



TOWNSHIP OF BLANDFORD-BLENHEIM COUNCIL MEETING REVISED AGENDA

Wednesday, November 05, 2025 at 04:00 PM

Watch via Live Stream on Township's YouTube [here](#)

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

Be it hereby resolved that the agenda for the November 5th, 2025 Regular Meeting of Council be adopted as printed, and circulated.

4. Disclosure of Pecuniary Interest

5. Minutes

5.a October 15th, 2025 Minutes of Council

Recommendation:

Be it hereby resolved that the minutes of the October 15th, 2025 Regular Meeting of Council be adopted, as printed and circulated.

6. Business Arising from the Minutes

7. Public Meetings

8. Delegations/Presentations

8.a Hanne Yager, Policy Planner, Oxford County, re: Proposed Updates to the Implementation Policies of the Official Plan

Recommendation:

Be it hereby resolved that the presentation from Hanne Yager, Policy Planner, Oxford County, regarding Proposed Updates to the Implementation Policies of the Official Plan be received as information.

8.b Ronda Stewart, Economic Development Director, Rural Oxford Economic Development, re: 2026-2030 Economic Development Strategic Plan

Recommendation:

Be it hereby resolved that the presentation from Ronda Stewart, Economic Development Director, Rural Oxford Economic Development, regarding the 2026-2030 Economic Development Strategic Plan be received as information.

9. Correspondence

9.a Specific

9.a.1 Lowell Ewert & Peter and Irene Lass, Residents, re: Proposal to Decommission a portion of River and Oxford-Waterloo Road, east of the Closed Bridge

Recommendation:

Be it hereby resolved that the correspondence from Lowell Ewert & Peter and Irene Lass be received as information; and further,
That Council direct staff on how to proceed.

9.a.2 Cathy Dibble, Thames Valley Regional Communication Coordinator, re: Waiving of the 30% Facility Booking Fee

Recommendation:

Be it hereby resolved that the correspondence from Cathy Dibble be received as information; and further,
That Council direct staff on how to proceed.

9.b General

9.b.1 Rural Oxford Economic Development Corporation, re: Mid-June to Mid-September 2025 Economic Development Activity Report

Recommendation:

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

10. Staff Reports

10.a Jim Borton, Director of Public Works, PW-25-17 - Monthly Report

Recommendation:

Be it hereby resolved that Report PW-25-17 be received as information.

10.b Adam Degier, Drainage Superintendent, DS-25-03 - Appointment of Engineer – Sparks Drain

Recommendation:

Be it hereby resolved that Report DS-25-03 be received as information; and,

Whereas the Grand River Conservation Authority have not registered any comments to the petition for drainage works for the Lot 9 and 10 Concession 4, Blenheim; Blandford-Blenheim from John Pynenburg in the affected area of the existing private Sparks Drain; and further,

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

10.c Trevor Baer, Manager of Community Services, CS-25-20 - Partnership Agreement

Recommendation:

Be it hereby resolved that Report CS-25-20 be received as information.

10.d Trevor Baer, Manager of Community Services, CS-25-21 - Partnership Programing - Adult Programs

Recommendation:

Be it hereby resolved that Report CS-25-21 be received as information.

10.e Trevor Baer, Manager of Community Services, CS-25-22 - Monthly Report

Recommendation:

Be it hereby resolved that Report CS-25-22 be received as information.

***10.f Trevor Baer, Manager of Community Services, CS-25-23 - Plattsville Arena Canteen**

Recommendation:

That Report CS-25-23 be received as information; and further,

That Council authorize staff to enter into an agreement with The Old Barn Café for the operation of the canteen at the Plattsville Memorial Community Arena for the 2025-2026 arena season.

10.g Denise Krug, Director of Finance / Treasurer, TR-25-14 - 2026 Fees & Charges

Recommendation:

Be it hereby resolved that Report TR-25-14 be received as information; and further,

That Council authorize the Director of Finance to prepare a fees and charges by-law

for the December 3rd, 2025 Council meeting based upon Township fees and charges as outlined on the attached schedules.

10.h Sarah Matheson, Director of Corporate Services / Clerk, DC-25-15 - Internet & Telephone Voting Provider for the 2026 Municipal Election

Recommendation:

Be it hereby resolved that Report DC-25-15 be received as information; and

Council authorizes the Clerk to enter into an agreement with both Intelivote Systems Inc. and DataFix for the provision of Internet and Telephone Voting in the 2026 Municipal Election.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

a. CAO-25-29 – Security of Property of the Municipality

This report is closed to the public pursuant to Section 239 of the Municipal Act, as amended, as the subject matter is regarding:

(a) the security of the property of the municipality [s. 239 (2)(a)]

b. CAO-25-30 – Human Resources Policy Manual / Employee Relations Updates

This report is closed to the public pursuant to Section 239 of the Municipal Act, as amended, as the subject matter is regarding:

(i) third-party information supplied in confidence to the municipality, which, if disclosed, could significantly prejudice a competitive position or interfere with negotiations (e.g., a trade secret or scientific, technical, commercial, financial or labour relations information) [s. 239 (2)(i)]

c. CAO-25-31 – Proposed Disposition of Municipal Capital Facility

This report is closed to the public pursuant to Section 239 of the Municipal Act, as amended, as the subject matter is regarding:

(a) the security of the property of the municipality [s. 239 (2)(a)]

d. CAO-25-32 – Land Transfer Matters

This report is closed to the public pursuant to Section 239 of the Municipal Act, as amended, as the subject matter is regarding:

(a) the security of the property of the municipality [s. 239 (2)(a)]

e. CAO-25-33 – Legal Update on Order Prohibiting Occupancy

This report is closed to the public pursuant to Section 239 of the Municipal Act, as amended, as the subject matter is regarding:

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose [s. 239 (2)(f)]

Recommendation:

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at <TIME> to discuss:

a. CAO-25-29, The security of the property of the municipality or local board [s. 239 (2) (a)].

Re: Security of Property of the Municipality

b. CAO-25-30, A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization [s. 239 (2) (i)].

Re: Human Resources Policy Manual/Employee Relations Updates

c. CAO-25-31, The security of the property of the municipality or local board [s. 239 (2) (a)].

Re: Proposed Disposition of Municipal Capital Facility

d. CAO-25-32, The security of the property of the municipality or local board [s. 239 (2) (a)].

Re: Land Transfer Matters

e. CAO-25-33, Advice that is subject to solicitor-client privilege, including communications necessary for that purpose [s. 239 (2) (f)].

Re: Legal Update on Order Prohibiting Occupancy

Recommendation:

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at <TIME> and reports the following:

That Council provided direction to the CAO regarding Reports CAO-25-29, CAO-25-30, CAO-25-31, CAO-25-32, and CAO-25-33.

16. By-laws

16.a Bylaw 2518-2025, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-22-07).

16.b By-law 2519-2025, Being a By-law to confirm the proceedings of Council.

Recommendation:

Be it hereby resolved that the following By-laws be now read a first and second time:

- a. By-law 2518-2025, Being a By-law to amend Zoning By-law 1360-2002, as amended; and,
- b. By-law 2519-2025, Being a By-law to confirm the proceedings of Council.

Recommendation:

Be it hereby resolved that the following By-laws be now read a third and final time:

- a. By-law 2518-2025, Being a By-law to amend Zoning By-law 1360-2002, as amended; and,
- b. By-law 2519-2025, Being a By-law to confirm the proceedings of Council.

17. Other

18. Adjournment and Next Meeting

Recommendation:

Whereas business before Council has been completed at <TIME>;

Be it hereby resolved that Council adjourn to meet again on Wednesday, November 19th, 2025 at 4:00 p.m.



Wednesday, October 15, 2025 at 10:00 AM

Council Chambers

47, Wilmot St. S. Drumbo, ON

Streamed live to Township of Blandford-Blenheim YouTube Channel

Present:

Mayor M. Peterson, Councillor D. Barnes, Councillor B. Banbury and Councillor T. Young

Regrets:

Councillor N. Demarest

Staff:

CAO Brick, Clerk Matheson, Director of Finance Krug,

Director of Protective Services Davidson, Director of Public Works Borton,

Chief Building Official Belanger, Manager of Community Services Baer, Planner Robson and Kevin Brandt

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION 2025-10-15-01

Moved by - Councillor Banbury

Seconded by - Councillor Young

Be it hereby resolved that the agenda for the October 15, 2025, Regular Meeting of Council be adopted as printed, and circulated.

Carried

4. Disclosure of Pecuniary Interest

None.

5. Capital Projects Road Tour, 10:00 a.m.

Moved by Councillor Young, seconded by Councillor Banbury, that the Capital Projects Road Tour be called to order at 10:07 a.m.

During the tour, Council and staff visited the following locations to review ongoing and

future capital projects:

- Princeton (Station 81) Future Fire Hall Location
- Princeton Pond/ Drainage Works Site Visit
- Princeton Ball Diamonds/ Existing Station 81 (re: Fence Request and Future Plans for Disposition or Retention of Municipal Capital Facility)
- Drumbo Works Yard (Equipment Demonstration as Previously Discussed?)
- Drumbo Splash Pad (Discussion surrounding repair plans for splash pad water recycling feature and potential fence solution demonstration re: T.Baer capital budget)
- Henry St./ Pinkham St. Lands re: Tree Management Plan and Future Replacement (Including Discussion surround fill from Railway St. Princeton)
- Peterson St. Drumbo – Quick Stop to Discuss John Day Holdings finalized PSA and steps for rectifying outstanding capital deficiencies
- Township road reconstruction/ lifting project with fill from Princeton – progress update
- River Road – Proposed Location of Road Closure (Council delegation forthcoming)
- Plattsville Residential Development Update – tour through completed subdivision parts.
- Plattsville Park/ Splash Pad

The Capital Projects Road Tour adjourned at 2:45 p.m.

6. Minutes

6.a October 1, 2025, Minutes of Council

RESOLUTION 2025-10-15-02

Moved by - Councillor Barnes

Seconded by - Councillor Young

Be it hereby resolved that the minutes of the October 1, 2025, Regular Meeting of Council be adopted, as printed and circulated.

Carried

7. Business Arising from the Minutes

None.

8. Public Meetings

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

RESOLUTION 2025-10-15-03

Moved by - Councillor Banbury

Seconded by - Councillor Barnes

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

That Mayor Peterson Chair the Public Meeting.

Carried

8.a.1 Minutes of the September 17, 2025 Meeting of Committee of Adjustment

RESOLUTION 2025-10-15-04

Moved by - Councillor Banbury

Seconded by - Councillor Young

Be it hereby resolved that the September 17, 2025, Minutes of the Meeting of the Committee of Adjustment be adopted as printed and circulated.

Carried

8.a.2 Application for Minor Variance MVA05-25, Simpson & Kielt for 746378 Township Road 4

The Planner presented the report, recommending approval. The applicant was not present. No member of the Committee had any question or comment regarding the application. No one in attendance spoke for or against the application. The decision was signed as approved.

RESOLUTION 2025-10-15-05

Moved by - Councillor Banbury

Seconded by - Councillor Young

Be it hereby resolved that the Township of Blandford-Blenheim Committee of Adjustment approve Application File A05-25, submitted by Thel Simpson and Joseph Kielt for lands described as Part Lot 24, Concession 3 (Blenheim), as in 495084, in the Township of Blandford-Blenheim as it relates to:

1.) Relief from Section 6.1, Table 6.1 – A1 Uses Permitted to permit an additional residential unit (ARU) within a detached accessory building.

Carried

RESOLUTION 2025-10-15-06

Moved by - Councillor Barnes

Seconded by - Councillor Young

Be it hereby resolved that the Committee rise at 4:06 p.m., and that the Open Council meeting resumes.

Carried

8.b Public Meeting under the Planning Act, Zone Change

8.b.1 Application for Zone Change ZN1-25-06, 1909 Culinary Academy Ltd. for 5183 Trussler Road

RESOLUTION 2025-10-15-07

Moved by - Councillor Young

Seconded by - Councillor Banbury

Be it hereby resolved that Council rise and go into a Public Meeting under the Planning Act to consider an application for Zone Change, ZN1-25-06 (1909 Culinary Academy Ltd.); and
That Mayor Peterson Chair the Public Meeting.

Carried

The Planner presented the report, recommending approval. Councillor Young asked a question of the property in question, particularly why the Ontario Municipal Board (now Ontario Land Tribunal) found the property was not compliant in 2017. Planner Robson noted that the proposal at time didn't meet the intent of the PPS or the Official plan in the OMB member's opinion. The applicant spoke in favour of the application, explaining the logic behind the application. Doug McRuer, resident, spoke in opposition of the application, specifically the potential resident of the property having issue with his and his son's farming operation, particularly the smell.

McRuer further noted that in the past a property in this situation would be demolished and the land rezoned to agricultural. McRuer spoke further to the County Official Plan and to concerns with the number of people that could potentially be living in the property as well as the need for more agricultural lands. Bill Labron, resident, questioned the radius for circulation of notice of the public meeting. Planner Robson answered that property owners within 120 metres of the property are notified. Labron further questioned the Minimum Distance Separation (MDS) and why a residential property could be allowed so close to a farming operation. Planner Robson responded that the planning department are recognizing the current situation of the property as it exists today, noting the lot is a lot of record. Labron spoke further to the rear portion of the lot, questioning the changing of lot configuration. Planner Robson explained the consolidation. Jennifer Kyle, neighbouring Brant resident, spoke regarding their family's potential expansion plans for their farming operation. Kyle noted that they are the closest active livestock operation to this property, and her concern is making sure the operation can expand as needed in order to accommodate future generations. Mayor Peterson asked a question regarding MDS setback for a new barn that was added. Kyle responded that there was enough room for the barn, but as they expand to the south, they will be closer to the applicant property. Councillor Young asked a question regarding MDS to which Dustin answered, per the table in Report CP2025-299. Planner Robson noted that if the operation were to increase, another calculation would have to be made to reflect changes. Councillor Young questioned if the property was rezoned to residential it improves MDS. Planner Robson responded in the affirmative, noting the calculations outlined in the Report were confirmed by Chief Building Official Belanger. Mayor Peterson spoke further regarding MDS, noting a rezoning reduces the impact that the property has on the surrounding agricultural lands. Planner Robson spoke to the plates included in the Report. Councillor Banbury asked a question regarding institutional zoning property uses. Planner Robson provided an answer with example, noting the only way for the property to be used for agricultural purposes would be to rezone it as such, but that staff are recognizing the privately-owned property currently there.

RESOLUTION 2025-10-15-08**Moved by - Councillor Young****Seconded by - Councillor Banbury**

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

Carried

RESOLUTION 2025-10-15-09

Moved by - Councillor Banbury

Seconded by - Councillor Young

Be it hereby resolved that the Council of the Township of Blandford-Blenheim approve the Zone Change Application submitted by 1909 Culinary Academy Ltd. whereby the lands described as Part Lot 1, Concession 7 (Blenheim), Parts 1 and 2, 41R-9450, in the Township of Blandford-Blenheim are to be rezoned from 'General Agricultural Zone (A2)' and 'Institutional Zone (I)' to 'Special Rural Residential Zone (RR-sp)' to permit a single detached dwelling.

Carried

9. Delegations/Presentations

None.

10. Correspondence

10.a Specific

None.

10.b General

None.

11. Staff Reports

11.a Ray Belanger, Chief Building Official, CBO-25-10 - Monthly Report to Council

RESOLUTION 2025-10-15-10

Moved by - Councillor Barnes

Seconded by - Councillor Young

Be it hereby resolved that Report CBO-25-10 be received as information.

Carried

11.b Drew Davidson, Director of Protective Services, FC-25-17 - Apparatus Delivery

RESOLUTION 2025-10-15-11

Moved by - Councillor Young

Seconded by - Councillor Banbury

Be it hereby resolved that Report FC-25-17 be received as information.

Carried

11.c Drew Davidson, Director of Protective Services, FC-25-18 - September Monthly Report

RESOLUTION 2025-10-15-12

Moved by - Councillor Young

Seconded by - Councillor Barnes

Be it hereby resolved that Report FC-25-18 be received as information.

Carried

11.d Jim Borton, Director of Public Works, PW-25-17 - Enbridge/Sedum Master/Township Franchise Agreement

RESOLUTION 2025-10-15-13

Moved by - Councillor Banbury

Seconded by - Councillor Young

Be it hereby resolved that Report PW-25-17 be received as information; and further,

That Council proceed with the third reading of By-law 2306-2022.

Carried

11.e Trevor Baer, Manager of Community Services, CS-25-19 - Adult and Youth Drop-In Centre Programming

RESOLUTION 2025-10-15-14

Moved by - Councillor Barnes

Seconded by - Councillor Young

Be it hereby resolved that Report CS-25-19 be received as information; and further,

That Council authorize staff to proceed with the planning and development of both Adult and Youth Drop-In Centres, with community family programs, in partnership with community groups, schools, and volunteers.

Carried

11.f Josh Brick, Chief Administrative Officer, CAO-25-26 - Asset Naming Request – Plattsville Pavilion

RESOLUTION 2025-10-15-15

Moved by - Councillor Young

Seconded by - Councillor Banbury

Be it hereby resolved that Report CAO-25-26 be received as information; and further,

That Council does not approve the Plattsville & District Lions Club request as presented and received at the September 17, 2025 Regular Meeting of Council.

Carried

12. Reports from Council Members

None.

13. Unfinished Business

None.

14. Motions and Notices of Motion

None.

15. New Business

None.

16. Closed Session

None.

17. By-laws

17.a By-law 2306-2022, Being a By-law to authorize a franchise agreement between The Corporation of the Township of Blandford-Blenheim and Sedum Master Inc.

17.b By-law 2516-2025, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-25-06).

17.c By-law 2517-2025, Being a By-law to confirm the proceedings of Council.

RESOLUTION 2025-10-15-16

Moved by - Councillor Young

Seconded by - Councillor Banbury

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

a. By-law 2516-2025, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-25-06).

b. By-law 2517-2025, Being a By-law to confirm the proceedings of Council.

Carried

RESOLUTION 2025-10-15-17

Moved by - Councillor Banbury

Seconded by - Councillor Barnes

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

a. By-law 2306-2022, Being a By-law to authorize a franchise agreement between The Corporation of the Township of Blandford-Blenheim and Sedum Master Inc.

b. By-law 2516-2025, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-25-06).

c. By-law 2517-2025, Being a By-law to confirm the proceedings of Council.

Carried

18. Other

None.

19. Adjournment and Next Meeting

RESOLUTION 2025-10-15-18

Moved by - Councillor Barnes

Seconded by - Councillor Young

Whereas business before Council has been completed at 4:54 p.m.; and further

Be it hereby resolved that Council adjourn to meet again on Wednesday, November 5th, 2025 at 4:00 p.m.

Carried

Mark Peterson, Mayor

Sarah Matheson, Clerk

Updating the Official Plan: Implementation Policies

TOWNSHIP OF BLANDFORD-BLENHEIM

November 5, 2025

- In 2022, staff proposed reviewing Chapter 10 review as part of Phase 3 of the Official Plan review and update
 - > [CP 2022-48](#) for more information
- Since then, changes to *Planning Act* and new Provincial Planning Statement have affected the development review process in a range of ways
- Staff are proposing to proceed with changes to Chapters 10 and 5.5 now to:
 - > Improve conformity to provincial legislation,
 - > Streamline review processes, and
 - > Add clarity for existing processes, requirements and criteria
- Report [CP 2025-236](#) available for more information – this includes draft policy changes

LEGISLATIVE BACKGROUND

Item 8.a

Scope of project ranges from 2002 – 2024. Planning Act affected by the following Bills:

- > [Bill 177](#), Municipal Statute Law Amendment Act, 2002
- > [Bill 51](#), Planning and Conservation Land Statute Amendment Act, 2006
- > [Bill 71](#), Smart Growth for Our Communities Act, 2015
- > [Bill 108](#), More Homes, More Choice Act, 2019
- > [Bill 197](#), COVID-19 Economic Recovery Act, 2020
- > [Bill 276](#), Supporting Recovery and Competitiveness Act, 2021
- > [Bill 13](#), Supporting People and Business Act, 2021
- > [Bill 109](#), More Homes for Everyone Act, 2022
- > [Bill 23](#), More Homes Built Faster Act, 2022
- > [Bill 97](#), Helping Homebuyers, Protecting Tenants Act, 2023
- > [Bill 185](#), Cutting Red Tape to Build More Homes Act, 2024
- > [Bill 5](#), Protect Ontario by Unleashing our Economy Act, 2025
- > [Bill 17](#), Protect Ontario by Building Faster and Smarter Act, 2025

THEMES OF PROPOSED CHANGES

Item 8.a

1. Opportunities to Improve Development Process

- *Enabling policies for optional tools*
- *Informative policies for existing tools*

2. Minor Updates to Add Clarity and Transparency

- *For existing processes and development evaluation criteria*

3. Requirements and Processes for Major Projects and Studies

- *Impact of PPS and Planning Act changes*
- *Clarify role of Secondary Planning, Area Plans*

1. OPPORTUNITIES TO IMPROVE PROCESS

Item 8.a

These are Optional tools. For many of the draft OP updates – once in effect, a By-Law must be passed.

For some types of development applications – all three of these tools can be used together.

Delegation of planning approvals to staff

- Proposed informative changes for current tools - e.g. site plan approval
- Proposed enabling changes – e.g. minor zoning by-law amendments, lifting of holding
- Councils may also rescind delegated authority once given or can require Council decision in certain scenarios.

Alternative measures of public notice

- Can address newspaper unavailability, inclement weather, postal strikes
- Can provide flexibility for staff and help meet Planning Act obligations

Waive requirement for public meeting

- May have utility for zoning by-law amendments where little or no public feedback is received
- Councils may require applications in certain scenarios to have public meeting

1. OPPORTUNITIES TO IMPROVE PROCESS

Item 8.a

Community Planning Permit System (CPPS)

- Is an optional tool
- Proposed changes are not enabling – require a background study and OPA to scope, and By-Law to establish
- Can facilitate faster approvals (45 days) and incentivize types, and/or control specific aspects of development

Complete application requirements

- Proposed changes will list what may be required for an application to be complete, in accordance with legislation (i.e. Planning Act)
- Bill 17 impacts process and content of the proposed OP amendment (i.e. Province must approve complete application changes); staff continue to monitor

Allocation of servicing capacity

- Assignment, withdrawal, or reallocation of water and/or wastewater service capacity
- County By-law 6765-2025 passed on October 8, 2025 which enables policies and protocol for water and wastewater capacity allocation

2. MINOR UPDATES TO IMPROVE CLARITY

Item 8.a

Proposed changes clarify existing powers and improve existing evaluation criteria.

Existing powers and responsibilities

- Lapsing of approval – subdivisions must, site plan applications may
- Powers under plans of subdivision and consents

Evaluation criteria

- Small changes to existing criteria, replicate / link to existing criteria in Official Plan
- Informed by planning staff who use these criteria in day-to-day duties

3. REQUIREMENTS AND PROCESSES FOR MAJOR STUDIES AND PROJECTS

Item 8.a

Provide greater clarity and reflect updated requirements for settlement area expansions.

- **PPS, 2024 and Planning Act Changes**
 - Opportunities for settlement area expansions no longer limited County-initiated comprehensive review occurs
 - Privately-initiated settlement area boundary expansions (SABE) affected
- **Secondary Plans, Area Studies**
 - Identifies when required, clarifies purpose/scope of each exercise
 - Updating to reflect current practices and requirements

1. Visit Area Municipal Councils to inform of changes and receive feedback
2. Prepare a recommended Official Plan Amendment (OPA) and circulate per Planning Act requirements
3. Present recommendation report and OPA to County Council - public meeting and decision in Q1 of 2026.
 - Due to Bill 17, complete application requirement policies may be separate amendment with a Council decision at later date following Provincial approval.
4. Community Planning Office will then co-ordinate with area municipal staff for further discussions regarding next steps for optional tools and further information will be provided to Council as part of those respective processes.

REPORT TO COUNTY COUNCIL

Updating the Implementation Policies of the Official Plan

To: Warden and Members of County Council

From: Director of Community Planning

RECOMMENDATIONS

1. That County Council direct Planning staff to initiate an Official Plan Amendment to update the implementation policies in Chapter 10 of the Plan and other related updates, including associated consultation, as generally outlined in Report CP 2025-236;
2. And further, that Report CP 2025-236 be circulated to the Area Municipalities for information.

REPORT HIGHLIGHTS

- This report provides highlights of proposed changes to the implementation policies in the Official Plan (i.e. Chapter 10), in response to the numerous changes to the Planning Act that have occurred in recent years, and to further support continuous improvement of development related processes.
- These updates are intended to help provide clear policies and tools for the County and area municipalities to further improve planning processes and provide enhanced consistency and efficiency when dealing with various matters under the Planning Act.
- The proposed changes (Attachment 1), predominantly affect Chapter 10 of the Official Plan, but would also provide for cross-references in other sections of the Plan and restore two site specific policies deleted by the Province's approval of updates to the Agricultural policies (OPA 269).

IMPLEMENTATION POINTS

If County Council provides direction to initiate amendments to the Official Plan, Planning staff will formally initiate the required process under the requirements of the Planning Act.

A revised draft version of the proposed changes would be brought forward to a statutory public meeting under the Planning Act and consideration by County Council for a decision at a later date. Revisions to the current draft proposed changes may be made based on further staff review and consultation with the area municipalities, as well any other feedback received.

Financial Impact

The approval of the recommendations contained in this Report will have no financial impact beyond what has been approved in the current year's budget.

Communications

Preliminary consultation with area municipal staff regarding potential implementation of policy updates helped to inform the draft policies that are included as Attachment 1. Further consultation with area municipal staff will follow the release of the draft policies.




At minimum, all required notice requirements under the Planning Act will be met.

2023-2026 STRATEGIC PLAN

Oxford County Council approved the **2023-2026 Strategic Plan** on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council's vision of "Working together for a healthy, vibrant, and sustainable future." These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendations in this report supports the following strategic goals.

Strategic Plan Pillars and Goals

| PILLAR 1 | PILLAR 2 | PILLAR 3 |
|---|---|---|
|  |  |  |
| Promoting community vitality | Enhancing environmental sustainability | Fostering progressive government |
| Goal 1.2 – Sustainable infrastructure and development | | Goal 3.1 – Continuous improvement and results-driven solutions |

See: [Oxford County 2023-2026 Strategic Plan](#)

DISCUSSION

Background

Initially, as described in report CP 2022-48, the review of the implementation policies in Chapter 10 was proposed to be included in Phase 3 of the review and update of the Official Plan. However, since that report, the Province has made numerous revisions to the Planning Act through multiple Bills (i.e. Bills 109, 23, 97, 185, and 17) that have impacted many facets of the development review process (e.g. fee refunds, application requirements, appeal rights), as well as establishing a new Provincial Planning Statement, 2024 (PPS). In a few instances, these changes have also resulted in additional tools, or added flexibility, that may assist the County and area municipalities in further streamlining local processes and providing enhanced consistency and efficiency when dealing with matters under the Planning Act.

To help expedite the continuous improvement of planning processes, staff are proposing to proceed with the proposed policy changes outlined in this report in advance of the other policy updates contemplated as part of the broader Official Plan review and the proposed initiation of a new Official Plan. Some of the strategic benefits of advancing these key policy changes include:

- Providing the opportunity for the County and area municipalities to consider options to delegate certain, more straightforward, planning approvals to staff and otherwise streamline and enhance development review processes; and
- Providing greater clarity for users of the Official Plan with respect to County and area municipal requirements for development review and other planning processes.

Comments

The discussion below includes key highlights of the proposed changes contemplated through the proposed draft policies, included in Attachment 1. The discussion below organizes these highlights into four categories:

1. Updates to support and/or clarify requirements and processes for major projects and studies, including secondary planning;
2. Updates to support improving development approval processes, including establishing more detailed complete application requirements, delegation of approval authority, servicing allocation, site plan and subdivision approvals, and alternative methods of consultation;
3. Minor amendments to reflect changes to municipal responsibilities (e.g. mandatory delegation of site plan approval) under the Planning Act and improve clarity of the existing evaluation criteria for various planning applications; and
4. Technical amendments to restore two site specific policies that were inadvertently deleted by the Province with the approval of OPA 269 (agricultural amendment).

1. Updates to Support Major Projects and Studies

Completion of secondary plans, area plans, and other planning studies is fundamental to achieving and supporting the effective implementation of County and area municipal planning objectives. Proposed updates to the policies will provide greater clarity with respect to these processes and related requirements and better reflect some of the updated requirements for settlement area expansions in the 2024 PPS.

This will help to ensure the full range of required studies and measures are clearly identified and appropriately scoped as part of the secondary planning process, where one is required and/or proposed. The proposed updates are intended to provide further support for ensuring planned growth is directed to appropriate areas on appropriate services (e.g. municipal water and wastewater services), increasing the range and mix of housing types across the County, protecting prime agricultural areas and the environment, and building complete, liveable communities.

2. Updates to Improve the Development Review Process

The following proposed updates are intended to help further streamline the development application review and approval process, including enabling the County and/or Area Municipal councils to consider the implementation of various optional Planning Act tools and processes. Others are intended to improve consistency, efficiency, and transparency in the overall planning process and better reflect updated Planning Act requirements.

a) *Complete Application Requirements*

The Planning Act and its regulations set out the minimum requirements for information that must be submitted with various planning applications (i.e. official plan and zoning by-law amendments, plans of subdivisions, consents to sever, and site plan approval). Municipalities can also generally require information or materials in addition to the minimum provincial requirements, if set out in their Official Plan policies.

A planning application is considered “complete” when it contains all the information required by the applicable sections of the Planning Act, relevant Minister’s regulation(s), as well as the additional materials or requirements set out in the Official Plan. Complete application requirements ensure that the key information needed to assess a planning proposal is included with the application, so that municipalities have all the information necessary to properly assess the potential impacts of the proposal and make informed and timely decisions. This is a key process step, as once a municipality has deemed an application to be ‘complete’, it triggers the Planning Act decision making timeline requirements (e.g. 60 to 120 days depending on the application type) and, if the municipality has not made a decision within the applicable timeline, the applicant has the right to appeal the ‘lack of decision’ to the Ontario Land Tribunal (OLT).

Although complete application requirements have not been a particularly contentious issue in Oxford to date, pre-consultation is widely supported by municipal staff and applicants as an important step that improves the speed and efficiency of the overall planning process. Further, while mandatory pre-consultation is no longer something municipalities are permitted to require

(i.e. due to recent Planning Act changes), pre-consultation continues to be strongly recommended to applicants, particularly for more complex or potentially contentious types of applications.

Overall, the proposed changes to Section 10.5.3 are intended to provide greater clarity with respect to the application process and associated submission requirements in Oxford, including the various studies and reports that may be required by the County and/or Area Municipality as part of a 'complete' application in accordance with current Planning Act requirements, Official Plan policies, and other County and/or Area Municipal standards. The proposed updates to the complete application requirements will recognize that there may be Area Municipal specific application submission requirements, such as those set out in local site plan guidelines.

Bill 17 now requires 'any new or revised' Official Plan requirements for complete applications to be approved by the Ministry of Municipal Affairs and Housing (MMAH) prior to adoption by County Council. Although it appears this MMAH approval process may be a temporary measure (i.e. until a future regulation is passed to provide further direction), to date there has been no indication as to when this requirement might be repealed and replaced by regulation. As outlined in Report CP 2025-158, the Province has recently given itself the ability to enact regulations that list the prohibited topics and permitted studies that may be required by municipalities as part of a 'complete application'. As such, planning staff will continue to monitor the status of the MMAH approval process for complete application requirements and any associated regulations and address these, as necessary, as part of the update process. For example, the proposed amendments may be separated into multiple parts to expedite those matters that are not subject to the MMAH pre-approval process (i.e. matters not related to complete applications).

b) Delegation of Approvals to Staff

The Planning Act contains provisions that enable municipalities to delegate certain planning approvals to staff to help reduce Council and staff time (e.g. writing reports) spent on relatively straightforward and/or technical type planning matters and expedite the overall approval process. As the Province has recently expanded the range of planning authorities that may be delegated to staff, to help municipalities further expedite and streamline their planning approval processes, staff are proposing a number of policy updates to clarify which planning authorities under the Planning Act that Council may now choose to delegate to staff (i.e. through the delegation by-law), including:

- i) Subsection 10.5.1 (Delegation of Planning Authority) is proposed to be amended to recognize the County's ability to delegate approval authority for certain additional aspects of County level planning applications to planning staff. These include aspects of consent approval (e.g. certificates of validation and cancellation), as well as subdivision approval (e.g. deeming and part lot control by-laws, vacant land condominiums) and related technical amendments (e.g. extensions to draft plan approval, minor revisions to existing draft approved plans, etc.). To date, only extensions to draft plan approval and final approval of subdivision plans have been formally delegated to planning staff.
- ii) Proposed changes to 10.3.11 (Site Plan Control) to reflect the fact that delegation of approval authority for site plan control to municipal staff become mandatory as a result of Bill 185 (Cutting Red Tape to Build More Homes Act, 2024).

- iii) Introducing policies to enable the delegation of approval authority for zone changes that are 'minor in nature' to staff (as established through Bill 23), which requires that the parameters for such delegation be set out in Official Plan Policy. Based on Planning Act requirements, minor zone changes may include zone changes to remove holding provisions and authorize a temporary use. In addition, staff are proposing to enable Council to consider delegating approval authority for other types of zoning by-law amendments that may also be considered 'minor in nature', such as zoning by-law amendments required as a condition of surplus farm dwelling severances (i.e. rezoning of retained residential lot from agricultural to rural residential and/or to prohibit any new dwelling on a resulting agricultural lot), provided it meets all other requirements of the local zoning by-law and Official Plan.

Delegating approval authority for certain planning approvals to staff (e.g. for matters that are relatively straightforward, technical, and/or non-controversial) can help to reduce the time and resources required to process such approvals and expedite approval timelines. For example, delegated approval authority could help to reduce the time and cost for removal of a holding zone provision (e.g. typically required for confirmation of servicing capacity prior to development), or to extend a temporary use by-law (e.g. permitting a garden suite to remain on a property).

It is noted that, while the proposed policy updates will establish the enabling framework necessary to allow for County and/or Area Municipal Council to delegate certain planning approval authorities to staff, the actual delegation to staff would still require updating their respective municipal delegation by-law/policy. It is currently intended that the formal delegation of any of the additional approval authorities identified in the proposed policies to staff would be brought forward for further consideration by County and/or Area Municipal Council as part of proposed updates to their delegation by-law/policy (i.e. once the enabling OP policies are in effect and based on the feedback received through Area Municipal consultation).

c) Community Planning Permit Systems

A Community Planning Permit System (CPPS) is a tool that has been available to municipalities in some form since 2007. The enabling legislation has been updated and revised by the Province a number of times since, to try to encourage greater use of the CPPSs by municipalities. The CPPS is intended to be a tool that can be implemented to streamline the development approval process for a particular area by combining several planning approval processes (i.e. zoning by-law amendment, minor variance, and site plan) into a single planning 'permit' approval process.

There can be several potential benefits to implementing a CPPS, including making the planning approval process faster and more efficient by reducing the number of applications required for a particular development and/or simplifying the process through the establishment of a focused scope and set of development criteria. A CPPS is a relatively flexible tool – it can apply to a broad or specified geographic area, and to a specific type or all forms of development and may also exempt certain types of development (e.g. single detached dwellings or agricultural buildings) from permit approval if they meet specific criteria (i.e. would only require a building permit). The CPPS can prescribe criteria and standards for development that go beyond what is permitted in zoning by-laws or through site plan control and can also address other municipal by-laws and/or standards through the CPPS permitting process (e.g. tree and vegetation removal, landscaping, urban design, heritage character etc.). Flexibility is also provided through permitting the approval

authority to include conditions to be met prior to the permit being approved and/or after the permit being approved. Currently the inclusion of conditions is restricted through the zoning amendment process.

The proposed draft policies in Attachment 1 would simply establish the ability for Council to consider passing a CPPS By-Law based on the requirements of the Planning Act and O. Reg 173/16, where the implementation of a CPPS is determined to be beneficial and appropriate. It is currently anticipated that a future amendment to the Official Plan would still be required to identify the specific area that would be subject to each CPPS, the scope of delegated authority, the municipality's specific goals for the CPPS, and the development criteria and conditions that are to be included in the CPPS By-Law.

This proposed approach will allow staff to have further discussion with area municipalities regarding the potential benefits of implementing this tool in their particular context and, where there is interest, to work together to undertake the required background studies and public consultation necessary to establish the specific goals and scope for that particular CPPS and ensure that the area and matters to be subject to the CPPS are specifically tailored to each local context. A subsequent amendment to the Official Plan would be required to provide this detailed direction and allow the Area Municipality to pass a CPPS By-Law.

d) Allocation of Serving Capacity

Bill 185 enacted amendments to the Municipal Act to give municipalities the clear authority to pass a By-Law establishing criteria with respect to the assignment, withdrawal, or reallocation of water and/or wastewater service capacity.

In this regard, County Public Works and Planning staff have been working together to develop a draft by-law and supporting policies and protocol to provide greater clarity, transparency, and certainty with respect to the County's process and requirements for servicing capacity allocation. Initial consultation with the Area Municipalities on these draft documents has been completed, with a final report and By-law expected to be presented for County Council consideration before year end. Minor policy updates are being proposed to ensure that the Official Plan contains appropriate references to the proposed by-law and provides clarity on how it will integrate with the planning approval process. These consist of updates to Section 5.5 (County Servicing Policy) and related cross references in the subdivision and site plan sections of Chapter 10.

e) Alternative Measures for Notice and Public Participation

Staff are also proposing policy updates to provide flexibility to consider and/or utilize alternative measures for public notice and engagement. The updates to the Planning Act through Bill 17 (Smart Growth for Our Communities Act, 2015) provided authority for municipalities to describe alternative measures for notice and public participation in their Official Plans. To implement these alternative measures requires:

- that decision makers continue to consider any input received from members of the public;
- alternative form of notice to provide the public with the statutory information relevant to the application and any applicable appeal rights; and

- clarity as to whether alternative measures are also intended to satisfy requirements for, and be sent to, prescribed persons and public bodies (or if traditional forms of notice would continue to be used for this purpose).

Examples of alternative notice measures may include, but are not limited to: e-mail, posting information on the County website or engagement platforms like Speak Up Oxford, social media, and hosting in-person or virtual workshops. A review of other municipalities suggests that alternative measures of notice are typically used in tandem with delegation of approval authority (e.g. for minor zoning by-law amendments) and for simple applications that are largely administrative in nature and typically receive no public concern (e.g. removal of holding provisions, extensions of temporary use provisions), but alternative measures may also be generally used for official plan amendment, zoning by-law amendment, consent and plan of subdivision processes.

Municipalities may also consider utilizing alternative notice measures in conjunction with the power to waive the requirement for a public meeting. While community planning staff recognize that public meetings are an important form of community engagement, allowing for alternative measures can provide the flexibility to tailor the form of notice and engagement to a particular planning matter and level of community interest. For example, waiving the public meeting requirement for a planning matter of a technical nature, that is unlikely to have any community impact or concern, could assist in expediting the approval process and reduce demands on Council and staff time. Alternative approaches may also be beneficial to consider for matters such as County-initiated Official Plan amendments (e.g. to allow staff to utilize virtual engagement methods in place of a traditional in-person open house). The potential benefit would be that by allowing for broader diversity of engagement options (e.g. virtual open house, while maintaining the in-person statutory public meetings), more residents may choose to participate in the planning process, while still ensuring Planning Act requirements are met.

Providing additional flexibility for notice could assist in further streamlining and expediting the processing of certain applications, help meet statutory deadlines, and allow municipalities to better adapt to disruptions to traditional methods of notice and/or engagement – such as limited or no newspaper circulation for an area, a postal strike, or inclement weather. Specific use of the alternative tools for notice and engagement will be dependent on the type and nature of application and be discussed in greater detail with the Area municipalities as part the consideration of potential delegation of approval authorities.

3. Other Proposed Minor Policy Updates

Logistical and Clarifying Edits for Planning Applications

Minor policy updates and revisions are proposed to improve the clarity and intent of certain development evaluation criteria, based on the feedback received from planning staff during initial consultation on potential changes to the implementation policies. Other changes include adding cross-references, replicating existing language from other Chapters of the Official Plan to improve consistency, and ensuring the language reflects the current wording in the Planning Act. Overall, these changes are intended to improve the flexibility, accuracy, and implementation of existing policy requirements, while also ensuring planning principles are consistently applied in the evaluation of applications.

Other Existing Powers

Some implementation tools have been long established in the Official Plan and are generally already actively used in the development and planning process in Oxford County. However, staff are proposing minor amendments to the policies to:

- clarify and reflect current practice;
- clarify that certain legislative tools that are not currently utilized are available and may be implemented in the future; and
- add transparency with respect to the planning process and municipal responsibilities under the Planning Act.

For example, updates to Section 10.3.3 (Plans of Subdivision) are proposed to better recognize that approval authorities have the power to review and change the conditions, and/or extend the length, of draft plan approval. Similarly, updates to Section 10.3.4 (Consents) are proposed to reflect the current ability for an approval authority to consider the approval of minor lot adjustments and certificates of cancellations.

The Planning Act also specifies that subdivisions must, and site plans may, have lapsing dates identified when approvals are granted. Similarly, the Act requires that a consent's approval lapses if conditions are not met within the specified time period. As such, updates are proposed to reflect that lapsing dates are already required by Oxford County for subdivisions and consents and may be required by the Area municipalities for site plan approval.

4. Restoring Site-Specific Amendments

Staff are proposing to reinstate two site-specific amendments that were adopted and approved by Oxford County Council in 2023 but later deleted in error by the province during the approval of OPA 269 (Agricultural Policy updates). The two site-specific amendments were approved after the submission of OPA 269 to the Province for approval and, although planning staff requested that the subject site specific policies be carried forward in the Minister's approval, they were deleted and replaced by the policies in OPA 269 when the Minister's final decision was issued (i.e. almost 2 years from the date that the OPA was submitted to the Province). Accordingly, these proposed amendments will simply restore the policies originally approved by County Council (i.e. will not result in any changes to those policies).

CONCLUSIONS

The purpose of this report is to present Council with proposed updates to the implementation policies in the Official Plan and obtain direction to initiate the formal Official Plan Amendment process and related consultation. The general intent of the proposed policy updates is to improve the efficiency, consistency, clarity, and flexibility of the various planning implementation measures and tools set out in the Official Plan, which are primarily contained in Chapter 10. The proposed amendments are based on extensive background research, consideration of applicable provincial legislation, and preliminary consultation with Area Municipal and County staff.

A revised draft of the proposed changes will be brought forward at a future date for a statutory public meeting under the Planning Act and decision by County Council. It is noted that further revisions to the draft policies contained in Attachment 1 of this report may result from further consultation with the area municipalities and consideration of any other feedback received.

Although County Council is the approval authority for the proposed changes, approval from MMAH is currently required for any 'new or revised' Official Plan requirements for complete applications prior to adoption by County Council. As such, staff may elect to bring back the proposed changes in the form of multiple amendments to allow the County to continue to move ahead with amendments that are not subject to approval by MMAH. Staff continue to have discussions with MMAH in this regard.

SIGNATURES

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ATTACHMENTS

Attachment 1 - Draft Implementation Policies

10.0**Implementation Measures****10.3 Implementation Tools****10.3.2 Secondary Plans, Area Studies and Issue Based Studies**

This Plan establishes the principle that detailed planning for communities, neighbourhoods, and ~~neighbourhood blocks other strategic planning areas~~ is required prior to development. ~~Such planning will typically be undertaken by the Area Municipality and/or the County as part of an approved planning program. In certain limited circumstances, at the sole discretion of the County and/or Area Municipality, as applicable, s~~Studies conducted ~~by proponents on behalf of property owners~~ may be accepted as a means of front-ending development, ~~but only where they study boundaries and scope are agreed to through a terms of reference have been~~ approved by the Area Municipality ~~and the County, prior to commencement. Any applications made based on such studies shall implement the agreed to scope and be to the satisfaction of the County and/or Area Municipality, as applicable.~~

This Plan identifies areas and situations where further detailed planning will be required and establishes the parameters and criteria upon which such detailed planning will take place.

SECONDARY PLANS

Secondary plans provide detailed policy direction for the *development* of a geographic area consistent with principles established in this Plan. Secondary plans are generally required in the following circumstances:

CIRCUMSTANCES WHERE REQUIRED

- ~~P~~Prior to redesignating lands designated Future Urban Growth or Residential Reserve, and that are fully contained within an existing settlement, for *development* purposes;
- ~~p~~prior to redesignating lands designated as Residential Reserve for *development* purposes;
- ~~p~~prior to the installation, or significant expansion of municipal water and sewage services and stormwater management facilities within Serviced Villages which facilitate additional growth capacity; and
- ~~p~~prior to the expansion of a settlement boundary~~the boundaries of any designated Village or Serviced Village.~~

REGARD FOR
CLASS EA STUDIES

The secondary planning process may also be used to implement the conclusions and recommendations of Class Environmental Assessment proceedings. Where this is the case, the ~~County shall coordinate~~ Class Environmental Assessment and Planning Act processes shall be integrated to the satisfaction of the County and/or Area Municipality, responsible for the infrastructure.

AMENDMENT
REQUIRED

~~County Council~~The County shall incorporate the policy and schedule updates deemed necessary to effectively implement adopted Secondary Plans within the Official Plan by amendment after public consultation as set out in Section 10.8.

CRITERIA

The criteria for Secondary Plans are established in Sections 4.2.2.4, 4.2.2.6, 7.2.3.2, ~~2~~, and 7.2.7, ~~and 8.5.3.3 and 9.4.3.3~~ as applicable.

For greater clarity, where secondary plans are proposing the expansion of a settlement boundary they shall also be subject to the requirements of 4.2.2.6.1

AREA STUDIES

Area Studies may be used to assist in the implementation and refinement of this Plan. Area Studies allow the analysis and conceptual planning of a specific geographic area at a level of detail which may not require the same range of studies or may have a more focused scope/purpose than that of a secondary plan~~be appropriate for the Official Plan~~. Area Studies may incorporate guideline documents to elaborate upon the implementation of policies that have general application in the control of *development*. ~~Area Studies are viewed as guideline documents and do not form part of the Official Plan.~~

CIRCUMSTANCES
WHERE REQUIRED

Examples of areas that may warrant an area study include:

- ~~I~~Industrial and commercial areas that are subject to pressures for transition to other types of land use;
- ~~R~~Residential neighbourhoods that are experiencing pressure for *development* to a higher density residential land use or to other types of land use;
- ~~a~~areas subject to the preparation of Community Improvement Plans as set out in Section 10.4;
- ~~a~~areas that may be subject to substantial change as a result of a proposed major *development*;

/

- ~~a~~Areas proposed to be designated as Heritage Conservation Districts in accordance with the Ontario Heritage Act with a high concentration of cultural *heritage resources* or community amenities and services, such as main streets and commercial areas, health or education facilities, transit hubs, major parks or recreation facilities, that have been identified to be in need of *intensification*, interconnection, stabilization, or enhancement;
- ~~a~~Areas proposed to be the subject of urban or community design guidelines;
- ~~a~~Areas intended for improvement to facilitate recreational or public use, including trails.
- ~~a~~Areas where an Environmental Impact Study where additional study or management plans may be required to provide more specific direction with respect to the restoration and enhancement of *natural heritage features and areas* as set out in Section 3.2.6. ~~is required;~~
- ~~a~~Areas where a study may be required for the identification or refinement of natural hazards as set out in Section 3.2.8 ~~proposed as Two Zone Flood Plain Policy Areas;~~
- ~~a~~Areas proposed for sub-watershed studies in accordance with Section 3.2.7.2.1.

STATUS

An Area Study will be adopted by a resolution of the Area Municipal Council and will be used as a guideline for the review of *development* applications and the planning of public facilities and services for the area. It may also provide the basis for an amendment to the Official Plan and/or Zoning By-Law if the recommendations of the study suggest that a change or refinement in policies, land use designations or zoning regulations is appropriate or warranted.

PUBLIC
PARTICIPATION

Area Studies may be subject to the public notification procedures as outlined in Section 10.8.

ISSUE BASED
STUDIES

Issue based studies will be used in situations where a specific theme or topic relates to an issue rather than a geographic area. Issue based studies will be approved by a resolution of County Council or Area Municipal Council and may provide the basis for an amendment to the Official Plan and/or Zoning By-Law. Issue based studies may be subject to the public notification procedures as outlined in Section 10.8.

10.3.3 Plans of Subdivision and Condominium

The process of subdividing land into lots and blocks for various land uses is governed by the Planning Act. Oxford County Council is the approval authority for plans of subdivision and condominium.

WHERE REQUIRED

Where a proposal to divide land for more than five lots (including the retained parcel) is made, ~~including the remnant parcel,~~ such *development* shall be by a plan of subdivision or condominium. Proposals to divide land into five lots or less, including the remnant parcel, may take place by consent to sever as set out in Section 10.3.4.

PUBLIC PARTICIPATION

The County shall consider measures for informing and obtaining the views of the public, prescribed persons and public bodies in respect of proposed plans of subdivision, in accordance with Section 10.3.8 Public Participation measures.

SUBDIVISION REVIEW CRITERIA

County Council and the Area Municipal Councils will evaluate applications for plans of subdivision or condominium ~~on the basis of~~ based on the requirements of the Planning Act as well as criteria including, but not limited to, the following:

CONFORMITY TO THE OFFICIAL PLAN

- The plan is consistent with the policies of the Provincial Planning Statement and objectives and policies of the Official Plan and any applicable Secondary Plan and/or Area Plan.

SERVICING CAPACITY

- There is capacity available in the centralized water and/or wastewater facilities. Capacity availability should be confirmed with the County at the time of pre-consultation.

The allocation of capacity shall be in accordance with County procedures and standards and Section 5.5.5 of this Plan. In order to demonstrate and address servicing capacity, the proposed development shall be required to prepare a servicing strategy in accordance with servicing strategy criteria of Section 4.2.2.6.1

COMMUNITY SERVICES AVAILABILITY

- ~~There is capacity available in the municipal water and sewage treatment systems and t~~There is suitable provision for roads, water, storm and sanitary sewers, waste disposal and , recyclable collection, public utilities, fire and police protection, parks, schools, and other community facilities. and further, that the provision of these services will be financially viable over their lifecycle.

ENVIRONMENTAL
CONSTRAINTS

- The plan is designed to effectively accommodate Environmental Resources and mitigate environmental constraints in accordance with Section 3.2 and human-made constraints in accordance with Section 3.3.

NEGATIVE
EFFECTS

- The plan is designed to reduce any negative effect on surrounding land uses, the transportation network, or significant natural features.

ACCESS

- The plan is designed to ensure adequate and safe vehicle access is provided, including emergency vehicle access. No shared easements which traverse multiple lots shall be permitted as a primary means of obtaining access to a public road, unless otherwise required by the authority having jurisdiction over the road.

INTEGRATION

- The plan is designed to be integrated with adjacent developments.

TOPOGRAPHY

- The plan is designed to be compatible ~~with the natural features and topography of the site~~ and adjacent lands. ~~Subdivisions proposing extensive areas of cut and fill will be discouraged~~ and may require the preparation and submission of detailed grading plans and sediment and erosion control plans as part of the plan of subdivision or condominium application.

RENTAL HOUSING
CONVERSION

- Proposals to convert rental housing units to condominium ownership will be reviewed by the criteria set out Sections 7.2.2.2., 8.2.2.2, or 9.2.2.2.

RETAINED
PARCEL

- The number and configuration of proposed lots and overall design of the subdivision does not compromise the long-term use, future development, or planned function of the retained parcel, or other surrounding lands.

OTHER
APPLICABLE
POLICIES

- Proposals shall also comply with all other applicable policies of this Plan, including, but not limited to: Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and Chapter 5 Functional Support Elements

DRAFT PLAN
APPROVAL

As a condition of draft plan approval, County Council will require an applicant to satisfy conditions prior to final approval and registration of the plan of subdivision or condominium. The applicant will be required to meet conditions of draft approval within the specified time period, failing which, draft plan approval may lapse.

To provide for the fulfilment of these conditions and for the installation of services according to municipal standards, County Council shall require an applicant to enter into a subdivision agreement with the Area Municipality and, where necessary, the County, prior to final approval of the plan.

LAPSING

The County shall require that plans of subdivision, or parts thereof, that have been approved for 3 years or as prescribed by the Planning Act which have had no construction occur or *infrastructure* installed on-site, and do not meet the growth management objectives of this Plan, to no longer be a registered plan of subdivision.

REVIEW SUBDIVISION
CONDITIONS

The County may, in consultation with the Province, Area Municipal Councils and other external agencies, review draft approved plans of subdivision to determine if the draft approval should be maintained, and if required, modify the conditions of draft approval or extend draft plan approval.

EXTENSION

The County may consider requests to extend the lapsing date for a draft approved plan of subdivision for an additional period, not generally exceeding 2 years, provided that:

- The applicable Area Municipality has been consulted and is in support of the proposed extension;
- It has been demonstrated that a concerted effort and progress has been made toward satisfying the existing conditions of approval, or exceptional circumstances beyond the applicant's control have prevented them from registering the draft approved plan, or phase thereof; and
- The draft plan is consistent with applicable federal and provincial legislation, matters of provincial interest, and the policies of the Provincial Planning Statement and this Plan, including growth management objectives, in effect at the time of such request.

**EXEMPTION FROM
PART LOT
CONTROL**

In accordance with the provisions of the Planning Act, County Council may pass, or delegate its authority to approve, by-laws to exempt all, or parts of registered plans of subdivision from part lot control. ~~Such~~ exemption will only be permitted when no further conditions for *development* are required.

DEEMING

In accordance with the provisions of the Planning Act, an Area Municipal Council may pass a By-law to deem any plan of subdivision, or part thereof, that has been registered for eight years or more, to no longer be a registered plan of subdivision.

**CONDOMINIUM
EXEMPTION**

The County may exempt a plan of condominium from review under the Planning Act. Such exemption will only be considered if the Area Municipality is satisfied that that no further conditions for *development* are required.

10.3.4 Consents (Severance)

Under the Planning Act-, County Council has delegated the authority to give consent to sever land to the Oxford County Land Division Committee.

REVIEW CRITERIA

The Oxford County Land Division Committee will evaluate applications for consents in accordance with the requirements of the Planning Act and, ~~but also on the basis of~~ the following criteria:-

**SUBDIVISION PLAN
NOT REQUIRED**

- The Land Division Committee shall be satisfied that a plan of subdivision is not necessary for the proper and orderly *development* of land and that the plan of subdivision process is upheld as the primary method of lot creation. Where a proposal to divide land for more than five lots is made, including the remnant parcel, such *development* shall be by a plan of subdivision or condominium as set out in Section 10.3.3.

**OFFICIAL PLAN
AND ZONING BY-
LAW CONFORMITY**

- Any lot(s) to be created would conform to the policies of the Provincial Planning Statement and Official Plan and the provisions of the Zoning By-Law.

**FUTURE
DEVELOPMENT**

- The granting of the consent application will not ~~prejudice negatively~~ impact or limit the planned use and/or future ~~development/lot~~ creation potential of the retained lands, other adjacent lands, or the surrounding area.

ACCESS

- The proposed lots shall have direct frontage on a permanent public road maintained year-round at a reasonable standard of construction. and will not require the opening or extension of a public road.
- New vehicular access to any road shall be in accordance with the requirements of the authority having jurisdiction over the road and the applicable policies of Section 5.1 County Transportation Policy. The authority having jurisdiction over the road from which vehicular access is to be obtained shall be satisfied that there are no traffic safety concerns.
- Access requirements for backyard infill shall be in accordance with the policies as set out in Chapters 6, 7, 8, and 9 of this Plan.

SERVICING
AVAILABILITY

- ~~— The proposed lot(s) will have adequate water supplies and sewage services and stormwater management consistent with the requirements of this Plan, the Province and the Oxford County Board of Health.~~
- Existing or proposed individual on-site water services and individual on-site sewage services are demonstrated to be adequate to serve the proposed lot and shall be in accordance with the applicable policies of Sections 3.2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.

TRAFFIC HAZARDS

~~Access to the proposed lot(s) would not create traffic problems or hazards, as identified by the authority with jurisdiction over the road.~~

PUBLIC NOTICE

- Property owners and residents in the vicinity of the proposed lot(s) are to receive sufficient notification of the application, pursuant to Section 10.8 of the Plan, and any submissions from such parties are to be considered.

LAND USE
DESIGNATION

- Any criteria outlined in the policies associated with the land use designations that apply to the lands have been addressed.

OTHER
APPLICABLE
POLICIES

- Proposals shall also comply with all other applicable policies of this Plan, including, but not limited to: Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and Chapter 5 Functional Support Elements.

LOT ADJUSTMENTS

The County Land Division Committee may consider permitting minor lot adjustments, provided that it:

- is for a demonstrable legal or technical reason;
- does not result in the creation of a new lot; and
- meets the applicable policies and review criteria of this Plan.

Consideration shall also be given to any legal non-complying characteristics of the lands which may be aggravated or addressed through a proposed lot line adjustment.

CERTIFICATES OF CANCELLATION

Upon receipt of a request by an owner of a parcel of land that has been previously conveyed, the County Land Division Committee has the authority to approve or refuse the issuance of a certificate of cancellation, which, if approved, will have the effect of the parcel no longer to have been conveyed.

CONDITIONS

In granting a consent, the County Land Division Committee shall require applicants to satisfy conditions, prior to within the timeline prescribed under the Planning Act, prior to the issuance of the Certificate(s) of Official the stamping of deeds for registration purposes. To provide for the fulfillment of conditions, the applicant may be required to enter into a severance agreement with the Area Municipality and /or where necessary, the County.

10.3.5 Zoning By-Laws and Non-Conforming Uses

The zoning by-law is one of the primary means of implementing the policies of this Plan. The zoning by-law defines the uses permitted in specific locations within a municipality and the specific *development* standards relating to those uses. ~~Non-conforming uses are legally established uses that do not conform to the current land use designations, policies, requirements, or zones of the Official Plan and/or zoning by-law.~~

LONG-TERM CONFORMITY

It is the intent of this Plan that the long-term use of land conform with the objectives and policies of this Plan. ~~Upon adoption of this Plan, and any subsequent amendments thereto,~~ the zoning by-laws of the Area Municipalities shall be brought into conformity with the policies of this Plan. ~~It is the intent of this Plan that non-conforming uses will convert, relocate, or redevelop over time so that the subject land may be used in conformity with the policies of this Plan.~~

RECOGNITION OF
NON-CONFORMING
USES IN ZONING
BY-LAW

Notwithstanding the above, a legally established land use or a use permitted by existing zoning which does not conform to this Plan may be recognized as a permitted use in the zoning by-law where the Area [Municipal](#) Council is of the opinion that:

HAZARDOUS
SUBSTANCES

The use, or existing zoning, does not involve hazardous activities or substances, which would constitute a danger to surrounding uses and/or persons by virtue of their hazardous nature

POLLUTION

The legally established or permitted use ~~or existing zoning~~, does not contribute to air, water or land pollution problems.

COMPATIBILITY

The legally established or permitted use ~~or existing zoning~~, can achieve, or has achieved, an acceptable measure of compatibility with adjacent uses, is not associated with any building deterioration or lack of property maintenance, does not generate traffic that threatens the safety of the surrounding area, and does not interfere with the *development* of conforming uses in the surrounding area.

MAINTENANCE OF
EXISTING ROLE

The long-term continuation and any potential expansion of the use or change in use is in compliance with existing zoning and will not detract from the general intent of the Official Plan for the long-term use of the lands.

AMENDMENTS

Recognition of the legally established or permitted use ~~, or existing zoning~~ in the zoning by-law, is not likely to result in proposals to amend the Plan to allow similar types of uses.

EXPANSION OR
MINOR CHANGE IN
USE OF EXISTING
RECOGNIZED USES

For uses recognized by existing zoning, but that do not conform to this Plan, Area [Municipal](#) Councils may permit minor expansion or minor change in use and the Land Division Committee may consider the granting of consents for *existing uses* to permit the expansion of the use or ~~re~~adjustment of property boundaries provided that:

SERVICES

Existing or proposed services including water supply, sewage facilities, stormwater management and road access are adequate or will be made adequate to serve the proposed development to the satisfaction of the Area Municipal Council and/or County Council.

Individual On-site sewage services and individual on-site water facilities are demonstrated to be adequate for the proposed development and shall be in accordance with satisfy the applicable requirements of the County and the Board of Health and the policies of Section 3.2.7.2, Water Quality and Quantity, Environmental Resource Policies and 5.5, County Servicing Policy Chapter 4, Growth Management relating to water quality and quantity, as appropriate.

PARKING AND
LOADING

Parking and loading facilities are adequate or will be made adequate to serve the proposed development to the satisfaction of the Area Municipal Council.

COMPATIBILITY

The proposal will be compatible with existing land uses in the vicinity in terms of noise, odour, emissions, vehicular traffic, and visual intrusion and may be required to include measures that reduce nuisances, protect adjacent properties, and improve compatibility of the use with the surrounding area. Proposals may be subject to site plan control to ensure land use compatibility.

The proposed use, scale and location shall be reviewed to ensure that potential compatibility issues with respect to traffic, vibration, lighting, visual intrusions, noise, dust, odour and other potential off-site impacts can be prevented or effectively mitigated.

Further, the proposed use shall be appropriately designed, buffered and/or separated from nearby residential and other sensitive land uses to prevent, or acceptably mitigate, potential impacts and to minimize risk to public health and safety.

All applicable provincial and municipal requirements regarding, emissions, noise, odour, nuisance, compatibility, Minimum Distance Separation Formulae, public health and safety, water and wastewater standards shall be addressed, including receipt of all applicable environmental approvals.

Proposals may be subject to site specific zoning provisions and site plan approval that incorporate any restrictions or requirements necessary to implement this policy.

ENVIRONMENT

Proposals shall comply with the policies of Section 3.2, Environmental Resource Policies.

CONDITIONS OF
APPROVAL

The Land Division Committee may attach such conditions as it deems appropriate to the approval of a development application associated with an existing recognized use.

EXTENSION,
ENLARGEMENT,
CHANGE OF USE
FOR LEGAL NON-
CONFORMING
USES

A Committee of Adjustment may permit the extension or enlargement or change of use of a legally established land use which does not conform to this Plan and the zoning by-law of the Area Municipality. In evaluating applications, the Committee shall consider the following criteria:

- ~~That~~ The use has been continuous from the day the zoning by-law came into effect and forward;
- ~~That~~ There will be no extension of the site or building beyond the limits of the land owned and used from the effective date;
- ~~Permission~~ Permission for the extension, enlargement or change in the non-conforming use is in keeping with the general intent of the Official Plan and will not create new, or intensify existing, aggravate those aspects of the use that do not conform to the Official Plan and zoning by-law;
- ~~That~~ That existing municipal services such as water, sewers, stormwater management facilities and roads will be adequate;
- ~~That~~ That there are adequate parking and loading facilities to accommodate the proposed use;
- ~~That~~ That the proposed extension, enlargement or change in use will not adversely affect desirable *development* in adjacent areas which is in conformity with the Official Plan and zoning by-law;
- ~~That~~ That the proposed extension, enlargement or change in use would include measures that will reduce nuisances, protect adjacent properties, and improve the compatibility of the use with the surrounding area, and
- ~~That~~ That the extension, enlargement or change in use is necessary to avoid undue hardship to the applicant, provided that all other criteria have been met, there are no negative effects on environmental resources identified in Section 3.2 and the proposed extension, enlargement, or change in use is more compatible than the *existing use* relative to the planned use of the property and surrounding lands as set out in the relevant Official Plan ~~policies~~.

CONDITIONS OF APPROVAL

The Committee of Adjustment may attach such conditions as it deems appropriate to the approval of an application within its jurisdiction to extend, enlarge, or change a legal non-conforming use.

COUNTY ZONING BY-LAWS

County Council may pass zoning by-laws in accordance with the Planning Act. If there is a conflict between a by-law passed by the County and a by-law passed by an Area Municipality, the by-law of the County prevails.

DELEGATED AUTHORITY

In accordance with the provisions of the Planning Act and Section 10.5.1, County and/or Area Municipal Councils may delegate, by By-law, their ~~its approval authority to approve zoning by-laws which are~~ minor in nature

10.3.6 Minor Variances

The Planning Act stipulates that each Area Municipal Council is deemed to be a Committee of Adjustment to deal with the following matters:

NON-CONFORMING USES

- aApplications to allow the extension or enlargement of a legal non-conforming use;
- aApplications to allow a change in the use of buildings or land from a legal non-conforming use to a more compatible non-conforming use.

CONFORMING USES

- aApplications to allow minor deviations from the provisions of the zoning by-law or any other by-law passed under Sections 34 or 38 of the Planning Act that implements the Official Plan; and
- aApplications to allow uses which are similar and conform to uses permitted in the zoning by-law, where such uses are defined in general terms in the zoning by-law.

CRITERIA FOR REVIEWING APPLICATIONS

The Committee of Adjustment, when considering an application for minor variance to the zoning by-law, or any other by-law passed under Sections 34 or 38 of the Planning Act that implements the Official Plan, shall take into account the provisions of the Planning Act and the following:

- ~~†The general intent and purpose objectives and policies~~ of the Official Plan ~~can be met~~would be maintained if the minor variance is granted;
- ~~†The~~ request for variance constitutes a minor departure from the performance standards of the zoning by-law;
- ~~†The~~ general intent and purpose of the zoning by-law would be maintained; and
- ~~wWhether~~ the variance is desirable for the appropriate *development* of use of the land, building, or structure.

DETERMINING DESIRABILITY

In ~~addition to the considerations outlined above~~ determining whether the variance is desirable for the appropriate development of the land, the Committee of Adjustment ~~in determining whether the variance is desirable~~ shall take into account the following:

- ~~wWhether constraints and/or restrictions to meeting the requirements of the zoning by law due to the physical or inherent conditions of the site are involved~~physical or inherent conditions of the site make compliance with the provisions of the zoning by-law unreasonable to satisfy;
- ~~wWhether alternative designs of the proposal which would be in conformity~~ comply with the relevant by-law are clearly not feasible or appropriate for the site, or would create additional impacts on adjacent land uses or the amenity of the area;
- ~~†The concerns of the effect potential impacts~~ on adjacent and/or nearby owners and uses, residents and the community in general have been considered and deemed acceptable or appropriately mitigated;
- ~~†The~~ approval of the minor variance is based on the specific proposal and/or site conditions and would not create the expectation of, or assumed precedent for, a similar variance being appropriate and supportable for a different proposal and/or site~~an undesirable precedent~~;
- that compliance with the standards of the relevant by-law would be unreasonable or impossible and would impose undue hardship on the applicant.

**EXTENSION OR
ENLARGEMENT
FOR LEGAL NON-
CONFORMING
USES**

For greater clarity, where the variance is to facilitate the extension or enlargement of a legal non-conforming use the applicable criteria under 10.3.5. shall apply.

**OTHER
APPLICABLE
CRITERIA**

Proposals shall also comply with any other applicable criteria established by the County and/or Area Municipality through a By-Law enacted in accordance with Section 45 of the Planning Act.

CONDITIONS

The Committee of Adjustment may attach such conditions as it deems appropriate to the approval of an application for minor variance.

10.3.7 Holding Zones

PURPOSE

County Council or the Area Municipal Councils, may pass a Holding Zone by-law and use the holding (H) symbol in conjunction with any zone in the zoning by-law. The holding (H) symbol specifies that the *development* of these lands is considered premature or inappropriate for immediate *development*.

**CRITERIA FOR
APPLYING
HOLDING ZONES**

County Council or the Area Municipal Council may apply a holding (H) symbol in conjunction with the zoning by-law implementing any land use designation or performance category of this Plan in one or more of the following circumstances:

DRY INDUSTRY

- Where industrial or commercial *development* on private or partial services is proposed in the Serviced Villages or Large Urban Centres in accordance with Sections 4.2.2.4 or 4.2.2.5.

**SERVICES AND
INFRASTRUCTURE**

- Where existing *infrastructure* services and facilities such as sanitary sewers, stormwater management facilities, water supply, roads, parks, schools, and community support services have been determined to have insufficient capacity to serve the proposed *development*, the holding zone can be used to prevent the development from proceeding until necessary improvements are made.

**SUPPORTING
STUDIES**

- Where the submission and acceptance of secondary plans, area plans or issue-based studies as required by this Plan is required prior to *development*, or where other supporting studies such as traffic impact analysis or market analysis are required.

**NATURAL
FEATURES**

- To ensure that natural areas or specific natural features are protected and the proposed *development* is consistent with the policies of Section 3.2.

HAZARDS

- To ensure that potential hazards or constraints are effectively mitigated consistent with the policies of Section 3.2, prior to *development*.

CONTAMINATION

- To ensure that potential environmental contamination isare effectively assessed and mitigated, as required by policies of Section 3.3, prior to development.

NATURAL
RESOURCES

- To ensure that the location of natural resources such as mineral aggregates is identified in the Zoning By-Law of the Area Municipality.

PHASING

- Where it is necessary to require the phasing of an overall *development* or extraction activity in order to ensure logical and orderly development, use of land and/or infrastructure-use, to mitigate impacts, or to secure commitments consistent with the policies of this Plan.

CONSOLIDATION
OF LAND

- Where *development* is contingent upon other related matters occurring first, such as the consolidation of land ownership to ensure orderly *development* and phasing of the project or to secure funding agreements on necessary *infrastructure* or services.

TRANSPORTATION
CAPACITY

- Where transportation facilities have inadequate capacity and/or would be of an inappropriate function relative to the proposed land use and anticipated type and volume of traffic generated.

AFFORDABLE
HOUSING

- In order to achieve the construction and desirable distribution of *affordable housing* throughout a *development*.

AREA OF
APPLICATION

Holding provisions may be applied municipality wide, to portions of the municipality such as servicing catchment areas, drainage sheds or flood plains, as well as on a site specific basis.

REMOVAL OF THE
(H) SYMBOL

Conditions thatwhich must be satisfied prior to the removal of the holding (H) symbol may include, but are not limited to, appropriate financial and servicing requirements of the municipality, completion and approval of studies, and the signing of necessary agreements including, but not limited to, those under the provisions of the Planning Act.

The zoning by-law will be amended to remove the holding (H) symbol when the County Council or the Area Municipality Council, or where or a-delegated to a municipal official under Section 10.5.1, determines that the conditions as set out in this Plan and the Holding Zone By-Law have been met.

INTERIM USES

The By-Law may specify iInterim uses that are permitted while the holding provision is in place, which may shall include:

- eExisting uses, including minor additions and accessory buildings; and
- eOther uses deemed appropriate by County Council or the Area Council which are in conformity with the Official Plan and which do not adversely affect the future *development* potential of the lands.

The holding (H) symbol shall not apply to accessory buildings or minor building additions.

10.3.9 Temporary Use

TEMPORARY USE PROVISIONS

Notwithstanding the requirement for zoning by-laws to comply with the Official Plan, County Council recognizes that the Official Plan represents the long-term direction to the *development* of the municipality. As such, the Area Municipal Council may permit uses for specific temporary periods, up to a maximum of three years, as set out in the Planning Act, which would otherwise not conform to the Official Plan and/or the comprehensive-Area Municipal zoning by-law, subject to re-application at 3-year intervals thereafter.

Such uses may be permitted upon individual application and careful consideration by the Area Municipal Council of the need and appropriateness of a temporary use by-law and to ensure that the objectives and policy direction of the Official Plan are not adversely affected by the temporary use. -The Area Municipal Council shall also take into consideration the following matters:

CRITERIA

- eCompatibility of the proposed use with surrounding land uses;
- aAny requirement for temporary buildings or structures in association with the proposed use;
- aAny requirement for temporary connection to municipal services and utilities;

- ~~t~~The potential impact of the proposed use on transportation facilities and traffic in the immediate area;
- ~~a~~Access requirements for the proposed use; and
- ~~p~~Parking required for the proposed use, and the ability to provide adequate parking on site.

EXTENSION

The Area Municipal Council may extend a temporary use by-law beyond the three year time period, as set out in the Planning Act, provided such extension does not exceed a three year time period and does not jeopardize the long-term *development* intentions for the subject lands as specified in the Official Plan. Area Municipal Council may delegate approval authority for such extensions to an Municipal official, in accordance with Section 10.5.1 of this Plan.

EXPIRY

Upon the expiry of the temporary use by-law, uses which may have been permitted by that temporary use by-law shall cease to exist, shall not be considered as legal non-conforming uses, and therefore shall be removed.

GARDEN SUITES

Area Municipalities may permit a *garden suite* on a *farm unit* or on a non-farm rural residential lot in the Agricultural Reserve, Open Space or Future Urban Growth designations, on a residential lot in the Rural Cluster or Village designations, or in Low Density Residential designations in Serviced Villages and Large Urban Centres.

AMENDMENT No. 285**OCCUPANTS**

Garden Suites are intended to provide temporary housing for specified occupant(s), which shall be limited to:

AMENDMENT No. 285**AMENDMENT No. 285**

- ~~t~~The parents or grandparents of a property owner or their spouse, or the child or grandchild of the property owner;
- ~~a~~A property owner provided that the principal dwelling is occupied by their parents, grandparents, child or grandchild.

AMENDMENT No. 285**ZONING
AMENDMENT
REQUIRED**

Prior to permitting the construction of a *garden suite*, an amendment to the Zoning By-Law under Section 39.1 of the Planning Act, which relates to temporary use by-laws, will be required. The temporary use by-law may remain in effect for a maximum of 20 years. Extension(s) may be granted by the Area Municipality for up to three-years, subject to re-application and approval of an amendment to the Zoning By-law. The zoning amendment must satisfy the following criteria:

AMENDMENT No. 285

SERVICING

The *garden suite* should generally use the existing sanitary sewage disposal, water supply and electrical services of the principal dwelling existing on the lot where the *garden suite* is proposed to be located. Prior to the zoning amendment, approvals shall be obtained from the authorities responsible for the various services to ensure that the existing servicing systems are adequate for shared use. In situations where the approval authority indicates that one or more of the services are not adequate for shared use, separate services will be required, provided these services can be accommodated on the subject property to the satisfaction of the approval authority.

AMENDMENT No. 285

In the rural areas, Rural Clusters and Villages, it must be demonstrated that individual on-site water supply and sewage services are adequate to serve the proposed use, in accordance with the applicable policies of Section 3.3-2.7.2, Water Quality and Quantity and 5.5, County Servicing Policy.

AMENDMENT No. 285

COMPATIBILITY

The proposal is compatible with the surrounding area and, if applicable, be able to satisfy the *Minimum Distance Separation Formula 1* or not further reduce an existing insufficient setback relative to MDS 1 for adjacent livestock operations. Within the Serviced Village and large Urban Centres, the proposal should be on a large lot greater than 929 sq. m. (10,000 sq. ft.) in area on full municipal services.

SUITABILITY

The lot is suitable for an additional temporary dwelling unit with respect to lot area, lot coverage, yard setbacks, and setback from a public road allowance.

BUFFERING

The implementing Zoning By-Law may contain additional measures to ensure minimal disruption to adjacent land uses, such as the provision of grass strips, the planting of trees and shrubs or the erection of a fence.

ACCESS

The proposed *garden suite* will generally use the existing access to a permanent public road of reasonable construction maintained year round.

LOCATION

Generally, the *garden suite* will not be located to the front of the principal dwelling on the lot, although Area [Municipal](#) Council may give consideration to such siting on a site specific basis.

AGREEMENT

The owner of the subject property shall be required to enter into an occupancy agreement with the Area [Municipal](#) Council, specifying the matters related to the temporary use of the *garden suite* as Area [Municipal](#) Council considers necessary, including, the installation, maintenance and removal of the *garden suite*; the period of occupancy of the *garden suite* by any of the persons named in the agreement; and the monetary or other form of security that Area [Municipal](#) Council may require for actual or potential costs to the municipality related to the *garden suite*.

NO SEVERANCE

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 Oxford County Land Division Committee.

REMOVAL OF
GARDEN SUITE

When the *garden suite* is no longer required for the original use intended, it shall be removed from the lot and the temporary use by-law shall be allowed to lapse.

10.3.10 Community Planning Permits Area

PROVISIONS
FOR COMMUNITY
PLANNING PERMIT
AREA(S)

As an alternative to traditional zoning by-law provisions, the County and/or Area Municipalities may consider implementing the objectives of the Official Plan through a Community Planning Permit System.

A Community Planning Permit System can potentially help to facilitate, streamline, and/or expedite *development* to support the achievement of certain policy goals or objectives (e.g. *residential intensification*). Such a system could be established for the entire County or Area Municipality, or for specific area(s) within the County or Area Municipality, as deemed appropriate.

Prior to the passing of a Community Planning Permit System by-law by the County, or an Area Municipality, an amendment to this Plan is required to:

- Identify the proposed community planning permit system area(s);
- Set out the scope of any authority that may be delegated and any limitations on the delegation;
- Contain a statement of the goals, objectives and policies for the community planning permit system proposed for the area;
- Set out the types of criteria that may be included in the community planning permit by-law for determining whether a *development* or use of land may be permitted; and,

- Set out the types of conditions that may be included in the Community Planning Permit by-law, in accordance with the applicable provisions of the Planning Act.

10.3.10 Bonus Zoning

BONUS ZONING PROVISIONS

~~Under the provisions of the Planning Act, a municipality may include in its Zoning By Law regulations that permit increases to the height and density limits applicable to a proposed *development* in return for the provision of such facilities, services, or matters as set out in the By-Law. This practice, commonly referred to as bonus zoning, is considered to be an appropriate means of assisting in the implementation of this Plan.~~

PRINCIPLE

~~The facilities, services or matters that would be provided in consideration of height or density bonus should be reasonable, in terms of the cost/benefit implications for both the municipality and the developer and must result in a benefit to the general public and/or an enhancement of the design or amenities of a *development* to the extent that a greater density or height is warranted. Also, the height and density bonuses received should not result in a scale of *development* that is incompatible with adjacent uses or exceeds the capacity of available municipal services.~~

CIRCUMSTANCES APPLICABLE

~~Bonus zoning is applied to encourage social amenities and design features resulting in a public benefit which cannot be obtained through the normal *development* process. Area Councils may pass by-laws providing for bonusing to achieve the following objectives:~~

- ~~to support the provision of the *development* of affordable housing as provided for in this Plan;~~
- ~~to encourage aesthetically attractive *development* through the provision of enhanced landscaped open space and architectural review relating to building design materials and colours;~~
- ~~to support the provision of, and improved access to, public open space, supplementary to any parkland dedication requirements;~~
- ~~to support the provision of day care facilities;~~
- ~~to support the preservation of structures and/or districts identified as architecturally and/or historically significant by the municipality;~~

- ~~to support innovative and environmentally sensitive *development* which incorporates and protects environmental features, promotes energy conservation, encourages construction techniques to reduce waste and promote water conservation;~~
- ~~to support the provision of amenities accessible and beneficial to the public, such as landscaped areas, public art and cultural features and transit shelters.~~

IMPLEMENTATION

~~The zoning by-law may contain bonus zoning provisions for all forms of *development*. These provisions will describe the facilities, services, or matters that qualify for the density bonus provisions and the extent of the height and density increases that may be available.~~

AGREEMENTS

~~As a condition of the application of bonus zoning provisions to a proposed *development*, the owner of the subject land will be required to enter into an agreement with the Area Municipality to be registered against the title to the land. The agreement will set out the facilities, services, or matters that are to be provided, the timing of their provision, and the height or density bonus to be given.~~

10.3.11 Site Plan Control

DESCRIPTION

Site plan control is a mechanism used to achieve appropriate siting and massing of a *development* on a site and to ensure safety, attractiveness and compatibility of a *development* with the surrounding area. It is also used by the municipality to secure land for road widenings.

APPLICATION

It is the intent of this Plan that all forms of *development* or redevelopment within the land use designations established in this Plan, with the exception of mineral aggregate and oil and gas extraction and gypsum mining, may be subject to site plan control.

For the purposes of site plan control, development or redevelopment shall be defined as the construction, erection, or placing of one or more buildings or structures or three or more travel trailers or mobile homes on land, or the making of an addition or alteration to a building or structure that has the effect of substantially increasing its size or usability, or the laying out and establishment of a commercial parking lot. ~~The above noted definition of development shall not include the placement of a portable classroom on a school site of a district school board, if such school site was in existence on January 1, 2007 and any other uses that may be prescribed under the Planning Act as being exempted from the definition of 'development'.~~

The Area Municipal Council may exempt ~~certain additional~~ classes of development from site plan control through the site plan control by-law passed in accordance with the Planning Act.

DELEGATION

As required by the Planning Act, Area Municipal Council shall delegate the approval authority for site plan applications to Municipal Officials as set out in Section 10.5.1.

APPROVAL OF SITE PLANS

Where the Area Municipal Council has passed a site plan control by-law, plans showing all buildings and structures to be erected and all facilities and works, including facilities designed to have regard for accessibility for persons with disabilities, to be provided in conjunction with the development will be required consistent with the provisions of the Planning Act. Drawings, showing plan, elevation and cross-section views may be required for all buildings to be erected including all buildings to be used for residential purposes in accordance with the Planning Act, ~~regardless of the number of units~~ within the site plan control area.

Such drawings shall be sufficient to display the massing and conceptual design of the proposed building, the relationship of the proposed building to adjacent buildings, streets and exterior areas and the provision of interior walkways, stairs elevators and escalators to which the public have access from streets, open spaces and interior walkways.

Where such matters are addressed in Area Municipal Site Plan Control By-Laws, such drawings shall also be sufficient to display the following:

- ~~matters relating to urban design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design;~~
- sSustainable design elements such as trees, shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities on any adjoining road under the jurisdiction of the County or Area Municipality.

DESIGN POLICIES

Where this Plan establishes site and urban design criteria for specific types of development, the Area Municipal Council will be satisfied that such policies have been addressed prior to approving site plans.

In addition, County Council or Area Municipal Council may adopt site and/or urban design guidelines for various forms of development as a means of evaluating matters relating to detailed site and/or urban design through the site plan process. ~~Where such guidelines have been adopted, they shall be implemented through the Area Municipal Site Plan Control By-Law~~ or Area Municipal Zoning By-Law.

ROAD WIDENINGS

Widenings of public roads shall be required as a condition of site plan approval at the discretion of the authority having jurisdiction over the road for all development within the site plan control area consistent with the policies of Sections 5.1.2, 7.6.6, 8.7.2 and 9.6.2 to this Plan.

SERVICING
CAPACITY

Development proponents are strongly advised to confirm potential availability of servicing capacity for a proposed *development* with the County at the pre-consultation stage.

The formal allocation of capacity shall be in accordance with applicable County procedures and standards and Section 5.5.5 of this Plan.

OTHER
APPLICABLE
POLICIES

Proposals should also comply with all other applicable policies of this Plan, including, but not limited to: Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and Section 5.5, Functional Support Elements.

LAPSING

Where County Council or Area Municipality Council have authorized an officer, employee or agent of the municipality to approve plans, those persons may also identify a time period beyond which the approval of such plans and drawings will lapse and no longer be approved. The time period identified shall be in accordance with the Planning Act. Notice shall be provided to the applicant or owner in accordance with the Planning Act.

EXEMPTIONS

The approval shall not lapse if, before it has lapsed, a permit is issued under section 8 of the Building Code Act, 1992 to implement the site plan approval or as class of development as regulated by the Planning Act.

PUBLIC
NOTIFICATION

~~To assist in encouraging the integration of new *development* with adjacent land uses, the Area Council may require public notification and a public meeting at the site plan approval stage in connection with:~~

- ~~• multiple residential infill projects;~~
- ~~• commercial or mixed-use projects in a Central Area or Village Core designations;~~

- ~~high density residential projects within and around a Central Area designation;~~
- ~~proposals for new *development* within or *contiguous* to an Environmental Protection Area or a Provincially *Significant* Natural Feature;~~
- ~~proposals where bonus zoning may be applied to permit increases in height and density, according to the policies of Section 10.3.10;~~
- ~~proposals for new *development* in Heritage Conservation Districts established in accordance with the Ontario Heritage Act;~~
- ~~proposals for new Regional Commercial Nodes or large Service Commercial developments or the expansion of existing Regional Commercial Nodes;~~
- ~~proposals where holding provisions in the zoning by-law stipulate that public notification and public meetings will be required at the site plan approval stage; and~~
- ~~other situations where the location, massing, and conceptual design of new *development* may significantly affect the character of the surrounding area.~~

10.5 Planning and Development Approval Process

INTRODUCTION

The County is responsible for conducting county-wide planning and for ensuring that land use decisions are in conformity with this Plan. –In addition to this role, the County has the authority to approve plans of subdivision and condominium. Similarly, the Area Municipalities are the approval authority for their respective zoning by-laws and related applications for minor variance and site plan approval. In these roles, the County and Area Municipalities will endeavour to make the *development* approval process efficient and timely through the following measures, where appropriate.

10.5.1 Delegation of Approval Authority

COUNTY DELEGATION

County Council, in accordance with the regulations of the Planning Act, may delegate by By-law its approval authority for following planning matters to a standing committee or County officials:

PLANS OF SUBDIVISIONS
APPROVALS AND
CONSENTS

- The County's authority to approve draft plans of subdivision and condominium (including Vacant Land Condominium), or any aspect thereof, may be delegated to a County official. Such delegated approval authority may include, but is not limited to, red line revisions, extension of approval, exemption from condominium approvals, and changes to the conditions of draft plan approval, in accordance with Section 10.3.3. of this Plan.

As set out in Section 10.3.4, the Oxford County Land Division Committee has the delegated authority for the approval of consents.

**LOCAL
DELEGATION**

County Council shall encourage Area Municipal Councils to consider delegating local approval authority for planning matters to County or Area municipal officials, in accordance the Planning Act, where appropriate.

SITE PLAN CONTROL

As required by the Planning Act, Area Municipal Councils must delegate their approval authority with respect to Site Plan Control to County or Area Municipal officials.

MINOR ZONING
AMENDMENTS

Area Municipal Councils may delegate their approval authority for Minor Zoning By-law Amendments to a County or Area Municipal official.

A Minor Zoning By-law Amendment may include any or all of the following circumstances:

- To remove an existing Holding Provision where the conditions have been satisfied, subject to the policies of Section 10.3.7;
- To authorize a temporary use or grant an extension to an existing temporary use, including renewal of the time period that a garden suite is permitted to remain on the lot;
- To remove existing site-specific zoning provisions where the effect would be to revert to the parent zoning in force and effect; and, -
- To implement zoning as a result of an approved consent for a residence surplus to a farm operation, in accordance with the policies of 3.1.5.3 and including:
 - a. To prohibit any new dwelling, including additional residential units, on the resulting agricultural parcel, and
 - b. To recognize a proposed residential use, where the proposed retained lot meets the provisions of the applicable rural residential zone.

NOTICE

The officer, employee, or agent of the Municipality who has been delegated the authority to approve minor zoning by law amendments shall follow the applicable notice and public meeting requirements of the Planning Act and section 10.8 of this Plan.

LIMITATIONS TO DELEGATED AUTHORITY

Where authority to approve an application under the Planning Act has been delegated by County Council or Area Municipal Council to an officer, employee, or agent of the County or Area Municipality, as applicable, that shall not include the authority to refuse an application.

DEVELOPMENT REQUIREMENTS AND CONDITIONS

~~Where differences of opinion arise in relation to the implementation of the policies of this Plan through requirements for information or studies prior to *development* approvals or in relation to conditions of *development* approval, the Area Council and/or County Council, may upon request by interested parties, review the proposed requirement or condition and may waive, reduce the scope or content, or uphold the requirement or condition. This policy shall not apply when such requirements or conditions are mandated by Provincial policy or legislation.~~

10.5.2 Pre-ConsultationPRE-CONSULTATION

It is recommended that proponents consult with the applicable approval authority prior to submitting a formal application for *development* to, at minimum, confirm the application(s), fees, and accompanying studies and other information that will be required by the County and/or Area Municipality to be considered a complete application(s), in accordance with Section 10.5.3 of this Plan.

PURPOSE OF PRE-CONSULTATION

The purpose of pre-consultation is to provide an opportunity for the municipality and proponent to review and discuss a draft *development* proposal in advance of the submission of formal application(s). Although optional, pre-consultation can be critical for identifying the need for, and scope of, other information and materials (i.e. beyond just the planning application and applicable fee) that will be required by the County and/or, Area Municipality to allow for comprehensive and timely review and consideration of the formal *development* application(s), when they are submitted.

Pre-consultation can also assist in:

- Providing proponents with clarity and greater certainty with respect to what applications, supporting studies/documents, and applicable fees will be required for the County/Area Municipality and review agencies to consider the proposed development and for the required application(s) to be deemed complete;
- Providing proponents with initial feedback and suggestions on the proposed development concept and planning approach and help to identify and address potential issues and/or concerns in advance (i.e. to avoid costly delays and changes to the design and supporting technical studies later in the process); and
- Streamlining the review process and submission requirements, while still ensuring approval authorities and review agencies have the information necessary to make timely and informed land use planning decisions.

10.5.3 Complete Submission Requirements

SUPPORT EFFICIENT PROCESS

Timely and effective land use planning processes and decisions require having all relevant information pertaining to a particular planning application available as early as possible in the application process.

In practice, a planning application may require multiple reports, studies and plans to allow for appropriate consideration and assessment of its planning merits. Therefore, requiring all relevant information and material to be provided at the time a planning application is submitted is essential for:

- enabling the County and/or Area Municipalities to make well-informed decisions in a timely manner,
- providing transparency by ensuring the public and other stakeholders have access to key information early in the

process; and;

- avoiding unnecessary delays and identifying and resolving potential issues and concerns early in the process.

**REQUIREMENTS
FOR COMPLETE
APPLICATIONS**

The County or Area Municipality, as applicable, shall only accept and process applications for Official Plan Amendment, Zoning By-law Amendment, Draft Plan of Subdivision and Condominium and Site Plan Approval, if they have deemed them to be complete.

Such applications shall not be deemed complete and the period in which the County or Area Municipality is required to make a decision shall not commence, unless the County and/or Area Municipality is satisfied that:

a) it satisfies all applicable requirements of the Planning Act, including the applicable regulations, and any other provincial requirements;

b) it satisfies all requirements set out in this Plan;

c) it includes a completed Application Form;

d) a draft of the proposed plan, including the proposed text and all proposed schedules where applicable;

e) electronic submission of all documents is in compliance with applicable Provincial accessibility regulations; and

f) the applicable application fee(s) have been received; and

g) it is accompanied by any other information and materials identified by the County and/or Area Municipality as being required, in accordance with 10.5.3.1. below.

**INFORMATION
AVAILABLE FOR
PUBLIC REVIEW**

All information provided in support of an application for development submitted under the Planning Act is considered public and is available for public review.

NOTICE

Notice of a Complete Application recognizes that the required information has been provided by the applicant, however, it does not infer support of the application by the Area Municipality or County, or that an application will be approved by Council.

10.5.3.1: Reports and Studies

In addition to where the policies of this Plan identify studies, information and/or material which may be required to evaluate a *development* proposal, the County or Area Municipality may require other studies, information and/or material to be submitted as part of a complete application, in accordance with the Planning Act and any applicable regulations.

The studies, information and/or materials that may be required as part of a complete application shall generally include, but are not limited to, the reports/studies listed in Table below. These reports/studies have simply been grouped by theme for convenience and are not limited to any specific type of application.

TERMS OF
REFERENCE

The review and approval of a Terms of Reference may be required by the County for certain reports or studies to confirm the scope and level of detail required, on a case-by-case basis. Submission and review of the terms of reference shall occur prior to the commencement of studies, and such studies shall incorporate feedback provided by the County and/or Area Municipality, following acceptance of the Terms of Reference.

THIRD PARTY
REVIEW

Further, the County and/or Area Municipality may, depending on the scope and complexity of the application, require third party review of any information, materials or documentation required by the County and/or Area Municipality. The applicant will be responsible for the costs of the third party review as well as for the costs associated with any additional review resulting from revisions to any original materials that may be required as a result of the third party review.

Submission of costs associated with any third party review must be received prior to consideration of the development application by the County or Area Municipality as applicable.

Table [X]: Reports and Studies

| <u>Planning Matters</u> | |
|---------------------------------------|---|
| <u>Planning Justification Report</u> | |
| <u>Drawings and Design</u> | |
| <u>-Landscape Plan</u> | <u>Phasing Plan</u> |
| <u>Urban Design Report</u> | |
| <u>Agriculture</u> | |
| <u>Agricultural Impact Assessment</u> | <u>MDS I/MDS II Formulae Calculation/Compliance</u> |
| <u>Environment</u> | |
| <u>Disclosure Report</u> | <u>Environmental Impact Study</u> |
| <u>Floodplain Analysis and/or</u> | <u>Hydrogeological Study</u> |

| | |
|---|---|
| Slope Stability Report | |
| Phase I and/or II Environmental Site Assessment | Risk Management Plan |
| Record of Site Condition / Certificate of Property Use | Tree Inventory/Tree Preservation Plan |
| Cultural Heritage | |
| Archaeological Assessment | Cultural Heritage Impact Assessment/Conservation Plan |
| Cumulative Impact Assessment | |
| Mineral Aggregate Resource Analysis (ARA License Application and materials) | Rehabilitation Plan |
| Resource Management Report | Traffic Plan (Haul Route Assessment) |
| Servicing, Infrastructure and Engineering | |
| Functional Servicing Report | Geotechnical Report |
| Grading Plan (Cut and Fill Plan) | Permit to Take Water |
| Erosion and Sediment Control Plan | Servicing Plan |
| Servicing Capacity Confirmation | Stormwater Management Report and/or Plan |
| Compatibility and Nuisance | |
| Air Quality Study | Dust, Odour and/or Emissions Study |
| Emergency and Spills Management Plan | Feasibility Assessment |
| Noise and/or Vibration (Acoustic) Study | Sun/Shadow and/or Wind Analysis |
| Transportation | |
| Traffic/Transportation Impact Study | |
| Growth Planning and Housing | |
| Land Needs Justification Study | Municipal Financial Impact Assessment |
| Commercial | |
| Commercial Location Needs Assessment | Retail or Market Impact Study |

10.5.4 Advisory Committees

ADVISORY
COMMITTEES

The County and/or Area Municipalities may establish and consult with advisory committees on various land use related matters, where they deem it to be necessary or advisable to do so, or as required under the Planning Act.

COMMITTEE
MANDATE

The land use planning and other matters for which a particular Committee's input may be solicited shall be established by County and/or Area Municipal Council, as applicable, through the approval of a Terms of Reference for each Committee.

10.8 Public Participation Measures

INTRODUCTION

County Council and the Area Councils will actively encourage public participation by seeking the opinions and the advice of individuals and community and special interest groups in the on-going task of implementing, monitoring and reviewing this Plan.

MATTERS
SUBJECT TO
PUBLIC
PARTICIPATION

County Council and the Area Councils shall ensure that the public is adequately notified and consulted consistent with the following events:

MAJOR PLANNING
INITIATIVES

- eDuring the course of determining the need to review the Official Plan;
- eDuring the course of preparing and considering planning policies, studies and strategies associated with:
 - a) Official Plan amendments and review processes;
 - b) ~~t~~The development of zoning by-laws;
 - c) ~~s~~Secondary plans and associated area studies;
 - d) Community Improvement Plans, and;
 - e) Municipal services planning consistent with the requirements of the Environmental Assessment Act.
 - f) eOther matters deemed appropriate such as issue based studies

SITE SPECIFIC
MATTERS

- in the consideration of *development* review and approval matters associated with:

- a) Official Plan amendments;
- b) • ~~z~~ Zoning by-law amendments;
- c) • ~~m~~ Minor variances;
- d) • ~~e~~ Consents;
- e) • ~~s~~ Subdivision and vacant lot condominium approval;
- f) • ~~a~~ Applications for approval to demolish, convert or renovate any properties containing five or more rental unit
- g) ~~p~~ Proposals to designate heritage buildings, areas or elements pursuant to the Ontario Heritage Act or to remove such designation or demolish a designated structure; and
- h) • ~~e~~ Other matters as deemed appropriate including proposals for site plan approval or cash-in-lieu of parking.

FORMS OF PUBLIC PARTICIPATION

Municipalities may use a range of Measurestools to facilitate public participation. These measures may include:

- f Formal and informal public meetings;
- p Public notice ~~replies~~;
- w Workshops, open houses and displays;
- d Delegations at County Council and/or Area Councils or Committees of Council;
- t The use of advertising and information releases;
- t The establishment of advisory committees;
- e Consultation with community, neighbourhood or special interest organizations; and
- p Posting information on the County of Oxford and/or Area Municipal w Web-site and/or social media channels.
- Providing information and notice of opportunities to provide feedback through mail or e-mail.
- Using interactive virtual/online engagement tools or platforms, such as online surveys, community-based mapping, and message boards.
- Hosting virtual meetings, webinars, moderated conferences, and/or sharing of pre-recorded sessions or videos to share information and obtain feedback.

ENGAGEMENT PLAN

The consideration of the combination of measures and types of notice to facilitate public participation for major planning initiatives shall be informed by the preparation of an engagement plan, to the satisfaction of the County and/or Area Municipality(s).

PUBLIC NOTICE*MAJOR PLANNING
INITIATIVES*

County Council or the Area Councils may require that public meetings held for the purposes of soliciting public input relative to major planning initiatives be advertised in newspapers having general circulation in the municipality prior to the scheduled meeting. —Notice may also be delivered by first class mail to persons deemed to have interest in the matter, including agencies, land owners, business owners and residents and to other persons who have requested notice of the meeting in accordance with the provisions of the Planning Act.

Such notice for Official Plan or Zoning By-law amendments shall be given at least 20 days prior to the public meeting.

*SITE SPECIFIC
PROPOSALS*

Where the planning matter to be considered consists of site specific matters, County Council or the Area Council will ensure that, as a minimum, a notice is posted on the subject property and notice delivered by first class mail is provided to the following:

- eEvery owner of the land within the affected site and/or area to which the proposal applies as shown on the last revised assessment roll;
- eEvery owner of land within the distance prescribed by the regulations of the Planning Act or other applicable statute, external to the area to which the proposal applies, as shown on the last revised assessment roll; and
- eEvery person and agency that has given written request for such notice

For a site-specific Official Plan or Zoning By-law amendment, notice shall be given at least 14 days prior to the public meeting.

*CONTENT OF
NOTICE*

A notice of public meeting shall contain the following information:

- tThe date, time and place of the meeting;
- iIn the case of a site-specific amendment, a key plan showing the location of the site or area to which the proposed amendment would apply; and
- tThe proposed amendment or an explanation of the proposed amendment sufficient to enable the public to understand the nature and general effect of the proposed amendment.

SPECIAL CASES

Notwithstanding the above, where the proposal consists of an application for mineral aggregate extraction or gypsum mining consistent with Sections 3.4.1 and 3.4.3, or where *development* requiring an Environmental Impact Study as set out in Section 3.2.6 is proposed, the policies of these Sections establishing specific public notification requirements will take precedence.

ALTERNATIVE
CONSULTATION
MEASURES

County Council may pass a By-Law to establish alternative measures for informing and obtaining the views of the public with respect to applications for Official Plan Amendment, Draft Plan of Subdivision and/or Consents and Area Municipal Councils may pass a By-Law to establish alternative measures for applications for Zoning By-Law Amendment.

Such alternative measures may include, but are not necessarily limited to:

- Workshops, open houses and displays;
- Advertising and information releases;
- Consultation with community, neighbourhood, or special interest organizations
- Posting information on the County of Oxford and/or Area Municipal website and/or social media channels
- Providing information and notice of opportunities for feedback through mail or e-mail
- Using interactive virtual/online engagement tools or platforms, such as online surveys community-based mapping, and message boards.
- Hosting virtual meetings, webinars, moderated conferences and/or posting of pre-recorded sessions or videos to share information and obtain feedback

CONTENT OF BY-LAW

Where County or Area Municipal Council passes a By-law to establish alternative measures of consultation, this by-law shall identify:

- -the required recipients of the notice and the date that feedback is due to the approval authority.

CONTENT OF NOTICE

- the notice shall, at minimum, contain the following required content:
 - the date on which comments must be submitted and method(s) of submission;
 - a key plan showing the location of the site or area to which the proposed amendment would apply;
 - The proposed amendment, or an explanation of the proposed amendment, sufficient to enable an understanding of its nature and general effect;
 - how information and materials will be made available; and

- [rights of appeal](#)

[ZONING BY-LAW AS A
CONDITION OF CONSENT](#)

- [Where an application for consent to sever will require a zoning by-law amendment as a condition of approval, the notice for the application for consent may also include the notice information for the application for zoning by-law amendment, to satisfy the alternative consultation measures.](#)

CONSIDERATION
OF PUBLIC
SUBMISSIONS

County Council and the Area Councils shall consider all written and verbal submissions concerning a planning matter when making decisions and/or recommendations. An analysis of the written submissions and verbal presentations at public meetings may be prepared and submitted to County Council and the Area Councils as part of any planning report prepared.

CONFLICT
RESOLUTION

Prior to making decisions relating to planning matters, County Council and the Area Councils will encourage appropriate steps to be taken to resolve conflicting issues associated with the proposal. Where conflicting issues remain unresolved, these issues and the measures taken to respond to these issues shall be identified as part of any planning report prepared.

PUBLIC
NOTIFICATION AND
MEETINGS NOT
REQUIRED

Notwithstanding the public notification procedures in this Section, County Council and Area Councils may forego public notification and public meetings(s) and may adopt changes [to this Plan and municipal Zoning By-Laws](#) in the following instances:

- [To](#) correct a minor technical error or omission contained in an amendment which has undergone full public review;
- [To](#) change punctuation or format, alter language, or correct clerical, grammatical, or typographical errors;
- [To](#) insert footnotes or similar annotations to indicate the origin and approval of each provision; and
- [To](#) change the names of various government ministries or agencies and reference to Provincial and Federal statutes in the Official Plan, as these may be amended or revised over the life of the Plan.

[MEETINGS NOT REQUIRED](#)

[Notwithstanding the public meeting requirements for zoning by-law amendment applications, Area Municipalities may forego a public meeting if the following requirements have been met:](#)

- [Approval authority has been delegated, through by-law, to a](#)

County/Area Municipal official in accordance with Section 10.5.1;

- A By-Law has been passed outlining the use of an alternative methods of consultation process which has been met; and,
- No concerns have been identified through written submission during the commenting period identified in the notice.

OPEN HOUSE NOT
REQUIRED

County Council and Area Councils may forego a public open house and instead use alternative methods of consultation for municipally-initiated updates to the Official Plan and Zoning By-law.

Addition of a new subsection 5.5.5 to add policies regarding servicing allocation and recognize the related by-law tools.

SERVICING
ALLOCATION

Recognizing that *centralized water and/or wastewater facilities* have finite/limited capacity available to accommodate growth and *development*, the County may consider adopting a by-law and policy, pursuant to the applicable requirements of the Municipal Act, that provides for the allocation of sewage treatment and/or water supply system capacity and establishes criteria for determining the circumstances under which:

- the allocation of such servicing capacity will be assigned to development approved under the Planning Act; and
- the allocation of servicing capacity may be withdrawn, or reallocated.

Where the County has enacted such a By-law, the allocation, reallocation, and withdrawal of servicing capacity shall be in accordance with that by-law.



Rural Oxford

Economic Development

Economic Development Strategic Plan

2026-2030



Economic Development Strategic Plan

2026-2030

Prepared by:



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Executive Summary

Rural Oxford Economic Development Corporation (Rural Oxford EDC) is a local non-profit organization that focuses on the diverse economic development and investment attraction needs of Oxford County's rural municipalities. Oxford County is a regional municipality in Southwestern Ontario and is amongst the most prosperous rural communities in Ontario with its rich agricultural heritage and extensive agri-business, food processing, transportation, logistics, manufacturing, construction and small business sectors. It is a two-tiered County and home to eight area municipalities including the Townships of Blandford-Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford, Zorra, Town of Tillsonburg, Town of Ingersoll, and the City of Woodstock.

Rural Oxford EDC supports business growth and development in the Townships of Blandford-Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford, and Zorra. Rural Oxford EDC is a collaboration funded by these five-member municipalities. The organization is governed by a volunteer Board of Directors (with two representatives from each member municipality) and employs one full-time staff. The Economic Development Director works with two part-time contractors - an Economic Development Officer and a Brand & Marketing Consultant.

Building on the organization's current Strategic Plan's success, this new Strategic Plan takes a fresh look at the current economic climate, priorities, and opportunities for impact in Rural Oxford. This new Strategic Plan, based on research and community engagement, delivers an action-based roadmap that defines and outlines Rural Oxford EDC's 2026-2030 strategic objectives and goals.

The Strategic Plan was built on an economic and situational analysis of the area's economy and a comprehensive public consultation process. This process merged qualitative and quantitative analyses to develop actions that are realistic and doable, supported by the community, and grounded in the realities of Rural Oxford's economic and cultural landscape.





Process

The Rural Oxford Economic Development team worked with McSweeney & Associates to develop this Strategic Plan. It was prepared through a four-stage process, with each stage building on the work completed previously. The first stage focused on high-level “discovery,” including a review of guiding documents and strategies, as well as an analysis of local labour force data, business activity, and industry strengths. In the second stage, consultation activities were undertaken to develop a deeper understanding of stakeholder perspectives, municipal priorities, and broader community realities. The third stage shifted from understanding to action, beginning with the development of a Strengths, Challenges, Opportunities, Aspirations and Results (SCOAR®) Analysis and a working session to identify practical, achievable actions. This was followed by a Strategic Action Planning Session, which further refined objectives and informed the preparation of a draft Strategy. The final stage concluded with the presentation of the completed Strategic Plan to the organization’s Board.

1: DISCOVER

Current Status Review.

- » Document Review.
- » Employment/Industrial Land Review.
- » Community Analysis.
- » Situational Economic Analysis.
- » Informal Investment Readiness Assessment.

2: DEFINE

Stakeholder Engagement.

- » One-on-one Interviews.
- » Online Survey.
- » Focus Groups.
- » Community Open House.
- » Staff Priority Setting Session.

3: DEVELOP

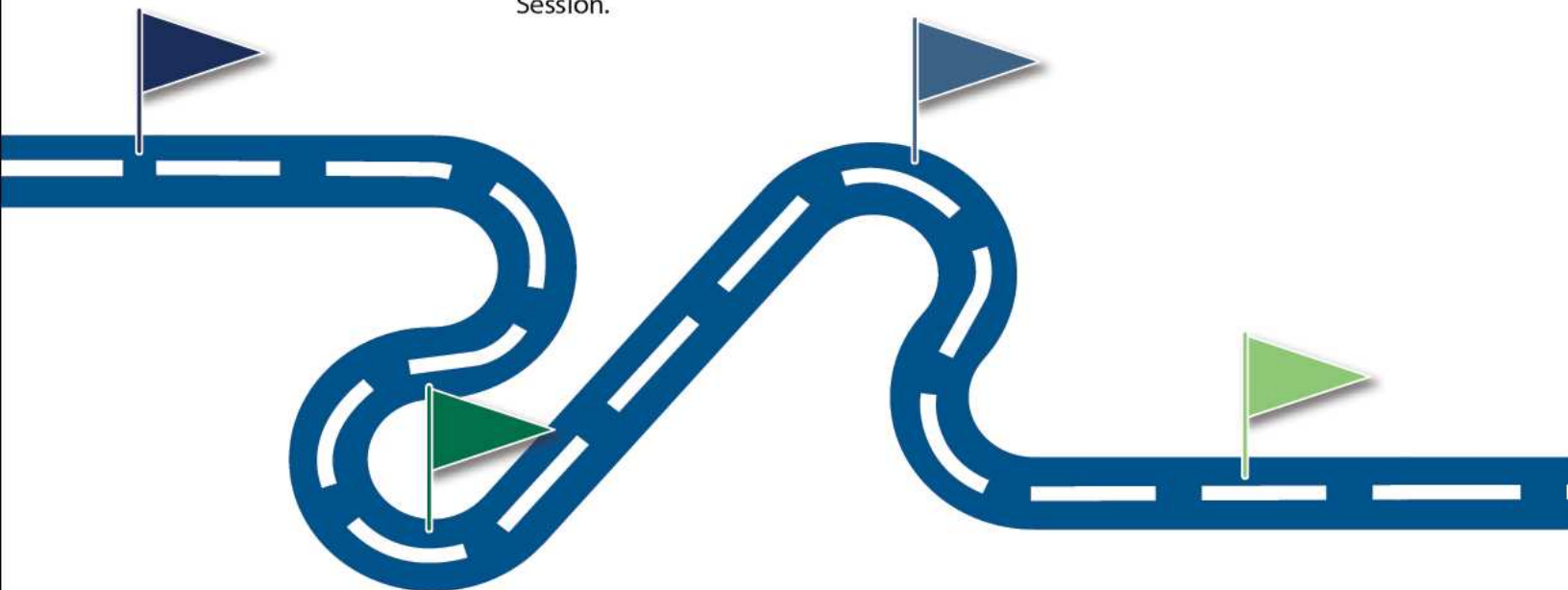
Strategic Development & Implementation Plan.

- » SCOAR®.
- » Working Session.
- » Strategic Action Planning Session.
- » Draft Strategic Plan.
- » Implementation Plan.

4: DELIVER

Present the Results.

- » Final Strategic Plan.
- » Presentation to Board.





Discover: Current Status Review

To begin developing the Rural Oxford Economic Development Strategic Plan, a background analysis was conducted to gain an understanding of the history of the region, and of the area's economic profile. This background analysis included a Document Review and a community and economic analysis.

Document Review

A literature review was undertaken to examine the local climate and economic realities affecting the organization, member municipalities, Oxford County and the broader Ontario context. This review incorporated municipal and county documents, along with various development strategies, providing valuable context to support the project's quantitative data analysis and qualitative stakeholder consultations.

Economic Analysis

The Economic Analysis began with an assessment of the local labour force, noting job counts by sector and occupation. The area's economic picture was further built out, with economic output, sales, and exports by industry profiled. Additional data analyzed included business counts, labour engagement rates, overall jobs and sales figures by industry, and export/supply chain data per sector.

This data was provided for the organization's five member municipalities as well as Oxford County, to provide comparative analysis.

The Economic Analysis can be requested from Rural Oxford EDC staff or can be found on the organization's website.



Sector Analysis

A sector analysis was conducted, profiling agriculture/agri-business, food processing, transportation & logistics, manufacturing, construction, and small business outlooks within the five member municipalities. This data provides the organization with a wealth of information on its current strengths and overall outlook, and each profile is available on the Rural Oxford EDC website.

Informal Investment Readiness Assessment and Employment/Industrial Land Review

An Informal Investment Readiness Assessment was undertaken to identify its current state of investment readiness.

The results were provided to staff as a separate, internal document.



Highlights:

- Rural Oxford EDC regularly updates an evergreen list of available land and potential development properties as they become known.
- There are limited shovel ready lands with water, wastewater infrastructure in place. Most of the rural areas offer 'dry industrial'. This is what should be promoted.
- There is a community profile in place but there could be more robust profiles for Rural Oxford as a whole area, as well as each of the member municipalities. These comprehensive profiles would provide a fulsome set of information for site selectors as well as local businesses interested in locating and/or growing in Rural Oxford.
- Rural Oxford EDC has a newsletter that reaches 1,500 people/organizations to promote local opportunities. As well, they are a part of Oxford Connection and actively promotes Oxford County as the place to do business through annual trade shows and hosting industrial realtors for local Familiarization (FAM) Tours.



Strategic Understanding of the Community and Economic Development Corporation

Rural Oxford EDC is the shared economic development service provider for the Townships of Blandford-Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford, and Zorra. The organization's mandate includes business retention and expansion, attraction, site selection, advocacy, and navigation support through planning and approvals across the five municipalities.

Past and current priorities include workforce development (youth, newcomers, entrepreneurship), targeted business support and networking, supporting the agricultural sector and other key economic opportunities, being a link between businesses and local government. The goals of the organization are vast, though they need to be tempered against the capacity of the organization and the realities of its rural members. That is, business attraction and site selection are valued endeavours and worthwhile goals, but these may be less valuable for the local economies than supporting existing businesses with resources to grow. Rural Oxford EDC has therefore striven to build locally first, then attract externally.

Organizationally, Rural Oxford EDC works to connect rural businesses to county-level planning/engineering (Official Plan, development applications, fees), provincial programs (e.g., Southwestern Ontario Development Fund), and community partners to support local investment opportunities. This connectivity to external governments is critical to manage, as planning and growth management are coordinated with the County through Official Plan policy and multi-year infrastructure planning as well as through each area municipality. Serving as a link between businesses and municipalities, it also seeks to streamline access to planning documents, relevant municipal contacts, and generally support businesses as they engage with government officials.





Member Municipalities

Regarding its member municipalities, though they share a common “rural” identity within Oxford County, they are all unique. Blandford-Blenheim’s economic direction leverages location and logistics along the 400 series highway corridors. Strategically, Blandford-Blenheim is set up to capture small-to-mid scale logistics, agri-business processing, and construction/retail services. East Zorra-Tavistock has stressed “quality-of-life” growth through its agriculture, food, and small-business sectors. Norwich Township presents an agriculture-focused economy, noting opportunities in construction, value-added agri-food, with niche manufacturing and industrial opportunities, where permitted. South-West Oxford spans vast agricultural lands, with a noted emphasis internally around resident workforce development, business retention training/networking, and an interest in streamlining development processes. Finally, Zorra’s recent strategic plan noted the desire for managed growth through a diversified economic base in agriculture, construction, retail and transportation.

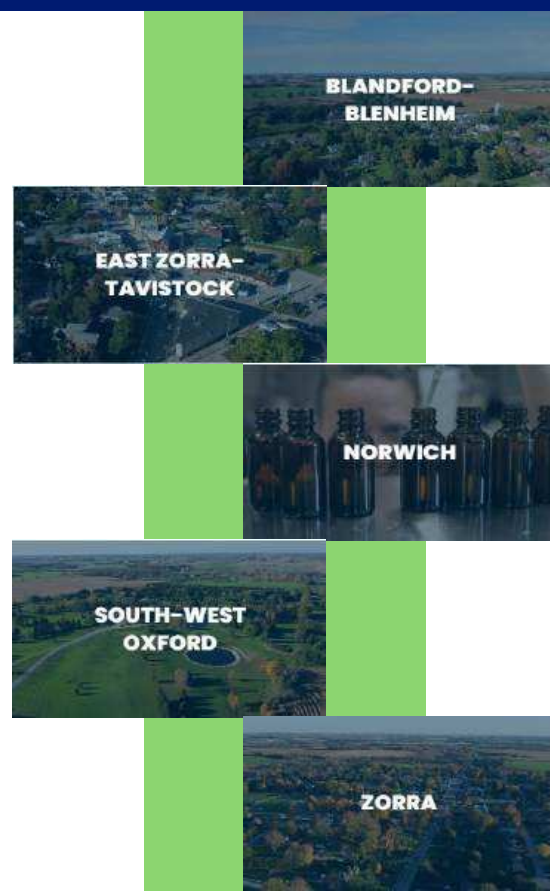
External Connection: Oxford County

Oxford County's 2023–2026 Strategic Plan notes the desire for the County to have “a healthy, vibrant, sustainable future with emphasis on infrastructure, asset management, sustainable growth, and community well-being.” The County seeks to be collaborative with area municipalities, focusing on expansion support, new business formation, and investment attraction.

Oxford County's broader economic base is diversified - with strong roots in agriculture and agri-food, transportation/logistics, healthcare, construction, and a thriving automotive and advanced manufacturing sector. Oxford County as a whole benefits from its proximity to multiple international borders and major highways such as the 401/403 crossroads.

External Connection: Southern Ontario

Within southern Ontario and across northeastern north America, the 401 corridor remains a dominant trade node, with hundreds of millions of dollars of goods passing through daily. As well, and aligned with the local economies, provincial/industry outlooks continue to place manufacturing and agri-food among the province’s core growth sectors. For Rural Oxford EDC and its member municipalities, this alignment supports a strategy centered on land-efficient industrial uses and value-add agri-food businesses. This opportunity is of course balanced against the lack of available ‘shovel ready’ land and the need to temper ambition due to rural infrastructure gaps and servicing timelines. Rural communities tend to pace growth slowly-and-responsibly, but the opportunity does exist.





Define: Stakeholder Engagement

To better understand the community and to gather qualitative insights into the Economic Development Corporation, consultations took place through the summer of 2025. The consultations included representation from community organizations, Staff and Council from each member municipality, Oxford County, businesses, and residents providing input from 160 participants. The information was gleaned from:

- One-on-one interviews
- Online survey
- Focus Groups



Over 160 people/organizations participated in the consultation process.

Develop: Strategic Development & Implementation Plan

SCOAR®

Following the completion of background research and initial consultations, the development phase began with a summary of findings presented through a SCOAR® Analysis. This analysis served as the foundation for identifying the key themes that guided the Working Session.



Working Session

A Working Session was held in mid-August 2025 and was based around 3 themes:

- Enhancing collaboration between the member municipalities and Oxford County.
- Supporting Business Growth in Rural Oxford.
- Strengthening Community Partnerships.

A comprehensive discussion was had by **21 participants** representing community organizations, Council and/or staff from the member municipalities, businesses, and residents. These discussions helped lay the groundwork for the Strategic Plan's community-supported actions.

Strategic Action Planning Session

Drawing on the findings from both quantitative and qualitative research, a series of actions were developed. These actions were reviewed and refined during a strategic action planning session, which included open discussion with staff and the Board's Executive Team. The session resulted in a finalized set of practical and achievable actions that form the foundation of the Strategic Plan.



Actions

Rural Oxford Economic Development Corporation (Rural Oxford EDC) is an arm's length organization that represents the five rural member municipalities in Oxford County - the Townships of Blandford-Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford, Zorra. Rural Oxford EDC is a collaborative organization that promotes business growth and development and elevates economic development efforts across the region. Focusing the efforts of Rural Oxford EDC and increasing awareness for rural development opportunities will grow the organization's capacity and help each member municipality to be ready for investment.

Rural Oxford EDC services currently include:

- ✓ Confidential site selection
- ✓ Assistance with permit and process navigation
- ✓ Liaisons with local, provincial and federal governments
- ✓ Support for expansion and modernization
- ✓ Increased exposure and promotion for your business
- ✓ Referrals to professional service providers
- ✓ Connection to community partners
- ✓ Networking opportunities





Goals and Actions

Goal 1: Strengthen the role and responsibilities of Rural Oxford EDC and how it collaborates with area municipalities and Oxford County.

Actions to establish roles and responsibilities:

1. Develop an Investment Lead Handling Process that outlines the role of Rural Oxford EDC and the role of the member municipalities and how to deal with investment inquiries so as not to duplicate efforts. Establish Rural Oxford EDC as the first point of contact for business and investment inquiries.
2. Work with each member municipality to map the development approvals process with direct contact with the municipal staff responsible. Rural Oxford EDC should have a clear understanding of County and local policy/planning and can clearly communicate those differences.
3. Establish routine meeting schedules with Oxford County staff and member municipality staff (CAOs, planners, CBO's) to specifically discuss local economic development, planning initiatives, and investment inquiries, etc.
4. Develop briefing notes based on information heard through the above meetings and discussions, to provide to local businesses, stakeholders, and Councils as relevant.
5. Create talking points/briefing notes for regional advocacy highlighting priority "infrastructure gaps" (e.g., shovel ready land, high speed internet, gas) which need to be solved to support local business growth.





Goal 2: Marketing Rural Oxford while making it more 'ready for investment' for long-term growth.

Actions for marketing Rural Oxford:

1. Create a new marketing and communications plan - include targeted marketing material, refreshed content for municipal websites, print, digital media, and in-person outreach/events. Continue sharing business success stories.
 - a. Use this marketing plan to secure additional funding through grants, in-kind contributions, and partnership funding.
2. Promote and support what can be done in Rural Oxford - focus on key sectors, on-farm diversified uses, dry industrial, and village cores, etc.
3. Continue to support and participate in Oxford Connection initiatives - collaboratively promote investment attraction in Oxford County.
4. Explore industry associations to promote doing business in Rural Oxford (e.g., The Grove, Agricultural Manufacturers of Canada and Ontario's Food Cluster).
5. Continue to represent Rural Oxford and engage with association partners already advocating for rural Ontario (e.g., ROI, ROMA, SCOR, WOWC, EDCO, EDAC).

Actions to support investment readiness:

1. Inform member municipalities and the County on the need for additional industrial land to drive new investment to Rural Oxford, and then work with stakeholders to bring land to market.
2. Develop community profiles for Rural Oxford as a whole, as well as for each of the member municipalities to provide site selectors with relevant information that helps them to make decisions on investing.
3. Continue investing in relevant economic development and planning training for staff to enhance knowledge and support for business.



Goal 3: Support the Local Business Community through Business Retention, Growth, and Succession Planning.

Actions to support rural downtowns and commercial areas:

1. Help preserve and protect the charm of small rural downtowns by promoting commercial real estate opportunities and businesses for sale in Rural Oxford.
2. Engage with businesses operating directly in rural downtown and village cores to offer marketing support, resources, and to be a collective voice, when needed.
3. Work with Tourism Oxford and the Small Business Centre to finalize and enact a Rural Downtown Partnership program.

Actions to support agriculture:

1. Help raise awareness about the value of the agri-food sector by promoting local agriculture businesses in alignment with the province's Grow Ontario strategy.
2. Support innovation and the adoption of emerging technologies in Rural Oxford's farming sector (e.g., connecting agricultural businesses with funding or research initiatives).

Actions to support business retention and growth:

1. Continue to implement an ongoing, formal business visitation program to consistently meet with businesses to understand their challenges and to explore growth and expansion opportunities.
2. Maintain a comprehensive knowledge base of business support resources and programs (e.g., employment, funding, and marketing).
3. Continue to collaborate with and promote local agencies that support rural businesses (e.g., Tourism Oxford, Community Futures Oxford, Small Business Centre, Community Employment Services, etc.).

Actions to support succession planning:

1. Work with community partners to set up a program that can be used to support succession planning for businesses and farms that are looking to sell.



Goal 4: Continue building organizational capacity.

Actions to support organizational capacity:

1. Continuing the ongoing operational functions and tasks as identified within the previous Strategy:
 - a. Coordinate Rural Oxford EDC board meetings and related administrative functions.
 - b. Support audit and finance committee meetings and reporting.
 - c. Provide economic development activity updates at every board meeting for the board and rural Councils.
2. Explore opportunities for external funding to support Rural Oxford activities, including the potential for additional resources to support new staff.
3. Invest in relevant governance and economic development training for board members to enhance knowledge and support for staff.
4. Investigate the potential to contract a professional planning consultant to provide land use planning support and expertise to Rural Oxford EDC.

Future Forward Strategic Ideas for Rural Oxford

Oxford County is home to a strong network of livestock, plant/seed/fertilizer, equipment and construction businesses, and it has an agricultural base that supports a host of thriving businesses. Oxford County continues to be recognized as a leader in agricultural business practices that are focused on sustainable farming, producing less waste and emissions. Rural Oxford EDC continues to support the local agricultural network by advancing opportunities that attract innovative agricultural practices to the community that help local businesses grow, while minimizing the loss of prime agricultural land.

Other ambitious ideas the EDC could explore to enhance its support for local agri-businesses are projects like developing a local “food business hub”, advocating to host a second Ontario food terminal in Oxford County, or becoming a leader in next-generation agricultural innovation, focusing on the circular economy through adaptive reuse of existing rural commercial/industrial sites for new and expanding businesses (ex. rehabilitation of gravel pits).

These ideas are not presented as direct actions to be undertaken by Rural Oxford EDC but instead serve as forward-looking opportunities for the EDC to be aware of and keep in mind in the future.



Rural Oxford SCOAR®

Strengths

- **Centrally located in southwestern Ontario** with excellent access to major highways (401, 403), rail, key markets (e.g., Greater Toronto Area, London, Kitchener Waterloo) and U.S. border crossings.
- **Engaged Rural Oxford EDC Board of Directors** with representation across all member municipalities and is well-connected and well respected in the community.
- **Agricultural diversity and agricultural adjacent sector** (e.g., ag-related manufacturing) is an economic and cultural strength.
- **Sense of community** with a small-town feel, friendly residents that are considered hard-working.
- **Two-tiered government** allows member municipalities to offer shared services that other similar-sized municipalities across Ontario may not have access to (e.g., Planning).
- **Access to a large available workforce and post-secondary institutions** due to their easy proximity to large urban centres and a growing population that brings diversified skills to the area.
- **Local councils invested in business success** and support for local businesses, by residents and business-to-business relationships are strong.
- **Offers a variety of places (small towns and villages) for businesses to locate.**

Challenges

- **Investment readiness differences between the rural and urban areas:** The urban areas (Woodstock, Ingersoll, Tillsonburg) have more 'shovel ready' land for new investment whereas the rural areas have very limited amounts of serviced/zoned industrial lands.
- **Economic capacity and development needs differ by member municipality** and can be difficult to balance.
- **Two-tiered government.** Member municipalities are regulated by Oxford County policies with respect to infrastructure (water and wastewater) that is required to develop the rural areas.
- **Limited infrastructure capacity** in member municipalities (e.g., hydro, infrastructure, water/wastewater, gas, internet) compared to larger urban communities.
- **Balancing agricultural land use needs** (and preserving agricultural land) with anticipated population growth.
- **Limited amount of public or privately owned shovel ready land for ICI growth** throughout most of the five member municipalities.



- **Understanding the complexities of the development process and costs**, is perceived that it is lengthy/burdensome administrative creating 'red tape' to slow the process down.
- **The Rural Oxford EDC brand can struggle to get the same visibility** to potential investors as Woodstock/Ingersoll/Tillsonburg.
- **Lack of clarity for businesses on who to engage with** (e.g., County or individual municipalities or Rural Oxford EDC).
- **Lack of public transportation options** or any transportation options outside of private vehicle.
- **There is no clear, documented process on how to deal with investment enquiries** between stakeholders (e.g., municipalities connecting businesses to Rural Oxford EDC).

Opportunities

- **Work more closely with Oxford County** to find solutions to support development in member municipalities.
- **Continue to work better together with the member municipalities** on big picture issues aimed at being ready for investment with a clear understanding of the roles of the Rural Oxford EDC and the member municipalities to reduce duplication.
- **Increased consistent communications from municipalities to businesses** using social media and municipal websites to expand outreach and connectivity.
- **Continue to use Rural Oxford EDC as the connector** between businesses and member municipalities to help retain and grow businesses.
- **Continue to support the growth of agriculture and ag-related businesses** (rural-based tourism, food processing).
- Support the implementation of CIPs to beautify villages in member municipalities.
- **Rural Oxford EDC to be the organization to advocate for the member municipalities** to support the economic development concerns of the five municipalities.
- **Demonstrate how the member municipalities and Rural Oxford EDC can collaborate together for success.**
- **Support value-added agricultural businesses** to diversify the local economy.
- Work with municipal members to look at ways to streamline and modernize the planning and permitting process.
- Continue to feature rural businesses through local programs and digital media promotions.



Aspirations

The Rural Oxford EDC aspires to:

- support rural diversification and growth in agriculture, agri-business, dry/light industrial, and commercial developments.
- have balanced growth in member municipalities that protects agricultural land while allowing for local business expansion and business attraction, making sure it works for the community and that what makes the community strong is protected.
- be proactive and connect businesses with business resources available to them.
- have an agricultural sector in member municipalities that is valued and respected for its contribution to the local economy.
- have greater connection with the five member municipalities and a stronger economic development focused voice with Oxford County on behalf of member municipalities - working as a cohesive collaboration.
- be a recognizable brand that reflects a positive impression of the area and what it has to offer to agri-business, dry/light industrial, and commercial investors.
- have vibrant villages and towns in member municipalities with businesses to support the growing population.

Results

The Rural Oxford EDC will:

- **have a strong and united working relationship** with member municipalities, individually and collectively, and will have a common vision for bringing investment to member municipalities.
- **be a valued organization that is known as THE point of contact** for anyone interested in business growth/expansion.
- **promote the availability of serviced, shovel-ready land** for development.
- **improved infrastructure connectivity** (roads, internet, water/wastewater) that meet the needs of all member municipalities.
- **have developed a more sustainable, diversified economy** that can weather economic downturns.



Rural Oxford

Economic Development

Confidential Site Selection • Expansion Support
Advocacy • Resources • Connections



ruraloxford.ca

Rural Oxford
Economic Development
ruraloxford.ca



To: Mayor Petersen and Councilors
Township of Blandford-Blenheim

From: Peter and Irene Lass, 856851 River Road, Plattsville, and;
Jeanette and Lowell Ewert, 856910 River Road, Plattsville.

Re: Proposal to decommission one-half km of River Road from 856910 River Road, Plattsville, to Oxford/Waterloo Road and several hundred metres of Oxford Waterloo East of the old closed steel bridge

Date: October 16, 2025

The purpose of this proposal is to respectfully request that the Blandford-Blenheim Township Council consider decommissioning one-half km of River Road that only serves two landowners, Peter and Irene Lass, and Jeanette and Lowell Ewert. It would be logical to also close approximately 300 meters of Oxford/Waterloo Road jointly managed by Blandford-Blenheim and Wilmot Township from the old steel bridge that has been permanently closed to the East. Noted in red on the attached map is the section of River Road that we propose be decommissioned (as well as the section of Oxford/Waterloo that could also be decommissioned at the same time).

Reasons why we believe that decommissioning this section of the road is in the interests of the Township of Blandford-Blenheim as well as our community include:

- **Cost of maintaining the road.** While we do not have access to records itemizing the financial cost of maintaining this section of River Road, we are aware that the township annually invests considerable resources to maintain the road as it regularly floods and washes out, mow the ditches, clean up garbage that is often dumped in the ditches, and grade and remove snow from the road. This section of River Road is more expensive to maintain than is any other section of road in this area. We have counted at least six different places on River Road and Oxford/Waterloo where flood waters have washed gravel off the road and into adjoining fields/ditches during 2025 alone. Flooding regularly creates a significant problem in multiple areas along this part of the road.
- **Township liability issues.** This section of River Road also creates liability issues for the Township as it needs to regularly trim dead and dying trees that border the road and create a safety hazard, and monitor the road in the event of heavy rains when flooding and road wash-outs may create risk for drivers who use the road. If this

section of the road was closed, these two liability issues would be completely avoided. We also believe that the Township's interests would be served by partial closure of River Road as it would diminish the number of cars using Oxford/Waterloo to turn onto Hofstetter Road. This Oxford/Waterloo – Hofstetter Road intersection is dangerous and the site of an automobile fatality several years ago. Cars regularly travel on Hofstetter Road at speeds above the posted limit, creating a heightened safety risk. All of us who have entered or crossed Hofstetter Road from Oxford/Waterloo have had close encounters. Reducing the number of cars who use this Oxford/Waterloo intersection therefore lowers the risk of another serious accident, and we believe it is in the Township's best interest to reduce this risk if it can be done easily, safely and cheaply. We have also noticed that the concrete blocks the Township has placed on the old steel bridge to prevent motorized vehicles from crossing on it are regularly pushed aside, frustrating the Township's goal of preventing anything other than foot traffic from use of the bridge.

- **Recouping cost of gravel.** If the proposed section of River Road and Oxford Waterloo were decommissioned, the Township would be able to reclaim probably 6 – 10 inches of gravel currently composing the road, which could be a very valuable commodity.
- **Land owners served by the road.** The property of only two landowners is served by this section of the River Road, and both are very supportive to have the road closed. The main impact closing this section of the River Road for both of us petitioner is that we will need to go South for one-half km after exiting our driveway, rather than turn North on River Road. The only farmer who periodically uses this section of River Road to move farm equipment between farms has told us that while use of River Road is more convenient, he understands the rationale for closing this section of River Road and will not oppose this request as he has an easy alternative. The two farm parcels located just off the short section of Oxford Waterloo could also still access their parcels with driveways on Oxford Waterloo just West of the culvert serving the municipal drain.
- **Other persons who use this section of River Road.** No one other than the Lass and Ewert landowners have an essential reason to use this section of River Road. For everyone else, use of this section of road is discretionary, for whom closure will not be a significant inconvenience. We have noticed that this section of the road has been mostly used the past few years by:
 - Persons who go for a walk with or without a dog, or to birdwatch, fish, explore romantic relationships, etc.

- Persons who use the remote and unmonitored area to dump garbage, set up unauthorized camp, and although we have no factual proof, we suspect that it is the site of illegal drug transactions.
 - A particular challenge has been to prevent four-wheelers and dirt bikes who ignore no trespassing signs to drive through the river flats, often driving in the Nith River in violation of law, creating liability risks, but who then disappear before the police can intervene or the landowners can confront them.
- Recently in response to a call to the OPP about a campsite that was created next to the Nith River, the landowner was encouraged to deal with it, and “call if there is a problem,” putting the landowner in an awkward position. This area has been posted “no trespassing.”

- **Reducing the likelihood of the river flats being used inappropriately.** It is our opinion that if this section of River Road were permanently closed, the difficulty the adjoining landowners have had in managing the negative and unauthorized uses on their property would be diminished. Persons who mistreat the land are less likely to do so if it is not convenient to do so. It is easy to dump garbage from the back of a pickup. It is less likely someone would lug old tires or sacks of garbage along a decommissioned road to dump them.
 - **Naturalizing the river flats.** The petitioner landowners have a vision to naturalize the river flats, plant it full of trees and shrubs, and continue to make it available as a natural preserve, assuming legal and liability issues can be sorted out. The Ewerts have planted in excess of 12,000 trees and shrubs on their 50-acre adjoining parcel over the last 25 years, and have more recently begun a similar effort to fill the 7-acre river flat parcel between River Road and the Nith River in Jeanette Ewert’s name with trees as well. Some of these trees are just starting to poke their heads above the grass. The frequent flooding of this area, as well as ice-floes during spring melting, has made tree planting in this area more challenging.
- Ewert’s are currently in conversation with Rare Charitable Research Reserve (which has initiated conversation with other land trusts), exploring whether it may be possible to make a donation of the entire area between River Road and the Nith River as a permanent nature area to a land trust. Ewert’s are currently exploring the legal and tax implications, and conducting due-diligence, on this possible option. Petitioners would like to see this approximate 10-acre area permanently protected, available for public use, as long as our interests as neighboring landowners can be protected. Conditions we have raised with the various land trusts that address our interests include: no four-wheelers or dirt bikes, no bush parties, no garbage dumping, no camping or fires, etc.

Rare Charitable Research Reserve has expressed interest in seeing if the potential donation of river flats between River Road and the Nith River could tie into a possible nature corridor running alongside the Nith River due North one km to the F.H. Montgomery Sanctuary managed by Waterloo Region Nature on Bridge Street, and an adjacent Ducks Unlimited Wetlands/Turtle Habitat recently established there. We believe that Ontario Nature and Rare would be good partners to explore how to conserve the wetlands along this corridor and protect this part of the watershed.

Request to the Blandford Blenheim Township Council.

We respectfully request that you authorize a conversation to discuss how our mutual interests may best be addressed. We hereby specifically propose the following:

- **Decommission River Road from 856910 River Road to Oxford/Waterloo.** We also think it makes sense to close a section of Oxford/Waterloo from the old steel bridge East to 300 metres to the Reha Drain but this not necessarily dependent on closing a part of River Road.
- **Post Road Closure Signs.** Post a warning sign on River Road near Road 14 stating that the road is closed, and another warning sign near the Ewert driveway.
- **Install a barrier.** Install a barrier just North of the Ewert driveway that will make it impossible for four-wheelers, dirt-bikes, or any other motorized vehicle to pass by.
- **Reclaim gravel.** Reclaim the top 6 – 10 inches of gravel on the decommissioned section of the roads to speed up the process of turning this area into a nature reserve. If there is no gravel or traffic, the trees and shrubs will quickly take over. It's also likely that the Grand River Conservation Authority specialists would be willing to advise on how to best reforest this area as they have offered some advice in the past about tree and shrub planting.
- **Be a willing partner** to explore with us how we can be good stewards of the river flats area in a way that protects our interests, and creates a permanently protected sensitive environmental area. We welcome your advice and suggestions.

Summary of financial aspects of this proposal

While we do not have a clear estimate of the financial cost, we assume that this proposal, if adopted, would entail the following financial implications:

- **Costs to be incurred** by the Township to consider this proposal:
 - Obtaining a legal opinion, posting public notices, staff time, etc.
 - Signage noting that River Road or part of Oxford/Waterloo Road is closed.
 - Permanent barrier blocking River Road and/or part of Oxford/Waterloo.

- Cost to create a turn-around, if needed.
- **Cost savings or expenses recouped** by the Township:
 - No longer need to gravel, maintain or repair a very problematic section of River Road. Some liability risks will also be removed or reduced if the road is closed.
 - Reclaiming a lot of gravel that can be used elsewhere if the road is closed.

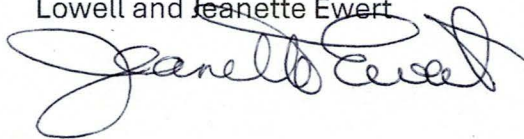
Thank you for your consideration of this proposal. We welcome further conversation to more fully explore this proposal.



Peter and Irene Lass



Lowell and Jeanette Ewert

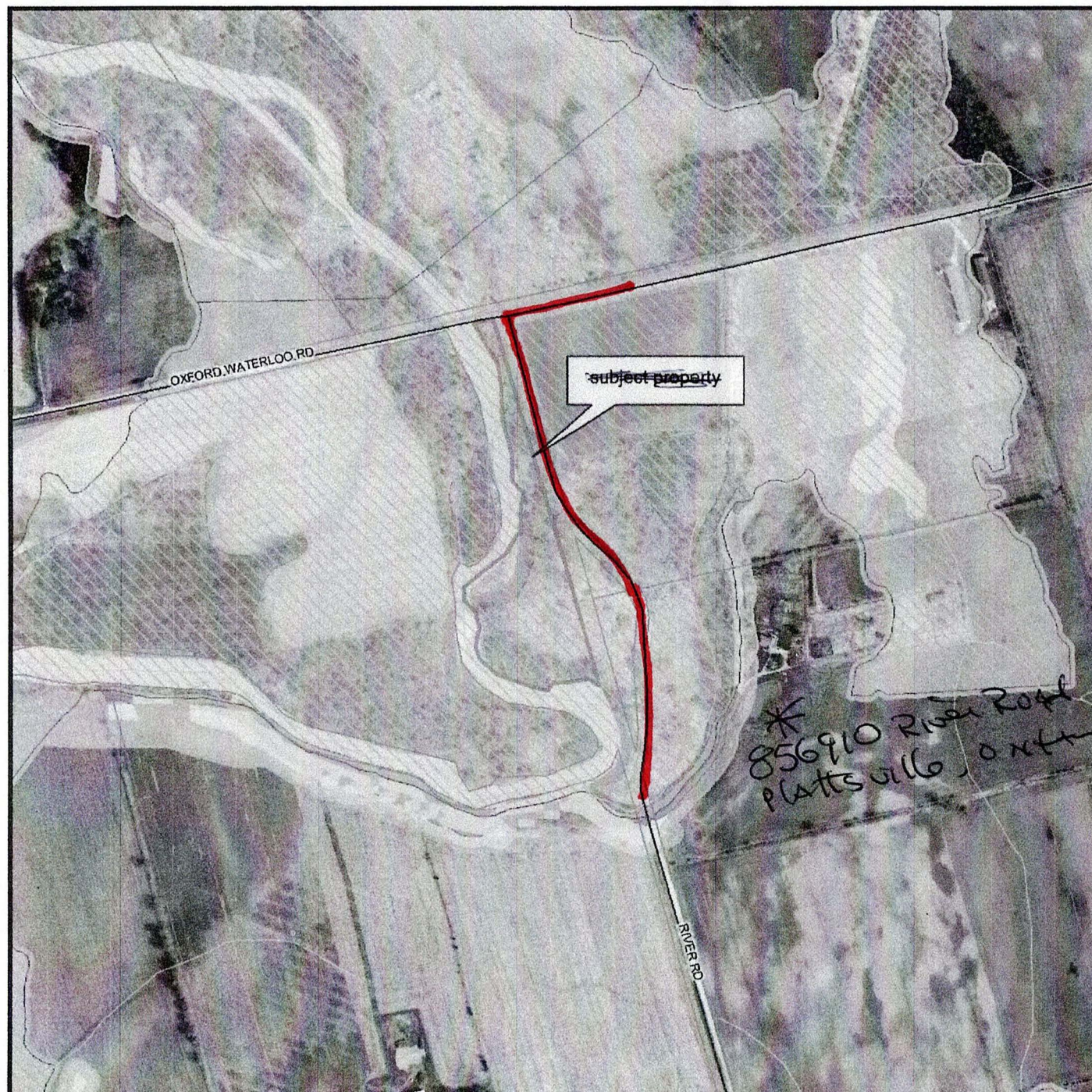




River Rd & Nith River

LEGEND

- WATERSHED BOUNDARY (GRCA)
- UTILITY LINE (NRVIS)
- ROADS-ADDRESSED (MNR)
- RAILWAY (NRVIS)
- DRAINAGE-NETWORK (GRCA)
- PARCELS-ASSESSMENT (MPAC)
- FLOODPLAIN (GRCA)
- ENGINEERED
- APPROXIMATE
- ESTIMATED
- WETLAND (GRCA)
- SLOPE VALLEY (GRCA)
- STEEP
- OVERSTEEP
- SLOPE EROSION (GRCA)
- STEEP
- OVERSTEEP
- TOE
- PARKS (GRCA)
- REGULATION LIMIT 2014 (GRCA)
- DRAINAGE-POLY (NRVIS)
- 2010 ORTHO (ONT)



GRCA Disclaimer

This map is for illustrative purposes only. Information contained hereon is not a substitute for professional review or a site survey and is subject to change without notice. The Grand River Conservation Authority takes no responsibility for, nor guarantees, the accuracy of the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

The source for each data layer is shown in parentheses in the map legend. For a complete listing of sources and citations go to:

<http://grims.grandriver.ca/docs/SourcesCitations1.htm>

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NAD 1983, UTM Zone 17

Scale 1:6,982



From:
To:
Cc: Hall rental policy
Subject: October 20, 2025 3:08:13 PM
Date: [Outlook-1511795710.gif](#)
Attachments:

Hello folks,

I would like to host one or two Environmental Farm Plan workshops in the Lions Hall at the Plattsville Arena this winter. The EFP has been around for agricultural producers since the early 90's, and is currently funded through the Sustainable Canadian Agricultural Policy, a federal-provincial-territorial initiative. The venue in Plattsville would be an ideal location pulling participants from several nearby counties.

Due to requirements from our funding partners, we have set budgets and a minimum number of participants needed in order to run these workshops. At this time, I hesitate to book the facility without knowing definitely if I would have enough participants. I respectfully request that you consider waiving the non-refundable deposit that Blandford-Blenheim has in place for hall rentals in this instance.

Sincerely,
Cathy

Cathy Dibble
OSCIA Field Representative,
Thames Valley Regional Communication Coordinator

@TVRSCIA on Twitter



Mid-June to Mid-September, 2025 Economic Development Activity

| Business Support Interactions: | June 15 to Sept 15 |
|---------------------------------------|---------------------------|
| ➤ Expansion, Location & Development | 20 |
| ➤ General Business / Marketing | 22 |
| ➤ Related to Succession Planning | 5 |
| ➤ Business Visits | 12 |
| ➤ Events Attended | 5 |

Expansion, Location & Development Conversations by Industry:

Green Roof Production, Animal Bedding Manufacturing, Industrial Equipment Manufacturing, Personal Care Product Manufacturing, Concrete Construction, Campground & Recreation, Retirement Village, Coffee Shop, Animal Crematorium, Truck & Trailer, Warehousing, Chemical Manufacturer, Dairy & Retail Store for Sale, Agri-Business Properties for Sale, Commercial/Warehouse Space for Sale, Commercial/Warehouse & Office Space for Lease.

Events Attended:

Norwich Chamber Progressive Tour, Community Futures Oxford Open House, Teeny Tiny Summit – Mt. Brydes, Woodstock Economic Development Open House, Discover Rural Oxford at Canada's Outdoor Farm Show

Projects & Partner Collaboration:

- a. Rural Oxford EDC's New 5-Year Strategic Plan
 - Support McSweeney through the Community Consultation phase
 - Host four in-person Community Engagement Sessions
 - Host Board Strategic Priority Setting Workshop
 - Assist McSweeney with draft Community Engagement Working Session Feedback, SCOAR Results & Themes, Goals & Actions, and Strategic Plan
 - Board Executive review of the Community Engagement Working Session Feedback, SCOAR Results & Themes
 - Board Executive meeting to discuss Goals & Actions
 - Board Executive review of the draft 2026-2030 Strategic Plan
- b. Rural Oxford BR&E Visits (2025 Targeted Sectors: Agri-Business & Tourism)
 - 8 of 24 Business Visits Completed
 - Next Steps: Outreach, Business Visits, Survey Follow-up

- c. “Discover Rural Oxford” at Canada’s Outdoor Farm Show (September 9th-11th)
 - Another Successful Event Showcasing 15 Rural Oxford Businesses
 - Supported by 11 Volunteers, including partners from Norwich Township, Tourism Oxford and the Small Business Centre
 - An estimated 25000+ visitors attend Canada’s Outdoor Farm Show
 - Minister L. Thompson and the President of COFS commended the Exhibit
 - Meet the Local Businesses Showcased this year:
<https://ruraloxford.ca/discover-rural-oxford-meet-the-local-businesses-showcasing-the-best-of-rural-oxford-at-canadas-outdoor-farm-show/>
 - Enhanced Marketing this year:
 - o Quality videos promoting Discover Rural Oxford Vendors created and can be found on our website, Facebook, Instagram, LinkedIn
 - o Created post card handouts with a QR code leading to a Digital Map so that Vendors can be easily found/ visited after the Farm Show
 - o Local advertising ‘Pre and Post’ Farm Show (digital and print)
 - o Interactive Map and Discover Rural Oxford Photo Frame built for visitors to take photos at our Booth, tagging #RuralOxford on social media
 - Next Steps: Participant survey, metrics, post-event meeting with COFS
 - Learn More: <https://ruraloxford.ca/discover>
- d. 8 NEW Stories added to our Newsroom: <https://ruraloxford.ca/news>
 - Ontario Celebrates the Opening of peopleCare’s Long-Term Care Home in Tavistock; Irv’s Ice Cream Shop – A Sweet Journey Back; Ontario Investing in Indigenous-Led Economic Opportunities; Discover Rural Oxford – Meet the Local Businesses Being Showcased; Malcolm Excavating – A Family Succession Story; Ontario Investing \$2M to Help Young Entrepreneurs Start and Grow Businesses (via Futurpreneur); Moore’s Seeds – A Century of Quality, Community, and Growth; Ontario Protecting Workers by Introducing First-in-Canada Labour Mobility Changes
- e. Partner Meetings:
 - Oxford County CAO – Economic Development Focus Group
 - Oxford County Planning – Growth Forecast & Land Needs
 - Oxford Connection – Plan for Real Estate Appreciation Event
 - South Central Ontario Region (SCOR) EDC
 - Western Ontario Warden’s Caucus (WOWC)
 - Southern Ontario Fund for Investment & Innovation (SOFII)
 - Met with all 5 Township CAOs

Governance & Administration:

- Organize the June AGM & Board Meeting
- Organize Board Strategic Priority Setting Session
- Meeting with McSweeney & Associates and Board Executive to review Strategic Plan Goals & Actions, and Next Steps
- Regular Strategic Planning Meetings with McSweeney & Associates
- Send Accountant signed copy of 2024 Audited Financial Statements
- Contact Law Clerk about updating Directors on corporate documents
- Renew D&O and General Liability Insurance
- Complete monthly Purchasing Card reconciliation reports
- Prepare for September 19th Board Meeting

Follow-up / Action Items:

As requested, this Board package includes:

1. Rural Oxford County 10-year assessment data plus provincial comparison data
2. An ecosystem overview of Oxford County Business Service Providers
3. The Grow Ontario – A Provincial Agri-Food Strategy:
<https://files.ontario.ca/omafra-grow-ontario-strategy-en-2022-11-28.pdf>
4. The Ministry of Agriculture, Food and Rural Affairs published plans and annual reports 2024 – 2025: <https://www.ontario.ca/page/published-plans-and-annual-reports-2024-2025-ministry-agriculture-food-and-rural-affairs>



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Jim Borton, Director of Public Works

Reviewed by: Josh Brick, Chief Administrative Officer

Date: October 30, 2025

Council Meeting Date: November 5, 2025

Report Title: Monthly Report

Report No.: PW-25-17

Recommendation:

That Report PW-25-17 be received as information.

Executive Summary:

Below are the activities for the Public Works Department for the month of October.

Background:

Each month, the Public Works Department provides an update on the business of the Public Works Department.

Analysis & Discussion:

Capital:

Princeton Phase 4 – This phase is coming close to being completed. All the underground work has been completed; curbs, sidewalks and base asphalt have been installed. They are working on paving the driveways and on getting the topsoil and sod completed. Township staff, the Township engineering staff and the contractor will be doing a walk through to identify deficiencies that will need to be fixed.

Bridge 24 EA – The Township is still waiting for the completed reports to be approved by our Indigenous partners. Once this is completed, the drawings can be finalized, and the project can be sent out to tender.

County Shared Service Group/Road Association/Training/AORS:

Shared Services meeting – We met in Woodstock at the renovated Engineering/Public Works facility. We had a presentation from Complete Locating Services Inc. and Pam Antonio from Oxford County Waste management.

Road Association – The Oxford Assoc. hosted the annual joint Oxford/Elgin/Middlesex meeting. We had 89 Public Works professionals attended. There was a mini trade show and speakers from Simcoe County, Intact Insurance and a presenter on Training, Motivation and Development.

Training – All Public Works staff attended the annual winter maintenance training. This is done jointly with the other Municipalities in Oxford County.

AORS – The Oxford County Road Supervisors Association has received their finances back from the Trade Show that was hosted in Oxford earlier this year. The 2025 Trade Show was a huge success, breaking records for attendance and supplier booths. The OCRSA made a profit of \$111,385.04 from the show. We are happy to announce that \$91,385.04 will be donated back into Oxford County. \$22,846.25 will go to each of the 3 Hospitals and \$4,569.25 will go to each of the 5 food banks.

Drainage:

As we move into fall and crops start to come off the fields, more drain repairs will be completed and reported to be cleaned and repaired.

Locates continue to come in for drains and streetlights.

Adam has been reviewing the Townships CLI – ECA documentation

Adam has been reviewing legislation on SWM (Storm Water Management Ponds) what future legislation may contain as far as monitoring processes and maintenance functions and timelines.

Adam has joined a collaboration group with the other rural municipalities to look at the Provincial CLI-ECA documentation and the maintenance and monitoring of storm water ponds.

Other:

During the month of October staff demoed a shoulder machine that attached to the front of our backhoe. It worked very well and allowed staff to put a lot of material on the Township road shoulders. Grading and grass cutting has also taken place.

Working on approving road permits that would allow Xplorenet to use the Township right of way to run fibreoptic cable in the Township.

Working with MESH, the Public Works service coordinator, Community Services and the Drainage Superintendent to create an on-line check list for equipment inspections and patrols. We will be looking into park inspections and some activities at the arena.

Attend biweekly meetings on the progress of the Princeton project.

Staff is continuing to meet with landowners at outdoor sites to discuss ditch or road issues.

Coordinate with the contractor for fill to build up Township Road 12 (Trussler-Blenheim)

Coordinate the removal of fill from the Romano Pond. Ensure dump sites are accessible and are not restricted from dumping at the site.

Strategic Priorities:**Engaged and Informed Community**

Open communication and transparency.

Excellence in Public Service

Well-planned public works maintenance and capital projects.

Financial Considerations:

None.

Respectfully submitted by:

Jim Borton CRS-S
Director of Public Works

Appendix:**Follow up**

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Adam Degier, Drainage Superintendent

Reviewed by: Josh Brick, Chief Administrative Officer

Date: October 21, 2025

Council Meeting Date: November 5, 2025

Report Title: Appointment of Engineer – Sparks Drain

Report No.: Public Works - 2025 - 01

Recommendation:

That Report DS-25-03 be received as information; and,

Whereas the Grand River Conservation Authority have not registered any comments to the petition for drainage works for the Lot 9 and 10 Concession 4, Blenheim; Blandford-Blenheim from John Pynenburg in the affected area of the existing private Sparks Drain; and further,

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

Executive Summary:

Council accepted a signed petition for the Sparks Drain, council may appoint an engineer.

Background:

We received a signed petition in September 2025 for drainage works in the area of Lot 9 and 10, Concession 4, from John Pynenburg and fellow property owners to provide an outlet for drainage. This property is in the watershed historically known as the Sparks Drain.

The GRCA have been notified of council's intention to proceed with the petition that was accepted at the September 17, 2025 council meeting.

Also, Council has not received any request for cost benefit statements or environmental appraisal as per Section 6 and 7 of the Drainage Act.

Analysis & Discussion:

Therefore, in accordance with Section 8 of the Drainage Act Council may appoint an Engineer to prepare a report in accordance with Section 4 of the Act.

Strategic Priorities:

Responsible and Strategic Growth

Financial Considerations:

The cost of all municipal drains is assessed to affected landowners in the area of the drainage works.

This drain will affect Township Rd 4.

Appendix:

Sparks Drain Map.

Respectfully submitted by:

Adam Degier,
Drainage Superintendent

Follow up

In adopting this report, what follow up action is required?

☐ By-law

☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk

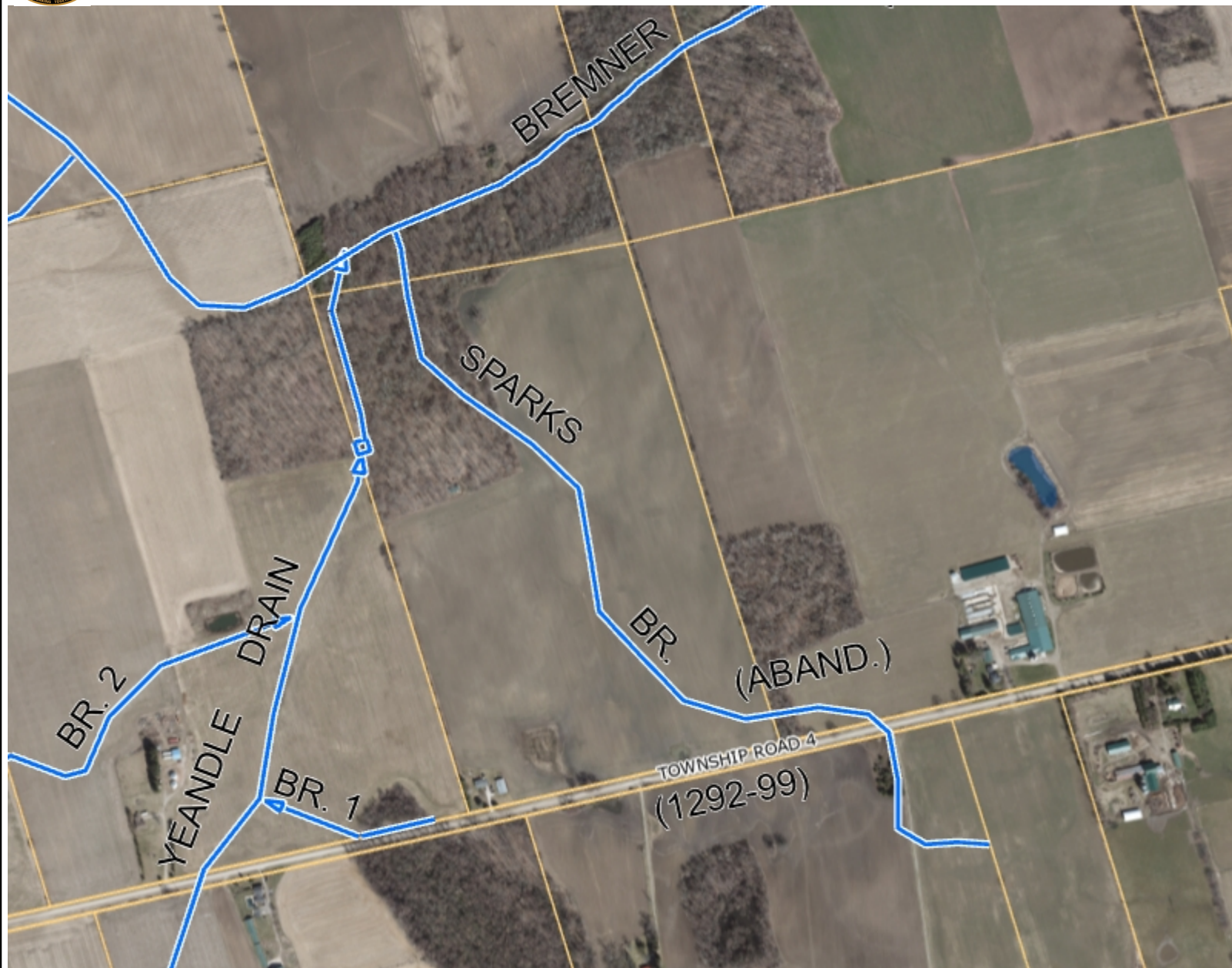
☐ Social media/Website update or communication

☒ Other communication – Specify: Appointment of Engineer Notice



Sparks Drain (Abandoned)

Item 10.b



Legend

Notes



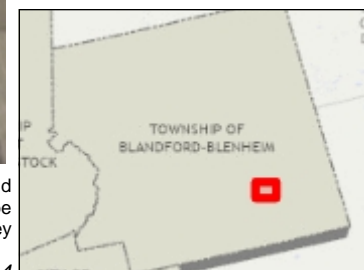
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NAD_1983_UTM_Zone_17N



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

December 10, 2024





TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Trevor Baer, Manager of Community Services

Reviewed by: Sarah Matheson, Director Corporate Services / Clerk
Denise Krug, Director of Finance / Treasurer
Josh Brick, Chief Administrative Officer

Date: October 29, 2025

Council Meeting Date: November 5, 2025

Report Title: Partnership Agreement

Report No.: CS-25-21

Recommendation:

That Report CS-25-21 be received as information; and further,

That Council direct staff to proceed with the partnership between the Township of Blandford-Blenheim and the Drumbo Agricultural Society under the agreed terms, which include the Township providing grass cutting services for 2026 season, at the Drumbo Agricultural Society property to support Early ON programming hosted in the Drumbo Agricultural Hall for a 48-week period.

Executive Summary:

This report follows up on Report CS-25-15 and Council's previous direction to staff to negotiate a viable partnership arrangement with the Drumbo Agricultural Society to support Early ON programming at Drumbo Hall.

Following discussions with all parties, including Oxford County's Early ON program, staff have reached a mutually agreeable arrangement consistent with Council's direction. The Township will provide grass cutting at the Drumbo Agricultural Society property, while Early ON will enter into a direct agreement with the Agricultural Society to operate weekly programming within the hall.

This partnership provides a cost-effective way to deliver valuable family programming in Drumbo while maintaining positive collaboration between the Township, local organizations, and the County.

Background:

At its meeting on May 7, 2025, Council received Report CS-25-07 outlining a proposal from the Drumbo Agricultural Society for Early ON programming to be hosted at the Drumbo Hall. The proposal requested that the Township provide grass cutting, snow removal, and a \$1,000 contribution in exchange for program access once per week for 48 weeks annually.

After further review, Council directed staff (via Resolution #5 on June 4, 2025) to proceed under Option A, which included:

- Township-provided grass cutting services;
- A \$1,000 Township contribution; and
- The Drumbo Agricultural Society contracting snow removal independently.

Following Council's direction, the Agricultural Society presented a counter-offer requesting an increased financial contribution and light post-program cleaning. Staff reviewed these requests and determined that grass cutting could be supported within existing operations, but additional cleaning and increased financial contribution would not be required under the agreed terms.

After several meetings, with Drumbo Agricultural Society and Early ON a verbal agreement was reached aligning with direction. The Township will cut the grass at the Drumbo Agricultural property for the 2026 season, the funding contribution request, and the cleaning will be an agreement between Early ON and the Drumbo Agricultural Society. Once Early ON sends over flyer for this program, township will promote it on the website and Social Medea.

Analysis & Discussion:

The final arrangement reflects a cooperative partnership between the Township, Early ON, and the Drumbo Agricultural Society:

- **Township Responsibilities:**
The Township will cut the grass at the Drumbo Agricultural Society property on the same schedule as the Drumbo Park and Township Office—once per week during the growing season, or as needed.
- **Drumbo Agricultural Society Responsibilities:**
The Agricultural Society will maintain the hall facilities and enter into a formal agreement with Early ON for rental, cleaning, and insurance purposes. The Drumbo Agricultural Society shall not assign, subcontract, or otherwise transfer the Township's grass cutting services to any other party. Furthermore, the Society shall not charge any third party, including the Drumbo Heritage Society, for grass cutting services provided by the Township
- **Early ON Program:**
Early ON will host a two-hour weekly program for 48 weeks annually, operating under its standard program framework and in accordance with County requirements. Early ON will enter into a formal agreement with Drumbo Agricultural Society with terms that they both agree on for this programming.

This agreement supports the Township's goal of enabling community partnerships that provide social benefit while minimizing operational and financial strain.

Strategic Priorities:

Excellence in Public Service

The Township is demonstrating its commitment to collaboration and efficient service delivery by facilitating partnerships that expand community programming through shared resources.

Responsible and Strategic Growth

By enabling local, family-centered programming in a growing rural area, the Township continues to promote balanced and sustainable service growth aligned with community needs.

Community Well-Being and Inclusivity

EarlyON programs foster inclusivity, social connection, and early childhood development, benefiting not only children but also parents, grandparents, and caregivers across generations.

Financial Considerations:

There is no additional financial impact beyond the operational costs associated with grass cutting, which will be managed within existing budgets and staff scheduling.

No direct Township payment will be made to the Drumbo Agricultural Society under this finalized arrangement.

Respectfully submitted by,

Trevor Baer
Manager of Community Services
Click or tap here to enter text.

Appendix:

None.

Follow up

In adopting this report, what follow up action is required?

☐ By-law

☒ Agreement(s)/document(s) to be signed by Mayor and/or Clerk

☐ Social media/Website update or communication

☐ Other communication – Specify:



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Trevor Baer, Manager of Community Services

Reviewed by: Sarah Matheson, Director of Corporate Services / Clerk
Josh Brick, Chief Administrative Officer

Date: October 29, 2025

Council Meeting Date: November 5, 2025

Report Title: Partnership Programing - Adult Programs

Report No.: Community Services - 2025 - 02

Recommendation:

That Report CS-25-21 be received as information.

Executive Summary:

Following Council's approval of Report CS-25-19, staff-initiated outreach to local community organizations to collaborate on the development and delivery of Adult and Youth Drop-In programming across the Township.

The response from community partners has been very positive. The Friends of Princeton Park, Plattsville Lions Club, and Maple Grove Seniors in Drumbo have each expressed strong interest in participating. These groups will assist in planning, hosting, and facilitating activities that promote recreation, social engagement, and community connection.

Program start dates are being finalized, with the intent to begin sessions in November 2025. Information will be promoted on the Township's website and social media once schedules are confirmed.

Background:

On October 15, 2025, Council directed staff to re-establish Adult and Youth Drop-In Centers to enhance community well-being and inclusivity through accessible, no-cost recreational programming. The initiative aims to provide welcoming spaces for residents of all ages to

connect, socialize, and participate in community life.

Staff were further directed to reach out to local groups, schools, and volunteers to identify partners and develop a coordinated delivery plan.

Analysis & Discussion:

Over the past weeks, staff have engaged with community partners who expressed enthusiasm to participate in the Township-led initiative. The following groups have committed to assisting with Adult Drop-In programming:

- Plattsville Lions Club: Plans to host Arts and Crafts sessions at the Plattsville Arena Hall.
- Maple Grove Seniors (Drumbo): Will operate a Games Afternoon, featuring board games, cards, and light social activities.
- Friends of Princeton Park: Will assist with indoor recreational activities, such as pickleball and board games, at Princeton Centennial Hall.

Township staff will provide facility access, scheduling coordination, and promotional support, while community partners will lead the day-to-day programming and volunteer coordination.

A joint planning meeting is scheduled to confirm start dates, times, and volunteer roles. Staff anticipate launching the first round of Adult Drop-In programs in November 2025, with Youth Drop-In discussions to follow as coordination with local schools continues.

Strategic Priorities:

This initiative aligns with the Township's Strategic Plan, Community Well-Being and Inclusivity pillar by promoting social inclusion, intergenerational connection, and equitable access to recreational opportunities. Partnerships with community organizations also support the Township's commitment to collaboration, volunteerism, and responsible program delivery.

Financial Considerations:

For the Adult Drop-In programs, there will be no cost to the Township. These sessions will be hosted in the lobby of the Plattsville Arena and in Princeton Hall.

Respectfully submitted by:

Trevor Baer
Manager of Community Services

Appendix:

Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☒ Social media/Website update or communication
- ☐ Other communication – Specify:



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Trevor Baer, Manager of Community Services

Reviewed by: Sarah Matheson, Director Corporate Services / Clerk
Josh Brick, Chief Administrative Officer

Date: October 29, 2025

Council Meeting Date: November 5, 2025

Report Title: Community Services Monthly Report

Report No.: CS-25-23

Recommendation:

That Report CS-25-23 be received as information.

Executive Summary:

The Community Services Department continued to operate efficiently throughout October, with a strong focus on seasonal transitions and community improvements. Staff planted 17 trees donated by The Old Barn Café, strategically placing them in Township parks where trees had been removed in recent years or where aging trees will need to be replaced. Combined with the 11 trees from the Downtown Beautification donation, a total of 28 new trees were planted this year across Township properties. Thanks to these two groups, the community is supporting long-term goals for sustainability, beautification, and environmental stewardship. Township staff will be posting a thank you to the community about the trees on social media.

Arena operations have continued smoothly, with regular user groups maintaining steady usage. As the fall season progresses, staff have begun winterizing Township parks, which includes removing garbage bins, closing washrooms, and storing seasonal equipment such as baseball items. Cemetery staff also completed annual overseeding of graves to promote healthy turf growth and maintain well-kept grounds across active cemeteries.

Background:

Each month, the Community Services Department provides Council with an update on departmental operations, maintenance activities, and ongoing community initiatives. October marked the transition from summer park operations to winter facility maintenance, with staff shifting efforts toward tree planting, fall cleanup, and arena programming.

Analysis & Discussion:

Township staff planted 17 trees donated by The Old Barn Café, adding meaningful value to the Township's parks and greenspaces. The trees were planted in locations where removals had taken place in recent years due to disease, storm damage, or age, as well as in areas where existing trees will need replacement in the future. Together with 11 additional trees received through the Downtown Beautification initiative, this year saw a total of 28 new trees planted across Township properties. This effort enhances the appearance of public spaces while supporting environmental sustainability, shade coverage, and biodiversity.

At the Plattsville Arena, operations continue to run efficiently. Ice remains in good condition, and regular user groups are well underway with their winter seasons. Staff continue to emphasize customer service, cleanliness, and safety, ensuring that the arena remains a vibrant and welcoming community hub as colder months arrive.

Parks staff have begun seasonal shutdown procedures to prepare for winter. This includes the removal of garbage containers, closure of public washrooms, and storage of picnic tables and sports equipment. Baseball items have been cleaned and packed away until next spring. These steps help preserve Township assets and ensure that all facilities are ready for reopening in the spring.

Cemetery operations also remained active during October. Staff completed fall overseeding to promote grass growth and fill in areas where turf has thinned over time. This maintenance work ensures that Township cemeteries remain in good condition and continue to provide a respectful, well-maintained environment for visitors.

Strategic Priorities:

This report aligns with the Township's Strategic Plan pillar of Community Well-Being, with added benefit of environmental responsibility. With the donations of 28 new trees reinforces the community environmental commitment and supports long-term beautification and climate resilience. The seasonal park shutdown ensures that Township assets are protected and properly maintained, while ongoing arena and cemetery operations continue to provide safe and inclusive spaces that serve residents year-round.

Financial Considerations:

There are no new or unbudgeted financial implications arising from this report. All activities, including arena operations, park winterization, and tree planting, have been completed within approved operating and capital budgets for 2025.

Respectfully submitted by:

Trevor Baer
Manager of Community Services

Appendix:

Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Trevor Baer, Manager of Community Services

Reviewed by: Sarah Matheson, Director of Corporate Services / Clerk
Josh Brick, Chief Administrative Officer

Date: November 1, 2025

Council Meeting Date: November 5, 2025

Report Title: Canteen Plattsville Arena

Report No.: Community Services - 2025 - 04

Recommendation:

That Report CS-25-23 be received as information; and further,
That Council authorize staff to enter into an agreement with The Old Barn Café, a volunteer-driven community group, for the operation of the canteen at the Plattsville Memorial Community Arena for the 2025-2026 arena season.

Executive Summary:

The Community Services Department issued an Expression of Interest for the operation of the canteen at the Plattsville Memorial Community Arena for the 2025–2026 season. The goal was to provide an opportunity for local groups or residents to operate the canteen and enhance the arena experience for users and visitors.

By the October 31, 2025 deadline, one submission was received from The Old Barn Café, a local volunteer-driven, non-profit group with a strong history of community involvement. The group has previously operated the canteen successfully and continues to promote volunteerism among students and seniors.

Staff recommend entering into a no-cost agreement with The Old Barn Café to operate the canteen. This approach aligns with practices in other small municipalities, ensuring the canteen remains open without financial impact to the Township while fostering community connection and volunteer participation.

Background:

The Township of Blandford-Blenheim issued an Expression of Interest (EOI) for the operation of the canteen located on the main floor of the Plattsville Memorial Community Arena.

The purpose of the EOI was to invite community members, organizations, or local businesses to express interest in providing canteen services for arena users and visitors during the 2025–2026 season (November 2025 – April 2026).

The submission period closed on October 31, 2025. Township staff spoke with two parties who expressed preliminary interest; however, by the deadline only one formal submission was received—from The Old Barn Café, represented by Darlene Koebel of Plattsville.

Analysis & Discussion:

The Old Barn Café is an unincorporated, non-profit volunteer association that has previously operated the Plattsville Arena canteen and participated in numerous community-based events, including the Music and BBQ Nights in the Park held throughout the summer of 2025. The group is committed to promoting volunteerism by involving high-school students seeking volunteer hours and retired residents wishing to stay active and engaged. The proposal emphasizes the following community benefits:

- Providing affordable food options to arena users and visitors.
- Offering volunteer opportunities for youth and seniors, promoting inter-generational engagement.
- Strengthening community connection through a welcoming, people-focused atmosphere.
- Reinvesting any surplus revenue into community projects or necessary canteen improvements (e.g., donating maple trees to the Township in 2025).

This volunteer-driven model reflects similar approaches in other small municipalities, where local community groups operate arena canteens successfully. Having a community-focused group involved enhances customer service, fosters local pride, and provides a valuable social gathering point for residents and visitors.

The proposed menu includes items such as hot dogs, French fries, chicken fingers, bagels, hot beverages, and soft drinks, all in accordance with Southwestern Public Health food safety standards.

The operator will:

- Adhere to all Southwestern Ontario Health Board regulations and inspections.
- Maintain appropriate Liability Insurance naming the Township of Blandford-Blenheim as an additional insured third party.
- Ensure that all equipment used in the booth is maintained by the operator, with any new equipment subject to approval by the Manager of Community Services.

Strategic Priorities:

This initiative supports the Township's Strategic Plan under the pillars of:

- Community Well-Being and Inclusivity – encouraging social connection, volunteerism, and engagement.
- Excellence in Public Service – enhancing arena amenities while maintaining fiscal responsibility.

Financial Considerations:

This agreement will be at no cost, The Old Barn Café will operate the canteen entirely with volunteers, and no rental fee will be charged for the space.

Many small, single-pad arenas use similar no-cost agreements with community groups, as running canteens with municipal staff often results in financial losses due to wages and operating costs. Partnering with a volunteer group ensures continued service for arena users while avoiding costs to the Township and supporting local community involvement.

Respectfully submitted by:

Trevor Baer,
Manager of Community Services

Appendix:

Follow up

In adopting this report, what follow up action is required?

☐ By-law

☒ Agreement(s)/document(s) to be signed by Mayor and/or Clerk

☐ Social media/Website update or communication

☐ Other communication – Specify:



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Denise Krug, Treasurer / Director of Finance

Reviewed by: Josh Brick, Chief Administrative Officer

Date: October 29, 2025

Council Meeting Date: November 5, 2025

Report Title: 2026 Fees & Charges

Report No.: Financial Services - 2025 - 01

Recommendation:

That Report TR-25-14 be received as information; and further,

That Council authorize the Director of Finance to prepare a fees and charges by-law for the December 3rd, 2025 Council meeting based upon Township fees and charges as outlined on the attached schedules.

Executive Summary:

This report presents the proposed 2026 User Fees and Charges for Council's consideration. Key updates include extending the 30% booking fee to pavilion rentals, implementing mandatory liability insurance for all facility users through the Township's provider, and aligning most Community Services fees with the municipal fiscal year (January 1), while arena fees will continue to follow the May–April schedule. These adjustments support consistent cost recovery, improved risk management, and enhanced operational efficiency across Township services.

Background:

Section 391(1) of the Municipal Act, 2001 authorizes a municipality to impose fees and charges on persons,

- (c) For services or activities provided or done by or on behalf of it;
- (c) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) For the use of its property including property under its control.

Under Section 400(d) of the Municipal Act, 2001 and the Township of Blandford-Blenheim Notice By-Law, the Township is required to give notice of its intention to pass a by-law imposing the fees and charges which have priority lien status.

Analysis & Discussion:

The proposed 2026 user fees and charges by department are attached to this report. Staff reviewed all fees and most fees stayed the same or had small increases, keeping our fees in line with surrounding municipalities. There are a few new fees and these are highlighted on the schedules.

A booking fee representing 30% of the rental fee for halls was introduced in 2025. This helps to cover staff time spent on processing bookings, preparing invoices and sending out contracts. This created a financial commitment from renters, thereby reducing the number of cancellations as individuals think twice before booking or cancelling. This 30% booking fee is now being extended to all pavilion rentals as well.

All renters of Township facilities will be required to obtain general liability insurance through the Township's contracted insurance provider if they do not already have their own coverage. The insurance premiums charged to the Township will be directly passed on to renters and included on their facility rental invoice. This change ensures that all facility users are adequately covered, reducing the Township's financial exposure and administrative burden in the event of accidents or damages. By standardizing the insurance process, the Township enhances risk management, promotes consistent protection for all users, and supports the long-term sustainability of municipal facilities and services.

In previous years, all Community Services fees were assessed on a schedule running from May 1st to April 30th. Moving forward, this timeline will apply **only** to the arena, as it aligns with the "ice season" and the operational schedule of that facility. All other Community Services fees including those for hall rentals, pavilion rentals and sports field rentals, will now be updated as of January 1st each year. This change ensures consistency with the municipality's standard fee structure and aligns community service fees with all other departmental fees.

Building Fees are indexed as of April 1st each year and Development Charges are to be indexed as of June 13th; therefore, no changes at this time.

The MTO fire rate will be inserted into Schedule H for Protective Services once it is available.

Strategic Priorities:

Excellence in Public Service – Ensure long-term financial stability through responsible fiscal planning and diversified revenue streams

Financial Considerations:

None.

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer

Appendix:**Follow up**

In adopting this report, what follow up action is required?

X By-law

☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk

X Social media/Website update or communication

☐ Other communication – Specify:



Administrative Services - Clerk

Fees and Charges

| Description | Unit | Subject to HST | 2023 Amount | 2024 Amount | 2025 Amount | 2026 Amount |
|---|---|----------------|-------------|-------------|-------------|-------------|
| Sale of Photocopies - black & white (letter or legal size only) | 1 - 2 sheets | Yes | \$0.50 | \$0.50 | \$0.50 | \$0.50 |
| | 3 - 5 sheets | Yes | \$1.00 | \$1.00 | \$1.00 | \$1.00 |
| | 6 sheets and up (per sheet) | Yes | \$0.25 | \$0.25 | \$0.25 | \$0.25 |
| Black & White copies - 11 x 17 | per sheet | Yes | \$0.40 | \$0.40 | \$0.40 | \$0.40 |
| Colour photocopies (letter or legal size only) | per sheet | Yes | \$0.50 | \$0.50 | \$0.50 | \$0.50 |
| Colour photocopies (11x17) | per sheet | Yes | \$1.00 | \$1.00 | \$1.00 | \$1.00 |
| Faxing | First sheet | Yes | \$2.00 | \$2.00 | \$2.00 | \$2.00 |
| | Each additional sheet | Yes | \$1.00 | \$1.00 | \$1.00 | \$1.00 |
| Request under the Freedom of Information Act | Each | No | \$5.00 | \$5.00 | \$5.00 | \$5.00 |
| | staff time - first 30 minutes of investigation | No | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| | staff time per 15 min. interval beyond 30 minutes | No | \$7.50 | \$7.50 | \$7.50 | \$7.50 |
| (Where the estimate under section 45 (3) of the Municipal provide a deposit of 50% of the estimate prior to the application proceeding) | | | | | | |
| Meeting Investigation Fee | Each | No | \$25.00 | \$25.00 | \$25.00 | \$25.00 |
| Lottery License Fee: Raffles, Bingos & Nevada Tickets | % of prize value | No | 3% | 3% | 3% | 3% |
| Marriage License | Each | No | \$120.00 | \$120.00 | \$120.00 | \$120.00 |
| Civil Marriage Ceremony: | | | | | | |
| on site at municipal office during regular office hours | Each | Yes | \$250.00 | \$250.00 | \$250.00 | \$250.00 |
| Off site civil marriage ceremony | Each | Yes | \$350.00 | \$350.00 | \$350.00 | \$350.00 |
| Mileage for outside Oxford County - rate per km from Drumbo office | km | | | | | CRA rate |
| Rehearsal fee | Each | Yes | \$50.00 | \$50.00 | \$50.00 | \$50.00 |
| booking deposit | Each | Yes | \$100.00 | \$100.00 | \$100.00 | \$100.00 |
| administration fee if booking is cancelled | Each | Yes | \$50.00 | \$50.00 | \$50.00 | \$50.00 |
| Township provided witness | Each | Yes | \$50.00 | \$50.00 | \$50.00 | \$50.00 |

CLERK





Administrative Services - Clerk


Fees and Charges


| Description | Unit | Subject to HST | 2023 Amount | 2024 Amount | 2025 Amount | 2026 Amount |
|---|----------|----------------|-------------|--------------------|--------------------|--------------------|
| Burial Certificate | Each | No | \$15.00 | \$15.00 | \$15.00 | \$15.00 |
| Encroachment Agreements | Each | No | \$75.00 | \$75.00 | \$75.00 | \$75.00 |
| Section 65 of Drainage Act assessment apportionment. | | | | | | |
| Staff time per 15 minute interval | Each | Yes | \$11.00 | \$15.00 | \$16.00 | \$16.00 |
| Tile Drainage Loan Inspections | Each | Yes | \$200.00 | \$215.00 | \$225.00 | \$225.00 |
| By-Law Compliance Letter | each | No | \$97.00 | \$100.00 | \$100.00 | \$100.00 |
| By-Law Non-Compliance - Subsequent Visit | | | | | | |
| (Chargeable to registered owner on each non-compliance visit) | per hour | Yes | | \$110.00 | \$110.00 | \$110.00 |
| By-Law Non-Compliance - Township undertakes work (Chargeable to registered owner) | each | Yes | | actual costs + 15% | actual costs + 15% | actual costs + 15% |
| By-Law Subsequent Visit Admin Fee | each | Yes | | \$66.00 | \$66.00 | \$66.00 |
| **both expense and fee may be recovered by action or in like manner as municipal taxes | | | | | | |
| Kennel Licence | Each | No | \$120.00 | \$120.00 | \$120.00 | \$120.00 |
| Black Composters * | Each | Yes | \$8.85 | \$17.70 | \$18.58 | \$18.58 |
| Green Cone Composters * | Each | Yes | \$44.25 | \$45.58 | \$46.90 | \$46.90 |
| Blue Box - Large - 80L * | Each | Yes | \$5.49 | \$5.75 | \$6.19 | NA |
| Blue Box - Lid * | Each | Yes | \$2.39 | \$2.48 | \$2.65 | NA |
| Bag Tags * | Each | No | \$2.00 | \$2.00 | \$2.00 | \$3.00 |
| * Price established by County of Oxford and is subject to change | | | | | | |
| Fence Viewing application fee | Each | No | \$100.00 | \$100.00 | \$100.00 | \$100.00 |
| Memorialization of Existing Tree in Parks (does not include cost of the plaque & stand) | Each | Yes | \$150.00 | \$150.00 | \$150.00 | \$150.00 |


CLERK


| | | | | | | | |
|--|------|----------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|------------|
|  | | | | | | | Schedule B |
| Administrative Services -General | | | | | | | |
| Fees and Charges | | | | | | | |
| | | | | | | | |
| Description | Unit | Subject to HST | 2023 AMOUNT | 2024 AMOUNT | 2025 AMOUNT | 2026 AMOUNT | |
| | | | | | | | |
| | | | | | | | |
| Tax Certificate | Each | No | \$50.00 | \$55.00 | \$60.00 | \$60.00 | |
| Tax Certificate - Additional Rush Fee (24 - 48 hr) | | | | | | | \$15.00 |
| Returned Cheque or PAP | Each | No | \$35.00 | \$35.00 | \$40.00 | \$40.00 | |
| | | | | | | | |
| On-Line Payment fee (misc. website payments) | | No | | 2.00% | 2.00% | 2.00% | |
| | | | | | | | |
| Loan Agreement Administration Fee (Debenture Administration) | Each | No | 2% of principal | 2% of principal | 2% of principal | 2% of principal | |
| | | | | | | | |
| Payment of Tile Drainage Loans Before Expiry Date | Each | No | \$50.00 | \$50.00 | \$50.00 | \$50.00 | |
| | | | | | | | |
| | | | | | | | |
| Tax Sale Registration Process | Each | No | Actual Cost + \$100 Admin Fee | Actual Cost + \$100 Admin Fee | Actual Cost + \$125 Admin Fee | Actual Cost + \$125 Admin Fee | |
| | | | | | | | |
| | | | | | | | |
| Reprint of Prior Year Tax Bills or Statements | Each | No | \$10.00 | \$10.00 | \$10.00 | \$10.00 | |
| | | | | | | | |
| Commission of Oaths or Certified True Copy (resident) | Each | No | \$10.00 | \$10.00 | \$10.00 | \$10.00 | |
| Commission of Oaths or Certified True Copy (non-resident) | Each | No | \$15.00 | \$15.00 | \$20.00 | \$20.00 | |
| | | | | | | | |
| | | | | | | | |
| Tax Confirmation Letters | Each | No | \$15.00 | \$15.00 | \$20.00 | \$20.00 | |
| | | | | | | | |
| Payment Redistribution Fee (per roll #) | Each | No | \$10.00 | \$15.00 | \$20.00 | \$25.00 | |
| | | | | | | | |
| Refund Administration Fee (Client error/overpayment) (includes tax payments, AR payments or any other payments) | Each | No | \$25.00 | \$25.00 | \$25.00 | \$25.00 | |
| | | | | | | | |
| | | | | | | | |
| Pre-Authorized Payment Plan Administration | Each | | | | | | No Charge |
| Switching PAP plans within the year | Each | | | | | | \$10.00 |


| <div>  <div>Administrative Services - Development Charges</div> <div>Fees and Charges</div> </div> | | | | | | | |
|--|------|----------------|-------------------------|-----------------------|-------------------------|-------------------------|-------------------------|
| Description | Unit | Subject to HST | Effective April 1, 2023 | Effective Nov 1, 2023 | Effective April 1, 2024 | Effective June 19, 2024 | Effective June 13, 2025 |
| Development Charges | | | | | | | |
| <u>Residential</u> | | | | | | | |
| Single, Semi-detached | each | No | \$ 13,413.00 | \$ 9,631.00 | \$ 10,161.00 | \$ 12,771.00 | \$ 13,256.00 |
| Other Multiples | each | No | \$ 8,428.00 | \$ 6,051.00 | \$ 6,384.00 | \$ 8,820.00 | \$ 9,155.00 |
| Apartments - 2 Bedrooms or Larger | each | No | \$ 7,151.00 | \$ 5,135.00 | \$ 5,417.00 | \$ 7,066.00 | \$ 7,335.00 |
| Apartments - Bachelor or 1 Bedroom | each | No | \$ 4,837.00 | \$ 3,474.00 | \$ 3,665.00 | \$ 4,484.00 | \$ 4,654.00 |
| | | | | | | | |
| Non-Residential | | No | | \$35.91/sq m | \$37.89/sq m | \$7.35/sq m | \$7.63/sq m |
| Wind Turbine | each | No | | \$ 7,076.00 | \$ 7,465.00 | \$ 10,506.00 | \$ 10,905.00 |

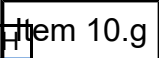
| | | | | | | | Schedule D |
|--|------|----------------|-------------|-------------|-------------|-------------|------------|
|  Cemetery Fees and Charges | | | | | | | |
| Description | Unit | Subject to HST | 2023 Amount | 2024 Amount | 2025 Amount | 2026 Amount | |
| Purchase of Interment Rights and care and maintenance | | | | | | | |
| Interment Rights | each | Yes | \$720.00 | \$720.00 | \$720.00 | \$720.00 | |
| Care and Maintenance | each | Yes | \$480.00 | \$480.00 | \$480.00 | \$480.00 | |
| Cremation lots | each | Yes | \$320.00 | \$320.00 | \$420.00 | \$420.00 | |
| Care and Maintenance | each | Yes | \$280.00 | \$280.00 | \$280.00 | \$280.00 | |
| Interment | | | | | | | |
| Adult - standard | each | Yes | \$750.00 | \$750.00 | \$850.00 | \$850.00 | |
| Child | each | Yes | \$400.00 | \$400.00 | \$500.00 | \$500.00 | |
| Infant | each | Yes | \$340.00 | \$340.00 | \$395.00 | \$395.00 | |
| Cremated Remains | each | Yes | \$400.00 | \$400.00 | \$420.00 | \$420.00 | |
| Multiple Cremations (additional interment at same spot, same time) | each | Yes | | | \$30.00 | \$30.00 | |
| Columbaria | each | Yes | \$250.00 | \$250.00 | \$250.00 | \$250.00 | |
| Disinterment / Exhumation | | | | | | | |
| Adult - standard | each | Yes | \$2,000.00 | \$2,000.00 | \$2,000.00 | \$2,000.00 | |
| Cremated Remains | each | Yes | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | |
| Columbaria | each | Yes | \$250.00 | \$250.00 | \$250.00 | \$250.00 | |
| Child | each | Yes | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | |
| Infant | each | Yes | \$1,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | |
| Columbaria Fees | | | | | | | |
| Bottom Row | each | Yes | \$1,020.00 | \$1,020.00 | \$1,062.50 | \$1,062.50 | |
| Bottom Row- Care and Maintenance | each | Yes | \$180.00 | \$180.00 | \$187.50 | \$187.50 | |
| Second Row | each | Yes | \$1,105.00 | \$1,105.00 | \$1,147.50 | \$1,147.50 | |
| Second Row- Care and Maintenance | each | Yes | \$195.00 | \$195.00 | \$202.50 | \$202.50 | |
| Third Row | each | Yes | \$1,190.00 | \$1,190.00 | \$1,232.50 | \$1,232.50 | |
| Third Row- Care and Maintenance | each | Yes | \$210.00 | \$210.00 | \$217.50 | \$217.50 | |
| Top Row | each | Yes | \$1,275.00 | \$1,275.00 | \$1,317.50 | \$1,317.50 | |
| Top Row- Care and Maintenance | each | Yes | \$225.00 | \$225.00 | \$232.50 | \$232.50 | |
| Initial Engraving of Niche Plate | each | Yes | \$350.00 | \$350.00 | \$390.00 | \$400.00 | |
| Graphics to be added to Niche Plate Engraving | each | Yes | | | | \$40.00 | |
| Each Subsequent Engraving of Niche Plate | each | Yes | \$200.00 | \$200.00 | \$220.00 | \$230.00 | |
| | | | | | | | |
| Monument Care Fund - Flat marker (smaller than 1,116.13 sq cm / 173 sq in.) | each | Yes | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| **Monument Care Fund - Flat marker (1,116.23 sq cm / 173 sq in. or larger) | each | Yes | \$100.00 | \$100.00 | \$100.00 | \$100.00 | |


| | | | | | | | |
|--|-------------|-----------------------|--------------------|--------------------|--------------------|--------------------|------------|
| | | | | | | | Schedule D |
|  Cemetery Fees and Charges | | | | | | | |
| Description | Unit | Subject to HST | 2023 Amount | 2024 Amount | 2025 Amount | 2026 Amount | |
| **Monument Care Fund - Upright marker (1.49 sq m / 16 sq ft or smaller, including the base) | each | Yes | \$200.00 | \$200.00 | \$200.00 | \$200.00 | |
| **Monument Care Fund - Upright marker (larger than 1.49 sq m / 16 sq ft. including the base) | each | Yes | \$400.00 | \$400.00 | \$400.00 | \$400.00 | |
| ** as set by Legislation | | | | | | | |
| Sundays & Municipal Holiday Interments | each | Yes | \$375.00 | \$375.00 | \$375.00 | \$375.00 | |
| Foundation layout fee | each | Yes | \$60.00 | \$60.00 | \$60.00 | \$60.00 | |
| Snow Removal | each | Yes | * | * | * | * | |
| Winter Burial - Full Interment (December 1st to March 31) | each | Yes | * | * | * | * | |
| Winter Burial - Cremated Remains (December 1st to March 31) | each | Yes | * | * | * | * | |
| * Actual fees incurred by the Township in relation to the specific incident/request + 15% | | | | | | | |
| Park Benches | each | Yes | \$2,000.00 | \$2,000.00 | \$2,300.00 | \$2,500.00 | |
| (does not include cost of the plaque) | | | | | | | |
| | | | | | | | |
| Transfer Fee | | | | | | | |
| Transfer Fee (Certificate picked-up at Township Office) | each | Yes | \$60.00 | \$60.00 | \$60.00 | \$60.00 | |
| | | | | | | | |
| Registered Mail Fee | each | Yes | \$15.00 | \$15.00 | \$20.00 | \$25.00 | |
| | | | | | | | |
| Genealogical Research | per 15 min | Yes | | | | | \$ 7.50 |

| | | | | | |
|--|----------------------------|----------------|---|-----------------------|-----------------------|
| | | | Schedule E | | |
|  | Community Services - Arena | | | | |
| May 1st to April 30th | | | | | |
| Fees and Charges | | | | | |
| | | | | | |
| Description | Unit | Subject to HST | Effective May 1, 2024 | Effective May 1, 2025 | Effective May 1, 2026 |
| | | | | | |
| Arena | | | | | |
| | | | | | |
| **Prime Time - Minor Groups | per hour | Yes | \$133.63 | \$137.17 | \$139.91 |
| **Prime Time - All Others | per hour | Yes | \$178.76 | \$181.42 | \$185.04 |
| Non-Prime Time - Minor Groups | per hour | Yes | \$66.37 | \$67.70 | \$69.05 |
| Non-Prime Time - All Others | per hour | Yes | \$97.35 | \$97.35 | \$99.29 |
| Arena Floor Rental (Dances, Trade Shows) | per hour | Yes | \$146.02 | \$146.02 | \$148.94 |
| Arena Floor Rental (Dances, Trade Shows) | full day | Yes | \$575.22 | \$575.22 | \$586.73 |
| Arena Floor Rental (Recreation, Sports) | per hour | Yes | \$44.25 | \$44.25 | \$45.13 |
| **Prime Time ice rentals are M-F 5-10 p.m. and weekends 8 a.m. - 10 p.m. | | | | | |
| | | | | | |
| | | | | | |
| Recreational Program | | | | | |
| Public Skating - Adult | per person | Yes | no charge | no charge | no charge |
| Public Skating - Child Elementary School Age | per person | Yes | no charge | no charge | no charge |
| Public Skating - Pre-School | per person | Yes | no charge | no charge | no charge |
| Parents & Tots | per person | Yes | no charge | no charge | no charge |
| Sponsored Public Skating | per hour | Yes | \$88.50 | \$88.50 | \$88.50 |
| School Skating Program | per hour | Yes | \$39.82 | \$0.00 | \$0.00 |
| | | | | | |
| Ticket Ice (minimum with 1 to 4 skaters) | per hour | Yes | \$39.82 | \$39.82 | \$39.82 |
| Ticket Ice (exceeding 4 skaters) | per skater | Yes | \$8.85 | \$8.85 | \$8.85 |
| Shinny Hockey (adult) | per skater/hour | Yes | \$8.85 | \$8.85 | \$8.85 |
| Shinny Hockey (child - under age 18) | per skater/hour | Yes | \$4.42 | \$4.42 | \$4.42 |
| | | | | | |
| Birthday Specials: | | | | | |
| 1 hour of ice time (based on availability) and 1 hour in Room A | per event | Yes | \$66.37 | \$66.37 | \$66.37 |
| 1 hour of ice time (based on availability) and 1 hour in Hall | per event | Yes | \$92.92 | \$92.92 | \$92.92 |
| | | | | | |
| Cancellations must be received at least 7 days prior to ice event, or full price is charged. | | | | | |
| General liability Insurance (for renters without proof of insurance) | | | charged at cost as set by Township's insurance provider | | |
| | | | | | |
| Advertising | | | | | |
| Ice Logo (sponsor must supply logo at their cost) | Each | Yes | \$442.48 | \$442.48 | \$442.48 |
| Arena Board Advertising (sponsor must supply logo at their cost) | Each | Yes | \$442.48 | \$442.48 | \$442.48 |
| Wall Advertising (sponsor must supply logo at their cost) | Each | Yes | \$265.49 | \$265.49 | \$265.49 |
| Door Wrap (sponsor must supply wrap and professional installation) | Each | Yes | \$221.24 | \$221.24 | \$221.24 |
| Zamboni advertising (sponsor must supply logo at their cost) | Each | Yes | \$796.46 | \$796.46 | \$796.46 |

| | | | | | | | | |
|--|--|-----------|----------------|---|-----------------------|-----------------------|--------------|--|
| | | | | | | | Schedule F | |
|  | Community Services - Community Centres | | | | | | | |
| | Fees and Charges | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Description | | Unit | Subject to HST | Effective May 1, 2024 | Effective May 1, 2025 | Effective Jan 1, 2026 | | |
| | | | | | | | | |
| Community Centre Halls | | | | | | | | |
| Booking Fee - to be received at time of booking for all halls and pavilions | | | Yes | | 30% | 30% | | |
| Non-Refundable | | | | | | | | |
| | | | | | | | | |
| Plattsville Community Hall | | per hour | Yes | \$55.75 | \$57.52 | \$57.52 | | |
| Plattsville Community Hall | | daily | Yes | \$202.65 | \$203.54 | \$203.54 | | |
| Plattsville Community Hall - weekday daytime | | 1/2 day | Yes | \$110.62 | \$110.62 | \$110.62 | | |
| Plattsville Community Hall (Together with Ice Event) | | daily | Yes | \$110.62 | \$110.62 | \$110.62 | | |
| Plattsville Community Hall (Buck & Doe) | | daily | Yes | \$469.03 | \$469.03 | \$469.03 | | |
| Decorating Set-up (for daily events only - prior to day of decorating set-up of event based on availability) | | daily | Yes | \$106.19 | \$106.19 | \$106.19 | | |
| | | | | | | | | |
| Plattsville Community Hall - Room A | | per hour | Yes | \$31.86 | \$33.63 | \$33.63 | | |
| Plattsville Community Hall - Room A | | daily | Yes | \$107.96 | \$107.96 | \$107.96 | | |
| | | | | | | | | |
| Plattsville Community Hall - Room B | | per hour | Yes | \$31.86 | \$33.63 | \$33.63 | | |
| Plattsville Community Hall - Room B | | daily | Yes | \$107.96 | \$107.96 | \$107.96 | | |
| | | | | | | | | |
| Princeton Centennial Hall - Fireside Room | | per hour | Yes | \$31.86 | \$33.63 | \$33.63 | | |
| Princeton Centennial Hall - Fireside Room | | daily | Yes | \$107.96 | \$107.96 | \$107.96 | | |
| Decorating Set-up Fireside Room (for daily events only - prior to day of - decorating set-up of event based on availability) | | daily | Yes | | \$75.22 | \$75.22 | | |
| Princeton Centennial Hall - Fireside Room - weekday daytime | | 1/2 day | Yes | \$61.95 | \$66.37 | \$66.37 | | |
| Princeton Centennial Hall - Main Hall | | per hour | Yes | \$98.23 | \$98.23 | \$98.23 | | |
| Princeton Centennial Hall - Main Hall | | daily | Yes | \$340.71 | \$340.71 | \$340.71 | | |
| Princeton Centennial Hall - Main Hall - weekday daytime | | 1/2 day | Yes | \$194.69 | \$194.69 | \$194.69 | | |
| Princeton Centennial Hall - Main Hall (Buck & Doe) | | daily | Yes | \$469.03 | \$469.03 | \$469.03 | | |
| Decorating Set-up for Main Hall (for daily events only - prior to day of - decorating set-up of event based on availability) | | daily | Yes | \$176.99 | \$176.99 | \$176.99 | | |
| Kitchen Use | | daily | Yes | \$76.99 | \$76.99 | \$76.99 | | |
| | | | | | | | | |
| Richwood Hall | | daily | Yes | \$107.96 | \$107.96 | \$107.96 | | |
| Decorating Set-up Richwood Hall (for daily events only - prior to day of - decorating set-up of event based on availability) | | daily | Yes | | \$75.22 | \$75.22 | | |
| | | | | | | | | |
| General liability Insurance (for renters without proof of insurance) | | | Yes | charged at cost as set by Township's insurance provider | | | | |
| ** Deposit for All Events including sale of Alcohol as per S.O.P. | | | No | \$500.00 | \$500.00 | - | | |
| Damages incurred to the facility will be invoiced to the renter | | | | | | | actual costs | |
| | | | | | | | | |
| Garbage Disposal Surcharge (for excessive garbage after event) | | per event | Yes | | \$130.00 | \$130.00 | | |

| | | | | | | |
|--|-------------|-----------------------|---|------------------------------|------------------------------|------------------------------|
| | | | | | | Schedule G |
|  Community Services - Outdoor Facilities & Parks | | | | | | |
| Fees and Charges | | | | | | |
| | | | | | | |
| | | | | | | |
| FIELD CLASSIFICATION | | | | | | |
| Description | Unit | Subject to HST | A | B | C | D |
| | | | | | | |
| Ball Diamonds | | | | | | |
| Adult | per game | Yes | \$27.48 | \$27.48 | \$22.39 | n/a |
| Affiliated Minor | per game | Yes | \$18.96 | \$18.96 | \$17.15 | \$10.83 |
| Adult Tournament First Game/Diamond | per day | Yes | \$27.48 | \$27.48 | \$22.39 | n/a |
| Adult Tournament Extra Game/Diamond | per game | Yes | \$23.41 | \$23.41 | \$20.35 | n/a |
| Affiliated Minor Tournament First Game/Diamond | per day | Yes | \$18.96 | \$18.96 | \$17.15 | \$13.54 |
| Affiliated Minor Tournament Extra Game/Diamond | per game | Yes | \$18.05 | \$18.05 | \$16.25 | \$10.62 |
| Optional Tournament Grooming | per groom | Yes | \$30.53 | \$30.53 | \$30.53 | \$30.53 |
| Optional Use of Lights | per game | Yes | \$9.93 | n/a | \$9.93 | \$9.93 |
| Ball Diamond Fence Advertising (sponsor must supply sign at their costs, size, location and content must be approved) | yearly | Yes | \$265.49 | \$265.49 | \$265.49 | \$265.49 |
| | | | | | | |
| Description | Unit | Subject to HST | Effective May 1, 2023 | Effective May 1, 2024 | Effective May 1, 2025 | Effective Jan 1, 2026 |
| | | | | | | |
| Soccer Pitches - based upon 90 minute games | | | | | | |
| Adult Permit | per game | Yes | \$11.50 | \$11.50 | \$13.27 | \$13.27 |
| Adult Tournament | per day | Yes | \$66.37 | \$66.37 | \$66.37 | \$66.37 |
| Affiliated Minor | per game | Yes | \$8.85 | \$8.85 | \$10.62 | \$10.62 |
| Affiliated Minor Tournament | per day | Yes | \$46.02 | \$46.02 | \$46.02 | \$46.02 |
| | | | | | | |
| Park Permit Fees | | | | | | |
| | | | | | | |
| Booking Fee - to be received at time of booking for all halls and pavilions | | Yes | | | | 30% |
| Non-Refundable | | | | | | |
| Pavillion Day Permit | per day | Yes | \$69.03 | \$69.03 | \$70.80 | \$70.80 |
| Open Park Space Event Day Permit | per day | Yes | \$69.03 | \$69.03 | \$115.04 | \$115.04 |
| | | | | | | |
| | | | | | | |
| General liability Insurance (for renters without proof of insurance) | | Yes | charged at cost as set by Township's insurance provider | | | |
| Garbage Disposal Surcharge (for excessive garbage after event) | per event | Yes | | | \$130.00 | \$130.00 |



| | | | | | | | |
|--|---------------------|----------------|-------------|--------------------|--------------------|--------------------|------------|
|  | Protective Services | | | | | | Schedule H |
| | Fees and Charges | | | | | | |
| Description | Unit | Subject to HST | 2023 Amount | 2024 Amount | 2025 Amount | 2026 Amount | |
| Fire Inspection | | | | | | | |
| Fire Inspection | per hour | Yes | \$97.00 | \$100.00 | \$100.00 | \$100.00 | |
| Fire Inspection Admin Fee | each | Yes | \$65.00 | \$66.00 | \$66.00 | \$66.00 | |
| Liquor Licenses and Occupancy Loads | | | | | | | |
| Fire Inspection | per hour | Yes | \$97.00 | \$100.00 | \$100.00 | \$100.00 | |
| Fire Inspection Admin Fee | each | Yes | \$65.00 | \$66.00 | \$66.00 | \$66.00 | |
| Fire Chief's Letters to Lawyers or Insurance Company | each | No | \$97.00 | \$100.00 | \$100.00 | \$100.00 | |
| Fire Department Compliance Letter | each | No | \$97.00 | \$100.00 | \$100.00 | \$100.00 | |
| By-Law Compliance Letter | each | No | \$97.00 | \$100.00 | \$100.00 | \$100.00 | |
| By-Law Non-Compliance - Subsequent Visit | | | | | | | |
| (Chargeable to registered owner on each non-compliance visit) | per hour | Yes | | \$110.00 | \$110.00 | \$110.00 | |
| By-Law Non-Compliance - Township undertakes work | | | | | | | |
| (Chargeable to registered owner) | each | Yes | | actual costs + 15% | actual costs + 15% | actual costs + 15% | |
| By-Law Subsequent Visit Admin Fee | each | Yes | | \$66.00 | \$66.00 | \$66.00 | |
| **both expense and fee may be recovered by action or in like manner as municipal taxes | | | | | | | |
| Copies of Fire Reports | each | Yes | \$65.00 | \$100.00 | \$100.00 | \$100.00 | |
| Special Events Permit | each | No | \$50.00 | \$50.00 | \$50.00 | \$50.00 | |
| Special Fire Permits | each | No | | | \$50.00 | \$50.00 | |
| for three-day period per property, requires special approval by the Chief Fire Official, or designate. | | | | | | | |

| Description | Unit | Subject to HST | 2023 Amount | 2024 Amount | 2025 Amount | 2026 Amount |
|--|------------|----------------|--------------|--------------|--------------|---------------------|
| Response to Motor Vehicle Accidents and Vehicle Fires | | | | | | |
| (Chargeable to the registered owner of the vehicle) | | | | | | |
| Non-Resident | | | | | | |
| Minimum Charge up to 1st hour per Fire Apparatus | per hour * | No | \$543.03 | \$559.86 | \$570.50 | MTO rate + supplies |
| Firefighting Foam | per pail | No | | | | \$268.00 |
| Oil Absorbent | per bag | No | | | | \$25.00 |
| Absorbent Pads | per pad | No | | | | \$5.00 |
| Absorbent Socks | per sock | No | | | | \$30.00 |
| Plug and Dike | per use | No | | | | \$20.00 |
| Firefighting Containment Pool | per use | No | | | | \$240.00 |
| Flares | per flare | No | | | | \$14.00 |
| Resident | | | | | | |
| No Charge | | | | | | |
| Motor Vehicle Accident Response-Provincial Highway | | | | | | |
| (Chargeable to Ministry of Transportation for all provincial highway accident responses) | | | | | | |
| Minimum Charge up to 1st hour per Fire Apparatus | per hour * | No | \$543.03 | \$559.86 | \$570.50 | MTO rate |
| Fire Response - Public Hazard, Hydro Lines | | | | | | |
| Public Property - Chargeable to Hydro Provider | | | | | | |
| Minimum Charge up to 1st hour per Fire Apparatus | per hour * | No | \$543.03 | \$559.86 | \$570.50 | MTO rate |
| Private Property - Chargeable to Registered Property Owner | | | | | | |
| Minimum Charge up to 1st hour per Fire Apparatus | per hour * | No | \$543.03 | \$559.86 | \$570.50 | MTO rate |
| Fire Response -Indemnification Technology | | | | | | |
| Current MTO rates, plus personnel /hour rates ,and any cost incurred by the Municipality | | | | | | |
| Minimum Charge up to 1st hour per Fire Apparatus | per hour * | No | \$543.03 | \$559.86 | \$570.50 | MTO rate |
| Refilling SCBA air bottles | each | Yes | \$20.00 | \$20.00 | \$20.00 | \$20.00 |
| Fire Response - Hazardous Materials Clean Up | | | | | | |
| As outlined in the Environment Protection Act, RSO 1990 | | No | Actual Costs | Actual Costs | Actual Costs | Actual Costs |

| Description | Unit | Subject to HST | 2023 Amount | 2024 Amount | 2025 Amount | 2026 Amount |
|--|---------------|----------------|---|---|---|---|
| Fire Response - Natural Gas Leak, | | | | | | |
| Caused directly by a person or company | | | | | | |
| Minimum Charge up to 1st hour per Fire Apparatus | per hour | No | \$543.03 | \$559.86 | \$570.50 | MTO rate |
| Burn Permit - | | | | | | |
| Recreational and agricultural fire permits | | N/A | no charge | no charge | no charge | no charge |
| Fire Response - Open Air Burning | | | | | | |
| Illegal or Unauthorized Fire | | | | | | |
| 1st Offense-in any twelve month period | | N/A | no charge | no charge | no charge | no charge |
| 2nd or Additional Offences-in any twelve month period | per hour * | No | \$543.03 | \$559.86 | \$570.50 | MTO rate |
| Minimum Charge up to 1st hour per Fire Apparatus | | | | | | |
| Fire Response - Preventable Fire Alarm Panel Alarms | | | | | | |
| 1st Offense-in any twelve month period | | N/A | no charge | no charge | no charge | no charge |
| 2nd or Additional Offences-in any twelve month period | per hour * | No | \$543.03 | \$559.86 | \$570.50 | MTO rate |
| Minimum Charge up to 1st hour per Fire Apparatus | | | | | | |
| * As set by MTO | | | | | | |
| | | | | | | |
| | | | | | | |
| Fire Response - Fire Watch or Stand By | per hour * | No | | \$559.86 | \$570.50 | MTO rate |
| As authorized by Fire Chief | per apparatus | | | actual costs | actual costs | actual costs |
| Review of Fire Works Display Application | each | Yes | \$ 137.00 | \$ 137.00 | \$ 137.00 | \$ 137.00 |
| Review of Application for Pyrotechnics display | | | | | | |
| Including a site pre-inspection and review of Fire Safety Plan | each | Yes | \$ 250.00 | \$ 250.00 | \$ 250.00 | \$ 250.00 |
| Review of Risk Safety Management Plan for Propane Storage | | | | | | |
| As required by the Regulatory Amendments to O.Reg 211/01 of the TSS Act, 2000 for small facilities (less than 5000 USGW) | each | Yes | \$ 115.00 | \$ 115.00 | \$ 115.00 | \$ 115.00 |
| | | | + actual cost of engineer / other firm (if necessary) | + actual cost of engineer / other firm (if necessary) | + actual cost of engineer / other firm (if necessary) | + actual cost of engineer / other firm (if necessary) |

| Description | Unit | Subject to HST | 2023 Amount | 2024 Amount | 2025 Amount | 2026 Amount |
|---|------|-------------------|---|---|---|---|
| Review of Risk Safety Management Plan for Propane Storage | | | | | | |
| As required by the Regulatory Amendments to O.Reg 211/01 of the TSS Act, 2000 for medium and large facilities (less than 5000 USGW) | each | Yes | \$ 275.00 | \$ 275.00 | \$ 275.00 | \$ 275.00 |
| | | | + actual cost of engineer / other firm (if necessary) | + actual cost of engineer / other firm (if necessary) | + actual cost of engineer / other firm (if necessary) | + actual cost of engineer / other firm (if necessary) |
| | | | | | | |
| | | | | | | |
| Site Alteration Application for area less than 2 ha | each | No | 250.00 | 250.00 | 250.00 | 250.00 |
| Site Alteration Application for area equal to 2 ha | each | No | 550.00 | 550.00 | 550.00 | 550.00 |
| Site Alteration Application for each ha beyond 2 ha | each | No | 25.00 | 25.00 | 25.00 | 25.00 |
| First conviction in contravention of Site Alteration By-law (person) | each | No | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| Subsequent conviction in contravention of Site Alteration By-law (person) | each | No | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 |
| first conviction in contravention of Site Alteration By-law (corporation) | each | No | 50,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| subsequent conviction in contravention of Site Alteration By-law (corporation) | each | No | 100,000.00 | 100,000.00 | 100,000.00 | 100,000.00 |




Building Services
Fees and Charges (HST Exempt)


Schedule

Item 10.g

| Classes of Permits and Fees | | | |
|--|--|--------------------|------------|
| Minimum Permit Fee - \$146. Fees not listed are determined by the Chief Building Official. | | | |
| | | Administrative Fee | Permit Fee |
| ICI Group | ICI - New, Additions and Renovations | \$363.00 | \$1.83 |
| | ICI - Public Pools, Public Patios and Exterior Ramps | \$146.00 | \$0.74 |
| Group C - Residential Buildings | Res - Residential Buildings New, Additions | \$363.00 | \$1.83 |
| | Res - Renovations to Non Single/Semi/Towns | \$363.00 | \$1.46 |
| | Res - Renovations to Single/Semi/Towns | \$363.00 | \$580.00 |
| | Res - Swimming Pools | \$146.00 | \$146.00 |
| | Res - Sheds & Garages | \$146.00 | \$1.10 |
| | Res - Decks & Covered Porches (unheated and unenclosed) | \$146.00 | \$146.00 |
| Farm Buildings | Farm - New, Additions, Renovations | \$363.00 | \$0.31 |
| | Farm - Horizontal/Bunk Silos | \$146.00 | \$724.00 |
| | Farm - Vertical Silos, Grain Bins | \$146.00 | \$724.00 |
| | Farm - Manure Storage (All Types) | \$146.00 | \$724.00 |
| Special | Sp - Tents | \$146.00 | \$314.00 |
| | Sp - Temp Buildings/Portables | \$146.00 | \$580.00 |
| | Sp - Change of Use | \$146.00 | \$580.00 |
| Miscellaneous | Misc - Permit Renewal/Revision | \$146.00 | \$363.00 |
| | Misc - Fireplace/Woodstove | \$146.00 | \$218.00 |
| | Signs | \$146.00 | \$218.00 |
| | Misc - Retaining Wall/Balcony Guard (linear ft) | \$146.00 | \$0.31 |
| | Misc - Wind Turbines | \$146.00 | \$2,529.00 |
| | Solar Panel | \$146.00 | \$580.00 |
| | Designated Structures (other then listed) | \$146.00 | \$724.00 |
| | Alternate Solution Application | \$146.00 | \$580.00 |
| | Conditional Permits | \$146.00 | \$0.31 |
| | Septic Permit - Full | \$146.00 | \$651.00 |
| | Septic Permit - Tank Only | \$146.00 | \$146.00 |
| | Other/Unlisted | \$146.00 | Various |
| Mechanical Work | Re-Inspection/Canceled Inspection Fee/Requested Inspection more then 3 years since last inspection | \$146.00 | \$74.00 |
| | | | |
| Mechanical Work | Mech - Sprinkler System | \$363.00 | \$724.00 |
| | Mech - NFPA 96 Hood Fan | \$363.00 | \$363.00 |
| Plumbing/Serviceing Work | Water/Sewer Connection | \$146.00 | \$146.00 |
| | Building Services (per linear ft) | \$146.00 | \$1.10 |
| | Water Meter | \$146.00 | \$363.00 |
| Demo | Non-Farm Structures | \$146.00 | \$146.00 |
| Deposits | | | |
| Deposit (Refundable) | Engineering | | \$1,000.00 |
| | Final Building Inspection | | \$1,000.00 |
| | Public Works | | \$1,000.00 |
| | Lot Grading | | \$1,500.00 |
| | Demolition Agreement | | Various |
| | Garden Suite Deposit | | Various |

| | | | | | | | | |
|--|------|----------------|-------------|-------------|-------------|-------------|------------|------|
|  | | | | | | | Schedule J | Item |
| Building Services - Planning | | | | | | | | |
| Fees and Charges (HST Exempt) | | | | | | | | |
| | | | | | | | | |
| Description | Unit | Subject to HST | 2023 Amount | 2024 Amount | 2025 Amount | 2026 Amount | | |
| | | | | | | | | |
| Zoning By-law Amendment Application | each | No | \$650.00 | \$650.00 | \$750.00 | \$750.00 | | |
| Zoning By-law Amendment Application (After the Fact) | each | No | | | | | \$850.00 | |
| **County fee for Zone change application | each | No | \$150.00 | \$150.00 | \$180.00 | \$180.00 | | |
| Removal of Holding Zone Provision | each | No | \$650.00 | \$650.00 | \$650.00 | \$650.00 | | |
| **County Fee for Removal of Holding Zone Provision | each | No | \$150.00 | \$150.00 | \$150.00 | \$180.00 | | |
| Minor Variance Application | each | No | \$700.00 | \$700.00 | \$700.00 | \$700.00 | | |
| Minor Variance Application (After the Fact) | each | No | | | | | \$800.00 | |
| **County fee for Minor Variance application | each | No | \$100.00 | \$100.00 | \$130.00 | \$130.00 | | |
| Sign Minor Variance Application | each | No | \$300.00 | \$300.00 | \$300.00 | \$300.00 | | |
| Fence Minor Variance Application | each | No | \$300.00 | \$300.00 | \$300.00 | \$300.00 | | |
| Site Plan Agreement Application | each | No | \$600.00 | \$600.00 | \$750.00 | \$1,000.00 | | |
| Site Plan Agreement Application (After the Fact) | each | No | | | | | \$1,500.00 | |
| **County fee for Site Plan Application | each | No | \$500.00 | \$2,500.00 | \$2,600.00 | \$ 2,600.00 | | |
| Site Plan Agreement Amendment | each | No | \$600.00 | \$600.00 | \$600.00 | \$750.00 | | |
| Site Plan Agreement Amendment (After the Fact) | each | No | | | | | \$1,000.00 | |
| **County fee for Site Plan Ammendment | each | No | \$250.00 | \$1,500.00 | \$1,550.00 | \$ 1,550.00 | | |
| Zoning Compliance Information | each | No | \$55.00 | \$60.00 | \$75.00 | \$100.00 | | |
| Building Compliance Information | each | No | \$55.00 | \$60.00 | \$75.00 | \$100.00 | | |
| Drainage Compliance Information | each | No | \$55.00 | \$60.00 | \$75.00 | \$100.00 | | |
| Legal Non-Conforming Application | | | | | \$60.00 | \$60.00 | | |
| Communication Tower Application | each | No | \$600.00 | \$600.00 | \$750.00 | \$750.00 | | |
| | | | | | | | | |
| In addition to the above application fees the applicant shall pay all external costs, including HST, incurred by the municipality in respect of the Planning Application | | | | | | | | |
| | | | | | | | | |
| Housing projects which qualify under the County of Oxford's Community Improvement Plan - Affordable Housing Incentive Program, are exempt from Township imposed application fees. This exemption does not include any deposits required to recover Township costs for peer reviews | | | | | | | | |
| | | | | | | | | |

| Building Services - Planning | | | | | | | Item |
|--|---------|----------------|-------------|------------------------------------|------------------|-------------|------|
| Fees and Charges (HST Exempt) | | | | | | | |
| Description | Unit | Subject to HST | 2023 Amount | 2024 Amount | 2025 Amount | 2026 Amount | |
| REFUNDS | | | | | | | |
| Planning Application submitted, no work started | each | No | | Full Refund less \$50.00 Admin Fee | | | |
| Planning Application submitted, application circulated for comment | each | No | | | | No Refund | |
| **fees established by the County of Oxford and are subject to change | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Fees contained in Severance Agreements: | | | | | | | |
| Street lighting | minimum | No | \$ 300.00 | \$ 300.00 | \$ 300.00 | \$ 300.00 | |
| Sidewalk | minimum | No | \$ 500.00 | \$ 500.00 | \$ 500.00 | \$ 500.00 | |
| Parkland dedication | minimum | No | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | \$ 1,500.00 | |
| | | | | | | | |
| DEPOSITS: | | | | | | | |
| (Deposits not subject to HST, but property owner is responsible for engineering & study costs including HST) | | | | | | | |
| Planning Peer Reviews (Site Plan, etc.) | minimum | No | \$3,000.00 | \$3,000.00 | \$3,000.00 | \$3,000.00 | |
| | | | | | | | |
| Agreement to construct a new single family dwelling while current owners are living in the existing single family dwelling | each | No | | | As per agreement | | |
| Sub-Division Agreement | each | No | | As per agreement \$10,000 minimum | | | |
| Bunkhouse Agreement | each | No | | | As per agreement | | |
| Discretionary Agreement | each | No | | | As per agreement | | |
| Appeal to the Ontario Municipal Board | each | No | | | As per agreement | | |
| Garden Suite Agreement | each | No | | | As per agreement | | |
| | | | | | | | |
| CLI -ECA application - Storm Sewer | each | No | \$ 1,100.00 | \$ 1,100.00 | \$ 1,100.00 | \$ 1,300.00 | |
| CLI -ECA application - Storm Water Management | each | No | \$ 2,200.00 | \$ 2,200.00 | \$ 2,200.00 | \$ 2,400.00 | |

|  | | | | | | Schedule K |
|---|--------------------|----------------|-------------|-------------|-------------|-------------|
| Public Works - Roads | | | | | | |
| Fees and Charges | | | | | | |
| Description | Unit | Subject to HST | 2023 Amount | 2024 Amount | 2025 Amount | 2026 Amount |
| Installation of Entrance Culverts | each | Yes | \$1,400.00 | \$1,425.00 | \$1,450.00 | \$1,500.00 |
| Drainage Materials | | Yes | | | cost + 15% | cost + 15% |
| Curb Cut | each | Yes | \$600.00 | \$650.00 | \$700.00 | \$725.00 |
| Permit to Move a Structure along Municipal Roads to Relocate Struc | each | No | \$40.00 | \$50.00 | \$75.00 | \$75.00 |
| Snow Removal (when contracted out) | | | | | | |
| Snow Plowing | per operation | Yes | \$65.00 | \$70.00 | \$88.35 | \$88.35 |
| Snow Plowing / Sand / Salting | per operation | Yes | \$100.00 | \$105.00 | \$125.00 | \$125.00 |
| Sand /Salting | per operation | Yes | \$80.00 | \$85.00 | \$110.00 | \$110.00 |
| Tandem Axle Truck Rental | hour | Yes | \$88.35 | \$88.35 | \$88.35 | \$88.35 |
| One Ton Truck Rental | hour | Yes | \$68.45 | \$68.45 | \$68.45 | \$68.45 |
| 1/2 Ton Pickup Rental | hour | Yes | \$33.35 | \$33.35 | \$33.35 | \$33.35 |
| Grader Rental summer | hour | Yes | \$142.25 | \$142.25 | \$142.25 | \$142.25 |
| Grader Rental winter | hour | Yes | \$150.00 | \$150.00 | \$150.00 | \$150.00 |
| Loader Rental | hour | Yes | \$81.75 | \$81.75 | \$81.75 | \$81.75 |
| Backhoe Rental | hour | Yes | \$72.10 | \$72.10 | \$72.10 | \$72.10 |
| Tractor Rental | hour | Yes | \$62.25 | \$62.25 | \$62.25 | \$62.25 |
| Brush Depot - Labour | hour | No | \$41.00 | \$44.00 | \$50.00 | \$52.00 |
| Civic Address Signs & Posts | each | Yes | \$42.00 | \$45.00 | \$45.00 | \$47.50 |
| Civic Address Sign Only (No Post) | each | | | | | \$30.00 |
| Sale of Recycled Asphalt (as available) pick up only | 3 yard bucket | Yes | \$12.00 | \$15.00 | \$15.00 | \$15.00 |
| Sale of Recycled Concrete (as available) pick up only | 3 yard bucket | Yes | \$12.00 | \$15.00 | \$15.00 | \$15.00 |
| Laying a private drain across Township Road Allowance | Separate Agreement | | | | | |
| Laying utility lines along, under, in or upon municipal roads | Separate Agreement | | | | | |



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Sarah Matheson, Director of Corporate Services / Clerk

Reviewed by: Josh Brick, Chief Administrative Officer
Denise Krug, Director of Finance

Date: October 28, 2025

Council Meeting Date: November 5, 2025

Report Title: Internet & Telephone Voting Provider for the 2026 Municipal Election

Report No.: DC-25-15

Recommendation:

That Report DC-25-15 be received as information; and

Council authorizes the Clerk to enter into an agreement with both Intelivote Systems Inc. and DataFix for the provision of Internet and Telephone Voting in the 2026 Municipal Election.

Executive Summary:

In collaboration with area municipalities offering Internet and Telephone Voting in the upcoming 2026 Municipal Election, a joint Request for Proposal (RFP) process was followed to receive qualified proponents for the provision of an internet and telephone voting platform. Intelivote Systems Inc., along with DataFix are the recommended vendors, as result of the RFP process.

Background:

The next Municipal Election is scheduled to take place on Monday October 26, 2026.

The decision regarding an alternative voting method was made by Council at the May 21st, 2025 Meeting of Council (Report DC-25-06, Attached).

The 2026 Municipal Election Method of Voting By-law number 2511-2025 was passed at the September 3rd, 2025 Meeting of Council.

By June 1st in the year of a regular election, the Clerk must establish procedures and forms for the use of any voting and vote-counting equipment authorized by by-law.

Analysis & Discussion:

Staff are collaborating with four other Oxford County municipalities using Internet and Telephone Voting, the Township of East Zorra-Tavistock, the Township of South-West Oxford, the Township of Zorra, and the Town of Tillsonburg.

The Township of East Zorra-Tavistock lead a joint RFP for Internet and Telephone Voting System Services for the 2026 Municipal Election. The RFP was issued on bids&tenders on Thursday September 2, 2025, with a closing date of Thursday September 25, 2025, at 2:00pm. The RFP requested the submission of proposals from qualified and experienced proponents for the deployment and support of a fully hosted Internet and Telephone voting platform for the 2026 Municipal Election.

There were nine registered plan takers. Six bid submissions were received and verified for compliance by staff. Evaluation of the proposals was then completed by the evaluation team, comprised of the Clerks for each participating municipality. The evaluation was based on the scoring matrix incorporated into the RFP bid document.

The highest-ranking proponent was Intelivote Systems Inc. The cost associated with Intelivote Systems Inc. proposal for the Township of Blandford-Blenheim is \$16,788.00, not including HST.

Blandford-Blenheim is responsible for entering into a municipal-specific agreement with Intelivote Systems Inc. A project kick off meeting will be scheduled to coordinate work.

Voter list management is also required during the 2026 Municipal Election. Blandford-Blenheim will receive the list of eligible electors from Elections Ontario. Using DataFix's Municipal VoterView (MVV) platform, staff will scrub the existing list. MVV fully integrates with Intelivote Systems Inc. to reflect any changes, additions or deletions to the voter list. Once the work has been completed in MVV, a file will be imported to Intelivote to assign a unique PIN to each elector. Any modifications to the file that need to be made during the election period are done real time and stored by Datafix on the Intelivote system.

The voter list and assigned voting credentials are then used as the basis to create Voter Instruction Letters for the voters. Specific instructions and timelines, voting website addresses and toll-free phone numbers, voter assistance phone numbers, and ballot options are all predesigned and included in the mail out.

Once a voter gets their Voter Instruction Letter in the mail, they can cast their ballot using either their phone or the internet whenever they want during the voting period.

Strategic Priorities:

Excellence in Public Service

Internet voting removes barriers to voting related to mobility issues, distance and work schedules, allowing residents to participate in the democratic process.

Financial Considerations:

The bid received from Intelivote System Inc. is \$16,788.00 for the Township of Blandford-Blenheim, not including HST.

Datafix VoterView List Management is a required partner software for the management of the Voters List. This software is quoted at \$8,350.00 for the Township of Blandford-Blenheim, not including HST.

Township Staff will be focusing their attention on the election; however, staff are budgeting about \$2,000.00 to employ non-staff election employees in order to assist with Voter Help Centre hours throughout the Township.

Election costs are also dependent on any complexities that may arise such as need for legal advice or a compliance audit.

Total costs are estimated to be \$27,138.00, not including HST.

All municipal election expenses are funded by the Election Reserve Fund. Funds have been budgeted and allocated to the Election Reserve fund, in the amount of \$10,462.00 in 2023, and \$5,231.00 for 2025, with a current total of \$15,693.00 in the fund.

Respectfully submitted by:

Sarah Matheson,
Director of Corporate Services / Clerk

Appendix:

Report DC-25-06.

Follow up

In adopting this report, what follow up action is required?

☐ By-law

X Agreement(s)/document(s) to be signed by Mayor and/or Clerk

☐ Social media/Website update or communication

☐ Other communication – Specify:



TOWNSHIP OF BLANDFORD-BLENHEIM

| | | | |
|---------------------|---|------------------------------|-----------------------|
| To: | Members of Council | From: | Sarah Matheson, Clerk |
| Reviewed By: | Josh Brick, CAO | Date: | May 15, 2025 |
| Subject: | Alternate Voting Method for the 2026 Municipal Election | Council Meeting Date: | May 21, 2025 |
| Report #: | DC-25-06 | | |

Recommendation:

That Report DC-25-06 be received as information; and

That Council approves the use of alternate voting methods (internet and telephone) for the 2026 Municipal and School Board Election; and further,

That Council directs staff to prepare a 2026 Municipal Election Method of Voting By-Law for consideration at a future meeting of Council.

Background:

The next Municipal Election is scheduled to take place on Monday October 26, 2026.

Section 42(1) of the *Municipal Elections Act (MEA)* states:

*“42 (1) The council of a local municipality may pass by-laws,
 (a) authorizing the use of voting and vote-counting equipment such as voting machines, voting recorders or optical scanning vote tabulators;
 (b) authorizing electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote. 1996, c. 32, Sched., s. 42 (1).”*

The decision regarding vote counting equipment and alternative voting methods must be made by May 1st in the year of the election. Furthermore, the Clerk must establish procedures and forms for the use of any voting and vote-counting equipment authorized by by-law by June 1 in the year of a regular election.

Early Council approval will allow staff sufficient time to procure and prepare election services in collaboration with neighbouring municipalities and ensure a secure, accessible, and efficient election process.

The last Municipal Election was held in October of 2022.

Analysis & Discussion:

Due to procurement requirements for election equipment, staff is seeking Council's guidance to ensure sufficient time for the Request for Proposals (RFP) process, contract evaluation and award, as well as the creation of necessary procedures, forms, and a focused outreach strategy.

Options for election administration in the 2026 election were presented at the April 2, 2025 Meeting of Council for Council's consideration (Report DC-25-04, Attached).

Dean Smith, Owner of Intelivote Election Systems delegated to Council virtually at the May 7, 2025 Meeting of Council to give a high-level overview of the alternate vote method of vote by internet, showing how the interface appears to the voter.

Financial Considerations:

Financial considerations for the 2026 municipal election will be determined by the method chosen by Council.

Staff has sought early estimates from vendors to look at the costs of providing for different voting options. Estimated cost is provided in a table below, and are subject to change based on procurement. Election costs are also dependent on any complexities that may arise such as need for legal advice or compliance audit.

| Method | Estimated Cost |
|------------------------------|----------------|
| Vote by Internet / Telephone | \$40,000.00 |

For reference, total expenses of the 2022 election (traditional paper ballot) came in at \$43,844.43 with 25.47% voter turnout.

All municipal election expenses are funded by the Election Reserve Fund. Funds have been budgeted and allocated to the Election Reserve fund, in the amount of \$10,462.00 in 2023, and \$5,231.00 for 2025, with a current total of \$15,693.00 in the fund.

Attachments:

Report DC-25-04.

Respectfully submitted by:

Sarah Matheson,
Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2518-2025

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

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

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

1. That Schedule "A" to By-Law Number 1360-2002, as amended, is hereby amended by changing to 'R1-24', 'R1-25,' 'R2-7', 'OS-6,' 'D-9' and 'HC' the zone symbols of the lands so designated 'R1-24', 'R1-25,' 'R2-7', 'OS-6,' 'D-9' and 'HC' on Schedule "A" attached hereto.
2. That Section 11.5 to By-Law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

"11.5.24 Location: Part Lot 17, Concession 12 (Blenheim), Parts 1-3, Reference Plan 41R-10551 24 Platts Street South R1-24 (Key Map 64)"

- 11.5.24.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any 'R1-24' Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

all *uses permitted* in Section 11.1 of this Zoning By-Law.

- 11.5.24.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any 'R1-24' Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

- 11.5.24.2.1 *LOT FRONTAGE (INTERIOR LOT)*

| | |
|---------|-------------------------|
| Minimum | 14.6 m (47.9 ft) |
|---------|-------------------------|

- 11.5.24.2.2 *LOT FRONTAGE (CORNER LOT)*

| | |
|---------|-------------------------|
| Minimum | 19.5 m (63.9 ft) |
|---------|-------------------------|

- 11.5.24.2.3 *LOT DEPTH*

| | |
|---------|-----------------------|
| Minimum | 29 m (95.1 ft) |
|---------|-----------------------|

11.5.24.2.4 *FRONT YARD DEPTH*

Minimum **6.5 m** (21.3 ft)

11.5.24.2.5 *EXTERIOR SIDE YARD WIDTH*

Minimum **4.5 m** (14.7 ft)

11.5.24.2.6 *LOT COVERAGE*

Maximum **45 %**

11.5.24.3 That all provisions of the 'R1' Zone in Section 11.2 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. That Section 11.5 to By-Law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

"11.5.25 **Location: Part Lot 17, Concession 12 (Blenheim), Parts 1-3, Reference Plan 41R-10551 24 Platts Street South R1-25 (Key Map 64)**

11.5.25.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any 'R1-25' Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

all uses permitted in Section 11.1 of this Zoning By-Law.

11.5.25.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any 'R1-25' Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

11.5.25.2.1 *LOT DEPTH*

Minimum **23 m** (75.4 ft)

11.5.25.3 That all provisions of the 'R1' Zone in Section 11.2 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*."

4. That Section 12.3 to By-Law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

"12.3.7 **Location: Part Lot 17, Concession 12 (Blenheim), Parts 1-3, Reference Plan 41R-10551 24 Platts Street South R2-7 (Key Map 64)**

- 12.3.7.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any 'R2-7' Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

all *uses permitted* in Section 12.1 of this Zoning By-Law.

- 12.3.7.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any 'R2-7' Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

12.3.7.2.1 *LOT FRONTAGE (INTERIOR LOT)*

Minimum **8 m** (26.2 ft)

12.3.7.2.2 *LOT FRONTAGE (CORNER LOT)*

Minimum **14.3 m** (46.9 ft)

12.3.7.2.3 *EXTERIOR SIDE YARD WIDTH*

Minimum **6 m** (19.6 ft)

12.3.7.2.4 *LOT COVERAGE*

Maximum **45%**

- 12.3.7.3 That all provisions of the 'R2' Zone in Section 12.2 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*."

5. That Section 21.3 to By-Law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

"21.3.9 **Location: Part Lot 17, Concession 12 (Blenheim), Parts 1-3, Reference Plan 41R-10551 24 Platts Street South D-9 (Key Map 64)**

- 21.3.9.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any 'D-9' Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

a *public use*, in accordance with the provisions of Section 5.21 of this By-Law.

- 21.3.9.2 That all provisions of the 'D' Zone in Section 21.2 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*."

6. That Section 24.3 to By-Law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

“24.3.6 **Location: Part Lot 17, Concession 12 (Blenheim), Parts 1-3, Reference Plan 41R-10551 24 Platts Street South OS-6 (Key Map 64)**

24.3.6.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any ‘OS-6’ Zone *use* any *lot*, or *erect*, *alter* or *use* any *building* or *structure* for any purpose except the following:

all *uses permitted* in Section 24.1 of this Zoning By-Law.

24.3.6.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any ‘OS-6’ Zone *use* any *lot*, or *erect*, *alter* or *use* any *building* or *structure* except in accordance with the following provisions:

24.3.6.2.1 ***LOT FRONTAGE***

Minimum **10 m (32.8 ft)**

24.3.6.3 That all provisions of the ‘OS’ Zone in Section 24.2 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*.”

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

READ a first and second time this 5th day of November, 2025.

READ a third time and finally passed this 5th day of November, 2025.

Mark Peterson – Mayor

(SEAL)

Sarah Matheson, Clerk

ZN1-22-07

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2518-2025

EXPLANATORY NOTE

The purpose of By-law Number 2518-2025 is to rezone the subject lands from 'Residential Type 1 Zone (R1),' 'Highway Commercial Zone (HC),' 'Special Highway Commercial Zone (HC-4),' and 'Open Space Zone (OS)' to 'Special Residential Type 1 Zone (R1-24),' 'Special Residential Type 1 Zone (R1-25),' 'Special Residential Type 2 Zone (R2-7),' 'Special Open Space Zone (OS-6),' 'Special Development Zone (D-9),' and 'Highway Commercial Zone (HC)' to facilitate a residential and commercial development. The development will consist of 99 lots for single detached dwellings and 16 lots for semi-detached dwelling units to be serviced by municipal water and wastewater services. A block for stormwater management purposes is being proposed, as are new internal roads connecting Hofstetter Road and Platt Street South. Special provisions were included to reduce lot frontages, lot depths, lot coverage, and exterior side yard widths. In addition to the residential component of the development, a 1.69 ha (4.17 ac) commercial block is also included.

The subject lands are described as Part Lot 17, Concession 12 (Blenheim), Parts 1, 2, and 3, Plan 41R-10551; Township of Blandford-Blenheim. The lands are located at the southwest corner of the Hofstetter Road and Oxford Road 8 (Albert Street East) intersection, with frontage also existing on the east side of Platt Street South and the lands are municipally known as 24 Platt Street South in the Village of Plattsville.

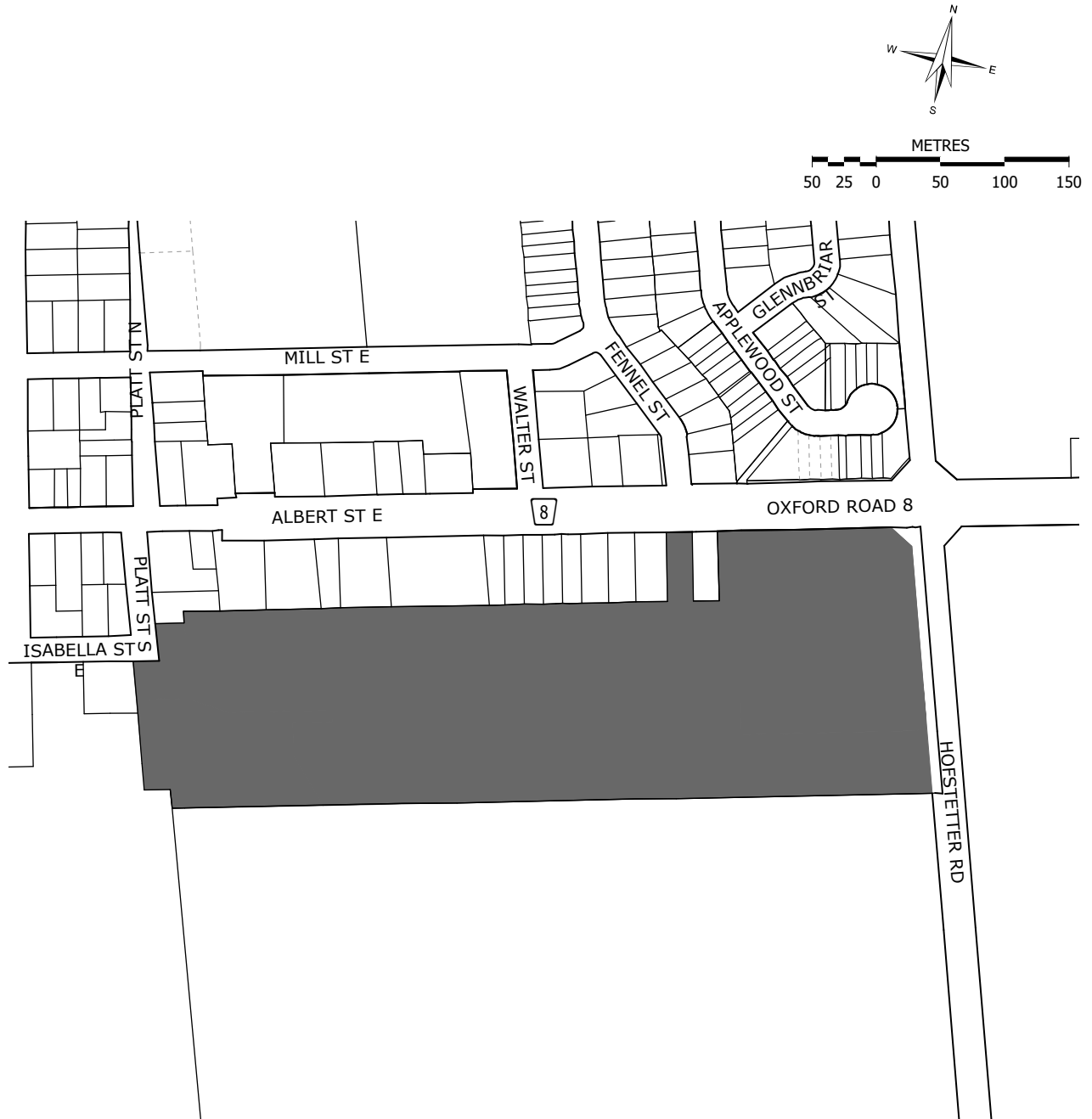
The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2518-2025. The public hearing was held on August 6, 2025. Council received comments and concerns from the public, and where relevant, considered them in their deliberations on the application.

Any person wishing further information regarding Zoning By-Law Number 2518-2025 may contact the undersigned.

Sarah Matheson, Clerk
Township of Blandford-Blenheim
47 Wilmot Street South
Drumbo, Ontario
N0J 1G0

Telephone: 463-5347

KEY MAP



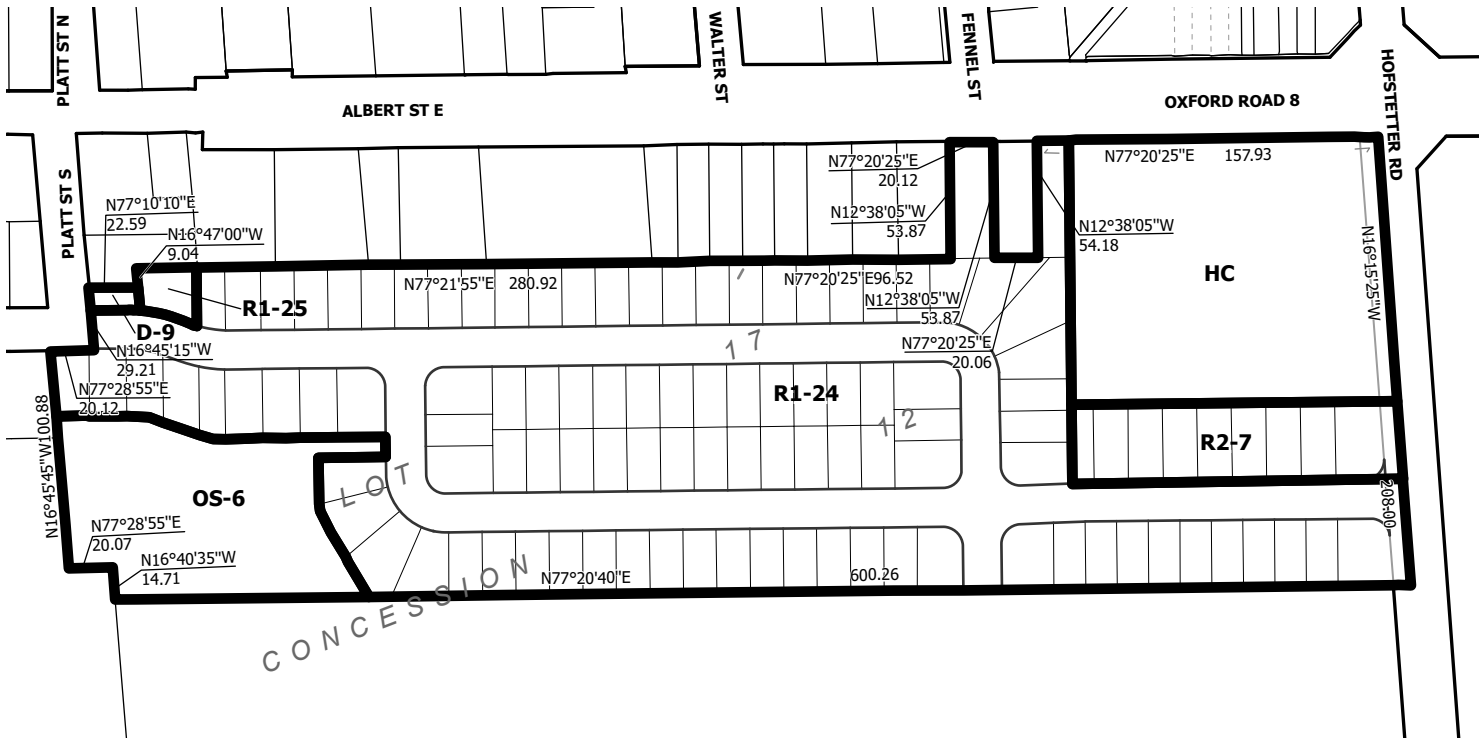
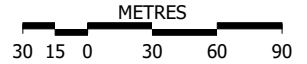
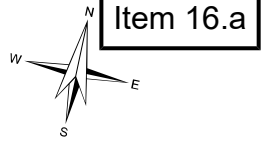
 LANDS TO WHICH BYLAW 2518-2025 APPLIES

SCHEDULE "A"

TO BY-LAW No. 2518-2025

PART LOT 17, CONCESSION 12 (BLENHEIM)
PARTS 1, 2 & 3, REFERENCE PLAN 41R-10551

TOWNSHIP OF BLANDFORD-BLENHEIM



R1-25 AREA OF ZONE CHANGE TO R1-25

D-9 AREA OF ZONE CHANGE TO D-9

R2-7 AREA OF ZONE CHANGE TO R2-7

HC AREA OF ZONE CHANGE TO HC

R1-24 AREA OF ZONE CHANGE TO R1-24

OS-6 AREA OF ZONE CHANGE TO OS-6

NOTE: ALL DIMENSIONS IN METRES
THIS BY-LAW IS INTENDED TO ENCOMPASS
ALL OF THE DRAFT PLAN OF SUBDIVISIONS
SB22-06-1

THIS IS SCHEDULE "A"

TO BY-LAW No. 2518-2025, PASSED

THE _____ DAY OF _____, 2025



Produced By The Department of Corporate Services
Business Systems ©2025

MAYOR

CLERK

THE CORPORATION OF

Item 16.b

THE TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2519-2025

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 November 5th, 2025 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 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 5th day of November, 2025.

By-law read a third time and finally passed this 5th day of November, 2025.

Mark Peterson, Mayor

Sarah Matheson, Clerk