

TOWNSHIP OF BLANDFORD-BLENHEIM
COUNCIL MEETING AGENDA - AMENDED

Wednesday, November 1st, 2023

Watch via Live Stream on Township's YouTube:
<https://www.youtube.com/channel/UCdKRV0GAEuFaGbWHRPzoEXA>

4:00 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

That the agenda for the November 1st, 2023 Regular Meeting of Council be adopted.

4. Disclosure of Pecuniary Interest

5. Minutes

a. [October 18th, 2023 Minutes of Council](#)

Recommendation:

That the minutes of the October 18th, 2023 Meeting of Council be adopted, as printed and circulated.

b. [October 25th, 2023 Minutes of Council](#)

Recommendation:

That the minutes of the October 25th, 2023 Meeting of Council be adopted, as printed and circulated.

6. Business Arising from the Minutes

7. Public Meetings

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

i. Minutes

[October 4, 2023 Meeting of the Committee of Adjustment](#)

ii. Applications

1. [MVA-05-23 Michael & Margaret-Ann Becker, 927757 Oxford Road 8, Bright](#)

Recommendation:

That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A05-23, submitted by Michael and Margaret-Ann Becker for lands described as Part Lot 1, Concession 13 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 6.1 to allow an additional residential unit (ARU) within a detached accessory building;
2. Relief from Section 5.5.2.4 to increase the maximum distance between the principal dwelling and the ARU from 30 m (98.4 ft) to 31 m (101.7 ft); and,
3. Relief from Section 5.5.2.4 to increase the maximum height for an ARU from 5.5 m (18 ft) to 6 (19.5 ft).

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

- i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

2. [MVA-06-23 Shane & Stephanie Moyes, 806538 Oxford Road 29, Drumbo](#)

Recommendation:

That the Township of Blandford-Blenheim Committee of Adjustment That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A06-23, submitted by Shane & Stephanie Moyes for lands described as Part Lot 21, Concession 6 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 6.1 to allow an additional residential unit (ARU) within a detached accessory building; and,
2. Relief from Section 5.5.2.4 to increase the maximum distance between the principal dwelling and the ARU from 30 m (98.4 ft) to 98.5 m (323.1 ft).

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

- i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;

iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford

3. [MVA-07-23 499616 Ontario Ltd. \(William & Marg Spicer\), 855013 Gobles Road, Princeton, ON](#)

Recommendation:

That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A07-23, submitted by 499616 Ontario Ltd. for lands described as Part Lot 19, Concession 1 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 17.2 to reduce the minimum front yard depth from 15 m (49.2 ft) to 14.6 m (48 ft) to facilitate the expansion of an existing public garage;
2. Relief from Section 17.2 to reduce the minimum lot frontage from 50 m (164 ft) to 41 m (134.5 ft) to recognize the existing lot frontage;
3. Relief from Section 17.2 to reduce the minimum lot depth from 80 m (262.5 ft) to 51 m (167.3 ft) to recognize the existing lot depth; and,
4. Relief from Section 17.2 to reduce the minimum lot area from 0.4 ha (1 ac) to 0.2 ha (0.5 ac) to recognize the existing lot area.

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

- i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford

b. Public Meeting under the Planning Act, Zone Change

i. [Application for Zone Change – ZN-23-13 \(Loree\)](#)

Recommendation :

It is recommended that the Council of the Township of Blandford-Blenheim approve the Zone Change Application submitted by Lorne and Laurie Loree, whereby lands described as Part Lot 4, Concession 8 (Blenheim), Township of Blandford-Blenheim, are to be rezoned from 'Special General Agricultural Zone (A2-G3)' to 'Special General Agricultural Zone (A2-36)' to permit an existing garden suite to remain on-site permanently while being recognized as an additional residential unit (ARU).

8. Delegations / Presentations

None.

9. Correspondence

a. Specific

i. Karlee Britton, Deputy Clerk, Township of McKellar, Re: Call for an Amendment to the Legislation Act, 2006.

Recommendation:

That the Township supports the Township of McKellar.

b. General

i. Police Services Board, Township of Blandford-Blenheim, Re: July 26, 2023 Meeting Minutes;

ii. David Simpson, Director of Public Works, Oxford County, Re: 2024 Transportation Master Plan – Extended Consultation; and,

iii. David Simpson, Director of Public Works, Oxford County, Re: 2024 Water and Wastewater Master Plan – Extended Consultation.

Recommendation:

That the general correspondence items be received as information.

10. Staff Reports

a. Gord Hough – Director of Community Planning, Oxford County

i. CP 2023-357 – Report Regarding Conservation Authority Service Agreements (Upper Thames River CA and Grand River CA)

Recommendation:

That Report CP 2023-357 be received as information;

And Further, that Council advise the County that the Township supports entering into MOU/agreements with the Upper Thames River Conservation Authority and the Grand River Conservation Authority for Programs and Services as outlined in Report CP 2023-357.

b. Jim Harmer – Drainage Superintendent

i. DS-23-18 – Monthly Report

Recommendation:

That Report DS-23-18 be received as information

ii. DS-23-19 – Monthly Report

Recommendation:

That Report DS-23-19 be received as information;

And further that the tender for the Hotson Drain 2023 be awarded to John Devries Construction in the amount of \$106,525.00 plus applicable taxes.

c. Jim Borton – Director of Public Works

i. PW-23-19 – Monthly Report

That Report PW-23-19 be received as information

d. Trevor Baer, Manager of Community Services

i. CS-23-14 – Monthly Report

Recommendation:

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

e. Rodger Mordue, Chief Administrative Officer / Clerk

i. CAO-23-20 – Plattsville Estates Stage 3B Letter of Credit

Recommendation:

That Report CAO-23-20 be received as information; and,

That Council authorize the following Letter of Credit reduction on the recommendation of the Township's Consulting Engineer:

- Plattsville Estates stage 2B Subdivision from \$17,511.00 to \$0.00.

ii. CAO-23-21 – Asset Naming Policy

Recommendation:

That Report CAO-23-21 be received as information; and,

That Council accept the following names to be added to the names registry for the Township assets:

Cook, Given, Kilgour, Law, Lodge, McTague, Clayton, Robson, Wallace, Rounds, Harrison, Binkley, Cullen, Mitchell, Turner, Enticknap, Stevenson, Burgess.

11. Reports from Council Members

12. Unfinished Business

13. Closed Session

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

14. Motions and Notices of Motion

15. New Business

16. By-laws

- a. 2393-2023, A By-law to amend Development Charges By-law 2148-2019, as amended for the Township of Blandford-Blenheim;
- b. 2394-2023, A By-law to amend the assessment schedules based on actual costs incurred for constructing the Plattsville Estates Phases 3 & 4 Drain;
- c. 2395-2023, A By-law to amend Zoning By-Law Number 1360-2002, as amended (Loree);
- d. 2396-2023, Being a By-law to confirm the proceedings of Council.

Recommendation:

That the following By-laws be now read a first and second time: 2393-2023, 2394-2023, 2395-2023, & 2396-2023.

Recommendation:

That the following By-laws be now given a third and final reading: 2393-2023, 2394-2023, 2395-2023, & 2396-2023.

17. Other

18. Adjournment and Next Meeting

Wednesday, November 15th, 2023 at 4:00 p.m.

Recommendation:

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

That Council adjourn to meet again on Wednesday, November 15th, 2023 at 4:00 p.m.

MINUTES

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

Present: Mayor Peterson, Councillors Banbury, Barnes, Demarest and Young.

Staff: Baer, Belanger, Borton, Davidson, Degier, Harmer, Krug, Mordue and Matheson.

Other: Robson, Planner.

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the agenda for the October 18th, 2023 Regular Meeting of Council be adopted, with the addition of item 15 a.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

a. October 4th, 2023 Minutes of Council

RESOLUTION #2

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the Minutes of the October 4th, 2023 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Public Meetings

None.

8. Delegations / Presentations

- a. Katharina Strubel & Ken Whytock, Residents, Re: Downtown Drumbo Beautification

RESOLUTION #3

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the presentation from Katharina Strubel and Ken Whytock regarding Drumbo Downtown Beautification be received as information; and,

That Council support the project of the Drumbo Beautification Committee and direct staff to develop a budget estimate to be included in the 2024 budget.

.Carried

- b. Jim Cochrane, Resident, Re: Installing a Plaque on the Richwood Hall

RESOLUTION #4

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the presentation from Jim Cochrane regarding a plaque on the Richwood Hall be received as information; and,

That Council direct staff to include an amount in the 2024 budget to have a plaque installed at the Richwood Hall.

.Carried

9. Correspondence

a. Specific

- i. [Multiple Municipality's Councils, Re: Highway Traffic Act Amendments.](#)

RESOLUTION #5

Moved by – Councillor Barnes

Seconded by – Councillor Demarest

Be it hereby resolved that the Township of Blandford-Blenheim Council supports the resolution passed by the City of Cambridge on May 9, 2023, regarding Highway Traffic Act Amendments.

.Carried

ii. [Town of Stouffville, Clerk, Re: Illegal Land Use Enforcement.](#)

RESOLUTION #6

Moved by – Councillor Demarest

Seconded by – Councillor Barnes

That the Township of Blandford-Blenheim Council supports the resolution passed by the Town of Stouffville on September 27, 2023, regarding Illegal Land Use Enforcement.

.Carried

iii. [Town of Midland, Clerk, Re: Catch & Release Justice in Ontario.](#)

RESOLUTION #7

Moved by – Councillor Demarest

Seconded by – Councillor Barnes

That the Township of Blandford-Blenheim Council supports the resolution passed by the Town of Midland on September 6, 2023, regarding Catch and Release Justice in Ontario.

.Carried

b. General

i. Township of Zorra, Chief Administrative Officer, Re: Road Authority Jurisdiction

RESOLUTION #8

Moved by – Councillor Demarest

Seconded by – Councillor Barnes

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

.Carried

10. Staff Reports

a. Drew Davidson – Director of Protective Services

i. FC-23-15 – Monthly Report

RESOLUTION #9

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that Report FC-23-15 be received as information.
.Carried

b. Ray Belanger – Chief Building Official

- i. CBO-23-10 –Monthly Report

RESOLUTION #10

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

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

c. Jim Harmer – Draining Superintendent

- i. DS-23-16 – Petition for Drainage

RESOLUTION #11

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report DS-23-16 be received as information;
and,

That Council accepts the two petitions for drainage works for the S1/2 Lot 1 Concession 13 from Colman Equipment and Bev Fried, and for the SW1/4 Lot 38 Concession 11 from Dave Cleave; and further,

That the Clerk notify the Grand River Conservation Authority and the Clerk of the Township North Dumfries that it has received petitions for drainage work and that they intend to proceed with these petitions.

.Carried

- ii. DS-23-17 – Section 78 of the Drainage Act Report for the Drumbo Drainage Works 1993

RESOLUTION #12

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report DS-23-17 is received as information;

And further that council instructs staff to notify the GRCA of their intent to appoint an Engineer under Section 78 of the Drainage Act for the Drumbo Drainage Works 1993 Harmer Stormwater Management Pond.

.Carried

d. Rodger Mordue – Chief Administrative Officer / Clerk

i. CAO-23-19 – Slaman Land Purchase

RESOLUTION #13

Moved by – Councillor Demarest

Seconded by – Councillor Barnes

Be it hereby resolved that Report CAO-23-19 be received; and,

That the Mayor and Clerk be authorized to execute any and all documents required for the sale of the property described as Part of Centre Street, Plan 104, Designated as Part 1, Plan 41R-10506; Blandford-Blenheim, County of Oxford, Being Part of PIN 00281-0316 to Slaminvest Holdings Inc.

.Carried

11. Reports from Council Members

Councillor Young passed along information regarding a Youth Dance in Plattsville on October 27th, 2023 at the Lions Hall in Plattsville Arena. Councillor Young also shared that she will be passing information along regarding Human Trafficking with a lens on Oxford County by United Way to the other members. Councillor Barnes reported that the local Public Schools are selling sweatshirts and Wolverton has met their quota. Mayor Peterson reported that the Princeton United Church is hosting a Senior's Safety Session with the OPP on Tuesday, October 24th, 2023 at 7:00 pm. Mayor Peterson also reported that the Township is hosting a Community Connect Event at Lions Hall in Plattsville Arena on Wednesday, October 25th, from 7:00 pm to 9:00 pm, drop in.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

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

Re: Gravel roads

RESOLUTION #16

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 4:49 p.m. to discuss:

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

Re: Gravel roads

.Carried

RESOLUTION #17

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 5:54 p.m.

.Carried

16. By-laws

a. 2383-2023, Being a By-law provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford (3rd & final reading, Hotson Drain);

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

c. 2391-2023, Being a By-law to provide for the closure and sale of a portion of Centre Street, Drumbo. More particularly described as Part of Centre Street, Plan 104, Designated as Part 1, Plan 41R-10506; Blandford-Blenheim, County of Oxford;

d. 2392-2023, Being a By-law to confirm the proceedings of Council.

RESOLUTION #14

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a first and second time: 2391-2023 & 2392-2023.

.Carried

RESOLUTION #15

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a third and final time: 2383-2023, 2384-2023, 2391-2023 & 2392-2023.

.Carried

17. Other Business

None.

18. Adjournment and Next Meeting

RESOLUTION #18

Moved by – Councillor Young
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:55 p.m.; and,

That Council adjourn to meet again on Wednesday, November 1st, 2023 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue, CAO/Clerk
Township of Blandford-Blenheim

Wednesday, October 25th, 2023
Plattsville Lions Hall
7:00 p.m.

MINUTES

Council met at 7:00 p.m. for the Community Connect event.

Present: Mayor Peterson, Councillors Banbury, Barnes, Demarest and Young.

Staff: Baer, Belanger, Borton, Davidson, Harmer, Mordue and Matheson.

Other: Robson, Planner.

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Banbury
Seconded by – Councillor Barnes

Be it hereby resolved that the agenda for the October 25th, 2023 Community Connect event be adopted.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

6. Business Arising from the Minutes

7. Public Meetings

8. Delegations / Presentations

9. Correspondence

10. Staff Reports

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

Nineteen Community organizations attended to event to inform the public about the services they provide.

15. Closed Session

16. By-laws

17. Other Business

18. Adjournment and Next Meeting

RESOLUTION #2

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 9:06 p.m.;

Be It Resolved That Council adjourn to meet again on Wednesday, November 1st, 2023 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue, CAO/Clerk
Township of Blandford-Blenheim

Township of Blandford-Blenheim
Committee of Adjustment
Council Chambers, 47 Wilmot St. S. Drumbo
Streamed to Township's YouTube
Wednesday, October 4th, 2023
4:21 p.m.

COMMITTEE OF ADJUSTMENT MINUTES

The Township of Blandford-Blenheim Committee of Adjustment met at 4:21 p.m.

Present: Mayor Peterson, Members Banbury, Barnes, Demarest and Young.

Staff: Baer, Belanger, Davidson, Harmer, Krug, Matheson and Mordue.

Others: Dustin Robson, Planner, Oxford County.

Mayor Peterson in the Chair

Disclosure of Pecuniary Interest

None.

Minutes

i. September 6th, 2023 Meeting of the Committee of Adjustment

Verbal adoption of the Minutes of the Meeting of the Committee of Adjustment.

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Applications

i. Application for Minor Variance MVA-04-23 Henry Vink, 785861 Township Road 6, Innerkip

The Planner presented the report, recommending approval. The applicant was present. The Committee members did not have question or comment. No one spoke for or against the application.

Verbal motion to approve the application.

Moved by – Councillor Banbury
Seconded by – Councillor Barnes

For application A04-23 the decision was signed as approved.

The Committee adjourned at 4:26 p.m. and the Open Council meeting resumed.



Community Planning

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: www.oxfordcounty.ca

Our File: **A05-23**

APPLICATION FOR MINOR VARIANCE

TO: Township of Blandford-Blandford Committee of Adjustment

MEETING: November 1, 2023

REPORT NUMBER: CP 2023-329

OWNER: Michael & Margaret-Ann Becker
927757 Oxford Road 8, Bright, ON N0J 1B0

VARIANCE REQUESTED:

1. Relief from Section 6.1 to allow an additional residential unit (ARU) within a detached accessory building;
2. Relief from Section 5.5.2.4 to increase the maximum distance between the principal dwelling and the ARU from 30 m (98.4 ft) to 31 m (101.7 ft); and,
3. Relief from Section 5.5.2.4 to increase the maximum height for an ARU from 5.5 m (18 ft) to 6 (19.5 ft).

LOCATION:

The subject lands are described as Part Lot 1, Concession 13 in the former Township of Blenheim, now in the Township of Blandford-Blenheim. The lands are located on the north side of Oxford Road 8, lying between Trussler Road and Blenheim Road, and municipally known as 927757 Oxford Road 8.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'B-1' Township of Blandford-Blenheim Agricultural Reserve

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

Limited Agricultural Zone (A1)

COMMENTS:**(a) Purpose of the Application:**

The subject lands are currently zoned 'Limited Agricultural Zone (A1)' and are approximately 2.1 ha (5.4 ac) in size. The lands currently contain an existing single detached dwelling in addition to a number of accessory buildings including detached garages and a barn. The applicants are proposing to establish a 120 m² (1,291 ft²) additional residential unit (ARU) within the second floor of one of the existing detached garages on the property, which is located northeast of the existing single detached dwelling.

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

Plate 2, Aerial Photography (2020), shows the location of the subject lands and surrounding properties.

Plate 3, Applicants' Sketch, illustrates the existing buildings and structures.

(b) Agency Comments

The Township's Chief Building Official and Southwest Public Health had no comments or concerns regarding the proposal.

(c) Intent and Purpose of the Official Plan:

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

Regarding Additional Residential Units (ARUs), Oxford County Council adopted policies regarding these units on February 8, 2023 via Official Plan Amendment 285 which are applicable to this application.

Specifically, in the Agricultural Reserve designation, ARUs are permitted within a single detached dwelling and/or in a structure ancillary to the principal dwelling, provided that both dwellings are located on a lot zoned for agricultural or rural residential use that permits a dwelling in accordance with the policies of the Official Plan.

A maximum of two (2) ARUs shall be permitted per farm unit, being two (2) in a principal dwelling or one (1) in a principal dwelling and/or one (1) in a structure ancillary to the principal dwelling.

ARUs located outside of a settlement area shall be in accordance with the following:

- The ARU shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1,506 ft²);
- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;

- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- The principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway as the principal dwelling;
- There is adequate access from the front lot line and parking area to each ARU for both occupant use and emergency response;
- To the extent feasible, existing trees and other desirable vegetation are preserved;
- Land use compatibility concerns (e.g. due to proximity to industrial areas or major facilities) will not be created or intensified;
- The location of ARUs and related services and outdoor amenities shall comply with all other applicable policies of the Official Plan;
- All other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

The following additional policies shall apply to the establishment of an ARU in a detached ancillary structure;

- The lot must be a minimum of 0.6 ha (1.48 ac) in area;
- The siting, design and orientation of the ancillary structure, parking areas and outdoor amenity areas will allow for privacy for the occupants of the ARU, principal dwelling and abutting residential properties; and
- An ARU will satisfy MDS I or will not further reduce an existing insufficient setback.

Based on the criteria outlined above, Staff are of the opinion that the proposal conforms to the intent and purpose of the County's Official Plan.

(d) Intent and Purpose of the Zoning By-law:

The subject lands are zoned 'Limited Agricultural Zone (A1)' in the Township of Blandford-Blenheim Zoning By-law. The 'A1' zone permits a wide range of agricultural uses, including livestock and regulated farm operations, as well as buildings and structures accessory thereto.

Section 5.5.2 of the Zoning By-law allows for the consideration of an ARU within a detached ancillary structure on A1 zoned land provided that the following criteria is met:

- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- Contains a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1,506 ft²);
- There is a 1.2 m (3.9 ft) unobstructed pathway from the front lot line to the entrance;
- 1 space per ARU is provided on-site;
- A minimum 75 m² (807 ft²) of open space in the rear yard for 1 ARU;
- The subject lands are a minimum of 0.6 ha (1.48 acres);
- The ARU shall have a maximum height of 5.5 m (18 ft); and,
- The ARU shall be a maximum distance of 30 m (98.4 ft) from the main dwelling.

Additionally, Section 7.2.6 Location of New Farm Dwellings, is to ensure that new farm dwellings, including temporary dwellings, shall be required to satisfy the minimum distance separation requirements as determined through the application of the Minimum Distance Separation Formula I (MDS I) or not further reduce an already existing insufficient setback. It is the intent of these regulations to reduce potential conflicts with livestock operations, wherever possible.

The proposed ARU would be located within the second floor of an existing detached garage, identified as a carriage house on Plate 3. The ARU would be approximately 120 m² (1,291 ft²) in size, which is below the maximum size of 140 m² (1,506 ft²). The proposal also conforms to the minimum lot size of 0.6 ha (1.38 ac) and the required minimum amenity space of 75 m² (807 ft²).

While the proposal does conform to the majority of the zoning provisions, Staff have identified that it does not conform to the maximum distance between the ARU and the principal dwelling and the maximum height of an ARU. The applicants are proposing to recognize the existing distance between the ARU and the principal dwelling of 31 m (101.7 ft), rather than the permitted maximum of 30 m (98.4 ft), and the existing 6 m (19.5 ft) height, rather than the permitted maximum of 5.5 m (18 ft).

Staff have reviewed the proposal and are of the opinion that the proposal generally conforms to the intent and purpose of the Zoning By-law. While the existing location of the detached garage that would contain the ARU is further from the principal dwelling than permitted, Staff believe that the existing location would make use of existing infrastructure and would not have a detrimental impact on surrounding agricultural operations.

(e) Desirable Development/Use:

It is the opinion of this office that the applicants' proposal to obtain relief from the maximum height of an ARU and the maximum distance between the principal dwelling and the ARU can be considered minor and desirable.

The proposal will facilitate the establishment of an ARU within an existing accessory building. Staff have reviewed the proposal and believe that even though the existing accessory building is slightly further away from the principal dwelling and taller than what is permitted, the relief required is negligible. Further, staff are of the opinion that the establishment of an ARU in the detached garage will use existing infrastructure, such as the driveway, and will not have an adverse impact on surrounding agricultural operations.

In light of the foregoing, it is the opinion of this office that the requested relief is in keeping with the general intent and purpose of the Official Plan, the Township's Zoning By-law, is minor and desirable and can be given favourable consideration.

RECOMMENDATION:

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A05-23, submitted by Michael and Margaret-Ann Becker for lands described as Part Lot 1, Concession 13 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 6.1 to allow an additional residential unit (ARU) within a detached accessory building;
2. Relief from Section 5.5.2.4 to increase the maximum distance between the principal dwelling and the ARU from 30 m (98.4 ft) to 31 m (101.7 ft); and,

3. Relief from Section 5.5.2.4 to increase the maximum height for an ARU from 5.5 m (18 ft) to 6 (19.5 ft).

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

- i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

Authored by: *original signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: *original signed by*

Eric Gilbert, MCIP, RPP
Manager of Development Planning



Legend

- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
 - ++ 100 Year Flood Line
 - = 30 Metre Setback
 - = Conservation Authority Regulation Limit
 - = Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



0 102 205 Meters

NAD_1983_UTM_Zone_17N



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September 26, 2023



Legend

Parcel Lines

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

Zoning Floodlines

Regulation Limit

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

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

Notes



0 51 102 Meters

NAD_1983_UTM_Zone_17N



Subject Lands

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

September 26, 2023

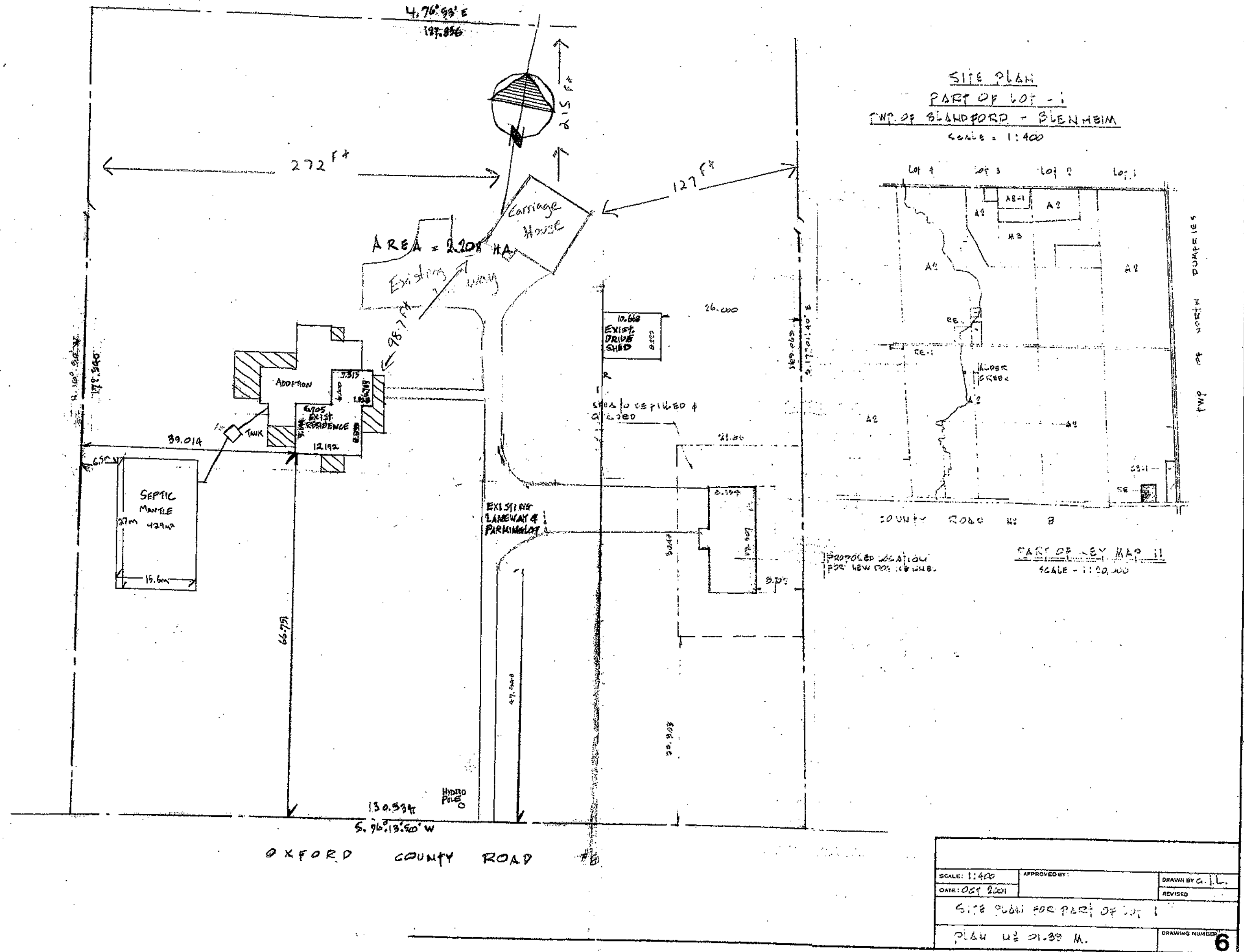


Plate 3: Applicants' Sketch
 File No. A05-23 (Becker)
 Part Lot 1, Concession 13 (Blenheim), Township of Blandford-Blenheim - 927757 Oxford Road 8



Community Planning

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: www.oxfordcounty.ca

Our File: **A06-23**

APPLICATION FOR MINOR VARIANCE

TO: Township of Blandford-Blenheim Committee of Adjustment

MEETING: November 1, 2023

REPORT NUMBER: CP 2023-345

OWNER: Shane & Stephanie Moyes
806538 Oxford Road 29, Drumbo, ON N0J 1G0

AGENT: Todd Poetter
1142 Bennett Terrace, Woodstock, ON N4S 8E8

VARIANCES REQUESTED:

1. Relief from Section 6.1 to allow an additional residential unit (ARU) within a detached accessory building; and,
2. Relief from Section 5.5.2.4 to increase the maximum distance between the principal dwelling and the ARU from 30 m (98.4 ft) to 98.5 m (323.1 ft).

LOCATION:

The subject lands are described as Part Lot 21, Concession 6, in the former Township of Blenheim, now in the Township of Blandford-Blenheim. The lands are located on the south side of Oxford Road 29, lying between Highway 401 and Oxford Road 8, and are municipally known as 806538 Oxford Road 29.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'B-1'	Township of Blandford-Blenheim	Agricultural Reserve, Open Space, & Environmental Protection
----------------	--------------------------------	--

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

Special General Agricultural Zone (A2-19)

COMMENTS:**(a) Purpose of the Application:**

The subject lands are currently zoned 'Special General Agricultural Zone (A2-19)' and are approximately 14.6 ha (36 ac) in size. The lands currently contain an existing 321.6 m² (3,500 ft²) single detached dwelling and a 371.6 m² (4,000 ft²) accessory building used for agricultural purposes. The applicants are proposing to establish an additional residential unit (ARU) within a new detached structure that would not exceed 140 m² (1,507 ft²) in size and would be located approximately 98.5 m (323.1 ft) from the principal dwelling.

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

Plate 2, Aerial Photography (2020), shows the location of the subject lands and surrounding properties.

Plate 3, Applicants' Sketch, illustrates the existing buildings and the location of the proposed ARU.

(b) Agency Comments

The Township's Chief Building Official advised of the following:

- That adequate parking and emergency access will be required.
- Fire department access shall be provided to each building by means of a street, private roadway or yard.
- Where access to a building as required above is provided by means of a roadway or yard, the design and location of such roadway or yard shall take into account connection with public thoroughfares, weight of firefighting equipment, width of roadway, radius of curves, overhead clearance, location of fire hydrants, location of fire departments connections and vehicular parking.
- OBC Div. B. 9.10.20.3 for reference.

Southwest Public Health had no comments or concerns regarding the proposal.

(c) Intent and Purpose of the Official Plan:

The subject lands are designated Agricultural Reserve, Open Space, and Environmental Protection in the County Official Plan. The location of the ARU is entirely within the Agricultural Reserve designation. In the Agricultural Reserve designation, lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms together with farm buildings and structures necessary to the farming operation as well as accessory residential uses required for the farm.

Regarding Additional Residential Units (ARUs), Oxford County Council adopted policies regarding these units on February 8, 2023 via Official Plan Amendment 285 which are applicable to this application.

Specifically, in the Agricultural Reserve designation, ARUs are permitted within a single detached dwelling and/or in a structure ancillary to the principal dwelling, provided that both dwellings are located on a lot zoned for agricultural or rural residential use that permits a dwelling in accordance with the policies of the Official Plan.

A maximum of two (2) ARUs shall be permitted per farm unit, being two (2) in a principal dwelling or one (1) in a principal dwelling and/or one (1) in a structure ancillary to the principal dwelling.

ARUs located outside of a settlement area shall be in accordance with the following:

- The ARU shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1,506 ft²);
- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- The principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway as the principal dwelling;
- There is adequate access from the front lot line and parking area to each ARU for both occupant use and emergency response;
- To the extent feasible, existing trees and other desirable vegetation are preserved;
- Land use compatibility concerns (e.g. due to proximity to industrial areas or major facilities) will not be created or intensified;
- The location of ARUs and related services and outdoor amenities shall comply with all other applicable policies of the Official Plan;
- All other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

The following additional policies shall apply to the establishment of an ARU in a detached ancillary structure;

- The lot must be a minimum of 0.6 ha (1.48 ac) in area;
- The siting, design and orientation of the ancillary structure, parking areas and outdoor amenity areas will allow for privacy for the occupants of the ARU, principal dwelling and abutting residential properties; and
- An ARU will satisfy MDS I or will not further reduce an existing insufficient setback.

Based on the criteria outlined above, Staff are of the opinion that the proposal conforms to the intent and purpose of the County's Official Plan.

(d) Intent and Purpose of the Zoning By-law:

The subject lands are zoned 'Special General Agricultural Zone (A2-19)' in the Township of Blandford Blenheim Zoning By-law. The 'A2-19' zone permits a wide range of agricultural uses, including livestock and regulated farm operations, as well as buildings and structures accessory thereto. The A2-19 zone includes a special provision, which recognizes the existing 14.6 ha (36 ac) lot area.

Section 5.5.2 of the Zoning By-law allows for the consideration of an ARU within a detached ancillary structure on A1 zoned land provided that the following criteria is met:

- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed

- and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- Contains a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1,506 ft²);
- There is a 1.2 m (3.9 ft) unobstructed pathway from the front lot line to the entrance;
- 1 space per ARU is provided on-site;
- A minimum 75 m² (807 ft²) of open space in the rear yard for 1 ARU;
- The subject lands are a minimum of 0.6 ha (1.48 acres);
- The ARU shall have a maximum height of 5.5 m (18 ft); and,
- The ARU shall be a maximum distance of 30 m (98.4 ft) from the main dwelling.

Additionally, Section 7.2.6 Location of New Farm Dwellings, is to ensure that new farm dwellings, including temporary dwellings, shall be required to satisfy the minimum distance separation requirements as determined through the application of the Minimum Distance Separation Formula I (MDS I) or not further reduce an already existing insufficient setback. It is the intent of these regulations to reduce potential conflicts with livestock operations, wherever possible.

The existing single detached dwelling is approximately 325.1 m² (3,500 ft²) in size, which means that an ARU on the lands would be permitted to have a maximum floor area of 140 m² (1,507 ft²). The applicant has indicated the proposed ARU would be less than the permitted 140 m² (1,507 ft²). The proposal also conforms to the minimum lot size of 0.6 ha (1.38 ac) and the required minimum amenity space of 75 m² (807 ft²).

While the proposal does conform to the majority of the zoning provisions, Staff have identified that it does not conform to the maximum distance between the ARU and the principal dwelling and the maximum height of an ARU. The applicants are proposing to permit the ARU to have a maximum distance from the principal dwelling of 98.5 m (323.1 ft), rather than the permitted maximum of 30 m (98.4 ft).

While the proposed location of the ARU is three (3) times greater from the principal dwelling than is permitted by the zoning provisions, staff are of the opinion that there is merit in the proposal in this specific instance. The subject lands contain environmental features, including wetlands and floodplains, to the north and south of the principal dwelling. To the immediate north of the dwelling is the existing septic system as well. Should an ARU be established to the west of the dwelling, access to the ARU would likely be required to go over the existing septic bed and would compromise the existing septic system. Further, should an ARU be located to the west of the principal dwelling it would be located within the vicinity of Horner's Creek and the floodplain which would not be desirable.

The proposed location on the east side of the property, approximately 98.5 m (323.1 ft) from the main dwelling, is acceptable in this situation as it will avoid the natural heritage features on-site and the area has been identified by a registered septic installer as being an ideal location for the required septic system. Further, the land that would be used for the ARU is currently not in agricultural production and is located within the general cluster of buildings on-site.

In the opinion of staff, the proposal meets the general intent and purpose of the Township Zoning By-law.

(e) Desirable Development/Use:

It is the opinion of staff that the applicants' proposal to obtain relief from maximum distance between the principal dwelling and the ARU can be considered minor and desirable.

Staff have reviewed the proposal and believe that even though the existing accessory building is further away from the principal dwelling than what is permitted, the current situation on the subject lands (natural heritage features, septic location, etc.) allows for consideration of the relief requested. Further, staff are of the opinion that the establishment of an ARU in the proposed location will allow for the use of the existing driveway and will not have an adverse impact on surrounding agricultural operations.

In light of the foregoing, it is the opinion of this office that the requested relief is in keeping with the general intent and purpose of the Official Plan, the Township's Zoning By-law, is minor and desirable and can be given favourable consideration.

RECOMMENDATION:

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A06-23, submitted by Shane & Stephanie Moyes for lands described as Part Lot 21, Concession 6 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 6.1 to allow an additional residential unit (ARU) within a detached accessory building; and,
2. Relief from Section 5.5.2.4 to increase the maximum distance between the principal dwelling and the ARU from 30 m (98.4 ft) to 98.5 m (323.1 ft).

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

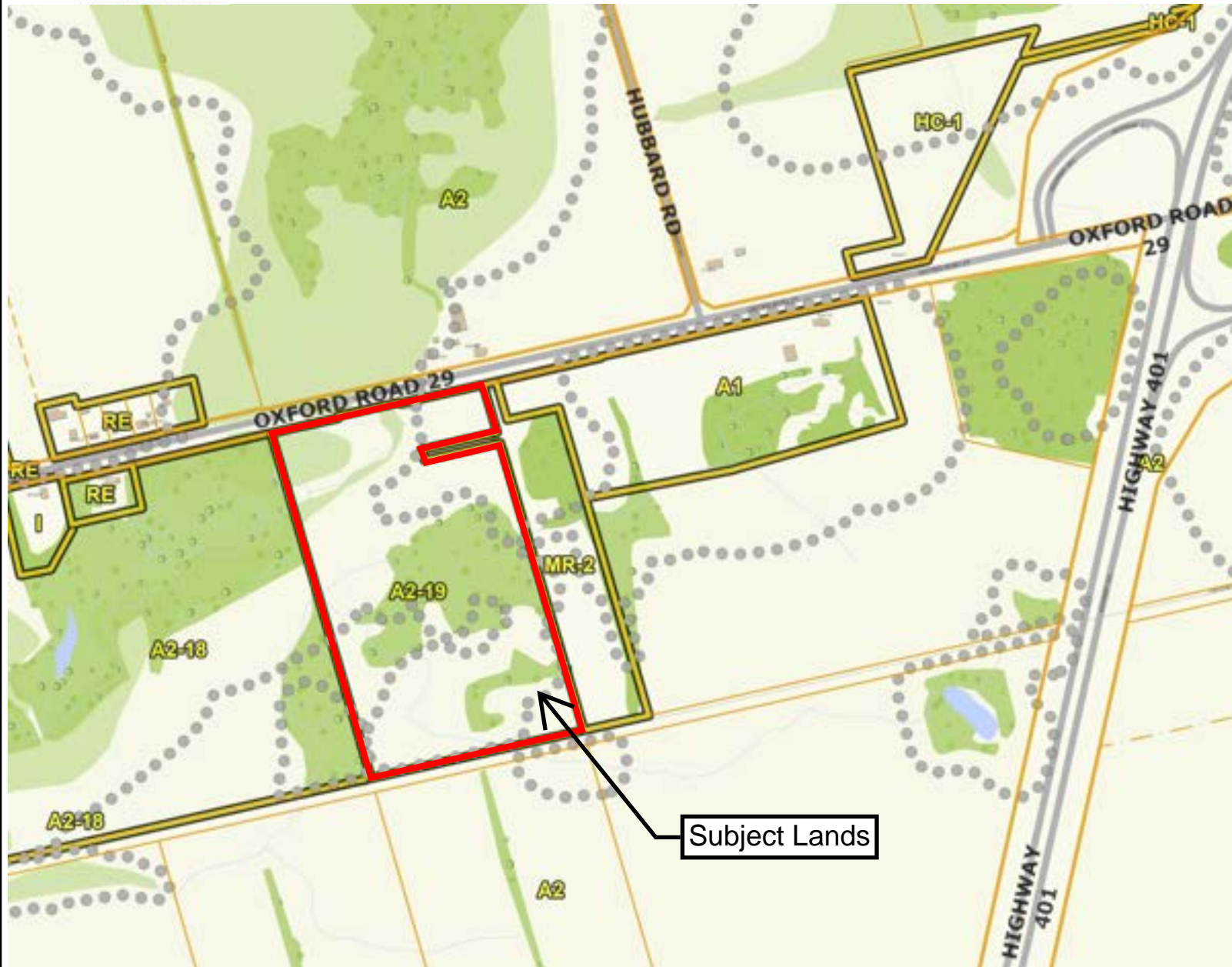
- i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

Authored by: *original signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: *original signed by*

Eric Gilbert, MCIP, RPP
Manager of Development Planning



Legend

Parcel Lines

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

Zoning Floodlines

Regulation Limit

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

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

Notes



0 205 409 Meters

NAD_1983_UTM_Zone_17N



Subject Lands

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September 28, 2023



Legend

Parcel Lines

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

Zoning Floodlines

Regulation Limit

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

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

Notes



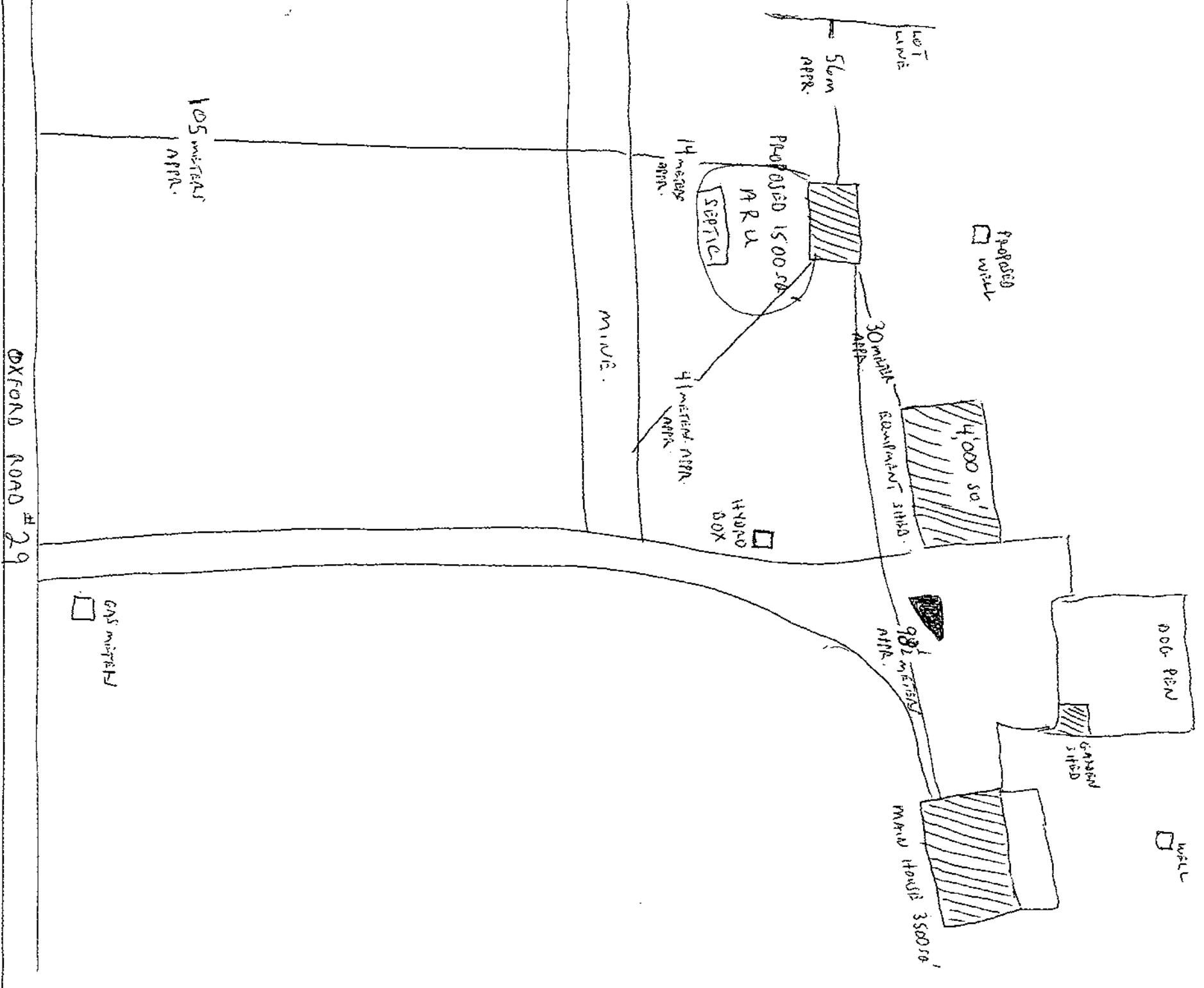


Plate 3: Applicant's Sketch



Community Planning

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: www.oxfordcounty.ca

Our File: **A07-23**

APPLICATION FOR MINOR VARIANCE

TO: Township of Blandford-Blenheim Committee of Adjustment

MEETING: November 1, 2023

REPORT NUMBER: CP 2023-344

OWNERS: 499616 Ontario Ltd. (William & Marg Spicer)
855013 Gobles Road, Princeton, ON N0J 1V0

AGENT: Drew Spicer
50 Thames Avenue, Innerkip, ON N0J 1M0

VARIANCES REQUESTED:

1. Relief from Section 17.2 to reduce the minimum front yard depth from 15 m (49.2 ft) to 14.6 m (48 ft) to facilitate the expansion of an existing public garage;
2. Relief from Section 17.2 to reduce the minimum lot frontage from 50 m (164 ft) to 41 m (134.5 ft) to recognize the existing lot frontage;
3. Relief from Section 17.2 to reduce the minimum lot depth from 80 m (262.5 ft) to 51 m (167.3 ft) to recognize the existing lot depth; and,
4. Relief from Section 17.2 to reduce the minimum lot area from 0.4 ha (1 ac) to 0.2 ha (0.5 ac) to recognize the existing lot area.

LOCATION:

The subject lands are described as Part Lot 19, Concession 1 in the former Township of Blenheim, now in the Township of Blandford-Blenheim. The lands are located on the west side of Gobles Road, lying between Highway 2 and Township Road 2, and are municipally known as 855013 Gobles Road.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'B-1'

Township of Blandford-Blenheim

Agricultural Reserve

Schedule 'C-3'

County of Oxford
Settlement Strategic Plan

Rural Cluster

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

Highway Commercial Zone (HC)

COMMENTS:(a) Purpose of the Application:

The applicant is seeking relief from the above-noted provisions of the Township Zoning By-law to facilitate the expansion of an existing legal non-complying use, which is a public garage. The subject lands comprise approximately 0.2 ha (0.58 ac) and are zoned 'Highway Commercial Zone (HC).' The lands are located within Gobles, which is a Rural Cluster, and are surrounded by residential uses.

The existing public garage is approximately 274.9 m² (2,959 ft²) in size. The proposal is to expand the garage by approximately 65.8 m² (708.2 ft²) in order to provide office space, which would represent an expansion of approximately 23.9% increase in gross floor area. The proposed expansion would meet required setbacks to lot lines save for the front yard depth, which the applicant has requested to be reduced from 15 m (49.2 ft) to 14.6 m (48 ft).

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

Plate 2, Aerial Photography (2020), shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, illustrates the existing public garage and the location of the proposed expansion.

(b) Agency Comments

Southwestern Public Health and the Grand River Conservation Authority (GRCA) had no comments or concerns regarding the proposal.

(c) Intent and Purpose of the Official Plan:

The subject lands are designated 'Agricultural Reserve' according to the Township of Blandford-Blenheim Land Use Plan, as contained in the County Official Plan. The lands are located within Gobles, which is designated as a 'Rural Cluster' according to the Settlement Strategy Plan contained within the County Official Plan. Existing commercial, industrial, and minor institutional uses are permitted in Rural Clusters. Further, minor expansion to established uses are permitted without the amending the Official Plan as per Section 10.3.5 of the Official Plan.

It is the opinion of the Planning office that this application conforms with the intent and purpose of the Official Plan as the application represents a minor expansion to an existing legal non-complying use within a designated settlement area.

(d) Intent and Purpose of the Zoning By-law:

The subject lands are zoned 'Highway Commercial Zone (HC)' in the Township Zoning By-law, which permits a public garage. Where sanitary sewers are not available, the HC zone requires a minimum lot frontage of 50 m (164 ft), a minimum lot depth of 80 m (262.5 ft), and a minimum lot area of 0.4 ha (1 ac) for a public garage. A minimum front yard depth of 15 m (49.2 ft) is also required.

The applicant is proposing relief to permit a minimum lot area of 0.2 ha (0.5 ac), a minimum lot frontage of 41 m (134.5 ft), and a minimum lot depth of 51 m (167.3 ft), which would recognize the existing configuration of the subject lands. The applicant is also proposing relief to permit a minimum front yard depth of 14.6 m (48 ft) to facilitate the proposed expansion to the public garage.

The purpose of the minimum lot area, lot frontage, and lot depth requirements in the Zoning By-law is to ensure that sufficient space is maintained to accommodate a sufficient building envelope, without compromising drainage requirements, the required private services, and in the case of settlements without municipal water and wastewater services, to ensure that sufficient area is available to accommodate private facilities to meet the long term needs of the development.

Planning staff have reviewed the application and are of the opinion that a reduction to the required lot area, lot frontage, and lot depth will continue to maintain adequate areas for off-street parking and drainage on the lot. Additionally, the Township's Chief Building Official (CBO) has not indicated any concern from the standpoint of accommodating the necessary private water and septic systems on-site.

The purpose of the minimum required front yard depth provision is to ensure that there is adequate separation between buildings on the lot and the public road right-of-ways. As the subject lands front onto Gobles Road, which is a Township road, the application was circulated to the Township Director of Public Works who did not raise any concerns with the front yard width being reduced from 15 m (49.2 ft) to 14.6 m (48 ft) in terms of road safety.

It is the opinion of staff that the proposal is a represents a minor expansion to the existing legal non-complying use and generally meets the intent and purpose of the Township Zoning By-law and.

(e) Desirable Development/Use:

It is the opinion of this Office that the applicant's request can be considered minor and desirable for the development of the subject lands.

As the proposed expansion to the established public garage would only represent a 23.9% increase in gross floor area it is not anticipated that the proposed relief will have any further impacts on neighbouring properties. Staff also note that the proposed expansion is to accommodate office space rather than increasing the floor area where vehicles which would indicate that the traffic flow to and from the site would not change.

Staff are also satisfied that the character, spacing, and setbacks of the proposed expansion will continue to be in keeping with the character of the surrounding area. In addition, sufficient area for off-street parking will be provided.

In this respect, Planning staff are satisfied that the proposed relief, as it relates to the reduced lot area, lot frontage, lot depth, and front yard depth, is minor and desirable for the development of the lands.

RECOMMENDATION:

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A07-23, submitted by 499616 Ontario Ltd. for lands described as Part Lot 19, Concession 1 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 17.2 to reduce the minimum front yard depth from 15 m (49.2 ft) to 14.6 m (48 ft) to facilitate the expansion of an existing public garage;
2. Relief from Section 17.2 to reduce the minimum lot frontage from 50 m (164 ft) to 41 m (134.5 ft) to recognize the existing lot frontage;
3. Relief from Section 17.2 to reduce the minimum lot depth from 80 m (262.5 ft) to 51 m (167.3 ft) to recognize the existing lot depth; and,
4. Relief from Section 17.2 to reduce the minimum lot area from 0.4 ha (1 ac) to 0.2 ha (0.5 ac) to recognize the existing lot area.

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

- (i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- (ii) desirable for the appropriate development or use of the land;
- (iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- (iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

Authored by: *original signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: *original signed by*

Eric Gilbert, MCIP, RPP
Manager of Development Planning



Legend

Parcel Lines

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

Zoning Floodlines

Regulation Limit

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

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

Notes



0 51 102 Meters

NAD_1983_UTM_Zone_17N



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October 5, 2023



Legend

Parcel Lines

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

Zoning Floodlines

Regulation Limit

- ++ 100 Year Flood Line
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- == Conservation Authority Regulation Limit
- == Regulatory Flood And Fill Lines

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

Notes



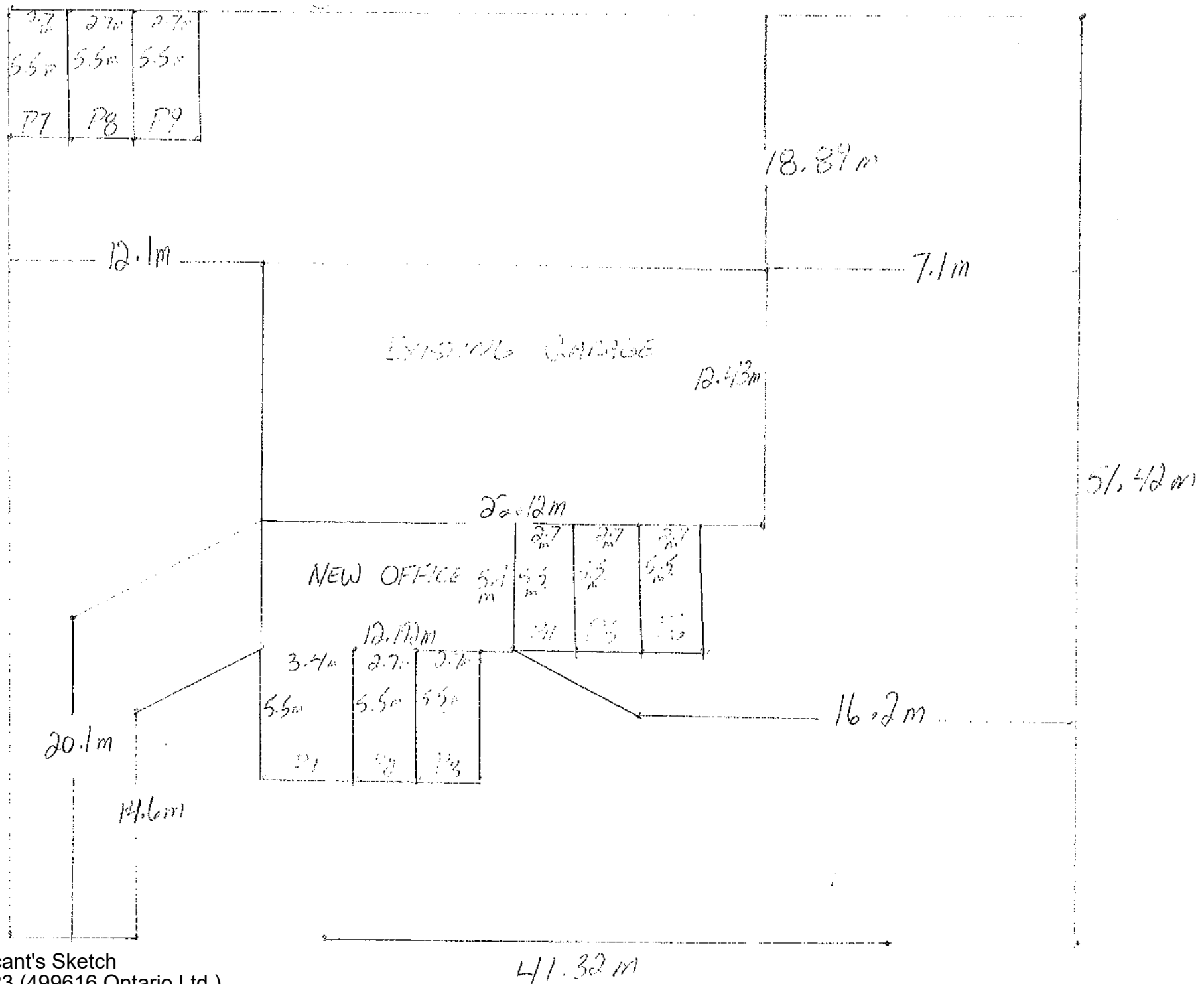


Plate 3: Applicant's Sketch

File No. A07-23 (499616 Ontario Ltd.)

Part Lot 19, Concession 1 (Blenheim), Township of Blandford-Blenheim - 855013 Gobles Road

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

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change

ZN1-23-13 – Lorne & Laurie Loree

REPORT HIGHLIGHTS

- The Application for Zone Change proposes rezone the lands from 'Special General Agricultural Zone (A2-G3)' to 'Special General Agricultural Zone (A2-36).'
- The applicants are proposing to allow the conversion of an existing temporary garden suite into an additional residential unit (ARU) in order to allow it to remain permanently.
- Planning staff are supportive of the proposed rezoning, as it is generally consistent with the Provincially Policy Statement and maintains the intent and purpose of the Official Plan with respect to additional residential units (ARUs).

DISCUSSION

Background

OWNERS: Lorne & Laurie Loree
847608 Township Road 9, RR #3, Ayr, ON N0B 1E0

APPLICANT: Samuel Head (DSH Planning Consultants Ltd.)
54 Cedar Street North, Kitchener, ON N2H 2X1

LOCATION:

The subject lands are described as Part Lot 4, Concession 8, in the former Blenheim Township, now in the Township of Blandford-Blenheim. The lands are located on the south side of Township Road 9, west of Trussler Road, and are municipally known as 847608 Township Road 9.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "C-1"	County of Oxford Environmental Features Plan	Significant Valleylands
Schedule "C-2"	County of Oxford Development Constraints	Erosion Hazard & Unstable Soils
Schedule "B-1"	Township of Blandford-Blenheim	Agricultural Reserve & Open Space

Land Use Plan

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

Existing Zoning: Special General Agricultural Zone (A2-G3)

Proposed Zoning: Special General Agricultural Zone (A2-36)

PROPOSAL:

For Council's information, a Zone Change Application (ZN1-22-08) was approved by Township Council in 2022 to permit a garden suite on the subject lands for a time period of 10 years from November 16, 2022 to November 16, 2032. A special provision was also included that required the garden suite to be located within 40 m (131.2 ft.) of the existing single detached dwelling on the lands.

The subject Application for Zone Change proposes to rezone the lands to a new 'Special General Agricultural Zone (A2-36)' in order to allow the existing temporary garden suite to be converted into a permanent ARU. The proposal would retain the existing garden suite in the current location and the structure would not increase in size.

The subject lands are approximately 40.5 ha (100 ac) in size. The lands contain an existing single detached dwelling (circa 1870) and four (4) accessory buildings. The lands also continue to contain the garden suite that was approved in 2022. Surrounding uses are predominately agricultural, with an Enbridge compressor station to the immediate north.

Plate 1 – Location Map and Existing Zoning indicates the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2 – Aerial Photography (2020), shows an aerial view of the subject lands.

Plate 3, Applicants' Sketch, identifies the current location of the garden suite and the existing buildings and structures.

Application Review

2020 Provincial Policy Statement

Section 1.1.1 of the Provincial Policy Statement (PPS) provides that healthy liveable and safe communities are sustained by accommodating an appropriate range and mix of residential housing (including additional units, affordable housing, and housing for older persons) to meet long-term needs, and promoting cost-effective development that minimizes land consumption and servicing costs.

Further, Section 1.4 Housing, specifically ss. 1.4.3, states that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;

- Permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- Permitting and facilitating all types of residential intensification, including additional residential units and redevelopment, in accordance with policy 1.3.3.3;
- Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- Promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and
- Establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

The policies of Section 2.3 require municipalities to protect prime agricultural areas for the long-term for agricultural uses. Permitted uses in prime agricultural areas include agriculture, agriculture-related uses and on-farm diversified uses. New land uses, including the creation of new lots, shall comply with the minimum distance separation formulae.

Official Plan

The subject lands are located within the 'Agricultural Reserve' designation according to the Township of Blandford-Blenheim Land Use Plan in the County of Oxford Official Plan. The 'Agricultural Reserve' lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms, together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

Regarding Additional Residential Units (ARUs), Oxford County Council adopted policies regarding these units on February 8, 2023 via Official Plan Amendment 285 which are applicable to this application.

Specifically, in the Agricultural Reserve designation, ARUs are permitted within a single detached dwelling and/or in a structure ancillary to the principal dwelling, provided that both dwellings are located on a lot zoned for agricultural or rural residential use that permits a dwelling in accordance with the policies of the Official Plan.

A maximum of two (2) ARUs shall be permitted per farm unit, being two (2) in a principal dwelling or one (1) in a principal dwelling and/or one (1) in a structure ancillary to the principal dwelling.

ARUs located outside of a settlement area shall be in accordance with the following:

- The ARU shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1,506 ft²);
- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;

- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- The principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway as the principal dwelling;
- There is adequate access from the front lot line and parking area to each ARU for both occupant use and emergency response;
- To the extent feasible, existing trees and other desirable vegetation are preserved;
- Land use compatibility concerns (e.g. due to proximity to industrial areas or major facilities) will not be created or intensified;
- The location of ARUs and related services and outdoor amenities shall comply with all other applicable policies of the Official Plan;
- All other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

The following additional policies shall apply to the establishment of an ARU in a detached ancillary structure;

- The lot must be a minimum of 0.6 ha (1.48 ac) in area;
- The siting, design and orientation of the ancillary structure, parking areas and outdoor amenity areas will allow for privacy for the occupants of the ARU, principal dwelling and abutting residential properties; and
- An ARU will satisfy MDS I or will not further reduce an existing insufficient setback.

An additional residential unit shall not be severed from the lot containing the principal dwelling or converted into a separately transferable unit through plan of condominium.

Zoning By-law

The subject lands are zoned 'Special General Agricultural Zone (A2-G3)' in the Township of Blandford Blenheim Zoning By-law. The 'A2' zone permits a wide range of agricultural uses, including livestock and regulated farm operations, as well as buildings and structures accessory thereto. A special provision exists in the A2-G3 to permit a garden suite for 10 years and that the garden suite shall not be further than 40 m (131.2 ft.) from the existing single detached dwelling on the lands.

Section 5.5.2 of the Zoning By-law allows for the consideration of an ARU within a detached ancillary structure on A2 zoned land provided that the following criteria is met:

- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- Contains a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1,506 ft²);
- There is a 1.2 m (3.9 ft) unobstructed pathway from the front lot line to the entrance;

- 1 space per ARU is provided on-site;
- A minimum 75 m² (807 ft²) of open space in the rear yard for 1 ARU;
- The subject lands are a minimum of 0.6 ha (1.48 acres);
- The ARU shall have a maximum height of 5.5 m (18 ft); and,
- The ARU shall be a maximum distance of 30 m (98.4 ft) from the main dwelling;

Section 5.5.2.2 outlines that additional residential units shall not be permitted on any lot containing a boarding or lodging house, a group home, a garden suite, a converted dwelling, a duplex dwelling, a mobile home, or a bed and breakfast establishment.

Additionally, Section 7.2.6 Location of New Farm Dwellings, is to ensure that new farm dwellings, including temporary dwellings, shall be required to satisfy the minimum distance separation requirements as determined through the application of the Minimum Distance Separation Formula I (MDS I) or not further reduce an already existing insufficient setback. It is the intent of these regulations to reduce potential conflicts with livestock operations, wherever possible.

Agency Comments

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

Public Consultation

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

Planning Analysis

The applicants are proposing to retain the garden suite in its current location on the northern portion of the subject lands while recognizing it as an ARU. Staff have reviewed the location of the garden suite and believe that the location would comply with the zoning provisions for an ARU.

The garden suite is approximately 21.5 m (70.5 ft) from the principal dwelling, while ARUs on A2 zoned properties are permitted to be a maximum of 30 m (98.4 ft) from the principal dwelling. ARUs on A2 zoned lands are permitted a maximum size of 50% of the gross floor area of the principal dwelling or 140 m² (1,507 ft²), whichever is lesser. As the principal dwelling has a gross floor area of 385 m² (4,144.1 ft²) the ARU would be permitted a maximum size of 140 m² (1,507 ft²). The existing garden suite is 122 m² (1,313.2 ft²), which would comply with ARU limitations. Further, the lands provide adequate space for required parking and amenity space.

The current location also allows for the use of existing services on the lands, without interfering with normal farming practices. The existing location allows the ARU to be connected to the existing septic system and well on the property, and make use of the existing driveway access. Staff continue to be of the opinion that the current location is satisfactory and generally conforms to the policies of the Official Plan.

Section 5.5.2.2 outlines that additional residential units shall not be permitted on any lot containing a boarding or lodging house, a group home, a garden suite, a converted dwelling, a duplex dwelling, a mobile home, or a bed and breakfast establishment. As the existing zoning on the

subject lands permits a garden suite, the applicants are proposing to rezone the lands to remove the ability for a garden suite to be placed on the lands, thus complying with the zoning provision.

In light of the foregoing, it is the opinion of this Office that the application is consistent with the policies of the PPS and maintains the general intent and purpose of the Official Plan. As such, Planning staff are satisfied that the application can be given favourable consideration.

RECOMMENDATIONS

It is recommended that the Council of the Township of Blandford-Blenheim approve the Zone Change Application submitted by Lorne and Laurie Loree, whereby lands described as Part Lot 4, Concession 8 (Blenheim), Township of Blandford-Blenheim, are to be rezoned from 'Special General Agricultural Zone (A2-G3)' to 'Special General Agricultural Zone (A2-36)' to permit an existing garden suite to remain on-site permanently while being recognized as an additional residential unit (ARU).

SIGNATURES

Authored by: *'original signed by'*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: *'original signed by'*

Eric Gilbert, MCIP, RPP
Manager of Development Planning
Community Planning



Legend

Parcel Lines

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

Zoning Floodlines

Regulation Limit

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

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

Notes



0 409 818 Meters

NAD_1983_UTM_Zone_17N



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

October 7, 2022



Legend

Parcel Lines

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

Zoning Floodlines

Regulation Limit

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

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

Subject Lands

Notes



0 205 409 Meters

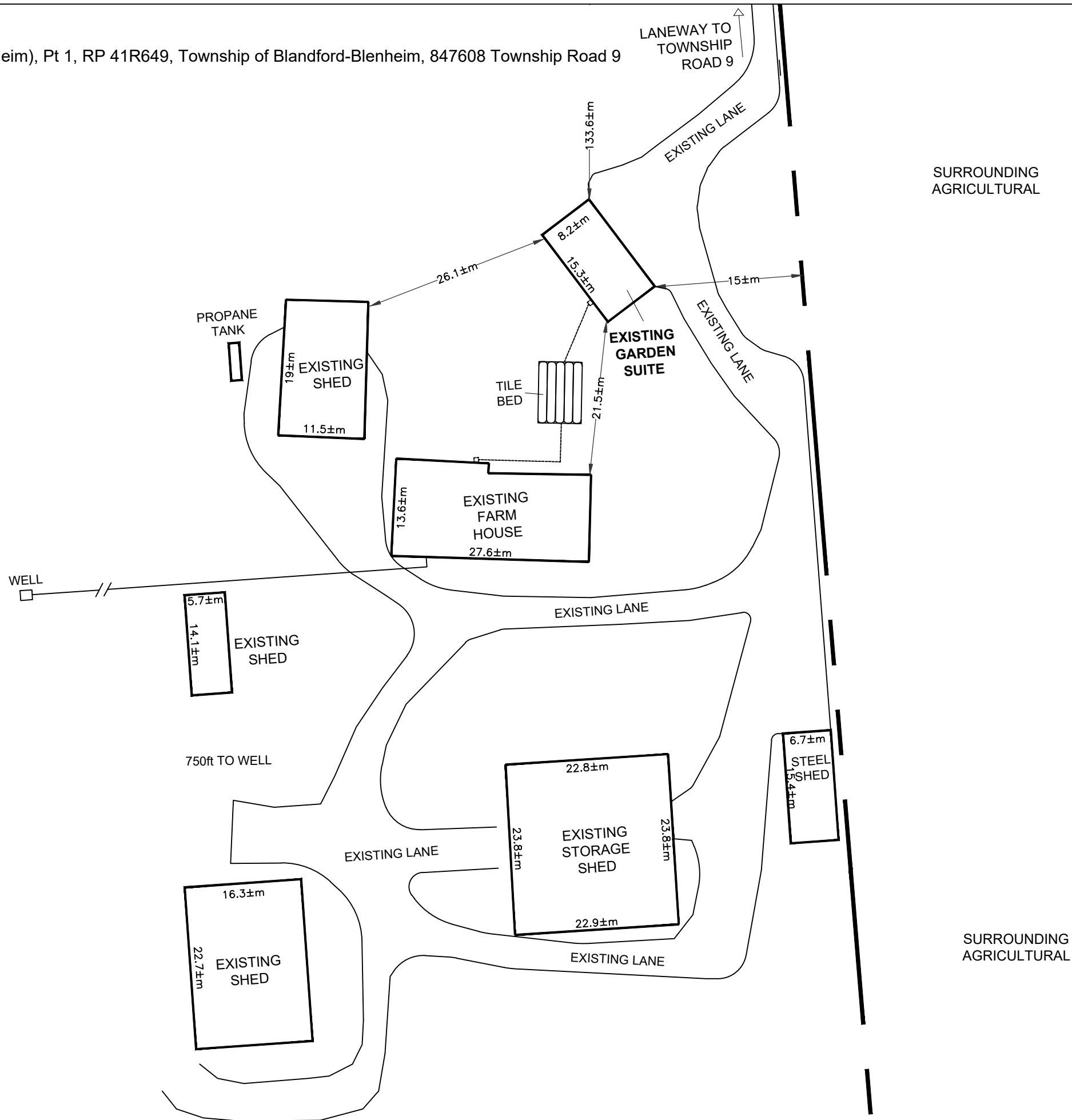
NAD_1983_UTM_Zone_17N



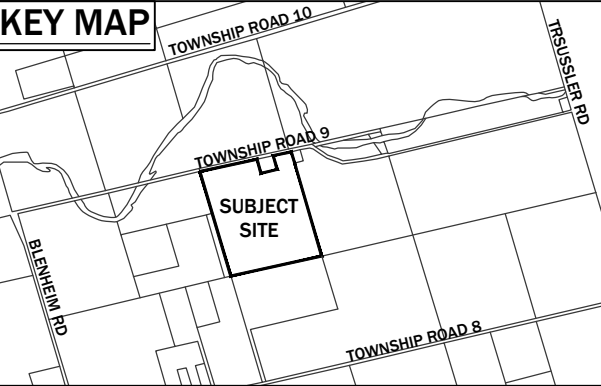
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

October 26, 2022

Plate 3: Applicants' Sketch
File No. ZN1-23-13 (Loree)
Pt Lot 4, Concession 8 (Blenheim), Pt 1, RP 41R649, Township of Blandford-Blenheim, 847608 Township Road 9



SKETCH PLAN
SHOWING LOCATION OF
EXISTING GARDEN SUITE
(LORNE AND LAURIE LOREE)
PART OF LOT 6
CONCESSION VIII
TOWNSHIP OF BLANDFORD-BLENHEIM
COUNTY OF OXFORD
ROLL # 324502004012400



ZONING INFO: 'A2-G3' General Agricultural

	REQUIRED	PROVIDED	VARIANCE
LOT AREA	30 ha.	40.57 hect.	-
LOT FRONTAGE	100 m	489.9 m	-
FRONT YARD	30 m	133.6 m	-
REAR YARD	10 m	444.7 m	-

- SITE INFORMATION**
- Site Specific By Law - A2-G3
 - Allows for the use of a *Garden Suite* on the property
 - In addition to all other permitted uses in the A2 Agricultural Zone

NOTES

Planning Consultants Ltd.

REVISION:

DATE: AUG 11, 2022
SCALE:
ACAD DWG. FILE:15250 – SKETCH PLAN
JOB NO.:15250
FILE NO.:15250
DRAWN BY: BL



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

October 19, 2023

Hon. Doug Downey
Attorney General
McMurtry-Scott Bldg 11th Flr, 720 Bay St.
Toronto, ON M7A 2S9

Sent via email: Doug.Downey@ontario.ca

RE: Call for an Amendment to the *Legislation Act, 2006*

Dear Mr. Downey,

At the Regular Meeting of Council held on October 17, 2023, the Council of the Corporation of the Township of McKellar carried the following resolution:

Resolution No. 23-671

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

WHEREAS Metroland Media Group has sought bankruptcy protection and will cease the print publication of its weekly community newspapers across Ontario, moving to an online-only model; and

WHEREAS Neil Oliver, Chief Executive Officer and President of Metroland Media Group, said the 71 Metroland community publications will be digital only going forward; and

WHEREAS the *Legislation Act, 2006* provides a definition of “newspaper” which applies to every Ontario Act and Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; “journal” ; and

WHEREAS Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

WHEREAS communities such as the West Parry Sound Area cannot comply with publication requirements in Provincial Acts and Regulations as the Parry Sound North Star news publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of “newspaper”; and

WHEREAS some small, rural, Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby request the Provincial government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations; and

FURTHER request the support of all Ontario Municipalities; and

FURTHER THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and all Ontario Municipalities.

Carried

Regards,



Karlee Britton
Deputy Clerk
Township of McKellar
deputyclerk@mckellar.ca
(705) 389-2842 x5

cc:

Paul Calandra, Minister of Municipal Affairs and Housing
Graydon Smith, MPP Parry Sound-Muskoka
The Association of Ontario Municipalities (AMO)
Neil Oliver, CEO & President, Metroland Media Group
All Ontario Municipalities



Blandford-Blenheim Township Police Services Board

47 Wilmot Street South, P. O. Box 100, Drumbo, Ontario N0J 1G0
519-463-5347 or 1-800-410-6882

Secretary: Cretia Williamson-Brittain 519-458-4865 e-mail @



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

PSB MINUTES

The Police Services Board Meeting was called to order at 1:02pm by Bev

Present: Bev Beaton, Mark Peterson, Inspector Anthony Hymers, Rodger Mordue and Cretia Williamson-Brittain.

Regrets: none

Declaration of Pecuniary Interests: None

Agenda: Moved by Mark and seconded by Bev that the PSB Agenda for July 26th be approved. Carried

Minutes: Moved by Mark and seconded by Bev that the PSB Minutes for April 26th be approved with addition of Mark PetersOn in attendance Carried

Business Arising from the Minutes

95% of current OPP vehicles have ALPR

New Business

Foot patrols continue in all our communities.

Presentation/Delegations/Petitions:

Correspondence:

1. none

Detachment Commanders Report: (April, May, June)Inspector Anthony Hymers

A/S/Sgt Mike Salmien being promoted SS Jen Ornsby retiring

See attachments

Nothing else to note.

Other Business:

OPP now working with Cam Safe a program where citizens can register their personal security cameras with the OPP.

Cadet program is running.

Community engagement officer program continues.

OPP does not have a program similar to Camp 85 but would promote OPP membership at these events.

Bev attended the PSB Conference. Provincial appointee not done in many boards as waiting for new Policing act to pass.

Bev noticed some detachment commanders attending the conference.

Mark move and Bev seconded that the we try to get Oxford PSB together to pay to send Detachment Commander to OAPSB annual Conference

In Camera: None

Next Meeting – Wednesday October 25th 1pm

Meeting was adjourned by Bev, seconded by Mark at 1:55pm

Submitted by: Cretia Williamson-Brittain

REPORT TO COUNTY COUNCIL

2024 Transportation Master Plan – Extended Consultation

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATIONS

1. That County Council endorse, in principle, the draft 2024 Transportation Master Plan (TMP) as the recommended transportation strategies, policies, and project timelines to meet Oxford's growth needs to 2046, as well as continuing to provide sustainable and safe infrastructure as previously detailed in Report No. PW 2023-32 entitled "2024 Transportation Master Plan";
2. And further, that County Council direct Staff to file a Notice of Completion and commence the 30-day public review period as required under the Municipal Class Environmental Assessment (MCEA) process.

REPORT HIGHLIGHTS

- The purpose of this report is to seek County Council's endorsement, in principle, of the draft 2024 TMP which provides a strategic long-term roadmap pertaining to policies, programs and infrastructure improvements needed to manage existing and future County transportation network demands to the year 2046.
- Following the July 12, 2023 Council Resolution to Report No. [PW 2023-32](#), County staff was directed to commence a 75 day informal review period for Area Municipalities to further comment on the draft TMP.
- All feedback received was reviewed and considered in the final draft TMP, which resulted in refinements to the multi-year capital implementation plan as appropriate.

IMPLEMENTATION POINTS

Upon Council approval, staff will proceed to issue and file a Notice of Completion for the final draft 2024 TMP. Printed copies of the final draft TMP report will be available upon request, as well as posted to the Oxford County website and online engagement hub at *Speak Up, Oxford!*.

Following a 30-day public review period and subject to comments received, the 2024 TMP Class Environmental Assessment (Class EA) Study Report can be finalized and filed.

Financial Impact

There are no financial impacts to the 2023 Business Plan and Budget based on the recommendations contained within this report.

Communications

In accordance with the resolution to Council Report No. PW 2023-32, dated July 12, 2023, the TMP Executive Summary and a link to the full TMP report on *Speak-Up, Oxford!* were forwarded to all Area Municipal Clerks on July 20, 2023 for distribution to members of their Councils for their information, as well as any appropriate staff, requesting their feedback within 75 days.

Since July 12, 2023 there has been over 624 *new* project webpage visits and 259 additional downloads of the TMP document. Additional formal feedback was received from one of the eight Area Municipalities.

As requested, Staff provided a Council delegation to the Town of Tillsonburg (August 14, 2023) and fielded several questions from Council. During the delegation, staff confirmed the 2024 TMP includes the development of a County Road priority network for goods movement within the 2024-2028 implementation timeframe and future active transportation infrastructure will be implemented as per Oxford's 2021 Cycling Master Plan (pending funding). Further, staff confirmed that any considerations for Tillsonburg inter-community transit and Regional Airport grant funding can be explored through future budget requests to Oxford County Council.

Report No. PW 2023-40 will be circulated to Area Municipalities for information.

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 Plan Pillars and Goals:

		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
Goal 1.2 – Sustainable infrastructure and development Goal 1.4 – Connected people and places	Goal 2.1 – Climate change mitigation and adaptation	Goal 3.2 – Collaborate with our partners and communities

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

DISCUSSION

Background

Report No. PW 2023-32, which included a draft TMP executive summary and *Speak-Up, Oxford!* link to the full draft report, was deliberated at Oxford County Council on July 12, 2023. Council subsequently directed County staff to circulate the Report to all Area Municipalities and to commence a 75-day informal review period for Area Municipalities to further comment on the draft TMP.

Comments

Overall, the additional feedback received from the Area Municipalities since the July 12, 2023 Council meeting through the 75-day review period indicated general support for the draft TMP. The transportation feedback centred around system connectivity, multi-modal choices, active transportation, accessibility and mobility, asset management, goods movement (by-pass routing), road safety and integration of new technologies.

A summary of formal comments received from Area Municipality Councils' are as follows:

- Town of Ingersoll (Town) submitted a Council Resolution (Attachment 1) that the 2024 TMP be revised to incorporate a Road Rationalization Study as part of the capital implementation plan within the 2024-2028 period, along with long-term planning considerations for an alternative Emergency Detour Route (EDR) which is aligned with the Southwest Ingersoll Secondary Plan and specific to the Town road network. The Study was subsequently added to the 2024 TMP capital implementation plan and it was recognized that the EDR routing falls under the collective jurisdiction of, and therefore would need to be developed in concert with, the Ministry of Transportation, Oxford County, Area Municipalities and Police Services.

- No other formal comments were received from the City of Woodstock, Town of Tillsonburg, Township of Blandford-Blenheim, Township of Norwich, Township of East Zorra-Tavistock, Township of South-West Oxford or Township of Zorra.

All above feedback was reviewed and considered in the update to the original draft 2024 TMP, which resulted in some refinements of the multi-year capital implementation plan.

The complete final draft TMP Report can be viewed on the TMP project webpage at <https://speakup.oxfordcounty.ca/2024tmp> and is ready for public release.

CONCLUSIONS

Staff appreciated the additional comments received in this 75-day review period and intends to proceed with filing a Study Notice of Completion and commence with the 30-day public review period as required under the MCEA process.

County Council approval of the final draft TMP is required to move forward with projects included in the 2024 budget (also shown in the 2024 TMP implementation plan).

SIGNATURES

Report author:

Original signed by

Ryan Vink, P.Eng.
Project Engineer

Departmental approval:

Original signed by

David Simpson, P.Eng., PMP
Director of Public Works

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENT

Attachment 1: Council Resolution: Town of Ingersoll



TOWN OF INGERSOLL
Town Centre

SENT VIA EMAIL

September 18, 2023

Chloe Senior, Clerk
Oxford County

Dear Ms. Senior,

Re: Oxford County 2024-2046 Transportation Master Plan

Please be advised that at their regular meeting on September 11, 2023, Council of the Corporation of the Town of Ingersoll passed the following resolution:

Moved by Councillor Haliru; seconded by Councillor Hutson

THAT the Council of the Corporation of the Town of Ingersoll receive staff report OP-015- 23 as information;

AND THAT Town of Ingersoll Council request that Oxford County Council include for a Road Rationalization Study to be recommended in the Oxford County 2024-2046 Transportation Master Plan;

AND THAT such Road Rationalization study be suggested for undertaking in the 2024-2028 period, and include long term planning for alternative Emergency Detour Routing, specific to the road network within the Town of Ingersoll consistent with final adoption of the Southwest Ingersoll Secondary Plan.

CARRIED

Please do not hesitate to contact me if you have any questions or concerns.

Regards,

Danielle Richard
Town Clerk

cc:

Ryan Vink, Project Engineer, Oxford County
rvink@oxfordcounty.ca



TOWN OF INGERSOLL
Town Centre

Frank Gross, Manager of Transportation & Waste Management, Oxford County
fgross@oxfordcounty.ca

REPORT TO COUNTY COUNCIL

2024 Water and Wastewater Master Plan – Extended Consultation

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATIONS

1. That County Council endorse, in principle, the draft 2024 Water and Wastewater Master Plan (W/WW MP) as the recommended servicing strategies to meet Oxford's growth needs to 2046, as well as provide effective ongoing continuity to existing serviced settlement areas as previously detailed in Report No. PW 2023-33 entitled "2024 Water and Wastewater Master Plan";
2. And further, that County Council direct Staff to file a Notice of Completion and commence the 30-day public review period as required under the Municipal Class Environmental Assessment (MCEA) process.

REPORT HIGHLIGHTS

- The purpose of this report is to seek County Council's endorsement, in principle, of the draft 2024 W/WW MP which provides a strategic roadmap to service existing needs and accommodate future growth.
- Following the July 12, 2023 Council Resolution to Report No. [PW 2023-33](#), County staff was directed to commence a 75-day informal review period for Area Municipalities to further comment on the draft W/WW MP.
- All feedback received was reviewed and considered in the final draft W/WW MP, which resulted in refinements to the multi-year capital implementation plan as appropriate.

IMPLEMENTATION POINTS

Upon Council approval, staff will proceed to issue and file a Notice of Completion for the final draft 2024 W/WW MP. Printed copies of the final draft W/WW MP report will be available upon request, as well as posted to the Oxford County website and online engagement hub at *Speak Up, Oxford!*.

Following a 30-day public review period and subject to comments received, the 2024 W/WW MP Class Environmental Assessment (Class EA) Study Report can be finalized and filed.

Financial Impact

There are no financial impacts to the 2023 Business Plan and Budget based on the recommendations contained within this report.

Communications

The draft W/WW MP report and appendices were previously posted to *Speak-Up, Oxford!* (<https://speakup.oxfordcounty.ca/wwwmp>) in July, 2023. In accordance with the resolution to Council Report No. PW 2023-33, dated July 12, 2023, the W/WW MP Executive Summary and a link to the full W/WW MP report on *Speak-Up, Oxford!* were forwarded to all Area Municipal Clerks on July 20, 2023 for distribution to members of their Councils for their information, as well as any appropriate staff, requesting their feedback within 75 days.

Since July 12, 2023 there has been over 920 *new* project webpage visits and 310 additional downloads of the W/WW MP document. Additional formal feedback was received from four of the eight Area Municipalities.

Members of the W/WW MP team provided Council delegations as requested at the following Area Municipalities and fielded several questions from the respective Councils:




- Town of Tillsonburg (August 14th, 2023).
- Township of East-Zorra Tavistock (September 6, 2023).

Report No. PW 2023-41 will be circulated to Area Municipalities for information.

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 Plan Pillars and Goals:

		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
Goal 1.2 – Sustainable infrastructure and development	Goal 2.2 – Preserve and enhance our natural environment	Goal 3.2 – Collaborate with our partners and communities

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

DISCUSSION

Background

Report No. PW 2023-33, which included a draft W/WW MP executive summary and *Speak Up, Oxford!* link to the full draft report, was deliberated at Oxford County Council on July 12, 2023. Council subsequently directed County staff to circulate the Report to all Area Municipalities and to commence a 75-day informal review period for Area Municipalities to further comment on the draft W/WW MP.

Comments

Overall, the additional feedback from the Area Municipalities received since the July 12, 2023 Council meeting through the 75-day review period indicated general support for the draft W/WW MP. The water and wastewater system feedback centered around specific system servicing capacities; growth related impacts to infrastructure, infrastructure cost, project funding options, design criteria, drinking water quality and specific scope and requirements of certain projects.

A summary of formal comments received from the Area Municipality Councils are as follows:

- Township of Blandford-Blenheim submitted a Council resolution (Attachment 1) on August 2, 2023 that the 2024 W/WW MP be received as information. They affirmed their support for the proposed drinking water system interconnection between Bright and Plattsville and subsequent decommissioning of Bright Well 5. They requested the interconnection be moved ahead in the project schedule. As a result County staff have rephrased the proposed work from the 2034-2046 horizon to occur in 2032-2033.

The Township of Blandford-Blenheim provided a second Council resolution on August 2, 2023 (Attachment 1) moving that the W/WW MP consider an additional 64 acres of property be designated as development and brought back into the Bright settlement boundary. This request was forwarded to Community Planning for future consideration as the scope of the 2024 W/WW MP was limited to service planned growth in accordance with the 2020 Provincial Policy Statement and the County's approved Phase I Comprehensive Review (2020) growth forecast (Report No. [PW 2022-47](#)), which did not include such lands.

- Town of Ingersoll submitted a Council resolution (Attachment 2) on September 18, 2023 requesting that the complete data set used for determining the drinking water system and wastewater treatment design criteria in the W/WW MP be provided to the Town. The W/WW MP already describes how the Town of Ingersoll design criteria was established using actual residential and non-residential metered water demands and associated residential and non-residential populations.
- Township of South-West Oxford provided a resolution (Attachment 3) from their Council meeting held September 19, 2023 resolving that the draft W/WW MP be received as information and further that the Township support and endorse the plan as presented to meet the Township's future growth needs until 2046, which includes prioritizing future development within the Township's only current fully serviced village, Mount Elgin, unless servicing becomes critically required by another village.
- Town of Tillsonburg provided a Council Report (Attachment 4) on the draft W/WW MP on September 25, 2023 indicating that the growth forecasts used were not reflective of current/anticipated future growth rates, that project funding opportunities be further explained and that more refined project phasing be provided. During the County staff delegation to Tillsonburg Council on August 14, 2023, it was explained that adjustments to the growth forecast and more detailed project phasing would be provided through the preparation of the 2024 Development Charges Background Study. The range of project funding options was also explained during the same delegation.
- No other formal comments were received from the City of Woodstock, Township of Norwich, Township of East Zorra-Tavistock or Township of Zorra.

All above feedback was reviewed and considered in the update to the original draft 2024 W/WW MP, which resulted in refinements to project phasing within the multi-year capital implementation plan.

The complete final draft W/WW MP Report can be viewed on the W/WW MP project webpage at www.oxfordcounty.ca/wwwmp and is ready for public release.

CONCLUSIONS

Staff appreciated the additional comments received in this 75-day review period and intends to proceed with filing a Study Notice of Completion and commence with the 30-day public review period as required under the MCEA process.

County Council approval of the final draft W/WW MP is required to move forward with projects included in the 2024 budget (also shown in the 2024 W/WW MP implementation plan).

SIGNATURES

Report author:

Original signed by

Don Ford, BA, CMM III, C. Tech.
Manager of Water and Wastewater Services

Departmental approval:

Original signed by

David Simpson, P.Eng., PMP
Director of Public Works

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENTS

- Attachment 1: Council Resolutions: Township of Blandford-Blenheim
- Attachment 2: Council Resolution: Town of Ingersoll
- Attachment 3: Council Resolution: Township of South-West Oxford
- Attachment 4: Council Report: Town of Tillsonburg

Township of Blandford-Blenheim - Council Resolution

Resolution No. 10

Date: August 2, 2023

Moved by Nancy Demerit

Seconded by P. Bann

That the 2024 Water and Wastewater Master Plan Study from the County of Oxford be received; and,

Whereas the study includes a recommendation that the water systems in Bright and Plattsville be interconnected and that well 5 be decommissioned within the timeframe of 2034 – 2046; and,

Whereas there has been a history of issues with water supply from wells in Bright in the past and currently well 5 is the sole source of water for Bright,

Be It Resolved that comment be sent to the County of Oxford that the Council of the Township of Blandford-Blenheim requests that interconnection project between the Plattsville and Bright systems be moved ahead in the schedule to ensure there is an adequate and safe supply of water for the community of Bright

Township of Blandford-Blenheim - Council Resolution

Agenda Item 9. a. i.
Resolution No. 7

August 2, 2023

Moved by *D. Burr*

Seconded by *Nancy Darnell*

Be it hereby resolved that the correspondence from Kim and Dave Piggott be forwarded to Oxford County Council; and,

That the Council of the Township of Blandford-Blenheim advise the Council of the County of Oxford that they support the request of Kim and Dave Piggott to designate 64.18 acres of their property as Development and to bring it back into the Bright settlement boundary area; and,

That Council requests that this property be taken into consideration during the 2024 Oxford County Water and Wastewater Master Plan study.



TOWN OF INGERSOLL
Town Centre

SENT VIA EMAIL

September 18, 2023

Chloe Senior, Clerk
Oxford County

Dear Ms. Senior,

Re: Oxford County Water and Wastewater Master Plan

Please be advised that at their regular meeting on September 11, 2023, Council of the Corporation of the Town of Ingersoll passed the following resolution:

Moved by Councillor Hutson; seconded by Councillor Van Kooten-Bossence

THAT the Council of the Corporation of the Town of Ingersoll receive staff report OP-017- 23 as information;

AND THAT the Town of Ingersoll Council request that Oxford County Council provide complete included data used and results thereof for the recommended Drinking Water System Design Criteria established for the Water Wastewater Master Plan;

AND THAT the Town of Ingersoll Council request that Oxford County Council provide completed included data used and results thereof for the recommended Wastewater Treatment System Design Criteria for the Water Wastewater Master Plan.

CARRIED

Please do not hesitate to contact me if you have any questions or concerns.

Regards,

Danielle Richard
Town Clerk

cc:

Don Ford, Manager, Water and Wastewater Services, Oxford County
dford@oxfordcounty.ca



STAFF REPORT

Report No: CL 44-2023
Meeting Date: 19 Sep 2023
Department: Clerk's Department

SWOX Housing Opportunities Committee Resolution: Oxford County draft Water/Wastewater Master Plan

Recommendation:

RESOLVED that the Council of the Township of South-West Oxford receive report CL 44-2023: SWOX Housing Opportunities Committee Resolution: Oxford County draft Water/Wastewater Master Plan as information;

AND FURTHER THAT the Council of the Township of South-West Oxford support and endorse Oxford County's 2024 draft Water and Wastewater Master Plan as presented to meet the Township's future growth needs until 2046, which includes prioritizing future development within the Township's only current fully serviced village, Mount Elgin, unless servicing becomes critically required by another village.

Purpose:

The purpose of this report is to bring forward a recommendation from the SWOX Housing Opportunities Committees in relation the County of Oxford 2024 draft Water and Wastewater Master Plan.

Background:

At the County Council meeting of July 12th, 2023, County Council received report PW 2023-33 in relation to the County's draft 2024 Water and Wastewater Master Plan. This report identified water and wastewater infrastructure requirements to accommodate projected population and employment growth to 2046 in accordance with the 2020 Provincial Policy Statement and the County's approved Phase I comprehensive review (2020), while ensuring service continuity to existing serviced settlement areas. **The County intends to focus future growth and development primarily in designated community settlement areas.** At this meeting, County Council passed the following resolution:

RESOLVED that the recommendations contained in Report No. PW 2023-33, titled "2024 Water and Wastewater Master Plan", be received as information;

AND FURTHER THAT the draft report be circulated to area municipalities requesting their feedback within 75 days (September 25, 2023);

AND FURTHER THAT the draft report be posted to Speak Up Oxford for feedback from the public for 75 days (September 25, 2023);

AND FURTHER THAT all comments received be reported for Council's consideration when considering the draft report.

Drinking water system projects anticipated over this period of time within South-West Oxford include:

- Mount Elgin DWS – Water Treatment Plant Optimization, Ingersoll to Mount Elgin Water System Interconnection;
- Beachville DWS – New Well Supply and Water Storage;
- Brownsville DWS – Water Quality Improvements, Water Treatment Plant Filtration Addition;
- Dereham Centre DWS – Water Infrastructure Refurbishment.

Wastewater projects anticipated over this period of time within South-West Oxford include:

- Mount Elgin WWS – Wastewater Treatment Plant Capacity Expansion (Phase 3 / 4), Ingersoll to Mount Elgin Wastewater System Interconnection (Forcemain).

At the August 8th, 2023 Township of South-West Oxford Council meeting, this matter was referred to the SWOX Housing Opportunities Committee for discussion and consideration. Mayor David Mayberry advised Council that the County is not planning to service any additional villages other than those that are already serviced. It was noted that South-West Oxford is the only municipality within the County that has only one fully serviced village (Mount Elgin). Members of Council were encouraged to give consideration to future servicing needs within the Township so that comments may be provided to the County by the September 25th, 2023 deadline.

Discussion:

The SWOX Housing Opportunities Committee considered this matter at their meeting held on September 5th, 2023. The Committee reviewed the draft Water/Wastewater Master Plan, which recommends that priority be given to improving existing servicing, and not expanding servicing to other settlement areas in the County. Oxford County has requested comments from area municipalities by September 25th, 2023.

Discussion took place regarding the advantages and disadvantages of servicing another village within the Township. Currently, Mount Elgin is the only fully serviced village in South-West Oxford, and the water and wastewater system in place may be sufficient for many years to come. If needed, water and wastewater services may be expanded between Ingersoll and Mount Elgin.

The Committee questioned the need for servicing: They considered whether servicing is needed for growth and development? Does the Township want more homes or need to house more people for sustainability? Should servicing take place for environmental protection purposes? In considering one of the goals of the committee - to address affordable housing needs, it was noted that without servicing and future development, the Township will have little impact in relation to higher density development locally. The Committee discussed that in order to provide more affordable housing, higher density development is likely required. Higher density development requires servicing - this is consistent with the County's Official Plan and goals in relation to the preservation of agricultural land. Further discussion took place regarding the potential advantages and disadvantages of servicing another village within the Township. In summary, comments were noted as follows:

One Serviced Village

Advantages:

- Lessen the impact on prime agricultural land – lower quality soil in north-eastern quadrant of Mount Elgin;
- Township may focus on one village “hub” with a mix of housing, trails, parks, commercial development;
- Central location prevents potential future annexation by larger urban areas;
- Prevents and limits growth of other settlement areas – this is a priority for many residents in combination with the preservation of agricultural land.

Disadvantages:

- Cost to expand servicing (extension between Mount Elgin and Ingersoll) - projected 2034 to 2046 in excess of \$10 million;
- Residents in other communities may feel that Mount Elgin is the priority/favoured.

Multiple Serviced Villages

Advantages:

- Growth, more houses and living spaces throughout the community as a whole;
- Positive environmental impact/groundwater protection (replacement of failing septic systems);
- Cheaper to construct now versus in the future;
- Enables higher density in multiple areas throughout the community.

Disadvantages:

- More negative impact on prime agricultural land;
- Serviced rural land may expand into other urban areas (servicing may be done more efficiently by surrounding urban municipalities)
- Many existing villages to not have the capacity to grow without servicing.

Overall, in considering the potential advantages and disadvantages, the Committee expressed support for the continued growth of Mount Elgin to limit the loss of prime agricultural land to development and to continue to have influence

with respect to the need for higher density housing to address the need for affordable housing locally.

The SWOX Housing Opportunities Committee passed the following recommendation:

RESOLVED that the SWOX Housing Opportunities Committee recommend that the Council of the Township of South-West Oxford support and endorse Oxford County's 2024 draft Water and Wastewater Master Plan;

AND FURTHER THAT the SWOX Housing Opportunities Committee endorse the recommended servicing strategies outlined in the County's draft Water and Wastewater Master Plan to meet the Township's growth needs going forward to 2046, which includes focusing any future development within the Township's current serviced village (Mount Elgin), unless servicing becomes critically required by another village.

Staff is seeking Council's support of the Committee's recommendation and direction from Council in relation to the comments to be sent to Oxford County Council from the Township with respect to the 2024 draft Water and Wastewater Master Plan.

Strategic Plan:

The Township will promote quality of life by protecting and enhancing our natural environment and create a sense of well-being, belonging and active engagement in the community.

The Township will maintain quality of services by demonstrating corporate and community leadership to enhance quality of life and to strive for excellence in stewardship of all resources.

The Township will support economic development by empowering the community to live, work and thrive in a changing environment.

Financial Implications:

There are no current financial implications to the Township in relation to this matter.

Julie Middleton

Approved by Chief Administrative Officer Mary Ellen Greb

Subject: 2024 Water and Wastewater Master Plan - County of Oxford Review

Report Number: OPD 23-39

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operations and Development

Meeting Type: Council Meeting

Meeting Date: Monday, September 25, 2023

RECOMMENDATION

- A. THAT report titled OPD 23-39 Water and Wastewater Master Plan - County of Oxford Review (*by the Town of Tillsonburg*) be received as information; and
- B. THAT staff be directed to issue comments as identified for public record through Water and Wastewater Master Plan public commentary process for official record.

BACKGROUND

At the August 14, 2023, the Director of Public Works from Oxford County, presented to Town Council a [DRAFT 2024 Water and Wastewater Master Plan](#) as prepared by R.V. Anderson Associates Limited; subsequently, Town Council passed the following resolution:

Resolution # 2023-324

Moved By: Councillor Spencer

Seconded By: Councillor Rosehart

- A. *THAT Council receives the presentation from David Simpson, regarding the 2024 Water and Wastewater Master Plan, as information; and*
- B. *THAT the Director of Development and Operations be directed to prepare a report regarding Oxford County's Water and Wastewater Masterplan and present to Council for consideration*

Carried

Servicing Master Plan (W/WW MP). The W/WW MP will set out the long-term water and

OPD 23-39 - 2024 Water & Wastewater Master Plan - County of Oxford Review

wastewater servicing strategies to support existing needs and accommodate future growth in population through to the year 2046. The plan is intended to identify infrastructure improvements that will support the long-term growth of Oxford County.

Generally the W/WW MP consist of:

- A comprehensive background review of water and wastewater services, including water distribution, wastewater collection, treatment facilities, storage towers,
;
- A sensitivity analysis of current water and wastewater needs and projected changes to population, development, social and economic conditions, economy, facilities, and land use and planning initiatives;
- A summary of public feedback;
- A review of best practices; and,
- List of recommendations and proposals to guide the future water and wastewater services as weighted against population growth.

Furthermore, the W/WW MP has been undertaken consistent with Ontario Regulations as a Municipal Class Environmental Assessment. The recommended approach of the W/WW MP includes a portfolio of water distribution and wastewater collections projects and programs that aim to service future and assets lifecycle renewal demands in a methodical manner aligning with current Asset Management policie.

Of special note, standard municipal practices is to wholesomely review/update a W/WW MP on a five (5) year rotation.

DISCUSSION

The subject County W/WW MP plan provides costs for capital works and programs to support future growth into 2046. In this plan, the Town of Tillsonburg has a population projections of 23,890 by 2046 as per the following *Table 3.1: Forecasted Residential*

OPD 23-39 - 2024 Water & Wastewater Master Plan - County of Oxford Review

Population Growth:

Municipality	Estimated Annual Population Growth *						2021-2046
	2021**	2026	2031	2036	2041	2046	
Woodstock	47,965	51,825	55,815	59,825	63,595	67,295	19,330
Tilsonburg	19,120	20,020	20,980	21,980	22,960	23,890	4,770
Ingersoll	14,065	14,955	15,915	16,895	17,855	18,785	4,720
Blandford-Blenheim	7,770	8,090	8,440	8,810	9,190	9,550	1,780
East Zorra-Tavistock	8,050	8,530	9,040	9,560	10,050	10,510	2,460
Norwich	11,450	11,920	12,420	12,960	13,490	13,990	2,540
South-West Oxford	7,785	8,025	8,295	8,555	8,765	8,975	1,190
Zorra	8,860	9,110	9,370	9,650	9,950	10,240	1,380
Oxford County	125,065	132,475	140,275	148,235	155,855	163,235	38,170

* Values may not add precisely due to rounding. Where a Township contains more than one fully serviced settlement area, assumptions regarding the allocation of the Township's total forecasted growth to each settlement will also be used to inform the study findings for each system.

** 2021 Census Population with preliminary correction for undercount of approximately 3%

WATER DISTRIBUTION SYSTEM IMPROVEMENTS TO EXISTING SYSTEM NEW FACILITIES AND WATERMAINS:

The capital project/improvements strategy includes a series of new watermains to provide appropriate pressures storage and specific well rehabilitation. It recommends improvements to existing pumping infrastructure and replacement of storage elements at the end of their service life. Of note, Town Council may wish to review and consider *Appendix ES-1 – Water Projects Identified*, pages ES-19 in this regard. These identified capital project/improvements will be subject to further studies such as but not limited to, Detailed Engineering Design, Environmental Assessments including more consultation

WASTEWATER COLLECTION SYSTEM IMPROVEMENTS TO EXISTING SYSTEM – NEW TRUNK SEWERS AND STRATEGIC FLOW DIVERSIONS:

The capital project/improvements strategy includes a series of new sewers as proposed to alleviate existing capacity issues including the identified Phase 2 improvements for

Of note, Town Council may wish to review and consider *Appendix ES-2 – Wastewater Projects Identified*, pages ES-41 in this regard. The study also included a review of inflow and infiltration, or I&I, practices and programs. Again, these identified capital project/improvements will be subject to further studies and processes.

OPD 23-39 - 2024 Water & Wastewater Master Plan - County of Oxford Review

PUBLIC/TOWN COMMENTS AND CONCERNS

Through the review of the
Plan, Town
Public Record:

1. Population trend and sensitivity analysis:
 - In light of recently received and/or approved Draft Plans (both at the County and Town level) staff estimates that there could be a total of 2,173 to 2,920 additional residential units constructed (+/-).
 - Hereafter, if we carry a fair estimate of 2.4 people per unit, Tillsonburg estimated increased population could be considered between 5,200-7,000
 - ✓ Although there are many influencing factors towards the development and construction of these new proposed unit, this analysis suggest that Tillsonburg is in a state of accelerated growth.
 - This is especially critical in consideration to the deflated population value as compared to Till actual population.
 - ✓ Therefore, in the cross examination of *Table 3.1: Forecasted Residential Population Growth*, Tillsonburg could/would out pace the current forecasted; it is strongly advised that this impact should be addressed and incorporated into the appendix projects identified.
2. Upsizing and contribution through current developments:
 - Although the report identifies regional and servicing upsizing the s)

arrangements.
3. The appendixes included provide a conceptual roadmap of identified infrastructure needs; however, a refined schedule/roadmap should be considered to ensure timely and appropriate lead times are incorporated to complete official processes especially in the periods of 2024-2033 (i.e. Environmental Approvals, Detail Design, Tendering, etc.)

CONSULTATION

Director of Public Works, County Water/Wastewater Staff, Manager of Engineering, Manager of Public Works, external stakeholders (i.e. developers and consultants)

OPD 23-39 - 2024 Water & Wastewater Master Plan - County of Oxford Review

FINANCIAL IMPACT/FUNDING SOURCE

are estimated at a combined total of \$74.9 million until 2046. Where divided into respective services areas; water is estimated at \$38.2 million and wastewater at \$36.7 million. To reaffirm, the funds identified above are subject to the water/wastewater user rates, development charges and financing managed at the County of Oxford upper tier level.

multi-year budget and as per current Town practices, in ensuring a collaborative cost sharing philosophy (in striving for value added), the Town leads and complements services improvements/capital project subject to our local multi-year budget practices.

Generally, future (and current) capital project/improvements will be prioritized based on

priorities, which means the actual budgeting may extend beyond 2046 and/or priorities may shift. The majority of the projects recommended in the W/WW MP include a growth related component and are included in the ongoing Development Charges Background Study to be funded by future development charges (DCs) and will be considered in future.

Any shortfall in DC funding for growth projects and non-growth portion of capital projects as well as operating costs would be rate funded through the Water and Wastewater

odel is currently being reviewed and once complete, will be used to forecast the long-term rate impact of the W/WW MP and provided to County Council; Town staff will also be requesting a delegation in similar fashion to be presented to Town Council in this regard.

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- ☐ Lifestyle and amenities
- ☒ Customer service, communication and engagement
- ☐ Business attraction, retention and expansion
- ☐ Community growth
- ☐ Connectivity and transportation
- ☐ Not Applicable

OPD 23-39 - 2024 Water & Wastewater Master Plan - County of Oxford Review

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.

Strategic Direction – Explore opportunities for service efficiencies in partnership with adjacent municipalities.

Priority Project – *Short Term* - Municipal service review

ATTACHMENTS

Appendix A – DRAFT 2024 Water and Wastewater Master Plan - County of Oxford

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

From: Gordon Hough, Director, Community Planning

Report Regarding Conservation Authority Service Agreements (Upper Thames River CA and Grand River CA)

REPORT HIGHLIGHTS

- The purpose of this report is to provide Council with a brief overview of the regulatory changes to the Conservation Authorities (CA) Act that came into effect in late 2020 (including various regulations that were introduced through 2021 and 2022) and outline the process that has been followed by the CAs with respect to transitioning to a new service delivery model.
- The report also includes details regarding two Memorandums of Understanding (MOU) that have been negotiated by County Planning and Corporate Services staff with the Upper Thames River Conservation Authority (UTRCA) and the Grand River Conservation Authority (GRCA) regarding the provision of certain services by these CAs.

DISCUSSION

Background

Provincial Legislative Changes

Planning staff provided information (by way of Briefing Note) to all Area Municipal CAOs and Clerks in November, 2020 regarding Bill 229, *Protect, Support and Recover from Covid -19 Act (Budget Measures, 2020)*, which provided an overview of the key changes that were contained in the Bill and outlined the potential implications for the County and Area Municipal partners. The noted Briefing Note is attached to this report for Council's information.

The amendments introduced via Bill 229 in December 2020 were intended to improve transparency and consistency in CA operations, strengthen municipal and provincial oversight, and streamline the role of CAs with respect to the issuance of permits, and land use planning in general. Bill 229, and subsequent regulations, propose to make growth and development more efficient, both in support of the provincial economy coming out of the COVID-19 pandemic, and going forward.

Bill 229 was supported by several regulations that have come into effect since the amendments introduced by the Bill received Royal Assent. Among these regulations, Ontario Regulation 686/21 – Mandatory Programs and Services prescribes the mandatory programs and services that CAs will be required to provide, including core watershed-based resource management strategies and permit review and issuance related to natural hazards.

In addition to the mandatory programs prescribed (identified as Category 1 programs), the regulation also provides for municipal programs and services (Category 2) and programs and services determined by the CAs as advisable (Category 3). O. Reg. 686/21 came into effect in January, 2022.

Further to O. Reg. 686/21, Ontario Regulation 687/21 – Transition Plans and Agreements for Programs and Services came into effect in October, 2021 and requires that each CA create a 'transition plan' that outlines the steps to be taken to develop an inventory of programs and services and enter into agreements with participating municipalities to fund non-mandatory programs and services through the municipal levy. In accordance with O. Reg. 687/21 final transition reports are to be completed by January 2024 with a view to providing sufficient time to review, discuss and complete the agreements regarding non-mandatory services.

Subsequent to the foregoing legislation and regulations coming into force, the Province enacted legislation referred to as Bill 23, *More Homes Built Faster Act, 2022* which implemented further measures intended to streamline land use approvals, including amendments to the *Conservation Authorities Act*. The approval of Bill 23 was followed by additional regulation that restricted the CAs' role with respect to providing services related to reviewing and commenting on proposals or applications made under a number of provincial acts, including the *Planning Act*. For clarity, while the CAs continue to review and provide comments on development applications related to their mandate in regard to natural hazards, the CA's have not been reviewing or providing comments on development applications regarding matters pertaining to natural heritage resources.

Conservation Authorities Act: Program Categories

Report No. CP 2022-366, Regulatory Proposals Under the Conservation Authorities Act, was considered by County Council in September, 2022. The report, which was received by County Council and circulated to all Area Municipal CAOs and Clerks for distribution to their respective Councils and staff, provided an overview of the transition plans and list of categorized programs provided by each of the CAs having jurisdiction in Oxford County, those being Catfish Creek, Long Point, Grand River and Upper Thames.

Briefly, Category 1 programs are identified as those which the CAs are required to deliver and will be funded by municipal levy and/or user fees and include Programs and Services (P/S) related to permit administration and compliance activities (i.e. reviewing and processing permit applications, technical studies, enforcement activities and legal expenses) related to Sections 28 and 30 of the CA Act.

Category 2 P/Ss are those that will be provided at the request of the municipality and will be carried out by the CA on behalf of the municipality and are generally to be funded via government and other agency grants and/or municipal funding via a Memorandum of Understanding (MOU) or other agreement. Plan review not related to Natural Hazards (such as Natural Heritage resources) is an example of a P/S under Category 2.

Category 3 P/Ss are generally described as those that the respective CA Boards determine to be advisable and can be funded via CA generated revenue, user fees, government/agency grants, donations, etc. While this category is not subject to municipal funding, any voluntary funding by a municipality would require a cost-apportioning agreement. Category 3 P/Ss include operation of campgrounds, private land stewardship and restoration, and community education and outreach programs.

Comments

Memorandums of Understanding / Letter Agreements

As noted previously in this report, Bill 23 (and subsequent regulation) essentially removed the CA role in reviewing or commenting on applications made under the Planning Act with respect to Natural Heritage matters. The Catfish Creek Conservation Authority (CCCA) and the Long Point Region Conservation Authority (LPRCA) have advised that this P/S was the only Category 2 service that would potentially be offered by each and further, neither of these CAs have any Category 3 P/Ss that require municipal funding via an MOU or other agreement with the County. In light of the foregoing, MOUs are not required with either the CCCA or the LPRCA. To be clear, these CAs will continue to offer P/Ss of benefit to their respective watersheds, however, the non-mandatory services that are or will be provided will be supported via means other than municipal funds.

The Upper Thames River Conservation Authority (UTRCA) and the Grand River Conservation Authority (GRCA) have both identified non-mandatory P/Ss that benefit the health of the respective watersheds, protect and educate residents regarding natural hazards and mitigate the effects of climate change. Similar to the CCCA and LPRCA, both Grand River and Upper Thames offer a number of non-mandatory P/Ss that are funded through means other than municipal funding. However, there are a number of services offered by these CAs that are undertaken on behalf of municipalities or are of local interest, as well as programs that are considered to be advisable and provide a benefit to the broader watershed(s). County staff have been in discussions with both the GRCA and the UTRCA through 2023 with a view to crafting MOUs that identify the P/Ss that will be offered in Oxford County, the terms for providing those services and the cost to the County and Area Municipal partners.

Draft versions of both of the above-noted MOUs are attached to this report for Council's consideration and are summarized below. Council will note that the two agreements are structured differently and in some instances, there are variations on what constitutes a Category 2 P/S vs Category 3, as interpreted by the CAs.

UTRCA

The UTRCA MOU is a single-document cost apportioning agreement between the CA and the County of Oxford that includes the following provisions:

- Term of the agreement is 4 years, from January, 2024 to December, 2028;
- The agreement can be terminated by either party with 180 days notice;
- The Programs and Services subject to the agreement (and cost apportionment) are included in Schedule A of the agreement and are generally identified as;
 - o Stewardship and restoration
 - o Subwatershed planning and monitoring

- Community outreach and education
- An example of the actual apportionment of program costs are illustrated in Schedule B to the agreement.

Further to the above, P/Ss included in the UTRCA agreement are set out only generally. However the CA has developed a Cost Apportioning Agreement Guide that provides more detail regarding these programs and includes a number of specific examples of activities that have been undertaken in Oxford County for each of the identified general programs. While this guide does not form part of the agreement, it is a useful document in understanding the various P/Ss undertaken by the CA in Oxford (see attached for reference).

With respect to Schedule B, the cost apportionment among municipalities within the UTRCA watershed is calculated in the same manner as the general levy (i.e. modified current value assessment) and increases to the Schedule B amounts (which reflect only the amounts attributable to the Category 3 Programs noted above) will be the same as increases (or decreases) to the general levy. The figures contained in Schedule B attached to the agreement in this report reflect 2023 calculations.

GRCA

The GRCA agreement includes an MOU between the CA and the County that sets out the basic parameters of the agreement (similar to the UTRCA), but is accompanied by a 'Letter Agreement' which includes an appendix that outlines the P/Ss covered by the agreement as well as deliverables. The GRCA agreement also contains the following provisions:

- Term of the agreement is 5 years from the date the agreement is made;
- The agreement can be terminated by either party with 180 days notice;
- The actual apportionment costs attributable to the County are included in the Letter Agreement and are subject to the same criteria for increases (or decreases) as described for the UTRCA agreement.

While the GRCA MOU does not include a guide document similar to the UTRCA, the GRCA has provided a list of non-mandatory programs that are supported by the CA in Oxford County. The list is attached to this report for Council's information.

The Letter Agreement portion of the GRCA MOU indicates that the amount attributable to the County of Oxford in 2024, based on the draft 2024 GRCA budget is approximately \$8,100.

Comments

Council will note that the agreements prepared by the UTRCA and GRCA are somewhat different in format. From information provided by the CAs, it appears that there is no standard template for these agreements mandated by Conservation Ontario and that the agreements prepared by Grand River and Upper Thames were determined by the respective CAs, in consultation with their memberships, to be appropriate for their needs.

Further, reviewing the agreements on a 'side-by-side' basis, staff are of the opinion that the basic content of the agreements is generally consistent and that the programs and services that are being included in each appear to be similar at a high level (i.e. subwatershed services, stewardship and restoration, community outreach and education).

While there would appear to be some discrepancy in the agreements as to what each CA has determined to be a Category 2 or Category 3 program, this (according to the CAs) is attributed to internal interpretations as to how particular programs are being delivered.

From the County of Oxford's perspective, the P/Ss being offered through both agreements are beneficial to the County and Area Municipalities and the costs attributed to those services by each (approximately \$132,000 for the UTRCA, based on 2023 calculations, and approximately \$8,000 for the GRCA, being a draft figure for consideration in the GRCA's 2024 budget).

For information, the P/Ss included in the agreements subject to this report are delivered to the entire, respective watersheds. This approach provides for economies of scale that allow Oxford County and the Area Municipalities to take advantage of programs beneficial to the County at a cost that may not be feasible (or desirable) otherwise. Staff are of the opinion that taking advantage of these economies of scale to offer and/or participate in P/Ss related to education and outreach (e.g. Groundwater Festival), stewardship and restoration (e.g. Clean Water Program, Annual Stewardship Awards) and broad watershed planning is useful and valuable to Oxford.

Next Steps

Prior to bringing a final report to County Council regarding MOUs with the UTRCA and GRCA, staff are asking each Area Municipality (AM) within the County for a resolution supporting the agreements. While it is recognized that the noted CAs presence within the AMs varies (Ezt, Blandford-Blenheim, Woodstock and Norwich are within both watersheds, while Zorra, SWOX and Ingersoll are within only the UTRCA watershed; and Tillsonburg is not within either), because the CA levies are paid via the County levy, the costs that are identified in the agreements are borne by all ratepayers in Oxford.

Upon receiving support and endorsement of the agreements, staff will prepare a report for County Council for consideration with a recommendation to authorize staff to complete the agreement process with the GRCA and UTRCA.

RECOMMENDATION

1. **It is recommended that the Council of the Township of Blandford-Blenheim receive Report CP 2023-357;**
2. **And Further, that Township Council advise the County that the Township supports entering into MOU/agreements with the Upper Thames River Conservation Authority and the Grand River Conservation Authority for Programs and Services as outlined in Report CP 2023-357.**

SIGNATURES

Authored by: *Original signed by*

Gordon K. Hough, RPP
Director

Bill 229, Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020

November, 2020

This briefing memo provides an overview of the key changes contained in the recently released Bill 229, *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020*; the impact it has on the *Conservation Authorities Act*; and outlines the potential implications for Oxford County and its Area Municipalities.

Background

Unexpected amendments to the *Conservation Authorities Act* were introduced in Bill 229, *Protect, Support and Recover from COVID-19 Act (Budget Measures)*, on November 5, 2020. Schedule 6 of Bill 229 relates specifically to the *Conservation Authorities Act*. An Environmental Registry of Ontario (ERO) Bulletin (ERO 019-2646) was also posted on November 5, 2020 stating that there was no requirement for public consultation under Ontario's Environmental Bill of Rights, 29934 (EBR) because the proposed amendments form part of a budget.

The amendments to the *Conservation Authorities Act* are proposed to improve transparency and consistency in CA operations, strengthen municipal and provincial oversight, and streamline the role of CAs in permitting and land use planning.

Bill 229 is proposed to make growth and development easier and more efficient to help aide in the support and recovery of the economy in light of the COVID-19 pandemic. Conservation Ontario, however, is of the opinion the proposed changes will create more 'red tape' and higher costs for taxpayers; threaten the independent watershed-based approach used by conservation authorities in the land use planning process; potentially add delays and additional costs in conservation authority enforcement and permitting; and potentially impact the Province's ability to cost-effectively manage and protect natural hazards and drinking water protection.

Consequently, many of the proposed amendments will have negative impacts on municipalities and the planning/permitting process. Due to the Conservation Authority's role (i.e. Section 28 permits, review and comments of development application, etc.), the planning process is likely to become much slower, more costly, and have additional 'red tape' as a result of the proposed amendments.

2019 Amendments to the *Conservation Authorities Act* *More Homes, More Choice Act, 2019*

In June 2019, the *More Homes, More Choice Act, 2019* (Bill 108) amended the *Conservation Authorities Act*. These amendments are currently un-proclaimed and include:

- Defining the four areas of core mandatory programs and services offered by CAs and allowing for the programs and services to be further defined by regulation. The four areas are:

1. Programs and services related to the risk of natural hazards.
 2. Programs and services related to the conservation and management of lands owned or controlled by the conservation authority.
 3. Programs and services related to the conservation authority's' duties, functions and responsibilities as source protection authority under the *Clean Water Act, 2006*.
 4. Programs and services related to conservation authority's duties, functions and responsibilities under an Act prescribed by the regulations.
- Allowing other programs and services outside of the four core areas to be prescribed as mandatory programs and services.
 - Requiring that municipal financing of a non-mandatory program and service can only continue after a specified date, where there is a financing agreement in place between the conservation authority and applicable municipalities.
 - Establishing a transition period and a process to identify which programs and services are mandatory and enter into an agreement for the non-mandatory programs or services that are municipally funded, either in whole or in part.
 - Enabling the minister to appoint an investigator to investigate or undertake an audit and report on a conservation authority.
 - Clarifying that the duty of a conservation authority "board" members is to act with a view to furthering the objects of the conservation authority.

Amendments proposed in Bill 229 propose additional amendments to some of these previous not yet proclaimed regulations.

Overview of Key Changes

The following is a summary of the key *Conservation Authority Act* amendments, together with any significant implications and considerations identified by planning staff as a result of Bill 229.

General

There have been a number of proposed changes related to the *Conservation Authorities Act*, some being of little concern to conservation authorities and municipalities, and some being of significant concern to both conservation authorities and municipalities. The proposed amendments will have largely negative impacts on the development process as well as the natural environment, and will likely slow the entire permitting process down significantly.

The key changes include: the removal of the conservation authorities role in regulating development, the permit and planning application appeal process and the review of, and appeal of, municipal planning applications; allowing the Minister to make decisions on permit appeals and issue permits without input from conservation authorities; and changing the role of municipally appointed CA Board members to make decisions in the best interest of the municipality, and not the broader watershed and conservation authority.

Specific amendments proposed are explored in further detail below:

Existing Aboriginal or Treaty Rights

Section 1 is amended to include a non-abrogation clause regarding existing aboriginal and treaty rights of aboriginal people.

- *Review/Comments:* No comments/concerns.

Members of Authority

Section 14 is amended to give the Minister the ability to appoint an additional member to a CA to represent the agricultural sector. The duties of every member are to act in the interest of their respective municipality, rather than that of the broader watershed. Minimum qualifications for members of the Board have been repealed through this amendment, and members appointed by municipalities must be municipal councillors.

- *Review/Comments:* The amendment requiring members to act on the behalf of their respective municipality contradicts the duty of the Board Member to act in the best interests of the corporation they oversee (the Conservation Authority).
- This amendment puts individual interests above broader watershed interests and could cause potentially watershed damaging developments as a result of not considering the 'bigger picture' interests.
- Additionally, there are no details regarding how the appointment of an additional member to represent the agricultural sector by the Minister would happen. Clarification is required.

Meetings of Authorities

Section 15 is amended to require the agenda and minutes of a meeting of the authority available to the public before the meeting in the case of the agenda, and the meeting minutes available within 30 days after the meeting. The agenda and minutes will be posted on the authority's website.

- *Review/Comments:* No comments/concerns.

Chair/Vice-Chair

Section 17 is amended to specify the term of appointment for a chair or vice-chair is one year, and they can only serve for two consecutive terms.

- *Review/Comments:* No comments/concerns.

Objects

Section 20 is amended to revise the objects of a conservation authority to provide mandatory and municipal programs and services and any other programs or services provided under the Act. The former objects were to undertake programs and services designed to further the conservation, restoration, development and management of natural resources. This is still reflected in the purpose of the Act and in various regulation within the Act.

- *Review/Comments:* No comments/concerns.

Powers of Authorities

Section 21 is amended and includes altering power to enter onto land without owner's permission and removing the power to expropriate land.

- *Review/Comments:* No comments/concerns.

Programs and Services

Section 21.1 requires the authority to provide mandatory programs and services prescribed by regulation and meeting the requirements within that section. Section 21.1.1 allows the authority to enter agreements with municipalities to provide programs and services on behalf of the municipality. Section

21.1.2 allows an authority to provide programs and services that are advisable to further the purposes of the Act.

- *Review/Comments:* Potential regulations and standards for programs and services are subject to may restrict what the authority is able to do for the member municipalities or to further the purposes of the Act.
- These amendments are likely to have a drastic impact on the ability of authorities to provide the same services they offer today, particularly with respect to natural heritage planning.
- Clarification is needed on if natural heritage planning is considered a mandatory program or whether each conservation authority will require a service agreement with the municipality to provide it.
- Additionally, clarification on the authority's ability to comment on both locally and provincially significant features needs to be provided.

Agreement for "Other Programs and Services"

If municipal funding is required for the cost of programs and services provided, the authority is required to enter into an agreement with the participating municipalities.

- *Review/Comments:* As stated above, this is a concern for municipalities.
- The authority may be restricted on what it can offer and funding may be hard to allocate for programs and services not previously requiring the same amount of municipal funding or a municipal service agreement.
- Even if a municipality wants a program or service, there may not be enough uptake for it to be offered.
- Clarification on whether all participating municipalities need to sign an agreement, a majority, etc. for the program or service to be provided if it crosses multiple municipal boundaries.

Fees for Programs and Services

Section 21.2 is amended to allow any person charged a fee for a program or service provided by the authority to apply to the authority to reconsider the fee, with a decision required to be made in 30 days. Additionally, the decision can now be appealed to the LPAT or the applicant may bring the matter directly to LPAT if they haven't received a decision in 30 days.

- *Review/Comments:* This amendment has a greater impact on conservation authority staff and resources than municipalities but has the potential to slow down the municipal permitting process due to potentially lengthy LPAT proceedings.
- Additionally, potential municipal staff involvement in the LPAT proceedings could create additional work and be costly to the municipality.

Provincial Oversight

Sections 23.2 and 23.3 are amended to give the Minister the ability to order the authority to prevent or remedy non-compliance with the Act through certain actions.

- *Review/Comments:* No comments/concerns.

Ministerial Review Ministerial Review of Permit Decisions

Section 28.1(8) is repealed and replaced with provisions allowing the applicant to seek a review of the authority's decision by the Minister, or to appeal the Decision to the LPAT within 90 days after the decision is made. If the authority doesn't make a decision within 120 days after the application is submitted, the applicant may appeal the application directly to the LPAT.

- *Review/Comments:* These amendments allow applicants to appeal the decisions made by the authority to either the Minister or the LPAT. This will create a bigger workload for conservation authorities and slow the entire municipal permitting and planning process down significantly, as well as add municipal costs, should applications be appealed to the LPAT.
- This amendment will also make enforcement and compliance with the authority's objectives more difficult.
- Regulations will need to be provided on when the 120 day period begins (i.e. time of complete application submitted, what constitutes a complete application, etc.).

Minister's Order Re, Section 28 Permit

This amendment allows the Minister to order an authority not to issue a permit in an activity that without a permit, would be prohibited. After making an order, the Minister may issue the permit instead of the authority.

- *Review/Comments:* This amendment is similar to a Minister Zoning Order under the Planning Act. This is a significant concern for conservation authorities and municipalities as both will be required to ensure compliance with the Minister's permit.
- This amendment may also result in decisions being made without regard to natural features if there is no conservation authority involvement.

Cancellation of Permits

Section 28.3 is amended to allow a decision made by an authority to cancel a permit (or make another decisions under section 283(5)) to be appealed by the permit holder to LPAT.

- *Review/Comments:* The ability to appeal the decisions made by the Authority will cause lengthy delays in the permitting process on a municipal level.
- Additionally, the authorities can use cancelling permits as part of compliance and the ability to appeal this decision, will make compliance more difficult.

Entry Without Warrant, Permit Application

Section 30.2 contains an amended list of circumstances where an officer may enter land within the area of jurisdiction of an authority.

- *Review/Comments:* The changes are to amendments previously adopted but not yet proclaimed. The officer is now required to give reasonable notice to the owner and the occupier of the property for permit applications which may result in increased administrative workload for the authority.

Entry Without Warrant, Compliance

Section 30.2 contains an amended list of circumstances where an officer may enter land within the area of jurisdictions of an authority.

- *Review/Comments:* The result of this amendment is that conservation authorities will maintain their limited existing powers of entry, rather than the enhanced powers of entry within the yet to be proclaimed enforcement and offences section of the Act.
- Authorities will likely have to rely on search warrants to gain entry where there are compliance issues and reasonable ground to obtain a search warrant can't necessarily be obtained where the activities and property can't be seen without entry (such as from the road).

Stop (Work) Order

Section 30.4 of the Act is repelled through this amendment. This section, not yet proclaimed, would have given officers the power to issue stop orders to persons who are participating in activities which contravene or are contravening the Act.

- *Review/Comments:* The ability to stop work that is contravening the Act is a tool conservation authorities have sought for years. Without it, conservation authorities must partake in the lengthy and costly process of obtaining an injunction to stop the activities. This amendment adds more process to what could be a fairly straight forward role of the authority.
- Additionally, it will make it harder for municipalities to enforce regulations related to conservation authorities happening within their municipal boundaries.

Regulations Made by Minister and LGIC

All references made to the Mining and Lands Commissioner have been replaced with Local Planning Appeal Tribunal.

- *Review/Comments:* The LPAT may not have the specialized knowledge the MLT has regarding Section 28 Applications and therefore, may not be able to make well-informed decisions.
- Additionally, the LPAT has a large backlog of appeals without the additional work of handing conservation authority appeals creating unnecessary delays in the permitting processes.
- This amendment will slow down and add costs to the municipal planning and development process.

Planning Act – Exclusion of CAs as Public Body

Subsection 1(2) of the Planning Act is amended to remove Conservation Authorities as a public body under legislation.

- *Review/Comments:* This amendment lacks clarity on its implications. As a result of this amendment, Conservation Authorities will not be able to independently appeal or become a party to an appeal as a public body at the LPAT.
- However, conservation authorities will instead be required to operate through the provincial one window approach, with comments and appeals coordinated through MMAH (a planning system typically for the review of Official Plans and related amendments).
- The removal of this designation may make it much harder for conservation authorities to appeal applications or prevent undesirable land uses within their jurisdiction, may add costs and may add lengthy delays to the permitting process.

Relevant Legislation

- ERO - 019-2646 - Updating the Conservation Authorities Act
<https://ero.ontario.ca/notice/019-2646>
- Bill 229 – Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020
<https://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-229>

Summary

Overall, this Act has been introduced to improve transparency and consistency in CA operations, strengthen municipal and provincial oversight, and streamline the role of CAs in permitting and land use planning. Additionally, this Act is seeking to stimulate the economy by making development and land use planning an easier and faster process to help aid in the recovery of economic impacts related to the COVID-19 pandemic. In turn, the proposed amendments will support growth, competitiveness and

job creation in communities. It is unclear, however, how the proposed amendments will achieve these objectives from both a municipality and conservation authority standpoint.

From a land use planning and permitting standpoint, the proposed amendments will only add lengthy delays to the process due to potential LPAT appeals and will make the process have more 'red tape', two things the amendments are wanting to address. Additionally, the proposed amendments have the potential to act in the best interests of municipalities, rather than to protect and enhance the broader watershed. Even when programs are understood to be 'core programs' (i.e. flooding, natural hazards), the conservation authority's power will be curtailed through changes to their boards, their inability to appear as a public body before the LPAT, the new ministerial power to issue permits, and requirement to make decisions within 30 days. The conservation authority's decisions are now directly appealable to the LPAT, increasing time for applicants to receive a decision and potentially requiring municipal staff involvement for the hearings.

The policy direction as proposed within Bill 229 lacks clarity on implications of the amendments and lacks regulations to manage the potential implications. Numerous proposed amendments through Bill 229 are cause for concern within Oxford County and its Area Municipalities. Planning staff will continue to monitor the release of any associated new or updated Provincial guidance to identify any further implications and implementation considerations for the County and/or Area Municipalities that may arise.

Prepared by: Manager of Planning Policy

Circulated to: Area Municipal CAOs, Clerks and Planners

Further information: Any questions related to Bill 229 or the Planning Act can be directed to your Area Planner.

Cost Apportioning Agreement (“Agreement”)

THIS COST APPORTIONING AGREEMENT made the ____ day of _____, 2023.

BETWEEN:

COUNTY OF OXFORD

(hereinafter, “Municipality”)

- and -

UPPER THAMES RIVER CONSERVATION AUTHORITY

(hereinafter, “UTRCA”)

WHEREAS the UTRCA is a conservation authority established under the Conservation Authorities Act (“Act”) and governed by its participating municipalities in accordance with the Act;

AND WHEREAS a Participating Municipality is located wholly or in part within the area under the jurisdiction of UTRCA;

AND WHEREAS the County of Oxford is a regional municipality established under the Municipal Act, 2001, as amended, which authorizes the County of Oxford to act as a participating municipality in place of the local municipalities wholly or partly in the area within the jurisdiction of the UTRCA under the Conservation Authorities Act consisting of:

Township of Blandford-Blenheim
Township of East Zorra-Tavistock
Township of Norwich
Township of South-West Oxford
Town of Ingersoll
City of Woodstock
Township of Zorra

AND WHEREAS the Act permits UTRCA to provide non-mandatory programs and services on behalf of a Municipality under a Cost Apportioning Agreement or such other agreement as may be entered into with the Municipality pursuant to Ontario Regulation 686/21, when levy is required for the delivery of the non-mandatory programs or services that the UTRCA deems advisable to further the purpose of the Act;

AND WHEREAS pursuant to Ontario Regulation 686/21, when Conservation Authorities are authorized to apportion costs to municipalities for the delivery of programs and services;

NOW THEREFORE in consideration of the terms of this agreement and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

Term of Agreement

1. Initial Term of the Agreement is January 1, 2024, through December 31, 2028.
2. Thereafter, the Agreement shall continue for additional four-year periods (each “Renewal Term”) unless either party provides written notice of their intention to terminate this Agreement and such notice will be given no less than one-hundred

and eighty (180) days and no more than three hundred (300) days prior to the end of such calendar year.

Agreement Principles

3. The following principles shall guide the implementation of the Agreement between UTRCA and the Municipality:
 - a. The Agreement will provide the overarching terms and conditions for the delivery of non-mandatory programs and services by UTRCA that UTRCA deems advisable to further the purpose of the Act.
 - b. UTRCA agrees to provide the programs and services outlined in Schedule A.
 - c. The Municipality agrees to financially support the programs and services outlined in Schedule A and for such support to be apportioned among the participating municipalities using the Modified Current Value Assessment method, as outlined in Schedule B.
 - d. UTRCA will not add to or delete from the programs and services supported through the Agreement without first consulting with the Municipality and identifying such changes in the annual budget process. Any changes to the programs and services must be approved in writing by the Municipality and any such change following the Municipality's written approval shall be reflected in an updated Schedule A and Schedule B to be circulated and posted once the final annual budget is approved.
 - e. Any change to the total municipal support outlined in Schedule B will be reviewed and approved by the UTRCA Board of Directors within the annual budget process including a 30-day consultation period with the Municipality and applied effective January 1 each calendar year.
 - f. UTRCA may charge a user fee for the delivery of any of the programs and services outlined in Schedule A, where appropriate, to reduce the cost apportioned to the Municipality.

No Agency

4. Nothing herein contained shall make or be construed to make the Municipality or the UTRCA a partner of one another nor shall this Agreement be construed to create a partnership, joint venture, principal-agent relationship or employment relationship in any way or for any purpose whatsoever between the Municipality or the UTRCA or between the Municipality, the UTRCA and a third party. Nothing in this Agreement is to be construed as authorizing one of the UTRCA or the Municipality to contract for or to incur any obligation on behalf of the other of them or to act as agent for the other of them. Any reference herein this section to Municipality shall include its boards, agencies, commissions, and subsidiary operations.

Insurance

5. (1) As required by the Municipality, acting reasonably, the UTRCA shall obtain, maintain and provide to the Municipality, Certificates of Insurance of the following insurance policies issued by an insurance company licensed to write in the Province of Ontario, and shall ensure that the following insurance policies are maintained and kept in force at all times during the currency hereof, unless otherwise set out in the Letter Agreement:
 - a. Commercial General Liability Insurance as follows:
 - i. is in the amount of not less than Two Million Dollars (\$2,000,000.00) per occurrence;

- ii. adds the Municipality, its boards, agencies, commissions, and subsidiary operations, as applicable, as additional insured(s) but only with respect to liability arising out of the operations of the UTRCA in the provision of Programs and Services under this Memorandum of Understanding;
- iii. has provisions for cross-liability and severability of interests, blanket form contractual liability, owners' and contractors' protective liability, broad form property damage, products and completed operations, non-owned automobile liability, and any other provision relevant as detailed in the Letter Agreement or this Agreement

(2) All policies of insurance required to be provided pursuant to this section shall contain or be subject to the following terms and conditions:

- a. each Certificate shall contain a provision requiring the insurers to notify the Municipality in writing at least thirty (30) days before any cancellation of the insurance required under this clause;
- b. the parties agree that insurance policies may be subject to deductible amounts, which deductible amounts shall be borne by the UTRCA;
- c. before the expiry of the policies of insurance, original signed certificates evidencing renewal will be provided to the Municipality upon request.

Review at Regular Intervals

- 6. This Agreement shall be reviewed by the parties:
 - a. On an annual basis, and
 - b. Prior to the expiry of the Initial Term and each Renewal Term. It shall be the UTRCA's responsibility to initiate the review with the Municipality at least one hundred and eighty (180) days prior to the expiry of the Initial Term or the Renewal Term, as the case may be.

Dispute Resolution

- 7. The Municipality and the UTRCA will strive to facilitate open and timely communication at all levels.
- 8. Where a dispute arises between two or more parties, the parties agree that dispute resolution practices will be implemented using the following principles:
 - a. Agree to a fair process for mediating issues;
 - b. Utilize and equally share the costs of a neutral facilitator as agreed upon by the parties, if required;
 - c. Identify common agreement / ground, in the best interest of the parties;
 - d. Identify all options to resolve;
 - e. Select best option.

Early Termination

- 9. Upon written notice of intention to terminate this Agreement being given in any calendar year during the Initial Term or Renewal Term, the date that is the last date of such calendar year or such date as may be otherwise agreed to by all parties in writing, shall be the "Termination Date." In the event this Agreement is terminated, any operating expenses and costs incurred by the UTRCA for providing services shall be paid by the Municipality up to and including the Termination Date.

Notice

10. Any notice in respect of this Agreement shall be in writing and shall be sufficiently given or made if made in writing and either delivered in person during normal business hours of the recipient on a business day to the party for whom it is intended to the address as set out below, or sent by registered mail or by email addressed to such party as follows:

(1) in the case of the Municipality, to:
Corporation of the County of Oxford
P. O. Box 1614, 21 Reeve Street
Woodstock ON N4S 7Y3

Attention: Ben Addley
Email: baddley@oxfordcounty.ca

(2) in the case of the UTRCA, to:
Upper Thames River Conservation Authority
1424 Clarke Road,
London ON N5V 5B9
Attention: Tracy Annett, General Manager / Secretary-Treasurer
Email: annett@thamesriver.on.ca

or to such other addresses as the parties may from time to time notify in writing, and any notice so made or given shall be deemed to have been duly and properly made or given and received on the day on which it shall have been so delivered or, if mailed, then, in the absence of any interruption of postal service affecting the delivery or handling thereof, on the third business day after the date of mailing.

Available to the Public

11. This Cost Apportioning Agreement shall be made available on the UTRCA's website.

Execution

12. The Agreement may be executed in counterparts in writing or by electronic signature and delivered by mail, facsimile, or other electronic means, including in Portable Document Format (PDF); no one copy needs to be executed by all parties. When each party has executed a counterpart, each of such counterparts shall be deemed to be an original and all such counterparts, when taken together, shall constitute one and the same agreement.

Letters of Agreement

13. The Agreement does not preclude parties from identifying opportunities for further collaboration to benefit both parties, and ensure efficiency, transparency, and accountability in the use of resources, including in-kind services and assistance, coordination of complementary policy and program initiatives, and projects involving third parties. During the term of this agreement, if additional programs and services are requested from UTRCA to be delivered on behalf of the Municipality, a separate Letter of Agreement will be established with the Municipality (or delegated staff member) and attached as an Appendix.

Watershed-based Resource Management Strategy

14. The Municipality acknowledges and agrees that all programs and services identified in Schedule A shall also be included in a Watershed-based Resource Management Strategy that UTRCA is required to develop and implement, in accordance with the Act.

IN WITNESS WHEREOF the Municipality and the UTRCA have signed this Cost Apportioning Agreement.

COUNTY OF OXFORD on behalf of PARTICIPATING MUNICIPALITIES

Ben Addley
CAO

Gordon Hough
Director, Community Planning

I / We have authority to bind the UTRCA.

UPPER THAMES RIVER CONSERVATION AUTHORITY

Brian Petrie
Chair

Tracy Annett
General Manager/Secretary-Treasurer

I / We have authority to bind the UTRCA.

Schedule A – Category 3 Programs and Services Requiring Municipal Financial Support Through Cost Apportioning

The UTRCA provides the following Category 3 service areas to its participating municipalities:

- Stewardship and restoration,
- Subwatershed planning and monitoring, and
- Community outreach and education.

These service areas are core components of integrated watershed management that have been provided for decades. They are funded by a variety of sources: provincial contracts and transfer payments, municipal levy, self-generated funds (user fees, donations, sponsorships, contracts), and municipal agreements. A program description for each service area is provided below:

Service Area: Stewardship and Restoration

- Delivering landowner stewardship services to improve soil health, water quality and quantity, and biodiversity, and offering Clean Water Program grants in partnership with municipalities. A healthy and vital Thames River will also benefit Lake St Clair and Lake Erie.

Service Area: Subwatershed Planning and Monitoring

- Making science-based decisions through natural heritage subwatershed planning, ecological monitoring and reporting, species at risk programs, and water quality database management. First Nations engagement through various initiatives and projects, to further the development of a more holistic approach in watershed planning that incorporates aspects of Indigenous Traditional Knowledge and an awareness of the river's spirit, in addition to western science and management objectives.

Service Area: Community Outreach and Education

- Empowering communities and youth through outreach and education programs. Community partnerships facilitate watershed “friends of” groups, community science programs, and community events. Curriculum-based environmental education programs reach 20,000 students/year at Fanshawe and Wildwood Conservation Areas, local natural areas, school yards/in class, and virtually.

Schedule B – Example of Apportionment of Category 3 Programs

The municipal costs associated with the Category 3 programs and services outlined in Schedule A are included and clearly identified in the UTRCA's overall annual budget. These costs will be apportioned among the participating municipalities according to the Modified Current Value Assessment (MCVA), as outlined below.

Schedule B will be updated annually and distributed to the member municipalities following the final UTRCA budget and levy approval. The MCVA will also be updated as soon as the province provides it to the UTRCA.

A change, if any, to the total levy outlined in Schedule B for 2023 will be applied effective January 1 each calendar year and will be the same percentage as the UTRCA's overall budget increase.

Municipality	2023 MCVA Apportionment %	Cost Apportionment \$
		Service Areas: Stewardship and Restoration Subwatershed Planning and Monitoring Community Outreach and Education
Oxford County	16.9093	\$134,214
London	64.0751	\$508,585
Lucan Biddulph	0.3517	\$2,792
Thames Centre	3.1897	\$25,318
Middlesex Centre	2.4127	\$19,150
Stratford	7.2647	\$57,662
Perth East	1.4275	\$11,331
West Perth	1.4827	\$11,769
St. Marys	1.4644	\$11,623
Perth South	1.2215	\$9,695
South Huron	0.2006	\$1,592
TOTAL	100%	\$793,731

APPENDICES

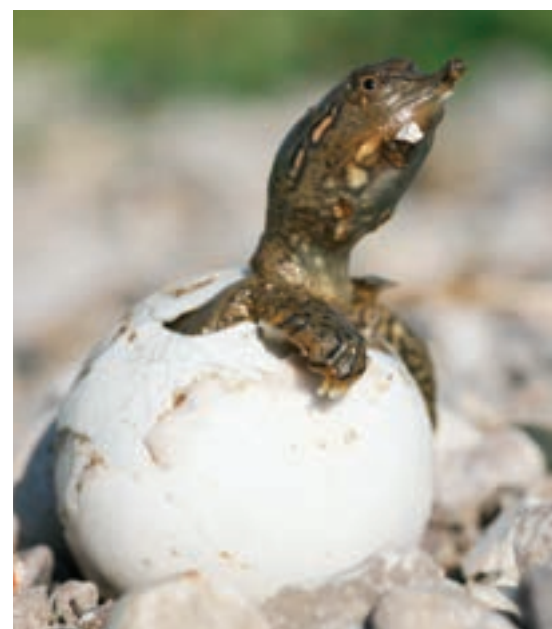
Existing Agreements for Category 2 Programs and Services and Letters of Agreement

Appendix #	Agreement	Municipality	Date / Status

Notes

The Municipality acknowledges and agrees that all programs and services identified in Appendices contained herein shall also be included in a Watershed-based Resource Management Strategy that UTRCA is required to develop and implement, in accordance with the Act.

Activities undertaken by category 2 agreements, as required by the Municipality, shall include Certificates of Insurance for commercial general liability insurance, unless otherwise set out in the Letters of Agreement.



Oxford County Guide to the Cost Apportioning Agreement

Introduction

The Upper Thames River Conservation Authority (UTRCA) is pleased to provide you with a draft Cost Apportioning Agreement for the Category 3 programs that require the financial support of member municipalities. This document provides background on the UTRCA and the agreement components.

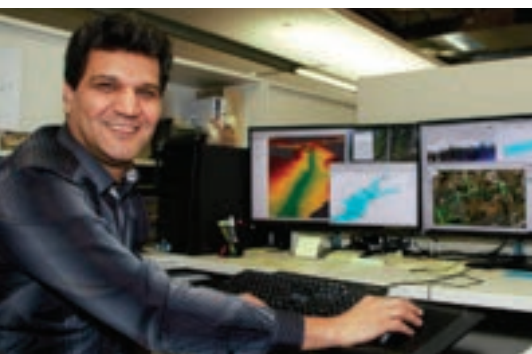
Upper Thames River Conservation Authority

Conservation Authorities (CAs) are local watershed management agencies that deliver programs and services to protect and manage impacts on water and other natural resources, in partnership with all levels of government, landowners, and many other organizations. CAs promote an integrated watershed management approach that balances human, environmental, and economic needs.

The Conservation Authorities Act was enacted in 1946 as the means by which the province and local municipalities could work together to form a CA, based on watershed boundaries, to undertake programs for natural resources management. The Act was founded on the principles of watershed jurisdiction, local initiative, and cost-sharing.

The Upper Thames River Conservation Authority (UTRCA) works in partnership with the 17 member municipalities, which appoint 15 members to the Board of Directors (14 municipal council members and 1 citizen appointment). The Board of Directors sets the UTRCA's overall policy direction and is responsive to local issues and concerns.

The UTRCA undertakes watershed-based programs to protect people and property from flooding and other natural hazards, and to conserve natural resources for economic, social, and environmental benefits. Positive actions in one part of the watershed have positive impacts downstream. All municipalities benefit when these programs are undertaken on a watershed basis.



Upper Thames River Watershed



3,400 square km,
594,000 residents



17 member municipalities
in **3** counties

Land uses **76%** agricultural, **14%** natural vegetation, **8%** urban, **2%** other



4,400 km of watercourse,
26% natural, **64%** channelized
or buried

58%

of the land
(urban or agricultural)
has artificial drainage



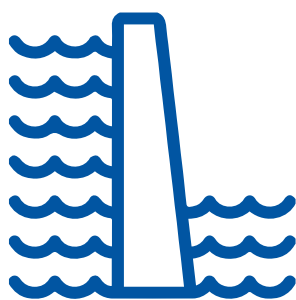
22
wastewater
treatment
plants



390
pollution
spills
reported
(2011-2015)



80
species
of fish



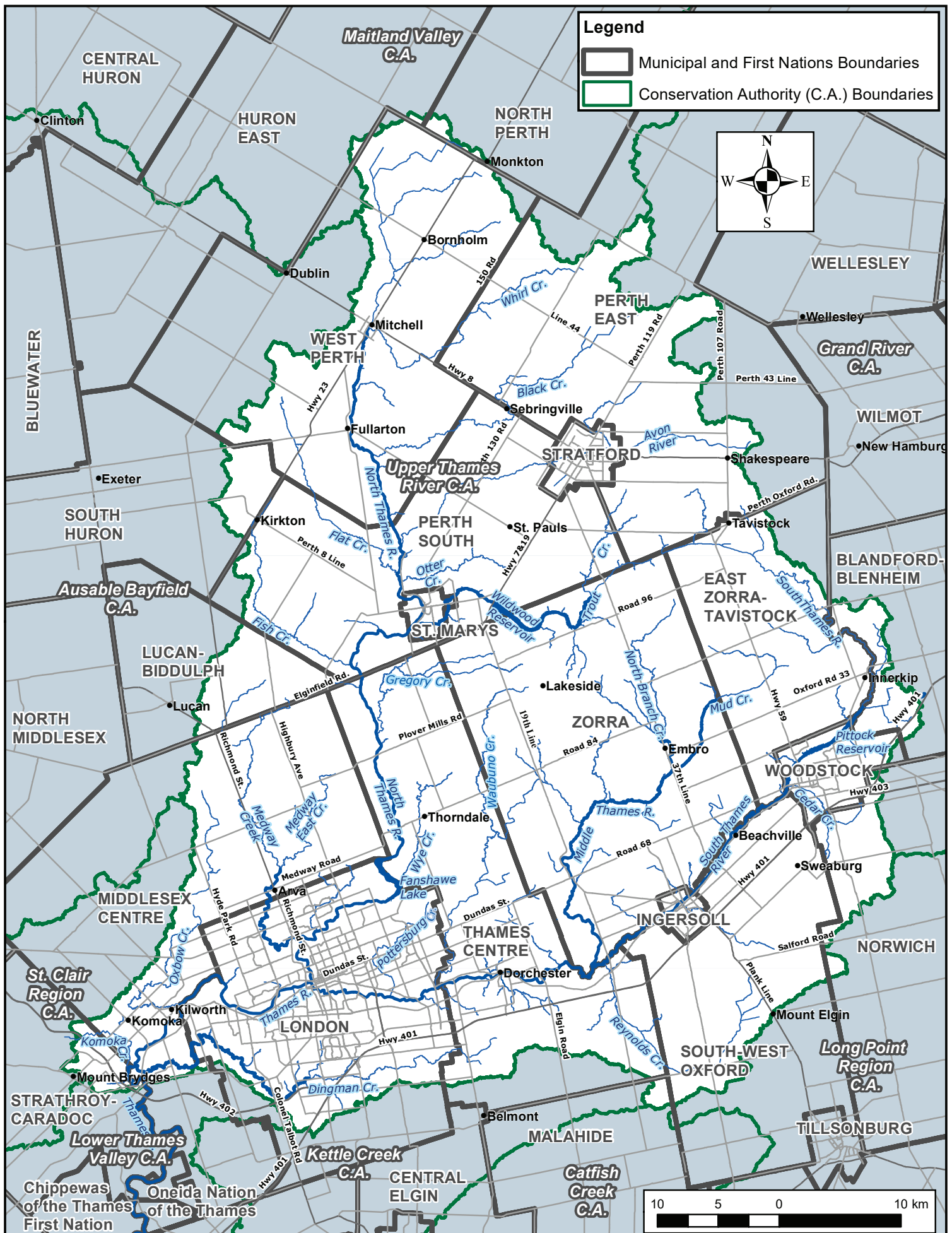
316 dams/barriers
to fish movement



236 km of cold water
streams



4.9%
of the watershed
is in wetland
cover



Our Vision: Inspiring a Healthy Environment

Our Ends

- Protecting people and property and supporting safe development,
- Making science-based decisions,
- Delivering landowner stewardship,
- Providing natural spaces and recreational opportunities, and
- Empowering communities and youth.

Environmental Targets

(UTRCA Environmental Targets Strategic Plan, June 2016)



Improve each subwatershed's water quality score by one grade, as measured by the UTRCA Watershed Report Cards, by 2037.



Establish and restore 1,500 hectares of natural vegetation cover, windbreaks, and buffers by 2037.



Reduce flood and erosion risk by updating flood models and hazard mapping for all UTRCA subwatershed by 2020, then integrating climate change scenarios into the updated models and developing climate change adaptation strategies by 2030.



Instill conservation values by supporting outreach to one million people annually by 2037, through visits to CA owned and managed lands, as well as hands-on environmental experiences.

Conservation Authorities Act: Program Categories

The UTRCA offers a comprehensive list of programs and services that benefit the health of the watershed, protect and educate residents from and about natural hazards, and mitigate the effects of a changing climate. Ontario Regulation (O.Reg.) 686/21: Mandatory Programs and Services Regulation requires CA activities to be positioned in three categories. The tables below outline these categories and the UTRCA program areas within them.

Category	Description	Legislation	Programs and Services
1	Mandatory programs and services where municipal levy can be used without an agreement.	Programs and services described in O.Reg. 686/22	<ul style="list-style-type: none">• Risk of natural hazards (flood forecasting and warning, flood and erosion control infrastructure, flood plain mapping, natural hazards technical studies, climate change adaptation/mitigation, low water response, S28.1 permit administration and compliance, municipal plan input and review)• Conservation and management of CA lands (S29 regulation for conservation areas, conservation lands management)• Provincial water quality monitoring program• Drinking water source protection planning (UTRCA is lead Source Protection Authority)• Watershed-based resource management strategy• General operating expenses





Category	Description	Legislation	Programs and Services
2	<p>Non-mandatory programs and services</p> <p>the CA delivers at the request of a municipality through an MOU or agreement (e.g., resource management) to support the municipality in satisfying its responsibilities or achieving a specific objective within its jurisdiction.</p>	<p>Programs and services described in Section 21.1.1 of the Conservation Authorities Act</p>	<ul style="list-style-type: none"> • City of London Environmentally Significant Areas Management • Invasive Species Management on municipal lands (St. Marys, West Perth) • Drinking water source protection risk management official/ inspector (Perth East, St. Marys, Stratford, West Perth, and municipalities within the Source Protection Region) • Additional water quality and benthic monitoring (Dingman and Greenway in London)



Category	Description	Legislation	Programs and Services
3	Other non-mandatory programs and services a CA determines are advisable to implement in the CA's jurisdiction. These programs and services may use municipal levy when an MOU/agreement is in place. Category 3 programs and services may also be funded through other means, in which case an MOU/ agreement with the municipality is not required.	Programs and services as described in Section 21.1.2 of the Conservation Authorities Act	Agreement Proposed* <ul style="list-style-type: none"> Stewardship and restoration Subwatershed planning and monitoring Community outreach and education

*Note: Agreements are not required where programs and services are supported using self-generated funding. For example, campground operations and / or property lease administration will not require agreements.



The table below shows the program categories, associated revenues, and budgeted/estimated costs for 2023. The municipal levy is the most important funding received by the CA as this investment allows the UTRCA to obtain and retain staff expertise. The Authority leverages the municipal share by applying for grants from foundations, generating funds from user fees, entering into contracts, and obtaining sponsorships from the private sector. In 2023, the UTRCA is leveraging the municipal funding for Category 3 programs at a ratio of 1:8 - every municipal dollar leverages an additional eight dollars.

2023 Program Categories, Revenues, and Costs

Program Category	Provincial Transfer Payment (\$39)	Provincial Contracts	Municipal	Self-Generated	Municipal Levy	2023 Program Revenues	2023 Program Costs
Category 1	2%	9%	4%	19%	67%	\$10,642,523	\$11,103,710
Category 2	0%	0%	81%	1%	18%	\$1,232,487	\$1,427,906
Category 3	0%	2%	3%	85%	10%	\$8,099,431	\$7,937,310
All Categories (including supporting services)	1%	5%	8%	44%	41%	\$19,974,441	\$20,468,926

Note: Percentages represent the current distribution of revenues for those programs deemed to fall in each category. For instance, Category 1 (mandatory programs and services where a municipal levy can be used without any agreements) is under-funded by \$461,187. To the extent that Category 1 costs are currently funded, 67% arises from municipal levies.

Category 3 Programs and Services requiring Municipal Financial Support through Cost Apportioning

Through subsection 21.1.2 of the Conservation Authorities Act, Conservation Authorities (CAs) are empowered to provide to municipalities the programs and services it determines are advisable to further the purposes of the Act, through an agreement. The Act defines these programs and services as Category 3.

The UTRCA provides the following Category 3 service areas to its member municipalities:

- **Stewardship and restoration,**
- **Subwatershed planning and monitoring, and**
- **Community outreach and education.**

These programs are core components of integrated watershed management that the UTRCA has provided for decades. They are funded by a variety of sources: provincial contracts and transfer payments, municipal levy, self-generated funds (user fees, donations, sponsorships, contracts), and municipal agreements.



Service Area: Stewardship and Restoration

Program Description:

- Delivering landowner stewardship services to improve soil health, water quality and quantity, and biodiversity, and offering Clean Water Program grants in partnership with municipalities. A healthy and vital Thames River will also benefit Lake St Clair and Lake Erie.



Oxford County Examples (2022):

Blandford-Blenheim:

- Planted 1,530 seedlings and 35 potted trees on private lands.
- 2 Clean Water Program projects to retire fragile land.

East-Zorra Tavistock:

- Communities for Nature projects included planting 79 trees and 350 wildflowers.
- Planted 60 hardwoods, 138 potted plants, and 900 seedlings on private lands.
- Continued work with the Forest Gene Conservation Association to grow endangered native Butternut trees on UTRCA land near Innerkip.
- Completed 4 Clean Water Program projects to retire fragile land.

Norwich:

- Planted 73 potted trees, 52 hardwoods and 60 seedlings on private lands.

South-West Oxford:

- Planted 209 potted trees, 24 hardwoods and 1,830 seedlings on private lands, and worked on 6 fragile land retirement projects.

Woodstock:

- Communities for Nature projects included 50 students and 80 community members who planted 390 trees, 30 wildflowers and 330 shrubs.
- Planted 500 seedlings and 3 potted trees on private lands.

Zorra:

- Communities for Nature projects planted 79 trees and 350 wildflowers.
- Planted 1,690 seedlings, 347 hardwood trees and 361 potted trees in 2022 on private lands.
- Implemented 12 Clean Water Program projects including 3 for fragile land retirement and 2 wetland enhancement projects.

Service Area: Subwatershed Planning and Monitoring

Program Description:

- Making science-based decisions through natural heritage subwatershed planning, ecological monitoring and reporting, species at risk programs, and water quality database management. First Nations engagement through various initiatives and projects, to further the development of a more holistic approach in watershed planning that incorporates aspects of Indigenous Traditional Knowledge and an awareness of the river's spirit, in addition to western science and management objectives.



Oxford County Examples (2022):

- Updating Oxford Natural Heritage Systems Study with recent digital aerial photography.
- Monitored aquatic health by sampling benthic invertebrates at 23 sites and fish communities at 12 sites.

Service Area: Community Outreach and Education

Program Description:

- Empowering communities and youth through outreach and education programs. Community partnerships facilitate watershed “friends of” groups, community science programs, and community events. Curriculum-based environmental education programs reach 20,000 students/year at Fanshawe and Wildwood Conservation Areas, local natural areas, school yards/in class, and virtually.



Service Area: Community Outreach and Education (cont.)

Oxford County Examples (2022):

- Park Pass program in partnership with Oxford County Library provides free access to UTRCA Conservation Areas for patrons who “check out” a pass through the library.
- During the camping season, Community Education staff offered free public events at Pittock Conservation Area.
- Oxford Children’s Water Festival family event in Woodstock attracted more than 500 local residents.
- Celebrating Natural Connections (CNC) events held with a variety of partners at Hodge’s Pond and Burgess Park attracted local residents for free activities and programs. CNC was funded in part by the Government of Canada.
- River Safety (Grade 2) program delivered to 7 classes from Zorra Highlands, AJ Baker, and Thamesford Public Schools (PS).
- Green Leaders program (Grade 7/8) involved 12 classes from Winchester, Algonquin, Laurie Hawkins, Algonquin, and Oliver Stevens PS, who worked with UTRCA staff to identify local environmental issues and implement sustainable solutions.
- Stream of Dreams stormwater education program provided to all students at Roch Carrier French Immersion PS and Central PS.
- STEM program provided to 9 Grade 5 classes, and 8 Grade 3 classes, from Central, Springbank, Eastdale, and Southside PS.
- “POP” Primary Outreach Program (Kindergarten) program delivered to 7 classes at Westfield, Winchester Street, Eastdale, Springfield, Central, Plattsville District, and Annadale PS, who are enjoying multiple visits with education staff over the course of the school year.
- Pollinator gardens were planted at Winchester Street PS and Northdale PS, and 13 classes received the pollinator presentation.
- MS Teams Live Events (virtual) were offered, including Winter for the Animals (K-3), Species at Risk (Grades 7/8), and Habitat Tour (Grades 4-6).
- Hundreds of volunteer participants and dozens of partners participated in naturalization projects at a variety of sites, including:
 - Burgess Park,
 - Hodges Pond (building 2 km trail with bridge, planting native trees and shrubs, creating wetlands),
 - Cedar Creek at the 401 (wetland creation and tree and shrub planting),
 - Beachville Thames trail corridor (planting native trees, shrubs, and pollinator plants).

Cost Apportioning Agreements

The UTRCA is prepared to enter into Cost Apportioning Agreements for Category 3 programs in three service areas:

- **Stewardship and restoration,**
- **Subwatershed planning and monitoring, and**
- **Community outreach and education.**

Cost Apportioning Agreements take effect in the 2024 budget year. O.Reg. 402/22 Budget and Apportionment specifies the process to approve the annual CA budget and municipal apportionment amounts. Cost apportionment is based on the Modified Current Value Assessment (MCVA) (see Schedule B of the Draft Cost Apportioning Agreement).

The legislation requires the agreement to include financial information. The financial information in Schedule B of the Draft Cost Apportioning Agreement is from the 2023 budget (approved February 28, 2023), for the period January 1 - December 31, 2023.

The Agreement meets the requirements of Subsection 21.1.2 of the Conservation Authorities Act. While the requirements set out in the Act are the same for all agreements across the province, local conservation authorities and municipalities have leeway on the programs included in the agreement.

The province retains the right to prescribe standards and requirements for the provision of other programs and services. Should the province enact regulations regarding the provision of services, the regulation would prevail in the event of conflict with the terms and conditions set out in the municipal agreement.

The UTRCA proposes an initial term of five years for the agreement, in order for the next term of council to have the opportunity to renew the agreement. A renewal term of four years is proposed so that each term of council is involved in the renewal process.

If a municipality does not want a service area included in the agreement, the UTRCA Board will need to determine if the service can (1) be provided with higher user fees in that municipality, (2) be provided with a reduced level of service in that municipality, or (3) not be provided at all in that municipality. A fourth option is for other municipalities to subsidize the services provided in that municipality and absorb the increased cost. This option may be to their advantage if there is a benefit to the work being done in another municipality. If multiple municipalities opt out of a service area, the UTRCA may need to examine the viability of the program.

Next Steps

The UTRCA Transition Plan identifies October 2023 as the deadline to enter into the agreements in order to start the 2024 budget process. (<https://thamesriver.on.ca/wp-content/uploads/UTRCA-2022-Transition-Plan.pdf>)

Senior staff are available to attend council meetings to present the draft Cost Apportioning Agreement and answer questions. Please contact Michelle Viglianti, Administrative Assistant, at vigliantim@thamesriver.on.ca or 519-451-2800 x 222.





Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING made the day of, 20 .

B E T W E E N:

COUNTY OF OXFORD

“the Municipality”

OF THE FIRST PART

- and -

GRAND RIVER CONSERVATION AUTHORITY

“the GRCA”

OF THE SECOND PART

WHEREAS the GRCA is a conservation authority established under the Conservation Authorities Act R.S.O 1990, c.C27 “Act” and is governed by its members appointed by participating municipalities in accordance with the Act;

AND WHEREAS a participating municipality is located wholly or in part within the area under the jurisdiction of the GRCA as shown in Schedule “A”;

AND WHEREAS the Act permits the GRCA to provide non-mandatory programs and services under a memorandum of understanding or such other agreement as may be entered into with the Municipality;

AND WHEREAS a Municipality is requesting the GRCA to deliver programs and services within the GRCA’s areas of expertise and jurisdiction as identified in Schedule “B”;

AND WHEREAS the Municipality is authorized to enter into this Memorandum of Understanding with the GRCA for the delivery of programs and services;

AND WHEREAS the Municipality and the GRCA wish to enter into this Memorandum of Understanding to document the terms and conditions for the programs and services to be performed by the GRCA on behalf of the Municipality;

AND WHEREAS it is mutually desirable to further specify the details of programs or services if applicable, such details shall be set out in one or more separate Letter Agreements to be signed by authorized staff of each Party, from time to time, in the form as attached hereto as Schedule “C”;

NOW THEREFORE the Parties hereto agree and covenant with one another as follows:

PART I – INTERPRETATION

Definitions

1. For the purposes of this Memorandum of Understanding including the preceding recitals:
 - a) “**Letter Agreement**” means a separate agreement made pursuant to this Memorandum of Understanding to be entered into by the GRCA and the Municipality in relation to certain Programs and Services setting out further details and specific requirements, including roles and responsibilities, workplans, payment amounts and terms, and timelines for deliverables;
 - b) “**Programs and Services**” means work to be provided by the GRCA on behalf of the Municipality,

and “ ” has a corresponding meaning;

c) “**Responsible Municipal Official**” means the Municipality’s Senior Manager or Manager responsible for a particular Program and Service and includes his or her designate or successor;

2. (1) In this Memorandum of Understanding:

a) grammatical variations of any terms defined herein have similar meanings to such defined terms;

b) words in the singular include the plural and vice-versa; and every use of the words “including” or “includes” in this Memorandum of Understanding is to be construed as including, “without limitations”: or includes “without limitations”

c) the insertion of headings are for convenience of reference only and shall not affect the construction or interpretation of this Memorandum of Understanding or be used to explain or clarify the sections, clauses or paragraphs below which they appear.

3. The attached Schedules form part of this Memorandum of Understanding.

4. In the event of any inconsistency between any of the provisions of the main terms and conditions of this Memorandum of Understanding and any Letter Agreement or Schedules, the inconsistency will be resolved by reference to the following descending order of priority: (i) Memorandum of Understanding; (ii) the Schedule(s) to this Memorandum of Understanding; and (iii) unless otherwise expressly agreed upon in a Letter of Agreement, the applicable Letter of Agreement

PART II – GENERAL TERMS

Entire Agreement

5. This Memorandum of Understanding, including any Letter Agreements made pursuant hereto from time to time, embodies and constitutes the sole and entire agreement between the Parties, with respect to the subject matter dealt with herein and supersedes all prior agreements, understandings, and arrangements, negotiations, representations and proposals, written and oral, relating to matters dealt with herein, excepting any and all prior agreements between the parties for the provision of certain Programs and Services to the extent that such agreements do not conflict with the terms or scope of this Memorandum of Understanding.

Scope and Use

6. (1) The parties hereto agree that all Programs and Services identified in Schedule “B” are to be delivered by the GRCA to the Municipality pursuant to and in accordance with this Memorandum of Understanding and any and all Letter Agreements.

(2) Notwithstanding the foregoing, the Municipality acknowledges and agrees that all Programs and Services identified in Schedule “B” shall also be included in a Watershed-based Resource Management Strategy that the GRCA is required to develop and implement under the *Conservation Authorities Act*.

Term of Agreement

7. (1) The term of this Memorandum of Understanding shall be for a period of five (5) years commencing on the date the agreement is made “**Initial Term**” , unless terminated earlier pursuant to the terms and conditions of this Memorandum of Understanding.

(2) Unless this Memorandum of Understanding has been terminated early in accordance with the terms or conditions of this Memorandum of Understanding, the Memorandum of Understanding shall be automatically renewed for a further five (5) year terms “**Extension Term**” , on the same terms and

conditions contained herein.

(3) Notwithstanding the foregoing, in the event that one or more Letter Agreements is ongoing at the time of termination or expiration, then the rights, obligations, liabilities and remedies of the Parties with respect to such Letter Agreement shall continue to be governed by the terms and conditions of this Memorandum of Understanding until the date of expiration of the Letter Agreement.

Review of Memorandum of Understanding at Regular Intervals

8. (1) This Memorandum of Understanding and Letter Agreement shall be reviewed by the Parties on an annual basis.

(2) It shall be the GRCA's responsibility to initiate the annual review with the Municipality

Memorandum of Understanding Available to the Public

9. This Memorandum of Understanding shall be published on the GRCA's website as required under *Ontario Regulation 400/22*.

Communications Protocol

10. As applicable, the Parties shall establish a communications protocol in respect of the Programs and Services governed by this Memorandum of Understanding.

Service Delivery Standards

11. Each Letter Agreement will set out service delivery standards that the GRCA is required to meet.

Municipality Responsibility to Consult on Budget Changes

12. The Municipality shall consult with the GRCA 180 days, or as soon as reasonably possible, in advance of a proposed change to approved budgets related to this Memorandum of Understanding.

GRCA to Notify Municipality on Terminations

13. The GRCA shall notify the Municipality within 30 days, or as soon as reasonably possible, in the event of the expiry or earlier termination of this same Memorandum of Understanding with any other municipality or municipalities.

Records

14. (1) The GRCA shall prepare and maintain, in accordance with accepted accounting practices, proper and accurate books, records, and documents respecting Programs and Services provided under this Memorandum of Understanding and any Letter Agreement.

(2) The GRCA shall make such books, records, and documents available for inspection by the Municipality at all reasonable times.

Fees and Payment

15. (1) The amount of total annual fees effective January 1, 2024, is as set out in the Letter Agreement.

(2) An increase will be applied to the total fees effective January 1 each calendar year and will be the same percentage as the GRCA's overall combined Category 1 and General operating expenses and capital costs increase, net of any applicable funding reductions.

(3) The fees apportioned to the Municipality will be calculated annually using the Modified Current Value Assessment (MCVA) apportionment method, which shall be based on the ratio that the Municipality's MCVA bears to the total MCVA for all municipalities which have also entered into Letters of Understanding for programs and services listed in Schedule "B". MCVA information is provided to the GRCA annually by the provincial ministry that administers the Conservation Authorities Act. The amount of the fees apportioned to the Municipality shall be provided annually at least 30 days before the General Membership meeting at which the apportionment is approved in accordance with *O.Reg.402/22 Budget and Apportionment*.

(4) In addition to the foregoing cost structure for Programs and Services provided in the Letter Agreement, the GRCA may charge a user fee to third parties in the delivery of any Programs and Services listed, as appropriate and upon prior notification to the Municipality.

(5) The GRCA will seek additional funding opportunities, where feasible and applicable, to reduce the total annual fees for Programs and Services, which may reduce the amount apportioned to participating municipalities.

Insurance

16. (1) The GRCA shall obtain, maintain, and provide to the Municipality, Certificates of Insurance of the following insurance policies issued by an insurance company licensed to write in the Province of Ontario, and shall ensure that the following insurance policies are maintained and kept in force at all times during the term of this Memorandum of Understanding, unless otherwise set out in the Letter Agreement:

(a) Commercial General Liability Insurance as follows:

- (i) is in the amount of not less than Five Million Dollars (\$5,000,000.00) per occurrence;
- (ii) adds the Municipality, its boards, agencies, commissions, and subsidiary operations, as applicable, as additional insured(s) but only with respect to liability arising out of the operations of the GRCA in the provision of Programs and Services under this Memorandum of Understanding;
- (iii) has provisions for cross-liability and severability of interests, blanket form contractual liability, owners' and contractors' protective liability, broad form property damage, products and completed operations, non-owned automobile liability, and any other provision relevant as detailed in the Letter Agreement or this Memorandum of Understanding.

(2) All policies of insurance required to be provided pursuant to this section shall contain or be subject to the following terms and conditions:

- (a) each Certificate shall contain a provision requiring the insurers to notify the Municipality in writing at least thirty (30) days before any cancellation of the insurance required under this clause;
- (b) the parties agree that insurance policies may be subject to deductible amounts, which deductible amounts shall be borne by the GRCA;
- (c) before the expiry of the policies of insurance, original signed certificates evidencing renewal will be provided to the Municipality upon request.

Notice

17. Any notice in respect of this Memorandum of Understanding or any Letter Agreement shall be in writing and shall be sufficiently given or made if made in writing and either delivered in person during normal business hours of the recipient on a business day to the party for whom it is intended to the address as set out below, or sent by registered mail or by email addressed to such party as follows:

(1) in the case of the Municipality, to:

County of Oxford
21 Reeve Street, PO Box 1614
Woodstock ON N4S 7Y3

Attention:
Email:

(2) in the case of the GRCA, to:

Grand River Conservation Authority
400 Clyde Road, PO Box 729
Cambridge ON N1R 5W6

Attention: Samantha Lawson, Chief Administrative Officer
Email. slawson@grandriver.ca

or to such other addresses as the parties may from time to time notify in writing, and any notice so made or given shall be deemed to have been duly and properly made or given and received on the day on which it shall have been so delivered if the notice is delivered personally or by prepaid registered mail or email; or, if mailed, then, in the absence of any interruption of postal service affecting the delivery or handling thereof, on the third business day after the date of mailing.

Force Majeure

18. Neither party shall be in default with respect to the performance or nonperformance of the terms of the Letter Agreement or this Memorandum of Understanding resulting directly or indirectly from causes beyond its reasonable control (other than for financial inability) that could not reasonably have been foreseen, including, without limitation, any delay caused by war, invasion, riots, acts of terrorism or sabotage, acts of government authority (other than by the Municipality), plague, epidemic, pandemic, natural disaster, strike, lock-out, inability to procure material, acts, laws or regulations of government authority or other cause beyond the reasonable control of such party and not caused by the act or omission of such party, and the performance of such term or terms shall be extended for a period equivalent to the period of such delay. This provision should not relieve the Municipality of its obligation to pay fees and costs when due.

Governing Law

19. This Memorandum of Understanding and any Letter Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein, and shall be treated in all respects as an Ontario contract.

Approvals in Writing

20. Any approval or consent required of the Municipality under a Letter Agreement may be given by the Responsible Municipal Official or any person specifically authorized by them in writing to do so.

No Agency

21. Nothing herein contained shall make, or be construed to make the Municipality or the GRCA a partner of one another nor shall this Memorandum of Understanding or a Letter Agreement be construed to create a partnership, joint venture, principal-agent relationship or employment relationship in any way or for any purpose whatsoever between the Municipality or the GRCA or between the Municipality, the GRCA and a third party. Nothing in this Memorandum of Understanding or any Letter Agreement is to be construed as authorizing one of the GRCA or the Municipality to contract for or to incur any obligation on

behalf of the other of them or to act as agent for the other of them. Any reference herein this section to Municipality shall include its boards, agencies, commissions, and subsidiary operations.

Invalidity of any Provision

22. If any provision of this Memorandum of Understanding, or any Letter Agreement is invalid, unenforceable or unlawful, such provision shall be deemed to be deleted from this Memorandum of Understanding and all other provisions of this Memorandum of Understanding shall remain in full force and effect and shall be binding in all respects between the parties hereto.

Dispute Resolution

23. In the event of any dispute that arises in respect of the implementation of this Memorandum of Understanding or any Letter Agreement, the Parties will endeavour to resolve the matter through negotiation without the use of formal mediation or adjudication.

Further Assurances

24. The Parties agree to execute and deliver to each other such further written documents and assurances from time to time as may be reasonably necessary to give full effect to the provisions of this Memorandum of Understanding.

Amendments

25. This Memorandum of Understanding cannot be altered, amended, changed, modified, or abandoned, in whole or in part, except by written agreement executed by the parties, and no subsequent oral agreement shall have any validity whatsoever.

Early Termination

26. This Memorandum of Understanding shall terminate automatically upon either party providing the other party with prior written notice of their intention to terminate this Memorandum of Understanding given no less than one-hundred and eighty (180) days and no more than three hundred (300) days prior to the end of any calendar year during the Initial Term or Extension Term. Upon such written notice of intention to terminate this Memorandum of Understanding being given in any calendar year during the Initial Term or Extension Term, the date that is the last date of such calendar year or such date as may be otherwise agreed to by all parties in writing, shall be the "Termination Date" In the event this Memorandum of Understanding is terminated, any operating expenses and costs incurred by the GRCA for providing services to the Municipality shall be paid by the Municipality up to and including the Termination Date.

Enurement

27. This Memorandum of Understanding shall enure to the benefit and be binding upon the parties hereto and their successors and assigns permitted hereunder.

Execution

28. This Memorandum of Understanding may be executed in counterparts in writing or by electronic signature and delivered by mail, facsimile or other electronic means, including in Portable Document Format (PDF), no one copy of which need be executed by all of the parties, and all such counterparts together shall constitute one agreement and shall be a valid and binding agreement among the parties hereto as of the date first above written.

29. **IN WITNESS WHEREOF** the Municipality and the GRCA have signed this Memorandum of Understanding.

MUNICIPALITY:

Name
Position

Name
Position

I / We have authority to bind the Municipality.

GRAND RIVER CONSERVATION AUTHORITY

Samantha Lawson
Chief Administrative Officer

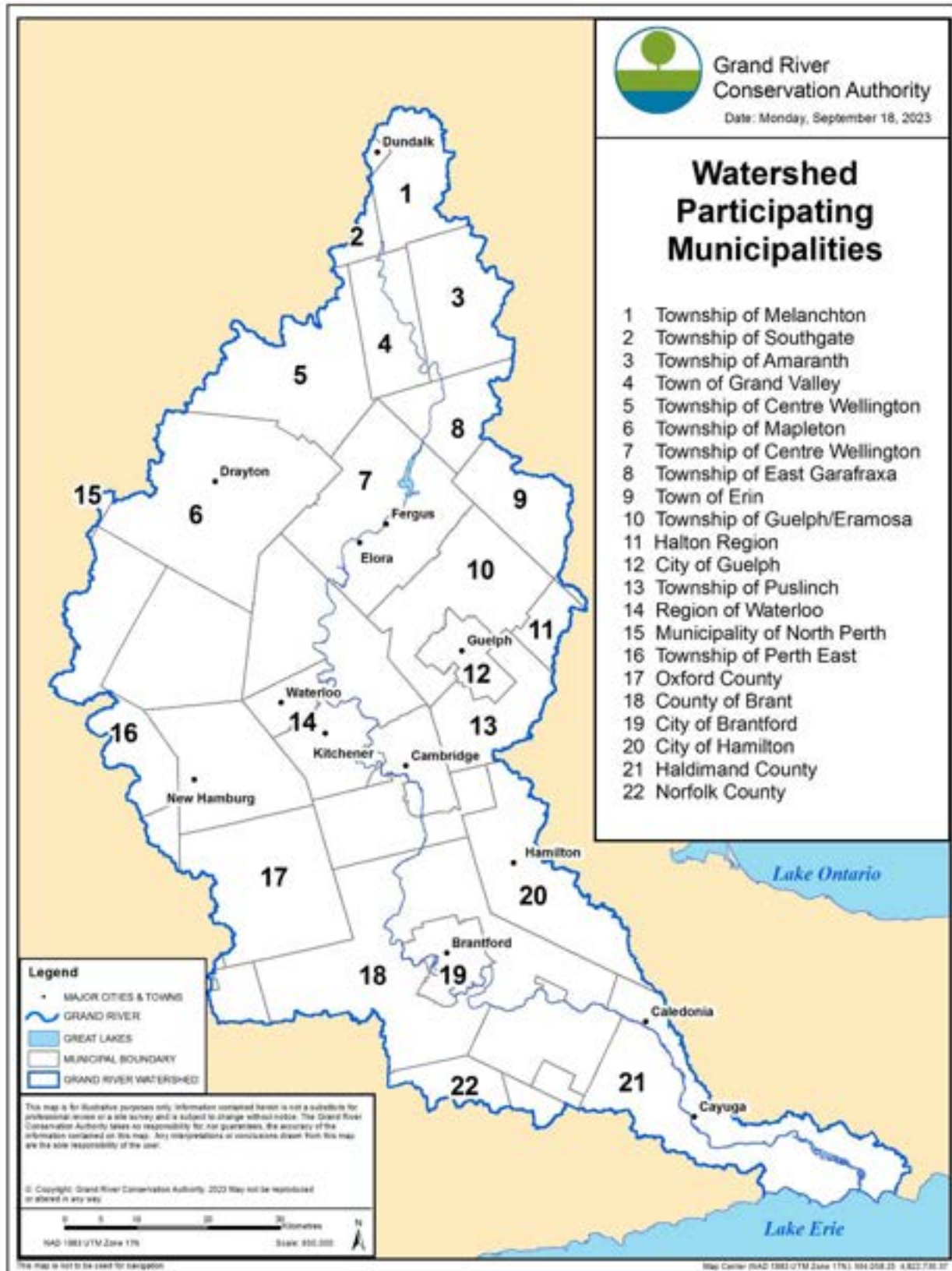
I have authority to bind the GRCA.

LIST OF SCHEDULES

: Map of GRCA jurisdiction

- Letter Agreement(s)

: Map of GRCA jurisdiction



B : GRCA Programs and Services

The following provides a high-level summary for each of the Category 2 Programs and Services. Category 2 Program and Services are defined as non-mandatory programs and services under the *Conservation Authorities Act* that are provided at the request of the participating municipalities within the jurisdiction and expertise of the GRCA.

1. Sub-watershed Services

- Identify and recommend where subwatershed or watershed studies are needed
- Review and provide input to subwatershed studies or other regional-scale technical studies
- Undertake subwatershed monitoring to support municipal studies, including surface water and groundwater quality, equipment set-up and maintenance, fish and other aquatic community surveys
- Networking with conservation and environmental management agencies and organizations, and advocating on a watershed basis

2. Conservation Services

- Deliver municipal and partnership cost-share programs to support private land stewardship action
- Facilitate private land, municipal and community partner tree planting
- Coordinate education and outreach activities to promote actions to improve water quality and watershed health

3. Water Quality Programs

- Wastewater optimization
 - Support optimization of wastewater treatment plant operations through:
 - Knowledge sharing workshops
 - Hands-on training
 - Technical advice
 - Delivering a recognition program
 - Provide technical support for municipal assimilative capacity studies, EAs, master plans for water and wastewater services
 - Engage the provincial and federal governments to develop programs to reduce nutrient loads in rivers and streams, and ultimately Lake Erie
- Surface water quality monitoring, modelling, analysis and reporting
 - Operate and maintain continuous water quality stations
 - Maintain a water quality database
 - Develop and maintain a water quality model
 - Report on water quality and river health
 - Analyze and report on groundwater quality

4. Watershed Sciences & Collaborative Planning

- Watershed and landscape scale science and reporting:
 - Surface water and groundwater quality
 - Water use and supply
 - Natural heritage (terrestrial & aquatic), hydrologic functions
- Support cross-disciplinary integration and inform municipal watershed planning and water, wastewater, and stormwater master planning
- Foster cross-municipal resource management
 - Grand River Water Management Plan
 - Water Managers Working Group
- Liaise with provincial, federal agencies, NGOs

C Letter Agreements

LETTER AGREEMENT



Administration Centre: 400 Clyde Road, P.O. Box 729 Cambridge, ON N1R 5W6

Phone: 519-621-2761 Toll free: 1-866-900-4722 Fax: 519-621-4844 www.grandriver.ca

September 29, 2023

County of Oxford
21 Reeve Street, PO Box 1614
Woodstock ON N4S 7Y3

BY EMAIL: Municipal Clerk, CAO/General Manager
csenior@oxfordcounty.ca; baddley@oxfordcounty.ca

RE: PROGRAMS AND SERVICES UNDER THE MEMORANDUM OF UNDERSTANDING DATED
THE _____ DAY OF _____, 2023

WHEREAS the Municipality and the GRCA entered into a memorandum of understanding on the ____ day of _____, 2023 (the _____), in regard to the provision of non-mandatory Programs and Services by the GRCA to the Municipality within the GRCA jurisdiction described in such Memorandum of Understanding;

AND WHEREAS the Memorandum of Understanding contemplates that a separate "Letter Agreement" or Letter Agreements are to be entered into by the Municipality and the GRCA under the Memorandum of Understanding in relation to certain Programs and Services as defined in the Memorandum of Understanding, setting out further details and specific requirements thereof;

NOW THEREFORE this letter sets out further details and specific requirements of certain Programs and Services to be provided under the Memorandum of Understanding by the GRCA to the Municipality, and shall be determined to be a "Letter Agreement" under the Memorandum of Understanding.

Programs and Services Terms and Provisions:

1.0 Term

The term of this Letter Agreement shall be for a period commencing on January 1, 2024, and terminating on the last day of the calendar year in which the Memorandum of Understanding expires or is otherwise terminated, unless otherwise agreed upon in writing by the GRCA and the Municipality.

2.0 Communication

2.1 The GRCA shall assign the Chief Administrative Officer as the primary contact for this agreement and they will have overall responsibility for the administration of the Memorandum of Understanding and Letter Agreement.

2.2 The GRCA shall assign the Manager of Water Resources as the contact for programs and services under this Agreement related to Conservation Services, Water Quality, and Watershed Sciences and Collaborating Planning, and the Manager of Engineering and Planning Services as the contact for programs and services under this Agreement related to Sub-watershed Services. The Managers shall be responsible for all day-to-day contacts; reporting, deliverables, and metrics; and to respond to any requests or inquiries about the GRCA's delivery of the programs and services under this Agreement

3.0 Payment Amount and Terms

3.1 The fee apportioned to, and to be paid by the Municipality to the GRCA, for the calendar year 2024, in Canadian funds, is the sum of \$8,106.00. This amount is conditional on all participating municipalities in the GRCA watershed entering into a Memorandum of Understanding with the GRCA for the delivery of non-mandatory programs and services.

3.2 The fee to be apportioned to and paid by the Municipality for future calendar years may be increased in accordance with the Fees and Payment section of the Memorandum of Understanding. Such increase shall be subject to approval by the General Membership of the GRCA, and the apportionment shall be determined in part on the continued participation in future calendar years of municipalities in the GRCA watershed under a Memorandum of Understanding with the GRCA for the delivery of such non-mandatory programs and services..

3.3 An annual notice to pay shall be sent to the Municipalities following the GRCA's budget approval, and payment for the annual fees shall be made in three equal installments, due March 31, June 30, and September 30 of each calendar year.

3.4 The Category 2 Programs and Services Cost schedule based on the draft 2024 budget is as follows:

Programs & Services	Cost	Offsetting Funding	NET COST	Description of Funding
Sub-watershed Services	\$364,000	\$(130,000)	\$234,000	Municipal Funding
Conservation Services	\$1,348,000	\$(800,000)	\$548,000	Municipal Funding
Water Quality	\$157,000	\$(10,000)	\$147,000	Summer Student Grants
Water Quality - Wastewater Optimization Program	\$210,500	\$(130,000)	\$80,500	Provincial Grant
Water Quality - Groundwater Resources	\$8,500	\$-	\$8,500	
Watershed Sciences & Collaborative Planning*				
TOTAL	\$ 2,088,000	\$ (1,070,000)	\$ 1,018,000	

* Costs related to this activity integrated in the above listed programs and services.

4.0 Reporting, Deliverables, and Metrics

4.1 A schedule of metrics and deliverables for the programs and services is attached as Appendix 1 to this Letter Agreement. Beginning in 2025, where applicable, by March 15 of each year of this agreement, the GRCA shall contact the Municipality to set a meeting to conduct the annual review of the Memorandum of Understanding, this Letter Agreement, and to provide an annual report to the Municipality outlining the metrics for the previous calendar year. Where the metrics are available upon request, the GRCA will respond to the request for metrics within 30 days of the request.

General Provisions:

5.0 The provisions of the Memorandum of Understanding from Sections 14 (Records) to and including 23 Dispute Resolution , as well as those set out in Schedule "B" thereto, shall apply, *mutatis mutandis*, to this Letter Agreement, and this Letter Agreement shall be read together with such provisions of the Memorandum of Understanding.

6.0 Any capitalized word or term not otherwise defined herein shall have the meaning given thereto in the Memorandum of Understanding.

7.0 This Letter Agreement cannot be altered, amended, changed, modified, or abandoned, in whole or in part, except by written agreement executed by the parties, and no subsequent oral agreement shall have any validity whatsoever.

8.0 This Letter Agreement and the Memorandum of Understanding, together with any other Letter Agreements made pursuant to the Memorandum of Agreement from time to time, together embody and constitute the sole and entire agreement between the parties, with respect to the subject matter dealt with herein and supersedes all prior agreements, understandings, and arrangements, negotiations, representations and proposals, written and oral, relating to matters dealt with herein, excepting any and all prior agreements between the parties for the provision of certain Programs and Services to the extent that such agreements do not conflict with the terms or scope of this Memorandum of Understanding

9.0 This Letter Agreement shall enure to the benefit and be binding upon the parties hereto and their successors and assigns permitted hereunder.

10.0 This Letter Agreement may be executed in counterparts in writing or by electronic signature and delivered by mail, facsimile or other electronic means, including in Portable Document Format (PDF), no one copy of which need be executed by all of the parties, and all such counterparts together shall constitute one agreement and shall be a valid and binding agreement among the parties hereto as of the date first above written.

GRAND RIVER CONSERVATION AUTHORITY

Per: _____
Samantha Lawson
Chief Administrative Officer

I have authority to bind the corporation.

IN WITNESS WHEREOF the Municipality consents and agrees to the foregoing.

AGREED AND ACKNOWLEDGED THIS ____ DAY OF _____, 20____.

[NAME AND ADDRESS OF MUNICIPALITY]

Per: _____
Name:
Position:

Per: _____
Name:
Position:

I/We have authority to bind the corporation.

APPENDIX 1 – Category 2 Programs and Services Deliverables and Metrics

Programs and Services Description	Deliverables	Metrics
Sub-watershed Services – Deliver a subwatershed planning program and provide technical support for municipal stream monitoring and (sub)watershed planning*	Identify and recommend (sub)watershed or other regional-scale technical study priorities	Provide a table of recommendations annually
	Upon request and in watershed priority sequences, provide technical advice on terms of reference, scoping, methods for (sub)watershed studies.	Identify studies where support has been provided within the watershed annually
	Seek additional partner funding to undertake subwatershed/regional studies	Identify the number of applications, specifics, success and financial information annually.
	Review and provide input to watershed, regional and local scale subwatershed studies. <ul style="list-style-type: none"> • Participate on steering committees, working groups • Scope of technical review in compliance with O.Reg 596/22 - Prescribed Acts 	Number of requests and reviews undertaken
	Provide technical support and advice on municipal stream monitoring.	Number of plans reviewed and location within watershed.
	Serve as digital custodian for previously completed subwatershed studies (listed on GRCA website) Respond to requests for digital copies of previously completed subwatershed studies from consultants and the public.	Upon request
* Undertake subwatershed monitoring for watershed and regional scale subwatershed studies where services are cost-shared between the municipalities and the GRCA under separate agreements. May undertake monitoring for local scale subwatershed studies where 100% funding provided by municipality under separate agreement.		
Conservation Services - Deliver municipal and partnership cost-share programs to support private land stewardship action to improve and protect water quality and watershed health	Provide information and resources to landowners related to stewardship action including agricultural best practices, private water well maintenance, tree planting and naturalization projects.	Number of program participants, number of landowner inquiries
	Engage watershed residents in stewardship action through promotion of cost-share opportunities	Number of residents engaged through program promotion

Programs and Services Description	Deliverables	Metrics
	Conduct site visits to assist landowners with planning stewardship projects and submitting applications to GRCA delivered cost-share programs	Number of site visits
	Administer and deliver municipally funded rural water quality programs (RWQP) as requested by watershed municipalities	Projects completed (number, type) Project investment by funding source Total grant, kg Phosphorus retained - reported by program and by municipality
	Seek additional partner funding to enhance cost share programs GRCA offers to watershed landowners (ie. offering funds in municipalities without a RWQP or enhancing cost-share funding opportunities in areas where municipal RWQPs exist). Examples of non-municipal grant funds delivered in 2023 to support private land stewardship in all watershed municipalities : <ul style="list-style-type: none"> • Habitat Stewardship Program for Aquatic SAR • ECCC Nature Smart Climate Solutions • OMAFRA profit mapping • Forests Ontario 50 Million Tree Program 	Projects completed (number, type) project investment by funding source, total grant, kg Phosphorus retained.
Conservation Services – Facilitate private land, municipal and community partner tree planting	Conduct field surveys and site assessments to develop tree planting plans for rural landowners and community groups (for projects that meet minimum property and project size requirements)	Number of landowners engaged, number of planting plans developed, number of projects completed, number of trees planted, planting area, km of windbreak, km of riparian buffer
	Provide technical assistance to tree planting clients to ensure successful completion of projects.	Number of landowners, projects and trees planted by landowners (plant your own projects) with Forestry Specialist support
	Support rural landowners to develop suitable applications to cost share programs	Summary of project investment by funding source

Programs and Services Description	Deliverables	Metrics
	Secure tree stock and manage contracted planting services for landowners	Number of trees, projects, grant and investment in projects planted through GRCA planting program
	Serve as technical resource to landowners and community tree planting organizations	Number of community partner organizations supported; hours contributed
	Support community partner and municipality hosted outreach events as capacity permits	Number of community partners, number of residents engaged/event participants, number of events, number of trees planted, total area planted, volunteer hours contributed
Conservation Services – Coordinate education and outreach activities to promote actions to improve water quality and watershed health	Engage watershed residents through development and delivery of outreach events (tours, workshops, webinars) and participation in partner, community, and municipal events and meetings; as capacity and opportunities exist	Number of partners, events, event participants.
	Develop promotional materials (print, website, social media) to promote stewardship action and recruit participants to GRCA Conservation Services Programs.	
Water Quality – Deliver the Watershed-wide Wastewater Optimization Program (WWOP) to support municipal wastewater management and improve and protect water quality and watershed health <ul style="list-style-type: none"> • Support optimization of wastewater treatment plant (WWTP) operations through: knowledge sharing workshops, hands-on training, technical advice, and a recognition program • Provide technical support for municipal assimilative capacity studies and master plans for water and wastewater services 	Collect data from municipalities, analyze, and produce an annual report on WWTP performance across the watershed.	# of municipalities participating in annual reporting Annual report posted online
	Host annual workshop for information sharing and networking among municipal wastewater practitioners	# of participants Workshop summary
	Provide technical support and training workshops for operators, supervisors, and managers to implement optimization techniques at individual WWTPs	# of training, technical support events # of participants
	Deliver annual recognition program to acknowledge WWTPs that participate in WWOP activities and produce a very high-quality effluent	Awards presented
	Support municipal assimilative capacity studies and master plans for water and wastewater	Studies are carried out by each municipality, as needed and GRCA staff

Programs and Services Description	Deliverables	Metrics
<ul style="list-style-type: none"> Engage the provincial and federal governments to develop programs to reduce nutrient loads in rivers and streams, and ultimately Lake Erie 	<ul style="list-style-type: none"> Upon request, facilitate initial scoping, act as liaison with MECP, provide technical/methodological advice, provide stream data, provide watershed context, participation in steering committees (but not provide comments on EAs) 	participate at the request of the municipality
Water Quality – Surface water quality monitoring, modelling, analysis, and reporting <ul style="list-style-type: none"> Operate and maintain continuous water quality stations Maintain a water quality database Develop and maintain a water quality model Report on water quality and river health 	Operate and maintain 9 continuous water quality monitoring stations	Continued operation of 9 stations
	Maintain a water quality database for continuous water quality data and grab sample data from GRCA, municipal and provincial water quality sampling programs within the watershed	Continued maintenance of the database
	Develop and maintain the Grand River Simulation Model (GRSM) for use in municipal assimilative capacity studies or for broader watershed planning purposes	GRSM is available for any municipal studies, upon request and GRCA staff will provide support for model application in assimilative capacity studies
	Analyze and report on surface water quality	Reports on water quality are produced cyclically or as needed (e.g., reports to Board, watershed report cards, technical updates to Water Management Plan)
Water Quality – Groundwater analysis and reporting	Analyze and report on groundwater quality	Reports on water quality are produced cyclically or as needed (e.g., reports to Board, watershed report cards, technical updates to Water Management Plan)
Watershed Sciences and Collaborative Planning - Undertake watershed, regional, and landscape scale science and reporting: <ul style="list-style-type: none"> Inter-disciplinary analysis and reporting on watershed health (surface water, groundwater, forests, wetlands) 	Analysis and reporting on watershed conditions	Periodic reporting via Watershed Report Cards (e.g., 2023), Water Management Plan (e.g., State of Water Resources, 2020), technical reports, and reports to Authority board

Programs and Services Description	Deliverables	Metrics
<ul style="list-style-type: none"> • Collaborative work on the hydrologic functions of natural features • Other watershed-scale science (e.g., fisheries) 	Engagement of municipal, provincial, federal, non-governmental, academic and other stakeholders	As below for Water Managers Working Group and via other committees and meetings
Watershed Sciences and Collaborative Planning - Facilitating cross-municipal and inter-agency water resource management: <ul style="list-style-type: none"> • Support cross-disciplinary integration and inform municipal watershed planning and water, wastewater, and stormwater master planning • Liaise with First Nations, municipal, and provincial and federal agencies 	Advance implementation of the collaborative, voluntary Grand River Watershed Water Management Plan. The Plan's objectives are to: <ul style="list-style-type: none"> • Ensure sustainable water supplies for communities, economies and ecosystems • Improve water quality to improve river health and reduce the river's impact on Lake Erie • Reduce flood damage potential • Build resilience to deal with climate change 	Implementation tracking/reporting (scope TBD)
	Update the Water Management Plan and Integrated Action Plan as needed	Scope/timing TBD
	Chair the Water Managers Working Group with representation from watershed municipalities, First Nations, and provincial and federal agencies	Terms of Reference 2-4 meetings/workshops per year
	Provide input to municipal watershed planning – local, regional, and watershed conditions and issues identification	Upon request

Gordon Hough

From: Samantha Lawson <slawson@grandriver.ca>
Sent: October 16, 2023 10:06 AM
To: Gordon Hough
Subject: RE: For signing - MOU for Category 2 Programs & Services under O.Reg 687/21
Attachments: Oxford Stewardship Project Summary 2018 to 2023.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Hi Gordon,

Here's a summary of Category 2 program support to Oxford County in recent years.

- Wastewater Optimization Program (WWOP) – Oxford County has been a strong supporter and active participant in the WWOP since 2010. Oxford County provides data for annual reporting and has benefited from hands-on training and technical assistance provided by WWOP staff to improve WWTP operations. The Plattsville WWTP in Oxford County received a silver recognition award through the WWOP in 2017 and 2020.
- Water quality program – there is 1 Provincial Water Quality Monitoring Network (PWQMN) monitoring site in Oxford County. Although monitoring at that site is a Category 1 program, analyzing and reporting on the data is a Category 2 service that helps us understand local and watershed conditions.
- Conservation Services program
 - GRCA delivers the Oxford Clean Water Program (RWQP) on behalf of Oxford County.
 - GRCA seeks out additional funding to deliver to landowners in Oxford County within the Grand River Watershed. Recent funding was secured by GRCA from the Fisheries and Oceans Canada Habitat Stewardship Program for Aquatic Species at Risk, ECCC Nature Smart Climate Solutions Fund and the Forests Ontario 50 Million Tree Program.
 - In the past 5 years, GRCA delivered \$115,000 in cost share funding (\$7,200 from the Oxford Clean Water Program) to support the completion of 56 projects in Oxford County (summary attached). Landowners contributed in-kind labour, cash and materials for a total project investment of \$258,000.
 - Project highlights 2018-2023:
 - 56 projects completed
 - \$115,200 in cost share funding (total project investment \$258,000)
 - 27 tree planting projects resulted in the establishment of 5 km of windbreak, 5 km of riparian buffer and 17 hectares of marginal farmland retired from production and planted. A total of 32,000 trees were planted.
 - 5 fencing projects to prevent livestock access to watercourses
 - 7 well decommission projects to protect groundwater
 - 17 projects to help prevent sediment and nutrient loss from cropland (cover crops, erosion control structures, wetland creation)
- Subwatershed planning program – providing input to the County's 2024 Water and Wastewater Master Plan and Bridge 24 Rehab EA; opportunities exist for GRCA to provide support/input for municipal drain classification (subject to funding availability from DFO; county has about 20 unrated municipal drains), input to development of monitoring plans for consolidated linear infrastructure approvals

Please let me know if you need anything else.

Cheers,
Sam

Samantha Lawson, MCIP RPP
Chief Administrative Officer
Grand River Conservation Authority



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	October 26, 2023
Subject:	Monthly Report	Council Meeting Date:	November 1, 2023
Report #:	DS-23- 18		

Recommendation:

That Report DS-23-18 be received as information

Background:

Monthly activities of the Drainage Department to October 26, 2023

Analysis/Discussion

- Working on drain maintenance and various site meeting to review work required with ratepayers.
- Working with lawyer on compliance letters.
- Commenting on planning applications
- 25 locates for ON 1 Call in September 2023 including 0 emergency locates.
- Mitchell Drain County and Region have submitted petitions for drainage works, for the construction work being proposed at Trussler Road and Oxford Road 8. Council has accepted petition from County and Region for improved outlet, Engineer appointed on September 4 2019. Kenn Smart (Project Engineer). Had meeting with Engineer, Folling and Hurlbut about next step. Site meeting January 29 2020 for the road petition. Engineer working on concept plans and cost estimates. Reviewed site with Curtis (P.ENG) and working on the next site meeting for Ratepayer to review option for new report with second site meeting summer of 2023. Review existing file with Kenn and Curtis. Site meeting on September 5 2023 with assessed property in the watershed to review option. Additional petition received October 18 and in process with GRCA

- Princeton Drainage System 2022 Engineer has filed final report. Report dated July 29/22 filed with the Township on August 8, 2022. Consideration of report was September 7th, 2022. Court of revision at October 5th, 2022 council meeting, By-law 2313-2022 passed October 19 2022 3rd reading. Working on Construction of Romano SWMP with two forces and local contractors. Contractor GHN work starting week of March 27 with proposed completion October 2023. CN boring completed October 10-20 2023
- Princeton Drain Section 78 report has been approved by GRCA and council and will be added to the new Engineer's Report for Princeton Drainage System 2022 report filed as part of Princeton Drainage System 2022 consideration of report September 7th 2022 COR at October 5th 2022 council meeting, By-law passed October 19 2022 3rd reading. This project will be tender with Princeton Drainage System 2022 Phase 3 tender
- Hanchiruk Drain (Magda) petition received and P Eng. appointed at December 18 2019 council meeting, GRCA have been informed of the appointment. Site meeting with Magda and Engineer February 4 2020 engineer has been reviewing option with Magda. Drain is temporary on hold for Magda to review route options. ON HOLD
- Hughes Drain major settlement and major repair will be required See Section 78 report DS 22-03 appointment of Engineer. John Kuntze has accepted appointment as project Engineer from K Smart & Assoc site meeting fall 2023 Have review next step with John Kuntze may need meeting with MTO
- Hotson Drain drainage petition received by Council June 15 2022. Engineer appointed August 3, 2022, project Engineer will be Curtis MacIntyre of K Smart & Assoc. Onsite meeting was September 6th @10.00am at Township Road 8 and Blandford Road, working on survey. Had second site with ratepayer on June 27th 2023. Section 78 report approved by council on August 2 2023 and P. Eng appointed. Report filed August 8, 2023. By Curtis MacIntyre P. Eng. Report was accepted on September 6, 2023, COR on October 4 2023. 3rd reading of By-law October 18. Tender report see report DS 23-19 (Council meeting November 1 2023)
- Holt Drain, Brant County have accepted Section 78 request. Brant have appointed K Smart & Assoc. (Curtis MacIntyre) Onsite meeting was on September 20th 2022 in Princeton engineer working on design options and survey
- HUBBARD KING DRAIN Township Road 8 and Hubbard Road petition by Jim Borton Director of Public Works received by Council June 1 2022 council appointed Engineer August 3 2022, project Engineer will be Curtis MacIntyre of K Smart & Assoc. Site meeting November 3rd 2022, working on Survey and design. Site meeting with Wiggan to review alignment option
- Baker Drain Council accepted petition on September 7th 2022 for repair and improvements. Engineer was appointed on October 19th 2022 project Engineer will be Curtis MacIntyre of K Smart & Assoc. Site meeting April 26 2023. Engineer working on survey and design

- Working on Plattsville Development Phase 3 and 4 drainage report with Kenn Smart. Kenn has proposed that the revised assessment schedule for the area that is affected by the existing BLOCK ASSESSMENT be extended to the area of Plattsville Estates Phase 3A, 3B and Phase 4 that outlet into the SWMP on Fennel St. reviewing draft report. Had public meeting June 14 2023. Report file June 30, 2023. Final report was accepted on September 6 2023, COR October 4 2023 3rd reading of By-law October 19 2023 to be invoice November 2023
- Working on CLI-ECA (Consolidated Linear Infrastructure – Environmental Compliance Approval MECP issued final approval on March 7th, 2023. (ECA Number 334-S701) receive new Storm sewer and Storm water management standard from MECP
- Attended by 2 council meeting
- Attended DSAO All Chapter's meeting
- Meeting with Ducks Unlimited Canada about Naturalized Storm ponds and any fund available and option for existing SWMP
- Working on Drumbo SWMP this project to proceed with a Section 78 report appointment of Engineer at December council meeting
- Working on updates on the Municipal Service Standards
- Attended Land Drainage Engineer Conference in Guelph
- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site and asset management, 100-year storm review, update SWMP mapping

Financial Considerations:

None

Attachments:

none

Respectfully submitted by:

Jim Harmer

Jim Harmer Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	October 26, 2023
Subject:	Award of tender: Hotson Drain 2023	Council Meeting Date:	November 1, 2023
Report #:	DS-23--19		

Recommendation:

That Report DS-23-19 be received as information;

And further that the tender for the Hotson Drain 2023 be awarded to John Devries Construction in the amount of \$106,525.00 plus applicable taxes.

Background:

At the Council meeting on September 6, 2023 Council directed the Drainage Superintendent and Engineer to call for tenders on the Hotson Drain with tenders closing on October 26, 2023.

Analysis/Discussion:

Tenders Call was listed on Bids and Tenders and Engineer also sent out copies of the tender call to municipal drainage firms with 3 firms submitting a tender (8 firms viewed plans on Bids and Tenders).

Tender Prices before taxes were:

- John Devries Construction 106,505.00
- VanBree Enterprises 116,313.00
- SEG Excavating Ltd. 114,250.00

The estimated cost for the work in the drainage report was \$113,000.00 plus HST. The Engineer has reviewed the tenders for accuracy and completeness and is recommending that the contract be awarded to John Devries Construction.

Financial Considerations:

Total cost of drain to be paid by Ratepayers and Roads, with a road assessment of \$81,128.00.

Attachments:

none

Respectfully submitted by:

A handwritten signature in cursive script that reads "Jim Harmer".

Jim Harmer
Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date:	October 25, 2023
Subject:	Monthly Report	Council Meeting Date:	November 1, 2023
Report #:	PW-23-19		

Recommendation:

That Report PW-23-19 be received as information.

Capital

- Gobles CN Bridge – Mark, Rodger and myself met with CN. Unfortunately, the bridge deck supplier is unable to supply a new deck in order for it to be installed this year. The decision was made to hold off until spring of 2024 to install. With winter weather and asphalt plants closing during the cold months, it was decided that a mid march start would be better.
- Princeton Pond Expansion project – The full pond construction is complete. We have the top soil and seed to put down and construct the road access around the pond left to finish. Township trucks are hauling the soil to drop sites around the Township.
- Princeton Road Construction – GHN has completed the majority of the work in Princeton. They are finishing up the connection to the CN bore under the tracks and lining the man holes. Once this is completed the Township engineer and myself will do a final inspection for deficiencies.
- Princeton Drain Crossing – The bore crossing has been completed and GHN is finishing the hook up on the south side of the tracks. The north side hook up will be included in the phase 3 project.
- Princeton Drain Phase 3 – The Township engineer, Oxford County staff and Township staff have met to discuss phase 3 being the north part of the village. Drawings are being completed and will be submitted to the County and Township for final review and approval. The plan is to issue a tender in December or early January.

County Shared Service/Road Association/Training

- Shared Services meeting – The service sharing committee met in Embro and was hosted by Dan Locke during the winter maintenance training of staff. We discussed the joint tender for salt and sand, dust control and future training needs.
- Road Association – The OCRSA next meeting is December 14. Bob and I are attending the joint meeting with Elgin, Oxford & Middlesex County on October 27 in Elgin County.
- AORS – We had a virtual meeting to discuss a training partnership with Fanshaw College to move forward with our Snowplow training program. It looks very positive that Fanshaw and AORS could be offering a training program that students can get a leg up in becoming municipal workers. This is a very positive step in the right direction.

Other

- October has seen some staff changes. We welcomed Bob Randall into the Supervisor position, Dennis Boulton & Shawn Crozier into Lead Hand rolls and Tyson Scoyne into the Equipment operator/labourer position. Staff has been busy grading roads, cutting road side brush, haul filling from Princeton, completing refresher snow plow training and talking about the upcoming season.
- Staff continues to grade the roads and follow behind with the magnet. Each time it is done we are seeing progress of less debris being picked up.
- Attending by-weekly progress meetings with KSmart & GHN in Princeton.
- Cressridge subdivision has completed the underground work and curbs and asphalt have been put on the roads. The Township engineer and I have done a walk through and identified some deficiencies that need to be addressed.
- Working on Capital and Operating budgets.
- Met with suppliers to discuss prices for 2024 budget and availability.
- Working with the Drainage Superintendent on finding suitable dump sites for the excess soil from the Princeton Drain project.
- Working with KSmart and Drainage Superintendent on the next phases of the Princeton project.
- Staff is continuing to meet with land owners at outdoor sites to discuss ditch or road issues.
- I attended a Road Safety Auditors course.

Attachments Service sharing minutes from October.

Respectfully submitted by:

Jim Borton CRS-I
Director of Public Works



Service Rationalization

MEETING MINUTES

DATE : October 12, 2023

LOCATION: Woodstock hosting meeting location Zorra arena

PRESENT: Adam Prouse, Jim Borton, Shawn Vanacker, Doug Wituik, Steve Oliver, Daniel Locke, Ken Farkas

REGRETS: Frank Gross, Richard Sparham, Tom Lightfoot

COMMITTEE CHAIRMAN: Dan Locke

SECRETARY: Doug Wituik (covering Tom's ass again)

ITEM	ACTION	ASSIGNED TO
1. Meeting called to order	10:17 AM	
2. Minutes of Last Meeting:	Reviewed- Moved by Jim Seconded by Adam	
3. Correspondence/ Speaker	none	
4. Old Business	Adam to investigate venues for Christmas party. Dan to tender line painting, forward drawings and amount if interested in participating	
5. New Business	ALL-Discussion about future winter control training options. Further discussion in the May24 meeting Shawn - provided DTN vs OGRA weather service information. Group approved renewing DTN for another year contract Adam - met with Holiday Inn Express representative and secured the facility as the choice hotel for the 2025 Oxford trade show Dan – Will set up a speaker for leadership training presentation for a future meeting	
6. Round Table	Jim – Occupancy permit discussion to be continued at a future meeting Ken – Investigating mutual drain agreement feasibility Doug missed some discussion in lieu of soiling himself	
7. Health & Safety	Ken – Total Rental in Norwich is available to provide forklift training Adam is booking Greg Pfaff for chainsaw training. If anyone needs staff trained there might be limited spots available Spring joint training will be discussed at a winter meeting	
8. Next Meeting	November 9, 2023 - 10:00 am Ingersoll	
9. Adjourned	11:45 AM	

January 12 EZT

February 9 Zorra

March 16 Oxford County

April 13 Blandford Blenheim

May 11 Norwich

June 15 SWOX

September 13 Tillsonburg

October 12 Woodstock

November 9 Ingersoll

December 13 Zorra



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council **From:** Trevor Baer

Reviewed By: Rodger Mordue, CAO/Clerk **Date:** Oct 25 2023

Subject: Monthly Report – October **Council Meeting Date:**
Nov 1 2023

Report #: CS-23-14

Recommendation:

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

Background:

The following will provide Council with an update regarding the activities of the Community Services Department, for the month of Oct.

Analysis/Discussion

Administration

The Canadian flags have started to be taken down in the communities, the Christmas wreaths will be put up around the middle of November.

Arena

The ice in the arena had been up, and running for a about 7 weeks now, everything seems to be running smoothly.

Parks

The Parks are starting to get shut down for the season. This includes shutting off the Water to the bathrooms, closing the Plattsville and Drumbo Splash pad. Put away the garbage cans throughout the park.

There are two Remembrance Day servicers in our parks on Nov 11, one in Princeton, also one in Plattsville.

Cemeteries

We had a contractor come in and fix foundations in the Princeton Cemetery, this is phase 3 plan in our cemetery work. This year the contractor replaced 8 foundations in the Princeton Cemetery.

Thanks

Trevor Baer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council

From: Rodger Mordue, CAO/Clerk

Reviewed By: Township Engineering
Consultant

Date: October 24, 2023

Subject: Plattsville Estates stage 3B Letter
of Credit

**Council
Meeting Date:** November 1, 2023

Report #: CAO-23-20

Recommendation:

That Report CAO-23-20 be received as information; and,

That Council authorize the following Letter of Credit reduction on the recommendation of the Township's Consulting Engineer:

- Plattsville Estates stage 2B Subdivision from \$17,511.00 to \$0.00

Background:

When a subdivision is developed all infrastructure (ie roads, sidewalks, drainage, etc.) are installed by the developer. Ultimately all of this infrastructure will become the responsibility of the municipality so it's in the municipality's best interest to ensure that the work is being done properly. Through the subdivision agreement the Township retains securities in the form of a Letter of Credit (LC) issued by a financial institution to ensure that work is completed to the Township's satisfaction. If not the municipality has the authority to draw upon that LC to do that job right.

All work that is needed to be done is identified early on when the subdivision agreement is entered into. As the work is completed the developer has the opportunity to apply to the municipality to have a portion of the retained securities related to the completed works released to them.

Analysis/Discussion:

Part of Applewood Street, English Crescent and Fulcher Street in Plattsville were developed by Plattsville Estates under a subdivision agreement entered into in 2012.. The original LC value at the start of the development covered the total value of work on the infrastructure that would be eventually transferred to the municipality. Over time work has progressed and the LC

amount has been reduced. The last reduction in the LC was to a value of \$17,511.00. The Township recently received a request from the developers engineer to reduce the LC to zero. Township staff as well as the Township's Consulting Engineer has reviewed this request and have determined that all outstanding deficiencies have been addressed. As such the following recommendation for reduction is being made:

Development	Total value of work	Amount of previous LC	Recommended LC amount
Plattsville Estates Stage 3B	\$1,071,211.80	\$17,500.00	\$0

Financial Considerations:

The Plattsville Estates Stage 3B subdivision agreement has been complied with and no deficiencies remain. The final security in the amount of \$17,500 can be released.

Attachments:

- September 18, 2023 letter from MTE Consultants
- October 20, 2023 letter from K. Smart Associates

Respectfully submitted by:

Rodger Mordue
CAO/Clerk



MTE Consultants

520 Bingham Centre Drive, Kitchener, Ontario N2B 3X9

September 18, 2023
MTE File No.: C32278-134C

Rodger Mordue
Chief Administrative Officer
Township of Blandford-Blenheim
P.O. Box 100
47 Wilmot Street South
Drumbo, ON N0J 1G0
Email rmordue@blandfordblenheim.ca

Dear Rodger:

**RE: Plattsville Estates Subdivision, Stage 3B
32T-01004 / Registered Plan 41M-282
Letter of Credit Reduction
Township of Blandford-Blenheim**

Please accept this letter as our formal request for the Township of Blandford-Blenheim to reduce the existing Letter of Credit lodged by 1578651 Ontario Limited from \$17,511.00 to \$0.00.

We have attached hereto itemized breakdown calculation for the Letter of Credit for the above noted subdivision.

Please contact the undersigned if further information is required.

Yours truly,

MTE Consultants Inc.

Lilian Moreno, P.Eng.
Manager, Post Construction Services
519-743-6500 ext. 1276
lmoreno@mte85.com

LCM:jng

Encl.

cc: John Zimmer, 1578651 Ontario Limited (email)
Paul Grespan / Leanne Currie, McCarter Grespan Beynon Weir LLP (email)
Greg Voisin, INCC Corporation (email)
Jim Borton, Township of Blandford-Blenheim (email)
Kevin Death, K. Smart Associates Limited (email)
Steve Peterson / Chris Urbina / Tom Gillelan, MTE Consultants Inc.

\\mte85.local\mte\Proj_Mgmt\32278\134\Correspondence\Post Construction\LC32278-134_Ltr_Twp_2023-09-18_8tg3B_LC.docx



MTE CONSULTANTS INC.

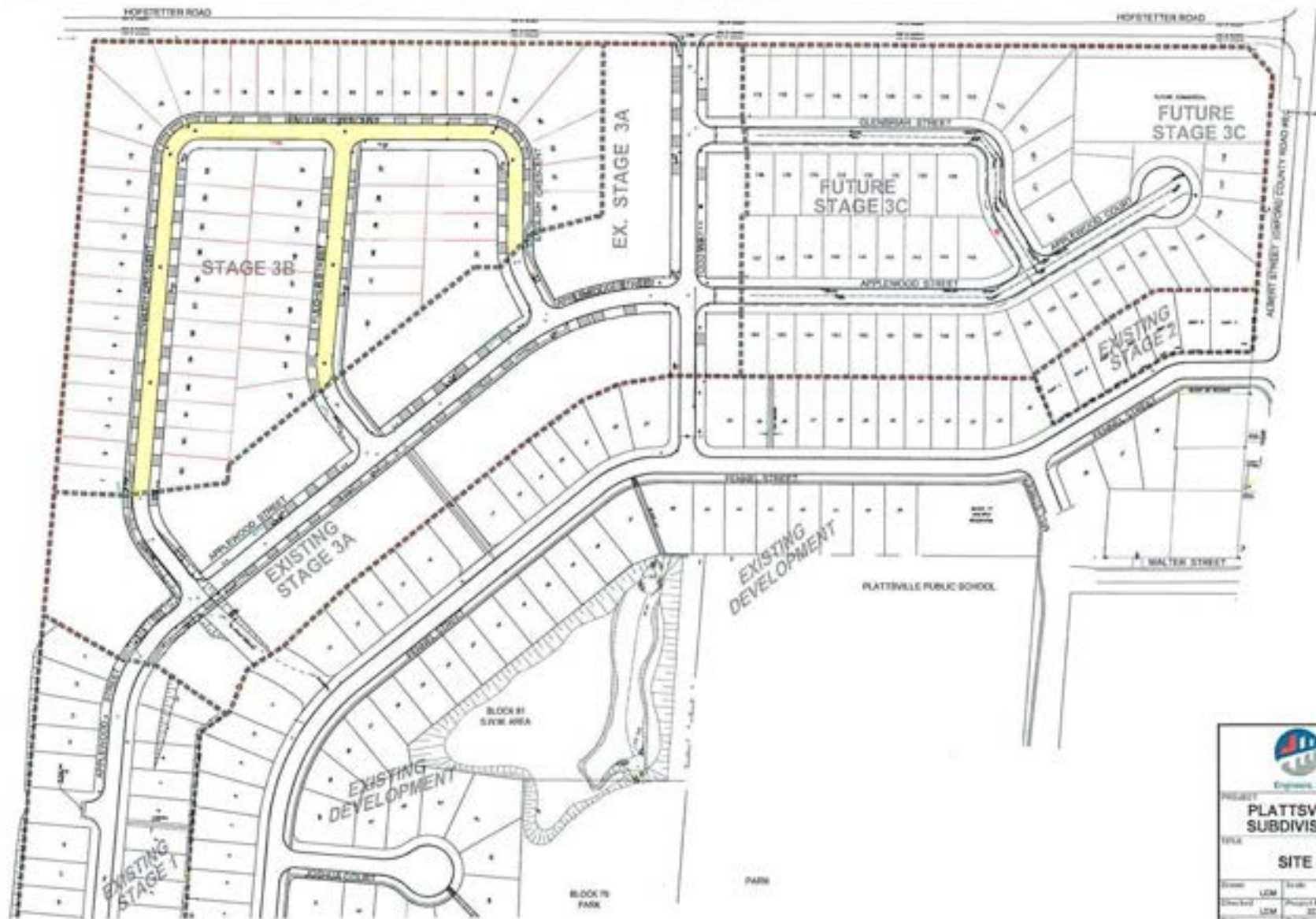
520 Bingham Centre, Kitchener, Ontario, N2B 3X9
Telephone: (519) 743-6500 Fax: (519) 743-6513

Subdivision: Plattsville Estates - Stage 3B
Township File No:
R.P.: 41R-6442
File: C 32278-134
MTE Tender No. N/A
Developer: 1578651 Ontario Limited
Date: September 15, 2023

LETTER OF CREDIT REQUIREMENTS FOR UTILITIES SUBJECT TO MAINTENANCE

	Item Descriptions	Off Maintenance	Accepted	Unaccepted	Total
A	Road Construction (Primary)				
	English Crescent	\$137,457.50			\$137,457.50
	Fulcher Street	\$51,726.50			\$51,726.50
B	Road Construction (Surface)(Estimated)				
	English Crescent	\$111,420.00			\$111,420.00
	Fulcher Street	\$32,035.00			\$32,035.00
B.1	Stage 3A Sidewalk (Estimated)				
	English Crescent	\$7,245.00			\$7,245.00
	Fulcher Street	\$2,880.00			\$2,880.00
	Applewood Street	\$18,450.00			\$18,450.00
C	Sanitary Sewer				
	English Crescent	\$100,199.90			\$100,199.90
	Fulcher Street	\$29,936.73			\$29,936.73
D	Drainage Works				
	English Crescent	\$146,209.20			\$146,209.20
	Fulcher Street	\$40,274.53			\$40,274.53
E	Water System				
	English Crescent	\$112,997.45			\$112,997.45
	Fulcher Street	\$33,575.00			\$33,575.00
F	Street Light, Power and Comm (Estimated)				
	English Crescent	\$144,000.00			\$144,000.00
	Fulcher Street	\$45,000.00			\$45,000.00
G	Street Signs	\$3,080.00			\$3,080.00
H	Fencing (Estimated)				
	North Property Line	\$16,250.00			\$16,250.00
	Hofstetter Road	\$38,475.00			\$38,475.00
	SUB TOTAL	\$1,071,211.80	\$0.00	\$0.00	\$1,071,211.80
	TOTAL	\$1,071,211.80	\$0.00	\$0.00	\$1,071,211.80
	% Letter of Credit	0%	10%	110%	
	LETTER OF CREDIT REQUIRED	\$0.00	\$0.00	\$0.00	\$0.00
	Previous Letter of Credits Total	\$0.00	\$17,511.00	\$0.00	\$17,511.00
	LETTER OF CREDIT REDUCTION	\$0.00	\$17,511.00	\$0.00	\$17,511.00

Prepared by: Tom Gillilan
MTE Consultants Inc.





MTE
Engineers, Scientists, Surveyors

PROJECT PLATTSVILLE ESTATES SUBDIVISION STAGE 3B			
TITLE SITE LOCATION			
Drawn LCM	Scale N.T.S.	Figure	
Checked LCM	Project No. 2023-09-15	FIGURE 1	
Date 2023-09-15	Rev. No. 0		



K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS & PLANNERS

85 McIntyre Drive
Kitchener, ON N2R 1H6

Tel: 519-748-1199
Fax: 519-748-6100

October 20, 2023

File No. 11-254

Mr. Rodger Mordue, CAO/Clerk
Township of Blandford-Blenheim
Box 100, 47 Wilmot St. South
Drumbo, ON NOJ 1G0

Re: Plattsville Estates stage 3B – LC Reduction

Dear Rodger:

The developer is now requesting a full release of the Letter of Credit. There are no remaining work items, the maintenance periods have expired, and all the lots have been completed.

In accordance with Sections 28 & 29 of the subdivision agreement, the value of the reduced letter of credit shall be as follows:

The following is a breakdown showing the value remaining on maintenance and the work not completed:

Description	Value remaining on Maintenance	Value of Work Not Completed
Item A – Roadway construction	\$0.00	\$0
Item B – Road Construction Surface	\$0.00	\$0
Item B.1 – Sidewalk	\$0.00	\$0
Item C – Sanitary Sewer	\$0.00	\$0
Item D – Drainage Works	\$0.00	\$0
Item E – Water System	\$0.00	\$0
Item F – Street Light, Power and Comm.	\$0.00	\$0
Item G – Street Signs	\$0.00	\$0
Item H – Fencing	\$0.00	\$0
Total	<u>\$0.00</u>	<u>\$0</u>

10% of work completed (on maintenance)	(\$0.00) =	\$0.00
110% of work not completed	(\$0.00) =	<u>\$0.00</u>
	Total: =	\$0.00

Therefore, we recommend that the value of the letter of credit be reduced from \$17,511.00 to \$0.00 and that the Township issue a General Certificate of Release.

If you have any questions or comments, please call our office.

Yours truly,

K. Death, C.E.T.

encl

cc: Tom Gillelan, MTE Consultants Inc.
Jim Borton, Township of Blandford- Blenheim



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council

From: Rodger Mordue, CAO/Clerk

Reviewed By: Department Heads
County Planning

Date: October 25, 2023

Subject: Asset Naming Policy

Council Meeting Date: November 1, 2023

Report #: CAO-23-21

Recommendation:

That Report CAO-23-21 be received; and,

That Council accept the following names to be added to the names registry for Township assets:

Cook, Given, Kilgour, Law, Lodge, McTague, Clayton, Robson, Wallace, Rounds, Harrison, Binkley, Cullen, Mitchell, Turner, Enticknap, Stevenson, Burgess

Background:

In March of 2021 an asset naming policy was adopted by Council. The intent of this policy is to have a list of names ready to be used for Township assets (roads, parks, trails, etc.) when the need arises.

Subsequent to the passing of this policy staff contacted the three historical groups in the Township to request their input and to provide some names of significance for the names registry. The Drumbo & District Heritage Society recently submitted names for consideration.

Analysis/Discussion:

Staff contacted the three historical groups in the Township and requested that they submit names to be considered for inclusion in an asset name registry. The Drumbo & District Heritage Society recently submitted the attached letter with names for Council's consideration.

Of the names submitted staff are recommending that four (4) not be included in the registry as they are already used to name assets in the Township. The names not being recommended are:

COWAN – Existing Cowan Street in Princeton

GIBSON – Existing Gibson Lane east of Drumbo

WILSON – Existing Wilson Street in Bright

MURRAY – Existing Murray Street in Bright

Financial Considerations:

- There are no direct financial impacts.

Attachments:

- October 10, 2023 letter from the Drumbo & District Heritage Society

Respectfully submitted by:

Rodger Mordue
CAO/Clerk



***Drumbo & District Heritage Society
And Drumbo & District Museum***
42b Centre St., Drumbo, Ontario N0J 1G0

Est. 1995

October 10, 2023

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

Attention: Mr. Roger Mordue, CAO

Dear Sir;

In response to your request, looking for suggestions for the Township names registry, The Drumbo & District Heritage Society has prepared the following list for consideration.

World War 1:

Cowan
Cook
Gibson
Given
Kilgour
Law
Lodge
McTague
Wilson

World War 2:

Clayton
Murray
Robson
Wallace

When the names of Veterans are being used for street names, we would suggest that a poppy be added beside the person's name.

Our next suggestion would be names of prominent professional and business people:

Rounds	Mitchell	Burgess
Harrison	Turner	
Binkley	Enticknap	
Cullen	Stevenson	

Should you have any questions, please feel free to contact the Heritage Society,

Yours truly,
Laura Taylor

TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NO. 2393-2023

Township of Blandford-Blenheim

By-Law No. 2393-2023

**A By-law to Amend Development Charges By-law 2148-2019, as amended,
for the Township of Blandford-Blenheim**

WHEREAS Section 19 of the Development Charges Act, 1997, S.O. 1997, c27 (“the Act”) provides for amendments to be made to development charges by-laws;

AND WHEREAS the Council of the Corporation of the Township of Blandford-Blenheim (hereinafter called “the Council”) has determined that certain amendments should be made to the Development Charge By-law of the Corporation of the Township of Blenheim, being By-law 2148-2019;

AND WHEREAS, in accordance with the Act, a development charges background study has been completed in respect of the proposed amendment;

AND WHEREAS the Council of the Corporation of the Township of Blandford-Blenheim has given notice and held a public meeting in accordance with the Act; and

AND WHEREAS the Council, at its meeting of October 4, 2023, approved a report dated August 21, 2023 entitled “2023 Development Charge Update Study”.

NOW THEREFORE THE COUNCIL OF THE TOWNSHIP OF BLANDFORD-BLENHEIM ENACTS AS FOLLOWS:

1. By-law 2148-2019, as amended, is hereby amended as follows

- a. Paragraph (b) of Subsection 3(3) is deleted and replaced with the following:
 - (b) Non-Residential Buildings, other than industrial buildings, as defined herein
- b. The following paragraph is added to Subsection 3(3)
 - (g) Non-Profit Housing Development
- c. Section 4 is deleted and replaced with the following:
 - (1) Notwithstanding Section 3 above, no Development Charge shall be imposed with respect to Developments or portions of Developments as follows:
 - (a) The enlargement of an existing dwelling unit;
 - (b) a second residential unit in an existing detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary

TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NO. 2393-2023

to the existing detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;

- (c) a third residential unit in an existing detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the existing detached house, semi-detached house or rowhouse contains any residential units;
 - (d) one residential unit in a building or structure ancillary to an existing detached house, semi-detached house or rowhouse on a parcel of residential land, if the existing detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the existing detached house, semi-detached house or rowhouse contains any residential units; or
 - (e) in an existing rental residential building, which contains four or more residential units, the creation of the greater of one residential unit or one per cent of the existing residential units.
- (2) Notwithstanding Section 3 of this By-law, development charges shall not be imposed with respect to the creation of additional dwelling units in proposed new residential buildings, including structures ancillary to dwellings, subject to the following restrictions:
- (a) A second residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the new detached house, semi-detached house or rowhouse cumulatively will contain no more than one residential unit;
 - (b) A third residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units; or
 - (c) One residential unit in a building or structure ancillary to a new detached house, semi-detached house or rowhouse on a parcel of residential land, if the new detached house, semi-detached house or rowhouse contains no

TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NO. 2393-2023

more than two residential units and no other building or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units.

- (3) For the purposes of Subsection 4(1) “existing residential building/dwelling”, means:
- (a) A residential building/dwelling, containing at least one dwelling unit, that existed on a parcel of land as of April 1, 2021 and which was not exempt from the payment of development charges pursuant to Section 2(3)(b) of the Act; or
 - (b) The first residential building/dwelling, containing at least one dwelling unit, constructed on a vacant parcel of land after April 1, 2021, and for which development charges were paid
- (4) For the purposes this Section, “parcel of land” means a lot or block within a registered plan of subdivision or draft plan of subdivision or any land that may be legally conveyed under the exemption provided in clause 50 (3) (b) or clause 50 (5) (a) of the *Planning Act*.
- d. Subsection 5(6) is deleted from the By-law
- e. Subsections 5(8) and 5(9) are deleted and replaced with the following:
- (8) Interest for the purposes of Subsections 5(5), 5(6), shall be determined as the Base Rate plus 1%
- (a) The base rate shall be equal to the average prime rate on:
 - (i) October 15 of the previous year, if the adjustment date is January 1,
 - (ii) January 15 of the same year, if the adjustment date is April 1,
 - (iii) April 15 of the same year, if the adjustment date is July 1, and
 - (iv) July 15 of the same year, if the adjustment date is October 1.
 - (b) The average prime rate, on a particular date means, the mean, rounded to the nearest hundredth of a percentage point, of the annual rates of interest announced by each of the Royal Bank of Canada, The Bank of Nova Scotia, the Canadian Imperial Bank of Commerce, the Bank of Montreal and The

TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NO. 2393-2023

Toronto-Dominion Bank to be its prime or reference rate of interest in effect on that date for determining interest rates on Canadian dollar commercial loans by that bank in Canada.

- f. Subsection 5(12) is deleted and replaced with the following :
- (12) For the purposes of Subsection 3(3) “Non-profit housing development” means development of a building or structure intended for use as residential premises by:
- (a) a corporation without share capital to which the *Corporations Act* applies, that is in good standing under that Act and whose primary objective is to provide housing;
 - (b) a corporation without share capital to which the *Canada Not-for-profit Corporation Act* applies, that is in good standing under that Act and whose primary objective is to provide housing; or
 - (c) a non-profit housing co-operative that is in good standing under the *Co-operative Corporations Act*;
- g. Schedule “A” is deleted and the attached Schedule “A” substitutes therefore.
- h. Schedule “B” is deleted and the attached Schedule “B” substitutes therefore.
- i. This By-law shall come into force and effect on the date of by-law passage

READ a first and second time this 1st day of November, 2023.

READ a third time and finally passed in Open Council this 1st day of November, 2023.

MAYOR

CLERK

TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NO. 2393-2023

SCHEDULE “A”

TO BY-LAW NO. 2393-2021

DESIGNATED MUNICIPAL SERVICES UNDER THIS BY-LAW

(1) Roads and Related

(2) Fire Services

(3) Parks & Recreation

TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NO. 2393-2023

SCHEDULE “B”

**TO BY-LAW NO. 2393-2023 SCHEDULE OF
DEVELOPMENT CHARGES**

Service/Class	RESIDENTIAL				NON-RESIDENTIAL	
	Single and Semi-Detached Dwelling	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	(per m ² of Gross Floor Area)	(per Wind Turbine)
Municipal Wide Services/Class of Service:						
Fire Services	2,410	1,285	869	1,514	9.77	2,410
Roads and Related Services	4,665	2,487	1,683	2,931	18.90	4,665
Parks & Recreation Services	2,556	1,363	922	1,606	7.24	
Growth-Related Studies	-	-	-	-	-	-
Total	9,631	5,135	3,474	6,051	35.91	7,076

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2394-2023

Plattsville Estates Phases 3 & 4 Drain

BEING a By-law to amend the assessment schedules based on actual costs incurred for constructing the Plattsville Estates Phases 3 & 4 Drain;

WHEREAS By-law Number 2384-2023 enacted the 6th day of September 2023, provided for the engineering, construction and administration of the Plattsville Estates Phases 3 & 4 Drain, based on the estimates contained in drainage report dated June 30, 2023, as submitted by K. Smart, P. Eng., of K. Smart & Associates Limited;

AND WHEREAS the construction of the Plattsville Estates Phases 3 & 4 Drain has been completed and it is deemed expedient to prorate the cost of the drain to the ratepayers in the watershed;

AND WHEREAS the total estimated cost of the Plattsville Estates Phases 3 & 4 Drain was \$162,000;

AND WHEREAS the actual cost of construction was \$163,111, or 100.69% of the estimate;

AND WHEREAS the Provincial Grants on agricultural lands were \$0.00;

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

1. The balance of the cost shall be prorated and invoiced as set out in Schedule "C" attached hereto and forming part of this by-law.

Bylaw **READ** a **FIRST** and **SECOND** time this 1st day of November, 2023.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 1st day of November, 2023.

Mark Peterson, Mayor

(SEAL)

Rodger Mordue CAO/Clerk

**SCHEDULE C - SCHEDULE FOR ACTUAL COST BYLAW PLATTSVILLE ESTATES
PHASES 3 & 4 DRAIN
TOWNSHIP OF BLANDFORD-BLENHEIM**

R.P.	Lot	Roll No. (3245-020-080)	Owner	ESTIMATED COSTS			ACTUAL COSTS		
				Gross Assessment	Allowances	Net Assessment	Gross Assessment	Allowances	Net Assessment
41M-319	30	-033-30	Claysam Custom Homes Ltd.	0	350	(350)	0	350	(350)
41M-319	31	-033-31	Claysam Custom Homes Ltd.	0	350	(350)	0	350	(350)
41M-319	35	-033-35	Claysam Custom Homes Ltd.	0	350	(350)	0	350	(350)
41M-319	36	-033-36	Claysam Custom Homes Ltd.	0	350	(350)	0	350	(350)
41M-319	39	-033-39	Claysam Custom Homes Ltd.	0	100	(100)	0	100	(100)
41M-319	Blks 41, 42, 43, 45 & 46	-033-35 to -033-41, -033-60, 033-62, -033-70 to -033-83 and -033-85 to -033-87	Claysam Custom Homes Ltd.	10,748	5,460	5,288	10,760	5,460	5,300
41M-141	25	-378	C. Kunkel & M. Youmans	0	200	(200)	0	200	(200)
41M-141	26	-379	S. Snider	0	200	(200)	0	200	(200)
41M-210	Blk 27	-031-63	1578651 Ontario Ltd.	993,544	834,932	158,612	994,643	834,932	159,711
TOTALS:				1,004,292	842,292	162,000	1,005,403	842,292	163,111

Notes:

- All of these lands are considered to be non-agricultural.
- Section 21 of the Drainage Act, RSO 1990 requires that assessments be shown opposite each parcel of land and road affected. The affected parcels of land have been identified using the roll number from the last revised assessment roll for the Township. For convenience only, the owners' names as shown by the last revised assessment roll, has also been included.
- The lands shown above are in the geographic Township of Blandford-Blenheim.
- 1578651 Ontario Ltd. Is the original subdivider and no longer owns land in Phases 3 and 4. This net amount is to be paid directly by the subdivider to the Township.
- Claysam Custom Homes Ltd. were a subsequent subdivider and the net amount shown is to be also paid directly by this subdivider to the Township.
- Amounts in brackets () are to be paid to the listed roll numbers.
- \$5,460 and \$834,932 are Section 31 (Existing Drain) allowances.

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2395-2023

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

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

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

1. That Schedule "A" to By-law Number 1360-2002, as amended, is hereby further amended by changing to 'A2-36' the zone symbol of the lands so designated 'A2-36' on Schedule "A" attached hereto.
2. That Section 7.6 to By-law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

"7.6.36 **Location: Part Lot 4, Concession 8 (Blenheim), A2-36 (Key Map 25)**

7.6.36.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any 'A2-36' Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

All uses permitted in Section 7.1 of this Zoning By-Law;
An additional residential unit in a detached accessory building, in accordance with the provisions of Section 5.5.

7.6.36.2 That all provisions of the 'A2' Zone in Section 7.2 to this Zoning By-Law, as amended, shall apply, and further that all other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply *mutatis mutandis*."

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

READ a first and second time this 1st day of November, 2023.

READ a third time and finally passed this 1st day of November, 2023.

Mark Peterson – Mayor

(SEAL)

Rodger Mordue, CAO/Clerk

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2395-2023

EXPLANATORY NOTE

The purpose of By-Law Number 2395-2023 is to rezone the subject lands from 'Special General Agricultural Zone (A2-G3)' to 'Special General Agricultural Zone (A2-35)' to permit an additional residential unit (ARU) in a detached accessory building.

The subject lands are described as Part Lot 4, Concession 8 (Blenheim), Pt 1, RP 41R649, Township of Blandford-Blenheim. The property is located on the south side of Township Road 9, between Blenheim Road and Trussler Road, municipally known as 847608 Township Road 9.

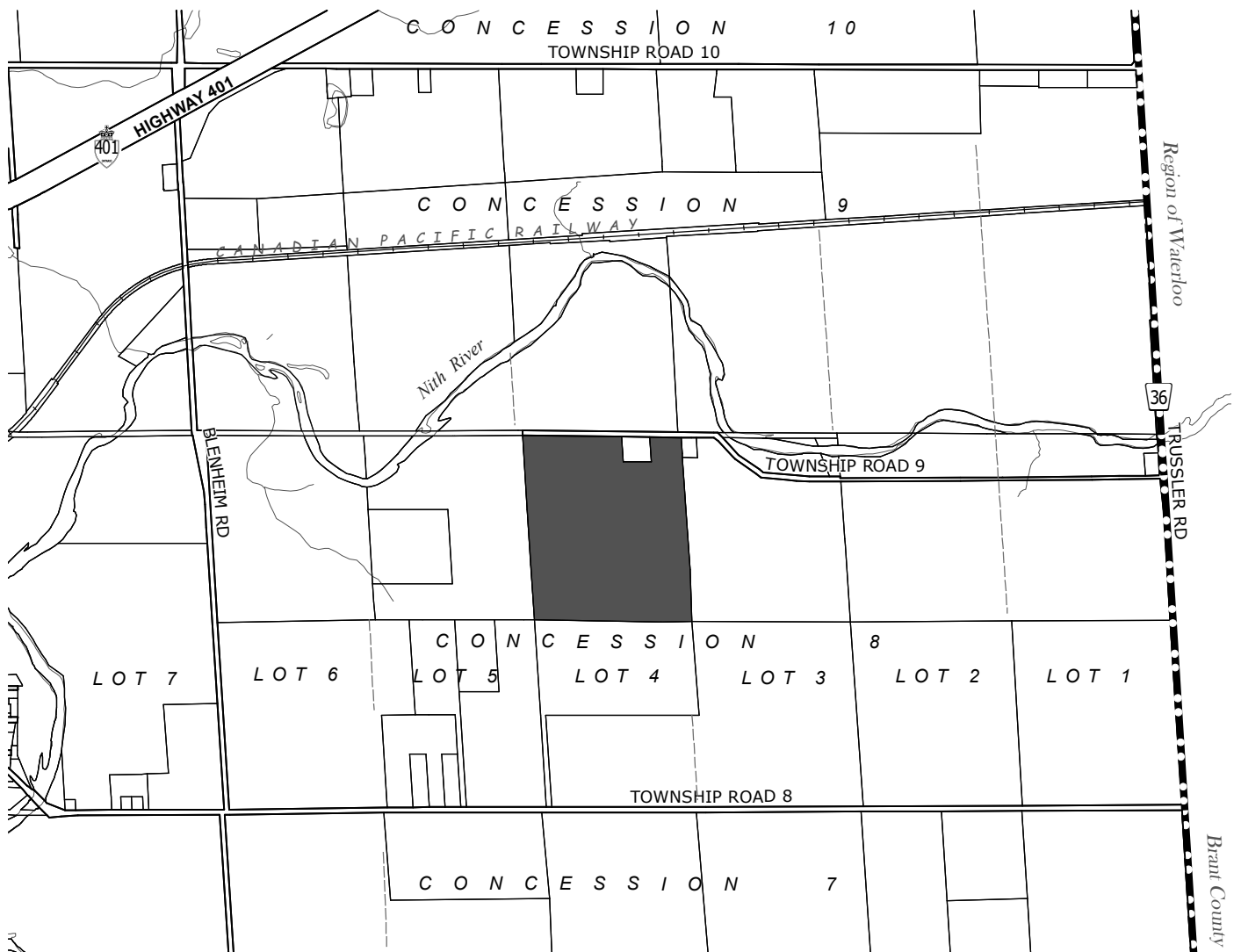
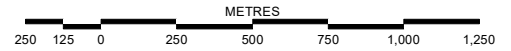
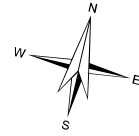
The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2395-2023. The public hearing was held on November 1, 2023 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2395-2023 may contact the undersigned.

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

Telephone: 463-5347

KEY MAP



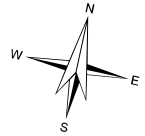
 LANDS TO WHICH BYLAW 2395-2023 APPLIES



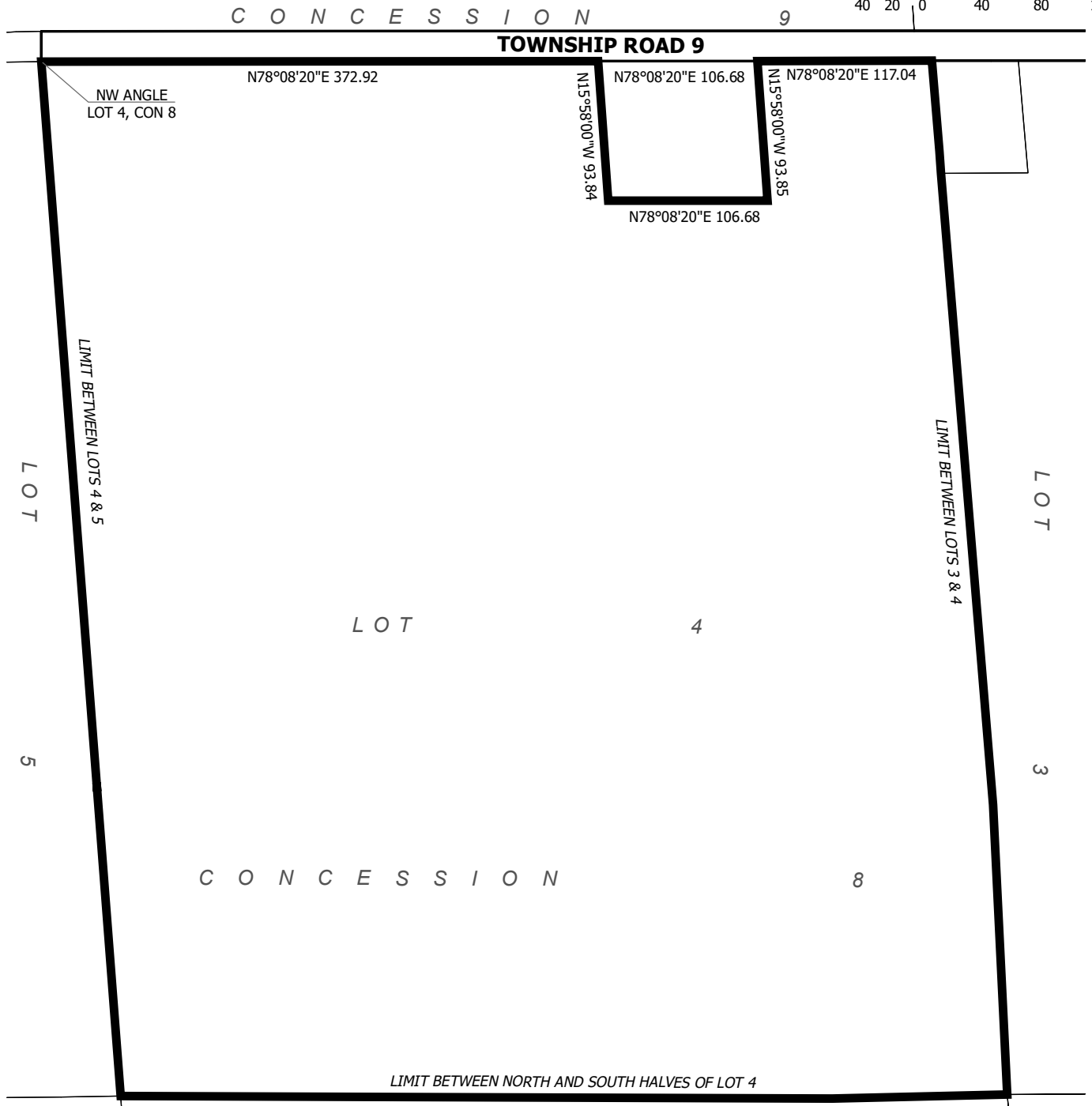
SCHEDULE "A"

TO BY-LAW No. 2395-2023

PART LOT 4, CONCESSION 8 (BLENHEIM) TOWNSHIP OF BLANDFORD-BLENHEIM



METRES
40 20 0 40 80 120



THIS IS SCHEDULE "A"



AREA OF ZONE CHANGE TO A2-36

TO BY-LAW No. 2395-2023, PASSED

NOTE: ALL DIMENSIONS IN METRES

THE _____ DAY OF _____, 2023



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MAYOR

CAO/CLERK

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER **2396-2023**

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

WHEREAS by Section 5 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of a municipal corporation are to be exercised by its Council.

AND WHEREAS by Section 11 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Blandford-Blenheim at this meeting be confirmed and adopted by by-law;

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

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on November 1st, 2023 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the CAO / Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 1st day of November, 2023.

By-law read a third time and finally passed this 1st day of November, 2023.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE