

TOWNSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday, March 15, 2023

Watch via Live Stream on Township's YouTube:

<https://www.youtube.com/channel/UCdKRV0GAEuFaGbWHRPzoEXA>

4:00 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

That the agenda for the March 15, 2023 Regular Meeting of Council be adopted.

4. Disclosure of Pecuniary Interest

5. Minutes

a. [March 1, 2023 Minutes of Council](#)

Recommendation:

That the minutes of the March 1, 2023 Meeting of Council be adopted, as printed and circulated.

6. Business Arising from the Minutes

7. Public Meetings

a. Public Meeting Under the Planning Act

i. [Application for Zone Change – ZN-22-01 \(William & Sandy Gillespie\)](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim approve the zone change application submitted by William & Sandra Gillespie, whereby the zoning affecting lands described as Part Lot 6, Concession 8 (Blandford), Township of Blandford-Blenheim will be amended to permit a Garden Suite on the subject lands for a ten (10) year period from March 15, 2023 to March 15, 2033.

b. Public Meeting Under the Planning Act, Committee of Adjustment

i. Minutes

[September 7, 2022 Meeting of the Committee of Adjustment](#)

ii. Applications

[MVA-01-23 Milad Nazari, 36 Dundas Street West, Princeton](#)

Recommendation:

That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A01-23, submitted by Milad Nazari for lands described as Lot 11, Plan 795 in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 11.2, Table 11.2 – R1 Zone Provisions, to allow a reduction to the minimum lot area, where sanitary sewers are not available, from 2,800 m² (30,140 ft²) to approximately 1,564 m² (16,834 ft²); and,
2. Relief from Section 11.2, Table 11.2 – R1 Zone Provisions, to allow a reduction in the minimum lot depth, where sanitary sewers are not available, from 50 m (164 ft) to approximately 45 m (147.6 ft).

Subject to the following condition:

- i. That the proposed relief shall only apply to a single detached dwelling of the approximate size and location as depicted on Plate 3 of Report CP 2023-84.

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

(i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;

(ii) desirable for the appropriate development or use of the land;

(iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;

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

8. Delegations / Presentations

- a. Larry Vollmershausen, Resident, Re: Condition of the Township Roads

9. Correspondence

a. Specific

- i. [Amanda Gubbels, CAO/Clerk, Township of Warwick. Re: CN Railway Contribution Requirements under the Drainage Act and Impacts on Municipal Drain Infrastructure in Ontario.](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim support the resolution of the Township of Warwick calling on CN Rail to act as a partner to municipalities and to the agriculture industry in Ontario and reconsider its position that the Drainage Act does not apply to it as a public entity; and,

That CN Rail contribute their portion to municipal drains in Ontario pursuant to the Drainage Act.

- ii. [Amy Humphries, Clerk, City of Woodstock Re: Graphic Image Delivery By-law Adopted by the City of Woodstock.](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim receives the resolution of the City of Woodstock to pass a by-law to regulate the distribution of graphic flyers in the City of Woodstock.

b. General

- i. [Rural Oxford Economic Development Committee, Re: December 2022 to February 2023 Activity Report;](#)
- ii. [Paula Toft, Deputy Clerk, Town of Ingersoll, Re: Diversity and Newcomer Committee; and,](#)
- iii. [David Simpson, Director of Public Works, Oxford County, Re: 2022 Drinking Water System Performance.](#)

Recommendation:

That the general correspondence items be received as information.

10. Staff Reports

a. Dustin Robson – Planner, Oxford County

- i. [CP2023-79 - Supplementary Report on the Draft Drumbo Secondary Plan](#)

Recommendation:

That Report CP 2023-79 be received as information;

And further, that Staff Report CP 2023-79 and the attached Drumbo Secondary Plan and associated maps be endorsed by the Council of the [Township of Blandford-Blenheim Website](#)

Township of Blandford-Blenheim for the purpose of informing the preparation of the Official Plan Amendment (OPA) required to implement the Secondary Plan;

And further, that the Council of the Township of Blandford-Blenheim direct Planning staff to initiate the required Official Plan Amendment (OPA) process and bring the resulting draft OPA to Council for their consideration and endorsement, prior to presenting the Secondary Plan and implementing OPA to County Council for final approval.

b. Drew Davidson – Director of Protective Services

i. FC-23-03 – Monthly Report

Recommendation:

That Report FC-23-03 be received as information.

c. John Scherer – Chief Building Official

i. CBO-23-03 – Monthly Report

Recommendation:

That Report CBO-23-03 be received as information.

d. Jim Borton – Director of Public Works

i. PW-23-06 – 2023 Surface Treatment Tender Results

Recommendation:

That Report PW-23-06 be received as information;

And further that Council accept the Surface Treatment tender submitted by Walker Construction, Niagara Falls, ON.

And further that the remaining balance required to complete the work be transferred from the Public Works reserve.

i. PW-23-07 – 2023 Gravel Tender Results

Recommendation:

That Report PW-23-07 be received as information;

And further that Council accept the tender submitted by Lakeview Sand and Gravel Limited for the supply, crushing and placement of approximately 22,000 Tonnes of granular “A” at a unit price of \$13.00/tonne.

e. Denise Krug – Director of Finance

i. TR-23-05 – Additional 2023 Council Grant & Subsidy Requests

Recommendation:

That Report TR-23-02 be received as information; and,

That Council give direction in regards to the Friends of Princeton Park grant and subsidy request for waiving of facility fees for Princeton Hall and Princeton Park in the amount of \$1,000.

ii. TR-23-06 – Statement Issued with Respect to 2022 Salaries, Benefits & Expenses

Recommendation:

That Report TR-23-06 be received as information.

iii. TR-23-07 – Indexing of Development Charges

Recommendation:

That Report TR-23-07 be received as information.

iv. TR-23-08 – 2022 Development Charges Annual Report

Recommendation:

That Report TR-23-08 be received as information; and,

That Council direct staff to post the report on the website for public information.

11. Reports from Council Members

12. Unfinished Business

13. Closed Session

None.

14. Motions and Notices of Motion

15. New Business

16. By-laws

- a. 2352-2023, Being a By-law to amend zoning by-law 1360-2002 (Gillespie);
- b. 2353-2023, Being a By-law to confirm the proceedings of Council.

Recommendation:

That the following By-laws be now read a first and second time: 2352-2023 & 2353-2023.

Recommendation:

That the following By-law be now given a third and final reading: 2352-2023 & 2353-2023.

17. Other

18. Adjournment and Next Meeting

Wednesday, April 5, 2023 at 4:00 p.m.

Recommendation:

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

That Council adjourn to meet again on Wednesday, April 5, 2023 at 4:00 p.m.

MINUTES

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

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

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

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the agenda for the March 1st, 2023 Regular Meeting of Council be adopted as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

Councillor Young declared a conflict of pecuniary interest on agenda item 10.a.ii. Her spouse is a business owner of one of the companies being considered for the project.

5. Adoption of Minutes

a. February 15th, 2023 Minutes of Council

RESOLUTION #2

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the Minutes of the February 15th, 2023 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

- i. Applications for Draft Plan of Subdivision & Zone Change, SB22-09-1 & ZN1-22-10, 2498298 Ontario Ltd.

RESOLUTION #3

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

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

SB22-09-1 & ZN1-22-10 – 2498298 Ontario Ltd.;

And that Mayor Peterson Chair the Public Meeting.

.Carried

The Planner presented the report recommending to approve in principle the zone change and support the subdivision application to the County. The applicants were present and the applicant's agent spoke in favour of the application. No one in the audience spoke further for or against the application.

RESOLUTION #4

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

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 Council of the Township of Blandford-Blenheim approve-in-principle Zone Change Application ZN1-22-10, submitted by Barron Planning Consulting on behalf of 2498298 Ontario Ltd., for the lands legally described as Lots 82-87, 95-98, Part Lot 99, Plan 99, Parts of Elgin Street, Church Street, Wonham Street, Part Lot 12, Concession 1, Township of Blandford-Blenheim, to rezone the lands from 'Special Development Zone (D-7)'

to 'Special Residential Type 1 Zone (R1-sp)' to facilitate a residential draft plan of subdivision consisting of six (6) single detached dwellings.

AND FURTHER, THAT the Council of the Township of Blandford-Blenheim advise the County that the Township supports the application for Draft Plan of Subdivision (SB22-09-1), submitted by Barron Planning Consulting on behalf of 2498298 Ontario Ltd., for the lands legally described as Lots 82-87, 95-98, Part Lot 99, Plan 99, Parts of Elgin Street, Church Street, Wonham Street, Part Lot 12, Concession 1, Township of Blandford- Blenheim, subject to the conditions as outlined in report CP2023-61, being met prior to final approval of the plan for registration.

.Carried

8. Delegations / Presentations

None.

9. Correspondence

a. Specific

None.

b. General

- i. David Simpson, Director of Public Works, Oxford County, Re: 2024 Transportation Master Plan Municipal Class Environment Assessment Study – Phase 1 & 2 Notice of Public Consultation Centre #2 (Virtual), Oxford County

RESOLUTION #6

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

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

.Carried

10. Staff Reports

a. Trevor Baer – Manager of Community Services

- i. CS-23-05 – Monthly Report

RESOLUTION #7

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

That Report CS-23-05 be received as information.

.Carried

ii. CS-23-06 – Fence Repairs

Councillor Young declared a pecuniary interest and vacated the Council Chambers during discussion on this item.1

RESOLUTION #8

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

That Report CS-23-06 be received as information; and,

That Council accept the recommendation of doing maintenance and repair work to the existing fences at the Drumbo and Princeton Baseball diamonds.

.Carried

b. Jim Borton – Director of Public Works

i. PW-23-04 – Monthly Report

RESOLUTION #9

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report PW-23-04 be received as information.

.Carried

ii. PW-23-05 – Princeton Phase 2

RESOLUTION #10

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report PW-23-05 be received as information;

And further that the Township except the tender bid of \$3,417,238.75 not including HST submitted by GHN Group;

And further that the Township's CAO be permitted to sign the tender documents contract binding the Township and GHN Group to the project.

.Carried

c. Jim Harmer – Drainage Superintendent

- i. DS-23-03 – Monthly Report

RESOLUTION #11

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report DS-23-03 be received as information.

.Carried

d. Denise Krug - Director of Finance

- i. TR-23-03 – Ontario Regulation 284-09

RESOLUTION #12

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report TR-23-03 be received as information;
and,

That Report TR-23-03, with respect to Ontario Regulation 284/09 for the
budget year 2023, be adopted.

.Carried

- ii. TR-23-04 – Asset Management Coordination Share Position

RESOLUTION #13

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report TR-23-04 be received as information;
and,

That Council authorize the execution of the Asset Management Share
Services Agreement with the County of Oxford.

.Carried

11. Reports from Council Members

Councillor Demarest reported on the Lions Club Elimination Draw event happening this Saturday in Drumbo. Mayor Peterson thanked Director of Protective Services Davidson for inviting Council to RFSOC Training in Bright this the past weekend.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

None.

16. By-laws

- a. 2334-2022, Being a By-law to provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford (3rd & Final Reading -McCrow Drain);
- b. 2350-2023, Being a By-law to appoint Dave Robertson and Drew Davidson as Property Standards Enforcement Officers for the Township of Blandford-Blenheim.; and,
- c. 2351-2023, Being a By-law to confirm the proceedings of Council.

RESOLUTION #14

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a first and second time: 2350-2023 & 2351-2023.

.Carried

RESOLUTION #15

Moved by – Councillor Young

Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a third and final time: 2334-2022, 2350-2023 & 2351-2023.

.Carried

17. Other Business

None.

18. Adjournment and Next Meeting

RESOLUTION #16

Moved by – Councillor Young
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 4:34 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, March 15th, 2023 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue CAO / 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 ZN1-22-01 – William & Sandy Gillespie

REPORT HIGHLIGHTS

- The Application for Zone Change proposes a text amendment to the 'Special General Agricultural Zone (A2-G1)' to permit the continued use of a garden suite on the subject lands for a temporary time period.
- A garden suite was previously approved on the subject lands from March 16, 2011 to March 16, 2021.
- Planning staff are recommending that the garden suite be permitted for a temporary period of 10 years as the proposal appears to be consistent with the Provincial Policy Statement and generally maintains the intent and purpose of the Official Plan.

DISCUSSION

Background

APPLICANT/OWNER: William & Sandra Gillespie
825985 Township Road 8, Innerkip, ON N0J 1M0

LOCATION:

The subject lands are described as Part Lot 6, Concession 8 (Blandford), now in the Township of Blandford-Blenheim. The lands are located on the northeast corner of the Blandford Road and Township Road 8, and are municipally known as 825985 Township Road 8.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "B-1"	Township of Blandford-Blenheim	Agricultural Reserve
	Land Use Plan	

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

Existing Zoning: Special General Agricultural Zone (A2-G1)

Proposed Zoning: Same with extended time period for a garden suite

PROPOSAL:

For Council's information, a Zone Change Application (ZN1-10-09) was approved by Township Council in 2011 to permit a garden suite on the subject lands for a time period of ten (10) years from March 16, 2011 to March 16, 2021.

The subject Application for Zone Change proposes a text amendment to the 'Special General Agricultural Zone (A2-G1)' to permit a garden suite on the subject lands for a ten (10) year period, from March 15, 2023 to March 15, 2033. Staff note that the application represents a new request for a garden suite rather than an extension in technical terms as time period for the initial allowance of a garden suite has expired.

The subject lands are approximately 19 ha (47 ac) in area. The lands contain an existing single detached dwelling (circa 1870) and a number of accessory buildings, in addition to the garden suite that was approved in 2011. Surrounding uses are predominately agricultural, with a non-farm rural residential lot located to the immediate northwest.

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 location of the existing garden suite and the other existing buildings and structures.

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.

Section 2.3 of the PPS directs that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses include agricultural uses, agriculture-related uses, and on-farm diversified uses. All types, sizes, and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards. New land uses, including the creation of new lots, shall comply with the Minimum Distance Separation formulae (MDS I).

Section 1.1.1 states that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term and cost-effective development patterns and standards to minimize land consumption and servicing costs. Section 1.1.1 also recognizes that accommodating an appropriate affordable and market-based range and mix of residential types, which includes additional residential units, is required for sustaining healthy, liveable and safe communities.

Official Plan

The subject lands are located within the 'Agricultural Reserve' designation according to the Township of Blandford-Blenheim Land Use Plan in the Official Plan.

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. Additional dwelling units may be permitted on the farm unit in the form of temporary dwellings (mobile homes or modular dwellings) with Council approval.

Prior to permitting a garden suite, an amendment to the Zoning By-law is required. The zone change will be subject to the following criteria:

- The garden suite can be accommodated using private services;
- The proposal is compatible with the surrounding area and able to satisfy the Minimum Distance Separation Formula I (MDS I);
- The subject property is suitable for an additional temporary dwelling unit with respect to relevant zone provisions;
- The garden suite will generally use the existing road access; and,
- The garden suite will not be located to the front of the principal dwelling on the lot.

Garden suites are intended to be temporary in nature and as such, consent to sever a surplus garden suite will not be permitted by the County Land Division Committee.

Township of Blandford-Blenheim Zoning By-law

The subject lands are currently zoned 'General Agricultural Zone (A2-G1)' according to the Township of Blandford-Blenheim Zoning By-law, which permits a single detached dwelling accessory to a farm and a garden suite in accordance with Section 5.11 of the Township's Zoning By-law. A Zone Change Application (ZN1-10-09) was approved by Township Council in 2011 to permit a garden suite on the subject lands for a time period of ten (10) years from March 16, 2011 to March 16, 2021. As the timeframe in which the garden suite was permitted has now lapsed additional approval by Township Council is required.

The provisions of Section 5.11 (Garden Suites) further require the owner to secure approval of the appropriate zoning prior to establishing the temporary use.

Occupancy is limited to the retired parents or grandparents of the lot owner or lot owner's spouse, or a retiring lot owner, provided that the main dwelling is occupied by the son, daughter or grandchild of the retiring lot owner. In addition, garden suites are permitted to a maximum gross ground floor area of 140 m² (1,506 ft²), and shall satisfy MDS requirements, or not further reduce an existing insufficient setback.

Agency Comments

The Township Drainage Superintendent, the Township Director of Public Works, the Township Director of Protective Services, the Oxford County Public Works Department, and the Upper Thames River Conservation Authority (UTRCA) 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

Section 39.1 of the Planning Act allows municipalities to permit garden suites as temporary residential uses for up to twenty (20) years. Additionally, Section 39.1(4) specifies that Council may grant further extensions of not more than three (3) years, if so requested. To maintain consistency throughout the Township and previous garden suite approvals granted by Township Council, staff are recommending that the proposed garden suite be permitted on the subject lands for a period of 10 years, being March 15, 2023 to March 15, 2033.

With regard to the Provincial Policy Statement, staff are satisfied that the continued existence of the garden suite will not hinder surrounding agricultural uses.

The garden suite was initially requested in 2011 with the purpose of being occupied by the retiring parents, while the main dwelling which would be occupied by their son and his family, which would continue to be the case. The garden suite was proposed to be connected to the existing septic system and well on the property, and make use of the existing driveway access.

The applicants are proposing to retain the garden suite in its current location on the south portion of the subject lands, which is approximately 35 m (114.8 ft) from the single detached dwelling on-site. While garden suites are generally required to be located no closer to the front lot line than the main dwelling, the current location was permitted in 2011 as it was believed that it was appropriate to utilize the two (2) existing driveways. The current location also allowed for the necessary services to be installed without removing any land from crop production. Staff continue to be of the opinion that the current location is satisfactory and generally conforms to the policies of the Official Plan.

Planning staff are satisfied that the proposal to retain the existing garden suite continues to maintain the intent of the Provincial Policy Statement and the Official Plan and staff are supportive of the applicant's request to permit the garden suite on the subject lands for a period of ten (10) years, subject to the appropriate extensions, in keeping with the provisions of the Planning Act and can be supported from a planning perspective.

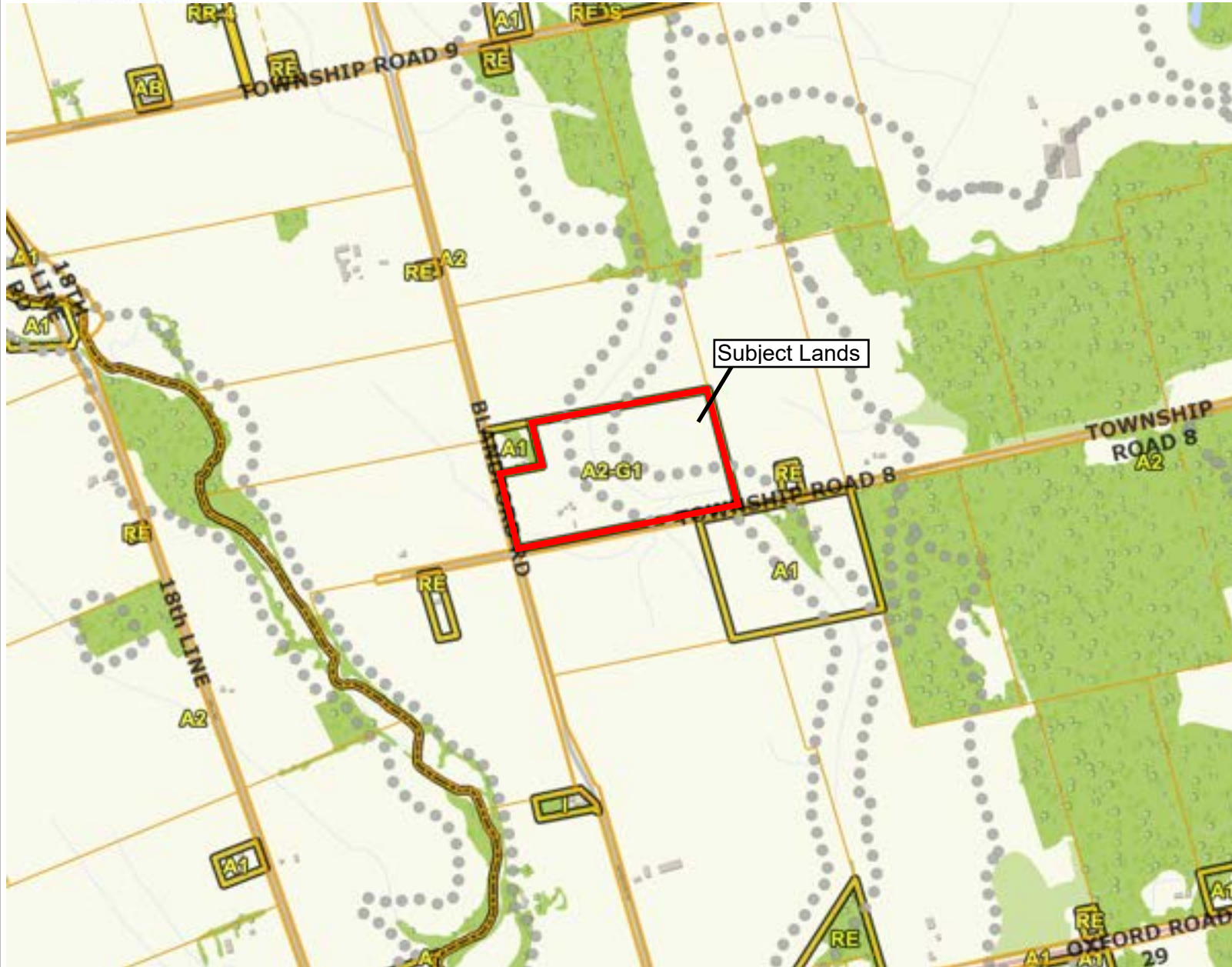
RECOMMENDATIONS

It is recommended that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by William & Sandra Gillespie, whereby the zoning affecting lands described as Part Lot 6, Concession 8 (Blandford), Township of Blandford-Blenheim will be amended to permit a Garden Suite on the subject lands for a ten (10) year period from March 15, 2023 to March 15, 2033.

SIGNATURES

Authored by: *original signed by* Dustin Robson, MCIP, RPP
Development Planner

Approved for submission: *original signed by* Gordon K. Hough, RPP
Director



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

January 24, 2023



Legend

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

Notes



0 102 205 Meters

NAD_1983_UTM_Zone_17N

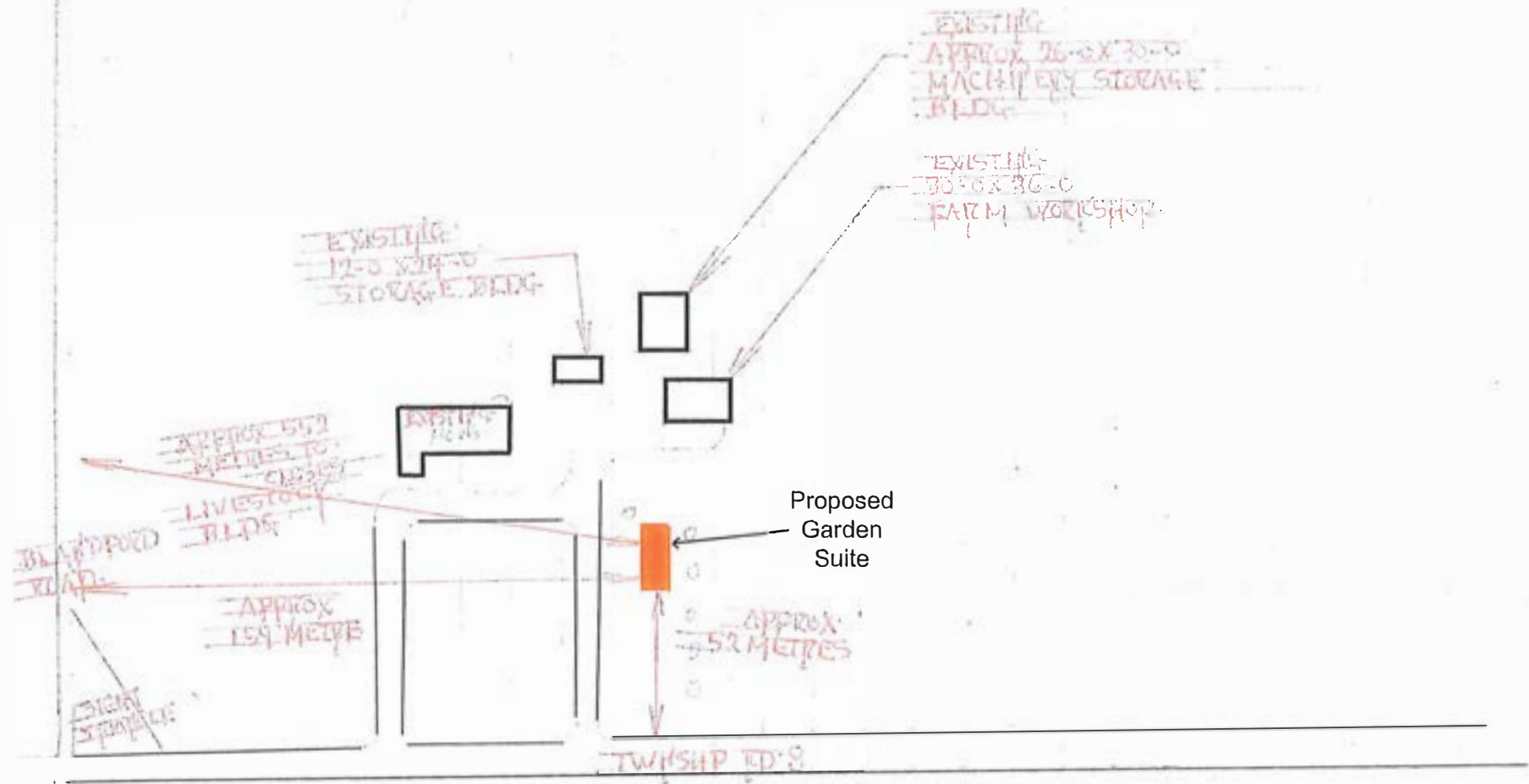


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January 24, 2023



Plate 3: Applicant's Sketch
File No. ZN 1-23-01 (Gillespie)
Part Lot 6, Concession 8 (Blandford), Township of Blandford-Blenheim - 825985 Township Road 8



COMMITTEE OF ADJUSTMENT MINUTES

The Township of Blandford-Blenheim Committee of Adjustment met at 6:20 p.m.

Present: Mayor Peterson, Members Balzer, Banbury, Demarest and Read.

Staff: Baer, Harmer, Krug, Matheson, Mordue, Richardson and Scherer.

Others: Dustin Robson, Planner, Oxford County.

Mayor Peterson in the Chair

Disclosure of Pecuniary Interest

None.

Minutes

i. July 6th, 2022 Meeting of the Committee of Adjustment

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

Moved by – Councillor Banbury

Seconded by – Councillor Demarest

Applications

i. Application for Minor Variance MVA-04-22 David Lyle & Anita Bosiger, 140 Mechanic Street Drumbo

The Planner presented the report, recommending approval. The applicant was present and spoke in favour of the application. Council had no questions or comments. No one further spoke for or against the application.

Verbal motion to approve the application.

Moved by – Councillor Read

Seconded by – Councillor Balzer

For application A04-22 the decision was signed as approved.

The Committee adjourned at 6:26 p.m. and the Open Council meeting resumed.



Community Planning

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

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

Web site: www.oxfordcounty.ca

Our File: **A01-23**

APPLICATION FOR MINOR VARIANCE

TO: Township of Blandford-Blenheim Committee of Adjustment

MEETING: March 15, 2023

REPORT NUMBER: CP 2023-84

OWNER: Milad Nazari

36 Dundas Street West, Princeton, ON N0J 1V0

VARIANCE REQUESTED:

1. Relief from **Section 11.2, Table 11.2 – R1 Zone Provisions**, to allow a reduction to the minimum lot area, where sanitary sewers are not available, from 2,800 m² (30, 140 ft²) to 1,564 m² (16,834.7 ft²); and,
2. Relief from **Section 11.2, Table 11.2 – R1 Zone Provisions**, to allow a reduction in the minimum lot depth, where sanitary sewers are not available, from 50 m (164 ft) to 45 m (147.6 ft).

LOCATION:

The subject lands are described as Lot 11, Plan 795, in the Village of Princeton. The lands are located on the north side of Dundas Street West, west of Main Street South, and are municipally known as 36 Dundas Street West.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'C-3' County of Oxford Settlement Strategy Plan Village

Schedule 'B-1' Township of Blandford-Blenheim Land Use Plan Settlement

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

Residential Type 1 Zone (R1)

COMMENTS:(a) Purpose of the Application:

The applicant is seeking relief from the above-noted provisions of the Township Zoning By-law to facilitate the construction of a single detached dwelling. The subject lands comprise approximately 1,564.8 m² (16,835 ft²) and are zoned 'Residential Type 1 Zone (R1).' The proposed dwelling will replace an existing single detached dwelling that was built in 1890. As the new dwelling will be located outside of the footprint of the existing dwelling, the proposed variances are required.

The proposed single detached dwelling will be approximately 242.4 m² (2,610 ft²), together with a 57.5 m² (620 ft²) attached garage, which would replace the existing 92.9 m² (1,000 ft²) single detached dwelling. The proposed single detached dwelling would be located further north on the lot than the existing single detached dwelling. Surrounding uses include residential uses to the west and south, an eating establishment (Jim's Lunch) to the east, and land used for stormwater management to the north.

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

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

Plate 3, Applicant's Sketch, illustrates the general location of the existing single detached dwelling and the location of the proposed single detached dwelling that will replace it.

(b) Agency Comments

The Township Drainage Superintendent, the Township Director of Public Works, and the Grand River Conservation Authority (GRCA) had no comments or concerns regarding the proposal.

(c) Public Consultation:

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

(d) Intent and Purpose of the Official Plan:

The subject lands are designated 'Settlement' according to the Township of Blandford-Blenheim Land Use Plan, as contained in the County Official Plan. The lands are located within the Village of Princeton, which is designated as a 'Village' according to the Settlement Strategy Plan contained within the County Official Plan. Low density residential uses, such as a single detached dwelling, are permitted within identified Villages.

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

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

The subject lands are zoned 'Residential Type 1 Zone (R1)' in the Township Zoning By-law, which permits a single detached dwelling and accessory structures thereto. Where sanitary sewers are not available, the R1 zone requires a minimum lot frontage of 35 m (114.8 ft), a minimum lot depth of 50 m (164 ft), and a minimum lot area of 2,800 m² (30,140 ft²).

The applicant is proposing relief to permit a minimum lot area of 1,564 m² (16,834.7 ft²), which is 1,236 m² (13,304.1 ft²) less than the required 2,800 m² (30,140 ft²). The applicant is also proposing relief to permit a minimum lot depth of 45 m (147.6 ft), which is 5 m (16.4 ft) less than the required 50 m (164 ft).

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

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

Further, staff are of the opinion that the proposal improves the existing situation in terms of the front yard depth. The existing dwelling is currently only 4 m (13.1 ft) from the front lot line, abutting Dundas Street, which is deficient the required 7.5 m (24.6 ft) front yard depth and the 22 m (72.2 ft) setback from the centerline of a County Road (Highway 2). The proposed location of the replacement dwelling would comply with all setback provisions (front, rear, side, County Road centerline) in the R1 zone as it would be setback approximately 14.1 m (46.2 ft) from the front lot line.

(f) Desirable Development/Use:

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

As the proposed dwelling will replace an existing dwelling it is not anticipated that the proposed relief will have any further impacts on neighbouring properties. As previously outlined, it is staff's opinion that the proposed replacement dwelling improves the existing situation from a building placement standpoint and the lands appear to be of sufficient area to provide for appropriate septic service for the use.

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

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

RECOMMENDATION:

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A01-23, submitted by Milad Nazari for lands described as Lot 11, Plan 795 in the Township of Blandford-Blenheim as it relates to:

1. Relief from **Section 11.2, Table 11.2 – R1 Zone Provisions**, to allow a reduction to the minimum lot area, where sanitary sewers are not available, from 2,800 m² (30,140 ft²) to approximately 1,564 m² (16,834 ft²); and,
2. Relief from **Section 11.2, Table 11.2 – R1 Zone Provisions**, to allow a reduction in the minimum lot depth, where sanitary sewers are not available, from 50 m (164 ft) to approximately 45 m (147.6 ft).

Subject to the following condition:

- i. That the proposed relief shall only apply to a single detached dwelling of the approximate size and location as depicted on Plate 3 of Report CP 2023-84.

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

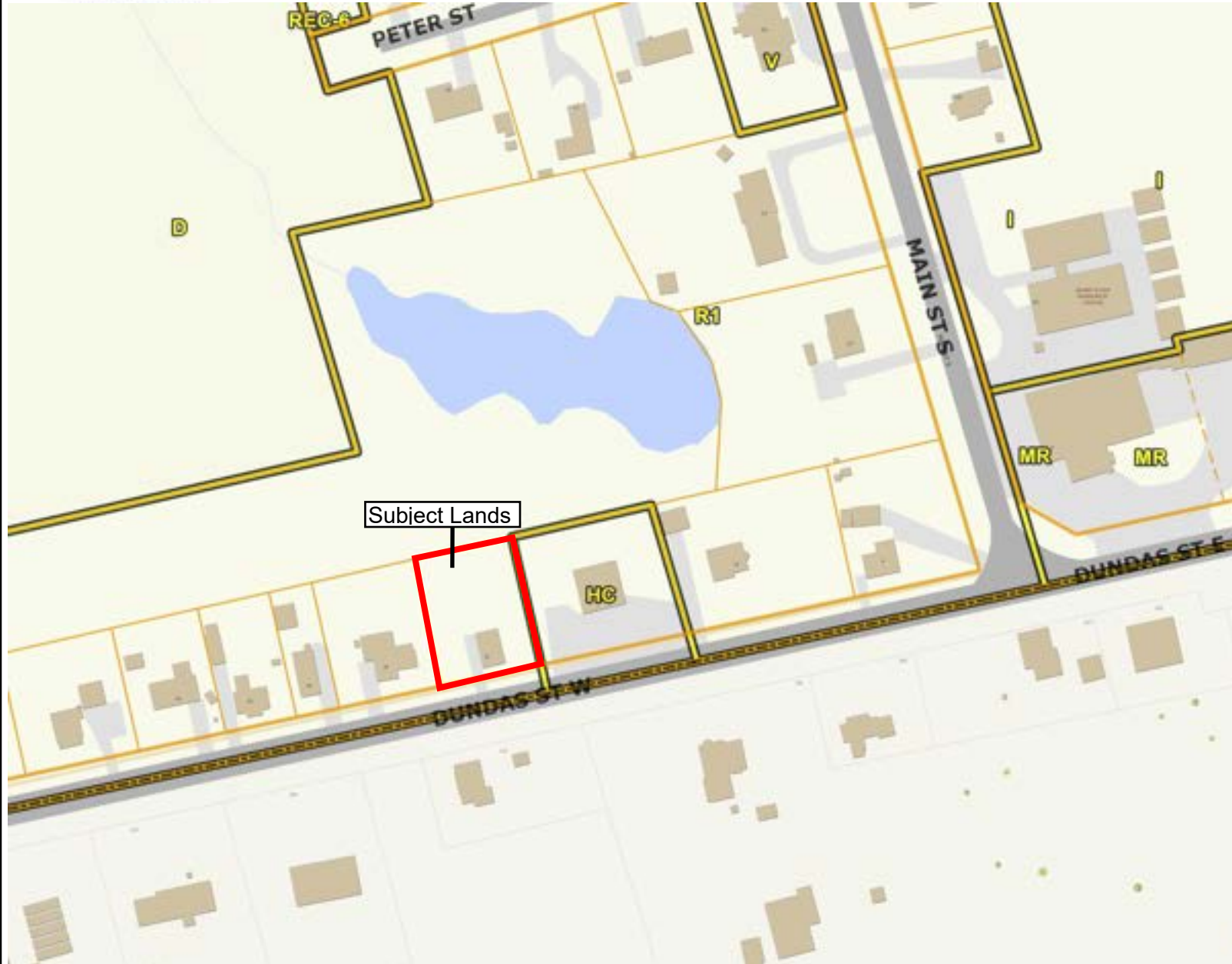
- (i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- (ii) desirable for the appropriate development or use of the land;
- (iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No.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

Authored by: *original signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: *original signed by*

Gordon K. Hough, RPP
Director



Legend

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

Notes



0 51 102 Meters

NAD_1983_UTM_Zone_17N



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

February 16, 2023



Legend

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

Notes



0 13 26 Meters

NAD_1983_UTM_Zone_17N



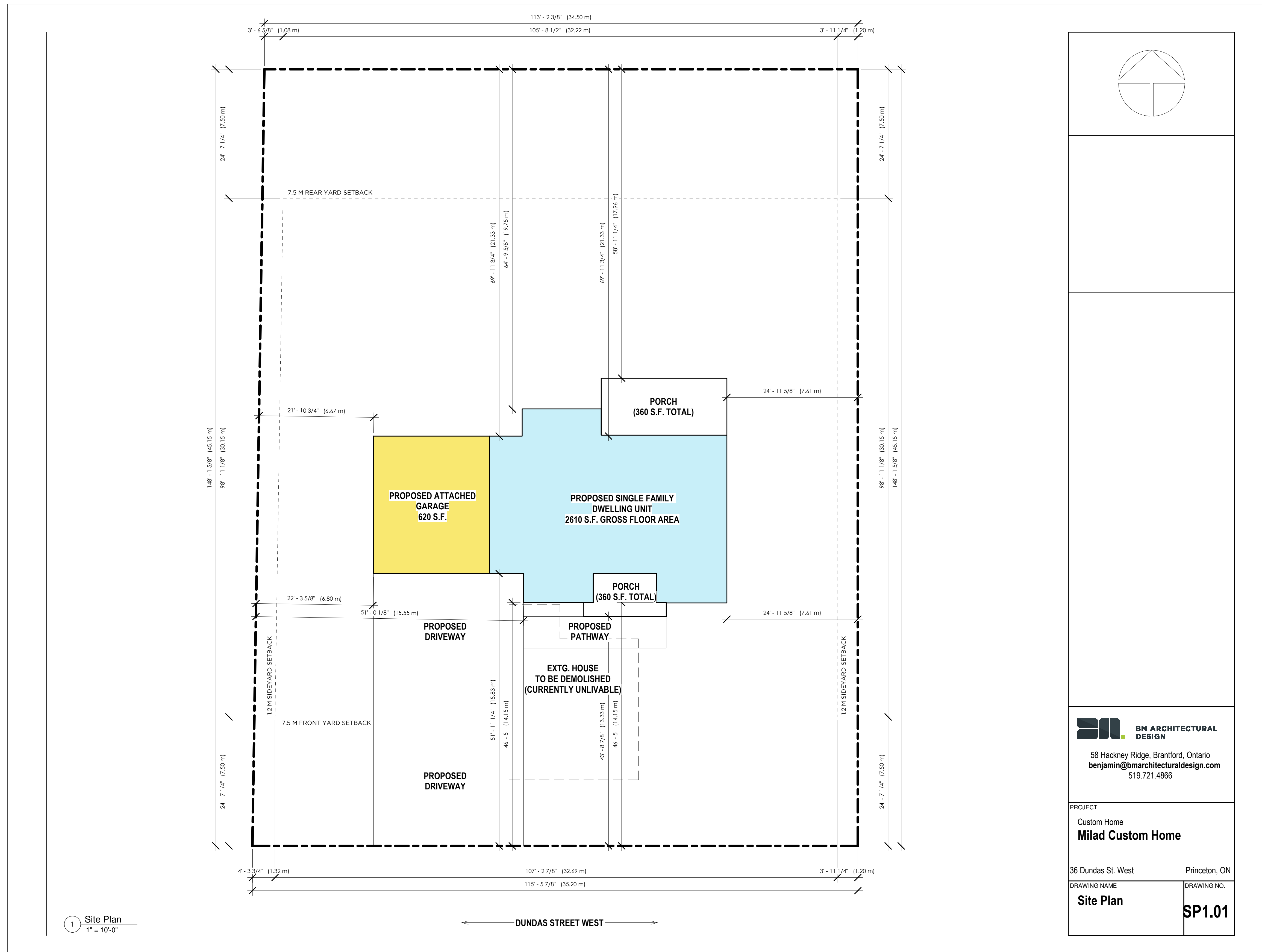
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

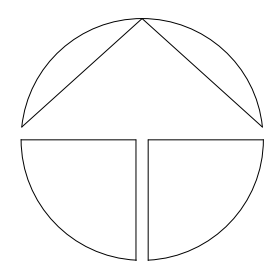
February 16, 2023

Plate 3: Applicant's Sketch

File No. A01-23 (Nazari)

Lot 11, Plan 795, Township of Blandford-Blenheim, 36 Dundas Street West, Princeton



	
BM ARCHITECTURAL DESIGN 58 Hackney Ridge, Brantford, Ontario benjamin@bmarchitecturaldesign.com 519.721.4866	
PROJECT	
Custom Home Milad Custom Home	
36 Dundas St. West Princeton, ON	
DRAWING NAME	DRAWING NO.
Site Plan	SP1.01



TOWNSHIP OF WARWICK

"A Community in Action"

5280 Nauvoo Road | P.O. Box 10 | Watford, ON N0M 2S0

Township Office: (226) 848-3926
Watford Arena: (519) 876-2808
Website: www.warwicktownship.ca

Works Department: (519) 849-3923
Fax: (226) 848-6136
E-mail: info@warwicktownship.ca

BY E-MAIL ONLY

November 16, 2022

Tracy Robinson, CN Rail President and CEO
Montreal (Headquarters)
935 de La Gauchetière Street West
Montreal, Quebec, Canada
H3B 2M9

Dear Tracy Robinson:

Re: CN Railway Contribution Requirements under the *Drainage Act* and Impacts on Municipal Drain Infrastructure in Ontario

At the October 17, 2022, regular Council meeting Warwick Township Council discussed the continuing impacts of CN's decision not to participate in funding municipal drains in Ontario, as per the *Drainage Act*, and the negative consequences on our community and others in the Province and approved the following resolution to be circulated to CN and related partners:

WHEREAS municipal drains are considered critical rural infrastructure that support food production, food security, the environment and economic sustainability in rural Ontario;

AND WHEREAS the creation, maintenance and contribution requirements towards municipal drain infrastructure are governed by the *Drainage Act*;

AND WHEREAS an official from CN Rail has formally communicated to the Township of Warwick that "CN's decision is that it is a federally regulated entity under CTA guidelines, as such, are not governed by provincial regulations";

AND WHEREAS the implication that any public utility could become exempt from the financial requirements invalidates the underlying principle that all benefitting from municipal drain projects are required to contribute financially, including all public utilities;

AND WHEREAS there are currently at least fifty-five municipal drainage projects in Ontario being impacted by CN's actions and refusal to contribute as per the Drainage Act;

AND WHEREAS the Township of Warwick and many rural municipalities have expressed concerns over this CN Rail position to the Ministry of Agriculture and Rural Affairs consistently over at least the past four years;

AND WHEREAS the Township of Warwick and other rural municipalities met with Minister Thompson at the Association of Municipalities in Ontario (AMO) on this issue and Minister Thompson has confirmed it remains the Provincial government's position that the Drainage Act does apply to all federally regulated railways;

NOW THEREFORE the Council of the Township of Warwick hereby declares as follows:

THAT Ontario's Drainage Act is an important piece of legislation used to meet the drainage needs of a variety of stakeholders, including agricultural businesses and ultimately food production, thereby supporting families, neighbours, and thriving communities;

AND THAT CN Rail be called upon to act as a partner to municipalities and agriculture in Ontario and reconsider its position that the Drainage Act does not apply to it as a public entity;

AND THAT CN Rail contribute to all municipal drains in Ontario, as per section 26 of the Drainage Act, and work to expedite its response timelines to the fifty-five projects currently on hold in Ontario so that the projects impacting the agriculture sector can proceed and be dealt with in a timely manner after years of delay caused directly by CN Rail;

AND THAT a copy of this resolution be circulated to Minister of Agriculture Food and Rural Affairs Lisa Thompson, local MPP Monte McNaughton, Minister of Agriculture and Agri-Food Marie-Claude Bibeau, CN Manager Public Affairs, Ontario & Atlantic Canada Daniel Salvatore, the President and CEO of CN Rail Tracy Robinson, Director of Government Relations Railway Association of Canada Gregory Kolz and to all municipalities in Ontario for their support.

- Carried.

Warwick Township Council looks forward to a timely response from CN in the hopes that this issue impacting rural Ontario can be resolved.

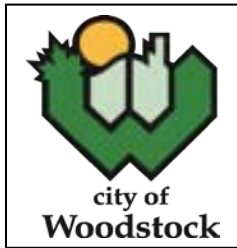
Sincerely,



Amanda Gubbels
CAO/Clerk
Township of Warwick

Cc:

Lisa Thompson, Minister of Agriculture Food and Rural Affairs,
Monte McNaughton, MPP Lambton-Kent-Middlesex
Marie-Claude Bibeau, Minister of Agriculture and Agri-Food
Daniel Salvatore, CN Manager Public Affairs, Ontario & Atlantic Canada
Cyrus Reporter, CN Vice-President, Public, Government and Regulatory Affairs
Jonathan Abecassis, CN Media Relations & Public Affairs
Gregory Kolz, Director of Government Relations, Railway Association of Canada
All Ontario municipalities



Office of the City Clerk
Woodstock City Hall
P.O. Box 1539
500 Dundas Street
Woodstock, ON
N4S 0A7
Telephone (519) 539-1291

February 28, 2023

To: All Oxford County Clerks

Re: Graphic Image Delivery By-law Adopted by the City of Woodstock

At the Woodstock City Council meeting held on Thursday, February 16th, 2023, City Council passed the following resolution:

“That Woodstock City Council refer the report regarding the Graphic Image Delivery By-law to the by-law section of the agenda;

And further that City Council approves the short form wording and set fine submission as listed in Appendix A;

And further that City Council authorizes the Deputy City Clerk to make the necessary application to the Ministry of the Attorney General to seek approval for the proposed short form wording and set fines associated with By-law number 9576-23 - a by-law to regulate the distribution of graphic flyers in the City of Woodstock;

And further that the by-law be circulated to the area municipalities in Oxford for consideration.”

Enclosed please find the staff report and corresponding by-law.

Yours Truly,

Amelia Humphries, City Clerk

Sent via e-mail:

Tanya Daniels, Clerk, Town of Tillsonburg - tdaniels@tillsonburg.ca

Danielle Richard, Clerk, Town of Ingersoll - danielle.richard@ingersoll.ca

Julie Forth, Clerk, South-West Oxford Township - clerk@swox.org

Rodger Mordue, Clerk, Blandford Blenheim Township - rmordue@blandfordblenheim.ca

Kim Armstrong, Clerk, Norwich Township - karmstrong@norwich.ca

Karen Martin, Clerk, Zorra Township - kmartin@zorra.ca

Will Jaques, Clerk, East-Zorra Tavistock Township - wjaques@ezt.ca

To: David Creery, Chief Administrative Officer
From: Amy Humphries, Deputy Chief Administrative Officer/City Clerk
Re: Graphic Image Delivery By-law

AIM

To approve a by-law to regulate the distribution of graphic flyers in the City of Woodstock.

BACKGROUND

At the regular Council meeting held on February 2, 2023, Council passed the following resolution:

That Woodstock City Council direct staff to prepare a by-law to regulate the delivery of graphic images in the City of Woodstock, similar to that of the City of London's Graphic Image Delivery By-law - PW-14.

The Council resolution was in response to on-going complaints about the delivery of flyers directly to residences containing graphic images.

COMMENTS

By-law number 9576-23 - a by-law to regulate the distribution of graphic flyers in the City of Woodstock is included with the Council agenda for approval. In order to impose fines for contraventions of the by-law, an application to the Ministry of the Attorney General to seek approval for the proposed short form wording and set fines is required. The proposed fines are consistent with the City of London and are included with this report as *Appendix A*.

RECOMMENDATION

That Woodstock City Council refer the report regarding Graphic Image Delivery By-law to the by-law section of the agenda;

And further that City Council approves the short form wording and set fine submission as listed in Appendix A;

And further that City Council authorizes the Deputy City Clerk to make the necessary application to the Ministry of the Attorney General to seek approval for the proposed short form wording and set fines associated with By-law number 9576-23 - a by-law to regulate the distribution of graphic flyers in the City of Woodstock.

Authored by: Amy Humphries, Deputy Chief Administrative Officer

Approved by: David Creery, Chief Administrative Officer

CITY OF WOODSTOCK PART I PROVINCIAL OFFENCES ACT CITY OF WOODSTOCK BY-LAW NUMBER 9576-23
 TITLE: A by-law to regulate the distribution of graphic flyers in the City of Woodstock.

ITEM COLUMN 1	COLUMN 2	COLUMN 3
Short Form Wording	Provision Creating Or Defining Offence	Set Fine
1 Did deliver a Graphic Image to a Residence that was not concealed within a sealed envelope or package	s. 4.1(a)	\$350.00
2 Did deliver a Graphic Image to a Residence without contact information of person responsible for the Delivery	s. 4.1(b)(i)	\$350.00
3 Did deliver a Graphic Image to a Residence without a warning	s. 4.1(b)(ii)	\$350.00

The general penalty provision for the offences listed above is section 5.1 of bylaw 9576-23, a certified copy of which has been filed.

**THE CORPORATION OF THE CITY OF WOODSTOCK
BY-LAW NUMBER 9576-23**

A by-law to regulate the distribution of graphic flyers in the City of Woodstock.

WHEREAS subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended ("*Municipal Act, 2001*") provides that a municipal power shall be exercised by by-law;

AND WHEREAS subsection 10(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting the "Health, safety and well-being of persons" as well as by-laws for the "Protection of persons and property, including consumer protection";

AND WHEREAS the Council is satisfied that the unregulated Delivery of Graphic Images to residence does cause harm;

NOW THEREFORE The Corporation of the City of Woodstock enacts as follows:

Short Title

1.1 The short title of this by-law is the Graphic Image Delivery By-law.

Purpose

2.1 The purpose of this by-law is to regulate the unsolicited Delivery of Graphic Images to Residences, so that recipients have an opportunity to choose whether they wish to view such images.

Definitions

3.1 For the purpose of this By-law:

"Deliver" means to leave the Graphic Image anywhere on the property or mailbox associated with a Residence, whether or not the Graphic Image is handed to a person, and the noun "Delivery" has a corresponding meaning;

"Graphic Image" means an image or photograph showing, or purporting to show, a fetus or any part of a fetus;

"Residence" means any property or address that is not clearly identified from the abutting roadway as the location of a business;

Regulation of Deliveries

4.1 No person shall Deliver or participate in the Delivery of a Graphic Image to any Residence, unless:

- (a) the Graphic Image is fully concealed within a sealed envelope or package, and

(b) the sealed envelope or package containing the Graphic Image is marked with the following notice and information:

- (i) the name and address of the person who is responsible for Delivery of the Graphic Image, and
- (ii) a warning that the envelope or package “contains a Graphic Image that may be offensive or disturbing to some people”.

4.2 This By-law does not apply to:

- (a) mail that is Delivered to a Residence by Canada Post,
- (b) material that is Delivered to the Residence at the request or with the consent of the addressee.

Enforcement

5.1 Any person who contravenes a provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

5.2 A director or officer of a corporation who knowingly concurs in the contravention of any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

5.3 A person convicted under this by-law is liable to a maximum fine of \$5,000.00.

5.4 This by-law shall become effective as of third and final reading.

READ a first and second time this 16th day of February 2023.

READ a third time and finally passed this 16th day of February 2023.

Mayor – Jerry Acchione

Clerk – Amelia Humphries

December 2022- February 2023 Economic Development Activity

Business Support:

- a. General Business Support Inquiries: 32
- b. Expansion Support Inquiries: 9
- c. Outreach to Business re: Workforce: 50
- d. Land Inquiries/Development Support: 10
- e. Business Visits: 6
- f. Business Events: 2

Land Inquiries by Industry:

Commercial Retail Spaces Available for Lease, Printing & Distribution, Agri-Business Product Sales & Services, Aggregate Company, Ag to Industry/Commercial Exploration.

Projects & Partner Collaboration:

- a. Oxford Rural Entrepreneurs 2023 Networking Event Series
 - Facebook group created to help connect rural businesses online between in-person meetings. Currently, 98 members have joined.
 - Planning confirmed with 5 host venues: <https://ruraloxford.ca/networking>
 - Next Steps: Partner committee meeting in March to review the final schedule
- b. Business Training Videos
 - Planning underway to launch an online mini-business training resource portal accessible to Oxford Rural Entrepreneurs and others.
 - Website backend framework is being built with graphics custom automations.
 - Starting lineup of topics and presenters have been selected to create a mini-business training video and accompanying downloadable pdf.
 - Next Steps: receive and send the training material to the web designer to complete phase one of the training resource portal.
- c. Rural Oxford New Website Launched
 - Fresh, lean, mobile-friendly, modern and accessible design; robust Resources page, individual Community Profile pages with Township specific information and vibrant video collections showcasing some of the amazing people and businesses found in our rural communities.
 - Next Steps: routine maintenance, regular content updates through blog, marketing and business training videos, resources and new initiatives.

- d. Rural Oxford's Shopping Channel
 - Planning underway to launch a marketing campaign inviting 12 businesses to join this rural promotional video series.
 - Next Steps: Run marketing campaign (early spring), client intake (late spring), record videos (early summer), release videos (early fall).

- e. Rural Investment Readiness Assessment Surveys
 - Digital questionnaire was sent out to township staff and planning to help determine a baseline for each rural community's investment readiness
 - Next Steps: Receive the qualitative information, compile themes and gaps, arrange meetings to discuss individual or collective findings in March.

- f. Tourism Oxford, Community Futures & Rural Oxford Supporting Innovation
 - Applications are open for the Oxford County Tourism Innovation Grant Program (deadline to submit is March 1st): <https://cfoxford.ca/2023-tourism-grant-applications-now-open>
 - Next Steps: Confirm applicant eligibility, review and score applications, panel interviews with finalists on March 15th.

- g. Oxford Connection
 - The "Oxford Connection Fam Tour Re-launch" won the Economic Developers Council of Ontario's Investment Attraction – Urban Award.
 - A shared success for the group's combined effort of returning to hosting the in-person Fam Tour for 50 guests (realtors, developers, site selectors, ministry investment partners) in September 2022, plus the quality investment attraction video series that can be shared by our regional partners for years to come.
 - Next Steps: Oxford Connection is planning its 2023 tradeshow schedule and plans to host a condensed Fam Tour in the fall.

- h. Exciting Licensed Home Child Care Update!
 - The new Oxford County Human Services Manager has confirmed that Oxford County has financial resources available to grant to individuals who may need help overcoming the cost hurdle to becoming approved as a Licensed Home Child Care provider with one of the local licensing agencies in Oxford County.
 - Currently, there are 60 available licensed Home Child Care Provider spots between OCCC and Today's Family, and only around 12 are claimed.
 - Next Steps: Offer marketing support and point rural residents to OCCC and Today's Family to inquire about this fantastic opportunity.

- i. Oxford Workforce Development Partnership
 - Focus on CES Oxford's RED Grant (industry specific videos, upgrades to workinxford.ca/welcometooxford.ca) and county-wide Career Fairs.
 - Next Steps: Assist in communicating about the new website and tools directly to employers.

- j. Oxford Local Immigration Partnership
 - Close to 60 Ukrainian families have arrived and accessed Settlement Services.
 - United Way shared the Federal Government's \$400M Community Recovery Fund to support community service organizations across Canada:
<https://unitedwayoxford.ca/2023/01/06/csrf>
 - Rural Oxford EDC shared the Newcomer Talent Retention Network program:
<https://willemployment.ca/will-immemploy/newcomer-retention-project/assessment>
 - Western is conducting a Qualitative Discrimination Study to understand lived experiences of newcomers to the area. Study closed February 10th, 2023.
 - Next Steps: Review findings of the Western Study when made available.

- k. Norwich Career Expo is Back!
 - Planning and preparations are underway for the Norwich Chamber's Career Expo that will take place on Tuesday, April 18th, 2023.
 - Next Steps: Support the planning committee with ideas, connections, marketing and financial resources once the budget has been confirmed.

Governance & Administration:

- a. Oxford County Council has convened a committee requesting all economic development offices in the region to participate in three meetings as a condition to receiving requested annual grants. This committee is asked to bring forward a report to County Council to provide both a vision or strategy for a sustainable and robust local economy and how all partners can work collaboratively for all areas of Oxford County. This report will be due no later than June 28, 2023.
- b. Create/circulate Rural Oxford EDC's 2022 Year in Review Report
- c. Coordinate annual delegations to each Rural Township
- d. Attended the ROMA (January) and EDCO (February) Conferences
- e. February Board Meeting preparation
- f. CES requested full use of the Rural Oxford EDC office that is underused by staff currently. Next Steps: coordinate a moving truck and move office contents.



TOWN OF INGERSOLL
Town Centre

Oxford County Municipalities

February 24, 2023

Diversity and Newcomer Committee

Please be advised that at their February 13, 2023 Regular meeting, the Council of the Corporation of the Town of Ingersoll passed the following resolution:

Moved by Deputy Mayor Wilson; seconded by Councillor Haliru

THAT the Town of Ingersoll supports taking the actions necessary to meet the requirements of joining the UNESCO Coalition of Inclusive Municipalities (CIM);

AND THAT the Town of Ingersoll establishes the Ingersoll Diversity Committee with the following mandate:

- To lead the development and submission of an application to join the CIM including the identification of key stakeholders, gathering community input and the development of an action plan.
- To provide recommendations to council on the action plan's implementation.
- To report on the municipality's progress on its action plan.
- To provide staff and council with an inclusive and equitable lens through which internal services and policies could receive feedback as requested.

AND FURTHER THAT the committee be composed of two members of Council and unlimited members of the community;

AND FURTHER THAT the committee be allocated \$3,000, exclusive of staff time, within the 2023 Clerk's Department budget;

AND FURTHER THAT staff be directed to provide a report to include any further recommendations on the resources required for the committee to be successful and a draft terms of reference for Council's consideration by August 2023;



TOWN OF INGERSOLL
Town Centre

AND FURTHER THAT the motion be circulated to local area municipalities encouraging their Council to consider joining the CIM and requesting their collaboration on inclusive initiatives where possible.

Yours truly,

Paula Toft
Deputy Clerk

CC: Councils of Oxford County Municipalities

To: Warden and Members of County Council

From: Director of Public Works

2022 Drinking Water System Performance

RECOMMENDATION

1. That County Council receive Report PW 2023-07 entitled “2022 Drinking Water System Performance”, including the attached 2022 Annual Drinking Water System Summary Reports.

REPORT HIGHLIGHTS

- The Ministry of the Environment, Conservation and Parks (MECP) requires that an annual status summary report on the performance of the County’s 17 municipal drinking water systems be prepared and provided to Council in accordance with the regulatory requirements of Schedule 22 and Section 11 of Ontario Regulation (O. Reg.) 170/03 under the *Safe Drinking Water Act, 2002*.
- At the time that this report was prepared, eleven municipal drinking water system inspections have been finalized since January 2022 by the MECP, with eight systems receiving 100% inspection ratings, one system receiving a 99% rating and two systems receiving a 95% rating. The inspections for the remaining six systems (Tavistock, Ingersoll, Thamesford, Tillsonburg, Dereham Centre and Woodstock) are in progress and will be provided to Council when finalized by the MECP.
- A summary of annual water system capital investments and an overview of key maintenance activities that were completed on the water infrastructure assets is also noted.
- This report also summarizes the Source Water Protection program implementation efforts undertaken over the last year across various watersheds within the County’s jurisdiction.

Implementation Points

As required by legislation, the 2022 Annual Drinking Water Systems Summary Reports (Attachment 1) will be posted on the County’s website by February 28, 2023. An update to Council will be provided after all remaining MECP inspections are complete and the findings will be provided by memorandum.

In March 2023, a separate report to Council will include the results of the Management Review of the Drinking Water Quality Management System (DWQMS). In addition, staff will continue to implement Source Water Protection Plan policies to remain in compliance with the *Clean Water Act, 2006* requirements.

Financial Impact







There are no financial impacts as a result of this report. Any required actions that will result in expenditures have been accounted for in the 2023 Operating or Capital Budgets of the respective drinking water systems.

Communications

As indicated, the Drinking Water System Performance reports will be posted to the County website as legislatively required by February 28, 2023 at www.oxfordcounty.ca/water-wastewater. The results of each system’s performance report will also be shared directly with area municipal CAOs and Public Works senior management respectively.

The County communicates the performance of key Public Works systems (Water, Wastewater, and Waste Management) annually to the public through an annual social media campaign after the last performance report has been submitted to Council (March 31, 2023). The Drinking Water System Performance reports are also featured as a highlighted item in Council this Week, which is released to media, posted to the website, and shared with employees.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
1.ii.				5.ii.	

DISCUSSION

Background

The Statutory Standard of Care provisions of the *Safe Drinking Water Act, 2002* holds individuals with oversight responsibilities for municipal drinking water systems legally responsible for decisions made regarding the system. The intent of this Standard of Care is to ensure that owner representatives (Oxford County Council and CAO) and various levels of decision makers of the municipal drinking water systems are acting diligently and making informed decisions when required. These decisions can impact the quality and safety of the municipal drinking water provided to all customers.

Decision making authority over the County’s drinking water systems includes, but is not limited to, members of municipal Council. All persons who oversee the operating authority or exercise decision-making authority must:

- exercise the level of care, diligence and skill that a reasonably prudent person would be expected to exercise in a similar situation; and
- act honestly, competently and with integrity, with a view of ensuring the protection and safety of the users of the municipal drinking water system.

Severe penalties are possible for municipal officials who fail to act in good faith and do not exercise honesty, competence and integrity to ensure the protection and safety of the users of municipal drinking water systems.

Some of the ways members of Council can provide diligent oversight under the Standard of Care requirements is to have awareness of drinking water legislation and regulations, the County's Water System Operational Plans, local watershed Source Water Protection Plan policies and the drinking water annual reporting (the County's Operational Plans will be reviewed in the upcoming DWQMS report to Council in March).

Of note, the Annual Drinking Water System Performance Report and Annual Water System budget process are the primary methods in which Senior Management and Council demonstrate due diligence in providing oversight of the County's municipal drinking water systems and meeting their Standard of Care legal requirement.

Municipal Drinking Water System Reporting

In accordance with the *Safe Drinking Water Act, 2002*, the 2022 Annual Drinking Water Systems Summary Reports (Attachment 1) have been prepared for each of the County's 17 municipal drinking water systems. Under Schedule 22 and Section 11 of O. Reg. 170/03, drinking water system owners must prepare reports that provide the following information:

- brief description of the system;
- any incidents of adverse test results, inadequate disinfection or where any mandatory requirement was not met;
- all test results; and
- a summary of the amount of water supplied with a comparison to the system's rated capacity.

Further, the *Clean Water Act, 2006* specifies that municipalities and the Risk Management Official must report yearly on activities undertaken to meet the requirements of the Source Protection Plans (SPPs) by February 1 of the following year. A summary of the submitted reports are provided in the sections below.

Comments

2022 Annual Water Systems Summary Reports

The individual annual water system reports will be available for review by the public on the County's website at www.oxfordcounty.ca/drinkingwater by February 28, 2023. Highlights include:

- 21 communities were served through 17 separate municipal drinking water systems.
- There were 62 active supply wells in 2022 receiving treatment ranging from disinfection by chlorination to more complex forms of treatment including filtration to remove parameters such as iron, arsenic, manganese or hydrogen sulphide followed by disinfection through chlorination and/or Ultra Violet light (UV).

- Approximately 10.9 million cubic metres of treated drinking water was supplied to customers.
- Over 4,400 regulated bacteriological samples were collected, with only 1 sample being adverse (<0.05 %). All adverse results were investigated, resampled and cleared.
- Over 3,000 non-reportable bacteriological samples were collected from the raw and treated water, with approximately 400 being related to system maintenance and repair.
- Results for the approximately 60 different health-related chemical parameters tested (at 7 separate treatment points in 2022) all met MECP requirements.
- Source Water Quality:
 - Brownsville Supply Wells – Naturally occurring arsenic levels in untreated raw water remain notably present in Well 6 and are monitored quarterly. Raw water from Well 6 is currently blended with Well 5 in a reservoir to effectively manage overall drinking water arsenic levels within acceptable treated Ontario Drinking Water Standard (ODWS) limits prior to customer distribution. A Municipal Class Environmental Assessment (EA) Study to look into the addition of filter media to facilitate arsenic removal is planned for 2023.
 - Dereham Centre Supply Wells - Naturally occurring arsenic levels in untreated raw water remain notably present in the raw well water. Raw water arsenic levels have been successfully reduced below ODWS through filtration at the Water Treatment facility (WTF) prior to distribution since 2021. Arsenic levels in the raw water and treated water continue to be monitored quarterly as per the Municipal Drinking Water Licence.
 - Springford Supply Wells - Naturally occurring arsenic levels in untreated raw water remain notably present in Well 4 and are monitored quarterly while the wells are in service. Water from Well 4 is blended with Well 5 to effectively manage overall drinking water arsenic levels within acceptable ODWS standards prior to customer distribution.
 - Norwich Supply Wells - Naturally occurring arsenic levels in untreated raw water remain high in Wells 2 and 5. The arsenic from the source water in these wells has been successfully reduced below ODWS through filtration at the Pitcher Street Water Treatment facility (WTF) prior to distribution since 2008. Samples from the raw and treated water continue to be monitored quarterly.
 - Tillsonburg Supply Wells (Broadway Street) - Naturally occurring arsenic levels in untreated raw water remain notably present in Well 7A and are monitored quarterly. Water from Well 7A is blended with Wells 4 and 5 (North Street) at the Fairview WTF to effectively manage overall drinking water arsenic levels within acceptable treated ODWS limits prior to customer distribution. Well 4 and 5 (North Street) noted in the next bullet under Tillsonburg Supply Wells (Brownsville Road) have high Nitrate levels. Due to the importance of this water supply, the Municipal Class EA Study, which will evaluate the potential addition of dedicated water treatment filtration to

facilitate arsenic removal from the raw water supply, has been planned as a high priority project to be undertaken in 2023.

- Tillsonburg Supply Wells (Brownsville Road) – Nitrate levels in raw water remain notably present in Wells 4 and 5 (North Street). Raw water from Wells 4 and 5 (North Street) is blended with Well 7A (Broadway Street) at the Fairview WTF to effectively manage and continuously monitor overall drinking water nitrate levels within acceptable treated ODWS limits prior to customer distribution. Water samples from the Fairview WTF are also taken as part of an enhanced nitrate monitoring system.
- Otterville Supply Wells – Nitrate levels in raw water remain notably present in Wells 3 and 4. Source water supplies from Wells 3 and 4 are blended to effectively manage nitrate levels within acceptable treated ODWS limits prior to customer distribution. Continuous monitoring of Nitrate levels using an online analyzer has been in place since 2021. Water samples are also taken from the treated water as part of an enhanced nitrate monitoring system.
- Woodstock Supply Wells (Sweaburg Road) - Nitrate levels in raw water remain notably present in Wells 1, 3, 5, 8 and 11. Raw water from these wells is blended with other well supplies to effectively manage overall drinking water nitrate levels within acceptable treated ODWS limits prior to customer distribution. Continuous nitrate monitoring using an online analyzer has been in place since 2021. Water samples on the raw, treated, and processed water continue as part of an enhanced nitrate monitoring system.
- Five systems (Brownsville, Ingersoll, Lakeside, Mount Elgin and Oxford South - Springford) have naturally occurring fluoride levels greater than 1.5 mg/L. At levels up to 2.4 mg/L, the water is considered safe for consumption; however, parents with children under the age of six are advised to limit exposure to other sources of fluoride when levels exceed 1.5 mg/L. For more information visit:
https://www.swpublichealth.ca/en/partners-and-professionals/resources/Health-Care-Providers/Alerts-Advisories-Updates/Advisories/ADV_HIA-Fluoride-20201203.pdf
- Eleven systems (Bright, Brownsville, Embro, Ingersoll, Mount Elgin, Oxford South, Plattsville, Tavistock, Thamesford, and some of Woodstock and Tillsonburg water treatment facilities) have elevated levels of naturally occurring sodium greater than 20 mg/L. At levels up to 200 mg/L, the water is considered safe for consumption; however, levels above 20 mg/L may be of concern for individuals on a sodium-restricted diet due to various medical conditions. For more information visit
https://www.swpublichealth.ca/en/partners-and-professionals/resources/Health-Care-Providers/Alerts-Advisories-Updates/Advisories/ADV_HIA-Sodium-20201203.pdf

2022 Water System Infrastructure Investments

As per the revised 2022 Forecast in the 2023 Business Plan and Budget, the County invested over \$20 M in rate supported water infrastructure which includes, but is not limited to, several notable capital projects as follows:

- Townships Water Facility Improvements (\$225,000)
- Tavistock New Well Supply Class EA Study and Well Exploration (\$110,000)
- Hydraulic Water Model (\$100,000)
- Water & Wastewater SCADA Master Plan (\$1,246,000)
- Ingersoll Water Facility Improvements (\$611,000)
- Ingersoll Watermain Replacements (\$1,210,000)
- Woodstock Watermain Replacements (\$1,640,000)
- Tillsonburg Watermain Replacement Projects/New Construction (\$972,000)
- OR 4/Landsdowne Watermain Extension/Looping (\$4,400,000)
- Woodstock Water Supply Feeder mains Condition Assessment (\$350,000)
- Ingersoll Water Tower Paint Repair (\$3,570,000)

2022 Water System Asset Management Plan Update

In addition to the above noted capital investments, the County continues to prioritize the long term sustainability of its water systems. The County maintains a diverse portfolio of infrastructure assets necessary to produce and supply safe and clean drinking water. In 2022, as part of the update to the County's Asset Management Plan, the current asset condition and lifecycle needs for each of the County's drinking water system were documented. This information will be used as a primary source for setting water and wastewater rates, capital requirements, and to determine appropriate target reserve balances. The summary of these findings were detailed in Report No. [CS 2022-20, 2022 Asset Management Plan](#). A summary of the overall condition of water infrastructure and related assets is detailed in Figure 1.

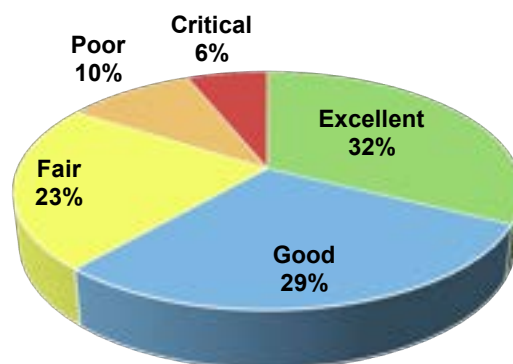


Figure 1 - County Water System Asset Condition (2022)

Oxford County continues to manage its water asset inventory and asset maintenance work orders using a digital asset management system. Through proactive asset management, the County strives to optimize the service life of its water assets and promote the overall long term

sustainability of its water system. The County continues to integrate its water infrastructure, among other assets, within the corporate Asset Management Systems Enhancement project as part of overall compliance to O. Reg. 588/17 – Asset Management Planning for Municipal Infrastructure, under the *Infrastructure for Jobs and Prosperity Act, 2015*.

Oxford County continues to incorporate industry best management practices to monitor the levels of service and financial performance of its water infrastructure and ensure that our water infrastructure assets are maintained in good condition through effective preventative maintenance, optimized infrastructure decision-making and strategic capital planning (replacement, repair, expansion).

2022 Water Service Delivery Review

As per Report No. [CS 2021-14](#), staff received direction from Oxford County Council in March 2021 to seek Municipal Modernization funding to collectively undertake a joint Water Distribution and Wastewater Collection Operations and Maintenance standardized delivery review with Tillsonburg and Woodstock to identify potential opportunities to modernize service delivery and reduce future operating costs. The outcomes and recommendations of the review were presented to Council (Reports No. [PW 2022-32](#) and [PW 2022-19](#)). Staff received Council direction to continue with the status quo service water service delivery model with consideration for continuous improvement relating to the implementation of industry best management practices including, but not limited to, the following:

- User-Fee Backflow Prevention Program (in progress);
- Service Level Alignment to Standards (in progress to achieve consistent LOS);
- Full Cost Recovery (in progress as per 2023 County Fees & Charges By-law updates);
- Joint Procurement (seeking opportunities with contracted service providers); and
- Streamlining Responsibilities in Right-Of-Way Capital Coordination (seeking GIS and Cartograph work order system enhancements required for integrated asset management).

2024 Water and Wastewater Master Plan

Oxford County communities are growing and so is our water and wastewater infrastructure. Supplying clean, safe drinking water to our residents and industry users has a direct impact on the health of our community. The Water and Wastewater Master Plan will set out the long-term water servicing strategies to support existing needs and accommodate future growth in population and employment through to the year 2046. Through this Master Plan, the long term ability of Oxford's water system to service existing water demand, as well as future growth needs, is being assessed in detail in terms of sustainable, affordable and reliable infrastructure.

Project milestones for 2022 included detailed site visits of all County water and wastewater systems and the first round of public consultation related to the project. A summary of the consultation process to date was shared with County Council through Report No. [PW 2022-47](#). The project is expected to come to completion later in 2023 and the findings/recommendations will be shared with County Council at that time.

Proposed Backflow Prevention Program and Draft By-law

Oxford County is committed to ensuring that residents have access to clean, safe, and reliable drinking water and strives to implement industry best management practices that support in this objective. Oxford County is looking to join the more than 60 municipalities who have already enacted Backflow Prevention Programs to safeguard the municipal water drinking water system from contamination by non-drinking water sources.

Backflow events can significantly impact residents, businesses, and the environment by impacting water quality, posing a health risk to consumers, and causing service interruptions. Under normal operating conditions, drinking water flows from the municipal distribution system into private homes and services. Backflow is a reversal of this normal direction. It occurs when there is a change in pressure that can push or pull water from inside a private-service connection back into the municipal drinking water system (watermain). These events can impact the water quality in the distribution system and neighbouring properties if the water “backflows” through any source of contamination (a cross connection).

Properly installed and tested backflow prevention devices stop this reversal of flow and potential introduction of contaminants. Implementing a County-wide backflow prevention program will further strengthen the multi-barrier approach the County uses to protect our municipal drinking water. The proposal for a County-wide Backflow Prevention Program and draft by-law was received by County Council in July 2022 (Report No. [PW 2022-35](#)) and staff were directed to begin public consultation on the draft by-law. Public consultation centers are planned to be held in each area municipality in 2023. Following the public consultation period, staff will be considering feedback received in potential updates to the draft by-law before seeking County Council endorsement in late 2023.

2022 Maintenance of Water System Infrastructure

In addition to the drinking water system capital investments noted above, several planned preventative maintenance activities are carried out annually to help optimize the useful service life and efficiency of water infrastructure assets. A number of key maintenance activities are noted below for water distribution and water supply/treatment infrastructure respectively.

Table 1: Water Distribution Assets

Preventative Maintenance Activity	Quantity
Critical Valve turning	1,414
Non-Critical Valve turning	2,196
Watermain Cleaning (Swabbing) – County only	30,000 m
Hydrant Flushing	3,387
Hydrant Maintenance	2,991
Hydrant Flow Testing	509
System Backflow Preventer Inspections	712

In terms of corrective maintenance, Oxford County Public Works and its contracted service providers (City of Woodstock, Town of Tillsonburg) also repaired 33 distribution watermain breaks and responded to approximately 483 customer water complaints within the various water distribution systems across the County in 2022.

Table 2: Water Supply/Treatment Assets

Preventative Maintenance Activity	Quantity
Water Supply Main Cleaning (Swabbing)	2,900 m
Specialized Rehabilitation of Supply Wells	4
Reservoir Cleaning	11
Water Plant Filter Media Maintenance/Inspection	6
Chlorine, Turbidimeter & Nitrate Analyser Calibrations	568
Ultra-Violet Disinfection System Maintenance	10
Standby Power Generator Maintenance	47
Water Plant Flowmeter Calibrations	174
Facility Backflow Preventer Inspections	64

As well, Oxford County Public Works performed over 200 inspections on critical water supply wells, instruments, and storage facilities.

2022 MECP Inspection Reports

Every year, the MECP inspects each drinking water system to assess compliance with the requirements of the *Safe Drinking Water Act, 2002* and the *Ontario Water Resource Act, 1990*. As the MECP's inspections take place during their fiscal year (April to March), inspection reports are not always finalized in time to be included in the County's annual reports.

Overall, 2022 demonstrated the continuous exceptional performance at the County's water treatment and distribution facilities as reflected in the MECP inspection reports and ratings. Of the 11 inspection reports finalized to date, eight received a rating of 100%, one received 99%, and two received 95%. Inspections for the Ingersoll, Tavistock, Thamesford, Tillsonburg, Dereham Centre and Woodstock systems have not yet been finalized.

The table below outlines the status of each system’s MECP inspection reports and ratings.

Table 3: Inspection Ratings

System	MECP Inspection Rating
Beachville	100%
Bright	100%
Brownsville	100%
Dereham Centre	<i>MECP Inspection – In progress*</i>
Drumbo-Princeton	100%
Embro	100%
Hickson	99%
Ingersoll	<i>MECP Inspection – In progress*</i>
Innerkip	100%
Lakeside	95%
Mount Elgin	95%
Oxford South (Norwich, Otterville & Springford)	100%
Plattsville	100%
Tavistock	<i>MECP Inspection – In progress*</i>
Thamesford	<i>MECP Inspection – In progress*</i>
Tillsonburg	<i>MECP Inspection – In progress*</i>
Woodstock	<i>MECP Inspection – In progress*</i>

* A memo update to Council will be provided after all remaining MECP well inspections are complete and the findings will be provided by memorandum.

Two minor non-compliances for the Lakeside drinking water system were noted due to a loss of continuous monitoring for free chlorine and flow data that spanned approximately 2.5 hours on a single day when both the primary and back up data recorders failed. It is important to note that during this brief outage, the plant was still equipped with automatic alarms and shut offs to ensure the water supplied to distribution continued to meet ODWS limits. During the outage, County Water Operators also attended the site and confirmed that the chlorine residuals and plant operations were normal. The MECP did not require any corrective actions from this non-compliance.

Three minor non-compliances were noted requiring updates to the Operations and Maintenance Manuals to document recent finalized capital upgrades information (Graydon Water Treatment Facility) and to include chlorine contact time calculations for primary disinfection for all operational configurations (Tavistock Water Treatment Facility). These manuals were subsequently updated and provided to the MECP with no further actions required.

Minor non-compliances were issued following the Hickson, Lakeside, and Mount Elgin drinking water system MECP inspections as the summary of the raw water turbidity results were not stated in the 2021 Annual Report. Raw water turbidity is not a reportable parameter in groundwater systems but is checked weekly by Water Services staff. The inclusion of raw water turbidity results in the Annual Report has been incorporated in 2022 reporting for all County drinking water systems moving forward.

2022 Boil Water and Adverse Water Quality Incidents

There was one precautionary Boil Water Advisory in 2022:

- Mount Elgin – Damage to a watermain on February 9, 2022 by a third party contractor resulted in low water pressure in the distribution system and potential impact to secondary disinfection. The incident was reported to the MECP and Medical Officer of Health (MOH). A precautionary BWA was enacted for all residents. Distribution free chlorine residuals were collected immediately and found to be within acceptable levels. Additionally, two sets of bacteriological water samples were collected to confirm that there was no contamination to the drinking water system, and all results were found to be acceptable.

There were two operational Adverse Water Quality Incidents (AWQI) in 2022:

- Mount Elgin – A low free chlorine residual of 0.02 mg/L was reported to the MECP and MOH on January 24, 2022. The system was subsequently backflushed and the chlorine residual was tested and restored to an acceptable ODWS concentration (above 0.05 mg/L).
- Mount Elgin – The failure of two highlift pumps during system flushing on October 31, 2022 resulted in potential low distribution system pressure at higher elevations for approximately 20 minutes. The incident was reported to the MECP and MOH. The system was subsequently flushed at all dead ends and high elevations. The chlorine residual was tested and found to be within acceptable ODWS levels (above 0.05 mg/L).

There was one bacteriological AWQI in 2022:

- Ingersoll – A bacteriological sample result taken from the Hamilton Road Water Treatment Facility on July 25, 2022 was found to have total coliforms of 18 cfu/100 mL. The result was reported to the MECP and MOH. Resamples were collected at the site and two downstream locations and all re-samples were determined to be acceptable by ODWS levels.

There were four chemical AWQIs in 2022:

- Tillsonburg – Two AWQIs related to nitrate concentrations (greater than 10 mg/L) in the treated water were reported to the MECP and MOH in July 2022. Both AWQIs were precautionarily reported when an online nitrate analyzer at the Fairview Water Treatment Facility recorded a nitrate concentration above acceptable ODWS levels. The high result registered by the analyzer triggered a plant shut down as expected within two minutes of the reading. New conservative procedures were put into place to manage well supplies in order to ensure treated water entering the distribution system does not exceed the ODWS level.
- Plattsville / Tavistock – Two treated water samples for sodium had a concentration of 21.7 mg/L and 21.0 mg/L respectively. Although drinking water is considered safe for consumption at sodium levels up to 200 mg/L, water containing levels greater than 20 mg/L are required to be reported to the MECP and MOH. Confirmatory resamples were taken and had sodium concentration of 20.3 mg/L and 18.7 mg/L respectively. These sodium concentrations are considered typical for this drinking water system which has naturally elevated sodium levels.
- Springford - A treated water sample for fluoride had a concentration of 1.57 mg/L. Although drinking water is considered safe for consumption at fluoride levels up to 2.4 mg/L, levels greater than 1.5 mg/L are required to be reported to the MECP and MOH. A confirmatory resample was taken and also had fluoride concentration of 1.57 mg/L. While Oxford County does not add fluoride to its municipal drinking water, naturally occurring levels of Fluoride are common in groundwater sources.

2022 Water Conservation Efforts

Oxford County relies entirely on groundwater for its drinking water supply. Compared to other communities near rivers or lakes, groundwater supplies may take longer to recharge and can be at times more vulnerable to overuse. Oxford County takes water conservation seriously and operates 3 rebate programs (toilet replacement rebate, washer replacement rebate, and ICI water buy-back program) and a Summer Water Conservation By-law (By-law No. 4193-2002) to ensure that our groundwater supply is protected for future generations.

Water use can increase by up to 50 per cent during the summer months due to an increase in outdoor water use for watering lawns/gardens and filling pools. This increased water use can quickly increase household water bills and put additional strain on the municipal water supply and distribution system. The Summer Water Conservation By-law is in effect from May 1 – September 21 annually. The By-law outlines designated times for outdoor water use to help ensure a sustainable supply of water for everyone. Exemption permits are available for residents and businesses who may need to use water outside their dedicated watering times. The County approves exemption permits for new seed/sod, pool filling, and special consideration where appropriate and when conditions in the watershed are favourable.

In 2022, Oxford County Water Services undertook the first ever social media campaign to raise awareness over the Summer Water Conservation By-law. As part of the campaign curated infographics, lawn care and gardening water conservation tips, and information about the by-law were shared across County platforms throughout the summer. Approximately 450 watering exemption permit applications were processed in 2022.

Oxford County continues to offer rebates for residents looking to update old inefficient toilets and washing machines to modernized water efficient (low flow) models. In 2022, 43 applications from residents were reviewed as part of this initiative.

In an effort to extend water conservation best management practices beyond residential users, the County enacted a Water Capacity Buy-Back Program (2015). This program is targeted to Industrial, Commercial, Institutional, and Multi-residential users whose water conservation upgrades could have a large potential impact on the overall Water Efficiency Program at the County. In 2022, the County received and approved 1 application under this program.

2022 Source Water Protection Program

In Q4 2022, a new Risk Management Inspector (RMI) was appointed for Oxford County. The new RMI will be working with the County's Source Water Protection Coordinator, Area Municipalities, and County Staff to implement Source Protection Plan policies in the four Source Protection Areas located in Oxford County.

Source Protection Plan implementation efforts continue in Catfish Creek, Grand River, Long Point, and Upper Thames River Source Protection Areas. Across the four Source Protection Plans, it is estimated that their overall implementation to address, eliminate and manage potential drinking water threat activities is approximately 68% complete.

It should be noted that future amendments made to the Source Protection Areas Source Protection Plans will reflect up-to-date science and may result in an increase to the overall inventory of potential drinking water threats on the County landscape.

2022 Source Protection Undertakings

On February 1, 2023, the County submitted summary reports to each Source Protection Region summarizing the County's 2022 source water protection implementation actions. The highlights of these summaries are detailed below.

- Source Protection staff continue to screen all development applications and building permits near drinking water supplies (vulnerable areas) that have the potential to introduce a new threat to municipal drinking water.
 - 11 Notices to Proceed were issued in 2022 (under Section 59 of the *Clean Water Act, 2006*). These 11 notices allow development activities near municipal drinking water supplies to proceed to the planning and approval stage as no risk to the drinking water sources were identified during permit application screening.
 - 85 application reviews did not require any source water protection measures such as a Notice to Proceed, Risk Management Plan, or Prohibition Notice.
- 36 property and tenant drinking water threat inspections at industrial, commercial, residential, and agricultural properties were conducted in 2022.
 - These inspections are part of the ongoing monitoring that Source Protection staff performs at sites where a potential risk to municipal drinking water has been identified.

- Seven Risk Management Plans were finalized in 2022.
 - Risk Management Plans are established with property owners to manage agricultural threat activities and prevent potential contamination of the drinking water supply. Threat activities include; manure application, manure storage, livestock grazing or pasturing of land, pesticide application, fertilizer application, and fertilizer storage and handling. Source Protection staff work with property owners to ensure that Risk Management Plans incorporate best management practices to safeguard our municipal drinking water.
- Area Municipalities are responsible for sewage maintenance inspections under the Source Protection Plans and Part 8 of the *Building Code Act, 1992*. Septic systems are identified as potential significant drinking water threats and must be inspected every 5 years.
 - 70 septic tank maintenance inspections were completed in 2022. 4 septic tank maintenance inspections were completed by Blandford Blenheim Township, 11 were completed by Zorra Township, 8 were completed by East-Zorra Tavistock, while South-West Oxford completed 47 septic tank maintenance inspections.
 - 6 septic tank inspections that were expected to be completed by the Townships in 2022 have been postponed to 2023 (South-West Oxford: 1, Blandford-Blenheim: 4, and East Zorra-Tavistock: 1).

2022 Agricultural Land Lease Agreement Update

In 2022, new lease agreements were signed for the Oxford County owned agricultural land around the Thornton Drinking Water Well Supply System. These lease agreements have been prepared to allow agricultural practices on the land to persist while limiting nitrogen application (commercial fertilizers) to the lands and subsequently the potential for nitrates to enter the groundwater and contaminate the groundwater drinking water supply. The success of these lease agreements has been extensively studied for over 20 years by researchers at University of Waterloo. These leases expire in 5 years and will be monitored and adjusted accordingly to ensure the safety of the Thornton Drinking Water Well Supply System.

2022 Source Protection Plan Updates

In 2021, Director Technical Rules were updated to reflect the most up-to-date science which directs Source Protection Authorities to update Source Protection Plans and Assessment Reports to address threat specific circumstances. The four Source Protection Plans relevant to Oxford County will be updated over the next few years to incorporate these changes. Updates to the Catfish Creek Source Protection Plan and Assessment Report began in 2022 and are expected to be finalized at the end of 2023. A summary of these updates were detailed in the Proposed Catfish Creek Source Protection Plan Update (Report No. [PW 2023-01](#)).

Updated modeling of the vulnerable areas around the County's municipal wells using the most up-to-date science and incorporating the latest technical field and operational data serves to ensure that Source Protection Plan policies are applied and implemented in the appropriate geographical land areas.

Issue Contributing Areas

When municipal raw water (before treatment) demonstrates an exceedance of an ODWS or increasing trend of a contaminant of concern, the *Clean Water Act, 2006* allows local Source Protection Authorities (SPAs) to designate municipal wellhead protection areas as an Issues Contributing Areas (ICA). An ICA delineates an area where current/past land use are likely inferred to contribute to the elevated contaminant concentration in raw water supplies.

In Oxford County, the local SPAs have identified and delineated three nitrate ICAs within the following water systems:

- **Woodstock:** Wells 2 and 4 have a nitrate ICA in place which is intended to manage and regulate surrounding area land uses (agriculture) which have been inferred to be contributing to the raw water supply nitrate issue due to historical nutrient loading (fertilizer and manure application activities).
 - Similar activities may also be impacting nitrate levels in other Woodstock supply wells (Wells 1, 3, 5, 8 and 11). The County is currently working with the University of Waterloo to further understand the potential land-use impacts on nitrate raw water quality at these wells and to potentially expand the delineation of the current Nitrate ICA around Sweaburg Wells 2 and 4 to incorporate the above mentioned wells as an enhanced source protection measure.
 - The Strik Drain expansion/upgrade is a municipal drain project proposed for construction in the Township of South-West Oxford. The project is intended to improve the functioning of the proposed drain allowing it to handle surface water and shallow soil drainage occurring over an approximate 210 hectare agricultural area to the northwest of the Wells 1, 3, 5, 8 and 11). County source protection staff has initiated a study of technologies and approaches to appropriately manage potential loading of nitrates and pathogens transferred from the agricultural lands through the Strik drain into the recharge zones to the Wells (down gradient of the drain outlet).
- **Tillsonburg:** Local SPAs have identified a Nitrate ICA around Tillsonburg Wells 4 and 5 in 2013 and instituted advanced source protection plan policy requirements to manage surrounding area land uses (agriculture) which have been inferred as contributing to the nitrate issue due to nutrient loading (fertilizer and manure application). This ICA was a focus for Oxford County's Risk Management Official and Inspector in 2022 to eliminate and manage threats identified in the Long Point Source Protection Plans Assessment Report. Risk Management Plans are being implemented to manage land use drinking water threat activities being undertaken by several landowners within the Nitrate ICA.
- **Otterville:** Local SPAs designated a nitrate ICA around Wells 3 and 4 in 2020 and instituted advanced source protection plan policy requirements to manage surrounding area land uses (agriculture) which have been inferred as contributing to the nitrate issue due to nutrient loading (fertilizer and manure application). Work has begun to verify potential landowner drinking water threat activities within the Otterville Nitrate ICA from which future Risk Management Plans will be developed.

Conclusions

The 2022 Annual Water Systems Summary Reports demonstrate Public Works' continued oversight of the County's Municipal Drinking Water Systems in order to provide a safe, reliable and sustainable supply of municipal drinking water for its residents and businesses.

The County continues to institute industry best management standards to annually monitor the levels of service and financial performance of its water systems and to ensure water assets are maintained in optimal condition through effective preventative maintenance, and optimized asset decision-making.

SIGNATURES

Report Author:

Original signed by:

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

Departmental Approval:

Original signed by:

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

Approved for submission:

Original signed by

Benjamin R. Addley
Interim Chief Administrative Officer

ATTACHMENT

Attachment 1: 2022 Annual Drinking Water System Summary Reports

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

From: Dustin Robson, Development Planner, Community Planning

Supplementary Report on the Draft Drumbo Secondary Plan

REPORT HIGHLIGHTS

- Township Council received a memo regarding the revised Drumbo Secondary Plan from MHBC Planning, the consultant contracted by the County of Oxford and the Township of Blandford-Blenheim, at the January 11, 2023 Council meeting.
- Two (2) delegations presented at the January 11, 2023 meeting outlining their concerns and comments in relation to lands they owned within the Village of Drumbo. Township Council resolved to defer further consideration of the plan and directed staff to consider the comments and concerns and report to Township Council no later than March 15, 2023.
- Planning staff have reviewed the comments and concerns presented in relation to the Drumbo Secondary Plan and are recommending that the revised Drumbo Secondary Plan, as provided in Attachments 4, 6-8, be endorsed by Township Council and further, that Council direct staff to initiate the preparation of the associated Official Plan Amendment (OPA).

DISCUSSION

Background

Township of Blandford-Blenheim Council received a memorandum providing an update regarding the progress of the Drumbo Secondary Plan exercise at Council's regular meeting of January 11, 2023. The consulting firm retained to undertake the secondary planning study, MHBC Planning, presented Township Council with an overview of the changes to the Secondary Plan since the previous update on October 19, 2022. The presentation included concerns raised by three (3) stakeholders at the October meeting and how these concerns had been addressed in the revised plan.

The January 11, 2023 meeting included two (2) delegations, representing Tiffany Development, and lands located at 100 Oxford Street West. The delegations provided comments and concerns regarding the revised Secondary Plan, which are summarized as follows:

Tiffany Development:

For Council's information, Tiffany Development owns lands in the northeast quadrant and the southeast quadrant of the Village of Drumbo (as illustrated on Attachment 1). The following comments are in relation to the lands in the southeast quadrant:

- Concern was raised about the medium density block in the southwest area of the Tiffany Development lands as the block also encompassed existing single detached dwelling lots

along Wilmot Street South in addition to the Tiffany Development owned lands. It was requested that the block be moved to be fully located on the Tiffany Development owned lands.

- Concerns were raised about the location and configuration of the medium density block and the convenience commercial block located in the northern portion of the Tiffany Development owned properties. It was requested that provisions be included in the Secondary Plan that the location of the designations were subject to change upon the receipt of a Draft Plan of Subdivision Application.
- Concern was raised about the area designated as Future Urban Growth (FUG) and whether or not infrastructure, such as roads and a stormwater management pond could be located within the lands if needed to service development occurring on the remainder of the Tiffany Development owned lands.

Deanne Harmer:

Deanne Harmer delegated in regards to 100 Oxford Street West (as illustrated on Attachment 1), which are owned by Philip & Janet Harmer. The following points were made in regards to 100 Oxford Street West:

- Requested that the current Industrial designation be changed to Low Density Residential for the entirety of the lands. It was suggested that Industrial designated lands be located outside of the Village of Drumbo and located further west towards the 401 interchange.
- If the entirety of the lands were not to be re-designated to Low Density Residential then it was requested that a combination of Medium Density Residential and Convenience Commercial/Service Commercial be considered.
- Concerns were raised about Conceptual Road 'A', a future collector road, as shown on Attachment 7: Map 2 – Transportation Network Plan. It was requested that Conceptual Road 'A' be relocated to include the lands currently occupied by the Township's Fire Station.
- Concerns were also raised about the potential for Conceptual Road 'A' to bring industrial traffic through the residential lands to the east of the subject lands.
- A request was made for the subject lands to be identified as being a part of Phase 1B or 1C on the Phasing Plan (Attachment 8: Map 3 – Servicing Plan) rather than the current Phase 2 classification.
- Requested clarification on how servicing allocation will be determined and also requested that such phasing and allocation be documented in a Council endorsed policy document or direction.

Following the noted presentations, Township Council deferred a final decision in terms of endorsement of the Drumbo Secondary Plan to provide staff with an opportunity to review the requests put forth. The following motion was passed by Township Council on January 11, 2023:

"Be it hereby resolved that the memo prepared by MHBC and the draft Drumbo Secondary Plan presented at the January 11th, 2023 Township of Blandford-Blenheim Council Meeting be received as information;

And further, that Council defer the final decision to a subsequent Council Meeting, and no later than March 15th.”

Planning Analysis

In addition to the comments and concerns presented by the above-noted delegations, letters were received from planning consultants, GSP Group, retained by Tiffany Development and the owners of 100 Oxford Street West reaffirming the concerns outlined at the January 11, 2023 Council meeting.

Regarding Tiffany Development, the applicant has provided staff with a general plan outlining the preferred location and configuration of the medium density blocks and the convenience commercial block. With respect to the commercial block, the applicant has indicated that moving the commercial block to the west would allow for the internal road on the subject lands to line up with an internal road for the lands to the north (also owned by Tiffany and presently subject of a draft plan of subdivision application). In reviewing the submitted draft plan of subdivision, staff would note that the proposed reconfiguration of the convenience commercial block and the medium density block appears to be appropriate in ensuring road network connectivity between the northeast parcel and southeast parcels currently owned by Tiffany Development.

While it is noted that the reconfigured convenience commercial block proposed by the owner would be reduced in size from 1.2 ha (3 ac) to 0.8 ha (2 ac), staff also note that the reduced size would continue to allow for approximately 2,415 m² (26,000 ft²) of ground floor area for employment uses based on the permitted 30% lot coverage. Staff are satisfied that the reduced area of the convenience commercial block will continue to provide sufficient opportunity for this type of development and will allow for the lands to be developed effectively, with a view to the planned function of the block. The proposed relocation and reconfiguration of the block on the Tiffany Development lands are reflected on Attachment 6: Map 1 – Land Use Plan.

Regarding the medium density blocks, staff are also of the opinion that the owner's proposal to relocate and reconfigure both medium density blocks on the Tiffany Development lands (as illustrated on Attachment 6: Map 1 – Land Use Plan) from the original locations (as illustrated on Attachment 5: Previous Map 1 – Land Use Plan) can be supported. It was determined that the relocated and reconfigured medium density blocks will continue to be the same approximate size (approximately 6.1 ha or 15.1 ac) as proposed in the January 11th version of the Secondary Plan. The revised locations are appropriate for the efficient development of the said blocks and will not negatively impact the overall design of the Plan.

Further to the request from Tiffany Development for language to be included in the Drumbo Secondary Plan to allow for the location and configuration of the land use blocks to be altered upon the receipt of a Draft Plan of Subdivision Application, staff are of the opinion that this measure is not required and do not recommend that such language be included in the Plan.

The Official Plan currently provides the ability for interpretation regarding the extent of land use designations in Section 1.5. Specifically, this section provides for the ability of Council to consider minor reconfiguration of land use designations without the need for an Official Plan Amendment (OPA) to be submitted. This interpretation policy has been utilized by Area and County Councils in the past and staff are of the opinion that the said policy provides sufficient flexibility to consider minor adjustments to land use designations where they maintain the overall intent of the Plan.

In regard to the potential use of Future Urban Growth (FUG) lands (as illustrated on Attachment 6: Map 1 – Land Use Plan) to accommodate infrastructure (e.g. stormwater management

facilities), staff are of the opinion that locating a road or stormwater management pond within the FUG designated lands to service lands within the settlement boundary can be considered appropriate in some circumstances. This approach has been taken on projects elsewhere within Oxford County and, as such, staff are of the opinion that sufficient flexibility exists within current practice so as not to require specific provisions within the Drumbo Secondary Plan.

The owners of 100 Oxford Street West have proposed that these lands be re-designated from Industrial to Low Density Residential or a mix of Medium Density Residential and Convenience /Service Commercial. For Council's information, these lands are presently designated for industrial use in the Official Plan and the Industrial designation that applies to them is not a function or recommendation of the Drumbo Secondary Plan.

Generally, the Provincial Policy Statement (PPS) directs that healthy and liveable communities are sustained by ensuring that a mix of residential, employment lands (industrial and commercial), institutional, and recreational uses are available for long-term needs. Further, current growth projections and land need assessment indicate that there is a sufficient supply of residential lands to meet the needs of the Township over the 25 year planning horizon and as such, Planning staff remain of the opinion that these lands should continue to be designated for employment purposes.

Consideration of the re-designation of the lands for uses other than employment/industrial should be undertaken through a privately initiated amendment to the Official Plan whereby the merits of the proposal would be assessed on the basis of growth and land need projections (both employment and residential) and existing and planned servicing capacity available for development going forward.

As previously outlined, concern has also been expressed regarding the Conceptual Road 'A' as shown on Attachment 7: Map 2 – Transportation Network Plan. The location of the conceptual roads identified on Attachment 7: Map 2 – Transportation Network Plan have been a point of discussion with landowners throughout the course of this project and staff have been consistent in messaging that the roads shown in the Plan are conceptual and intended to demonstrate the desire for road network connectivity throughout the Village. The 'conceptual' nature of the road network is such that while providing an indication of linkage, the actual street pattern and connections that will emerge will be determined to some degree via detailed development plans, anticipated traffic volumes and other matters as deemed to be appropriate.

In some circumstances, such as the residential lands adjacent to 100 Oxford Street West (Harmer) to the east, the nature of the development may not be conducive to directing traffic from an industrial use through a residential neighbourhood. As noted, this would be reviewed in detail at the development application stage and measures that would assist in addressing concerns related to compatibility and traffic would be considered, including whether adjustments to the road network are warranted.

In order to reaffirm the intent of the Secondary Plan as it relates to proposed collector roads, a disclaimer has been included on Attachment 7: Map 2 – Transportation Network Plan advising that the proposed collector roads are conceptual and will be confirmed through future Planning Act applications. For the purpose of emphasizing connectivity, staff believe the location of Conceptual Road 'A' as currently shown on Attachment 7: Map 2 – Transportation Network Plan is appropriate.

The Harmer property owners have also indicated concern with the proposed phasing plan that has been identified in the Secondary Plan (as illustrated on Attachment 8: Map 3 – Servicing Plan). In considering phasing of development over the relevant planning horizon, it is important

to understand potential growth in the context of municipal servicing capacity. In this respect, the Drumbo Wastewater Treatment Plant (WWTP) is currently operating at full capacity. Two (2) upgrades are currently planned for the WWTP with the first upgrade currently scheduled for the end of 2023 and the second upgrade currently scheduled for 2025. The first upgrade would provide capacity for an additional 150 units while the second upgrade would provide capacity for an additional 180 units for a combined total of 330 units of sewage treatment capacity.

The 2021-2046 population forecast adopted by County Council in 2020 (and subsequent updates) indicates that the Township of Blandford-Blenheim is expected to accommodate 600 new residential units over this period, with up to 350 units in Drumbo. When comparing the forecasted residential growth with the planned WWTP upgrades, there is currently a capacity deficit relative to the planned development in Drumbo (including both residential and potential employment uses).

Given the current situation with the WWTP, staff are of the opinion that it is appropriate that the Drumbo Secondary Plan include a high level Servicing Plan, such as that found on the attached Attachment 8: Map 3 – Servicing Plan. The purpose of Attachment 8: Map 3 – Servicing Plan is to provide a phased approach to development within the Village to ensure an efficient and orderly use of municipal services. Attachment 8: Map 3 – Servicing Plan is broken down into three (3) phases – Phase 1, Phase 2, and Phase 3. The Harmer lands fall into Phase 2. Phase 1 includes two (2) parcels that are currently in the process of proposing residential developments and two (2) parcels of land that are designated for employment uses. As it is not anticipated that the planned 330 units of WWTP capacity will be sufficient to facilitate the full buildout of those lands identified as Phase 1, staff are of the opinion that adding additional lands to Phase 1 would not be prudent at this time. Further, the Drumbo Secondary Plan proposes language in Section 5 – Servicing & Phasing in which the Township and the County reserve the right to modify the phasing shown on Attachment 8: Map 3 – Servicing Plan to permit the advancement of a later phase where a landowner shown in an earlier phase does not intend to proceed or has not proceeded in a timely manner. Staff are satisfied that this approach is sufficiently equitable and transparent for all parties involved.

RECOMMENDATIONS

THAT it is hereby resolved that Staff Report CP 2023-79 and the attached Drumbo Secondary Plan and associated maps be endorsed by the Council of the Township of Blandford-Blenheim for the purpose of informing the preparation of the Official Plan Amendment (OPA) required to implement the Secondary Plan.

AND FURTHER THAT the Council of the Township of Blandford-Blenheim direct Planning staff to initiate the required Official Plan Amendment (OPA) process and bring the resulting draft OPA to Council for their consideration and endorsement, prior to presenting the Secondary Plan and implementing OPA to County Council for final approval.

SIGNATURES

Authored by:

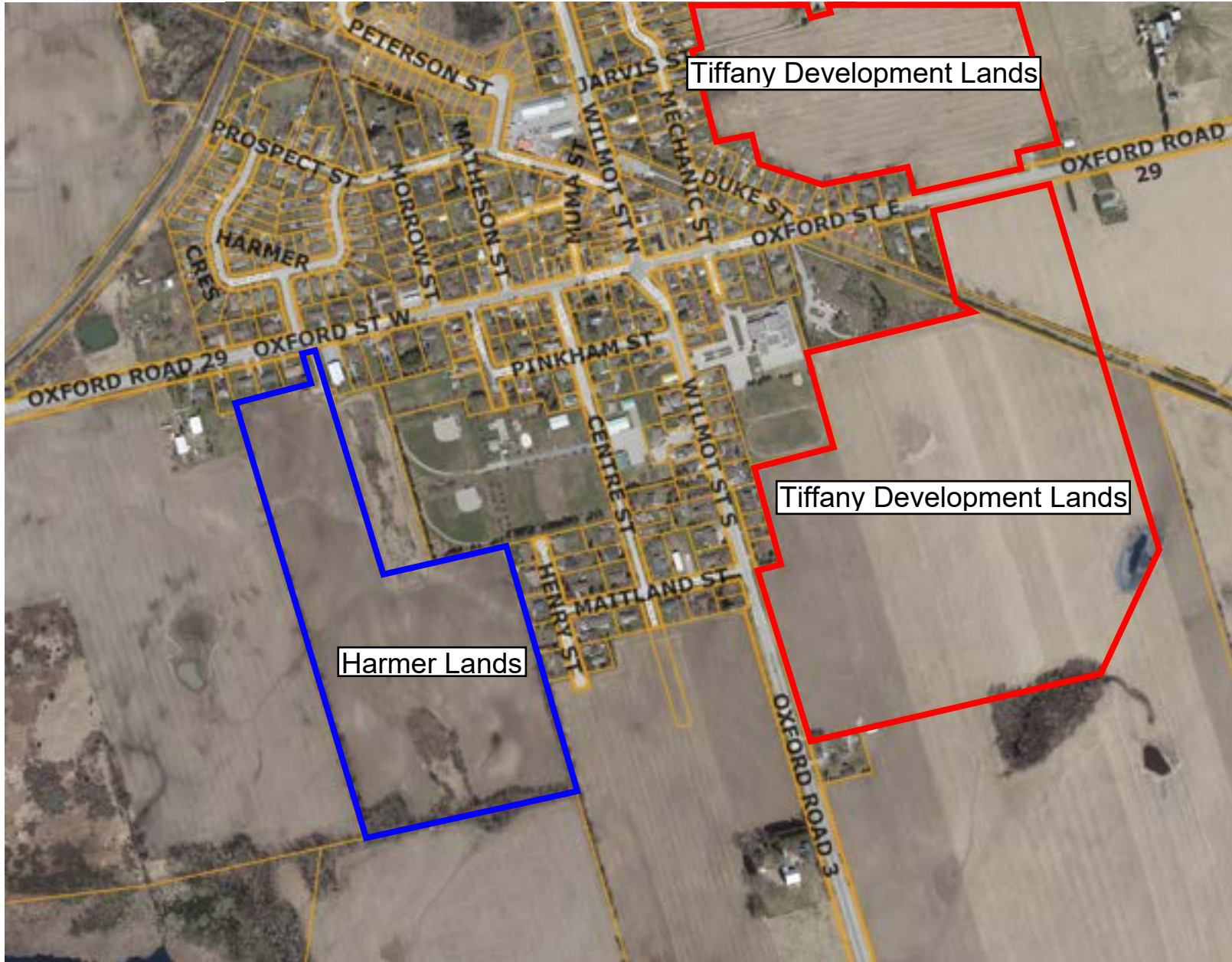
original signed by

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission: *original signed by* Gordon K. Hough, RPP
Director, Community Planning

ATTACHMENTS

- Attachment No. 1:** Plate 1 – Delegation Land Ownership
- Attachment No. 2:** Tiffany Development Letter
- Attachment No. 3:** Harmer Letter
- Attachment No. 4:** Drumbo Secondary Plan
- Attachment No. 5:** Previous Map 1 – Land Use Plan
- Attachment No. 6:** Map 1 – Land Use Plan
- Attachment No. 7:** Map 2 – Transportation Network Plan
- Attachment No. 8:** Map 3 – Servicing Plan



Legend

- Parcel Lines
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
- Municipal Boundary

Notes



0 205 409 Meters

NAD_1983_UTM_Zone_17N



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

February 23, 2023



SHAPING GREAT COMMUNITIES

January 11, 2023

File No: 19189

Township of Blandford-Blenheim
47 Wilmot Street South
Drumbo, ON N0J 1G0
Attention: Mayor Peterson and Members of Council

MHBC Planning, Urban Design and Landscape Architecture
540 Bingemans Centre Drive, Suite 200
Kitchener, ON N2B 3X9
Attention: Juliane von Westerholt

**Re: Drumbo Secondary Plan
Final Recommendation Report Comment**

Dear Mayor Peterson and Members of Township Council:

GSP Group is the planning consultant for Mr. Walter Broos (Tiffany Development Corp). Tiffany Development Corp. are the owners of approximately 26 hectares of land in southeast Drumbo and 14.5 hectares (with an option for an additional 14.5 hectares) in northeast Drumbo. As you are aware we have provided comments on the Draft Secondary Plan throughout the secondary plan preparation process. A summary of our most recent comments are provided in the memo provided by Mrs. vonWesterholt of MHBC Planning dated January 11, 2023.

We have reviewed the final draft Secondary Plan and continue to have some concerns with the disconnect between the mapping and the written policies of the Secondary Plan.

Our recommendation is that the mapping be amended to clearly indicate that identified locations for certain uses are conceptual and subject to change with detailed Draft Plan Applications. The Draft Secondary Plan policies should guide the implementation of various land uses such as commercial and medium density.

Our concerns with the current mapping are:

- 1) The southwest medium density block is designating existing single detached residences on Wilmot St. S. to medium density.

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- 2) The Village Convenience Commercial Policies (Section 3.7.4) note the location of the Village Convenience Commercial as follows: *Village Convenience Commercial uses shall be located on an arterial road proximate to existing or planned residential neighbourhoods and/or employment areas.* **Map 1 should contain a notation that the location of the Village Convenience Commercial Block is subject to change with a Draft Plan Application.**

- 3) Through discussions with MHBC we agree that the medium density block shown in the middle of the land in southeast Drumbo is a continuation of the current official plan mapping (with some refinement), however, it is not likely to be built in this configuration. **A notation should be included on Map 1 indicating the location as conceptual and subject to refinement with a Draft Plan Application. An alternative approach would simply identify all residential land the same and ensure though policy that low and medium density forms of housing are provided within all new Draft Plans.**

- 4) The existing topography in southeast Drumbo dictates that future stormwater management facilities will need to be located within the southern limits Drumbo (within the identified

Future Urban area). **A policy should be added to the Future Urban Growth designation that infrastructure supporting development within the urban area of Drumbo is permitted.**

We are supportive of the updates and notations for the Transportation Network Schedule (Map 2).

The MHBC Memo and Draft Secondary Plan is provided to Council at this time for direction for the draft Official Plan Amendment Schedules to be prepared for endorsement of the Draft Secondary Plan to County Council for final approval. We are requesting the further changes as noted above be included within the final plan.

A secondary plan is intended to provide long-term direction for land uses within a defined area. On behalf of the largest landowner in Drumbo we have provided conceptual plans and input into the secondary plan process on a continual basis. It is our intent to assist the Secondary Plan program and to provide context for our comments in support of a mutually beneficial plan that will be easily understood and implemented in the future. Additional policy context and notations on the generality of the limits of the medium density designation and other land uses such as Village Convenience Commercial will allow the Secondary Plan the flexibility to align with future applications that are prepared based on sound land use principals and development constraints imposed through engineering design.

We would be happy to discuss these comments and continue to encourage the Township to support a Secondary Plan that provides a vision for development with the flexibility to allow for refinements though draft plan submissions.

Yours truly,

GSP Group Inc.



Brandon Flewwelling, MCIP, RPP
Associate, Senior Planner

cc. Walter Broos



SHAPING GREAT COMMUNITIES

February 14, 2023

Project No.: 22350

Township of Blandford-Blenheim
47 Wilmot Street North
Drumbo, Ontario
N0J 1G0

Attention: Rodger Mordue
Chief Administrative Officer

Dear Mr. Mordue:

**Re: Drumbo Secondary Plan
100 Oxford Street West (Harmer Property)**

Further to our correspondence submitted to the County on December 9, 2022, and December 28, 2022, and subsequent to the delegation by Deanne Harmer at the January 11, 2023 Council Meeting, we submit the following commentary with respect to the above-noted property on behalf of Scott and Deanne Harmer, acting as agents for Philip and Janet Harmer.

The subject property is located south of Oxford Street West and west of Drumbo Park. The property is approximately 14.23 hectares and size and has limited frontage of Oxford Steet West (approximately 17 metres). The property is currently used for agricultural purposes with an undersized driveway access to Oxford Street West located immediately west of the Drumbo Fire Station.

The majority of the property is proposed to be designated as Industrial in the Drumbo Secondary Plan, with the existing driveway access to Oxford Street West designated as Low Rise Residential. We continue to maintain our request that the entire property be designated to Low Density Residential in the Drumbo Secondary Plan. It is our opinion that the Low Density Residential designation is more compatible with surrounding existing and future residential uses as well as Drumbo Park. Alternatively, we request that the County and the Township consider designating the property Medium Density Residential and (Village) Convenience Commercial/Service Commercial as it provides for a more appropriate transition between Drumbo Park and the industrial uses to the west.

It is our opinion that consideration be given to relocating most, if not all, of the future industrial land uses identified at on the west side of the Village of Drumbo further west to land in proximity of the Drumbo interchange with Highway 401, outside of the Village itself.

Map 2 – Transportation Network Plan of the draft Drumbo Secondary Plan identifies a future collector road (Conceptual Road A) along the eastern boundary of the subject property. We maintain our request to have the proposed future collector road (Conceptual Road A) relocated or partially realigned to a portion of the Drumbo Fire Station Property, which is currently owned by the Township of Blandford-Blenheim. It is our opinion that this relocation or partial realignment would provide more

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certainty with respect to the construction of the future collector road, which will provide access to the subject property.

In addition, the future collector road (Conceptual Road A) as proposed may result in potential compatibility impacts. Conceptual Road A will result in industrial traffic through low rise residential uses (south of Maitland Street) to connect to Wilmot Street South. Applying the Low Density Residential designation to the subject property would eliminate potential traffic compatibility impacts associated with the future collector road (Conceptual Road A) as proposed.

Map 3 – Phasing Plan of the draft Drumbo Secondary Plan identifies the subject property as Phase 2 of the overall development of Drumbo, whereas land immediately to the west of the subject property is identified as Phase 1C. We request that the subject property be included as part of either Phase 1B or Phase 1C on Map 3 – Phasing Plan of the Drumbo Secondary Plan.

Finally, Section 5.0 of the draft Drumbo Secondary Plan contains policies regarding phasing of development and servicing allocation. While the draft Drumbo Secondary Plan policies refer to equity amongst landowners for phasing and servicing, the allocation of future servicing capacity and the timing of phasing has not been clearly articulated. We request clarification regarding how phasing and servicing allocation will be determined in the future. Furthermore, such phasing and servicing allocation should be documented in a Council endorsed policy document or direction.

I trust the above-noted commentary is sufficient for your review and consideration. Please don't hesitate to contact me if you have any questions or wish to discuss further.

Sincerely,
GSP Group Inc.

Kristen Barisdale

Kristen Barisdale, MCIP, RPP
Vice President, Planning

cc. Craig Robson and Deanne Harmer, Robson Carpenter LLP
Phillip and Janet Harmer
Dustin Robson, Oxford County

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1.0 INTRODUCTION

1.1 The Village of Drumbo Secondary Plan

- 1.1.1 Sections 3.1.6 and 4.2.2.4.1 of the County Official Plan provide the guiding policies for the preparation of secondary plans. It is intended that the Secondary Plan would be incorporated into the County Official Plan similar to other existing Secondary Plans for other municipalities in the County. The Secondary Plan is a Council approved planning document that provides additional detail and informs land use matters within the Village of Drumbo and is primarily implemented through the Official Plan.
- 1.1.2 The Secondary Plan is intended to complement and expand upon existing policies in the County of Oxford Official Plan. All development within the Village of Drumbo shall conform to the Secondary Plan.
- 1.1.3 The boundary of the Village of Drumbo is identified on Map 1. The Secondary Plan applies to the entire Village and is intended to accommodate a significant portion of the planned residential and employment growth for the Township of Blandford-Blenheim.

1.2 Purpose of the Plan

- 1.2.1 The purpose of the Secondary Plan is to provide a planning framework to guide the future development of Drumbo until 2046. The Secondary Plan ('Plan') builds on the policies established in the Provincial Policy Statement and the County Official Plan in order to provide direction for the complete and orderly development of the community and to accommodate a significant portion of the projected residential and employment growth for the Township of Blandford-Blenheim.
- 1.2.2 The Secondary Plan shall establish the principles and objectives for the development of the community.
- 1.2.3 The Secondary Plan includes general and specific land use and development policies, as well as urban design policies for the Village and its public spaces and streets. The Secondary Plan shall establish the land use patterns and conceptual identification of community infrastructure, such as trails, parks and collector roads that are anticipated through future draft plan of subdivision and other planning applications.
- 1.2.4 The Secondary Plan policies are intended to guide development in Drumbo in a manner that integrates new development with the existing community, while broadening the range of housing choice, making efficient use of existing and planned infrastructure and diversifying the supporting land uses.

1.3 Basis of the Plan

1.3.1 The Township of Blandford Blenheim is located in Oxford County, and has a population of approximately 7,600. The Village of Drumbo represents one of two fully serviced Settlement Areas within the Township, with an individual population of approximately 950. Its location and proximity to many large economic centres, such as the Region of Waterloo, Cities of London, Hamilton and Brantford through nearby connections to Hwy 401 and Hwy 403, make Blandford-Blenheim an ideal place to live, work, and visit. As one of the two serviced villages within the Township, it is anticipated that Drumbo will accommodate a significant portion of the Township's future growth.

1.4 The Secondary Plan is based upon:

- a) Policy Analysis including a detailed review of the applicable elements of the Provincial Policy Statement, the County of Oxford Official Plan and growth projections produced through the Phase One Comprehensive Review of Oxford County Report produced by Hemson Consulting Ltd (March 2020);
- b) A recognition that there is limited existing sanitary servicing capacity and a planned expansion to the wastewater treatment plant (WWTP) that will provide additional capacity during the planning horizon of the Secondary Plan;
- c) Drumbo accommodating a significant portion of the Township's future growth as one of two settlement areas with full municipal services and in consideration of the planned expansion of the WWTP;
- d) A projected need for the Township to accommodate 600 new residential units, with a significant portion of the planned growth accommodated within the Village of Drumbo, with an estimated land need of 35 gross hectares;
- e) A projected need for the Township to accommodate approximately 22 gross hectares of employment land and additional lands to accommodate commercial and institutional uses;
- f) The need to provide for a range of housing choice, including multiple residential units;
- g) Support for active transportation;
- h) The existing land use framework established in the County Official Plan and the existing development patterns and road networks in the Village;
- i) Establishing appropriate transitions between residential and employment land uses to ensure their compatibility;
- j) Opportunities for intensification and redevelopment, where appropriate; and,
- k) The need for appropriate public open spaces, including parks, to serve the existing and anticipated residents of the Village.

2.0 GUIDING PRINCIPLES

2.1 Goals of the Plan

- 2.1.1 The Village of Drumbo is planned to accommodate residential and employment growth that will be integrated with the existing Village through compatible built form, active transportation connections and a design that maintains the small town character that has been established.
- 2.1.2 Building on the policies of the County of Oxford Plan, Drumbo is to be developed as a complete community that:
 - i) is pedestrian-oriented;
 - ii) contains a variety of housing types that offer choice to future residents;
 - iii) has a high level of urban design;
 - iv) enhances existing open space areas and provides new connections to key community destinations;
 - v) encourages active transportation;
 - vi) creates a sense of place that reflects and enhances the existing character of the Village.

2.2 Guiding Principles

- 2.2.1 The following principles shall guide the development within Drumbo:
 - a) Open Space:
 - i) Establish an open space system within the Village of integrated and connected public spaces including parks, trails, recreational facilities and natural features;
 - ii) Locate and design parks and recreation spaces that will serve all age groups and physical abilities within individual neighbourhoods and connect the open spaces within the Village with an integrated active transportation system;
 - iii) Locate stormwater management facilities in proximity to other open space uses to create larger parcels and provide trail connections within the facilities to encourage physical activity and social interaction.
 - b) Built Form:
 - i) Ensure diversity in housing forms to improve choice and affordability;
 - ii) Ensure built form is human-scaled and pedestrian oriented;

- iii) Encourage a mix of uses in the Village Core;
 - iv) Provide appropriate transitions in built form and physical separation between non-residential and residential uses;
 - v) Encourage a connected active transportation system;
 - vi) Plan for a range of densities and housing types;
 - vii) Encourage a high quality of urban design;
 - viii) Design new development to orient the built form to the street to help establish a pedestrian scale and feel;
 - ix) Promote compatibility of building scale and form between new and existing development;
 - x) Encourage development to apply the principles of Crime Prevention Through Environmental Design (CPTED) to maintain a safe community;
 - xi) Encourage sustainable design throughout the built environment to promote the efficient use of energy, land, and infrastructure through conservation and energy-saving practices and systems.
- c) Mobility:
- i) Encourage pedestrian walkability and connectivity throughout the Village through a network of sidewalks, pathways and trails;
 - ii) Plan for a diversity of mobility routes for pedestrians; cyclists, and automobiles;
 - iii) Develop a well connected network and hierarchy of streets, paths, trails and active transportation routes that improve connectivity around the Village, while safely accommodating various modes of transportation, including walking, cycling, and automobiles;
 - iv) Develop new neighbourhoods within the Village that emphasize, promote and encourage social interaction, active streetscapes and overall walkability;
 - v) Ensure amenities such as parks, schools, places of employment and commercial and service uses are accessible without use of the automobile.
- d) Economic Development:
- i) The Village Core plays an important role in the community, by providing services and supporting commercial uses and by acting as a focal point and central area that is accessible from each neighbourhood;
 - ii) The Village Core should be supported through the Secondary Plan policies to maintain, and wherever possible, improve its vitality and viability;

- iii) Outside of the Village Core, opportunities will be provided to accommodate commercial and industrial development of a compatible type, scale, and intensity consistent with County Official Plan policies and the planned employment growth for the Township;

3.0 COMMUNITY STRUCTURE AND DESIGN

3.1 Land Use Plan

3.1.1 The Land Use Plan for the community is illustrated on Map 1– Land Use. The County Official Plan includes land use designations and policies that apply to the Village of Drumbo. The Secondary Plan contains additional area specific policy direction under those land use designations, to provide more specific policies and to help guide the growth and development of the Village.

3.2 General Policies

3.2.1 The Village of Drumbo is planned to accommodate a substantial portion of the Township’s residential and employment growth over the planning horizon (2021-2046) in recognition of the availability of full municipal services and the amount of undeveloped growth land located within the existing settlement area boundary.

3.2.2 The Village of Drumbo shall be planned to be accessible to all and to accommodate a variety of housing types, sizes and tenures with a general low-rise to mid-rise built form. Housing that is affordable and attainable is encouraged.

3.2.3 The Village of Drumbo is a fully serviced community. It is recognized that there is limited capacity in the WWTP to accommodate new development. The Township and County have approved an expansion to the existing WWTP that will provide additional capacity to support growth and development. It is recognized that even with the expansion of the WWTP, not all of the lands within the Settlement Area boundary will be able to be development. In this regard, the Secondary Plan includes servicing policies, with allowance for the phasing of development, to ensure that the expansion and use of existing and planned municipal services occurs in an orderly manner. Section 5 of this Plan, and Map 3 contain policies that provide direction for the expansion of the community in the context of planned and available municipal services.

3.2.4 To ensure a range of housing choice, for lands within the Low Density Residential designation, new development applications for lands greater than 2 hectares shall include a minimum of 20 % of new units that are other than single detached or semi-detached.

3.2.5 Specific regulations concerning lot frontages, setbacks, height and lot sizes shall be contained within the implementing Zoning By-law in order to ensure a consistent development pattern within the community, while making efficient use of municipal infrastructure.

- 3.2.6 The Township encourages innovative forms of employment that efficiently use land, including home based businesses, in appropriate locations. The permission for and regulating of home based businesses will be contained in the Zoning Bylaw.
- 3.2.7 Schools, parks, community centres and other public amenities are encouraged to be centrally located within the area they serve. New development applications proceeding through a plan of subdivision will consider the open space needs of the development including local servicing parks and active transportation connections.
- 3.2.8 New development applications requiring a Draft Plan of Subdivision, Zoning Bylaw Amendment and/or Site Plan Control, shall demonstrate how pedestrians and cyclists can move through the community and/or site, and connect to existing active transportation infrastructure or planned infrastructure.

3.3 Future Urban Growth

- 3.3.1 It is anticipated that the Village Settlement Area boundary will accommodate planned growth through to the year 2046 and beyond, provided sufficient servicing capacity is available.
- 3.3.2 Lands designated Future Urban Growth are included within the Settlement Area Boundary in anticipation of their future development. However, based on population projections, the lands are not required at this time to accommodate projected residential growth and is likely beyond the servicing capacity. Until such time as the County and Township identify the need for and adequacy of servicing capacity for additional residential lands, the interim land use shall be agricultural uses as they existed on the date of approval of the Secondary Plan. No expansions or additions to the agricultural uses shall be permitted within the Secondary Plan boundary area. This shall also apply to other existing lands uses that existed as of the date of the approval of the Secondary Plan.
- 3.3.3 If the County and Township determines that additional lands are required to accommodate growth, the lands designated Future Urban Growth shall be considered first. The lands shall be considered for a mix of Low and/or Medium Density Residential uses, the specifics of which shall be determined through the County and Townships' review and amendment to this Plan, as required.

3.4 Low Density Residential

- 3.4.1 In addition to the policies of the County Official Plan, the following specific policies shall apply to lands designated Low Density Residential.
- 3.4.2 The development of lands designated Low Density Residential shall be subject to the Servicing and Phasing policies of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy.
- 3.4.3 The Low Density Residential designation is intended to accommodate the development of low-rise residential land uses within the Village of Drumbo. The Village of Drumbo, one of two Serviced Villages in the Township, is currently expected to accommodate the majority of the Township's forecasted residential growth, as there is limited remaining land and municipal servicing capacity is constrained in Plattsville, the other serviced Village within the Township

- 3.4.4 Where a proposed plan of subdivision identifies a public elementary or secondary school, the lands shall be placed in an appropriate land use designation to recognize the use.
- 3.4.5 Lands designated Low Density Residential shall only permit the following residential uses:
- i) Single detached dwellings;
 - ii) Semi-detached dwellings;
 - iii) Duplex dwellings;
 - iv) Additional dwelling units and,
 - v) Townhouse dwellings.
- 3.4.6 In addition to permitted residential uses in Section 3.5.4 above, the following compatible and complementary uses shall also be permitted, subject to the provision of sufficient parking. These uses shall be further regulated in the Township's Zoning By-law:
- i) Home Occupations; and,
 - ii) Places of Worship.
- 3.4.7 Low Density Residential uses shall be planned to achieve a minimum net residential density of 18 units per hectare and a maximum net residential density of 25 units per hectare. The Zoning By-law shall contain regulations for minimum lot area and lot frontage, to ensure that the development pattern makes efficient use of infrastructure, while maintaining a complementary relationship with the existing development pattern in the Village.
- 3.4.8 The maximum building height in the Low Density Residential designation shall generally be three storeys and may be further regulated in the Township's Zoning By-law.
- 3.4.9 Intensification of underutilized or vacant lands within the Village is encouraged, in accordance with the applicable policies of the Official Plan. The Township shall utilize the Zoning Bylaw and other planning tools, as appropriate, to ensure compatibility with existing development.

3.5 Medium Density Residential

- 3.5.1 In addition to Section 6.2.3 of the County Official Plan the following specific policies shall apply to lands designated Medium Density Residential.
- 3.5.2 The development of lands designated Medium Density Residential shall be subject to the Servicing and Phasing policies of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy.
- 3.5.3 The Medium Density Residential designation is intended to accommodate the development of multi-unit residential land uses, with a greater density, within the Village of Drumbo, providing housing choice and building designs that differ from the Low Density Residential designation.
- 3.5.4 The minimum net residential density shall be 25 units per hectare and the maximum net residential density shall be 50 units per hectare. The maximum building height shall be 4 storeys, which shall be further regulated in the Zoning Bylaw.
- 3.5.5 In order to provide housing opportunities for those requiring greater care, assisted living facilities and long term care homes shall be permitted within the Medium Density Residential designation

at a greater height than is permitted within the Low Density Residential designation, consistent with the maximum permitted height in policy 3.6.3.

- 3.5.6 All Medium Density Residential development shall be subject to Site Plan Control, unless otherwise approved by the Township. The Township shall encourage and support the mixing and integrating of innovative and different forms of housing to achieve and maintain a medium density built form and to ensure more compatible development within existing areas.
- 3.5.7 Medium Density Residential development shall consider and demonstrate general compliance with the urban design policies of this Plan, the County Official Plan and any Urban Design Guidelines, as approved by Council.
- 3.5.8 The Township may consider other forms of medium density housing, on a site specific basis, subject to an Amendment to the Zoning By-law with appropriate justification and consideration of the surrounding land uses, density, built form, urban design policies and the ability to provide municipal services in a financially feasible manner.
- 3.5.9 Single detached, semi-detached dwellings; and duplexes shall not be permitted. Additional Dwelling Units (ADU's) shall only be permitted in street townhomes.
- 3.5.10 In evaluating proposals where an increase in height and or density are proposed, beyond those permitted in the Medium Density Residential designation, and in addition to other matters such as the availability of municipal services, the Township will consider whether the modest increased building height and or density is compatible with the built form and physical character of the surrounding neighbourhood and is consistent with the urban design policies of this Plan and any Urban Design Guidelines.
- 3.5.11 The Zoning By-law shall establish minimum lot area and lot frontage requirements to ensure compatibility with surrounding development and the existing Village character, while achieving the density objectives of this Plan and the efficient use of municipal infrastructure.

3.6 Village Core

- 3.6.1 In addition to the policies in the County Official Plan that apply to development in the Village Core, the following specific policies shall apply.
- 3.6.2 The Village Core designation is intended to apply to and recognize the importance of the existing commercial centre of Drumbo, as identified on Map 1. The policies in the Village Core designation are intended to preserve and concentrate the Village's commercial uses within the centre of the Village, with pedestrian, cyclist and vehicular access along Wilmot and Oxford Streets. The Village Core designation shall remain flexible and responsive to land use changes and will permit a mix of commercial and residential uses which are compatible with the surrounding area and that are intended to provide services that meet the day-to-day or weekly needs of the community.
- 3.6.3 Mix-used development, including live-work units, will be encouraged within the Village Core, with ground floor commercial uses and residential uses above. The Zoning Bylaw shall regulate mixed-use developments, with appropriate regulations that permit opportunities for sharing parking between complementary uses to optimize the use of available land.

- 3.6.4 New ground floor residential uses shall be prohibited for lands located within the Core along Wilmot Street and Oxford Street.
- 3.6.5 New single detached dwellings are not permitted.
- 3.6.6 The creation of wider pedestrian realms and boulevards will be encouraged where feasible, to provide for additional space along the streetscape, contributing to the activation of the public realm.
- 3.6.7 In addition to the uses permitted in the County Official Plan, lands designated Village Core may be zoned to permit the following uses:
- i) Medical Clinics;
 - ii) Restaurants (dine in or take-out, not including drive-through facilities);
 - iv) Bakery;
 - v) Café or Coffee Shop;
 - vi) Hotel;
 - vii) Dwelling Units above the First Storey;
 - viii) Museum;
 - ix) Financial Services; and,
 - x) Personal Service.
- 3.6.8 New driveway accesses proximate to the intersection of Wilmot Street and Oxford Street shall be discouraged.
- 3.6.9 New drive through facilities within the Village Core shall be prohibited.
- 3.6.10 In addition to the general Urban Design Policies of the County Official Plan and this Plan, the Village Core shall be subject to the following additional policies:
- i) The public realm, which includes the physical space between the building face and the travelled portion of any public street shall be designed in such a manner to encourage pedestrian activities such a walking, gathering, and sitting;
 - ii) The public realm should be designed with consistent streetscape, including soft and hardscape elements;
 - iii) The public realm is intended to create and establish an inviting space that prioritizes pedestrians over vehicles. The location of on-street parking within the Village Core shall be balanced with a desire to create safe and attractive pedestrian environments;
 - iv) Wayfinding and a uniform approach to signage that fosters awareness of key destinations within the Village shall be encouraged;

- v) The Township shall consider establishing urban design guidelines for private signage, with the objective of establishing a consistent visual appearance that enhances the character of the Village Core;
- vi) Street lighting that combines safety, visibility, a pedestrian scale and that is distinguished from street lighting in other parts of Drumbo is encouraged in the Village Core to create a distinct sense of place;
- vii) Building design that locates entrances towards Wilmot Street or Oxford Street is encouraged wherever possible. In the case of corner lots, buildings are encouraged to contain treatment and design elements that address both street frontages.

3.6.11 The maximum building height in the Village Core designation shall be 4 storeys.

3.6.12 Development within the Village Core designation shall be subject to Site Plan Control. Development shall be evaluated in consideration of the Urban Design policies of this Plan, and any applicable Urban Design Guidelines.

3.6.13 The Township may require the submission of an Urban Design Brief with any development application that evaluates the proposed development and its general conformity with the Urban Design Policies in the Secondary Plan.

3.7 Village Convenience Commercial

3.7.1 The Secondary Plan has identified additional lands for supporting commercial uses, in recognition of the residential and employment growth over the planning horizon. The Village Convenience Commercial designation is intended to provide convenience commercial uses to serve the residents and employees of the Village in close proximity to their homes and places of employment, as part of a complete community. The commercial uses are not intended to compete with the planned function of the Village Core, but rather, are intended to complement and supplement the commercial uses located in the Village Core. Buildings shall address the street and parking shall be encouraged to be located at the rear of buildings in order to enhance the streetscape and to create a more walkable community.

3.7.2 The permitted uses in the Village Convenience Commercial designation are as follows:

- i) Take out Restaurant (not including drive- through restaurant)
- ii) Bakery;
- iii) Variety store (does not include retail commercial);
- iv) Café or Coffee Shop (does not include drive through Restaurant);
- v) Child Care Centre;
- vi) Personal Service; and,
- vii) Pet store and related services (does not include a Veterinary Clinic or Kennel).

3.7.3 Village Convenience Commercial uses shall be small in scale, with a maximum unit size of 300 square metres with a total maximum of 2000 m² for the entire site. The uses permitted may be further refined and regulated in the Zoning By-law. Multi-unit buildings that contain more than one use are encouraged.

- 3.7.4 Village Convenience Commercial uses shall be located on an arterial road proximate to existing or planned residential neighbourhoods and/or employment areas.
- 3.7.5 Development of lands within the Village Convenience Commercial designation shall be subject to site plan control.
- 3.7.6 Residential uses are not permitted in the Village Convenience Commercial designation.
- 3.7.7 The development of lands designated Village Convenience Commercial shall be subject to the Servicing and Phasing policies of Section 5 of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy.

3.8 Service Commercial

- 3.8.1 Notwithstanding any Service commercial policies to the contrary, the following additional specific Village Service Commercial policies shall apply. In the case of a conflict, the following policies shall take precedence.
- 3.8.2 Development of lands within the Service Commercial designation shall be subject to Site Plan Control. Development is encouraged to orient buildings away from any adjacent residential lands. In particular, HVAC equipment, loud speakers, drive through aisles and other potential sources of noise/odor shall be directed away from adjacent more sensitive land uses such as residential or institutional uses so as to minimize any adverse impacts wherever possible. The submission of a Land Use Compatibility Study may be required and shall consider such mitigation measures as screening, fencing, and landscape buffers, as appropriate, to mitigate any adverse impacts. The implementation of the mitigation measures shall be through Site Plan Control, as appropriate and permitted by the Planning Act.
- 3.8.3 Service Commercial uses that require large areas for storage of goods or vehicles may include a limited amount of retail commercial uses that cannot be accommodated in the Village Core. These retail uses are not intended to accommodate those uses typically characteristic of a Village Core location and shall not directly compete with the function of the Village Core. These uses shall be further refined and regulated in the zoning by-law.
- 3.8.4 Service Commercial uses shall be located on an arterial road and shall have direct vehicular access to such road.
- 3.8.5 Adequate on-site parking shall be provided and the specific requirements shall be contained in the Zoning Bylaw.
- 3.8.6 Given the servicing capacity limitations in the Village, uses that have low water and wastewater requirements are preferred.
- 3.8.7 The development of lands designated Service Commercial shall be subject to the Servicing and Phasing policies of Section 5 of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy.

3.9 Industrial

- 3.9.1 The Village of Drumbo, one of two serviced Villages in the Township, is planned to accommodate the majority of the Township's forecasted employment growth, as there is no remaining land and municipal servicing capacity is limited in Plattsville, the other serviced Village within the Township.
- 3.9.3 In addition to the policies in the County Official Plan, the following policies shall also apply to lands designated Village Industrial.
- 3.9.4 The primary planned function of Industrial designation is to provide for a range of employment uses that will meet the forecasted employment land needs of the Township over the planning horizon.
- 3.9.5 Permitted industrial and other employment uses shall be sensitive to their context, including the integration of uses with existing and planned residential uses.
- 3.9.6 Given the servicing capacity limitations in the Village, uses that have low water and wastewater requirements are preferred.
- 3.9.7 Permitted uses within the Industrial designation are intended to reflect the Village's location, size and proximity to Highway 401, the major interprovincial highway in Ontario.
- 3.9.8 Compatibility between the new industrial uses and existing and planned residential uses will be a key planning consideration through future development applications. Uses that do not generate on and off site adverse impacts such as noise, vibration, and odours, are encouraged adjacent to residential areas or other sensitive land uses.
- 3.9.9 In addition to the permitted uses identified in the County Official Plan, the following additional uses shall be permitted:
- i) Fulfillment centre;
 - ii) Warehousing and Distribution facilities;
 - iii) Business Incubator;
 - iv) Makerspace;
 - v) Couriers and delivery services;
 - vi) Data Centre;
 - vii) Office including Major Office;
 - viii) Artisan Studios; Craftsman Shops;
 - ix) Micro Breweries.
- 3.9.10 For the purposes of this Secondary Plan the following definitions shall apply:
- i) Fulfillment Centre - means an industrial facility used for, but not limited to, the assembly, storing, sorting, processing, packaging and distribution of goods, the management of inventory, and the temporary on-site storage of commercial motor vehicles or trailers for freight handling
 - ii) Business Incubator - means an establishment that is dedicated to nurturing the development and commercialization of start-ups, early-stage companies, and

established companies (enterprises) by providing incubator services such as management training, networking facilities, programming, mentorship programs, business assistance services, and office space.

- iii) Makerspace - means a community workshop or community studio that is dedicated to nurturing creativity, collaboration and hands-on learning through the provision of shared do-it-yourself space where like-minded individuals can gather and interact together:
 - a) Create (make, build), invent, tinker, explore, learn; and
 - b) Share ideas, resources (tools, materials), knowledge and skill sets.

3.9.11 Micro Brewery – means the use of a building for the small scale production of beer, wine, cider and/or spirits which may be in conjunction with a tasting bar, but shall not include a restaurant.

3.9.12 Lands designated Industrial shall be subject to Site Plan Control.

3.9.13 Outdoor Storage of goods and materials shall only be permitted where they can be screened from view of public streets. Outdoor storage shall not be permitted in yards adjacent to lands designated for residential uses.

3.9.14 Lands designated Industrial that are adjacent to existing or planned residential uses or other sensitive land uses shall provide adequate buffering through distance separation, landscaping and/ or fencing and building siting and orientation, so as to avoid any potential impacts and ensure compatibility with adjacent sensitive land uses. The nature of the mitigation measures shall be determined through a Land Use Compatibility Study, the scale and scope of which shall be at the discretion of the Township and the County. The Land Use Compatibility Study shall be required as part of a complete planning application required to develop the lands, unless otherwise determined by the Township and County.

3.9.15 The development of lands designated Industrial, shall be subject to the Servicing and Phasing policies of Section 5 of the Secondary Plan, as well as policies in the County's Official Plan and the County's Servicing Allocation policy.

3.10 Parks and Open Space

3.10.1 In addition to the Parkland and Open Space policies in the County Official Plan, the following specific policies shall apply.

3.10.2 It is expected that over the life of this Plan, additional parks and other open space lands will be created and/or acquired by the Township. If new Parkland or Open Space lands are acquired and/or provided as part of a development application, the Secondary Plan shall be updated as part of a general housekeeping amendment to identify the Open Space lands on Map 1. If the Township acquires additional Open Space lands through other means, the Secondary Plan shall be updated as part of the regular review of its policies and Maps.

3.10.3 The Township shall seek opportunities to provide additional open space lands, and to provide connections between new and existing open space lands within the Village.

3.10.4 The Township shall utilize the provisions of the Planning Act, to acquire parkland through development applications, in accordance with the provisions of the Act, and any Township Bylaws related thereto.

- 3.10.5 For new Draft Plan of Subdivision Applications, the County and Township may require the submission of an Active Transportation Plan that illustrates pedestrian and cyclist trails/pathways and how such trails/pathways connect to existing trails/pathways or other pedestrian and cycling infrastructure.
- 3.10.6 New parks, trails and other active transportation pathways shall be strategically located and linked to the broader trail system and other key destinations. Parkland acquired through a development application shall be located within 400 m from the majority of the residential units within the neighbourhood in which it is located and generally in the location as conceptually shown on the Land Use Schedule Map¹. The final location of parks will be refined through the Subdivision / Official Plan process.
- 3.10.7 Parks shall be easily accessible to all residents of Drumbo and shall be designed to provide activities for a variety of age groups. Parks shall be of a size and grade elevation that provides the greatest and best use for outdoor recreation and active use. Notwithstanding the preceding, the Township shall view the collective park system as working towards providing a variety of uses and activities, rather than each individual park and shall seek to provide connections to the park/trail system where feasible.
- 3.10.8 The Township encourages the integration of stormwater management facilities as part of the open space system, including providing pathways and/or trails that link with other trails or open space lands in public ownership. Wherever feasible and appropriate, such lands shall be designed to provide a park-like setting or the character of a natural wetland and, where appropriate, may be adjacent to public parks. However, stormwater management facilities shall not be accepted as parkland under the provisions the Planning Act.
- 3.10.9 Parks shall be located with access to and sufficient frontage upon a municipal road. The Township shall discourage parks that front on an Arterial Road.
- 3.10.10 The development of condominium applications that include a private road may contain private outdoor amenity space. However private amenity space shall not be considered a substitute for public parkland. The County/Township shall encourage the integration of condominiums with the community to foster social interaction and shall ensure they do not impeded the pedestrian connectivity of neighbourhoods.

4.0 COMMUNITY DESIGN

4.1 Background

- 4.1.1 The Village of Drumbo has a unique character, reflected in the development pattern, its proximity to Highway 401 and nearby large urban centres such as the Region of Waterloo, Brantford, Woodstock and London, as well as the surrounding rural community, the fabric of the streets, open spaces and built form. It is important for the community's present and future, to protect and enhance that character, as new development pressures evolve and as the Village grows.
- 4.1.2 In order to achieve the desired vision, new development applications for draft plan of subdivision or draft plan of condominium shall be required to prepare and submit Urban Design Guidelines that align with and implement the policies in the County Official Plan and the Secondary Plan.
- 4.1.3 The Secondary Plan is based on neighbourhood urban design principles, aimed at establishing a complete community. The principles and policies are to be considered when evaluating development applications within Drumbo, and when considering Urban Design Briefs for development applications.

4.2 Village Design

- 4.2.1 In addition to the policies in the County Official Plan regarding Urban Design in Section 6.2.4, all proposed developments requiring a planning application shall demonstrate general compliance with the Village Design Policies of this Plan.
- 4.2.2 The Township may require an Urban Design Brief for developments subject to Site Plan Control that demonstrates how the development achieves the Design policies in the County Official Plan and the Secondary Plan. To the extent that Urban Design Guidelines for Drumbo are approved by Council, the Urban Design Brief shall also demonstrate general compliance with the any such guidelines as well as consider the following:
 - i) For Subdivisions-
 - a. Existing conditions;
 - b. Surrounding context;
 - c. Connectivity;
 - d. Walkability;
 - e. Variety of unit types and densities;
 - f. Streetscape considerations
 - g. Priority Lots (heritage, terminating view, corner)
 - h. Implementation guidelines for priority lots,
 - i. Park design (if applicable); and,
 - j. Sustainability.

- ii) For Site Plan/Zone Change-
 - a. Context;
 - b. Existing conditions;
 - c. Description of development proposal;
 - d. How zoning and /or any development conditions will be met;
 - e. Built form;
 - f. Landscaping; and,
 - g. Sustainability.

iii) These may be further refined through a Terms of Reference in consultation with Township and County staff.

4.2.3 Development within the Secondary Plan area, including but not limited to areas of public use, shall be designed in accordance with the Accessibility for Ontarians with Disabilities Act, and other applicable Provincial legislation and the County's Integrated Accessibility Standards Regulation.

4.2.4 Streetscapes throughout the Village are important components of the public realm. Streetscapes will be designed to enhance community character and create a sense of place. Draft Plan of Subdivision or Condominium conditions may include requirements for the submission of a streetscape plan.

4.2.5 Residential streetscapes shall be designed to ensure the provision of sufficient on-street parking through creative design solutions such as varying housing types, driveway locations and lotting patterns. An on-street parking plan may be required as a condition of Draft Plan approval.

4.2.6 Development throughout the Drumbo Village Area shall be encouraged to respond to and enhance the community's existing unique identity and sense of place through the use of various means, including building typologies, architectural design treatments, building materials, decorative lighting, decorative street signs, boulevard treatments, gateway features and landscaping elements.

4.2.7 New neighbourhoods shall be designed to promote walkability and a seamless connectivity to the established and surrounding adjacent neighbourhoods.

4.2.8 Buildings shall be located close to the street such that social interaction is encouraged and facilitated throughout the community.

4.2.9 Low-rise built form (maximum 2-4 storeys) will be achieved through the siting and orientation of a building on a lot (or vacant land unit) and the distribution of building massing. Consideration of building materials and architectural design shall have regard for



Decorative lighting and street signage can enhance the character of the community (Image Credit: Town of Perth)

maintaining a form of development that is compatible with and complementary to the existing Village character.

4.2.10 Industrial/ commercial properties adjacent to low- rise residential uses shall provide a transition in height and massing from a residential zone, as well as appropriate separation distances in order to minimize impacts and ensure compatible development.

4.2.11 Decorative lighting, street signage and entrance features that enhance the character of Drumbo and that assist in way-finding are encouraged.

4.2.12 Dwellings located on lots in visually prominent locations are considered priority lot dwellings. Priority lots include those lots on corners, at 'T'-intersections, or directly adjacent to open spaces, parks, trails, or other key public areas. Priority lot dwellings shall be identified as such in the Urban Design Guidelines prepared by proponents for plans of subdivision and/or condominium and the treatment of priority lots shall be described in the Guidelines. For the purposes of the foregoing, a vacant land unit shall be considered a lot.



4.2.13 Buildings that abut two or more streets should articulate facades on all street frontages.

4.2.14 Buildings at terminating vistas will be encouraged to be designed as focal points, with architectural innovation and quality urban design that reflects the community character. Enhanced landscaping will be encouraged in these areas.

4.2.15 Stormwater management facilities shall be integrated into the design of the community as an open space amenity and shall include trails, where feasible and appropriate as determined by the Township.



T-intersections are another visually prominent location

4.2.16 New parks proposed as part of a plan of subdivision shall have frontage on a public street, shall be located in the plan in a highly visible location, shall be of a configuration with topographical grades that allow for flexibility of use and programming of the space.

4.3 Village Core Urban Design Policies

4.3.1 The following Specific Urban Design policies apply to development within the Village Core:

- i) Façade openings and large windows on the ground floor are encouraged, so as to activate the public realm;

- ii) Large signs that may obstruct the ground floor windows and the view onto the public realm or into the building shall generally be discouraged;
- iii) Main entrances shall face the street to encourage pedestrian activity;
- iv) Façades along the ground floor shall be encouraged to be transparent and inviting in design to create an interesting and pedestrian friendly streetscape;
- v) Where feasible, outdoor patio areas for restaurants or areas along the street that create a sense of place and invite people to gather, sit or socialize shall be encouraged;
- vi) Protection from the elements for pedestrians such as awnings, porticos, porches etc. shall be encouraged along front facades of buildings;
- vii) Soft landscaping, including street trees, is encouraged along Wilmot and Oxford Streets to provide shade and enhance the public realm;
- viii) The Township shall consider the development of unique signage that identifies the Village Core;
- ix) Large blank walls are discouraged through the incorporation of increased fenestration and the use of a variety of building materials;



Large ground floor windows unobstructed by signs accompanied by outdoor patio areas create a sense of place, inviting people to gather and socialize (Image Credit: Brie Welton)

4.4 General Built Form Policies

- 4.4.1 All building façades will be articulated, with particular attention to building elevations visible from the surrounding public realm. No blank walls facing the public realm are permitted.
- 4.4.2 The massing of larger buildings should be broken up using a number of techniques including changes in building materials/colours; projections; recessions; and varying window sizes.
- 4.4.3 The massing of all proposed buildings should be designed to create a comfortable pedestrian environment, which will be further enhanced through the provision of private amenity space for residential and employment uses, and landscaping.
- 4.4.4 Building designs and architectural elements that add variety to rooflines are encouraged.
- 4.4.5 High quality, durable materials should be incorporated into the building facades.

- 4.4.6 A variety of architectural styles will be permitted, however building designs that include natural materials are encouraged.

4-5 Residential

- 4.5.1 Street Townhouse development will form an important component of the range of housing available within the Village. The following design guidelines should be considered in the design of street fronting townhouses:

- i) Street fronting townhouses are to be a maximum height of 3 storeys;
- ii) Single storey townhouse blocks should include variations along the roof line to help break up the building mass and to provide visual interest;
- iii) Generally a maximum of 4-6 units should be provided within each townhouse block;
- iv) The overall design merits of the entire building are to be considered rather than the individual units;
- v) Townhouse buildings which are side-by-side or along the same streetscape are to be coordinated with each other in terms of colours, materials, and architectural styling;
- vi) The main facade is to be located parallel to the street;
- vii) Corner unit townhouses should have enhanced side facades, similar to the front façade and materials from the front facades should wrap around the corner to the side elevations;
- viii) Where possible utility hardware to be inset into enclosures and screened from the public realm;
- ix) Colour and material variation is encouraged between adjacent blocks of street fronting townhomes;
- x) For interior units paired driveways should be considered, where appropriate, to provide landscape and on street parking opportunities;
- xi) Garages should be flush with the habitable portion of the building. Garage projections may be permitted provided garages do not project beyond the front porch/entry;
- xii) For attached garages efforts should be made to ensure the garage(s) are not the visually dominant element of the dwelling.



Street fronting townhouses (Image Credit: Gatehouse Developments)

- 4.5.2 Apartment and other multi-storey, multi-unit buildings (not including Street Townhouses) are subject to site plan control and their design will be considered by the Township and County in accordance with the following urban design direction:
- i) Buildings should generally be oriented towards a public street and should be directly accessible from any future public sidewalks;
 - ii) Buildings should be sited to locate the main entrances towards the street. If this is not possible then they should be directly visible, easily accessible and as close to the street as practically possible. They should also provide a sense of enclosure and be designed to give maximum protection from wind and rain for comfortable and safe pedestrian access;
 - iii) Developments should be designed with sufficient areas for landscaping including landscaping along the public street;
 - iv) The incorporation of bicycle parking spaces is strongly encouraged to promote active transportation;
 - v) Service and drop-off area circulation should not interfere with pedestrian circulation;
 - vi) On-site amenity areas shall be provided; and,
 - vii) Design techniques to break up building mass including vertical and horizontal articulation, changes in building materials and colours, variation in roof line etc. shall be encouraged.
- 4.5.3 Single Detached and Semi-detached development shall be encouraged to provide a variety of unit types and elevations.
- 4.5.4 For interior single detached or semi-detached lots paired driveways should be considered, where appropriate, to provide landscape and on street parking opportunities;
- 4.5.5 Garages on Single detached and Semi-detached homes should be flush with the habitable portion of the building. Garage projections may be permitted provided garages do not project beyond the front porch/entry;
- 4.5.5.1 For attached garages efforts should be made to ensure the garage(s) are not the visually dominant element of the dwelling
- 4.5.6 The provision of front porches on single detached and semi-detached dwellings are strongly encouraged to promote village character and front porch living.
- 4.5.7 All new development is encouraged to use high quality building materials that contribute to the character and add visual interest.

4.6 Age Friendly Design and Accessibility

4.6.1 Age-friendly design involves consideration of all ages, to ensure that natural and built environment is designed to help people get around the area easily and safely, which fostering healthy living and social interaction.

4.6.2 The following design principles should be considered by the Township and County when reviewing development applications in Drumbo:

- i) Ensuring that a range of park spaces are included for both active and passive recreation;
- ii) Prioritize pedestrian connections that facilitate movement to key destinations;
- iii) Consider the inclusion of multi-generational community gardens to foster social interaction;
- iv) Include seating areas in active spaces to allow for supervision of children.





4.7 Sustainability

4.7.1 The Township recognizes the importance of addressing climate change. Development is encouraged to consider energy use and sustainability through the design process.

4.7.2 The Township encourages and, where appropriate, will require:

- i) Compact development and efficient built form, with due consideration to site context and the Village character;
- ii) Environmentally responsible design and construction practices. Consider using building materials, means and methods that are common within the area or region of construction. The embodied energy, or the energy consumed by all the processes and transportation of materials, can have a dramatic impact on the sustainability of construction;
- iii) The integration, protection and enhancement of natural features and landscapes into building and site design;
- iv) The design of southern exposures and control of east and west fenestration, with the objective of improving the overall energy efficiency of a building; and,
- v) The reduction of resource consumption associated with development.

4.8 Crime Prevention Through Environmental Design

4.8.1 Crime Prevention through Environmental Design (CPTED) is a multi-disciplinary approach of crime prevention that uses site and architectural design and the management of built and natural environments. CPTED strategies aim to reduce victimization, deter offender decisions that precede criminal acts, and build a sense of community among inhabitants so they can gain territorial control of areas, reduce crime, and minimize fear of crime.



Views from residential windows and balconies promote eyes on the street and provide pedestrians with an extra layer of safety (Image Credit: City of Mississauga)

4.8.2 The following guidelines should be considered in the design of safe sites and buildings:

- i) Use appropriate features that express ownership and boundaries such as defined entrances, parking areas, and pathways. Landscaping, fences and pavement treatments can be used to delineate different areas;
- ii) When designing sites avoid creating spaces that appear confined, dark, isolated or unconnected with neighbouring uses, or without a clear purpose or function;
- iii) Integrate informal surveillance by considering visibility, light and openness. Orient and design physical features and activities to maximize the ability to see throughout the site. This includes attention to the placement of windows to provide visual access to areas of the site, and locating walkways, entrances, landscape materials, and other site features to avoid areas for persons to hide;
- iv) Encourage the concepts of 'eyes on the street' and 'eyes on the park' when placing windows, front porches and balconies. This includes the placement of windows relative to private outdoor amenity areas.

4.9 Transportation

4.9.1 Map 2 – Transportation identifies a series of existing and proposed roads within the Secondary Plan Area as well as active transportation trails and routes. It is the intent of this Plan to permit a hierarchy of roads, with different functions, as follows:

- i) Arterial Road;
- ii) Collector Road;
- iii) Local Road;

- 4.9.2 Arterial Roads (County Roads) are intended to carry higher volumes of traffic within and beyond the Village of Drumbo. County Roads are under the jurisdiction of the County of Oxford and any development located on a County Road shall be subject to County approvals, as required. Within the Village, the Township shall explore opportunities to include sidewalks on both sides of all streets, in consultation with the County, and to delineate cycling lanes within the municipal road allowance, including on paved shoulders, where feasible.
- 4.9.3 Map 2 identifies conceptual Collector Roads within the undeveloped portions of the Village. The location of the proposed conceptual collector roads may be further refined and determined through a Plan of Subdivision or Official Plan Amendment. The location and design of the new roads shall be subject to the normal approval process, including detailed engineering design. The location of the conceptual Collector Roads is intended to illustrate desired connections to ensure that new development within the Village is appropriately connected to existing development, roads, and cycling and pedestrian infrastructure. The County and/or Township may require a Transportation Impact Study as part of a complete application for new Draft Plans of Subdivision and/or Condominium or for the development of new employment uses within the Industrial designation. The Transportation Impact Study shall consider all forms of connectivity, including active transportation, and shall include recommendations for any required traffic calming measures that ensure the safety of pedestrians and cyclists. Traffic calming measures, where required, should be incorporated into the design of new roads as part of the development review process.
- 4.9.4 It is recognized that different forms of housing may be developed through the condominium process that may include the use of private roads. Private condominium roads are intended to provide an alternate means of access to individual buildings and/or units within a condominium development where a Local Road is not feasible, desirable or required. Private condominium roads will not be assumed or maintained by the Township or County. The County and Township shall evaluate the design of the road in accordance with County standards, the Building Code and any other applicable legislation. Sidewalks shall be provided on at least one side of a private condominium road and shall connect with a public road.

5.0 SERVICING AND PHASING

5.1 Municipal Services

- 5.1.1 The Provincial Policy Statement directs development to serviced Settlement Areas that offer municipal water and sanitary sewage systems and limit development in Settlement Areas that have partial or private water and sanitary sewage systems. The Village of Drumbo is a Serviced Village.

It is the intent of this Plan that development will only proceed once servicing capacity is made available. It is recognized that the Village has limited sanitary servicing capacity. An expansion to the Wastewater Treatment Plan (WWTP) has been approved, with a two phased approach to the construction of the expansion. Once the WWTP is expanded, it is anticipated that there will be additional capacity to support approximately 330 equivalent residential units.

The anticipated growth for the Township over the planning horizon is 600 additional units. The majority of those units should be accommodated within the two Serviced Villages of Drumbo and Plattsville. The Environmental Assessment prepared for the WWTP expansion indicated that Plattsville would accommodate 137 units, with the remainder to be accommodated through development within Drumbo, or other areas of the Township.

The PPS directs that growth occur first within fully serviced Settlement Areas, such as Drumbo. The PPS affords limited opportunities for new residential development outside of serviced Settlement Areas. In this regard, the Secondary Plan has been planned such that the vast majority of the growth would occur within the Village of Drumbo.

- 5.1.2 The County maintains a Servicing Allocation Policy, which shall be considered for all new development applications. As a requirement of a complete development application submission, the Township and County shall require confirmation that municipal services are, or will be made available to service the proposed development. Where the proponent cannot demonstrate to the satisfaction of the Township and County that services are or will be available to support their development, the Township and County shall consider the application premature.
- 5.1.3 In recognition that the development of all of the lands within the Settlement Area cannot be accommodated within the limitations of the existing and planned WWTP capacity, the Secondary Plan includes Phasing Policies and a Phasing Plan to ensure the orderly development of the lands within the Village and to ensure the expansion of municipal services occurs in a financially responsible and equitable manner. The intent of the Phasing policies is to ensure that development takes place in a fiscally responsible manner that minimizes risk to the Township

and County and to ensure that the cost of development is borne by proponents of development applications, where appropriate.

- 5.1.4 The extension of water and sanitary sewage systems shall be orderly, efficient, and financially sustainable, protect human health and the environment and shall not require the premature extension of municipal infrastructure. The Phasing policies outline a number of principles and requirements for development to ensure that development within the Village occurs in a logical, efficient and well-coordinated manner, integrating with the existing developed area of the Village.
- 5.1.5 To make the most efficient use of municipal services, the County and Township shall encourage water conservation and the efficient use of municipal water supply.
- 5.1.6 The County and Township shall encourage and support, where feasible and appropriate, the implementation of innovative stormwater management approaches as part of new development, redevelopment and intensification proposals. When evaluating new development applications, the County and Township will ensure that where the extension of full municipal services is considered, municipal water supply, and sewage conveyance and treatment are extended in a coordinated manner that is financially feasible. As part of that consideration, development applications shall demonstrate compliance with the Phasing policies of this Plan. To determine compliance with the phasing, the Township and County may require the preparation of Master Servicing Plans with new Draft Plan of Subdivision applications that will document existing servicing conditions, capacity, and identify a phased approach for the orderly development of the lands, in accordance with available capacity.
- 5.1.8 Given the servicing capacity limitations in the Village, uses that have low water and wastewater requirements are preferred.
- 5.1.9 Prior to the approval of a development application for new development within the Village, the County and Township shall be satisfied that sufficient water and wastewater servicing capacity continues to be, or will be available to service the development. The formal confirmation of servicing capacity shall be a condition of draft plan approval. Registration of plans of subdivision shall only proceed where the development, in its entirety, or portions thereof, have received formal servicing allocation from the County. It is acknowledged that registration of plans of subdivision may be required to proceed in phases or sub-phases based on the availability of municipal services, the policies of this Plan and the allocation of capacity by the County. The allocation of servicing capacity shall be at the sole discretion of the County.

5.2 Phasing of Services

- 5.2.1 It is a principle of this Plan that growth shall only proceed with sufficient servicing, while recognizing that servicing availability may be limited to the current planned expansions to the WWTP and the available land within the Settlement Area for development. It is recognized that there are multiple properties within the Village that are planned for residential and or employment uses that are currently vacant or that contain an interim use and that do not yet have servicing capacity. In this regard, there are multiple options for the phasing and progression

of development. The phasing policies of this Plan are intended to provide for and direct the logical, cost effective extension of municipal services, and to ensure that:

- i) development only occurs where servicing is or will be available;
- ii) the registration of plans of subdivision, final approval of site plan applications and the issuance of building permits do not occur until servicing capacity is available and secured by the respective development;
- iii) the phasing of development occurs in a contiguous manner including the extension of roads and pedestrian/cycling infrastructure;
- iv) that technical engineering constraints and considerations are incorporated (e.g., gravity-based systems are considered in advance of other more costly systems);
- v) the provision of community services, such as trails, roads, and parks are coordinated and are available to new residents and or employees in a timely manner;
- vi) that for a draft plan of subdivision that contains multiple phases, a majority of the units are completed and occupied in preceding phases before a new phase is permitted to proceed and building permits are issued.

- 5.2.2 The phasing of development on full municipal services shall coincide with the existing built up portion of the community, while balancing new development with opportunities for infill and re-development. The allocation of services for development shall prioritize development within the built boundary over new greenfield development.
- 5.2.3 For illustrative purposes, Map 3 to this Plan identifies a conceptual phasing map for the undeveloped areas of the Village within the Settlement Area boundary. The intent of the Phasing Map is to identify a phasing approach that will assist the County and Township in implementing the servicing and phasing policies of this Plan. The Phase Map does not illustrate lands within the Village that have the potential for redevelopment and or intensification. The Township and County shall ensure that capacity is available within the WWTP to provide for minor intensification and redevelopment within the Village which shall be determined through the municipal servicing allocation policy.
- 5.2.4 Map 3 is divided into 3 Phases, with a further subdivision of Phase 1 into three Phases. The intent of creating Phase 1 sub-phases is to ensure balance between residential and employment uses in the potential allocation of servicing capacity and to provide equity amongst landowners. The township and County recognize that not all of the lands identified with Phasing on Map 3 may be able to be serviced with the current planned expansion to the WWTP.
- 5.2.5 To ensure the implementation of the phasing policies of this Plan, the Township and County may require that proponents of development applications identify their planned phasing and how the progression of the draft plan of subdivision, or other phased development, aligns with the objectives of this Plan.
- 5.2.6 The phasing policies are not intended to and shall not be interpreted as restricting the timing of completion of community infrastructure, including roads, pathways, trails, utilities, parks, water/wastewater lines and other related facilities.

- 5.2.7 To implement the phasing policies of this Plan, the Township and County may only approve individual phases of development that have servicing capacity committed, in a manner satisfactory to the Township and County. Furthermore, the County and Township may use appropriate planning tools, such as conditions of draft plan approval, site plan agreements, subdivision agreements and the use of holding symbols in accordance with the Planning Act to manage the implementation of approved developments and any phases related thereto.

- 5.2.8 The Township and the County reserve the right to modify the phasing sequence of Map 3 or permit the advancement of a later phase where a land owner does not intend to or has not proceeded in a reasonable time frame.

6.0 IMPLEMENTATION

The purpose of this Secondary Plan is to guide the detailed planning and development of the Drumbo Village Area over the next 25 years. This Secondary Plan shall be implemented through the County of Oxford Official Plan, Township Zoning Bylaw, future plans of subdivision, plans of condominium, urban design guidelines and other development applications.

6.1 Amendments to the Plan

- 6.1.1 Applications for development which do not align with the Policies or that seek a change in use shall require an Amendment to the County OP Plan. Amendments to the Secondary Plan shall be subject to the policies of the County Official Plan, the Provincial Policy Statement and shall require appropriate justification.
- 6.1.2 The expansion of the Village Settlement Area Boundary beyond the limits shown in the Secondary Plan is not contemplated. The County and Township shall continue to review and consider population and employment growth forecasts and shall consider the boundary of the Village through regular reviews of the Official Plan, as appropriate and in accordance with the Planning Act, as well as the availability of municipal services. Should an expansion of the Village be contemplated to accommodate additional residential growth, the lands designated Future Urban Growth shall be considered first.

6.2 Monitoring

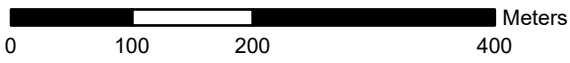
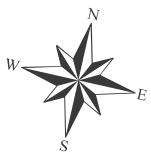
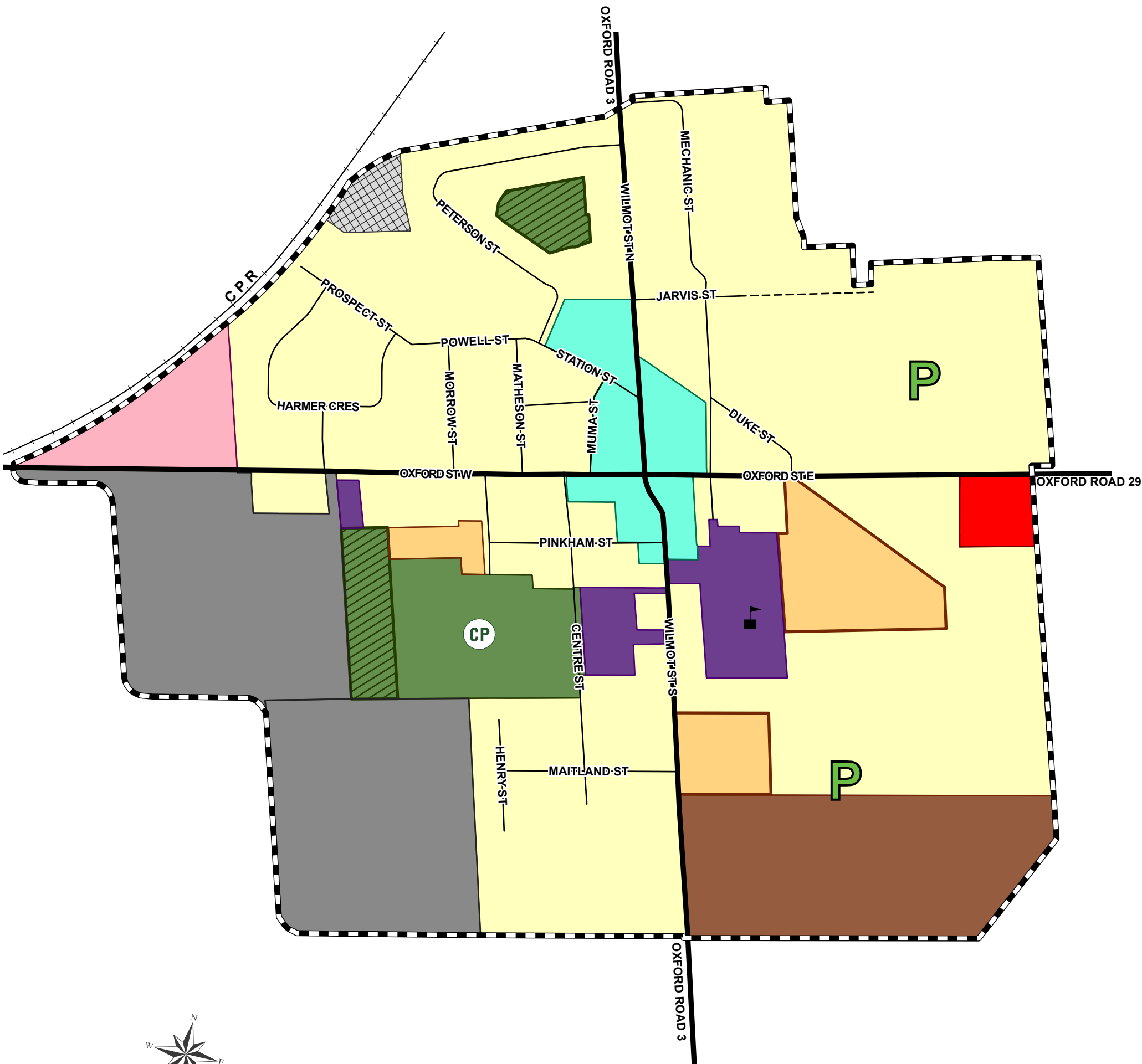
- 6.2.1 The Township and County will monitor the implementation of the Secondary Plan and will review the policies of this Secondary Plan at least every 5 years to ensure the policies remain relevant and are achieving their objectives.

6.3 Interpretation

- 6.3.1 The use of “shall”, “will”, or “must” in the policy recommendations of this plan indicates a mandatory requirement, whereas the use of “should”, “would”, “may” indicates that a statement is advisory, not binding, and that details need to be resolved in the implementation of this Plan. Where the same topic is addressed in more than one part, sections and policies are cross-referred.

PREVIOUS SECONDARY PLAN

MAP 1



THIS MAP FORMS PART OF THE VILLAGE OF DRUMBO SECONDARY PLAN AND MUST BE READ IN CONJUNCTION WITH THE WRITTEN TEXT.

BASE MAP LEGEND

- SETTLEMENT BOUNDARY
- ARTERIAL ROADS
- LOCAL ROADS
- PROPOSED FUTURE LOCAL ROADS
- RAILWAY
- SCHOOL
- COMMUNITY PARK

LAND USE PLAN LEGEND

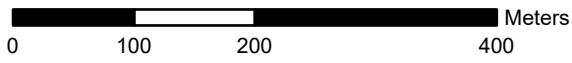
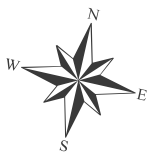
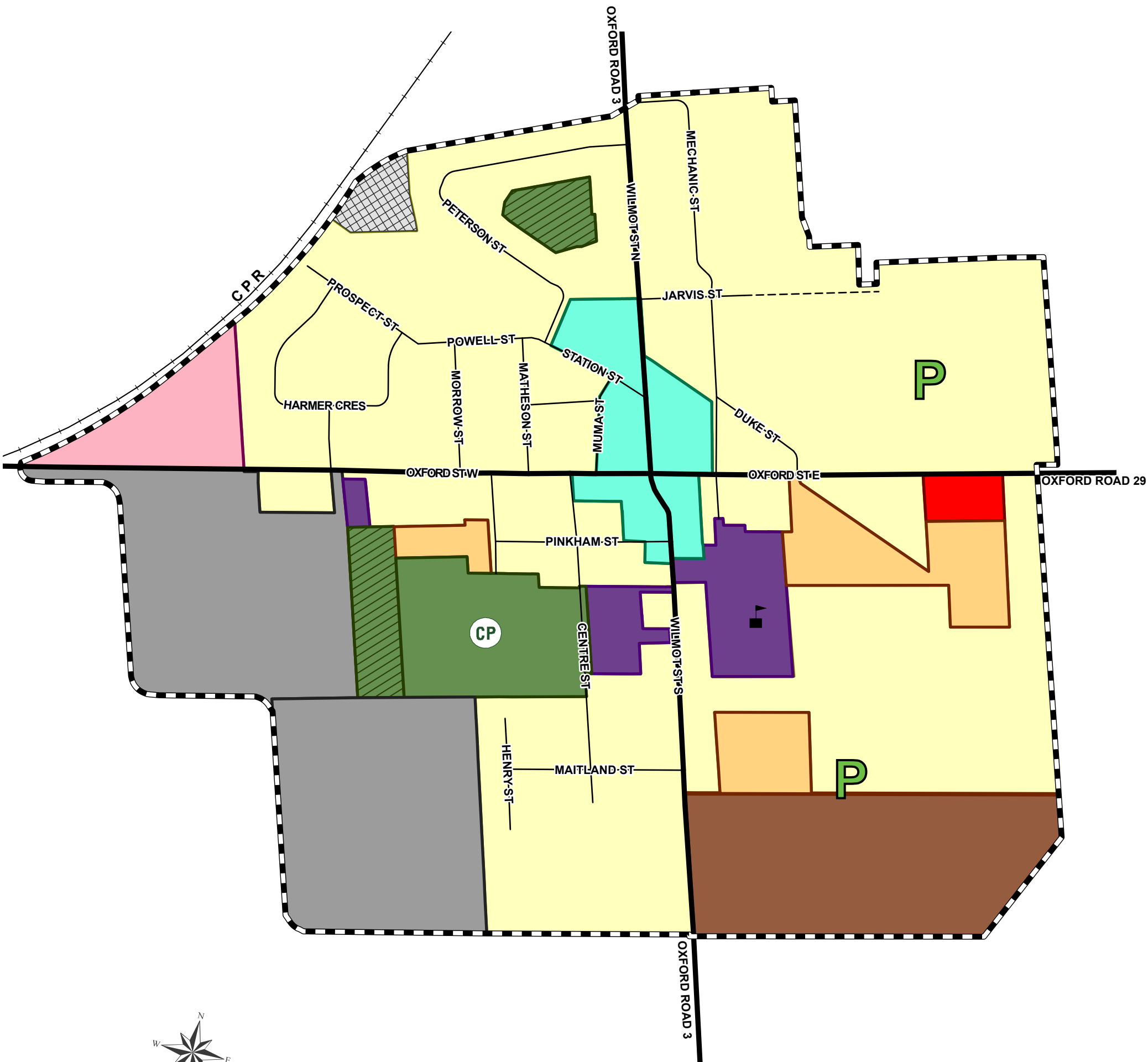
- VILLAGE CORE
- SERVICE COMMERCIAL
- (VILLAGE) CONVENIENCE COMMERCIAL
- FUTURE URBAN GROWTH
- INSTITUTIONAL
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- INDUSTRIAL
- OPEN SPACE
- OPEN SPACE (SWM)
- WASTE WATER TREATMENT PLANT
- FUTURE PARK**

**NOTE: THE LOCATIONS OF THE PARKS ARE APPROXIMATE AND MAY BE FURTHER REFINED THROUGH AN OFFICIAL PLAN AMENDMENT OR PLAN OF SUBDIVISION

NOTES: THIS MAP MAY INCORPORATE DATA UNDER LICENCE AGREEMENT(S) WITH THE UPPER THAMES RIVER CONSERVATION AUTHORITY, THE GRAND RIVER CONSERVATION AUTHORITY, THE LONG POINT REGION CONSERVATION AUTHORITY, THE MINISTRY OF NORTHERN DEVELOPMENT AND MINES, THE MINISTRY OF NATURAL RESOURCES AND THE KING'S PRINTER OF ONTARIO. (c)2022

SECONDARY PLAN

MAP 1



THIS MAP FORMS PART OF THE VILLAGE OF DRUMBO SECONDARY PLAN AND MUST BE READ IN CONJUNCTION WITH THE WRITTEN TEXT.

BASE MAP LEGEND

- SETTLEMENT BOUNDARY
- ARTERIAL ROADS
- LOCAL ROADS
- PROPOSED FUTURE LOCAL ROADS
- RAILWAY
- SCHOOL
- COMMUNITY PARK

LAND USE PLAN LEGEND

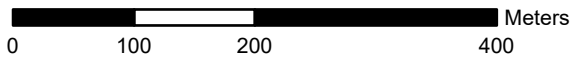
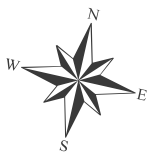
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- OPEN SPACE (SWM)
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- FUTURE PARK**

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NOTES: THIS MAP MAY INCORPORATE DATA UNDER LICENCE AGREEMENT(S) WITH THE UPPER THAMES RIVER CONSERVATION AUTHORITY, THE GRAND RIVER CONSERVATION AUTHORITY, THE LONG POINT REGION CONSERVATION AUTHORITY, THE MINISTRY OF NORTHERN DEVELOPMENT AND MINES, THE MINISTRY OF NATURAL RESOURCES AND THE KING'S PRINTER OF ONTARIO. (c)2022

SECONDARY PLAN

MAP 2



THIS MAP FORMS PART OF THE VILLAGE OF DRUMBO SECONDARY PLAN AND MUST BE READ IN CONJUNCTION WITH THE WRITTEN TEXT.

BASE MAP LEGEND

- RAILWAY
- SETTLEMENT BOUNDARY
- FUTURE PARK
- SCHOOL
- COMMUNITY PARK

TRANSPORTATION NETWORK PLAN LEGEND

- ARTERIAL ROADS (COUNTY ROADS)
- LOCAL ROADS
- PROPOSED FUTURE COLLECTOR ROADS**
- PROPOSED FUTURE LOCAL ROADS
- PROPOSED FUTURE CYCLING PATHS
- CONCEPTUAL TRAIL LOCATIONS

**NOTE: THE LOCATIONS OF THE PROPOSED COLLECTOR ROADS ARE APPROXIMATE AND MAY BE FURTHER REFINED THROUGH AN OFFICIAL PLAN AMENDMENT OR PLAN OF SUBDIVISION



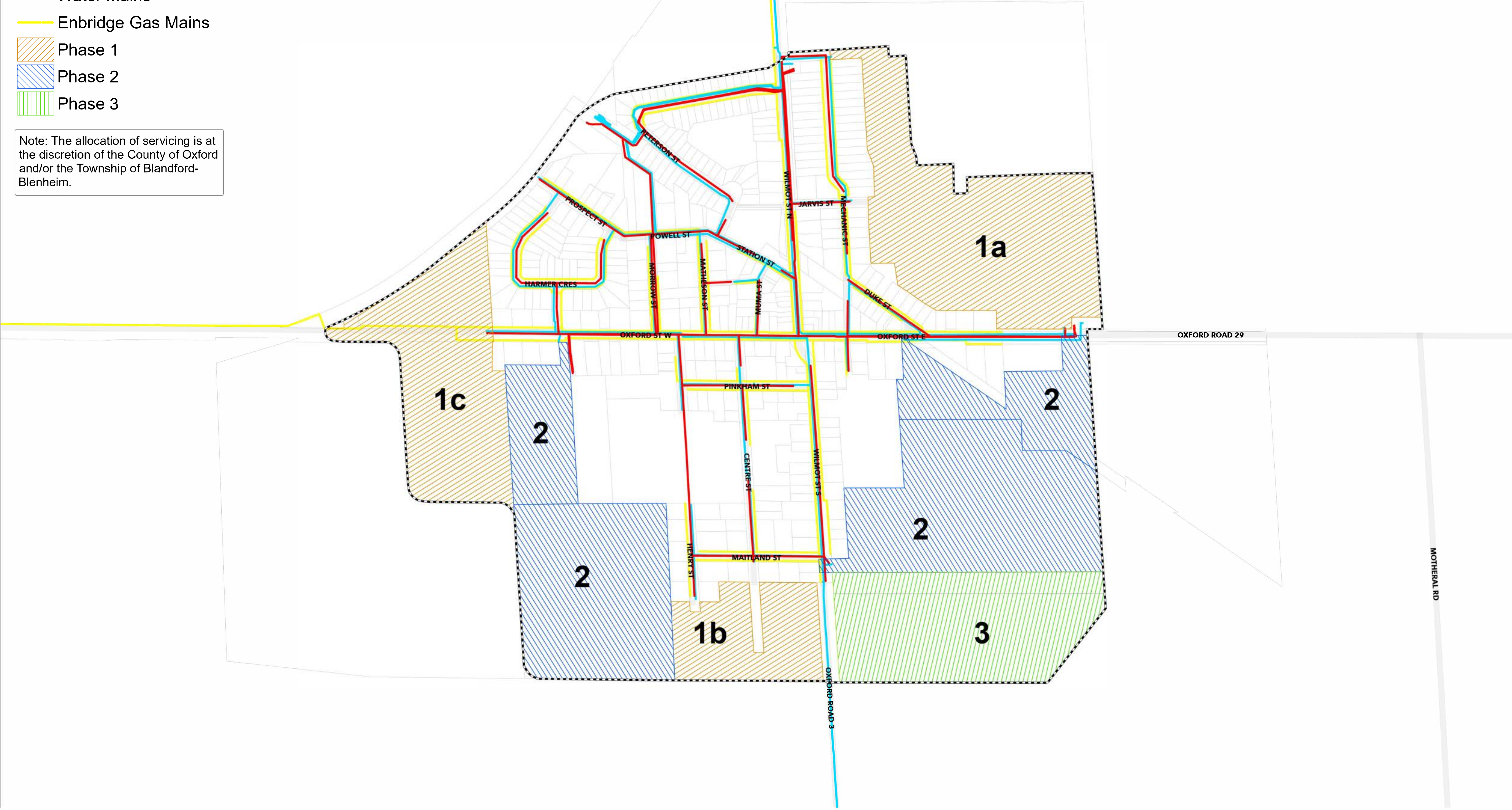
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SECONDARY PLAN

MAP 3

- Village of Drumbo
- Parcel Fabric
- Sanitary Mains
- Water Mains
- Enbridge Gas Mains
- ▨ Phase 1
- ▨ Phase 2
- ▨ Phase 3

Note: The allocation of servicing is at the discretion of the County of Oxford and/or the Township of Blandford-Blenheim.





TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Drew Davidson Director of Protective Services
Reviewed By:	Rodger Mordue	Date:	March 7 th 2023
Subject:	February Monthly Report	Council Meeting Date:	March 15 th 2023
Report #:	FC-23-03		

Recommendation:

That Report FC-23-03 is received as information.

Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of February 2023.

Analysis/Discussion:

Fire:

- (13) burn permits were issued in February 2023
- February 2023 monthly fire calls (included)
- Fire calls 2022 vs 2023 (included)

Meetings, Courses and Training Attended:

- Attended every station on their practice night to present each firefighter with a list of certified courses that we have on record for them and the courses that are required so the township can achieve the mandatory certification level.
- February 8th staff held a chief meeting with all four deputy chiefs in attendance along with trainer Aaron Follings who gave chiefs an update on our township training program
- Blandford Blenheim had 5 students successfully obtain their DZ licenses
- Staff attended monthly RFSOC chiefs meeting in Norwich, morning session was focused on dispatch changeover to Tillsonburg. Afternoon session was a presentation on new updated mutual aid requirements
- Staff has attended multiple webinars including 403 reconstruction, essential of fire protection, GRCA, and all chiefs town hall meeting
- Staff has started the process of implementing the “who’s responding app” with the aim of having this fully operational in the stations in the next few months
- Staff attended Tillsonburg dispatch on February 23rd to ask final questions and tour the dispatch area

- No parking signs have been installed by county in front of the Princeton fire station and staff has installed proper signage in the station parking lot
- Blandford Blenheim held a very successful RFSOC auto ex recruit training weekend on February 24th and 25th.
- The month ended off with a Camp 85 meeting in preparation for our launch to the media and information night on March 27th

**Fire Prevention Activity Report
January 1 thru February 21 2023**

Property Inspections

Current

YTD

- | | | |
|--|---|---------------------|
| 1. Property Inspections | 8 | Residential |
| | 3 | Commercial |
| | 3 | Industrial |
| | 0 | Assembly |
| | 2 | Institutional |
| | 0 | Care Facility |
| | 0 | Agricultural /Other |
| 2. Burn Bylaw Inspection – | | |
| 3. Station Smoke Alarm Inspections – | | |
| 4. Fire Administration Smoke/Carbon Monoxide Alarm Inspections – | | |

Public Education Activities

- 1.

Fire Investigations/Incidents

1. Chimney Fire – Twps. Rd 2

Fire Extinguisher Training

1. Company and # of employees

Training – Firefighter/FPO

Additional Notes:

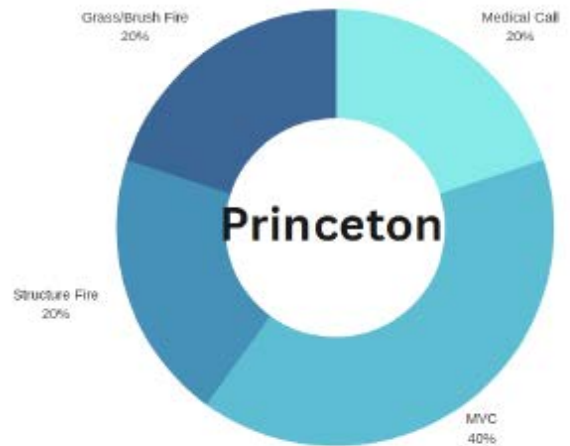
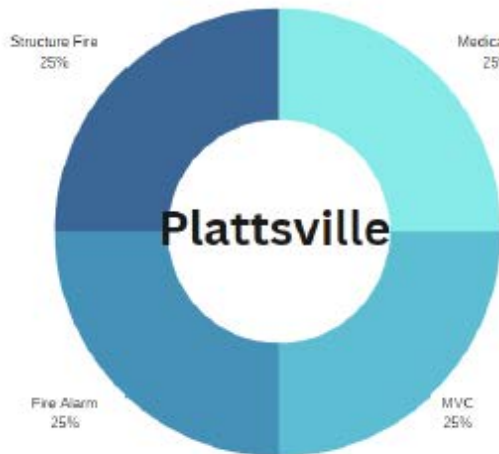
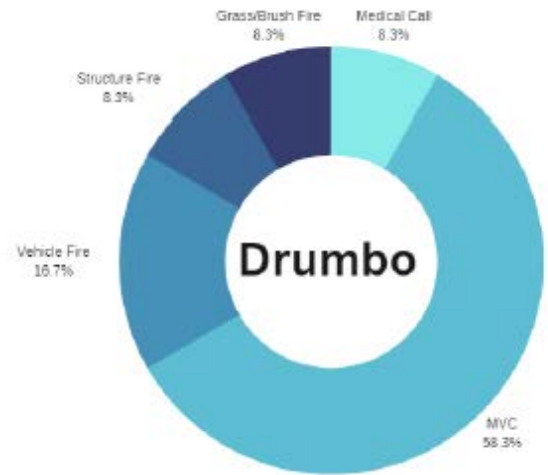
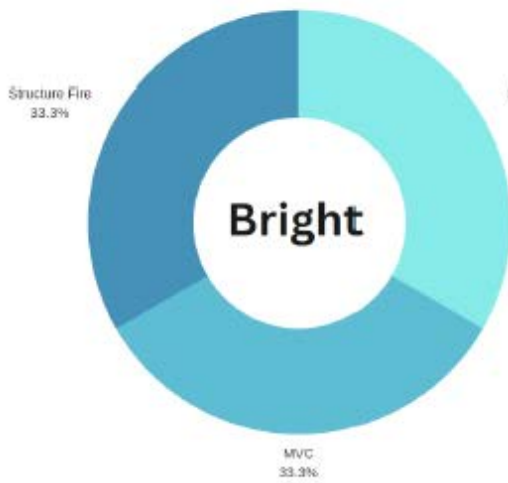
CRA Development with Fire Chief
6 Days (two statutory holidays, 1 taken holiday)

<u>Courses completed by Firefighters</u>		
	January	February
Intro to IMS		2
Fire Officer 1		3
Fire & Life Safety Educator 1		6
Incident Safety Officer	10	

February Fire Report

February 2023	Total Calls
Bright	3
Drumbo	12
Plattsville	4
Princeton	5
EZT	0
North Dumfries	0
Wilmot	0
	24

BB Fire Calls as of February				
	2022		2023	
	Medical	Total Calls	Medical	Total Calls
Bright	0	4	2	5
Drumbo	2	18	5	26
Plattsville	0	14	3	6
Princeton	2	12	4	12
EZT	0	4	1	1
North Dumfries	0	0	0	0
Wilmot	0	0	0	0
	4	52	15	50



By-Law Enforcement – February 2023

Animal complaints.	2
Parking complaints.	4
Snow complaints.	1
Barking dog.	1
Parking tags issued.	6

Follow ups for parking tags with court
Follow ups re usage of crown land in Blandford Blenheim.
Prepare plan for parking issues at Princeton Firehall.

CEMC-February 2023

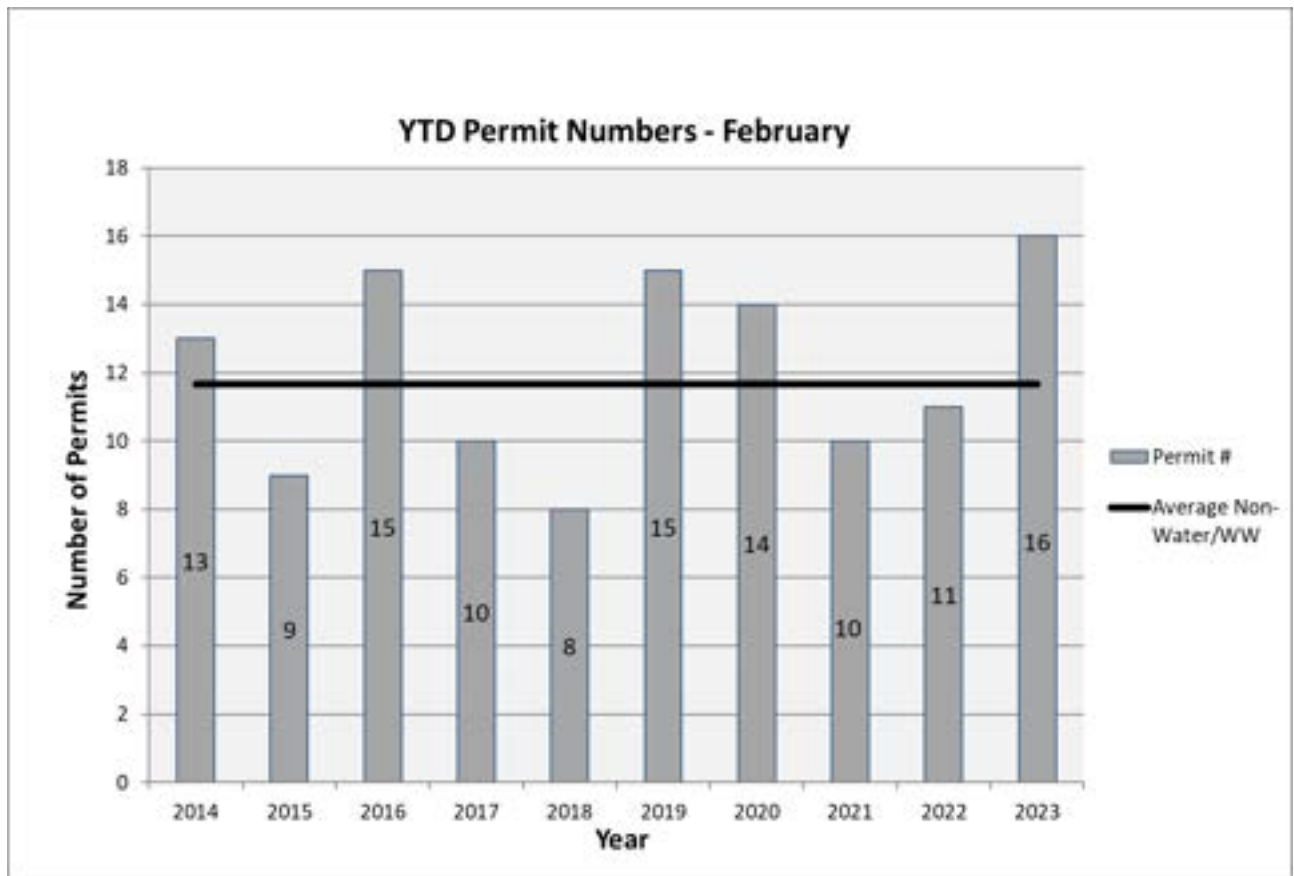
- Monitor weather advisories and share via social media
- GRCA Flood Coordinator meeting
- Working with OFMEM on 2022 compliance

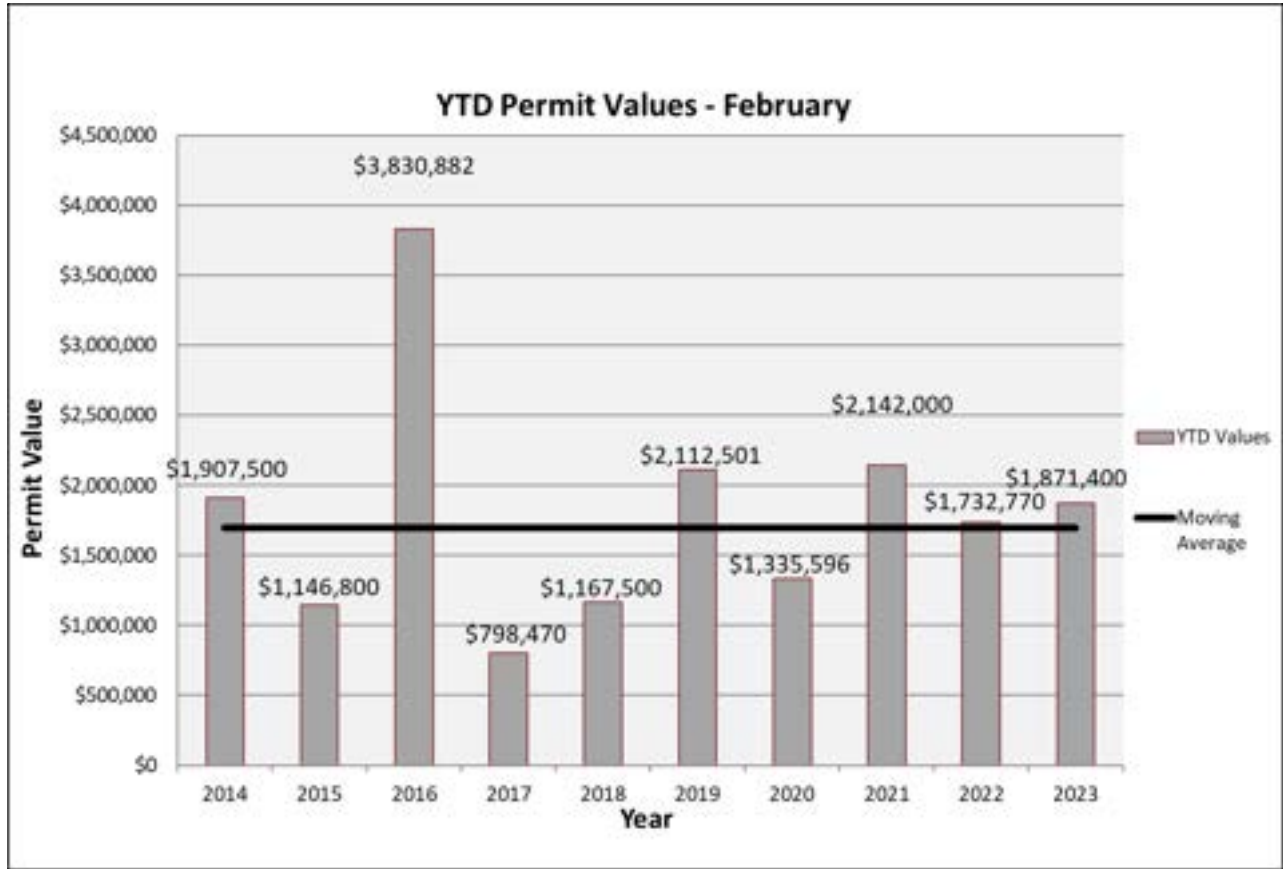
Respectfully submitted by:

Drew Davidson

Drew Davidson
Director of Protective Services

Building Description			Permit Fee	Permit Value
Accessory structures	New	Building	\$ 960.11	\$ 230,000.00
Sewage system	New	Single-family dwelling	\$ 635.00	\$ 10,000.00
Sewage system	Replacement	Single-family dwelling	\$ 635.00	\$ 20,000.00
Residential building	Addition	Single Detached Dwelling	\$ 3,723.20	\$ 100,000.00
Residential building	Repair	Single Detached Dwelling	\$ 260.00	\$ 10,000.00
Residential building	Alteration	Single Detached Dwelling	\$ 578.00	\$ 29,000.00
TOTALS			\$6,791.31	\$ 399,000.00





Respectfully submitted by:

John Scherer
Manager Building Services/CBO



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date:	March 7, 2023
Subject:	2023 Surface Treatment Tender Results	Council Meeting Date:	March 15, 2023
Report #:	PW-23-06		

Recommendation:

That Report PW-23-06 be received for information;

And further that Council accept the Surface Treatment tender submitted by Walker Construction, Niagara Falls, ON.

And further that the remaining balance required to complete the work be transferred from the Public Works reserve.

Background:

The Townships surface treated roads require resurfacing every 7 years to maintain them. The Township started using FibreMat in the surface treatment process in 2015, it has added strength, flexibility and is proving to be a beneficial product.

The Tender was sent out by Oxford County to qualified contractors. Walker Construction submitted the only bid.

Analysis/Discussion:

This year we have in our 10-year plan to convert Township Rd. 10 from Blandford Rd. to Oxford Rd. 22 (25,200 m²) from gravel to hard surfaced, as approved in our 10-year capital works. We will be resurfacing with FibreMat:

Township Rd. 4 from Oxford Rd. 4 to Blandford Rd. (27,360m²), Township Rd 4 from Blandford Rd to Forest Estates (12,000m²) & Township Rd. 6 from Innerkip to Blandford Rd. (7,000m²)

The conversion cost is \$10.00 m² for a double treatment and the FibreMat Surface treatment cost is \$6.20 m². This is an increase of \$2.50 (25%) & \$0.71 (11%) from 2022. The high inflation rate and the high oil pricing is the main contributor to the increase in cost.

Financial Considerations:

Tender Results

Resurfacing
Double Surface

Walker Construction

\$341,243.75
\$268,500.00

Budget

Road	Budget	Cost	Difference
Double Surface Twp Rd. 10	\$220,000.00	\$268,500.00	-\$48,500.00
Resurfacing	\$250,000.00	\$341,243.75	-\$91,243.75
Required from Public Works reserve	\$139,743.75		

Attachments:

None.

Respectfully submitted by:



Jim Borton, C.R.S.I
Director of Public Works



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date:	March 9, 2023
Subject:	2023 Gravel Tender Results	Council Meeting Date:	March 15, 2023
Report #:	PW-23-07		

Recommendation:

That Report PW-23-07 be received for information;

And further that Council accept the tender submitted by Lakeview Sand and Gravel Limited for the supply, crushing and placement of approximately 22,000 Tonnes of granular "A" at a unit price of \$13.00/tonne.

Background:

The Township puts out an annual gravel tender for the supply, crushing, loading, weighing and placement. The Township alternates each year between the North end of the Township and the South end. This year the South end is scheduled to be done. Staff used the online procurement site bids&tenders to run the Gravel tender. The tender was sent out to all our regular plan takers as well as any in the area that may have interest. Bids&tenders sent out notifications to 20 plus suppliers. There were 7 contractors that took plans and 3 plan takers submitted prices.

Analysis/Discussion:

The Township received 3 bids for the supply, crushing and placement of the gravel; Ross Roth Sand & Gravel Inc. \$15.80/tonne for granular "A" with the source of material coming from the Bright Pit on Township Road 12.

Lakeview Sand and Gravel Ltd. \$13.00/tonne for granular "A" with the source for the material coming from there pit at 1368 Beke Rd. Cambridge.

Oxford Sand & Gravel Ltd. \$16.00/tonne for granular "A" with the source of the material coming from the Karn pit at 544969 Clarke Rd. Woodstock.

The contract is for placement on the south side of the Township and for preparation of hard surfacing of Township Road 10 from Blandford Rd. to Oxford Rd. 22.

Staff is recommending that the contract be awarded to Lakeview Sand and Gravel Limited. Staff has confirmed that the gravel is of good quality and a sieve analysis will be provided once awarded. Lakeview will be supplying a scale calibration and ensures the Township that they can supply enough trucks to meet the 2000 tonne per day application.

Financial Considerations:

Placement of 22,000 tonne A gravel		Budget: \$315,000.00
Lakeview Sand & Gravel Ltd.	A gravel \$13.00	\$286,000.00 Net \$291,033.60
Ross Roth Sand & Gravel Ltd.	A gravel \$15.80	\$347,600.00 Net \$353,717.76
Oxford Sand & Gravel Ltd	A gravel \$16.00	\$352,000.00 Net \$358,195.20

Attachments:

None

Respectfully submitted by:



Jim Borton
Director of Public Works

Princeton & District Museum/Library Association	Fundraising for new furnaces & AC units	\$1,000
Plattsville Evangelical Missionary Church (received Feb 8/23)	Plattsville Day Camp	\$1,000
Total		\$9,000

We have now received an additional funding request from the Friends of Princeton Park. The application has been provided separately to Council to respect the organization’s privacy.

Analysis/Discussion:

On February 15, 2023 Council passed By-law 2347-2023 approving the budget which included a total of \$10,000 for grants & subsidies, \$9,000 of which was also allocated on February 15th, leaving \$1,000 currently unallocated.

The Friends of Princeton Park are requesting the waiving of facility fees for Princeton Hall and Princeton Parks in order to run free events for the community.

Financial Considerations:

If Council approves the Friends of Princeton Park request for \$1,000.00, there will be no effect to the current budget as there is \$1,000 in unallocated grant and subsidy at this time. If approved, the \$10,000 budgeted for Grants & Subsidies will be fully allocated.

Attachments: NA

Respectfully submitted by:

Denise Krug
 Director of Finance/Treasurer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council
Reviewed By: Rodger Mordue, CAO/Clerk
Subject: Indexing of Development Charges
Report #: TR-23-07

From: Denise Krug,
Treasurer/Director of Finance
Date: March 6, 2023
Council Meeting Date: March 15, 2023

Recommendation:

That Report TR-23-07 be received as information.

Background:

The Township passed Development Charges By-law 2148-2019 on August 7, 2019. Section 13 of the By-law establishes the authority to adjust the development charges set out in Schedule B of the by-law annually on April 1, each year, without amendment to the by-law, in accordance with the most recent twelve month change in the Statistics Canada Quarterly, "Construction Price Statistics".

Analysis/Discussion:

The Township has the ability to alter the development charges to accommodate for inflation. This ability is contained in Section 13 of the current By-law. The following table illustrates the Development Charges Currently in place compared to the Charges that will come into effect when the charges are indexed in accordance with the Construction Price Index:

Residential Unit Type	Current Charge	14.5% adjustment	Charge as of April 1, 2023
Singles & Semis	\$11,714.48	\$1,698.52	\$13,413.00
Rows & other multiples	\$7,360.75	\$1,067.25	\$8,428.00
Apartment - 2 bedroom units	\$6,245.80	\$905.20	\$7,151.00
Apartment – 1 bedroom units	\$4,224.59	\$612.41	\$4,837.00

Financial Considerations:

The Township's Development Charges by-law allows for the fees charged to be adjusted annually based on the most recent twelve month change in the Statistics Canada Quarterly "Construction Price Index". The 2022 fourth quarter data places the year-over-year change at 14.5%.

Attachments:

N/A

Respectfully submitted by:

Denise Krug
Treasurer/Director of Finance



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance
Reviewed By:	Rodger Mordue	Date:	March 7, 2023
Subject:	2022 Development Charges Annual Report	Council Meeting Date:	March 15, 2023
Report #:	TR-23-08		

Recommendation:

That Report TR-22-08 be received as information, and is posted on the website for public information.

Background:

Under the provisions of the Development Charges Act, the Treasurer is required to provide Council with an annual statement, including the reporting of all other financing sources for a capital project partially financed with Development Charges.

Analysis / Discussion:

The 2022 Opening balance for Development Charges was \$105,103.35.

The total amount of Development Charges collected in 2021 was \$43,748.96.

The total amount of interest earned in 2022 by all Development Charges was \$3,793.95.

The total amount transferred from Development Charges in 2022 was \$98,051.00, including \$92,770 towards the arena debenture payment and \$5,281.00 towards capital projects.

The Treasurer has reviewed this report and confirms that the Township is in compliance with Section 59(1) of the Act, which defines when Development Charges can be imposed.

Financial Considerations:

NA

Attachments:

2022 Development Charges Annual Report
2022 Development Charges Capital Report

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer

Township of Blandford-Blenheim
DEVELOPMENT CHARGES RESERVE FUNDS
January - December 2022

	Public Works: Roads & Related 01-0109-0105	General Government 01-0109-0110	Fire Department 01-0109-0115	Parks and Recreation 01-0109-0155	Totals	
Opening Balance	\$68,946.23	\$18,105.43	\$88,154.73	(\$70,103.04)	\$105,103.35	
Development Charge Collections	\$20,492.25	\$1,476.96	\$10,773.61	\$11,006.14	\$43,748.96	
Interest Earned (1.87% = Prime less 1.75%)	\$1,575.43	\$366.58	\$1,851.94	\$0.00	\$3,793.95	
Less:						
Amounts Transferred to Capital or Other Funds						
Hardsurfacing of Twp Rd 2F-1	\$5,281.00					
Plattsville Arena Debenture				\$92,770.00		
					\$98,051.00	Total 2022 DCs transferred
					\$92,770.00	Arena Debenture
					\$5,281.00	Total 2022 DCs for capital
Balance at Year End	\$85,732.91	\$19,948.97	\$100,780.28	(\$151,866.90)	\$54,595.26	

Township of Blandford-Blenheim

2022 Capital Project Funding Including Development Charges

Project Description	2022 Project costs	Financing							
		Taxation	Grant Fed	Grant Prov	FGT	DC	External	Other	Reserves
Hardsurfacing Twp Rd 2F-1	\$100,361.79	\$0.00	\$0.00	\$0.00	\$0.00	\$5,281.00	\$0.00	\$0.00	\$95,080.79
Totals	\$100,361.79	\$0.00	\$0.00	\$0.00	\$0.00	\$5,281.00	\$0.00	\$0.00	\$95,080.79

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2352-2023

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

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

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

1. That Section 7.4 to By-Law Number 1360-2002, as amended, is hereby further amended by deleting subsection 7.4.1 and replacing it with the following:

“7.4.1 **LOCATION: PART LOT 6, CONCESSION 8 (BLANDFORD), A2-G1 (KEY MAP 34)**

- 7.4.1.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any ‘A2-G3’ Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

*all uses permitted in Section 7.1 of this Zoning By-Law;
a Garden Suite, in accordance with the provisions of Section 5.11.*

- 7.4.1.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any ‘A2-G1’ Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

7.4.1.2.1 SPECIAL PROVISIONS FOR A GARDEN SUITE

7.4.1.2.1.1 TIME PERIOD

Maximum	March 15, 2023 to March 15, 2033
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- 7.4.1.3 That all provisions of the ‘A2’ Zone in Section 7.2 to this Zoning By-Law, as amended, shall apply, and further that all other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply *mutatis mutandis*.”

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

READ a first and second time this 15th day of March, 2023.

READ a third time and finally passed this 15th day of March, 2023.

Mark Peterson – Mayor

(SEAL)

Rodger Mordue, CAO/Clerk

ZN1-23-01

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2352-2023

EXPLANATORY NOTE

The purpose of By-law Number 2352-2023 is to amend the existing 'Special General Agricultural Zone (A2-G1)' text to permit the establishment of a Garden Suite on the subject lands for a ten (10) year period from March 15, 2023 to March 15, 2033.

The subject lands are described as Part Lot 6, Concession 8 (Blandford), Township of Blandford-Blenheim. The property is located on the northeast corner of the Township Road 8 and Blandford Road intersection, municipally known as 825985 Township Road 8.

The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2352-2023. The public hearing was held on March 15, 2023 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2352-2023 may contact the undersigned.

Mr. Rodger Mordue, CAO/Clerk
Township of Blandford-Blenheim
47 Wilmot Street South
Drumbo, Ontario
N0J 1G0

Telephone: 463-5347

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2353-2023

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

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

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

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

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

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on March 15, 2023 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the CAO / Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 15th day of March, 2023.

By-law read a third time and finally passed this 15th day of March, 2023.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE