



TOWNSHIP OF BLANDFORD-BLENHEIM COUNCIL MEETING REVISED AGENDA

Wednesday, November 19, 2025 at 04:00 PM

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

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

Be it hereby resolved that the agenda for November 19, 2025, Regular Meeting of Council be adopted as printed, and circulated.

4. Disclosure of Pecuniary Interest

5. Minutes

5.a November 5, 2025, Minutes of Council

Recommendation:

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

6. Business Arising from the Minutes

7. Public Meetings

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

7.a.1 Application for Minor Variance, MVA06-25, Brad & Leah Musselman for 46 Washington Street East

Recommendation:

Be it hereby resolved that Council move into Committee of Adjustment at X:XX p.m.; and further

That Mayor Peterson Chair the Public Meeting.

Recommendation:

Be it hereby resolved that the Township of Blandford-Blenheim Committee of Adjustment approve Application File A06-25, submitted by Brad and

Leah Musselman for lands described as Part Lot 12, Concession 13 (Blenheim), Part 3, Plan 41R-2096 in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 9.2, Table 9.2 – RR Zone Provisions, to allow a reduction to the minimum lot area from 2,800 m² (30,140 ft²) to 2,690 m² (28,954.9 ft²) to facilitate the construction of an accessory building; and,
2. Relief from Section 9.2, Table 9.2 – RR Zone Provisions, to allow a reduction in the minimum lot depth from 80 m (262.5 ft) to 50 m (164 ft) to facilitate the construction of an accessory building.

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

The proposed relief represent minor variances from the provisions of the Township's Zoning Bylaw in that the construction of an accessory building which is accessory to an existing noncomplying single detached dwelling is compatible with surrounding land uses, is minor and is desirable for the development of the lands;

The proposed relief maintains the general intent and purpose of the Township's Zoning By-law, and no negative impacts are anticipated to be associated with the construction of an accessory building which is accessory to a non-complying single detached dwelling;

The relief is desirable for the use of the land as the said relief will allow for development that is compatible with the Zoning By-law; and,

The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Settlement designation.

Recommendation:

Be it hereby resolved that the Committee rise at X:XX p.m., and that the

Open Council meeting resumes.

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

7.b.1 CD24-06-1 and ZN1-24-18 – 2825085 Ontario Inc.

Recommendation:

Be it hereby resolved that Council rise and go into a Public Meeting under the Planning Act to consider an application for Zone Change, ZN1-24-18 (2825085 Ontario Inc.); and

That Mayor Peterson Chair the Public Meeting.

Recommendation:

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

Recommendation:

Be it hereby resolved that the Council of the Township of Blandford-Blenheim approve-in-principle the zone change application (File No. ZN1-24-18) submitted by 2825085 Ontario Inc., whereby a portion of the lands described as Lot 6 and Part Lots 5 and 7, Block A, Plan 104 and Part Lot 13, Concession 6 (Blenheim), Part 1, Plan 41R-10730, Township of Blandford-Blenheim, are to be rezoned from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 3 Zone (R3-sp)' to facilitate the proposed draft plan of condominium;

And further, that the Council of the Township of Blandford-Blenheim advise County Council that the Township supports the Draft Plan of Condominium (File No. CD24-06-1), submitted by 2825085 Ontario Inc., for the lands described as Lot 6 and Part Lots 5 and 7, Block A, Plan 104 and Part Lot 13, Concession 6 (Blenheim), Part 1, Plan 41R-10730, Township of Blandford-Blenheim, consisting of 17 townhouse units serviced by an internal private condominium road, subject to the conditions outlined in Report No. CP 2025-319.

8. Delegations/Presentations

8.a Joanna Taylor, Drumbo & District Heritage Society re: The Addition of Corporal Richard Ruscoe's Name to the Drumbo Cenotaph

Recommendation:

Be it hereby resolved that the delegation from Joanna Taylor be received as

information.

9. Correspondence

9.a Specific

9.a.1 Niagara-on-the-Lake re: Endorse the Development of a Code of Conduct for Human Trafficking Prevention in Niagara Region

Recommendation:

Be it hereby resolved that the Township of Blandford-Blenheim supports the Town of Niagara-on-the-Lake's motion regarding the Development of a Code of Conduct for Human Trafficking Prevention in Niagara Region.

9.a.2 Township of Zorra re: Elect Respect Pledge

Recommendation:

WHEREAS, democracy is strengthened when all individuals can participate fully, safely, and without discrimination, contributing to the well-being of their communities;

AND WHEREAS, democratic discourse and respectful debate are under pressure across all levels of government, including municipal councils in Ontario;

AND WHEREAS, elected officials are increasingly facing harassment, threats, intimidation, and unsafe work environments, which undermine personal safety, deter civic participation, and erode public confidence in democratic institutions;

AND WHEREAS, social media platforms, while enabling legitimate discourse, have also amplified abusive, discriminatory, or threatening behaviour for many, often disproportionately affecting marginalized populations, discouraging many from seeking or remaining in public office;

AND WHEREAS, freedom of expression is a cornerstone of democracy and must be safeguarded, even as we combat unlawful harassment, violence, and hate;

AND WHEREAS, the Association of Municipalities of Ontario's Healthy Democracy Project has identified troubling trends in declining voter turnout and a reduction in candidate participation at the municipal level;

AND WHEREAS, grassroots and national initiatives such as Halton Elected Representatives (H.E.R.) campaign and the Parliamentary Civility Pledge led by the Canadian Association of Feminist Parliamentarians, demonstrate a growing commitment to fostering respectful, safe, and inclusive environments in political life;

Now therefore be it resolved that the Council of the Township of Blandford-Blenheim:

1. Supports the principles of the Elect Respect pledge to:

- Treat all persons with dignity and respect in public, private, and online spaces;
- Reject and call out harassment, threats, unlawful discrimination, and personal abuse;
- Focus public debate on policies and ideas, rather than personal attacks or identity-based commentary;
- Build a culture of safety and inclusion, ensuring that individuals of all genders, identities, backgrounds, races, sexual orientations, ages, and abilities feel empowered to run for and serve in public office;
- Call on relevant authorities to investigate and respond to threats or harassment directed at elected officials, in accordance with applicable laws;
- Model accountability and integrity by holding ourselves and one another to clear, transparent, and legally grounded standards of conduct;
- Defend freedom of expression while actively opposing abuse and intimidation in all forms;

2. Encourages elected officials, political organizations, municipalities, and members of the public to sign and support the Elect Respect pledge by visiting: electrespect.ca; and,

3. Directs that a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), Members of Provincial and Federal Parliament (MPPs and MPs), the Ontario Provincial Police (OPP), the Royal Canadian Mounted Police (RCMP), the County of Oxford and all area municipalities within, Halton Elected Representatives (H.E.R.), and Canadian Association of Feminist Parliamentarians.

***9.a.3 Suzy Birley re: Blandford-Blenheim Helping Hands Foodbank**

Recommendation:

Be it hereby resolved that the correspondence from Suzy Birley re: the Blandford-Blenheim Helping Hands Foodbank be received as information; and

That Council provide direction to staff.

9.b General

9.b.1 Ontario Provincial Police, Oxford Detachment, re: 2024 Detachment Board Annual Report

Recommendation:

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

10. Staff Reports

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

Recommendation:

Be it hereby resolved that Report CBO-25-11 be received as information.

10.b Drew Davidson, Director of Protective Services, FC-25-19 - October Monthly Report

Recommendation:

Be it hereby resolved that Report FC-25-19 be received as information.

10.c Trevor Baer, Manager of Community Services, CS-25-23 - Facility Booking Policy

Recommendation:

Be it hereby resolved that Report CS-25-23 be received for information; and further,

That Council adopts the Township-Wide Facility Booking Policy, as presented in Report CS-25-23.

10.d Trevor Baer, Manager of Community Services, CS-25-24- Princeton Park Potential Fencing

Recommendation:

Be it hereby resolved that Report CS-25-12 be received as a follow-up to the original boundary fence request; and,

That Council direct staff to proceed with one of the identified options regarding installation of a boundary fence separating Princeton Park from adjacent private properties near the washroom area; and further,

That Council provide direction on whether this initiative should be included in the 2026 operating budget for shared-cost fence installation

10.e Denise Krug, Director of Finance/Treasurer, TR-25-15 - Third Quarter Variance Reports

Recommendation:

Be it hereby resolved that Report TR-25-15 be received as information.

10.f Kevin Brandt, Deputy Clerk/Communications Coordinator, DC-25-17 - Addition of Name to Drumbo Cenotaph

Recommendation:

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

That Council authorize the addition of WW1 Veteran Corporal Richard Ruscoe to the Drumbo Cenotaph; and,

That staff be directed to engage Ingersoll Memorials to complete the inscription, with costs to be funded through the Township's public relations budget.

10.g Sarah Matheson, Director of Corporate Services/Clerk, DC-25-16 - Municipal Alcohol Policy Update

Recommendation:

Be it hereby resolved that Report DC-25-16 be received as information; and further,

That Council adopt the revisions to the Municipal Alcohol Policy, as presented in Report DC-25-16

10.h Sarah Matheson, Director of Corporate Services/Clerk, DC-25-18 - Council Composition – Deputy Mayor

Recommendation:

Be it hereby resolved that Report DC-25-18 be received as information; and further,

That Council provide direction to staff.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

a. CAO-25-33 – Employee Manual Considerations

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

(i) Labour relations or employee negotiations [s. 239 (2)(d)]

Recommendation:

Be it hereby resolved that Council move into Closed Session <TIME> to discuss:

CAO-25-33, Labour relations or employee negotiations[s. 239 (2)(d)]

Re: Employee Manual Considerations

Recommendation:

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

That Council provided direction to the CAO regarding Reports CAO-25-33

16. By-laws

16.a 2520-2025, Being a By-law to confirm the proceedings of Council.

Recommendation:

Be it hereby resolved that By-law 2520-2025 be now read a first and second time.

Recommendation:

Be it hereby resolved that By-law By-law 2520-2025 be now read a third and final time.

17. Other

18. Adjournment and Next Meeting

Recommendation:

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

Be it hereby resolved that Council adjourn to meet again on Wednesday, December 3, 2025, at 4:00 p.m.



Wednesday, November 05, 2025 at 04:00 PM

Council Chambers

47, Wilmot St. S. Drumbo, ON

Streamed live to Township of Blandford-Blenheim YouTube Channel

Present:

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

Staff:

CAO Brick, Clerk Matheson, Director of Finance Krug, Drainage Superintendent Degier, Director of Protective Services Davidson, Director of Public Works Borton, Chief Building Official Belanger, Manager of Community Services Baer, and Deputy Clerk Kevin Brandt

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION 2025-11-05-01

Moved by - Councillor Demarest

Seconded by - Councillor Young

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

Carried

4. Disclosure of Pecuniary Interest

None.

5. Minutes

5.a October 15th, 2025 Minutes of Council

RESOLUTION 2025-11-05-02

Moved by - Councillor Barnes

Seconded by - Councillor Banbury

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

Carried

6. Business Arising from the Minutes

None.

7. Public Meetings

None.

8. Delegations/Presentations

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

RESOLUTION 2025-11-05-03

Moved by - Councillor Barnes

Seconded by - Councillor Demarest

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

Carried

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

RESOLUTION 2025-11-05-04

Moved by - Councillor Banbury

Seconded by - Councillor Demarest

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

Carried

9. Correspondence

9.a Specific

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

RESOLUTION 2025-11-05-05

Moved by - Councillor Banbury

Seconded by - Councillor Young

Be it hereby resolved that the correspondence from Lowell Ewert & Peter and Irene Lass be received as information; and further,

That Council direct staff to provide a follow up report regarding the proposal.

Carried

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

RESOLUTION 2025-11-05-06

Moved by - Councillor Young

Seconded by - Councillor Barnes

Be it hereby resolved that the correspondence from Cathy Dibble be received as information; and further,

That Council direct staff to forgo the booking fee, with the caveat that if there is interest in the facility for the same date and time that the group be notified to make a decision on the booking within a week.

Carried

9.b General

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

RESOLUTION 2025-11-05-07

Moved by - Councillor Demarest

Seconded by - Councillor Banbury

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

Carried

10. Staff Reports

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

RESOLUTION 2025-11-05-08

Moved by - Councillor Banbury

Seconded by - Councillor Young

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

Carried

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

RESOLUTION 2025-11-05-09

Moved by - Councillor Demarest

Seconded by - Councillor Barnes

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

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

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

Carried

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

RESOLUTION 2025-11-05-10

Moved by - Councillor Banbury

Seconded by - Councillor Demarest

Be it hereby resolved that Report CS-25-20 be received as information; and further,
That Council direct staff to enter into an agreement with the Drumbo Agricultural Society.

Carried

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

RESOLUTION 2025-11-05-11

Moved by - Councillor Barnes

Seconded by - Councillor Young

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

Carried

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

RESOLUTION 2025-11-05-12

Moved by - Councillor Young

Seconded by - Councillor Banbury

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

Carried

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

RESOLUTION 2025-11-05-13

Moved by - Councillor Young

Seconded by - Councillor Demarest

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

Carried

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

RESOLUTION 2025-11-05-14

Moved by - Councillor Banbury

Seconded by - Councillor Young

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

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

Carried

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

RESOLUTION 2025-11-05-15

Moved by - Councillor Demarest

Seconded by - Councillor Barnes

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

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

Carried

11. Reports from Council Members

Mayor Peterson provided remarks regarding the upcoming Remembrance Day ceremonies taking place throughout the Township. He encouraged the public to attend and pay their respects to veterans and those currently serving. Ceremonies will take place in Chesterfield on November 9, 2025, and in Drumbo, Plattsville, and Bright on November 11, 2025.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

RESOLUTION 2025-11-05-16

Moved by - Councillor Young

Seconded by - Councillor Demarest

Be it hereby resolved that Council move into Closed Session 5:00 p.m. to discuss:

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

Re: Security of Property of the Municipality

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

Re: Human Resources Policy Manual/Employee Relations Updates

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

Re: Proposed Disposition of Municipal Capital Facility

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

Re: Land Transfer Matters

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

Re: Legal Update on Order Prohibiting Occupancy

Carried

RESOLUTION 2025-11-05-17

Moved by - Councillor Banbury

Seconded by - Councillor Young

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 6:17 p.m. and reports the following:

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

Carried

16. By-laws

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

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

RESOLUTION 2025-11-05-18

Moved by - Councillor Barnes

Seconded by - Councillor Young

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

a. By-law 2518-2025, Being a By-law to amend Zoning By-law 1360-2002, as amended; and,

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

Carried

RESOLUTION 2025-11-05-19

Moved by - Councillor Banbury

Seconded by - Councillor Young

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

a. By-law 2518-2025, Being a By-law to amend Zoning By-law 1360-2002, as amended; and,

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

Carried

17. Other

None.

18. Adjournment and Next Meeting

RESOLUTION 2025-11-05-20

Moved by - Councillor Young

Seconded by - Councillor Demarest

Whereas business before Council has been completed at 6:18 p.m.;

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

Carried

Mark Peterson, Mayor

Sarah Matheson, Clerk

Community Planning

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

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

Web site: www.oxfordcounty.ca

Our File: **A06-25**

APPLICATION FOR MINOR VARIANCE

TO: Township of Blandford-Blenheim Committee of Adjustment

MEETING: November 19, 2025

REPORT NUMBER: CP 2025-318

OWNERS: Brad and Leah Musselman
46 Washinton Street East, Washington, ON N0J 1B0

VARIANCES REQUESTED:

1. Relief from **Section 9.2, Table 9.2 – RR Zone Provisions**, to allow a reduction to the minimum lot area from 2,800 m² (30,140 ft²) to 2,690 m² (28,954.9 ft²) to facilitate the construction of an accessory building; and,
2. Relief from **Section 9.2, Table 9.2 – RR Zone Provisions**, to allow a reduction in the minimum lot depth from 80 m (262.5 ft) to 50 m (164 ft) to facilitate the construction of an accessory building.

LOCATION:

The subject lands are described as Part Lot 12, Concession 13 (Blenheim), Part 3, Plan 41R-2096 in the Township of Blandford-Blenheim. The lands are located on the north side of Washington Street East lying between Washington Road North and Blenheim Road, and municipally known as 46 Washington Street East.

BACKGROUND INFORMATION:

Schedule 'C-3'	County of Oxford Settlement Strategy Plan	Rural Cluster
Schedule 'B-1'	Township of Blandford-Blenheim Land Use Plan	Agricultural Reserve

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

Rural Residential Zone (RR)

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

The applicants are seeking relief from the above-noted provisions of the Township Zoning By-law to facilitate the construction of a new detached garage. The subject lands comprise approximately 2,690 m² (28,954.9.1 ft²), have a lot depth of approximately 50 m (164 ft), and are zoned 'Rural Residential Zone (RR).' The lands currently contain an existing single detached dwelling approximately 213.6 m² (2,300 ft²) in size, a garden shed approximately 13.3 m² (144 ft²) in size, and a cargo container approximately 29.7 m² (320 ft²) in size. The proposed detached garage would be approximately 111.4 m² (1,200 ft²) in size and would be located behind the existing dwelling. The existing cargo container is proposed to be removed once the new detached garage is completed.

As the subject lands exist today, they are deficient of the required minimum lot size of 2,800 m² (30,138.9 ft²) and the minimum require lot depth of 50 m (164 ft), making the existing single detached dwelling considered to be a non-complying use. The Township's Zoning By-law advises to ensure that when contemplating an extension to a non-complying building "*that such extension or addition does not contravene any of the zone provisions of this Zoning By-Law.*" When dealing with undersized lots, the language contained within the Zoning By-law requires any extensions of uses on an undersized lot to require Planning Act approval as the reduced lot size and lot depth remains, regardless if the extension/addition meets every other zoning requirement. Adding a building that is accessory to the dwelling is considered to be an extension of the use.

Surrounding uses include residential uses to the north, east, and west while an agricultural use exists to the north.

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

Plate 2, Aerial Map (2020) with Existing Zoning, shows the location of the subject lands and surrounding properties as existing in Spring 2020.

Plate 3, Applicants' Sketch, illustrates the general location of the existing single detached dwelling and the location of the proposed detached garage.

(b) Agency Comments

The Oxford County Public Works Department have indicated no concerns or objections regarding the proposed minor variance.

(c) Public Consultation:

Public Notice was provided to surrounding landowners by mail in accordance with the requirements of the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject lands are designated 'Agricultural Reserve' according to the Township of Blandford-Blenheim Land Use Plan, as contained in the County Official Plan. The lands are located within Washington, which is designated as a 'Rural Cluster' according to the Settlement Strategy Plan contained within the Official Plan. Low density residential uses, such as a single detached dwelling and associated accessory buildings and structures, are permitted within identified Rural Clusters.

It is the opinion of the Planning office that this application conforms with the intent and purpose of the Official Plan as the application represents an accessory use to an existing single detached dwelling within a designated settlement area.

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

The subject lands are zoned 'Rural Residential Zone (RR)' in the Township Zoning By-law, which permits a single detached dwelling and accessory buildings and structures thereto. The RR zone requires a minimum lot frontage of 35 m (114.8 ft), a minimum lot depth of 80 m (262.5 ft), and a minimum lot area of 2,800 m² (30,140 ft²).

The applicants are proposing relief to permit a minimum lot area of 2,690 m² (28,954.9 ft²), which is 110 m² (1,185.1 ft²) less than the required 2,800 m² (30,140 ft²). The applicants are also proposing relief to permit a minimum lot depth of 50 m (164 ft), which is 30 m (98.4 ft) less than the required 80 m (262.5 ft). The proposed reductions are to recognize the existing residential lands as they currently exist.

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

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

It shall also be noted that, based on the provided site plan, the proposed detached garage itself will not require any variances. The building will be situated with a rear yard depth of 1.3 m (4.5 ft) which complies with zoning requirements. Further, the proposed detached garage would be approximately 111.4 m² (1,200 ft²) in size, which is compliant with the maximum lot area permittance of 10% of the lot area up to a maximum of 160 m² (1,722.2 ft²), whichever is lesser. Staff also note that the detached garage is proposed to be less than the permitted 5.5 m (18 ft) maximum height.

In this respect, Planning staff are satisfied that the proposed relief, as it relates to the reduced lot area and lot depth, is in keeping with the general intent and purpose of the Township Zoning By-law.

(f) Desirable Development/Use:

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

As the proposal is to facilitate an detached garage on an existing lot that currently has an existing residential use it is not anticipated that the proposed relief will have any further impacts on neighbouring properties. Staff are also satisfied that the character, spacing, and setbacks of the proposed detached garage will continue to be in keeping with the character of the surrounding area. In addition, sufficient area for off-street parking and private amenity space will be provided.

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

RECOMMENDATION:

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A06-25, submitted by Brad and Leah Musselman for lands described as Part Lot 12, Concession 13 (Blenheim), Part 3, Plan 41R-2096 in the Township of Blandford-Blenheim as it relates to:

1. Relief from **Section 9.2, Table 9.2 – RR Zone Provisions**, to allow a reduction to the minimum lot area from 2,800 m² (30,140 ft²) to 2,690 m² (28,954.9 ft²) to facilitate the construction of an accessory building; and,
2. Relief from **Section 9.2, Table 9.2 – RR Zone Provisions**, to allow a reduction in the minimum lot depth from 80 m (262.5 ft) to 50 m (164 ft) to facilitate the construction of an accessory building.

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

The proposed relief represent minor variances from the provisions of the Township's Zoning By-law in that the construction of an accessory building which is accessory to an existing non-complying single detached dwelling is compatible with surrounding land uses, is minor and is desirable for the development of the lands;

The proposed relief maintains the general intent and purpose of the Township's Zoning By-law, and no negative impacts are anticipated to be associated with the construction of an accessory building which is accessory to a non-complying single detached dwelling;

The relief is desirable for the use of the land as the said relief will allow for development that is compatible with the Zoning By-law; and,

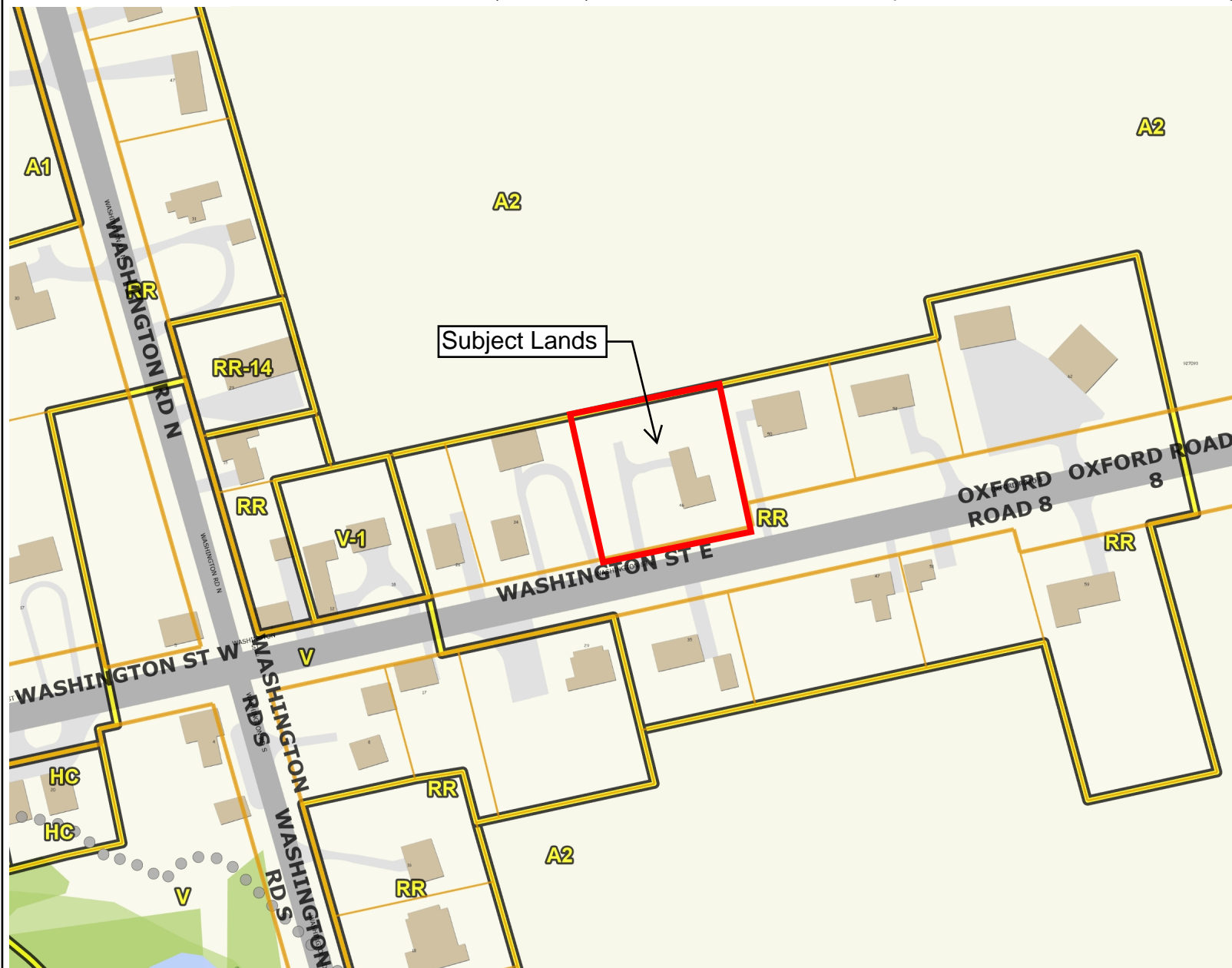
The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Settlement designation.

Authored by: *original signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: *original signed by*

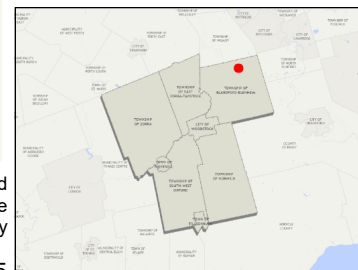
Eric Gilbert, MCIP, RPP
Manager of Development Planning



Legend

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

Notes



0 51 102 Meters

NAD_1983_UTM_Zone_17N



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

October 23, 2025



Legend

Parcel Lines

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

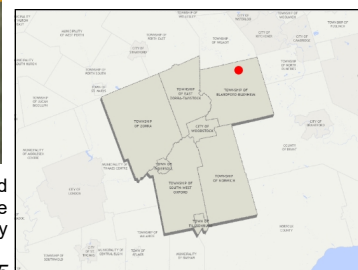
Zoning Floodlines

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 13 26 Meters

NAD_1983_UTM_Zone_17N



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

October 24, 2025

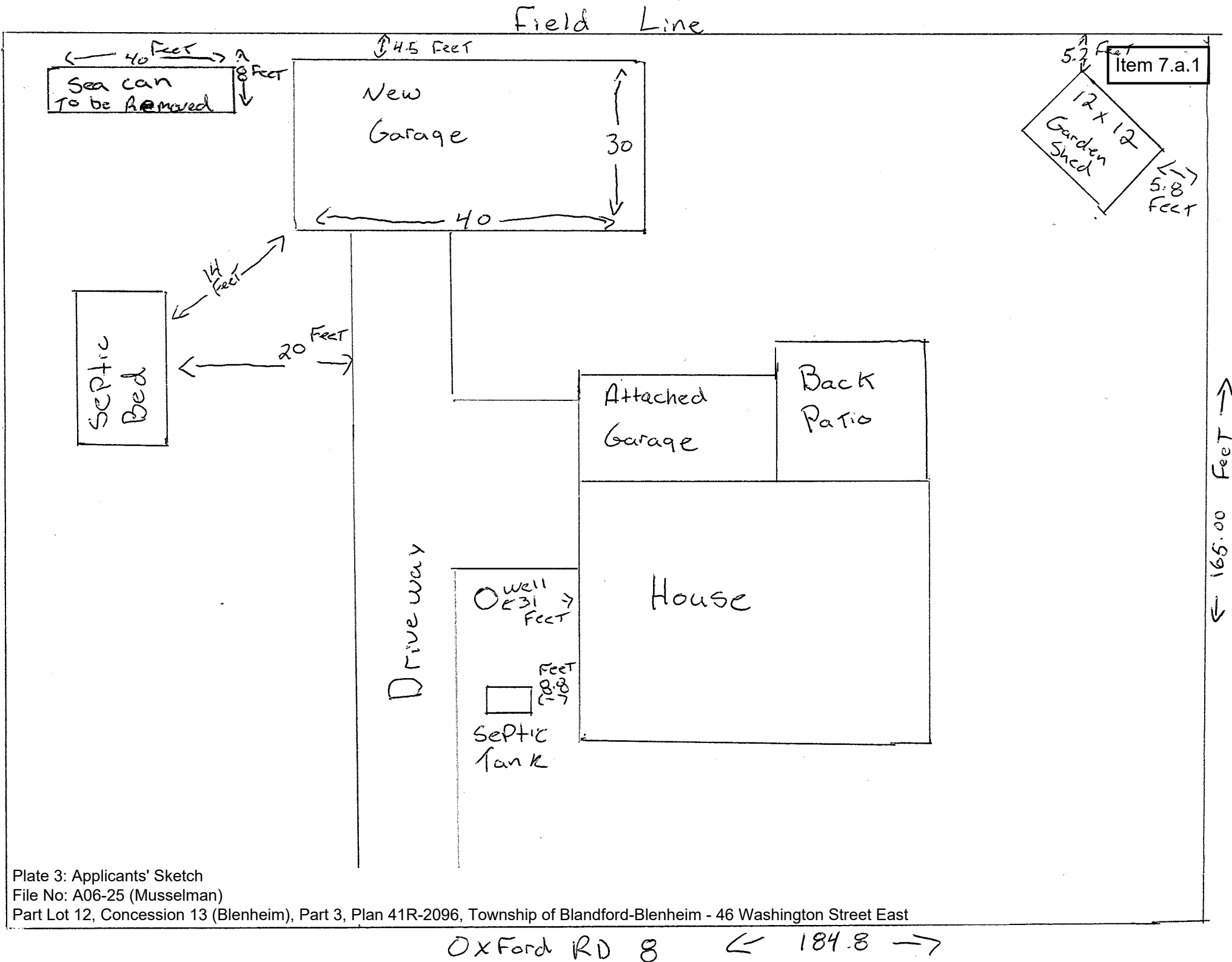


Plate 3: Applicants' Sketch

File No: A06-25 (Musselman)

Part Lot 12, Concession 13 (Blenheim), Part 3, Plan 41R-2096, Township of Blandford-Blenheim - 46 Washington Street East

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

From: Dustin Robson, Development Planner, Community Planning

Applications for Draft Plan of Condominium and Zone Change CD24-06-1 and ZN1-24-18 – 2825085 Ontario Inc.

REPORT HIGHLIGHTS

- The submitted Draft Plan of Condominium Application proposes a standard condominium with 17 townhouse units to be serviced by municipal water and wastewater services. The 17 units would be facilitated over three separate residential blocks.
- A Zone Change Application has also been received to rezone the subject lands from 'Residential Type 1 Zone (R1) to 'Special Residential Type 3 Zone (R3-sp).'
- Planning staff are recommending that Township Council support the proposal as it is consistent with the Provincial Planning Statement and the Official Plan with respect to medium density residential development through a condominium within a serviced settlement.

DISCUSSION

BACKGROUND

OWNER: 2825085 Ontario Inc.
3523 Huron Road, New Hamburg, ON N3A 3C4

AGENT/APPLICANT: Patterson Planning Consultants Inc.
6095 Line 66, Monkton, ON N0K 1P0

LOCATION:

The subject lands are described as Lot 6 and Part Lots 5 and 7, Block A, Plan 104 and Part Lot 13, Concession 6 (Blenheim), Part 1, Plan 41R-10730. The lands are located on the west side of Henry Street, north of Drumbo Park, and are municipally known as 23 Henry Steet, Village of Drumbo.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'C-3'	County of Oxford Settlement Strategy Plan	Village
Schedule 'B-1'	Township of Blandford-Blenheim Land Use Plan	Settlement

Schedule 'B-3' Village of Drumbo Land Use Plan

Medium Density
Residential

TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW :

Existing Zoning: 'Residential Type 1 Zone (R1)'

Proposed Zoning: 'Residential Type 3 Zone (R3-sp)'

PROPOSAL:

The proposed draft plan of condominium for a standard condominium consists of 17 townhouse units divided over three different blocks to be serviced by municipal water and wastewater services. The development would be serviced by an internal condominium road, which would connect to Henry Street, a municipally owned road. Each townhouse unit would contain one legal parking space within a private garage and one legal parking space within a private driveway. In addition to the parking spaces provided at each individual unit, there are also 11 parking spaces proposed within the site in a communal parking area as well for residents and visitors.

A Zone Change Application has also been received to rezone the subject lands from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 3 Zone (R3-sp).' Special provisions are required to permit reduced yard depths and widths, parking area allowances, and landscaping requirements.

The entirety of the subject lands is approximately 0.6 ha (1.4 ac) in size and is currently vacant of any buildings or structures. Access to the site is off of Henry Street. Surrounding land uses include single detached dwellings to the north and east. Drumbo Park, a municipally owned recreational space, is located to the south of the subject lands while a municipally owned stormwater management pond exists to the west of the subject lands.

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

Plate 2, Aerial Map (2020) with Existing Zoning, provides an aerial view of the subject lands and surrounding uses as existing in the Spring of 2020.

Plate 3, Existing Official Plan Designations, the land use designations of the subject lands and surrounding area.

Plate 4, Draft Plan of Condominium, illustrates the draft plan of condominium layout and development configuration as proposed.

Plate 5, Tree Management Plan, identifies existing trees that are to remain and where new trees are proposed to be planted.

Plate 6, Applicant's Rendering Drawings, provides a street view of the proposed development from various angles.

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.

With respect to the subject applications, Section 2.1.4 requires that planning authorities provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area by maintaining at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development, and to maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans.

Section 2.1.6 outlines that planning authorities should support the achievement of complete communities by:

- a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated childcare facilities, long term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs;
- b) improving accessibility for people of all ages and abilities by addressing land use barriers which restrict their full participation in society; and,
- c) improving social equity and overall quality of life for people of all ages, abilities, and incomes, including equity-deserving groups.

Section 2.2.1, Housing, provides that Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:

- a) establishing and implementing minimum targets for the provision of housing that is affordable to low- and moderate-income households, and coordinating land use planning and planning for housing with Service Managers to address the full range of housing options including affordable housing needs;
- b) permitting and facilitating:
 - 1. all housing options required to meet the social, health, economic and wellbeing requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and
 - 2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a net increase in residential units in accordance with policy 2.3.1.3;
- c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation.

Section 2.3.1, General Policies for Settlement Areas indicate that settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.

Section 2.3.1 (2) states that land use patterns within settlement areas should be based on densities and a mix of land uses which:

- a) efficiently use land use resources;
- b) optimize existing and planned infrastructure and public facilities;
- c) support active transportation;
- d) are transit supportive, as appropriate, and,
- e) are freight supportive.

Section 3.6.1, Sewage, Water, and Stormwater, outlines that planning for sewage and water services shall:

- a) accommodate forecasted growth in a timely manner that promotes the efficient use and optimization of existing municipal sewage services and municipal water services and existing private communal sewage services and private communal water services;
- b) ensure that these services are provided in a manner that:
 - 1. can be sustained by the water resources upon which such services rely;
 - 2. is feasible and financially viable over their life cycle;
 - 3. protects human health and safety, and the natural environment, including the quality and quantity of water; and
 - 4. aligns with comprehensive municipal planning for these services, where applicable.
- c) promote water and energy conservation and efficiency;
- d) integrate servicing and land use considerations at all stages of the planning process;
- e) consider opportunities to allocate, and re-allocate if necessary, the unused system capacity of municipal water services and municipal sewage services to support efficient use of these services to meet current and projected needs for increased housing supply; and,
- f) be in accordance with the servicing options outlined through policies 3.6.2, 3.6.3, 3.6.4 and 3.6.5.

Section 3.6.7 states that planning authorities may allow lot creation where there is confirmation of sufficient reserve sewage system capacity and reserve water system capacity.

Section 4.6 of the PPS intends to ensure that Planning authorities do not permit development and site alteration on lands that may contain archaeological resources or areas of archaeological potential unless the resources have been conserved. Planning authorities are encouraged to develop and implement archaeological management plans for conserving archaeological resources and proactive strategies for conserving significant built heritage resources and cultural heritage landscapes.

OFFICIAL PLAN

The subject lands are located within the Village of Drumbo, designated as 'Serviced Village' and 'Settlement' according to Schedule "C-3" County of Oxford Settlement Strategy Plan and Schedule "B-1" Township of Blandford-Blenheim Land Use Plan, respectively, and further designated as 'Medium Density Residential' according to "B-3" Village of Drumbo Land Use Plan.

According to Section 2.1.1 (Growth Management), to manage growth, it is a strategic initiative of the Official Plan to ensure designated growth settlements are developed with efficient land use

patterns and densities to minimize land consumption, to control infrastructure costs, and to limit growth pressure in rural areas. Further, Section 4.1 (Strategic Approach) states that the County shall aim to ensure existing designated land supplies and infrastructure will be efficiently utilized, including achievement of intensification targets, prior to designating new areas for growth.

Section 4.2.2.4 (Serviced Villages) directs that serviced villages are settlements characterized by a broad range of uses and activities which have been developed or are proposed for development on centralized wastewater and water supply facilities.

Section 6.2.1 (Objectives for Rural Settlement Residential Designations) states that compact urban form and residential infilling, as well as a range of housing types, shall be promoted in all rural settlement areas where appropriate given the level of infrastructure available.

Further, the Official Plan (Section 6.2.3) directs that Medium Density Residential areas in serviced villages are those lands that are to be developed or planned for a variety of medium density residential development consisting of low rise apartment buildings, cluster houses, converted dwellings, and all forms of townhouses.

The Official Plan establishes densities for Medium Density Residential areas with a minimum net residential density of 22 units per hectare (9 units per acres) and a maximum net residential density of 50 units per hectare (20 units per acre). Net residential development is defined as the number of housing units per hectare of residentially designated lands, exclusive of lands required for open space, environmentally sensitive areas, and transportation and servicing infrastructure, including stormwater management.

The Official Plan also establishes Drumbo specific densities for Medium Density Residential areas with a minimum net residential density of 26 units per hectare (11 units per acre) and a maximum net residential density of 50 units per hectare (20 units per acre).

Section 6.2.4 (Site Design Policies for Multiple Unit Residential Development in Rural Settlements) outlines the following items for consideration of development proposing multiple residential units:

Buildings

- New multiple unit buildings and especially row house dwellings, should avoid long linear orientations by staggering sections of the building and by providing breaks in the building line at appropriate intervals. Periodic variations in the roof line for individual units will also be encouraged for row house dwellings.
- Multiple unit dwellings and amenity areas will be sufficiently separated from each other and from parking areas to ensure privacy and to avoid prolonged periods of shadowing especially during winter months. Where a multiple unit residential dwelling abuts lower density residential development, where feasible, the building will be sited to minimize visual intrusion onto lower density neighbouring properties.
- Multiple unit residential dwellings will be generally situated such that a majority of dwelling units will benefit from passive solar orientation.
- A portion of all row housing dwellings in each development will provide barrier free access to persons with mobility limitations. All apartment buildings will have at least one entranceway which provides barrier free access.
- Where a site is characterized by topographic variations, the development will be designed as much as possible to fit the contour of the land. In order to provide development which is at a human scale, higher profile buildings within the development will generally be situated at lower elevations.

Driveways and Parking

- Communal parking areas will generally be developed with a number of small lots oriented toward individual residential complexes within a development. Parking lots should generally not be more than 45 metres (150 feet) from the units they are intended to serve. Where significant numbers of communal parking spaces are situated beyond this distance, drop off facilities proximate to building entrances should be provided.
- Individual parking areas located in front of dwelling units will provide adequate space for vehicles and snow storage.
- Where possible, more than one vehicular access will be provided to a multiple unit residential development and all parking areas will be accessible from each access point for emergency vehicles. Where multiple unit residential developments abut one another, the integration of driveways and/or parking areas will be established such that emergency or maintenance vehicles can maneuver between sites will be considered as part of the design.
- Partial screening of surface parking lots may be provided through the use of low fences, walls and landscape elements while still recognizing the need for orientation and safety. Surface parking lots may be screened from the public street through a combination of location, berming and landscaping.
- Driveways will have sufficient width to allow efficient vehicular use including turning movements for both private and emergency vehicles.
- Landscaping will be promoted within and contiguous to parking areas to improve the visual effect and micro-climate of such areas.
- Separate and distinct visitor parking areas will be provided.

Pedestrian Activity

- A separate and distinct pedestrian system will be incorporated to provide for pedestrian movement into, within, and out of the development. Such system will link communal open space, play areas, parking lots, adjacent public open space, and adjacent pedestrian systems on the municipal road allowance.
- Sidewalks will be adequately setback from the public and internal road and driveway network and will be adequately drained.
- The on-site pedestrian system will provide continuous barrier free movement throughout the site as much as possible by incorporating features such as curb cuts, railings, rest areas and by minimizing slopes.
- The on-site pedestrian system should be wide enough to allow two persons to move in a side by side fashion.
- Where the pedestrian system crosses driveways and parking areas, visual priority will be provided to the pedestrian system through the use of cross-walks or the continuation of the walkway material across the driveway or parking area.

Landscaping

- Existing vegetation on a property undergoing development will be retained and incorporated into site plans as much as practical and especially in circumstances where:
 - The existing vegetation functions as part of a larger vegetated area on abutting properties;
 - The existing vegetation will contribute to shading, screening and noise attenuation on site or for adjacent properties.
- To ensure the suitability of plant species to be incorporated into site design over the long term, a predominance of native plant species suitable for the soil of the site, drainage and shade conditions will be required;

- Ensure that plant materials provide for seasonal variation in form, colour and texture by using a variety of species such as evergreens, trees which retain their fruit or foliage in the winter, trees with unique branching habits and trees with interesting bark texture and/or colour;
- A substantial percentage of the landscaped open space required on a property will be planted with a variety of suitable trees, shrubs and ground covers. Particular emphasis will be given:
 - To soften or screen buildings from the public road;
 - To screen adjacent buildings;
 - To screen and shade areas within and contiguous to parking areas;
 - To provide shelter from wind, snow and other elements in proximity to building entranceways;
 - To screen unsightly elements such as garbage/recycling enclosures, storage areas, hydro transformers; • to provide for privacy of individual outdoor living areas;
 - To screen blank walls;
 - To define the boundaries and edges of communal open space and activity areas;
 - To highlight driveways and other entranceways into the development.
- Plant material selection and landscaping design will ensure that plant material will not interfere with hydro, sewage, water, drainage or other services within the development, on adjacent road allowances or adjacent properties.

Play/Recreational Opportunities

- Clustered grade oriented units will generally be required to provide adequate designated space for play activity suitable for pre-school children;
- Apartment development will be required to provide passive and active communal open space such as seating areas, communal gardens and grassed areas for residents and visitors;
- Play space for young children will be situated within the development in a fashion whereby surveillance of the play area is possible from a substantial number of units. The play area will be physically defined through grade change, see-through fencing or surface treatment, will be substantially setback from driveways and parking areas, will be landscaped to provide partial shading and will include seating amenities;

Utilities and Operational Facilities

- Garbage storage facilities will be provided within the building, within a maintenance building or within a screened enclosure. Such facilities will be conveniently situated for users and will minimize heavy truck movements within the site. Where feasible, communal composting and recycling facilities will be provided;
- Utility meters will be situated in a location which is easily accessible;
- Where private outdoor amenity areas are proposed adjacent to a lot line and where such amenity areas may be enclosed, adequate space will be provided adjacent to the amenity area to provide access without movement through the dwelling, or adjacent properties or private outdoor amenity areas. Access through a garage will be considered an acceptable alternative;
- Adequate on-site management of stormwater will be provided in accordance with the interim stormwater management policies of Section 3.2;
- Required fire hydrants will be shown on site plans and the landscaping of the site will be designed to maintain fire hydrant visibility;

Safety/Comfort

- Sufficient lighting of parking areas, driveways, pedestrian areas and building entranceways will be provided to facilitate vehicular and pedestrian movement and for

safety and security. Undesirable effects of lighting on residential units and on adjacent uses will be minimized through measures such as directed lighting, the use of shades, diffusers and tinted covers;

- Adequate signage will be provided within the development to indicate areas of no parking and emergency vehicle routes. Locational signs may be required near entrance driveways to indicate individual buildings in the development and visitor parking areas. Signage, both on standards and on the ground, will be readable both during the day and night through techniques such as size, colour, surface treatment or illumination;
- Driveways and parking areas will be designed and/or will incorporate elements which will establish traffic speeds to maximize pedestrian safety;
- Where outdoor living areas either at grade or in the form of balconies or terraces are provided, these areas will be of sufficient size and shape to maximize their usefulness. In particular, long narrow outdoor living areas will be discouraged;
- Grade oriented outdoor living areas should have the boundaries defined by fencing and/or landscape elements and these areas should be screened from adjacent units. Such areas will generally be oriented away from noise sources generated by major roads or nearby land uses and sufficiently setback from parking areas within the development. Where this cannot be accomplished, adequate buffering in the form of fencing, berming and landscaping should be provided to ensure an acceptable comfort level for occupants;
- Where a development is affected by environmental factors such as noise, vibration or other constraints identified in Section 3.2.8 and mitigation measures are required to ensure the safety and comfort of occupants, such mitigation features will be incorporated into site plans;
- When required, emergency access routes will be identified on site plans. Where emergency access routes are identified, signage to prohibit parking or stopping will be required and will incorporate features to impede vehicular traffic except in times of emergency.

Section 10.3.3 (Plans of Subdivision and Condominium) identifies that County Council and Area Councils will evaluate applications for a plan of condominium on the basis of the requirements of the *Planning Act* as well as criteria, including, but not limited to:

- The plan effectively accommodates environmental resources and mitigates environmental constraints in accordance with the relevant Official Plan policies;
- The plan is designed to reduce negative effects on surrounding land uses, including transportation networks and significant environmental features;
- The plan is designed to be integrated with adjacent developments; and,
- The plan is designed to be compatible with the natural features and topography of the lands, extensive areas of cut and fill will be discouraged.

The Official Plan further requires that, as a condition of draft plan approval, County Council will require the applicant to satisfy conditions prior to final approval and registration of the plan. Should the conditions not be met within the specified time period, the draft plan approval may lapse. Additionally, to provide for the fulfillment of these conditions, and for the installation of services according to municipal standards, Council shall require that the applicant enter into a condominium agreement with the Township and, where necessary, the County, prior to final approval of the plan.

ZONING BY-LAW

The subject lands are currently zoned 'Residential Type 1 Zone (R1)' according to the Township's Zoning By-law. The Zone Change Application proposes to rezone the subject lands from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 3 Zone (R3-sp).'

The 'R3' zone permits apartment buildings, boarding/lodging houses, converted dwellings, home occupations, multiple unit dwellings, and street fronting townhouses. When considering multiple unit dwellings, the 'R3' zone requires a minimum lot area of 280 m² (3,014 ft²) per dwelling unit with an individual garage or driveway, minimum lot frontage of 20 m (65.6 ft), minimum front yard depth of 7.5 m (24.6 ft), and minimum rear yard of 10 m (32.8 ft). When considering minimum interior side yard widths, a minimum of 6 m (19.7 ft) is required unless the end wall adjacent to an interior side yard contains no habitable room windows in which case the minimum interior side yard may be reduced to 3 m (9.8 ft).

The following special provisions are being proposed for the R3-sp zone:

R3-sp Special Provisions		
<u>Provision</u>	<u>Required</u>	<u>Proposed</u>
Minimum Front Yard Depth	7.5 m (24.6 ft)	5.8 m (19 ft)
Minimum Rear Yard Depth	10 m (32.8 ft)	9.1 (29.8 ft)
Minimum Interior Side Yard Width	6 m (19.7 ft), provided that an interior side yard adjoining an end wall containing no habitable room windows may be reduced to 3 m (9.8 ft)	1.5 m (4.9 ft)
Minimum Landscaped Open Space	Where more than one residential building is erected on a lot, a minimum landscaped open space of 6 m (19.7 ft) shall be provided adjacent to the front of any exterior wall of the building containing a window to a habitable room. A landscaped open space of 3 m (9.8 ft) shall be provided adjacent to a blank wall.	1.5 m (4.9 ft)
Maximum Driveway Width for Individual Unit Driveways	50% of the front yard	53% of the front yard for each unit

AGENCY COMMENTS

Canada Post provided detailed comments respecting the requirements for the provision of community mailboxes throughout the proposed development.

Bell Canada requested the following conditions be included:

- The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.
- The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.

The County of Oxford Public Works Department has provided a number of conditions of draft approval, which have been incorporated as recommended conditions of draft approval.

The Township Chief Building Official, Township Director of Public Works, and the Township Director of Protective Services, and Hydro One have indicated no concerns or objections regarding the proposed draft plan of condominium or zoning amendment.

PUBLIC CONSULTATION

Notice of a Complete Application for the proposal was circulated to neighbouring property owners on September 17, 2024 and the Notice of a Public Meeting was circulated on October 30, 2025 in accordance with the requirements of the Planning Act. As of the date of this report, one letter of concern has been received from the public. A copy of the letter has been attached to this staff report.

Planning Analysis

Applications for condominium approval can be dealt with in one of two ways, in accordance with the Condominium Act. The first method is where the approval of the condominium is exempt from the draft or 'conditional' approval stage and proceeds directly to final approval. The exemption process is intended to apply to proposals that have previously undergone a complete evaluation (i.e. site plan approval), and no further conditions of approval are required by the municipality for the development.

The second process, which is being undergone on the subject application, is a process similar to an application for draft plan of subdivision where, after appropriate circulation, a proposal receives 'draft' approval which is contingent on the applicant satisfying a number of conditions prior to final approval and registration. This is the process that the applicant has chosen to undergo.

The proposed applications are intended to facilitate a residential development in the Village of Drumbo in the form of a standard condominium project with a total of 17 townhouses spread over three separate blocks. A Planning Justification Report, Functional Servicing Report, Stormwater Management Report, and Archeological Assessment have been submitted in support of the applications.

Provincial Planning Statement (PPS)

As the proposed draft plan of condominium is located within a designated settlement and will be serviced by municipal water and wastewater facilities, the development represents an efficient use of lands designated for residential purposes and municipal services. The development also provides for alternative housing types in the Village of Drumbo, while maintaining compatibility with existing residential uses in the surrounding neighbourhood. As such, Planning staff are of the opinion that the proposed development is consistent with the relevant PPS policies respecting

residential development in settlement areas. The proposed development will facilitate land uses that are compatible with the surrounding residential and recreational uses.

Regarding Section 2.2.1 – Housing, the PPS has a strong focus on the development and introduction of new housing options that meet the needs of current and future residential from a range of economic households, including low and moderate incomes. To help achieve this goal, promoting density and ensuring that land, infrastructure, and public services are used efficiently is considered key in ensuring success. It is the opinion of staff that the proposed development promotes an efficient use of land and infrastructure while also providing for a broader range of housing options in the Village of Drumbo.

The PPS directs that settlements with full municipal servicing shall be the priority for future growth and development. Details of the proposed infrastructure and stormwater management strategy were provided in a Functional Servicing Report and Stormwater Management Report, submitted in support of the applications. In light of the comments received from various agencies (i.e. Township of Blandford-Blenheim and the County of Oxford Department of Public Works), and subject to conditions of approval to ensure review and approval of technical details, Planning staff are satisfied that infrastructure and public facilities are available to accommodate the initial phase of the development.

To ensure that development or site alteration does not impact lands containing archaeological resources, the applicant submitted a Stage 1-2 Archaeological Assessment of the subject lands, which was prepared by Lincoln Environmental Consulting. Lincoln Environmental Consulting advised that no archaeological resources were identified on site.

Servicing

Oxford County's Water and Wastewater Capacity Protocol for Residential Development (the 'protocol') allows for 25 units to be granted servicing at any one time. The purpose of the protocol is to ensure servicing is allocated responsibly and fairly amongst various development projects. The protocol is an important tool in ensuring that allocation is provided in a logical and equitable way. As only 17 units are being proposed, the development will be compliant with the Protocol and Public Works has advised that there are no concerns with adequate servicing currently existing to facilitate the entirety of the proposed draft plan of condominium.

Official Plan

As previously noted, the Official Plan establishes minimum and maximum net density of 26-50 units per hectare (11-20 units per acre) for Medium Density Residential areas within the Village of Drumbo. The proposed development would result in an overall net residential density of approximately 28.3 units per hectare (12.1 units per acre), consistent with the residential net density allowances established in the Official Plan.

With regard to the specific review criteria for plans of subdivision and condominiums (Section 10.3.3), the Oxford County Department of Public Works has advised that sufficient municipal water and wastewater capacity is available. Community facilities and utility infrastructure exist in the surrounding Village of Drumbo, and the existing road network will service the subject lands as well. Planning staff are of the opinion that the proposal represents an efficient use of existing services and lands designated for residential use, and the proposed development will provide an appropriate mix of housing types within the community while remaining compatible with existing surrounding residential uses.

With respect to overall connectivity and local services, the subject lands are strategically located within the Village of Drumbo. They are within close proximity to community facilities such as the local school, commercial businesses, and recreational/open space areas. The location of a future vehicular access point and the likely impacts of traffic generated by the proposal on adjacent streets has been assessed and is determined to be acceptable.

With respect to the specific review criteria for multiple unit residential development (Section 6.2.4), staff have reviewed the proposal and are of the opinion that it complies with the general intent and purpose of the criteria in terms of vegetation. While some vegetation has already been removed from the site and the municipal right-of-way, the applicant is proposing to retain the existing mature trees along the northern lot line to maintain screening between existing properties and the proposed residential units. The applicant is also proposing to plant additional trees on the lands once construction is completed. A tree planting plan has been attached to Staff Report CP 2025-319.

Section 6.2.4 generally requires multiple unit residential developments to provide a communal play area for children within the development. In this specific case, however, staff are of the opinion that this requirement is unnecessary given the context of the subject lands. To the immediate south of the subject lands is Drumbo Park, which contains sport fields, a playground, and a splash pad. In the opinion of staff, the immediate availability of these facilities is sufficient to service the proposed development.

In order to help ensure compatibility between the proposed development and the existing recreational facilities adjacent to the subject lands, the applicant is in agreement to assist the Township in covering costs of a netting system along the existing baseball diamond to the immediate south of the subject lands. The purpose of the netting would be to reduce the number of baseballs that could potentially enter the subject lands. Both the Township and the applicant will split costs for the netting at 50% each. Additionally, wood fencing is proposed along the southern lot lines of the subject lands to ensure that vehicle headlights on the site do not interfere with the sports fields in the evening.

Township Zoning By-law

A Zone Change Application has also been received to rezone the subject lands from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 3 Zone (R3-sp)' to facilitate the proposed standard condominium development.

The applicant has requested a reduction to the required minimum front yard depth for the R3-sp zone from 7.5 m (24.6 ft) to 5.8 m (19 ft). The purpose of the front yard setback is to ensure adequate space between buildings/structures and municipal thoroughfares to facilitate parking and amenity space. While the townhouse units of the proposal face inward onto a private condominium road, the lot line abutting onto Henry Street is considered to be the front lot line and is subject to the front yard depth provisions. Given that the designated front yard will not be required to accommodate parking and will functionally be used as an exterior side yard, Planning staff are of the opinion that the relief sought is supportable.

The applicant has also requested a reduction to the required rear yard depth from 10 m (32.8 ft) to 9.1 (29.8 ft). The intent of the rear yard setback is to ensure that adequate amenity space is provided and to maintain adequate separation between the proposal and existing development to ensure no negative impacts on adjacent properties. In the case of the proposed reduction, Planning staff are of the opinion that the proposal represents a minor reduction. Further, the designated rear yard lot line abuts a Township owned stormwater management pond which satisfies Planning staff concerns about privacy impacts.

The zoning by-law requires a minimum interior side yard width of 6 m (19.7 ft) or, provided that an interior side yard adjoining an end wall containing no habitable room windows, it may be reduced to 3 m (9.8 ft). Due to the unique shape of the subject lands, there are a number of applicable interior side yards. The applicant is requesting a reduction to the interior side yard width requirements to facilitate a 1.5 m (4.9 ft) width between Block 1 and the interior side yard lot line to the immediate west. Staff are supportive of this request as the identified interior side yard lot line abuts a recreational area rather than existing residential uses.

The remainder of the interior side yard widths exceed the required 6 m (19.7 ft) requirement as they are currently shown as being 7.5 m (24.6 ft). As the interior side yards act as de facto rear yards for the proposed townhouse units, the applicant has proposed to maintain a 7.5 m (24.6 ft) to reflect the rear yard requirements for other residential zones. If the subject zone change application is approved, Planning staff recommend that a special provision be included to require a minimum 7.5 m (24.6 ft) interior side yard setback for the most northern and most southern interior side yard lot lines.

Section 13.2.1 of the Township Zoning By-law states:

“Where more than one residential building is erected on a lot, a minimum landscaped open space of 6 m (19.7 ft) shall be provided adjacent to the front of any exterior wall of the building containing a window to a habitable room. A landscaped open space of 3 m (9.8 ft) shall be provided adjacent to a blank wall.”

The applicant has requested relief to permit a minimum of 1.5 m (4.9 ft) of landscaped open space adjacent to each blank exterior walls. The applicant is proposing 3 m (9.8 ft) between Block A and Block B. Staff note that the 3 m (9.8 ft) landscaped open space requirement represents the total requirement between two residential buildings and given that the proposal already provides this requirement, staff are of the opinion that the requested relief is not required.

The Township's Zoning By-law requires a parking ratio of 1.5 parking spaces per dwelling unit within a multiple unit dwelling. With 17 townhouse units being proposed, 25.5 parking spaces is required. Additionally, one parking space for visitors is required per every 10 units. With 17 units proposed, 1.7 spaces for visitors are required, for a total of 27.2 parking spaces (rounded up to 28 parking spaces). A minimum of 4% (1.1 parking spaces) of the required parking spaces must be accessible parking spaces. Legal parking spaces are to be 5.5 m (18 ft) x 2.7 m (8.9 ft) when not abutting a wall or fence and 5.5 m (18 ft) x 3 m (9.8 ft) when abutting a wall or fence.

The applicant is proposing for each townhouse unit to contain two legal parking spaces with one in the individual driveway and one in the attached garage. This would result in 34 parking spaces being provided in private driveways and attached garages. In addition, 11 parking spaces are proposed to be provided in a communal parking area, which would include two accessible parking spaces. A total of 45 parking spaces are being proposed, which is 17 more parking spaces than required by the Township Zoning By-law.

In light of the foregoing, Planning staff are satisfied that the proposed applications are consistent with the policies of the Provincial Planning Statement and are in-keeping with the strategic initiatives and objectives of the Official Plan respecting development in designated settlement areas, and further, can be supported from a planning perspective.

RECOMMENDATIONS

That the Council of the Township of Blandford-Blenheim approve-in-principle the zone change application (File No. ZN1-24-18) submitted by 2825085 Ontario Inc., whereby a portion of the lands described as Lot 6 and Part Lots 5 and 7, Block A, Plan 104 and Part Lot 13, Concession 6 (Blenheim), Part 1, Plan 41R-10730, Township of Blandford-Blenheim, are to be rezoned from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 3 Zone (R3-sp)' to facilitate the proposed draft plan of condominium;

And further, that the Council of the Township of Blandford-Blenheim advise County Council that the Township supports the Draft Plan of Condominium (File No. CD24-06-1), submitted by 2825085 Ontario Inc., for the lands described as Lot 6 and Part Lots 5 and 7, Block A, Plan 104 and Part Lot 13, Concession 6 (Blenheim), Part 1, Plan 41R-10730, Township of Blandford-Blenheim, consisting of 17 townhouse units serviced by an internal private condominium road, subject to the following conditions being met prior to final approval of the plan for registration:

1. This approval applies to the draft plan of condominium submitted by 2825085 Ontario Inc., (File No. CD 24-06-1) and prepared by GEI Consultants, as shown on Plate 4 of Report No. 2025-319 and comprising lands described as Lot 6 and Part Lots 5 and 7, Block A, Plan 104 and Part Lot 13, Concession 6 (Blenheim), Part 1, Plan 41R-10730, Township of Blandford-Blenheim, consisting of 17 townhouse units serviced by an internal private condominium road.
2. The owner shall agree, in writing, to satisfy all requirements, financial and otherwise, of the Township of Blandford-Blenheim regarding the construction of roads, installation of services, including the water, sewer and electrical distribution systems, sidewalks, and drainage facilities, and other matters pertaining to the development of the condominium in accordance with the standards of the Township of Blandford-Blenheim.
3. The Owner shall enter into a condominium agreement with the Township of Blandford-Blenheim and this agreement shall be registered by the Township against the land to which it applies.
4. The condominium agreement shall make provision for the dedication of parkland or cash-in lieu thereof in accordance with the relevant provisions of the Planning Act, to the satisfaction of the Township of Blandford-Blenheim.
5. If required, the Owner agrees in writing, to install fencing as may be required by the Township, to the satisfaction of the Township of Blandford-Blenheim.
6. The Owner agrees in writing, to ensure the new private condominium street on this condominium plan is connected to Henry Street at no cost to the Township, to the satisfaction of the Township of Blandford-Blenheim.
7. The Owner agrees in writing, that 0.3 meter (1 foot) reserves shall be conveyed to the Township as required, free of all costs and encumbrances, to the satisfaction of the Township of Blandford-Blenheim.
8. The condominium agreement shall include appropriate disclosure provisions noting the proximity of the development to a municipal park that includes baseball diamonds and associated recreational uses. Purchasers shall be advised that periodic noise, lighting,

and activity may occur as part of normal park operations. These provisions shall be included in any purchase agreement and be included in the condominium agreement, to the satisfaction of the Township of Blandford-Blenheim.

9. The Owner agrees in writing to satisfy all the requirements, financial and otherwise, including payment of applicable development charges and water connection charges, of the County of Oxford regarding the installation of the water distribution system, the installation of the sanitary sewer system, and other matters pertaining to the development of the condominium in accordance with County Guidelines.
10. Prior to the final approval of the condominium plan, the Owner shall receive confirmation from the County of Oxford Department of Public Works that there is sufficient capacity in the Drumbo water and sanitary sewer system to service the plan of condominium. Confirmation shall be given in accordance with the most current "County-Wide Water and Wastewater Capacity Allocation for Residential Development" protocol, and/or to the satisfaction of Oxford County Public Works. Given that the availability of servicing capacity can change over time due to a number of factors, any conditional allocation of reserve capacity to a particular proposed development (or phase of development) by the County is not considered final approved until such time as the application(s) for that development (or phase of development) has/have been final approved (e.g. registered).
11. The Owner shall agree to prepare and submit for the approval of Oxford County Public Works, detailed servicing plans designed in accordance with Oxford County Design Guidelines.
 - o Both PDF and CAD design drawings will be provided to the County.
 - o The Owner shall agree to prepare and submit final as-built PDF and CAD drawings of the condominium upon completion of each phase of construction.
 - o The Owner shall provide a Functional Servicing Report (FSR) for the proposed condominium for review during detailed design submissions.
12. The Owner shall provide confirmation from the Township Fire Department that fire protection has been discussed and approved by the Fire Department, to the satisfaction of the Oxford County Public Works Department.
13. Prior to final approval by the County, the Owner shall properly decommission any abandoned private services (water well, cistern and/or septic system) located on the subject lands, in accordance with the Ontario Water Resources Act, R.S.O. 1990 (Ontario Regulation No. 903) and to the satisfaction of the Oxford County Public Works Department.
14. The Owner shall agree that where existing municipal infrastructure (roads, sidewalks, sewers, watermains, etc. located external to the development land) is insufficient to accommodate the proposed development, the Owner shall be required to improve and/or relocate the existing infrastructure. These costs shall be borne solely by the Developer.
15. Garbage and recycling may be managed through either private or municipal collection, to the satisfaction of the Oxford County Public Works Department. While municipal collection is available only at the municipal curb. Municipal collection on private property may be approved if the owner or developer demonstrates that the completed site meets the requirements outlined in the County's *Entry onto Private Property for Waste Collection Service Provision Operations Policy*.

16. Prior to the approval of the final plan by the County, the owner shall complete an archaeological assessment of the subject property and mitigate, through preservation or resources removal and documentation, adverse impacts to any significant archaeological resources found. No demolition, grading or further soil disturbances shall take place on the subject property prior to the entering of the appropriate report on the Ontario Public Register of Archaeological Reports and confirmation of same has been received by the County of Oxford.
17. Prior to the approval of the final plan by the County, the Owner shall agree in writing to satisfy the requirements of Canada Post Corporation with respect to advising prospective purchasers of the method of mail delivery, to the satisfaction of Canada Post.
18. The Owner agrees in writing, to satisfy all the requirements of the appropriate authority regarding the installation of the electrical distribution system and any other matters pertaining to the development of the condominium.
19. Prior to the approval of the final plan by the County, the owner shall agree in writing, to satisfy the requirements of applicable utility providers and that the owner/developer provide applicable utility providers with the necessary easements and/or agreements required for the provisions of gas services or other utilities.
20. Prior to the approval of the final plan by the County, the Owner shall provide a list of all conditions of draft approval with a brief statement detailing how each condition has been satisfied, including required supporting documentation from the relevant authority to the satisfaction of the County of Oxford.
21. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by the Township of Blandford-Blenheim that Conditions 2 to 8 (inclusive) have been met to the satisfaction of the Township. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.
22. Prior to the approval of the final plan by the County, the Owner shall secure clearance from the County of Oxford Public Works Department that Conditions 9 to 15 (inclusive), have been met to the satisfaction of County Public Works. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.
23. Prior to the signing of the final plan by the County of Oxford, the County of Oxford shall be advised by the Ministry of Heritage, Sport, Tourism, and Culture Industries that Condition 16 has been met to their satisfaction. The clearance letter shall contain a brief statement detailing how the condition has been satisfied.
24. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Canada Post Corporation that Condition 17 has been met to the satisfaction of Canada Post. The clearance letter shall include a brief statement detailing how this condition has been satisfied.
25. Prior to final approval by the County, the County of Oxford shall be advised by applicable utility companies that Condition 18 and 19 has been met to the satisfaction of each applicable utility provider. The clearance letter shall include a brief statement detailing how this condition has been satisfied.

SIGNATURES

Authored by: *'original signed by'*

Dustin Robson, MCIP, RPP
Development Planner

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

Eric Gilbert, MCIP, RPP
Manager of Development Planning



Legend

Parcel Lines

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

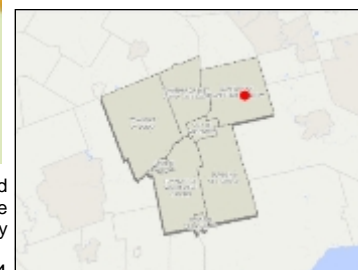
Zoning Floodlines

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



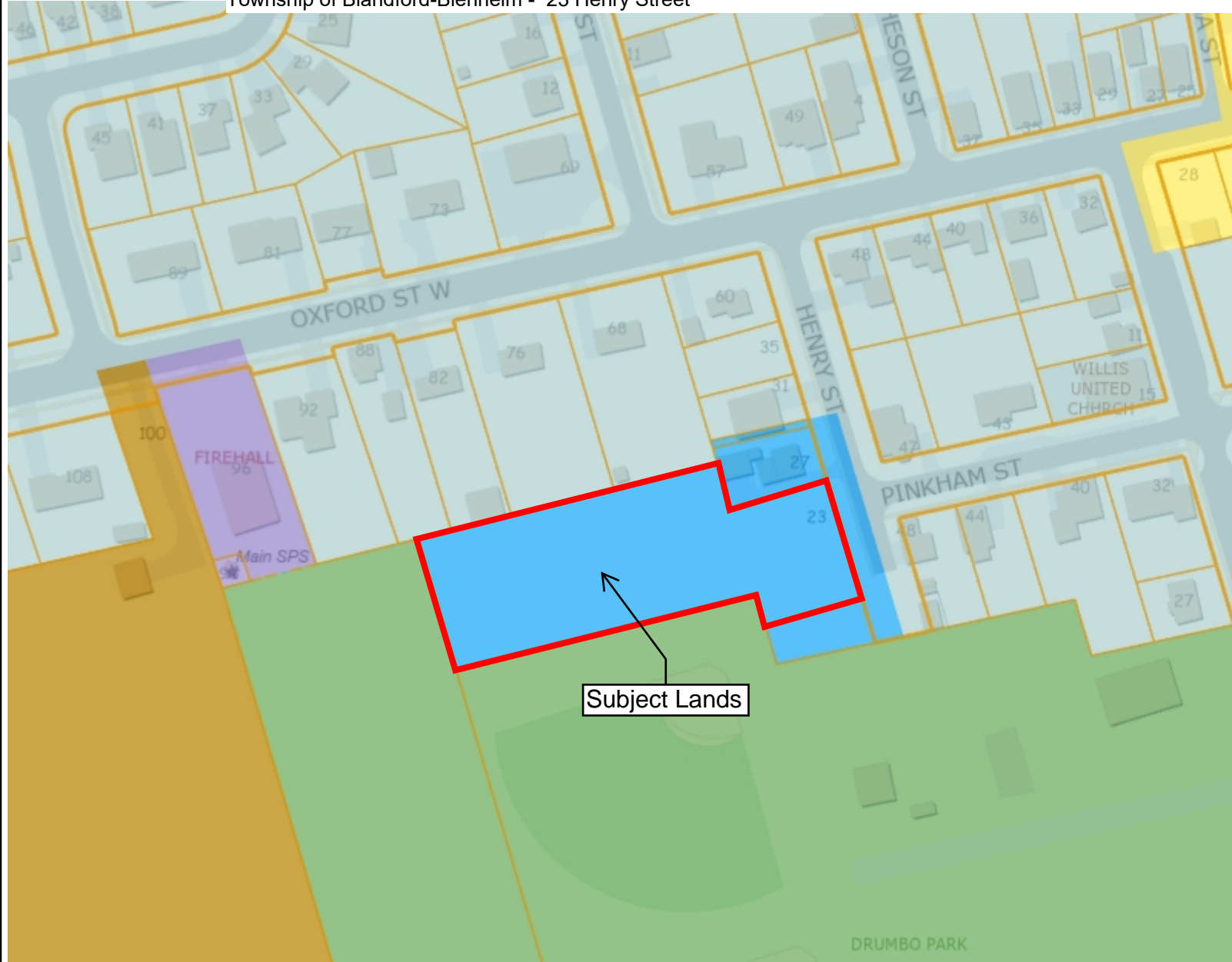


Legend

- 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





Legend

Parcel Lines

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

100 Metre Buffer Ingersoll

Site Specific Policy Areas

Village Land Use Designation

- Village Core
- Service Commercial
- Low Density Residential
- Medium Density Residential
- Industrial
- Minor Institutional
- Major Institutional
- Future Urban Growth
- Open Space
- Environmental Protection
- School

Requiring Secondary Planning
(See Sec. 4.2.2.4)

Land Use Designation

- Residential
- Residential Reserve
- Central Business District
- Entrepreneurial District
- Neighbourhood Shopping Centre
- Service Commercial
- Regional Commercial Node
- Business Park
- Traditional Industrial
- Community Facility
- Open Space
- Environmental Protection
- Future Urban Growth

Notes

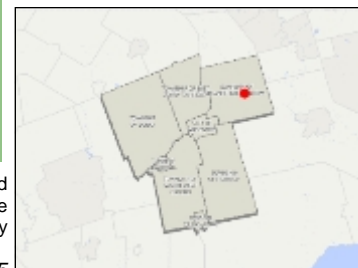
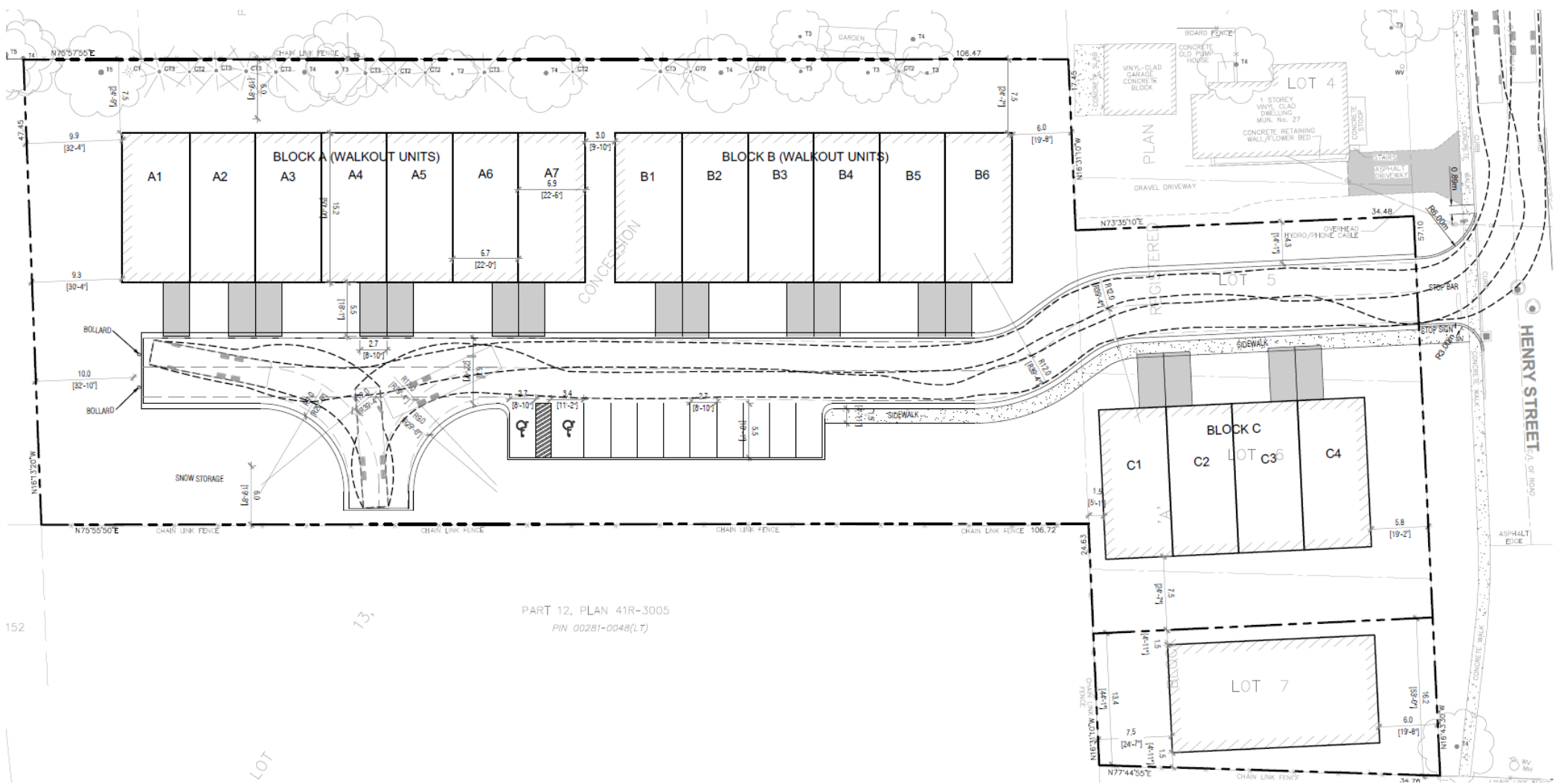
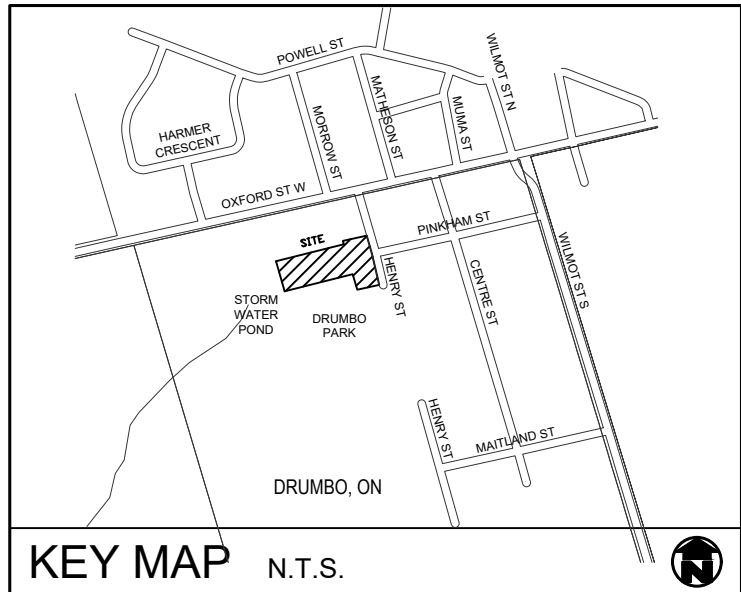
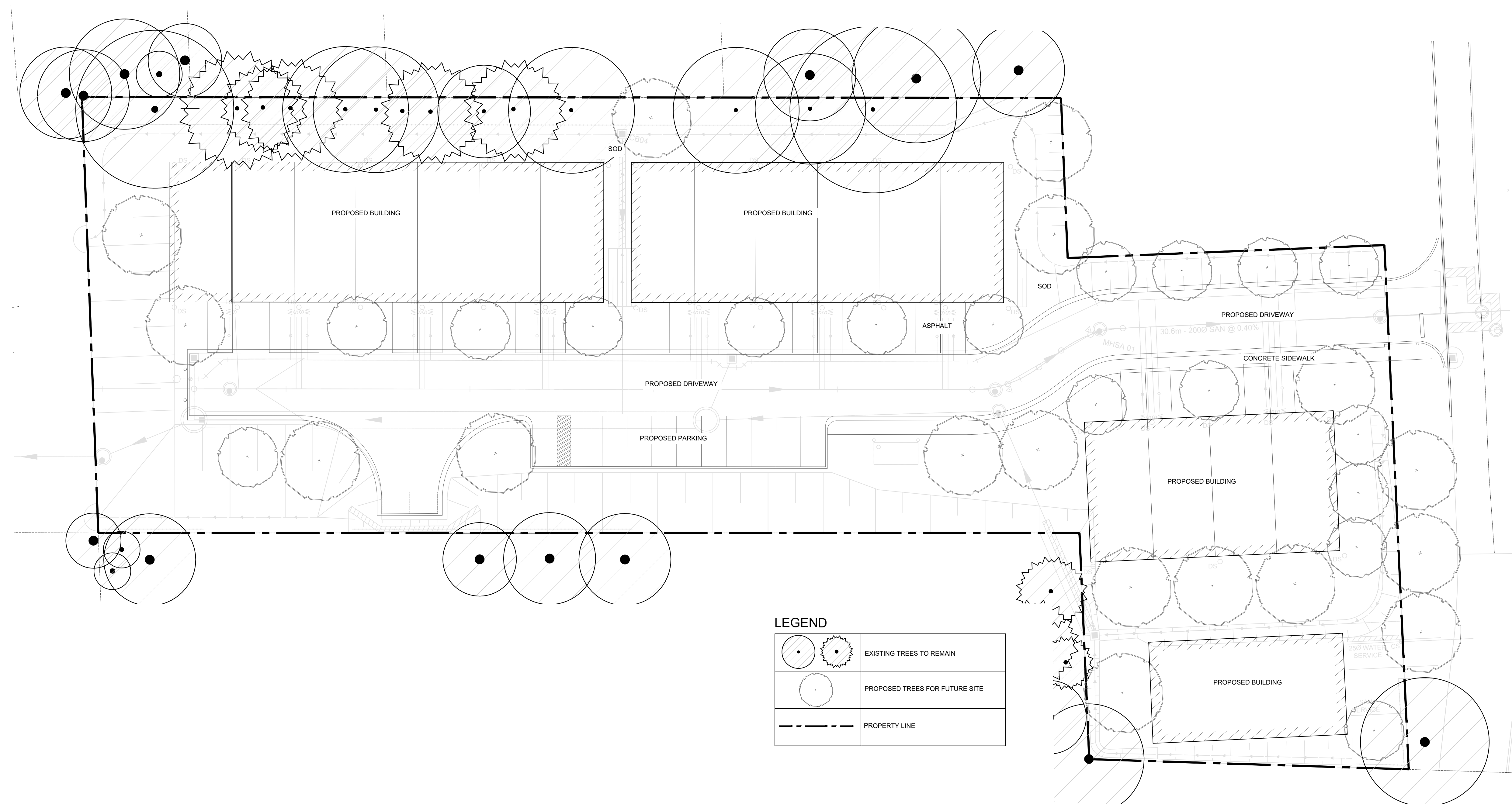


Plate 4: Draft Plan of Condominium

File No. CD24-06-1 and ZN1-24-18 (2825085 Ontario Inc.)

Part Lot 5, Block A, Plan 104, Part 3, Plan 41R10349, Lots 6-7, Plan 104, Part Lot 13, Concession 6 (Blenheim), Part 4, Plan 41R10349, Township of Blandford-Blenheim - 23 Henry Street



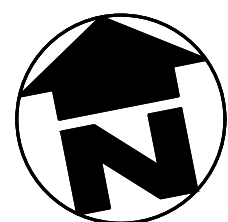


GENERAL NOTES

1. SITE PLAN INFORMATION AS PER GEI ENGINEERING.
2. EXISTING CONDITIONS AS PER GM BLUEPLAN.
3. PROPOSED SITE GRADING AND SERVICING PLAN PROVIDED BY GEI ENGINEERING AND IS SHOWN FOR INFORMATIONAL PURPOSES ONLY.

LEGEND

		EXISTING TREES TO REMAIN
		PROPOSED TREES FOR FUTURE SITE
		PROPERTY LINE



REVISIONS			
no.	date	description	by
1.	JUN 06 25	Issued for discussion	EA

PRELIMINARY
For Discussion Purposes Only

J.P.B Developments
27 Henry St.
Drumbo, ON

Preliminary Concept



PROJECT NO.: 2024-86		DRAWN BY: EA	
SCALE: 1:250		DESIGNED BY: EA	
SHEET: L2		APPROVED BY: AWH	
		PLOT DATE: JUN 06 2025	

Plate 6, Page 1: Applicant's Rendering Drawings
File No. CD24-06-1 and ZN1-24-18 (2825085 Ontario Inc.)
Part Lot 5, Block A, Plan 104, Part 3, Plan 41R10349, Lots 6-7, Plan 104, Part Lot 13, Concession 6 (Blenheim), Part 4, Plan 41R10349, Township of Blandford-Blenheim - 23 Henry Street

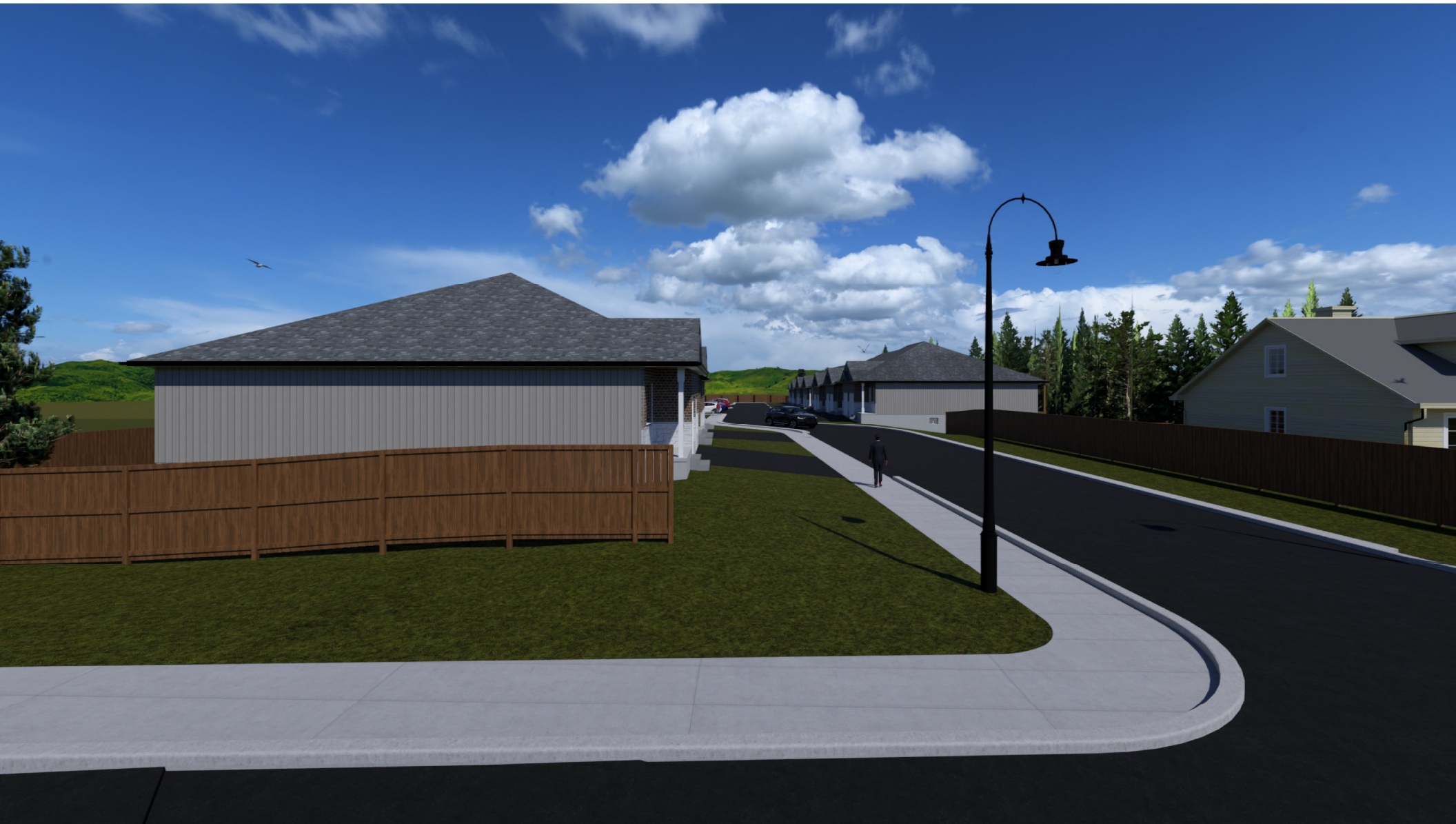


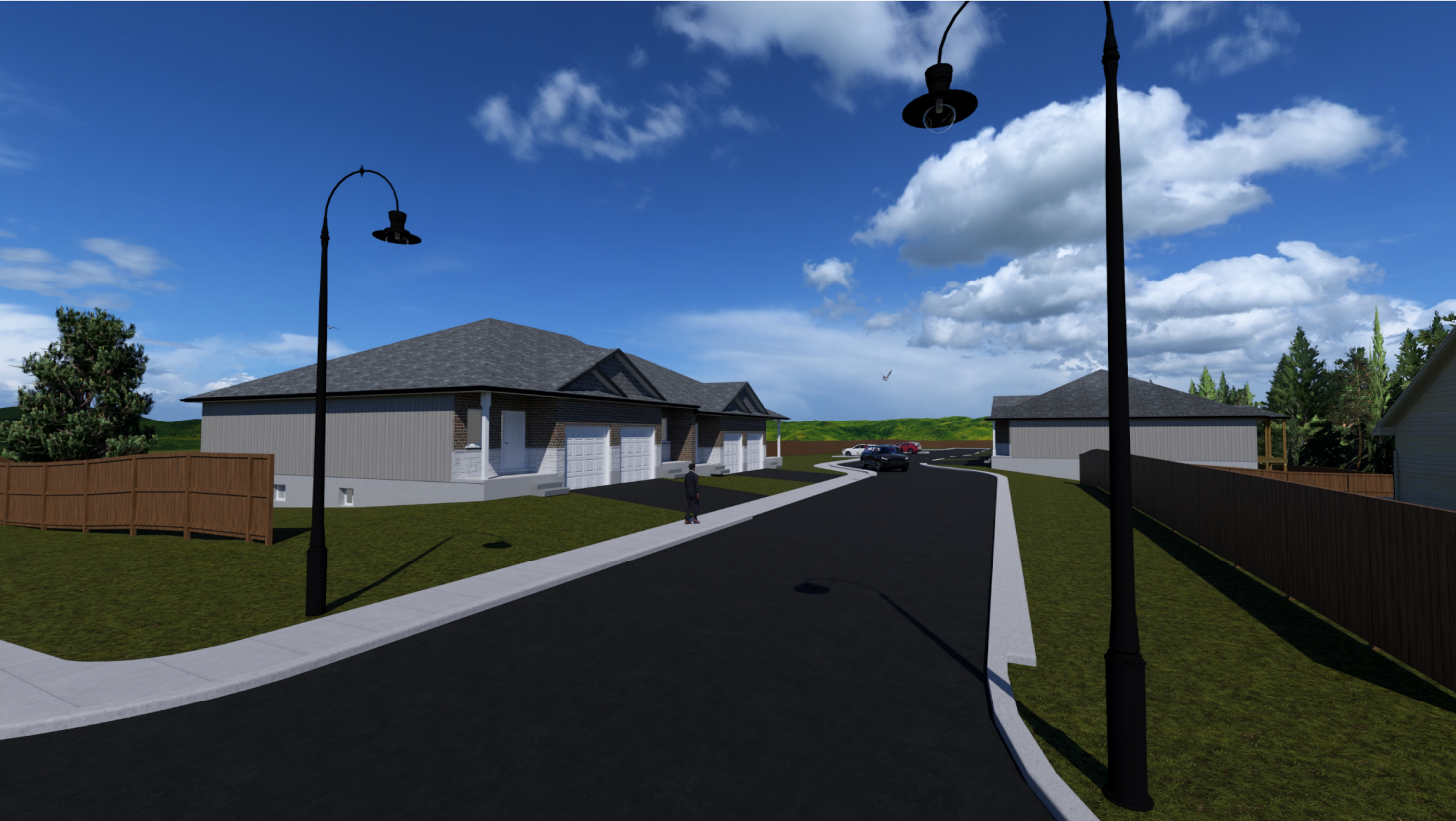
Plate 6, Page 2: Applicant's Rendering Drawings
File No. CD24-06-1 and ZN1-24-18 (2825085 Ontario Inc.)
Part Lot 5, Block A, Plan 104, Part 3, Plan 41R10349, Lots 6-7, Plan 104, Part Lot 13, Concession 6 (Blenheim), Part 4, Plan 41R10349, Township of Blandford-Blenheim - 23 Henry Street



Plate 6, Page 3: Applicant's Rendering Drawings
File No. CD24-06-1 and ZN1-24-18 (2825085 Ontario Inc.)
Part Lot 5, Block A, Plan 104, Part 3, Plan 41R10349, Lots 6-7, Plan 104, Part Lot 13, Concession 6 (Blenheim), Part 4, Plan 41R10349, Township of Blandford-Blenheim - 23 Henry Street



Plate 6, Page 4: Applicant's Rendering Drawings
File No. CD24-06-1 and ZN1-24-18 (2825085 Ontario Inc.)
Part Lot 5, Block A, Plan 104, Part 3, Plan 41R10349, Lots 6-7, Plan 104, Part Lot 13, Concession 6 (Blenheim), Part 4, Plan 41R10349, Township of Blandford-Blenheim - 23 Henry Street



From:
To: [Planning](#)
Cc: [Dustin Robson](#)
Subject: RE: 76 Oxford street W
Date: Monday, October 7, 2024 10:32:23 AM
Attachments: [image001.png](#)

Excellent thanks

My concern/request is that the tree's at the back of the property between the new builds and the homes on Oxford Street are NOT removed.

These builds are already extremely invasive to the quiet nature/privacy of our backyards. The tree's are the only thing maintaining some of that privacy.

Can I also ask what the variance request is for the back yards on these homes?

Thank you,
[Tania Tryon](#)

Web www.blandfordblenheim.ca

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records of Council/Committee. All information submitted to the Municipality is subject to disclosure under the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's Office 519-463-5347.

HISTORY/BACKGROUND

The Drumbo & District Heritage Society (DDHS) kindly requests the Township of Blandford-Blenheim to add the name of Richard Ruscoe to the cenotaph in Drumbo. A World War I soldier, Corporal Ruscoe's Attestation Paper was approved and signed on January 13, 1916. He served in the 168th Battalion (Manitoba Regiment) of the Canadian Expeditionary Force. He was discharged on August 8, 1918 and died two months later at Euclid Hall Military Hospital in Toronto. 675224 Corporal Richard Ruscoe is buried in Drumbo Cemetery.

SENT ELECTRONICALLY

October 16, 2025

Regional Municipality of Niagara
1815 Sir Issac Brock Way,
Box 1042
Thorold ON
L2V 4T7

Attention: Ann-Marie Norio, Regional Clerk

Dear Ms. Norio:

**RE: Endorse the Development of a Code of Conduct for Human Trafficking
Prevention in Niagara Region**

Please be advised the Council of The Corporation of the Town of Niagara-on-the Lake, at its regular meeting held on September 23, 2025, approved the following resolution:

WHEREAS human trafficking in Niagara is currently a persistent challenge impacting the hospitality and tourism sectors;

WHEREAS human trafficking is a critical issue due to the region's proximity to the U.S. border and the thriving tourism and hospitality sectors, which create environments where sexual and labour exploitation can go unnoticed;

WHEREAS women, newcomers, racially-marginalized people, people experiencing poverty, people living with disabilities, and children in the child welfare system are disproportionately targeted and impacted by the harms perpetuated by traffickers;

WHEREAS 60% of human trafficking cases in Ontario occur along the corridor linking Toronto and Niagara;

WHEREAS data from the Niagara Regional Police Service comparing 2023 to 2024 indicates the number of human trafficking investigations increased by 61%; the number of victims identified increased by 700%; the number of accused charged increased by 190%; the number of criminal charges laid increased by 75%; and the number of referrals from NRPS' Human Trafficking Unit to Victim Services Niagara increased by 133%;

WHEREAS human trafficking thrives in secrecy, but with leadership and commitment, local government can be on the front line of prevention and protection the Association of Municipalities of Ontario's Healthy Democracy Project has identified concerning trends with fewer people voting in local elections and running for municipal office;

WHEREAS local businesses and organizations are key to preventing human trafficking through proactive measures such as The 4 Ps: prevention, protection, partnership, and prosecution;

WHEREAS local area municipalities have already begun to assist in making the Niagara region inhospitable to human traffickers;

WHEREAS Tools of Empowerment for Success (TOES) Niagara and Brock University have undertaken work funded by Women and Gender Equality Canada to develop a Code of Conduct to Prevent Human Trafficking in the Niagara Region through education, increasing awareness, and providing resources, including prevention strategies; and

WHEREAS TOES Niagara and Brock University created a Steering Committee of representatives from across tourism, business, education, law enforcement, government, and non-profit sectors to engage in broad community collaboration through focus groups, surveys, and feedback sessions to develop the Code of Conduct for Human Trafficking Prevention in the Niagara Region.

THEREFORE BE IT RESOLVED that the Town of Niagara-on-the-Lake recognize that human trafficking in Niagara has serious impacts on the health and wellness of local residents and their families, as well as negative economic impacts on local businesses and communities; and

BE IT FURTHER RESOLVED that the Town of Niagara-on-the-Lake endorse the work of TOES Niagara and Brock University in developing a Code of Conduct for the Prevention of Human Trafficking in the Niagara Region; and

BE IT FURTHER RESOLVED that the Town of Niagara-on-the-Lake COMMIT to reviewing and assessing the applicable local government sectoral guidelines and responsibilities outlined in The Code upon its finalization, with the intent to implement measures that align with Regional priorities and capacity; and

BE IT FURTHER RESOLVED that the Town of Niagara-on-the-Lake write letters to all Niagara's 12 Local Area Municipalities encouraging them to also endorse the work of TOES Niagara and Brock University in the development of the Code of Conduct for the Prevention of Human Trafficking in the Niagara Region and commit to reviewing and assessing the applicable local government sectoral guidelines and responsibilities outlined in The Code upon its finalization, with the intent to implement measures that align with municipal priorities and capacity; and

BE IT FURTHER RESOLVED that a copy of this motion BE SENT to Niagara's four MPs; Niagara's four MPPs; the Association of Municipalities of Ontario (AMO); the Federation of Canadian Municipalities (FCM); Mayors and Regional Chairs of Ontario (MARCO); Ontario's Big City Mayors (OBCM); and the Ontario and Canadian Associations of Chiefs of Police.

If you have any questions or require further information, please contact my office at 905-468-6488.

Sincerely,



Grant Bivol
Town Clerk/ Manager of Legislative Services

c.c. Dean Allison, MP
Sam Oosterhoff, MPP
Chris Bittle, MP
Tony Baldinelli, MP
Fred Davies, MP
Jennifer Stevens, MPP
Wayne Gates, MPP
Jeff Burch, MPP
Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)
Niagara Region Municipalities
Mayors and Regional Chairs of Ontario (MARCO)
Ontario's Big City Mayors (OBCM)
Ontario and Canadian Associations of Chiefs of Police



CORPORATION OF THE TOWNSHIP OF ZORRA

163 Brock Street, PO Box 189 Thamesford, ON, N0M 2M0
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520

Item 9.a.2

Item 10(a)

Date: October 15, 2025

16-10-2025

Moved by *Katie Shrygg*
Seconded by *Cynthia Rich*

WHEREAS, democracy is strengthened when all individuals can participate fully, safely, and without discrimination, contributing to the well-being of their communities;

AND WHEREAS, democratic discourse and respectful debate are under pressure across all levels of government, including municipal councils in Ontario;

AND WHEREAS, elected officials are increasingly facing harassment, threats, intimidation, and unsafe work environments, which undermine personal safety, deter civic participation, and erode public confidence in democratic institutions;

AND WHEREAS, social media platforms, while enabling legitimate discourse, have also amplified abusive, discriminatory, or threatening behaviour for many, often disproportionately affecting marginalized populations, discouraging many from seeking or remaining in public office;

AND WHEREAS, freedom of expression is a cornerstone of democracy and must be safeguarded, even as we combat unlawful harassment, violence, and hate;

AND WHEREAS, the Association of Municipalities of Ontario's Healthy Democracy Project has identified troubling trends in declining voter turnout and a reduction in candidate participation at the municipal level;

AND WHEREAS, grassroots and national initiatives such as Halton Elected Representatives (H.E.R.) campaign and the Parliamentary Civility Pledge led by the Canadian Association of Feminist Parliamentarians, demonstrate a growing commitment to fostering respectful, safe, and inclusive environments in political life;

Now therefore be it resolved that the Council of Zorra Township:

1. Supports the principles of the Elect Respect pledge to:

- Treat all persons with dignity and respect in public, private, and online spaces;
- Reject and call out harassment, threats, unlawful discrimination, and personal abuse;
- Focus public debate on policies and ideas, rather than personal attacks or identity-based commentary;
- Build a culture of safety and inclusion, ensuring that individuals of all genders, identities, backgrounds, races, sexual orientations, ages, and abilities feel empowered to run for and serve in public office;

- Call on relevant authorities to investigate and respond to threats or harassment directed at elected officials, in accordance with applicable laws; Item 9.a.2
- Model accountability and integrity by holding ourselves and one another to clear, transparent, and legally grounded standards of conduct;
- Defend freedom of expression while actively opposing abuse and intimidation in all forms;

2. Encourages elected officials, political organizations, municipalities, and members of the public to sign and support the Elect Respect pledge by visiting: electrespect.ca; and,

3. Directs that a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), Ontario's Big City Mayors, the Federation of Canadian Municipalities (FCM), Members of Provincial and Federal Parliament (MPPs and MPs), the Ontario Provincial Police (OPP), the Royal Canadian Mounted Police (RCMP), all municipalities in Ontario, Halton Elected Representatives (H.E.R.), and Canadian Association of Feminist Parliamentarians

☒ Carried

☐ Defeated

☐ Recorded Vote

☐ Deferred

Recorded Vote:

	Yea	Nay
Mayor Ryan		
Councillor Stewart		
Councillor Grigg		
Councillor Mitchell		
Councillor Finch		



Mayor

From: [BBHHFoodbank](#)
To: [Sarah Matheson](#)
Cc: [Trevor Baer](#)
Subject: Correspondence regarding BB Foodbank
Date: Friday, November 7, 2025 3:14:53 PM

Dear Members of Council,

The Blandford-Blenheim Helping Hands Food Bank has been a quiet but essential support system for residents facing food insecurity within our township. Over the years, the food bank has assisted local families and individuals during times of hardship, providing non-perishable food items and basic necessities with dignity and care. The program has operated entirely through community volunteers and donations, with no financial burden on the Township.

Historically, the food bank has been housed in privately owned residential spaces. While these arrangements have been greatly appreciated, they have proven to be unstable over time. In the past two years alone, the food bank has been required to relocate due to property sales and changes in private ownership. A temporary space was secured recently; however, the current location is also uncertain, as the property owners are considering future changes.

Purpose of This Request

The food bank is seeking the Township's assistance in identifying a stable, municipally owned space where food inventory can be securely stored. We are not asking the Township to operate, fund, or manage the food bank—only to consider providing space suitable for storage.

Storage Requirements

- **Heated space** (heated only enough to remain above freezing)
- **Dry and secure** environment
- **Accessible to volunteers**
- Space for shelving to organize non-perishable food items

Commitment from Helping Hands Volunteers

- Volunteers will maintain and organize the space
- All health and safety standards will be followed

- No operational burden will be placed on Township staff
- Insurance and access protocols can be coordinated as required

About Blandford-Blenheim Helping Hands Food Bank

Blandford-Blenheim Helping Hands Food Bank is entirely volunteer-driven and supported through donations from churches, local businesses, service clubs, schools, and individual residents. The service ensures that vulnerable individuals—including seniors, single parents, low-income families, and others facing unexpected challenges—can access food support close to home.

Community Impact and Benefits

- **Supports Local Residents in Need:** Ensures that families within our own township do not have to travel outside the community for assistance.
- **Promotes Dignity and Compassion:** Operates with confidentiality and dignity, offering help without stigma.
- **Strengthens Community Ties:** Encourages local generosity through food drives, school collections, church partnerships, and community giving.
- **Emergency Support:** Provides rapid support during unexpected hardships such as job loss, illness, or personal crisis.
- **Reduces Pressure on Other Agencies:** By providing local access, it reduces reliance on larger regional food banks and social programs.

Why Municipal Support Matters Now

Frequent relocations risk disrupting our service and create uncertainty for residents who depend on food support. A permanent, Township-supported storage location would provide stability and ensure this essential service can continue for years to come.

Request to the Township

On behalf of the Blandford-Blenheim Helping Hands Food Bank, we respectfully ask Council and staff to explore whether there is any suitable Township-owned space that could be allocated for food storage. This would not be a staffed facility, but a modest storage area accessible to our volunteers.

Conclusion

The Township of Blandford-Blenheim has a proud tradition of supporting community well-being. By offering a space for the food bank to store supplies, the Township would be directly supporting some of its most vulnerable residents through a simple but meaningful act of partnership. We sincerely thank Council and staff for their consideration and are willing to meet to discuss potential options

Your consideration is appreciated.

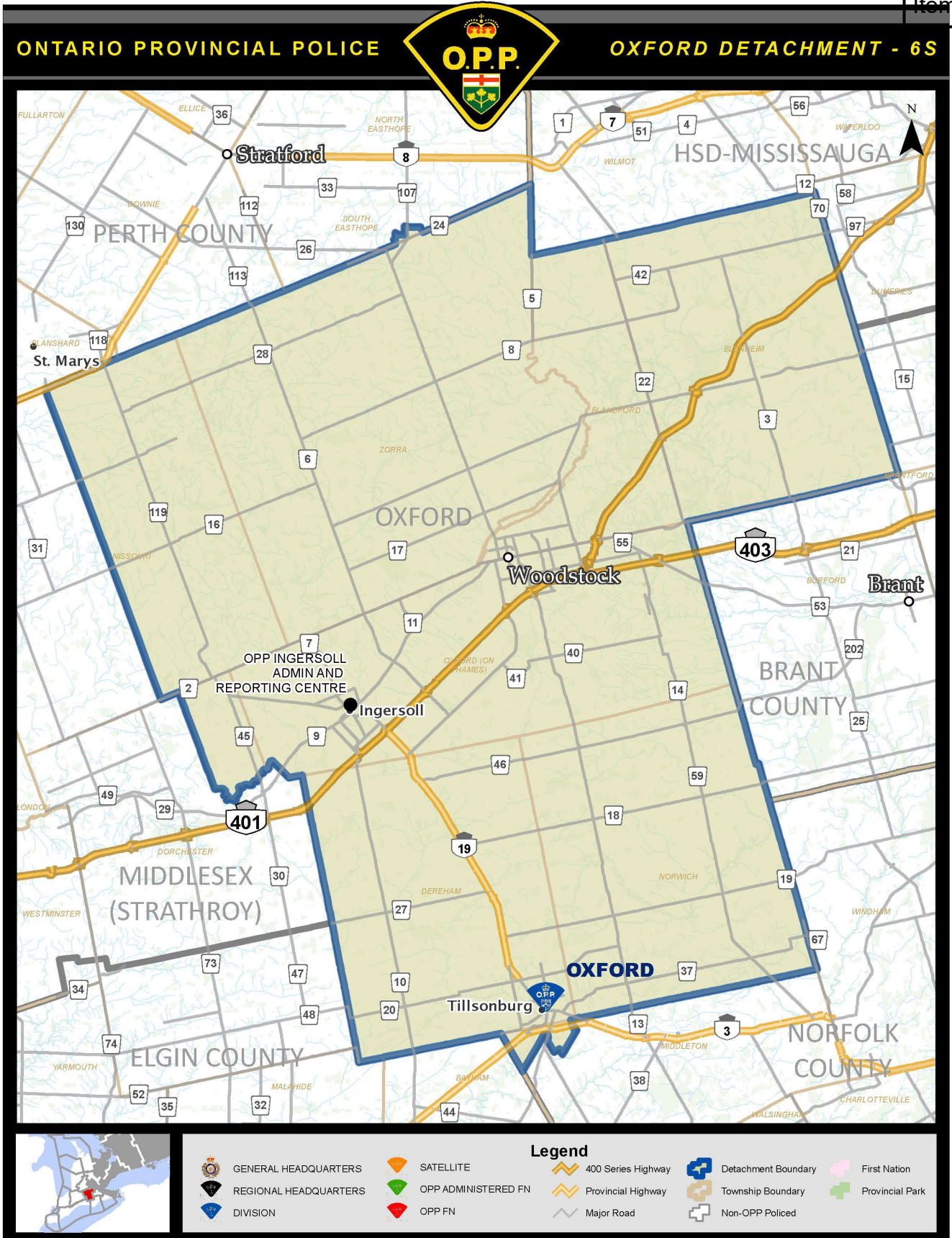
Warm regards,

Suzy Birley



OXFORD DETACHMENT

2024 DETACHMENT BOARD ANNUAL REPORT



2023-2025 STRATEGIC PLAN

Priorities and Commitments



PEOPLE

A healthy and resilient OPP

We will strive to support all members in achieving their professional and personal best.

WORK

A responsive and evolving OPP

We will empower our members to ensure the best possible policing services are delivered to Ontarians.

COMMUNITIES

A collaborative and progressive OPP

We will partner and build relationships with a shared vision for safety and well-being.

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Message from the Detachment Commander

Item 9.b.1

I am pleased to present the Oxford Detachment – 2024 OPP Detachment Board Annual Report. This report includes crime, traffic enforcement and community well-being data and highlights initiatives and successes from the past year. 2024 represents the midway point of the Oxford Detachment 2023-2025 Action Plan and this report provides updates on our progress in meeting our Action Plan commitments.



Oxford OPP remains committed to collaborating with our community partners to develop co-response models that focus on prevention, harm reduction, and risk intervention strategies to improve the overall well-being of our communities. Since 2018, the Mental Health Engagement and Response Team (MHEART), a collaboration between the Canadian Mental Health Association-Thames Valley Addiction and Mental Health Services (CMHA-TVAMHS), Oxford OPP and the Woodstock Police Service (WPS), has helped thousands of community members who have experienced mental health crises and addiction.

In addition to the co-response model, Oxford OPP continues to maintain a robust Transfer of Care Protocol in partnership with our local hospitals, WPS, Oxford County Paramedic Service and the CMHA- TVAMHS. This collaboration between police and hospitals has improved outcomes for those experiencing mental health crises in Oxford County.

I am proud of the work undertaken by our detachment. In 2024, for example, Oxford OPP realized:

- A decrease in property crime across the county by approximately nine percent when compared to 2023.
- An increase in provincial and criminal charges by approximately 11 percent when compared to 2023.
- An increase in foot patrol by approximately 102 percent when compared to 2023, enhancing police visibility in our communities.
- An increased use of technology, such as, In-Car Cameras, Automatic Licence Plate Readers (ALPR), and Digital Evidence Management System (DEMS), to support the collection of evidence, increase transparency and enhance public and officer safety.
- An increase in Mental Health related calls for service by approximately four percent when compared to 2023. In response, the detachment now has a dedicated police officer whose primary focus is to respond to calls for service in support of individuals experiencing mental health crises.

As a detachment, we pride ourselves on skill development and in building the capacity of our members. We will continue to identify opportunities to enhance both uniform and civilian members' experience, taking advantage of developmental activities, such as formal training, community workshops and conferences. Oxford OPP developed and continues to champion a leadership mentoring program that focuses on developing future police leaders in support of public safety.

In 2025, we will be working with the Town of Ingersoll OPP Detachment Board, the Tillsonburg OPP Detachment Board and the Oxford OPP Detachment Board 2 to form the 2026-2029 Oxford Detachment Action Plan. This work will include engaging with community members to ensure the needs of the communities we serve will be reflected in the commitments we make. Development of the 2026-2029 Oxford Detachment Action Plan will coincide with the creation of the 2026-2029 OPP Strategic Plan to ensure organizational alignment and support.

The Oxford Detachment – 2024 OPP Detachment Board Annual Report begins to bridge the gap between *Police Services Act* (PSA) and *Community Safety and Policing Act* (CSPA) reporting requirements. In collaboration with relevant OPP program areas, working groups and the Town of Ingersoll OPP Detachment Board, the Tillsonburg

OPP Detachment Board and Oxford OPP Detachment Board 2, this report will continue to develop in the year to come to include content from the OPP Detachment Board Chairs and additional data and updates from the OPP. Item 9.b.1

From detachment administrative staff to frontline uniform members to specialty units to supervisors, our members continue to serve with pride, professionalism and honour. As we anticipate future challenges and opportunities for policing and community safety, we remain dedicated to our mission of serving our communities by protecting citizens, upholding the law and preserving public safety.

Inspector A.I (Anthony) Hymers
Detachment Commander
Oxford OPP Detachment

Summary of Commitments

Item 9.b.1

Through analysis and consultation, the following areas of focus were identified for the years 2023-2025.

Crime	Roadways, Waterways and Trails	Community Well-Being
<p>To ensure victims of intimate partner violence are provided with the support that is available through community and governmental agencies.</p> <p>To reduce the victimization from instances of sexual violence and human trafficking in our communities.</p> <p>To address and prevent illicit drug crime in our communities.</p> <p>To address and prevent property crime in our communities.</p>	<p>To sustain a continuous year-round focus on the causal factors of motorized vehicle collisions.</p> <p>To reduce instances of impaired driving through education and enforcement.</p> <p>To conduct commercial motor vehicle (CMV) enforcement in Oxford County.</p>	<p>To identify co-response solutions for non-police related demands for service that impact police resourcing.</p> <p>To reduce victimization through education and awareness (e.g., fraud, property crime).</p> <p>To reduce victimization through proactive police initiatives, utilizing Oxford Detachment's Auxiliary Program (e.g., SafeGuard, Lock It or Lose It).</p>

Commitment	Progress Update
To ensure victims of intimate partner violence are provided with the support that is available through community and governmental agencies.	<p>Oxford OPP added two Detachment Abuse Issues Investigators (DAII).</p> <p>The DAII officers actively participated as members of the Domestic Assault Review Team and collaborated with community-based support agencies.</p> <p>Oxford OPP members continued to receive trauma informed training in the form of Uniform Frontline Interviewing Program (UFIP).</p>
To reduce the victimization from instances of sexual violence and human trafficking in our communities.	<p>Oxford OPP continued to provide its supervisors with enhanced training with respect to the Oxford County Sexual Assault Response Protocol.</p> <p>Oxford OPP continued to strengthen partnerships with community stakeholders, such as, the Oxford County Community Health Center to support victims.</p> <p>The Oxford OPP Major Crime Unit continued to provide all front-line members with enhanced training and education with respect to human trafficking indicators and available resources for victims.</p>
To address and prevent illicit drug crime in our communities.	<p>Oxford OPP utilized the Community Street Crime Unit (CSCU) in support of frontline investigations.</p> <p>Conducted overt and covert investigations focused on identifying individuals involved in the production, transporting and sale of illicit drugs.</p> <p>Ensured officers had access to necessary intelligence, technology, training and resources to support drug-related investigations.</p> <p>Collaborated with community-based addiction support groups and programming.</p>
To address and prevent property crime in our communities.	<p>Conducted media campaigns to reduce victimization and to encourage the timely reporting of property crime incidents.</p> <p>Analyzed and used crime data and trends to conduct focused patrols in areas identified with high incidents of property crime.</p> <p>Used new forms of technology to help combat property crime.</p>

2024 Roadways, Waterways and Trails Progress Updates

Item 9.b.1

Commitment	Progress Update
To sustain a continuous year-round focus on the causal factors of motorized vehicle collisions.	<p>Targeted and enforced the 'Big Four' violations to improve traffic safety.</p> <p>Participated in provincial and local traffic campaigns focused on the 'Big Four' violations.</p> <p>Obtained and analyzed data to develop focused patrols in support of traffic safety.</p> <p>Used media campaigns to encourage the reporting of traffic-related incidents.</p> <p>Worked collaboratively with other enforcement and community agencies in support of traffic safety.</p>
To reduce instances of impaired driving through education and enforcement.	<p>Maintained qualifications for the uniformed members that are trained as breathalyzer technicians.</p> <p>Increased the number of officers with drug-impaired driving recognition, identification and analysis training through the Drug Recognition Expert (DRE) program.</p> <p>Increased the number of Reduce Impaired Driving Everywhere (RIDE) initiatives throughout Oxford County, using analytics in support of traffic safety.</p>
To conduct commercial motor vehicle (CMV) enforcement in Oxford County.	<p>Utilized CMV trained officers to conduct CMV inspections in support of traffic safety.</p> <p>Collaborated with external enforcement agencies with respect to educational opportunities and enforcement initiatives.</p> <p>Provided training to detachment personnel with respect to CMV enforcement.</p>

2024 Community Well-Being Progress Updates

Item 9.b.1

Commitment	Progress Update
To identify co-response solutions for non-police related demands for service that impact police resourcing.	<p>Continued to support the Mental Health Engagement and Response Team (MHEART) in collaboration with the CMHA-TVAMHS and WPS to ensure that persons in crisis receive the appropriate care by the appropriate service provider at the most appropriate time.</p> <p>Continued to use analytics to inform decisions with respect to MHEART operations with the view of continually supporting those in the community that are in crisis.</p>
To reduce victimization through education and awareness (e.g., fraud, property crime).	<p>Provided educational opportunities for targeted audiences with the aim to reduce victimization.</p> <p>Provided education through all forms of media releases with the aim to reduce victimization.</p>
To reduce victimization through proactive police initiatives, utilizing Oxford Detachment's Auxiliary Program (e.g., SafeGuard, Lock It or Lose It).	<p>Provided community education on crime prevention through programs, such as, Lock it or Lose It.</p> <p>Conducted SafeGuard evaluations.</p>

Other Community Updates

Item 9.b.1

Based on current crime trends and/or requests from the community, Oxford OPP Detachment led crime prevention initiatives focused on fraud prevention, homelessness, combating Intimate Partner Violence (IPV) and drug overdose. We worked alongside community partners to increase awareness and education about these topics.

The Oxford OPP Detachment consistently seeks and receives feedback from community members regarding their expectations and satisfaction with local policing services. This ongoing engagement is reflected in a notable reduction of approximately 28 percent in reported public complaints.

The Oxford OPP Detachment remained committed to engaging with diverse groups and organizations in our community to foster relationships and enhance community safety and well-being. In 2024, for example, we strengthened our partnerships with community stakeholders, such as the Thames Valley District School Board (TVDSB), Wellkin Child and Youth Mental Wellness and the Children's Aid Society of Oxford County, helping to build familiarity and rapport with youth, and supporting their development into responsible and resilient members of society.

The dedication of detachment personnel, together with the support of our municipalities, will ensure our continued success as we strive to keep our communities safe.

Table 1.1

All CAD Events*	Immediate Police Response Required**
38,268	12,334

* This represents all Computer Aided Dispatch (CAD) event types created for each detachment area. Not all CAD events are dispatched to a frontline OPP detachment officer. Some events may have been actioned by another OPP member, diverted to another unit, or deemed a non-OPP event. This does not include officer or detachment generated events that have not been reported through the PCC, or any online reporting events.

** This represents the total number of CAD events prioritized for an immediate police response, indicating the potential for extreme danger, catastrophic circumstances, injury, the threat of injury, death, and/or crime in progress.

Violent Crimes

Table 2.1

Offences	2022	2023	2024	Clearance Rate
01 - Homicide	0	0	0	-
02 - Other Offences Causing Death	0	0	0	-
03 - Attempted Murder	0	0	0	-
04 - Sexual Offences	83	78	93	59.14%
05 - Assaults/Firearm Related Offences	253	263	272	84.56%
06 - Offences Resulting in the Deprivation of Freedom	1	8	9	100.00%
07 - Robbery	9	5	8	50.00%
08 - Other Offences Involving Violence or the Threat of Violence	138	159	181	50.83%
09 - Offences in Relation to Sexual Services	0	0	0	-
10 - Total	484	513	563	69.27%

Property Crimes

Table 2.2

Offences	2022	2023	2024	Clearance Rate
01 - Arson	3	3	6	33.33%
02 - Break and Enter	190	175	143	15.38%
03 - Theft Over \$5,000	230	201	170	8.24%
04 - Theft Under \$5,000	637	576	495	14.55%
05 - Have Stolen Goods	29	21	19	89.47%
06 - Fraud	323	352	348	10.63%
07 - Mischief	331	268	278	16.55%
08 - Total	1,743	1,596	1,459	14.39%

Other Criminal Code

Table 2.3

Offences	2022	2023	2024	Clearance Rate
01 - Gaming and Betting	1	0	0	-
02 - Offensive Weapons	28	26	15	80.00%
03 - Other Criminal Code Offences	257	342	324	66.67%
04 - Total	286	368	339	67.26%

Drugs

Table 2.4

Offences	2022	2023	2024	Clearance Rate
01 - Possession	40	24	20	85.00%
02 - Trafficking	15	19	20	75.00%
03 - Importation and Production	1	0	0	-
04 - Cannabis Possession	0	0	1	100.00%
05 - Cannabis Distribution	0	1	0	-
06 - Cannabis Sale	0	0	1	0.00%
07 - Cannabis Importation and Exportation	0	0	0	-
08 - Cannabis Production	2	0	0	-
09 - Other Cannabis Violations	0	0	0	-
10 - Total	58	44	42	78.57%

Federal Statutes**Table 2.5**

Offences	2022	2023	2024	Clearance Rate
Federal Statutes	3	0	1	100.00%

Traffic Violations**Table 2.6**

Offences	2022	2023	2024	Clearance Rate
01 - Dangerous Operation	13	55	67	98.51%
02 - Flight from Peace Officer	27	25	28	14.29%
03 - Operation while Impaired/Low Blood Drug Concentration Violations	123	92	72	100.00%
04 - Failure or Refusal to Comply with Demand	9	3	3	100.00%
05 - Failure to Stop after Accident	13	13	23	0.00%
06 - Operation while Prohibited	15	16	10	100.00%
07 - Total	200	204	203	76.35%

Youth Crime**Table 2.7**

Disposition Type	2022	2023	2024
Bail	0	0	0
Conviction	18	22	21
Diversion	9	4	6
Non-Conviction	60	54	89
Not Accepted	0	3	2
POA Ticket	3	4	6
NULL	27	24	53
Total	117	111	177

Victim Referrals**Table 2.8**

Offences	2022	2023	2024
Sum of Offered	1438	1572	1962
Sum of Accepted	509	462	617
Sum of Total	1947	2034	2579
Sum of % Accepted	26.14%	22.71%	23.92%

Motor Vehicle Collisions (MVC) by Type

(Includes roadway, off-road and motorized snow vehicle collisions)

Table 3.1

Offences	2022	2023	2024
Fatal Injury Collisions	9	9	14
Non-Fatal Injury Collisions	176	152	161
Property Damage Only Collisions	1,249	1,280	1,454
Alcohol-Related Collisions	57	55	54
Animal-Related Collisions	250	264	299
Speed-Related Collisions	167	180	188
Inattentive-Related Collisions	223	277	280
Persons Killed	10	11	15
Persons Injured	244	237	262

Primary Causal Factors in Fatal MVCs on Roadways

Table 3.2

Offences	2022	2023	2024
Fatal Roadway Collisions where Causal is Speed Related	1	2	2
Fatal Roadway Collisions where Causal is Alcohol/Drug Related	3	2	0
Persons Killed in Fatal Roadway Collisions where lack of Seatbelt/Helmet use is a Factor	2	1	4
Fatal Roadway Collisions where Causal is Inattentive Related	2	1	7
Fatal Roadway Collisions where Causal is Animal Related	0	0	0

Fatalities in Detachment Area

Table 3.3

Fatality Type	Category	2022	2023	2024
Roadway	Fatal Incidents	8	9	14
Roadway	Persons Killed	9	11	15
Roadway	Alcohol/Drug Related Incidents	3	2	0
Marine	Fatal Incidents	0	0	0
Marine	Persons Killed	0	0	0
Marine	Alcohol/Drug Related Incidents	0	0	0
Off-Road Vehicle	Fatal Incidents	1	0	0
Off-Road Vehicle	Persons Killed	1	0	0
Off-Road Vehicle	Alcohol/Drug Related Incidents	1	0	0
Motorized Snow Vehicle	Fatal Incidents	0	0	0
Motorized Snow Vehicle	Persons Killed	0	0	0
Motorized Snow Vehicle	Alcohol/Drug Related Incidents	0	0	0

Big 4

Table 3.4

Offences	2022	2023	2024
Distracted (HTA 78.1)	68	64	67
Impaired (CCC 320.14 & 320.15)	252	284	271
Seatbelt (HTA 106)	127	123	122
Speeding (HTA 128)	2,664	3,087	3,547

Charges

Table 3.5

Offences	2022	2023	2024
HTA	4,806	5,544	6,079
Criminal Code Traffic	345	440	433
Criminal Code Non-Traffic	1,586	1,716	2,026
LLCA	46	86	80
Controlled Drug and Substance Act	118	154	129
Federal Cannabis Act	21	10	9
Provincial Cannabis Act	61	29	29
Other	322	413	497

The OPP has developed a Service Delivery Model (SDM) in response to several reviews and audit recommendations. The SDM is designed to:

- Promote officer wellness through balanced workloads
- Determine adequate staffing levels at each detachment
- Ensure the continued delivery of adequate and effective policing services in accordance with the Community Safety and Policing Act (CSPA)

To implement the SDM, the OPP has submitted a seven-year staffing strategy to address required increases in detachment personnel. This model supports the OPP’s ability to:

- Respond rapidly to increasing calls for service
- Maintain safe communities through proactive patrols and community engagement
- Address municipal concerns about reduced police visibility

To monitor progress and guide detachment-level planning, the OPP has established time allocation targets for provincial constables (figure 1). These targets reflect how time should ideally be distributed by the end of the seven-year strategy.

The targets are based on a provincial average and variations are expected between detachments due to differences in geography, operational structure, recruitment and other absences.

In the short term, detachments may face challenges in achieving these targets. Continued improvements in scheduling tools, data integrity, and strategic deployment will support progress toward these goals.



Figure 1: Service Delivery Model Provincial Target

Service Delivery Activity Allocations

Table 4.1

Calls for Service	Administrative Requirements	Proactive Patrol	Community Engagement
49.4%	30.7%	14.3%	5.6%

Hours (Field Personnel)

Table 4.2

	2022	2023	2024
TOTAL FRONTLINE HOURS	163,182	157,512	168,827

Tables 2.1, 2.2, 2.3, 2.4, 2.5, 2.6

Source: Niche Records Management System (RMS), (2022/2023/2024)

Note:

- Statistics Canada’s Uniform Crime Reporting Survey was designed to measure the incidence of crime in Canadian society and its characteristics.
- Actual counts (2022, 2023 and 2024) and Clearance Rate for 2024 included.
- The most serious violation methodology (MSV) is used, which is the same as Statistics Canada’s methodology. The MSV counts only the first of up to four offences per incident that occurred in the specific time range.
- First Nation population is not included.
- Statistics Canada Verified (green checkmark) only.

Table 2.1 Violent Crimes

Corresponding Violation Description

- 01 Murder 1st Degree, Murder 2nd Degree, Manslaughter, Infanticide
- 02 Criminal Negligence Causing Death, Other Related Offences Causing Death
- 03 Attempted Murder, Conspire to Commit Murder
- 04 Sexual offence which occurred prior to January 4, 1983, Sexual Assault, Level 3, Aggravated, Sexual Assault, Level 2, Weapon or Bodily Harm, Sexual Assault, Level 1, Sexual Interference, Invitation to Sexual Touching, Sexual Exploitation, Sexual Exploitation of a Person with a Disability, Incest, Corrupting Morals of a Child, Making Sexually Explicit Material Available to Children, Parent or Guardian Procuring Sexual Activity, Householder Permitting Sexual Activity, Luring a Child via Computer, Agreement or Arrangement - Sexual Offence Against a Child, Bestiality - Commits, Compels Another Person, Bestiality in, Presence of, or Incites, a Child, Voyeurism, Non-Consensual Distribution of Intimate Images
- 05 Assault Level 3, Aggravated, Assault Level 2, Weapon/Bodily Harm, Assault Level 1, Unlawfully Causing Bodily Harm, Discharge Firearm with Intent, Using firearm/Imitation of Firearm in the Commission of an Offence, Pointing a Firearm, Assault, Peace-Public Officer, Assault Against Peace Officer with a Weapon or Causing Bodily Harm, Criminal Negligence Causing Bodily, Harm, Trap Likely to or Causing Bodily Harm, Other Assaults
- 06 Kidnapping, Forcible Confinement, Hostage Taking, Trafficking in Persons, Abduction Under 14, Not Parent/Guardian, Abduction Under 16, Removal of Children from Canada, Abduction Under 14 Contravening a Custody Order, Abduction Under 15 by Parent/Guardian
- 07 Robbery, Robbery to Steal Firearm
- 08 Extortion, Intimidation of a Justice System Participant or a Journalist, Intimidation of a Non-justice System Participant, Criminal Harassment, Indecent/Harassing Communications, Utter Threats to Person, Explosives Causing Death/Bodily Harm, Arson - Disregard for Human Life, Other Violations Against the Person, Failure to Comply with Safeguards (MAID), Forging/Destruction of Documents (MAID)
- 09 Obtaining Sexual Services for Consideration, Obtaining Sexual Services for Consideration from Person Under the Age of 18 Years, Material Benefit from Sexual Services, Material Benefit from Sexual Services Provided by Person Under the Age of 18 Years, Procuring, Procuring a Person Under the Age of 18 Years, Advertising Sexual Services

Table 2.2 Property Crimes

Corresponding Violation Description

- 01 Arson
- 02 Break & Enter, Break & Enter to Steal a Firearm, Break & Enter a Motor Vehicle (Firearm)
- 03 Theft over \$5000, Theft over \$5000 from a Motor Vehicle, Shoplifting over \$5000, Motor Vehicle Theft
- 04 Theft \$5000 or Under, Theft under \$5000 from a Motor Vehicle, Shoplifting \$5000 or Under
- 05 Trafficking in Stolen Goods over \$5000, Possession of Stolen Goods over \$5000, Trafficking in Stolen Goods \$5000 and Under, Possession of Stolen Goods \$5000 and Under
- 06 Fraud, Identity Theft, Identity Fraud
- 07 Mischief, Mischief to Cultural Property, Hate-motivated mischief relating to property used by identifiable group, Mischief Relating to War Memorials, Altering/Destroying/Removing a Vehicle Identification Number (VIN)

Table 2.3 Other Criminal Code

Corresponding Violation Description

01 Betting House, Gaming House, Other Violations Related to Gaming and Betting

02 Offensive Weapons: Explosives, Weapons Trafficking, Possession and Distribution of Computer Data (Firearm), Altering Cartridge Magazine, Weapons Possession Contrary to Order, Possession of Weapons, Unauthorized Importing/Exporting of Weapons., Firearms Documentation/Administration, Unsafe Storage of Firearms

03 Failure to Comply with Order, Escape and being at large without excuse - escape from custody, Escape and being at large without excuse - Unlawfully at Large, Failure to Appear, Breach of Probation, Disturb the Peace, Child Pornography (Possessing or Accessing), Child Pornography (Making or Distributing), Public Communications to Sell Sexual Services, Offences Related to Impeding Traffic to Buy or Sell Sexual Services, Counterfeiting, Indecent Acts, Voyeurism (Expired), Corrupting Morals, Lure child via Computer (Expired), Obstruct Public/Peace Officer. Trespass at Night, Threatening/Harassing Phone Calls (Expired), Utter Threats Against Property or Animals, Advocating Genocide, Public Incitement of Hatred, Promoting or Advertising Conversion Therapy, Unauthorized Recording of a Movie/Purpose of Sale, Rental, Commercial, Distribution, Offences Against Public Order (Part II CC), Property or Services for Terrorist Activities, Freezing of Property, Disclosure, Audit, Participate in Activity of Terrorist Group, Facilitate Terrorist Activity, Instruction/Commission of Act of Terrorism, Hoax – Terrorism, Advocating/Promoting Terrorism, Firearms and Other Offensive Weapons (Part III CC), Leave Canada to Participate in Activity of a Terrorist Group, Leave Canada to Facilitate Terrorist Activity, Leave Canada to Commit Offence for Terrorist Group, Leave Canada to Commit Offence that is Terrorist Activity, Harbour/Conceal Terrorist (Max = Life), Harbour/Conceal Terrorist (Max Does Not = Life), Harbour/Conceal Person Likely to Carry Out Terrorist Activity, Offences Against the Administration of Law and Justice (Part IV CC). Sexual Offences, Public Morals and Disorderly Conduct (Part V CC), Invasion of Privacy (Part VI CC), Failure to Comply with Regulations / Obligations for Medical Assistance in Dying (MAID), Other Offences Against the Person and Reputation, Offences Against the Rights of Property (Part IX CC), Fraudulent Transactions, Relating to Contracts and Trade (Part X CC), Offences Related to Currency, Proceeds of Crime (Part XII.2 CC), Attempts, Conspiracies, Accessories, Instruct Offence for Criminal Organization, Commit Offence for Criminal Organization, Participate in Activities of Criminal Organization, Recruitment of Members by a Criminal Organization, All Other Criminal Code (includes Part XII.1 CC)

Table 2.4 Drugs

Corresponding Violation Description

01 Possession – Heroin, Possession – Cocaine, Possession - Other Controlled Drugs and Substances Act, Possession - Methamphetamine (Crystal Meth), Possession - Methylenedioxyamphetamine (Ecstasy), Possession – Opioid (other than heroin)

02 Trafficking – Heroin, Trafficking – Cocaine, Trafficking - Other Controlled Drugs and Substances Act, Trafficking - Methamphetamine (Crystal Meth), Trafficking - Methylenedioxyamphetamine (Ecstasy), Trafficking – Opioid (other than heroin)

03 Import / Export – Heroin, Import / Export – Cocaine, Import / Export - Other Controlled Drugs and Substances Act, Import / Export - Methamphetamines (Crystal Meth), Import / Export - Methylenedioxyamphetamine (Ecstasy), Import/Export – Opioid (other than heroin), Production – Heroin, Production – Cocaine, Production - Other Controlled Drugs & Substances Act, Production - Methamphetamines (Crystal Meth), Production - Methylenedioxyamphetamine (Ecstasy), Production – Opioid (other than heroin), Possession, sale, etc., for use in production of or trafficking in substance

04 Possession of illicit or over 30g dried cannabis (or equivalent) by adult, Possession of over 5g dried cannabis (or equivalent) by youth, Possession of budding or flowering plants, or more than four cannabis plants, Possession of cannabis by organization

05 Distribution of illicit, over 30g dried cannabis (or equivalent), or to an organization, by adult, Distribution of cannabis to youth, by adult, Distribution of over 5g dried cannabis (or equivalent), or to an organization, by youth, Distribution of budding or flowering plants, or more than four cannabis plants, Distribution of cannabis by organization, Possession of cannabis for purpose of distributing

06 Sale of cannabis to adult, Sale of cannabis to youth, Sale of cannabis to an organization, Possession of cannabis for purpose of selling

07 Importation and exportation of cannabis, Possession of cannabis for purpose of exportation

08 Obtain, offer to obtain, alter or offer to alter cannabis, Cultivate, propagate or harvest cannabis by adult, Cultivate, propagate or harvest cannabis by youth or organization

09 Possess, produce, sell, distribute or import anything for use in production or distribution of illicit cannabis, Use of young person in the commission of a cannabis offence, Other Cannabis Act

Corresponding Violation Description

Bankruptcy Act, Income Tax Act, Canada Shipping Act, Canada Health Act, Customs Act , Competition Act, Excise Act, Youth Criminal Justice Act (YCJA), Immigration and Refugee Protection Act, Human Trafficking (involving the use of abduction, fraud, deception or use of threat), Human Smuggling fewer than 10 persons, Human Smuggling 10 persons or more, Firearms Act, National Defence Act, Emergencies Act, Quarantine Act, Other Federal Statutes

Table 2.6 Traffic Violations

Corresponding Violation Description

01 Dangerous Operation Causing Death, Dangerous Operation Causing Bodily Harm, Dangerous Operation

02 Flight from Peace Officer

03 Operation - low blood drug concentration, Operation while impaired causing death (alcohol), Operation while impaired causing death (alcohol and drugs), Operation while impaired causing death (drugs), Operation while impaired causing death (unspecified), Operation while impaired causing bodily harm (alcohol), Operation while impaired causing bodily harm (alcohol and drugs), Operation while impaired causing bodily harm (drugs), Operation while impaired causing bodily harm (unspecified), Operation while impaired (alcohol), Operation while impaired (alcohol and drugs), Operation while impaired (drugs), Operation while impaired (unspecified)

04 Failure or refusal to comply with demand (alcohol), Failure or refusal to comply with demand (alcohol and drugs), Failure or refusal to comply with demand (drugs), Failure or Refusal to Comply with Demand (unspecified), Failure or refusal to comply with demand, accident resulting in bodily harm (alcohol), Failure or refusal to comply with demand, accident resulting in bodily harm (alcohol and drugs), Failure or refusal to comply with demand, accident resulting in bodily harm (drugs), Failure or refusal to comply with demand, accident resulting in bodily harm (unspecified), Failure or refusal to comply with demand, accident resulting in death (alcohol), Failure or refusal to comply with demand, accident resulting in death (alcohol and drugs), Failure or refusal to comply with demand, accident resulting in death (drugs), Failure or refusal to comply with demand, accident resulting in death (unspecified)

05 Failure to stop after accident resulting in death, Failure to stop after accident resulting in bodily harm, Failure to stop after accident, Operation while prohibited

Table 2.7 Youth Crime

Source: Niche Records Management System (RMS), (2022/2023/2024)

Note:

- Youth Charges by Disposition Type
- Only charges that have had a disposition type recorded in the OPP Niche RMS application are included.
- Youth charges without a disposition type are not included which may result in under stating the actual youth charges.
- “NULL” represents blanks, or where officers did not indicate the Disposition Type, however charges were applied.

Table 2.8 Victim Referrals

Source: Niche Records Management System (RMS), (2022/2023/2024)

Note:

- Number of Referrals to Victim Service Agencies

Table 3.1 Motor Vehicle Collisions (MVC) by Type

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2022/2023/2024)

- Note:
- Total Motor Vehicle Collisions (Fatal Injury, Non-Fatal Injury and Property Damage Only): Reportable Fatal Injury, Non-Fatal Injury and Property Damage Only Collisions entered into the eCRS for All Motorized Vehicles (MVC-Roadway, MSV- Snowmobile and ORV-Off Road Report Type) regardless of completion/approval status.
 - Alcohol/Drug Related Collisions: Reportable MVC collisions where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.
 - Animal Related Collisions: Reportable MVC collisions where Contributing Factor scored as Animal OR Wildlife Involved was an Animal OR Sequence of Events was an Animal.
 - Speed Related Collisions: Reportable MVC collisions where Contributing Factor scored as Excessive Speed or Speed Too Fast For Conditions OR Driver Action reported as Exceeding Speed Limit or Speed Too Fast For Conditions.
 - Inattentive Related Collisions: Reportable MVC collisions where Contributing Factor scored as Inattentive OR Driver Condition reported as Inattentive.
 - Persons Killed or Injured: Number of Persons Injured or Killed in Reportable MVC collisions.

Table 3.2 Primary Causal Factors in Fatal MVCs on Roadways

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2022/2023/2024)

- Note:
- Fatal Roadway Collisions where Causal is Speed Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Excessive Speed or Speed Too Fast For Conditions OR Driver Action reported as Exceeding Speed Limit or Speed Too Fast For Conditions.
 - Fatal Roadway Collisions where Causal is Alcohol/Drug Related: Reportable Fatal Roadway Collisions where Contributing Factor where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.
 - Persons Killed in Fatal Roadway Collisions where lack of Seatbelt/Helmet use is a Factor: Persons Killed in Reportable Fatal Roadway Collisions where Victim is fatally injured AND a vehicle occupant AND where safety equipment reported to be not used but available.
 - Fatal Roadway Collisions where Causal is Inattentive Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Inattentive OR Driver Condition reported as Inattentive.
 - Fatal Roadway Collisions where Causal is Animal Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Animal OR Wildlife Involved was an Animal OR Sequence of Events was an Animal.

Table 3.3 Fatalities in Detachment Area

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2022/2023/2024)

- Note:
- Fatal Incidents: Reportable Fatal Collisions by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle).
 - Persons Killed: Number of Involved Persons where Injury is fatal by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle).
 - Alcohol/Drug Related Incidents: Reportable Fatal Collisions by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle) where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.

Table 3.4 Big 4

Source: Niche Records Management System (RMS) & eTicket, (2022/2023/2024)

- Note:
- Speeding (HTA 128): Charges are based on date charged. Speeding = HTA s.128 charges.
 - Seatbelt (HTA 106): Charges are based on date charged. Seatbelt = HTA s.106 charges.
 - Distracted (HTA 78.1): Charges are based on date charged. Distracted = HTA s.78.1 charges.
 - Impaired (CCC 320.14 & 320.15): Charges are based on date charged. Impaired = CCC s.320.14 & 320.15 charges.

Table 3.5 Charges

Source: Niche Records Management System (RMS) & eTicket, (2022/2023/2024)

Note:

- HTA: Charges are based on date charged. Highway Traffic Act Statute charges.
- Criminal Code Traffic: Charges are based on date charged. Criminal Code Traffic (CCC s320.13, 320.14, 320.15, 320.16, 320.17 & 320.18) charges.
- Criminal Code Non-Traffic: Charges are based on date charged. All CCC charges not included in the Criminal Code Traffic section above.
- LLCA: Charges are based on date charged. Liquor Licence and Control Act charges.
- Federal Cannabis Act: Charges are based on date charged. Cannabis Act charges.
- Provincial Cannabis Act: Charges are based on date charged. Cannabis Control Act charges.
- Controlled Drug and Substance Act: Charges are based on date charged. Controlled Drug and Substance Act charges.
- Other: Charges are based on date charged. "Other" charges is comprised of CAIA, Other Provincial & Federal Offences not already captured in sections above.

Table 4.1 Service Delivery Activity Allocations

Source: Daily Activity Reporting (DAR) System

Date: April 17, 2025

Note: Activity allocation percentages are based on the total reported hours of detachment provincial constables performing duties within their home detachment location.

Table 4.2 Hours (Field Personnel)

Source: Daily Activity Reporting (DAR) System

Date: January 20, 2025

Note:

- Total reported hours, excluding paid duties.
- Includes Provincial Constable to Sergeant ranks only.
- Excludes First Nations badge numbers.
- Excludes administrative accounts and joint services accounts.
- Excludes incomplete DAR entries and those with errors.
- Excludes General Headquarters location codes.

CONTACT THE OPP

REACH THE OPP BY PHONE

- Know your location: Be ready to describe your surroundings. Look for addresses, landmarks and buildings that may help identify your location.
- Call 9-1-1 if there is immediate risk to someone's life or property.
- Don't hang up, stay on the line
- Call 1-888-310-1122 for non-life-threatening incidents that require police attention
- TTY 1-888-310-1133, or Agent 511 for registered subscribers (for the Deaf, Hard of Hearing and Speech Impaired)

PROVIDE AN ANONYMOUS TIP

- Call Crime Stoppers at 1-800-222-8477 (TIPS)
- Visit www.crimestoppers.ca

SPEAK WITH AN OFFICER FOR ALL OTHER MATTERS

To arrange to meet an officer at a detachment, go to www.opp.ca to use the Local Detachment Finder and follow the prompts.

REPORT AN INCIDENT ONLINE

You have the option to report select occurrences to police from the convenience of a computer.

Visit www.opp.ca/reporting to use the Citizen Self Reporting system. Specific incidents can be reported online without attending a detachment or waiting for an officer.

You can use this system to report:

- Theft Under \$5,000
- Mischief / Damage to Property Under \$5,000
- Mischief / Damage to Vehicle Under \$5,000
- Theft from Vehicle Under \$5,000
- Lost / Missing Property Under \$5,000 including a licence plate(s) or validation sticker(s)
- Theft of any type of gasoline from a gas station
- Driving Complaints
- Theft from Vehicle Under \$5,000
- Lost / Missing Property Under \$5,000 including a licence plate(s) or validation sticker(s)
- Theft of any type of gasoline from a gas station
- Driving Complaints

Do not use this system if this is an emergency! If it is, call 9-1-1.

9-1-1 is for police, fire or medical emergencies only.

Accidental, hang-up or abuse of 9-1-1 calls tie up emergency lines, communicators and officers which could result in the slower response to a real emergency, risking the safety of people who need urgent help.

#KnowWhenToCall

If you've dialed 9-1-1 in error, stay on the line. Your call will be connected to police. Answer all questions asked by the communicator. This eliminates a lengthy follow up process that may lead to officers attending your location to ensure your safety.

**DETACHMENT BOARD
ANNUAL REPORT**

2024



**OXFORD
DETACHMENT**

90 Concession Street
Tillsonburg, ON
N4G 4Z8

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TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Ray Belanger, Chief Building Official

Reviewed by: Josh Brick, Chief Administrative Officer

Date: November 4, 2025

Council Meeting Date: November 19, 2025

Report Title: Monthly Building Report

Report No.: Building - 2025 - 01

Recommendation:

That Report CBO-25-11 be received as information.

Executive Summary:

Building permits issued for the month of October.

Background:

To provide Council with an update regarding the monthly building activities for the period ending on October 31, 2025.

Analysis & Discussion:

Permit number	Category	Work target	Permit fees total	Cost of construction
B-2025-88	Accessory structure	Building	\$ 2,340.21	\$ 200,000.00
B-2025-70	Commercial building	Warehouse	\$ 17,176.23	\$ 150,000.00
B-2025-122	Demolition	Single-family dwelling	\$ 943.00	\$ 150,000.00
B-2025-125	Demolition	Single-family dwelling	\$ 292.00	\$ 40,000.00
B-2025-113	Institutional building	Church/Church Hall	\$ 559.98	\$ 120,000.00
B-2025-124	Pools	Residential - Inground	\$ 292.00	\$ 80,000.00
B-2025-59	Residential building	Single-family dwelling	\$ 8,990.64	\$ 600,000.00
B-2025-120	Residential building	Single-family dwelling	\$ 1,406.67	\$ 150,000.00
B-2025-126	Residential building	Single-family dwelling	\$ 943.00	\$ 25,000.00
B-2025-123	Residential building	Single Detached Dwelling	\$ 765.43	\$ 81,614.00
B-2025-128	Residential building	Townhouse dwelling	\$ 726.00	\$ 15,000.00
B-2025-119	Sewage system	Septic	\$ 797.00	\$ 30,000.00
B-2025-114	Signs	Sign	\$ -	\$ 5,000.00

Strategic Priorities:

Building services continues to ensure compliance with the Building Code Act through education, consultation, oversight and enforcement.

Financial Considerations:

Building services continues to operate solely on building permit fees and has no financial impact on the Townships levy.

Respectfully submitted by:



Ray Belanger

Chief Building Official

Appendix:

None.

Follow up

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

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:
- ☒ None



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Drew Davidson, Director of Protective Services

Reviewed by: Josh Brick, CAO

Date: November 10, 2025

Council Meeting Date: November 19, 2025

Report Title: October Monthly Report

Report No.: FC-25-19

Recommendation:

That Report FC-25-19 be received as information;

Executive Summary:

October was a productive month for the Blandford-Blenheim Fire Department, highlighted by the successful recruitment of four new volunteer firefighters—three at Station 84 and one at Station 82—enhancing our operational capacity. The department was active throughout Fire Prevention Week, hosting open houses and school visits to promote fire safety and community awareness. Construction of Station 81 continues on schedule, with underground services complete, grading nearly finished, and framing underway. Staff remain very satisfied with the quality of work and collaboration among the contractor, engineer, and Township team. Regionally, the department engaged with the Office of the Fire Marshal to plan 2026 training opportunities and has applied to host the Mobile Live Fire Training Unit in May 2026, which will provide valuable live fire experience at no cost to the municipality. Overall, October demonstrated strong progress in recruitment, training, community engagement, and infrastructure, reflecting our continued commitment to excellence in public service and community well-being.

Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of October 2025.

Analysis & Discussion:

Recruitment and Staffing:

The Fire Department is pleased to report the successful hiring of four new volunteer firefighters during the month of October. Three recruits have joined **Station 84** – *Mark Reid, Nik Deyo, and Quinn Bruder* – and one new recruit, *Brandon Hastie*, has joined **Station 82**. All four individuals are currently completing onboarding and initial training requirements and are eager to begin recruit training starting in January.

Fire Prevention Week Activities:

October marked **Fire Prevention Week**, and our department was actively engaged in promoting fire safety throughout the community. Open houses were hosted at Stations 83 & 84, providing residents the opportunity to meet firefighters, learn about fire safety, and tour our facilities. Crews also visited local schools to deliver educational presentations on fire prevention and emergency preparedness. The department would like to thank all staff and volunteers for their efforts in making these events successful and for continuing to strengthen our public education initiatives.

Station 81 Construction Update:

The Station 81 build continues to progress on schedule. Most underground services have now been installed, and site grading is nearing completion. Framing has begun, with the goal of having the various trades begin their rough-in work during the first week of December. Staff continue to be very pleased with the quality of workmanship, as well as the open communication and collaboration between the contractor, the project engineer, and Township staff.

Training and Regional Collaboration:

At our monthly RFSOC Chiefs Meeting held in Beachville, the Chiefs met with **Deanna Kirwin**, Academic Manager from the **Office of the Fire Marshal (OFM)**. The discussion focused on upcoming training courses for the 2026 calendar year and scheduling flexibility to better accommodate municipalities' needs.

The RFSOC group, recognized as a **Regional Training Centre (RTC)**, has a 30-day registration window for firefighters within the five rural municipalities to apply for newly posted courses. After that period, any remaining spots are made available to firefighters across Ontario. The OFM noted that some courses—particularly in-class offerings—may need to be hosted during daytime hours throughout the week to better serve outreaching municipalities.

From time to time, Council may see courses hosted locally with primarily outside firefighters in attendance. While our members may not always participate in every session, these courses offer a benefit to the Township by generating a small return that helps offset the costs of our own training programs.

Mobile Live Fire Training Unit Application:

Staff have also applied to host the **Mobile Live Fire Training Unit (MLFTU)** towards the end of May 2026. This unit is a full-sized tractor trailer operated by the Office of the Fire Marshal and travels throughout the province, providing firefighters the opportunity to practice live fire skills in a controlled and safe environment. The cost of hosting the trailer is covered by the OFM and

the municipality will be responsible for the cost of the firefighters attending which has already been taken into account as the training skills are required to be signed off in our 2026 training calendar.

The trailer itself offers a configurable and realistic training environment that can be quickly adapted for multiple fire scenarios. Hosting the MLFTU will not only provide an excellent hands-on training opportunity but will also allow our firefighters to complete numerous required training sign-offs. Once approved and dates are finalized, the department intends to invite neighbouring municipalities to participate, further strengthening regional collaboration and shared training opportunities.

Conclusion:

October was a productive month for the Blandford-Blenheim Fire Department, marked by continued progress on key projects, successful recruitment efforts, strong community engagement during Fire Prevention Week, and ongoing collaboration with our regional partners. The department remains committed to enhancing firefighter training, public education, and operational readiness. Staff are encouraged by the momentum of the Station 81 build and look forward to the upcoming opportunity to host the Mobile Live Fire Training Unit, which will further support firefighter development and regional cooperation.

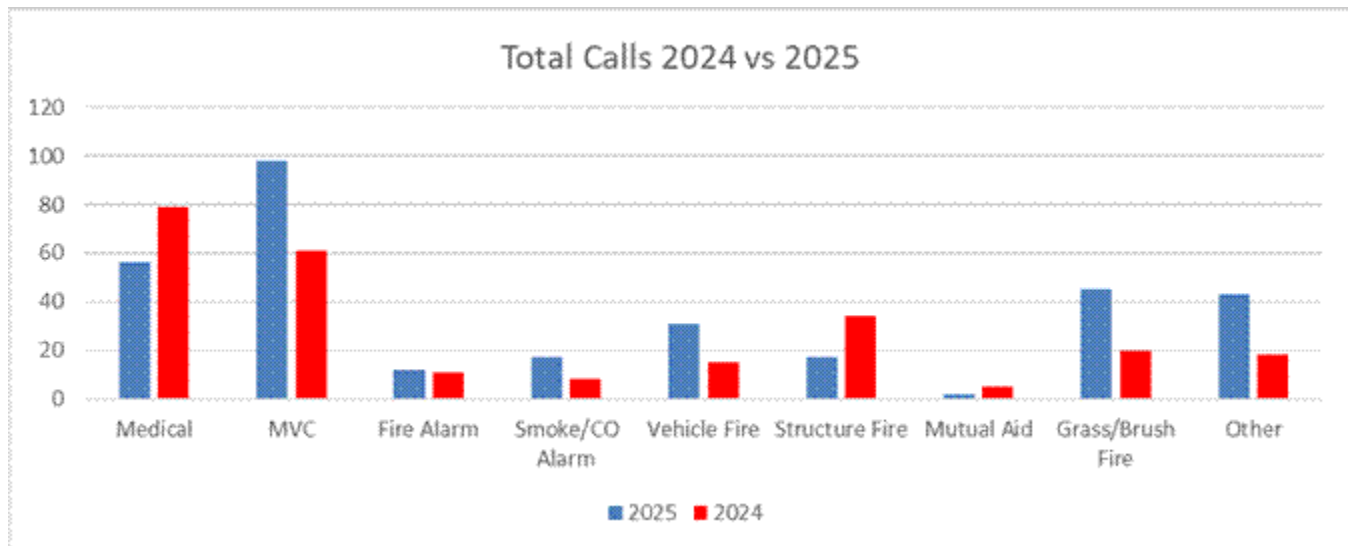
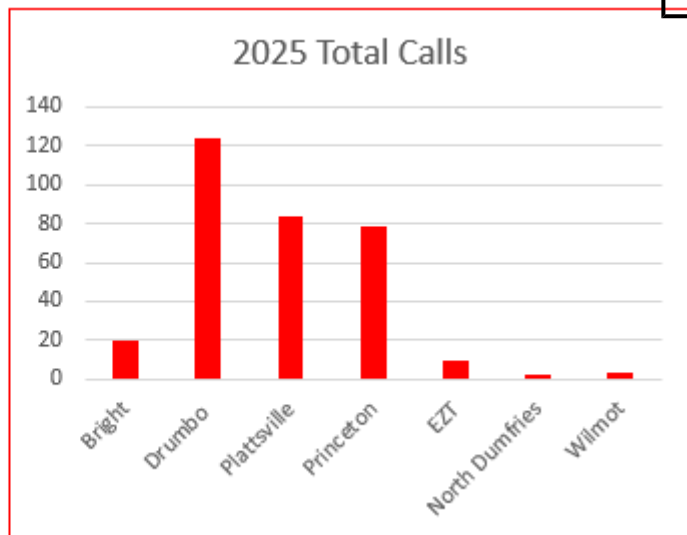
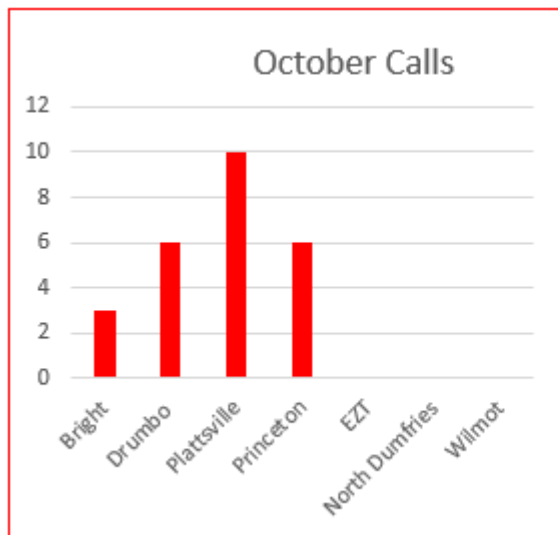
Upcoming Department Events:

- **Christmas Parade – Bright Dec 6, 2pm**
- **Christmas Parade – Plattsville Dec 6, 6:30pm**
- **Christmas Kids Party - Centennial Hall Dec 13**
- **Christmas Parade – Drumbo Dec 20**

Fire:

- 19 burn permits were issued in October 2025
- October 2025 monthly fire calls with annual comparisons (included)

October Fire Reports:



Strategic Priorities:

Community Well-Being and Inclusivity / Excellence in Public Service

The Blandford-Blenheim Fire Department remains committed to fostering community well-being through proactive engagement, inclusive practices, and exceptional service delivery. During Fire Prevention Week, our members connected with residents of all ages, promoting safety awareness and building trust through open houses and school visits. The department continues to uphold the values of inclusivity and accessibility by ensuring that all community education and recruitment efforts reflect the diversity of the Township. Our ongoing collaboration with regional partners and the Office of the Fire Marshal further demonstrates our dedication to continuous improvement, transparency, and excellence in public service.

Financial Considerations:

All activities and initiatives outlined in this report were completed within the approved 2025 operating budget for the Protective Services Department. No additional financial impacts are anticipated at this time.

Respectfully submitted by:



Drew Davidson
Director of Protective Services

Appendix:

Follow up

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

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



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Trevor Baer, Manager of Community Service

Reviewed by: Sarah Matheson, Director of Corporate Service
Josh Brick, Chief Administrative Officer

Date: November 11, 2025

Council Meeting Date: November 19, 2025

Report Title: Booking Policy

Report No.: CS-25-23

Recommendation:

That Report CS-25-23 be received for information; and further,
That Council adopts the Township-Wide Facility Booking Policy, as presented in Report CS-25-23.

Executive Summary:

The purpose of this report is to seek Council's approval to establish a Facility Booking Policy for the Township of Blandford-Blenheim. This policy will ensure that the booking process for community halls, arenas, ball diamonds, pavilions, and other outdoor spaces is transparent, consistent, and fair to all users. It will also provide clear guidance to staff and the public on how facility use is prioritized, scheduled, and managed.

Background:

As the Township continues to grow and facility usage increases, a standardized policy is needed to:

- Clarify how bookings are accepted, confirmed, and paid for.
- Establish fair and consistent priority scheduling (e.g., returning user groups, community events, new applicants).

- Define cancellation, refund, and insurance requirements.
- Improve communication between staff and community groups regarding expectations and procedures.

Analysis & Discussion:

Currently, the Township requires groups and individuals booking township-owned facilities to enter into a Rental Agreement. Events with alcohol present are required to submitting specific documentation such as proof of special occasion permit from the Alcohol and Gaming Commission of Ontario, Smart Serve Certificates, and event liability insurance. Renters that indicate through the Rental Agreement that no alcohol will be present are currently not required to provide any further documentation.

The Township Fees and Charges By-law set out the rates for each facility. A booking fee of 30% of the total booking cost is currently collected in order to secure the booking.

The proposed Facility Booking Policy will provide a unified set of guidelines across all Township facilities. Key components will include:

- **Booking Priorities:** Returning user groups will receive first right of refusal prior to opening bookings to the public.
- **Application Process:** All bookings must be submitted through the Township's designated booking system or approved form.
- **Payment and Insurance Requirements:** Clear timelines for deposits, payments, and proof of insurance.
- **Cancellations and Refunds:** Standardized procedures for cancellations initiated by either the Township or the renter.
- **Use of Outdoor Spaces:** Guidelines for pavilion, park, and sports field bookings, including coordination with local leagues and community events.

The proposed policy reflects some changes in the current facility booking practices, particularly the addition of the insurance requirement (for all events) and security requirement (for events with alcohol).

Staff are proposing that all users of Township facilities or property must secure insurance for their event. This proposal is to protect the municipality from financial and legal liability in the event that something goes wrong during the facility or property use. In order to make this requirement transition smooth, staff are proposing that the Fees and Charges By-law be amended to include the line: General liability Insurance (for renters without proof of insurance).

Renters without their own insurance coverage for the event will purchase coverage through the Township's insurer at a nominal cost, as per the Intact Public Entities Facility User Rates, attached as Appendix A. Non-Alcohol Events with 1-50 people attending will be charged \$3.00 per hour or \$25.00 for the day. Non-Alcohol Events with 51-100 people attending will be charged \$4.00 per hour or \$50.00 for the day. Staff will collect the information regarding attendance and duration at the facility booking request stage.

Staff are also proposing the requirement for Security, as outlined in the proposed updates to the Municipal Alcohol Policy. To be discussed in Report DC-25-16.

This policy will serve as a reference tool for staff when managing facility rentals, ensuring decisions are consistent and defensible. It will also give community members a better understanding of how Township spaces are allocated and why certain practices are in place.

Strategic Priorities:

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

- **Excellence in Public Service** – providing transparent and consistent procedures for residents.
- **Community Well-Being and Inclusivity** – ensuring equitable access to Township facilities for all community members.

Financial Considerations:

The Township remits rental information in the form of a Facility User Group Log annually to the municipal insurer, with a premium charge based on risk, attendance and duration of the event. The total of all premium charges is then built into the annual premium that the municipality remits to the insurer. Without the proposed policy which requires a user pay system, the Township would absorb the cost of these facility rental insurance coverage premiums in the annual cost for insurance.

Administrative efficiencies may result from clearer processes and reduced booking conflicts.

Staff will monitor facility usage to determine rental trends with the implementation of the draft policy. The policy is intended to be reviewed, at a minimum, every term of Council.

Respectfully submitted by:

Trevor Baer
Community Service Manager

Appendix:

Draft Booking Policy & IPE Facility User Rate Sheet

Follow up

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

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



Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

Department:	Community Services		Effective:	
Subject:	Facility Booking Policy		Policy Number:	
Approved by:				
Resolution Number:				
Date of Review:	Review Number:	Change:	Reference Section:	

Purpose

This policy outlines the procedures, expectations, safety responsibilities, and requirements for booking Township-owned facilities such as halls, arenas, baseball diamonds, and pavilions. Bookings are confirmed only through:

- A signed Rental Agreement;
- Submission of all required documentation; and,
- Payment, if applicable.

All events must follow municipal by-laws and provincial regulations to ensure safety, respect, and organization.

Township of Blandford-Blenheim Community Services Department administers and enforces the below policy. The CAO or designate may approve exceptions to this policy where it is found to be in the best interest of the Township of Blandford-Blenheim.

Review Cycle

The Booking Policy is to be reviewed every term of Council.

Definitions

“Incident” means the following examples, but is not limited to the following:

- a) Hazardous situation: Refers to an incident caused by an unsafe act, an unsafe condition or a combination of both in the facility environment which could have resulted in property loss and/or physical harm.
- b) Healthcare injury: An incident which requires treatment or service rendered by a health care professional.

“Food Vendor” means any individual, business, or organization that prepares, sells, or distributes food or beverages to the public, either for profit or fundraising purposes, from a temporary or mobile setup. This includes, but is not limited to, food trucks, concession trailers, barbecue setups, tents, or booths operating on Township property or at Township-approved events.

“Extreme weather” means weather deemed to be extreme or unsafe based on the Weather Network.

“Private Event” means an event that is invitation-only, not open to the public.

“Public Event” means an event that is open to the public.

“Security” means Township-provided licensed security firms and guards compliant with the Private Security and Investigative Services Act Ontario.

Respect & Conduct

The Township enforces a zero-tolerance policy toward violence, vandalism, harassment, hate, or any inappropriate conduct. Violations may result in:

- Immediate removal from the premises;
- Possible additional charges, as per the Township Fees and Charges By-law;
- A trespass ban, as per Township of Blandford-Blenheim Behaviour Tolerance Policy; and,
- Notification to the Ontario Provincial Police (OPP).

Facility Capacities & Options

Facility	Capacity
Plattsville Hall – Full Hall	140 persons
Plattsville Hall – Room A / Room B	60 persons per room
Princeton Centennial Hall – Main Hall	291 persons (tables and chairs) 369 persons (chairs only) 560 persons (standing space only)

Princeton Centennial Hall – Fireside Room	60 persons
Richwood Hall	60 persons

Township of Blandford-Blenheim Plattsville Memorial Community Arena.

Outdoor Facilities: Bright, Drumbo, Plattsville, Princeton Parks.

How to Book

1. Submit a request (including preferred date(s) and time(s)) via the Township's website or by calling the Township Office (519-463-5347).
2. Once approved, a booking fee will be issued, as per the Township's Fees and Charges By-law. Paying the booking fee secures the booking. A rental agreement will follow to be filled out and signed prior to the event, along with any required supporting documents.

Invoicing Terms

Regular users (for example, leagues) are invoiced monthly for facility usage. One-time users must pay in full before using the facility. Bookings within 30 days of event shall pay in full.

Events with Alcohol

An AGCO Special Occasion Permit (SOP) and Smart Serve Certificate(s) are required a minimum of 14 days prior to event and must be displayed during the event.

Renters must also adhere to the Township of Blandford-Blenheim Municipal Alcohol Policy.

Smoke Free Facility

Township of Blandford-Blenheim facilities are smoke free facilities, in accordance with By-law 1909-2015 Being a By-law to prohibit smoking near municipal entrances and land.

Insurance Requirements

All groups and individuals using Township facilities or property must provide proof of insurance coverage for a minimum General Liability Insurance of \$2,000,000.00 (per event), naming the Township of Blandford-Blenheim as additional insured.

Insurance may be purchased through the Township, as per the Fees and Charges By-law, for low to medium risk non-alcohol events only. The Township insurance provider sets the rates per their facility user limits of liability.

Events that are considered high-risk and/or have alcohol present must secure their own insurance coverage. Proof of insurance in the form of a certificate is required to be submitted to the appropriate Township staff a minimum of 14 days prior to the event.

Security

As per the Township Municipal Alcohol Policy, the Township of Blandford-Blenheim requires the presence of paid duty police officer(s) or licensed private security, from event start to event finish for licensed events organized by individuals, at which the general public is admitted. The only exception is during sporting events, tournaments, games, carnivals or fairs where specific times will vary, the duration of security will be determined by staff. All arrangements and costs associated shall be borne by the event organizer. See the Township Municipal Alcohol Policy for specific requirements.

Raffles & Gaming

Raffles and gaming must be licensed under AGCO regulations, with appropriate reporting. Contact the Township Clerk's department for assistance.

Food Service

All food vendors must meet applicable public health, fire safety, and insurance requirements, and must obtain Township approval prior to operating.

Food vendors must comply with Southwestern Public Health requirements. Renters must provide proof of food vendor approval to the Township within 14 days prior the event.

Food Truck Requirements for Events on Township Property

If you wish to have food trucks at your event on Township property, this is permitted; however, the following requirements must be met:

1. Certificate of Insurance: Each food truck must provide a valid certificate of insurance with a minimum of 2 million (\$2,000,000.00) liability coverage, naming the Township of Blandford-Blenheim as an additional insured (third party).
2. Health Inspection Certificate: current Southwestern Public Health inspection certificate must be submitted.
3. Fire Inspection (if applicable): Proof of inspection and approval of the fire suppression system, if one is installed, must be provided.
4. Compliance with Public Health Guidelines: All operators must comply with Southwestern Public Health regulations and guidelines.
5. Submission Deadline: All required documentation must be submitted to the Township no later than 14 days prior to the event.

Failure to provide the above documentation may result in the food truck being denied permission to operate at the event.

Payments, Documentation & Cancellations

All documentation and payments are due 7 days prior to the event. Booking fee (for halls and pavilions only) is required at time of the booking as per the Township's Fees and Charges By-law.

Cancellations due to extreme weather or municipal facility closures/ municipal-initiated closures may be refunded in full at the discretion of the Manager of Community Services or designate.

Recurring users are invoiced monthly with payment due within 30 days.

Cancellations with 14 days, with notice provided, are refunded less the booking fee (for halls and pavilions only) as per the Township's Fees and Charges By-law.

Booking Priority

Facility Booking requests will be dealt with on a first come, first served basis. Recurring bookings are scheduled in advance to secure the facility.

Emergency and Safety Procedures

Facility safety and emergency information is available at each location, posted for the renter near the entrance on the walls. Renters are responsible for making sure all fire exits are clear during the event and informing the event attendees of locations of exits.

Clean-Up Requirements

The Township facility must be cleaned and restored to original condition. Failure to do so may result in charges as per the Township of Blandford-Blenheim Fees and Charges By-law.

Tasks to complete are, but may not be limited to:

- Removing all decorations and equipment;
- Cleaning surfaces and kitchen/bar areas;
- Turning off utilities and lights; and,
- Securing doors and containing any garbage.

No Cost Rentals (Community Programming)

The Township partners with local and Oxford County organizations to deliver free community programming through formal Partnership Agreements, to foster well-being through programming.

The purpose of no-cost rentals is to encourage free-to-attend community programs (e.g., fitness, youth, educational initiatives). No-cost rentals shall provide access free of charge. Promotion of these programs shall be through the Township's corporate website and social media.

For more information regarding no-cost rentals and partnership agreements, contact generalmail@blandfordblenheim.ca.

Termination of the Booking

The Township reserves the right to refuse or cancel bookings for safety or policy breaches.

Liability & Conduct

All groups and individuals using Township facilities assumes full responsibility for the proper supervision of any activities they conduct therein and are solely responsible for any claims arising out of their supervision, and agree to indemnify and save harmless the Township from all claims therein.

All groups and individuals using Township facilities, represented by the applicant, agrees to recompense the Township for any damage to property or equipment and/or loss of the property of the Township that may occur during the applicant's occupancy, or because of the use of same.

The facility is to be left in the same manner as it was for the start of the rental. All equipment is to be returned to its original location and all garbage is to be put in the receptacles provided.

A renter shall designate up to two authorized representatives for the booking.

Renters must ensure preparedness for emergencies and assist responders, as needed.

Incidents must be reported using the Incident Report Form found on the Township's Corporate website at www.blandfordblenheim.ca (exact link once uploaded) and submitted within 24 hours to generalmail@blandfordblenheim.ca.

Intact Public Entities Facility User Rates \$2,000,000 Limits of Liability

Rates shown below are for your information only and do not include premium sales tax.

Non Sporting Events or Occasions

Anniversaries, arts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, dinners, engagement parties (e.g. Jack and Jill events), fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), photo shoots, picnics, religious services, retirement parties, reunions, seasonal markets, seminars, speakers, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.

Rates/Premium

Number of People Attending Event	No Alcohol			Alcohol		
	Hourly Rate**	1-2 Day Event	3-5 Day Event	Hourly Rate**	1-2 Day Event	3-5 Day Event
1-50	\$3.00	\$25	\$50	\$12.00	\$85	\$150
51-100	\$4.00	\$50	\$85	\$20.00	\$130	\$260
101-200	\$6.00	\$75	\$125	\$30.00	\$200	\$400
201-500	\$8.00	\$150	\$200	\$40.00	\$350	\$700
501-1000	\$10.00	\$220	\$300	\$50.00	\$550	Refer
1001-1500	\$15.00	\$300	Refer	Refer	Refer	Refer
1501+	Refer	Refer	Refer	Refer	Refer	Refer

**** If hourly Rate exceeds the 1 Day rate, charge the 1 day rate.**

***Event: 1-2 Day Event Rates and 3-5 Day Event Rates are Per Event Rates and Not Per Day Rates.**

E.g. An art event (alcohol) is being held for 2 days. It is estimated 500 people will attend over the 2 day period. The total charge would be: \$350.

***Events: Annual Weekly Meetings: Charge 5 times the flat charge shown for a 1-2 Day Event for a Total Annual Premium.**

E.g. 50 people rent a facility weekly to play bridge (no alcohol event). The Annual Charge would be: \$25 x 5 = \$125 Total Annual Premium

***Events: Annual Monthly Meetings: Charge 3 times the flat charge shown for a 1-2 Day Event for a Total Annual Premium.**

E.g. 250 people rent a hall monthly (alcohol event). The Annual Charge would be: \$350 x 3 = \$1,050 Total Annual Premium

Excluded Activities

Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports (including hockey, lacrosse, martial arts), cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football, wrestling and organized sports teams/leagues.

Intact Public Entities Facility User Rates \$2,000,000 Limits of Liability

Sporting Events or Activities				
Note: Organized Sports Leagues without insurance are a Company Referral				
Low Risk				
Badminton, baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, tai chi, tennis				
Medium Risk				
Ball/roller/floor hockey, baseball, basketball, broomball, cheerleading, cricket, dodge ball, dry land training, field hockey, figure skating, fitness classes, frisbee, handball, non-contact sports (martial arts, pick up hockey, pick up lacrosse, touch/flag football), pickle ball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with life guard, synchronized swim, t-ball, track & field, volleyball, yoga				
Rates/Premium				
Number of Participants	Low Risk		Medium Risk	
	Hourly Rate**	1 Day Flat Event*	Hourly Rate**	1 Day Flat Event*
1-25	\$2.50	\$60	\$4.00	\$95
26-50	\$4.00	\$90	\$6.00	\$120
51-100	\$6.00	\$120	\$8.00	\$190
101+	Refer	Refer	Refer	Refer
*Events Over 1 day: Any Single Sporting Event being held for more than 1 consecutive is a Company Referral				
*Events - Annual Weekly and Seasonal Activities: Charge 2 times the flat charge shown for a Total Annual Premium				
E.g. Yoga Classes (medium activity) with 20 people attending weekly. The Annual Charge would be: \$95 x 2 = \$190 Total Annual Premium.				
E.g. A group of people get together weekly to figure skate from September to March (seasonal and medium activity) the total number of people in the group is 30 people. The Annual Charge would be: \$120 x 2 = \$240 Total Annual Premium.				
Excluded Activities				
Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports (including hockey, lacrosse, martial arts), cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football, wrestling and organized sports teams/leagues.				



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Trevor Baer, Manager Community Service

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

Date: November 12, 2025

Council Meeting Date: November 19, 2025

Report Title: Princeton Park Potential Fencing

Report No.: CS-25-12

Recommendation:

That Report CS-25-12 be received as a follow-up to the original boundary fence request; and,

That Council direct staff to proceed with one of the identified options regarding installation of a boundary fence separating Princeton Park from adjacent private properties near the washroom area; and further,

That Council provide direction on whether this initiative should be included in the 2026 operating budget for shared-cost fence installation.

Executive Summary:

This report provides a follow-up to the original Council discussion regarding trespass issues along the property line of Princeton Park, particularly near the park washrooms and pavilion. In response to these concerns, staff are bringing forward a new fencing option—a lower-cost wood post and rail alternative—for Council's consideration. Council is now asked to decide whether to take no action, install signage only, or proceed with a shared-cost fence agreement, and to determine if this project should be incorporated into the 2026 budget.

Background:

Two property owners adjacent to Princeton Park, one a homeowner and the other a business, submitted requests to the Township to help address persistent trespassing along their shared boundary with the park. Issues reported include children entering yards and safety/security concerns due to the high-traffic nature of the park near the pavilion and washroom building.

Both parties expressed interest in a cost-sharing agreement if a boundary fence could be installed to define and secure the edge of the park

Analysis & Discussion:

The Township consulted its insurer regarding this matter. While the Township is not liable for incidents occurring on private property, awareness of ongoing trespassing can create reputational and legal exposure if the Township takes no steps to address it. Installing signage or a boundary fence are both considered reasonable mitigation approaches.

Mitigation Options

Option 1: Maintain Status Quo

- No financial cost or administrative work.
- Leaves trespassing unresolved and may contribute to reputational or neighbour relations concerns.

Option 2: Install Signage Only

- Install clear “Private Property – No Park Access” signs along informal paths.
- Moderately priced.
- May deter some activity but not eliminate it.

Option 3A: Shared-Cost Chain Link Fence

- 5-foot galvanized chain link fence (approx. 383 feet).
- Total cost: \$21,065
- Township contributes 50% (\$10,532.50), reimbursed after fence is built and inspected.
- Fence would be entirely on private property, with full upfront cost paid by the property owner.

Option 3B: Shared-Cost Wood Fence (New Option)

- Wood post and 2x6 rail fence.
- Total cost: \$8,000
- Township contributes 50% (\$4,000)
- Same reimbursement terms as above.
- Owner may opt for a different fence type, but Township’s contribution is capped at \$4,000 (equal to 50% of the wood option).

Financial Considerations:

This item is not included in the 2025 capital plan. If Council selects a fence option, the Township's contribution would be included in the 2026 operating budget and funded through general taxation.

Staff are seeking Council direction on whether to allocate funding for this in the 2026 budget.

Fence Option	Total Cost	Township Share	Notes
Chain Link (3A)	\$21,065	\$10,532.50	Owner pays upfront; Township reimburses
Wood Fence (3B)	\$8,000	\$4,000	Township contribution capped at \$4,000

Respectfully submitted by:

Trevor Baer
Community Service Manager

Appendix:

None.

Follow up

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

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



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Denise Krug, Director of Finance / Treasurer

Reviewed by: Josh Brick, Chief Administrative Officer

Date: November 12, 2025

Council Meeting Date: November 19, 2025

Report Title: Third Quarter Variance Reports

Report No.: TR-25-15

Recommendation:

That Report TR-25-15 be received as information.

Executive Summary:

The 3rd Quarter Variance Report for the period ending September 30, 2025, projects a year-end operating surplus for the Township, due to various factors. Capital spending is anticipated to be below budget, with the completion of the Princeton Road/Stormwater Project, Princeton Fire Hall, and Bridge 24 construction projects all delayed to 2026. Overall, the Township's 2025 operating finances are expected to finish the year in surplus, which will be transferred to the Tax Stabilization and general reserves to support future capital needs.

Background:

On a regular basis staff will provide a financial report to Council that shows the budget and actual expenses for the year to date. This 3rd Quarter Operating report shows projected year

end balances and variances. The report is attached for Council's review and is for the period ending September 30, 2023.

The columns in the operating report are set up as follows:

- 2025 Budget (as approved by Council)
- YTD Budget September – budget amount to September 30th only
- YTD Actual – expenses/revenues as of September 30, 2025
- Projected Year end Balance – staff estimate of year end balance
- % Projected Over/-Under Budget– percentage over/under budget expected at year end – positive percentage is expected to be over budget i.e. over in expenses or revenues and a negative percentage is expected to be under budget, i.e. under in expenses or revenues.

Analysis & Discussion:

The 3rd Quarter report presented to Council estimates the projected year end balances and surplus/deficit. It is important to note that this report is not a final accounting of transactions but merely a projection based on current information at hand. Extraordinary events have not been accounted for in this report. Staff have provided some explanations where significant variances are expected.

Two summary reports are provided at the end, one breaking it down by department and the other by category of revenue or expense. The projected year-end surplus is primarily the result of several one-time and timing-related factors. A number of capital projects have been delayed to 2026, leaving higher-than-anticipated cash balances generating additional interest income. Staffing vacancies and turnover within the Community Services Department have also reduced overall salary and program expenditures. In addition, the municipality received a significantly higher gravel extract rebate and an unexpected WSIB rebate from the Province. Together, these factors have contributed to a sizeable surplus for the current fiscal year.

2025 – Capital Projects 3rd Quarter Interim Report – This report indicates how all 2025 projects are progressing according to budget. There are several projects that will not be completed in 2025 due to various reasons. Total projected spending on capital projects is anticipated to be much lower than budgeted due to both the Princeton Road/Stormwater project and the Princeton Fire Hall not being completed in 2025. Bridge 24 construction was also expected to start in 2025 but is delayed to 2026 due to DFO and Indigenous partners requests for additional studies. All of these projects are expected to be completed in 2026.

Strategic Priorities:

Excellence in Public Service

- **Goal Alignment:** The report upholds transparency, accountability, and responsible fiscal management through regular financial updates to Council and the public.
- **Supporting Objectives:**
 - *Ensure long-term financial stability through responsible fiscal planning and diversified revenue streams.*

- *Implement financial policies that promote efficiency, accountability, and cost-effective service delivery.*
- *Foster a culture of continuous improvement and innovation in service delivery.*

Financial Considerations:

At this time, it is anticipated that the Township's 2025 Operating finances will complete the year with a surplus, which will be transferred to the Tax Stabilization reserve as well as other general reserves, funding future capital.

Respectfully submitted by:

Denise Krug
Director of Finance / Treasurer

Appendix:

2025 3rd Quarter Department Summary Variance Report
2025 3rd Quarter Capital Variance Report

Follow up

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

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

Township of Blandford-Blenheim - 2025 - 3rd Quarter Capital Variance Report

Administration - Municipal Office

Capital Description	Location	Description	Account #	Total Budget	Complete	Actual Costs to Sept 30	Tenders Accepted to Date	Updated 2025 Estimated Costs	Estimated Over (+) Under (-) Budget	Comments
Upstairs renovation	Drumbo	moving cabinets, new office & lunchroom	01-1196-0915	\$3,000.00		\$2,488.34		\$3,000.00	\$0.00	Office staff are buying chairs
Council Chambers	Drumbo	Paint, trim, flooring	01-1196-0916	\$7,000.00				\$0.00	(\$7,000.00)	Not doing this year
2025 PROJECT TOTALS				\$10,000.00	\$0.00	\$2,488.34	\$0.00	\$3,000.00	(\$7,000.00)	

Fire

Capital Description	Location	Description	Account #	Total Budget	Complete	Actual Costs to Sept 30	Tenders Accepted to Date	Updated 2025 Estimated Costs	Estimated Over (+) Under (-) Budget	Comments
Apparatus Bay Heater	Bright Station	Replace 2 existing heaters with 1	Property Capital	\$5,500.00	X	\$5,234.53		\$5,234.53	(\$265.47)	
Drumbo Parking Lot Apron	Drumbo Station	Upgrade current parking lot apron (sinking)	Property Capital	\$74,000.00	X	\$12,023.97		\$74,000.00	\$0.00	
Plattsville Parking Lot	Plattsville Station	Asphalt Sealing	Property Capital		X	\$4,075.23		\$4,075.23	\$4,075.23	Included with Drumbo parking lot
New Fire Station	Princeton Station	new fire hall	Property Capital	\$2,500,000.00		\$225,330.77		\$1,059,855.00	(\$1,440,145.00)	
Bunker suits (8)	All Stations	Replace 8 sets of bunker gear - \$7000 per station	Equip. Capital	\$28,000.00	X	\$29,038.24		\$29,038.24	\$1,038.24	
8 portable radios + 2 bank chargers	All Stations	Replace 8 portable radios + bank chargers (\$7500-	Equip. Capital	\$15,000.00	X	\$14,058.14		\$14,058.14	(\$941.86)	
4-Gas Meter	Bright Station	Replace aging 4-gas meter	Equip. Capital	\$1,000.00	X	\$993.23		\$993.23	(\$6.77)	
Battery-operated vent fan	Drumbo Station	Replace existing gas fans	Equip. Capital	\$8,000.00	X	\$6,886.10		\$6,886.10	(\$1,113.90)	
Flashlights	Drumbo Station	Replace existing flashlights	Equip. Capital	\$1,600.00	X	\$1,296.90		\$1,296.90	(\$303.10)	
Air Bags	Drumbo Station	Replace existing air bags - 1 set per year	Equip. Capital	\$15,000.00				\$15,000.00	\$0.00	still waiting - on order
SCBA Decon Washer	Drumbo Station	Grant applied for \$40000	Equip. Capital	\$55,000.00	X	\$53,668.22		\$53,668.22	(\$1,331.78)	
Portable Generator	Drumbo Station	Replace existing portable generator	Equip. Capital	\$3,500.00	X	\$1,403.27		\$3,500.00	\$0.00	
Thermal Imaging Camera	Princeton Station	Replace existing TIC	Equip. Capital	\$7,000.00	X	\$6,765.00		\$6,765.00	(\$235.00)	
Thermal Imaging Camera	Drumbo Station	Replace existing TIC	Equip. Capital		X	\$6,815.88		\$6,815.88	\$6,815.88	emergency replacement
AED	Princeton Station	Replace aging AED	Equip. Capital	\$3,000.00	X	\$2,121.69		\$2,121.69	(\$878.31)	
4-Gas Meter	Princeton Station	Replace aging 4-gas meter	Equip. Capital	\$1,000.00	X	\$993.23		\$993.23	(\$6.77)	
4 Digital Signs	All Statiions	new digital signs - grant			X	\$41,314.56		\$41,314.56		
2025 PROJECT TOTALS				\$2,717,600.00	\$0.00	\$412,018.96	\$0.00	\$1,325,615.95	(\$1,433,298.61)	

Public Works

								\$265,760.95	\$191,876.95	\$859,855.00
Capital Description	Location	Description	Account #	Total Budget	Complete	Actual Costs to Sept 30	Tenders Accepted to Date	Updated 2025 Estimated Costs	Estimated Over (+) Under (-) Budget	Comments
INSPECT BRIDGES & LARGE CULVERTS	2025	INSPECT BRIDGES & CULVERTS, OVER 3M SPAN, UPDATE REPORT & CONFIRM LOAD LIMITS, BRIDGES - EVERY 2 YEARS, CULVERTS - EVERY 4 YEARS	01-3096-0896	\$24,000.00				\$24,000.00	\$0.00	Engineer in the process of completing
3/4 TON 4X4 PICKUP		2021 3/4 TON TRANSFER TO C.S; 2015 CHEV PICKUP DISPOSED OF DOUBLE SURFACE TREAT TWP. RD. 6 FROM BLANDFORD RD. TO OXFORD RD. 22 TO CONNECT PAVEMENTS (25,200 M2)	01-3096-0933	\$60,000.00				\$60,000.00	\$0.00	Purchase before end of the year
HARDSURFACE TWP. RD. 6 B			01-3096-0147	\$236,408.00	X		\$236,408.00	\$236,408.00	\$0.00	Carry over from 2024 contract
Sidewalk replacement/addition on Albert St. Plattsville		Joint project with Oxford County 50/50 cost sharing for new sidewalks and repairs in Plattsville.	01-3096-0150	\$160,000.00				\$0.00	(\$160,000.00)	Project has been pushed until development is confirmed
Guard Rail rehab		Rehab/Replace old guard rail and 3 wire system within the Township	01-3096-0146	\$50,000.00				\$29,345.00	(\$20,655.00)	Twp Rd 9 at Braemar Rd repair & Twp Rd 12

GRADER NO SNOW EQUIPMENT TANDEM DUMP/PLOW TRUCK - WINTER EQUIPMENT ONLY		REPLACES 2007 CAT GRADER WITHOUT SNOW EQUIPMENT TANDEM DRIVE & REUSE ELIMINATOR & DOZER BLADE (17 yrs old as we took delivery in 2006, was scheduled for replacement in 2022 but still in good working condition)	01-3096-0901	\$400,000.00			\$569,900.00	\$569,900.00	\$169,900.00	Less \$90K trade value of the 2007 CAT Grader
PRINCETON MUN. DRAIN & STREET UPGRADES		REPLACES 2-14 (2015 FREIGHTLINER TANDEM DUMP/SANDER/PLOW TRUCK SALE VALUE \$35,000) PHASE 3 EAST SIDE OF PRINCETON MUN. DRAINAGE & STREET UPGRADES - FUNDED BY CCBF (GAS TAX RESERVES), RESIDENTIAL & COUNTY ASSESSMENT	01-3096-0901	\$168,400.00	X	\$183,232.59		\$183,232.59	\$14,832.59	
			01-3096-0119	\$5,822,549.00		\$2,731,437.54	\$4,089,450.45	\$4,589,450.45	(\$1,233,098.55)	Top lift asphalt will be done in 2026
BRIDGE #24 Construction		Start Construction REMOVE DELAMINATING CONCRETE FLOOR AND DRAIN AND REPLACE 4500 SQ FT + 540 SQ FT APRON.	01-3096-0024	\$3,819,375.00		\$45,700.20		\$75,000.00	(\$3,744,375.00)	Still completing EA Construction in 2026
INNERKIP SHOP DRAIN		(9100m2), CANNING RD.(31,500M2), TWP. RD. 5 BLENHEIM RD.TO BRANT-OXFORD (26,300M2), Oxford-Waterloo Rd, Washington to Trussler (43,000m2)	01-3096-0915	\$50,000.00				\$50,000.00	\$0.00	Complete before end of the year
RESURFACE SURFACE TREATED RDS.		REPAVE APPROACHES, REPAIR BARRIERS, CHIP AND PATCH DECK, WATERPROOF AND PAVE, CONCRETE REPAIRS TO BEAMS, REPLACE SEALS AND JOINT SYSTEM	01-3096-0925	\$764,750.00		\$792,361.94	\$711,010.93	\$791,718.77	\$26,968.77	Amount includes DDST on Blandford & Asphalt padding
BRIDGE #23 MAINTENANCE (Blenheim Rd) Deck Analysis			01-3096-0023	\$50,000.00	X	\$14,599.82	\$12,900.00	\$14,599.82	(\$35,400.18)	
BRIDGE #3 - OX-WAT (shared with Wilmot)					waiting for public engagement with Wilnot					Nothing being done in 2025
Sign shop roof		PUT A STEEL ROOF ON THE SIGN SHOP	01-3096-0915	\$9,000.00				\$9,000.00	\$0.00	Done in Oct
HARDSURFACING OX-WAT. RD. (WILMOT)		50% SHARE TO TRIPLE SURFACE TREAT OXFORD- WATERLOO RD. FROM (WASHINGTON) PINEHILL RD. TO (HOFSTETTER) PIDDICOMBE RD. ADMIN BY WILMOT TWP. TOTAL COST \$261,500	01-3096-0151	\$130,750.00		\$2,004.41	\$127,050.00	\$127,050.00	(\$3,700.00)	
HARDSURFACE BLANDFORD RD		ADDED TO 2025 CAPITAL PROJECTS AS RESURFACING CAME IN UNDER BUDGET	01-3096-0152			\$105,338.46	\$98,532.00	\$105,338.46	\$105,338.46	
BRIDGE #38 DECK REHAB		REHAB OF DECK - CARRIED FORWARD FROM 2024			X	\$492,278.17	\$544,325.32	\$544,325.32	\$544,325.32	Completed final total should be under tender price
2025 PROJECT TOTALS				\$11,745,232.00	\$0.00	\$4,366,953.13	\$6,389,576.70	\$7,409,368.41	(\$4,335,863.59)	
Plattsville Arena										
Capital Description	Location	Description	Account #	Total Budget	Complete	Actual Costs to Sept 30	Tenders Accepted to Date	Updated 2025 Estimated Costs	Estimated Over (+) Under (-) Budget	Comments
Hot Water Heater front	Plattsville			\$10,000.00				\$10,000.00	\$0.00	Getting testing on tanks
water softner - back	Plattsville			\$8,000.00				\$8,000.00	\$0.00	Getting quotes and timelines on when it can be done

STALL MATS	Plattsville		01-7096-3901	\$5,000.00				\$0.00	(\$5,000.00)	Move to 2026
COMPRESSOR #1	Plattsville	COMPLETE OVERHAUL EVERY 5 YEARS	01-7096-3901	\$7,000.00	X		\$9,400.00	\$9,000.00	\$2,000.00	Quote came in a bit higher then price from last Aug
2025 PROJECT TOTALS				\$30,000.00	\$0.00	\$0.00	\$9,400.00	\$27,000.00	(\$3,000.00)	
Parks										
Capital Description	Location	Description	Account #	Total Budget	Complete	Actual Costs to Sept 30	Tenders Accepted to Date	Updated 2025 Estimated Costs	Estimated Over (+) Under (-) Budget	Comments
Replace play structure	Drumbo park			\$40,000.00				\$0.00	(\$40,000.00)	Got grant it is moved to 2026
Accessible Playground pods	Drumbo	Dependent on Trillium Grant This will be funded through reserves then through DC charges once funds are collected.		\$240,000.00				\$0.00	(\$240,000.00)	work wouldn't be done till next year
Trail along hofstetter road	Plattsville Trail system			\$35,000.00				\$0.00	(\$35,000.00)	Going to move to 2026
Repair and fix fences	Princeton Park	Replacing mesh only, no posts		\$12,000.00				\$12,000.00	\$0.00	Will be done before Dec, waiting on quotes.
Signage	Princeton Park	Princeton Legacy group funding				\$6,662.50		\$6,662.50	\$6,662.50	Signs are ordered just waiting to get installed
Fencing, Picnic Table	Princeton Park	Friends of the Princeton Park funding			X	\$7,232.52		\$7,232.52	\$7,232.52	This is done
Accessible Playground	Plattsville Park	Completion of 2024 project			X	\$617.35		\$617.35	\$617.35	
Accessible Playground	Princeton Park	Completion of 2024 project				\$40,845.67		\$41,545.67	\$41,545.67	completion of 2024 project
2025 PROJECT TOTALS				\$327,000.00	\$0.00	\$55,358.04	\$0.00	\$68,058.04	(\$258,941.96)	
Parks - Grounds Equipment										
Capital Description	Location	Description	Account #	Total Budget	Complete	Actual Costs to Sept 30	Tenders Accepted to Date	Updated 2025 Estimated Costs	Estimated Over (+) Under (-) Budget	Comments
3/4 TON PICK UP FROM PW	Plattsville	2021 3/4 TON PICK UP TRANSFERRED FROM PW, DISPOSE OF 2015		\$10,000.00				\$10,000.00	\$0.00	Not happening yet.
2025 PROJECT TOTALS				\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	
2025 TOTAL CAPITAL				\$14,839,832.00	\$0.00	\$4,836,818.47	\$6,398,976.70	\$8,843,042.40	-\$6,038,104.16	



Township of Blandford-Blenheim

Council

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Other Revenue	-	-	(539)	(539)	#DIV/0!	
Contribution from Reserves	(60,000)	(45,000)	-	(1,526)	-97.5%	Strategic plan under budget, No Secondary plan done in 2025.
Total Revenue	(60,000)	(45,000)	(539)	(2,065)	-96.6%	
Expenses						
Salaries, Wages & Benefits	106,249	79,686	79,219	106,249	-	
Administration Expenses	94,970	71,226	21,616	32,000	-66.3%	Strategic plan under budget, No Secondary plan done in 2025.
Other Expenses	-	-	-		#DIV/0!	
Contribution to Reserves	5,231	3,924	5,232	5,232	0.0%	
Total Expenses	206,450	154,836	106,067	143,481	-30.5%	
Total Council	146,450	109,836	105,528	141,416	-3.4%	



Township of Blandford-Blenheim

General Revenue

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Levy adjustments (Supps, Omits, Write-offs, etc)	(23,000)	(17,244)	(81,128)	(60,000)	160.9%	Supps higher than anticipated, TIAs down.
Payment-In-Lieu	(52,020)	(39,015)	(53,035)	(53,035)	2.0%	
Federal / Provincial Grants	(729,100)	(546,822)	(364,550)	(729,100)	-	
Revenue from Other Municipalities	(1,372,820)	(1,029,618)	(1,067,489)	(1,457,675)	6.2%	Wdsk annexation funding up a bit
User Fees	(2,200)	(1,656)	133	(1,300)	-40.9%	
Licences & Permits	(31,625)	(23,715)	(28,157)	(31,625)	-	
Interest Income	(238,500)	(178,875)	(288,891)	(300,000)	25.8%	Higher Reserve balances as Capital not completed
Other Revenue	(5,125)	(3,843)	(6,410)	(70,000)	1,265.9%	WSIB Rebate
Municipal Surplus	-	-	(640,095)	(640,095)	#DIV/0!	2024 Surplus
Total Revenue	(2,454,390)	(1,840,788)	(2,529,622)	(3,342,830)	36.2%	
Total General Revenue	(2,454,390)	(1,840,788)	(2,529,622)	(3,342,830)	36.2%	



Township of Blandford-Blenheim

Administration

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	(9,632)	(7,227)	(2,408)	(2,408)	-75.0%	
Revenue from Other Municipalities	-	-	-		#DIV/0!	
Other Revenue	-	-	(2,883)	(2,883)	#DIV/0!	
Development Charges	-	-	-		#DIV/0!	
Contribution from Reserves	(20,000)	(14,994)	(707)	(15,000)	-25.0%	
Total Revenue	(29,632)	(22,221)	(5,998)	(20,291)	-31.5%	
Expenses						
Salaries, Wages & Benefits	820,539	615,402	610,043	870,000	6.0%	additional staff
Administration Expenses	195,341	146,511	138,518	195,000	-0.2%	
Building & Property Expenses	65,244	48,933	57,732	70,000	7.3%	
Other Expenses	54,260	40,689	54,748	56,000	3.2%	
Downtown Revitalization	8,259	6,192	1,186	8,000	-3.1%	
Capital Expenditures	10,000	7,497	2,488	5,000	-50.0%	basement work not completed in 2025
Contribution to Reserves	934,056	700,551	1,534,151	1,534,151	64.2%	trsf of 2024 surplus
Total Expenses	2,087,699	1,565,775	2,398,866	2,738,151	31.2%	
Total Administration	2,058,067	1,543,554	2,392,868	2,717,860	32.1%	



Township of Blandford-Blenheim

Livestock/Canine

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Licences & Permits	(720)	(540)	(840)	(540)	-25.0%	
Other Revenue	(4,300)	(3,222)	(200)	(200)	-95.3%	
Total Revenue	(5,020)	(3,762)	(1,040)	(740)	-85.3%	
Expenses						
Administration Expenses	15,350	11,502	6,106	10,000	-34.9%	
Total Expenses	15,350	11,502	6,106	10,000	-34.9%	
Total Livestock/Canine	10,330	7,740	5,066	9,260	-10.4%	



Township of Blandford-Blenheim

Grants

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Contribution from Reserves	-	-	-	-	#DIV/0!	
Total Revenue	-	-	-	-	#DIV/0!	
Expenses						
Other Expenses	14,500	10,872	12,500	14,500	0.0%	
Total Expenses	14,500	10,872	12,500	14,500	0.0%	
Total Grants	14,500	10,872	12,500	14,500	0.0%	



Township of Blandford-Blenheim

Fire Department

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	(92,921)	(69,687)	(115,446)	(130,000)	39.9%	includes sign & washer grants
Revenue from Other Municipalities	(26,000)	(19,503)	(6,846)	(11,000)	-57.7%	calls in Brant down
User Fees	(1,600)	(1,197)	(1,011)	(1,011)	-36.8%	
Other Revenue	(2,039,700)	(1,529,775)	(107,813)	(107,813)	-94.7%	Fire Hall to be debentured once completed
Development Charges	(50,000)	(37,503)	-	(50,000)	0.0%	
Contribution from Reserves	(684,679)	(513,513)	(212,086)	(1,251,732)	82.8%	Temporary funding of fire hall until debentured
Total Revenue	(2,894,900)	(2,171,178)	(443,202)	(1,551,556)	-46.4%	
Expenses						
Salaries, Wages & Benefits	671,762	503,829	484,552	720,000	7.2%	More hours due to less in Bylaw and CEMC
Administration Expenses	156,755	117,531	107,223	160,000	2.1%	
Building & Property Expenses	233,255	174,960	183,398	240,000	2.9%	
Other Expenses	63,771	47,826	30,717	64,000	0.4%	
Capital Expenditures	2,717,600	2,038,203	410,616	1,325,616	-51.2%	current plus Month 3, 4,5 progress draw payments plus air bags
Contribution to Reserves	342,417	256,815	292,416	342,417	0.0%	
Total Expenses	4,185,560	3,139,164	1,508,922	2,852,033	-31.9%	
Total Fire Department	1,290,660	967,986	1,065,720	1,300,477	0.8%	



Township of Blandford-Blenheim

By-Law Enforcement

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Revenue from Other Municipalities	-	-	-		#DIV/0!	
User Fees	-	-	(600)	(600)	#DIV/0!	
Fines & Penalties	(1,050)	(792)	(840)	(1,000)	-4.8%	
Total Revenue	(1,050)	(792)	(1,440)	(1,600)	52.4%	
Expenses						
Salaries, Wages & Benefits	12,825	9,621	1,323	5,000	-61.0%	
Administration Expenses	35,265	26,442	125	35,265	0.0%	as per approved budget
Total Expenses	48,090	36,063	1,448	40,265	-16.3%	
Total By-Law Enforcement	47,040	35,271	8	38,665	-17.8%	



Township of Blandford-Blenheim

CEMC

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Other Revenue	-	-	-		#DIV/0!	
Total Revenue	-	-	-	-	#DIV/0!	
Expenses						
Salaries, Wages & Benefits	19,619	14,715	61	5,000	-74.5%	
Administration Expenses	1,000	747	-	1,000	0.0%	
Total Expenses	20,619	15,462	61	6,000	-70.9%	
Total CEMC	20,619	15,462	61	6,000	-70.9%	



Township of Blandford-Blenheim

Police

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	(32,345)	(24,264)	(4,988)	(32,345)	0.0%	
User Fees	(6,750)	(5,067)	(4,631)	(6,750)	0.0%	
Other Revenue	-	-	-		#DIV/0!	
Contribution from Reserves	-	-	-		#DIV/0!	
Total Revenue	(39,095)	(29,331)	(9,619)	(39,095)	0.0%	
Expenses						
Salaries, Wages & Benefits	2,203	1,656	588	2,000	-9.2%	
Administration Expenses	973,845	730,386	641,860	970,000	-0.4%	
Building & Property Expenses	2,000	1,503	1,412	1,500	-25.0%	
Other Expenses	-	-	-		#DIV/0!	
Contribution to Reserves	-	-	-		#DIV/0!	
Total Expenses	978,048	733,545	643,860	973,500	-0.5%	
Total Police	938,953	704,214	634,241	934,405	-0.5%	



Township of Blandford-Blenheim

Building Services

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Licences & Permits	(302,200)	(226,647)	(167,642)	(200,000)	-33.8%	Building permits down this year.
Other Revenue	(2,500)	(1,872)	(3,600)	(4,000)	60.0%	
Contribution from Reserves	(24,996)	(18,747)	-	(61,000)	144.0%	
Total Revenue	(329,696)	(247,266)	(171,242)	(265,000)	-19.6%	
Expenses						
Salaries, Wages & Benefits	243,262	182,448	146,855	200,000	-17.8%	
Administration Expenses	70,800	53,100	31,304	50,000	-29.4%	
Building & Property Expenses	15,634	11,727	13,637	15,000	-4.1%	
Other Expenses	-	-	-		#DIV/0!	
Capital Expenditures	-	-	-		#DIV/0!	
Contribution to Reserves	-	-	-		#DIV/0!	
Total Expenses	329,696	247,275	191,796	265,000	-19.6%	
Total Building Services	-	9	20,554	0	#DIV/0!	



Township of Blandford-Blenheim

Drainage

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Levy adjustments (Supps, Omits, Write-offs, etc)	(39,204)	(29,403)	-	(39,204)	0.0%	
Federal / Provincial Grants	(34,132)	(25,596)	-	(40,000)	17.2%	
User Fees	(300)	(225)	(375)	(450)	50.0%	
Licences & Permits	(3,300)	(2,475)	-	0	-100.0%	
Other Revenue	(750)	(567)	(288)	(288)	-61.6%	
Contribution from Reserves	-	-	-		#DIV/0!	
Total Revenue	(77,686)	(58,266)	(663)	(79,942)	2.9%	
Expenses						
Salaries, Wages & Benefits	61,138	45,855	52,151	75,000	22.7%	
Administration Expenses	15,310	11,484	4,381	10,000	-34.7%	
Building & Property Expenses	19,032	14,274	6,807	14,000	-26.4%	
Debt Charges	39,204	29,394	22,673	39,204	0.0%	
Capital Expenditures	-	-	-		#DIV/0!	
Contribution to Reserves	5,125	3,843	5,126	5,126	0.0%	
Total Expenses	139,809	104,850	91,138	143,330	2.5%	
Total Drainage	62,123	46,584	90,475	63,388	2.0%	



Township of Blandford-Blenheim

Public Works - Roads

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	(3,810,356)	(2,857,770)	(527,947)	(708,781)	-81.4%	Bridge 24 Will we still get some as we have moved most to 2026
Revenue from Other Municipalities	(2,679,170)	(2,009,376)	(612,513)	(2,187,980)	-18.3%	Cty portion of Princeton job to be completed in 2026.
User Fees	(4,200)	(3,150)	(175)	(3,200)	-23.8%	
Other Revenue	(2,191,504)	(1,643,625)	(388,670)	(2,248,930)	2.6%	Gravel extraction rebate up 47K
Development Charges	(93,300)	(69,975)	-	(93,300)	0.0%	
Contribution from Reserves	(3,403,957)	(2,552,967)	(878,480)	(2,650,858)	-22.1%	
Total Revenue	(12,182,487)	(9,136,863)	(2,407,785)	(7,893,049)	-35.2%	
Expenses						
Salaries, Wages & Benefits	907,565	680,679	683,696	907,565	0.0%	
Administration Expenses	36,200	27,162	16,855	32,450	-10.4%	
Building & Property Expenses	1,424,623	1,068,462	1,025,470	1,389,623	-2.5%	
Other Expenses	-	-	-		#DIV/0!	
Debt Charges	209,520	157,140	105,441	209,520	0.0%	
Capital Expenditures	11,745,232	8,808,930	4,366,953	7,409,368	-36.9%	Bridge 24 & top lift asphalt in Princeton in 2026
Contribution to Reserves	1,954,387	1,465,785	1,613,332	1,954,387	0.0%	
Total Expenses	16,277,527	12,208,158	7,811,747	11,902,913	-26.9%	
Total Public Works - Roads	4,095,040	3,071,295	5,403,962	4,009,864	-2.1%	



Township of Blandford-Blenheim

Public Works - Winter Control

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Expenses						
Salaries, Wages & Benefits	237,572	178,173	181,081	237,572	0.0%	
Building & Property Expenses	130,000	97,497	83,343	140,000	7.7%	Filling dome for 2025-2026 winter season
Total Expenses	367,572	275,670	264,424	377,572	2.7%	
Total Public Works - Winter Control	367,572	275,670	264,424	377,572	2.7%	



Township of Blandford-Blenheim

Community Services Admin / Facilities

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	-	-	-		#DIV/0!	
Other Revenue	-	-	(67)		#DIV/0!	
Contribution from Reserves	(10,000)	(7,497)	-	(10,000)	0.0%	
Total Revenue	(10,000)	(7,497)	(67)	(10,000)	0.0%	
Expenses						
Salaries, Wages & Benefits	210,834	158,130	155,650	210,834	0.0%	
Administration Expenses	27,900	20,925	20,443	27,900	0.0%	
Other Expenses	-	-	-		#DIV/0!	
Capital Expenditures	10,000	7,497	-	10,000	0.0%	
Contribution to Reserves	4,875	3,654	4,876	4,875	0.0%	
Total Expenses	253,609	190,206	180,969	253,609	0.0%	
Total Community Services Admin / Facilities	243,609	182,709	180,902	243,609	0.0%	



Township of Blandford-Blenheim

Grass Cutting

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Expenses						
Salaries, Wages & Benefits	99,074	74,313	49,969	65,000	-34.4%	Dry season
Building & Property Expenses	(45,058)	(33,795)	4,832	(27,000)	-40.1%	
Contribution to Reserves	9,808	7,353	9,808	9,808	0.0%	
Total Expenses	63,824	47,871	64,609	47,808	-25.1%	
Total Grass Cutting	63,824	47,871	64,609	47,808	-25.1%	



Township of Blandford-Blenheim

Plattsville Arena

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	-	-	-		#DIV/0!	
User Fees	(2,300)	(1,728)	(2,462)	(2,500)	8.7%	
Rents	(202,000)	(151,497)	(113,153)	(202,000)	0.0%	
Other Revenue	(14,800)	(11,106)	(6,410)	(14,000)	-5.4%	
Contribution from Reserves	(29,000)	(21,753)	-	(27,000)	-6.9%	
Total Revenue	(248,100)	(186,084)	(122,025)	(245,500)	-1.0%	
Expenses						
Salaries, Wages & Benefits	203,844	152,874	111,217	195,000	-4.3%	
Building & Property Expenses	267,553	200,664	141,037	240,000	-10.3%	
Other Expenses	-	-	-		#DIV/0!	
Debt Charges	-	-	-		#DIV/0!	
Canteen	-	-	-		#DIV/0!	
Capital Expenditures	29,000	21,753	-	27,000	-6.9%	
Contribution to Reserves	63,096	47,322	63,096	63,096	0.0%	
Total Expenses	563,493	422,613	315,350	525,096	-6.8%	
Total Plattsville Arena	315,393	236,529	193,325	279,596	-11.3%	



Township of Blandford-Blenheim

Parks

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	(186,000)	(139,500)	(92,972)	(17,000)	-90.9%	Trillium grant for Drumbo park deferred to 2026
User Fees	-	-	-		#DIV/0!	
Rents	(11,600)	(8,703)	(4,688)	(21,050)	81.5%	Increase in ball diamond rentals
Other Revenue	(30,000)	(22,500)	(14,801)	(14,801)	-50.7%	
Development Charges	(47,000)	(35,253)	-	(47,000)	0.0%	
Contribution from Reserves	(131,000)	(98,253)	(8,889)	(36,257)	-72.3%	Trsfs only for work completed in 2025
Total Revenue	(405,600)	(304,209)	(121,350)	(136,108)	-66.4%	
Expenses						
Salaries, Wages & Benefits	58,052	43,560	46,082	60,000	3.4%	
Building & Property Expenses	44,412	33,309	28,621	38,000	-14.4%	
Other Expenses	-	-	-		#DIV/0!	
Capital Expenditures	347,000	260,253	55,416	68,058	-80.4%	
Contribution to Reserves	70,409	52,812	23,410	70,409	0.0%	
Total Expenses	519,873	389,934	153,529	236,467	-54.5%	
Total Parks	114,273	85,725	32,179	100,359	-12.2%	



Township of Blandford-Blenheim

Community Centres

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	-	-	-		#DIV/0!	
Rents	(18,800)	(14,103)	(9,682)	(15,000)	-20.2%	
Other Revenue	-	-	-		#DIV/0!	
Contribution from Reserves	-	-	-		#DIV/0!	
Total Revenue	(18,800)	(14,103)	(9,682)	(15,000)	-20.2%	
Expenses						
Salaries, Wages & Benefits	22,055	16,533	6,945	15,000	-32.0%	
Building & Property Expenses	43,875	32,922	25,894	40,000	-8.8%	
Other Expenses	-	-	-		#DIV/0!	
Capital Expenditures	-	-	-		#DIV/0!	
Contribution to Reserves	11,887	8,919	11,886	11,887	0.0%	
Total Expenses	77,817	58,374	44,725	66,887	-14.0%	
Total Community Centres	59,017	44,271	35,043	51,887	-12.1%	



Township of Blandford-Blenheim

Cemeteries

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
User Fees	(25,275)	(18,963)	(14,890)	(21,000)	-16.9%	
Interest Income	(6,302)	(4,743)	(1,011)	(6,302)	0.0%	
Other Revenue	(1,250)	(936)	(1,343)	(1,524)	21.9%	
Contribution from Reserves	-	-	-		#DIV/0!	
Total Revenue	(32,827)	(24,642)	(17,244)	(28,826)	-12.2%	
Expenses						
Salaries, Wages & Benefits	66,187	49,671	16,626	32,000	-51.7%	
Administration Expenses	-	-	-		#DIV/0!	
Building & Property Expenses	79,741	59,814	17,379	60,000	-24.8%	
Other Expenses	-	-	-		#DIV/0!	
Capital Expenditures	-	-	-		#DIV/0!	
Total Expenses	145,928	109,485	34,005	92,000	-37.0%	
Total Cemeteries	113,101	84,843	16,761	63,174	-44.1%	



Township of Blandford-Blenheim

Splash Park

As of September 30, 2025

Item 10.e

	2025	YTD	YTD	Projected	Projected	
	Budget	Budget	Actual	Year End	% Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Expenses						
Salaries, Wages & Benefits	7,819	5,868	7,026	7,819	0.0%	
Building & Property Expenses	22,858	17,154	10,905	18,000	-21.3%	
Contribution to Reserves	11,598	8,703	11,598	11,598	0.0%	
Total Expenses	42,275	31,725	29,529	37,417	-11.5%	
Total Splash Park	42,275	31,725	29,529	37,417	-11.5%	

Township of Blandford-Blenheim
September 30, 2025
3rd Quarter Variance Report Summary

	2025 Budget	YTD Budget September	YTD Actual September	Projected Year End Balance	% Projected +Over/-Under Budget
Council	146,450	109,836	105,528	141,416	-3.4%
General Revenue	(2,454,390)	(1,840,788)	(2,529,622)	(3,342,830)	36.2%
Administration	2,058,067	1,543,554	2,392,868	2,717,860	32.1%
Livestock/Canine	10,330	7,740	5,066	9,260	-10.4%
Grants	14,500	10,872	12,500	14,500	0.0%
Fire Department	1,290,660	967,986	1,065,720	1,300,477	0.8%
By-Law Enforcement	47,040	35,271	8	38,665	-17.8%
CEMC	20,619	15,462	61	6,000	-70.9%
Police	938,953	704,214	634,241	934,405	-0.5%
Building Services	-	9	20,554	-	#DIV/0!
Drainage	62,123	46,584	90,475	63,388	2.0%
Public Works - Roads	4,095,040	3,071,295	5,403,962	4,009,864	-2.1%
Public Works - Winter Control	367,572	275,670	264,424	377,572	2.7%
Community Services - Administration	243,609	182,709	180,902	243,609	0.0%
Grass Cutting	63,824	47,871	64,609	47,808	-25.1%
Plattsville Arena	315,393	236,529	193,325	279,596	-11.3%
Parks	114,273	85,725	32,179	100,359	-12.2%
Community Centres	59,017	44,271	35,043	51,887	-12.1%
Cemeteries	113,101	84,843	16,761	63,174	-44.1%
Splash Park	42,275	31,725	29,529	37,417	-11.5%
Grand Total	7,548,456	5,661,378	8,018,133	7,094,427	-6.0%

Township of Blandford-Blenheim
September 30, 2025
3rd Quarter Variance Report Summary

	2025	YTD	YTD	Projected	% Projected
	Budget	Budget	Actual	Year End	+Over/-Under
		September	September	Balance	Budget
Revenue					
Levy adjustments (Supps, Omits, Write-offs, etc)	(62,204)	(46,647)	(81,128)	(99,204)	59%
Payment-In-Lieu	(52,020)	(39,015)	(53,035)	(53,035)	2%
Federal / Provincial Grants	(4,894,486)	(3,670,866)	(1,108,311)	(1,659,634)	-66.1%
Revenue from Other Municipalities	(4,077,990)	(3,058,497)	(1,686,848)	(3,656,655)	-10.3%
User Fees	(42,625)	(31,986)	(24,011)	(36,811)	-13.6%
Licences & Permits	(337,845)	(253,377)	(196,639)	(232,165)	-31.3%
Fines & Penalties	(1,050)	(792)	(840)	(1,000)	-4.8%
Rents	(232,400)	(174,303)	(127,523)	(238,050)	2.4%
Interest Income	(244,802)	(183,618)	(289,902)	(306,302)	25.1%
Other Revenue	(4,289,929)	(3,217,446)	(533,024)	(2,464,978)	-42.5%
Development Charges	(190,300)	(142,731)	0	(190,300)	0.0%
Contribution from Reserves	(4,363,632)	(3,272,724)	(1,100,162)	(4,053,373)	-7.1%
Municipal Surplus	-	-	-640,095	-640,095	#DIV/0!
Total Revenue	(18,789,283)	(14,092,002)	(5,841,518)	(13,631,602)	-27.5%
Expenses					
Salaries, Wages & Benefits	3,750,599	2,813,013	2,633,084	3,714,039	-1.0%
Administration Expenses	1,622,736	1,217,016	988,431	1,523,615	-6.1%
Building & Property Expenses	2,303,169	1,727,424	1,600,467	2,239,123	-2.8%
Other Expenses	132,531	99,387	97,965	134,500	1.5%
Debt Charges	248,724	186,534	128,114	248,724	0.0%
Canteen	-	-	-	-	#DIV/0!
Downtown Revitalization	8,259	6,192	1,186	8,000	-3.1%
Capital Expenditures	14,858,832	11,144,133	4,835,473	8,845,042	-40.5%
Contribution to Reserves	3,412,889	2,559,681	3,574,931	4,012,986	17.6%
Total Expenses	26,337,739	19,753,380	13,859,651	20,726,029	-21.3%
Total Township of Blandford-Blenheim	7,548,456	5,661,378	8,018,133	7,094,427	-6.0%



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Kevin Brandt, Deputy Clerk/Communications Coordinator

Reviewed by: Sarah Matheson, Director of Corporate Services/Clerk

Date: November 13, 2025

Council Meeting Date: November 19, 2025

Report Title: Addition of Name to Drumbo Cenotaph

Report No.: DC-25-17

Recommendation:

That Report DC-25-17 be received as information; and further,

That Council authorize the addition of WW1 Veteran Corporal Richard Ruscoe to the Drumbo Cenotaph; and,

That staff be directed to engage Ingersoll Memorials to complete the inscription, with costs to be funded through the Township's public relations budget.

Executive Summary:

This report recommends the addition of Corporal Richard Ruscoe's name to the Drumbo Cenotaph. Ruscoe was a local resident who immigrated to Drumbo from England in 1912, enlisted in the Canadian Infantry (168th Battalion) in 1916, and was discharged in 1918 prior to his death in Toronto at a military hospital. Veterans Affairs Canada recognizes his death as "due to service."

Adding his name to the cenotaph will ensure proper recognition of his service and sacrifice, in line with the Township's ongoing efforts to honour its veterans.

Background:

The Drumbo Cenotaph serves as a community monument to recognize local veterans who served and died in conflict.

Corporal Richard Ruscoe was born in Child's Ercall, Shropshire, England on January 15, 1883. He immigrated to Canada in 1912 with his wife Kathleen and young daughter, settling in Drumbo. On January 13, 1916, he enlisted with the Canadian Infantry (168th Battalion, Manitoba Regiment) in Drumbo, service number 675244.

Ruscoe was discharged in August 1918 and passed away on October 14, 1918, at Euclid Hall Military Hospital in Toronto. While his death certificate cites influenza and pneumonia, consistent with the 1918 pandemic, the Canadian War Graves Register and Veterans Affairs Canada both recognize his death as service related. He is interred at Drumbo Cemetery.

Research confirms his eligibility for inclusion on the Drumbo Cenotaph.

The inclusion of Corporal Ruscoe's name on the Drumbo Cenotaph is consistent with the Township's **Asset Naming Policy**, which provides a fair and transparent framework for commemorative naming of municipal assets. As the cenotaph is recognized as a commemorative asset, the addition of a veteran's name constitutes an official naming action under the policy. This process ensures that all commemorative recognitions are supported by appropriate historical documentation, reviewed by staff, and approved by Council. Following this policy reinforces consistency, accountability, and respect in the Township's approach to honouring individuals who have contributed significantly to the community.

Analysis & Discussion:

The addition of Corporal Ruscoe's name ensures that all local veterans who served and died as a result of their service are appropriately recognized. Staff have consulted available records and determined that:

- **Eligibility:** Confirmed through Veterans Affairs Canada and war records.
- **Recognition:** Adding his name aligns with the intent of the cenotaph as a local record of service and sacrifice, as well as with the Township's Asset Naming Policy.
- **Precedent:** Other communities have updated cenotaphs as historical research identifies additional eligible veterans.
- **Implementation:** Quotes will be obtained from Ingersoll Memorials for engraving the name in a manner consistent with existing inscriptions. Work can be scheduled prior to Remembrance Day, weather permitting.

The cost of the inscription is expected to be minimal relative to overall memorial maintenance budgets and will be funded through the Township's public relations allocation.

Strategic Priorities:

This initiative supports the following pillars of the Township of Blandford-Blenheim Strategic Plan:

- **Engaged and Informed Community** – Recognizes and honours local history, fostering civic pride and shared identity.
- **Community Well-Being & Inclusivity** – Ensures that all eligible veterans are remembered and included, strengthening community values of respect, remembrance, and inclusivity.
- **Excellence in Public Service** – Demonstrates the Township's commitment to maintaining community monuments and ensuring accuracy, integrity, and professionalism in commemorative practices.

Financial Considerations:

The cost to have the Township's engraver complete the inscription for Corporal Richard Ruscoe, matching the existing style, is \$501.00 + HST (total **\$566.13**).

The engraver will be completing the work in 2026.

Funding is available within the Township's public relations budget for heritage and commemorative purposes.

Respectfully submitted by:

Kevin Brandt
Deputy Clerk/Communications Coordinator

Appendix:

None.

Follow up

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

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



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Sarah Matheson, Director of Corporate Services / Clerk
Trevor Baer, Manager of Community Services

Reviewed by: Josh Brick, Chief Administrative Officer

Date: November 12, 2024

Council Meeting Date: November 19, 2025

Report Title: Municipal Alcohol Policy Update

Report No.:

Recommendation:

That Report DC-25-16 be received as information; and further,

That Council adopt the revisions to the Municipal Alcohol Policy, as presented in Report DC-25-16

Executive Summary:

Municipal alcohol policies act as prevention to help improve the safety and well-being of residents and communities. Policy intervention can assist with creating a safer drinking environment by reducing instances of impaired driving, reducing underage access to alcohol and reducing community disruption.

Blandford-Blenheim has the opportunity to take full advantage of the power to control alcohol-related activities or events happening on municipally owned properties. The proposed updates to the Municipal Alcohol Policy ensure that all such activities and events are consistent with public health principles for minimizing alcohol-related harms.

Background:

A Municipal Alcohol Policy is a civic policy tool that aligns with provincial liquor laws to govern alcohol use on municipally owned or managed properties like parks, arenas and community centres. The goal of a Municipal Alcohol Policy is to mitigate acute harms such as injury, violence, crime and motor vehicle crashes, while minimizing host liability and property damage. It also aims to shift social norms away from heavy drinking towards a culture of moderation. Municipal Alcohol Policies impose additional requirements beyond Special Occasion Permits which are required for alcohol sales outside of licensed establishments and are overseen by the Alcohol and Gaming Commission of Ontario (AGCO).

Canada's Guidance on Alcohol and Health (CGAH) (<https://www.ccsa.ca/en>) emphasizes reducing alcohol intake to improve health. Alcohol use is not solely influenced by individual choices; policy and social environments play a significant role. Implementing healthy public policies that address alcohol availability and marketing can effectively reduce alcohol consumption and its negative health impacts. A Municipal Alcohol Policy supports community members to follow CGAH's guidance.

Township Council passed a Municipal Alcohol Policy By-law in 2011, later amending it in 2017 and 2019. Since the last updates to the Township Municipal Alcohol Policy, there have been significant Provincial policy changes, including permitting the sale of beer, cider, wine and ready-to-drink beverages in 4,187 convenience stores in Ontario (4 within Blandford-Blenheim) as of September 5, 2024 (<https://news.ontario.ca/en/release/1005005/convenience-stores-across-ontario-can-now-sell-beer-wine-cider-and-ready-to-drink-beverages#content>); and, reducing the cost of alcohol to consumers by suspending the scheduled Beer Tax increase until March 1, 2026 (<https://news.ontario.ca/en/release/1004172/ontario-stopping-scheduled-beer-tax-increase>). Reducing taxes and increasing access to alcohol may lead to increased alcohol consumption, posing further risks.

Analysis & Discussion:

Staff are proposing to update the Municipal Alcohol Policy significantly to reduce risk and liability to the Township for events with alcohol held in municipal facilities or on municipal property.

A scan of municipal best practices was conducted in the drafting of the updated policy. Once a draft was compiled, Public Health specialists at Southwestern Public Health (SWPH) were consulted for their expertise in from a health and safety perspective. As noted from SWPH, a robust Municipal Alcohol Policy *"help(s) to create equity in the use of municipal spaces, decrease risky alcohol use and reinforce positive social norms about drinking alcohol in the community"*. SWPH used a Quality Measurement tool based on best practices to evaluate the draft and provided detailed recommendations.

In summary, SWPH noted that: *Municipal Alcohol Policies can serve to support and strengthen existing provincial policies. We encourage you to maintain the components of your existing policy which contribute to the prevention and reduction of alcohol related harms in Blandford-Blenheim, these include:*

- *Management Practices, of which Blandford-Blenheim included most of the best practice components.*
- *Actions to Enforce, of which Blandford-Blenheim included all best practice components.*

Furthermore, SWPH offered the below feedback on the draft policy: *below we offer additional suggestions that will help to strengthen Blandford-Blenheim's Municipal Alcohol Policy:*

- *Add events that will not be eligible for an SOP event.*
- *Provide requirements for outdoor events/festivals, since you have outdoor options for event locations.*
- *Add more wording around the requirement to check for ID and what this involves.*
- *Require for low-alcohol content drinks to be made available, requiring a minimum of 30% rather than 25% stated.*
- *Require that no extra-strength beer be made available (none over 5%), rather than 6% stated.*
- *Consider adding: no caffeinated energy drinks to be served.*
- *Add requirements for mandatory signage. One sign that is mandatory as per the LLCA is the Sandy's Law Poster, as it appears on the AGCO website.*

Staff reviewed the recommendations as provided by SWPH and incorporated them in the draft policy as presented in this report. The result is a robust policy draft to protect the municipality and public where consumption of alcohol is happening.

Another major change with the proposal of this policy is the requirement for Security at events considered medium or high risk. Staff are developing an internal document for determining the level of risk. For example, events with alcohol being sold with anticipated attendance of over 100 persons may be classified by staff as high risk, requiring the SOP holder to have two security staff for the duration of the event. This is standard practice at some municipalities, including the Township of Zorra.

Security personnel requirements assist with public safety, legal compliance and risk management. The presence of security at medium and high-risk events is anticipated to ensure crowd control, conflict prevention and assist in emergency response. The presence of security may assist with compliance with provincial legislation. The presence of security also is important from a risk management perspective if there were to be an incident.

The Municipal Alcohol Policy will be provided to every renter that indicates there will be alcohol on the premises. This practice is already in place and will continue and tie in with the Booking Policy, as proposed to Council.

Township staff are recommending that the Township of Blandford-Blenheim Council approve the updates to the Municipal Alcohol Policy.

Township staff are also recommending that the Municipal Alcohol Policy By-law 1684-2011, as amended, be repealed and a new Municipal Alcohol Policy By-law come to a subsequent meeting for passing by Council.

Strategic Priorities:

Community Well-Being and Inclusivity:

Promotes the health and safety for Township residents and visitors by being a harm reduction policy to assist in prevention of overconsumption, impaired driving, or alcohol related injuries.

Financial Considerations:

None.

Respectfully submitted by:

Sarah Matheson
Director of Corporate Services / Clerk
&
Trevor Baer,
Manager of Community Services

Appendix:

Follow up

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

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



Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

Department:	Clerks		Effective:	
Subject:	Municipal Alcohol Policy		Policy Number:	
Approved by:				
Resolution Number:				
Date of Review:	Review Number:	Change:	Reference Section:	

Purpose:

The purpose of this policy is to provide safe and enjoyable Township owned/leased premises to residents and visitors. This policy is intended to ensure that all Special Occasion Permits obtained and operated within municipal properties of the Township of Blandford-Blenheim are managed effectively and properly.

In order for the Township to ensure the health and safety of its participants, minimize risk and liability and to protect its facilities, the Township has developed a Municipal Alcohol Policy (MAP) that will encourage the responsible use of alcohol for those individuals or groups wishing to host special occasion functions on Township properties.

It is the intention that this policy will help to reduce alcohol related problems that may arise from irresponsible alcohol consumption within its facilities and to promote a safe, enjoyable environment for users of these facilities during such functions.

Details:

Anyone who wishes to serve alcohol at a designated site must obtain a Special Occasion Permit from the Alcohol & Gaming Commission of Ontario.

The Township of Blandford-Blenheim reserves the right to refuse any applicant permission to run a licenced event on its property and to impose on the event whatever restrictions it deems appropriate to ensure the safety of the participants.

Definitions:

“AGCO” means Alcohol and Gaming Commission of Ontario which is the governing body. Specific information can be obtained from website at <http://www.agco.ca>.

“Event Organizer(s)” means a person or persons responsible for organizing the event including overseeing event workers, facility bookings and attaining all necessary permits and approvals.

“Event Worker(s)” means paid and/or volunteer workers at an event who hold positions of responsibility in the operation of the event and who help ensure that the requirements of the MAP are carried out (e.g. Ticket sellers, bartenders)

“High Risk” means the event classifications as determined by the Township of Blandford-Blenheim based on event dynamics.

“LLCA” means Liquor Licence and Control Act and Regulations outlines the rules that Event Organizers must follow. A copy of this Act and Regulations can be found on the AGCO website above.

“MAP” means Municipal Alcohol Policy.

“Moderate Risk” means the event classifications as determined by the Township of Blandford-Blenheim based on event dynamics.

“Municipally Significant Event” means a one-time, annual or infrequently occurring event that is open to the public, has a predetermined opening and closing date and time, and which fits the criteria of the Township’s Municipally Significant Event Policy.

“Passive” means the event classifications as determined by the Township of Blandford-Blenheim based on event dynamics.

“Public Event” means an event where the general public will be attending. A “Public Event” is not a private/invitation-only gathering.

“Security” means Township-provided licensed security firms and guards compliant with the Private Security and Investigative Services Act Ontario.

“Smart Serve” means the program offered by Smart Serve Ontario. The Smart Serve Program is the only responsible beverage service training program that is recognized by AGCO. It has been designed to train staff and volunteers who work in the areas where alcohol is sold and/or served such as bars, restaurants, banquet halls and other public facilities. Smart Serve recertification is required every 5 years. If Smart Serve certificate was issued prior to Sept. 1st, 2018, the certificate expired on Aug. 31st, 2023.

“Special Occasion Permit (SOP)” means the permit issued by the AGCO that authorizes the holder (Event Organizer) to serve liquor at a Special Occasion Permit Event. A permit is needed any time liquor is offered for sale or served anywhere other than in a licenced establishment or private place.

“Special Occasion Permit Event (Event)” means any event held in a municipal facility at which alcohol will be served and/or sold under the authority of a Special Occasion Permit.

“Sponsor” means any person 18 years of age or over seeking to hold, or holding an event involving the serving of alcohol pertaining to this policy, or any organization seeking to hold, or holding an event involving the serving of alcohol pertaining to this.

Application:

This policy applies to all members of the public who rent or use any Township facility or lands for events. This policy also applies to Township events held at any location or public events where the approval of the Township is requested, being held on premises owned by third parties. This policy also applies to Township owned lands and premises where there is no event taking place.

The following facilities, owned by the Township, are designated as suitable for a Special Occasion Permit events:

- a) Richwood Community Centre, and surrounding Township land;
- b) Plattsville Arena;
- c) Princeton Centennial Hall, and surrounding Township land; and,
- d) Bright, Drumbo, Plattsville and Princeton Parks.

For the location listed, the Township may limit the area where alcohol may be served and/or consumed. Locations not listed may be directed to Council for consideration.

The following facilities, owned by the Township, are designated as *not suitable* for a Special Occasion Permit events:

- a) Parks and outdoor areas not listed in the policy;
- b) Arena dressing rooms;
- c) Spectator seating areas in arenas or parks; or,
- d) Arena lobby.

The consumption of alcoholic beverages is prohibited in the majority of parks and service facilities within the Township of Blandford-Blenheim. The Township of Blandford-Blenheim has a zero-tolerance policy on the consumption of alcohol on municipally owned property where proper permits have not been obtained.

Events Not Eligible for Alcohol Use:

- a) "Family Day" events;
- b) All youth events and all minor sports events, including banquets, are designated as events not suitable for alcohol use. Associated adult evening social events commencing after 8:30 p.m. will be allowed, however, minors will not be allowed into these licenced events.

Exceptions:

Any persons wishing to hold a Special Occasion Permit Event in a location on Township Property not listed in this Policy must receive written approval from Council. Township Council, may, at their discretion, allow exceptions for any areas previously designated not suitable.

Conditions for the Use of Alcohol in Municipally Owned Facilities:

Anyone who wishes to serve alcohol at an eligible site must sign a facility rental contract that stipulates the conditions under which alcohol may be served and acknowledges the requirements.

The Event Organizer must obtain a Special Occasion Permit (SOP) from the AGCO and must comply with all provisions and regulations regarding the issuance of the licence and the service of alcohol. A copy of this permit must be provided fourteen (14) days prior to the event. Failure to do so may result in immediate suspension of rental privileges and loss of any booking fees or applicable deposits. The Township also reserves the right to refuse the issuance of a facility rental permit at their sole discretion.

Procedures:

Youth Admission to Events

Individuals under the age of majority will not be allowed to consume alcohol beverages. Individuals consuming alcoholic beverages under the age of majority will be required to leave the event and may be charged by the appropriate authorities.

Anyone serving individuals under the age of majority will also be required to leave the event and may be charged.

It is recommended that if minors are attending a public event, that those of legal age to consume alcohol be distinguished from other participants by a visible means, i.e. stamp, wrist band. Patrons would then not be served alcohol unless the stamp or wrist band is visible to the Smart Serve server.

Where underage youth are found to have consumed or to be consuming alcohol on Township property, the authorities may be called and/or the following procedure will be followed:

- 1st infraction: Individual will be turned over to a parent or guardian. If a parent or guardian is not available, the police will be called. A registered letter will be sent by the Township to the parent/guardian.
- 2nd infraction: Individual may be suspended from the facility for one year.
- Any infractions shall be reported to the Township by the SOP Holder within 14 days of the event.

Event Organizer Responsibilities Prior to the Event

Event organizers of Special Occasion Permit Events held within Municipal facilities will be required to understand the conditions of the SOP, as well as the MAP prior to renting the facility. A copy of the Municipal Alcohol Policy will be available from Township staff or designate at the time of booking the facility and will also be available on the Township website at www.blandfordblenheim.ca

A rental contract for Event Organizers will be provided by the Municipality prior to the event. These forms are to be completed by the Event Organizer and returned to the staff person or designate at least fourteen (14) days prior to the event. Signatures from both the Event Organizer and the staff person are required on the forms.

In order to be eligible for a facility rental for a special occasion function, the Event Organizer must demonstrate to the satisfaction of the Director of Corporate Services or designate that there are sufficient controls in place to prevent unauthorized or intoxicated people from entering or remaining at the event and that the intoxicated participants will be refused services and removed from the event.

As part of the rental contract, it is the responsibility of the Event Organizer to:

- a. Provide proof to the Municipality that the appropriate Special Occasion Permit had been secured fourteen (14) days prior to the event date.
- b. Provide a list of all Smart-Serve certified servers to the Municipality as well as provide copies of the individual Smart Serve Certificates fourteen (14) days prior to the event date.
- c. Submit to the Municipality a copy of a valid Insurance Certificate for General Liability Insurance or Special Occasion Host Liquor Liability Insurance in the amount of not less than two million dollars (\$2,000,000.00), clearly denoting the Township as an “additional insured” fourteen (14) days prior to the event.
- d. The Event Organizer/Permit Holder shall comply with all regulatory agencies having jurisdiction over the event, including local fire services and Southwestern Public Health.
- e. All alcohol brought into the facility or property under a special occasion permit must be authorized by the Alcohol & Gaming Commission of Ontario (AGCO) and purchased from a licenced retail store.

Mandatory Signage

Permanent signage shall be displayed prominently in designated recreation facilities and community centres. Temporary signage of same shall be displayed prominently within designated special occasion permit areas associated with special event areas. The signage shall include the following wording (or similar in nature):

a. Statement on Intoxication

The Municipality of the Township of Blandford-Blenheim strives to provide recreation facilities for the enjoyment of all members of the community. Servers are required by law not to serve anyone who is intoxicated or appears to be intoxicated or to the point of intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. Servers also shall not consume alcohol during their shifts. Non-alcoholic beverages and food items are available.

b. Sober Driver / Alternative Transportation

DON'T DRINK & DRIVE! The Oxford County Detachment of the Ontario Provincial Police Reduce Impaired Drivers Everywhere (R.I.D.E.) Program thanks you for helping to reduce impaired driving in Blandford-Blenheim. We look forward to personally thanking you at one of our Roadside Spot Checks for leaving this event as a Sober Driver.

The Township of Blandford-Blenheim strongly supports the Designated Driver Program and appreciates and thanks our Designated Drivers for their contributions to the health and safety of their families, friends and the community.

c. Designated Consumption Areas

No Alcohol Beyond this Point.

d. Proof of Age

Serving alcohol is restricted to those of legal drinking age. In Ontario, the legal drinking age is 19 years of age. You may be asked for proof of age. Government issued photo identification is the only acceptable proof of age.

Acceptable identification is:

- Valid Ontario Driver's License or out-of-province photo driver's license.
- Valid Canadian Passport.
- Canadian Citizenship Card with a photograph.
- Canadian Armed Forces Identification Card.
- Permanent Resident Card (issued by Government of Canada).
- Certificate of Indian Status (Canadian).
- LCBO BYID Photo Card.

e. Warning on Alcohol Consumption

Warning: Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby (Fetal Alcohol Spectrum Disorder).

f. No Last Call

There will be no "LAST CALL" announcement prior to bar closing.

Mandatory signage for Event Organizer/Permit Holder: Temporary signage shall be displayed by the Event Organizer/Permit Holder prominently in specific designated areas within the facility or property.

a. Accountability Statement:

A blank sign format, provided by the Township of Blandford-Blenheim, shall be prominently and temporarily displayed during the Special Occasion Permit event to inform patrons as to where to direct concerns. This will include telephone numbers of the Event Organizer(s), local Police Department and the Alcohol & Gaming Commission of Ontario. This sign will be provided for Event Organizer(s) with the lease agreement for Township facilities.

b. Ticket Sales:

Sales of alcohol shall be strictly monitored by Smart Serve bartenders at all SOP events. Bartenders shall limit the number of redeemable drinks purchased at any one time to a maximum of two (2) per person. At events where alcohol is being sold, a sign shall be posted at the alcohol ticket sales table outlining the following regulation:

Ticket Sales: No more than two (2) tickets per person may be redeemed at a time. Only single tickets will be sold after midnight. All ticket sales will stop at 1:45am

The Event Organizer and SOP Holder must remain on site at all times. The Event Organizer and SOP holder are responsible for decisions regarding the actual operation of the event. If the event is more than two days in length, then a designate may be assigned and their name(s) must appear on the contract.

The Event Organizer and SOP Holder and the person renting the facility are responsible to ensure that the event is properly supervised and must provide enough staff to fulfill this obligation. The Event Organizer/SOP Holder and Event Workers/Volunteers must ensure that all controls and service be consistent with the provisions of the Alcohol & Gaming Commission Act of Ontario and its Sections and shall also abide by all the rules of the MAP.

The Event Organizer and SOP Holder and Event Workers/Volunteers must attend the event and be sober before and during the event, including any clean-up activities. The Event Organizer and SOP Holder and Event Workers/Volunteers must be clearly identified during the event. Visible identification to be used by event workers must be acceptable to the Manager of Community Services and/or designate.

The Event Organizer and SOP Holder and Event Workers/Volunteers must ensure that monitors will supervise the event, encourage legal and moderate drinking behaviour, and ensure that any problems that arise are dealt with appropriately.

Entry to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. This person(s) shall further observe for individuals that may be attempting to enter the premises and that appear to be intoxicated or have a history of causing problems at events.

The Event Organizer and SOP Holder and Event Workers have the responsibility to encourage safe transportation options. See **Safe Transportation** for further details.

The Event Organizer and SOP Holder or Event Workers/Volunteers/Municipal Staff have the right to deny entry to any individual. Entry to public functions must be denied to:

- Intoxicated or unruly individuals;
- Individuals carrying alcoholic beverages; and,
- Individuals previously turned away from the event.

Event Servers

There will be no self-serve events, all functions require a bartender. Self-serving is prohibited and trained bar personnel are required. Trained servers must hold a valid certificate issued by Smart Serve Ontario.

The Event Organizer and SOP holder shall ensure all trained servers, door/entrance and exit monitors, alcohol ticket sales persons, and security personnel are at least nineteen (19) years of age.

Event classifications are determined by the Township of Blandford-Blenheim based on event dynamics.

Category (Public or Private Events)	Trained Servers	Entrance/Exit Monitors
Passive	1	The Event Organizer is responsible to monitor the entrance and exit to the event at all times.
Moderate Risk	2	1 event worker per entrance and exit to the event at all times.
High Risk	2 + 2 for every additional 200 participants	1 event worker at every entrance and exit to the event at all times.

Control of Alcohol Service

Non-alcoholic beverages must be made readily available throughout the duration of the event, and at a cost significantly lower than drinks containing alcohol. The Event Organizer and SOP Holder shall provide a sign, which shall be prominently posted, identifying the non-alcoholic beverages available at the event.

Event Organizers and SOP holders shall adhere to the following rules and regulations:

- a. Practices which may encourage the excessive consumption of alcohol are prohibited, including, but not limited to, “shooters” and “funnels”.
- b. Contests or games involving the consumption of liquor are prohibited.
- c. Servers must be appropriately trained. Event organizers are encouraged to have all event staff trained, including those at the door and selling drink tickets.
- d. No “Last Call” will be announced prior to the end of the event/sale of alcohol.
- e. Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar. A maximum of five (5) tickets may be sold to any person at one time. Tickets for alcohol can be redeemed for cash until fifteen minutes after the closing of the bar.
 - i. Serving alcohol is restricted to those of legal drinking age. In Ontario, the legal drinking age is 19 years of age. Patrons may be asked for proof of age. Government issued photo identification is the only acceptable proof of age:
 1. Valid Ontario Driver’s Licence or out-of-province photo driver’s licence.
 2. Valid Canadian Passport
 3. Canadian Citizenship Card with a photograph
 4. Canadian Armed Forces Identification Card
 5. Permanent Resident Card (issued by Government of Canada)
 6. Certificate of Indian Status (Canadian)
 7. LCBO BYID Photo Card
- f. Discounts will not be offered for volume purchase of tickets when tickets are sold for alcoholic beverages. Guests cannot be required to purchase a minimum number of drinks (or drink tickets) to enter or remain at the event.
- g. Servers are required to pour all bottled beverages into plastic or paper disposable cups at the bar. Canned or bottled beverages will not be permitted on the floor. Only servers and event workers are permitted behind the bar. All bottles and cans are to be kept

behind the bar. Alcoholic and Non-Alcoholic drinks are to be served in readily identifiable different cups.

- h. Single drinks only will be served, no more than one standard drink per glass, (example, no more than one shot in one glass).
- i. No extra-strength pre-made drinks (beer or coolers with alcohol percentages greater than 5%) shall be available for purchase.
- j. A maximum of 2 standard drinks will be served to an individual at one time. A Standard Drink means:
 - 341 ml. or 355 ml. of beer/cider/cooler with 5% alcohol; or,
 - 142 ml. (5 oz) of wine with 12% alcohol; or,
 - 29 ml. (1 oz) of spirits with 40% alcohol.
- k. A minimum of 30% of alcohol supplied to be low-alcohol content drinks (i.e. alcoholic drinks with alcohol percentages less than 5%).
- l. No caffeinated energy drinks to be served.
- m. Alcohol service within the premises shall cease no later than 2:00 am, no service of alcoholic beverages will be allowed after this time.
- n. All signs of sale and service must be cleared from the premises within 45 minutes of the end time stated on the permit. This includes the removal of all partially consumed and empty bottles, cans, and glasses that contained liquor. Leftover liquor will be removed from the premises at the end of the event.
- o. To assist staff and to ensure that no incidents occur on the premises, patrons must vacate the facility by 3:00 am.

Food Requirements

- a. Event organizers and SOP holders shall encourage consumption of food by persons attending the event, i.e., light meals, and will have light meals available at the event.
- b. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.

Safe Transportation

The event organizers and SOP holders shall be responsible for promoting safe transportation options for all participants at an event. If an uncontrollable situation develops in relation to intoxicated patrons, event organizers and SOP holders, or designate, shall call the Police and request that the intoxicated patrons be apprehended to ensure they do not drive vehicles while intoxicated.

The event organizers and SOP holders must remain on the premises until all the patrons have left the premises by a safe and satisfactory means of transportation.

Security Requirements at Specific Events

The Township of Blandford-Blenheim requires the presence of paid duty police officer(s) or licenced private security, from event start to event finish for licenced events organized by individuals, at which the general public is admitted. The only exception is during sporting events, tournaments, games, carnivals or fairs where specific times will vary, the duration of security will be determined by staff. All arrangements and costs associated shall be borne by the event organizer.

Category (Public or Private Events)	Number of Security Personnel Required
Passive	1*
Moderate Risk	2
High Risk	2**

*Security requirement for passive events may be waived at the discretion of the Manager of Community Services or designate. Public safety for the patrons of the event will be paramount.

**Security requirement for High Risk category may be increased at the discretion of the Manager of Community Services or designate. Public safety for the patrons of the event will be paramount.

Security must have access to or provide a communication link on site to summon emergency services. Security is not to be involved in serving of alcoholic beverages nor assist in any way in the liquor operation of the event.

Insurance

The event organizer must provide proof of insurance by way of submitting an original Certificate of Liability Insurance to the Township of Blandford-Blenheim a minimum of 14 days prior to occupying municipal premises for the event. The Certificate of Liability Insurance must be in effect for date(s) where municipal property is being used or occupied by the event organizer including, without limitation, set-up and take-down. Failure to provide proof of liability insurance will result in the rental being cancelled.

The Certificate of Liability Insurance shall:

Provide proof of a minimum of two million dollars general liability insurance issued by an insurance company satisfactory to the Township of Blandford-Blenheim that is licenced to carry on business in Ontario and which must at a minimum include the following:

- a) The Township of Blandford-Blenheim shown as an additional insured on the policy;
- b) Coverage for bodily injury and property damage liability;
- c) A host liquor liability endorsement;
- d) Tenants liability endorsement;
- e) Personal injury liability; and,
- f) Thirty (30) day notice of cancellation provision.

The Event Organizer and SOP Holder shall indemnify and save the Township of Blandford-Blenheim harmless from all claims arising from the permit or event.

Advertising

All advertising must comply with the Alcohol and Gaming Commission of Ontario advertising policies and guidelines. Alcohol and Gaming Commission of Ontario policy states that, a permit holder for a private event special occasion permit is not permitted to advertise or promote liquor or the availability of liquor.

At events where children and youth are allowed entry, the event organizer shall not allow promotional advertising of alcoholic beverages' names, brands or manufacturers.

Outdoor Events/Festivals

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent or marquee. The outdoor area must be clearly defined and separated from unlicensed areas by a minimum 36" high partition.

Festivals and events can define an area larger than outside beer tents where people can walk around freely with drinks. Local communities are free to customize the events to their needs.

AGCO may be involved to discuss public safety issues with the permit holder.

Notification must be made to local municipality, including clerk, police, fire and health department and AGCO giving 30-days notice for events where fewer than 5,000 people attend and 60 days notice for events where 5,000 or more people attend.

If a SOP has been issued for an outdoor event that has both licensed areas (bars, restaurants) and areas to which the SOP applies (i.e. Street on which the event occurs), patrons can move freely between these areas with a single serving of alcohol, under certain conditions and where permission has been granted by the AGCO.

The Fire Chief and Chief Building Official will determine maximum capacity for outside tents based on exits and floor area.

For potential high risk rentals, the Township reserves the right to require the presence of minimally two (2) paid duty police officers or Licensed and bonded Security Company for the duration of an event. Number of security will be determined by the Township and this cost will be borne by the Event Organizer or individual.

Enforcement Procedures by the Event Organizer

If drunkenness, riotous, quarrelsome, violent, and aggressive and/or disorderly conduct or unlawful gaming is observed at the event, the event organizer shall:

- First ask the offending person to leave;
- If the person refuses to leave, call the Police;
- Seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of persons, including event workers.

Infractions, Failure to Comply with Policy/ Penalties

The Township reserves the right to refuse any applicant permission to run a licensed event on its property, and to impose on the event whatever restrictions it deems appropriate to ensure the safety of the participants. The Township reserves the right to revoke a permit to hold an event, or disallow the serving of alcohol at an event on Township premises without notice.

When Township staff become aware of a policy infraction, such violation shall be immediately documented and reported to the staff person having operational jurisdiction over the premises, and brought to the attention of the event organizer with a request to rectify the situation.

Township staff should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. In such cases, the police shall be alerted.

Township staff can ask individuals to cease the consumption of alcohol, or they can ask the individual or organized group to leave the facility area. Should the individual or group member fail to comply, staff can call police for enforcement. Costs pertaining to police services shall be covered by the event organizer.

Alcohol consumption on Township lands and premises at non-designated facilities or events may be subject to penalty. Penalties may include, but may not be limited to organizations, or individuals receiving a letter of reprimand, or being suspended from use of Township of Blandford-Blenheim land or premises for a period of up to two years. A letter will be sent to an organization, or individual advising them of a suspension.

When an event organizer has violated this policy, and has been confronted by Township staff, the event organizer may be sent a letter advising of the violation, and indicating that no further violation will be tolerated. Additionally, the event organizer may be invoiced for any and all damages and costs associated with the violation.

Should an event organizer violate this policy within two years of receiving notice of their first violation, the event organizer may be suspended from organized use of Township of Blandford-Blenheim land or premises for a period of up to two years. A letter will be sent to the event organizer advising them of their suspension.

An individual or organized group may appeal to the CAO to have their privileges re-instated. Minor deviations from this policy may be approved by the CAO.

Major or permanent deviations from this policy must be approved by Township Council.

Review Cycle

This policy will be reviewed once per term of Council or as required based on revisions to corporate practices or governing legislation.



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council

From: Sarah Matheson, Director of Corporate Services / Clerk

Reviewed by: Josh Brick, Chief Administrative Officer

Date: October 31, 2025

Council Meeting Date: November 19, 2025

Report Title: Council Composition – Deputy Mayor

Report No.: DC-25-18

Recommendation:

That Report DC-25-18 be received as information; and further,

That Council provide direction to staff.

Executive Summary:

Within the Municipal Act, 2001, (hereafter “the Act”), there are provisions under which a municipality, by local initiative and subject to certain rules, can alter the composition of its Council. The duties of the Mayor include leadership, representation and legal authority as the Head of Council. These duties are integral to providing good governance. The Township currently appoints a Deputy Mayor on a rotating basis. The information provided in this report allows Council to discuss the merits of an elected (at large) Deputy Mayor ahead of the 2026 Municipal Election.

Background:

At the August 6, 2025 Meeting of Council, staff provided a review of composition of Council prior to the 2026 Municipal Election, specifically as it relates to a Deputy Mayor position.

The current composition of the Township of Blandford-Blenheim Council for the 2022-2026 term includes:

- the Mayor (elected at large, represents the municipality at Oxford County Council); and,
- four Township Councillors (elected at large).

In accordance with Section 226 of the Act, and Chapter 11 of the Municipal Code, Council elects an Acting Mayor, typically on an annual basis who steps in for the Mayor when they are unavailable to fulfill the duties of the role. For the 2022 – 2026 Term of Council, the following has been assigned:

Bruce Banbury	November 16, 2022 – November 30, 2023
Daryl Barnes	December 1, 2023 – November 30, 2024
Nancy Demarest	December 1, 2024 – November 30, 2025
Tina Young	December 1, 2025 – End of Council term

The Acting Head of Council has and may exercise all the rights, powers and authority of the Head of Council in the event of absence, illness or vacancy.

Ontario municipalities have broad authority under Section 217(1) of the *Municipal Act* to determine the composition of their own Councils and electoral systems through by-law, provided that each Council has at least five members, including a head of Council.

Council members must be elected in accordance with the *Municipal Elections Act, 1996*; the head of Council must be elected by general vote, while other members may be elected by general vote, wards, or a combination of both.

To amend the composition of the Township of Blandford-Blenheim Council, Council must pass a resolution and corresponding by-law. Under Section 217(3), such a by-law does not take effect until the new Council is organized after the first regular election following its passage—or, if passed in an election year before voting day, after the second regular election. Therefore, any by-law to add Council seats or create a Deputy Mayor position for the 2026–2030 term must be passed by January 1, 2026; otherwise, changes would take effect only after the 2030 Municipal Election.

Analysis & Discussion:

Council has the legislative authority to change the composition of its membership, provided it maintains at least five members and the head of Council is elected at large.

Sections 224 and 225 of the Act, outline the roles of council and the head of council, respectively.

Section 224 of the Act, states that it is the role of council:

- f) to represent the public and to consider the well-being and interests of the municipality;
- f) to develop and evaluate the policies and programs of the municipality;
- f) to determine which services the municipality provides;

- f) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
- (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- f) to maintain the financial integrity of the municipality; and
- f) to carry out the duties of council under this or any other Act.

Section 225 of the Act, provides that the role of the head of council is:

- e) to act as chief executive officer of the municipality;
- e) to preside over council meetings so that its business can be carried out efficiently and effectively;
- e) to provide leadership to the council;
- (c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1)
- e) to represent the municipality at official functions; and
- e) to carry out the duties of the head of council under this or any other Act.

Given that a Deputy Mayor is not required under the Act, there is no specific legislative role outlined for the position. Like all other members of Council, a Deputy Mayor would be required to fulfil the legislative responsibilities as a member of council as outlined under Section 224 of the Act.

It is recommended that, if Council directs staff to implement the role of the Deputy Mayor, the role be defined by by-law. This by-law would come before Council prior to January 1, 2026 as Council Composition must be determined by that time, as per the Act.

Under Section 217 of the Act, there is no additional requirement for public notice of a proposed by-law to change the council composition for a lower-tier municipality.

Potential Governance Impacts:

Implementation of a Deputy Mayor position to the Council of Blandford-Blenheim may provide more continuity as the specialized position, compensated accordingly (staff will be providing an updated Council composition policy following direction on this report), would provide ongoing leadership support in consultation with the Mayor. This position would perform the duties of the Mayor when the Mayor is unable to do so, including acting as the Oxford County Council Alternate for the term of Council. The Deputy Mayor would also assume the role of the Chair in the Mayor's absence or when the Mayor desires to leave the Chair to move a Motion, to take part in the debate, speak to a motion taking a definite position, and/or endeavoring to persuade the Council to support that position. Lastly, the Deputy Mayor position would act in the place of the Mayor at all general and social functions where the Mayor is unable to attend.

Electing a Deputy Mayor would allow for one individual to specialize in the above-noted responsibilities, providing leadership continuity and assist the Mayor in managing political dynamics. Where currently, one member only has a year to acclimate to the role of Deputy Mayor, it is anticipated that a specially elected individual would become more of a subject matter expert. Further merits include; workload distribution, succession planning, and enhanced representation and democracy.

Adding the position of Deputy Mayor comes with the following considerations. If Council decides to remunerate the position differently than a regular member of Council there will be

financial implications. There will also be the need to delineate roles clearly so there is no ambiguity or conflict arising from the Chair and his or her Deputy.

Council consideration to the manageability of the workload of the Chair is important. In a smaller municipality, Council can consider the practical benefit relative to the cost of implementation.

Another consideration is the Township losing competent and effective leaders through a race for the Deputy Mayor position, fragmenting the candidate pool. Individuals who might otherwise run for Council may instead compete for the new role. There is potential that community leaders compete for the Deputy role, thereby reducing the number of high-quality candidates running for seats on Council.

Public Consultation:

A public staff report was presented to Council outlining the matter on August 6th, 2025. If Council directs staff to add the Deputy Mayor position, staff will have one month to prepare the By-law.

Communication to Blandford-Blenheim residents and property owners would be required to explain the rationale behind adding the position and how it improves local governance. This would also prepare electors ahead of the 2026 Municipal Election. Staff would include information regarding this in our comprehensive outreach strategy for the upcoming switch of voting method.

Regional Scan:

Appendix A provides a table with information compiled as result of a regional scan undertaken by staff.

Strategic Priorities:

This Report ties into the Strategic Plan Pillar of **Engaged and Informed Community** by encouraging openness and transparency

Financial Considerations:

Possible implications depending whether Council decides to implement a Deputy Mayor position and increase the salary of this position relative to the Member of Council salary. If Council proceeds with the new position, a Council remuneration/ compensation report will be presented in advance of the Nomination Period for the 2026 Municipal Election, that beginning May 1, 2025.

Respectfully submitted by:

Sarah Matheson,
Director of Corporate Services / Clerk

Appendix:

Deputy Mayor Regional Review (Appendix A)

Follow up

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

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

**Appendix A:
Regional Scan – Deputy Mayor Position**

Municipality	Population	Council Composition	Process of Deputy Mayor Selection
Aylmer	7,699	Mayor; Deputy Mayor (appointed based on number of votes); 5 Councillors (elected at large).	Appointed by Council based on voter support – the Councillor who has received the highest number of overall votes becomes Deputy Mayor.
Bayham	7,096	Mayor; Deputy Mayor; 3 ward Councillors.	Elected at Large
Central Elgin	13,746	Mayor; Deputy Mayor; 5 ward Councillors.	Elected at Large
Central Huron	7,799	Mayor; Deputy Mayor; 6 Councillors representing 2 wards.	Elected at Large
East Zorra-Tavistock	7,841	Mayor; Deputy Mayor; 5 Councillors representing 3 wards.	Elected at Large
Huron East	9,512	Mayor; Deputy Mayor is appointed for full term from among 9 Councillors representing 5 wards.	Appointed by Council
Lambton Shores	11,876	Mayor; Deputy Mayor; 7 ward Councillors.	Elected at Large
Lucan Biddulph	5,680	Mayor; Deputy Mayor; 3 ward Councillors.	Elected at Large
Middlesex Centre	18,928	Mayor; Deputy Mayor; 5 ward Councillors.	Elected at Large
North Dumfries	10,619	Mayor; Deputy Mayor appointed on a rotational basis for one year; 4 ward Councillors, so each is appointed for a one-year term as Deputy Mayor.	Appointed by Council

North Huron	5,052	Mayor; Deputy Mayor appointed at inaugural Council meeting for full term; 5 Councillors representing 3 wards.	Appointed by Council
North Middlesex	6,307	Mayor; Deputy Mayor; 5 ward Councillors.	Elected at Large
Norwich	11,151	Mayor; 4 ward Councillors; Deputy Mayor starts with ward 1 Councillor in the first year, ward 2 Councillor in second year, etc...	Appointed by Council (rotation based on numerical ward order)
Petrolia	6,013	Mayor; Deputy Mayor; 6 Councillors elected at large.	Appointed by Council
South-West Oxford	7,583	Mayor; 6 ward Councillors.	N/A – no Deputy Mayor
St. Clair	14,659	Mayor; Deputy Mayor; 5 Councillors representing 2 wards.	Elected at Large
Strathroy-Caradoc	23,871	Mayor; Deputy Mayor; 7 Councillors representing 2 wards.	Elected at Large
Thames Centre	13,980	Mayor; Deputy Mayor; 3 ward Councillors.	Elected at Large
Wellesley	11,318	Mayor; 4 ward Councillors.	No Deputy Mayor, but there is an 'Acting Mayor' schedule shared by Councillors on a rotational basis, as needed.
Wilmot	21,429	Mayor; 5 Councillors representing 4 wards.	No Deputy Mayor, but there is an 'Acting Mayor', which is appointed by Council, and rotates monthly amongst each member of Council
Zorra	8,628	Mayor; Deputy Mayor appointed from among Councillors for the full term of Council; 4 ward Councillors.	Appointed by Council

THE CORPORATION OF

Item 16.a

THE TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2520-2025

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

WHEREAS by Section 5 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of a municipal corporation are to be exercised by its Council.

AND WHEREAS by Section 11 of the *Municipal Act* 2001, S.O. 2001, c.25, the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the Corporation of the Township of Blandford-Blenheim at this meeting be confirmed and adopted by by-law;

NOW THEREFORE the Council of the Corporation of the Township of Blandford-Blenheim hereby enacts as follows:

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on November 19th, 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 19th day of November, 2025.

By-law read a third time and finally passed this 19th day of November, 2025.

Mark Peterson, Mayor

Sarah Matheson, Clerk