

TOWNSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday, August 7th, 2024

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

4:00 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

That the agenda for the August 7th, 2024 Regular Meeting of Council be adopted as printed, and circulated.

4. Disclosure of Pecuniary Interest

5. Minutes

a. [July 3rd, 2024 Minutes of Council](#)

Recommendation:

That the minutes of the July 3rd, 2024 Regular Meeting of Council be adopted, as printed and circulated.

6. Business Arising from the Minutes

7. Public Meetings

a. Public Meetings under the Planning Act, Zone Changes

i. [Application for Zone Change – ZN1-24-03 \(Faul\)](#)

Recommendation:

That the Township of Blandford-Blenheim approve-in principle the zone change application submitted by Heidi Faul whereby the lands described as Lots 1 and 2, and Part Lot 5, Plan 199, Part 1, 41R4752, in the Township of Blandford-Blenheim, are to be rezoned from 'Residential Type 1 Zone' to 'Residential Type 2 Zone (R2)' and 'Special Residential Type 2 Zone (R2-sp).'

ii. [Application for Zone Change – ZN1-24-10 \(Calhaven Farms\)](#)

[Township of Blandford-Blenheim Website](#)

Recommendation:

That the Township of Blandford-Blenheim not approve the Zone Change Application submitted by Nicholas and Christopher Gerber on behalf of Calhaven Farms, whereby lands described as Part Lots 5-6, Concession 13 (Blandford), Township of Blandford-Blenheim, are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit two detached additional residential units (ARUs) on the subject lands.

iii. [Application for Zone Change – ZN1-24-16 \(Sloan\)](#)

Recommendation:

That the Township of Blandford-Blenheim approve the zone change application submitted by Matthew Sloan, whereby the lands described as Lot 10, Plan 65, in the Township of Blandford-Blenheim, are to be rezoned from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 1 Zone (R1-sp)' to permit the development of an undersized residential parcel.

iv. [Applications for Plan of Subdivision, Official Plan Amendment, and Zone Change – SB23-01-1; OP23-04-1; and ZN1-23-03 \(11967113 Ontario Ltd.\)](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim approve-in-principle the zone change application (File No. ZN1-23-02) submitted by 1967113 Ontario Inc., whereby a portion the lands described as LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10 BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH ST, CATHERINE ST PL 104; PT LT 13 CON 6 Blenheim As In 403866 Except PT 14, 15, 16, 17, 18 and 19 41R202, be rezoned from 'Development Zone (D)' to 'Special Residential Type 1 Zone (R1-sp)', 'Special Residential Type 3 Zone (R3-sp)', and 'Special Open Space Zone (OS-sp)' to facilitate the proposed draft plan of subdivision;

And that the Council of the Township of Blandford-Blenheim advise County Council that the Township supports the application for Official Plan Amendment (File No. OP23-04-1), submitted by 1967113 Ontario Inc., for the lands described as LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10 BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH ST, CATHERINE ST PL 104; PT LT 13 CON 6 Blenheim As In 403866 Except PT 14, 15, 16, 17, 18 and 19 41R202, to redesignate a portion of the subject lands from 'Low Density Residential' to 'Medium Density Residential' and 'Open Space.'

And further, that the Council of the Township of Blandford-Blenheim advise County Council that the Township supports the Draft Plan of Subdivision (File No. SB23-01-1), submitted by 1967113 Ontario Inc., for the lands described as LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8,

11-12 BLK L PL 104; LT 1-10 BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH ST, CATHERINE ST PL 104; PT LT 13 CON 6 Blenheim As In 403866 Except PT 14, 15, 16, 17, 18 and 19 41R202, consisting of 19 lots for single detached dwellings, four blocks for townhouse dwellings (22 dwelling units), a stormwater management block, the extension of Henry Street, and the construction of a new internal road connecting to Oxford Road 3, subject to the conditions outlined in Report CP2024-253 (pages 11 – 16) being met prior to final approval of the plan for registration.

8. Delegations / Presentations

None.

9. Correspondence

a. Specific

- i. [Brian Petrie, Chair, Upper Thames River Conservation Authority \(UTRCA\) Board of Directors re: Provincial government decision to freeze the fees conservation authorities can charge in regard to planning, development, and permitting fees](#)

Recommendation:

That the specific correspondence item be received as information; and,

That the Township of Blandford-Blenheim Council directs staff to send the letter signed by local area Councils to Minister Smith, Ministry of Natural Resources and Forestry.

- ii. [Kimberly Moran, CEO, Ontario Medical Association re: Urging the provincial government to recognize the physician shortage in Ontario](#)

Recommendation:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, paramedicine, and other investments.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and.

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of Blandford-Blenheim urge the Province of Ontario to recognize the physician shortage in the Township of Blandford-Blenheim and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

b. General

- i. [Ronda Stewart, Economic Development Director, Rural Oxford Economic Development re: April/May 2024 Economic Development Activity Report](#)
- ii. [Nathan Gerber, Coordinator of Energy Management, Oxford County re: 2024-2028 Energy Management Plan](#)

Recommendation:

That the general correspondence item be received as information.

10. Staff Reports

a. Adam Degier – Drainage Superintendent

- i. [DS-24-15 – Monthly Report](#)

Recommendation:

That Report DS-24-15 be received as information.

b. Jim Borton – Director of Public Works

- i. [PW-24-17 – Winter Salt Joint Tender Results](#)

Recommendation:

That Report PW-24-17 be received as information;

And further that Council accept the quote submitted by Compass Minerals Canada Corp. for the 2024-25, 2025-26 & 2026-27 winter salt supply delivered to the Drumbo Yard at a unit price of \$75.00 for white salt & \$105.00 for treated salt; \$77.25 for white salt & \$108.15 for treated salt; \$79.57 for white salt & \$111.39 respectively per tonne plus HST.

- ii. [PW-24-18 – Enbridge/Sedum Master station on Township Road 2](#)

Recommendation:

That Report PW-24-18 be received as information;

And further that Council accept the installation of an Enbridge station on the Right of Way of Township Road 2 for the purpose of supplying gas to the Sedum Master Green houses

iii. [PW-24-19 – AHSIP \(Accelerated High Speed Internet\) Program](#)

Recommendation:

That Report PW-24-19 be received as information.

iv. [PW-24-20 – Monthly Report](#)

Recommendation:

That Report PW-24-20 be received as information.

c. Trevor Baer – Director of Community Services

i. [CS-24-12 – Monthly Report](#)

Recommendation:

That Report CS-24-12 be received as information.

d. Drew Davidson – Director of Protective Services

i. [FC-24-16 – June Monthly Report](#)

Recommendation:

That Report FC-24-16 is received as information.

ii. [FC-24-17 – Regional Training Centre](#)

Recommendation:

That Report FC-24-17 be received as information; and,

That the Clerk be directed to sign the Emergency Services Training and Registration Agreement between the Ontario Fire College and the Township of Blandford-Blenheim on behalf of the Rural Fire Services of Oxford County (Blandford-Blenheim, East Zorra-Tavistock, , Norwich, Zorra, South-West Oxford) to establish a Regional Training Centre.

e. Ray Belanger – Chief Building Official

i. [CBO-24-07 – June Monthly Report](#)

Recommendation:

That Report CBO-24-07 be received as information

f. Denise Krug – Director of Finance

i. [TR-24-12 – Interim Financial Reports – 2nd Quarter – June 30, 2024](#)

Recommendation:

That Report TR-24-12 be received as information.

g. Sarah Matheson – Clerk

i. [DC-24-07 – Noise Exemption Request – Great Lakes ATV Club](#)

Recommendation:

That Report DC-24-07 be received as information;

And further, that Council authorizes an exemption to Section 2 of the Township's Noise By-law 2357-2023 for the Great Lakes ATV Club for their members ride to be held from 7:00 p.m. to 11:00 p.m. on Saturday, September 28th, 2024 on the trail located on Township Road 9, 0.5 kilometers east of 846148 Township Road 9 in Bright, Township of Blandford-Blenheim;

And further, that Council provide direction to staff to notify enforcement staff and the OPP of the noise by-law exemption approved by Council.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

a. Report CAO-24-34 - A proposed to pending acquisition or disposition of land by the municipality [s. 239 (2)(c)]

Re: Land Transfer

b. Report CAO-24-30 – Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]

Re: Staff Update – Building Services

c. Report CAO-24-29 – Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]

Re: Performance Evaluation – Strategic Objectives and Benchmarking

16. By-laws

a. 2444-2024, Being a By-law to amend the assessment schedules based on actual costs incurred for constructing the Hotson Drain;

b. 2445-2024, Being A By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-16);

c. 2446-2024, Being a By-law to confirm the proceedings of Council.

Recommendation:

That the following By-law be now read a first and second time: 2441-2024, 2442-2024, & 2443-2024.

Recommendation:

That the following By-laws be now given a third and final reading: 2441-2024, 2442-2024, & 2443-2024.

17. Other

18. Adjournment and Next Meeting

Wednesday, September 4th, 2024 at __:00 p.m.

Recommendation:

Whereas business before Council has been completed at _____ pm;

That Council adjourn to meet again on Wednesday, September 4th, 2024 at __:00 p.m.

MINUTES

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

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

Staff: Baer, Belanger, Brick, Davidson, Degier, and Matheson.

Other: Robson, Planner.

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that the agenda for the July 3rd, 2024 Regular Meeting of Council be adopted as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

a. June 19th, 2024 Minutes of Council

RESOLUTION #2

Moved by – Councillor Young
Seconded by – Councillor Barnes

Be it hereby resolved that the minutes of the June 19th, 2024 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Public Meetings

a. Public Meeting under the Planning Act, Zone Change

- i. Application for Zone Change – ZN1-24-02 (Eliview Inc.)

RESOLUTION #3

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved that Council rise and go into a Public Meeting under the Planning Act to consider application for zone change:

ZN1-24-02 (Eliview Inc.);

And that Mayor Peterson Chair the Public Meeting.

.Carried

The Planner presented the Report, recommending to approve-in-principle. No Member made comment or had questions regarding the application. The applicant was present. No one in the audience spoke for or against the application.

RESOLUTION #4

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

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

.Carried

RESOLUTION #5

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that the Township of Blandford-Blenheim approve-in-principle the Zone Change Application submitted by Eliview Inc. whereby the lands described as Part Lots 14 and 15, Concession 4 (Blenheim), Township of Blandford-Blenheim are to be rezoned from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' and 'Special General Agricultural Zone (A2-sp).'

.Carried

- ii. Application for Zone Change – ZN1-24-10 (Calhaven Farms)

RESOLUTION #6

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that Council rise and go into a Public Meeting under the Planning Act to consider application for zone change:

ZN1-24-10 (Calhaven Farms);

And that Mayor Peterson Chair the Public Meeting.

.Carried

The Planner presented the Report, recommending denial. The applicant was present. Chair Peterson commented on the historic merger of the two farms to one. Councillor Young questioned whether one ARU would suffice. The applicant spoke regarding his brother and himself wanting to reside on the family farm. Member Banbury commented on dividing the farm, Mayor Peterson commented that would likely not be possible. Member Demarest noted her primary concern is the non-compliance with MDS on proposed ARU 1 (as numbered in the report). The applicant spoke to the proposed location of ARU 1. Mayor Peterson commented that his reservation with the application is that there are two proposed ARUs on one property as well as the MDS issues with proposed ARU 1. The property owner commented that proposed ARU 1 could be relocated to better satisfy MDS requirements. Member Young questioned the viability of changing the application to a garden suite. The Planner commented the decision could be deferred to allow the applicant to explore options. No one in the audience spoke for or against the application. The Members deliberated further, concurring to defer the decision.

RESOLUTION #7

Moved by – Councillor Young
Seconded by – Councillor Banbury

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

.Carried

RESOLUTION #8

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that the Township of Blandford-Blenheim defer the decision on the Zone Change Application submitted by Nicholas and Christopher Gerber on behalf of Calhaven Farms.

.Carried

iii. Application for Zone Change – ZN1-24-11 (A&S Small Properties Ltd.)

RESOLUTION #9

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

Be it hereby resolved that Council rise and go into a Public Meeting under the Planning Act to consider application for zone change:

ZN1-24-11 (A&S Small Properties Ltd.);

And that Mayor Peterson Chair the Public Meeting.

.Carried

The Planner presented the Report, recommending approval. The applicant was present. Member Demarest questioned the text amendment, the Planner responded. Shane Wakeford spoke in opposition of the application citing the main concerns being the number of people attending the property due to the business as well as the quality of water due to the location of the well. Member Peterson noted the water would be dealt with at the time of permit. The applicant spoke in rebuttal of the concerns, noting that they do not have excessive numbers of visitors and the water is bought and provided for her family and anyone who visits. Member Demarest questioned the reasoning for the ARU. Member Banbury questioned the possibility of using the main dwelling on the property. The applicant responded that the main dwelling is occupied. The applicant responded that her and her family would like to be closer to the business. For this application, the members decided upon approval.

RESOLUTION #10

Moved by – Councillor Demarest

Seconded by – Councillor Banbury

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

.Carried

RESOLUTION #11

Moved by – Councillor Barnes

Seconded by – Councillor Demarest

Be it hereby resolved that the Township of Blandford-Blenheim approve the zone change application submitted by Alysha Williams on behalf of A and S Small Properties Ltd. whereby the text for the zoning of the lands described as Part Lot 6, Concession 1 (Blenheim), in the Township of Blandford-Blenheim, will be amended to permit a detached additional residential unit (ARU), in accordance with Section 5.5.2).'

.Carried

iv. Application for Zone Change – ZN1-24-12 (Sutherland)

RESOLUTION #12

Moved by – Councillor Demarest

Seconded by – Councillor Young

Be it hereby resolved that Council rise and go into a Public Meeting under the Planning Act to consider application for zone change:

ZN1-24-12 (Sutherland);

And that Mayor Peterson Chair the Public Meeting.

.Carried

The Planner presented the report, recommending denial. The registered owners were present and spoke in favour of the application and provided paperwork to support their application including a tax bill, affidavit and email. The applicant spoke regarding the issue of parking. Staff were consulted regarding the parking and cited winter maintenance as the main issue. Chair Peterson noted parking is difficult to enforce. The owner spoke regarding the reasoning for the application, specifically to make the property a viable one to sell. Chair Peterson, Members Demarest and Young commented regarding the Drumbo Secondary Plan and the commercial main floor provisions as well as the projected future growth of the Village. Member Young questioned whether, if the zone change was granted, that building would lose commercial space forever. Planner Robson responded that commercial space is still possible if the zone change is granted. Member Demarest questioned the acceptability of the evidence provided by the applicant to prove whether or not the property is legal non-conforming. CAO Brick noted the lack of the Township's guide or policy regarding the procedure for determining legal-nonconforming status. Chair Peterson expressed the concern of setting precedent for allowing residential in commercially-zoned properties. No one in the audience spoke for or against the application. For this application, the members concurred upon denial.

RESOLUTION #13

Moved by – Councillor Demarest

Seconded by – Councillor Young

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

.Carried

RESOLUTION #14

Moved by – Councillor Demarest

Seconded by – Councillor Young

Be it hereby resolved that the Township of Blandford-Blenheim deny the zone change application submitted by Eileen and Keith Sutherland whereby the lands described as Part Lots 6-8, Block B, Plan 199, Part 1, Plan 41R1838, in the Township of Blandford-Blenheim, are to be rezoned from 'Central Commercial Zone (CC)' to 'Special Central Commercial Zone (CC-sp).'

.Carried

8. Delegations / Presentations

- i. Sarah & Carol Main, Residents, re: Oxford-Waterloo Road Bridge Closure Concerns

Sarah and Carol Main, residents on Oxford-Waterloo Road discussed concerns regarding the closure of Oxford-Waterloo Road Bridge. Main spoke to the bridge being an integral link between Plattsville and other local villages. Main's request is to re-open the bridge. A petition with the same sentiment was presented. Main noted concern with the decision-making process by the Township of Wilmot to close the bridge. Main further noted the difficulty in being a Blandford-Blenheim resident when the Township of Wilmot is making the decisions on the shared burden of the bridge. Main requested that Blandford-Blenheim request the Township of Wilmot to re-open the bridge. Correspondence was received by Kris Sangers after the agenda was published and was circulated to members of Council. Mayor Peterson questioned the cost of replacement and the options moving forward, staff answered with the technical information. Mayor Peterson noted that Blandford-Blenheim Council decided to repair the bridge, Wilmot Council decided to close the bridge. Mayor Peterson advised the delegates to approach the Township of Wilmot. Member Demarest advised to reach out to current or past Members of Wilmot Council as a resource.

RESOLUTION #15

Moved by – Councillor Demarest

Seconded by – Councillor Young

Be it hereby resolved that the delegation from Sarah Main regarding the Oxford-Waterloo Road bridge closure concerns be received as information.

.Carried

9. Correspondence

- a. Specific

None.

b. General

- i. Paul Michiels, Manager of Policy Planning, Oxford County, re: Bill 185 Briefing Memo

RESOLUTION #17

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

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

.Carried

10. Staff Reports

a. Adam Degier – Drainage Superintendent

- i. DS-24-13 – Monthly Report

RESOLUTION #18

Moved by – Councillor Young
Seconded by – Councillor Barnes

Be it hereby resolved that Report DS-24-14 be received as information.

.Carried

b. Jim Borton – Director of Public Works

- i. PW-24-15 – Monthly Report

RESOLUTION #19

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that Report PW 24-15 be received as information.

.Carried

- ii. PW-24-16 – Dust Suppressant Tender

RESOLUTION #20

Moved by – Councillor Barnes
Seconded by – Councillor Young

Be it hereby resolved that Report PW-24-16 be received as information;

And further to award the dust suppressant tender for a 3-year term including 2025, 2026 & 2027 to Pollard Highway Products at a unit price of \$0.124 in 2025; \$0.127 in 2026 and \$0.130 in 2027 per litre plus HST for the supply, delivery and application of 20% liquid brine solution (Dustmaster 20).

.Carried

c. Trevor Baer – Director of Community Services

i. CS-24-10 – Monthly Report

RESOLUTION #21

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report CS-24-10 be received as information.

.Carried

d. Drew Davidson – Director of Protective Services

i. FC-24-15 – Wilmot Fire Agreement

RESOLUTION #22

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that Report FC-24-15 is received as information;
and,

That Council directs staff to send a letter to the Township of Wilmot advising that the Township of Blandford-Blenheim will not be renewing the Fire Protection Agreement beyond December 31st 2024; and further,

That Council directs the Clerk to take the necessary steps to repeal By-Law 2191-2020 at a future Regular Meeting of Council.

.Carried

e. Denise Krug – Director of Finance

i. TR-24-09 – Recommendation re: Use of 2023 Surplus

RESOLUTION #23

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved that Report TR-24-09 be received as information;

And further that the 2023 surplus of \$289,399 be allocated as follows:

Tax Stabilization Reserve	\$105,587.30
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Working Capital Reserve	\$183,811.70
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.Carried

- ii. TR-24-10 – Revision to Budget Development Policy

RESOLUTION #24

Moved by – Councillor Demarest

Seconded by – Councillor Young

Be it hereby resolved that Report TR-24-10 be received as information;

And further that Council approves and adopts the Revised Budget Calendar as part of the Budget Development Policy.

.Carried

f. Sarah Matheson – Clerk

- i. DC-24-04 – Council Conference, Education, and Training Policy

RESOLUTION #25

Moved by – Councillor Demarest

Seconded by – Councillor Young

Be it hereby resolved that Report DC-24-04 be received as information;
and,

That the Council Conference, Education and Training Policy be adopted.

.Carried

- ii. DC-24-05 – Update to the August 2024 Meeting Schedule

RESOLUTION #26

Moved by – Councillor Young

Seconded by – Councillor Banbury

Be it hereby resolved that Report DC-24-05 be received as information.

.Carried

- iii. DC-24-06 – Asset Naming Policy – Princeton Trail Naming

RESOLUTION #27

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report DC-24-06 be received as information;
and

That Council accept the following name to be assigned to the Township
asset of the Princeton Park Trail:

Robert Hill Cowan Trail.

.Carried

g. Josh Brick – Chief Administrative Officer

- i. CAO-24-25 – Follow Up – Waterloo-Oxford Bridge

RESOLUTION #16

Moved by – Councillor Demarest
Seconded by – Councillor Young

Be it hereby resolved that Report CAO-24-25 be received as information;
and,

That Council endorses Option (2) in principle – Remain Open to Light
Vehicle and Pedestrians; and further,

That Council directs staff to work with Township of Wilmot staff in
investigating further impacts, communicate with local residents/ various
stakeholders, and provide a follow up report for Council consideration during
2025 Budget Deliberations.

.Carried

- ii. CAO-24-26 – Funding Agreement for Renewed Canada Community-
Building Fund (CCBF)

RESOLUTION #28

Moved by – Councillor Young
Seconded by – Councillor Barnes

Be it hereby resolved that Report CAO-24-26 be received as information;
and,

That Council authorizes the Mayor and Clerk to execute the renewed 10-
year Municipal funding Agreement for the administration of the Canada
Community-Building Fund.

.Carried

11. Reports from Council Members

Mayor Peterson spoke regarding the Township's Camp 85 starting next week, the attendees will be at the Plattsville, Bright, Drumbo and Princeton Fire Stations in that order from 8:00 a.m. to 4:00 p.m. and graduation being held on Saturday in Plattsville at 9:00 a.m. Mayor Peterson noted that the Drumbo Heritage Society had Canada Day Event at Drumbo Park on July 1st and it was well attended. Councillor Demarest reminded of the Rural Oxford Economic Development Committee's (ROEDC) upcoming networking event on July 10th from 6:00 p.m. to 8:00 p.m. at Deep Purple Lavendar Farm. Councillor Demarest further spoke to ROEDC's securing a promotional tent at the annual Canada Outdoor Farm Show on the north end of Woodstock. Councillor Demarest noted herself and ROEDC are looking for Blandford-Blenheim businesses to be part of the tent to promote their goods and or services. Councillor Demarest spoke regarding the upcoming Harvest Carnival Event happening in Drumbo Park on the weekend of August 16th, 17th, and 18th, with the Hoedown happening on the Saturday evening where there will be live music and a nacho bar. Councillor Demarest noted that tickets are \$10.00 in advance and \$15.00 at the event.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

RESOLUTION #29

Moved by – Councillor Young

Seconded by – Councillor Demarest

Whereas, all Ontarians deserve and expect a safe and respectful workplace;

Whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

Whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

Whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

Whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

Whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

Now Therefore be it resolved that the Township of Blandford-Blenheim supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments; and,

Be It Resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:

- Updating municipal Codes of Conduct to account for workplace safety and harassment;
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario;
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province;
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner; and,
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office.

.Carried

15. Closed Session

- a. Report CAO-24-27 - A proposed to pending acquisition or disposition of land by the municipality [s. 239 (2)(c)]

Re: Childcare Facility

- b. Report CAO-24-28 – Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]

Re: Staff Update – Community Services

- c. Report CAO-24-29 – Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]

Re: Performance Evaluation – Strategic Objectives and Benchmarking

RESOLUTION #30

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 7:28 p.m. to discuss:

- a. Report CAO-24-27 - A proposed to pending acquisition or disposition of land by the municipality [s. 239 (2)(c)]

Re: Childcare Facility

- b. Report CAO-24-28 – Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]

Re: Staff Update – Community Services

- c. Report CAO-24-29 – Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]

Re: Performance Evaluation – Strategic Objectives and Benchmarking

.Carried

RESOLUTION #31

Moved by – Councillor Demarest

Seconded by – Councillor Barnes

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 8:44 p.m. and reports the following:

- That Council gave direction to the CAO regarding Report CAO-24-27;
- That Council gave direction to the CAO regarding Report CAO-24-28; and,
- That Council gave direction to the CAO regarding Report CAO-24-29.

.Carried

16. By-laws

- a. 2441-2024, Being a By-law to authorize the entering into an Agreement between the Association of Municipalities of Ontario (AMO) and the Township of Blandford-Blenheim;

- b. 2442-2024, Being A By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-11);
- c. 2443-2024, Being a By-law to confirm the proceedings of Council.

RESOLUTION #32

Moved by – Councillor Young
Seconded by – Councillor Demarest

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

- a. 2441-2024, Being a By-law to authorize the entering into an Agreement between the Association of Municipalities of Ontario (AMO) and the Township of Blandford-Blenheim;
- b. 2442-2024, Being A By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-11);
- c. 2443-2024, Being a By-law to confirm the proceedings of Council.

.Carried

RESOLUTION #33

Moved by – Councillor Young
Seconded by – Councillor Banbury

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

- a. 2441-2024, Being a By-law to authorize the entering into an Agreement between the Association of Municipalities of Ontario (AMO) and the Township of Blandford-Blenheim;
- b. 2442-2024, Being A By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-11);
- c. 2443-2024, Being a By-law to confirm the proceedings of Council.

.Carried

17. Other Business

Mayor Peterson reported on County Council developments. Particularly information was shared regarding homelessness in the County; Punkydoodles Corner is beginning to be redeveloped for increased safety; and the trend of self-contained living areas being built with recreation opportunities included.

18. Adjournment and Next Meeting

RESOLUTION #34

Moved by – Councillor Demarest

Seconded by – Councillor Barnes

Whereas business before Council has been completed at 8:49 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, August 7th, 2024 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Sarah Matheson, Clerk
Township of Blandford-Blenheim

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

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change

ZN 1-24-03 – Heidi Faul

REPORT HIGHLIGHTS

- The related Application for Consent proposed to create one new residential lot fronting on the south side of Powell Street and retain a lot with frontage on Matheson Street. Both the lot to be severed and the lot to be retained are each proposed to contain a semi-detached dwelling.
- The subject Zone Change Application proposes to rezone the lot to be severed from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 2 Zone (R2-sp)', with special provisions proposed to grant relief of the required minimum lot frontage and lot area.
- The lot to be retained is proposed to be rezoned from 'Residential Type 1 Zone (R1)' to 'Residential Type 2 Zone (R2)'.
- Planning staff are recommending approval of the proposal, as it is consistent with the Provincial Policy Statement and maintains the intent and purpose of the Official Plan respecting infill development within designated settlements.

DISCUSSION

Background

OWNER/APPLICANT: Heidi Faul
1386 Lisbon Road, Wellesley, ON N0B 2T0

LOCATION:

The subject lands are described as Lots 1 and 2, and Part Lot 5, Plan 199, Part 1, 41R4752, in the Township of Blandford-Blenheim. The lands are located at the southwest corner of Matheson Street and Powell Street, and are municipally known as 36 Matheson Street.

OFFICIAL PLAN:

Schedule "C-3"

County of Oxford
Settlement Strategy Plan

Serviced Village

Schedule "B-1"	Township of Blandford-Blenheim Land Use Plan	Settlement
Schedule "B-3"	Village of Drumbo Land Use Plan	Low Density Residential

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

Existing Zoning: 'Residential Type 1 Zone (R1)'
Proposed Zoning: 'Residential Type 2 Zone (R2)' and
'Special Residential Type 2 Zone (R2-sp)'

PROPOSAL:

The Zone Change Application proposes to rezone the severed lot resulting from Consent Application B24-18-1, which was approved by the Land Division Committee on July 4, 2024, from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 2 Zone (R2-sp).' The application also proposes to rezone the lot to be retained from 'Residential Type 1 Zone (R1)' to 'Residential Type 2 Zone (R2).' It is proposed that a semi-detached dwelling will be constructed on both the lot to be severed and the lot to be retained, resulting in a total of four residential units.

The lot to be severed will maintain frontage on Powell Street while the lot to be retained will maintain frontage on Matheson Street. The lands are located within an established residential neighbourhood, comprising of predominately single detached dwellings. There are, however, existing multi-unit residential units located at 46 Powell Street (duplex), which is to the immediate west of the subject lands, and 165/167 Peterson Street (semi-detached dwelling), which is to the northeast of the subject lands.

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

Plate 2, Aerial Photography (2020), provides an aerial view of the subject lands and immediate vicinity.

Plate 3, Applicant's Sketch, depicts the proposed configuration of the lands to be severed and retained together with the proposed location of the semi-detached dwelling units, as provided by the applicant.

Application Review

2020 Provincial Policy Statement

Section 1.1.3.1 of the 2020 Provincial Policy Statement (PPS) directs that settlement areas will be the focus of growth, and their vitality and regeneration shall be promoted.

Section 1.1.3.3 of the PPS directs that planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment, where this can be accommodated, considering existing building stock or areas, including brownfield sites, and the availability of

suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Further, Section 1.4.3 of the PPS directs that planning authorities shall provide for an appropriate mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- Permitting and facilitating all forms of residential intensification and redevelopment and all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements;
- Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- Promoting densities for new housing which efficiently uses land, resources, infrastructure, and public service facilities, and support the use of active transportation and transit areas where it exists or is to be developed; and
- Establishing development standards for residential intensification, redevelopment, and new residential development, which minimize the cost of housing and facilitate compact form while maintaining appropriate levels of public health and safety.

Official Plan

The subject lands are located within the Village of Drumbo, which is identified as a 'Serviced Village' according to the Settlement Strategy Plan for the County of Oxford. The lands are also designated 'Low Density Residential' according to Schedule B-3, Village of Drumbo Land Use Plan.

Section 4.2.2 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.

As per Section 6.2.2.1.2, infill development may involve the construction of a residential structure behind a building facing a street, the conversion of secondary structures for residential purposes, new residential development on lots with minimal street frontage or on small vacant remnant parcels of land which cannot be integrated into a plan of subdivision. Backyard infill may involve the development of existing lots of record, the creation of new lots by consent or the development of a garden suite.

The introduction of new residential housing into an established streetscape pattern will only be permitted if the proposal is consistent with the characteristics of existing development in the immediate area. In order to ensure that the street oriented infill projects are sensitive to the continuity of the existing residential streetscape, the County Land Division Committee will ensure that the proposal is consistent with street frontage, lot area, setbacks and spacing of existing development within the immediate residential area.

When considering infill proposals in serviced villages, all proposals are subject to the following criteria:

- stormwater run-off from the proposal will be adequately controlled and will not negatively affect adjacent properties;
- adequate off-street parking and outdoor amenity areas will be provided;
- the location of vehicular access points, the likely impact of traffic generated by the proposal on public streets and potential traffic impacts on pedestrian and vehicular safety and surrounding properties is acceptable;
- existing municipal services or private services and community facilities will be adequate to accommodate the proposed infill project;
- the extent to which the proposed development provides for the retention of any desirable vegetation or natural features that contribute to the visual character of the surrounding area;
- all infill proposals will be evaluated as to the environmental impacts and constraints associated with the proposed development in accordance with Section 3.2, as well as to the potential effect of the development on heritage resources (Section 3.2.7.5);
- compliance of the proposed development with the provisions of the Zoning By-Law of the Township and other municipal by-laws.

Zoning By-law

The subject lands are currently zoned 'Residential Type 1 Zone (R1)' according to the Township of Blandford-Blenheim Zoning By-law. The applicant proposes to rezone the lands to 'Residential Type 2 Zone (R2)' and 'Special Residential Type 2 Zone (R2-sp)' to permit two semi-detached dwellings.

The 'R2' zone requires a minimum lot area of 270 m² (2,906.3 ft²), a frontage of 9 m (29.5 ft), and a depth of 30 m (98.4 ft) for an interior lot. The 'R2' zone also requires a minimum lot area of 450 m² (4,843.9 ft²), a frontage of 15 m (49.2 ft) and a depth of 30 m (98.4 ft) for a corner lot.

The 'R2' zone also requires a minimum front yard depth, rear yard depth, and exterior side yard width of 7.5 m (24.6 ft) and a minimum interior side yard width of 2.5 m (8.2 ft), except that where an attached garage is present the minimum width shall be 1.2 m (3.9 ft). A minimum of 2 parking spaces, which may include a private garage, are also required for each dwelling unit. In this case, a total of 8 parking spaces would be required to accommodate the two proposed semi-detached dwellings.

The proposed lot to be retained, which would be an interior lot, will comprise of approximately 703.5 m² (7,572.4 ft²), with a frontage of 21.9 m (71.8 ft), 32 m (104.9 ft). The proposed lot to be retained will comply with all zoning provisions.

The lot to be severed, which would be a corner lot, will comprise of approximately 735.4 m² (7,915.7 ft²), with a frontage of 18.2 m (59.7 ft), and a depth of 38.1 m (125 ft). A sight triangle of 7.5 metres (24.6 ft) shall be required to remain clear of items exceeding 0.6 m (2 ft) that may impede vision. The applicant is requesting three special provisions on the lot to be severed to facilitate a semi-detached dwelling and a future severance application, which would give each side of the semi-detached dwelling separate title.

The proposed deviations from the Zoning By-law would be as follows:

- Reduce the minimum lot area for an interior lot from 270 m² (2,906.4 ft²) to 251.4 m² (2,706 ft²);

- Reduce the minimum lot frontage for an interior lot from 9 m (29.5 ft) to 7.9 m (25.9 ft); and,
- Reduce the minimum lot frontage for a corner lot from 15 m (49.2 ft) to 14 m (45.9 ft).

Agency Comments

The Oxford County Public Works Department has indicated no concerns, but noted that:

- If approved, a condition of consent shall be that the owner agrees to satisfy all requirements, financial and otherwise, of the County, regarding the installation of water & sanitary sewer services, to the satisfaction of the County.
- Both properties must be serviced (water/sanitary) independently, and any/all services crossing the proposed property line be disconnected to the satisfaction of the County of Oxford Public Works Department. Water/sanitary servicing is available on Matheson St. and the applicant will be required to connect to the services for the new lot.

The Township Director of Public Works has indicated no concerns but did note that all additional entrances will require driveway permits and that appropriate sight lines will need to be maintained on the corner lot.

The Township Chief Building Official, the Township Drainage Superintendent, Hydro One, Enbridge, and Canada Post have indicated no concerns with the proposal.

Public Consultation

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

Planning Analysis

Planning staff are of the opinion that the proposal promotes growth within the designated Settlement area of Drumbo, in accordance with Section 1.1.3.1 of the Provincial Policy Statement (PPS). Further, the proposal supports residential intensification and promotes a mix of housing types in an area where suitable infrastructure and public service facilitates are available. As such, staff are satisfied that the proposal is consistent with the policies of Section 1.1.3.3 and 1.1.4.3 of the PPS, respecting development within Settlement areas.

It is proposed that both the severed and retained lots will be used for residential purposes, which is in keeping with the policies for the Low Density Residential designation and other relevant policies of the Official Plan. Notwithstanding that surrounding residential development is comprised of predominantly single detached dwellings, staff are satisfied that the proposal will be compatible with existing development in the immediate area, as there is an existing variety of lot sizes. While the proposal will result in a total of three additional dwelling units on the subject lands, the form of the proposed buildings will be similar to that of existing development in the immediate area respecting setbacks and lot coverage.

Staff are also satisfied that the proposed development will provide adequate space for off-street parking. The subject lands are also in close proximity to the Village downtown core and other community facilities in the Village.

As previously outlined, the subject Zone Change Application proposes to rezone the subject lands from 'R1' to 'R2' and "R2-sp" to permit semi-detached dwellings. Additionally, the Zone Change Application proposes reducing the required minimum lot area and lot frontage for the lot to be severed. Once a semi-detached dwelling is constructed on the lot to be severed and the lot to be retained, the intent is to further sever the lots in half to have each side of the semi-detached dwellings on its own separate title, for a total of 4 individual titles. Once that occurs, the resultant interior lot of the lot to be severed (Lot 3 on Plate 3) will be deficient the required minimum lot area and lot frontage. The resultant corner lot of the lot to be severed (Lot 4 on Plate 3) will be deficient the required minimum lot frontage. The proposed deviations from the Zoning By-law would be as follows:

- Lot 3 (Interior Lot)
 - Reduce the minimum lot area from 270 m² (2,906.4 ft²) to 251.4 m² (2,706 ft²).
 - Reduce the minimum lot frontage from 9 m (29.5 ft) to 7.9 m (25.9 ft).
- Lot 4 (Corner Lot)
 - Reduce the minimum lot frontage from 15 m (49.2 ft) to 14 m (45.9 ft)

Staff have reviewed the requested modifications from the standard 'R2' zoning for the lot to be severed and are of the opinion that they are minor and appropriate for the subject lands. With the proposed reductions, the development would continue to maintain adequate space to facilitate the necessary off-street parking, amenity space, and drainage. The corner lot would also continue to maintain the required exterior yard setback while also respecting the required sight triangle at the corner of Powell Street and Matheson Street.

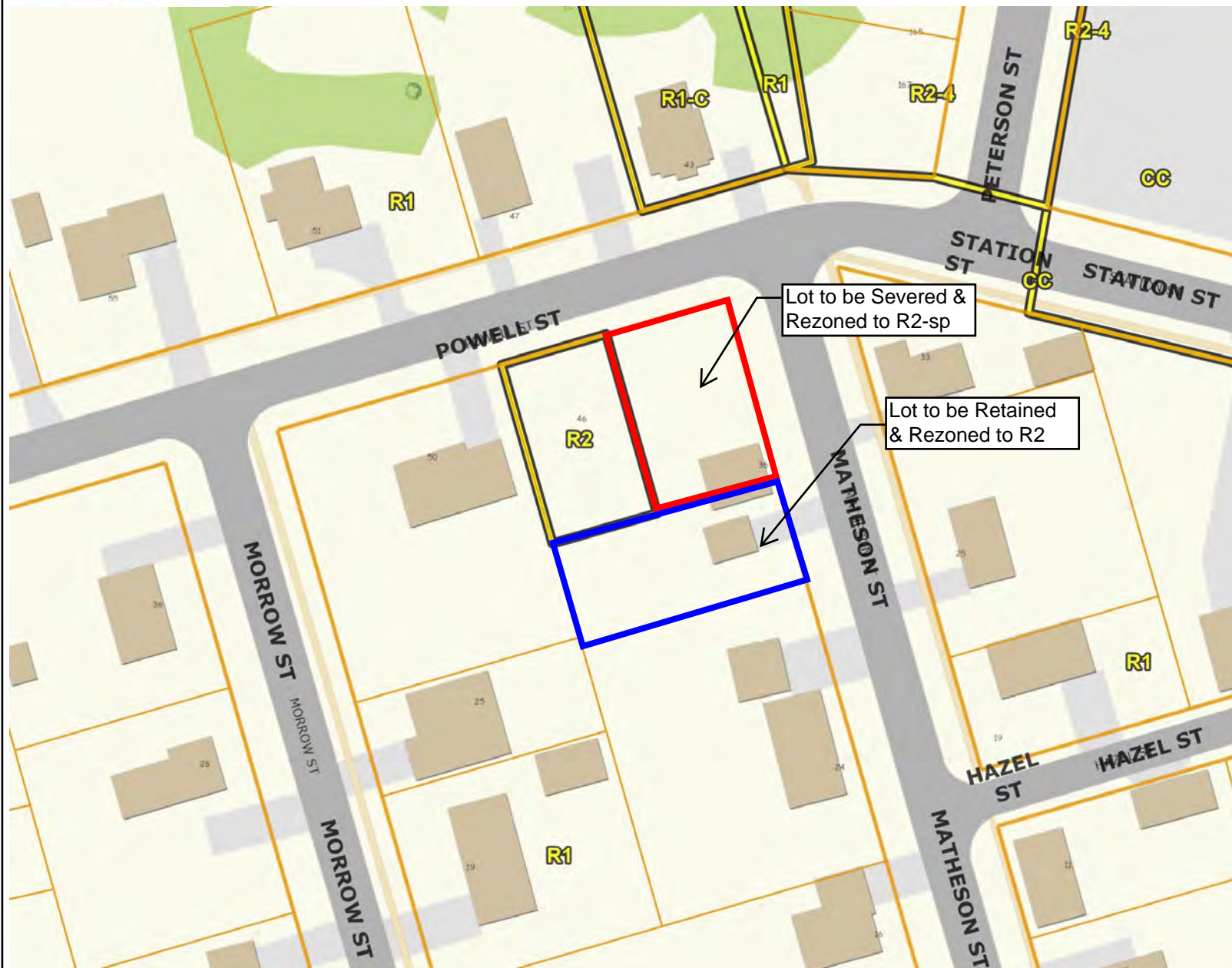
In light of the foregoing, it is the opinion of this Office that the proposal is consistent with the policies of the PPS and maintains the intent of the Official Plan and Planning staff recommend that the application be given favourable consideration. The proposed amending Zoning By-Law will be brought forward for Council's consideration once the associated reference plan has been received to generate the appropriate by-law schedules.

RECOMMENDATIONS

It is recommended that the Council of the Township of Blandford-Blenheim approve-in-principle the zone change application submitted by Heidi Faul whereby the lands described as Lots 1 and 2, and Part Lot 5, Plan 199, Part 1, 41R4752, in the Township of Blandford-Blenheim, are to be rezoned from 'Residential Type 1 Zone' to 'Residential Type 2 Zone (R2)' and 'Special Residential Type 2 Zone (R2-sp).'

SIGNATURES

Authored by:	<i>"Original Signed By"</i>	Dustin Robson, MCIP, RPP Development Planner
Approved for submission:	<i>"Original Signed By"</i>	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



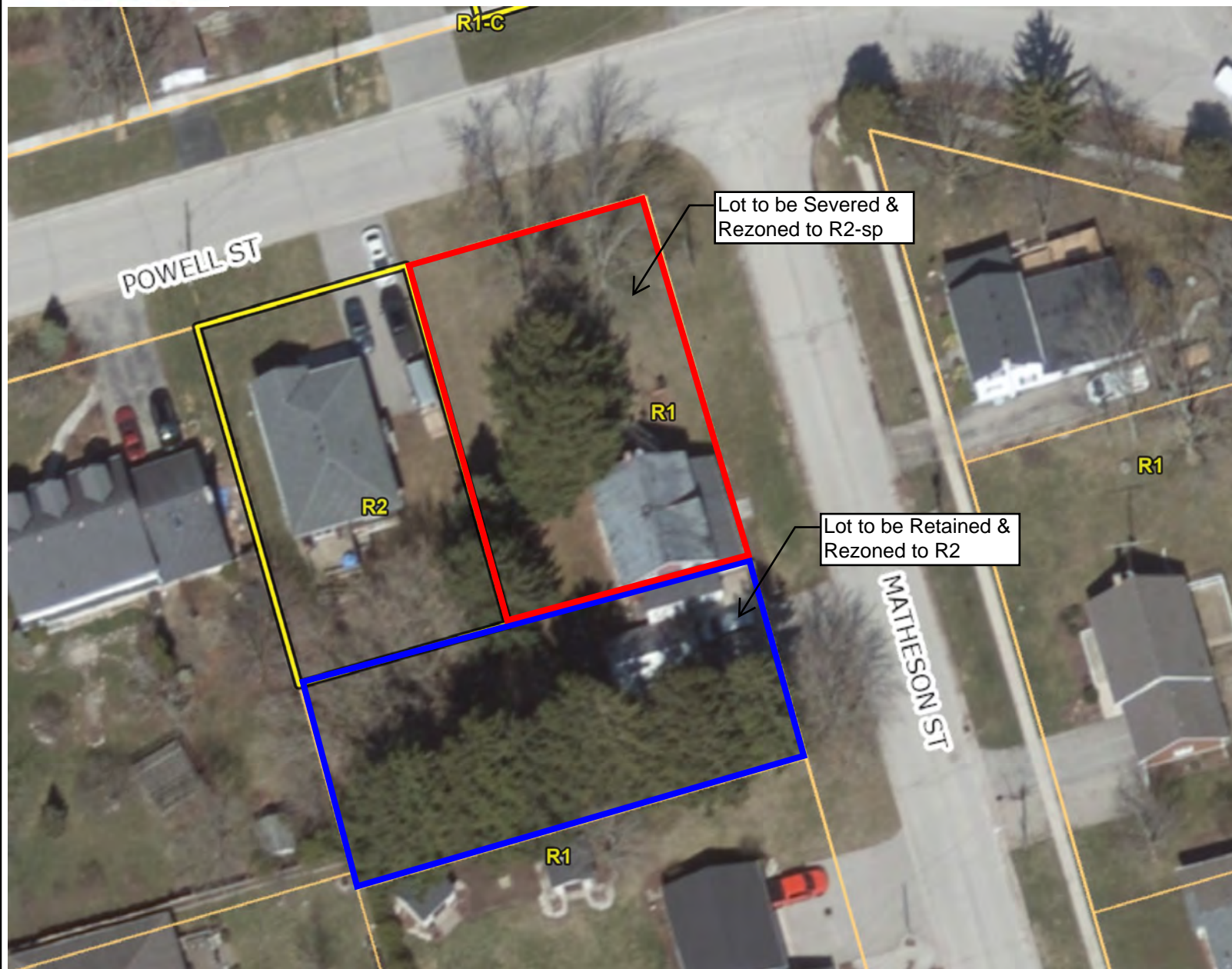
0 26 51 Meters

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

March 8, 2024



Legend

- 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

March 8, 2024

POWELL STREET



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This drawing form part of the Contract Documents and is to be read in conjunction with all other Contract Documents.

Contractor must verify all dimensions on the project site and report any discrepancies before proceeding with the work. The Contractor shall assume responsibility should the Contractor elect to proceed without reporting any discrepancies.

Drawings are not to be scaled.

All work to be performed must be in compliance with the current Building Code and all other applicable Publications and Authorities having jurisdiction.

[illegible]

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

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change ZN1-24-10 – Calhaven Farms (Supplementary Report)

REPORT HIGHLIGHTS

- The Application for Zone Change proposes to rezone the lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp).'
- The applicants are proposing to permit two detached additional residential units (ARU).
- Special provisions are being requested to increase the maximum distance between an ARU and a principal dwelling and increase the maximum size of an ARU.
- The application was deferred at the Township Council Meeting of July 3, 2024, in order for the applicant to amend the proposal. An amended proposal has been received, however, staff are recommending that Council not approve the revised proposal as the proposal remains not consistent with the policies of the Provincial Policy Statement and the general intent and purpose of the County Official Plan with respect to ARUs.

DISCUSSION

Background

APPLICANT/OWNER: Calhaven Farms
926001 Township Road 13, Bright, ON N05 1B0

AGENT: Nicholas and Christopher Gerber
93 Finch Avenue, Woodstock Ontario N4T 1T7

LOCATION:

The subject lands are described as Part Lots 5-6, Concession 13, in the former Township of Blandford, now in the Township of Blandford-Blenheim. The lands are located on the northeast corner of the Blandford Road and Township Road 13 intersection and are municipally known as 926001 and 926037 Township Road 13.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "C-2"

County of Oxford
Development Constraints

Erosion Hazard Lands

Schedule "B-1" Township of Blandford-Blenheim Agricultural Reserve & Open Space

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

Existing Zoning: General Agricultural Zone (A2)

Requested Zoning: General Agricultural Zone (A2-sp)

PROPOSAL:

For Council's information, the subject application was originally considered at the July 3, 2024 Township Council meeting. At the meeting, Council raised some concerns with the original proposal and elected to defer the application to allow the applicants time to consider alternatives. Since then, the applicants have amended portions of their proposal.

The original application proposed two detached additional residential units (ARUs) on the subject lands. Additionally, the following special provisions were requested:

ARU #1 (926001 Township Road 13)

- Increase the maximum gross floor area for an ARU from 104.2 m² (1,122.5 ft²) to 157.9 m² (1,700 ft²);
- Increase the maximum distance between an ARU and a principal dwelling from 30 m (98.4 ft) to 56 m (183.7 ft);
- Permit a reduced Minimum Distance Separation 1 (MDS 1) setback from 286 m (938 ft) to 170 m (557.7 ft) from the closest livestock barn; and,
- Permit a reduced Minimum Distance Separation 1 (MDS 1) setback from 286 m (938 ft) to 223 m (731.6 ft) from the closest manure storage.

ARU #2 (926037 Township Road 13)

- Increase the maximum gross floor area of an ARU from 111.4 m² (1,200 ft²) to 171.8 m² (1,850 ft²).

Since the July 3, 2024 Council meeting the proposal has been amended and the following special provisions are now being requested:

ARU #1 (926001 Township Road 13)

- Increase the maximum gross floor area for an ARU from 104.2 m² (1,122.5 ft²) to 157.9 m² (1,700 ft²); and,
- Increase the maximum distance between an ARU and a principal dwelling from 30 m (98.4 ft) to 40 m (131.2 ft).

ARU #2 (926037 Township Road 13)

- Increase the maximum gross floor area of an ARU from 111.4 m² (1,200 ft²) to 171.8 m² (1,850 ft²).

For Council's information, the subject lands were originally two separate farms with 926001 Township Road 13 being approximately 36.4 ha (95 ac) in size and 926037 Township Road 13 being approximately 20.2 ha (50 ac) in size. The lands have since merged in title under common

ownership to form one landholding approximately 58.6 ha (145 ac) in size. The lands contain two single detached dwellings and various accessory agricultural buildings. The single detached dwelling at 926001 Township Road 13 is approximately 208.5 m² (2,245 ft²) in size while the single detached dwelling at 926037 Township Road 13 is approximately 222.9 m² (2,400 ft²) in size.

The subject lands are located in a predominantly agricultural area with both livestock and cash crop operations surrounding the 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 Photography (2020), shows an aerial view of the subject lands.

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

Plate 4, Applicants' Sketch – ARU #1, identifies the current location of the existing buildings and structures and the location of the proposed additional residential unit (ARU) at 926001 Township Road 13.

Plate 5, Applicants' Sketch – ARU #2, identifies the current location of the existing buildings and structures and the location of the proposed additional residential unit (ARU) at 926037 Township Road 13.

Application Review

2020 Provincial Policy Statement

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

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

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- Permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- Permitting and facilitating all types of residential intensification, including additional residential units and redevelopment, in accordance with policy 1.3.3.3;
- Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- Promoting densities for new housing which efficiently use land, resources, infrastructure, and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and

- Establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

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

Official Plan

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

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

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

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

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

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

- facilities) will not be created or intensified;
- The location of ARUs and related services and outdoor amenities shall comply with all other applicable policies of the Official Plan;
- All other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

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

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

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

Zoning By-law

The subject lands are zoned 'Special General Agricultural Zone (A2-G4)' in the Township of Blandford Blenheim Zoning By-law. The 'A2' zone permits a wide range of agricultural uses, including livestock and regulated farm operations, as well as buildings and structures accessory thereto. A special provision exists in the A2-G4 to permit a garden suite for 10 years, expiring on April 18, 2028.

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

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

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

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

Agency Comments

The Township Chief Building Official, the Township Director of Public Works, the Oxford County Public Works Department, Enbridge Gas, Canada Post, and the Grand River Conservation Authority (GRCA) have indicated no concerns or objections regarding the proposed zoning amendment.

Public Consultation

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

Planning Analysis

Existing policies concerning ARUs in both the County Official Plan and the Township Zoning By-law, permits the consideration of up to two ARUs on lands zoned 'General Agricultural Zone (A2).' The consideration, however, is limited to either two ARUs within the principal dwelling or one ARU within the principal dwelling and one ARU in an ancillary structure. The policies do not allow for the combination of two ARUs in detached ancillary structures. In regard to the subject lands, which contain two single detached dwellings, it is important to note that the ARU allowances are for the entire lot and not for each single detached dwelling. This means that one detached ARU is permitted for the entirety of the lot rather than a detached ARU in conjunction with each single detached dwelling.

Table 5.5.2.3 and Table 5.5.2.4 of the Township Zoning By-law, which speak to the requirements for ARUs, the gross floor area of an ARU to 50% of the gross floor area of the existing dwelling, or 140 m² (1,507 ft²) of gross floor area (whichever is lesser) for A1, A2, RR and RE zones outside of a settlement. Further, Table 5.5.2.4 permits a maximum distance from the principal dwelling and the ARU of 30 m (98.6 ft).

The applicants are requesting relief from the maximum gross floor area provision for ARU #1 to permit a maximum size of 157.9 m² (1,700 ft²) rather than the permitted maximum size of 104.2 m² (1,122.5 ft²). The applicants are also requesting relief from the maximum gross floor area provision for ARU #2 to permit a maximum size of 171.8 m² (1,850 ft²) rather than the permitted maximum size of 111.4 m² (1,200 ft²). In addition, the applicants are requesting relief from the maximum distance from the principal dwelling of 30 m (98.6 ft) to allow for a distance of 40 m (131.2 ft) for ARU #1. The proposed locations of ARU #1 and ARU #2 are shown on Plate 4 and Plate 5 of Report No. 2024-243, respectively.

The purpose and intent of the criteria contained in Table 5.5.2.4 is generally to ensure that any detached ARUs remain clearly secondary to the principal dwelling, and, that sufficient space exists to accommodate not only all dwellings and their associated buildings and structures but also the necessary private septic systems and wells. In the opinion of staff, the proposed sizes of

the ARUs would result in residential units that are not secondary in nature as the proposed ARU #1 size would represent approximately 75.7% of the gross floor area of the principal dwelling while the proposed ARU #2 size would represent approximately 77% of the gross floor area of the principal dwelling.

The intent of the provision limiting the distance from the principal dwelling is to ensure both dwellings are located within the same general cluster, and do not unnecessarily remove agricultural lands from production or result in the unnecessary removal of vegetation. Increasing the distance between the ARU and the principal dwelling should generally be reserved for situations where there are no reasonable options to locate the ARU within 30 m (98.6 ft). Examples of such circumstances would be due to a floodplain or groundwater issue if the ARU was placed within 30 m (98.6 ft) of the principal dwelling.

In the case of ARU #1, requiring the unit to adhere to a maximum distance of 30 m (98.4 ft) from the principal dwelling would not be possible without infringing on the required MDS setbacks from the livestock facility located at 926008 Township Road 13. For this reason, staff are satisfied with the updated location of ARU #1. While the applicant is requesting a maximum distance between the principal dwelling and ARU #1 of 40 m (131.2 ft), should Township Council ultimately decide on approval for ARU #1 staff would recommend permitting a special provision of 45 m (147.6 ft) as the maximum distance between an ARU and principal dwelling. Adding an additional 5 m (16.4 ft) from the applicants' request for distance between the principal dwelling and ARU #1 would provide a margin of error to comply with MDS setback requirements to the livestock facility at 926008 Township Road 13.

While staff are supportive of the updated location of ARU #1 and are supportive of a detached ARU on the subject lands, staff are not supportive of the proposed number of detached ARUs or the proposed sizes of the ARUs as they do not meet the general intent and purpose of the Official Plan and the Zoning By-law. As such, staff are recommending that the application not be supported as currently proposed.

RECOMMENDATIONS

It is recommended that the Council of the Township of Blandford-Blenheim not approve the Zone Change Application submitted by Nicholas and Christopher Gerber on behalf of Calhaven Farms, whereby lands described as Part Lots 5-6, Concession 13 (Blandford), Township of Blandford-Blenheim, are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit two detached additional residential units (ARUs) on the subject lands.

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



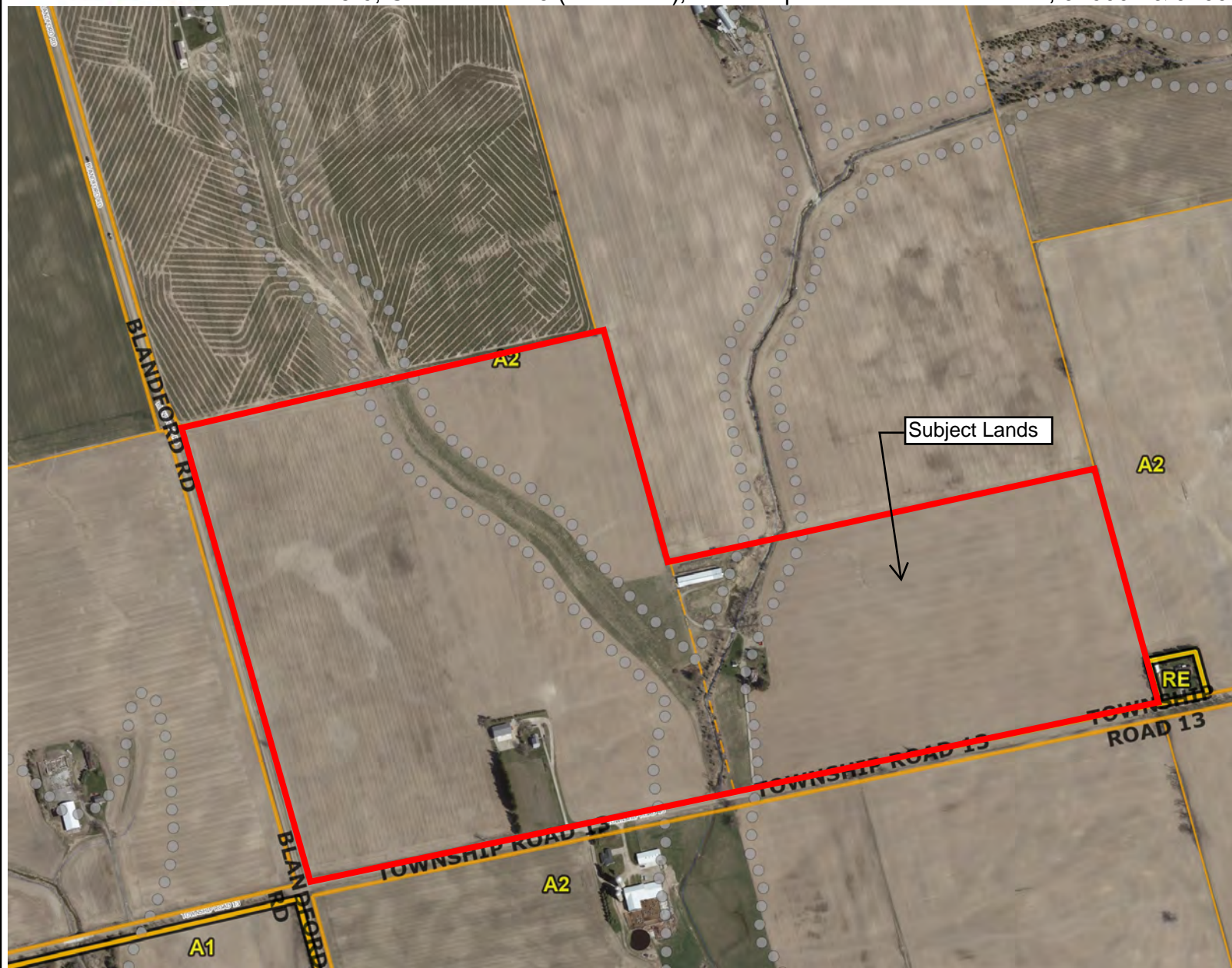
0 409 818 Meters

NAD_1983_UTM_Zone_17N



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

May 6, 2024



Legend

- Parcel Lines**
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Notes



0 205 409 Meters

NAD_1983_UTM_Zone_17N



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May 6, 2024



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Notes



0 102 205 Meters

NAD_1983_UTM_Zone_17N



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May 6, 2024

SKETCH/SITE PLAN

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

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

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

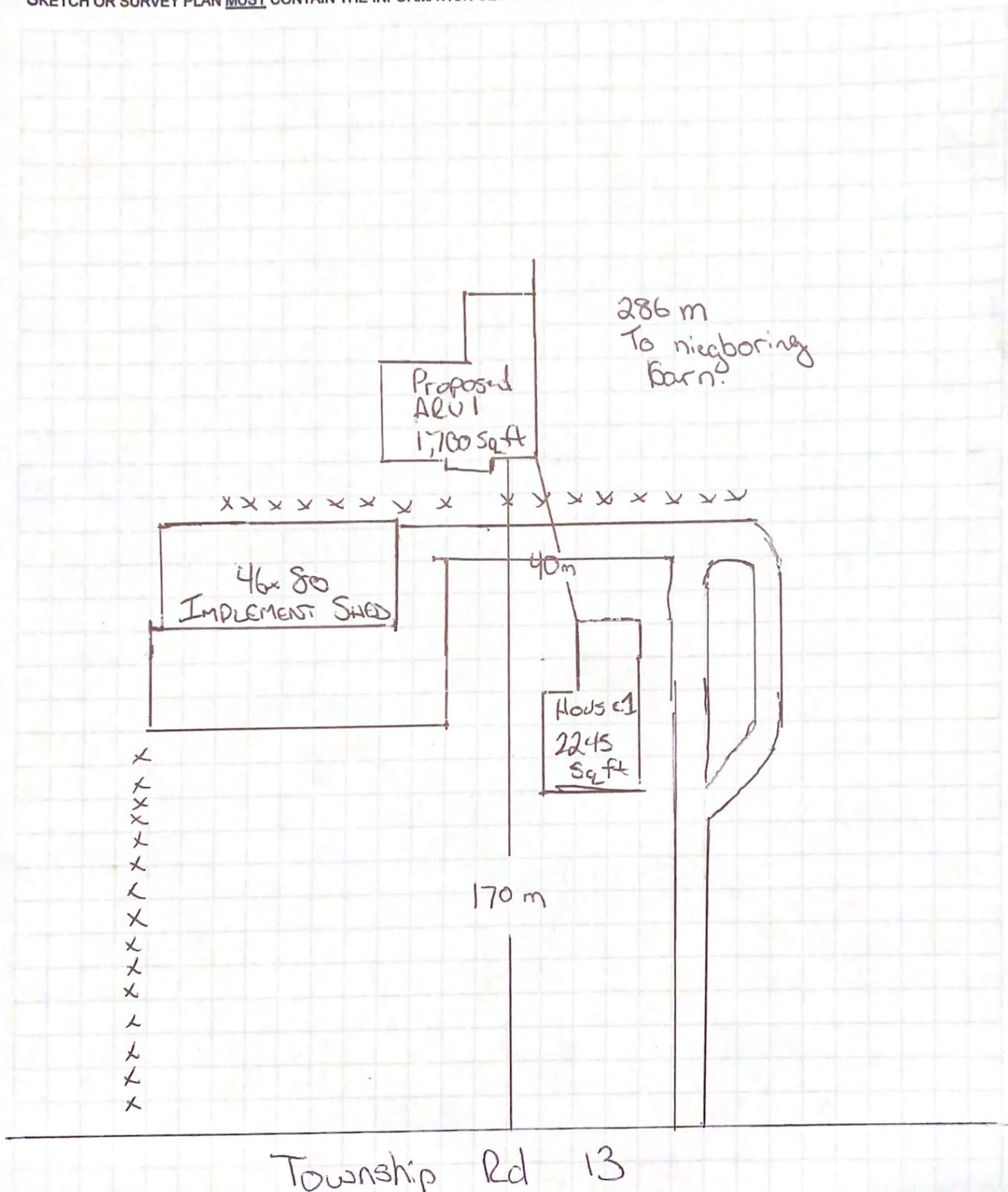


Plate 4: Applicants' Sketch - ARU #1

File No. ZN1-24-10 (Calhaven Farms)

Part Lots 5-6, Concession 13 (Blandford), Township of Blandford-Blenheim, 926001 & 926037 Township Road 13

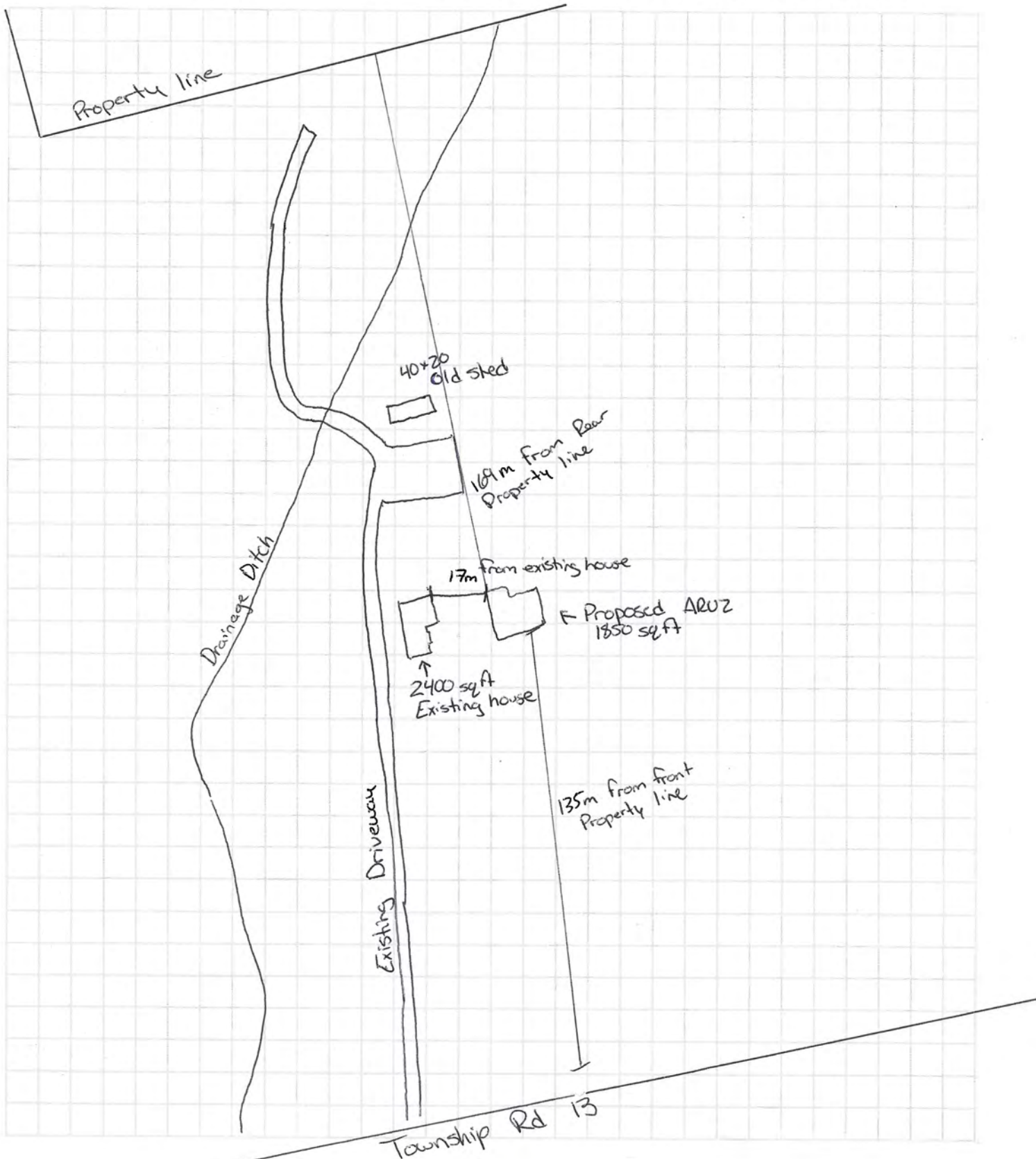
SCALE: _____

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SCALE: _____

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

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change ZN 1-24-16 – Matthew Sloan

REPORT HIGHLIGHTS

- The application for zone change proposes to rezone the subject lands from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 1 Zone (R1-sp)' to permit the development of a single-detached dwelling on an undersized residential parcel in the Village of Princeton.
- Relief is required from the lot area, lot frontage and lot depth provisions of the Township Zoning By-law.
- Planning staff are satisfied that the proposal is generally consistent with the policies of the 'Provincial Policy Statement and maintains the intent and purpose of the Official Plan.

DISCUSSION

Background

APPLICANT/OWNER: Matthew Sloan
45 Gissing Street, Princeton, ON N0J 1V0

LOCATION:

The subject lands are described as Lot 10, Plan 65 in the Township of Blandford-Blenheim. The lands are located on the north side of Gissing Street, lying to the west of McQueen Street, and are municipally known as 45 Gissing Street.

COUNTY OF OXFORD OFFICIAL PLAN:

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

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

Existing Zoning: Residential Type 1 Zone (R1)

Requested Zoning: Special Residential Type 1 Zone (R1-sp)

PROPOSAL:

The purpose of the application for zone change is to rezone the subject lands from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 1 Zone (R1-sp)' to permit the construction of a single detached dwelling with an attached garage on an existing undersized lot. The proposed dwelling would have an area of approximately 117.9 m² (1,270 ft²).

The R1 Zone typically requires a minimum lot area of 2,800 m² (30,140 ft²), a minimum lot frontage of 35 m (115 ft), and a minimum lot depth of 50 m (164 ft) where the lot is not connected to full municipal services. In the case of the subject lands, municipal water services are available in the Village of Princeton, but municipal sewer services are not. The subject lands comprise a lot area of approximately 800.9 m² (8,620.8 ft²), a lot frontage of 19.1 m (62.6 ft), and a lot depth of 40.9 m (134.1 ft). The subject lands were created through the registration of Plan 65 in 1861.

The subject lands currently contain a trailer, which is to be removed, and front on the north side of Gissing Street in Princeton. Surrounding uses are predominately low-density residential development, with the CN railway approximately 50 m to the south 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 Photography (2020), shows an aerial view of the subject lands.

Plate 3, Applicant's Sketch, identifies the proposed location of the single detached dwelling on the subject lands.

Application Review

2020 Provincial Policy Statement

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act.

As per the PPS, settlement areas are urban and rural settlement areas, which include cities, towns, villages and hamlets and can vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels and types of infrastructure available.

The PPS provides that the vitality and regeneration of settlement areas is critical to the long-term economic prosperity of our communities. Development pressures and land use changes will vary across Ontario, but it is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.

As such, the PPS provides that settlement areas shall be the focus of growth and development and land use patterns within settlement areas shall be based on densities and a mix of land uses

Which, among other matters, efficiently use land and resources and are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available and avoid the need for their unjustified and/or uneconomical expansion.

Section 1.2.6 of the PPS states that major facilities (which include railways) and sensitive land uses shall be developed to avoid, or minimize and mitigate potential adverse effects from odour, noise and other contaminants, minimize the risk to public health and safety.

Section 1.6.6.4 of the PPS states that where municipal sewage and water services are not provided, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In settlement areas, these services may only be used for infilling and minor rounding out of existing development.

Official Plan

The subject property is located within the Village of Princeton according to the County Official Plan. Within the Village designation, a range of land uses is permitted with the exception of multiple unit residential development involving more than two units. Appropriate infill development and intensification of land and buildings in rural settlements will be consistent with the level of municipal services.

It is an objective of the Official Plan to provide for a supply of residential land that is sufficient to accommodate the projected demand for the anticipated range of new dwelling types over the planning period. Low density residential development is permitted in the Village designation and includes those lands that are primarily developed or planned for a variety of low-rise, low density housing forms consisting of single detached, semi-detached, duplexes and converted dwellings. The density of residential development will be restricted by the land area required for the proper operation of individual private septic systems.

Section 3.3.3.1 of the Official Plan speaks to noise and vibration impacts on the development of sensitive land uses located in proximity to industrial uses, major roads, railways and airports. The intent of the policy is to prevent or minimize the encroachment of noise sensitive land use upon industrial land use and vice versa.

The development of noise sensitive land uses will not be permitted within the Provincially prescribed minimum separation distances from existing or proposed industrial facilities (these distances range from 20 m for a Class 1 facility to 300 m from a Class III facility or railyard). Notwithstanding these minimum separation distances, the County and/or Area Municipality may reduce the requirement for the minimum separation distances from industrial facilities or rail yards and waive the requirement for feasibility and/or noise studies in certain circumstances. These circumstances include, where infilling or redevelopment for residential or mixed use is proposed on an existing lots of record or through the creation of a single residential infill lot through the consent process, provided that:

- the proposed development is no closer to the zoned and designated industrial lands or facilities than existing sensitive land uses in the immediate area;
- existing industrial uses and railway authorities within the prescribed minimum separation distances are notified of the proposed development and have been provided with the opportunity to comment; and
- the composition and nature of the industrial land uses within the minimum separation distances are relatively stable and/or there is evidence that these areas are undergoing transition to other more compatible uses.

The County and/or Area Municipality may also permit residential development on existing lots of record or through single lot infilling proposals in built-up areas adjacent to:

- Provincial freeways,
- arterial roads,
- railway lines or
- airport

where the noise level may exceed the Noise Level Objectives established in Section 3.1.1.1 of the Official Plan where, in the opinion of the authority(s) with jurisdiction over the freeway, road railway or airport, such exceedance is acceptable.

Section 6.2.2.1 of the Official Plan defines infill housing as the placement of new residential development into established built-up areas on vacant or underutilized land and establishes applicable review criteria for such development.

In order to efficiently utilize residential land, infill housing in the form of street oriented infilling will be supported in Villages. Further, to ensure street oriented infill projects are sensitive to the continuity of the existing residential streetscape, Area Council will ensure that the proposal is consistent with the street frontage, setbacks, lot area and spacing of existing development in the immediate residential area.

In addition to the foregoing, the following criteria will apply to all infill proposals:

- Stormwater run-off from the proposal will be adequately controlled and will not negatively affect adjacent properties;
- Adequate off-street parking and outdoor amenity areas will be provided;
- The location of vehicular access points, the likely impact of traffic generated by the proposal on public streets and potential traffic impacts on pedestrian and vehicular safety and surrounding properties is acceptable;
- Existing municipal services or private services and community facilities will be adequate to accommodate the proposed infill project;
- The extent to which the proposed development provides for the retention of any desirable vegetation or natural resources that contribute to the visual character of the surrounding area;
- All infill proposals will be evaluated as to the environmental impacts and constraints associated with the proposed development in accordance with Section 3.2, as well as to the potential effect of the development on heritage resources (Section 3.2.7.5); and,
- Compliance of the proposed development with the provisions of the Zoning By-law of the Area Municipality and other municipal by-laws.

The Official Plan promotes appropriate infill development and intensification of land and buildings in rural settlement areas, consistent with the level of municipal services available. Within the Village designation, a range of land uses are permitted with the exception of multiple unit residential development involving more than two units.

Zoning By-law

The subject property is currently zoned 'Residential Type 1 Zone (R1)' in the Township of Blandford-Blenheim Zoning By-law. The R1 zone requires a minimum lot area of 2,800 m² (30,140 ft²), minimum lot frontage of 35 m (114.8 ft), and minimum lot depth of 50 m (164 ft), and permits a single detached dwelling in accordance with the above provisions.

The applicant is proposing to recognize the existing lot area of 800.9 m² (8,620.8 ft²), lot frontage of 19.1 m (62.6 ft), and lot depth of 40.9 m (134.1 ft) to facilitate the development of a single detached dwelling, as shown on Plate 3 of Staff Report No. 2024-244.

Agency Comments

CN Rail has indicated the following criteria should be implemented in the dwelling design and construction to mitigate noise and vibration:

- Forced air ventilation systems with central air conditioning,
- The exterior wall siding of buildings closest to the railway line to be brick or a masonry equivalent for the exposed facades,
- Acoustically upgraded windows meeting the minimum requirements of the Building Code and providing a maximum 35 dBA indoor limit for bedrooms and 40 dBA for living rooms,
- Locating noise sensitive rooms away from the railway side,
- Future dwellings projected within 75m of CN right of way shall be constructed to include 12-inch (approximately 300 mm) thick poured concrete foundation walls, with 50 mm thick polyethylene foam or 100 mm thick polystyrene foam as the resilient material used for the entire foundation perimeter.

The Township Chief Building Official has provided the following comments:

- The proposed on-site sewage system both in design and system has been reviewed and fully complies with the Ontario Building Code.
- The soil analysis with a percolation rate of T-20 min/cm is typical of the soil in our Township.
- Prepared to issue a Building Permit for the on-site sewage system once the applicant receives the necessary approvals from council.

The County of Oxford Public Works Department, Enbridge, and Canada Post have indicated no concerns or objections regarding the proposed zoning amendment.

Public Consultation

Notice of the proposal was provided to the public and surrounding landowners in accordance with the requirements of the Planning Act. At the time of writing this report no letters from the public have been received.

Planning Analysis

The application for zone change proposes to rezone the subject lands to permit the development of a single detached dwelling with an attached garage on an existing undersized lot. It is proposed that the dwelling would be approximately 117.9 m² (1,270 ft²) in size. The applicant has also provided a septic analysis to the Township which demonstrates that the proposed dwelling can be accommodated on a private septic system.

Planning staff have reviewed the application under the policy direction of the Provincial Policy Statement and the Official Plan.

With regard to the PPS, staff are satisfied that the effect of the proposed rezoning will be the development of vacant land for a new residential use within the designated settlement area of the Village of Princeton. The proposal is consistent with the intent of the PPS with respect to providing for the efficient use of lands within a settlement area, as it will facilitate the utilization of an existing undersized lot for residential infill development.

Planning staff are also of the opinion that the proposal maintains the general intent and purpose of the Official Plan with respect to encouraging residential intensification within designated settlement areas. The proposal would constitute a residential infill and meet the applicable criteria for infill proposals in Villages on partial municipal services (i.e. water only), as contained in the Plan, as well as the policies pertaining to avoiding and/or mitigating compatibility concerns associated with noise, vibration and/or emissions. The following commentary provides further detail on how the above noted PPS and OP policies and criteria are addressed in this particular case.

Staff are of the opinion that proposed residential use will be compatible with surrounding residential land uses along Gissing Street and McQueen Street and will have minimal impact on the existing character of the area. The immediate neighbourhood is comprised of a variety of lot sizes and configurations and the size of the proposed single detached dwelling in relation to the lot area should ensure there is sufficient landscape open space for drainage and amenity space purposes.

It is recognized that the subject lands are significantly undersized with respect to the minimum lot area, frontage, and depth provisions of the Zoning By-law. However, given that it is an existing lot of record (i.e. created before the current zoning standard was established), it can be considered somewhat differently than a new residential lot from a zoning perspective. In this case, the proposed dwelling plan is known and is modest in size and the Township Chief Building Official (CBO) has reviewed the soil analysis and proposed on-site private sewage system (which is a alternative/tertiary type system) and is satisfied that the site has typical soil conditions, and the proposed system would fully comply with the Ontario Building Code (OBC). Based on this, the CBO has indicated no concerns in terms of issuing a Building Permit for the proposed residential dwelling and septic system on this lot.

For background, it is noted that the current minimum lot area for private sewage services in the Township's Zoning By-law was established with the intent of ensuring lots are generally of sufficient size to accommodate a typical dwelling with a conventional septic system. It is noted that this minimum lot area is similar to that in other jurisdictions, however, is still considerably less than the typical minimum lot size of 1 ha (2.47 ac) set out in current Provincial guidelines (i.e. Guideline D-5.4 – Standards for Individual On-Site Sewage Systems).

The Official Plan does not currently contain specific study requirements/criteria to determine how the PPS and Official Plan requirements with respect to ensuring no negative impacts from development on private sewage systems are to be demonstrated (i.e., the type and scope of studies that would be required, what to measure, what impacts are acceptable, and implementation and monitoring) and in what circumstances. However, Planning staff are undertaking a review of potential policy criteria and standards to develop more detailed direction for all proposed development on private services in the County, which may result in more detailed study requirements for such proposals in the future.

However, until such review is completed, the determination of whether the development on an existing lot on private septic services is appropriate will be based on confirmation from the Chief Building Official that the septic system for the proposed development meets the requirements of

the Ontario Building Code Act, and the assumption that such system will be installed and maintained appropriately.

With respect to potential noise and vibration impacts from the proximity of the subject property to the railway, CN Rail has reviewed the proposal and not indicated any concerns, other than outlining design criteria for the dwelling that should be implemented to mitigate any potential noise and vibration impacts. A copy of the design criteria has been provided to the applicant and the applicant has agreed to include said criteria in the dwelling design moving forward.

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

RECOMMENDATIONS

It is recommended that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Matthew Sloan, whereby the lands described as Lot 10, Plan 65, in the Township of Blandford-Blenheim, are to be rezoned from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 1 Zone (R1-sp)' to permit the development of an undersized residential parcel.

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



0 51 102 Meters

NAD_1983_UTM_Zone_17N



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June 20, 2024

Subject Lands

R1

R1-15

R1-15

R1

GISSING ST

GISSING ST

GISSING ST

MG

MG

Legend

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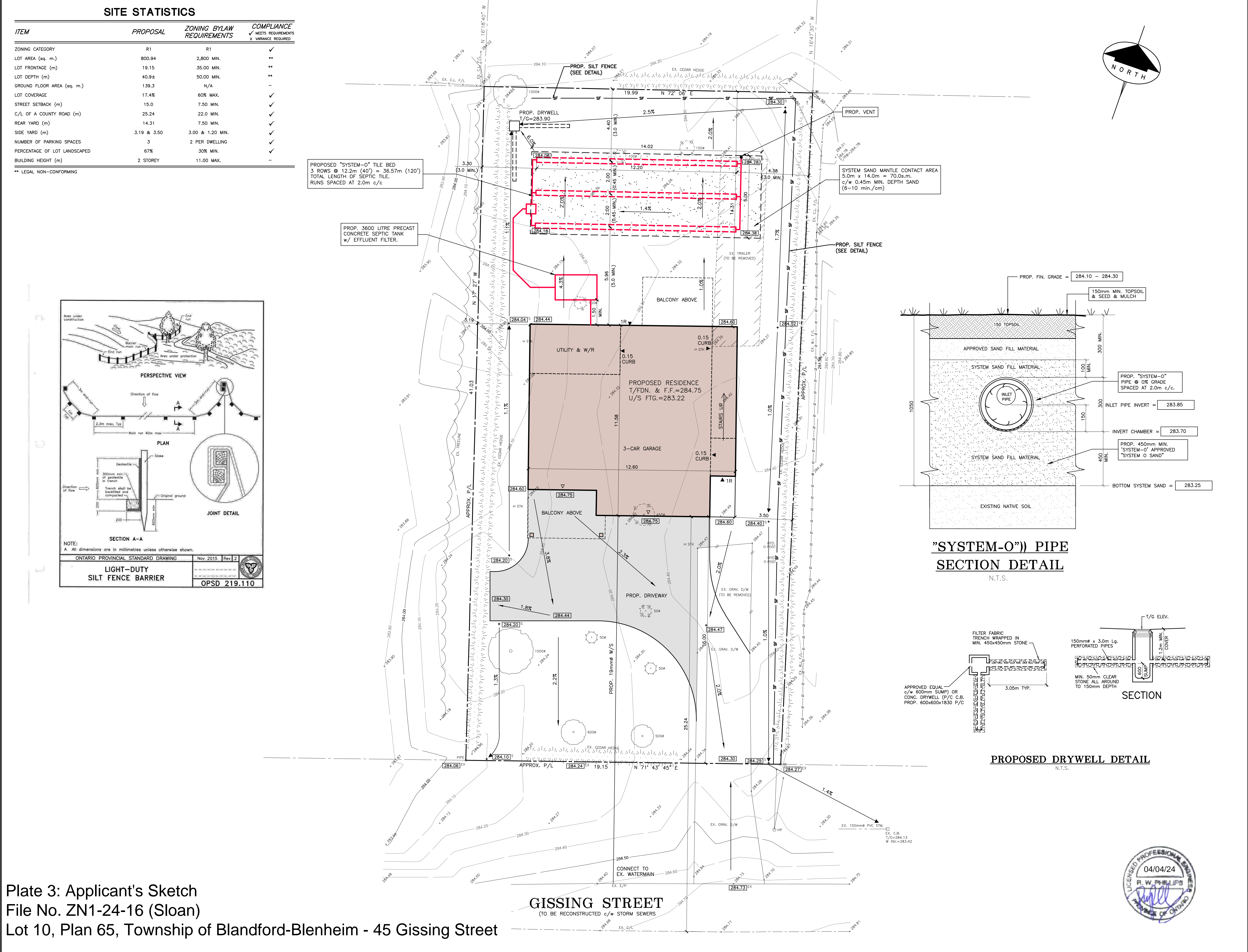
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July 5, 2024

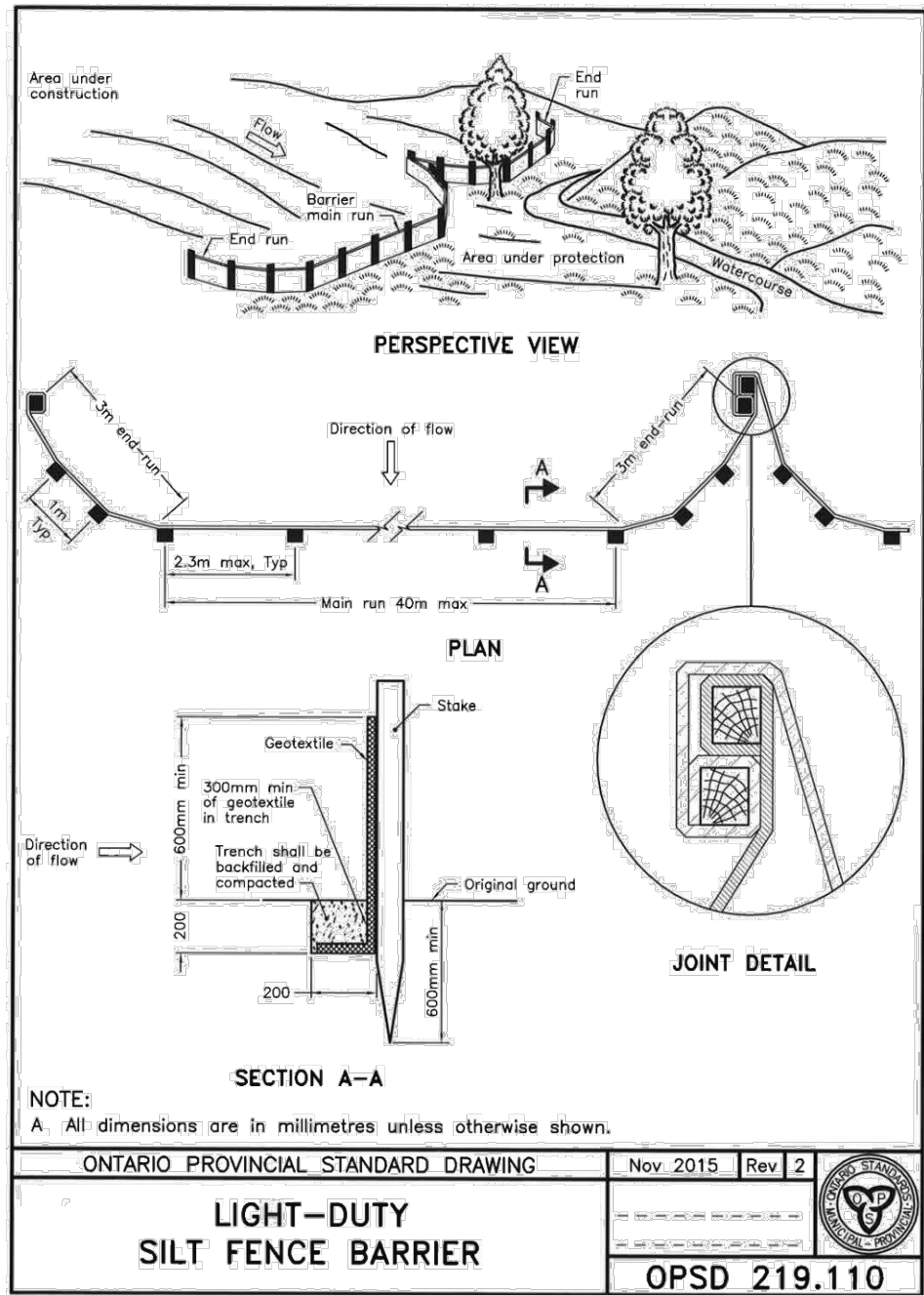


SITE STATISTICS

ITEM	PROPOSAL	ZONING BYLAW REQUIREMENTS	COMPLIANCE
ZONING CATEGORY	R1	R1	✓
LOT AREA (sq. m.)	800.94	2,800 MIN.	✓
LOT FRONTAGE (m)	19.15	35.00 MIN.	✓
LOT DEPTH (m)	40.9±	50.00 MIN.	✓
GROUND FLOOR AREA (sq. m.)	139.3	N/A	-
LOT COVERAGE	17.4%	60% MAX.	✓
STREET SETBACK (m)	15.0	7.50 MIN.	✓
C/L OF A COUNTY ROAD (m)	25.24	22.0 MIN.	✓
REAR YARD (m)	14.31	7.50 MIN.	✓
SIDE YARD (m)	3.19 & 3.50	3.00 & 1.20 MIN.	✓
NUMBER OF PARKING SPACES	3	2 PER DWELLING	✓
PERCENTAGE OF LOT LANDSCAPED	67%	30% MIN.	✓
BUILDING HEIGHT (m)	2 STOREY	11.00 MAX.	-

✓ MEETS REQUIREMENTS
✗ VARIANCE REQUIRED

** LEGAL NON-CONFORMING



NOTE:
A. All dimensions are in millimetres unless otherwise shown.

ONTARIO PROVINCIAL STANDARD DRAWING
Nov 2015 Rev 2
LIGHT-DUTY SILT FENCE BARRIER
OPSD 219.110

THE POSITION OF POLE LINES, CONDUITS, WATERMAINS, SEWERS AND OTHER UNDERGROUND AND ABOVEGROUND UTILITIES AND STRUCTURES ARE NOT NECESSARILY SHOWN ON THE CONTRACT DRAWINGS, AND WHERE SHOWN, THE ACCURACY OF THE POSITION OF SUCH UTILITIES AND STRUCTURES IS NOT GUARANTEED. BEFORE COMMENCING WORK, THE CONTRACTOR SHALL FAMILIARIZE HIMSELF OF THE EXACT LOCATION OF ALL SUCH UTILITIES AND STRUCTURES AND SHALL ASSUME ALL LIABILITY FOR DAMAGE TO THEM.

LEGEND:

- EXISTING ELEVATIONS
- PROPOSED ELEVATIONS
- PROPOSED SWALE ELEVATIONS
- PROPOSED SWALE
- GENERAL DRAINAGE
- PROPOSED PRE-ASSEMBLED SILTATION CONTROL FENCING
- DENOTES MANDOR locations
- DENOTES OVERHEAD DOOR LOCATIONS

NOTES:

- ALL ELEVATIONS AND DIMENSIONS SHOWN ARE METRIC.
- BUILDER/OWNER TO VERIFY COMPLIANCE WITH ZONING BYLAWS (i.e. SIDEYARDS, SETBACKS, REARYARDS ETC.)
- TILE BEDS TO BE INSTALLED AS PER PART 8 OF THE O.B.C. AND AS PER DETAILS THIS SHEET.
- MINIMUM CLEARANCES TO SEPTIC SYSTEM:
SEPTIC TREATMENT UNITS
WELL = 15.0m MIN.
BUILDING = 1.5m MIN.
PROPERTY LINE = 3.0m MIN.
LAKE, STREAM ETC. = 15.0m
TILE BED DISTRIBUTION PIPE
DRILLED WELL = 15.0m MIN.
DUG WELL = 30.0m MIN.
BUILDING = 1.5m MIN.
PROPERTY LINE = 3.0m MIN.
LAKE, STREAM ETC. = 15.0m
NOTE: MUNICIPAL WATER IS AVAILABLE TO SITE.
- DO NOT CONNECT ANY WATER TREATMENT SYSTEMS FOR DISCHARGE INTO THE SEPTIC SYSTEM (i.e. WATER SOFTENER ETC.)
- "SYSTEM-O") SEPTIC SYSTEM:
DESIGN BASED ON 2 STOREY, 140.0m²
2 BEDROOM DWELLING WITH 25.0 FIXTURE UNITS.
DAILY SEWAGE FLOW (D.S.F.) = 1550 L/DAY
WITH AN EXISTING SOIL "T"-TIME OF 20 min./cm.
"SYSTEM-O") SEPTIC BED DESIGN:
USE 3 ROWS @ 12.2m (40') = 36.6m (120')
TOTAL LENGTH OF "SYSTEM O" SEPTIC PIPE" SPACED AT 2.00m c/c INCLUDING ALL APPURTENANCES.
SYSTEM SAND CONTACT AREA:
5.0 x 12.0m = 70.0m² (67.5m² MIN.)
- SEPTIC TANK SHALL BE 3600 LITRE PRECAST CONCRETE c/w EFFLUENT FILTER ON THE OUTLET PIPE WITH MAINTENANCE ACCESS OPENING TO GROUND SURFACE.
- PROVIDE SEPTIC TILE BED LOCATION DETECTION METHOD WITH EITHER 1.2m LG. 10M (MIN.) REINFORCING BAR BENT @ 90° (0.60m E/W c/w 50mm MIN. STONE COVER TYP.) AT EACH CORNER FOR MAGNETIC DETECTION OF BED PERIMETER.
- FOR TEST HOLE INFORMATION AND "T" TIME REFER TO "SOILS ANALYSIS" REPORT PREPARED BY NORFOLK SOILS ANALYSIS, DATED OCT. 24, 2023.
- BUILDER/CONTRACTOR TO REPORT TO THE ENGINEER ANY CONDITIONS THAT DEVIATE FROM THE DESIGN CRITERIA (i.e. SOIL SUITABILITY, WATER TABLE ETC.)
- BUILDER TO VERIFY LOCATION OF ABOVE GROUND STRUCTURES (i.e. TRANSFORMERS, STREET LIGHTS, PEDESTALS, WATER SERVICE CURB STOP ETC.) DOES NOT CONFLICT WITH DRIVEWAY ENTRANCE LOCATION. (1.5m MIN. CLEARANCE).
- STEP DOWN TOP OF FOUNDATION AND/OR FOOTINGS TO SUIT THE PROPOSED GRADES.
- FINISHED GARAGE FLOOR TO BE AT THE SET TOP OF FOUNDATION ELEVATION.
- THE BUILDER/CONTRACTOR IS TO ENSURE FOOTINGS ARE FOUNDED ON SOIL CAPABLE OF SUPPORTING THE ANTICIPATED LOADS.

T.B.M. No. 1 ELEV. = 284.89m (GEO)
NAIL ON SIDE OF HYDRO POLE AS SHOWN.

NO.	REVISION	DATE (MM/DD/YY)	BY

J.H. COHOON
ENGINEERING
LIMITED
CONSULTING ENGINEERS

440 HARDY ROAD UNIT #1 BRANTFORD - ONTARIO, N3T 5L8
TEL. (519) 753-2656 FAX. (519) 753-4263 www.cohoeng.com

PROJECT:

PROPOSED
RESIDENCE
45 GISSING STREET,
BLANDFORD-BLENHEIM
COUNTY OF OXFORD

CUSTOMER:
MATTHEW SLOAN

SITE DEVELOPMENT
PLAN

DESIGN:	R.W.P.	SCALE:	1:100
DRAWN:	S.L.M.	JOB No:	16606
CHECKED:	R.W.P.	DWG. No:	16606-1
SHEET:	1 of 1		
DATE:	MAR. 28, 2024		

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

From: Dustin Robson, Development Planner, Community Planning

Applications for Plan of Subdivision, Official Plan Amendment, and Zone Change SB23-01-1; OP23-04-1; and ZN1-23-03 – 11967113 Ontario Ltd.

REPORT HIGHLIGHTS

- The Official Plan Amendment Application proposes the re-designation of a portion of the subject lands from 'Low Density Residential' to 'Medium Density Residential' to facilitate an initial phase of a residential draft plan of subdivision.
- The Draft Plan of Subdivision Application proposes an initial phase consisting of 2.3 ha (5.7 ac) and includes 19 lots for single detached dwellings and 22 townhome residential units to be serviced by municipal water and wastewater services.
- A Zone Change Application has also been received to rezone a portion of the subject lands from 'Development Zone (D)' to 'Special Residential Type 1 Zone (R1-sp),' 'Special Residential Type 3 Zone (R3-sp),' and 'Special Open Space Zone (OS-sp).' Special provisions are proposed to permit reduced lot frontages, lot areas, and exterior side yard widths.
- Planning staff are recommending that Township Council support the proposal as it is consistent with the Provincial Policy Statement and the Official Plan with respect to residential development through a draft plan of subdivision within a serviced settlement.

DISCUSSION

Background

APPLICANT/OWNER: 1967113 Ontario Inc.
35 Hardwood Street, Innerkip, ON N0J 1M0

AGENT: Denis Brolese
709-505 Finkle Street, Woodstock, ON N4V 0B4

LOCATION:

The subject lands are described as LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10 BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH ST, CATHERINE ST PL 104; PT LT 13 CON 6 Blenheim As In

403866 Except PT 14, 15, 16, 17, 18 and 19 41R202, in the Township of Blandford-Blenheim. The lands are located on the west side of Oxford Road 3 and south of Maitland Street, in the Village of Drumbo.

COUNTY OF OXFORD OFFICIAL PLAN:

EXISTING

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	Low Density Residential

PROPOSED

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	Low Density Residential and Medium Density Residential

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

Existing Zoning:	Development Zone (D)
Proposed Zoning:	Special Residential Type 1 Zone (R1-sp), Special Residential Type 3 Zone (R3-sp), and Special Open Space Zone (OS-sp)

PROPOSAL:

The proposed draft plan of subdivision proposes an initial phase consisting of 19 lots for single detached dwellings and 22 townhome residential units to be serviced by municipal water and wastewater services. A walkway and a block for stormwater management purposes is also being proposed, as is an extension to Henry Street, and a new internal road connecting to Oxford Road 3.

The Official Plan Amendment Application proposes the re-designation of a portion of the subject lands from 'Low Density Residential' to 'Medium Density Residential' to facilitate Phase 1. Special provision is proposed to both the Low Density Residential and the Medium Density Residential designation to slightly increase the maximum permitted net residential densities.

A Zone Change Application has also been received to rezone the Phase 1 lands from 'Development Zone (D)' to 'Special Residential Type 1 Zone (R1-sp),' 'Special Residential Type 3 Zone (R3-sp),' and 'Special Open Space Zone (OS-sp).' Special provisions are required on

select lots to permit reduced lot frontages, lot depth, and exterior side yard widths. The remaining land would continue to be zoned 'Development Zone (D).'

The entirety of the subject lands is approximately 5.3 ha (13.2 ac.) in area and are currently vacant of any buildings or structures. The proposed Phase 1 would comprise of approximately 2.3 ha (5.7 ac).

Surrounding land uses include single detached dwellings to the north and agricultural operations to the south, east, and west.

A Planning Justification Report, Functional Servicing Report, Archeological Assessment, Traffic Impact Study, and Geotechnical Investigation have been submitted in support of the applications.

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

Plate 2, Aerial Photography (2020) provides an aerial view of the subject lands and surrounding uses with the existing zoning.

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

Plate 4, Proposed Official Plan Designations illustrates the proposed land use designations of the subject lands.

Plate 5, Proposed Draft Plan of Subdivision (Phase 1) illustrates the draft plan of subdivision layout and lot configurations as proposed, with Phase 1 outlined.

Plate 6, Proposed Draft Plan of Subdivision (Proposed Zoning) illustrates the draft plan of subdivision layout and lot configurations as proposed, including the proposed zoning for Phase 1.

Application Review

2020 Provincial Policy Statement (PPS)

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act.

The policies of Section 1.1 direct that sufficient land shall be made available to accommodate an appropriate range and mix of land uses (including residential and commercial uses) to meet projected needs for the planning period. Within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas. Section 1.1.3.2 directs that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Furthermore, land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources and existing infrastructure and public service facilities. A range of uses and opportunities for intensification and redevelopment should also be promoted where it can be accommodated in settlement areas.

Section 1.4.1 of the PPS sets out policies which are intended to provide for an appropriate range of housing types and densities required to meet projected requirements of current and future residents. To accommodate this, planning authorities shall maintain at all times the ability to accommodate residential growth for a minimum of 15 years through residential intensification, redevelopment and if necessary, lands which are designated and available for residential development.

The PPS also states in Section 1.6.6.2 that municipal sewage and water systems are the preferred form of servicing for settlement areas and that intensification and redevelopment within settlement areas on existing municipal services should be promoted, wherever feasible.

With respect to planning for stormwater management, the PPS directs that development shall minimize or, where possible, prevent increases in contaminant loads, minimize changes in water balance and erosion, not increase risks to human health and safety and property damage, maximize the extent and function of vegetative and pervious surfaces and promote stormwater management best practices.

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 'Low Density Residential' according to Schedule "B-3" Village of Drumbo Land Use Plan.

According to Section 2.1.1 (Growth Management), in order 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 6.2.2) directs that Low Density Residential areas in serviced villages are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms consisting of single detached, semi-detached, duplexes, converted dwellings, and street fronting townhouses.

The Official Plan establishes Drumbo specific densities for Low Density Residential areas with a minimum net residential density of 18 units per hectare (6 units per acres) and a maximum net residential density of 25 units per hectare (10 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.

Section 6.2.3 (Medium Density Residential Areas) directs that Medium Density Residential areas in serviced villages are those lands primarily developed or planned for low profile multiple unit development that exceeds densities established for Low Density Residential areas, and further, all proposed for Medium Density Residential development shall be subject to Site Plan Control.

Developments proposed for Medium Density Residential areas require an amendment to the Official Plan, subject to the following criteria:

- The property abuts a major road, such as a County Road or Provincial Highway, or will be situated such that movements from the site do not flow through any adjoining Low Density Residential areas;
- The property will be in close proximity to community serving facilities such as schools, shopping facilities and recreational and open space areas;
- The proposal shall be fully serviced by centralized water and wastewater facilities and storm sewers, power and gas distribution facilities will be available to accommodate the proposed development;
- Stormwater run-off from the proposal will be adequately controlled and will not negatively affect adjacent properties;
- The size, configuration and topography of the site is such that there is sufficient flexibility in site design to mitigate adverse impacts on the amenities and character of any adjacent Low Density Residential areas through adequate buffering and screening;
- The location of vehicular access points and the likely impacts of traffic generated by the proposal on adjacent streets has been assessed and is acceptable;
- Adequate off-street parking and outdoor amenity areas can be provided; and,
- The effect of the proposed development on environmental resources or the effect of environmental constraints on the proposed development will be addressed and mitigated.

The Official Plan 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 10.3.3 (Plans of Subdivision and Condominium) identifies that County Council and Area Councils will evaluate applications for a plan of subdivision 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 subdivision 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 'Development Zone (D)' according to the Township's Zoning By-law. The Zone Change Application proposes to rezone a portion of the subject lands from 'Development Zone (D)' to 'Special Residential Type 1 Zone (R1-sp),' 'Special Residential Type 3 Zone (R3-sp),' and 'Special Open Space Zone (OS-sp).'

The 'R1' zone permits single detached dwellings and related uses, such as converted dwellings, home occupations, and garden suites. The 'R1' zone requires a minimum lot area of 450 m² (4,844 ft²), minimum lot frontage of 15 m (49.2 ft), minimum lot depth of 30 m (98.4 ft), minimum rear yard of 7.5 m (24.6 ft), and minimum interior side yard of 1.2 m (3.9 ft), where a property is served by sanitary sewers and public water supply.

The 'R3' zone permits a maximum of 8 dwelling units per townhouse building, minimum 3 m (9.8 ft) interior side yard, maximum 40% lot coverage, minimum 30% landscaped open space, a maximum height of 11 m (36.1 ft), and establishes minimum lot area and frontages for interior units, exterior units, and corner units.

The 'OS' zone permits conservation projects, flood control works, a picnic area, a passive use park, or a public use. The minimum lot frontage is 20 m (65.6 ft), the minimum lot area is 2,000 m² (21,528.5 ft²), and the minimum lot depth is 30 m (98.4 ft).

Site-specific zoning provisions are proposed for the 'R1' zone to reduce the minimum frontage for interior lots from 15 m (49.2 ft) to 12.2 m (40 ft) and for corner lots from 20 m (65.6 ft) to 14 m (45.9 ft). The provisions also propose to reduce the minimum lot area for interior lots from 450 m² (4,843.7 ft²) to 366 m² (3,939.5 ft²) and for corner lots from 600 m² (6,458.3 ft²) to 420 m² (4,520.8 ft²).

A site-specific zoning provision is proposed for the 'R3' zone to reduce the minimum frontage for interior lots from 8 m (26.2 ft) to 6.8 m (22.3 ft).

A site-specific zoning provision is proposed for the 'OS' zone to reduce the minimum lot area from 2,000 m² (21,528.5 ft²) to 1,851.3 m² (19,927.2 ft²).

Agency Comments

Enbridge requests that as a condition of final approval that the owner/developer provide to Enbridge the necessary easements and/or agreements required by Enbridge for the provision of gas services for this project, in a form satisfactory to Enbridge.

Canada Post requested the following conditions be included:

- The owner/developer will consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.
- The Builder/Owner/Developer will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.

- The owner/developer will install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.
- The owner/developer will agree to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of first occupancy.
- The owner/developer will communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy.
- The owner/developer agrees, prior to offering any of the residential units for sale, to place a "Display Map" on the wall of the sales office in a place readily available to the public which indicates the location of all Canada Post Community Mailbox site locations, as approved by Canada Post and the Township of Blandford-Blenheim.
- The owner/developer agrees to include in all offers of purchase and sale a statement, which advises the prospective new home purchaser that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners of any established easements granted to Canada Post.
- The owner/developer will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home

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 Administrative Officer has indicated that it is preferred to collect required the cash-in-lieu for parkland dedication on a phase by phase basis as opposed to collecting parkland dedication for the entirety of the future built-out subdivision.

The Township Director of Public Works, the Township Director of Protective Services, Southwestern Public Health, and Thames Valley District School Board have indicated no concerns or objections regarding the proposed zoning amendment.

Public Consultation

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

Planning Analysis

The proposed applications are intended to facilitate a residential development in the Village of Drumbo, consisting of single detached and townhouse dwelling units, an extension of a local road (Henry Street), the creation of new internal road connecting to Oxford Road 3, and a stormwater management block.

A Planning Justification Report, Functional Servicing Report, Archeological Assessment, Traffic Impact Study, and Geotechnical Investigation have been submitted in support of the applications.

Provincial Policy Statement

As the proposed draft plan of subdivision is located within a designated settlement area 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 provide for land uses that are compatible with the surrounding residential and agricultural uses.

Details of the proposed infrastructure were provided in a Functional Servicing 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 as proposed of the development.

Official Plan

As previously noted, the Official Plan establishes minimum and maximum net densities for Low Density Residential areas of 18-25 units per hectare (6-10 units per acre) and Medium Density Residential areas of 26-50 units per hectare (11-20 units per acre). The proposed development would result in an overall net residential density of approximately 23.8 units per hectare (9.6 units per acre) for lands designated as Low Density Residential and approximately 42 units per hectare (16.8 units per acre) for lands designated as Medium Density Residential, consistent with minimum net density requirements established in the Official Plan.

While the overall development's density for both Low Density Residential and Medium Density Residential designations complies with the permitted densities within the Official Plan, when broken down into individual phases there are some minor exceedances. As an example, the calculated density for the Low Density Residential portion is approximately 26 units per hectare (10.8 units per acre), which marginally exceeds the maximum permitted density of 25 units per hectare (10 units per acre).

Following conversations with the applicant, it is the understanding of planning staff that 26 units per hectare (10.8 units per acres) would be the highest density in current or future phases containing the Low Density Residential designation. It is also staff's understanding that the highest density for Medium Density Residential designation in future phases would be 52 units per hectare (21 units per acre). In the opinion of staff, the deviations in density for both the Low Density Residential and Medium Density Residential designation are minor, and staff are supportive of the request for the entirety of the lands. This would allow for future phases to come forward without the need for an Official Plan Amendment Application with each submission.

With regard to the specific review criteria for plans of subdivision (Section 10.3.3), the County of Oxford Department of Public Works has advised that sufficient municipal water and wastewater capacity is available to service Phase 1 of the development, but will be subject to confirmation by the Public Works Department prior to registration of the phase. Community facilities and utility infrastructure exist in the surrounding Village of Drumbo, and the existing road network will be extended to permit access to the site. 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 single detached and townhouse dwellings will provide an alternate housing type while remaining compatible with surrounding residential uses.

Township Zoning By-law

The applicant proposes to rezone a portion of the subject lands from 'Development Zone (D)' to 'Special Residential Type 1 Zone (R1-sp)' to permit the development of 19 lots for single detached dwellings.

The following special provisions are being proposed for the R1-sp zone:

<u>Provision</u>	<u>Required</u>	<u>Proposed</u>
Minimum Frontage (Interior Lot)	15 m (49.2 ft)	12.2 m (40 ft)
Minimum Frontage (Corner Lot)	20 m (65.6 ft)	14 m (45.9 ft)
Minimum Lot Area (Interior Lot)	450 m ² (4,843.7 ft ²)	366 m ² (3,939.5 ft ²)
Minimum Lot Area (Corner Lot)	600 m ² (6,458.3 ft ²)	420 m ² (4,520.8 ft ²)
Minimum Exterior Side Yard Width	7.5 m (24.6 ft)	4.5 m (14.7 ft)

The purpose of the lot area and lot frontage requirements is to ensure that sufficient space is maintained on the lands for the development of a single detached dwelling, while providing sufficient area for off-street parking, amenity space, grading, and drainage. Planning staff are satisfied that despite the requested reductions to the lot area and lot frontage that the lots will be sufficiently large enough to accommodate a building envelope for single detached dwellings while maintaining the required front and rear yard setbacks and adequate amenity space, off-street parking, and drainage.

Concerning the required 7.5 m (24.6 ft) setback to an exterior lot line for the R1 zone, the purpose of the minimum required exterior side yard provision is to ensure that there is adequate separation between structures or buildings on the lot and the public road allowance. The Township Director of Public Works has reviewed the plans, including the request for a reduced exterior side yard

width of 4.5 m (14.7 ft), and has not advised of any expected impacts to road maintenance, sight lines or snow clearing on the municipal right-of-way.

It shall be noted that one of the 19 lots for single detached dwellings, identified as Block 14 on Plate 5 of Staff Report 2024-253, will be used to accommodate a turning circle for the foreseeable future. Through discussions with the Township Public Works Department and the Township's Engineering Consultant, a temporary turning circle was identified as being required at the south extent of Henry Street to accommodate snow removal and garbage collection. Should the need for the turning circle no longer exist in the future, Block 14 will already be zoned R1-sp which will allow for the block to be used for a single detached dwelling.

The applicant is also proposing to rezone a portion of the subject lands from 'Development Zone (D)' to 'Special Residential Type 3 Zone (R3-sp)' to permit the development of 22 townhouse dwellings across four separate blocks. One special provision for the 'R3' zoning is requested, which is the reduction of the minimum lot frontage for a townhouse from 8 m (26.2 ft) to 6.8 m (22.3 ft). Similar to the 'R1' zone, the purpose of the lot frontage provision for the 'R3' zone is to ensure that sufficient area for off-street parking, amenity space, grading, and drainage is provided. Planning staff are satisfied the lots will be sufficiently large enough to accommodate a building envelope for the proposed townhouses while maintaining the required front and rear yard setbacks and permit adequate amenity space, off-street parking, and area available for drainage and stormwater management purposes.

The land to be used for the stormwater management facility is proposed to be rezoned from 'Development Zone' to 'Special Open Space Zone (OS-sp)'. The requested special provision is to permit a reduced minimum size from 2,000 m² (21,528.5 ft²) to 1,851.3 m² (19,927.2 ft²). Given that the proposed stormwater management facility has been reviewed by the Township and the Township's engineering consultant and no concerns have been raised regarding the location or size of the facility, staff are satisfied that the proposed minimum size of the 'OS-sp' zone is sufficient.

Summary

For Council's information, the Drumbo Wastewater Treatment Plant recently underwent an upgrade to increase the capacity, adding approximately 150 units worth of capacity. In order to ensure an equitable and transparent process for development proposals throughout the village, Staff are recommending that draft plans of subdivision within Drumbo be approved through a phased approach, such as is being proposed with the subject applications. This approach would allow multiple developers the opportunity to proceed with their projects rather than allowing the entirety of the capacity to be tied to one project. For each additional phase proposed for the subject development, the applicant will be required to come back to Township and County Councils for approval. The availability of sufficient wastewater treatment capacity will be required to be confirmed by the Oxford County Public Works Department for each phase.

In light of the foregoing, Planning staff are satisfied that the proposed applications are consistent with the policies of the Provincial Policy 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. ZN1-23-02) submitted by 1967113 Ontario Inc., whereby a portion the lands described as LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10 BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH ST, CATHERINE ST PL 104; PT LT 13 CON 6 Blenheim As In 403866 Except PT 14, 15, 16, 17, 18 and 19 41R202, be rezoned from 'Development Zone (D)' to 'Special Residential Type 1 Zone (R1-sp)', 'Special Residential Type 3 Zone (R3-sp)', and 'Special Open Space Zone (OS-sp)' to facilitate the proposed draft plan of subdivision;

And that the Council of the Township of Blandford-Blenheim advise County Council that the Township supports the application for Official Plan Amendment (File No. OP23-04-1), submitted by 1967113 Ontario Inc., for the lands described as LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10 BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH ST, CATHERINE ST PL 104; PT LT 13 CON 6 Blenheim As In 403866 Except PT 14, 15, 16, 17, 18 and 19 41R202, to redesignate a portion of the subject lands from 'Low Density Residential' to 'Medium Density Residential' and 'Open Space.'

And further, that the Council of the Township of Blandford-Blenheim advise County Council that the Township supports the Draft Plan of Subdivision (File No. SB23-01-1), submitted by 1967113 Ontario Inc., for the lands described as LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10 BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH ST, CATHERINE ST PL 104; PT LT 13 CON 6 Blenheim As In 403866 Except PT 14, 15, 16, 17, 18 and 19 41R202, consisting of 19 lots for single detached dwellings, four blocks for townhouse dwellings (22 dwelling units), a stormwater management block, the extension of Henry Street, and the construction of a new internal road connecting to Oxford Road 3, subject to the following conditions being met prior to final approval of the plan for registration:

1. This approval applies to the Phase 1 of the draft plan of subdivision submitted by 1967113 Ontario Inc, (File No. SB 23-04-1) and prepared by GRIT Engineering, as shown on Plate 5 of Report No. 2024-253 and comprising lands described as LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10 BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH ST, CATHERINE ST PL 104; PT LT 13 CON 6 Blenheim As In 403866 Except PT 14, 15, 16, 17, 18 and 19 41R202, consisting of 19 lots for single-detached dwellings, 4 blocks for townhouse dwellings (22 townhouse units), a block for stormwater management purposes, the extension of Henry Street, and a new internal road connecting to Oxford Road 3.
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 subdivision in accordance with the standards of the Township of Blandford-Blenheim.
3. The Owner shall enter into a subdivision 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 subdivision 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 road allowances included in the draft plan of subdivision shall be dedicated as public highways, free of all encumbrances and costs, to the satisfaction of the Township of Blandford-Blenheim.
7. The streets included in the draft plan of subdivision shall be named, to the satisfaction of the Township of Blandford-Blenheim.
8. The Owner agrees in writing, to ensure the new local street on this subdivision plan is connected to Henry Street and Oxford Road 3 at no cost to the Township, to the satisfaction of the Township of Blandford-Blenheim.
9. 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.
10. Prior to the approval of the final plan by the County, all lots/blocks shall conform to the zoning requirements of the Township's Zoning By-law. Certification of lot areas, frontages, and depths shall be provided to the Township by an Ontario Land Surveyor retained by the Owner, to the satisfaction of the Township of Blandford-Blenheim.
11. The subdivision agreement shall contain provisions indicating that the owner shall prepare and submit a detailed storm water management report and sediment erosion control plan, as required, to be reviewed and approved by the Township and, if required, the Grand River Conservation Authority (GRCA), and further, the subdivision agreement shall include provisions for the owner to carry out or cause to be carried out any necessary works in accordance with the approved plans and reports, to the satisfaction of the Township of Blandford-Blenheim and, if required, the GRCA.
12. Prior to the approval of the final plan by the County, such easements as may be required for utility and drainage purposes outside of the public right-of-ways shall be granted to the appropriate authority, to the satisfaction of the Township of Blandford-Blenheim and County of Oxford Public Works.
13. Prior to the approval of the final plan by the County, the Owner shall receive confirmation from the County of Oxford Public Works Department that there is sufficient capacity in the Drumbo water system to service the plan of subdivision. Confirmation shall be given in accordance with the "Protocol for Allocation of Water and Sewage Capacity for Development", to the satisfaction of County of Oxford Public Works.
14. The Owner agrees in writing to satisfy all the requirements, financial and otherwise, including payment of applicable development 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 subdivision.
 - *Wherever feasible, gravity sanitary sewer services (versus pumped connections) shall be provided. If not considered feasible, at discretion of Oxford County Public*

Works, approved grinder pumps shall be supplied and installed (by an approved installer) in accordance with the County's current "Grinder Pump & Greywater Systems Policy".

- *The extension of water and sanitary sewer services will require a Form 1 and SS1 CLI be submitted to the County for review and approval.*
15. The subdivision agreement shall make provision for the assumption and operation of the water distribution systems within the draft plan of subdivision by the County of Oxford, to the satisfaction of County of Oxford Public Works.
16. The Drumbo Wastewater Treatment Plant (WWTP) was upgraded in 2024 and at this time has capacity to service this draft Phase 1 plan of subdivision; Future planned WWTP upgrades are tentatively set to come online in 2024/2025. Prior to the approval of the final plan by the County, the Owner shall receive confirmation from County of Oxford Public Works that there is sufficient capacity in the Drumbo water and wastewater systems to service the plan of subdivision. 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.
- *Capacity allocation will be provided to the developer per phase; Phase 1 of the subdivision will have a maximum number of units to be allocated water & wastewater capacity at one time of 41 residential units (for Drumbo) as per County Public Works review, unless otherwise approved by Oxford County Public Works.*
17. 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.
- *Both PDF and CAD design drawings will be provided to the County.*
 - *The Owner shall agree to prepare and submit final as-built PDF and CAD drawings of the subdivision upon completion of each phase of construction.*
 - *The Owner shall provide an updated Functional Servicing Report (FSR) for the proposed subdivision for review during detailed design submissions.*
 - *County will review the minimum cover depths of water and sanitary sewers during detailed design submission. Developer to ensure proper insulation is provided in locations where minimum depth covers cannot be met.*
18. The Owner shall demonstrate to the satisfaction of the County of Oxford that the entire subdivision shall be serviced with two independent water supply points to provide for adequate redundancy and looping for domestic and fire protection services.
19. The Owner agrees to provide such easements as may be required for utility or drainage purposes outside of the proposed public right-of-ways shall be granted to the appropriate authority.
20. 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 County of Oxford Public Works.
21. Storm water drainage proposed to be directed to Oxford Road 3 road allowance shall be managed/attenuated to pre-development conditions to the satisfaction of Oxford County Public Works.

22. The Owner agrees in writing, that a 0.3 m (1 ft) reserve along Oxford Road 3 shall be conveyed to the County as required, free of all costs and encumbrances, to the satisfaction of County of Oxford Public Works.
23. The Owner agrees in writing, that 3.0 m (9.8 ft) x 3.0 m (9.8 ft) daylighting/sight triangles along Oxford Road 3 shall be conveyed to the County as required for lots abutting Street 'A', free of all costs and encumbrances, to the satisfaction of County of Oxford Public Works.
24. The Owner agrees in writing, to conduct a traffic noise assessment study for Oxford Road 3, to the satisfaction of County of Oxford Public Works. Results and recommendations shall be included in a written report. All costs associated with the study and implementation of mitigation recommendations shall be borne by Owner, to the satisfaction of the County.
 - a. *For information, refer to Oxford County Council Report No. PW 2023-17 - "Evaluation of Traffic Calming Measures and Post Monitoring Speed Reviews in Drumbo, Plattsville, Bright, and Harrington"*
25. The Owner agrees in writing, to the satisfaction of the County, through the subdivision agreement, to ensure that all agreements of purchase and sale for lots abutting Oxford Road 3 shall have appropriate disclosure following the recommendations of the noise assessment.
26. An appropriate cul-de-sac/turnaround area will be required at the south end of Henry Street (and at temporary phase limits) to ensure the roadway has adequate turning radius/unobstructed access (without reversing) for waste collection and emergency vehicles. Cul-de-sac design will follow all County/Township guidelines.
27. 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.
28. The Owner agrees in writing that prior to final approval, the Owner shall implement the recommendations of the Functional Servicing Report prepared by GRIT Engineering in March 2023 and will provide updates to this report as may be required due to changes that have occurred since it was written to the satisfaction of the Township of Blandford-Blenheim and County of Oxford Public Works.
29. Prior to the approval of the final plan by the County, the local fire department shall ensure that adequate water requirements for fire suppression are being met by the proposed subdivision, to the satisfaction of County of Oxford Public Works.
30. 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.

31. 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 subdivision.
32. 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.
33. Prior to the approval of the final plan by the County, the Owner shall agree in writing, to satisfy the requirements of Enbridge that the owner/developer provide Enbridge with the necessary easements and/or agreements required for the provisions of gas services, to the satisfaction of Enbridge.
34. 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.
35. 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.
36. 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.
37. 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 3 to 12 (inclusive) and 28 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.
38. 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 12 to 29 (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.
39. Prior to the signing of the final plan by the County of Oxford, we are to be advised by the Ministry of Heritage, Sport, Tourism, and Culture Industries that Condition 30 has been met to their satisfaction. The clearance letter shall contain a brief statement detailing how the condition has been satisfied.
40. Prior to the signing of the final plan by the County of Oxford, we are to be advised by the Hydro One that Condition 31 has been met to their satisfaction. The clearance letter shall contain a brief statement detailing how the condition has been satisfied.
41. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Canada Post Corporation that Condition 32 has been met to the satisfaction of Canada Post. The clearance letter shall include a brief statement detailing how this condition has been satisfied.

42. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Enbridge that Condition 33 has been met to the satisfaction of Enbridge. The clearance letter shall include a brief statement detailing how this condition has been satisfied.
43. Prior to the signing of the final plan by the County of Oxford, we are to be advised by the Bell Canada that Conditions 34 and 35 has been met to their satisfaction. The clearance letter shall contain a brief statement detailing how the condition has been satisfied.
44. This plan of subdivision shall be registered within three (3) years of the granting of draft approval, after which this draft approval shall lapse unless an extension is authorized by the County of Oxford.

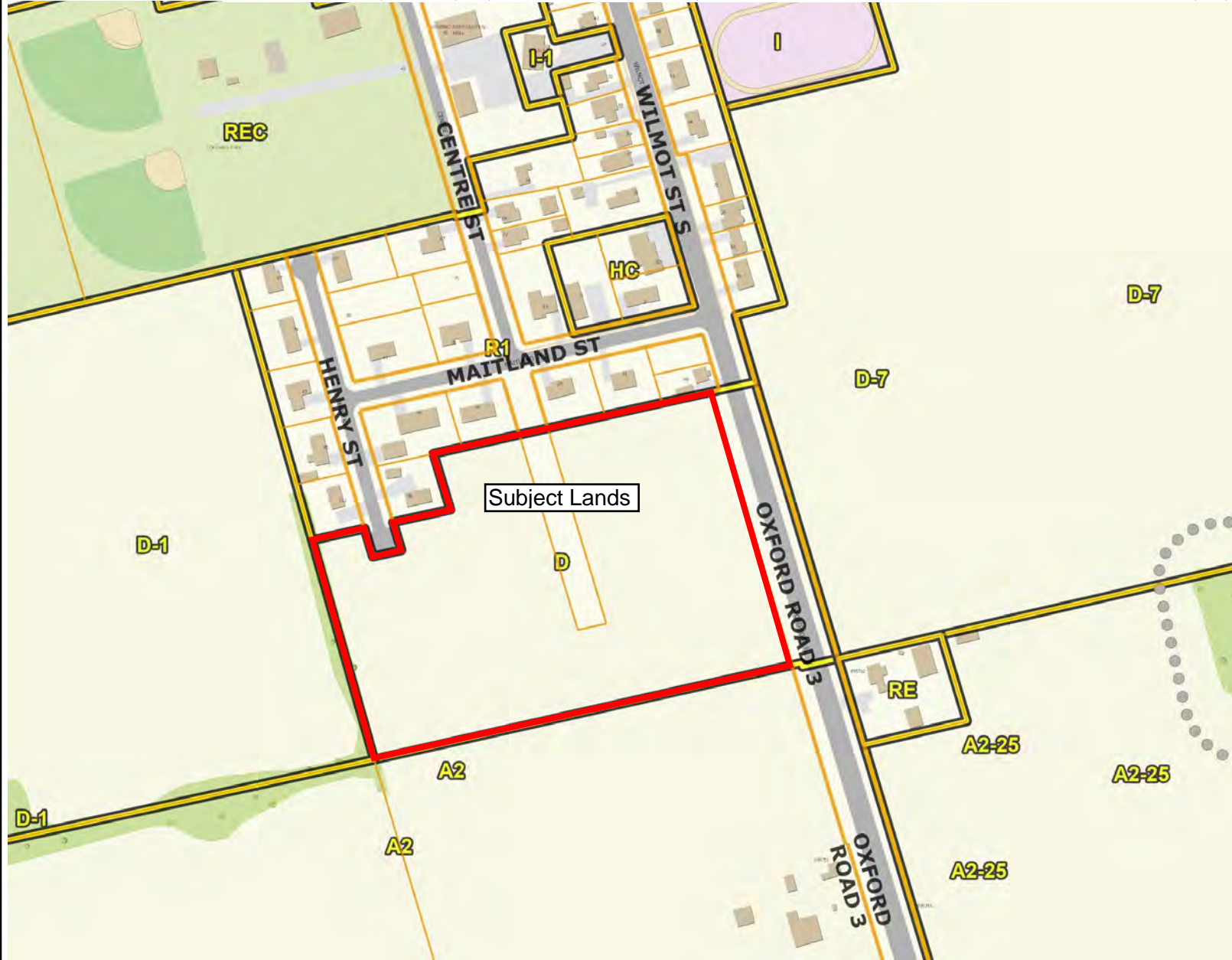
SIGNATURES

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



0 102 205 Meters

NAD_1983_UTM_Zone_17N



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

March 22, 2023



Legend

Parcel Lines

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

Zoning Floodlines

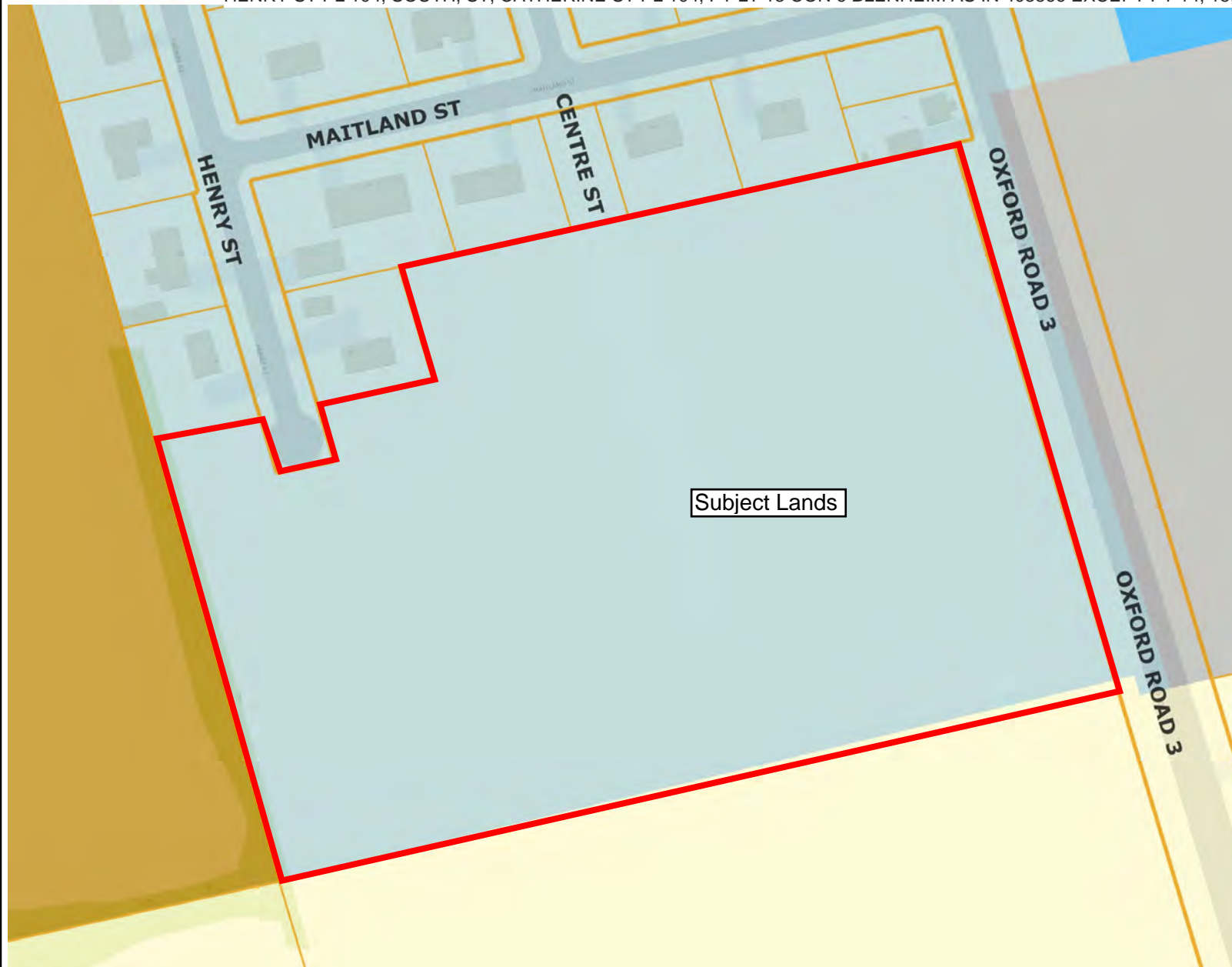
Regulation Limit

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

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

Notes





Legend

Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary
- 100 Metre Buffer Ingersoll

Village Land Use Designation

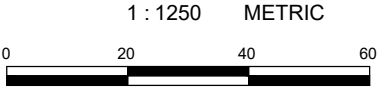
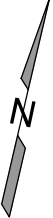
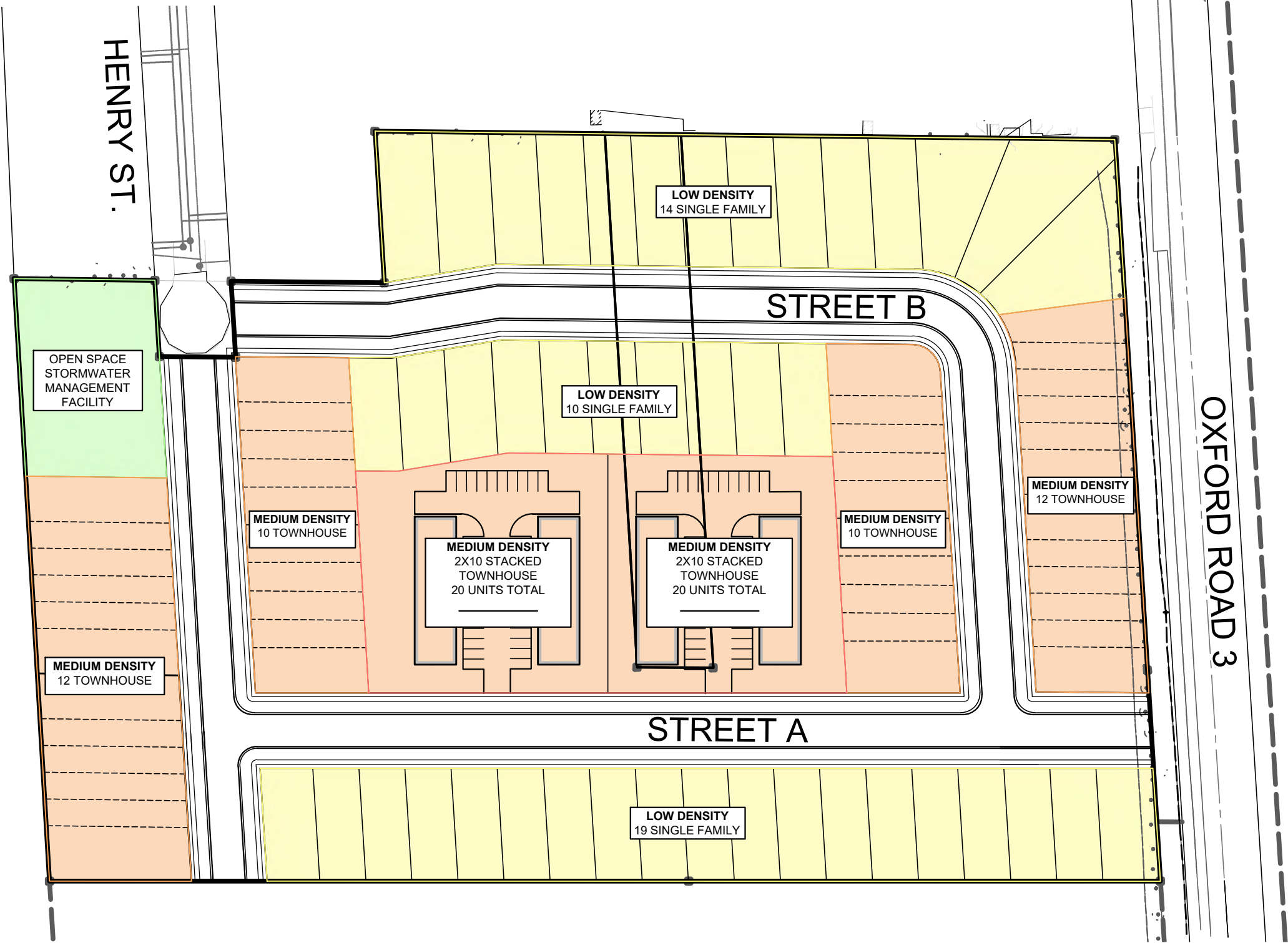
- Village Core
- Service Commercial
- Low Density Residential
- Medium Density Residential
- Industrial
- Minor Institutional
- Major Institutional
- Future Urban Growth
- Open Space
- Environmental Protection
- School
- Requiring Secondary Planning (See Sec. 4.2.2.4)

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
- Rural Buffer

Notes





Legend		
LOW DENSITY		
OPEN SPACE		
MEDIUM DENSITY		

Project:
DRUMBO ESTATE
RESIDENTIAL SUBDIVISION

Figure Title:
DEVELOPMENT
DENSITY SKETCH

Figure No:
SK1

File: C:\Users\jbarne\OneDrive\Documents\grit\grit2024\Plate 5 - Proposed Draft Plan of Subdivision (Phase 1) - 2024-07-20.dwg, 2024-07-20, 11:55:00 AM, J.D. Barnes Limited, 2024-07-20

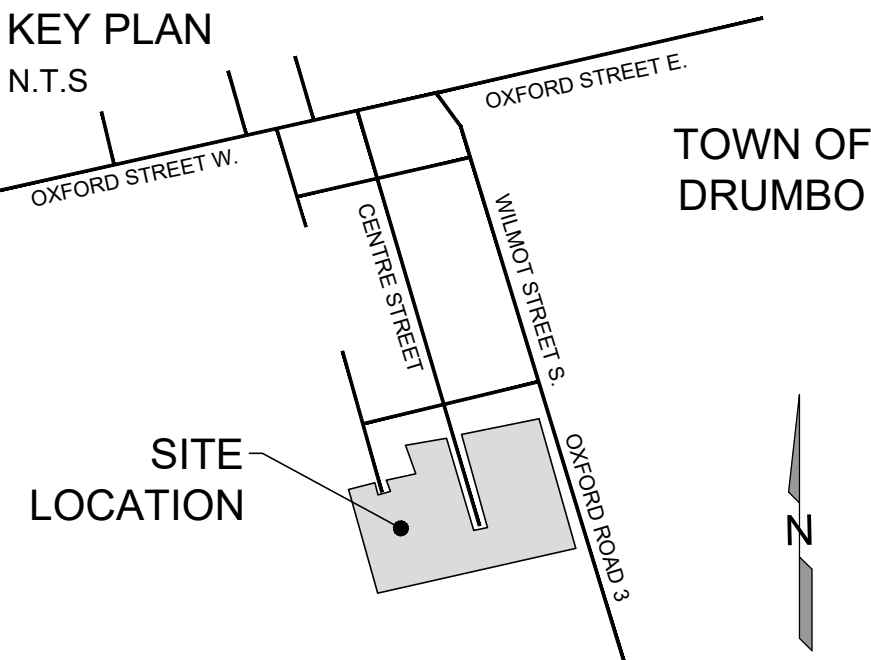
Plate 5: Proposed Draft Plan of Subdivision (Phase 1)
File No. SB23-01-1, OP23-04-1, & ZN1-23-02 (1967113 Ontario Inc.)
LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10, BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH, ST, CATHERINE ST PL 104; PT LT 13 CON 6 BLENHEIM AS IN 403866 EXCEPT PT 14, 15, 16, 17, 18 & 19 41R202

OWNER'S CERTIFICATE
I HEREBY AUTHORIZE GRIT ENGINEERING INC, TO
SUBMIT THIS PLAN FOR APPROVAL.

DATE: 1967113 Ontario Inc.
35 Harwood Street
Innerkip, Ontario, N0J 1G0

SURVEYOR'S CERTIFICATE
I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE
SUBDIVIDED ON THIS PLAN AND THEIR RELATIONSHIP AND TO
THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY
SHOWN.

DATE: J. PATRICK HARAMIS
ONTARIO LAND SURVEYOR
J.D. BARNES LIMITED.



SITE DATA:
REQUIREMENTS OF SECTION 51(17) OF THE PLANNING ACT
(R.S.O. 1990, CH. F13)

- (A) AS SHOWN ON FACE OF DRAFT PLAN
(B) AS SHOWN ON FACE OF DRAFT PLAN AND KEY MAP
(C) AS SHOWN ON FACE OF DRAFT PLAN AND KEY MAP
(D) AS SHOWN ON THE LAND USE SCHEDULE
(E) AS SHOWN ON FACE OF DRAFT PLAN
(F) AS SHOWN ON FACE OF DRAFT PLAN
(G) AS SHOWN ON FACE OF DRAFT PLAN
(H) MUNICIPAL PIPED WATER TO BE INSTALLED
(I) SANDY/SILT LOAM
(J) AS SHOWN ON FACE OF DRAFT PLAN
(K) FULL MUNICIPAL SERVICES TO BE INSTALLED
(L) AS SHOWN ON FACE OF DRAFT PLAN

PLAN OF SURVEY
OF ALL OF
LOTS 27 TO 34 (BLOCK A)
LOTS 8, 9 & 10 (BLOCK K)
LOTS 3, 4 7, & 8 (BLOCK L)
LOTS 1 TO 10 (BLOCK M)
LOTS 1 TO 8 (BLOCK N)
LOTS 1 TO 10 (BLOCK O)
AND PART OF
LOTS 11 & 12 (BLOCK L)
LOTS 9 TO 12 (BLOCK N)
LOTS 11 & 12 (BLOCK O)
CATHERINE STREET
CENTRE STREET
SOUTH STREET
HENRY STREET
REGISTERED PLAN No. 104
IN THE
TOWNSHIP OF BLANDFORD-BLENHEIM
COUNTY OF OXFORD

1:600 METRIC
0 8 16 24 32

GRIT
ENGINEERING



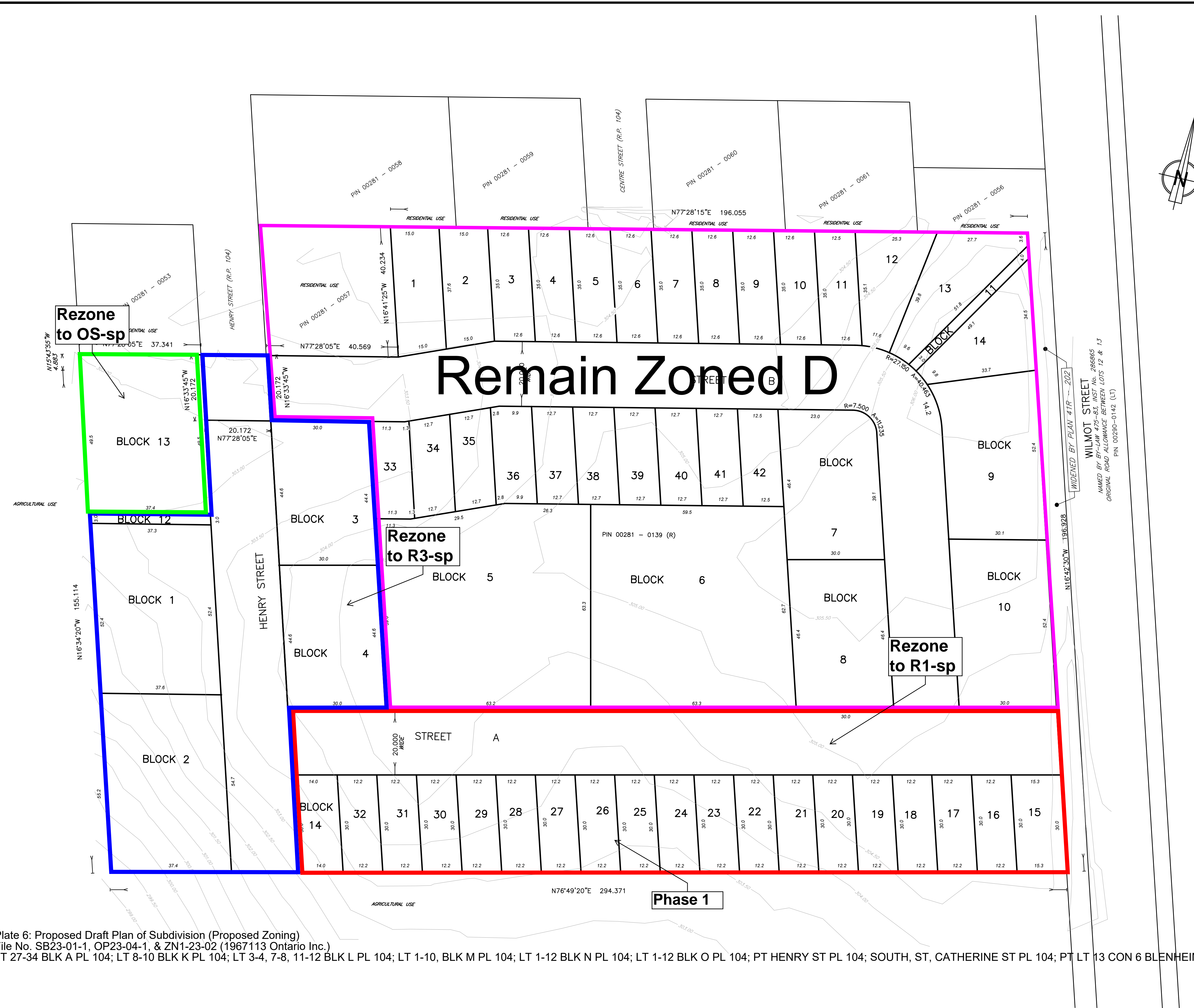
PROJECT No:
GE22-0095-1

DRAWN BY:
S. CULLITON

DATE:
JULY 26, 2024

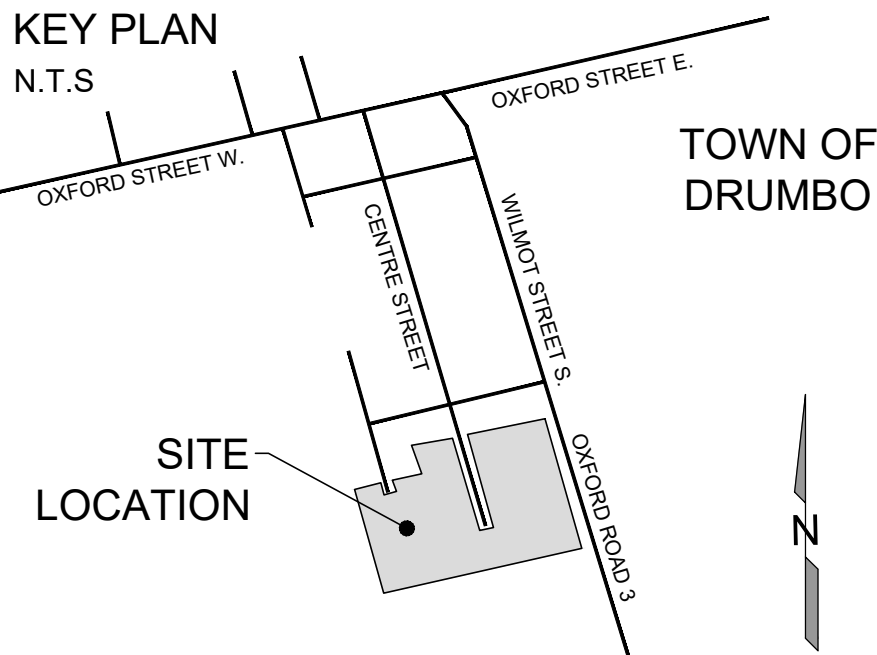
File: C:\Users\james.culliton\Documents\2024\SB23-01-1, OP23-04-1, & ZN1-23-02\1967113 Ontario Inc.\Plate 6: Proposed Draft Plan of Subdivision (Proposed Zoning) - 2024-07-26.dwg, 2024-07-26, by: jmculliton, 2024-07-26

Plate 6: Proposed Draft Plan of Subdivision (Proposed Zoning)
File No. SB23-01-1, OP23-04-1, & ZN1-23-02 (1967113 Ontario Inc.)
LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10, BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH, ST, CATHERINE ST PL 104; PT LT 13 CON 6 BLENHEIM AS IN 403866 EXCEPT PT 14, 15, 16, 17, 18 & 19 41R202



LAND USE SCHEDULE			
DESCRIPTION	AREA (sq M)	FRONTAGE	DEPTH
LOT 1	580.8	15.0	40.2
LOT 2	541.9	15.0	37.6
LOT 3	441.0	12.6	35.0
LOT 4	441.0	12.6	35.0
LOT 5	441.0	12.6	35.0
LOT 6	441.0	12.6	35.0
LOT 7	441.0	12.6	35.0
LOT 8	441.0	12.6	35.0
LOT 9	441.0	12.6	35.0
LOT 10	441.0	12.6	35.0
LOT 11	441.0	12.6	35.0
LOT 12	613.8	12.6	39.8
LOT 13	769.7	9.6	51.1
LOT 14	708.7	9.8	51.1
LOT 15	458.9	15.3	30.0
LOT 16	366.0	12.2	30.0
LOT 17	366.0	12.2	30.0
LOT 18	366.0	12.2	30.0
LOT 19	366.0	12.2	30.0
LOT 20	366.0	12.2	30.0
LOT 21	366.0	12.2	30.0
LOT 22	366.0	12.2	30.0
LOT 23	366.0	12.2	30.0
LOT 24	366.0	12.2	30.0
LOT 25	366.0	12.2	30.0
LOT 26	366.0	12.2	30.0
LOT 27	366.0	12.2	30.0
LOT 28	366.0	12.2	30.0
LOT 29	366.0	12.2	30.0
LOT 30	366.0	12.2	30.0
LOT 31	366.0	12.2	30.0
LOT 32	366.0	12.2	30.0
LOT 33	375.6	12.6	30.0
LOT 34	381.0	12.7	30.0
LOT 35	381.0	12.7	30.0
LOT 36	381.0	12.7	30.0
LOT 37	381.0	12.7	30.0
LOT 38	381.0	12.7	30.0
LOT 39	381.0	12.7	30.0
LOT 40	381.0	12.7	30.0
LOT 41	381.0	12.7	30.0
LOT 42	374.2	12.5	30.0

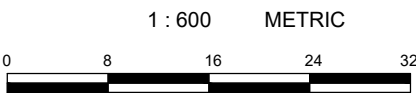
LOTS 1 - 42 SINGLE FAMILY RESIDENTIAL
BLOCKS 1-4 & 7-10 TOWNHOUSE RESIDENTIAL
BLOCKS 5 & 6 HIGH DENSITY RESIDENTIAL
BLOCKS 11, 12 & 14 RIGHT-OF-WAY (R.O.W)
BLOCK 13 STORM WATER MANAGEMENT



SITE DATA:
REQUIREMENTS OF SECTION 51(17) OF THE PLANNING ACT
(R.S.O. 1990, CH. F13)

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- (J) AS SHOWN ON FACE OF DRAFT PLAN
- (K) FULL MUNICIPAL SERVICES TO BE INSTALLED
- (L) AS SHOWN ON FACE OF DRAFT PLAN

PLAN OF SURVEY
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AND PART OF
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CATHERINE STREET
CENTRE STREET
SOUTH STREET
HENRY STREET
REGISTERED PLAN No. 104
IN THE
TOWNSHIP OF BLANDFORD-BLENHEIM
COUNTY OF OXFORD



OWNER'S CERTIFICATE
I HEREBY AUTHORIZE GRIT ENGINEERING INC, TO
SUBMIT THIS PLAN FOR APPROVAL.

DATE: 1967113 Ontario Inc.
35 Harwood Street
Inverkip, Ontario, NOJ 1G0

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE
SUBDIVIDED ON THIS PLAN AND THEIR RELATIONSHIP AND TO
THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY
SHOWN.

DATE: J. PATRICK HARAMIS
ONTARIO LAND SURVEYOR
J.D. BARNES LIMITED.

GRIT
ENGINEERING



PROJECT No:
GE22-0095-1

DRAWN BY:
S. CULLITON

DATE:
JULY 26, 2024

AMENDMENT NUMBER 323
TO THE COUNTY OF OXFORD OFFICIAL PLAN

DRAFT

The following schedules attached hereto,
constitutes Amendment Number 323 to the County of Oxford Official Plan.

1.0 PURPOSE OF THE AMENDMENT

The purpose of this amendment is to redesignate a portion of the subject lands from 'Low Density Residential' to 'Medium Density Residential' and 'Open Space' to facilitate a residential subdivision with an initial Phase consisting of 19 lots for single-detached dwelling units, 22 street townhouse residential units, a stormwater management block, the extension of Henry Street, and the construction of a new internal road connecting to Oxford Road 3.

Through subsequent phases, which will require the approval of both Township and County Councils, it is expected that the full extent of the residential subdivision will consist of 43 lots for single-detached dwellings, 44 street townhouse units, and 40 stacked townhouse units.

2.0 LOCATION OF LANDS AFFECTED

The subject lands are described as LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10 BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH ST, CATHERINE ST PL 104; PT LT 13 CON 6 Blenheim As In 403866 Except PT 14, 15, 16, 17, 18 and 19 41R202, in the Township of Blandford-Blenheim. The lands are located on the west side of Oxford Road 3 and south of Maitland Street, in the Village of Drumbo.

3.0 BASIS FOR THE AMENDMENT

The designation of the subject lands for a mix of low density and medium density residential uses maintains the County's strategic goal of ensuring orderly development and providing for an adequate supply of residential lands sufficient to accommodate the anticipated demand for new residential development over the 25-year planning horizon.

It is the opinion of Council that the proposed amendment is consistent with the relevant policies of the PPS as the proposed development will facilitate a minor settlement area boundary adjustment to permit the development of a residential subdivision within a designated settlement. The development is considered to be an appropriate form of intensification within a designated settlement.

Council is of the opinion that the proposal is consistent with the relevant policies of the County Official Plan, as the amendment and proposed development will provide additional housing choices within the Village of Drumbo while utilizing existing municipal services and tying into existing transportation networks within the Village.

Council is of the opinion that the proposal of single detached dwellings, street townhouses, and stacked townhouses is compatible with the existing residential uses to the north. The development is not anticipated to have a negative effect on the surrounding properties in regard to compatibility or traffic. Further, Council is of the opinion that the proposed increase in density for both the Low Density Residential and Medium Density Residential designations is appropriate in the context of the proposed development as it the exceedance is minor and will be compatible with surrounding land uses.

In light of the foregoing, Council is satisfied that the proposal is consistent with the policies of the Provincial Policy Statement and is in-keeping with the strategic initiatives and objectives of the County Official Plan.

4.0 DETAILS OF THE AMENDMENT

4.1 That Schedule “B-3” – Village of Drumbo Land Use Plan, is hereby amended by changing the land use designation of those lands identified as “ITEM 1” on Schedule “A” attached hereto, from ‘Low Density Residential’ to ‘Medium Density Residential’.

4.2 That Schedule “B-3” – Village of Drumbo Land Use Plan, is hereby amended by changing the land use designation of those lands identified as “ITEM 2” on Schedule “A” attached hereto, from ‘Low Density Residential’ to ‘Open Space’.

4.3 That Section 6.2.2 – *Low Density Residential Areas*, as amended, is hereby further amended by adding the following specific development policy at the end of Section 6.2.2.5 – *Special Development Policies*:

“6.2.2.5.6 LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10 BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH ST, CATHERINE ST PL 104; PT LT 13 CON 6 Blenheim As In 403866 Except PT 14, 15, 16, 17, 18 and 19 41R202, Village of Drumbo

Location The subject to which this Section applies are described as LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10 BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH ST, CATHERINE ST PL 104; PT LT 13 CON 6 Blenheim As In 403866 Except PT 14, 15, 16, 17, 18 and 19 41R202, in the Township of Blandford-Blenheim. The lands are located on the west side of Oxford Road 3 and south of Maitland Street, in the Village of Drumbo.

Policies Notwithstanding Section 6.2.2.5.5, *Drumbo Secondary Plan*, or any other relevant policies of the Official Plan to the contrary, the net residential density in the Low Density Residential area shall not exceed 26 units per hectare (11 units per hectare) and the minimum net residential density shall be 18 units per hectare (6 units per acres).

4.4 That Section 6.2.3 – *Medium Density Residential Areas*, as amended, is hereby further amended by adding the following specific development policy at the end of Section 6.2.3.2 – *Special Development Policies*:

“6.2.3.2.5 LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10 BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH ST, CATHERINE ST PL 104; PT LT

13 CON 6 Blenheim As In 403866 Except PT 14, 15, 16, 17, 18 and 19 41R202, Village of Drumbo

- Location** The subject to which this Section applies are described as LT 27-34 BLK A PL 104; LT 8-10 BLK K PL 104; LT 3-4, 7-8, 11-12 BLK L PL 104; LT 1-10 BLK M PL 104; LT 1-12 BLK N PL 104; LT 1-12 BLK O PL 104; PT HENRY ST PL 104; SOUTH ST, CATHERINE ST PL 104; PT LT 13 CON 6 Blenheim As In 403866 Except PT 14, 15, 16, 17, 18 and 19 41R202, in the Township of Blandford-Blenheim. The lands are located on the west side of Oxford Road 3 and south of Maitland Street, in the Village of Drumbo.
- Policies** Notwithstanding Section 6.2.3.2.4, *Drumbo Secondary Plan*, or any other relevant policies of the Official Plan to the contrary, the net residential density in the Medium Density Residential area shall not exceed 52 units per hectare (21 units per hectare) and the minimum net residential density shall be 26 units per hectare (11 units per acres).

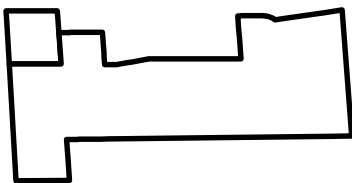
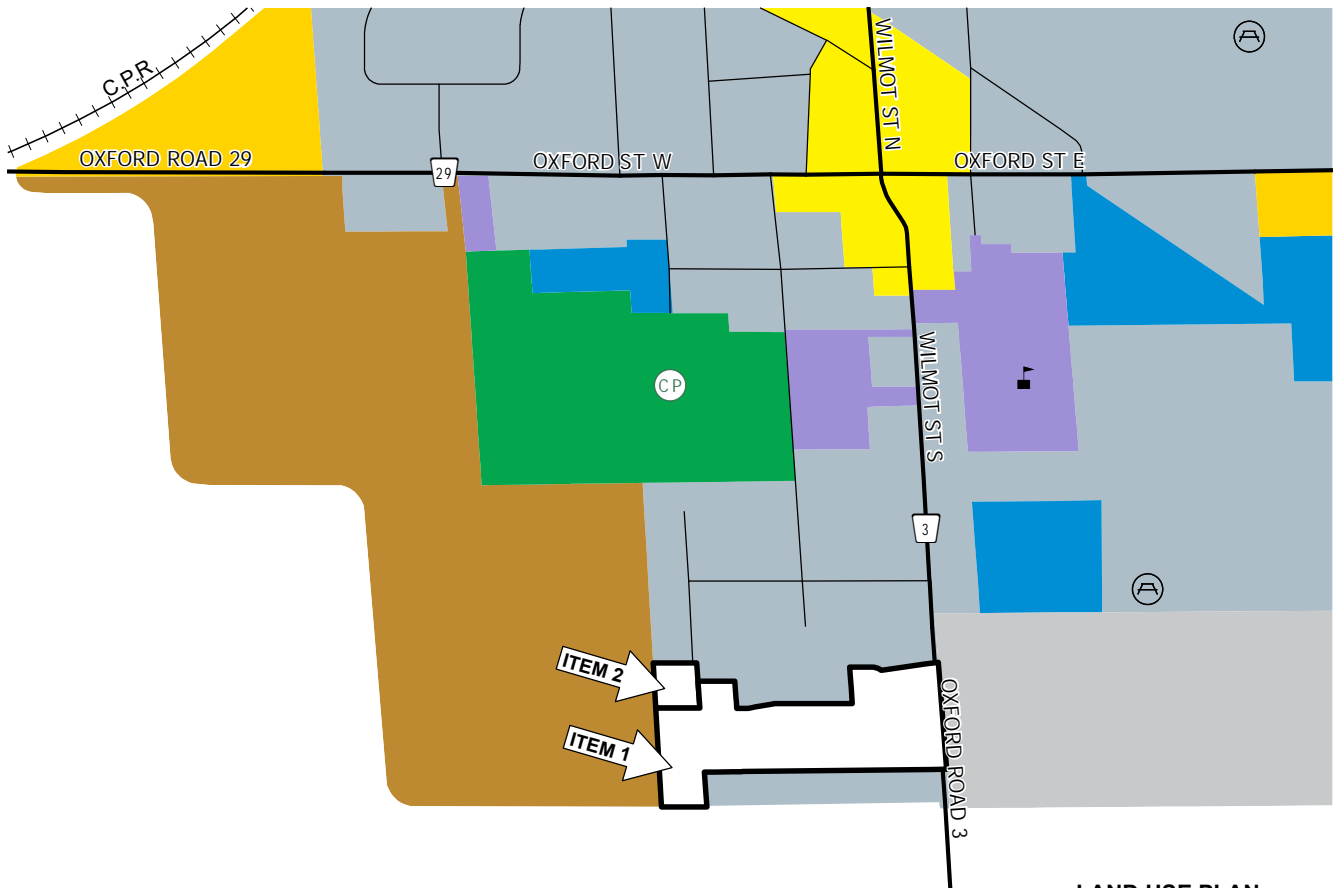
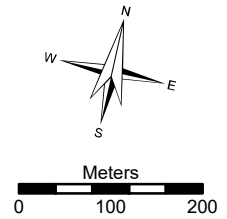
5.0 IMPLEMENTATION

This Official Plan Amendment shall be implemented in accordance with the implementation policy of the Official Plan.

6.0 INTERPRETATION

This Official Plan Amendment shall be interpreted in accordance with the interpretation policy of the Official Plan.

SCHEDULE "A"
 AMENDMENT No. 323
 TO THE
COUNTY OF OXFORD
OFFICIAL PLAN
 SCHEDULE "B-3"
VILLAGE OF DRUMBO
LAND USE PLAN



- AREA OF THIS AMENDMENT

- ITEM 1 - CHANGE FROM LOW DENSITY RESIDENTIAL
 TO MEDIUM DENSITY RESIDENTIAL
 ITEM 2 - CHANGE FROM LOW DENSITY RESIDENTIAL
 TO OPEN SPACE

**LAND USE PLAN
 LEGEND**

- VILLAGE CORE
- SERVICE COMMERCIAL
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- INDUSTRIAL
- MINOR INSTITUTIONAL
- OPEN SPACE
- FUTURE URBAN GROWTH
- A PROPOSED PARK
- SCHOOL
- CP COMMUNITY PARK

Hello Mayor Peterson,

I am writing you on behalf of the Upper Thames River Conservation Authority (UTRCA) Board of Directors. I would like to bring to your attention the impact of the decision by the Minister of Natural Resources and Forestry of Ontario, Graydon Smith, to freeze the fees conservation authorities can charge in regard to planning, development, and permitting fees, and ask for your support in requesting that the decision be reversed and the freeze lifted.

The Minister issued a Ministers Direction (attached) on December 28, 2022. As stated by the Minister in the direction, "The purpose of this Direction, which is effective from January 1, 2023, to December 31, 2023, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service that may be provided by the conservation authority. This relates to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities."

The Minister issued a second Direction (attached) on December 13, 2023, extending the freeze on fees to December 31, 2024. This Direction was further confirmed in a letter from the Ministry (attached) dated February 16, 2024.

The Direction justified the freeze as a way to assist in reaching the goal of Bill 23 (1.5 million homes in 10 years). It stated that, "A number of these changes affect conservation authorities and are intended to support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development."

Freezing the development and application fees has the greatest impact on conservation authorities located in high-growth areas of the province, which includes the UTRCA. Since 2021, provincial population reports reflect that municipalities within the Upper Thames watershed are the fastest growing in Ontario. Corresponding to this population growth, the UTRCA has seen a very large increase in the number of planning, development, and permit applications being submitted.

At the same time, the UTRCA is also responding to reduced timelines to review and comment on applications since the changes of Bill 108 and 109 came into effect. Staff have heard from member municipalities about the need for the UTRCA to increase its level of service to respond to these changes, so that the municipalities are also able to meet the timelines imposed on them by the legislation.

Increases in development pressure to accommodate the watershed's population growth, coupled with reduced timelines, have resulted in the UTRCA having to increase staffing

to meet service delivery timelines. This has led to higher costs which, due to the fee freeze, can only be addressed by levying member municipalities for the extra costs.

The UTRCA is trying to limit the impact to member municipalities by proactively looking for efficiencies through streamlining the processes used by staff and implementing technology. These measures will not, however, address the current situation regarding who is being asked to fund this service.

Growth should pay for growth. Under the current freeze, the Authority's ability to assign the cost of growth to those who are benefiting has been removed. This has led to all the residents of the member municipalities having to pay more through increased tax rates.

I ask you to join in signing the attached letter to the Minister asking for a reversal of the Direction to freeze the fees for planning, development, and permitting. Lifting the freeze on fees will enable the UTRCA to limit the levy asks to member municipalities by recovering more of the costs associated with planning, development, and permitting, from those that are using the service.

Sincerely,

A handwritten signature in black ink, appearing to read 'BP' or similar initials, followed by a flourish.

Brian Petrie, Chair

Upper Thames River Conservation Authority Board of Directors

Attachment

Minister Smith,

We, the elected leaders of the municipalities of the Upper Thames River watershed, are requesting your help in addressing budget pressures that all municipalities are facing. We ask that you do so by rescinding your Direction to conservation authorities to freeze the fees associated with planning, development, and permitting.

This freeze on fees has led to every resident in our municipalities having to pay more property taxes to cover the increased level of service that is required to meet the timelines enacted through Bills 108 and 109.

The inability of the conservation authorities to increase fees to offset the costs required to meet demand and increased service levels, requires that the authorities increase the levy to their member municipalities. This, in turn, requires the municipalities to increase property taxes to our residents.

While the need for increased housing is understood, the cost associated with that development should not be placed on current residents through increased property taxes.

Freezing the development and application fees has the greatest impact on conservation authorities located in high-growth areas of the province. Since 2021, provincial population reports reflect that municipalities within the Upper Thames River watershed are the fastest growing in Ontario. Corresponding to this population growth is a large increase in the number of planning, development, and permit applications.

Conservation authorities are partners in ensuring that development can happen in a timely, safe manner. We need them to be able to provide the services required to meet the province's goals without increasing the burden of current rate payers. The use of fees to fund this type of program ensures that those benefiting from development are paying for it -- growth pays for growth. This is the fairest funding system for this type of program.

We support conservation authorities offsetting program costs through fees as much as possible and request that you grant them the ability to do so. Failing that, we request that the Ministry increase the transfer payments to conservation authorities to replace the lost income that the freeze has created.

Mayor Josh Morgan, City of London

Warden Marcus Ryan, County of Oxford, Mayor, Township of Zorra

Mayor Martin Ritsma, City of Stratford

Mayor Jerry Acchione, City of Woodstock
Mayor Al Strathdee, Town of St. Marys
Mayor Brian Petrie, Town of Ingersoll
Mayor Cathy Burghardt-Jesson, Township of Lucan-Biddulph
Mayor George Finch, Municipality of South Huron
Mayor Jim Aitcheson, Township of Perth South
Mayor Rhonda Ehgoetz, Township of Perth East
Mayor Walter McKenzie, Municipality of West Perth
Mayor Sharon McMillon, Municipality of Thames Centre
Mayor Aina DeViet, Municipality of Middlesex Centre
Mayor Philip Schaefer, Township of East-Zorra Tavistock
Mayor David Mayberry, Township of South-West Oxford
Mayor Mark Peterson, Township of Blandford-Blenheim
Mayor Jim Palmer, Township of Norwich

Good afternoon:

I am writing to inform you of recent updates under the *Conservation Authorities Act* (the act) regarding the regulation of development for the protection of people and property from natural hazards in Ontario. Amendments to the act that were made in recent years to update the conservation authorities permitting framework and associated regulations will come into effect on April 1, 2024. These changes will clarify and streamline regulatory requirements to focus on natural hazards and public safety and provide greater transparency in the permitting process.

Updated rules for the protection of people and property from natural hazards

Effective April 1, 2024, updated permitting related provisions of the act will come into effect, supported by a new Ontario Regulation (O. Reg.) 41/24: Prohibited Activities, Exemptions and Permits, which set out prohibited activities and areas where a conservation authority permit is required, exemptions for permits for certain low-risk activities, the process for applying for a conservation authority permit, and service requirements for conservation authorities in reviewing permit applications. The new rules will apply to all conservation authorities and replace the existing 36 conservation authority-specific regulations.

Key changes include:

- Updating some definitions and areas where development activities are prohibited, while maintaining important provincial standards.
- Requirements for mapping of regulated areas to be made available online and for public notification to be given of any changes.
- Exemptions from the requirement for a conservation authority permit for some low-risk activities, subject to certain conditions, such as sheds, removable docks, garage rebuilds, fencing, and agricultural drainage.
- Limiting the conditions that can be included on a permit to matters related to natural hazards and public safety and general permit administration.
- Service standards for permit issuance including pre-consultation and confirmation of complete applications within 21-days and requiring annual reporting on permitting statistics including reporting on the level of conservation authority compliance with new regulatory requirements.
- Enabling applicants to appeal to the Ontario Land Tribunal (OLT) if a permit decision is not made within 90-days and appeals of permitting fees charged by conservation authorities to the OLT.
- Enabling Minister of Natural Resources and Forestry's tools regarding the review of permit decisions and the issuance of permits.
- Updated enforcement powers and offence provisions under the act, including stop work orders and increased penalties.

A decision notice is now available at the Environmental Registry of Ontario, posting #019-2927: [Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario](#).

Minister's Fee Direction

I would also like to notify you that the Minister has extended his Direction (through the issuance of a new Direction) to conservation authorities to not change any fees charged as part of their programs and services associated with planning, development, and permitting. This extended direction is in effect as of January 1, 2024, until December 31, 2024.

If you have any questions, please reach out to the Ministry of Natural Resources and Forestry at ca.office@ontario.ca.

Sincerely,

Jennifer Keyes
Director, Resources Planning and Development Policy Branch
Ministry of Natural Resources and Forestry

**Ministry of Natural
Resources and Forestry**

Office of the Minister

99 Wellesley St W
Room 6630, Whitney Block
Toronto ON M7A 1W3
Tel.: 416-314-2301

**Ministère des Richesses
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest
Bureau 6630, Édifice Whitney
Toronto ON M7A 1W3
Tél.: 416-314-2301



December 13, 2023

TO: All Conservation Authorities

SUBJECT: Extension of Minister's Direction for Conservation Authorities Regarding Fee Changes Associated with Planning, Development and Permitting Fees

I am writing with regards to conservation authority fees for the 2024 year. As you are aware, a Minister's Direction ("Direction") was issued on December 28, 2022, directing conservation authorities not to change fees for programs and services associated with planning, development and permitting for the 2023 calendar year. I have provided a copy of this previous direction for your reference.

Pursuant to my authority under subsection 21.3 (1) of the *Conservation Authorities Act*, I am issuing a new Direction that extends the previous Direction for the upcoming year (attached to this letter as Attachment A). The Direction will be in effect from January 1, 2024 to December 31, 2024 and applies to fees for the same programs and services specified in the Direction that was in effect for 2023.

If you have any questions, please contact Jennifer Keyes, Director, Resources Planning and Development Policy Branch, at 705-761-4831 or jennifer.keyes@ontario.ca.

Sincerely,

The Honourable Graydon Smith
Minister of Natural Resources and Forestry

c: The Honourable Paul Calandra, Minister of Municipal Affairs and Housing
The Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks

**Minister's Direction Issued Pursuant to Section 21.3 of the *Conservation Authorities Act*
(this "Direction")**

WHEREAS section 21.2 of the *Conservation Authorities Act* permits a Conservation Authority to charge a fee for a program or service if the program or service is included in the Minister's list of classes of programs and services in respect of which a Conservation Authority may charge a fee;

AND WHEREAS subsections 21.2 (6) and 21.2 (7) of the *Conservation Authorities Act* provide that a Conservation Authority shall adopt a written fee policy that includes a fee schedule listing the programs and services that it provides in respect of which it charges a fee, and the amount of the fee charged for each program or service or the manner in which the fee is determined (a "**Fee Schedule**");

AND WHEREAS subsection 21.2 (10) of the *Conservation Authorities Act* provides that a Conservation Authority may make a change to the list of fees set out in the fee schedule or to the amount of any fee or the manner in which a fee is determined, provided the authority shall give notice of the proposed change to the public in a manner it considers appropriate;

AND WHEREAS section 21.3 of the *Conservation Authorities Act* provides the Minister with the authority to give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction;

NOW THEREFORE pursuant to the authority of the Minister of Natural Resources and Forestry under section 21.3, the Conservation Authorities set out under Appendix "A" of this Direction (the "**Conservation Authorities**" or each, a "**Conservation Authority**") are hereby directed as follows:

Fee Changes Prohibition

1. Commencing on the Effective Date and for the duration of the Term of this Direction, a Conservation Authority is prohibited from making a change under subsection 21.2 (10) of the *Conservation Authorities Act* to the amount of any fee or the manner in which a fee is determined in its fee schedule if such a change would have the effect of changing the fee amount for the programs and services described in paragraphs 2 and 3 of this Direction.

Program and Service Fees Impacted

2. This Direction applies to any fee set out in the Fee Schedule of a Conservation Authority, including without limitation fees for any mandatory program or service

(Category 1), municipal program or service (Category 2), or Conservation Authority recommended program or service (Category 3) related to reviewing and commenting on planning and development related proposals, applications, or land use planning policies, or for Conservation Authority permitting.

3. For greater certainty, this Direction applies to any fees in respect of the following programs or services provided under the Mandatory Programs and Services regulation ([O. Reg. 686/21](#)):
 - a. Section 6: programs and services related to reviewing applications and proposals under the *Aggregate Resources Act*, *Drainage Act*, *Environmental Assessment Act*, and the *Niagara Escarpment Planning and Development Act*, for the purpose of commenting on the risks related to natural hazards arising from the proposal,
 - b. Section 7: programs and services related to ensuring that decisions under the *Planning Act* are consistent with the natural hazards policies in the policy statements issued under section 3 of the *Planning Act* and are in conformance with any natural hazard policies included in a provincial plan as defined in section 1 of that Act,
 - c. Section 8: programs and services related to Conservation Authority duties, functions, and responsibilities to administer and enforce section 28 and its regulations, section 28.0.1, and section 30.1 of the *Conservation Authorities Act*,
 - d. Paragraph 4 of subsection 13 (3): programs and services related to reviewing and commenting on any proposal made under another Act for the purpose of determining whether the proposal relates to a significant drinking water threat or may impact any drinking water sources protected by a source protection plan, and
 - e. Subparagraph 4 iv of section 15: programs and services related to reviewing and commenting on proposals made under other Acts for the purpose of determining the proposal's impact on the Lake Simcoe Protection Plan and the Lake Simcoe watershed.

Application

4. This Direction, applies to all Conservation Authorities in Ontario, listed in Appendix "A" to this Direction.
5. For greater certainty, this Direction also applies to the Conservation Authorities listed in Appendix "A" to this Direction when such Conservation Authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.

Effective Date and Term

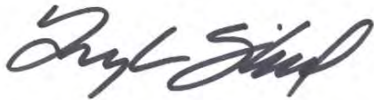
6. This Direction is effective from January 1, 2024 (the "**Effective Date**").

7. The term of this Direction is the period from the Effective Date to December 31, 2024 (the “**Term**”).

Amendments

8. This Direction may be amended in writing from time to time at the sole discretion of the Minister.

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
Minister of Natural Resources and Forestry



The Honourable Graydon Smith
Minister of Natural Resources and Forestry
December 13, 2023

APPENDIX A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

Ausable Bayfield CA

R.R. #3
71108 Morrison Line
Exeter ON N0M 1S5
Brian Horner
bhorner@abca.on.ca

Cataraqui Region CA

Box 160
1641 Perth Road
Glenburnie ON K0H 1S0
Katrina Furlanetto
kfurlanetto@crca.ca

Catfish Creek CA

R.R. #5
8079 Springwater Road
Aylmer ON N5H 2R4
Dusty Underhill
generalmanager@catfishcreek.ca

Central Lake Ontario CA

100 Whiting Avenue
Oshawa ON L1H 3T3
Chris Darling
cdarling@cloca.com

Credit Valley CA

1255 Old Derry Rd
Mississauga ON L5N 6R4
Quentin Hanchard
quentin.hancard@cvc.ca

Crowe Valley CA

Box 416
70 Hughes Lane
Marmora ON K0K 2M0
Tim Pidduck
tim.pidduck@crowevalley.com

Essex Region CA

Suite 311
360 Fairview Ave West
Essex ON N8M 1Y6
Tim Byrne
tbyrne@erca.org

Ganaraska Region CA

Box 328
2216 County Road 28
Port Hope ON L1A 3V8
Linda Laliberte
llaliberte@grca.on.ca

Grand River CA

Box 729
400 Clyde Road
Cambridge ON N1R 5W6
Samantha Lawson
slawson@grandriver.ca

Grey Sauble CA

R.R. #4
237897 Inglis Falls Road
Owen Sound ON N4K 5N6
Tim Lanthier
t.lanthier@greysauble.on.ca

Halton Region CA

2596 Britannia Road West
Burlington ON L7P 0G3
Hassaan Basit
hbasit@hrca.on.ca

Hamilton Region CA

P.O. Box 81067
838 Mineral Springs Road
Ancaster ON L9G 4X1
Lisa Burnside
lisa.burnside@conservationhamilton.ca

Kawartha Region CA

277 Kenrei (Park) Road
Lindsay ON K9V 4R1
Mark Majchrowski
mmajchrowski@kawarthaconservation.com

Kettle Creek CA

R.R. #8
44015 Ferguson Line
St. Thomas ON N5P 3T3
Elizabeth VanHooren
elizabeth@kettlecreekconservation.on.ca

Lake Simcoe Region CA

Box 282
120 Bayview Parkway
Newmarket ON L3Y 3W3
Rob Baldwin
r.baldwin@lsrca.on.ca

Lakehead Region CA

Box 10427
130 Conservation Road
Thunder Bay ON P7B 6T8
Tammy Cook
tammy@lakeheadca.com

Long Point Region CA

4 Elm Street
Tillsonburg ON N4G 0C4
Judy Maxwell
jmaxwell@lprca.on.ca

Lower Thames Valley CA

100 Thames Street
Chatham ON N7L 2Y8
Mark Peacock
mark.peacock@ltvca.ca

Lower Trent Region CA

R.R. #1
714 Murray Street
Trenton ON K8V 5P4
Rhonda Bateman
rhonda.bateman@ltc.on.ca

Maitland Valley CA

Box 127
1093 Marietta Street
Wroxeter ON N0G 2X0
Phil Beard
pbeard@mvca.on.ca

Mattagami Region CA

100 Lakeshore Road
Timmins ON P4N 8R5
David Vallier
david.vallier@timmins.ca

Mississippi Valley CA

10970 Highway 7
Carleton Place ON K7C 3P1
Sally McIntyre
smcintyre@mvc.on.ca

Niagara Peninsula CA

250 Thorold Road West, 3rd Floor
Welland ON L3C 3W2
Chandra Sharma
csharma@npca.ca

Nickel District CA

199 Larch St
Suite 401
Sudbury ON P3E 5P9
Carl Jorgensen
carl.jorgensen@conservationsudbury.ca

North Bay-Mattawa CA

15 Janey Avenue
North Bay ON P1C 1N1
Chitra Gowda
chitra.gowda@nbmca.ca

Nottawasaga Valley CA

8195 Line 8
Utopia ON L0M 1T0
Doug Hevenor
dhevenor@nvca.on.ca

Otonabee Region CA

250 Milroy Drive
Peterborough ON K9H 7M9
Janette Loveys Smith
jsmith@otonabeeconservation.com

Quinte CA

R.R. #2
2061 Old Highway #2
Belleville ON K8N 4Z2
Brad McNevin
bmcnevin@quinteconservation.ca

Raisin Region CA

PO Box 429
18045 County Road 2
Cornwall ON K6H 5T2
Richard Pilon
richard.pilon@rrca.on.ca

Rideau Valley CA

Box 599
3889 Rideau Valley Dr.
Manotick ON K4M 1A5
Sommer Casgrain-Robertson
sommer.casgrain-robertson@rvca.ca

Saugeen Valley CA

R.R. #1
1078 Bruce Road #12, Box #150
Formosa ON N0G 1W0
Jennifer Stephens
j.stephens@svca.on.ca

Sault Ste. Marie Region CA

1100 Fifth Line East
Sault Ste. Marie ON P6A 6J8
Corrina Barrett
cbarrett@ssmrca.ca

South Nation River CA

38 Victoria Street
P.O. Box 29
Finch ON K0C 1K0
Carl Bickerdike
cbickerdike@nation.on.ca

St. Clair Region CA

205 Mill Pond Crescent
Strathroy ON N7G 3P9
Ken Phillips
kphillips@scrca.on.ca

Toronto and Region CA

101 Exchange Avenue
Vaughan ON L4K 5R6
John MacKenzie
john.mackenzie@trca.ca

Upper Thames River CA

1424 Clarke Road
London ON N5V 5B9
Tracey Annett
annettt@thamesriver.on.ca

**Ministry of Natural
Resources and Forestry**

Office of the Minister

99 Wellesley Street West
Room 6630, Whitney Block
Toronto, ON M7A 1W3
Tel.: 416-314-2301

**Ministère des Richesses
naturelles et des Forêts**

Bureau du ministre

99, rue Wellesley Ouest
Bureau 6630, Édifice Whitney
Toronto ON M7A 1W3
Tél.: 416 314-2301



December 28, 2022

TO: Conservation authorities as listed in the Attachment A “Minister’s Direction to Not Change Fees”

SUBJECT: Minister’s direction for conservation authorities regarding fee changes associated with planning, development and permitting fees

In support of Ontario’s Housing Supply Action Plan: 2022-2023, the province made a series of legislative changes through the *More Homes Built Faster Act, 2022* (Bill 23) to help achieve the goal of building 1.5 million homes over the next 10 years. These changes accelerate housing development approvals while continuing to protect Ontario families, communities, and critical resources. A number of these changes affect conservation authorities and are intended to support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

To this end, pursuant to subsection 21.3 (1) of the *Conservation Authorities Act*, which is in effect January 1, 2023, I am issuing a Minister’s Direction (“Direction”), attached to this letter as Attachment “A”. Subsection 21.3 (1) provides that the “Minister may give a written direction to an authority directing it not to change the amount of any fee it charges under subsection 21.2 (10), in respect of a program or service set out in the list referred to in subsection 21.2 (2), for the period specified in the direction.”

The purpose of this Direction, which is effective from January 1, 2023 to December 31, 2023, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service that may be provided by the conservation authority. This relates to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. For greater certainty, the “Prescribed Acts – subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act” regulation (O. Reg. 596/22), effective January 1, 2023, prohibits a CA from providing a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter

made under prescribed Acts. This regulation therefore precludes the charging of a fee by a conservation authority for these specific programs or services provided under subsections 21.1.1 (1) or 21.1.2 (1.1) of the *Conservation Authorities Act*.


The conservation authorities listed in Appendix A of the Direction are encouraged to make the Direction publicly available on the Governance section of their websites.

Pursuant to subsection 21.2 (3) of the Act, I am also re-distributing the Minister's list of classes and programs and services in respect of which conservation authorities may charge a fee along with this Direction, with editorial changes to reflect the recent legislative and regulatory changes.

If you have any questions, please contact Jennifer Keyes, Director, Resources Planning and Development Policy Branch, at Jennifer.Keyes@ontario.ca or 705-761-4831.

If it is in the public interest to do so, I will provide further direction or clarification at a later date related to the matters set out in this Direction.

Sincerely,

A handwritten signature in black ink, appearing to read 'Graydon Smith', is positioned above the printed name.

The Honourable Graydon Smith
Minister of Natural Resources and Forestry

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
The Honourable David Piccini, Minister of the Environment, Conservation and Parks

Association of Municipalities of Ontario (AMO)

155 University Ave., Suite 800
Toronto, Ontario M5H 3B7
Telephone: 416.971.9856
Toll-free in Ontario: 1.877.426.6527
Fax: 416.971.6191

Ontario Medical Association

150 Bloor St. West, Suite 900
Toronto, ON M5S 3C1
Canada

TF: 1.800.268.7215

T: 416.599.2580

F: 416.533.9309

E: info@oma.org

oma.org

July 4, 2024

Mayor Mark Peterson
47 Wilmot St. S.
Drumbo, ON, N0J 1G0

Dear Mayor Peterson,

Communities across Ontario have been facing critical health-care challenges, including long waitlists for primary care, shortages of doctors and other health care workers; and emergency room closures. These cracks in Ontario's health care system are impacting economic development, health, and well-being at the local level.

In response, the Ontario Medical Association (OMA) and the Association of Municipalities of Ontario (AMO) are working collaboratively to advocate for a better healthcare system for Ontario's residents and communities.

We have jointly developed the attached draft council resolution (Appendix A), urging the provincial government to recognize the physician shortage in your municipality and the rest of Ontario. By adopting this resolution, your municipality can play a crucial role in highlighting the urgent need for more healthcare resources and support.

AMO is excited to welcome everyone to Ottawa for our annual conference from August 18-21, 2024. We are pleased to inform you that the OMA will be participating at this year's conference. Along with sponsoring the Rural Caucus Lunch on August 20, the OMA has reserved meeting room at the Fairmont Château Laurier for both August 20 and 21 to meet directly with municipal leaders. During these meetings, we would like to hear what you are seeing on the ground and discuss opportunities to work closer with you. We believe that collaboration between Ontario's doctors and all 444 municipalities is essential in addressing the health-care needs of your community.

To set up a meeting with the OMA, please reach out to Tarun.Saroya@OMA.org (senior advisor for government relations and advocacy) to book a 15-30 minute time slot at your earliest convenience.

We look forward to your positive response and to working together towards a healthier future for all Ontarians.

Yours sincerely,



Kimberly Moran
CEO, Ontario Medical Association



Colin Best
President
Association of Municipalities of Ontario

Appendix A:

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and (Northern Ontario only)

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, paramedicine, and other investments.

WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada, and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

- NOW THEREFORE BE IT RESOLVED THAT the Council of (the name of municipality) urge the Province of Ontario to recognize the physician shortage in (name of municipality) and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

April/ May 2024 Economic Development Activity

Business Support:

- a. General Business/Marketing Support Interactions: 12
- b. Expansion, Location & Development Conversations: 6
- c. Business Visits: 12
- d. Events Attended: 3

Expansion, Location & Development Conversations by Industry:

Aquaculture, Agri-Business, Construction, Manufacturing, Retail Commercial

Events Attended:

SIAL Trade Show in Montreal; Rural Oxford EDC's 10th Anniversary & Awards Event, Grand Opening of JanVeek Concrete Homes

Projects & Partner Collaboration:

- a. Rural Oxford EDC's 10th Anniversary & Awards Event
 - May 23rd was a such a wonderful night. Thank you to the Planning Committee and thank you N. Demarest and R. Parkhill for emceeing;
 - **Envisioned Success:** 80-120 attendees, 7 community partners engaged, 30 award nominations, 9 Businesses and 1 Community Leader recognized, \$5000 allocated from ROEDC budget;
 - **Experienced Success:** 140 attendees, 7 community partners engaged, 80 award nominations for 53 Businesses, 16 Business and 1 Community Leader recognize, \$4000 from ROEDC budget. Appreciation felt by all;
 - <https://ruraloxford.ca/rural-oxford-edc-hands-out-local-business-awards/>
- b. Oxford Rural Entrepreneurs 2024 Networking Event Series
 - April 10th – Bright Cheese (Blandford-Blenheim), 30 attendees
 - May 8th – Willow Grove Animal Wellness Centre (Norwich), 25 attendees
 - June 12th – Guns Hills (Norwich), 23 attendees
 - July 10th – Deep Purple Lavender Farm (Zorra), tbd
 - August 14th – Orange Door Acres (South-West Oxford), tbd
 - Join Us! <https://ruraloxford.ca/initiatives/networking>
- c. Tourism Innovation Grant Program
 - April 2nd – Community Futures Oxford, Tourism Oxford and Rural Oxford EDC visited the 3 winning business to deliver the \$3000 grant cheques

- d. EZT Bus Ride & Local Business Tour
 - April 5th – Rode the EZT Bus; spent an afternoon connecting with 9 local businesses and community partners; content creation for social media
- e. 5 NEW Local Stories added to our Newsroom
 - There are so many great stories to read about the people and businesses in Rural Oxford: <https://ruraloxford.ca/news>
 - Oxford Granite & Quartz-Transforming Visions into Reality (Norwich); A Night Out in Oxford Event (Norwich); Big Cheese Days are Back in Oxford County; Hoptacular Discovery leads to Mad Mash Brewery (EZT); Rural Oxford EDC Hands Out Local Business Awards
- f. Oxford Connection
 - May 15th to 18th – Attended SIAL Trade Show in Montreal
 - Planning Meeting for September FAM Tour & Manufacturing Matters Event
- g. Canada's Outdoor Farm Show (COFS) – September 10,11 & 12, 2024
 - Confirmed partnership with COFS to run a vendor style booth during the Farm Show that will showcase up to 12 Rural Oxford businesses
 - Conditionally approved for 50% RED grant funding support (\$6500)
 - Program logo, Marketing Partner application form and webpage drafted: <https://ruraloxford.ca/discover>
 - Next Steps: Complete RED grant checklist by June 18th and wait to receive final confirmation and Contribution Agreement; launch program and promote the “Discover Rural Oxford” Marketing Partner (vendor) opportunity
- h. Community Connection Meetings:
 - Mash Up Labs with SCOR EDC; Workforce Development Partnership, WOWC; Policy Planning re: Ag Policies; Community Futures Oxford & Tourism Oxford; Oxford Connection re: Development Charges Study; Fanshawe Program Advisory Committee; Tour of CASS re: Youth Programs; Canada's Outdoor Farm Show; Tourism Oxford's 5-Year Strategic Plan Session; Submitted online feedback for Ontario's Rural Economic Development Strategy Consultation

Governance & Administration:

- a. Corresponded with Lawyer regarding Draft Bylaw No. 4, Articles of Amendment & Form 1 - Notice of Change Report
- b. Completed 2023 Year in Review Delegations with 5 Rural Township Councils
- c. Prepared for and organized two 10th Anniversary Committee Meetings
- d. April 19th Board Meeting Preparation

REPORT TO COUNTY COUNCIL

2024-2028 Energy Management Plan

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATIONS

1. That County Council adopt the targets established within the updated Energy Management Plan, dated July 1, 2024, as attached to Report PW 2024-25 entitled “2024-2028 Energy Management Plan”;
2. And further, that County Council supports in principle the related initiatives outlined within the updated Energy Management Plan, dated July 1, 2024, recognizing that implementation will be considered by Council as part of the annual Business Plan and Budget approval process;
3. And further, that County Council authorize staff to make the Plan available to the public on the County’s website and in print form at the Oxford County Administration Building.

REPORT HIGHLIGHTS

- The purpose of this report is to obtain County Council endorsement of the updated Energy Management Plan (Attachment 1) prepared in accordance with O. Reg. 25/23 of the *Electricity Act*, 1998 containing goals and objective that will be subject to the annual Business Plan and Budget approval process.
- Oxford County has seen a net increase of 0.7% in overall energy consumption from 2015 levels for all buildings as of 2023 year end. While the total energy consumption by facilities has increased, the actual energy use intensity for facilities and process plants has reduced by 24.5% and 8.5% respectively. This illustrates significant energy consumption avoidance despite expanded provisions of municipal services to accommodate community growth over this period.
- Total Greenhouse Gas (GHG) emissions have been reduced by 6.4% as compared to 2015.
- The proposed 2024-2028 Energy Management Plan recommends 65 energy efficiency measures to be implemented over the life of the plan that will advance Oxford County’s path towards 100% Renewable Energy by 2050.

- While GHG emission reductions and Renewable Energy Mix targets are on track to be achieved, energy reduction targets are not being met when taking into consideration service growth.

IMPLEMENTATION POINTS

Upon approval of the updated Energy Management Plan (EMP), staff will make the plan publicly available on the County website and in print form at the Oxford County Administration Building in accordance with legislative requirement. Staff will proceed with the implementation of the identified energy management opportunities in order to meet the goals outlined in the Plan and as permitted through approved annual budgets.

Financial Impact

The EMP scope covers a total of five annual budgets ranging from 2024 to 2028. All numbers listed within the EMP are projected budget values and will be subject to validation review and approval as part of each annual Business Plan and Budget approval process. Approval of this EMP does not approve the budget requests listed in the EMP. As part of the EMP implementation, staff will regularly review funding opportunities to support project execution.

Table 1 summarizes the projected budget requests for each fiscal year, along with potential incentive (grant funding) values and resulting operational savings. The incentives listed for 2024, 2025, and 2026 have already been secured in accordance with Report [PW 2023-46](#). Operational savings associated with each annual investment provide approximately \$190,000 in cumulative annual savings at the end of the 2024-2028 EMP, which results in a simple payback of approximately 15 years when taking into account inflation and carbon tax impacts. Securing additional funding opportunities will further improve the EMP's payback.

Table 1: Summary of Projected Annual Budget Requests

Budget Year	Projected Capital Cost	Potential Incentives	Annual Operational Avoidance
2024	\$419,400*	\$19,200	\$4,420
2025	1,687,340	552,840	55,000
2026	1,914,460	451,520	58,380
2027	722,560	3,330	36,730
2028	513,260	330	37,690
Plan Total	\$5,257,020	\$1,027,220	\$192,220

*amount approved as part of the 2024 Business Plan and Budget

Communications

Following Council approval, Report PW 2024-25 will be shared with Area Municipalities and Smart Energy Oxford (SEO) as information outlining the County's EMP for the next five years. The EMP will also be promoted through the County's social media, and will be posted on the County's "[Reports and Publications](#)" web page as per the legislative requirements. A print copy of the plan will also be placed at the Customer Services desk at the Oxford County Administration Building, as per the legislative requirements.

2023-2026 STRATEGIC PLAN

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

The recommendations in this report supports the following Strategic Plan pillars and goals:

		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
Goal 1.2 – Sustainable infrastructure and development	Goal 2.1 – Climate change mitigation and adaptation	Goal 3.1 – Continuous improvement and results-driven solutions Goal 3.4 – Financial sustainability

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

DISCUSSION

Background

The first EMP was approved by County Council on June 11, 2014 (Report PW 2014-27) and implemented by July 1, 2014 as required through O. Reg. 397/11 under the *Green Energy Act*, 2009. Furthermore, a second Plan update was approved by County Council on August 14, 2019 (Report PW 2019-33). As of January 1, 2019, O. Reg. 397/11 was revoked by the provincial government along with the repeal of the *Green Energy Act*. However, O. Reg. 397/11 has since been rebranded as O. Reg. 507/18, and then again as O. Reg. 25/23 under the *Electricity Act*, 1998.

Through O. Reg. 25/23, all Ontario public agencies, including municipalities, are required to submit an annual energy and GHG emissions report to the Ministry of Energy, Northern Development and Mines and post the data on their respective website. In addition to annual reporting, each public agency must publish an updated energy management plan every five years following July 1, 2014. In order to remain compliant, the County must provide information on the following within each updated Plan:

- Annual energy and GHG emissions
- Goals and objectives
- Review of results from past plans
- Implemented and proposed measures
- Renewable energy

The EMP makes up an important part of the County organization's efforts to do its part to achieve the community-wide 100% Renewable Energy (RE) Plan. The EMP has a focus on energy conservation within County facilities and process plants, as the most effective way to reduce non-renewable energy consumption is to critically review what the organization requires and eliminate energy waste. This can be done through audits, energy waste reduction, conservation, technology upgrades and fuel switching. Energy related to the County's fleet operation is not included in the EMP, but is summarized as part of the County's Annual Energy Report.

As shown in Figure 1, the EMP is closely integrated with the County's Renewable Energy Action Plan, and the Green Fleet Plan, to offer a coordinated effort to progress the organization towards the same goals outlined in the 100% RE Plan.

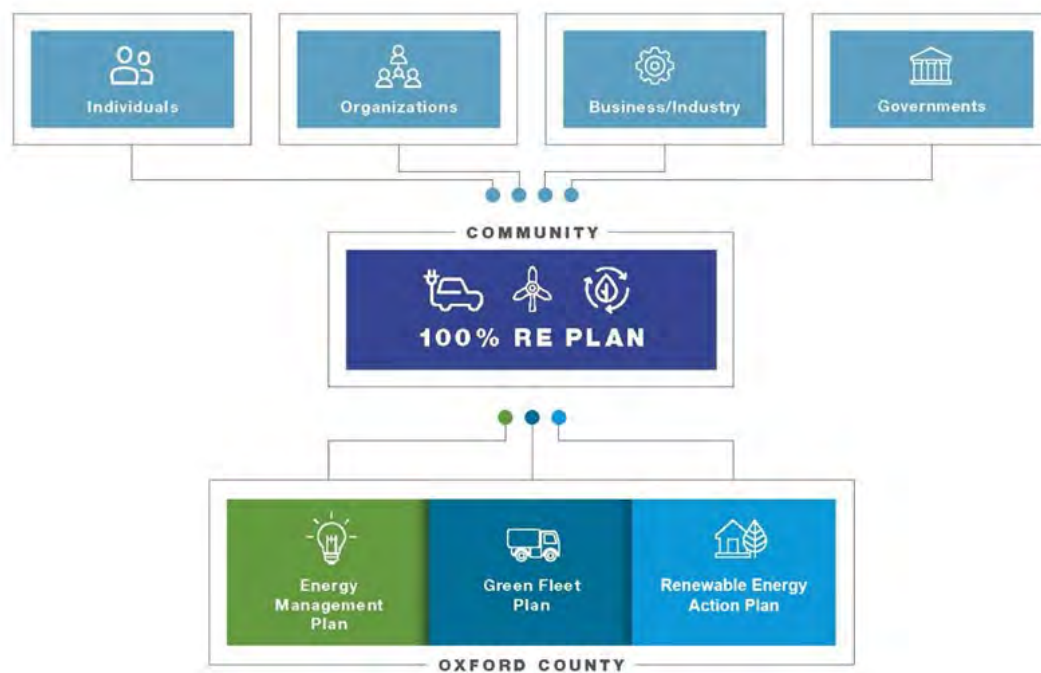


Figure 1: 100% RE Plan Contributors

Comments

Corporate-Wide Energy Consumption

As of December 31, 2023, projects completed as part of the EMP-2019 are projected to have avoided approximately 360 eMWh (equivalent megawatt-hour) annually in total net-energy. The measure with the largest energy avoidance came from the interior lighting retrofit project at the Oxford County Administration Building (OCAB), with annual energy consumption avoidances of nearly 135 eMWh. A total of 12 projects contributed to these annual avoidances. Further to what has been successfully implemented to date, there are an additional 10 projects still in progress from the previous plan, which are expected to add an additional 874 eMWh in annual energy avoidances.

Annual energy consumption actually increased by 0.7% in 2023 from the 2015 level (46,307 eMWh) following a 15% increase in additional facilities area and water/wastewater system capacity which was required to service growth during this timeframe. The level of conservation has been significant in limiting the growth impact on energy consumption to less than 1%. Energy consumption avoidances of approximately 12.5% (6,676 eMWh of annual energy avoided comparing 2023 with adjusted 2015 baseline) were achieved over the same period. This is due to overall improvements to the organization's Energy Use Intensity (EUI). Despite service growth, the actual EUI for facilities, as well as process plants, has reduced by 24.5% and 8.5% respectively. These avoidances have been achieved through the implementation of initiatives as part of the prior Energy Management Plan and Renewable Energy Action Plan.

As part of the updated EMP, a total of 65 energy efficiency measures are planned to be implemented. The full listing of measures is included in the plan document in Attachment 1 – Appendix B. Table 2 identified the various measure types as well as their projected impact on energy and GHG emissions;

Table 2: Energy and GHG Impact by Measure Type

Measure Type	Energy Reduction (eMWh)	RE Harvested (eMWh)	Net-Energy (eMWh)	GHG Reduction (tCO2e)
Air Source Heat Pump (ASHP)	203	587	790	135
Existing Building Cx (EBCx)	749	0	749	53
Water Conservation	210	0	210	36
Bioenergy Harvesting	25	173	198	32
Building Envelop Upgrades	164	0	164	25
Monitoring Based Cx (MBCx)	151	0	151	7
Lighting Upgrades	76	0	76	(1)
Demand Control	61	0	61	4
Electrification Fuel Switching	14	0	14	42
Process and Equipment Optimization	11	0	11	-
HVAC Upgrades	5	0	5	1
Grand Total	1,670	760	2,430	334

Following the implementation of the energy efficiency initiatives identified in the updated EMP, the annual energy consumption is expected to be at 47,337 eMWh by year-end 2028. Using an assumption of 1% year-over-year growth commencing in 2023 to support increasing community service, this would result in an overall energy increase of 2.2% over the 2015 level of 46,307 eMWh. Despite the overall increase, energy conservation measures implemented through the various iterations of the EMP, including this 2024 version, are expected to represent an energy avoidance of 15.5% (8,687 eMWh) over 2015 adjusted baseline projections by the year 2028. Furthermore, 2.9% (1,670 eMWh) of this reduction is directly related to the 2024 Plan as compared to proceeding with the current Business As Usual (BAU) with no further action implementation post 2023. Refer to Figure 2 below for details.

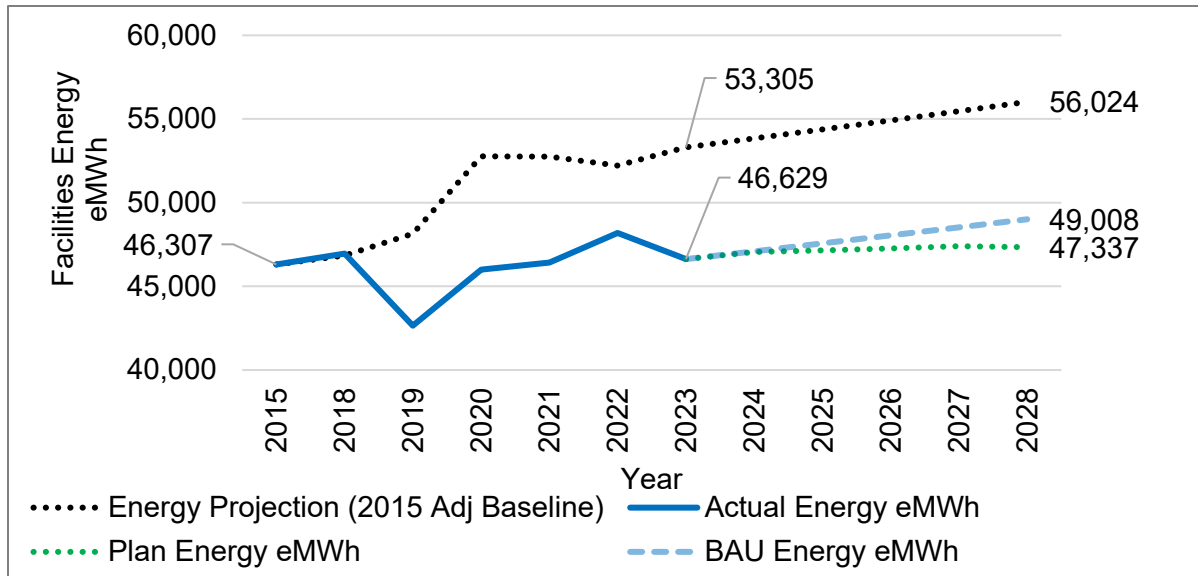


Figure 2: County Facilities Energy Consumption Trending

Corporate-Wide Greenhouse Gas Emissions

GHG emissions have been reduced by 7.3% (291 tCO₂e) in 2023 from the 2015 level of 3,985 tCO₂e. Considering service growth as noted above, GHG emissions avoidances achieved are around 14% (594 tCO₂e of annual GHG emissions comparing 2023 with adjusted 2015 baseline). These avoidances have been achieved through the implementation of initiatives as part of the prior Energy Management Plan and Renewable Energy Action Plan.

By end of year 2028, following the implementation of the initiatives proposed in the 2024 EMP, the annual GHG emissions are projected to reach approximately 3,570 tCO₂e as shown in Figure 3. Despite ongoing growth related energy needs, overall GHG emissions are projected to decrease by approximately 21% (937 tCO₂e) over 2015 adjusted baseline projections by the year 2028. Furthermore, 7.3% (334 tCO₂e) of this reduction is directly related to the 2024 Plan as compared to proceeding with the current Business As Usual (BAU) with no further action implementation post 2023.

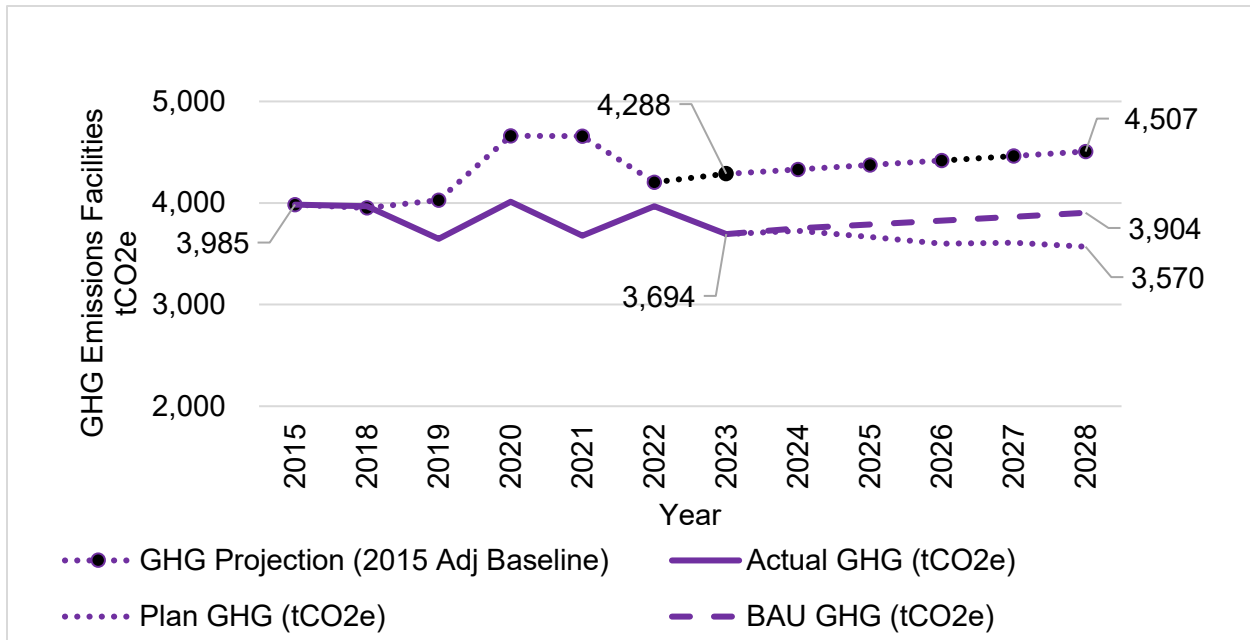


Figure 3: County Facilities GHG Emissions Trending

2024-2028 Energy Management Plan Targets and Projections

A summary of short term targets and projections associated with the proposed implementation of the 2024 EMP are shown in Table 3. As noted, more resources need to be dedicated to reducing energy consumption, which achieves the goal when factoring in growth using the 2015 adjusted baseline, however still comes well short of the initial plan target of a 15.4% reduction from 2015 consumption.

Table 3: 2024-2028 Summary of Targets and Projections

Description	Projected Plan Target by 2028	Projected		Final Target by 2050
		Reduction (Over 2015)	Avoidance (Over 2015 Adjusted)	
Energy Reduction from 2015 baseline (46,307 eMWh)	15.4% 7,131 eMWh	-2.2% -1,018 eMWh	15.5% 8,687 eMWh	54%
GHG Emissions Reduction from 2015 baseline (3,985 tCO ₂ e)	11.9% 474 tCO ₂ e	10% 415 tCO ₂	21% 937 tCO ₂ e	47%
Renewable Energy Mix	16.38%	22% (including REAP initiatives)		80.3%

CONCLUSIONS

Oxford County is dedicated to reaching its 100% RE targets by 2050, and the 2024-2028 Energy Management Plan reinforces this commitment. Through the conservation measures being proposed by this updated EMP, in conjunction with the Renewable Energy Action Plan and Green Fleet Plan, the County organization will continue to progress its goals in accordance with the community 100% RE Plan.

With County Council's approval, staff will publish the EMP on the County's website and make available to the public in print form at the Oxford County Administration Building, in accordance with regulation. Subsequently, staff will begin preparation for implementing the EMP over the next five year period through upcoming annual budget submissions.

SIGNATURES

Report author:

Original signed by

Nathan Gerber, A.Sc.T., CEM, CMVP
Coordinator of Energy Management

Departmental approval:

Original signed by

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

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENT

Attachment 1: 2024-2028 Energy Management Plan



JULY 2024

Energy Management Plan

EXECUTIVE SUMMARY

This Energy Management Plan (the “Plan” or EMP-2024) is written in accordance with [O. Reg. 25/23](#), of the *Electricity Act*, 1998. The scope of this Plan relates energy conservation efforts associated with the County’s corporate facilities assets, including process plants. Other non-facilities, energy related activities such as fleet, renewable energy systems and biogas production, are included for information and coordination proposes.

The initiatives proposed in the most recent iteration of the Plan (EMP-2019) projected avoidances of 6.6% (3,049 eMWh) in energy consumption and 9.7% (388 tCO₂e) in GHG emissions, over 2015 facilities energy consumption and GHG emissions levels. As of 2023, initiatives completed or pending completion are anticipated to result in avoidances of 3.2% (1,473 eMWh) in energy consumption and 2.6% (114 tCO₂e) in GHG emissions over 2015 levels. In addition, the first Annual Energy Report was completed and received by County Council in 2023, for the reporting year 2022.

This report provides an annual overview of energy, renewable energy harvesting and GHG emissions from all County assets. Refer to Figure 1 and Figure 2 below for details on the County’s progression from baseline year 2015, to the end of the term of this current plan in 2028.

Figure 1 shows the 2015 energy consumption baseline of 46,307 eMWh, as well as the adjusted 2015 baseline that would result in 56,024 eMWh by 2028. The 2015 Adjusted Baseline takes into account organizational growth that has occurred since the original targets were set in 2015, and assumes the same energy efficiency levels. It then shows that actual consumption in 2023 of 46,629 eMWh was achieved when factoring in actual service growth. Finally, a projection of 49,008 eMWh in 2028 if the County continues with Business As Usual (BAU) from today having only implemented energy efficiency measures as of the end of 2023, versus a projection of 47,337 eMWh which is anticipated to result from this Plan.

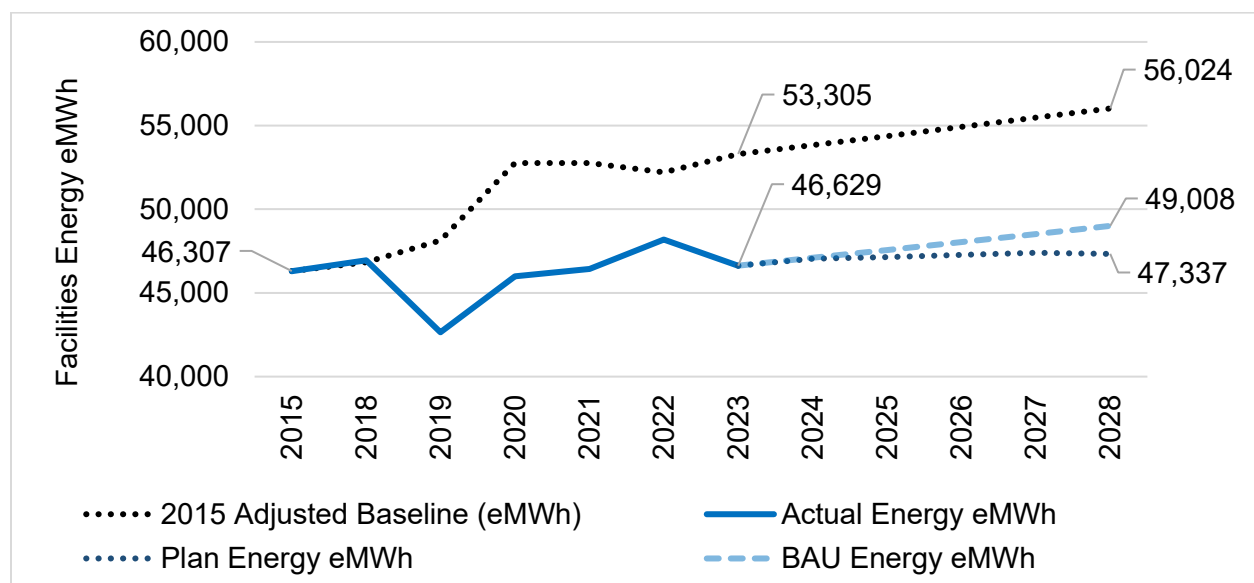


Figure 1: County Facilities Energy Consumption Trending

Similarly, Figure 2 analyzes GHG emissions with a 2015 baseline of 3,985 tCO₂e, as well as the adjusted 2015 baseline of 4,507 tCO₂e by 2028. In contrast, 2023 actual GHG emissions from County facilities was 3,694 tCO₂e, with a 2028 projection after implementation of this plan of 3,570 tCO₂e.

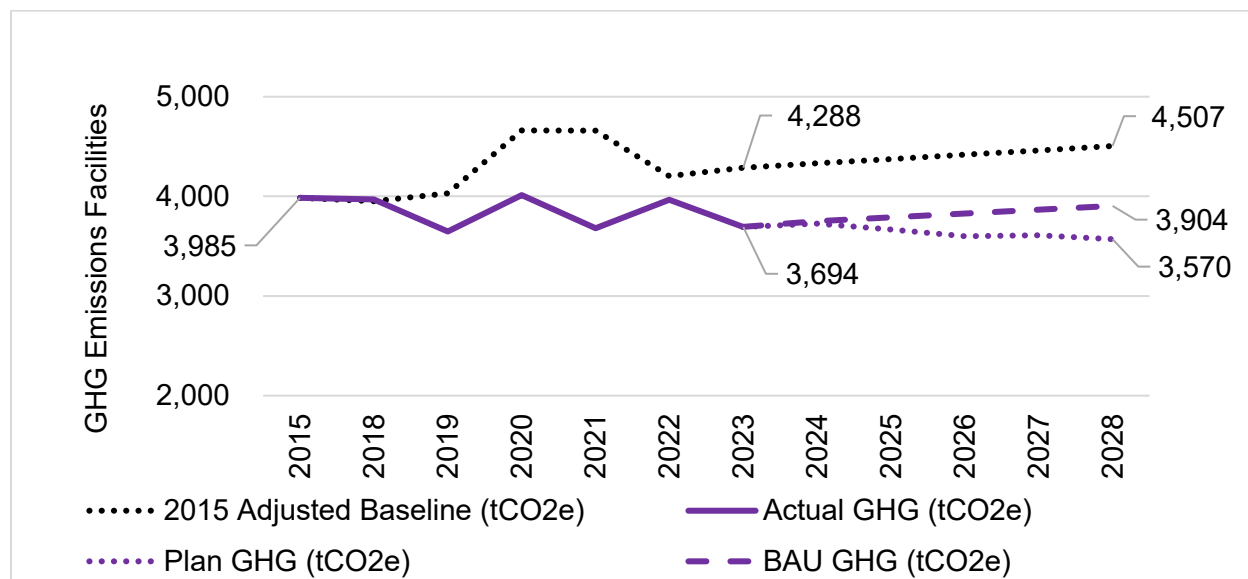


Figure 2: County Facilities GHG Emissions Trending

In 2023, County Facilities avoided 6,676 eMWh (12.5%) and 1,143 tCO₂e (24%) in GHG emissions, when comparing 2023 actuals with 2015 Adjusted Baseline (to 2023 variables).

This Plan (EMP-2024) proposes initiatives that are expected to result in a reduction of 2.9% (1,670 eMWh) in energy consumption and 7.4% (334 tCO₂e) in GHG avoidance in the final year of the Plan (2028), when compared with 2015 Adjusted Baseline (to 2028 variables including growth). With an investment of \$5.2 million to complete these initiatives, offset by just over \$1 million in provincial grant funding and incentives secured to date, the total expense to the County will be around \$4.2 million. With a cost avoidance of \$4.6 million over 20 years, the initiatives will pay for themselves within fifteen years of this Plan's completion.

This Plan will be reviewed periodically with implementation subject to annual Business Plan and Budget approval. This Plan fulfills the County's regulatory requirements under the [O. Reg. 25/23](#) of the [Electricity Act, 1998](#), providing a roadmap for contributing towards the County's 100% Renewable Energy (RE) Goals, and promotes energy conservation within the County as a corporation.

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PREFACE

On June 24, 2015, Oxford County Council unanimously passed the 100% Renewable Energy (RE) goal by 2050. Since that date, County Council has thoroughly committed itself to sustainability with the addition of the Zero Waste, Zero Poverty and 100% Housed initiatives. This Energy Management Plan (EMP or the Plan), now in its third regulatory update, aims to complement these initiatives by further realizing energy savings and reducing the carbon footprint of Oxford County as an organization. With the adoption of this plan, staff will remain dedicated to implementing initiatives outlined within this plan and to further strengthen the position of energy conservation within Oxford County.

1 OVERVIEW

1.1 About Oxford County

Oxford County is an upper-tier municipality located in southwestern Ontario and home to approximately 122,000 residents (estimated based on [2021 Census](#)). This represents growth of about around 10% over 2016 levels. The services provided by the County include, but are not limited to, engineering services, facilities, fleet, housing, libraries, planning, long-term care, paramedic services, roads, waste management, woodlands conservation, water and wastewater collection and treatment. Refer to Table 1 below for a summary of Oxford County growth from the [Statistics Canada, Census of Population](#).

Table 1: Oxford County Population Trend

Census Year	Population Oxford County	Population Increase % over prior Census
2006	102,756	-
2011	105,719	3%
2016	110,862	5%
2021	121,781	10%

1.2 Energy Management Plan – Why?

An energy management plan plays an integral role in reducing greenhouse gas (GHG) emissions and energy consumption; improving energy efficiency; establishing financial stability;

and increasing renewable energy generation (or harvesting). All of these attributes ultimately aim at maintaining a sustainable source of energy and mitigating climate change.

As laid out in [Canada's Mid-Century Long-Term Low-Greenhouse Gas Development Strategy](#), one of the main pathways to limiting global temperatures to below 2°C is energy efficiency. The International Energy Agency estimates that 38% of the required global emissions reductions associated with a 2°C pathway could be met through energy efficiency improvements.

In addition to these compelling reasons, there are numerous other reasons why an energy management plan is essential to an organization as described below.

1.2.1 Provincial Mandate

The energy management plan was initially established in 2011 through O. Reg. 397/11 under the *Green Energy Act*, 2009. As of January 1, 2019, regulation 397/11 was revoked by the provincial government along with the repeal of the *Green Energy Act*. However, O. Reg. 397/11 has since been rebranded as O. Reg. 507/18 made under the *Electricity Act*, 1998, and further updated as O.Reg. 25/23.

Within O. Reg. 25/23, Ontario public agencies, including municipalities, are required to post on their website and report annual energy consumption and GHG emissions to the Ministry of Energy, Northern Development and Mines by July 1 of each year, for the year prior. In 2024, public agencies are required to report on both 2022 and 2023 data. In addition to annual reporting, each public agency was required to post an initial energy management plan by July 1, 2014 followed by an updated plan every five years. This plan was updated in 2019, and in addition to this current 2024 plan, will require an update by July 1, 2029. To maintain compliance with O. Reg. 25/23, the County must provide information on the following within each updated plan:

1. Annual energy & GHG emissions
 - A summary of annual greenhouse gas emissions for each of the public agency's prescribed operations, which shall be included in the summary of the public agency's annual energy consumption required under paragraph 1 of [subsection 25.35.2 \(3\)](#) of the [Act](#).
2. Review of results from past plans
 - A description of the results of previous activities and measures to conserve the energy consumed by the public agency's prescribed operations and to otherwise reduce the amount of energy consumed by the public agency, including by employing such energy conservation and demand management methods as may be prescribed.
3. Implemented & proposed measures
 - The cost and saving estimates for the public agency's current and proposed activities and measures referred to in paragraph 2 of [subsection 25.35.2 \(3\)](#) of the [Act](#).
 - The estimated length of time the public agency's current and proposed activities and measures referred to in paragraph 2 of [subsection 25.35.2 \(3\)](#) of the [Act](#) will be in place.

4. Goals & objectives
5. Renewable Energy
 - A description of any renewable energy generation facility operated by the public agency and the amount of energy produced on an annual basis by the facility.
 - A description of, the ground source energy utilized, if any, by ground source heat pump technology operated by the public agency, the solar energy utilized, if any, by thermal air technology or thermal water technology operated by the public agency, and the proposed plan, if any, to operate heat pump technology, thermal air technology or thermal water technology in the future.
6. Senior management approval
 - A confirmation that the energy conservation and demand management plan has been approved by the public agency's senior management.

For more information regarding O. Reg. 25/23 for the Broader Public Sector, [please visit the Ontario Government website](#).

1.2.2 Municipal Mandate

Oxford County has demonstrated itself as a leader in identifying climate change as a key issue in today's society and has implemented numerous policies. In June 2015, County Council unanimously voted on setting a goal of 100% renewable energy by 2050, the first municipality in Ontario and second in Canada to do so. Since the implementation of the 100% RE (renewable energy) goal, the County has established the Zero Waste plan, which would see 90% waste diversion to extend the life of the current waste management site until 2100, an extension of over 56 years.

Other items include the first powered compressed natural gas (CNG) snow plows in Canada, and the Oxford County Waste Management & Education Centre (WMEC), as this facility was the second building in Ontario (and the first office type building in Canada) to receive the Zero Energy Building verification from the New Building Institute.

Below is a list of documents created by Oxford County or external documents that have significant influence on the County:

- [100% Renewable Energy Plan](#)
- [Zero Waste Plan](#)
- [Green Fleet Plan: 2021 - 2025](#)
- [Partners for Climate Protection \(PCP\) Protocol](#)
- [Renewable Energy Action Plan: 2022 - 2032](#)

The 100% RE goal by 2050 was followed up when County Council adopted the [100% RE Plan](#) on June 27, 2018, which lays out a strategic approach to achieving the goal of 100% RE by 2050. This initiative seeks to reduce energy consumption while at the same time increasing RE harvesting to achieve net-zero performance across the geographical County by the year 2050.

The 100% RE Plan is based on a community-wide initiative. The County organization is a major influencer on the potential achievement of the 100% RE Plan by corporately addressing the energy consumption and generation potential of the County's facility and fleet portfolio, striving to be a leader within the community and demonstrate active support for this important community goal.

As shown in Figure 3 below, the 100% RE Plan has a number of contributor groups, including individual residents, organization groups, businesses residing in the community and governments, which include the area municipalities, as well as the County organization.

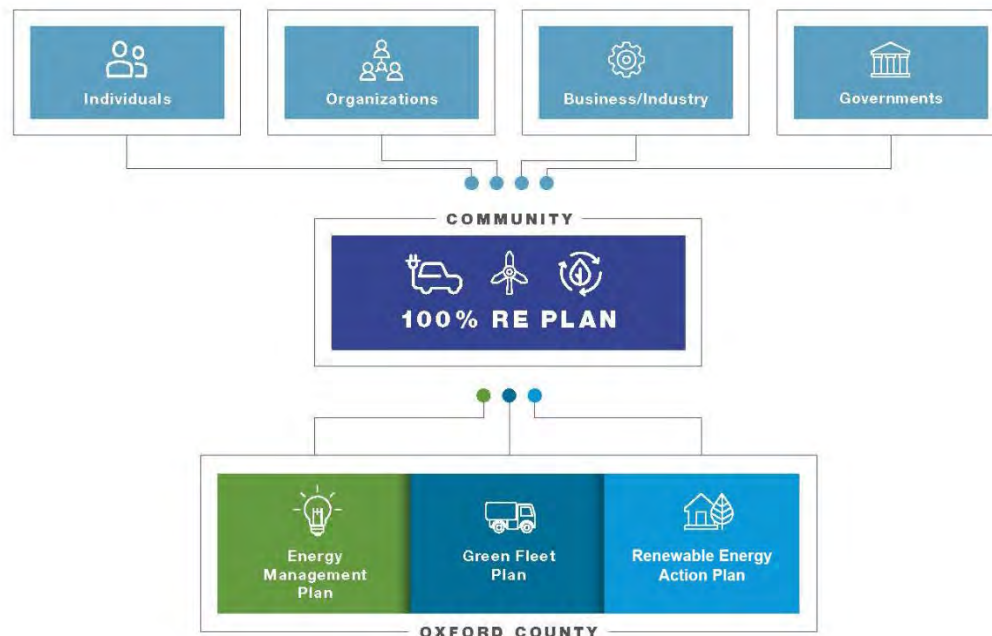


Figure 3: 100% RE Plan Contributors

Over the last number of years, Oxford County has set organizational goals to help advance the progress of the 2050 100% RE community goal. Of note, the County has developed and implemented various plans to drive efforts of energy conservation and RE harvesting as follows:

- **2019 Energy Management Plan** – On August 14, 2019, County Council approved Report [PW 2019-33](#), which outlined the County's updated [Energy Management Plan](#) (EMP-2019) for 2019 through to the end of 2023. EMP-2019 is the second iteration of the County's EMP, with the first being enacted in 2014. As required by provincial regulation O. Reg. 25/23, this EMP is required to be updated every five years, with the current update in July 2024. The focus of this plan is on energy conservation and GHG emission reductions.
- **2021-2025 Green Fleet Plan** – On June 9, 2021, County Council adopted Report [PW 2021-23](#), which outlined the County's 2021-2025 [Green Fleet Plan](#) (GFP-2021) building off the former *2016 Green Fleet Plan*. This is the second iteration of the GFP and

specifically targets the reduction of GHG emissions through progressive transformation of the County's fleet towards lower carbon alternative fuels and energy reduction.

- **2022-2032 Renewable Energy Action Plan** – On August 10, 2022, County Council approved Report [PW 2022-37](#), which outlined the County's 10-year [Renewable Energy Action Plan](#) (REAP) for 2022 through to 2032. The REAP will expand upon the County's existing renewable energy systems through a proposed multi-year capital implementation plan comprised of an additional solar PV system, geothermal / air source heat pump, heat recovery and wood pellet boiler technology applications. The focus of this plan is on RE harvesting and utilization, as well as energy conversion in order to progress towards the County's 100% RE goals.

Management of energy and GHG emissions plays an integral role in reducing GHG emissions and energy consumption, improving energy efficiency, establishing financial stability and increasing RE harvesting. These plans provide a roadmap, along with actionable items required to meet the targets.

1.3 Relationship to Oxford County's Strategic Plan

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

The Energy Management Plan meets the County's initiative as set out in the following sections of the strategic plan:




PILLAR 1	PILLAR 2	PILLAR 3
		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
Goal 1.2 Sustainable infrastructure and development	Goal 2.1 Climate change mitigation and adaptation	Goal 3.1 Continuous improvement and results-driven solutions Goal 3.4 Financial sustainability

Figure 4: Strategic Plan

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

1.4 Scope

This Energy Management Plan (the “Plan”) pertains to the County’s facilities assets including, but not limited to those facilities meeting the criteria identified in the regulations. In addition, other non-facilities, energy related activities; such as fleet, renewable energy systems and biogas production, are included for information and coordination proposes.

1.4.1 Facilities Plan

Oxford County’s Engineering Services division currently maintains and operates 281 individual buildings across 245 facilities sites, which consume energy such as electricity, natural gas or propane as well as renewable energy, harvested by the County’s renewable energy systems. These facilities cover an approximate gross floor area (GFA) of 116,511 SM. The energy sources for these facilities come from five local distribution companies (LDCs) and covers 446 LDC metered accounts, and 14 Solar PV feed-in tariff accounts.

These facilities are broken into three main categories (Buildings, Minor Assets and Plants), and further organized by operation type to line up in general with O.Reg. 25/23 reporting requirements.

Refer to Figure 5 below for a summary of facilities, by Category and Operation Type, and associated area (gross square meters).

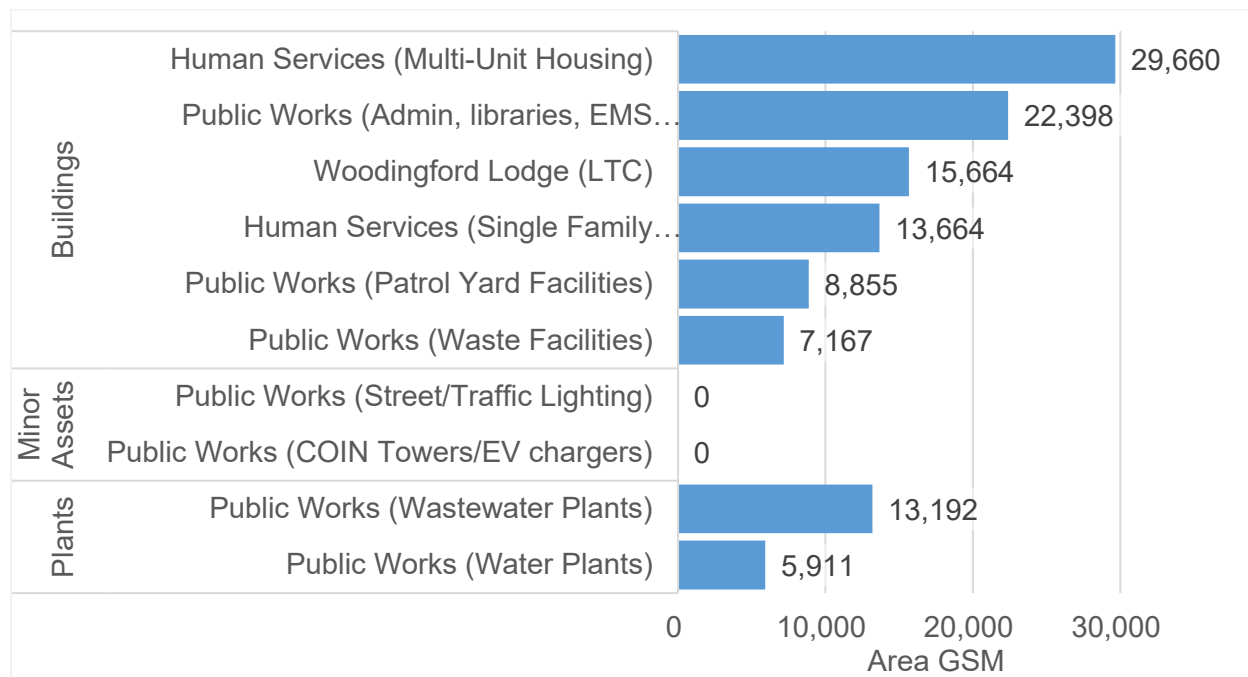


Figure 5: Facilities Breakdown by Category and Type

1.4.2 Non-Facilities Information

1.4.2.1 Fleet

As of the end of 2023, Oxford County maintained 171 Public Works and Paramedic Services fleet assets, of which 33% (56 out of 171) have been converted to alternative fuel sources to reduce energy consumption and GHG emissions. These assets can be organized into the following sub-categories (Fleet Types):

- Commercial (light-duty vehicles, cars, SUVs, etc.)
- Industrial (heavy vehicles, including plows, leachate trucks, vacuum trucks, tractors, etc.)
- Paramedical (ambulances, first response units, etc.)
- Equipment (all unlicensed, off-road vehicles including compactors, forklifts, etc.)

Figure 6 provides a breakdown of the County fleet by vehicle class, fuel type and number of units.

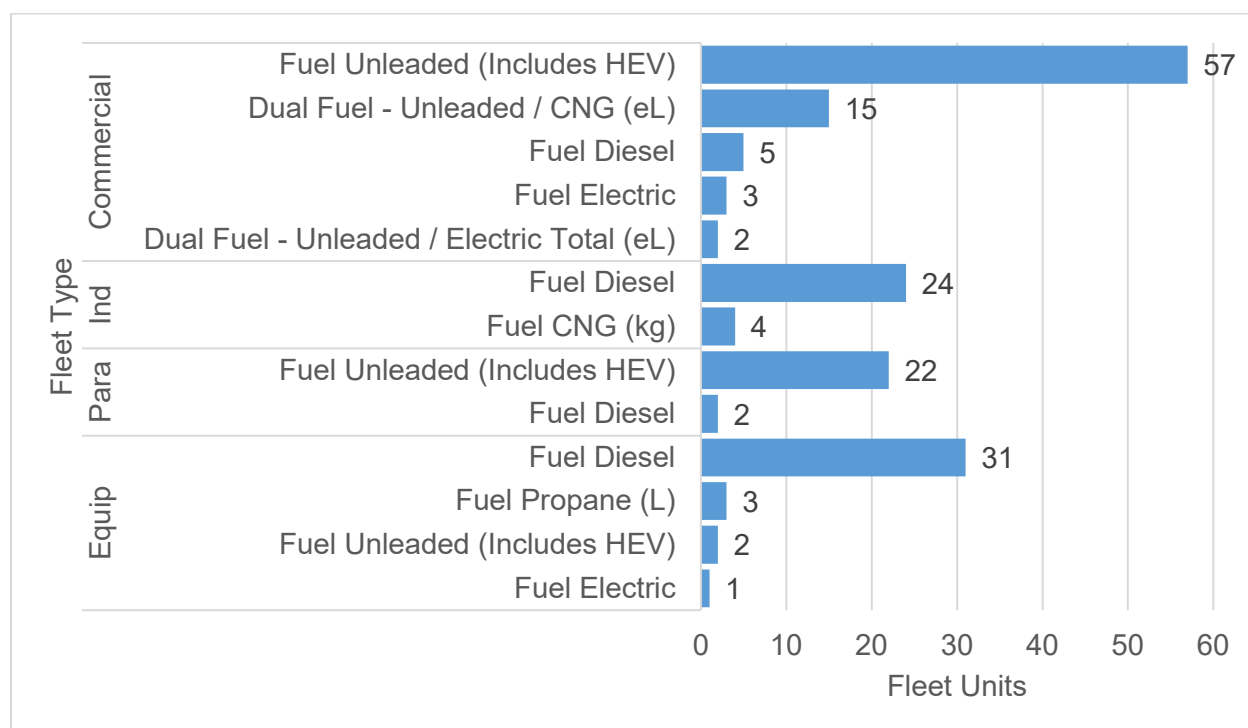


Figure 6: Fleet Breakdown by Fleet and Fuel Type

1.4.2.2 Renewable Energy Harvesting

The majority of the RE energy that is harvested across the County's portfolio is utilized by County assets directly on the site where the system is located, with a smaller percentage of systems (i.e. FIT/micro-FIT systems) fully exporting RE back to the electrical grid generating revenue. In 2023, 3,550 eMWh were consumed on site, while 595 eMWh were exported back to the electrical grid. Overall, all RE produced is considered an offset to the total energy consumption needs of the County.

The County's RE assets are divided into sub-categories based on technology type including biogas, ground source and air source heat pumps, solar PV (feed-in tariff and net-metered) and solar thermal. This is anticipated to expand in the future as new technologies emerge or are

implemented (i.e. biomass, wood pellet boiler, etc.). Refer to the *REAP-2022* for additional details.

Refer to Table 2 below, showing the overall portfolio production summarized for 2023.

Table 2: County RE System Portfolio and Performance (2023)

RE Harvesting Technology	Asset Count	Utilization Actuals 2023 (eMWh)
Solar PV (Feed-in-Tariff and Net-Metered)	22	1,917
Biogas (Ingersoll and Woodstock WWTPs)	2	2,092
Ground Source Heat Pump (Social Housing - 111 Brock Street)	1	138
Solar Thermal (Social Housing - 742 Pavey Street)	1	20
Total	26	4,147

1.4.2.3 Biogas Production

The County, through its waste management (landfill) and wastewater treatment activities, produces biogas in the form of landfill gas (LFG) and digester gas (DG).

The amount of biogas produced at the waste management site is based on estimates presented in annual reports provided by the County's landfill gas consultant and included in an [Annual Monitoring Report](#). Of the LFG produced, a portion is collected and wasted to (Burned at) the flare on site, with the remainder being released to the atmosphere, as fugitive LFG. Total LFG flared is calculated based on flare run times, with the amount released to atmosphere estimated as the remainder from the total production.

The DG biogas produced in the wastewater digester process at the Woodstock and Ingersoll WWTP's is collected and consumed in the boiler for digester process heat, with any excess sent to the flare on site. DG biogas sent to boiler and wasted to the flare at these sites are metered and tracked by staff. The remaining biogas produced, but not metered, and is categorized as fugitive DG.

County staff are exploring ways to more accurately estimate the total DG biogas being produced by using total treated waste water and emissions factors based on the characteristics of the wastewater being treated. This will allow the amount of fugitive DG to be estimated, based on the metered portion being subtracted from the total.

As the biogas for each process noted above are based on Oxford County community waste, the associated GHG emissions are not included in the County's corporate energy and GHG emissions reports, or prior energy management plans. In part to meet milestones of the Partners for Climate Protection Protocol (PCP), data on energy and GHG emissions is included as information only. Additional data with respect to DG biogas, to be included in future plan updates.

2 GOALS & OBJECTIVES

Oxford County has established the 100% renewable energy goal by 2050 and has undergone an analysis of what is required to achieve this goal as a community. From a Corporate perspective, the County will align itself with the 100% RE goal by 2050 and outline the targets required to achieve that in this section. Furthermore, the short-term targets will be highlighted along with qualitative goals to be achieved by 2024.

2.1 Long Term Goals

The 100%RE Plan provides a roadmap for how 100% renewable energy by 2050 goal can be reached for the community as a whole. Using 2015 as a baseline this roadmap outlines the targets every five years until 2050.

Table 3 highlights the incremental targets and the ultimate end goals for energy and associated GHG emissions reductions. Based on the current projection targets, a **54% reduction of energy by 2050** is required to meet the 100% renewable target.

The County's corporate long term goals include Energy, Renewable Energy and GHG emissions from all County assets, including Facilities, Fleet and Renewable energy systems.

In 2020, the County's Facilities had a 0.7% reduction in energy but a 1.7% increase in GHG emissions over 2015 baseline. Without measures implemented, due to growth, the County would have consumed 13.9% more energy and emitted 18.1% more GHG emissions, than the 2015 baseline.

Table 3: Oxford County's Energy & GHG Emissions Reduction Targets (2015 to 2050)

Year	Target Reduction from 2015 baseline	
	Energy	GHG Emissions
2015	-	-
2020	1.7%	3.2%
2025	10.5%	14.1%
2030	19.3%	25.0%
2035	28.1%	36.0%
2040	36.8%	46.9%
2045	45.6%	57.8%
2050	54.4%	68.7%

Table 4 summarizes the energy mix required in order to reach the 100% renewable energy goal along with five year incremental targets. A major assumption is that approximately 20% of its energy from renewable sources can be purchased through [Ontario Electricity Grid](#). Therefore, Oxford County is aiming to close that gap by establishing a target of 80% renewable energy generated within Oxford County by 2050.

In 2020, the County's Facilities had a renewable energy mix of 4.2%, which is a 55% increase over 2015 baseline year renewable energy mix of 2.7%, however falls short of the 5.3% target for this same year. Without measures implemented, due to growth in energy consumption, the County's renewable energy mix would only be at 3.6%.

Table 4: Energy Mix Targets (2015 to 2050)

Year	Energy Mix Target		
	Non-Renewable	Renewable - Grid	Renewable - Oxford County
2015	-	-	-
2020	88.6%	6.1%	5.3%
2025	81.0%	7.3%	11.7%
2030	71.9%	8.7%	19.5%
2035	60.5%	10.4%	29.1%
2040	45.9%	12.7%	41.4%
2045	26.6%	15.6%	57.8%
2050	0.0%	19.7%	80.3%

2.2 Short Term Goals

Oxford County, as an organization (corporately), will align its short and long-term goals to reflect the Community goals detailed in Section 2.1. Given that the energy management plan requires updates every five years from 2014 onwards, all short-term goals will be interpolated for in-between years.

In the final year of this Plan (end of 2028), considering 2023 levels and an assumed 1% year-over-year increase due to growth, the County projects to have a 5.8% higher energy consumption and 1.1% reduction in GHG emissions over 2015 baseline with a renewable energy mix of 8.8%. Through implementing the measures proposed in this Plan, the energy consumption increase can be mitigated to a level of 2.2% above 2015 baseline and GHG emissions reductions improved to 10% below 2015 baseline, as well as a renewable energy mix improvement to 9.2%. Including measures identified in the *REAP-2022*, this renewable energy mix would see a further increase to 22%.

Table 5 provides a summary of the short-term targets and projections towards meeting these goals by 2028. The 2015 Adjusted Baseline takes into account organizational growth that has occurred since the original targets were set in 2015, and assumes the same energy efficiency levels have been carried through with no implemented mitigations.

Table 5: 2028 Summary of Targets and Projections (2028)

Description	Target by 2028	Projected (Plan Implemented) by 2028	
		Reduction (Over 2015)	Avoidance (Over 2015 Adjusted)
Energy Reduction from 2015 baseline of 46,307 eMWh	15.4% 7,131 eMWh	-2.2% -1,018 eMWh	15.5% 8,687 eMWh
GHG Emissions Reduction from 2015 baseline of 3,985 tCO ₂ e	11.9% 474 tCO ₂ e	10% 415 tCO ₂	21% 937 tCO ₂ e
Renewable Energy Mix	16.38%	9.2% (22% including <i>REAP-2022</i>)	

3 BACKGROUND ENERGY INFORMATION

This section highlights a high level overview of Oxford County's energy consumption, energy generation and GHG emissions, comparing baseline year 2015 to the year preceding the prior plan (2018), and that plan's five-year term (2019 through 2023). This section is broken down by Facilities (i.e. Plan scope), and Non-Facilities (Fleet, RE Harvesting, and Biogas Production).

3.1 Facilities Energy and GHG

Table 6 summarizes all annual energy and GHG emissions data, for years noted. As of 2023 data, Oxford County has seen a 0.7% increase in overall energy and a 7.3% reduction in GHG emissions in its Facilities when compared with 2015 data. The average energy usage intensity (EUI) and GHG emissions intensity (GHG_{ei}) over this timeframe for Buildings and Plants are shown in Figure 7 and Figure 8, respectively.

The predicted energy consumption and GHG emissions for 2023, based on 2015 Adjusted Baseline (to 2023 variables including area and water treatment) are 53,305 eMWh and 4,288 tCO₂e respectively.

Refer to Appendix C: Facilities Historical Data, for a more detailed breakdown by year and operation type.

Table 6: Summary of Facilities Energy GHG and RE Mix%

Year	No. of Sites	Area (SM)	Water Treatment Flow (ML)	Energy (eMWh)	GHG Emissions (tCO ₂ e)	RE Mix %
2015	168	95,515	24,948	46,307	3,946	2.7%
2018	135	93,479	25,825	46,729	3,969	4.6%
2019	135	93,479	26,936	42,780	3,648	3.8%
2020	233	114,324	28,251	46,248	4,013	4.2%
2021	236	114,324	28,226	45,706	3,679	8.1%
2022	229	115,137	27,659	48,476	3,967	6.6%
2023	245	116,511	28,228	46,629	3,694	7.6%

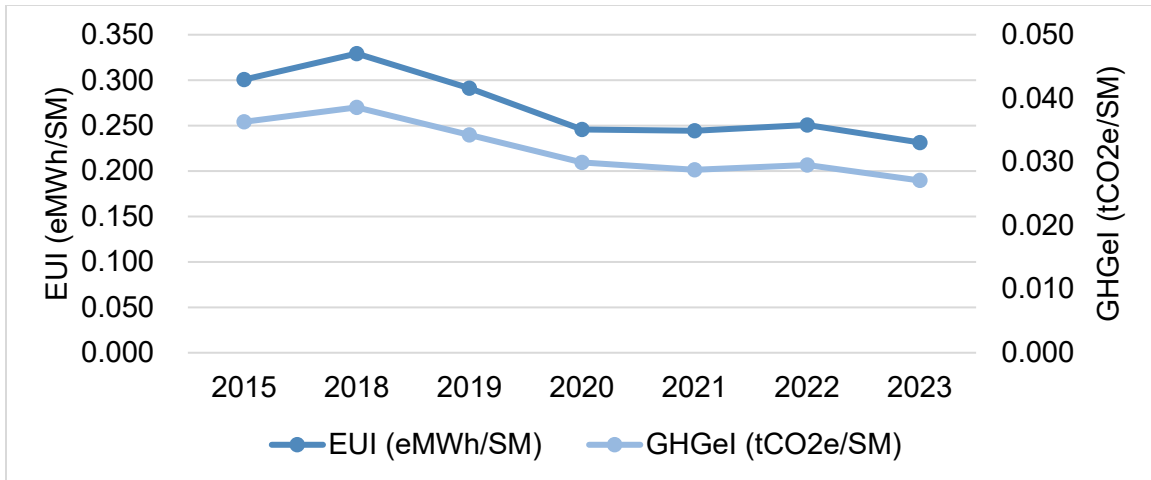


Figure 7: Buildings Energy Usage and GHG Emission Intensity

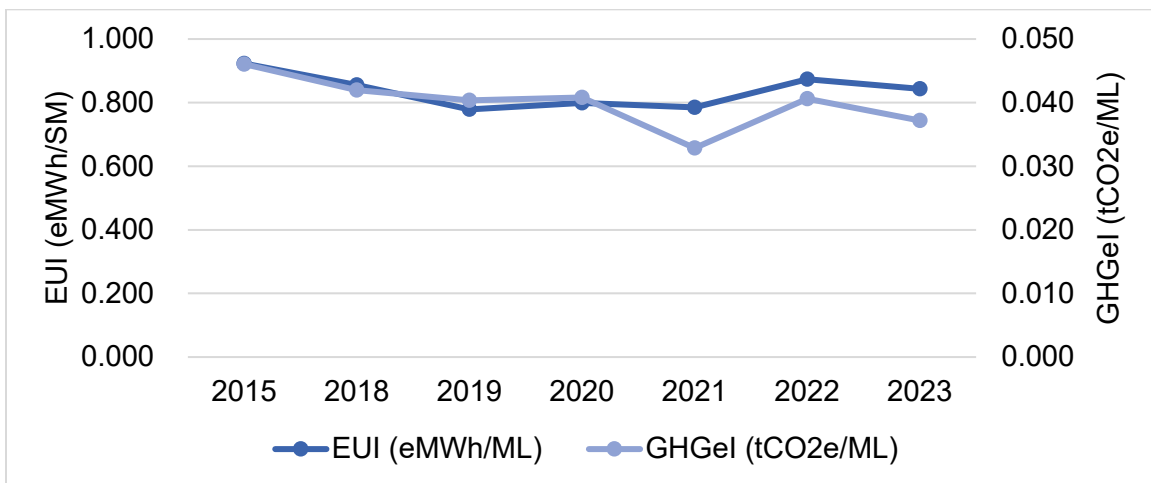


Figure 8: Plant Energy Usage and GHG Emission Intensity

3.2 Non-Facilities Energy and GHG Activities

3.2.1 Fleet Summary

Table 7 summarizes the kilometers travelled, equivalent energy consumed, and GHG emissions for County fleet for the years noted. As of 2023 data, Oxford County has seen a 16.3% decrease in overall energy and an 18.1% reduction in GHG emissions in its fleet when compared with 2015 data.

Table 7: Summary of Fleet Energy & GHG (2015 to 2023)

Year	KMs Travelled	Energy (eMWh)	GHG (tCO2e)	EUI (eMWh/100 km)	GHGeI (tCO2e/100 km)
2015	2,735,997	8,920	2,239	0.326	0.082
2018	2,734,941	9,450	2,328	0.346	0.085
2019	2,904,750	8,274	2,033	0.285	0.070
2020	3,092,986	8,088	1,987	0.261	0.064
2021	2,393,324	8,330	2,044	0.348	0.085
2022	2,919,952	8,858	2,175	0.303	0.074
2023	2,797,697	7,458	1,833	0.267	0.066

3.2.2 Renewable Energy Harvesting Summary

Figure 9 below shows the County's RE harvesting trend over the years noted. As of 2023 data, Oxford County has seen a 125% increase in overall renewable energy harvested, when compared with 2015 data.

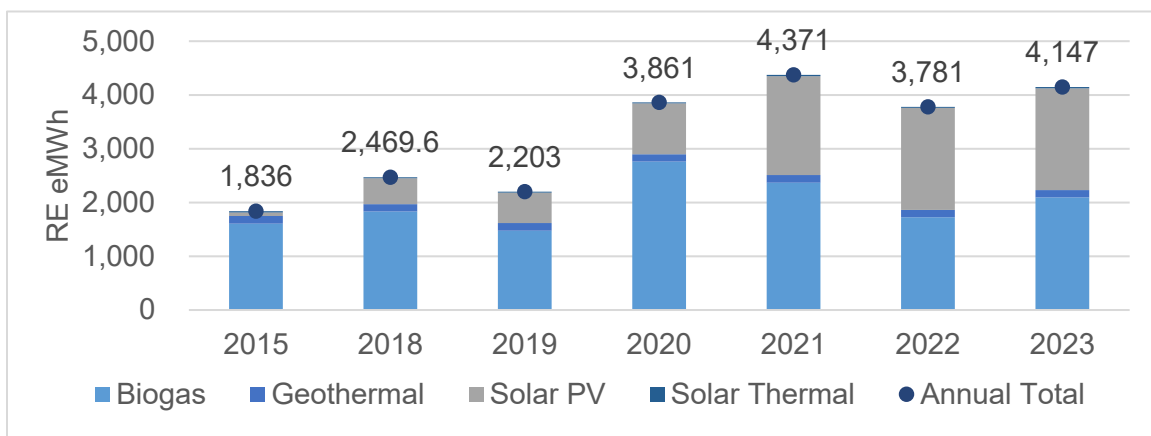


Figure 9: RE Harvesting Trending (2015 and 2018 to 2023)

3.2.3 Biogas Production Summary

This section provides an inventory of the biogas produced at County managed landfill and wastewater treatment sites. The biogas from landfill is identified as landfill gas or LFG, and the biogas from the wastewater treatment process is identified as digester gas or DG. As the biogas is a product of waste generated by the community, it is not counted towards the County's Corporate GHG emissions, but rather counted as part of the County's Community GHG emissions. Being this biogas production and potential release to the environment is managed by the County, the following data is included in this Plan for RE harvesting and GHG emissions mitigation potential.

As methane released from biogas is greatly reduced during the combustion process (99.9% destruction rate), GHG emissions from biogas can be greatly reduced by either harvesting or flaring. The CO₂ portion that is released in the biogas (from combusted methane and other sources as a result of the digestion process) is considered biogenic, and is therefore not counted towards the GHG emissions total, however the methane that is not destructed is considered anthropogenic, and therefore counted for its global warming potential in GHG emission (tCO₂e).

In addition to GHG emission, the biogas produced contains energy that can be harvested for its energy potential. The biogas currently utilized by the County for its energy is included in the "Renewable Energy Harvesting" section, whereas the biogas that is not utilized (i.e. flared or fugitive) is noted for its energy potential and GHG emissions in this section.

The total biogas production for DG is estimated based on emission factors for methane produced per volume of treated wastewater, and methane content per volume of DG. Biogas production for LFG is based on modelling provided by the County's LFG flare management consultant. The values related to fugitive biogas are the balance of total biogas estimated minus biogas utilized or flared. Due to technical issues, monitoring for Utilized and Flared DG biogas in 2018 was not accurate, and therefore has been estimated based on baseline data.

See Table 8, Table 9 below summarize trend estimates of biogas produced and associate GHG emissions (tCO₂) and energy, respectively.

Table 8: Trend of Biogas Production

Year	Volume Total Biogas (ML)			
	Harvested	Flared	Fugitive	Total
2015	259	2,540	9,613	12,412
2018	295	2,092	9,968	12,355
2019	238	1,889	10,153	12,280
2020	226	1,668	10,501	12,395
2021	382	1,149	10,925	12,455
2022	277	1,070	11,227	12,575
2023	337	992	11,503	12,831
Estimated				

Table 9: Trend of Biogas GHG Emissions and Energy

Year	GHG (tCO2e) Harvested or Flared			Energy (eMWh)		
	Harvested and Flared	Fugitive	Total	Harvested	Potential (Flared and Fugitive)	Total
2015	327	112,456	112,784	1,608	75,472	77,081
2018	279	116,609	116,889	1,832	74,893	76,725
2019	249	118,768	119,017	1,478	74,780	76,258
2020	222	122,846	123,068	1,403	75,572	76,974
2021	179	127,798	127,977	2,370	74,977	77,347
2022	158	131,334	131,492	1,722	76,366	78,089
2023	155	134,561	134,716	2,092	77,591	79,683
Estimated						

3.3 Energy Consumption Summary

Table 10 summarizes the Corporate (facilities and fleet) energy consumption from non-renewable and renewable sources, for baseline year 2015, and 2018, with the last plan term 2019-2023.

Table 10: Summary of Corporate Energy Consumption

Year	Facilities (eMWh)			Fleet (eMWh)	Combined (eMWh)		
	Non-renewable	Renewable	Total	Non-renewable	Non-renewable	Renewable	Total
2015	44,541	1,766	46,307	8,920	53,461	1,766	55,227
2018	44,953	1,776	46,729	9,450	54,403	1,776	56,179
2019	40,916	1,734	42,650	8,274	49,190	1,734	50,924
2020	44,262	1,737	45,999	8,088	52,350	1,737	54,087
2021	42,761	3,669	46,430	8,330	51,091	3,669	54,760
2022	45,070	3,119	48,190	8,858	53,928	3,119	57,047
2023	43,077	3,552	46,629	7,458	50,535	3,552	54,087

3.4 GHG Emissions Summary

Table 11 summarizes the Corporate (facilities and fleet) and Biogas GHG emissions for baseline year 2015, and 2018, with the last plan term 2019-2023.

Table 11: Summary of the GHG Emissions (2015 to 2023)

Year	Corporate Emissions (tCO ₂ e)			Corporately Managed Biogas Emissions (tCO ₂)
	Facilities	Fleet	Corporate Total	
2015	3,985	2,239	6,223	112,784
2018	3,969	2,328	6,297	116,889
2019	3,686	2,033	5,719	119,017
2020	3,844	1,987	5,831	123,068
2021	3,716	2,044	5,761	127,977
2022	4,173	2,175	6,348	131,492
2023	3,694	1,833	5,527	134,716
Estimated				

4 PAST PLAN RESULTS

This section provides a review since the last Plan update. In 2019, Oxford County published an updated energy management plan that outlined numerous goals, objectives and strategies to reduce energy and GHG emissions. Each main goal is reflected upon below outlining achievements.

4.1 Energy Measures Results

As of December 31, 2023, projects completed as part of EMP-2019 are estimated to have avoided 270 eMWh in total net-energy (263 MWh of electricity and 623 m³ of natural gas). An additional 89 eMWh of avoidances were added to this from projects identified in addition to the plan, for a total of 359 eMWh in net-energy avoidance.

The measure with the biggest energy avoidance came from the Interior Lighting Retrofit project at the Oxford County Administration building, with avoidances of nearly 135 eMWh. A total of 12 projects contributed to these annual avoidances.

There are ten projects currently in progress for completion in 2024 which are anticipated to add an additional 517 eMWh in net-energy avoidances (193 MWh of electricity and 31,316 m³ of natural gas), with an additional two projects slated to commence in 2025, adding an additional 597 eMWh in net-energy avoidances.

In all, planned (EMP-2019) and unplanned initiatives that are completed, in progress or in planning as of 2023, project to produce 1,473 eMWh in net-energy avoidance.

Table 12 below provides summary of facilities energy conservation measures, by year and status, since the last plan update. Refer to proposed measures and *EMP-2019* for details.

Table 12: Summary of Measures, Energy and GHG Impact

Status	Year	Net-Energy Avoided (eMWh)	GHG Emissions Avoided (tCO ₂ e/yr)
Completed	2019	91.7	2
	2020	-	-
	2021	134.8	3
	2022	49.0	2
	2023	83.9	(1)
Completed Sub-Total		359.4	8
Execution	2024	517.6	64
Planning	2025	597.0	100
Pending Sub-Total		1,114.6	164
Total		1,474.3	113

For a more detailed summary of the measures, please refer to Appendix A: Summary of Prior Plan Measures.

4.2 Energy Activities Results

In addition to the measures implemented, several energy management activities were undertaken. See Table 13 below for a list of energy management activities undertaken since the last plan update.

Table 13: Energy Activities

Initiative	Status	Comments
Solar PV maintenance contract	Complete	In 2020, the County secured its first three-year solar PV maintenance agreement for all County Solar PV systems, and is currently in a new three-year term (2023-2025). Budget and projections for future maintenance on existing and new systems are included in the County's capital plan.
Long Term Renewable Energy Plan	Complete	In 2022, County staff developed and received Council approval on its first long term renewable energy plan, identified as the Renewable Energy Action Plan (REAP). This 10-year plan provides a road map for renewable energy initiatives and funding requirements up to year 2032.
Examine alternative fuels for fleet	Complete	In 2021, County staff received Council approval on its 2 nd iteration of the Green Fleet Plan (GFP). This plan provides a roadmap to move County fleet towards alternative fuels.
Adjust energy baseline of 2015 to align with PCP Protocol and record all necessary forms of energy and relevant data from 2017 onwards	In Progress	<p>In Progress. This goal will be deemed accomplished if staff complete the inventory of GHG emissions for 2015 and become compliant with the PCP Protocol.</p> <p>Data is missing for fleet and biogas in 2015 based on the scope of the PCP Protocol. Staff will need to review paper utilities as some of this information is no longer available online or was recorded in paper entirely.</p> <p>County staff are proposing to complete an assessment of requirements to adhere to the PCP protocol, targeting completion in 2025.</p>
Form an energy committee	In Progress	As of 2023, the terms of reference for this team has been developed, which provides details on structure, as well as meeting frequency, with first meeting is targeted in 2024.
Annual group of energy assessments	In Progress	As of 2023, a total of 10 sites have been assessed, including two sites in 2020, five sites in 2022 and three sites in 2023. An additional five sites are planned for 2024.

Initiative	Status	Comments
Benchmarking all buildings	Complete	As of 2023, all buildings have been added to RETScreen portfolio manager. RETScreen allows the buildings energy to be compared with a benchmark. In addition, all buildings' energy data was added to Energy Star portfolio which benchmarks all buildings.
Reduce energy & GHG emissions reporting gap from two years to one fiscal quarter	Complete	As of 2023, all utility bills are captured on the County's utility bill management software service. Bills are added within two or three months of the reporting period which allows reporting of associated GHG emissions possible within one quarter.
Improve software monitoring of all building meters from 80% of the County's consumption to 95%	Complete	As of 2023, all utility bill meters are captured on the County's utility bill management software. This includes all accounts with a meter, but excludes smaller accounts, such as street lighting and traffic signals. Staff have determined that monitoring of all meters is not financially beneficial due to the cost to implement versus the benefit of monitoring the consumption.
Create an annual energy campaign	In Progress	County staff are investigating potential campaigns to offer on an annual basis. Targeting roll out of first campaign in the fall of 2024.
Develop baseline models of top ten sites	Complete	As of 2023, baseline models of at least 10 buildings have been determined on RETScreen, which imports data automatically from the County's utility bill management software service, and using regression analysis compares energy usage versus weather and other variables.
Annual progress reports to County Council	Complete	In 2023, the first Annual Energy Report, for the reporting year 2022 was completed and received by County Council, followed by the 2023 Annual Energy report completed in 2024.
Increase number of sub-metered buildings to ten	In Progress	Oxford County currently has two sub-metered buildings (Waste Management and Education Centre, Oxford County Administration Building). As of 2023, a project to implement sub-metering of seven buildings commenced which is targeting completion in 2024.

5 PROPOSED PLAN

This section will summarize proposed energy management opportunities (EMOs), including measures and activities, in this Plan to reduce the County's dependence on non-renewable sources (net- energy), specifically related to Facilities.

5.1 Energy Measures

The energy measures proposed in this Plan over the next five years will progress the County towards the proposed short-term targets of 15.4% reduction in energy and 11.9% reduction in GHG emissions over 2015 baseline levels by 2028. These measures are projected to reduce net-energy and GHG emissions by 2,430 eMWh and 334 tCO₂e, which correlate to a 4.4% and 5.3% for net-energy and GHG emissions respectively, over 2015 baseline. Net-energy includes energy reduced in addition to renewable energy harvested.

Heating optimizations through the use of air source heat pump technology is projected to be the largest contributor to energy reductions included in this plan, at about 33%, with existing building commissioning (EBCx) of buildings, which effectively reduce waste energy usage and right sizing the selected facilities, being a close second at about 31%.

Refer to Table 14 and Table 15 below for a summary of Energy and GHG impact, by measure type and year, respectively.

For a detailed summary of each measure, please refer to Appendix B: Summary of Proposed Measures.

Table 14: Energy and GHG Impact by Measure Type

Measure Type	Energy Reduction (eMWh)	RE Harvested (eMWh)	Net-Energy (eMWh)	GHG Reduction (tCO ₂ e)
Air Source Heat Pump (ASHP)	203	587	790	135
Existing Building Cx (EBCx)	749	0	749	53
Water Conservation	210	0	210	36
Bioenergy Harvesting	25	173	198	32
Building Envelop Upgrades	164	0	164	25
Monitoring Based Cx (MBCx)	151	0	151	7
Lighting Upgrades	76	0	76	(1)
Demand Control	61	0	61	4
Electrification Fuel Switching	14	0	14	42

Measure Type	Energy Reduction (eMWh)	RE Harvested (eMWh)	Net-Energy (eMWh)	GHG Reduction (tCO2e)
Process and Equipment Optimization	11	0	11	-
HVAC Upgrades	5	0	5	1
Grand Total	1,670	760	2,430	334

Table 15: Energy and GHG Impact by Year

Year	Energy Avoidance (eMWh)	RE Harvested (eMWh)	Net-Energy (eMWh)	GHG Reduction (tCO2e)
2024	51	80	131	26
2025	366	337	703	96
2026	353	344	697	106
2027	351	0	351	28
2028	549	0	549	79
Total	1,670	760	2,430	334

5.2 Energy Activities

In addition to the short-term quantitative goals, there are also qualitative goals that will indirectly assist in achieving the overall quantitative goals. Each goal is detailed below along with the total implementation budget over the five-year period and target completion year. Some goals, such as the monitoring based commissioning (MBCx) and sub-metering, will have ongoing operational costs.

Annual energy campaign
Target Completion: 2024-2028
Total Implementation Budget: \$27,500 (\$5,500 per year over five years)

Priority: Medium

Oxford County has numerous events dedicated to a wide range of topics to engage employees. The idea is to create a challenge amongst employees by monitoring energy consumption during a time period and then comparing it to what was expected to be consumed during that time period respectively. This approach can be scalable from departments to whole buildings. The plan would be to host a campaign once a year.

This goal will be deemed accomplished if a pilot campaign is launched by 2024.

Baseline Modelling

Target Completion: 2025

Total Implementation Budget: \$6,000

Priority: Low

The objective is to create energy models of thirty additional buildings through software, such as RETScreen Expert. By developing models, it can aid in identifying energy savings and also energy avoidance. Other uses are predicting energy consumption which can complement projects, such as the energy campaign. The ten buildings will be the top energy consumers owned by the County.

This goal will be deemed accomplished if thirty additional buildings are modeled by 2025.

Solar PV Systems Monitoring Based Commissioning

Target Completion: 2025

Total Implementation Budget: \$90,000

Priority: Medium

Monitoring-Based Commissioning (MBCx) is a process which improves operational efficiencies, by ensuring that the Solar PV system operates at optimal levels, by actively monitoring generation and identifying anomalies, so that early action can be determined to address the issues.

This goal will be deemed accomplished if the solar PV sites have a monitoring based commissioning system in place by 2025.

Participate in Strategic Energy Management (SEM) program

Target Completion: 2026

Total Implementation Budget: Staff Time

Priority: High

The County has received approval to participate in a municipal based cohort, in the IESO's Strategic Energy Management (SEM) program, commencing in 2024. Over the 24-month timeframe, this cohort will help strengthen the County's corporate capacity for energy management, including building skills among staff, coaching for regular energy team meetings, and documented support of SEM from senior management. This foundation will provide additional capabilities for staff to identify and prioritize energy savings opportunities. Performance will be monitored using an energy performance model, allowing staff to maintain course toward our long term goals and incremental targets.

This goal will be deemed accomplished when County staff complete the milestones identified in the SEM program in 2026.

Annual energy assessments

Target Completion: 2028

Total Implementation Budget: \$78,000

Priority: Medium

Energy assessments can assist staff in identifying Energy Efficiency Measures/Energy Conservation Measures (EEMs/ECMs) and providing key attributes that can determine if the project is viable (e.g. energy savings, budget and financial analysis). In addition, this initiative will help identify additional opportunities/projects to proactively contribute to the next EMP update.

This goal will be deemed accomplished if a minimum of two sites per year are assessed.

Sub-meter additional buildings

Target Completion: 2028

Total Implementation Budget: \$227,000

Priority: Low

The goal for this initiative is to implement between one to two additional sub-metering projects per year. Sub-metering can further assist energy staff in identifying energy savings and load

shifting. In addition, it can be used for employee engagement through contests and simply displaying the information at a central location (e.g. dashboard in lobby).

This goal will be deemed accomplished if eight additional buildings have sub-metering by 2028.

5.3 Financial

5.3.1 Capital Costs Energy Consumption Plan

To date, the County has been attempting to invest approximately \$350,000 per year in energy conservation and demand management. In an effort to align with the larger community goal, this Plan builds on past investments and considering that low hanging fruit has been targeted, this Plan proposes almost triple the investment in green initiatives to an average of about \$1 million per year, for a total of just over \$5.2 million over Plan's five-year life.

Incentives (grant funding of around \$1 million) have been secured for initiatives currently included in the capital plan. Staff will attempt to further mitigate capital costs by obtaining additional incentives and/or grants where available. The goal will be to only implement projects that are financially viable and to maintain a positive simple payback for all projects combined. The implementation of this plan is subject to annual budget and business plan approval.

Table 16 outlines the estimated annual capital requirements, along with possible operational cost benefits to implement the above-noted projects. All capital costs are shown as present value, and future project costs will be validated through the design phases and updated with current costing for annual budget approvals.

Table 16: Annual Financial Impacts

Year	Capital Cost	Potential Incentive	Annual Operational Avoidance
2024	\$419,400	\$19,200	\$4,420
2025	\$1,687,340	\$552,840	\$55,000
2026	\$1,914,460	\$451,520	\$58,380
2027	\$722,560	\$3,330	\$36,730
2028	\$513,260	\$330	\$37,690
Plan Total	\$5,257,020	\$1,027,220	\$192,220

5.3.2 Return on Investment

Overall, the projects identified in this Plan will cost just over \$5.2 million. The operational cost avoidances are projected to be just under \$5 million. Operational cost avoidance is the sum of each year's future value annual cash flow balance (avoided utilities costs plus increased maintenance costs factoring in increases due to inflation and carbon tax impacts) to 2043 (fifteen years after plans completion). In addition, the approximately \$1 million in incentives has been accounted for, to offset capital costs.

Overall, this Plan will result in a positive equity balance of just under \$359,000 by year 2043, when including incentives. The measures as a whole, will pay for themselves within fifteen years after the Plan's completion (considering incentives), which is within the projects' average useful life.

Refer to Figure 10 below, for Equity balance of the projects including estimated incentives.

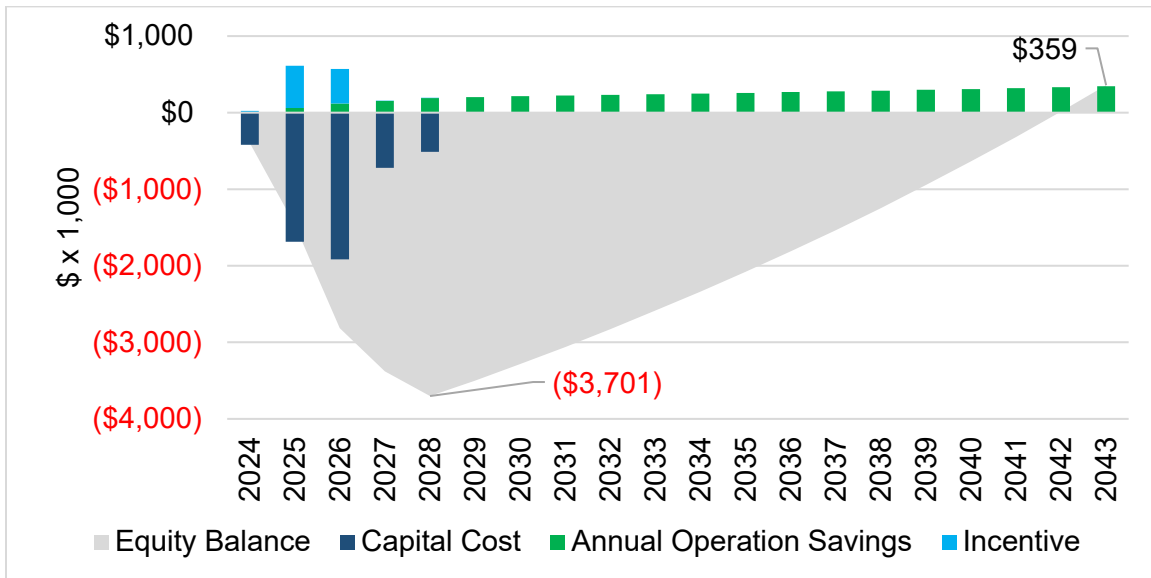


Figure 10: Equity Balance (with Incentives)

6 SUMMARY

Overall, Oxford County continues to make strides toward meeting its short-term goals with respect to avoided energy and GHG emissions reductions, and continues its path to 100% renewable energy by 2050.

As of end of year 2023, the County's Facilities renewable energy mix was 7.6%, of the total 46,629 eMWh energy consumption. Although energy consumption increased by 0.7% in 2023 from 2015 level of 46,307 eMWh, considering growth of about 15% during this span, energy avoidances achieved are around 12.5% (6,676 eMWh) when comparing actuals with 2015 Adjusted Baseline. These avoidances have been achieved through the implementation of energy initiatives as part of the prior Energy Management Plan and Renewable Energy Action Plan.

By end of year 2028, following the implementation of the initiatives identified in this Plan, the annual consumption is expected to be at 47,337 eMWh, which would be an increase of 2.2% over 2015 levels. Considering an year-over-year growth of 1% commencing in 2023, this would represent an energy avoidance of 15.5% (8,687 eMWh) over 2028 projections, of which 2.9% (1,670 eMWh) is related to this Plan.

Compared with targets reductions of 6.9% by 2023 and 15.4% by 2028 respectively, these initiatives project to result in avoidances in line with the targets reductions; however, additional effort will be required in future years to reduce energy consumption and overcome projected growth.

7 APPROVAL

The implementation of this plan is subject to annual Business Plan and Budget approval.

To be updated pending Council approval.

APPENDIX A: SUMMARY OF PRIOR PLAN MEASURES

Table 17: Completed or In-progress Measures

Year	Description	Annual Projected Savings						Financial Estimates			Simple Payback Period (Yr.)	Estimated Life Span (Yr.)
		Energy (eMWh)	Renewable Energy Harvested (eMWh)	Net-Energy (eMWh)	Demand Reduction (kW)	Operation Cost	GHG Emissions	Capital Cost	Incentive	Planned Estimated Cost		
2019	LED Lighting Upgrade 195 Admiral St	66	0	66	0	\$9,520	2	\$65,600	\$0	\$65,600	6.9	20.0
	Lighting Controls 195 Admiral St	26	0	26	0	\$3,770	1	\$10,000	\$0	\$10,000	2.7	20.0
2019 Total		92	0	92	0	\$13,300	2	\$75,600	\$0	\$75,600	5.7	20.0
2020	Cogeneration Investigation 300 Juliana Drive	0	0	0	0	\$0	0	\$5,000	\$0	\$5,000	N/A	7.0
	Energy Assessments - 325 Thames, 161 Fyfe 325 Thames Street S 161 Fyfe Ave	0	0	0	0	\$0	0	\$9,480	\$0	\$9,480	N/A	7.0
	Solar PV Maintenance Various OC Sites	0	0	0	0	\$0	0	\$15,000	\$0	\$15,000	N/A	20.0
2020 Total		0	0	0	0	\$0	0	\$29,480	\$0	\$29,480	N/A	11.3
2021	Energy Monitoring Enhancements N/A	0	0	0	0	\$0	0	\$25,000	\$0	\$25,000	N/A	7.0
	Solar PV Maintenance Various OC Sites	0	0	0	0	\$0	0	\$20,900	\$0	\$20,900	N/A	20.0
	Emergency Light Scheduling 21 Reeve St	29	0	29	0	\$4,190	1	\$17,200	\$0	\$17,200	4.1	20.0
	Idling reduction technology 5 Snow Plows	0	0	0	0	\$0	0	\$37,500	\$0	\$37,500	N/A	7.0
	Interior Lighting Control Improvements 21 Reeve St	4	0	4	0	\$530	0	\$2,700	\$0	\$2,700	5.1	20.0
	Interior Lighting Retrofit 21 Reeve St	102	0	102	0	\$14,840	3	\$102,300	\$0	\$102,300	6.9	20.0
2021 Total		135	0	135	0	\$19,550	3	\$205,600	\$0	\$205,600	10.5	15.7
2022	Energy Assessments - 56 McKeand, 52 Venison 56 Mckeand St 52 Venison Street W	0	0	0	0	\$0	0	\$12,620	\$0	\$12,620	N/A	7.0
	Energy Assessments - Earl, George, Maria 178 Earl St 16 George St 70 Maria St	0	0	0	0	\$0	0	\$12,500	\$0	\$12,500	N/A	7.0
	392000 WFL Ingersoll BAS Optimization 325 Thames Street S	39	0	39	9	\$5,600	1	\$15,000	\$0	\$15,000	2.7	15.0
	ERV Control Optimization 415 Hunter St	10	0	10	0	\$850	1	\$2,000	\$0	\$2,000	2.4	15.0
	Solar PV Maintenance Various OC Sites	0	0	0	0	\$0	0	\$29,000	\$0	\$29,000	N/A	20.0
	Idling reduction technology 5 Snow Plows	0	0	0	0	\$0	0	\$31,000	\$0	\$31,000	N/A	7.0
2022 Total		49	0	49	9	\$6,450	2	\$102,120	\$0	\$102,120	15.8	11.8
2023	Baseline Modeling 5 Buildings	0	0	0	0	\$0	0	\$1,000	\$0	\$1,000	N/A	0.0
	Energy Assessments - Finkle, Rolph & Carroll 82 Finkle St 57 Rolph St 135 Carroll St	0	0	0	0	\$0	0	\$12,380	\$0	\$12,380	N/A	7.0
	Vacancy Sensors 81 King Street	2	0	2	0	\$270	0	\$1,000	\$0	\$1,000	3.7	15.0
	Solar PV Maintenance Various OC Sites	0	0	0	0	\$0	0	\$32,000	\$0	\$32,000	N/A	20.0
	3 - 381 William Street South, Tavistock, ON Replace all lighting on interior and exterior of building with LED lighting. 3 - 381 William Street South	0	0	0	0	\$0	0	\$1,400	\$0	\$1,400	N/A	20.0
	441 Beards Lane Replace all lighting on interior and exterior of building with LED lighting. 441 Beard's Lane	0	0	0	0	\$0	0	\$900	\$0	\$900	N/A	20.0

Year	Description	Annual Projected Savings						Financial Estimates			Simple Payback Period (Yr.)	Estimated Life Span (Yr.)
		Energy (eMWh)	Renewable Energy Harvested (eMWh)	Net-Energy (eMWh)	Demand Reduction (kW)	Operation Cost	GHG Emissions	Capital Cost	Incentive	Planned Estimated Cost		
	800 Lansdowne Ave, Woodstock, ON Replace all lighting on interior and exterior of building with LED lighting. 800 Lansdowne Ave	0	0	0	0	\$0	0	\$900	\$0	\$900	N/A	20.0
	Idling reduction technology 5 Snow Plows	0	0	0	0	\$0	0	\$31,000	\$0	\$31,000	N/A	7.0
	LED Lighting Upgrade 161 Fyfe Ave	51	0	51	0	\$9,150	(1)	\$48,390	\$3,490	\$44,900	4.9	20.0
	LED Lighting Upgrade 56 Mckeand St	4	0	4	1	\$640	0	\$32,190	\$0	\$32,190	50.3	20.0
	LED Lighting Upgrade 81 King Street	12	0	12	0	\$1,690	0	\$19,630	\$1,060	\$18,570	11.0	20.0
	LED Lighting Upgrade Various Locations (water sites)	15	0	15	0	\$2,180	0	\$61,260	\$800	\$60,460	27.7	20.0
	2023 Total	84	0	84	1	\$13,920	(1)	\$242,050	\$5,350	\$236,700	17.0	15.8
2024	Baseline Modeling TBD - 5 Buildings	0	0	0	0	\$0	0	\$1,000	\$0	\$1,000	N/A	0.0
	Retro-commissioning - OCAB 21 Reeve St	52	0	52	0	\$4,630	6	\$70,000	\$0	\$70,000	15.1	7.0
	Retro-commissioning 300 Juliana Drive	348	0	348	0	\$25,720	47	\$100,000	\$0	\$100,000	3.9	7.0
	Sub-metering - 161 Fyfe Ave 161 Fyfe Ave	5	0	5	0	(\$70)	0	\$10,000	\$0	\$10,000	(142.9)	7.0
	Sub-metering - 195 Admiral St 195 Admiral St	27	0	27	0	\$3,170	1	\$15,000	\$0	\$15,000	4.7	7.0
	Sub-metering - 300 Juliana Drive 300 Juliana Drive	57	0	57	0	\$3,380	8	\$15,000	\$0	\$15,000	4.4	7.0
	Sub-metering - 325 Thames Street S 325 Thames Street S	14	0	14	0	\$300	2	\$15,000	\$0	\$15,000	50.0	7.0
	Sub-metering - 52 Venison Street W 52 Venison Street W	12	0	12	0	\$250	1	\$15,000	\$0	\$15,000	60.0	7.0
	Sub-metering - 742 Pavey St 742 Pavey St	3	0	3	0	(\$340)	0	\$10,000	\$0	\$10,000	(29.4)	7.0
	Sub-metering 515165 11th Line County Road 30	1	0	1	0	(\$660)	0	\$7,000	\$0	\$7,000	(10.6)	7.0
	Solar PV Maintenance Various OC Sites	0	0	0	0	\$0	0	\$35,000	\$0	\$35,000	N/A	20.0
2024 Total		518	0	518	0	\$36,380	64	\$293,000	\$0	\$293,000	8.1	7.5
Grand Total		877	0	877	10	\$89,590	72	\$947,850	\$5,350	\$942,500	10.5	12.8

Table 18: Pending Measures

Year	Description	Annual Projected Savings						Financial Estimates			Simple Payback Period (Yr.)	Estimated Life Span (Yr.)
		Energy (eMWh)	Renewable Energy Harvested (eMWh)	Net-Energy (eMWh)	Demand Reduction (kW)	Operation Cost	GHG Emissions	Capital Cost	Incentive	Planned Estimated Cost		
2024	Energy Assessments - 5 Locations TBD - 19 Van Street 381 William Street South 10 Middleton St 174 Lisgar Ave 215 Lisgar Ave	0	0	0	0	\$0	0	\$16,500	\$0	\$16,500	N/A	7.0
	Energy Campaign TBD	0	0	0	0	\$0	0	\$5,000	\$0	\$5,000	N/A	0.0
	Demand Control Ventilation 21 Reeve St	25	0	25	0	\$1,680	4	\$10,000	\$0	\$10,000	6.0	15.0
	Demand controlled kitchen ventilation 300 Juliana Drive	172	0	172	0	\$8,940	29	\$20,000	\$0	\$20,000	2.2	15.0
	Free Cooling IT Room 21 Reeve St	33	0	33	0	\$4,780	1	\$20,000	\$0	\$20,000	4.2	15.0
	Sub-metering 56 Mckeand St	6	0	6	0	(\$140)	1	\$15,000	\$0	\$15,000	(107.1)	7.0
	Hallway Lighting MURB (14 Sites) 135 Carroll St	8	0	8	0	\$1,460	(0)	\$23,740	\$0	\$23,740	16.3	20.0
	Hallway Lighting MURB (14 Sites) 16 George St	10	0	10	0	\$1,570	0	\$17,050	\$0	\$17,050	10.9	20.0
	Hallway Lighting MURB (14 Sites) 178 Earl St	20	0	20	0	\$3,070	0	\$21,410	\$0	\$21,410	7.0	20.0
	Hallway Lighting MURB (14 Sites) 57 Rolph St	5	0	5	0	\$810	(0)	\$32,900	\$0	\$32,900	40.6	20.0
	Hallway Lighting MURB (14 Sites) 70 Maria St	15	0	15	2	\$2,200	0	\$14,940	\$0	\$14,940	6.8	20.0
	Hallway Lighting MURB (14 Sites) 82 Finkle St	4	0	4	0	\$610	0	\$6,180	\$0	\$6,180	10.1	20.0
	Hallway Lighting MURB (14 Sites) Various (14 sites)	58	0	58	0	\$8,740	1	\$79,980	\$0	\$79,980	9.2	20.0
2024 Total		356	0	356	2	\$33,730	35	\$282,700	\$0	\$282,700	8.4	15.3
2025	Energy Campaign TBD	0	0	0	0	\$0	0	\$5,000	\$0	\$5,000	N/A	0.0
	LED Lighting Upgrade 19 Van St	12	0	12	0	\$1,740	0	\$30,000	\$0	\$30,000	17.2	20.0
	LED Lighting Upgrade 300 Juliana Drive	229	0	229	0	\$33,220	6	\$230,000	\$0	\$230,000	6.9	20.0
2025 Total		241	0	241	0	\$34,960	6	\$265,000	\$0	\$265,000	7.6	13.3
Grand Total		597	0	597	2	\$68,690	42	\$547,700	\$0	\$547,700	8.0	14.9

Table 19: Projects Cancelled or Reallocated to REAP and GFP

Year	Description	Annual Projected Savings						Financial Estimates			Simple Payback Period (Yr.)	Estimated Life Span (Yr.)
		Energy (eMWh)	Renewable Energy Harvested (eMWh)	Net-Energy (eMWh)	Demand Reduction (kW)	Operation Cost	GHG Emissions	Capital Cost	Incentive	Planned Estimated Cost		
Cancelled	Power factor correction 300 Juliana Drive	0	0	0	0	\$0	0	\$30,000	\$0	\$30,000	N/A	15.0
	Air Curtain Pilot Project 515165 11th Line County Road 30	0	0	0	0	\$0	0	\$5,000	\$0	\$5,000	N/A	15.0
	CNG conversions - Ingersoll Vehicles 9 Trucks	0	0	0	0	\$0	0	\$110,000	\$0	\$110,000	N/A	7.0
	Idling reduction technology 5 Snow Plows	0	0	0	0	\$0	0	\$31,000	\$0	\$31,000	N/A	7.0
	Ingersoll CNG station 59 George Johnson Blvd	0	0	0	0	\$0	0	\$240,000	\$0	\$240,000	N/A	7.0
Cancelled Total		0	0	0	0	\$0	0	\$416,000	\$0	\$416,000	N/A	10.2
Moved to REAP	Woodstock WWTP Cogen - Biogas 195 Admiral St	1,819	0	1,819	0	\$76,120	332	\$100,000	\$0	\$100,000	1.3	20.0
Moved to REAP Total		1,819	0	1,819	0	\$76,120	332	\$100,000	\$0	\$100,000	1.3	20.0
Grand Total		1,819	0	1,819	0	\$76,120	332	\$516,000	\$0	\$516,000	6.8	11.8

APPENDIX B: SUMMARY OF PROPOSED MEASURES

Table 20: Proposed Measures

Year	Description	Annual Projected Savings						Financial Estimates			Simple Payback Period (Yr.)	Estimated Life Span (Yr.)
		Energy (eMWh)	RE Energy Harvested (eMWh)	Net-Energy (eMWh)	Demand Reduction (kW)	Operation Cost	GHG Emissions	Capital Cost	Incentive	Planned Estimated Cost		
2024	Energy Campaign Corporate ALL	0	0	0	0	\$0	0	\$5,500	\$0	\$5,500	N/A	0.0
	Energy Planning and Design HS-Facilities	0	0	0	0	\$0	0	\$310,000	\$0	\$310,000	N/A	0.0
	Demand Control PW-Waste Water	25	0	25	0	\$3,630	1	\$2,080	\$0	\$2,080	0.6	15.0
	Air Source Heat Pump (ASHP) PW-Eng	8	34	42	0	(\$510)	11	\$14,960	\$1,200	\$13,760	(27.0)	20.0
	Air Source Heat Pump (ASHP) WFL-LTC	11	46	57	0	\$170	14	\$58,650	\$18,000	\$40,650	239.1	20.0
	Lighting Upgrades PW-Eng	4	0	4	0	\$730	0	\$18,000	\$0	\$18,000	24.7	20.0
	Lighting Upgrades PW-Waste Water	0	0	0	0	\$70	0	\$1,700	\$0	\$1,700	24.3	20.0
	Lighting Upgrades PW-Water	2	0	2	0	\$340	0	\$8,500	\$0	\$8,500	25.0	20.0
2024 Total		51	80	131	0	\$4,420	26	\$419,400	\$19,200	\$400,200	90.5	13.8
2025	Electrical Infrastructure HS-Facilities	0	0	0	0	\$0	0	\$388,080	\$0	\$388,080	N/A	25.0
	Energy Campaign Corporate ALL	0	0	0	0	\$0	0	\$5,500	\$0	\$5,500	N/A	0.0
	Energy Planning and Design Corporate ALL	0	0	0	0	\$0	0	\$1,200	\$0	\$1,200	N/A	0.0
	Energy Planning and Design HS-Facilities	0	0	0	0	\$0	0	\$7,370	\$0	\$7,370	N/A	7.0
	Energy Planning and Design PW-Water	0	0	0	0	\$0	0	\$11,950	\$0	\$11,950	N/A	7.0
	Building Envelop Upgrades HS-Facilities	32	0	32	9	\$4,600	1	\$195,080	\$72,200	\$122,880	26.7	25.0
	Existing Building Cx (EBCx) PW-Water	149	0	149	0	\$21,610	4	\$57,690	\$0	\$57,690	2.7	7.0
	Monitoring Based Cx (MBCx) PW-Waste Water	70	0	71	0	\$6,700	5	\$137,620	\$0	\$137,620	20.5	7.0
	Water Conservation HS-Facilities	47	0	47	0	\$7,830	9	\$53,750	\$41,720	\$12,030	1.5	15.0
	Air Source Heat Pump (ASHP) HS-Facilities	16	141	157	(1)	\$9,850	24	\$640,630	\$380,300	\$260,330	26.4	20.0
	Air Source Heat Pump (ASHP) WFL-LTC	6	23	29	0	\$80	7	\$43,130	\$18,000	\$25,130	314.1	20.0
	Bioenergy Harvesting PW-Waste Water	25	173	198	0	\$10,880	32	\$68,060	\$0	\$68,060	6.3	20.0
	Electrification Fuel Switching HS-Facilities	5	0	5	(25)	(\$8,960)	15	\$53,380	\$39,450	\$13,930	(1.6)	25.0
	Lighting Upgrades PW-Waste Water	16	0	16	17	\$2,410	0	\$23,900	\$1,160	\$22,740	9.4	20.0
2025 Total		366	337	703	(0)	\$55,000	96	\$1,687,340	\$552,840	\$1,134,500	20.6	12.2
2026	Electrical Infrastructure HS-Facilities	0	0	0	0	\$0	0	\$225,000	\$0	\$225,000	N/A	25.0
	Energy Campaign Corporate ALL	0	0	0	0	\$0	0	\$5,500	\$0	\$5,500	N/A	0.0
	Energy Planning and Design Corporate ALL	0	0	0	0	\$0	0	\$1,200	\$0	\$1,200	N/A	0.0
	Energy Planning and Design HS-Facilities	0	0	0	0	\$0	0	\$64,060	\$0	\$64,060	N/A	4.7
	Demand Control WFL-LTC	3	0	3	0	\$480	0	\$9,000	\$0	\$9,000	18.8	15.0
	Existing Building Cx (EBCx) PW-Waste Water	77	0	77	0	\$11,130	2	\$40,970	\$0	\$40,970	3.7	7.0
	Existing Building Cx (EBCx) PW-Water	32	0	32	0	\$4,580	1	\$19,620	\$0	\$19,620	4.3	7.0
	Monitoring Based Cx (MBCx) HS-Facilities	17	0	17	0	\$1,660	0	\$16,500	\$0	\$16,500	9.9	7.0

Year	Description	Annual Projected Savings						Financial Estimates			Simple Payback Period (Yr.)	Estimated Life Span (Yr.)
		Energy (eMWh)	RE Energy Harvested (eMWh)	Net-Energy (eMWh)	Demand Reduction (kW)	Operation Cost	GHG Emissions	Capital Cost	Incentive	Planned Estimated Cost		
	Monitoring Based Cx (MBCx) PW-Waste Water	16	0	16	0	\$1,600	0	\$12,360	\$0	\$12,360	7.7	7.0
	Process and Equipment Optimization HS-Facilities	11	0	11	0	\$1,950	(0)	\$66,700	\$0	\$66,700	34.2	15.0
	Water Conservation HS-Facilities	117	0	117	0	\$20,800	19	\$205,270	\$25,030	\$180,240	8.7	15.0
	Water Conservation WFL-LTC	23	0	23	0	\$3,350	4	\$19,700	\$0	\$19,700	5.9	15.0
	Air Source Heat Pump (ASHP) HS-Facilities	32	344	376	(18)	\$22,880	58	\$1,141,010	\$405,570	\$735,440	32.1	20.0
	Electrification Fuel Switching HS-Facilities	9	0	9	(17)	(\$13,150)	22	\$65,880	\$20,930	\$44,950	(3.4)	25.0
	Lighting Upgrades WFL-LTC	16	0	16	0	\$3,080	(0)	\$21,700	\$0	\$21,700	7.0	20.0
2026 Total		353	344	697	(34)	\$58,380	106	\$1,914,460	\$451,520	\$1,462,940	25.1	13.4
2027	Electrical Infrastructure HS-Facilities	0	0	0	0	\$0	0	\$75,000	\$0	\$75,000	N/A	25.0
	Energy Campaign Corporate ALL	0	0	0	0	\$0	0	\$5,500	\$0	\$5,500	N/A	0.0
	Energy Planning and Design Corporate ALL	0	0	0	0	\$0	0	\$1,200	\$0	\$1,200	N/A	0.0
	Energy Planning and Design HS-Facilities (Tenant UNMTR)	0	0	0	0	\$0	0	\$21,110	\$0	\$21,110	N/A	7.0
	Existing Building Cx (EBCx) PW-Waste Water	128	0	128	0	\$13,500	11	\$29,120	\$0	\$29,120	2.2	7.0
	Existing Building Cx (EBCx) WFL-LTC	112	0	112	0	\$9,050	14	\$48,590	\$0	\$48,590	5.4	7.0
	Monitoring Based Cx (MBCx) HS-Facilities	23	0	23	0	\$1,810	1	\$41,940	\$0	\$41,940	23.2	7.0
	Monitoring Based Cx (MBCx) PW-Water	13	0	13	0	\$970	1	\$8,120	\$0	\$8,120	8.4	7.0
	Air Source Heat Pump (ASHP) HS-Facilities	38	0	38	0	\$5,580	1	\$385,320	\$0	\$385,320	69.1	20.0
	Electrification Fuel Switching HS-Facilities	1	0	1	(3)	(\$1,080)	2	\$42,650	\$0	\$42,650	(39.5)	25.0
	Lighting Upgrades WFL-LTC	36	0	36	107	\$6,910	(1)	\$64,010	\$3,330	\$60,680	8.8	20.0
2027 Total		351	0	351	104	\$36,730	28	\$722,560	\$3,330	\$719,230	19.6	11.1
2028	Energy Campaign Corporate ALL	0	0	0	0	\$0	0	\$5,500	\$0	\$5,500	N/A	0.00
	Energy Planning and Design Corporate ALL	0	0	0	0	\$0	0	\$1,200	\$0	\$1,200	N/A	0.00
	Energy Planning and Design PW-Eng	0	0	0	0	\$0	0	\$4,040	\$0	\$4,040	N/A	7.00
	Energy Planning and Design PW-Roads Facilities	0	0	0	0	\$0	0	\$16,890	\$0	\$16,890	N/A	7.00
	Building Envelop Upgrades WFL-LTC	133	0	133	0	\$5,560	24	\$130,200	\$0	\$130,200	23.42	25.00
	Demand Control WFL-LTC	33	0	33	18	\$3,100	3	\$34,020	\$330	\$33,690	10.87	15.00
	Existing Building Cx (EBCx) PW-Waste Water	252	0	252	0	\$26,220	22	\$109,610	\$0	\$109,610	4.18	7.00
	HVAC Upgrades WFL-LTC	5	0	5	0	\$200	1	\$460	\$0	\$460	2.30	20.00
	Monitoring Based Cx (MBCx) PW-Water	12	0	12	0	\$1,030	0	\$8,560	\$0	\$8,560	8.31	7.00
	Water Conservation WFL-LTC	22	0	22	0	\$2,250	4	\$25,740	\$0	\$25,740	11.44	15.00
	Air Source Heat Pump (ASHP) HS-Facilities	90	0	90	(3)	\$1,030	21	\$154,900	\$0	\$154,900	150.39	15.00
	Electrification Fuel Switching WFL-LTC	0	0	0	0	(\$2,060)	3	\$13,140	\$0	\$13,140	(6.38)	25.00
	Lighting Upgrades PW-Eng	2	0	2	1	\$360	0	\$9,000	\$0	\$9,000	25.00	20.00
2028 Total		549	0	549	16	\$37,690	79	\$513,260	\$330	\$512,930	13.6	12.6
Grand Total		1,670	760	2,430	86	\$192,220	334	\$5,257,030	\$1,027,230	\$4,229,800	22.00	12.74

APPENDIX C: FACILITIES HISTORICAL DATA

Table 21: Facilities Data by Year (2019 – 2023)

Year	County Operation	Area (SM)	Water Treatment Flow (ML)	Electricity (MWh)	Natural Gas (m3)	Energy (eMWh)	GHG Emissions (tCO2e)
2019	Human Services (Multi-Unit Housing)	29,422	0	4,055	168,476	5,957	442
	Public Works (Admin, libraries, EMS stations, childcare, etc.)	21,869	0	1,871	230,578	4,257	493
	Public Works (Patrol Yard Facilities)	6,316	0	172	85,628	1,318	224
	Public Works (Street/Traffic Lighting)	0	0	23	0	23	1
	Public Works (Waste Facilities)	1,505	0	117	0	431	51
	Public Works (Wastewater Plants)	13,162	17,268	9,423	301,231	14,150	856
	Public Works (Water Plants)	5,542	9,668	6,493	17,622	6,826	231
	Woodingford Lodge (LTC)	15,664	0	2,916	666,927	9,818	1,349
2019 Total		93,479	26,936	25,070	1,470,462	42,780	3,648
2020	Human Services (Multi-Unit Housing)	29,422	0	3,831	265,276	6,752	628
	Human Services (Single Family Townhouses)	13,008	0	14	220,145	2,292	417
	Public Works (COIN Towers/EV chargers)	0	0	44	0	44	1
	Public Works (Admin, libraries, EMS stations, childcare, etc.)	21,825	0	1,968	189,410	3,929	423
	Public Works (Patrol Yard Facilities)	8,345	0	257	64,952	1,110	171
	Public Works (Street/Traffic Lighting)	0	0	163	0	163	5
	Public Works (Waste Facilities)	7,167	0	64	0	241	34
	Public Works (Wastewater Plants)	13,178	16,912	10,209	287,879	14,916	881
	Public Works (Water Plants)	5,716	11,339	7,368	15,045	7,674	272
	Woodingford Lodge (LTC)	15,664	0	3,240	567,993	9,128	1,181
2020 Total		114,324	28,251	27,158	1,610,700	46,248	4,013
2021	Human Services (Multi-Unit Housing)	29,422	0	3,740	251,925	6,566	571
	Human Services (Single Family Townhouses)	13,008	0	14	215,622	2,245	408
	Public Works (COIN Towers/EV chargers)	0	0	47	0	47	1
	Public Works (Admin, libraries, EMS stations, childcare, etc.)	21,825	0	1,889	178,792	3,740	386
	Public Works (Patrol Yard Facilities)	8,345	0	260	69,768	1,146	174
	Public Works (Street/Traffic Lighting)	0	0	170	0	170	4
	Public Works (Waste Facilities)	7,167	0	61	0	269	39
	Public Works (Wastewater Plants)	13,178	16,917	9,833	245,320	14,586	714
	Public Works (Water Plants)	5,716	11,309	7,272	15,155	7,579	214
	Woodingford Lodge (LTC)	15,664	0	2,937	578,311	9,359	1,168
2021 Total		114,324	28,226	26,222	1,554,892	45,706	3,679
2022	Human Services (Multi-Unit Housing)	29,422	0	3,728	266,679	6,723	599
	Human Services (Single Family Townhouses)	13,664	0	18	238,841	2,490	452
	Public Works (COIN Towers/EV chargers)	0	0	51	0	51	1

Year	County Operation	Area (SM)	Water Treatment Flow (ML)	Electricity (MWh)	Natural Gas (m3)	Energy (eMWh)	GHG Emissions (tCO2e)
	Public Works (Admin, libraries, EMS stations, childcare, etc.)	21,982	0	2,012	215,901	4,246	459
	Public Works (Patrol Yard Facilities)	8,345	0	273	71,593	1,227	189
	Public Works (Street/Traffic Lighting)	0	0	161	0	161	4
	Public Works (Waste Facilities)	7,167	0	72	0	468	50
	Public Works (Wastewater Plants)	13,178	15,837	10,359	314,026	16,130	880
	Public Works (Water Plants)	5,716	11,823	7,807	15,141	8,023	243
	Woodingford Lodge (LTC)	15,664	0	2,851	538,315	8,957	1,090
2022 Total		115,137	27,659	27,331	1,660,495	48,476	3,967
2023	Human Services (Multi-Unit Housing)	29,660	0	3,549	220,306	6,067	507
	Human Services (Single Family Townhouses)	13,664	0	20	218,454	2,281	413
	Public Works (COIN Towers/EV chargers)	0	0	69	0	69	2
	Public Works (Admin, libraries, EMS stations, childcare, etc.)	22,398	0	1,943	177,983	3,802	388
	Public Works (Patrol Yard Facilities)	8,855	0	265	64,807	1,122	170
	Public Works (Street/Traffic Lighting)	0	0	203	0	203	5
	Public Works (Waste Facilities)	7,167	0	67	0	343	53
	Public Works (Wastewater Plants)	13,192	17,523	10,279	290,270	16,017	813
	Public Works (Water Plants)	5,911	10,705	7,578	16,874	7,799	237
	Woodingford Lodge (LTC)	15,664	0	2,704	548,789	8,928	1,106
2023 Total		116,511	28,228	26,676	1,537,483	46,629	3,694



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Adam Degier Drainage Superintendent
Reviewed By:	Josh Brick	Date:	July 31, 2024
Subject:	Monthly Report	Council Meeting Date:	August 7, 2024
Report #:	DS-24-15		

Recommendation:

That Report DS-24-15 be received as information

Background:

Monthly activities of the Drainage Department to July 31, 2024

Analysis/Discussion

- Conducting drain maintenance, assisting construction projects in varying capacities, and attending site meetings to review required work with ratepayers
- 34 locates for ON 1 Call in July 2024 including 2 emergency locates
- Princeton Drainage System 2022: Ongoing – Work on the second storm pond is going well

Background: Report dated July 29/22 filed with the Township on August 8, 2022. By-law 2313-2022 passed October 19, 2022. Construction of Romano SWMP is 99% complete. Construction of the Greenhouse Pond began in February, we will be working with Ducks Unlimited for the naturalization of this pond. Viewcon Construction is moving along well in Phase 3 construction.

- Baker Drain: Construction is currently underway

Background: Council accepted petition on September 7, 2022 for repair and improvements. Engineer filed report dated January 9, 2024. Tender awarded April 17, 2024.

- Mitchell Drain: Tender awarded – April 17, 2024

Background: Last petition was received on October 18, 2023. Engineer filed report dated December 15, 2023. Tender awarded April 17, 2024.

- Other drain projects:
 - a. Drumbo SWMP Section 78
 - b. Hubbard Zinn Drain – Engineer Appointed
 - c. Hughes Drain – Engineer Appointed
 - d. Holt Drain (Brant County) – Engineer Appointed
- Ongoing work for CLI-ECA (Consolidated Linear Infrastructure – Environmental Compliance Approval) Manual, Municipal Service Standards, and GIS map updates for various agencies
- Attended 1 council meeting

Respectfully submitted by:

Adam Degier - Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Josh Brick	Date:	July 30, 2024
Subject:	Winter Salt Joint Tender Results	Council Meeting Date:	August 7, 2024
Report #:	PW-24-17		

Recommendation:

That Report PW-24-17 be received as information;

And further that Council accept the quote submitted by Compass Minerals Canada Corp. for the 2024-25, 2025-26 & 2026-27 winter salt supply delivered to the Drumbo Yard at a unit price of \$75.00 for white salt & \$105.00 for treated salt; \$77.25 for white salt & \$108.15 for treated salt; \$79.57 for white salt & \$111.39 respectively per tonne plus HST.

Background:

Part of the Oxford County Service Sharing Group mandate is to look at doing group tenders where it is expected that our numbers combined will garner a better price to help operate in a more efficient manner. All 9 Municipalities entered into agreement to participate in the joint tender for bulk salt for a 3-year contract for the winter season of 2024-25; 2025-26; & 2026-27.

Analysis/Discussion:

The City of Woodstock initiated the tender on behalf of the group. 3 submissions to supply and deliver winter salt for the next 3 winter seasons for the Oxford County municipalities were received. Cargill Salt, Road Safety a Division of Cargill Limited, Windsor Salt Ltd. & Compass Minerals Canada Corp. submitted bids with Compass Minerals being the low bid price for both Township yards and are low overall in the Oxford County Tender.

The estimated quantity is based on our average use and can increase or decrease depending on the winter. Tender summary is based on the estimated tonnage of 600 Tonnes of white salt and 200 Tonnes of treated salt for Blandford-Blenheim.

The Oxford County Service Sharing Group was happy to receive the 3 submissions and some competitive results. By joining together and doing this as a joint tender for all the Municipalities in Oxford County we have created a large quantity required and were able to get good results. Our pricing on regular bulk salt is less in the first two years than was paid in the 2023-2024 season and the bulk treated salt only shows a small increase from year to year.

Staff is recommending that we except and move forward with the submission from Compass Minerals Canada Corp.

Financial Considerations:

	Reg. Salt	Treated
Paid in 2023-24	\$78.35	\$101.34
Compass Minerals		
2024-25	\$75.00	\$105.00
2025-26	\$77.25	\$108.15
2026-27	\$79.57	\$111.39

Respectfully submitted by:



Jim Borton CRS-S
Director of Public Works



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Josh Brick	Date:	July 30, 2024
Subject:	Enbridge/Sedum Master station on Township Road 2	Council Meeting Date:	August 7, 2024
Report #:	PW-24-18		

Recommendation:

That Report PW-24-18 be received as information;

And further that Council accept the installation of an Enbridge station on the Right of Way of Township Road 2 for the purpose of supplying gas to the Sedum Master Green houses.

Background:

Sedum Master has been before council in the past and has expressed their desire to have a gas supply to feed their green houses. Council has previously agreed to allow Sedum Master to install a gas line along the road allowance of Township Road 2 to help with the expansion and sustainability of the local business.

Analysis/Discussion:

Sedum Master has been working with Enbridge to facilitate the installation of the gas line which is required to come from the Enbridge facility on the Corner of Oxford Road 22 & Township Road 2. In order for Sedum Master to get a supply of gas, Enbridge must install a station that Sedum Master will then be able to hook into and run the gas line down Township Road 2 to Gobles Road and into the green houses.

Before Enbridge will install the station, they are looking for permission from the Township as this station will sit within the Township right of way on Township Road 2. The station will be located on the North East side of Township Road 2 and the east side Oxford Road 22. (See insert) The station will be 3M X 10M (9ft X 30ft) and will be protected by concrete bollards. The gas will be a high-pressure output 4965kpa (720psi). The station will be owned by Enbridge, it will have a gauge on the output for billing Sedum Master. Due to the volume needed by Sedum

Master and the type of station being proposed it will only be used Sedum Master, other residence along Township Road 2 will not be allowed to hook into it.

Enbridge has station similar in size on other road allowances. The location selected is on a low volume road and will be at the back of the right of way with bollard protection. Staff feels that the installation will not affect every day users or affect the ability to maintain the roadway or the ditches.



Similar looking station



Financial Considerations: No cost for the Township

Respectfully submitted by:

A handwritten signature in blue ink, appearing to read 'Jim Borton'.

Jim Borton CRS-S
Director of Public Works



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Josh Brick, CAO	Date:	July 31, 2024
Subject:	AHSIP Program	Council Meeting Date:	August 7, 2024
Report #:	PW-24-19		

Recommendation:

That Report PW-24-19 be received as information;

Background:

The AHSIP (Accelerated High Speed Internet Program) is a Provincially funded program. The province has been split up into blocks and contractors were given the opportunity to bid on blocks. The Township is part of block 24 and Xplore was the successful contractor and will be doing the work in the Township. The province has put a timeline on when work is to be completed on the project, all installation is to be completed by 2025.

Analysis/Discussion:

Staff was first contacted by Xplore in late 2023, the initial meeting was an introduction and what the Township could be expecting. Staff also met with Xplore to discuss road occupancy permits, at this time it was discussed that the majority of the work would be placed on existing poles in the Township with some boring and possibly a few new poles.

In early 2024 a road occupancy agreement was sent to the Township and reviewed by staff. We have also been receiving Municipal Consent drawings to review and comment on. The majority of the permits have been approved as they are using existing infrastructure or boring under ground at a desired location. When reviewing the drawings staff is checking for line locations to ensure that future works will not be inhibited by the placement of the fiber lines. Any new poles that are being installed have been verified to be out of the crash zone as per the TAC manual.

On July 10 the Rural Municipality Public Works directors and Oxford County met with Gord McGuire from Infrastructure Ontario who is administrating the work. It was a good meeting; Gord was looking for updates on the progress in each municipality and gave each municipality

a chance to talk about our concerns. It seems that each municipality is at different stages and have different firms working for Xplore. Blandford-Blenheim seems to be the furthest along in the process and have been fortunate that the engineering firm working for Xplore in our Township has been able to provide nice detailed drawings for our review. Other municipalities have not been so fortunate and are having issues with line placements and requests for numerous new poles along their right of way.

To date the Township has executed the road occupancy permit with Xplore. Staff has approved 39 Municipal consent drawings; 3 MC drawings were sent back for a line to be moved and we have 12 more MC drawings waiting to be reviewed. In conversation with Xplore construction is scheduled to start later this year.

More information about the program and to look at detailed mapping, follow the link below:

<https://www.ontario.ca/page/ontario-connects-making-high-speed-internet-accessible-in-every-community>

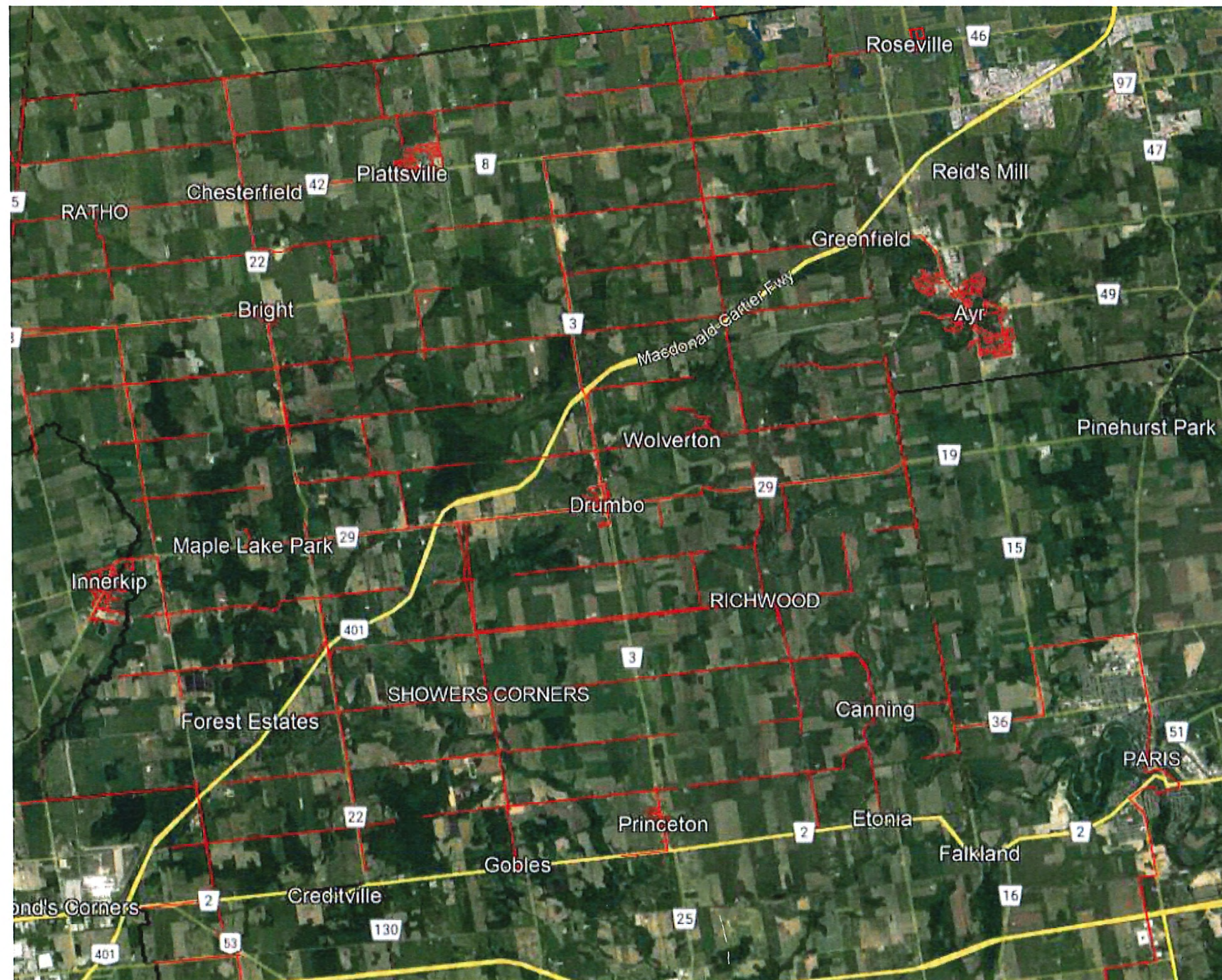
Financial Considerations: No cost for the Township

Attachment: Map of Township roads that are part of the AHSIP

Respectfully submitted by:



Jim Borton CRS-S
Director of Public Works





TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Josh Brick	Date:	July 31, 2024
Subject:	Monthly Report	Council Meeting Date:	August 7, 2024
Report #:	PW-24-20		

Recommendation:

That Report PW-24-20 be received as information.

Capital

- Princeton Pond Expansion project – Construction is moving well on the Van Wees Pond; the main pond is at depth and they are working on side slopes for the plantings by Ducks Unlimited.
- Princeton phase 3 (North section) – Viewcon is moving along as planned. They are working on getting Gissing, Cowen and McQueen streets completed with curbs and sidewalks and will then change their focus on to Main St. Main St. has been closed so that Viewcon can complete the work between Gissing & Cowan Streets with the rest of Main St. work scheduled for September.
- Bridge 24 EA – The EA reports are completed; we are compiling the comments that were received back and formulating responses. The next steps are to complete the drawings and have a public meeting.

County Shared Service/Road Association/Training

- Shared Services meeting – The service sharing committee will meet again in September.
- Road Association – With summer holidays and the busy construction season our next meetings for the Trade Show committee and the OCRSA are scheduled in September.
- AORS – With the June meeting having to be cancelled it was rescheduled in July. There was a half day work shop to review our strategic plan and a BOD meeting afterwards.

Other

- The month of July has seen more topsy, turvey, weather. The Township received 8 inches of rain in a 48-hour span. Many washouts occurred and a culvert needed to be replaced on Oxford-Waterloo Rd. Public Works did a good job closing roads in our typical flooding areas and spent days after the storms grading and fixing washouts. Public Works staff have also been working on changing culverts, sign replacements and regular maintenance activities. With the rain and heat we have been receiving the grass along the road side keeps growing at a rapid pace, we will be starting cutting again as it will require a 3rd cut this year instead of the standard 2 times.
- Reviewing EA documents for Bridge 24
- Attending by-weekly meetings about the Princeton project
- Working on approving road permits that would allow Xplornet to use the Township right of way to run fibreoptic cable in the Township.
- Work with supplier on future equipment purchases.
- Working with MESH and the Drainage Superintendent to add asset management programs to our road patrol and winter patrol program.
- Working with the Drainage Superintendent on finding suitable dump sites for the excess soil from the Princeton Drain project.
- Working with KSmart and Drainage Superintendent on the next phases of the Princeton project.
- Staff is continuing to meet with land owners at outdoor sites to discuss ditch or road issues.

Attachments None

Respectfully submitted by:



Jim Borton CRS-S
Director of Public Works



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council

From: Trevor Baer, Director of Community Services

Reviewed By: Josh Brick, CAO

Date: July 30 2024

Subject: Monthly Report – July

Council Meeting Date:
Aug 8 2024

Report #: CS-24-12

Recommendation:

That Report CS-24-12 be received as information.

Background:

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

Administration

Staff have reviewed all ice time requests from regular user groups and have allocated ice time that, while not exactly matching each group's request, meets their needs by offering the necessary hours at different times. This approach helps to maximize overall ice time usage for the season. All prime-time ice has been rented out, while some non-prime time slots remain available.

Additionally, the position for Cemetery Coordinator has been posted and will close on July 31. Once the application period ends, staff will review resumes and select the best candidate for the position.

We have also met with the group responsible for the Princeton Cemetery Decoration Day to discuss and coordinate the necessary preparations, this will take place on Aug 18 2024. Staff will be reaching out to the Drumbo Decoration Day organizers to ensure that all their needs and requirements are met as well, this will take place on Sept 1 2024.

Community Updates

Accessible Playground Project

Staff are planning the timelines for the accessible playground project in Plattsville Park, scheduled to begin in October. This project aims to create an inclusive play area for children of all abilities, promoting equal play opportunities.

Downtown Drumbo Beautification

The community services and public works staff collaborated to pour cement pads for benches and planters as part of the Downtown Drumbo Project. Community members installed the benches once the cement was set, and staff backfilled with dirt and planted grass seed.

Arena

Regular maintenance on the arena is underway, which includes:

- **Painting:** Freshening up walls, seating areas, and common spaces to maintain a clean and inviting environment.
- **Preventative Equipment Maintenance:** Ensuring all equipment is in optimal working condition to avoid unexpected breakdowns and provide a safe environment for all users.

Our maintenance team follows a comprehensive yearly checklist covering all aspects of arena upkeep, ensuring the facility remains in excellent condition year-round. Additionally, staff plan to have the ice ready for the first user group on September 12, 2024.

The Wild Lacrosse team has completed their first full season at the Plattsville arena and plans to return next season. They have been a fantastic group to work with, and staff have had a very positive experience with them.

Parks

Drumbo Richwood Soccer has concluded for the season, with the group expressing satisfaction with how the season went and already brainstorming ideas for next year.

We also hosted two minor baseball tournaments in July, attracting teams from across Ontario and some from Quebec.

Respectfully submitted by,
Trevor Baer, Director of Community Services



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Drew Davidson Director of Protective Services
Reviewed By:	Josh Brick, CAO	Date:	July 22 rd , 2024
Subject:	June Monthly Report	Council Meeting Date:	August 7 th 2024
Report #:	FC-24-16		

Recommendation:

That Report FC-24-16 is received as information.

Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of June 2024.

Analysis/Discussion:

Meetings, Courses and Training Attended:

- The month of June started off with our department receiving four TV monitors from the Fire Marshal's Public Safety Council Grant which was to be used to enhance technology in the fire stations. Staff is pleased that this grant was able to be put towards monitors which are an upgrade from a regular monitor to allow the same image to be displayed without burning it into the screen. They are mounted directly above our base radio in the station with the Who's Responding program displayed to allow firefighters at the station to quickly see who is responding and who is standing down, along with a GPS map of approximate location of the call. Staff has seen more and more firefighters using this app as a means of communication and allows responding firefighters to quickly make a decision to call in additional resources if response for that call is low. Our goal of incorporating the Who's Responding program and iPad technology into our stations was laid out in a three-year plan to include Who's Responding, iPad in each fire apparatus, and monitors in each station. With the assistance of this grant our department was able to complete this task in two years.
- Our Fire Prevention Officer Geoff Hayman informed the RFSOC group that he was the successful candidate for a FPO position in another town. Geoff was our first FPO officer for the RFSOC group and his vast knowledge and experience was a vital asset in making this work amongst the five rural Townships. We wish Mr. Hayman all the best in his future endeavors. This vacant position has been posted and we are currently working towards finding the next fire prevention officer for the RFSOC group.
- Blandford-Blenheim hosted the first weekend of the pump ops course in Plattsville. With the assistance of the Oxford County Water Department a new location was identified to try out

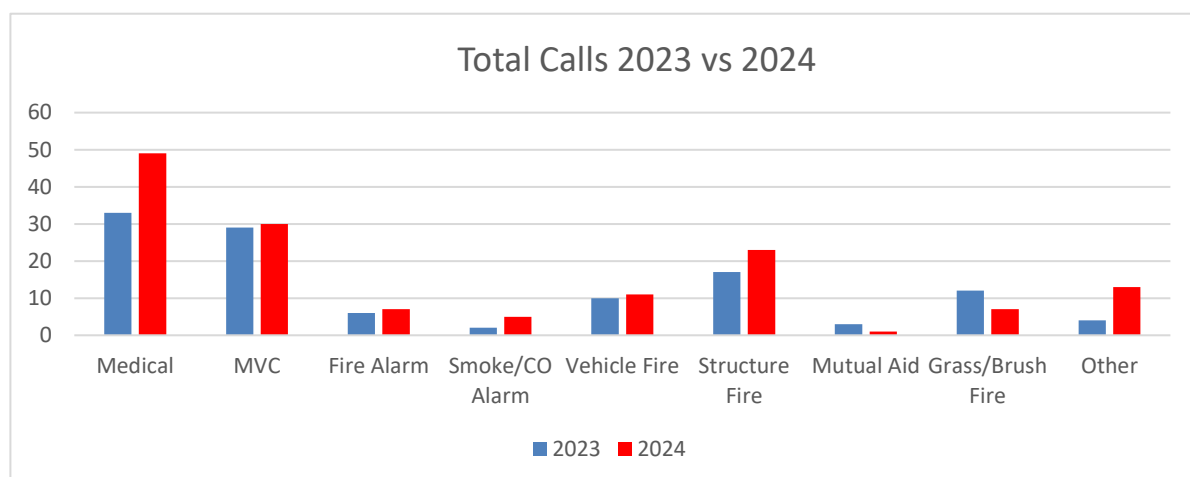
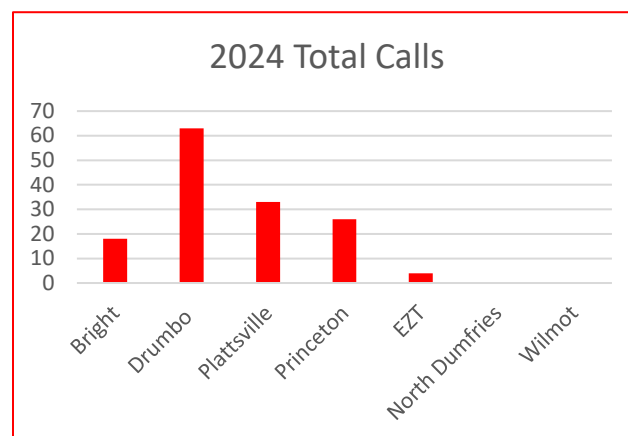
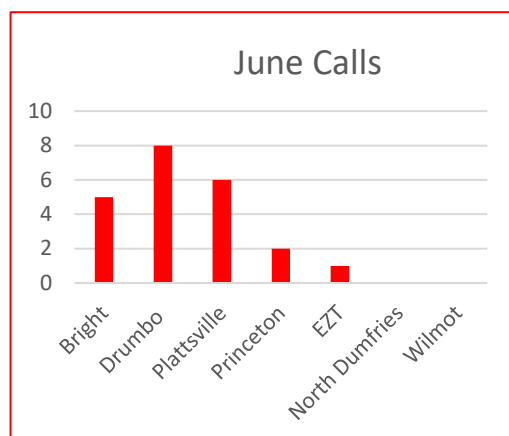
this year. This year we set up at the base of the water tower which has a hydrant located on the property. This ensured all apparatus was able to be staged off of the road and firefighters were able to learn without having to go between the fire station and rear of the ball diamonds which was our previous location. Staff would like to thank Norwich Township for quickly jumping in and taking over the second weekend of pump ops, another sign of how the RFSOC group is vitally important to the success of our firefighters.

- Staff, firefighters, specialty trained personnel, and the general public came together and searched for one of Blandford-Blenheim's own. Although the outcome was our worst fears, the way everyone worked together for one common goal was something you only find in a close-knit community like ours. Staff continues to use this as a spring board keep pushing the mental health of our firefighters front and centre to ensure they have resources available no matter the situation they may be facing.
- As June came to an end staff continued in preparation for Camp 85, we would like to thank everyone who reached out as the month was closing and offering to assist by any means to make sure Camp 85 was ready to launch for another year.

Fire:

- 36 burn permits were issued in June 2024
- June 2024 monthly fire calls with annual comparisons (included)

June Fire Reports:



By-Law Enforcement – June 2024

Dog at large...1

Zoning...1

Noise...2

Parking...1

Respectfully submitted by:



Drew Davidson
Director of Protective Services



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Drew Davidson Director of Protective Services
Reviewed By:	Josh Brick, CAO	Date:	July 22, 2024
Subject:	Regional Training Centre	Council Meeting Date:	August 7, 2024
Report #:	FC-24-17		

Recommendation:

That Report FC-24-17 be received as information; and,

That the Clerk be directed to sign the Emergency Services Training and Registration Agreement between the Ontario Fire College and the Township of Blandford-Blenheim on behalf of the Rural Fire Services of Oxford County (Blandford-Blenheim, East Zorra-Tavistock, , Norwich, Zorra, South-West Oxford) to establish a Regional Training Centre.

Background:

On January 13th, 2021, the Ministry of the Solicitor General's office announced that the Ontario Fire College would close permanently on March 31st, 2021, moving to a regionalized model for training. The regionalized model will include satellite Regional Training Centres (RTC) established throughout the province to deliver Ontario Fire College curriculum. The RTCs are intended to make training more accessible to fire service members throughout the province.

Discussion:

In May 2024, the Ontario Fire College began rolling out an online Learning Management System to track all firefighter certifications, course completions and permit course enrolment through an online registration for those taking RTC Courses. As a result of this, the RFSOC Fire Chiefs reached out to the OFC to gauge interest in establishing a Regional Training Centre (RTC) in the Rural Fire Services of Oxford County, noting that we have an excellent in-house training program that has been delivered for the past number of years and offered to outside fire services to help offset our costs.

The Ontario Fire College is pleased with the level of support that RFSOC has internally and historically with the neighbouring municipalities.

Some characteristics that are associated with the Regional Training Centre model are:

- The RTC will have the ability to teach in any fire station throughout Oxford County.

- All instructors teaching within the RTC will be approved and screened by the Ontario Fire College - with an intent to build up an internal instructor base. This will give opportunity to instructors and departments within the area.
- All courses utilize the Ontario Fire College curriculum and meet the requirements for Provincial National Fire Protection Association (NFPA) certification.
- RTC's have the ability to set costs per course based on incurred costs. This will allow RFSOC to recover some costs and to keep training costs minimal for member departments.
- RFSOC students will have a thirty-day window when a course is first offered to sign up, prior to it being offered to non-RFSOC students.
- This will not replace our current RFSOC recruit classes. We will continue to offer Firefighter 1 & 2, Haz-Mat Awareness, Haz-Mat Operations, and DZ licensing to our recruits through the RFSOC group.

It is important to note that staff have met with the Assistant Deputy Fire Marshal on a few occasions related to this and do not foresee any barriers to establishing a Regional Training Centre in the Rural Fire Services at this time. Executing the Agreement is the first step and staff will work closely with the Assistant Deputy Fire Marshal and the Ontario Fire College Manager to be ready to commence courses as early as January 2025.

Staff are seeking Council's authorization to execute the attached *Emergency Services Training and Registration Agreement* ("Agreement") to establish a Regional Training Centre in the Rural Fire Services of Oxford County with the Township of Norwich being the main contact point. Norwich was chosen as it holds the training records, testing material, central library, and the shared service Training Officer position is hosted in Norwich. The Agreement, prepared by the Ontario Fire College (OFC), is attached to this report.

Financial Considerations:

- Course delivery costs incurred by the Township upfront will be reimbursed through a cost per student recovery model associated with each course; and
- Non-member departments will pay a higher student rate and revenue will be used to procure training assets (if required) and offset general operating expenses thereby reducing costs for member departments; and
- Instructor wages will be paid directly from the Ontario Fire College.

It is anticipated that savings in training costs for participating Local Municipal Partners will be extensive. Savings will be achieved with a lower cost per student registration, a reduction in administrative burden including time associated with the preparation of course materials. Instructor time will be partially funded on a per-student basis by the Ontario Fire College.

Conclusion:

The proposed partnership with the Ontario Fire College to bring a Regional Training Centre to RFSOC is a "win-win" situation that will ensure fire departments in Oxford County are trained, well-prepared, and familiar with each other – something that is critically important when multiple departments work together on large incidents.

EMERGENCY SERVICES TRAINING AND REGISTRATION AGREEMENT in effect as of August 13, 2024

BETWEEN:

The Corporation of the Township of Norwich (on behalf of the Rural Fire Services of Oxford County consisting of Blandford-Blenheim, East Zorra-Tavistock, Zorra, and South-West Oxford) (the “Township”)

- and –

His Majesty the King in Right of Ontario as represented by the Solicitor General operating through the Ontario Fire College (the “OFC”)

WHEREAS:

- The OFC is mandated in the *Fire Protection and Prevention Act, 1997*, as part of the Office of the Fire Marshal, to develop and provide training programs to improve practices relating to fire protection services;
- The Township owns and operates a Facility suitable for training firefighters, including firefighters from other fire departments;
- Both Parties recognize that this Agreement promotes the Parties’ shared interest and mandate in providing training, for the benefit of the citizens of Ontario;
- The Township agrees to offer the Facility to the OFC at no charge to the OFC, based on the terms and conditions prescribed herein;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

Part 1: Definitions and Interpretation

1.01 *Definitions* - In this Agreement, the following terms have the following meanings:

“**Agreement**” means the body of this Agreement, and any appendices attached hereto;

“**Course**” means a course offered by the OFC, as prescribed in the Course calendar;

“**Facility**” means the premises situated at [Norwich Fire Station 1 Otterville, Norwich Fire Station 2 Norwich, Norwich Fire Station 3 Burgessville, Township of Norwich Operations Centre 285725 Airport Road, Norwich Fire Station 4 Oxford Centre, South-West Oxford Station 1 Brownsville, South-West Oxford Station 2 Mount Elgin, South-West Oxford Station 3 Beachville, Blandford-Blenheim Plattsville Fire Station, Blandford-Blenheim Princeton Fire Station, Blandford-Blenheim Bright Fire Station, East Zorra-Tavistock Hickson Fire Station, East Zorra-Tavistock Innerkip Fire Station, East Zorra-Tavistock Tavistock Fire Station, Zorra Thamesford Fire Station which maybe

owned and operated by the Township; or other locations within the Regional Municipality of the Township agreed to by the parties and can include Satellite sites which a MOU has been entered.

“OFC Address” and **“OFC Representative”** mean: 25 Morton Shulman, Toronto, Ontario, M3M 0B1

Attn: Jeff VanRybroeck, Assistant Deputy Fire Marshal
Tel: 705-644-2260; Email: Jeff.VanRybroeck@ontario.ca;

“Party” means the OFC or the Town and **“Parties”** means both of them; and,

“Township Address” and **“Township Representative”** mean: [*Rural Fire Services Oxford County - RFSOC*]

Attn: [*Township of Norwich - Director of Fire and Protective Services*]
[285767 Airport Road, Norwich, Ontario, N0J 1P0]
[519-667-2000]; Email: [dvanpagee@norwich.ca]

1.02 *No indemnities created* - Notwithstanding anything else in this Agreement, any express or implied reference to the OFC providing an indemnity or any other form of indebtedness or contingent liability that would directly or indirectly increase the indebtedness or contingent liabilities of the Government of Ontario, whether at the time of execution of the Agreement or at any time during the Term of the Agreement, is contrary to the Ontario *Financial Administration Act*, and shall be void and of no legal effect. Additionally, the Township will not have any indemnification obligations to either OFC, its employees, contractors or agents and any third party.

1.03 *Entire Agreement* - This Agreement embodies the entire agreement between the Parties with regard to the subject matter herein and supersedes any prior understanding or agreement, collateral, oral or otherwise, existing between the Parties at the date of execution of the Agreement.

1.04 *Enforceability of Agreement* - If any term or condition of this Agreement, or the application thereof to the Parties or to any persons or circumstances, is to any extent invalid or unenforceable, the remainder of this Agreement, and the application of such term or condition to the Parties, persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby.

1.05 *Force Majeure* - Neither Party shall be liable for damages caused by delay or failure to perform its obligations under this Agreement where such delay or failure is caused by an event beyond its reasonable control. The Parties agree that an event shall not be considered beyond one's reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in the Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such event. Without limiting the generality of the foregoing, the Parties agree that force majeure events shall include natural disasters and acts of war, insurrection and terrorism, shortage of water, power, labour disputes, strikes, lockouts, fire, flood, explosion and public health emergencies. If a Party seeks to excuse itself from its obligations under this Agreement due to a force majeure event, that Party shall immediately notify the other Party of the delay or non-performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance.

1.06 *Notices* - Notices shall be in writing and shall be delivered by postage-prepaid envelope, personal delivery facsimile, or by email and shall be addressed to, respectively, the OFC Address to the attention of the OFC Representative and to the Township Address to the attention of the Township Representative. Notices shall be deemed to have been given: (a) in the case of postage-prepaid envelope, five (5) business days after such notice is mailed; or (b) in the case of personal delivery, email or facsimile one (1) business day after such notice is received by the other Party. In the event of a postal disruption, notices must be given by personal delivery, email or by facsimile. Unless the Parties expressly agree in writing to additional methods of notice, notices may only be provided by the methods contemplated in this paragraph.

1.07 *Changes By Written Amendment Only* – Any changes to this Agreement shall be by written amendment signed by the Parties. No changes shall be effective or shall be carried out in the absence of such an amendment.

PART 2: Delivery of Courses

2.01 *Delivery of Courses* - The OFC agrees to offer one or more Courses at the Facility, in accordance with this Agreement. The Courses offered shall be from the list of courses contained in the OFC Annual Calendar, and which may be amended by the OFC from time to time, without prior notice.

2.02 *Criteria for Establishing Delivery of Courses* - The OFC shall solely determine, in its sole discretion, upon consultation with the Township:

- (a) Which Courses the OFC will offer at the Facility;
- (b) Which instructor or instructors the OFC will use to offer the Course;
- (c) Who will be eligible to register for a Course, and without limiting the generality of the foregoing, whether non-firefighters and non-Township employees shall be eligible to register for a Course;
- (d) In which locations in, or parts of the Facility a Course will be offered;
- (e) What equipment and materials will be used by the OFC during the Course; and,
- (f) At which times will a Course be offered.

2.03 *Inspection of Facility, etc.* - The OFC shall have the opportunity to inspect the Facility prior to the commencement of the Course to ensure the Facility is appropriate for its intended use. The Township shall notify the OFC forthwith of any changes to the Facility, which in the Township's sole opinion, may affect the offering of a Course.

2.04 *Fee* - The OFC shall charge the Township a fee for each of their employees who are enrolled in a Course. The cost of 65 dollars (CAD) per employee per registered Course. This fee may be amended by the OFC from time to time, with reasonable notice to the Township.

2.05 *Registration* - The OFC shall require the Township to register any employee, who is enrolled in a Course, using the OFC's registration system.

2.06 *Cancellation of Course* - The OFC reserves the right to cancel a Course at any time, at its sole discretion, and without the OFC incurring any costs or being liable for any damages. The OFC shall make its best effort to provide the Township with at least thirty (30) days' notice should a Course be cancelled.

2.07 *OFC Instructors* - The OFC will be responsible for the recruitment, screening (including criminal record and other background checks that the OFC may choose to conduct), selection and supervision of the OFC Instructors. The OFC shall ensure that the OFC Instructors are appropriately qualified, competent, and skilled to instruct the Courses.

2.08 *Workplace Safety and Insurance* - The OFC is part of the Ministry of the Solicitor General. This precludes any employee of the OFC from being construed to be employees or agents of the Township. The OFC hereby confirms that it is registered with the Workplace Safety and Insurance Board ("WSIB") as a Schedule 2 Employer. As a Schedule 2 Employer, the OFC is self-insured for all related WSIB claims and is directly and solely responsible for the costs of its claims. For greater clarity, the parties recognize that for the purposes of the Workplace Safety Insurance Act, 1997, the OFC shall be responsible for any WSIB related claim for OFC Adjunct Instructors or any of its other employees.

PART 3: Obligations and Authorities of Township

3.01 *Obligations* - The Township shall:

- (a) Make its Facility available for each Course that is offered, in compliance with the requirements of the OFC as authorized and established herein;
- (b) Ensure that the Facility is fit for the purpose of providing training as authorized herein, including by providing equipment and materials as directed by the OFC;
- (c) Ensure that it obtains the written consent of the Township's employees, prior to disclosing the Townships employees' personal information to the OFC for registration or any other authorized purposes; and,
- (d) Ensure that the individual designated as the Township Representative is available for the purpose of complying with the Township's obligations as set out herein.

3.02 *Fee* - The Township may set fees for any firefighter to attend the Course, who is not an employee of the Township, provided such fees are reflective of the costs incurred by the Township in providing the Course.

PART 4: Term and Termination

4.01 *Term* - This Agreement shall commence on the date first written above and shall be for a three (3) year term. Unless terminated earlier in accordance with s. 4.02 of this Agreement, the Agreement will expire at the end of the three (3) year term.

4.02 *Termination* - This Agreement shall terminate upon one Party providing the other with thirty (30) days prior written notice.

PART 5: Confidentiality

5.01 *Confidentiality of Information* – The Parties, including the OFC Instructors shall treat all information they receive from the other Party (including all written, recorded, electronic or oral information) as confidential, unless otherwise directed by the other Party.

5.02 *Freedom of Information Requests* – Both Parties acknowledge that they are subject to freedom of information legislation which governs the records that they have custody or control over. In the event that either of the Parties receives a freedom of information request for this Agreement or for the records that belong to the other Party and that have been shared pursuant to the Agreement, they shall forthwith notify the other Party. Both Parties agree to make every reasonable effort to assist the other Party in complying with its respective obligation under the applicable freedom of information legislation.

PART 6: Insurance

6.01 *Insurance* - The OFC, as their sole cost and expense, will obtain and keep in full force and effect during the term of the agreement and any renewals thereof, the following forms of insurance with insurers licensed and approved to operate in the province of Ontario:

- Commercial General Liability insurance including premises and all operations in an amount of not less than five million dollars (\$5,000,000) for claims arising out of one occurrence, for third party bodily injury and property damage, products and completed operations, contractual liability, owners and contractors protective coverage, non owned automobile and contain a cross liability and severability of interests clause adding the Township as additional protected person.
- Automobile Liability Insurance in respect to licensed vehicles owned and / or leased, with limits of not less than two million dollars (\$2,000,000) inclusive per occurrence for bodily injury, death and damage to property

The OFC's certificate of insurance form shall be completed by OFC's insurance broker or insurer and a copy of same, evidencing that the insurance requirements described above is in full force and effect shall be provided to the Township within seven days of executing this Agreement.

It is further agreed that the OFC shall endeavour to not change, amend or cancel the policies specified herein unless the OFC has provided thirty (30) days prior written notice to the Township and such change or amendment has been approved by the Township.

PART 7: General

7.01 *Parties Power to Contract* - The Parties represent and warrant that they have the full right and power to enter into this Agreement and there is no agreement with any other person or any law that would in any way interfere with the rights of the Parties under this Agreement.

7.02 *Representatives May Bind the Parties* - The Parties represent that their respective representatives have the authority to legally bind them.

7.03 *Parties Not a Partner or Employee of Each Other* - The Parties shall have no power or authority to bind one another or to assume or create any obligation or responsibility, express or implied, unless expressly set out in this Agreement. Neither Party shall hold itself out as an agent, partner or employee of the other Party. Nothing in this Agreement shall have the effect of creating an employment, or partnership relationship between the Parties (or any of the Parties directors, officers, employees, agents, partners, affiliates, volunteers or subcontractors).

7.04 *No Subcontracting or Assignment* – Neither party shall subcontract or assign the whole or any part of this Agreement.

7.05 *Responsibility for employees, etc* - Both Parties agree that they are responsible for ensuring that their representatives, employees and agents are aware of the obligations of the Parties under this Agreement.

IN WITNESS WHEREOF the Parties hereto have executed the Agreement effective as of the date first above written:

The Ontario Fire College

Signature:

Name: Jeff VanRybroeck

Title: Assistant Deputy Fire Marshal

Date of Signature:

I have authority to bind the OFC.

**The Corporation of the Township of Norwich
on behalf of the Rural Fire Services of Oxford**

**County (Norwich, Blandford-Blenheim, East
Zorra-Tavistock, Zorra, South-West Oxford)**

Signature:

Name: Kim Armstrong

Title: Clerk

Date of Signature:

I have authority to bind the Township.

The Township of Blandford-Blenheim

Signature:

Name:

Title: Clerk

Date of Signature:

I have authority to bind the Township.

The Township of East Zorra-Tavistock

Signature:

Name:

Title: Clerk

Date of Signature:

I have authority to bind the Township.

The Township of Zorra

Signature:

Name:

Title: Clerk

Date of Signature:

I have authority to bind the Township.

The Township of South-West Oxford

Signature:

Name:

Title: Clerk

Date of Signature:

I have authority to bind the Township.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Ray Belanger, CBO
Reviewed By:	Josh Brick, CAO	Date:	July 31, 2024
Subject:	Monthly Report to Council	Council Meeting Date:	August 7, 2024
Report #:	CBO-24-07		

Recommendation:

That report CBO-24-07 be received as information.

Background:

To provide Council with an update regarding the monthly building activities for the period ending on June 30, 2024.

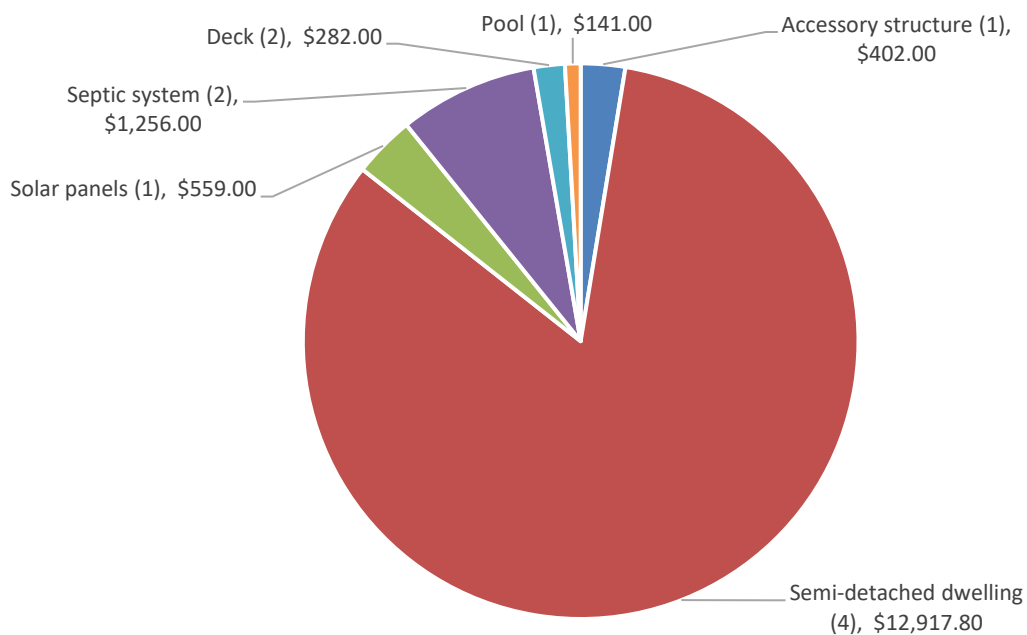
Building Department Updates:

- The building department issued 11 permits for the month of June 2024.

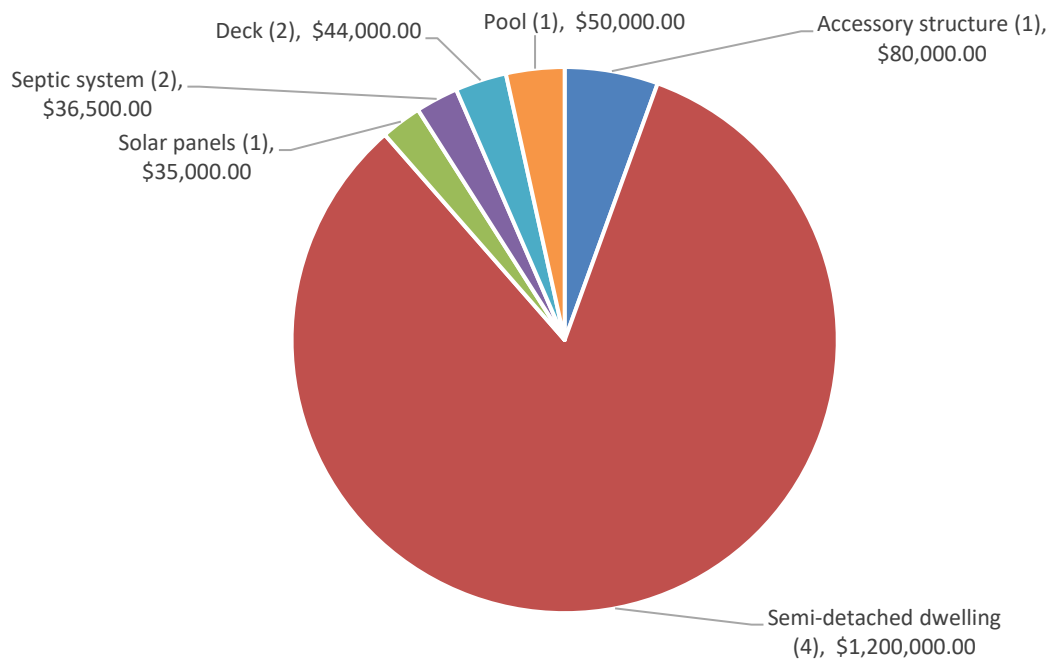
Respectfully submitted by:

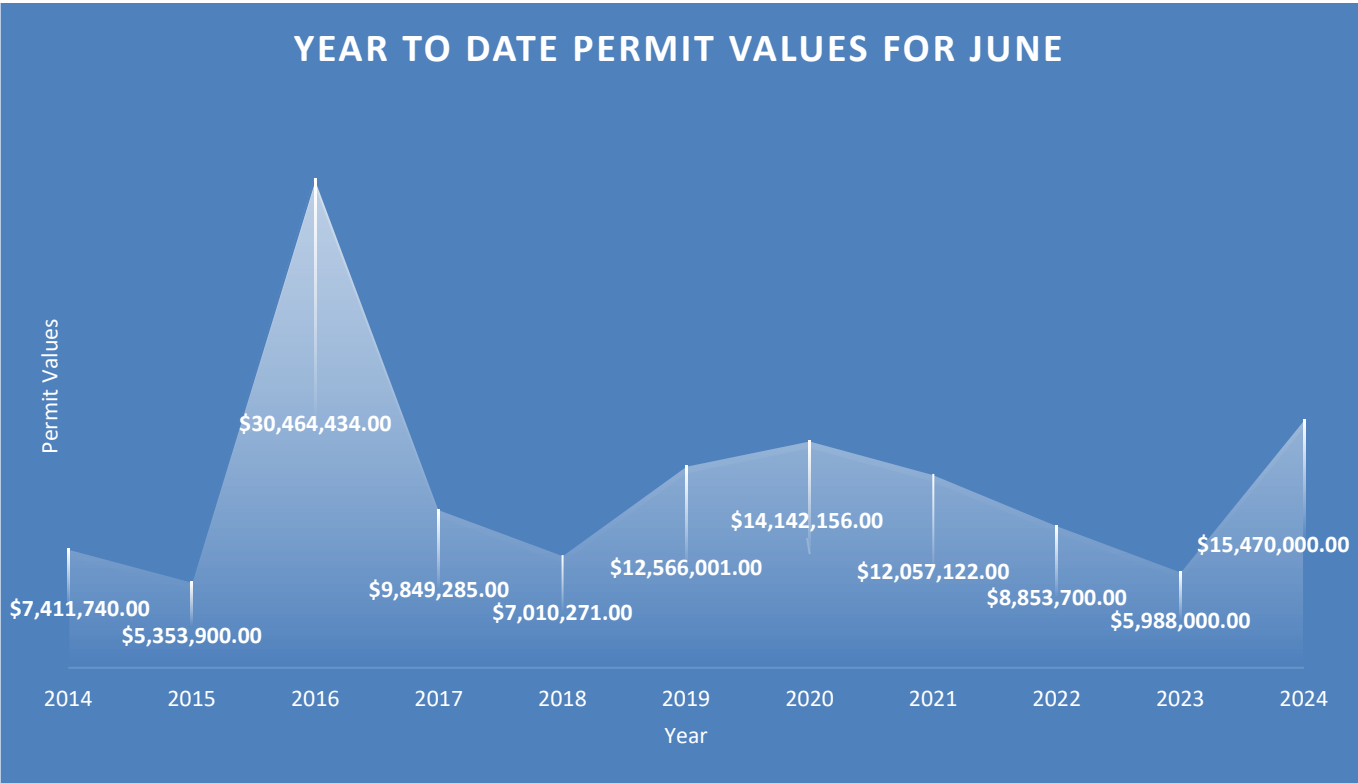
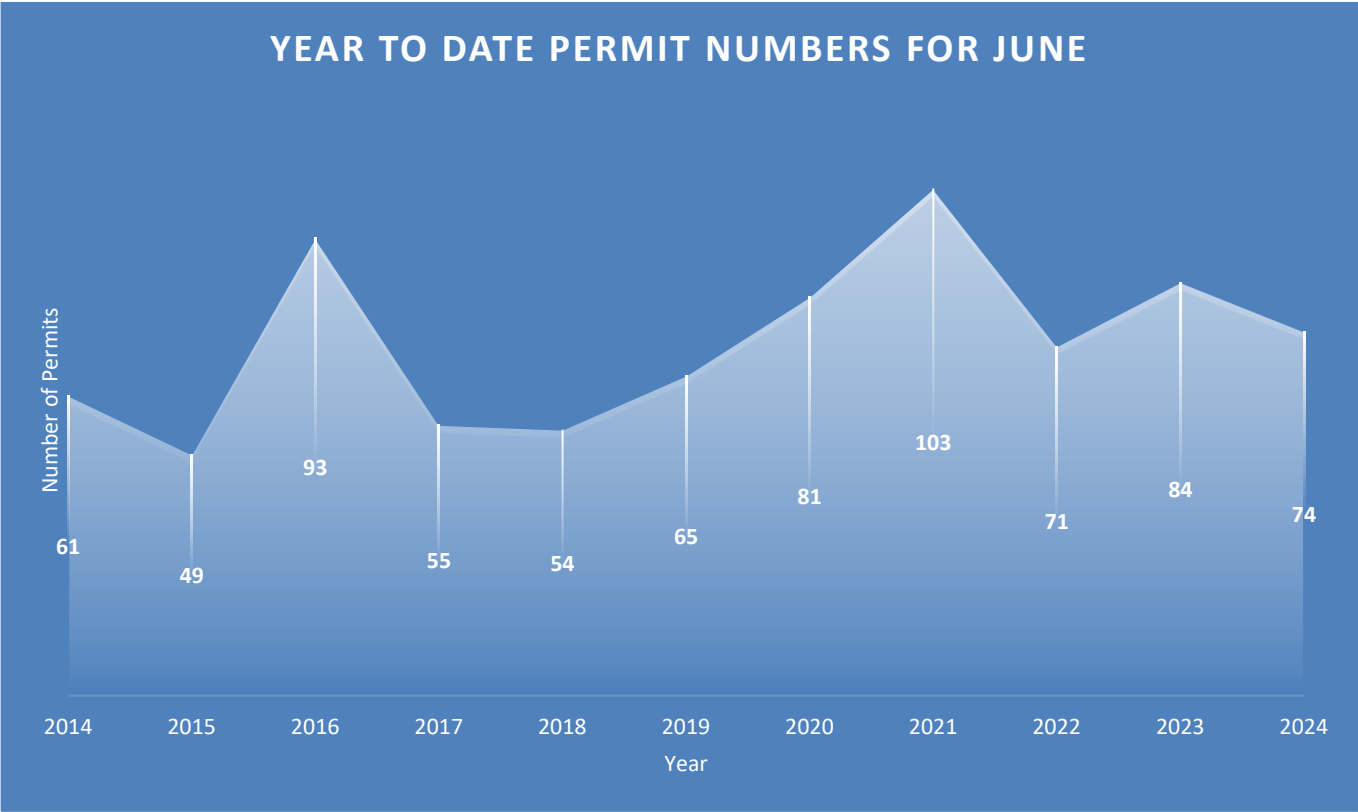
Ray Belanger
Chief Building Official
Manager of Building Services

June 2024 Permit Fees



June 2024 Construction Value







TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance/Treasurer
Reviewed By:	Josh Brick, CAO	Date:	July 30, 2024
Subject:	Interim Financial Reports – 2 nd Quarter – June 30, 2024	Council Meeting Date:	August 7, 2024
Report #:	TR-24-11		

Recommendation:

That Report TR-23-12 be received as information.

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 2nd Quarter report shows the 2024 Total Budget, the 2024 Budget to date (end of 2nd Quarter), the Actuals to date (end of 2nd Quarter), the dollar variance as well as the % variance. The report is attached for Council's review and is for the period ending June 30, 2024.

An interim capital report is also being provided to Council to show where all capital projects are to date as well as forecast total costs.

Analysis/Discussion:

The operating variance report indicates that at this point in the year, some departments are over budget, some are under, depending on how revenues are received throughout the year and how expenses are spread throughout the year. There are comments explaining the larger variances.

Half of all Transfers to reserves have been completed for the year as at June 30th, except for DCs which are allocated at the end of the year.

Transfers from reserves were completed to fund projects to date. There were no transfers from reserves done in the Public Works department as receipts of half of the annual OCIF amount and interim payments from the County more than offset the capital completed to date in this department.

The last page is a summary of all the departments, indicating a surplus at the end of the second quarter. This is attributed to the Township receiving grants and other revenues prior to the associated expenses. Revenue and Expenses in each department vary significantly in their timing. Staff will continue to monitor closely to ensure alignment with the budget.

The Capital interim report shows the expense for each project as of June 30th and any anticipated variances. A few projects have already been completed but most are in progress.

Financial Considerations: NA

Attachments:

Interim Variance Report – June 30, 2024

2024 Capital – 2nd Qtr Interim Report

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer

Township of Blandford-Blenheim

Council

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Other Revenue						
01-1070-0370 ELECTION NOMINATION FEES	-	-	-	-	#DIV/0!	
01-1070-0444 HST RECOVERY ON NON-TAXABLE WAGES	-	-	-	-	#DIV/0!	
Total Other Revenue	-	-	-	-	#DIV/0!	
Contribution from Reserves						
01-1070-0525 CONTRIB. FROM RESERVES	-60,000	-30,000	-	30,000	-100.0%	funding for secondary plan not started yet
Total Contribution from Reserves	-60,000	-30,000	-	30,000	-100.0%	
Total Revenue	-60,000	-30,000	-	30,000	-100.0%	
Expenses						
Salaries, Wages & Benefits						
01-1090-0550 REGULAR EARNINGS	96,373	48,186	48,194	8	0.0%	
01-1090-0555 BENEFITS	5,525	2,760	2,487	-273	-9.9%	
Total Salaries, Wages & Benefits	101,898	50,946	50,681	-265	-0.5%	
Administration Expenses						
01-1092-0612 CONVENTIONS, TRAINING & SEMINARS	10,000	4,998	8,544	3,546	70.9%	large portion of conferences done at beginning of year
01-1092-0618 ELECTION EXPENSE	-	-	-	-	#DIV/0!	
01-1092-0620 PUBLIC/EMPLOYEE RELATIONS	6,000	3,000	228	-2,772	-92.4%	
01-1092-0638 MEALS - COUNCIL MEETING	250	126	210	84	66.7%	
01-1092-0640 MEETINGS INVESTIGATOR	120	60	1,018	958	1,596.7%	annual retainer
01-1092-0663 PROFESSIONAL FEES/SERVICES	60,000	30,000	305	-29,695	-99.0%	no secondary plan started yet
01-1092-0668 SUPPLIES - COUNCIL	100	48	66	18	37.5%	
01-1092-0670 TELEPHONE	250	126	-	-126	-100.0%	
01-1092-0674 MILEAGE	250	126	-	-126	-100.0%	
Total Administration Expenses	76,970	38,484	10,371	-28,113	-73.1%	
Other Expenses						
01-1092-0777 MISC. EXPENSE - COVID-19	-	-	-	-	#DIV/0!	
Total Other Expenses	-	-	-	-	#DIV/0!	
Contribution to Reserves						
01-1093-0950 TRANSFER TO ELECTION RESERVE	-	-	-	-	#DIV/0!	
01-1093-0955 TRANSFER TO SWIFT RESERVE	-	-	-	-	#DIV/0!	
Total Contribution to Reserves	-	-	-	-	#DIV/0!	
Total Expenses	178,868	89,430	61,052	-28,378	-31.7%	
Total Council	118,868	59,430	61,052	1,622	2.7%	

Township of Blandford-Blenheim

General Revenue

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Levy adjustments (Supps, Omits, Write-offs, etc)						
01-0518-0030 MPAC/ARB/MUNICIPAL ASSESSMENT ADJUSTMENTS	40,000	19,998	2,429	-17,569	-87.9%	Majority of tax addustments are processed in 3rd Qtr.
01-0518-0035 TOWNSHIP SUPPS/OMITS	-50,000	-25,002	-	25,002	-100.0%	
01-0518-0040 TOWNSHIP WRITE-OFFS	5,000	2,502	-	-2,502	-100.0%	
01-0518-0042 VACANCY REBATE	2,000	1,002	-	-1,002	-100.0%	
Total Levy adjustments (Supps, Omits, Write-offs, etc)	-3,000	-1,500	2,429	3,929	-261.9%	
Payment-In-Lieu						
01-0520-0045 CANADA POST	-1,839	-918	-	918	-100.0%	PILs processed in 3rd Qtr.
01-0520-0050 CPR/CNR - RAILWAYS GRANT IN LIEU	-14,736	-7,368	-	7,368	-100.0%	
01-0520-0056 EDUCATION PIL TAXES RETAINED BY TOWNSHIP (COUNTY	-16,537	-8,268	-873	7,395	-89.4%	
01-0520-0060 HYDRO ONE - IHN PROPERTIES	-1,259	-630	-	630	-100.0%	
01-0520-0065 MANAGEMENT BOARD SECRETARIAT	-6,395	-3,198	-	3,198	-100.0%	
01-0520-0070 MINISTRY OF TRANSPORTATION	-	-	-	-	#DIV/0!	
01-0520-0075 OXFORD COUNTY	-8,266	-4,134	-	4,134	-100.0%	
Total Payment-In-Lieu	-49,032	-24,516	-873	23,643	-96.4%	
Federal / Provincial Grants						
01-0530-0085 ONT MUNICIPAL PARTNERSHIP FUND	-621,100	-310,548	-310,550	-2	0.0%	
Total Federal / Provincial Grants	-621,100	-310,548	-310,550	-2	0.0%	
Revenue from Other Municipalities						
01-0540-0125 CUSTOMER SERVICE - WASTE MANAGEMENT	-7,550	-3,774	-	3,774	-100.0%	Invoiced at year end.
01-0540-0140 WOODSTOCK - BASE TAXES	-100,270	-50,136	-50,135	1	-0.0%	
01-0540-0145 WOODSTOCK - ROYALTIES	-77,930	-38,964	-41,240	-2,276	5.8%	
01-0540-0150 WOODSTOCK - SITE A (TOYOTA)	-1,058,940	-529,470	-531,155	-1,685	0.3%	
Total Revenue from Other Municipalities	-1,244,690	-622,344	-622,530	-186	0.0%	
User Fees						
01-0550-0155 BAG TAGS	-200	-102	2,637	2,739	-2,685.3%	Prepaid inventory set up at year end.
01-0550-0160 BLUE BOX SALES	-	-	-50	-50	#DIV/0!	
01-0550-0170 COMPOSTER SALES	-	-	287	287	#DIV/0!	
01-0550-0175 CIVIL MARRIAGE SERVICE	-2,000	-1,002	-850	152	-15.2%	
Total User Fees	-2,200	-1,104	2,024	3,128	-283.3%	
Licences & Permits						
01-0560-0225 AUCTIONEER LICENCES	-	-	-	-	#DIV/0!	

Township of Blandford-Blenheim

General Revenue

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-0560-0235 BURIAL PERMIT FEES	-3,000	-1,500	-1,065	435	-29.0%	
01-0560-0240 BLDG PERMIT ADMIN FEES	-25,000	-12,498	-18,928	-6,430	51.4%	
01-0560-0245 LOTTERY LICENCES	-625	-312	-153	159	-51.0%	
01-0560-0265 HUNTING LICENCES	-	-	-	-	#DIV/0!	
01-0560-0270 MARRIAGE LICENCES	-3,000	-1,500	-1,440	60	-4.0%	
Total Licences & Permits	-31,625	-15,810	-21,586	-5,776	36.5%	
Interest Income						
01-0571-0475 BANK - INTEREST EARNED	-100,000	-49,998	-149,126	-99,128	198.3%	Rates remain high, some has to be allocated to DCs and CCBF (Gas Tas)
01-0571-0490 CURRENT YEAR - REALTY TAX INTEREST	-55,000	-27,498	-8,066	19,432	-70.7%	
01-0571-0495 INTEREST CHARGED ON DRAINS	-500	-252	-	252	-100.0%	
01-0571-0500 INTEREST CHARGED ON ACCOUNTS RECEIVABLE	-	-	-3,691	-3,691	#DIV/0!	
01-0571-0510 PREV. YEARS - REALTY TAX INTEREST	-75,000	-37,500	-64,620	-27,120	72.3%	
Total Interest Income	-230,500	-115,248	-225,503	-110,255	95.7%	
Other Revenue						
01-0540-0130 PRINCETON MUSEUM/LIBRARY ASSOC.	-200	-102	-	102	-100.0%	
01-0570-0370 COMMISSIONER OF OATHS	-300	-150	-140	10	-6.7%	
01-0570-0380 FAX & PHOTOCOPIER	-25	-12	-10	2	-16.7%	
01-0570-0395 LEASES	-100	-48	-100	-52	108.3%	
01-0570-0400 MISC. REVENUE	-	-	-80	-80	#DIV/0!	
01-0570-0430 WSIB/EHT REBATE	-	-	-	-	#DIV/0!	
01-0570-0445 SALE OF TOWNSHIP PROPERTY	-	-	-	-	#DIV/0!	
01-0570-0450 TAX CERTIFICATES	-4,500	-2,250	-2,745	-495	22.0%	
01-0570-0455 TAX REGISTRATION COSTS	-	-	-	-	#DIV/0!	
01-0570-0470 UTILITY REBATES	-	-	-5	-5	#DIV/0!	
01-0570-3230 CASH OVERAGE/SHORTAGE	-	-	-2	-2	#DIV/0!	
Total Other Revenue	-5,125	-2,562	-3,082	-520	20.3%	
Total Revenue	-2,187,272	-1,093,632	-1,179,671	-86,039	7.9%	
Total General Revenue	-2,187,272	-1,093,632	-1,179,671	-86,039	7.9%	

Township of Blandford-Blenheim

Administration

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Federal / Provincial Grants						
01-1130-0105 FEDERAL/PROVINCIAL GRANTS	-	-	-	-	#DIV/0!	
01-1130-0106 SAFE RESTART FUNDING	-	-	-	-	#DIV/0!	
01-1130-0115 FCM GRANT - MAMP	-	-	-	-	#DIV/0!	
Total Federal / Provincial Grants	-	-	-	-	#DIV/0!	
Revenue from Other Municipalities						
01-1170-0415 RECOVERY FROM OTHER MUNICIPALITIES	-	-	-	-	#DIV/0!	
Total Revenue from Other Municipalities	-	-	-	-	#DIV/0!	
Other Revenue						
01-1170-0410 ADMIN - MISC. REVENUE	-	-	-2,766	-2,766	#DIV/0!	Admin fee for Princeton Drain debentures
01-1170-2360 DONATIONS	-	-	-15,945	-15,945	#DIV/0!	Drumbo Beautification donations
Total Other Revenue	-	-	-18,711	-18,711	#DIV/0!	
Development Charges						
01-1175-0515 DEVELOPMENT CHARGES REC'D - ADMIN	-	-	-	-	#DIV/0!	
Total Development Charges	-	-	-	-	#DIV/0!	
Contribution from Reserves						
01-1180-0520 CONTR. DEVELOPMENT RES. - ADMINISTR	-4,324	-2,160	-10,256	-8,096	374.8%	funding of DC study
01-1180-0525 CONTRIB. FROM RESERVES	-10,676	-5,340	-5,666	-326	6.1%	
01-1180-0526 CONTRIB. FROM RESERVES - OFFICE PROPERTY	-10,000	-4,998	-4,503	495	-9.9%	
01-1180-0527 CONTRIB. FROM RESERVES - OFFICE EQUIP	-10,000	-4,998	-4,288	710	-14.2%	
01-1180-0529 CONTRIB. FROM TAX STABILIZATION RESERVE	-	-	-	-	#DIV/0!	
Total Contribution from Reserves	-35,000	-17,496	-24,713	-7,217	41.2%	
Total Revenue	-35,000	-17,496	-43,424	-25,928	148.2%	
Expenses						
Salaries, Wages & Benefits						
01-1190-0550 REGULAR EARNINGS - FULL TIME	527,563	263,784	234,443	-29,341	-11.1%	
01-1190-0555 BENEFITS - FULL TIME	168,707	84,354	74,930	-9,424	-11.2%	
01-1191-0550 REGULAR EARNINGS - PART TIME	7,705	3,852	3,874	22	0.6%	
01-1191-0555 BENEFITS - PART TIME	794	396	305	-91	-23.0%	
Total Salaries, Wages & Benefits	704,769	352,386	313,552	-38,834	-11.0%	
Administration Expenses						
01-1192-0602 ADVERTISING	1,000	498	-	-498	-100.0%	
01-1192-0604 AUDIT FEES	24,791	12,396	-15,850	-28,246	-227.9%	2023 audit fees not yet paid in June.

Township of Blandford-Blenheim

Administration

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-1192-0606 COMPUTER HARDWARE/SOFTWARE	10,000	4,998	4,288	-710	-14.2%	
01-1192-0607 COMPUTER - IT SERVICES	6,000	3,000	2,130	-870	-29.0%	
01-1192-0608 COMPUTER - ANNUAL CONTRACTS	30,000	15,000	9,521	-5,479	-36.5%	
01-1192-0612 CONVENTIONS / TRAINING	14,000	7,002	2,694	-4,308	-61.5%	
01-1192-0615 DEVELOPMENT CHARGES STUDY	15,000	7,500	15,922	8,422	112.3%	DC study completed.
01-1192-0622 EMPLOYEE/PUBLIC RELATIONS	3,000	1,500	736	-764	-50.9%	
01-1192-0635 LEGAL FEES	5,000	2,502	4,172	1,670	66.7%	
01-1192-0642 MEMBERSHIP DUES	3,800	1,902	4,356	2,454	129.0%	
01-1192-0644 MISC OTHER EXPENSES	-	-	-1	-1	#DIV/0!	
01-1192-0655 PHOTO COPIER /OFFICE EQUIP LEASE & USAGE	6,500	3,252	2,471	-781	-24.0%	
01-1192-0660 COURIER / POSTAGE (LEASE & USAGE)	11,500	5,748	5,319	-429	-7.5%	
01-1192-0663 PROFESSIONAL FEES / SERVICES	31,750	15,876	3,859	-12,017	-75.7%	
01-1192-0666 SUBSCRIPTIONS	400	198	50	-148	-74.7%	
01-1192-0668 SUPPLIES	9,000	4,500	6,070	1,570	34.9%	
01-1192-0670 TELEPHONE	6,750	3,378	3,806	428	12.7%	
01-1192-0674 MILEAGE	1,500	750	312	-438	-58.4%	
Total Administration Expenses	179,991	90,000	49,855	-40,145	-44.6%	
Building & Property Expenses						
01-1192-0676 INSURANCE	32,973	16,488	32,973	16,485	100.0%	Insurance paid in full.
01-1193-0718 EQUIPMENT MAINT/SUPPLIES	2,400	1,200	510	-690	-57.5%	
01-1193-0730 GRASS CUTTING	1,121	558	-	-558	-100.0%	
01-1193-0738 HEAT & HYDRO	12,500	6,252	3,272	-2,980	-47.7%	
01-1193-0794 PROPERTY MAINT / CLEANING SUPPLIES	15,679	7,842	7,442	-400	-5.1%	
01-1193-0804 SNOW REMOVAL	-	-	-	-	#DIV/0!	
01-1193-0818 WATER & SEWER	1,400	702	545	-157	-22.4%	
01-1193-0901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
Total Building & Property Expenses	66,073	33,042	44,742	11,700	35.4%	
Other Expenses						
01-1192-0777 MISC. EXPENSE - COVID 19	-	-	-	-	#DIV/0!	
01-1194-0836 MONTHLY BANK CHARGES / CASH MANAGEMENT FEE	4,000	1,998	3,080	1,082	54.2%	
01-1194-0850 ECONOMIC DEVELOPMENT	50,260	25,128	25,130	2	0.0%	
Total Other Expenses	54,260	27,126	28,210	1,084	4.0%	

Township of Blandford-Blenheim

Administration

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Downtown Revitalization						
01-1190-0551 REG EARNINGS - DT REVITALIZATION	4,631	2,316	973	-1,343	-58.0%	
01-1190-0557 BENEFITS - DT REVITALIZATION	1,633	816	218	-598	-73.3%	
01-1193-0850 DOWNTOWN REVITALIZATION EXPENSES	1,500	750	27	-723	-96.4%	
01-1193-0855 DOWNTOWN BEAUTIFICATION EXPENSES	-	-	14,368	14,368	#DIV/0!	Drumbo Beautification funded by donations.
Total Downtown Revitalization	7,764	3,882	15,586	11,704	301.5%	
Capital Expenditures						
01-1196-0915 PROPERTY CAPITAL	10,000	4,998	4,503	-495	-9.9%	
Total Capital Expenditures	10,000	4,998	4,503	-495	-9.9%	
Contribution to Reserves						
01-0597-0951 TRANSFER TO ASSESSMENT APPEAL RESERVE	50,000	25,002	25,000	-2	-0.0%	
01-0597-0952 CONTRIB TO WORKING CAPITAL RESERVE - TOYOTA	770,350	385,176	385,175	-1	-0.0%	
01-1197-0950 DEVELOPMENT CHARGES - ADMIN.	-	-	-	-	#DIV/0!	
01-1197-0951 TRANSFER TO DC STUDY RESERVE	7,500	3,750	3,750	-	-	
01-1197-0954 TRANSFER TO INSURANCE RESERVE	-	-	-	-	#DIV/0!	
01-1197-0955 TRANSFER TO PROPERTY RESERVE	23,774	11,886	11,887	1	0.0%	
01-1197-0957 TRANSFER TO OFFICE EQUIPMENT RESERVE	10,000	4,998	5,000	2	0.0%	
Total Contribution to Reserves	861,624	430,812	430,812	-	-	
Total Expenses	1,884,481	942,246	887,260	-54,986	-5.8%	
Total Administration	1,849,481	924,750	843,836	-80,914	-8.7%	

Township of Blandford-Blenheim

Livestock/Canine

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Licences & Permits						
01-2260-0240 DOG / PHEASANT LICENCES	-1,200	-600	-720	-120	20.0%	
Total Licences & Permits	-1,200	-600	-720	-120	20.0%	
Other Revenue						
01-2270-0094 LIVESTOCK CLAIMS	-4,000	-1,998	-	1,998	-100.0%	
01-2270-0405 MISC. REIMBURSEMENT	-300	-150	-50	100	-66.7%	
Total Other Revenue	-4,300	-2,148	-50	2,098	-97.7%	
Total Revenue	-5,500	-2,748	-770	1,978	-72.0%	
Expenses						
Administration Expenses						
01-2292-0608 CONTRACTED SERVICES - CANINE CONTROL	10,000	4,998	3,053	-1,945	-38.9%	
01-2292-0616 ADMINISTRATION COSTS	1,000	498	-	-498	-100.0%	
01-2292-0636 LIVESTOCK COMPENSATION CLAIMS	4,000	1,998	-	-1,998	-100.0%	
01-2292-0674 MILEAGE	350	174	-	-174	-100.0%	
Total Administration Expenses	15,350	7,668	3,053	-4,615	-60.2%	
Total Expenses	15,350	7,668	3,053	-4,615	-60.2%	
Total Livestock/Canine	9,850	4,920	2,283	-2,637	-53.6%	

Township of Blandford-Blenheim

Grants

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Contribution from Reserves						
01-7380-0525 CONTRIBUTIONS FROM RESERVES	-	-	78	78	#DIV/0!	
Total Contribution from Reserves	-	-	78	78	#DIV/0!	
Total Revenue	-	-	78	78	#DIV/0!	
Expenses						
Other Expenses						
01-7394-0832 GENERAL GRANTS - MISC.	-	-	-	-	#DIV/0!	
01-7394-0833 GENERAL GRANTS - ORGANIZATIONS	10,000	4,998	6,000	1,002	20.0%	
Total Other Expenses	10,000	4,998	6,000	1,002	20.0%	
Total Expenses	10,000	4,998	6,000	1,002	20.0%	
Total Grants	10,000	4,998	6,078	1,080	21.6%	

Township of Blandford-Blenheim

Fire Department

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Federal / Provincial Grants						
01-2030-0105 FEDERAL/PROVINCIAL GRANTS	-	-	-2,904	-2,904	#DIV/0!	TV grant received
01-2030-2115 PROVINCIAL HIGHWAYS - FIRE CALLS	-60,000	-30,000	-10,768	19,232	-64.1%	
Total Federal / Provincial Grants	-60,000	-30,000	-13,672	16,328	-54.4%	
Revenue from Other Municipalities						
01-2040-0135 RECEIVED FROM BRANT COUNTY - FIRE	-26,000	-13,002	-10,077	2,925	-22.5%	
Total Revenue from Other Municipalities	-26,000	-13,002	-10,077	2,925	-22.5%	
User Fees						
01-2050-0185 FIRE INSPECTION SERVICE FEES	-1,000	-498	-250	248	-49.8%	
01-2070-0345 COMPLIANCE LETTERS - FIRE	-600	-300	-300	-	-	
Total User Fees	-1,600	-798	-550	248	-31.1%	
Other Revenue						
01-2070-0360 DONATIONS	-	-	-	-	#DIV/0!	
01-2070-0370 DONATIONS - CAMP 85 PROGRAM	-10,000	-4,998	-14,353	-9,355	187.2%	
01-2070-0380 DONATIONS - PEER SUPPORT	-	-	-1,650	-1,650	#DIV/0!	
01-2070-0405 MISC. REVENUE/REIMBURSEMENTS	-	-	-4,035	-4,035	#DIV/0!	
01-2070-0410 Revenue from Other Municipalities	-26,600	-13,302	-12,629	673	-5.1%	
01-2070-0412 INSURANCE RECOVERIES	-700	-348	-730	-382	109.8%	
01-2070-0435 SALE OF EQUIPMENT & PROPERTY	-	-	-	-	#DIV/0!	
01-2070-0495 INTERDEPT TRANSFERS	-	-	-	-	#DIV/0!	
01-2070-1360 DONATIONS	-	-	-5,833	-5,833	#DIV/0!	
01-2070-2360 DONATIONS	-	-	-	-	#DIV/0!	
01-2070-3360 DONATIONS	-	-	-	-	#DIV/0!	
01-2070-4360 DONATIONS	-	-	-1,500	-1,500	#DIV/0!	
Total Other Revenue	-37,300	-18,648	-40,730	-22,082	118.4%	
Development Charges						
01-2075-0515 DEVELOPMENT CHARGES - FIRE	-50,000	-25,002	-	25,002	-100.0%	
Total Development Charges	-50,000	-25,002	-	25,002	-100.0%	
Contribution from Reserves						
01-2080-0520 CONTRIB FROM DEVELOPMENT CHARGES	-	-	-	-	#DIV/0!	
01-2080-0521 CONTRIB FROM FIRE PREV. RESERVE	-	-	-	-	#DIV/0!	
01-2080-0525 CONTRIB FROM RESERVES - FIRE	-260,800	-130,398	-95,761	34,637	-26.6%	

Township of Blandford-Blenheim

Fire Department

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-2080-0527 CONTRIB FROM RESERVES - MODERNIZATION FUNDING	-	-	-	-	#DIV/0!	
Total Contribution from Reserves	-260,800	-130,398	-95,761	34,637	-26.6%	
Total Revenue	-435,700	-217,848	-160,790	57,058	-26.2%	
Expenses						
Salaries, Wages & Benefits						
01-2090-0550 REGULAR EARNINGS	167,265	83,634	82,171	-1,463	-1.7%	
01-2090-0555 BENEFITS	51,652	25,824	27,542	1,718	6.7%	
01-2090-1550 REGULAR EARNINGS	50,378	25,188	19,983	-5,205	-20.7%	
01-2090-1555 BENEFITS	7,230	3,618	3,560	-58	-1.6%	
01-2090-2550 REGULAR EARNINGS	128,529	64,266	52,205	-12,061	-18.8%	
01-2090-2555 BENEFITS	11,733	5,868	6,034	166	2.8%	
01-2090-3550 REGULAR EARNINGS	101,780	50,892	37,230	-13,662	-26.8%	
01-2090-3555 BENEFITS	11,212	5,604	5,778	174	3.1%	
01-2090-4550 REGULAR EARNINGS	94,856	47,430	30,042	-17,388	-36.7%	
01-2090-4555 BENEFITS	11,077	5,538	5,557	19	0.3%	
Total Salaries, Wages & Benefits	635,712	317,862	270,102	-47,760	-15.0%	
Administration Expenses						
01-2090-0588 EMPLOYEE HEALTH & SAFETY	200	102	-	-102	-100.0%	
01-2092-0608 CONTRACTED SERVICES - TRAINING OFFICER	28,000	13,998	5,720	-8,278	-59.1%	
01-2092-0609 CONTRACTED SERVICES - INSPECTION	25,300	12,648	5,284	-7,364	-58.2%	
01-2092-0612 CONVENTIONS, TRAINING & SEMINARS	3,000	1,500	1,567	67	4.5%	
01-2092-0642 MEMBERSHIP DUES	895	450	480	30	6.7%	
01-2092-0644 EMPLOYEE CLOTHING	1,500	750	377	-373	-49.7%	
01-2092-0646 OFFICE SUPPLIES	400	198	139	-59	-29.8%	
01-2092-0663 PROFESSIONAL FEES / SERVICES	500	252	318	66	26.2%	
01-2092-0670 TELEPHONE / CELL PHONE	3,360	1,680	1,836	156	9.3%	
01-2092-0674 MILEAGE	-	-	-	-	#DIV/0!	
01-2092-1612 TRAINING / SEMINARS & CONVENTIONS	8,750	4,374	3,170	-1,204	-27.5%	
01-2092-1622 EMPLOYEE RELATIONS	675	336	51	-285	-84.8%	
01-2092-1628 FIRE PREVENTION MATERIAL	3,500	1,752	31	-1,721	-98.2%	
01-2092-1643 MEMBERSHIP DUES	75	36	31	-5	-13.9%	
01-2092-1644 MISC OTHER EXPENSES	-	-	-	-	#DIV/0!	
01-2092-1670 TELEPHONE	3,200	1,602	3,043	1,441	90.0%	TV Grant -726.07

Township of Blandford-Blenheim

Fire Department

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-2092-1674 MILEAGE	900	450	-	-450	-100.0%	
01-2092-2612 TRAINING / SEMINARS & CONVENTIONS	11,750	5,874	5,009	-865	-14.7%	
01-2092-2622 EMPLOYEE RELATIONS	1,500	750	51	-699	-93.2%	
01-2092-2628 FIRE PREVENTION MATERIAL	3,500	1,752	31	-1,721	-98.2%	
01-2092-2643 MEMBERSHIP DUES	75	36	31	-5	-13.9%	
01-2092-2644 MISC OTHER EXPENSES	-	-	733	733	#DIV/0!	
01-2092-2670 TELEPHONE	2,800	1,398	2,984	1,586	113.4%	TV Grant -726.07
01-2092-2674 MILEAGE	1,500	750	-	-750	-100.0%	
01-2092-3612 TRAINING / SEMINARS & CONVENTIONS	6,250	3,126	1,065	-2,061	-65.9%	
01-2092-3622 EMPLOYEE RELATIONS	1,500	750	51	-699	-93.2%	
01-2092-3628 FIRE PREVENTION MATERIAL	3,500	1,752	31	-1,721	-98.2%	
01-2092-3643 MEMBERSHIP DUES	75	36	31	-5	-13.9%	
01-2092-3644 MISC OTHER EXPENSES	-	-	-	-	#DIV/0!	
01-2092-3670 TELEPHONE	2,800	1,398	2,611	1,213	86.8%	TV Grant -726.07
01-2092-3674 MILEAGE	1,700	852	-	-852	-100.0%	
01-2092-4612 TRAINING / SEMINARS & CONVENTIONS	11,750	5,874	2,597	-3,277	-55.8%	
01-2092-4622 EMPLOYEE RELATIONS	1,700	852	51	-801	-94.0%	
01-2092-4628 FIRE PREVENTION MATERIAL	3,500	1,752	416	-1,336	-76.3%	
01-2092-4643 MEMBERSHIP DUES	75	36	31	-5	-13.9%	
01-2092-4644 MISC OTHER EXPENSES	-	-	-	-	#DIV/0!	
01-2092-4670 TELEPHONE	2,800	1,398	2,847	1,449	103.6%	TV Grant -726.07
01-2092-4674 MILEAGE	1,000	498	-	-498	-100.0%	
01-2094-1822 DISPATCH CHARGES	5,791	2,898	2,884	-14	-0.5%	
01-2094-2822 DISPATCH CHARGES	5,791	2,898	2,884	-14	-0.5%	
01-2094-3822 DISPATCH CHARGES	5,791	2,898	2,884	-14	-0.5%	
01-2094-4822 DISPATCH CHARGES	5,791	2,898	2,884	-14	-0.5%	
Total Administration Expenses	161,194	80,604	52,153	-28,451	-35.3%	
Building & Property Expenses						
01-2092-1676 INSURANCE	1,204	600	1,204	604	100.7%	
01-2092-2676 INSURANCE	1,447	726	1,447	721	99.3%	
01-2092-3676 INSURANCE	1,671	834	1,670	836	100.2%	
01-2092-4676 INSURANCE	1,113	558	1,113	555	99.5%	

Township of Blandford-Blenheim

Fire Department

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-2093-0686 VEHICLE INSURANCE	1,146	576	573	-3	-0.5%	
01-2093-0813 VEHICLE EXPENSES	5,000	2,502	760	-1,742	-69.6%	
01-2093-1686 VEHICLE INSURANCE	2,842	1,422	2,842	1,420	99.9%	
01-2093-1694 BLDG & PROPERTY MTCE	2,500	1,248	2,896	1,648	132.1%	
01-2093-1696 BLDG & PROPERTY SUPPLIES	1,510	756	56	-700	-92.6%	
01-2093-1718 EQUIPMENT MAINTENANCE	5,000	2,502	3,053	551	22.0%	
01-2093-1722 EQUIPMENT SUPPLIES	11,000	5,502	2,662	-2,840	-51.6%	
01-2093-1730 GRASS CUTTING	1,559	780	-	-780	-100.0%	
01-2093-1738 HEAT & HYDRO	4,400	2,202	2,232	30	1.4%	
01-2093-1780 PAGER REPAIRS	100	48	-	-48	-100.0%	
01-2093-1804 SNOW REMOVAL	-	-	-	-	#DIV/0!	
01-2093-1813 VEHICLE EXPENSES	12,800	6,402	3,249	-3,153	-49.3%	
01-2093-1818 WATER AND SEWAGE	360	180	154	-26	-14.4%	
01-2093-2686 VEHICLE INSURANCE	3,829	1,914	3,829	1,915	100.1%	
01-2093-2694 BLDG & PROPERTY MAINT.	2,000	1,002	1,522	520	51.9%	
01-2093-2696 BLDG & PROPERTY SUPPLIES	750	378	119	-259	-68.5%	
01-2093-2718 EQUIPMENT MAINT.	11,000	5,502	2,900	-2,602	-47.3%	
01-2093-2722 EQUIPMENT SUPPLIES	14,013	7,008	4,801	-2,207	-31.5%	
01-2093-2730 GRASS CUTTING	1,137	570	-	-570	-100.0%	
01-2093-2738 HEAT & HYDRO	5,600	2,802	2,163	-639	-22.8%	
01-2093-2780 PAGER REPAIRS	200	102	-	-102	-100.0%	
01-2093-2804 SNOW REMOVAL	-	-	-	-	#DIV/0!	
01-2093-2813 VEHICLE EXPENSES	25,000	12,498	12,712	214	1.7%	
01-2093-2818 WATER AND SEWAGE	1,400	702	530	-172	-24.5%	
01-2093-2901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
01-2093-3686 VEHICLE INSURANCE	3,382	1,692	3,855	2,163	127.8%	
01-2093-3694 BLDG & PROPERTY MAINT.	2,000	1,002	3,989	2,987	298.1%	
01-2093-3696 BLDG & PROPERTY SUPPLIES	800	402	158	-244	-60.7%	
01-2093-3718 EQUIPMENT MAINT.	7,600	3,798	3,145	-653	-17.2%	
01-2093-3722 EQUIPMENT SUPPLIES	14,500	7,248	4,146	-3,102	-42.8%	
01-2093-3730 GRASS CUTTING	1,656	828	-	-828	-100.0%	
01-2093-3738 HEAT & HYDRO	6,400	3,198	2,581	-617	-19.3%	

Township of Blandford-Blenheim

Fire Department

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-2093-3780 PAGER REPAIRS	200	102	-	-102	-100.0%	
01-2093-3804 SNOW REMOVAL	-	-	-	-	#DIV/0!	
01-2093-3813 VEHICLE EXPENSES	15,000	7,500	6,134	-1,366	-18.2%	
01-2093-3818 WATER AND SEWAGE	2,200	1,098	1,061	-37	-3.4%	
01-2093-4686 VEHICLE INSURANCE	3,257	1,626	3,257	1,631	100.3%	
01-2093-4694 BLDG & PROPERTY MAINT.	2,000	1,002	1,249	247	24.7%	
01-2093-4696 BLDG & PROPERTY SUPPLIES	700	348	154	-194	-55.7%	
01-2093-4718 EQUIPMENT MAINT.	5,000	2,502	2,900	398	15.9%	
01-2093-4722 EQUIPMENT SUPPLIES	14,046	7,026	5,009	-2,017	-28.7%	
01-2093-4730 GRASS CUTTING	870	438	-	-438	-100.0%	
01-2093-4738 HEAT & HYDRO	3,600	1,800	1,545	-255	-14.2%	
01-2093-4780 PAGER REPAIRS	100	48	-	-48	-100.0%	
01-2093-4804 SNOW REMOVAL	-	-	-	-	#DIV/0!	
01-2093-4813 VEHICLE EXPENSES	20,000	10,002	4,786	-5,216	-52.1%	
01-2093-4818 WATER AND SEWAGE	600	300	234	-66	-22.0%	
Total Building & Property Expenses	222,492	111,276	96,690	-14,586	-13.1%	
Other Expenses						
01-2090-0598 CAMP 85 EXPENSES	10,000	4,998	6,049	1,051	21.0%	
01-2092-0777 MISC. EXPENSE - COVID 19	-	-	-	-	#DIV/0!	
01-2094-0828 FIRE AGREEMENT - AYR - NORTH DUMFRIES	2,450	1,224	-	-1,224	-100.0%	
01-2094-0829 FIRE AGREEMENT - INNERKIP	30,000	15,000	-	-15,000	-100.0%	
01-2094-0830 FIRE AGREEMENT - NEW DUNDEE- WILMOT	5,613	2,808	-	-2,808	-100.0%	
01-2094-0831 FIRE AGREEMENT - COMMUNICATIONS	18,800	9,402	17,293	7,891	83.9%	
01-2094-0838 FIRE AGREEMENT - RECEIVER GENERAL	1,608	804	1,689	885	110.1%	
Total Other Expenses	68,471	34,236	25,031	-9,205	-26.9%	
Capital Expenditures						
01-2096-0901 EQUIPMENT CAPITAL	-	-	-	-	#DIV/0!	
01-2096-0915 PROPERTY CAPITAL	-	-	-	-	#DIV/0!	
01-2096-0933 VEHICLE CAPITAL	-	-	-	-	#DIV/0!	
01-2096-1901 EQUIPMENT CAPITAL	11,800	5,898	10,500	4,602	78.0%	
01-2096-1915 PROPERTY CAPITAL	-	-	-	-	#DIV/0!	
01-2096-2901 EQUIPMENT CAPITAL	18,000	9,000	17,324	8,324	92.5%	

Township of Blandford-Blenheim

Fire Department

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-2096-2915 PROPERTY CAPITAL	-	-	-	-	#DIV/0!	
01-2096-2933 VEHICLE CAPITAL	-	-	-	-	#DIV/0!	
01-2096-3901 EQUIPMENT CAPITAL	18,000	9,000	17,867	8,867	98.5%	
01-2096-3915 PROPERTY CAPITAL	75,000	37,500	32,746	-4,754	-12.7%	
01-2096-3933 VEHICLE CAPITAL	-	-	-	-	#DIV/0!	
01-2096-4901 EQUIPMENT CAPITAL	18,000	9,000	17,324	8,324	92.5%	
01-2096-4915 PROPERTY CAPITAL	120,000	60,000	-	-60,000	-100.0%	
01-2096-4933 VEHICLE CAPITAL	-	-	-	-	#DIV/0!	
Total Capital Expenditures	260,800	130,398	95,761	-34,637	-26.6%	
Contribution to Reserves						
01-2097-0950 DEVELOPMENT CHARGES	50,000	25,002	-	-25,002	-100.0%	
01-2097-0956 TRANSFER TO FIRE RESERVE	285,285	142,644	142,642	-2	-0.0%	
01-2097-0957 TRANSFER TO PROPERTY RESERVE	-	-	-	-	#DIV/0!	
01-2097-0965 TRANSFER TO FIRE PREVENTION & TRAINING RESERVE	-	-	-	-	#DIV/0!	
Total Contribution to Reserves	335,285	167,646	142,642	-25,004	-14.9%	
Total Expenses	1,683,954	842,022	682,379	-159,643	-19.0%	
Total Fire Department	1,248,254	624,174	521,589	-102,585	-16.4%	

Township of Blandford-Blenheim

By-Law Enforcement

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Revenue from Other Municipalities						
01-2570-0410 RECOVERIES FROM OTHER MUNICIPALITIES	-	-	-	-	#DIV/0!	
Total Revenue from Other Municipalities	-	-	-	-	#DIV/0!	
User Fees						
01-2562-0345 COMPLIANCE LETTERS - BY-LAW	-	-	-292	-292	#DIV/0!	
Total User Fees	-	-	-292	-292	#DIV/0!	
Fines & Penalties						
01-2561-0270 BY-LAW INFRACTIONS	-500	-252	-	252	-100.0%	
01-2561-0275 PARKING - BY-LAW INFRACTIONS	-550	-276	-90	186	-67.4%	
Total Fines & Penalties	-1,050	-528	-90	438	-83.0%	
Other Revenue						
01-2570-0405 MISC. REVENUE/REIMBURSEMENTS	-	-	-50	-50	#DIV/0!	
Total Other Revenue	-	-	-50	-50	#DIV/0!	
Total Revenue	-1,050	-528	-432	96	-18.2%	
Expenses						
Salaries, Wages & Benefits						
01-2590-0550 REGULAR EARNINGS	8,073	4,038	460	-3,578	-88.6%	
01-2590-0555 BENEFITS	2,601	1,302	154	-1,148	-88.2%	
Total Salaries, Wages & Benefits	10,674	5,340	614	-4,726	-88.5%	
Administration Expenses						
01-2592-0608 CONTRACTED SERVICES	32,325	16,164	-	-16,164	-100.0%	
01-2592-0612 TRAINING / SEMINARS & CONFERENCES	400	198	-	-198	-100.0%	
01-2592-0634 LEGAL FEES	2,500	1,248	-	-1,248	-100.0%	
01-2592-0642 MEMBERSHIP DUES	40	18	-	-18	-100.0%	
01-2592-0668 OFFICE SUPPLIES	-	-	27	27	#DIV/0!	
Total Administration Expenses	35,265	17,628	27	-17,601	-99.8%	
Total Expenses	45,939	22,968	641	-22,327	-97.2%	
Total By-Law Enforcement	44,889	22,440	209	-22,231	-99.1%	

Township of Blandford-Blenheim

CEMC

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Other Revenue						
01-2470-0410 CEMC - MISC. REVENUE	-	-	-	-	#DIV/0!	
Total Other Revenue	-	-	-	-	#DIV/0!	
Total Revenue	-	-	-	-	#DIV/0!	
Expenses						
Salaries, Wages & Benefits						
01-2490-0550 REGULAR EARNINGS	11,820	5,910	1,384	-4,526	-76.6%	
01-2490-0555 BENEFITS	3,971	1,986	467	-1,519	-76.5%	
Total Salaries, Wages & Benefits	15,791	7,896	1,851	-6,045	-76.6%	
Administration Expenses						
01-2492-0650 CEMC TRAINING EXERCISE	1,000	498	455	-43	-8.6%	
01-2492-0670 TELEPHONE	-	-	-	-	#DIV/0!	
01-2492-0674 MILEAGE	300	150	-	-150	-100.0%	
Total Administration Expenses	1,300	648	455	-193	-29.8%	
Total Expenses	17,091	8,544	2,306	-6,238	-73.0%	
Total CEMC	17,091	8,544	2,306	-6,238	-73.0%	

Township of Blandford-Blenheim

Police

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Federal / Provincial Grants						
01-2330-0085 OMPF - POLICE SERVICE GRANT	-	-	-	-	#DIV/0!	
01-2330-0087 ONT CANNABIS LEGALIZATION IMPL FUND	-	-	-	-	#DIV/0!	
01-2330-0090 COMMUNITY POLICING PARTNERSHIPS (CPP) PROG GRAN	-21,078	-10,542	-7,026	3,516	-33.4%	
01-2330-0091 PRIOR YEAR ADJUSTMENT	-	-	-	-	#DIV/0!	
01-2330-0092 COURT SECURITY PRISONER TRANSPORTATION PYMT	-2,567	-1,284	-624	660	-51.4%	
01-2330-0093 R.I.D.E. GRANT PROGRAM	-8,700	-4,350	1,750	6,100	-140.2%	2023 accrual reversed, not yet received.
Total Federal / Provincial Grants	-32,345	-16,176	-5,900	10,276	-63.5%	
User Fees						
01-2350-0506 POLICE CHECK	-9,000	-4,500	-1,928	2,572	-57.2%	
Total User Fees	-9,000	-4,500	-1,928	2,572	-57.2%	
Other Revenue						
01-2370-0360 DONATIONS	-	-	-	-	#DIV/0!	
Total Other Revenue	-	-	-	-	#DIV/0!	
Contribution from Reserves						
01-2380-0530 CONTRIBUTION FROM RESERVES	-	-	-	-	#DIV/0!	
Total Contribution from Reserves	-	-	-	-	#DIV/0!	
Total Revenue	-41,345	-20,676	-7,828	12,848	-62.1%	
Expenses						
Salaries, Wages & Benefits						
01-2392-0550 REGULAR EARNINGS	4,656	2,328	1,486	-842	-36.2%	
01-2392-0555 BENEFITS	343	174	92	-82	-47.1%	
Total Salaries, Wages & Benefits	4,999	2,502	1,578	-924	-36.9%	
Administration Expenses						
01-2392-0600 RIDE GRANT EARNINGS	8,700	4,350	1,915	-2,435	-56.0%	
01-2392-0602 ADVERTISING	250	126	-	-126	-100.0%	
01-2392-0612 CONVENTIONS, TRAINING & SEMINARS	2,500	1,248	-	-1,248	-100.0%	
01-2392-0642 MEMBERSHIP DUES	800	402	-	-402	-100.0%	
01-2392-0658 POLICE CONTRACT COSTS	957,351	478,674	398,895	-79,779	-16.7%	Jan - May paid, June invoice paid in July.
01-2392-0659 PRIOR YEAR RECONCILIATION	7,789	3,894	-	-3,894	-100.0%	
01-2392-0660 POSTAGE	300	150	1,134	984	656.0%	
01-2392-0664 PUBLIC RELATIONS	500	252	-	-252	-100.0%	
01-2392-0666 SUBSCRIPTIONS	200	102	-	-102	-100.0%	

Township of Blandford-Blenheim

Police

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Total Administration Expenses	978,390	489,198	401,944	-87,254	-17.8%	
Building & Property Expenses						
01-2392-0676 INSURANCE	127	66	126	60	90.9%	
01-2393-0722 EQUIPMENT SUPPLIES	500	252	-	-252	-100.0%	
Total Building & Property Expenses	627	318	126	-192	-60.4%	
Other Expenses						
01-2394-0833 DONATIONS	500	252	-	-252	-100.0%	
Total Other Expenses	500	252	-	-252	-100.0%	
Contribution to Reserves						
01-2397-0955 POLICE RESERVE	-	-	-	-	#DIV/0!	
Total Contribution to Reserves	-	-	-	-	#DIV/0!	
Total Expenses	984,516	492,270	403,648	-88,622	-18.0%	
Total Police	943,171	471,594	395,820	-75,774	-16.1%	

Township of Blandford-Blenheim

Building Services

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Licences & Permits						
01-2160-0230 BUILDING PERMITS	-216,000	-108,000	-141,363	-33,363	30.9%	Permits issued still steady.
01-2160-0240 SITE PLAN APPLICATION FEE	-800	-402	-600	-198	49.3%	
01-2160-0245 SITE ALTERATION APPLICATION FEE	-400	-198	-50	148	-74.7%	
01-2160-0250 SEWER AND WATER PERMITS	-5,500	-2,748	-150	2,598	-94.5%	
01-2160-0260 ZONE CHANGE APPLICATIONS / MINOR VARIANCES	-15,000	-7,500	-11,900	-4,400	58.7%	
Total Licences & Permits	-237,700	-118,848	-154,063	-35,215	29.6%	
Other Revenue						
01-2170-0345 BUILDING & ZONING COMPL. CERT.	-2,500	-1,248	-1,250	-2	0.2%	
01-2170-0495 SALE OF EQUIPMENT	-10,000	-4,998	-	4,998	-100.0%	
Total Other Revenue	-12,500	-6,246	-1,250	4,996	-80.0%	
Contribution from Reserves						
01-2180-0527 CONTRIBUTION FROM RESERVES	-40,000	-19,998	-	19,998	-100.0%	Vehicle to be purchased in 2025.
Total Contribution from Reserves	-40,000	-19,998	-	19,998	-100.0%	
Total Revenue	-290,200	-145,092	-155,313	-10,221	7.0%	
Expenses						
Salaries, Wages & Benefits						
01-2190-0550 REGULAR EARNINGS	97,852	48,924	44,611	-4,313	-8.8%	
01-2190-0551 Regular Earnings - Property Stds	-	-	-	-	#DIV/0!	
01-2190-0553 Regular Earnings - Zoning	-	-	-	-	#DIV/0!	
01-2190-0555 BENEFITS	30,536	15,270	14,833	-437	-2.9%	
01-2190-0557 BENEFITS - Property Stds	-	-	-	-	#DIV/0!	
01-2190-0559 BENEFITS - Zoning	-	-	-	-	#DIV/0!	
Total Salaries, Wages & Benefits	128,388	64,194	59,444	-4,750	-7.4%	
Administration Expenses						
01-2192-0097 ADMINISTRATION SUPPLIES	750	378	-	-378	-100.0%	
01-2192-0588 EMPLOYEE HEALTH & SAFETY	300	150	-	-150	-100.0%	
01-2192-0602 ADVERTISING	400	198	-	-198	-100.0%	
01-2192-0606 COMPUTER SUPPLIES/MTCE/SOFTWARE	16,000	7,998	12,974	4,976	62.2%	
01-2192-0608 CONTRACTED SERVICES	53,616	26,808	12,151	-14,657	-54.7%	
01-2192-0612 CONVENTIONS AND TRAINING	4,000	1,998	2,047	49	2.5%	
01-2192-0614 COUNTY PLANNING FEES	3,000	1,500	759	-741	-49.4%	

Township of Blandford-Blenheim

Building Services

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-2192-0620 EMPLOYEE CLOTHING	600	300	142	-158	-52.7%	
01-2192-0624 ENGINEERING	11,000	5,502	272	-5,230	-95.1%	
01-2192-0635 LEGAL FEES	7,500	3,750	-	-3,750	-100.0%	
01-2192-0642 MEMBERSHIP DUES	700	348	844	496	142.5%	
01-2192-0666 SUBSCRIPTIONS	500	252	-	-252	-100.0%	
01-2192-0670 TELEPHONE - CELLULAR	750	378	459	81	21.4%	
01-2192-0674 MILEAGE	500	252	-	-252	-100.0%	
Total Administration Expenses	99,616	49,812	29,648	-20,164	-40.5%	
Building & Property Expenses						
01-2192-0676 INSURANCE	9,623	4,812	9,623	4,811	100.0%	Insurance paid in January.
01-2193-0686 VEHICLE INSURANCE	573	288	573	285	99.0%	
01-2193-0813 VEHICLE EXPENSES	2,000	1,002	1,711	709	70.8%	
Total Building & Property Expenses	12,196	6,102	11,907	5,805	95.1%	
Other Expenses						
01-2193-0608 CONTRACTED SERVICES - PROPERTY STANDARDS	-	-	254	254	#DIV/0!	
Total Other Expenses	-	-	254	254	#DIV/0!	
Capital Expenditures						
01-2196-0933 VEHICLE CAPITAL	50,000	25,002	-	-25,002	-100.0%	Vehicle to be purchased in 2025.
Total Capital Expenditures	50,000	25,002	-	-25,002	-100.0%	
Contribution to Reserves						
01-2197-0956 CONTRIBUTION TO BUILDING RESERVE	-	-	-	-	#DIV/0!	
Total Contribution to Reserves	-	-	-	-	#DIV/0!	
Total Expenses	290,200	145,110	101,253	-43,857	-30.2%	
Total Building Services	-	18	-54,060	-54,078	-300,433.3%	

Township of Blandford-Blenheim

Drainage

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Levy adjustments (Supps, Omits, Write-offs, etc)						
01-8018-0010 MUNICIPAL DRAIN DEBENTURE LEVY	-	-	-	-	#DIV/0!	
01-8018-0020 TILE DRAIN DEBENTURE	-6,141	-3,072	-	3,072	-100.0%	
Total Levy adjustments (Supps, Omits, Write-offs, etc)	-6,141	-3,072	-	3,072	-100.0%	
Federal / Provincial Grants						
01-8030-0080 MFOA - DRAINAGE SUPERINTENDENT GRANT	-56,200	-28,098	-	28,098	-100.0%	This is applied for after year end.
Total Federal / Provincial Grants	-56,200	-28,098	-	28,098	-100.0%	
User Fees						
01-8070-0345 COMPLIANCE LETTERS - DRAINAGE	-300	-150	-355	-205	136.7%	
Total User Fees	-300	-150	-355	-205	136.7%	
Licences & Permits						
01-8060-0250 CLI-ECA APPLICATION FEES	-3,300	-1,650	-	1,650	-100.0%	
Total Licences & Permits	-3,300	-1,650	-	1,650	-100.0%	
Other Revenue						
01-8070-0357 DRAINAGE APPORTIONMENTS	-750	-378	-	378	-100.0%	
01-8070-0405 MISC. REIMBURSEMENTS	-	-	-661	-661	#DIV/0!	
Total Other Revenue	-750	-378	-661	-283	74.9%	
Contribution from Reserves						
01-8080-0525 CONTRIB. FROM RESERVE	-92,030	-46,014	-75,967	-29,953	65.1%	to fund Township PDS land portions completed in 2023
Total Contribution from Reserves	-92,030	-46,014	-75,967	-29,953	65.1%	
Total Revenue	-158,721	-79,362	-76,983	2,379	-3.0%	
Expenses						
Salaries, Wages & Benefits						
01-8090-0550 REGULAR EARNINGS - FULL TIME	80,648	40,326	39,979	-347	-0.9%	
01-8090-0555 BENEFITS - FULL TIME	25,913	12,954	12,218	-736	-5.7%	
Total Salaries, Wages & Benefits	106,561	53,280	52,197	-1,083	-2.0%	
Administration Expenses						
01-8092-0588 EMPLOYEE HEALTH & SAFETY	200	102	105	3	2.9%	
01-8092-0606 COMPUTER SUPPLIES/MTCE/SOFTWARE	3,000	1,500	-	-1,500	-100.0%	
01-8092-0612 TRAINING / SEMINARS & CONVENTIONS	2,050	1,026	885	-141	-13.7%	
01-8092-0620 EMPLOYEE CLOTHING	400	198	-	-198	-100.0%	
01-8092-0624 ENGINEERING	21,000	10,500	-	-10,500	-100.0%	
01-8092-0642 MEMBERSHIP DUES	370	186	370	184	98.9%	

Township of Blandford-Blenheim

Drainage

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-8092-0668 SUPPLIES	6,000	3,000	673	-2,327	-77.6%	
01-8092-0670 TELEPHONE	800	402	584	182	45.3%	
01-8092-0674 MILEAGE	1,000	498	-	-498	-100.0%	
Total Administration Expenses	34,820	17,412	2,617	-14,795	-85.0%	
Building & Property Expenses						
01-8093-0686 VEHICLE INSURANCE	598	300	598	298	99.3%	
01-8093-0702 CATCHBASIN MAINTENANCE	12,000	6,000	-	-6,000	-100.0%	
01-8093-0712 DRAINAGE - TOWNSHIP LANDS	84,030	42,018	76,100	34,082	81.1%	Township PDS land portions completed in 2023
01-8093-0813 VEHICLE EXPENSES	4,600	2,298	300	-1,998	-86.9%	
Total Building & Property Expenses	101,228	50,616	76,998	26,382	52.1%	
Debt Charges						
01-8095-0848 DEBT CHARGES - MUNICIPAL DRAINS INTEREST	-	-	-	-	#DIV/0!	
01-8095-0850 DEBT CHARGES - MUNICIPAL DRAINS PRINCIPAL	-	-	-	-	#DIV/0!	
01-8095-0854 DEBT CHARGES - TILE DRAINS INTEREST	1,552	774	-	-774	-100.0%	
01-8095-0856 DEBT CHARGES - TILE DRAINS PRINCIPAL	4,589	2,292	-	-2,292	-100.0%	
Total Debt Charges	6,141	3,066	-	-3,066	-100.0%	
Capital Expenditures						
01-8096-0901 DRAINAGE - EQUIPMENT CAPITAL	-	-	-	-	#DIV/0!	
01-8096-0915 DRAINAGE - LAND PURCHASE	-	-	-	-	#DIV/0!	
Total Capital Expenditures	-	-	-	-	#DIV/0!	
Contribution to Reserves						
01-8097-0955 TRSF TO DRAINAGE RESERVE	5,000	2,502	2,500	-2	-0.1%	
Total Contribution to Reserves	5,000	2,502	2,500	-2	-0.1%	
Total Expenses	253,750	126,876	134,312	7,436	5.9%	
Total Drainage	95,029	47,514	57,329	9,815	20.7%	

Township of Blandford-Blenheim

Public Works - Roads

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Federal / Provincial Grants						
01-3030-0105 FEDERAL/PROVINCIAL GRANTS	-39,375	-19,686	-	19,686	-100.0%	
01-3030-0110 FEDERAL GAS TAX GRANT	-237,845	-118,920	-	118,920	-100.0%	
01-3030-0116 (OCIF) - ONT COMM INFRASTRUCTURE FUND	-418,811	-209,406	-209,405	1	-0.0%	
Total Federal / Provincial Grants	-696,031	-348,012	-209,405	138,607	-39.8%	
Revenue from Other Municipalities						
01-3070-0410 RECOVERY FROM OTHER MUNICIPALITIES	-1,453,444	-726,720	-888,342	-161,622	22.2%	
Total Revenue from Other Municipalities	-1,453,444	-726,720	-888,342	-161,622	22.2%	
User Fees						
01-3050-0150 9.1.1. CIVIC ADDRESS SIGNS	-200	-102	-305	-203	199.0%	
01-3050-0180 CULVERT INSTALLATION	-4,000	-1,998	-4,140	-2,142	107.2%	
Total User Fees	-4,200	-2,100	-4,445	-2,345	111.7%	
Other Revenue						
01-3070-0370 BRUSH & COMPOST RECOVERY	-15,000	-7,500	-	7,500	-100.0%	
01-3070-0375 EQUIPMENT RENTAL	-8,000	-4,002	-	4,002	-100.0%	
01-3070-0390 GRAVEL EXTRACTION REBATE - PROVINCE	-75,000	-37,500	-	37,500	-100.0%	
01-3070-0405 MISC. REVENUE/REIMBURSEMENTS	-464,264	-232,134	295	232,429	-100.1%	
01-3070-0435 SALE OF EQUIPMENT	-10,000	-4,998	-	4,998	-100.0%	
01-3070-0495 INTERDEPT TRANSFERS	-	-	-	-	#DIV/0!	
01-3079-0500 DEBENTURE FUNDING	-1,500,000	-750,000	-	750,000	-100.0%	
Total Other Revenue	-2,072,264	-1,036,134	295	1,036,429	-100.0%	
Development Charges						
01-3075-0515 DEVELOPMENT CHARGES - ROADS	-93,300	-46,650	-	46,650	-100.0%	
01-3075-0520 DEVELOPMENT CHRGS - BUILDING & FLEET	-	-	-	-	#DIV/0!	
Total Development Charges	-93,300	-46,650	-	46,650	-100.0%	
Contribution from Reserves						
01-3080-0520 CONTRIB FROM DEV CHARGES - ROADS	-21,122	-10,560	-	10,560	-100.0%	
01-3080-0524 CONTRIB FROM PW BLDG RESERVE	-	-	-	-	#DIV/0!	
01-3080-0525 CONTRIB FROM RESERVES	-	-	-	-	#DIV/0!	
01-3080-0526 CONTRIB FROM FEDERAL GAS TAX	-500,000	-250,002	-	250,002	-100.0%	
01-3080-0535 CONTRIB FROM RESERVES - PUBLIC WORKS	-833,017	-416,508	-	416,508	-100.0%	
01-3080-0545 CONTRIB FROM RESERVES - WORKING CAPITAL	-813,794	-406,896	-	406,896	-100.0%	

Township of Blandford-Blenheim

Public Works - Roads

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-3080-0564 CONTRIB FROM RESERVES - COMM SERV	-	-	-	-	#DIV/0!	
Total Contribution from Reserves	-2,167,933	-1,083,966	-	1,083,966	-100.0%	
Total Revenue	-6,487,172	-3,243,582	-1,101,897	2,141,685	-66.0%	
Expenses						
Salaries, Wages & Benefits						
01-3090-0550 REGULAR EARNINGS - FULL TIME	589,165	294,582	298,792	4,210	1.4%	
01-3090-0551 FT EARNINGS, COMPOST, BRUSH DEPOT	12,627	6,312	1,220	-5,092	-80.7%	
01-3090-0555 BENEFITS - FULL TIME	190,848	95,424	100,817	5,393	5.7%	
01-3090-0557 FT BENEFITS - COMPOST, BRUSH DEPOT	4,223	2,112	409	-1,703	-80.6%	
01-3091-0550 REGULAR EARNINGS - PART TIME	26,760	13,380	6,510	-6,870	-51.3%	
01-3091-0555 BENEFITS - PART TIME	3,063	1,530	997	-533	-34.8%	
Total Salaries, Wages & Benefits	826,686	413,340	408,745	-4,595	-1.1%	
Administration Expenses						
01-3092-0612 CONVENTIONS & TRAINING	18,000	9,000	8,575	-425	-4.7%	
01-3092-0620 EMPLOYEE CLOTHING	3,500	1,752	637	-1,115	-63.6%	
01-3092-0642 MEMBERSHIP DUES	2,100	1,050	1,490	440	41.9%	
01-3092-0646 OFFICE SUPPLIES	800	402	451	49	12.2%	
01-3092-0650 OTHER PROFESSIONAL EXPENDITURES	2,000	1,002	447	-555	-55.4%	
01-3092-0670 TELEPHONE	3,000	1,500	1,503	3	0.2%	
01-3092-0674 MILEAGE	200	102	-	-102	-100.0%	
01-3092-0826 ENGINEERING SERVICES	2,000	1,002	-	-1,002	-100.0%	
Total Administration Expenses	31,600	15,810	13,103	-2,707	-17.1%	
Building & Property Expenses						
01-3092-0676 INSURANCE	41,902	20,952	41,902	20,950	100.0%	
01-3093-0686 VEHICLE INSURANCE	7,353	3,678	7,353	3,675	99.9%	
01-3093-0692 BASE REPAIR	20,000	10,002	-	-10,002	-100.0%	
01-3093-0694 BLDG & PROPERTY MTCE - BLANDFORD GARAGE	4,677	2,340	4,952	2,612	111.6%	Inspection and repairs to salt shed
01-3093-0695 BLDG & PROPERTY MTCE - DRUMBO GARAGE	12,000	6,000	7,283	1,283	21.4%	
01-3093-0696 BLDG & PROPERTY SUPPLIES - DRUMBO GARAGE	2,000	1,002	820	-182	-18.2%	
01-3093-0697 BLDG & PROPERTY SUPPLIES - BLANDFORD GARAGE	300	150	500	350	233.3%	
01-3093-0698 BRIDGES & CULVERTS	15,000	7,500	3,484	-4,016	-53.5%	
01-3093-0699 BRUSH & COMPOST DEPOT	250	126	-	-126	-100.0%	
01-3093-0700 BRUSHING, TREE TRIMMING	55,000	27,498	58,620	31,122	113.2%	High volume of dead trees along road side

Township of Blandford-Blenheim

Public Works - Roads

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-3093-0702 CATCHBASIN, CURB & GUTTER	-	-	-	-	#DIV/0!	
01-3093-0704 COLD MIX	4,000	1,998	884	-1,114	-55.8%	
01-3093-0707 DEBRIS DISPOSAL	1,900	948	465	-483	-50.9%	
01-3093-0709 DITCH MAINTENANCE	10,000	4,998	1,058	-3,940	-78.8%	
01-3093-0710 DRAIN MAINTENANCE	10,000	4,998	-	-4,998	-100.0%	
01-3093-0714 DUST LAYER	235,000	117,498	255,918	138,420	117.8%	Done in the Spring
01-3093-0726 GAS & OIL	210,000	105,000	97,850	-7,150	-6.8%	
01-3093-0730 GRASS CUTTING - PUBLIC WORKS GARAGES	4,084	2,040	-	-2,040	-100.0%	
01-3093-0732 GRAVEL RESURFACING - CONTRACT - ROADS	283,000	141,498	324,010	182,512	129.0%	Done in the Spring
01-3093-0734 GRAVEL RESURFACING OTHER - ROADS	30,000	15,000	35,467	20,467	136.4%	Done in the Spring
01-3093-0738 HEAT & HYDRO - BLANDFORD GARAGE	7,840	3,918	3,885	-33	-0.8%	
01-3093-0739 HEAT & HYDRO - DRUMBO GARAGE	13,037	6,516	5,331	-1,185	-18.2%	
01-3093-0740 HYDRO CHARGES - STREET LIGHTS	25,811	12,906	8,498	-4,408	-34.2%	
01-3093-0743 HYDRO CHARGES - BRIGHT (DNU)	180	90	-	-90	-100.0%	
01-3093-0744 HYDRO CHARGES - DRUMBO (DNU)	418	210	-	-210	-100.0%	
01-3093-0745 HYDRO CHARGES - GOBLES (DNU)	-	-	-	-	#DIV/0!	
01-3093-0746 HYDRO CHARGES - PLATTSVILLE (DNU)	-	-	-	-	#DIV/0!	
01-3093-0747 HYDRO CHARGES - PRINCETON (DNU)	-	-	-	-	#DIV/0!	
01-3093-0748 HYDRO CHARGES - VINK ESTATES (DNU)	-	-	-	-	#DIV/0!	
01-3093-0749 HYDRO CHARGES - WASHINGTON (DNU)	-	-	-	-	#DIV/0!	
01-3093-0768 MISC MATERIALS FOR STREET LIGHTING	-	-	-	-	#DIV/0!	
01-3093-0770 MISC OTHER EXPENSES	-	-	-	-	#DIV/0!	
01-3093-0778 STREET LIGHTING REPAIRS	5,000	2,502	1,798	-704	-28.1%	
01-3093-0782 PARTS/SUPPLIES & SMALL TOOLS	16,000	7,998	3,767	-4,231	-52.9%	
01-3093-0784 PATCHING & SPRAY PATCHING	40,000	19,998	19,962	-36	-0.2%	
01-3093-0798 RAILWAY CROSSING MAINT.	22,000	10,998	13,386	2,388	21.7%	
01-3093-0800 SAFETY DEVICES AND SIGNS	37,000	18,498	20,184	1,686	9.1%	
01-3093-0804 SIDEWALKS	19,500	9,750	-	-9,750	-100.0%	
01-3093-0806 SWEEPING, FLUSH CLEANING	18,500	9,252	19,957	10,705	115.7%	Done in the Spring
01-3093-0812 VEHICLE & EQUIPMENT STOCK	42,000	21,000	10,217	-10,783	-51.3%	
01-3093-0813 VEHICLE EXPENSES	140,000	70,002	64,494	-5,508	-7.9%	
01-3093-0816 WASHOUTS	14,000	7,002	-	-7,002	-100.0%	

Township of Blandford-Blenheim

Public Works - Roads

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-3093-0818 WATER AND SEWAGE - DRUMBO GARAGE	600	300	221	-79	-26.3%	
01-3093-0819 ON1 CALL LOCATES	3,500	1,752	1,985	233	13.3%	
01-3093-0901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
01-3094-0842 PROPERTY SIGNS 9-1-1	200	102	148	46	45.1%	
01-3095-0694 BLDG & PROPERTY MTCE (PW/CS SHOP)	400	198	-	-198	-100.0%	
01-3095-0739 HEAT & HYDRO (PW/CS SHOP)	1,200	600	588	-12	-2.0%	
Total Building & Property Expenses	1,353,652	676,818	1,014,987	338,169	50.0%	
Other Expenses						
01-3092-0608 CONTRACTED SERVICES	-	-	-	-	#DIV/0!	
01-3092-0777 MISC. EXPENSE - COVID 19	-	-	-	-	#DIV/0!	
Total Other Expenses	-	-	-	-	#DIV/0!	
Capital Expenditures						
01-3096-0003 BRIDGE #3 (SHARED WITH WILMOT)	-	-	-	-	#DIV/0!	
01-3096-0007 BRIDGE #7	-	-	-	-	#DIV/0!	
01-3096-0020 BRIDGE #20	-	-	-	-	#DIV/0!	
01-3096-0024 BRIDGE #24	39,375	19,686	55,712	36,026	183.0%	
01-3096-0038 BRIDGE #38 DECK REHAB	125,000	62,502	16,055	-46,447	-74.3%	
01-3096-0051 BRIDGE #51	-	-	-	-	#DIV/0!	
01-3096-0114 HOFSTETTER RD. EXT.	-	-	-	-	#DIV/0!	
01-3096-0116 BRANT OX. RD. & TWP. RD 2	-	-	-	-	#DIV/0!	
01-3096-0119 RECONSTRUCTION OF PRINCETON STREETS	4,403,092	2,201,544	356,634	-1,844,910	-83.8%	
01-3096-0125 BLENHEIM & TWP RD 14 INTERSECTION	-	-	-	-	#DIV/0!	
01-3096-0126 BASE IMPROVEMENT HUBBARD RD	-	-	-	-	#DIV/0!	
01-3096-0127 GUARD RAIL WORK - RIVER ROAD	-	-	-	-	#DIV/0!	
01-3096-0128 GPS SYSTEM	-	-	-	-	#DIV/0!	
01-3096-0129 PROPERTY PURCHASE 895967 OXF RD 3	-	-	-	-	#DIV/0!	
01-3096-0133 HARDSURFACE TWP RD 10B (CENTARUS)	-	-	-	-	#DIV/0!	
01-3096-0134 HARDSURFACE TWP RD 2E	-	-	-	-	#DIV/0!	
01-3096-0135 HARDSURFACE HUBBARD RD	-	-	-	-	#DIV/0!	
01-3096-0136 DRUMBO PKG LOT SOLAR LIGHT	-	-	-	-	#DIV/0!	
01-3096-0137 STREET LIGHT IMPROVEMENTS	-	-	-	-	#DIV/0!	
01-3096-0138 TWP RD 8F BASE RECONSTRUCTION	-	-	-	-	#DIV/0!	

Township of Blandford-Blenheim

Public Works - Roads

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-3096-0139 TWP RD 8F HARDSURFACING	-	-	-	-	#DIV/0!	
01-3096-0140 HARDSURFACE TWP RD 8D	-	-	-	-	#DIV/0!	
01-3096-0141 TWP RD 2F RECONSTRUCION	-	-	-	-	#DIV/0!	
01-3096-0142 OXFORD-WATERLOO GUIDERAIL	-	-	-	-	#DIV/0!	
01-3096-0143 HARDSURFACE TWP RD 2F-1	-	-	-	-	#DIV/0!	
01-3096-0144 HARDSURFACE TWP RD 10B	-	-	-	-	#DIV/0!	
01-3096-0145 BASE IMPROVEMENTS TWP RD 6B	-	-	-	-	#DIV/0!	
01-3096-0146 GUARD RAIL REHAB	50,000	25,002	-	-25,002	-100.0%	
01-3096-0147 HARDSURFACE TWP RD 6B	215,000	107,502	-	-107,502	-100.0%	
01-3096-0148 BASE IMPR. BLANDFORD RD N OR OXF RD 8	75,000	37,500	-	-37,500	-100.0%	
01-3096-0149 REPLACE TWP RD 11 CULVERT (STRUCTURE 40)	-	-	43,814	43,814	#DIV/0!	
01-3096-0879 BOUNDARY BRIDGE	-	-	-	-	#DIV/0!	
01-3096-0896 BRIDGES - ROAD STUDY	-	-	12,685	12,685	#DIV/0!	
01-3096-0901 EQUIPMENT CAPITAL - ROADS	303,000	151,500	76,684	-74,816	-49.4%	
01-3096-0905 MUNICIPAL DRAINAGE - ROADS	-	-	-	-	#DIV/0!	
01-3096-0909 MUNICIPAL DRAINAGE -ROADS - HOTSON	82,000	40,998	-	-40,998	-100.0%	
01-3096-0910 MUNICIPAL DRAINAGE - ROADS - TWP RD 8 DRAIN	115,000	57,498	-	-57,498	-100.0%	
01-3096-0915 PROPERTY CAPITAL - ROADS	20,000	10,002	-	-10,002	-100.0%	
01-3096-0919 ROAD CONST.- PLATTSVILLE STREETS	-	-	-	-	#DIV/0!	
01-3096-0924 CNR - BLENHEIM RD BRIDGE	-	-	-	-	#DIV/0!	
01-3096-0925 ROAD CONSTRUCTION - ROAD RESURFACING	425,000	212,502	15,264	-197,238	-92.8%	
01-3096-0933 VEHICLE CAPITAL - ROADS	201,360	100,680	-	-100,680	-100.0%	
Total Capital Expenditures	6,053,827	3,026,916	576,848	-2,450,068	-80.9%	
Contribution to Reserves						
01-3097-0950 DEVELOPMENT CHARGES - ROADS	93,300	46,650	-	-46,650	-100.0%	
01-3097-0952 DEVELOPMENT CHARGES - BUILDING & FLEET	-	-	-	-	#DIV/0!	
01-3097-0954 TRANSFER TO RESERVES - BUILDING & PROPERTY	-	-	-	-	#DIV/0!	
01-3097-0955 TRANSFER TO RESERVES - PUBLIC WORKS	1,573,983	786,990	786,991	1	0.0%	
01-3097-0956 TRANSFER TO RESERVES - ROAD CONSTRUCTION	-	-	-	-	#DIV/0!	
01-3097-0957 TRANSFER TO RESERVES - VEHICLES	-	-	-	-	#DIV/0!	
01-3097-0958 TRANSFER TO RESERVES - FEDERAL GAS TAX	237,845	118,920	118,923	3	0.0%	
Total Contribution to Reserves	1,905,128	952,560	905,914	-46,646	-4.9%	

Township of Blandford-Blenheim

Public Works - Roads

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Total Expenses	10,170,893	5,085,444	2,919,597	-2,165,847	-42.6%	
Total Public Works - Roads	3,683,721	1,841,862	1,817,700	-24,162	-1.3%	

Township of Blandford-Blenheim

Public Works - Winter Control

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Expenses						
Salaries, Wages & Benefits						
01-3590-0550 REGULAR EARNINGS - FULL TIME	162,833	81,414	54,955	-26,459	-32.5%	
01-3590-0555 BENEFITS - FULL TIME	53,290	26,646	17,972	-8,674	-32.6%	
01-3591-0550 REGULAR EARNINGS - PART TIME	12,266	6,132	8,333	2,201	35.9%	
01-3591-0555 BENEFITS - PART TIME	1,387	696	758	62	8.9%	
Total Salaries, Wages & Benefits	229,776	114,888	82,018	-32,870	-28.6%	
Building & Property Expenses						
01-3593-0804 SNOW PLOWING & REMOVAL - ROADS	1,500	750	-	-750	-100.0%	
01-3593-0820 SAND & SALT - ROADS	130,000	64,998	64,235	-763	-1.2%	
Total Building & Property Expenses	131,500	65,748	64,235	-1,513	-2.3%	
Total Expenses	361,276	180,636	146,253	-34,383	-19.0%	
Total Public Works - Winter Control	361,276	180,636	146,253	-34,383	-19.0%	

Township of Blandford-Blenheim

Community Services - Administration

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Federal / Provincial Grants						
01-6930-0105 GRANT - STUDENT EMPLOYMENT	-	-	-	-	#DIV/0!	
Total Federal / Provincial Grants	-	-	-	-	#DIV/0!	
Other Revenue						
01-6970-0405 MISC REVENUE/REIMBURSEMENTS	-	-	-	-	#DIV/0!	
Total Other Revenue	-	-	-	-	#DIV/0!	
Contribution from Reserves						
01-6980-0525 CONTRIBUTION FROM RESERVES	-5,000	-2,502	-	2,502	-100.0%	
01-6980-0527 CONTRIBUTION FOR RESERVES - MODERNIZATION FUNDI	-	-	-	-	#DIV/0!	
Total Contribution from Reserves	-5,000	-2,502	-	2,502	-100.0%	
Total Revenue	-5,000	-2,502	-	2,502	-100.0%	
Expenses						
Salaries, Wages & Benefits						
01-6990-0550 REGULAR EARNINGS	127,623	63,810	56,305	-7,505	-11.8%	
01-6990-0555 BENEFITS	31,702	15,852	16,275	423	2.7%	
01-6991-0550 REGULAR EARNINGS - PART TIME	4,891	2,448	370	-2,078	-84.9%	
01-6991-0555 BENEFITS - PART TIME	345	174	66	-108	-62.1%	
Total Salaries, Wages & Benefits	164,561	82,284	73,016	-9,268	-11.3%	
Administration Expenses						
01-6992-0602 ADVERTISING	300	150	-	-150	-100.0%	
01-6992-0612 CONVENTIONS, TRAINING & SEMINARS	7,000	3,498	1,000	-2,498	-71.4%	
01-6992-0620 EMPLOYEE CLOTHING	6,800	3,402	2,815	-587	-17.3%	
01-6992-0642 MEMBERSHIP DUES	1,500	750	900	150	20.0%	
01-6992-0646 OFFICE SUPPLIES	1,000	498	-	-498	-100.0%	
01-6992-0670 TELEPHONE	5,000	2,502	1,602	-900	-36.0%	
01-6992-0674 MILEAGE	200	102	-	-102	-100.0%	
01-6992-0686 VEHICLE INSURANCE	3,692	1,848	3,692	1,844	99.8%	
01-6992-0782 PARTS/SUPPLIES & SMALL TOOLS	2,000	1,002	31	-971	-96.9%	
01-6992-0813 VEHICLE EXPENSES	16,500	8,250	3,533	-4,717	-57.2%	
Total Administration Expenses	43,992	22,002	13,573	-8,429	-38.3%	Will spend more when peak season come on
Other Expenses						
01-6992-0777 MISC. EXPENSE - COVID-19	-	-	-	-	#DIV/0!	
Total Other Expenses	-	-	-	-	#DIV/0!	

Township of Blandford-Blenheim

Community Services - Administration

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Capital Expenditures						
01-6992-9995 INTERDEPT TRANSFERS TO	-	-	-	-	#DIV/0!	
01-6996-0901 EQUIPMENT CAPITAL	5,000	2,502	-	-2,502	-100.0%	
Total Capital Expenditures	5,000	2,502	-	-2,502	-100.0%	
Contribution to Reserves						
01-6997-0955 Contribution to Reserve - Equip	-	-	-	-	#DIV/0!	
01-6997-0957 TRANSFER TO RESERVE - VEHICLES & EQUIP	4,756	2,376	2,377	1	0.0%	
Total Contribution to Reserves	4,756	2,376	2,377	1	0.0%	
Total Expenses	218,309	109,164	88,966	-20,198	-18.5%	
Total Community Services - Administration	213,309	106,662	88,966	-17,696	-16.6%	

Township of Blandford-Blenheim

Grass Cutting

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Expenses						
Salaries, Wages & Benefits						
01-6990-8550 REGULAR EARNINGS - FULL TIME	61,200	30,600	23,336	-7,264	-23.7%	
01-6990-8555 BENEFITS - FULL TIME	22,046	11,022	7,495	-3,527	-32.0%	
01-6991-8550 REGULAR EARNING - PART TIME	8,028	4,014	4,090	76	1.9%	
01-6991-8555 BENEFITS - PART TIME	920	462	651	189	40.9%	
Total Salaries, Wages & Benefits	92,194	46,098	35,572	-10,526	-22.8%	
Building & Property Expenses						
01-6992-9999 Grass Cutting - Inter-Dept Allocation	-107,147	-53,574	-	53,574	-100.0%	
01-7193-0730 GRASS CUTTING	6,758	3,378	1,097	-2,281	-67.5%	
Total Building & Property Expenses	-100,389	-50,196	1,097	51,293	-102.2%	Still lots of season left
Contribution to Reserves						
01-7197-0951 TRANSFER TO RESERVES - GRASS CUTTING	9,569	4,782	4,784	2	0.0%	
Total Contribution to Reserves	9,569	4,782	4,784	2	0.0%	
Total Expenses	1,374	684	41,453	40,769	5,960.4%	
Total Grass Cutting	1,374	684	41,453	40,769	5,960.4%	

Township of Blandford-Blenheim

Plattsville Arena

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Federal / Provincial Grants						
01-7030-3105 FEDERAL/PROVINCIAL GRANTS	-	-	5,760	5,760	#DIV/0!	
Total Federal / Provincial Grants	-	-	5,760	5,760	#DIV/0!	
User Fees						
01-7050-3215 PUBLIC SKATING	-600	-300	-442	-142	47.3%	
01-7050-3235 TICKET ICE	-1,700	-852	-1,419	-567	66.5%	
Total User Fees	-2,300	-1,152	-1,861	-709	61.5%	Rentals up
Rents						
01-7065-3315 PRIME TIME - MINOR GROUPS	-80,000	-40,002	-61,203	-21,201	53.0%	
01-7065-3320 PRIME TIME - ALL OTHERS	-82,000	-40,998	-62,519	-21,521	52.5%	
01-7065-3325 NON PRIME TIME - MINOR GROUPS	-6,000	-3,000	-5,542	-2,542	84.7%	
01-7065-3330 NON PRIME TIME - ALL OTHERS	-15,000	-7,500	-15,332	-7,832	104.4%	
Total Rents	-183,000	-91,500	-144,596	-53,096	58.0%	Rentals up
Other Revenue						
01-7070-3225 VENDING REVENUE	-1,000	-498	-335	163	-32.7%	
01-7070-3340 ADVERTISING REVENUE	-7,400	-3,702	-	3,702	-100.0%	Billed out in Oct
01-7070-3350 SKATE SHARPENING	-900	-450	-394	56	-12.4%	
01-7070-3360 HALL RENTAL	-5,000	-2,502	-1,951	551	-22.0%	
01-7070-3410 MISC. REVENUE	-500	-252	-531	-279	110.7%	
Total Other Revenue	-14,800	-7,404	-3,211	4,193	-56.6%	Some bills don't go out till Oct and still peak season left
Contribution from Reserves						
01-7080-3525 CONTRIB FROM RESERVES - ARENA	-70,800	-35,400	-	35,400	-100.0%	
01-7080-3530 CONTRIB FROM RESERVES - ARENA BUILDING	-	-	-	-	#DIV/0!	
01-7180-0527 CONTRIB FROM DEV CHARGES	-	-	-	-	#DIV/0!	
Total Contribution from Reserves	-70,800	-35,400	-	35,400	-100.0%	
Total Revenue	-270,900	-135,456	-143,908	-8,452	6.2%	
Expenses						
Salaries, Wages & Benefits						
01-7090-3550 REGULAR EARNINGS - FULL-TIME	141,868	70,932	63,830	-7,102	-10.0%	
01-7090-3555 BENEFITS - FULL TIME	49,252	24,624	20,706	-3,918	-15.9%	
01-7091-3550 REGULAR EARNINGS - PART TIME	14,207	7,104	1,071	-6,033	-84.9%	
01-7091-3555 BENEFITS - PART TIME	1,577	786	127	-659	-83.8%	
Total Salaries, Wages & Benefits	206,904	103,446	85,734	-17,712	-17.1%	more time put in when ice in

Township of Blandford-Blenheim

Plattsville Arena

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Building & Property Expenses						
01-7092-3602 ADVERTISING	300	150	-	-150	-100.0%	
01-7092-3676 INSURANCE	18,767	9,384	18,767	9,383	100.0%	
01-7093-3608 CONTRACTED SERVICES	9,800	4,902	3,280	-1,622	-33.1%	
01-7093-3670 TELECOMMUNICATION	1,500	750	672	-78	-10.4%	
01-7093-3694 BLDG & PROPERTY MTCE	27,000	13,500	219	-13,281	-98.4%	
01-7093-3696 BLDG & PROPERTY SUPPLIES	12,000	6,000	2,424	-3,576	-59.6%	
01-7093-3716 EQUIPMENT REPAIRS	8,200	4,098	420	-3,678	-89.8%	
01-7093-3718 EQUIPMENT MAINTENANCE	7,000	3,498	928	-2,570	-73.5%	
01-7093-3740 HEAT	18,312	9,156	10,930	1,774	19.4%	
01-7093-3742 HYDRO CHARGES	130,000	64,998	52,151	-12,847	-19.8%	
01-7093-3750 ICE MAINTENANCE	8,000	4,002	320	-3,682	-92.0%	
01-7093-3752 ICE REPAIRS	1,000	498	-	-498	-100.0%	
01-7093-3804 SNOW REMOVAL	-	-	89	89	#DIV/0!	
01-7093-3818 WATER AND SEWAGE	15,500	7,752	5,623	-2,129	-27.5%	
01-7093-3901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
Total Building & Property Expenses	257,379	128,688	95,823	-32,865	-25.5%	Busy season coming up last 3 month of the year
Other Expenses						
01-7092-0777 MISC. EXPENSE - COVID-19	-	-	-	-	#DIV/0!	
Total Other Expenses	-	-	-	-	#DIV/0!	
Debt Charges						
01-7095-0848 DEBT REPAYMENT - INTEREST	-	-	-	-	#DIV/0!	
01-7095-0850 DEBT REPAYMENT - PRINCIPAL	-	-	-	-	#DIV/0!	
Total Debt Charges	-	-	-	-	#DIV/0!	
Canteen						
01-7050-3220 SNACK BOOTH SALES	-	-	-	-	#DIV/0!	
01-7050-3230 CASH OVERAGE / SHORTAGE	-	-	-	-	#DIV/0!	
01-7091-3551 REGULAR EARNINGS - CANTEEN	-	-	-	-	#DIV/0!	
01-7091-3552 BENEFITS - CANTEEN	-	-	-	-	#DIV/0!	
01-7094-3842 SNACK BOOTH EXPENSES	-	-	-	-	#DIV/0!	
Total Canteen	-	-	-	-	#DIV/0!	
Capital Expenditures						
01-7096-3897 BUILDING IMPROVEMENTS	65,000	32,502	-	-32,502	-100.0%	

Township of Blandford-Blenheim

Plattsville Arena

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-7096-3901 EQUIPMENT CAPITAL	5,800	2,898	-	-2,898	-100.0%	
01-7096-3917 PROPERTY IMPROVEMENT - ARENA	-	-	-	-	#DIV/0!	
Total Capital Expenditures	70,800	35,400	-	-35,400	-100.0%	
Contribution to Reserves						
01-7097-3955 TRANSFER TO ARENA RESERVES	61,557	30,780	30,779	-1	-0.0%	
01-7097-3960 TRANSFER TO RESERVES	-	-	-	-	#DIV/0!	
Total Contribution to Reserves	61,557	30,780	30,779	-1	-0.0%	
Total Expenses	596,640	298,314	212,336	-85,978	-28.8%	
Total Plattsville Arena	325,740	162,858	68,428	-94,430	-58.0%	

Parks

	2019	2018
Expenses		

Township of Blandford-Blenheim

Parks

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Salaries, Wages & Benefits						
01-7190-0550 REGULAR EARNING - FULL TIME	-	-	-	-	#DIV/0!	
01-7190-0555 BENEFITS - FULL TIME	-	-	-	-	#DIV/0!	
01-7190-1550 REGULAR EARNINGS - FULL TIME	8,875	4,440	2,185	-2,255	-50.8%	
01-7190-1555 BENEFITS - FULL TIME	3,100	1,548	784	-764	-49.4%	
01-7190-2550 REGULAR EARNINGS - FULL TIME	8,875	4,440	6,676	2,236	50.4%	
01-7190-2555 BENEFITS - FULL TIME	3,100	1,548	2,140	592	38.2%	
01-7190-3550 REGULAR EARNINGS - FULL TIME	8,875	4,440	4,070	-370	-8.3%	
01-7190-3555 BENEFITS - FULL TIME	3,100	1,548	1,292	-256	-16.5%	
01-7190-4550 REGUAR EARNINGS - FULL TIME	8,875	4,440	3,931	-509	-11.5%	
01-7190-4555 BENEFITS - FULL TIME	3,100	1,548	1,280	-268	-17.3%	
01-7191-1550 REGULAR EARNINGS - PART TIME	1,672	834	392	-442	-53.0%	
01-7191-1555 BENEFITS - PART TIME	192	96	63	-33	-34.4%	
01-7191-2550 REGULAR EARNINGS - PART TIME	1,672	834	1,030	196	23.5%	
01-7191-2555 BENEFITS - PART TIME	192	96	117	21	21.9%	
01-7191-3550 REGULAR EARNINGS - PART TIME	1,672	834	604	-230	-27.6%	
01-7191-3555 BENEFITS - PART TIME	192	96	81	-15	-15.6%	
01-7191-4550 REGULAR EARNINGS - PART TIME	1,672	834	1,298	464	55.6%	
01-7191-4555 BENEFITS - PART TIME	192	96	94	-2	-2.1%	
Total Salaries, Wages & Benefits	55,356	27,672	26,037	-1,635	-5.9%	
Building & Property Expenses						
01-7192-1676 INSURANCE	1,477	738	1,477	739	100.1%	
01-7192-2676 INSURANCE	2,236	1,116	2,236	1,120	100.4%	
01-7192-3676 INSURANCE	1,681	840	1,681	841	100.1%	
01-7192-4676 INSURANCE	2,171	1,086	2,170	1,084	99.8%	
01-7193-1690 BALL DIAMOND MAINT.	-	-	174	174	#DIV/0!	Trying to better account for ball diamond exp
01-7193-1694 BLDG & PROPERTY MAINT.	2,000	1,002	244	-758	-75.6%	
01-7193-1696 BLDG & PROPERTY SUPPLIES	1,600	798	401	-397	-49.7%	
01-7193-1730 GRASS CUTTING	4,753	2,376	48	-2,328	-98.0%	End of season invoiced out
01-7193-1738 HEAT & HYDRO	600	300	119	-181	-60.3%	
01-7193-1818 WATER AND SEWAGE	700	348	219	-129	-37.1%	
01-7193-1901 MINOR CAPITAL	-	-	-	-	#DIV/0!	

Township of Blandford-Blenheim

Parks

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-7193-2690 BALL DIAMOND MAINT.	-	-	215	215	#DIV/0!	Trying to better account for ball diamond exp
01-7193-2694 BLDG & PROPERTY MAINT.	3,000	1,500	320	-1,180	-78.7%	
01-7193-2696 BLDG & PROPERTY SUPPLIES	2,500	1,248	607	-641	-51.4%	
01-7193-2730 GRASS CUTTING	11,495	5,748	-	-5,748	-100.0%	End of season invoiced out
01-7193-2738 HEAT & HYDRO	6,161	3,078	390	-2,688	-87.3%	
01-7193-2818 WATER AND SEWAGE	1,500	750	544	-206	-27.5%	
01-7193-3690 BALL DIAMOND MAINT.	-	-	187	187	#DIV/0!	Trying to better account for ball diamond exp
01-7193-3694 BLDG & PROPERTY MAINT.	2,500	1,248	292	-956	-76.6%	
01-7193-3696 BLDG & PROPERTY SUPPLIES	2,200	1,098	337	-761	-69.3%	
01-7193-3730 GRASS CUTTING	11,676	5,838	-	-5,838	-100.0%	End of season invoiced out
01-7193-3738 HEAT & HYDRO	1,300	648	533	-115	-17.7%	
01-7193-3901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
01-7193-4690 BALL DIAMOND MAINT.	-	-	120	120	#DIV/0!	Trying to better account for ball diamond exp
01-7193-4694 BLDG & PROPERTY MAINT.	3,700	1,848	7,612	5,764	311.9%	Friends of Princeton Park paid for benches to be redone, exp to park then invoiced to friends of princeton park
01-7193-4696 BLDG & PROPERTY SUPPLIES	2,400	1,200	1,539	339	28.3%	
01-7193-4730 GRASS CUTTING	10,756	5,376	-	-5,376	-100.0%	End of season invoiced out
01-7193-4738 HEAT & HYDRO	1,400	702	319	-383	-54.6%	
01-7193-4818 WATER AND SEWAGE	500	252	172	-80	-31.7%	
01-7193-4901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
01-7193-5730 GRASS CUTTING - VINK ESTATES	1,526	762	-	-762	-100.0%	End of season invoiced out
01-7193-8730 GRASS CUTTING - OPEN SPACES	1,378	690	-	-690	-100.0%	End of season invoiced out
Total Building & Property Expenses	81,210	40,590	21,956	-18,634	-45.9%	
Other Expenses						
01-7192-0777 MISC. EXPENSE - COVID-19	-	-	-	-	#DIV/0!	
Total Other Expenses	-	-	-	-	#DIV/0!	
Capital Expenditures						
01-7196-0901 PARKS - EQUIPMENT CAPITAL	-	-	-	-	#DIV/0!	
01-7196-1897 BUILDING IMPROVEMENTS	-	-	-	-	#DIV/0!	
01-7196-1901 EQUIPMENT CAPITAL	-	-	-	-	#DIV/0!	
01-7196-1915 PROPERTY CAPITAL	60,000	30,000	-	-30,000	-100.0%	
01-7196-2901 EQUIPMENT CAPITAL	-	-	-	-	#DIV/0!	

Township of Blandford-Blenheim

Parks

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-7196-2915 PROPERTY CAPITAL	67,000	33,498	2,895	-30,603	-91.4%	
01-7196-2925 PROPERTY CAPITAL - LION'S CLUB	75,000	37,500	37,407	-93	-0.2%	
01-7196-3915 PROPERTY CAPITAL	164,000	82,002	-	-82,002	-100.0%	
01-7196-3925 PROPERTY CAPITAL - PLATTSVILLE SPLASH PAD	-	-	-	-	#DIV/0!	
01-7196-4915 PROPERTY CAPITAL	140,000	70,002	-	-70,002	-100.0%	
01-7196-4920 PRINCETON PARK EXPANSION	-	-	-	-	#DIV/0!	
Total Capital Expenditures	506,000	253,002	40,302	-212,700	-84.1%	
Contribution to Reserves						
01-7197-0950 DEVELOPMENT CHARGES	47,000	23,502	-	-23,502	-100.0%	
01-7197-0956 TRANSFER TO PARKS RESERVES	22,838	11,418	11,420	2	0.0%	
Total Contribution to Reserves	69,838	34,920	11,420	-23,500	-67.3%	
Total Expenses	712,404	356,184	99,715	-256,469	-72.0%	
Total Parks	149,504	74,736	-65,266	-140,002	-187.3%	

Township of Blandford-Blenheim

Community Centres

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
Federal / Provincial Grants						
01-7130-4105 FEDERAL/PROVINCIAL GRANTS	-	-	-	-	#DIV/0!	
01-7230-0105 FEDERAL/PROVINCIAL GRANT	-	-	-20,000	-20,000	#DIV/0!	
Total Federal / Provincial Grants	-	-	-20,000	-20,000	#DIV/0!	
Rents						
01-7265-1285 COMMUNITY CENTRE RENTALS	-	-	-64	-64	#DIV/0!	
01-7265-4285 COMMUNITY CENTRE RENTALS	-17,000	-8,502	-4,996	3,506	-41.2%	
01-7265-6285 COMMUNITY CENTRE RENTALS - RICHWOOD COMMUNIT	-1,800	-900	-108	792	-88.0%	
Total Rents	-18,800	-9,402	-5,168	4,234	-45.0%	
Other Revenue						
01-7270-0445 SALE OF TOWNSHIP PROPERTY	-	-	-	-	#DIV/0!	
Total Other Revenue	-	-	-	-	#DIV/0!	
Contribution from Reserves						
01-7280-0525 CONTRIB FROM RESERVES	-7,000	-3,498	-	3,498	-100.0%	
Total Contribution from Reserves	-7,000	-3,498	-	3,498	-100.0%	
Total Revenue	-25,800	-12,900	-25,168	-12,268	95.1%	
Expenses						
Salaries, Wages & Benefits						
01-7290-1550 REGULAR EARNINGS - FULL TIME	-	-	-	-	#DIV/0!	
01-7290-1555 BENEFITS - FULL TIME	-	-	-	-	#DIV/0!	
01-7290-4550 REGULAR EARNINGS - FULL TIME	5,336	2,670	1,300	-1,370	-51.3%	
01-7290-4555 BENEFITS - FULL TIME	1,876	936	401	-535	-57.2%	
01-7290-6550 REGULAR EARNINGS - FULL TIME	2,668	1,332	534	-798	-59.9%	
01-7290-6555 BENEFITS - FULL TIME	938	468	190	-278	-59.4%	
01-7291-4550 REGULAR EARNINGS - PART TIME	8,890	4,446	3,598	-848	-19.1%	
01-7291-4555 BENEFITS - PART TIME	943	474	300	-174	-36.7%	
Total Salaries, Wages & Benefits	20,651	10,326	6,323	-4,003	-38.8%	Based of rentals
Building & Property Expenses						
01-7292-1676 INSURANCE	-	-	-	-	#DIV/0!	
01-7292-4602 ADVERTISING	200	102	-	-102	-100.0%	
01-7292-4670 TELEPHONE	475	240	89	-151	-62.9%	
01-7292-4676 INSURANCE	1,975	990	1,975	985	99.5%	
01-7293-1694 BLDG & PROPERTY MAINT.	-	-	-	-	#DIV/0!	

Township of Blandford-Blenheim

Community Centres

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-7293-1696 BLDG & PROPERTY SUPPLIES	-	-	-	-	#DIV/0!	
01-7293-1738 HEAT & HYDRO	-	-	-	-	#DIV/0!	
01-7293-4608 CONTRACTED SERVICES	-	-	717	717	#DIV/0!	
01-7293-4694 BLDG & PROPERTY MAINT.	11,000	5,502	861	-4,641	-84.4%	6 months of year left
01-7293-4696 BLDG & PROPERTY SUPPLIES	3,000	1,500	1,294	-206	-13.7%	6 months of year left
01-7293-4738 HEAT & HYDRO	14,000	7,002	4,651	-2,351	-33.6%	
01-7293-4804 SNOW REMOVAL	-	-	-	-	#DIV/0!	
01-7293-4901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
01-7293-5663 PROFESSIONAL FEES / SERVICES	-	-	-	-	#DIV/0!	
01-7293-5676 INSURANCE	-	-	-	-	#DIV/0!	
01-7293-6676 INSURANCE	2,101	1,050	2,101	1,051	100.1%	
01-7293-6694 BLDG & PROPERTY MAINT.	5,000	2,502	361	-2,141	-85.6%	
01-7293-6696 BLDG & PROPERTY SUPPLIES	2,000	1,002	720	-282	-28.1%	
01-7293-6738 HEAT & HYDRO	2,000	1,002	-	-1,002	-100.0%	
Total Building & Property Expenses	41,751	20,892	12,769	-8,123	-38.9%	
Other Expenses						
01-7292-0777 MISC. EXPENSE - COVID-19	-	-	-	-	#DIV/0!	
01-7293-0730 PROGRAM SUPPLIES - SENIORS	-	-	5,524	5,524	#DIV/0!	
01-7293-5770 MISCELLANEOUS EXPENSE	-	-	-	-	#DIV/0!	
Total Other Expenses	-	-	5,524	5,524	#DIV/0!	
Capital Expenditures						
01-7296-1901 EQUIPMENT CAPITAL	-	-	-	-	#DIV/0!	
01-7296-4901 EQUIPMENT CAPITAL	7,000	3,498	-	-3,498	-100.0%	
01-7296-4915 PROPERTY CAPITAL	-	-	-	-	#DIV/0!	
01-7296-6915 PROPERTY CAPITAL - RICHWOOD	-	-	-	-	#DIV/0!	
Total Capital Expenditures	7,000	3,498	-	-3,498	-100.0%	
Contribution to Reserves						
01-7297-0955 TRANSFER TO RESERVES	11,597	5,796	5,798	2	0.0%	
Total Contribution to Reserves	11,597	5,796	5,798	2	0.0%	
Total Expenses	80,999	40,512	30,414	-10,098	-24.9%	
Total Community Centres	55,199	27,612	5,246	-22,366	-81.0%	

Township of Blandford-Blenheim

Cemeteries

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Revenue						
User Fees						
01-5050-1195 INTERMENT CHARGES - 9TH LINE	-325	-162	-500	-338	208.6%	
01-5050-2175 CORNERPOSTS INSTALLED - DRUMBO	-	-	-	-	#DIV/0!	
01-5050-2195 INTERMENT CHARGES - DRUMBO	-3,300	-1,650	-830	820	-49.7%	
01-5050-2200 LOT SALES - CARE & MAINTENANCE	-	-	-480	-480	#DIV/0!	
01-5050-2205 LOT SALES - GENERAL - DRUMBO	-1,440	-720	-720	-	-	
01-5050-2210 MARKERS/MONUMENTS - CARE & MAINTENANCE	-	-	-600	-600	#DIV/0!	
01-5050-3195 INTERMENT CHARGES - PLATTSVILLE	-650	-324	-1,900	-1,576	486.4%	
01-5050-4175 CORNERPOSTS INSTALLED - PRINCETON	-	-	-	-	#DIV/0!	
01-5050-4195 INTERMENT CHARGES - PRINCETON	-7,200	-3,600	-5,910	-2,310	64.2%	
01-5050-4200 LOT SALES - CARE & MAINTENANCE	-1,000	-498	-2,960	-2,462	494.4%	
01-5050-4205 LOT SALES - GENERAL - PRINCETON	-4,880	-2,442	-4,240	-1,798	73.6%	
01-5050-4210 MARKERS/MONUMENTS - CARE & MAINTENANCE	-300	-150	-1,100	-950	633.3%	
01-5050-4215 NICHE SALES - PRINCETON	-800	-402	-1,105	-703	174.9%	
01-5050-4220 NICHE SALES - CARE & MAINTENANCE	-80	-42	-195	-153	364.3%	
01-5050-4225 NICHE PLATE ENGRAVING - PRINCETON	-110	-54	-350	-296	548.1%	
01-5050-6175 CORNERPOSTS INSTALLED - RICHWOOD	-	-	-	-	#DIV/0!	
01-5050-6195 INTERMENT CHARGES - RICHWOOD	-925	-462	-	462	-100.0%	
01-5050-6205 LOT SALES - GENERAL - RICHWOOD	-1,344	-672	-	672	-100.0%	
01-5050-7175 CORNERPOSTS INSTALLED - WOLVERTON	-	-	-	-	#DIV/0!	
01-5050-7195 INTERMENT CHARGES - WOLVERTON	-1,300	-648	-1,600	-952	146.9%	
01-5050-7200 LOT SALES - CARE & MAINTENANCE	-	-	-100	-100	#DIV/0!	
01-5050-7205 LOT SALES - GENERAL - WOLVERTON	-1,220	-612	-	612	-100.0%	
01-5050-7210 MARKERS/MONUMENTS - CARE & MAINTENANCE	-	-	-200	-200	#DIV/0!	
Total User Fees	-24,874	-12,438	-22,790	-10,352	83.2%	
Interest Income						
01-5071-1480 CARE & MAINT. GENERAL - INTEREST	-156	-78	-237	-159	203.8%	
01-5071-1485 CARE & MAINT. MARKER - INTEREST	-22	-12	-30	-18	150.0%	
01-5071-2480 CARE & MAINT. GENERAL - INTEREST	-1,087	-546	-1,171	-625	114.5%	
01-5071-2485 CARE & MAINT. MARKER - INTEREST	-225	-114	-193	-79	69.3%	
01-5071-3480 CARE & MAINT. GENERAL - INTEREST	-204	-102	-253	-151	148.0%	

Township of Blandford-Blenheim

Cemeteries

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-5071-3485 CARE & MAINT. MARKER - INTEREST	-82	-42	-108	-66	157.1%	
01-5071-4480 CARE & MAINT. GENERAL - INTEREST	-2,118	-1,062	-2,778	-1,716	161.6%	
01-5071-4485 CARE & MAINT. MARKER - INTEREST	-386	-192	-619	-427	222.4%	
01-5071-6480 CARE & MAINT. GENERAL - INTEREST	-278	-138	-364	-226	163.8%	
01-5071-6485 CARE & MAINT. MARKER - INTEREST	-70	-36	-94	-58	161.1%	
01-5071-7480 CARE & MAINT. GENERAL - INTEREST	-501	-252	-375	-123	48.8%	
01-5071-7485 CARE & MAINT. MARKER - INTEREST	-49	-24	-109	-85	354.2%	
Total Interest Income	-5,178	-2,598	-6,331	-3,733	143.7%	
Other Revenue						
01-5070-1460 TOWNSHIP GRANT TO CEMETERY - 9TH LINE	-	-	-	-	#DIV/0!	
01-5070-2410 MISC. REVENUE - DRUMBO	-250	-126	-60	66	-52.4%	
01-5070-2460 TOWNSHIP GRANT TO CEMETERY - DRUMBO	-	-	-	-	#DIV/0!	
01-5070-3460 TOWNSHIP GRANT TO CEMETERY - PLATTSVILLE	-	-	-	-	#DIV/0!	
01-5070-4360 DONATIONS	-	-	-25	-25	#DIV/0!	
01-5070-4410 MISC. REVENUE - PRINCETON	-1,500	-750	-360	390	-52.0%	
01-5070-4460 TOWNSHIP GRANT TO CEMETERY - PRINCETON	-	-	-	-	#DIV/0!	
01-5070-6410 MISC. REVENUE - RICHWOOD	-500	-252	-	252	-100.0%	
01-5070-6460 TOWNSHIP GRANT TO CEMETERY - RICHWOOD	-	-	-	-	#DIV/0!	
01-5070-7410 MISC. REVENUE - WOLVERTON	-	-	-60	-60	#DIV/0!	
01-5070-7460 TOWNSHIP GRANT TO CEMETERY - WOLVERTON	-	-	-	-	#DIV/0!	
Total Other Revenue	-2,250	-1,128	-505	623	-55.2%	
Contribution from Reserves						
01-5085-2530 CONTRIBUTION FROM CEMETERY FUNDS	-	-	-	-	#DIV/0!	
01-5085-4530 CONTRIBUTION FROM CEMETERY FUNDS	-	-	-	-	#DIV/0!	
Total Contribution from Reserves	-	-	-	-	#DIV/0!	
Total Revenue	-32,302	-16,164	-29,626	-13,462	83.3%	
Expenses						
Salaries, Wages & Benefits						
01-5090-1550 REGULAR EARNINGS - FT BRIGHT	6,199	3,102	811	-2,291	-73.9%	
01-5090-1555 BENEFITS - FT BRIGHT	2,217	1,110	275	-835	-75.2%	
01-5090-1578 BOARD/MANAGER - WAGES - 9TH LINE	-	-	-	-	#DIV/0!	
01-5090-2550 REGULAR EARNINGS- FT DRUMBO	6,199	3,102	3,001	-101	-3.3%	
01-5090-2555 REGULAR BENEFITS - DRUMBO	2,217	1,110	968	-142	-12.8%	

Township of Blandford-Blenheim

Cemeteries

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-5090-2578 BOARD/MANAGER - WAGES - DRUMBO CEMT	-	-	-	-	#DIV/0!	
01-5090-3550 REGULAR EARNINGS - FT PLATTSVILLE	6,199	3,102	1,611	-1,491	-48.1%	
01-5090-3555 BENEFITS - FT PLATTSVILLE	2,217	1,110	537	-573	-51.6%	
01-5090-3578 BOARD/MANAGER - WAGES - PLATTSVILLE	-	-	-	-	#DIV/0!	
01-5090-4550 REGULAR EARNINGS - FT PRINCETON	6,199	3,102	3,639	537	17.3%	
01-5090-4555 BENEFITS - FT PRINCETON	2,217	1,110	1,188	78	7.0%	
01-5090-4578 BOARD/MANAGER - WAGES - PRINCETON	-	-	-	-	#DIV/0!	
01-5090-6550 REGULAR EARNINGS - FT RICHWOOD	6,199	3,102	757	-2,345	-75.6%	
01-5090-6555 BENEFITS - FT RICHWOOD	2,217	1,110	253	-857	-77.2%	
01-5090-6578 BOARD/MANAGER - WAGES - RICHWOOD	-	-	-	-	#DIV/0!	
01-5090-7550 REGULAR EARNINGS - FT WOLVERTON	6,199	3,102	1,314	-1,788	-57.6%	
01-5090-7555 BEENFITS - FT WOLVERTON	2,217	1,110	428	-682	-61.4%	
01-5090-7578 BOARD/MANAGER - WAGES - WOLVERTON	-	-	-	-	#DIV/0!	
01-5090-8550 REGULAR EARNINGS - FT OTHER	6,199	3,102	1,490	-1,612	-52.0%	
01-5090-8555 BENEFITS - FT OTHER	2,217	1,110	479	-631	-56.8%	
01-5091-1550 REGULAR EARNINGS - PT	-	-	-	-	#DIV/0!	
01-5091-1555 BENEFITS - PT	-	-	-	-	#DIV/0!	
01-5091-2550 REG EARNINGS - PT	1,204	600	97	-503	-83.8%	
01-5091-2555 BENEFITS - PT	138	72	16	-56	-77.8%	
01-5091-3550 REGULAR EARNINGS - PT	-	-	107	107	#DIV/0!	
01-5091-3555 BENEFITS - PT	-	-	19	19	#DIV/0!	
01-5091-4550 REGULAR EARNINGS - PT	1,204	600	268	-332	-55.3%	
01-5091-4555 BENEFITS - PT	138	72	40	-32	-44.4%	
01-5091-6550 REGULAR EARNINGS - PT	-	-	-	-	#DIV/0!	
01-5091-6555 BENEFITS - PT	-	-	-	-	#DIV/0!	
Total Salaries, Wages & Benefits	61,596	30,828	17,298	-13,530	-43.9%	
Administration Expenses						
01-5093-0674 MILEAGE	-	-	-	-	#DIV/0!	
Total Administration Expenses	-	-	-	-	#DIV/0!	
Building & Property Expenses						
01-5092-1676 INSURANCE	286	144	286	142	98.6%	
01-5092-2676 INSURANCE	497	246	497	251	102.0%	

Township of Blandford-Blenheim

Cemeteries

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-5092-3676 INSURANCE	286	144	286	142	98.6%	
01-5092-4676 INSURANCE	612	306	612	306	100.0%	
01-5092-6676 INSURANCE	286	144	286	142	98.6%	
01-5092-7676 INSURANCE	286	144	286	142	98.6%	
01-5093-0794 FOUNDATION REPAIR	7,500	3,750	-	-3,750	-100.0%	
01-5093-1730 GRASS CUTTING - 9TH LINE	1,730	864	-	-864	-100.0%	End of season invoiced
01-5093-1754 INTERMENT CHARGES - 9TH LINE	312	156	-	-156	-100.0%	
01-5093-1770 MISC OTHER EXPENSES - 9TH LINE	1,000	498	-	-498	-100.0%	
01-5093-1792 PROPERTY IMPROVEMENT - 9TH LINE	-	-	16	16	#DIV/0!	
01-5093-1794 PROPERTY MAINT. - 9TH LINE	-	-	260	260	#DIV/0!	
01-5093-2710 CORNERPOSTS (RESALE) - DRUMBO	501	252	-	-252	-100.0%	
01-5093-2730 GRASS CUTTING - DRUMBO	5,135	2,568	-	-2,568	-100.0%	End of season invoiced
01-5093-2754 INTERMENT CHARGES - DRUMBO	1,100	552	-	-552	-100.0%	
01-5093-2766 MARKER/MONUMENT MAINT. - DRUMBO	50	24	-	-24	-100.0%	
01-5093-2770 MISC OTHER EXPENSES - DRUMBO	600	300	-	-300	-100.0%	
01-5093-2794 PROPERTY MAINT. - DRUMBO	2,000	1,002	426	-576	-57.5%	
01-5093-3730 GRASS CUTTING - PLATTSVILLE	5,567	2,784	-	-2,784	-100.0%	End of season invoiced
01-5093-3754 INTERMENT CHARGES - PLATTSVILLE	-	-	500	500	#DIV/0!	
01-5093-3770 MISC OTHER EXPENSES - PLATTSVILLE	250	126	-	-126	-100.0%	
01-5093-3794 PROPERTY MAINT. - PLATTSVILLE	1,500	750	353	-397	-52.9%	
01-5093-4710 CORNERPOSTS (RESALE) - PRINCETON	501	252	-	-252	-100.0%	
01-5093-4715 NICHE PLATE ENGRAVING - PRINCETON	-	-	300	300	#DIV/0!	
01-5093-4730 GRASS CUTTING - PRINCETON	19,062	9,534	-	-9,534	-100.0%	End of season invoiced
01-5093-4754 INTERMENT CHARGES - PRINCETON	3,400	1,698	500	-1,198	-70.6%	
01-5093-4766 MARKER/MONUMENT MAINT. - PRINCETON	600	300	-	-300	-100.0%	
01-5093-4770 MISC OTHER EXPENSES - PRINCETON	1,000	498	-	-498	-100.0%	
01-5093-4792 PROPERTY IMPROVEMENT - PRINCETON	-	-	-	-	#DIV/0!	
01-5093-4794 PROPERTY MAINT. - PRINCETON	3,200	1,602	665	-937	-58.5%	
01-5093-4796 PROVINCIAL BURIAL FEE - PRINCETON	200	102	-	-102	-100.0%	
01-5093-6710 CORNERPOSTS (RESALE) - RICHWOOD	167	84	-	-84	-100.0%	
01-5093-6730 GRASS CUTTING - RICHWOOD	2,994	1,500	-	-1,500	-100.0%	End of season invoiced
01-5093-6754 INTERMENT CHARGES - RICHWOOD	240	120	-	-120	-100.0%	

Township of Blandford-Blenheim

Cemeteries

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-5093-6766 MARKER/MONUMENT MAINT. - RICHWOOD	60	30	-	-30	-100.0%	
01-5093-6794 PROPERTY MAINT. - RICHWOOD	1,500	750	304	-446	-59.5%	
01-5093-7710 CORNERPOSTS (RESALE) - WOLVERTON	167	84	-	-84	-100.0%	
01-5093-7730 GRASS CUTTING - WOLVERTON	3,486	1,746	-	-1,746	-100.0%	End of season invoiced
01-5093-7754 INTERMENT CHARGES - WOLVERTON	375	186	-	-186	-100.0%	
01-5093-7766 MARKER/MONUMENT MAINT. - WOLVERTON	120	60	-	-60	-100.0%	
01-5093-7794 PROPERTY MAINT. - WOLVERTON	1,700	852	337	-515	-60.4%	
01-5093-8730 GRASS CUTTING - 6 INACTIVE CEMETERIES	5,617	2,808	-	-2,808	-100.0%	End of season invoiced
01-5093-8770 MISC OTHER EXPENSES - INACTIVE CEMETERIES	2,000	1,002	33	-969	-96.7%	
01-5093-8794 PROPERTY MAINT. - INACTIVE CEMETERIES	-	-	145	145	#DIV/0!	
Total Building & Property Expenses	75,887	37,962	6,092	-31,870	-84.0%	Still 6 months of year left
Other Expenses						
01-5094-8832 GRANTS - ACTIVE CEMETERIES	-	-	-	-	#DIV/0!	
Total Other Expenses	-	-	-	-	#DIV/0!	
Capital Expenditures						
01-5096-2001 FLAGPOLE - DRUMBO	-	-	-	-	#DIV/0!	
01-5096-4001 FLAGPOLE - PRINCETON	-	-	-	-	#DIV/0!	
01-5096-4002 SHED REPAIRS - PRINCETON	-	-	-	-	#DIV/0!	
01-5096-4003 MAUSOLEUM ROOF - PRINCETON	-	-	-	-	#DIV/0!	
01-5096-4004 PROPERTY PURCHASE - DRUMBO	-	-	-	-	#DIV/0!	
01-5096-4005 MAUSOLEUM ROOF - DRUMBO	-	-	-	-	#DIV/0!	
Total Capital Expenditures	-	-	-	-	#DIV/0!	
Total Expenses	137,483	68,790	23,390	-45,400	-66.0%	
Total Cemeteries	105,181	52,626	-6,236	-58,862	-111.8%	

Township of Blandford-Blenheim

Splash Park

	2024	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
Expenses						
Salaries, Wages & Benefits						
01-7190-2551 REGULAR EARNINGS - FT - SPLASH PK	4,460	2,232	1,406	-826	-37.0%	
01-7190-2552 BENEFITS - FULL TIME - SPLASH PK	1,545	774	419	-355	-45.9%	
01-7191-2553 REGULAR EARNINGS - PART TIME - SPLASH PK	1,338	672	-	-672	-100.0%	
01-7191-2554 BENEFITS - PART TIME - SPLASH PK	154	78	-	-78	-100.0%	
Total Salaries, Wages & Benefits	7,497	3,756	1,825	-1,931	-51.4%	Still July Aug Sept and shut down
Administration Expenses						
01-7194-2676 INSURANCE	61	30	61	31	103.3%	
Total Administration Expenses	61	30	61	31	103.3%	
Building & Property Expenses						
01-7194-2608 CONTRACTED SERVICES	1,600	798	-	-798	-100.0%	
01-7194-2782 PARTS, SUPPLIES & SMALL TOOLS	6,500	3,252	2,478	-774	-23.8%	Still July Aug Sept and shut down
01-7194-3608 CONTRACTED SERVICES	1,600	798	-	-798	-100.0%	Shut down cost
01-7194-3676 INSURANCE	61	30	-	-30	-100.0%	
01-7194-3782 PARTS, SUPPLIES & SMALL TOOLS	2,000	1,002	379	-623	-62.2%	Still July Aug Sept and shut down
01-7194-3818 WATER	18,000	9,000	9,086	86	1.0%	Refund anticipated for 2023 (no sewer charges)
Total Building & Property Expenses	29,761	14,880	11,943	-2,937	-19.7%	
Contribution to Reserves						
01-7197-2957 TRANSFER TO RESERVE - SPLASH PK	11,315	5,658	5,657	-1	-0.0%	
Total Contribution to Reserves	11,315	5,658	5,657	-1	-0.0%	
Total Expenses	48,634	24,324	19,486	-4,838	-19.9%	
Total Splash Park	48,634	24,324	19,486	-4,838	-19.9%	

Township of Blandford-Blenheim

June 2024 Interim Variance Report - Summary

	2024 Budget	YTD Budget June	YTD Actual June	YTD Variance	% Variance
Council	118,868	59,430	61,052	1,622	3%
General Revenue	-2,187,272	-1,093,632	-1,179,671	-86,039	8%
Administration	1,849,481	924,750	843,836	-80,914	-9%
Livestock/Canine	9,850	4,920	2,283	-2,637	-54%
Grants	10,000	4,998	6,078	1,080	22%
Fire Department	1,248,254	624,174	521,589	-102,585	-16%
By-Law Enforcement	44,889	22,440	209	-22,231	-99%
CEMC	17,091	8,544	2,306	-6,238	-73%
Police	943,171	471,594	395,820	-75,774	-16%
Cemeteries	105,181	52,626	-6,236	-58,862	-112%
Building Services	0	18	-54.060	-54.078	-300433%
Drainage	95,029	47,514	57,329	9,815	21%
Public Works - Roads	3,683,721	1,841,862	1,817,700	-24,162	-1%
Public Works - Winter Control	361,276	180,636	146,253	-34,383	-19%
Community Services - Administration	4,756	2,376	2,377	1	0%
Grass Cutting	1,374	684	41,453	40,769	5960%
Plattsville Arena	325,740	162,858	68,428	-94,430	-58%
Parks	149,504	74,736	-65,266	-140,002	-187%
Community Centres	55,199	27,612	5,246	-22,366	-81%
Splash Park	48,634	24,324	19,486	-4,838	-20%
GRAND TOTAL	6,884,746	3,442,464	2,686,212	-756,252	-22.0%

Township of Blandford-Blenheim - 2024 - 2nd Quarter Capital Variance Report

Project	Location	Description	Account #	Total Budget	Complete	Actual Costs to June 30	Tenders Accepted to Date	Updated Estimated Costs	Estimated Over (+) Under (-) Budget	Comments
<u>Administration - Municipal Office</u>										
DEVELOPMENT CHARGE STUDY			01-1192-0615	\$15,000.00	X	\$15,922.39		\$15,922.39	\$922.39	
Replacement of Air Conditioner	Drumbo	Replace Office Air Conditioner damaged by lightning		\$0.00	X	\$4,502.88		\$4,502.88	\$4,502.88	Emergency Repair
Sealing of Parking Lot	Drumbo	Sealing of Parking Lot at Municipal Office to prolong its life	01-1196-0915	\$10,000.00				\$10,000.00	\$0.00	
2024 ADMIN PROJECT TOTALS				\$25,000.00		\$20,425.27	\$0.00	\$30,425.27	\$5,425.27	
<u>Fire</u>										
Bunker suits	All Stations	Replace 13 sets of bunker gear (\$3000 each)	Equip. Capital	\$39,000.00	X	\$37,464.97		\$37,464.97	(\$1,535.03)	Remainder approved for Drumbo renovation
Portable radios	All Stations	Replace 7 portable radios (\$2000 each)	Equip. Capital	\$14,000.00	X	\$14,167.03		\$14,167.03	\$167.03	
Pagers	All Stations	Replace 16 pagers (\$800 each)	Equip. Capital	\$12,800.00	X	\$11,381.85		\$11,381.85	(\$1,418.15)	
Bunker gear room	Plattsville Station	Move gear out of apparatus bay health and safety	01-2096-3901	\$75,000.00	X	\$32,745.81		\$32,745.81	(\$42,254.19)	
Engineering	Princeton Station	Engineering costs for new fire hall.	01-2096-4901	\$120,000.00				\$120,000.00	\$0.00	
2024 FIRE PROJECT TOTALS				\$260,800.00		\$95,759.66	\$0.00	\$215,759.66	(\$45,040.34)	
<u>Building/Drainage</u>										
Hybrid 4WD vehicle		Replacement scheduled in 2022, delayed until necessary	01-2196-0933	\$50,000.00				\$0.00	(\$50,000.00)	
2024 BUILDING/DRAINAGE PROJECT TOTALS				\$50,000.00		\$0.00	\$0.00	\$0.00	(\$50,000.00)	
<u>Public Works</u>										
RESURFACE SURFACE TREATED RDS.		FIBREMAT, (15 E & F) OXFORD-WAT. RD. WASHINGTON RD. TO TRUSSLER (42,350M2) SHARED WITH WILMOT TWP.; Hubbard Rd, Oxford RD 29 to Twp Rd 9 (15410m2), Twp Rd 2, Oxford Rd 3 to Blenheim Rd (22630m2)	01-3096-0925	\$425,000.00		\$15,264.00	\$280,824.60	\$296,088.60	(\$128,911.40)	Scheduled in Q3
Roller for Grader		Roller for grader 8-18	01-3096-0901	\$25,000.00				\$25,000.00	\$0.00	
Guard Rail rehab		Rehab/Replace old guard rail and 3 wire system within the Township	01-3096-0146	\$50,000.00				\$50,000.00	\$0.00	
Hotson Drain		Hotson drain is along Blandford Rd and Twp Rd 8	01-3096-0909	\$82,000.00				\$82,000.00	\$0.00	
Township Road 8 Drain		Twp Rd 8 Drain is along Twp Rd 8 and Hubbard Rd	01-3096-0910	\$115,000.00				\$115,000.00	\$0.00	

Generator for Drumbo Shop		Replace old generator with new automatic engage generator	01-3096-0901	\$50,000.00				\$50,000.00	\$0.00	
Bridge 38 Deck rehab (Twp Rd 5)		Chip and patch deck, waterproof and asphalt	01-3096-0038	\$125,000.00		\$16,054.81		\$125,000.00	\$0.00	Tendering in Q3
Slide in water tank		Replace the 2011	01-3096-0901	\$28,000.00	X	\$1,341.42	\$27,192.00	\$28,533.42	\$533.42	Water Tank Valve only
Replace Radiant Heaters		Replace 4 Radiant Heaters for the Drumbo Shop	01-3096-0915	\$20,000.00				\$20,000.00	\$0.00	
HARDSURFACE TWP. RD. 6 B PRINCETON MUN. DRAIN & STREET UPGRADES		DOUBLE SURFACE TREAT TWP. RD. 6 FROM BLANDFORD RD. TO OXFORD RD. 22 TO CONNECT PHASE 3 North SIDE OF PRINCETON MUN. DRAINAGE & STREET UPGRADES - FUNDED BY CCBF	01-3096-0147	\$215,000.00			\$236,408.00	\$236,408.00	\$21,408.00	Scheduled in Q3
			01-3096-0119	\$4,403,092.00		\$356,634.22	\$5,078,660.00	\$5,078,660.00	\$675,568.00	Van Wees storm pond added
BASE IMPROVEMENTS - BLANDFORD RD. N OF OX.RD.8		ADD 3,500T OF "B" & 3,500T OF "A" TO BLANDFORD RD. OX.RD.8 TO TWP. RD. 12 IN NORTH IN CONJUNCTION WITH SPRING GRAVELLING	01-3096-0148	\$75,000.00	X			\$0.00	(\$75,000.00)	Done as part of the gravel program. Will require addition A gravel in 2025
SIDEWALK TRACTOR PLOW		REPLACES 2013 MODEL YEAR TRACKLESS SIDEWALK TRACTOR & PLOW/BLOWER ATTACHMENTS - PURCHASED USED IN 2015 (REUSE PLOW) This was originally scheduled for 2023 replacement but was still in good condition.	01-3096-0901	\$200,000.00	X		\$216,669.87	\$216,669.87	\$16,669.87	Addition cost for grinding head. Council approved
Guardrail cutter attachment		Raiber Transformer 840 - fits on the Kommunal machine and will allow staff to cut the guardrails more efficiently with less manual labor.	01-3096-0901	\$75,000.00	X	\$75,342.31		\$75,342.31	\$342.31	
TANDEM DUMP/PLOW TRUCK CAB & CHASSIS ONLY		REPLACES 2-14 (2015 FREIGHTLINER TANDEM DUMP/SANDER/PLOW TRUCK SALE VALUE \$35,000)	01-3096-0933	\$201,360.00			\$197,878.00	\$197,878.00	(\$3,482.00)	Extra expenses to completed EA study (addition studies were required)
BRIDGE #24 ENGINEERING		Start Engineering	01-3096-0024	\$39,375.00		\$55,711.55		\$75,000.00	\$35,625.00	
Bridge Study		OSIM bridge reports must be done every 2 years. This was started last year but not completed	01-3096-0896	\$0.00	X	\$12,685.00		\$12,685.00	\$12,685.00	Budgeted in 2023
Replace Twp Rd 11 Culvert		Emergency repair of culvert on Twp Rd 11	01-3096-0149	\$0.00	X	\$43,814.24		\$43,814.24	\$43,814.24	Emergency Repair
2024 PUBLIC WORKS PROJECT TOTALS				\$6,128,827.00		\$576,847.55	\$6,037,632.47	\$6,728,079.44	\$599,252.44	
Plattsville Arena										
STALL MATS	Plattsville	REPLACE MATS IN PLAYERS' BENCHES.	01-7096-3901	\$5,000.00				\$5,000.00	\$0.00	Will be doing August
TV	Plattsville	Life cycle, will do if required.		\$1,800.00				\$0.00	(\$1,800.00)	
H Vac Front of building	Plattsville	Replace front of building H Vac 10-15 years life cycle put in 2012		\$60,000.00				\$0.00	(\$60,000.00)	Going to move to 2 more year due to condition of units

Edger	Plattsville			\$4,000.00				\$4,000.00	\$-	Order in Sept as want to have company come and show on our ice
2024 ARENA PROJECT TOTALS				\$70,800.00		\$0.00	\$0.00	\$9,000.00	(\$61,800.00)	
Parks										
Wooden fence	Drumbo Park			\$7,000.00		\$2,895.23		\$7,000.00	\$0.00	Done still need one more invoice to come in yet
VEHICLE STORAGE YARD	PLATTSVILLE	CREATE SAFETY BARRIER BETWEEN EQUIPMENT AND PARK	01-7196-3915	\$4,000.00				\$4,000.00	\$0.00	Do in Oct
Accessible Playground	Bright Drumbo	Dependent on Trillium Grant		\$120,000.00				\$0.00	(\$120,000.00)	Waiting on grant info for playground project
Accessible Playground	Princeton	Friends of PR Park applied for grant		\$130,000.00				\$130,000.00	\$0.00	Waiting on grant info for playground project
Accessible Playground	Plattsville	Plattsville grouped applied for grant		\$160,000.00				\$180,000.00	\$20,000.00	Starting in Oct, \$120K grant received
New Slide	Princeton Park	Replace slide (insurance request)		\$10,000.00				\$10,000.00	\$0.00	Waiting on grant info for playground project
Drumbo Pavilion Reno	Drumbo Park	Additon with Storage		\$0.00		\$37,407.00		\$60,000.00	\$0.00	Funded by Drumbo Lions
2024 PARKS PROJECT TOTALS				\$431,000.00		\$40,302.23	\$0.00	\$391,000.00	(\$100,000.00)	
Parks - Grounds Equipment										
3/4 TON PICK UP FROM PW	Plattsville	2021 3/4 TON PICK UP TRANSFERRED FROM PW, DISPOSE OF 2015		\$5,000.00				\$0.00	(\$5,000.00)	Not happeneing this year
2024 PARKS GROUNDS EQUIPMENT PROJECT TOTALS				\$5,000.00		\$0.00	\$0.00	\$0.00	(\$5,000.00)	
Community Centres										
Tables & Chairs	All	Iables & Chairs to replace those broken over the years.	01-7296-4901	\$7,000.00				\$7,000.00	\$0.00	Will be ordering in October
2024 COMMUNITY CENTRES PROJECT TOTALS				\$7,000.00		\$0.00	\$0.00	\$7,000.00	\$0.00	
2024 TOTAL CAPITAL		\$6,978,427.00				\$733,334.71	\$6,037,632.47	\$7,381,264.37	\$342,837.37	

project carried forward - approved in previous yearproject approved after budget passed



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Sarah Matheson, Clerk
Reviewed By:	Josh Brick, CAO	Date:	August 1, 2024
Subject:	Noise Exemption Request – Great Lakes ATV Club	Council Meeting Date:	August 7, 2024
Report #:	DC-24-07		

Recommendation:

Be it hereby resolved that Report DC-24-07 be received as information; and

And further, that Council authorizes an exemption to Section 2 of the Township's Noise By-law 2357-2023 for the Great Lakes ATV Club for their members ride to be held from 7:00 p.m. to 11:00 p.m. on Saturday, September 28th, 2024 on the trail located on Township Road 9, 0.5 kilometers east of 846148 Township Road 9 in Bright, Township of Blandford-Blenheim.

And further, that Council provide direction to staff to notify enforcement staff and the OPP of the noise by-law exemption approved by Council.

Background:

The Township of Blandford-Blenheim Noise By-law 2357-2024, Section 2 states that "No person shall make, cause or permit to be made, any noise or vibration, at any time, which is likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the inhabitants of the Township".

The By-law further states that any person may apply to Council for an exemption to any provision of the by-law with respect to noise to allow a person to permit such noise for the period of time as set out in their request. If granted, Council may set out any conditions of the exemption as they consider appropriate.

The set fines for different contraventions of the Township's Noise By-law are \$125.00.

The Township By-law requires publication in a newspaper of general circulation within the Township, preceding the event. In lieu of publishing in the newspaper, staff prepared a news release on the corporate website to inform local residents of the event. This serves the purpose

of preemptively addressing any concerns regarding amplified sound coming from the area for the event.

Analysis / Discussion:

Township staff are in receipt of a noise by-law exemption request from the Great Lakes ATV Club Vice President for their members ride scheduled on Saturday, September 28th, 2024. This event is to be held on the trail located on Township Road 9, 0.5 kilometers east of 846148 Township Road 9 in Bright, Township of Blandford-Blenheim. The ride shall be completed by 10:30 p.m. with all noise from loading on trailers to cease by 11:00 p.m.

The exemption request has been posted to the Township's website as a public notice. As of the date of writing this report, no comments or concerns have been received in relation to the event.

Staff are recommending that Council approve the Noise By-law exemption request subject to staff notifying Township's enforcement staff and the Oxford OPP of the noise by-law exemption granted by Council.

Financial Considerations:

There are no financial implications in relation to this report.

Attachments:

Letter from Great Lakes ATV Club Vice President outlining the request.

Respectfully submitted by:

Sarah Matheson

Sarah Matheson
Clerk



Great Lakes ATV Club
PO Box 331
Innerkip ON N0J 1M0

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

July 8, 2024

Dear Ms Matheson,

Great Lakes ATV Club would like to again apply for an exemption permit to the Noise or Vibration By-Law NUMBER 2357-2023 Section 2 for the club leadership to host a members ride from 7pm to 11pm on September 28th 2024. The trail-head is located on Township Rd 9, 0.5km east of farm address 846148 Township Rd 9, Bright.

Previous years we have collected donations for the Blandford-Blenheim Food Bank and we anticipate doing the same again this year!

For the continued respect to the neighbours of the trail property we will organize the ride to terminate at 10:30pm where all ATVs will be back at the parking lot and loaded on their respected trailers ensuring that all noise from exhausts or motors will be ceased by 11pm. We also plan to limit the rider attendance to 30 ATVs MAX, splitting the group into smaller riding packs.

We look forward to hearing your feedback on this request for the nighttime ride.

Sincere Regards,

Great Lakes ATV Club
c/o Lisa Rocheleau, Club Vice President



THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2444-2024

Hotson Drain

BEING a By-law to amend the assessment schedules based on actual costs incurred for constructing the Hotson Drain;

WHEREAS By-law Number 2383-2023 enacted the 6th day of September 2023, provided for the construction of the Hotson Drain, based on the estimates contained in drainage report dated August 8, 2023, as submitted by C. MacIntyre, P. Eng., of K. Smart & Associates Limited;

AND WHEREAS the construction of the Hotson Drain has been completed and it is deemed expedient to prorate the cost of the drain to the ratepayers in the watershed;

AND WHEREAS the total estimated cost of the Hotson Drain was \$165,000;

AND WHEREAS the actual cost of construction was \$153,827.58, or 91.84% of the estimate;

AND WHEREAS the Provincial Grants on agricultural lands were \$25,484.88;

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

1. The balance of the cost shall be prorated and invoiced as set out in Schedule "C" attached hereto and forming part of this by-law.

Bylaw **READ** a **FIRST** and **SECOND** time this 7th day of August, 2024.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 7th day of August, 2024.

(SEAL)

Mark Peterson, Mayor

Sarah Matheson, Clerk

Original (Report): August 8, 2023
Actual: July 19, 2024

**SCHEDULE C - SCHEDULE FOR ACTUAL COST BYLAW
HOTSON DRAIN 2023
TOWNSHIP OF BLANDFORD-BLENHEIM**

File No. 22-238

				ESTIMATED COSTS				
Con	Lot	Roll Number (Owner)		Ha. Affected	Gross Assessment	1/3 Grant	Allowances	NET
Twp of Blandford-Blenheim (Roll No. 32-45-010)								
F	7	S Pt. 6 & N Pt. 6	030-04200 (1060008 Ontario Ltd.)	7.2	1,554	518		1,036
F	7	Pt Lots 5 & 6	030-04900 (W. & C. Martin)	2.6	561	187		374
F	7	Pt Lot 6	030-05000 (Wm A Chesney & Sons Ltd.)	15.9	31,644	10,548	1,600	19,496
F	7	Pt Lot 7	030-05100 (R. Wolyniuk & B. Storey)	3.4	1,675	558		1,117
	7	Pt Lot 7 RP 41R1539	030-05101 (Z. & D. Jancsar)	0.3	147	0		147
	8	Pt Lot 6	030-05901 (W. & M. Spicer)	0.7	478	0		478
F	8	S Pt Lot 6	030-05902 (W. & S. Gillespie)	2.9	13,172	4,391	1,500	7,281
F	8	S Pt Lot 7 & 8	030-06000 (P. Gillespie)	10.1	17,519	5,840	400	11,279
F	8	S Pt Lot 7 & 8	030-06200 (L. & E. Ernewein)	11.0	9,277	3,092		6,185
F	8	Pt Lot 7 & 8	030-06700 (T. Skillings & Estate)	9.3	7,845	2,615		5,230
Subtotal (Lands):				63.4	83,872	27,749	3,500	52,623
Township Road 8 (Township of Blandford-Blenheim)				1.6	46,334	0		46,334
Blandford Road (Township of Blandford-Blenheim)				1.6	34,794	0		34,794
Subtotal (Roads & Utilities):				3.2	81,128	0	0	81,128
TOTAL ASSESSMENT HOTSON DRAIN 2023:				66.6	165,000	27,749	3,500	133,751

ACTUAL COSTS			
Gross Assessment	1/3 Grant	Allowances	NET
1,427.20	475.73		951.47
515.23	171.74		343.49
29,062.08	9,687.37	1,600	17,774.71
1,538.33	512.78		1,025.55
135.00	0.00		135.00
439.00	0.00		439.00
12,097.26	4,032.42	1,500	6,564.84
16,089.57	5,363.19	400	10,326.38
8,520.06	2,840.02		5,680.04
7,204.90	2,401.63		4,803.27
77,028.63	25,484.88	3,500	48,043.75
43,235.68	0		43,235.68
33,563.27	0		33,563.27
76,798.95	0	0	76,798.95
153,827.58	25,484.88	3,500	124,842.70

Notes:

- Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant
Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
- Actual assessment is levied to the owner of the parcel at the time the final cost is levied.

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2445-2024

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

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

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

1. That Schedule "A" to By-Law Number 1360-2002, as amended, is hereby amended by changing to 'R1-19' the zone symbol of the lands so designated 'R1-19' on Schedule "A" attached hereto.
2. That Section 11.5 to By-Law Number 1360-2002, as amended, is hereby amended by adding the following subsection at the end thereof.

11.5.19 **Location: Lot 10, Plan 65 R1-19 (Key Map 57)**

11.5.19.1 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any 'R1-19' Zone *use any lot, or erect, alter or use any building or structure* for the purpose except the following:

a single detached dwelling

11.5.19.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any 'R1-19' Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

11.5.19.2.1 SPECIAL PROVISIONS FOR A SINGLE DETACHED DWELLING

11.5.19.2.1.1 LOT AREA

Minimum	800 m² (8,611.1 ft ²)
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11.5.19.2.1.2 LOT FRONTAGE

Minimum	19 m (62.3 ft)
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11.5.19.2.1.3 LOT DEPTH

Minimum	40 m (131.2 ft)
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11.5.19.2.2 That all provisions of the R1-19 Zone in Section 11.2 to this Zoning By-Law, as amended, shall apply, and further that all other provisions of this By-Law, as

amended, that are consistent with the provisions herein contained shall continue to apply mutatis mutandis.”

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

READ a first and second time this 7th day of August, 2024.

READ a third time and finally passed this 7th day of August, 2024.

Mark Peterson - Mayor

(SEAL)

Sarah Matheson – Clerk

ZN 1-24-16

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2445-2024

EXPLANATORY NOTE

The purpose of By-Law Number 2445-2024 is to rezone the subject lands from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 1 Zone (R1-19)' to permit the establishment of a single detached dwelling on the subject lands with site specific provisions in place for minimum lot area, minimum lot depth, and minimum lot frontage.

The subject lands are described as Lot 10, Plan 65 in the Township of Blandford-Blenheim. The lands are located on the north side of Gissing Street, lying to the west of McQueen Street, and are municipally known as 45 Gissing Street.

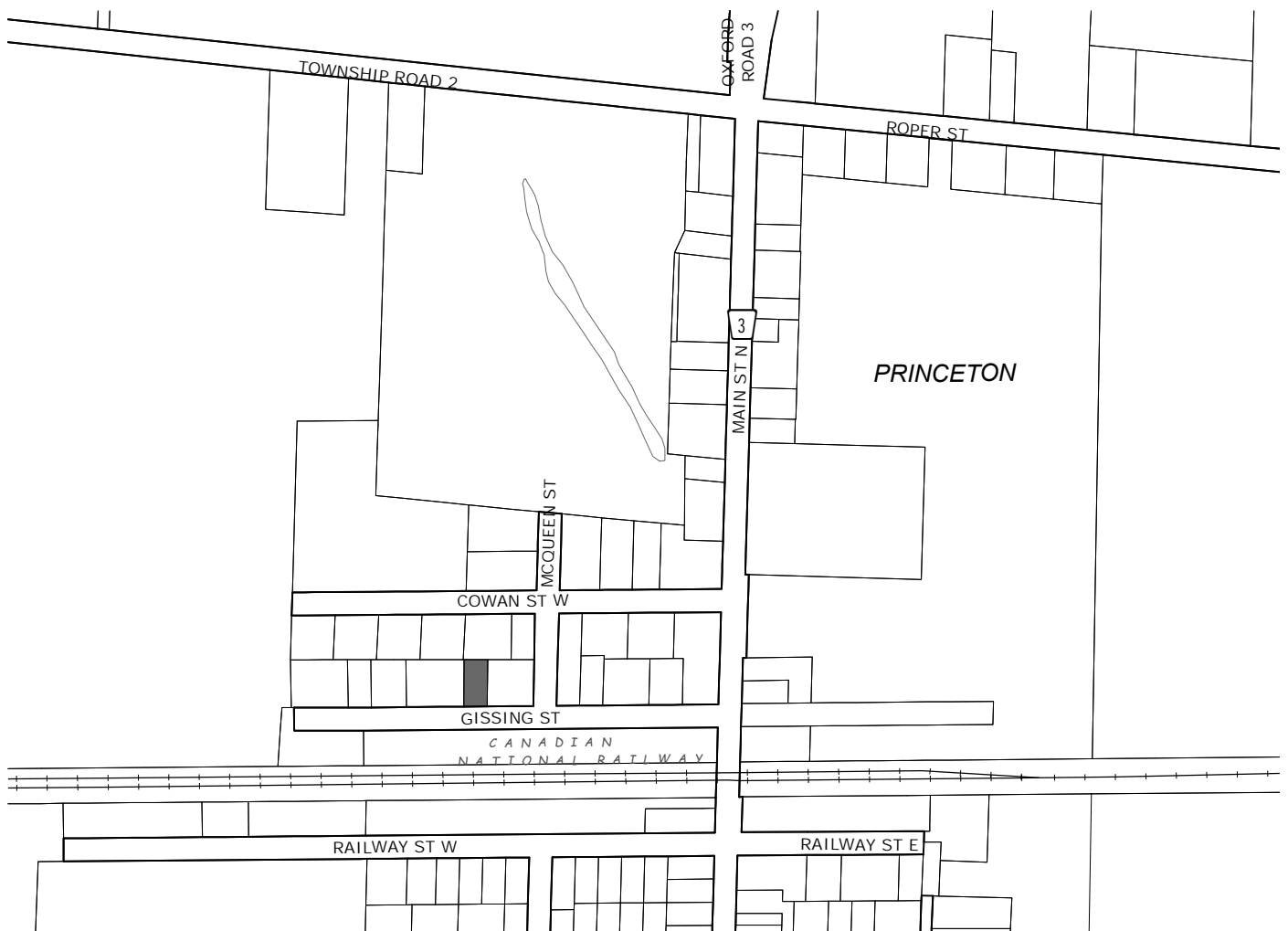
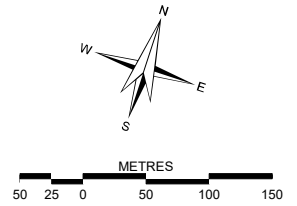
The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2445-2024. The public hearing was held on August 7, 2024 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2445-2024 may contact the undersigned.

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

Telephone: 463-5347

KEY MAP

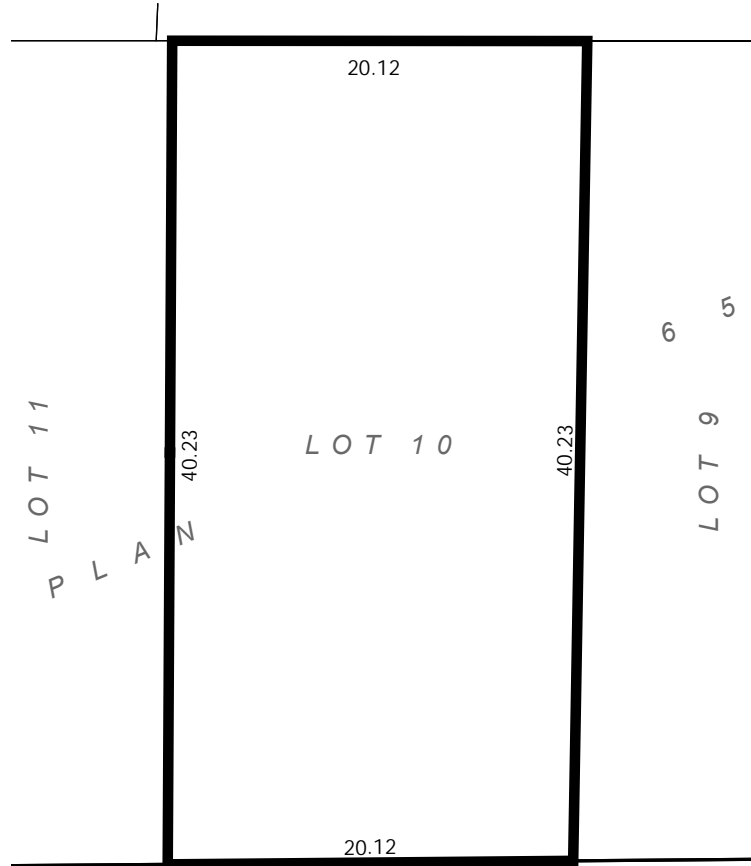


 LANDS TO WHICH BYLAW 2445-2024 APPLIES

SCHEDULE "A"

TO BY-LAW No. 2445-2024

LOT 10 NORTH OF GISSING STREET, PLAN 65 (PRINCETON)
TOWNSHIP OF BLANDFORD-BLENHEIM



GISSING ST



AREA OF ZONE CHANGE TO R1-19

NOTE: ALL DIMENSIONS IN METRES



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THIS IS SCHEDULE "A"

TO BY-LAW No. 2445-2024, PASSED

THE _____ DAY OF _____, 2024

MAYOR

CLERK

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER **2446-2024**

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 August 7th, 2024 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 7th day of August, 2024.

By-law read a third time and finally passed this 7th day of August, 2024.

MAYOR
MARK PETERSON

CLERK
SARAH MATHESON