

# TOWNSHIP OF BLANDFORD-BLENHEIM

## COUNCIL MEETING AGENDA

Wednesday, February 1<sup>st</sup>, 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 February 1<sup>st</sup>, 2023 Regular Meeting of Council be adopted.

### 4. Disclosure of Pecuniary Interest

### 5. Minutes

#### a. [January 18<sup>th</sup>, 2023 Minutes of Council](#)

Recommendation:

That the minutes of the January 18<sup>th</sup>, 2023 Meeting of Council be adopted, as printed and circulated.

### 6. Business Arising from the Minutes

### 7. Public Meetings

None.

### 8. Delegations / Presentations

#### a. [Ronda Stewart, Economic Development Director, Rural Oxford Economic Development, Re: 2022 Year in Review Report](#)

#### b. [Denise Krug, Director of Finance, Township of Blandford-Blenheim, Re: 2023 Draft Budget, Operating and Capital](#)

### 9. Correspondence

#### a. Specific

None.

**b. General**

- i. [David Simpson, Director of Public Works, Oxford County, Re: Oxford County Proposed Backflow Prevention Program Notice of Public Consultation Centres.](#)

Recommendation:

That the general correspondence items be received as information.

**10. Staff Reports**

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

- i. [CS-23-02 – Monthly Report](#)

Recommendation:

That Report CS-23-02 be received as information.

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

- i. [PW-23-02 – Monthly Report](#)

Recommendation:

That Report PW-23-02 be received as information.

**c. Jim Harmer – Drainage Superintendent**

- i. [DS-23-02 – Monthly Report](#)

Recommendation:

That Report DS-23-02 be received as information.

**d. Rodger Mordue - Chief Administrative Officer / Clerk**

- i. [CAO-23-02 – Mechanic Street Property Sale](#)

Recommendation:

That Report CAO-23-02 be received; and,

That the Mayor and Clerk be authorized to execute any and all documents required for the sale of the property described as Part 1, Plan 41R-10420, Blandford-Blenheim, County of Oxford, to Paul and Guytrie Hillenaar.

- ii. [CAO-23-03 – Integrity Commissioner and Closed Meeting Investigator Appointment](#)

Recommendation:

That Report CAO-23-03 be received; and,

That Robert Swayze be appointed as the Township's Integrity Commissioner and Closed Meeting Investigator effective February 1, 2023; and,

That the Mayor and Clerk be authorized to execute the necessary agreements related thereto.

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Closed Session**

**14. Motions and Notices of Motion**

**15. New Business**

**16. By-laws**

a. 2344-2023, Being a By-law to provide for the sale of a portion of Township property located on Mechanic Street Drumbo, more particularly described as Part of Centre Street, Plan 104, Designated as Part 1, Plan 41R-10420; Blandford-Blenheim, County of Oxford, Being Part of PIN 00289-0256; and,

b. 2345-2023, Being a By-law to confirm the proceedings of Council.

Recommendation:

That the following By-laws be now read a first and second time: 2344-2023 & 2345-2023.

Recommendation:

That the following By-law be now given a third and final reading: 2344-2023 & 2345-2023.

**17. Other**

**18. Adjournment and Next Meeting**

Wednesday, February 15<sup>th</sup>, 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, February 15<sup>th</sup>, 2023 at 4:00 p.m.

# MINUTES

Council met at 8:30 a.m. for their Draft Operating Budget and Regular Council Meeting.

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

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

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 January 18<sup>th</sup>, 2023 Regular Meeting of Council be adopted as printed and circulated.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. January 11, 2023 Minutes of Council

### RESOLUTION #2

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that the Minutes of the January 11<sup>th</sup>, 2023 Meeting of Council be adopted, as printed and circulated.

.Carried

## 6. Business Arising from the Minutes

None.

## 7. Public Meeting

### a. Public Meeting under the Drainage Act, 10:00 a.m.

The engineer presented the McCrow Drain Report, specifically the assessment information. The appellant, Jeff Campbell presented his concerns, specifically with the trenching to be done due to the disruption of his regenerative agriculture. Questions were asked and answered of each the appellant, engineer and staff. Council's decision was to reject the appeal and sustain the assessment.

#### i. McCrow Drain, Court of Revision

### **RESOLUTION #3**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

That pursuant to the provision of Section 52 of the Drainage Act, R.S.O. 1990, as amended, Chapter D. 17, the Court of Revision for the purposes of hearing appeals to the McCrow Drain is convened at 10:10 am.;

That Council appoint Mayor Mark Peterson, Councillor Bruce Banbury, Councillor Daryl Barnes, Councillor Nancy Demarest and Councillor Tina Young serve on the Court of Revision for the McCrow Drain;

And that Mayor Mark Peterson be appointed as the Chair of the Court of Revision  
.Carried

### **RESOLUTION #4**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that the appeal of Jeff and Frances Campbell be rejected by the Court of Revision for the McCrow Drain.

.Carried

### **RESOLUTION #5**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that the Court of Revision for the McCrow Drain sustain the assessment as outlined in the report of K. Smart dated November 24, 2022.

.Carried

### **RESOLUTION #6**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that the Court of Revision on the McCrow Drain be closed at 11:10 a.m.

.Carried

## 8. Delegations / Presentations

- a. Denise Krug, Director of Finance, Township of Blandford -Blenheim and each Director, Re: 2023 Draft Budget, Operating and Capital

Krug presented the 2023 Draft Operating Budget. Staff presented their departmental budgets. Council questions were asked and answered. Council directed staff to find savings to decrease the overall and to bring these revisions back to a meeting.

### RESOLUTION #7

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that the 2023 Draft Budget be received; and,

That staff be directed to make the necessary revisions to the estimates for presentation at a future Council meeting.

.Carried

## 9. Correspondence

- a. Specific

None.

- b. General

None.

## 10. Staff Reports

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

- i. FC-23-01 – Monthly Report

### RESOLUTION #8

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report FC-23-01 be received as information.

.Carried

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

- i. CBO-23-01 – Monthly Report

**RESOLUTION #9**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that Report CBO-23-01 be received as information.

.Carried

**11. Reports from Council Members**

Mayor Peterson advised of his and Councillor Demarest's upcoming attendance to ROMA. They will update Council at a future meeting.

**12. Unfinished Business**

None.

**13. Motions and Notices of Motion**

None.

**14. New Business**

None.

**15. Closed Session**

None.

**16. By-laws**

- a. 2342-2023, Being a by-law to establish an Interim Tax Levy for the year 2023; and,
- b. 2343-2023, Being a By-law to confirm the proceedings of Council.

**RESOLUTION #10**

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: 2342-2023 & 2343-2023.

.Carried

**RESOLUTION #11**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a third and final reading: 2342-2023 & 2343-2023.

.Carried

**17. Other Business**

None.

**18. Adjournment and Next Meeting**

**RESOLUTION #12**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 12:15 p.m.;

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

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Rodger Mordue CAO / Clerk  
Township of Blandford-Blenheim



# Rural Oxford

Economic Development

PEOPLE • PROXIMITY • PROSPERITY

## 2022 Year in Review

[ruraloxford.ca](http://ruraloxford.ca)



## Business Support

272

GENERAL & MARKETING  
INQUIRIES + OUTREACH  
TO BUSINESS CALLS

23

EXPANSION SUPPORT  
INQUIRIES

\$275M+

INVESTED AMONG 12 PRIVATE  
SECTOR COMPANIES

53

LAND & DEVELOPMENT  
INQUIRIES

\$5.5M

INVESTMENT GRANT  
APPLICATIONS SUPPORTED

111

BUSINESS  
SITE VISITS

2

TRADE EVENTS  
ATTENDED

7

GRAND OPENING  
ANNOUNCEMENTS

7

OXFORD RURAL ENTREPRENEURS  
NETWORKING EVENTS HOSTED

## Impact Measured

# Oxford Rural Entrepreneurs Networking

7 rural events, 240 guests, 100+ businesses connected!



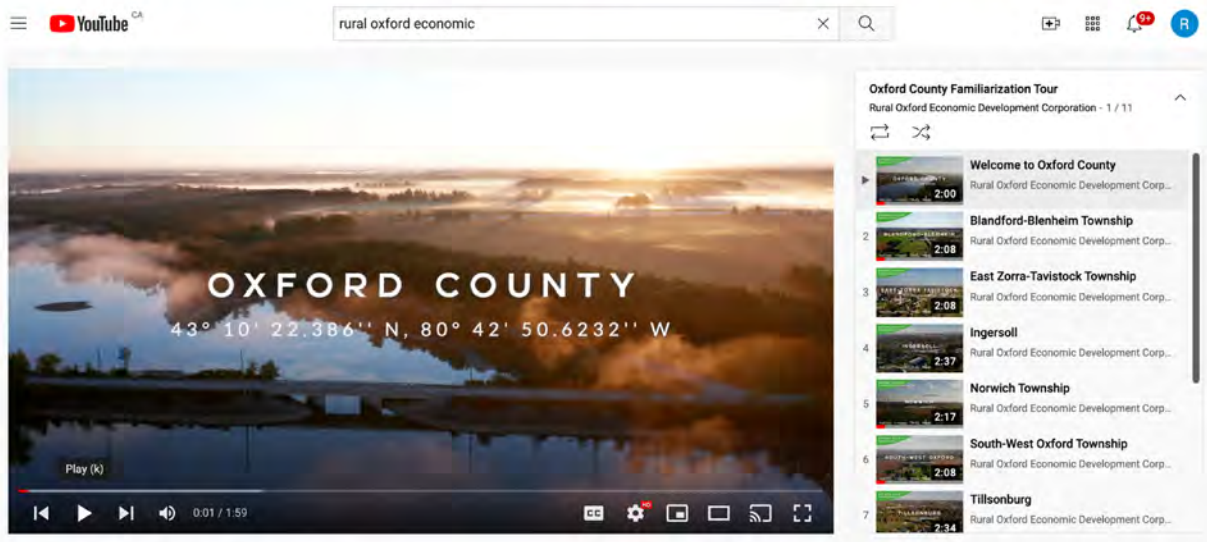
2022 Rural Oxford Economic Development Year in Review



2022 Rural Oxford Economic Development Year in Review



# Welcome to Oxford County - FAM Tour



2022 Rural Oxford Economic Development Year in Review

# Welcome to Oxford County - FAM Tour



Return to In-Person Tour  
50 Guests from Realtors,  
Developers, Site Selectors, and  
Ministry Investment Partners.



2022 Rural Oxford Economic Development Year in Review

# SIAL

**INSPIRE FOOD BUSINESS**

Canada

Agri-Food Trade Show  
with 1000 Canadian and  
International Exhibitors  
across Retail, Food  
Service, and Food  
Processing Industries.



2022 Rural Oxford Economic Development Year in Review

## Grand Acquisition Announcement

Linamar Invests \$260M to Acquire Salford Group



2022 Rural Oxford Economic Development Year in Review

# Grand Opening Announcements

CommYOUUnity Counselling & Family Support in Thamesford.

Red Dragon Dairy in Salford. Jordan's Divine Dish Restaurant & Catering in Norwich.



2022 Rural Oxford Economic Development Year in Review

# Grand Opening Announcements

Premier Equipment in Norwich.

**NOW OPEN IN NORWICH!**

**Announcement:**  
Premier Equipment merged it's Simcoe and Courtland teams together at its new facility in Norwich!  
For assistance please call 519-688-1011.

**We've Moved!**

**NOW OPEN**  
Premier Equipment Ltd  
265721 Maple Dell Road, NOJ 1P0  
(1 corner south of Norwich on Hwy#59)

2022 Rural Oxford Economic Development Year in Review

# Grand Opening Announcements

Terra Nova Nordic Spa & County-Line in Hickson. Raja Thai & Indian Cuisine in Tavistock.



2022 Rural Oxford Economic Development Year in Review

# Tourism Innovation Grant Winners

\$1.5M invested, 13 jobs created, 5000+ visitors!!



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# Supporting Our Rural Employers

**SALFORD**

**WE'RE HIRING**

**Saputo** MAY 31, 2022 | 10-2  
40 METCALF ST. WOODSTOCK

**JOB FAIR**  
HIRING MULTIPLE POSITIONS!

Finance Clerk • Packaging Operator  
Maintenance • Warehouse Attendant • Electrician,  
Auto Tech • Millwright • Office Clerk (AP) • Admin  
Project Manager • Cost Accounting Coordinator  
Student Positions and more!

Hosted and supported by:  
COMMUNITY EMPLOYMENT SERVICES  
Embrace Possibilities.

[workinxford.ca/view/15128](http://workinxford.ca/view/15128)

**VDK GROUP**

**JOB FAIR**  
JULY 23, 2022  
10AM - 1PM  
773451 OXFORD 59, NORWICH

[vdkgroup.com](http://vdkgroup.com)

2022 Rural Oxford Economic Development Year in Review

# Supporting Workforce Development Programs

COMMUNITY EMPLOYMENT SERVICES

**CAREER EXPO**  
Making Possibilities a Reality: Get Hired Today!

- Employers on Site Eager to HIRE YOU
- Over 300 JOBS to Explore!
- Job Seeker Services Ready to Help
- A Fun Atmosphere, Unlike Any Job Fair Before
- FREE Food! Music!
- Enter to WIN an iPhone!

HIRE ME

SAVE THE DATE

**JUNE 22, 2022**  
**2:00PM - 6:00 PM**  
40 METCALF STREET  
WOODSTOCK, ON

**INTERESTED IN CHILD CARE CAREER?**

Connect with education providers to find out where to start!

**YOU HAVE OPTIONS!**

You could become a Licensed Home Child Care Provider!

Stay home with your own kids  
Be self employed  
Make a difference in the life of a child and their family!

**CAREER EXPO**  
Thursday, September 29, 2022  
1PM - 5:30 PM  
Victoria Park, Ingersoll, ON

Call CES today and let us know you're coming! (519) 539-8161

OXFORD COUNTY'S

**SECOND CAREER EXPO**

VICTORIA PARK  
INGERSOLL, ONTARIO

**1 PM - 5:30 PM**

60+ EMPLOYERS  
500+ OPEN POSITIONS

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*Working Together*



Bringing technology to

**life in the field**

outdoorfarmshow.com

2022 Rural Oxford Economic Development Year in Review

## Local Marketing & Communications



- 16 Rural Business Stories
- 24 Community & Program Updates
- 5 What's Up Oxford Rural Features



**WHAT'S UP OXFORD**



2022 Rural Oxford Economic Development Year in Review



# About Rural Oxford Economic Development

## 1 PROUDLY SERVING YOU

In 2014, a Rural Oxford Prosperity Committee proactively formalized itself as Rural Oxford Economic Development - a non-profit corporation with a clear mission to support business growth and development across Rural Oxford.

## 2 WE'RE IN THIS TOGETHER

Each Member Municipality appoints two community representatives to serve on our governance Board to help set strategy, oversee operations, and ensure fiduciary accountability.

Our Board & Staff teams work together in our shared commitment to support Rural Oxford as a whole.

## 3 ACCOUNTABILITY

The financial and governance commitment of the five Member Municipalities has provided a solid foundation for the organization since establishing in 2014. The Township of EZT provides additional support by way of Financial & HR Administration.



Rural Oxford... where people and business can prosper.



# Your Rural Economic Development Team



2022 Rural Oxford Economic Development Year in Review



## Economic Development for Elected Officials

### 1 INTRODUCTION TO ECONOMIC DEVELOPMENT FOR ELECTED OFFICIALS

Learn about economic development and the importance of your role as a municipal leader, First Nations council member, or provincial, territorial, or federal member of the legislature.

<https://youtu.be/7JlizzliZpU>



### 2 WHAT IS ECONOMIC DEVELOPMENT?

It's a question posed to many organizations tasked with growing the economy of a city or province. This video explains how to create a stronger city in a simple and easy way using everyone's favourite childhood medium, LEGO. Learn what it takes to be a city builder!


<https://youtu.be/DRPioDFGWRQ>



### 3 WHY INVEST IN ECONOMIC DEVELOPMENT?

Economic Development is at the heart of every great community. Economic developers have a common objective: building stronger, more resilient, inclusive economies. We are here for you - so we can build a stronger community together.

<https://economicdevelopmentmatters.com>



Ronda Stewart, Ec. D, [ronda@ruraloxford.ca](mailto:ronda@ruraloxford.ca)

# Thank You to Our Member Municipalities



# Rural Oxford

Economic Development

Confidential Site Selection • Expansion Support  
Advocacy • Resources • Connections



[ruraloxford.ca](http://ruraloxford.ca)

## Public Works MEMORANDUM

**TO:** All Oxford County Area Municipal Councils

**FROM:** David Simpson, Director of Public Works

**DATE:** January 16, 2023

**RE:** **Oxford County Proposed Backflow Prevention Program  
Notice of Public Consultation Centres, Oxford County**

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Oxford County is seeking feedback on a proposed backflow prevention program and draft bylaw. In Report No. [PW 2022-35](#), County Council authorized staff to undertake a public consultation and engagement campaign to seek input on the proposed Backflow Prevention Program and draft By-law in 2023. Public and stakeholder consultation is a key element of the program development and review process.

In keeping with these commitments, Public Consultation Centres (PCCs) are to be held in each Area Municipality as noted below. The PCCs will consist of a presentation by the County project team followed by a question and answer period.

<b>Tuesday, January 31</b>	<b>Woodstock</b>
<b>Tuesday, February 7</b>	<b>East Zorra-Tavistock</b>
<b>Thursday, February 16</b>	<b>South-West Oxford</b>
<b>Thursday, February 23</b>	<b>Ingersoll</b>
<b>Tuesday, February 28</b>	<b>Norwich</b>
<b>Tuesday, March 7</b>	<b>Blandford-Blenheim</b>
<b>Tuesday, March 14</b>	<b>Tillsonburg</b>
<b>Thursday, March 23</b>	<b>Zorra</b>

Notice of the PCCs will be advertised to commercial, industrial, institutional, and select multi-residential property owners in advance through local newspapers and social media. In addition, mail outs were delivered to industrial, institutional, and commercial users that may be impacted by the proposed by-law making them aware of their ability to comment on the program during this review period.

Further to the PCCs, public opportunities to leave comments and ask questions will be available through the [Speak-Up, Oxford!](#) project web page and remain active until the public consultation period closes on April 6, 2023.

*Original Signed by:*

David Simpson, P.Eng., PMP  
Director of Public Works  
Encl. *Notice of Public Consultation Centre*

## Notice of Public Consultation Centre

# Oxford County Proposed Backflow Prevention By-law

Oxford County is seeking feedback on a proposed Backflow Prevention Program (BPP). The BPP will further protect the municipal drinking water from potential contamination (backflow event) by private side businesses and properties that are connected to the water distribution system. Backflow events can significantly impact residents, businesses, water quality and pose a health risk to consumers. Implementing a BPP will further strengthen the multi-barrier approach the County uses to protect its municipal drinking water system.

### Why do we need backflow prevention?

Under normal operating conditions water flows from the municipal drinking water system into businesses and homes through private service connections. Backflow can occur when changes in pressure cause water to reverse this normal direction of flow-- pushing or pulling water from within a private-service back into the municipal drinking water system.

A cross connection is any connection between the municipal drinking water system and a source of contamination. Water that backflows through a cross connection poses a hazard to the municipal drinking water system. This risk is mitigated through the installation of a backflow prevention device (BPD), which isolates the water supply of private services to prevent the reversal of flow.

### About the Backflow Prevention Program

While the Ontario Building Code may require some properties to install a backflow prevention device (BPD) at the time of construction, the OBC has limitations that may exclude some properties that pose a risk to the municipal drinking water system. A formalized BPP will address these concerns and further guide:

- Which properties will require a BPD
- Types of acceptable BPD
- Testing and inspection frequency of BPD
- Qualifications for inspectors of BPD
- Requirements to submit test reports to the County
- Non-compliance infractions

Oxford County is taking a proactive approach to safeguard its municipal drinking water systems. The proposed by-law will apply to select industrial, commercial, and institutional properties, as well as select multi-residential properties, based on their moderate or high risk hazard classification under the CSA B64 series standard.

### We want to hear from you

Public and technical agency consultation will be fundamental in developing the BPP, and members of the public are invited and encouraged to comment on the project at any time during the Study.

A copy of the proposed Backflow Prevention By-law is available at [www.oxfordcounty.ca/backflow](http://www.oxfordcounty.ca/backflow).

The Project Team is hosting in person Public Consultation Centres (PCCs) in each area municipality between January 31 and March 23, 2023. PCCs will be advertised through local media, social media, and Speak Up, Oxford! at [www.oxfordcounty.ca/backflow](http://www.oxfordcounty.ca/backflow) prior to the event.

The comment period for the Backflow Prevention Program PCC closes on Thursday April 6, 2023.

### Contacts for information

Scott Alexander  
By-law Compliance Officer, Backflow Prevention  
Oxford County  
519-539-9800 ext. 3103 | Toll-free 1-800-755-0394  
[slalexander@oxfordcounty.ca](mailto:slalexander@oxfordcounty.ca)

Don Ford, BA, CMM III, C.Tech.  
Manager of Water & Wastewater Services  
Oxford County  
519-539-9800 ext. 3191 | Toll-free 1-800-755-0394  
[dford@oxfordcounty.ca](mailto:dford@oxfordcounty.ca)

*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 January 11, 2023



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

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

**Reviewed By:** Rodger Mordue, CAO/Clerk                      **Date:** Jan 24 2023

**Subject:** Monthly Report – January                      **Council Meeting Date:**  
**Feb 1 2023**

**Report #:** CS-23-02

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### **Recommendation:**

That Report CS-23-02 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 January.

### **Analysis/Discussion**

#### **Arena**

The arena had some ice cancelations, from a regular group, staff filled some of these empty times, but not with a weekly regular group. Staff have been in touch with many groups about this time, but doesn't seem to be attractive due to the 10 pm start time.

#### **Parks**

Staff are in talks with user groups needs for the 2023 season. Our local regular minor and adult groups are still trying to figure out membership numbers, for the times that are needed. Staff have had meetings with other groups about times that are required.

#### **Cemeteries**

Staff have been going through cemeteries, to review what will be done in them for maintenance this year. Also had a meeting to discuss the phase three project, fixing foundations for the 2023 season.

#### **Downtowns**

All Christmas wreaths have been removed for the season, some hydro outlets have been reported to Hydro One that they do not work.



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	January 25, 2023
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	February 1, 2023
<b>Report #:</b>	PW-23-02		

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### **Recommendation:**

That Report PW-23-02 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. CN is looking into a better way to control traffic over the bridge until the end of construction. Looking at hydro powered traffic lights.
- Princeton Pond Expansion project – The new storm water structures have been installed and the excavation of the pond has started. Staff continues to work with KSmart and local residence on finding suitable dump sites for the excess material. We are also working on finishing the tender for this year's road reconstruction and waiting on final approval from CN for the boring under the tracks.

### **County Shared Service/Road Association/Training**

- Shared Services meeting – The service sharing committee met in EZT in January. Tony Hymers from the OPP attended our meeting to discuss the upcoming half load season and what the Townships can do to help the OPP with enforcement. We are also starting to plan Book 7 training for all public works staff.
- Road Association – The next meeting will be March 9.
- AORS – The BOD will be meeting in February to discuss the 2023 operating budget and review the 2023 training plans. The AORS AGM will be held during the Good Roads conference in April.

**Other**

- In January we have seen above average temperatures with rain and freezing rain events. The warmer temperatures bring with them the challenge of maintaining the gravel roads through the freeze thaw cycles we have been seeing. Staff has been out doing patching, light grading of bad areas, ice blading and sanding and salting. During some warmer dry weather, we were able to clean out some ditches as well. Staff continues to work with what mother nature throughs at us the best we can.
- 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.
- 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: January 12, 2023

LOCATION: EZT

PRESENT: Adam Prouse, Tom Lightfoot, Jim Borton, Shawn Vanacker, Ken Farkas, Doug Wituik

REGRETS: Frank Gross, Richard Sparham, Steve Oliver, Daniel Locke

COMMITTEE CHAIRMAN: Tom Lightfoot

SECRETARY: Tom Lightfoot

ITEM	ACTION	ASSIGNED TO
1. Meeting called to order	10:10 am	
2. Minutes of Last Meeting:	Reviewed- Moved by Jim Seconded by Ken	
3. Correspondence/ Speaker	Tony Hymers – O.P.P Load restriction period enforcement Send load restriction maps to Mike Salminen, also include any exemptions, list of hotspots needing enforcement, any areas that they can use for inspections and the dates of your load restriction season. ( <a href="mailto:mike.salminen@opp.ca">mike.salminen@opp.ca</a> )  Something to think about for the future is Municipalities assisting with providing a set of scales, any road closures we approve for parades or events could be forwarded to Mike also, so they are aware. Discussion was held on traffic calming measures.	
4. Old Business	Tom- Meeting minutes updated and attached in minutes and agendas.	
5. New Business	Adam- Bus trip, Cleveland salt mine tour possibly in September. There is interest in the group and Adam will look into setting it up. OCRSA Meeting will be held at Elmhurst Inn for the March meeting.	
6. Round Table	Doug- Inquiring about grader availability. Tom- Looking for any Utility truck tenders that anyone has. Adam- Significant Weather event discussion on the process and who declared over the holidays event. Shawn- Community Safety Zone evaluation has been completed, Frank will be sending out an email to review.	
7. Health & Safety	Jim- Book 7 training in mid-April, Jim will investigate availability of AORS training.	
8. Next Meeting	<b>February 9, 2023 - 10:00 am start at Zorra</b>	
9. Adjourned	11:32      Moved by Ken      Seconded by Jim	

## 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

<b>To:</b>	Members of Council	<b>From:</b>	Jim Harmer Drainage Superintendent
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	January 24, 2023
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	February 1, 2023
<b>Report #:</b>	DS-23- 02		

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### Recommendation:

That Report DS-23-02 be received as information

### Background:

Monthly activities of the Drainage Department to January 24, 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
- 8 locates for ON 1 Call in January 24 2023 including 2 emergency locates.
- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site and asset management, 100-year storm review, update SWMP mapping
  - Mitchell Drain County and Region have submitted petitions for drainage works, for the construction work being proposed at Trussler Road and Oxford Road 8. Council has accepted petition from County and Region for improved outlet, Engineer appointed on September 4 2019. Kenn Smart (Project Engineer). Had meeting with Engineer, Folling and Hurlbut about next step. Site meeting January 29 2020 for the road petition. Engineer working on concept plans and cost estimates. Reviewed site with Curtis ( P.ENG) and working on the next site meeting for Ratepayer to review option for new report to be in January 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 7<sup>th</sup>, 2022. Court of revision at October 5<sup>th</sup>, 2022 council meeting, By-law 2313-2022 passed October 19 2022 3<sup>rd</sup> reading. Working on Construction of Romano SWMP with twp forces and local contractors. Working on Tender document for Phase 1 of Construction in 2023 to be tender in February
- Princeton Drain Section 78 report has been approved by GRCA and council and will be add to the new Engineer's Report for Princeton Drainage System 2022 report filed as part of Princeton Drainage System 2022 consideration of report September 7<sup>th</sup> 2022 COR at October 5<sup>th</sup> 2022 council meeting, By-law passed October 19 2022 3<sup>rd</sup> 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 January/February 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. 2<sup>nd</sup> site meeting was held on November 15<sup>th</sup> 2022. Report was filed on November 29 2022 was consider on December 21 2022 and By-law 2334-2022 was provisionly adopted. Court of Revision to be January 18<sup>th</sup> 2023
- 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 6<sup>th</sup> @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 20<sup>th</sup> 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 3<sup>rd</sup> 2022, working on Survey

- Baker Drain Council accepted petition on September 7<sup>th</sup> 2022 for repair and improvements. Engineer was appointed on October 19<sup>th</sup> 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 (Reference Number 9954-CJNM3N)
- 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

**Financial Considerations:**

None

**Attachments:**

None

Respectfully submitted by:

*Jim Harmer*

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Jim Harmer Drainage Superintendent



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

**To:** Members of Council

**From:** Rodger Mordue, CAO/Clerk

**Reviewed By:** N/A

**Date:** January 17, 2023

**Subject:** Mechanic Street property sale

**Council Meeting Date:** February 1, 2023

**Report #:** CAO-23-02

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### Recommendation:

That report CAO-23-02 be received; and,

That the Mayor and Clerk be authorized to execute any and all documents required for the sale of the property described as Part 1, Plan 41R-10420, Blandford-Blenheim, County of Oxford, to Paul and Guytrie Hillenaar

### Background:

At its regular meeting on August 12, 2021 Council considered a request from the owner of 16 Mechanic Street North, Drumbo to purchase a portion of property adjacent to theirs which is presently owned by the municipality. At that meeting a resolution was passed declaring property surplus and directing staff to begin the process of disposing of the property.

At the December 21, 2022 meeting of Council staff brought forward report CAO-22-27 which recommended that Council pass the necessary by-law to proceed with the sale. At that time proceeding with the sale. At that time a concern was brought forward regarding the suitability of the land for building since much of the property consists of fill placed there when the Village was reconstructed back in the 1980's. In light of this, staff were directed to have further discussions with the intended purchaser regarding the property.

### Analysis/Discussion:

Prior to proceeding with the sale of Township property on Mechanic Street staff were instructed to have further discussions with the intended purchaser regarding the fill placed on the site in the 1980's. When contacted that individual indicated that it was not their intention to build on this parcel of land acquired from the Township. It would simply be an addition to the property abutting theirs. "The extra land was more or less needed for the side or rear yard setback." They still wish to proceed with the sale.

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Staff then contacted our lawyer to discuss the sale. We were advised that a clause should be inserted into the agreement indicating that the issue has been disclosed to the Buyer and that they agree to accept the property. That clause will also indicate that the Buyer agrees to disclose this issue to any subsequent purchaser prior to a sale. He further suggested that an indemnification clause in favour of the Township be inserted.

**Financial Considerations:**

The Township Fees and Charges by-law places a value of \$2.03 / sq ft on serviced land owned by the municipality. The total area of the property to be transferred is 4,108 sq ft so that equates to a value of \$8,339.24.

**Attachments:**

- N/A

Respectfully submitted by:

Rodger Mordue  
CAO/Clerk



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

**To:** Members of Council  
**From:** Rodger Mordue, CAO/Clerk

**Reviewed By:**  
**Date:** January 17, 2023

**Subject:** Integrity Commissioner and Closed Meeting Investigator Appointment  
**Council Meeting Date:** February 1, 2023

**Report #:** CAO-23-03

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### Recommendation:

That Report CAO-23-03 be received and;

That Robert Swayze be appointed as the Township's Integrity Commissioner and Closed Meeting Investigator effective February 1, 2023; and,

That the Mayor and Clerk be authorized to execute the necessary agreements related thereto

### Background:

Section 239.2 of the Municipal Act authorizes the municipality to appoint an investigator to investigate in an independent manner any complaint with respect to a meeting, or part of a meeting, that was closed to the public for Council or any of its' committees. Should council not appoint an investigator, and should there be a complaint, then the Ombudsman would investigate any complaint.

Section 223.3 of the Municipal Act authorizes the municipality to appoint an Integrity Commissioner whose role is to promote accountability and transparency in municipal governance. The Integrity Commissioner's role is to:

- Keep officials aware of the requirements of the Code;
- Respond to requests from members of Council, Boards or Committees for advice regarding their obligations under the Code of Conduct and compliance;
- Conduct confidential inquiries and investigations into alleged contraventions of the Code, make findings with respect to the alleged contravention are recommend penalties to Council, where the Integrity Commissioner finds that the code has been breached; and



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- Report to Council on the activities of the office.

**Analysis/Discussion:**

For the past ten years, the County of Oxford, and many of the area municipalities have retained Gregory Stewart, who is with the Law Firm of Donnelly & Murphy to act as the closed meeting investigator. Since 2019 Mr. Stewart has also acted as Integrity Commissioner for those municipalities in the County.

In 2022, Mr. Stewart notified Oxford County and the participating area municipalities that he would be cutting back on Integrity Commissioner commitments. The Township's agreement with Mr. Stewart ended on December 31, 2022, but Mr. Stewart agreed to a short extension of his contract to cover the municipalities until a replacement was found. As such, the Township must appoint an Integrity Commissioner and Closed Meeting Investigator following the termination of the agreement for the years 2023-2026.

Oxford County and the area municipalities (excluding Woodstock) agreed to the potential joint hiring of a new Integrity Commissioner and/or Closed Meeting Investigator. The County spearheaded the Integrity Commissioner / Closed Meeting Investigator search and issued an RFQ in November, which closed on December 9, 2022. As a result of that search it was recommended that Robert Swayze be appointed as Integrity Commissioner/Closed Meeting Investigator.

Mr. Swayze has specialized in municipal law for the entirety of his career both as an employee of two municipalities (Markham and Vaughan) and in private practice. As Integrity Commissioner since 2008, he has served more than 60 municipalities, conducting over 150 investigations. He has advised councils and councillors extensively and interpreted Ontario municipal codes of conduct and municipal statutes including, the Municipal Act, 2001, the Municipal Conflict of Interest Act, and the Public Enquiries Act. Mr. Swayze will provide the level of service, including appropriate response times, to the satisfaction of the Clerks and members of Council.

**Financial Considerations:**

- Mr. Swayze requires an annual retainer of \$1,000. This retainer includes three hours of time per year. There is an hourly rate of \$280 for time spent in excess of the three hours covered under the retainer fee.

**Attachments:**

N/A

Respectfully submitted by:

Rodger Mordue  
CAO/Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2344-2023

Being a By-law to provide for the sale of a portion of Township property located on Mechanic Street Drumbo, more particularly described as Part of Centre Street, Plan 104, Designated as Part 1, Plan 41R-10420; Blandford-Blenheim, County of Oxford, Being Part of PIN 00289-0256.

**WHEREAS** Section 8 of the Municipal Act, S.O. 2001, Chapter 25, and amendments thereto, provides that Councils of all municipalities have the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act.

**AND WHEREAS** Section 268 of the Municipal Act, S.O. 2001, Chapter 25, and amendments thereto, provides the conditions and procedures to follow when selling lands owned by the municipality.

**AND WHEREAS** Resolution Number 26 enacted on September 1, 2021 by the Council of the Corporation of the Township of Blandford-Blenheim declared the property described in this by-law as surplus to the needs of the Township.

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

1. All and singular that certain parcel or tract of land and premises, situate, lying and being in the Township of Blandford-Blenheim, formerly Blenheim, in the County of Oxford. More particularly described as Part 1, Plan 41R-10420; Blandford-Blenheim, County of Oxford, Being Part of PIN 00289-0256
2. That the Mayor and CAO/Clerk of the Corporation of the Township of Blandford-Blenheim be and are hereby authorized to execute a Deed to Paul and Guytrie Hillenaar for the property referenced in section 1.1 for \$8,339.24

By-law **READ** a **FIRST** and **SECOND** time this 1<sup>st</sup> day of February, 2023.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 1<sup>st</sup> day of February, 2023.

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Mark Peterson, Mayor

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Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2345-2023

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 February 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 1<sup>st</sup> day of February, 2023.

By-law read a third time and finally passed this 1<sup>st</sup> day of February, 2023.

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MAYOR  
MARK PETERSON

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CAO / CLERK  
RODGER MORDUE