

TOWNSHIPSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday, January 22, 2025

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 January 22nd, 2025 Regular Meeting of Council be adopted as printed, and circulated.

4. Disclosure of Pecuniary Interest

5. Minutes

a. [January 15th, 2025 Minutes of Council](#)

Recommendation:

That the minutes of the January 15th, 2025 Draft Budget 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, Committee of Adjustment

i. Minutes

[November 20th, 2024 Minutes of the Meeting of the Committee of Adjustment](#)

ii. Applications for Minor Variance

[MVA09-24, Simpson, 927546 Oxford Road 8](#)

Recommendation:

That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A09-24, submitted by Diana Simpson for lands described as Part Lots 4-5, Concession 12

[Township of Blandford-Blenheim Website](#)

(Blenheim) in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 7.1 to allow an additional residential unit (ARU) within a detached accessory building.

Subject to the following condition:

i. That the proposed relief shall only apply to an ARU of the approximate size and location as depicted on Plate 3 of Report CP 2025-10.

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

- i) deemed to be a minor variance from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

b. Public Meeting under the Planning Act, Zone Change

- i. [Application for Zone Change – ZN1-24-23, John, Derek, Valerie & Gerry Pynenburg, 747206 & 747258 Township Road 4](#)

Recommendation:

That the Township of Blandford-Blenheim approve-in-principle the zone change application submitted by John, Derek, Valerie, and Gerry Pynenburg (File No. ZN 1-24-23) whereby the lands described as Part Lot 9 and Lot 10, Concession 3 (Blenheim), Township of Blandford-Blenheim are to be rezoned from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-sp)' and 'Special General Agricultural Zone (A2-sp).'

- ii. [Application for Zone Change – ZN1-24-24, Heeg Dairy Inc., 946107 Township Road 14 & 966178 Oxford-Waterloo Road](#)

Recommendation:

That the Township of Blandford-Blenheim approve-in-principle the zone change application submitted by Heeg Dairy Inc. (File No. ZN 1-24-24) whereby the lands described as Part Lot 3 and 4, Concession 14 (Blandford), Township of Blandford-Blenheim are to be rezoned from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' and 'Special General Agricultural Zone (A2-sp).'

8. Delegations / Presentations

None.

9. Correspondence

a. Specific

- i. [Janice \(Peat\) Zarzycki & Shirley Peat, Residents, re: Road Improvement Request of Township Road 12 Gravel to Pavement Resurface](#)
- ii. [Cheryl Haskett, Udderly Ridiculous Inc, Resident, re: Road Improvements to Township Road 12](#)

Recommendation:

That the correspondence items regarding Township Road 12 be received as information; and,

That Council direct staff to bring a report to subsequent meeting regarding the feasibility of improvements to Township Road 12.

b. General

- i. [Oxford O.P.P. Detachment Board 2, re: November 2024 Meeting Minutes, and approved Procedural By-law & Terms of Reference](#)
- ii. [Laura Hamulecki, Administrative Assistant, Public Works, Oxford County, re: Curbside Collection Contract Award](#)
- iii. [Frank Gross, Acting Director of Public Works, Oxford County, re: Amendments to Bill 212, Reducing Gridlock, Saving You Time Act, 2024, Environmental Registry of Ontario Posting 019-9266](#)

Recommendation:

That the general correspondence items be received as information.

10. Staff Reports

a. Josh Brick – Chief Administrative Officer

- i. [CAO-25-02 – 2025 Budget – Amendments Following Public Meeting](#)

Recommendation:

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

That Council provides direction to staff.

b. Drew Davidson – Director of Protective Services

[i. FC-25-01 – Monthly Report](#)

Recommendation:

That Report FC-25-01 be received as information.

c. Ray Belanger – Chief Building Official

[i. CBO-25-01 – Monthly Report](#)

Recommendation:

That Report CBO-25-01 be received as information.

d. Denise Krug – Director of Finance

[i. TR-25-01 – Temporary Borrowing](#)

Recommendation:

That Report TR-25-01 be received as information.

That Council pass By-law 2478-2025 authorizing the temporary borrowing for the Township of Blandford-Blenheim in 2025 at \$3,000,000.

e. Dustin Robson – Planner

[i. CP2024-387 – Year End 2024 Overview of Planning Applications, Activity and Initiatives in the Township of Blandford-Blenheim](#)

Recommendation:

That Report CP2024-387 be received as information.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

None.

16. By-laws

[a. 2477-2025, Being a By-law to establish an Interim Tax Levy for the year 2025;](#)

b. 2478-2025, Being a By-law to authorize the temporary borrowing of money to meet the current expenditures of the Corporation of the Township of Blandford-Blenheim; and,

b. 2479-2024, Being a By-law to confirm the proceedings of Council.

Recommendation:

That the following By-laws be now read a first and second time: 2477-2025, 2478-2025 & 2479-2024.

Recommendation:

That the following By-laws be now given a third and final reading 2477-2025, 2478-2025 & 2479-2024.

17. Other

18. Adjournment and Next Meeting

Wednesday, February 5th, 2025 at 4:00 p.m.

Recommendation:

Whereas business before Council has been completed at _____ pm;

That Council adjourn to meet again on Wednesday, February 5th, 2025 at 4:00 p.m.

MINUTES

Council met at 10:00 a.m. for the 2025 Budget deliberations.

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

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

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Demarest
Seconded by – Councillor Young

Be it hereby resolved that the agenda for the January 15th, 2025 Draft Capital and Operating Budget Meeting of Council be adopted as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

a. December 18th, 2024 Minutes of Council

RESOLUTION #2

Moved by – Councillor Banbury
Seconded by – Councillor Barnes

Be it hereby resolved that the minutes for the December 18th, 2024 Meeting of Council be adopted as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Public Meetings

None.

8. Delegations / Presentations

- a. Township of Blandford-Blenheim Chief Administrative Officer & Directors, Re:
2025 Draft Budget, Operating and Capital

RESOLUTION #3

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report CAO-25-01 be received as information.

.Carried

RESOLUTION #4

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that the 2025 Draft Budget be received; and,

That staff be directed to make the necessary revisions to the estimates for presentation at the January 22nd, 2025 meeting of Council.

.Carried

9. Correspondence

- a. Specific

None.

- b. General

None.

10. Staff Reports

None.

11. Reports from Council Members

None.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

None.

16. Other Business

None.

17. By-laws

- a. 2476-2025, Being a By-law to confirm the proceedings of Council.

RESOLUTION #5

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-law be now read a first and second time: 2476-2025.

.Carried

RESOLUTION #6

Moved by – Councillor Barnes
Seconded by – Councillor Young

Be it hereby resolved that the following By-law be now read a third and final time: 2476-2026.

.Carried

18. Adjournment and Next Meeting

RESOLUTION #7

Moved by – Councillor Young
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 4:03 p.m.; and,

That Council adjourn to meet again on Wednesday, January 22nd, 2025 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Sarah Matheson, Clerk
Township of Blandford-Blenheim

Township of Blandford-Blenheim
Committee of Adjustment
Council Chambers, 47 Wilmot St. S. Drumbo
Streamed to Township's YouTube
Wednesday, November 20th, 2024
4:01 p.m.

COMMITTEE OF ADJUSTMENT MINUTES

The Township of Blandford-Blenheim Committee of Adjustment met at 4:01 p.m.

Present: Mayor Peterson, Members Banbury, Barnes and Young.

Staff: Baer, Belanger, Borton, Degier, Krug, and Matheson.

Others: Dustin Robson, Planner, Oxford County.

Regrets: Member Demarest.

Mayor Peterson in the Chair

Disclosure of Pecuniary Interest

None.

Minutes

i. October 16th, 2024 Meeting of the Committee of Adjustment

Verbal adoption of the Minutes of the Meeting of the Committee of Adjustment.

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Application

i. Application for Minor Variance MVA08-24 Adamkiewicz, 72 Wilmot St. S., Blandford-Blenheim

The Planner presented the report, recommending approval. The applicant's agent was present. No Member asked questions. John Libbrecht, Resident, spoke regarding drainage and run off concerns. The applicant's agent spoke to the concerns. Member Peterson made comment to the concerns. Chief Building Official Belanger and Drainage Superintendent Degier spoke to the concerns, citing that the issues raised would be dealt with during the permit process.

Member Young made comment. Member Banbury asked questions of the agent.

Verbal motion to approve the application.

Moved by – Councillor Young
Seconded by – Councillor Barnes

For application A08-24 the decision was signed as approved.

The Committee adjourned at 4:21 p.m. and the Open Council meeting resumed.

Community Planning

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: www.oxfordcounty.ca

Our File: **A09-24**

APPLICATION FOR MINOR VARIANCE

TO: Committee of Adjustment

MEETING: January 22, 2025

REPORT NUMBER: CP 2025-10

OWNER: Diana Simpson
R.R. #4, Oxford Road 8, Bright, ON N0J 1B0

AGENT: Jason Simpson
272 Fennel Street, Plattsville, ON N0J 1S0

VARIANCE REQUESTED:

1. Relief from Section 7.1 to allow an additional residential unit (ARU) within a detached accessory building.

LOCATION:

The subject lands are described as Part Lots 4-5, Concession 12 (Blenheim) in the Township of Blandford-Blenheim. The lands are located on the south side of Township Road 8, lying between Blenheim Road and Trussler Road, and municipally known as 927546 Oxford Road 8.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'B-1'	Township of Blandford-Blenheim Land Use Plan	Agricultural Reserve and Open Space
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TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:

General Agricultural Zone (A2)

COMMENTS:

- (a) Purpose of the Application:

The purpose of the application for minor variance is to permit the establishment of an additional residential dwelling unit (ARU) within a detached structure. The ARU is proposed to be approximately 82.1 m² (884.4 ft²) in size and placed to the southeast of the existing single detached dwelling on-site.

The subject lands, which are currently zoned 'General Agricultural Zone (A2),' are approximately 39.5 ha (97.7 ac) in size and contain an existing single detached dwelling (circ.1870) approximately 306.5 m² (3,300 ft²) in size, two detached shops, and two barns. A private septic system and a private well currently service the subject lands.

The subject lands are also regulated by the Grand River Conservation Authority (GRCA). Surrounding land uses are predominately agricultural to the north, south, east and west.

Plate 1, Location Map and Existing Zoning, shows the location of the subject lands and the current zoning in the immediate vicinity.

Plate 2, Aerial Photography (2020), shows the location of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, illustrates the existing buildings and the location of the proposed detached ARU.

(b) Agency Comments

The Oxford County Public Works Department, the Grand River Conservation Authority (GRCA), and Southwestern Public Health have indicated no concerns or objections regarding the proposed variances.

(c) Public Consultation:

Public Notice was mailed to surrounding property owners in accordance with the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject lands are designated 'Agricultural Reserve' and 'Open Space' according to the Township of Blandford-Blenheim Land Use Plan, as contained in the County Official Plan. The proposed detached ARU would be located entirely within the portion of land designated Agricultural Reserve.

In the Agricultural Reserve designation, ARUs are permitted within a single detached dwelling and/or in a structure ancillary to the principal dwelling, provided that both dwellings are located on a lot zoned for agricultural or rural residential use that permits a dwelling in accordance with the policies of the Official Plan.

A maximum of two (2) ARUs shall be permitted per farm unit, being two (2) in a principal dwelling or one (1) in a principal dwelling and/or one (1) in a structure ancillary to the principal dwelling.

ARUs located outside of a settlement area shall be in accordance with the following:

- The ARU shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1,506 ft²);
- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging

house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;

- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- The principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway as the principal dwelling;
- There is adequate access from the front lot line and parking area to each ARU for both occupant use and emergency response;
- To the extent feasible, existing trees and other desirable vegetation are preserved;
- Land use compatibility concerns (e.g. due to proximity to industrial areas or major facilities) will not be created or intensified;
- The location of ARUs and related services and outdoor amenities shall comply with all other applicable policies of the Official Plan;
- All other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

The following additional policies shall apply to the establishment of an ARU in a detached ancillary structure;

- The lot must be a minimum of 0.6 ha (1.48 ac) in area;
- The siting, design and orientation of the ancillary structure, parking areas and outdoor amenity areas will allow for privacy for the occupants of the ARU, principal dwelling and abutting residential properties; and
- An ARU will satisfy MDS I or will not further reduce an existing insufficient setback.

In addition to above policies, the following shall apply to the establishment of an additional residential unit in a detached ancillary structure on an agricultural lot:

- Shall only be permitted through a minor variance granted by the Area Municipal Committee of Adjustment, to ensure all applicable policy criteria, zoning provisions and any local standards and requirements will be adequately addressed (i.e. through the review and conditions of approval);
- the additional residential unit should share individual on-site water supply and sewage services and utility services with the principal dwelling, where possible;
- the ancillary structure must be located within the established residential area on the agricultural lot (i.e. the area comprising the principal dwelling and accessory residential structures, driveway, outdoor amenity areas and individual on-site services);
- an additional residential unit in a new ancillary building shall be located a maximum distance of 30 m (98 ft) from the principal dwelling; and
- the cumulative area of the lot utilized for residential purposes shall be minimized to the extent feasible to a maximum of 0.8 ha (2 ac) and the location of the additional residential unit and/or related services and outdoor amenity areas shall minimize the loss of tillable agricultural land and potential impacts on the farm operation and adjacent farms.

Access to the new ARU will be via the existing laneway. The use of the existing laneway is supported by staff as the Official Plan policies states that all ARUs shall use the same access as the principal dwelling. Further, the ARU will be located within 30 m (98 ft) of the principal dwelling and the entirety of the land utilized for residential purposes would be under the permitted 0.8 ha (2 ac) maximum size. The application has also been circulated to the Township Chief Building Official who did not advise of any concerns regarding Minimum Distance Separation I (MDS I).

Given the above, staff are of the opinion that the general intent and purpose of the Official Plan to permit an ARU on agricultural lands is being maintained. Specifically, staff are satisfied that the proposed ARU would be located within an established cluster, would use existing infrastructure

(well, septic, driveway, etc.), and would not introduce any adverse impacts on surrounding agricultural operations. As such, staff are satisfied that the intent of the Official Plan can be met in this instance.

(e) Intent and Purpose of the Zoning By-law:

The subject lands are zoned 'General Agricultural Zone (A2)' in the Township of Blandford-Blenheim Zoning By-law. The 'A2' zone permits a wide range of agricultural uses, including livestock and regulated farm operations, as well as buildings and structures accessory thereto. A single detached dwelling is also a permitted use within the 'A2' zone.

Section 5.5.2 of the Zoning By-law allows for the consideration of an ARU within a detached ancillary structure on 'A2' zoned land provided that the following criteria is met:

- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwellings and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- A cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling is permitted, to a maximum of 140 m² (1,506 ft²);
- There is a 1.2 m (3.9 ft) unobstructed pathway from the front lot line to the entrance;
- 1 parking space per ARU is provided on-site;
- A minimum 75 m² (807 ft²) of open space in the rear yard for 1 ARU;
- The subject lands are a minimum of 0.6 ha (1.48 acres);
- The ARU shall have a maximum height of 5.5 m (18 ft); and,
- The ARU shall be a maximum distance of 30 m (98.4 ft) from the main dwelling.

Additionally, Section 6.2.5 - Location of New Farm Dwellings, is intended to ensure that new farm dwellings, including temporary dwellings, shall be required to satisfy the minimum distance separation requirements as determined through the application of the Minimum Distance Separation Formula I (MDS I) or not further reduce an already existing insufficient setback. It is the intent of these regulations to reduce potential conflicts with livestock operations, wherever possible.

The ARU zoning provisions include the requirement for an ARU to have a maximum gross floor area of 50% of the principal dwelling or 140 m² (1,507 ft²), whichever is lesser. Given that the existing principal dwelling on the subject lands is 306.5 m² (3,300 ft²), an ARU on the subject lands would be permitted to be no larger than 140 m² (1,507 ft²). The proposed detached ARU is approximately 82.1 m² (884.4 ft²) in size, well below the permitted maximum size of 140 m² (1,507 ft²).

The ARU zoning provisions require a detached ARU to be no further away from the principal dwelling than 30 m (98.4 ft). In reviewing the submitted site plan, the proposed detached ARU would be located approximately 29.8 m (98 ft) from the principal dwelling, which complies with the ARU zoning provisions. All required setbacks from lot lines are also being complied with according to the submitted site plan.

Staff note that the subject lands fall within the regulation limit of the Grand River Conservation Authority (GRCA). As such, the GRCA has been circulated the subject variance application. Through the circulation, the GRCA advised staff that the organization did not have any concerns

but did advise that the applicant will be required to submit a more detailed site plan and septic system design in order to determine if a GRCA permit will be required or not.

In the opinion of staff, the proposal meets the general intent and purpose of the Township Zoning By-law.

(f) Desirable Development/Use:

It is the opinion of this office that the applicant's proposal to obtain relief to facilitate the allowance of an ARU within a detached structure would be desirable for the subject lands.

Staff have reviewed the proposal and believe that the submitted proposal for a detached ARU would comply with the policies within the Official Plan and the provisions in the Zoning By-law for ARUs. Further, staff are of the opinion that the proposed location for the detached ARU will ensure the continued use of the existing driveway and will not have an adverse impact on surrounding agricultural operations.

In light of the foregoing, it is the opinion of this Office that the requested relief is in keeping with the general intent and purpose of the Official Plan, the Township's Zoning By-law, is minor and desirable, and can be given favourable consideration.

RECOMMENDATION:

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A10-24, submitted by Diana Simpson for lands described as Part Lots 4-5, Concession 12 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 7.1 to allow an additional residential unit (ARU) within a detached accessory building.

Subject to the following condition:

- i. That the proposed relief shall only apply to an ARU of the approximate size and location as depicted on Plate 3 of Report CP 2025-10.

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

- i) deemed to be a minor variance from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

Authored by: *original signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: *original signed by*

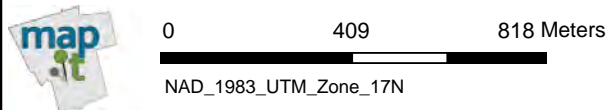
Heather St. Clair, MCIP, RPP
Senior Planner



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

- 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)

Subject Lands

Notes



0 205 409 Meters

NAD_1983_UTM_Zone_17N



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November 27, 2024

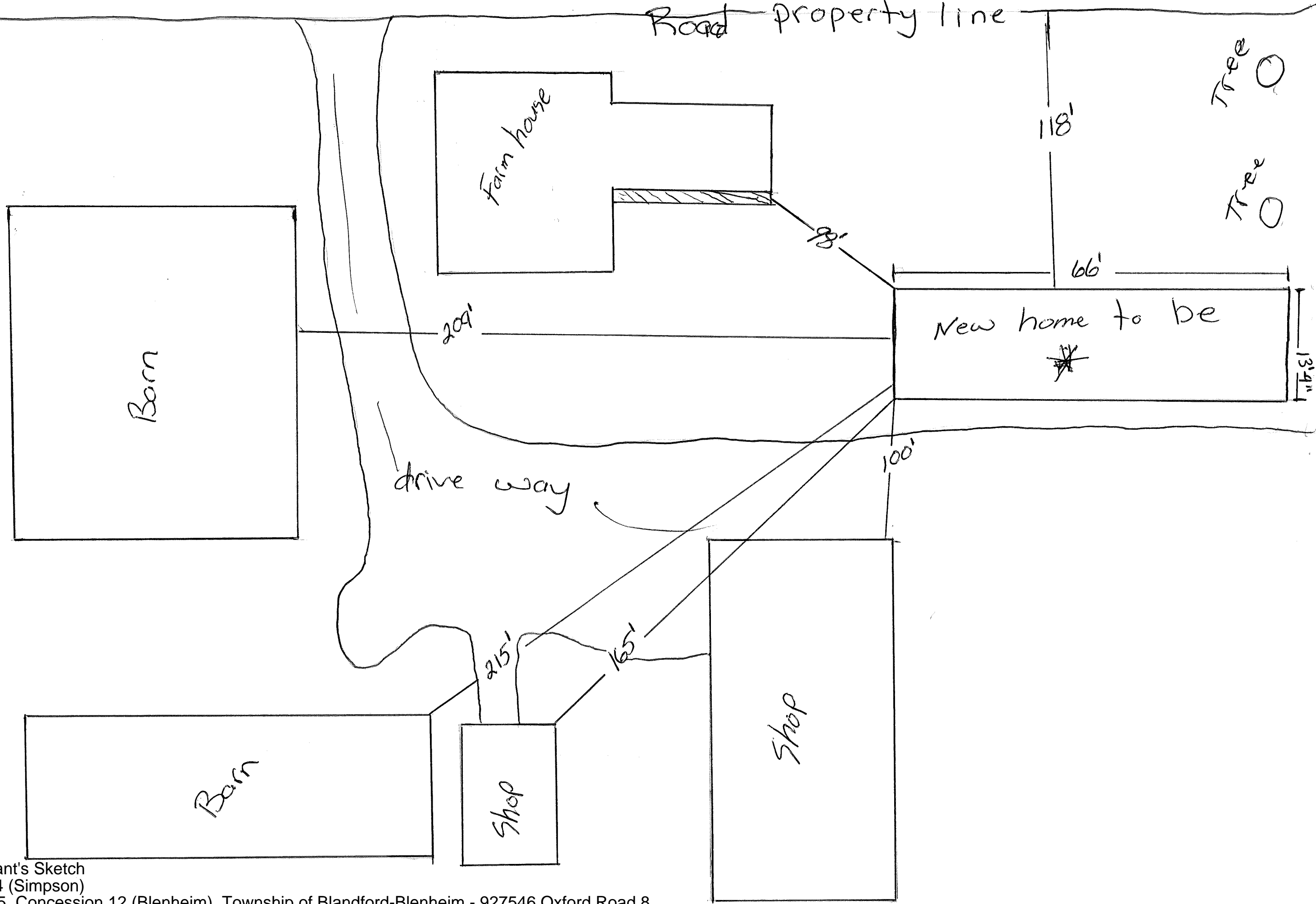


Plate 3: Applicant's Sketch
 File No. A09-24 (Simpson)
 Part Lot 4 and 5, Concession 12 (Blenheim), Township of Blandford-Blenheim - 927546 Oxford Road 8

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

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change ZN 1-24-23 – John, Derek, Valerie, and Gerry Pynenburg

REPORT HIGHLIGHTS

- The Zone Change Application proposes to rezone the retained lot resulting from Consent Application B24-57-1 from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-sp).' The lot to be severed will also be required to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp).'
- The related Consent Application, B24-57-1, was approved by the Oxford County Land Division Committee on November 7, 2024. The Zone Change Application is required to fulfill a condition of the consent.
- Planning staff are recommending that the application be approved as it is consistent with the Provincial Planning Statement and maintains the intent and purpose of the Official Plan with respect to farm consolidations and non-farm rural residential development in prime agricultural areas.

DISCUSSION

Background

OWNERS/APPLICANTS: John, Derek, Valerie, and Gerry Pynenburg
747259 Township Road 4, Princeton, ON N0J 1V0

SOLICITOR: Payden Shrubbs
408 Dundas Street, Woodstock, ON N4S 1B9

LOCATION:

The subject lands are described as Part Lot 9 and Lot 10, Concession 3 (Blenheim), in the Township of Blandford-Blenheim. The lands are located on the south side of Township Road 4 and the north side of Township Road 3, between Oxford Road 3 and Blenheim Road, and are municipally known as 747206 and 747258 Township Road 4.

OFFICIAL PLAN:

Schedule "B-1"	Township of Blandford-Blenheim Land Use Plan	'Agricultural Reserve'
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TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:

Lot to be severed:

Existing Zoning: 'General Agricultural Zone (A2)'
Proposed Zoning: 'Special General Agricultural Zone (A2-sp)'

Lot to be retained:

Existing Zoning: 'General Agricultural Zone (A2)'
Proposed Zoning: 'Special Rural Residential Zone (RR-sp)'

PROPOSAL:

The Zone Change Application proposes to rezone the retained lot resulting from Consent Application B24-57-1 from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-sp).' The lot to be severed is proposed to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp).'

The subject Zone Change Application proposes a special provision on the RR-sp zoning on the lot to be retained to permit a reduced frontage of 10.4 m (34.1 ft) while a special provision is proposed for the A2-sp zoning on the lot to be severed to restrict any new dwellings from being built. The zoning would still retain the ability to have one single detached dwelling accessory to a farm on the lot to be severed.

The related Consent Application, B24-57-1, was approved by the Oxford County Land Division Committee on November 7, 2024. The subject Zone Change Application is required to fulfill a condition of the related consent.

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

Plate 2, Aerial Photography (2020), provides an aerial view of the subject lands and surrounding area.

Plate 3, Aerial Photography (2020) – Zoomed In, provides an aerial view of the subject lands and surrounding area.

Plate 4, Applicants' Sketch, shows the configuration and dimensions of the lands to be severed and retained as proposed by the applicants.

Plate 5, Applicants' Sketch – Proposed Lot to be Retained, shows the configuration and dimensions of the lands to be retained and the location of the existing buildings and structures.

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.

Section 4.3 (Agriculture) of the PPS directs that prime agricultural areas shall be protected for long term agricultural use.

Further, Section 4.3.3 (Lot Creation and Lot Adjustments) discourages the creation of new lots in prime agricultural areas and provides only four instances where such lot creation may be permitted, as summarized below:

- a) for agricultural uses, provided the lots are of a sufficient size for the type of production common in the area and are sufficiently large enough to maintain flexibility in adapting the operation in the future;
- b) for agricultural-related uses, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services;
- c) one new residential lot per farm consolidation for a residence surplus to an agricultural operation, provided that:
 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
 2. the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective; and
- d) infrastructure, where the facility or corridor cannot be accommodated through the use of easements or rights of way.

The policies of the PPS also direct that lot adjustments in prime agricultural areas may be permitted for legal or technical reasons, which are defined to mean consents for the purpose of easements, corrections of deeds, quit claims and minor boundary adjustments that do not result in the creation of a new lot.

Official Plan

The subject lands are located within the 'Agricultural Reserve' designation according to the Township of Blandford-Blenheim Land Use Plan in the Official Plan.

According to Section 3.1.1, the goal of the Agricultural Reserve policies is to ensure prime agricultural lands are preserved for food and fibre production by avoiding the fragmentation of the land base, by minimizing conflict between agricultural and non-agricultural uses, and by supporting the needs of the agricultural community by permitting land uses which are complementary to, and supportive of, agriculture.

A strategic aim of the Agricultural Reserve policies is to prevent situations of land use conflict in the agricultural designation by careful management of non-farm uses, including rural residential development, recreational uses, commercial and industrial uses, and aggregate resource extraction.

The policies of Section 3.1.5.3 (Creation of Rural Residential Lots) apply to the evaluation of non-farm rural residential *development* proposals in the following land use designations and overlays: Agricultural Reserve, Environmental Protection Area, Open Space, Future Urban Growth, and Quarry Area.

Non-farm rural residential *development* shall be considered to include both the severed and retained lots, in the case of consent, and lands subject to rezoning for residential purposes, in the case of zoning by-law amendment applications. The enlarged agricultural lot that would result from a proposed non-farm rural residential *development* through farm consolidation shall comply with the applicable policies of Section 3.1.4.2.

Notwithstanding the policies of Section 1.5, Interpretation, for the purposes of the application of the policies in Section 3.1.5.3, the numerical references and measurements are intended to be absolute.

Section 3.1.5.3 outlines that the non-farm rural residential lots outside of a settlement shall be prohibited except in accordance with the following:

- A proposal to rezone an existing industrial (with the exception of aggregate or limestone industrial), commercial, or institutionally zoned lot to a residential use, provided such lot does not exceed 1 ha (2.5 acre) in area. Where such lot is larger than 1 ha (2.5 acre) in area, consideration may only be given to rezoning for *agricultural use*, in accordance with the policies of Section 3.1.5.1; or,
- A proposal to create a lot for a *residence surplus to a farming operation* as a result of farm consolidation, provided that:
 - The proposal is to retain an existing permanent, habitable dwelling that was constructed prior to December 13, 1995, where such dwelling is contained on an agricultural lot that is to be legally consolidated with an abutting agricultural lot, to form one larger agricultural lot under identical ownership;
 - or,
 - The proposal is to retain an existing permanent, habitable dwelling, where the *farm owner* owns multiple agricultural lots which may or may not abut, and providing:
 - The lot containing the surplus dwelling proposed to be severed contains a minimum of 2 existing dwellings, and all such dwellings were constructed prior to December 13, 1995;
 - The resulting agricultural lot is owned by the *farm owner*, and,
 - The resulting agricultural lot is rezoned to prohibit the future construction of a new residential dwelling of any type and an agreement for such prohibition is also registered on the property title. The requirement for the Zoning By-law amendment and agreement, as noted above, shall be implemented through conditions imposed by the County's Land Division Committee at the time that provisional consent approval is given.
- The proposal shall not result in the severance of the only dwelling from an agricultural lot, except in the case of a farm consolidation involving the merger of abutting agricultural lots as one larger lot under identical ownership, where one of the agricultural lots to be

consolidated is vacant, but the existing zoning would permit the construction of an accessory dwelling on that lot.

- The lands subject to the application must be zoned for *agricultural use*.
- The proposed rural residential lot shall not be located within the Quarry Area designation, or an area identified as a Limestone Resource or Sand and Gravel Resource Area.
- The proposed residential lot shall not be located within a Future Urban Growth Area.
- Non-farm rural residential lots shall be as small as is practical in order to preserve the County's agricultural land base. Severance proposals to create new or expanded lots for non-farm rural residential development will generally not exceed 0.8 ha (2 acres).
- Existing or proposed *individual on-site water services and individual on-site sewage services* are demonstrated to be adequate to serve the proposed non-farm rural residential use.
- A proposal for non-farm rural residential development shall satisfy the requirements of *MDS I*, or not further reduce an existing insufficient setback.
- The proposed rural residential *development* shall have direct frontage on a permanent public road maintained year-round at a reasonable standard of construction. New vehicular access to any road shall be in accordance with the requirements of authority having jurisdiction over the road, including the applicable policies.
- To recognize and conserve *heritage resources* in the agricultural areas of the County.

For the purpose of considering the creation of a non-farm rural residential lot where a landowner owns multiple non-abutting farms in Oxford County, staff are to ensure that the owner is a bona fide farmer. The Official Plan contains a definition of a "farm owner" which is defined as:

An individual, partnership, or corporation which:

- a) *Owns, is employed on, and manages an agricultural operation consisting of one or more agricultural lots;*
- b) *Earns a majority of their income from farming (the scale of the agricultural operation should be capable of generating reasonable operating profit under "normal" economic conditions);*
- c) *Spends a majority of their workday in the day-to-day operation of the farm on a full-time, year-round or extended seasonal basis;*
- d) *Demonstrates a continuing commitment to the farm operation and long-term farming, such as through sustainable farming practices, on-going farm maintenance and improvement (i.e., drainage, erosion control, soil improvement, fencing etc.), and direct investment in equipment, buildings, and crops; and,*
- e) *Must have a valid Farm Business Registration Number.*

Zoning By-law

The subject lands are currently zoned 'General Agricultural Zone (A2)' in the Township of Blandford-Blenheim Zoning By-Law. The 'A2' zone permits a variety of agriculture-related uses, including a farm, a regulated farm, and a single-detached dwelling if accessory to a farm or a

regulated farm. The 'A2' zone requires a minimum lot area of 30 ha (74.1 ac) and a minimum lot frontage of 100 m (328.1 ft). The lot to be severed would be approximately 103.5 ha (255.9 ac) in area, with a frontage of approximately 740.4 m (2,429.1 ft) on Township Road 3 and Township Road 4.

The lot to be retained is proposed to be used for non-farm rural residential purposes and will be rezoned to recognize the use of the lands accordingly. The 'Rural Residential Zone (RR)' requires a minimum lot area of 2,800 m² (30,139 ft²), a minimum lot frontage of 35 m (114.8 ft), and a minimum lot depth of 80 m (262.5 ft). The lot to be retained is proposed to have an approximate area of 0.6 ha (1.5 ac), frontage of approximately 10.4 m (34.1 ft) on Township Road 4, and a depth of 184.3 m (604.6 ft).

Following the approval of Consent Application B24-57-1, the applicants have submitted the subject Zone Change Application that would rezone the lot to be retained from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-sp).' A special provision will be required to permit a reduction of the frontage for the lot to be retained. The Zone Change Application is also proposing to rezone the lot to be severed from A2 to a A2-sp. The special provision of the A2-sp zone would prohibit any additional dwellings on the lot to be severed. The zoning would still retain the ability to have one single detached dwelling accessory to a farm on the lot to be severed.

Agency Comments

The Oxford County Public Works Department, Township Chief Building Official, Southwestern Public Health, Canada Post, and the Grand River Conservation Authority (GRCA) have indicated no concerns with the proposal.

Public Consultation

Notice of the public meeting for the proposal was circulated to neighbouring landowners on January 2, 2025 in accordance with the requirements of the Planning Act. As of the date of this report, no comments or concerns had been received from the public.

Planning Analysis

The Application for Consent, which proposes the severance of agricultural lands and the retention of a lot for non-farm rural residential use, containing an existing dwelling, has been reviewed under the policy direction of the Provincial Planning Statement (PPS) and the County Official Plan.

The applicant has provided documentation confirming ownership of two non-abutting farms in the Township of Blandford-Blenheim. The subject lands contain two single detached dwellings, both of which were constructed prior to December 13, 1995, and which are accessory to a cash crop operation. Staff are also satisfied that the applicant complies with the definition of a farm owner as per the Official Plan.

It is proposed that approximately 103.5 ha (255.6 ac) of agricultural land will be severed and would contain one single detached dwelling and accessory buildings. The lot to be severed will continue to be used for agricultural purposes, will not result in further fragmentation of agricultural land, and will continue to allow flexibility for future changes in the type of farm operation beyond its current use. The resulting agricultural lot size and configuration is consistent with the PPS and

Official Plan direction of maintaining farm parcels of adequate size to adapt to changing agricultural and economic conditions.

The lot to be retained will be approximately 0.6 ha (1.5 ac) in area and will be used for non-farm rural residential purposes. As previously outlined, the creation of a lot for a surplus residence is permitted provided that the owner owns multiple farms within Oxford County. Given the lot size, staff are generally satisfied that the proposal is consistent with the policies of the PPS regarding non-farm rural residential uses and lot creation in prime agricultural areas.

As previously outlined, the applicant is proposing a minimum frontage of 10.4 m (34.1 ft) for the lot to be retained, while the required minimum frontage for an RR zoned lot is 35 m (262.5 ft). In the opinion of staff, the developed area of the lot is sufficient to accommodate the necessary private servicing, off-street parking, and amenity space. Further, the proposal has been reviewed by the Township Director of Protective Services who has not indicated any concern with the proposed 10.4 m (34.1 ft) frontage when it comes to access to the site for the Township fire apparatuses. As such, staff are satisfied that the proposed frontage is appropriate in this instance.

The lot to be severed is proposed to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp).' The special provision for the lot to be severed would prohibit additional dwellings on the lands and would apply to all dwellings, including a second single detached dwelling, an additional residential unit, and a converted dwelling. The lands would retain the ability to have one single detached dwelling that is accessory to the farm and would allow the ability for the existing dwelling to be replaced in the future, if required.

In light of the above, it is the opinion of this Office that the proposal to sever an agricultural lot and retain a lot for non-farm residential use is consistent with the policies of the PPS and generally maintains the intent and purpose of the Official Plan. As such, Planning staff are satisfied that the proposal can be supported from a planning perspective.

The proposed amending Zoning By-Law will be brought forward for Council's consideration once the associated reference plan has been received to generate the appropriate by-law schedules.

RECOMMENDATIONS

It is recommended that the Council of the Township of Blandford-Blenheim approve-in-principle the Zone Change Application submitted by John, Derek, Valerie, and Gerry Pynenburg (File No. ZN 1-24-23) whereby the lands described as Part Lot 9 and Lot 10, Concession 3 (Blenheim), Township of Blandford-Blenheim are to be rezoned from 'General Agricultural Zone (A2)' to 'Special Rural Residential Zone (RR-sp)' and 'Special General Agricultural Zone (A2-sp).'

SIGNATURES

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



0 409 818 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

August 8, 2024



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



0 409 818 Meters



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August 8, 2024



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 - 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



0 102 205 Meters



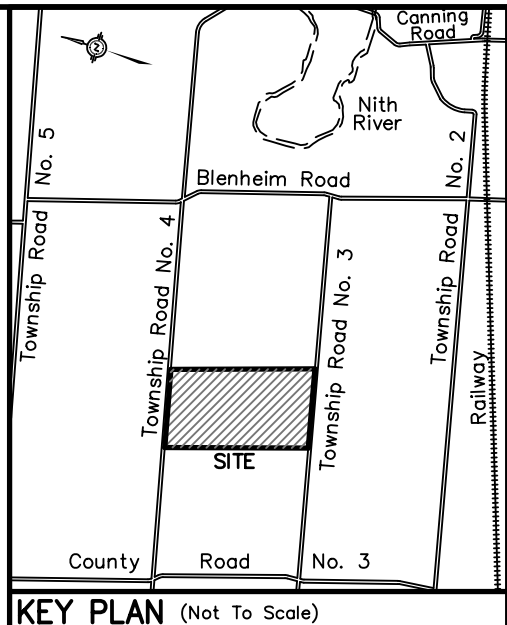
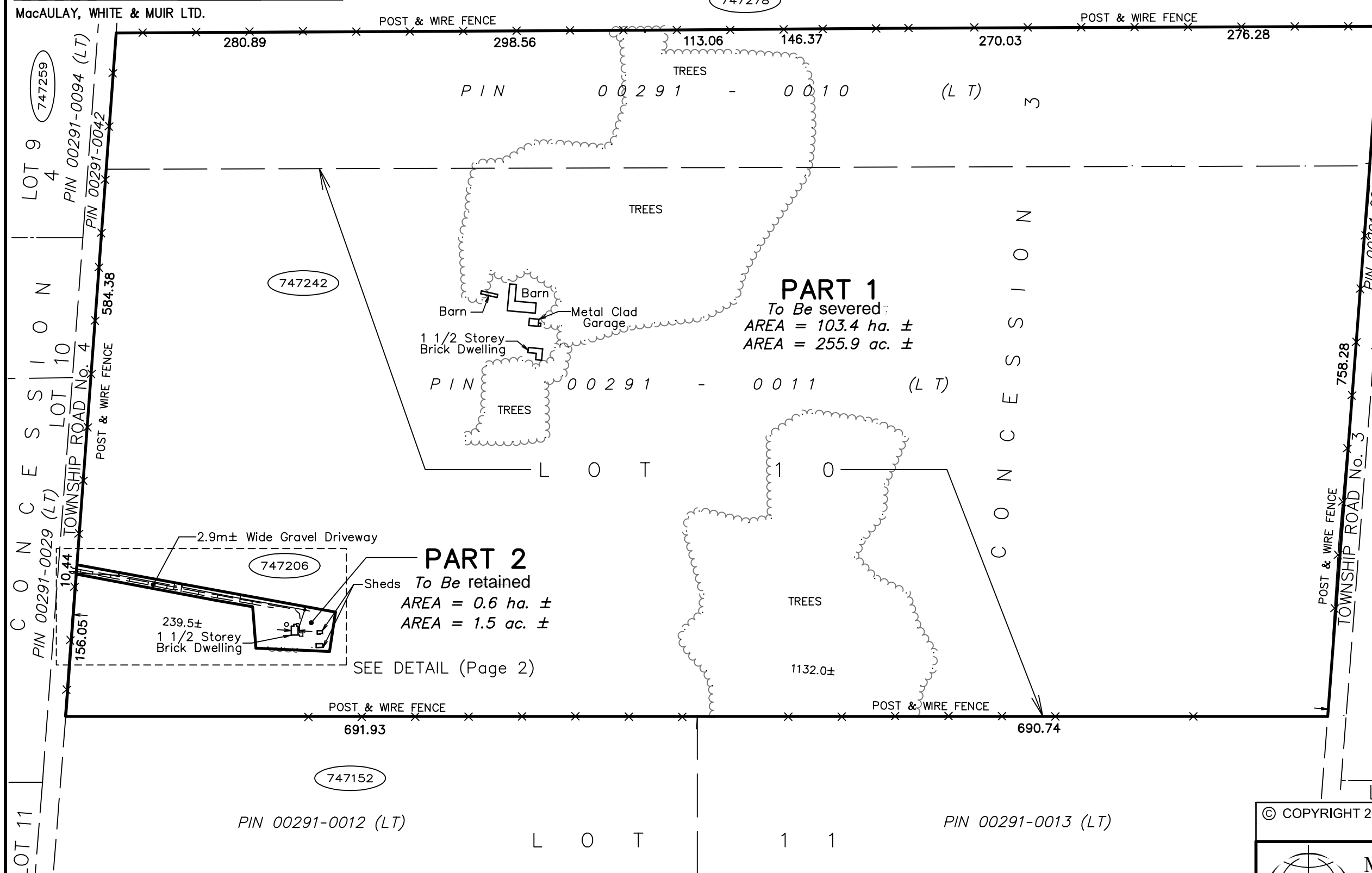
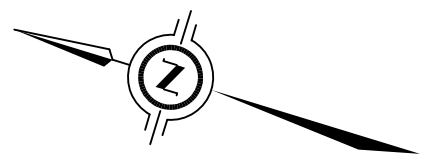
NAD_1983_UTM_Zone_17N



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August 8, 2024

PLAN PREPARED FOR CONSENT APPLICATION
747206 & 747242 TOWNSHIP ROAD 4
TOWNSHIP OF BLANDFORD-BLENHEIM
 COUNTY OF OXFORD



PART 1
 To Be severed:
 AREA = 103.4 ha. ±
 AREA = 255.9 ac. ±

PART 2
 To Be retained:
 AREA = 0.6 ha. ±
 AREA = 1.5 ac. ±

Plate 4: Applicants' Sketch
 File No. B24-57-1 (Pynenburg)
 Part Lot 9 and Lot 10, Concession 3 (Blenheim), Township of Blandford-Blenheim, 747206, 747242, and 747258 Township Road 4

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MacAulay, White & Muir Ltd.
 ONTARIO LAND SURVEYORS - CANADA LAND SURVEYORS
 A Wholly Owned Subsidiary of J.D. Barnes Limited

RPA	DRAWN
JWM	CHECKED
DATED:	
AUG 6/24	
Ref. No.	
24-50-072-00-SEV2-1	

440 HARDY ROAD, UNIT 2, BRANTFORD, ON N3T 5L8
 T: (519) 752-0040 www.jdbarnes.com

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

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change ZN 1-24-24 – Heeg Dairy Inc.

REPORT HIGHLIGHTS

- The Zone Change Application proposes to rezone the retained lot resulting from Consent Application B24-54-1 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR).' The lot to be severed will also be required to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp).'
- The related Consent Application, B24-54-1, was approved by the Oxford County Land Division Committee on October 3, 2024. The Zone Change Application is required to fulfill a condition of the consent.
- Planning staff are recommending that the application be approved as it is consistent with the Provincial Planning Statement and maintains the intent and purpose of the Official Plan with respect to farm consolidations and non-farm rural residential development in prime agricultural areas.

DISCUSSION

Background

OWNER/APPLICANT: Heeg Dairy Inc.
966178 Oxford-Waterloo Road, New Hamburg, ON N3A 4K3

SOLICITOR: Payden Shrubbs
408 Dundas Street, Woodstock, ON N4S 1B9

LOCATION:

The subject lands are described as Part Lot 3 and 4, Concession 14 (Blandford). The lands are located between Township Road 14 and Oxford-Waterloo Road, with frontage on both roads. The lands are located between Oxford Road 22 and Blandford Road. The subject lands are currently municipally addressed as 946107 Township Road 14 and 966178 Oxford-Waterloo Road.

OFFICIAL PLAN:

Schedule "B-1" Township of Blandford-Blenheim 'Agricultural Reserve'

Land Use Plan

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

Lot to be Severed:

Existing Zoning: 'General Agricultural Zone (A2)'
Proposed Zoning: 'Special General Agricultural Zone (A2-sp)'

Lot to be Retained:

Existing Zoning: 'General Agricultural Zone (A2)'
Proposed Zoning: 'Rural Residential Zone (RR)'

PROPOSAL:

The Zone Change Application proposes to rezone the retained lot resulting from Consent Application B24-54-1 from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR).' The lot to be severed is proposed to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp).'

The subject Zone Change Application proposes a special provision for the A2-sp zoning on the lot to be severed to restrict any new dwellings from being built. The zoning would still retain the ability to have one single detached dwelling accessory to a farm on the lot to be severed.

The related Consent Application, B24-54-1, was approved by the Oxford County Land Division Committee on October 3, 2024. The subject Zone Change Application is required to fulfill a condition of the related consent.

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

Plate 2, Aerial Photography (2020), provides an aerial view of the subject lands and surrounding area.

Plate 3, Aerial Photography (2020) – Zoomed In, provides an aerial view of the subject lands and surrounding area.

Plate 4, Applicant's Sketch, shows the configuration and dimensions of the lands to be severed and retained as proposed by the applicant.

Plate 5, Applicant's Sketch – Proposed Lot to be Retained, shows the configuration and dimensions of the lands to be retained and the location of the existing single detached dwelling.

Application Review

2024 Provincial Planning Statement

Section 2.3 of the PPS directs that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses include agricultural uses, agriculture-related uses, and on-farm diversified uses. All types, sizes, and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards. New land uses, including the creation of new lots, shall comply with the Minimum Distance Separation formulae (MDS I).

Furthermore, Section 2.3.4 (Lot Creation and Lot Adjustments) discourages the creation of new lots in prime agricultural areas and provides only four instances where such lot creation may be permitted, as summarized below:

- For agricultural uses, provided the lots are of a sufficient size for the type of production common in the area and are sufficiently large enough to maintain flexibility in adapting the operation in the future;
- For agricultural-related uses;
- For a surplus farm residence resulting from a farm consolidation, provided that:
 - The new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and,
 - The planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and,
- For infrastructure facilities and corridors in lieu of an easement or right-of-way.

The creation of new residential lots in prime agricultural areas shall not be permitted, except in accordance with policy 2.3.4.1(c), which permits a lot for a surplus residence subject to the area of the new lot being limited to a minimum size needed to accommodate the uses and appropriate sewage and water services.

Official Plan

The subject lands are located within the 'Agricultural Reserve' designation according to the Township of Blandford-Blenheim Land Use Plan in the Official Plan.

According to Section 3.1.1, the goal of the Agricultural Reserve policies is to ensure prime agricultural lands are preserved for food and fibre production by avoiding the fragmentation of the land base, by minimizing conflict between agricultural and non-agricultural uses, and by supporting the needs of the agricultural community by permitting land uses which are complementary to, and supportive of, agriculture.

A strategic aim of the Agricultural Reserve policies is to prevent situations of land use conflict in the agricultural designation by careful management of non-farm uses, including rural residential development, recreational uses, commercial and industrial uses, and aggregate resource extraction.

The policies of Section 3.1.5.3 (Creation of Rural Residential Lots) apply to the evaluation of non-farm rural residential *development* proposals in the following land use designations and overlays: Agricultural Reserve, Environmental Protection Area, Open Space, Future Urban Growth, and Quarry Area.

Non-farm rural residential *development* shall be considered to include both the severed and retained lots, in the case of consent, and lands subject to rezoning for residential purposes, in the case of zoning by-law amendment applications. The enlarged agricultural lot that would result from a proposed non-farm rural residential *development* through farm consolidation shall comply with the applicable policies of Section 3.1.4.2.

Notwithstanding the policies of Section 1.5, Interpretation, for the purposes of the application of the policies in Section 3.1.5.3, the numerical references and measurements are intended to be absolute.

Section 3.1.5.3 outlines that the non-farm rural residential lots outside of a settlement shall be prohibited except in accordance with the following:

- A proposal to rezone an existing industrial (with the exception of aggregate or limestone industrial), commercial, or institutionally zoned lot to a residential use, provided such lot does not exceed 1 ha (2.5 acre) in area. Where such lot is larger than 1 ha (2.5 acre) in area, consideration may only be given to rezoning for *agricultural use*, in accordance with the policies of Section 3.1.5.1; or,
- A proposal to create a lot for a *residence surplus to a farming operation* as a result of farm consolidation, provided that:
 - The proposal is to retain an existing permanent, habitable dwelling that was constructed prior to December 13, 1995, where such dwelling is contained on an agricultural lot that is to be legally consolidated with an abutting agricultural lot, to form one larger agricultural lot under identical ownership;

or,

 - The proposal is to retain an existing permanent, habitable dwelling, where the *farm owner* owns multiple agricultural lots which may or may not abut, and providing:
 - The lot containing the surplus dwelling proposed to be severed contains a minimum of 2 existing dwellings, and all such dwellings were constructed prior to December 13, 1995;
 - The resulting agricultural lot is owned by the *farm owner*, and,
 - The resulting agricultural lot is rezoned to prohibit the future construction of a new residential dwelling of any type and an agreement for such prohibition is also registered on the property title. The requirement for the Zoning By-law amendment and agreement, as noted above, shall be implemented through conditions imposed by the County's Land Division Committee at the time that provisional consent approval is given.
- The proposal shall not result in the severance of the only dwelling from an agricultural lot, except in the case of a farm consolidation involving the merger of abutting agricultural lots as one larger lot under identical ownership, where one of the agricultural lots to be consolidated is vacant, but the existing zoning would permit the construction of an accessory dwelling on that lot.
- The lands subject to the application must be zoned for *agricultural use*.

- The proposed rural residential lot shall not be located within the Quarry Area designation, or an area identified as a Limestone Resource or Sand and Gravel Resource Area.
- The proposed residential lot shall not be located within a Future Urban Growth Area.
- Non-farm rural residential lots shall be as small as is practical in order to preserve the County's agricultural land base. Severance proposals to create new or expanded lots for non-farm rural residential development will generally not exceed 0.8 ha (2 acres).
- Existing or proposed *individual on-site water services and individual on-site sewage services* are demonstrated to be adequate to serve the proposed non-farm rural residential use.
- A proposal for non-farm rural residential development shall satisfy the requirements of *MDS I*, or not further reduce an existing insufficient setback.
- The proposed rural residential *development* shall have direct frontage on a permanent public road maintained year-round at a reasonable standard of construction. New vehicular access to any road shall be in accordance with the requirements of authority having jurisdiction over the road, including the applicable policies.
- To recognize and conserve *heritage resources* in the agricultural areas of the County.

For the purpose of considering the creation of a non-farm rural residential lot where a landowner owns multiple non-abutting farms in Oxford County, staff are to ensure that the owner is a bona fide farmer. The Official Plan contains a definition of a "farm owner" which is defined as:

An individual, partnership, or corporation which:

- a) *Owns, is employed on, and manages an agricultural operation consisting of one or more agricultural lots;*
- b) *Earns a majority of their income from farming (the scale of the agricultural operation should be capable of generating reasonable operating profit under "normal" economic conditions);*
- c) *Spends a majority of their workday in the day-to-day operation of the farm on a full-time, year-round or extended seasonal basis;*
- d) *Demonstrates a continuing commitment to the farm operation and long-term farming, such as through sustainable farming practices, on-going farm maintenance and improvement (i.e., drainage, erosion control, soil improvement, fencing etc.), and direct investment in equipment, buildings, and crops; and,*
- e) *Must have a valid Farm Business Registration Number.*

Zoning By-law

The subject lands are currently zoned 'General Agricultural Zone (A2)' in the Township of Blandford-Blenheim Zoning By-Law. The 'A2' zone permits a variety of agriculture-related uses, including a farm, a regulated farm, and a single-detached dwelling if accessory to a farm or a regulated farm. The 'A2' zone requires a minimum lot area of 30 ha (74.1 ac) and a minimum lot frontage of 100 m (328.1 ft). The lot to be severed would be approximately 112.8 ha (278.8 ac) in area, with a frontage of approximately 1,475.4 m (4,840.5 ft) on Township Road 14 and Oxford-Waterloo Road.

The lot to be retained is proposed to be used for non-farm rural residential purposes and will be rezoned to recognize the use of the lands accordingly. The 'Rural Residential Zone (RR)' requires a minimum lot area of 2,800 m² (30,139 ft²), a minimum lot frontage of 35 m (114.8 ft), and a minimum lot depth of 80 m (262.5 ft). The lot to be retained is proposed to have an approximate area of 0.4 ha (1.2 ac), frontage of approximately 45.8 m (150.2 ft) on Township Road 14, and a depth of 111.8 m (366.7 ft).

Should the subject Application for Consent be approved by the Land Division Committee, the applicant will be required to submit a Zone Change Application that, in addition to rezoning the lot to be retained from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR),' would also rezone the lot to be severed from A2 to a A2-sp. The special provision of the A2-sp zone would prohibit any additional dwellings on the lot to be severed. The zoning would still retain the ability to have one single detached dwelling accessory to a farm on the lot to be severed.

Agency Comments

The Oxford County Public Works Department, Township Chief Building Official, and the Grand River Conservation Authority (GRCA) have indicated no concerns with the proposal.

Public Consultation

Notice of the public meeting for the proposal was circulated to neighbouring landowners on January 2, 2025 in accordance with the requirements of the Planning Act. As of the date of this report, no comments or concerns had been received from the public.

Planning Analysis

The Application for Consent, which proposes the severance of agricultural lands and the retention of a lot for non-farm rural residential use, containing an existing dwelling, has been reviewed under the policy direction of the Provincial Planning Statement (PPS) and the County Official Plan.

The applicant has provided documentation confirming ownership of two non-abutting farms in the Township of Blandford-Blenheim. The subject lands contain two single detached dwellings, both of which were constructed prior to December 13, 1995, and which are accessory to a cash crop operation. Staff are also satisfied that the applicant complies with the definition of a farm owner as per the Official Plan.

It is proposed that approximately 112.8 ha (278.8 ac) of agricultural land will be severed and would contain one single detached dwelling and accessory buildings. The lot to be severed will continue to be used for agricultural purposes, will not result in further fragmentation of agricultural land, and will continue to allow flexibility for future changes in the type of farm operation beyond its current use. The resulting agricultural lot size and configuration is consistent with the PPS and Official Plan direction of maintaining farm parcels of adequate size to adapt to changing agricultural conditions.

The lot to be retained will be approximately 0.4 ha (1.2 ac) in area and will be used for non-farm rural residential purposes. As previously outlined, the creation of a lot for a surplus residence is permitted provided that the owner owns multiple farms within Oxford County. Given the lot size, staff are generally satisfied that the proposal is consistent with the policies of the PPS regarding non-farm rural residential uses and lot creation in prime agricultural areas.

The subject Zone Change Application proposes to rezone the lot to be retained from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize its proposed use as a non-farm rural residential lot. The lot to be severed is proposed to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp).'

The special provision for the lot to be severed would prohibit additional dwellings on the lands and would apply to all dwellings, including a second single detached dwelling, an additional residential unit, and a converted dwelling. The lands would retain the ability to have one single detached dwelling that is accessory to the farm and would allow the ability for the existing dwelling to be replaced in the future, if required.

In light of the above, it is the opinion of this Office that the proposal to sever an agricultural lot and retain a lot for non-farm residential use is consistent with the policies of the PPS and generally maintains the intent and purpose of the Official Plan. As such, Planning staff are satisfied that the proposal can be supported from a planning perspective, subject to the recommended conditions.

The proposed amending Zoning By-Law will be brought forward for Council's consideration once the associated reference plan has been received to generate the appropriate by-law schedules.

RECOMMENDATIONS

It is recommended that the Council of the Township of Blandford-Blenheim approve-in-principle the Zone Change Application submitted by Heeg Dairy Inc. (File No. ZN 1-24-24) whereby the lands described as Part Lot 3 and 4, Concession 14 (Blandford), Township of Blandford-Blenheim are to be rezoned from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' and 'Special General Agricultural Zone (A2-sp).'

SIGNATURES

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



0 409 818 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

August 8, 2024



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
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Notes



0 409 818 Meters



NAD_1983_UTM_Zone_17N



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August 8, 2024



Legend

- Parcel Lines**
 - Property Boundary
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- 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



Lot to be Retained and zoned to RR

Lot to be Severed and zoned to A2-sp



0 102 205 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

August 8, 2024



Plate 4: Applicant's Sketch
 File No. B24-54-1 (Heeg Dairy Inc.)
 Part Lot 3 and 4, Concession 14 (Blandford), Township of Blandford-Blenheim, 946107 Township Road 14 and 966178 Oxford-Waterloo Road

Lot to be severed
(see overview map)

Lot to be
Retained

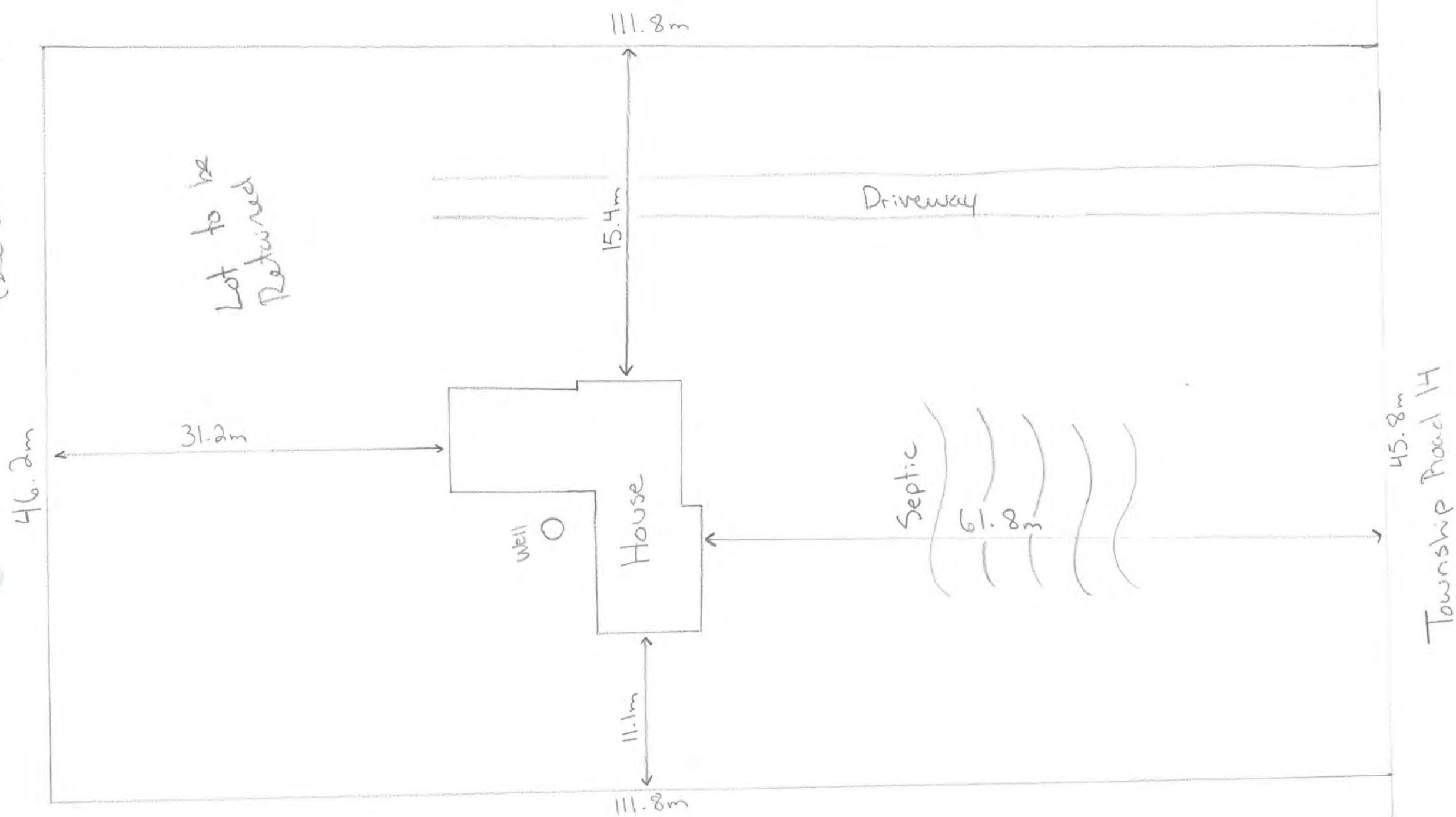


Plate 5: Applicant's Sketch - Proposed Lot to be Retained
File No. B24-54-1 (Heeg Dairy Inc.)
Part Lot 3 and 4, Concession 14 (Blandford), Township of Blandford-Blenheim, 946107 Township Road 14 and 966178 Oxford-Waterloo Road

January 12, 2025

Mayor Mark Peterson & Council Members,
Township of Blandford – Blenheim
47 Wilmot St S
Drumbo, Ontario
N0J 1G0

Re: Road Improvement Request of Township Rd 12 Gravel to Pavement Re Surface

Dear Mayor Mark Peterson & Council Members:

I am writing this letter to bring to your attention the high level of traffic and the concern of the gravel road conditions of Township Rd 12, between the paved roads of Rd 22 and Rd 5. Despite the regular maintenance efforts of your road crew, (Thank You!) of re applying fresh gravel, regular grading and calcium application, seasonally this road becomes an increasing safety hazard with regular deep rut/ pot holes, soft shoulders, soft mud and a high volume of dust. Gravel magically disappears shortly after application, with the amount of heavy farm machinery, transport/ tanker trucks and cars using this road daily. I believe it is also travelled as an alternative route if County Rd 8 is closed or as a shorten travel link to meet the south and north highway corridors (Rd 22 & Rd 5)

Currently the Road consists of:

- 18 residences
- 4 large farm operational business's
 - Stoneridge Custom Farming (2 farms), Vehof Farms Inc. (3 farms), Rathview Farms
- 1 tourist business attraction (drawing over 10,000 visitors per year) Udderly Ridiculous
- 1 small settlement, Ratho with an operational church

I would appreciate your sincere consideration in having a start to having the 12th resurfaced to pavement in the very near future. I believe the Blandford Rd from County Rd 8 to Ratho is being paved in 2026, which is wonderful news! Could it be slated in possibly additional through the budget at that time? To further my understanding, I was made aware of the perimeters and costs involved in having the surface paved from Jim Borton. Thank you Jim!

Can we put a process in place for review?

Let's have the traffic monitored in the spring (at the end meeting highway 22 and between Ratho and property 905939, to check the traffic numbers. I would also suggest a review of 2024 costs of the road maintenance. Would there be a long range cost saving in materials and labor if pavement was installed?

We look forward to hearing from you shortly on your decision.

Thank you for your review.

Sincerely

Janice (Peat) Zarzycki & Shirley Peat
Township Rd 12
R R 1 Bright Ontario

January 14, 2025

Mayor Mark Peterson & Council Members,
Township of Blandford – Blenheim
47 Wilmot St S
Drumbo, Ontario

Re: Road improvements on Township Rd 12, Bright

I understand that over the years there have been requests for road work to be completed – in particular paving or tar and chip to create something more stable and reduce the pot holes, dust, dangerous soft spots and the constant requirement & financial burden to reapply and grade gravel month after month.

We understand the Township does have a process in which roads are selected to be converted from grave, based on five factors, traffic volume, number of businesses and houses on the road, connectivity to other paved (hard surfaced roads), road readiness (base improvements, culvert replacements) and best business practices.

I am not sure how the township monitors and obtains the data to make decisions on which roads should be a priority for investment.

I would like to offer some insight into data that the council may not be aware of and (further to Janice Peat's request) we would like to advocate for Township Rd 12, Bright (between CR 22 and Ratho) to be moved up the priority list. I am not sure the dollar amount that is being spent to try to maintain the mess, but even with the recent thaw & rain the road even at this time of year was again full of potholes and muck.

We **are connected to other paved roads**. Although 4 businesses on this road doesn't seem like a lot, since opening the agritourism facility we have gone from mainly truck traffic to thousands of personal vehicles traversing this road (**satisfying your traffic volume factor**) . We have visitors to the farm coming from major city centres across Ontario and into the US. We attract what's called high value tourists - these are individuals with significant spending ability often arriving in expensive vehicles to our region, we are also attracting corporate teams from major businesses as we deliver leadership training & team building. We went from having just a **couple of thousand visitors when we opened in 2021 to near 10,000 visitors this year** and our 3-5 year plan will see this number increase 2-3 times and include more visitors from the corporate sector and increase visitors year round. We are generating money for the region as we collaborate and partner with other businesses to keep tourist dollars in the area, as well as highlighting the area to potential businesses and those looking to relocate.

I do not believe any of the other sideroads will have this significant level of traffic increase and impact.

Although our traffic comes both from Ratho and County Rd 22, the majority of people tend to reach us via County Rd 22.

Should you require any further insights or to discuss I would be happy to do so at our mutual convenience.

Thanks for your consideration,

Yours sincerely

Cheryl Haskett
Udderly Ridiculous Inc
Township Rd 12
Bright, ON, N0J 1B0

Oxford O.P.P. Detachment Board 2

Procedural By-law

WHEREAS the Township of Blandford Blenheim, Township of East Zorra-Tavistock, Township of Norwich, Township of South-West Oxford and Township of Zorra are required pursuant to Section 10(1) of the *Community Safety and Policing Act, 2019* to ensure adequate and effective policing is provided in the area for which they have policing responsibility in accordance with the needs of the population in the area and having regard for the diversity of the population in the area;

AND WHEREAS the Township of Blandford Blenheim, Township of East Zorra-Tavistock, Township of Norwich, Township of South-West Oxford and Township of Zorra have entered into a contract with the Ministry of Community Safety and Correctional Services pursuant to Section 10(1) of the *Community Safety and Policing Act, 2019* for the provision of police services for the municipality by the Ontario Provincial Police;

AND WHEREAS Section 67(1) of the *Community Safety and Policing Act, 2019* requires that there shall be an O.P.P. detachment board for each detachment of the Ontario Provincial Police that provides policing in a municipality or in a First Nation Reserve;

AND WHEREAS the Oxford O.P.P. Detachment Board 2 is required pursuant to Section 46 of the *Community Safety and Policing Act, 2019* to establish its own rules and procedures in performing its duties under the Act and the regulations.

NOW THEREFORE The Oxford O.P.P. Detachment Board 2 enacts the following Rules and Procedures:

1. DEFINITIONS

- a) "Act" means the *Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1*
- b) "Board" means the O.P.P. Detachment Board 2;
- c) "Chair" means the Chair of the Board;
- d) "Acting Chair" means a member of the Board required to act from time to time in the place and stead of the Chair or Vice Chair;
- e) "Detachment Commander" means the member of the Ontario Provincial Police assigned as Detachment Commander reporting to the O.P.P. Detachment Board 2 either permanently or in an acting capacity;

- f) “Respective Council” means the Council of the municipality in which the Councillor or Community Representative resides;
- g) “Days” means calendar days exclusive of Saturdays, Sundays, and Statutory holidays;
- h) “Member” means a member of the O.P.P. Detachment Board 2;
- i) “O. Reg.” means Ontario Regulation or Regulation Under the Community Safety and Policing Act, S.O. 2019;
- j) “Police Service” means policing provided under contract by the Ontario Provincial Police to the municipalities of Township of Blandford Blenheim, Township of East Zorra-Tavistock, Township of Norwich, Township of South-West Oxford and Township of Zorra;
- k) “Quorum” means a majority of the Members of O.P.P. Detachment Board 2 in accordance with section 43(2) of the Act;
- l) “Secretary” means the secretary of the O.P.P. Detachment Board 2;
- m) “Local policies” means written policies established by the municipalities of Township of Blandford Blenheim, Township of East Zorra-Tavistock, Township of Norwich, Township of South-West Oxford and Township of Zorra with regard to policing;
- n) “Provincial policies” means the written policies contained within OPP Police Orders or directives established by the Ontario Provincial Police for the delivery of police services;

2. APPLICATION

- a) The rules and procedures contained herein shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business before the Board and with necessary modifications in a committee of the Board.
- b) The Chair shall decide all points of order or procedure for which rules have not been provided for.

3. APPOINTMENT

- a) In accordance with Section 36 of O. Reg. 135/24 the Board shall consist of:
 - i) One member appointed by each of the following municipalities, who is a member of the council of the municipality, for a total of five members: Blandford-Blenheim Township, East Zorra-Tavistock Township, Norwich Township, South-West Oxford Township and Zorra Township;

Oxford O.P.P. Detachment Board 2 – Procedural By-law

- ii) One member who is neither a member of the council of, nor an employee of, any of the above municipalities, jointly appointed by all of the above municipalities; and
 - iii) One Member appointed by the Minister.
- b) The term of office for a member of the O.P.P. Detachment Board 2 shall not exceed two years (2).

4. OATH, TRAINING AND CONDUCT

- a) All Board Members shall, at the time of their appointment as a member of the Board, take an oath or affirmation of office in the form prescribed by the Minister.
- b) All Board Members shall successfully complete the following training:
 - i) The training approved by the Minister with respect to the role of a police service board and the responsibilities of members of a board or committee.
 - ii) The training approved by the Minister with respect to human rights and systemic racism.
 - iii) The training approved by the Minister the promotes recognition of and respect for the diverse multi-racial and multicultural character of Ontario society and the rights and cultures of First Nation, Inuit and Métis Peoples
 - iv) Any other training prescribed by the Minister.
- c) Board Members shall not exercise the powers or perform the duties of a board or committee member until the member has successfully completed the training described in Section 35 of the Act.
- d) Board Members must comply with all applicable rules of conduct – refer to Appendix 'A' – O. Reg. 409/23 Code of Conduct for O.P.P. Detachment Board Members

5. REMUNERATION

- a) The amount of remuneration to be paid to a member of an OPP detachment board appointed by the Minister shall be determined by the unanimous agreement of Blandford-Blenheim Township, East Zorra-Tavistock Township, Norwich Township, South-West Oxford Township and Zorra Township, in accordance with O. Reg. 135/24.

6. DUTIES AND RESPONSIBILITIES OF THE BOARD

- a) The Board shall be responsible for those duties as set out in Sections 37(1) and 68 (1) of the Act.
- b) The Board shall be responsible for providing annual estimates outlining the total amount required to pay the expenses of the board's operation, other than remuneration of members, as set out in Section 3 of O. Reg. 135/24,

7. ELECTION OF CHAIR AND VICE-CHAIR

- i) In accordance with Section 36 of the Act, the members of the Board shall, at the first meeting in each year, elect from amongst its members, a Chair and Vice-Chair for a term of one year.
- ii) The election of the Chair shall be conducted by the Secretary;
- iii) The election of the Vice Chair shall be conducted by the Chair;
- iv) Any votes required under this section shall be taken as described by the provision of Section 61(1) and (2) of the Municipal Act, R.S.O. which requires that each member of the Board present shall indicate his or her vote openly, and that no vote be taken by ballot or any other method of secret balloting.

8. DUTIES AND RESPONSIBILITIES OF THE CHAIR

- a) It shall be the duty and responsibility of the Chair to:
 - i) Provide a report on the activities of the Board and of the OPP as required;
 - ii) Act as the spokesperson for the policy decisions of the Board;
 - iii) Set the agenda for all Board meetings;
 - iv) Open meetings of the Board by taking the chair and calling the Members to order;
 - v) Receive and submit all motions presented by the Members;
 - vi) Put to vote all resolutions presented by the Members and announce the results;
 - vii) Decline to put to vote all motions, which infringe upon the rules and procedures or are beyond the jurisdiction of the Board;
 - viii) Enforce the observance of order and decorum at all meetings;
 - ix) Adjourn the meeting upon motion duly moved;
 - x) If deemed necessary adjourn, suspend, or recess the meeting;
 - xi) Sign all documents for and on behalf of the Board including but not limited to:
 - (1) Policies;
 - (2) Resolutions;
 - (3) Minutes;
 - (4) Agreements; and
 - (5) Protocols which the Board has approved.
 - xii) perform any other additional duties when directed to do so by motion of the Board

9. DUTIES OF THE VICE CHAIR

- a) In the event that the Chair is absent or vacant, the Vice Chair shall act in place of the Chair and shall have the same authority, rights, and powers of the Chair.

10. COMMITTEES OF THE BOARD

- a) The Board may at any time appoint two or more Members to a Committee of the Board for the purpose of delegating any of the Board's powers or delegating power to an employee of the Board who is not a member of the police service or to the Chief of Police, in accordance with Section 42 of the Act.
- b) The Committee shall report upon its work to the Board at the meeting of the Board immediately following the date of the Committee meeting or at a specified time agreed to by the Board.

11. REGULAR MEETINGS OF THE BOARD

- a) The Board shall hold at least four regular meetings each year at such place and time as may be determined by the Board.
- b) The Board shall publish notice of a meeting that is open to the public on the Board's website at least seven (7) days prior to the date of the meeting, except in extraordinary circumstances.
- c) The Chair shall preside at all meetings or in the absence of the Chair, the Vice Chair.
- d) The Chair or in the absence of the Chair, the Vice Chair may cancel a regular meeting of the Board where the Chair or Vice Chair deems such meeting not warranted however such cancellation shall not permit the Board to hold less than four regular meetings each year.
- e) If any member of the board is absent for three (3) consecutive meetings without the permission of the board, they shall be removed from the board and their respective Council shall be requested to replace the delinquent member. The Provincial Appointee is the responsibility of the Minister and if necessary, would have to be removed by the province upon the request of the board.

12. SPECIAL MEETINGS OF THE BOARD

- a) The Chair, or in the absence of the Chair, the Vice Chair, may at any time summon a special meeting of the Board and shall do so whenever requested by the majority of the Board.
- b) The Secretary shall give notice to all Members of such special meetings by whatever means deemed expedient by the Secretary.
- c) No special meeting of the Board shall be held with less than 7 days' notice to the Members, except in extraordinary circumstances.
- d) Notification to the public of a special meeting will be deemed complete when it has been published on the Board's internet site.

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- e) A meeting deemed to be In-Camera, will not require public notification.
- f) No business may be transacted at a special meeting other than that specified in the notice or agenda.

13. THE CALLING OF THE MEETING TO ORDER

- a) The Chair shall call the meeting to order as soon as possible after the time announced for the commencement of the meeting and a quorum is present.
- b) If a quorum for either a regular or special meeting of the Board is not present within 30 minutes of the time fixed for the commencement of the meeting, the secretary shall indicate that no quorum was present and the meeting shall stand adjourned until the next regular meeting or such time as determined by the Chair.

14. BOARD AGENDA

- a) The secretary shall cause an agenda to be prepared for the use of the Members at the regular meetings of the Board in the following order:
 - i) Call to order
 - ii) Approval of Agenda
 - iii) Declaration of Pecuniary Interest
 - iv) Confirm Minutes of Previous Meeting
 - v) Business Arising from the Minutes of the Previous Meeting
 - vi) Correspondence
 - vii) Delegations & Appointments
 - viii) Reports
 - ix) New Business
 - x) Adjournment
- b) The Secretary shall receive all reports and supporting materials for the agenda at least 2 days prior to the regular Board Meeting and shall consult with the Chair prior to the completion of the agenda. An item that is not included in the agenda may not be introduced at the meeting without the consent of a majority of the Members present.
- c) The Secretary shall receive every letter, petition and other communication addressed to the Board and shall:
 - i) If in the opinion of the Secretary the subject matter is properly within the jurisdiction of the Board, place it upon the agenda to be dealt with; or
 - ii) If in the opinion of the Secretary, and confirmed by the Chair, the subject matter is properly within the jurisdiction of the OPP Detachment Commander, shall refer the matter to him or her for necessary action and subsequent report to the Board.

- d) The Secretary shall provide the agenda for each regular meeting to each Member of the Board not less than two days prior to the meeting.

15. CONFLICT OF INTEREST

- a) Where a Member, either on his or her own behalf or while acting for another, has any pecuniary interest, either direct or indirect, in any matter which is the subject of consideration at a meeting of the Board shall:
 - i) prior to any consideration of the matter at the meeting, disclose the conflict of interest and general nature thereof;
 - ii) not take part in any discussion of, or vote on any question in respect of the matter; and
 - iii) not attempt in any way to influence the voting on any such matter either before, during or after the meeting
 - iv) forthwith leave the meeting for that part of the meeting during which the matter is under consideration
- b) Where the conflict of interest has not been disclosed by reason of the Member's absence from the meeting, the Member shall disclose his or her interest and otherwise comply at the first meeting of the Board immediately following the meeting in which the matter was considered.
- c) The Secretary shall record the particulars of any disclosure of interest in the minutes of the meeting.

16. HEARING OF DELEGATIONS

- a) Delegations will only be heard at regular meetings of the Board provided that the person(s) representing the delegation has provided at least 5 days written notice of the request.
- b) A request for a delegation shall include a list of the person(s) who will be appearing before the Board and provide a detailed written outline as to the content of the presentation.
- c) Unless approved by the Chair delegations shall be restricted to presentations of no more than 10 minutes.
- d) Upon receipt of the written notice the Secretary shall list the delegation on the appropriate meeting agenda.
- e) The Chair may curtail any delegation, any questions, or debate during a delegation for disorder or any other breach of this policy and, where the Chair rules that the delegation is concluded, the person(s) appearing shall immediately withdraw.

17. RULES OF DEBATE

- a) Every Member, before speaking to a question or motion, shall first receive recognition from the Chair.
- b) When a Member wishes to speak on any question, motion, or item, they shall in an orderly manner obtain the Chair's attention and the Chair shall keep a list of those Members who wish to speak. The Chair then shall recognize the Members in the order in which they came to the Chair's attention.
- c) When a member is speaking, no other Member shall pass information between any Member or the Chair, or interrupt that Member except to raise a point of order.
- d) No member shall speak to the same question or motion for more than 10 minutes, without leave of the Chair.
- e) After a question is put by the Chair, no Member shall speak to the question, nor shall any other motion be put forward until after the vote has been taken and the results declared.
- f) If a Member considers that a ruling by the Chair is not in order, an appeal may be made. In the event of an appeal, the Chair may give a brief explanation of the ruling and ask the Members "Is the ruling of the Chair upheld?" In the event of a tie vote, the ruling is upheld. The decision of the Board under this section is final.

18. MOTIONS

- a) All motions shall be duly moved and seconded before being discussed or put to a vote.
- b) The Chair shall read a motion before a vote is taken.
- c) After a motion has been moved, the mover may withdraw it at any time prior to a vote being taken.
- d) A motion properly before the Board for decision must receive disposition before any other motion can be received, except motions to:
 - i) adjourn;
 - ii) amend;
 - iii) refer;
 - iv) suspend the rules of procedure;
 - v) vote on the question.
- e) A motion to adjourn the meeting may be made at any time except when:
 - i) a Member is speaking;
 - ii) the question has been called;

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- iii) a Member has indicated to the Chair his or her desire to speak on the question;
- f) A motion to amend shall:
 - i) be relevant to the question to be decided;
 - ii) not be received if it in essence constitutes a rejection of the main questions;
- g) A motion to refer the question shall include:
 - i) the name of the Committee or other body or official to whom the question is referred; and
 - ii) the terms upon which the question is to be deferred
- h) Debate upon a motion to refer shall only be permitted on the desirability of referring the question and the terms of the referral, and no discussion of the main question or an amendment thereto shall be permitted until dealt with.
- i) No question shall be considered more than once at a meeting of the Board.

19. VOTING ON MOTIONS

- a) A motion shall be deemed to be carried when a majority of the Members present and voting have expressed their agreement.
- b) When, in the opinion of the Chair or upon the request of a Member, a question contains distinct proposals, the Chair may divide the question, and the vote upon each proposal shall be taken separately.
- c) Every Member present at a meeting of the Board when a question is put shall vote unless prohibited by statute, and the secretary shall record the name of the Member and the reason for prohibition.
- d) The secretary shall conduct the vote in a counter-clockwise direction starting on the Chair's right hand, asking the Members to indicate in favor with "yea" and opposed with "nay."
- e) The Secretary will advise the Chair of the count of the vote who in turn will announce the results.
- f) Where on any question there is a tie vote, the motion shall be deemed to have been lost.

20. PUBLIC AND IN-CAMERA MEETINGS

- a) Meetings and hearings conducted by the board shall be open to the public, subject to Section 44, and notice of them shall be published on the Internet at least seven days before the meeting.

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- b) Before holding a Meeting, the Board shall consider whether to close the meeting or part of the meeting to the public – this must be stated by resolution, including the general nature of the matter to be considered (list the matter as outlined in section c below).
- c) The Board may exclude the public from all or part of a meeting or hearing if the subject matter being considered with is:
 - i) the security of the property of the board;
 - ii) personal matters about an identifiable individual, including members of the police service or any other employees of the board;
 - iii) a proposed or pending acquisition or disposition of land by the board;
 - iv) labour relations or employee negotiations;
 - v) litigation or potential litigation affecting the board, including matters before administrative tribunals;
 - vi) advice that would be inadmissible in a court by reason of any privilege under the law of evidence, including communications necessary for that purpose;
 - vii) information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation;
 - viii) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - ix) a trade secret or scientific, technical, commercial or financial information that belongs to the board and has monetary value or potential monetary value;
 - x) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the board;
 - xi) information that section 8 of the Municipal Freedom of Information and Protection of Privacy Act would authorize a refusal to disclose if it were contained in a record; or
 - xii) an ongoing investigation respecting the police service board.
 - xiii) matters involving public security may be disclosed and, having regard to the circumstances, the desirability of avoiding their disclosure in the public interest outweighs the desirability of adhering to the principle that proceedings be open to the public; or
 - xiv) intimate financial or personal matters or other matters may be disclosed of such a nature, having regard to the circumstances, that the desirability of avoiding their disclosure in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that proceedings

be open to the public.

- d) No person other than the Members, Secretary, Detachment Commander, and other persons invited by the Chair shall attend in-camera meetings of the Board.

21. POLICIES

- a) Every policy shall be introduced upon written motion by a Member, and any number of policies may be introduced together in one motion, but the Chair may, at the request of a Member, deal separately with each.
- b) Every policy when introduced shall be in typewritten form and shall be complete with the exception of the number and the date of the policy.
- c) Every policy which has been passed by the Board shall be numbered, dated and signed by the Chair and Secretary, and shall be filed by the secretary in a secure and proper facilities.

Approved this 15th day of January, 2025.



Kevin Stewart
Chairperson



Nicole Chambers
Secretary

Appendix 'A'

ONTARIO REGULATION 409/23
CODE OF CONDUCT FOR O.P.P. DETACHMENT BOARD MEMBERS

Consolidation Period: From April 1, 2024 to the [e-Laws currency date](#).

No amendments.

This is the English version of a bilingual regulation.

APPLICATION AND INTERPRETATION

1. (1) This Regulation sets out the code of conduct with which every member of an O.P.P. detachment board must comply.

(2) For greater certainty, the existence of a good faith exception in this code of conduct does not limit the grounds on which it may be determined that a member of an O.P.P. detachment board has not contravened this code of conduct.

2. In this Regulation,

“conflict of interest” means a situation in which a member of an O.P.P. detachment board’s private interests or personal relationships place, or may reasonably be perceived to place, the member in conflict with their duties as a member of the O.P.P. detachment board; (“conflit d’intérêts”)

“personal relationship” includes, but is not limited to, a relationship with any of the following persons:

1. A current or former spouse or common-law partner of the board member.
2. A current or former intimate partner of the board member.
3. The board member’s children, including biological and adoptive children and stepchildren.
4. The legal dependants of the board member.
5. A child in the board member’s care.
6. The board member’s grandparents, parents or siblings, including grandparents-in-law, parents-in-law and siblings-in-law. (“rappports personnels”)

CONDUCT BECOMING OF A BOARD MEMBER

3. (1) A member of an O.P.P. detachment board shall not conduct themselves in a manner that undermines or is likely to undermine the public’s trust in the O.P.P. detachment board or the Ontario Provincial Police.

(2) A member of an O.P.P. detachment board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, their conduct was in the good faith performance of their duties as a board member.

4. A member of an O.P.P. detachment board shall comply with the Act and the regulations made under it.

5. A member of an O.P.P. detachment board shall not, by act or omission, conduct themselves in a manner that is likely to cause the board to fail to comply with the Act or the regulations made under it.

6. A member of an O.P.P. detachment board shall comply with any rules, procedures and by-laws of the O.P.P. detachment board.

7. A member of an O.P.P. detachment board shall not substantially interfere with the conduct of O.P.P. detachment board meetings.

Oxford O.P.P. Detachment Board 2 – Procedural By-law

8. A member of an O.P.P. detachment board contravenes this code of conduct if they are found guilty of an offence under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) that was committed after they were appointed as a member of the O.P.P. detachment board.

9. (1) A member of an O.P.P. detachment board shall not, in the course of their duties, treat any person in a manner that the member, at the time, knows or reasonably ought to know would contravene the *Human Rights Code*.

(2) A member of an O.P.P. detachment board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

10. (1) A member of an O.P.P. detachment board shall conduct themselves in a professional and respectful manner in the course of their duties including, without limitation, not using abusive or insulting language in the course of their duties.

(2) A member of an O.P.P. detachment board shall not be subject to discipline for a contravention of subsection (1) if, on a balance of probabilities, the member's conduct was in the good faith performance of their duties.

STATEMENTS AND ATTENDANCE

11. A member of an O.P.P. detachment board shall not knowingly make false statements pertaining to the duties of a member of an O.P.P. detachment board.

12. A member of an O.P.P. detachment board shall not purport to speak on behalf of the O.P.P. detachment board unless authorized by the board to do so.

13. A member of an O.P.P. detachment board shall clearly indicate when they are expressing a personal opinion when commenting on an action or omission of the O.P.P. detachment board, the Ontario Provincial Police or a member of the Ontario Provincial Police.

14. A member of an O.P.P. detachment board shall not access, collect, use, alter, retain, destroy or disclose to any person information that has been obtained by or made available to the member in the course of their duties if doing so would be contrary to law.

15. (1) A member of an O.P.P. detachment board shall not disclose to the public information obtained or made available in the course of the member's duties except as authorized by the O.P.P. detachment board or as required by law.

(2) Subsection (1) does not apply to information that was already made available to the public by a person who was authorized to do so prior to the member's disclosure.

16. A member of an O.P.P. detachment board shall attend all O.P.P. detachment board meetings unless able to provide a reasonable explanation for the absence.

MISCONDUCT AND CONFLICTS OF INTEREST

17. A member of an O.P.P. detachment board shall disclose any conduct of another member of the O.P.P. detachment board that the member reasonably believes constitutes misconduct,

(a) to the chair of the board; or

(b) if the misconduct involves the chair, to the Inspector General.

18. (1) A member of an O.P.P. detachment board shall disclose any charges laid against them under the *Criminal Code* (Canada), the *Controlled Drugs and Substances Act* (Canada) or the *Cannabis Act* (Canada) and any finding of guilt made in relation to those charges.

(2) Subsection (1) only applies to charges or findings that were made after the member's appointment to the O.P.P. detachment board.

(3) The disclosure required by subsection (1) must be made to the person or body that appointed the individual as a member of the O.P.P. detachment board.

19. A member of an O.P.P. detachment board shall not apply for employment with the Ontario Provincial Police unless they resign from the board before applying.

20. (1) A member of an O.P.P. detachment board shall promptly disclose any conflict of interest,

Oxford O.P.P. Detachment Board 2 – Procedural By-law

- (a) to the chair of the board; or
- (b) if the conflict of interest involves the chair, to the Inspector General.

(2) After making the disclosure required by subsection (1), the member shall disclose the conflict at the next meeting of the O.P.P. detachment board.

21. A member of an O.P.P. detachment board shall not use their position as an O.P.P. detachment board member to,

- (a) benefit themselves;
- (b) benefit one or more persons with whom they have a personal relationship; or
- (c) interfere with the administration of justice.

22. A member of an O.P.P. detachment board shall not participate in discussion of or voting with respect to matters at O.P.P. detachment board meetings if the member has a conflict of interest in the matter.

23. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION).

Oxford O.P.P. Detachment Board 2

Terms of Reference

1. Mandate

The O.P.P. Detachment Board 2 is an independent Civilian Oversight Board. The Board will fulfill its provincial responsibilities, as outlined in the Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1. The Board will foster accountability by acting as the intermediary to the O.P.P and to the community by making evidence-based decisions and following best practices.

2. Purpose

While it is the legislative mandate of the O.P.P. Detachment Board 2 to work with the Detachment Commander to make decisions where appropriate and submit information to the Municipal Councils in other matters in accordance with the *Community Safety and Policing Act* (CSPA), the purpose of the Board is to:

- a. Comply with the prescribed standards, if any, with respect to the exercise of its powers and the performance of its duties under the Act;
- b. Make decisions on matters within their jurisdiction and provide advice and information to Municipal Councils on specialized matters as outlined in the Act;
- c. Facilitate public input on programs and ideas when appropriate and approved by the O.P.P. Detachment Board to ensure the work of the Board is representative of the communities it serves;
- d. Make decisions in enhancing the quality of life and ensuring the safety and security of all persons and property in the community, in keeping with the Minister's Strategic Plan and the Board's strategic plan or the annual objectives and principles as established by the O.P.P. Detachment Board 2; and
- e. Conduct itself in keeping with the prescribed Code of Conduct under the CSPA (Section 35(6)) and in keeping with the O.P.P. Detachment Board 2's Procedural By-law.

3. Application

- a. The rules and procedures contained herein shall be observed in all proceedings of the Board and shall be the rules for the order and dispatch of business before the Board and with necessary modifications in a committee of the Board.
- b. The Chair shall decide all points of order or procedure for which rules have not been provided for.

4. Duties and Responsibilities

Per Section 68 (1) of the *Community Safety and Policing Act*, the O.P.P. Detachment Board 2's roles shall include:

- a. Consulting with the Commissioner regarding the selection of a detachment commander and otherwise participate in accordance with the regulations in the selection of the detachment commander;
- b. Determining objectives and priorities for the detachment, not inconsistent with the strategic plan prepared by the Minister, after consultation with the detachment commander or his or her designate;
- c. Advising the detachment commander with respect to policing provided by the detachment;
- d. Monitoring the performance of the detachment commander;
- e. Reviewing the reports of the detachment commander regarding policing provided by the detachment; and
- f. On or before June 30 in each year, providing an annual report to the municipalities regarding the policing provided by the detachment in their municipalities.

5. Authority

- a. Authority delegation is restricted to the scope described in Section 42 of the CSPA.
- b. The O.P.P. Detachment Board 2 members shall:
 - i. Ensure that all outgoing communications are in accordance with the O.P.P. Detachment Board 2's policies;
 - ii. Not communicate externally on behalf of the O.P.P. Detachment Board 2 except as authorized by the O.P.P. Detachment Board 2;
 - iii. Not post independently to social media but rather social media postings shall be forwarded to the O.P.P. Detachment Board 2 Secretary for distribution which may be shared by the O.P.P. Detachment Board 2 members;
 - iv. Not authorize any expenditures outside the O.P.P. Detachment Board 2's approved budget unless authorized by each of the municipal Councils of the O.P.P. policed communities comprised by the Board;
 - v. Have the authority to undertake special projects, or research matters that arise and that are within the scope of these Terms of Reference. The responsibility for these assignments remains with the O.P.P. Detachment Board 2 or designate.

6. Reporting

The O.P.P. Detachment Board 2 reports to the respective Municipal Councils comprising the O.P.P. Detachment Board 2 as required in accordance with the CSPA.

7. Board Composition

Unless otherwise determined by Provincial Legislation, membership shall be comprised of five (5) Council representatives based on one (1) per O.P.P. policed municipality, one (1) community representative based on one (1) from any of the five (5) O.P.P. policed municipalities, and one (1) provincial representative.

a. Qualifications of the Community Representatives

To qualify for the Community Representative on the O.P.P. Detachment Board, applicants must be eligible to vote in the respective municipality they are appointed from.

Community Representatives shall not be employees of their respective municipality.

Preference will be given to persons demonstrating knowledge or experience specific to the subject Committee / Board.

b. Appointments to the O.P.P. Detachment Board 2

- i. Appointments to the O.P.P. Detachment Board 2 shall be made in accordance with the provisions of Section 33 of the Act.
- ii. Council Appointments to the O.P.P. Detachment Board 2 shall be made by the respective municipal Council; one (1) per municipality.
- iii. Community Appointments to the O.P.P. Detachment Board 2 shall be made by the respective municipal Council; one (1) from the assigned municipality, to serve a two year term, moving to the next alphabetical municipality for the next two year term.

In considering Community Appointments, preference should be given to persons demonstrating knowledge or experience in one (1) or more of the following areas:

- a. Finance
 - b. Social Services
 - c. Education
 - d. Governance
 - e. Legal
 - f. Health Care
 - g. Mental Health
- iv. Provincial Appointments to the O.P.P. Detachment Board 2 shall be made by the Provincial Government.
- ### c. Term of Membership
- The Term of office for Council and Community Appointee on the O.P.P. Detachment Board 2 shall be concurrent with the term of Council.

The Term of office for Provincial Appointees on the O.P.P. Detachment Board 2 shall be as determined by the Provincial Government.

- d. Absence
 - i. Should any Council Representative be unable to attend O.P.P. Detachment Board 2 meetings for any period of time due to medical, emergency or other reasons, the respective municipal Council may appoint an alternate Council representative for the duration of the absence. The alternate Council representative appointed shall comply with the prescribed standards with respect to the exercise of its powers and the performance of duties under the Act. The alternate Council representative's appointment shall terminate once the original appointed Council Representative is ready to resume their responsibilities.
 - ii. Any Community Representative who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Secretary shall advise the areas Clerks so that the vacancy may be filled.
- e. Review

The composition of the O.P.P. Detachment Board 2 shall be reviewed once within each term of the Board.

8. Resignation of Representatives

- a. Any Council or Community Representatives wishing to resign shall provide their resignation in writing to the Chair (or Vice-Chair if the Chair is resigning) with a copy to the Secretary and shall notify the Clerk of their respective municipality so that a replacement may be appointed.
- b. Any Provincial Representative wishing to resign shall provide their resignation in writing to the Chair with a copy to the Secretary and shall notify the Provincial Appointments Secretariat so that a replacement may be appointed.

9. Filling Vacancies

- a. Vacancies of Council and Community Representatives shall be filled at the discretion of the respective Municipal Council and within three (3) months of the vacancy occurring.
- b. Vacancies of Provincial Representatives shall be filled at the discretion of the Province.

10. Responsible Party

The Secretary appointed by the O.P.P. Detachment Board 2 shall be responsible for all actions and financial undertakings of the O.P.P. Detachment Board 2 unless delegated otherwise by the O.P.P. Detachment Board 2 in accordance with Section 42 of the CSPA.

11. Structure

- a. Chair and Vice-Chair

In accordance with Section 36(1) of the CSPA, the Chair and Vice-Chair

shall be elected annually at the first meeting of each year by a vote of the majority of the O.P.P. Detachment Board 2 members.

In the absence of the Chair at a meeting, the Vice-Chair shall Chair the meeting. In the absence of both the Chair and Vice-Chair at a meeting, an Acting Chair shall be elected at the beginning of the meeting for the duration of that meeting.

b. Support Resources

- i. The O.P.P. Detachment Board 2 shall determine the support resources it requires to assist them with fulfilling their roles.
- ii. Recording Secretary: The Recording Secretary shall be the Secretary appointed annually by the O.P.P. Detachment Board 2 members at the first meeting each year and shall act as the Recording Secretary for the Board's meetings.

12. Procedures

- a. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to:
 - i) The CSPA and its regulations
 - ii) Code of Conduct Regulation
 - iii) The O.P.P. Detachment Board 2's
 - a. Accountability and Transparency Policy
 - b. Procedural By-law
 - c. Procurement By-law;
 - d. Terms of Reference; and
 - iv) The O.P.P. Detachment Board 2 shall review its documents once every term in the last year of the term and amend them as necessary.
- b. Any changes to the Terms of Reference require majority approval of the respective Municipal Councils.
- c. The O.P.P. Detachment Board 2 shall meet bi monthly on the third Wednesday of each month except for the months of July and December, unless otherwise determined by the O.P.P. Detachment Board and shall publish its annual meeting schedule on the Joint Rural Detachment Board website. Meetings shall be held at the area municipalities, rotating location in alphabetical order.
- d. Unless excluded by legislation, all O.P.P. Detachment Board 2 members eligible to vote, including the Chair, shall vote.
- e. The O.P.P. Detachment Board 2 may solicit, document and consider public input where appropriate.

- f. The agenda shall be distributed and posted at least seven (7) days before the O.P.P. Detachment Board 2 meetings on the O.P.P. Detachment Board 2 website.
- g. The minutes shall be posted once approved by the O.P.P. Detachment Board 2, in a timely fashion on the O.P.P. Detachment Board 2 website.
- h. The approved minutes, signed by the Chair and Secretary, shall be provided to the area Clerks of the for official record keeping. With respect to the last meeting prior to an election, the minutes shall be approved per the O.P.P. Detachment Board 2 Procedural By-law.

13. Financial

The O.P.P. Detachment Board 2's annual budget shall be approved by each of the Municipal Councils of the O.P.P. policed communities comprised by the Board in accordance with Section 71(2) of the CSPA.

The Secretary shall present a year-end financial report to the O.P.P. Detachment Board, which once approved by the Board, shall be forwarded to each of the Municipal Councils of the O.P.P. policed communities comprised by the Board.

14. Quorum

Greater than 50% of the O.P.P. Detachment Board 2 members eligible to vote and not excluded by legislation shall constitute quorum.



Oxford O.P.P. Detachment Board 2

MINUTES of the Meeting held on

November 18, 2024

The Oxford O.P.P. Detachment Board 2 met at the Township of East-Zorra Tavistock Municipal Office in Council Chamber at 2:00 p.m. on Monday, November 18th, 2024.

Present: Councillor Gillespie (Ezt), Councillor Stewart (Zorra), Mayor Mayberry (SWOX), Mayor Peterson (BB), S/Sgt Rafal Schubert (O.P.P.), Tracy Litt (Community Appointee, BB), Will Jaques (Community & Recreation Services Manager, Ezt) and Nicole Chambers (Secretary)

Regrets: Councillor Gear (Norwich) and Anthony Hymers (O.P.P.)

1. **Oath of Office (Ontario Regulation 268/10)**
2. **Call the Meeting to Order**

The meeting was called to order at 2:00 p.m. by Secretary Nicole Chambers and a quorum was present.

3. **Appointment of Recording Secretary:**

Moved by: David Mayberry
Seconded by: Mark Peterson

RESOLVED that the Oxford O.P.P. Detachment Board 2 appoints Nicole Chambers as Recording Secretary for a term of one year, concluding on December 31, 2025.

CARRIED

4. **Election of Chair**

Moved by: David Mayberry
Seconded by: Matthew Gillespie

RESOLVED that the Oxford O.P.P. Detachment Board 2 elects Kevin Stewart as Chair for a term of one year, concluding on December 31, 2025.

CARRIED

5. Election of Vice Chair:

Moved by: David Mayberry
Seconded by: Tracy Litt

RESOLVED that the Oxford O.P.P. Detachment Board 2 elects Mark Peterson as Vice Chair for a term of one year, concluding on December 31, 2025.

CARRIED

6. Approval of Agenda:

Moved by: David Mayberry
Seconded by: Tracy Litt

RESOLVED that the Oxford O.P.P. Detachment Board 2 approves the agenda for the November 18, 2024 meeting, as printed and circulated.

CARRIED

7. Pecuniary Interest:

No member of the Board makes a declaration of pecuniary interest or the general nature thereof.

8. Confirm Minutes:

Moved by: David Mayberry
Seconded by: Matthew Gillespie

RESOLVED that the Oxford O.P.P. Detachment Board 2 approves the minutes from the October 1, 2024 Selection Committee meeting, as printed and circulated.

CARRIED

9. New Business

9. (a) Membership Purchase

Moved by: Matthew Gillespie

Seconded by: Tracy Litt

RESOLVED that the Oxford O.P.P. Detachment Board 2 authorize taking out a membership in the Ontario Association of Police Service Boards (OAPSB) and OAPSB Zone 4.

CARRIED

9. (e) Meeting Schedule

Moved by: Mark Peterson

Seconded by: Matthew Gillespie

RESOLVED that the Oxford O.P.P. Detachment Board 2 approve the 2025 Meeting Schedule, as amended;

AND FURTHER THAT the meeting schedule is provided to the Clerks of The Township of Blandford-Blenheim, Township of East Zorra-Tavistock Township, Township of Norwich, Township of South-West Oxford and Township of Zorra as information.

CARRIED

9. (b) Terms of Reference

Moved by: Tracy Litt

Seconded by: Mark Peterson

RESOLVED that the Oxford O.P.P. Detachment Board 2 approve in-principle the Terms of Reference and Procedural By-law, as amended;

AND FURTHER THAT the Terms of Reference and Procedural By-law are circulated to the Councils of the Township of Blandford-Blenheim, Township of East-Zorra Tavistock, Township of Norwich, Township of South-West Oxford and Township of Zorra for information.

CARRIED

9. (c) Budget Estimate

Moved by: Mark Peterson

Seconded by: Tracy Litt

RESOLVED that the Oxford O.P.P. Detachment Board 2 prepare the following estimate of the board's operation expenses for 2025 (in accordance with O. Reg. 135/24);

AND FURTHER THAT these costs be shared equally by Blandford-Blenheim Township, East Zorra-Tavistock Township, Norwich Township, South-West Oxford Township and Zorra Township:

Insurance: \$8,750

Conferences: \$2,500

Mileage: \$500 (for community appointee, conferences and zone meetings - mileage for other members is to be submitted to originating municipality for consideration as per respective municipal policy)

Admin Support: \$1,500

Memberships: \$4,200

Total: \$17,450 (\$3,490 per municipality)

CARRIED

9 (d) Remuneration

Moved by: David Mayberry

Seconded by: Mark Peterson

RESOLVED that the Board propose an amendment to the suggested remuneration of \$150.00 per meeting, per member and \$150.00 per diem for conferences and zone meetings, to include a \$200.00 per meeting rate for the Chair of the Board;

AND FURTHER THAT this proposed amendment be provided to the Councils of the Township of Blandford-Blenheim, Township of East Zorra-Tavistock, Township of Norwich, Township of South-West Oxford and Township of Zorra for their consideration.

CARRIED

10. Delegations and Appointments

No items

11. Reports

Direction was provided to the Secretary to contact Mr. Hymers regarding the format and content of the O.P.P. Detachment Commander's reports.

12. Correspondence

No items

13. Other Business

No items

14. Adjournment

Moved by: David Mayberry
Seconded by: Mark Peterson

RESOLVED that the Board does now adjourn at 2:40 p.m.;

AND FURTHER THAT the Board meet on Wednesday, January 15th, 2025 at 1:00 p.m. at the Township of Norwich Municipal Office.

CARRIED



Councillor Stewart, Chair



Nicole Chambers, Secretary

From:

To:

Cc: Council Report: PW 2024-44 Curbside Collection Contract Award

Subject: January 9, 2025 3:25:08 PM

Date: [PW 2024-44 Curbside Collection Contract Award_AMENDED.pdf](#)

Attachments: [PW 2024-44 Resolution No 19 January 8 2025.pdf](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

Please be advised that Oxford County Council, at its meeting held on January 8, 2025, adopted the following recommendations (as amended in red text below through resolution no. 19) contained in Council Report PW 2024-44, entitled "*Contract Award – Curbside Waste Collection and Organics Processing*":

1. That County Council award Contract WM-02-2024 to Emterra Environmental for a period of seven years commencing May 1, 2027 for the provision of curbside garbage, source separated organics, and large item collection services as outlined in Report PW 2024-44;
2. And further, that County Council authorize an updated service level for curbside waste collection that includes a 6-day collection cycle (Scenario 5) with County-wide co-collection of garbage and source separated organics and once annual large item collection;
- ~~3. And further, that County Council authorize a two-bag garbage limit per collection day as part of the updated service level for curbside waste collection services;~~
4. And further, that County Council authorize continuation of curbside collection services by the City of Woodstock and the Township of South-West Oxford on behalf of the County based on updated service levels and that is financially capped to contract pricing received by the County for these respective collection areas;
5. And further, that County Council authorize early commencement of source separated organics collection within the City of Woodstock **and the Township of South West Oxford** starting in 2026 including early procurement of green bins in 2025 and 2026 in the amount of \$1.7 million dollars to be funded from the Landfill and Waste Diversion Reserve;
6. And further, that County Council authorize single source award of source separated organics processing to Generate Upcycle commencing in 2026 and extending to 2034, based on contract terms as outlined in Report PW 2024-44;
7. And further, that Council authorize the Chief Administrative Officer and the Director of Public Works to execute all documents related to contact award with Emterra Environmental and Generate Upcycle, and municipal service agreements with the City of Woodstock and the Township of South-West Oxford.

Attached is a copy of the report and the resolution for reference. Please distribute to members of Council for their information, and/or any appropriate staff.

Please let us know if you have any questions or require further information.

Kind Regards,

LAURA HAMULECKI (She/Her/Hers) | Administrative Assistant
Public Works, Oxford County
519.539.9800 x 3110

REPORT TO COUNTY COUNCIL

Contract Award - Curbside Waste Collection and Organics Processing

To: Warden and Members of County Council

From: Acting Director of Public Works

**SEE AMENDED RESOLUTION -
NO. 19, JAN 8, 2025**

RECOMMENDATIONS

1. That County Council award Contract WM-02-2024 to Emterra Environmental for a period of seven years commencing May 1, 2027 for the provision of curbside garbage, source separated organics, and large item collection services as outlined in Report PW 2024-44;
2. And further, that County Council authorize an updated service level for curbside waste collection that includes a 6-day collection cycle (Scenario 5) with County-wide co-collection of garbage and source separated organics and once annual large item collection;
- ~~3. And further, that County Council authorize a two-bag garbage limit per collection day as part of the updated service level for curbside waste collection services;~~
4. And further, that County Council authorize continuation of curbside collection services by the City of Woodstock and the Township of South-West Oxford on behalf of the County based on updated service levels and that is financially capped to contract pricing received by the County for these respective collection areas;
5. And further, that County Council authorize early commencement of source separated organics collection within the City of Woodstock **and the Township of South West Oxford** starting in 2026 including early procurement of green bins in 2025 and 2026 in the amount of \$1.7 million dollars to be funded from the Landfill and Waste Diversion Reserve;
6. And further, that County Council authorize single source award of source separated organics processing to Generate Upcycle commencing in 2026 and extending to 2034, based on contract terms as outlined in Report PW 2024-44;
7. And further, that Council authorize the Chief Administrative Officer and the Director of Public Works to execute all documents related to contract award with Emterra Environmental and Generate Upcycle, and municipal service agreements with the

City of Woodstock and the Township of South-West Oxford.

REPORT HIGHLIGHTS

- The purpose of this report is to seek County Council authorization for contract award of curbside waste collection services (2027-2034) and organics processing based on Scenario 5 that will include County-wide co-collection of garbage and source separated organics (SSO) on a 6-business day collection rotation.
- Commencement of the SSO collection in the City of Woodstock (Woodstock) is proposed to start in 2026 with a County-wide rollout in 2027.
- A two bag garbage limit is also proposed to promote participation in waste diversion programs (SSO, recycling, yard waste, etc.) to advance landfill waste diversion and future landfill surface emissions that contribute to green house gases (GHG) and climate change.

IMPLEMENTATION POINTS

Following approval of the recommendations contained in this Report and confirmation by the Township of South-West Oxford (SWOX) and Woodstock regarding service levels and upset cost limits, contracts will be executed with Emterra Environmental (Emterra) for curbside waste collection services (2027-2034) and Generate Upcycle for SSO processing. Updates to municipal service agreements with SWOX and Woodstock will also proceed.

A subsequent report to County Council in Q1 2025 will present contract amendments associated with the current curbside collection contract to address changes to the municipal blue box program including collection of non-eligible sourced (NES) recycling as part of the current and new collection contract starting in 2027, for Council's consideration and approval.

A bag tag sustainability review will also be presented to County Council in Q1 2025 regarding changes to fee structure to address declining bag tag revenues because of current and future increased waste collection costs.

County and Woodstock staff will collaborate to develop a work plan for implementation of SSO collection within Woodstock starting in 2026 to ensure a smooth transition for residents and that will be shared with County Council for information.

Financial Impact

Program costs for scenarios that were carried in the RFP for curbside waste collection services 2027-2034 are detailed in Attachment 1 and include RFP collection costs, SSO processing costs, one-time capital expenses for procurement and distribution of residential SSO carts (green bins), and the recommended provisional collection option (two-bag limit) for each scenario. Collection costs for each scenario include County-wide collection areas that will serve as upset cost limits for municipal service agreements with SWOX and Woodstock. SSO

processing costs include unit pricing (\$/tonne) negotiated with Generate Upcycle and are based on estimated quantities as well as daily transportation from the Oxford County Waste Management Facility (OCWMF) to Generate Upcycle’s facility in Blandford-Blenheim Township. Overall program costs for each scenario are summarized in Table 1 and shows the break even point for bag tag user fees and the levy impact to fund SSO collection and processing from taxation.

Table 1: Summary of Program Costs for Collection Scenarios 1 – 6

	Scenario 1	Scenario 2	Scenario 3	Scenario 4	Scenario 5	Scenario 6
Base Contract Collection Operating Costs (Year 1)	\$7,969,277	\$7,449,016	\$6,857,335	\$6,927,161	\$6,261,503	\$6,214,257
Base SSO Processing and transportation Costs (Year 1)	1,232,150	825,624	1,232,150	825,624	1,232,150	825,624
One-time Expenses <i>Organic Collection Bins</i>	1,695,453	1,142,828	1,695,453	1,142,828	1,695,453	1,142,828
Total Costs	10,896,880	9,417,468	9,784,938	8,895,613	9,189,106	8,182,709
Levy Impact - Current funding model – Recycling, SSO and Large Article						
Incremental County levy \$	\$4,086,809	\$3,189,778	\$3,530,838	\$2,928,850	\$3,232,922	\$2,572,399
Incremental County levy %	4.9%	3.8%	4.3%	3.5%	3.9%	3.1%
Bag Tag Impact – Current funding model – Garbage Collection Only						
Current Bag Tag Price	\$2.00					
Bag Tag 2025 Budget Break Even	\$2.39					
Estimated New Program Bag Tag Break Even	\$3.02	\$2.86	\$2.69	\$2.71	\$2.51	\$2.51

Note: Year 1 base operating costs are subject to CPI and fuel price adjustments in Years 2-7

Figures in Table 1 are subject to the waste collection program remaining fully funded from bag tag fees. The levy impact will increase if bag tag prices are not set to at least the break-even price point.

Commencement of SSO collection within Woodstock starting in 2026 will require early procurement of collection carts (green bin) in 2025 and 2026 and be ordered in bulk based on the County-wide SSO program (approximately \$1.7mil) however; only the carts required for Woodstock in will be received in 2025.

Estimated 2026 operational budget impacts in 2026 with regards to SSO collection within Woodstock are summarized in Table 2.

Table 2: 2026 Budget Impacts – Woodstock Waste Collection

	2027 Pricing (Exclusive of HST)	Deflated to 2026 (Upset Limit)	2025 Budget	2026 Budget Increase (Upset Limit)
Collection Costs – City of Woodstock	\$1,980,212	\$1,922,536	\$1,741,750	\$180,786
Large Article – City of Woodstock	100,696	97,763	50,200	47,563
SSO Processing	470,003	464,345	-	464,345
Less: Net Recycling Processing Costs	-	-	523,280	(523,280)
Reduction in Tipping Fee revenues <i>(Less revenues on levy offset by lower expenses for bag tags)</i>	-	271,035	-	-
Reduction in Bag Tag Revenues	-	201,866	-	201,866
Total 2026 Budget Impact	\$2,550,911	\$2,957,545	\$2,315,230	\$371,280
<i>Levy</i>				<i>365,581</i>
<i>Bag Tag</i>				<i>5,699</i>

Note: contract costs have been deflated by 3% to align with 2027 pricing in the RFP

Communications

A copy of this report will be circulated to Area Municipalities for their information.


A comprehensive communication plan will be developed regarding updated service levels for curbside waste collection services including pending changes to the bag tag fee structure and early commencement of SSO collection within Woodstock, and is expected to include Speak Up Oxford, Podcasts, Social Media and mailout notifications.

2023-2026 STRATEGIC PLAN

Oxford County Council approved the [2023-2026 Strategic Plan](#) on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council’s vision of “Working together for a healthy, vibrant, and sustainable future.” These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendations in this report supports the following strategic goals.

Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
	Goal 2.2 – Preserve and enhance our natural environment	Goal 3.1 – Continuous improvement and results-driven solutions Goal 3.2 – Collaborate with our partners and communities

See: [Oxford County 2023-2026 Strategic Plan](#)

DISCUSSION

Background

Through Report [PW 2024-23](#), as amended, County Council authorized the release of Request for Proposal (RFP) procurement documents for a residential curbside collection program for garbage, source separated organics (SSO), large items, and recycling from non-eligible sources (NES) for a seven-year term to commence in 2027.

The County’s proposed curbside waste collection program and optional collection scenarios were developed based on public feedback, industry best practices/municipal comparators, and consultation with Area Municipality (Woodstock, SWOX) staff. Specifically, the following collection options were approved by County Council and carried forward for further consideration through the RFP process:

- Five-day collection cycle with weekly organics and weekly garbage
- Five-day collection cycle with weekly organics and bi-weekly garbage
- Six-day collection cycle with co-collection of garbage and organics collection
- Urban only vs County-wide source separated organics (SSO) collection
- Both manual and automated collection methods
- Organics collection of food and organic material, excluding diapers, pet waste, yard waste
- Two garbage bag limit per collection
- No statutory holiday collection
- Collection and processing of NES recycling

Staff was further authorized to negotiate service contract amendments with the County's current curbside collection and recycling processing contractor (Emterra) for services from May 2025 to April 2027 to accommodate the transition of the municipal blue box program to Extended Producer Responsibility (EPR) on December 31, 2025 and potential collection of recycling material from non-eligible sources (NES), for Council's further consideration and approval.

In support of initial implementation of a potential SSO collection program, County Council also authorized staff to negotiate pricing with a local vendor for processing of collected SSO material starting May 2027 for a seven year term, that would involve direct haul and eliminate the need for capital infrastructure investment (i.e. transfer station), while feasibility of a County-owned SSO processing facility is investigated for potential future implementation by 2034.

[Request for Proposals – Curbside Waste Collection Services \(2027 – 2034\)](#)

Competitive RFP procurement documents for curbside waste collection services (2027 – 2034) were posted to the open market through the County's electronic bidding system. A total of six collection scenarios were included in the RFP to account for the various collection options as noted above.

The six scenarios summarized below in Table 3 include curbside waste collection services in all eight Area Municipalities with Woodstock and SWOX identified as optional collection areas.

Table 3: Curbside Collection Scenarios

Collection Scenario	Collection Cycle	Garbage Collection	SSO Collection
1	5-day	Weekly	Weekly – County-wide
2	5-day	Weekly	Weekly – Urban only
3	5-day	Bi-weekly	Weekly – County-wide
4	5-day	Bi-weekly – Urban Weekly – Rural	Weekly – Urban only
5	6-day	Weekly	County-wide
6	6-day	Weekly	Urban only

Note 1: Urban = Woodstock, Tillsonburg, Ingersoll
 Note 2: Each scenario includes once annual large item collection

Financial submissions were comprised of base bid pricing for each of the six collection scenarios and were included as part of the financial evaluation but excluded pricing for other collection options listed below that were identified in the RFP as provisional items.

- Automated (cart tippers) collection
- Two bag garbage limit
- 25%, 50%, and 100% Green Fleet
- NES blue box collection (Urban areas only vs County-wide)

Early Commencement of SSO Program in Woodstock

After further discussion with Woodstock staff, implementation of SSO collection within Woodstock starting in 2026 is being proposed to avoid stranded assets and surplus staff resources resulting from the expiration of the municipal Blue Box program on December 31, 2025.

Collection vehicles owned by Woodstock that are currently used for recycling collection could be retrofitted for co-collection of garbage and SSO, eliminating the necessary lead time required for vehicle procurement under contracted services, and thus allowing for early commencement of an organics program within Woodstock. This would also be contingent on renewal of the waste management service agreement between the County and Woodstock for continuation of waste collection services.

Bag Tag Sustainability Review

County Council was advised of declining bag tag reserves in report [CS 2024-28](#) regarding the Fees and Charges By-law Update, where since 2021, waste collection expenses have outpaced revenues, resulting in a depletion of the reserve below the target balance.

To continue with the direction of a full user pay system, bag tag fees will need to increase in 2025 to address the trending decline, and in preparation for further cost increases anticipated with contract award for curbside collection services from 2027 to 2034.

Amendments to Current Curbside Collection Contract

Staff was further authorized to negotiate contract amendments with the County's current collection and recycling processing Contractor (Emterra), to accommodate transition of the Blue Box program to Producer responsibility (January 1, 2026), and potential recycling collection from NES.

Negotiations with Emterra in this regard are ongoing and will be presented to County Council for approval following contract award of curbside collection services starting in May 2027. Emterra has agreed to honour current pricing (status quo) for collection services until the end of 2025 but has requested to wait until the outcome of the County's contract award before confirming amended contract pricing for services from January 2026 to April 2027.

Emterra was recently awarded the recycling collection contract for the Oxford catchment area on behalf of the Producers as part of the provincial Common Collection System (CCS), which may offer a potential opportunity for co-collection of garbage and recycling (eligible sources) within Oxford County; however, the outcome of the County's contract award would potentially affect Emterra's resourcing requirements and associated investment decisions should they be the successful Contractor.

Comments

The RFP for curbside waste collection services (2027-2034) resulted in submissions from the following Vendors:

- Emterra Environmental
- Miller Waste Systems

Both Vendors advanced to the financial evaluation stage after scoring of their respective technical submissions by staff, with Emterra receiving the highest combined score (technical and financial) for each of the six collection scenarios that were carried in the RFP.

As a result of the RFP submission evaluation, Emterra is being recommended for contract award, which also requires identification of one of six collection scenarios along with inclusion/exclusion of the following provisional collection options:

- Woodstock and SWOX collection areas
- Automated (cart tippers) collection
- Two bag garbage limit
- 25%, 50%, and 100% Green Fleet
- NES blue box collection (Urban areas only vs County-wide)

Curbside Collection Scenarios and Collection Options

The six collection scenarios carried in the RFP included different collection cycles (5-day vs 6-day), garbage collection frequencies (weekly, bi-weekly, 6-day) and SSO collection areas (County-wide vs Woodstock/Tillsonburg/Ingersoll (Urban) only) along with provisional collection options. Collection scenarios were assessed based on overall program expenses, environmental benefits, and continuity of service, as further described below.

SSO Collection Areas (County-wide vs Urban Only)

Implementation of a County-wide SSO collection program versus in Urban areas only is recommended to comply with provincial policy and legislative requirements, as well as the following operational and environmental benefits:

- Advances organic waste diversion and extends the overall lifespan of the County's landfill site;
- Reduces future landfill methane emissions through diversion of food and organic waste;
- Provides a consistent level of service County-wide; and
- Allows for reduction in garbage collection frequency.

County-wide SSO collection would serve residents in rural villages where participation is expected to be similar as in the three Urban municipalities. Potential concerns with reduced SSO participation in the rural areas can be addressed through reduced garbage collection frequency, bag limits, and the existing user fee (bag tag) program.

Public feedback received through the online survey in Q1 2024 (Report PW 2024-23) indicated support from the majority (58%) of Rural respondents for an SSO collection program. The municipal comparator analysis also found that most municipalities with an SSO collection program included rural areas, and those that didn't, ultimately expanded collection to rural residents.

Collection Cycles/Frequency

In consideration of staff's recommendation to implement a County-wide SSO collection program as noted above, Scenarios 1, 3 and 5 were evaluated further. Scenario 1 and 3 both include a 5-day collection cycle with weekly and biweekly garbage collection respectively. Scenario 5 is based on a 6-day collection cycle with co-collection of garbage and SSO on each collection day.

County-wide SSO collection would afford reduction in garbage collection frequency through bi-weekly collection (Scenario 3) or 6-day collection cycle (Scenario 5), whereas the content of the black bag is reduced through removal of food and kitchen waste and serves as an incentive for SSO participation.

A 5-day collection cycle would be most familiar to residents and provides collection on the same day every week except when a Statutory Holiday occurs as depicted in Figure 1.

A 6-day collection cycle may cause some confusion for residents initially until they become accustomed to the program as their collection day will change each week. A 6-day collection would skip statutory holidays without the need for Saturday collection as shown in Figure 2 and would also reduce the number of annual collections by approximately 10.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1							
Week 2							
Week 3							
Week 4		Holiday					

Figure 1: Typical Five Business Day Collection Cycle

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1							
Week 2							
Week 3		Holiday					
Week 4							
Week 5							
Week 6							

Figure 2: Typical Six Business Day Collection Cycle

Program Costs

Curbside collection program expenses include contract collection costs (RFP base bid pricing) as well as SSO processing costs, and one-time capital costs for the procurement of collection carts (green bin) for residents. Detailed financial assessment for each collection scenario is provided in Attachment 1 and also ranked below:

- Scenario 1 is the highest cost collection option with 5-day weekly garbage and County-wide SSO collection
- Scenario 6 is the lowest cost collection option with 6-day co-collection of garbage and SSO in Urban areas and garbage only in Rural areas
- Scenario 5 is the second lowest cost collection option with 6-day co-collection of garbage and SSO County-wide
- Scenario 3 is the third lowest cost collection option with weekly SSO and bi-weekly garbage County-wide
- Scenario 5 and Scenario 3 are the lowest and second lowest cost collection options, respectively, that provide County-wide SSO collection

**Note – once Large Item collection is common to all collection scenarios*

The following provisional collection options would result in a potential extra cost or credit to the contract collection costs, as applicable.

Two-Bag Garbage Limit

A two-bag limit for garbage is intended to promote participation in SSO and other waste diversion programs and can reduce overall contract collection costs as well as individual user fees (bag tags).

According to the online survey conducted in Q1 2024, 63% of respondents indicated they set out one bag of garbage on average at a time, followed by 28% indicating they set out two bags of garbage under the current program. Garbage setouts would be further reduced with implementation of a County-wide SSO program.

Automated Collection

Automated collection (cart tippers) involves mechanical lifting devices on collection vehicles to empty SSO and garbage carts and is an industry trend that provides collection efficiencies and reduces musculoskeletal injuries of collection Drivers through manual collection. The use of automated collection would result in a contract cost increase for Scenario 2, 5, and 6 and a cost deduction for Scenario 1, 3, and 4.

Automated collection would require a significant one-time capital investment ranging from \$3.4 to \$3.8 million for the procurement of garbage and larger SSO carts, as well as outfitting of collection vehicles.

Green Fleet

The Green Fleet option included in Emterra's RFP submission provides for the use of Renewable Diesel Fuel (RDF) in collection vehicles and would result in an annual contract cost increase for each scenario.

This option has limited environmental benefit as the reduction in GHG emissions is at the source rather than at the tailpipe and would not contribute to the County's Renewable Energy Action Plan (REAP).

Preferred Collection Scenarios and Collection Options

The two short listed preferred collection scenarios identified by staff are Scenario 3 and Scenario 5 being the two lowest cost options that provide County-wide SSO collection with reduced garbage collection frequency to promote SSO participation.

Scenario 5 (6-day) as the lowest cost option with County-wide SSO collection is recommended for contract award as it provides more frequent garbage collection than Scenario 3 but is still reduced compared to weekly collection. A two-bag limit is also recommended along with Scenario 5 to promote participation in SSO and other waste diversion programs (recycling, yard waste, etc).

Collection Services by Woodstock and SWOX

It is anticipated that Woodstock and SWOX will continue to provide curbside collection services on the County's behalf, in which case their respective service areas will be excluded from Emterra's proposed contract award, with the exception of annual large item collection in SWOX. Following Council's authorization of contract award and applicable collection options, staff will confirm with Woodstock and SWOX that they can provide cost competitive collection services.

Staff further recommends that Woodstock and SWOX provide the same updated level of service to ensure consistency that will improve effectiveness of promotion and education campaigns without varying programs and conflicting messaging.

Early Commencement of SSO Program in Woodstock

Early commencement of SSO collection program in Woodstock starting in 2026 is recommended as a phased-in approach for an ultimate broader County-wide SSO program and to utilize stranded assets and resources as a result of changes to the municipal blue box program.

This will require a coordinated effort between the County and Woodstock to ensure a smooth transition for SSO implementation and will benefit rollout to the remainder of the County in 2027.

SSO Processing

Staff has negotiated contract pricing for Generate Upcycle (formerly Stormfisher) in Blandford – Blenheim Township to receive and process SSO material based on unit pricing (\$/tonne). Collected SSO would be delivered to the Oxford County Waste Management Facility (OCWMF) and transported daily to Generate Upcycle's facility on Oxford Road 29 near the Highway 401 access.

The County's transfer station currently being used for the storage of collected blue box material and wastewater biosolids will be used for daily storage of collected SSO that will require an amendment to the existing Environmental Compliance Approval (ECSA) to allow for this change in use.

Non-eligible Sourced (NES) Blue Box Collection

Emterra's RFP submission includes provisional pricing for curbside collection of recycling from NES for both County-wide vs urban areas only. Other NES program costs include transportation and net processing costs as shown in Attachment 1.

Staff will continue to negotiate amendments to the current curbside collection contract with Emterra including NES blue box collection from January 1, 2026 to April 2027 to align with the transition of the municipal blue box program to Producer responsibility on January 1, 2026, and will report to Council in Q1 2025 for consideration of NES collection as part of current and new curbside collection contracts.

CONCLUSIONS

Contract award to Emterra Environmental for curbside waste collection services (2027 – 2034) based on Scenario 5 with a two-bag garbage limit is recommended and will ensure service continuity and allow for adequate lead time for procurement of collection vehicles and program development.

Implementation of a County-wide SSO collection program will advance the County's landfill waste diversion efforts, reduce landfill emissions that contribute to climate change and ensure compliance with provincial policy and legislative requirements.

SIGNATURES

Departmental approval:

Original signed by

Frank Gross, C. Tech.
Manager of Transportation and Waste Management Services

Approved for submission:

Original signed by





Benjamin R. Addley
Chief Administrative Officer

ATTACHMENT

Attachment 1 – Detailed Financial Assessment

Curbside Collection Procurement Award (May 2027-2032)

Summary

			Weekly	Weekly	Bi-Weekly	Weekly	6-Day	6-Day
Rural			Weekly	Weekly	Bi-Weekly	Weekly	6-Day	6-Day
			Weekly	-	Weekly	-	6-Day	-
Urban			Weekly	Weekly	Bi-Weekly	Bi-Weekly	6-Day	6-Day
			Weekly	Weekly	Weekly	Weekly	6-Day	6-Day
			①	②	③	④	⑤	⑥
1. Base Bid Pricing	RFP	Yes	8,086,193	7,601,880	6,957,318	7,043,029	6,352,413	6,340,270
Other Costs								
+ SSO Processing and Transportation Costs	Other	Yes	1,232,150	825,624	1,232,150	825,624	1,232,150	825,624
+ Organic Collection Bins (one-time)	Other	Yes	1,695,453	1,142,828	1,695,453	1,142,828	1,695,453	1,142,828
= Total Cost of Base Collection Program			11,013,796	9,570,332	9,884,921	9,011,481	9,280,016	8,308,722
<i>Base</i>			9,318,343	8,427,504	8,189,468	7,868,653	7,584,563	7,165,894
<i>One-time</i>			1,695,453	1,142,828	1,695,453	1,142,828	1,695,453	1,142,828
2. Provisional Items: No Automated Cart Options		Yes						
Option 1: Two Bag Limit	RFP	Yes	(116,916)	(152,864)	(99,983)	(115,868)	(90,910)	(126,013)
Option 2: 100% Green Fleet	RFP	No	99,209	93,172	87,161	87,161	81,150	81,150
Option 3: Recycling Non-Eligible Sources	RFP	No	283,300	283,300	283,300	283,300	283,300	283,300
+ Recycling NES-Rural	RFP	No	283,300	283,300	283,300	283,300	283,300	283,300
+ 100% Green Fleet-Urban	RFP	No	12,022	12,022	12,022	12,022	12,022	12,022
+ 100% Green Fleet-Rural	RFP	No	12,022	12,022	12,022	12,022	12,022	12,022
= Provisional Items: No Automated Cart Options			(116,916)	(152,864)	(99,983)	(115,868)	(90,910)	(126,013)
2. Provisional Items: Automated Cart Options		No						
Option 1: Automated Carts	RFP	No	(175,769)	357,270	(111,319)	(60,501)	123,220	74,407
Carts (one-time)	Other	No	3,767,386	3,395,019	3,767,386	3,395,019	3,767,386	3,395,019
Option 2: 100% Green Fleet	RFP	No	99,209	93,172	87,161	87,161	81,150	81,150
Option 3: Recycling Non-Eligible Sources-Urban	RFP	No	288,286	288,286	288,286	288,286	288,286	288,286
+ Recycling NES-Rural	RFP	No	293,476	293,476	293,476	293,476	293,476	293,476
+ 100% Green Fleet-Urban	RFP	No	12,022	12,022	12,022	12,022	12,022	12,022
+ 100% Green Fleet-Rural	RFP	No	12,022	12,022	12,022	12,022	12,022	12,022
= Provisional Items: Automated Cart Options			-	-	-	-	-	-
<i>Base</i>			(116,916)	(152,864)	(99,983)	(115,868)	(90,910)	(126,013)
<i>One-time</i>			-	-	-	-	-	-
3. Recycling Processing Costs (Revenues, Transportation and Processing)								
Net Recycling Processing-Urban	Other	No	127,805	127,805	127,805	127,805	127,805	127,805
Net Recycling Processing-Rural	Other	No	63,025	63,025	63,025	63,025	63,025	63,025
= Recycling Processing Costs			-	-	-	-	-	-
Total			10,896,880	9,417,468	9,784,938	8,895,613	9,189,106	8,182,709
<i>Base</i>			9,201,427	8,274,640	8,089,485	7,752,785	7,493,653	7,039,881
<i>One-time</i>			1,695,453	1,142,828	1,695,453	1,142,828	1,695,453	1,142,828
<i>Contract Cost (including non-refundable HST)</i>			7,969,277	7,449,016	6,857,335	6,927,161	6,261,503	6,214,257
<i>Other Costs</i>			2,927,603	1,968,452	2,927,603	1,968,452	2,927,603	1,968,452

**Municipal Council of the County of Oxford
Council Meeting - Oxford County**

Date: Wednesday, January 8, 2025

Moved By: Bernia Martin

Seconded By: Deb Gilvesy

Resolved that the recommendations contained in Report PW 2024-44 titled "Contract Award – Curbside Waste Collections and Organics Processing", be adopted, with the exception of Recommendation No. 3, regarding two bag limits and that Recommendation No. 5 be amended to read " ... authorize early commencement of source separated organics collection within the City of Woodstock and the Township of South West Oxford...".

Disposition: Motion Carried



REPORT TO COUNTY COUNCIL

Amendments to Bill 212, Reducing Gridlock, Saving You Time Act, 2024, Environmental Registry of Ontario Posting 019-9266

To: Warden and Members of County Council

From: Acting Director of Public Works

RECOMMENDATION

1. That Oxford County Council receive Report PW 2025-01 entitled “Amendments to Bill 212, Reducing Gridlock, Saving You Time Act, 2024, Environmental Registry of Ontario Posting 019-9266” as information.

REPORT HIGHLIGHTS

- The purpose of this report is to update County Council on the proposed legislative framework for bike lanes that require removal of a traffic lane, that was posted on the Environmental Registry of Ontario (ERO) on October 21, 2024 for a 30-day public review period.
- The proposed legislative amendments will establish a review process by the Ministry of Transportation (MTO) for cycling infrastructure (bike lanes) implementation that removes a lane of traffic and could also require the removal of existing bike lanes where the removal of a travel lane took place.
- The proposed legislative framework is not expected to impact Oxford County’s capital program except possibly where four-lane roads have been converted to three-lane cross sections (road diet).

IMPLEMENTATION POINTS

Staff will continue to monitor any new developments regarding any regulatory requirements that are established due to the legislative amendments which received Royal Assent on November 25, 2024.

Financial Impact

The recommendation contained in this report will have no financial impact to the 2025 operating budget.

Communications




The ERO posting and submission comments by the County were reviewed with the Active Transportation Advisory Committee (ATAC) at the November 28, 2024 meeting. Report PW 2025-01 will be shared with ATAC members and circulated to Area Municipalities.

2023-2026 STRATEGIC PLAN

Oxford County Council approved the [2023-2026 Strategic Plan](#) on September 13, 2023. The Plan outlines 39 goals across three strategic pillars that advance Council’s vision of “Working together for a healthy, vibrant, and sustainable future.” These pillars are: (1) *Promoting community vitality*, (2) *Enhancing environmental sustainability*, and (3) *Fostering progressive government*.

The recommendation in this report supports the following strategic goals.

Strategic Plan Pillars and Goals

PILLAR 1	PILLAR 2	PILLAR 3
		
Promoting community vitality	Enhancing environmental sustainability	Fostering progressive government
<p>Goal 1.2 – Sustainable infrastructure and development</p> <p>Goal 1.3 – Community health, safety and well-being</p> <p>Goal 1.4 – Connected people and places</p>	<p>Goal 2.1 – Climate change mitigation and adaptation</p>	<p>Goal 3.2 – Collaborate with our partners and communities</p> <p>Goal 3.5 – Advocate for Oxford County</p>

See: [Oxford County 2023-2026 Strategic Plan](#)

DISCUSSION

Background

On October 21, 2024, the Ontario Ministry of Transportation (MTO) posted proposed amendments to *Bill 212 – Reducing Gridlock, Saving You Time Act, 2024* on the ERO for a 30-day public comment period that establishes the legislative framework for bike lane implementation that requires removal of a traffic lane.

Under the proposed framework, municipalities would be required to seek provincial approval to allow for the implementation of new cycling infrastructure (“bike lanes”) that require the removal of an existing lane of traffic. The Province would also have the authority to require municipalities to submit information regarding existing bike lanes where an existing vehicle lane was removed and potentially requires the removal of the bike lane and return it to the pre-existing lane of traffic.

The proposed legislative framework specifically identifies removal of bike lanes on Bloor Street, Young Street, and University Avenue within the City of Toronto and will be including large municipalities in the development of future criterion for the installation of new cycling infrastructure.

Oxford County 2024 Transportation Master Plan

The Oxford County Transportation Master Plan (TMP) was updated in 2024 with a continued focus on multi-modal transportation options as the preferred transportation strategy to optimize the County’s road network through various initiatives including, but not limited to, Active Transportation (AT) and implementation of the 2021 Oxford County Cycling Master Plan (CMP).

Oxford County 2021 Cycling Master Plan

The Oxford County 2021 CMP identifies primary and secondary routing on the County road network with the objective of providing greater connectivity from rural to urban areas as well as to local cycling and trail networks, tourism-oriented destinations, and employment areas. The CMP is not intended to provide detailed design of specific cycling infrastructure projects but generally is anticipated to include buffered paved shoulders on rural roads and designated bike lanes in urbanized areas.

Road Diets

The CMP identifies road diets as a strategy to improve feasibility of cycling infrastructure implementation in urban areas by reallocating existing road space without the need for road widening. A road diet would typically involve conversion of a 4-lane road to a 3-lane road with two travel lanes and a shared centre turn lane as shown in Figure 1 and can improve road safety by mitigating traffic weaving, speeding, and reduction in rear end collision occurrences.

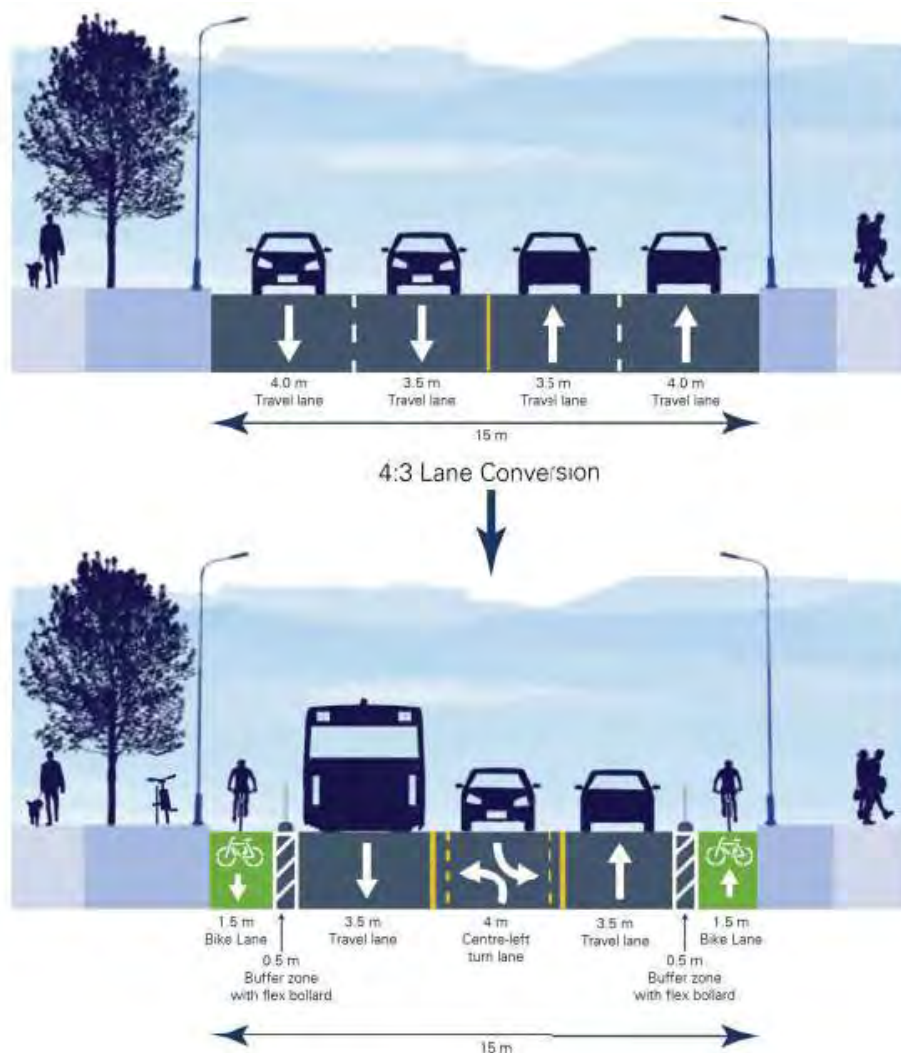


Figure 1: 4-Lane Conversion to 3-Lane with Shared Turning Lane (Road Diet)

The County has successfully utilized road diets as part of scheduled road rehabilitation on Oxford Road 12 (Mill Street), Oxford Road 9 (Ingersoll Road), and Oxford Road 54/59 (Huron/Wilson Street) in Woodstock without negatively impacting traffic capacity that was validated through comprehensive traffic studies as part of preliminary design.

A road diet is considered a reallocation of existing lanes and still provides for a travel lane and turning lane for each direction, although the turning lane is shared for both directions and may be seen as a reduction in travel lanes in the MTO's proposed legislative framework.

Active Transportation Advisory Committee

County Council approved (PW 2022-47) formation of the Active Transportation Advisory Committee (ATAC) as an advisory committee with the mandate to:

“Promote all modes of active transportation (AT) and low carbon travel options through support and advocacy of a well-connected, safe, accessible and functional AT network consisting of sidewalks/multi-use paths, designated bicycle lanes, wider paved shoulders, and off-road trails.”

Development of the ATAC was a recommendation in the CMP to replace the former Oxford County Cycling Advisory Committee (CAC) and provide a broader focus on AT to promote various non-motorized and low carbon travel options.

Comments

Staff submitted comments (Attachment 1) in response to the proposed bike lane legislative framework on November 20, 2024. The proposed amendments are not expected to have significant impacts to the County’s transportation strategies identified in the TMP since, in most cases, cycling infrastructure implementation does not impact existing travel lanes, except potentially where road diets have been utilized.

In the submission comments, staff has requested clarification regarding road diets and an exemption from the proposed legislative framework since a road diet is considered a reallocation of existing lanes. It is the opinion of staff that the potential requirement by the Province for reinstatement of the four-lane cross section where road diets have been implemented is a low probability since supporting data can be provided, should it be requested from the Province.

Amendments to Bill 212 as proposed, received Royal Assent on November 25, 2024, five days after the ERO posting was closed for comments. Associated amendments to the Highway Traffic Act (HTA) include the following requirements:

- municipalities are required, in certain circumstances, to obtain the Minister’s approval before constructing bicycle lanes or to provide the Minister with information relating to existing bicycle lanes;
- the Minister is required to remove specific bicycle lanes in the City of Toronto; and
- the Lieutenant Governor in Council may order the removal of other bicycle lanes in certain circumstances.

Staff has since attempted to reach out to MTO staff regarding next steps but has not received a response. It is anticipated the MTO will develop a regulatory framework to support the legislative amendments with additional criteria for cycling infrastructure implementation.

CONCLUSIONS

The proposed legislative framework regarding bike lanes is not expected to have a significant impact on the TMP and CMP strategies and associated implementation programs. The MTO could potentially request a review of existing County cycling infrastructure projects that were implemented using lane reallocation (road diets); however, justification for these projects were supported by comprehensive traffic studies and analysis as part of preliminary design.

SIGNATURES

Departmental approval:

Original signed by

Frank Gross, C. Tech
Acting Director of Public Works

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer

ATTACHMENT

Attachment 1: ERO Posting 019-9266 - Oxford County Submission Comments



PUBLIC WORKS

21 Reeve Street, PO Box 1614
Woodstock, ON N4S 7Y3
519.539.9800 | 1.800.755.0394
oxfordcounty.ca

November 19, 2024

Environmental Policy Office
438 University Avenue, 12th Floor
Toronto, ON M7A 1N3

Sent Via Email: Katerina.Downard@ontario.ca

**REFERENCE: Environmental Registry of Ontario No. 019-9266
Bill 212 – Reducing Gridlock, Saving You Time Act, 2024 - Framework for
Bike Lanes that Require Removal of a Traffic Lane
Oxford County Submission Comments**

Please accept Oxford County Submission Comments in response to the above noted legislative framework that is proposed by the Ontario Government and posted for public consultation on the Environmental Registry of Ontario (ERO).

Introduction

Oxford County (County) is a two-tier municipal government located in southwestern Ontario comprised of eight area municipalities: the City of Woodstock, Town of Ingersoll, Town of Tillsonburg and the Townships of Blandford-Blenheim, East Zorra-Tavistock, Zorra, South-West Oxford and Norwich.

The County is responsible for operation and maintenance of 655 kilometers (centerline) of roads within the eight Area Municipalities to provide effective and efficient goods and people movement, as well as connectivity to the local and provincial road networks. The County Road network consists primarily of rural roads but also includes arterial roads within urban areas.

Background

The Oxford County Transportation Master Plan (TMP) was updated in 2024 with a continued focus on multi-modal transportation options as the preferred transportation strategy to promote a safe, efficient, and sustainable transportation network through various initiatives including, but not limited to, Active Transportation (AT) and implementation of the 2021 Oxford County Cycling Master Plan (CMP).

The County's CMP identifies approximately 200km of on-road cycling infrastructure as the primary cycling network to provide AT connectivity from rural to urban areas, local AT networks (on and off road), employment areas, and tourism destinations. Cycling infrastructure on rural County roads will generally consist of buffered paved shoulders that will improve safety for both Drivers and Cyclists by providing separation from travel lanes. Cycling infrastructure on County

roads within urban areas will consist of traditional bike lanes, in-boulevard multi-use paths, and protected bike lanes as warranted.

Road diets are identified in the County's CMP as a viable option to accommodate cycling infrastructure within the existing road corridor in urban areas without impacting traffic capacity. Road diets generally involve conversion of a travel lane(s) to a shared center turning lane, that allows spacing for bike lane implementation and improves road safety by minimizing speeding and traffic weaving and reducing rear end collisions associated with turning movements.

Like other municipalities, the County has successfully utilized road diets as a cost-effective approach to accommodate cycling infrastructure within existing road corridors while maintaining traffic capacity and improving road safety, as supported through applicable pre-design traffic studies.

Comments

It is the County's understanding that the proposed legislative framework will require prescribed municipalities to seek provincial approval for the implementation of new bike lanes that require removal of a travel lane and provides provincial authority for removal of bike lanes and return to a lane of traffic.

The County does not feel that a Road Diet constitutes removal of a travel lane but is rather a repurposing of existing lanes in accordance with the Municipal Class Environmental Assessment (MCEA), and respectfully request that Road Diets are given an exemption in the proposed legislation.


That said, the County does not support a provincial review of existing bike lanes and potential removal as this can result in significant budgetary impacts, traffic disruption and negative impacts to established capital and asset management planning.

Conclusion

Implementation of cycling infrastructure promotes active transportation, reduces GHG emissions, improves safety for all road users, and is further supported by the County's Strategic Plan (2023-2026) through development and implementation of multi-modal transportation options and improvements to road safety.

We appreciate the opportunity to comment on the proposed legislative framework and look forward to further opportunities to participate in stakeholder consultation regarding this matter.

Yours truly,



Frank Gross, C.Tech
Manager, Transportation and Waste Management Services

Cc Oxford County Active Transportation Advisory Committee



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Josh Brick, CAO
Reviewed By:		Date:	January 16, 2024
Subject:	2025 Budget – Amendments Following Public Meeting	Council Meeting Date:	January 22, 2024
Report #:	CAO-25-02		

Recommendation:

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

That Council provides direction to staff.

Background:

At the January 15, 2025 Meeting respecting the 2025 Operating and Capital DRAFT Budget, Council provided staff direction to apply the following changes:

- a) Undertaking the Parks and Recreation Masterplan Update utilizing internal resources;
- b) Including \$7500.00 for foundation repair works in Township managed cemeteries;
- c) Removing the Public Works Garage/ Tire Storage Facility Capital Work;
- d) Deferring the Traffic Calming Measures pilot program to 2026, noting that the County of Oxford will be undertaking similar works.

Council also directed staff to revisit options regarding the implementation/ purchase of Water Rescue Training/ Equipment for 2025. Options included:

- 1) Proceed as recommended in the DRAFT budget;
- 2) Defer Training/ Capital Expenditure for Future Consideration;
- 3) Approve in Principle for 2026; or,
- 4) Receive for information.

Analysis/Discussion:

Upon further review and following Council deliberation, staff are recommending deferral of the water rescue training/ capital expenditure (Option 2). This will allow additional time to engage other stakeholders in the community and thoroughly evaluate program requirements. More specifically, staff believe there is an opportunity to work with community partners that could contribute to capital or operational costs associated with the rollout of the enhanced service level.

If Council is in favour of proceeding with Option 2 (and given the above direction from the January 15, 2025 Budget Meeting), the tax rate increase for 2025 would be 4.43%.

With this said, it is worth noting that the final proposed 2025 Capital Budget would be historic for the Township of Blandford-Blenheim in terms of total capital expenditures. Staff have taken steps to ensure that this significant capital outlay does not result in short-term cashflow issues. Specifically, staff have confirmed with the Princeton Fire Station Project Engineer that approximately 50% of progress draws would occur in 2025, with the balance being realized in 2026. Further, the Director of Finance/ Treasurer has sought more information regarding an increase to the Township temporary borrowing LOC to \$3 million for the 2025 fiscal year. As an additional due diligence measure, staff are recommending that Council consider transferring \$40,000 to the working capital reserve for any interest (e.g. short-term construction financing) resulting from necessary expenditures in 2025.

Financial Implications:

If Council is in favour of proceeding with all staff recommendations outlined in this report, the 2025 tax rate increase would be 4.99%.

If Council does not transfer \$40,000 to the working capital reserve, the 2025 tax rate increase would be 4.43%.

Respectfully submitted by:

Josh Brick
Chief Administrative Officer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Drew Davidson Director of Protective Services
Reviewed By:	Josh Brick, CAO	Date:	January 13 th , 2025
Subject:	December Monthly Report	Council Meeting Date:	January 22 nd , 2025
Report #:	FC-25-01		

Recommendation:

That Report FC-24-01 is received as information.

Background:

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

Analysis/Discussion:

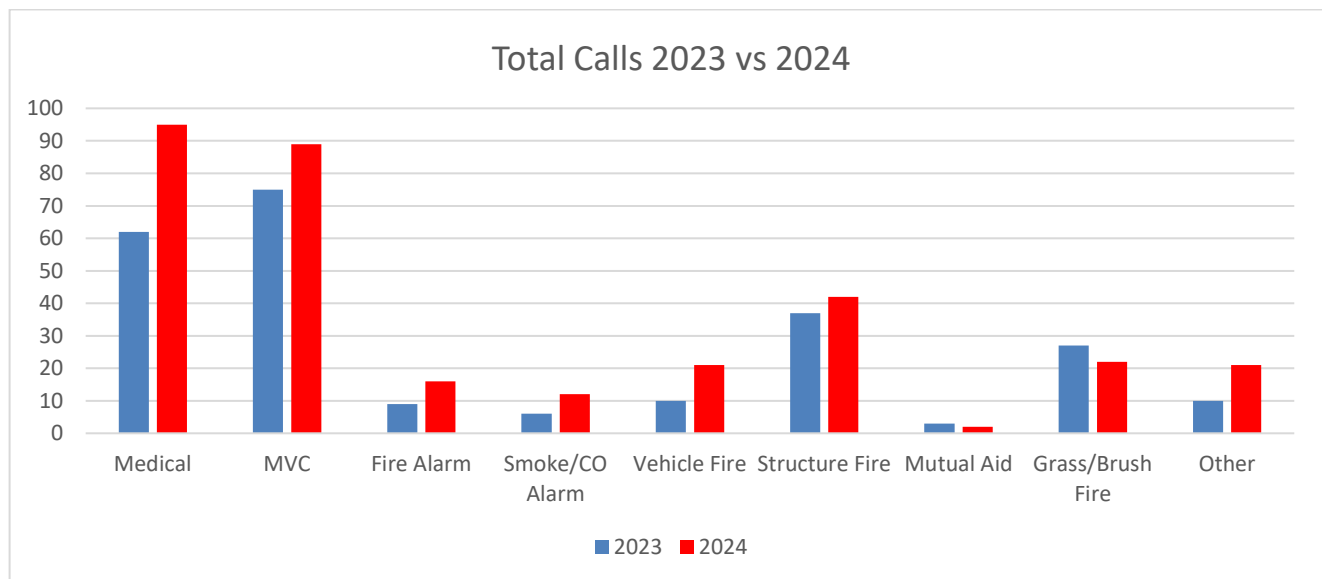
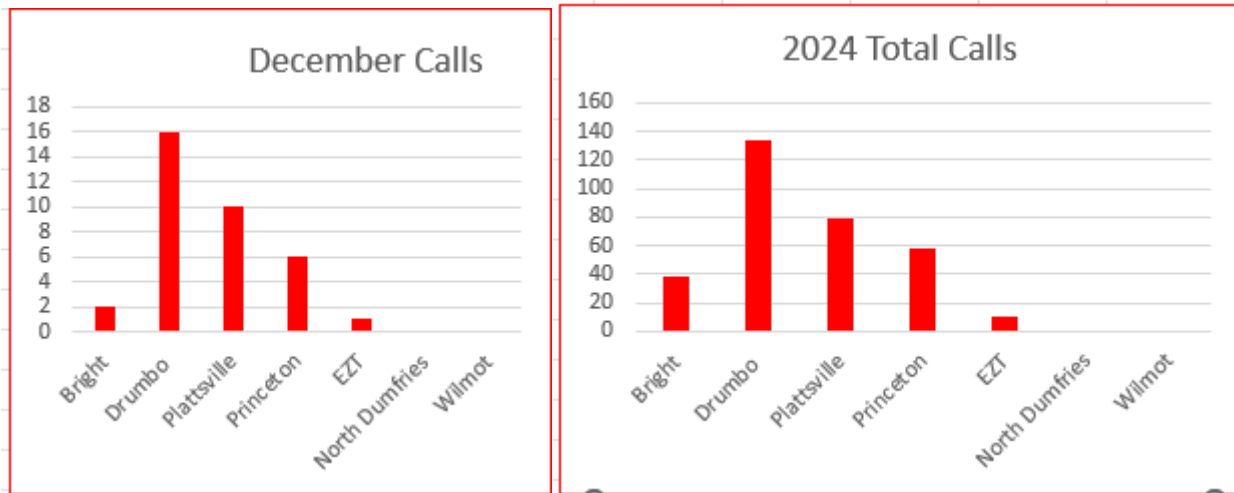
Meetings, Courses and Training Attended:

- Staff along with Plattsville District Chief Kerry Snider travelled to the manufacturing plant of EOne in Ocala Florida as part of the process in the build of the Township's aerial apparatus. This is a vital step in ensuring the build timeline stays on schedule and the truck is exactly what is ordered by the Township. Staff attended two days along with EOne engineers and went through line by line the specification build sheet, going over every inch of the build including placement of mirrors, shelving placement, pump panel layout etc. When questions arose, we were able to go out into the yard where completed trucks were sitting using a hands-on approach versus just using a picture on a computer to base our decisions on. Using this method in the build process proved to be one in which staff could feel confident with the final product.
- Staff continues to actively look for grants and opportunities to benefit the Township. We are pleased to announce that Blandford-Blenheim, through the Fire Protection Grant from the Provincial Government, will receive \$32,921. These funds are to be used to offset costs associated with cancer prevention measures to protect our dedicated firefighters.
- Staff has identified a skills development fund capital steam funding grant that is directed towards supporting innovative projects that develop a highly skilled workforce. Staff has applied for funding that would assist with offsetting the engineering costs associated with the construction of the Princeton Fire Station.
- Our final Chiefs meeting of 2024 was held at the Drumbo station, chiefs were able to reflect on a busy year and the accomplishments we as a department have made. Discussion was had on the upcoming year and a continued dedication to working as a collective department to help our fellow firefighters be at their best for the betterment of the Township.

Fire:

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

December Fire Reports:



CEMC – December 2024

- Along with CAO, met with Socio-Economic Specialist from Canada Energy Regulator to discuss provincial pipeline regulations
- Attended multiple briefings on significant events throughout the month via zoom meetings
- Completed our annual emergency exercise with all Emergency Control members and alternates getting registered on the Everbridge notification system.
- Submitted annual compliance report to Province.

By-Law Enforcement – December 2024

- Land and Clear...2
- Land and Clear (follow up)...1
- Zoning...1
- Fence...1

Respectfully submitted by:



Drew Davidson
Director of Protective Services



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council **From:** Ray Belanger, CBO
Reviewed By: Josh Brick, CAO **Date:** January 16, 2025
Subject: Monthly Report to Council **Council Meeting Date:** January 22, 2025
Report #: CBO-25-1

Recommendation:

That report CBO-25-1 be received as information.

Background:

To provide Council with an update regarding the monthly building activities for the period ending on December 31, 2024.

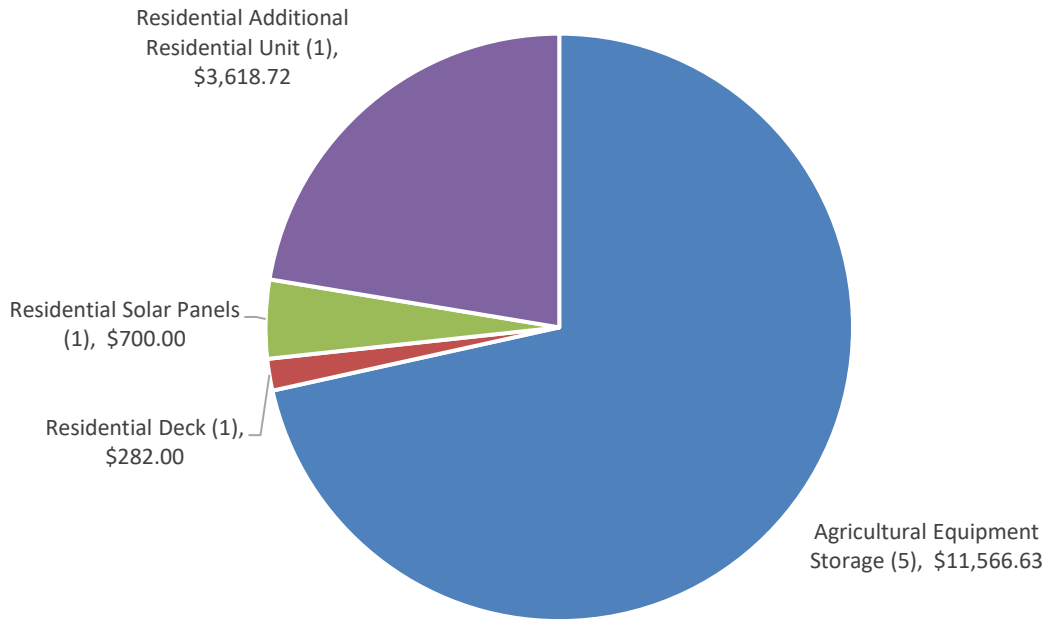
Building Department Updates:

- The building department issued 8 permits for the month of November 2024.

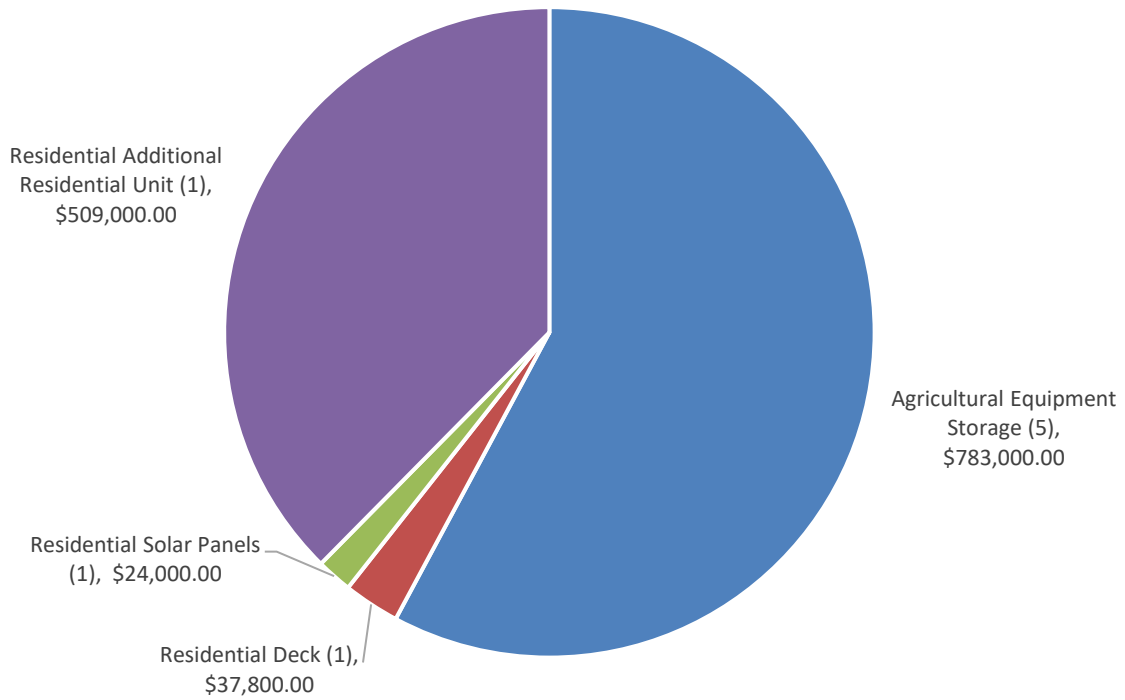
Respectfully submitted by:

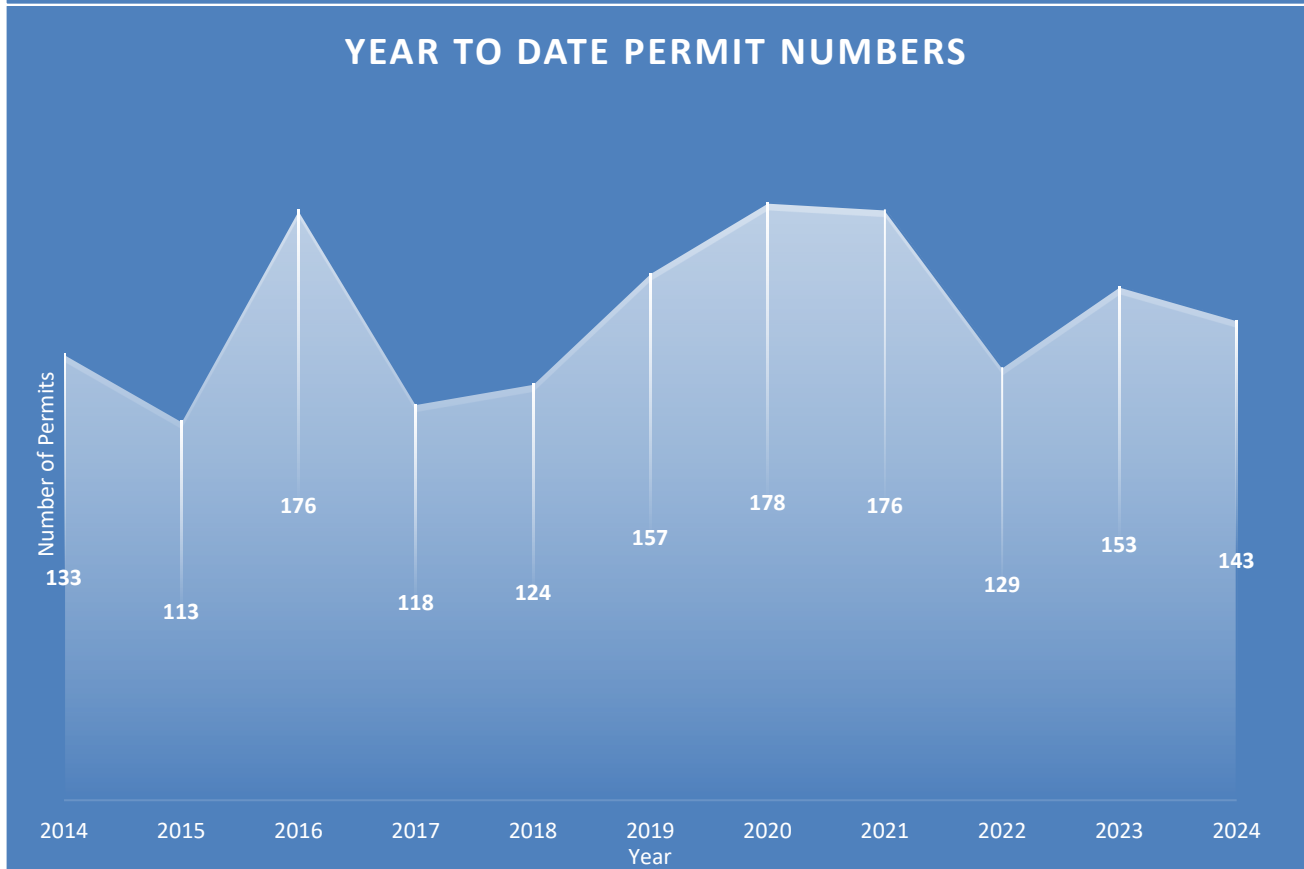
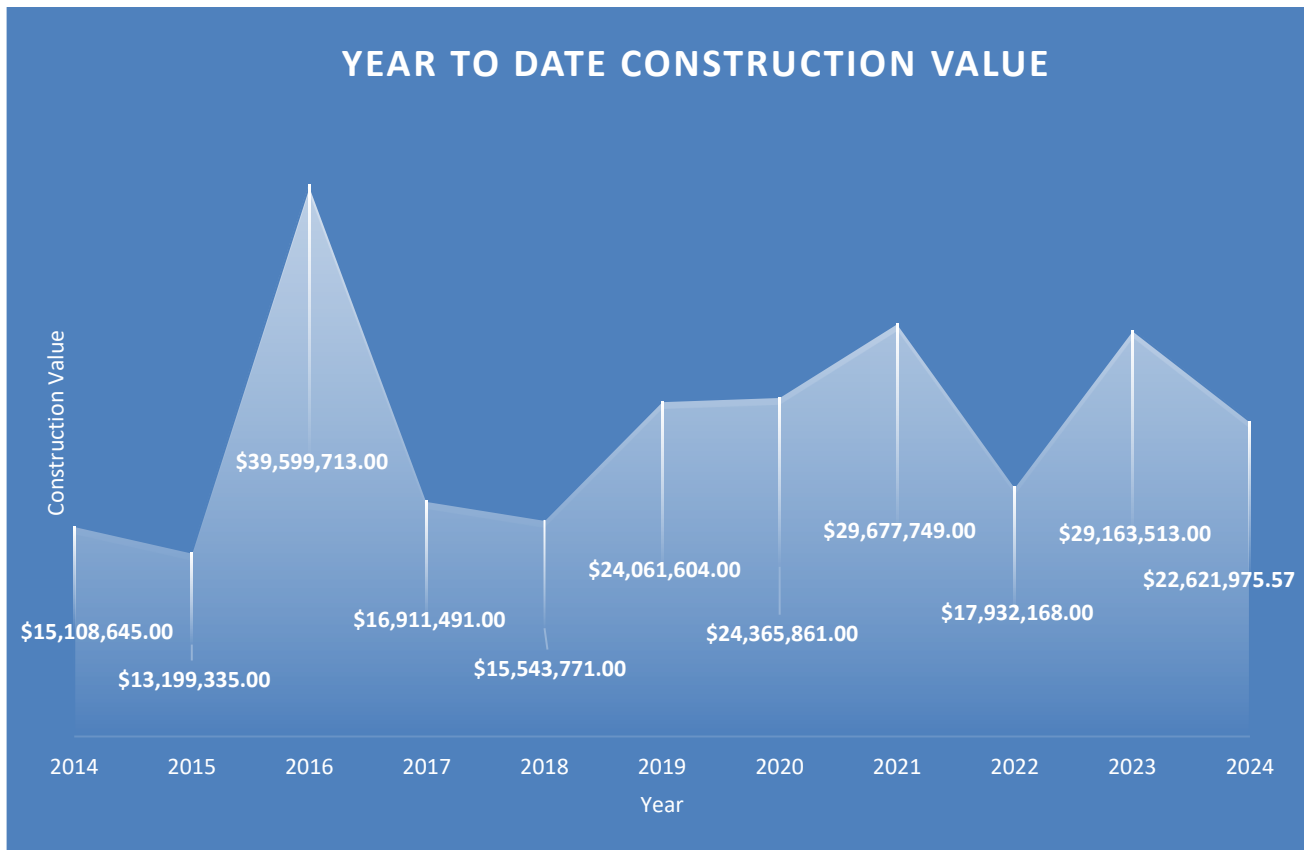
Ray Belanger
CBO

December 2024 Permit Fees



December 2024 Construction Values







TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance
Reviewed By:	Josh Brick	Date:	January 20, 2025
Subject:	Temporary Borrowing	Council Meeting Date:	January 22, 2025
Report #:	TR-25-01		

Recommendation:

That Report TR-25-01 be received as information.

That Council pass By-law 2478-2025 authorizing the temporary borrowing for the Township of Blandford-Blenheim in 2025 at \$3,000,000.

Background:

Section 407 of the Municipal act, 2001 requires that a Temporary Borrowing By-Law be adopted annually to provide the municipality with the authority to borrow from time to time such sums as may be necessary to meet current operating expenditures until taxes are collected and other revenues are received.

Section 407 (2) of the Municipal Act, 2001 specifies,

“Except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,

- (a) From January 1 to September 30 in the year, 50 percent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and
- (b) From October 1 to December 31 in the year, 25 per cent of the total estimated revenues of the municipality as set out in the budget adopted for the year.”

Section 407 (3) further clarifies that,

“Until the budget is adopted in a year, the limits upon borrowing under subsection (2) shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year.”

This By-Law is presented to Council at the start of each year to authorize the use of the open revolving credit facilities offered by the Township’s bank, should the need arise. Due to the record amount of capital included in the 2025 budget, it is anticipated that these funds may be needed to tide us over until grants are received, amounts are recovered from other municipalities or long-term funding is in place. Staff have requested that the bank increase the line of credit to \$3,000,000 for 2025.

Analysis/Discussion:

The temporary borrowing limits for the Township, calculated in accordance with provisions of Section 407, based on the 2024 budgeted revenues are as follows:

2024 Revenue Base	\$14,891,598
Maximum borrowing January 1 st to September 30 th	\$7,445,799
Maximum borrowing October 1 st to December 31 st	\$3,722,899

Financial Considerations:

The Township would be required to pay interest monthly on any short-term borrowing.

Attachments: None

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer

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

From: Dustin Robson, Development Planner, Community Planning

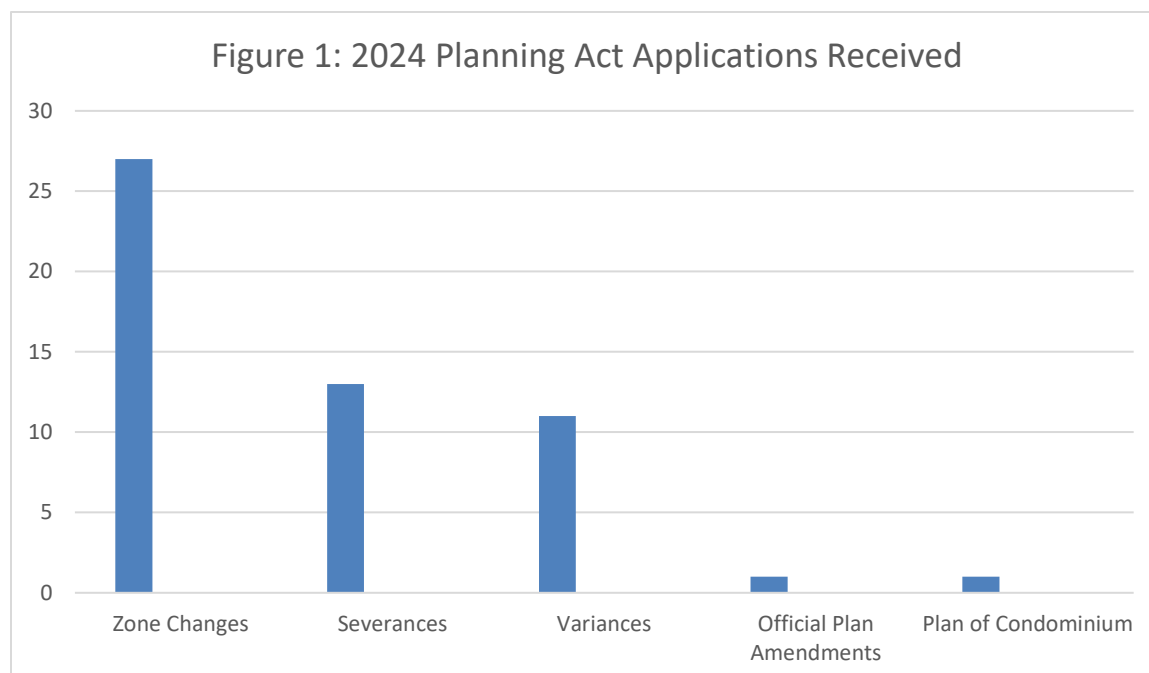
Year End 2024 Overview of Planning Applications, Activity, and Initiatives in the Township of Blandford-Blenheim

REPORT HIGHLIGHTS

- Two draft plans of subdivision were endorsed by Township Council in 2024.
- A total of 45 Planning Act Applications were received in 2024 for lands within the Township of Blandford-Blenheim.
- A total of 44 Planning Act Applications were considered by the respective committees and councils for land within the Township of Blandford-Blenheim.

DISCUSSION

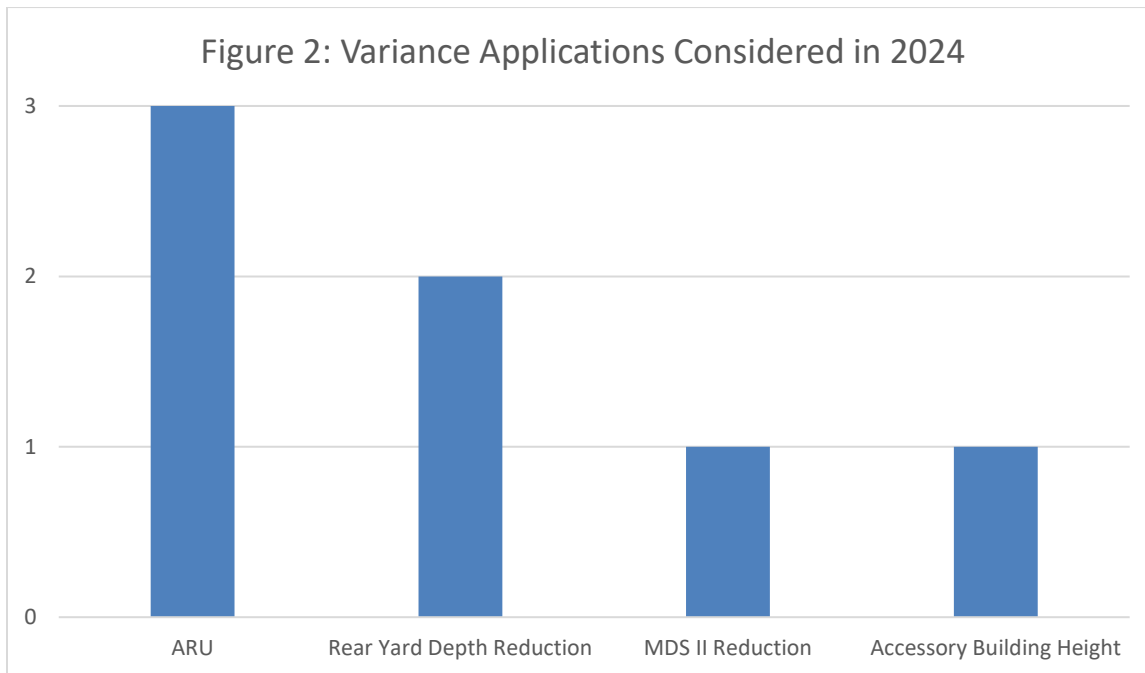
The 2024 calendar year saw a total of 53 Planning Act Applications submitted to the Township of Blandford-Blenheim and/or the County of Oxford that concerned land within the Township of Blandford-Blenheim. These Planning Act applications included 27 Zone Change Applications, 11 Variance Applications, an Official Plan Amendment Application, a Plan of Condominium Application, and 13 Severance Applications (refer to Figure 1).



During the 2024 calendar year Township of Blandford-Blenheim Council considered a total of 22 Zone Change Applications, eight Variance Applications, two Draft Plan of Subdivision Applications, and two Official Plan Amendment Applications. The Land Division Committee (LDC) considered 10 Severance Applications concerning lands within the Township. These application numbers include applications that had been submitted in 2024 and applications that had been submitted in previous years but had yet to have been subject to a Public Meeting.

Variance Applications Considered in 2024

Of the seven Variance Applications considered by Township Council in 2024, three applications were regarding Additional Residential Units (ARUs), two applications were to reduce the minimum rear yard depth to facilitate single detached dwelling additions (ARUs), one application was to permit the reduction of Minimum Distance Separation II (MDS II) for the construction of a barn, and one application was to increase the permitted maximum accessory building height (refer to Figure 2).

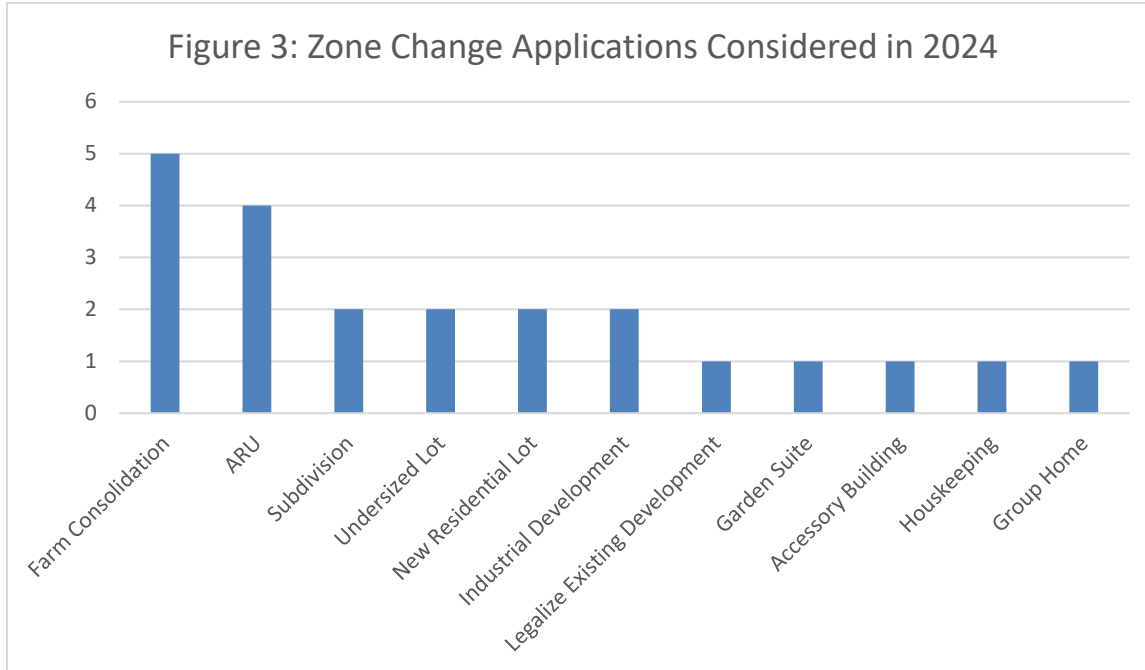


Zone Change Applications Considered in 2024

22 Zone Change Applications were considered by Township Council in 2024, for the following purposes (also shown in Figure 3):

- five were to rezone lands subject to farm consolidations;
- four were related to additional residential units (ARUs);
- two were related to draft plans of subdivisions;
- two were to permit development on undersized residential lots;
- two applications were in conjunction with the creation of new residential lots;
- two were to permit industrial development;

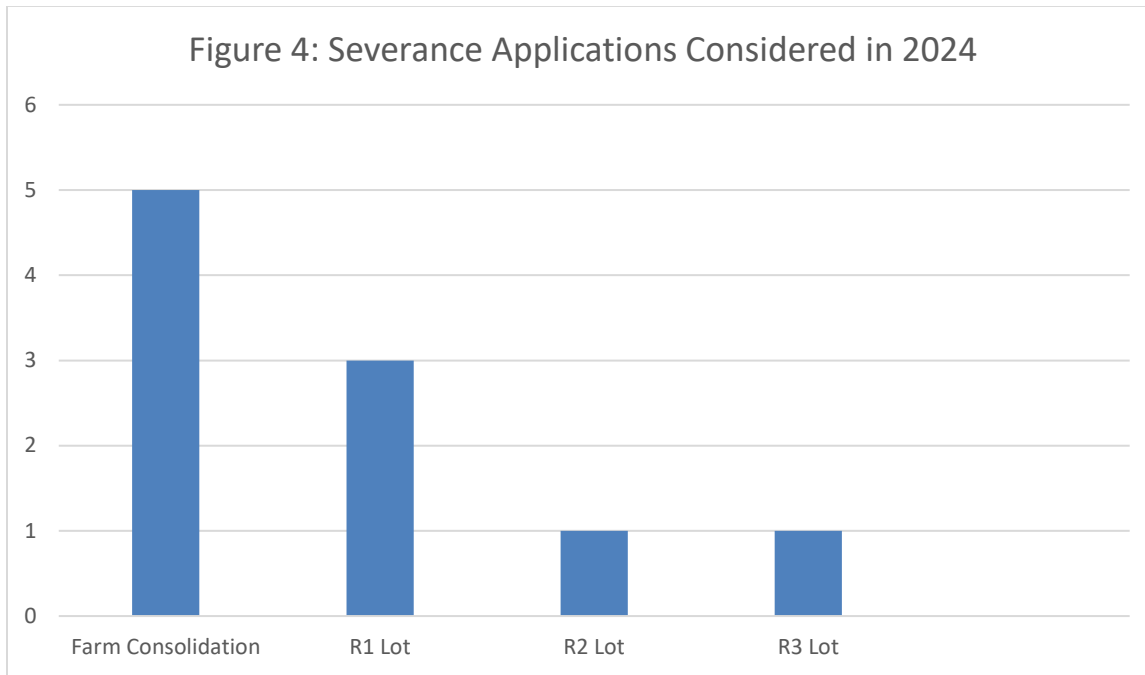
- the remaining five applications were to: legalize an existing second residential unit, permit a garden suite, permit an accessory building with zoning deviations, to permit a group home, and to implement a housekeeping by-law.



Severance Applications Considered in 2024

Of the 10 severance applications that the Land Division Committee (LDC) considered for lands within the Township of Blandford-Blenheim:

- five were to facilitate the retention of a rural residential lot as a result of a farm consolidation;
- three were to facilitate the creation of a 'Residential Type 1 Zone (R1)' lot;
- one was to create a 'Residential Type 2 Zone (R2)' lot; and
- one was to create a 'Residential Type 3 Zone (R3)' lot (refer to Figure 4).



Draft Plans of Subdivision Considered in 2024

Two draft plans of subdivision were considered by the Township of Blandford-Blenheim in 2024:

1. SB23-01-1 (11967113 Ontario Ltd.) was considered and endorsed by Township Council on August 7th, 2024. Subsequently, SB23-01-1 was considered and approved by County Council at their September 11th meeting. SB23-01-1 proposed a Phase 1 which consisted of nineteen single detached dwelling units and 22 townhouse dwelling units within the Village of Drumbo (refer to Plate 1). A total of 44 conditions were included in draft approval of SB23-01-1. The applicant is now currently clearing the required conditions by September 11th, 2027 in order to register the lots and pursue building permits.
2. SB21-02-1 (Tiffany Development Corporation) was endorsed by Township Council at their December 4th meeting. This application proposed a Phase 1 consisting of 47 single detached dwelling lots and fifteen townhouse dwelling lots within the Village of Drumbo (refer to Plate 1). While endorsed by Township Council, SB21-02-1 has yet to be considered by County Council.

Previously Approved Draft Plan of Subdivisions

There are also a number of Plans of Subdivision that were approved by the Township in previous years that are in various stages of development. These recently approved residential subdivisions account for 48 draft approved, but not yet registered, lots for single detached dwellings. Additionally, a total of 84 lots for single detached dwellings, 12 lots for townhouse dwellings, and 10 lots for semi-detached dwellings have been draft approved and registered. When factoring in the 33 lots for single detached dwellings which were previously approved on Peterson Street in Drumbo but not built upon due to servicing constraints, the Township currently boasts 139 registered lots for residential development. Recently approved residential subdivisions are as follows:

1. SB10-06-1 (Nithall Farms Ltd.) received draft approval in August 2012 for a total of 42 residential lots and a commercial block in the Village of Plattsville (refer to Plate 2). The residential lots approved consisted of 34 single detached dwelling lots and eight live-work lots. A total of 22 conditions were attached to the granted draft approval. To date, the conditions have not been completed and the applicants have received a total of six extensions to draft approval. The latest extension, granted in July 2023, extended draft approval until August 2025.
2. SB18-08-1 (Wagner) received draft approval in November 2018 for a total of 17 single detach dwelling lots in the Village of Bright (Plate 3). Following draft approval, SB18-01-1 received draft approval extensions in 2021 and 2022 in order to allow the applicant additional time to complete the 31 conditions of draft approval required to register the lots. The draft plan was subsequently registered at the Land Registry Office in 2022. As of year end 2024, the Township Chief Building Official had issued building permits for six single detached dwellings for this subdivision.
3. SB20-01-1 (Cress-Ridge Farms Ltd.) received draft approval in January 2022 for a total of 89 residential lots in the Village of Plattsville (refer to Plate 2). The approved draft plan consisted of 67 single detached dwelling lots, twelve townhouse dwelling lots, and ten semi-detached dwelling lots. Following draft approval, the applicant completed the 31 conditions of draft approval required to register the lots. The draft plan was subsequently registered at the Land Registry Office in 2024. As of year end 2024, the Township Chief Building Official had issued building permits for five single detached dwellings, four semi-detached dwellings, and one model home (single detached dwelling) for this subdivision.
4. SB22-09-1 (2498298 Ontario Ltd.) received draft approval in March 2023 for a total of six single detached dwelling lots in the Village of Princeton (refer to Plate 4). A total of 34 conditions were attached to the granted draft approval. To date, the conditions have not been completed and the applicant will be required to complete said conditions and register the lots on or before March 22, 2026 to avoid draft approval lapsing in absence an extension.

Looking Forward

Considering the volume and nature of inquiries received by Planning staff in 2024, it is anticipated that 2025 will continue the strong trend of applications being received by the County and the Township for a variety of purposes. Planning staff continue to receive regular inquiries with respect to the process and requirements for establishing additional residential units (ARUs) for family members and/or rental units while farm consolidations, resulting in the retention of a surplus farm dwelling on a separate lot, are also a common inquiry.

In addition to the day-to-day processing and review of planning applications and responding to various development and other planning inquiries, Community Planning staff are also currently working on and/or in the process of initiating a number of longer-range planning projects that pertain to Oxford County as a whole and, as such, may also be of interest to the Township of Blandford-Blenheim. The following are some key projects that planning staff are forecasting to begin or continue in 2025:

- **Agricultural Zoning Implementation** – Planning staff will be proceeding with the review and update of the agricultural/rural zones in the Township of Blandford Blenheim Zoning By-law in 2025. These updates will be completed in collaboration with Area Municipal

Staff. Zoning updates will help ensure that the zoning by-law is consistent with applicable Provincial and County plans and policies, as required by the Planning Act. Updates to the agricultural zoning provisions are also proposed to support more consistent interpretation within zoning categories, improve processes and requirements for development applications, update related technical matters such as mapping, and better reflect area specific considerations for the Township of Blandford Blenheim.

- **Official Plan Review – Environmental Policies** – Draft environmental policies will be released for consultation, review, and further input in 2025, building on consultation from late 2023 and early 2024. These policies will help update standards, address legislative changes, improve integration with Conservation Authority requirements for natural hazards (where applicable), address protection, conservation and enhancement of water, natural heritage and the management of open space overall. It will also address climate change, energy, and related sustainability matters. Project updates will also be posted on [Speak Up Oxford](#).
- **Growth Management** – The Phase 1 Comprehensive Review study by Watson & Associates Economists Ltd, in association with Dillon Consulting, is ongoing with expected completion early to mid 2025. County Council received a project update on November 13, 2024 ([Report CP 2024-323](#)) which included initial population, household and employment growth forecasts and allocations to the area municipalities. A review of the current land supply and the land needed to accommodate the forecasted growth is currently underway. Project updates will be posted on [Speak Up Oxford](#).
- **Reviewing residential density requirements** – A review of the Official Plan policies and zoning by-law provisions regarding the density of residential development is underway. Considering numerous changes to the Planning Act and the release of the 2024 Provincial Planning Statement (PPS), the review has also included contemplation of potential amendments to the implementation policies of the Official Plan (Chapter 10). A report to provide analysis and recommendations is anticipated to be provided to each Area Municipal Council in early 2025.
- **Monitoring the implementation of additional residential units (ARUs)** – A review is underway to assess the number and nature of planning applications and Building Permits for ARUs in the five Townships. The review aims to determine whether any amendments to the zoning provisions are necessary to clarify and/or update the provisions to ensure consistency with the most recent Provincial direction. A report to provide analysis and recommendations is anticipated to be provided to each Area Municipal Council in early 2025.

RECOMMENDATION

That report CP 2024-387 be received as information.

SIGNATURES

Authored by: *'original signed by'* Dustin Robson, MCIP, RPP
Development Planner

Approved for submission: *'original signed by'* Paul Michiels, MCIP, RPP
Director of Community Planning

ATTACHMENTS

Attachment 1 – Plate 1, Village of Drumbo
Attachment 2 – Plate 2, Village of Plattsville
Attachment 3 – Plate 3, Village of Bright
Attachment 4 – Plate 4, Village of Princeton



Legend

- Parcel Lines
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary

Notes



0 205 409 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

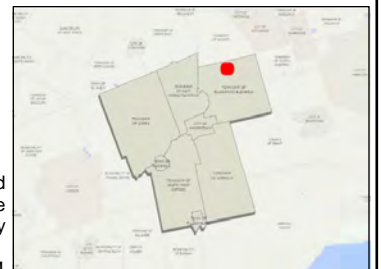
December 6, 2024



Legend

- Parcel Lines**
- Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary

Notes



0 205 409 Meters



NAD_1983_UTM_Zone_17N



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December 6, 2024



Legend

- Parcel Lines**
- Property Boundary
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Notes



0 205 409 Meters

NAD_1983_UTM_Zone_17N



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December 6, 2024



Legend

- Parcel Lines**
- Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary

Notes



0 205 409 Meters



NAD_1983_UTM_Zone_17N



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December 6, 2024

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2477-2025**

Being a by-law to establish an Interim Tax Levy for the year 2025.

WHEREAS, Section 317 (1) of the Municipal Act S.O. 2001, and amendments thereto, provides that the Council of a local municipality, before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes.

AND WHEREAS, Section 317 (3) of the Municipal Act S.O. 2001, and amendments thereto, states that the amount levied on a property shall not exceed 50% of the total amount of taxes for municipal and school purposes levied on the property for the previous year.

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

1. That for the year 2025 the interim levy shall be levied, raised and calculated on all real property taxable and liable to pay the same according to the last revised assessment roll in an amount not to exceed **50%** of the total amount of the taxes for municipal and school purposes on the property for the previous year.
2. Local improvement charges for municipal drainage debenture loans, tile drainage debenture loans, and all other debentured amounts shall have one-half ($\frac{1}{2}$) of the total due for the year placed on the interim bill.
3. The said interim tax levy shall be due and payable in two installments to the Township Office, 47 Wilmot Street S., Drumbo ON N0J 1G0 on or before the following dates:

First Installment	February 28, 2025
Second Installment	May 30, 2025

By-law **READ** a **FIRST** and **SECOND** time this 22nd day of January 2025.

By-Law **READ** a **THIRD** time and **ENACTED** in Open Council this 22nd day of January 2025.

Mark Peterson, Mayor

Sarah Matheson, Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2478-2025**

Being a By-law to authorize the temporary borrowing of money to meet the current expenditures of the Corporation of the Township of Blandford-Blenheim.

WHEREAS in accordance with subsection 407(1) of the *Municipal Act, 2001, S.O. 2001, c. 25* as amended (the "Act"), the Council of the Corporation of the Township of Blandford-Blenheim (the "Municipality") may deem it necessary to borrow from time to time the sum of \$3,000,000 to meet, until taxes are collected, the current expenditures of the Municipality for the year 2025;

AND WHEREAS in accordance with subsection 407 (2) OF THE Act, the total amount borrowed pursuant to this By-law, together with the total of any similar borrowing, is not to exceed:

- a) from January 1 to September 30 in the year, fifty percent (50%) of the total estimated revenues of the municipality as set out in the budget adopted for the year; and,
- b) from October 1 to December 31 in the year, twenty-five percent (25%) of the total estimated revenues of the municipality as set out in the budget adopted for the year.

AND WHEREAS until the budget is adopted in a year, the limits upon borrowing under subsection 407 (2) of the Act, shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year;

AND WHEREAS the total amount previously borrowed by the municipality pursuant to subsection 407 (1) of the ACT THAT HAS NOT BEEN REPAYED IS "nil";

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

1. That the Mayor and the Treasurer are authorized, on behalf of the Municipality, to borrow from time to time, by way of promissory note or bankers' acceptance from the Municipality's financial institution (the "Bank"), a sum or sums not exceeding in the aggregate \$3,000,000.00 to meet, until taxes are collected, the current expenditures of the Municipality for the year, including the amounts required for the purposes mentioned in subsection 407 (1) of the Act and to give on behalf of the Municipality to the bank, promissory notes or bankers' acceptances, as the case may be, sealed with the Corporate seal and signed by the mayor and Treasurer for the sums borrowed plus interest at a rate to be agreed upon from time to time with the Bank.
2. That all sums borrowed pursuant to the authority of this by-law, as well as all other sums borrowed this year and in previous years from the bank for any or all of the purposes in the Act, shall, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when such revenues are received.
3. That the Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the monies collected or received on account in respect of taxes levied for the current year and preceding years or from any other sources which may lawfully be applied for such purpose.

4. That the Treasurer is authorized to furnish to the bank a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and also showing the total of any amounts borrowed under Section 407 of the Act that have not been repaid.
5. That this By-law shall come into full force and effect on the date of final passage hereof at which time all By-laws that are inconsistent with the provisions of this By-law and the same are hereby repealed insofar as it is necessary to give effect to the provisions of this By-law.

By-law **READ** a **FIRST** and **SECOND** time this 22nd day of January, 2025.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 22nd day of January, 2025.

Mark Peterson, Mayor

Sarah Matheson, Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2479-2025

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

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

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

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

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

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on January 22nd, 2025 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 22nd day of January, 2025.

By-law read a third time and finally passed this 22nd day of January, 2025.

MAYOR
MARK PETERSON

CLERK
SARAH MATHESON