TOWNSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA - *AMENDED*

Wednesday, June 1st, 2022

Watch via Live Stream on Township's YouTube:
https://www.youtube.com/channel/UCdKRV0GAEuFaGbwHRPzoEXA

4:00 p.m.

1. **Welcome**

2. **Call to Order**

3. **Approval of the Agenda**

   Recommendation:

   That the agenda for the June 1st, 2022 Regular Meeting of Council be adopted.

4. **Disclosure of Pecuniary Interest**

5. **Minutes**

   a. May 18th, 2022 Minutes of Council

   Recommendation:

   That the minutes of the May 18th, 2022 Meeting of Council be adopted, as printed and circulated.

6. **Business Arising from the Minutes**

7. **Public Meetings**

   a. Public Meeting under the Planning Act

   i. Application for Zone Change – ZN 1-21-14 (PVW Legacy)

   Recommendation:

   That the Council of the Township of Blandford-Blenheim approve-in-principle Zone Change Application ZN 1-21-14 submitted by PVW Legacy Inc., whereby the lands described as Part Lot 12, Concession 1 (Blenheim), Township of Blandford-Blenheim are to be rezoned from 'Special Highway Commercial Zone (HC-3)' to 'Residential Type 1 Zone (R1)' to recognize the use of the lands for residential uses.

   And Further, it is recommended that the Council of the Township of Blandford-Blenheim approve-in-principle Zone Change Application ZN

1-21-14 submitted by PVW Legacy Inc., whereby the lands described as Part Lot 12, Concession 1 (Blenheim), Township of Blandford-Blenheim to amend the 'Special Highway Commercial Zone (HC-3)' to permit a reduced minimum lot area of 3.6 ha (9.1 ac) and a minimum interior side yard width of nil (0 ft).

ii. Application for Zone Change – ZN 1-22-03 (Robert & Marlene Ritzmann)

Recommendation:

That the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Robert & Marlene Ritzmann whereby the lands described as Part Lot 5, Concession 9 (Blenheim), Pt 1, RP 41R5559, Township of Blandford-Blenheim are to be rezoned from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-G4)' to permit a garden suite for a temporary time period of 10 years.

8. Delegations / Presentations

a. Christene Scrimgeour, Auditor, re: 2021 Township of Blandford-Blenheim Draft Financial Statements

b. April Nix, Development Planner – Policy Focus, Oxford County, re: Oxford Official Plan Update – Phase 2, Environmental Policies

9. Correspondence

a. Specific

i. Gregory F. Stewart, Donnelly Murphy Lawyers Professional Corporation, Integrity Commissioner, Re: Integrity Commissioner Complaint

Recommendation:

That the comments on the Integrity Commissioner Complaint Request be received as information.

b. General

i. Princeton Firehall Committee, Re: Minutes of their May 3, 2022 Meeting

Recommendation:

That the general correspondence items be received as information.

10. Staff Reports

a. Trevor Baer – Manager of Community Services

i. CS-22-07 – Monthly Report

Recommendation:

That Report CS-22-07 be received as information.

b. Jim Borton – Director of Public Works

i. PW-22-13 – Monthly Report

Recommendation:

That Report PW-22-13 be received as information.'

c. Jim Harmer – Drainage Superintendent

i. DS-22-11 – Petition for Drainage

Recommendation:

That Report DS-22-11 be received as information; and,

That Council accepts the petition for drainage works from the Township Director of Public Works Jim Borton; and,

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

ii. DS-22-12 – Monthly Report

Recommendation:

That Report DS-22-12 be received as information.

d. Sarah Matheson – Deputy Clerk

i. DS-22-02 – Right to Disconnect from Work Policy

Recommendation:

That Report DC-22-02 be received as information; and,

That Council accept the Right to Disconnect from Work Policy as presented, effective June 2, 2022.

e. Rodger Mordue – Chief Administrative Officer / Clerk

i. 687003 Highway 2, Princeton Severance Agreement

Reccomendation:

That Report CAO-22-11 be received; and,

That Council authorize the Mayor and Clerk to sign a severance agreement with PVW Legacy Inc. in accordance with County of Oxford Land Division Committee decision dated May 5, 2022.

11. Reports from Council Members

12. Unfinished Business

13. Closed Session

a. Advice that is subject to solicitor-client privilege, including communications necessary for that purpose

Re: Road Closure

14. Motions and Notices of Motion

a. Councillor Banbury to present a Motion to Reconsider the following motion passed on the Council Meeting of May 18, 2022

Be it hereby resolved that Report CAO-22-08 be received as information; and,

That staff be instructed to continue with the closure and transfer of a portion of Township Road 2 west of Canning Road to the owners of 955135 Canning Road.

15. New Business

16. By-laws

a. 2302-2022, Being a By-Law to amend Zoning By-Law Number 1360-2002, as amended (ZN-1-22-03);

b. 2303-2022, Being a By-law to confirm the proceedings of Council.

Recommendation:

That the following By-laws be now read a first and second time: 2302-2022, & 2303-2022.

That the following By-laws be now given a third and final reading: 2302-2022, & 2303-2022.

17. Other

18. Adjournment and Next Meeting

Wednesday, June 15th, 2022

Recommendation:

That Whereas business before Council has been completed at _____ pm;

That Council adjourn to meet again on Wednesday, June 15th, 2022 at 4:00 p.m.

Wednesday May 18th, 2022
Council Chambers
Streamed live to Township of Blandford-Blenheim YouTube Channel
4:00 p.m.

MINUTES

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

Present: Mayor Peterson, Councillors Banbury, Balzer, Demarest and Read.

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

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 amended agenda for the May 18th, 2022 Regular Meeting of Council be adopted, with the addition of item 9. a. iii.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

a. May 4th, 2022 Minutes of Council

RESOLUTION #2

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that the Minutes of the May 4th, 2022 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Public Meeting

None.

8. Delegations / Presentations

None.

9. Correspondence

a. Specific

i. Marcus Ryan, Mayor of Township of Zorra, Re: County Council Composition

ii. Amelia Humphries, City of Woodstock Clerk, Re: Oxford County Council Composition Review

iii. Ken Whytock, Resident, Re: Rainbow Crosswalk in Drumbo

RESOLUTION #3

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that Whereas at the Regular Council meeting held September 2, 2020 Blandford-Blenheim Township Council considered the issue of Oxford County Council Composition and Election of Head of County Council; and,

Whereas Township Council supported maintaining the status quo beyond the current term of Council regarding Oxford County Council's composition; and,

Whereas Township Council also supported the current process of electing the Oxford County Warden from a sitting member of County Council for the four-year term of Council,

Be It Resolved That Blandford-Blenheim Township Council re-confirms its position taken on September 2, 2020; and,

That Council requests that the Province release the recommendations of the Regional Government Review undertaken in 2019 as it relates to the County of Oxford; and,

That this resolution be circulated to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the MPP for Oxford, the County of Oxford and all lower tier municipalities in the County of Oxford.

.Carried

RESOLUTION #4

Moved by – Councillor Read
Seconded by – Councillor Balzer

Be it hereby resolved that permission be granted to Ken Whytock for a Rainbow crosswalk to be painted on the road surface at the intersection of Centre Street and Pinkham Street for the month of June 2022, and;

That Mr. Whytock be required to consult with the Township Public Works Department prior to the installation of this crosswalk

.Carried

b. General

i. Princeton Fire Hall Committee, Re: Minutes of the April 19, 2022 Meeting of the Committee

RESOLUTION #5

Moved by – Councillor Balzer
Seconded by – Councillor Read

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

.Carried

10. Staff Reports

a. Rick Richardson – Director of Protective Services

i. FC-22-10 – April Monthly Report

RESOLUTION #6

Moved by – Councillor Balzer
Seconded by – Councillor Read

That Report FC-22-10 be received as information.

.Carried

b. John Scherer – Chief Building Official

i. CBO-22-05 – Year End Report to Council

RESOLUTION #7

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that Report CBO-22-05 be received as information; and,

That the excess permit revenue for 2021 in the amount of $10,406.00 be transferred to the Building Department Reserve fund.

.Carried

ii. CBO-22-06 – Monthly Report to Council

RESOLUTION #8

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that Report CBO-22-06 be received as information.

.Carried

c. Jim Harmer – Drainage Superintendent

i. DS-22-10 – Monthly Report to Council

RESOLUTION #9

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that Report DS-22-10 be received as information.

.Carried

d. Jim Borton – Director of Public Works

i. PW-22-11 – Township Rd 8 (Oxford Rd 22 – Hubbard Rd)

RESOLUTION #10

Moved by – Councillor Balzer
Seconded by – Councillor Read

That Report PW-22-11 be received as information;

And further that the Director of Public Works be permitted to sign a Drain petition for a municipal drain along Township Road 8.

.Carried

ii. PW-22-12 – Township Rd 12 & Hubbard Rd (Oxford Rd 22 – Hubbard Rd) (Hubbard Rd – Oxford Rd 8)

RESOLUTION #11

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

That Report PW-22-12 be received as information;

And further that the Director of Public Works be permitted to sign an agreement with RR Sand & Gravel Inc. for the supply of material to upgrade and maintain Township Road 12 between Oxford Road 8 & Hubbard Road & Hubbard Road between Township Road 12 & Oxford Road 8.

And further that the load restriction by-law be revised to allow full access of Township Road 12 between Oxford Road 8 & Hubbard Road & Hubbard Road between Township Road 12 & Oxford Road 8.

.Carried

e. Denise Krug – Director of Finance

i. TR-22-08 – COLA Increases

RESOLUTION #12

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved that Report TR-22-08 be received as information;

And further that the Cost of Living Adjustment (COLA) continue to be based on the Ontario CPI for the period of August to August of the previous year.

.Carried

f. Rodger Mordue – Chief Administrative Officer / Clerk

i. CAO-22-08 – Closure and transfer of a portion of Twp Rd 2, Canning

RESOLUTION #13

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved that Report CAO-22-08 be received as information; and,

That staff be instructed to continue with the closure and transfer of a portion of Township Road 2 west of Canning Road to the owners of 955135 Canning Road.

.Carried

11. Reports from Council Members

Councillor Read commended the efforts of Staff in improving the audio and visual experience in Council Chambers and noted the Ayr News article on the subject. Councillor Read also reported that this weekend is the Fireworks in Princeton put on by the Princeton Fire Department and the Women's Auxiliary. The event is to be held Saturday evening with a rain date of Sunday evening.

Councillor Demarest reported on the Oxford Rural Entrepreneurs Networking Event happening Thursday, May 19th, 2022 from 5:00 pm to 7:00 pm at the Oxford Hills. Demarest noted this is a series of events, with one event held in each Township. The event held in Blandford-Blenheim will be held on Thursday, August 18th at Udderly Ridiculous.

Councillor Banbury reported that Brant County prints a directory of businesses within their municipality and noted that it may be something the ROEDC ought to pursue.

Mayor Peterson reported that he received an email from a resident commending the Community Services Manager and Department for all their work in the Township Parks. Mayor Peterson also noted his mother turned 90 today.

12. Unfinished Business

a. Main Street Princeton Reconstruction

RESOLUTION #14

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that whereas County of Oxford staff has developed plans for the future reconstruction of Main Street in Princeton which include the elimination of some on street parking,

Be It Resolved that the County of Oxford be advised that the Council of the Township of Blandford-Blenheim is not in favour of reducing on street parking on Main Street in Princeton from the CN Rail tracks to County Road 2.

.Carried

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

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

Re: ROEDC Board Member Selection

RESOLUTION #15

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that Council move into Closed Session under the authority of section 239 of the Municipal Act at 4:40 p.m. to discuss:
a. Personal matters about an identifiable individual, including municipal or local board employees.

Re: ROEDC Board Member Selection

.Carried

RESOLUTION #16

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 4:50 p.m.

.Carried

RESOLUTION #17

Moved by – Councillor Balzer
Seconded by – Councillor Read

Be it hereby resolved that Judi Meadows by appointed to represent the Township of Blandford-Blenheim on the Rural Oxford Economic Development Corporation Board of Directors.

.Carried

16. By-laws

a. 2301-2022, Being a By-law to confirm the proceedings of Council.

RESOLUTION #18

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-law be now read a first and second time: 2301-2022.

.Carried

RESOLUTION #19

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-law be now read a third and final time: 2301-2022.

.Carried

17. Other Business

a. Gary Gallant, Resident, Re: CAO-22-07

Mr. Gallant arrived late to Council and presented the reasons for his opposition of the sale of land to the property owner to the South. He reported that he wishes to purchase a section of the land. Council concurred on the solution of creating an easement along the north end of the property in question to allow the abutting neighbours access.

18. Adjournment and Next Meeting

RESOLUTION #20

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:35 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, May 4th, 2022 at 4:00 p.m.

.Carried

_____
Mark Peterson, Mayor
Township of Blandford-Blenheim

_____
Rodger Mordue CAO / Clerk
Township of Blandford-Blenheim

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

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

Applications for Zone Change ZN 1-21-14 – PVW Legacy Inc.

REPORT HIGHLIGHTS

- Zone Change Application ZN1-21-14 proposes to rezone the severed lot resulting from Severance Application B21-117-1 from 'Special Highway Commercial Zone (HC-3)' to 'Residential Type 1 Zone (R1)' to recognize the use of the subject lands for residential purposes. The related severance application was approved by the Oxford County Land Division Committee on May 5, 2022. The Zone Change Application is required to fulfill a condition of the consent.

- Zone Change Application ZN1-21-14 also proposes a text amendment to the existing HC-3 Zone for the lot to be retained in order to recognize the reduced lot area and to permit a reduced interior side yard width for the existing greenhouse.

- Planning staff are recommending support of the proposal as it is generally consistent with the Provincial Policy Statement and the County Official Plan respecting minor boundary adjustments.

DISCUSSION

Background

OWNERS/APPLICANTS: PVW Legacy Inc.
358 Parrot Place, Woodstock, ON N4T 1V4

LOCATION:

The subject lands are described as Part Lot 12, Concession 1 (Blenheim), in Princeton. The lands are located on the north side of Highway 2, between Main Street South and Blenheim Road, and are municipally known as 687003 Highway 2.

OFFICIAL PLAN:

Schedule "C-3"	County of Oxford Settlement Strategy Plan	Village

Schedule "B-2"	Township of Blandford-Blenheim Land Use Plan	Settlement

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW:

Existing Zoning:	'Special Highway Commercial Zone (HC-3)'
Proposed Zoning:	'Residential Type 1 Zone (R1)' & 'Special Highway Commercial Zone (HC-3)'

PROPOSAL:

Severance Application B21-117-1 was approved at the May 5, 2022 Land Division Committee Meeting to permit the creation of one (1) residential lot. The lands to be severed by B21-117-1 were approximately 3,690 m^2 (39,718.8 ft^2) in size. The retained lot would be approximately 3.6 ha (9.1 ac) in size. The purpose of the severance is to separate the existing single detached dwelling from the lot containing the existing commercial greenhouse.

Zone Change Application ZN1-21-14 proposes to rezone the lot to be severed resulting from Severance Application B21-117-1 from 'Special Highway Commercial Zone (HC-3)' to 'Residential Type 1 Zone (R1)' in order to recognize the existing single detached dwelling. ZN1-21-14 also proposes a text amendment to the HC-3 zoning in order to recognize the reduced lot area of the lot to be retained and to permit a reduced interior side yard width for the existing commercial greenhouse.

A mix of residential and industrial uses exist to the east and west of the subject lands while agricultural lands exist to the south. To the north are lands currently being used for cash cropping but are within the Village of Princeton and zoned for future development purposes.

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

Plate 2, Existing Zoning & Aerial Map, provides an aerial view of the subject lands and immediate vicinity.

Plate 3, Applicant's Sketch, depicts the proposed configuration of the lands to be severed and retained.

Application Review

2020 PROVINCIAL POLICY STATEMENT (PPS)

Section 1.1.1 of the 2020 Provincial Policy Statement (PPS) directs that healthy, liveable, and safe communities are sustained by:

- promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
- accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;
- avoiding development and land use patterns which may cause environmental or public health and safety concerns;
- avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas; and,
- ensuring that necessary infrastructure and public service facilities are or will be available to meet current and projected needs.

Section 1.1.3 outlines that the vitality and regeneration of settlement areas is critical to the long-term economic prosperity of our communities. In order to ensure economic prosperity, communities shall use land and resources wisely in order to promote items such as efficient development patterns, the effective use of infrastructure, and minimum unnecessary public expenditures.

Section 1.1.3.1 of the PPS directs that settlement areas will be the focus of growth, and their vitality and regeneration shall be promoted.

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

Section 1.3 of the PPS outlines that Planning authorities shall promote economic development and competitiveness by:

- providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;
- providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses; and,
- ensuring the necessary infrastructure is provided to support current and projected needs.

OFFICIAL PLAN:

The subject lands are designated 'Settlement' according to the Township of Blandford-Blenheim Land Use Plan and as a 'Village' according to the Oxford County Settlement Plan as contained in the Official Plan. The 'Village' designation permits a range of land uses with the exception of residential development involving more than two units. Residential development within the 'Village' designation is intended to be low density in nature, including single detached dwellings and converted dwellings.

The policies of Section 6.2.2.1 (Infill Housing) provide that in order to efficiently utilize the designated residential land and municipal servicing infrastructure, infill housing will be supported in Villages. The County Land Division Committee will ensure that proposals for infill development are consistent with policies contained in Section 6.2.2.1.1 and 6.2.2.1.4.

Official Plan policies respecting Street Oriented Infill permit new residential housing into an established streetscape pattern only if the proposal is deemed to be consistent with the characteristics of existing development within the immediate residential area. The policies also require that the proposal is consistent with street frontage, setbacks and spacing of existing development within the immediate residential area.

In addition, the following criteria should be considered for infill development:

- stormwater run-off from the proposal will be adequately controlled and will not negatively affect adjacent properties;
- adequate off-street parking and outdoor amenity areas will be provided;
- the location of vehicular access points, the likely impact of traffic generated by the proposal on public streets and potential traffic impacts on pedestrian and vehicular safety and surrounding properties is acceptable;
- existing municipal services or private services and community facilities will be adequate to accommodate the proposed infill project; and,
- compliance of the proposed development with the provisions of the Zoning By-law of the Area Municipality and other municipal by-laws.

The policies of Section 6.3.1.2 (Service Commercial Areas) provide that Service Commercial uses will generally cater to vehicular traffic and single purpose shopping trips. It is not the intent of Service Commercial areas to accommodate uses that would generally be characteristic of a Village Core as to not compete with the existing Village Core areas.

When considering proposals concerning Service Commercial areas, the following criteria shall be considered:

- Service Commercial areas will be generally located with direct access to major roads;
- It is the general intent that the new development will be through infilling, redevelopment, and consolidation of existing designated areas;
- Parcels for Service Commercial uses shall be of sufficient size to accommodate the proposed use(s);
- Adequate off-street parking shall be accommodated on-site.

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW:

The subject lands are currently zoned as 'Special Highway Commercial Zone (HC-3)' which permits a wide range of commercial uses including, but not limited to, an automobile service station, a hotel, a motel, and a nursery. The site-specific zoning also permits a commercial greenhouse, a sales outlet accessory to a wholesale greenhouse operation, and a single detached dwelling accessory to a wholesale greenhouse operation.

The HC-3 Zone includes a special provision requiring a minimum lot area of 4 ha (9.9 ac). General HC provisions require a minimum frontage of 40 m (131.2 ft) for a non-residential use and a frontage of 35 m (114,8 ft) for a single detached dwelling where sanitary sewers are not available. A minimum lot depth of 80 m (262.5 ft) for a non-residential use and a minimum lot depth of 50 m (164 ft) for a single detached dwelling when sanitary sewers are not available.

The applicant has submitted an accompanying Zone Change Application to rezone the lot to be severed to 'Residential Type 1 Zone (R1)' and for a text amendment is proposed for the lot to be retained to permit a minimum lot size of 3.6 ha (9.1 ac), and to reduce the minimum interior side yard width to nil (0 m) between the existing commercial greenhouse and the proposed new easterly common lot line with the proposed residential lot.

AGENCY COMMENTS:

The application was circulated to various agencies considered to have an interest in the proposal. The following comments were received:

The Oxford County Public Works Department has indicated the following:

1. Any new/altered entrances will need a permit from the Roads department prior to installation. County standard is one entrance per property.

2. County standard is one water connection per property. The severed property is currently serviced, so prior to building permit, any uses on the parcel to be retained will be required to connect to the municipal system (i.e. well service is not permitted).

Union Gas has commented that their agency has service lines running within the area, which may or may not be affected by the proposed severance. Should the proposed severance impact these services, it may be necessary to terminate the gas service and relocate the link according to the new property boundaries, which would be at the expense of the property owner.

The Township's Drainage Superintendent, the Township's Director of Protective Services, the Township's Director of Public Works, Canada Post, and Hydro One have commented that they have no concerns with the proposal.

PUBLIC CONSULTATION:

Notice of the consent and zone change applications was provided to the public and surrounding property owners in accordance with the requirements of the *Planning Act*. At the time of writing this report, no comments or concerns had been received from the public.

Planning Analysis

The affiliated Application for Consent (B21-117-1) proposes to create one (1) new lot for the retention of a single detached dwelling in the Village of Princeton. The existing commercial greenhouse is proposed to remain on the retained lot but will be eventually demolished according to the applicant. Planning staff are of the opinion that the proposal is generally consistent with the Provincial Policy Statement (PPS) and the County's Official Plan regarding residential intensification within a settlement area.

Specifically, staff are satisfied that the proposal will also assist in utilizing existing and planned servicing infrastructure and public service facilities, while maintaining intended density targets and efficiently utilizing existing underutilized lands.

With respect to the policies of the Official Plan regarding Street Oriented Infilling, residential development along Highway 2 is predominately single detached dwellings. The spacing, lot size, and frontage of the proposed lots will be similar to existing development in the immediate vicinity and staff are of the opinion that the proposed severed and retained lands resulting from this proposal will be in-keeping with the character of the immediate neighbourhood.

Staff are of the opinion that the proposal will comply with the review criteria for infill proposals contained in the Official Plan, as adequate municipal services are present to accommodate the development, the lands will be of a sufficient size to provide for adequate off-street parking, private wastewater services, and outdoor amenity areas.

In reviewing the proposal against the zoning requirements for the R1 Zone, the proposed lot would have a larger lot frontage, lot area, and lot depth than is required. The proposed lot to be severed will have sufficient space to meet the required front yard depth, rear yard depth, and interior side yard widths.

In regards to the Highway Commercial aspect of the proposal, the existing commercial land will continue to be utilized for such purposes and will maintain access to Highway 2, an identified major road, which is required by the Official Plan. While a variance is being requested to reduce the minimum lot area for the HC-3 zoning, Staff are of the opinion that the reduced lot area will continue to be of an appropriate size to accommodate the current use (greenhouse) while also allowing sufficient space for a potential future change in use.

In light of the foregoing, it is the opinion of this Office that the application is consistent with the policies of the PPS and maintains the general intent and purpose of the Official Plan. As such, Planning staff are satisfied that the application can be approved–in-principle. The proposed amending Zoning By-Law will be brought forward for Council's consideration once the associated reference plan has been received to generate the appropriate by-law schedules.

RECOMMENDATION

It is recommended that the Council of the Township of Blandford-Blenheim approve-in-principle Zone Change Application ZN 1-21-14 submitted by PVW Legacy Inc., whereby the lands described as Part Lot 12, Concession 1 (Blenheim), Township of Blandford-Blenheim are to be rezoned from 'Special Highway Commercial Zone (HC-3)' to 'Residential Type 1 Zone (R1)' to recognize the use of the lands for residential uses.

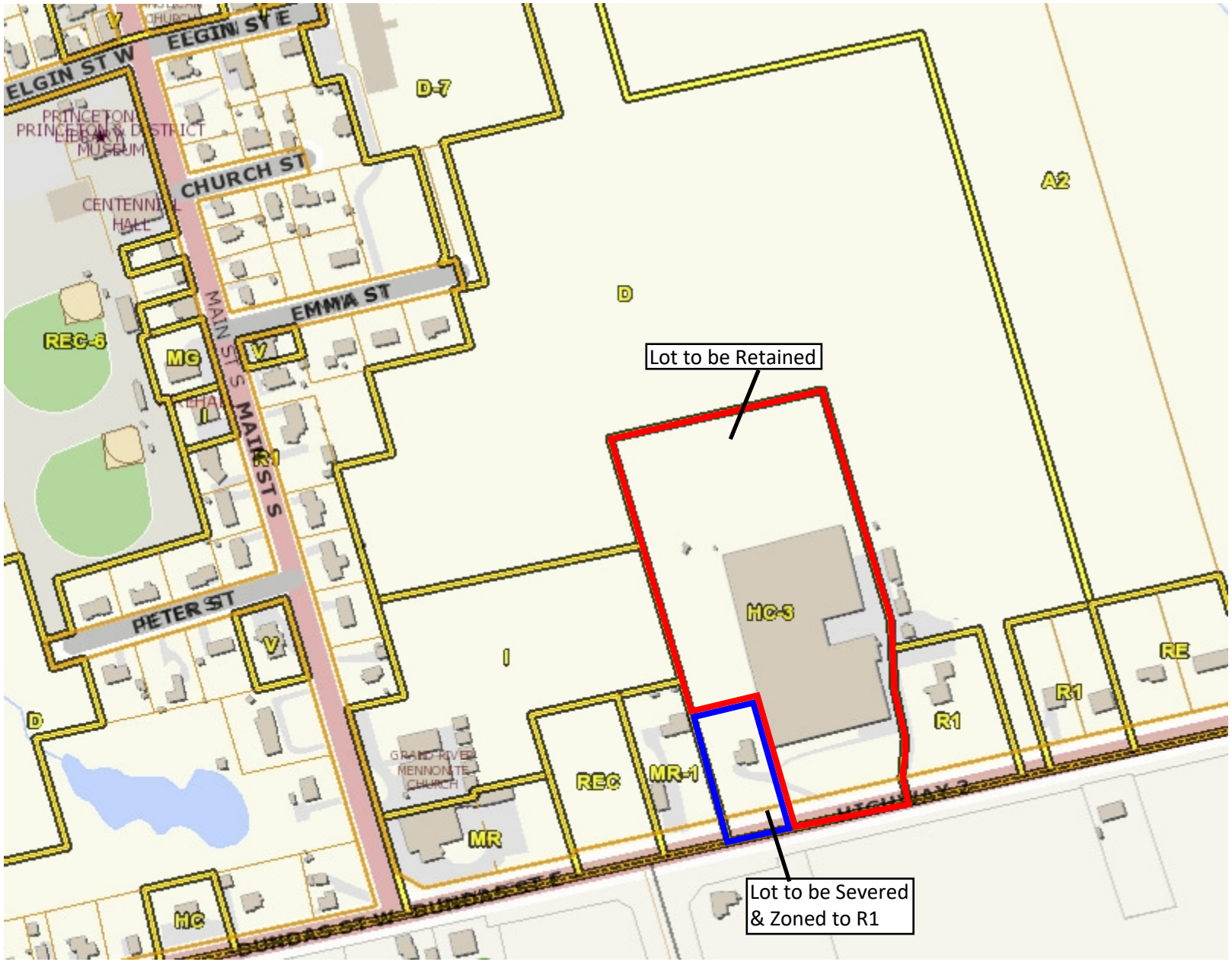
And Further, it is recommended that the Council of the Township of Blandford-Blenheim approve-in-principle Zone Change Application ZN 1-21-14 submitted by PVW Legacy Inc., whereby the lands described as Part Lot 12, Concession 1 (Blenheim), Township of Blandford-Blenheim to amend the 'Special Highway Commercial Zone (HC-3)' to permit a reduced minimum lot area of 3.6 ha (9.1 ac) and a minimum interior side yard width of nil (0 ft).

SIGNATURES

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

Approved for submission by: 'o*riginal signed by'* Eric Gilbert, MCIP, RPP
Senior Planner

Plate 1: Existing Zoning & Location Map
File No: B21-117-1 & ZN1-21-14 - PVW Legacy Inc.
Pt Lot 12, Concession 1, Part 1, RP 41R171 (Blenheim) - 687003 Highway 2



Legend

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

Zoning Floodlines Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Land Use Zoning (Displays 1:16000 to 1:500)

Notes

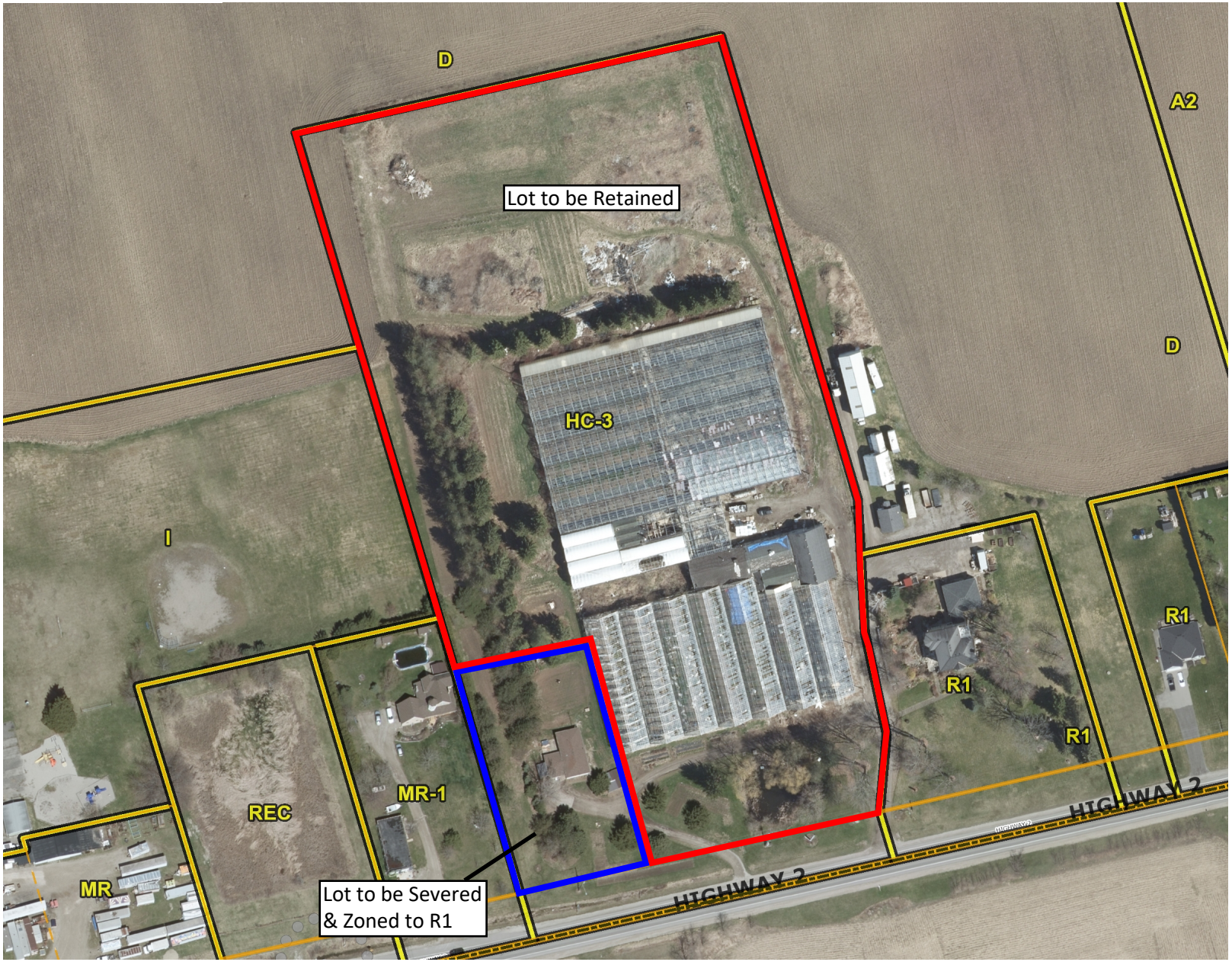
0 102 205 Meters

NAD_1983_UTM_Zone_17N

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

January 19, 2022

Plate 2: Existing Zoning & Aerial Map
File No: B21-117-1 & ZN1-21-14 - PVW Legacy Inc.
Pt Lot 12, Concession 1, Part 1, RP 41R171 (Blenheim) - 687003 Highway 2



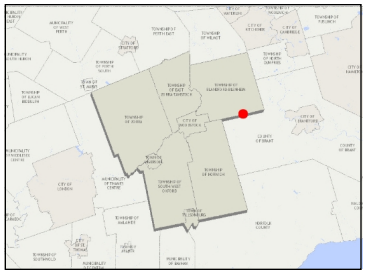
Legend

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

Zoning Floodlines
Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Land Use Zoning (Displays 1:16000 to 1:500)

Notes



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NAD_1983_UTM_Zone_17N

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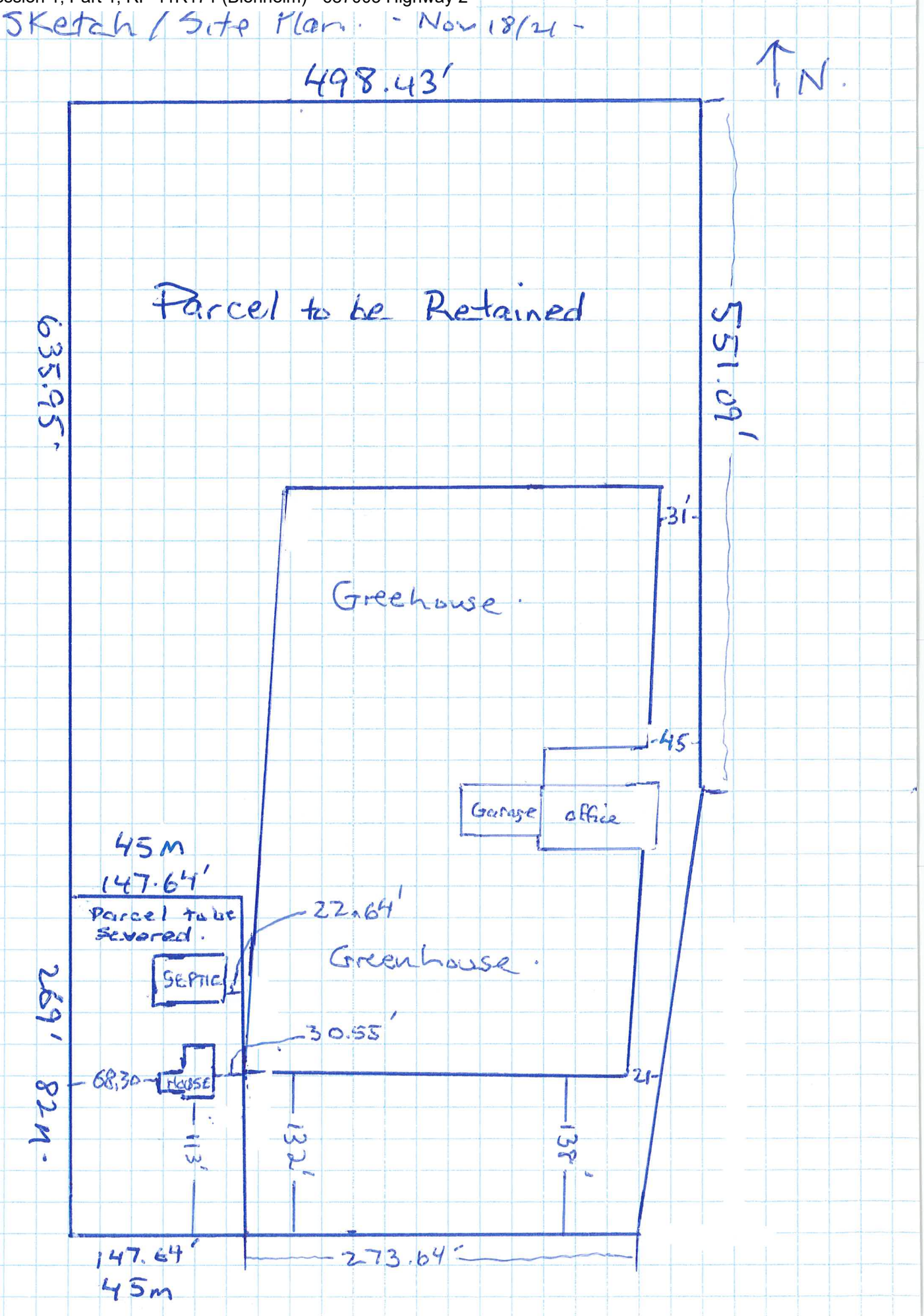
April 14, 2022

Plate 3: Applicant's Sketch
File No: B21-117-1 & ZN1-21-14 - PVW Legacy Inc.
Pt Lot 12, Concession 1, Part 1, RP 41R171 (Blenheim) - 687003 Highway 2



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

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

Application for Zone Change
ZN 1-22-03 – Robert & Marlene Ritzmann

REPORT HIGHLIGHTS

- The Application for Zone Change proposes to rezone the subject lands from 'Residential Existing Zone (RE)' to 'Special Residential Existing Zone (RE-G4)' to permit a garden suite on the subject lands for a temporary time period.
- Planning Staff are recommending that the garden suite be permitted for a temporary period of 10 years as the proposal appears to be consistent with the Provincial Policy Statement and generally maintains the intent and purpose of the Official Plan.

DISCUSSION

Background

OWNER: Robert & Marlene Ritzmann
867558 Township Road 10, Bright, ON N0J 1B0

LOCATION:

The subject lands are described as Part Lot 5, Concession 9 (Blenheim), Pt 1, RP 41R5559, Township of Blandford-Blenheim. The property is located on the south side of Township Road 10, lying between Trussler Road and Highway 401, municipally known as 867558 Township Road 10.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "B-1"	Township of Blandford-Blenheim Land Use Plan	'Agricultural Reserve'

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW:

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

Proposed Zoning: 'Special Residential Existing Lot Zone (RE-G4)'

PROPOSAL:

The Application for Zone Change proposes to rezone the subject lands from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone' (RE-G4) to permit a garden suite for a temporary time period. As shown on Plate 3, the applicants propose to locate the garden suite to the south of the existing dwelling on the lands.

The subject lands are approximately 0.4 ha (1 ac) in size. The lands contain an existing single-detached dwelling (circa 1972) with an approximate area of 195 m² (2,100 ft²), a detached garage approximately 89.1 m^2 (959 ft^2) in size, a private well, and septic system. Surrounding uses are predominately agricultural.

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

Plate 2, Existing Zoning & Location Map, provides an aerial view of the subject lands and surrounding area.

Plates 3, Applicant's Sketch, depicts the configuration and location of the existing structures and proposed garden suite.

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 1.1.1 states that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term and cost-effective development patterns and standards to minimize land consumption and servicing costs. Section 1.1.1 also recognizes that accommodating an appropriate affordable and market-based range and mix of residential types, which includes additional residential units, is required for sustaining healthy, liveable and safe communities.

OFFICIAL PLAN:

The subject lands are located within the 'Agricultural Reserve' designation according to the Township of Blandford-Blenheim Land Use Plan in the County of Oxford Official Plan.

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

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

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

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

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 lands are currently zoned 'Residential Existing Lot Zone (RE)' according to the Township of Blandford-Blenheim Zoning By-law, which permits a single detached dwelling and a garden suite in accordance with Section 5.9 of the Township's Zoning By-law.

The provisions of Section 5.9 (Garden Suites) further require the owner to secure approval of the appropriate zoning prior to establishing the temporary uses.

Occupancy 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 minimum ground floor area of 55 m^2 (592 ft^2) and a maximum ground floor area of 140 m^2 (1,506 ft^2), and shall satisfy MDS requirements, or not further reduce an existing insufficient setback.

AGENCY COMMENTS:

The application was circulated to various agencies considered to have an interest in the proposal.

The Township Drainage Superintendent, the Oxford County Public Works Department, and Canada Post have indicated no objections.

PUBLIC CONSULTATION:

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

Planning Analysis

Section 39.1 of the *Planning Act* allows municipalities to permit garden suites as temporary residential uses for up to twenty (20) years. Additionally, Section 39.1(4) specifies that Council may grant further extensions of not more than three (3) years, if so requested. To maintain consistency throughout the Township and previous garden suite approvals granted by Township Council, Staff are recommending that the proposed garden suite be permitted on the subject lands for a period of 10 years, being June 01, 2022 to June 01, 2032.

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

The applicant is proposing to locate the garden suite to the south of the existing dwelling, and the proposed garden suite would be accessed by the existing driveway off of Township Road 10. Given this, staff are satisfied that the proposal is in keeping with the policy direction of the County Official.

The zoning provisions of the RE zone state that the lot area and lot frontage existing at the time of the passing of the Zoning By-law shall be deemed to be the required minimum. Further to this, the proposed location of the garden suite will meet the required setbacks as set out in the 'RE' zone provisions. The applicant has indicated that the garden suite will have a gross floor area of approximately 59.4 m^2 (640 ft^2), which would comply with the permitted maximum ground floor area of 140 m^2 (1,506 ft^2), and no further zoning relief is being requested. Planning Staff are of the opinion that that the size of the garden suite would be adequate for habitation and will remain secondary to the existing single detached dwelling.

In light of the foregoing, Planning Staff recommend that the subject lands be rezoned to 'RE-G4' to permit a garden suite for a period of 10 years.

RECOMMENDATION

It is recommended that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Robert & Marlene Ritzmann, whereby the lands described as Part Lot 5, Concession 9 (Blenheim), Pt 1, RP 41R5559, Township of Blandford-Blenheim are to be rezoned from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-G4)' to permit a garden suite for a temporary time period of 10 years.

SIGNATURES

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

Approved for submission by: '*original signed by'* Eric Gilbert, MCIP, RPP
Senior Planner

Plate 1: Existing Zoning & Location Map
File No. ZN1-22-03 (Ritzmann)
Pt Lot 5, Concession 9 (Blenheim), Pt 1, RP 41R5559, Township of Blandford-Blenheim, 867558 Township Road 10

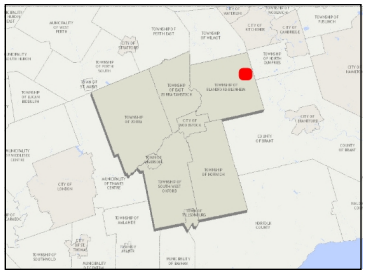
Legend

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

Zoning Floodlines Regulation Limit
- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

Land Use Zoning (Displays 1:16000 to 1:500)

Notes



0 205 409 Meters

NAD_1983_UTM_Zone_17N

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April 28, 2022

Plate 2: Existing Zoning & Aerial Map
File No. ZN1-22-03 (Ritzmann)
Pt Lot 5, Concession 9 (Blenheim), Pt 1, RP 41R5559, Township of Blandford-Blenheim, 867558 Township Road 10

Legend

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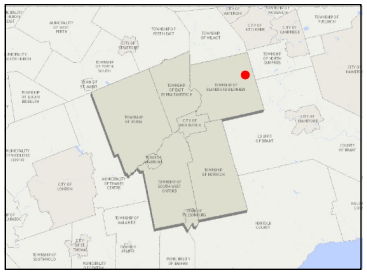

0 26 51 Meters

NAD_1983_UTM_Zone_17N

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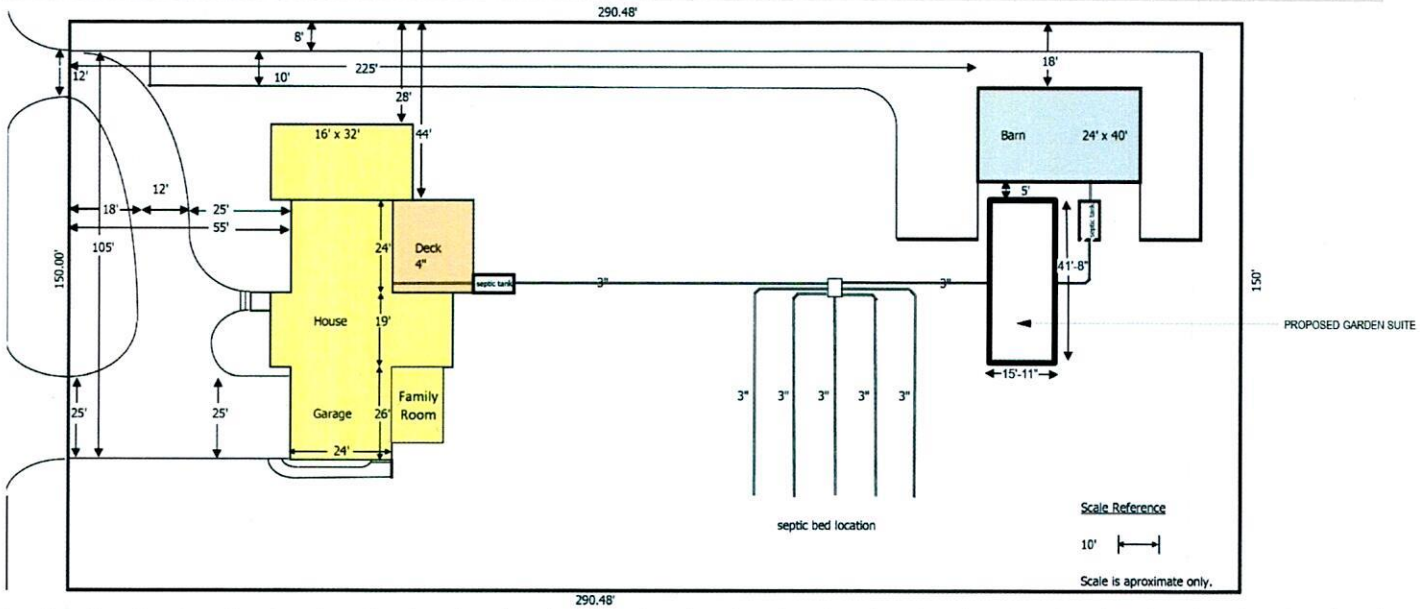
May 12, 2022

Plate 3: Applicants' Sketch
File No. ZN1-22-03 (Ritzmann)
Pt Lot 5, Concession 9 (Blenheim), Pt 1, RP 41R5559, Township of Blandford-Blenheim, 867558 Township Road 10



SCALE: _____

TOWNSHIP OF BLANDFORD-BLENHEIM

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2021

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TOWNSHIP OF BLANDFORD-BLENHEIM
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

-1-	Independent Auditor's Report
-3-	Statement of Financial Position
-4-	Statement of Operations and Accumulated Surplus
-5-	Statement of Cash Flows
-6-	Statement of Change in Net Financial Assets
-7-	Notes to the Financial Statements
-14-	Schedule 1 - Schedule of Tangible Capital Assets
-15-	Schedule 2 - Schedule of Segmented Information

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INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Township of Blandford-Blenheim

Opinion

We have audited the accompanying financial statements of Township of Blandford-Blenheim (the "Township"), which comprise the Statement of Financial Position as at December 31, 2021, and Statements of Operations and Accumulated Surplus, Cash Flows and Change in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Township of Blandford-Blenheim as at December 31, 2021 and its financial performance and its cash flows and change in net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Township in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Township's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Township or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Township's financial reporting process.

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Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Township's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Township to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

June 1, 2022
London, Canada **LICENSED PUBLIC ACCOUNTANT**

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TOWNSHIP OF BLANDFORD-BLENHEIM
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2021

	2021	2020
FINANCIAL ASSETS		
Cash	**$ 4,446,249**	$ 5,620,637
Taxes receivable	**876,791**	1,010,386
Accounts receivable	**1,639,773**	740,756
	6,962,813	7,371,779
LIABILITIES		
Accounts payable and accrued liabilities	**1,322,700**	1,846,512
Deferred revenue (note 1.g), (note 6)	**1,620,708**	1,265,044
Net long-term liabilities (note 7)	**460,000**	690,000
	3,403,408	3,801,556
NET FINANCIAL ASSETS	**3,559,405**	3,570,223
NON-FINANCIAL ASSETS (note 1.d)		
Tangible capital assets (note 1.e) (Schedule 1)	**38,248,149**	37,977,664
Capital work in progress	**843,446**	1,104,443
Prepaid supplies	**44,322**	43,433
	39,135,917	39,125,540
ACCUMULATED SURPLUS (note 8)	**$ 42,695,322**	$ 42,695,763

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The accompanying notes are an integral part of the financial statements

TOWNSHIP OF BLANDFORD-BLENHEIM
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2021

	Budget 2021	Actual 2021	Actual 2020
REVENUE			
Taxation revenue	**$ 5,626,500**	**$ 5,652,381**	$ 5,519,526
User charges	**479,985**	**578,736**	669,683
Government grants (note 15)	**2,315,492**	**2,259,657**	2,145,383
Investment income	**55,678**	**46,466**	72,444
Penalty and interest on taxes	**130,000**	**138,260**	127,160
Other	**-**	**4,806**	48,809
	8,607,655	**8,680,306**	8,583,005
EXPENDITURES			
General government	**1,121,423**	**1,075,931**	925,253
Protection to persons and property	**2,827,516**	**2,138,973**	2,191,176
Transportation services	**3,806,287**	**3,641,309**	3,653,979
Health	**130,667**	**92,450**	141,608
Recreation and cultural development	**1,115,646**	**963,384**	1,014,471
Planning and development	**85,222**	**91,513**	87,598
	9,086,761	**8,003,560**	8,014,085
EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE) BEFORE OTHER REVENUE (EXPENDITURES)	**(479,106)**	**676,746**	568,920
OTHER REVENUE (EXPENDITURES)			
Government transfers related to capital	**314,850**	**183,400**	196,866
Developer and other contributions related to capital	**117,122**	**399,674**	616,597
Gain (loss) on disposal of capital assets	**15,000**	**420,270**	(622,431)
Repayment of property taxes (note 14)	**-**	**(1,680,531)**	-
	446,972	**(677,187)**	191,032
EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE) FOR THE YEAR	**(32,134)**	**(441)**	759,952
ACCUMULATED SURPLUS, BEGINNING OF YEAR	**42,695,763**	**42,695,763**	41,935,811
ACCUMULATED SURPLUS, END OF YEAR (NOTE 8)	**$ 42,663,629**	**$ 42,695,322**	$ 42,695,763

The accompanying notes are an integral part of the financial statements

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TOWNSHIP OF BLANDFORD-BLENHEIM
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2021

	2021	2020
OPERATIONS		
Excess of revenue over expenditures (expenditures over revenue) ((page 4)	**$ (441)**	$ 759,952
Non-cash changes to operations		
Amortization of tangible capital assets	**1,859,851**	1,851,886
Loss (gain) on disposal of capital assets	**90,555**	726,681
Changes in non-cash operating balances (A)	**(933,570)**	469,783
	1,016,395	3,808,302
CAPITAL		
Acquisition of tangible capital assets	**(2,220,891)**	(2,633,693)
Decrease (increase) in work in progress	**260,997**	(659,475)
Decrease (increase) in prepaid expenditures	**(889)**	(4,446)
	(1,960,783)	(3,297,614)
FINANCING		
Net change in long-term debt	**(230,000)**	(260,503)
	(230,000)	(260,503)
Net change in cash position during the year	**(1,174,388)**	250,185
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	**5,620,637**	5,370,452
CASH AND CASH EQUIVALENTS, END OF YEAR	**$ 4,446,249**	$ 5,620,637

(A) Net change in non-cash operating balances includes the net change in taxes receivable, accounts receivable, accounts payable and accrued liabilities and deferred revenue.

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TOWNSHIP OF BLANDFORD-BLENHEIM
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2021

	2021	2020
Excess of revenue over expenditures (expenditures over revenue) (page 4)	**$ (441)**	$ 759,952
Amortization of tangible capital assets	**1,859,851**	1,851,886
Acquisition of tangible capital assets	**(2,220,891)**	(2,633,693)
(Gain) Loss on sale of tangible capital assets	**90,555**	726,681
Increase in work in progress	**260,997**	(659,475)
Increase in prepaid expenditures	**(889)**	(4,446)
Increase (decrease) in net financial assets	**(10,818)**	40,905
NET FINANCIAL ASSETS, BEGINNING OF YEAR	**3,570,223**	3,529,318
NET FINANCIAL ASSETS, END OF YEAR	**$ 3,559,405**	$ 3,570,223

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TOWNSHIP OF BLANDFORD-BLENHEIM
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021

The Corporation of the Township of Blandford-Blenheim (the Township) is a lower-tier Township in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. Significant accounting policies

The financial statements of the Township are the representation of management prepared in accordance with Canadian public sector accounting standards.

The focus of these financial statements is on the financial position of the Township and changes thereto. The Statement of Financial Position reports financial assets and liabilities. Financial assets are available to provide resources to discharge existing liabilities or finance future operations. Net financial assets represents the financial position of the Township and is the difference between financial assets and liabilities. This information explains the Township's overall future revenue requirements and its ability to finance activities and meet its obligations.

a. Reporting entity

These statements reflect the financial assets, liabilities, operating revenue and expenditures and accumulated surpluses and changes in investment in tangible capital assets of the Township and all committees of Council.

b. Trust funds

Trust funds and their related operations administered by the Township are not consolidated, but are reported separately on the Trust Fund Statements.

c. Revenue recognition

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Government grants and transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

d. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenditures, provides the Change in Net Financial Assets for the year.

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1. Significant accounting policies continued

e. Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

Buildings and structures	15 to 40 years
Fleet	8 to 30 years
Machinery, equipment, furniture and fixtures	5 to 25 years
Infrastructure - transportation	15 to 50 years
Infrastructure - drainage	80 years
Bridges and other structures	30 to 80 years
Streetlights	25 years

Amortization is charged for a half year in the year of acquisition and in the year of disposal.

The Township has a capitalization threshold of $5,000 so that individual assets of lesser value are expenses unless they are pooled because collectively they have significant value.

i. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

ii. Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at their fair market value at the date of receipt. The fair value is also recorded as contributed revenue.

f. Short-term investments

Short-term investments are recorded at cost. Market value approximates cost.

g. Deferred revenue

Grants, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenditures are incurred, services performed, or the tangible capital assets are acquired.

h. Financial instruments

Financial instruments of the Township consist mainly of cash, accounts and taxes receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

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1. Significant accounting policies continued

i. Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates.

j. Budget

The Township's Council completes separate budget reviews for its operating and capital budget each year. The approved operating budget for 2021 is reflected on the Statement of Operations and Accumulated Surplus. For capital spending, budgets are set for individual projects and funding for these activities is determined annually and made by transfers from surplus funds and by application of applicable grants or other funds available to apply to capital projects.

2. Trust funds

Trust funds administered by the Township amounting to $218,813 (2020 - $210,403) have not been included in the Statement of Financial Position nor have their operations been included in the Statement of Operations and Accumulated Surplus.

3. Investments

The Township does not own any short-term investments.

4. Pension agreements

The Township makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of services and rates of pay. The amount contributed to OMERS for 2021 was $163,245 (2020 - $158,118) for current service and is included as an expenditure on the Statement of Operations and Accumulated Surplus. The Township had no obligation, as of December 31, 2021, under the past service provisions. The OMERS funding ratio for 2021 is 97.0% (2020 - 97.0%), with the goal of being fully funded by 2025.

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5. Operations of School Boards and the Township of Blandford-Blenheim

The Township is required to bill, collect and remit taxation revenue on behalf of the School Boards and the County of Oxford pursuant to provincial legislation. The Township has no jurisdiction or control over the operations of these entities or the setting of their tax rates. Therefore, the taxation, other revenue, expenditures, assets and liabilities with respect to the operations of the School Boards and the County are not reflected in these financial statements. Taxation revenue billed and requisitions paid on behalf of the School Boards and County of Oxford are not reflected in the Statement of Operations and Accumulated Surplus and are comprised of the following:

	School Boards	**County**
Taxation	**$ 3,247,038**	**$ 5,565,943**
Requisitions	**$ 3,247,038**	**$ 5,565,943**

6. Deferred revenue

The deferred revenue balance is comprised of the following:

	2021	2020
Development charges	**$ 105,104**	$ 43,149
Federal gas tax	**1,348,804**	1,079,182
Safe Restart	**161,370**	134,594
Other	**5,430**	8,119
	$ 1,620,708	$ 1,265,044

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7. Long-term liabilities

a. Composition of long-term liabilities

The balance of long-term liabilities reported on the Statement of Financial Position is made up of the following:

	2021	2020
Total long-term incurred by the Township outstanding at the end of the year amount to:	**$ 499,514**	$ 735,763
Of the long-term liabilities above, the responsibility for payment of principal and interest charges for tile drain loans assumed by individuals. At the end of the year, the outstanding principal amount of this liability is	**(39,514)**	(45,763)
	$ 460,000	$ 690,000

b. Debt retirement

Of the net long-term liabilities in note 7.a, the minimum principal repayments required are estimated as follows:

	Recovered from taxpayers	Recovered from Taxation
2022	$ -	$ 230,000
2023	$ -	$ 230,000

c. Approval

The long-term liabilities in a. issued in the name of the Township have received approval of the Ontario Municipal Board for those approved on or before December 31, 1992. Those approved on or after January 1, 1993 have been approved by by-law. The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs.

d. Contingent liability

The Township is contingently liable for long term liabilities with respect to tile drainage loans. The total amount outstanding as at December 31, 2021 is $39,514 (2020 - $45,763) and is not recorded on the Statement of Financial Position.

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7. Net long-term liabilities continued

e. Interest

The Township paid interest on its long-term liabilities of $20,351 (2020 - $28,302).

8. Accumulated Surplus

The accumulated surplus is comprised of the following:

	2021	2020
Surplus		
Operations	**$ 314,908**	$ 140,820
Invested in tangible capital assets	**38,651,650**	37,977,477
Reserves	**3,728,764**	4,577,466
ACCUMULATED SURPLUS	**$ 42,695,322**	$ 42,695,763

9. Tax revenue

Property tax billings are prepared by the Township based on an assessment roll prepared by the Municipal Property Assessment Corporation. All assessed property values in the Township were reviewed and new values established based on a common valuation date which was used by the Township in computing the 2021 property tax bills. Property tax revenue and tax receivables are subject to appeals which may not have been heard yet. Any supplementary billing adjustments made necessary by the determination of such appeals will be recognized in the fiscal year they are determined and the effect shared with the Township of Blandford-Blenheim and the appropriate school boards.

10. Commitments

The Township entered into a policing contract with the Ontario Provincial Police. The contracted amount paid for 2021 was $965,556 (2020 - $967,920).

11. Public sector salary disclosure

There are four employees paid a salary, as defined in the Public Sector Disclosure Act, 1996 of $100,000 or more by the Township.

12. Contaminated sites

The Township has reviews their land inventory in accordance with PSAB 3260 for possible contamination. The Township has not recognized a liability for contaminated sites at the Township does not expect that future economic benefits will be given up for remediation of any properties.

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13. Segmented Information

Segmented information is presented on Schedule 2. The Township is a diversified Township and provides a wide range of services to its citizens including police through contracted services, fire, transportation and community services including recreation and planning. The general government segment includes such functions as finance, council and administrative offices.

14. Annexation

On August 17, 2005 the Minister of Municipal Affairs and Housing issued a restructuring order to allow an area of approximately 2,900 acres to be annexed into the Corporation of the City of Woodstock from the Township. The effective date of the annexation was September 1, 2005. The Township and the City of Woodstock also entered into a compensation agreement whereby the City will effectively pay the Township a base amount for the loss of current tax revenue and a percentage of future tax revenue. The future tax revenue will depend on the level of development of the annexed lands. This compensation is included in Government Grant revenue on the Statement of Operations and Accumulated Surplus. During the year ended December 31, 2021, the Township received final property tax appeals on these annexed lands that were filed under the Assessment Act and the Municipal Act and paid the City of Woodstock $1,680,531 for their share of these appeals.

15. Significant event

In March 2020, the Province of Ontario declared a state of emergency in response to the COVID-19 virus. The Township has followed the Provincial directions regarding essential services and as a result, closed some of its services during 2021 and 2020 as required. It is unclear the total financial impact the COVID-19 virus will have on the Township. During the year ended December 31, 2021, the Township recognized $87,765 (2020 - $80,406) grant revenue under the Safe Restart Provincial program. Council and staff continue to monitor the situation.

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TOWNSHIP OF BLANDFORD-BLENHEIM
SCHEDULE 1 - SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2021

	Land and Land Improvements	Buildings	Fleet	Machinery and Equipment	Furniture and Fixtures	Bridges and Roads	2021 Total	2020 Total
COST								
Balance, beginning of year	**$ 5,623,622**	**$ 8,872,696**	**$ 3,652,085**	**$ 3,277,111**	**$ 1,170,305**	**$ 46,173,942**	**$ 68,769,761**	$ 67,600,321
Add:								
Additions during the year	**20,442**	**35,386**	**790,974**	**361,032**	**-**	**1,013,057**	**2,220,891**	2,633,693
Less:								
Disposals during the year	**(57,332)**	**(3,000)**	**(238,813)**	**(18,720)**	**(2,708)**	**(83,160)**	**(403,733)**	(1,464,253)
Balance, end of year	**5,586,732**	**8,905,082**	**4,204,246**	**3,619,423**	**1,167,597**	**47,103,839**	**70,586,919**	68,769,761
ACCUMULATED AMORTIZATION								
Balance, beginning of year	**729,874**	**3,600,681**	**2,208,069**	**1,505,684**	**657,393**	**22,090,396**	**30,792,097**	29,677,783
Add:								
Amortization during the year	**67,277**	**215,032**	**233,713**	**223,952**	**61,094**	**1,058,783**	**1,859,851**	1,851,886
Less:								
Disposals during the year	**(19,008)**	**(3,000)**	**(238,813)**	**(10,597)**	**(2,708)**	**(39,052)**	**(313,178)**	(737,572)
Balance, end of year	**778,143**	**3,812,713**	**2,202,969**	**1,719,039**	**715,779**	**23,110,127**	**32,338,770**	30,792,097
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	**$ 4,808,589**	**$ 5,092,369**	**$ 2,001,277**	**$ 1,900,384**	**$ 451,818**	**$ 23,993,712**	**$ 38,248,149**	$ 37,977,664

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This schedule is provided for information purposes only.

TOWNSHIP OF BLANDFORD-BLENHEIM
SCHEDULE 2 - SCHEDULE OF SEGMENTED INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2021

	General Government	Protective Services	Transportation	Health	Recreation and Culture	Planning and Development	Total
REVENUE							
Taxation	$ 5,652,381	$ -	$ -	$ -	$ -	$ -	$ 5,652,381
User fees	49,881	300,255	17,860	54,023	156,317	400	578,736
Government grants	2,068,216	57,115	96,830	-	2,138	35,358	2,259,657
Investment income	39,382	-	-	5,130	-	1,954	46,466
Penalty and interest on taxes	138,260	-	-	-	-	-	138,260
Other	-	2,000	-	-	2,806	-	4,806
Repayment of property taxes (note 14)	(1,680,531)	-	-	-	-	-	(1,680,531)
Capital revenue	346,890	35,330	498,306	-	122,818	-	1,003,344
	6,614,479	394,700	612,996	59,153	284,079	37,712	8,003,119
EXPENDITURES							
Salaries and benefits	646,991	512,703	904,087	34,615	362,793	77,489	2,538,678
Materials, goods and services	394,793	1,435,963	1,405,356	57,487	305,578	5,854	3,605,031
Amortization	34,147	190,307	1,331,866	348	295,013	8,170	1,859,851
	1,075,931	2,138,973	3,641,309	92,450	963,384	91,513	8,003,560
EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE)	$ 5,538,548	$ (1,744,273)	$ (3,028,313)	$ (33,297)	$ (679,305)	$ (53,801)	$ (441)

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This schedule is provided for information purposes only.

Oxford County
Growing stronger together

Report No: CP 2022-48
COMMUNITY PLANNING
Council Date: May 25, 2022

To: **Warden and Members of County Council**

From: **Director of Community Planning**

Official Plan Review – Update on Next Phases

RECOMMENDATION

1. **That staff be directed to proceed with the subsequent phases of the Official Plan Review process in accordance with the requirements under the Planning Act, and as generally outlined in the Report No. CP 2022-48.**

REPORT HIGHLIGHTS

Implementation Points

- The purpose of this report is to update County Council with respect to the proposed scope and extent of the next phases of the County's Official Plan review and updates.
- Consideration has been given to inquiries and responses received as a result of the initial special meeting of Council held on October 13, 2021, in accordance with Section 26 of the Planning Act.
- This report also provides a high-level overview of the legislative requirements and other considerations applicable to the Official Plan review building from report CP 2021-336, and outlines the proposed framework for the next phases of the Official Plan review, including related consultation.

Financial Impact

There are no immediate implications beyond this year's approved budget. Any additional funding that may be required for future phases will be considered as part of the annual budget process.

Communications

Community engagement has been and will continue to be an important part of the Official Plan (OP) review process and be undertaken at various stages as part of each review phase. The focus for communication and engagement on the OP review project moving forward will centre around each of the remaining phases, as further detailed in this report. Each phase will have its own communications and engagement plan tailored to that phase.

Planning staff will ensure the minimum statutory meeting requirements under the Planning Act (i.e. an open house and public meeting) are met for each phase, as well as providing for additional engagement opportunities, as deemed appropriate. Developing separate communication and engagement plans for each phase allows the approach to be customized based on the specific policy areas, technical considerations, and level of community interest.

The consultation and engagement program for each remaining phase is generally expected to involve the use of traditional and social media, a mix of in-person and on-line engagement opportunities, and consultation/engagement with:

- The Province and the various agencies prescribed under the Planning Act (e.g. conservation authorities, utility providers, railways, abutting municipalities etc.);
- County and Area Municipal Staff and Councils;
- Indigenous communities; and
- Other identified stakeholder groups, interested parties and the broader public.

Strategic Plan (2020-2022)

WORKS WELL TOGETHER	***WELL CONNECTED***	***SHAPES THE FUTURE***	***INFORMS & ENGAGES***	***PERFORMS & DELIVERS***	***POSITIVE IMPACT***
		3.ii. 3.iii.	4.i. 4.ii.		

DISCUSSION

Background

The Planning Act requires that municipalities adopt an Official Plan (OP) to serve as the primary legal document for implementing provincial land use planning direction at the municipal level.

As described in report CP 2021-336, the County OP provides that direction for both the County and the eight area municipalities that comprise the County. The policies and land use schedules contained in the OP establish the overall vision and land use strategy for growth and development in the County. This is accomplished by setting out locational, development review and other requirements for a full range of land uses (e.g. residential, commercial, industrial, institutional, parks and recreation, agriculture, etc.) and providing direction with respect to matters such as the provision of infrastructure and public services, the protection of agricultural land, and natural and cultural heritage features, and avoiding, or mitigating the potential impacts from, natural and man-made hazards.

It is noted that, unlike other amendments to the OP that are approved by County Council, the Province (Ministry of Municipal Affairs and Housing) is the approval authority for any amendments to the County's OP that are undertaken as part of an OP review process under Section 26 of the Planning Act. As such, following adoption by County Council, all amendments that form part of the County's OP review process will need to be sent to the Province for approval.

As part of their approval, the Province has the authority to impose any modifications to the County's adopted policies that it determines to be necessary to ensure they are consistent with Provincial legislation and policies.

Commentary

The first phase of the County's OP review was focused on updating the agricultural policies. Draft agricultural policies were released by County Council on October 27, 2021 for community review and input as part of report CP 2021-337. This feedback resulted in the revised policies, as detailed in Report CP 2022-98. A statutory public meeting was held March 23, 2022 to present the revised policies and provide a further opportunity for input and feedback. A recommended OPA for updating the agricultural policies was subsequently presented to County Council in report CP 2022-162 at the May 11, 2022 meeting and is to be brought back for Council consideration/adoption on May 25, 2022. Following adoption by County Council, the amendment will be forwarded to the Province for their review and approval.

With the first phase of the Official Plan review nearing completion, Planning staff are now in a position to move forward with the next phases of the Official Plan review. A general overview of the proposed process and matters to be considered as part of these next phases is provided in the following sections of this report.

Phase 2 – Environmental Policy Updates

The second phase of the OP review is proposed to focus primarily on updates to Section 3.2 - Environmental Resource Policies. This will include updates to the policies and associated terms and definitions in that section. Section 3.2 of the OP currently includes policies which provide direction on:

- Natural Heritage System, including implementation tools and environmental study requirements and environmental management policies;
- Open Space;
- Water Resources, including watershed and sub-watershed planning and source protection;
- Soil Resources;
- Energy Efficiency and Air Quality; and
- Natural Hazards.

a) Scope of Policy Review

Similar to updates to the agricultural policies, updates to Section 3.2 will focus primarily on considering and/or addressing a range of new and/or updated Provincial legislation, regulations, policies, and guidelines related to land use planning that have been enacted and/or released since the last comprehensive update of Section 3.2. These include, but are not limited to:

- Updates to the Planning Act and associated regulations;
- Updated Provincial Policy Statement, 2020;
- New and/or updated Provincial guidelines related to PPS implementation, including:
    - Natural Heritage Reference Manual, and Significant Wildlife Habitat Technical Guide and Criteria Schedules for Ecoregion 6E and Ecoregion 7E;
    - Wildland Fire Risk Assessment and Mitigation Reference Manual;
    - Draft Watershed Planning Guidance and draft Subwatershed Planning Guidance; and
- Changes to other provincial or federal legislation including the Species at Risk Act, Endangered Species Act, and the Fisheries Act.

The following discussion provides further detail on potential updates to some of the specific policy areas within Section 3.2.

<u>Natural Heritage System Updates</u>

The Oxford Natural Heritage Systems Study (ONHSS), which was last updated in 2016, provides the current technical basis for identifying the County's natural heritage system and informing the implementation of the natural heritage policies contained within the OP. The ONHSS takes a science-based approach with respect to terrestrial ecology to inform the identification and evaluation of certain natural heritage features and areas (i.e. woodlands, wetlands, valleylands etc.) which form part of the County's natural heritage system.

Other natural heritage features and areas are identified based on Provincial data (e.g. Areas of Natural and Scientific Interest - ANSIs), or informed by other legislative requirements (e.g. fish habitat, endangered and threatened species).

Updates to the natural heritage mapping contained in the 2016 ONHSS are currently underway based on the 2020 aerial imagery. These updates will provide the updated technical information necessary to inform the updates to the associated policies in the OP.

Staff will also be considering potential updates to the implementation tools and environmental impact study requirements and environmental management policies which support the implementation, management, restoration, and enhancement of the natural heritage system, and associated features and areas. This may include consideration of such matters as biodiversity conservation, climate change, education, outreach and stewardship, monitoring, as well as ecological restoration, to name a few possible topics. Supporting research will also look at approaches and tools from other municipalities, as well as other science-based approaches for mitigation measures and restoration approaches, as well as conservation programs, stewardship and partnership opportunities.

Open Space

With respect to the proposed scope for updates to the open space policies, staff are proposing to limit the review and update of these policies to focus on incorporating PPS/Planning Act related changes and any implementation related updates, as well as changes necessary to ensure the open space and natural heritage system policies continue to integrate and support implementation. A broader review and re-envisioning of planning for open space (i.e. to better align with and support related master plans) is something that will be considered as part of the development of a new OP for the County, as described previously in report CP 2021-336.

Water Resources

There have been a number of changes to the water resource policies contained within the PPS, 2020, which will also need to be considered. This includes requiring that municipalities plan for the protection of water resources systems (i.e. not just water quality and quantity). This includes evaluating and preparing for the impacts of a changing climate on water resource systems at the watershed level and ensuring stormwater management practices minimize stormwater volumes and contaminant loads and maintain or increase the extent of vegetative and pervious surfaces. These PPS requirements, along with available guidance, will also be an area of focus for the OP updates.

Green infrastructure is a newer concept included in the PPS, 2020 which includes both natural and human-made elements that provide ecological and hydrological functions and processes. Green infrastructure can include components such as natural heritage features and systems, parklands, stormwater management systems, street trees, urban forests, natural channels, permeable surfaces, and green roofs. Planning for green infrastructure is often included within planning for natural assets. Elements and considerations for planning for natural assets and green infrastructure will also be considered in relation to natural heritage system and water resource OP policies through the update.

As stormwater management and a number of other infrastructure components are areas of Area Municipal responsibility, Planning staff will be consulting closely with the Area Municipalities in the review and development of these policies. Updates to the source water protection policies in the OP are also being proposed to ensure alignment with current Provincial requirements and the four approved source water protection plans that currently apply within Oxford County. However, staff are proposing to expedite those policy updates through a separate Official Plan amendment which is to be brought forward for County Council's consideration later in 2022.

Soil Resources

Staff note that there have been updates to the regulatory tools under the Environmental Protection Act, as well as new supporting guidance available from the Province regarding the control and management of excess soils. Similarly, the PPS, 2020 also encourages planning authorities to support, on-site and local re-use of excess soil through planning and development approvals while protecting human health and the environment.

Supporting research will also look at approaches, tools and mitigation approaches from other municipalities as part of the review and update for this subsection.

Energy Efficiency, Air Quality and Climate Change

Similar to the updates proposed relating to renewable energy in the draft agricultural policies, updates to the energy efficient and air quality section will be primarily focused on incorporating updates based on legislative changes resulting from the repeal of the Green Energy Act, as well the Planning Act and PPS, 2020. Air quality considerations may also include any applicable updates or changes to related Provincial requirements including under the Environmental Protection Act and ensure alignment with other applicable Provincial requirements is maintained.

In addition, climate change is a newer element within the 2020 PPS which will require more specific policy requirements and references to be incorporated into the OP. These include considerations for water resource systems and natural hazards, improving energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and preparing for the impacts of a changing climate through changing land use and development patterns. The updates to these policy areas being proposed as part of this process are intended to focus primarily on addressing the minimum requirements under the Planning Act and the PPS, which can then provide the foundation for any further work or initiatives in this area to build upon.

Natural Hazards

Under the 2020 PPS, natural hazards now include policies for hazardous forest types for wildland fire, in addition to flooding related natural hazards. Municipalities are also required to prepare for the impacts of a changing climate that may increase the risk associated with natural hazards. Updates for this subsection will focus on review of the existing flood policies for consistency with the PPS, and consideration of new policies for hazardous forest types. This will include a review of background information and analysis building from Provincial guidance regarding hazardous forest types and consideration of approaches and tools utilized in other municipalities.

Flood hazard related updates will incorporate appropriate updates and local information available from each of the four Conservation Authorities in Oxford County. Updates may also include consideration of the outstanding regulatory changes to the Conservation Authorities Act with respect to flood protection and corresponding PPS requirements, should such updates be released by the Province during the course of the review.

b) Conservation Authority Act Changes

The Province is currently proposing a number of changes to the function of Conservation Authorities (CAs) that may have implications on the delivery and implementation of programs and requirements related to the implementation of the environmental resource policies in the OP, including the review of Environmental Impact Studies (EISs). Proposed regulatory changes under the Conservation Authorities Act were discussed in CP 2021-234. The Province approved amended regulations in the fall of 2021 which made some minor changes to the categorization of programs and services and extended implementation timelines into 2024. The development of agreements for "non mandatory services", which include Planning Act development review functions on behalf of municipalities (e.g. EISs and certain natural hazards matters), is now required to be addressed as part of the implementation of the new regulations.

It is anticipated that the review of these services and agreements may present potential opportunities to update, change and/or improve certain development review functions and services currently provided by the CAs with respect to environmental planning. Any potential local implications and opportunities that are identified in relation to the proposed CA regulatory changes will be communicated to Council through a future report.

c) Community Engagement

Staff are proposing to undertake preliminary engagement with the Area Municipalities and broader community in June to begin to develop a better understanding of some of the community's values, opinions and concerns with respect to the topic areas addressed by the environmental resource policies. This engagement will help to inform potential updates to the vision, principles and objectives and identify areas where additional background research may be required. It will also provide an opportunity for early input and feedback into the policy development process. The specific form and details of this preliminary engagement is still in the process of being developed and/or confirmed by Planning staff.

Following consideration of this initial input, staff will focus on completing updates to the mapping of the ONHSS and supporting background work, developing draft policies and supporting materials in preparation for an initial release of a 'consultation draft' of the proposed policies in late 2022, or early 2023. Consultation on the draft policies will include an open house, statutory public meeting(s) with County Council, and other engagement opportunities and tools (e.g. Speak Up Oxford) and will include seeking input from the area municipalities and other stakeholders.

Phase 3 – Updating Implementation Measures and Cultural Heritage

One of the key focuses of the OP review is reviewing and addressing various changes to the Planning Act and Provincial Policy Statement (PPS) that have occurred since the last major review of the OP. As such, this Phase of the OP update will focus on updates required to address Planning Act and PPS changes related to a number of OP policy areas, including implementation measures and cultural heritage. Further details are provided below.

a) Cultural Resource Policies

Section 3.3 of the OP contains the policies that provide direction with respect to conservation of cultural heritage resources within the County. This includes policies pertaining to built heritage and archeological resources.

There have been a number of updates to the PPS, as well as the Heritage Act, since the last review and update of Section 3.3. As such, it is proposed that these policies be reviewed and updated to ensure the policies, terms and definitions pertaining to cultural heritage are consistent with current provincial direction and terminology and continue to support the conservation of cultural heritage in Oxford County.

b) Implementation Measures

Chapter 10 of the OP contains the provisions and policies necessary to enable the objectives and policies of the OP as a whole to be implemented. Some examples of changes to the Planning Act and associated regulations that may need to be reviewed and considered in relation to implementation measures, are as follows:

- Various changes to the requirements for processing of various planning applications (e.g. processing timelines, notice provisions, complete application requirements etc.);
- Removal of the height and density bonusing provisions and introduction of new provisions to provide municipalities with the option of implementing a ‘community benefit charge’ approach to address certain planning matters (e.g. provision of parkland and certain other community amenities/improvements etc.);
- Modifications to the parkland dedication provisions;
- Revised provisions with respect to implementation of a community planning/development permit system; and,
- Changes to the types of matters, reasons, and process for appeals to the Ontario Land Tribunal (OLT), recently known as the Local Planning Appeal Tribunal (LPAT) and prior to that, as the Ontario Municipal Board (OMB).

Many of these changes are intended to support or guide planning processes, including the implementation of existing OP requirements, such as submission of background studies to demonstrate that a proposed development meets applicable development standards and criteria.

However, some of the other Planning Act changes (i.e. alterative parkland dedication, community benefit charges, and community planning/development permit systems etc.) that would be implemented through, or informed by, the OP would require detailed background studies and/or master plans to be undertaken in order to be implemented. Therefore, if such changes were to be considered, it would generally be more appropriate for that to be undertaken as part of the development of a new OP.

Implications of Bill 109 – More Homes for Everyone Act

Bill 109 included a number of changes to the Planning Act, as described in Report CP 2022-180. These changes to the Planning Act including the introduction of mandatory refund of application fees if specified review timelines are exceeded for certain applications (i.e. Zoning and Site Plan). Therefore, to ensure the County and Area Municipalities have the necessary policy framework in place to properly implement these proposed changes prior to their taking effect on January 1, 2023, Planning staff are proposing to expedite the review and update of the County's complete application and related policies in Chapter 10 of the OP through a separate amendment from the OP review. These updates would provide more detailed direction with respect to the process and requirements for determination as to whether such applications are deemed to be 'complete', as that is the point at which the statutory processing timelines start.

In addition, it is recognized that the Provincial government may continue to make further changes to the Planning Act and Provincial Policies based on the feedback from consultation on Bill 109 and related implementation measures, as discussed in Report CP 2022-180. As such, staff will continue to monitor the nature and extent of these changes as they are released and may include these within the scope of the third phase of the OP review, or address them through separate amendments, as appropriate. County Council will be updated on the recommended approaches in response to any such changes through future reports.

Timing and Community Engagement

Phase 3 work is anticipated to begin in mid 2022, with a consultation draft of policies being presented to County Council early to mid 2023, depending on the ultimate scope of the policy revisions and nature and extent of community engagement.

a) Questions and Feedback following the Special Meeting of Council

Following the Special Public meeting of County Council to formally initiate the current OP review on October 13, 2021, several inquiries were received with respect to the scope of the review and opportunities for input. These inquiries largely related to when updates to the County's Growth Management policies are being considered and, in particular, implementation of the County's Phase 1 Comprehensive Review study and related opportunities to expand the County's urban settlement boundaries, and timing for updates to implement the recommendations of the ONHSS.

In this regard, it is noted that expansions to the County's settlement areas (i.e. where required to accommodate forecasted growth as identified through the County's Phase 1 Comprehensive Review, which was adopted by Council in 2020) have been on-going and are generally initiated by the County and/or Area Municipalities through a separate Official Plan amendment, supported by comprehensive secondary planning and servicing strategies. This allows the timing of the settlement expansion process to be tailored to each Area Municipality's specific needs and context (i.e. to allow for the completion of municipal boundary adjustments, servicing capacity expansions etc.).

Further, the County is proposing to update the Phase 1 Comprehensive Review (i.e. growth forecasts and land need study) again in early 2023 (i.e. once all of the supporting data from the 2021 Census has been released), to ensure it reflects current data and trends. Given the recent high levels of growth in the County, it is anticipated that these updates may identify the need for additional growth land in a number of the Area Municipalities.

In terms of the timing for updates to implement the recommendations of the ONHSS, those are proposed to be included in the updates to the Environmental Resource policies which are to be undertaken as part of Phase 2 of the OP review, as described above.

Next Steps

As previously noted, the first phase of the OP review focused on proposed updates to the County's agricultural policies and that process is nearing completion. The subsequent phases are generally proposed to proceed as outlined in this report, with each phase including opportunities for consultation with and input from the Area Municipalities, the community, and other stakeholders through a range of engagement tools and formats.

In addition to the OP update, staff are also undertaking and/or proposing to undertake a separate amendment, or amendments, to expedite updates for certain key and/or time sensitive policy matters (i.e. additional residential units, source water protection, and complete application requirements).

Conclusions

The intent of this report is to provide County Council with an update on progress and next steps with respect to the review and update of the County's OP in accordance with Section 26 of the Planning Act and seek Council direction to proceed with the next phases of the review, which pertain to natural heritage and the environment, cultural heritage, and general implementation measures.

The primary focus will be on addressing various requirements and changes under the Planning Act and 2020 PPS, but may also include minor changes to improve the overall structure and readability of the plan, simplify and/or clarify existing policy direction and intent, and reflect community input.

Each phase/amendment which forms part of the OP review is subject to Provincial approval to ensure consistency with the PPS, 2020 and other Provincial interests, following adoption of the amendment by County Council. Additional and significant opportunities for public input will be provided as part of each respective phase of the OP review process.

SIGNATURES

Report Author:

Original Signed By
Paul Michiels
Manager of Planning Policy

Report Author:

Original Signed By
April Nix
Development Planner – Policy Focus

Departmental Approval:

Original Signed By
Gordon K. Hough
Director of Community Planning

Approved for submission:

Original Signed By
Michael Duben, B.A., LL.B.
Chief Administrative Officer

OXFORD COUNTY

OFFICIAL PLAN REVIEW

ENVIRONMENTAL POLICIES

Project Initiation

June 2022

Overview

- Why update the Official Plan,
- Existing OP content for environmental resources,
- Legislative context
- Policy focus areas
- Project timing
- Next steps

Why update the Official Plan?

- Legislative and policy changes,
- Ensuring local context,
- Evaluating effectiveness of existing policies, and,
- Improving and modernizing processes and requirements.

Existing OP Policy Context

- Focus will be on the topics addressed through Section 3.2 of the Official Plan.
- This will focus on:
  - Natural Heritage
  - Open Space
  - Water Resources
    - Watershed planning
    - Surface and groundwater protection
  - Soils
  - Natural Hazards
  - Climate Change

Legislative Context

Planning Act

- Legislative authority for municipalities to regulate land use
- All planning policies/decisions must be ‘consistent with’ PPS

2020 Provincial Policy Statement (PPS)

- Provides policy direction on matters of provincial interest related to land use
- Municipal policies may exceed minimum PPS standards, but shall not conflict

Provincial Guidance

- Natural Heritage Reference Manual,
- Wildland Fire Risk Assessment and Mitigation Reference Manual,
- Draft Watershed Planning Guidance and Draft Subwatershed Planning Guidance

Other Provincial and Federal Legislation

- Species At Risk Act, Endangered Species Act
- Fisheries Act;

Natural Heritage

- The natural heritage system is made up of important natural features and areas such as woodlands, wetlands, valleylands, meadows and watercourses.
- Oxford Natural Heritage Systems Study (ONHSS) was last updated in 2016.
- Mapping is currently being revised again based on 2020 aerial.
- Updates will focus on incorporating a natural heritage ‘system’ into the Official Plan, building from Provincial guidance and ONHSS.

Natural Heritage

- Updates will also incorporate other legislative changes and requirements (e.g. Fisheries Act, Species At Risk Act, Endangered Species Act, etc.)
- OP policies could include other aspects of natural heritage and environmental planning:
  - Examples: biodiversity, restoration, invasive species, pollinators, road ecology, urban forestry, stewardship, etc.
- These are some of the areas where staff are seeking input from the Area Municipalities and the community.

Open Space

- Open space policies guide uses related to parks and trails and related recreational uses.
- Focus of policy updates will focus on:
  - alignment with Provincial requirements,
  - incorporate any newer local studies (as applicable),
  - ensure integration with other updates to the rest of the environmental resource policies

Water Resources

- PPS, 2020 now requires municipalities to plan for ‘water resource systems’:
  - Includes using watersheds/subwatershed planning as part of the basis for the system,
  - Includes requirements for protection of water quality and quantity of surface water and groundwater features,
  - Policies also need to address stormwater management updates,
  - Updates to address Source Water Protection Plans will be done through a separate amendment.

Soils

- Legislation regarding management of excess soils has seen a number of change in recent years.
- Focus of policy updates will be on incorporating/aligning with these legislative changes.
- Soil loss and degradation is also an area of concern with respect to the impacts of a changing climate.

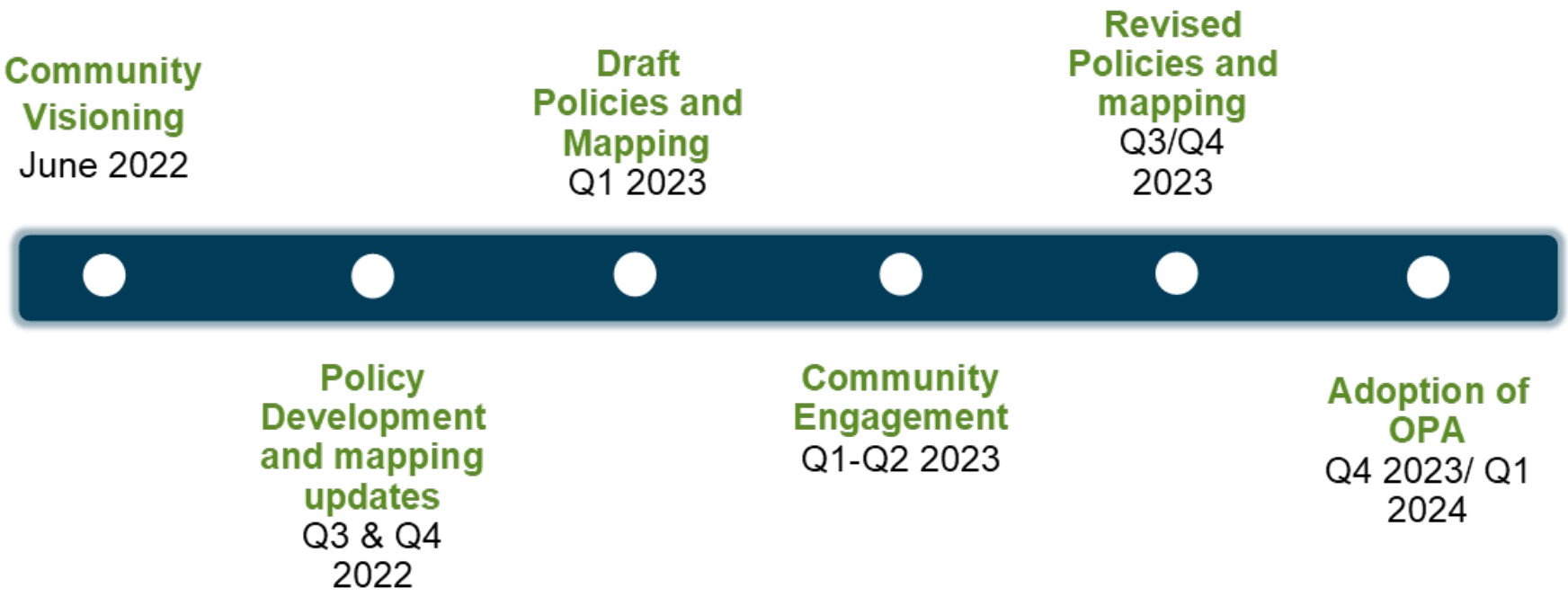
Natural Hazards

- Flooding
  - PPS, 2020 includes requirements for planning for flooding impacts and requires that planning authorities prepare for the *impacts of a changing climate* that may increase the risk associated with natural hazards.
  - Review will be focusing on ensuring policies meet Provincial standards and understanding local flood risks.
- Hazardous Forest Types
  - New natural hazard in the PPS
  - Province has developed guidance
  - Focus is on directing and mitigating development from high risk areas
  - Staff are undertaking analysis to better understand what “high risk areas” means in the context of the County and Area Municipalities.

Climate Change

- PPS, 2020 speaks to mitigating and adapting to a changing climate with respect to:
  - Natural hazards
  - Water resource systems
  - Development and land use patterns
  - Infrastructure and public service facilities
- Updates to renewable energy policies.
- Looking for input and feedback on incorporating other aspects from other plans and strategies (e.g. Future Oxford) regarding planning for a changing climate to consider as part of this update:
  - Biodiversity planning
  - Water conservation and efficiency
  - Transportation demand management, alternative modes of transportation

Project Timing



Next Steps

- Meetings with each of the Area Municipal Councils
- Community engagement via Speak Up Oxford
- Feedback received will be used in inform research, policy objectives and directions.
- Background research, development of policy objectives and directions along with mapping updates next area of focus.

Questions

DONNELLY
D|M
LAWYERS
PROFESSIONAL
CORPORATION
MURPHY

Reply to: **Gregory F. Stewart**

18 Courthouse Sq., Goderich, N7A3Y7
Tel: 519-524-2154 x209
Fax: 519-524-8550
Email: gstewart@dmlaw.ca
Assistant: Victoria (x206)

May 30, 2022

VIA EMAIL

Township of Blandford-Blenheim
Box 100
47 Wilmot Street South
Drumbo, ON N0J 1G0

Attention: Rodger Mordue, CAO/Clerk

Dear Sir:

Re: Integrity Commissioner Complaint

Enclosed please find my Comments on the Complaint Request of Councillor Randy Balzer pertaining to Councillor Justin Read.

Yours very truly,

Per:
Gregory F. Stewart
Integrity Commissioner
Township of Blandford-Blenheim
GFS/vm
Enclosure

COMMENTS ON COMPLAINT REQUEST

BY COUNCILLOR RANDY BALZER – TOWNSHIP OF BLANDFORD-BLENHEIM

I have received a complaint from Randy Balzer who is a member of Blandford-Blenheim Council. The complaint concerns comments made by Justin Read who is another Member of Council. The comments were made at a public meeting of Council held on February 16, 2022. Concerning those comments, Councillor Balzer's complaints are as follows:

1. What was said by Councillor Read was inappropriate and action should be taken immediately to retract the comments and make right the wrong that was done.
2. The comments should not have been said and at the very least should have been stopped.
3. Councillor Read's comments were damaging to Councillor Balzer's reputation and were shameful to Council.
4. The comments were serious and misleading and constitute defamation of Councillor Balzer's character.
5. That the video of the comments should be removed.

The Township of Blandford-Blenheim has adopted a Code of Conduct for Municipal Councillors. The Code states that the Mayor and Deputy Mayor may commence an investigation of any potential breach of the Code of their own accord or in response to a written complaint.

I have been contracted by the Township to investigate complaints regarding the Code of Conduct. This matter has been referred to me by the Mayor through the Township's Chief Administrative Officer for review.

FACTS

Township Council passed a Vaccination Policy in October 2021 in response to the COVID 19 Pandemic. The policy initially had a testing option for those who were not vaccinated. The Policy applied to active Township employees, contractors, volunteers, Members of Township Council and associated Boards.

In January, 2022, the Vaccination Policy was amended to remove the testing option and require the parties to whom it applied to be vaccinated by specific dates, failing which individuals would be placed on unpaid leave of absence. Councillor Balzer did not provide proof of vaccination as required by the Policy and was therefore placed on an unpaid leave of absence.

With respect to the complaint referred to me, I have been provided with certain documents:

1. Various text messages from individuals concerning Councillor Balzer's situation.

2. A copy of what appears to be an excerpt of a text message or posting by Councillor Balzer containing his picture and the words:

   "To the relief of some, I am no longer endangering the health of my colleagues and constituents by sitting in my council seat; I'm sitting here in the audience several metres away – this will stop the virus in its tracks. Yes, the science is confusing, but its small things like this that will get us through"

3. A copy of an article in the Ayr News entitled "Blandford-Blenheim Councillor Among Those On Unpaid Leave".

4. A copy of a letter to the editor with the heading "Blandford-Blenheim Councillor Disputes The Reason For Being Placed On Unpaid Leave"

5. Notes of Councillor Read for his statement at the February 16, 2022 Council Meeting headed "Blandford-Blenheim Councillor Defends Constituents and Fellow Council".

6. A link to a video recording of the February 16, 2022 Council Meeting.

I have not received a complaint concerning, or a request to look into any comments by Councillor Balzer concerning the Vaccination Policy passed by Council. I will therefore comment on this only if it is necessary to give context to Councillor Read's comments.

Councillor Read's comments are available to me both in writing and in the video recording of the February 16, 2022 Council Meeting, both of which I have reviewed. Considering this, I will confine my comments to those statements and their appropriateness. Having this information available, I do not deem it appropriate to put the ratepayers of the Township to the expense of a more extensive review.

ANALYSIS

In his letter to the editor, Councillor Balzer confirmed that he would not disclose his vaccination status and his reasons for that position. He stated his view that the Vaccination Policy adopted by Council served no purpose and his reasons for that conclusion. He expressed his opinion that the Vaccine Policy should be rescinded.

The statement by Councillor Read given at Council on February 16, 2022, appears to have been given in response to Councillor Balzer's statements of his position on the Vaccination Policy. The majority of Councillor Read's statement contained replies or responses by him to Councillor Balzer's statements. It also contained a defence of the Vaccination Policy adopted by Council. Those statements and position made by Councillor Read, although they generally disagree with Councillor Balzer's position, do not appear to be offensive. They are more in the nature of fair comment in an open debate in which Councillor Read does not agree with Councillor Balzer's position. Where the comments become a bit troublesome is towards the end of the statement where Councillor Read commented on his views of Councillor Balzer's adherence to his oath of office.

> "I was surprised that in the three years that I have known and sat next to Councillor Balzer, he has only publicly denounced his displeasure when on the wrong side of a recorded vote. It is disheartening to see someone who takes an oath so easily disregard and completely mistrust how the system works."

The balance of the statement is Councillor Read's view, and he is entitled to it. Whether it was wise to express those views in that manner, in public, rather than privately, is his choice. The comments questioning adherence to the oath were not prudent and probably would have been better unstated.

Regardless, as I have stated, it is my view that a comment of this nature, within this contextual background, although perhaps impulsive and imprudent, does not warrant an investigation. The comment itself, within this context is not such that I am prepared to find that there was a violation of the Code of Conduct.

DATED this 30th day of May, 2022

Gregory F. Stewart
Integrity Commissioner
Township of Blandford-Blenheim

Tuesday, May 3, 2022
Princeton Fire Hall
Princeton Fire Hall Committee
5:00 p.m.

MINUTES

The Committee met at 5:00 p.m.

Present: Mayor Mark Peterson, Councillor Nancy Demarest, Chief Rick Richardson, Deputy Chief Drew Davidson, CAO/Clerk Rodger Mordue

The Committee met at 5:00 p.m. in the meeting room at the Princeton Station to discuss the fire station building requirements.

Answers were provided to questions that arose at the last meeting.

Mayor Peterson and CAO/Clerk Mordue will arrange to meet with the County Planning Department to discuss the possibility of locating a new hall outside the settlement boundary area of the Village.

Next meeting set for May 16, 2022.

Meeting adjourned at 6:30 p.m.

TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	**From:** Trevor Baer	
Reviewed By:	Rodger Mordue, CAO/Clerk	**Date:** May 25 th 2022	
Subject:	Monthly Report – May	**Council Meeting Date:** May 1 2022	
Report #:	CS-22-07		

Recommendation:

That Report CS-22-07 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

Administration

Work has been happening on the Plattsville park projects and the Baseball Fields are 85% complete, they are ready to be used, just finishing up some minor repairs and installing some netting. The Tennis court and sporting pads are about 80% percent done. Asphalt was installed in the tennis courts, last week, the fencing needs to go around it. They will not be sealing up the court until next spring with paint. The company has advised that the pavement should sit a year before sealing up. The lines will be put down next week.

Parks

The health inspector will be coming to inspect our splash pad on Friday May 27, if we pass this inspection, it will be open. Our parks have been busy with baseball tournaments through out the month of May. The Princeton Fire department did the fireworks in the park on Saturday May 21, the weather wasn't the greatest, and the hydro was out, but still a good turnout considering all factors.

The storm on May 21 left Bright Park in a mess, with about 4 trees that have to be removed. Plattsville Park had some limbs come down but no trees have to be taken down.

Thanks

Trevor Baer

TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	**From:**	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	**Date:**	May 26, 2022
Subject:	Monthly Report	**Council Meeting Date:**	June 1, 2022
Report #:	PW-22-13		

Recommendation:

That Report PW-22-13 be received as information.

Capital

- Blenheim CN Bridge – CN has made the decision to replace the steel bridge structure. The bridge deck redesign is complete and the new contractor is building it. Dufferin Construction will be doing the install and are expected to have it done by the end of 2022.
- Gobles CN Bridge – No new information has come forwarded in regards to the bridge. I have requested that representatives from CN come to council on June 15 or July 6. The engineer's report is completed and has been reviewed. Dagmar is working with CN on a design review, this is expected to take until the end of May (4-6 weeks) The review is deciding if the structure can be fixed to allow the bridge to reopen to full capacity or if the structure will need to be replaced. If a repair can be done, the bridge will be fixed and open in 2022. If a replacement is needed, we would be looking at construction in 2023.
- The Tender was awarded to Finch Auto Group. The 2022 ¾ ton, 4x4 pick up was tendered in April of 2021. Staff has received a build date of May 02, 2022. If it indeed gets built, we could see the truck by the end of May early June.

County Shared Service/Road Association/Training

- Shared Services meeting – The service sharing meeting was held in Norwich. We discussed fuel prices, tender processes, training and starting planning for the winter training sessions.
- Road Association – We held our first in person meeting since 2020. We had a presentation from DiCan and Cedar Signs. Plans and committees were created for a bid to host the 2025 AORS Trade Show and to plan the Fall joint Oxford-Elgin-Middlesex meeting.
- AORS – No events or meetings in May. The AORS Trade Show is in Barrie June 1-2.

Other

- May is always a busy month for the public works department. We have been busy doing our spring gravel and applying dust control. Staff also spend many hours clearing roads from the wind storm on the long weekend. At one point the Township had 9 roads closed due to fallen trees and wires across the roads. The roads had all been reopened by the end of the weekend, however the clean up will continue into June.
- Working with the GRCA on the clean-up of illegal material that was dumped on the closed section of Township Road 2 and trying to clear up what can be done on that property.
- Attended a webinar on front facing vehicle cameras and the benefits they provide.
- Attended a webinar hosted by Intact regarding speed reduction on public roadways.
- Attended a preconstruction meeting with Oxford County and Walker Industries in regards to the 2022 surface treatment contract.
- Working with KSmart and Drainage Superintendent on the Princeton project.
- Staff is still continuing to meet with land owners at outdoor sites to discuss ditch or road issues.

Attachments None

Respectfully submitted by:

Jim Borton CRS-I
Director of Public Works

TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	**From:**	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	**Date:**	May 19, 2022
Subject:	Petition for Drainage	**Council Meeting Date:**	June 1, 2022
Report #:	DS-22-11		

Recommendation:

That Report DS-22-11 be received as Information; and,

That Council accepts the petition for drainage works from the Township Director of Public Works Jim Borton

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

Background:

The Township has received a signed petition for road drainage on Township Road 8 and Hubbard Road for an improved drainage outlet and safety of the road.as per report PW -22-11 accepted at council meeting on May 18 2022

Analysis/Discussion:

A petition, as per Section 4 of the Drainage Act, petition may be signed by the road authority for road drainage.

I believed that the petition received meets the requirements of Section 4(1)(c)

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

Financial Considerations:

The cost of all municipal drain are assessed to effected landowner in the area requiring drainage

Attachments:

Copy of petition received May 19, 2022

Respectfully submitted by:

Jim Harmer

_____

Jim Harmer

Twp rd 8 Hubbard rd drain.pdf

Ontario

Ministry of Agriculture, Food and Rural Affairs

Petition for Drainage Works by Road Authority – Form 2

Drainage Act, R.S.O. 1990, c. D.17, subs. 4(1)(c)

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

Re: Road name and road location (provide description of road or section of road that requires drainage)

Township Road 8 and Hubbard Road in the area of Lot 22 Con 8 improve the drainage outlet and safety of the road

I, Jim Borton, as an individual having jurisdiction over
(Last, first name)

the above road system for the Township of Blandford Blenheim

declare that the road described above requires drainage and hereby petition under subsection 4(1)(c) of the *Drainage Act* that this area be drained by means of a drainage works.

Organization
Township of Blandford Blenheim

Position Title	Signature	Date (yyyy/mm/dd)
Director of Public Works		2022/05/19

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

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

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TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	**From:**	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	**Date:**	May 26, 2022
Subject:	Monthly Report	**Council Meeting Date:**	June 1, 2022
Report #:	DS-22- 12		

Recommendation:

That Report DS-22-12 be received as information

Background:

Monthly activities of the Drainage Department to May 25, 2022

Analysis/Discussion

- Working on drain maintenance and various site meeting to review work required with ratepayers.
- Hughes Drain major settlement and major repair will be required See Section 78 report DS 22-03 appointment of Engineer. John Kuntze has accepted appointment as project Engineer from K Smart & Assoc.
- Working with lawyer on compliance letters.
- Working on Sectio 65 reports for granted severances
- Commenting on planning applications
- 44 locates for ON 1 Call in April 2022 including 2 emergency locates.
- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site and asset management, 100-year storm review, update SWMP mapping
- Mitchell Drain County and Region have submitted petitions for drainage works, for the construction work being proposed at Trussler Road and Oxford Road 8. Council has accepted petition from County and Region for improved outlet, Engineer appointed on September 4 2019. Kenn Smart (Project Engineer). Had meeting with Engineer,

Folling and Hurlbut about next step. Site meeting January 29 2020 for the road petition. Engineer working on concept plans and cost estimates waiting to have 2 site meeting with Ratepayer to review option for new report ON HOLD

- Princeton Drain working with Engineer on the option that maybe used as outlets for this drain. Had meeting with Engineer about SWMP and had discussion with property owner that may be affected with SWMP locations work on land purchase for SWMP. Working with Engineer and CN on proposal for drain crossing

- Princeton Drain Section 78 report has been approved by GRCA and council and will be add to the new Engineer's Report for Princeton Drain (2017) had onsite meeting with effected land owners

- Hanchiruk Drain (Magda) petition received and P Eng. appointed at December 18 2019 council meeting, GRCA have been informed of the appointment. Site meeting with Magda and Engineer February 4 2020 engineer has been reviewing option with Magda. Drain is temporary on hold for Magda to review route options. ON HOLD

- Working on SWMP with engineer on the silting issue at the outlet at Fennel and Todd Way, final design has been reviewed and approved by Township Engineer, the repair work to the outlet to be done Summer 2022 by developer

- McCrow Drain Council accepted petition for drainage on September 2, 2020. Engineer appointed October 7, 2020; project Engineer will be Curtis MacIntyre K Smart & Assoc. site meeting held March 23 2021. Engineer working on surveys. ON HOLD

- Holt Drain meeting with Brant County Drainage Supt. and engineer re Section 78 report. Council approved Section 78 request and has been forward to Brant.

- Working on CLI-ECA (Consolidated Linear Infrastructure – Environmental Compliance Approval) report with Adam and Jim Borton

- Attended 2 council meeting

- Attended staff meeting

- Webinar with the MSWM working group

- Working on Drumbo SWMP on details of ownership and existing subdivision agreements

- Working on updates on the Municipal Service Standards

- Meeting with Deer Ridge Development about Howe property and the Princeton Drain

Financial Considerations:

None

Attachments:

None

Respectfully submitted by:

Jim Harmer

_____

Jim Harmer Drainage Superintendent

TOWNSHIP OF BLANDFORD-BLENHEIM

To:	Members of Council	**From:**	Sarah Matheson, Deputy Clerk
Reviewed By:	Rodger Mordue, CAO/Clerk	**Date:**	May 25th, 2022
Subject:	Right to Disconnect from Work Policy	**Council Meeting Date:**	June 1st, 2022
Report #:	DC-22-02		

Recommendation:

That Report DC-22-02 be received as information; and,

That Council accept the Right to Disconnect from Work Policy as presented, effective June 2, 2022.

Purpose:

To enact a Right to Disconnect from Work Policy.

Background:

On December 2, 2021, the *Employment Standards Act,* 2000 (ESA) was amended to include the requirement for employers with 25 or more employees to implement a written policy on disconnecting from work. The ESA stipulates that this policy must be in place by June 2, 2022, and reviewed on an annual basis thereafter. Bill 27, or the Working for Workers Act, passed by the Ontario Legislature – allows employees in the province the 'right to disconnect'. The move will stop employees from engaging in work-related communications, including emails and phone calls, when they scheduled working hours are done or during scheduled breaks.

The Township's Chief Administrative Officer has approved this policy as it is legislated policy and does not require Council approval or adoption. Staff are providing the policy to Council for information purposes.

Analysis/Discussion:

The COVID-19 pandemic forced the Township of Blandford-Blenheim to rapidly change how many positions work, including the increased frequency of electronic communication. While this has proven to be beneficial, increased electronic communications has also had the potential to infringe on personal or non-work time, as some employees can complete part or all of their work from any location and during non-traditional work hours.

The line between work and home life can become more blurred and employees can find it more difficult to "switch off" from work. The right to disconnect is important because it aims to avoid burnout and unproductivity among employees, which ultimately affects the success of a workplace. "Always on" work culture has harmful effects on employees and, in turn, their employers. The right to disconnect allows employees to set boundaries between work and non-working hours without fear of negative effects on their employment.

As an employer, the Township of Blandford-Blenheim can enable and encourage employees to disconnect by setting reasonable expectations and re-evaluating our company culture.

As an employer, we recognize that to maintain work-life balance and optimal overall well-being, employees should have the ability to disconnect from work during their non-working hours.

Exceptions

The Township of Blandford-Blenheim delivers 24/7 essential public services and there can be tight deadlines, emergencies and on-call work that all contribute to our high level of service delivery. For this reason, the proposed policy outlines exceptions to disconnecting from work, such as responding to emergencies and participating in on-call rotations.

This shall assure Council and the public that this policy will have no impact on our current levels of service.

Financial Implications:

None.

Attachments:

Right to Disconnect from Work Policy.

Respectfully submitted by:

Sarah Matheson, Deputy Clerk

Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

Department:	Personnel	**Effective:**	June 2nd, 2022
Subject:	Disconnecting from Work Policy	**Policy Number:**	
Approved by:	Rodger Mordue; Sarah Matheson		
Resolution Number:			

Date of Review:	**Review Number:**	**Change:**	**Reference Section:**

Policy Statement

Township of Blandford-Blenheim understands that due to work-related pressures, the current landscape of work, or the working environment, employees may feel obligated to perform their job duties outside their normal working hours. Work-related pressure and feeling an inability to disconnect from the job can lead to stress and deterioration of mental and physical health and overall wellbeing.

Employee health and wellbeing are priorities while working and away from work. The Township of Blandford-Blenheim is committed to improving overall employee health and wellness and providing employees with an improved work-life balance. This policy has been established to support employee wellness, minimize excessive sources of stress related to work or workload, and ensure that employees feel they can disconnect from their work outside their normal work day or hours, while outlining exceptions to disconnection from work to maintain optimal service delivery.

Definitions

Disconnecting from work: Not engaging in work-related communications, including e-mails, telephone calls, video calls, or the sending or reviewing of other messages, so as to be free from the performance of work.

Normal working hours: The time agreed to by an employee, as stated in their employment contract, when they are meant to complete work for Township of Blandford-Blenheim. The typical number of hours an employee is scheduled for in a work day. A normal work day caries by employee, position and/or department.

Scope

This policy applies to all Township employees.

Due to the nature of their position, some employees are afforded flexibility in working hours, which may occasionally affect their normal work hours in a day. For example, an employee attends a personal appointment during their regular work day, but subsequently works past their normal end time to account for time spent at the personal appointment. For the purposes of this policy, the employee's normal work day would be considered extended accordingly.

Procedure

An employee's time outside regular working hours is meant for the employee to recharge and spend as they wish and should not be used to complete work-related tasks; however, there may be a lack of separation between home and work that makes it difficult for employees to truly disconnect.

The following guidelines are followed to ensure employees are disconnecting from work:

1. Employees are entitled to disconnect from work outside regular working hours without fear of reprisal. All scheduled breaks should be taken and time off entitlements for non-work-related activities should be used each year. Employees are encouraged to set clear boundaries between work and their personal lives.
2. Disconnecting from work means that employees:
    a. Should stop performing their job duties and work-related tasks when they are not expected to work;
    b. Are not expected or required to respond to work-related communication outside their regular working hours, while on break, or during any paid or unpaid time off;
    c. are encouraged to utilize their scheduled breaks and time off entitlements for non-work related activities; and,
    d. Will not face repercussion or punishment for not communicating or for ceasing work.
3. Employees must also respect others time to disconnect and should not expect others to respond, communicate, or complete work during their time off work.
4. Where employees are required to work outside of their normal work day, they will be entitled to banked lieu time or overtime
5. Employees who, on a regular basis, cannot manage their workload during their normal work day should meet with their direct supervisor/manager to evaluate their current workload, priorities, and due dates. Managers/supervisors will work with employees to come up with a solution to ensure regular job duties can be completed during their normal work day.
    a. Managers will work with employees to come up with a solution to ensure:
        i. The current workload does not result in the employee working excess hours and does not contribute to additional stress or burnout;
        ii. Normal job duties can be completed during regular working hours; and
        iii. Employees can remain productive and meet company goals and objectives.

Communication

1. Employees should not feel obligated to send or respond to work-related communication outside regular working hours.
2. Employees must also respect others and avoid direct communication such as sending emails, messages (through their phone or other communication and messaging apps) or calling other employees or clients outside their regularly scheduled working hours, during breaks, or during an employee's time off, such as their regular day off or vacation time.
3. The Township of Blandford-Blenheim employees may occasionally send general communication to employees when they are not working, such as on an employee's day off or scheduled vacation. If employees do send communications to others who are not at work, they should not expect a response until the other employee returns. Employees are not expected to respond to any company communication when not at work, with the exception of unforeseen circumstances, such as an emergency, or in relation to reasons outlined in the Exceptions section.
4. The Township of Blandford-Blenheim has expectations regarding response times to phone, email and written communication, however, employees should recognize there is no organizational expectation of immediate response outside of an employee's normal work day, and they can disconnect at the end of their normal work day.

Exceptions

1. The Township of Blandford-Blenheim understands that employees may want or need to work outside their normal work day to meet a time-sensitive deadline, to attend to an urgent or emergency matter, or due to unforeseen circumstances; however, employees are not required to regularly or frequently work outside their scheduled hours to complete or catch up on work.
2. Some employees are required to participate in an on-call/standby rotation. For the purposes of this policy, an employee being compensated to be on stand-by/on-call does not have the right to disconnect

from work related to the reasons for being on-call (communication unrelated to being on-call may be addressed during normal working hours).
3. Work-related communications that employees are expected to respond to outside of normal working hours include those related to shift scheduling, arrangements for off-shift meetings or arranging a return to work if employees have been out of the workplace for a period of time.

Breaks and Time Away from Work

1. Blandford-Blenheim Township understands the importance for employees to have time off away from work. Employees should use their annual vacation time for rest, relaxation and personal pursuits.
2. Employees will never be obligated to complete work-related activities during scheduled time off. Knowing that, time management is the responsibility of employees and scheduled time off should not interfere with deadlines. At least one week in advance of a scheduled vacation, employees should discuss with their supervisor any job duties that need to be completed while the employee is on vacation. Managers/supervisors will work with employees to delegate job-specific duties that must be completed maintain workflow and productivity.
3. Employees should not be reluctant to take vacation due to workload, unless there are limitations or restrictions because of a due date, project priority, scheduling conflict, unforeseen circumstance or other urgent operational need that prevent an employee from taking a vacation at a specific time requested.

Overtime

At times, Township of Blandford-Blenheim may have a business need that requires employees to work overtime. Overtime will always be approved and scheduled in advance, where possible. It may be requested by the employee or required in certain situations to ensure work is completed; however, employees should not work overtime unless directed by their manager/supervisor.

Productivity

1. Working additional hours does not always equate to higher productivity. Employees can maximize their productivity during their work day by using time management tactics, such as:
    a. Blocking off periods in their schedule and calendar to complete specific tasks or address communication;
    b. Working with their manager to organize work in order of priority or importance;
    c. Breaking down projects and tasks into manageable chunks;
    d. Setting goals to work continuously for a specified period before taking a break or responding to communication.

Mental Health Support

1. The Township of Blandford-Blenheim recognizes that the workplace plays a significant role in managing and supporting mental health and understands that deterioration of mental health and wellness can be triggered by excess pressures at work or at home and result in lowered work performance and harm to one’s physical and mental condition.
2. The Township of Blandford-Blenheim will support mental health by:
    a. Minimizing work-related sources of stress;
    b. Addressing internal factors that contribute to burnout;
    c. Regularly assess workload, productivity, and expectations;
    d. Promote work-life balance;
    e. Treat mental health with the same level of importance as physical health and safety;
    f. Conducting risk assessments to identify workplace factors that worsen or improve mental health; and
    g. Providing employees with the assistance and access to resources they need to support their mental health (such as accommodations, etc.).

Enforcement

If an employee believes they are being subject to reprisal for disconnecting from work in accordance with this policy, they should contact their supervisor/manager, where possible, or the Chief Administrative Officer.

Acknowledgement and Agreement

I, _____ , acknowledge that I have read and understand the Disconnecting from Work Policy of Township of Blandford-Blenheim. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature:_____

TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	**From:**	Rodger Mordue, CAO/Clerk
Reviewed By:	N/A	**Date:**	May 19, 2022
Subject:	687003 Hwy 2, Princeton Severance Agreement	**Council Meeting Date:**	June 1, 2022
Report #:	CAO-22-11		

Recommendation:

That report CAO-22-11 be received; and,

That Council authorize the Mayor and Clerk to sign a severance agreement with PVW Legacy Inc. in accordance with County of Oxford Land Division Committee decision dated May 5, 2022.

Background:

An application was made to the County of Oxford Land Division Committee for consent to sever the property located at 687003 Hwy 2 in Princeton.

The Land Division Committee considered the application on May 5, 2022 at which time it was granted with a number of conditions. One of the conditions was that, if required, the owner enter into a severance agreement with the Township of Blandford-Blenheim.

Analysis/Discussion:

Applications to create new lots through severance are considered by the Oxford County Land Division Committee. For many years the Township has requested that the County place a condition on approval that owners who create new lots enter into severance agreements with the Township if required.

The application considered was to sever the existing house and 0.90 acres from the 10-acre property. The remaining 9.1 acres contains numerous greenhouses which the property owner has confirmed will be demolished. Once demolished a portion of this land will be utilized as part of the storm water management project for Princeton. The County of Oxford has requested that the Township enter into a severance agreement to ensure that these structures are removed within 2 years. The attached agreement has been drafted to cover this condition.

Attachments:

- Severance agreement between PVW Legacy Inc. and the Township

Respectfully submitted by:

_____
Rodger Mordue
CAO/Clerk

AGREEMENT

THIS SEVERANCE AGREEMENT dated the _____ day of _____, 2022.

BETWEEN:

PVW Legacy Inc.
358 Parrott Place
Woodfstock, ON N4T 1V4

hereinafter called the “Owner”
of the First Part

- AND -

THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM
hereinafter called the “Township”
of the Second Part

WHEREAS the Owner has made an application to the County of Oxford Land Division Committee (File Number B21-117-1) for consent to sever certain lands described a Part of Lot 12 Concession 1 (Blenheim), Part 1, RP41R-171 in the Township of Blandford-Blenheim, in the County of Oxford, which application was granted subject to certain conditions, outlined in those decisions.

AND WHEREAS the Council of The Corporation of The Township of Blandford-Blenheim is of the opinion that such change and approval is not proper and in the public interest unless the Owner agrees to perform the covenants herein set forth;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of other good and valuable consideration and the sum of Two Dollars ($2.00) of lawful money of Canada, now paid by each of the parties hereto to each of the other parties hereto, (the receipt whereof is acknowledged), the Owner and Township hereby covenant, promise and agree with each other as follows:

1. The Owner agrees to remove the greenhouses which currently occupy the site within two (2) years of signing this agreement.

2. The Owner agrees that the Township may, at its sole discretion, require that this agreement be registered or deposited in the appropriate Registry or Land Titles Office. The cost for this will be the responsibility of the Owner.

3. This agreement shall enure to the benefit of and be binding upon the parties hereto, their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF THE PARTY OF THE FIRST PART has hereunto affixed their hand and seal, the Party of the Second Part has hereunto affixed its corporate seal attested to by the hands of its proper officers thereunto lawfully authorized.

SIGNED, SEALED AND DELIVERED)
In the presence of:)

_____)
Witness)

_____
PVW LEGACY INC.

CORPORATION OF THE TOWNSHIP
OF BLANDFORD-BLENHEIM

_____
MAYOR

_____
CLERK

Township of Blandford-Blenheim - Council Resolution

Agenda Item 10. f. i.
Resolution No. 13

May 18, 2022

Moved by Bruce Banbury

Seconded by Nancy Demarco

Be it hereby resolved that Report CAO-22-08 be received; and,

That staff be instructed to continue with the closure and transfer of a portion of Twp Rd 2 west of Canning Road to the owners of 955135 Canning Road.

THE CORPORATION OF THE

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2302-2022

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

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

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

1. That Schedule "A" to By-Law Number 1360-2002, as amended, is hereby amended by changing to 'RE-G4' the zone symbol of the lands so designated 'RE-G4' on Schedule "A" attached hereto.

2. That Section 10.4 to By-Law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

"10.4.4 **LOCATION: PART LOT 5, CONCESSION 9 (BLENHEIM), PT 1, RP 41R5559 RE-G4 (KEY MAP 24)**

10.4.4.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any 'RE-G4' Zone use any *lot*, or *erect*, *alter* or use any *building* or *structure* for any purpose except the following:

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

10.4.4.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any 'RE-G4' Zone use any *lot*, or *erect, alter* or use any *building* or *structure* except in accordance with the following provisions:

10.4.4.2.1 TIME PERIOD FOR A GARDEN SUITE

Maximum June 01, 2022 to June 01, 2032

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

3. This By-Law comes into force in accordance with Sections 34(21) and (30) of the *Planning Act*, R.S.O. 1990, as amended.

READ a first and second time this 1st day of June, 2022.

READ a third time and finally passed this 1st day of June, 2022.

Mark Peterson - Mayor

(SEAL)

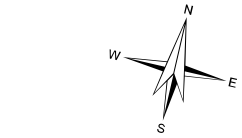
Rodger Mordue – CAO/Clerk

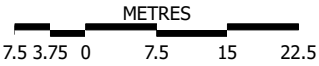
SCHEDULE "A"

TO BY-LAW No. _____

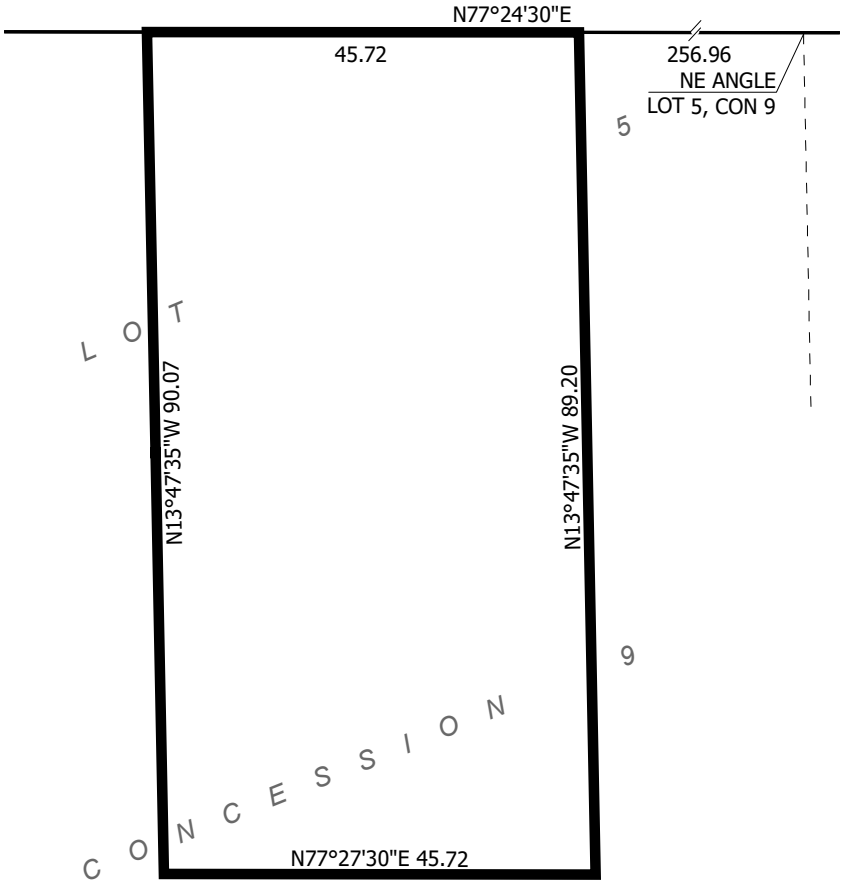
PT LOT 5, CONCESSION 9 (BLENHEIM)
PART 1, REFERENCE PLAN 41R-5559

TOWNSHIP OF BLANDFORD-BLENHEIM





TOWNSHIP ROAD 10



AREA OF ZONE CHANGE TO RE-G4

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A"

TO BY-LAW No. _____, PASSED

THE _____ DAY OF _____, 2022

_____
MAYOR

_____
CAO/CLERK

Oxford County
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ZN 1-22-03

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2302-2022

EXPLANATORY NOTE

The purpose of By-Law Number 2302-2022 is to rezone the lands from ‘Residential Existing Lot Zone (RE)’ to ‘Special Residential Existing Lot Zone (RE-G4)’ in order to permit a temporary garden suite on-site, for a period of 10 years, expiring on June 01, 2032.

The subject lands are described as Part Lot 5, Concession 9 (Blenheim), Pt 1, RP 41R5559, Township of Blandford-Blenheim. The property is located on the south side of Township Road 10, lying between Trussler Road and Highway 401, municipally known as 867558 Township Road 10.

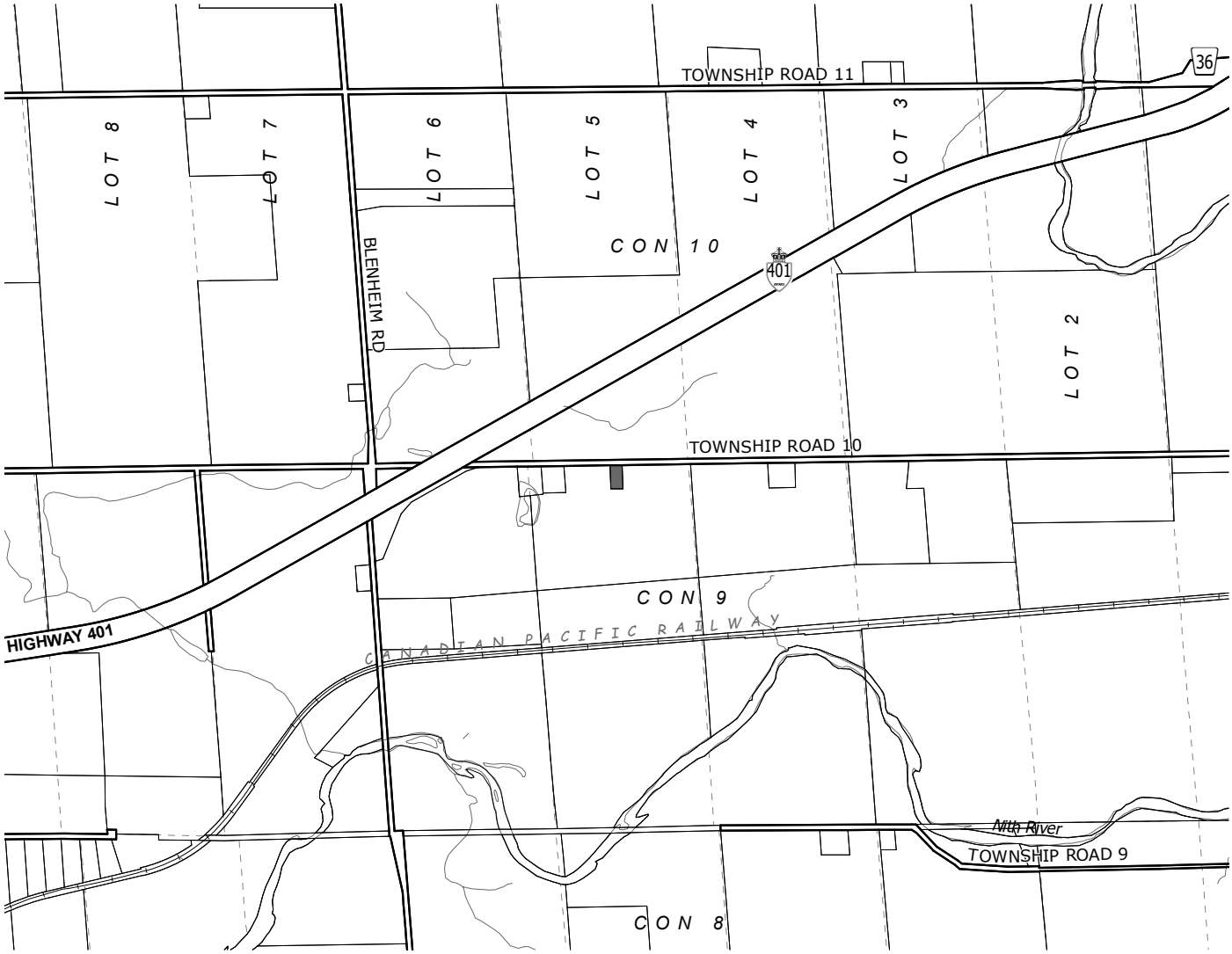
The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2302-2022. The public hearing was held on June 01, 2022 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2302-2022 may contact the undersigned.

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

Telephone: 463-5347

KEY MAP



LANDS TO WHICH BYLAW _____ APPLIES

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THE CORPORATION OF THE

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2303-2022**

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 1st, 2022 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 1st day of June, 2022.

By-law read a third time and finally passed this 1st day of June, 2022.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE