

# TOWNSHIPSHIP OF BLANDFORD-BLENHEIM

## COUNCIL MEETING AGENDA - AMENDED

Wednesday, November 6<sup>th</sup>, 2024

Watch via Live Stream on Township's YouTube:

<https://www.youtube.com/channel/UCdKRV0GAEuFaGbwhRPzoEXA>

4:00 p.m.

### 1. Welcome

### 2. Call to Order

### 3. Approval of the Agenda

Recommendation:

That the agenda for the November 6<sup>th</sup>, 2024 Regular Meeting of Council be adopted as printed, and circulated.

### 4. Disclosure of Pecuniary Interest

### 5. Minutes

#### a. [October 16<sup>th</sup>, 2024 Special Meeting Minutes of Council](#)

Recommendation:

That the minutes of the September 16<sup>th</sup>, 2024 Special Meeting of Council be adopted, as printed and circulated.

#### b. [October 16<sup>th</sup>, 2024 Regular Meeting Minutes of Council](#)

Recommendation:

That the minutes of the September 16<sup>th</sup>, 2024 Regular Meeting of Council be adopted, as printed and circulated.

### 6. Business Arising from the Minutes

### 7. Public Meetings

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

##### i. Minutes

[October 16th, 2024 Minutes of the Meeting of the Committee of Adjustment](#)

##### ii. Application for Minor Variance

[MVA-24-07, Seed, 155 Glennbriar Street](#)

Recommendation:

That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A07-24, submitted by Gail Seed, for lands described as Lot 49, Plan 41M268 in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 11.2 – R1 Zone Provisions; to decrease the minimum rear yard depth from 7.5 m (24.6 ft) to 5.9 m (19.3 ft).

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.

b. Public Meeting under the Planning Act, Zone Change

- i. [Application for Zone Change – ZN1-24-19, Keeton, 955216 Canning Road](#)

Recommendation:

That the Township of Blandford-Blenheim not approve the Zone Change Application submitted by Randy Keeton, whereby lands described as Part Lot 4, Concession 2, Part Lots 101-104, Plan 122, Township of Blandford-Blenheim, are to be rezoned from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-sp)' to permit an increase in lot coverage for accessory buildings.

## 8. Delegations / Presentations

- i. Grace Russell & Jim Robson, Oxford County Residents, re: Automatic Speed Enforcement
- ii. [Stephen Owen, Community Engagement Coordinator, Parkinson Society Southwestern Ontario \(PSSO\), re: PSSO Update](#)

Recommendation:

That the information presented by the delegations be received as information.

## 9. Correspondence

### a. Specific

- i. [Julia Harris, Board Chair, Oxford County Library, re: Request for Support of the Ox on the Run Pilot Extension.](#)

Recommendation:

Council direction.

- ii. [Councillor Young has requested the following correspondence be added to the agenda - William Short, Director of Council and Administrative Services/Regional Clerk, Region of Waterloo, re: Solve the Crisis.](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim supports the Region of Waterloo's resolution urging the federal government to Solve the Crisis;

And further, that this resolution be circulated to:

- The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada;
- The Honourable Doug Ford, Premier of Ontario;
- The Honourable Sylvia Jones, Deputy Premier and Minister of Health;
- The Honourable Paul Calandra, Minister of Municipal Affairs and Housing;
- The Honourable Michael Parsa, Minister of Children, Community and Social Services;
- The Honourable Michael Tibollo, Associate Minister of Mental Health and Addictions;
- The Region of Waterloo; and,
- The Association of Municipalities of Ontario.

- iii. [Nicole Chambers, South West-Oxford Township, re: Oxford County Joint Rural OPP Detachment Board Selection Committee resolution regarding Community Appointee.](#)

Recommendation:

That the Council of Blandford-Blenheim accepts and endorses the Oxford Joint Rural OPP Detachment Board Selection Committee's decision to appoint Tracy Litt as the Community Representative to the Board.

## **b. General**

None.

## **10. Staff Reports**

### **a. Adam Degier – Drainage Superintendent**

[i. DS-24-19 – Monthly Report](#)

Recommendation:

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

**b. Trevor Baer – Director of Community Services**

[i. CS-24-16 – Monthly Report](#)

Recommendation:

That Report CS-24-16 be received as information.

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

[i. PW-24-26 – Monthly Report](#)

Recommendation:

That Report PW-24-26 be received as information.

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

[i. TR-24-14 – 2025 Fees and Charges](#)

Recommendation:

That Report TR-24-14 be received as information;

And further that Council authorize the Director of Finance to prepare a fees and charges by-law for the December 4th, 2024 Council meeting based upon Township fees and charges as outlined on the attached schedules.

[ii. TR-24-15 – Elimination of the Vacant Unit Rebate Program](#)

Recommendation:

That Report TR-24-15 be received as information; and,

And further that By-law 2459-2024, Being a by-law to Opt-Out of the Vacant Unit Rebate Program under Section 364 of the Municipal Act, 2001, be approved.

**e. Josh Brick – Chief Administrative Officer**

[i. CAO-24-40 – 50<sup>th</sup> Anniversary of the Municipality](#)

Recommendation:

That Report CAO-24-40 be received as information; and,

That Council directs staff to contact local historical/ archival organizations respecting special exhibits/ celebrations to recognize the 50th Anniversary of the formation of the Township of Blandford-Blenheim, it being noted that \$4500.00 will be made available through 2025 Grant/ Donation funds to support relevant initiatives; and,

That Council directs staff to proceed with commissioning of a Chain of Office to recognize the 50th anniversary of the Township, historic communities within the Township and other matters of local interest as directed by Council.

ii. [CAO-24-43 – Asset Naming Policy – Inventory Update](#)

Recommendation:

That Report CAO-24-43 be received as information; and,

That Council approves the following names to be added to the names registry for Township assets:

*Racknor and Jean.*

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Motions and Notices of Motion**

**14. New Business**

**15. Closed Session**

a. Report CAO-24-39– Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]

Re: Personal Matters – Building Services

b. Report CAO-24-42– Advice that is subject to solicitor-client privilege, including communications necessary for that purpose. [s. 239 (2)(f)]

Re: Legal Advice

**16. By-laws**

a. [2459-2024, Being a by-law to Opt-Out of the Vacant Unit Rebate Program under Section 364 of the Municipal Act, 2001;](#)

- b. 2460-2024, Being a By-law to appoint Aird & Berlis LLP as the Closed Meeting Investigator and Integrity Commissioner for the Township of Blandford-Blenheim;
- c. 2461-2024, Being a By-law to amend the assessment schedules based on actual costs incurred for constructing the Baker Drain 2024;
- d. 2462-2024, Being a by-law to appoint Building Officials under the Building Code Act for the Corporation of Township of Blandford-Blenheim; and,
- e. 2463-2024, Being a By-law to confirm the proceedings of Council.

Recommendation:

That the following By-laws be now read a first and second time: 2459-2024, 2460-2024, 2461-2024, 2462-2024, & 2463-2024.

Recommendation:

That the following By-laws be now given a third and final reading: 2459-2024, 2460-2024, 2461-2024, 2462-2024, & 2463-2024.

## **17. Other**

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

Wednesday, November 20<sup>th</sup>, 2024 at 4:00 p.m.

Recommendation:

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

That Council adjourn to meet again on Wednesday, November 20<sup>th</sup>, 2024 at 4:00 p.m.

# MINUTES

Council met at 10:00 a.m. for a Special Meeting.

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

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

Other: Robson, Planner.

Regrets: Councillor Demarest

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that the agenda for the October 16<sup>th</sup>, 2024 Special Meeting of Council be adopted as printed and circulated.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

None.

## 6. Business Arising from the Minutes

None.

## 7. Public Meetings

None.

## 8. Delegations / Presentations

None.

## **9. Correspondence**

None.

## **10. Staff Reports**

None.

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

None.

## **12. Unfinished Business**

None.

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

None.

## **14. New Business**

None.

## **15. Closed Session**

None.

## **16. By-laws**

None.

## **17. Other Business**

None.

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

### **RESOLUTION #2**

Moved by – Councillor Barnes  
Seconded by – Councillor Young

Whereas business before Council has been completed at 3:33 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, October 16<sup>th</sup>, 2024 at 4:00 p.m.



.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Sarah Matheson, Clerk  
Township of Blandford-Blenheim

# MINUTES

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

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

Staff: Baer, Belanger, Borton, Davidson, Degier, Krug, and Matheson.

Other: Robson, Planner.

Regrets: Councillor Demarest

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that the agenda for the October 16<sup>th</sup>, 2024 Regular Meeting of Council be adopted as amended, with the addition of items 10. c. i.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. October 2<sup>nd</sup>, 2024 Minutes of Council

### RESOLUTION #2

Moved by – Councillor Barnes  
Seconded by – Councillor Young

Be it hereby resolved that the minutes of the October 2<sup>nd</sup>, 2024 Meeting of Council be adopted, as printed and circulated.

.Carried

## 6. Business Arising from the Minutes

None.

## 7. Public Meetings

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

#### i. Minutes

May 1st, 2024 Minutes of the Meeting of the Committee of Adjustment

#### **RESOLUTION #3**

Moved by – Councillor Banbury

Seconded by – Councillor Barnes

Be it hereby resolved that Council move into Committee of Adjustment at 4:01 p.m.

.Carried

#### ii. Applications for Minor Variance

MVA-24-05, Sousa & Hodgson, 935532 Blenheim Road & MVA-24-06, Plested, 687013 Highway 2

The Minutes can be found on the October 16, 2024 Committee of Adjustment.

#### **RESOLUTION #4**

Moved by – Councillor Banbury

Seconded by – Councillor Barnes

Be it hereby resolved that the Committee rise at 4:09 p.m. and that the Open Council meeting resumes.

.Carried

## 8. Delegations / Presentations

None.

## 9. Correspondence

### a. Specific

#### i. Oxford County, re: Southwest Community Transit Service

**RESOLUTION #5**

Moved by – Councillor Barnes  
Seconded by – Councillor Young

That the Township of Blandford-Blenheim supports the County of Oxford's resolution urging the provincial government to continue funding Southwest Community Transit beyond March 2025 to ensure the ongoing viability of this essential service for small urban and rural Ontario;

And further, that this resolution be circulated to Oxford County and the Province of Ontario.

.Carried

b. General

- i. Rural Oxford Economic Development Corporation, re: June to Mid-September 2024 Economic Development Activity Report; and,
- ii. Frank Gross, Manager of Transportation and Waste Management Services, Oxford County, re: Automated Speed Enforcement Program Update.

**RESOLUTION #6**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

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

.Carried

**10. Staff Reports**

**a. Drew Davidson – Director of Protective Services**

- i. FC-24-20 – Monthly Report

**RESOLUTION #7**

Moved by – Councillor Barnes  
Seconded by – Councillor Young

Be it hereby resolved that Report FC-24-20 be received as information.

.Carried

ii. FC-24-21 – Camp 85 Review

**RESOLUTION #8**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report FC-24-21 be received as information.

.Carried

**b. Ray Belanger – Chief Building Official**

i. CBO-24-10 – Monthly Report

**RESOLUTION #9**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

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

.Carried

**c. Trevor Baer – Director of Community Services**

i. CS-24-17 – Award of Princeton Accessible Playground Project

**RESOLUTION #10**

Moved by – Councillor Banbury  
Seconded by – Councillor Barnes

Be it hereby resolved that Report CS-24-17 be received as information;

And further, that Council awards the Princeton Accessible Playground Project to Henderson Playground Equipment for the playground components and Multi Turf Canada for the accessible flooring, based on their proposals submitted on October 10, 2024.

.Carried

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

i. PW-24-25 – Pickup Truck Results

**RESOLUTION #11**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that Report PW-24-25 be received as information;

And further, that Council accepts the quote submitted by Finch Auto Group for the 2024 Chevrolet Silverado 1500 4wd Crew Cab at the price of \$49,226.00 + HST + Licensing.

.Carried

**e. Sarah Matheson – Clerk**

- i. DC-24-10- Court of Revision - Mitchell Municipal Drain, County of Brant

**RESOLUTION #12**

Moved by – Councillor Young  
Seconded by – Councillor Barnes

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

And further, that Council appoint Member George B. Banbury to attend the Court of Revision hosted by the County of Brant under the *Drainage Act*, for the purpose of hearing appeals related to the Mitchell Municipal Drain.

.Carried

**11. Reports from Council Members**

Mayor Peterson reported the Food Drive that occurred through Drumbo Village for the Helping Hands Foodbank of Blandford-Blenheim.

**12. Unfinished Business**

None.

**13. Motions and Notices of Motion**

None.

**14. New Business**

- a. Remembrance Day Ceremonies:

**RESOLUTION #13**

Moved by – Councillor Young  
Seconded by – Councillor Barnes

Be it hereby resolved that the Township of Blandford-Blenheim appoints the following individuals to the local Remembrance Day Ceremonies:

Member Barnes for the Chesterfield, November 10th 2024 at 10:00 am at the Chesterfield Cemetery.

Member Peterson for the Drumbo, November 11<sup>th</sup> 2024 at 11:00 am at the Drumbo School.

Member Banbury for the Princeton, November 11th, 2024 at 10:15 am at the Cenotaph in the park.

Member Young for the Plattsville, November 11th, 2024 at 11:00 am at the Gates in the park.

.Carried

## 15. Closed Session

- a. Report CS-24-16 – A proposed or pending acquisition or disposition of land by the municipality [s. 239 (2)(c)]

### **RESOLUTION #14**

Moved by – Councillor Young

Seconded by – Councillor Banbury

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 4:34 p.m. to discuss:

- a. Report CS-24-16 – A proposed or pending acquisition or disposition of land by the municipality [s. 239 (2)(c)]  
Re: Partnership Trail

.Carried

### **RESOLUTION #15**

Moved by – Councillor Young

Seconded by – Councillor Barnes

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 4:53 p.m. and reports the following:

That Council gave direction to staff regarding Report CS-24-16.

.Carried

## 16. By-laws

### **RESOLUTION #16**

Moved by – Councillor Young

Seconded by – Councillor Banbury

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

a. 2458-2024, Being a By-law to confirm the proceedings of Council.

.Carried  
**RESOLUTION #17**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

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

a. 2458-2024, Being a By-law to confirm the proceedings of Council.

.Carried

**17. Other Business**

None.

**18. Adjournment and Next Meeting**

**RESOLUTION #18**

Moved by – Councillor Young  
Seconded by – Councillor Barnes

Whereas business before Council has been completed at 4:55 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, November 6<sup>th</sup>, 2024 at 4:00 p.m.

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Sarah Matheson, Clerk  
Township of Blandford-Blenheim



Township of Blandford-Blenheim  
Committee of Adjustment  
Council Chambers, 47 Wilmot St. S. Drumbo  
Streamed to Township's YouTube  
Wednesday, October 16<sup>th</sup>, 2024  
4:01 p.m.

## **COMMITTEE OF ADJUSTMENT MINUTES**

The Township of Blandford-Blenheim Committee of Adjustment met at 4:01 p.m.

Present: Mayor Peterson, Members Banbury, Barnes and Young.

Staff: Baer, Belanger, Borton, Degier, Krug, and Matheson.

Others: Dustin Robson, Planner, Oxford County.

Regrets: Member Demarest.

Mayor Peterson in the Chair

### **Disclosure of Pecuniary Interest**

None.

### **Minutes**

#### **i. May 1<sup>st</sup>, 2024 Meeting of the Committee of Adjustment**

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

Moved by – Councillor Barnes

Seconded by – Councillor Young

### **Application**

#### **i. Application for Minor Variance MVA-24-05 Sousa and Hodgson, 935532 Blenheim Road, Blandford-Blenheim**

The Planner presented the report, recommending approval. The applicants were present. No Member asked question or made comment. No one in attendance spoke for or against the application.

Verbal motion to approve the application.

Moved by – Councillor Young

Seconded by – Councillor Barnes

For application A24-05 the decision was signed as approved.

**ii. Application for Minor Variance MVA-24-06 Plested, 687013 Highway 2, Blandford-Blenheim**

The Planner presented the report, recommending approval. The applicant was present. No Member asked question or made comment. No one in attendance spoke for or against the application.

Verbal motion to approve the application.

Moved by – Councillor Banbury  
Seconded by – Councillor Barnes

For application A24-06 the decision was signed as approved.

The Committee adjourned at 4:09 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](http://www.oxfordcounty.ca)

Our File: **A07-24**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Township of Blandford-Blenheim Committee of Adjustment

**MEETING:** November 6, 2024

**REPORT NUMBER:** CP 2024-328

**OWNER:** Gail Seed  
155 Glennbriar Street, Plattsville, ON N0J 1S0

**AGENTS:** Shawn Sawatzky and Emily Siemens  
1486 Victoria Street North, Kitchener, ON N2B 3E2

**VARIANCE REQUESTED:**

1. Relief from **Section 11.2 – R1 Zone Provisions**; to decrease the minimum rear yard depth from 7.5 m (24.6 ft) to 5.9 m (19.3 ft).

**LOCATION:**

The subject lands are described as Lot 49, Plan 41M268 in the Township of Blandford-Blenheim. The lands are located on the southwest corner of the Todd Way and Glennbriar Street intersection, and are municipally known as 155 Glennbriar Street.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'B-1'	Township of Blandford-Blenheim Land Use Plan	Settlement
Schedule 'B-2'	Village of Plattsville Land Use Plan	Low Density Residential
Schedule 'C-1'	County of Oxford Settlement Strategy Plan	Village

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

## Residential Type 1 Zone (R1)

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

The applicant is proposing to obtain relief from the above noted provision of the Township's Zoning By-law to facilitate the construction of an enclosed sunroom on the rear of an existing single detached dwelling.

The subject lands are approximately 800 m<sup>2</sup> (8,611.1 ft<sup>2</sup>) in area, zoned 'Residential Type 1 Zone (R1),' and contain a single detached dwelling (c. 2014) approximately 174.4 m<sup>2</sup> (1,877.2 ft<sup>2</sup>) in size with an attached garage. A garden shed also exists on-site. The applicant is proposing to construct a 61.5 m<sup>2</sup> (661.9 ft<sup>2</sup>) sunroom attachment on the existing dwelling. In order to facilitate the construction of the sunroom, the applicant is proposing to reduce the required rear yard depth from 7.5 m (24.6 ft) to 5.9 m (19.3 ft).

The subject lands are located within an established residential neighbourhood consisting primarily of single detached dwellings.

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

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

Plate 3, Applicants' Sketch, shows the location of the existing dwelling and the proposed sunroom as submitted by the applicant.

(b) Agency Comments

The Oxford County Public Works Department, the Township Director of Public Works, and Southwestern Public Health have indicated no concerns with the proposal.

(c) Public Consultation:

The Notice of a Public Meeting was circulated on October 24, 2024 in accordance with the requirements of the Planning Act. As of the date of 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 'Low Density Residential' according to the Village of Plattsville Land Use Plan, as contained in the Official Plan. Low Density Residential areas include those lands that are primarily developed or planned for a variety of low rise, low density housing forms, including single detached dwellings, semi-detached dwellings, duplexes, triplexes, converted dwellings, and street townhouses.

Planning staff are generally satisfied that the construction of the sunroom addition to an existing single detached dwelling will have minimal impact on surrounding properties and will continue to utilize the lands for a use intended by the Official Plan. Based on this, Planning staff are of the opinion that the proposed variance maintains the intent and purpose of the Official Plan.

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

The subject lands are zoned 'Residential Type 1 Zone (R1)' according to the Township of Blandford-Blenheim Zoning By-Law. The 'R1' zone permits a single detached dwelling, converted dwelling, a home occupation, or a group home.

The subject application proposes to reduce the required rear yard depth from 7.5 m (24.6 ft) to 5.9 m (19.3 ft) to permit a sunroom on the rear of the existing dwelling on the subject lands. It is the intent of the rear yard depth provision to ensure that sufficient separation is maintained between development on private land and the rear lot line to allow for private amenity area, as well as area for grading and drainage. In this case, it is not anticipated that the reduced rear yard depth will have a negative impact on available amenity area of the subject lands, or the necessary lot grading and drainage provisions.

Planning staff are generally satisfied that the requested reduction will continue to allow for sufficient rear yard depth between the sunroom and the rear lot line to provide sufficient area for private amenity space. Planning staff are of the opinion that overall the intent of the Zoning By-law can be maintained in this instance.

(f) Desirable Development/Use:

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

Staff are satisfied that the requested variance, which is limited to a 8.5 m (27.8 ft) x 6.3 m (20.6 ft) sunroom on the back of the existing dwelling, can be considered a minor deviation from the rear yard depth requirement. As the proposed relief is not anticipated to impact the ability of the lands to provide adequate amenity space or negatively impact drainage, the requested relief can be considered minor. Further, staff are satisfied that the proposed relief will add value to the residential dwelling on the subject lands without creating an undesirable precedent for similarly zoned lands in the area and the proposed development will be in keeping with the character of similar type development in the Hickory Hills community. No adverse impacts on surrounding lands uses are anticipated.

In light of the foregoing, it is the opinion of this Office that the requested relief is in keeping with the general intent and purpose of the Official Plan and City's Zoning By-law and can be given favourable consideration.

**RECOMMENDATION:**

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A07-24, submitted by Gail Seed, for lands described as Lot 49, Plan 41M268 in the Township of Blandford-Blenheim as it relates to:

1. Relief from **Section 11.2 – R1 Zone Provisions**; to decrease the minimum rear yard depth from 7.5 m (24.6 ft) to 5.9 m (19.3 ft).

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 by: *Original Signed by*

Heather St. Clair, MCIP, RPP  
Senior Planner



### Legend

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

### Notes



0 26 51 Meters

NAD\_1983\_UTM\_Zone\_17N



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

October 4, 2024





## Legend

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

## Notes



0 13 26 Meters

NAD\_1983\_UTM\_Zone\_17N



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

October 4, 2024



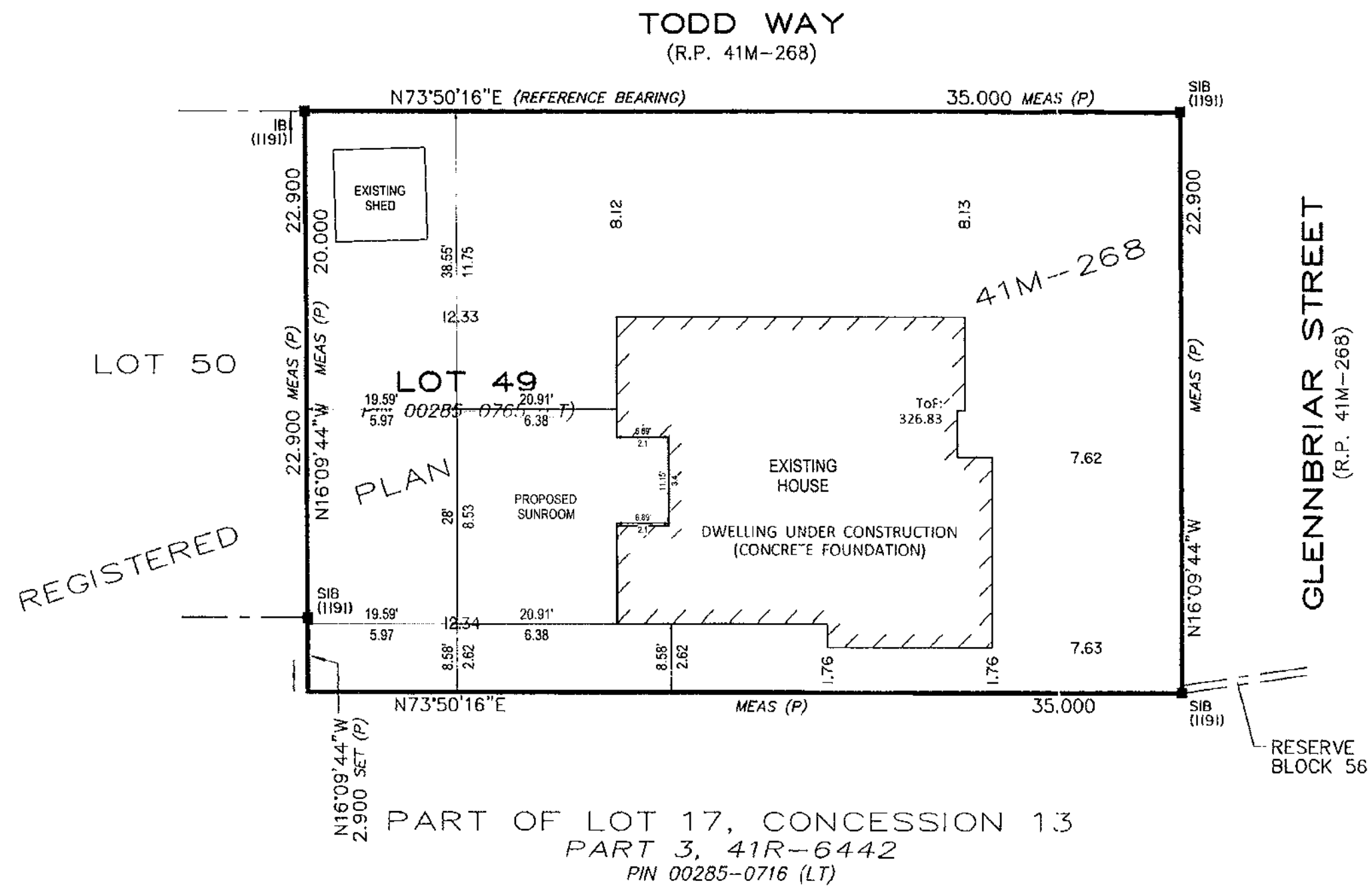


Plate 3: Applicant's Sketch  
File No. A07-24 (Seed)  
Lot 49, Plan 41M268, Township of Blandford-Blenheim - 155 Glennbriar Street

# SUNSPACE

TROPICAL SUNROOMS

SUNSPACE BY TROPICAL SUNROOMS  
1486 VICTORIA ST N, KITCHENER,  
ON N2B 3E2  
519-742-3525  
1-800-265-2184

## PROJECT

ADD TO EXISTING DECK  
AND BUILD SUNROOM BELOW

## PROJECT ADDRESS

ADDRESS:  
GAIL SEED (519) 500-6623 /  
SEED@GOLDEN.NET  
155 GLENNBRIAR ST,  
PLATTSVILLE, ON N0J 1S0

## DRAWING TITLE

## SITE PLAN

## PAGE NUMBER

1

REVISION	PROJECT	DRAWING
	24-039	

## MODEL TYPE

MODEL 400

## CLIENT

SEED

DATE	SCALE
2024-09-24	SCALE: 1 = 200

DRAWN BY:	CHECKED BY:
SHAWN SAWATZKY	

BCIN: 28441

I CERTIFY THAT I, SHAWN SAWATZKY, HAVE REVIEWED  
AND TAKE RESPONSIBILITY FOR THIS DESIGN AND I  
HAVE MET THE REQUIREMENTS AND QUALIFICATIONS  
AS SET OUT IN THE ONTARIO BUILDING CODE.

## ENGINEERING

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

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

## **Application for Zone Change ZN1-24-19 – Randy Keeton**

### **REPORT HIGHLIGHTS**

---

- The Application for Zone Change proposes to rezone the lands from ‘Residential Existing Lot Zone (RE)’ to ‘Special Residential Existing Lot Zone (RE-sp).’
- The applicant is proposing to include a special provision to increase the permitted height and lot coverage for accessory buildings and structures.
- Planning staff are recommending that Township Council not approve the application as the proposal is not consistent with the general intent and purpose of the Township Zoning By-law with respect to buildings and structures accessory to a residential use.

### **DISCUSSION**

---

#### **Background**

APPLICANT/OWNER: Randy Keeton  
955216 Canning Road, Paris, ON N3L 3E2

AGENT: Corey Illman  
855 Paris Plains Church Road, Paris, ON N3L 3E2

LOCATION:

The subject lands are described as Part Lot 4, Concession 2 (Blenheim), Part Lot 101-103, Plan 122, Part Unassumed Street, Plan 122 Closed by 366623 Being Part 9 and 10, 41R4733, Part 1 and 2, 41R5375,967520, Township of Blandford-Blenheim. The property is located on the east side of Canning Road, lying between Township Road 2 and Township Road 3, and are municipally addressed as 955216 Canning Road.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “C-2”	County of Oxford Development Constraints	Erosion Hazard Lands
Schedule “B-1”	Township of Blandford-Blenheim Land Use Plan	Agricultural Reserve

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

Existing Zoning: Residential Existing Lot Zone (RE)

Proposed Zoning: Special Residential Existing Lot Zone (RE-sp)

PROPOSAL:

The subject Zone Change Application has been submitted to facilitate the construction of an addition to an existing accessory building (a detached shop). The proposed addition would be 150.5 m<sup>2</sup> (1,619.9 ft<sup>2</sup>) in size and would have a maximum height of 6.7 m (21.9 ft). A maximum lot coverage of 408 m<sup>2</sup> (4,391.6 ft<sup>2</sup>) for accessory buildings and structures is being requested. The structure being expanded would be used for personal storage.

The subject lands are approximately 0.6 ha (1.6 ac) in size and are currently zoned 'Residential Existing Lot Zone (RE).' The subject lands currently contain a single detached dwelling (circ. 1976), which is approximately 158.8 m<sup>2</sup> (1,709.3 ft<sup>2</sup>) in terms of gross floor area, a detached garage (circ. 1992) that is approximately 119 m<sup>2</sup> (1,280.9 ft<sup>2</sup>) in size, and a detached shop (circ. 1990) that is approximately 138.5 m<sup>2</sup> (1,490.8 ft<sup>2</sup>) in size.

The subject lands are surrounded by a mix of agricultural operations and non-farm rural residential uses.

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

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

Plate 3, Applicant's Sketch, shows the configuration and dimensions of the existing buildings on the subject lands and the proposed accessory building addition.

## **Application Review**

### 2024 Provincial Planning Statement

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions "shall be consistent with" all policy statements issued under the Act.

Section 4.3 of the PPS directs that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses and activities include agricultural uses, agriculture-related uses and on-farm diversified uses.

### Official Plan

The subject lands are designated 'Agricultural Reserve' according to the County Official Plan. In the Agricultural Reserve, lands are to be developed for a wide variety of agricultural land uses,

such as general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms, together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

### Zoning By-law

The subject lands are currently zoned 'Residential Existing Lot Zone (RE)' according to the Township of Blandford-Blenheim Zoning By-law. The 'RE' zone recognizes the lot frontage and lot size existing on the date of the passing of the Zoning By-law.

Section 5.1 of the Zoning By-law outlines zoning provisions for accessory buildings. On lots zoned 'RE,' accessory buildings to residential uses are permitted a maximum height of 5.5 m (18 ft) and a maximum size of 10% of lot area of 160 m<sup>2</sup> (1,722.2. ft<sup>2</sup>), whichever is lesser. Accessory buildings are also required to be a minimum of 1.2 m (3.9 ft) from the rear and interior lot lines.

The applicant has submitted a proposal to facilitate an addition to the existing detached shop. The proposal is to increase the maximum height for accessory buildings to 6.7 m (21.9 ft) and the maximum lot coverage to 408 m<sup>2</sup> (4,391.6 ft<sup>2</sup>).

### Agency Comments

The Grand River Conservation Authority (GRCA) has indicated no concerns and has also advised that the organization issued a permit for the proposed addition in April 2024.

The Oxford County Public Works Department and the Township Director of Public Works have indicated they have no comments respecting the application.

### Public Consultation

Notice of a Complete Application for the proposal was circulated to neighbouring property owners on September 26, 2024 and the Notice of a Public Meeting was circulated on October 17, 2024 in accordance with the requirements of the Planning Act. As of the date of this report, no comments or concerns had been received from the public.

## **Planning Analysis**

Staff have reviewed the proposal and are of the opinion that it complies with the intent of the Provincial Planning Statement (PPS). The proposal would look to establish an building accessory to the main residential use of the lands.

The subject lands are designated Agricultural Reserve in the County Official Plan. In the Agricultural Reserve designation, 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 as well as accessory residential uses required for the farm.

Generally, staff are of the opinion that the construction of a building accessory to a residential use is in keeping with the Agricultural Reserve designation policies of the Official Plan, however, Planning staff are of the opinion that the size and scale of the proposed detached accessory structure is larger than what might typically be considered appropriate for the principal residential

use of the lands. As such, it is the opinion of the Community Planning Office that the proposal does not maintain the intent of the Official Plan in terms of residential accessory buildings within the Agricultural Reserve designation.

Maximum height and size provisions in the Zoning By-law are intended to ensure that accessory uses and structures remain clearly secondary to the main residential use of the property and have minimal impact on neighbouring properties. Further, these provisions assist in ensuring that sufficient space is maintained on the property to accommodate for off-street parking, grading and drainage, private services and to allow for the provision of private amenity space.

While it is recognized that sufficient area exists on the subject lands to accommodate for drainage, private services, and amenity space, it is also the intent of the Zoning By-law to limit the size of these accessory structures to ensure they are reasonable for the residential needs of the lands and have minimal impact on adjacent land uses.

The coverage and height standards contained in the Township's Zoning By-law have been adopted by Council and are considered to be both reasonable and acceptable for buildings and structures accessory to a residential use. In this case, the proposed gross floor area for accessory buildings appears to represent more than 2.5 times the size of the existing single detached dwelling. Further, the existing dwelling has a height of approximately 4 m (13.1 ft), which would be 1.7 m (5.5 ft) shorter than the proposed 6.7 m (21.9 ft) accessory building height. In the opinion of staff, the size of the proposed accessory building provisions would result in the structures not being considered secondary to the main residential use.

As previously outlined, while it is noted that the subject lands are sufficiently large enough to accommodate the proposed structure size without resulting in typical lot coverage issues, the concern with an increase to lot coverage of this magnitude is the use of such structures for purposes that are not compatible or in-keeping with the rural residential development intended for the area. Accessory buildings of this scale could more easily accommodate a commercial business in the future, which is not permitted in the 'RE' zone and could have a negative impact on neighbouring properties.

In light of the foregoing, staff are recommending that the application not be supported as the proposal does not maintain the intent and purpose of both the Oxford County Official Plan and the Township Zoning By-law with respect to accessory buildings and structures.

## **RECOMMENDATIONS**

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**It is recommended that the Council of the Township of Blandford-Blenheim not approve the Zone Change Application submitted by Randy Keeton, whereby lands described as Part Lot 4, Concession 2, Part Lots 101-104, Plan 122, Township of Blandford-Blenheim, are to be rezoned from 'Residential Existing Lot Zone (RE)' to 'Special Residential Existing Lot Zone (RE-sp)' to permit an increase in lot coverage for accessory buildings.**

## **SIGNATURES**

---

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

Dustin Robson, MCIP, RPP  
Development Planner

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

Eric Gilbert, MCIP, RPP  
Manager of Development Planning



## Legend

### Parcel Lines

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

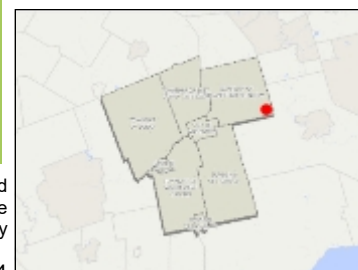
### Zoning Floodlines

#### Regulation Limit

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

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

## Notes



0 102 205 Meters

NAD\_1983\_UTM\_Zone\_17N



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

September 24, 2024





## Legend

### Parcel Lines

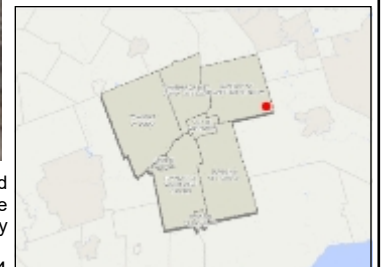
- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

### 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





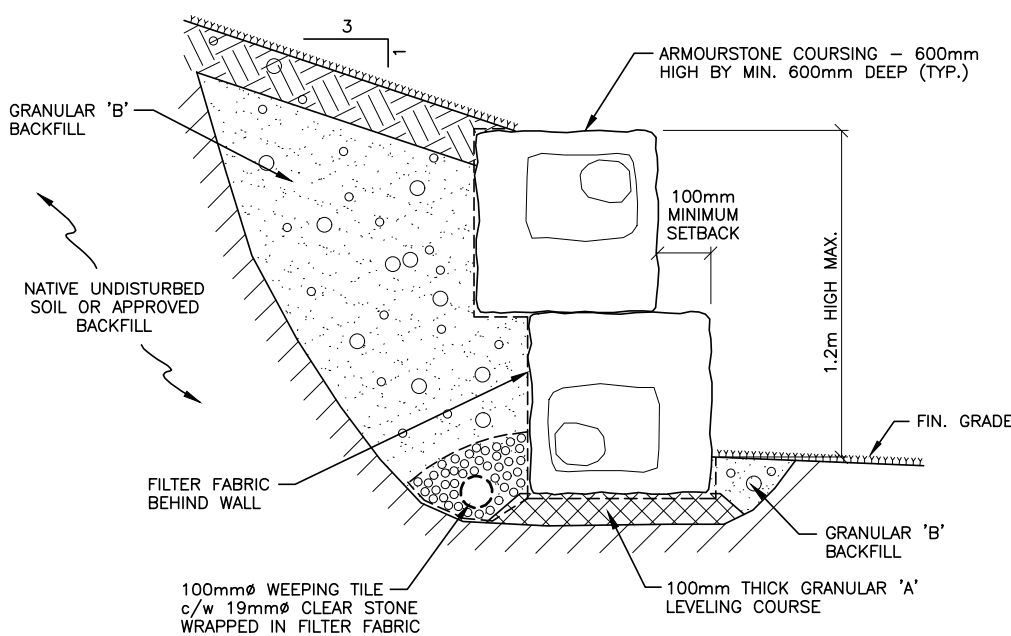
## SITE STATISTICS-ACCESSORY

ITEM	PROPOSAL	ZONING BYLAW REQUIREMENTS	COMPLIANCE ✓ MEETS REQUIREMENTS X REZONING REQUIRED
ZONING CATEGORY	RE	RE	✓
LOT AREA (sq. m.)	6475.97	—	✓
LOT FRONTAGE (m)	59.45	—	✓
GROUND FLOOR AREA (sq. m.)	EX. HOUSE w/ COV. DECK=158.8 EX. GARAGE=85.20 EX. SHOP=138.5 PROP. SHOP=150.50 TOTAL = 533.0	—	—
TOTAL GROSS FLOOR AREA (sq. m.)	EX. HOUSE w/ COV. DECK=158.8 EX. GARAGE=119.0 EX. SHOP=138.5 PROP. SHOP=150.50 TOTAL = 566.8	—	—
TOTAL GROSS FLOOR AREA ACCESSORY (sq. m.)	408.0	160.0 MAX.	**
LOT COVERAGE	8.2%	30.0% MAX.	✓
FRONT YARD (m)	11.36	10.0 MIN.	✓
REAR YARD ACCESSORY (m)	9.17	1.20 MIN.	✓
SIDE YARD ACCESSORY (m)	18.86	1.20 MIN.	✓
LANDSCAPED (m)	70%	30.0% MIN.	✓
BUILDING HEIGHT ACCESSORY (m)	6.70	5.50 MAX.	**

\*\* ITEM REQUIRES A VARIANCE.

### GENERAL NOTES FOR ARMOURSTONE WALLS

1. THE FOUNDING SUBSOL SHOULD BE INSPECTED BY A GEOTECHNICAL ENGINEER TO CONFIRM ADEQUATE BEARING CAPACITY.
2. ENSURE CONTINUOUS BONDING BETWEEN FRONT AND BACK FACES EDGES OF ARMOURSTONE. CHINK VOIDS WITH GABION TYPE FILL PRIOR TO BACKFILLING. DO NOT LEAVE FILTER CLOTH EXPOSED.
3. FILTER FABRIC PLACED BEHIND ARMOURSTONE SHOULD COMPOSE MINOR P-150 OR TERRAZA 2700. JOINTS TO BE OVERLAPPED 600mm CONTINUOUS.
4. BACKFILL THE WALL WITH FREE-DRAINING GRANULAR "B" MATERIAL. PLACE BACKFILL IN 300mm THICK LAYERS AND COMPACT TO SPEC STANDARD PROCTOR MAXIMUM DRY DENSITY.
5. DO NOT OVERCOMPACT THE BACKFILL OR USE HEAVY COMPACTION EQUIPMENT WITHIN 600mm OF THE WALL.



### ARMOURSTONE RETAINING WALL

N.T.S.

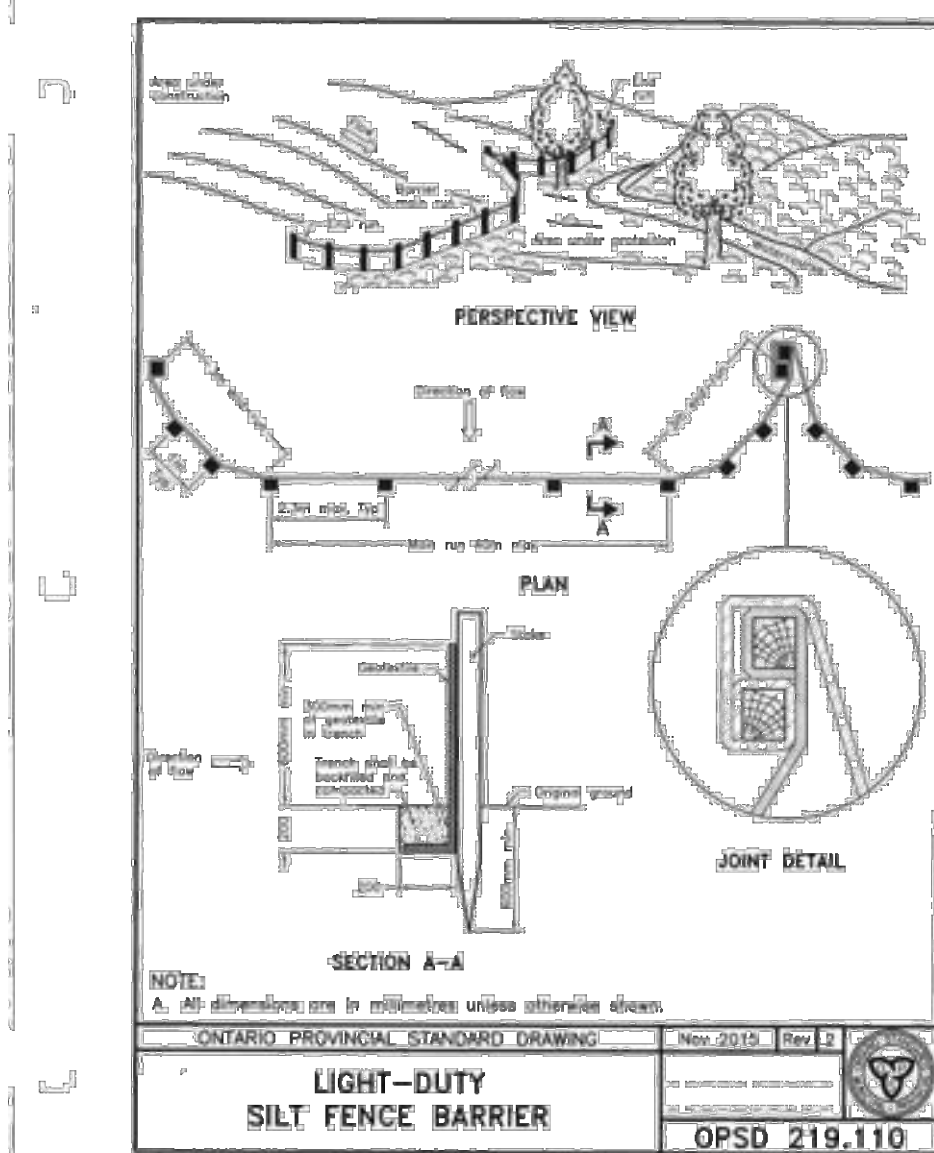
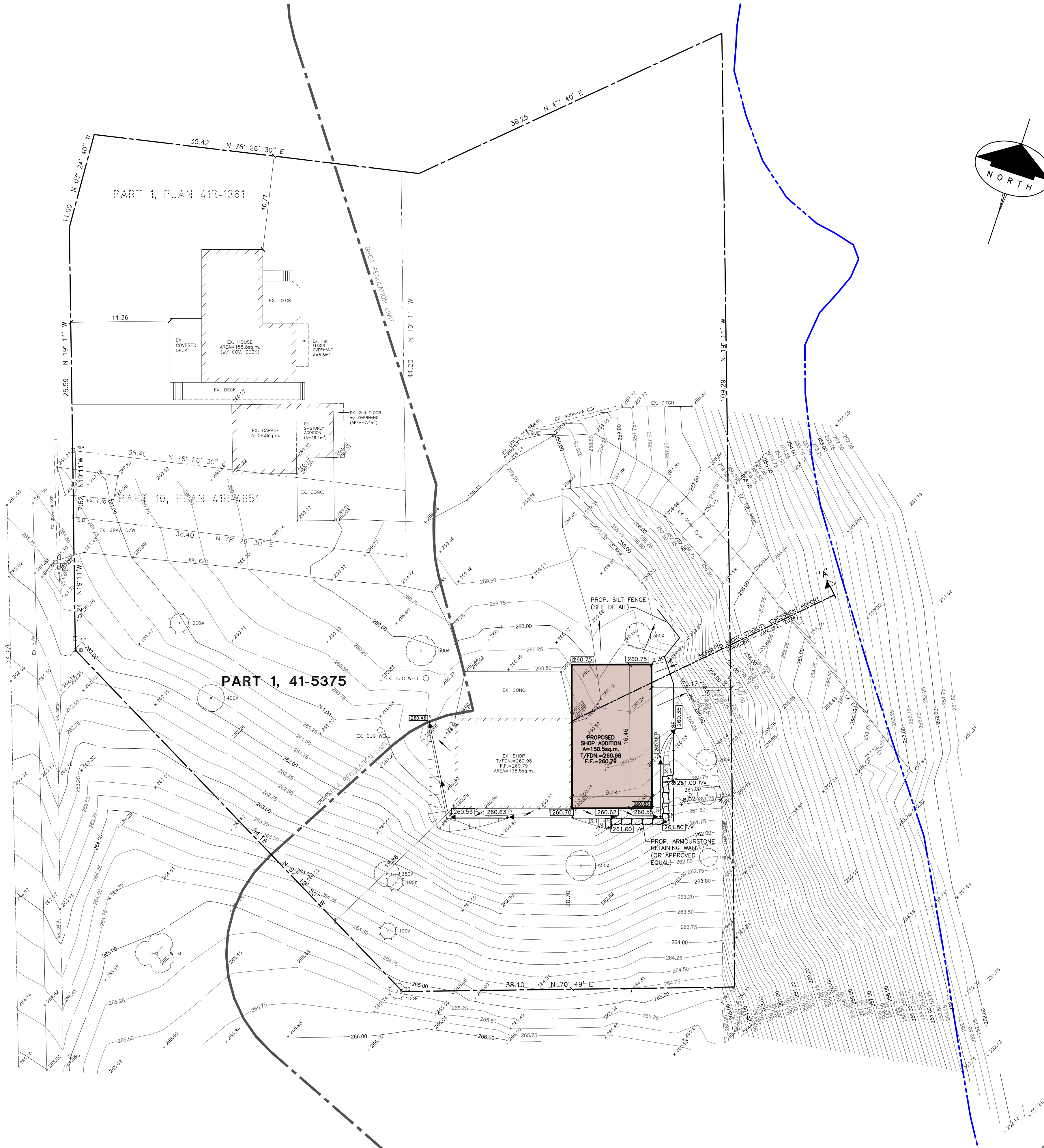


Plate 3: Applicant's Sketch  
File No. ZN1-24-19 (Keeton)

Part Lot 4, Concession 2 (Blenheim), Part Lot 101-103, Plan 122, Part Unassumed Street, Plan 122 Closed by 366623 Being Part 9 and 10, 41R4733, Part 1 and 2, 41R5375, Township of Blandford-Blenheim - 955216 Canning Road



### LEGEND:

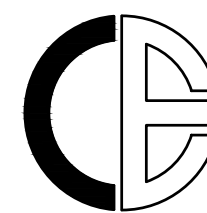
- EXISTING ELEVATIONS
- PROPOSED ELEVATIONS
- PROPOSED SWALE ELEVATIONS
- PROPOSED SWALE
- GENERAL DRAINAGE
- SILTATION FENCE

### NOTES:

1. ALL ELEVATIONS & DIMENSIONS SHOWN ARE METRIC. ELEVATIONS ARE AS PER REGIONAL WSE COVD 28 DATUM.
2. ELEVATIONS MAY VARY PENDING ENGINEERS APPROVAL.
3. WHERE ONLY ONE ELEVATION IS SHOWN, EXISTING AND PROPOSED ELEVATIONS ARE THE SAME.
4. THE SILTATION & EROSION CONTROL (SEC) MEASURES ILLUSTRATED ON THIS PLAN ARE CONSIDERED TO BE THE MINIMUM REQUIREMENT. SITE CONDITIONS MAY REQUIRE ADDITIONAL MEASURES WHICH WILL BE IDENTIFIED BY THE ENGINEER DURING CONSTRUCTION.
5. ALL SEC MEASURES ARE TO BE IN PLACE PRIOR TO COMMENCEMENT OF CONSTRUCTION.
6. OWNER/CONTRACTOR TO MAINTAIN EROSION CONTROL MEASURES THROUGHOUT SITE UNTIL A COMPLETE GRASS/VEGETATION COVER IS ACHIEVED.
7. ONLY AT THE DIRECTION OF THE ENGINEER ARE THE SEC MEASURES TO BE REMOVED.
8. ALL EXPOSED AREAS NOT SUBJECT TO ACTIVE CONSTRUCTION WITHIN 30 DAYS ARE TO BE REVEGETATED AS PER O.P.S.S. 572 IMMEDIATELY UPON COMPLETION OF AREA GRADING.
9. SEC CONSULTANT TO VISIT DEVELOPMENT, AT A MINIMUM, ON A WEEKLY BASIS AND ALSO DURING AND AFTER EACH STORM EVENT TO ENSURE SEC MEASURES ARE FUNCTIONING PROPERLY.

T.B.M. No. 1 ELEV. = 263.49m (GEO)  
NAIL ON SIDE OF HYDRO POLE ON CANNING ROAD AS SHOWN.

NO.	REVISION	DATE (MM/DD/YY)	BY
2	SITE STATISTICS	09/24/24	S.L.M.
1	BUILDING SETBACK TO TOP OF BANK	07/04/24	S.L.M.



**J.H. COHOON  
ENGINEERING  
LIMITED**  
CONSULTING ENGINEERS

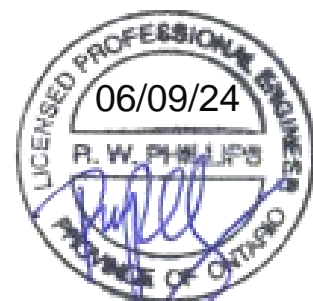
440 HARDY ROAD, UNIT #1, BRANTFORD - ONTARIO, N3T 5L8  
TEL. (519) 753-2656 FAX. (519) 753-4263 www.cohooneng.com

PROJECT:  
**PROPOSED  
SHOP ADDITION**  
955216 CANNING ROAD  
PART OF LOT 4, CONCESSION 2  
TOWNSHIP OF BLANDFORD-BLENHEIM  
COUNTY OF OXFORD

CLIENT:  
RANDY KEETON

### SITE DEVELOPMENT PLAN

DESIGN:	D.E.B.	SCALE:	1:250
DRAWN:	S.L.M.	JOB No:	16045
CHECKED:	R.W.P.	DWG. No:	16045-1
SHEET:	1 of 1		
DATE:	JUNE 28, 2023		





Parkinson  SOCIETY  
SOUTHWESTERN  
ONTARIO

is pleased to present to



# Hope is Close to Home

Information about Parkinson's Disease & Support Available





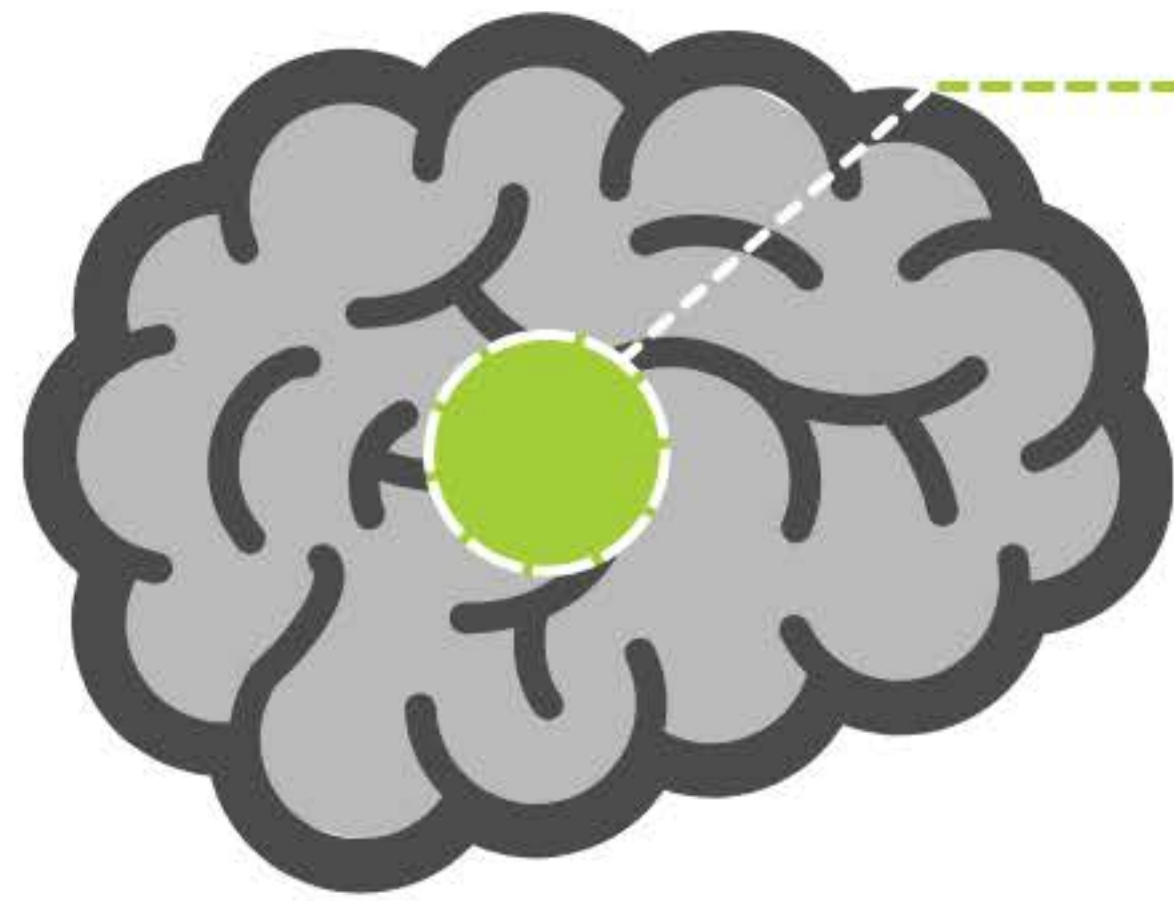
Parkinson's  
Disease

Symptoms,  
Treatments  
& Supports

parkinson  
SOCIETY SOUTHWESTERN ONTARIO

parkinson SOCIETY  
SOUTHWESTERN  
ONTARIO

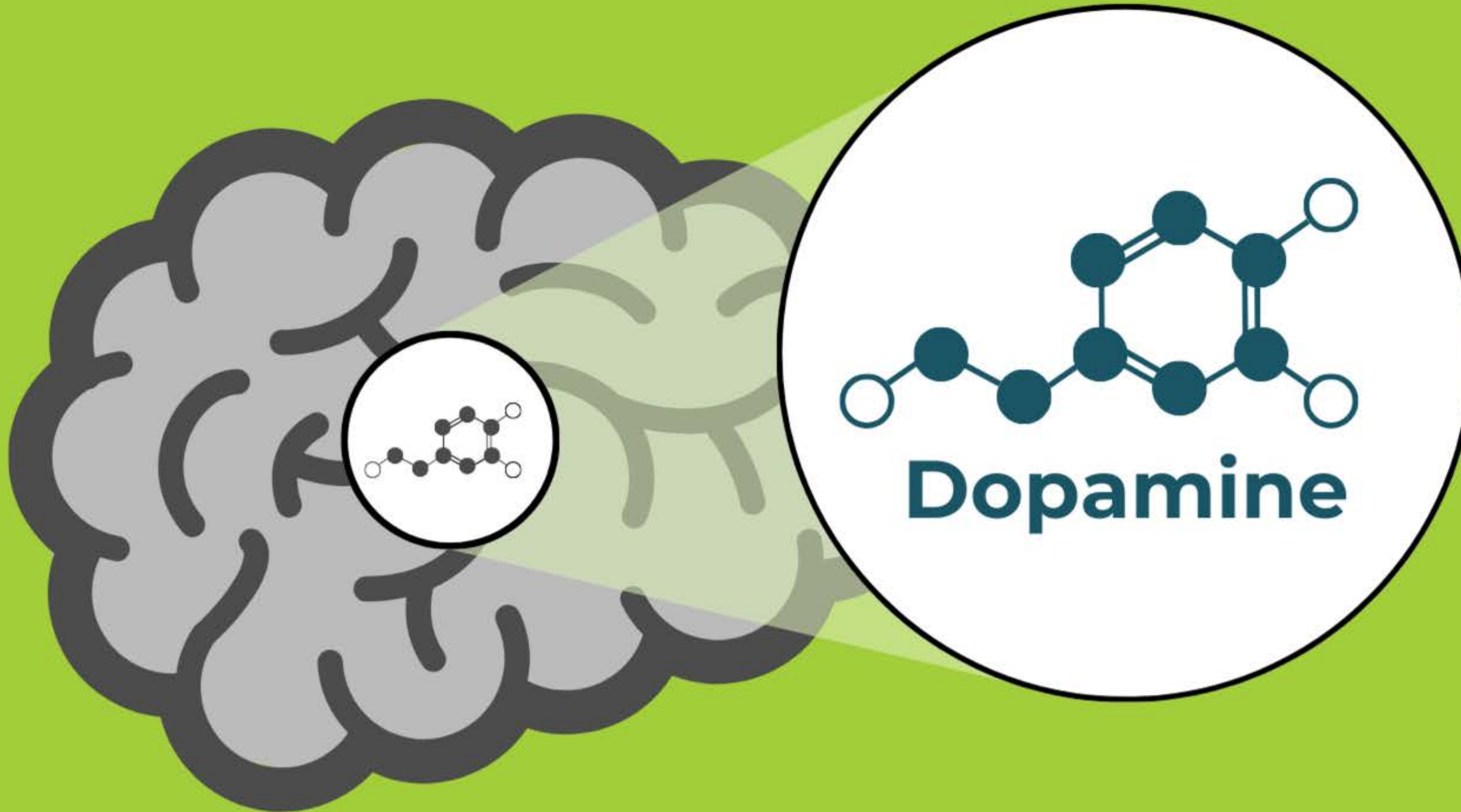
# Parkinson's Disease



Parkinson's is a progressive, degenerative, neurological disorder **caused by the loss of neurotransmitter, dopamine.**



# Parkinson's Disease

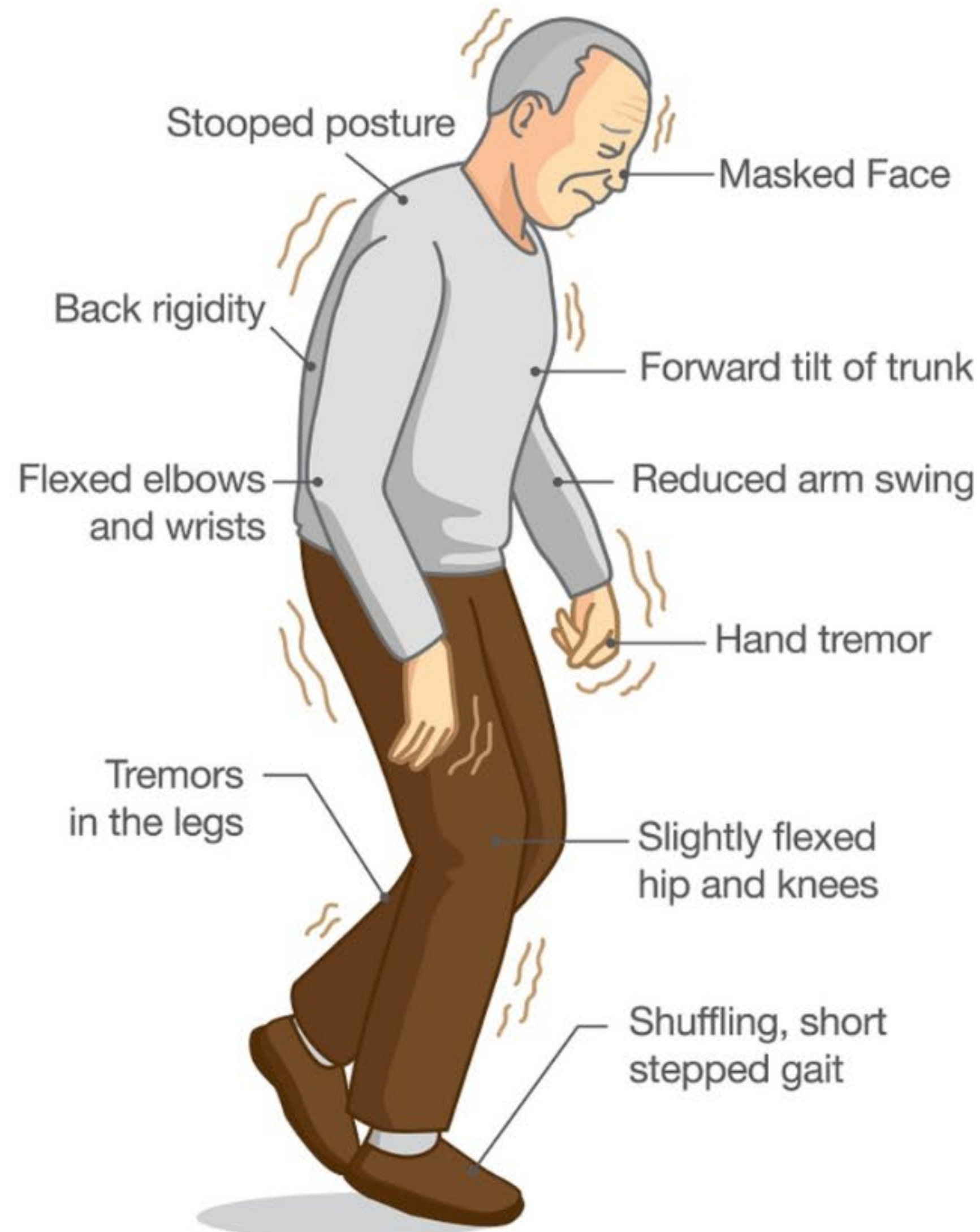


**Parkinson's is the  
fastest growing  
neurological disease  
in the world.**





# Motor Symptoms of Parkinson's



**P** Posture

**A** Akinesia

**R** Rigidity

**T** Tremors



# Non- Motor Symptoms of Parkinson's



## CENTRAL

- depression
- anxiety
- cognitive challenges
- dizziness/fainting



## LUNGS

- upper airway obstruction
- abnormalities of ventilatory control



## MUSCULAR

- weakness
- aches



## INTESTINAL

- constipation



## SKIN

- increased sweating



## EYES

- forced closure of the eyelids (blepharospasm)



## MOUTH

- difficulty speaking
- excessive salivation
- difficulty swallowing
- a soft or low voice

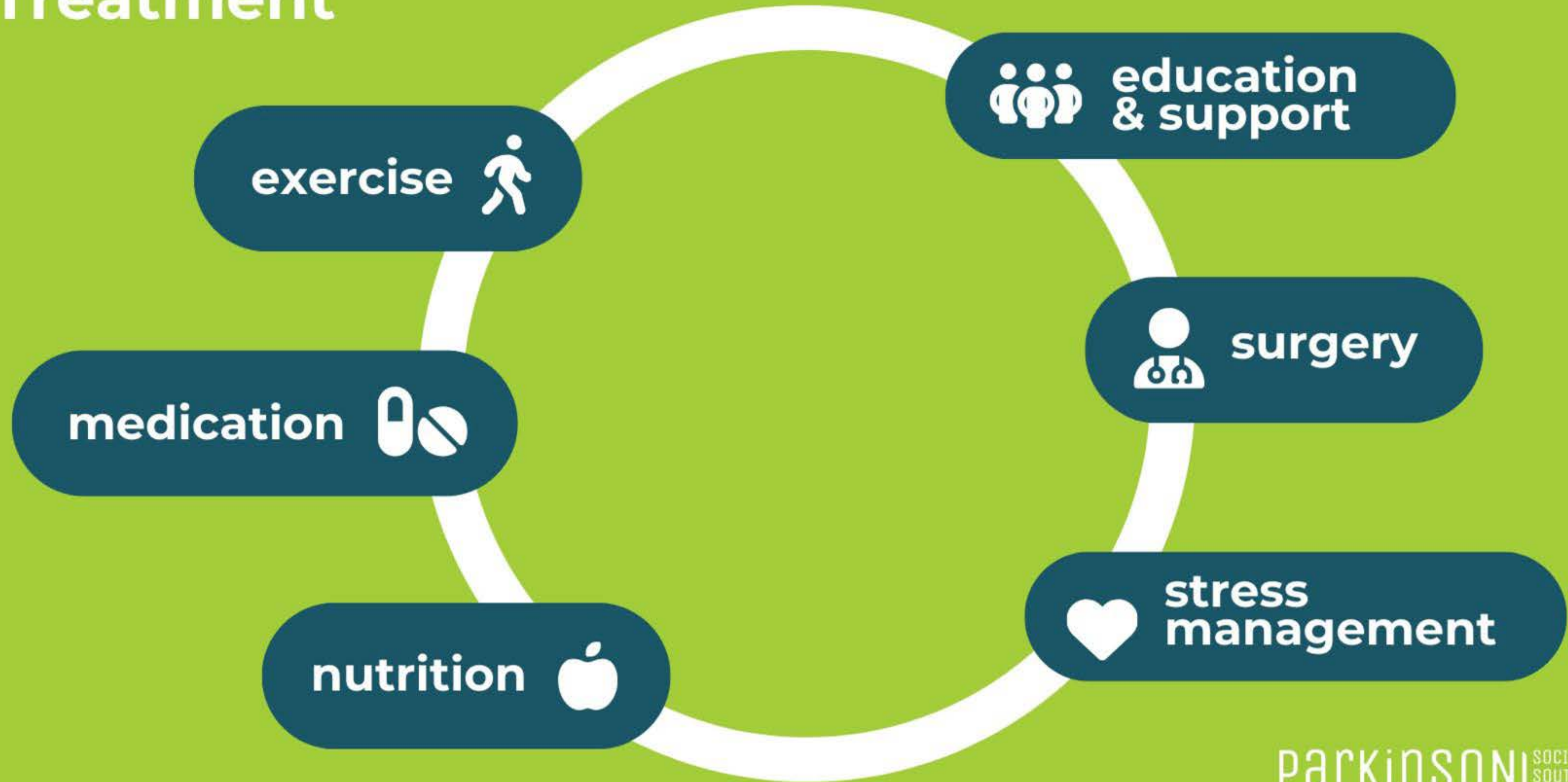


## SYSTEMIC SYMPTOMS

- Tremor and slowness
- Impaired balance
- Small handwriting
- Sleepiness
- Trouble moving or walking
- Masked face



# Treatment



# About Parkinson Society Southwestern Ontario



# Parkinson Society Southwestern Ontario

## MISSION

PSSO enhances the quality of life and care for people living with Parkinson's in Southwestern Ontario.

## VISION

To reach every person in Southwestern Ontario affected by Parkinson's.





## Support

Support Groups  
Funding  
Referrals



## Awareness



## Counselling



## Education



## Programs



## Research





## Support

Support Groups  
Funding  
Referrals



## Awareness



## Counselling Partnerships



## Education



## Programs



## Research





## Support

Support Groups  
Funding  
Referrals



## Awareness



## Counselling

Partnerships



## Education



## Programs

Boxing  
Dance



## Research





## Support

Support Groups  
Funding  
Referrals



## Awareness

Walk for PD  
Parkinson's Day  
Community events



## Counselling

Partnerships



## Education



## Programs

Boxing  
Dance



## Research





## Support

Support Groups  
Funding  
Referrals



## Awareness

Walk for PD  
Parkinson's Day  
Community events



## Counselling

Partnerships



## Education

Conferences  
Workshops  
Webinars



## Programs

Boxing  
Dance



## Research





**\$10,702\* raised for  
Oxford County Walk!**

\* number could rise by end-of-year



**Our community  
represents all of  
Southwestern Ontario**

**We serve in 15 unique  
and diverse regions**







HEATHER



NORTH  
REGION

ROBIN



EAST  
REGION



SAMANTHA



CENTRAL  
REGION



WEST  
REGION

STEPHEN



**People on the  
ground, local,  
to support you.**





# Understanding more

**We all need to grow in our knowledge of Parkinson's disease**

- General public
- Family physicians
- Healthcare professionals
- Mental health
- Social workers

# Thank you

# Questions?



October 25, 2024

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

RE: Request for Support of the Ox on the Run Pilot Extension

Dear Mayor Peterson and Council:

In 2023, the Oxford County Library set out to improve access to library services in the seven municipalities that the library system serves by offering our popular Ox on the Run Mobile Outreach program year-round. The pilot was set to last two years in order to allow library staff and the Library Board time to show a clear need for the program. However, in that first year Ox on the Run was unable to begin operations until Mid-June, cutting the pilot down to 18 months.

In August of this year, the Oxford County Library Board adopted the recommendations contained in Report 2024-35 titled "Ox on the Run Pilot Extension," which extended the Ox on the Run pilot for a third year through 2025. A copy of the report has been attached to this correspondence for Council's review.

The extension will require library staff to report back on the project with two full years of data in late Spring / early Summer 2025. At that time, the Library Board will decide if the project should become a permanent service of the Oxford County Library.

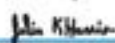
Throughout June and September this year, the Ox on the Run team presented at Council Meetings across Oxford County to showcase their first-year statistics on the service. At that time, many Councils showed great support for the project and were happy to learn how Ox on the Run is serving their underserved villages and community members.

With that in mind, Oxford County Library Board is requesting Councils to pass a motion of support for the Ox on the Run pilot extension.

Please find a draft motion attached to this letter.

Thank you for your continued support of the Oxford County Library and Ox on the Run.

Sincerely,

  
Julia K. Harris (Oct 27, 2024 19:24 EDT)  
Julia Harris  
Board Chair  
Oxford County Library Board

  
Lisa Marie Williams  
CEO / Chief Librarian  
Oxford County Library

Attachment 1: Draft Motion  
Attachment 2: Report 2024-35 Ox on the Run Pilot  
Extension

Draft Motion:

**Whereas** the Oxford County Library Board at it's meeting of August 21, 2024 adopted the recommendations contained in Report 2024-35 titled "Ox on the Run Pilot Extension," which extended the Ox on the Run Pilot for a third year through 2025.

**And whereas** the Ox on the Run pilot serves the underserved villages and community members of Blandford-Blenheim Township

**Therefore** the Council of the Township of Blandford-Blenheim provides support for the Oxford County Library Board and the Ox on the Run Pilot extension.



**To:** Oxford County Library Board  
**From:** CEO/Chief Librarian

## Ox on the Run Pilot Extension

### RECOMMENDATIONS

---

1. That the Library Board receives Report 2024-35, 2024 Ox on the Run Pilot Extension, for information and discussion;
2. And further, that the Library Board approve the extension of the Ox on the Run Pilot through to the end of December 2025.

### REPORT HIGHLIGHTS

---

- Ox on the Run presentation was provided to the Library Board at the June meeting to provide the first full year of data on the Project.
- Staff recommend extending the pilot so that two full years of data can be provided to the Library Board by mid-year 2025 to determine the future of the project.

### Implementation Points

Staff will continue to collect performance data to measure community impacts of the Ox on the Run service and assess its ongoing financial sustainability to inform the Board's decision on the future of Ox on the Run in 2025.

### Financial Impact

There is no financial impact for the current year's operating budget.

While staff are currently working on building the 2025 budget, current estimates would anticipate a total of \$186,785 would be required to run the Ox on the Run project for another year. This represents a 0.5% increase over the 2024 Ox on the Run budget and includes estimated salaries and benefits, operating costs and estimated fleet costs.

The County's Asset Management team also suggests that if the Board is thinking of a permanent project and vehicle that the Library may want to budget an extra \$100,000 be put aside to help offset the potential costs for a new vehicle.

Asset Management and Public Works estimate that a new vehicle will cost between \$350,000 for a cube type van up to \$1,000,000 for a purpose-built full feature bookmobile. With these costs in mind, it is recommended that the Library begin to build reserves for a potential vehicle by putting approximately \$100,000 away each year for the next five years to help alleviate upfront costs of a potential \$1,000,000 vehicle.

## Communications

Pursuant to Board approval, staff will communicate the Board's direction with the County and Library staff. And key stakeholders regarding the pilot extension.

## DISCUSSION

### Background

In 2019, the Oxford County Library began a mobile outreach project known as "Ox on the Run" which was designed to help residents in underserved and vulnerable communities access library services. The project ran from June to October that year, offering "pop-up" library services in a variety of locations to connect communities with library services, collections and programming.

Due to the pandemic, Ox on the Run did not run again until Spring 2021. During the 2021 and 2022 seasons, library staff worked with Oxford EarlyON staff to run joint programs at parks, community centres and splashpads during the late spring and summer months as part of the Ox on the Run service.

In June 2023, Ox on the Run officially began the first year of a full-service pilot project with the purchase of a retired ambulance and the hiring of two full time staff to bring the service to life.

Table 1 below provides statistics from the service dating back to the original 2019 project. 2020's Ox on the Run service was cancelled due to pandemic restrictions. 2021's statistics were also affected by continued restrictions and uncertainty due to the COVID-19 pandemic.

Table 1 - Ox on the Run Statistics

Year / Season	Stops	Visitors	Cards Registered
2019 (June to October)	70	2562	50+
2021 (July to September)	45	422+	15
2022 (July to September)	55	1200+	40
2023 (June to August)	64	2243	62
2023 (September to December)	67	1519	38

2024 (January to May)	101	1080	51
2024 (June to July)	50	1477	46

## Comments

At the time the Ox on the Run program was approved as a pilot program, it was planned to be a two-year pilot to assess its viability and community impact. Considering a delayed start in retaining staffing and acquiring a vehicle, there has been only one year's worth of data collected as of June 2024. Library staff recommend that the pilot project be extended to provide the Library Board with two full years of data prior to making decisions on the future of Ox on the Run.

Ox on the Run staff are looking to make adjustments to their Fall/Winter/Spring seasons of services in 2024 and 2025 after learning from their initial 2023/2024 seasons. This includes:

- Potential service changes such as retention to the Drumbo Hold Pickup trial currently under way;
- EarlyON Partner Programs in Plattsville, Embro, Tavistock and Mount Elgin;
- Harvest Crossing senior's residence and other potential seniors' complexes;
- Pop-Up libraries in smaller communities such as Oxford Centre, Hickson, Drumbo, Beachville, and others;
- Continued support for INGAMO, DASO, Dereham Forge and Adam Oliver.
- Adult programming opportunities in communities that do not have library branches;
- Festivals, other events, and non-traditional pop-ups with partner organizations such as Oxford Community Health Team.

The team is also continuing their presentations to Area Municipal Councils in the Fall to gather support and recognition of the work being done in each Township and Town served by Ox on the Run. Along with that recognition at Councils, staff are also seeking new ways to market their stops with potential usage of community newsletters and newspapers, ads and other marketing initiatives to help customers find the Ox.

Should the project pilot period be extended, in June 2025 Library staff will provide the Board with a full report on the two-year project with recommendations for the service to continue or return to the summer outreach model and projected costs for each potential outcome.

## Conclusions

Oxford County Library staff believe the Ox on the Run pilot requires another full year of service to help determine how best to move the project forward. Staff are committed to providing two years of statistics and evidence in the program by Summer 2025 so that the Library Board can provide direction on the future of the project with enough information to make the best decision possible.

## **SIGNATURES**

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### **Departmental Approval:**

Original signed by

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Lisa Marie Williams  
CEO/Chief Librarian









# BlandfordBlenheim RE Request for Support for the Ox on the Run Pilot Extension 2024

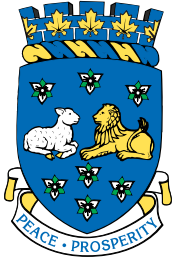
Final Audit Report

2024-10-27

Created:	2024-10-25
By:	Lisa Marie Williams (lmwilliams@ocl.net)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6xyc9cm_F4PwqB2bCUAQ0EhUPkV6pLFK

## "BlandfordBlenheim RE Request for Support for the Ox on the Run Pilot Extension 2024" History

-  Document created by Lisa Marie Williams (lmwilliams@ocl.net)  
2024-10-25 - 6:24:54 PM GMT
-  Document emailed to wholee@hotmail.com for signature  
2024-10-25 - 6:25:09 PM GMT
-  Email viewed by wholee@hotmail.com  
2024-10-27 - 11:21:24 PM GMT
-  Signer wholee@hotmail.com entered name at signing as Julia K Harris  
2024-10-27 - 11:24:14 PM GMT
-  Document e-signed by Julia K Harris (wholee@hotmail.com)  
Signature Date: 2024-10-27 - 11:24:16 PM GMT - Time Source: server
-  Agreement completed.  
2024-10-27 - 11:24:16 PM GMT



September 26, 2024

The Right Honourable Justin Trudeau, Prime Minister of Canada

Dear Prime Minister:

**Re: Solve the Crisis**

Please be advised that the Council of the Regional Municipality of Waterloo at their regular meeting held on September 25, 2024, approved the following motion:

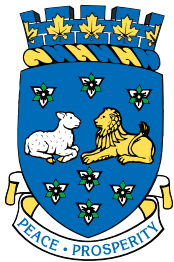
**Whereas there is a humanitarian crisis in cities, large and small, urban and rural, across Ontario. We need immediate action at all levels of government, starting with the Province; and**

**Whereas the homelessness, mental health and addictions crisis continues to grow with 3432 drug related deaths in Ontario in 2023 as well as with an estimated 234,000 Ontarians experiencing homelessness and over 1400 homeless encampments across Ontario communities in 2023; and**

**Whereas the province has provided additional funding for mental health, addictions and homelessness programs, including the recently announced Homelessness and Addiction Recovery Treatment (HART) Hubs, it does not adequately address the growing crisis and the financial and social impact on municipalities and regions across the province; and**

**Whereas municipalities and regions are stepping up and working with community partners to put in place community-specific solutions to address this crisis, but municipalities and regions lack the expertise, capacity, or resources to address these increasingly complex health care and housing issues alone; and**

**Whereas this is primarily a health issue that falls under provincial jurisdiction and municipalities and regions should not be using the property tax base to fund these programs; and**



## REGIONAL MUNICIPALITY OF WATERLOO

OFFICE OF THE REGIONAL CLERK

150 Frederick Street, 2nd Floor  
Kitchener ON N2G 4J3 Canada  
Telephone: 519-575-4400  
TTY: 519-575-4608  
Fax: 519-575-4481  
[www.regionofwaterloo.ca](http://www.regionofwaterloo.ca)

**Whereas there is no provincial Minister focused on this crisis leading to unanswered questions that span over a dozen ministries, and a lack of support to manage the increasing needs of those who are unhoused.**

**Now Therefore be it resolved that the Region of Waterloo supports the Solve the Crisis Campaign;**

**And calls on provincial and federal governments to commit to immediate action to solve the Humanitarian Crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health & addictions grows exponentially;**

**AND that the province officially makes Homelessness a Health Priority;**

**AND appoints a responsible Minister and Ministry with the appropriate funding and powers as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports;**

**AND request that the provincial government strike a task force with broad sector representatives including municipalities, regions, healthcare, first responders, community services, the business community and the tourism industry to develop a *Made in Ontario Action Plan*;**

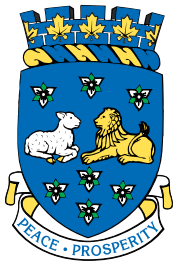
**AND that this provincial task force reviews current programs developed by municipalities, regions and community partners that have proven successful in our communities, to ensure that solutions can be implemented quickly and effectively to tackle this crisis.**

**AND provides the adequate, sufficient and sustainable funding to ensure that municipalities have the tools and resources to support individuals suffering with mental health and addictions, including unhoused people and those from vulnerable populations that may be disproportionately impacted;**

**And that this Council calls on the residents across the Region of Waterloo to join us in appealing to the provincial and federal governments for support by visiting [SolveTheCrisis.ca](http://SolveTheCrisis.ca) and showing your support;**

**And further that a copy of this motion be sent to:**





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- **The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada**
- **The Honourable Doug Ford, Premier of Ontario**
- **The Honourable Sylvia Jones, Deputy Premier and Minister of Health**
- **The Honourable Paul Calandra, Minister of Municipal Affairs and Housing**
- **The Honourable Michael Parsa, Minister of Children, Community and Social Services**
- **The Honourable Michael Tibollo, Associate Minister of Mental Health and Addictions**
- **Local and area MPs, MPPs and Heads of Council**
- **The Association of Municipalities of Ontario, Ontario's Big City Mayors and Mayors and Regional Chairs of Ontario**

Please accept this letter for information purposes only. If you have any questions please contact Regional Councillor Dorothy McCabe [Dorothy.McCabe@waterloo.ca](mailto:Dorothy.McCabe@waterloo.ca)

Please forward any written responses to this letter to William Short, Director, Council & Administrative Services/Regional Clerk  
[regionalclerk@regionofwaterloo.ca](mailto:regionalclerk@regionofwaterloo.ca)

Yours sincerely,

William Short, Director Council and Administrative Services/Regional Clerk

cc: Region of Waterloo Councillor Dorothy McCabe [Dorothy.McCabe@waterloo.ca](mailto:Dorothy.McCabe@waterloo.ca)

**From:** [Nicole Chambers](#)  
**To:**  
**Subject:** Oxford Joint Rural OPP Detachment Board Selection Committee Resolution re: Community Representative  
**Date:** October 22, 2024 12:55:17 PM  
**Attachments:** [image001.jpg](#)

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Good Afternoon, Everyone:

Please be advised, the Oxford Joint Rural OPP Detachment Board Selection Committee passed the following resolution at their meeting on October 1, 2024:

*Resolved that the Oxford Joint Rural OPP Detachment Board Selection Committee hereby appoints Tracy Litt as the Community Representative from the Township of Blandford-Blenheim;*

*And further that she be appointed for a two-year period, concluding on October 10, 2026.*

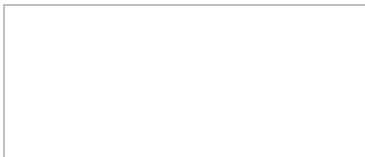
Could you please provide this to your respective Councils for consideration.

Thank you,  
Nicole

**Nicole Chambers**

Clerk's Assistant/Records Management Co-ordinator  
312915 Dereham Line, Mount Elgin ON N0J 1N0  
P: 519-485-0477 x 7001 | F: 519-485-2932  
E: [nchambers@swox.org](mailto:nchambers@swox.org)  
[Website](#) | [Facebook](#) | [Twitter](#)

Township Office hours:  
Monday to Friday ~ 8:00am – 5:00pm  
My Office Hours: M-F 8:30am-4:30pm



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## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Adam Degier Drainage Superintendent
<b>Reviewed By:</b>	Josh Brick	<b>Date:</b>	October 30, 2024
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	November 6, 2024
<b>Report #:</b>	DS-24-19		

---

### Recommendation:

That Report DS-24-19 be received as information

### Background:

Monthly activities of the Drainage Department to October 30, 2024

### Analysis/Discussion

- Conducting drain maintenance, assisting construction projects in varying capacities, and attending site meetings to review required work with ratepayers
- 36 locates for ON 1 Call in October 2024 including 1 emergency locates
- Princeton Drainage System 2022: Ongoing – Work on the second storm pond is going well – the main pond is prepped with topsoil for planting (see photos)

*Background:* Report dated July 29/22 filed with the Township on August 8, 2022. By-law 2313-2022 passed October 19, 2022. Construction of Romano SWMP is 99% complete. Construction of the Greenhouse Pond began in February, we will be working with Ducks Unlimited for the naturalization of this pond. Viewcon Construction is projected to be substantially finished by the middle of the month.



- Other drain projects:
  - a. Drumbo SWMP Section 78
  - b. Hubbard Zinn Drain – Engineer Appointed
  - c. Hughes Drain – Engineer Appointed
  - d. Holt Drain (Brant County) – Engineer Appointed
- Ongoing work for CLI-ECA (Consolidated Linear Infrastructure – Environmental Compliance Approval) Manual, Municipal Service Standards, and GIS map updates for various agencies
- Attended 2 council meetings, attended the DSAO all chapter's meeting

Respectfully submitted by:

Adam Degier - Drainage Superintendent



## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council  
**Reviewed By:** Josh Brick , CAO  
**Subject:** Monthly Report – October  
**Report #:** CS-24-16

**From:** Trevor Baer, Director of Community Services  
**Date:** October 30, 2024  
**Council Meeting Date:** November 6, 2024

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### **Recommendation:**

That Report CS-24-16 be received as information.

### **Background:**

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

### **Analysis/Discussion:**

Administration

#### Playground Projects

- **Princeton Accessible Playground Project:**  
The Princeton playground is currently in the planning phase, with the goal of beginning construction in December 2024.
- **Plattsville Accessible Playground Project:**  
Preliminary work is ongoing, with in-house staff making significant progress. Contractors will begin equipment installation on November 18, followed by flooring installation on November 22.
  - **Grand Opening:** A grand opening celebration will take place during the Plattsville Santa Claus Parade on December 7, 2024. Invitations will be sent during the first week of November.
- **Purple Bench Installation:**  
The new Purple Bench is expected to arrive this week or next. Staff will handle the installation and send out invitations for an unveiling ceremony in November.

#### Community Decorations

- All community flags have been taken down for the season.
- Christmas wreaths will be installed in each community before December 7, 2024, in time for the Santa Claus parade.

## Arena Update

The arena has had a busy start to the season. On Sunday, October 27, a hydro outage affected the area, leading to the cancellation of two hours of ice time between 11:50 AM and 1:40 PM.

## Parks Update

- Parks are being closed for the season. This includes:
  - Closing washrooms
  - Storing garbage cans
  - Shutting down the splash pad
- Drumbo Splash Pad Maintenance:  
Replacement parts are on order, with installation planned before reopening next season. The Plattsville and Drumbo Splash pad have been shut down for the season.

## Cemeteries

- Preventative Maintenance Program:  
Phase 3 of our program to repair headstone foundations has been completed. This annual program will continue in 2025 to address remaining repairs over time until all required foundations are stabilized

## **Financial Implications:**

None.

Respectfully submitted by:

Trevor Baer  
Director of Community Services





# 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>	Josh Brick	<b>Date:</b>	October 30, 2024
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	November 6, 2024
<b>Report #:</b>	PW-24-26		

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### Recommendation:

That Report PW-24-26 be received as information.

### Capital

- Princeton Pond Expansion project – Construction is moving well on the Van Wees Pond; the main pond is completed and they are digging out the forebay. The Township has made a deal with 214Carson Construction to take the excess soil to their project in Woodstock. Staff has also been hauling fill to local properties that have asked for fill.
- Princeton phase 3 (North section) – The underground work for this phase is complete. Viewcon is working at applying the base gravel in preparation for curb, sidewalk and asphalt. The project is on schedule to be completed before the end of November.
- Bridge 24 EA – The EA reports are completed; we are compiling the comments that were received back and formulating responses. The next steps are to complete the drawings and have a public meeting.
- Bridge 38 deck repair and sealing has been awarded to Van Driel Construction. We have had our pre construction meeting, Before the demolition of the deck starts the contractor is waiting for the new expansion joints and other supplies to be confirmed as available.
- Surface treatment – Township Road 2 & Hubbard Road have been FibreMatted. A sweeper has been contracted to cleanup the excess material that is sitting along the road edge. This is common practice and will prevent the snow plows throwing it onto lawns.

### County Shared Service/Road Association/Training

- Shared Services meeting – The service sharing committee met in Woodstock. The final arrangements were made for the winter training on October 16 & 17. Continued discussions on making half load restriction the same across the county with the option to remove early should the weather and conditions permit.

- Road Association – The association met on October 25 for our annual joint meeting with Elgin and Middlesex. Oxford next meeting is December 12. The trade show committee will be meeting monthly in order to ensure we are ready for the 2025 show. Planning is going well and being central we are expecting a good turnout.
- AORS – The next meeting will be a virtual meeting in February. The first 12 students have completed the Municipal Training course. So far 3 students have been employed by municipalities. 12 more students are currently going through the program with another 12 scheduled to start in February. AORS has seen a need for the program and has applied for more funding to continue running the program.

### **Other**

- The month of October has been a great month weather wise. Staff has been able to get some culvert work completed, cut around guardrails, roadside cutting, complete the base and raising of the road profile of King Rd. to help mitigate flooding and road closures. Staff has also been hauling fill from Princeton to local property owners that have requested it.
- Attending a work shop on Low Volume Roads.
- Reviewing EA documents for Bridge 24
- Attending by-weekly meetings about the Princeton project
- Working on approving road permits that would allow Xplornet to use the Township right of way to run fibreoptic cable in the Township.
- Work with supplier on future equipment purchases.
- Working with MESH and the Drainage Superintendent to add asset management programs to our road patrol and winter patrol program.
- Working with the Drainage Superintendent on finding suitable dump sites for the excess soil from the Princeton Drain project.
- Working with KSmart and Drainage Superintendent on the next phases of the Princeton project.
- Staff is continuing to meet with land owners at outdoor sites to discuss ditch or road issues.

### **Attachments** October Shared services minutes

Respectfully submitted by:



Jim Borton CRS-S  
Director of Public Works

## Service Rationalization

### MEETING MINUTES

**DATE:** October 10, 2024

**LOCATION:** Woodstock

**PRESENT:** Tom Lightfoot, Shawn Vanacker, Jim Borton, Adam Prouse, Daniel Locke, Ken Farkas, Steve Oliver, Rich Fleming, Alex Laros, Rob

**REGRETS:** Richard Sparham

**COMMITTEE CHAIRMAN:** Daniel Locke

**SECRETARY:** Tom Lightfoot

ITEM	ACTION	ASSIGNED TO
1. Meeting called to order	10:07AM	
2. Minutes of Last Meeting:	Reviewed- Moved by Ken Seconded by Adam	
3. Correspondence/ Speaker	None	
4. Old Business	Snow School- all arranged for Oct 16,17 Reduced load period discussion. The decision has been made that we will all take a report to our Councils to give us the opportunity to start and end reduced load periods early. All parties will have to agree to end or start early. Shawn will draft a report.	
5. New Business	Shawn- chainsaw training Nov 20,21 reply to Greg at the County if you are interested in sending staff.	
6. Round Table	Alex- Cobalt training for Supervisor due diligence, Alex will look at arranging training for April next year. Adam- winter sand delivery, likely will start mid-October <ul style="list-style-type: none"><li>- Storm pond maintenance/ budget discussion</li><li>- Fuel increases for budget, some are staying the same others increases up to 5%</li></ul> Jim- Canoe and joint procurement discussion. Rich- Wheel installer course, Rich looking into setting one up. <ul style="list-style-type: none"><li>- Vehicle inspection discussion</li></ul> Shawn- de-icing liquid tender <ul style="list-style-type: none"><li>- Line painting tender discussion</li></ul> Dan- Woodstock doing a 6–8-month renovation at their workshop/offices <ul style="list-style-type: none"><li>- Woodstock is hosting a PW week event at Market square, looking to bring kids in grades 5/6 to the event the week after May 24.</li></ul> Tradeshow discussion	
7. Health & Safety	Dan- MTO CVOR discussion, Dan will invite Jim Giroux (ex mto officer) to speak at our next meeting.	
8. Next Meeting	<b>November 14<sup>th</sup>, 2024, 10:00am Ingersoll</b>	
9. Adjourned	11:09AM	



## Service Sharing Meeting Dates 2024

January 11 EZT

February 8 Zorra

March 13 Oxford County

April 11 Blandford Blenheim

May 9 Norwich

June 12 SWOX

September 12 Tillsonburg

October 10 Woodstock

November 14 Ingersoll

December 11 Zorra



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Denise Krug, Director of Finance
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	October 28, 2024
<b>Report #:</b>	TR-24-14	<b>Council Meeting Date:</b>	November 6, 2024
<b>Subject:</b>	2025 Fees and Charges		

---

### Recommendation:

That Report TR-24-14 be received as information;

And further that Council authorize the Director of Finance to prepare a fees and charges by-law for the December 4<sup>th</sup>, 2024 Council meeting based upon Township fees and charges as outlined on the attached schedules.

### Background:

Section 391(1) of the Municipal Act, 2001 authorizes a municipality to impose fees and charges on persons,

- (a) For services or activities provided or done by or on behalf of it;
- (b) For costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and
- (c) For the use of its property including property under its control.

Under Section 400(d) of the Municipal Act, 2001 and the Township of Blandford-Blenheim Notice By-Law, the Township is required to give notice of its intention to pass a by-law imposing the fees and charges which have priority lien status.

### Analysis/Discussion:

The proposed 2025 user fees and charges by department is attached to this report. Staff reviewed all fees and most fees stayed the same or had small increases, keeping our fees in line with surrounding municipalities. There are a few new fees and these are highlighted on the schedules.

For hall rentals, we have now included a 30% booking fee, due at time of booking. This fee will help cover staff time spent on processing bookings, preparing invoices and sending out contracts. This will create a financial commitment from the renter, thereby reducing the number of cancellations as individuals will think twice before forfeiting the deposit.

All fees are now listed on the schedules as pre-tax amounts. There is a column on each schedule which indicates which fees are subject to HST and which are not. Previously, some fees included HST and some did not which made it confusing for someone using the schedules.

Building Fees are indexed as of April 1<sup>st</sup> each year and Development Charges are to be indexed as of June 13<sup>th</sup>; therefore, no changes at this time.

The MTO fire rate will be inserted into Schedule G for Protective Services once it is available.

**Attachments:**

User Fees and Charges – Schedules A to J

Respectfully submitted by:

Denise Krug  
Director of Finance/Treasurer






# Administrative Services - Clerk Fees and Charges

Description	Unit	Subject to HST	2022 Amount	2023 Amount	2024 Amount	2025 Amount
Sale of Photocopies - black & white (letter or legal size only)	1 - 2 sheets	Yes	\$0.50	\$0.50	\$0.50	\$0.50
	3 - 5 sheets	Yes	\$1.00	\$1.00	\$1.00	\$1.00
	6 sheets and up (per sheet)	Yes	\$0.25	\$0.25	\$0.25	\$0.25
Black & White copies - 11 x 17	per sheet	Yes	\$0.40	\$0.40	\$0.40	\$0.40
Colour photocopies (letter or legal size only)	per sheet	Yes	\$0.50	\$0.50	\$0.50	\$0.50
Colour photocopies (11x17)	per sheet	Yes	\$1.00	\$1.00	\$1.00	\$1.00
Faxing	First sheet	Yes	\$2.00	\$2.00	\$2.00	\$2.00
	Each additional sheet	Yes	\$1.00	\$1.00	\$1.00	\$1.00
Request under the Freedom of Information Act	Each	No	\$5.00	\$5.00	\$5.00	\$5.00
staff time - first 30 minutes of investigation		No	\$0.00	\$0.00	\$0.00	\$0.00
staff time per 15 min. interval beyond 30 minutes		No	\$7.50	\$7.50	\$7.50	\$7.50
(Where the estimate under section 45 (3) of the Municipal provide a deposit of 50% of the estimate prior to the application proceeding)						
Meeting Investigation Fee	Each	No	\$25.00	\$25.00	\$25.00	\$25.00
Lottery License Fee: Raffles, Bingos & Nevada Tickets	%	No	3%	3%	3%	3%
Marriage License	Each	No	\$120.00	\$120.00	\$120.00	\$120.00
Civil Marriage Ceremony:						
on site at municipal office during regular office hours	Each	Yes	\$250.00	\$250.00	\$250.00	\$250.00
Off site civil marriage ceremony	Each	Yes	\$350.00	\$350.00	\$350.00	\$350.00
Mileage for outside Oxford County - rate per km from Drumbo office	km					CRA rate
Rehearsal fee	Each	Yes	\$50.00	\$50.00	\$50.00	\$50.00
booking deposit	Each	Yes	\$100.00	\$100.00	\$100.00	\$100.00
administration fee if booking is cancelled	Each	Yes	\$50.00	\$50.00	\$50.00	\$50.00
Township provided witness	Each	Yes	\$50.00	\$50.00	\$50.00	\$50.00




**Administrative Services - Clerk**  
**Fees and Charges**

Description	Unit	Subject to HST	2022 Amount	2023 Amount	2024 Amount	2025 Amount
Burial Certificate	Each	No	\$15.00	\$15.00	\$15.00	\$15.00
Encroachment Agreements	Each	No	\$75.00	\$75.00	\$75.00	\$75.00
Section 65 of Drainage Act assessment apportionment.						
Staff time per 15 minute interval	Each	Yes	10.00	11.00	15.00	16.00
Tile Drainage Loan Inspections	Each	Yes	160.00	200.00	215.00	225.00
- Kennell Licence	Each	No	\$60.00	\$120.00	\$120.00	\$120.00
Black Composters *	Each	No	10.00	10.00	20.00	20.00
Green Cone Composters *	Each	No	50.00	50.00	51.50	51.50
Blue Box - Large - 80L *	Each	No	6.20	6.20	6.50	6.50
Blue Box - Lid *	Each	No	2.70	2.70	2.80	2.80
Bag Tags *	Each	No	2.00	2.00	2.00	2.00
* Price established by County of Oxford and is subject to change						
Fence Viewing application fee	Each	No	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Memorialization of Existing Tree in Parks (does not include cost of the plaque & stand)	Each	Yes	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00


						Schedule B
 <b>Administrative Services -General</b>						
<b>Fees and Charges</b>						
<b>Description</b>	<b>Unit</b>	<b>Subject to HST</b>	<b>2022 AMOUNT</b>	<b>2023 AMOUNT</b>	<b>2024 AMOUNT</b>	<b>2025 AMOUNT</b>
Tax Certificate	Each	No	\$50.00	\$50.00	\$55.00	\$60.00
Returned Cheque or PAP	Each	No	\$35.00	\$35.00	\$35.00	\$40.00
On-Line Payment fee (misc. website payments)		No			2.00%	2.00%
Loan Agreement Administration Fee (Debenture Administration)	Each	No	2% of principal	2% of principal	2% of principal	2% of principal
Payment of Tile Drainage Loans Before Expiry Date	Each	No	\$50.00	\$50.00	\$50.00	\$50.00
Tax Sale Registration Process	Each	No	Actual Cost + \$100 Admin Fee	Actual Cost + \$100 Admin Fee	Actual Cost + \$100 Admin Fee	Actual Cost + \$125 Admin Fee
Reprint of Prior Year Tax Bills or Statements	Each	No	\$10.00	\$10.00	\$10.00	\$10.00
Commission of Oaths or Certified True Copy (resident)	Each	No	\$10.00	\$10.00	\$10.00	\$10.00
Commission of Oaths or Certified True Copy (non-resident)	Each	No	\$15.00	\$15.00	\$15.00	\$20.00
Tax Confirmation Letters	Each	No	\$15.00	\$15.00	\$15.00	\$20.00
Payment Redistribution Fee (per roll #)	Each	No	\$10.00	\$10.00	\$15.00	\$20.00
Refund Administration Fee (Client error/overpayment)	Each	No	\$25.00	\$25.00	\$25.00	\$25.00
(includes tax payments, AR payments or any other payments)						


TAX


							Schedule C
 <b>Administrative Services - Development Charges</b> <b>Fees and Charges</b>							
Description	Unit	Subject to HST	Effective April 1, 2022	Effective April 1, 2023	Effective Nov 1, 2023	Effective April 1, 2024	Effective June 19, 2024
<b>Development Charges</b>							
<u>Residential</u>							
Single, Semi-detached	each	No	\$ 11,714.48	\$ 13,413.00	\$ 9,631.00	\$ 10,161.00	\$ 12,771.00
Other Multiples	each	No	\$ 7,360.75	\$ 8,428.00	\$ 6,051.00	\$ 6,384.00	\$ 8,820.00
Apartments - 2 Bedrooms or Larger	each	No	\$ 6,245.80	\$ 7,151.00	\$ 5,135.00	\$ 5,417.00	\$ 7,066.00
Apartments - Bachelor or 1 Bedroom	each	No	\$ 4,224.59	\$ 4,837.00	\$ 3,474.00	\$ 3,665.00	\$ 4,484.00
Non-Residential		No			\$35.91/sq m	\$37.89/sq m	\$7.35/sq m
Wind Turbine	each	No			\$ 7,076.00	\$ 7,465.00	\$ 10,506.00


DEVELOPMENT CHARGES




							Schedule D
 <b>Cemetery</b> <b>Fees and Charges</b>							
Description	Unit	Subject to HST	2022 Amount	2023 Amount	2024 Amount	2025 Amount	
<b>Purchase of Interment Rights and care and maintenance</b>							
Interment Rights	each	Yes	\$720.00	\$720.00	\$720.00	\$720.00	
Care and Maintenance	each	Yes	\$480.00	\$480.00	\$480.00	\$480.00	
Cremation lots	each	Yes	\$320.00	\$320.00	\$320.00	\$420.00	
Care and Maintenance	each	Yes	\$280.00	\$280.00	\$280.00	\$280.00	
<b>Interment</b>							
Adult - standard	each	Yes	\$750.00	\$750.00	\$750.00	\$850.00	
Child	each	Yes	\$400.00	\$400.00	\$400.00	\$500.00	
Infant	each	Yes	\$340.00	\$340.00	\$340.00	\$395.00	
Cremated Remains	each	Yes	\$400.00	\$400.00	\$400.00	\$420.00	
Multiple Cremations (additional interment at same spot, same time)	each	Yes				\$30	
Columbaria	each	Yes	\$250.00	\$250.00	\$250.00	\$250.00	
<b>Disinterment / Exhumation</b>							
Adult - standard	each	Yes	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
Cremated Remains	each	Yes	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Columbaria	each	Yes	\$250.00	\$250.00	\$250.00	\$250.00	
Child	each	Yes	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Infant	each	Yes	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
<b>Columbaria Fees</b>							
Bottom Row	each	Yes	\$1,020.00	\$1,020.00	\$1,020.00	\$1,062.50	
Bottom Row- Care and Maintenance	each	Yes	\$180.00	\$180.00	\$180.00	\$187.50	
Second Row	each	Yes	\$1,105.00	\$1,105.00	\$1,105.00	\$1,147.50	
Second Row- Care and Maintenance	each	Yes	\$195.00	\$195.00	\$195.00	\$202.50	
Third Row	each	Yes	\$1,190.00	\$1,190.00	\$1,190.00	\$1,232.50	
Third Row- Care and Maintenance	each	Yes	\$210.00	\$210.00	\$210.00	\$217.50	
Top Row	each	Yes	\$1,275.00	\$1,275.00	\$1,275.00	\$1,317.50	
Top Row- Care and Maintenance	each	Yes	\$225.00	\$225.00	\$225.00	\$232.50	
Initial Engraving of Niche Plate	each	Yes	\$350.00	\$350.00	\$350.00	\$390.00	
Each Subsequent Engraving of Niche Plate		Yes	\$200.00	\$200.00	\$200.00	\$220.00	
Monument Care Fund - Flat marker (smaller than 1,116.13 sq cm / 173 sq in.)	each	Yes	\$0.00	\$0.00	\$0.00	\$0.00	
**Monument Care Fund - Flat marker (1,116.23 sq cm / 173 sq in. or larger)	each	Yes	\$100.00	\$100.00	\$100.00	\$120.00	
**Monument Care Fund - Upright marker (1.49 sq m / 16 sq ft or smaller, including the base)	each	Yes	\$200.00	\$200.00	\$200.00	\$220.00	

						Schedule D
 <b>Cemetery</b>						
<b>Fees and Charges</b>						
<b>Description</b>	<b>Unit</b>	<b>Subject to HST</b>	<b>2022 Amount</b>	<b>2023 Amount</b>	<b>2024 Amount</b>	<b>2025 Amount</b>
**Monument Care Fund - Upright marker (larger than 1.49 sq m / 16 sq ft. including the base)	each	Yes	\$400.00	\$400.00	\$400.00	\$420.00
<i>** as set by the Bereavement Authority of Ontario</i>						
Sundays & Municipal Holiday Interments	each	Yes	\$350.00	\$375.00	\$375.00	\$375.00
Foundation layout fee	each	Yes	\$60.00	\$60.00	\$60.00	\$60.00
Snow Removal	each	Yes	*	*	*	*
Winter Burial - Full Interment (December 1st to March 31)	each	Yes	*	*	*	*
Winter Burial - Cremated Remains (December 1st to March 31)	each	Yes	*	*	*	*
* Actual fees incurred by the Township in relation to the specific incident/request + 15%						
Park Benches	each	Yes	\$1,400.00	\$2,000.00	\$2,000.00	\$2,300.00
(does not include cost of the plaque)						
<b>Transfer Fee</b>						
Transfer Fee (Certificate picked-up at Township Office)	each	Yes	\$60.00	\$60.00	\$60.00	\$60.00
<b>Registered Mail Fee</b>	each	Yes	\$15.00	\$15.00	\$15.00	\$20.00

						Schedule E
	Community Services - Indoor Facilities					
	May 1st to April 30th					
	Fees and Charges					
Description	Unit	Subject to HST	Effective May 1, 2022	Effective May 1, 2023	Effective May 1, 2024	Effective May 1, 2025
Arena						
**Prime Time - Minor Groups	per hour	Yes	\$128.32	\$130.97	\$133.63	\$137.17
**Prime Time - All Others	per hour	Yes	\$173.45	\$176.11	\$178.76	\$181.42
Non-Prime Time - Minor Groups	per hour	Yes	\$66.37	\$66.37	\$66.37	\$67.70
Non-Prime Time - All Others	per hour	Yes	\$97.35	\$97.35	\$97.35	\$97.35
Arena Floor Rental (Dances, Trade Shows)	per hour	Yes	\$146.02	\$146.02	\$146.02	\$146.02
Arena Floor Rental (Dances, Trade Shows)	full day	Yes	\$575.22	\$575.22	\$575.22	\$575.22
Arena Floor Rental (Recreation, Sports)	per hour	Yes	\$42.48	\$44.25	\$44.25	\$44.25
**Prime Time ice rentals are M-F 5-10 p.m. and weekends 8 a.m. - 10 p.m.						
Recreational Program						
Public Skating - Adult	per person	Yes	no charge	no charge	no charge	no charge
Public Skating - Child Elementary School Age	per person	Yes	no charge	no charge	no charge	no charge
Public Skating - Pre-School	per person	Yes	no charge	no charge	no charge	no charge
Parents & Tots	per person	Yes	no charge	no charge	no charge	no charge
Sponsored Public Skating	per hour	Yes	\$88.50	\$88.50	\$88.50	\$88.50
School Skating Program	per hour	Yes	\$39.82	\$39.82	\$39.82	\$0.00
Ticket Ice (minimum with 1 to 4 skaters)	per hour	Yes	\$39.82	\$39.82	\$39.82	\$39.82
Ticket Ice (exceeding 4 skaters)	per skater	Yes	\$8.85	\$8.85	\$8.85	\$8.85
Shinny Hockey (adult)	per skater/hour	Yes	\$8.85	\$8.85	\$8.85	\$8.85
Shinny Hockey (child - under age 18)	per skater/hour	Yes	\$4.42	\$4.42	\$4.42	\$4.42
Birthday Specials:						
1 hour of ice time (based on availability) and 1 hour in Room A	per event	Yes	\$66.37	\$66.37	\$66.37	\$66.37
1 hour of ice time (based on availability) and 1 hour in Hall	per event	Yes	\$92.92	\$92.92	\$92.92	\$92.92
Cancellations must be received at least 7 days prior to ice event, or full price is charged.						
Advertising						
Ice Logo (sponsor must supply logo at their cost)	Each	Yes	\$442.48	\$442.48	\$442.48	\$442.48
Arena Board Advertising (sponsor must supply logo at their cost)	Each	Yes	\$442.48	\$442.48	\$442.48	\$442.48
Wall Advertising (sponsor must supply logo at their cost)	Each	Yes	\$265.49	\$265.49	\$265.49	\$265.49
Door Wrap (sponsor must supply wrap and professional installation)	Each	Yes	\$0.00	\$221.24	\$221.24	\$221.24
Zamboni advertising (sponsor must supply logo at their cost)	Each	Yes	\$796.46	\$796.46	\$796.46	\$796.46

							Schedule E
 <b>Community Services - Indoor Facilities</b> <b>May 1st to April 30th</b> <b>Fees and Charges</b>							
Description	Unit	Subject to HST	Effective May 1, 2022	Effective May 1, 2023	Effective May 1, 2024	Effective May 1, 2025	
<b>Community Centre Halls</b>							
Booking Fee - to be received at time of booking for all halls Non-Refundable		Yes				30%	
Plattsville Community Hall	per hour	Yes	\$53.98	\$55.75	\$55.75	\$57.52	
Plattsville Community Hall	daily	Yes	\$199.12	\$202.65	\$202.65	\$203.54	
Plattsville Community Hall - weekday daytime	1/2 day	Yes	\$107.96	\$110.62	\$110.62	\$110.62	
Plattsville Community Hall (Together with Ice Event)	daily	Yes	\$107.96	\$110.62	\$110.62	\$110.62	
Plattsville Community Hall (Buck & Doe)	daily	Yes	\$469.03	\$469.03	\$469.03	\$469.03	
Decorating Set-up (for daily events only - prior to day of decorating set-up of event based on availability)	daily	Yes	\$106.19	\$106.19	\$106.19	\$106.19	
Plattsville Community Hall - Room A	per hour	Yes	\$30.97	\$31.86	\$31.86	\$33.63	
Plattsville Community Hall - Room A	daily	Yes	\$106.19	\$107.96	\$107.96	\$107.96	
Plattsville Community Hall - Room B	per hour	Yes	\$30.97	\$31.86	\$31.86	\$33.63	
Plattsville Community Hall - Room B	daily	Yes	\$106.19	\$107.96	\$107.96	\$107.96	
Princeton Centennial Hall - Fireside Room	per hour	Yes	\$30.97	\$31.86	\$31.86	\$33.63	
Princeton Centennial Hall - Fireside Room	daily	Yes	\$106.19	\$107.96	\$107.96	\$107.96	
Decorating Set-up (for daily events only - prior to day of decorating set-up of event based on availability)	daily	Yes				\$75.22	
Princeton Centennial Hall - Fireside Room - weekday daytime	1/2 day	Yes	\$61.95	\$61.95	\$61.95	\$66.37	
Princeton Centennial Hall - Main Hall	per hour	Yes	\$97.35	\$98.23	\$98.23	\$98.23	
Princeton Centennial Hall - Main Hall	daily	Yes	\$336.28	\$340.71	\$340.71	\$340.71	
Princeton Centennial Hall - Main Hall - weekday daytime	1/2 day	Yes	\$194.69	\$194.69	\$194.69	\$194.69	
Princeton Centennial Hall - Main Hall (Buck & Doe)	daily	Yes	\$469.03	\$469.03	\$469.03	\$469.03	
Decorating Set-up (for daily events only - prior to day of decorating set-up of event based on availability)	daily	Yes	\$176.99	\$176.99	\$176.99	\$176.99	
Kitchen Use	daily	Yes	\$76.99	\$76.99	\$76.99	\$76.99	
		Yes	\$0.00	\$0.00	\$0.00	\$0.00	
Richwood Hall	daily	Yes	\$53.10	\$107.96	\$107.96	\$107.96	
Decorating Set-up (for daily events only - prior to day of decorating set-up of event based on availability)	daily	Yes				\$75.22	
** Deposit for All Events including sale of Alcohol as per S.O.P.		No	\$500.00	\$500.00	\$500.00	\$500.00	



						Schedule F
 <b>Community Services - Outdoor Facilities &amp; Parks</b>						
<b>May 1st to April 30th</b>						
<b>Fees and Charges</b>						
			<b>FIELD CLASSIFICATION</b>			
<b>Description</b>	<b>Unit</b>	<b>Subject to HST</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Ball Diamonds</b>						
Adult	per game	Yes	\$23.89	\$23.01	\$19.47	n/a
Affiliated Minor	per game	Yes	\$18.58	\$17.70	\$16.81	\$10.62
Adult Tournament First Game/Diamond	per day	Yes	\$23.89	\$23.01	\$19.47	n/a
Adult Tournament Extra Game/Diamond	per game	Yes	\$20.35	\$19.47	\$17.70	n/a
Affiliated Minor Tournament First Game/Diamond	per day	Yes	\$18.58	\$17.70	\$16.81	\$13.27
Affiliated Minor Tournament Extra Game/Diamond	per game	Yes	\$17.70	\$17.70	\$15.93	\$10.62
Optional Tournament Grooming	per groom	Yes	\$26.55	\$26.55	\$26.55	\$26.55
Optional Use of Lights	per game	Yes	\$9.73	n/a	\$9.73	\$9.73
Ball Diamond Fence Advertising (sponsor must supply sign at their costs, size, location and content must be approved)	yearly	Yes	\$265.49	\$265.49	\$265.49	\$265.49
<b>Description</b>	<b>Unit</b>	<b>Subject to HST</b>	<b>Effective May 1, 2022</b>	<b>Effective May 1, 2023</b>	<b>Effective May 1, 2024</b>	<b>Effective May 1, 2025</b>
<b>Soccer Pitches - based upon 90 minute games</b>						
Adult Permit	per game	Yes	\$11.50	\$11.50	\$11.50	\$13.27
Adult Tournament	per day	Yes	\$66.37	\$66.37	\$66.37	\$66.37
Affiliated Minor	per game	Yes	\$8.85	\$8.85	\$8.85	\$10.62
Affiliated Minor Tournament	per day	Yes	\$46.02	\$46.02	\$46.02	\$46.02
<b>Park Permit Fees</b>						
Pavillion Day Permit	per day	Yes	\$66.37	\$69.03	\$69.03	\$70.80
Open Park Space Event Day Permit	per day	Yes	\$66.37	\$69.03	\$69.03	\$115.04
Garbage Disposal Surcharge (for excessive garbage after event)	per event	Yes				\$130.00



## Protective Services Fees and Charges

Description	Unit	Subject to HST	2022 Amount	2023 Amount	2024 Amount	2025 Amount
<b>Fire Inspection</b>						
Fire Inspection	per hour	Yes	\$92.00	\$97.00	\$100.00	\$100.00
Fire Inspection Admin Fee	each	Yes	\$61.00	\$65.00	\$66.00	\$66.00
<b>Liquor Licenses and Occupancy Loads</b>						
Fire Inspection	per hour	Yes	\$92.00	\$97.00	\$100.00	\$100.00
Fire Inspection Admin Fee	each	Yes	\$61.00	\$65.00	\$66.00	\$66.00
<b>Fire Chief's Letters to Lawyers or Insurance Company</b>	each	No	\$92.00	\$97.00	\$100.00	\$100.00
<b>Fire Department Compliance Letter</b>	each	No	\$92.00	\$97.00	\$100.00	\$100.00
<b>By-Law Compliance Letter</b>	each	No	\$92.00	\$97.00	\$100.00	\$100.00
<b>By-Law Non-Compliance - Subsequent Visit</b>						
(Chargeable to registered owner on each non-compliance visit)	per hour	Yes			\$110.00	\$110.00
<b>By-Law Non-Compliance - Township undertakes work</b>						
(Chargeable to registered owner)	each	Yes			actual costs + 15%	actual costs + 15%
By-Law Subsequent Visit Admin Fee	each	Yes			\$66.00	\$66.00
**both expense and fee may be recovered by action or in like manner as municipal taxes						
<b>Copies of Fire Reports</b>	each	Yes	\$61.00	\$65.00	\$100.00	\$100.00
<b>Special Events Permit</b>	each	No	\$50.00	\$50.00	\$50.00	\$50.00
<b>Special Fire Permits</b>	each	No				\$50.00
for three-day period per property, requires special approval by the Chief Fire Official, or designate.						

Description	Unit	Subject to HST	2022 Amount	2023 Amount	2024 Amount	2025 Amount
<b>Response to Motor Vehicle Accidents and Vehicle Fires</b>						
(Chargeable to the registered owner of the vehicle)						
Non-Resident						
Minimum Charge up to 1st hour per Fire Apparatus	per hour *	No	\$509.89	\$543.03	\$559.86	MTO
Resident						
No Charge						
<b>Motor Vehicle Accident Response-Provincial Highway</b>						
(Chargeable to Ministry of Transportation for all provincial highway accident responses)						
Minimum Charge up to 1st hour per Fire Apparatus	per hour *	No	\$509.89	\$543.03	\$559.86	MTO
<b>Fire Response - Public Hazard, Hydro Lines</b>						
Public Property - Chargeable to Hydro Provider						
Minimum Charge up to 1st hour per Fire Apparatus	per hour *	No	\$ 509.89	\$543.03	\$559.86	MTO
Private Property - Chargeable to Registered Property Owner						
Minimum Charge up to 1st hour per Fire Apparatus	per hour *	No	\$ 509.89	\$543.03	\$559.86	MTO
<b>Fire Response -Indemnification Technology</b>						
Current MTO rates, plus personnel /hour rates ,and any cost incurred by the Municipality						
Minimum Charge up to 1st hour per Fire Apparatus	per hour *	No	\$509.89	\$543.03	\$559.86	MTO
<b>Refilling SCBA air bottles</b>	each	Yes	\$20.00	\$20.00	\$20.00	\$20.00
<b>Fire Response - Hazardous Materials Clean Up</b>						
As outlined in the Environment Protection Act, RSO 1990		No	Actual Costs	Actual Costs	Actual Costs	Actual Costs
<b>Fire Response - Natural Gas Leak,</b>						
Caused directly by a person or company						
Minimum Charge up to 1st hour per Fire Apparatus	per hour	No	\$509.89	\$543.03	\$559.86	MTO
<b>Burn Permit -</b>						
Recreational and agricultural fire permits		N/A	no charge	no charge	no charge	no charge

Description	Unit	Subject to HST	2022 Amount	2023 Amount	2024 Amount	2025 Amount
<b>Fire Response - Open Air Burning</b>						
Illegal or Unauthorized Fire						
1st Offense-in any twelve month period		N/A	no charge	no charge	no charge	no charge
2nd or Additional Offences-in any twelve month period	per hour *	No	\$ 509.89	\$543.03	\$559.86	MTO
Minimum Charge up to 1st hour per Fire Apparatus						
<b>Fire Response - Preventable Fire Alarm Panel Alarms</b>						
1st Offense-in any twelve month period		N/A	no charge	no charge	no charge	no charge
2nd or Additional Offences-in any twelve month period	per hour *	No	\$509.89	\$543.03	\$559.86	MTO
Minimum Charge up to 1st hour per Fire Apparatus						
<b>* As set by MTO</b>						
<b>Fire Response - Fire Watch or Stand By</b>	per hour *	No			*	*
As authorized by Fire Chief	per item				actual costs	actual costs
<b>Review of Fire Works Display Application</b>	each	Yes	\$ 132.00	\$ 137.00	\$ 137.00	\$ 137.00
<b>Review of Application for Pyrotechnics display</b>						
Including a site pre-inspection and review of Fire Safety Plan	each	Yes	\$ 215.00	\$ 250.00	\$ 250.00	\$ 250.00
<b>Review of Risk Safety Management Plan for Propane Storage</b>						
As required by the Regulatory Amendments to O.Reg 211/01 of the TSS Act, 2000 for small facilities (less than 5000 USGW)	each	Yes	\$ 110.00	\$ 115.00	\$ 115.00	\$ 115.00
			+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)



Description	Unit	Subject to HST	2022 Amount	2023 Amount	2024 Amount	2025 Amount
<b>Review of Risk Safety Management Plan for Propane Storage</b>						
As required by the Regulatory Amendments to O.Reg 211/01 of the TSS Act, 2000 for medium and large facilities (less than 5000 USGW)	each	Yes	\$ 265.00	\$ 275.00	\$ 275.00	\$ 275.00
			+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)
<b>Site Alteration Application</b> for area less than 2 ha	each	No	250.00	250.00	250.00	250.00
Site Alteration Application for area equal to 2 ha	each	No	550.00	550.00	550.00	550.00
Site Alteration Application for each ha beyond 2 ha	each	No	25.00	25.00	25.00	25.00
First conviction in contravention of Site Alteration By-law (person)	each	No	10,000.00	10,000.00	10,000.00	10,000.00
Subsequent conviction in contravention of Site Alteration By-law (person)	each	No	25,000.00	25,000.00	25,000.00	25,000.00
first conviction in contravention of Site Alteration By-law (corporation)	each	No	50,000.00	50,000.00	50,000.00	50,000.00
subsequent conviction in contravention of Site Alteration By-law (corporation)	each	No	100,000.00	100,000.00	100,000.00	100,000.00




## Building Services Fees and Charges

### Classes of Permits and Fees

Minimum Permit Fee - \$141. Fees not listed are determined by the Chief Building Official.


		Permit Fee	Subject to HST
Administrative Fee	Admin - Major	\$ 350	No
Administrative Fee	Admin - Minor	\$ 141	No
ICI Group	ICI - New, Additions and Renovations	\$1.76/sq'	No
	ICI - Public Pools, Public Patios and Exterior Ramps	\$0.71/sq.	No
Group C - Residential Buildings	Res - Residential Buildings New, Additions	\$1.76/sq.ft	No
	Res - Renovations to Non Single/Semi/Towns	\$1.41/sq .ft	No
	Res - Renovations to Single/Semi/Towns	\$ 559	No
	Res - Swimming Pools	\$ 141	No
	Res - Sheds & Garages	\$1.06/sq.ft	No
	Res - Decks & Covered Porches (unheated and unenclosed)	\$ 141	No
Farm Buildings	Farm - New, Additions . Renovations	\$0.30/sq .ft	No
	Farm - Horizontal/Bunk Silos	\$ 698	No
	Farm - Vertical Silos, Grain Bins	\$ 698	No
	Farm - Manure Storage (All Types)	\$ 698	No
Special	Sp - Tents	\$ 303	No
	Sp - Temp Buildings/Portables	\$ 559	No
	Sp - Change of Use	\$ 559	No
Miscellaneous	Misc - Permit Renewal/Revision	\$ 350	No
	Misc - Fireplace/Woodstove	\$ 210	No
	Signs	\$ 210	No
	Misc - Retaining Wall/Balcony Guard (linear ft)	\$0.30/sq.ft	No
	Misc - Wind Turbines	\$ 2,439.00	No
	Solar Panel	\$ 559	No
	Designated Structures (other then listed)	\$ 698	No
	Alternate Solution Application	\$ 559	No
	Conditional Permits	\$0.30/sq .ft	No
	Septic Permit - Full	\$ 628	No
	Septic Permit - Tank Only	\$ 141	No
	Other/Unlisted	Various	No
	Re-Inspection/Canceled Inspection Fee/Requested Inspection more then 3 years since last inspection	\$ 71	No
Mechanical Work	Mech - Sprinkler System Mech - NFPA 96 Hood Fan	\$ 698	No
		\$ 350	No
Plumbing/Serviceing Work	Water/Sewer Connection Building Services (per linear ft)	\$ 141	No
		\$1.06/ft	No
Demo	Non-Farm Structures	\$ -	
<b>Deposits</b>			
Deposit (Refundable)	Engineering	\$ 1,000.00	No
	Final Building Inspection	\$ 1,000.00	No
	Public Works	\$ 1,000.00	No
	Lot Grading	\$ 1,500.00	No
	Demolition Agreement	Various	No
	Garden Suite Deposit	Various	No

						Schedule I
<b>Building Services - Planning</b>						
<b>Fees and Charges (HST Exempt)</b>						
Description	Unit	Subject to HST	2022 Amount	2023 Amount	2024 Amount	2025 Amount
Zoning By-law Amendment Application	each	No	\$550.00	\$650.00	\$650.00	\$750.00
**County fee for Zone change application	each	No	\$150.00	\$150.00	\$150.00	\$150.00
Removal of Holding Zone Provision	each	No	\$550.00	\$650.00	\$650.00	\$650.00
**County Fee for Removal of Holding Zone Provision	each	No	\$150.00	\$150.00	\$150.00	\$150.00
Minor Variance Application	each	No	\$500.00	\$700.00	\$700.00	\$700.00
**County fee for Minor Variance application	each	No	\$100.00	\$100.00	\$100.00	\$100.00
Zoning Compliance Information	each	No	\$50.00	\$55.00	\$60.00	\$75.00
Building Compliance Information	each	No	\$50.00	\$55.00	\$60.00	\$75.00
Drainage Compliance Information	each	No	\$50.00	\$55.00	\$60.00	\$75.00
Sign Minor Variance Application	each	No	\$300.00	\$300.00	\$300.00	\$300.00
Fence Minor Variance Application	each	No	\$300.00	\$300.00	\$300.00	\$300.00
Site Plan Agreement Application	each	No	\$500.00	\$600.00	\$600.00	\$750.00
**County fee for Site Plan Application	each	No	\$500.00	\$500.00	\$500.00	\$500.00
Site Plan Agreement Amendment	each	No	\$500.00	\$600.00	\$600.00	\$600.00
**County fee for Site Plan Ammendment	each	No	\$250.00	\$250.00	\$250.00	\$250.00
Environmental Site Assessment Letter	each	No	\$70.00	\$70.00	\$70.00	\$75.00
Confirmation of uses permitted in zone letters	each	No	\$70.00	\$70.00	\$70.00	\$75.00
Communication Tower Application	each	No	\$600.00	\$600.00	\$600.00	\$750.00
In addition to the above application fees the applicant shall pay all						
external costs, including HST, incurred by the municipality in respect of						
the Planning Application						
Housing projects which qualify under the County of Oxford's Community						
Improvement Plan - Affordable Housing Incentive Program, are exempt						
from Township imposed application fees. This exemption does not						
include any deposits required to recover Township costs for peer reviews						
<b>REFUNDS</b>						
Planning Application submitted, no work started	each	No		Full Refund less \$50.00 Admin Fee		
Planning Application submitted, application circulated for comment	each	No				No Refund

PLANNING

Building Services - Planning						
Fees and Charges (HST Exempt)						
Description	Unit	Subject to HST	2022 Amount	2023 Amount	2024 Amount	2025 Amount
**fees established by the County of Oxford and are subject to change						
Fees contained in Severance Agreements:						
Street lighting	each new lot	No	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Sidewalk	each new lot	No	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Parkland dedication	each new lot	No	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
DEPOSITS:						
(Deposits not subject to HST, but property owner is responsible for engineering & study costs including HST)						
Planning Peer Reviews (Site Plan, etc.)	minimum	No	\$2,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Agreement to construct a new single family dwelling while current owners are living in the existing single family dwelling	each	No			As per agreement	
Stormwater Review	each	No			As per agreement \$10,000 min	
Sub-Division Agreement	each	No			As per agreement \$10,000 min	
Bunkhouse Agreement	each	No			As per agreement	
Discretionary Agreement	each	No			As per agreement	
Garden Suite Agreement	each	No			As per agreement	
CLI -ECA application - Storm Sewer	each	No		\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
CLI -ECA application - Storm Water Management	each	No		\$ 2,200.00	\$ 2,200.00	\$ 2,200.00



						Schedule J
<b>Public Works - Roads</b>						
<b>Fees and Charges</b>						
Description	Unit	Subject to HST	2022 Amount	2023 Amount	2024 Amount	2025 Amount
Installation of Entrance Culverts	each	Yes	\$1,250.00	\$1,400.00	\$1,425.00	\$1,450.00
Drainage Materials		Yes				cost + 15%
Curb Cut	each	Yes	\$600.00	\$600.00	\$650.00	\$700.00
Permit to Move a Structure along Municipal Roads to Relocate Structure	each	No	\$40.00	\$40.00	\$50.00	\$75.00
Snow Removal (when contracted out)						
Snow Plowing	per operation	Yes	\$62.00	\$65.00	\$70.00	\$88.35
Snow Plowing / Sand / Salting	per operation	Yes	\$95.00	\$100.00	\$105.00	\$125.00
Sand /Salting	per operation	Yes	\$75.00	\$80.00	\$85.00	\$110.00
Tandem Axle Truck Rental	hour	Yes	\$85.00	\$88.35	\$88.35	\$88.35
One Ton Truck Rental	hour	Yes	\$55.00	\$68.45	\$68.45	\$68.45
1/2 Ton Pickup Rental	hour	Yes	\$30.00	\$33.35	\$33.35	\$33.35
Grader Rental summer	hour	Yes	\$115.00	\$142.25	\$142.25	\$142.25
Grader Rental winter	hour	Yes	\$130.00	\$150.00	\$150.00	\$150.00
Loader Rental	hour	Yes	\$65.00	\$81.75	\$81.75	\$81.75
Backhoe Rental	hour	Yes	\$60.00	\$72.10	\$72.10	\$72.10
Tractor Rental	hour	Yes	\$55.00	\$62.25	\$62.25	\$62.25
Brush Depot - Labour	hour	No	\$38.00	\$41.00	\$44.00	\$50.00
Civic Address Signs & Posts	each	Yes	\$40.00	\$42.00	\$45.00	\$45.00
Sale of Recycled Asphalt (as available) pick up only	3 yard bucket	Yes	\$12.00	\$12.00	\$15.00	\$15.00
Sale of Recycled Concrete (as available) pick up only	3 yard bucket	Yes	\$12.00	\$12.00	\$15.00	\$15.00
Laying a private drain across Township Road Allowance	Separate Agreement					
Laying utility lines along, under, in or upon municipal roads	Separate Agreement					



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Denise Krug, Director of Finance/Treasurer
<b>Reviewed By:</b>	Josh Brick	<b>Date:</b>	October 23, 2024
<b>Subject:</b>	Elimination of the Vacant Unit Rebate Program	<b>Council Meeting Date:</b>	November 6, 2024
<b>Report #:</b>	TR-24-15		

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### Recommendation:

That Report TR-24-15 be received as information;

And further that By-law 24-XXXX, "By-Law to Opt-Out of the Vacant Unit Rebate Program", be approved.

### Background:

The application based vacant unit rebate for commercial and industrial properties was introduced by the province in 2001. This is a tax rebate program that allows vacant or partially vacant properties, meeting certain conditions, to receive some tax relief based on the length of the vacancy. The application deadline is February 28 of the year following the taxation year for which relief is sought. This program has been problematic in that proof of the vacancy is difficult to establish after the fact and applications were often filed repeatedly for properties despite the temporary relief intent of the program.

In 2017, changes were announced to the program allowing municipalities to opt out, phase out or alter the terms of the vacant unit rebate program. Rather than provide legislative options, the Province required municipalities to design their own local policies followed by a submission to the Province for a special, locally specific regulatory provision. At that time, the area municipalities chose to maintain the program with the following change which was authorized in O. Reg. 325/01, subsection 20 and applies only to local municipalities in the County of Oxford for the 2018 taxation year and subsequent taxation years:

"No rebate is payable under section 364 of the Act for a taxation year in respect of a building, structure or portion of a building if the municipality paid or credited a rebate in respect of the building, structure or portion, as the case may be, for any five previous taxation years."

**Analysis/Discussion:**

In 2023, the area municipal finance group revisited the vacant unit rebate decision. Since the program is now an area municipal decision, each lower tier has the ability to opt-out of the vacant unit rebate program by by-law with no requirement to consult with or notify the Ministry of Finance. If the Township chooses not to opt-out, O. Reg. 325/01 would continue to apply.

Since the changes to the provincial program were introduced in 2017, many municipalities eliminated or phased out the program. Within Oxford County, several municipalities have already passed by-laws to opt-out of the program.

In the last 5 years, the Township has received a total of 3 applications (including 2 from the same property owner) and provided approximately \$ 6,700 in total tax relief. If the program is eliminated, staff will not have to include an estimated amount in the Township's operating budget.

Elimination of this program should not have a significant impact on any single ratepayer. In an effort to mitigate any potential financial hardships, the proposed by-law indicates that the rebate program will cease beginning with the 2025 taxation year which will provide a final year of vacant unit rebates related to 2024 taxation and will give taxpayers an opportunity to prepare for the change.

**Financial Considerations:**

The Township has budgeted an annual expense of \$2,000 which will be eliminated for the 2026 budget if the by-law is passed.

**Attachments:**

None

Respectfully submitted by:

Denise Krug  
Director of Finance/Treasurer



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Josh Brick, CAO
<b>Reviewed By:</b>		<b>Date:</b>	October 29, 2024
<b>Subject:</b>	50 <sup>th</sup> Anniversary of the Municipality	<b>Council Meeting Date:</b>	November 6, 2024
<b>Report #:</b>	CAO-40-24		

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### Recommendation:

**That Report CAO-40-24 be received as information; and,**

**That Council directs staff to contact local historical/ archival organizations respecting special exhibits/ celebrations to recognize the 50<sup>th</sup> Anniversary of the formation of the Township of Blandford-Blenheim, it being noted that \$4500.00 will be made available through 2025 Grant/ Donation funds to support relevant initiatives; and,**

**That Council directs staff to proceed with commissioning of a Chain of Office to recognize the 50<sup>th</sup> anniversary of the Township, historic communities within the Township and other matters of local interest as directed by Council.**

### Background:

The Township of Blandford-Blenheim was formed in 1975, following the amalgamation of the two historic Townships of Blandford and Blenheim. As such, the 50<sup>th</sup> anniversary of the Township existing in its current state is forthcoming in 2025. As a result, staff have begun exploring options to recognize this significant milestone for the municipality. Staff are recommending that Council collaborate with local historical/ archival associations through the grants/ donation process to recognize this milestone.

### Analysis/Discussion:

Discussion surrounding both initiatives related to the report recommendation is included below:

#### 1) Collaboration with Interested Historical/ Archival Associations

The Township of Blandford-Blenheim is fortunate to have multiple active historical/ archival associations within its boundaries. These organizations have been instrumental in acting as the stewards of locally specific knowledge and help to make this information more accessible to residents and visitors through exhibits and regular business hours. If Council is supportive of the report recommendation, staff would contact local organizations to



advise that up to \$1500.00 (per organization) is available through the grants and donations process to facilitate an exhibit or similar public open house that recognizes the 50<sup>th</sup> Anniversary of the formation of the Township of Blandford-Blenheim. Organizations would be encouraged to provide a high-level proposal outlining anticipated use of the funds and alignment with the Township's objectives.

If approved, staff would reach out to organizations in advance of the formal announcement of the 2025 grants and donations program to ensure that sufficient time is allotted for exhibit/ open house planning for 2025.

2) Chain of Office Unveiling – Recognition of Past Township Councils since 1975

A chain of office would hold symbolic importance within a municipal Council, representing the authority, history, and unity of the Township. Worn by the Mayor during official duties, the chain signifies the role of the Mayor and Council as a custodian of the community's welfare, governance, and public service. It embodies the continuity of leadership and the Township's values, linking the present Council to its historical foundations.

It is anticipated that a chain of office would be unveiled as a part of celebrations related to the 50<sup>th</sup> anniversary of the Township. By investing in a chain of office and unveiling it in conjunction with the 50th-anniversary celebration(s), Council emphasizes the value it places on tradition, heritage, unity, and community pride. This gesture would also create a powerful symbol for future leaders and generations.

## **Financial Implications**

The following financial considerations are associated with each initiative:

1) Collaboration with Interested Historical/ Archival Associations through Donation

\$4500.00 (this could be less if historical/ archival associations are not interested in participating).

2) Chain of Office

Based on preliminary quotations, it is anticipated that a custom chain of office would have a budget impact of \$1500.00 to \$2500.00.

If Council is supportive of the report recommendation, considerations for the approved initiatives would be included in 2025 budget deliberations.

Respectfully submitted by:

Josh Brick  
Chief Administrative Officer



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Josh Brick, CAO
<b>Reviewed By:</b>		<b>Date:</b>	October 29, 2024
<b>Subject:</b>	Asset Naming Policy – Inventory Update	<b>Council Meeting Date:</b>	November 6, 2024
<b>Report #:</b>	CAO-43-24		

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### Recommendation:

**That Report CAO-43-24 be received as information; and,**

**That Council approves the following names to be added to the names registry for Township assets:**

***Racknor and Jean.***

### Background:

In March 2021, Council approved an Asset Naming Policy with the intent of creating an inventory of names to be used for the future naming of Township assets (e.g. roads, parks, trails). The approved Asset Naming Policy is attached for information.

Most recently in November 2023, several historical/ archival groups within the Township provided names of significance to assist with populating the registry.

The Asset Naming Policy provides the opportunity for individuals to recommend additions to the registry through a “Names Registry Request Form.”

Staff are in receipt of a Names Registry Request Form, submitted by Nicole Ross (Racknor).

### Analysis/Discussion:

Rationale for the recommendation, per the Asset Naming Policy is provided within the attached Names Registry Request Form. To avoid future confusion and to conform with general terms set out within the approved policy, staff are recommending that the two part name “Jean Racknor” be excluded from the inventory, instead including both individual names “Jean” and “Racknor.”

### Financial Implications

None.

Respectfully submitted by:

Josh Brick  
Chief Administrative Officer



**Township of Blandford-Blenheim**

47 Wilmot Street South  
Drumbo, Ontario. N0J 1G0

Phone 519-463-5347  
Fax 519-463-5881

Web [www.blandfordblenheim.ca](http://www.blandfordblenheim.ca)

**BLANDFORD-BLENHEIM NAMES REGISTRY REQUEST FORM**

Name: <u>Nicole Ross (Racknor)</u>	Email: [REDACTED]
Phone: [REDACTED]	Cell Phone: [REDACTED]
Business/Organization Name (if applicable):	
Address: [REDACTED] <u>Bright, ON N0J 1B0</u>	
NAME(S) RECOMMENDED:	
<u>1 - RACKNOR Cres. 3 - <del>Jean Magee</del></u>	
<u>2 - Jean St. 3 - Jean Racknor Dr.</u>	
HISTORY/BACKGROUND	
<u>See attached.</u>	

*Please use separate sheet if more space is needed*

**For Internal Staff Only**

Date Name request received: \_\_\_\_\_

Date to be provided to Council for consideration: \_\_\_\_\_

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



A very well respected lady by her friends and loved deeply by her family, Grandma was a true Drumboian. Living many years on the edge of Drumbo on the Daekner Family Farm with her husband Bob together raising three daughters and one son in the little town she loved so much.

Grandma was deeply involved in baseball both as a team player and as a coach to many kids young and old. Grandma had the privilege of throwing out the first pitch for a very special Toronto vs Drumbo baseball game in the Drumbo park. That was a grand day indeed.

Grandma loved participating each and every year in the Drumbo harvest carnival winning many a ribbon for her leather craft work. A second hobby she loved very much. Every year Grandma could be seen driving her much loved poney and decorated cart in the Drumbo parade. I can remember sitting at the kitchen table with her at the farm making tissue paper flowers to decorate the cart with.

then we would bag up the candy and Grandma would toss candy out to the kids as the parade went on.

Grandma was a very busy lady throughout each and every day. Through the week Grandma drove school bus ok, for as long as I can remember.

She took great pride in her home and lawn and landscaping, and enjoyed potting in the garden. I just recently learned the Grandma did a little potato racing as well, all while on a horse. She was a real go getter.

Grandma enjoyed skating, snowmobiling in and around the Drumbo area. She also enjoyed riding her mini bike up town. When we were out and about you could always count on Grandma stepping along the way to chat with people she knew.

Grandma was a truly wonderful lady and so accepting of life's curves. She was always good to my brother and I coming into the family in the later years. She involved us with everything she could and some. Her presence is deeply missed. Grandma was the glue that held the family together.

Her heart was always ~~true~~!!

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2459-2024**

Being a by-law to Opt-Out of the Vacant Unit Rebate Program under Section  
364 of the  
*Municipal Act*, 2001

**WHEREAS** Section 364 of the *Municipal Act*, 2001, S.O. 2001, c. 25, as amended (hereinafter referred to as the “*Municipal Act*”) sets out the program by which tax rebates may be provided for property in respect of eligible vacant portions for properties within the commercial, industrial or other prescribed property class;

**AND WHEREAS** a local municipality, pursuant to subsection 364(1.1) of the *Municipal Act*, may choose that it will not maintain a program to provide rebates under section 364;

**AND WHEREAS** for the purpose of this by-law, the Commercial classes shall be considered a single property class and the Industrial classes shall be deemed to be a single property class;

**AND WHEREAS** the Minister of Finance may by regulation under paragraph 364(a.0.1) identify property classes other than the commercial and industrial property classes to be *Prescribed Classes* for the purpose of Section 364;

**AND WHEREAS** the Council of the Corporation of the Township of Blandford-Blenheim deems it appropriate to end the application of Section 364;

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

1. **THAT** in accordance with subsection 364(1.1) of the *Municipal Act*, no program will be maintained, and no rebates will be made under Section 364 of that Act for 2025 or any subsequent years; and
2. **THAT** this by-law shall apply to all property in the commercial property class, the industrial property class, and to property in any other class identified as a prescribed class, including, but not limited to the landfill property class.

By-law **READ** a **FIRST** and **SECOND** time this 6th day of November, 2024.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 6th day  
of November, 2024.

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Mark Peterson, Mayor

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Sarah Matheson, Clerk



THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **2460-2024**

**Being a By-law to appoint Aird & Berlis LLP as the Closed Meeting Investigator and Integrity Commissioner for the Township of Blandford-Blenheim;**

**WHEREAS** Section 5 of the Municipal Act, S.O. 2001 c. 25 as amended, states that the powers of the Municipal Council shall be exercised by By-law, unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Section 223.3 of the Municipal Act, 2001, S.O. 2001, c. 25, provides for the appointment of an integrity commissioner to oversee matters related to ethical conduct of members of council;

**AND WHEREAS** the same section allows for the appointment of an individual or organization to investigate complaints regarding closed meetings;

**AND WHEREAS** the Council of the Township of Blandford-Blenheim deems it desirable to appoint Aird & Berlis LLP as the integrity commissioner and closed meeting investigator for the Township;

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

1. That Aird & Berlis LLP is hereby appointed as the Integrity Commissioner for the Township of Blandford-Blenheim.
2. That Aird & Berlis LLP is hereby appointed as the Closed Meeting Investigator for the Township of Blandford-Blenheim.
3. That this by-law shall come into full force and effect as of Wednesday, November 6<sup>th</sup> 2024.

By-law **READ** a **FIRST** and **SECOND** time this 6<sup>th</sup> day of November, 2024.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 6<sup>th</sup> day of November, 2024.

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Mark Peterson, Mayor

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Sarah Matheson, Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2461-2024

**Baker Drain 2024**

**BEING** a By-law to amend the assessment schedules based on actual costs incurred for constructing the Baker Drain 2024;

**WHEREAS** By-law Number 2417-2024 enacted the 3<sup>rd</sup> day of April 2024, provided for the construction of the Baker Drain 2024, based on the estimates contained in drainage report dated January 9, 2024, as submitted by C. MacIntyre, P. Eng., of K. Smart & Associates Limited;

**AND WHEREAS** the construction of the Baker Drain 2024 has been completed and it is deemed expedient to prorate the cost of the drain to the ratepayers in the watershed;

**AND WHEREAS** the total estimated cost of the Baker Drain 2024 was \$137,000;

**AND WHEREAS** the actual cost of construction was \$133,312.98, or 97.31% of the estimate;

**AND WHEREAS** the Provincial Grants on agricultural lands were \$43,673.14;

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

1. The balance of the cost shall be prorated and invoiced as set out in Schedule "C" attached hereto and forming part of this by-law.

Bylaw **READ** a **FIRST** and **SECOND** time this 6th day of November, 2024.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 6<sup>th</sup> day of November, 2024.

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Mark Peterson, Mayor

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Sarah Matheson, Clerk

Original Report: January 9, 2024  
Actual: October 16, 2024

**SCHEDULE C - SCHEDULE FOR ACTUAL COST BYLAW  
BAKER DRAIN 2024  
TOWNSHIP OF BLANDFORD-BLENHEIM**

File No. 22-313

Con	Lot	Owner	Ha. Affected	Estimated Gross	Actual Gross	1/3 Grant	Allowances	NET
<b><i>Twp of Blandford-Blenheim (Roll No. 32-45-010)</i></b>								
F	11	N PT LOT 4 040-01800 (J. Ferber & 1058672 Ontario Inc.)	11.2	20,604	20,049.49	6,683.16	0	13,366.33
F	11	PT LOTS 4 & 5 040-01810 (J. Ferber & 1058672 Ontario Inc.)	23.5	60,051	58,434.87	19,478.30	3,100	35,856.57
F	11	N PT LOT 5 040-01900 (D. & T. Dyck Steinmann)	11.0	34,589	33,658.12	11,219.37	3,800	18,638.75
F	12	PT LOTS 4 & 5 040-03400 (Vehof Farms Inc.)	10.3	11,789	11,471.73	3,823.91	0	7,647.82
F	11	N PT LOT 3 050-03400 (756817 Ontario Ltd.)	5.5	6,645	6,466.17	2,155.39	0	4,310.78
F	12	S PT LOT 3 050-03700 (M. & M. Janus)	0.9	965	939.03	313.01	0	626.02
<b>Subtotal (Lands):</b>			62.4	134,643	131,019.41	43,673.14	6,900	80,446.27
Township Road 12 (Township of Blandford-Blenheim)			1.1	2,357	2,293.57	0.00	0	2,293.57
<b>Subtotal (Roads &amp; Utilities):</b>			1.1	2,357	2,293.57	0.00	0	2,293.57
<b>TOTAL ASSESSMENT BAKER DRAIN 2024:</b>			63.5	137,000	133,312.98	43,673.14	6,900	82,739.84

Notes:

- Lands noted with an "F" are classified as agricultural and according to current OMAFRA policy qualify for the 1/3 grant. Eligibility for the 1/3 grant will be confirmed at the time the final cost is levied.
- Actual assessment is levied to the owner of the parcel at the time the final cost is levied.

**THE CORPORATION OF THE**  
**Township of Blandford-Blenheim**  
**BY-LAW 2462-2024**

Being a by-law to appoint Building Officials under the Building Code Act for the Corporation of Township of Blandford-Blenheim.

**WHEREAS**, pursuant to Sections 3(2) of the *Building Code Act*, S.O. 1992 c23, as amended, the Council shall appoint a Chief Building Official and such inspectors as are necessary for the enforcement of this Act;

**AND WHEREAS** it is deemed necessary to appoint Chief Building Official, Deputy Chief Building Officials and Inspectors for the purpose of carrying out or enforcing regulations in accordance with the Building Code Act within the Corporation of Township of Blandford-Blenheim;

**NOW THEREFORE** be it enacted by the Council of the Corporation of the Township of Blandford-Blenheim as follows:

1. That pursuant to the Building Code Act, Adam Degier be and are hereby appointed as Inspectors under the Building Code Act for the Corporation of the Township of Blandford-Blenheim for the purpose of carrying out or enforcing regulations in accordance with the Building Code Act.
2. That these appointments shall come into force and take effect on November 6 2024 and shall remain in effect until such appointments are rescinded or successors are appointed.

READ A FIRST AND SECOND TIME THIS 6<sup>th</sup> DAY OF November, 2024.

READ A THIRD TIME AND PASSED THIS 6<sup>th</sup> DAY OF November, 2024.

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Mark Peterson  
Mayor

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Sarah Matheson  
Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **2463-2024**

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

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

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

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

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

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on November 6<sup>th</sup>, 2024 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 6<sup>th</sup> day of November, 2024.

By-law read a third time and finally passed this 6<sup>th</sup> day of November, 2024.

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MAYOR  
MARK PETERSON

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CLERK  
SARAH MATHESON