

TOWNSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday, March 1st, 2023

Watch via Live Stream on Township's YouTube:

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

4:00 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

That the agenda for the March 1st, 2023 Regular Meeting of Council be adopted.

4. Disclosure of Pecuniary Interest

5. Minutes

a. February 15th, 2023 Minutes of Council

Recommendation:

That the minutes of the February 15th, 2023 Meeting of Council be adopted, as printed and circulated.

6. Business Arising from the Minutes

7. Public Meetings

a. Public Meeting Under the Planning Act

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

Recommendation:

THAT the Council of the Township of Blandford-Blenheim approve-in-principle Zone Change Application ZN1-22-10, submitted by Barron Planning Consulting on behalf of 2498298 Ontario Ltd., for the lands legally described as Lots 82-87, 95-98, Part Lot 99, Plan 99, Parts of Elgin Street, Church Street, Wonham Street, Part Lot 12, Concession 1, Township of Blandford-Blenheim, to rezone the lands from 'Special Development Zone (D-7)' to 'Special Residential Type 1 Zone (R1-sp)'

to facilitate a residential draft plan of subdivision consisting of six (6) single detached dwellings.

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

8. Delegations / Presentations

None.

9. Correspondence

a. Specific

None.

b. General

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

Recommendation:

That the general correspondence items be received as information.

10. Staff Reports

a. Trevor Baer – Manager of Community Services

i. [CS-23-05 – Monthly Report](#)

Recommendation:

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

ii. [CS-23-06 – Fence Repairs](#)

Recommendation:

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

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

b. Jim Borton – Director of Public Works

i. PW-23-04 – Monthly Report

Recommendation:

That Report PW-23-04 be received as information.

i. PW-23-05 – Princeton Phase 2

Recommendation:

That Report PW-23-05 be received as information;

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

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

c. Jim Harmer – Drainage Superintendent

i. DS-23-03 – Monthly Report

Recommendation:

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

d. Denise Krug - Director of Financial Services

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

Recommendation:

That Report TR-23-03 be received as information; and,

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

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

Recommendation:

That Report TR-23-04 be received as information; and,

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

11. Reports from Council Members

12. Unfinished Business

13. Closed Session

14. Motions and Notices of Motion

15. New Business

16. By-laws

a. 2334-2022, Being a By-law to provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford (3rd & Final Reading - McCrow Drain);

b. 2350-2023, Being a By-law to appoint Dave Robertson and Drew Davidson as Property Standards Enforcement Officers for the Township of Blandford-Blenheim.; and,

c. 2351-2023, Being a By-law to confirm the proceedings of Council.

Recommendation:

That the following By-laws be now read a first and second time: 2350-2023 & 2351-2023.

Recommendation:

That the following By-law be now given a third and final reading: 2334-2022, 2350-2023 & 2351-2023.

17. Other

18. Adjournment and Next Meeting

Wednesday, March 15th, 2023 at 4:00 p.m.

Recommendation:

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

That Council adjourn to meet again on Wednesday, March 15th, 2023 at 4:00 p.m.

MINUTES

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

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

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

Other: Robson, Planner.

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the agenda for the February 15th, 2023 Regular Meeting of Council be adopted as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

a. February 1st, 2023 Minutes of Council

RESOLUTION #2

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the Minutes of the February 1st, 2023 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Public Meetings

a. Public Meeting Under the Planning Act

- i. Application for Zone Change – ZN-22-11 (Brock Murray)

RESOLUTION #3

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

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

ZN1-22-11 – Murray;

And that Mayor Peterson Chair the Public Meeting.

.Carried

The Planner presented the report, recommending approval. The applicants were in attendance. No one in attendance spoke for or against the application.

RESOLUTION #5

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

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

.Carried

RESOLUTION #4

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Brock Murray, whereby the zoning affecting lands described as Part Road Allowance Between Concession 1 & Concession 2, and Part Lots 1 – 3, Concession 2 as in SS18755 (Blenheim), in the Township of Blandford-Blenheim, are to be rezoned from 'General Agricultural Zone (A2)' to 'Limited Agricultural Zone (A1)'.

.Carried

8. Delegations / Presentations

- a. Frank Gross & Shawn Vanacker, County of Oxford Transportation Division Speed & Road Safety Review

Gross presented the County of Oxford Transportation Division's Speed and Road Safety Review, specifically the changes proposed in the Township's Villages.

RESOLUTION #6

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that the presentation of the County of Oxford Transportation Division Speed and Road Safety Review be received as information.

.Carried

9. Correspondence

- a. Specific

None.

- b. General

- i. Minutes of September 21, 2022 Blandford-Blenheim Police Service Board Meeting;
- ii. County of Oxford Staff Report PW 2023-05, Community Safety Zone Implementation.

RESOLUTION #7

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

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

.Carried

10. Staff Reports

- a. Trevor Baer – Manager of Community Services

- i. CS-23-03 – LED Baseball Lighting

RESOLUTION #8

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that Report CS-23-03 be received; and,

That Council accept the recommendation of tender from Spenergy for the project to supply and installation LED lighting in the 4 baseball diamonds in the Township.

.Carried

ii. CS-23-04 – Vink Estates Subdivision

RESOLUTION #9

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

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

That Ron Vink be granted approval to have small garden and dedication stone installed in the park in the Vink Estates subdivision.

.Carried

b. Jim Borton – Director of Public Works

i. PW-23-03 – Hubbard Road Township Rd 12 to Oxford Rd 8

RESOLUTION #10

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that Report PW-23-03 be received for information:
and,

That the Township change the posted allowable speed limit along Hubbard Road between Township Road 12 & Oxford Road 8 to 60 km.

.Carried

c. Drew Davidson – Director of Protective Services

i. FC-23-02 – Monthly Report

RESOLUTION #11

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that Report FC-23-02 be received as information.

.Carried

d. John Scherer – Chief Building Official

i. CBO-23-02 – Monthly Report

RESOLUTION #12

Moved by – Councillor Demarest
 Seconded by – Councillor Barnes

Be it hereby resolved that Report CBO-23-02 be received as information.
 .Carried

e. Denise Krug – Director of Finance

i. TR-23-02 – 2023 Council Grant & Subsidy Requests

RESOLUTION #13

Moved by – Councillor Banbury
 Seconded by – Councillor Young

Be it hereby resolved that Report TR-23-02 be received as information;
 and,

That Council direct staff to allocate Grant & Subsidy Funds as follows:

Organization Name	Grant/Subsidy
Drumbo Agricultural Society	1,000
Drumbo & District Heritage Society	1,000
Plattsville & District Heritage Society	1,000
Plattsville & District Lions	1,000
Blandford-Blenheim Fire Dept – Drumbo	1,000
Blandford-Blenheim Fire Dept – Princeton	1,000
Princeton Firework Committee	1,000
Princeton & District Museum/Library Association	1,000
Plattsville Evangelical Missionary Church	1,000

.Carried

f. Rodger Mordue - Chief Administrative Officer / Clerk

i. CAO-23-02 – Plattsville Estates Phase 5 Subdivision Street Naming

RESOLUTION #14

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report CAO-23-05 be received as information;
and,

That the streets in the Plattsville Estates, phase 5 subdivision
development be named as follows:

Hilborn Street from Hofstetter Road to Quandt Drive

Quandt Drive from Applewood Street to Hilborn Street

Workman Crescent from Quandt Drive to Hilborn Street.

.Carried

11. Reports from Council Members

Mayor Peterson reported that he met with Public Works staff for an informal meeting and plans to meet with Township staff groups annually.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

- a. A proposed or pending acquisition or disposition of land by the municipality or local board.
 - i. Land for the new Princeton Fire Station

RESOLUTION #15

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 4:41 p.m. to discuss:

- a. A proposed or pending acquisition or disposition of land by the municipality or local board.
 - i. Land for the new Princeton Fire Station

.Carried

RESOLUTION #16

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 5:04 p.m.

.Carried

16. By-laws

- a. 2346-2023, Being a By-law to amend zoning by-law 1360-2002 (Murray);
- b. 2347-2023, Being a by-law to adopt the estimates of all sums required for 2023 for Township purposes;
- c. 2348-2023, Being a by-law to amend by-law 1864-2014 being a by-law to prescribe and regulate the speed of motor vehicles on roads in the Township of Blandford-Blenheim; and,
- d. 2349-2023, Being a By-law to confirm the proceedings of Council.

RESOLUTION #17

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a first and second time: 2346-2023, 2347-2023, 2348-2023 & 2349-2023.

.Carried

RESOLUTION #18

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a third and final time: 2346-2023, 2347-2023, 2348-2023 & 2349-2023.

.Carried

17. Other Business

None.

18. Adjournment and Next Meeting

RESOLUTION #19

Moved by – Councillor Young

Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:06 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, March 1st, 2023 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue CAO / Clerk
Township of Blandford-Blenheim

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

From: Dustin Robson, Development Planner, Community Planning

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

REPORT HIGHLIGHTS

- The proposed plan of subdivision will facilitate the construction of six (6) single detached dwellings and a road connecting Elgin Street East with Emma Street.
- A Zone Change Application has also been received to rezone the lands from 'Special Development Zone (D-7)' to 'Special Residential Type 1 Zone (R1-sp).' Special provisions are required on select lots to permit reduced lot frontages and lot depth.
- Planning staff are recommending that Township Council support the proposal as it is consistent with the Provincial Policy Statement and the Official Plan with respect to a residential subdivision within a settlement.

DISCUSSION

Background

APPLICANT/OWNER: 2498298 Ontario Ltd.
504875 Old Stage Road, Woodstock, ON N4S 7V8

AGENT: Paul Barron (Barron Planning Consulting)
628 Lakeview Drive, Woodstock ON N4T 0A5

SURVEYOR: NA Geomatics Inc.
871 Dundas Street, Woodstock, ON N4S 1G8

LOCATION:

The subject lands are described as Lots 82-87, 95-98, Part Lot 99, Plan 99, Parts of Elgin Street, Church Street, Wonham Street, Part Lot 12, Concession 1, in the former Township of Blenheim, now in the Township of Blandford-Blenheim. The lands are located on east end of Elgin Street East in the Village of Princeton.

COUNTY OF OXFORD OFFICIAL PLAN:

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

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

Existing Zoning:	Special Development Zone (D-7)
Proposed Zoning:	Special Residential Type 1 Zone (R1-sp)

PROPOSAL:

The County of Oxford and the Township of Blandford-Blenheim have received applications for a Draft Plan of Subdivision and a Zone Change to facilitate a six (6) lot residential subdivision within the Village of Princeton. Each of the six (6) residential lots would contain a single detached dwelling. In addition to the residential lots, the proposal also includes the construction of a road that would connect Elgin Street East with Emma Street.

Regarding the proposed Zone Change Application, the lands are proposed to be rezoned from the existing 'Special Development Zone (D-7)' to a 'Special Residential Type 1 Zone (R1-sp).' Special provisions are required to permit select lots to have reduced lot frontages and/or lot depths.

The subject lands are approximately 2.2 ha (5.6 ac) in area and are currently vacant, but previously housed a school. Surrounding land uses are mainly comprised of residential uses to the north, west, and south while agricultural lands exist to the east.

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

Plate 2 – Aerial Photography (2020), provides an aerial view of the subject property.

Plate 3 – Applicant's Sketch, shows the layout of the proposed six (6) lot draft plan of subdivision.

Application Review

2020 Provincial Policy Statement

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

The policies of Section 1.1 direct that sufficient land shall be made available to accommodate an appropriate range and mix of land uses (including residential and commercial uses) to meet projected needs for the planning period. Within settlement areas, sufficient land shall be made available through intensification and redevelopment and, if necessary, designated growth areas.

Section 1.1.3.2 directs that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Furthermore, land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources and existing infrastructure and public service facilities. A range of uses and opportunities for intensification and redevelopment should also be promoted where it can be accommodated in settlement areas.

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

The PPS also states in Section 1.6.6.2 that municipal sewage and water systems are the preferred form of servicing for settlement areas and that intensification and redevelopment within settlement areas on existing municipal services should be promoted, wherever feasible. Where municipal sewage services or private communal sewage services are not provided, individual on-site sewage services may be used, provided that site conditions are suitable for the long-term provision of such services with no negative impacts. The PPS also directs that partial services shall only be permitted within settlement areas to allow for infilling and minor rounding out of existing development provided that the site conditions are suitable for the long-term provision of such services.

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

Official Plan

The subject lands are located within the 'Village' designation according to the Settlement Strategy Plan, as contained in the Official Plan.

According to Section 4.2.2.3, lands within the Village designation are characterized by a broad range of land uses and activities. Villages are settlements that are predominantly serviced by private sewage disposal systems and by either existing centralized water supply facilities or individual wells.

As per Section 6.2.2, low density residential development is permitted in the Village designation, being lands that are primarily developed, or planned, for a variety of low-rise, low density housing forms consisting of single detached, semi-detached, duplexes, converted dwellings and street townhouses involving not more than two units. The density of development within the Village designation will be restricted by the land area required for the proper operation of individual private septic systems.

Further, according to Section 6.2.2.1, where infill development is proposed on vacant or underutilized sites within established residential areas by plan of subdivision, the Area Council and County Council will ensure that:

- the nature of the proposed residential development will be evaluated having regard to the type of housing found in the surrounding residential neighbourhood;
- any new residential lots with direct exposure to an established residential street will be consistent with the size of lots within a two block area on the same street and new residential development will maintain setbacks and spacing between dwellings consistent with the established built pattern;
- measures will be incorporated into the subdivision design to buffer and screen existing residential uses from new development; and
- stormwater run-off from the proposal will be adequately controlled.

Infill subdivisions are also subject to the following criteria:

- adequate off-street parking and outdoor amenity areas will be provided;
- the location of vehicular access points, the impact of generated traffic on public streets, pedestrians and vehicular safety has been adequately addressed;
- existing municipal services and community facilities will be adequate to accommodate proposed development;
- the extent to which the development provides for the retention of existing vegetation or natural resources;
- the potential effects of the development on the environmental resources; and,
- compliance of the proposed development with the provisions of the local Zoning By-law and other municipal by-laws.

Furthermore, the policies of Section 10.3.3 (Plans of Subdivision and Condominium) provide that County and Township Council will evaluate applications for a plan of subdivision on the basis of the requirements of the Planning Act, as well as criteria including, but not limited to, the following:

- Conformity with the Official Plan;
- The availability of community services such as roads, water, storm and sanitary sewers, waste disposal, recyclable collection, public utilities, fire and police protection, parks, schools and other community facilities;
- The accommodation of Environmental Resources and the mitigation of environmental and human-made constraints;
- The reduction of any negative effects on surrounding land uses, transportation networks or significant natural features;
- The design of the plan to be integrated into adjacent developments, and;
- The design of the plan is to be compatible with the natural features and topography of the site, and proposals for extensive cut and fill will be discouraged.

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

Zoning By-law

The subject lands are currently zoned 'Special Development Zone (D-7)' according to the Township of Blandford-Blenheim Zoning By-law. The 'D-7' Zone permits a farm, public use and existing single detached dwelling. Special provisions within the D-7 zone recognize the existing lot area and frontage of the subject lands.

The Zone Change Application proposes to rezone the subject lands to 'Residential Type 1 Zone (R1)' to permit the development of six (6) single detached dwelling lots and the associated road extension. The 'R1' zone requires a minimum lot area of 2,800 m² (30,140 ft²), lot frontage of 35 m (114.8 ft) and lot depth of 50 m (164 ft), where municipal sanitary sewer systems are not available. Special provisions are being proposed to permit a minimum lot frontage of 30 m (98.4 ft) and a minimum lot depth of 48 m (157.4 ft) to facilitate the proposed draft plan.

Agency Comments

The Township Director of Public Works has advised that the new road must be constructed to municipal standards.

Canada Post indicated that mail delivery for this development will be via PO Box at the Princeton Post Office. Upon occupancy, residents are advised to contact the Princeton Post Office to establish mail delivery.

The Township Drainage Superintendent, the Township Engineer, the Oxford County Public Works Department, Hydro One, and Bell Canada had no concerns with the proposal.

Public Consultation

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

Planning Analysis

Provincial Policy Statement

It is the opinion of staff that the proposal is consistent with the policies of Sections 1.1.3.2, 1.1.3.3 and 1.4.3 of the PPS. The proposed development is considered to be a form of infilling that represents an efficient use of lands, municipal services and infrastructure within a designated settlement area.

The proposed partial services would also be consistent with the policies of Section 1.6, regarding the long-term provision of private servicing, and appropriate stormwater management practices are proposed to accommodate the development, in accordance with Section 2.2.1.

Official Plan

Staff are also satisfied that the proposal maintains the general intent of the Official Plan. The applicant is proposing single detached dwellings on lots that are of an adequate size to accommodate private individual septic systems, which is in keeping with the policies of Sections 4.2.2.3 and 6.2.2, respecting development within a Village.

As noted, the proposed development is also considered to be a form of residential intensification, which is supported by the policies of Section 6.2.2.1. In particular, staff are satisfied that the proposed development will be compatible with the existing residential development in the vicinity, consisting of predominantly single detached dwellings. While the proposed lots are larger than the existing residential lots in the surrounding area, staff note that a minimum lot area of 2,800 m² (30,140 ft²) is required to accommodate a standard private septic system together with provision for a replacement system in the future. For Council's information, this requirement came into effect following the creation of the existing lots in the vicinity. As a result, the proposed new residential development will generally not maintain similar setbacks and spacing to the existing lots in the surrounding area. While this is the case, as the proposed lot size is required to accommodate adequate private servicing, staff are satisfied that the proposed configuration is appropriate and compatible with existing development.

The proposal includes an internal municipal road, which would appear to integrate appropriately with the surrounding residential development and improve both traffic and pedestrian movement, as the internal road would connect Elgin Street East to Emma Street, thus connecting two (2) existing 'dead-end' streets. The Township consultant engineer and County Public Works Department have also reviewed the preliminary servicing report that was submitted in support of the proposal and have no concerns at this time.

Township Zoning By-law

The applicant proposes to rezone the subject lands from 'Special Development Zone (D-7)' to 'Special Residential Type 1 Zone (R1-sp)' to permit the development of six (6) single detached dwellings.

Special provisions are being proposed to permit reduced lot frontage and lot depth on select lots. The R1 zone requires a minimum lot frontage of 35 m (114.8 ft) and a minimum lot depth of 50 m (164 ft) where sanitary sewers are not available. Princeton is serviced by municipal water but does not have municipal sanitary sewers and thus newly created residential lots must comply with these zoning provisions. The purpose of the lot depth and lot frontage requirements is to ensure that sufficient space is maintained on private lands for the development of a single detached dwelling, while providing sufficient area for private services, off-street parking, amenity space, grading, and drainage.

In reviewing the draft plan of subdivision, staff note that five (5) of the six (6) proposed lots are deficient the required lot frontage minimum of 35 m (114.8). The lot frontage of the deficient lots range from 34 m (111.5 ft) to 30.1 m (98.7 ft). In terms of the minimum lot depth, only one (1) lot is identified as being deficient the required minimum lot depth of 50 m (164 ft). Lot 5 on the draft plan of subdivision proposes a minimum lot depth of 48.1 m (157.8 ft).

While five (5) of lots proposing reduced lot frontages and one (1) lot proposing a reduced lot depth, staff note that each of the six (6) proposed lots would meet the required minimum lot area of 2,800 m² (30,138.9 ft²). Proposed lot sizes range from 2,821.5 m² (30,370.3 ft²) to 4,012.6 m² (43,191.2 ft²). Planning staff are satisfied that despite the requested lot depth and lot frontages that all six (6) lots will be sufficiently large enough to accommodate a building envelope for the proposed dwelling that will maintain the required front and rear yard setbacks and permit adequate amenity space, off-street parking, and drainage.

In terms of private septic system accommodations, the applicant had a Septic Feasibility Report prepared in 2015. In addition to the 2015 Septic Feasibility Report, the subject subdivision application was also submitted with a Septic Servicing Review & Nitrate Impact Assessment

which was prepared in 2022. The Chief Building Official has reviewed the draft plan of subdivision and the provided servicing reports and has not indicated any concern regarding the ability to locate the necessary private septic systems on the proposed residential lots.

Summary

In light of the foregoing, Planning staff are satisfied that the proposed development is consistent with the policies of the Provincial Policy Statement and meets the general intent and purpose of the Official Plan.

RECOMMENDATIONS

THAT the Council of the Township of Blandford-Blenheim approve-in-principle Zone Change Application ZN1-22-10, submitted by Barron Planning Consulting on behalf of 2498298 Ontario Ltd., for the lands legally described as Lots 82-87, 95-98, Part Lot 99, Plan 99, Parts of Elgin Street, Church Street, Wonham Street, Part Lot 12, Concession 1, Township of Blandford-Blenheim, to rezone the lands from ‘Special Development Zone (D-7)’ to ‘Special Residential Type 1 Zone (R1-sp)’ to facilitate a residential draft plan of subdivision consisting of six (6) single detached dwellings.

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

1. This approval applies to draft plan of subdivision SB22-09-1, submitted by 2498298 Ontario Ltd. and prepared by Brantwood Construction Surveying, as shown on Plate 3 of Report No. CP 2023-61, and comprising Lots 82-87, 95-98, Part Lot 99, Plan 99, Parts of Elgin Street, Church Street, Wonham Street, Part Lot 12, Concession 1, in the Township of Blandford-Blenheim, showing six (6) lots for single detached dwellings serviced by municipal water and private septic systems and the extension of Elgin Street East.
2. The Owner agrees in writing to satisfy all requirements, financial and otherwise, of the Township of Blandford-Blenheim regarding the construction of roads, installation of services, including the water, electrical distribution systems, sidewalks and drainage facilities, and other matters pertaining to the development of the subdivision in accordance with the standards of the Township of Blandford-Blenheim.
3. The Owner shall enter into a subdivision agreement with the Township of Blandford-Blenheim and this agreement shall be registered by the Township against the land to which it applies.
4. If required, the subdivision agreement shall make provision for the dedication of parkland or cash-in lieu thereof in accordance with the relevant provisions of the Planning Act, to the satisfaction of the Township of Blandford-Blenheim.
5. If required, the Owner agrees in writing, to install fencing as may be required by the Township, to the satisfaction of the Township of Blandford-Blenheim.

6. The road allowances included in the draft plan of subdivision shall be dedicated as public highways, free of all encumbrances and costs, to the satisfaction of the Township of Blandford-Blenheim.
7. The street included in the draft plan of subdivision shall be named, to the satisfaction of the Township of Blandford-Blenheim.
8. The Owner agrees in writing, to ensure the new local street on this subdivision plan is connected to Elgin Street East and Emma Street at no cost to the Township, to the satisfaction of the Township of Blandford-Blenheim.
9. The Owner agrees in writing, that 0.3 meter (1 foot) reserves shall be conveyed to the Township as required, free of all costs and encumbrances, to the satisfaction of the Township of Blandford-Blenheim.
10. Prior to the approval of the final plan by the County, all lots/blocks shall conform to the zoning requirements of the Township's Zoning By-law. Certification of lot areas, frontages, and depths shall be provided to the Township by an Ontario Land Surveyor retained by the Owner, to the satisfaction of the Township of Blandford-Blenheim.
11. The subdivision agreement shall contain provisions indicating that the owner shall prepare and submit a detailed storm water management report and sediment erosion control plan, as required, to be reviewed and approved by the Township and, if required, the Grand River Conservation Authority (GRCA), and further, the subdivision agreement shall include provisions for the owner to carry out or cause to be carried out any necessary works in accordance with the approved plans and reports, to the satisfaction of the Township of Blandford-Blenheim and, if required, the GRCA.
12. Prior to the approval of the final plan by the County, such easements as may be required for utility and drainage purposes outside of the public right-of-ways shall be granted to the appropriate authority, to the satisfaction of the Township of Blandford-Blenheim and County of Oxford Public Works.
13. Prior to the approval of the final plan by the County, the Owner shall receive confirmation from the County of Oxford Public Works Department that there is sufficient capacity in the Drumbo water system to service the plan of subdivision. Confirmation shall be given in accordance with the "Protocol for Allocation of Water and Sewage Capacity for Development", to the satisfaction of County of Oxford Public Works.
14. The Owner agrees in writing, to satisfy all the requirements, financial and otherwise, including payment of applicable development charges, of the County of Oxford regarding the installation of the water distribution system and other matters pertaining to the development of the subdivision, to the satisfaction of County of Oxford Public Works.
15. The subdivision agreement shall make provision for the assumption and operation of the water distribution systems within the draft plan of subdivision by the County of Oxford, to the satisfaction of County of Oxford Public Works.
16. The Owner agrees in writing that prior to final approval, the Owner shall implement the recommendations of the Functional Servicing Report prepared by Stantec in June 2016 and will provide updates to this report as may be required due to changes that have occurred since it was written, to the satisfaction of the Township and County of Oxford Public Works.

17. Prior to the approval of the final plan by the County, the local fire department shall ensure that adequate fire requirements are being met by the proposed subdivision, to the satisfaction of County of Oxford Public Works.
18. Prior to final approval by the County, the Owner shall properly decommission any abandoned private services (water well, cistern and/or septic system) located on the subject lands, in accordance with the Ontario Water Resources Act, R.S.O. 1990 (Ontario Regulation No. 903) and to the satisfaction of the Township and Oxford County Department of Public Works.
19. The Owner shall agree to prepare, and submit for the approval of Oxford County Public Works, detailed servicing plans designed in accordance with Oxford County Design Guidelines.
20. Prior to the approval of the final plan by the County, the owner shall complete an archaeological assessment of the subject property and mitigate, through preservation or resources removal and documentation, adverse impacts to any significant archaeological resources found. No demolition, grading or further soil disturbances shall take place on the subject property prior to the entering of the appropriate report on the Ontario Public Register of Archaeological Reports and confirmation of same has been received by the County of Oxford.
21. The Owner agrees in writing, to satisfy all the requirements of the appropriate authority regarding the installation of the electrical distribution system and any other matters pertaining to the development of the subdivision.
22. Prior to the approval of the final plan by the County, the Owner shall agree in writing to satisfy the requirements of Canada Post Corporation with respect to advising prospective purchasers of the method of mail delivery, to the satisfaction of Canada Post.
23. Prior to the approval of the final plan by the County, the Owner shall agree in writing, to satisfy the requirements of Union Gas that the owner/developer provide Union Gas Limited with the necessary easements and/or agreements required for the provisions of gas services, to the satisfaction of Union Gas Limited.
24. The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.
25. The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.
26. Prior to the approval of the final plan by the County, the Owner shall provide a list of all conditions of draft approval with a brief statement detailing how each condition has been satisfied, including required supporting documentation from the relevant authority, to the satisfaction of the County of Oxford.
27. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by the Township of Blandford-Blenheim that Conditions 2 to 12 (inclusive) and 16 have been

met to the satisfaction of the Township. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.

28. Prior to the approval of the final plan by the County, the Owner shall secure clearance from the County of Oxford Public Works Department that Conditions 12 to 18 (inclusive), have been met to the satisfaction of County Public Works. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.
29. Prior to the signing of the final plan by the County of Oxford, we are to be advised by the Ministry of Heritage, Sport, Tourism, and Culture Industries that Condition 20 has been met to their satisfaction. The clearance letter shall contain a brief statement detailing how the condition has been satisfied.
30. Prior to the signing of the final plan by the County of Oxford, we are to be advised by the Hydro One that Condition 21 has been met to their satisfaction. The clearance letter shall contain a brief statement detailing how the condition has been satisfied.
31. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Canada Post Corporation that Condition 22 has been met to the satisfaction of Canada Post. The clearance letter shall include a brief statement detailing how this condition has been satisfied.
32. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Union Gas that Condition 23 has been met to the satisfaction of Union Gas. The clearance letter shall include a brief statement detailing how this condition has been satisfied.
33. Prior to the signing of the final plan by the County of Oxford, we are to be advised by the Bell Canada that Conditions 24 and 25 has been met to their satisfaction. The clearance letter shall contain a brief statement detailing how the condition has been satisfied.
34. This plan of subdivision shall be registered within three (3) years of the granting of draft approval, after which this draft approval shall lapse unless an extension is authorized by the County of Oxford.

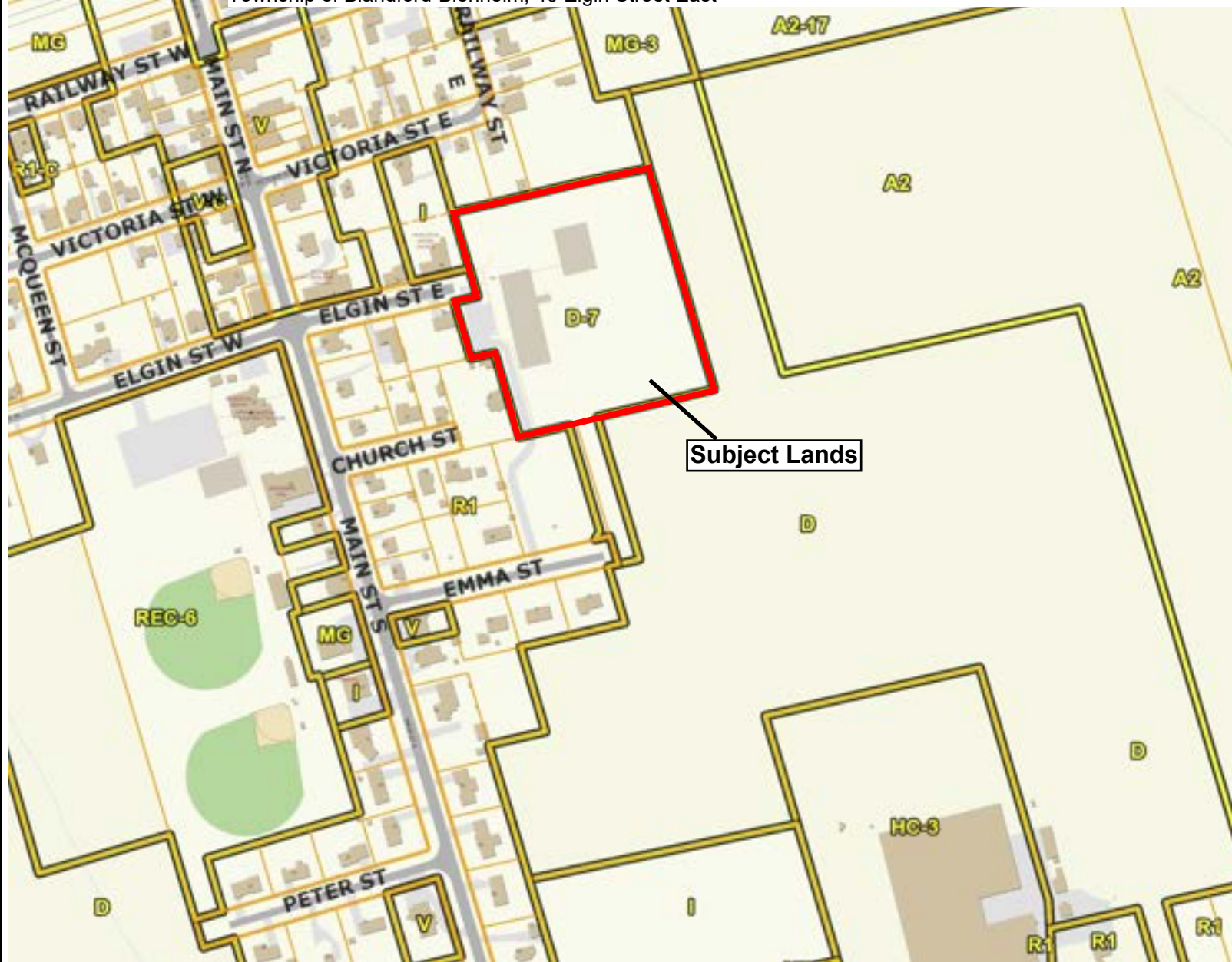
SIGNATURES

Authored by: *'original signed by'*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission: *'original signed by'*

Gordon K. Hough, RPP
Director



Legend

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

Notes



0 102 205 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

November 11, 2022



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)

Subject Lands

Notes



0 51 102 Meters

NAD_1983_UTM_Zone_17N



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February 8, 2023

Public Works MEMORANDUM

TO: All Oxford County Area Municipal Council's

FROM: David Simpson, Director of Public Works

DATE: February 9, 2023

RE: **Oxford County 2024 Transportation Master Plan
Municipal Class Environmental Assessment Study – Phase 1 & 2
Notice of Public Consultation Centre #2 (Virtual), Oxford County**

Oxford County has commenced the 2024 *Transportation Master Plan* Class Environmental Assessment (EA) Study to provide the County with a strategic long-term multi-modal transportation system planning document to 2046. The Study Area encompasses the entire geographic boundary of Oxford County. Public and review agency consultation is a key element of the Master Plan process.

Public Consultation Centre (PCC) #2 will be in virtual meeting format, and will include a presentation by the County's project Consultant (Parsons Inc.) followed by a Question and Answer period. The presentation agenda will include a brief overview of the Class EA Master Plan process, what we heard from residents at PCC #1, existing and future transportation trends in the County, road recommendations to be included in the final report, and next steps in the Master Plan Process. A short survey and interactive map to leave comments on the recommendations will be available through the *Speak-Up! Oxford* (SUO) project web page and remain active 3 weeks after the virtual PCC date. As detailed in the attached notice, the PCC #2 date and registration details are as follows:

Date: Tuesday, March 21, 2022
Time: 6:00 p.m. - 7:30 p.m.
Register: <https://speakup.oxfordcounty.ca/2024tmp>

In addition to the virtual PCC #2, in-Person opportunities for public engagement will also be available on Thursday March 23rd in Ingersoll at Town Council Chambers, Tuesday March 28th in Woodstock at County Council Chambers, and Thursday March 30th in Tillsonburg at Town Council Chambers.

Notice of Virtual PCC #2 and the in-person engagement opportunities will be advertised in local newspapers and social media in advance of these events.

Original signed by:

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

Encl. Notice of Public Consultation Centre #2

Notice of Public Consultation Centre #2

Oxford County 2024 Transportation Master Plan Update

Oxford County has initiated the development of a Transportation Master Plan (TMP) to provide the County with long-term strategic planning for the transportation system through to 2046.

What is the Transportation Master Plan?

The Transportation Master Plan (TMP) will outline the County's vision and goals for its transportation system until 2046. The Plan will consider:

- Population and employment growth in the County;
- Accommodation of future transportation conditions, as well as sustainable and multi-modal transportation solutions (e.g., promoting active transportation); and,
- Specific needs of the County, including people and goods movement, along with agricultural mobility.

Parsons Inc. has been retained by Oxford County to complete the Transportation Master Plan Update. Key objectives of the update include:

- Assess existing and future transportation network conditions and performance, with consideration to travel demand and patterns;
- Identify needs of the transportation system and develop policies to address them; and
- Develop a safe, effective and financially viable integrated transportation system implementation plan that maximizes the use of existing infrastructure and promotes regional connectivity.

The Transportation Master Plan Update is being conducted in accordance with the Master Plan requirements of Phases 1 and 2 of the Municipal Class Environmental Assessment (2000, as amended to 2007, 2011, & 2015), approved under the Ontario *Environmental Assessment Act*.

We want to hear from you

The Project Team is hosting the study's second virtual Public Consultation Centre (PCC) this spring. The purpose of PCC #2 is to:

- Present a summary of what we heard at PCC #1;
- Present observed travel trends and the completed network analysis;
- Present future network recommendations and a proposed implementation plan;

- Summarize supporting policies and strategies;
- Provide an opportunity for the public to view and comment on all the presented material.

Public Consultation Centre #2 will be held online:

Tuesday, March 21, 2023 | 6:00 - 7:30 p.m.

To register and for log-in details, please visit www.oxfordcounty.ca/2024tmp. This site can also be used to provide feedback through an online survey, map tool, or online comment form.

The comment period for PCC #2 is from March 22 to April 11, 2023. However, comments are welcome for the duration of the study. Please see contacts listed below to provide comments.

In addition to the virtual PCC #2, the Project Team is hosting three in-person events to further make known this Transportation Master Plan Update Study and to engage directly with members of the community.

- **Ingersoll** - Town Council Chambers
Thursday, March 23, 2023 from 6:00 to 7:00 p.m.
- **Woodstock** - Oxford County Council Chamber
Tuesday, March 28, 2023 from 6:00 to 7:00 p.m.
- **Tillsonburg** - Town Council Chambers
Thursday, March 30, 2023 from 6:00 to 7:00 p.m.

These events will be promoted through social media, *Speak Up, Oxford!* at www.oxfordcounty.ca/speakup, and other advertisements.

Contacts for information

Ryan Vink, P.Eng.
Oxford County Project Manager
rvink@oxfordcounty.ca | 1-800-755-0394, ext. 3023

John Grieve, MCIP, RPP
Parsons Project Manager
john.grieve@parsons.com | 905-330-9569

Information will be collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.

Posted February 9, 2023

www.oxfordcounty.ca/2024tmp



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council **From:** Trevor Baer

Reviewed By: Rodger Mordue, CAO/Clerk **Date:** Feb 22 2023

Subject: Monthly Report – February **Council Meeting Date:**
March 1 2023

Report #: CS-23-05

Recommendation:

That Report CS-23-05 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 February.

Analysis/Discussion

Administration

Staff are reviewing and coming up with a plan for the new hire for the community services department. Will be posting the position in March and plan on hiring in May 2023.

Staff have started talking to the 3 parties that would be involved in the active Youth drop in centres. Staff presented each group with their role; from these meetings the groups agreed to each of their tasks. We are still working on more details, but it seems to be coming together.

The Adult Drop-in centres are starting up again on March 1st, thanks to the Friends of Princeton Park, and Plattsville Lions. These events will take place Wednesdays, time will be 10am until noon, locations are Princeton Hall, Drumbo Maple Grove, and Plattsville Hall.

Arena

We have had some meeting with different user groups that might want to use the pad this spring. Also have had some calls about ice times for the fall 2023, from new user groups.

Parks

Staff are reviewing the needs of various groups for the summer of 2023. So far most groups are waiting on registration numbers to conform the time that will be needed.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council

From: Trevor Baer

Reviewed By: Rodger Mordue

Date: Feb 23 2023

Subject: Fence repairs

Council Meeting Date: Mar 1 2023

Report #: CS-23-06

Recommendation:

That report CS-23-06 be received; and,

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

Background:

The Township staff had a meeting at the Drumbo and Princeton Baseball diamonds to assess the cost to install mesh at these locations as pricing was requested by community groups to see if they could donate to these projects. At this meeting all the existing assets (fences) were reviewed for future planning.

Analysis/Discussion:

From this meeting the Township was offered a deal to have these fence repairs done in 2023. This was not put in the capital budget 2023, due to fact that we have other projects on the go, and this wasn't a top priority for 2023. Staff have patched them up over the years.

After our meeting took place, staff received a price for the fencing repairs (this cost is not including new mesh, just repairing what we have now), staff would recommend moving forward with the repairs for the 2023 season. Staff reached out to other contractors for a rough estimate for the work, it was \$9,000 to \$15000 more than what we received. The proposing contractor has done work for our township in the past.

This work will include adding new mesh wire, and adding support posts in some areas. Which will prolong the life of the fences.

Financial Considerations:

Staff plan for the future by putting funds away for the assets in our township. The funding goes into the reserve, which are put into the capital budget. Our parks reserve funding, has funding for our asset of Baseball fences. The cost of this project will be about \$12000. The funding would come out of the park's capital budget, prolonging the life of the fencing. This plan would still leave the capital funding in good shape for our other assets, due to the fact that staff try and save a percentage each year for the existing assets that the township owns.

Respectfully submitted by:

Trevor Baer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date:	February 23, 2023
Subject:	Monthly Report	Council Meeting Date:	March 1, 2023
Report #:	PW-23-04		

Recommendation:

That Report PW-23-04 be received as information.

Capital

- Gobles CN Bridge – It has been determined that the bridge deck needs to be replaced. The work is being scheduled to start in April of 2023 with completion by the end of June 2023. Staff continue to change out and/or hook up a generator to the traffic lights at the bridge. This time is being charged back to CN.
- Princeton Pond Expansion project – The new storm water pond fore bay is almost complete, once it is finished excavation on the main pond will start. Staff continues to work with KSmart and local residence on finding suitable dump sites for the excess material. We have received our permit from CN to allow the boring under the tracks. Staff is working with the contractor to get a schedule made for the completion of the work. The first phase of the tender for the Princeton road and storm reconstruction has closed. See staff report PW-23-05 for results.

County Shared Service/Road Association/Training

- Shared Services meeting – The service sharing committee met in Zorra in February. We discussed the upcoming construction season, who was tendering for what and the possibilities of any joint tenders. We have booked some Book 7 training for all public works staff and a chainsaw refresher for those that need one.
- Road Association – The next meeting will be March 9.
- AORS – The BOD will be meeting virtually on March 8 to discuss the 2023 operating budget and review the 2023 training plans. We will have another in person board meeting on April 16 and the AORS AGM will be held on April 17 during the Good Roads conference.

Other

- The month of February has been one of the warmest on record. We did see some winter storms and some cold, however most of the month we were able to do some grading, road side garbage pickup, pot hole repair. We have also utilized staff resources and equipment to work on the Romano Pond when the weather has allowed.
- Met with suppliers to discuss prices for 2023 budget and availability.
- Coordinated the construction of the Romano storm water pond site in Princeton.
- 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.
- Working with KSmart on the tender for the first phase of the Princeton project.
- Staff has published the Spring gravel tender, results will be brought to council on March 15th.
- Staff is enrolled in a Bridges & Culverts inspection course.
- Staff is still continuing to meet with land owners at outdoor sites to discuss ditch or road issues.

Attachments Service Sharing minutes

Respectfully submitted by:



Jim Borton CRS-I
Director of Public Works

Service Rationalization

MEETING MINUTES

DATE: February 8, 2023

LOCATION: Zorra

PRESENT: Adam Prouse, Tom Lightfoot, Jim Borton, Shawn Vanacker, Ken Farkas, Doug Wituik, Richard Sparham, Steve Oliver

REGRETS: Frank Gross, Daniel Locke

COMMITTEE CHAIRMAN: Steve Oliver

SECRETARY: Tom Lightfoot

ITEM	ACTION	ASSIGNED TO
1. Meeting called to order	10:05 am	
2. Minutes of Last Meeting:	Reviewed- Moved by Adam Seconded by Ken	
3. Correspondence/ Speaker	None	
4. Old Business	Adam- Bus trip to Cargill's Cleveland salt mine. Tour would be last week of August, still looking into transportation.	
5. New Business	<p>Steve- Weather forecasts, Weather advisories are not being applied to the forecast even when they are issued by Environment Canada. Forecasts that don't reflect what other weather forecasts are releasing. The discrepancies are large ie: forecasting 70cm of snow when others aren't forecasting any. Shawn will reach out to them. We will investigate options for next year's contract.</p> <p>Tom- Tree tender discussion on who is issuing one and if anyone does a bid bond for them.</p> <p>Jim- HDPE culvert pricing, Jim will reach out to Hubble, Ken will reach out to Armtec for pricing.</p> <p>Richard- Crack sealing tender, Oxford County will be issuing a tender again this year. Shawn will be reaching out to see who is interested and getting quantities and maps of the locations.</p> <ul style="list-style-type: none"> - Line painting, Oxford County will continue to paint as in the past, but the group should look at options for the future, possibly a joint tender. 	
6. Round Table	<p>Jim- Fuel monitoring discussion, SWOX uses Fuel Lock, Norwich uses GIR fuel systems.</p> <p>Tom- Gravel tender discussion.</p> <p>Shawn- discussion on how others deal with picking up loads of gravel. Do others tender or just go with the closest pit for small jobs.</p> <p>Shawn- truck rodeo discussion.</p> <p>Steve- Street sweeping, possible tender discussion.</p> <p>Steve- Road occupancy, MC permit fee's discussion.</p> <p>Adam- Budget increases discussion</p>	
7. Health & Safety	Jim- Book 7 training is all set up for April 11 th , 12 th at the Princeton Hall.	
8. Next Meeting	March 16, 2023 - 10:00 am start at Oxford County	
9. Adjourned	12:04 pm Moved by Ken Seconded by Doug	

Service Sharing Meeting Dates 2023

January 12 EZT

February 9 Zorra

March 16 Oxford County

April 13 Blandford Blenheim

May 11 Norwich

June 15 SWOX

September 13 Tillsonburg

October 12 Woodstock

November 9 Ingersoll

December 13 Zorra



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date:	February 23, 2023
Subject:	Princeton Phase 2	Council Meeting Date:	March 1, 2023
Report #:	PW-23-05		

Recommendation:

That Report PW-23-05 be received for information;

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

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

Background:

The Princeton Street reconstruction and storm water improvement project has been in the Townships long term plan for many years now. After some delays the project has been given the green light. Township staff has been working with staff from KSmart Engineering over the last couple of years to get to this point.

Phase 1 of this project has been started in 2022 with the construction of the Romano Storm Water Management Pond. This tender is for phase 2, the reconstruction of the west side of Main St. from Peter St. to and including Railway St. W. The project is expected to take 16 weeks

Analysis/Discussion:

The tender was done through bids&tenders. Since using the procurement site, the Township has had better responses for it tenders. The Princeton tender had 28 plan takers and received 6 competitive bids.

<i>Contractor</i>	<i>Tender Amount</i>
GHN Group	\$3,417,238.75
Viewcon Construction	\$3,707,304.80
Oxford Civil Group	\$3,937,173.07
E & E Seegmiller Limited	\$4,149,327.00
Sierra Infrastructure	\$4,170,971.04
Steed and Evans Limited	\$4,690,730.41

KSmart and Township staff have reviewed all the bids and the bids meet the criteria layed out within the tender. The low bid is from GHN Group, references have been called and all have confirmed that this group does good work, are easy to work with and complete jobs on time. They have done work in the past in Oxford County for the Township of Zorra. It is the believe of staff that this contract should be awarded to GHN Group.

Financial Considerations:

The Engineer's estimate was \$3,8000,000.00

GHN Group tender bid \$3,417,238.75

Attachments: Map showing phase and KSmart recommendation letter

Respectfully submitted by:



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



K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS & PLANNERS

85 McIntyre Drive
Kitchener, ON N2R 1H6

Tel: 519-748-1199
Fax: 519-748-6100

Feb 23, 2023

File No. 22-303

Mr. Jim Borton
Director of Public Works
Township of Blandford-Blenheim
47 Wilmot Street
Drumbo ON N0J 1G0

**RE: PRINCETON DRAINAGE SYSTEM 2022 – PHASE 2
CONTRACT NO. 2023-01
RECOMMENDATION OF AWARD OF TENDER**

Dear Jim:

GHN Group submitted the low tender bid for \$3,417,238.75, not including HST.

All the bids submitted are listed below, not including taxes.

<i>Contractor</i>	<i>Tender Amount</i>
GHN Group	\$3,417,238.75
Viewcon Construction	\$3,707,304.80
Oxford Civil Group	\$3,937,173.07
E & E Seegmiller Limited	\$4,149,327.00
Sierra Infrastructure	\$4,170,971.04
Steed and Evans Limited	\$4,690,730.41

Although we have yet to work with GHN Group, we did check with three other municipalities where they listed having experience, and all three provided a positive recommendation.

GHN Group has successfully performed similar projects in the County of Oxford for the Township of Zorra.

We recommend that the contract be awarded to GHN Group for \$3,417,238.75, not including HST, subject to the final valuation of the completed work.

If you agree, please have the agreement, which forms part of the contract, completed and signed by both parties and a copy mailed to us.

If you have any questions, please get in touch with the undersigned.

Yours truly,

Kevin Death, C.E.T.
K. Smart Associates Limited



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	February 23, 2023
Subject:	Monthly Report	Council Meeting Date:	March 1, 2023
Report #:	DS-23- 03		

Recommendation:

That Report DS-23-03 be received as information

Background:

Monthly activities of the Drainage Department to February 23, 2023

Analysis/Discussion

- Working on drain maintenance and various site meeting to review work required with ratepayers.
 - Working with lawyer on compliance letters.
 - Commenting on planning applications
- 11 locates for ON 1 Call in January 24 2023 including 3 emergency locates.
- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site and asset management, 100-year storm review, update SWMP mapping
 - Mitchell Drain County and Region have submitted petitions for drainage works, for the construction work being proposed at Trussler Road and Oxford Road 8. Council has accepted petition from County and Region for improved outlet, Engineer appointed on September 4 2019. Kenn Smart (Project Engineer). Had meeting with Engineer, Folling and Hurlbut about next step. Site meeting January 29 2020 for the road petition. Engineer working on concept plans and cost estimates. Reviewed site with Curtis (P.ENG) and working on the next site meeting for Ratepayer to review option for new report with second site meeting spring of 2023

- Princeton Drainage System 2022 Engineer has filed final report. Report dated July 29/22 filed with the Township on August 8, 2022. Consideration of report was September 7th, 2022. Court of revision at October 5th, 2022 council meeting, By-law 2313-2022 passed October 19 2022 3rd reading. Working on Construction of Romano SWMP with two forces and local contractors. Working on Tender document for Phase 1 of Construction in 2023 to be tender in February see Jim Borton report on tender results
- Princeton Drain Section 78 report has been approved by GRCA and council and will be added to the new Engineer's Report for Princeton Drainage System 2022 report filed as part of Princeton Drainage System 2022 consideration of report September 7th 2022 COR at October 5th 2022 council meeting, By-law passed October 19 2022 3rd reading. This project will be tender with Princeton Drainage System 2022
- Hanchiruk Drain (Magda) petition received and P Eng. appointed at December 18 2019 council meeting, GRCA have been informed of the appointment. Site meeting with Magda and Engineer February 4 2020 engineer has been reviewing option with Magda. Drain is temporary on hold for Magda to review route options. ON HOLD
- Working on SWMP with engineer on the silting issue at the outlet at Fennel and Todd Way, final design has been reviewed and approved by Township Engineer, the repair work to the outlet to be done Fall 2022 (SEPT/OCT) by developer (still waiting for contractor) last update February/March Construction
- McCrow Drain Council accepted petition for drainage on September 2, 2020. Engineer appointed October 7, 2020; project Engineer will be Curtis MacIntyre K Smart & Assoc. site meeting held March 23 2021. Engineer working on surveys and design and has sent info to GRCA for comments. 2nd site meeting was held on November 15th 2022. Report was filed on November 29 2022 was considered on December 21 2022 and By-law 2334-2022 was provisionally adopted. Court of Revision to be January 18th 2023 third reading of by-law to be March 1 2023 working on tender document with P Eng.
- Hughes Drain major settlement and major repair will be required See Section 78 report DS 22-03 appointment of Engineer. John Kuntze has accepted appointment as project Engineer from K Smart & Assoc site meeting spring 2023
- Hotson Drain drainage petition received by Council June 15 2022. Engineer appointed August 3, 2022, project Engineer will be Curtis MacIntyre of K Smart & Assoc. Onsite meeting was September 6th @10.00am at Township Road 8 and Blandford Road, working on survey.
- Holt Drain, Brant County have accepted Section 78 request. Brant have appointed K Smart & Assoc. (Curtis MacIntyre) Onsite meeting was on September 20th 2022 in Princeton engineer working on design options and survey
- Township Road 8 and Hubbard Road petition by Jim Borton Director of Public Works received by Council June 1 2022 council appointed Engineer August 3 2022, project Engineer will be Curtis MacIntyre of K Smart & Assoc. Site meeting November 3rd 2022, working on Survey

- Baker Drain Council accepted petition on September 7th 2022 for repair and improvements. Engineer was appointed on October 19th 2022 project Engineer will be Curtis MacIntyre of K Smart & Assoc.
- Working on CLI-ECA (Consolidated Linear Infrastructure – Environmental Compliance Approval) report with Adam and Jim Burton sent update info to MECP for final approval. (ECA Number 334-S701)
- Attended by 2 council meeting
- Attended Staff Meeting
- Working on Drumbo SWMP on details of ownership and existing subdivision agreements
- Working on updates on the Municipal Service Standards
- Working on Plattsville Development Phase 3 and 4 drainage report with Kenn Smart
- Attend DSAO/LICO conference in London
- Webinar with ON1CALL re new regulation effective April 1 2023 (late locals)

Financial Considerations:

None

Attachments:

None

Respectfully submitted by:

Jim Harmer

Jim Harmer Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug Director of Finance
Reviewed By:	Rodger Mordue	Date:	February 21, 2023
Subject:	Ontario Regulation 284-09	Council Meeting Date:	March 1, 2023
Report #:	TR-23-03		

Recommendation:

That Report TR-23-03 be received as information;

And further that report TR-23-03, with respect to Ontario Regulation 284/09 for the budget year 2023, be adopted.

Background:

The Province of Ontario passed Ontario Regulation 284/09 (O. Reg 284/09) that requires municipalities to report on whether they are budgeting for amortization expense, post-employment benefit expense and solid waste landfill closure and post-closure expenses. If municipalities do not budget for these expenses, Council must acknowledge the impact and potential consequences.

Analysis/Discussion:

The Township of Blandford-Blenheim in developing its budget for the year 2022 has included the following:

1. Transfers to reserves for tangible capital asset renewal amounts (total transfers to reserves \$3,558,212, for capital assets \$2,901,127) that are greater than the historical amortization of its current assets (2021 total amortization \$1,862,926).
2. The Township does not currently have any retired employees that are eligible for these benefits.
3. The Township of Blandford-Blenheim does not have a landfill site and therefore is not subject to solid waste landfill closure and post-closure expenses.

The result of the above inclusions in the budget decreases the operating surplus as the amounts transferred to reserve for capital purposes exceed the current amortization required under O.Reg. 284/09.

Financial Considerations:

The exclusion of amortization from the 2023 budget and including a higher transfer to reserves and capital funds to replace the Township of Blandford-Blenheim's tangible capital assets will result in Township assets being replaced in a timely manner without large fluctuations on the Township's tax rate.

Attachments:

None

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance/Treasurer
Reviewed By:	Rodger Mordue, CAO/Clerk	Date:	November 29, 2022
Subject:	Asset Management Coordinator shared position	Council Meeting Date:	December 7, 2022
Report #:	TR-22-18		

Recommendation:

THAT Staff Report TR-23-04 be received as information;

AND THAT Council authorize the execution of the Asset Management Shared Services Agreement with the County of Oxford

Background:

On January 1, 2018, O. Reg 588/17 Asset Management Planning for Municipal Infrastructure came into force. This regulation requires further advancement in the Township's Asset Management Program. Township staff continue to work towards meeting all requirements in the regulation.

In order to meet these requirements, Council approved the hiring of an Asset Management Coordinator to be shared amongst four of the rural Oxford municipalities in December of last year. The approved budget included a net amount of \$25,000 to fund this new position.

Discussion:

County staff reached out to the Townships expressing interest in hosting the position so that a team approach could be offered and efficiencies realized. Township staff had discussions with County staff to clarify the scope and expectations of the support services required. With the hiring of an additional FTE, approved at the February 8, 2023 meeting, the County has the capacity to provide these services and is able to offer greater flexibility to satisfy the needs of the individual Townships through a team approach.

The shared service approach will also provide for the benefit of enhanced coordination of long term capital planning to ensure services are delivered at the best value to the residents. For example, the timing of projects within a roadway corridor would be planned based on

the lifecycle and service level needs for all assets within that corridor, regardless of who the asset owner is.

The shared service agreement gives the Township access to the County's entire Capital Planning division including use of the Procurement Officer. We feel that this teamwork approach will greatly benefit the Township.

Financial Considerations:

The estimated costs from the County to deliver the services required was \$24,300. This assumes 1 day per week for 50 weeks for the Capital Analyst, 50 hours per year for the Procurement Officer and quarterly meetings with the Manager of Capital Planning.

There was already \$25,000 included in the 2023 operating budget for a shared position; therefore, there is no effect on the 2023 budget.

Attachments:

Asset Management Shared Service Agreement

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer

**ASSET MANAGEMENT SHARED SERVICES
AGREEMENT**

THIS AGREEMENT is made and entered into this 1st day of March, 2023.

Between:

COUNTY OF OXFORD

21 Reeve Street, Woodstock, Ontario
(hereafter referred to as the "**County**")

-and-

TOWNSHIP OF BLANDFORD-BLENHEIM

47 Wilmot Street S., Drumbo, Ontario
(hereafter referred to as the "**Township**")

regarding the provision of asset management services for the Township (hereinafter called the "Services"), the Parties enter into this Agreement on the following terms and conditions:

1.0 Definitions

- (a) "**Business Day**" means a day other than a Saturday or Sunday when chartered banks are open for business in the Province of Ontario;
- (b) "**Parties**" means, collectively, the County and the Township, and "**Party**" means either of the County or the Township;

2.0 Interpretation

2.1 For all purposes of this Agreement:

- (a) Any reference to a particular "article", "section", "paragraph", "clause" or other subdivision is to the specified article, section, paragraph or other subdivision of this Agreement unless otherwise expressly stated or where the context otherwise requires.
- (b) The headings and index are for convenience only and do not form part of this Agreement and are not intended to interpret, define or limit the scope, extent or intent of this Agreement or any provision hereof.
- (c) Any reference to currency is to Canadian currency and any amount advanced, paid or calculated is to be advanced, paid or calculated in Canadian currency.
- (d) Words importing the masculine gender include the feminine or neuter gender, and words in singular include plural and vice versa. Any reference to any entity is to such entity and to any entity that is a successor to such entity.

The County and the Township agree as follows:

3.0 Description of Services

- 3.1 Notwithstanding Section 10.0, the County shall perform the services defined in Schedule A (the "Services").
- 3.2 Services are to be performed a minimum of one day per week on site at the Township Office during normal working hours, with the exception of when designated employee is on training, vacation, personal leave or due to extenuating circumstances.
- 3.3 The County shall designate one Capital Planning Analyst as the main point of contact for the Township.
- 3.4 The County will utilize the staff of the Capital Planning division to perform the services under this agreement.
- 3.5 The County's Manager of Capital Planning will meet, at minimum, quarterly with the Township to coordinate all Services provided in accordance with this Agreement.

4.0 County's Warranties

- 4.1 All Services shall be performed diligently and to a high standard of professional competence.
- 4.2 The County warrants that all staff performing services under this agreement will maintain the required skills and training.
- 4.3 The County warrants that it shall perform the Services without a conflict of interest.
- 4.4 The County warrants that it has all necessary corporate power and authority to enter into this agreement and to perform its obligations hereunder.
- 4.5 The County warrants that it shall comply with all federal, provincial and municipal laws in Canada while performing the Services hereunder, including the Human Rights Code (Ontario), as amended.

5.0 Cost

- 5.1 The County shall provide the services on a cost recovery basis based on hours worked by position and mileage reimbursement for use of personal vehicle based on the County's Expense Claim Policy, which refers to the "Automobile Deduction Limits and Expense Benefit Rates for Business" as published annually by the Department of Finance Canada.
- 5.2 The Hourly Rate will be established annually for each position within the County's Capital Planning Division and communicated to the Township upon the passing of the County's Budget.
- 5.3 Fees for any external costs required in the performance of the Services under this Agreement, must be expressly agreed to by the Township prior to being incurred, and are to be billed directly to the Townships wherever possible. If billing is required through the County it will be on a cost recovery basis in accordance with the terms of Section 6.0.

6.0 Billing

- 6.1 The County shall be paid for the due performance of the Services as required under the terms of this Agreement.
- 6.2 The County will provide to the Township an invoice showing a detailed breakdown of costs within twenty (20) days of each calendar quarter for the services rendered during the previous quarter.
- 6.3 The Township shall make such payments to the County within thirty (30) calendar days after receipt of the invoice.
- 6.4 No payment shall be made until the Township is satisfied with the Services referred to in the invoice. In the event the Township is not satisfied with a billing, the County will be given written notice and reasonable time to reply.
- 6.5 Any payment obligation of the Township outstanding as of the date of termination or expiration of this agreement shall survive such termination or expiration.

7.0 Term

- 7.1 Notwithstanding Section 10.0, the term of this Agreement shall commence on March 1, 2023 and shall remain in full force and effect for a period of three years (the "Term"). If not expressly renewed in writing or superseded by a new agreement, this Agreement shall be deemed to have been automatically renewed for a period of indefinite duration unless and until one of the Parties provides written notice of termination as contemplated in paragraph ten (10) below.

8.0 Personnel

- 8.1 None of the terms or obligations of this Agreement shall be assigned by the County.
- 8.2 For the County to fulfil its obligations, the Township shall provide full, free and safe access to Township facilities and systems, as reasonably required. The Township shall also provide necessary access to its employees and agents to allow the County to fulfil its obligations. During a pandemic, virtual access will be provided as an alternative to on-site access.
- 8.3 The Township or persons authorized by the County shall have the right at all reasonable times to inspect or otherwise review the work performed or being performed by the County under this Agreement.

9.0 Limitation of Liability, and Indemnification

- 9.1 The County shall, at all times, indemnify and save harmless the Township and its officers, directors, agents and employees from and against all claims, damages, losses and expenses, including, but not limited to attorneys' fees, court and arbitration costs, or other proceedings made, sustained, brought or prosecuted that are based upon, or attributable in any way to the negligent acts, errors or omissions of the County in connection with Services performed, purportedly performed or required to be performed by the County under this Agreement.
- 9.2 The Township shall, at all times, defend, indemnify and save harmless the County and its subcontractors, consultants, agents, officers, directors and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, court and arbitration costs, arising out of or resulting from the Services of the County, inclusive of claims made by third parties, or any claims

against the County arising from the acts, errors or omissions of the County, its employees, agents, contractors and subcontractors. To the fullest extent permitted by law, such indemnification shall apply regardless of strict liability of the County. Such indemnification shall not apply to the extent such claims, damages, losses or expenses are finally determined to result from the County's negligence.

- 9.3 The County agrees that it will provide under this Agreement the standards of care, skill and diligence normally provided in the performance of services in respect of work similar to that contemplated by this Agreement. The County's liability under this Agreement shall be limited to loss or damage attributable to the negligent acts of the County, its officers, servants or agents, or their failure to provide the standards of care, skill and diligence aforesaid. In no event shall the County be liable for loss or damage occasioned by delays beyond its control, or for loss of earnings or for other consequential damage howsoever caused.
- 9.4 The Township, in consideration of the provision by the County of the Services set forth in this Agreement, agrees to the limitations of the liability of the County aforesaid. The Township shall have no right of set off against any billings of the County under this Agreement.

10.0 Termination

- 10.1 Each party shall be relieved of its obligations under this Agreement in the event of, and subject to, acts of god, war, government regulations, fire, flood or explosion, strikes or lockouts which may make it inadvisable, illegal or impossible to carry out this Agreement. Each party shall also be relieved of its obligations due to causes beyond each party's reasonable control.
- 10.2 Either party may terminate this Agreement at any time, without fault and without liability, upon twelve (12) weeks' written notice to the other.
- 10.3 Either party may terminate this Agreement at any time if the other does not comply with any of its terms, provided notice is given and the party failing to meet its obligations is given a reasonable time to comply.

11.0 Confidentiality

- 11.1 The County, its directors, officers, employees, agents and volunteers shall hold confidential and shall not disclose or release to any person, other than duly authorized representatives of the Township, at any time, either during or following the Term, except where required by law, any information or document relating to this Agreement, or the Services without the prior written consent of the Township. In the event that the County is required by law to do so, the County shall give notice to the Township of the requirement.
- 11.2 The Township recognizes that through previous employment or engagements, the County may possess information, data, and secrets confidential to other persons who have used their services. Nothing in the work related to the County's services requires them to divulge data or secrets to the Township or to use any such information in the provision of the Services.

12.0 Arbitration of Dispute

- 12.1 In the event that a dispute arises, or disputes arise between the parties which cannot be resolved, the dispute shall be submitted to arbitration by a notice (the "**Arbitration Notice**") transmitted by personal delivery to the other Party in the manner set forth in the notice provisions of this Agreement. The date on which the

Arbitration Notice is delivered is the “**Notice Date**”. Subject to the provisions hereinafter set forth, the arbitration will be conducted and determined in accordance with the *Arbitration Act 1991* (Ontario), as amended from time to time, and the procedures identified in this Article.

- 12.2 All meetings and proceedings shall be held in the municipality of the County or a reasonable alternate at a time and location as determined by the Parties.
- 12.3 The arbitration will be conducted by a single arbitrator with suitable expertise to be agreed upon by the Parties. If the Parties cannot agree on the arbitrator within ten (10) Business Days of the Notice Date, either Party may request a judge of the Ontario Superior Court of Justice (General Division) to appoint the arbitrator.
- 12.4 Upon failure, refusal or inability of the arbitrator to act, his or her successor shall be appointed in the same manner as for the original appointment.
- 12.5 The arbitrator shall commence the arbitration hearing within forty-five (45) Business Days of their appointment, and the arbitrator shall use reasonable efforts to complete the arbitration within thirty (30) days of the date that it is commenced. The arbitrator shall use reasonable efforts to render a decision within ten (10) days after the arbitration is completed.
- 12.6 The arbitrator shall render his/her decision in writing with counterpart copies to both Parties. The costs of the arbitration, including the fees and expenses of counsel, expert and witness fees, and costs of the arbitrator shall be at the discretion of the arbitrator, who shall have the power to make any award which is just in the circumstances.
- 12.7 The arbitrator shall not have the right to amend, change or vary any of the terms or conditions of this Agreement. The Parties will, subject to any agreement between them or an order of the court to the contrary, abide by the determination arising out of an arbitration conducted pursuant to this Article including during any period in which an appeal from the determination is pending.

13.0 Matters Excluded from Arbitration

- 13.1 The following matters shall be excluded from arbitration under Section 12.0:
 - (a) claims for contribution or indemnity by a Party against the other Party brought in the same court as the court in which the suit against the Party is brought;
 - (b) a decision by either Party to terminate this Agreement pursuant to Section 10.0; and
 - (c) the right to amend, change or vary any terms of this Agreement.

14.0 Notices

- 14.1 Notices under this Agreement shall be given in writing by personal delivery, email transmission or by prepaid mail delivery.
- 14.2 Notice by mail shall be deemed to have been given on the fourth business day after the date of mailing and notice by personal delivery or email transmission shall be deemed to have been given on the date of delivery or transmission.
- 14.3 For the purposes of this Agreement, the address of the County is:

Oxford County

21 Reeve Street, P.O. Box 1614
Woodstock, Ontario N4S 7Y3
Attention: Director of Corporate Services
Email: customerservice@oxfordcounty.ca

and the address of the Township is:

Township of Blandford-Blenheim

47 Wilmot St. S., Drumbo, Ontario N0J 1G0
Attention: Director of Finance

15.0 Representatives

15.1 Oxford Representative shall be the **Manager of Capital Planning**. The Township's Representative shall be the **Director of Finance**. Each party may designate different representatives by notice in writing.

16.0 Enurement

16.1 This Agreement shall enure to the benefit of and be binding upon the successors and assignees of the County and upon the successors and assignees of the Township.

17.0 Representations and Warranties

17.1 All representations, warranties, covenants and limitations of liability in this Agreement shall continue in force after the termination or expiry of this Agreement.

18.0 Independent Service Provider

18.1 This Agreement is a contract for a particular and nonexclusive service. The County is not and shall not hold itself out as an agent, employee or partner of the Township.

18.2 As between the Township and the County, the County is solely responsible for all legally required employer and employee contributions and deductions for itself and its employees, including without limitation Worker's Compensation, Canada Pension Plan, Unemployment Insurance and federal and provincial income taxes.

19.0 Amendments, Alterations and Additions

19.1 If at any time during the continuance of this Agreement the Parties consider it necessary or expedient to make any amendment, alteration, or addition to this Agreement they may do so by means of a written agreement between them which will be supplemental to this Agreement and thereafter will form part of this Agreement.

20.0 Governing Law

20.1 This Agreement will be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

21.0 Counterparts

21.1 This Agreement may be executed in any number of counterparts, and/or by facsimile or e-mail transmission of Adobe Acrobat files, each of which shall constitute an original and all of which, taken together, shall constitute one and the

same instrument. Any Party executing this Agreement by fax or Adobe Acrobat file shall, immediately following a request by any other Party, provide an originally executed counterpart of this Agreement provided, however, that any failure to so provide shall not constitute a breach of this Agreement except to the extent that such electronic execution is not otherwise permitted under the *Electronic Commerce Act, 2000* (Ontario).

22.0 Severability

22.1 Any provision of this Agreement that is prohibited or unenforceable in any jurisdiction will, as to that jurisdiction, be ineffective to the extent of the prohibition or unenforceability without invalidating the remaining provisions.

23.0 Entire Agreement

23.1 Subject to paragraph 3.1, this Agreement, including Schedule A – Scope of Services, constitute the entire Agreement between the Parties. There are no other agreements, understandings, representations or warranties, either collateral, oral or otherwise.

IN WITNESS WHEREOF this Agreement has been executed by the duly authorized signatories of the parties hereto.

County of Oxford

NAME: Ben Addley
TITLE: Interim Chief Administrative Officer
SIGNATURE: _____
DATE:

NAME: Lynn Buchner
TITLE: Director of Corporate Services
SIGNATURE: _____
DATE:

I/We have the authority to bind the corporation

Township of Blandford-Blenheim

NAME: Mark Peterson
TITLE: Mayor
SIGNATURE: _____
DATE:

NAME: Rodger Mordue
TITLE: CAO / Clerk
SIGNATURE: _____
DATE:

I/We have the authority to bind the corporation

Schedule A
Scope of Services

- Work to meet the deadlines as outlined in the regulations set out in The Asset Management Planning for Municipal Infrastructure Regulation (O. Reg. 588/17 as amended by O.Reg. 193/21) was made under the Infrastructure for Jobs and Prosperity Act, 2015, and it came into force on January 1, 2018, including;
 - determining lifecycle strategies;
 - develop risk management frameworks;
 - develop condition and capacity protocols;
 - define levels of service frameworks, accommodating both current and proposed levels of service;
 - implementing deliverables in the asset management software;
 - completing asset management plan updates and progress reports.
- Establish a working group within the Township to engage the appropriate departments in the process.
- Ensure that finance, studies, and other specialists are included in the asset management planning process.
- Examine the potential advantages of municipal partnership, sharing resources, bundling projects into a single procurement and develop grant opportunities from these advantages.
- Maintain records and provide written reports in relation to all aspects of the asset management deadlines.
- Attend Council meetings when requested.
- Make recommendations to the Township and conduct research as necessary in relation to asset management.
- Prepare public education and awareness materials and articles to educate the public regarding asset management.
- Asset Retirement Obligations.
- Annual asset changes required for PSAB.

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2334-2022

McCrow Drain

A By-law to provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford.

WHEREAS the Council of the Township of Blandford-Blenheim in the County of Oxford appointed Curtis McIntyre, P. Eng., of K. Smart Associates Limited, of Kitchener, Ontario, and the Section 4 and 8 report is attached hereto and forms part of this By-law.

AND WHEREAS the estimated total cost of this report consisting of the engineering, construction costs and administration is \$180,000.00.

THEREFORE the Council of The Corporation of the Township of Blandford-Blenheim pursuant to the Drainage Act, R.S.O. 1990, and amendments thereto, enacts as follows:

1. The report dated November 24, 2022 and attached hereto, is hereby adopted and the Drainage Works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2. The Corporation may borrow on the credit of the Corporation the amount of **\$180,000.00** being the necessary amount for construction of the Drainage Works.
3. The Corporation may arrange for the issue of debentures on its behalf for the amount borrowed, less the total amount of,
 - (a) grants received under Section 85 of the Act;
 - (b) commuted payments made in respect of lands and roads assessed within the municipality;
 - (c) moneys paid under subsection 61(3) of the Act; and

such debentures shall be made payable within Five (5) years from the date of the debenture and shall bear interest at a rate to be established at the date of the sale of such debentures.

The County of Oxford shall handle the sale of such debentures, with interest at the prevailing rates at the time of debenture sale. The Municipality of the Township of Blandford-Blenheim shall make annual payments without coupons payable to the County of Oxford.

4. A special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for Five (5) years, the year following the due date of the final invoice that calculates the actual costs of the Drainage Works in accordance with the Schedule contained in this By-law.

5. This by-law comes into force on the passing thereof and may be cited as **McCrow Drain.**

Read a First and Second Time this 21st day of December, 2022.

Rodger Mordue, CAO/Clerk

Mark Peterson, Mayor

Read a Third Time and Finally Passed this _____ of _____, 2023

Rodger Mordue, CAO/Clerk

Mark Peterson, Mayor

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2350-2023**

Being a By-law to appoint Dave Robertson and Drew Davidson as Property Standards Enforcement Officers for the Township of Blandford-Blenheim.

WHEREAS Section 3(1) of the Building Code Act, R.S.O. 1990, Chapter B.13 provides that the Council of each municipality is responsible for the enforcement of this Act in the municipality;

AND WHEREAS Section 3(2) of the Building Code Act, R.S.O. 1990, Chapter B.13, directs that each municipality shall appoint a Chief Building Official and such inspectors as are necessary for the purpose of the enforcement of the Act in areas in which the municipality has jurisdiction;

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

1. That Drew Davidson is hereby appointed as a Property Standards Enforcement Officer for the Township of Blandford-Blenheim pursuant to the provisions of the Building Code Act.
2. That Dave Robertson is hereby appointed as a Property Standards Enforcement Officer for the Township of Blandford-Blenheim pursuant to the provisions of the Building Code Act.
3. That this By-law shall come into force and take effect on March 1, 2023.

READ A FIRST AND SECOND TIME THIS 1st day of March, 2023.

READ A THIRD TIME AND FINALLY PASSED THIS 1st day of March, 2023.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2351-2023

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

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

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

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

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

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

By-law read a first and second time this 1st day of March, 2023.

By-law read a third time and finally passed this 1st day of March, 2023.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE