

**TOWNSHIP OF BLANDFORD-BLENHEIM**  
**COUNCIL MEETING AGENDA - *AMENDED***

Wednesday, May 18<sup>th</sup>, 2022

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 May 18<sup>th</sup>, 2022 Regular Meeting of Council be adopted.

**4. Disclosure of Pecuniary Interest**

**5. Minutes**

**a. [May 4<sup>th</sup>, 2022 Minutes of Council](#)**

Recommendation:

That the minutes of the May 4<sup>th</sup>, 2022 Meeting of Council be adopted, as printed and circulated.

**6. Business Arising from the Minutes**

**7. Public Meetings**

None.

**8. Delegations / Presentations**

None.

**9. Correspondence**

**a. Specific**

**i. [Marcus Ryan, Mayor of Township of Zorra, Re: County Council Composition](#)**

[ii. Amelia Humphires, City of Woodstock Clerk, Re: Oxford County Council Composition Review](#)

Recommendation:

That Whereas at the Regular Council meeting held September 2, 2020 Blandford-Blenheim Township Council considered the issue of Oxford County Council Composition and Election of Head of County Council; and,

Whereas Township Council supported maintaining the status quo beyond the current term of Council regarding Oxford County Council's composition; and,

Whereas Township Council also supported the current process of electing the Oxford County Warden from a sitting member of County Council for the four-year term of Council,

Be It Resolved That Blandford-Blenheim Township Council re-confirms its position taken on September 2, 2020; and,

That Council requests that the Province release the recommendations of the Regional Government Review undertaken in 2019 as it relates to the County of Oxford; and,

That this resolution be circulated to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the MPP for Oxford, the County of Oxford and all lower tier municipalities in the County of Oxford.

[iii. Ken Whytock, Resident, Re: Rainbow Crosswalk in Drumbo](#)

Recommendation:

That permission be granted to Ken Whytock for a Rainbow crosswalk to be painted on the road surface at the intersection of Centre Street and Pinkham Street for the month of June 2022, and;

That Mr. Whytock consult with the Township Public Works Department prior to the installation of this crosswalk

**b. General**

[i. Princeton Fire Hall Committee, Re: Minutes of the April 19, 2022 Meeting of the Committee](#)

Recommendation:

That the general correspondence items be received as information.

**10. Staff Reports**

**a. Rick Richardson – Director of Protective Services**

i. [FC-22-10 – April Monthly Report](#)

Recommendation:

That Report FC-22-10 be received as information.

**b. John Scherer – Chief Building Official**

i. [CBO-22-05 – Year End Report to Council](#)

Recommendation:

That Report CBO-22-05 be received as information; and,

That the excess permit revenue for 2021 in the amount of \$10,406.00 be transferred to the Building Department Reserve fund

ii. [CBO-22-06 – Monthly Report to Council](#)

Recommendation:

That Report CBO-22-06 be received as information.

**c. Jim Harmer – Drainage Superintendent**

i. [DS-22-10 – Monthly Report to Council](#)

Recommendation:

That Report DS-22-10 be received as information.

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

i. [PW-22-11 – Township Rd 8 \(Oxford Rd 22 – Hubbard Rd\)](#)

Recommendation:

That Report PW-22-11 be received as information;

And further that the Director of Public Works be permitted to sign a Drain petition for a municipal drain along Township Road 8.

ii. [PW-22-12 – Township Rd 12 & Hubbard Rd \(Oxford Rd 22 – Hubbard Rd\)](#)  
[\(Hubbard Rd – Oxford Rd 8\)](#)

Recommendation:

That Report PW-22-12 be received as information;

And further that the Director of Public Works be permitted to sign an agreement with RR Sand & Gravel Inc. for the supply of material to upgrade

and maintain Township Road 12 between Oxford Road 8 & Hubbard Road & Hubbard Road between Township Road 12 & Oxford Road 8.

And further that the load restriction by-law be revised to allow full access of Township Road 12 between Oxford Road 8 & Hubbard Road & Hubbard Road between Township Road 12 & Oxford Road 8.

**e. Denise Krug – Director of Financial Services**

**i. TR-22-08 – COLA Increases**

Recommendation:

That Report TR-22-08 be received as information;

And further that the Cost of Living Adjustment (COLA) continue to be based on the Ontario CPI for the period of August to August of the previous year.

**f. Rodger Mordue – Chief Administrative Officer / Clerk**

**i. CAO-22-08 – Closure and transfer of a portion of Twp Rd 2, Canning**

Recommendation:

That Report CAO-22-08 be received as information; and,

Whereas by Resolution # 20 passed April 6, 2022 a portion of the Township Road 2 road allowance in Part Lot 4 and 5, Concession 1 west of Canning Road was declared surplus; and,

Whereas abutting property owners were advised of the Township's intent to close and transfer the road allowance; and,

Whereas neighboring property owners have voiced objections to the closure and transfer,

Be it Resolved that Resolution # 20 of April 6, 2022 be rescinded and the process of closing and transferring the road allowance be stopped.

## **11. Reports from Council Members**

## **12. Unfinished Business**

### a. Main Street Princeton Reconstruction

Recommendation:

That Whereas County of Oxford staff has developed plans for the future reconstruction of Main Street in Princeton which include the elimination of some on street parking,

Be It Resolved that the County of Oxford be advised that the Council of the Township of Blandford-Blenheim is not in favour of reducing on street parking on Main Street in Princeton.

## **13. Motions and Notices of Motion**

## **14. New Business**

## **15. Closed Session**

### a. Personal matters about and identifiable individual, including municipal or local board employees.

Re: ROEDC Board Member Selection

## **16. By-laws**

### a. [2301-2022, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-law be now read a first and second time: 2301-2022.

Recommendation:

That the following By-law be now given a third and final reading: 2301-2022.

## **17. Other**

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

Wednesday, June 1<sup>st</sup>, 2022

Recommendation:

That Whereas business before Council has been completed at \_\_\_\_\_ pm;

That Council adjourn to meet again on Wednesday, June 1<sup>st</sup> 2022 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 Balzer, Banbury, Demarest, and Read.

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

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Read  
Seconded by – Councillor Balzer

Be it hereby resolved that the amended agenda for the May 4<sup>th</sup>, 2022 Regular Meeting of Council be adopted with the addition of item 9, b, iv.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. April 20<sup>th</sup>, 2022 Minutes of Council

### RESOLUTION #2

Moved by – Councillor Read  
Seconded by – Councillor Balzer

Be it hereby resolved that the Minutes of the April 20<sup>th</sup>, 2022 Meeting of Council be adopted, as printed and circulated.

.Carried

## 6. Business Arising from the Minutes

None.

## 7. Public Meeting

None.

## 8. Delegations / Presentations

- a. Lisa Ard, Resident, re: Main Street Princeton Reconfiguration
- b. Christine Shea, Resident, re: Main Street Princeton Reconfiguration

Both delegations presented the reasons behind their opposition to the removal of on - street parking on Main Street in Princeton when the Drainage Works and Road Reconstruction are to happen. Council concurred with their reasoning.

### RESOLUTION #3

Moved by – Councillor Balzer  
Seconded by – Councillor Read

Be it hereby resolved that the delegations regarding the reconfiguration of Main Street in Princeton be received.

.Carried

## 9. Correspondence

### c. Specific

- i. [Drumbo Firefighters Association, Re: Co-ed Slow-pitch Tournament](#)

### RESOLUTION #4

Moved by – Councillor Balzer  
Seconded by – Councillor Read

Be it hereby resolved that whereas Regulation 389/91 of the Liquor License Act was amended in 2011; and,

Whereas Regulations require that an applicant for a Special Occasion Permit for a Public Event request the municipality to designate the event as an event of municipal significance;

Be it hereby resolved that the Drumbo Firefighters Association June 25 and 29, 2022 Tournament at the Drumbo Park be declared an event of municipal significance.

.Carried

**d. General**

- i. Amelia Humphries, City of Woodstock Clerk, Re: Oxford County Council Composition Review
- ii. Julie Middleton, Township of South West Oxford Clerk, Re: Broadband Internet Funding
- iii. Julie Middleton, Township of South West Oxford Clerk, Re: Broadband Internet Service Condition of Development
- iv. David Simpson, County of Oxford Director of Public Works, Re: Oxford Road 3/Main Street Reconstruction 2024-2025

**RESOLUTION #5**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

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

.Carried

**10. Staff Reports**

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

- i. CS-22-06 – April Monthly Report

**RESOLUTION #6**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Be it hereby resolved that Report CS-22-06 be received as information.

.Carried

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

- i. PW-22-10 – April Monthly Report

**RESOLUTION #7**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Be it hereby resolved that Report PW-22-10 be received as information.

.Carried

**11. Reports from Council Members**



Mayor Peterson reminded of the Plattsville Mother's Day Supper on Saturday, May 7, 2022 at the Plattsville Evangelical Missionary Church.

Mayor Peterson also requested that staff create a report to ensure rules and regulations for the design of new builds on infill lots within the Township to ensure uniformity of design. He cited height issues for some new homes being built.

## **12. Unfinished Business**

None.

## **13. Motions and Notices of Motion**

None.

## **14. New Business**

a. Oxford County announced the Annual Stewardship Award Winner as Teresa Piraino and Scott Gillingwater of Blandford-Blenheim with property known as Snakewoods Nature Reserve.

## **15. Closed Session**

None.

## **16. By-laws**

- a. 2299-2022, Being a by-law to provide for the adoption of budgetary estimates and tax rates for 2022, and to further provide for penalty and interest in default of payment;
- b. 2230-2022, Being a By-law to confirm the proceedings of Council.

### **RESOLUTION #8**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a first and second time: 2299-2022 & 2300-2022.

.Carried

### **RESOLUTION #9**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a third and final reading: 2299-2022 & 2300-2022.

.Carried

## 17. Other Business

a. Nomination Period for the Municipal and School Board Election opened May 2<sup>nd</sup>, 2022 and is open until 2:00 pm August 19<sup>th</sup>, 2022.

## 18. Adjournment and Next Meeting

### RESOLUTION #10

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:00 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, May 18<sup>th</sup>, 2022 at 4:00 p.m.

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Rodger Mordue CAO / Clerk  
Township of Blandford-Blenheim



# CORPORATION OF THE TOWNSHIP OF ZORRA 8.6(a)

274620 27<sup>th</sup> Line, PO Box 306 Ingersoll, ON, N5C 3K5  
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520

Moved By: Katie Davies      Seconded By: [Signature]

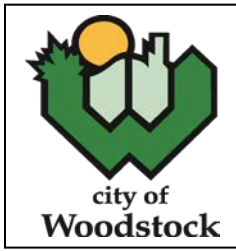
Date: September 2, 2020      Resolution #: 13-09-20

“THAT the Township of Zorra supports County Council’s resolution that Oxford County Council composition be maintained as status quo beyond the current term of Council;  
AND THAT the current process of electing a Warden from a sitting member of County Council continue beyond the current term of Council.

	Yea	Nay
Recorded Vote	<input type="checkbox"/>	<input type="checkbox"/>
Mayor Ryan	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Forbes	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Davies	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Mitchell	<input type="checkbox"/>	<input type="checkbox"/>
Councillor MacDonald	<input type="checkbox"/>	<input type="checkbox"/>

Carried       Defeated       Tabled/Deferred

Mayor: [Signature]



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

April 11, 2021

The Honourable Doug Ford, Premier of Ontario  
*Legislative Building*  
*Queen's Park*  
*Toronto ON M7A 1A1*

Via email - [premier@ontario.ca](mailto:premier@ontario.ca)

Re: Oxford County Council Composition Review

At the regular Council meeting held on April 7, 2022, Woodstock City Council passed the following motion:

“WHEREAS Oxford County Council was required to complete a review of regional council composition following the regular election in 2018;

AND WHEREAS such review must either affirm the current council composition or change the number of members of its council that represent the lower-tier municipalities;

AND WHEREAS any affirmation of the status quo or change in the number of members that represent the lower-tier municipality must be supported through a triple majority approval that includes Oxford County Council and its Area Municipal Councils;

AND WHEREAS Oxford County Council advanced the status quo option through the triple majority approval process and this option failed to achieve triple majority support;

AND WHEREAS Ingersoll Town Council advanced a weighted voting system option through the triple majority approval process and this option failed to achieve triple majority support;

AND WHEREAS the Municipal Act requires the County Council to complete this review with triple majority support within two years commencing the day the new County Council was organized in 2018;

AND WHEREAS the County Council has not complied with this requirement;

AND WHEREAS the Municipal Act prescribes that the Minister may make a regulation changing the composition of County Council if the regional municipality fails to comply with this requirement, only after the expiration of the two year period but before the year of the next regular election after which the regional municipality has a duty to conduct a review;

AND WHEREAS the Minister, in recognition of non-compliance to this requirement, has encouraged Oxford County Council to continue working to reach a local consensus for the composition of its council;

AND WHEREAS the authority under the Municipal Act for the Minister to make a regulation changing the composition of County Council for the 2018 term of Council has expired;

AND WHEREAS the Municipal Act does not require another review of County Council composition until the next regular election in 2026;

AND WHEREAS the Municipal Act requires any regulation made by the Minister to change the composition of County Council to have regard to the principle of representation by population;

AND WHEREAS Census 2021 reveals that the current County Council composition does not have regard to the principle of representation by population with one County Councillor representing a population as few as 7,600 and another County Councillor representing a population of 18,600;

AND WHEREAS for further information, the population representation per County Councillor for each lower tier municipality in Oxford County is as follows:

Town of Tillsonburg - 18,615  
City of Woodstock - 15,568  
Town of Ingersoll - 13,693  
Township of Norwich - 11,151  
Township of Zorra - 8,628  
Township of East Zorra-Tavistock - 7,841  
Township of South West Oxford - 7,583  
Township of Blandford-Blenheim 7,565

AND WHEREAS population forecasts indicate that this disparity in representation will be further eroded with the release of Census 2026 and the next required review of County Council composition in 2026;

AND WHEREAS the next opportunity for the Minister to make a regulation respecting County Council composition will be 2028;

AND WHEREAS the failure to comply with the requirement to complete a review of

County Council composition in the 2018 term of Council should not result in the County Council being able to prolong this review as the next deadline in which the Minister may make a regulation respecting County Council composition will be in 2028;

AND WHEREAS the Province has declined to release the recommendations from the Regional Review and that these recommendations could assist with the development of a local resolution to County Council composition;

NOW THEREFORE BE IT RESOLVED that the Woodstock City Council request that the Province impose a deadline for County Council to complete a review of County Council composition, that is supported by a triple majority, no later than two years from the date that the new Council is organized in 2022;

AND FURTHER that the Woodstock City Council request that the Province release the recommendation of the Regional Government review as it relates to Oxford County;

AND FURTHER that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Ernie Hardeman, Oxford MPP; the County of Oxford; and all lower tier municipalities in the County of Oxford.”

Yours Truly,



Amelia Humphries, City Clerk

cc

- The Honourable Steve Clark, Minister of Municipal Affairs and Housing of Ontario - [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)
- The Honourable Ernie Hardeman, Oxford MPP - [ernie.hardemanco@pc.ola.org](mailto:ernie.hardemanco@pc.ola.org)
- Oxford County Clerk – [cseior@oxfordcounty.ca](mailto:cseior@oxfordcounty.ca)
- Township of Blandford Blenheim - [rmordue@blandfordblenheim.ca](mailto:rmordue@blandfordblenheim.ca)
- Township of East Zorra-Tavistock – [wjaques@ezt.ca](mailto:wjaques@ezt.ca)
- Town of Ingersoll - [drichard@ingersoll.ca](mailto:drichard@ingersoll.ca)
- Township of Norwich - [kkruger@norwich.ca](mailto:kkruger@norwich.ca)
- Township of South-West Oxford - [clerk@swox.org](mailto:clerk@swox.org)
- Town of Tillsonburg - [msmibert@tillsonburg.ca](mailto:msmibert@tillsonburg.ca)
- Township of Zorra - [kmartin@zorra.ca](mailto:kmartin@zorra.ca)

## Rodger Mordue

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**From:** Ken Whytock <[REDACTED]>  
**Sent:** May 16, 2022 3:40 PM  
**To:** Rodger Mordue; Nancy Demarest  
**Subject:** Proposal for Rainbow Crosswalk

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

Hi Rodger and Nancy,

In a conversation with Roger today I was encouraged to write my proposal for the Rainbow Crosswalk in Drumbo for June 2022 and submit it. I'm submitting it now ( [CLICK HERE](#)).

I'm copying Nancy because I first discussed the idea with her and she offered support for the venture.

Let me know if I need to add more information or tweak the proposal.

Thanks,  
Ken

--

Ken Whytock  
Drumbo, Ontario

I acknowledge that I am a non-Indigenous Canadian living on the traditional lands of the Indigenous people who are the original stewards of this land. I hope to be guided by their respect for the land and I call on my society to respect the signed treaties between our nations.

## Proposal for a Rainbow Crosswalk in Drumbo for June 2022

### Proposal Roots:

- World wide, June is recognized as Pride Month and to celebrate and support the LGBTQ2S+ community many organizations, institutions, and groups post and show support, often flying Pride Flags, holding events, and making other displays of LGBTQ2S+ support.
- Locally, the Thames Valley District School Board flies a Pride Flag in front of the Blenheim District Public School.
- It's estimated that 4% of the population identifies as as LGBTQ2S+
- One way municipalities have shown support is through the creation of Rainbow Crosswalks.
  - Kitchener, Waterloo, Stratford, have already done such crosswalks
  - Guelph plans to to do one this year and Sarnia and Cambridge are considering it
- Versions of the Rainbow crosswalk:







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### Proposal for Drumbo:

The proposal is for the township council and township of Blandford- Blenheim to demonstrate its support for the LGBTQ2S+ community by providing permission for a Rainbow crosswalk to be painted at the intersection of Centre and Pinkham Street in Drumbo; more precisely, across Centre Street, where it meets Pinkham Street, for the month of June.

- This location is on the way to the Drumbo park so it would be a place for many people to see the message of support.

Tuesday, April 19, 2022 2022  
Princeton Fire Hall  
Princeton Fire Hall Committee  
4:30 p.m.

## MINUTES

The Committee met at 4:30 p.m.

Present: Mayor Mark Peterson, Councillor Nancy Demarest, Chief Rick Richardson, Deputy Chief Drew Davidson, CAO/Clerk Rodger Mordue

The Committee met at 4:30 p.m. in the meeting room at the Princeton Station to discuss the fire station building requirements. Mark Peterson was selected as Chair of this Committee.

A number of issues were identified with the current facility and questions arose regarding what might be required if an addition to the current facility were to be considered.

Chief Richardson and CAO/Clerk Mordue will get additional information for the next meeting to answer the questions that arose.

Next meeting set for May 3, 2022.

Meeting adjourned at 5:50 p.m.



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Rick Richardson – Director of Protective Services
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	May 8 <sup>th</sup> , 2022
<b>Subject:</b>	April Monthly Report	<b>Council Meeting Date:</b>	May 18 <sup>th</sup> ,2022
<b>Report #:</b>	FC-22-10		

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### Recommendation:

That Report FC-22-10 is received as information.

### Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of April 2022

### Analysis/Discussion:

#### Fire:

- (45) burn permits were issued in April 2022
- April 2022 monthly fire calls (included)
- Fire calls 2021 vs 2022 (included)

#### Meetings, Courses and Training Attended:

- Staff participated in monthly conference calls during the month of April with Southwestern Public Health when available.
- April 6<sup>th</sup> staff attended Council meeting
- April 12<sup>th</sup> staff attended a meeting in Norwich with RFSOC Chiefs to discuss a number of issues with our new fire communication agreement
- April 12<sup>th</sup> staff meet with our four Township driving instructors to discuss how our program will work moving forward and when we can begin instructing our new recruits
- April 20<sup>th</sup> attended staff meeting
- April 26<sup>th</sup> staff hosted a Chiefs meeting at the Township office to update our officers on fire department items from the last few months. Bright Chief Ron Behm announced that he would be retiring from the Township Fire Department effective June 30<sup>th</sup> ,2022.

**April 2022 Fire Call Report****Bright**

7	19-Apr	15th Line	Tanker Assist
8	27-Apr	Oxford Rd 8	Medical Call

**Drumbo**

28	08-Apr	Twp Rd 6	MVC
29	09-Apr	Hwy 401 Km 250	Vehicle Fire
30	19-Apr	Hwy 401 Km 246	MVC
31	22-Apr	Hwy 401 Km 246	MVC
32	29-Apr	Mechanic St	Medical Call

**Plattsville**

20	17-Apr	Oxford Rd 8	Medical Call
21	20-Apr	Hofstetter Rd	MVC
22	27-Apr	Oxford Rd 8	Medical Assist

**Princeton**

18	04-Apr	Hwy 403 MM 12	Grass Fire
19	08-Apr	Twp Rd 6	MVC Assist
20	09-Apr	Hwy 401 Km 250	Vehicle Fire Assist
21	19-Apr	Hwy 401 Km 246	MVC Assist
22	22-Apr	Hwy 403 MM 8	MVC
23	28-Apr	Oxford Rd 22	MVC

**EZT**

4 calls to date

**North Dumfries**

0 calls to date

**Wilmot**

0 calls to date

BB Fire Calls as of January-April

	<u>2021</u>		<u>2022</u>	
	<u>Medical</u>	<u>Total Calls</u>	<u>Medical</u>	<u>Total Calls</u>
Bright	1	8	2	8
Drumbo	4	23	5	32
Plattsville	1	20	3	22
Princeton	2	22	3	23
EZT	0	2	1	3
North Dumfries	0	0	0	0
Wilmot	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	8	75	14	88

**By-Law Enforcement – April 2022**

**2022**

- 01 Cats
- 02 Noise – dogs
- 03 Dogs running at large
- 04 Noise
- 05 Dogs running at large
- 06 Dog bite

**CEMC-April 2022**

- COVID-19 – Monthly conference calls with Southwestern Public Health
- NG911 Meeting

Respectfully submitted by:

*Rick Richardson*

Rick Richardson  
 Director of Protective Services



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	John Scherer, CBO/ Manager of Building Services
<b>Reviewed By:</b>	Rodger Mordue, CAO/Clerk	<b>Date:</b>	May 4, 2022
<b>Subject:</b>	Year End Report to Council	<b>Council Meeting Date:</b>	May 18, 2022
<b>Report #:</b>	CBO-22-05		

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### Recommendation:

That Report CBO–22-05 be received as information; and,

That the excess permit revenue for 2021 in the amount of \$10,406.00 be transferred to the Building Department Reserve fund.

### Background:

To provide Council with an update, regarding the Year End Report on Building activities for the period ending December 31, 2021.

This report is a requirement of the Ontario Building Code Act section 7.(4) and must be completed yearly.

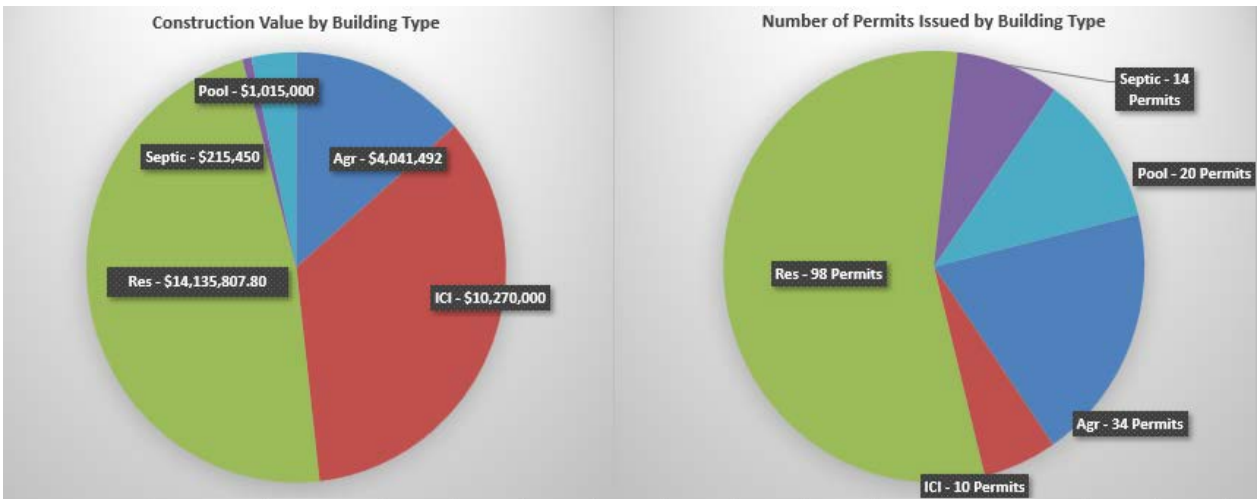
### Information:

Section 7(4) of the Ontario Building Code Act requires that an annual report be prepared and presented to Council on building permit fees collected and the cost to run the department.

The total fees (not including Administration Fees) collected by the building department in **2021** was **\$221,010.28**. The total number of permits issued was 176, with a total estimated construction value of **\$29,677,748.80**.

During 2021 a total of 50 housing units were issued permits.

Permits were issued for 12 detached units, 2 semi-detached units, 5 row house units 1 modular home unit and 30 apartment units.



2021	
<b>REVENUE</b>	
*Building Permits Issued	\$ 186,163.00
ZCA/MVA/SPC	\$ 12,350.00
Sewer & Water Permits	\$ 1,800.00
Building & Zoning Statements	\$ 4,250.00
Trans from Reserve	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 204,563.00</b>
<b>EXPENSES</b>	
Wages & Benefits	\$ 95,449.00
Admin Supplies/Costs	\$ 535.00
Professional Development	\$ 2,043.00
County Planning Fees	\$ 1,791.00
Service Share Trans	\$ -
Health and Safety	\$ 512.00
Professional Insurance	\$ 20,985.00
Vehicle Exp	\$ 10,821.00
Communication/Tech	\$ 5,348.00
Contracted Services & Legal	\$ 56,673.00
<b>TOTAL EXPENSES</b>	<b>\$ 194,157.00</b>
<b>Net Revenue</b>	<b>\$ 10,406.00</b>
Revenue as % of Expenses	105%
<small>*may include fees from permits issued/paid in 2020/2022 but not fully issued/paid in fiscal 2021. This also does not include the Application Fees as they are directed to Admin/Finance</small>	

As outlined in this report, the Township has recovered approximately **105.0%** of the expenses to operate the building department in 2021. As required by Section 7.(2) of the Ontario Building Code, the building department's fees have exceeded the anticipated reasonable cost of administration and enforcement of the Ontario Building Code Act.

The excess permit revenue, in the amount of **\$10,406.00**, should be directed into the Building Department Reserve fund. Note that the existing reserve fund can only be used to enforce the provisions of the Building Code Act.

The current balance, including the 2021 transfer amount, is \$150,809.00.

**Recommendations:**

1. That Council accept the Building Department Annual Report for 2021, as required to be prepared under Section 7(4) of the Ontario Building Code, as information.
2. That Council directs staff to transfer \$10,406.00 to the Building Department Reserve fund as required in the Ontario Building Code.

Respectfully submitted by:



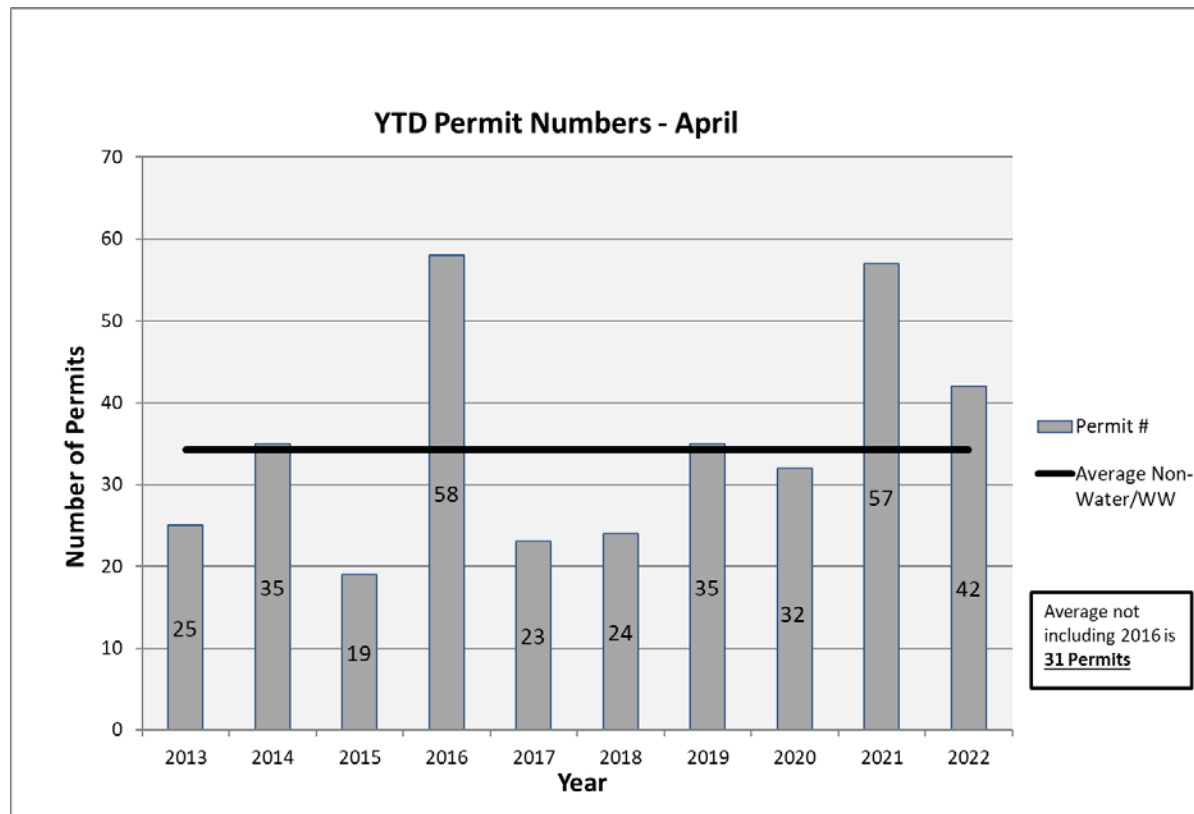
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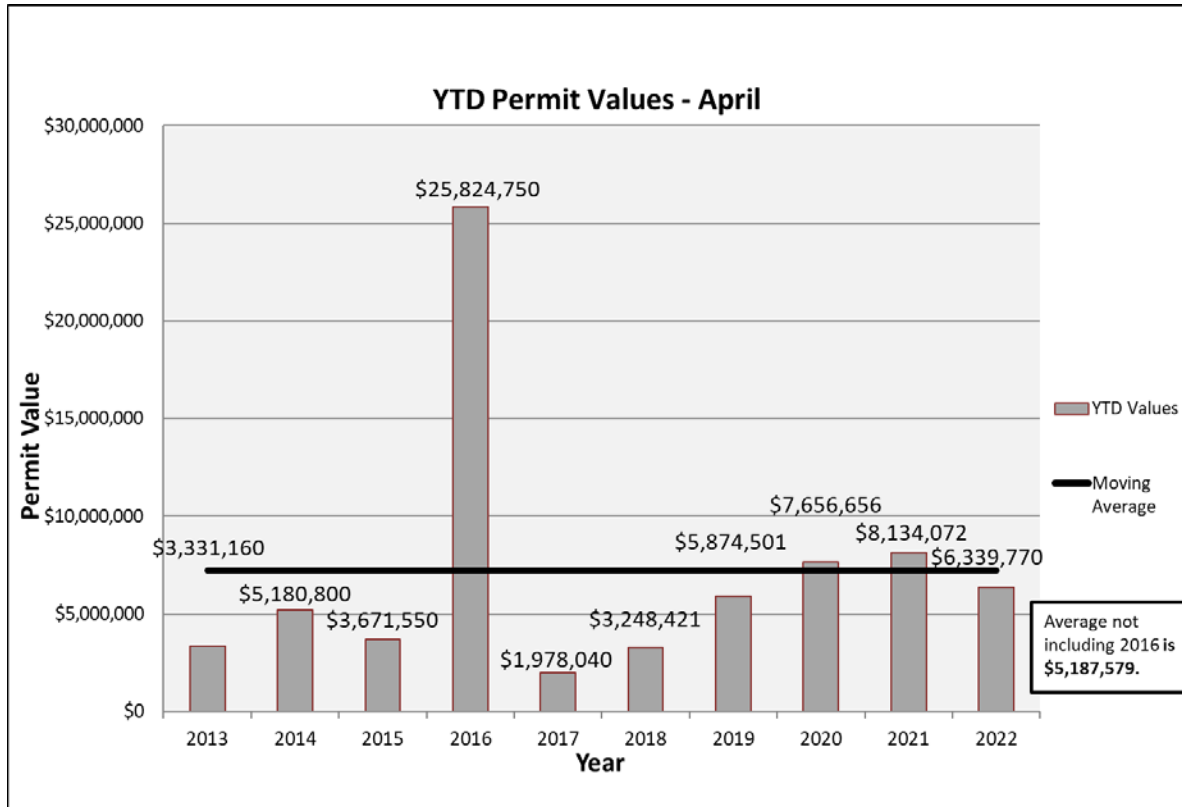
John Scherer  
Manager Building Services/CBO





Building Description			Permit Value	Permit Fee
Accessory structures	Addition	Building - Ac	\$ 150,000.00	\$ 669.25
Residential building	Addition	Single Detached Dwelling	\$ 120,000.00	\$ 5,337.88
Agricultural	New	Farm shop	\$ 55,000.00	\$ 697.42
Pools	New	Residential - Inground	\$ 230,000.00	\$ 200.00
Residential building	Addition	Additional dwelling unit	\$ 120,000.00	\$ 1,353.72
Residential building	Alteration	Single-family dwelling	\$ 25,000.00	\$ 535.08
Pools	New	Residential - Inground	\$ 35,000.00	\$ 200.00
Sewage system	Replacement	Single-family dwelling	\$ 15,000.00	\$ 550.00
Residential building	Addition	Semi-detached dwelling	\$ 150,000.00	\$ 500.00
Agricultural	New	Machine storage	\$ 70,000.00	\$ 1,249.75
Accessory structures	Alteration	Building	\$ 13,000.00	\$ 500.00
Residential building	New	Single Detached Dwelling	\$ 380,000.00	\$ 6,190.69
Residential building	Alteration	Single Detached Dwelling	\$ 20,000.00	\$ 500.00
Residential building	Finished basement	Single-family dwelling	\$ 40,000.00	\$ 500.00
Residential building	Alteration	Single-family dwelling	\$ 95,500.00	\$ 500.00
Residential building	New	Modular home	\$ 100,000.00	\$ 500.00
Agricultural	New	Animal confinement	\$ 350,000.00	\$ 4,898.30
Residential building	New	Modular home	\$ 100,000.00	\$ 500.00
Residential building	New	Single-family dwelling	\$ 890,000.00	\$ 5,790.30
Sewage system	New	Septic	\$ 10,000.00	\$ 550.00
Agricultural	Alteration	Machine storage	\$ 150,000.00	\$ 1,780.80
Accessory structures	New	Deck - Residential	\$ 35,000.00	\$ 200.00
Agricultural	New	Farm shop	\$ 249,000.00	\$ 1,048.97
TOTALS			\$3,402,500.00	\$ 34,752.16





Respectfully submitted by:

John Scherer  
Manager Building Services/CBO



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Harmer Drainage Superintendent
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	April 30, 2022
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	May 18, 2022
<b>Report #:</b>	DS-22- 10		

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### Recommendation:

That Report DS-22-10 be received as information

### Background:

Monthly activities of the Drainage Department to March 30, 2022

### Analysis/Discussion

- Working on drain maintenance and various site meeting to review work required with ratepayers.
- Hughes Drain major settlement and major repair will be required See Section 78 report DS 22-03 appointment of Engineer. John Kuntze has accepted appointment as project Engineer from K Smart & Assoc.
- Working with lawyer on compliance letters.
- Commenting on planning applications
- 42 locates for ON 1 Call in April 2022 including 2 emergency locates.
- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site and asset management, 100-year storm review, update SWMP mapping
- Mitchell Drain County and Region have submitted petitions for drainage works, for the construction work being proposed at Trussler Road and Oxford Road 8. Council has accepted petition from County and Region for improved outlet, Engineer appointed on September 4 2019. Kenn Smart (Project Engineer). Had meeting with Engineer, Folling and Hurlbut about next step. Site meeting January 29 2020 for the road

petition. Engineer working on concept plans and cost estimates waiting to have 2 site meeting with Ratepayer to review option for new report ON HOLD

- Princeton Drain working with Engineer on the option that maybe used as outlets for this drain. Had meeting with Engineer about SWMP and had discussion with property owner that may be affected with SWMP locations work on land purchase for SWMP. Working with Engineer and CN on proposal for drain crossing
- Princeton Drain Section 78 report has been approved by GRCA and council and will be add to the new Engineer's Report for Princeton Drain (2017) working on setting up of onsite meeting with effected land owners
- Hanchiruk Drain (Magda) petition received and P Eng. appointed at December 18 2019 council meeting, GRCA have been informed of the appointment. Site meeting with Magda and Engineer February 4 2020 engineer has been reviewing option with Magda. Drain is temporary on hold for Magda to review route options. ON HOLD
- Working on SWMP with engineer on the silting issue at the outlet at Fennel and Todd Way, final design has been reviewed and approved by Township Engineer, the repair work to the outlet to be done Summer 2022 by developer
- McCrow Drain Council accepted petition for drainage on September 2, 2020. Engineer appointed October 7, 2020; project Engineer will be Curtis MacIntyre K Smart & Assoc. site meeting held March 23 2021. Engineer working on surveys. ON HOLD
- Holt Drain meeting with Brant County Drainage Supt. and engineer re Section 78 report. Council approved Section 78 request and has been forward to Brant.
- Working on CLI-ECA (Consolidated Linear Infrastructure – Environmental Compliance Approval) report with Adam and Jim Borton
- Working with the Engineer on Princeton Drain on assessments, public meeting/open house info. **Open house April 21, 2022 Princeton Hall 3:00-7:00 pm**
- Attended 2 council meeting
- Attended staff meeting
- Working on Drumbo SWMP on details of ownership and existing subdivision agreements
- Working on updates on the Municipal Service Standards
- Meeting with Deer Ridge Development about Howe property and the Princeton Drain
- 1 week time off

**Financial Considerations:**

None

**Attachments:**

None

Respectfully submitted by:

*Jim Harmer*

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Jim Harmer Drainage Superintendent



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	May 11, 2022
<b>Subject:</b>	Township Rd 8 (Oxford Rd 22 – Hubbard Rd)	<b>Council Meeting Date:</b>	May 18, 2022
<b>Report #:</b>	PW-22-11		

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### Recommendation:

That Report PW-22-11 be received for information;

And further that the Director of Public Works be permitted to sign a Drain petition for a municipal drain along Township Road 8

### Background:

Township staff have been contacted by property owners along the stretch of road known as Township Road 8 between Oxford Road 22 and Hubbard Road. There is a natural water course that runs along the road and through the Wiggins property. The ditch along Township Road 8 that the water course is currently running has been dug out several times and is over 2 meters (6 ft) deep in some spots. Staff has 2 major concerns, 1<sup>st</sup> – the ditch is already to close to the road for the current depth of the ditch and by MTO standards should have a guide rail along it to prevent vehicles from entering the ditch. 2<sup>nd</sup> – if the ditch continues to be excavated to allow more water to flow through it, it will eventually have adverse effects on the base of the road and has the potential for the road to erode into the ditch.

### Analysis/Discussion:

The natural water course crosses Township Road 8 from the north by Oxford Road 22 and goes around the Fitzpatrick property where it crosses the road again heading north onto the Wiggins property. At this point some of the water runs through the Wiggins property in an open ditch and some of the water runs east towards Horner Creek along the ditch beside Township Road 8. The open ditch through the Wiggins property runs to Hubbard Road where it then runs south along Hubbard towards Township Road 8 where it then runs under Hubbard Road continuing east to Horner Creek. Both the ditches on Township Road 8 & Hubbard have had work done to them in the last 5 years. Both could use a clean out as they run constantly with water. These ditches are deep and if a vehicle was to enter them it could cause a roll over or serious injury. Engineering design criteria suggests: The severity of a roadside crash is directly

influenced by the features and conditions (collectively termed hazards). Local Road Applications Slopes of 4:1 is desirable. A slope of 3:1 is considered adequate for design speeds up to 90 km/h. For lower design speeds (less than 60 km/h), maximum side slopes of 2:1 are allowed, if these cannot be met, then consider the installation of a barrier, especially on high embankments. In looking into the cost of barrier (guardrail), it is estimated to cost \$200 per meter. The stretch along Township Road 8 & Hubbard Road is approximately 1776 meters, with an estimated cost of \$355,200.00. By going the municipal drain route, the engineers will look at all aspects of the water course, what the best way to protect the water way and the road will be. The cost at the end of the day may end up being the same, however it will be designed with all parties' interests in mind.

**Financial Considerations:****Attachments:** Map of location

Respectfully submitted by:



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





# Ditch Township Rd 8



## Legend

## Notes



0 102 203 Meters

NAD\_1983\_UTM\_Zone\_17N



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

May 11, 2022



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	May 11, 2022
<b>Subject:</b>	Township Rd 12 & Hubbard Rd. (Oxford Rd 22 – Hubbard Rd) (Hubbard Rd – Oxford Rd 8)	<b>Council Meeting Date:</b>	May 18, 2022
<b>Report #:</b>	PW-22-12		

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### Recommendation:

That Report PW-22-12 be received for information;

And further that the Director of Public Works be permitted to sign an agreement with RR Sand & Gravel Inc. for the supply of material to upgrade and maintain Township Road 12 between Oxford Road 8 & Hubbard Road & Hubbard Road between Township Road 12 & Oxford Road 8.

And further that the load restriction by-law be revised to allow full access of Township Road 12 between Oxford Road 8 & Hubbard Road & Hubbard Road between Township Road 12 & Oxford Road 8.

### Background:

Township staff has been contacted by RR Sand & Gravel Inc. about options to allow yearly access to the facility and to have another route that will have less impact to the neighbours along Township Road 12. RR Sand & Gravel Inc. currently has no truck access to the pit during the load restriction season (February 15 – April 15). A route has been suggested that would use Township Road 12 travelling east bound to Hubbard Road and then turning south bound onto Hubbard Road and then onto Oxford Road 8. This route would have minimal impact on residence, it passes 4 houses (1 on Township Road 12 and 3 on Hubbard Road) and these houses are all set back off of the road.

### Analysis/Discussion:

As council is aware the speed limit along Township Road 12 was recently dropped to 60 km/h and that many residences along the east portion of the road have complained about the truck traffic. RR Sand & Gravel Inc. are doing their best to only use this section of road when

required. This route change will help reduce the use of the easterly portion of Township Road 12 more. Also, in understanding that the use of these roads will be primarily used by trucks going to or from the gravel pit RR is willing to supply all the materials required to improve the roads and also if maintenance material should be required at a later date it would also be supplied. By having the road improved to handle the extra traffic and should any maintenance issues occur during the spring thaw that would require material and with the offer that RR will supply such products staff has no issues with lifting the load restriction on these sections of roads. Staff will upon approval by council draft up a letter of understanding with RR Sand & Gravel Inc. so that there is a record of this agreement. Township staff will do the road improvements, grading, ditching, dust control, RR would be responsible to supply the type of aggregate required "B" gravel for the base and "A" gravel for the top course.

**Financial Considerations:**

**Attachments:** Map of location

Respectfully submitted by:



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



# Township Rd 12 & Hubbard



Legend

Notes



0 203 406 Meters

NAD\_1983\_UTM\_Zone\_17N



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May 11, 2022



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Denise Krug, Director of Finance
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	April 25, 2022
<b>Report #:</b>	TR-22-08	<b>Council Meeting Date:</b>	May 18, 2022
<b>Subject:</b>	COLA Increases		

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### Recommendation:

That Report TR-22-08 be received as information;

And further that the Cost of Living Adjustment (COLA) continue to be based on the Ontario CPI for the period of August to August of the previous year.

### Background:

Each year Council gives consideration to salary increases for staff and others for the following year, based on the Consumer Price Index (CPI), as established by Statistics Canada. TR-15-11 recommended that the Cost of Living Adjustment (COLA), be based on the Ontario Consumer Price Index (CPI) from August to August of the previous year on an ongoing basis, for budgeting and consistency.

There was some discussion with Council last fall in regards to changing the basis for the COLA increase to a 5 year average of the CPI. Council felt that this would help to avoid very high and very low increases and provide a more consistent increase, making it easier for Township budgeting purposes as well as providing a more consistent increase to staff.

### Analysis/Discussion:

One department brought forward their concerns in regards to basing the cost of living allowance on a 5 year average of CPI, due to current high inflationary conditions. Averaging the CPI over 5 years in current conditions would deliver an increase less than current inflation.

All staff were contacted to get an overall opinion and all staff that responded indicated that they preferred COLA increases to be based on the August to August CPI, not a five year average.

There are two neighbouring municipalities that use a one year CPI measure for September and October. One considers union increases and CPI and one uses an average CPI increase over 2 years.

Whatever measure is used to determine the annual cost of living increase to wages, it is important to ensure that employees' wages keep up with inflation and that the Township stays competitive with other municipalities. Failing to do could result in the loss of employees to neighbouring municipalities and also large increases when pay equity/market studies are done. Using the provincial CPI August to August on a consistent basis, ensures that the Township stays competitive with other municipalities.

**Financial Considerations:**

NA

**Attachments:**

None

Respectfully submitted by:

Denise Krug  
Director of Finance/Treasurer





### **Analysis/Discussion:**

Subsequent to the Aril 6, 2022 meeting staff began the process of disposing of the property. The first step in the process was to inform all abutting property owners of the Township's intent. A total of five properties abut this road allowance and they were all advised by mail.

Two of the five property owners contacted the office advising that they are not in favour of closing the road. In their view closure of this road would negatively effect access to their property.

The Township has dealt with road closures and property transfers in the past. Normally these transactions have not been met with opposition. In this case, since all neighbouring property owners are not in favour of the closure and transfer staff's recommendation is to not allow this transaction to proceed.

### **Financial Considerations:**

N/A

### **Attachments:**

N/A

Respectfully submitted by:

Rodger Mordue  
CAO/Clerk



THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2301-2022

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 May 18<sup>th</sup>, 2022 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 18<sup>th</sup> day of May, 2022.

By-law read a third time and finally passed this 18<sup>th</sup> day of May, 2022.

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MAYOR  
MARK PETERSON

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CAO / CLERK  
RODGER MORDUE