

TOWNSHIPSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday, April 2nd, 2025

Township Council Chambers

47 Wilmot St. S. Drumbo, ON

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 April 2nd, 2025 Regular Meeting of Council be adopted as printed, and circulated.

4. Disclosure of Pecuniary Interest

5. Minutes

a. [March 19th, 2025 Regular Meeting Minutes of Council](#)

b. [March 25th, 2025 Special Meeting Minutes of Council](#)

Recommendation:

That the minutes of the March 19th and March 25th 2025 Meetings of Council be adopted, as printed and circulated.

6. Business Arising from the Minutes

7. Public Meetings

None.

8. Delegations / Presentations

None.

9. Correspondence

a. **Specific**

None.

b. General

- i. [Chair K. Stewart & Vice-Chair M. Peterson, Oxford O.P.P. Detachment Board 2, re: Letter to Municipal Councils](#)

Recommendation:

That the general correspondence item be received as information.

10. Staff Reports

a. Trevor Baer – Director of Community Services

- i. [CS-25-03 – Monthly Report](#)

Recommendation:

That Report CS-25-03 be received as information.

b. Jim Borton – Director of Public Works

- i. [PW-25-04 – Road Improvement Criteria](#)

Recommendation:

That Report PW-25-04 be received for information; and further,

That Council give direction to the Director of Public Works on future capital road improvements.

- ii. [PW-25-05 – Monthly Report](#)

Recommendation:

That Report PW-25-03 be received as information.

c. Drew Davidson – Director of Protective Services

- i. [FC-25-05 – Princeton Fire Station Report](#)

Recommendation:

That Report FC-25-05 be received as information; and further,

That Council directs staff to proceed with final preparation of tender documents for construction of the Princeton Fire Station to be released the beginning of July, it being noted construction would begin September 2025.

d. Sarah Matheson, Clerk

i. DC-25-02 – Flag Policy Update

Recommendation:

That Report DC-25-02 be received as information; and further,

That the revised Flag Protocol Policy for the Township of Blandford-Blenheim be adopted.

ii. DC-25-03 – Annual Accessibility Plan Status Report

Recommendation:

That Report DC-25-03 be received as information.

iii. DC-25-04 – Voting Methods for the 2026 Municipal Election

Recommendation:

That Report DC-25-04 be received as information; and further,

That Council provide direction regarding the implementation of a voting method for the 2026 Municipal Election.

e. Denise Krug, Director of Finance

i. TR-25-07 – Additional 2025 Council Grant & Subsidy Request

Recommendation:

That Report TR-25-05 be received as information; and further,

That Council give direction in regards to the Drumbo Lions Club's request for funding for the Lions Memorial bench in the Drumbo Park in the amount of \$1,000.00.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

a. Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]

Re: Personal Matters

16. By-laws

a. [2491-2025, Being a By-Law to amend Zoning By-Law Number 1360-2002, as amended \(ZN1-24-24\); and,](#)

b. [2492-2025, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-laws be now read a first and second time: 2491-2025 & 2492-2025.

Recommendation:

That the following By-laws be now given a third and final reading: 2491-2025 & 2492-2025.

17. Other

18. Adjournment and Next Meeting

Wednesday, April 16th, 2025 at 4:00 p.m.

Recommendation:

Whereas business before Council has been completed at _____ pm;

That Council adjourn to meet again on Wednesday, April 16th, 2025 at 4:00 p.m.

Wednesday, March 19th, 2025
Council Chambers
47 Wilmot St. S. Drumbo, ON
Streamed live to Township of Blandford-Blenheim YouTube Channel
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, Belanger, Borton, Brick, Davidson, Degier, and Matheson.

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that the agenda for the March 19th, 2025 Regular Meeting of Council be adopted, as amended, with the addition of item 16. c.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

RESOLUTION #2

Moved by – Councillor Barnes
Seconded by – Councillor Young

Be it hereby resolved that the minutes of the March 5th, 2025 Regular Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Public Meetings

None.

8. Delegations / Presentations

None.

9. Correspondence

a. Specific

None.

b. General

- i. Ronda Stewart, Economic Development Director, Rural Oxford Economic Development Committee, re: 2024 Rural Oxford EDC Year in Review
- ii. Ronda Stewart, Economic Development Director, Rural Oxford Economic Development Committee, re: Mid-November 2024 to Mid-February 2025 Economic Development Activity Report
- iii. Shawn Vanacker, Supervisor of Transportation, Public Works, Oxford County, re: Reduced Load Limit By-Law Amendment

RESOLUTION #3

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

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

.Carried

10. Staff Reports

a. Drew Davidson – Director of Protective Services

- i. FC-25-04 –Monthly Report

RESOLUTION #4

Moved by – Councillor Banbury
Seconded by – Councillor Demarest

Be it hereby resolved that Report FC-25-04 be received as information.

.Carried

b. Ray Belanger – Chief Building Official

- i. CBO-25-03 – Monthly Report

RESOLUTION #5

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that Report CBO-25-03 be received as information.

.Carried

c. Denise Krug – Director of Finance

- i. TR-25-06 – 2024 Development Charges Annual Report

RESOLUTION #6

Moved by – Councillor Young
Seconded by – Councillor Barnes

Be it hereby resolved that Report TR-25-06 be received as information;
and further,

That the Annual Development Charges Report for 2024 is posted to the
website for public information.

.Carried

d. Josh Brick – Chief Administrative Officer

- i. CAO-25-06 – Ontario Living Wage Network Initiative

RESOLUTION #7

Moved by – Councillor Demarest
Seconded by – Councillor Young

Be it hereby resolved that Report CAO-25-06 be received as information;
and further,

That Council directs staff to take the necessary steps to formalize
Township of Blandford-Blenheim participation with the Ontario Living
Wage Network.

.Carried

11. Reports from Council Members

Mayor Peterson reported regarding the Lions Auction upcoming in April. Mayor Peterson also reported that Minor Hockey night is March 29th at the Plattsville Arena. Mayor Peterson noted that the Drumbo Firefighters Fundraising event is also happening Saturday, March 29th at the Plattsville Arena.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

RESOLUTION #8

Moved by – Councillor Demarest
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 4:20 p.m. to discuss:

- a. Report CAO-25-07 – Advice that is subject to solicitor-client privilege, including communications necessary for that purpose [s. 239 (2)(f)]

Re: Legal Advice – Enforcement

.Carried

RESOLUTION #9

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 4:49 p.m. and reports the following:

That Council provided direction to staff regarding Report CAO-25-07.

.Carried

16. By-laws

RESOLUTION #10

Moved by – Councillor Barnes
Seconded by – Councillor Young

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

- a. 2487-2025, Being a By-Law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-24);
- b. 2488-2025, Being a By-law to confirm the proceedings of Council; and,
- c. 2489-2025, Being a By-law to amend By-law Number 506-83, as amended, being a By-law to appoint certain municipal officials (Fernandes – Deputy Treasurer).

.Carried
RESOLUTION #11

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

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

- a. 2487-2025, Being a By-Law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-24);
- b. 2488-2025, Being a By-law to confirm the proceedings of Council; and,
- c. 2489-2025, Being a By-law to amend By-law Number 506-83, as amended, being a By-law to appoint certain municipal officials (Fernandes – Deputy Treasurer).

.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 4:51 pm;

That Council adjourn to meet again on Wednesday, March 25th, 2025 at 2:30 p.m. for a Strategic Planning Exercise.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Sarah Matheson, Clerk
Township of Blandford-Blenheim

Wednesday, March 25th, 2025
Council Chambers
47 Wilmot St. S. Drumbo, ON
2:30 p.m.

MINUTES

Council met at 1:00 p.m. for a Special Meeting.

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

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

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that the agenda for the March 25th, 2025 Special Meeting of Council be adopted as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

None.

6. Business Arising from the Minutes

None.

7. Public Meetings

None.

8. Delegations / Presentations

None.

9. Correspondence

a. Specific

None.

b. General

None.

10. Staff Reports

None.

11. Reports from Council Members

None.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

a. Educating or training members of the council, a local board, or committee [s. 239 (3.1)]

Re: Council Exercise – Strategic Planning

RESOLUTION #2

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 2:30 p.m. to discuss:

a. Educating or training members of the council, a local board, or committee [s. 239 (3.1)]

Re: Council Exercise – Strategic Planning

.Carried

RESOLUTION #3

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that that Council does now adjourn from Closed Session and resume into Open Session at 3:54 p.m. and reports the following:

That Council provided direction to staff regarding Township Strategic Planning.

.Carried

16. Other Business

None.

17. By-laws

- a. 2490-2025, Being a By-law to confirm the proceedings of Council.

RESOLUTION #4

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that the following By-law be now read a first and second time: 2490-2025.

.Carried

RESOLUTION #5

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-law be now read a third and final time: 2490-2025.

.Carried

18. Adjournment and Next Meeting

RESOLUTION #6

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Whereas business before Council has been completed 3:55 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, April 2nd, 2025 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Sarah Matheson, Clerk
Township of Blandford-Blenheim



Oxford O.P.P. Detachment Board 2

Chair K. Stewart • Vice-Chair M. Peterson

March 19th, 2025

Dear Members of Municipal Councils:

On behalf of the Oxford O.P.P. Detachment Board 2, I am pleased to provide an introduction and update on the Board's activities since its inception in mid-2024. As outlined in the *Community Safety and Policing Act S.O., 2019*, the Board is required to provide, in cooperation with the O.P.P. and their Detachment Commander, an annual report for 2024 by June, 2025. This report will be forthcoming for your consideration.

As noted in the legislation, the Oxford O.P.P. Detachment Board 2 is made up of the following members:

- Chair
- Vice-Chair
- Members Appointed by Municipalities
- Community Appointee
- Provincial Appointee

This Civilian Oversight Board serves the 5 rural municipalities of Oxford County with a mandate to act as the intermediary between the O.P.P. and to the communities we serve. Formally, the Board's purpose is to:

- a. comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under the Act;
 - b. make decisions on matters within their jurisdiction and provide advice and information to Municipal Councils on specialized matters as outlined in the Act;
 - c. facilitate public input on programs and ideas when appropriate and approved by the O.P.P. Detachment Board to ensure the work of the Board is representative of the communities it serves;
 - d. make decisions on enhancing the quality of life and ensuring the safety and security of all persons and property in the community, in keeping with the Minister's Strategic Plan and the O.P.P. Detachment Board strategic plan or the annual objectives and principles as established by the O.P.P. Detachment Board;
- and

- e. conduct itself in keeping with the prescribed code of conduct under the CSPA (Section 35(6)) and in keeping with the O.P.P. Detachment Boards Procedural By-law.

Although the communities served by the Board cover a large geographical area, each of the five rural municipalities share many similarities that impact policing. This Board will consider recommendations and reports from the O.P.P., as well as feedback from local Councils and the public, with the goal of enhancing the safety of all of our communities.

A brief overview of our activities to date is as follows:

- June, 2024 – Municipal Councils appointed members to the board
- July-Sep 2024 – Board members completed mandatory training, Township staff assisted with drafting Procedural By-law and Terms of Reference.
- October, 2024 – Selection of Community Appointee
- November, 2024 – Inaugural Meeting
 - Selection of Chair and Vice-Chair
 - Review Procedural By-law and Terms of Reference
 - Approval of 2025 Budget
 - Set 2025 Meeting Schedule
- January 2025
 - Approval of Procedural By-law and Terms of Reference
 - Review OPP Reports for Oct & Nov, 2024.

We wish to thank the staff at all five rural Oxford municipalities for their assistance to-date in setting up the board, as well as their ongoing support.

If you have any questions, please do not hesitate to contact us. We look forward to working with you.

Sincerely,

Kevin Stewart
Chair, Oxford O.P.P. Detachment Board 2
kstewart@zorra.ca



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council

From: Trevor Baer

Reviewed By: Josh Brick , CAO

Date: Mar 26 2025

Subject: Monthly Report – Mar

Council Meeting Date:
April 2 2025

Report #: CS-25-03

Recommendation

That Report CS-25-03 be received as information.

Background

The following report provides Council with an update regarding the activities of the Community Services Department for the month of March 2025.

Arena Staffing Updates

Two staff positions at the Plattsville Arena have been posted to replace outgoing employees. The job postings closed on March 17, 2025. Staff completed interviews on March 26, 2025. It is anticipated offers of employment will be extended in early April.

Township's 50th Anniversary

Staff have met with the Princeton Heritage Committees to discuss their plans for the 50th-anniversary celebration. The committee is hosting an event on **May 10th** from **10:00 AM to 1:00 PM**. This will be an open house at the local museum, where there will be displays highlighting the township's history over the past 50 years.

Additional event details include:

- **Free perennial plant giveaways**
- **Snacks and refreshments provided**
- **Flyers will be distributed throughout the township to promote the event**

The other two groups are still in the process of finalizing their plans for their respective events.

The Township Clerk has also sent township-related historical information to all three groups to assist with their event preparations.

Arena Activities

In March, the arena hosted The Little Brave Tournament, which sees 26 teams from all over Ontario come and play. The arena also hosted two extra sponsored March break skates. Arena ice will be shut off on April 6, 2025 and staff have scheduled to remove the ice April 8, 2025. Free public skating is now complete for the season. The arena also hosted the Plattsville Figure skating year end show.

The Community Services Department remains committed to fostering engagement and enhancing recreational opportunities. Further updates will be provided as projects progress

Submitted by:

Trevor Baer

Director of Community Services



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Josh Brick	Date:	March 20, 2025
Subject:	Road Improvement Criteria	Council Meeting Date:	April 2, 2025
Report #:	PW-25-04		

Recommendation:

That Report PW-25-04 be received for information; and,

That council give direction to the Director of Public Works on future capital road improvements.

Background:

The Township of Blandford-Blenheim has both hard surfaced roads and gravel roads. From time-to-time council and staff receive inquiries regarding the prioritization of capital work with respect to transportation and roads. Most commonly, this pertains to a conversion from gravel to hard surfacing. The Township Road Network is currently comprised of 130 kms of hard surfaced roads and 201 kms of gravel road.

Annually the Township budget for new gravel on gravel roads is \$315,000.00 and \$260,000.00 for dust control. The Township has also been converting approximately 3 km annually from gravel to hard surfacing at a cost of approximately \$250,000.00.

Analysis/Discussion:

The Township road network is largely made up of low volume roads. The majority of Municipalities keep their low volume roads as gravel roads. Although gravel roads do have a higher cost of maintenance annually, over the life cycle of a gravel road the cost is less than a hard surfaced road. Low volume roads that do get converted to hardsurfed are typically done with a surface treatment (tar & chip). All hard surface roads do require maintenance activities like, crack filling, pot hole patching, padding of low areas and annual or bi-annual line painting. Surface treated roads also require a new layer applied every 7 years.

Township staff has a set/ approved criteria that is followed when planning on what roads are to be converted from gravel to hard surfacing. Staff looks at 6 key pieces of data and this gives each road section a number rating. That rating then determines if it is a candidate for conversion and where it might fit into the long term capital plan.

The 6 key data points are:

1. Traffic Data – AADT (Average Annual Daily Traffic)
2. Connectivity
3. Households
4. Readiness
5. Proximity to Parallel Paved Roads
6. Equipment Routing Efficiency

With this data, staff then adds those roads that meet the criteria for conversion into the 10 year master capital plan for council to review and ultimately approve during annual budget deliberations.

This system gives Township staff a good base line for Council to make a decision on. With climate change having a bigger factor on road quality and more maintenance being required because of it, there will never be a perfect solution. We must also remember that our Township has a high population of agricultural businesses. The equipment that is being used is bigger, heavier and used more and more frequently on the road ways. Unfortunately these vehicles tend to have a negative impact on the life span of our roads. Staff are always looking for new ideas, new treatments, new ways to keep our roads in the best shape possible for all the road users.

Financial Considerations:

Future Capital expenses.

Attachments:

Road Criteria for road rating system & Capital Conversion plan

Respectfully submitted by:



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

**Road Criteria for Road Rating System
Hard Surfacing**

<u>Factor</u>	<u>Description</u>	<u>Point Value</u>
Traffic Volume	0 – 175 AADT	0
	176- 200 AADT	1
	201- 250 AADT	2
	251- 300 AADT	3
	301- 350 AADT	4
	351- 500 AADT	5
	501- 1000 AADT	7
	> 1000 AADT	9
Connectivity	Settlement Areas	5
	Rural Clusters	4
	Gravel Pit/Comm/Industrial	3
	Connects to Paved Twp. Road	2
	Services Recreation Area	1
	Deficient Structure	-4
Households	No Homes	0
	1-5 Homes	1
	6-10 Homes	2
	11-15 Homes	3
	Additional point for every 5	
Readiness	Reconstructed Base	5
	Improved Base	3
	20 meter R.O.W.	1
Proximity to Parallel Paved Road	Within 1.4 km	0
	1.5 km up to 2.8 km	1
	2.9 km up to 4.2 km	3
	> 4.2 km	5
Equipment Routing Efficiency	Negative impact	0
	No impact	3
	Positive impact	5

Road Sections	Characterisitcs, Comments	AADT	Traffice Volumes	Points	Connectivity	Household Rating	Readiness	Hard Surface Roads Proximity	Equipment Routing Effeciencies	Total	
BA-11	Ox 8 to Rd. 12	Loosetop	213	2	2	2	3	1	0	10	2026
3B	Blan Rd to 22	Loosetop	160	1	2	4	1	1	3	12	2027
11F	Blen to Trussler	Loosetop	245	3	2	2	1	1	3	12	2028
12F	Blen to Trussler	Loosetop	128	0	3	2	3	0	3	11	2029
4D	Gobles to 3	Loosetop	133	0	2	4	1	3	3	13	2030
3C	22 to Gobles	Loosetop	123	0	2	3	1	1	3	10	2031
4C	22 to Gobles	Loosetop	153	1	2	4	1	3	3	14	2032
5D	Gobles to 3	Loosetop	127	0	4	4	1	1	3	13	2033
5B	Blan to 22	Loosetop	112	0	3	3	3	1	3	13	2034
10F	Blen to Trussler	Loosetop	125	0	2	3	1	1	3	10	
14C	22 to HO	Loosetop	133	0	2	4	1	0	3	10	
14D	HO to WA	Loosetop	93	0	4	2	1	0	3	10	
14E	WA to 43	Loosetop	52	0	4	2	1	0	3	10	
3D	Gobles to 3 LCB &	Loosetop	52	0	2	3	1	1	3	10	
5A	Blan w dead end	Loosetop	241	3	2	1	1	0	3	10	
5C	22 to Gobles	Loosetop	100	0	2	3	1	1	3	10	
8D	King to 3	Loosetop	107	0	2	4	1	0	3	10	
10E	3 to Blen	Loosetop	87	0	2	2	1	1	3	9	
9B	Blan to 22	Loosetop	150	0	2	2	1	1	3	9	
10A	17th line to Blan	Loosetop	42	0	2	2	1	0	3	8	
10D	King to 3	Loosetop	130	1	0	3	1	0	3	8	
11E	3 to Blen	Loosetop	102	0	2	1	1	1	3	8	
12E	3 to Blen	Loosetop	120	0	1	3	1	0	3	8	
13B	Blan to 22	Loosetop	136	0	2	2	3	1	0	8	
14F	Blen to Trussler	Loosetop	70	0	2	2	1	0	3	8	
2B	Blan Rd to 22	Loosetop	79	0	2	2	1	0	3	8	
2C-2	Gobles w dead end	Loosetop	36	0	2	2	1	0	3	8	
9E	3 to dead end	Loosetop	143	0	0	4	1	0	3	8	
W-8	Rd. 9 to Wolverton	Loosetop	25	0	2	2	1	0	3	8	
14B	Blan to 22	Loosetop	93	0	0	3	1	3	0	7	
2F-1	Blen to Canning	Loosetop	130	0	1	2	1	0	3	7	
4E	3 to Blen	Loosetop	112	0	0	3	1	0	3	7	
6C-2	Gobles w dead end	Loosetop	42	0	2	1	1	0	3	7	
6E	3 to Blen	Loosetop	100	0	0	3	1	0	3	7	
8A	Blan w dead end	Loosetop	18	0	2	1	1	0	3	7	
8B	Blan to 22	Loosetop	92	0	2	1	1	0	3	7	
12C	22 to 8	Loosetop	46	0	3	2	1	0	0	6	
4B-2	22 w to 401	Loosetop		0	0	2	1	3	0	6	
4F-1	Blen to Canning	Loosetop	108	0	0	2	1	0	3	6	
6D	3 w dead end	Loosetop	60	0	0	2	1	0	3	6	
9D	King to 3	Loosetop	53	0	0	1	1	1	3	6	
H-8	Rd. 8 to Rd. 12	Loosetop	137	0	1	2	0	3	0	6	
14A	Ox 5 to Blan	Loosetop	87	0	0	1	1	3	0	5	
K-8	Rd. 8 to 8	Loosetop	111	0	0	1	1	3	0	5	
13A	Ox 5 to Blan	Loosetop	91	0	0	2	1	1	0	4	
17-9 17th Line	Thames R to 8	Lossetop	154	1	0	1	1	1	0	4	
9F	B-0 w dead end	Loosetop	60	0	0	2	1	1	0	4	
M-5	Rd. 5 to Rd. 6	Loosetop	25	0	0	1	0	0	3	4	
M-6	Rd. 6 to 29	Loosetop	25	0	2	1	0	1	0	4	
12A	Ox 5 to Blan	Loosetop	110	0	0	2	1	0	0	3	
12B	Blan to 22	Loosetop	99	0	0	2	1	0	0	3	
15A	Ox 5 to Blan	Loosetop	87	0	0	1	1	1	0	3	
3E	3 to Blen	Loosetop	37	0	0	1	1	1	0	3	
6C-1	22 e dead end	Loosetop	36	0	0	2	1	0	0	3	
8C	22 to King	Loosetop	82	0	0	2	1	0	0	3	
BA-12	Rd. 12 to Ox-Wat	Loosetop	69	0	0	2	1	0	0	3	
BE-1	2 to 29	Loosetop	125	0	-4	3	1	3	0	3	
10C	22 to King	Loosetop	73	0	0	1	1	0	0	2	
11D	King to dead end	Loosetop	12	0	0	1	1	0	0	2	
2C-1	22 e dead end	Loosetop	18	0	0	1	1	0	0	2	
2F-3	Brant-Ox w	Loosetop	74	0	0	1	1	0	0	2	
4F-2	Parkinson to B-O	Loosetop		0	0	1	1	0	0	2	
6F	B-O w dead end	Loosetop	25	0	0	1	1	0	0	2	
R-14	Rd. 14 to Ox-Wat	Loosetop	106	0	0	1	1	0	0	2	
12D	8 to 3	Loosetop	160	1	-4	3	1	0	0	1	
2F-2	CA e dead end	Loosetop		0	0	0	0	0	0	0	

Legend

Proposed to be Hardsurfaced



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Josh Brick	Date:	March 23, 2025
Subject:	Monthly Report	Council Meeting Date:	April 2, 2025
Report #:	PW-25-05		

Recommendation:

That Report PW-25-05 be received as information.

Capital

- Princeton Pond Expansion project – Construction of the head wall and pipe that will connect with phase 4 has started and will be completed by the end of April. The pond as a whole is finished and working, there are some finishings that need to be completed.
- Princeton phase 4 (South section) – Phase 4 that was awarded to Cassidy Construction is expected to start in April. A pre-construction meeting is scheduled for April 3. At the meeting we will discuss a start date, working hours/days, emergency services access and it will be stressed about keeping Main St. available for residence to access their homes. We have received many comments about keeping Main St. open during construction, unfortunately this is not possible. For the safety of the crew working on the site and for anyone traveling through the work zone. We will be stressing to the contractor about keeping good communication and we will be keeping our website posted with updates. This is also going to be trying on some of the local businesses, we will do our best to keep them informed and where the work is taking place and try to work as best as possible with them. This is 1 year of construction interruption that will give them a much-needed improvement to the drain infrastructure, sidewalks and roads.
- Bridge 24 EA – A new contractor has been obtained to complete/reduce the reports required to move forward with the project. The archaeological dig will take place once the weather warms up and the spring run-off is finished.
- Bridge 38 deck repair. VanDriel construction has informed the Township that the deck rehabilitation will start on April 14. Pre construction signs are in place currently to notify residence of the upcoming closer of Township Rd 5. The project is expected to take 6-8 weeks.
- New Grader – Staff has reached out CAT & John Deere for information on current models, availability and possible demos.
- HAL engineering submitted the successful bid for the bridge survey. This is expected to take place once the river starts to run at normal levels. This survey will give us a accurate expensive for the required repairs to be conducted in 2026.

- The Surface treatment tender is scheduled to close April 9th a report will be brought to council on April 16th with the results. Blandford-Blenheim, Zorra, Norwich and Wilmot Townships have joined together on the tender with the premise of receiving better market pricing.

County Shared Service/Road Association/Training

- Shared Services meeting – The service sharing committee met in Blandford-Blenheim, we had a presentation by OnTrack which is a service that allows staff to record their hours of service and tracks compliance. Currently staff is recording manually, the service sharing group are all interested so we are exploring a group discount. The truck safety rodeo was also discussed and planned for April 17th.
- Road Association – The Oxford Assoc. meet at the Springfield community centre. We had a large group listen to a presentation from Biodiversity about a natural product that they are introducing that when mixed with fine materials in the gravel will help stabilize the road base. Some testing has been done on paved roads, they are looking for municipalities to partner with to do testing on gravel roads. They are working with some industry leaders on application technics. This is a new product that does show some positive outcomes, as far as long-term effects, that is still unknown.
- AORS – The next meeting will be at the Good Roads conference; we have a board of directors meeting and our annual AGM on the Monday. At the AGM I will be introduced as the 2nd vice president on the executive board. The Trade Show committee is meeting once a month, planning is coming along great for the June 4 & 5 show. We currently have over 90% of all the booth space sold. It is looking like it will be a large show with lots of attendance. It is a free event and all are welcome, staff will be doing some volunteer work and attending the show to see what is new for equipment and municipal products.

Drainage

- Adam has been reviewing the Townships CLI – ECA documentation
- As the weather continues to change and after the spring run-off, drain repairs will start to be completed as well as new petitions for improvement will be looked at.
- Adam has been reviewing legislation on SWM (Storm Water Management Ponds) what future legislation may contain as far as monitoring processes and maintenance functions and timelines.
- As drain inquires come in, they are reviewed and the appropriate response is generated. Any drain repairs will be conducted once the weather allows.

Other

- The month of March has been typical weather wise; we have seen lots of plus temperatures as well as some minus's with some flurries. Staff has been able to get the graders out on the rough roads and repair damaged signs and mail boxes that happened during the winter. We have started to keep a list of sod damage and these repairs will start once the frost is out of the ground and weather allows. The gravel roads are still having frost come out of them and can change daily, we are doing patrols and listening to residence complaints and are working on a worst first plan for grading.
- Reviewing EA documents for Bridge 24

- Working on approving road permits that would allow Xplornet to use the Township right of way to run fibreoptic cable in the Township. Superfibre is the contractor that is doing the install of the fibre optic lines. They have started and will continue to work on this through out the year. Staff is working with and continuing to monitor their progress and will ensure that all repairs are completed.
- Work with supplier on future equipment purchases.
- Prepared and put out to tender the annual gravel tender.
- Prepared and worked with area municipalities on the surface treatment tender.
- Working with OnTrack's on a free trial of their hours-of-service software.
- Working with MESH and the Drainage Superintendent to add asset management programs to our road patrol and winter patrol program.
- Working with the Drainage Superintendent on finding suitable dump sites for the excess soil from the Princeton Drain project.
- Working with KSmart and Drainage Superintendent on the next phases of the Princeton project.
- Staff is continuing to meet with land owners at outdoor sites to discuss ditch or road issues.

Attachments

Respectfully submitted by:



Jim Borton CRS-S
Director of Public Works



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Drew Davidson Director of Protective Services
Reviewed By:	Josh Brick, CAO Denise Krug, Director of Finance	Date:	March 25 th , 2025
Subject:	Princeton Fire Station Report	Council Meeting Date:	April 2 th , 2025
Report #:	FC-25-05		

Recommendation:

That Council receive report FC 25-05 for information; and,

That Council directs staff to proceed with final preparation of tender documents for construction of the Princeton Fire Station to be released the beginning of July, it being noted construction would begin September 2025.

Background:

In 2024, Council approved Nelson Dawley to serve as the township engineer for the development of the new Princeton Fire Station (CAO 24-16). Township staff have collaborated closely with Mr. Dawley to develop a design that addresses the operational needs of modern firefighting while ensuring the facility's longevity and adaptability for future requirements.

As part of the planning process, staff conducted site visits to recently completed fire stations in Mitchell and Milverton. These stations were constructed using a strategic approach that incorporates a "clean and dirty side" layout, with the apparatus bay positioned centrally. This design concept minimizes cross-contamination risks and optimizes the health and safety of firefighting personnel.

During the 2025 capital budget deliberations, the construction of the Princeton Fire Station was formally included in the township's financial plan. Guided by the Director of Finance, it was determined that the project aligns well with the Township's capital outlook, supporting a phased approach with construction commencing in 2025 and completion projected for the 2026 fiscal year.

Analysis/Discussion:

Staff have carefully considered all aspects of this project, prioritizing firefighter health and safety, effective training areas, and future expansion opportunities to accommodate growing communities that are served. The design includes decontamination facilities for firefighters

returning from calls and designated training spaces in both the apparatus bay and a classroom setting.

The site layout features a large driveway to accommodate firefighters responding to the station and apparatus exiting the bay doors. Additionally, a secondary driveway on the clean side of the station supports day-to-day operations. A designated location for the flagpole and digital sign has been identified on the northwest side of the front lawn. This placement ensures visibility while minimizing any impact on neighboring homes.

A significant upgrade for firefighter safety is the inclusion of pull-through bays, which eliminate the need for reversing into the station. The first bay is equipped with a tanker fill pipe, allowing any tanker to fill and pull through without obstruction. The back of the property is optimized for utilities, featuring service beds for sanitary and water runoff, while also reserving space on the southeast corner for potential future development, such as a storage garage.

Inside the station, careful consideration has been given to firefighter health initiatives. The gear room is accessible directly from the parking lot, and two washrooms with shower stalls are provided for decontamination after calls. Dedicated areas are included for washing and drying gear, with provisions for a future air bottle filling station. The apparatus bay will accommodate not only the pumper, tanker, and ranger but also supporting equipment that are currently housed outside, such as the camp trailer and roof prop trailer. Additional space at the rear of the bays will be available for training during inclement weather.

The clean side of the station includes a meeting and training room that will support in-class training for Princeton firefighters, as well as regional training for Blandford-Blenheim firefighters. This room will accommodate medical training, RFSOC training, and OFM courses, which are currently only held at the Plattsville station.

Day-to-day access to the station will be through the front door, leading to offices, a washroom, kitchen, and the training room. These details can be seen on the attached drawings.

To provide additional context, staff have included images of recently completed stations with similar designs. Photo #4 features the Oro-Medonte Station 1, which closely resembles the intended finished design. Photos #1-3 showcase stations with various siding and trim color options. The proposed design uses siding and lettering colors most similar to those shown in photo #3. Collaboration with the engineer has produced multiple exterior wall design options, with the current proposal featuring a continuous brick line around the building topped with steel paneling, as depicted in the reference photos.

Masonry has been included around all 4 sides due to the building being visible from all angles, one being the village of Princeton. We have included all options in financial implications for council consideration.

Financial Implications:

Staff has included a proposed estimated progress draw schedule. It should be noted that not included in this pricing is the \$300,000 that has not been included for previously approved site work.

Masonry work, depending on council approval is noted as follows:

Masonry around entire building – included in current price

Masonry across front of building - \$70,000 cost efficiency

Masonry across front and office side only - \$40,000 cost efficiency

Nelson Dawley, P. Eng.

BLANDFORD-BLENHEIM

PRINCETON FIRE STATION

January 16, 2025

Project Title Proposed Princeton Fire Station
Township of Blandford - Blenheim

Please find below estimated progress draws for construction of the proposed fire hall. These projections are based on past similar project.

**Budget amount for construction = \$2.2 million + HST for the proposed fire hall.
(note this does not include site preparation costs related to excess fill required)**

Month 1 Draw: \$180,000

Month 2 Draw: \$360,000

Month 3 Draw: \$180,000

Month 4 Draw: \$360,000

Month 5 Draw: \$360,000

Month 6 Draw: \$180,000

Month 7 Draw: \$90,000

Month 8 Draw: \$90,000

Month 9 Draw: \$72,000


Month 10 Draw: \$63,000

Month 11 Draw: \$45,000

End of Project Construction lien: \$220,000

Total cost: \$2.2 million

Please note the above are estimates only. HST would need to be added to the above amounts. Contractor will invoice based on work completed that month. At end of project the construction lien holdback of \$220,000 would be paid.



Nelson Dawley, P. Eng.

Nelson Dawley, P. Eng.

Authorized by the Association of Professional Engineers
of Ontario to offer professional engineering services.

PAGE 1 of 1

Conclusion:

Staff has made significant progress in site preparation and infrastructure planning. Viewcon Construction has completed the extension of the watermain to the property line; initial contact with Enbridge has provided a budgetary estimate for extending the gas line from Main Street to the build site; in order to maximize cost savings, site preparation work has been incorporated into the drainage project tender, reducing duplication of efforts and optimizing resources; various stormwater management options have been explored to ensure effective runoff control; and a meeting was held with Five9, the Fire Department's radio communication provider, to discuss system requirements and implementation; and finally an initial discussion has taken place with Oxford County for data installation requirements.

In conclusion, this new fire station has been thoughtfully designed to enhance firefighter safety, improve training opportunities, and support future growth. The layout ensures operational efficiency, while the carefully selected materials and design elements contribute to a durable and functional facility. This project represents a significant investment in the community's emergency services, ensuring that firefighters have the resources they need to protect and serve effectively for years to come. Most importantly, the station will enhance overall community safety and provide a modern facility equipped to handle evolving public safety needs.



Drew Davidson
Director of Protective Services

Outside Design Options

Photo # 1



Photo # 2



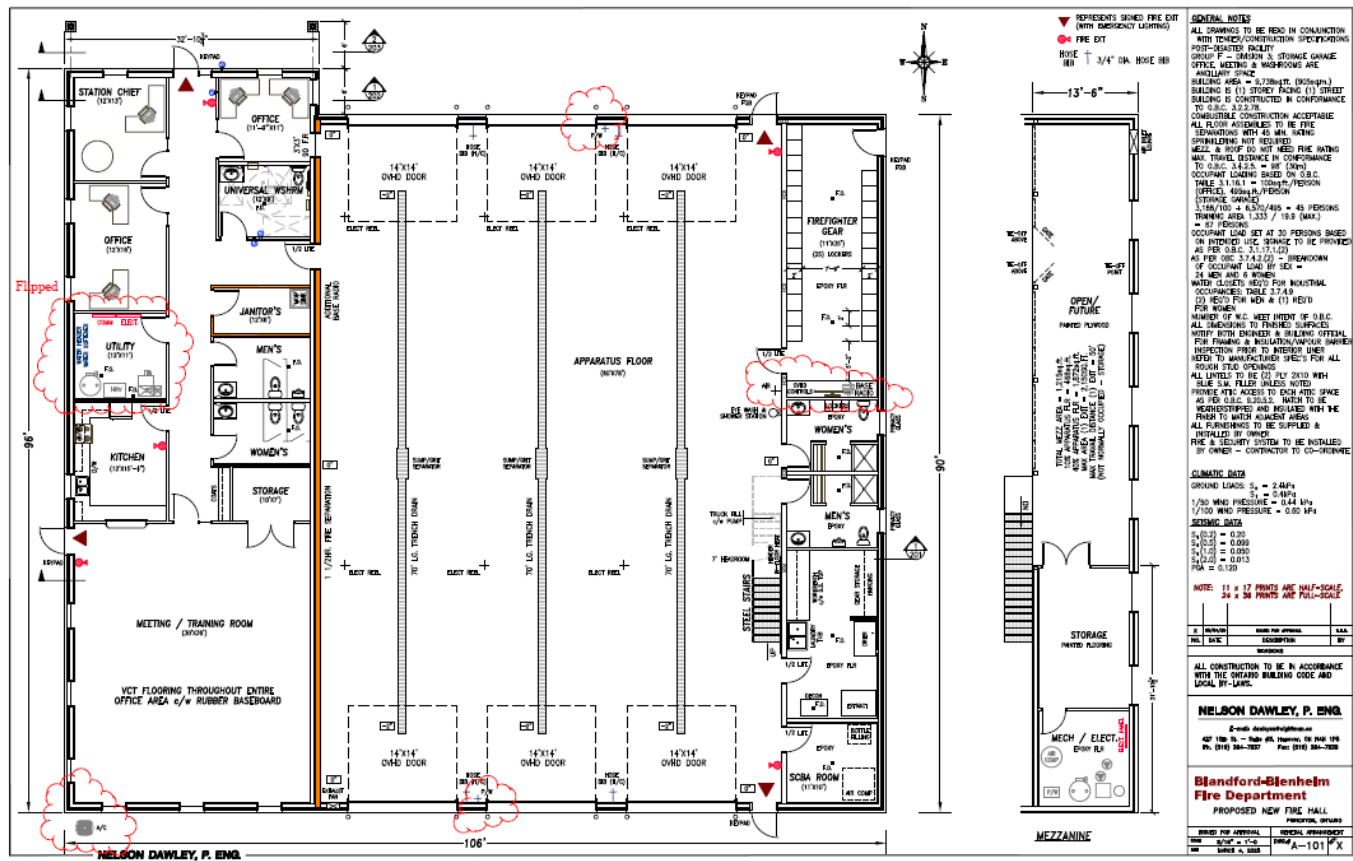
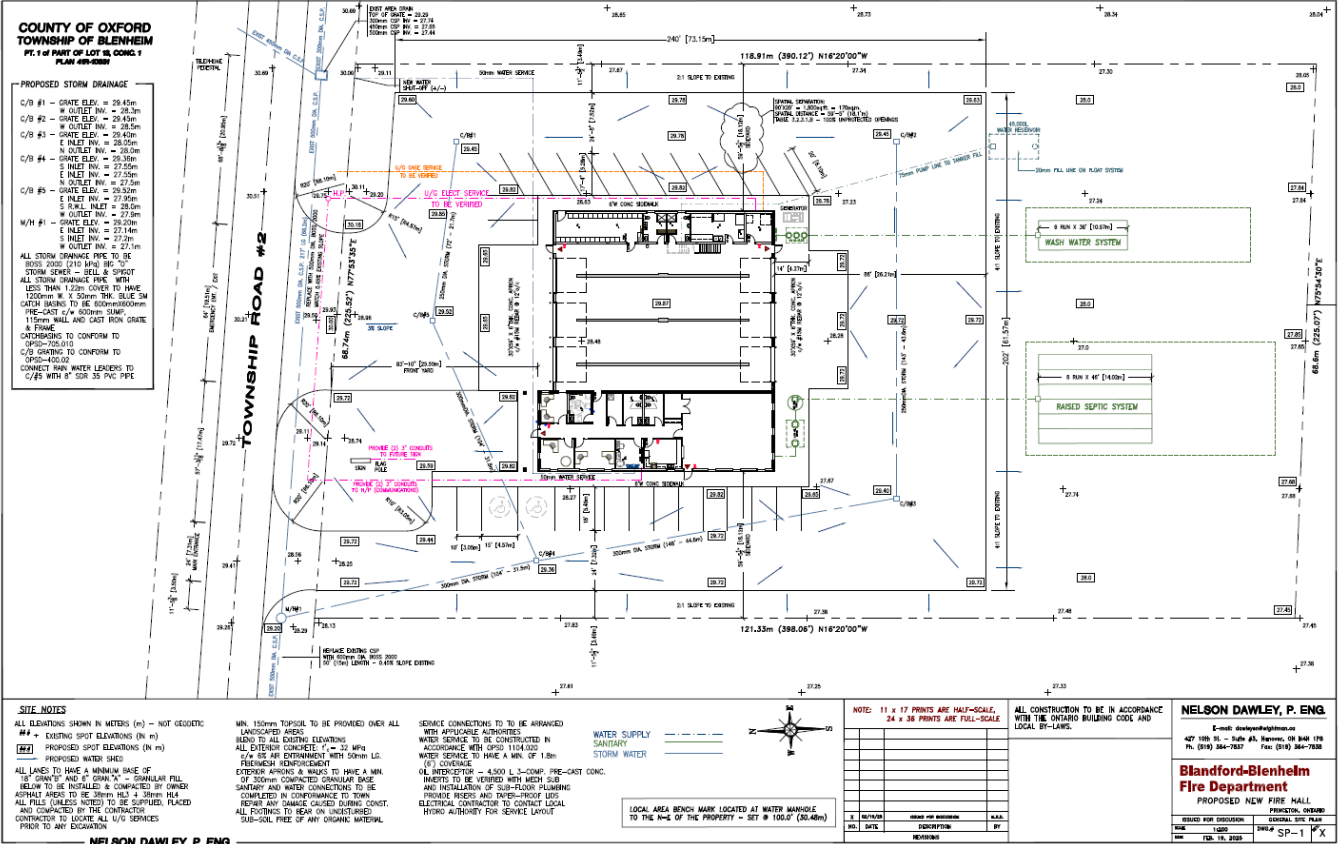
Photo # 3



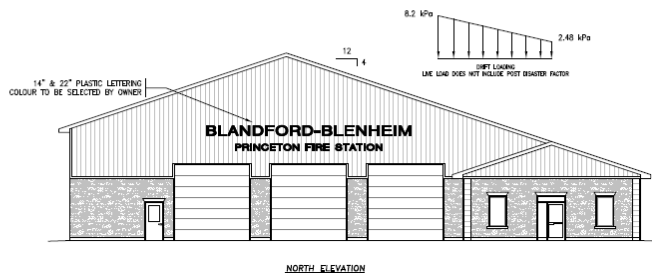
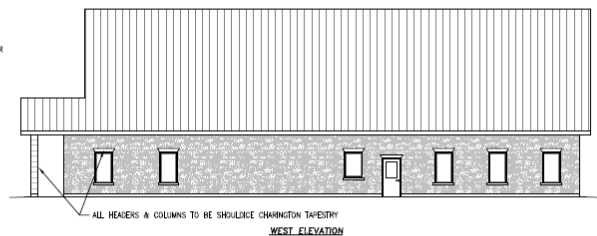
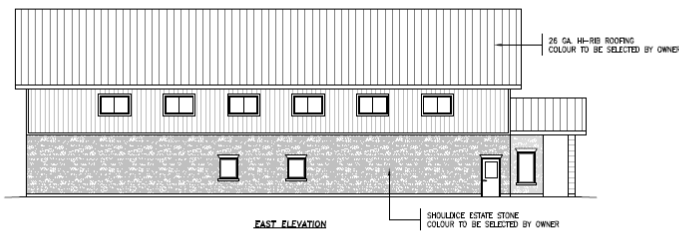
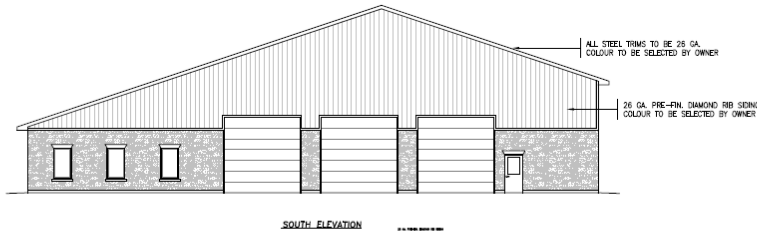
Photo # 4



Site Plans



Blandford-Blenheim Fire Department NEW PRINCETON STATION



GENERAL NOTES

ALL DRAWINGS TO BE READ IN CONJUNCTION WITH SPECIFICATIONS. SHOULD THERE BE DISCREPANCY, CONTRACTOR TO CONTACT CONSULTANT DURING TENDER PERIOD. OTHERWISE CONSULTANT WILL CHOOSE WHICH TAKES PRECEDENCE.

NOTE: 11 x 17 PRINTS ARE HALF-S
24 x 36 PRINTS ARE FULL-

X	REVISION	DATE	DESCRIPTION

ALL CONSTRUCTION TO BE IN ACCORD WITH THE ONTARIO BUILDING CODE & LOCAL BY-LAWS.

NELSON DAWLEY, P. E.

E-mail: dawley@ndp.ca
437 10th St. - Suite 204, Toronto, ON M5G 1A1
Tel: (416) 364-7897 Fax: (416) 364-

Blandford-Blenheim Fire Department
PROPOSED NEW FIRE, HALL
PRINCETON, O
SUBJECT FOR APPROVAL



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council
Josh Brick, CAO
Reviewed By: Trevor Baer, Director of
Community Services
Subject: Flag Policy Review
Report #: DC-25-02

From: Sarah Matheson, Clerk
Date: March 19, 2025
Council Meeting Date: April 2, 2025

Recommendation:

That Report DC-25-02 be received as information; and further,

That the revised Flag Protocol Policy for the Township of Blandford-Blenheim be adopted.

Background:

In fall of 2016, Council adopted the Flag Protocol Policy for the raising and lowering of flags at municipal facilities to mark periods of official mourning or to commemorate other solemn occasions.

In fall of 2021, Council adopted policy changes to the Flag Protocol Policy to indicated the approved flags as outlined in the policy.

In spring of 2023, Council adopted policy changes to the Flag Protocol Policy to take into consideration the raising of flags other than that of Canada, Ontario or Blandford-Blenheim at Township facilities. The section “Flag Flying on the Community Flag Pole” was added and as such, an additional flag pole known as the community flag pole was installed at the Township office in summer of 2024.

The policy changes proposed in this report take into consideration the duration of raising of flags other than that of Canada, Ontario or Blandford-Blenheim at Township facilities, as flown on the community flag pole.

Analysis/Discussion:

In practice, the Flag Policy has proven to be effective and fair.

To increase efficiency, staff are recommending a change to the duration of the flying of flags on the community flag pole from one month maximum to one week maximum, unless the cause/initiative requires a longer period. Staff are proposing the below verbiage:

The CAO will determine the timing and duration of flags requested to be flown on the community-designated pole. The maximum duration for any flag to be flown shall be one (1) week, unless the applicant can demonstrate that the initiative or cause requires a longer period. For events with a duration longer than one week, the applicant may request a longer duration. The CAO will review such requests on a case-by-case basis and may approve a duration of up to one (1) month, where justified.

Staff are also recommending adjusting the policy to provide better clarification on half-masting practices. The following is an inventory of corporate flag poles: four in the active cemeteries (Princeton, Drumbo, Wolverton, Plattsville), four at the fire stations (Bright, Plattsville, Drumbo, Princeton), three in the municipal parks (Princeton, Plattsville, Vink Estates), one at Plattsville Arena, one at the Drumbo Roads Shop, and two at the Administration Office (Community Flag Pole and Regular Flag Pole). The Township has a total of fourteen flag poles. Under the scope of this policy, half-masting is proposed to be conducted during periods of mourning. Staff travel past each corporate flag pole, and as such, propose to include wording to express that all corporate flags will be flown at half-mast in an approved period of mourning. Staff are proposing the below verbiage:

All corporate flags will be flown at half-mast, in the case of a national or provincial official, for the duration established by the appropriate federal or provincial protocol office. In the case of other persons, all corporate flags will be flown at half-mast from the date the notice of death is received, up to and including the day of the funeral. If there is no funeral, then all corporate flags will be flown at half-mast for a period of time determined by the Chief Administrative Officer.

All corporate flags will be flown at half-mast annually to commemorate Remembrance Day (November 11). All corporate flags will also be flown at half-mast for other periods of official mourning and solemn occasions that are in keeping with the general principals of this policy, and as approved by the Chief Administrative Officer or designate.

Financial Considerations:

None.

Attachments:

The Corporation of the Township of Blandford-Blenheim's Flag Protocol Policy.

Respectfully submitted by:

Sarah Matheson,
Clerk



Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

Department:		Clerk		Effective:	September 21, 2016
Subject:		Flag Protocol Policy		Policy Number:	
Approved by:					
Resolution Number:					
Date of Review:	Review Number:	Change:	Reference Section:		
October 6, 2021	1	Approved Flags & Flags for Proclamations			
May 17, 2023	2	Flying Flags on the Community Flag Pole			
March 19, 2025	3	Clarification of half-masting, Duration of Flying Flags on the Community Flag Pole			

PURPOSE:

The purpose of this policy is to establish a standardized protocol for the flying of flags at Township of Blandford-Blenheim municipal facilities.

DETAILS:

Application:

This policy applies to all flags flown at Blandford-Blenheim municipal facilities.

General Flag Protocol – Approved Flags

Flags approved to be flown on Township owned properties are:

- the National flag of Canada;
- the Township of Blandford-Blenheim official flag;
- the official flag for the Province of Ontario

The Chief Administrative Officer may approve the raising of the following flags on municipal flagpoles:

All flags shall be maintained in good condition and repaired or replaced at any sign of damage or discoloration. When a flag is no longer in a suitable condition for use, it should be destroyed in a dignified way.

Protocol for Flying Flags at Half-Mast

The Township's protocol for flying a flag a half-mast will be:

For Periods of Official Mourning

Flags will be flown at half-mast to mark periods of official mourning upon the death of:

- The Sovereign and members of the Royal Family;
- The Governor General of Canada, or a former Governor General;
- The Prime Minister of Canada, or a former Prime Minister;
- The Lieutenant Governor of Ontario;
- The Premier of Ontario;
- A Federal Member of Parliament in Oxford County;
- A Provincial Member of Parliament in Oxford County;
- The Mayor of the Township of Blandford-Blenheim, or a former Mayor;
- A Member of the Township of Blandford-Blenheim Council, or a former Member of Council;
- The Oxford County Warden, or a former Warden;
- A current employee of the Township of Blandford-Blenheim;
- A Firefighter with the Township of Blandford-Blenheim who dies in the line of duty;
- An Oxford County Ontario Provincial Police Officer who dies in the line of duty;
- A resident of the Township of Blandford-Blenheim, who is a member of the Canadian Armed Forces, who dies in the line of duty.

All corporate flags will be flown at half-mast, in the case of a national or provincial official, for the duration established by the appropriate federal or provincial protocol office. In the case of other persons, all corporate flags will be flown at half-mast from the date the notice of death is received, up to and including the day of the funeral. If there is no funeral, then all corporate flags will be flown at half-mast for a period of time determined by the Chief Administrative Officer.

All corporate flags will be flown at half-mast annually to commemorate Remembrance Day (November 11). All corporate flags will also be flown at half-mast for other periods of official mourning and solemn occasions that are in keeping with the general principals of this policy, and as approved by the Chief Administrative Officer or designate.

Proclamations

The Township of Blandford-Blenheim shall not issue proclamations.

Flag Flying on the Community Flag Pole

The second flag pole located at the administration office shall be designated the Blandford-Blenheim Community Flag Pole. Community flag raising is to: celebrate achievement, to help increase public awareness of programs and activities, acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community, or an organization that has helped to enhance the Township in a positive manner.

In the event of a visit by a dignitary to the Township of Blandford-Blenheim, the Township may fly a flag representing that dignitary. The flying of a flag to mark the dignitary's visit will be made

only after consulting with an appropriate protocol officer responsible for coordinating the visit. Flags may be raised in recognition of visiting dignitaries at the discretion of the Mayor or Chief Administrative Officer (CAO).

Township Council authorizes decisions regarding the flying of flags by special permission at the Community Flag Pole to be made at the discretion of the CAO.

Requests for the raising and displaying of flags may be approved for:

- Community service, charitable or not-for profit organizations and/or public awareness campaigns;
- To support fund-raising activities;
- Celebrate achievement;
- Celebrate multi-cultural and civic events;
- Promote Diversity and Inclusion;
- Improve public awareness of programs and/or activities;
- Acknowledge an organization that has achieved national or international distinction or made a significant contribution to the community;
- An organization that has helped to enhance the Township in a positive manner

Requests will not be approved where the flag flying relates to:

- Celebrations, campaigns or events with no direct relationship to the Township of Blandford-Blenheim;
- Celebrations, campaigns or events intended for profit making purposes;
- Celebrations, campaigns or events intended to defame the integrity of the Township;
- Celebrations, campaigns or events deemed inappropriate by the Mayor or CAO;
- Attempting to influence government policy; or
- The Township will not fly the flag of a group or organization whose undertakings or philosophy are contrary to Township of Blandford-Blenheim policies or by-laws, espouse hatred, violence, prejudice or racism, or are politically or religiously motivated or represent other individual conviction.

All requests for flag flying should be made to the CAO a minimum of four (4) weeks prior to the requested date, in writing, and include the following information:

- Name of the requesting organization or individual;
- Contact information (phone, email, etc.);
- Details of requested event or occasion including date(s);
- Explanation of the purpose of the event or occasion;
- Picture of the flag to be flown;
- Description of the applicant organization or individual including a brief history, and any other relevant information.

The CAO will determine the timing and duration of flags requested to be flown on the community-designated pole. The maximum duration for any flag to be flown shall be one (1) week, unless the applicant can demonstrate that the initiative or cause requires a longer period. For events with a duration longer than one week, the applicant may request a longer duration. The CAO will review such requests on a case-by-case basis and may approve a duration of up to one (1) month, where justified.

Individuals and organizations requesting the flag flying are required to provide the flag to be raised

to the CAO at least one (1) week prior to the flag raising.

Flags may be no larger than 1.83 meters (6ft) in width and 0.91 meters (3ft) in height.

Notification to the media and advertising related to flag flying is the responsibility of the requesting party.

An organization's flag shall be flown no more than once per calendar year.

Organizations shall be required to submit a separate flag flying request for each occasion.

The Township is not responsible for damaged or lost flags.

In the event there is a dispute between an organization and the CAO as to the eligibility of a request, the appeal process shall be through the Municipal Council having full and final say as to whether or not the request to fly a flag will be granted.

Flags shall only be raised and lowered on those business days the Township office is open.

The Township of Blandford-Blenheim does not imply or express support for, or approval of, the politics or opinions expressed by the groups or organizations whose flag is flown in accordance with this policy.

The Annual Status Report features a list of all completed capital projects, along with several initiatives that surpassed the goals outlined in the 5-year plan. Completed projects include the benches in the village of Drumbo, Plattsville Park Playground accessible surface and additional accessible play features, hard-surfacing of a stormwater management pond in Plattsville, the north section of Village of Princeton road reconstruction to include accessible sidewalks, an accessible pathway leading to the multi-purpose pad in Princeton Park, the Township parking lot, and snow removal on the sidewalks of the four Villages in the Township.

The Annual Status Report also features a list of ongoing projects, including the installation of electric vehicle chargers throughout the Township, Princeton Park Playground accessible surface and additional accessible play features, and programming partnerships with community groups using accessible Township facilities.

In accordance with the AODA section 14(2) and IASR sections 4(2), 41(2), and 80.8(2)1, the accessibility report will be made available to the public on the Township's website.

Municipalities with a population greater than 10,000 are required to establish accessibility advisory committees. In addition, the legislation stipulates that the majority of committee members must self-identify as a person with a disability. With a population below 10,000, the Township of Blandford-Blenheim is exempt from establishing an accessibility advisory committee.

Financial Considerations:

All Township Departments are affected by requirements of AODA. Budget requirements shall be included by each department every year in order to ensure funds are available to meet requirements of the legislation.

Attachments:

Access Blandford-Blenheim 2024 Annual Status Report of the Multi-Year Accessibility Plan.

Respectfully submitted by:

Sarah Matheson,
Clerk

2024

Access Blandford-Blenheim 2024

ANNUAL STATUS REPORT OF THE MULTI-YEAR ACCESSIBILITY PLAN

TOWNSHIP OF BLANDFORD-BLENHEIM

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Background and Purpose

The Township of Blandford-Blenheim is committed to promoting a barrier-free Township for employees, citizens and all who live, work, visit, and invest in the Township of Blandford-Blenheim. In this status report, the Township of Blandford-Blenheim is proud to present the development of innovative strategies to remove and prevent future barriers for people with disabilities and our maturing population.

The purpose of this status report is to describe the Township of Blandford-Blenheim's (the Township's) progress with regard to the 2024-2028 Multi-Year Accessibility Plan to prevent and remove barriers and meet requirements under the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA).

In keeping with this vision, the Township of Blandford-Blenheim understands that people with disabilities:

- Represent a growing and diverse community that is dramatically increasing due to the demographic trends of a maturing population;
- Form part of the work force, and include our families, our friends, our customers and the members of the community at large;
- Purchase products and services and make important financial decisions on where they do business, enjoy recreation or choose to live;
- Understand that accessible features can be of benefit to others, such as automatic doors that assist parents with children in strollers or wagons;
- Are aware that their full participation in Canadian society has been long awaited and anxiously anticipated; and,
- Understand that inclusion and full participation of people with disabilities requires well-considered commitment from all levels of government.

The Township of Blandford-Blenheim is committed to ensuring that people with disabilities enjoy the same opportunities as all others who live, work, visit and invest in the Township of Blandford-Blenheim.

Accessible Format

The Township of Blandford-Blenheim offers documents in accessible format upon request. Township policies have been updated to include an accessibility clause.

If you require this document to be in an accessible format, please contact the administration office at generalmail@blandfordblenheim.ca or 519-463-5347 or toll-free at 1-800-410-6882.

Highlights of 2024

Presented below is a list of the accessibility action items accomplished in 2024, as outlined in the 2024-2028 Multi-Year Accessibility Plan. These items reflect the Township's commitment to creating a barrier free-environment.

Planned Goals and Status Report for Compliance with AODA/IASR for 2024

Customer Service Standard

Customer Service

In 2024, the Township's Accessible Customer Service Policy Manual was complied with to ensure the Township is providing an adequate level of accessible customer service to the public. Township staff continued to be made aware of the Township's Accessibility Plan and Township's Accessibility Policies. Recruitment practices were reviewed to ensure accommodations are offered to those requesting them. New employees were trained on existing policies for accommodating persons with disabilities. Accessible formats for policies and procedures were made available, where applicable.

Information and Communication Standard

Corporate Website

The Township continued to ensure that all features and additions to the corporate website or any Township-owned website meet or exceed AODA/IASR Standards. In collaboration with the Oxford County Information Services Team, routine website redesigns have met WCAG 2.0 Level AA or higher.

Design of Public Spaces Standard (Built Environment)

Drumbo Park Pavilion

In 2024, the Pavilion in the Drumbo Park has had an addition installed. This addition has a level entrance for barrier free access. The existing pavilion has been retrofitted to include a multi-purpose pad with lines and materials for multiple sports.

Drumbo Park Pickleball Court

Drumbo Park has had pickleball courts installed in the original pavilion in 2024. Pickleball is a sport that is inclusive for a range of abilities.

Village of Drumbo Benches

In partnership with the Drumbo Beautification Committee, four benches within the Village of Drumbo were installed in 2024 in the downtown core. The pad on which the benches sit was lengthened to accommodate the parking of wheelchairs, mobility devices, strollers or wagons.

Electric Vehicle Chargers

In 2024, the Township secured funding for Electric Vehicle Chargers throughout the municipality. Upon installation, accessible considerations will be made such as a wider parking space to access the charger as well as curb cuts to allow mobility devices to access any sidewalk or other amenities near the charger.

Plattsville Park Playground

Playgrounds are intended to develop the physical, cognitive, sensory and social skills of children. Accessible play spaces are a priority in the Township. The surface of the Plattsville Park Playground has been made accessible by installing artificial turf. Accessible play features have been added in order to offer more barrier free choice. An accessible swing, carousel and communication board have been installed in 2024.

Plattsville Park Pickleball Court

Plattsville Park has had pickleball courts installed on the tennis courts. Pickleball is a sport that is inclusive for a range of abilities.

Plattsville Trails

The stormwater management pond in the Village of Plattsville has had a crushed stone surface installed in 2024 to create a barrier-free trail. This is essential for those with disabilities, as well as it benefits seniors with mobility difficulties and families travelling with young children using strollers or wagons.

Princeton Park

In 2024, an accessible pathway constructed of asphalt has been installed in the Princeton Park leading to the multi-purpose pad. This assists wheelchairs and other mobility aid devices in gaining access to a hard-surface recreation pad with the opportunity to play multiple sports.

Funding has been secured for accessible surface upgrades to the Princeton Park Playground. Artificial turf has been ordered in 2024 for installation in 2025. Accessible play features have been installed in 2024 to offer more barrier free choice. An accessible swing, carousel, barrier-free play structure and communication boards have been installed.

Princeton Road Reconstruction

Road reconstruction occurred in 2024 in the north section of the Village of Princeton. As part of the reconstruction, curb cuts at all intersections as well as tactile plates were included in the sidewalk construction.

Programming Partnerships

The Township partnered with exercise program providers, child and family-centered program providers, and library program services offering access to municipal facilities in order to benefit the community.

Public Spaces

The Township is committed to ensuring that any new or redeveloped public spaces meet the Design of Public Spaces Standards (Part 4.1). Consultation for Outdoor Play Spaces, On-Street Parking, and Recreational Trails are ongoing and occurred throughout 2024.

Township Administration Office Parking Lot

In 2024 the resurfacing of the Township Administration Office in the Village of Drumbo was completed with a second accessible parking space included.

Township Village Sidewalks

In 2024 the Township maintained the sidewalk in accordance to the Minimum Maintenance Standards. The Township removed snow and applied salt to melt ice on all the sidewalks in the villages of Bright, Drumbo, Plattsville and Princeton.

Other Requirements Reporting

The Township of Blandford-Blenheim is committed to continue filing annual accessibility compliance reports, as required.

Feedback

The Township of Blandford-Blenheim welcomes public input as feedback helps to identify areas where changes need to be considered and ways in which the Township can improve facilities, products and services. Should a member of the public wish to provide feedback, comments or suggestion please contact the Clerks Department in the Administration Office at generalmail@blandfordblenheim.ca or 519-463-5347 or toll-free at 1-800-410-6882.

Availability Status Report

The Status Report will be made available through:

Website:

This Plan can be accessed through the Township of Blandford-Blenheim's website. <http://www.blandfordblenheim.ca/Accessibility>

Hard Copy:

The Plan may be accessed at Township of Blandford-Blenheim Administration Office:

47 Wilmot Street South, Drumbo, ON, N0J 1G0

Contact Information

For more information, contact the Township of Blandford-Blenheim Clerks Department:

519-463-5347 | 1-800-410-6882 | generalmail@blandfordblenheim.ca

Township of Blandford-Blenheim Clerks Department
47 Wilmot Street South, Drumbo, ON, N0J 1G0



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council
Josh Brick, CAO
Reviewed By: Denise Krug, Director of Finance
Subject: Voting Methods for the 2026 Municipal Election
Report #: DC-25-04

From: Sarah Matheson, Clerk
Date: March 6, 2025
Council Meeting Date: April 2, 2025

Recommendation:

That Report DC-25-04 be received as information; and further,

That Council provide direction regarding the implementation of a voting method for the 2026 Municipal Election.

Background:

The next Municipal Election is scheduled to take place on Monday October 26, 2026.

Section 42(1) of the *Municipal Elections Act (MEA)* states:

*“42 (1) The council of a local municipality may pass by-laws,
(a) authorizing the use of voting and vote-counting equipment such as voting machines, voting recorders or optical scanning vote tabulators;
(b) authorizing electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote. 1996, c. 32, Sched., s. 42 (1).”*

The decision regarding vote counting equipment and alternative voting methods must be made by May 1st in the year of the election. Furthermore, the Clerk must establish procedures and forms for the use of any voting and vote-counting equipment authorized by by-law by June 1 in the year of a regular election.

The last Municipal Election was held in October of 2022.

Analysis:

Due to procurement requirements for election equipment, staff is seeking Council's guidance to ensure sufficient time for the Request for Proposals (RFP) process, contract evaluation and award, as well as the creation of necessary procedures, forms, and a focused outreach strategy.

Options for election administration in the 2026 election are presented below for Council's consideration:

Option 1: Traditional Paper Ballot Election (same as previous years)

The most familiar method of voting in Blandford-Blenheim municipal elections. This method requires voters to attend a polling station either during advance voting periods or on Election Day. At the polling station, voters physically mark a paper ballot, which is then processed through a vote tabulator on-site and final numbers calculated at the close of the polls by printing a report from each tabulator and delivering to the main headquarters.

Option 2: Vote by Mail

With vote my mail, all voters receive a ballot package with instructions, a ballot, a signed declaration form, and inner and outer envelopes. Voters mark their ballot, place it in the inner envelope, and seal it with the signed declaration. The completed ballot must be returned by mail or dropped off at designated locations before the election deadline. On election day, officials process and count mail-in ballots, which may be counted separately from in-person votes.

Option 3: Vote by Internet/Telephone

Internet voting would allow a voter to securely login to an online platform to access, mark and cast their ballot. Telephone voting would allow a voter to call into a digital platform to make selections using an automated voice system. This would require the voter to have either a smart device such as a cellphone, tablet, computer or to have a telephone to cast their vote.

See Appendix A for models of each voting method process.

Option 4: Hybrid (Paper Ballots & Internet)

A combination of option 1 and 3, this approach would essentially result in the preparation and conduct of two elections at the same time, resulting in the need for two sets of policies and procedures, more staff resources and higher costs.

Discussion:

There are several principles under the MEA and its regulations that must be considered when selecting which method(s) of voting to use for the municipal election. These principles include:

- a) the secrecy and confidentiality of the individual votes is paramount;
- b) the election should be fair and unbiased;
- c) the election should be accessible to the voters;
- d) the integrity of the process should be maintained throughout the election;
- e) there is to be certainty that the results of the election reflect the votes cast;

f) voters and candidates should be treated fairly and consistently within a municipality; and
g) the proper majority vote governs by ensuring the valid votes be counted and invalid votes be rejected so far as reasonably possible.

According to a post-election survey conducted by the Association of Clerks and Treasurers of Ontario (AMCTO) in late 2022, internet voting is emerging as the preferred method of conducting an election. AMCTO found that 58% of municipal respondents used internet voting for the 2022 municipal and school board elections. This represented a 16% increase in number of municipalities using internet voting from 2018 to 2022. Locally, the Town of Tillsonburg and the Townships of East Zorra-Tavistock, South-West Oxford, and Zorra voted online in 2022.

The link between internet voting and higher voter turnout has not been definitively established, but it offers the potential to engage younger voters while providing a convenient, efficient, and accessible method for individuals to take part in the electoral process.

Recommendation for Blandford-Blenheim for the 2026 Municipal Election Voting Method: Internet and Telephone Voting

Staff consider the traditional ballot method to be inferior to internet and telephone voting due the lack of flexibility for voters, reduced accessibility, increased staffing requirements and later/delayed election results. More specifically, the Township experienced challenges with recruiting election staff to act as deputy returning officers, poll clerks, revision clerks, vote tabulator operators and stand by employees in the 2022 Municipal Election. Smaller municipalities have also begun to note the significantly higher costs associated with administering traditional ballot method elections, largely as a result of vote tabulators that must be purchased or rented for the purpose.

Blandford-Blenheim has increased capacity for internet voting with several internet provider's available, cellphone and landline coverage in the area. For those that don't have internet or phone availability, the Township would offer Help Centres in municipal and other facilities, equipped with devices and staff ready to assist the voter with the internet voting process. At these Help Centres, residents that are uncomfortable using available technology (e.g. laptop, iPad etc.) would have the option of making selections on a physical ballot, which would immediately be inputted into the voting system by election staff that have sworn an oath of secrecy.

Possible advantages of internet and telephone voting:

Accessibility: enhances secrecy and autonomy for voters with disabilities, promoting independence, dignity and equal opportunity for all voters. Provides for a longer voting period, removing the need for advance polls.

Convenience: electors can cast their vote 24 hours per day during the voting period, in the privacy of their own home or anywhere in the world, by telephone, smartphone, tablet or computer.

Accuracy of vote count: the system prevents over-voting, warns for under voting and does not enable a voter to mark the ballot in an unclear way, therefore there is no risk of spoiled ballots or unclear voter intent. The count is 100% accurate and there is no human error component.

Resources: staffing and supply needs are minimal with internet and telephone voting.

Environmental considerations: reduces the amount of paper that would be used for paper ballots or vote by mail kits.

Possible drawbacks of internet and telephone voting:

Access: not all voters have access to a computer or high-speed internet, particularly those in rural areas where connectivity is limited.

Solution: Offering both internet and telephone voting would increase access. Similarly, Help Centres offered by the municipality would provide internet and computer access.

Reliability and security: online voting systems may be vulnerable to technical failures and security breaches.

Solution: Risks are mitigated with comprehensive security controls; measures are in place to protect the integrity of the process. Testing and auditing will be performed throughout the various stages of implementation to ensure the validity and accuracy of the system is maintained. With internet/ telephone voting having been in place for over 15 years now in the municipal sector, these processes are well developed and have proven to be reliable.

Public education: Introducing internet and telephone voting would require voter education and additional communication efforts from the municipality.

Fraud or coercion: Voter Information Letters, which contain unique PINs necessary for casting a vote online or over the telephone, can be intercepted.

Solution: Multi-factor authentication (e.g. the voter must enter their unique PIN and date of birth) can mitigate these risks.

Wrong address: there is a risk that a Voter Information Letter could be mailed to a wrong address or even to a deceased individual.

Solution: Staff will focus on encouraging electors to confirm their voting details ahead of the election. Further, the Township would advise the recipient:

- not to open the letter or forward it;
- that it is illegal to tamper with mail, including opening a Voter Information Letter that is not addressed to them;
- to mark the envelope as "Return to Sender" and drop it in a mailbox, or return it to the Township Office; and,
- it is an offense under the *MEA* to use another elector's voting credentials (such as a Voter ID and Voting PIN) to vote, carrying a maximum fine of \$25,000 or up to six months in jail.

Elections Ontario is now the body in charge of the Municipal Voters' List. It is anticipated the voters list will be more accurate and up-to-date with fewer errors than in previous elections.

Financial Considerations:

Financial considerations for the 2026 municipal election will be determined by the method chosen by Council.

Staff has sought early estimates from vendors to look at the costs of providing for different voting options. Estimated costs are provided in a table below, and are subject to change. Election costs are also dependent on any complexities that may arise such as need for legal advice or compliance audit.

Method	Estimated Cost
Option 1: Traditional Paper Ballot	\$70,000.00
Option 2: Vote by Mail	\$50,000.00
Option 3: Vote by Internet / Telephone	\$40,000.00
Option 4: Hybrid (Paper and Internet/Telephone)	Unknown at this time

For reference, total expenses of the 2022 election (traditional paper ballot) came in at \$43,844.43 with 25.47% voter turnout.

All municipal election expenses are funded by the Election Reserve Fund. Funds have been budgeted and allocated to the Election Reserve fund, in the amount of \$10,462.00 in 2023, and \$5,231.00 for 2025, with a current total of \$15,693.00 in the fund.

Attachments:

Appendix A.

Respectfully submitted by:

Sarah Matheson,
Clerk

Appendix A: Model of Each Voting Method

In-person Voting with Paper Ballots Process

1. Voters confirm they are on the Voters' List through Elections Ontario's Portal.
2. Each voter receives a Voter Notification Card advising of voting options (date(s), time and location) and identification requirements.
3. Electors may physically cast their vote at an advance poll or on Election Day.
4. Upon arriving at the voting location, voters are provided a ballot and secrecy envelope and are struck off the physical voters' list after providing proper identification.
5. Electors mark their ballot, place it in the secrecy envelope and have it fed through a tabulator.
6. At the close of polls, the tabulators are closed and results are delivered to the administration office to be tallied.

Vote by Mail Process

1. Voters confirm they are on the Voters' List through Elections Ontario's Portal.
2. Electors receive a voting kit by mail containing;
 - Instructions;
 - Ballot;
 - Ballot secrecy envelope;
 - Voter declaration form;
 - Return envelope with prepaid postage.
3. Voters complete the declaration form, mark the ballot, place the ballot in the secrecy envelope, seal the secrecy envelope and then place the secrecy envelope and declaration form into the return envelope and mail back to the municipality or drop off at designated secure drop box location.
4. There is a guaranteed mail return date, after which voters are advised to personally deliver their return envelope to ensure receipt by close of voting on Election Day.
5. As return envelopes are received by the municipality, they are opened to ensure the declaration form is signed and the secrecy envelope is sealed.
6. Voters are struck off the voters' list and ballots are secured until Election Day.
7. On Election Day, eligible ballots are counted by tabulators.
8. When all eligible ballots have been counted, the tabulators are closed and results are tallied.

Internet and Telephone Voting Process

1. Voters confirm they are on the Voters' List through Elections Ontario's Portal.
2. Each voter receives a Voter Information Letter containing information to access the voting system, including:
 - Access credentials (e.g. unique PIN);
 - URL and telephone number for the voting system;
 - Instructions for how to cast a vote;

- Information regarding the candidates running for office, location of Help Centres, contact information for assistance.
3. Electors access the voting system by:
 - Entering their access credentials (e.g. unique PIN and date of birth);
 - Follow the prompts to vote;
 - Confirm their selections.
 4. Once the ballot is submitted, results are encrypted and kept anonymous. The voter is struck off the voters' list and is blocked from voting again.
 5. Help Centres will be available at locations determined by the Returning Officer to assist voters with the voting process and offer access to computers for internet voting on- site.
 6. Voting shuts down at the closing of the established voting period and the Returning Officer may immediately access the results.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance
Reviewed By:	Josh Brick	Date:	March 26, 2025
Subject:	Additional 2025 Council Grant & Subsidy Request	Council Meeting Date:	April 2, 2025
Report #:	TR-25-07		

Recommendation:

That Report TR-25-07 be received as information; and

That Council give direction in regards to the Drumbo Lions Club's request for funding for the Lions Memorial bench in the Drumbo Park in the amount of \$1,000.

Background:

The due date for Council Grant & Subsidy applications was January 31st, as stated on our website. On February 19th, a report was brought to Council for 2025 Council Grant & Subsidy Requests and Council approved \$9,500 in requests to the following organizations. An additional application was received after the deadline from the Blenheim District Public School Home & School Association for funding of their Outdoor Greening Project, which was approved by Council at the March 5th meeting.

Organization Name	Purpose of 2025 Funding Request	2025 Approved Grant/Subsidy
Drumbo Agricultural Society	Assistance with Entertainment at Drumbo Fair	\$1,000
Drumbo & District Heritage Society	Canada Day Celebration – free BBQ (includes additional \$1,500 to recognize Township's 50 th Anniversary)	\$2,500
Plattsville & District Heritage Society	Memorial Gates at Plattsville Park	\$1,000
Plattsville & District Lions	Use of hall at Plattsville Arena	\$1,000
Princeton Firework Committee	Fireworks for Victoria Day weekend	\$1,000

Princeton & District Museum/Library Association	Fundraising for new furnace & AC units	\$1,000
Friends of Princeton Park	Use of Princeton Centennial Hall for meetings and events	\$1,000
Poppy Project	Intergenerational community initiative to crocket/knit poppies to display each November	\$1,000
BDPS Home & School Association	Outdoor Greening Project	\$1,000
	Total	10,500

We have now received an additional funding request from the Drumbo Lions Club for the funding of a Lions Memorial bench in the Drumbo Park. The application has been provided separately to Council to respect the organization’s privacy.

Analysis/Discussion:

On February 5, 2025, Council passed Bylaw 2483-2025 approving the budget which included a total of \$14,500 for grants & subsidies. This included an extra \$4,500 for 3 organizations for 50th Anniversary Township celebrations. On February 19, 2025, Council approved a total of \$9,500 in funding, leaving \$2,000 of the annual grants and subsidies unallocated, as well as \$3,000 for 50th Anniversary celebrations. An additional \$1,000 grant was approved at the March 5th Council meeting.

Financial Impacts:

If Council approves the request from the Drumbo Lions Club’s request for funding for the Lions Memorial bench at the Drumbo Park, there is no further impact to the budget over that which has already been approved.

Attachments:

None.

Respectfully submitted by:

Denise Krug
 Director of Finance/Treasurer



Township of Blandford-Blenheim

47 Wilmot Street South / Box 100
Drumbo, Ontario N0J 1G0

Phone: (519) 463-5347
Fax: (519) 463-5881
Website: www.blandfordblenheim.ca

RECEIVED

MAR 04 2015

Blandford-Blenheim Twp

COUNCIL GRANT & SUBSIDY APPLICATION

Note: Applications to the Township of Blandford-Blenheim for Grant Funding will be accepted no later than January 31 each year.

Please print neatly.

Organization name Drumbo Lions Club


Contact Person Ken Whytock President / Treasurer
Must have signing authority *Position*

Telephone numbers 519-897-1263
Home Work Cell

Fax _____ Email Address drumbolionsclub@gmail.com

Name of Proposal Drumbo Park Lions Memorial Bench

Date of Proposed Event N/A Location Drumbo Park

Signature of Contact Person 

Please indicate the support being requested

- Financial Assistance
- Service or Project
- Waiving of Facility Fees for Plattsville Arena, Community Halls, Parks, Sport Fields and Pavilions
- Other (describe) _____

FUNDING AMOUNT REQUESTED: \$ 1,000 (maximum \$1,000)

GRANT FUNDING APPLICATION

Proposal Summary

Please provide a clear and concise summary of your proposal, including the goals and objectives of your proposal.

The Drumbo Lions Club would like to install a Lions Club Bench (Purple + Gold) in Drumbo Park. The location can be negotiated with the Parks Department. We want it to serve as a memorial to former members of our club.

Please check on category that best suits your request for assistance. Refer to the Policy for General Grants for category definitions.

- Tourism/Economic
- Community
- The Arts
- Culture and Heritage
- Other (describe) _____

Note: organizers of parades are required to provide liability insurance in the amount of \$5 million naming the Township of Blandford-Blenheim as additional insured.

Community Support

Please describe how your proposal supports the Township of Blandford-Blenheim.

Drumbo Park hosts lots of events over the year - ball games, soccer, Canada Day, Fall Fair, + playground users, and we think another bench would provide additional seating for people to rest. It will make the park more pedestrian friendly and inviting.

Eligibility

1. Are you a non-profit organization?
 - Yes
 - No

2. Please provide your Revenue Canada Charitable Registration Number (if applicable)

N/A

3. Is your organization located within the Township of Blandford-Blenheim?

- Yes
- No Where? _____

4. Will this proposal provide services to the citizens of the Township of Blandford-Blenheim?

- Yes
- No

5. Has your organization made any other application to the Township of Blandford-Blenheim for financial assistance during the current year?

- Yes When? _____
- No

6. Has your organization received funding assistance from the Township of Blandford-Blenheim in prior years?

- Yes When? 2022 Amount \$1,000
- No

7. Will your organization or another organization be the primary funder of this proposal?

- Yes, our organization
- Yes, another organization (please name) _____
- No

8. Will the assistance that the Township provides your organization be utilized **only** by your organization?

- Yes
- No Name other organization(s) _____

Community Need

1. Please outline what community need is addressed by your proposal.

The bench will support Pumbo Park users - seniors, mothers,
children, families, etc. It will encourage longer stays + more
frequent use.

2. What efforts have been made to determine if there are similar programs or services currently being offered in the Township of Blandford-Blenheim?

There are benches in the park, but it can always use more.

3. Outline the community support you have received for your proposal.

Members of the Lions Club represent a cross-section of community members and our members have endorsed this project.

4. How does your organization plan to promote or acknowledge the support of the Township of Blandford-Blenheim?

We will have an unveiling and photo-op which will be shared with local paper + on social media.

Organization Strength

1. Is your organization governed by a community-based volunteer Board of Directors?

- Yes
 No

4

Financial Condition

- 1. Please complete schedule "B", Grant Funding Project Forecast with submission. Schedule "C" to be submitted to the Finance Department within 30 days after the project or program is complete.
- 2. Is your funding request due to funding decreases from other partners? (e.g., Federal Government, Provincial Government, etc.).

- Yes
- No

Other Pertinent Information

You are welcome to use the space below to provide any pertinent details about your proposal not covered in the preceding questions.

We just want to help the community out.

Thank you for your submission.

Please use the attached checklist to ensure all required documentation has been included.

CHECKLIST

Please confirm below that your organization has provided the required information with your application.

- 1. Completed Application Date submitted: March 4, 2025 Yes No

- 2. Financial Information:
 - a) Previous year's financial statement *Appendix A* Yes No
 - b) Current year's budget *Appendix B (2 pages)* Yes No
 - c) Completed Schedule B, Grant Funding Project Forecast *Appendix C* Yes No

Appendix A

Drumbo Lions Club Statement of Financial Position, December 31, 2024

Assets

	Chequing Account	\$9,219.30
	Savings Account	\$12,461.40
	Lottery Account	\$293.41
Sub-Total		\$21,974.11
Liabilities		\$258.85
Balance		\$21,715.26

Appendix B

Proposed Drumbo Lions Club 2025 Budget

Proposed Expenses

Agricultural Hall Rental for meetings	\$510
United Church for meetings	\$125
Meals for meetings	\$1,176
Dues for LCI and District	\$1,957
Christmas Banquet	\$1,741
June BBQ	\$250
Club Insurance	\$2,240
Elimination Draw	\$9,107
Charity Auction and Recycling Days	\$3,983
Harvest Carnival	\$11,197
Save the Evidence Campaign	\$300
Donation to LCIF	\$500
Donation to Coldest Night of the Year	\$500
Photocopying costs for meetings	\$250
Donation to Ripley Lions Club	\$50
Donation to Drumbo Firefighters	\$1,000
Basket gifts for bereavement and get well	\$120
Holiday Lights prizes	\$150
Plants for town signs and upkeep of gazebo	\$250
Grass cutting at gazebo	\$560
Sponsorship of local teams and athletes	\$700

Appendix B (continued)

Lions Memorial Bench in Park (purple and gold) Bench (\$1,471) + concrete pad (\$500)	\$1,971
Improvements to Drumbo Playground to make it more accessible <i>*unknown - project will only proceed if the township is successful in securing a grant</i>	(\$30,000)

Total Expenses: \$37,637 (67,637)

Income

Members paying for meals	\$846
Collected Club Dues	\$1,957
Tail Twister collection & club bar	\$120
June BBQ	\$285
Farm Show	\$5,997
Elimination Draw	\$15,840
Charity Auction and Recycling Days	\$16,691
Harvest Carnival	\$14,999
John Deere Days food booth	2,800
Fleece Fest parking	\$600
Grant from Blandford-Blenheim township towards bench (if approved)	(\$1,000)

Total Income: \$60,135 (\$61,135)

Appendix C



CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM

GRANT FUNDING FINANCIAL
FORECAST SCHEDULE "B"

EVENT REVENUES

DESCRIPTION	AMOUNT	CONFIRMED	ANTICIPATED
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
TOTAL REVENUES	\$ 0	\$	\$

EVENT EXPENSES

DESCRIPTION	AMOUNT	CONFIRMED	ANTICIPATED
Cost of one bench, including tax	\$ 1,471.26		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
TOTAL EXPENSES	\$ 1,471.26	\$	\$

NET EXPENDITURE: \$1,471.26

NET PROFIT: 0

READ a first and second time this 2nd day of April, 2025.

READ a third time and finally passed this 2nd day of April, 2025.

Mark Peterson - Mayor

(SEAL)

Sarah Matheson – Clerk

ZN 1-24-02

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2491-2025

EXPLANATORY NOTE

The purpose of By-Law Number 2491-2025 is to rezone the lot to be retained via Severance B24-14-1 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize a non-farm rural residential use.

It is also the intent of By-Law Number 2491-2025 to rezone the lot to be severed via Severance B24-14-1 from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-44)'. A special provision is included to limit the number of dwellings on the lands to one single detached dwelling accessory to a farm.

The subject lands are described as Part Lots 14 and 15, Concession 4 (Blenheim), Parts 1 and 2, Reference Plan 41R-10778 in the Township of Blandford-Blenheim. The lands are located on the south side of Township Road 5, between Gobles Road and Oxford Road 3, and are municipally known as 766930 Township Road 5.

The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2491-2025. The public hearing was held on July 3, 2024 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2491-2025 may contact the undersigned.

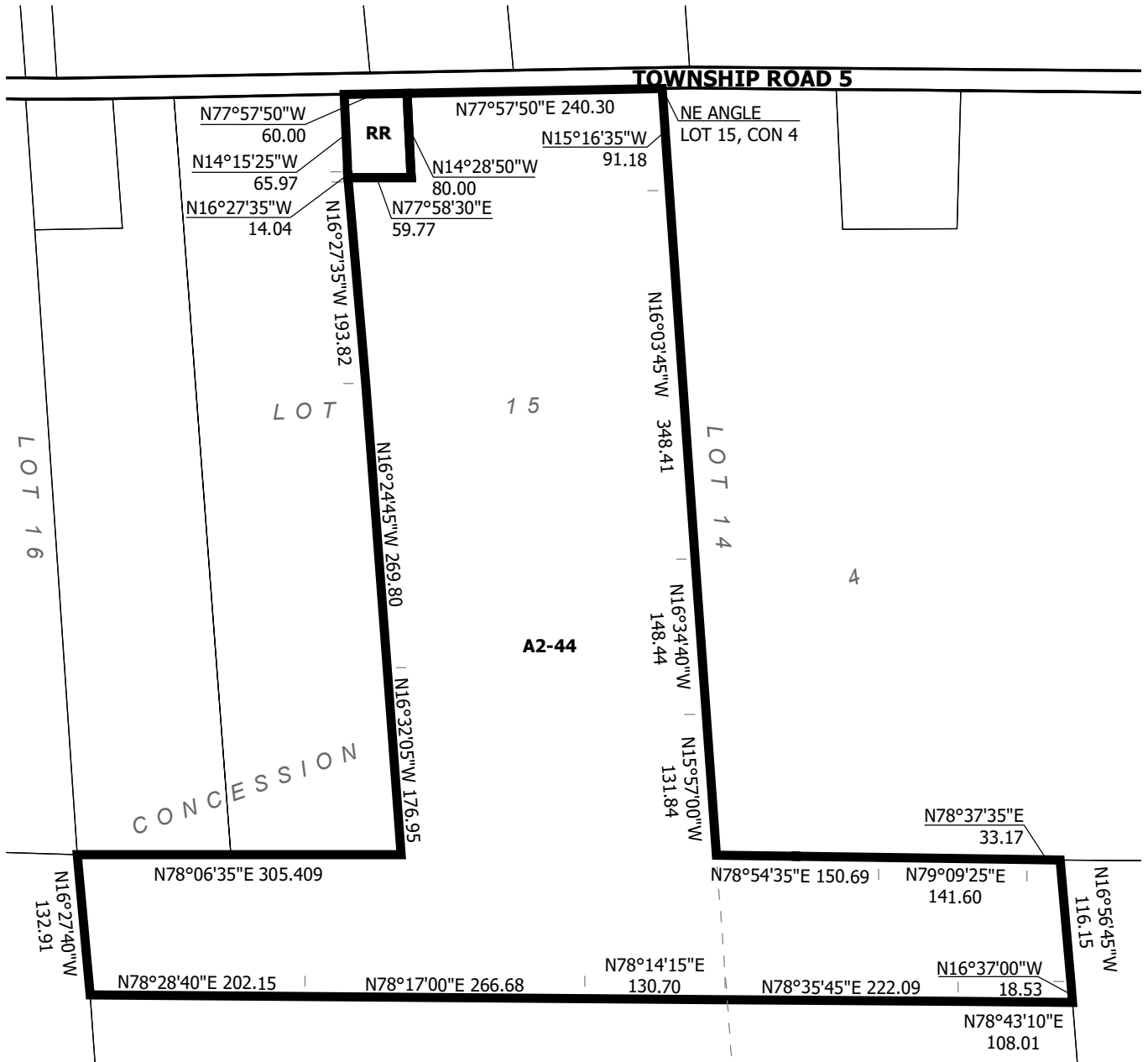
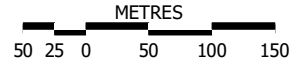
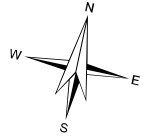
Sarah Matheson, Clerk
Township of Blandford-Blenheim
47 Wilmot Street South
Drumbo, Ontario
N0J 1G0

Telephone: 463-5347

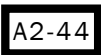
SCHEDULE "A"

TO BY-LAW No. _____

PART LOTS 14 & 15, CONCESSION 4 (BLENHEIM)
PARTS 1 & 2, REFERENCE PLAN 41R-10778
TOWNSHIP OF BLANDFORD-BLENHEIM



AREA OF ZONE CHANGE TO RR



AREA OF ZONE CHANGE TO A2-44

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A"

TO BY-LAW No. _____, PASSED

THE _____ DAY OF _____, 2025



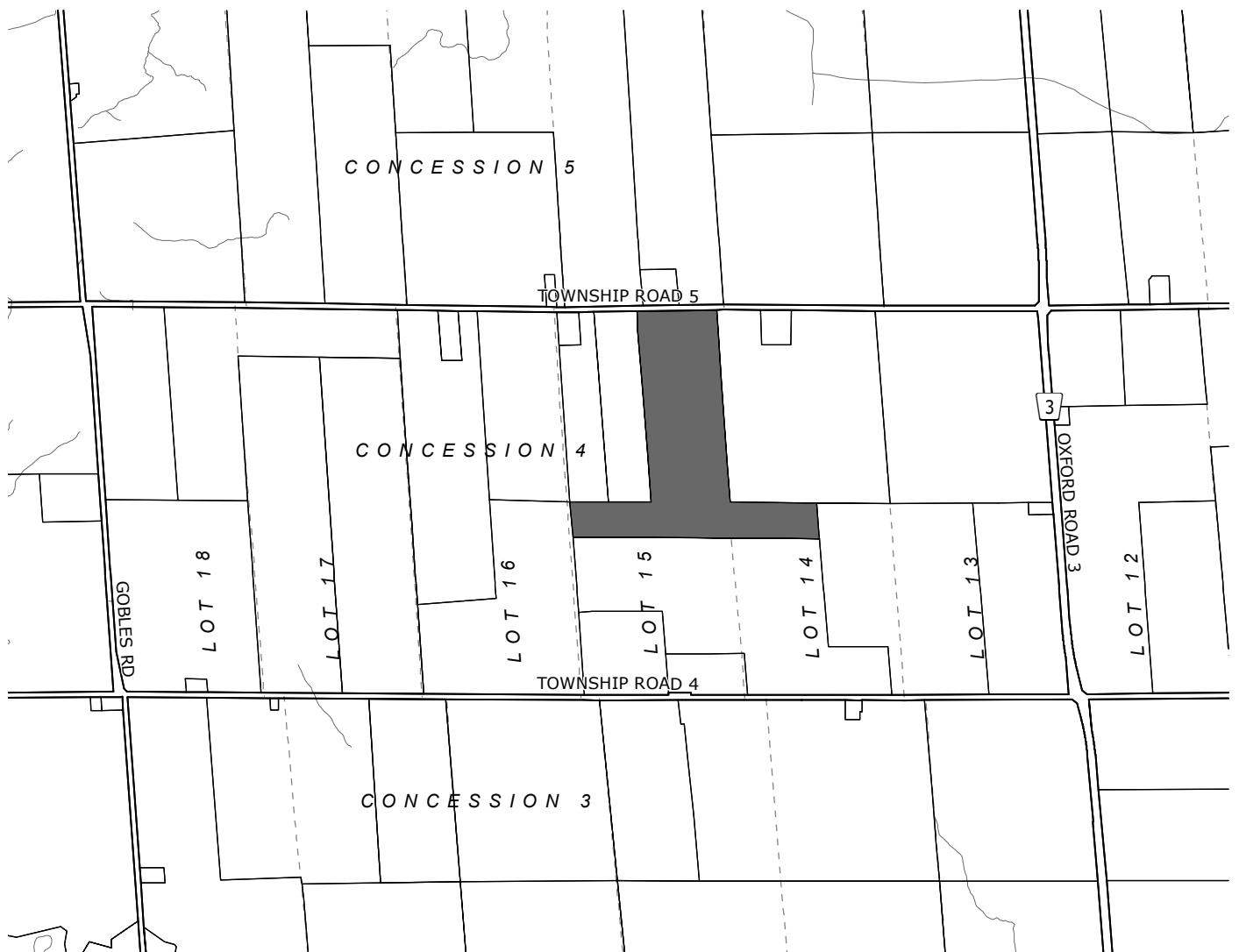
Growing stronger together

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Information Services ©2025

MAYOR

CLERK

KEY MAP



 LANDS TO WHICH BYLAW _____ APPLIES

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2492-2025

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 April 2nd, 2025 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 2nd day of April, 2025.

By-law read a third time and finally passed this 2nd day of April, 2025.

MAYOR
MARK PETERSON

CLERK
SARAH MATHESON