenda Item

To: Members of Council
From: Jim Harmer Drainage Superintendent
Reviewed By: Rodger Mordue
Date: May 29, 2019
Subject: Monthly Report
Council Meeting Date: June 5, 2019
Report #: DS-19-09

Recommendation:
That Report DS-19-09 be received as information

Background:
Monthly activities of the Drainage Department to May 29, 2019

Analysis/Discussion

- Working on drain maintenance and various site meeting to review work required with ratepayers.
- Working with lawyer on compliance letters.
- 47 locates for ON 1 Call in May 2019 including 3 emergency locates.
- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site.
- Commenting on various planning application
- Working with county on drainage issue at various location
- Buck Wilson Drain appointment of Engineer for report on culvert at Cowan property. Ray Roscovich P.Eng. was assigned to lead the project for K.Smart and Assoc. report being finalized and info sent to DFO for comments.
- Mitchell Drain sent info to County and Region about petition for drainage for the construction work being proposed at Trussler Road and Oxford Road 8
• Asset management meeting at county, also reviewed process with county on how to update existing records and how update mapping

• Meeting with Developer on drainage issue for the Nithall Farms area.

• Scott Drain. Council accepted petition for drainage at April 17\textsuperscript{th} 2019. Info sent to GRCA for comments on petition. Appointment of Engineer report at council on June 7\textsuperscript{th} 2019

• Investigating complaints of drainage issue in the Mechanic St area.

• Working on Section 65 reports

Financial Considerations:

None

Attachments:

None

Respectfully submitted by:

Jim Harmer Drainage Superintendent
TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council
From: Jim Harmer Drainage Superintendent
Reviewed By: Rodger Mordue
Date: May 30, 2019
Subject: Petition for Drainage Appointment of Engineer
Council Meeting Date: June 5, 2019
Report #: DS-19-10

Recommendation:

That Report DS-19-10 be received as Information; and,

Whereas the Grand River Conservation Authority have not registered any comments to the petition for drainage works for the Lots 7,8,9 Concession 4 and Lots 7,8 Con 3 from Robert and Carol Scott and other property owner in the effected area of the existing Scott Drain and further

Be It resolved that Council appoints K Smart & Associates Ltd., 85 McIntyre Dr. Kitchener, Ont. N2R 1H6, to prepare a new drainage report as per the petition accordance with Section 4 of the Drainage Act

Background:

Have received a signed petition for drainage in the area of Lots 7,8,9 Concession 4 and Lots 7,8 Con 3 from Robert and Carol Scott and other property owner in the effected area for the improvement of the Scott Drain. This drain was originally construction in 1915.

The GRCA have been notified of council intention to proceed with the petition that was accepted at the April 17 2019 council meeting.

Also Council has not received any request for cost benefit statements or environmental appraisal as per Section 6 and 7 of the Drainage Act

Analysis/Discussion:

Therefore in accordance with Section 8 of the Drainage Act Council may appoint an Engineer to prepare a report in accordance with Section 4 of the Act
Financial Considerations:

The cost of all municipal drain are assessed to effected landowner in the area of the drainage works.

Attachments:

Area to be effected by petition

Respectfully submitted by:

__________________________
Jim Harmer
Recommendation:
That Report CS-19-05 be received as information

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

Analysis/Discussion

Cemeteries

We have started ‘Phase 2’ of our Cemetery Maintenance program. This includes filling in graves that have settled throughout this past winter and over the years, cutting limbs that are hanging down, and removing any trees that are in the way for visitors or caretakers.

Parks

Our Parks officially opened on May 3rd. Usage has been high compared to previous years, even with the wet weather this spring. We were able to attract two large tournaments this past month, taking place in the Drumbo and Princeton parks. Many of the attendees were from neighbouring towns and cities. During and after these events we heard plenty of compliments about our parks.

Here is an email that came in from one person at the tournament.

Good afternoon Mr. Baer,

This past weekend, I attended my daughter’s softball tournament at the Princeton Outdoor Fields.

I just wanted to pass along my compliments in two areas:
1) The walking trail with outdoor exercise equipment was lovely. It gave us something to do while our girls were not playing. Thank you to the Township!
2) As far as I could tell, there were two main staff people there this weekend. I was there on Sunday and Monday and can tell you with the wind tossing the garbage around and the toilets not always totally functioning that the staff worked very hard to keep up with it all. The younger gentlemen I saw on the Sunday morning at 7am and he was there until 7pm. He worked non-stop and impressed a few of us parents!

As someone who works in another municipality, I’m sure you also receive your fair share of complaints but I wanted to congratulate your staff on a job well done!

Kindest regards,

Karen Ras
Councillor, Ward 2

As scheduled, our Splash Pad is to be up and running as of June 1st 2019. Oxford County Health reviewed the system on May 28, with their approval, everything is ready to go for the 2019 season. Last week, a fence was installed as a barrier around the splash pad. Also, The Drumbo Lions Club have started their flag-stone walk way to the canteen and plan to be done by June 15. In regards to the armor stones around the pad, cement between the stones and the splash pad was scheduled to be done the 3rd week of May. Due to the wet weather this has been pushed back and is scheduled to take place June 5th. The grand opening of the splash pad will take place at 2 pm, on June 15, during the Blandford-Blenheim Fun Day in Drumbo.

**Oxford County**

In order to move forward with a plan for ‘Paddling the Nith River’ I set up a meeting with Meredith Maywood, Tourism Specialist for Oxford County. The plan is to establish locations where canoeists can begin or end excursions within our Township. We were able to establish four locations to portage for this project.

We also went over a ‘Share the Road’ route along our gravel roads. Studies show that this is a fast-growing activity around the area.

Both of these projects are in the starting stages and will take some time to fully establish.

**Adult Active Center**

The Adult Active Center runs each Wednesday from 10 am till 12pm. Moving forward it will be a 3-week rotation at locations in Plattsville, Drumbo, and Princeton. We are seeking to add an additional location for this center and are in talks with Maple Grove to see if we can use their facility to host the weekly get together.

Respectfully submitted by:

Trevor Baer
TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council
From: Denise Krug, Director of Finance
Reviewed By: Rodger Mordue
Date: May 24, 2019
Subject: Strategic Asset Management Policy
Council Meeting Date: June 5, 2019
Report #: TR-19-09

Recommendation:

That Report TR-19-09 be received as information;

And Further that the document entitled “Strategic Asset Management Policy” be adopted.

Background:

On May 1, 2016, the Infrastructure for Jobs and Prosperity Act, 2015 was proclaimed, giving the province the authority to regulate municipal asset management planning. On December 27, 2018, Ontario Regulation 588/17 was filed setting out requirements to improve asset management planning, including the content of municipal asset management plans and phases of preparation.

The first requirement is to develop a Strategic Asset Management Policy (SAMP) by July 1, 2019. This policy is separate from the Asset Management Plan and provides the foundation for the development of future plans. The policy must include the following 12 elements:

1 – Any municipal goals, policies or plans the Asset Management Plan (AMP) will support
2 – Process for how AMP affects development of the municipal budgets
3 – Approach to continuous improvement and adoption of appropriate practices regarding AMP
4 – Principles that will guide the AMP
5 – Commitment to consider climate change as part of AMP
6 – Alignment with any other financial plans related to water and wastewater assets (N/A)
7 – Alignment of AMP with Ontario’s land-use planning framework
8 – Explanation of capitalization thresholds for AMP
9 – Commitment to co-ordinate asset management, when infrastructure is jointly owned
10 – Identification of executive lead and other persons responsible for AMP
11 – Explanation of municipal Council’s involvement in AMP
12 – Commitment to provide opportunities to engage with the public

The SAMP must be posted on our website and it must be reviewed at least every 5 years.

Municipalities are required to prepare an Asset Management Plan in 3 phases:
Phase 1 is to be completed by July 1, 2021 and will address core assets. Phase 2 is to be completed by July 1, 2023 and will address all assets. Phase 3 is to be completed by July 1, 2024 and will include further details for all assets.

**Analysis/Discussion:**

The Township of Blandford-Blenheim is responsible for a wide variety of services, all dependent upon assets. Management of these assets helps to protect and enhance the quality of life in the Township by making the best possible decisions about our assets in a way that provides targeted levels of service and manages risk in a cost-effective manner. Effective asset management means making decisions in a way that balances service levels, risk and cost.

In order to develop an effective AMP, guidelines need to be in place to formalize the municipality’s commitment to asset management. This SAMP will support a consistent, transparent approach to decision making across all classes and services. It will outline the principles, standards and guidelines that will inform decision making.

**Financial Considerations:** N/A

**Attachments:** Draft Strategic Asset Management Policy

Respectfully submitted by:

Denise Krug  
Director of Finance/Treasurer
Strategic Asset Management Policy: Template

Purpose:

A strategic asset management policy formalizes the Municipality’s commitment to asset management, aligns its asset management actions with strategic goals and objectives, and provides direction to guide Council, management and staff in carrying out its business strategies, plans and activities. This policy will support the Township in focusing its infrastructure efforts on managing risks, addressing priorities, and meeting short and long-term needs within the bounds of possible funding.

Definitions:

Unless otherwise noted, the definitions provided in this document align with those outlined in Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure (O. Reg. 588/17), under the Infrastructure for Jobs and Prosperity Act, 2015.

Asset Management (AM) – the coordinated activity of an organization to realize value from assets. It considers all asset types, and includes all activities involved in the asset’s life cycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal and any remaining liabilities. Asset management is holistic and normally involves balancing costs, risks, opportunities and performance benefits to achieve the total lowest lifecycle cost for each asset.
Asset Management Plan (AMP) – Documented information that specifies the activities, resources, and timescales required for an individual asset, or a grouping of assets, to achieve the organization’s asset management objectives.

Capitalization Threshold – the value of a municipal infrastructure asset at or above which a municipality will capitalize the value of it and below which it will expense the value of it.

Level of Service (LoS) – parameters, or combination of parameters, which reflect social, political, environmental and economic outcomes that the organization delivers. Parameters can include, but are not necessarily limited to, safety, customer satisfaction, quality, quantity, capacity, reliability, responsiveness, environmental acceptability, cost, and availability.

Lifecycle Activities – activities undertaken with respect to a municipal infrastructure asset over its service life, including constructing, maintaining, renewing, operating and decommissioning, and all engineering and design work associated with those activities.

Vision:
The Municipality’s vision is to proactively manage its assets to best serve the Municipality’s objectives, including:

- Prioritizing the need for existing and future assets to effectively deliver services,
- Supporting sustainability and economic development, and
- Maintaining prudent financial planning and decision making.

Objectives:
The objectives of this policy are to:

- Provide a consistent framework for implementing asset management throughout the organization.
- Provide transparency and accountability and to demonstrate to stakeholders the legitimacy of decision-making processes which combine strategic plans, budgets, service levels and risks.

Strategic Alignment:

Our mission of “Working Together” to provide a safe, healthy and vibrant place to live with inclusive and sustainable services requires alignment of the many initiatives underway in our organization at any given time in order for it to be achieved. This alignment is necessary to properly consider whether the level of service provided by our existing and planned assets corresponds with and supports our vision.
All of the Municipality’s plans rely to some extent on the physical assets owned by the Township and the commitment of staff to ensure their strategic use. This includes the long-term maintenance, repair, and replacement of existing assets along with the acquisition of new assets to meet the evolving needs of the Township.

Asset management planning therefore will not occur in isolation from other municipal goals, plans and policies.

Stakeholder Engagement

The ultimate goal of the municipality is to efficiently provide its various stakeholders with the municipal services they need within the bounds of regulatory requirements, the built environment, and the natural environment. In order to achieve this goal, it is necessary that the municipality understand the needs of current stakeholders, consider the needs of future generations, and incorporate these perspectives into asset management plans. The municipality recognizes them as an integral part of the asset management approach. Accordingly, the municipality will:

- Provide opportunities for residents and other stakeholders served by the municipality to provide input in asset management planning; and
- Coordinate asset management planning with other infrastructure asset owning agencies such as the County, neighbouring municipal bodies and regulated utilities.

Guiding Principles

The Infrastructure for Jobs and Prosperity Act, 2015 sets out principles to guide asset management planning in municipalities in Ontario. The Township will strive to incorporate the following principles whenever possible into the day to day operation of the municipality:

1. Infrastructure planning and investment should take a long-term view, and decision-makers should consider the needs of citizens by being mindful of, among other things, demographic and economic trends.

2. Infrastructure planning and investment should consider any applicable budgets or fiscal plans.

3. Infrastructure priorities should be clearly identified in order to better inform investment decisions respecting infrastructure.

4. Infrastructure planning and investment should ensure the continued provision of core public services.
5. Infrastructure planning and investment should promote economic competitiveness, productivity, job creation and training opportunities.

6. Infrastructure planning and investment should ensure that the health and safety of workers involved in the construction and maintenance of infrastructure assets is protected.

7. Infrastructure planning and investment should foster innovation by creating opportunities to make use of innovative technologies, services and practices, particularly where doing so would utilize technology, techniques and practices developed in Ontario.

8. Infrastructure planning and investment should be evidence based and transparent, and, subject to any restrictions or prohibitions under an Act or otherwise by law on the collection, use or disclosure of information,
   i. investment decisions regarding infrastructure should be made on the basis of information that is either publicly available or is made available to the public, and
   ii. information with implications for infrastructure planning should be shared between the Municipality and broader public sector entities, and should factor into investment decisions respecting infrastructure.

9. Where provincial or municipal plans or strategies have been established in Ontario, under an Act or otherwise, but do not bind or apply to the Municipality, as the case may be, the Municipality should nevertheless be mindful of those plans and strategies and make investment decisions regarding infrastructure that support them, to the extent that they are relevant.

10. Infrastructure planning and investment should support accessibility for persons with disabilities.

11. Infrastructure planning and investment should minimize the impact of infrastructure on the environment, respect ecological and biological diversity, and support resilience to climate change.

12. Infrastructure planning and investment should endeavour to use acceptable recycled aggregates.

13. Infrastructure planning and investment should promote community well-being, such as local job creation and training opportunities, improvement of public spaces, or other relevant benefits identified by the Township and community.

**Community Planning**

The Township will align asset management planning with the Province of Ontario’s land-use planning framework, including any relevant policy statements issued under section 3(1) of the Planning Act; shall conform to the provincial plans that are in effect on that date; and
shall be consistent with municipal official plans. The aim of cross-referencing these plans is to ensure that development and redevelopment occur within the Township’s means through an understanding of current and future asset needs.

Climate Change

The Township will consider the risks and vulnerabilities of municipal capital infrastructure assets to climate change and the actions that may be required, including, but not limited to: anticipated costs that could arise from these impacts, adaptation opportunities, mitigation approaches, disaster planning, and contingency funding. Impacts may include matters relating to operations, levels of service and lifecycle management.

Scope and Capitalization Thresholds

This policy applies to all assets owned by the Municipality whose role in service delivery requires deliberate management by the Township. The service-focus intent of this policy differentiates its requirements for identifying assets from the capitalization thresholds that are developed for the purposes of financial reporting. For this reason, the capitalization threshold developed for financial reporting will not be the guide in selecting the assets covered by the asset management planning process.

Financial Planning and Budgeting

The Township will integrate asset management planning and practices with its long-term financial planning and budgeting strategies. This includes the development of financial plans that determine the level of funding required to achieve short-term operating and maintenance needs, in addition to long-term funding needs to replace and/or renew municipal infrastructure assets based on full lifecycle costing.

The asset management plan will be used as a resource by Department Heads in preparation of their budget submissions in order to evaluate the validity and need of each significant new capital asset, including considering the impact on future operating costs; and incorporate new revenue tools and alternative funding strategies where possible.

The department level budget submission prepared by each Department Head will be reviewed and evaluated by the CAO, Treasurer and Department Head in the preparation of the Municipality’s annual budget.
Governance and Continuous Improvement

This policy requires the commitment of key stakeholders within the Township’s organization to ensure the policy guides the development of a clear plan that can be implemented, reviewed and updated.

Council is entrusted with the responsibility of overseeing, on behalf of citizens, a large range of services provided through a diverse portfolio of assets. Council, having stewardship responsibility, is the final decision maker on all matters related to asset management in the Township. Council and staff are committed to the success of asset management planning.

Within asset management planning, Council is responsible for:

- Approving by resolution the asset management policy and its updates every five years;
- Conducting annual reviews of asset management plan implementation progress on or before July 1 of every year (once completed by July 1, 2024)
- Supporting ongoing efforts to continuously improve and implement the asset management plan.

The Treasurer (executive lead) is responsible for asset management planning across the municipality and maintaining compliance with the regulation.

Department heads are responsible for asset management planning activities that fall within their service area and in support of others.

Council’s annual asset management reviews are the basis of the municipality’s approach for continually improving its methods and adopting appropriate practices. The annual review will be done in consultation with staff and will include:

- Progress on ongoing efforts to implement the asset management plan;
- Consideration of the asset management policy;
- Any factors affecting the ability of the municipality to implement its asset management plan;
- Consultation with department leads, and
- A strategy to address these factors including the adoption of appropriate practices.
Recommendation:

That Report CI-19-01 be received; and,

That council postpone the implementation of a single-use plastics/styrofoam ban by-law until larger municipalities, and/or the province create the framework.

Background:

At the May 1, 2019 meeting of Council, staff were directed to research single use plastics/Styrofoam policies. The following is a synopsis of the research:

Vancouver, BC

The City of Vancouver implemented a “Single-Use Item Reduction Strategy” which was to take place from 2019 until 2025. This strategy aims at reducing waste from plastic and paper shopping bags, polystyrene foam cups and take-out containers, disposable hot and cold drink cups, take-out food containers, disposable straws and utensils. Justification for this ban comes from the fact that single use items; use significant amount of resources, are often not reused or recycled, take up valuable space in landfills, and impact the environment long after they’ve been used. The entire timeline for the implementation was 4 years, as they conducted extensive research, public consultations, and creation of legislation. Some of the key actions taken include:

- Actions regarding plastic bags:
  - Education campaign aimed at behavior change led by industry organizations, non-profits and community groups
  - Requirement for business license holders to have reduction plans for plastic shopping bags choosing from one of three options:
    - No plastic shopping bags to be distributed.
- Plastic bags cannot be distributed for free.
- Other mechanisms that achieve a reduction target to be proposed and finalized through consultation.
  - Requirement of compostable packaging to be approved, as well as paper based packaging to contain a minimum 40% recycled material.
- Actions regarding take-out containers
  - Polystyrene foam cups/take-out containers are only recyclable if they are not contaminated with leftover food or mixed with other materials.
  - By-law prohibiting business license holders from serving food prepared in polystyrene foam cups and take-out containers.

_Victoria, BC_

The city of Victoria also took steps at reducing single-use plastic items as on July 1, 2018 they banned plastic bags. The regulation states that businesses in Victoria cannot provide customers with single-use plastic checkout bags. The regulation allows businesses and restaurants to provide paper checkout bags for a minimum charge of 15 cents per bag, which after July 1, 2019 will rise to 25 cents per bag. The by-law also allows businesses to sell reusable (capable of 100+ uses) checkout bags for a minimum of $1, and after July 1, 2019, a minimum of $2. With regards to enforcement, as of January 1, 2019, the City has the authority to begin issuing fines to non-compliant businesses. The fines for individuals can be between $50 and $500 and for a corporation between $100 and $10,000. City also focuses heavily on education campaigns, focused on educating the public about the harms of single-use plastics, as well as raising awareness about the bylaw to promote compliance.

The important thing to highlight about the City of Victoria’s ban is the fact that it was challenged in court. The City was challenged by the Canadian Plastic Bag Association with regards to the regulation of checkout bags. On June 19, 2018, The British Columbia Supreme Court ruled in favour of the City’s checkout bag regulation.

_Tofino and Ucluelet, BC_

An example of a smaller municipalities’ banning single-use plastic, are the towns Tofino and Ucluelet located on Vancouver Island in British Columbia. They have just passed a joint by-law that comes into effect June 8. The law makes it illegal for businesses in the area to dispense plastic drinking straws, and requires businesses to charge a minimum of $0.25 per paper bag and a minimum of $2.00 for reusable bags.

_Montreal, QC_

On August 23, 2016 the City of Montreal adopted By-law 16-051 prohibiting the distribution of certain types of shopping bags in retail stores. The ban began January 1, 2018, and applied to all establishments whose main activity is the sale of merchandise at the retail level. The banned bags included:
- Conventional plastic shopping bags (a thickness of less than 50 microns)
- Oxo-degradable, oxo-fragmentable, biodegradable shopping bags, whatever their thickness

The ban however does not cover single use plastic bags which are exclusively used to transport foodstuffs (vegetables, fruit etc.) to the cash counter in order to protect products for hygiene purposes. Like the other jurisdictions, the ban is justified by the fact that plastic bags have a significant impact on terrestrial and marine ecosystems, and their decomposition takes several hundred years. The ban is intended to encourage reduction at the source, and advocate the reduction of packing and the use of reusable containers and bags.
Ontario
Currently, no municipalities within Ontario have adopted any by-laws regarding the restriction/ban of single use plastics. The Region of Waterloo, as well as the City of Guelph have also begun to look at banning single-use pollutants. The Ontario Provincial Government itself, has also reportedly begun looking at implementing a single use plastic ban (bags, water bottles, and straws). The Province is weighing this option as a part of a broader strategy to send less waste to landfills. Environment Minister Rod Phillips has commented saying that the government is very open with regards to this area.

Oxford County Reducing Litter and Waste Report
The Ministry of Environment, Conservation and Parks released a report titled Reducing Litter and Waste in Our Communities. The paper discusses eight key areas for action:
- Prevent and reduce litter in our neighbourhoods and parks;
- Increase opportunities for Ontarians to reduce and divert waste at home, at work and on the go;
- Make producers responsible for the waste generated from their products and packaging;
- Reduce and divert food and organic waste from households and businesses;
- Reduce plastic waste going into landfills and waterways;
- Provide clear rules for compostable products and packaging;
- Recover the value of resources in waste;
- Support the competitive and sustainable end-markets for Ontario’s waste.

Oxford county received the report and has identified key recommendations as a response to the report:
- Invest in proper data management and reporting data, particularly the IC&I sector;
- Invest in infrastructure through funding of alternative programs and through accessibility to programs;
- Enact and enforce legislation to ensure diversion from all sectors;
- Continue to full Blue-Box EPR with standardized expanded lists of materials and standardized promotion and education consistent across the province;
- Look for additional producer-responsible designation, funding and recycling opportunities for materials not currently collected through the Blue-Box programs, such as power tools, construction and demolition waste, durable plastics, appliances, mattresses and furniture;
- Address issues related to single-use plastics and packaging and problematic materials such as Styrofoam. Support EPR and end markets for these products;
- Provide funding for alternative resource recovery through materials recovery, energy recovery and renewable natural gas recovery in organic processing operations;
- Support competitive and sustainable end markets other than landfill; and
- Consider local say in landfill approvals.

Analysis/Discussion:

As we can observe, there is a clear trend becoming increasingly evident. Municipalities across Canada have taken on the responsibility and have begun enacting by-laws which ban single-use plastics. However, since there are currently no municipalities within Ontario that have officially committed to banning single use plastic and Styrofoam, there is no existing framework to build off of. Oxford County has recently created a list of key recommendations as
a response to Ontario’s Litter and Waste report. Within these recommendations, Oxford county says that they will address issues related to single-use plastics and packaging and problematic materials such as Styrofoam. This recommendation means that the county itself may deal with the issue of single-use plastics and Styrofoam, and therefore the township should postpone this initiative until this is done by either Oxford County, a larger municipality or even perhaps the Government of Ontario implement similar policies.

Financial Considerations:

N/A

Attachments:

- 

Respectfully submitted by:

Eric Bell
Clerk’s Intern
THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2141-2019


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

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

1. That Schedule "A" to By-Law Number 1360-2002 as amended, is hereby amended by changing to “RE-G2” and the zone symbol of the lands so designated “RE-G2” on Schedule “A” attached hereto.

2. That Section 10.4 to By-Law Number 1360-2002, as amended, is hereby amended by adding the following subsection at the end thereof.

“10.4.2 Location: Part Lot 18, Concession 11 (Blenheim), RE-G2 (Key Map 13)

10.4.2.1 Notwithstanding any provision of this Zoning By-Law, no person shall within any RE-G2 Zone use any lot, or erect, alter or use any building or structure for any purpose except the following:

all uses permitted in Section 10.1 of this Zoning By-Law;
a Garden Suite, in accordance with the provisions of Section 5.9.

10.4.2.2 Notwithstanding any provision of this Zoning By-Law, no person shall within any RE-G2 Zone use any lot, or erect, alter or use any building or structure for any purpose except in accordance with the following provisions:

10.4.2.2.1 SPECIAL PROVISIONS FOR A GARDEN SUITE

10.4.2.2.1.1 GROUND FLOOR AREA

Maximum 111.5 m² (1,200 ft²)

10.4.2.2.1.2 LOCATION

Notwithstanding any other provision of this Zoning By-Law, a garden suite may be located a minimum of 10 m (32.8 ft) from the front lot line.
10.4.2.1.3 MINIMUM DISTANCE SEPARATION FORMULAE SETBACK

The Minimum Separation Distance (MDS I) to the livestock barn and manure storage facility located at 856436 Oxford Road 8 shall be a minimum of 115 m (377.3 ft), and the MDS I to the livestock barn and manure storage facility located at 856384 King Road shall be a minimum of 270 m (885.8 ft).

10.4.5.2.1.4 TIME PERIOD

Maximum

June 5, 2019 to June 5, 2029

10.4.2.3 All of the other provisions of the RE Zone in Section 10.2 and all other relevant provisions contained in this Zoning By-Law shall continue to apply mutatis mutandis."

3. This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 5th day of June, 2019.

READ a third time and finally passed this 5th day of June, 2019.

___________________________
Mark Peterson - Mayor

(SEAL)

___________________________
Rodger Mordue – CAO/Clerk
SCHEDULE "A"
TO BY-LAW No. 2141-2019

PT LOT 18, CONCESSION 11 (BLENHEIM)
TOWNSHIP OF BLANDFORD-BLENHEIM

NOTE: ALL DIMENSIONS IN METRES

AREA OF ZONE CHANGE TO RE-G2

THIS IS SCHEDULE "A"
TO BY-LAW No. 2141-2019, PASSED
THE 5th DAY OF June, 2019

______________________________
MAYOR

______________________________
CAO/CLERK
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2141-2019

EXPLANATORY NOTE

The purpose of By-Law Number 2141-2019 is to rezone the subject property from ‘Residential Existing Lot Zone (RE)’ to ‘Special Residential Existing Lot Zone (RE-G2)’ to permit a garden suite with a minimum setback of 10 m (32.8 ft) from the front lot line and an increased gross floor area of 111.5 m² (1,200 ft²), for a temporary period of ten years, being June 5, 2019 to June 5, 2029. A special provision is also included to recognize reduced MDS I setbacks relative to two neighbouring livestock operations.

The subject property is described as Part Lot 18, Concession 11 (Blenheim), Township of Blandford-Blenheim. The property is located on the northeast corner of King Road and Township Road 11, and are municipally known as 856416 King Road.

The Township of Blandford-Blenheim adopted the amending By-law Number 2141-2019. Any person wishing further information relative to Zoning By-Law Number 2141-2019 may contact the undersigned. No public input was received respecting this application.

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

Telephone: 519-463-5347
KEY MAP

LANDS TO WHICH BYLAW 2141-2019 APPLIES
THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2142-2019

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 June 5, 2019 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 5 day of June, 2019.

By-law read a third time and finally passed this 5 day of June, 2019.

_________________________________________  _________________________________________
MAYOR                                             CAO / CLERK
MARK PETERSON                                     RODGER MORDUE