

# **TOWNSHIPSHIP OF BLANDFORD-BLENHEIM**

## **COUNCIL MEETING AGENDA**

Wednesday, June 18<sup>th</sup>, 2025

Watch via Live Stream on Township's YouTube:  
<https://www.youtube.com/channel/UCdKRV0GAEuFaGbwhRPzoEXA>

4:00 p.m.

### **1. Welcome**

### **2. Call to Order**

### **3. Approval of the Agenda**

Recommendation:

That the agenda for the June 18<sup>th</sup>, 2025 Regular Meeting of Council be adopted as printed, and circulated.

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

### **5. Minutes**

#### **a. June 4<sup>th</sup>, 2025 Minutes of Council**

Recommendation:

That the minutes of the June 4<sup>th</sup>, 2025 Regular Meeting of Council be adopted, as printed and circulated.

### **6. Business Arising from the Minutes**

### **7. Public Meetings**

#### **a. Public Meeting under the Planning Act, Zone Changes**

##### **i. Application for Zone Change, ZN1-25-03, Dayle and Dana Reibling**

Recommendation:

That Council not approve the Zone Change Application submitted by Dayle and Dana Reibling, whereby lands described as S ½ Lot 8, Concession 13 (Blandford), in the Township of Blandford-Blenheim, are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit a detached additional residential unit (ARU) on the subject lands with a maximum distance between an ARU and a principal dwelling of 247.1m (811 ft).

ii. [Application for Zone Change, ZN1-25-04, Cole and Jaynee Janscar](#)

Recommendation:

That Council approve the Zone Change Application submitted by Cole and Jaynee Janscar, whereby the lands described as Part Lot 23, Concession 12 (Blenheim) as in A1805, in the Township of Blandford-Blenheim are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to facilitate the construction of a single detached dwelling on an undersized agricultural parcel.

**8. Delegations / Presentations**

a. [Christene Scrimgeour, Auditor, Scrimgeour & Company, re: 2024 Township Financial Statements \(4:00 p.m.\)](#)

Recommendation:

That the Draft 2024 Financial Statements as presented by Christene Scrimgeour of Scrimgeour & Company be adopted, as printed and circulated.

b. [Peter Wright, Resident, re: Concerns regarding Federation of Canadian Municipalities and Partners for Climate Protection Programming](#)

Recommendation:

That the delegation be received as information.

**9. Correspondence**

**a. Specific**

i. [Kristine Derozario, Resident, re: Fence Proposal Letter](#)

Recommendation:

That the correspondence be received as information.

**b. General**

- i. [Oxford O.P.P. Detachment Board 2, re: Minutes of Meeting on March 19, 2025;](#)
- ii. [Frank Gross, Senior Manager of Transportation and Waste Management Services, Oxford County, re: 2024 Storm Water System Performance; and,](#)
- iii. [Rural Oxford Economic Development Corporation, re: Mid-November 2024 to Mid-April 2025 Economic Development Activity Reports.](#)

Recommendation:

That the general correspondence be received as information.

## **10. Staff Report**

### **a. Dustin Robson – Planner**

#### **i. [CP-2025-177 – Request for Extension of Draft Approved Plan of Subdivision SB10-06-1 – Westside Communities \(Plattsville\) Inc.](#)**

Recommendation:

That Council advise Oxford County that the Township supports a one year extension of draft approval for the plan of subdivision submitted by West Side Communities (Plattsville) Inc. (SB10-06-1), for lands described as Part Lots 16 & 17, Concession 12 (Blenheim) and Parts 1 & 2, Plan 41R-8446, Township of Blandford-Blenheim, to August 31, 2026 to provide additional time to register the plan or subdivision or process submitted applications for draft plan of subdivision, official plan amendment, and zone change.

### **b. Jordon Sangers – Supervisor of Asset Management, Oxford County**

#### **i. [TR-25-08 – 2025 Asset Management Report](#)**

Recommendation:

That Report TR-25-08 be received as information; and further,

That the 2025 Asset Management Report be adopted.

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

#### **i. [FC-25-09 – Monthly Report](#)**

Recommendation:

That Report FC-25-09 be received as information.

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

#### **i. [CBO-25-06 – Monthly Report](#)**

Recommendation:

That Report CBO-25-06 be received as information.

### **e. Jim Borton – Director of Public Works**

#### **i. [PW-25-09 – Princeton Fill](#)**

Recommendation:

That Report PW-25-09 be received as information.

ii. [PW-25-10 – Fennel St. 3-way Stop](#)

Recommendation:

That Report PW-25-10 be received as information.

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

i. [TR-25-09 – Recommendation re: Use of 2024 Surplus](#)

Recommendation:

That Report TR-24-08 be received as information; and further,

That the 2024 surplus of \$640,095 be allocated as follows:

Tax Stabilization Reserve	\$33,366
Working Capital Reserve	\$606,729.

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Motions and Notices of Motion**

**14. New Business**

**15. Closed Session**

a. CAO-25-15, A proposed or pending acquisition or disposition of land by the municipality [s. 239 (2) (c)].

Re: Pending Acquisition/ Disposition of Lands

b. CAO-25-16, Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality. [s. 239 (2) (e)]

Re: Legal Advice re: Enforcement

**16. By-laws**

a. [2500-2025, Being a by-law to amend Zoning By-law Number 1360-2002, as amended \(ZN1-25-04\); and,](#)

b. [2501-2025, Being a by-law to amend Zoning By-law Number 1360-2002, as amended \(ZN1-21-01\);](#)



c. 2502-2025, Being a By-law to confirm the proceedings of Council.

Recommendation:

That the following By-laws be now read a first and second time: 2500-2025, 2501-2025 & 2502-2025.

Recommendation:

That the following By-laws be now given a third and final reading: 2500-2025, 2501-2025 & 2502-2025.

## **17. Other**

## **18. Adjournment and Next Meeting**

Wednesday, July 2<sup>nd</sup>, 2025 at 4:00 p.m., Regular Meeting

Recommendation:

Whereas business before Council has been completed at \_\_\_\_\_ p.m.;

That Council adjourn to meet again on Wednesday, July 2<sup>nd</sup>, 2025 at 4:00 p.m.

Wednesday, June 4<sup>th</sup>, 2025  
Council Chambers  
47 Wilmot St. S. Drumbo, ON  
Streamed live to Township of Blandford-Blenheim YouTube Channel  
3:00 p.m.

# MINUTES

Council met at 3:00 p.m. for their first Regular Meeting of the month.

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

Staff: Baer, Belanger, Brick, Krug, Law, and Matheson.

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Demarest  
Seconded by Councillor Barnes

Be it hereby resolved that the agenda for the June 4<sup>th</sup>, 2025 Regular Meeting of Council be adopted as printed and circulated.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. May 21<sup>st</sup>, 2025, Regular Meeting Minutes of Council

### RESOLUTION #2

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that the minutes of the May 21<sup>st</sup>, 2025 Meeting of Council be adopted, as printed and circulated.

.Carried

## 6. Business Arising from the Minutes

None.

## 7. Public Meetings

### RESOLUTION #8

Moved by – Councillor Barnes  
Seconded by – Councillor Young

Be it hereby resolved that Council move into Committee of Adjustment at 4:16 p.m.

.Carried

- i. Application for Minor Variance, MVA02-25, Greg Voisin Investment Corporation, 77 Workman Crescent

The Minutes can be found on the June 4<sup>th</sup>, 2025 Committee of Adjustment.

### RESOLUTION #9

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that the Committee rise at 4:22 p.m. and that the Open Council meeting resumes.

.Carried

## 8. Delegations / Presentations

- a. Jennifer Lavallee, Manager of Capital Planning, Oxford County, re: 2025 Asset Management Plan

### RESOLUTION #3

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Council receive the presentation from Jennifer Lavallee, Manager of Capital Planning with Oxford County regarding the 2025 Asset Management Plan be received as information.

.Carried

## 9. Correspondence

- a. Specific

None.

b. General

- i. Ronda Stewart, Economic Development Director, Rural Oxford Economic Development, re: Invitation to Participate in the ROEDC Strategic Action Plan Focus Group.

**RESOLUTION #4**

Moved by – Councillor Banbury  
Seconded by – Councillor Barnes

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

.Carried

**10. Staff Reports**

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

- i. CS-25-07 – Potential Partnership Agreement

**RESOLUTION #5**

Moved by – Councillor Young  
Seconded by – Councillor Demarest

Be it hereby resolved that CS-25-07 be received as information; and further,

That Council direct staff to proceed with the potential partnership agreement between Drumbo Agricultural Society and the municipality as outlined in Option A of Report CS-25-07, on a one-year trial basis.

- ii. CS-25-08 – Monthly Report

**RESOLUTION #6**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that CS-25-08 be received as information.

.Carried

- iii. CS-25-09 – Electric Vehicle Charging Units

**RESOLUTION #7**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Be it hereby resolved that CS-25-09 be received as information; and further,

That Council direct staff to proceed with exploring the installation of electric vehicle charging stations in the following Villages of the Township of Blandford-Blenheim: Bright, Drumbo, Plattsville, Princeton.

.Carried

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

**i. PW-25-07 – Monthly Report**

**RESOLUTION #10**

Moved by – Councillor Young

Seconded by – Councillor Demarest

Be it hereby resolved that Report PW-25-07 be received as information.

.Carried

**11. Reports from Council Members**

Councillor Banbury reported regarding attending the 2025 AORS Municipal Public Works Trade Show, citing Jim Borton's excellent presence, various machinery and concerns over tariffs. Mayor Peterson reported his and CAO Brick's attendance at the AORS Tournament. Mayor Peterson reported on the following upcoming community events: Plattsville Community Day on Saturday, June 14<sup>th</sup>, 2025, the Drumbo Fire Association Slo-Pitch Tournament also on Saturday, June 14<sup>th</sup>, 2025 and the Bright Fire Association Pancake Breakfast on Saturday, June 21<sup>st</sup>, 2025.

**12. Unfinished Business**

None.

**13. Motions and Notices of Motion**

None.

**14. New Business**

None.

**15. Closed Session**

None.

## 16. By-laws

### RESOLUTION #11

Moved by – Councillor Demarest

Seconded by – Councillor Young

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

a. 2499-2025, Being a By-law to confirm the proceedings of Council.

.Carried

### RESOLUTION #12

Moved by – Councillor Demarest

Seconded by – Councillor Barnes

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

a. 2499-2025, Being a By-law to confirm the proceedings of Council.

.Carried

## 17. Other Business

None.

## 18. Adjournment and Next Meeting

### RESOLUTION #13

Moved by – Councillor Young

Seconded by – Councillor Barnes

Whereas business before Council has been completed at 4:32 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, June 18<sup>th</sup>, 2025 at 4:00 p.m.

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Sarah Matheson, Clerk  
Township of Blandford-Blenheim

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

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

## **Application for Zone Change**

### **ZN 1-25-03 – Dayle and Dana Reibling**

#### **REPORT HIGHLIGHTS**

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- The Application for Zone Change proposes to rezone the lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' in order to permit a detached additional residential unit (ARU).
- A special provision is being requested to increase the maximum distance between an ARU and a principal dwelling.
- Planning staff are not supportive of the proposed rezoning, as it does not maintain the intent and purpose of the Official Plan and Zoning By-law with respect to additional residential units (ARUs).

#### **DISCUSSION**

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##### **Background**

APPLICANTS/OWNERS: Dayle and Dana Reibling  
925873 RR#1 Township Road 13, Bright, ON N0J 1B0

LOCATION:

The subject lands are described as S ½, Lot 8, Concession 13 (Blandford), in the Township of Blandford-Blenheim. The lands are located on the north side of Township Road 13, between Oxford Road 5 and Blandford Road, and are municipally known as 925873 Township Road 13.

COUNTY OF OXFORD OFFICIAL PLAN:

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: General Agricultural Zone (A2)

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

PROPOSAL:

The subject Application for Zone Change proposes to rezone the lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' in order to permit a detached additional residential unit (ARU). The proposed ARU would be approximately 139.3 m<sup>2</sup> (1,500 ft<sup>2</sup>) in size. A special provision is being requested to increase the maximum distance between an ARU and the principal dwelling from 30 m (98.4 ft) to 247.1 m (811 ft).

The subject lands are approximately 39.8 ha (98.3 ac) in size. The lands contain an existing 304.3 m<sup>2</sup> (3,276 ft<sup>2</sup>) single detached dwelling and various outbuildings associated with the existing livestock (hogs) operation on-site. Surrounding lands generally contain farming operations.

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

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

Plate 3 – Aerial Photography (2020) – Zoomed In, shows an aerial view of the subject lands.

Plate 4, Applicants' Sketch, identifies the current location of the existing buildings and structures in addition to the proposed location of the detached additional residential unit (ARU).

## **Application Review**

### 2024 Provincial Planning Statement

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act. The following outlines the key PPS policies that have been considered but is not intended to be an exhaustive list.

Section 2.1 of the Provincial Planning 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 2.2 - Housing 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 2.3.1.3;
- 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



- Requiring transit-supportive development and prioritization intensification, including potential air rights development, in proximity to transit, including corridors and stations.

The policies of Section 4.3 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 m<sup>2</sup> (1,506 ft<sup>2</sup>);
- 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 'General Agricultural Zone (A2)' 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.

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 are 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 m<sup>2</sup> (1,506 ft<sup>2</sup>);
- 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 m<sup>2</sup> (807 ft<sup>2</sup>) 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 principal 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 Director of Public Works, the Oxford County Public Works Department, Canada Post, and the Grand River Conservation Authority (GRCA) have indicated no concerns or objections regarding the proposed zoning amendment.

### Public Consultation

Notice of complete application and notice of public meeting regarding the application for zoning amendment were circulated to surrounding property owners on May 15, 2025 and May 29, 2025, respectively, in accordance with the requirements of the *Planning Act*. As of the date of this report, one letter has been received with concerns regarding the proposed location of the ARU. A copy of the letter has been attached to Report CP 2025-165.

## **Planning Analysis**

Table 5.5.2.3 and Table 5.5.2.4 of the Township Zoning By-law, which speak to the requirements for ARUs, limits the gross floor area of an ARU to 50% of the gross floor area of the existing dwelling, or 140 m<sup>2</sup> (1,507 ft<sup>2</sup>) of gross floor area (whichever is lesser) for A1, A2, RR and RE zones outside of a settlement. Further, Table 5.5.2.4 permits a maximum distance from the principal dwelling and the ARU of 30 m (98.6 ft).

The proposed ARU would have an overall size of 139.3 m<sup>2</sup> (1,500 ft<sup>2</sup>). Given that the existing single detached dwelling on-site has a gross floor area of 304.3 m<sup>2</sup> (3,276 ft<sup>2</sup>), the proposed ARU would comply with the requirement to be no larger than 50% of the principal dwelling's gross floor area, up to a maximum of 140 m<sup>2</sup> (1,506 ft<sup>2</sup>).

The applicants are requesting relief from the provision which specifies the maximum distance from the principal dwelling of 30 m (98.6 ft) to allow for a distance of 247.1 m (811 ft). The proposed ARU is to be located as identified on Plate 3 of Report No. 2025-165, which would be on the western side of the subject lands. A new access is being proposed to access the ARU from Township Road 13.

The purpose and intent of the criteria contained in Table 5.5.2.4 is generally to ensure that any detached ARU remains clearly secondary to the principal dwelling, and, that sufficient space exists to accommodate not only all dwellings and their associated buildings and structures but also the necessary private septic systems and wells. The intent of the provision limiting the distance from the principal dwelling is to ensure both dwellings are located within the same general cluster, does not unnecessarily remove agricultural lands from production, does not result in the unnecessary removal of vegetation, and does not adversely impact surrounding agricultural operations.

Increasing the distance between the ARU and the principal dwelling should generally be reserved for situations where there are no reasonable options to locate the ARU within 30 m (98.6 ft). Examples of such circumstances would be due to a floodplain or MDS issue if the ARU was placed within 30 m (98.6 ft) of the principal dwelling. In the opinion of staff, sufficient opportunity exists to locate the proposed ARU within the required 30 m (98.6 ft) of the principal dwelling, or slightly outside of the 30 m (98.6 ft) radius.

The applicants have provided a letter as part of their application submission outlining their reasoning for requesting the ARU to be located in the proposed location. A copy of the letter has been attached to Staff Report CP 2025-165 for Council's reference. The applicants note they are making the request for a number of reasons, including the location of the existing septic system, the field tiles, vegetation, and a pet cemetery.

While Staff can appreciate that there are some concerns by the applicants respecting the possibility of a closer location to the principal dwelling, it remains the opinion of Staff that all possible options within the vicinity of the established cluster should be explored further. Specifically, Staff are of the opinion that opportunities exist for placement within the identified yard and pasture to the west of the principal dwelling or the yard to the east of the existing dwelling and septic bed.

In addition to removing active agricultural land from production, the proposed location also raises concerns with Staff in terms of potential Minimum Distance Separation (MDS) impacts. One of the reasons that ARUs are intended to be located within established building clusters is to keep more sensitive land uses that constrain livestock operations on adjacent properties in one concentrated area to reduce potential impacts on the siting and expansion of livestock barns on adjacent lands. The placement of an ARU in the proposed location has the potential to significantly impact adjacent lands should surrounding property owners wish to establish or expand livestock facilities in the future given that any new facility will now need to take the ARU into consideration when trying to site livestock facilities to meet the required MDS II setbacks. The proposed location has the potential to sterilize portions of the lands to the south, southwest, and west in terms of establishing livestock facilities.

In light of the information above, Staff are supportive of an ARU on the subject lands, however, staff are not supportive of the proposed distance from the principal dwelling as it does not meet the general intent and purpose of the Official Plan and the Zoning By-law. As such, staff are recommending that the application not be supported as currently proposed.

## **RECOMMENDATIONS**

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**It is recommended that the Council of the Township of Blandford-Blenheim not approve the Zone Change Application submitted by Dayle and Dana Reibling, whereby lands described as S ½ Lot 8, Concession 13 (Blandford), in the Township of Blandford-Blenheim, are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit a detached additional residential unit (ARU) on the subject lands with a maximum distance between an ARU and a principal dwelling of 247.1 m (811 ft).**

## **SIGNATURES**

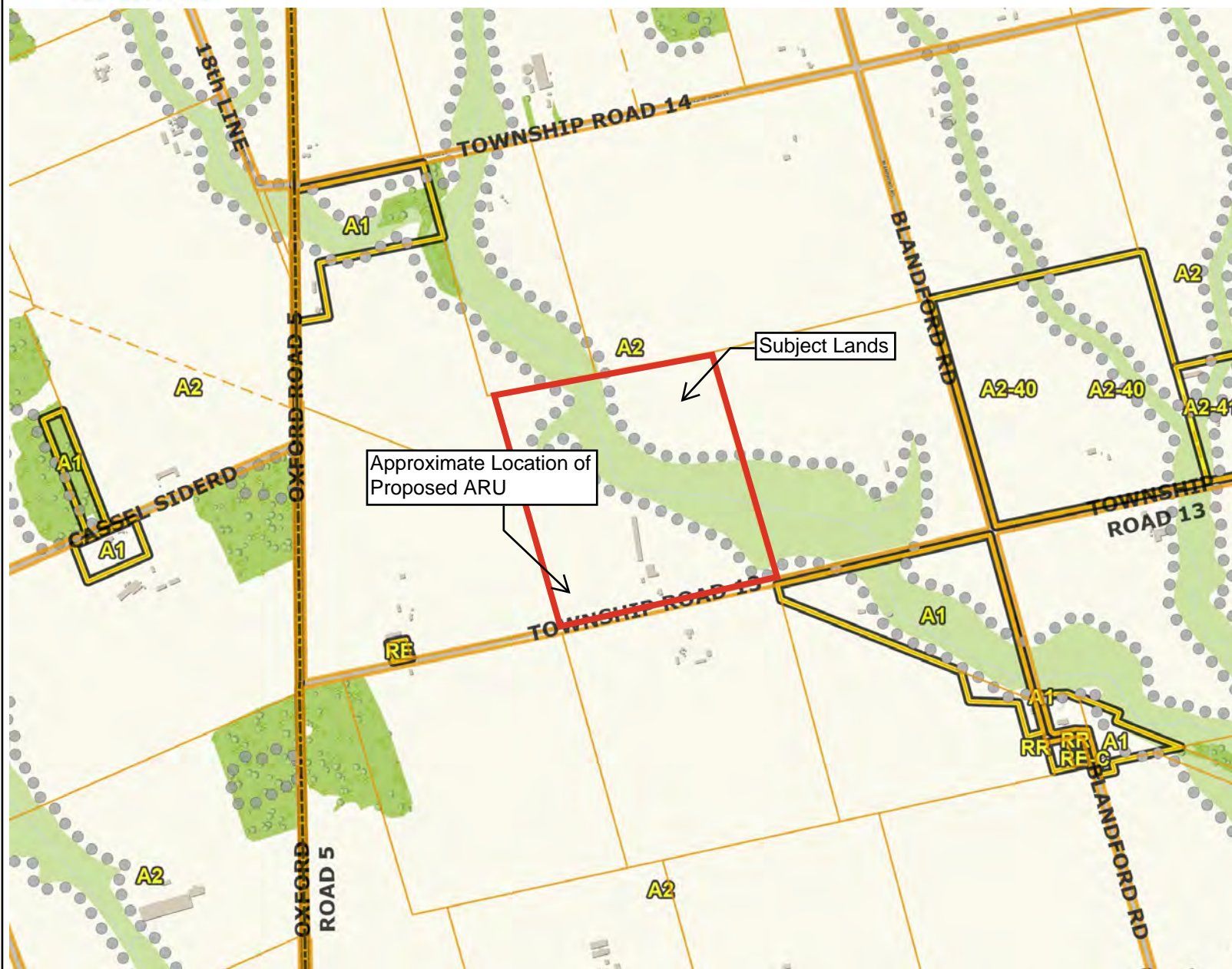
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**Authored by:** *'original signed by'*

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



0 409 818 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

May 9, 2025





## Legend

### Parcel Lines

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

### Zoning Floodlines

#### Regulation Limit

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

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

## Notes



0 205 409 Meters

NAD\_1983\_UTM\_Zone\_17N



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May 29, 2025





## 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



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

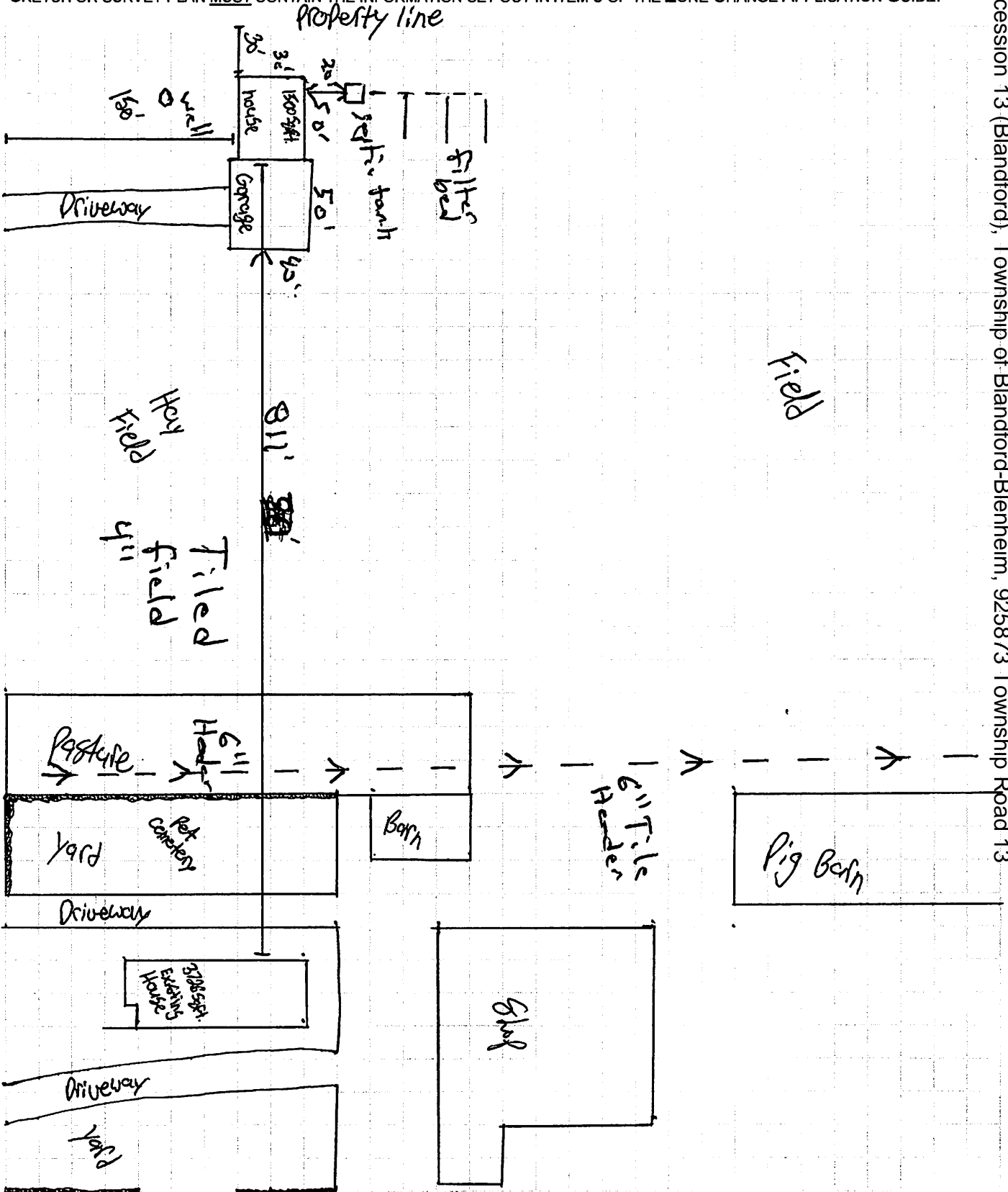
May 29, 2025

# SKETCH/SITE PLAN

USE THIS PAGE FOR SKETCH (OR SURVEY PLAN IF AVAILABLE) AND ATTACH TO THE APPLICATION FORM.

WITHOUT SKETCH OR SURVEY PLAN, THE APPLICATION WILL NOT BE PROCESSED.

SKETCH OR SURVEY PLAN MUST CONTAIN THE INFORMATION SET OUT IN ITEM 5 OF THE ZONE CHANGE APPLICATION GUIDE.



SCALE: \_\_\_\_\_

Township Road 13



Thank you for the opportunity to review our application for an ARU.

We are proposing that the ARU be built on the west side of our front field for the following reasons:

To the East of the existing residence within the 30 meters is an existing driveway, large mature hedge, septic system and filter bed. As well to the East side is the farm irrigation reservoir contained by a large berm, not leaving enough adequate space for the proposed ARU.

To the West of the existing residence within the 30 meters is an existing driveway, used for farm equipment and trucks essential to the pig operation, a grass area with several mature trees, a memorial tree and a family pet cemetery. Beyond the 30 meters is an existing hedge and pasture field which contains the 6" main header for the field tile. This field is systematically tiled with 45 feet of spacing between runs.

Our proposed ARU location at the West property line would be an ideal location considering that the 4" field tiles start at this side and would be able to stay in place. The only tile that would need to be shortened, while not disturbing the rest of the field, would be around the ARU. With the West side being the higher elevation, water flows West to East through the 4" tile to the 6" header which leads to the municipal drain (open ditch).

Our goal for the ARU is for both our children, Delaney and Drake, to live on the farm and continue operating this generational farm together. And now that Delaney and her husband, Derek, are expecting their first child, our hope is that it will be handed down for generations to come.

Sincerely,

Dayle and Dana Reibling

**From:**  
**To:** [Planning](#)  
**Subject:** File ZN 1-25-03  
**Date:** Wednesday, June 11, 2025 10:23:38 PM

---

You don't often get email from [Learn why this is important](#)

Re: File ZN 1-25-03 (Dana and Dayle Reibling)

We own farms directly adjacent to the proposed house, both to the south and west. While we maintain a good relationship with the Rieblings, we have concerns about their request. Specifically, we question why the second dwelling needs to be located so far from the main house. Based on our understanding, the new structure will be situated very close to our shared property line. This placement will affect the minimum setback distances required for future agricultural buildings built on our land and, as a result, limit where we can build.

We have no objection to a second dwelling being constructed, provided it adheres to the current guidelines.

We wish to be notified of the decision of the Township of Blandford-Blenheim on the proposed amendment.

Thank you,

Karen & Steve Witmer  
885374 Oxford Road 8  
Woodstock, ON  
N4S 7W2

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

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

## **Application for Zone Change**

### **ZN 1-25-04 – Cole and Jaynee Jancsar**

#### **REPORT HIGHLIGHTS**

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- The Application for Zone Change proposes to rezone the subject lands from 'Special General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit the development of a dwelling on an undersized agricultural parcel.
- The subject lands are approximately 14 ha (34.8 ac) in area and is currently vacant of any buildings or structures.
- Planning staff are recommending support of the proposal as it is generally consistent with the Provincial Planning Statement and maintains the intent and purpose of the Official Plan respecting development of undersized agricultural lots.

#### **DISCUSSION**

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##### **Background**

**APPLICANTS/OWNERS:**

Cole and Jaynee Jancsar  
140 Baird Street South, Bright, ON N0J 1B0

**LOCATION:**

The subject lands are described as Part Lot 23, Concession 12 (Blenheim) as in A1805, in the Township of Blandford-Blenheim. The lands are located on the north side of Township Road 12, between Oxford Road 22 and Oxford Road 8, and are municipally known as 906447 Township Road 12.

**COUNTY OF OXFORD OFFICIAL PLAN:**

Schedule "B-1"	Township of Blandford-Blenheim Land Use Plan	Agricultural Reserve and Open Space
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**TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:**

Current Zoning: 'General Agricultural Zone (A2)'

Proposed Zoning: 'Special General Agricultural Zone (A2-sp)'

PROPOSAL:

The purpose of this application is to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit the construction of a single detached dwelling on an undersized agricultural parcel comprising an area of approximately 14 ha (34.8 ac).

The applicants are proposing to rezone the subject lands to allow for the future development of a dwelling on private services. The area in which the applicants have identified as being an appropriate location for the future dwelling is located in the southwest corner of the lands. The proposed building envelope is approximately 0.8 ha (1 ac) in size.

The subject lands are currently vacant and have been used for agricultural purposes previously. Surrounding land uses are predominantly agricultural in nature. Additionally, an active aggregate operations existing to the immediate west (located at 906447 Township Road 12) and to the southwest (located at 906362 and 906418 Township Road 12) of the subject lands and the identified area for the proposed single detached dwelling.

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

Plate 2, Aerial Photography (2020), shows an aerial view of the subject lands and the approximate location of the proposed building envelope.

Plate 3, Applicants' Sketch, identifies the intended location of the proposed building envelope on the subject lands, as submitted by the applicant.

## **Application Review**

### 2024 Provincial Planning Statement

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act. The following outlines the key PPS policies that have been considered, but is not intended to be an exhaustive list.

Section 4.3 of the PPS directs that planning authorities are required to use agricultural system approach and further that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses and activities include agricultural uses, agriculture-related uses and on-farm diversified uses. All types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.

The PPS defines agricultural uses to mean the growing of crops, including nursery, biomass and horticulture crops, as well as the raising of livestock and animals for food, fur or fibre including poultry and fish, apiaries, agro-forestry, maple syrup production and associated on-farm buildings and structure including accommodation for full-time farm labour when the size and nature of the operation requires additional employment.

An agricultural system is comprised of a group of inter-connected elements that collectively create a viable, thriving agri-food sector. More specifically, it contains agricultural land base comprised of prime agricultural areas, including specialty crop areas, it may also include rural lands that help to create a continuous productive land base for agriculture and an agri-food network which includes agricultural operations, infrastructure, services, and assets important to the viability of the agri-food sector.

### Official Plan

The subject lands are located within the Agricultural Reserve and Open Space designations according to the Township of Blandford-Blenheim Land Use Plan, as contained in the County Official Plan. The proposed location of the single detached dwelling is located entirely within the Agricultural Reserve designation.

In the Agricultural Reserve designation lands are to be developed for a wide variety of agricultural land uses, such as general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms. Permitted uses also include woodlands, market gardening, tobacco farming, nurseries and orchards, together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

Section 3.1.4.2.3 of the Official Plan (as recently amended via OPA 269) outlines key objectives that apply to existing undersized agricultural lots:

- To ensure the primary function of existing undersized agricultural lots is for agricultural purposes
- To encourage consolidation of exiting undersized agricultural lots with abutting lots to form one larger agricultural lot under identical ownership;
- To ensure manure generated by smaller livestock and/or poultry operations not regulated by the Nutrient Management Act is appropriately managed.

The policies related to existing undersized agricultural parcels shall apply to all existing agricultural lots that are smaller than 16 ha (39.5 ac) in area. Further, existing undersized agricultural lots may be primarily used for a use permitted in Section 3.1.4.1, however development of a residential dwelling and/or other buildings shall not be permitted, except in accordance with the policies of Section 3.1.4.2.3.1.

Section 3.1.4.2.3.1 provides policy framework to allow Area Municipalities to consider the establishment of a dwelling and/or agricultural buildings and structures on an existing undersized agricultural lot through a site-specific amendment to the Area Municipal Zoning By-law.

The Area Municipality may permit a dwelling and/or agricultural buildings and structures where it has been demonstrated that the proposed building envelope satisfies the following criteria:

- i) Has frontage on, or direct vehicular access to, a public road, maintained year-round, at a reasonable standard of construction;
- ii) Is the minimum size required to accommodate the dwelling and associated outdoor amenity areas, driveway and individual on-site water services and individual on-site sewage services and shall not exceed 0.4 ha (1 acres);
- iii) Is located so as to minimize the loss of tillable agricultural land and potential impacts on existing and future agricultural uses on surrounding lots (e.g., MDS II setback requirements) and to maximize the continued and/or potential future use of the lot for agricultural purposes (e.g., by locating on lands with existing constraints for agriculture,

wherever possible, and not creating small or irregularly shaped areas for tillage and cropping);

- iv) Complies with MDS I requirements;
- v) Where development or site alteration is proposed within or adjacent to natural heritage features and areas, it is supported by an Environmental Impact Study, in accordance with the requirements of Section 3.2; and,
- vi) Proposals shall also comply with all other applicable policies of this Plan, including, but not limited to: Section 3.2, Environmental Resource Policies, Section 3.3, Cultural Resource Policies and Chapter 10, Implementation Measures.

### Zoning By-law

The subject lands are currently zoned 'General Agricultural Zone (A2)' according to the Township's Zoning By-law.

The 'General Agricultural Zone (A2)' permits a wide range of agricultural uses, as well as single detached dwellings accessory to the farm operation. The 'A2' zone requires a minimum lot area of 30 ha (74.1 ac) and a minimum lot frontage of 100 m (328.1 ft) in order to develop the lands for any farm related buildings.

Section 5.9 of the Zoning By-law provides that an existing vacant lot, zoned 'A2', held under distinct and separate ownership and having a lot area of at least 16 ha (39.5 ac) may be used and a building or structure may be erected, altered, or used, provided that all other requirements of the Zoning By-law are complied with.

The Zoning By-law also provides that Minimum Distance Separation formula II (MDS II) requirements and Minimum Distance Separation formula I (MDS I) requirements shall be applied to the development of livestock barns and new farm residences, respectively.

### Agency Comments

The Oxford County Public Works Department, the Grand River Conservation Authority (GRCA), and Southwestern Public Health indicated no concerns with the subject application.

### Public Consultation

Notice of complete application and notice of public meeting regarding the application for zoning amendment were circulated to surrounding property owners on May 15, 2025 and May 29, 2025, respectively, in accordance with the requirements of the *Planning Act*. As of the date of this report, no comments or concerns have been received from the public.

## **Planning Analysis**

The applicants are proposing to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit the development of a single detached dwelling on an existing undersized agricultural parcel comprising an area of approximately 14 ha (34.8 ac).

Regarding the policies of the Official Plan pertaining to the development of undersized agricultural parcels, Planning staff are satisfied that the location of the dwelling as proposed by the applicants is appropriate and generally conforms with the relevant policies of the Official Plan. The proposed

location of the dwelling and associated amenity areas will have frontage on a public road (Township Road 12), will result in minimal loss of tillable land, and complies with MDS I setback requirements. The proposed dwelling location generally minimizes the loss and fragmentation of the tillable area and will not preclude the balance of the parcel from being used for continued agricultural purposes.

Given the close proximity that the proposed single detached dwelling would have to the active aggregate operation to the immediate west (located at 906401 Township Road 12) and to the southwest (located at 906362 and 906418 Township Road 12), it was advised that a Noise Impact Study would be required. As such, the applicants submitted a Noise Impact Study prepared by WSP Canada Inc. The provided study outlined that where information was available the anticipated sound levels produced by the aggregate operations will comply with the noise guidelines without noise control measures and the minimum requirement of the Ontario Building Code (OBC). The study did recommend that a Type E warning clause be included in any offers/agreements of purchase and sale or lease/rental agreements. This would notify potential buyers or tenants of the potential for noise impacts from the aggregate operation.

The draft zoning by-law contains provisions to ensure that the dwelling and associated accessory buildings, amenity space, and area for the provision of private services are located as proposed in the application. The siting location shall be restricted to a building envelope that does not exceed 0.4 ha (1 ac), in accordance with the policy objectives of the Official Plan.

As such, Planning staff are satisfied that the proposal to permit a single detached dwelling is generally consistent with the Provincial Planning Statement and maintains the intent of the Official Plan regarding the development of undersized agricultural parcels. Planning staff are supportive of the application and recommend approval. An amending by-law has been prepared to outline the 0.4 ha (1 ac) building envelope and to recognize the lot area of the subject lands.

## **RECOMMENDATIONS**

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**It is recommended that the Council of the Township of Blandford-Blenheim approve the Zone Change Application submitted by Cole and Jaynee Jancsar, whereby the lands described as Part Lot 23, Concession 12 (Blenheim) as in A1805, in the Township of Blandford-Blenheim are to be rezoned from ‘General Agricultural Zone (A2)’ to ‘Special General Agricultural Zone (A2-sp)’ to facilitate the construction of a single detached dwelling on an undersized agricultural parcel.**

## **SIGNATURES**

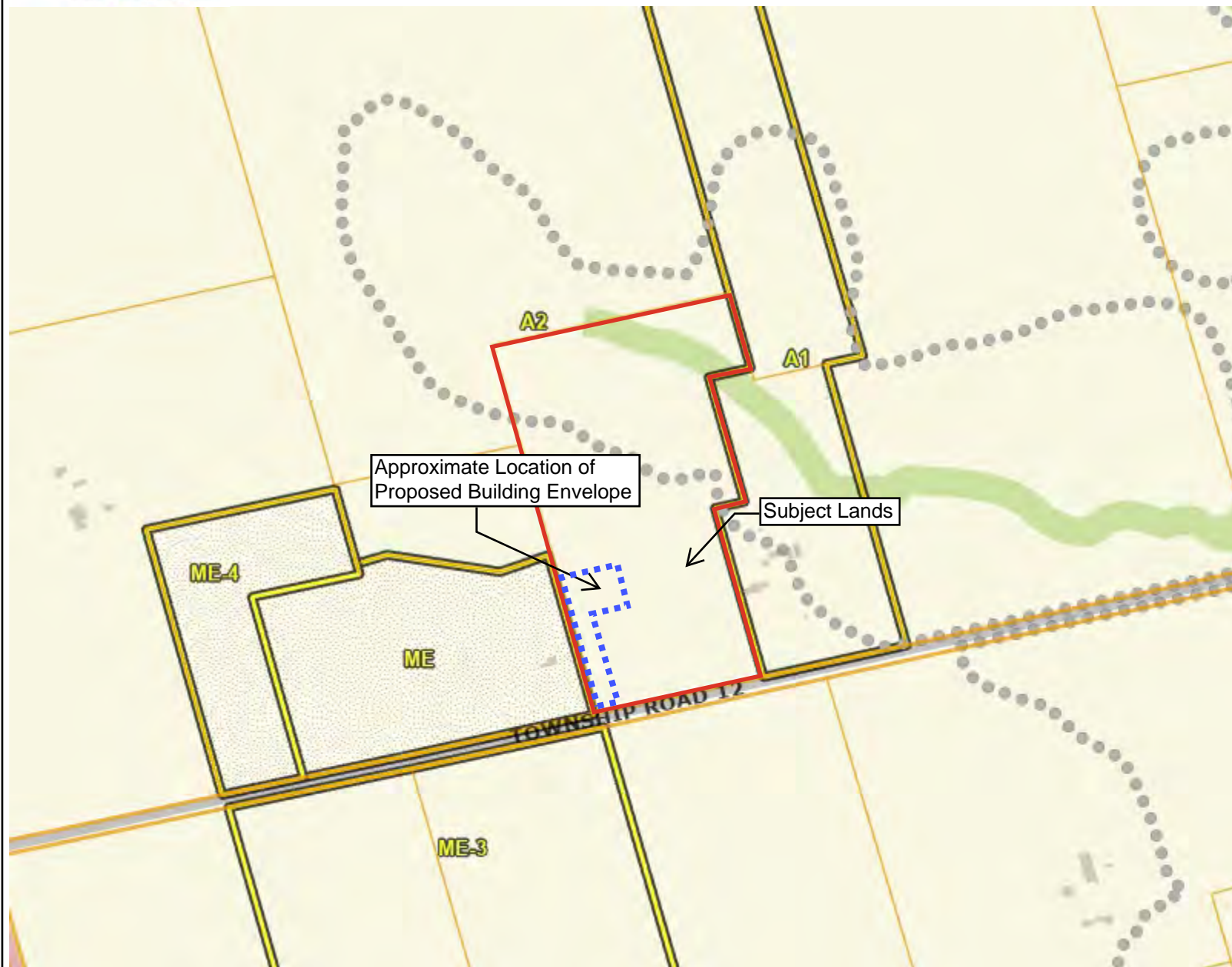
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**Authored by:**      *“Original Signed by”*

Dustin Robson, RPP, MCIP  
Development Planner

**Approved for submission:**      *“Original Signed by”*

Eric Gilbert, RPP, MCIP  
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



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May 13, 2025





## 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



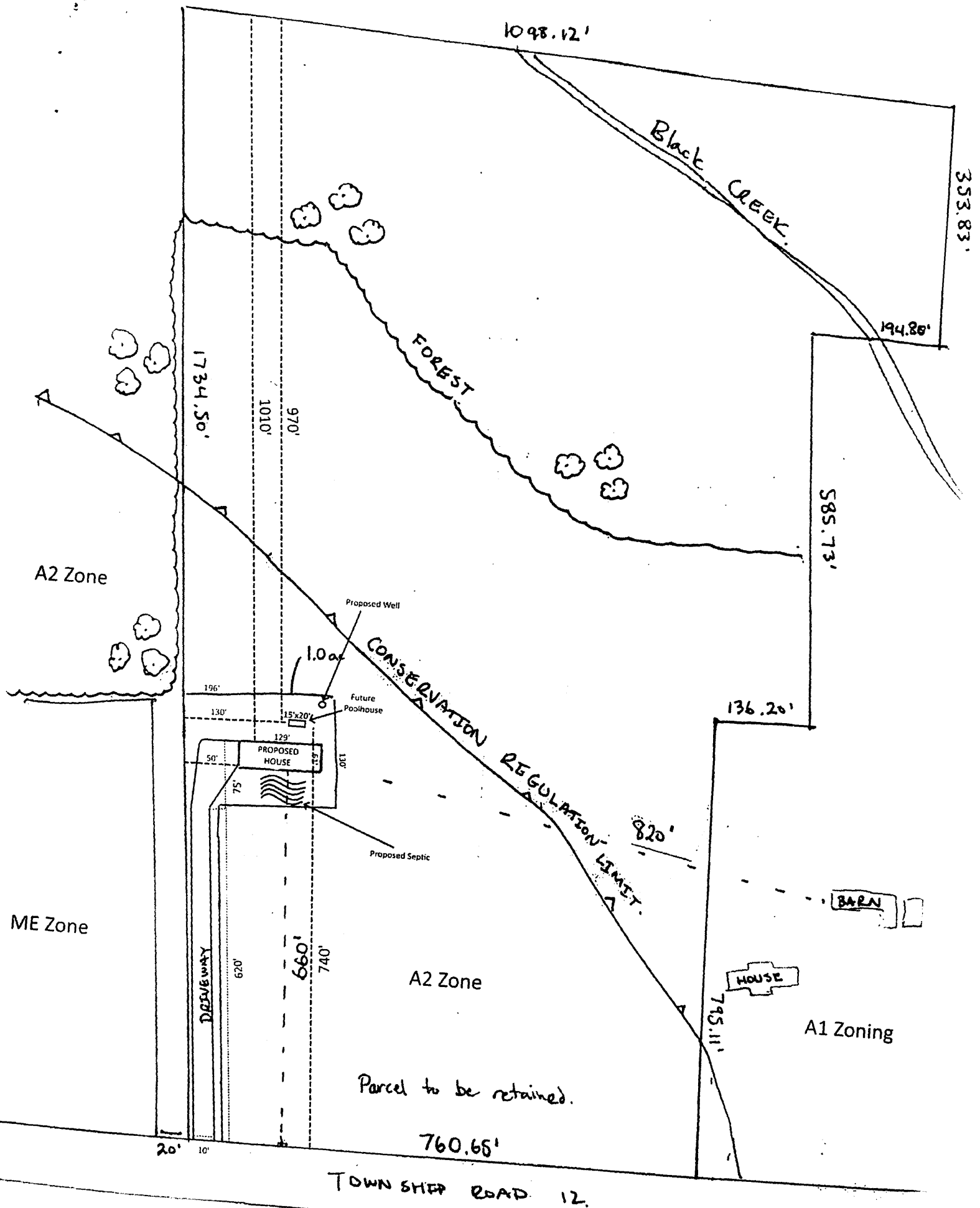
0 102 205 Meters

NAD\_1983\_UTM\_Zone\_17N



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May 20, 2025



**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

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

## **INDEPENDENT AUDITOR'S REPORT**

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

#### **Opinion**

We have audited the accompanying financial statements of Township of Blandford-Blenheim (the "Township"), which comprise the Statement of Financial Position as at December 31, 2024, and Statements of Operations and Accumulated Surplus, Cash Flows and Change in Net Financial Assets for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Township of Blandford-Blenheim as at December 31, 2024 and its financial performance and its cash flows and change in net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

#### **Basis of Opinion**

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

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

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

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

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



## **Auditor's Responsibilities for the Audit of the Financial Statements**

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

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

We also:

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

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

**June 18, 2025**  
**London, Canada**

**LICENSED PUBLIC ACCOUNTANT**

**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT DECEMBER 31, 2024**

	2024	2023
<b>FINANCIAL ASSETS</b>		
Cash	\$ 4,950,695	\$ 3,638,616
Taxes receivable	1,093,215	1,229,910
Accounts receivable	3,459,920	2,436,339
	<b>9,503,830</b>	<b>7,304,865</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	5,352,806	2,820,809
Deferred revenue (note 1.g), (note 5)	1,585,960	1,524,913
Asset retirement obligation	216,173	210,510
Net long-term liabilities (note 6)	1,630,200	-
	<b>8,785,139</b>	<b>4,556,232</b>
<b>NET FINANCIAL ASSETS</b>	<b>718,691</b>	<b>2,748,633</b>
<b>NON-FINANCIAL ASSETS (note 1.d)</b>		
Tangible capital assets (note 1.e) (Schedule 1)	46,292,216	43,467,318
Capital work in progress	3,546,038	1,750,379
Prepaid supplies	60,963	187,336
	<b>49,899,217</b>	<b>45,405,033</b>
<b>ACCUMULATED SURPLUS (PAGE 4) (NOTE 7)</b>	<b>\$ 50,617,908</b>	<b>\$ 48,153,666</b>

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

	Budget 2024	Actual 2024	Actual 2023
<b>REVENUE</b>			
Taxation revenue	\$ 7,145,331	\$ 7,175,460	\$ 6,615,389
User charges	594,199	937,165	864,682
Government grants	2,097,385	2,223,379	2,101,471
Investment income	105,678	272,646	257,950
Penalty and interest on taxes	130,000	158,185	162,240
Other	346,000	177,935	134,882
	<b>10,418,593</b>	<b>10,944,770</b>	<b>10,136,614</b>
<b>EXPENDITURES</b>			
General government	1,201,725	1,230,591	1,117,043
Protection to persons and property	2,390,965	2,580,284	2,585,869
Transportation services	2,573,214	6,319,071	6,170,893
Health	137,483	144,764	114,507
Recreation and cultural development	910,928	1,177,600	1,162,090
Planning and development	242,609	349,924	151,168
	<b>7,456,924</b>	<b>11,802,234</b>	<b>11,301,570</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE) BEFORE OTHER REVENUE (EXPENDITURES)</b>	<b>2,961,669</b>	<b>(857,464)</b>	<b>(1,164,956)</b>
<b>OTHER REVENUE (EXPENDITURES)</b>			
Government transfers related to capital	2,483,894	2,856,563	2,656,613
Developer and other contributions related to capital	525,446	521,130	2,565,278
Gain (loss) on disposal of capital assets	20,000	(55,987)	97,559
	<b>3,029,340</b>	<b>3,321,706</b>	<b>5,319,450</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>5,991,009</b>	<b>2,464,242</b>	<b>4,154,494</b>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<b>48,153,666</b>	<b>48,153,666</b>	<b>43,999,172</b>
<b>ACCUMULATED SURPLUS, END OF YEAR</b>	<b>\$ 54,144,675</b>	<b>\$ 50,617,908</b>	<b>\$ 48,153,666</b>

The accompanying notes are an integral part of the financial statements



**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

	2024	2023
<b>OPERATIONS</b>		
Excess of revenue over expenditures (page 4)	\$ 2,464,242	\$ 4,154,494
Non-cash changes to operations		
Amortization of tangible capital assets	2,329,946	2,186,806
Loss (gain) on disposal of capital assets	75,946	163,458
Changes in non-cash operating balances (A)	1,711,821	757,576
	<b>6,581,955</b>	<b>7,262,334</b>
<b>CAPITAL</b>		
Acquisition of tangible capital assets	(5,230,790)	(7,933,889)
Decrease (increase) in work in progress	(1,795,659)	(768,933)
Decrease (increase) in prepaid expenditures	126,373	(149,338)
	<b>(6,900,076)</b>	<b>(8,852,160)</b>
<b>FINANCING</b>		
Net change in long-term debt	1,630,200	(230,000)
	<b>1,630,200</b>	<b>(230,000)</b>
Net change in cash position during the year	1,312,079	(1,819,826)
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<b>3,638,616</b>	<b>5,458,442</b>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<b>\$ 4,950,695</b>	<b>\$ 3,638,616</b>

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

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**STATEMENT OF CHANGE IN NET FINANCIAL ASSETS**  
**FOR THE YEAR ENDED DECEMBER 31, 2024**

	<b>Budget 2024</b>	<b>Actual 2024</b>	<b>Actual 2023</b>
Excess of revenue over expenditures (page 4)	\$ 5,991,009	\$ 2,464,242	\$ 4,154,494
Amortization of tangible capital assets	-	2,329,946	2,186,806
Acquisition of tangible capital assets	(6,953,427)	(5,230,790)	(7,933,889)
(Gain) Loss on sale of tangible capital assets	-	75,946	163,458
Decrease (increase) in work in progress	-	(1,795,659)	(768,933)
Decrease (increase) in prepaid expenditures	-	126,373	(149,338)
Change in net financial assets	(962,418)	(2,029,942)	(2,347,402)
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>2,748,633</b>	<b>2,748,633</b>	<b>5,096,035</b>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>1,786,215</b>	<b>\$ 718,691</b>	<b>\$ 2,748,633</b>

The accompanying notes are an integral part of the financial statements

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2024**

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

**1. Significant accounting policies**

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

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

**a. Reporting entity**

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

**b. Trust funds**

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

**c. Revenue recognition**

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

**d. Non-financial assets**

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

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2024**

---

**1. Significant accounting policies continued**

**e. Tangible capital assets**

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

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

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

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

**i. Leases**

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

**ii. Contributions of tangible capital assets**

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

**f. Short-term investments**

The Township does not own any short-term investments.

**g. Deferred revenue**

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

**h. Financial instruments**

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

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2024**

---

**1. Significant accounting policies continued**

**i. Use of estimates**

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

**j. Asset retirement obligations**

An asset retirement obligation is recognized when as at the financial reporting date, all of the following criteria are met:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that the future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

The Township owns two buildings that they have determined contain asbestos. This asset retirement for these two buildings were estimated and recognized as a liability and an increase in the cost of the asset at the time of acquisition. The liability is discounted annually over the same useful life as the asset's annual amortization expense, calculated in accordance with the Township's amortization policies. The liability is increased due to the passage of time and is recorded as accretion expense on Schedule 2 under Rent and Financial Expenses.

**k. Budget**

The Township's Council completes separate budget reviews for its operating and capital budget each year. The approved operating budget for 2024 is reflected on the Statement of Operations and Accumulated Surplus. For capital spending, budgets are set for individual projects and funding for these activities is determined annually and made by transfers from surplus funds and by application of applicable grants or other funds available to apply to capital projects.

**2. Trust funds**

Trust funds administered by the Township amounting to \$241,173 (2023 - \$232,673) have not been included in the Statement of Financial Position nor have their operations been included in the Statement of Operations and Accumulated Surplus.

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2024**

**3. Pension agreements**

The Township makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of services and rates of pay. The amount contributed to OMERS for 2024 was \$215,450 (2023 - \$184,613) for current service and is included as an expenditure on the Statement of Operations and Accumulated Surplus. The Township had no obligation, as of December 31, 2024, under the past service provisions. The OMERS funding ratio for 2024 is 98.0% (2023 - 97.0%).

**4. Operations of School Boards and the County of Oxford**

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

	School Boards	County
Taxation	\$ 3,278,259	\$ 6,950,736
Requisitions	\$ 3,278,259	\$ 6,950,736

**5. Deferred revenue**

The deferred revenue balance is comprised of the following:

	2024	2023
Development charges	\$ 205,764	\$ (23,252)
Canada Community-Building Fund	1,228,447	1,428,449
Safe Restart	14,265	22,821
Other	137,484	96,895
	\$ 1,585,960	\$ 1,524,913

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2024**

**6. Long-term liabilities**

**a. Composition of long-term liabilities**

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

	2024	2023
Total long-term incurred by the Township outstanding at the end of the year amount to:	\$ 1,651,480	\$ 25,869
Of the long-term liabilities above, the responsibility for payment of principal and interest charges for tile drain loans assumed by individuals. At the end of the year, the outstanding principal amount of this liability is	(21,280)	(25,869)
	\$ 1,630,200	\$ -

**b. Debt retirement**

Of the net long-term liabilities in note 6.a, the minimum principal repayments required are estimated as follows:

	Recovered from taxpayers	Recovered from Taxation
2025	\$ 26,246	\$ 150,000
2026	\$ 27,712	\$ 150,000
2027	\$ 29,260	\$ 150,000
2028	\$ 30,894	\$ 150,000
2029	\$ 16,088	\$ 150,000

**c. Approval**

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

**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2024**

**6. Long-term liabilities continued**

**d. Contingent liability**

The Township is contingently liable for long term liabilities with respect to tile drainage loans. The total amount outstanding as at December 31, 2024 is \$21,280 (2023 - \$25,869) and is not recorded on the Statement of Financial Position.

**e. Interest**

The Township paid interest on its long-term liabilities of \$3,934 (2023 - \$5,539).

**7. Accumulated Surplus**

The accumulated surplus is comprised of the following:

	2024	2023
<b>Surplus (deficit)</b>		
Operations	\$ 640,095	\$ 289,399
Invested in tangible capital assets	45,207,563	44,232,136
Unfunded Asset retirement obligation	(211,039)	(210,510)
<b>Reserves</b>	<b>4,981,289</b>	<b>3,842,641</b>
<b>ACCUMULATED SURPLUS</b>	<b>\$ 50,617,908</b>	<b>\$ 48,153,666</b>

**8. Tax revenue**

Property tax billings are prepared by the Township based on an assessment roll prepared by the Municipal Property Assessment Corporation. All assessed property values in the Township were reviewed and new values established based on a common valuation date which was used by the Township in computing the 2024 property tax bills. Property tax revenue and tax receivables are subject to appeals which may not have been heard yet. Any supplementary billing adjustments made necessary by the determination of such appeals will be recognized in the fiscal year they are determined and the effect shared with the Township of Blandford-Blenheim and the appropriate school boards.

**9. Commitments**

The Township entered into a policing contract with the Ontario Provincial Police. The contracted amount paid for 2024 was \$957,348 (2023 - \$967,044).

**10. Public sector salary disclosure**

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



**TOWNSHIP OF BLANDFORD-BLENHEIM  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2024**

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**11. Segmented Information**

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

**12. Annexation**

On August 17, 2005 the Minister of Municipal Affairs and Housing issued a restructuring order to allow an area of approximately 2,900 acres to be annexed into the Corporation of the City of Woodstock from the Township. The effective date of the annexation was September 1, 2005. The Township and the City of Woodstock also entered into a compensation agreement whereby the City will effectively pay the Township a base amount for the loss of current tax revenue and a percentage of future tax revenue. The future tax revenue will depend on the level of development of the annexed lands. This compensation is included in Government Grant revenue on the Statement of Operations and Accumulated Surplus.

**13. Comparative balances**

Certain comparative balances have been reclassified to conform with the current year's financial statement presentation.

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**TOWNSHIP OF BLANDFORD-BLENHEIM  
SCHEDULE 1 - SCHEDULE OF TANGIBLE CAPITAL ASSETS  
FOR THE YEAR ENDED DECEMBER 31, 2024**

	Land and Land Improvements	Buildings	Fleet	Machinery and Equipment	Furniture and Fixtures	Bridges and Roads	2024 Total	2023 Total
<b>COST</b>								
Balance, beginning of year	\$ 6,052,738	\$ 9,178,071	\$ 4,149,285	\$ 4,498,774	\$ 1,335,101	\$ 53,218,192	\$ 78,432,161	\$ 72,109,884
Add:								
Additions during the year	17,000	154,531	50,151	439,455	381,435	4,188,218	5,230,790	7,933,889
Less:								
Disposals during the year	-	-	(27,370)	(113,553)	-	(221,199)	(362,122)	(1,611,612)
Balance, end of year	6,069,738	9,332,602	4,172,066	4,824,676	1,716,536	57,185,211	83,300,829	78,432,161
<b>ACCUMULATED AMORTIZATION</b>								
Balance, beginning of year	918,090	4,247,741	2,557,275	2,120,310	759,123	24,362,304	34,964,843	34,226,191
Add:								
Amortization during the year	77,596	216,810	237,627	288,213	47,574	1,462,126	2,329,946	2,186,806
Less:								
Disposals during the year	-	-	(27,370)	(65,563)	-	(193,243)	(286,176)	(1,448,154)
Balance, end of year	995,686	4,464,551	2,767,532	2,342,960	806,697	25,631,187	37,008,613	34,964,843
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>\$ 5,074,052</b>	<b>\$ 4,868,051</b>	<b>\$ 1,404,534</b>	<b>\$ 2,481,716</b>	<b>\$ 909,839</b>	<b>\$ 31,554,024</b>	<b>\$ 46,292,216</b>	<b>\$ 43,467,318</b>

This schedule is provided for information purposes only.

**TOWNSHIP OF BLANDFORD-BLENHEIM  
SCHEDULE 2 - SCHEDULE OF SEGMENTED INFORMATION  
FOR THE YEAR ENDED DECEMBER 31, 2024**

	General Government	Protective Services	Transportation	Health	Recreation and Culture	Planning and Development	Total
<b>REVENUE</b>							
Taxation	\$ 7,175,460	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,175,460
User fees	116,751	387,807	5,324	81,331	327,864	18,088	937,165
Government grants	1,989,346	104,800	89,030	-	-	40,203	2,223,379
Investment income	241,922	-	-	7,137	-	23,587	272,646
Penalty and interest on taxes	158,185	-	-	-	-	-	158,185
Other	-	29,379	-	-	148,556	-	177,935
Capital revenue	(57,135)	12,930	3,028,883	-	337,028	-	3,321,706
	9,624,529	534,916	3,123,237	88,468	813,448	81,878	14,266,476
<b>EXPENDITURES</b>							
Salaries and benefits	798,448	817,320	1,056,791	35,528	531,612	102,630	3,342,329
Materials, goods and services	393,822	1,533,401	3,497,480	108,791	345,138	235,190	6,113,822
Rent and financial expenses	6,540	-	-	-	5,663	3,934	16,137
Amortization	31,781	229,563	1,764,800	445	295,187	8,170	2,329,946
	1,230,591	2,580,284	6,319,071	144,764	1,177,600	349,924	11,802,234
<b>EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE)</b>	\$ 8,393,938	\$ (2,045,368)	\$ (3,195,834)	\$ (56,296)	\$ (364,152)	\$ (268,046)	\$ 2,464,242

This schedule is provided for information purposes only.



# Oxford County Policies, Programs and Priorities

## Climate Action Plans

(CAPs)

- 100% Renewable Energy Plan
- Zero Waste Plan
- Green Fleet Plan: 2021 - 2025
- **Partners for Climate Protection (PCP) Protocol**
- Renewable Energy Action Plan

## Strategic Initiatives

(CAO Summary for 2025 Budget Goals)

- Climate Action Plan
- Community Environmental Sustainability
- Internal Diversity Equity and Inclusion
- Community Diversity Equity and Inclusion
- Safe and Well Oxford
- Advocacy
- Strategic Plan



# Results of 2025 Public Budget Engagement Survey

What would you say are the top 5 priorities for your community right now?

1. Affordable housing
2. Safe communities - Policing
3. Active living - parks, trails, recreation
4. Infrastructure - roads, bridges, storm water
5. Long-term care

What would you like Oxford County to achieve in the next 5 years?

1. More agricultural preservation
2. Safer communities
3. Increase in housing affordability and accessibility
4. Better and more infrastructure to accommodate growth



**From:** [Josh Brick](#)  
**To:** [Trevor Baer](#); [Sarah Matheson](#)  
**Subject:** Fw: Fence Proposal Letter  
**Date:** May 24, 2025 10:30:43 AM

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FYI.

Josh.

---

**From:** Kristine Derozario <>  
**Sent:** Friday, May 23, 2025 4:20:33 PM  
**To:** dbarnes@blandfordblenheim.ca <dbarnes@blandfordblenheim.ca>;  
bbanbury@blandfordblenheim.ca <bbanbury@blandfordblenheim.ca>;  
ndemarest@blandfordblenheim.ca <ndemarest@blandfordblenheim.ca>;  
tyoung@blandfordblenheim.ca <tyoung@blandfordblenheim.ca>  
**Cc:** mpeterson@blandfordblenheim.ca <mpeterson@blandfordblenheim.ca>; Josh Brick  
<jbrick@blandfordblenheim.ca>; flyingwrenchesauto <>

**Subject:** Fence Proposal Letter

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

We are the owners of 57 Main Street South and 63 Main Street South in Princeton. Our properties back on to the ball diamonds and pavilion/booth at the Princeton Park. We are writing to you today requesting that the Township consider sharing in the expense of constructing a fence along our mutual boundary.

Under normal circumstances the Park is a good neighbour and we would not consider constructing a fence. However in recent years the increased frequency of weekend long tournaments has negatively affected the use of the residential property and has caused security concerns for the commercial automotive garage. Township staff have been good to advise the commercial garage at 63 Main Street South when these tournaments are occurring and this gives us a chance to block our lot to prevent unauthorized vehicles entering and parking there. We also have signs posted on the property. Even after doing this we routinely have people walking through our lot to access the park. We are a working garage and there have also been occasions where tournament goers who show up for early Friday games have almost been struck by vehicles being moved on our property as we go about our business. Numerous customer vehicles are also temporarily stored on site and these unauthorized people on the property pose a liability to the business. We feel the installation of a fence will act as a visual barrier and will deter this unauthorized foot traffic.

This past weekend was a busy one at the park with a three-day tournament consisting of out-of-town teams. The residential property at 57 Main Street South routinely had people trespassing across the back yard. We have a trampoline in the back yard and there were a few

occasions on the weekend where, unbeknownst to us, we had strangers using it. I'm not sure why they thought that this was OK as it poses a huge liability for us as the home owners should these people get hurt? It's private property and we shouldn't have to monitor and police our backyard.

We have been putting up with this trespassing ever since these out-of-town team tournaments started a few years ago. This past weekend was the first tournament of many scheduled for this year and it's not starting out good. For the most part the Township Park is a good neighbour. It's during these tournaments when it is not. We sent correspondence to Township administration staff last year regarding this but we were quickly denied stating that they didn't want to set a precedent. We believe the Township has cost shared in the past not only in Princeton but with other properties bordering other Township property. Last year a fence was erected between 57 Main Street South and 63 Main Street South with the cost shared equally between us. That's what good neighbours do. We are now appealing to our elected Council to be a good neighbour and to share in the cost of erecting a fence between us and the park.

I would like to thank you for your time and I hope to hear from you soon.

Best regards,  
Owners of 57 & 63 Main Street.





## **Oxford O.P.P. Detachment Board 2**

### **MINUTES of the Meeting held on**

**March 19, 2025**

---

The Oxford O.P.P. Detachment Board 2 met at the Township of South-West Oxford Municipal Office at 1:00 p.m. on Wednesday, March 19<sup>th</sup>, 2025.

**Present:** Councillor Stewart (Chair, Zorra), Mayor Peterson (Vice Chair, BB), Councillor DePlancke (Norwich), Mayor Mayberry (SWOX), Tracy Litt (Community Appointee, BB), Anthony Hymers (O.P.P.), Julie Middleton (Manager Legislative Services (Clerk)/Deputy CAO, SWOX) and Nicole Chambers (Secretary)

**Guests:** S/Sgt D. Barnabi (O.P.P.)

**Regrets:** Councillor Gillespie (EZT), Provincial Representative (Not Yet Appointed)

#### **1. Call Meeting to Order:**

The meeting was called to order at 1:00 p.m. by Chair, Councillor Kevin Stewart and a quorum was present.

#### **2. Approval of Agenda:**

Moved by: David Mayberry  
Seconded by: Mark Peterson

RESOLVED that the Oxford O.P.P. Detachment Board 2 approves the agenda for the March 19, 2025 meeting, as printed and circulated.

**CARRIED**

#### **3. Pecuniary Interest:**

**5. (c) Draft Framework for Annual Report**

Moved by: Mark Peterson

Seconded by: Tracy Litt

RESOLVED that the Oxford O.P.P. Detachment Board 2 provides direction to the Secretary to proceed with the draft annual report framework provided by the O.P.P.;

AND FURTHER THAT the aggregate and individual reports be provided to the respective Councils of the Township of Blandford-Blenheim, Township of East-Zorra Tavistock, Township of Norwich, Township of South-West Oxford and Township of Zorra for consideration.

**CARRIED**

**6. Correspondence:****6. (a) Correspondence – OAPSB Zone 4:**

Moved by: Mark Peterson

Seconded by: Lynne DePlancke

RESOLVED that the Oxford O.P.P. Detachment Board 2 receives correspondence item #1 as information;

AND FURTHER THAT that the Oxford O.P.P. Detachment Board 2 appoints Lynne DePlancke to attend the OAPSB Zone 4 Meetings on May 7, 2025 (Hamilton) and September 10, 2025 (Woodstock).

**CARRIED**

#1 - OAPSB Zone 4 Update and Constitutional By-law

**6. (b) Correspondence – Township of Blandford-Blenheim Resolution re: Road Safety:**

Moved by: Mark Peterson

Seconded by: Tracy Litt

RESOLVED that the Oxford O.P.P. Detachment Board 2 send a letter of support in relation to Township of Blandford-Blenheim Resolution No. 2025-02-19-08 and Township of Zorra Resolution No. 29-02-2025 re: Road Safety.

**10. (a) Moved to Closed**

Moved by: Mark Peterson

Seconded by: David Mayberry

RESOLVED that that the Oxford O.P.P. Detachment Board 2 hold a closed meeting at 2:20 p.m., under the authority of the Municipal Act, in order to discuss a matter pertaining to:

*(h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them [s. 239(2)(h)].*

**CARRIED**

**10. (b) Reconvene**

Moved by: Mark Peterson

Seconded by: David Mayberry

RESOLVED that the Board reconvene in regular session at 2:31 p.m.

**CARRIED**

**11. Adjournment**

Moved by: Mark Peterson

Seconded by: Tracy Litt

RESOLVED that the Oxford O.P.P. Detachment Board 2 does now adjourn at 2:31 p.m.;

AND FURTHER THAT the Board meet on Wednesday, May 21<sup>st</sup>, 2025 at 1:00 p.m. at the Township of Zorra Municipal Office.

**CARRIED**



Councillor Stewart, Chair



Nicole Chambers, Secretary

## REPORT TO COUNTY COUNCIL

# 2024 Storm Water System Performance

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

**From:** Director of Public Works

## RECOMMENDATION

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1. That County Council receive Report PW 2025-34 entitled “2024 Storm Water System Performance” as information, including the attached 2024 Annual Storm Water System Performance Report.

## REPORT HIGHLIGHTS

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- This represents the first storm water system annual report as a requirement of the Consolidated Linear Infrastructure – Environmental Compliance Approval (CLI-ECA) that was issued in 2023 for the County’s storm water system that consists of storm sewers, culverts, and ditches.
- No operational or performance issues related to the County’s storm water system were identified.

## IMPLEMENTATION POINTS

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Following Council adoption of this report, the 2024 Storm Water Performance Report will be submitted to the Ministry of the Environment, Conservation and Parks (MECP) in accordance with regulatory requirements and posted on the County’s website for public access by June 1, 2025.

## Financial Impact

There are no financial impacts as a result of this report. Any required actions that will result in expenditures have been accounted for in the 2025 Business Plan and Budget for Transportation.

## Communications


As indicated, the storm water system performance report will be posted to the County website as legislatively required by June 1, 2025, at [www.oxfordcounty.ca/your-government/corporate-performance/reports-and-publications/](http://www.oxfordcounty.ca/your-government/corporate-performance/reports-and-publications/). A copy of Report PW 2025-34 will be circulated to Area Municipalities for their 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 recommendation in this report supports the following strategic goals.

### Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
	Goal 2.2 – Preserve and enhance our natural environment	Goal 3.1 – Continuous improvement and results-driven solutions

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

## DISCUSSION

### Background

Oxford County owns and operates a storm water collection system that is approved under Environmental Compliance Approval (ECA) Number 071-S701. The ECA incorporates the County's entire storm water network and was issued by MECP on February 3, 2023 as part of the Consolidated Linear Infrastructure (CLI) approach where historical ECAs are combined as

part of one municipal system. The CLI-ECA approach streamlines the approval process by providing pre-authorization for routine system activities and alterations that meet specified design criteria activities.

The County's storm water system consists of storm sewers, open ditches, and culverts within County road right-of-ways (ROW), and is interconnected with Area Municipality systems to control surface water runoff from overland flow to mitigate flooding and property damage. System maintenance is provided by County forces, except in Woodstock, Tillsonburg, and Ingersoll and some boundary roads where storm sewer maintenance is provided by municipal staff as part of associated service agreements.

The CLI-ECA conditions include, but are not limited to, development of an Operations and Maintenance (O&M) manual, monitoring plan, and annual system performance reporting. A review of the ECA is required in 2026 and will involve updates to the storm water collection system based on alterations and additions that meet pre-approval criteria and have been completed since the CLI-ECA was issued.

## Comments

The 2024 Storm Water System Annual Performance Report (Attachment 1) will be submitted to the MECP on May 29, 2025, and will be posted on the County's website by June 1 in accordance with regulatory requirements. This represents the first annual performance report related to the County's storm water system and will evolve in subsequent years to include additional efforts to meet performance requirements included in the newly issued CLI-ECA.

Highlights of the storm water system performance in 2024 include:

- No operation and/or performance issues were identified.
- One spill was reported from a motor vehicle collision on Oxford Road 29 that resulted in diesel fuel and hydraulic oil entering the roadside ditch. Impacted soil was removed and the ditch was remediated to acceptable conditions.
- Annual maintenance activities include ditch cleaning and catch basin cleaning.
- 27 complaints/inquiries were received and addressed during the reporting period.
- Alterations include infrastructure improvements related to land development and the County's annual capital replacement program.
- County's storm water system infrastructure investment totaled approximately \$3.45 million including annual maintenance activities.

## 2025 Storm Water System Initiatives

In 2025, several initiatives will be undertaken in support of the County's storm water system asset management and to ensure compliance with the CLI-ECA that was issued in 2023, as briefly described below.

- An annual storm sewer inspection program utilizing closed-circuit television (CCTV) will be initiated in 2025 to establish infrastructure condition ratings that will support the County's asset management plan and prioritize capital improvements.



- Field survey to collect missing storm water asset data.
- Development of an O&M manual and monitoring program in accordance with regulatory requirements.
- Administration of storm water system alterations, record keeping, and compliance requirements will be transitioned to Water/Wastewater Technical Services with support from the Transportation Division.
- Submission to MECP of inventory of storm sewer catchment areas and treatment classifications.

## CONCLUSION

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The County's storm water system performed well in 2024 and remains in a state of good repair through annual maintenance programs such as ditching and catch basin cleaning and the capital replacement program that will be further supported by the annual CCTV inspection program and development of an O&M manual and monitoring program.

## SIGNATURES

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### Report author:

Original signed by

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Frank Gross, C. Tech  
Senior Manager of Transportation and Waste Management Services

### Departmental approval:

Original signed by

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Melissa Abercrombie, P.Eng., PMP  
Director of Public Works

### Approved for submission:

Original signed by

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Benjamin R. Addley  
Chief Administrative Officer

## ATTACHMENT

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Attachment 1 - 2024 Storm Water Performance Report





# **Storm Water System Performance Report 2024**

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## 1.0 Introduction

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This report summarizes the annual performance of the Oxford County Storm Sewer System (Authorized System) and is being submitted to the Ontario Ministry of Environment, Conservation and Parks (MECP) in accordance with Environmental Compliance Approval (ECA) Number 071-S701 issued on February 3, 2023.

## 2.0 Background

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Oxford County (Oxford) is a regional government with eight Area Municipalities comprising of the Township of Blandford-Blenheim, Township of East Zorra-Tavistock, Township of Norwich, Township of South-West Oxford, Township of Zorra, Town of Tillsonburg, Town of Ingersoll and the City of Woodstock.

Oxford owns and operates the storm sewer collection system within its road right of ways that is generally connected to/part of the local storm sewer network owned and operated by the respective Area Municipality.

County owned storm sewer infrastructure within Woodstock, Tillsonburg and Ingersoll is maintained by the respective Area Municipalities on the County's behalf as part of municipal service agreements.

## 3.0 System Description

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The Authorized System consists of storm sewers, culverts, and ditches for the conveyance of surface water runoff to mitigate flooding of private and public property. Table 1 provides a summary of storm water infrastructure that is part of the Authorized System:

Table 1 Storm Water System Infrastructure	
Infrastructure Type	Quantity (km)
Storm sewer/culverts	175.2
Ditches/swales	1198.4

## 4.0 Monitoring Data and Environmental Trends

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The County does not currently operate a storm water system monitoring program.

## 5.0 Operational Issues

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No operational issues were identified during the reporting period.

## 6.0 Inspections and Maintenance

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### Inspections

Storm sewer inspections completed during the reporting period are summarized in Table 2:

**Table 2: Storm Water System Inspections**

Location	Description
Oxford Road 59 (Vansittart Ave) - Woodstock	Closed circuit television (CCTV) inspection from Thames River to Oxford Road 35 (Devonshire Ave)
Oxford Road 35 (Devonshire Ave) - Woodstock	CCTV inspection from Oxford Road 59 to Oxford Road 54 (Huron Street)

### Maintenance

Storm water system maintenance activities are summarized in Table 3:

**Table 3: Storm Water System Maintenance**

Location	Maintenance Activity
Oxford Road 2 – Across frontage of 1717 Dundas Street	Roadside ditching, north side
Oxford Road 2 – Oxford Road 6 west for approximately 600m	Roadside ditching, north and south sides
Oxford Road 3 – From 895489 to Township Road 5	Roadside ditching, west side
Oxford Road 3 – Across frontage of 896652	Roadside ditching, east side
Oxford Road 6 – North and south side of Oxford Road 16 intersection	Roadside ditching, west and east sides
Oxford Road 6 – North of Oxford Road 17 intersection	Repair ditch damage from MVC, west side

Oxford Road 6 – Across frontage of 374176	Roadside ditching, east side
Oxford Road 8 – Across frontage of 49 John Street West	Roadside ditching, north side
Oxford Road 8 – Across frontage of 927155	Roadside ditching, north side
Oxford Road 8 – Across frontage of 927026	Roadside ditching, south side
Oxford Road 8 – West of 10 <sup>th</sup> Line intersection	Roadside ditching, south side
Oxford Road 9 – Across frontage of 584780 to 584770	Roadside ditching, south side
Oxford Road 9 – Across frontages of 584316 and 584324	Roadside ditching, east side
Oxford Road 10 – Keswick Road intersection south to north limit of Brownsville	Roadside ditching, west and east sides
Oxford Road 15 – Across frontages of 565589 and 565601	Roadside ditching, north side
Oxford Road 15 – Across frontages of 565622 and 565626	Roadside ditching, south side
Oxford Road 20 – East limit of Brownsville to west limit of Delmer	Roadside ditching, north side
Oxford Road 28 – East of Oxford Road 6 intersection	Roadside ditching and culvert repair, north side
Oxford Road 28 – Between Township Road 27 and Township Road 29	Roadside ditching, north and south sides
Oxford Road 36 – Across frontage of 3739	Roadside ditching, west and east sides of the road
Oxford Road 55 – Between Patullo Ave and Hwy 403	Roadside ditching, south side
Oxford Road 59 – Across frontage of 595993	Roadside ditching, west side
Oxford Road 59 – Across frontage of 595487	Roadside ditching, west side
Oxford Road 59 – Across rear yard frontages of 574242 – 574252 Old School Line	Roadside ditching, west side
Oxford Road 60 – Across frontage of 675671	Roadside ditching and entrance culvert replacement, west side

Oxford Road 119 – Across frontage of 196614	Roadside ditching and entrance culvert replacement, east side
County-wide	Catch basin cleaning

## 7.0 Complaints/Inquiries

A total of 27 complaints/inquiries were received by the County related to storm water system and are summarized in Appendix A.

## 8.0 Spills

A summary of spills that impacted the Authorized System are listed in Table 4:

**Table 4: Summary of Reported Spills**

Date	Spills Action Centre (SAC) Incident Number	Location	Details
Dec.4, 2024	1-EA69OU	Oxford Road 29, just east of Oxford Road 22	200 L of diesel fuel and 50 L of hydraulic oil from MVC spilled into the roadside ditch. Impacted soil was removed.

## 9.0 Alterations

Pre-approved alterations to the Authorized System are summarized in Table 5:

**Table 5: Alterations to the Authorized System**

Location	Description of Alteration
Oxford Road 37 (Potters Road) - Tillsonburg	Replacement of existing 375mm diameter CSP with 375mm diameter PVC pipe, at West Townline
Oxford Road 51 (John Pound Road) - Tillsonburg	70 meters of 300mm diameter PVC pipe and 32 meters of 150mm HDPE perforated subdrain with filter sock.
Oxford Road 17 – Woodstock	230 meters of 300-750mm diameter on Oxford Road 17 as Woodstock Meadows SD – Phase 1

Location	Description of Alteration
Strik Drain Facility – Township of South West Oxford	Nitrate removal storm water management facility at the Thorton Municipal Well Field
Oxford Road 8 - Township of Blandford Blenheim	Replacement of existing storm sewers in the village of Washington with new PVC pipe
Oxford Road 6 – Township of Zorra	Culvert replacement at CPKC rail crossing, just north of Oxford Road 2
Oxford Road 46 Township of South-West Oxford	Catch basin repairs in the village of Salford.
OR 22 Culvert - Township of Blandford Blenheim	Culvert replacement between Township Road 2 and 3.
Oxford Road 8 – Township of East Zorra - Tavistock and Township of Blandford Blenheim	Culvert replacement from Hickson to Bright.
Oxford Road 18 – Township of Norwich	Culvert replacement from the village of Norwich to Brant County boundary.
Oxford Road 19 – Township of Norwich	Culvert replacement from Zenda Line to Oxford Road 13.
Oxford Road 37 – Township of Norwich	Culvert replacement from West Townline to Oxford Road 13
Oxford Road 119 – Township of Zorra	Culvert replacement at Township Road 64

## 10.0 Summary of Actions Taken to Improve/Correct Performance

No actions were undertaken in 2024 to improve or correct the performance of any aspect of the Authorized System.



## **11.0      Status of Actions from Previous Reporting Year**

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This is not applicable since 2024 is the first reporting year.

**Appendix A: Summary of Complaints/Inquiries**

Request ID	Entry Date	Issue	Address SR	Description	Patrol	Priority	Entered By	Close Date	Completion Notes
SR01410-24	5/21/2024 10:29	(Roads) Catch Basin	145291 Potters Rd NORWICH TWP	Called Dennis on Friday May 17 with the following information - Al from Norwich Township called in to say a resident came into the Township office to report a catch basin lid had been driven on and bent. He provided the following location details:  145291 Potters Road, between Middleton Line and Neidert on the north side	Springford	None	jmelliott24	5/22/2024 0:00	Hi CS:  I have attached photos of before and after for the repair done on the catch basin at 145291 Potters Road. Please close this service request.  Thanks Dennis Walter
SR00315-24	2/5/2024 16:20	(Roads) Culvert Issue	595993 Highway 59 EAST ZORRA-TAVISTOCK TWP	Culverts are plugged along his roadway (his and his neighbors). He's been experiencing drainage issues at his property and has been taking steps to figure things out, when there is a major rain fall and snow melt he notices it is worse. Can someone call him to chat about this soon? He's hoping to hear back within 24 hours please. He would like to set up a time to meet with someone. Thanks.	Highland	None	cchambers	2/7/2024 0:00	
SR00983-24	4/16/2024 9:39	(Roads) Culvert Issue	565626 Towerline Rd NORWICH TWP	Brian Miles is looking to speak to someone in the Woodstock shop regarding culverts - could someone please call him back re culverts around his area (565626 Towerline Rd).  Brian Miles 519-537-0728	Woodstock	None	jmelliott24	6/19/2024 0:00	Hi CS John and Dennis discussed and have added it to the Gradall list to be done between the second and third week in July  Please close this request  Thanks John
SR01346-24	5/15/2024 10:10	(Roads) Culvert Issue	224959 Otterville Rd NORWICH TWP	Hello, Rebecca Hailey would like a call from a roads operator when available. 519-318-3839  She has noticed that the gravel is eroding on top of the culvert at her property, and would like to prevent collapse.  Thank you,	Springford	None	bfisler	6/19/2024 0:00	Hi CS:  Our crew che3cked out the concern on May 16. We cleaned up area and advised her that this culvert I believe was to be replaced this year through our road construction. At this point there is no issue with this culvert.  Please close this service request.  Thanks Dennis

Request ID	Entry Date	Issue	Address SR	Description	Patrol	Priority	Entered By	Close Date	Completion Notes
SR01522-24	5/30/2024 13:17	(Roads) Culvert Issue	963452 Road 96 ZORRA TWP	<p>We had a caller report a blocked culvert:</p> <p>The culvert slightly east of the main driveway (963452 road 96)is blocked. It was also described as east of the new barricade. This is located between the 27th and 29th line.</p>	Highland	None	jmelliott24	6/4/2024 0:00	Bill F looked at Location. going to ditch area. when comes to highlands area.
SR01991-24	7/9/2024 10:44	(Roads) Culvert Issue	434 King St W Ingersoll	<p>Ken Griffin has called to report a blocked culvert outside of his house on King St W, Ingersoll. He says this culvert has been blocked several times over the last few years and is concerned about the upcoming rain storm - this culvert has been blocked for the last two weeks. There has been damage to the homes in this area previously due to this blocked culvert.</p> <p>Ken Griffin - 519-539-1001 434 King St W, Ingersoll</p>	Lower Tier	None	jmelliott24	7/11/2024 0:00	<p>HI CS:</p> <p>I have taken pictures of the area of concern and sent to Shawn and Alex to look at in the future. Also I contacted Ingersoll to address the washout issue at 432 king St. west.</p> <p>I believe John may have asked to close already. If not please close out this service request.</p> <p>Thanks Dennis</p>
SR02074-24	7/17/2024 8:10	(Roads) Culvert Issue	196614 19th Line ZORRA TWP	<p>Steve called back July 30th, 2024 requesting this be put in high priority list as he's experiencing more flooding. E-mail sent to Jamie Davis to call Steve. CChambers</p> <p>Steves culvert has been plugged for about a year now. He has called previously and locates have been done a few times at his place to dig/repair his culvert but it hasn't happened yet. With all of the rain we've got it's washing his laneway out. He's wondering if it could be put on the list to happen some time soon.</p> <p>Please call Steve and follow up.</p> <p>Thanks.</p>	Highland	None	cchambers	7/31/2024 0:00	called Steve going to clean out end of culvert
SR02158-24	7/22/2024 11:34	(Roads) Culvert Issue	196998 19th Line ZORRA TWP	Jeremy was calling to report a couple blocked culverts from all the rain - his driveway (196998 19th line) as well as the culvert that is up 10 feet north from his drive (did not know the address off hand).	Highland	None	jmelliott24	7/29/2024 0:00	cleaned end out

Request ID	Entry Date	Issue	Address SR	Description	Patrol	Priority	Entered By	Close Date	Completion Notes
SR00690-24	3/14/2024 14:48	(Roads) Ditching/Drainage	196122 19th Line ZORRA TWP	Nick Deelstra called (226-234-6469)  -he has noticed that the ditch is full of gravel from the work that was previously done to the 19th line and winter happening and gravel shifting.  -he noted that the south end of his driveway-- the ditch is almost completely full of gravel  -he wasn't sure if this is something the county would help fix or not-- but would love if someone could please give him a call to discuss.  thank you.	Highland	None	bfisler	3/18/2024 0:00	Can close this out I call Nick all good.  Jamie Davis Patrol Foreperson - North
SR00766-24	3/19/2024 13:31	(Roads) Ditching/Drainage	584076 Beachville Rd SOUTH-WEST OXFORD TWP	Water pooling at edge of driveway not draining properly. He's not sure if it's his responsibility to fix this or if it's something we would do on our end. He dug a trench to drain water at east side of driveway so water would go into ditch. Resident is home today and tomorrow - please call within 24 hours to advise what can be done. Thanks.	Woodstock	None	cchambers	4/2/2024 0:00	This request can be closed I have spoken with the resident and he is satisfied with the answer.  Thanks John McAdam
SR00769-24	3/19/2024 14:52	(Roads) Ditching/Drainage	695625 17th Line EAST ZORRA-TAVISTOCK TWP	A truck went into the ditch on his property and made a mess of the ditch. He would like you to give him a call to schedule a time to meet to discuss what repairs can be done to ensure he will be able to cut the grass in future. He also mentioned that water is pooling and not draining properly after this happened.	Highland	None	cchambers	4/1/2024 0:00	going to met with Murray on week of Apr 01 to 05  Fixed with Top soil Apr 01 2024

Request ID	Entry Date	Issue	Address SR	Description	Patrol	Priority	Entered By	Close Date	Completion Notes
SR00937-24	4/10/2024 13:46	(Roads) Ditching/Drainage	584780 Beachville Rd SOUTH-WEST OXFORD TWP	Gary brown called to report a drainage issue in the ditch. He said that there is long stream coming from Bower Hill and that work was done last year in this area (filled with rock) to stop the corrosion of the hydro post but now all the rock has moved with water flow and is clogging the ditch. There is 1.5-2 feet of water in the ditch now.  Gary Brown 519-537-1620 584780 Beachville Road	Woodstock	None	jmelliott24	10/2/2024 0:00	
SR00981-24	4/15/2024 15:11	(Roads) Ditching/Drainage	194649 19th Line ZORRA TWP	Tara called to say the culvert under her drive is blocked. To the east of her driveway is clear but to the west is completely flooded.  Tara Goyetche 519-537-0915 194649 19th Line	Woodstock	None	jmelliott24	6/19/2024 0:00	Hi CS Culvert under laneway is okay Dennis has checked this out and unfortunately she lives in a swampy area that drains slowly  Please close this service request  Thanks John
SR01474-24	5/27/2024 12:10	(Roads) Ditching/Drainage	465195 Curries Rd NORWICH TWP	Keith spoke with the township office who told him to come to us to discuss his neighbour piling dirt on the north side of the roadway (south of his property). He said he has destroyed a wetlands area here, and is piling dirt to prep the field. This is pushing water toward his property and flooding it. If you can call him to meet on site before you head out that would be great. He will be home all day today. I spoke with Dennis on the phone - he advised he would take a look to see if the dirt was within the road allowance and follow up with Keith.	Woodstock	None	cchambers	5/27/2024 0:00	Hi CS:  I talked with Keith on May28th about his concern and explained he may want to talk to the local conservation authority and/or the Norwich Township drainage person. There is no issue within our County road allowance.  Please close this service request.  Thanks Dennis
SR01539-24	6/3/2024 9:55	(Roads) Ditching/Drainage	164594 Kellett Rd SOUTH-WEST OXFORD TWP	Matt Called-  Looking to speak with someone about the ditch in front of his house.  Please call him back at 226-927-8454	Springford	None	bfisler	9/18/2024 0:00	Hi CS If not done request # CS01539-24 can be closed. Dennis and I confirmed yesterday that the culvert has been cleared  Thanks John

Request ID	Entry Date	Issue	Address SR	Description	Patrol	Priority	Entered By	Close Date	Completion Notes
SR02060-24	7/16/2024 10:54	(Roads) Ditching/Drainage	75 Loveys St E HICKSON EAST ZORRA-TAVISTOCK TWP	<p>CS staff have e-mailed Ashley at EZT back to let her know her concern was dispatched to roads crew.</p> <p>Emailed in From Township of EZT:</p> <p>Good morning,</p> <p>We had a resident call with concerns of blocked drains near property address 75 Loveys St E. The caller advised that there is water over the roadway, backing up from the roadside drains and is concerned about safety of drivers and hydroplaning.</p> <p>My kind regards,</p> <p>Ashley Bickle Corporate and Support Services Clerk Township of East Zorra-Tavistock 89 Loveys Street, Box 100, Hickson ON N0J 1L0 519-462-2697 x 7835 Fax: 519-462-2961 abickle@ezt.ca www.ezt.ca</p>	Highland	High	cchambers	7/16/2024 0:00	cleaned off CB in area water went away
SR02275-24	8/6/2024 13:02	(Roads) Ditching/Drainage	195332 19th Line ZORRA TWP	Canada Post mail delivery person asked Sue to call in to have us fix the drainage issue in front of her property. Water is pooling, there is a rut out front that the driver is having a tough time delivering the mail to her house. She said the rut is about 16 feet long.	Highland	None	cchambers	8/8/2024 0:00	added gravel in front of mailbox and in laneway Matt and Ryan did work
SR02282-24	8/7/2024 9:10	(Roads) Ditching/Drainage	744885 Oxford Road 17 EAST ZORRA-TAVISTOCK TWP	<p>Candy called to report divets along the shoulder of the road, starting at the top of the hill and down due to wash out from all the recent rain. The gravel is washing out into her driveway at the bottom of the hill. The divets along the shoulder are quiet large.</p> <p>Candy 519-537-1789 744885 Oxford Road 17</p>	Woodstock	None	jmelliott24	8/26/2024 0:00	<p>Hi CS:</p> <p>The crew did complete this task and talked to resident.</p> <p>Please close this service request.</p> <p>Thanks Dennis</p>

Request ID	Entry Date	Issue	Address SR	Description	Patrol	Priority	Entered By	Close Date	Completion Notes
SR02303-24	8/8/2024 14:29	(Roads) Ditching/Drainage	774570 Oxford 14 NORWICH TWP	E-mailed in from resident: Hello,  It's Wil Mijnders from 774570 Oxford rd 14. Just letting you know Weber the utility company putting the fibre in made a mess of the ditch and the water is backed up in several places..  Regards Wil  Pictures attached.	Woodstock	None	cchambers	8/26/2024 0:00	Hi CS:  I checked this out just after a rain a while back and the area at this point has no drainage issues. As far as Weber they working on the back side of the ditch which does not affect the ditch bottom and they have restored what they have worked on so far and are still working in area.  Please close this service request.  Thanks Dennis Walter
SR03080-24	10/22/2024 9:05	(Roads) Ditching/Drainage	683685 Road 68 ZORRA TWP	Mark Crocket called and would like a call back- 519-671-2271 -issue with truck damaging the ditch on his property (damage due to MC'Qs) -previous issue with culvert -bad connection with the phone when the caller called in, please call back for exact details, Mark would like to talk to someone in Roads about recent damage that has occurred at his property.  Thank you!	Woodstock	None	bfisler	10/23/2024 0:00	Called Mark going to fix up Oct 24



Request ID	Entry Date	Issue	Address SR	Description	Patrol	Priority	Entered By	Close Date	Completion Notes
SR03138-24	10/25/2024 9:02	(Roads) Ditching/Drainage	384934 Salford Rd NORWICH TWP	E-mailed in: Hi I have a concern of the ditch on road #46 as it passes our property 384934 salford road would like to see a road forman concerning the issue call me at 613 263 3100 to meet ne to discuss issue Gerald Kamps  ----- Origin: <a href="https://www.oxfordcounty.ca/en/your-government/departments-and-offices.aspx">https://www.oxfordcounty.ca/en/your-government/departments-and-offices.aspx</a> -----  This email was sent to you by gerald kamps<geraldrkamps@gmail.com> through <a href="https://www.oxfordcounty.ca/">https://www.oxfordcounty.ca/</a> .	Springford	None	cchambers	11/13/2024 0:00	
SR03356-24	11/19/2024 11:53	(Roads) Ditching/Drainage	785529 Oxford Road 33 EAST ZORRA-TAVISTOCK TWP	Resident called in to say her neighbour across the road has piled leaves in his ditch. In years past he has done this and roads crew has gone and asked him not to pile them there.  *DEC 2 Resident called back, unsure why the leaves were still there. Asked to speak to the roads department- CSD emailed Pete, asked for him to call the resident to speak with her.	Highland	None	cchambers	11/22/2024 0:00	Good Morning  Could you please close this SR. Most of the leaves have been blown out of the ditch the rest is a normal amount for this time of year. I will keep an eye on it going forward.  Thanks  Pete Schuurman Patrol Foreperson - North
SR03492-24	11/26/2024 14:58	(Roads) Ditching/Drainage	595629 Highway 59 EAST ZORRA-TAVISTOCK TWP	Gord called(519-533-8013)- there is an issue with gravel in the ditch at one of his properties. -gravel collected and caused water to gather and effect his crops this summer - was wondering if this could be looked at by the roads crew -his son lives in the home at this address, his name is Evan and can be reached at 519-535-7616	Highland	None	bfisler	11/27/2024 0:00	Could you please close this Sr . Spoke with Gord and are working on a solution to fix the problem.  Thanks  Pete Schuurman Patrol Foreperson - North

Request ID	Entry Date	Issue	Address SR	Description	Patrol	Priority	Entered By	Close Date	Completion Notes
SR02048-24	7/15/2024 11:15	(Roads) Flooding	714880 Oxford 4 Woodstock	considerable flooding on Oxford Road 4, outside 714880 Oxford Road 4. Traffic can get through at this time but getting deeper	Woodstock	None	jmelliott24	7/16/2024 0:00	Hi CS:  Due to the amount of rainfall we received in a short time the storm drains under the railway overpass was unable to keep up. Once the rain receded the flooding disappeared. A need for a road closure was not needed.  Please close this service request.  Thanks Dennis
SR02049-24	7/15/2024 11:52	(Roads) Flooding	685721 Highway 2 Woodstock	flooding road/culvert issues  flooding from road up to house	Woodstock	None	bfisler	7/22/2024 0:00	Hi CS:  The flooding issue was a big pot hole. I called Pate from Drumbo and asked if could have someone grade the shoulder to remove pot hole. Pete's crew added some A gravel and graded out to remove pot hole Wednesday, July 17th.  Please close this service request.  Thanks Dennis
SR02147-24	7/19/2024 13:52	(Roads) Storm Sewer	74 Main St W NORWICH NORWICH TWP	call in to say he has system in store that collects water from his eves and drains into a pipe that runs underneath of the store. It's plugged up, and a pipe ended up bursting in the store. He's fixing this...but he feels there are some issues out at the roadway with tree roots. He called Norwich township and they told him to call us. Wondering if you can follow up with Mark and let him know what his next steps are. Thanks.	Springford	None	cchambers	9/12/2024 0:00	Hi CS:  I talked to Mark Stubbs for Foodland explaining we checked our drain maps etc. and could not find anything. It was suggested he contact a plumber to look into further.  Please close this service request.  Thanks Dennis

## Mid-November 2024 to Mid-February 2025 Economic Development Activity

<b>Business Support:</b>	<b>Nov 15 – Dec 31, 2024</b>	<b>Jan 1 – Feb 15, 2025</b>
General Business/Marketing Support Interactions	10	18
Expansion, Location & Development Conversations	8	12
Business Visits	2	4
Events Attended	1	2

### **Expansion, Location & Development Conversations by Industry:**

Asphalt Plant, Construction Manufacturing, Food Processing, Agri-Tourism, Retail, Commercial Space/Plaza Development, Pharmacy, Agri-Business, Church

### **Events Attended:**

Tavistock Chamber Lunch; SCOR EDC AGM; EDCO Training - Planning 101 for Ec Dev

### **Projects & Partner Collaboration:**

- a. Strategic Planning Process for 2026-2029 Strategic Plan
  - Draft Strategic Planning Process timeline and Consultant RFP presented to the Board for approval and budget allocation at the February 28<sup>th</sup> Board Meeting
  - Economic Development Director and Board Chair to review proposals and recommend a preferred Consultant to the Board at the April 25<sup>th</sup> Board Meeting
- b. Rural Oxford Agri-Food & Manufacturing BR&E Surveys – 24 Completed
  - Next Steps: Continue Outreach, Business Visits & Surveys in 2025
- c. Oxford County Ag Zoning Bylaw Initiation
  - Met with Policy Planners to review Ag Zoning Bylaw Initiation
  - Invited Policy Planners to present at February 28<sup>th</sup> Board Meeting
  - Learn More: <https://shorturl.at/GQpea>
- d. 7 NEW Stories added to our Newsroom: <https://ruraloxford.ca/news>
  - Little Bones Grill (Norwich); Sunova Worx – For the Future (Lakeside); Tourism Innovation Grant Program; Government Investing in Ontario's Dairy Processing Sector; The Life Sciences Scale-Up Fund (LSSUF); US/Canada Tariff Updates; Crescent Ridge Services and Stonecrest Engineering- Client Focused Vision and Small Town Vibes

- e. Tourism Innovation Grant Program
  - Launch and promote 2025 Grant Program
  - Application Deadline is February 21<sup>st</sup>
  - Finalists will be notified by March 10<sup>th</sup>
  - Finalists will make their Pitch to a panel of Judges on March 24<sup>th</sup>
  - Grants will be issued to the selected recipients on March 31<sup>st</sup>
  - Learn More: <https://cfoxford.ca/tourismgrant>
- f. Community Employment Services – Oxford County Career Expo
  - 3500 Students/Participants will meet with 150+ Employers
  - Event Sponsor: Cash & In-Kind (5 Roadside Signs)
  - CED Grant Application submitted to Community Futures Oxford
  - Support coordinated effort of a shared county-wide government booth
  - Learn More: <https://workinoxford.ca/career-expo>
- g. “Discover Rural Oxford” at Canada’s Outdoor Farm Show (COFS)
  - Begin planning for the 2025 “Discover Rural Oxford”
  - CED Grant Application submitted to Community Futures Oxford
  - Learn More: <https://ruraloxford.ca/discover>
- h. Shop Local Gift Card Program – Research Phase Cont’d
  - Met with Ingersoll BIA, Tillsonburg BIA, Miconex
  - Phone Calls with potential Community Partners
  - Invited Community Stakeholders to a 30-Min Discovery Call
  - Learn More: <https://shorturl.at/akXAz>
- i. Support for Rural Chambers
  - Attend Norwich Council Meeting for Norwich Chamber delegation
  - Attend Tavistock Chamber Christmas Lunch
  - Sponsor Tavistock Chamber “Welcome to Town” Bags
  - Design, Print and Setup Roadside Sign for the Taste of Norwich Event
  - Renew Tavistock and Norwich Chamber Memberships
- j. Oxford Connection
  - Planning Meeting to discuss SIAL (April 29 - May 1 in Toronto), CMTS (Sept 29 – Oct 1 in Toronto), Plastex (Oct 21 – 23 in Toronto), Real Estate Appreciation Day (Sept 16 in Tillsonburg); with further exploration into WMTS, Shows in BC, and Research FDI Training

### **Governance & Administration:**

- Met with EZT Staff to go over Purchasing Card Policy
- Met with Rural Oxford EDC Consultants for a Christmas Brunch
- Work with Digital Consultant on 2024 Digital Media Year in Review
- Draft Rural Oxford EDC's 2024 Year in Review
- Draft Strategic Plan Timeline and RFP
- Rural research, data collection and compilation
- Prepare for February 28<sup>th</sup> Board Meeting
- Sent out Director Intentions Survey
- Draft 2025 Work Plan

## Mid-February to Mid-April 2025 Economic Development Activity

<b>Business Support:</b>	<b>Feb 15– Apr 15, 2025</b>
General Business/Marketing Support Interactions	20
Expansion, Location & Development Conversations	21
Business Visits	6
Events Attended	2

### **Expansion, Location & Development Conversations by Industry:**

Construction, Manufacturing (Ag Equipment Repair, Metal Fabrication, Windows, Wood Working, Cannabis/Hemp), Green Roof, Warehousing, Tourism, Retail, Aquaculture

### **Events Attended:**

Oxford County Career Expo, Norwich Chamber Business Awards

### **Projects & Partner Collaboration:**

- a. 2026-2029 Strategic Plan
  - Three submissions received/reviewed for the Strategic Planning RFP
  - Board Chair, Vice-Chair, and Ec Dev Director scored proposals and met to determine a preferred Consultant to recommend to the Board on April 25<sup>th</sup>
- b. Rural Oxford BR&E Visits
  - 2025 Targeted Sectors: Agri-Business & Tourism
  - 4 of 24 Business Visits Completed
  - Next Steps: Continue Outreach, Business Visits & BR&E Survey Follow-up
- c. “Discover Rural Oxford” at Canada’s Outdoor Farm Show (COFS)
  - ROEDC Request for (Video Content Creator) Service was advertised, 5 submissions reviewed and one Video Content Creator selected
  - \$3000 CED Grant Application approved by Community Futures Oxford!
  - Next Steps: Update 2025 Program Application form and website info
  - Learn More: <https://ruraloxford.ca/discover>
- d. Farm & Food Care – June Breakfast on the Farm Networking Event
  - Marketing Partner: print roadside signs and digitally promote this event
  - Partner with Tourism Oxford to curate a road trip experience for guests to visit local businesses after the event

- e. MEDJCT Importer/Exporter Event (tentative)
  - Support with planning, promotion, and venue cost-sharing
- f. Tourism Innovation Grant Program
  - Finalists made their Pitch and Recipients were issued their grants
  - Congratulations to the 2025 Winners: <https://cfoxford.ca/announcing-oxford-countys-tourism-innovation-grant-recipients-2025/>
- g. Community Employment Services – Oxford County Career Expo
  - Approx. 3500 Students & 2000 Participants met with 150+ Employers
  - Rural Oxford EDC coordinated a Rural Municipalities booth so they could be a part of this large community event while sharing resources to staff it.
  - **Partner Feedback:** Rural Municipalities appreciated the effort that ROEDC took to design, coordinate, and setup the booth for our Townships. Though there weren't many open positions in the Townships currently, it was great to connect with students and job seekers to plant seeds about career opportunities available in local government. Having a schedule where the partners shared in covering the booth made the experience efficient and manageable from a staffing perspective. They enjoyed participating alongside prominent employers in the region and getting to network with fellow local government peers at neighbouring booths.
  - CES Recap Video: <https://www.youtube.com/watch?v=czVYA7Utz6k>
- h. 8 NEW Stories added to our Newsroom: <https://ruraloxford.ca/news>
  - Breaking Elements Dance Company – A Passion for Dance; Oxford Fresh Producers Wanted; Built Fitness – A Community and a Village; The Flower Haus – Crafted with Love; Rural Oxford EDC Sets Out to Develop a New Strategic Plan; Stay Up-to-Date with the Latest Canada-US Tariffs; 2024 Rural Oxford EDC Year in Review; Orange Door Acres – Chicken, Strawberries, Preserves... and Pizza too!

### **Governance & Administration:**

- Booked 5 Township Council delegations, completed 3 presentations
- Issued Call for Proposals for Strategic Plan Consultant, responded to project inquiries, reviewed submissions, discussed with Board Chair and Vice-Chair
- Had Director Intention Discussions with several Board Members and prepared a Director posting for a new Blandford-Blenheim Township Representative
- Supported 2024 Audit Process, reviewed Draft 2024 Audited Financial Statements, booked Audit & Finance Committee meeting to review Statements prior to AGM
- Prepared for April 25th Board Meeting



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

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

## **Request for Extension of Draft Approved Plan of Subdivision SB10-06-1 – Westside Communities (Plattsville) Inc.**

### **REPORT HIGHLIGHTS**

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- A request has been received to extend approval of a draft plan of subdivision in the Village of Plattsville for one year.
- The draft plan was originally approved in August 2012 and was later extended in 2015, 2017, 2019, 2021, and 2023. The most recent extension is scheduled to lapse on August 31, 2025.
- The subject draft plan of subdivision consists of 34 lots for single-detached dwellings, 8 lots for live-work purposes, 2 blocks for highway commercial use and a stormwater management pond.
- Planning Staff recommend support of a one year extension to provide additional time for the applicant to consider potential redline amendments to the existing draft plan of subdivision.

### **DISCUSSION**

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#### **Background**

OWNER: Westside Communities (Plattsville) Inc.  
183 Dufferin Street, Guelph ON, N1H 4B3

AGENT: Stantec Consulting Ltd.  
100-300 Hagey Boulevard, Waterloo, ON, N2L 0A4

LOCATION:

The subject lands are described as Part Lots 16 & 17, Concession 12 (Blenheim) and Parts 1 & 2, Plan 41R-8446, Township of Blandford-Blenheim. The lands are located on south side of Albert Street East, east of Platt Street South and west of Hofstetter Road, in the Village of Plattsville.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "C-3"

County of Oxford  
Settlement Strategy Plan

Serviced Village

Schedule "B-1"	Township of Blandford-Blenheim Land Use Plan	Settlement
Schedule "B-2"	Village of Plattsville Land Use Plan	Low Density Residential, Service Service Commercial & Open Space

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW No.1360-2002:

Existing Zoning: Residential Type 1 Zone (R1)  
Highway Commercial Zone (HC)  
Special Highway Commercial Zone (HC-4)  
Open Space (OS)

PROPOSAL:

A request has been received to extend approval of a draft plan of subdivision located on the south side of Albert Street East and east of Platt Street South in the Village of Plattsville, for an additional one year.

The draft plan was originally approved in August 2012. Draft approval was later extended in 2015 in 2017, 2019, 2021, and again in 2023. The latest extension is scheduled to lapse on August 31, 2025. If the proposed one year extension is approved, the new lapse date would be August 31, 2026. The plan of subdivision consists of 34 lots for single detached dwellings, 8 lots for live-work purposes, 2 blocks for highway commercial use and a stormwater management pond.

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

Plate 2, Aerial Photography (2015), provides an aerial view of the subject lands and the surrounding area.

Plate 3, Draft Approved Plan of Subdivision, shows the proposed lot and road configuration of the draft plan approved subdivision.

## **Planning Analysis**

The applicant is proposing to extend approval of a residential draft plan of subdivision (SB10-06-1), for a period of one year. While five extensions have been granted previously, Planning staff note that since the ownership of the lands changed in 2017, discussions have been ongoing with respect to a new subdivision application to be considered on the lands.

A new formal submission has been made for a Draft Plan of Subdivision, Official Plan Amendment, and a Zone Change and will be coming before both Township and Council Councils in the near future. The upcoming proposal to be considered would increase the number of residential units from 42 units to 115 units, which would consist of 99 single detached dwelling units and 16 semi-detached dwelling units. The proposed amendment would remove the approved live/work units. The new proposal looks to keep the commercial block; however it would be reduced from 2.8 ha (6.9 acres) to 1.6 ha (3.9 acres).

The landowners are currently working with staff to address final comments and schedule public meetings for both Township and County councils to consider the new draft plan of subdivision

proposal for the subject lands. If approved, the existing subdivision approval would be replaced by the new subdivision proposal.

One or two year extensions are typically granted to ensure the applicant is actively working towards registration of the approved plan, as well as ensuring sufficient municipal servicing capacity exists to accommodate the proposed development.

As no concerns were raised as a result of agency circulation and the applicant is moving forward with a new subdivision application, Planning staff are satisfied that a one year extension would be appropriate for the existing draft approved plan of subdivision. The proposed extension would apply to the existing draft plan and notwithstanding the submission of the new, revised plan, staff are of the opinion that a further one year extension will not compromise Plattsville's water and wastewater capacity.

In light of the foregoing, Planning staff recommend that draft plan approval be extended to August 31, 2026. A resolution from Township Council in support of the request is necessary for the County to grant an extension.

## **RECOMMENDATIONS**

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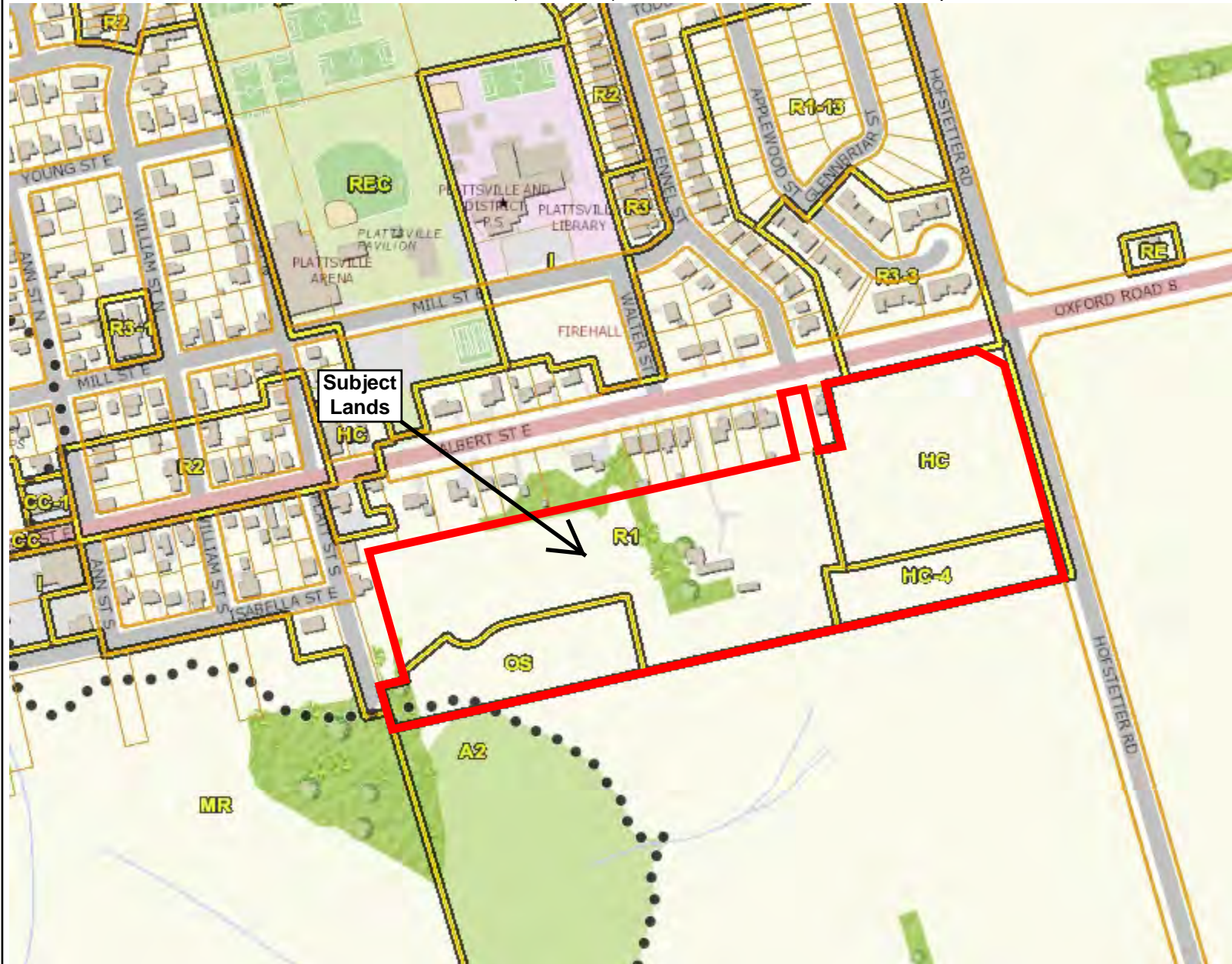
**It is recommended that the Council of the Township of Blandford-Blenheim advise Oxford County that the Township supports a one year extension of draft approval for the plan of subdivision submitted by West Side Communities (Plattsville) Inc. (SB10-06-1), for lands described as Part Lots 16 & 17, Concession 12 (Blenheim) and Parts 1 & 2, Plan 41R-8446, Township of Blandford-Blenheim, to August 31, 2026 to provide additional time to register the plan or subdivision or process submitted applications for draft plan of subdivision, official plan amendment, and zone change.**

## **SIGNATURES**

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**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

#### Environmental

#### Protection/Flood Overlay

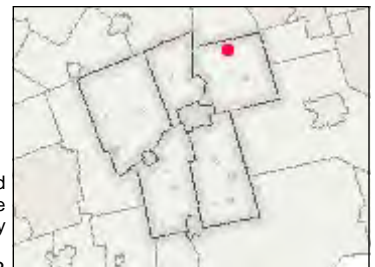
- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

#### Zoning

#### Floodlines/Regulation Limit

- 100 Year Flood Line
- 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines
- Zoning (Displays 1:16000 to 1:500)

### Notes







## Legend

### Parcel Lines

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

### Environmental

#### Protection/Flood Overlay

- Flood Fringe
- Floodway
- Environmental Protection (EP1)
- Environmental Protection (EP2)

### Zoning

#### Floodlines/Regulation Limit

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

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

## Notes

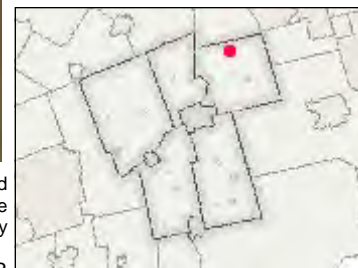
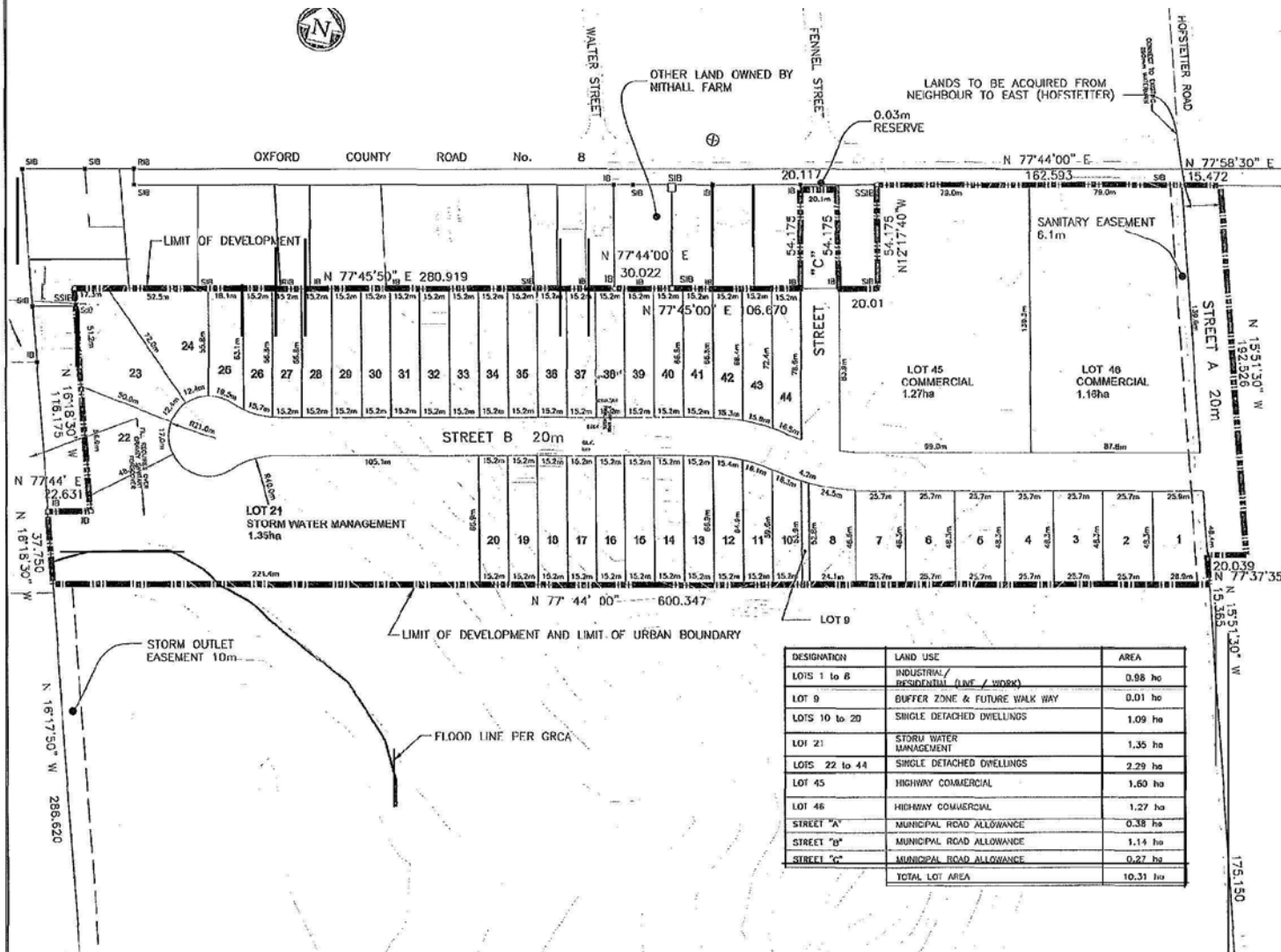


Plate 3 - Draft Approved Plan of Subdivision  
 File No.: SB 10-06-1 - West Side Communities (Plattsville) Inc.  
 Part Lots 16 & 17, Concession 12 (Blenheim) and Parts 1 & 2, Plan 41R-8446, Village of Plattsville



DRAFT PLAN OF SUBDIVISION  
 OF PART OF  
 LOT 17, CONCESSION 12  
 TOWNSHIP OF BLANDFORD-BLENHEIM  
 PLATTSVILLE  
 IN  
 OXFORD COUNTY

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE LOTS TO BE SUBDIVIDED AND THEIR ALLOTMENTS TO THE ADJACENT LOTS ARE ACCURATE AND CORRECTLY SHOWN.

DATE: 20 Dec 10  
 SURVEYOR: [Signature]  
 OXFORD LAND SURVEYOR

OWNER'S CONSENT

I HEREBY CONSENT TO THE PLAN OF THIS PLAN IT BEING FOR THE APPROVAL:

DATE: Dec 15/10  
 OWNER: [Signature]  
 DATE: December 13, 2010  
 OWNER: [Signature]  
 DATE: December 13, 2010  
 OWNER: [Signature]

SECTION 51 (17) PLANNING ACT, R.S.O. 1990

- (a) SHOWN ON DRAWING.
- (b) SHOWN ON DRAWING.
- (c) SHOWN ON DRAWING.
- (d) LOTS TO BE USED FOR INDUSTRIAL / STORAGE PURPOSES AND TO BE USED FOR COMMERCIAL, SOCIAL, AND RECREATION PURPOSES.
- (e) SHOWN ON DRAWING.
- (f) SHOWN ON DRAWING.
- (g) SHOWN ON DRAWING.
- (h) A MULTIPLE-PURPOSE SUPPLY WILL BE INSTALLED BY THE DEVELOPER IN ACCORDANCE WITH THE REQUIREMENTS OF THE COUNTY OF OXFORD.
- (i) NOT APPLICABLE - FUTURE CUL-DE-SAC
- (j) SHOWN ON DRAWING.
- (k) SHOWN ON DRAWING.
- (l) SHOWN ON DRAWING.
- (m) SHOWN ON DRAWING.
- (n) SHOWN ON DRAWING.
- (o) SHOWN ON DRAWING.
- (p) SHOWN ON DRAWING.
- (q) SHOWN ON DRAWING.
- (r) SHOWN ON DRAWING.
- (s) SHOWN ON DRAWING.
- (t) SHOWN ON DRAWING.
- (u) SHOWN ON DRAWING.
- (v) SHOWN ON DRAWING.
- (w) SHOWN ON DRAWING.
- (x) SHOWN ON DRAWING.
- (y) SHOWN ON DRAWING.
- (z) SHOWN ON DRAWING.

DATE: 20 Dec 10  
 REVIEWED BY: [Signature]  
 FOR 31/31 REVIEWED PLAN AND RE-APPROVAL OF LOTS

SUBDIVISION  
 DRAFT PLAN

TOWN OF PLATTSVILLE

OWNER: [Signature]  
 DESIGNED BY: [Signature]  
 CHECKED BY: [Signature]  
 DATE: DECEMBER 2010  
 G. DOUGLAS VALLER LIMITED  
 2 BALDWIN STREET, SUITE 101  
 SHINCOP, ONTARIO N5Y 2W4  
 (519) 425-6270



## TOWNSHIP OF BLANDFORD-BLENHEIM

<b>To:</b>	Members of Council	<b>From:</b>	Jordon Sangers, Supervisor of Asset Management, Oxford County
<b>Reviewed By:</b>	Denise Krug, Treasurer Josh Brick, CAO	<b>Date:</b>	June 12, 2025
<b>Subject:</b>	2025 Asset Management Plan	<b>Council Meeting Date:</b>	June 18, 2025
<b>Report #:</b>	TR-25-08		

---

### Recommendation:

That Report TR25-08 be received as information; and further,

That the 2025 Asset Management Plan be adopted.

### Background:

The Infrastructure for Jobs and Prosperity Act, 2015 was created to establish mechanisms to encourage principled, evidence-based and strategic long-term infrastructure planning. The Act sets out principles for asset management planning for the broader public sector, including municipalities.

Ontario Regulation (O.Reg.) 588/17 Asset Management Planning for Municipal Infrastructure, was filed on December 27, 2017 under the Infrastructure for Jobs and Prosperity Act, 2015. The purpose of the Regulation is to implement best practices throughout the municipal sector and provide a degree of consistency to support collaboration between municipalities and the Province. This Regulation aims to help municipalities more clearly identify their asset management needs, thus, helping municipalities work toward a more sustainable position regarding the funding of their assets. The Regulation also requires AMPs to provide planning for growth assets, including estimated capital expenditures and significant operating costs related to new construction or upgrades to existing municipal assets. In accordance with O.Reg. 588/17, an Asset Management Plan including proposed levels of service for all assets is required on or before July 1, 2025. The regulation sets out the components that must be included within the AMP which include:

- level of service proposed for each of the following 10 years;
- explanation of why the proposed levels of service are appropriate;
- current and proposed performance with respect to established performance measures;
- summary of assets, replacement cost and average age;
- asset conditions, including the approach used to assess the condition;



- lifecycle activities required to achieve proposed levels of service for the 10-year period;
- estimated capital expenditures and significant operating expenses to achieve the proposed levels of service;
- the funding projected to be available, by source;
- a description of assumptions regarding future changes in population and economic activity; and
- identification of how the background information and report will be made available to the public.

## Analysis & Discussion:

In recognition of the critical role that natural assets play in providing essential services and enhancing community resilience, the AMP now includes an initial iteration of Blandford-Blenheim's natural asset AMP. The AMP outlines actionable steps that staff can follow to advance the natural asset management initiative using a multi-disciplinary approach.

Staff reviewed multiple levels of service scenarios for each portfolio centered around budget, condition or useful life depending on the type of asset, using a decision support module within asset management software. Each scenario is reviewed over a 100-year period (unless specified otherwise) to identify the proposed sustainable level of service, while continuing to balance risk to the service provided. Based on the recommended scenarios, the proposed investment represents the amount of capital funding required to renew and maintain existing assets so services can continue to be delivered at the desired level.

The replacement value of Blandford-Blenheim's assets (excluding natural assets) is approximately \$367 million as identified throughout the AMP. Table 1 reflects the proposed investment requirement based on current owned assets.

**Table 1 – Investment Summary**

<b>Asset Appendix</b>	<b>Annual Investment (100% Funded)</b>	<b>Annual Investment Target</b>	<b>2025 Budget Investment</b>	<b>Annual Investment Surplus/ (Deficit)</b>
General Government	\$40,000	\$35,000	\$35,000	\$-
Protection Services	629,000	440,000	292,000	(148,000)
Public Works	6,243,000	4,112,000	2,261,000	(1,851,000)
Community Services	676,000	270,000	125,000	(145,000)
<b>Overall Total</b>	<b>\$7,588,000</b>	<b>\$4,857,000</b>	<b>\$2,713,000</b>	<b>(\$2,144,000)</b>

A financial plan is a critical component of the AMP and brings the AMP into action. A sound financial plan demonstrates that Blandford-Blenheim has integrated the AMP into financial planning and budgets, and that it has utilized all available funding tools. Using the anticipated lifecycle needs associated with the proposed level of service, along with the current investment level, staff can propose a financial strategy to achieve sustainability at that service level. The recommended approach throughout each service area considers use of available reserve balances, debt funding, reliable grant funding, potential for fundraising revenue and an increase or decrease in levy contributions.

Key improvement areas have been identified throughout the 2025 AMP. These improvements include the following:

- reducing asset data gaps to ensure that a high level of confidence is obtained for effective decision-making;
- refining the risk assessment approach at the component level to ensure that projects are prioritized based on impacts that failure of the asset has on delivery of the services that contribute to our community wellbeing;
- review Bridge Condition Index values as part of the 2025 Bridge Needs Study to ensure alignment with MTO lifecycle curves; and
- expanding upon physical condition assessment programs to ensure the analysis is based on a true reflection of actual state of the asset as opposed to a theoretical age-based condition.

Drawing reserve balances to zero would likely result in an increased investment level in latter years to fund anticipated asset lifecycle needs. Reserves are also utilized to fund emergency or unplanned expenses. A minimal or fully committed reserve balance would limit the ability to fund these types of expenses. Consideration needs to be given to a minimum balance that Blandford-Blenheim should maintain.

The 2025 Asset Management Plan will be posted to Blandford-Blenheim’s website for public information and will be promoted through the township’s social media channel.

The 2025 Asset Management Plan meets the requirements as outlined in O.Reg. 588/17, providing proposed levels of service along with a proposed financial strategy. Significant investment increases are required to ensure lifecycle needs are completed in a sustainable manner. The AMP is intended to be a living document, and staff are committed to monitoring the industry and implementing best practices as they evolve.

**Financial Considerations:**

There are no current year financial implications in relation to this report.

Table 2 summarizes the 2026 proposed investment changes identified throughout the AMP. The percentage of levy increase presented is based on the 2025 approved budget. Of the 12.9% proposed increase in contribution to capital reserves, 10.6% is a reallocation from existing contributions to the working capital reserve, with a 2.3% overall levy increase projected. Resource needs and financial requirements based on the strategies and recommendations identified in the AMP will be included in the 2026 Budget process for approval.

Table 2 – Proposed 2026 Investment Summary

	2026 Proposed Investment
Required Investment	\$4,978,000
Less:	
Capital Contribution	2,712,000
Inflation	35,000
Proposed Investment Change	938,000

---

	2026 Proposed Investment
Unfunded Requirement	1,293,000
% Increase	12.9%

The financial strategy in the AMP relies on continuity of current capital funding from federal and provincial governments, therefore Blandford-Blenheim must conform to O.Reg. 588/17. Grant programs, such as the Canada Community Building Fund and the Ontario Community Infrastructure Fund, require that municipalities demonstrate the projects selected for funding require the funding to meet the planned outcomes of the AMP.

**Attachments:**

2025 Asset Management Plan

Respectfully submitted by:

Jennifer Lavallee, CPA, CGA, CAMP,  
Manager of Capital Planning, Oxford County

# TOWNSHIP OF BLANDFORD-BLENHEIM

*2025 Asset Management Plan*



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### 1.0 Executive Summary

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#### 1.1 Background

Blandford-Blenheim Township is located within the County of Oxford in the heart of South-Western Ontario, offers all of the conveniences of urban living while enjoying the serenity of country life. Our location, and proximity to many large economic centers via Highways 401 and 403 make Blandford-Blenheim an ideal place to live, work, and visit.

This Asset Management Plan (AMP) sets out a strategic framework that will guide future investments that support economic growth and respond to changing needs in a fiscally responsible manner. The Township's asset management program forms a strong foundation for sound asset management principles well into the future.

The development of a long-term, sustainable plan requires an analysis of lifecycle costs using a combination of proactive lifecycle strategies and replacement only strategies. Through these lifecycle strategies, the Township is able to determine an average annual investment requirement, which forms the basis for annual contributions into capital reserves. This helps smooth the impact on property taxes, helping with predictability and sustainability. Each AMP appendix will identify if the current annual contribution is in-line with the required investment based on the proposed level of service, in turn allowing for a long-term financial plan to be developed for managing and reducing any identified gaps.

In addition to meeting the provincially mandated AMP requirements, this AMP establishes a strategic framework for managing these assets, aligning assets with service objectives, documenting core practices and procedures, and guiding the action and investment needed to meet key business goals. To be eligible for certain capital grants, municipalities must have an AMP and demonstrate the particular need of a project to the social, economic or environmental priorities of the community.

This AMP is based on current information available with a goal to identify plans to address gaps in data and procedures. Improvement opportunities will be listed within each asset appendix. The AMP is designed to be a living document that will be reviewed annually and revised in response to changing environmental, social and economic needs within our community. The annual update process will ensure that staff are working through each budget cycle with up-to-date information on our assets.

Table 1.1.1 reflects a summary of the replacement value of the Township's assets identified throughout the 2025 Asset Management Plan appendices. The overall replacement cost is approximately \$367 million.

# TOWNSHIP OF BLANDFORD-BLENHEIM

2025 Asset Management Plan

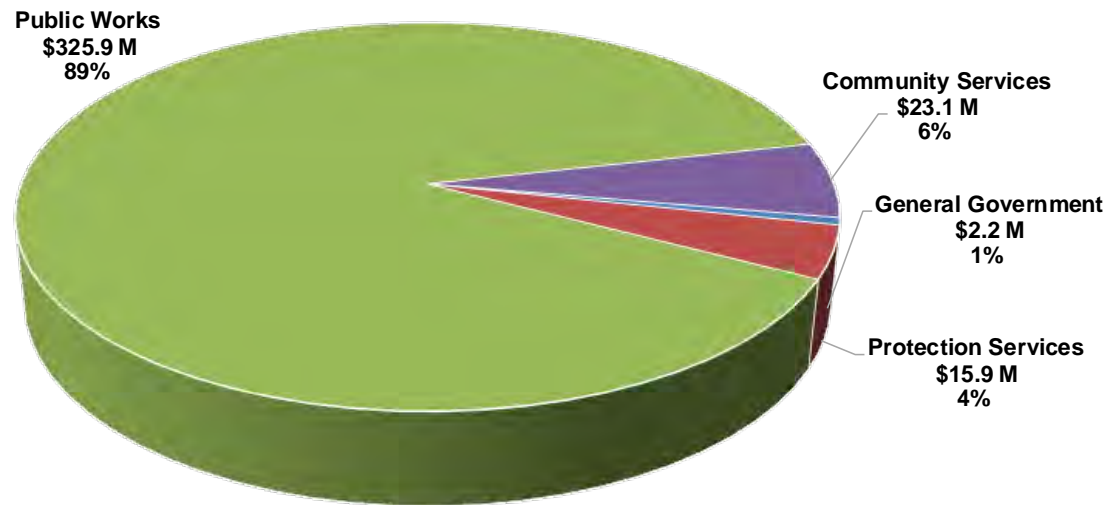
**Table 1.1.1 Asset Inventory Summary (millions)**

Asset Appendix	Replacement Value	Required Annual Investment (100% Funded)	Annual Investment Target	2025 Budget Investment	Annual Investment Surplus/(Deficit)
General Government	\$2.20	\$0.04	\$0.035	\$0.035	\$ -
Protection Services	15.90	0.68	0.48	0.29	(0.18)
Public Works	325.88	6.29	4.11	2.26	(1.85)
Community Services	23.10	0.69	0.28	0.12	(0.15)
<b>Total</b>	<b>\$367.08</b>	<b>\$7.70</b>	<b>\$4.91</b>	<b>\$2.71</b>	<b>(\$2.18)</b>

**PROPOSED  
INVESTMENT  
DEFICIT**

**\$2.2 MILLION**

2.2 MILLION



## 2.0 Introduction

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### 2.1 Importance of Asset Management

Asset Management strives to continually improve the long-term management of assets. The following is a list of benefits that asset management programs and processes achieve:

- **Reduced lifecycle cost** (i.e. total operating, maintenance and capital resources) of providing services.
- **Reduced risk exposure** to the Township by ensuring that assets are managed in a manner that matches the risk that their failure represents to the delivery of services.
- **An informed and transparent decision-making process** that provides Council with the knowledge that they need to make decisions regarding capital expenditures, operating costs and revenue requirements (i.e. property tax levels and user fees).
- A mechanism to ensure that the services that are delivered, through the use of assets, can be provided at a **sustainable** level that is affordable.

### 2.2 Alignment to Strategic Plan

The initiatives contained within this AMP support the themes as set out in the 2025-2028 Council Strategic Plan.

- **Responsible and Strategic Growth** This plan sets out a strategic framework that will guide future investments that support economic growth and respond to changing needs in a fiscally responsible manner.
- **Community Well-Being and Inclusivity** Asset management planning processes ensure assets are maintained in a manner that allows our local economy to prosper.
- **Engaged and Informed Community** Asset management planning allows council to make informed decisions.
- **Excellence in Public Service** Asset management planning processes ensure assets are maintained in a manner that provides the required level of service in order to enhance the quality of life for all our citizens.

### 2.3 Alignment to Other Plans and Policies

The comprehensive asset management approach will also review other plans and initiatives in place to ensure that asset management activities align with these plans and initiatives.

- **Official Plan** The County of Oxford's Official Plan helps guide municipal decisions with respect to infrastructure, public services and other investments.
- **Capital Plan** The capital plan consists of a capital budget and capital implementation program over a 10-year horizon, built in alignment with asset lifecycle needs. The plan identifies capital projects, provides a planning schedule and identifies financing sources.



- **By-Laws, Policies and Procedures** The AMP incorporates requirements from various asset related by-laws, policies and procedures, including the Development Charges Background Study.
- **Regulations** The AMP aligns with senior level government regulations.

## **2.4 Purpose and Development Methodology**

The purpose of the AMP is to set out how the Township's assets will be managed in accordance with various plans and policies; and legislation, to ensure that the Township is capable of providing sustainable levels of service.

The output from the AMP serves as a framework for the Township's capital planning process, including reconstruction and rehabilitation strategies, maintenance, repair activities, ongoing operations, and financial planning.

The asset management planning process begins with the **Council Strategic Plan**, aligned with the public's expectations and government regulations. The process evaluates the **state of our assets**, which is determined by current conditions and performance assessment for each asset component. This assists in forecasting a sustainable funding level and identifies if a funding surplus or deficit exists. Performance measures are established and tracked to provide an understanding of the current **levels of service**. This framework guides the development of proposed **levels of service** and indicates performance measures used to evaluate progress in achieving the proposed levels of service.

The **asset management strategy** component of the planning process provides a detailed analysis within each appendix. This analysis is based on best practices and industry standards employed to manage the assets. This component includes a comprehensive review based on clearly identified rehabilitation strategies that trigger specific lifecycle events. The ideal lifecycle strategy takes into consideration return on investment, risk assessment and prioritization of projects. The next step in the planning cycle is developing the **financial strategy**. This is an integral component of the capital plan. All possible revenue sources are considered for each of the asset needs, such as, grants (including the Ontario Community Infrastructure Fund and Canada Community Building Fund), reserves, development charges, debt, user fees, and tax levy. This stage of the process is reviewed and developed concurrently with the operating and capital budget process to ensure the plan is sustainable, both technically and financially.

## **2.5 Plan Content**

This AMP complies with the requirements of O.Reg. 588/17 and the provincial government directives and is structured to provide consistency and ease of understanding for readers. For each service area appendix, the following sections are included:

- State of Assets
- Levels of Service

- Asset Management Strategy
- Financial Strategy

### 2.6 Resources

At the organizational level, the asset management program involves collaboration among various departments – public works, community services, protective services, planning, finance, and more.

The Township utilizes software applications for capital asset long-term financial planning and analysis. The systems include:

- Comprehensive asset inventory including condition ratings, replacement costs, anticipated useful lives and lifecycle activities.
- Decision support system in order to assess replacement activities of existing assets.
- Asset accounting for Public Sector Accounting Board (PSAB) purposes in accordance with PSAB 3150.

### 2.7 Plan Scope

The AMP utilizes a long-term strategic planning window of 100-years. Having a long-term strategic planning window allows the plan to model the exceptionally long service lives of some assets (i.e. underground assets of stormwater, road bases, etc.). Although the accuracy of a long-term planning window is highly subject to assumptions and estimates, it allows decision makers to better assess the asset funding requirements, and sustainably fund asset lifecycle needs.

### 2.8 Planning Framework

The Township will align asset management planning with the Province of Ontario's land-use planning framework, including any relevant policy statement issued under section 3(1) of the Planning Act and any Provincial Plans that are in effect, as well as with the County of Oxford's Official Plan. The objective being to ensure that assets and public service facilities are provided in a coordinated, efficient and cost-effective manner and that planning for assets and public service facilities is coordinated and integrated with land use planning so that they are financially viable over their lifecycle and available to meet current and projected needs.

The Oxford County Official Plan is the policy document that establishes the overall land use strategy for the Township. The policies and land use schedules contained in the Official Plan establish locational and development review requirements for various land uses (residential, commercial, industrial, institutional, parks, etc.), set out how agricultural land and other natural features and cultural heritage resources are to be protected and provide direction on how environmental constraints are to be addressed. The Official Plan also helps to guide municipal decisions with respect to asset management, public services and other investments. The Official Plan anticipates that growth to both population and employment will continue to be experienced during the planning period.

In order to ensure an up-to-date basis for designating sufficient lands for settlement and employment purposes, for establishing capital improvement programs for municipal assets and for planning for public services, the County reviews and updates population, household and employment forecasts for the County and Area Municipalities (including the Township) for the planning period set out in the Provincial Planning Statement (i.e. up to 30 years) on a regular basis (e.g. every 5 years). The last formal growth forecast updates were approved by Council in 2020. However, the County is currently in the process of updating these forecasts based on the most recent Ministry of Finance forecasts. The initial draft growth forecast updates from that project (set out in Table 2.8.1 below) indicate that the Township is generally expected to experience higher growth than was identified for the same periods in the previous 2020 forecasts. Similarly, the 2024 Development Charges Background Study completed an analysis of shorter-term growth projections based on updated information, that resulted in projections to 2034 that substantially exceed the figures identified in the 2020 forecasts.

As such, staff will continue to monitor growth to ensure that capital projects designed to service growth are timed appropriately, including finalizing the current growth forecast updates later in 2025, to ensure they reflect current growth drivers and trends, as well as recently updated Provincial policy direction (i.e. Increased planning horizon and use of Ministry of Finance forecasts as the base).

**Table 2.8.1 Township of Blandford-Blenheim Growth Projections**

	<b>2026</b>	<b>2031</b>	<b>2036</b>	<b>2041</b>	<b>2046</b>
Population	8,400	9,000	9,400	9,900	10,300
Households	2,990	3,200	3,385	3,580	3,760
Employment	1,985	2,165	2,325	2,425	2,545

## **2.9 Commitment to Engagement**

The Township will provide information and seek input on asset management planning through:

- Opportunities for residents and other stakeholders to provide input across a range of channels (e.g., online, in person, written submissions);
- Coordinated planning between interrelated assets by pursuing collaborative approaches with Oxford County and neighbouring municipalities, and other asset owning agencies wherever viable and beneficial; and
- Our partnerships and relationships with external parties are important to maintaining service delivery. We rely on partnerships to aid in the delivery of services and improvements to our assets. We highly value our partnerships and recognize the benefits of working with them to secure safe and effective delivery, incorporate leading practices and techniques, and achieve efficiencies in delivery.

This document is made publicly available on the Township's website as required by O. Reg. 588/17. The Township will also respond to and facilitate information requests for any background information and reports used in the creation of this plan.

### 2.10 Improvement Plan

Improved asset management planning is vital to the long-term sustainability of assets throughout the province. The Township is committed to monitoring the industry, implementing best practices as they evolve, and updating asset management data on a continuous basis as new information is received (i.e. the Bridge Needs Study is completed every two years providing updated conditions). This continuous improvement process helps ensure that the right capital projects are targeted with each budget cycle. Throughout each service area appendix, areas of improvement are identified.

### 3.0 State of Township Assets

#### 3.1 Data Confidence

The quality and completeness of asset data is critical to effective asset management, accurate financial forecasts, and informed decision-making. For this reason, it is important to know what the reliability of the information is for the levels of service, asset management strategy (lifecycle activities and risk) and financial strategy. Table 3.1.1 provides a description of the data confidence grades used to classify the reliability of asset data within each service area appendix.

**Table 3.1.1: Data Confidence Grading Scale**

Confidence Grades	Description
A - Highly reliable	Data is based on sound records, procedures, investigations, and analysis, documented appropriately and agreed as the best method of assessment. Dataset is complete and estimated to be accurate $\pm 2\%$
B – Reliable	Data is based on sound records, procedures, investigations, and analysis, documented appropriately but has minor shortcomings, for example some of the data is old, some documentation is missing and/or reliance is placed on unconfirmed reports or some extrapolation. Dataset is complete and estimated to be accurate $\pm 10\%$
C – Uncertain	Data is based on sound records, procedures, investigations, and analysis which is incomplete or unsupported, or extrapolated from a limited sample for which grade A or B data are available. Dataset is substantially complete but up to 50% is extrapolated data and accuracy is estimated $\pm 25\%$
D - Very Uncertain	Data is based on unconfirmed verbal reports and/or cursory inspections and analysis. Dataset may not be fully complete, and most data is estimated or extrapolated. Accuracy $\pm 40\%$
E – Unknown	None or very little data held

#### 3.2 Inventory

Assets are identified within each appendix by component and quantity. The current inventory and replacement cost figures capture inventory within newly constructed subdivisions which the Township is aware of and anticipates assuming ownership of. Growth related asset needs identified in the Development Charges Background Study and the Capital plan are not included in current inventory and replacement costs, however they are included for the purposes of determining lifecycle needs and the annual requirement. It is important to include both the unassumed and growth assets to ensure that lifecycle activities are planned and funded accordingly.

### 3.3 Valuation

Replacement cost valuation is forward-looking and accounts for changes in technology, engineering standards, climate change and other factors. Replacement costs may be based on current tender prices (adjusted where staff feel cost increases are due to temporary economic situations), provided as part of condition assessments or other studies, or based on the Consumer Price Index. Tariffs may have significant impacts on replacement costs of the Township's assets, including the cost to complete lifecycle activities. The exact impact is unknown and difficult to predict; therefore, the costs presented throughout this plan are not reflective of potential tariff impacts.

### 3.4 Condition Assessment Approach

There are numerous investigative techniques in order to determine and track the physical condition of an asset portfolio. The techniques used are often asset specific and tied to the nature of service or degradation level of the asset and can be grouped into categories. The specific approach used for each service area is identified in the related appendix. For assets, without a standardized approach to condition assessment scoring, information from visual inspections, failure records and other maintenance related observations are used in establishing the condition of the asset. Given the complexities and accessibility of some assets, not all assets allow for a visual or performance-based condition assessment; in these cases, a theoretical age-based condition rating is used.

The condition scale and visual inspection ratings are based on the following approach:

- **Very Good** - Asset is well maintained with no noticeable defects.
- **Good** - Asset may show signs of minor deterioration and may require some maintenance.
- **Fair** - Deterioration evident, function affected. Asset may require on-going monitoring.
- **Poor** - Serious deterioration, function inadequate. Asset may require ongoing monitoring.
- **Critical** - No longer functional, general or complete failure. Asset may require extensive monitoring.

As the physical condition assessments are completed at a point in time, the asset management system will project the condition to the end of a specified year based on the lifecycles defined in the individual profiles. This allows for a more accurate reflection of the current condition. Projected conditions presented in this report are based on December 31, 2024.

### 3.5 Useful Life

Asset estimated useful lives, based on a run to failure strategy, are identified within each appendix. Assets may undergo a continual process of repair, rehabilitation and refurbishment to maintain their intended purpose. By using lifecycle strategies, the Township is able to extend the overall life of certain assets, ensuring that each asset is maintained in the most sustainable manner.

It should be noted that anticipated useful lives, based purely on age, can provide a misleading view on the asset replacement requirements. In many cases assets that are properly constructed and maintained may outlive their anticipated useful life and continue providing service. In other cases, due to poor workmanship and lack of proactive maintenance, assets may fail before they fulfill their anticipated useful life.

## 4.0 Levels of Service

### 4.1 Levels of Service Context

The structure of the Levels of Service (LOS) framework was developed to align with international best practices including the International Infrastructure Management Manual (IPWEA, 2015). The framework includes the mandatory measures to meet the requirements of Ontario Regulation (O.Reg.) 588/17 by including both community and technical levels of service. The metrics in this framework may be expanded upon as the Township continues to improve its data collection and reporting processes.

This framework helps establish a relationship between the current LOS being provided by the Township's assets, and the associated operating and capital expenditures required to achieve the proposed LOS. The framework puts into perspective the definition and measurement of service performance in alignment with the Township's mission and vision.

**Community or Customer** levels of service are statements that describe quantifiable metrics of the service delivery outcomes from the perspective of the customer, expressed in non-technical terms. **Technical** levels of service metrics are quantifiable metrics applied against assets that are subject-matter specific inputs or outputs supported by the day-to-day activities of staff.

Identifying levels of service (LOS) ensures that asset management decisions are:

- Based on impact to customers, the community and the environment;
- Focused to deliver the required level of service;
- Aligned with the strategic goals of the Township; and
- Considered and optimally balanced with risk and financial cost.

It is important to define and quantify the levels of service within each service area as key indicators of asset needs and the basis for investment decisions. Service levels communicate to Council and the residents the state and trend of the Township's assets. Funding scenarios can be created based on different service levels, which allows Council to set priorities on the proposed service level for each asset type.



Levels of service take into consideration:

- **Legislative and regulatory requirements:** These requirements prevent levels of service from declining below a certain standard. (i.e. Minimum Maintenance Standards for municipal highways, building codes and the Accessibility for Ontarians with Disabilities Act)
- **Corporate goals and objectives:** These goals and objectives define the Township's priorities, and guide future spending.
- **Customer needs:** The expectations of the public have a direct impact on the level of service demanded from our assets.
- **Industry standards and best management practices**

## 4.2 External Trends and Issues

There are always external factors that are beyond the control of the Township that can influence the level of service achieved from our assets. Performing an analysis of these factors will ensure that the performance targets are well-aligned with the environment which the Township operates in.

The following are known external trends/issues impacting levels of service:

- **Aging assets:** older assets may burden the Township and may require a higher funding investment to maintain safety and reliability.
- **Inflation index for construction projects:** inflation rates that increase at a rate greater than expected could result in a shortage of funding to complete asset lifecycle needs.
- **Environmental factors and Climate change:** unusual weather events can significantly impact the condition of assets, changing the timeframes for required lifecycle activities.
- **Changes in senior level government funding:** changes in funding levels or priorities will require the Township to take another look at our ability to fund our asset management needs.
- **Uncertainty of growth forecasts:** may result in increased deterioration, the need for additional assets and upgrades to service growth quicker than expected.

## 5.0 Asset Management Strategy

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### 5.1 Procurement Methods

The Township's Procurement By-law sets out guidelines for the Township and staff to ensure that all purchases of materials, supplies and services is at the lowest possible cost while obtaining the level of quality and service that is required by the Township.

The key objectives of the Procurement By-law are to:

- ensure that the procurement process is open and fair and is maintained in an honest and impartial manner; and



- to promote and uphold the integrity in the purchasing process and protect Council, vendors and staff involved by providing clear direction and assigning appropriate accountabilities.

Procurements may include joint contracts with internal divisions and external municipalities/agencies through capital planning or development-related asset planning. To ensure the most efficient allocation of resources and funds, the Township will consider bundling projects when issuing tenders, to realize cost-benefits and economies of scale.

### 5.2 Risks Associated with the Strategy

Risk management frameworks are developed to assist with the prioritization of investments within the capital planning period. The Township's risk management framework was developed so that it could be integrated with lifecycle management and levels of service strategies to support the development of the Township's Asset Management Plan. This is achieved by identifying the key components of risk as well as the impacts the specific asset will have on the overall delivery of services in the event of failure or disruption. The preferred approach is to implement a triple bottom line analysis approach to evaluate:

- **Social** impacts of asset failure, including impacts to customers, businesses and the Township's reputation;
- **Environmental** impacts of asset failure; and
- **Economic** impacts of failure including the cost of remediation.

In the context of asset management, risk is the multiple of the consequence of an asset failing and the probability that the event will occur. **Probability of failure (POF)** is a representation of the probability or likelihood that a failure event for an asset will occur. The POF is tied to asset condition and is based on condition data, deterioration modelling and available failure reports. The probability of failure will increase throughout the asset's lifecycle as it degrades. **Consequence of failure** is based on weighted parameters specific to each asset component based on their financial, social, and environmental impact, and provides an understanding of asset criticality and the impact of asset failure. These parameters include aspects such as replacement cost and distance to environmentally sensitive areas. The Township's asset management software includes risk information in each of the asset profiles.

### 5.3 Lifecycle Analysis

The lifecycle management strategy is the set of planned actions that should enable assets to provide users with the proposed level of service in a sustainable way, while achieving acceptable levels of risk and the lowest lifecycle costs required to provide that level of service. Lifecycle considerations for assets include industry benchmarking, consultant recommendations, available budget and other inputs, to determine the right activity for an asset at a specific point in time. The goal of this assessment is to capture the deterioration model for each asset component. Understanding the optimal budget at which lifecycle activities sustain the proposed LOS at the lowest lifecycle cost is

one of the main objectives of the lifecycle planning component of the AMP. The lifecycle activities impacting condition and useful life are contained within profiles in the Township's asset management system.

Lifecycle considerations for assets include analysis of the timing to carry out key asset management activities including inspection, maintenance, repair, and replacement. For some assets, replacement needs are based on a run to failure strategy, as this is the most economical.

The lifecycle activity types that are considered for managing assets include:

- **Non-Infrastructure Solutions** Actions or policies that can lower costs or extend useful lives.
- **Maintenance** Including regularly scheduled inspection and maintenance, or more significant maintenance associated with unexpected events. These activities do not improve the overall condition of the asset, nor increase its useful life.
- **Rehabilitation / Renewal** Significant treatments designed to extend the useful life of the asset.
- **Replacement** Occurs at the end of the useful life and/or when rehabilitation is no longer an option.
- **Disposal** Activities associated with disposing of an asset once it has reached the end of its useful life or is otherwise no longer needed by the Township to provide services.
- **Expansion / Growth** Planned activities required to extend services to previously un-serviced areas, expand services to meet growth demands, or increase the level of service being provided.

#### **5.4 Climate Change**

Impacts of climate change are being experienced around the world and are expected to be a significant and unavoidable financial burden on municipalities. Municipalities must include a commitment in their asset management planning to address the vulnerabilities of climate change with respect to operations, levels of service and lifecycle management. Two of the largest threats to southwestern Ontario are extreme heat and extreme precipitation, both of which are already being experienced and will continue to increase in severity. Consideration must be given to anticipated costs, mitigation and adaptation approaches and disaster planning. Natural assets enhance climate resiliency (flood protection/erosion control), purify the air, support biodiversity, improve water quality, and contribute to overall environmental health and sustainability.

### Climate Risks

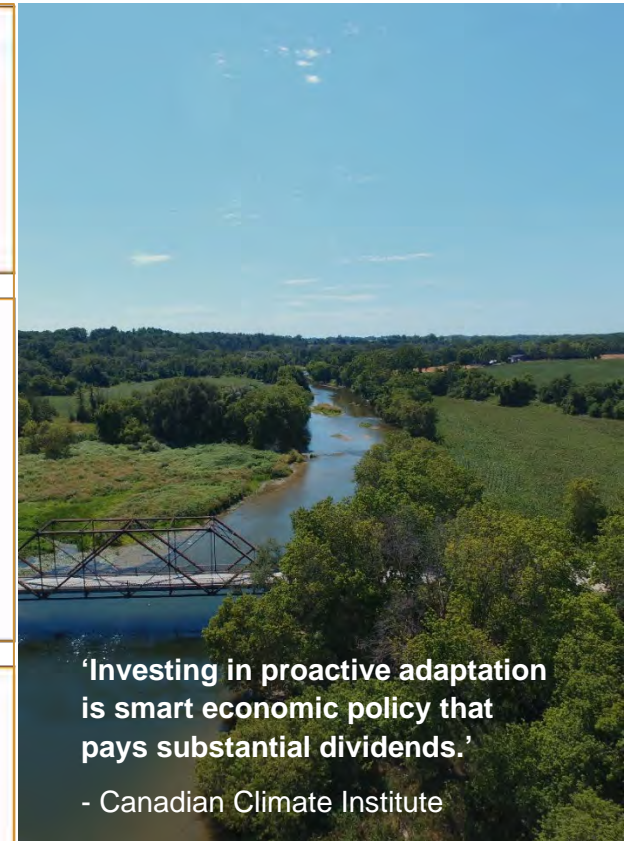
- Potential increased service disruptions with more frequent and severe weather events.
- Potential increased maintenance and replacement costs due to damage and impact of severe weather.

### Climate Adaptation Measures

- Consider climate change impacts when designing, constructing and maintaining assets, while considering affordability and co-benefits.
- Consider technology and best practices to minimize service disruption and increase resiliency.
- Consider altering inspection and renewal to support resiliency.
- Consider regulation changes and best practices in the industry.

### Climate Mitigation Opportunities

- Invest in assets that will provide environmental benefits and reduce wear and tear on existing assets.
- Invest and retrofit assets and services to support Renewable Energy and Net-Zero initiatives.
- Invest in technology to increase the efficiency of assets.



**‘Investing in proactive adaptation  
is smart economic policy that  
pays substantial dividends.’**

- Canadian Climate Institute

## 6.0 Financial Strategy

### 6.1 Proposed Levels of Service Review

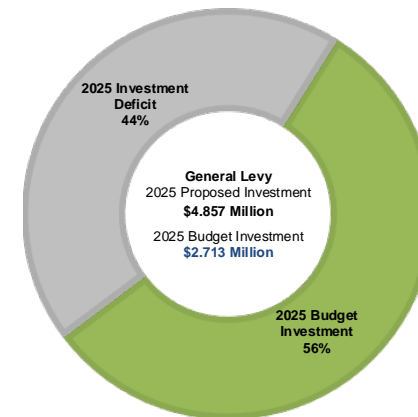
Staff reviewed multiple levels of service scenarios for each appendix centered around budget, condition or useful life depending on the type of asset, using a decision support module within asset management software. The analysis and outputs are subject to the existing capabilities of the system, with staff in regular communication with the software provider for future system enhancements. Each scenario is reviewed over a 100-year period to identify the proposed sustainable level of service, while continuing to balance risk to the service provided.

Based on the recommended scenarios, the proposed investment represents the amount of capital funding required to renew and maintain existing assets so services can continue to be delivered at the desired level. Utilizing an average annual figure for the investment, over a charge based on actual expenditures, helps smooth the impact on residents, helping with predictability and sustainability.

Table 6.1.1 below reflects the proposed investment based on 2025 owned assets, whereas the recommendations within each service area are based on the analysis over the entire scenario period, and include anticipated asset needs to service growth. The analysis is completed on an annual basis prior to each budget cycle to ensure recommendations are based on current information. Significant investment increases are required to ensure lifecycle needs are completed in a sustainable manner.

**Table 6.1.1 Investment Summary (millions)**

Asset Appendix	2025 Proposed Investment	2025 Budget Investment	2025 Investment Surplus/(Deficit)
General Government	\$0.035	\$0.035	\$-
Protection Services	0.440	0.292	(0.148)
Public Works	4.112	2.261	(1.851)
Community Services	0.270	0.125	(0.145)
<b>Total</b>	<b>\$4.857</b>	<b>\$2.713</b>	<b>(\$2.144)</b>



### 6.2 Lifecycle Requirements

Based on the proposed investment level, lifecycle needs over the next 100 years are determined in current dollars. These estimates assume that all work can be completed, as indicated, and do not consider future changes due to environmental factors, new maintenance techniques, and unidentified growth. The asset management software includes overdue lifecycle activities in the current year where funding is available.

### 6.3 Funding Gap Analysis

A financial plan is a critical component of the AMP and brings the AMP into action. A sound financial plan demonstrates that the Township has integrated the AMP into financial planning and budgets, and that it has utilized all available funding tools.

In addition to targeting and prioritizing the investment needed to maintain existing assets, there are also planning processes in place to determine the additional assets and expansion of existing assets (e.g. the widening of structures) needed to meet growing demands through population increases or demand for new services (e.g. active transportation). The projects targeted to meet growth are funded primarily through Development Charges (DC) – the mechanism that enables recovery of growth-related capital expenditures from new development.

Where possible, lifecycle activities are planned in collaboration with activities across service areas to minimize disruption and to achieve cost efficiencies. The availability of funding by other municipalities for shared assets will also have an impact on the timing of lifecycle projects. In the event of constraints, either financial or resource related, the Township will prioritize projects based on risk and impact to an asset's useful life and serviceability based on timing of recommended lifecycle strategies. This may result in assets of a higher condition being prioritized over assets in a lower condition to achieve the best value from dollars invested.

Prioritizing the focus on the use of funds from capital reserves on existing asset lifecycle needs, helps ensure that the Township can maintain existing assets in a state of good repair and continue to deliver on the levels of service that residents depend on. Use of these reserves to expand the Township's asset base, or on non-asset related activities, adds risk to the Township's ability to maintain assets in a state of good repair, which in turn could lead to a reduced level of service being provided.

The Township will integrate findings from the AMP in the creation of the capital and operating budgets, and its long-term financial plan. Sound financial analysis will be encompassed in asset management planning for the AMP to be a sought-after guide to employees for long-term planning. The 10-year capital plan may not reflect all lifecycle needs identified by the asset management system due to internal resource limitations, limitations on external subject matter availability, and financial limitations.



The AMP will be referenced in preparation of the capital plan to assist with:

- Identifying all potential revenues, costs, and project timing (including operating, maintenance, replacement and decommissioning) associated with asset lifecycle decisions;
- Evaluating each significant new (growth related) asset, including considering the impact on future operation costs;
- Utilizing risk to prioritize projects where constraints exist; and
- Incorporating new revenue tools and alternative funding strategies where possible.

This section of each service area AMP will identify an approach to funding changes to achieve the proposed levels of service, recognizing that the recommended approach may differ based on current funding levels and the level of the gap to achieve the proposed service level. The approach does not include the potential for a contribution from an operating surplus. Within this section of each service area AMP the required investment level includes an inflationary estimate of 1.7% for 2026 based on the Q4 2024 non-residential building construction price index for the London area as the most recently available inflation figure at the time of completing this AMP, and then 2.5% for each subsequent year. The proposed investment level may be increased by the same inflationary figure depending on the funding strategy with the 2026 Budget request incorporating the Q2 2025 inflation figures. The approach will be subject to review and approval through each budget cycle and may include strategies such as:

- a. use of available reserve balances;
- b. use of debt;
- c. increase in levy contributions; and
- d. increase or introduce user fees.

Tables 6.3.1 below summarize the proposed investment changes identified throughout each service area appendix. The capital contribution figure noted includes the anticipated contribution increases resulting from growth. The percentage of levy increase presented is based on the 2025 approved budget. It should be noted that 10.6% of the 12.9% increase proposed in 2026 would not have an impact on the levy as it is the reallocation of the annual contributions to the Working Capital Reserve, which is currently utilized to fund projects across a variety of portfolios.

**Table 6.3.1 General Levy Investment Summary (millions)**

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Required Investment	\$4.86	\$4.98	\$5.14	\$5.27	\$5.40	\$5.53	\$5.67	\$5.81	\$6.01	\$6.16	\$6.31
Capital Contribution	2.71	2.71	3.69	3.95	4.18	4.41	4.65	4.89	5.14	5.39	5.60
Inflation	-	0.04	0.08	0.08	0.09	0.09	0.10	0.11	0.11	0.12	0.12
Proposed Investment Change	-	0.94	0.14	0.14	0.14	0.14	0.14	0.14	0.09	0.09	0.07
Unfunded Requirement	2.15	1.29	1.23	1.10	1.00	0.89	0.79	0.68	0.67	0.56	0.51
% Levy Increase	-	12.9%	2.8%	2.9%	3.0%	3.1%	3.1%	3.2%	2.6%	2.7%	2.6%

Drawing reserve balances to zero would likely result in an increased investment level in the subsequent 10-year period to fund anticipated asset lifecycle needs. Reserves are also utilized to fund emergency or unplanned expenses. A minimal or fully committed reserve balance would limit the ability to fund these types of expenses. Consideration needs to be given to a minimum balance the Township should maintain based on these risks.

When evaluating asset funding requirements and shortfalls, it is important to consider intergenerational equity which refers to the fairness between generations. From an asset perspective this speaks to who should pay for assets that have long-term benefits. For assets such as fleet and equipment with short lives, 10 years or less, the current generation receives the full benefit of the asset and should be responsible for the asset's financing. For assets with longer lives, such as facilities or bridges, multiple generations will receive the benefit and establishing fairness for the asset financing is more difficult.



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# General Government

## 1.0 Introduction

Administration facilities provide safe and efficient work and meeting places for Township staff, Council, other organizations, and members of the public. Staff maintain these facilities assets, allowing them to meet functional requirements along with building and safety codes, all while operating in a safe and efficient manner. The administrative buildings provide space for staff workstations, equipment, and material; provide modern and effective meeting places; and support the Township in delivering front-line and administrative services. Also included in this portfolio is Buildings and Drainage Services, offering zoning, building code information and technical advice.

This AMP focuses on those assets related to the general administration of the Township, including the Municipal Office, Cemeteries and Building/Drainage Services.

The quality and completeness of the data used in this plan as indicated in Table 1.0.1, relies on inventory and assessments by staff. Additional enhancements to the attributes used for assessing risk are required, along with other improvement areas as indicated in Table 1.0.2.

**Table 1.0.1 – Data Confidence**

Asset Component	Inventory Completeness	Risk	AM Data Analysis			
		Attribute Data	Service Life	Age	Condition	Replacement Cost
Building/Drainage Services	A	B	A	A	A	A
Facilities	B	C	B	B	B	B
Cemeteries	C	C	B	B	C	B

**Table 1.0.2 – Status of improvement opportunities**

Improvement Opportunity	Year Identified	Status	Notes
Update attributes to further enhance the risk profile in the asset management software.	2025	Not Started	Competing higher priorities have prevented this from being undertaken.
Refine asset inventory.	2025	Ongoing	Further refine the inventory of the Administration Office and Cemeteries by picking up missing assets and further componentizing others.

# General Government

## 2.0 State of Assets

### 2.1 Inventory

Table 2.1.1 displays the Township's current inventory and the associated replacement costs, average age and anticipated useful life for each component. The anticipated useful lives exclude the management strategies that the Township utilizes to extend the overall life beyond this estimate.

Replacement costs were estimated based on staff reviews, historical construction costs and inflation rates.

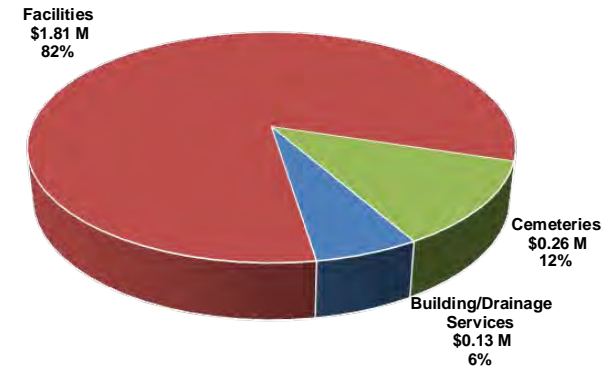


Table 2.1.1 - Inventory

Asset Component	Unit	Current Inventory	Replacement Cost	Average Age (years)	Anticipated Useful Life (years)
Building/Drainage Services	each	3	\$129,448	5	4-10
Facilities	bldg	1	1,811,968	18	20-100
Cemeteries	each	3	262,798	34	20-50
Total Replacement Cost			\$2,204,214		

### 2.2 Condition Assessment Approach

The assessment approach utilizes a combination of physical assessments, asset attributes, as well as established anticipated useful lives.

Township staff have completed preliminary assessments and documented the current condition of assets to identify capital repairs and replacements which may affect the continued operation of the property over the next ten (10) years.

Building Condition Assessments (BCAs) assess and document the current condition of facilities to identify capital repairs and replacements which may affect the continued operation of the property over the next ten (10) years and provide an assessment as to the level of accessibility for each property. Replacement costs are also requested as a part of this process. The township anticipates completing BCAs within the next 2 years.

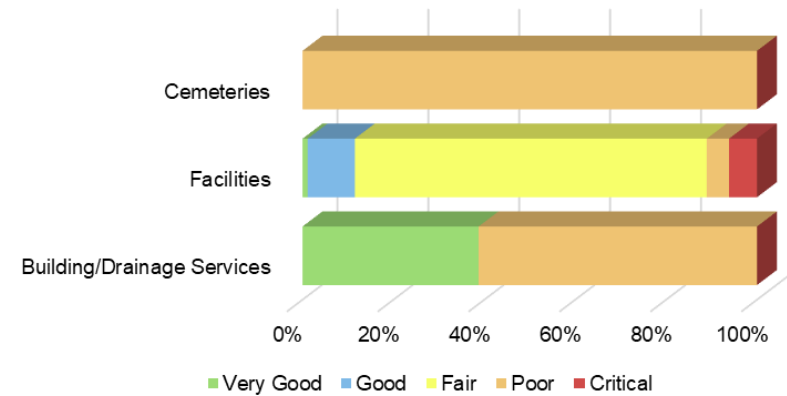


# General Government

## 2.3 Current Condition

The indicator measure in each condition is based on percentage of replacement costs as opposed to the number of assets.

Condition ratings within this portfolio are typically age based, and due to the run-to-failure or planned replacement nature it is typical to see a distribution between various conditions. The assets rated as poor and critical may continue to provide acceptable service levels and will be monitored by staff.



**Table 2.3.1 - Condition Profile**

Asset Component	Very Good	Good	Fair	Poor	Critical	Average Condition Rating
Building/Drainage Services	39%	0%	0%	61%	0%	Fair
Facilities	1%	10%	78%	5%	6%	Fair
Cemeteries	0%	0%	0%	100%	0%	Poor
<b>Overall Total</b>	<b>3%</b>	<b>9%</b>	<b>63%</b>	<b>20%</b>	<b>5%</b>	

## 3.0 Levels of Service

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### Corporate Objective

The objective of the service is to provide well maintained buildings, structures and properties appropriate to the services being delivered.

### Legislative Requirements

The Township is required to maintain minimum standards based on governing directives. These include, but are not limited to, Technical Standards and Safety Authority (TSSA), Electrical Safety Authority (ESA), National Plumbing Code of Canada (NPC), Fire Code, Ontario Building Code, Designated Substance List (DSL) and additional Ministry of Labour (MOL) requirements.

The Accessibility for Ontarians with Disabilities Act, 2005<sup>1</sup> was developed with the purpose of ensuring that accessibility for Ontarians with disabilities is achieved on or before January 1, 2025. The Township ensures that each new build / renovation complies with the standards developed under this Act.

### Customer Levels of Service

The following statements form our qualitative descriptions of the customer level metrics required under O.Reg. 588/17.

- *The Townships administration facilities are used by staff, Council, other organizations, and members of the public, with the Township committed to providing safe, and accessible spaces.*
- *Blandford-Blenheim Buildings Services offers zoning, building code information and technical advice and to be of assistance during the entire construction process.*
- *Blandford-Blenheim Drainage Services oversees the maintenance and construction of all municipal drains throughout the municipality.*

Table 3.0.1 includes the metric the Township has established for this portfolio, and the estimated performance over the upcoming 10-year period based on the recommended financial strategy, as required under the Infrastructure for Jobs and Prosperity Act, 2015 - O.Reg. 588/17. A consistent annual target is not established as this portfolio is based on a run to failure / run to planned useful life strategy, therefore will result in fluctuations in condition ratings.

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<sup>1</sup> <https://www.ontario.ca/laws/statute/05a11>

# General Government

**Table 3.0.1 - Performance Measures with Estimated Performance**

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>QUALITY</b>											
Average condition value											
-	50%	49%	50%	48%	47%	45%	43%	42%	40%	38%	33%
<b>RELIABILITY</b>											
% of General Government assets in poor or critical condition											
-	26%	21%	18%	18%	31%	31%	33%	33%	35%	35%	39%

## 4.0 Asset Management Strategy

### 4.1 Lifecycle Activities and Planned Actions

To cost effectively maintain facilities and structures at the established service levels, the right maintenance or rehabilitation activity needs to be completed at the ideal time throughout the asset's lifecycle. The use of the facility also plays a role in when maintenance is completed. Staff will also complete similar lifecycle activities across buildings in this portfolio and others where possible to maximize economies of scale and achieve the best benefit to the Township.

To minimize disruption where possible, maintenance is planned during periods a unit is vacant. Where this is not possible staff will attempt to work with tenants to minimize disruption.

Examples of lifecycle activities considered in the overall sustainable management of this portfolio are described in table 4.1.1.

**Table 4.1.1 - Lifecycle Activities**

Strategy	Lifecycle Activity
Non-Infrastructure Solutions	<ul style="list-style-type: none"> <li>Building Condition Assessments (BCA)</li> </ul> <b>Trigger: Ongoing</b>
Maintenance	<ul style="list-style-type: none"> <li>Routine and preventative maintenance programs</li> <li>Snow removal and landscaping at facilities</li> </ul> <b>Trigger: Ongoing</b>
Rehabilitation / Renewal	<ul style="list-style-type: none"> <li>Major and minor rehabilitations</li> </ul> <b>Trigger: Fair</b>
Replacement	<ul style="list-style-type: none"> <li>Occurs at the end of the useful life and/or when rehabilitation is no longer an option</li> <li>May also occur to increase service levels</li> </ul> <b>Trigger: Poor/Critical</b>
Disposal	<ul style="list-style-type: none"> <li>Activities associated with disposing of an asset once it has reached the end of its useful life</li> </ul> <b>Trigger: Poor/Critical</b>
Expansion / Growth	<ul style="list-style-type: none"> <li>Implementation of a new service</li> <li>Changes to accessibility requirements</li> </ul> <b>Trigger: Development</b>

## 4.2 Risk Strategy

For this portfolio, the probability of failure is based on the projected condition and the consequence of failure is based on the replacement cost of the asset. Staff are working to further enhance the risk profiles as not all attributes recommended for inclusion (including social and environmental metrics) are currently tracked within the asset management systems.

Table 4.2.1 illustrates the risk ratings at a summary level. Areas of concern are addressed through demand maintenance or included in the subsequent budget cycle as appropriate. The inspection and review process helps mitigate the likelihood of any unanticipated asset failures. Staff will continue to monitor the higher risk assets, review, and/or complete physical inspections to further validate needs and plan for lifecycle strategies accordingly.

**Table 4.2.1 - Risk Profile**

Asset Component	Very High	High	Moderate	Low	Very Low	Average Risk Rating
Building/Drainage Services	0%	0%	0%	0%	100%	Very Low
Facilities	57%	0%	0%	14%	29%	High
Cemeteries	0%	0%	98%	0%	2%	Low

## 4.3 Climate Change

Facilities are directly impacted by climate change weather events such as rainstorms and flooding, high winds, extreme heat, extreme cold, significant snowfall and frequent freeze and thaw cycles. A facility can also contribute to climate change with its carbon footprint.

As part of the asset management planning process, the Township will consider the risks and vulnerabilities of capital assets to climate change and the resulting actions that may be required. Commitment will be made to the development of tailored actions that make the best use of our resources to mitigate and adapt to climate change, in accordance with our local reduction targets, financial capacity and stakeholder support. Climate change resiliency will be identified as a design criterion for asset renewal/replacement projects as part of the Township's capital plan.

## 5.0 Financial Strategy

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### 5.1 Proposed Levels of Service Review

Staff reviewed 4 scenarios over a 100-year period as described below. The current reserve balances are factored into each scenario as available funding to complete existing asset lifecycle needs. This results in a similar condition outlook for approximately 20 years as the system draws down the reserve balance to fund capital needs. The Building/Drainage Services assets are excluded from the scenarios and financial recommendations as they are funded by dedicated reserves through the Drainage Act and Building Permit Fees.

Risk mitigation measures are similar across all scenarios. Evolving work environments, such as work from home opportunities, naturally allow for risk mitigation in the event of facility failure, or to complete more extensive system replacements dictated by lifecycle needs. This mitigation measure would not be ideal in the long term as it would result in additional strain on the services provided by Information Technology.

Under all scenarios the replacement of the administrative office is deferred beyond its estimated end of life. Debenture funding would be utilized if the facility is at risk of not providing services and replacement is unable to be deferred until reserve balances are sufficient to fund the complete project.

#### Scenario A

This scenario is based on the 2025 budgeted contribution to the reserves of approximately \$35,000, representing approximately 87% funded based on lifecycle needs. Maintaining funding at this level results in all the lifecycle needs of the components of the building being replaced with little to no deferred projects.

#### Scenario B

Staff initially ran this scenario assuming unlimited resources to achieve the lifecycle needs of all assets in this portfolio. This generated an average annual requirement of approximately \$40,000, which staff used to re-run the analysis. The result is a realistic expectation of what can be achieved on an annual basis in maintaining the long-term lifecycle needs. This is considered the fully funded scenario, resulting in the lowest risk, and lowest achievable percentage of assets in poor or critical condition over the 100-year scenario period.

#### Scenario C

This scenario decreased funding to the portfolio from the 2025 approved budget, to approximately 70% of the fully funded requirement based on lifecycle needs. Under this scenario, more asset replacements will require deferrals compared to scenario A, occurring within the next 20 years, resulting in increased risk and an increased percentage of assets in poor and critical condition, decreasing the average network condition.



# General Government

## Scenario D

This scenario decreased funding to the portfolio from the 2025 approved budget, to approximately 80% of the fully funded requirement based on lifecycle needs. Under this scenario, more asset replacements will require deferrals compared to scenario A, occurring within the next 30 years, resulting in increased risk and an increased percentage of assets in poor and critical condition, decreasing the average network condition.

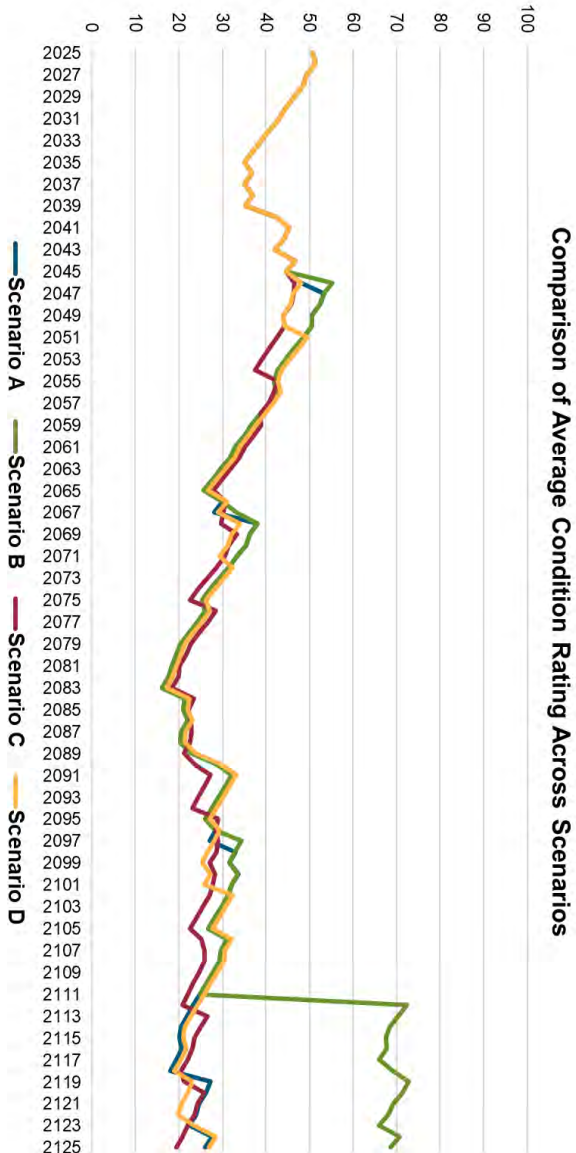
Based on the analysis, staff are recommending

**Scenario A**, the proposed level of service is to maintain funding at 87% of the fully funded scenario. This scenario was chosen as it ensures the lifecycle replacement of the various components within the portfolio, except for the replacement of the Administration Office. This replacement is projected for a later date, and as that time approaches, additional funding options or sources can be explored.

As an internal service, general government is not included in the Budget Survey. Through the budget survey, residents provide input on forward facing services. General Government is crucial to the efficient delivery of forward-facing services.

Table 5.1.1 – Scenario Summary

	Annual Investment	Average Condition	Average Risk	% of assets in poor or critical condition
Scenario A	\$35,000	Poor	High	62%
Scenario B	40,000	Poor	Moderate	55%
Scenario C	28,000	Poor	High	63%
Scenario D	32,000	Poor	High	62%



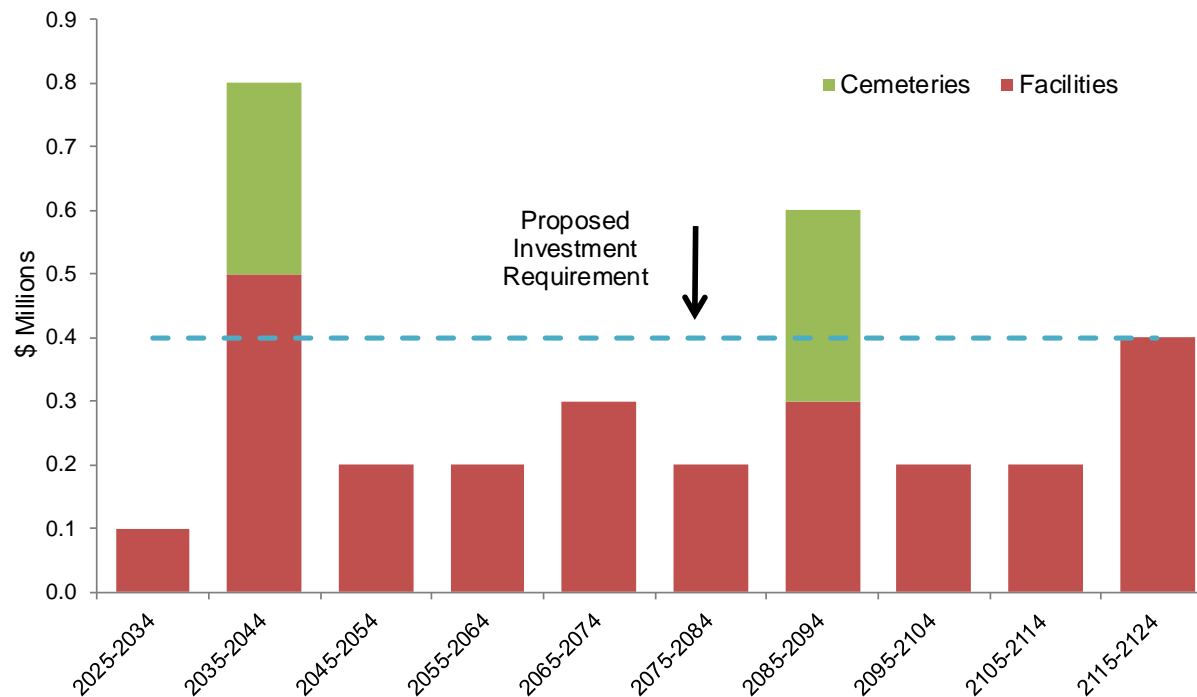
# General Government

## 5.2 Lifecycle Requirements

Based on the proposed level of service, the cost estimates to support the lifecycle needs over the next 100 years are determined in current dollars as summarized in Table 5.2.1.

**Table 5.2.1 - Lifecycle Requirements (millions)**

Asset Component	2025-2034	2035-2044	2045-2054	2055-2064	2065-2074	2075-2084	2085-2094	2095-2104	2105-2114	2115-2124
Facilities	\$0.1	\$0.5	\$0.2	\$0.2	\$0.3	\$0.2	\$0.3	\$0.2	\$0.2	\$0.4
Cemeteries	-	0.3	-	-	-	-	0.3	-	-	-
<b>Totals</b>	<b>\$0.1</b>	<b>\$0.8</b>	<b>\$0.2</b>	<b>\$0.2</b>	<b>\$0.3</b>	<b>\$0.2</b>	<b>\$0.6</b>	<b>\$0.3</b>	<b>\$0.2</b>	<b>\$0.4</b>



# General Government

## 5.3 Funding Gap Analysis

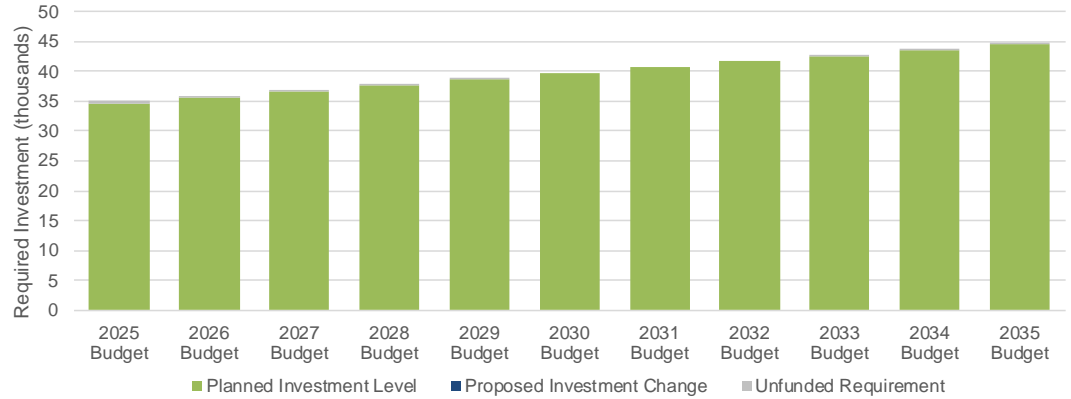
This portfolio is funded by an annual contribution from property taxes to the Office Property and Equipment reserves.

### Planned Investment Level

Inflationary increases are included in Table 5.3.1 in both the required investment and planned investment figures.

### Proposed Investment Change

Aside from the inflationary increase, staff are not proposing any further increases to the contribution level for the 2026 budget, as the current funding aligns with the proposed service level. Maintaining reserves help ensure a contingency is in place should unanticipated failures or events occur. Staff will continue to monitor actual rates of inflation to determine if changes to the level of service or funding strategy should be considered in response to changing economic conditions.



**Table 5.3.1 – Comparing the required investment to the proposed investment (thousands)**

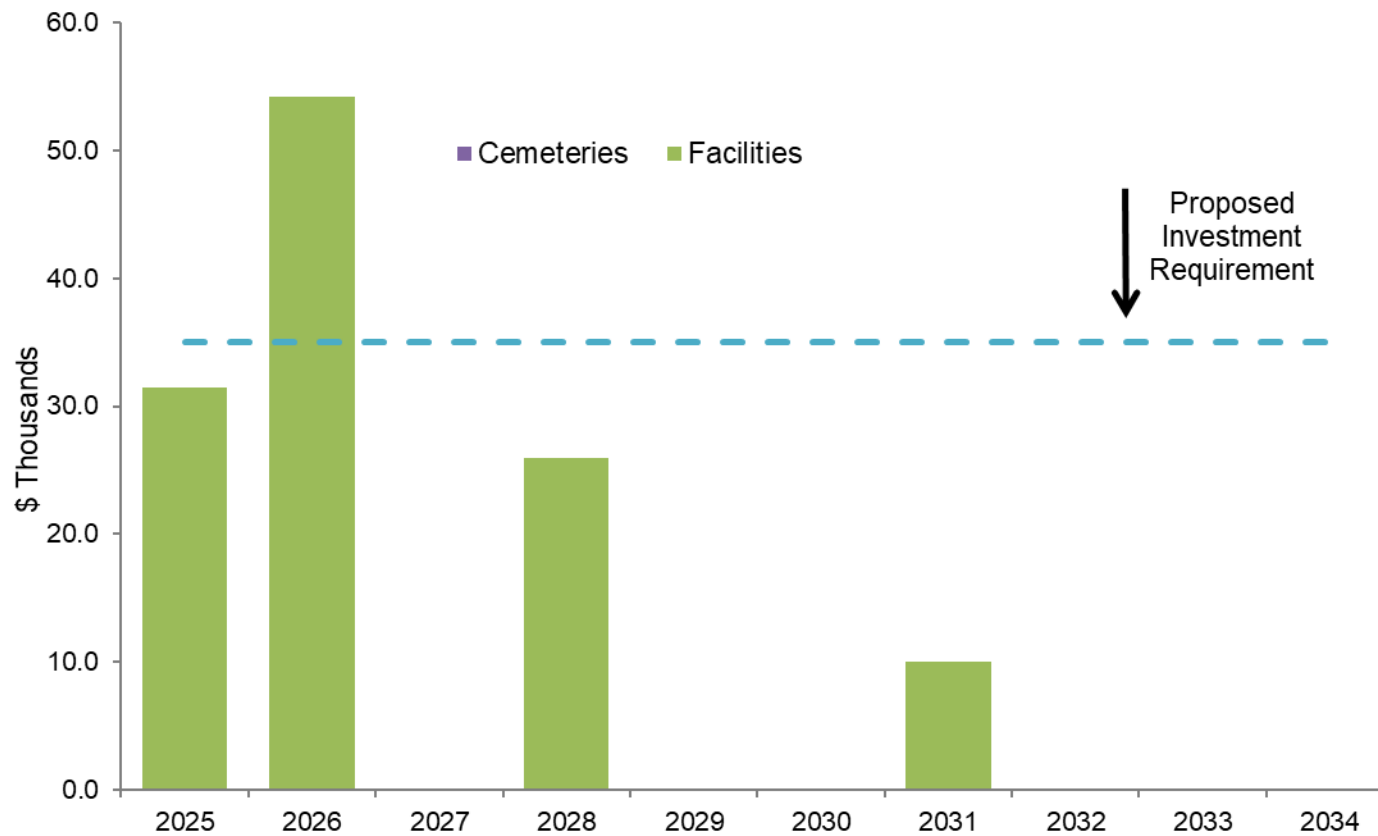
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Required Investment	\$35.00	\$35.88	\$36.77	\$37.69	\$38.63	\$39.60	\$40.59	\$41.60	\$42.64	\$43.71	\$44.80
Planned Investment Level	34.62	35.62	36.62	37.62	38.62	39.62	40.62	41.62	42.62	43.62	44.62
Proposed Investment Change	-	-	-	-	-	-	-	-	-	-	-
Unfunded Requirement	0.38	0.26	0.15	0.07	0.02	-	-	-	0.03	0.09	0.18

Based on the funding strategy proposed, the lifecycle cost needs to be reviewed in preparation of the long-term capital plan for the 2026 Budget process are as follows:

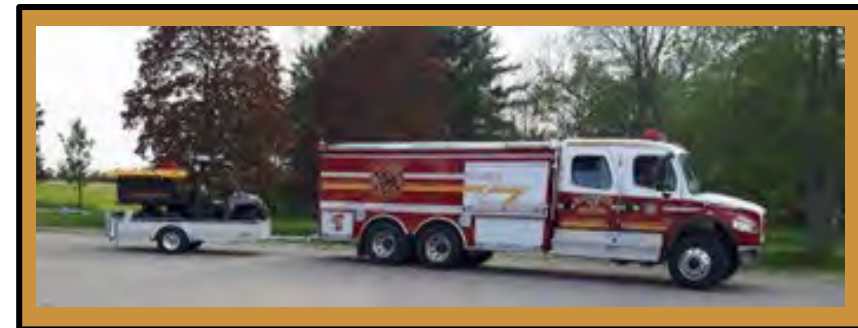
# General Government

**Table 5.3.2 - Lifecycle Requirements (thousands)**

Asset Component	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Facilities	\$31.5	\$54.2	\$-	\$26.0	\$-	\$-	\$10.0	\$-	\$-	\$-
Cemeteries	-	-	-	-	-	-	-	-	-	-
<b>Totals</b>	<b>\$31.5</b>	<b>\$54.2</b>	<b>\$-</b>	<b>\$26.0</b>	<b>\$-</b>	<b>\$-</b>	<b>\$10.0</b>	<b>\$-</b>	<b>\$-</b>	<b>\$-</b>



## Protection Services



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# Protection Services

## 1.0 Introduction

The mission of Blandford-Blenheim Emergency Services is to protect the lives and property of our citizens and visitors by providing prompt and professional services in the event of fire, accident, medical emergency, disaster or any other event which may threaten the public welfare.

The Township's protection services assets are categorized into various components, because of differing life spans and maintenance strategies. They are assets related to our fire hall facilities, fleet, and equipment. The equipment is made up of components including bunker gear, extrication tools, hoses, SCBA systems, thermal imaging cameras, communication tools and other general fire equipment. Fleet includes tankers, pumpers, and various trucks.

Like many of our assets, our protection services assets are facing increased challenges because of aging assets, increased costs and increasing demand due to growth in our communities. Our investment in these assets must therefore be balanced to optimize investment for renewal with the growing needs of our community.

The quality and completeness of the data used in this plan as indicated in Table 1.0.1, relies on inventory and assessments by staff. Additional enhancements to the attributes used for assessing risk are required, along with other improvement areas as indicated in Table 1.0.2.

**Table 1.0.1 – Data Confidence**

Asset Component	Inventory Completeness	Risk	AM Data Analysis			
		Attribute Data	Service Life	Age	Condition	Replacement Cost
Equipment	A	B	A	A	A	A
Facilities	B	C	B	A	B	B
Fleet	A	A	A	A	A	A

**Table 1.0.2 – Status of improvement opportunities**

Improvement Opportunity	Year Identified	Status	Notes
Update attributes to further enhance the risk profile in the asset management software.	2025	Not Started	Competing priorities have prevented this from being undertaken.
Refine asset inventory.	2025	Ongoing	Further refine the inventory of the Fire Halls.

# Protection Services

## 2.0 State of Assets

### 2.1 Inventory

Table 2.1.1 displays the Township's current inventory and the associated replacement costs, average age and anticipated useful life for each component. The anticipated useful lives exclude the management strategies that the Township utilizes to extend the overall life beyond this estimate.

Replacement costs were estimated based on staff reviews, historical costs and inflation rates.

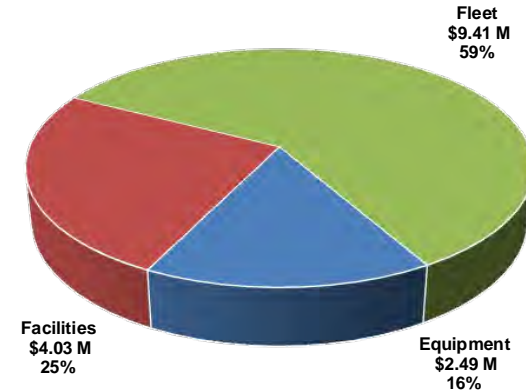


Table 2.1.1 - Inventory

Asset Component	Unit	Current Inventory	Replacement Cost	Average Age (years)	Anticipated Useful Life (years)
Equipment	each	781	\$2,494,409	6	4-20
Facilities	bldg	4	4,025,070	18	20-100
Fleet	each	12	9,412,435	16	7-25
Total Replacement Cost			\$15,931,915		

### 2.2 Condition Assessment Approach

The assessment approach utilizes a combination of physical assessments, asset attributes, as well as established anticipated useful lives. Township staff have completed preliminary assessments and documented the current condition of assets to identify capital repairs and replacements which may affect the continued operation over the next ten (10) years.

The Township inspects all fire equipment on a yearly basis with higher intervals for higher risk equipment. The Township follows the Fire Underwriters Survey and other insurance and fire department organizations to come up with minimum requirements. The Office of the Fire Marshal collects data on fire equipment and fleet used in fires. Any equipment is automatically repaired or replaced if it fails a test. Therefore, assets could conceivably require greater changeover year-to-year based on equipment usage over the course of a year.

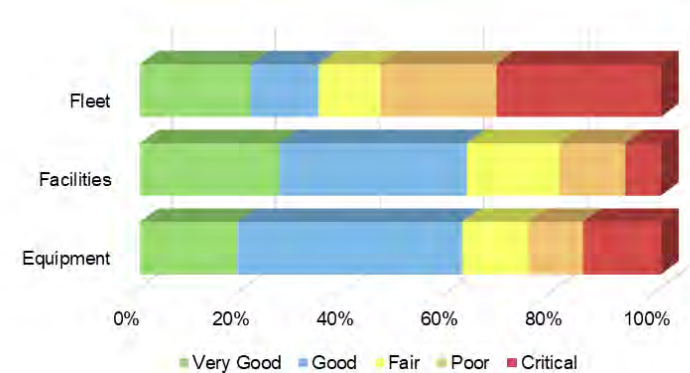
## Protection Services

Building Condition Assessments (BCAs) assess and document the current condition of facilities to identify capital repairs and replacements which may affect the continued operation of the property over the next ten (10) years and provide an assessment as to the level of accessibility for each property. Replacement costs are also requested as a part of this process. The township anticipates completing BCAs within the next 2 years.

### 2.3 Current Condition

The indicator measure in each condition is based on percentage of replacement costs as opposed to the number of assets.

The critical fleet assets are related to older pumpers and tankers. These assets are planned for replacement within the 10-year capital budget. Condition ratings within this portfolio are typically age based, and due to the run-to-failure or planned replacement nature it is typical to see a distribution between various conditions. The assets rated as poor and critical may continue to provide acceptable service levels and will be monitored by staff.



Longer delivery times that may result from outside industry pressures, result in fleet remaining in service longer than originally anticipated, resulting in lower average condition ratings. Through the annual budget cycle, staff identify assets with long delivery times to request early procurement approval to more closely align new unit delivery times with anticipated replacement timing.

**Table 2.3.1 - Condition Profile**

Asset Component	Very Good	Good	Fair	Poor	Critical	Average Condition Rating
Equipment	19%	42%	13%	11%	15%	Fair
Facilities	27%	35%	18%	13%	7%	Good
Fleet	21%	13%	12%	22%	32%	Fair
<b>Overall Total</b>	<b>22%</b>	<b>24%</b>	<b>13%</b>	<b>18%</b>	<b>23%</b>	

## 3.0 Levels of Service

---

### Corporate Objective

The corporate objective of protection services is to provide fire protection services to the residents and visitors of Blandford-Blenheim Township.

### Legislative Requirements

Ontario firefighters are governed by the Fire Protection and Prevention Act Ontario Regulation 213/07, and the Township has a Council approved Establishing and Regulating By-law which sets service levels for the municipality.

The Township is required to maintain minimum standards based on governing directives. These include, but are not limited to, Technical Standards and Safety Authority (TSSA), Electrical Safety Authority (ESA), National Plumbing Code of Canada (NPC), Fire Code, Ontario Building Code, Designated Substance List (DSL) and additional Ministry of Labour (MOL) requirements.

The Accessibility for Ontarians with Disabilities Act, 2005<sup>1</sup> was developed with the purpose of ensuring that accessibility for Ontarians with disabilities is achieved on or before January 1, 2025. The Township ensures that each new build / renovation complies with the standards developed under this Act.

### Customer Levels of Service

The following statements form our qualitative descriptions of the customer level metrics required under O.Reg. 588/17.

- *Blandford-Blenheim Fire Service protects the lives and property of our citizens and visitors by providing prompt and professional services in the event of fire, accident, medical emergency, disaster or any other event which may threaten the public welfare.*

Table 3.0.1 includes the metric the Township has established for this portfolio, and the estimated performance over the upcoming 10-year period based on the recommended financial strategy, as required under the Infrastructure for Jobs and Prosperity Act, 2015 - O.Reg. 588/17. A consistent annual target is not established as this portfolio is based on a run to failure / run to planned useful life strategy, therefore will result in fluctuations in condition ratings.

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<sup>1</sup> <https://www.ontario.ca/laws/statute/05a11>

# Protection Services

**Table 3.0.1 - Performance Measures**

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>QUALITY</b>											
Average condition value											
-	50%	49%	47%	49%	47%	44%	47%	45%	42%	44%	43%
<b>RELIABILITY</b>											
% of General Government assets in poor or critical condition											
-	41%	46%	45%	40%	40%	41%	46%	48%	50%	44%	43%

## 4.0 Asset Management Strategy

### 4.1 Lifecycle Activities and Planned Actions

To cost effectively maintain assets at the established service levels, the right maintenance or rehabilitation activity needs to be completed at the ideal time throughout the asset's lifecycle. Staff will also complete similar lifecycle activities across buildings in this portfolio and others where possible to maximize economies of scale and achieve the best benefit to the Township.

For protective services assets, replacement needs typically follow a "run to planned lifecycle" strategy if the assets are consistently passing their annual checks. This is usually the most cost-effective approach and follows provincial and federal standards. Staff will constantly monitor industry trends and best practices, assessing lifecycle activities to ascertain if implementing them would add value.

Examples of lifecycle activities considered in the overall sustainable management of this portfolio are described in table 4.1.1.

**Table 4.1.1 - Lifecycle Activities**

Strategy	Lifecycle Activity
Non-Infrastructure Solutions	<ul style="list-style-type: none"> <li>Ongoing collaboration meetings with other Fire Chiefs in Oxford County</li> <li>Building Condition Assessments (BCA's)</li> <li>Regular equipment inspections and testing</li> </ul> <b>Trigger: Ongoing</b>
Maintenance	<ul style="list-style-type: none"> <li>Minor repairs</li> <li>Ongoing preventative maintenance checks for all equipment and fleet</li> </ul> <b>Trigger: Ongoing</b>
Rehabilitation / Renewal	<ul style="list-style-type: none"> <li>Major and minor rehabilitations</li> </ul> <b>Trigger: Fair/Poor</b>
Replacement	<ul style="list-style-type: none"> <li>Occurs at the end of the useful life</li> <li>May also occur to increase service levels</li> </ul> <b>Trigger: Poor/Critical</b>
Disposal	<ul style="list-style-type: none"> <li>Activities associated with disposing of an asset once it has reached the end of its useful life</li> </ul> <b>Trigger: Poor/Critical</b>
Expansion / Growth	<ul style="list-style-type: none"> <li>New assets requirements as part of Township growth</li> </ul> <b>Trigger: Development</b>



# Protection Services

## 4.2 Risk Strategy

For this portfolio, the probability of failure is based on the projected condition and the consequence of failure is based on the replacement cost of the asset. Staff are working to further enhance the risk profiles as not all attributes recommended for inclusion (including social and environmental metrics) are currently tracked within the asset management systems.

Table 4.2.1 illustrates the risk ratings at a summary level. While a significant percentage of fleet assets have a major risk rating, this is not a direct indication that these assets are at a high risk of failure (refer to section 2.2 for information on the condition of the assets in this portfolio). Areas of concern are addressed through demand maintenance or included in the subsequent budget cycle as appropriate. The inspection and review process helps mitigate the likelihood of any unanticipated asset failures. Staff will continue to monitor the higher risk assets, review, and/or complete physical inspections to further validate needs and plan for lifecycle strategies accordingly.

**Table 4.2.1 - Risk Profile**

Asset Component	Very High	High	Moderate	Low	Very Low	Average Risk Rating
Equipment	0%	3%	0%	32%	65%	Very Low
Facilities	12%	1%	41%	22%	25%	Low
Fleet	73%	14%	0%	1%	11%	Very High

## 4.3 Climate Change

Facilities are directly impacted by climate change weather events such as rainstorms and flooding, high winds, extreme heat, extreme cold, significant snowfall and frequent freeze and thaw cycles. A facility can also contribute to climate change with its carbon footprint.

As part of the asset management planning process, the Township will consider the risks and vulnerabilities of capital assets to climate change and the resulting actions that may be required. Commitment will be made to the development of tailored actions that make the best use of our resources to mitigate and adapt to climate change, in accordance with our local reduction targets, financial capacity and stakeholder support. Climate change resiliency will be identified as a design criterion for asset renewal/replacement projects as part of the Township's capital plan.

## 5.0 Financial Strategy

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### 5.1 Proposed Levels of Service Review

Staff reviewed 4 scenarios over a 100-year period as described below. The current reserve balance is factored into each scenario as available funding to complete existing asset lifecycle needs.

Under all scenarios, except for Scenario B, the replacement of the fire halls is deferred beyond their estimated end of life. Debenture funding would be utilized if the facility is at risk of not providing services and replacement is unable to be deferred until reserve balances are sufficient to fund the complete project.

#### Scenario A

This scenario is based on the 2025 budgeted contribution to the Fire Department reserve of approximately \$292,000, representing approximately 43% funded based on lifecycle needs. Maintaining funding at this level would result in reduced overall condition of the portfolio, increased risk of failure, increased maintenance costs and staff time, and the highest number of assets in the poor/critical condition rating over the long term. The Township recognizes it is planning on utilizing Working Capital funds for replacements within this portfolio.

#### Scenario B

Staff initially ran this scenario assuming unlimited resources to achieve the lifecycle needs of all assets in this portfolio. This generated an average annual requirement of approximately \$680,000, which staff used to re-run the analysis. The result is a realistic expectation of what can be achieved on an annual basis in maintaining the long-term lifecycle needs. This is considered the fully funded scenario, resulting in the lowest risk, and lowest achievable percentage of assets in poor or critical condition over the 100-year scenario period.

#### Scenario C

This scenario increased funding to the portfolio from the 2025 approved budget, to approximately 60% of the funding requirement, or approximately \$408,000 based on lifecycle needs. Under this scenario, fewer asset replacements will require deferrals compared to scenario A, however there is still a significant risk and percentage of assets in poor and critical condition.

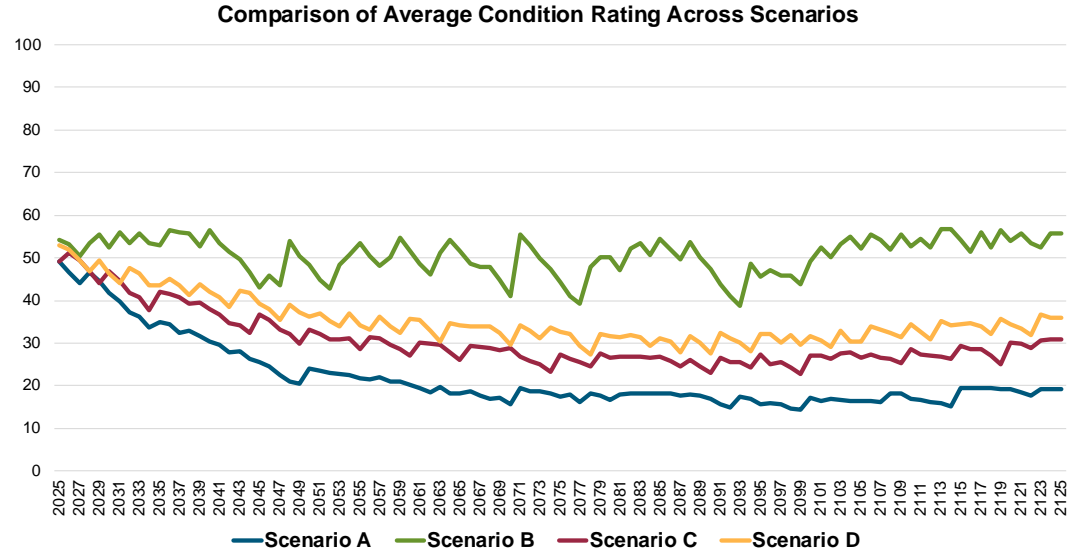
#### Scenario D

This scenario increased funding to the portfolio from the 2025 approved budget, to approximately 70% of the funding requirement, or approximately \$476,000 based on lifecycle needs. Under this scenario, fewer asset replacements will require deferrals compared to scenarios A and C, resulting in reduced risk and a reduced percentage of assets in poor and critical condition, increasing the average network condition.

# Protection Services

Based on the analysis, staff are recommending **Scenario D**, the proposed level of service is to increase funding to 70% of the fully funded scenario. This scenario was chosen as it ensures the lifecycle replacement of the various equipment, fleet and facility components within the portfolio with minimal deferrals, excluding the replacement of the Fire Halls. These replacements, except for the planned Princeton Fire Hall, are projected for a later date, and as that time approaches, additional funding options or sources will be explored.

The recommendation to increase funding is in line with responses from the 2025 budget survey, where 86% of respondents indicated that the service level related to Fire Services should be maintained or enhanced.



**Table 5.1.1 – Scenario Summary**

	Annual Investment	Average Condition	Average Risk	% of assets in poor or critical condition
Scenario A	\$292,000	Poor	Low	73%
Scenario B	680,000	Fair	Very Low	37%
Scenario C	408,000	Poor	Low	62%
<b>Scenario D</b>	<b>476,000</b>	<b>Poor</b>	<b>Low</b>	<b>56%</b>



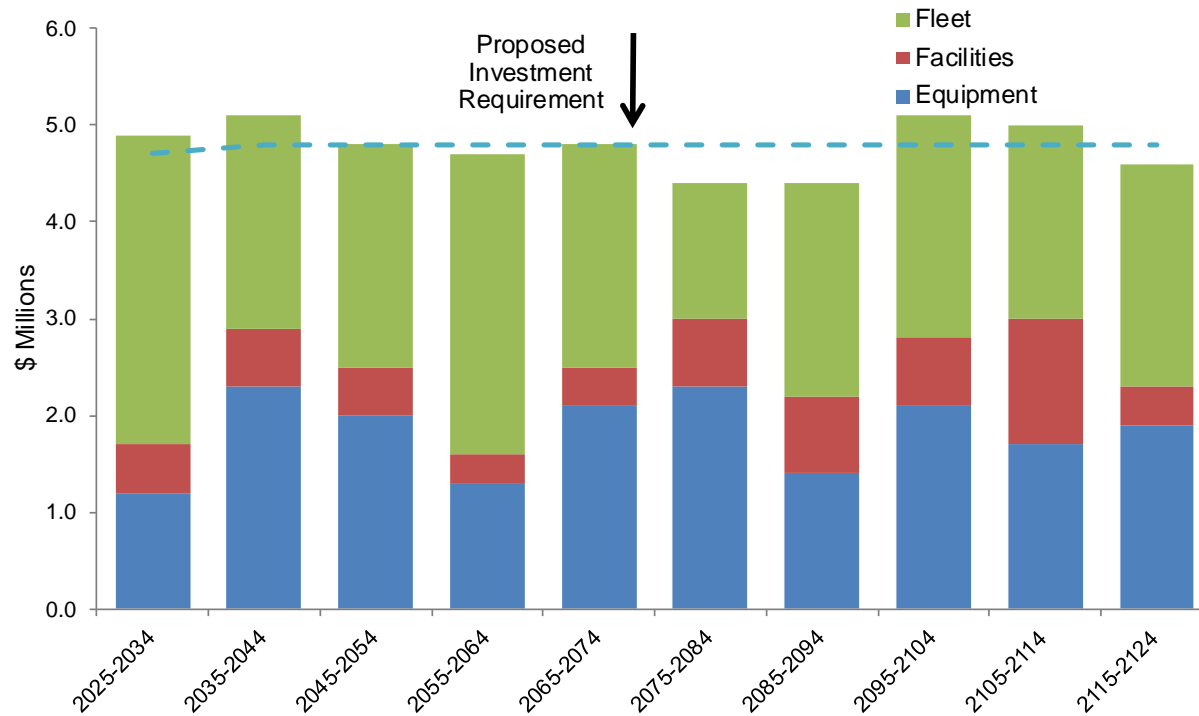
## 5.2 Lifecycle Requirements

Based on the proposed level of service, the cost estimates to support the lifecycle needs over the next 100 years are determined in current dollars as summarized in Table 5.2.1.

# Protection Services

**Table 5.2.1 - Lifecycle Requirements (millions)**

Asset Component	2025-2034	2035-2044	2045-2054	2055-2064	2065-2074	2075-2084	2085-2094	2095-2104	2105-2114	2115-2124
Equipment	\$1.2	\$2.3	\$2.0	\$1.3	\$2.1	\$2.3	\$1.4	\$2.1	\$1.7	\$1.9
Facilities	0.5	0.6	0.5	0.3	0.4	0.7	0.8	0.7	1.3	0.4
Fleet	3.2	2.2	2.3	3.1	2.3	1.4	2.2	2.3	2.0	2.3
<b>Totals</b>	<b>\$4.9</b>	<b>\$5.1</b>	<b>\$4.8</b>	<b>\$4.7</b>	<b>\$4.8</b>	<b>\$4.4</b>	<b>\$4.4</b>	<b>\$5.1</b>	<b>\$5.0</b>	<b>\$4.6</b>



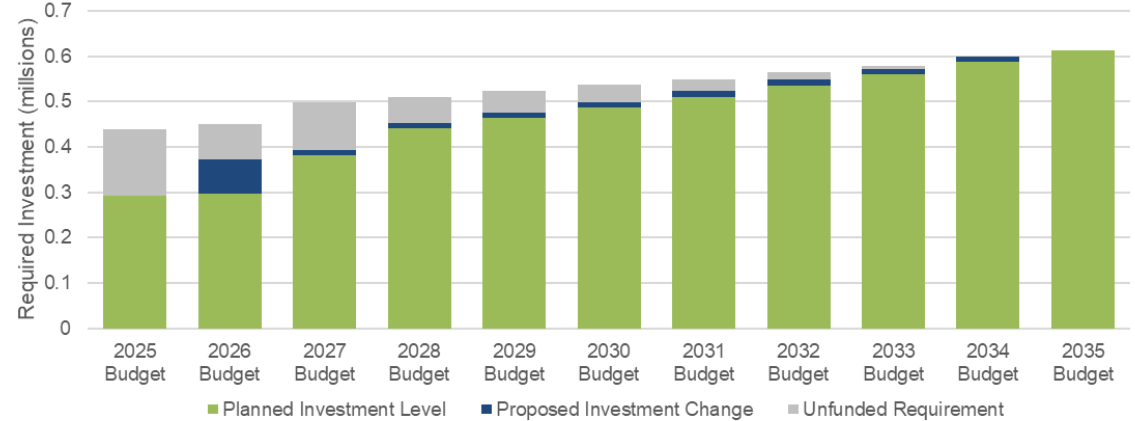
# Protection Services

## 5.3 Funding Gap Analysis

This portfolio is funded by an annual contribution from the property tax levy to the Fire Department reserve.

### Planned Investment Level

Inflationary increases are included in Table 5.3.1 in both the required investment and planned investment figures. Included in the planned investment in 2027 is additional contributions for the lifecycle needs of growth assets once purchased.



### Proposed Investment Change

A reallocation of the current Working Capital Reserve contribution of \$64,000 is proposed for 2026. An increase of approximately \$12,000 (0.16% on 2025 levy) is proposed for 2026 through 2034, at which point the target investment level would be reached. Maintaining the reserve helps ensure a contingency is in place should unanticipated failures or events occur. Staff will continue to monitor, actual rates of inflation, to determine if changes to the level of service or funding strategy should be considered in response to changing economic conditions.

**Table 5.3.1 – Comparing the required investment to the proposed investment (millions)**

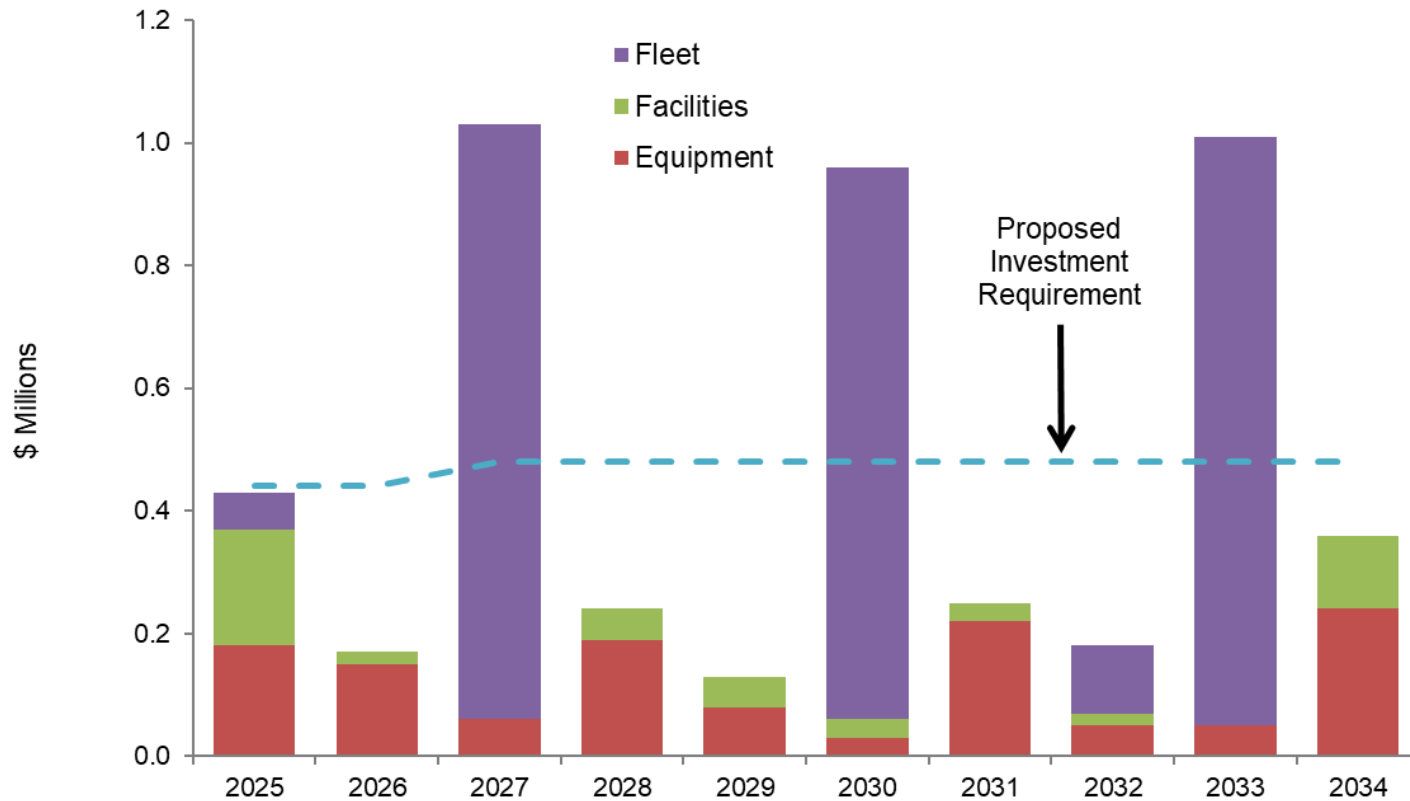
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Required Investment	\$0.44	\$0.45	\$0.50	\$0.51	\$0.52	\$0.54	\$0.55	\$0.56	\$0.58	\$0.59	\$0.61
Planned Investment Level	0.29	0.30	0.38	0.44	0.46	0.49	0.51	0.54	0.56	0.59	0.61
Proposed Investment Change	-	0.08	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	-
Unfunded Requirement	0.15	0.08	0.11	0.06	0.05	0.04	0.03	0.02	0.01	-	-

Based on the funding strategy proposed, the lifecycle cost needs to be reviewed in preparation of the long-term capital plan for the 2026 Budget process are as follows:

# Protection Services

Table 5.3.2 - Lifecycle Requirements (millions)

Asset Component	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Equipment	\$0.18	\$0.15	\$0.06	\$0.19	\$0.08	\$0.03	\$0.22	\$0.05	\$0.05	\$0.24
Facilities	0.19	0.02	-	0.05	0.05	0.03	0.03	0.02	-	0.12
Fleet	0.06	-	0.97	-	-	0.90	-	0.11	0.96	-
<b>Totals</b>	<b>\$0.43</b>	<b>\$0.17</b>	<b>\$1.03</b>	<b>\$0.24</b>	<b>\$0.13</b>	<b>\$0.96</b>	<b>\$0.25</b>	<b>\$0.18</b>	<b>\$1.01</b>	<b>\$0.36</b>





## *Public Works*



# Public Works

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## 1.0 Introduction

The Township maintains a diverse transportation network to provide safe and effective means to keep our communities moving and connected. Roads located within the Township are under the care of either the Township of Blandford-Blenheim or the County of Oxford. The Township is responsible for the construction and maintenance of all roads under their jurisdiction. The Township has shared ownership of boundary roads with the neighbouring municipality. Replacements costs noted throughout this appendix relate to the Township's share of the costs.

The Township's public works assets are categorized into various components, because of differing life spans and maintenance strategies. They are bridges and structural culverts, collector and local roads (including paved and un-paved surfaces); road appurtenances which include guide rails, street lights, sidewalks and retaining walls; works yards; fleet and equipment; and stormwater assets including culverts, catchbasins, storm pipes and stormwater management facilities.

The quality and completeness of the data used in this plan as indicated in Table 1.0.1, largely stems from the completion of the bi-annual Bridge Needs Study data, the Roads Needs study along with asset inventories completed by staff and consultants. Additional enhancements to the attributes used for assessing risk are required, along with other improvement areas as indicated in Table 1.0.2.

**Table 1.0.1 – Data Confidence**

Asset Component	Inventory Completeness	Risk		AM Data Analysis		
		Attribute Data	Service Life	Age	Condition	Replacement Cost
Bridges	A	B	A	A	C	A
Structural Culverts > 3m	A	B	A	A	C	A
Collector Road <sup>1</sup>	A	B	A	B	B	B
Local Road <sup>2</sup>	A	B	A	B	B	B
Roadside Appurtenances	A	B	A	B	B	A
Sidewalks	A	B	B	B	B	B
Street Lighting	A	B	B	A	B	B
Facilities	B	C	B	B	B	C
Fleet and Equipment	A	B	A	A	A	A

<sup>1</sup> "Collector Roads" means Class 3 and Class 4 highways as determined under the Table to section 1 of Ontario Regulation 239/02

<sup>2</sup> "Local Roads" means Class 5 and Class 6 highways as determined under the Table to section 1 of Ontario Regulation 239/02

# Public Works

		Risk	AM Data Analysis			
Asset Component	Inventory Completeness	Attribute Data	Service Life	Age	Condition	Replacement Cost
Urban Storm <sup>3</sup>	A	B	A	B	B	B
Rural Storm	B	B	B	C	C	B

**Table 1.0.2 – Status of improvement opportunities**

Improvement Opportunity	Year Identified	Status	Notes
Review Bridge Condition Index values as part of the 2025 Bridge Needs Study.	2025	New	Existing Bridge Condition Index values from the 2021 and 2023 Bridge Needs Study do not align with existing MTO bridge and culvert curves. Will review during 2025 study.
Continue to improve data confidence.	2025	Ongoing	Further refine the inventory of the works yards.
Refine asset components and lifecycle strategies and document lifecycle history.	2025	Ongoing	Preliminary work completed on asset components (HVAC) with additional work ongoing across the portfolio (other facility components, furniture and equipment, streetlights, beacons, and guide rails).
Update attributes to further enhance the risk profile in the asset management software.	2025	Not Started	Competing priorities have prevented this from being undertaken.
Refine road asset end of life lifecycle strategies.	2025	New	During the development of scenarios for this AMP, it was determined that not all rural roads require a complete replacement at end of life. A 50-year life was utilized instead of 100 years as staff investigate which roads will require full replacement and develop an appropriate strategy for those that do not.
Incorporate assets being maintained under the operating budget.	2025	New	Gravel roads maintenance and a significant portion of the rural storm infrastructure is currently funded from the operating budget and have been excluded from the financial plan.

<sup>3</sup> “Urban Storm” includes the Townships assessment of Municipal Drains with the Town boundaries.

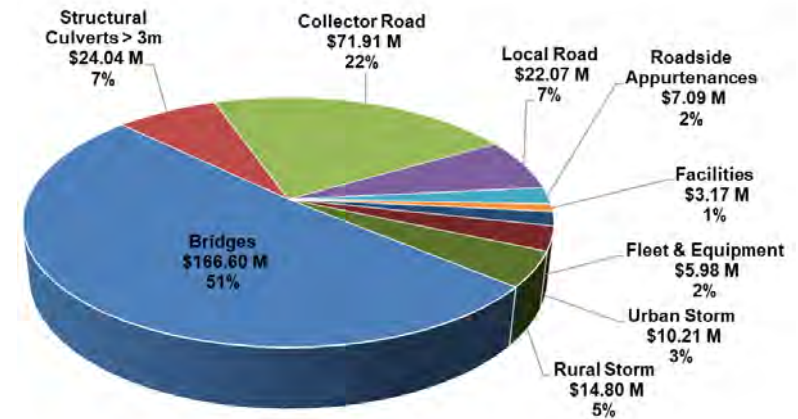
# Public Works

## 2.0 State of Assets

### 2.1 Inventory

Table 2.1.1 displays the Township's current inventory and the associated replacement costs, average age and anticipated useful life for each component. The anticipated useful lives exclude the management strategies that the Township utilizes to extend the overall life beyond this estimate.

The replacement cost for collector and local roads are based on the 2019 Road Needs Study utilizing inflation. Replacement costs for the bridges and structural culverts were provided within the 2023 Bridge Needs Study. The replacement cost for other assets is based on current tender prices where available and inflation. The cost of guide rail end treatments can have a significant impact on the overall cost per meter. The lengths identified for collector and local roads reflect only the Township's share of boundary roads.



**Table 2.1.1 - Inventory**

Asset Component	Unit	Current Inventory	Replacement Cost	Average Age (years)	Anticipated Useful Life (years)
Bridges	each	58	\$166,602,221	58	75
Structural Culverts > 3m	each	34	24,037,478	48	50
Collector Road	lane-km	540	71,911,902	38	25
Local Road	lane-km	122	22,074,080	28	25
Roadside Appurtenances	length (km)	7.1	2,520,738	26	30
Sidewalks	length (km)	24.5	3,273,792	33	50
Street Lighting	each lights/poles	620	1,296,346	12	20 to 60
Facilities	bldg.	2	3,171,361	36	10 to 100
Fleet and Equipment	each	58	5,982,662	7	5 to 25
Urban Storm	length (km)	20.2	10,209,508	27	20 to 90
Rural Storm	length (km)	18.3	14,798,129	32	20 to 90
<b>Total Replacement Cost</b>			<b>\$325,878,215</b>		



## 2.2 Condition Assessment Approach

The assessment approach for the assets in this portfolio utilizes a combination of physical assessments, asset attributes, such as material, as well as established anticipated useful lives. Given the complexities and accessibility of some assets, not all assets allow for a visual or performance-based condition assessment. For assets which have not been visually inspected an age-based condition rating is being used based on anticipated useful lives.

A Bridge Needs Study is required to be conducted every two years to comply with the Public Transportation and Highway Improvement Act and Ontario Regulation 104/97, as amended. Structure inspections are to be performed under the direction of a professional engineer. The study evaluates the structural and serviceability of individual elements and recommends required improvements. The Ministry of Transportation (MTO) has developed an Ontario Structure Inspection Manual (OSIM), which is used to complete the inspections. The OSIM has specified condition states for each material type and where required, for specialized elements. Once inspections have been completed, the Bridge Condition Index (BCI) for each structure is determined based on the MTO methodology. The BCI determined helps to schedule maintenance and rehabilitation work and is not a direct indication of the safety of the bridge. In general, for a bridge with a BCI value:

- Greater than 70 - Repair work is not usually required within the next five years.
- Between 60 and 70 - Repair work is usually recommended within the next five years.
- Less than 60 - Repair work is usually recommended within the next year.

A new structure would have a BCI value of 100 and the value will decline over time. Monitoring the rate of decline in the BCI and comparing this with the anticipated rate provides valuable long-term asset management information. The reduction in BCI, in theory is a function of many factors, including traffic volume, heavy transport vehicles, use of de-icing chemicals, exposure to the elements and the type of structure. Each structure will decline at its own rate; however, it is reasonable to expect that the decline begins slowly and accelerates as the structure gets older.

Other factors are also considered in the prioritization of our structure rehabilitation recommendations including:

- State of deterioration and estimated length of prolonged useful life are considered against asset management needs through a cost/benefit analysis.
- Impacts of rehabilitation methods on users based on the length of detour or alternate access.











During OSIM inspections, the condition and effectiveness of roadside safety measures on the approaches to the structures is reviewed. Where no roadside safety systems are present, recommendations are made to identify whether consideration should be given to installing roadside safety systems (i.e., guide rail and end treatments).



# Public Works

Table 2.2.1 illustrates how the BCI score ratings align with the Township's standard condition scale.

**Table 2.2.1 - BCI Score Ratings<sup>4</sup>**

Asset Component	Very Good BCI Score of 90-100	Good BCI Score of 70-89	Fair BCI Score of 50-69	Poor BCI Score of 40-49	Critical BCI Score of 0-39
Bridges					
Structural Culverts					

The BCI values from the 2023 Bridge Needs Study are currently considered high and do not align with the MTO standards above. A custom condition rating scale has been employed for this AMP to more accurately report on condition values.






The state of the collector and local road assets is determined based on the Pavement Condition Index (PCI). The PCI is calculated from the Ride Comfort Rating (RCR) and the Distress Manifestation Index (DMI). The Ministry of Transportation developed a formula to determine the cumulative impacts of the various surface distresses, to determine the DMI for each road section. The higher the calculated DMI the better overall condition of the road surface. The PCI tells us what the current condition of the road segment is and can help determine the rate of deterioration of that segment by comparing PCI values over time. It helps to identify immediate maintenance and rehabilitation requirements, as well as provide a base for establishing a long-term maintenance strategy. Table 2.2.2 illustrates how the PCI values align with the Township's standard condition scale.

<sup>4</sup> All images are of Non-Township assets and are general representations of the condition at the time the photo was taken. Assets may have undergone lifecycle strategies since the date of the image impacting its condition.

# Public Works

The Township conducts a Road Needs Study every ten years to provide an overview of the condition of the various road segments. The condition information utilized is based on the 2019 Road Needs Study, prepared by RJ Burnside and Associates Ltd. Conditions have been adjusted for road segments that have had work completed since being evaluated in the study.

**Table 2.2.2 - PCI Score Ratings<sup>5</sup>**

Asset Component	Very Good PCI Score of 85-100	Good PCI Score of 70-84	Fair PCI Score of 55-69	Poor PCI Score of 40-54	Critical PCI Score of 0-39
Collector and Local roads	 Non-Township asset	 Non-Township asset			

The Pipeline Assessment Certificate Program (PACP) is the North American Standard for pipeline defect identification and assessment<sup>6</sup>. Closed-circuit television (CCTV) is the principal method of inspecting drains and sewers. In this process, a small robotic crawler vehicle with the CCTV camera attached is lowered into the pipe to complete the inspections. A structural rating, on a scale of 0-5, is assigned using sewer condition assessment standards, with 0 representing an asset with minimal structural deficiencies and 5 representing assets on the verge of failure. Table 2.2.3 illustrates how the PACP score ratings align with the Township's standard condition scale.




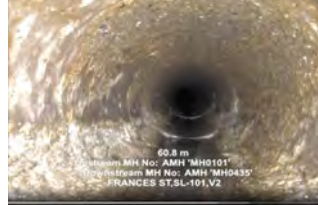

The Township has completed limited CCTV inspections of its stormwater mains, typically on an as needed bases when looking at reconstruction projects. Due to a lack of sewer ratings, the age and material of the assets are used to assign conditions to our stormwater network assets.

<sup>5</sup> Unless otherwise noted, all images are of Township assets and are general representations of the condition at the time the photo was taken. Assets may have undergone lifecycle strategies since the date of the image impacting its condition.

<sup>6</sup> <https://www.nassco.org/content/pipeline-assessment-pacp>

# Public Works

**Table 2.2.3 - PACP Score Ratings<sup>7</sup>**

Asset Component	Very Good PACP Score of 0 or 1	Good PACP Score of 2	Fair PACP Score of 3	Poor PACP Score of 4	Critical PACP Score of 5
Storm Pipes					

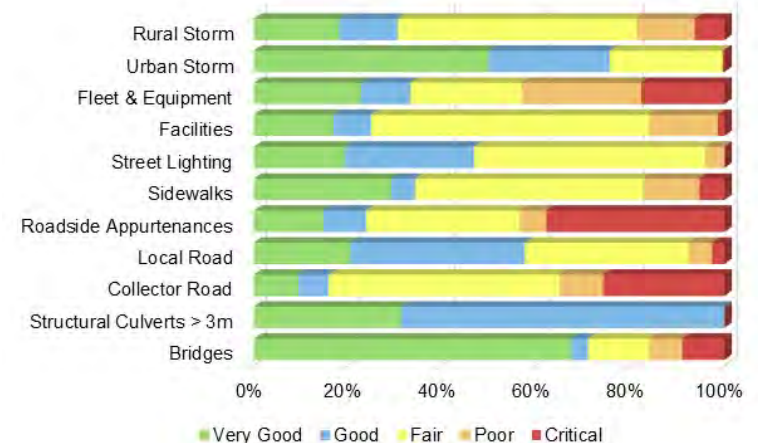
Building Condition Assessments (BCAs) assess and document the current condition of facilities to identify capital repairs and replacements which may affect the continued operation of the property over the next ten (10) years and provide an assessment as to the level of accessibility for each property. Replacement costs are also requested as a part of this process. The township anticipates completing BCAs within the next 2 years.

## 2.3 Current Condition

The indicator measure in each condition is based on percentage of replacement costs as opposed to the number of assets. Continued completion of lifecycle strategies identified through the Road Needs Study, and Bridge Needs Study will help maintain the overall condition rating of the related assets.

It should be noted that it is not sustainable or practical for the Township to maintain assets to a high level, as the Townships roadways are considered lower class roads, seeing less traffic and therefore do not carry the same level of criticality as County or MTO roads.

Accurate age and condition data was unavailable for many of the rural storm assets, and therefor an assumed installation date of 1975 based on Blandford-Blenheim Township's incorporation was applied, attributing to the large critical condition rating. Many of these assets, such as driveway culverts, are on a run to failure model.



<sup>7</sup> All images are of Non-Township assets and are general representations of the condition at the time the photo was taken.

# Public Works

**Table 2.3.1 - Condition Profile**

Asset Component	Very Good	Good	Fair	Poor	Critical	Average Condition Rating
Bridges	67%	4%	13%	7%	9%	Good
Structural Culverts > 3m	31%	69%	0%	0%	0%	Fair
Collector Road	9%	6%	49%	9%	26%	Fair
Local Road	20%	37%	35%	52%	3%	Good
Roadside Appurtenances	15%	9%	33%	6%	37%	Poor
Sidewalks	30%	5%	48%	12%	5%	Good
Street Lighting	19%	27%	50%	4%	0%	Fair
Facilities	17%	8%	59%	15%	1%	Fair
Fleet and Equipment	23%	11%	24%	24%	18%	Fair
Urban Storm	50%	26%	24%	0%	0%	Good
Rural Storm	18%	12%	52%	12%	6%	Fair
<b>Overall Total</b>	<b>44%</b>	<b>13%</b>	<b>25%</b>	<b>7%</b>	<b>11%</b>	



## 3.0 Levels of Service

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Table 3.0.1 includes metrics required under the Infrastructure for Jobs and Prosperity Act, 2015 - O.Reg. 588/17, as well as additional metrics the Township has included.

### Corporate Objective

The objective of Public Works, which includes the collection of stormwater, is to ensure people and goods are able to move safely and efficiently throughout the Township and to efficiently provide reliable stormwater services and protect the community from flooding and associated property damage. The inventory includes a number of assets located on boundary roads with neighbouring municipalities in which the Township and the neighbouring municipality share in the maintenance activity costs. Service agreements are in place to ensure that service levels are maintained.

### Legislative Requirements

In addition to Ontario Regulation 104/97, as amended, specifying the requirements for biennial inspections, Ontario Regulation 239/02 specifies the Maintenance Standards for bridge decks. The maintenance requirement is based on the highway classification associated with the bridge or structural culvert.

Ontario Regulation 239/02<sup>8</sup> specifies the Maintenance Standards for Municipal Highways. It covers such items as, but not limited to, patrolling frequency, snow accumulation, potholes, and regulatory/warning signs and traffic signals. The level of service provided by the Township for winter maintenance meets the level required by Ontario Regulation 239/02.

Ontario does not currently have a regulation specifically for stormwater management. Under the Ontario Water Resources Act (OWRA) Section 53, stormwater infrastructure requires an Environmental Compliance Approval (ECA), formerly a Certificate of Approval (C of A), for its establishment, alteration, extension, and replacement. Operations, maintenance, and reporting requirements are typically identified in ECA condition(s) if applicable.

The Township is required to maintain minimum standards based on governing directives. These include, but are not limited to, Technical Standards and Safety Authority (TSSA), Electrical Safety Authority (ESA), National Plumbing Code of Canada (NPC), Fire Code, Ontario Building Code, Designated Substance List (DSL) and additional Ministry of Labour (MOL) requirements.

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<sup>8</sup> <https://www.ontario.ca/laws/regulation/020239>

# Public Works

The Accessibility for Ontarians with Disabilities Act, 2005<sup>9</sup> was developed with the purpose of ensuring that accessibility for Ontarians with disabilities is achieved on or before January 1, 2025. The Township ensures that each new build / renovation complies with the standards developed under this Act.

Based on the vehicles contained within the Township's fleet we are required to carry a Commercial Vehicle Operator's Registration (CVOR) certificate<sup>10</sup>. Operator responsibilities include the mechanical safety condition of the vehicle. Commercial Vehicle Safety Alliance (CVSA) safety inspections are completed annually and are included as part of the CVOR record.

## Customer Levels of Service

The following statements form our qualitative descriptions of the customer level metrics required under O.Reg. 588/17.

- *The Township's bridges and structural culverts are used by all types of vehicles on the road, including heavy transport vehicles, motor vehicles, farm equipment, horse and buggy, emergency vehicles, pedestrians, and cyclists.*
- *Included in Table 2.2.1 are images illustrating each condition category for structures.*
- *Bridge assets that are not maintained in a state of good repair could result in bridge weight restrictions, which significantly impact goods movements.*
- *Culverts, which are typically used for water conveyance, that are not maintained in a state of good repair, could negatively impact drainage of adjacent lands by reducing flood resilience and increasing flooding susceptibility that results in property damage, crop failure, and damage to the road asset. Culvert failure can compromise the structural integrity of the road and become a significant risk to public safety and negatively impact other essential services (emergency services) that rely on the road network.*
- *The Township's transportation network provides a safe and efficient multi-modal transportation system, which moves people and goods into and through the Township while meeting the present and future needs of residents and businesses.*
- *The Township's stormwater network works to mitigate the risk of flooding throughout the township, in combination with Oxford County systems.*
- *Stormwater infrastructure, which is resilient to the 5-year storm, will be considered as any Township stormwater main which has been designed to convey/treat/detain runoff from storm events up to the 5-year event.*
- *The township has undertaken a two-part analysis to determine properties resilient to the 100-year storm. Properties that have structures that lie within 1.5m of the 100-year floodline are considered not resilient. Outside of the 100-year floodline, overland flow routes were determined, ultimately directing runoff from the 100-year event to a downstream receiver. Where there are instances of sags in the road*

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<sup>9</sup> <https://www.ontario.ca/laws/statute/05a11>

<sup>10</sup> <http://www.mto.gov.on.ca/english/trucks/commercial-vehicle-operators-registration.shtml>



# Public Works

*profile, all properties which front the road within the sag limits are considered as non-resilient. Also, properties which have an entrance leading to a structure at a lower elevation than the road grade is considered as non-resilient.*

As a further illustrative example of our community levels of service, maps are included as figure 3.0.3 showing the connectivity of our road network and figure 3.0.4 showing the resiliency to a 100-year storm.

**Table 3.0.1 - Performance Measures**

Key Service Attribute	LOS Statement	Performance Measure	2023	2024	Target
Safety	Providing an operational and accessible transportation network that is safe for all modes and uses of the transportation network	% of bridges in the municipality with loading or dimensional restrictions	6.6%	5.3%	N/A
		# of lane-kilometers of collector roads as a proportion of square kilometers of land area of the municipality	540 lane-km to 385 km <sup>2</sup> of land area	540 lane-km to 385 km <sup>2</sup> of land area	N/A
		# of lane-kilometers of local roads as a proportion of square kilometers of land area of the municipality	122 lane-km to 385 km <sup>2</sup> of land area	122 lane-km to 385 km <sup>2</sup> of land area	N/A
		% of properties in municipality resilient to a 100-year storm	93.6%	93.6%	TBD
		% of the municipal stormwater management system resilient to a 5-year storm (urban areas and settlement villages)	74.7%	76.2%	TBD
Quality	Maintaining transportation network in a state of good repair	For bridges in the municipality, the average bridge condition index value	93.4	93.4	TBD
		For structural culverts >3m in the municipality, the average bridge condition index value	86.5	87.5	TBD
		Average Pavement Condition Index (for collector paved roads)	54	51	65
		Average Pavement Condition Index (for local paved roads)	71	72	65
		Average Surface Condition (for unpaved roads)	Fair	Fair	Fair
Reliability	Providing a transportation network that is reliable	% of structural culverts >3m in poor or critical condition	-	0%	TBD

# Public Works

Key Service Attribute	LOS Statement	Performance Measure	2023	2024	Target
		% of bridges in poor or critical condition	-	16%	TBD
		% of roads with surface area in poor or critical condition (PCI < 55)	-	52%	TBD

**Table 3.0.2 - Performance Measures with Estimated Performance**

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>Bridges and Structural Culverts</b>											
<b>QUALITY</b>											
Average condition value											
-	93%	93%	93%	92%	92%	92%	91%	91%	90%	90%	90%
<b>RELIABILITY</b>											
% of assets in poor or critical condition											
-	14%	16%	16%	19%	20%	18%	18%	18%	17%	17%	15%
<b>Roads – Hard Top</b>											
<b>QUALITY</b>											
Average condition value											
-	52%	56%	53%	53%	51%	49%	49%	50%	53%	53%	54%
<b>RELIABILITY</b>											
% of assets in poor or critical condition											
-	55%	46%	49%	44%	48%	44%	52%	48%	44%	40%	35%
<b>Other Public Works Assets</b>											
<b>QUALITY</b>											
Average condition value											

## Public Works

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
-	61%	53%	53%	51%	50%	49%	47%	48%	49%	49%	48%
<b>RELIABILITY</b>											
% of assets in poor or critical condition											
-	18%	25%	23%	26%	30%	29%	40%	38%	38%	44%	44%

# Public Works

Figure 3.0.3 Road Network Connectivity

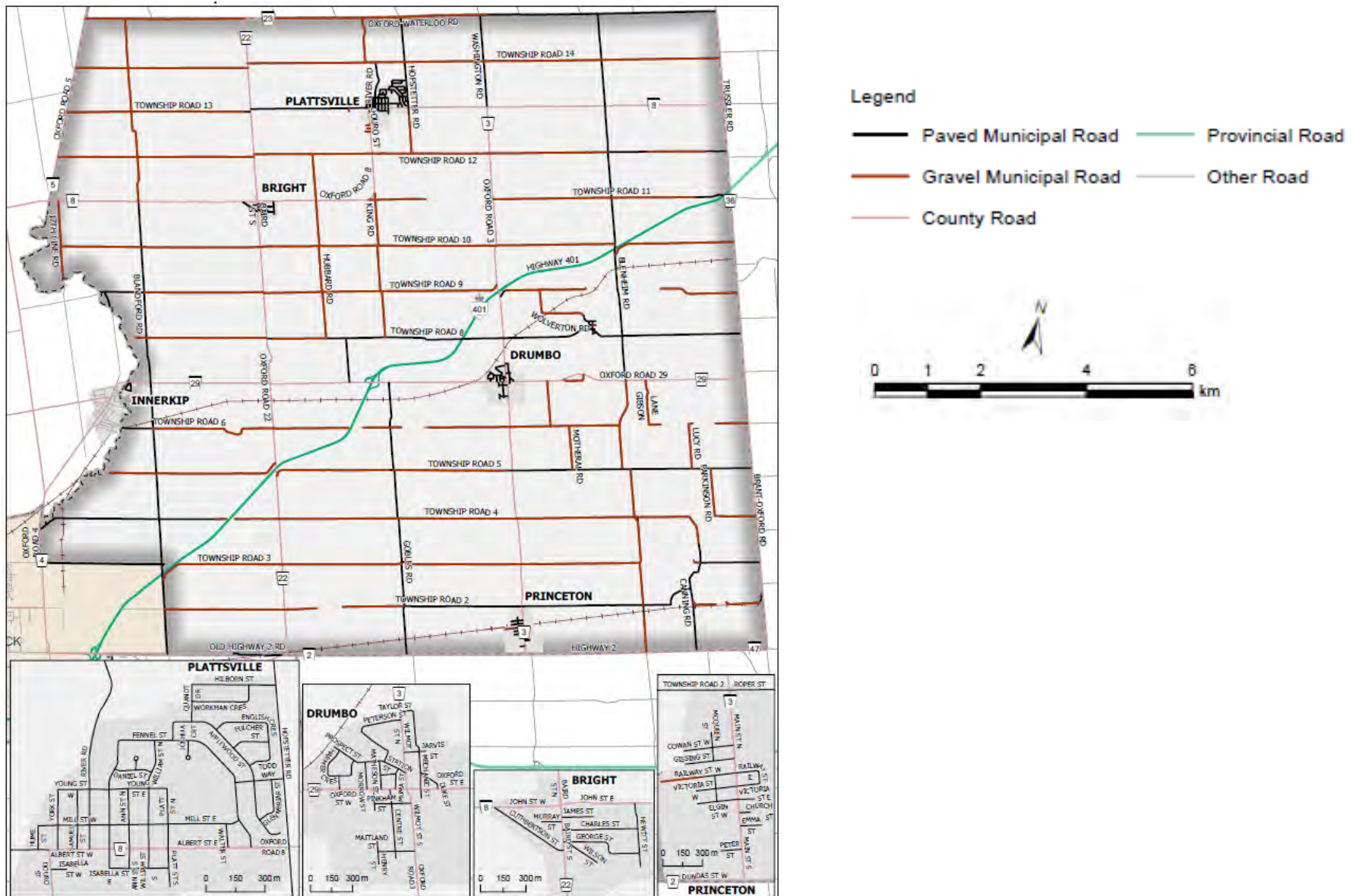
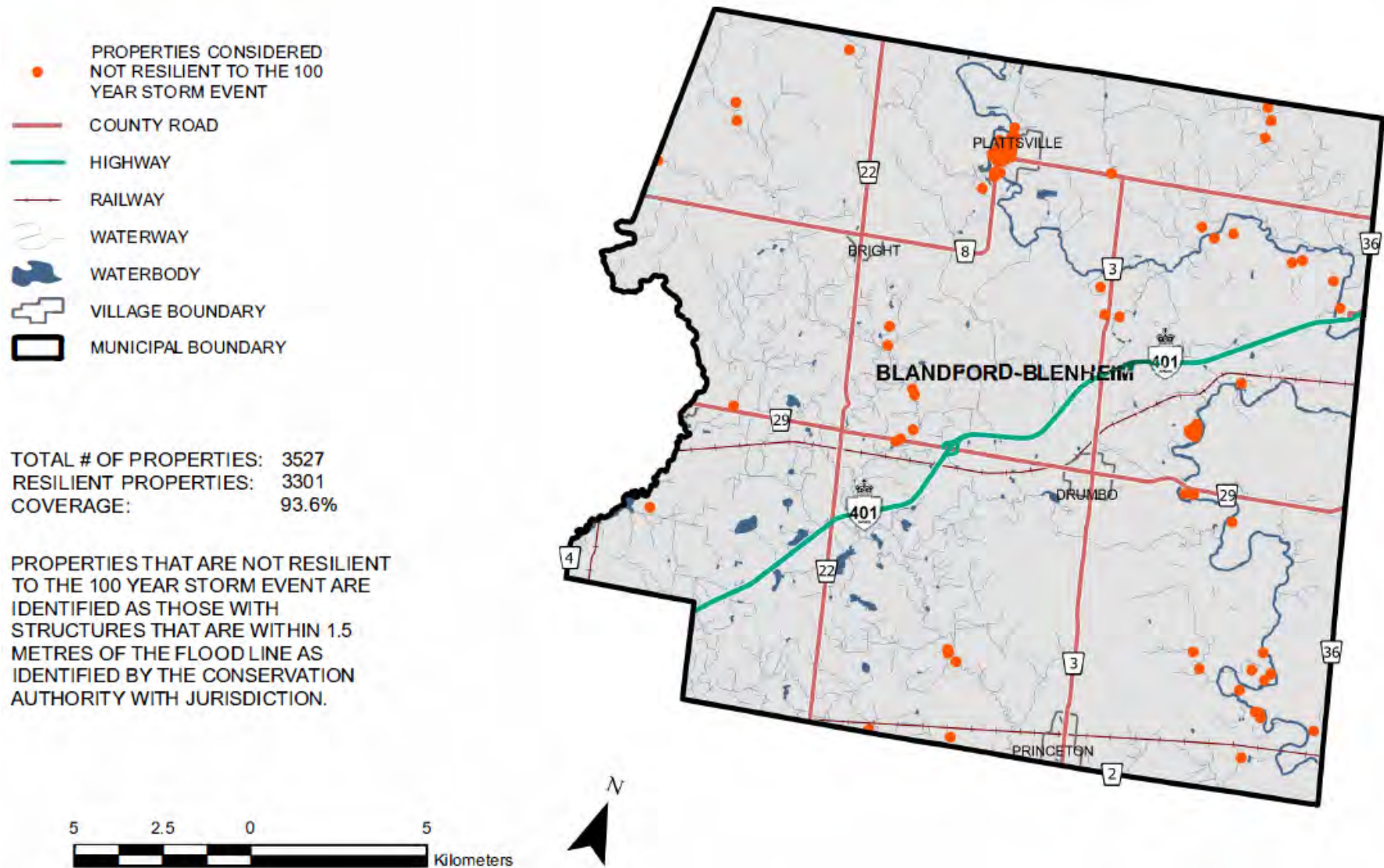


Figure 3.0.4 100-Year Storm Resiliency





## 4.0 Asset Management Strategy

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### 4.1 Lifecycle Activities and Planned Actions

Routine maintenance requires minimal effort to maintain the useful life of the structure, provided maintenance is completed within 1-2 years as identified in the Bridge Needs Study. Safety critical elements are identified during the inspection process if in immediate need of repair. All safety concerns are addressed in a timely manner.

The most effective improvement in a structure's useful life can be achieved by completing rehabilitations while the structure has a BCI between 50 and 69. Depending on the span size, structures may undergo one or two rehabilitations, or replacement if rehabilitation is not cost effective. Weather factors may also influence the actual life achieved. It is possible to have assets exceed the anticipated useful lives defined, as well as assets that require replacement prior to the end of their anticipated useful life.

The rehabilitation and replacement activities impacting condition and useful life are contained within profiles in the Township's asset management system and align with OSIM curves from the Ministry of Transportation (MTO).

The Township has developed various maintenance strategies depending on the asset component and type of surface. These strategies align with the Road Needs Study.

Routine maintenance requires minimal effort to maintain the useful life of our road network. Safety critical elements are identified during the inspection process to determine if any assets need immediate

repair. All safety concerns are addressed in alignment with minimum maintenance standard requirements.

The most effective improvement in a road's useful life can be achieved by completing rehabilitations while the roadway has a PCI between 45 and 65. Although PCI is a measure of the overall condition of the roadway surface, other factors are considered when prioritizing maintenance.

Weather factors and actual traffic flow will also influence the actual life achieved. It is possible to have segments that exceed the anticipated useful lives defined, as well as segments that require replacement prior to the end of their anticipated useful life.

For stormwater assets, replacement needs are based on a run to failure strategy, as this is typically the most economical. Township staff will continue to monitor industry trends and best practices, evaluating any lifecycle activities to determine if there is value to implementing them.

As part of capital works project analysis, determinations of whether the roadway replacement or rehabilitation should occur is reviewed. This process is fully integrated with the renewal needs of the underground assets, such as drinking water, wastewater and stormwater. This integrated approach ensures the renewal projects for these service areas are delivered with optimal timing to increase value and minimize disruption to our communities.

Examples of lifecycle activities considered in the overall sustainable management of this portfolio are described in table 4.1.1.



# Public Works

**Table 4.1.1 - Lifecycle Activities**

Strategy	Lifecycle Activity
Non-Infrastructure Solutions	<ul style="list-style-type: none"> <li>• CCTV inspections</li> <li>• Bridge Needs Study (BNS)</li> <li>• Roads needs study</li> </ul> <b>Trigger: Ongoing</b>
Maintenance	<ul style="list-style-type: none"> <li>• Pothole repairs</li> <li>• Minor repairs include slope erosion, cracking, damaged guide rails</li> <li>• Catchbasin cleaning</li> </ul> <b>Trigger: Ongoing</b>
Rehabilitation / Renewal	<ul style="list-style-type: none"> <li>• Major and minor structure rehabilitations</li> <li>• Partial depth asphalt removal / repaving</li> <li>• Storm main lining</li> </ul> <b>Trigger: PCI between 45 and 65 or Fair/Poor</b>
Replacement	<ul style="list-style-type: none"> <li>• Occurs at the end of the useful life and/or when rehabilitation is no longer an option</li> <li>• May also occur to increase service levels</li> </ul> <b>Trigger: PCI &lt; 50, Poor/Critical</b>
Disposal	<ul style="list-style-type: none"> <li>• Activities associated with disposing of an asset once it has reached the end of its useful life</li> </ul> <b>Trigger: Poor/Critical</b>
Expansion / Growth	<ul style="list-style-type: none"> <li>• New roads and storm sewers as part of subdivision development</li> </ul> <b>Trigger: Development/Storm Resiliency</b>

# Public Works

## 4.2 Risk Strategy

For this portfolio the probability of failure is based on the projected condition. The consequence of failure for roads assets contains economic consequences (weighted at 65% of the overall consequence scoring), social consequences (weighted at 20% of the overall consequence scoring) and Health and Safety consequences (weighted at 15% of the overall consequence scoring). The consequence of failure for other public works assets are based on the replacement cost of the asset. Staff are working to further enhance the risk profiles as not all attributes recommended for inclusion are currently tracked within the asset management systems.

Table 4.2.1 illustrates the risk ratings at a summary level. While a significant percentage of bridges and structural culverts have a major risk rating, this is not a direct indication that these structures are at a high risk of failure (refer to section 2.2 for information on the condition of the assets in this portfolio). In addition to the Road Needs Study and Bridge Needs Study process, staff complete regular inspections. Areas of concern are addressed through demand maintenance or included in the subsequent budget cycle as appropriate. The inspection and review process helps mitigate the likelihood of any unanticipated asset failures. Staff will continue to monitor the higher risk assets, review, and/or complete physical inspections to further validate needs and plan for lifecycle strategies accordingly.

**Table 4.2.1 - Risk Profile**

Asset Component	Very High	High	Moderate	Low	Very Low	Average Risk Rating
Bridges	29%	4%	0%	66%	1%	Moderate
Structural Culverts > 3m	30%	43%	0%	7%	20%	High
Collector Road	32%	39%	13%	16%	0%	High
Local Road	0%	7%	12%	52%	29%	Low
Roadside Appurtenances	0%	0%	0%	39%	61%	Very Low
Sidewalks	0%	0%	0%	6%	94%	Very Low
Street Lighting	0%	0%	0%	0%	100%	Very Low
Facilities	36%	16%	5%	7%	36%	Moderate
Fleet and Equipment	16%	28%	24%	13%	19%	Moderate
Urban Storm	0%	0%	0%	3%	97%	Very Low
Rural Storm	0%	0%	0%	9%	91%	Very Low

## 4.3 Climate Change

Transportation assets are directly exposed to the events and impacts of climate change. The Winter Control section of Roads Maintenance Standards is dedicated to maintaining roads during winter events from minor snowfalls to ice storms. The Township manages a fleet of specialized vehicles and equipment to provide winter control services. Other weather events, such as substantial amounts of rainfall, can rapidly impact the function and condition of transportation assets.

Facilities are directly impacted by climate change weather events such as rainstorms and flooding, high winds, extreme heat, extreme cold, significant snowfall and frequent freeze and thaw cycles. A facility can also contribute to climate change with its carbon footprint. Climate change resiliency is included as a design criterion for facilities as part of the Township's capital plan, as well as climate change mitigation by way of GHG emissions reductions.

Currently, risks and potential impacts resulting from a changing climate pose minimal effects to fleet assets as they are designed to face all types of weather events. However, strategies can be undertaken to reduce emissions from fleet assets, such as transitioning to lower emission alternative fuels, more efficient internal combustion engine options, more effective operation of fleet assets, and conducting regular reviews to ensure fleet is sized properly and utilized effectively to support service delivery.

As part of the asset management planning process, the Township will consider the risks and vulnerabilities of capital assets to climate change and the resulting actions that may be required. Commitment will be made to the development of tailored actions that make the best use of our resources to mitigate and adapt to climate change, in accordance with our local reduction targets, financial capacity and stakeholder support. Climate change resiliency will be identified as a design criterion for asset renewal/replacement projects as part of the Township's capital plan.

## 5.0 Financial Strategy

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The proposed levels of service analysis were conducted in four stages: the first focused on the bridges and structural culverts assets, the second on the hard top roadway assets, the third on fleet and equipment assets and the fourth covered all other transportation assets. This approach allowed for a more appropriate analysis of the portfolio, selecting separate funding levels and metrics to be utilized such as the Pavement Condition Index (PCI) for roadways. The recommendations from all the proposed scenarios are then used to inform the development of the overarching financial strategy. The 2025 budgeted contribution to reserves and reserve balances were split between the analysis based on the needs of the fully funded scenarios. The financial strategy and scenarios exclude rural storm and gravel roads. Gravel roads maintenance and a significant portion of the rural storm infrastructure is currently funded from the operating budget.

### 5.1 Proposed Levels of Service Review (Bridge and Structural Culverts)

As the design and construct process for structures occurs over a multi-year period and the Township aligns upcoming work in the asset management software with recommendations from the Bridge Needs Study, the lifecycle needs under all scenarios are consistent for the majority of the first decade. Since the BCI's for Blandford-Blenheim's structures does not align with MTO standards, the scenarios are based on a percentage of the fully funded scenario, and the condition profiles have been modified to suit the township's BCI ratings.

It is important to note that under the existing and two proposed scenarios, a bottleneck occurs in approximately 40 years as a significant number of structures are anticipated to require lifecycle activities. Staff do not anticipate having the internal resources available to complete all activities the year they are due and therefore we see a decline in the condition rating under each scenario. Projected lifecycle needs in the bottleneck period may naturally be deferred based on regular updates to condition information as assets progress through their lifecycle. If required, the bottleneck could be further mitigated using debenture funding and external resources to aid in managing projects.

#### Scenario A

This scenario is based on an estimate of the Bridges and Structural Culverts portion of the 2025 budgeted contribution to the Public Works reserve, along with the Township's anticipated annual Ontario Community Infrastructure Fund (OCIF) and Canada Community Benefit Fund (CCBF) grants. It results in an overall average condition of critical, the highest number of assets in poor or critical condition and lifecycle needs would be deferred increasing the risk of failure and further degradation of bridge and culvert conditions.

#### Scenario B

Staff initially ran this scenario assuming unlimited resources to achieve the lifecycle needs of all assets in this portfolio. This generated an average annual requirement of approximately \$3,216,000, which staff used to re-run the analysis. The result is a realistic expectation of what can

## Public Works

be achieved on an annual basis in maintaining the long-term lifecycle needs. This is considered the fully funded scenario, resulting in the lowest risk, and lowest achievable percentage of assets in poor or critical condition over the 100-year scenario period.

### Scenario C

Under this scenario staff looked at targeting an annual contribution to the reserve of 60% of the fully funded scenario or approximately \$1,930,000 annually over the 100-year period. The increased funding would raise the overall average condition of the portfolio; however, it would still be considered critical, primarily due to the bottleneck at the 40-year mark. Deferral of lifecycle needs would still be required under this scenario. It should be noted that a custom condition rating scale has been employed due to the high BCI values.

### Scenario D

Under this scenario staff looked at targeting an annual contribution to the reserve of 70% of the fully funded scenario or approximately \$2,251,000 annually over the 100-year period. The increased funding would raise the overall average condition of the portfolio to poor, reducing the risk level. Deferral of lifecycle needs would still be required under this scenario. It should be noted that a custom condition rating scale has been employed due to the high BCI values.

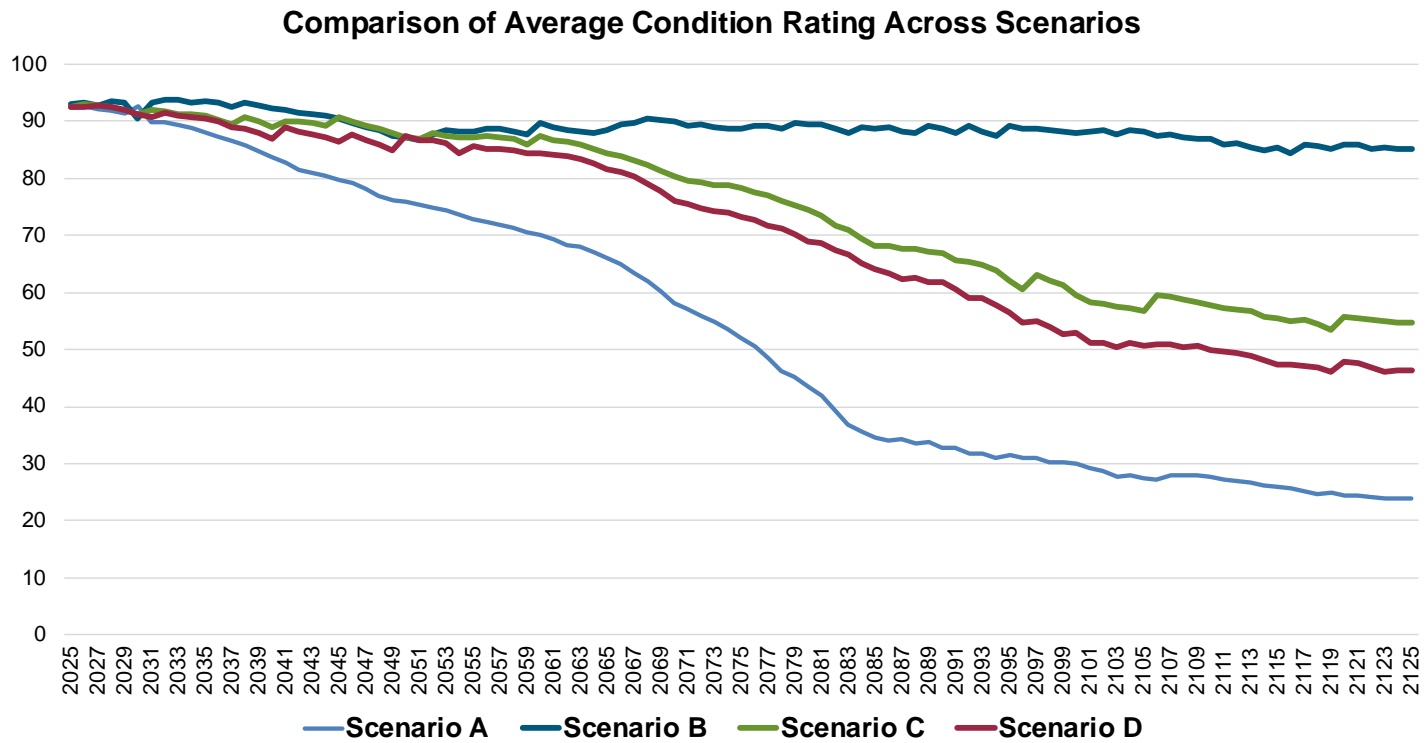
Based on the analysis, staff are recommending **Scenario C**, which results in an annual investment level of approximately \$1.9 million. This allows lifecycle events on our bridges and culverts with minimal deferrals over the next 40 years. This recommendation is in line with the 2025 Budget Survey responses where 89% of respondents indicated that the service level related to roads and bridges should be maintained or increase. As projects will be prioritized based on risk, staff feel this proposed service level and funding approach will not result in any structures posing a health and safety risk to the community.

**Table 5.1.1 – Scenario Summary**

	Annual Investment	Average Condition <sup>11</sup>	Average Risk	% of assets in poor or critical condition
Scenario A	\$1,113,000	Critical	Moderate	56%
Scenario B	3,216,000	Fair	Low	13%
<b>Scenario C</b>	<b>1,930,000</b>	<b>Critical</b>	<b>Low</b>	<b>38%</b>
Scenario D	2,251,000	Poor	Low	32%



<sup>11</sup> custom condition rating scale created for Bridges and Structural Culverts as previous ratings do not align with MTO standards.





## 5.2 Proposed Levels of Service Review (Roadway Assets)

Staff reviewed multiple scenarios over a 50-year period as many rural road replacements are forecasted in the 50-to-100-year range and the Township is still investigating the needs and costs of complete rural road replacements, which would include all granulars.

Scenarios B, C and D were initially run using unlimited resources to achieve lifecycle needs. Staff then took the average investment requirement to create a subsequent scenario utilizing the investment as the restriction. The result is a realistic expectation of what can be achieved on an annual basis in maintaining the long-term system needs.

### Scenario A

This scenario is based on an estimate of the Roads portion of the 2025 budgeted contribution to the Public Works reserve, along with the Township's anticipated annual Ontario Community Infrastructure Fund (OCIF) and Canada Community Benefit Fund (CCBF) grants. It results in an average Pavement Condition Index value (PCI) of 40 which is considered poor, the highest number of assets in poor or critical condition and lifecycle needs would be deferred increasing the risk of failure and further degradation of road conditions.

### Scenario B

This scenario is considered the fully funded scenario and results in maintaining a 73 PCI which is considered good condition. This scenario results in the lowest risk, and lowest achievable percentage of assets in poor or critical condition over the 50-year scenario period.

### Scenario C

This scenario is based on maintaining a 60 PCI which is considered fair condition. This scenario results in a reduced risk and percentage of assets in poor or critical condition compared to Scenario A.

Scenario D

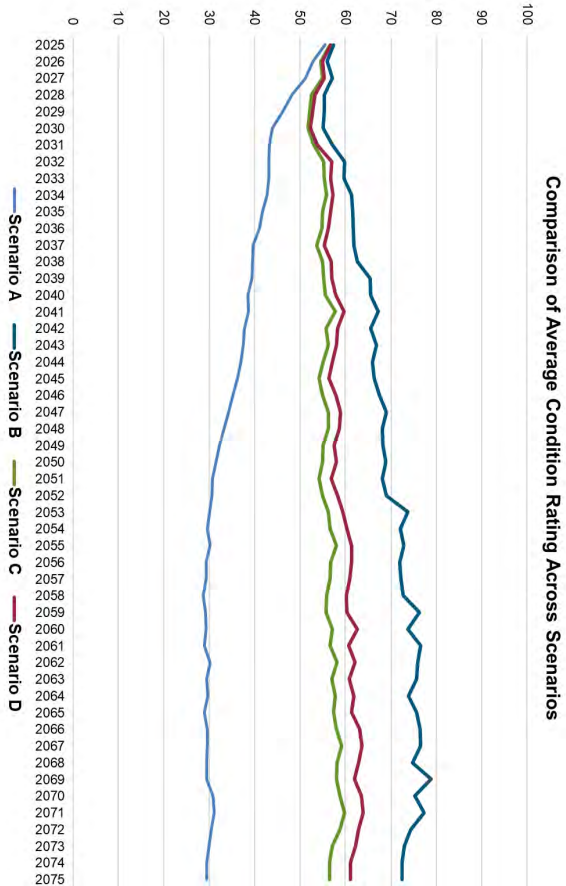
This scenario is based on maintaining a 65 PCI which is considered fair condition. This is in line with the current average PCI of the Township's Road network. This scenario results in a small decrease in risk and percentage of assets in poor or critical condition when compared to Scenario C.

Based on the analysis, staff are recommending **Scenario C**. The proposed level of service is maintained at an average PCI of 60, which results in an annual investment level of approximately \$1.63 million.

This recommendation is in line with the 2025 Budget Survey responses where 89% of respondents indicated that the service level related to roads and bridges should be maintained or increase.

Table 5.2.1 – Scenario Summary

	Annual Investment	Average Condition	Average Risk	% of assets in poor or critical condition
Scenario A	\$768,000	Poor	High	58%
Scenario B	2,219,000	Good	Moderate	19%
Scenario C	<b>1,632,000</b>	<b>Fair</b>	<b>Moderate</b>	<b>31%</b>
Scenario D	1,745,000	Fair	Moderate	27%



## 5.3 Proposed Levels of Service Review (Fleet and Equipment)

Staff reviewed multiple forward-looking scenarios over a 100-year period as described below. The current reserve balance is factored into each scenario as available funding to complete existing asset lifecycle needs.

### Scenario A

This scenario is based on an estimate of the Fleet and Equipment portion of the 2025 budgeted contribution to the Public Works reserve, along with the Township's anticipated annual Ontario Community Infrastructure Fund (OCIF) and Canada Community Benefit Fund (CCBF) grants. It results in an overall average condition of poor, the highest number of assets in poor or critical condition, and lifecycle needs would be deferred increasing the risk of failure.

### Scenario B

Staff initially ran this scenario assuming unlimited resources to achieve the lifecycle needs of all assets in this portfolio. This generated an average annual requirement of approximately \$536,000, which staff used to re-run the analysis. The result is a realistic expectation of what can be achieved on an annual basis in maintaining the long-term lifecycle needs. This is considered the fully funded scenario, resulting in the lowest risk, and lowest achievable percentage of assets in poor or critical condition over the 100-year scenario period.

### Scenario C

Under this scenario staff looked at targeting an annual contribution to the reserve of 60% of the fully funded scenario or approximately \$322,000 annually over the 100-year period. The increased funding would still result in an average condition of the portfolio of poor. Deferral of lifecycle needs would still be required under this scenario.

### Scenario D

Under this scenario staff looked at targeting an annual contribution to the reserve of 80% of the fully funded scenario or approximately \$429,000 annually over the 100-year period. The increased funding would result in the overall average condition of the portfolio to be fair, reducing the risk level. Deferral of some lifecycle needs may still be required under this scenario.

Based on the analysis, staff are recommending **Scenario D**, the proposed level of service target is 80% funded. Staff review replacement costs for each budget for all assets under this portfolio. This approach should result in fewer significant replacement cost increases with a reduced need for significant increases over the annual investment requirement. Through the budget survey, residents provide input on forward facing services. Fleet and equipment are crucial to the efficient delivery of forward-facing services.

# Public Works

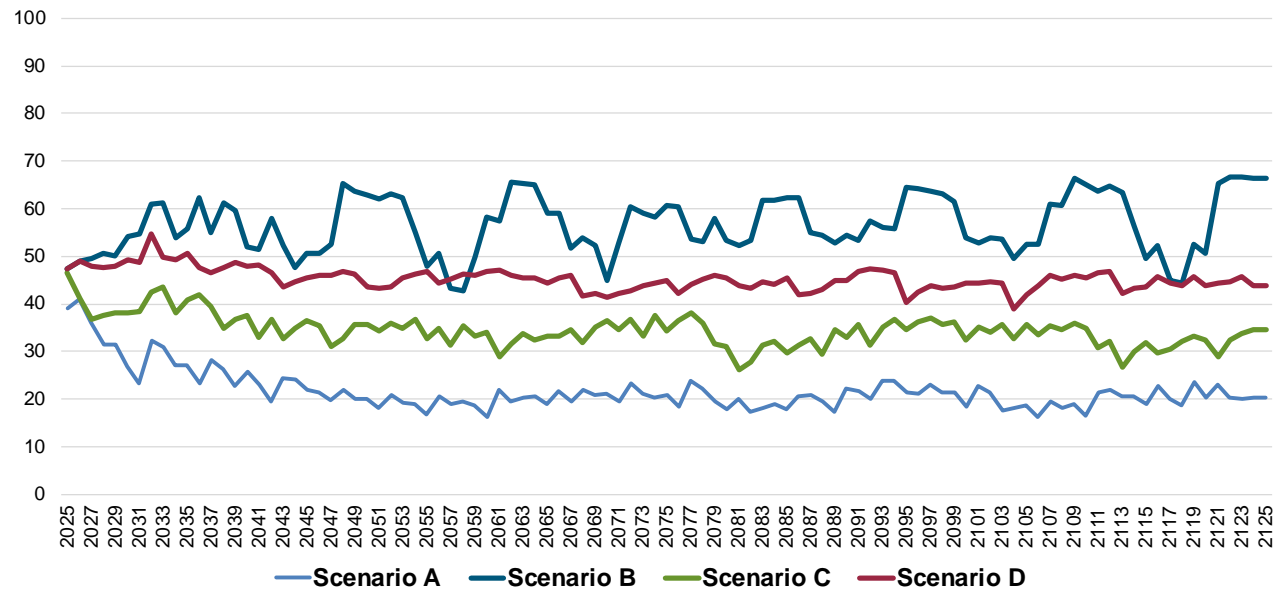
Table 5.3.1 – Scenario Summary

	Annual Investment	Average Condition	Average Risk	% of assets in poor or critical condition
Scenario A	\$193,000	Poor	High	73%
Scenario B	536,000	Fair	Low	30%
Scenario C	322,000	Poor	Moderate	57%
<b>Scenario D</b>	<b>429,000</b>	<b>Fair</b>	<b>Moderate</b>	<b>44%</b>

**PROPOSED  
SERVICE  
LEVEL  
DEFICIT  
\$0.236 MILLION**

**\$0.236 MILLION  
DEFICIT**

Comparison of Average Condition Rating Across Scenarios



## 5.4 Proposed Levels of Service Review (All Other Public Works Assets)

Staff reviewed multiple scenarios over a 100-year period to ensure assets with long useful lives were incorporated in the analysis. As there are less short-term needs in these scenarios, the average anticipated condition of the portfolio is the same under all scenarios for approximately 8 years.

Under all scenarios except for fully funded, the replacement of the public works yards is deferred beyond their estimated end of life. Debenture funding would be utilized if the facility is at risk of not providing services and replacement is unable to be deferred until reserve balances are sufficient to fund the complete project.

### Scenario A

This scenario is based on an estimate of all other public works assets portion of the 2025 budgeted contribution to the Public Works reserve, along with the Township's anticipated annual Ontario Community Infrastructure Fund (OCIF) and Canada Community Benefit Fund (CCBF) grants. It results in an overall average condition of poor, the highest number of assets in poor or critical condition and lifecycle needs would be deferred increasing the risk of failure. Deferrals are projected within 10 years under this scenario.

### Scenario B

Staff initially ran this scenario assuming unlimited resources to achieve the lifecycle needs of all assets in this portfolio. This generated an average annual requirement of approximately \$322,000, which staff used to re-run the analysis. The result is a realistic expectation of what can be achieved on an annual basis in maintaining the long-term lifecycle needs. This is considered the fully funded scenario, resulting in the lowest risk, and lowest achievable percentage of assets in poor or critical condition over the 100-year scenario period.

### Scenario C

Under this scenario staff looked at targeting an annual contribution to the reserve of 50% of the fully funded scenario or approximately \$161,000 annually over the 100-year period. Under this scenario, fewer asset replacements will require deferrals compared to scenario A, however there is still a significant risk and percentage of assets in poor and critical condition. Deferrals are projected within 20 to 30 years under this scenario.

### Scenario D

Under this scenario staff looked at targeting an annual contribution to the reserve of 70% of the fully funded scenario or approximately \$226,000 annually over the 100-year period. Under this scenario, asset replacement deferrals are not required, other than the public works yards.

# Public Works

Based on the analysis, staff are recommending **Scenario C**, the proposed level of service target is to achieve 50% funding for this portfolio. Staff identified an improvement area to look at lifecycle strategies for various facility components as it may be beneficial in the long-term to not anticipate a run-to-failure strategy for some assets. Once incorporated this may result in reductions to the annual investment required.

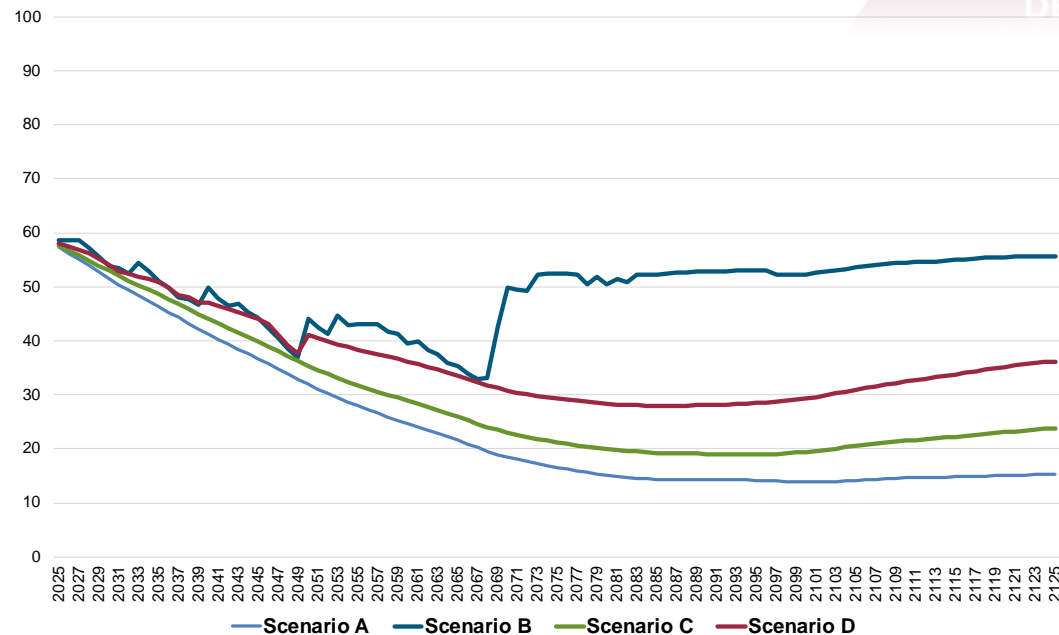
**Table 5.4.1 – Scenario Summary**

	Annual Investment	Average Condition	Average Risk	% of assets in poor or critical condition
Scenario A	\$116,000	Poor	Very Low	69%
Scenario B	322,000	Fair	Very Low	37%
<b>Scenario C</b>	<b>161,000</b>	<b>Poor</b>	<b>Very Low</b>	<b>64%</b>
Scenario D	225,000	Poor	Very Low	55%

**PROPOSED  
SERVICE  
LEVEL  
DEFICIT  
\$0.045 MILLION**

**\$0.045 MILLION  
DEFICIT**

**Comparison of Average Condition Rating Across Scenarios**





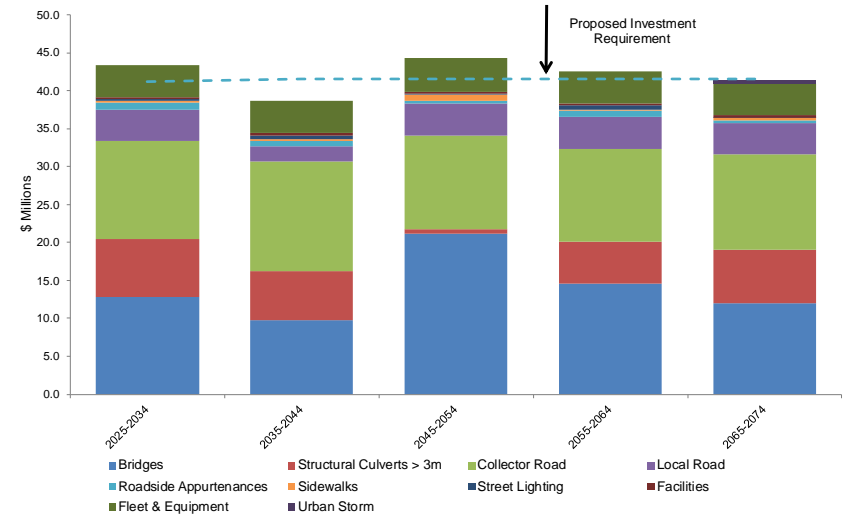
# Public Works

## 5.5 Lifecycle Requirements

Based on the proposed level of service, the cost estimates to support the lifecycle needs over the next 50 years are determined in current dollars as summarized in Table 5.5.1.

**Table 5.5.1 - Lifecycle Requirements (millions)**

Asset Component	2025-2034	2035-2044	2045-2054	2055-2064	2065-2074
Bridges	\$12.8	\$9.8	\$21.2	\$14.6	\$12.0
Structural Culverts > 3m	7.6	6.4	0.6	5.5	7.1
Collector Road	13.0	14.5	12.3	12.2	12.5
Local Road	4.1	2.0	4.2	4.3	4.1
Roadside Appurtenances	1.0	0.7	0.4	0.8	0.4
Sidewalks	0.2	0.2	0.8	0.1	0.3
Street Lighting	0.2	0.5	0.1	0.6	0.1
Facilities	0.3	0.3	0.3	0.2	0.3
Fleet and Equipment	4.2	4.3	4.4	4.3	4.1
Urban Storm	-	-	-	-	0.5
<b>Totals</b>	<b>\$43.4</b>	<b>\$38.7</b>	<b>\$44.3</b>	<b>\$42.6</b>	<b>\$41.7</b>



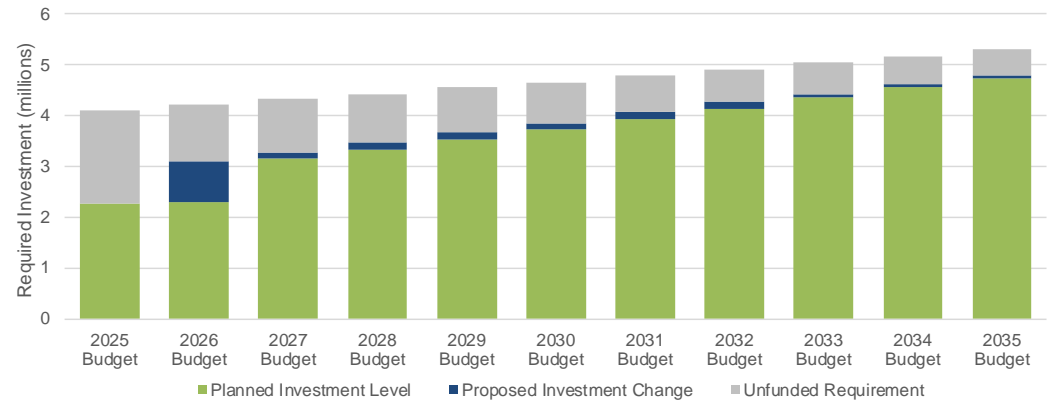
# Public Works

## 5.6 Funding Gap Analysis

This portfolio is funded by an annual contribution to the Public Works reserve and the use of Ontario Community Infrastructure Funding (OCIF) and Canada Community-Building Funding (CCBF).

### Planned Investment Level

Inflationary increases are included in Table 5.6.1 in both the required investment and planned investment figures. A debt obligation is fulfilled in 2035 with those funds being re-invested to reserves as the debt balance declines and fully in 2035.



### Proposed Investment Change

A reallocation of the current Working Capital Reserve contribution of \$681,000 is proposed for 2026. Additional increases of \$117,000 (1.55% on 2025 levy) are proposed for 2026 through 2032. The proposed contribution is reduced to \$64,000 (0.84% on 2025 levy) in 2033 through 2035 as the debt obligation re-investments increase. Staff will continue to monitor, actual rates of inflation to determine if changes to the level of service or funding strategy should be considered in response to changing economic conditions.

**Table 5.6.1 – Comparing the required investment to the proposed investment (millions)**

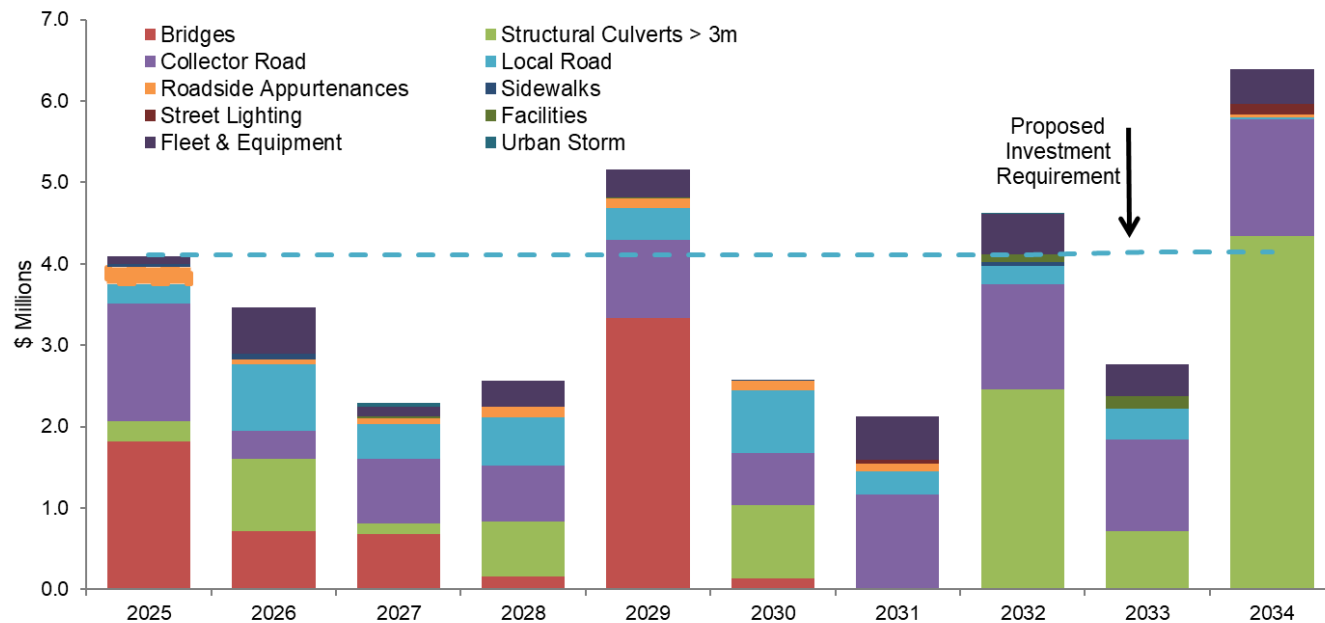
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Required Investment	\$4.11	\$4.21	\$4.32	\$4.43	\$4.54	\$4.65	\$4.77	\$4.89	\$5.05	\$5.18	\$5.31
Planned Investment Level	2.26	2.29	3.15	3.34	3.54	3.73	3.94	4.14	4.36	4.56	4.73
Proposed Investment Change	-	0.80	0.12	0.12	0.12	0.12	0.12	0.12	0.06	0.06	0.06
Unfunded Requirement	1.85	1.13	1.05	0.97	0.89	0.80	0.72	0.63	0.63	0.55	0.51

Based on the funding strategy proposed, the lifecycle cost needs to be reviewed in preparation of the long-term capital plan for the 2026 Budget process are as follows:

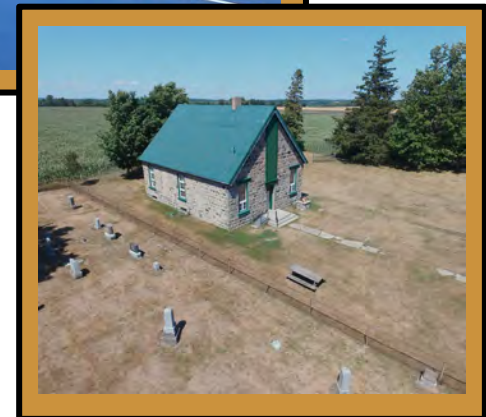
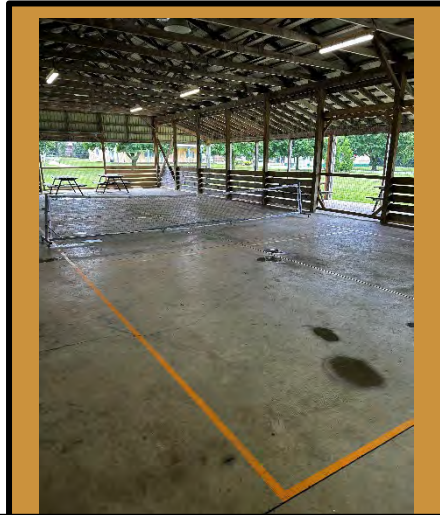
# Public Works

**Table 5.6.2 - Lifecycle Requirements (millions)**

Asset Component	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Bridges	\$1.82	\$0.72	\$0.68	\$0.16	\$3.34	\$0.13	\$-	\$-	\$-	\$-
Structural Culverts > 3m	0.25	0.88	0.13	0.67	-	0.91	-	2.46	0.71	4.34
Collector Road	1.44	0.35	0.80	0.69	0.95	0.64	1.17	1.29	1.13	1.44
Local Road	0.24	0.81	0.42	0.59	0.39	0.76	0.28	0.22	0.38	0.02
Roadside Appurtenances	0.21	0.06	0.07	0.14	0.12	0.13	0.09	0.01	-	0.03
Sidewalks	0.04	0.07	-	-	-	0.01	-	0.04	-	-
Street Lighting	-	-	-	-	-	-	0.05	-	-	0.13
Facilities	-	-	0.03	-	0.02	-	-	0.10	0.15	-
Fleet and Equipment	0.09	0.57	0.11	0.31	0.34	-	0.54	0.49	0.40	0.43
Urban Storm	-	-	0.10	-	-	-	-	-	-	-
<b>Totals</b>	<b>\$4.09</b>	<b>\$3.46</b>	<b>\$2.29</b>	<b>\$2.56</b>	<b>\$5.16</b>	<b>\$2.58</b>	<b>\$2.13</b>	<b>\$4.62</b>	<b>\$2.77</b>	<b>\$6.39</b>



## Community Services



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# Community Services

## 1.0 Introduction

The Community Services Department of the Township of Blandford-Blenheim offers many different avenues for individuals to improve or enjoy their quality of life. Together with our community partners, we deliver recreational programs and services and maintain and operate a variety of facilities such as municipal parks and sports fields, community halls and the Plattsville Memorial Community Arena.

The Township's community services assets are categorized into various components, as a result of differing life spans and maintenance strategies. They are assets related to our facilities (arena and community halls), fleet/equipment, and various park amenities.

The quality and completeness of the data used in this plan as indicated in Table 1.0.1, relies on inventory and assessments by staff. Additional enhancements to the attributes used for assessing risk are required, along with other improvement areas as indicated in Table 1.0.2.

**Table 1.0.1 – Data Confidence**

		Risk	AM Data Analysis			
Asset Component	Inventory Completeness	Attribute Data	Service Life	Age	Condition	Replacement Cost
Arena	B	C	B	A	B	B
Community Centres	B	C	B	B	B	B
Fleet and Equipment	A	B	A	A	A	A
Parks	A	B	A	A	B	B

**Table 1.0.2 – Status of improvement opportunities**

Improvement Opportunity	Year Identified	Status	Notes
Update attributes to further enhance the risk profile in the asset management software.	2025	Not Started	Competing priorities have prevented this from being undertaken.
Refine asset inventory.	2025	Ongoing	Further refine the facilities inventory.



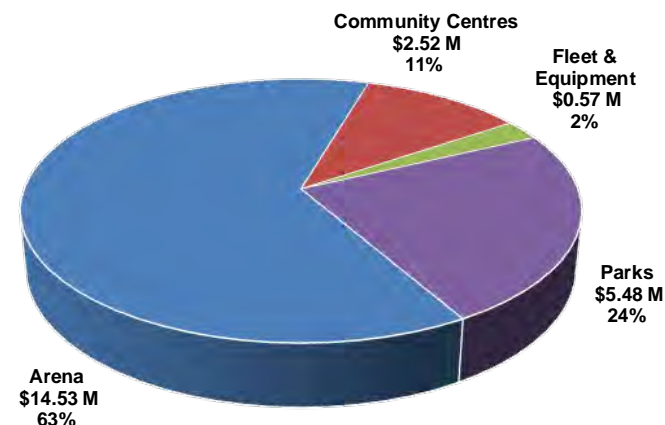
# Community Services

## 2.0 State of Assets

### 2.1 Inventory

Table 2.1.1 displays the Township's current inventory and the associated replacement costs, average age and anticipated useful life for each component. The anticipated useful lives exclude the management strategies that the Township utilizes to extend the overall life beyond this estimate.

Replacement costs were estimated based on staff reviews, historical construction costs and inflation rates.



**Table 2.1.1 - Inventory**

Asset Component	Unit	Current Inventory	Replacement Cost	Average Age (years)	Anticipated Useful Life (years)
Arena	bldg	1	\$14,527,970	30	20-100
Community Centres	bldg	2 <sup>1</sup>	2,524,572	40	20-100
Fleet and Equipment	each	14	566,478	10	7-20
Parks	parks	4	5,477,641	17	10-40
<b>Total Replacement Cost</b>			<b>\$23,096,661</b>		

### 2.2 Condition Assessment Approach

The assessment approach utilizes a combination of physical assessments, asset attributes, as well as established anticipated useful lives. Township staff have completed preliminary assessments and documented the current condition of assets to identify capital repairs and replacements which may affect the continued operation of the property over the next ten (10) years.

Building Condition Assessments (BCAs) assess and document the current condition of facilities to identify capital repairs and replacements which may affect the continued operation of the property over the next ten (10) years and provide an assessment as to the level of accessibility for each property. Replacement costs are also requested as a part of this process. The township anticipates completing BCAs within the next 2 years.

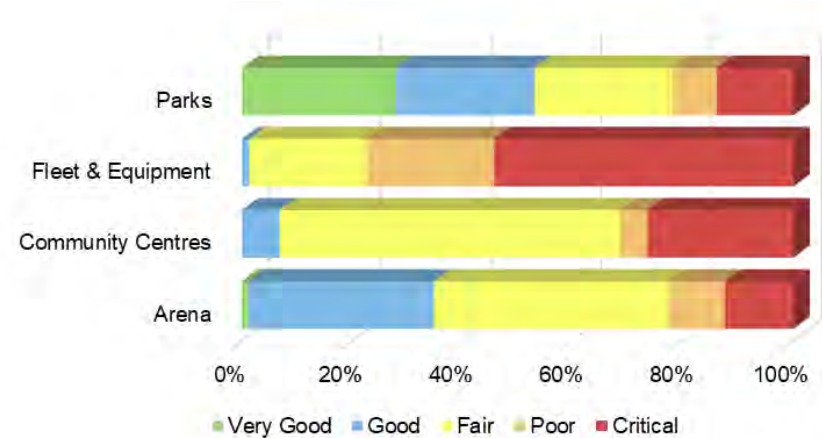
<sup>1</sup> Richwood Hall substructure is not planned for replacement; however its components are included.

# Community Services

## 2.3 Current Condition

The indicator measure in each condition is based on percentage of replacement costs as opposed to the number of assets.

Condition ratings within this portfolio are typically age based, and due to the run-to-failure or planned replacement nature it is typical to see a distribution between various conditions. The assets rated as poor and critical may continue to provide acceptable service levels and will be monitored by staff.



**Table 2.3.1 - Condition Profile**

Asset Component	Very Good	Good	Fair	Poor	Critical	Average Condition Rating
Arena	1%	34%	43%	10%	12%	Fair
Community Centres	0%	7%	61%	5%	27%	Fair
Fleet and Equipment	0%	1%	21%	23%	55%	Poor
Parks	28%	25%	25%	8%	14%	Fair
<b>Overall Total</b>	<b>7%</b>	<b>28%</b>	<b>40%</b>	<b>10%</b>	<b>15%</b>	

## 3.0 Levels of Service

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### Corporate Objective

The corporate objective of community services is to deliver recreational programs and services and maintain and operate a variety of facilities such as municipal parks and sports fields, the Plattsville Memorial Community Arena and community halls.

### Legislative Requirements

The Township is required to maintain minimum standards based on governing directives. These include, but are not limited to, Technical Standards and Safety Authority (TSSA), Electrical Safety Authority (ESA), National Plumbing Code of Canada (NPC), Fire Code, Ontario Building Code, Designated Substance List (DSL) and additional Ministry of Labour (MOL) requirements.

The Accessibility for Ontarians with Disabilities Act, 2005<sup>2</sup> was developed with the purpose of ensuring that accessibility for Ontarians with disabilities is achieved on or before January 1, 2025. The Township ensures that each new build / renovation complies with the standards developed under this Act.

### Customer Levels of Service

The following statements form our qualitative descriptions of the customer level metrics required under O.Reg. 588/17.

- *The Township's community services portfolio provides for the ongoing creation and preservation of a Healthy, Enthusiastic and Engaged Community, ever guided in all endeavors by the principles of Sustainability, Inclusivity, Diversity and Quality.*

Table 3.0.1 includes the metric the Township has established for this portfolio, and the estimated performance over the upcoming 10-year period based on the recommended financial strategy, as required under the Infrastructure for Jobs and Prosperity Act, 2015 - O.Reg. 588/17. A consistent annual target is not established as this portfolio is based on a run to failure / run to planned useful life strategy, therefore will result in fluctuations in condition ratings.

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<sup>2</sup> <https://www.ontario.ca/laws/statute/05a11>

# Community Services

**Table 3.0.1 - Performance Measures**

2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>QUALITY</b>											
Average condition value											
-	51%	52%	50%	48%	46%	44%	42%	41%	39%	39%	38%
<b>RELIABILITY</b>											
% of Community Services assets in poor or critical condition											
-	25%	24%	27%	29%	28%	28%	56%	55%	54%	52%	53%

## 4.0 Asset Management Strategy

### 4.1 Lifecycle Activities and Planned Actions

To cost effectively maintain assets at the established service levels, the right maintenance or rehabilitation activity needs to be completed at the ideal time throughout the asset's lifecycle. The use of the facility also plays a role in when maintenance is completed. Staff will also complete similar lifecycle activities across buildings in this portfolio and others where possible to maximize economies of scale and achieve the best benefit to the Township.

For many community services assets, replacement needs typically follow a "run to failure" strategy as long as the assets remain safe for users. This is usually the most cost-effective approach and follows provincial and federal standards. Staff will constantly monitor industry trends and best practices, assessing lifecycle activities to ascertain if implementing them would add value.

Examples of lifecycle activities considered in the overall sustainable management of this portfolio are described in table 4.1.1.

**Table 4.1.1 - Lifecycle Activities**

Strategy	Lifecycle Activity
Non-Infrastructure Solutions	<ul style="list-style-type: none"> <li>• Inspections</li> <li>• Building Condition Assessments</li> </ul> <b>Trigger: Ongoing</b>
Maintenance	<ul style="list-style-type: none"> <li>• Routine and preventative maintenance programs</li> <li>• Equipment cleaning</li> </ul> <b>Trigger: Ongoing</b>
Rehabilitation / Renewal	<ul style="list-style-type: none"> <li>• Major and minor rehabilitations, based on asset component where cost effective</li> </ul> <b>Trigger: Fair/Poor</b>
Replacement	<ul style="list-style-type: none"> <li>• Occurs at the end of the useful life</li> <li>• May also occur to increase service levels</li> </ul> <b>Trigger: Poor/Critical</b>
Disposal	<ul style="list-style-type: none"> <li>• Activities associated with disposing of an asset once it has reached the end of its useful life</li> </ul> <b>Trigger: Poor/Critical</b>
Expansion / Growth	<ul style="list-style-type: none"> <li>• New facilities as part of subdivision development</li> <li>• Changes to accessibility requirements</li> </ul> <b>Trigger: Development</b>

# Community Services

## 4.2 Risk Strategy

For this portfolio, the probability of failure is based on the projected condition and the consequence of failure is based on the replacement cost of the asset. Staff are working to further enhance the risk profiles as not all attributes recommended for inclusion (including social and environmental metrics) are currently tracked within the asset management systems.

Table 4.2.1 illustrates the risk ratings at a summary level. Areas of concern are addressed through demand maintenance or included in the subsequent budget cycle as appropriate. The inspection and review process helps mitigate the likelihood of any unanticipated asset failures. Staff will continue to monitor the higher risk assets, review, and/or complete physical inspections to further validate needs and plan for lifecycle strategies accordingly.

**Table 4.2.1 - Risk Profile**

Asset Component	Very High	High	Moderate	Low	Very Low	Average Risk Rating
Arena	51%	25%	0%	15%	9%	High
Community Centres	74%	0%	4%	13%	9%	High
Fleet and Equipment	0%	20%	0%	35%	45%	Low
Parks	0%	5%	7%	41%	47%	Very Low

## 4.3 Climate Change

Facilities are directly impacted by climate change weather events such as rainstorms and flooding, high winds, extreme heat, extreme cold, significant snowfall and frequent freeze and thaw cycles. A facility can also contribute to climate change with its carbon footprint.

As part of the asset management planning process, the Township will consider the risks and vulnerabilities of capital assets to climate change and the resulting actions that may be required. Commitment will be made to the development of tailored actions that make the best use of our resources to mitigate and adapt to climate change, in accordance with our local reduction targets, financial capacity and stakeholder support. Climate change resiliency will be identified as a design criterion for asset renewal/replacement projects as part of the Township's capital plan.



## 5.0 Financial Strategy

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### 5.1 Proposed Levels of Service Review

Staff reviewed 4 scenarios over a 100-year period as described below. The current reserve balances are factored into each scenario as available funding to complete existing asset lifecycle needs.

Under all scenarios except for fully funded, the replacement of the arena and community centre are deferred beyond their estimated end of life. Debenture funding would be utilized if the facility is at risk of not providing services and replacement is unable to be deferred until reserve balances are sufficient to fund the complete project.

#### Scenario A

This scenario is based on the 2025 budgeted contribution to the reserves of approximately \$125,000, representing approximately 18% funded based on lifecycle needs. Maintaining funding at this level would result in reduced overall condition of the portfolio, increased risk of failure, increased maintenance costs and staff time, and the highest number of assets in the poor/critical condition rating over the long term. This funding scenario does not result in a sustainable service.

#### Scenario B

Staff initially ran this scenario assuming unlimited resources to achieve the lifecycle needs of all assets in this portfolio. This generated an average annual requirement of approximately \$691,000, which was used to re-run the analysis. The result is a realistic expectation of what can be achieved on an annual basis in maintaining the long-term lifecycle needs. This is considered the fully funded scenario, resulting in the lowest risk, and lowest achievable percentage of assets in poor or critical condition over the 100-year scenario period.

#### Scenario C

This scenario increased funding to the portfolio from the 2025 approved budget, to approximately 40% of the funding requirement, or approximately \$276,000 based on lifecycle needs. Under this scenario, fewer asset replacements will require deferrals compared to scenario A, however there is still a significant risk and percentage of assets in poor and critical condition.

#### Scenario D

This scenario increased funding to the portfolio from the 2025 approved budget, to approximately 60% of the funding requirement, or approximately \$415,000 based on lifecycle needs. Under this scenario, fewer asset replacements will require deferrals compared to scenarios A and C, resulting in reduced risk and a reduced percentage of assets in poor and critical condition, increasing the average network condition.

# Community Services

Based on the analysis, staff are recommending **Scenario C**, the proposed level of service is to increase funding to 40% of the fully funded scenario. The Township has recently been successful in securing grant funding and is optimistic about receiving more in the future. Additionally, our strong community fundraising efforts for various park improvements will continue to contribute to funding these initiatives.

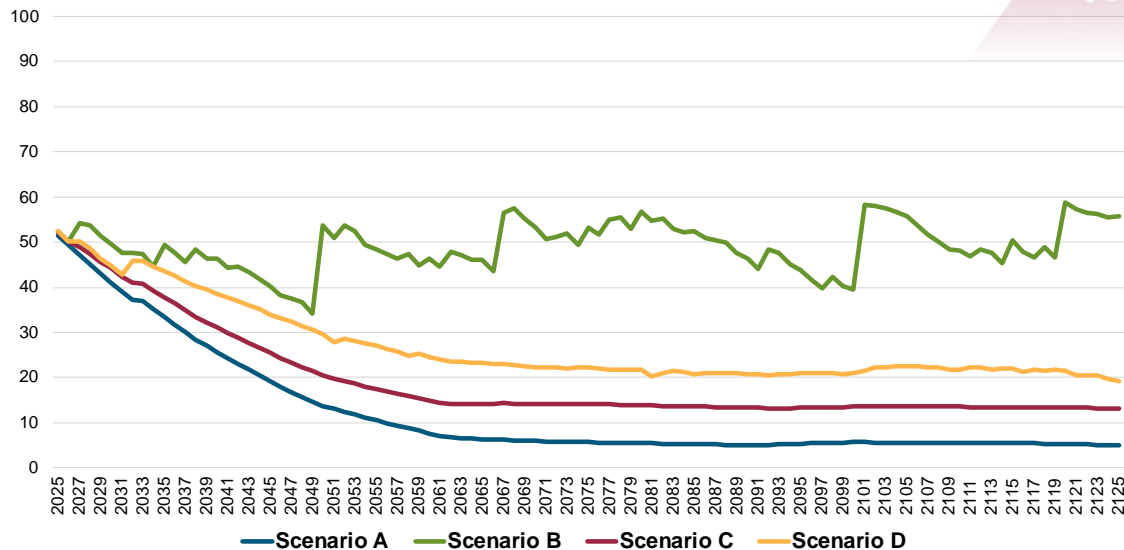
The recommendation to increase funding is in line with responses from the 2025 budget survey, where 83% of respondents indicated that the service level related to Parks and Recreation should be maintained or enhanced.

**Table 5.1.1 – Scenario Summary**

	Annual Investment	Average Condition	Average Risk	% of assets in poor or critical condition
Scenario A	\$125,000	Critical	Very High	86%
Scenario B	691,000	Fair	High	41%
<b>Scenario C</b>	<b>276,000</b>	<b>Poor</b>	<b>Very High</b>	<b>77%</b>
Scenario D	415,000	Poor	Very High	67%

**PROPOSED  
SERVICE  
LEVEL  
DEFICIT  
\$0.151 MILLION**

**Comparison of Average Condition Rating Across Scenarios**



**\$0.151 MILLION  
DEFICIT**

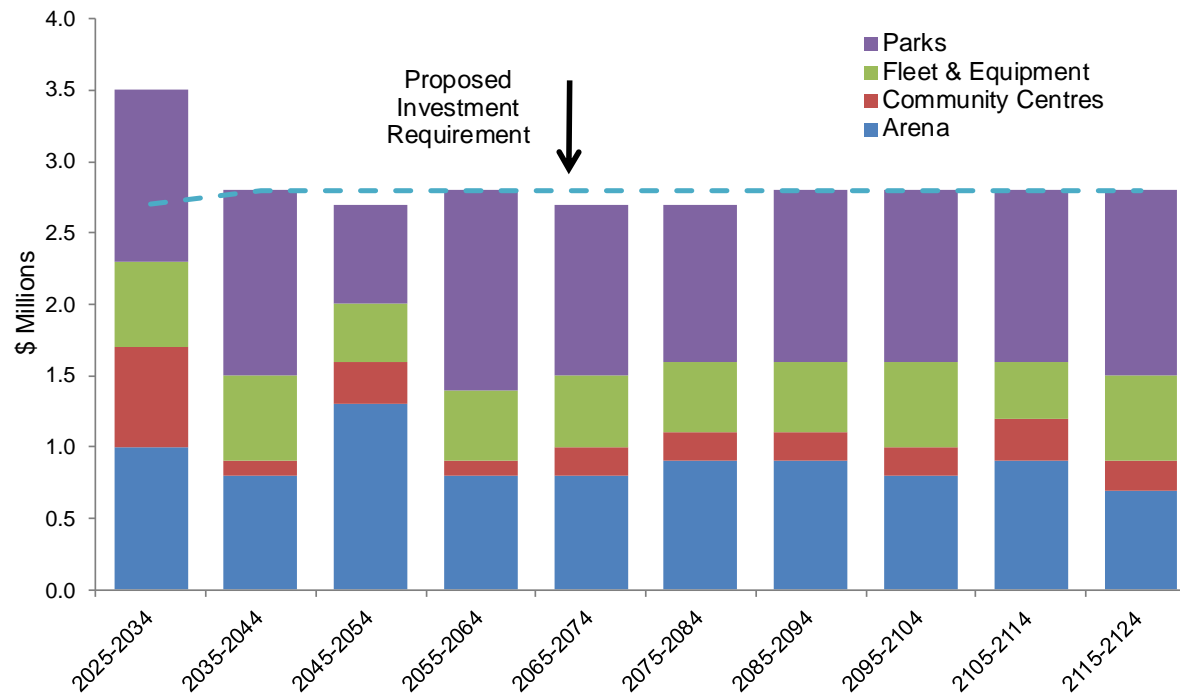
# Community Services

## 5.2 Lifecycle Requirements

Based on the proposed level of service, the cost estimates to support the lifecycle needs over the next 100 years are determined in current dollars as summarized in Table 5.2.1.

**Table 5.2.1 - Lifecycle Requirements (millions)**

Asset Component	2025-2034	2035-2044	2045-2054	2055-2064	2065-2074	2075-2084	2085-2094	2095-2104	2105-2114	2115-2124
Arena	\$1.0	\$0.8	\$1.3	\$0.8	\$0.8	\$0.9	\$0.9	\$0.8	\$0.9	\$0.7
Community Centres	0.7	0.1	0.3	0.1	0.2	0.2	0.2	0.2	0.3	0.2
Fleet and Equipment	0.6	0.6	0.4	0.5	0.5	0.5	0.5	0.6	0.4	0.6
Parks	1.2	1.3	0.7	1.4	1.2	1.1	1.2	1.2	1.2	1.3
<b>Totals</b>	<b>\$3.5</b>	<b>\$2.8</b>	<b>\$2.7</b>	<b>\$2.8</b>	<b>\$2.7</b>	<b>\$2.7</b>	<b>\$2.8</b>	<b>\$2.8</b>	<b>\$2.8</b>	<b>\$2.8</b>



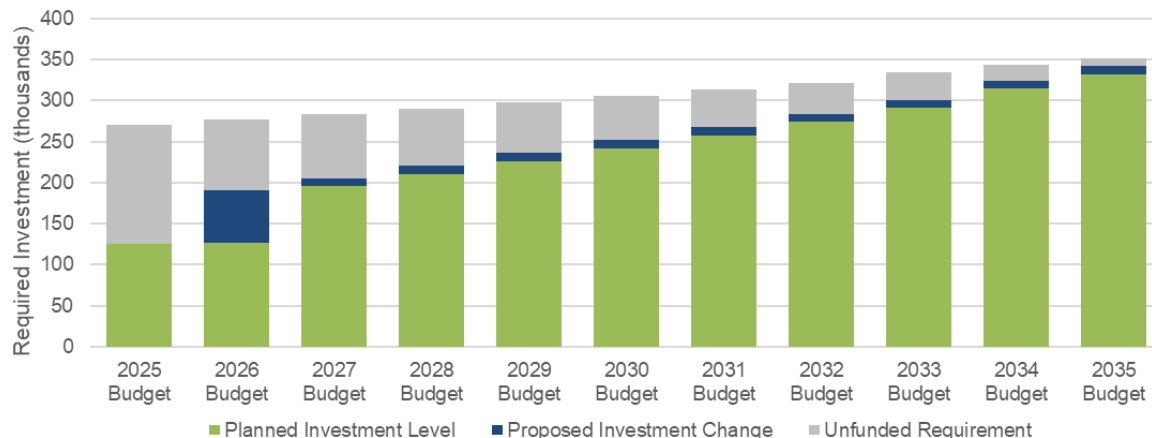
# Community Services

## 5.3 Funding Gap Analysis

This portfolio is funded by an annual contribution from property taxes and user fees to the Arena, Parks and Recreation, Vehicles and Equipment, and Community Centers reserves.

### Planned Investment Level

Inflationary increases are included in Table 5.3.1 in both the required investment and planned investment figures. Also included in the planned investment in 2033 is additional contributions for the lifecycle needs of growth assets once constructed.



### Proposed Investment Change

A reallocation of the current Working Capital Reserve contribution of \$54,000 is proposed for 2026. An increase of approximately \$10,000 (0.13% on 2025 levy) is proposed for 2026 through 2035. Maintaining the reserve helps ensure a contingency is in place should unanticipated failures or events occur. Staff will continue to monitor, actual rates of inflation, to determine if changes to the level of service or funding strategy should be considered in response to changing economic conditions.

**Table 5.3.1 – Comparing the required investment to the proposed investment (thousands)**

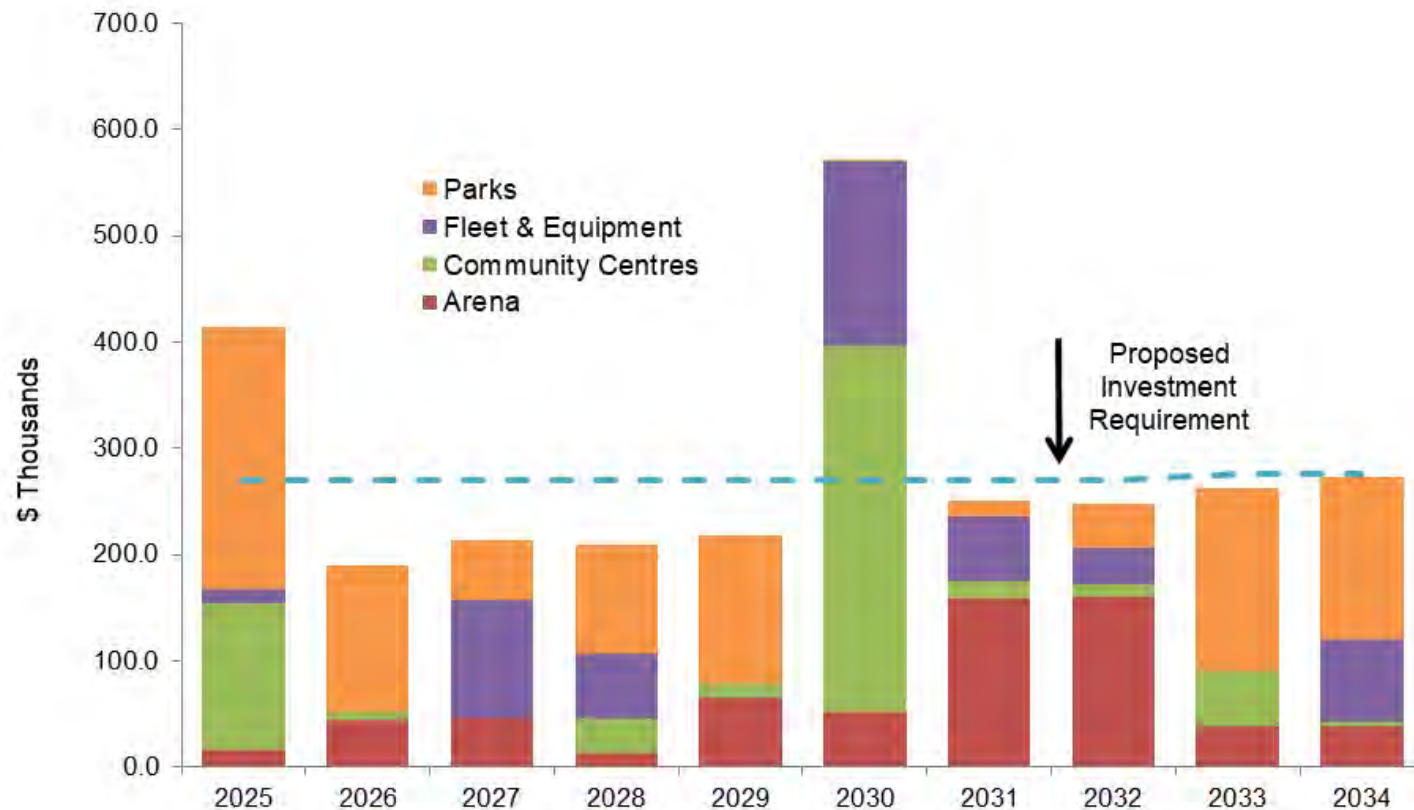
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Required Investment	\$270.00	\$276.75	\$283.67	\$290.76	\$298.03	\$305.48	\$313.12	\$320.95	\$334.97	\$343.34	\$351.93
Planned Investment Level	124.67	126.67	195.86	210.54	226.22	241.90	257.59	274.27	290.95	314.64	332.32
Proposed Investment Change	-	64.18	9.68	9.68	9.68	9.68	9.68	9.68	9.68	9.68	9.68
Unfunded Requirement	145.33	85.90	78.13	70.54	62.13	53.89	45.85	36.99	34.33	19.03	9.93

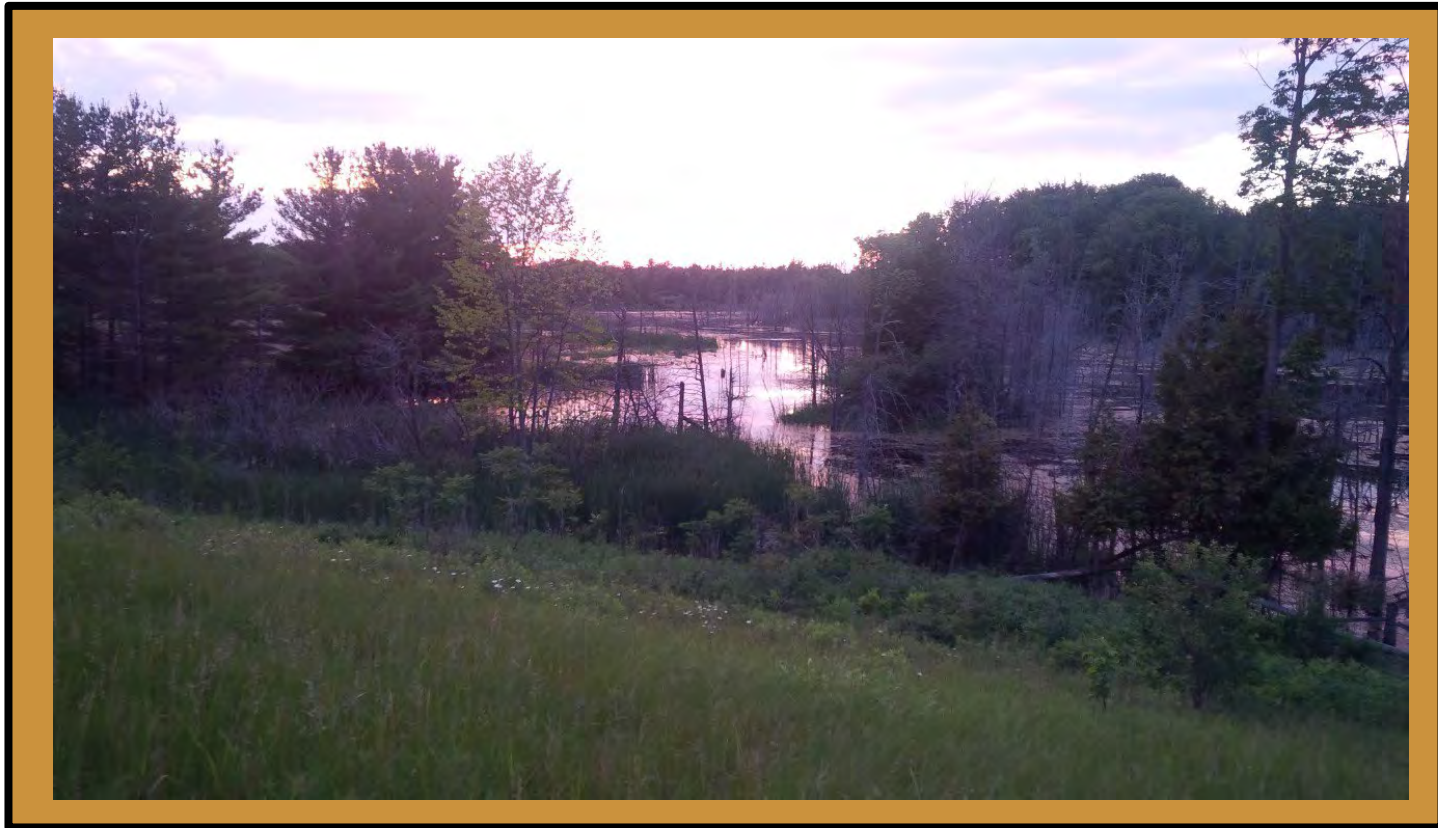
Based on the funding strategy proposed, the lifecycle cost needs to be reviewed in preparation of the long-term capital plan for the 2026 Budget process are as follows:

# Community Services

**Table 5.3.2 - Lifecycle Requirements (thousands)**

Asset Component	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Arena	\$15.60	\$45.00	\$45.42	\$13.37	\$65.76	\$51.39	\$159.43	\$160.00	\$38.18	\$38.00
Community Centres	139.32	6.20	-	32.50	12.50	344.57	16.00	11.50	51.78	5.50
Fleet and Equipment	12.22	-	111.99	61.08	-	173.39	61.08	34.22	-	76.35
Parks	247.64	138.18	55.72	101.81	139.33	2.68	15.00	42.39	172.45	152.71
<b>Totals</b>	<b>\$414.78</b>	<b>\$189.38</b>	<b>\$213.13</b>	<b>\$208.76</b>	<b>\$217.59</b>	<b>\$572.03</b>	<b>\$251.51</b>	<b>\$248.11</b>	<b>\$262.41</b>	<b>\$272.56</b>







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## 1.0 Introduction

The Township of Blandford-Blenheim recognizes the critical role that natural assets play in providing essential services and enhancing community resilience and have begun the process of incorporating these assets into our asset management planning and financial reporting. Natural assets provide numerous societal, economic and environmental benefits for climate resilience. Traditionally, these benefits are often undervalued or go unrecognized in financial processes, leading to an increased risk of mismanagement and loss of natural infrastructure.

As natural asset management is a relatively new practice, standard terms and approaches for its integration into municipal asset management frameworks, which were originally designed exclusively for built and engineered assets, are still evolving. Overall, the intent of this AMP is to try to align natural asset planning and management with approaches and practices already in place for built and engineered assets, recognizing that natural assets have some unique attributes and functions as well as very different life cycles that do not always allow them to fit neatly into the same “boxes” as built and engineered assets. The Township is developing strategies to effectively manage and sustain our natural assets, ensuring their long-term viability and contribution to municipal service delivery. This approach supports a comprehensive, sustainable, and data-driven methodology to infrastructure investment, balancing financial stewardship with environmental and community well-being. This AMP is intended to document the available information for natural assets, including a summary of natural assets owned by the Township and provide a roadmap for how the Township will work toward fully achieving compliance with O.Reg. 588/17 for this portfolio, including the use of green infrastructure solutions.

To help understand some of the standard terms, definitions used throughout this portfolio have been provided in Table 1.0.1.

**Table 1.0.1 – Definitions**

Term	Definition
Aquifer	Underground shared water resources that are typically contained in sand, gravel and rock. Aquifers are replenished by rain and snow melt that seeps into the ground.
Areas of Natural and Scientific Interest (ANSI)	Represent areas of lands and waters containing important natural landscapes or features which have earth science values related to protection, appreciation, scientific study, or education. Such areas are identified and evaluated by the province and may be provincially, regionally or locally significant.
Green Infrastructure Asset	An infrastructure asset consisting of natural or human-made elements that provide ecological and hydrological functions and processes and includes natural heritage features and systems,

## Natural Assets

Term	Definition
	parklands, stormwater management systems, street trees, urban forests, natural channels and permeable surfaces.
Engineered (Green) Asset	Green infrastructure assets which have been designed to function like natural assets but are designs not found in nature (e.g., green roofs, permeable pavement, rain barrels etc.) <sup>1</sup>
Enhanced (Green) Asset	Green infrastructure assets which have been designed to act like natural assets (e.g., street trees, urban parks, stormwater management ponds etc.)
Natural Asset/Natural Infrastructure	Green infrastructure assets include the stock of natural resources or ecosystems that is relied upon, managed, or could be managed by a municipality, regional district, or other forms of local government for the sustainable provision of one or more municipal services.
Meadow and Thicket	Meadows and thickets are early successional communities which may turn into woodlands over time or may be maintained by natural or human disturbances like fire, flooding or mowing. Meadows are dominated by grasses and herbaceous species with tree and shrub cover of less than 25%, whereas thickets are dominated by shrubs and young or stunted trees.
Waterbodies	Non-linear, open water areas including lakes and ponds.
Watercourses	A linear, flowing and visible river, stream or creek and the surrounding floodplain areas. This includes seasonal streams that are dry during summer.
Wetlands	Wetlands are areas that are seasonally or permanently covered by shallow water, as well as lands where the water table is close to or at the surface. This allows for the formation of hydric soils and supports water-loving or water-tolerant plants to grow. The four major types of wetlands are swamps, marshes, bogs and fens.
Woodlands	Means treed areas that provide environmental and economic benefits to both the private landowner and the general public, such as erosion prevention, hydrological and nutrient cycling, provision of clean air and the long-term storage of carbon, provision of wildlife habitat, outdoor recreational opportunities, and the sustainable harvest of a wide range of woodland products. Woodlands include treed areas, woodlots or forested areas and vary in their level of significance at the local and provincial levels.

Figure 1.0.2 includes examples of natural, enhanced, and engineered green infrastructure assets.

<sup>1</sup> <https://naturalassetsinitiative.ca/wp-content/uploads/2024/11/NAI-NAM-guidance-document-v105.pdf> - page 10

# Natural Assets

Figure 1.0.2 – Green Infrastructure Assets

Natural Assets	Enhanced Assets	Engineered Assets
<ul style="list-style-type: none"><li>• Wetlands</li><li>• Swamps</li><li>• Forests</li><li>• Meadows</li><li>• Watercourses</li><li>• Aquifers</li><li>• Lakes and Ponds</li><li>• Groundwater</li><li>• Soils</li></ul>	<ul style="list-style-type: none"><li>• Rain gardens</li><li>• Green roofs and walls</li><li>• Bioswales</li><li>• Street and park trees</li><li>• Naturalized stormwater ponds</li><li>• Manicured lawns</li></ul>	<ul style="list-style-type: none"><li>• Permeable pavement</li><li>• Rain barrels</li><li>• Cisterns</li><li>• Dams</li><li>• Perforated pipes</li><li>• Infiltration trenches and galleries</li></ul>

The Township can only directly maintain and manage natural assets on lands under its ownership, or through a shared management agreement (e.g., with another public agency such as a Conservation Authority). However, it is also understood that natural assets on all lands within the municipality provide services to the broader community (e.g., such as air pollution control, cooling, water quantity and quality management, mental health benefits associated with views of green – even if one does not have access to this greenery, etc.).

Furthermore, it is not unusual for natural areas in private ownership to be transferred into public ownership as part of the municipal planning process, or through land securement initiatives with community partners, or as part of strategic initiatives to protect certain assets from risks and impacts (e.g. protection of drinking water). On this basis, this initial report focuses on those natural assets which are explicitly owned by the Township, identifies the broader system these assets are a part of and includes actions and timing to expand the asset inventory and assessment to a community wide framework in conjunction with other municipal partners.

While the Township doesn't have direct control of their groundwater and water purification, their lands in sourcewater protection areas can impact groundwater quality and quantity and therefore are included in this analysis. Surface water quality does directly affect Township services and quality for life and will continue to be a focus of this report and the Township's enforcement mechanisms.

# Natural Assets

The natural assets included in this plan are split into three separate but linked categories: terrestrial natural assets (e.g. woodlands, wetlands, meadows, etc.), aquatic assets (e.g. groundwater features, watercourses and waterbodies) and soil assets. Using the best available data and information, each asset area was spatially mapped over Township-owned properties to determine a listing of Township-owned natural assets. However, it should be acknowledged that many services that natural assets provide are part of a broad, interconnected system that does not cease at a property line. The end goal is to take a Township-wide approach to cataloguing natural assets and the services they provide.

There are several limitations related to defining natural asset inventory and providing maps of areas directly serviced by natural assets:

- **Overlap Between Categories:** While the three asset categories are largely mutually exclusive, certain categories may have functional overlap (e.g. wetlands are considered a terrestrial asset, however they may overlap with aquatic classes).
- **Groundwater:** Groundwater is critical to sustaining many of the wetland and watercourse features within the Township. Additionally, nearly 100% of the communities in Oxford County rely on groundwater for drinking water supply, whether through the 17 municipal drinking water systems or by private well. There are many challenges to quantifying the value that groundwater provides as a natural asset, both environmentally and socially. Defining the boundaries of groundwater can be extremely difficult requiring a detailed understanding of surface and subsurface geomorphology and hydrology. As a starting point, the best available information as it relates to Township owned properties and associated ground water studies have been captured. A more fulsome analysis on the boundaries and value of groundwater features is recognized as a gap to be filled as part of a subsequent project.
- **Limitations in Ecological Data and Information:** This analysis does not consider natural assets with respect to areas which may represent terrestrial linkages or corridors as these are not fully understood or mapped at a Township wide scale or property specific scale. In addition, habitat functions including the presence of unique characteristics such as areas of ground water discharge (seeps and springs), presence of species at risk or other significant species have not been assessed as part of this exercise.

Traditional built infrastructure and asset management plans have clear financial inputs and implications. Natural assets do not follow the same approach resulting in financial management practices that can be difficult to define. Table 1.0.3 documents some of the key differences between asset management practices of traditional built infrastructure and natural assets.

**Table 1.0.3 – Differences between traditional built infrastructure and natural assets**

Traditional Assets	Natural Assets
Specified useful life and lifecycle strategies.	No useful life, maintained in perpetuity.
Service capacity and replacement costs available when asset is put into service.	Capacity grows over time as does value of natural asset.
Quantifiable service(s).	Beyond specific service, numerous ecosystem benefits are difficult to quantify (i.e. Ecosystem benefits).

## Natural Assets

Traditional Assets	Natural Assets
Included in Tangible Capital Assets (TCA) financial reporting.	Not directly included in TCA financial reporting.
Exist within the municipal boundary with clear ownership.	May be part of a larger system with multiple jurisdictions and stewards.
Many available best practices and guides.	Few available best practices for natural asset management; development ongoing throughout Ontario.

Over time, there may be interest in working with neighbouring municipalities and Oxford County on an expanded plan that includes all natural assets that the County and Area Municipalities rely on for environmental services, regardless of ownership. This expansion would also attempt to quantify the broad range of ecosystem functions which provide direct and indirect ecological services from which the community benefits. Valuing the ecological services of natural assets can help inform decision-making and sustainable management, which can help ensure that the economic benefits of these assets are recognized and are appropriately protected, conserved or restored to help prevent costly mistakes and promoting long-term environmental and economic stability.

As the Township is just beginning its natural asset management journey, information is not currently available to populate all AMP sections for this portfolio. In conjunction with Oxford County, County and Township staff have discussed the County's Natural Asset Management Roadmap with the Natural Asset Initiative which was completed in the summer of 2024. This Roadmap, included as Figure 1.0.4, outlined a series of goals and competency areas to improve to include natural asset management in the financial planning framework. The implementation of the initial stages of this roadmap has already begun with the Township; the timeline for projects in 2026-2028 would be in conjunction with the County if Council supports this initiative. The roadmap is driven by multiple gaps noted throughout and will improve the Township's usage of green infrastructure while establishing the value natural assets provide to the Township. This will require further study and dedicated resources, including external expertise to ensure the roadmap's goals are met. A catered Natural Asset Management Roadmap can also be completed with the Township as part of this process.



# Natural Assets

Figure 1.0.4 – Improvement Roadmap

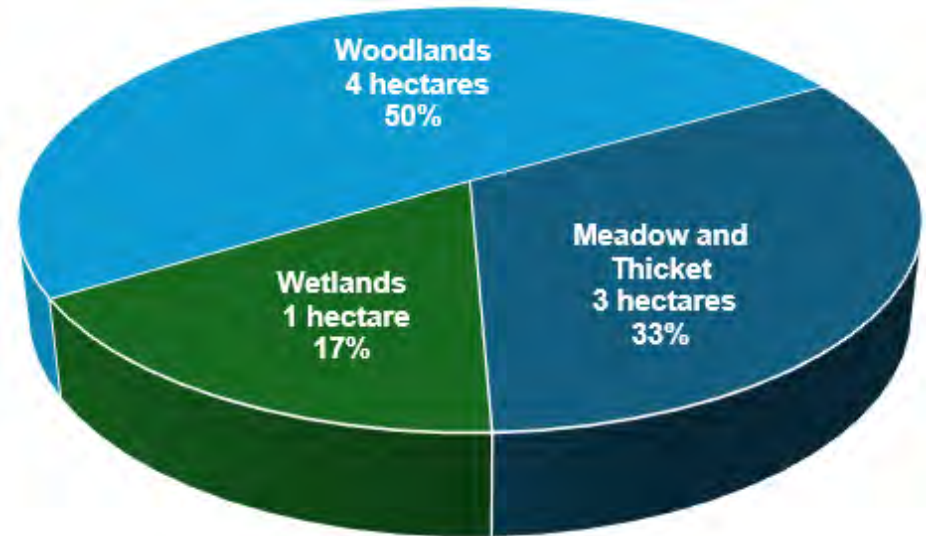
2025	2026	2027	2028
<ul style="list-style-type: none"><li>•Initial inventory and risk identification for Township owned assets</li><li>•Conduct workshop to identify high level risks and threats to natural assets</li><li>•Initial replacement costs, conditions where possible</li><li>•Commence project to identify/inventory Township-owned street trees</li></ul>	<ul style="list-style-type: none"><li>•Identify Natural Asset Management targets with Township staff and Council</li><li>•Enhancements to replacement costs, conditions and other improvements noted in AMP (annual commitment)</li><li>•Identify and build the natural asset inventory to a wider scale, including completion of a detailed initial assessment of conditions and risks for all assets</li></ul>	<ul style="list-style-type: none"><li>•Further breakdown of replacement costs/valuation of natural assets based on all usages of the asset – carbon sequestration, stormwater resiliency, etc.</li><li>•Develop funding strategies for natural asset areas that currently have no or limited direct funding/management plans or strategies such as biodiversity, soil health, pollination, and wetlands</li><li>• Complete a service attribution and valuation for all natural assets, including improving replacement costs and completing a valuation for ecological services</li></ul>	<ul style="list-style-type: none"><li>•Review Natural Asset Management for the whole community to assess for gaps, develop targets to inform management and provide recommendations to address and assess areas which may have no/limited management or funding with a focused approach to biodiversity, climate change adaptation, and natural asset management</li></ul>

# Natural Assets

## 2.0 State of Assets

### 2.1 Inventory

The Township owns a total of 49 distinct properties across 46 hectares used to deliver various services throughout Blandford-Blenheim. As a starting point for creating the inventory, all properties were separated by their ecological land classification (ELC) to assess the different natural assets on each property using existing information from the draft Oxford Natural Heritage Systems Study, 2023 (ONHSS). Based on this assessment, woodlands account for the highest number of natural assets owned by the Township followed by thickets and wetlands. About 64% of Township owned land (including cemeteries, fire halls, stormwater management facilities, and parks across 30 hectares) does not have enough natural assets to meet the ELC threshold. The inventory in Table 2.1.1 below shows the Township owned natural assets along with the total natural assets based on available information. The identification of these assets will be an ongoing process that will include community engagement with local experts and community groups that will enhance the data confidence of these asset classes.



The average age and anticipated useful life of natural assets differs from traditional built infrastructure as natural assets grow their value over time and need to be maintained or protected from negative impacts of human interference in perpetuity, thereby requiring the inclusion of a variety of stakeholders in management practices.

Developing replacement costs for natural assets requires the full cost of the natural assets' ecological goods and services to be understood. This incorporates the functional impact of natural assets and their value in a holistic sense. Replacement valuation that does not replace the ecological goods and services that the asset creates is only replacing the direct asset and not the wider utility and function of the asset. Replacement costs will be developed as the Township progresses through the improvement roadmap.

# Natural Assets

**Table 2.1.1 - Inventory**

Asset Component	Unit	Current Inventory (Township owned)	Total Inventory (all lands within Township boundary)	Percentage of natural asset that is Township Owned	Percentage of Township Owned Land
Area of Natural and Scientific Interest (ANSI)	hectares	1.6	-	-	3.5%
Meadow and Thicket	hectares	2.8	1,913.2	0.1%	5.1%
Wetlands	hectares	1.4	5,382.7	0.03%	14.4%
Woodlands	hectares	4.3	7,419.6	0.1%	19.9%

## 3.0 Levels of Service

Natural assets on Township properties provide a variety of services throughout the Township, with the ecological condition of the natural asset directly impacting the level of service provided.

Much of the direct work with natural assets occurs through the Township's Drainage department that directly oversees the maintenance and construction of all municipal drains. Municipal drains are drainage systems that channel water off agricultural land or remove excess water that collects on properties. These include open ditches and closed tile systems in the ground, and interact with stormwater management ponds, culverts, bridges, streams and rivers. The Township's Drainage Superintendent works with landowners to ensure drains aren't causing downstream water quality issues and works with Bylaw, Township and County staff, and local conservation authorities to ensure the drains are not negatively impacting natural assets and water quality.

Additional work done with natural assets includes Oxford County's Woodlands Officer enforcing the County's Woodlands Conservation By-law, as well as through stewardship programs such as the Clean Water Program for Oxford County. The Woodlands Conservation by-law manages how lumber can be harvested from wooded properties within Oxford County, and there are reasonable limits put in place to limit the impact that harvesting and recreational activities have on the remaining natural assets. The Clean Water Program works with private landowners to manage and enhance natural assets on private property by helping provide funding for these projects where they meet program criteria.

# Natural Assets

**Table 3.0.1 – Natural Asset Services**

Service Provided	Aquifers / Sourcewater	Meadow and Thicket	Soils	Surface Water (Watercourses and Waterbodies)	Woodlands	Wetlands
Water storage of drinking water source	✓					
Water filtration through soil towards aquifer improves water quality	✓		✓		✓	✓
Carbon sequestration reduces and limits the impacts of medium to long term climate change	✓	✓	✓	✓	✓	✓
Soil quality leads to agricultural, biodiversity and water quality impacts		✓	✓		✓	
Soil erosion reductions meant to reduce impact on buildings, roads, and other infrastructure assets		✓			✓	
Biodiversity improvements lead to improved agricultural outcomes through pollination, improved wildlife health through protected habitats and food sources, and a wider variety of ecosystem biomass		✓	✓	✓	✓	✓
Stormwater management leads to a reduction of the impact of severe storms and floods and increases the filtering effect of water going into the watershed		✓		✓		✓
Recreational benefits lead to a human centered focus on access to natural areas for recreation and tourism		✓		✓	✓	✓
Tree canopy leads to local temperature, air quality improvements, wind and noise reductions combined with increased resiliency in urban and semi-urban settings		✓			✓	✓
Water quality improvements minimize the impacts of nitrates and other pollutants in sourcewater and surface water quality		✓	✓	✓	✓	✓

## **3.1 Terrestrial Assets**

Terrestrial assets include woodlands, wetlands, meadows and thickets. For the terrestrial natural features asset type, the vegetation community mapping was used to establish a nested asset hierarchy aligned with those typically used in asset management. The relative level of coverage of each natural asset type across Township properties was then calculated based on the synthesis of the available data.

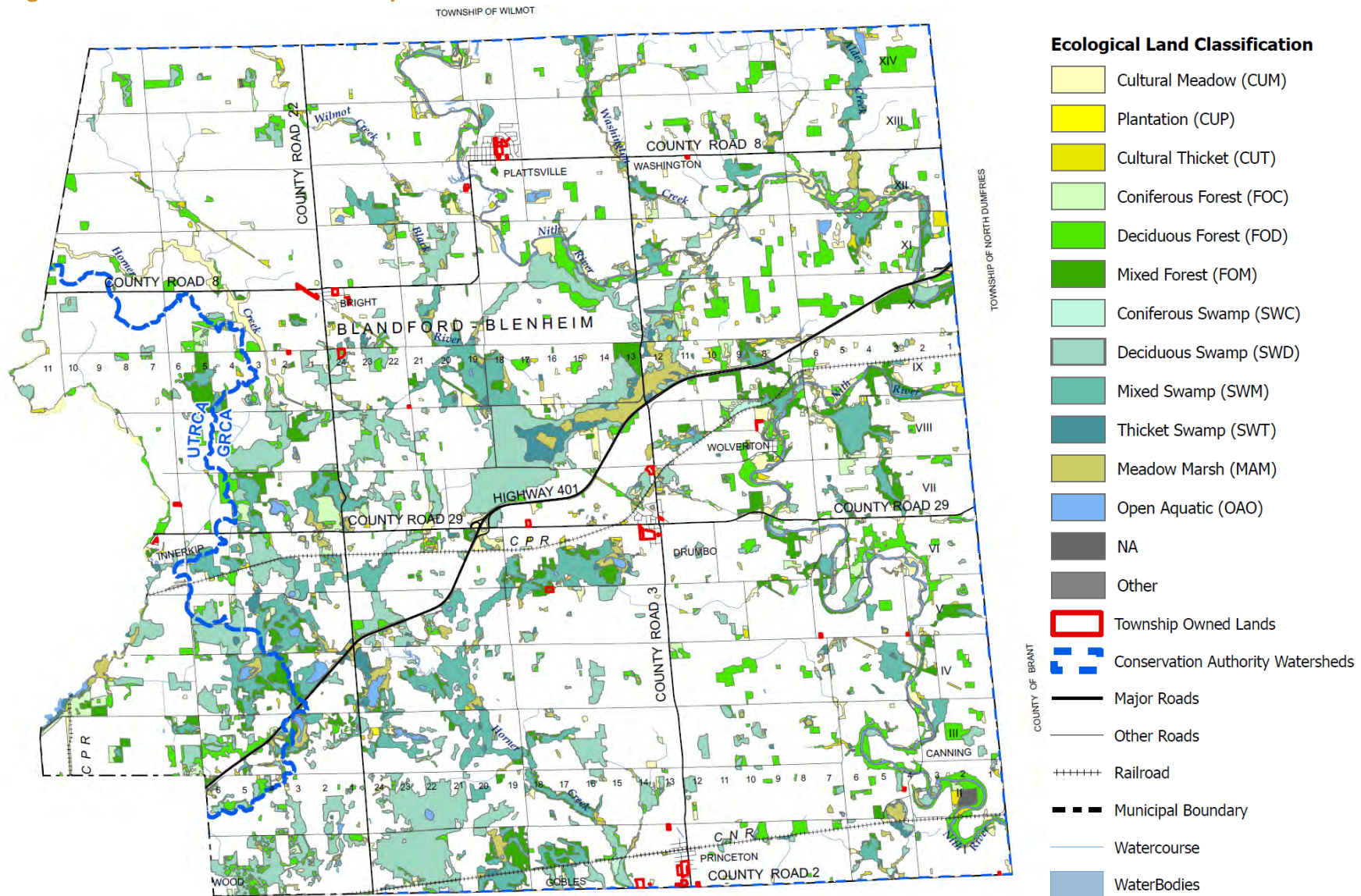
Terrestrial features are fixed polygons delineated using the applicable standard for vegetation community classification - the Ecological Land Classification (ELC) system for southern Ontario (Lee et al., 1998). These have been delineated by land property and include data on their terrestrial, aquatic, and soil attributes, and will be expended upon in the County's geographic information system (GIS) as more information is available. The attributes currently tracked include quantity, type, location, ownership (initially only Township-owned), watershed, subwatershed, soil type, and conservation authority. Figure 3.1.1 shows the ownership of ELC natural cover on Township owned land.

The Township does not currently have an inventory of street trees. The benefits of these trees include improving air quality, improving water filtration, stormwater management and soil quality, reducing soil erosion, and lowering local temperature, wind and noise disruptions. Conducting a tree assessment may assist the Township in improving traffic safety, increasing environmental and ecological benefits, and leading to increased property values.



# Natural Assets

Figure 3.1.1 – Terrestrial Assets Map





# ***Natural Assets***

## **3.2 Aquatic Assets**

The functions of surface water and watercourses include their ability to attenuate floods, filter and improve water quality, support recreational opportunities, and assimilate wastewater discharge. Watercourses and their surrounding floodplain areas reduce the pressure of floods when they naturally include buffers on either side of the watercourse that can slow runoff and absorb excess water (similar to wetlands). This buffer before agriculture/development land reduces the impacts of floods and the increased intensity of storms being seen in the Township.

Recreational opportunities are directly affected by surface water quality within the Township. Recreational opportunities for residents including fishing and boating along with other tourism activities are directly affected by low surface water quality. Lower water quality can lead to algae blooms, loss of fish habitat and species, and other signs of negative impacts to aquatic ecosystems and biodiversity overall.

Aquatic features are subsequently split into surface features and groundwater features. Surface features include watercourses which are dynamic continually moving systems whose boundaries have been based on a center polyline feature. To represent this in the inventory, linear measurements of watercourses were taken to calculate the total amount of land interacting with this watercourse to ascertain the possible influence owned lands can have in these areas. Similarly, groundwater features are represented in relation to their function for municipal drinking water sources and the asset inventory represents these areas building from available Source Water Protection information and supporting technical data relating to the operation of the County's supply wells.

## **3.3 Soil Assets**

Soils are a vital natural asset, forming the foundation for food production, water filtration, biodiversity, and climate regulation, and are essential for many of the ecological functions and services we depend on. Fertile soils produce the vast majority of all food, supporting crop growth and livestock grazing. It also provides the timber, pulp and paper we rely on for housing, packaging and currency, among other things. It is also responsible for storing the bulk of the carbon found in terrestrial ecosystems and supports vital waterways by preventing erosion and enhancing water quality. Blandford-Blenheim has some of the best soil in the province based on the Canada Land Inventory (CLI). These soils support the vast agricultural industry and that is why all areas outside of settlements are considered part of the Township's prime agricultural area.

The review of soil attributes revealed that areas of lesser CLI soils within the Township typically overlap with areas of woodlands and wetlands and represent areas of organic soil. While these soils are considered to be of lower quality from an arability perspective, they are functionally important for slowly breaking down plant material, filtering contaminants out of water, providing habitat for wildlife, and represent important carbon sinks. These functions are necessary to slowly release essential nutrients through the soils system and cannot be completely replicated by artificial means.



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Drew Davidson Director of Protective Services
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	June 4 <sup>th</sup> , 2025
<b>Subject:</b>	May Monthly Report	<b>Council Meeting Date:</b>	June 18 <sup>st</sup> , 2025
<b>Report #:</b>	FC-25-09		

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### Recommendation:

That Report FC-25-09 is received as information.

### Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of May 2025.

### Analysis/Discussion:

### Meetings, Courses and Training Attended:

#### 1. Recruit Class Live Fire Training

On May 24th, Staff and the Deputy Chief supported our recruit class during their Live Fire Day, held at the Ingersoll burn cell. Dedicated instructors spent the day guiding recruits through hands-on training in valuable, life-saving techniques.

This session marked the final phase of practical training for the recruits as part of their Firefighter Level I & II program. Recruits are now preparing for their upcoming firefighter practical testing and hazardous materials training to complete certification requirements.

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#### 2. Apparatus Interior Detailing Program

As part of the department's ongoing commitment to health and safety—and in accordance with NFPA 1911 standards and our Cancer Prevention Checklist—we have implemented a new Apparatus Interior Detailing Program.

Key elements of the program include:

- Annual professional detailing of each apparatus interior.

- Continued maintenance and cleanliness responsibilities undertaken by firefighters throughout the year.

This initiative supports cancer prevention efforts and promotes a healthier working environment for all personnel.

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### **3. Camp 85 PPE Fitting and Preparation Night**

In preparation for the upcoming launch of Camp 85, staff hosted an evening at Station 83 to welcome participants and conduct PPE fittings.

Camp participants were sized for all required personal protective equipment (PPE) they will use during the camp. In addition to standard-issue PPE, attendees also were sized for donated items such as t-shirts, hoodies, and gloves. This event ensures participants are fully equipped and ready for the hands-on experiences ahead.

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### **4. Capital Work – Station 82 Cement Apron Replacement**

As part of scheduled capital improvements, the cement apron at Station 82 was recently replaced. During construction, all apparatus and PPE were relocated to two bays at the Township Public Works Yard.

The Drumbo station remained fully operational during this time and was able to respond to emergency calls using the temporary setup over the week-and-a-half construction period.

The sealing of the surrounding asphalt will be completed later this summer, pending contractor availability.

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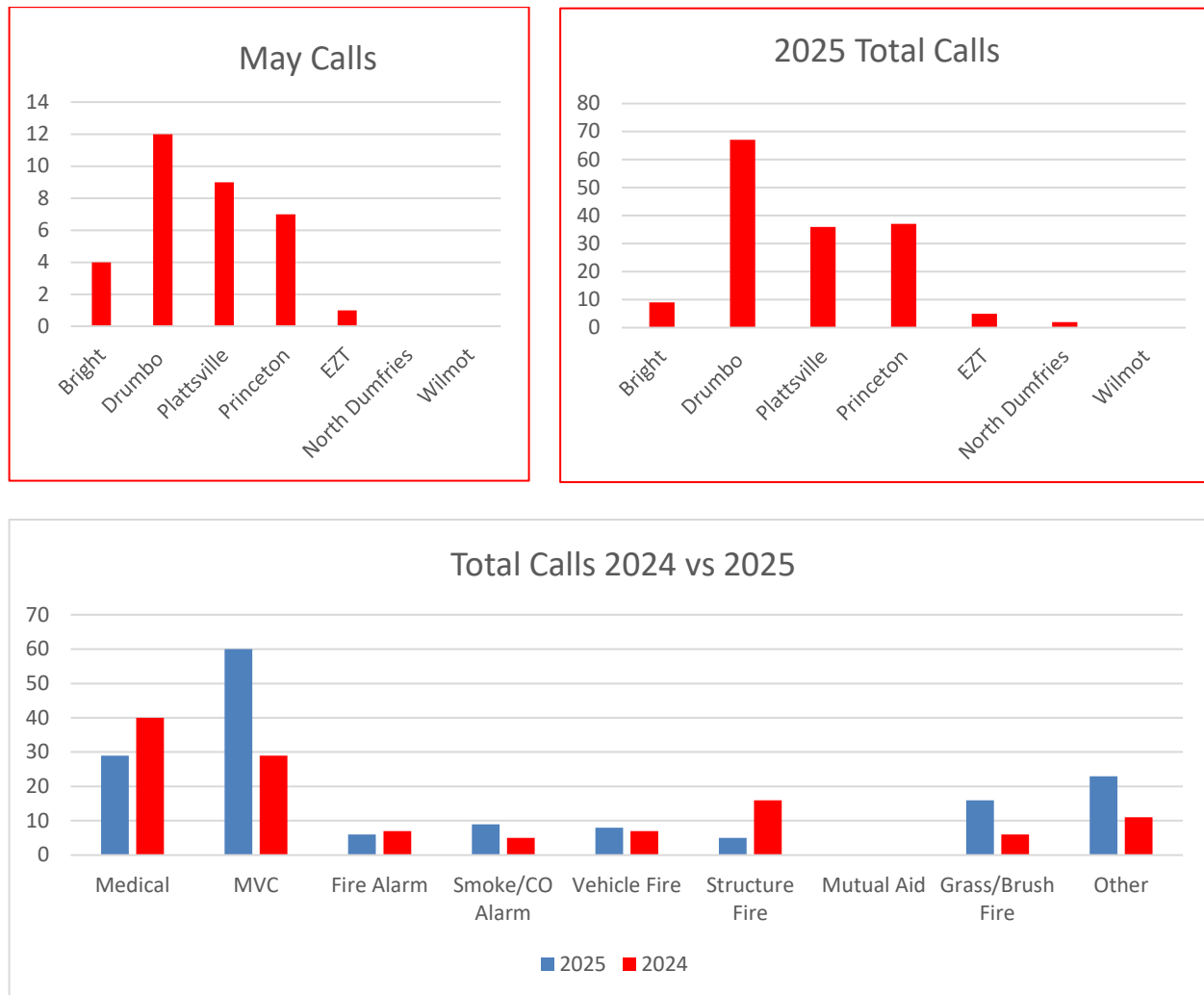
#### **Upcoming Department Events**

##### **July**

- **July 8-12** – Camp 85
  - **July 15** – Recruit Graduation
- 

##### **Fire:**

- 52 burn permits were issued in May 2025
- May 2025 monthly fire calls with annual comparisons (included)

**May Fire Reports:****CEMC – May 2025**

- Shared social media posts throughout the week of May 4-10 for Emergency Preparedness Week

Respectfully submitted by:

Drew Davidson  
Director of Protective Services



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Ray Belanger, CBO
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	June 12, 2025
<b>Subject:</b>	Monthly Report to Council	<b>Council Meeting Date:</b>	June 18, 2025
<b>Report #:</b>	CBO-25-6		

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### Recommendation:

That report CBO-25-6 be received as information.

### Background:

To provide Council with an update regarding the monthly building activities for the period ending on May 31, 2025.

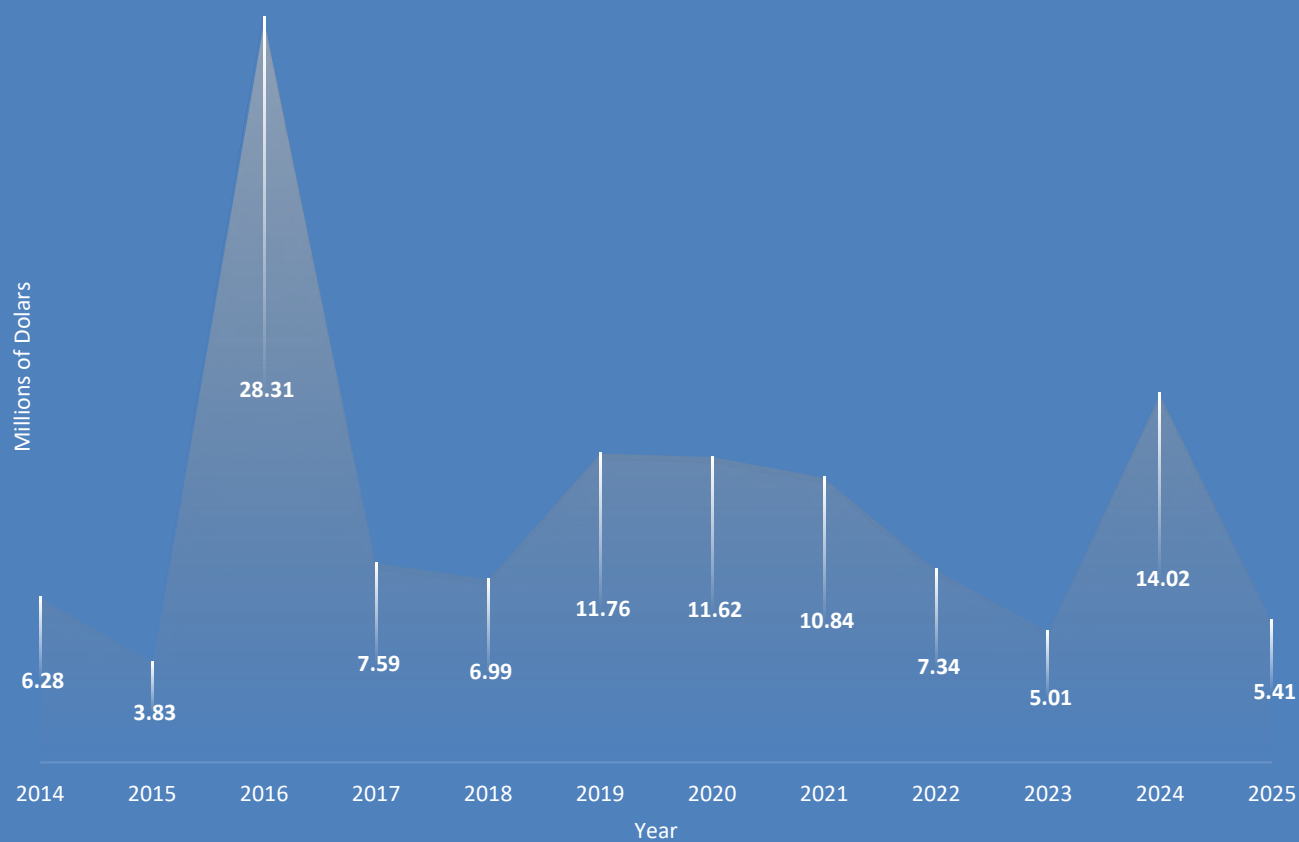
### Building Department Updates:

- The building department issued 7 permits for the month of May 2025.

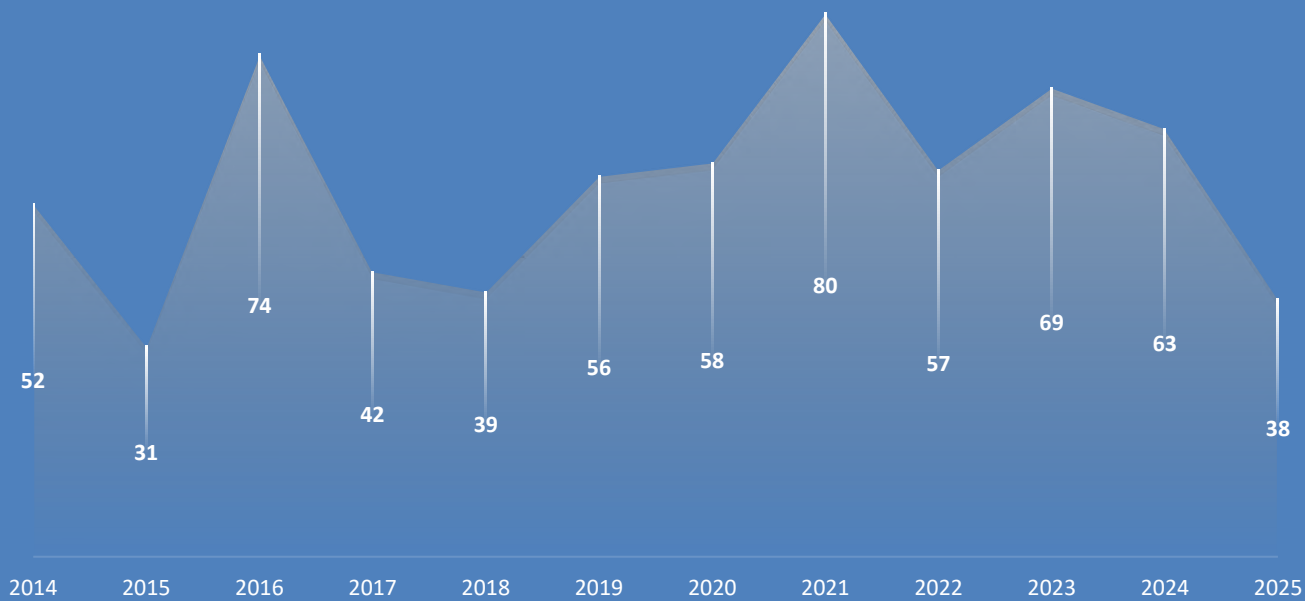
Respectfully submitted by:

Ray Belanger  
CBO

## PERMIT VALUES

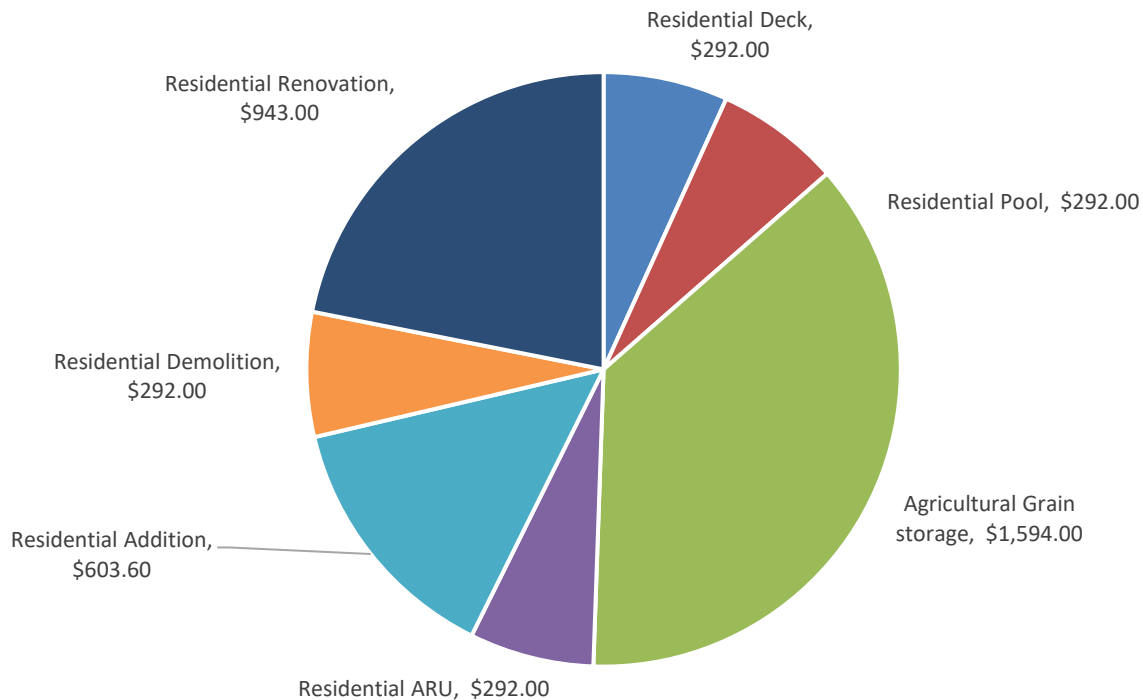


## NUMBER OF PERMITS

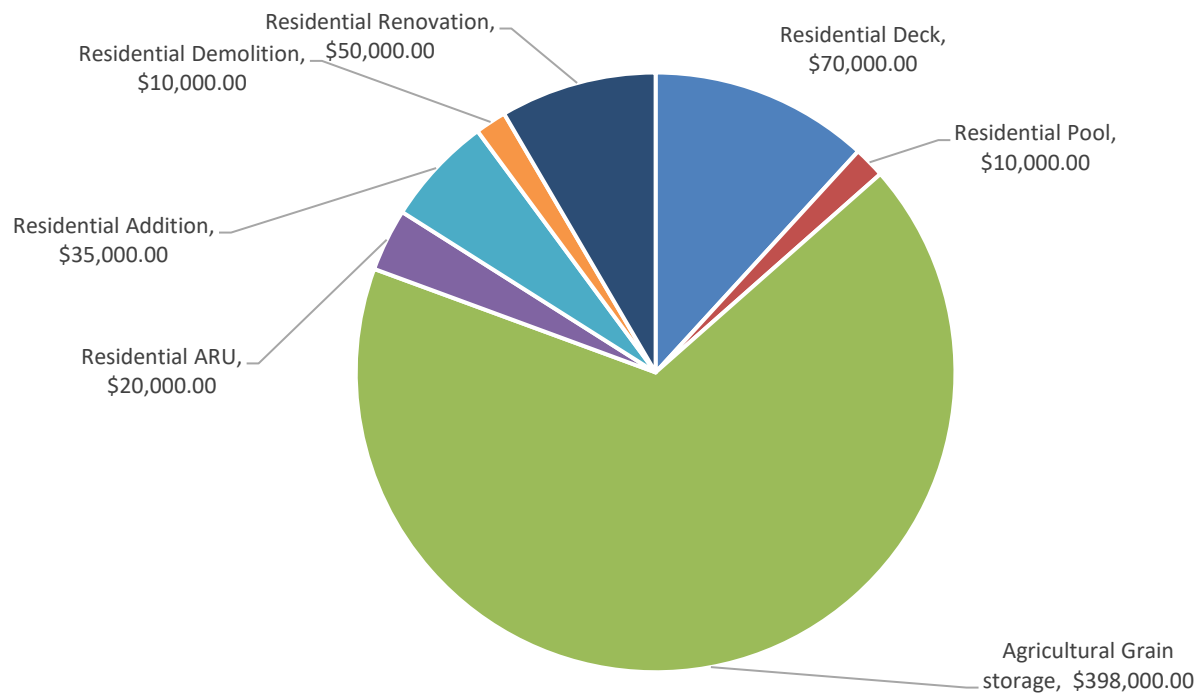




## Permit Fees



## Permit Values





## TOWNSHIP OF BLANDFORD-BLENHEIM

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	June 10, 2025
<b>Subject:</b>	Princeton Fill	<b>Council Meeting Date:</b>	June 18, 2025
<b>Report #:</b>	PW-25-09		

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### Recommendation:

That Report PW-25-09 be received as information.

### Background:

The Princeton project started with the construction of the Romano Pond on the west side of the village. During the excavation process the dirt was stock piled on the Van Wees field property. The second east pond, known as the Van Wees Pond has also been constructed and again the fill was stock piled on the Van Wees field property. During the first phase of the road construction excess fill was stock piled on Railway St. W. The second phase of construction also produced a large pile of excess fill on Gissing St.

### Analysis/Discussion:

The Provincial government passed O. Reg. 406/19 Rules for Soil Management and Excess Soil Standards. Under these regulations excess soils need to be tested and categorized for any future use. There are some exceptions, such as: if the excess soil is below a certain tonnage, the material will be used within 250 meters of the site or if the material is being used for a like project. (pulled from a road, be used to build a road).

The excess fill testing requirements can either be done before by test holes or the material can be stock piled and tested after excavation. The Township opted to test after excavation. The material has been tested and determined to meet table 2 and therefore can be used in Agricultural use, Commercial use, Community use, Industrial use, Parkland use and Residential use. The Township has been actively seeking solutions for the excess fill. Some of the pile from the east pond has been used at a commercial site in Paris, some of the west pond fill has been used at a commercial site in Woodstock and the Township has used some of the Railway St fill and fill from the second phase of construction for road uses.

Throughout discussions with representatives of the Van Wees lands and as reflected within contract agreements, the Township has committed to have the piles from both east and west pond sites removed by the end of 2025. To date the majority of the fill has been removed from

the east pond site. In an effort to mitigate cost, most of the fill has been hauled with Township trucks. In order to meet the deadline from the Van Wees', staff will be looking into adding some contractor's trucks to ensure the sites are cleaned up within the required timeline.

For the phase 3 of construction, we are estimating that all excess fill will be used. As we will be using it for the new firehall site and to rebuild a road base, testing will not be required so we do not need to stock pile it and it can be delivered directly to the required site.

Township staff will continue to explore all options for the fill, this includes local farming operations, new development and commercial projects not in the Township.

**Financial Considerations:**

The estimated cost to load and haul the excess fill is \$350,000 - \$500,000.

Currently every road construction phase and the construction of the 2 ponds has come in under the engineered estimate. The cost for material removal is also projected to be completed below the engineers estimate.

We will use Township vehicles whenever possible and look to source local contractors when hiring extra trucking requirements.

**Attachments:**

Respectfully submitted by:



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Jim Borton CRS-S  
Director of Public Works



## TOWNSHIP OF BLANDFORD-BLENHEIM

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Josh Brick	<b>Date:</b>	June 11, 2025
<b>Subject:</b>	Fennel St. 3-way Stop	<b>Council Meeting Date:</b>	June 18, 2025
<b>Report #:</b>	PW-25-10		

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### Recommendation:

That Report PW-25-10 be received as information.

### Background:

During the Roads Tour in advance of 2025 budget deliberations, Council members inquired regarding the feasibility of 3-way Stops in the village of Plattsville along Fennel St. The first would be at the intersection of Fennel St. and Todd Way, the second at Fennel St. and Applewood St.

### Analysis/Discussion:

Staff have reviewed both proposed locations and measurements were taken to determine if they qualify when referencing the Transportation Association of Canada (TAC) Manual. The Fennel St and Todd Way intersection meet the requirements, whereas the Fennel St. and Applewood St. intersection have some sight line concerns. Additionally, distance to Joshua Ct. make this option non-compliant with the TAC manual. That said, the TAC manual is a reference guide and should council feel that the 3-Way Stop is needed for safety reasons, it could be justified to move forward with that direction.

The intersection at Todd Way has not yet been assumed by the Township. Work is under way for the final phase to be assumed later in 2025. Staff has had the conversation with the developer to add the traffic mitigation solution to their final work. The work at Fennel St. and Applewood St. could be coordinated to take place at the same time.

A third traffic calming mitigation could be the installation of a permanent table top (speed hump). This could be placed at the sidewalk path that comes from Applewood St. to Fennel St. between 248 & 252 Fennel St. It would slow traffic down, while also providing pedestrians a better crossing to get to the sidewalk that is on the other side of the street.

**Financial Considerations:**

The estimated cost for the 3-Way Stops \$1500 - \$2500

The estimated cost to install a table top cross walk. \$6000- \$8000

The cost for the 3-Way Stops would come from the Signs/Safety devices Operating Budget.

The cost for the table top cross walk was not in the 2025 budget. Funding would need to be found or budgeted for in 2026.

**Attachments:**

Respectfully submitted by:

Jim Borton CRS-S  
Director of Public Works



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

**To:** Members of Council      **From:** Denise Krug, Director of Finance/Treasurer  
**Reviewed By:** Josh Brick, CAO      **Date:** June 12, 2025  
**Subject:** Recommendation re: Use of 2024 Surplus      **Council Meeting Date:** June 18, 2025  
**Report #:** TR-25-09

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### Recommendation:

That Report TR-24-08 be received as information;

And further that the 2024 surplus of \$640,095 be allocated as follows:

Tax Stabilization Reserve	\$33,366
Working Capital Reserve	\$606,729

### Background:

On November 7, 2012 Council approved a policy that any operating surplus would not be taken into the operating budget but placed in reserves. The policy also indicated that the first priority for reserves would be an allocation to the PTRS Property Tax Rate Stabilization reserve to maintain the reserve at between 5-10% of the budgeted property tax funded operating budget expenditures net of transfers to other reserves.

Currently, the balance in the tax stabilization reserve is \$380,191 which is within the required range, but should be topped up to the required maximum of \$413,557.

### Property Tax Rate Stabilization (PTRS) Reserve Fund

5% Minimum	\$206,778
10% Maximum	\$413,557



**Analysis/Discussion:**

The 2024 operating surplus is \$640,095 and is a result of several non-recurring or one-time factors, including; higher interest rates resulting in more interest income than expected, mild winter, gaps in staffing, etc.

Recommendation for the use of the 2024 operating surplus:

<b>Reserve</b>	<b>December 2024 Year End Balance</b>	<b>Additional amount recommended</b>	<b>Comments</b>
Tax Rate Stabilization Reserve	\$380,191	\$33,366	This will bring the balance of this reserve to \$413,557, the maximum suggested value = 10% of 2025 budgeted property tax funded operating expenditures net of transfers to reserves
Working Capital Reserve	\$942,706	\$606,729	This account has been used to fund capital projects approved by Council. In 2026, this account is being reallocated to the department specific reserve accounts to work towards funding our Asset Management Plan for all assets. This will help achieve that a bit faster.

**Financial Considerations:**

See Above

**Attachments:**

None

Respectfully submitted by:

Denise Krug  
Director of Finance/Treasurer

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2500-2025

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

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

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

1. That Schedule "A" to By-Law Number 1360-2002, as amended, is hereby amended by changing to 'A2-45' the zone symbol of the lands so designated 'A2-45' 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:

[illegible]

7.6.45.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any 'A2-45' 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.

7.6.45.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any 'A2-45' Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

#### 7.6.45.2.1 LOT AREA

Minimum **14 ha (34.8 ac)**

#### 7.6.45.2.2 SPECIAL PROVISIONS FOR DEVELOPMENT ON AN UNDERSIZED AGRICULTURAL LOT

7.6.45.2.2.1 All residential *buildings* and *structures*, including *structures accessory* to a residential *use*, and inclusive of a septic system which shall be contained within an area not to exceed **228.6 m** (750 ft) measured northerly from Township Road 12 along the western lot line, **59.7 m** (196 ft) measured easterly from the western lot line, **39.6 m** (130 ft) measured southerly, **56.6 m** (186 ft) measured westerly, and **188.9 m** (620 ft) measured southerly towards Township Road 12, as existing on the date of passing of this by-law.

7.6.45.3 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 18<sup>th</sup> day of June, 2025.

READ a third time and finally passed this 18<sup>th</sup> day of June, 2025.

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Mark Peterson – Mayor

(SEAL)

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Sarah Matheson, Clerk

ZN1-25-04

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2500-2025

EXPLANATORY NOTE

The purpose of By-law Number 2500-2025 is to rezone the subject lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-45)' to permit the construction of a single detached dwelling on the subject lands. All residential buildings and structures accessory to a residential use, and inclusive of a septic system, will be located within a defined area not to exceed 228.6 m (750 ft) measured northerly from Township Road 12 along the western lot line, 59.7 m (196 ft) measured easterly from the western lot line, 39.6 m (130 ft) measured southerly, 56.6 m (186 ft) measured westerly, and 188.9 m (620 ft) measured southerly towards Township Road 12.

The subject lands are described as Part Lot 23, Concession 12 (Blenheim) as in A1805, in the Township of Blandford-Blenheim. The lands are located on the north side of Township Road 12, between Oxford Road 22 and Oxford Road 8, and are municipally known as 906447 Township Road 12.

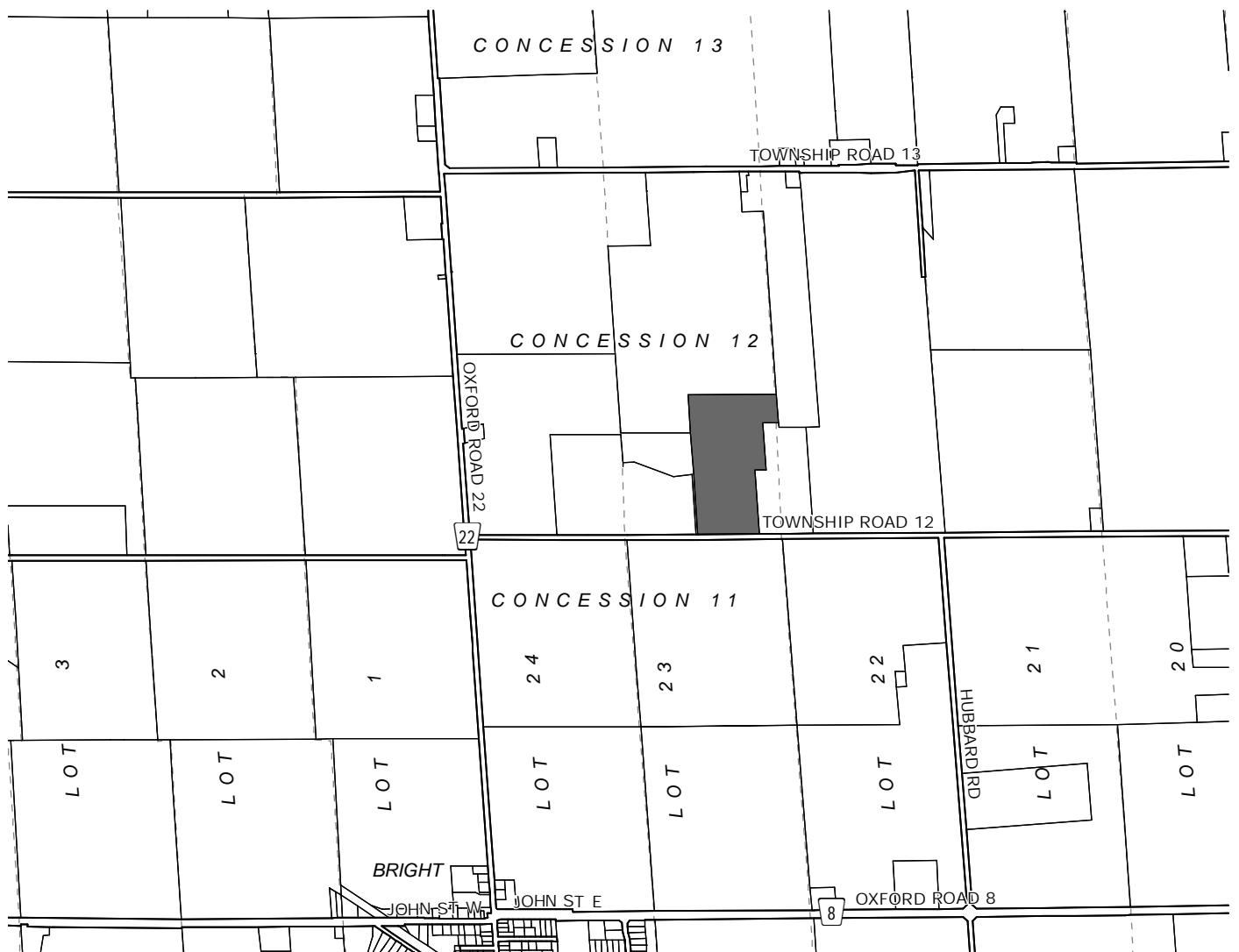
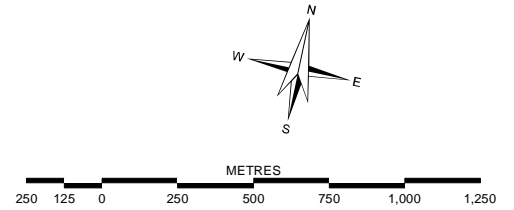
The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2500-2025. The public hearing was held on June 18, 2025 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2500-2025 may contact the undersigned.

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

Telephone: 463-5347

# KEY MAP

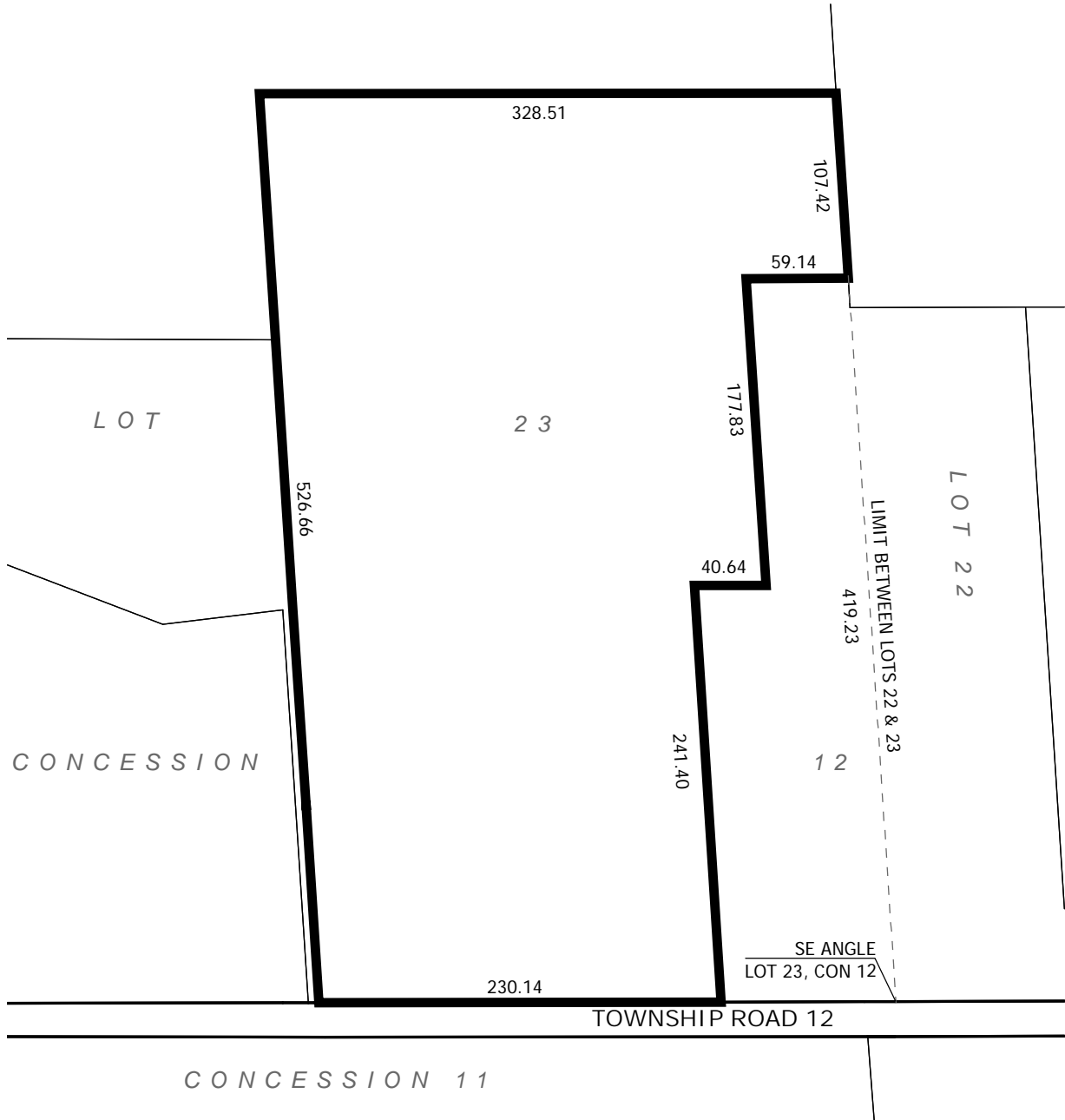
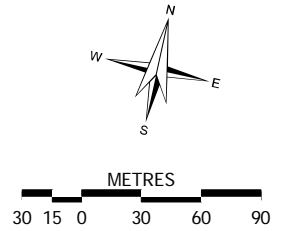


 LANDS TO WHICH BYLAW 2500-2025 APPLIES

# SCHEDULE "A"

TO BY-LAW No. 2500-2025

PART LOT 23, CONCESSION 12 (BLENHEIM)  
TOWNSHIP OF BLANDFORD-BLENHEIM



 AREA OF ZONE CHANGE TO A2-45

NOTE: ALL DIMENSIONS IN METRES



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THIS IS SCHEDULE "A"

TO BY-LAW No. 2500-2025, PASSED

THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2501-2025

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

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

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

1. That Schedule "A" to By-Law Number 1360-2002, as amended, is hereby amended by changing to 'R1-23', 'R1-23(H)', 'R3-6', 'OS' and 'OS-5' the zone symbols of the lands so designated 'R1-23', 'R1-23(H)', 'R3-6', 'OS' and 'OS-5' on Schedule "A" attached hereto.
2. That Section 11.5 to By-Law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

"11.5.23 **Location: Part of Lot 12, Concession 7 (Blenheim), Part 2, Part of Parts 3 and 4, Registered Plan 41R-10074 R1-23 and R1-23(H) (Key Map 28)**

- 11.5.23.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any 'R1-23' Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

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

- 11.5.23.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any 'R1-23' Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

- 11.5.23.2.1 *LOT FRONTAGE (INTERIOR LOT)*

Minimum	<b>12 m</b> (39.4 ft)
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- 11.5.23.2.2 *LOT FRONTAGE (CORNER LOT)*

Minimum	<b>15 m</b> (49.2 ft)
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- 11.5.23.2.3 *LOT AREA (INTERIOR LOT)*

Minimum	<b>360 m<sup>2</sup></b> (3,875 ft <sup>2</sup> )
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11.5.23.2.4 *LOT AREA (CORNER LOT)*

Minimum **450 m<sup>2</sup>** (4,843.9 ft<sup>2</sup>)

11.5.23.2.5 *FRONT YARD DEPTH*

Minimum **6.5 m** (21.3 ft)

11.5.23.2.6 *EXTERIOR SIDE YARD WIDTH*

Minimum **4.5 m** (14.7 ft)

11.5.23.2.7 *INTERIOR SIDE YARD WIDTH*

Minimum **1.2 m** (3.9 ft) for both *interior side yards* if a *single detached dwelling* contains an attached garage. If a *single detached dwelling* does not contain an attached garage, one *interior side yard* shall be a minimum of 3 m (9.8 ft) while one *interior side yard* shall be a minimum of 1.2 m (3.9 ft).

11.5.23.2.8 *LOT COVERAGE*

Maximum **45 %**

11.5.23.2.9 *SETBACK FROM COUNTY ROAD CENTRELINE*

Minimum **19 m** (62.3 ft)

11.5.23.2.10 *PERMITTED R1-23(H) USES*

Notwithstanding Section 11.1, no person shall within any R1-23(H) Zone use any *lot*, or *erect*, *alter*, or use any *building* or *structure* until such time as the holding symbol (H) is removed.

11.5.23.2.11 *REMOVAL OF THE HOLDING SYMBOL (H)*

No development for any use in Section 11.5.23.1 shall be permitted until such time as the holding symbol (H) has been removed in accordance with the provisions of the Planning Act, RSO 1990, as amended. The holding symbol (H) shall not be removed until the County of Oxford and the Township of Blandford-Blenheim have provided written confirmation that they are satisfied that Phase 2 of the Drumbo Wastewater Treatment Plant is completed, adequate sanitary and water services will be available to service the development, and that financial arrangements satisfactory to the County of Oxford have been made by the developer relative to costs associated with the required sanitary and water services. Alternatively, the County may consider providing written approval to remove the holding symbol (H) in advance of the completion of Phase 2 of the Drumbo Wastewater Treatment Plant once building permits have been issued for at least 35 of the 47 *dwelling*

*units*, the existing sanitary system has the capacity available for the remaining unbuilt units, and financial arrangements satisfactory to the County of Oxford have been made by the developer relative to costs associated with the required sanitary and water services.

- 11.5.23.3 That all provisions of the 'R1' Zone in Section 11.2 to this Zoning By-Law, as amended, shall apply, and further that all other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply *mutatis mutandis*."

3. That Section 13.3 to By-Law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

"13.3.6 **Location: Part of Lot 12, Concession 7 (Blenheim), Part 2, Part of Parts 3 and 4, Registered Plan 41R-10074** **R3-6 (Key Map 28)**

- 13.3.6.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any 'R3-6' Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

*all uses permitted* in Section 13.1 of this Zoning By-Law.

- 13.3.6.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any 'R3-6' Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

- 13.3.6.2.1 *FRONT YARD DEPTH* (INTERIOR UNIT)

Minimum **6.5 m** (21.3 ft)

- 13.3.6.2.2 *INTERIOR SIDE YARD WIDTH* (END UNIT)

Minimum **1.2 m** (3.9 ft)

- 13.3.6.2.3 *LOT COVERAGE*

Maximum **50%**

- 13.3.6.3 That all provisions of the 'R3' Zone in Section 13.2 to this Zoning By-Law, as amended, shall apply, and further that all other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply *mutatis mutandis*."

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

“24.3.5 **Location: Part of Lot 12, Concession 7 (Blenheim), Part 2, Part of Parts 3 and 4, Registered Plan 41R-10074** **OS-5 (Key Map 28)**”

24.3.5.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any ‘OS-5’ Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

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

24.3.5.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any ‘OS-5’ Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

24.3.5.2.1 *LOT FRONTAGE*

Minimum **6 m** (19.7 ft)

24.3.5.3 That all provisions of the ‘OS’ Zone in Section 24.2 to this Zoning By-Law, as amended, shall apply, and further that all other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply *mutatis mutandis*.”

5. 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 18<sup>th</sup> day of June, 2025.

READ a third time and finally passed this 18<sup>th</sup> day of June, 2025.

---

Mark Peterson – Mayor

(SEAL)

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Sarah Matheson, Clerk

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2501-2025

EXPLANATORY NOTE

The purpose of By-law Number 2501-2025 is to rezone a portion of the subject lands from 'Special Development Zone (D-8)' and 'Special General Agricultural Zone (A2-29)' to 'Special Residential Type 1 Zone (R1-23)', 'Special Residential Type 1 Zone R1-23(H)', 'Special Residential Type 3 Zone (R3-6)', 'Open Space' and 'Special Open Space Zone (OS-5)' to facilitate Phase 1 of a residential development. Phase 1 will consist of 47 lots for single detached dwellings and 15 townhome residential units to be serviced by municipal water and wastewater services. A block for parkland and a block for stormwater management purposes are also being proposed, as is a new internal road connecting to Oxford Road 3. Special provisions were included to reduce lot areas, lot frontages, and exterior side yard widths.

A Holding provision has been included on R1-23(H). The intent of the holding provision is to ensure that adequate servicing is available to facilitate the development of the subject lands. In order to remove the holding provision, confirmation will be required to be provided by the Oxford County Public Works Department that sufficient servicing capacity exists in the local system to serve the development.

The subject lands are described as Part Lot 12, Concession 7, Parts 1-4, Registered Plan 41R-10074, in the Township of Blandford-Blenheim. The lands are located to the north of Oxford Road 29 (Oxford Street East) and east of Jarvis Street, in the Village of Drumbo. The lands are currently not municipally addressed.

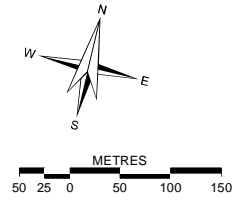
The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2501-2025. The public hearing was held on December 4, 2024 and Council considered received comments and concerns from the public, where relevant and considered them in their deliberations on the application.

Any person wishing further information regarding Zoning By-Law Number 2501-2025 may contact the undersigned.

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

Telephone: 463-5347

# KEY MAP



 LANDS TO WHICH BYLAW 2501-2025 APPLIES

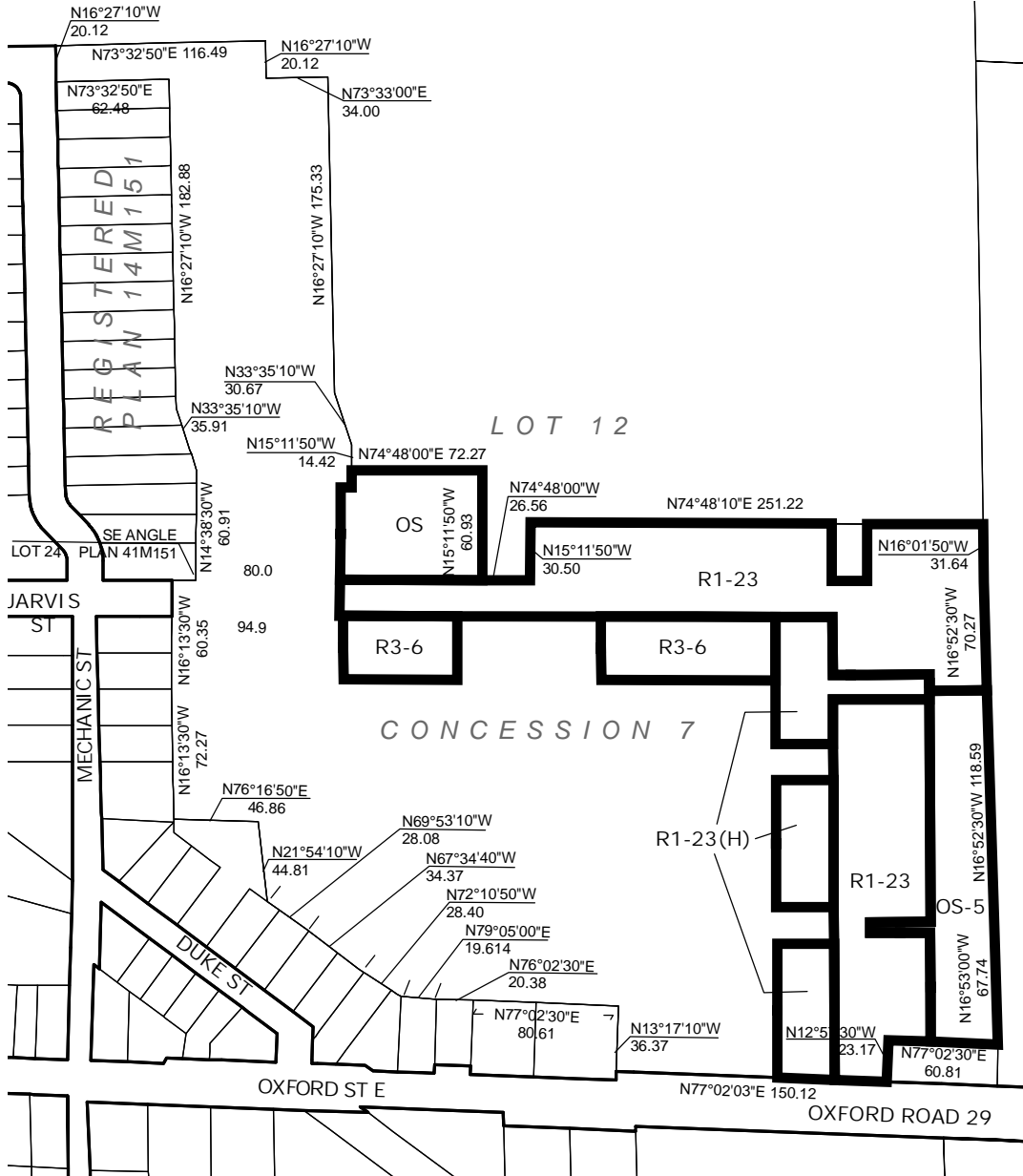
# SCHEDULE "A"

TO BY-LAW No. 2501-2025

PART OF LOT 12, CONCESSION 7 (BLLENHEIM)  
PART 2, PART OF PARTS 3 & 4, REFERENCE PLAN 41R-10074  
TOWNSHIP OF BLANDFORD-BLENHEIM



METRES  
40 20 0 40 80 120



**R1-23(H)** AREA OF ZONE CHANGE TO R1-23(H)

**OS** AREA OF ZONE CHANGE TO OS

**R1-23** AREA OF ZONE CHANGE TO R1-23

**R3-6** AREA OF ZONE CHANGE TO R3-6

**OS-5** AREA OF ZONE CHANGE TO OS-5

NOTE: ALL DIMENSIONS IN METRES  
THIS BY-LAW IS INTENDED TO ENCOMPASS  
ALL OF THE LANDS IN DRAFT PLAN OF  
SUBDIVISION PHASE 1 SB21-02-1

THIS IS SCHEDULE "A"

TO BY-LAW No. 2501-2025, PASSED

THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025



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Information Services ©2025

MAYOR

CLERK

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **2502-2025**

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

**WHEREAS** by Section 5 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of a municipal corporation are to be exercised by its Council.

**AND WHEREAS** by Section 11 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of every Council are to be exercised by by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Blandford-Blenheim at this meeting be confirmed and adopted by by-law;

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

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on June 18<sup>th</sup>, 2025 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 18<sup>th</sup> day of June, 2025.

By-law read a third time and finally passed this 18<sup>th</sup> day of June, 2025.

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MAYOR  
MARK PETERSON

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CLERK  
SARAH MATHESON