



## **TOWNSHIP OF BLANDFORD-BLENHEIM COUNCIL MEETING AGENDA**

Wednesday, December 03, 2025 at 04:00 PM

Watch via Live Stream on Township's YouTube [here](#)

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**1. Welcome**

**2. Call to Order**

**3. Approval of the Agenda**

**Recommendation:**

That the agenda for the December 3, 2025, Regular Meeting of Council be adopted as printed, and circulated.

**4. Disclosure of Pecuniary Interest**

**5. Minutes**

**5.a November 19, 2025, Minutes of Council**

**Recommendation:**

That the minutes of the November 19, 2025, Regular Meeting of Council be adopted, as printed and circulated.

**6. Business Arising from the Minutes**

**7. Public Meetings**

None.

**8. Delegations/Presentations**

**8.a Michael Dutra, Resident, re: Speeding in Plattsville on Mill Street**

**9. Correspondence**

**9.a Specific**

None.

**9.b General**

None.

## **10. Staff Reports**

### **10.a Jim Borton, Director of Public Works, PW-25-19 - 2500 Pickup Truck**

#### **Recommendation:**

That Report PW-25-18 be received as information; and further,

That Council accept the price submitted by Woodstock FORD for a 2026 F250 4X4 crew cab, 6.7L Power Stroke V8 Diesel truck at the cost of \$80,600.95 plus HST; and further,

That an additional \$22,019.57 be transferred from the vehicle capital reserve to cover the additional cost of the vehicle.

### **10.b Jim Borton, Director of Public Works, PW-25-19 - Monthly Report**

#### **Recommendation:**

That Report PW-25-19 be received as information.

### **10.c Trevor Baer, Manager of Community Services, CS-25-25 - Blandford Blenheim Helping Hands Foodbank**

#### **Recommendation:**

That Report CS-25-25 be received; and further,  
That Council provide direction to staff.

### **10.d Trevor Baer, Manager of Community Services, CS-25-26 - Princeton & District Museum Land Agreement Extension**

#### **Recommendation:**

That Report CS-25-26 be received as information; and further,  
That Council authorize the Mayor and Clerk to sign the updated land agreement between the Township of Blandford-Blenheim and the Princeton & District Museum to extend the agreement for an additional ten (10) years.

### **10.e Trevor Baer, Manager of Community Services, CS-25-27 - Monthly Report**

#### **Recommendation:**

That Report CS-25-27 be received as information.

### **10.f Kevin Brandt, Deputy Clerk/Communications Coordinator, DC-25-19 - 2026 Municipal Election Communications Plan**

#### **Recommendation:**

That Report DC-25-19 be received as information; and further,  
That Council endorse the 2026 Municipal Election Communications Plan, attached

to this report, as the guiding framework for public communications related to the 2026 Municipal Election.

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Motions and Notices of Motion**

**14. New Business**

**15. Closed Session**

**16. By-laws**

**16.a Bylaw 2521-2025, Fees and Charges - 2026**

Being a by-law to establish the Corporation of the Township of Blandford-Blenheim Fees and Charges.

**16.b By-law 2522-2025, Procedural By-law Amendment (Add Deputy Mayor)**

Being a By-law to amend By-law 1916-2015, as amended, Being a By-law to govern the proceedings of Council and Committees, and to prescribe the forms and manner and times for the provision of notice.

**16.c By-law 2523-2025, Zoning By-law Amendment ZN1-24-26 & ZN1-24-27**

Being a by-Law to amend Zoning By-Law Number 1360-2002, as amended.

**16.d By-law 2524-2025, Confirming**

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

**17. Other**

**18. Adjournment and Next Meeting**

**Recommendation:**

Whereas business before Council has been completed at <TIME>;

That Council adjourn to meet again on December 17, 2025 at 4:00 p.m.



Wednesday, November 19, 2025 at 04:00 PM  
 Council Chambers  
 47, Wilmot St. S. Drumbo, ON

Streamed live to Township of Blandford-Blenheim YouTube Channel

Present:

Mayor M. Peterson, Councillor D. Barnes, Councillor N. Demarest, Councillor B. Banbury and Councillor T. Young

Staff:

CAO Brick, Clerk Matheson, Director of Finance Krug, Drainage Superintendent Degier, Director of Public Works Borton, Chief Building Official Belanger, Manager of Community Services Baer, Planner Robson and Deputy Clerk Brandt

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## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

**RESOLUTION 2025-11-19-01**

**Moved by** - Councillor Demarest

**Seconded by** - Councillor Young

Be it hereby resolved that the agenda for November 19, 2025, Regular Meeting of Council be adopted as printed, and circulated.

**Carried**

## 4. Disclosure of Pecuniary Interest

None.

## 5. Minutes

### 5.a November 5, 2025, Minutes of Council RESOLUTION 2025-11-19-02

**Moved by** - Councillor Banbury

**Seconded by** - Councillor Barnes

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

**Carried**



## 6. Business Arising from the Minutes

None.

## 7. Public Meetings

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

#### 7.a.1 Application for Minor Variance, MVA06-25, Brad & Leah Musselman for 46 Washington Street East

##### **RESOLUTION 2025-11-19-03**

**Moved by** - Councillor Demarest

**Seconded by** - Councillor Young

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

That Mayor Peterson Chair the Public Meeting.

**Carried**

The Planner presented the report, recommending approval. The applicant was not present. No member asked question or made comment. No one in attendance spoke for or against the application.

##### **RESOLUTION 2025-11-19-04**

**Moved by** - Councillor Banbury

**Seconded by** - Councillor Demarest

Be it hereby resolved that the Township of Blandford-Blenheim Committee of Adjustment approve Application File A06-25, submitted by Brad and Leah Musselman for lands described as Part Lot 12, Concession 13 (Blenheim), Part 3, Plan 41R-2096 in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 9.2, Table 9.2 – RR Zone Provisions, to allow a reduction to the minimum lot area from 2,800 m<sup>2</sup> (30,140 ft<sup>2</sup>) to 2,690 m<sup>2</sup> (28,954.9 ft<sup>2</sup>) to facilitate the construction of an accessory building; and
2. Relief from Section 9.2, Table 9.2 – RR Zone Provisions, to allow a reduction in the minimum lot depth from 80 m (262.5 ft) to 50 m (164 ft) to

facilitate the construction of an accessory building.

The proposed relief meets the four tests of a minor variance as set out in Section 45(1) of the Planning Act as follows:

The proposed relief represent minor variances from the provisions of the Township's Zoning Bylaw in that the construction of an accessory building which is accessory to an existing noncomplying single detached dwelling is compatible with surrounding land uses, is minor and is desirable for the development of the lands;

The proposed relief maintains the general intent and purpose of the Township's Zoning By-law, and no negative impacts are anticipated to be associated with the construction of an accessory building which is accessory to a non-complying single detached dwelling;

The relief is desirable for the use of the land as the said relief will allow for development that is compatible with the Zoning By-law; and,

The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Settlement designation.

**Carried**

**RESOLUTION 2025-11-19-05**

**Moved by** - Councillor Barnes

**Seconded by** - Councillor Young

Be it hereby resolved that the Committee rise at 4:08 p.m., and that the Open Council meeting resumes.

**Carried**

**7.b Public Meeting under the Planning Act, Zone Change**

**7.b.1 CD24-06-1 and ZN1-24-18 – 2825085 Ontario Inc.**

**RESOLUTION 2025-11-19-06**

**Moved by** - Councillor Demarest

**Seconded by - Councillor Banbury**

Be it hereby resolved that Council rise and go into a Public Meeting under the Planning Act to consider an application for Zone Change, ZN1-24-18 (2825085 Ontario Inc.); and  
That Mayor Peterson Chair the Public Meeting.

**Carried**

County Planner Dustin Robson presented the planning report, recommending approval in principle of the zone change and support of the condominium application.

Scott Patterson, Patterson Planning Consultants, and John Day, 2825085 Ontario Inc., applicants, spoke in favour of the application.

Key issues raised related to traffic and pedestrian safety on Henry,

Pinkham and surrounding streets, construction traffic, compatibility with the small-village character, proximity to Drumbo Park and the ball diamonds, the previous removal of trees at the site, parking and snow storage, and questions around affordability and condominium fees.

Several speakers requested that a traffic or safety study be undertaken before proceeding and suggested reducing the number of units.

In response, Planner Robson and the applicant outlined conditions including: warning clauses in condominium documents regarding proximity to the park, lights and ball activity; the developer's agreement to cost-share outfield netting with the Township to reduce foul balls; provision of fencing to screen headlights toward the ball diamond; and a tree planting plan intended to restore canopy along the north boundary and within the site. Director of Public Works Borton advised that a formal traffic impact study was not requested for a 17-unit development, but that staff could undertake an internal safety review focusing on signage, speed control and intersection controls. Council and staff discussed potential measures such as a four-way stop at Pinkham/Henry/Centre, additional warning/"dead end" signage and a guardrail at the end of Henry Street, and a possible "no left turn" restriction at Wilmot/Pinkham, to be reviewed further by staff.

Members of Council expressed appreciation for the public input and spoke in support of the application, citing the need for medium-density and attainable housing options to allow residents to age in place, provide options for younger buyers, and support efficient use of existing infrastructure without consuming additional agricultural land.

**RESOLUTION 2025-11-19-07****Moved by** - Councillor Barnes**Seconded by** - Councillor Demarest

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

**Carried****RESOLUTION 2025-11-19-08****Moved by** - Councillor Demarest**Seconded by** - Councillor Young

Be it hereby resolved that the Council of the Township of Blandford-Blenheim approve-in-principle the zone change application (File No. ZN1-24-18) submitted by 2825085 Ontario Inc., whereby a portion of the lands described as Lot 6 and Part Lots 5 and 7, Block A, Plan 104 and Part Lot 13, Concession 6 (Blenheim), Part 1, Plan 41R-10730, Township of Blandford-Blenheim, are to be rezoned from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 3 Zone (R3-sp)' to facilitate the proposed draft plan of condominium;

And further, that the Council of the Township of Blandford-Blenheim advise County Council that the Township supports the Draft Plan of Condominium (File No. CD24-06-1), submitted by 2825085 Ontario Inc., for the lands described as Lot 6 and Part Lots 5 and 7, Block A, Plan 104 and Part Lot 13, Concession 6 (Blenheim), Part 1, Plan 41R-10730, Township of Blandford-Blenheim, consisting of 17 townhouse units serviced by an internal private condominium road, subject to the conditions outlined in Report No. CP 2025-319.

**Carried****8. Delegations/Presentations****8.a Joanna Taylor, Drumbo & District Heritage Society re: The Addition of Corporal Richard Ruscoe's Name to the Drumbo Cenotaph**

Taylor and Hughes presented information regarding Corporal Richard Ruscoe, requesting the Township add the name to the Drumbo Cenotaph.

**RESOLUTION 2025-11-19-09****Moved by** - Councillor Barnes

**Seconded by** - Councillor Banbury

Be it hereby resolved that the delegation from Joanna Taylor be received as information.

**Carried**

## **9. Correspondence**

### **9.a Specific**

#### **9.a.1 Niagara-on-the-Lake re: Endorse the Development of a Code of Conduct for Human Trafficking Prevention in Niagara Region**

##### **RESOLUTION 2025-11-19-10**

**Moved by** - Councillor Young

**Seconded by** - Councillor Demarest

Be it hereby resolved that the Township of Blandford-Blenheim supports the Town of Niagara-on-the-Lake's motion regarding the Development of a Code of Conduct for Human Trafficking Prevention in Niagara Region.

**Carried**

#### **9.a.2 Township of Zorra re: Elect Respect Pledge**

##### **RESOLUTION 2025-11-19-11**

**Moved by** - Councillor Young

**Seconded by** - Councillor Demarest

WHEREAS, democracy is strengthened when all individuals can participate fully, safely, and without discrimination, contributing to the well-being of their communities;

AND WHEREAS, democratic discourse and respectful debate are under pressure across all levels of government, including municipal councils in Ontario;

AND WHEREAS, elected officials are increasingly facing harassment, threats, intimidation, and unsafe work environments, which undermine personal safety, deter civic participation, and erode public confidence in democratic institutions;

AND WHEREAS, social media platforms, while enabling legitimate discourse, have also amplified abusive, discriminatory, or threatening behaviour for many, often disproportionately affecting marginalized populations, discouraging many from

seeking or remaining in public office;

AND WHEREAS, freedom of expression is a cornerstone of democracy and must be safeguarded, even as we combat unlawful harassment,

violence, and hate;

AND WHEREAS, the Association of Municipalities of Ontario's Healthy Democracy Project has identified troubling trends in declining voter turnout and a reduction in candidate participation at the municipal level;

AND WHEREAS, grassroots and national initiatives such as Halton Elected Representatives (H.E.R.) campaign and the Parliamentary Civility Pledge led by the Canadian Association of Feminist Parliamentarians, demonstrate a growing commitment to fostering respectful, safe, and inclusive environments in political life;

Now therefore be it resolved that the Council of the Township of Blandford-Blenheim:

1. Supports the principles of the Elect Respect pledge to:
  - Treat all persons with dignity and respect in public, private, and online spaces;
  - Reject and call out harassment, threats, unlawful discrimination, and personal abuse;
  - Focus public debate on policies and ideas, rather than personal attacks or identity-based commentary;
  - Build a culture of safety and inclusion, ensuring that individuals of all genders, identities, backgrounds, races, sexual orientations, ages, and abilities feel empowered to run for and serve in public office;
  - Call on relevant authorities to investigate and respond to threats or harassment directed at elected officials, in accordance with applicable laws;
  - Model accountability and integrity by holding ourselves and one another to clear, transparent, and legally grounded standards of conduct;
  - Defend freedom of expression while actively opposing abuse and intimidation in all forms;

2. Encourages elected officials, political organizations, municipalities, and members of the public to  
sign and support the Elect Respect pledge by visiting: [electrespect.ca](http://electrespect.ca); and,
3. Directs that a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), Members of Provincial and Federal Parliament (MPPs and MPs), the Ontario Provincial Police (OPP), the Royal Canadian Mounted Police (RCMP), the County of Oxford and all area municipalities within, Halton Elected Representatives (H.E.R.), and Canadian Association of Feminist Parliamentarians.

**Carried**

**\*9.a.3 Suzy Birley re: Blandford-Blenheim Helping Hands Foodbank  
RESOLUTION 2025-11-19-12**

**Moved by** - Councillor Demarest

**Seconded by** - Councillor Banbury

Be it hereby resolved that the correspondence from Suzy Birley re: the Blandford-Blenheim Helping Hands Foodbank be received as information; and further,

That Council direct staff to bring forth a report regarding the viability of a municipal space for foodbank storage.

**Carried**

**9.b General**

**9.b.1 Ontario Provincial Police, Oxford Detachment, re: 2024  
Detachment Board Annual Report**

**RESOLUTION 2025-11-19-13**

**Moved by** - Councillor Barnes

**Seconded by** - Councillor Young

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

**Carried**

## 10. Staff Reports

### 10.a Ray Belanger, Chief Building Official, CBO-25-11 - Monthly Building Report

#### **RESOLUTION 2025-11-19-14**

**Moved by** - Councillor Banbury

**Seconded by** - Councillor Young

Be it hereby resolved that Report CBO-25-11 be received as information.

**Carried**

### 10.b Drew Davidson, Director of Protective Services, FC-25-19 - October Monthly Report

#### **RESOLUTION 2025-11-19-15**

**Moved by** - Councillor Young

**Seconded by** - Councillor Barnes

Be it hereby resolved that Report FC-25-19 be received as information.

**Carried**

### 10.c Trevor Baer, Manager of Community Services, CS-25-23 - Facility Booking Policy

#### **RESOLUTION 2025-11-19-16**

**Moved by** - Councillor Banbury

**Seconded by** - Councillor Barnes

Be it hereby resolved that Report CS-25-23 be received for information; and further,

That Council adopts the Township-Wide Facility Booking Policy, as presented in Report CS-25-23.

**Carried**

### 10.d Trevor Baer, Manager of Community Services, CS-25-24- Princeton Park Potential Fencing

#### **RESOLUTION 2025-11-19-17**

**Moved by** - Councillor Barnes

**Seconded by** - Councillor Demarest



Be it hereby resolved that Report CS-25-24 be received as information; and further,  
  
That Council direct staff to include option 3B, as outlined in Report CS-25-24 in the 2026 operating budget for a shared-cost wood post single rail fence installation.

**Carried**

**10.e Denise Krug, Director of Finance/Treasurer, TR-25-15 - Third Quarter Variance Reports**

**RESOLUTION 2025-11-19-18**

**Moved by** - Councillor Young

**Seconded by** - Councillor Demarest

Be it hereby resolved that Report TR-25-15 be received as information.

**Carried**

**10.f Kevin Brandt, Deputy Clerk/Communications Coordinator, DC-25-17 - Addition of Name to Drumbo Cenotaph**

**RESOLUTION 2025-11-19-19**

**Moved by** - Councillor Barnes

**Seconded by** - Councillor Banbury

Be it hereby resolved that Report DC-25-17 be received as information; and further,

That Council authorize the addition of WW1 Veteran Corporal Richard Ruscoe to the Drumbo Cenotaph; and,

That staff be directed to engage Ingersoll Memorials to complete the inscription, with costs to be funded through the Township's public relations budget.

**Carried**

**10.g Sarah Matheson, Director of Corporate Services/Clerk, DC-25-16 - Municipal Alcohol Policy Update**

**RESOLUTION 2025-11-19-20**

**Moved by** - Councillor Banbury

**Seconded by** - Councillor Young

Be it hereby resolved that Report DC-25-16 be received as information.

**Carried**

**10.h Sarah Matheson, Director of Corporate Services/Clerk, DC-25-18 - Council Composition – Deputy Mayor**

**RESOLUTION 2025-11-19-21**

**Moved by** - Councillor Young

**Seconded by** - Councillor Demarest

Be it hereby resolved that Report DC-25-18 be received as information; and further,

That Council directs staff to bring forth a by-law to implement a change in council composition to include a Deputy Mayor role in place of a regular member of Council, to be elected at large.

**Carried**

**11. Reports from Council Members**

Councillor Young provided an update on the Safe & Well Oxford Summit, noting that the second annual event offered valuable discussion on community safety and well-being initiatives across the County.

**12. Unfinished Business**

None.

**13. Motions and Notices of Motion**

None.

**14. New Business**

None.

**15. Closed Session**

**RESOLUTION 2025-11-19-22**

**Moved by** - Councillor Young

**Seconded by** - Councillor Barnes

Be it hereby resolved that Council move into Closed Session 7:39 pm. to discuss:

A) CAO-25-33, Labour relations or employee negotiations [s. 239 (2)(d)]

Re: Employee Manual Considerations; and

B) RFP-CAO-2025-02 - Request for Proposal [s. 239 (2)(c)] Re: Realtor Services.

**Carried**

**RESOLUTION 2025-11-19-23**

**Moved by** - Councillor Young

**Seconded by** - Councillor Demarest

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 8:03 p.m. and reports the following:

That Council provided direction to the CAO regarding Reports CAO-25-33 and RFP-CAO-2025-01.

**Carried**

**16. By-laws**

**16.a 2520-2025, Being a By-law to confirm the proceedings of Council.**

**RESOLUTION 2025-11-19-24**

**Moved by** - Councillor Barnes

**Seconded by** - Councillor Young

Be it hereby resolved that By-law 2520-2025 be now read a first and second time.

**Carried**

**RESOLUTION 2025-11-19-25**

**Moved by** - Councillor Demarest

**Seconded by** - Councillor Banbury

Be it hereby resolved that By-law By-law 2520-2025 be now read a third and final time.

**Carried**

**17. Other**

None.

**18. Adjournment and Next Meeting**

**RESOLUTION 2025-11-19-26**

**Moved by** - Councillor Barnes

**Seconded by** - Councillor Young

Whereas business before Council has been completed at 8:04 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, December 3, 2025, at 4:00 p.m.

**Carried**

Mark Peterson, Mayor

Sarah Matheson, Clerk



## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Jim Borton, Director of Public Works

**Reviewed by:** Josh Brick, Chief Administrative Officer  
Denise Krug, Director of Finance

**Date:** November 26, 2026

**Council Meeting Date:** December 3, 2025

**Report Title:** 2500 Pickup Truck

**Report No.:** PW-25-18

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### Recommendation:

That Report PW-25-18 be received as information; and further,

That Council accept the price submitted by Woodstock FORD for a 2026 F250 4X4 crew cab, 6.7L Power Stroke V8 Diesel truck at the cost of \$80,600.95 plus HST; and further,

That an additional \$22,019.57 be transferred from the vehicle capital reserve to cover the additional cost of the vehicle.

### Executive Summary:

It was identified in the 2025 Public Works Capital budget to replace unit 18-13 which has reached its designated end of life. Past practice is to replace a current unit within the Public Works fleet and transfer a unit from Public Works to Community Services.

### Background:

The Townships policy is to replace Township owned light duty vehicles (pickup trucks) after 10 years of service. This is common practice amongst most municipalities. This allows the vehicle to be disposed of before any major repairs or replacements parts are required and usually will garner a decent return on the resale market.

The 2025 capital budget identifies that a new ¾ ton pickup truck would be purchased for the Public Works department. Unit 12-22, a 2022 Chevrolet 2500 pickup truck will be transferred to Community Services and unit 18 –13, a 2013 F150 will be removed from service and sold at auction. The Township started switching to ¾ ton pickup trucks for Public Works as we use this vehicle to do the winter patrols, and it also carries the sand/salt unit that does the Municipal parking lots. The ¾ ton pickup truck also benefits Community services when they receive the vehicle as they use the heavier trucks for pulling the lawn mowers and park equipment around. It has also been the Townships past practice to purchase these vehicles with a diesel motor.

Analysis & Discussion:

The Township past practice has been to purchase a current model from the lot rather than going through the ordering process. This has allowed the Township to receive the vehicle in a shorter time frame, and we have found better pricing when buying a model from the lot. Staff sent out a spec sheet of what the Township wanted in the vehicle to all dealers within the area and ones we have used before, in total 7 different dealers were contacted. I had a response from 5 of the dealers that were contacted, 2 let me know that they didn't have anything on the lot that would be close enough to our specs and the following 3 submitted unit specs and pricing. Woodstock Ford submitted a 2026 F250 Crew Cab, XL, 6.7L Power Stroke V8 Diesel for \$80,600.95 plus HST. Finch Chevrolet submitted a 2026 Silverado 2500 4WD, 6.6L V8 Gas for \$75,288.50 plus HST and Glassford Dodge submitted a 2026 Ram 2500 Big Horn, 6.4L V8 Hemi Gas for \$85,529.78 plus HST.

Staff is recommending that we purchase the 2026 F250 XL, 6.7L Power Stroke V8 Diesel truck. It has been staffs experience that the diesel engine is more fuel efficient that a regular gas motor. Also, due to the nature in which the trucks are used by the Township the diesel engine is better suited to handle the weight being carried in the box (sander/salter) and when hauling a trailer carrying lawn mowers or park equipment.

Strategic Priorities:

Community Well-Being and Inclusivity

Financial Considerations:

2025 Budget	\$60,000.00
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Cost before HST	Net cost	
Woodstock Ford	\$80,600.95	\$82,019.57
Finch Chevrolet	\$75,288.50	\$76,613.58
Glassford Dodge	\$85,529.78	\$87,035.10

Required from Vehicle Capital

\$22,019.57

Respectfully submitted by:

Jim Borton  
Director of Public Works

## **Appendix:**

### **Follow up**

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Jim Borton, Director of Public Works

**Reviewed by:** Josh Brick, Chief Administrative Officer

**Date:** November 27, 2025

**Council Meeting Date:** December 3, 2025

**Report Title:** Monthly Report

**Report No.:** PW-25-19

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### Recommendation:

That Report PW-25-19 be received as information.

### Executive Summary:

Monthly activities provided by the Public Works department for the month of November.

### Background:

Every month, the Public Works department provides updates regarding activities and projects.

### Analysis & Discussion:

#### Capital:

Princeton Phase 4 – This phase is coming close to being completed. All the



underground work has been completed; curbs and sidewalks have

been installed. There is one section by Hwy 2 that still needs asphalt, they also have some driveways that need to be completed. All the asphalt is planned to be completed in the first week of December. The topsoil and sod is being completed. Township staff, the Township engineering staff and the contractor will be doing a walk through to identify deficiencies that will need to be fixed. Weather is becoming a factor now; the plan is to push through and get everything completed.

Bridge 24 EA – The Township engineer is still waiting for the completed comments on the reports from our Indigenous partners. We are also waiting on comments in regard to an in-water study from DFO. Once this is completed, the drawings can

be finalized, and the project can be sent out to tender.

The new John Deere grader has arrived and is now in service.

### **County Shared Service Group/Road Association/Training/AORS:**

Shared Services meeting – The group met in Ingersoll. We discussed staff's comments on the winter maintenance refresher training. We also discussed options for Plow trucks. The group will be visiting other companies that have recently moved into the area to view their product, to discuss pricing and availability.

Oxford Road Association – Will meet next on December 11<sup>th</sup>. There will be vendor presentation and a discussion on getting the Trade Show money disbursed.

AORS – Our next in-person meeting will be at the Good Roads conference March 29 – April 1. I have been attending some virtual meetings.

### **Drainage:**

Locates continue to come in for drains and streetlights.

Adam has been working with residence on getting repairs done.

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.

Adam has joined a collaboration group with the other rural municipalities to look at the Provincial CLI-ECA documentation and the maintenance and monitoring of storm water ponds.

### **Other:**

During the month of November staff have been working on getting the roads and equipment ready for winter operations. Staff have been out grading roads when the weather has permitted.

Staff has also been working on getting signage up and repairing any damaged ones. The 2 3-way Stops on Fennell St. Have been installed.

Working on approving road permits that would allow Xplorenet to use the Township right of way to run fibreoptic cable in the Township.

Working with MESH, the Public Works service coordinator, Community Services and the Drainage Superintendent to create an on-line check list for equipment inspections and patrols. We will be looking into park inspections and some activities at the arena.

Attend biweekly meetings on the progress of the Princeton project.

Staff is continuing to meet with landowners at outdoor sites to discuss ditch or road issues.

Working on 2026 budgets

### **Strategic Priorities:**

#### **Engaged and Informed Community**

Open communication and transparency.

#### **Excellence in Public Service**

Well-planned public works maintenance and capital projects.

### **Financial Considerations:**

None.

Respectfully submitted by:

Jim Borton  
Director of Public Works

### **Appendix:**

#### **Follow up**

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Trevor Baer Community Service Manager

**Reviewed by:** Sarah Matheson, Director of Corporate Services/Clerk  
Denise Krug, Director of Finance/Treasurer  
Josh Brick, Chief Administrative Officer

**Date:** November 25, 2025

**Council Meeting Date:** December 3, 2025

**Report Title:** Blandford Blenheim Helping Hands

**Report No.:** CS-25-25

---

### Recommendation:

That Report CS-25-25 be received; and further,  
That Council provide direction to staff.

### Executive Summary:

The Township received a request from the Blandford-Blenheim Helping Hands Food Bank seeking support in securing a consistent, heated storage location for non-perishable food items. The food bank has relocated multiple times due to changes in private residential properties, creating ongoing instability for both volunteers and the residents who rely on this service.

Council directed staff to explore Township-owned locations that may be suitable for this purpose. After meeting with Helping Hands volunteers and reviewing operational needs, staff identified the Drumbo Park canteen area as the most appropriate location. This report outlines the findings and seeks Council's direction to proceed with this recommendation.

### Background:

The Blandford-Blenheim Helping Hands Food Bank is a volunteer-run, donation-based program that supports individuals and families experiencing food insecurity within the Township. Historically, the food bank has relied on private homeowners to store food supplies. However, recent property sales and relocations have resulted in the need for a more stable, long-term storage solution.

Staff met with Helping Hands volunteers to review their requirements. The food bank needs a secure indoor location that remains above freezing, is accessible to volunteers, and can support the storage of dry food products. Helping Hands confirmed that they have portable shelving units that they would bring into the space to organize and store food, meaning no additional storage infrastructure would be required from the Township. While refrigeration is not currently needed, Helping Hands noted they may bring in their own freezer in the future, which they would supply, operate, maintain, and monitor using a thermometer as required.

Based on volunteer location, accessibility, and space availability, Drumbo was identified as the most practical area. The Drumbo Park canteen space is underutilized and has sufficient room to support the food bank's operations.

Staff consulted Southwestern Public Health, who advised that storing canned and dry food in this location is acceptable and raised no red flags that would prevent the project from moving forward. They indicated they would conduct an annual inspection of the building as part of routine oversight. The only additional requirement noted was temperature monitoring inside any freezer that may be added in the future. Other than this, Public Health expressed no concerns with this type of storage use.

Helping Hands also confirmed they are willing to share the space with local groups. The only other users—the Drumbo Fire Department and the Drumbo Lions Club—require the space only once per year for a single weekend each to store items for their annual community events.

## **Analysis & Discussion:**

Through the review process, staff determined that the Drumbo Park canteen area is the most suitable Township-owned location to support the food bank. The building provides a secure and contained space that volunteers can access independently without interrupting regular Township operations. Although the space is not currently heated, it can be equipped with electric baseboard heaters capable of maintaining a minimum temperature of approximately +5°C, which satisfies the food bank's requirement to prevent freezing of stored goods. This solution is cost-effective, requires minimal installation, and allows the space to be used year-round.

The food bank's operating model is simple and does not require major facility upgrades. Helping Hands will bring in their own portable shelving to store and organize food supplies, ensuring a quick and low-cost setup. If they choose to use a freezer in the future, they will supply and maintain it themselves, with no equipment responsibility placed on the Township.

Shared use of the space is expected to function smoothly. The Drumbo Fire Department and Drumbo Lions Club only require the area for one weekend each per year, allowing all users to cooperate without space conflict. At this time, staff are not recommending any physical

separation of the room, as there is no active canteen operator and no need for dedicated divided space. However, the building layout does allow for the installation of a dividing wall in the future, creating two separate rooms with exterior access. Helping Hands volunteers confirmed that even with a wall installed, the remaining space would be adequate for their program as it operates today. This preserves long-term flexibility while avoiding unnecessary costs at this time.

Overall, the Drumbo Park canteen space provides a practical, low-impact way for the Township to support a valuable community service while maintaining facility flexibility

## **Strategic Priorities:**

This initiative aligns with several of the Township of Blandford-Blenheim's Strategic Priorities:

### **Community Well-Being & Inclusivity**

Providing stable space for the Helping Hands Food Bank directly supports vulnerable residents, strengthens access to basic needs, and promotes an inclusive community where all residents feel supported.

### **Excellence in Public Service**

By offering underutilized space for a community program at minimal cost, the Township demonstrates responsible service delivery, responsiveness to community needs, and effective use of municipal assets.

## **Financial Considerations:**

The primary cost to the Township would be installing heating in the Drumbo Park canteen area. A rough estimate indicates that two electric baseboard heaters with thermostats could be supplied and installed for approximately \$700. Operating the heaters to maintain a minimum temperature of approximately +5°C during the colder months is estimated to cost \$25 to \$40 per month, depending on hydro rates and weather conditions. This represents an estimated additional annual operating cost of roughly \$200.

No other capital upgrades, equipment purchases, or staffing costs are anticipated. Any freezer used in the space will be supplied, operated, and maintained entirely by the Helping Hands Food Bank.

Respectfully submitted by:

Trevor Baer

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Manager of Community Services

## **Appendix:**

### **Follow up**

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Sarah Matheson, Director of Corporate Services /Clerk  
Trevor Baer, Manager of Community Service

**Reviewed by:** Josh Brick, Chief Administrative Officer

**Date:** November 26, 2025

**Council Meeting Date:** December 3, 2025

**Report Title:** Princeton & District Museum Land Agreement Extension

**Report No.:** CS-25-26

---

### Recommendation:

That Report CS-25-26 be received; and further,  
That Council authorize the Mayor and Clerk to sign the updated land agreement between the Township of Blandford-Blenheim and the Princeton & District Museum to extend the agreement for an additional ten (10) years.

### Executive Summary:

The land agreement for the Princeton & District Museum, originally established in 1997, has expired. Staff met with the Museum Board to review and update the document, with only minor changes required—primarily reinstating responsibility for the cenotaph and front gates. The Museum Board approved the revised agreement on November 25, 2025. Staff are recommending Council authorize a new ten-year extension.

## Background:

The Princeton & District Museum has served as an important cultural facility for the Township since opening in 1997. Built on Township land through a formal agreement, the Museum continues to be operated by a community-based volunteer board committed to protecting and sharing local history.

With the current land agreement approaching expiry, Township staff and the Museum Board conducted a site meeting to review the existing terms and identify any areas requiring revision. The review confirmed that the agreement largely continues to meet the needs of both parties. The only substantive change required was the re-insertion of the Museum's responsibility for maintenance of the cenotaph and the heritage gates located at the front of the property, consistent with the 2009 agreement.

At the meeting held on November 25, 2025, the Museum Board formally endorsed the updated agreement and confirmed its willingness to continue operating the Museum for another ten-year term. The partnership supports the preservation and celebration of Princeton's history, promotes community engagement, and provides recreational and educational opportunities for residents at no direct cost to taxpayers.

Working with community volunteer organizations such as the Princeton & District Museum strengthens local identity, supports community pride, and creates opportunities for residents to contribute to meaningful projects. These partnerships allow municipalities to offer enhanced cultural and historical services while maintaining responsible fiscal management.

## Analysis & Discussion:

Extending the land agreement ensures long-term stability for the Princeton & District Museum and supports the continuation of a valued cultural asset within the Township. The Museum Board has demonstrated ongoing commitment to operating and maintaining the facility and heritage features on the property. The updated agreement reflects current expectations, clarifies maintenance responsibilities, and provides a secure foundation for future programming and operations.

The partnership aligns with the Township's strategy of supporting community-driven initiatives, encouraging volunteerism, and preserving local heritage. The Museum's programming, displays, and community events contribute to quality of life and offer residents and visitors opportunities to learn about the Township's history in an accessible and welcoming environment.

## Strategic Priorities:

This report supports the Township's strategic priorities, including:

- **Community Well-Being and Inclusivity:** Supporting access to cultural and historical resources that foster local pride and community connection.



- **Excellence in Public Service:** Strengthening partnerships with volunteer-run organizations that expand service delivery without increasing municipal costs.
- **Responsible Growth and Sustainability:** Preserving heritage assets and ensuring long-term community benefit through sustainable, community-supported operations.

## Financial Considerations:

There is no financial impact to the Township. The Princeton & District Museum Board operates the facility independently and is responsible for maintenance of the Museum building, the cenotaph, and the heritage gates. The Township continues to provide the land at no cost and does not contribute operating funds.

Respectfully submitted by:

Sarah Matheson, Director of Corporate Services / Clerk  
Trevor Baer, Manager of Community Services

## Appendix:

Agreement.

## Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:

## AGREEMENT

**THIS AGREEMENT** made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

**BETWEEN** THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
herein referred to as "the Township"

**AND** PRINCETON AND DISTRICT  
MUSEUM AND LIBRARY ASSOCIATION  
herein referred to as "PDMLA"

**WITNESSES** that in accordance with the conditions herein contained, the **Township** hereby leases to **PDMLA** the land municipally referred to as "25 Main Street South" in Princeton, hereinafter referred to as the "**site**" as contained in the building layout of the property as shown on the map referred to as Schedule "A" attached hereto, for a period of time agreeable to the **PDMLA** in accordance with the terms contained in the Agreement.

### THE TOWNSHIP COVENANTS WITH PDMLA AS FOLLOWS:

1. To allow **PDMLA** to continue to occupy the existing museum/library and theatre building referred to as the "main museum/library complex" presently situated on the **site**.
2. To allow the **PDMLA** to occupy the **Township** former Park concession booth (14 feet by 20 feet - 280 square feet) and the former Park washroom and storage building (19 feet by 26 feet - 494 square feet) located on the **site**, collectively referred to as the "accessory buildings" for museum related activities.
3. To allow the **PDMLA** the right to utilize the buildings located on the **site** for the purposes of accommodating, at a minimum, a museum and a public library.
4. To allow the **PDMLA** to construct signs as required on the site, provided they conform to the **Township** Sign By-law.
5. To provide the **PDMLA** shared access to the large parking lot and park located south and west of the **site** for museum/library activities, in common with the patrons of the Centennial Hall and Community Park.
6. To maintain the grass on the **site** in accordance with **Township** standards for the entire grounds located at the Centennial Hall, Park and Museum/Library Complex.
7. The **Township** permits the **PDMLA** to landscape the **site** with flower beds, shrubs and trees as **PDMLA** desires.
8. Cenotaph and Gate Pillars on the site are deemed as an Accessory Use in accordance with the provisions contained in the Township Zoning By-law. PDMLA shall be responsible for the maintenance of the Cenotaph and Gate Pillars.

9. The **Township** covenants that the PDMLA shall peaceably and quietly hold and enjoy the site and its appurtenances, subject to the terms and conditions of the Agreement. The **Township** shall be permitted to alter and/or expand the premises not included in the area described as the **site** covered by this agreement with reasonable notice to the **PDMLA**, and to the extent necessary to effect such alterations or expansions, restrict access to the **site** on a temporary basis, all of which shall be done in reasonable consultation with the **PDMLA**.
10. To respond within thirty days to any request from **PDMLA** for any consent required by this agreement.

**PDMLA COVENANTS WITH THE TOWNSHIP AS FOLLOWS:**

11. To pay all utility rates for capital and operating levied against the main museum/library complex and accessory buildings located on the **site**.
12. To provide a hydro source from the **site** to operate the lights in the large parking lot that provides parking for the Centennial Hall, Park and the main Museum/Library Complex.
13. To pay the **Township** annually on November 1st of each year a grass maintenance fee in the amount of \$300.00.
14. To provide maintenance including snow removal to the sidewalks, and parking lot within the **site**.
15. To provide snow removal maintenance as required to the sidewalks abutting the **site**.
16. PDMLA agrees to maintain all flower beds, shrubs and trees planted by PDMLA.
17. That the **PDMLA** shall carry general liability, fire and content insurance on the **site** which includes the main museum/library complex and accessory buildings. The fire and content insurance value limits on the main museum/library complex owned by the **PDMLA** and the accessory buildings owned by the **Township** are to be determined at the discretion of the **PDMLA**.  
  
The Township shall be named on the general liability policy that has a minimum of \$2 Million liability coverage for activities conducted by the **PDMLA** on the **Township site**.
18. To maintain the main museum/library complex building owned by the **PDMLA** and the accessory buildings owned by the **Township** at a proper state of repair at all times. The **PDMLA** is also responsible to maintain the septic tile bed, sidewalks, small parking lot and light on the **site**.
19. To permit the **Township** to enter and inspect the **site** and accessory buildings at any reasonable time as may be deemed necessary to assure compliance with the terms of this agreement. The main museum/library complex building is owned by the **PDMLA**.
20. To work with the **Township** to ensure that activities being undertaken on the **site** do not adversely affect other **Township** owned areas not included as part of the **site** area.

21. To use the **site** and premises only for the purposes and functions of **PDMLA** in accordance with the permitted uses in the **Township** comprehensive zoning by-law.
22. To indemnify and save the **Township** harmless against and from any and all claims arising from any act or omission of PDMLA or its agents, employees, volunteers, contractors and subcontractors relating to the occupation and use of the **site**.
23. To remedy any default in the observance or performance of any conditions of this agreement, or to make written response, within thirty days of receipt of written notice.
24. To allow the **Township** to have representation at meetings of the **PDMLA** Board as a non-voting member.
25. To annually provide the **Township** by November 30th with a copy of the Board's Audited Financial Statement for the previous year as well as a copy of the current year's budget estimates.

### PROVISOS

26. At any time during the term of this agreement, **PDMLA** may decide, on twelve months notice to the **Township** to vacate the **site**, at which time the **Township** may purchase the main museum/library complex building at fair market value, determined by a professional appraiser who shall be appointed by mutual agreement by the parties and whose fees shall be shared equally between the parties to this agreement. In the event that the **Township** does not purchase the main museum/library complex the **Township** may agree to sever the **site** and have the buildings and **site** sold with proceeds from the sale to be shared pro-rata based on the appraisal.
27. If **PDMLA** should decide to relocate to other premises, or dissolve the association by not operating the museum/library complex at this **site** the **PDMLA** may remove the main museum/library complex from the **site** if the procedure outlined in clause 26 is followed. In the event that the **Township** does not purchase the main museum/library complex or alternatively if it is not sold to a third party within twenty-four months of the **PDMLA** relocating to other premises, or dissolving the association by not operating the main museum/library complex on the **site** the main museum/library complex shall vest in the **Township** without any payment.
28. The term of this agreement shall be ten (10) years commencing on the 1<sup>ST</sup> day of January 2026 and ending at midnight on the 31<sup>ST</sup> of December 2035. Provided the **PDMLA** is not in default of the lease, the **PDMLA** shall have the right to renew the lease for a further ten (10) year term on the same terms and conditions. In order to exercise this renewal the **PDMLA** must give the **Township** written notice of the intention to renew at least 6 months prior to the end of term.

This agreement shall be reviewed from time to time upon written request of either party. This review provides an opportunity for the parties to make adjustments to the agreement to reflect current day operations.

29. All correspondence between the parties shall be addressed as required to the following addresses:

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

Princeton and District Museum/Library Association,  
P.O. Box 460,  
Princeton, Ontario. N0J 1V0

30. Should any provision of this lease be illegal or not enforceable, the remaining provisions shall continue in force and be binding upon the parties.
31. This agreement shall continue to the benefit of and be binding upon the respective successors or other legal representatives of the parties hereto. The lease of the **site** shall not, in whole or in part, be assigned, sublet or otherwise delegated by the **PDMLA** without prior written consent of the **Township**.
32. This document constitutes the entire agreement between the **Township** and **PDMLA** and completely supersedes all prior representations and discussions, either oral or written, between the parties and may not be modified except by subsequent agreement in writing between the parties.

**IN WITNESS WHEREOF** the parties hereto have caused this agreement to be signed by their respective signing officers and sealed with their corporate seals:

**THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM**

\_\_\_\_\_  
Mark Peterson, Mayor

(SEAL)

\_\_\_\_\_  
Sarah Matheson, Director of Corporate Services/Clerk

**PRINCETON AND DISTRICT MUSUEM/  
LIBRARY ASSOCIATION**

\_\_\_\_\_  
Peggy Crosby, President

(SEAL)

\_\_\_\_\_  
Mary Anne DaCosta, Vice President

SCHEDULE "A"





## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Trevor Baer, Manager of Community Service

**Reviewed by:** Sarah Matheson, Director Corporate Services/Clerk  
Josh Brick, Chief Administrative Officer

**Date:** November 26, 2025

**Council Meeting Date:** December 3, 2025

**Report Title:** Community Services Monthly Report

**Report No.:** CS-25-27

---

### Recommendation:

That Report CS-25-27 be received as information.

### Executive Summary:

This report provides Council with an update on operations and activities within the Community Services Department for November 2025. The month included continued arena operations, program development, staff training, and hosting the Oxford County Accessibility Advisory Committee's annual meeting at the Plattsville Arena.

### Background:



The Plattsville Memorial Community Arena has now been operating with ice for approximately 2.5 months, and overall operations continue to run smoothly. Staff are preparing a report for the next Council meeting regarding a request from Plattsville Minor Hockey to consider installing *LiveBarn* at the arena.

LiveBarn is a subscription-based streaming service used widely in arenas across North America. It allows families and spectators to watch games and practices live or on-demand from their phones, computers, or smart TVs. Many small communities use Live Barn to provide remote viewing for relatives, fans, and parents who cannot attend in person, and to support player development by allowing coaches to review gameplay footage. Staff will provide an informational report to receive direction from Council and provide installation options, revenue-sharing information, and operational considerations.

### **Staff Training**

Community Services staff received Ammonia Awareness Training, delivered on-site by CIMCO Refrigeration. This training is part of maintaining safety standards for operators working around the refrigeration plant and ensures staff are prepared to respond appropriately in emergency situations.

### **Community Programs**

The first adult drop-in program in Princeton Hall Pickleball on Thursdays at 11:30 a.m.—has now begun and is seeing positive participation. Staff continue to work on launching additional adult programs in both Plattsville and Drumbo in the coming weeks.

### **Accessibility Advisory Committee Meeting**

The Township of Blandford-Blenheim hosted the Oxford County Accessibility Advisory Committee's annual meeting at the Plattsville Arena. This annual meeting rotates among municipalities; at last year's meeting in Woodstock, Township staff volunteered to host the 2025 session.

The meeting was well attended, with discussion focused on accessible playground design and the importance of municipalities planning for inclusive equipment and surfacing in future park upgrades.

## **Analysis & Discussion:**

### **Oxford County Accessibility Advisory Committee**

The meeting highlighted the growing need for inclusive, accessible outdoor play spaces across Oxford County. Key points discussed included:

- The importance of accessible surfacing and barrier-free paths of travel
- Increased community expectations for inclusive equipment
- The value of early consultation with the Advisory Committee when planning capital projects
- Opportunities for municipalities to share best practices and collaborate on design approaches

Hosting the meeting demonstrated the Township's continued commitment to accessibility and strengthened relationships with County staff and partner municipalities.



## LiveBarn Considerations

As staff prepare the upcoming report for Council, the following matters are being reviewed:

- Installation requirements and potential locations for cameras
- Internet bandwidth demands to ensure high-quality streaming
- Subscription model, revenue opportunities, and user fees
- Privacy considerations, signage, and communication to arena users
- Comparisons with other municipalities that currently operate LiveBarn

Many Ontario municipalities report strong uptake and community appreciation for this service—particularly for families with shift work, grandparents, or relatives living farther away. Staff will present Council with all benefits, drawbacks, and cost implications.

## Strategic Priorities:

### Community Well-Being & Inclusion

This report supports the Township's commitment to fostering an inclusive, engaged, and active community. November's activities including accessible program development, hosting the Oxford County Accessibility Advisory Committee, and exploring options such as Live Barn demonstrate efforts to enhance accessibility, expand recreational opportunities, and strengthen partnerships that benefit residents of all ages.

## Financial Considerations:

At this time there are no financial considerations, as this is just an update on monthly operations

Respectfully submitted by:

Trevor Baer  
Manager of Community Services

## Appendix:

### Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication

☐ Other communication – Specify:



## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Kevin Brandt, Deputy Clerk/Communications Coordinator

**Reviewed by:** Sarah Matheson, Director of Corporate Services/Clerk

**Date:** November 25, 2025

**Council Meeting Date:** December 3, 2025

**Report Title:** 2026 Municipal Election Communications Plan

**Report No.:** DC-25-19

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### Recommendation:

That Report DC-25-19 be received as information; and further,

That Council endorse the 2026 Municipal Election Communications Plan, attached to this report, as the guiding framework for public communications related to the 2026 Municipal Election.

### Executive Summary:

The 2026 Municipal Election Communications Plan provides a comprehensive, phased strategy to inform and support electors throughout the upcoming election cycle, with particular emphasis on the Township's transition to internet and telephone voting. The Plan outlines key messages, timelines, communication channels, roles, and success measures to ensure residents understand how, when, and where to vote in 2026.

The Election Communications Plan focuses on accessibility, clarity, and consistency, ensuring all electors have the information and support needed to participate confidently. Public-facing communications will begin in January 2026 and continue through Voting Day on October 26, 2026, following a structured timeline aligned with legislative milestones and voter engagement needs.

Endorsing the Communications Plan will allow staff to proceed with coordinated election messaging that promotes transparency, accessibility, and voter engagement across Blandford-Blenheim.

## **Background:**

In preparation for the 2026 Municipal Election, Council has approved the use of internet and telephone voting as the Township's alternative voting method (May 21, 2025), and subsequently selected Intelivote Systems Inc. as the voting platform provider and DataFix as the voter list management provider (November 5, 2025).

With the transition to online and telephone voting, a structured and comprehensive communications approach is required to ensure electors are informed, confident, and able to participate fully and securely. A clear, phased communications plan will support voter education, accessibility, transparency, and turnout.

The attached 2026 Municipal Election Communications Plan (Attachment 1) outlines the Township's intended communications strategy, including key messages, timelines, channels, responsibilities, and success measures.

## **Analysis & Discussion:**

The Election Communications Plan provides a coordinated approach to election messaging beginning in January 2026 and continuing through Voting Day on October 26, 2026. Key elements include:

### **1. Clear & Accessible Public Information**

The plan emphasizes neutral, factual, AODA-compliant messaging to ensure all electors understand:

- How internet and telephone voting works
- How and when to vote
- What supports are available
- How voter information (letters, PINs, ID requirements) will be communicated

### **2. Voter Education & Awareness**

The plan establishes a month-by-month communications timeline focusing on:

- Introducing the voting method
- Helping electors confirm they are on the voters' list
- Explaining voter PINs and voting instructions
- Providing reminders and support during the voting period

### 3. Accessibility & Inclusion

Messaging throughout the plan highlights:

- Availability of Voter Help Centres for in-person assistance
- Accessibility and flexibility of the voting methods
- Help options for electors requiring support

### 4. Communications Channels

A multi-channel approach will ensure broad reach, including:

- Township website (dedicated election section)
- Social media (our Facebook posts reach an average of 1,962 users, and we currently have 1,895 total followers)
- Media releases
- Printed notices/posters in municipal facilities
- Direct mail (through Tax Bill Inserts)

### 5. Risk Management & Prepared Responses

The plan anticipates and mitigates common election-related concerns, including:

- Security of online voting
- Internet access in rural areas
- Voter confusion or misinformation

### 6. Success Measures

Evaluation will consider:

- Voter awareness and public inquiries
- Use of voter assistance services
- Website and social media engagement
- Voter turnout compared to previous elections

Overall, the Plan provides a clear, structured, and proactive framework for election communications, ensuring transparency, accessibility, and consistent messaging across the organization.

## Strategic Priorities:

This initiative aligns with the Township's Strategic Plan under the pillars of:

- **Engaged & Informed Community** — enhancing access to clear and timely municipal information.
- **Excellence in Public Service** — delivering well-coordinated and accessible election services.

## Financial Considerations:

All communications activities outlined in the Plan are expected to be accommodated within the approved 2026 Municipal Election budget. Additional costs, such as printing or advertising, will be funded through existing election allocations.

Respectfully submitted by:

Kevin Brandt  
Deputy Clerk/Communications Coordinator

## Appendix: 2026 Municipal Election Communications Plan

### Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



# 2026 Municipal Election Communications Plan







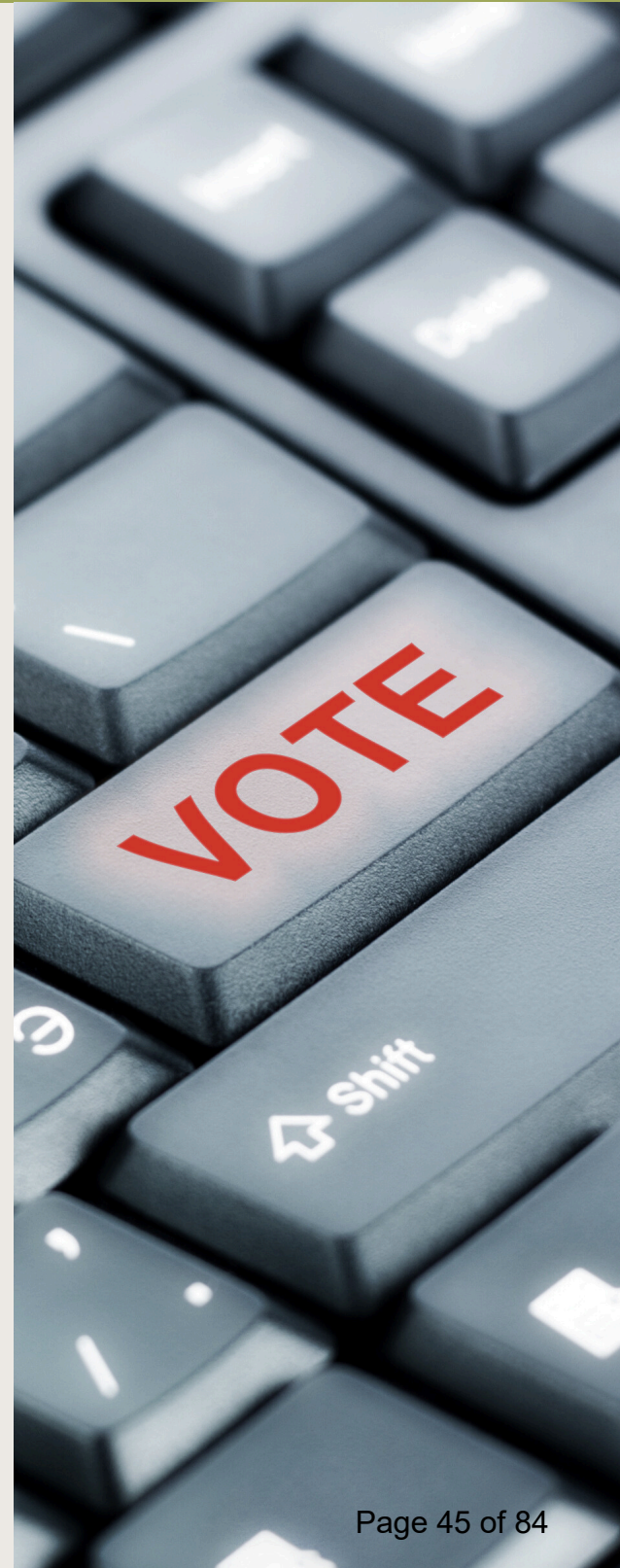
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# Purpose

This plan outlines how the Township of Blandford-Blenheim will communicate with residents regarding the 2026 Municipal Election, with a focus on informing electors about the transition to Internet and Telephone Voting. It establishes key messages, timelines, and communication methods to ensure residents are aware of how to vote, when to vote, and what supports are available.



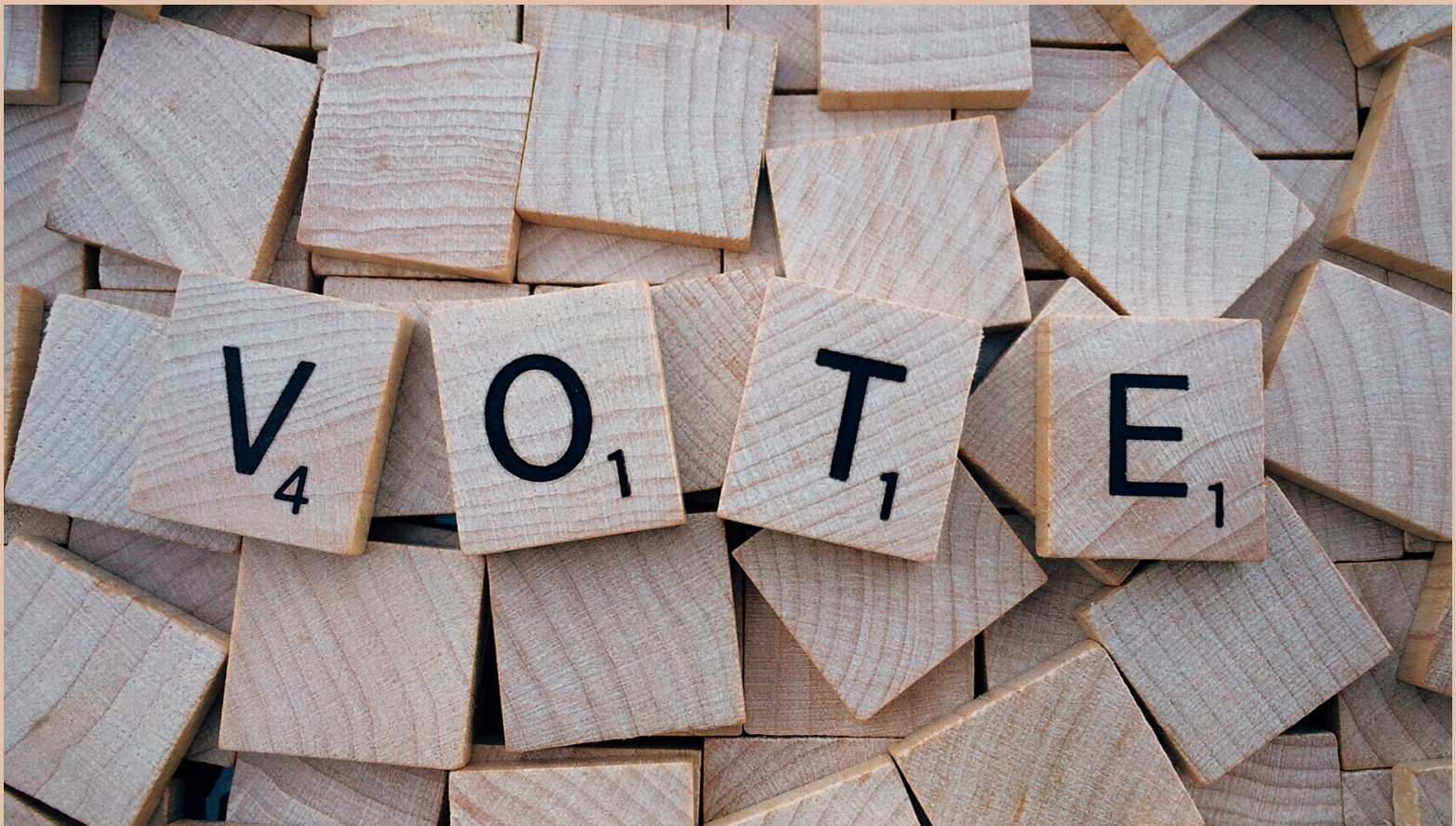


# Background

On May 21, 2025, Council approved the use of alternative voting methods, specifically internet and telephone voting, for the 2026 Municipal Election.

On November 5, 2025, Council approved Intelivote Systems Inc. and DataFix as the providers for internet and telephone voting and voter list management.

Public communications about the election will begin in 2026, with a structured approach leading up to Voting Day on October 26, 2026.



# Objectives

## **The communication objectives for the 2026 Municipal Election are to:**

- Ensure electors understand how to vote using internet or telephone methods.
- Increase awareness of voting options that support accessibility, convenience, and inclusion.
- Provide clear, accurate, and timely information to the public throughout the election period.
- Promote voter participation in the 2026 Municipal Election.

## Primary Messages

- Voting in the 2026 Municipal Election will take place by internet or telephone.
- These voting methods support accessible, secure, and convenient participation for all eligible electors.
- Electors will be able to vote from any location during the voting period using a computer, tablet, smartphone, or telephone.
- Voter Help Centres will be available during the voting period to provide in-person assistance for electors who need help using internet or telephone voting. Staff will be available to guide voters through the process, answer questions, and ensure everyone is able to cast their ballot confidently and securely.

## Accessibility & Inclusion Messages

- Internet and telephone voting removes barriers for electors with mobility challenges, accessibility needs, limited transportation, or scheduling conflicts.
- Voter assistance and help options will be available for anyone requiring support with the voting process.

# Key Messages, continued

Item 10.f

## Security & Integrity Messages

- The voting system is secure and confidential.
- Only eligible electors will receive a unique PIN to cast their ballot, ensuring election integrity.

## Convenience & Flexibility Messages

- Internet and telephone voting provide electors with the flexibility to vote at a time and place that works best for them during the voting period.
- These methods eliminate the need to travel to a traditional polling station, reducing barriers related to scheduling, weather, work hours, or transportation.
- Electors can vote using any device — computer, tablet, smartphone, or landline — making participation simple and convenient.

# Communications Approach & Principles

Communications will be:

- Clear and factual, using neutral municipal language.
- Accessible, following AODA communication standards.
- Timely and phased, providing information when it is most relevant to electors.
- Consistent across all platforms to avoid misinformation or confusion.



# Roles & Responsibilities

- **Clerk's Office** – Lead authority for election information, approvals, and official notices.
- **Communications** – Designs and distributes public communications through approved channels.
- **Staff** – Direct inquiries to official election information.



# Public Communications Timeline (2026)

Item 10.f

This timeline outlines major public-facing information releases. Dates may be refined to align with legislative requirements and mailing schedules.

Timing	Focus of Communication	Purpose
January 2026	Introduction to 2026 Election & Voting Method	Inform public of voting method and upcoming engagement
March 2026	“How Internet & Telephone Voting Works” overview	Build understanding of process and accessibility benefits
May 2026	Voter List Messaging	Encourage electors to ensure they are on the voters’ list
July 2026	Accessibility & Voter Support Information	Reinforce supports and assistance options



# Public Communications Timeline (2026), continued

Item 10.f

Timing	Focus of Communication	Purpose
August 2026	Voting period details and what to expect	Prepare electors for voting, outline key dates
September 2026	“What You Need to Vote” + PIN Letter Awareness	Explain Voter Information Letters and PINs
Early October 2026	Voting instructions refresher	Ensure electors know how to vote and where to get help
Voting Period (mid Oct to Oct 26)	Daily reminders and assistance messages	Encourage turnout, provide support, and share deadline reminders
Election Day (Oct 26, 2026)	Final reminders and close of voting instructions	Final voter engagement push

# Communication Channels

Item 10.f

The Township will use a combination of digital and physical communication methods, including:

- Township website – dedicated election section
- Social media
- Printed notices/posters in municipal facilities
- Media releases
- Tax bill inserts
- Direct mail via Voter Information Letters
- Election information sheets available at municipal facilities

# Issues & Risk Management

Item 10.f

The following potential communication risks will be monitored:

- Public concern about security of online voting
- Access to technology or internet in rural areas
- Confusion about eligibility or voting steps

Prepared responses will emphasize clarity, security, and availability of voter assistance.

# Success Measures

Item 10.f

Success of election communications will be evaluated by:

- Public awareness of how to vote
- Utilization of voter assistance services
- Engagement with election information (web traffic, social engagement)
- Voter turnout levels compared to previous election

# Conclusion



## Next Steps & Implementation

- Communications rollout will begin in January 2026
- Messaging will follow the phased approach outlined in this plan
- Staff will continue to ensure election information is clear, accessible, and timely

## Our commitment:

The Township of Blandford-Blenheim is committed to ensuring a secure, accessible, and convenient voting experience for all electors in the 2026 Municipal Election.

Through clear and timely communications, we will support voters in understanding how, when, and where they can cast their ballot.

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **2521-2025**

Being a by-law to establish the Corporation of the Township of Blandford-Blenheim Fees and Charges.

**WHEREAS**, Section 391(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality may pass by-laws imposing fees or charges for services or activities provided, for costs payable by it for services or activities provided or done by or on behalf of the municipality for the use of its property including property under its control;

**AND WHEREAS**, the Planning Act, R.S.O. 1990, c.P.13, as amended, and the Building Code Act, S.O. 1992, c.23, as amended, and various other statutes provided municipalities with authority to impose various fees and charges;

**AND WHEREAS**, notice was given of Council's intent to consider changes to the Township of Blandford-Blenheim Fees and Charges By-Law on the Township's website in accordance with Township of Blandford-Blenheim Notice By-Law 1668-2011.

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

1. That all fees and charges by-laws previously established by Council of the Township of Blandford-Blenheim are hereby repealed.
2. That the fees and charges as set out in Schedules "A" through "K" attached hereto and forming part of this By-law are hereby established and adopted by the Council of the Township of Blandford-Blenheim.
3. That no request by any person for any information, service, activity or use of County property described in Schedules "A" through "K" will be processed or provided by any Township Official, unless and until the person requesting the information, service, activity or use of the Township property has paid the applicable fee or charge in the prescribed amount as set out in Schedules "A" through "K" to the Township or payment arrangements have been made with a Township Official;
4. That unless otherwise prescribed, the fees and charges established by this By-Law shall be payable to The Township of Blandford-Blenheim by cash, money order, certified cheque, cheque or debit card when due. Payments can be made for some fees (not including property taxes) on the website using credit card but are subject to a 2% surcharge as per Schedule B.
5. That fees and charges that have been imposed in accordance with this By-Law that remain unpaid after the date on which they are due shall be subject to prescribed interest and penalty charges of one and one quarter

percent per month (1.25%), non-compounded or fifteen percent (15%) Item 16.a  
per  
annum.

6. That in the event another by-law of the Township of Blandford-Blenheim establishes a fee or charge that is not referenced by this By-Law and that is not inconsistent with this By-Law, the fee or charge established by that other by-law shall be deemed to be included in Schedules “A” through “K” attached hereto;
7. That any provision of any by-law that is inconsistent with this By-Law be hereby repealed;
8. That the effective date of this By-Law shall be January 1, 2026.

By-law **READ** a **FIRST** and **SECOND** time this 3rd day of December, 2025.

By-Law **READ** a **THIRD** time and **ENACTED** in Open Council this 3rd day of December, 2025.

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Mark Peterson, Mayor

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Sarah Matheson, Clerk





### Administrative Services - Clerk Fees and Charges

Description	Unit	Subject to HST	2023 Amount	2024 Amount	2025 Amount	2026 Amount
Sale of Photocopies - black & white (letter or legal size only)	1 - 2 sheets	Yes	\$0.50	\$0.50	\$0.50	\$0.50
	3 - 5 sheets	Yes	\$1.00	\$1.00	\$1.00	\$1.00
	6 sheets and up (per sheet)	Yes	\$0.25	\$0.25	\$0.25	\$0.25
Black & White copies - 11 x 17	per sheet	Yes	\$0.40	\$0.40	\$0.40	\$0.40
Colour photocopies (letter or legal size only)	per sheet	Yes	\$0.50	\$0.50	\$0.50	\$0.50
Colour photocopies (11x17)	per sheet	Yes	\$1.00	\$1.00	\$1.00	\$1.00
Faxing	First sheet	Yes	\$2.00	\$2.00	\$2.00	\$2.00
	Each additional sheet	Yes	\$1.00	\$1.00	\$1.00	\$1.00
Request under the Freedom of Information Act	Each	No	\$5.00	\$5.00	\$5.00	\$5.00
	staff time - first 30 minutes of investigation	No	\$0.00	\$0.00	\$0.00	\$0.00
	staff time per 15 min. interval beyond 30 minutes	No	\$7.50	\$7.50	\$7.50	\$7.50
(Where the estimate under section 45 (3) of the Municipal provide a deposit of 50% of the estimate prior to the application proceeding)						
Meeting Investigation Fee	Each	No	\$25.00	\$25.00	\$25.00	\$25.00
Lottery License Fee: Raffles, Bingos & Nevada Tickets	% of prize value	No	3%	3%	3%	3%
Marriage License	Each	No	\$120.00	\$120.00	\$120.00	\$120.00
Civil Marriage Ceremony:						
on site at municipal office during regular office hours	Each	Yes	\$250.00	\$250.00	\$250.00	\$250.00
Off site civil marriage ceremony	Each	Yes	\$350.00	\$350.00	\$350.00	\$350.00
Mileage for outside Oxford County - rate per km from Drumbo office	km					CRA rate
Rehearsal fee	Each	Yes	\$50.00	\$50.00	\$50.00	\$50.00
booking deposit	Each	Yes	\$100.00	\$100.00	\$100.00	\$100.00
administration fee if booking is cancelled	Each	Yes	\$50.00	\$50.00	\$50.00	\$50.00
Township provided witness	Each	Yes	\$50.00	\$50.00	\$50.00	\$50.00

CLERK







**Administrative Services - Clerk  
Fees and Charges**

Description	Unit	Subject to HST	2023 Amount	2024 Amount	2025 Amount	2026 Amount
Burial Certificate	Each	No	\$15.00	\$15.00	\$15.00	\$15.00
Encroachment Agreements	Each	No	\$75.00	\$75.00	\$75.00	\$75.00
Section 65 of Drainage Act assessment apportionment.						
Staff time per 15 minute interval	Each	Yes	\$11.00	\$15.00	\$16.00	\$16.00
Tile Drainage Loan Inspections	Each	Yes	\$200.00	\$215.00	\$225.00	\$225.00
By-Law Compliance Letter	each	No	\$97.00	\$100.00	\$100.00	\$100.00
By-Law Non-Compliance - Subsequent Visit (Chargeable to registered owner on each non-compliance visit)	per hour	Yes		\$110.00	\$110.00	\$110.00
By-Law Non-Compliance - Township undertakes work (Chargeable to registered owner)	each	Yes		actual costs + 15%	actual costs + 15%	actual costs + 15%
By-Law Subsequent Visit Admin Fee	each	Yes		\$66.00	\$66.00	\$66.00
**both expense and fee may be recovered by action or in like manner as municipal taxes						
Kennel Licence	Each	No	\$120.00	\$120.00	\$120.00	\$120.00
Black Composters *	Each	Yes	\$8.85	\$17.70	\$18.58	\$18.58
Green Cone Composters *	Each	Yes	\$44.25	\$45.58	\$46.90	\$46.90
Blue Box - Large - 80L *	Each	Yes	\$5.49	\$5.75	\$6.19	NA
Blue Box - Lid *	Each	Yes	\$2.39	\$2.48	\$2.65	NA
Bag Tags *	Each	No	\$2.00	\$2.00	\$2.00	\$3.00
* Price established by County of Oxford and is subject to change						
Fence Viewing application fee	Each	No	\$100.00	\$100.00	\$100.00	\$100.00
Memorialization of Existing Tree in Parks (does not include cost of the plaque & stand)	Each	Yes	\$150.00	\$150.00	\$150.00	\$150.00


CLERK


 <b>Administrative Services -General</b>						
<b>Fees and Charges</b>						
Description	Unit	Subject to HST	2023 AMOUNT	2024 AMOUNT	2025 AMOUNT	2026 AMOUNT
Tax Certificate	Each	No	\$50.00	\$55.00	\$60.00	\$60.00
<b>Tax Certificate - Additional Rush Fee (24 - 48 hr)</b>						<b>\$15.00</b>
Returned Cheque or PAP	Each	No	\$35.00	\$35.00	\$40.00	\$40.00
On-Line Payment fee (misc. website payments)		No		2.00%	2.00%	2.00%
Loan Agreement Administration Fee (Debenture Administration)	Each	No	2% of principal	2% of principal	2% of principal	2% of principal
Payment of Tile Drainage Loans Before Expiry Date	Each	No	\$50.00	\$50.00	\$50.00	\$50.00
Tax Sale Registration Process	Each	No	Actual Cost + \$100 Admin Fee	Actual Cost + \$100 Admin Fee	Actual Cost + \$125 Admin Fee	Actual Cost + \$125 Admin Fee
Reprint of Prior Year Tax Bills or Statements	Each	No	\$10.00	\$10.00	\$10.00	\$10.00
Commission of Oaths or Certified True Copy (resident)	Each	No	\$10.00	\$10.00	\$10.00	\$10.00
Commission of Oaths or Certified True Copy (non-resident)	Each	No	\$15.00	\$15.00	\$20.00	\$20.00
Tax Confirmation Letters	Each	No	\$15.00	\$15.00	\$20.00	\$20.00
Payment Redistribution Fee (per roll #)	Each	No	\$10.00	\$15.00	\$20.00	\$25.00
Refund Administration Fee (Client error/overpayment) (includes tax payments, AR payments or any other payments)	Each	No	\$25.00	\$25.00	\$25.00	\$25.00
Pre-Authorized Payment Plan Administration	Each					No Charge
<b>Switching PAP plans within the year</b>						<b>\$10.00</b>


TAX


 <b>Administrative Services - Development Charges</b>							
<b>Fees and Charges</b>							
Description	Unit	Subject to HST	Effective April 1, 2023	Effective Nov 1, 2023	Effective April 1, 2024	Effective June 19, 2024	Effective June 13, 2025
<b>Development Charges</b>							
<u>Residential</u>							
Single, Semi-detached	each	No	\$ 13,413.00	\$ 9,631.00	\$ 10,161.00	\$ 12,771.00	\$ 13,256.00
Other Multiples	each	No	\$ 8,428.00	\$ 6,051.00	\$ 6,384.00	\$ 8,820.00	\$ 9,155.00
Apartments - 2 Bedrooms or Larger	each	No	\$ 7,151.00	\$ 5,135.00	\$ 5,417.00	\$ 7,066.00	\$ 7,335.00
Apartments - Bachelor or 1 Bedroom	each	No	\$ 4,837.00	\$ 3,474.00	\$ 3,665.00	\$ 4,484.00	\$ 4,654.00
Non-Residential		No		\$35.91/sq m	\$37.89/sq m	\$7.35/sq m	\$7.63/sq m
Wind Turbine	each	No		\$ 7,076.00	\$ 7,465.00	\$ 10,506.00	\$ 10,905.00

DEVELOPMENT CHARGES


							Schedule D
 <b>Cemetery</b> <b>Fees and Charges</b>							
Description	Unit	Subject to HST	2023 Amount	2024 Amount	2025 Amount	2026 Amount	
<b>Purchase of Interment Rights and care and maintenance</b>							
Interment Rights	each	Yes	\$720.00	\$720.00	\$720.00	\$720.00	
Care and Maintenance	each	Yes	\$480.00	\$480.00	\$480.00	\$480.00	
Cremation lots	each	Yes	\$320.00	\$320.00	\$420.00	\$420.00	
Care and Maintenance	each	Yes	\$280.00	\$280.00	\$280.00	\$280.00	
<b>Interment</b>							
Adult - standard	each	Yes	\$750.00	\$750.00	\$850.00	\$850.00	
Child	each	Yes	\$400.00	\$400.00	\$500.00	\$500.00	
Infant	each	Yes	\$340.00	\$340.00	\$395.00	\$395.00	
Cremated Remains	each	Yes	\$400.00	\$400.00	\$420.00	\$420.00	
Multiple Cremations (additional interment at same spot, same time)	each	Yes			\$30.00	\$30.00	
Columbaria	each	Yes	\$250.00	\$250.00	\$250.00	\$250.00	
<b>Disinterment / Exhumation</b>							
Adult - standard	each	Yes	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
Cremated Remains	each	Yes	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Columbaria	each	Yes	\$250.00	\$250.00	\$250.00	\$250.00	
Child	each	Yes	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
Infant	each	Yes	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	
<b>Columbaria Fees</b>							
Bottom Row	each	Yes	\$1,020.00	\$1,020.00	\$1,062.50	\$1,062.50	
Bottom Row- Care and Maintenance	each	Yes	\$180.00	\$180.00	\$187.50	\$187.50	
Second Row	each	Yes	\$1,105.00	\$1,105.00	\$1,147.50	\$1,147.50	
Second Row- Care and Maintenance	each	Yes	\$195.00	\$195.00	\$202.50	\$202.50	
Third Row	each	Yes	\$1,190.00	\$1,190.00	\$1,232.50	\$1,232.50	
Third Row- Care and Maintenance	each	Yes	\$210.00	\$210.00	\$217.50	\$217.50	
Top Row	each	Yes	\$1,275.00	\$1,275.00	\$1,317.50	\$1,317.50	
Top Row- Care and Maintenance	each	Yes	\$225.00	\$225.00	\$232.50	\$232.50	
Initial Engraving of Niche Plate	each	Yes	\$350.00	\$350.00	\$390.00	\$400.00	
Graphics to be added to Niche Plate Engraving	each	Yes				\$40.00	
Each Subsequent Engraving of Niche Plate	each	Yes	\$200.00	\$200.00	\$220.00	\$230.00	
Monument Care Fund - Flat marker (smaller than 1,116.13 sq cm / 173 sq in.)	each	Yes	\$0.00	\$0.00	\$0.00	\$0.00	
**Monument Care Fund - Flat marker (1,116.23 sq cm / 173 sq in. or larger)	each	Yes	\$100.00	\$100.00	\$100.00	\$100.00	


							Schedule D
 <b>Cemetery</b> <b>Fees and Charges</b>							
<b>Description</b>	<b>Unit</b>	<b>Subject to HST</b>	<b>2023 Amount</b>	<b>2024 Amount</b>	<b>2025 Amount</b>	<b>2026 Amount</b>	
**Monument Care Fund - Upright marker (1.49 sq m / 16 sq ft or smaller, including the base)	each	Yes	\$200.00	\$200.00	\$200.00	\$200.00	
**Monument Care Fund - Upright marker (larger than 1.49 sq m / 16 sq ft. including the base)	each	Yes	\$400.00	\$400.00	\$400.00	\$400.00	
<i>** as set by Legislation</i>							
Sundays & Municipal Holiday Interments	each	Yes	\$375.00	\$375.00	\$375.00	\$375.00	
Foundation layout fee	each	Yes	\$60.00	\$60.00	\$60.00	\$60.00	
Snow Removal	each	Yes	*	*	*	*	
Winter Burial - Full Interment (December 1st to March 31)	each	Yes	*	*	*	*	
Winter Burial - Cremated Remains (December 1st to March 31)	each	Yes	*	*	*	*	
* Actual fees incurred by the Township in relation to the specific incident/request + 15%							
Park Benches	each	Yes	\$2,000.00	\$2,000.00	\$2,300.00	\$2,500.00	
(does not include cost of the plaque)							
<b>Transfer Fee</b>							
Transfer Fee (Certificate picked-up at Township Office)	each	Yes	\$60.00	\$60.00	\$60.00	\$60.00	
<b>Registered Mail Fee</b>	each	Yes	\$15.00	\$15.00	\$20.00	\$25.00	
Genealogical Research							
	per 15 min	Yes					\$ 7.50

			Schedule E		
	Community Services - Arena				
	May 1st to April 30th				
	Fees and Charges				
Description	Unit	Subject to HST	Effective May 1, 2024	Effective May 1, 2025	Effective May 1, 2026
Arena					
**Prime Time - Minor Groups	per hour	Yes	\$133.63	\$137.17	\$139.91
**Prime Time - All Others	per hour	Yes	\$178.76	\$181.42	\$185.04
Non-Prime Time - Minor Groups	per hour	Yes	\$66.37	\$67.70	\$69.05
Non-Prime Time - All Others	per hour	Yes	\$97.35	\$97.35	\$99.29
Arena Floor Rental (Dances, Trade Shows)	per hour	Yes	\$146.02	\$146.02	\$148.94
Arena Floor Rental (Dances, Trade Shows)	full day	Yes	\$575.22	\$575.22	\$586.73
Arena Floor Rental (Recreation, Sports)	per hour	Yes	\$44.25	\$44.25	\$45.13
**Prime Time ice rentals are M-F 5-10 p.m. and weekends 8 a.m. - 10 p.m.					
Recreational Program					
Public Skating - Adult	per person	Yes	no charge	no charge	no charge
Public Skating - Child Elementary School Age	per person	Yes	no charge	no charge	no charge
Public Skating - Pre-School	per person	Yes	no charge	no charge	no charge
Parents & Tots	per person	Yes	no charge	no charge	no charge
Sponsored Public Skating	per hour	Yes	\$88.50	\$88.50	\$88.50
School Skating Program	per hour	Yes	\$39.82	\$0.00	\$0.00
Ticket Ice (minimum with 1 to 4 skaters)	per hour	Yes	\$39.82	\$39.82	\$39.82
Ticket Ice (exceeding 4 skaters)	per skater	Yes	\$8.85	\$8.85	\$8.85
Shinny Hockey (adult)	per skater/hour	Yes	\$8.85	\$8.85	\$8.85
Shinny Hockey (child - under age 18)	per skater/hour	Yes	\$4.42	\$4.42	\$4.42
Birthday Specials:					
1 hour of ice time (based on availability) and 1 hour in Room A	per event	Yes	\$66.37	\$66.37	\$66.37
1 hour of ice time (based on availability) and 1 hour in Hall	per event	Yes	\$92.92	\$92.92	\$92.92
Cancellations must be received at least 7 days prior to ice event, or full price is charged.					
General liability Insurance (for renters without proof of insurance) charged at cost as set by Township's insurance provider					
Advertising					
Ice Logo (sponsor must supply logo at their cost)	Each	Yes	\$442.48	\$442.48	\$442.48
Arena Board Advertising (sponsor must supply logo at their cost)	Each	Yes	\$442.48	\$442.48	\$442.48
Wall Advertising (sponsor must supply logo at their cost)	Each	Yes	\$265.49	\$265.49	\$265.49
Door Wrap (sponsor must supply wrap and professional installation)	Each	Yes	\$221.24	\$221.24	\$221.24
Zamboni advertising (sponsor must supply logo at their cost)	Each	Yes	\$796.46	\$796.46	\$796.46

			Schedule F		
	Community Services - Community Centres				
	Fees and Charges				
Description	Unit	Subject to HST	Effective May 1, 2024	Effective May 1, 2025	Effective Jan 1, 2026
Community Centre Halls					
Booking Fee - to be received at time of booking for all halls and pavilions		Yes		30%	30%
Non-Refundable					
Plattsville Community Hall	per hour	Yes	\$55.75	\$57.52	\$57.52
Plattsville Community Hall	daily	Yes	\$202.65	\$203.54	\$203.54
Plattsville Community Hall - weekday daytime	1/2 day	Yes	\$110.62	\$110.62	\$110.62
Plattsville Community Hall (Together with Ice Event)	daily	Yes	\$110.62	\$110.62	\$110.62
Plattsville Community Hall (Buck & Doe)	daily	Yes	\$469.03	\$469.03	\$469.03
Decorating Set-up (for daily events only - prior to day of decorating set-up of event based on availability)	daily	Yes	\$106.19	\$106.19	\$106.19
Plattsville Community Hall - Room A	per hour	Yes	\$31.86	\$33.63	\$33.63
Plattsville Community Hall - Room A	daily	Yes	\$107.96	\$107.96	\$107.96
Plattsville Community Hall - Room B	per hour	Yes	\$31.86	\$33.63	\$33.63
Plattsville Community Hall - Room B	daily	Yes	\$107.96	\$107.96	\$107.96
Princeton Centennial Hall - Fireside Room	per hour	Yes	\$31.86	\$33.63	\$33.63
Princeton Centennial Hall - Fireside Room	daily	Yes	\$107.96	\$107.96	\$107.96
Decorating Set-up Fireside Room (for daily events only - prior to day of - decorating set-up of event based on availability)	daily	Yes		\$75.22	\$75.22
Princeton Centennial Hall - Fireside Room - weekday daytime	1/2 day	Yes	\$61.95	\$66.37	\$66.37
Princeton Centennial Hall - Main Hall	per hour	Yes	\$98.23	\$98.23	\$98.23
Princeton Centennial Hall - Main Hall	daily	Yes	\$340.71	\$340.71	\$340.71
Princeton Centennial Hall - Main Hall - weekday daytime	1/2 day	Yes	\$194.69	\$194.69	\$194.69
Princeton Centennial Hall - Main Hall (Buck & Doe)	daily	Yes	\$469.03	\$469.03	\$469.03
Decorating Set-up for Main Hall (for daily events only - prior to day of - decorating set-up of event based on availability)	daily	Yes	\$176.99	\$176.99	\$176.99
Kitchen Use	daily	Yes	\$76.99	\$76.99	\$76.99
Richwood Hall	daily	Yes	\$107.96	\$107.96	\$107.96
Decorating Set-up Richwood Hall (for daily events only - prior to day of - decorating set-up of event based on availability)	daily	Yes		\$75.22	\$75.22
General liability Insurance (for renters without proof of insurance)			Yes	charged at cost as set by Township's insurance provider	
** Deposit for All Events including sale of Alcohol as per S.O.P.		No	\$500.00	\$500.00	-
Damages incurred to the facility will be invoiced to the renter					actual costs
Garbage Disposal Surcharge (for excessive garbage after event)	per event	Yes		\$130.00	\$130.00



						Schedule G
 <b>Community Services - Outdoor Facilities &amp; Parks</b>						
<b>Fees and Charges</b>						
<b>FIELD CLASSIFICATION</b>						
<b>Description</b>	<b>Unit</b>	<b>Subject to HST</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>Ball Diamonds</b>						
Adult	per game	Yes	\$27.48	\$27.48	\$22.39	n/a
Affiliated Minor	per game	Yes	\$18.96	\$18.96	\$17.15	\$10.83
Adult Tournament First Game/Diamond	per day	Yes	\$27.48	\$27.48	\$22.39	n/a
Adult Tournament Extra Game/Diamond	per game	Yes	\$23.41	\$23.41	\$20.35	n/a
Affiliated Minor Tournament First Game/Diamond	per day	Yes	\$18.96	\$18.96	\$17.15	\$13.54
Affiliated Minor Tournament Extra Game/Diamond	per game	Yes	\$18.05	\$18.05	\$16.25	\$10.62
Optional Tournament Grooming	per groom	Yes	\$30.53	\$30.53	\$30.53	\$30.53
Optional Use of Lights	per game	Yes	\$9.93	n/a	\$9.93	\$9.93
Ball Diamond Fence Advertising (sponsor must supply sign at their costs, size, location and content must be approved)	yearly	Yes	\$265.49	\$265.49	\$265.49	\$265.49
<b>Description</b>	<b>Unit</b>	<b>Subject to HST</b>	<b>Effective May 1, 2023</b>	<b>Effective May 1, 2024</b>	<b>Effective May 1, 2025</b>	<b>Effective Jan 1, 2026</b>
<b>Soccer Pitches - based upon 90 minute games</b>						
Adult Permit	per game	Yes	\$11.50	\$11.50	\$13.27	\$13.27
Adult Tournament	per day	Yes	\$66.37	\$66.37	\$66.37	\$66.37
Affiliated Minor	per game	Yes	\$8.85	\$8.85	\$10.62	\$10.62
Affiliated Minor Tournament	per day	Yes	\$46.02	\$46.02	\$46.02	\$46.02
<b>Park Permit Fees</b>						
Booking Fee - to be received at time of booking for all halls and pavilions		Yes				30%
Non-Refundable						
Pavillion Day Permit	per day	Yes	\$69.03	\$69.03	\$70.80	\$70.80
Open Park Space Event Day Permit	per day	Yes	\$69.03	\$69.03	\$115.04	\$115.04
General liability Insurance (for renters without proof of insurance)						
		Yes	charged at cost as set by Township's insurance provider			
Garbage Disposal Surcharge (for excessive garbage after event)	per event	Yes			\$130.00	\$130.00

											Schedule H	
Protective Services												
Fees and Charges												
Description			Unit	Subject to HST	2023 Amount	2024 Amount	2025 Amount	2026 Amount				
Fire Inspection												
Fire Inspection			per hour	Yes	\$97.00	\$100.00	\$100.00	\$100.00				
Fire Inspection Admin Fee			each	Yes	\$65.00	\$66.00	\$66.00	\$66.00				
Liquor Licenses and Occupancy Loads												
Fire Inspection			per hour	Yes	\$97.00	\$100.00	\$100.00	\$100.00				
Fire Inspection Admin Fee			each	Yes	\$65.00	\$66.00	\$66.00	\$66.00				
Fire Chief's Letters to Lawyers or Insurance Company			each	No	\$97.00	\$100.00	\$100.00	\$100.00				
Fire Department Compliance Letter			each	No	\$97.00	\$100.00	\$100.00	\$100.00				
By-Law Compliance Letter			each	No	\$97.00	\$100.00	\$100.00	\$100.00				
By-Law Non-Compliance - Subsequent Visit												
(Chargeable to registered owner on each non-compliance visit)			per hour	Yes		\$110.00	\$110.00	\$110.00				
By-Law Non-Compliance - Township undertakes work												
(Chargeable to registered owner)			each	Yes		actual costs + 15%	actual costs + 15%	actual costs + 15%				
By-Law Subsequent Visit Admin Fee			each	Yes		\$66.00	\$66.00	\$66.00				
**both expense and fee may be recovered by action or in like manner as municipal taxes												
Copies of Fire Reports			each	Yes	\$65.00	\$100.00	\$100.00	\$100.00				
Special Events Permit			each	No	\$50.00	\$50.00	\$50.00	\$50.00				
Special Fire Permits			each	No			\$50.00	\$50.00				
for three-day period per property, requires special approval by the Chief Fire Official, or designate.												

Description	Unit	Subject to HST	2023 Amount	2024 Amount	2025 Amount	2026 Amount
<b>Response to Motor Vehicle Accidents and Vehicle Fires</b>						
(Chargeable to the registered owner of the vehicle)						
Non-Resident						
Minimum Charge up to 1st hour per Fire Apparatus	per hour *	No	\$543.03	\$559.86	\$570.50	MTO rate + supplies
Firefighting Foam	per pail	No				\$268.00
Oil Absorbent	per bag	No				\$25.00
Absorbent Pads	per pad	No				\$5.00
Absorbent Socks	per sock	No				\$30.00
Plug and Dike	per use	No				\$20.00
Firefighting Containment Pool	per use	No				\$240.00
Flares	per flare	No				\$14.00
Resident						
No Charge						
<b>Motor Vehicle Accident Response-Provincial Highway</b>						
(Chargeable to Ministry of Transportation for all provincial highway accident responses)						
Minimum Charge up to 1st hour per Fire Apparatus	per hour *	No	\$543.03	\$559.86	\$570.50	MTO rate
<b>Fire Response - Public Hazard, Hydro Lines</b>						
Public Property - Chargeable to Hydro Provider						
Minimum Charge up to 1st hour per Fire Apparatus	per hour *	No	\$543.03	\$559.86	\$570.50	MTO rate
Private Property - Chargeable to Registered Property Owner						
Minimum Charge up to 1st hour per Fire Apparatus	per hour *	No	\$543.03	\$559.86	\$570.50	MTO rate
<b>Fire Response -Indemnification Technology</b>						
Current MTO rates, plus personnel /hour rates ,and any cost incurred by the Municipality						
Minimum Charge up to 1st hour per Fire Apparatus	per hour *	No	\$543.03	\$559.86	\$570.50	MTO rate
<b>Refilling SCBA air bottles</b>	each	Yes	\$20.00	\$20.00	\$20.00	\$20.00
<b>Fire Response - Hazardous Materials Clean Up</b>						
As outlined in the Environment Protection Act, RSO 1990		No	Actual	Actual	Actual	Actual
			Costs	Costs	Costs	Costs

Description	Unit	Subject to HST	2023 Amount	2024 Amount	2025 Amount	2026 Amount
<b>Fire Response - Natural Gas Leak,</b>						
Caused directly by a person or company						
Minimum Charge up to 1st hour per Fire Apparatus	per hour	No	\$543.03	\$559.86	\$570.50	MTO rate
<b>Burn Permit -</b>						
Recreational and agricultural fire permits		N/A	no charge	no charge	no charge	no charge
<b>Fire Response - Open Air Burning</b>						
Illegal or Unauthorized Fire						
1st Offense-in any twelve month period		N/A	no charge	no charge	no charge	no charge
2nd or Additional Offences-in any twelve month period	per hour *	No	\$543.03	\$559.86	\$570.50	MTO rate
Minimum Charge up to 1st hour per Fire Apparatus						
<b>Fire Response - Preventable Fire Alarm Panel Alarms</b>						
1st Offense-in any twelve month period		N/A	no charge	no charge	no charge	no charge
2nd or Additional Offences-in any twelve month period	per hour *	No	\$543.03	\$559.86	\$570.50	MTO rate
Minimum Charge up to 1st hour per Fire Apparatus						
<b>* As set by MTO</b>						
<b>Fire Response - Fire Watch or Stand By</b>	per hour *	No		\$559.86	\$570.50	MTO rate
As authorized by Fire Chief	per apparatus			actual costs	actual costs	actual costs
<b>Review of Fire Works Display Application</b>	each	Yes	\$ 137.00	\$ 137.00	\$ 137.00	\$ 137.00
<b>Review of Application for Pyrotechnics display</b>						
Including a site pre-inspection and review of Fire Safety Plan	each	Yes	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
<b>Review of Risk Safety Management Plan for Propane Storage</b>						
As required by the Regulatory Amendments to O.Reg 211/01 of the TSS Act, 2000 for small facilities (less than 5000 USGW)	each	Yes	\$ 115.00	\$ 115.00	\$ 115.00	\$ 115.00
			+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)


Description	Unit	Subject to HST	2023 Amount	2024 Amount	2025 Amount	2026 Amount
<b>Review of Risk Safety Management Plan for Propane Storage</b>						
As required by the Regulatory Amendments to O.Reg 211/01 of the TSS Act, 2000 for medium and large facilities (less than 5000 USGW)	each	Yes	\$ 275.00	\$ 275.00	\$ 275.00	\$ 275.00
			+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)
<b>Site Alteration Application</b> for area less than 2 ha	each	No	250.00	250.00	250.00	250.00
Site Alteration Application for area equal to 2 ha	each	No	550.00	550.00	550.00	550.00
Site Alteration Application for each ha beyond 2 ha	each	No	25.00	25.00	25.00	25.00
First conviction in contravention of Site Alteration By-law (person)	each	No	10,000.00	10,000.00	10,000.00	10,000.00
Subsequent conviction in contravention of Site Alteration By-law (person)	each	No	25,000.00	25,000.00	25,000.00	25,000.00
first conviction in contravention of Site Alteration By-law (corporation)	each	No	50,000.00	50,000.00	50,000.00	50,000.00
subsequent conviction in contravention of Site Alteration By-law (corporation)	each	No	100,000.00	100,000.00	100,000.00	100,000.00



# Building Services


## Fees and Charges (HST Exempt)

Classes of Permits and Fees			
Minimum Permit Fee - \$146. Fees not listed are determined by the Chief Building Official.			
		Administrative Fee	Permit Fee
ICI Group	ICI - New, Additions and Renovations	\$363.00	\$1.83
	ICI - Public Pools, Public Patios and Exterior Ramps	\$146.00	\$0.74
Group C - Residential Buildings	Res - Residential Buildings New, Additions	\$363.00	\$1.83
	Res - Renovations to Non Single/Semi/Towns	\$363.00	\$1.46
	Res - Renovations to Single/Semi/Towns	\$363.00	\$580.00
	Res - Swimming Pools	\$146.00	\$146.00
	Res - Sheds & Garages	\$146.00	\$1.10
	Res - Decks & Covered Porches (unheated and unenclosed)	\$146.00	\$146.00
Farm Buildings	Farm - New, Additions, Renovations	\$363.00	\$0.31
	Farm - Horizontal/Bunk Silos	\$146.00	\$724.00
	Farm - Vertical Silos, Grain Bins	\$146.00	\$724.00
	Farm - Manure Storage (All Types)	\$146.00	\$724.00
Special	Sp - Tents	\$146.00	\$314.00
	Sp - Temp Buildings/Portables	\$146.00	\$580.00
	Sp - Change of Use	\$146.00	\$580.00
Miscellaneous	Misc - Permit Renewal/Revision	\$146.00	\$363.00
	Misc - Fireplace/Woodstove	\$146.00	\$218.00
	Signs	\$146.00	\$218.00
	Misc - Retaining Wall/Balcony Guard (linear ft)	\$146.00	\$0.31
	Misc - Wind Turbines	\$146.00	\$2,529.00
	Solar Panel	\$146.00	\$580.00
	Designated Structures (other then listed)	\$146.00	\$724.00
	Alternate Solution Application	\$146.00	\$580.00
	Conditional Permits	\$146.00	\$0.31
	Septic Permit - Full	\$146.00	\$651.00
	Septic Permit - Tank Only	\$146.00	\$146.00
	Other/Unlisted	\$146.00	Various
Mechanical Work	Re-Inspection/Canceled Inspection Fee/Requested Inspection more then 3 years since last inspection	\$146.00	\$74.00
Mechanical Work	Mech - Sprinkler System	\$363.00	\$724.00
	Mech - NFPA 96 Hood Fan	\$363.00	\$363.00
Plumbing/Serviceing Work	Water/Sewer Connection	\$146.00	\$146.00
	Building Services (per linear ft)	\$146.00	\$1.10
	Water Meter	\$146.00	\$363.00
Demo	Non-Farm Structures	\$146.00	\$146.00
Deposits			
Deposit (Refundable)	Engineering		\$1,000.00
	Final Building Inspection		\$1,000.00
	Public Works		\$1,000.00
	Lot Grading		\$1,500.00
	Demolition Agreement		Various
	Garden Suite Deposit		Various

							Schedule J	Item
Building Services - Planning								
Fees and Charges (HST Exempt)								
Description	Unit	Subject to HST	2023 Amount	2024 Amount	2025 Amount	2026 Amount		
Zoning By-law Amendment Application	each	No	\$650.00	\$650.00	\$750.00	\$750.00		
Zoning By-law Amendment Application (After the Fact)	each	No					\$850.00	
**County fee for Zone change application	each	No	\$150.00	\$150.00	\$180.00	\$180.00		
Removal of Holding Zone Provision	each	No	\$650.00	\$650.00	\$650.00	\$650.00		
**County Fee for Removal of Holding Zone Provision	each	No	\$150.00	\$150.00	\$150.00	\$180.00		
Minor Variance Application	each	No	\$700.00	\$700.00	\$700.00	\$700.00		
Minor Variance Application (After the Fact)	each	No					\$800.00	
**County fee for Minor Variance application	each	No	\$100.00	\$100.00	\$130.00	\$130.00		
Sign Minor Variance Application	each	No	\$300.00	\$300.00	\$300.00	\$300.00		
Fence Minor Variance Application	each	No	\$300.00	\$300.00	\$300.00	\$300.00		
Site Plan Agreement Application	each	No	\$600.00	\$600.00	\$750.00	\$1,000.00		
Site Plan Agreement Application (After the Fact)	each	No					\$1,500.00	
**County fee for Site Plan Application	each	No	\$500.00	\$2,500.00	\$2,600.00	\$ 2,600.00		
Site Plan Agreement Amendment	each	No	\$600.00	\$600.00	\$600.00	\$750.00		
Site Plan Agreement Amendment (After the Fact)	each	No					\$1,000.00	
**County fee for Site Plan Ammendment	each	No	\$250.00	\$1,500.00	\$1,550.00	\$ 1,550.00		
Zoning Compliance Information	each	No	\$55.00	\$60.00	\$75.00	\$100.00		
Building Compliance Information	each	No	\$55.00	\$60.00	\$75.00	\$100.00		
Drainage Compliance Information	each	No	\$55.00	\$60.00	\$75.00	\$100.00		
Legal Non-Conforming Application					\$60.00	\$60.00		
Communication Tower Application	each	No	\$600.00	\$600.00	\$750.00	\$750.00		
In addition to the above application fees the applicant shall pay all external costs, including HST, incurred by the municipality in respect of the Planning Application								
Housing projects which qualify under the County of Oxford's Community Improvement Plan - Affordable Housing Incentive Program, are exempt from Township imposed application fees. This exemption does not include any deposits required to recover Township costs for peer reviews								



Building Services - Planning							Item
Fees and Charges (HST Exempt)							
Description	Unit	Subject to HST	2023 Amount	2024 Amount	2025 Amount	2026 Amount	
REFUNDS							
Planning Application submitted, no work started	each	No		Full Refund less \$50.00 Admin Fee			
Planning Application submitted, application circulated for comment	each	No				No Refund	
**fees established by the County of Oxford and are subject to change							
Fees contained in Severance Agreements:							
Street lighting	minimum	No	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	
Sidewalk	minimum	No	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	
Parkland dedication	minimum	No	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	
DEPOSITS:							
(Deposits not subject to HST, but property owner is responsible for engineering & study costs including HST)							
Planning Peer Reviews (Site Plan, etc.)	minimum	No	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	
Agreement to construct a new single family dwelling while current owners are living in the existing single family dwelling	each	No			As per agreement		
Sub-Division Agreement	each	No		As per agreement \$10,000 minimum			
Bunkhouse Agreement	each	No			As per agreement		
Discretionary Agreement	each	No			As per agreement		
Appeal to the Ontario Municipal Board	each	No			As per agreement		
Garden Suite Agreement	each	No			As per agreement		
CLI -ECA application - Storm Sewer	each	No	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00	\$ 1,300.00	
CLI -ECA application - Storm Water Management	each	No	\$ 2,200.00	\$ 2,200.00	\$ 2,200.00	\$ 2,400.00	

		Schedule K				
Public Works - Roads						
Fees and Charges						
Description	Unit	Subject to HST	2023 Amount	2024 Amount	2025 Amount	2026 Amount
Installation of Entrance Culverts	each	Yes	\$1,400.00	\$1,425.00	\$1,450.00	\$1,500.00
Drainage Materials		Yes			cost + 15%	cost + 15%
Curb Cut	each	Yes	\$600.00	\$650.00	\$700.00	\$725.00
Permit to Move a Structure along Municipal Roads to Relocate Struc	each	No	\$40.00	\$50.00	\$75.00	\$75.00
Snow Removal (when contracted out)						
Snow Plowing	per operation	Yes	\$65.00	\$70.00	\$88.35	\$88.35
Snow Plowing / Sand / Salting	per operation	Yes	\$100.00	\$105.00	\$125.00	\$125.00
Sand /Salting	per operation	Yes	\$80.00	\$85.00	\$110.00	\$110.00
Tandem Axle Truck Rental	hour	Yes	\$88.35	\$88.35	\$88.35	\$88.35
One Ton Truck Rental	hour	Yes	\$68.45	\$68.45	\$68.45	\$68.45
1/2 Ton Pickup Rental	hour	Yes	\$33.35	\$33.35	\$33.35	\$33.35
Grader Rental summer	hour	Yes	\$142.25	\$142.25	\$142.25	\$142.25
Grader Rental winter	hour	Yes	\$150.00	\$150.00	\$150.00	\$150.00
Loader Rental	hour	Yes	\$81.75	\$81.75	\$81.75	\$81.75
Backhoe Rental	hour	Yes	\$72.10	\$72.10	\$72.10	\$72.10
Tractor Rental	hour	Yes	\$62.25	\$62.25	\$62.25	\$62.25
Brush Depot - Labour	hour	No	\$41.00	\$44.00	\$50.00	\$52.00
Civic Address Signs & Posts	each	Yes	\$42.00	\$45.00	\$45.00	\$47.50
Civic Address Sign Only (No Post)	each					\$30.00
Sale of Recycled Asphalt (as available) pick up only	3 yard bucket	Yes	\$12.00	\$15.00	\$15.00	\$15.00
Sale of Recycled Concrete (as available) pick up only	3 yard bucket	Yes	\$12.00	\$15.00	\$15.00	\$15.00
Laying a private drain across Township Road Allowance	Separate Agreement					
Laying utility lines along, under, in or upon municipal roads	Separate Agreement					

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2522-2025**

Being a By-law to amend By-law 1916-2015, as amended, Being a By-law to govern the proceedings of Council and Committees, and to prescribe the forms and manner and times for the provision of notice.

**WHEREAS** Section 238 of the Municipal Act, 2001, S. O. 2001, Chapter 25, provides that every municipality shall pass a procedural by- law for governing the calling, place and proceedings of meetings;

**AND WHEREAS** the Council of the Township of Blandford-Blenheim enacted Procedural By-law No. 1916-2015 on July 8, 2015, governing the calling, place and proceedings of meetings;

**AND WHEREAS** the Council of the Township of Blandford-Blenheim passed Resolution 2025-11-19-21 at the November 19, 2025 Regular Meeting of Council to authorize a change in council composition to change one Member of Council to a Deputy Mayor;

**AND WHEREAS** the Council of the Township of Blandford-Blenheim is desirous of amending Procedural By-law No. 1916-2015.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM ENACTS AS FOLLOWS:**

**In Definitions, Add:**

‘Deputy Mayor’ shall mean the member of Council elected to act in the place of the head of Council (Mayor) when the head of Council is absent or refuses to act or, when the office of the head of Council is vacant, and while so acting such member has all the power and duties of the head of Council.

**In Article 2 – Roles and Responsibilities, Add:**

**2.3 Deputy Mayor or Acting Mayor**

When the Mayor is unable to carry out his duties through illness or otherwise, when the Mayor is absent from the office in the course of their duties or on vacation or an approved leave or refuses to act or his office is vacant, the Deputy Mayor or Acting Mayor shall have all of the powers and duties of the Mayor and shall chair all meetings, but can only be exercised, pursuant to the Act or any other Statute of the Province.

The duties of the Deputy Mayor may include other duties as defined by Council.

By-law **READ** a **FIRST** and **SECOND** time this 3<sup>rd</sup> day of December, 2025.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 3<sup>rd</sup> day of December, 2025

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Mark Peterson, Mayor

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Sarah Matheson, Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2523-2025

A By-Law to amend Zoning By-Law Number 1360-2002, as amended.

WHEREAS the Municipal Council of the Corporation of the Township of Blandford-Blenheim deems it advisable to amend By-Law Number 1360-2002, as amended.

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

1. That Schedule "A" to By-Law Number 1360-2002, as amended, is hereby amended by changing to 'A2-47' and 'RR' the zone symbols of the lands so designated 'A2-47' and 'RR' on Schedule "A" attached hereto.
2. That Section 7.6 to By-Law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

7.6.47            **Location: Lot 5, Concession 6 (Blandford), Except Part 1, Plan 41R-372, Part 3, Plan 41R-3127 806046 Oxford Road 29 A2-47 (Key Map 38)**

7.6.47.1        Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any 'A2-47' Zone *use any lot, or erect, alter or use any building or structure* for the purpose except the following:

*All uses permitted in Section 7.1 of this Zoning By-law, excluding a single detached dwelling, a converted dwelling, a garden suite, a group home, an additional residential unit, and/or a bunkhouse.*

7.6.47.2        That all provisions of the A2 Zone in Section 7.2 to this Zoning By-Law, as amended, shall apply, and further that all other provisions of this By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply *mutatis mutandis*."

3. This By-Law comes into force in accordance with Sections 34(21) and (30) of the *Planning Act*, R.S.O. 1990, as amended.

READ a first and second time this 3<sup>rd</sup> day of December, 2025.

READ a third time and finally passed this 3<sup>rd</sup> day of December, 2025.

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Mark Peterson - Mayor

(SEAL)

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Sarah Matheson – Clerk

ZN 1-24-26 and ZN 1-24-27

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2523-2025

EXPLANATORY NOTE

The purpose of By-Law Number 2523-2025 is to rezone the lot to be retained via Severance B24-91-1 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 2523-2025 to rezone the lot to be severed and the lot to be enlarged via Severance B24-91-1 from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-47)'. A special provision is included to prohibit any residential dwellings on the subject lands.

The subject lands are described as N Lot 5 and S Lot 5, Concession 6, except Part 1, Plan 41R-372 and Part 3, Plan 41R-3127, in the former Township of Blandford, now in the Township of Blandford-Blenheim. The lands are located on the south side of Oxford Road 29, between Blandford Road and Oxford Road 22, and are municipally known as 806046 Oxford Road 29.

The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2523-2025. The public hearing was held on February 5, 2025 and Council did not receive any comments from the public respecting this application.

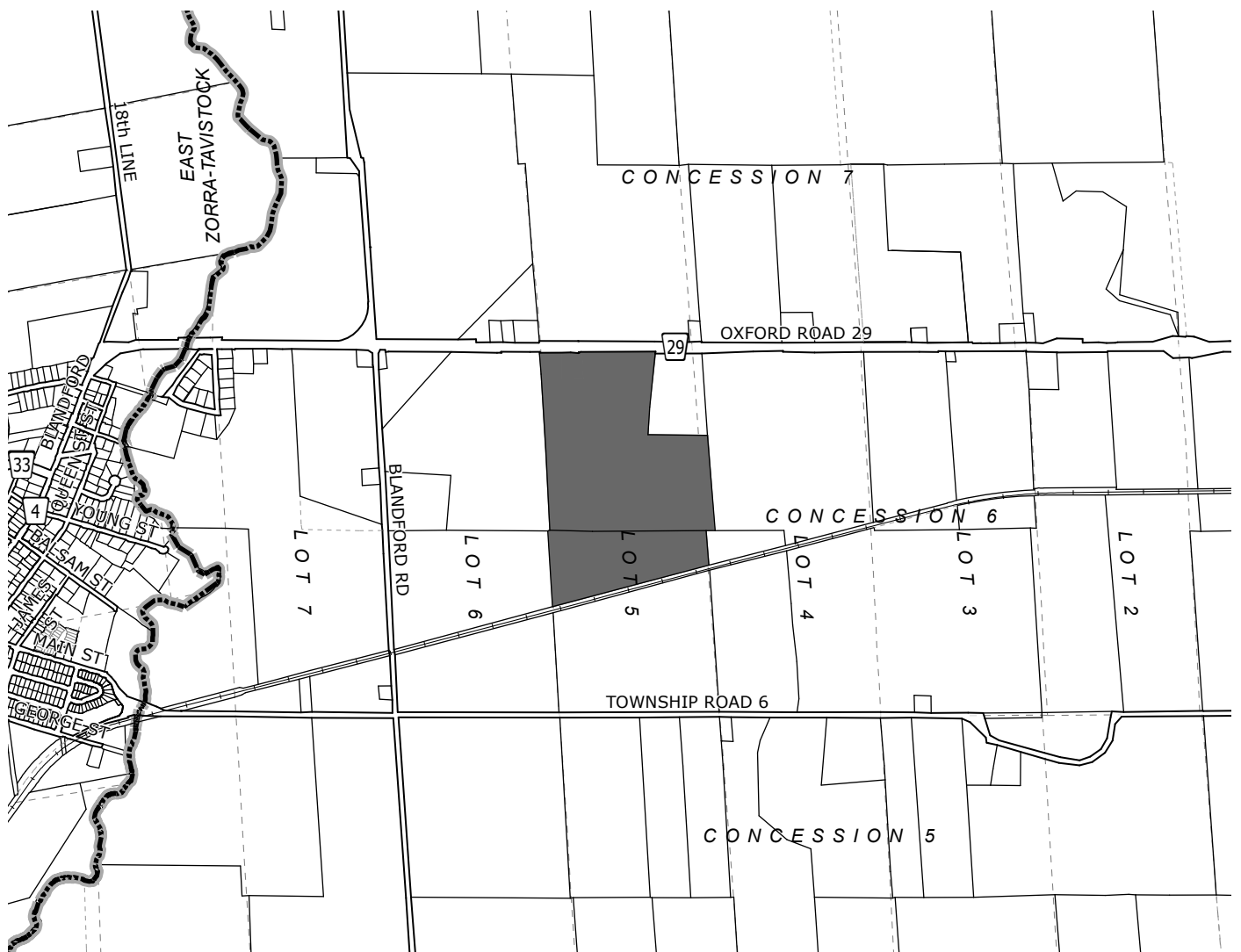
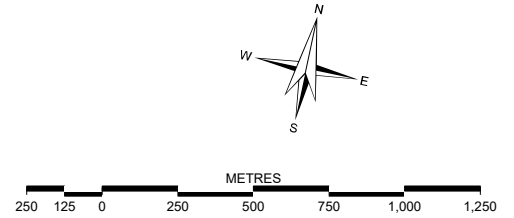
Any person wishing further information regarding Zoning By-Law Number 2523-2025 may contact the undersigned.

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

Telephone: 463-5347



# KEY MAP



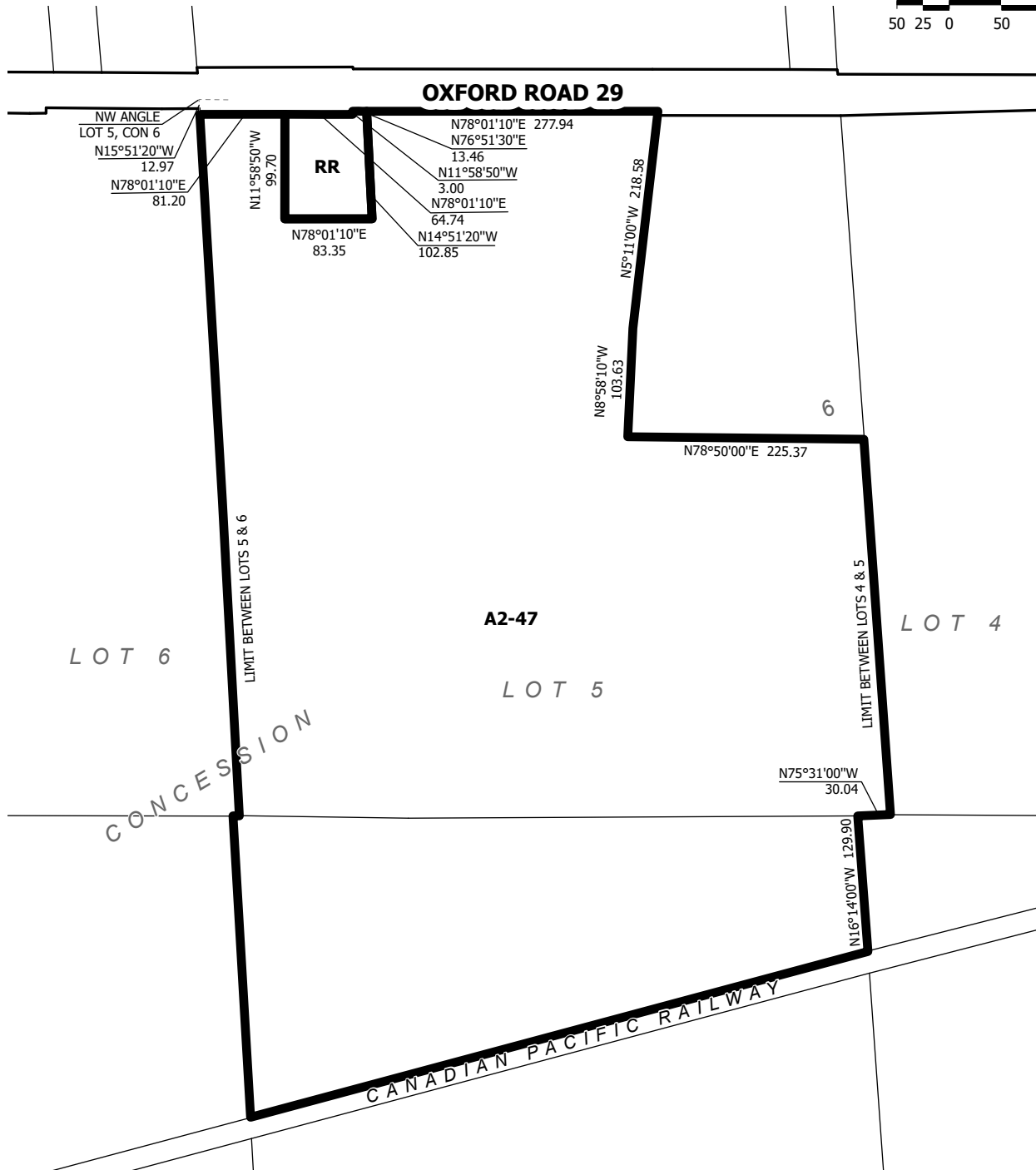
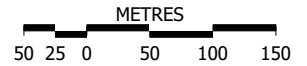
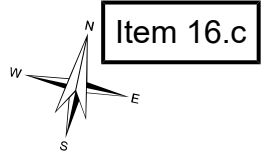
 LANDS TO WHICH BYLAW 2523-2025 APPLIES

# SCHEDULE "A"

TO BY-LAW No. 2523-2025

PART LOT 5, CONCESSION 6 (BLANDFORD)

TOWNSHIP OF BLANDFORD-BLENHEIM



**A2-47** AREA OF ZONE CHANGE TO A2-47

**RR** AREA OF ZONE CHANGE TO RR

NOTE: ALL DIMENSIONS IN METRES  
THIS IS SCHEDULE "A"

TO BY-LAW No. 2523-2025, PASSED

THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

MAYOR

CLERK

THE TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2524-2025

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 December 3<sup>rd</sup>, 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 3<sup>rd</sup> day of December, 2025.

By-law read a third time and finally passed this 3<sup>rd</sup> day of December, 2025.

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Mark Peterson, Mayor

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Sarah Matheson, Clerk