

# TOWNSHIPSHIP OF BLANDFORD-BLENHEIM

## COUNCIL MEETING AGENDA

Wednesday, December 18<sup>th</sup>, 2024

Watch via Live Stream on Township's YouTube:

<https://www.youtube.com/channel/UCdKRV0GAEuFaGbwhRPzoEXA>

4:00 p.m.

### 1. Welcome

### 2. Call to Order

### 3. Approval of the Agenda

Recommendation:

That the agenda for the December 18<sup>th</sup>, 2024 Regular Meeting of Council be adopted as printed, and circulated.

### 4. Disclosure of Pecuniary Interest

### 5. Minutes

#### a. [December 4<sup>th</sup>, 2024 Minutes of Council](#)

Recommendation:

That the minutes of the December 4<sup>th</sup>, 2024 Regular Meeting of Council be adopted, as printed and circulated.

### 6. Business Arising from the Minutes

### 7. Public Meetings

#### a. Public Meeting under the Planning Act, Zone Change

##### i. [Application for Zone Change – ZN1-24-22, McLaren Property Enterprise Inc., 28 Railway Street West](#)

Recommendation:

That the Township of Blandford-Blenheim approve the zone change application submitted by McLaren Property Enterprise Inc., whereby the lands described as Part Lots 9 and 10, Plan 65, in the Township of Blandford-Blenheim, are to be rezoned from 'Special Residential Type 1 Converted Dwelling Zone (R1-C)' to 'Special Residential Type 1 Zone (R1-sp)' to permit a group home on an undersized property.

## **8. Delegations / Presentations**

None.

## **9. Correspondence**

### **a. Specific**

None.

### **b. General**

- i. [Rural Oxford Economic Development, re: 2025 Work Plan and Economic Development Activity.](#)

Recommendation:

That the general correspondence items be received as information.

## **10. Staff Reports**

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

- i. [FC-24-23 – Wilmot Fire Agreement](#)

Recommendation:

That Report FC-24-23 be received as information; and,

That Council authorizes the Mayor and Clerk to execute the Fire Protection Agreement with the Township of Wilmot.

- ii. [FC-24-24 – Monthly Report](#)

Recommendation:

That Report FC-24-24 be received as information.

### **b. Ray Belanger – Chief Building Official**

- i. [CBO-24-12 – Monthly Report](#)

Recommendation:

That Report CBO-24-12 be received as information.

### **c. Jim Borton – Director of Public Works**

- i. [PW-24-28 – Accelerated High Speed Internet Program Update](#)

Recommendation:

That Report PW-24-28 be received as information.

**d. Trevor Baer – Director of Community Services**

**i. CS-24-18 – Partnerships to Enhance Community Programming**

Recommendation:

That Report CS-24-18 be received as information; and,

That Council authorize staff to engage with local organizations to explore potential partnership agreements; and further,

That Council direct staff to report detailed findings and recommendations.

**ii. CS-24-19 – COVID Funding**

Recommendation:

That Report CS-24-19 be received as information; and,

That Council authorize the allocation of \$16,000 from remaining COVID-19 funding towards the installation of automated doors and locks at park washrooms in Plattsville and Drumbo Park, in accordance with the Township's Purchasing Policy.

**e. Adam Degier – Drainage Superintendent**

**i. DS-24-22 – Petition for Drainage**

Recommendation:

That Report DS-24-22 be received as information; and,

That Council accepts the petition for drainage works for Lot 10 Concession 3 Blenheim; Blandford-Blenheim from John Pynenburg in the affected area of the existing private Sparks Drain; and further,

That the Clerk notify the Grand River Conservation Authority that is has received a petition for drainage work and that they intend to proceed with this petition.

**f. Josh Brick – Chief Administrative Officer**

**i. CAO-24-50 – 2025 Insurance Program**

Recommendation:

That Report CAO-24-50 be received as information; and,

That Council directs the Clerk to take the necessary administrative actions to execute November 21, 2024 policy documents offered by Intact Public Entities.

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Motions and Notices of Motion**

**14. New Business**

**15. Closed Session**

a. Report CAO-24-47 - Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]

Re: Performance Evaluation CAO

b. Report CAO-24-48 - Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]

Re: Staffing

c. Report CAO-24-49– Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality [s. 239 (2)(e)]

Re: Township Roads Update

**16. By-laws**

a. [2474-2024, A By-law to amend Zoning By-Law Number 1360-2002, as amended \(ZN1-24-22\); and,](#)

b. [2475-2024, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-laws be now read a first and second time: 2474-2024 & 2475-2024.

Recommendation:

That the following By-laws be now given a third and final reading: 2474-2024 & 2475-2024.

**17. Other**

**18. Adjournment and Next Meeting**

Wednesday, January 15<sup>th</sup>, 2024 at 10:00 a.m.

Recommendation:

Whereas business before Council has been completed at \_\_\_\_\_ pm;

That Council adjourn to meet again on Wednesday, January 15<sup>th</sup>, 2024 at 10:00 p.m.

# MINUTES

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

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

Staff: Baer, Belanger, Brick, Degier, Krug, Matheson and Van Wyk.

Other: Robson, Planner.

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the agenda for the December 4<sup>th</sup>, 2024 Regular Meeting of Council be adopted as printed and circulated.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. November 20<sup>th</sup>, 2024 Regular Meeting Minutes of Council

### RESOLUTION #2

Moved by – Councillor Young  
Seconded by – Councillor Barnes

Be it hereby resolved that the minutes of the November 20<sup>th</sup>, 2024 Regular Meeting Minutes of Council be adopted, as printed and circulated.

.Carried

## 6. Business Arising from the Minutes

None.

## 7. Public Meetings

### a. Public Meeting under the Planning Act, Zone Change

#### RESOLUTION #3

Moved by – Councillor Demarest  
Seconded by – Councillor Young

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

ZN1-24-21 (2162037 Ontario Inc.), &

SB21-02-1; OP21-06-1; and ZN1-21-01 (Tiffany Development Corporation);

And that Mayor Peterson Chair the Public Meeting.

.Carried

#### i. Application for Zone Change – ZN1-24-21 (2162037 Ontario Inc.)

The Planner presented the Report, recommending approval. The applicant and agent were present. Councillor Demarest asked a question regarding septic system decisions. The Planner responded that both options for septic are viable.

#### ii. Application for Application for Plan of Subdivision, Official Plan Amendment, and Zone Change SB21-02-1; OP21-06-1; and ZN1-21-01 – Tiffany Development Corporation, north side of Oxford Road 29 (Oxford Street East), between Duke Street and Blenheim Road.

The Planner presented the Report, recommending approval-in-principle the zone change application and support for the plan of subdivision and official plan amendment, with 47 units. The Applicant and Agent were present. Councillor Demarest questioned the 25-unit protocol in place, specifically, if allowing 47 units is an efficiency gain in terms of public works. The Planner responded in the affirmative. The Agent spoke to the proposed development's additional units, particularly townhouse dwellings. The applicant's Agent spoke in regard to the application, specifically regarding the number of units, proposing 62 units for the first phase of development, citing reasoning such as street completion and investment requirements. Councillor Banbury questioned the capacity for the wastewater treatment plant. The Planner responded there are 94 units of capacity in the queue for the Village of Drumbo. Tashia Mackenzie spoke regarding another development on Peterson Street, CAO Brick responded, the Planner further responded. Ryan Porter spoke regarding clarification for the proposal. The Planner responded that phase one would not be the property

abutting to Porter's property. Porter further commented regarding the area being finished in a timely manner and not left in a state of disarray. Dave Kimmons spoke regarding capacity concerns, specifically regarding school and emergency service capacity. Mayor Peterson spoke to the school capacity, citing an approximate 75-80% capacity and commented regarding emergency services. Mayor Peterson spoke to dedicated policing services, specifically the cost and level of service. Councillor Demarest asked CAO Brick to speak regarding development charges. CAO Brick explained the collection of development charges, to be used for new development as a control to fund growth and future costs that are brought on by growth. Kimmons further asked a question regarding the village as a whole, whether or not capacity for water and wastewater has been considered for other lands designated for other types of development. Mayor Peterson responded that the Drumbo Secondary Plan is the strategic document for development within the Village. The Planner responded that the Ministry of Environment is being consulted regarding capacity of wastewater servicing. The Planner noted that the second phase of waste water treatment plant will not be enough to service the entirety of lands proposed to be developed within the village of Drumbo. Planner commented that capacity is first come, first served basis. Mayor Peterson spoke to the capital costs of the wastewater treatment plant and the drainage required. Mayor Peterson further spoke to fire services, specifically the purchase of a ladder truck. Councillor Demarest spoke to the Secondary Plan in the Village of Drumbo. John Libbrecht spoke regarding the storm water management pond, specifically the grading of the pond and the capacity of the drain to outlet properly. Drainage Superintendent Degier commented that both the Township's and the developer's engineers would ensure the capacity would be sufficient. CAO Brick responded that staff will follow up and respond to Libbrecht with further information. The Planner pointed to condition 11, as outlined in his report, indicates that the storm water management pond must be approved by Township Engineers. The Agent spoke regarding questions and comments made, specifically speaking to the storm water management pond. Councillor Young spoke regarding the number of units preferring to allow for the finishing of the proposed street versus leaving undeveloped space. Councillor Banbury concurred with Councillor Young. Councillor Demarest spoke regarding density, proposing that the 62 units being asked for be approved. Councillor Barnes concurred with Councillor Demarest. Mayor Peterson commented on allowing the 62 units, ultimately deciding to allow them.

#### **RESOLUTION #4**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

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

.Carried



**RESOLUTION #5**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the Township of Blandford-Blenheim approve the zone change application submitted by 2162037 Ontario Inc., whereby the lands described as Part Lot 11, Lots 12 and 13, Plan 65, in the Township of Blandford-Blenheim, are to be rezoned from 'Residential Type 1 Zone (R1)' to 'Special Residential Type 1 Zone (R1-sp)' to permit the development of an undersized residential parcel.

.Carried

**RESOLUTION #6**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the Township of Blandford-Blenheim approve-in-principle the zone change application (File No. ZN1-21-01) submitted by Tiffany Development Corporation, whereby a portion the lands described Part Lot 12, Concession 7, Parts 2 and 3, Registered Plan 41R-165, be rezoned from 'Special Development Zone (D-8)' and 'Special General Agricultural Zone (A2-29)' to 'Special Residential Type 1 Zone (R1-sp),' 'Special Residential Type 3 Zone (R3-sp),' 'Recreational Zone (REC),' and 'Special Open Space Zone (OS-sp)' to facilitate a draft plan of subdivision for 47 single detached dwelling lots and 15 townhouse dwelling lots;

And that the Council of the Township of Blandford-Blenheim advise County Council that the Township supports the application for Official Plan Amendment (File No. OP21-06-1), submitted by Tiffany Development Corporation, for the lands described as Part Lot 12, Concession 7, Parts 2 and 3, Registered Plan 41R-165, to redesignate a portion of the subject lands from 'Low Density Residential' to 'Medium Density Residential' and 'Open Space.'

And further, that the Council of the Township of Blandford-Blenheim advise County Council that the Township supports the Draft Plan of Subdivision (File No. SB21-02-1), submitted by Tiffany Development Corporation, for the lands described Part Lot 12, Concession 7, Parts 2 and 3, Registered Plan 41R-165, consisting of 47 lots for single detached dwellings, 15 townhouse dwelling lots, a stormwater management block, a park block, the extension of Jarvis Street, and the construction of a new internal road connecting Oxford Road 29 (Oxford Street East) to Jarvis Street, subject to the conditions being met prior to final approval of the plan for registration, as outlined in Report CP2024-368, as amended.

.Carried

## 8. Delegations / Presentations

None.

## 9. Correspondence

a. Specific

None.

b. General

- i. Tracy Annett, General Manager, Upper Thames River conservation Authority, re: Draft 2025 Budget

**RESOLUTION #7**

Moved by – Councillor Young  
Seconded by – Councillor Barnes

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

.Carried

## 10. Staff Reports

a. Adam Degier – Drainage Superintendent

- i. DS-24-20 - Petition for Drainage, Appointment of Engineer

**RESOLUTION #8**

Moved by – Councillor Demarest  
Seconded by – Councillor Young

Be it hereby resolved that Report DS-24-20 be received as Information; and,

Whereas the Grand River Conservation Authority have not registered any comments to the petition for drainage work for the Part of Lot 17, Concession 12 (Blenheim), to modify and relocate the Hall Farm Branch of the Plattsville Drainage Works 2007 and Incorporate Storm Drains and Stormwater Management Systems from Westside Communities (Plattsville) Inc;

Be it resolved that Council appoints K Smart & Associates Ltd., 85 McIntyre Dr. Kitchener, Ont. N2R 1H6, to prepare a new drainage report as per the petition accordance with Section 4 of the Drainage Act.

.Carried

ii. DS-24-21 – Monthly Report

**RESOLUTION #9**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Report DS-24-21 be received as information.

.Carried

**b. Trevor Baer – Director of Community Services**

i. CS-24-17 – Monthly Report

**RESOLUTION #10**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

Be it hereby resolved that Report CS-24-17 be received as information.

.Carried

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

i. PW-24-27 – Monthly Report

**RESOLUTION #11**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that Report PW-24-27 be received as information.

.Carried

**11. Reports from Council Members**

Councillor Demarest spoke regarding a Tractor Parade to be added to the event in Drumbo on December 20<sup>th</sup>, to be driven behind the fire truck with Santa. Mayor Peterson reminded of the Santa Claus Parades, Saturday, December 7<sup>th</sup> at 2:00 pm in Bright, 6:30 pm in Plattsville.

**12. Unfinished Business**

None.

**13. Motions and Notices of Motion**

None.

#### **14. New Business**

None.

#### **15. Closed Session**

- a. Report CAO-24-45 - Advice that is subject to solicitor-client privilege, including communications necessary for that purpose. [s. 239 (2)(f)]  
Re: Legal Advice
- b. Report CAO-24-46– Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]  
Re: Legal Advice

#### **RESOLUTION #12**

Moved by – Councillor Demarest  
Seconded by – Councillor Young

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 5:28 p.m. to discuss:

- a. Report CAO-24-45– Advice that is subject to solicitor-client privilege, including communications necessary for that purpose. [s. 239 (2)(f)]  
Re: Legal Advice
- b. Report CAO-24-46– Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]  
Re: Legal Advice

.Carried

#### **RESOLUTION #13**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 5:40 p.m. and reports the following:

That Council provided direction to staff regarding Report CAO-24-45 and CAO-24-46.

.Carried

#### **16. By-laws**

#### **RESOLUTION #14**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

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

- a. 2466-2024, Being a by-law to establish the Corporation of the Township of Blandford-Blenheim Fees and Charges;
- b. 2467-2024, Being a By-law to appoint By-law Enforcement Officers;
- c. 2468-2024, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-13);
- d. 2469-2024, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-14);
- e. 2470-2024, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-15);
- f. 2471-2024, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-19);
- g. 2472-2024, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-21); and,
- h. 2473-2024, Being a By-law to confirm the proceedings of Council.

.Carried

**RESOLUTION #15**

Moved by – Councillor Young  
Seconded by – Councillor Demarest

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

- a. 2466-2024, Being a by-law to establish the Corporation of the Township of Blandford-Blenheim Fees and Charges;
- b. 2467-2024, Being a By-law to appoint By-law Enforcement Officers;
- c. 2468-2024, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-13);
- d. 2469-2024, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-14);
- e. 2470-2024, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-15);
- f. 2471-2024, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-19);
- g. 2472-2024, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-21); and,
- h. 2473-2024, Being a By-law to confirm the proceedings of Council.

.Carried

## **17. Other Business**

None.

**18. Adjournment and Next Meeting**

**RESOLUTION #16**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:42 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday,  
November 20<sup>th</sup>, 2024 at 4:00 p.m.

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Sarah Matheson, Clerk  
Township of Blandford-Blenheim

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

**From: Dustin Robson, Development Planner, Community Planning**

## **Application for Zone Change**

### **ZN 1-24-22 – McLaren Property Enterprise Inc.**

#### **REPORT HIGHLIGHTS**

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- The application for zone change proposes to rezone the subject lands from ‘Special Residential Type 1 Converted Dwelling Zone (R1-C)’ to ‘Special Residential Type 1 Zone (R1-sp)’ to permit a group home on an undersized residential parcel in the Village of Princeton.
- Relief is required from the minimum required lot area, lot frontage, and lot depth provisions of the Township Zoning By-law. Relief is also required to permit a group home on a lot without municipal sewers.
- Planning staff are satisfied that the proposal is generally consistent with the policies of the Provincial Planning Statement and maintains the intent and purpose of the Official Plan respecting residential development in settlement areas.

#### **DISCUSSION**

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##### **Background**

APPLICANT/OWNER: McLaren Property Enterprise Inc.  
28 Railway Street West, Princeton, ON N0J 1V0

LOCATION:

The subject lands are described as Part Lots 9 and 10, Plan 65, in the Township of Blandford-Blenheim. The lands are located on the southeast corner of the Railway Street West and McQueen Street intersection and are municipally known as 28 Railway Street West.

COUNTY OF OXFORD OFFICIAL PLAN:

|                |   |            |
|----------------|---|------------|
| Schedule “C-3” | Oxford County Settlement Strategy Plan          | Village    |
| Schedule “B-1” | Township of Blandford-Blenheim<br>Land Use Plan | Settlement |

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

Existing Zoning: Special Residential Type 1 Converted Dwelling Zone (R1-C)

Requested Zoning: Special Residential Type 1 Zone (R1-sp)

PROPOSAL:

The purpose of the application for zone change is to rezone the subject lands from 'Special Residential Type 1 Converted Dwelling Zone (R1-C)' to 'Special Residential Type 1 Zone (R1-sp)' to permit a group home within an existing converted dwelling on partial municipal services. It is proposed that the group home would be located within one of the two dwelling units located within the existing converted dwelling (circ. 1872). The applicant has indicated that the second dwelling unit within the converted dwelling may also be used as part of the group home at a later date, however, the number of persons accommodated on-site by the group home would not exceed four persons.

The R1 Zone typically requires a minimum lot area of 2,800 m<sup>2</sup> (30,140 ft<sup>2</sup>), a minimum lot frontage of 35 m (115 ft), and a minimum lot depth of 50 m (164 ft) where the lot is not connected to full municipal services. In the case of the subject lands, municipal water services are available in the Village of Princeton, but municipal sewer services are not. The subject lands comprise a lot area of 918.3 m<sup>2</sup> (9,884.4 ft<sup>2</sup>), a lot frontage of 20 m (65.6 ft), and a lot depth of 45 m (147.6 ft). The subject lands were created through the registration of Plan 65 in 1861.

The subject lands currently contain an existing converted dwelling approximately 260.1 m<sup>2</sup> (2,800 ft<sup>2</sup>) in size and a detached garage approximately 44.5 m<sup>2</sup> (480 ft<sup>2</sup>) in size. Surrounding uses are predominately low-density residential development. To the north of the subject lands are lands currently vacant but zoned for industrial uses.

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

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

Plate 3, Applicant's Sketch, identifies the proposed location of the existing converted dwelling on the subject lands.

## **Application Review**

### 2024 Provincial Planning Statement

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act.

As per the PPS, settlement areas are urban and rural settlement areas, which include cities, towns, villages and hamlets and can vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels and types of infrastructure available.

The PPS provides that the vitality and regeneration of settlement areas is critical to the long-term economic prosperity of our communities. Development pressures and land use changes will vary across Ontario, but it is in the interest of all communities to use land and resources wisely, to promote efficient development patterns, protect resources, promote green spaces, ensure



effective use of infrastructure and public service facilities and minimize unnecessary public expenditures.

As such, the PPS provides that settlement areas shall be the focus of growth and development. Land use patterns within settlement areas shall be based on densities and a mix of land uses which, among other matters, efficiently use land and resources. Land use patterns shall be appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available and avoid the need for their unjustified and/or uneconomical expansion.

Section 3.6 of the PPS states that where municipal sewage and water services are not provided, individual on-site sewage services and individual on-site water services may be used provided that site conditions are suitable for the long-term provision of such services with no negative impacts. In settlement areas, these services may only be used for infilling and minor rounding out of existing development.

### Official Plan

The subject lands are located within the Village of Princeton according to the County Official Plan. Within the Village designation, a range of land uses is permitted with the exception of multiple unit residential development involving more than two units. Appropriate infill development and intensification of land and buildings in rural settlements will be consistent with the level of municipal services.

It is an objective of the Official Plan to provide for a supply of residential land that is sufficient to accommodate the projected demand for the anticipated range of new dwelling types over the planning period. Low density residential development is permitted in the Village designation and includes those lands that are primarily developed or planned for a variety of low-rise, low density housing forms consisting of single detached, semi-detached, duplexes and converted dwellings. The density of residential development will be restricted by the land area required for the proper operation of individual private septic systems.

Section 6.2.2.3 of the Official Plan provides evaluation criteria when considering special needs housing. Special needs housing includes group homes, rooming, boarding, and lodging houses, hostels, temporary shelter, and emergency shelter. When considering such housing, the following criteria shall be considered:

- Traffic generated from the facility can be adequately accommodated by the road network and will not have a significant impact on adjacent residential areas.
- The facility shall be designed to maintain the scale, density, appearance, character and continuity of existing land uses in the surrounding neighbourhood.
- The land, buildings or structures for the proposed facility shall conform to the provisions of the zoning by-law. Parking requirements will be established on the basis of floor area and shall ensure that the on-site parking supply meets the needs of residents, support staff and visitors.
- For Rural Clusters and Villages, private water and on-site sewage facilities for the proposed special needs housing will be established in accordance with the requirements of the County and the Board of Health, and the policies contained in Section 3.2 relating to water quality and quantity, as appropriate.

### Zoning By-law

The subject lands are currently zoned 'Special Residential Type 1 Converted Dwelling Zone (R1-C)' in the Township of Blandford-Blenheim Zoning By-law. The '-C' attached to the R1 zoning represents the permittance of a converted dwelling in addition to the standard permitted uses within the R1 zone which include a single detached dwelling, a garden suite, a group home, and a home occupation.

The R1 zone requires a minimum lot area of 2,800 m<sup>2</sup> (30,140 ft<sup>2</sup>), minimum lot frontage of 35 m (114.8 ft), and minimum lot depth of 50 m (164 ft), and permits a single detached dwelling in accordance with the above provisions.

The applicant is proposing to recognize the existing lot area of 918.3 m<sup>2</sup> (9,884.4 ft<sup>2</sup>), lot frontage of 20 m (65.6 ft), and a lot depth of 45 m (147.6 ft) to facilitate a group home within an existing converted dwelling, as shown on Plate 3 of Staff Report No. 2024-388. Group homes are also required to be located on both municipal water and wastewater services. Given that Princeton only has municipal water services, the applicant is requesting relief to allow a group home on partial municipal services.

### Agency Comments

The Township Chief Building Official has indicated no concerns but did indicate that a change of use permit will be required.

The Oxford County Public Works Department, CN Rail, Southwestern Public Health, and Canada Post have indicated no concerns with the proposal.

### Public Consultation

Notice of a Complete Application for the proposal was circulated to neighbouring property owners on November 1, 2024 and the Notice of a Public Meeting was circulated on November 28, 2024 in accordance with the requirements of the Planning Act. As of the date of this report, one letter has been received from the public and a copy has been attached to Staff Report 2024-388 for Township Council's consideration.

### **Planning Analysis**

The application for zone change proposes to rezone the subject lands to permit a group home within an existing converted dwelling on an existing undersized lot. It is proposed that the group home would be located within one of the two dwelling units located within the existing converted dwelling. The applicant has indicated that the second dwelling unit within the converted dwelling may also be used as part of the group home at a later date, however, the number of persons accommodated on-site by the group home would not exceed four persons.

Planning staff have reviewed the application under the policy direction of the Provincial Planning Statement (PPS) and the Official Plan.

With regard to the PPS, staff are satisfied that the effect of the proposed rezoning will be that an alternative form of housing will be available within the community in the form of a group home. It is the intent of the PPS to permit and facilitate all housing options required to meet the social, health, economic and well-being requirements of current and future residents. It is also the intent of the PPS that the majority of residential development shall occur within established settlements while ensuring efficiency in the use of public services such as municipal water.

Planning staff are of the opinion that the proposal maintains the general intent and purpose of the Official Plan with respect to permitting housing for individuals with alternative needs, whether that be temporary or long-term shelter. A group home is permitted within the Village designation, which Princeton is currently designated. Staff also do not have any concerns that traffic would increase in the area given the small scale of the proposed group home at four persons.

Staff are of the opinion that the proposed residential use will be compatible with surrounding residential land uses along Railway Street West and McQueen Street and will have minimal impact on the existing character of the area as there will be no exterior alterations to the existing structures. The immediate neighbourhood is comprised of a variety of lot sizes and configurations and the size of the existing converted dwelling should continue to ensure there is sufficient landscape open space for drainage and amenity space purposes.

While the Township Zoning By-law requires group homes to be located on full municipal services, staff are of the opinion that this specific proposal may be considered. Currently, a converted dwelling consisting of two residential units exists on-site. The proposed group home would be located within one of the two dwellings to begin with and at this time would only consist of two persons in care. In the future the group home may extend to the second residential unit with an additional two persons in care for a total of four persons in care on the lands. In the opinion of staff, the group home is of a scale where the impact would be negligible on services than what already exists on-site. Further, in conversation with the Township Chief Building Official, while a change of use permit will be required, no concerns were raised at this time regarding the existing private septic system and the ability to accommodate the proposed group home.

In light of the foregoing, it is the opinion of this Office that the application is consistent with the policies of the PPS and maintains the general intent and purpose of the Official Plan. As such, Planning staff are satisfied that the application can be given favourable consideration.

## **RECOMMENDATIONS**

---

It is recommended that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by McLaren Property Enterprise Inc., whereby the lands described as Part Lots 9 and 10, Plan 65, in the Township of Blandford-Blenheim, are to be rezoned from 'Special Residential Type 1 Converted Dwelling Zone (R1-C)' to 'Special Residential Type 1 Zone (R1-sp)' to permit a group home on an undersized property.

## **SIGNATURES**

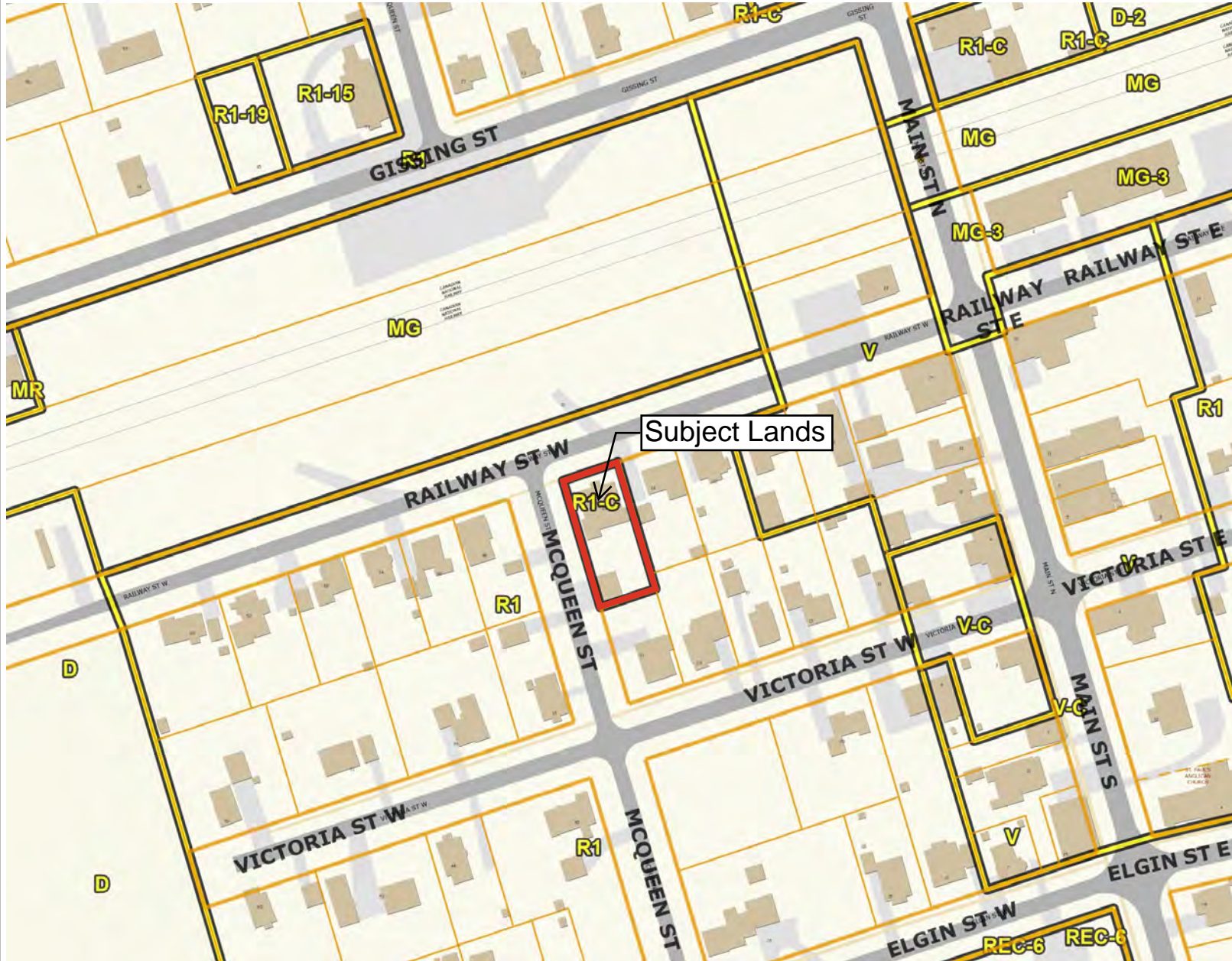
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**Authored by:** *'original signed by'*

Dustin Robson, MCIP, RPP  
Development Planner

**Approved for submission by:** *'original signed by'*

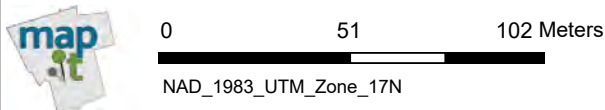
Eric Gilbert, MCIP, RPP  
Manager of Development Planning



**Legend**

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

**Notes**



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey



**Legend**

- Zoning Floodlines  
Regulation Limit
- 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
  - Land Use Zoning (Displays 1:16000 to 1:500)

**Notes**



0 13 26 Meters

NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

October 31, 2024

28 Railway

# SKETCH/SITE PLAN

USE THIS PAGE FOR SKETCH (OR SURVEY PLAN IF AVAILABLE) AND ATTACH TO THE APPLICATION FORM.

WITHOUT SKETCH OR SURVEY PLAN, THE APPLICATION WILL NOT BE PROCESSED.

SKETCH OR SURVEY PLAN MUST CONTAIN THE INFORMATION SET OUT IN ITEM 5 OF THE ZONE CHANGE APPLICATION GUIDE.

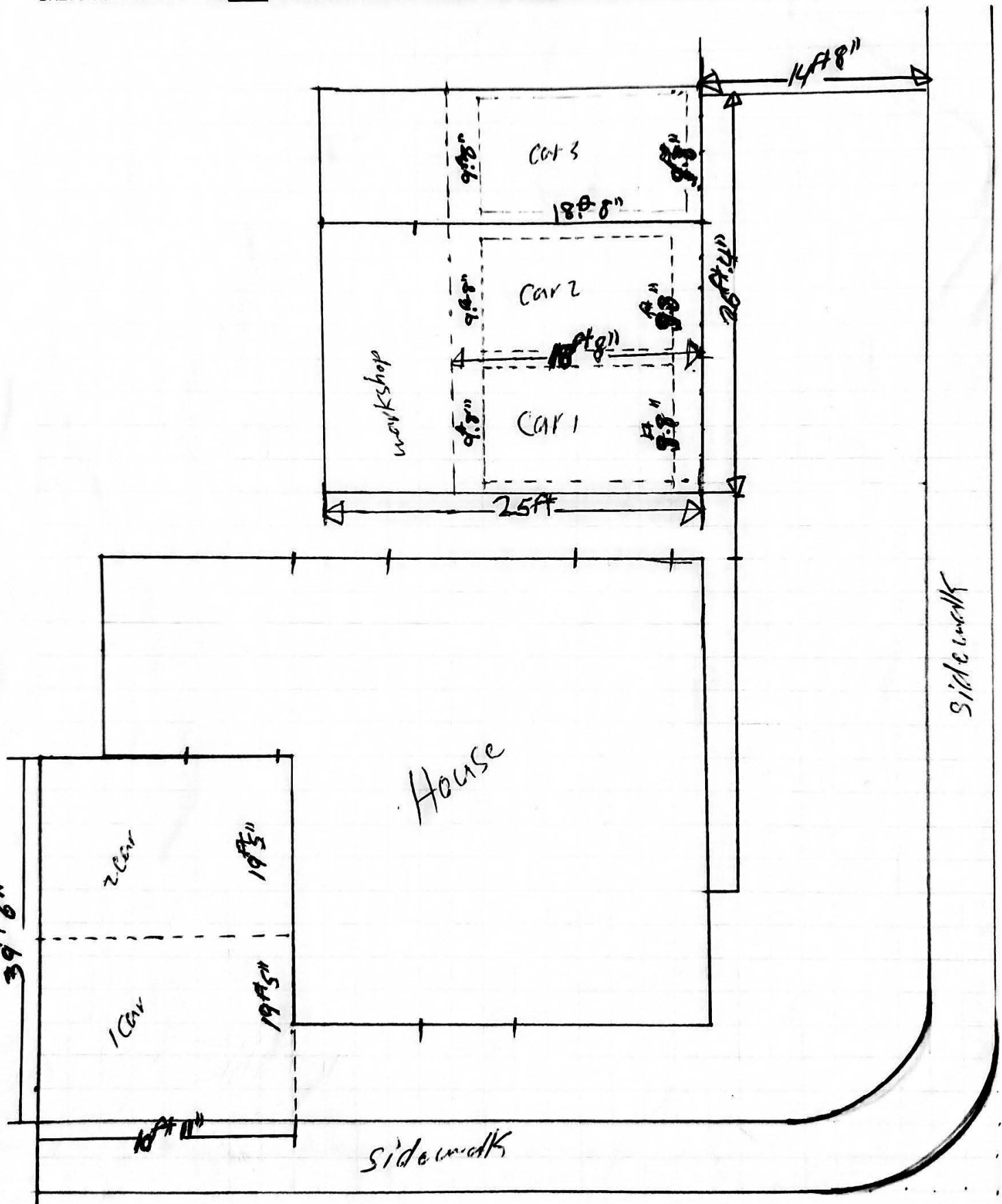


Plate 3: Applicant's Sketch

File No. ZN1-24-22 (McLaren Property Enterprise Inc.)

Lot 9, Part Lot 11, Plan 65, Township of Blandford-Blenheim, 28 Railway Street West

**From:**  
**To:**  
**Cc:**  
**Subject:** File ZN 1-24-22 (McLaren Properties Enterprises Inc) Questions RE: re-zoning of 28 Railway street W Princeton  
**Date:** Wednesday, December 11, 2024 1:00:04 PM

---

Good afternoon,

Further to a discussion I had with Dustin Robson on Dec 11 at 1130 am about the application for re-zoning for 28 Railway St West to facilitate a "Group Home" File ZN 1-24-22 (McLaren Properties Enterprises Inc)

I live diagonally connected back yard to said property requesting the application for re-zone.

I am requesting to know the name of the corporation that intends to run a group home at said address- currently there seems to be 2 different "Specialized group and foster homes" being attached to the property,

<https://www.sensoreefostercare.ca/>

<https://bridgeviewsch.com/>

What is the severity of the needs or why the children are placed in this home?

What is the reasoning that this house was already being used as a group home setting in the past and is just now being re-applied for the zoning?

If the corporation has experience with facilitating these types of dwellings, why was this property purchased and used without checking to make sure it fit the zoning in the first place?

As I mentioned we live diagonal to the backyard, when the property sold we met the owner over the fence, it was not mentioned what the purpose of the property was going to be used for, just they were coming from Toronto. After chatting with the gentleman that lives on the other side of the duplex at 28 railway street we were informed that the "owner" was not moving in but that it was going to be used for foster/group home kids needing a place to decompress from the city. My experience with the resident that was staying there did leave the enjoyment of my own property at a loss. The loud rude music, the yelling and screaming I am to guess at someone on a phone, the arguments of people inside the house left me very short of calling the police for a disturbance call to the house.

I completely understand loudness and arguments can happen anywhere in any town or city, and while I do think it is noble work to care for some of these children to quote their website- "Sadly, these vulnerable individuals often encounter rejection from conventional foster care settings, including emergency foster care homes, due to their perceived "challenging" and "complex" requirements, resulting in limited support and denied care."

If these children are rejected from conventional care how is this kind of description going to make the neighbouring houses understanding of the situation.



I also would fear that there could be increased occasions of this behaviour given that (to my knowledge there was already only 1 resident) in the building but this is going to increase to 4 now.

I understand the zoning can go thru without any approval of neighbours but this situation sounds very not well informed or detailed. And considering the owner purchased the property, operated as a group home and is now applying for zoning after the fact creates many questions.

I am appealing to Council to pause this re-zone until some research can be done into the other properties owned by either of these 2 corporations can be done and a satisfactory report can be made to assure current residents that this wont affect current living situations.

Thank you  
Jackie Milton  
23 Victoria St West

## 2025 Work Plan



### Business Retention & Expansion

- Outreach Visits with Tourism & Agri-Business Sectors
- “Discover Rural Oxford” at Canada's Outdoor Farm Show
- Shop Local Gift Card Program
- Tourism Innovation Grant

### Workforce Development

- Oxford County Career Expo
- Promote WorkinOxford.ca
- Manage the Oxford County Job Board Facebook Group (13,000+ Members)



### Awareness & Promotion

- Rural Downtown Project
- Support Rural Chambers
- Monthly Business Feature & Digital Newsletter
- ROEDC Billboard Redesign
- SIAL Food Trade Show



### Collective Strength

- Oxford County Economic Development Forum
- Collaborate/Promote Local & Regional Partner Initiatives
- Attend & Learn at Conferences (EDCO, EDAC, Agri-Food Forum)



## Mid-September to Mid- November 2024 Economic Development Activity

### Business Support:

- a. General Business/Marketing Support Interactions: 25
- b. Expansion, Location & Development Conversations: 4
- c. Business Visits: 22
- d. Events Attended: 7

### Expansion, Location & Development Conversations by Industry:

Food Processing, Retail/Commercial, Farm Equipment Sales, Agri-Business

### Events Attended:

Oxford Connection FAM Tour; Community Futures Oxford's Breakfast Seminar: AI and Digital Marketing Tools; Small Business Centre's "Networking with Purpose" Bridges to Better Business Event; Municipal Agriculture Economic Development & Planning Forum; WOWC Municipal West Conference; Don MacLeod's Retirement Gathering; Fanshawe Agri-Business Management Program (Guest Speaker)

### Projects & Partner Collaboration:

- a. 5 NEW Stories added to our Newsroom: <https://ruraloxford.ca/news>
  - Beekist Growers – A New Twist on an Old Tradition; The Butcher Block – Local Sourcing & Community Support; Discover Rural Oxford Exhibit – a First-Year Success, OFA's Seizing Opportunities to Grow Ontario's Local Agri-Products Sector; Sunova Implement – Offering Solutions
- b. Business Outreach Meetings (25 of 25)
  - 2024 Manufacturing & Agri-Food Business outreach visits completed
  - Some visits have been coordinated with MEDJCT, OMAFA & FedDev reps
  - Follow-up survey being sent to company with business resources
- c. Tourism Oxford's Your Next Stop – Marketing Program
  - Visited 5 Blandford-Blenheim businesses on the "Rural Ramble" Tour
  - Visited 4 Norwich businesses on the "Gravel Travel" Tour
  - Visited 8 South-West Oxford businesses on the "Southern Slowdown" Tour
  - Generated content for 17 videos to promote local business across ROEDC digital media channels

- d. "Discover Rural Oxford" at Canada's Outdoor Farm Show (COFS)
  - Debrief meeting to review participant/volunteer feedback and lessons learned
  - Submitted final report and expenses to RED Fund Administration
  - Next Steps: Plan the 2025 "Discover Rural Oxford" event next spring
  
- e. Shop Local Gift Card Program – Research Phase
  - Received 54 business responses to the digital survey (see attached)
  - Received 2 positive recommendations from existing BIA's who have deployed this specific program as well as program comparator information
  - Received generally favourable support of the concept of a county-wide collaboration from Tourism Oxford, Ingersoll BIA, Woodstock BIA, Tillsonburg BIA, Tavistock Chamber, Norwich Chamber, Small Business Centre, Community Futures Oxford, Ingersoll Economic Development, Tillsonburg Economic Development and Woodstock Economic Development – partners await additional information shared in next steps
  
  - Next Steps: Meet with area BIA's to discuss HR capacity, cost-sharing options, identify desired project outcomes and needs for successful program delivery; Support Ingersoll BIA in drafting a detailed project proposal with budget; Support Ingersoll BIA in presenting a detailed collaborative project to community partners to address outstanding questions, secure sponsors and financial commitments; Support Ingersoll BIA in writing a Community Economic Development grant application to Community Futures Oxford; If all community partners confirm support for the initiative, determine reasonable ROEDC resource allocation, ensuring rural businesses benefit from this 3-year collaborative effort

**Governance & Administration:**

- K. Deprest has ROEDC Purchasing Card available
- November 29<sup>th</sup> Board Meeting preparations
- Draft 2025 work plan started

## Downtown Gift Card Program Business Survey

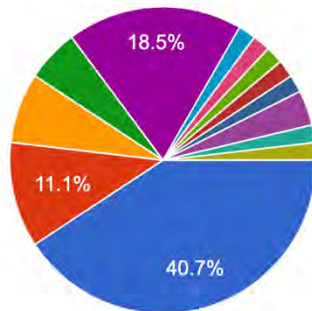
📢 Local BIA's and support organizations across Oxford County are conducting market research to identify the business community's interest in a county-wide 'Shop Local' Gift Card Program. Your participation will help to determine next steps. Please take this 2-min survey and tell us what you think about this 'Shop Local' program idea using this link:

<https://forms.gle/p9xkce4DdUrzYnqd6>

Ingersoll BIA & Rural Oxford Economic Development Corporation launched this digital survey in October 2024 via digital newsletter and social media channels. **54 responses were received.**

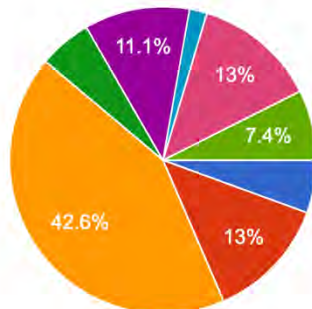
How did you hear about this survey?

54 responses



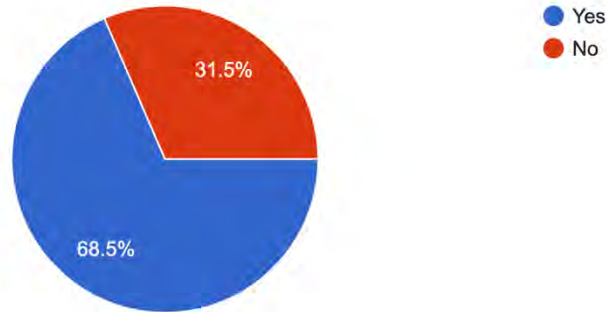
Where is your business located?

54 responses



## Would your business sign up for a Downtown Gift Card program?

54 responses



### If you answered "yes" above, please indicate why:

35 responses

It would drive more sales

To promote it

The more businesses that participate the better this program will work. I would not do it if there were just a handful of retailers.

Shopping local is important to our economy and it will help to get my name out there a bit more.

Another way to sparkle local shopping interest and if it's easy to redeem why not!

Encourage shopping local

Keeps money local, easier to redeem than BIA bucks

We love anything supporting and promoting shopping with local businesses

Keep people shopping in community. Supporting local

I think it is a great way to get more people shopping locally

Our business is all about local and anything we can do to support buying local we will do.

It encourages to support local and support our community.

Seems like easy fit with little to no effort

I feel payment will be more firster

To help support small businesses including mine!

I think it is a great way to promote Ingersoll and Oxford County

Good incentive to keep spending local

Great incentive for community members to keep their dollars within the community!

I think it is a great program to support small independent businesses

I dont see any downside

We like to try new ideas.

Good for business to be involved if the other stores in the area are.

great opportunity to generate sales and attract new customers

Helps promote business and keeps things local

I think it's a great idea to promote local business off the beaten path of downtown.

Supporting local

I want to divert online spending into the economy

This seems like a great initiative to get people shopping local, having a physical gift card guarantees spending. I also like that it could be bought as a gift and that person has the option on many businesses to spend at and now just 1, making this a great gift to buy for co-workers or other people you may not know to well.

Saves in having to administer our own gift card program

because i would like to expand my horizon and my wings to try out new things

I appreciate the Shop Local aspect of the program and would love to keep Ingersoll shopping located in Ingersoll vs. online.

We believe it is important to the economic growth of Ingersoll.

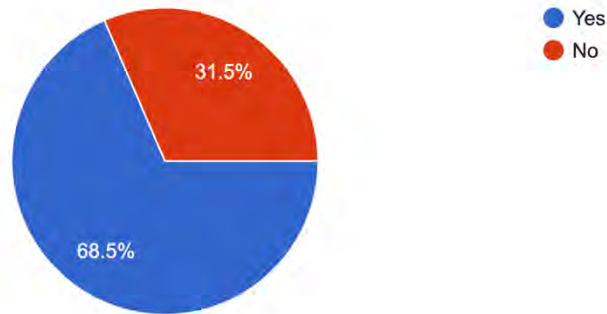
Our business would be interested but so far we have not been included in the "downtown area"

I think any initiative that helps promote local businesses is a good idea and we'd be proud to help support it.

We enjoy supporting local programs

Would your business sign up for a Downtown Gift Card program?

54 responses



If you answered "no" above, please indicate why:

17 responses

The product (Hotel) is under renovation and after the renovation we will be engaging with program

No advantage as we already accept credit cards, and largely our customers are all across Canada and we do not have walk in traffic

No benefit

I'm a cash only business



My business is a part time/on the side business, so I wouldn't want to add any confusion or extra work for myself. But I love the concept and think it would be great for bigger businesses.

Our business is insurance and investments and not the sort of business that can give out a gift card unfortunately

Not something I could technically make work with my business' payment

N/A

I am leaving SWOX in the Spring to move North

We only deal in CASH\$\$\$\$

We sell insurance and our regulatory board doesn't allow for gift cards off premiums.

We are a Financial Institution the program wouldn't apply. But personally, I am interested

My business does not offer services that can utilize a downtown gift card program.

Would not apply at a bank

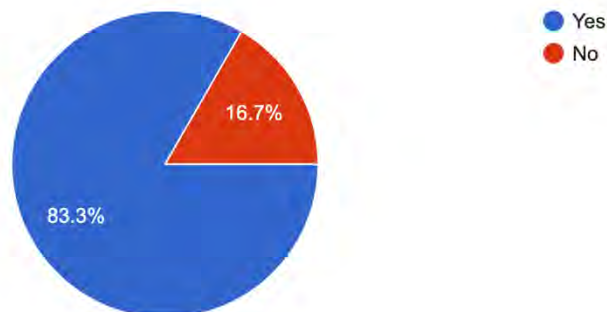
We don't take credit cards

It would not work for my business.

The company I work for isn't a retail store but rather a newspaper chain. I do support the program and we would promote it.

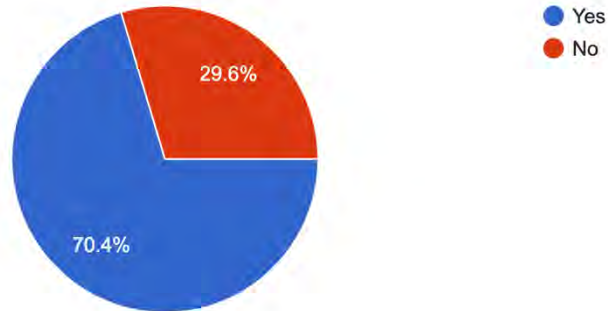
Would you be willing to help promote the program? This could include collaborating with other businesses, website and social media marketing, signage at physical location, etc.

54 responses



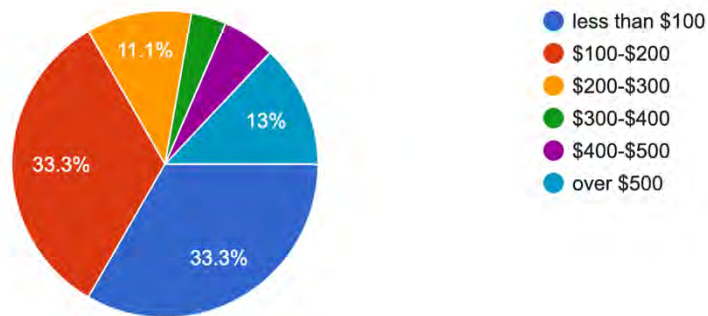
Would you be willing to help promote digital Gift Card sales to your businesses patrons?

54 responses



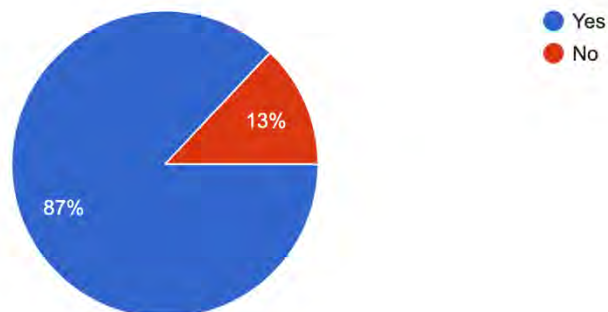
As a local resident or local business owner, how much per year approximately do you personally spend on purchasing local gift cards?

54 responses



Would you be willing to redirect your annual Gift Card spend to help a local business in Oxford County?

54 responses



## What questions or comments do you have about this 'Shop Local' program?

26 responses

How can small vendors, like at farmers' markets, also participate if they do not have online sales mechanisms.

No questions

what are the processing fees for the retailer as all visa translations have fees

Its a fantastic program to build the relationship with local which definitely engage all stake holders.

We should find out the interest in the community before implementing as they are who will be purchasing

Great idea

I would be interested in hearing more about the programs details

Shop Local is important and I do in personal life, however I think there are better ways of getting the word out

I will be very happy to see the and influence it will have with good and services payment.

Great idea! Just not in digital format because alot of businesses don't have or use debit machines because of the costs

I love the initiative to promote shopping local more, I just don't know if I would use this but I am interested!

None at the moment. Just lets make it happen

I think we should narrow the scope to each individual town. I think ingersoll should promote a digital gift card for Ingersoll, rather than Oxford county. Keep it small

We would love to participate in this initiative!

None

What is the timeline for this program?

Small business really take a hit with the price of digital money.

what's my cost to do this program

Will the cards look like regular pre-paid visas or will they be decorated for Oxford County?

This is a great idea. On their work anniversaries, we give our employees their choice of a \$50 gift card to a number of places. We can include this in that program. It would open up the reward to a lot more places without any more administrative work for us. We already do it for North Perth chamber's dollars in Listowel.

how long will this program last?

Local should include more than downtown

I would assume this VISA GC is reloadable? Would be interested in seeing how many store participate, the ease of purchasing and if the balance on the card is easy to see on a website or even over the phone.

My business is not geographically focused specifically on Oxford County. So when gift cards are purchased, it is from companies that the gift card can be utilized province wide.

What about the cards that don't get used? Then who gets the money for the card purchase?  
It is a good idea however programs like this can be hard to administer. Success would largely depend on how many and range of businesses that participate I suspect. For example - Canadian Tire vs a small specialty store.

I think it's a great idea



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

|                     |                       |                                  |   |
|---------------------|-----------------------|----------------------------------|---|
| <b>To:</b>          | Members of Council    | <b>From:</b>                     | Drew Davidson<br>Director of Protective<br>Services |
| <b>Reviewed By:</b> | Josh Brick, CAO       | <b>Date:</b>                     | December 10, 2024                                   |
| <b>Subject:</b>     | Wilmot Fire Agreement | <b>Council<br/>Meeting Date:</b> | December 18, 2024                                   |
| <b>Report #:</b>    | FC-24-23              |                                  |   |

---

### Recommendation:

That Report FC-24-23 is received as information; and,

That Council authorizes the Mayor and Clerk to execute the Fire Protection Agreement with the Township of Wilmot.

### Background:

Blandford-Blenheim has a current fire protection agreement in place with the Township of Wilmot for the New Dundee fire station to provide coverage to the Northeast portion of Blandford-Blenheim Township. This agreement is to be renewed every five years, and is coming up for renewal on December 31, 2024.

### Analysis/Discussion:

On July 3<sup>rd</sup> 2024, staff presented a report FC 24-15 regarding the current fire protection agreement with The Township of Wilmot. At that time a recommendation of cancelling the agreement was presented based on all the data that was available to staff. Since that report presentation, there has been additional information supplied from the Township of Wilmot that clarifies actual number of calls to the agreed upon fire protection area.

In light of this new information both Wilmot Fire Chief Rod Leeson and Blandford Blenheim staff have been working on a revised agreement that would satisfy requirements of both municipalities. Attached council will find a new agreement that is being proposed, with the major difference being the method in which Wilmot is being compensated when attending a call in Blandford-Blenheim.

The previous agreement in place was designed for Blandford-Blenheim to pay annually based on the number of civic addresses in the agreed upon coverage area. Currently, there are 37 identified properties that fall into this coverage area. At the time of the last agreement renewal in 2020 the cost was \$144.97 per address per year. This fee has increased by 2% per year during the term of the agreement and in 2023 was \$153.85. Under the new proposed agreement Blandford-Blenheim would agree to pay MTO rates per call. Using this formula

better aligns with other agreements that the Township currently has in place and represents a modest budget efficiency. Other areas of the agreement have been updated to reflect better clarity for both Townships to follow when both, during and after attending a call in the coverage area.

Respectfully submitted by:



Drew Davidson  
Director of Protective Services

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

BETWEEN:

**THE CORPORATION OF THE TOWNSHIP OF WILMOT,**

Hereinafter called "WILMOT" OF THE FIRST PART

-AND-

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

Hereinafter called "BLANDFORD-BLENHEIM" OF THE SECOND PART

WHEREAS Blandford-Blenheim has requested Wilmot to supply Blandford-Blenheim with fire protection;

AND WHEREAS Wilmot has agreed to supply said fire protection upon the terms and conditions set forth hereinafter.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of mutual covenants and promises as hereinafter set forth, the parties agree each with the other as follows:

**"Fire protection services** mean and include activities defined in the Fire Protection and Prevention Act, more particularly described as: "includes fire suppression, fire prevention, fire safety education, communications, training of persons involved in the provision of fire protection services, rescue and emergency services and delivery of all those services".

1. Wilmot will supply, except as hereafter limited or excluded, fire protection services to Blandford-Blenheim in the fire area as described in Schedule "A" attached to and forming part of this agreement.
2. Fire apparatus and personnel that will respond to occurrences in the fire area of the Township will constitute sufficient apparatus and firefighters to accomplish the specific services identified in the agreement. In the event Wilmot responds to a fire call on properties in Schedule "A" attached hereto and in the event the Department receives a subsequent fire call with respect to a fire within the Township of Wilmot, Wilmot hereby agrees that it will not abandon the fire scene until such time as:
  - i. it has notified Fire Comm requesting Blandford-Blenheim to respond to the fire scene; and
  - ii. Blandford-Blenheim has arrived at the fire scene; and
  - iii. Blandford-Blenheim has assumed command.
3. The Wilmot Fire Department Fire Chief or designate may deny the request to supply all or part of the Fire Protection Services if response personnel, apparatus, and/or equipment are required in the Township of Wilmot or otherwise not available. Wilmot dispatch will immediately notify Blandford-Blenheim dispatch to ensure station 3 (Plattsville) responds to the incident.
4. Wilmot, upon receipt of a call for fire protection services (excluding Code 4 medical calls) in the fire area, will have Wilmot dispatch notify Blandford-Blenheim Dispatch to have Station 3 Plattsville respond to the fire area with the intent of relieving Wilmot. The Blandford-Blenheim Fire Chief or the Designate shall determine when to assume command, control and responsibility for the incident in collaboration with the Wilmot incident commander.
5. Wilmot, upon receipt of a non-emergent complaint and/or request in the fire area, will have Wilmot Dispatch notify Blandford-Blenheim Dispatch to notify the Blandford-Blenheim Fire Chief or Designate of such complaint and/or request.
6. Should the fire chief, or designate, require assistance, or believe assistance may be required, by way of additional apparatus, or equipment, in addition to that provided by Section 2 above at an occurrence in the fire area, such assistance shall be summoned under provisions of the fire protection agreement between the

Wilmot and Blandford-Blenheim. Should the fire chief, or designate, require assistance, or believe assistance may be required, by way of personnel, apparatus, or equipment, in addition to that provided by Wilmot the fire chief may invoke the applicable provisions of the (County, District or Regional) Mutual Aid Plan.

7. The fire chief, or designate, shall have full authority and control over any and all activities in which the fire department may be engaged in the fire area of the Township.
8. The fire chief, or designate, shall report to Blandford-Blenheim by the tenth (10th) day of each month, all occurrences in the fire area to which the fire department has responded in the prior month.
9. Blandford-Blenheim agrees to identify all streets and roads in the fire area by having them clearly marked at all intersections.
10. Blandford-Blenheim agrees save harmless Wilmot and the Fire Department in the event of any damage to a physical right-of-way which is not a municipal road.
11. Blandford-Blenheim shall be responsible for establishing and notifying in the manner and to the extent deemed necessary, residents, and occupants of the fire area, of the procedures for reporting an emergency and of the services provided by the fire department.
12. Blandford-Blenheim warrants by-law(s) have been enacted authorizing the activities and responsibilities of the chief fire official under Schedule "C" attached to and forming part of this agreement.
13. Blandford-Blenheim shall take whatever action is appropriate and necessary to have the fire chief appointed as "Chief Fire Official" for this fire area.
14. In consideration of the fire protection services undertaken by the Corporation to be provided in the fire area of the Township, the Township shall pay fees to the Corporation as set out in Schedule "B" attached hereto and forming part of this agreement.
15. Notwithstanding anything herein contained, no liability shall attach or accrue to the Township of Wilmot for failing to supply to Blandford-Blenheim on any occasion, or occasions, any of the fire protection services provided for in this agreement.
16. No liability shall attach or accrue to the Township of Wilmot by reason of any injury or damage sustained by personnel, apparatus, or equipment of the fire department while engaged in the provision of the fire protection services in the fire area.
17. The parties agree that this agreement may be amended at any time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of sixty (60) days written notice of the proposed amendment(s).
18. So often as there may be any dispute between the parties to this agreement, including, but not limited to the interpretation of this agreement, the same shall be submitted to arbitration under the provisions of the Mutual Arbitrations Act, and the decision rendered in respect of such proceedings shall be final and binding upon the parties to this agreement. If for any reason the said arbitration cannot be conducted pursuant of the Municipal Arbitrations Act, the parties hereto shall agree to the selection of a single arbitrator, and in the absence of agreement, such arbitrator shall be appointed by the judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act or successor legislation.
19. In the event that any covenant, provision or term of this agreement should at any time be held by any competent tribunal to be void or unenforceable, then the agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this agreement which shall remain in full force and effect mutatis mutandis.



20. The parties hereto agree that the term of this Agreement shall be deemed to be in force and to be effective on the first day of January, 2025, and this Agreement shall remain in effect until a new one is made.

**IN WITNESS WHEREOF** The Corporation of the Township of Wilmot has hereunder affixed its corporate seal under the hands of its Mayor and Clerk and the Corporation of the Township of Blandford-Blenheim has hereunto affixed its corporate seal under the hands of its Mayor and Clerk.

)  
) **The Corporation of the Township**  
) **of Wilmot**  
)  
) Per:  
)  
)  
)  
) \_\_\_\_\_  
) Mayor  
)  
)  
)  
)  
) \_\_\_\_\_  
) Clerk  
)  
)  
)  
) **The Corporation of the Township**  
) **of Blandford-Blenheim**  
)  
) Per:  
)  
)  
)  
) \_\_\_\_\_  
) Mayor  
)  
)  
)  
) \_\_\_\_\_  
) Clerk

## SCHEDULE "A"

### FIRE AREA

Attached to and forming part of

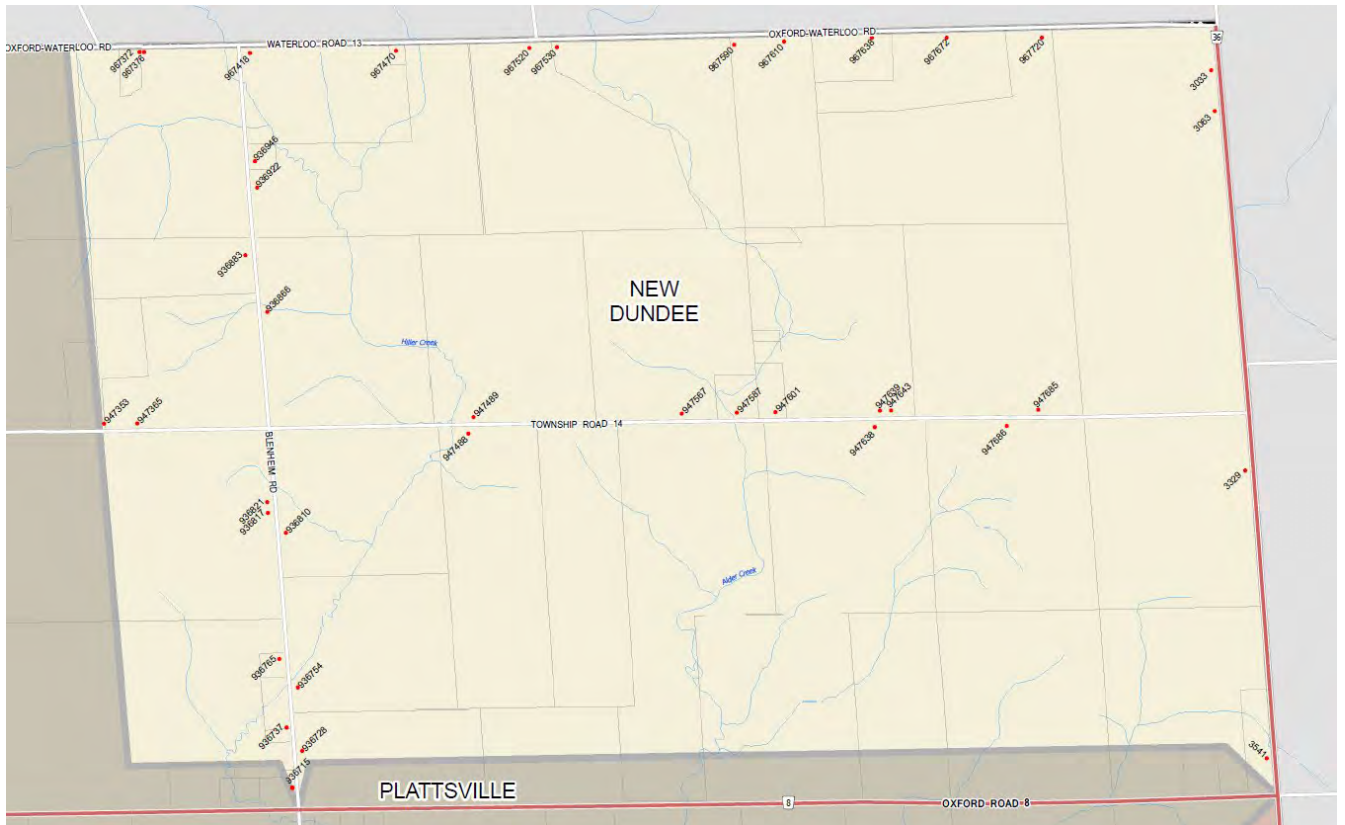
The Corporation of the Township of Wilmot and the Corporation of the Township of Blandford-Blenheim fire protection agreement

Dated: -----

The following describes the fire area of the Township for the purposes of the fire protection services agreement between the Township of Blandford-Blenheim and the Township of Wilmot.

All properties noted below

| Road Name                           | Starting | Ending |
|-------------------------------------|----------|--------|
| Trussler Road                       | 3033     | 3541   |
| Blenheim Rd                         | 936715   | 936946 |
| Blandford-Blenheim Township Road 14 | 947488   | 947686 |
| Oxford Waterloo Rd                  | 967372   | 967720 |



SCHEDULE "B"

**SERVICE FEES**

Attached to and forming part of

The Corporation of the Township of Wilmot and the Corporation of the Township of Blandford-Blenheim fire protection agreement

Dated: -----

Fire protection services fees payable by the Township of Blandford-Blenheim to the Township of Wilmot shall be calculated as follows:

- (1) To pay the Township of Wilmot the sum equal to the current MTO rate per fire apparatus, for the first hour or part thereof, (The hourly rate to be calculated on the basis of elapsed time from when the fire apparatus or personnel are dispatched to the fire or emergency scene to when such apparatus and personnel have returned to their station). Response to emergencies in excess of an hour shall be charged at the half hour (30 minutes) interval that the fire apparatus remains at the scene.
- (2) To pay the Township of Wilmot in addition to the fee referred to above, the invoiced costs of firefighting chemical agents supplied by the Wilmot Township Fire Department under the provisions of this agreement, provided that the said costs are not recoverable by the Township of Wilmot and provided that no charges shall be levied by the Township for chemical agents used in hand-held first aid fire extinguishers.
- (3) It shall be the responsibility of the Township of Blandford-Blenheim to provide for non-emergency calls in the service area. This to include public fire safety education, Fire prevention inspections, Fire investigation, Fire cause determination services and training thereof.

SCHEDULE "C"

**APPOINTMENT OF FIRE CHIEF**

Attached to and forming part of

The Corporation of the Township of Wilmot and the Corporation of the Township of Blandford-Blenheim fire protection agreement

Dated: -----

The following is a by-law for the Township of Blandford-Blenheim appointing the Wilmot Fire Chief as a Chief Fire Official in the fire service area.



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

|                     |                         |                              |  |
|---------------------|-------------------------|------------------------------|--|
| <b>To:</b>          | Members of Council      | <b>From:</b>                 | Drew Davidson<br>Director of Protective Services |
| <b>Reviewed By:</b> | Josh Brick, CAO         | <b>Date:</b>                 | December 9 <sup>th</sup> , 2024                  |
| <b>Subject:</b>     | November Monthly Report | <b>Council Meeting Date:</b> | December 18 <sup>th</sup> , 2024                 |
| <b>Report #:</b>    | FC-24-24                |                              |  |

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### Recommendation:

That Report FC-24-24 is received as information.

### Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of November 2024.

### Analysis/Discussion:

#### Meetings, Courses and Training Attended:

- Early in November the RFSOC Chiefs received word that our training officer Jackie Mussel had accepted a position with Woodstock Fire. We would like to thank Jackie for all of her hard work and dedication while working in this role. The chiefs did not want this position to sit vacant very long with recruit training scheduled to begin early January. Together we worked hard over the past month to post this position, conduct interviews, and find a successful candidate. I am pleased to announce that Paul Marks has accepted this position and will start on December 11<sup>th</sup>, Paul brings a background of fire related skills as he has gone through the recruit program along with organization skills from his time in the military which is a vital component to being successful in the training officer position.
- November saw Blandford-Blenheim hold a very successful recognition night, with plaques being presented for 5, 10, 15, and 20 years of service. We were also fortunate to present Blake Mullin with an award for over 30 years of service and Tony Janssen with an award for over 35 years of service. We would like to thank all the firefighters for their dedication to ensuring the safety of our residents and looking forward to next year.
- The OAFCA held their annual convention during the third week of November. Staff attended some great presentations on firefighter health and safety. Highlights included the expansion to include additional types of cancers to the presumptive list along with shortening some timelines as to when a firefighter can qualify tied to specific cancers. This is all great news yet we need to do more as a department to ensure our firefighters are as safe as can be in this profession. Both full time and volunteer, big and small departments are looking at best practices within the service and what we can do better to have our firefighters return safe and healthy to their families after helping ours. This is at the front and foremost of great

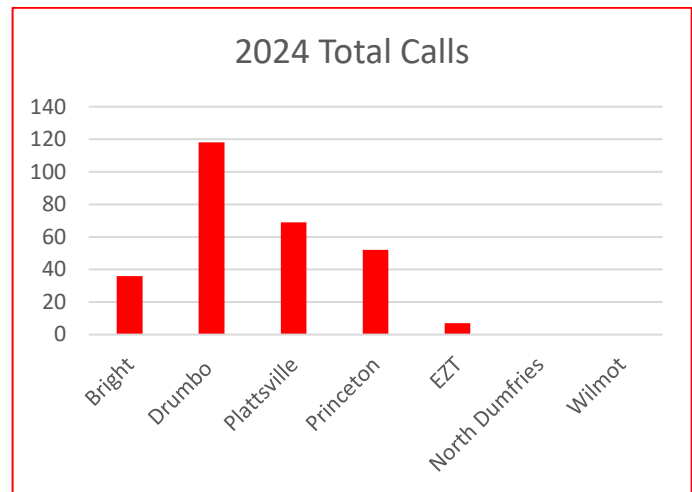
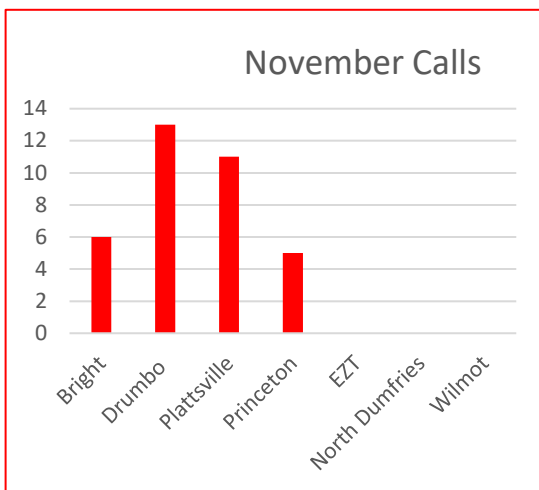
importance and staff will continue to work diligently so our firefighters have the tools and support they need in this continued effort.

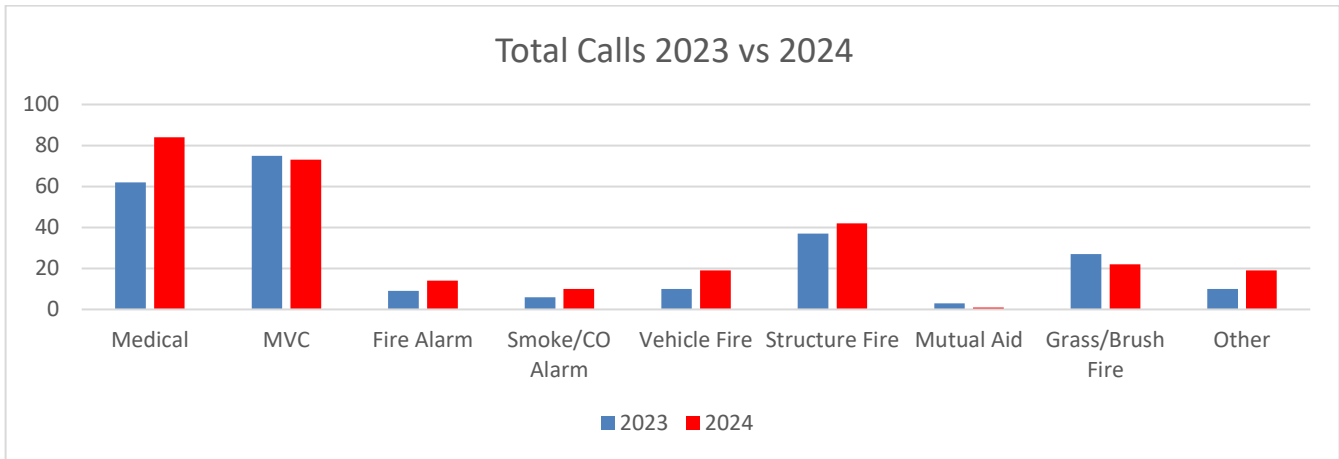
- Staff ended off the month with hosting a RFSOC chiefs meeting in our newly renovated training room at the Drumbo station, chiefs where able to have a wrap up zoom meeting with the Tema foundation and discuss next steps. All chiefs are pleased to announce that our peer support team members have completed training and are preparing for the launch in January. Our Deputy Chief has been working closely with members from the peer support app team who will provide the platform in which members are able to ask to speak to a peer or have a peer member reach out to a firefighter that may be struggling. Our goal is a soft launch in January and all 440 eligible firefighters to be able to access the system by February.

**Fire:**

- 23 burn permits were issued in November 2024
- November 2024 monthly fire calls with annual comparisons (included)

**November Fire Reports:**





**CEMC – November 2024**

- Monitor winter weather systems via zoom meetings with PEOC
- Work with Oxford County CEMC for BB Emergency Exercise preparations

**By-Law Enforcement – November 2024**

- Land and Clear...1
- Dog off leash...1
- Parking...1

Respectfully submitted by:

Drew Davidson  
Director of Protective Services





# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

|                     |                           |                              |                   |
|---------------------|---------------------------|------------------------------|-------------------|
| <b>To:</b>          | Members of Council        | <b>From:</b>                 | Ray Belanger, CBO |
| <b>Reviewed By:</b> | Josh Brick, CAO           | <b>Date:</b>                 | December 09, 2024 |
| <b>Subject:</b>     | Monthly Report to Council | <b>Council Meeting Date:</b> | December 18, 2024 |
| <b>Report #:</b>    | CBO-24-12                 |                              |                   |

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### Recommendation:

That report CBO-24-12 be received as information.

### Background:

To provide Council with an update regarding the monthly building activities for the period ending on November 30, 2024.

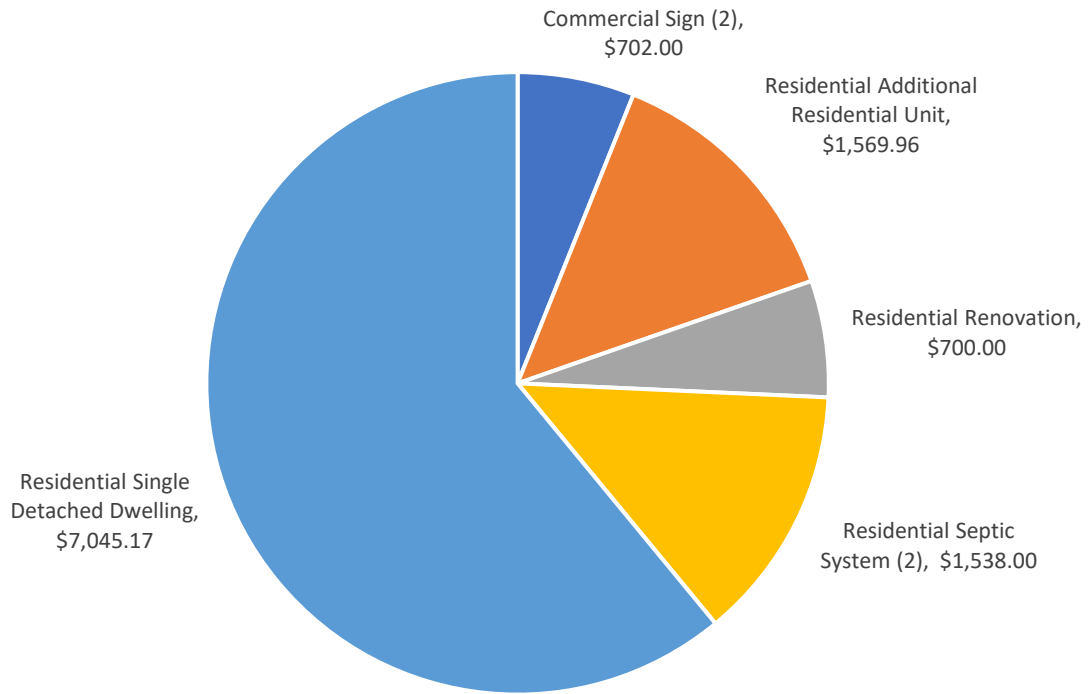
### Building Department Updates:

- The building department issued 7 permits for the month of November 2024.

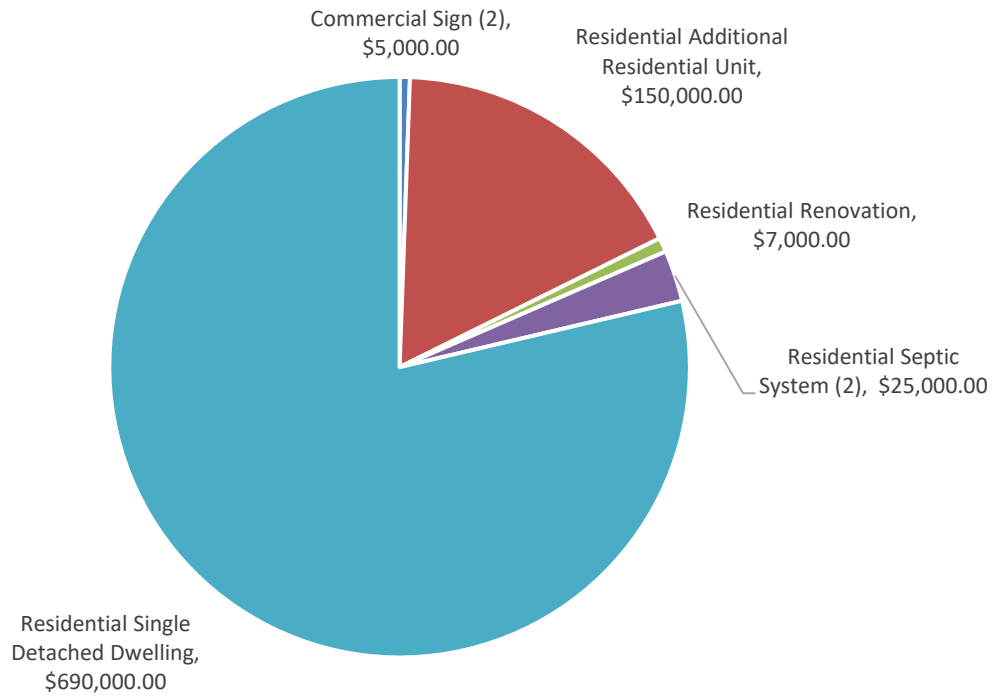
Respectfully submitted by:

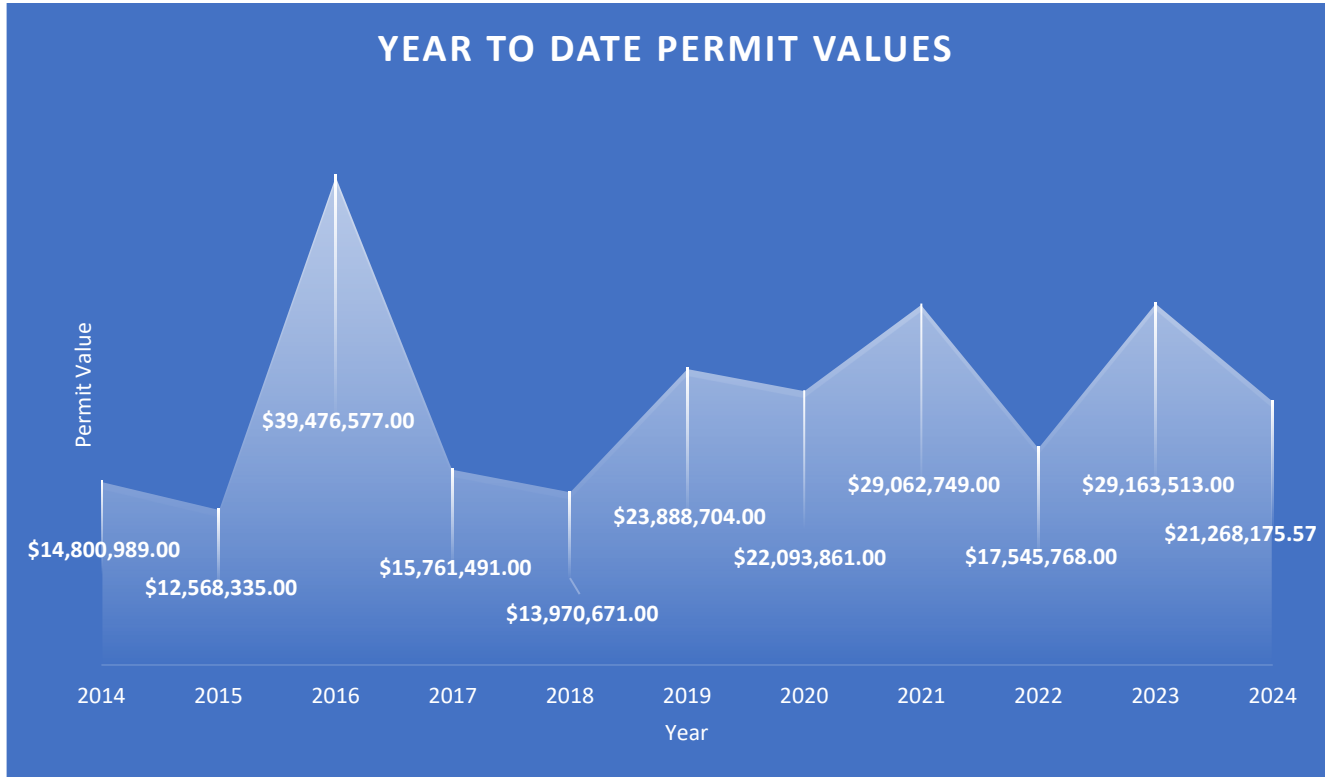
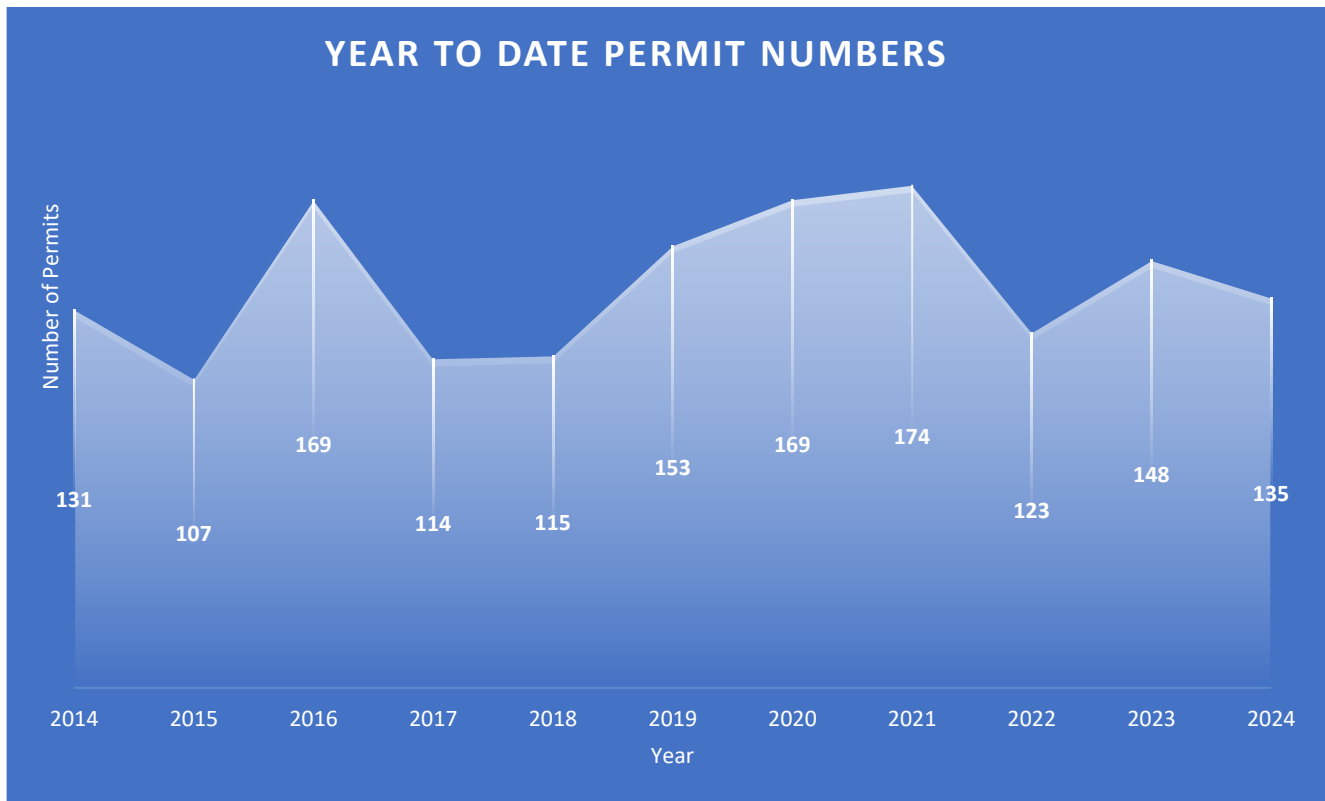
Ray Belanger  
CBO

### November 2024 Permit Fees



### November 2024 Permit Values







# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

|                     |                    |                              |  |
|---------------------|--------------------|------------------------------|--|
| <b>To:</b>          | Members of Council | <b>From:</b>                 | Jim Borton<br>Director of Public Works |
| <b>Reviewed By:</b> | Josh Brick, CAO    | <b>Date:</b>                 | December 12, 2024                      |
| <b>Subject:</b>     | AHSIP Update       | <b>Council Meeting Date:</b> | December 18, 2024                      |
| <b>Report #:</b>    | PW-24-28           |                              |  |

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### **Recommendation:**

That Report PW-24-28 be received as information.

### **Background:**

The AHSIP (Accelerated High Speed Internet Program) is a Provincially funded program. The province has been split up into blocks and contractors were given the opportunity to bid on blocks. The Township is part of block 24 and Xplore was the successful contractor and will be responsible for the work in the Township. The province has put a timeline on when work is to be completed on the project, all installation is to be completed by 2025.

### **Analysis/Discussion:**

Staff was first contacted by Xplore in late 2023, the initial meeting was an introduction and what the Township could be expecting. Staff also met with Xplore to discuss road occupancy permits, at this time it was discussed that the majority of the work would be placed on existing poles in the Township with some boring and possibly a few new poles.

In early 2024 a road occupancy agreement was sent to the Township and reviewed by staff. We have also been receiving Municipal Consent drawings to review and comment on. The majority of the permits have been approved as they are using existing infrastructure or boring under ground at a desired location. When reviewing the drawings staff is checking for line locations to ensure that future works will not be inhibited by the placement of the fiber lines. Any new poles that are being installed have been verified to be out of the crash zone as per the TAC manual.

To date the Township has executed the road occupancy permit with Xplore. Staff has reviewed 57 Municipal consent drawing sets that did not require any modification to the running line; 27 MC drawing sets were sent back for a running line modification due to hydro poles to close to road edge or running line in a problem location. The 27 MC drawing sets were changed as per staff comments and resubmitted for another review. Staff has reviewed 111 drawing sets to date.

Staff spend a day with the Xplore engineers and the construction manager from Xplore and Superfibre. Superfibre is the contractor that will be doing the work. It was an opportunity to meet the contractor that will be doing the work and the Xplore people that we have been in contact with through emails and phone conversations. We reviewed problem areas in the Township and answered questions regarding modifications and right of way access and joint uses. It was also discussed on when construction will begin, Superfibre is waiting on a couple of permits from GRCA but are planning to start as early as this month. Some pedestals have already been installed with the line work to start anytime.

Although this has been a lot of added work, it will be rewarding when the project is completed and the Township's residence have the option of getting high speed fibre at their homes and businesses.

More information about the program and to look at detailed mapping, follow the link below:

<https://www.ontario.ca/page/ontario-connects-making-high-speed-internet-accessible-in-every-community>

**Financial Considerations:** No cost for the Township

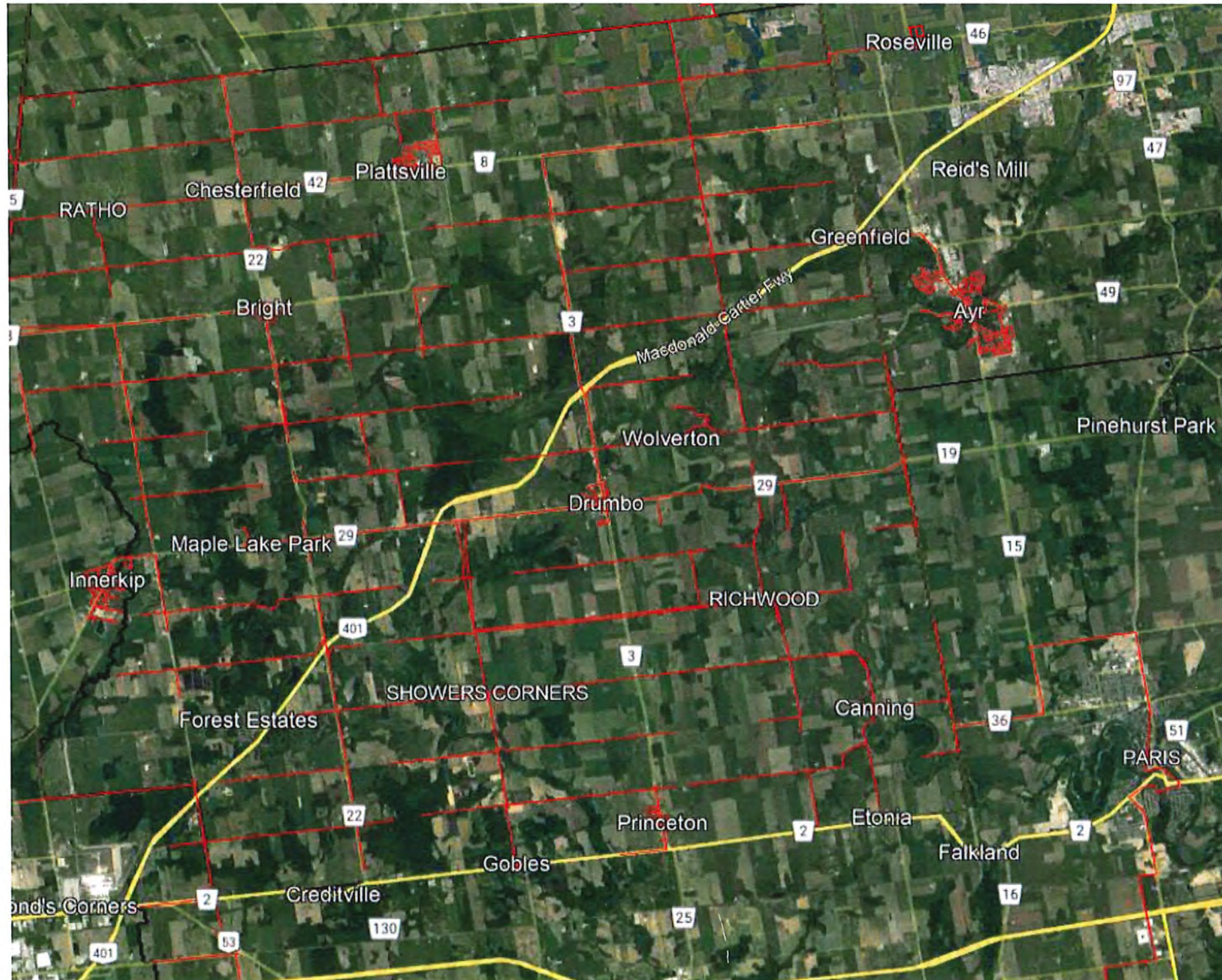
**Attachment:** Map of Township roads that are part of the AHSIP

Respectfully submitted by:



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Jim Borton CRS-S  
Director of Public Works





# TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council **From:** Trevor Baer, Director of Community Services

**Reviewed By:** Josh Brick , CAO **Date:** Nov 28 2024

**Subject:** Partnerships to Enhance Community Programming **Council Meeting Date:** Dec 18 2024

**Report #:** CS-24-18

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## Recommendation

That Council authorize staff to engage with local organizations to explore potential partnership agreements; and further,

That Council direct staff to report detailed findings and recommendations.

## Purpose of the Report

To seek Council's permission for staff to engage with local organizations and community groups to explore potential partnership agreements. These agreements aim to enhance community programming and services while minimizing financial impacts on the Township's tax base.

## Background

Small rural communities often face challenges in providing robust programs and services due to limited resources and budget constraints. Partnerships allow municipalities to maximize service delivery, leverage shared resources, and meet the diverse needs of residents without imposing significant tax increases.

## Existing Partnership Examples

### 1. Fitness Programs:

The Township has partnered with fitness providers to host free fitness programs for residents in Township facilities. Minimal costs, such as lighting, are covered

by the Township, ensuring accessibility for all. Without these partnerships, the programs would not run due to rental costs.

2. **EarlyON Children's Programs:**

This collaboration brings free, high-quality early childhood education programs to our facilities, supporting local families and children.

3. **OX on the Run Programs:**

Partnering with OX on the Run enriches community engagement and encourages active lifestyles by offering unique recreational opportunities.

## Proposal

Staff propose reaching out to local organizations to gauge their interest in entering into partnership agreements. This initiative will focus on maximizing resources, expanding services, and reducing financial burdens while fostering community connections.

## Scope of Exploration

- **Identifying Potential Partners:** Community groups, schools, and local organizations, such as the Thames Valley District School Board and the Drumbo Agricultural Society.
- **Evaluating Opportunities:** Determining how each partnership could enhance existing programs or introduce new services.
- **Drafting Terms:** Establishing clear roles, responsibilities, and mutual benefits for the Township and its partners.

## Why Partnerships are Important

For a small community like Blandford-Blenheim, partnerships are essential to:

1. **Maximize Resources:** Sharing facilities, equipment, and expertise ensures efficient use of assets.
2. **Expand Services:** Collaboration brings new programming opportunities that might not be feasible independently.
3. **Reduce Financial Burdens:** Cost-sharing avoids high tax increases while maintaining quality services.
4. **Strengthen Community Bonds:** Fostering collaboration promotes unity and shared purpose.

## Next Steps

Staff will:

1. Engage with potential partners to explore the feasibility of new agreements.



2. Prepare a comprehensive report for Council, detailing:
  - **Who:** The organizations involved.
  - **What:** Proposed programs or services.
  - **Why:** Benefits for the community.
  - **How:** Implementation strategies and resource-sharing plans.
  - **When:** Timelines for execution.

## **Conclusion**

Partnership agreements are a vital tool for small communities to deliver high-quality services without overburdening taxpayers. By working together, the Township of Blandford-Blenheim and local organizations can create meaningful opportunities for residents and build a stronger, more connected community.

**Prepared by:**  
**Trevor Baer**  
**Township of Blandford-Blenheim**



# TOWNSHIP OF BLANDFORD-BLENHEIM

|                     |                    |  |
|---------------------|--------------------|--|
| <b>To:</b>          | Members of Council | <b>From:</b> Trevor Baer, Director of Community Services |
| <b>Reviewed By:</b> | Josh Brick , CAO   | <b>Date:</b> Nov 28 2024                                 |
| <b>Subject:</b>     | COVID Funding      | <b>Council Meeting Date:</b><br>Dec 18 2024              |
| <b>Report #:</b>    | CS-24-19           |  |

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## **Recommendation:**

That Report CS 24-19 be received for information; and,

That Council authorize the allocation of \$16,000 from remaining COVID-19 funding towards the installation of automated doors and locks at park washrooms in Plattsville and Drumbo Park, in accordance with the Township's Purchasing Policy.

## **Purpose of the Report**

To recommend the use of \$16,000 in remaining COVID-19 funding for the installation of automated doors and locks at park washrooms. This initiative aims to enhance hygiene, safety, and user convenience at parks with high visitor traffic, particularly those with splash pads.

## **Background**

During the COVID-19 pandemic, the Township of Blandford-Blenheim implemented measures to improve hygiene in public facilities, including upgrades to sinks and urinals in park washrooms to touchless models.

Parks with splash pads, such as **Plattsville** and **Drumbo Park**, experience significantly higher visitor traffic than parks without these amenities. Splash pads attract families and children, increasing the importance of clean, accessible, and hygienic washroom

facilities. By focusing upgrades on these high-traffic parks, the Township aims to maximize the benefits of this initiative.

## Discussion

### Scope and Procurement

The installation of automated doors and locks is proposed for washroom facilities in:

- **Plattsville Park**
- **Drumbo Park**

These locations were selected due to their high visitor traffic, driven by the presence of splash pads. Splash pads encourage prolonged visits, making well-maintained, touchless washroom facilities essential for the comfort and safety of park users.

In compliance with the Township's Purchasing Policy, the procurement process for this project will involve:

1. Obtaining three formal quotations from qualified vendors.
2. Evaluating the quotations based on cost, vendor reliability, and adherence to specifications.
3. Selecting a vendor that offers the best value for the Township while meeting all project requirements.

Staff will oversee the procurement process to ensure transparency and accountability.

### Rationale and Justification

Installing automated doors and locks at washroom facilities in Plattsville and Drumbo Park supports the Township's goals by:

1. **Improving Hygiene:** Automated systems reduce high-touch areas, limiting germ transmission and promoting healthier community spaces.
2. **Enhancing Visitor Experience:** High-traffic parks with splash pads serve as community hubs, attracting families and increasing the need for clean, accessible washrooms. These upgrades align with public expectations for modern park amenities.
3. **Meeting COVID Funding Objectives:** The funding was provided to address public health concerns and improve infrastructure. This project directly aligns with those objectives.
4. **Providing Long-Term Value:** Investments in touchless technology ensure lasting benefits for residents and visitors while aligning with best practices for public facilities.

By targeting high-traffic parks with splash pads, the Township maximizes the impact of this funding and complements previous touchless upgrades to sinks and urinals.

## Conclusion

The allocation of \$16,000 in remaining COVID-19 funding for the installation of automated doors and locks at park washrooms in Plattsville and Drumbo Park is a strategic investment that enhances hygiene, user experience, and public health. Focusing on parks with splash pads ensures the funding is utilized where it will have the greatest impact.

**Prepared by:**

Trevor Baer  
Community Services Department  
Township of Blandford-Blenheim



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

|                     |                       |                              |                                     |
|---------------------|-----------------------|------------------------------|-------------------------------------|
| <b>To:</b>          | Members of Council    | <b>From:</b>                 | Adam Degier Drainage Superintendent |
| <b>Reviewed By:</b> | Josh Brick, CAO       | <b>Date:</b>                 | December 4, 2024                    |
| <b>Subject:</b>     | Petition for Drainage | <b>Council Meeting Date:</b> | December 18, 2024                   |
| <b>Report #:</b>    | DS- 24-22             |                              |                                     |

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### Recommendation:

That Report DS-24-22 be received as information and,

That Council accepts the petition for drainage works for Lot 10 Concession 3 Blenheim; Blandford-Blenheim from John Pynenburg in the affected area of the existing private Sparks Drain and further,

That the Clerk notify the Grand River Conservation Authority that is has received a petition for drainage work and that they intend to proceed with this petition.

### Background:

We have received a signed petition for drainage works in the area of Lot 10 Concession 3 from John Pynenburg and fellow property owners for the improvement of the Sparks Drain. This drain was originally constructed around 1915, and was abandoned in 1999 becoming a private drain.

### Analysis/Discussion:

A petition as per Section 4 of the Drainage Act must be signed by the majority of landowners or those representing 60% of the land in the area requiring drainage.

I believe that the petition received meets the requirements of Section 4(1)(a), (b).

Therefore, council should send notice to the Petitioner and Conservation Authority (GRCA) that may be affected by the petition, that they intend to proceed with the petition in accordance with Section 5 of the Drainage Act.

**Financial Considerations:**

The cost of a municipal drain is assessed to the landowners in the area affected by the drainage works.

This drain will affect Township Road 4.

**Attachments:**

PDF of the area to be affected by the petition

Respectfully submitted by:

Adam Degier

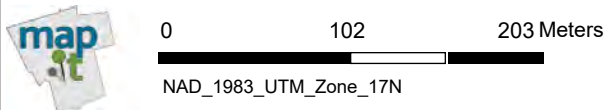


# Sparks Drain (Abandoned)



Legend

Notes



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey



December 10, 2024



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

|                     |                        |                              |                   |
|---------------------|------------------------|------------------------------|-------------------|
| <b>To:</b>          | Members of Council     | <b>From:</b>                 | Josh Brick, CAO   |
| <b>Reviewed By:</b> |                        | <b>Date:</b>                 | December 9, 2024  |
| <b>Subject:</b>     | 2025 Insurance Program | <b>Council Meeting Date:</b> | December 18, 2024 |
| <b>Report #:</b>    | CAO-50-24              |                              |                   |

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### Recommendation:

**That Report CAO-50-24 be received as information; and,**

**That Council directs the Clerk to take the necessary administrative actions to execute November 21, 2024 policy documents offered by Intact Public Entities.**

### Background:

In 2022, Council made a prudent decision to transition the Township's insurance coverage to Marsh Canada for the 2023 year, resulting in a significant cost savings of \$225,000 compared to previous premiums. At that time, the Marsh Canada proposal provided the most competitive pricing, while specifying that reliable service levels would be maintained within the quoted policy terms.

In 2023, (for 2024) Marsh Canada saw an 8% increase to the overall municipal insurance policy.

In 2024 (for 2025) Marsh Canada saw a 22% increase to the overall municipal insurance policy. A portion of this increase was due to updated costs of Township assets, coming from the Township's Asset Management Plan.

While Marsh Canada has provided cost-effective coverage, the Township has encountered several/significant service-related challenges that underscore the importance of prioritizing quality of service and responsiveness alongside affordability when evaluating insurance providers. As a result, and based on positive experiences with Frank Cowan (now Intact Public Entities) as the Township insurer, staff sought a quotation from IPE for services in 2025. With the Township having been a recent client, limited inputs/background information was required to facilitate this comprehensive costing analysis. IPE was provided with the same updated asset data that led to the 22% increase from Marsh Canada for 2025.

### Analysis/Discussion:

The following quotations have been received for 2025:



| Vendor/ Insurer        | 2025 Policy                     |
|------------------------|---------------------------------|
| Marsh Canada           | \$170,689.00 + Applicable Taxes |
| Intact Public Entities | \$203,360.00 + Applicable Taxes |

Despite the higher policy cost, staff are recommending that Council proceed with the quotation provided by Intact Public Entities for the following reasons:

a) Value Added Services

For a smaller municipality without a designated risk management division, value added services included within the scope of the IPE program are valuable. Current Township staff have positive experiences engaging with Frank Cowan Company/. IPE resources. These resources do not exist within the current Township policy. More specifically, the following value-added services within the IPE quotation help to validate the cost differential on quotations received:

- Asset valuation and risk inspections. This includes inspections to analyze potential areas of harm and risk management recommendations to reduce the frequency and severity of incidents. This process would also provide detailed reconstruction costs and ensure insurance to value.
- To assist with minimizing exposure to non-repair of road claims, road assessments are undertaken to review documentation, compliance with the Ontario Traffic Manual, adequacy of policies and procedures and select road segments. IPE also offers sidewalk consulting services to help reduce frequency of falls on municipal property.
- Driver Training Resources, Fleet Management Evaluation and MMS Compliance Analysis focus on reviewing policies/procedures/ documentation (and comparing to required standards set out by the MMS and best practices established by the Ontario Good Roads Association).
- Education/ Seminar Training for municipal staff. This includes custom sessions as requested by participating municipalities and regional training sessions on topics such as Building Inspection Losses, Fleet Safety, Trails and Cycling on Municipal Roads. Staff and Council also have access to Institute of Municipal Risk Management resources.
- Complimentary legal/paralegal services for third-party contract reviews.
- Complimentary policy and procedural reviews, include an audit of systems and processes to reduce potential losses.

b) Provision of a Cyber Insurance Policy as Part of the Quotation

The Township of Blandford-Blenheim does not currently have cyber insurance. Within the quotation provided by IPE, a comprehensive cyber insurance program is offered. Within the premium breakdown, both cyber/privacy and cyber-crime is included.

**Financial Impact/ Conclusion**

The approximate financial impact of proceeding with IPE is \$33,000.

While cost-efficiency remains important, balancing affordability with comprehensive coverage and responsive service ensures that the Township is well-protected and prepared for future challenges. Regardless of what policy option Council proceeds with, staff intend to prioritize more thorough evaluation of insurance program options moving forward to ensure both competitive pricing and comprehensive coverage. It is anticipated that a more formal costing/ market check on a semi-annual basis will lead to more cost effective outcomes and service for the Township insurance program.

Respectfully submitted,

Josh Brick  
Chief Administrative Officer

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2474-2024

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 of Blandford-Blenheim, enacts as follows:

1. That Schedule "A" to By-law Number 1360-2002, as amended, is hereby further amended by changing to 'R1-22' the zone symbol of the lands so designated 'R1-22' on Schedule "A" attached hereto.
2. That Section 11.5 to By-law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

"11.5.22        **Location: Part Lots 9 and 10, Plan 65, 28 Railway Street West, R1-22 (Key Map 58)**

11.5.22.1       Notwithstanding any provision of this Zoning By-Law to the contrary, no person shall within any R1-22 Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

All uses permitted in Section 11.1 of this Zoning By-Law;  
An *existing converted dwelling*, containing up to two units;  
A *group home*

11.5.22.2       Notwithstanding any provision of this Zoning By-Law to the contrary, no person shall within any R1-22 Zone use any lot, or erect, alter or use any building or structure for any purpose except in accordance with the following provisions:

11.5.22.2.1     DEFINITION OF A *GROUP HOME*

For the purposes of this subsection, a *group home* means a unit in a permitted *dwelling* in which two to four *persons*, excluding supervisory staff or receiving family, live on the subject lands under supervision consistent with the particular needs of its residents. The *group home* is licensed or approved under provincial statutes.

11.5.22.3       SPECIAL PROVISIONS FOR A *GROUP HOME*

12.5.22.3.1     *LOT AREA*

Minimum **918 m<sup>2</sup> (9,881.2 ft<sup>2</sup>)**  
11.5.22.3.2 *LOT FRONTAGE*

Minimum **20 m (65.6 ft)**  
11.5.22.3.3 *LOT DEPTH*

Minimum **45 m (147.6 ft)**  
11.5.22.3.4 SERVICES

*A group home shall be permitted on a lot with a public water supply and a private septic system.*

11.5.22.4 That all the provisions of the 'R1' Zone in Section 11.2 to this Zoning By-law, as amended, shall apply, and further that all the other provisions of this Zoning 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 18<sup>th</sup> day of December, 2024.

READ a third time and finally passed this 18<sup>th</sup> day of December, 2024.

---

Mark Peterson – Mayor

(SEAL)

---

Sarah Matheson, Clerk

ZN 1-24-22

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2474-2024

EXPLANATORY NOTE

The purpose of By-Law Number 2474-2024 is to rezone the lands from 'Special Residential Type 1 Converted Dwelling Zone (R1-C)' to 'Special Residential Type 1 Zone (R1-22).' Special provisions are included to permit a reduction in the minimum lot size, lot frontage, and lot depth. A special provision is also included to permit a group home on partial municipal services.

The subject lands are described as Part Lots 9 and 10, Plan 65, in the Township of Blandford-Blenheim. The lands are located on the southeast corner of the Railway Street West and McQueen Street intersection and are municipally known as 28 Railway Street West.

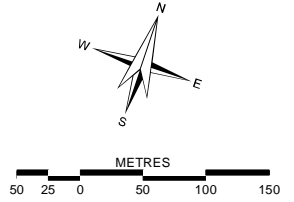
The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted amending By-law Number 2474-2024. The public hearing was held on December 18, 2024 and Council considered comments, where relevant, from the public in respect to this application.

Any person wishing further information regarding Zoning By-Law Number 2474-2024 may contact the undersigned.

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

Telephone: 519-463-5374

# KEY MAP



 LANDS TO WHICH BYLAW 2474-2024 APPLIES



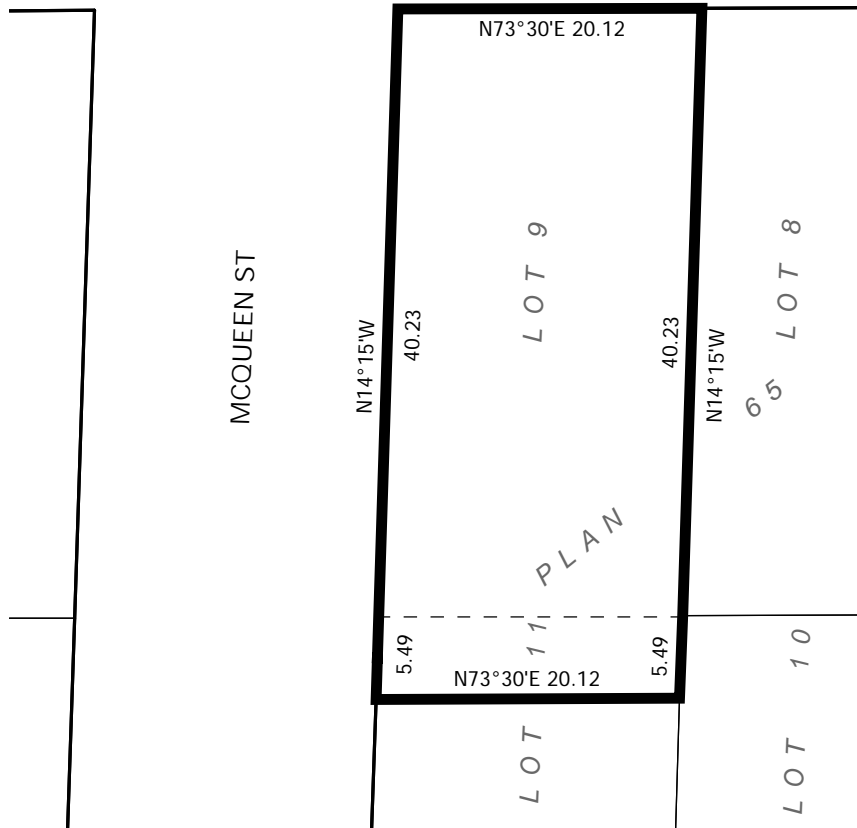
# SCHEDULE "A"

TO BY-LAW No. 2474-2024

LOT 9 SOUTH OF RAILWAY ST, PART LOT 11 NORTH OF VICTORIA ST, PLAN 65  
(PRINCETON)  
TOWNSHIP OF BLANDFORD-BLENHEIM



RAILWAY ST W



AREA OF ZONE CHANGE TO R1-22

NOTE: ALL DIMENSIONS IN METRES



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THIS IS SCHEDULE "A"

TO BY-LAW No. 2474-2024, PASSED

THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2475-2024

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 18<sup>th</sup>, 2024 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 18<sup>th</sup> day of December, 2024.

By-law read a third time and finally passed this 18<sup>th</sup> day of December, 2024.

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MAYOR  
MARK PETERSON

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CLERK  
SARAH MATHESON