

TOWNSHIP OF BLANDFORD-BLENHEIM
SPECIAL COUNCIL MEETING AGENDA

Monday, June 12, 2023
10:00 a.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

That the agenda for the June 12th, 2023 Special Meeting of Council be adopted.

4. Disclosure of Pecuniary Interest

5. Minutes

6. Business Arising from the Minutes

7. Public Meetings

8. Delegations / Presentations

9. Correspondence

a. Specific

b. General

10. Staff Reports

a. Rodger Mordue, CAO/Clerk

i. [CAO-23-12 – Building Department](#)

Recommendation:

That report CAO-23-12 be received; and,

That staff be given direction to provide the Township of East Zorra-Tavistock with notice that Blandford-Blenheim Township wishes to terminate the agreement for Building Department services effective July 31, 2023.

11. Reports from Council Members

12. Unfinished Business

13. Closed Session

14. Motions and Notices of Motion

15. New Business

16. By-laws

- a. [2370-2023, Being a by-law to Appoint CBO \(Belanger\);](#)
- b. [2371-2023, Being a By-law to Appoint Deputy CBO \(Hillenaar\)](#)
- c. [2372-2023, Being a by-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-laws be now read a first and second time: 2370-2023, 2371-2023 & 2372-2023.

Recommendation:

That the following By-laws be now given a third and final reading: 2370-2023, 2371-2023 & 2372-2023.

17. Other

18. Adjournment and Next Meeting

Wednesday, June 17th, 2023 at 4:00 p.m.

Recommendation:

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

That Council adjourn to meet again on Wednesday, June 17th, 2023 at 4:00 p.m.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Rodger Mordue, CAO/Clerk
Reviewed By:	Denise Krug, Director of Finance	Date:	June 8, 2023
Subject:	Building Department	Council Meeting Date:	June 12, 2023
Report #:	CAO-23-12		

Recommendation:

That report CAO-23-12 be received; and.

That staff be given direction to provide the Township of East Zorra-Tavistock with notice that Blandford-Blenheim Township wishes to terminate the agreement for Building Department services effective July 31, 2023.

Background:

The Township has had a formal agreement with the Township of East Zorra-Tavistock (EZT) since March of 2017 that recognizes the sharing of Building Department staff between the two Township's. Staff feel that, while the agreement served us well in the past, Blandford-Blenheim now has a fully qualified CBO on staff and can operate effectively on our own.

Analysis/Discussion:

The Township has had a formal agreement with EZT since 2017 to share building department staff. This agreement was put in place largely at the request of Blandford-Blenheim because, at the time, we were having difficulty attracting and retaining qualified staff.

When the agreement started the department consisted of a Chief Building Official who was an EZT employee, a Deputy CBO who was employed by Blandford-Blenheim and an inspector in each of the Township's. At the end of the year Blandford-Blenheim would then compensate EZT half the difference between the CBO wage and the Deputy CBO wage.

From 2017 to 2020 employees came and went and when the current Blandford-Blenheim employee started in January of 2020 the department was comprised of the CBO and Deputy CBO who were both employees of EZT and the one inspector who's an employee of Blandford-Blenheim. In May of 2021 a contractor (Paul) was brought in to provide assistance 2 days per

week and these costs became Blandford-Blenheim's. The total costs of the 2 departments are split evenly down the middle.

In 2022 the amount paid to EZT was \$57,207.24. This was in addition to the \$148,426.88 paid by us directly.

The Township's employee in the arrangement is Ray Belanger. He recently became fully qualified to be a Chief Building Official.

Staff are suggesting that the Township notify EZT that we wish to terminate our agreement. We believe that we are able to operate efficiently if Mr. Belanger were to be appointed Township Chief Building Official and Paul Hillenaar (contractor) were to be appointed Deputy Chief Building Official.

Financial Considerations:

In 2022 the total costs to staff Blandford-Blenheim's share of the building department was:

Blandford-Blenheim	148,426.88	
Paid to EZT	<u>57,207.24</u>	
		\$205,634.12

If current Blandford-Blenheim handled Township duties and we were not in that arrangement with EZT our costs could have been similar to the costs actually paid out in 2022 which were \$148,426.88.

These are very rough figures but our savings could have been approximately \$57,000. There are no shared assets which would need to be split amongst the partners.

Attachments:

Respectfully submitted by:

Rodger Mordue
CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2370-2023**

Being a By-law to appoint Ray Belanger as the Chief Building Official for the Township of Blandford-Blenheim pursuant to the provisions of the Building Code Act

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

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

1. That Ray Belanger is hereby appointed as the Chief Building Official for the Township of Blandford-Blenheim pursuant to the provisions of the Building Code Act.
2. That this By-law shall come into force and take effect on June 12, 2023.

READ A FIRST AND SECOND TIME THIS 12th day of June, 2023.

READ A THIRD TIME AND FINALLY PASSED THIS 12th day of June, 2023.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2371 -2023

Being a By-law to appoint Paul Hillenaar as Deputy Chief Building Official for the Township of Blandford-Blenheim pursuant to the provisions of the Building Code Act.

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

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

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

1. That Paul Hillenaar is hereby appointed as the Deputy Chief Building Official for the Township of Blandford-Blenheim pursuant to the provisions of the Building Code Act, to provide services under the Building Code Act, as may be required by the Chief Building Official.
2. That this By-law shall come into force and take effect on June 12, 2023.

READ A FIRST AND SECOND TIME THIS 12th day of June, 2023.

READ A THIRD TIME AND FINALLY PASSED THIS 12th day of June, 2023.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2372-2023

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

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

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

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

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

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on June 12, 2023 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the CAO / Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 12 day of June, 2023.

By-law read a third time and finally passed this 12 day of June, 2023.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE