

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

Wednesday, April 5th, 2023

Watch via Live Stream on Township's YouTube:
<https://www.youtube.com/channel/UCdKRV0GAEuFaGbWHRPzoEXA>

4:00 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

That the agenda for the April 5th, 2023 Regular Meeting of Council be adopted.

4. Disclosure of Pecuniary Interest

5. Minutes

a. [March 15th, 2023 Minutes of Council](#)

Recommendation:

That the minutes of the March 15th, 2023 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](#)

i. [Application for Zone Change, ZN1-23-03, Stoffyn & Perkel](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Olivier Stoffyn & Kayla Perkel, whereby the lands described as Part Lot 12, Concession 2 (Blenheim), Township of Blandford-Blenheim are to be rezoned from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone (A1-G5)' to permit a garden suite for a temporary time period of ten (10) years.

8. Delegations / Presentations

- a. **Drumbo Lions Club Members, Re: Donation for Ball Diamond Fences**

9. Correspondence

a. Specific

- i. **John Maheu, Executive Director & Kelly Elliott, Markets & Communications Specialist, Association of Ontario Road Supervisors, Re: Rejecting a New Fee Proposed by Enbridge Gas.**

Recommendation:

WHEREAS, Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;

AND WHEREAS, third-party contractors include Ontario municipalities;

AND WHEREAS, these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;

AND WHEREAS, this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;

AND WHEREAS, if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;

THEREFORE IT BE RESOLVED, that the Township of Blandford-Blenheim strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;

AND THAT, the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;

AND THAT, this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, Ernie Hardeman MPP, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.

- ii. [Amy Humphries, Clerk, City of Woodstock, Re: Resolution regarding Reducing Municipal Insurance Costs.](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim supports the resolutions of the municipality of Chatham-Kent and the City of Woodstock regarding insurance premium increases and directs staff to contact Local Authority Services (LAS) to indicate support for the creation of a municipal reciprocal insurance provider.

- iii. [Shelley Brown, Acting Clerk, Town of Essex, Re: the Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales.](#)

Recommendation:

That the Council of the Township of Blandford-Blenheim support the Town of Essex and urge the Provincial government to re-instate previous legislation that permitted a municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.

b. General

- i. [Benjamin Addley, Chief Administrative Officer, Oxford County, Re: 2022 Annual Wastewater System Performance;](#)
- ii. [Benjamin Addley, Chief Administrative Officer, Oxford County, Re: Evaluation of Traffic Calming Measures and Port Monitoring Speed Reviews in Drumbo, Plattsville, Bright and Harrington;](#)
- iii. [Benjamin Addley, Chief Administrative Officer, Oxford County, Re: 2022 Annual Waste Management Reports;](#)

Recommendation:

That the general correspondence items be received as information.

10. Staff Reports

a. Trevor Baer – Manager of Community Services

- i. [CS-23-06 – Monthly Report](#)

Recommendation:

That Report CS-23-06 be received as information.

b. Jim Borton – Director of Public Works

- i. [PW-23-08 – Monthly Report](#)

Recommendation:

That Report PW-23-08 be received as information.

c. Jim Harmer – Drainage Superintendent

i. DS-23-04 – Monthly Report

Recommendation #1:

That Report DS-23-04 be received as information; and,

That the Fees and Charges By-law proposed amendments for CLI-ECA applications be posted on the Township website; and,

That Council authorize the Director of Finance prepare an amending By-Law for the April 19th 2023 council meeting to reflect the new fees.

Recommendation #2:

That the Engineer be directed to expand the existing Block Assessment area used in the maintenance schedule for the Plattsville Drain to include all of the Plattsville Estate Phase 3 and Phase 4 less the area of Phase 4 that outlet to Albert St and the Hall Branch of Plattsville Drain 2007.

ii. DS-23-05 – McCrow Drain Tender

Recommendation:

That Report DS-23-05 be received as information;

And further that the tender for the McCrow Drain be awarded to VanBree Enterprise of Warwick Township in the amount of \$ 110,165.65 plus applicable taxes.

d. Sarah Matheson – Deputy Clerk

i. DC-23-01 – Graphic Image Delivery By-law

Recommendation:

That the Council receive Report DC-23-01 as information;

And further, that Township Council approves the short form wording and set fine submission as listed in Appendix A;

And further that Township Council authorizes the Deputy Clerk to make the necessary application to the Ministry of the Attorney General to seek approval for the proposed short form wording and set fines associated with By-law number 2354-2023 - a by-law to regulate the distribution of graphic flyers in the Township of Blandford-Blenheim.

ii. [DC-23-02 – Clearing Refuse from Land By-law](#)

Recommendation:

That the Council receive Report DC-23-02 as information;

And further, That Council adopt By-law 2356-2023 to repeal By-law 1972-2016 to provide for the filling up, drainage of land and to regulate littering, dumping and clearing land of refuse;

And further, that Township Council approves the short form wording and set fine submission as listed in Schedule B;

And further that Township Council authorizes the Deputy Clerk to make the necessary application to the Ministry of the Attorney General to seek approval for the proposed short form wording and set fines associated with By-law number 2356-2023.

iii. [DC-23-03 – Noise Control By-law](#)

Recommendation:

That the Council receive Report DC-23-03 as information;

And further, That Council adopt By-law 2357-2023 to repeal By-law 2182-2020 to provide for the regulation of Noise or Vibration within the Township of Blandford-Blenheim;

And further, that Township Council approves the short form wording and set fine submission as listed in Schedule 3;

And further that Township Council authorizes the Deputy Clerk to make the necessary application to the Ministry of the Attorney General to seek approval for the proposed short form wording and set fines associated with By-law number 2357-2023.

e. Denise Krug – Director of Financial Services

i. [TR-23-09 – Budget Development Policy](#)

Recommendation:

That Report TR-23-09 be received as information; and,

And further that Council approves and adopts the Budget Development Policy.

f. Rodger Mordue – Chief Administrative Officer / Clerk

i. [CAO-23-06 – Application Fees for Affordable Housing Projects](#)

Recommendation:

That Report CAO-23-06 be received; and,

That staff be directed to insert a clause into the Township's fees and Charges By-law exempting Planning application fees from being charged for projects that qualify under the County of Oxford's Affordable Housing Incentive Program.

ii. [CAO-23-07 – Asset Naming Policy](#)

Recommendation:

That Report CAO-23-07 be received; and,

That Council accept the names Muer, Currah, Fenn and Glendinning to be added to the names registry for Township assets.

11. Reports from Council Members

12. Unfinished Business

13. Closed Session

14. Motions and Notices of Motion

15. New Business

16. By-laws

- a. [2354-2023, Being a By-law to regulate the distribution of graphic flyers in the Township of Blandford-Blenheim;](#)
- b. [2355-2023, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended \(Stoffyn & Perkel\);](#)
- c. [2356-2023, Being a By-law to repeal by-law 1972-2016 and to provide for the filling up, drainage of land and to regulate littering, dumping and clearing land of refuse;](#)
- d. [2357-2023, Being a By-law to repeal By-law 2182-2020, and to provide for the regulation of Noise or Vibration within the Township of Blandford-Blenheim; and,](#)
- e. [2358-2023, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-laws be now read a first and second time: 2354-2023, 2355-2023, 2356-2023, 2357-2023 & 2358-2023.

Recommendation:

That the following By-law be now given a third and final reading: 2354-2023, 2355-2023, 2356-2023, 2357-2023 & 2358-2023.

17. Other

18. Adjournment and Next Meeting

Wednesday, April 19th, 2023 at 4:00 p.m.

Recommendation:

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

That Council adjourn to meet again on Wednesday, April 19th, 2023 at 4:00 p.m.

MINUTES

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

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

Staff: Baer, Borton, Davidson, Harmer, Krug, Matheson, and Mordue.

Other: Robson, Planner.

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the agenda for the March 15th, 2023 Regular Meeting of Council be adopted as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

a. March 1st, 2023 Minutes of Council

RESOLUTION #2

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the Minutes of the March 1st, 2023 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Public Meetings

a. Public Meeting Under the Planning Act

- i. Application for Zone Change – ZN-23-01 (William & Sandy Gillespie)

RESOLUTION #3

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

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

ZN1-23-01 – Gillespie;

And that Mayor Peterson Chair the Public Meeting.

.Carried

The Planner presented the report, recommending approval. The applicants were in attendance. No one in attendance spoke for or against the application.

RESOLUTION #4

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

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

.Carried

RESOLUTION #5

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by William & Sandra Gillespie, whereby the zoning affecting lands described as Part Lot 6, Concession 8 (Blandford), Township of Blandford-Blenheim will be amended to permit a Garden Suite on the subject lands for a ten (10) year period from March 15, 2023 to March 15, 2033.

.Carried

b. Public Meeting Under the Planning Act, Committee of Adjustment

RESOLUTION #6

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that Council move into Committee of Adjustment at 4:07 p.m.

.Carried

RESOLUTION #7

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that the Committee rise at 4:12 p.m. and that the Open Council meeting resumes.

.Carried

The Minutes of the Committee of Adjustment are on the March 15, 2023 Minutes for Minutes of Committee of Adjustment.

8. Delegations / Presentations

- a. Larry Vollmershausen, Resident, Re: Condition of the Township Roads

Vollmershausen, a rural resident of the Township presented issues with the Township's rural roads, specifically the gravel source, the crowning of roads, salting in ice events, and grass cutting on the shoulders. Staff and Council addressed the concerns of Vollmershausen. Several other rural residents living on gravel roads, addressed their concerns similar to that of Vollmershausen. Staff and Council addressed their concerns. Council directed staff to check if there is an issue with the crowning of gravel roads.

RESOLUTION #8

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that the delegation from Larry Vollmershausen, Resident, regarding the state of the Township Roads be received as information.

.Carried

9. Correspondence

a. Specific

- i. Amanda Gubbels, CAO/Clerk, Township of Warwick. Re: CN Railway Contribution Requirements under the Drainage Act and Impacts on Municipal Drain Infrastructure in Ontario.

RESOLUTION #9

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that the Council of the Township of Blandford-Blenheim support the resolution of the Township of Warwick calling on CN Rail to act as a partner to municipalities and to the agriculture industry in Ontario and reconsider its position that the Drainage Act does not apply to it as a public entity; and,

That CN Rail contribute their portion to municipal drains in Ontario pursuant to the Drainage Act.

.Carried

- ii. Amy Humphries, Clerk, City of Woodstock Re: Graphic Image Delivery By-law Adopted by the City of Woodstock.

RESOLUTION #10

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that the Council of the Township of Blandford-Blenheim receives the resolution of the City of Woodstock to pass a by-law to regulate the distribution of graphic flyers in the City of Woodstock;

And further, that Council direct staff to prepare a by-law to regulate the delivery of graphic images in the Township of Blandford-Blenheim similar to that of the City of Woodstock.

b. General

- i. Rural Oxford Economic Development Committee, Re: December 2022 to February 2023 Activity Report;

- ii. Paula Toft, Deputy Clerk, Town of Ingersoll, Re: Diversity and Newcomer Committee; and,
- iii. David Simpson, Director of Public Works, Oxford County, Re: 2022 Drinking water System Performance

RESOLUTION #11

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

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

.Carried

10. Staff Reports

a. Dustin Robson – Planner, Oxford County

- i. Drumbo Secondary Plan

RESOLUTION #12

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report CP 2023-79be received as information;

And further, that Staff Report CP 2023-79 and the attached Drumbo Secondary Plan and associated maps be endorsed by the Council of the Township of Blandford-Blenheim for the purpose of informing the preparation of the Official Plan Amendment (OPA) required to implement the Secondary Plan;

And further, that the Council of the Township of Blandford-Blenheim direct Planning staff to initiate the required Official Plan Amendment (OPA) process and bring the resulting draft OPA to Council for their consideration and endorsement, prior to presenting the Secondary Plan and implementing OPA to County Council for final approval.

.Carried

b. Drew Davidson – Director of Protective Services

- i. FC-23-03 – Monthly Report

RESOLUTION #13

Moved by – Councillor Banbury
Seconded by – Councillor Young

That Report FC-23-03 be received as information.

.Carried

c. John Scherer – Chief Building Official

i. CBO-23-03 – Monthly Report

RESOLUTION #14

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report CBO-23-03 be received as information.

.Carried

d. Jim Borton – Director of Public Works

i. PW-23-06 – 2023 Surface Treatment Tender Results

RESOLUTION #15

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report PW-23-06 be received as information;

And further that Council accept the Surface Treatment tender submitted by Walker Construction, Niagara Falls, ON.

And further that the remaining balance required to complete the work be transferred from the Public Works reserve.

.Carried

ii. PW-23-07 – 2023 Gravel Teender Results

RESOLUTION #16

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report PW-23-07 be received as information;

And further that Council accept the tender submitted by Lakeview Sand and Gravel Limited for the supply, crushing and placement of approximately 22,000 Tonnes of granular “A” at a unit price of \$13.00/tonne.

.Carried

e. Denise Krug – Director of Finance

- i. TR-23-05 – Additional 2023 Council Grant & Subsidy Requests

RESOLUTION #17

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report TR-23-05 be received as information;
and,

That Council give direction in regards to the Friends of Princeton Park grant and subsidy request for waiving of facility fees for Princeton Hall and Princeton Park in the amount of \$1,000.

.Carried

- ii. TR-23-06 – Statement Issued with Respect to 2022 Salaries, Benefits & Expenses

RESOLUTION #18

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that Report TR-23-06 be received as information.

.Carried

- iii. TR-23-07 – Indexing of Development Charges

RESOLUTION #19

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that Report TR-23-07 be received as information.

.Carried

- iv. TR-23-08 – 2022 Development Charges Annual Report

RESOLUTION #20

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that Report TR-23-08 be received as information;
and,

That Council direct staff to post the report on the website for public information.

.Carried

11. Reports from Council Members

Councillor Young acknowledged that last week was International Women's Day, reporting that she attended an event hosted by Oxford Women in Networking. Councillor Young further reported that she attended a two-day conference regarding disrupting human trafficking in Oxford County. She reported that further meetings will be held regarding this matter. Councillor Banbury reported on the news of gunfire in the community of Plattsville and remarked that crime along the 401 corridor is spreading and expressed his concern. Mayor Peterson reported that the Drumbo Lions Club had an event last Saturday and it was very successful.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

None.

16. By-laws

- a. 2352-2023, Being a By-law to amend zoning by-law 1360-2002 (Gillespie); and,
- b. 2353-2023, Being a By-law to confirm the proceedings of Council.

RESOLUTION #21

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a first and second time: 2352-2023 & 2353-2023.

.Carried

RESOLUTION #22

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a third and final time: 2352-2023 & 2353-2023.

.Carried

17. Other Business

None.

18. Adjournment and Next Meeting

RESOLUTION #23

Moved by – Councillor Young
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:38 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on Wednesday, April 5th, 2023 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Sarah Matheson, Deputy Clerk
Township of Blandford-Blenheim

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

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change ZN 1-23-03 – Olivier Stoffyn & Kayla Perkel

REPORT HIGHLIGHTS

- The Application for Zone Change proposes to rezone the subject lands from ‘Limited Agricultural Zone (A1)’ to ‘Special Limited Agricultural Zone (A1-G5)’ to permit a garden suite on the subject lands for a temporary time period.
- Planning Staff are recommending that the garden suite be permitted for a temporary period of ten (10) years as the proposal appears to be consistent with the Provincial Policy Statement and generally maintains the intent and purpose of the Official Plan.

DISCUSSION

Background

APPLICANT/OWNER:

Olivier Stoffyn & Kayla Perkel
54 Roper Street, Princeton, ON N0J 1V0

LOCATION:

The subject lands are described as Part Lot 12, Concession 2 (Blenheim), Township of Blandford-Blenheim. The property is located on the north side of Roper Street, between Main Street North in Princeton and Blenheim Road and is municipally addressed as 54 Roper Street.

COUNTY OF OXFORD 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:

Existing Zoning: ‘Limited Agricultural Zone (A1)’

Proposed Zoning: ‘Special Limited Agricultural Zone (A1-G5)’

PROPOSAL:

The Application for Zone Change proposes to rezone the subject lands from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone' (A1-G5) to permit a garden suite for a temporary time period. As shown on Plate 3, the applicants propose to locate the garden suite to the west of the existing dwelling on the lands.

The subject lands are approximately 4 ha (10 ac) in size. The lands contain an existing single-detached dwelling (circa 2002) with an approximate area of 167 m² (1,797.5 ft²), a workshop approximately 116 m² (1,248.6 ft²) in size, a shed approximately 92 m² (1,001 ft²) in size, and a private septic system. Surrounding uses are predominately agricultural and non-agricultural rural residential in nature. The Village of Princeton lies to the south of the subject lands.

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.

Plates 3, Applicant's Sketch, depicts the configuration and location of the existing structures and proposed garden suite as provided by the applicant.

Application Review

2020 Provincial Policy Statement (PPS)

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).

Section 1.1.1 states that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term and cost-effective development patterns and standards to minimize land consumption and servicing costs. Section 1.1.1 also recognizes that accommodating an appropriate affordable and market-based range and mix of residential types, which includes additional residential units, is required for sustaining healthy, liveable and safe communities.

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.

Agricultural Reserve lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms, together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm. Additional dwelling units may be permitted on the farm unit in the form of temporary dwellings (mobile homes or modular dwellings) with Council approval.

Prior to permitting a garden suite, an amendment to the Zoning By-law is required. The zone change will be subject to the following criteria:

- The garden suite can be accommodated using private services;
- The proposal is compatible with the surrounding area and able to satisfy the Minimum Distance Separation Formula I (MDS I);
- The subject property is suitable for an additional temporary dwelling unit with respect to relevant zone provisions;
- The garden suite will generally use the existing road access; and,
- The garden suite will not be located to the front of the principal dwelling on the lot.

Garden suites are intended to be temporary in nature and as such, consent to sever a surplus garden suite will not be permitted by the County Land Division Committee.

Zoning By-law

The subject lands are currently zoned 'Limited Agricultural Zone (A1-G5)' according to the Township of Blandford-Blenheim Zoning By-law, which permits a single detached dwelling accessory to a farm and a garden suite in accordance with Section 5.11 of the Township's Zoning By-law. The provisions of Section 5.11 (Garden Suites) further require the owner to secure approval of the appropriate zoning prior to establishing the temporary use.

Occupancy is limited to the retired parents or grandparents of the lot owner or lot owner's spouse, or a retiring lot owner, provided that the main dwelling is occupied by the son, daughter or grandchild of the retiring lot owner. In addition, garden suites are permitted to a maximum gross ground floor area of 140 m² (1,506 ft²), and shall satisfy MDS requirements, or not further reduce an existing insufficient setback.

Agency Comments

The Township Drainage Superintendent, the Township Director of Public Works, the Township Director of Protective Services, the Oxford County Public Works Department, Canada Post, and the Grand River Conservation Authority (GRCA) have indicated no concerns or objections regarding the proposed zoning amendment.

Public Consultation

Notice of the proposal was provided to the public and surrounding land owners in accordance with the requirements of the *Planning Act*. At the time of writing this report, no comments or concerns had been received from the public.

Planning Analysis

Section 39.1 of the *Planning Act* allows municipalities to permit garden suites as temporary residential uses for up to twenty (20) years. Additionally, Section 39.1(4) specifies that Council may grant further extensions of not more than three (3) years, if so requested. To maintain consistency throughout the Township and previous garden suite approvals granted by Township Council, staff are recommending that the proposed garden suite be permitted on the subject lands for a period of ten (10) years, being April 5, 2023 to April 5, 2033.

With regard to the Provincial Policy Statement, staff are satisfied that the proposed garden suite will not hinder surrounding agricultural uses.

The applicant is proposing to locate the garden suite to the west of the existing dwelling, and the proposed garden suite would be accessed by the existing driveway off of Roper Street. Given this, staff are satisfied that the proposal is in keeping with the policy direction of the County Official Plan.

The zoning provisions of the A1 zone state that the lot area and lot frontage existing at the time of the passing of the Zoning By-law shall be deemed to be the required minimums. Further to this, the proposed location of the garden suite will meet the required setbacks as set out in the 'A1' zone provisions. While the Township Zoning By-law does not have maximum setbacks from front lot lines, staff are recommending that a maximum setback of 44 m (144.3 ft) from the front lot line for the placement of the garden suite be included. By including this special provision, it would ensure that the garden suite will be located within proximity to the principal dwelling on the subject lands. Further, given that the neighbouring residential lot to the west of the subject lands has a lot depth of approximately 60 m (196.8 ft) and the proposed garden suite will be approximately 16 m (52.4 ft) long the maximum front yard depth of 44 m (144.3 m) would also ensure that the placement of the garden suite is no deeper than the depth of surrounding lots, resulting in dwellings in the vicinity generally being in line with one another.

The applicant has indicated that the garden suite will have a gross floor area of approximately 67 m² (721.1 ft²), which would comply with the permitted maximum ground floor area of 140 m² (1,506 ft²), and no further zoning relief is being requested. Planning staff are of the opinion that that the size of the garden suite will be adequate for habitation and will remain secondary to the existing single detached dwelling.

Planning staff are satisfied that the proposal to permit the garden suite will maintain the intent of the Provincial Policy Statement and the Official Plan and staff are supportive of the applicant's request to permit the garden suite on the subject lands for a period of up to ten (10) years, and can be supported from a planning perspective.

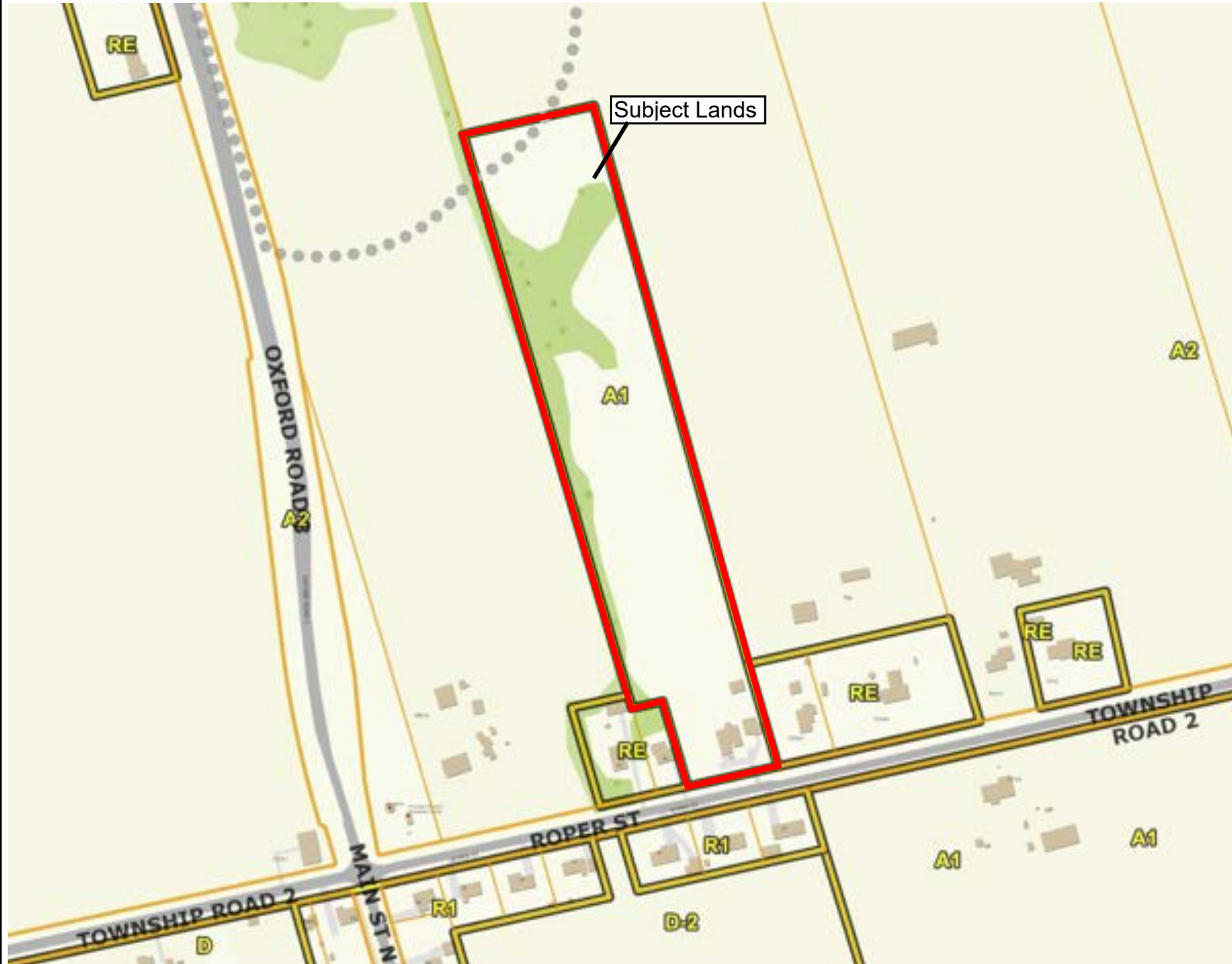
RECOMMENDATIONS

It is recommended that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Olivier Stoffyn & Kayla Perkel, whereby the lands described as Part Lot 12, Concession 2 (Blenheim), Township of Blandford-Blenheim are to be rezoned from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone (A1-G5)' to permit a garden suite for a temporary time period of ten (10) years.

SIGNATURES

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

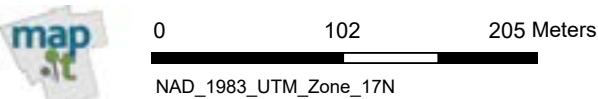
Approved for submission: *original signed by* Gordon K. Hough, RPP
Director



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

February 27, 2023



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



0 102 205 Meters

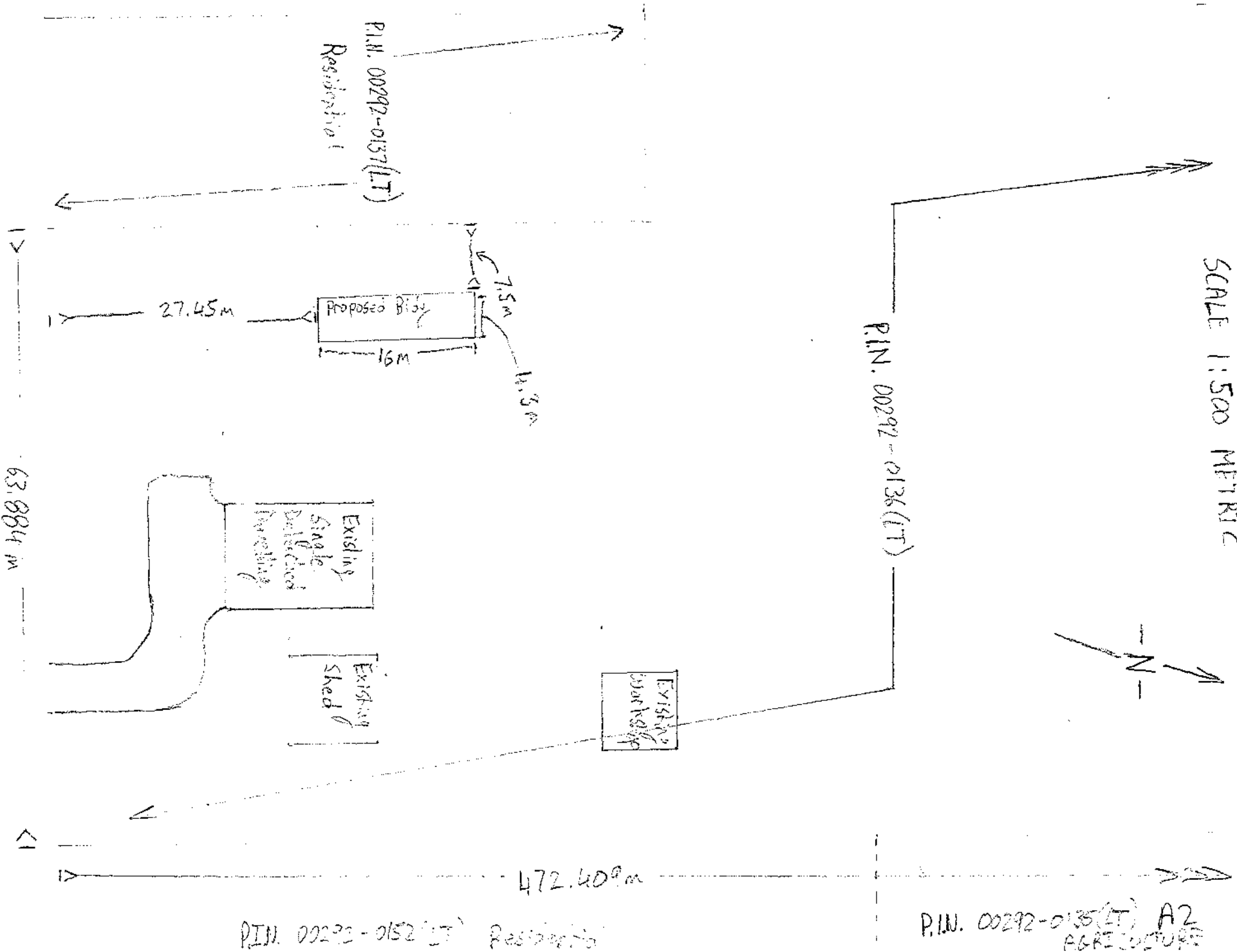
NAD_1983_UTM_Zone_17N



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

March 10, 2023

TOWNSHIP ROAD 2



SCALE 1:500 METRIC



AORS
PROMOTING KNOWLEDGE. PURSUING EXCELLENCE

March 27, 2023

Dear Heads of Councils and Councillors,

We, the Association of Ontario Road Supervisors (AORS), are writing you on behalf of all our municipal members to raise awareness and solicit your support by objecting to a new fee proposed by Enbridge Gas. Enbridge has announced their intention to implement a new charge to third-party contractors and other utilities for utility locates. Third-party contractors will include Ontario municipalities and contractors working on their behalf. Enbridge Gas will apply a charge of \$200 CAD (plus applicable taxes) per locate request where a field locate is required. The need for municipalities and their contractors to request these locates when doing road construction and maintenance is due to utilities being present in municipal right of ways, which municipalities across the province have allowed at no cost to the utility.

Enbridge has stated that the *Getting Ontario Connected Act* passed into law in April 2022 has resulted in changes to the *Ontario Underground Infrastructure Notification System Act* and has caused Enbridge to make significant investments in associated operational investments. The concern being raised by our members, your public works staff, is that Enbridge will be just the beginning of these additional fees, with other utility companies implementing similar charges. These new charges will have significant impacts on municipal budgets.

As examples of what impacts this announcement might have on municipalities, based on 2022 municipal locate requests alone, it is estimated that this new fee would directly cost the Municipality of Central Huron approximately \$35,000 annually, the City of Belleville approximately \$90,000 annually and the Town of Espanola approximately \$7,300 annually. It is important to note that these are direct costs alone. Any subcontractors working on behalf the municipality requesting locates will be charged this same cost, and these costs will have to be borne by someone – meaning the subcontractors will put this cost back to the municipality. Then there will be the added administrative costs at both ends of the transaction. It is difficult to determine this quickly the true fulsome costs to your budget. This will also add an extra item into tendering projects, as it will create concerns on both sides on who is responsible for these costs.

By Enbridge Gas passing on these locate costs to municipalities, these costs are borne by all ratepayers across the municipality, and not only those who use this utility.

We would like to request your Council consider passing the following resolution:

WHEREAS, Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;

AND WHEREAS, third-party contractors include Ontario municipalities;

AND WHEREAS, these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;

AND WHEREAS, this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;

AND WHEREAS, if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;

THEREFORE IT BE RESOLVED, that the <insert your municipality name> strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;

AND THAT, the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;

AND THAT, this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, <insert your municipality name>'s MPP, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.

Furthermore, AORS will be sending your public works senior managers and directors a survey to further investigate the true costs of this proposed fee on your budgets. We ask you to encourage your staff to complete this survey so we can better advocate on your behalf.

If you require additional information, please do not hesitate to contact us.

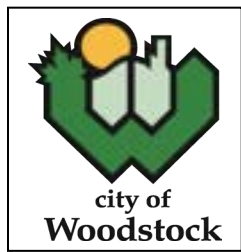
Sincerely,



John Maheu
Executive Director
johnmaheu@aors.on.ca



Kelly Elliott
Marketing and Communications Specialist
kellyelliott@aors.on.ca



Office of the City Clerk
Woodstock City Hall
P.O. Box 1539
500 Dundas Street
Woodstock, ON
N4S 0A7
Telephone (519) 539-1291

March 21, 2023

Municipality of Chatham-Kent
ATTN: Judy Smith - Director Municipal Governance/Clerk
Via e-mail – ckclerk@chatham-kent.ca

Re: Correspondence – Resolution regarding Reducing Municipal Insurance Costs

At the Woodstock City Council meeting held on Thursday, March 16th, 2023, the following resolution was passed in response to your correspondence:

"Whereas Woodstock has also faced multiple double digit increases to insurance premiums in recent years;

And whereas the costs of insurance are affecting municipal budgets across the Province, impacting funding which would otherwise go into improving and expanding needed services to residents and businesses;

Now therefore be it resolved that Woodstock City Council supports the resolution from the Municipality of Chatham-Kent regarding Reducing Municipal Insurance Costs;

And further that staff be directed to contact Local Authority Services (LAS) to indicate support for the creation of a municipal reciprocal insurance provider;

And further that staff be directed to monitor the findings of the Chatham-Kent report regarding the engagement process and any recommendations to support improvements to municipal insurance in Ontario;

And further that staff be directed to add this correspondence as an agenda item at the next Oxford County area CAO's meeting for discussion;

And further that this resolution be circulated to Oxford County and area municipalities for consideration."

Yours Truly,

Amy Humphries, City Clerk

Cc: Via email – Local Authority Services (AMO) - las@las.on.ca
Kyle Kruger - CAO/Clerk - Township of Norwich - kkruger@norwich.ca
Tanya Daniels - Clerk - Town of Tillsonburg - clerks@tillsonburg.ca
Julie Middleton - Clerk - Township of Southwest Oxford - clerk@swox.org
Danielle Richard - Clerk - Town of Ingersoll - danielle.richard@ingersoll.ca
Karen Martin - Clerk - Township of Zorra - kmartin@zorra.ca
Will Jaques - Clerk - Township of East Zorra-Tavistock - wjacques@ezt.ca
Rodger Mordue - CAO/Clerk - Township of Blandford-Blenheim -
mordue@blandfordbleinham.ca
Chloe Senior - Clerk - Oxford County - cseior@oxfordcounty.ca



CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | essex.ca

Honourable Steve Clark

March 22, 2023

Ministry of Municipal Affairs and Housing
College Park 17th Floor, 777 Bay Street
Toronto, ON M7A 2J3

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

Dear Honourable Steve Clark,

At its Regular Council Meeting held on March 6, 2023, Mayor Bondy brought forward a Notice of Motion for Council's consideration regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

As a result of this discussion, Council passed the following resolution:

R23-03-081

Moved by: Mayor Bondy

Seconded by: Councillor Allard

That Council direct Administration to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, Association of the Municipalities of Ontario and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.

Carried

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

Shelley Brown

Acting Clerk

sbrown@essex.ca



CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8

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c.c. Honourable Peter Bethlenfalvy, Minister of Finance
minister.fin@ontario.ca

Mary Birch, Interim Chief Administrative Officer
mbirch@countyofessex.ca

Anthony Leardi, MPP
anthony.leardi@pc.ola.org

Association of Municipalities of Ontario ("AMO")
resolutions@amo.on.ca

All other municipalities in Ontario

To: Warden and Members of County Council

From: Director of Public Works

2022 Annual Wastewater System Performance

RECOMMENDATIONS

1. That County Council receive Report No. PW 2023-11 entitled “2022 Annual Wastewater System Performance”, including the individual 2022 Annual Wastewater Treatment Plant Summary Reports;
2. And further, that County Council receive the 2022 Annual Biosolids (Non-Agricultural Source Material) Summary Report, including the performance summary of the County’s wastewater treatment plant biosolids processing, land application program and biosolids centralized storage facility.

REPORT HIGHLIGHTS

- This report summarizes the annual performance of Oxford County’s (the County) 11 municipal wastewater systems and biosolids processing program in 2022.
- Of note, the County’s nine wastewater treatment plants (WWTPs) provided effective treatment and demonstrated continued exceptional performance in 2022. Based on approximately 4,844 WWTP effluent samples collected and analyzed in 2022, four of the nine County municipal WWTPs achieved 100% compliance ratings (with the remaining five receiving the following compliance ratings: Drumbo 94%, Norwich 99%, Plattsville 97%, Tillsong 98% and Woodstock 99%).
- A summary of annual wastewater system capital investments and an overview of key maintenance activities that were completed on the wastewater infrastructure assets is also noted.
- Consistent with the County’s direction of innovative and green technology, various optimization projects/studies (Ingersoll WWTP, Woodstock WWTP) and equipment upgrades (Plattsville WWTP) were completed in 2022 to further offset facility non-renewable energy consumption and reduce greenhouse gas emissions.

Implementation Points

Following Council adoption of this report, the 2022 Annual WWTP Reports (Attachment 1) and Biosolids Report (Attachment 2) will be submitted to the Ministry of the Environment, Conservation and Parks (MECP) in accordance with regulatory requirements by March 31, 2023. These reports will also be posted on the County’s website for public access.

Financial Impact







There are no financial impacts as a result of this report. Any required actions that will result in expenditures have been accounted for in the 2023 Operating and Capital Budgets of the respective wastewater systems.

Communications

As indicated, the 2022 Annual Wastewater System Performance Report and the 2022 Biosolids Summary Report will be posted to the County website by March 31, 2023 at <http://www.oxfordcounty.ca/waterwastewater>. The results of each system’s performance report will also be shared directly with Area Municipality CAO and Public Works senior management respectively.

The County communicates the performance of key Public Works systems (Water, Wastewater, and Waste Management) annually to the public through an annual social media campaign after the last performance report has been submitted to Council later this year.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
1.ii.				5.ii.	

DISCUSSION

Background

The County’s wastewater treatment, biosolids management and wastewater collection systems are all supervised by an appropriately licensed Overall Responsible Operator (ORO) and designated Operators in Charge (OIC) as required by Ontario Regulation (O.Reg.) 129/04.

Wastewater Treatment and Biosolids Processing Systems

The County operates and maintains:

- Three conventional activated sludge mechanical WWTPs (Woodstock, Ingersoll, Tillsonburg);
- One extended air WWTP (Thamesford);
- One wastewater Sequencing Batch Reactor (SBR) plant (Drumbo);
- Three wastewater lagoon-based systems (Norwich, Plattsville, Tavistock); and
- One Recirculating Sand Filter (RSF) wastewater system (Mount Elgin).

Wastewater from the communities of Embro and Innerkip is transferred via sewage forcemains to the Woodstock WWTP for treatment.

At the three conventional WWTPs, waste sludge generated during wastewater treatment is stabilized and dewatered through either aerobic or anaerobic digestion. The remaining product, known as biosolids, is a valuable and beneficial fertilizer-like soil nutrient which can be land applied in the agricultural sector (i.e. farms having a non-agricultural source material plan) as per the County Biosolids Management Master Plan. When the material cannot be directly land applied during the winter months, biosolids are stored at the County's Biosolids Centralized Storage Facility (BCSF), located adjacent to the County Waste Management Facility.

Wastewater Collection Systems

The wastewater collection system includes the wastewater collection mains, sewage pumping stations, and odour control facilities that transfer wastewater to a WWTP. The County owns and maintains all 11 sewage collection systems. Portions of the collection system in the City of Woodstock and the Town of Tillsonburg are under service contracts with the County. In the Town of Tillsonburg and City of Woodstock, the sewage pumping stations, odour control facilities, and sanitary forcemains are operated by Oxford County. The County also operates two privately owned sewage pump stations (401 Service Centre and Verspeeten Cartage). All components of the wastewater collection systems in the remaining communities are operated by Oxford County staff.

The wastewater collection systems include approximately 658 kilometers of sanitary sewers and forcemains, 8,326 manholes, 127 grinder pump systems, 2 odour control facilities and 37 sewage pumping stations (including the two privately owned sewage pumping stations).

In 2022, Oxford County applied for a Consolidated Linear Infrastructure Environmental Compliance Approval (CLI ECA). As noted in the 2023 Business Plan and Budget, the CLI ECA is a new regulatory initiative by the MECP which aims to reduce the burden on municipalities, developers and the MECP, while imposing a consistent set of conditions intended to improve environmental protection in relation to the wastewater collection system. A single CLI ECA will be held by Oxford County for all communities' wastewater collection systems. The MECP issued the CLI ECA to Oxford County on February 14, 2023.

Wastewater Reporting Requirements

The annual reporting requirements are set out in each wastewater facility's Environmental Compliance Approval (ECA) and are generally outlined as follows:

- Preparation and submission of the report to the District Manager of the MECP within 90 days following the end of the period being reported on (which is March 31 since December 31 is the County's year-end).
- A summary and interpretation of all monitoring data and a comparison to the effluent limits set out in the ECA.
- A description of any operating problems encountered and corrective actions taken.
- A summary of all maintenance carried out on any major structure or equipment.
- A summary of any effluent quality assurance or control measures undertaken.
- A summary of the calibration and maintenance carried out on all effluent monitoring equipment.
- A tabulation of all generated biosolids and a summary of all disposal locations.
- A summary of any complaints, abnormal events, upset conditions, by-passes or spills.
- Any other information specifically required by the District Manager.

Comments

2022 Annual WWTP System Summary Reports

The individual annual WWTP system reports will be available for review by the public on the County's website at <http://www.oxfordcounty.ca/waterwastewater> by March 31, 2023. Highlights include:

- 11 communities were served by the County's municipal wastewater systems.
- Approximately 13.6 million cubic metres of wastewater was responsibly treated.
- Approximately 4,844 WWTP effluent samples were collected and analyzed, from which an overall facility ECA compliance of 98.5% (74 failed samples) was achieved.
- WWTP facilities were also largely compliant with the MECP Final Design Objectives (objectives) and Final Effluent Compliance Limits (compliance limits):
 - Compliance limits are maximum acceptable concentration for an effluent parameter permitted by the MECP, as detailed within each WWTP ECA. The limits are determined to prevent impairment to the quality of the receiving water body. The Owner is legally obligated to operate and maintain the treatment system to ensure the compliance limits are achieved.
 - Objectives are non-enforceable effluent quality values which the Owner is obligated to use best efforts to strive towards achieving on an ongoing basis. These objectives are to be used as a mechanism to trigger corrective action proactively, and voluntarily, before environmental impairment occurs and before the compliance limits are exceeded.

Drumbo WWTP

In 2022, the Drumbo WWTP was 94% compliant with all its regulatory compliance limits (44 exceptions). Specific exceedances of compliance limits and/or effluent objectives are as follows:

- In August and October, the WWTP experienced incoming dark, high strength influent that led to non-compliance with several parameters - Total Ammonia Nitrogen (TAN), TAN loading, Total Suspended Solids (TSS) and Total Phosphorus (TP).
- In December, the influent to the WWTP contained abnormally high concentrations of Ammonia that led to a non-compliance of TAN.
- The WWTP failed to meet monthly average effluent objectives on 18 occurrences for TSS, Flow, TAN, and TP.

To address these types of operational issues, Phase I construction began in 2021 to expand the WWTP capacity, using a new membrane bioreactor technology, with a target in-service date near the end of 2023. Phase II capacity expansion planning will be initiated in 2023 with additional capacity (additional membrane cassette installation) targeted to be in-service by 2025. These WWTP capacity expansions will also provide additional capacity to service growth as well as allow for the continued delivery of effective, safe and dependable services.

In 2021, a Feasibility Study was also commenced to investigate further potential wastewater system servicing opportunities that may support additional growth in Drumbo. The Feasibility Study was completed in 2022 and will provide input to the servicing strategies under consideration as part of the County-wide Water and Wastewater Master Plan to be finalized in 2023.

Ingersoll WWTP

In 2022, the Ingersoll WWTP achieved 100% compliance to its regulatory compliance limits. Specific exceedances of effluent objectives are as follows:

- The WWTP failed to meet single sample effluent objectives on seven occurrences for TSS, TP and E. coli.
- All monthly average effluent objectives were met in 2022.

In the fall of 2021, the County initiated a pilot co-digestion project which was consistent with the County's direction of Innovative and Green Technology. The project explored the potential benefits of co-digesting FOG (fats, oils, and grease) with municipal sludge in the Ingersoll WWTP anaerobic digester in order to optimize digester operation and provide increased renewable biogas production which can be used to offset WWTP energy demands derived from fossil fuels. The project was completed in 2022, and it concluded that the FOG addition increased digester biogas production by approximately 80% along with greater volatile solids reduction through increased biological activity.

FOG co-digestion should be explored further on a larger scale to quantify the potential for renewable energy generation and waste diversion based on the following estimations:

- **Future Potential Biogas Conversion to Energy** – The current average biogas production without FOG is approximately 500 m³/d, which based on the current trends shown by the FOG co-digestion is projected to increase by 80% at the maximum FOG loading to the digester. 80% increase from the current production translates into additional 400 m³/d with a heat value of approximately 11 GJ/day. Biogas applications may include inputting biogas to off-site RNG pipeline or on-site WWTP utilization via combustion Combined Heat and Power (CHP) units or gas powered equipment to offset plant energy requirements.
- **Future Potential GHG Emission Reduction** – FOG co-digestion is anticipated to reduce the production of dewatered biosolids by 10% (due to increased solids destruction within the anaerobic digester). This equates to reduced amount of trucking of this biosolids end-product to the Biosolids Centralized Storage Facility in Salford and an approximate reduction of 84 tCO₂e of carbon dioxide emissions annually. In addition, the WWTP currently flares approximately 25% of its produced biogas (methane) production as off-gas. An opportunity exists to review the potential capture and utilization of this biogas amount which would further reduce carbon dioxide emissions by approximately 84 tCO₂e of GHG per year.

Mount Elgin WWTP

The Mount Elgin WWTP had no effluent compliance limits for the system; however, the ECA requires the County to use best efforts to operate the WWTP with CBOD₅ and TSS objectives < 10 mg/L, both of which were met in 2022.

As per Report No. [PW 2022-39](#), Public Works has initiated design work for the Phase 3 and 4 capacity expansion of the Mount Elgin WWTP in order to service future growth in the community. Construction is expected to commence in 2023.

Norwich WWTP

In 2022, the Norwich WWTP achieved 99% compliance to its regulatory compliance limits for all parameters in the effluent (1 exception). Specific exceedances of compliance limit and/or effluent objectives are as follows:

- In February, daily influent flow to the plant exceeded the ECA peak flow limit resulting in a non-compliance.
- The WWTP failed to meet monthly average effluent objectives on two occurrences for TSS and TSS loading.

A Municipal Class Environmental Assessment (EA) Study continues for the Norwich WWTP into 2023, which will determine the most cost-effective, environmentally sound and sustainable approach to expand the WWTP capacity and service growth in Norwich over the next 25 years. The Class EA Study is anticipated to be completed in 2023.

Plattsville WWTP

In 2022, the Plattsville WWTP achieved 97% of its regulatory compliance limits for all parameters in the effluent (5 exceptions). Specific exceedances of compliance limits and/or effluent objectives are as follows:

- In November, excessive wind and low pond levels caused previously settled solids to be entrained in the WWTP effluent, which resulted in a non-compliance for TSS.
- The WWTP failed to meet the single sample effluent objectives on 12 occurrences for TSS.
- The WWTP failed to meet the monthly average effluent objective for TSS in November. County Staff have implemented various operational strategies in an attempt to meet ECA objectives.

Various capital improvements were also completed at the Plattsville WWTP in 2022, which will result in notable energy and cost savings. The replacement of older diffusers in aeration cell 2 with more efficient units is anticipated to realize the following results:

- **Future Potential Energy Demand Reduction** – These capital upgrades are anticipated to achieve an annual electrical consumption avoidance of approximately 31,135 kWh which will reduce costs (~ \$5,100 annually) associated with consumption of energy from the electrical grid or fossil fuel generated power.
- **Future Potential GHG Emission Reduction** - The annual electrical avoidance noted above relates to an equivalent carbon dioxide gas emission reduction of approximately 1.2 tCO_{2e} per year.

Tavistock WWTP

In 2022, the Tavistock WWTP achieved 100% compliance to its regulatory effluent limits. Specific exceedances of effluent objectives are as follows:

- The WWTP failed to meet single sample effluent objectives on three occurrences for TSS and TAN.

An application to increase the rated capacity of the Tavistock WWTP was submitted to the MECP in 2021 based on strong historical performance, recent aeration upgrades to enhance treatment, and alignment with the rated capacity of the Tavistock water system. The re-rating was approved by the MECP in March of 2022, increasing the WWTP rated capacity from 2,525 m³/day to 2,935 m³/day.

In response to planned future growth in the Village of Tavistock, the County will initiate a Municipal Class Environmental Assessment (EA) Study for capacity expansion of the Tavistock WWTP in 2023. The study will determine the most cost-effective, environmentally sound, and sustainable approach to expand the Tavistock WWTP to meet the wastewater servicing needs of the community.

Thamesford WWTP

In 2022, the Thamesford WWTP met 100% of its regulatory compliance limits for all parameters in the effluent. Specific exceedances of effluent objectives are as follows:

- The WWTP failed to meet single sample effluent objectives on 24 occurrences for TSS, E. coli, TAN, TP, CBOD₅ and pH.
- The WWTP failed to meet monthly average effluent TSS objectives on 3 occurrences.

Design work began in 2022 on the Thamesford WWTP Headworks and Aeration Upgrade to improve Thamesford WWTP performance and reduce operational challenges. Improvements include a new headworks facility with fine screening and grit removal, and the replacement of all aeration course bubble diffusers to fine bubble diffusers to improve the oxygen transfer rate efficiency and reduce power consumption. Construction is planned for 2024.

Tillsonburg WWTP

In 2022, the Tillsonburg WWTP achieved 98% compliance to its regulatory effluent limits (10 exceptions). Specific exceedances of compliance limits and/or effluent objectives are as follows:

- In November, the WWTP experienced frequent incidences of oil in the WWTP influent, leading to poor settling and a non-compliance for TSS.
- The WWTP failed to meet single sample effluent objectives on 28 occurrences for TSS, E. coli, TP and CBOD₅.
- The WWTP failed to meet monthly average effluent objectives on 5 occurrences for CBOD₅ and TSS.

In 2021, Phase 1 construction upgrades were initiated which will include new headworks, primary clarifiers, secondary clarifier, blowers, waste activated sludge (WAS) thickening, and various piping and control upgrades. As detailed in Report No. [PW 2020-54](#), the upgrades will strategically address WWTP system bottlenecks to improve operational performance, plant resiliency and servicing capacity. Construction is targeted for completion in December, 2023.

Woodstock WWTP

In 2022, the Woodstock WWTP achieved 99% compliance with its regulatory effluent limits (5 exceptions). Specific exceedances of compliance limits and/or effluent objectives are as follows:

- On June 15 and August 6, de-chlorination equipment failures caused the Total Residual Chlorine (TRC) concentration to exceed < 0.05 mg/L, resulting in non-compliance for TRC in June and August.
- The WWTP failed to meet single sample effluent objectives on eight occurrences for TSS, TAN, E. coli and TRC.

In 2022, the Woodstock WWTP continued participation with the Ontario Wastewater Surveillance Initiative; a collaboration which includes 13 institutions, 34 Public Health Units (PHUs) and 117 Communities. The initiative involves the detection of the COVID-19 virus in wastewater and provides PHUs with another tool to aide in tracing infection. Influent samples are collected at the WWTP, analyzed by Western University and results are provided to Southwestern Public Health in an attempt to predict virus location and spread in the community.

In 2021, an inflow and infiltration (I&I) study was initiated to locate and reduce I&I in Woodstock's North Trunk Sewer catchment area, and this study continued throughout 2022. The County is actively pursuing ways of sustainably reducing I&I flow into its wastewater collection system to allow for increased wastewater capacity both within the collection system and the WWTP. Potential capacity gained through I&I reduction will serve to support future development while minimizing or deferring future wastewater infrastructure capital upgrades and energy requirements. The study is to be completed in 2023.

A primary anaerobic digester was cleaned out at the Woodstock WWTP in 2022, allowing for a structural visual condition assessment to be completed by an engineering consultant, which determined the digester to be in good condition. Digestion treatment capacity was restored and a refurbishment of the gas mixing system was completed to optimize the digestion process and biogas production. The digester was brought back online in January of 2023 with the initial resulting biogas production volume increasing by approximately 300 percent when compared to the January 2022 biogas production volume.

As part of the County's Renewable Energy Action Plan (REAP) (2022-2032) and consistent with the 100% Renewable Energy Plan (2018), a Preliminary Engineering Study was completed at the Woodstock WWTP in 2022, looking at opportunities to more efficiently use biogas produced at the WWTP to significantly reduce GHG emissions, energy consumption and operational costs. The PES evaluated several options and concluded that CHP system was the preferred option. A CHP system is capable of the cogenerating of on-site heat and power, where the generated electricity would be used at the WWTP to offset internal electrical consumption and generated thermal energy would be directed to the WWTP radiant heating system to provide both process and building heat as follows:

- **Future Potential Biogas Conversion to Energy** – The CHP is expected to produce approximately 1,248,000 kWh/year of new electrical and thermal renewable energy generation which can be utilized on-site and reduce costs associated with consumption of energy from the electrical grid or fossil fuel generated power.
- **Future Potential GHG Emission Reduction** – Optimization of WWTP biogas production for on-site plant utilization is anticipated to reduce carbon dioxide emissions by approximately 91 tCO₂e/year.

As per the 2022 REAP multi-year implementation plan, the design work for this CHP system will begin in 2023 with implementation planned for 2024.

2022 Wastewater System Infrastructure Investments

As per the revised 2022 Forecast in the 2023 Business Plan and Budget, the County invested almost \$18 million in rate supported wastewater infrastructure which included, but is not limited to, several notable capital projects as follows:

- Phase 1 Capacity Expansion of Drumbo WWTP (\$6,000,000)
- Norwich Sanitary Sewer Replacements (\$1,100,000)
- Phase 1 Upgrades of Tillsonburg WWTP (\$9,700,000)
- Water and Wastewater SCADA Master Plan (\$1,250,000)
- Woodstock Pattullo Industrial Park servicing (\$3,360,000)

- Water and Wastewater Servicing Master Plan (\$300,000)
- Ingersoll Sanitary Sewer Projects (\$980,000)
- Ingersoll Sewer Re-lining (\$120,000)
- Phase 3 and 4 Capacity Expansion Design of Mount Elgin WWTP (\$220,000)
- Tavistock Williams Street Sewage Pump Station Rehabilitation (\$120,000)
- Headworks, Screening and Aeration Upgrade Design of the Thamesford WWTP (\$150,000)
- Plattsville WWTP Equipment Upgrades (\$60,000)

2022 Wastewater System Asset Management Plan Update

In addition to the above noted capital investments, Oxford continues to prioritize the long term sustainability of its wastewater systems. The County maintains a diverse portfolio of assets necessary to provide the safe collection and treatment of wastewater. In 2022, as part of the update to the County's Asset Management Plan, the current asset condition and lifecycle needs for each of the County's wastewater systems were documented.

This information continues to be used as a primary source for setting water and wastewater rates, capital requirements, and to determine appropriate target reserve balances. The summary of these findings were detailed in the County's 2022 Asset Management Plan (Report No. [CS 2022-20](#)).

A quick summary of the overall condition of wastewater infrastructure and related assets is detailed in Figure 1.



Figure 1 - County Wastewater System Asset Condition (2022)

Oxford County continues to manage its wastewater asset inventory and asset maintenance work orders using a digital asset management system. Through proactive asset management, the County strives to optimize the service life of its wastewater assets and promote the overall long term sustainability of its wastewater system. The County continues to integrate its wastewater infrastructure, among other assets, within the corporate Asset Management Systems Enhancement project as part of overall compliance to O. Reg. 588/17 – Asset Management Planning for Municipal Infrastructure, under the *Infrastructure for Jobs and Prosperity Act, 2015*.

Oxford County continues to incorporate industry best management practices to monitor the levels of service and financial performance of its wastewater infrastructure and ensure that our wastewater infrastructure assets are maintained in good condition through effective preventative maintenance, optimized infrastructure decision-making and strategic capital planning (replacement, repair, expansion).

2022 Water and Wastewater Service Delivery Review

As per Report No. [CS 2021-14](#), staff received direction from Oxford County Council in March 2021 to seek Municipal Modernization funding to collectively undertake a joint Water Distribution and Wastewater Collection Operations and Maintenance standardized delivery review with Tillsonburg and Woodstock to identify potential opportunities to modernize service delivery and reduce future operating costs. The outcomes and recommendations of the review were presented to Council (Reports No. [PW 2022-19](#) and [PW 2022-32](#)). Staff received Council direction to continue with the status quo service wastewater service delivery model with consideration for continuous improvement relating to the implementation of industry best management practices including, but not limited to, the following:

- Service Level Alignment to Standards (in progress to achieve consistent LOS);
- Sanitary Sewer Inflow and Infiltration Reduction (reduction of extraneous flows);
- Full Cost Recovery (in progress as per 2023 County Fees & Charges By-law updates);
- Joint Procurement (seeking opportunities with contracted service providers); and
- Streamlining Responsibilities in Right-Of-Way Capital Coordination (seeking GIS and Cartegraph work order system enhancements required for integrated asset management).

2023 Water and Wastewater Master Plan

Oxford County communities are growing and so is our water and wastewater infrastructure. Properly collecting and treating wastewater has a direct impact on the health of our community. The Water and Wastewater Master Plan will set out the long-term wastewater servicing strategies to support existing needs and accommodate future growth in population and employment through to the year 2046. Through this Master Plan, the long term ability of Oxford's wastewater system to collect and responsibly treat existing wastewater flows, as well as future growth needs, is being assessed in detail in terms of sustainable, affordable and reliable infrastructure.

Project milestones for 2022 included detailed site visits of all County water and wastewater systems and the first round of public consultation related to the project. A summary of the consultation process to date was shared with County Council through Report No. [PW-2022-47](#). The project is expected to come to completion in 2023 and the findings will be shared with County Council at that time.

2022 Maintenance of Wastewater System Infrastructure

In addition to the wastewater system capital investments noted above, several planned preventative maintenance activities are carried out annually to help optimize the useful service life and efficiency of wastewater infrastructure assets. A number of key maintenance activities are noted below for wastewater collection and wastewater treatment infrastructure respectively.

Table 1: Wastewater Collection Infrastructure Maintenance (2022)

Preventative Maintenance Activity	Quantity
Sanitary Sewer Flushing	92,674 m
Sanitary Sewer CCTV inspection	54,985 m
# of Grinder Pump Inspections	7
# of Sanitary Manhole Inspections	1,732
# of Sanitary Manholes Repaired/Replaced/Adjustments *	72
# of Sewer Blockages Cleaned	6
# of Septic Tank Inspections	273
Forcemain Cleaning (Swabbing)	148,000 m
Standby Power Generator Maintenance	47
Sewage Pump Station Clean-outs	72

* excludes Woodstock & Tillsonburg manhole activities

In terms of corrective maintenance, Public Works repaired no forcemain breaks in 2022 and resolved 29 customer complaints (odour, sewage blockage, damaged manhole covers, etc.) that were received from within the various wastewater systems across the County.

Table 2: Wastewater Treatment Infrastructure Maintenance (2022)

Preventative Maintenance Activity	Quantity
Equipment Lubrications	139
Equipment Inspections	52
Minor Equipment Maintenance and Repairs	185
Instrumentation and Flowmeter Calibrations	91
Standby Power Generator Maintenance	75
Maintenance Service	82
Digester Clean-outs	1

Overall, Oxford wastewater operators performed over 720 maintenance tasks in 2022 to support the efficient and reliable operation of its wastewater treatment plant assets.

Wastewater Overflow/Spill Incidents

As summarized in the table below, in 2022, there were two wastewater spill incidents involving the collection system and one wastewater spill incident involving a treatment plant. All incidents were reported to the MECP at the time of the occurrence and corrective actions were taken to contain the occurrences.

Table 3: Wastewater Overflow/Spill Incidents (2022)

Overflow/Spill Incident	Corrective Action Taken	System Affected	Volume (m ³)
Collection System			
Inlet valve was left open during commissioning at a new Sewage Pumping Station (SPS).	A precautionary spills report was submitted to the MECP detailing the event, indicating the overflow had no volume or duration (development service area not yet completed).	Norwich	0
Faulty level sensor and failure of a backup float control caused overflow to the William Street SPS.	The overflow was reported at the time to the Spills Action Center and MECP. Repairs performed on the level sensor equipment in wet well.	Tavistock	35
WWTP			
Contractor discharge hose became disconnected from truck during sewage offloading at Woodstock WWTP causing a spill on to the pavement and storm water drain to Thames River.	Spill containment booms were placed in the Thames River. Pavement and storm sewer flushed to collect spill materials. Environment spill sampling performed and reported to MECP. Future contractor offloading will be performed away from the stormwater drain catch basin at another location within the WWTP (grading towards the headworks). Additional spills kits and signage were added to reduce the chances of spills.	Woodstock	0.7

2022 Annual Biosolids (Non-Agricultural Source Material) Summary Reports

The Annual Biosolids (Non-Agricultural Source Material) Report (Attachment 2) provides the required detail for the biosolids program to the MECP regarding the amounts of biosolids generated at each WWTP, the quantities transported, the quantities stored at the County's BCSF and the quality and quantities of biosolids reused beneficially as a nutrient on agricultural land.

Biosolids Generation

In 2022, there were approximately 6,500 wet tonnes of dewatered biosolids generated by the Woodstock, Ingersoll and Tillsonburg WWTPs which were taken for storage at the County BCSF.

The Woodstock and Ingersoll WWTPs received and further processed liquid biosolids from other County WWTP systems as follows:

- Thamesford WWTP transferred approximately 2,600 m³ of partially digested biosolids to the Woodstock and Ingersoll WWTPs for primary co-thickening.
- Drumbo WWTP transferred approximately 1,800 m³ of raw sludge to the Woodstock WWTP for primary sludge co-thickening.
- Mount Elgin WWTP transferred 175 m³ of septage sludge (tank maintenance cleanout material) to the Woodstock and Ingersoll WWTPs for processing.

The cleanout of a primary digester at the Woodstock WWTP also generated another 4,500 m³ of liquid biosolids that was required to be further processed on-site.

Land Application Program

In 2022, there were approximately 5,500 wet tonnes of dewatered biosolids and approximately 3,600 m³ of liquid biosolids applied to agricultural land. The quality of biosolids from all facilities were compliant with the Nutrient Management Act

Biosolids Centralized Storage Facility

When the biosolids material cannot be directly land applied during the winter months, biosolids are stored at the County's BCSF which is designed to provide a minimum of 240 days' storage. The capacity that the BCSF can store is approximately 7,000 m³ of biosolids material. There were no upsets or spills during operation in 2022 and no complaints (i.e. odour) were received in connection with the BCSF.

The continued enforcement of the Oxford County Sewer Use By-law serves to help protect the quality of the biosolids. Oxford maintains an active monitoring and enforcement group with the goal of improving the quality and reducing the quantity of biosolids produced.

Conclusions

The 2022 Annual Wastewater Systems Summary Reports demonstrate Public Works' continued oversight of the County's municipal wastewater systems in order to effectively service Oxford residents and businesses, while providing responsible environmental stewardship and support to public health.

The County continues to institute industry best management standards to annually monitor the levels of service and financial performance of its wastewater infrastructure and to ensure wastewater infrastructure assets are maintained in optimal condition through effective preventative maintenance, optimized infrastructure decision-making.

SIGNATURES

Report Author:

Original signed by

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Departmental Approval:

Original signed by

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Director of Public Works

Approved for submission:

Original signed by

Benjamin R. Addley
Interim Chief Administrative Officer

ATTACHMENTS

Attachment 1: 2022 Annual Wastewater Treatment Plant (WWTP) Reports
Attachment 2: 2022 Year-End Biosolids Annual Report

To: Warden and Members of County Council

From: Director of Public Works

Evaluation of Traffic Calming Measures and Post Monitoring Speed Reviews in Drumbo, Plattsville, Bright and Harrington

RECOMMENDATIONS

- 1. That County Council endorse the implementation of additional traffic calming measures in Drumbo (Oxford Road 3, Oxford Road 29), Plattsville (Oxford Road 8), Bright (Oxford Road 8, Oxford Road 22) and Harrington (Oxford Road 28) as described in Report No. PW 2023-17;**
- 2. And further, that a by-law be presented to County Council at the April 12, 2023 Council meeting to amend By-law No. 5725-2015 to designate and modify speed zone limits as outlined in Report No. PW 2023-17;**
- 3. And further, that County Council authorize staff to modify the existing median island configuration on Oxford Road 8 in Plattsville as an additional traffic calming measure for pilot evaluation.**

REPORT HIGHLIGHTS

- The purpose of this report is to seek County Council endorsement to implement additional traffic calming measures in Drumbo, Plattsville, Bright, and Harrington as per the findings and recommendations of the post monitoring speed reviews recently undertaken in these communities.
- Previously implemented traffic calming measures in Drumbo, Plattsville, Bright and Harrington have had minimal impact on vehicle operating speeds and, therefore, additional measures are being recommended. Additional traffic calming measures generally include, but are not limited to, adjustments to speed zones to align with the limits of built up areas, installation of electronic speed feedback signs and street light extensions.
- Staff are also recommending modifications to the existing median island on Oxford Road 8 in Plattsville based on a review of additional engineered traffic calming measures that were undertaken by staff.

Implementation Points

Road safety measures identified for immediate implementation will proceed following Council authorization and enactment of by-law amendments. A number of additional measures will be considered for future implementation pending the findings of ongoing monitoring and overall effectiveness of the immediate measures.

Proposed modifications to the existing median island on Oxford Road 8 in Plattsville will be completed as part of the 2024 Business Plan and Budget, subject to County Council approval.

Financial Impact

Funding for implementation of the proposed traffic calming measures for Drumbo, Plattsville, Bright and Harrington is available in the 2023 Business Plan and Budget with the exception of modifications to the median island in Plattsville, which will be planned for completion in 2024, subject to Council approval.

Communications

Staff liaised with respective Area Municipality staff representatives and Ontario Provincial Police (OPP) throughout the establishment of work plans and the outcomes (findings and recommendations) of the post monitoring speed reviews noted above. Staff presented the review findings and recommendations to the respective Area Municipality Councils on the following dates:

- Drumbo, Plattsville and Bright were presented to Township of Blandford-Blenheim Council on Wednesday, February 15, 2023; and
- Harrington was presented to the Township of Zorra Council on Wednesday, February 15, 2023.







Community consultation and engagement efforts for the proposed speed management and road safety implementation measures in the subject areas included information posted on [Speak up, Oxford \(SUO\)](#), social media and direct resident mail-outs in the area of the proposed changes.

Information was posted on SUO on February 16, 2023 and the link was shared with the Township of Blandford-Blenheim and Township of Zorra staff for posting on their respective websites. Notices were mailed on February 16, 2023 which advised residents of additional road safety measures in the subject areas and information on how they could request a delegation and/or submit written comments to be received by County Council at the March 22, 2023 Council meeting.

Following County Council's adoption of By-law No. 5725-2015 amendments on April 12, 2023, Public Works will work with the communications team to develop proactive communications that clarify these speed management and road safety measures. This may include social media, direct mailing, advertising and/or other approaches.

Report No. PW 2023-17, along with any potential amendments, will be circulated to the Township of Zorra, Township of Blandford-Blenheim and Ontario Provincial Police (OPP) for information.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
1.ii.	2.i.		4.ii.	5.ii.	

DISCUSSION

Background

The County-wide approach for speed management and traffic calming was adopted by County Council through Report No. PW 2019-14, and identifies the following key principles that can be applied consistently across the County-wide road network for the development of recommended speed management and traffic calming implementation measures:

- Adoption of posted speeds and speed zone limits which are consistent with the driving environment in accordance with *Canadian Guidelines for Establishing Posted Speed Limits – Transportation Association of Canada (TAC) - 2009*;
- Regular/ongoing speed monitoring in communities and settlement areas;
- Information sharing/collaboration with Police, municipalities and community members;
- Identifying and prioritizing implementation of traffic calming measures;
- Consideration of speed management, traffic calming and road safety measures as part of road design/geometry for planned future road rehabilitation/land development; and
- Ongoing monitoring to evaluate effectiveness of speed reduction, traffic calming and road safety measures following implementation.

As part of the County-wide approach, post monitoring speed reviews were recently completed within the following study areas to evaluate the effectiveness of previously implemented traffic calming measures:

- Oxford Road 8 and Oxford Road 22, (**Bright**);
- Oxford Road 3 and Oxford Road 29 (**Drumbo**);
- Oxford Road 8 (**Plattsville**); and
- Oxford Road 28 (**Harrington**).

In 2019, traffic calming measures were implemented in **Bright** and **Drumbo** as a result of the findings and recommendations of speed management and road safety reviews that were undertaken in each respective community. The recommended implementation measures, as summarized below, were endorsed by County Council through Report No. PW 2019-14.

In **Drumbo**, the 80-60-50km/hr transition zone beyond the south village limits on Oxford Road 3 (Wilmot Street) was adjusted to more closely align with the limits of the built up area. Pedestrian studies were also recommended and subsequently undertaken on Oxford Road 29 (Oxford Street) which resulted in the implementation of controlled pedestrian crossings (PXOs) at Henry Street and Mechanic Street.

Similarly in **Bright**, the 60km/hr zones east and west of the village limits on Oxford Road 8 (John Street) were adjusted to more closely align with the limits of the built up area and additional 50km/hr posted speed signs were erected on Oxford Road 22 (Baird Street South).

Also in 2019, electronic speed feedback signs (SFS) were installed at the east and west limits of **Harrington** on Oxford Road 28. Although no formal study/review was completed, SFSs were installed based on speeding concerns raised by residents and from historical speed data that showed excessive operating speeds through Harrington.

In 2016, a third party study was undertaken in **Plattsville** on Oxford Road 8 (Albert Street) that identified excessive vehicle operating speeds (85th percentile) at the east end of the village. Recommendations for the installation of a median island and lane narrowing combined with a lateral lane shift to reduce incoming /outgoing speeds was approved by Council (Report No. [PW 2016-46](#)) and subsequently constructed in 2016.

Post Monitoring Speed Reviews – Drumbo, Plattsville, Bright, and Harrington

Speed data (24hrs/7 days) was collected in Drumbo, Plattsville, Bright and Harrington to assess the effectiveness of the various traffic calming implementation measures previously implemented as noted above.

Within the study areas, post monitoring speed data showed that previously implemented traffic calming measures were having little to no effect in reducing vehicle operating speeds (85th percentile) and that historical speed reduction zones at community approaches were ineffective in reducing vehicle speeds.

Vehicle operating speeds remained excessive at the approaches and within the community in Drumbo on Oxford Road 29 (Oxford Street) and Oxford Road 3 (Wilmot Street), and in Bright on Oxford Road 8 (John Street) and Oxford Road 22 (Baird Street).

In Plattsville on Oxford Road 8 (Albert Street), the existing median island has been ineffective in reducing vehicle operating speeds; however, staff believe, based on visible wheel paths, that vehicles are driving onto the paved shoulder/bike lane before and after navigating through the island in order to avoid slowing down to make a lateral lane shift.

In Harrington on Oxford Road 28, the electronic SFSs are effective in reducing vehicle operating speeds at the approaches (at or below posted speed of 80km/hr) but vehicle speeds are not reducing further (and in some cases are increasing) as vehicles travel through Harrington in the 60km/hr zone.

Review of Engineered Traffic Calming Measures

At the November 21, 2021 County Council meeting, correspondence was received from the Mayors of East Zorra-Tavistock (EZT), Ingersoll, Norwich and South-West Oxford (SWOX) to consider additional engineered traffic calming measures. In response, Council directed staff to report on the merits and concerns for a variety of traffic calming methods that could be implemented on County roads.

Accordingly, staff has completed a review of additional traffic calming measures for potential implementation while maintaining the intended functionality of the County road network, based on recommended guidelines published by the Transportation Association of Canada (TAC).

The County's arterial road network serves similar primary functions in rural and urban areas to provide mobility, as well as, access and goods movement in both small/medium sized urban and rural areas of the County. The arterial road network provides for movement for all vehicle types (car, truck freight, bus, farm machinery, emergency response, intercommunity transportation, local transit, etc.) and supports all road users (motorists, cyclists, pedestrians, horse and buggy, motorcyclists, etc.).

Between 2019 and 2022, speed management and road safety reviews have been completed at 21 locations throughout the County road network resulting in implementation of the following various traffic calming measures, associated traffic studies, and pedestrian facilities.

- Electronic SFSs;
- Speed zone adjustments to align with built up areas and TAC guidelines;
- Pavement markings (sharks teeth, transverse bars, edge lines);
- Gateway features (community signs, street lighting, future plantings);
- Pilot study of centreline flexible delineators;
- AODA sidewalk modifications (ramps, tactile plates);
- Pedestrian studies/PXO implementation;
- All-way stop, traffic signal warrant analysis;
- School zone implementation; and
- Community Safety Zone (CSZ) evaluation (Report No. [PW 2023-05](#), as amended).

Traffic calming measures and road safety features have been incorporated into recent road rehabilitation projects. Road diets, where traditional multi-lane roads are reduced to include single travel lanes with shared left turn lane, have been implemented in Woodstock on Oxford Road 54 (Huron St), Oxford Road 12 (Mill St), Oxford Road 35 (Devonshire Ave), and in Tillsonburg on Oxford Road 51 (Simcoe Street).

Comments

The findings and proposed recommendations of the post monitoring speed reviews completed in Drumbo, Plattsville, Bright (Township of Blandford-Blenheim) and Harrington (Township of Zorra) are detailed in Attachment 1 and 2, respectively. Area Municipality representatives are in support of the proposed immediate and future speed management and traffic calming recommendations.

Recommendations for Immediate Implementation

The main speed management and traffic calming recommendations for immediate near term implementation in 2023 are as follows:

Drumbo (Oxford Road 3 and Oxford Road 29)

- Elimination of the 60km/hr speed transition zone at north and south approaches on Oxford Road 3 and east and west approaches on Oxford Road 29;
- Adjustment of 50km/hr speed zone limit at north approach on Oxford Road 3 to align with limit of built up area;
- Installation of electronic SFSs (4) at north/south and east/west limits of 50km/hr zone on Oxford Road 3 and Oxford Road 29, respectively;
- Introduction of CSZ on Oxford Road 3 (from Oxford Road 29 to south limit of 50km/h zone) and on Oxford Road 29 (entirety of 50km/hr zone);
- Installation of PXO at existing school crossing in front of Blenheim District Public School on Oxford Road 3;
- Change existing 40km/hr zone on Oxford Road 3 to school zone with flashing amber lights (flashing school zone lights activated during prescribed times); and
- Extension of street lights to the west, east and south village limits.

Plattsville (Oxford Road 8, Albert St.)

- Extension of the limit of 50km/hr speed zone to east of Hoffstetter Road and elimination of 60km/hr speed transition zone;
- Installation of electronic SFSs (2) between Platt Street North and Walter Street for eastbound traffic and east of Hoffstetter Road (50km/h speed zone limit) for westbound traffic;
- Pedestrian study data for evaluation of a CSZ from Duoro Street to the east leg of Fennel Street; and
- Consideration of further lane narrowing measures at median island.

Bright (Oxford Road 8 and Oxford Road 22)

- Extension of east and west limits of 50km/hr zone on Oxford Road 8 and elimination of 60km/hr speed transition zones;
- Adjustment of north limit of 50km/hr speed zone on Oxford Road 22 to align with limit of built up area;
- Installation of electronic SFSs (4) at north/south and east/west limits of 50km/hr zone on Oxford Road 22 and Oxford Road 8, respectively;
- Introduction of CSZ on Oxford Road 8 (Oxford Road 22 to east limit of 50km/hr zone);
- Extension of street lights to the south end of the village; and
- Installation of gateway signage on north and south approaches.

Harrington (Oxford Road 28)

- Extension of east limit of 60km/hr speed zone east of 33rd Line, including relocation of existing SFS, to align with limit of built up area;
- Installation of additional electronic SFSs (2) at Albert Street for westbound traffic, and between Albert Street and 33rd Line for eastbound traffic; and
- Introduction of CSZ on Oxford Road 28 (from 31st Line to Albert Street).

Evaluation of Traffic Calming Measures

A review of various traffic calming measures for potential implementation within the County's transportation network was undertaken using the TAC *Canadian Guide to Traffic Calming Second Edition – 2018* as a reference document. Traffic calming measures and recommended applications are summarized in Attachment 3 including, but not limited to:

- Horizontal and vertical deflection features;
- Roadway narrowing pavement markings; and
- Other features (SFSSs, gateway features, community watch programs, etc.).

The traffic calming measures identified in the TAC guideline have varying degrees of effect in reducing 85th percentile speeds ranging from 3km/hr to 15km/hr.

Roadway/lane Narrowing

Road diet, median island, bump outs and flexible delineator applications are identified in TAC as a potential traffic calming option for urban/rural arterial roads. Such applications are generally cost effective and have been considered within planned County road rehabilitation projects.

For example, a raised median island was installed on Oxford Road 8 in Plattsville (2016) but was deemed to have minimal effect in reducing vehicle operating speeds following post installation monitoring review since vehicles were able to maintain their operating speed by driving onto the paved shoulder/bike lanes.

As well, centre median flexible delineators were installed in Embro to create a road narrowing effect and has been shown to be effective in reducing 85th percentile speeds (approximately 8 – 11 km/hr for outgoing traffic). However, this application was considered cost prohibitive at this particular location due to high frequency of delineator damage from large vehicles (trucks, farm equipment). The use of centre median delineators may be applicable in other areas based on unique roadway features and other conditions.

Roadway narrowing is less aggressive and may be less impactful than horizontal/vertical roadway deflection features described next.

Horizontal/Vertical Road Deflection

Generally, most vertical and horizontal deflection features have a more significant impact to reducing overall vehicle speeds but can negatively impact emergency response, snow plow operations, agricultural equipment, and drainage in some cases, and therefore are not recommended on arterial roads. However, horizontal/vertical features such as curb radius reduction, lateral lane shift and traffic circle/button/mini-roundabout are considered as potential viable options under certain conditions.

Potential horizontal/vertical deflection features that require reduced vehicle speeds for safe navigation without significantly disrupting the flow of traffic were further considered and assessed for potential implementation on the County road network as follows:

- Chicane – This concept provides a horizontal lane deflection requiring vehicles to navigate through at the posted/design speed (refer to typical chicane layout in Attachment 4). Although a chicane is not recommended for use on a high traffic volume arterial road according to TAC, staff considered various layout options that may be viable for consideration in Oxford County’s rural and smaller urban road networks.

Of note, a typical chicane may not be appropriate for all different types of road users. For example, the wheel path of a tractor-trailer through the chicane can encroach the centreline creating a potential conflict with opposing vehicles as shown in Attachment 4. While the length of the chicane may be further extended to allow for the safe movement of such large vehicles (trucks, farm equipment) without encroachment, the longer length then also problematically permits other smaller vehicles to navigate through the chicane at undesired higher operating speeds.

- Raised Median Island / Curb Extensions – This concept provides a horizontal deflection in combination with lane narrowing. A raised median island (i.e. Plattsville) is recommended for use by TAC on rural and urban arterial roads but is most effective when combined with curb extensions (bump outs) before and/or after the island (refer to Attachment 5) to deter vehicles from driving on the paved shoulder/bike lanes and force drivers to reduce their operating speed.

Implementation in an urban setting needs to consider existing driveway entrances and potential conflicts with cyclists and pedestrians.

In summary, most horizontal/vertical road deflection features (e.g. speed humps, traditional chicanes) would negatively affect the flow of traffic and the ability to accommodate various vehicle types that utilize the County’s arterial road network.

However, staff are recommending chicane-like modifications of the existing raised median island in Plattsville on Oxford Road 8 in conjunction with the addition of curb bump outs, as shown on Attachment 5, to further evaluate the effectiveness as an additional traffic calming feature for potential County-wide implementation.

Other Features

To date, Oxford County has implemented several other traffic calming measures (SFSs, gateway features, pavement markings) which are similarly recommended for use by TAC on rural and urban arterial roads. These measures are generally cost effective, have minimal impact on the intended function of the County road network and are meant to reduce vehicle operating speeds (85th percentile) through visual cues to Drivers.

Unfortunately, these measures typically do not alter excessive speeding behaviour by those who consciously disobey the rules of the road.

Conclusions

Ongoing monitoring following the implementation of traffic calming measures, as one of the key principles of the County-wide traffic calming approach, has identified the need for additional measures in Drumbo, Bright, Plattsville and Harrington. Post speed monitoring has also revealed design limitations with the existing median island that was installed in 2016 on Oxford Road 8 in Plattsville. Staff is recommending retrofitting the existing median island in Plattsville with curb extensions to evaluate the effectiveness in reducing overall vehicle speeds and potential broader application across the County.

Staff will continue to collaborate with Area Municipalities, stakeholder agencies, Police and community members to monitor vehicle operating speeds and evaluate the effectiveness of traffic calming measures and make further incremental changes as necessary.

SIGNATURES

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Director of Public Works

Approved for submission:

Original signed by:

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Chief Administrative Officer

ATTACHMENTS

- Attachment 1: Post Monitoring Findings & Recommendations for Plattsville, Drumbo & Bright
- Attachment 2: Post Monitoring Findings & Recommendations for Harrington
- Attachment 3: TAC Traffic Calming Measures
- Attachment 4: Chicane Conceptual Layout
- Attachment 5: Raised Median Island with Curb Extensions Conceptual Layout

Speed & Road Safety Review Post Monitoring

Drumbo, Oxford Road 3 & Oxford Road 29

Plattsville, Oxford Road 8 (Albert Street)

Bright, Oxford Road 8 & Oxford Road 22

Presentation to Township of Blandford-Blenheim Council

February 15, 2023

Frank Gross, Oxford County
Manager of Transportation and Waste Management Services

Drumbo Traffic Calming Implementations

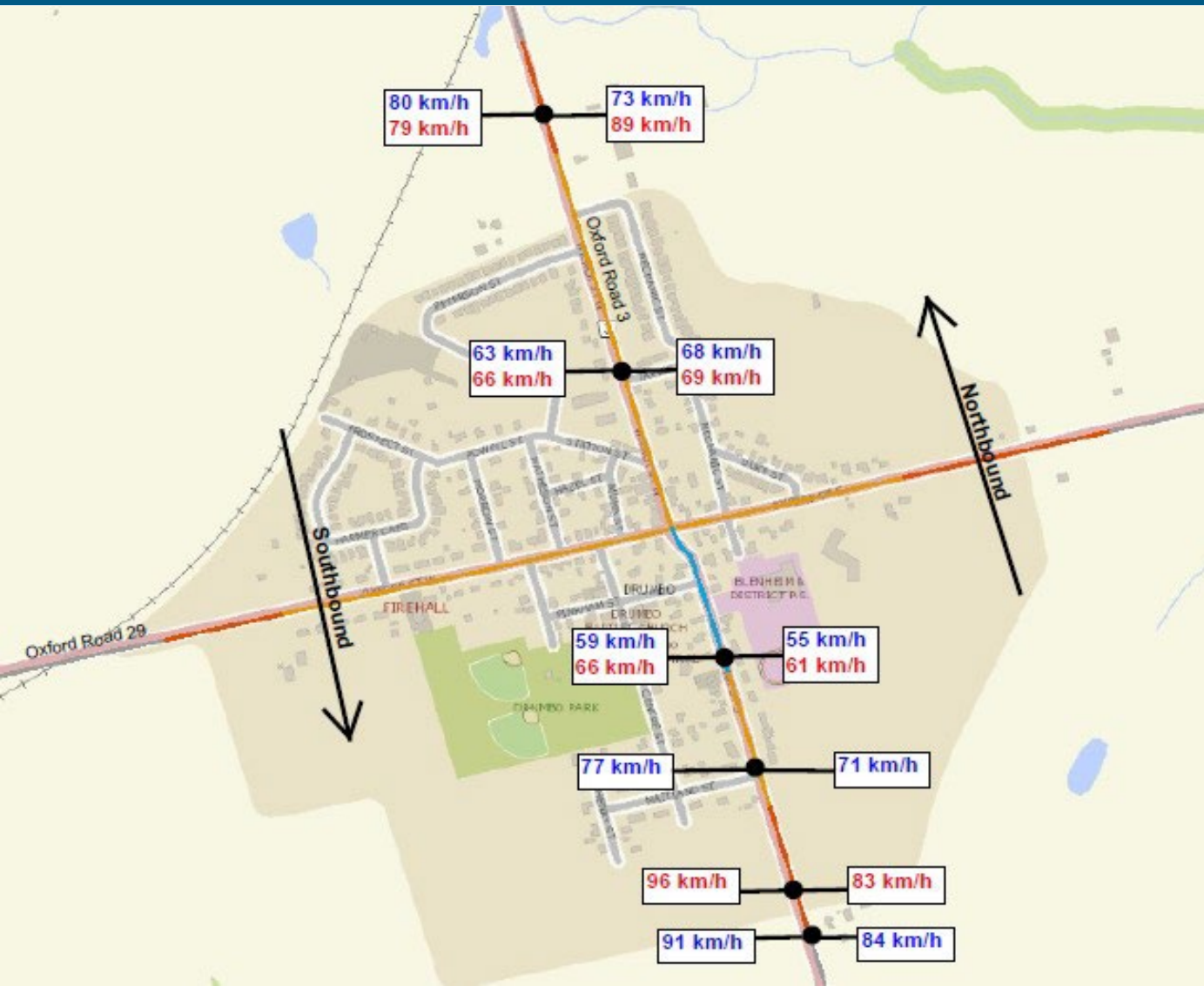
Historical Findings (2019)

- Marginally excessive speeds at approaches
- Speeds within village not excessive

Traffic Calming Implementation Measures

- 60km/hr transition zone adjusted at south limit (July 2019)
- PXOs installed - Oxford St at Matheson St & Mechanics St (2020)

Pre/Post Speed Data – OR 3



Legend
Speed Zone

- 40 Km/h
- 50 Km/h
- 60 Km/h
- 80 Km/h

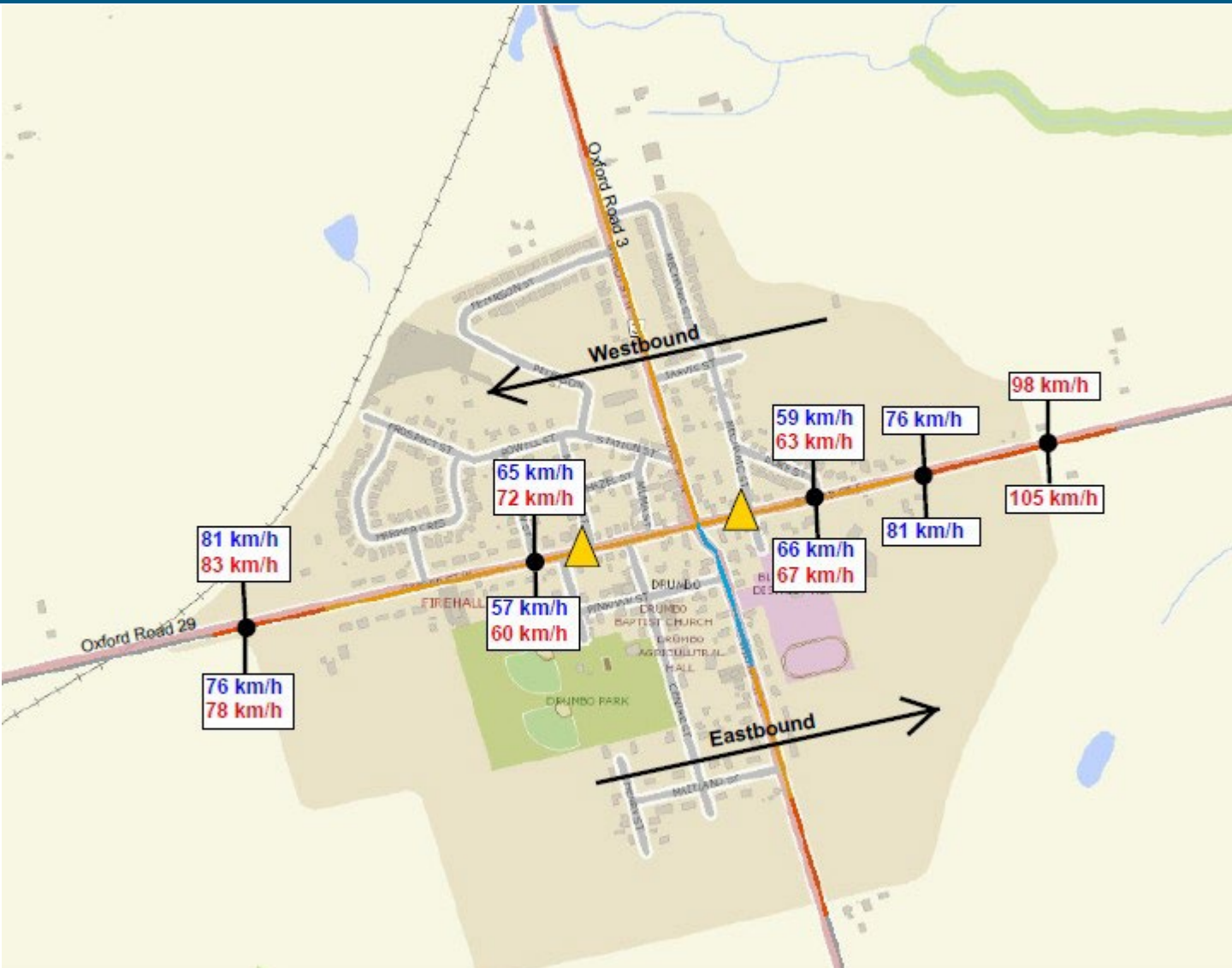
85th% Speed

2018

2020



Pre/Post Speed Data – OR 29



Legend

Speed Zone

- 40 Km/h
- 50 Km/h
- 60 Km/h
- 80 Km/h

85th% Speed

2018

2020



Drumbo Post Monitoring Review Findings

- **Excessive speeds at approaches – incoming/outgoing**
- **Excessive speeds WB after all-way stop**
- **Excessive speeds through 40km/hr school zone on Wilmot St**
- **Speed transition zones at approaches are ineffective in reducing speeds**

Posted Speed Limits – OR 3

SEGMENT	POSTED SPEED (KM/H)	TAC RECOMMENDED POSTED SPEED* (KM/H)	DIFFERENCE (KM/H)	OXFORD COUNTY RECOMMENDED POSTED SPEED (KM/H)
Twp Road 6 and 50m south of Maitland Street – Rural	60/80	80	+20/0	80
50m south of Maitland Street and Taylor Street – Urban	40/50	60	+20/+10	50
Taylor Street and Twp Road 8 – Rural	60/80	80	+20/0	80

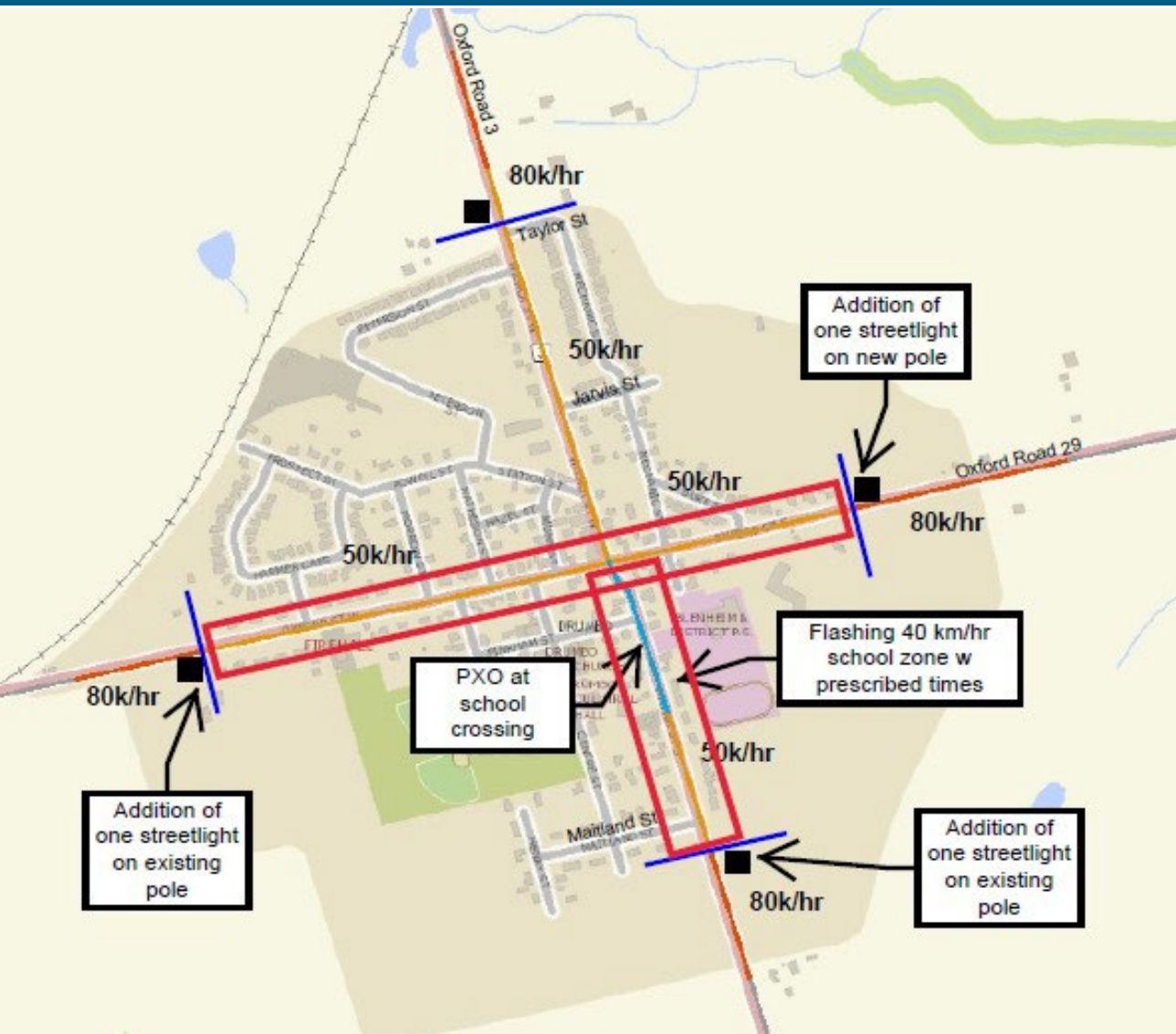
*TAC Canadian Guideline for Establishing Posted Speed Limits (2009)

Posted Speed Limits – OR 29

SEGMENT	POSTED SPEED (KM/H)	TAC RECOMMENDED POSTED SPEED* (KM/H)	DIFFERENCE (KM/H)	OXFORD COUNTY RECOMMENDED POSTED SPEED (KM/H)
Goble Road and 630m west of OR 3 – Rural	60/80	80	+20/0	80
630m west of OR 3 and 405m east of OR 3 – Urban	50	60	+10	50
405m east of OR 3 and Motheral Road – Rural	60/80	80	+20/0	80

*TAC Canadian Guideline for Establishing Posted Speed Limits (2009)

Drumbo Recommendations – Immediate



Legend

Speed Zone

- 40 Km/h
- 50 Km/h
- 60 Km/h
- 80 Km/h

Electronic Speed Feedback Sign

Adjusted limit of speed zone

Community Safety Zone



Plattsville Traffic Calming Implementations

Historical Findings (2016)

- Excessive speeds at east end

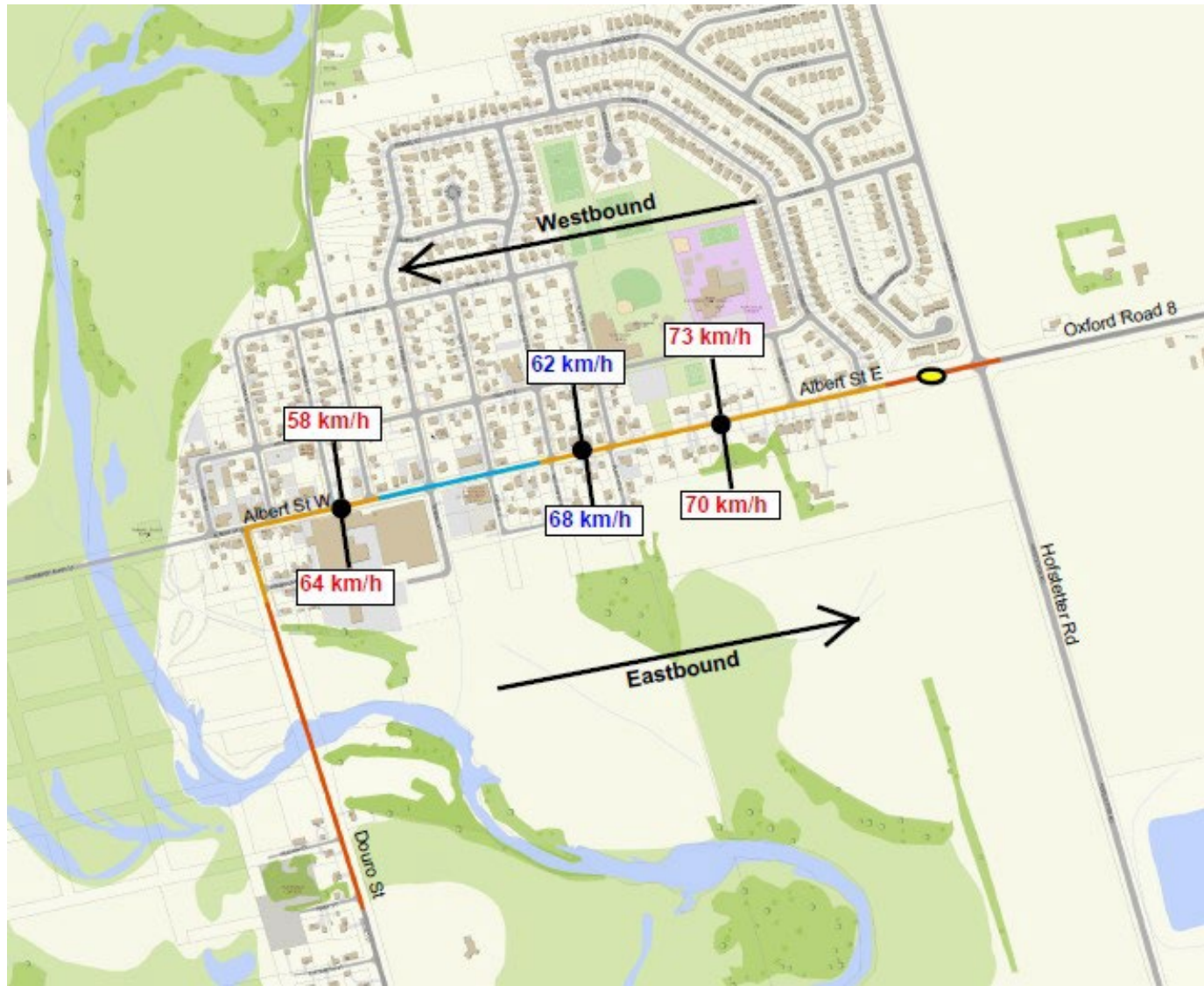
Traffic Calming Implementation Measures

- 10m raised centre island installed, east end (2016)
- Street lighting extended to illuminate traffic island (2016)

Plattsville Raised Centre Island



Pre/Post Speed Data



Legend

Speed Zone

- 40 Km/h
- 50 Km/h
- 60 Km/h
- 80 Km/h

85th% Speed

2016

2020

● Raised centre island



Plattsville Post Monitoring Review Findings

- **Traffic island had minimal impact on reducing speeds**
- **Vehicles able to maintain speed through traffic island by encroaching bike lanes**
- **Excessive speeds in 50km/hr zone at east end**

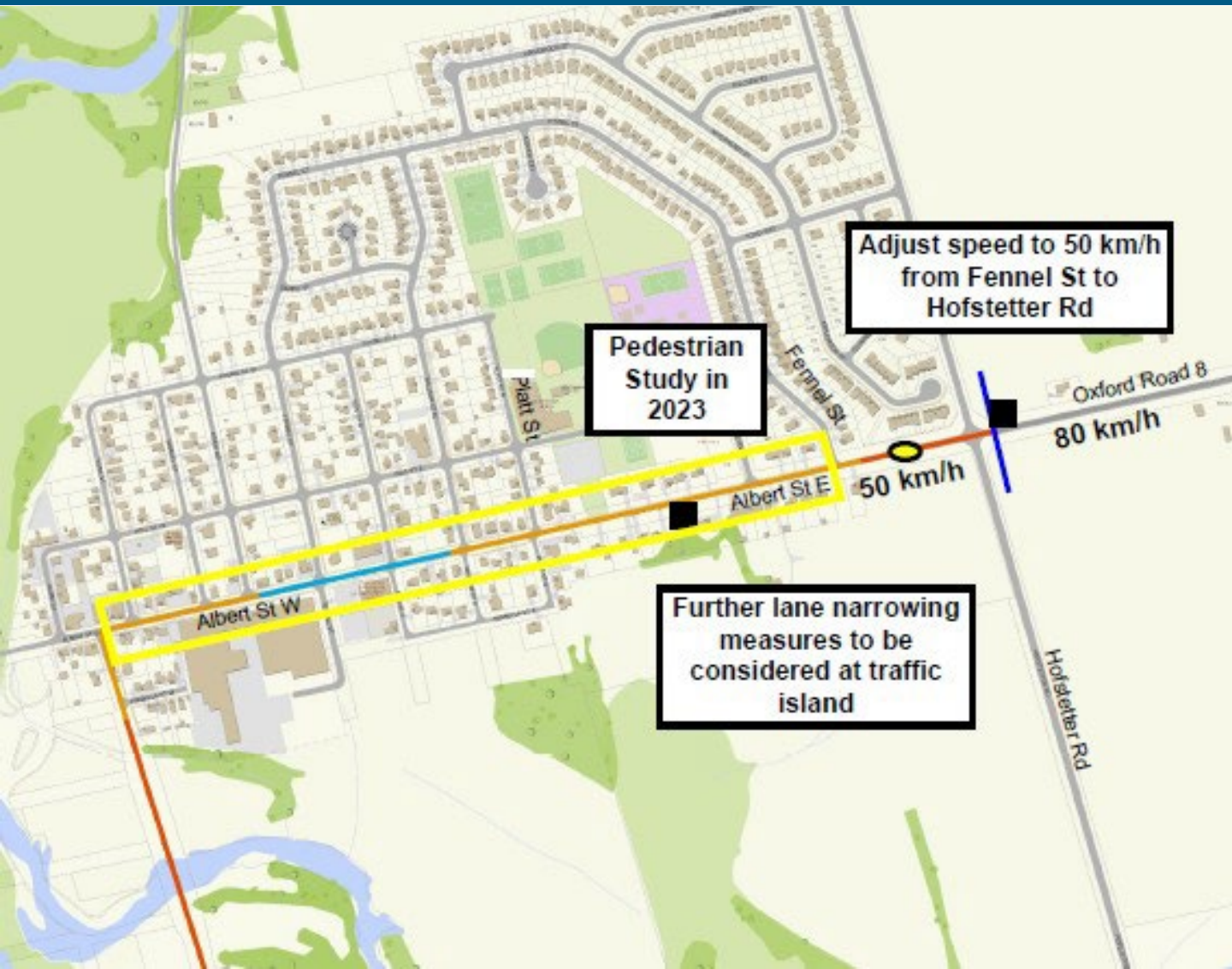
Posted Speed Limits – OR 8

SEGMENT	POSTED SPEED (KM/H)	TAC RECOMMENDED POSTED SPEED* (KM/H)	DIFFERENCE (KM/H)	OXFORD COUNTY RECOMMENDED POSTED SPEED (KM/H)
Douro Street and Hofstetter Road – Urban	50 ¹ /60	60	+10/0	50
Hofstetter Road and 350m east of OR 3 – Rural	80	80	0	80

1 A “40 km/h when flashing” zone is present in this segment of OR 8 fronting Plattsville Christian School.

*TAC Canadian Guideline for Establishing Posted Speed Limits (2009)

Plattsville Recommendations – Immediate



Legend

Speed Zone

- 40 Km/h
- 50 Km/h
- 60 Km/h
- 80 Km/h

● Raised centre island

■ Electronic Speed Feedback Sign

▬ Adjusted limit of speed zone

▭ Potential Community Safety Zone

Bright Traffic Calming Implementations

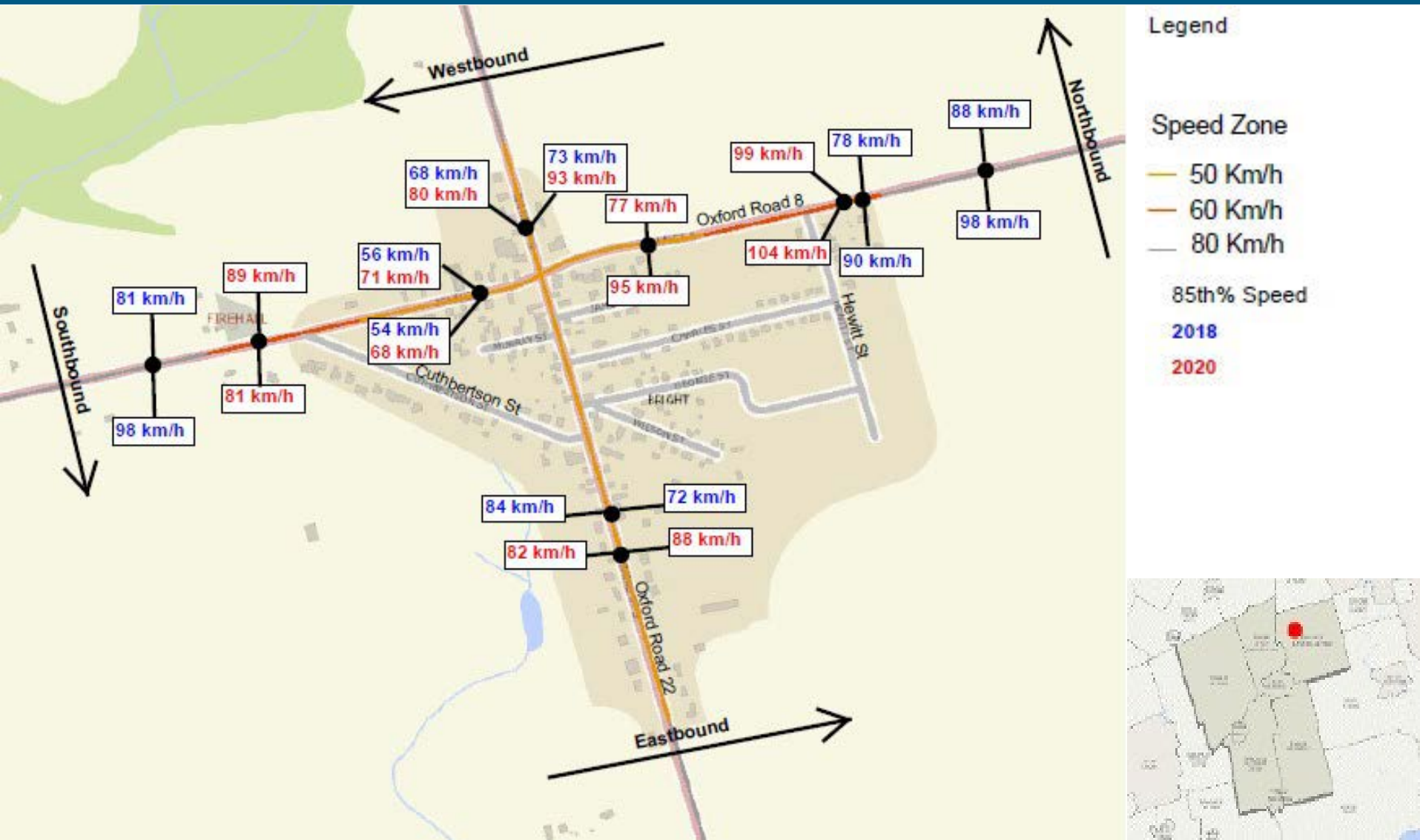
Historical Findings

- Excessive speeds at east/west approaches
- Marginally excessive speeds at north/south approaches

July 2019

- Adjusted speed zones on OR 8 to limits of built up areas

Pre/Post Speed Data



Bright Post Monitoring Review Findings

- **Excessive speeds at approaches**
- **Excessive speeds EB & WB after all-way stop**

Posted Speed Limits – OR 8

SEGMENT	POSTED SPEED (KM/H)	TAC RECOMMENDED POSTED SPEED* (KM/H)	DIFFERENCE (KM/H)	OXFORD COUNTY RECOMMENDED POSTED SPEED (KM/H)
215m west of Cuthbertson Street to 125m east of Hewitt Street – Urban	50/60	60	+10/+20	50

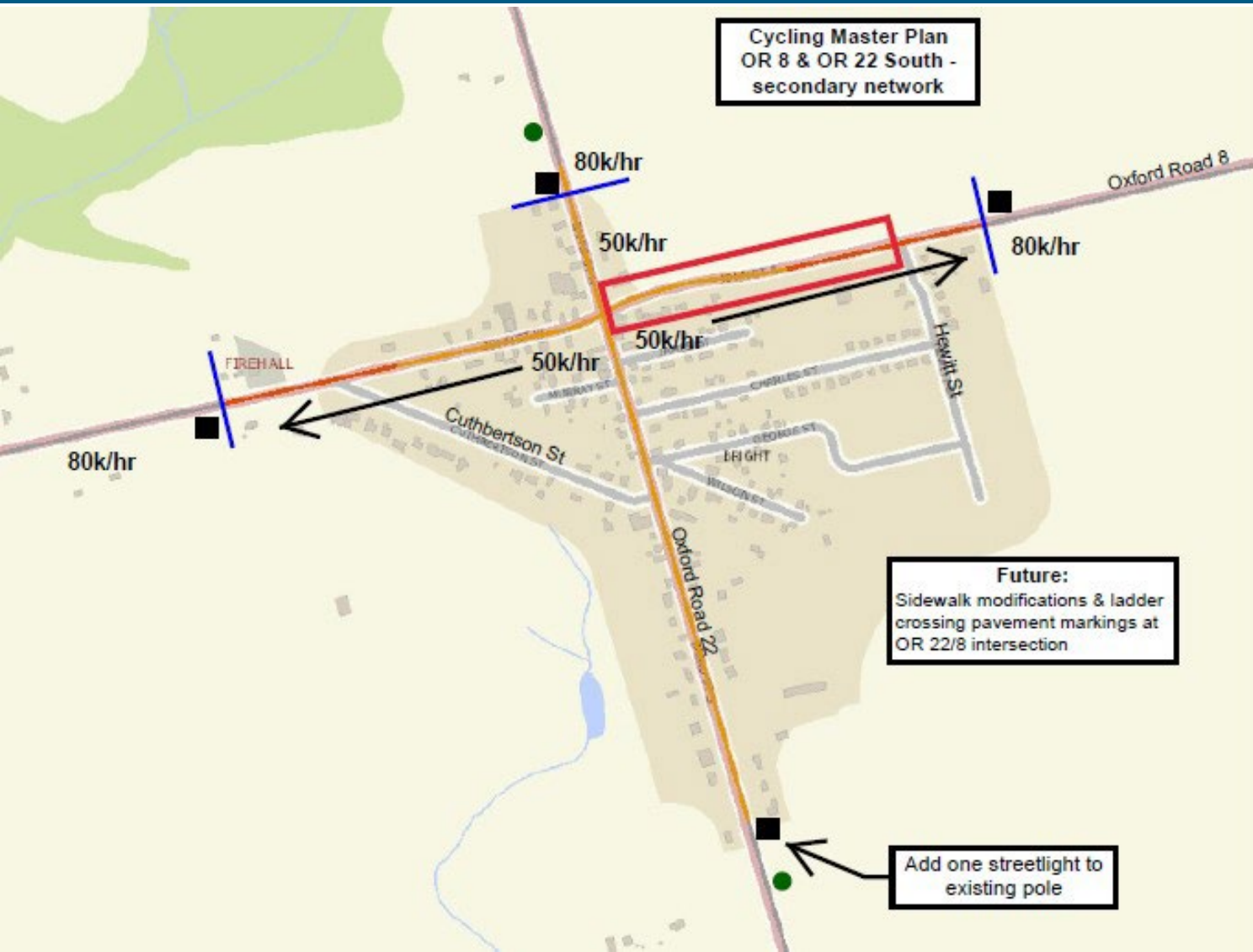
*TAC Canadian Guideline for Establishing Posted Speed Limits (2009)

Posted Speed Limits – OR 22

SEGMENT	POSTED SPEED (KM/H)	TAC RECOMMENDED POSTED SPEED* (KM/H)	DIFFERENCE (KM/H)	OXFORD COUNTY RECOMMENDED POSTED SPEED (KM/H)
865m south of OR 8 to 200m north of OR 8 – Urban	50	60	+10	50

*TAC Canadian Guideline for Establishing Posted Speed Limits (2009)

Bright Recommendations – Immediate



Legend

Speed Zone

- 50 Km/h
- 60 Km/h
- 80 Km/h

- Community Boundary Signs
- Electronic Speed Feedback Sign
- Adjusted limit of speed zone
- Community Safety Zone



Future Implementation Measures

- **Physical features at village limits**
 - Centre traffic island
 - Lateral lane shifts
 - Flexible centerline delineators
- **Curb extensions (bump outs)**
- **Ongoing Police enforcement and speed data sharing**
- **Automated speed enforcement in school zones and CSZ**

Next Steps

- **Public Communication (mailouts)**
- **Report to County Council – March 22, 2023**
- **Implementation of immediate measures**
 - ▶ Speed zone adjustments
 - ▶ Installation of speed feedback signs
 - ▶ Addition of street lighting
 - ▶ Community Safety Zone implementation (where warranted)
- **Post Monitoring**

Speed & Road Safety Review Post Monitoring

THANK YOU

Speed & Road Safety Review Post Monitoring

Oxford Road 28, Harrington

Presentation to Township of Zorra Council

February 15, 2023

Frank Gross, Oxford County
Manager of Transportation and Waste Management Services

Harrington Traffic Calming Implementations

Historical Findings

- Ongoing speeding concerns from residents
- Electronic speed feedback signs were installed at east & west limits of 60 km/hr zone in 2019

Speed Data – OR 28



Legend

Speed Zone

- 60 Km/h
- 80 Km/h

- Electronic Speed Feedback Signs

85% Speed

- 2019-2021 SFS Data
- 2019 Benchmark Data
- Aug 2020

- Gateway Signage

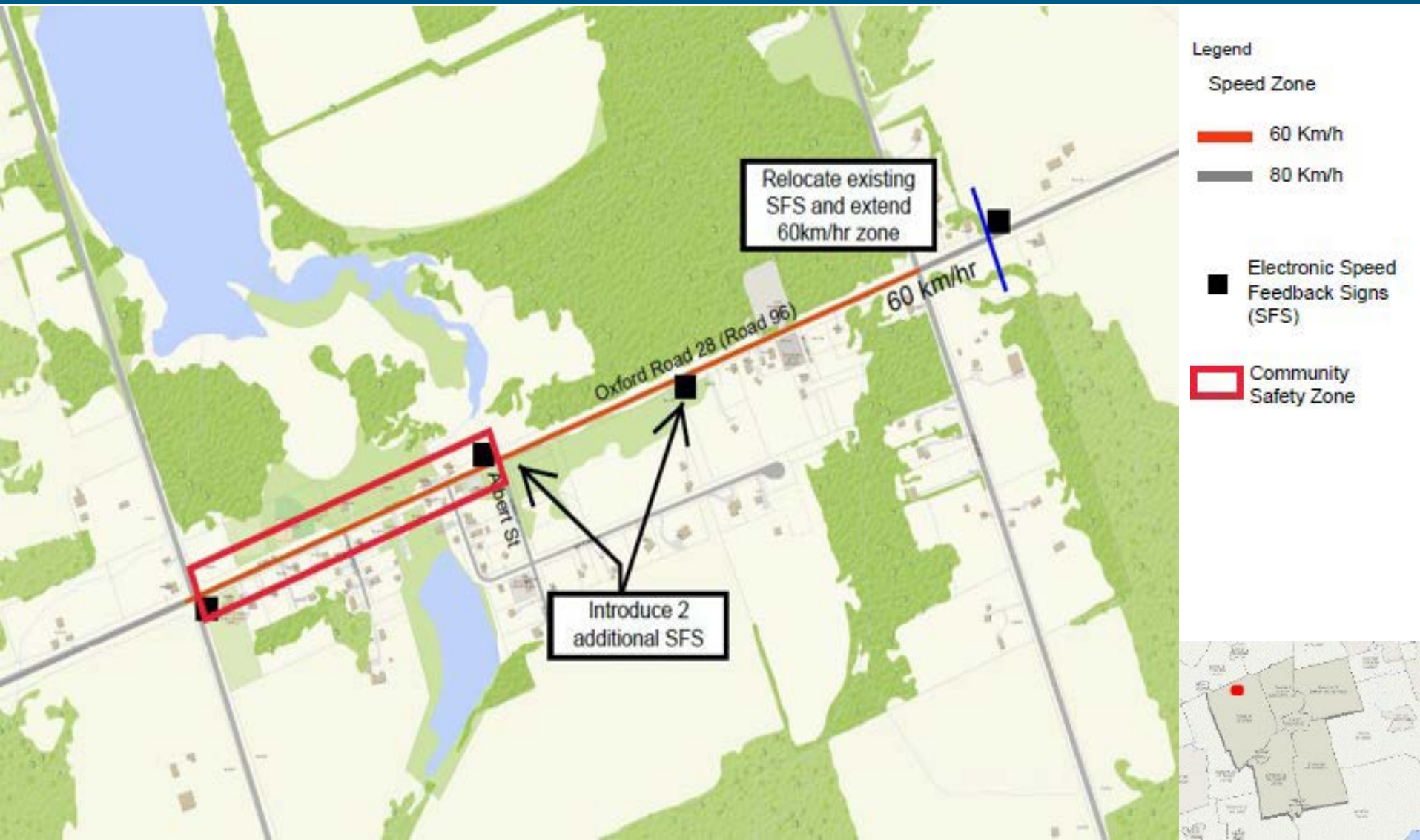


Posted Speed Limits – OR 28

SEGMENT	POSTED SPEED (KM/H)	TAC RECOMMENDED POSTED SPEED* (KM/H)	DIFFERENCE (KM/H)	OXFORD COUNTY RECOMMENDED POSTED SPEED (KM/H)
19 th Line to 31 st Line – Rural	80	80	0	80
31 st Line to 33 rd Line – Urban/Rural	60	70 – Urban 70 – Rural	+10 +10	60
33 rd Line to 35 th Line – Rural	80	80	0	80

*TAC Canadian Guideline for Establishing Posted Speed Limits (2009)

Harrington Recommendations - Immediate



Future Implementation Measures

- **Physical features at village limits**
 - Centre traffic island
 - Lateral lane shifts
 - Flexible centerline delineators
 - Pavement markings
- **Review passing zone at east approach**
- **Curb extensions (bump outs)**
- **Ongoing Police enforcement and speed data sharing**
- **Automated speed enforcement in school zones and CSZ**

Next Steps

- **Public Communication (mailouts)**
- **Report to County Council – March 22, 2023**
- **Implementation of immediate measures**
 - ▶ Installation of speed feedback signs
 - ▶ Community Safety Zone implementation
- **Post Monitoring**

Speed & Road Safety Review Post Monitoring

THANK YOU

Traffic Calming Measures							
Traffic Calming Measure	Application	Impact	Pro	Con	Viability	Capital Cost	Maintenance Requirements
<u>Vertical Deflection</u>							
Speed Cushion	Raised area on the road but does not cover the entire width of the road. To be used on roads with speed limits 50km/h or less.	-Reduction of 85th percentile of up to 8km/h -Traffic volume reduction of 30%	-Lower cost -Reduced traffic noise due to slower traffic -Large vehicle can straddle the speed cushion	-Could affect emergency response -Could affect snow plowing operations -More difficult to construct compared to speed hump -Additional signs and pavement markings could detract from the appearance of the street -Traffic may be diverted to side streets -Risk of vehicle damage	Not appropriate on Urban or Rural Arterial	> \$10,000	Pavement markings Signage
Speed Hump/ Table	A raised area of roadway which causes a vertical upward movement of a traversing vehicle. To be used on roads with speed limits 50km/h or less.	-Reduction in 85th percentile between 6 and 13km/h -Reduction of traffic volume between 15% and 27%	-Significant conflict reductions -Low to medium cost for permanent installs -Reduced traffic noise due to slower traffic	-Could affect emergency response -Affects snow plowing operations -Additional signs and pavement markings could detract from the appearance of the street -Traffic may be diverted to side streets -Risk of vehicle damage	Not appropriate on Urban or Rural Arterial	> \$10,000	Pavement markings Signage
Raised Crosswalk/ Raised Intersection	A marked pedestrian crosswalk/intersection constructed at a higher elevation than the roadway. To be used on roads with speed limits of 50km/h or less.	-Reduction of the 85th percentile speed between 5 and 13km/h for a crosswalk, and up to 10km/h for a raised intersection -Traffic volume reduction of up to 26%, and increase of up to 7% on neighboring streets	-53% of drivers yielding to pedestrians compared to 13% before -Noise reduction due to slower speeds -Ease of use for assistive devices due to no accumulation of rain or snow at the bottom of the curb	-Emergency response time impact -Snow clearing time may be increased -Interferes with pavement overlays -Additional catch basins may be required to provide drainage -Traffic may be diverted to side streets -Additional signs and pavement markings could detract from the appearance of the street	Not appropriate on Urban or Rural Arterial	\$25,000 - \$50,000	Pavement markings Signage

<u>Horizontal Deflection</u>							
Chicane (One lane/ Two Lane)	Curb extension on alternating sides of the roadway which narrow the roadway. To be used on roads less than or equal to 50km/h. To be avoided on transit routes.	-Reduction of speed between 6 and 10km/h -Collision rate reduction up to 40%	-Noise reduction due to slower speeds -Improved street appearance	-May affect emergency response times -Loss of parking -Negative effects on snow plowing operation -Cannot be swept by a street sweeper -Some motorists may attempt to travel at higher speeds by crossing centreline -High installation cost -May require replacement of existing curbing for drainage	Not appropriate on Urban or Rural Arterial	\$50,000 - \$100,000	Pavement markings Signage
Curb Radius Reduction	The modification of an intersection corner with a smaller radius. Avoid intersections of designated truck or transit routes.	-Speed reduction for right turning vehicles -Reduction of vehicle/pedestrian conflicts	-Reduced pedestrian crossing distance -Improved visibility	-Issues with large vehicles -Potential of mounting the curb for large vehicles or entering oncoming traffic lane	Not appropriate for Rural Arterial, use with caution on Urban Arterial	\$25,000 - \$50,000	No additional maintenance
Lateral Shift	Pavement marking or curb extension to create a curvilinear alignment in the roadway. Posted speed limit below or equal to 50km/h.	No data available	-Vehicle speed reduction -Noise reduction due to slower speeds -Collision rate reduction	-Could affect emergency response times -Loss of parking -Installation cost depends on type of application (curb extension or pavement marking)	Not appropriate on Rural Arterial, to be used with caution on Urban Arterial	> \$10,000	Pavement markings Signage

Horizontal Deflection							
Speed Kidney	An arrangement of three speed humps elongated with a curvilinear shape in the direction of traffic. To be used on roads less than or equal to 50km/h.	-Reduction of the 85th percentile speed of 5km/h	-No effect on transit or emergency vehicles -Less discomfort to passengers or motorcyclists	-Specific signing required as the speed kidney directs vehicles towards the curb -Loss of parking -Negative effect on snow plowing -Additional signs and pavement markings could detract from the appearance of the street -Risk of vehicle damage	Not appropriate on Urban or Rural Arterial	> \$10,000	Pavement markings Signage
Traffic Circle/ Button/ Mini-Roundabout	An island located in the center of an intersection which requires vehicles to travel through the intersection in a counter-clockwise direction. To be used on roads with less than 1500 veh/day and less than or equal to 50km/h.	-Reduction of the 85th percentile speed up to 14km/h -Reduction of traffic volume of up to 20%	-Collision rate reduction of 30% compared to traffic signals -Reduction in noise -When landscaped, could improve appearance of street	-Emergency response delay -May force large vehicles into crosswalk areas -Minor effect on snow plow operation -Traffic could divert to other streets -High cost depending on type used	Use with caution on Rural Arterial, not appropriate on Urban Arterial	< \$500,000	Pavement markings Signage Street sweeping

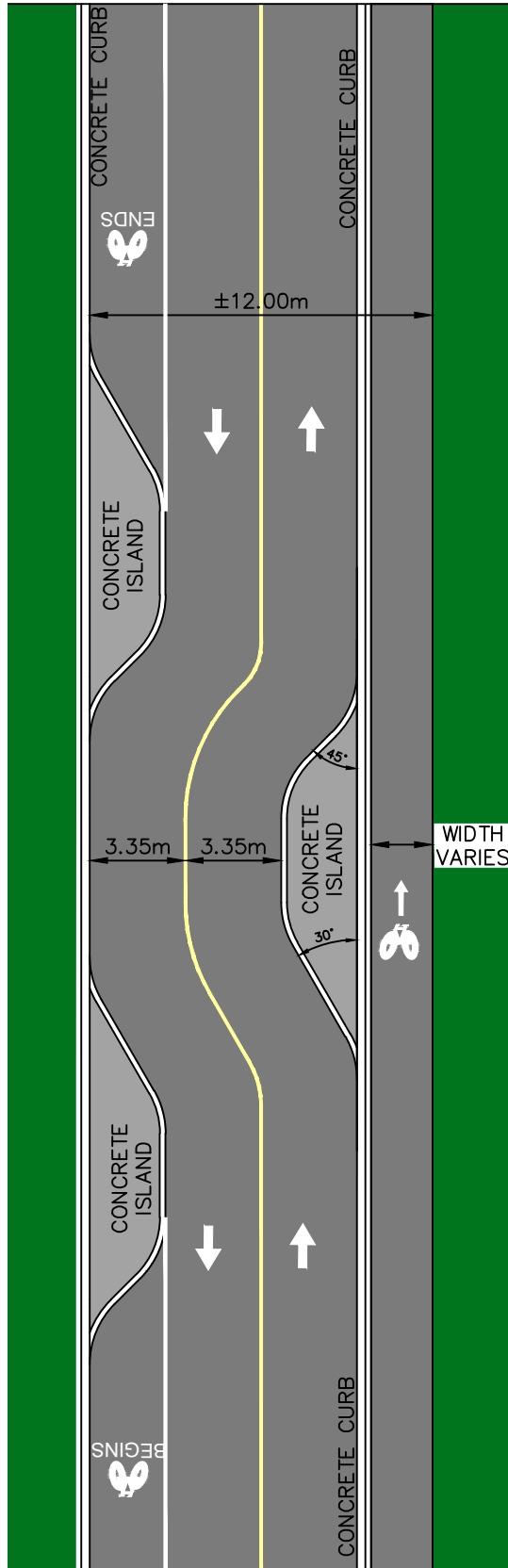
Roadway Narrowing							
Lane Narrowing	Reduction of lane width using pavement marking, bicycle lane, street beautification program, pavement texture.	-Reduction in the 85th percentile up to 10km/h	-Reduced pedestrian crossing distance -Can be implemented rapidly if pavement markings are used	-Cyclist could feel squeezed closer to vehicles -Reduced separation between oncoming vehicles	Not appropriate on Rural Arterial, used with caution on Urban Arterial	> \$10,000	Pavement markings
Road Diet	Reconfiguration of roadway where travel lanes are reduced or the effective width of the road is reduced. To be used with moderate traffic volumes.	-Speed reduction between 5 and 12km/h -Reduction of collisions by 25% in number of collision/km	-Can be used to widen sidewalks, add bicycle lanes, and create friendly streets for pedestrians and transit users -Low cost if only pavement markings are required	-Impact on emergency response times	Not appropriate on Rural Arterial, applicable on Urban Arterial	N/A	Signage
Vertical Centreline Treatment (Flexible Delineators)	Use of vertical treatment such as delineator or raised pavement marker. To be used away from driveways on two way roads.	Reduction of 85th percentile of up to 5km/h	-Separation of traffic has the potential to reduce collisions	-Replacement costs -Seasonal implementation only	Applicable for Rural Arterial, not appropriate in Urban Arterial	> \$10,000	Requires frequent replacement
Curb Extension (bulb-out)	A curb extension is a horizontal intrusion of the roadway resulting in a narrow section of the roadway. To be used on a curb and gutter roadway.	-Speed reduction between 2 and 8 km/h	-Reduced pedestrian crossing distance may reduce pedestrian collisions -Use of additional space could be used for snow storage	-Not compatible with bicycle lanes -Loss of parking -Increase snow removal cost and damage to grass -Issues with longer vehicles -High cost	Not appropriate on Rural Arterial, applicable on Urban Arterial	\$10,000 - \$25,000	No additional maintenance
Raised Median Island	Elevated median island on the centreline.	-Speed reduction between 3 and 8km/h	-Can be used as a pedestrian refuge -Could improve aesthetic -No effect on snow plowing	-May restrict access to driveways -Cyclist may feel squeezed -Loss of parking -Speed may increase if left turn movements are restricted	Applicable for Rural Arterial, use with caution in Urban Arterial	\$25,000 - \$50,000	Pavement markings Signage

Pavement Markings							
Converging Chevrons	Applicable in all roadways, painted in a forward facing V pointing in the roadway direction.	-Reduction of 85th percentile between 5 and 11 km/h	-Easy to install -Low initial cost -No affect to resident access, parking, street sweeping	-Need for maintenance -Less effective in the winter months -Not visible from significant distances upstream	Applicable on Rural Arterial, used with caution on Urban Arterial	> \$10,000	Pavement markings
Dragon's Teeth	Series of triangular pavement markings along the edge of the travelled lane.	No data Available	-Easy to install -Low initial cost -No affect to resident access, parking, street sweeping	-Need for maintenance -Less effective in the winter months -Not visible from significant distances upstream	Applicable on Rural Arterial, used with caution on Urban Arterial	> \$10,000	Pavement markings

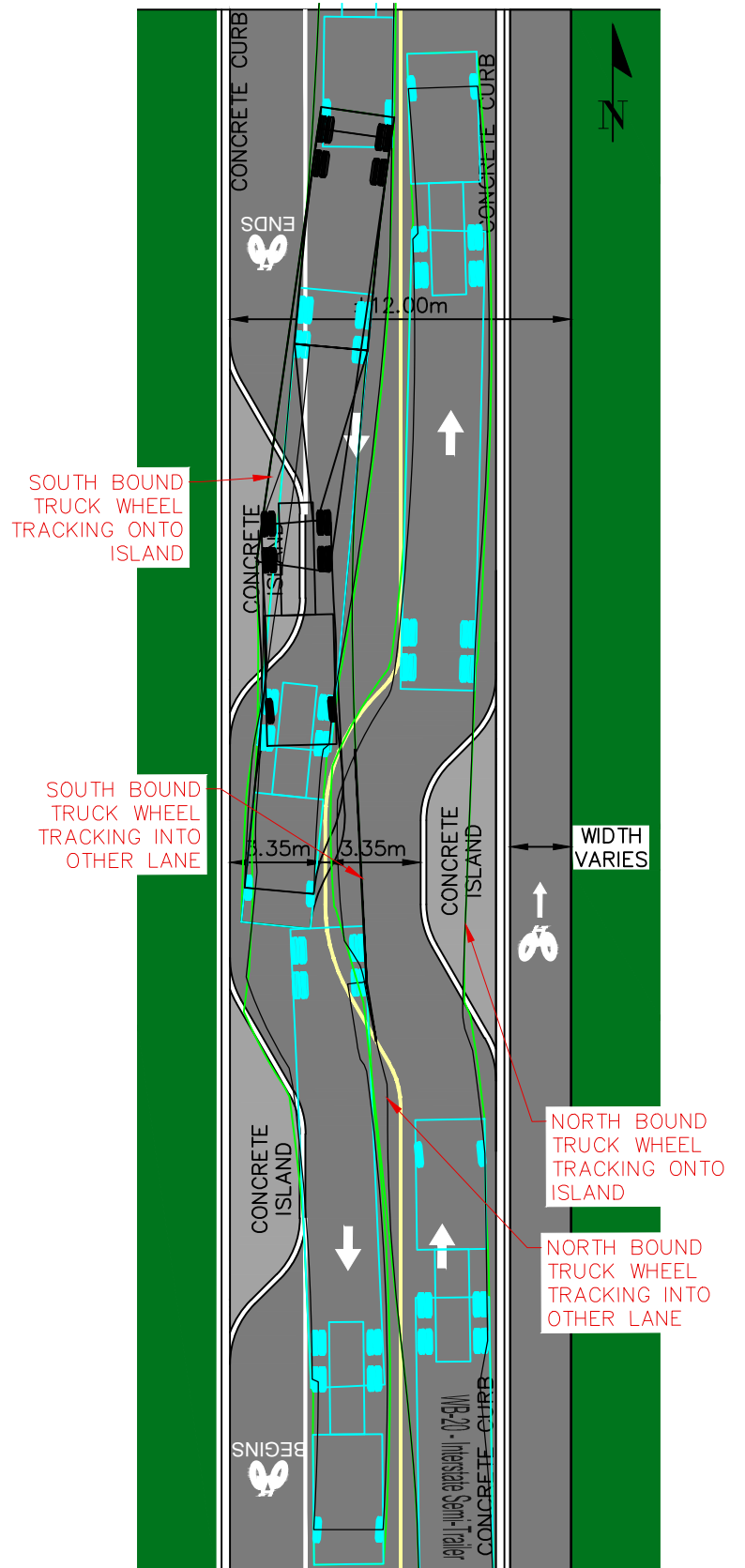
Pavement Markings							
Full Lane Transverse Line	Series of parallel pavement markings which extend across the majority of the travelled lane width.	-Reduction in 85th percentile speed between 5 and 15km/h	-Easy to install -Low initial cost -No affect to resident access, parking, street sweeping	-Need for maintenance -Less effective in the winter months -Not visible from significant distances upstream	Applicable on Rural Arterial, used with caution on Urban Arterial	> \$10,000	Pavement markings
On Road "Sign" Pavement Markings	On road "sign" pavement marking that would typically be shown through signage. May be used as a part of gateways.	-Reduction of vehicle speed between 6 and 14 km/h	-Easy to install -Low initial cost -No affect to resident access, parking, street sweeping	-Need for maintenance -Less effective in the winter months -Not visible from significant distances upstream	Applicable for Urban and Rural Arterials	> \$10,000	Pavement markings
Peripheral Transverse Lines	Series of parallel pavement markings along the edge of the travelled lane width.	-Reduction in 85th percentile speed up to 8 km/h	-Easy to install -Low initial cost -No affect to resident access, parking, street sweeping	-Need for maintenance -Less effective in the winter months -Not visible from significant distances upstream -Affects on speed may reduce over time	Applicable on Rural Arterial, used with caution on Urban Arterial	> \$10,000	Pavement markings

Other Features							
Speed Feedback Sign	An interactive sign that displays vehicle speeds as oncoming motorists approach.	-Reduction of the 85th percentile speed between 3 and 14km/h	-Reduction in speed related collisions -Portable units can be deployed in different locations -Less expensive than police enforcement when considering long term use	-Drivers may become immune to speed feedback signs -Motorist could speed up to see how fast they go -Could be less accurate on multi-lane roads -Requires maintenance and a power source	Applicable on Rural and Urban Arterials	> \$10,000	Data management
Gateway	A combination of traffic calming devices, that helps provides an entry that identifies transitional zones between urban/rural residential zones.	-Reduction of 85th percentile up to 10km/h	-May increase compliance with speed limit -Improved aesthetics -Creates easily identifiable transitional zones for motorists	-Ongoing maintenance -Not as effective for frequent commuters -Cost depends on traffic calming measures used	Applicable for Urban and Rural Arterials	> \$10,000	Signage Landscaping
Active and safe route to school program	A community based initiative that promotes the use of active transportation for the daily trip to school while addressing traffic safety issues.	-No traffic calming effect on vehicular traffic	-Increase active transportation awareness	-Requires community commitment to the program	Not appropriate on Urban or Rural Arterial	N/A	N/A
PACE Car Program	A community awareness strategy where drivers sign a pledge to drive within the speed limit, effective becoming a traffic control device.	-Forces a portion of other motorists to obey speed limit	-No cost to community	-Requires community commitment to the program	Use with caution on Rural and Urban Arterials	N/A	N/A
Textured Roadway	Incorporates a textured/patterned surface.	No data available	-Improved aesthetics -Different texture alerts driver of a potential need to reduce speed	-Could affect cyclists -Less effective during winter -Potential noise, cost	Not appropriate on Urban or Rural Arterial	\$10,000 - \$25,000	N/A
Community Watch Program	A placement of a speed watch board that measures the speed of passing vehicles and displays it as they pass. Residents, police services, and volunteers monitor the traffic and record license plates of vehicles travelling excessive speeds	-Reduction in speed up to 8 km/h (1-3 km/h is most common)	-Reduction in speed related collisions -Portable units can be deployed in different locations -Less expensive than police enforcement when considering long term use	-Requires community commitment to the program -Registered vehicle owners who receive letters may not be a high speed driver -Requires monitoring by staff to avoid potential abuse or harassment -Requires accurate notation of vehicle license number -Police involvement is required	Not appropriate on Rural Arterial, applicable on Urban Arterial	N/A	Police involvement to access vehicle owner information Data Management Staff involvement
Transverse Rumble Strips	Grooves in the roadway that creates noise and vibration. Avoid locations within a 200m radius of residential areas.	-Reduction of 85th percentile between 3 and 8km/h	-Little to no maintenance -No affect to resident access parking, street sweeping, or enforcement -Low cost	-Should not be used in high traffic volume areas -Not to be used as a stand-alone speed control device -Noise levels increase by 3 to 4 dB	Applicable for Rural Arterial, not appropriate in Urban Arterial	> \$10,000	N/A

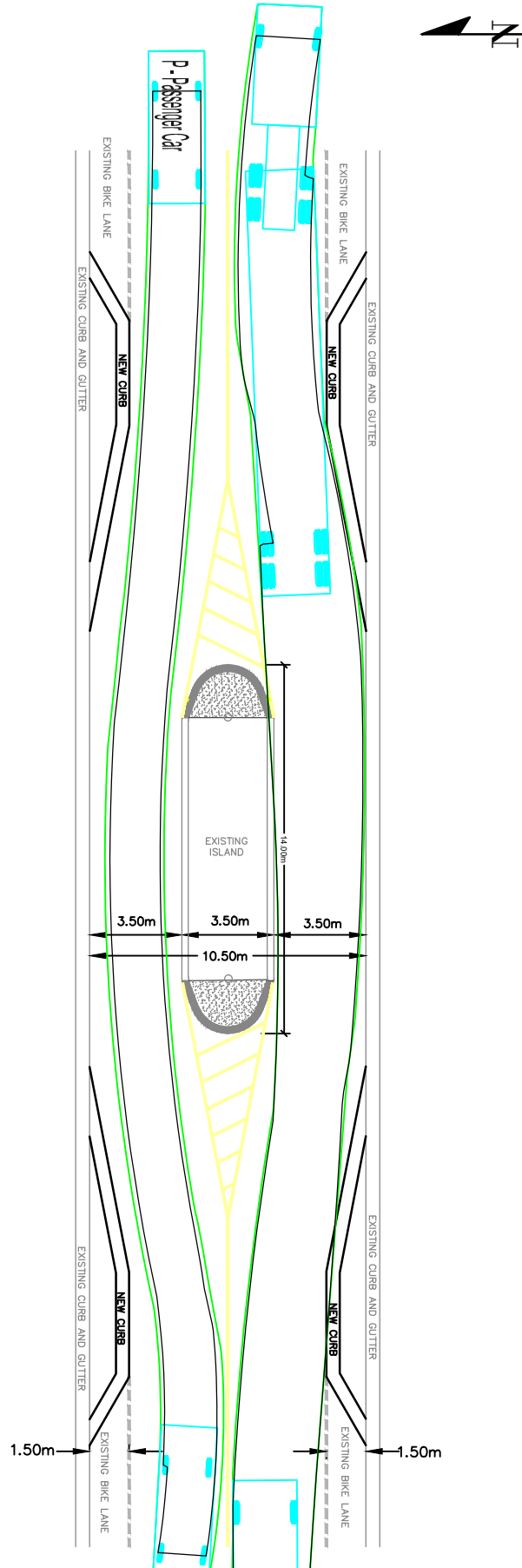
CHICANE CONCEPT - TRAFFIC CALMING



TRANSPORT TRUCK TURNING MOVEMENT



CENTER ISLAND MODIFICATION - PLATTSVILLE (OXFORD ROAD 8)



To: Warden and Members of County Council

From: Director of Public Works

2022 Annual Waste Management Reports

RECOMMENDATION

1. That County Council receive Report No. PW 2023-18 entitled “2022 Annual Waste Management Reports” as information.

REPORT HIGHLIGHTS

- This report summarizes the annual performance of Oxford County’s waste management facilities and programs in 2022 and provides insight into operational and program needs anticipated within the next five years.
- Oxford County’s waste management facilities and programs provided effective services in 2022 and operated in general compliance with all applicable legislation.
- Based on the County’s current waste diversion activities, the County achieved an overall landfill waste diversion rate (of residential and Industrial, Commercial and Institutional (IC&I) waste material handled by Oxford County) of approximately 45% in 2022 and has an estimated remaining landfill service life of approximately 28 to 33 years.
- 2022 waste diversion achievements include the collection of 15,100 tonnes of leaf, brush and yard waste material, 8,050 tonnes of residential curbside blue box material, 15 tonnes of recycled bulky expanded polystyrene (Styrofoam) materials and 6.5 tonnes of film plastic material. Of note, the amount of waste material landfilled decreased by 5%.

Implementation Points

The “2022 Annual Waste Management Reports” will be submitted to the Ministry of the Environment, Conservation and Parks (MECP) in accordance with regulatory requirements and posted on the County’s website for public access.

Financial Impact







There are no financial impacts as a result of this report. Any required actions that will result in expenditures have been accounted for in the 2023 Operating or Capital Budget for Waste Management.

Communications

The 2022 Waste Management Annual Reports will be available for public viewing on the County’s website on March 23, 2023, at www.oxfordcounty.ca/wasteline. This Council report will also be circulated to Area Municipalities and Zero Waste Oxford.

The County communicates the performance of key Public Works systems (Waste Management, Water and Wastewater) annually to the public through an annual social media campaign after the last performance report has been submitted to Council.

Strategic Plan (2020-2022)

					
<i>WORKS WELL TOGETHER</i>	<i>WELL CONNECTED</i>	<i>SHAPES THE FUTURE</i>	<i>INFORMS & ENGAGES</i>	<i>PERFORMS & DELIVERS</i>	<i>POSITIVE IMPACT</i>
		3.iii.	4.ii.	5.ii.	

DISCUSSION

Background

Waste Management Services

As the Waste Management Authority, the County is responsible for residential curbside waste collection (garbage, recycling, large items) and management of waste generated within the County through landfill disposal, waste diversion, and resource recovery programs. The Oxford County Waste Management Facility (OCWMF) is operated by County staff and receives solid waste from residential and IC&I sources. Residential waste collection services are managed by the County through various contracts with third-party Contractors and municipal service agreements with Area Municipalities (City of Woodstock and Township of South-West Oxford).

Curbside collection of residential garbage, recycling (blue box) and large items is further supplemented by convenience depots located throughout the County where residents can drop off various waste materials (yard waste, film plastic, bulky Styrofoam, large items, recyclables, household hazardous waste, electronics, tires, and scrap metal). Convenience depots are operated by Area Municipalities on behalf of the County and are funded through the County’s Waste Management budget.

A summary of the County-wide residential waste collection services and associated County service providers is provided in Table 1.

Table 1: Residential Waste Management Collection Services/County Service Providers

Waste Collection Services		Ingersoll, Blandford- Blenheim, East Zorra- Tavistock, Norwich, Zorra	Tillsonburg	South- West Oxford (SWOX)	Woodstock
Garbage and Blue Box Service Providers	Curbside Collection	County Contractor <i>(weekly co-collection garbage & single stream recycling)</i>		South-West Oxford * <i>(six day co- collection garbage and single stream recycling)</i>	Woodstock * <i>(weekly garbage and bi-weekly two stream recycling collection)</i>
	Garbage Disposal	Oxford County Waste Management Facility (OCWMF) <i>(User Fees Apply)</i>			
	Blue Box Processing	County Contractor			Woodstock Contractor *
Convenience Depots Service Providers <i>(includes Blue Box, Cardboard, Film Plastic & Bulky Styrofoam, Scrap Metal, Household Hazardous Waste, Tires, Electronics, and Construction and Demolition)</i>		Woodstock Enviro Depot * <i>(User Fees Apply for Non Woodstock Residents)</i>			
		South-West Oxford - Beachville Fire Hall * <i>(Film Plastic Only)</i>			
		Tillsonburg Transfer Station * <i>(Excludes collection of blue box, household hazardous waste, tires, electronics) (Open to all County residents in 2023, User Fees for Non-Tillsonburg Residents)</i>			
		Oxford County Waste Management Facility (OCWMF) <i>(User Fees for Some Materials May Apply)</i>			
Leaf and Yard Waste Depots Service Providers	Collection	Ingersoll, Zorra, East Zorra- Tavistock, Blandford-Blenheim, and Norwich Leaf and Yard Waste Depots	OCWMF Leaf and Yard Waste Depot	City of Woodstock Leaf and Yard Waste Depot *	
	Processing	Oxford County Compost Facility			
Large Items Service Providers	Collection	County Contractor <i>(once annual curbside collection; Tillsonburg added in 2023)</i>			Woodstock * <i>(once annual curbside collection)</i>
	Convenience Depots	Woodstock Enviro Depot <i>(User Fees Apply) *</i>			
		Tillsonburg Transfer Station * <i>(Open to all County residents in 2023 with User Fees)</i>			
		Oxford County Waste Management Facility (OCWMF) <i>(User Fees Apply)</i>			
Processing	Oxford County Waste Management Facility (OCWMF)				

* Services provided by the Area Municipality under contract to the County

Curbside Waste Collection Services

As shown in Table 1, residential curbside waste (garbage, recycling, large items) collection service is provided by SWOX (except large items) and Woodstock by their municipal staff, and by the County's contractor (Emterra Group) in the remaining six Area Municipalities. Collection of garbage and recycling is offered to all households, including some multi-residential and commercial properties, provided they meet collection program requirements and are situated within an existing residential curbside collection route.

Emterra is currently in year three of a five-year contract with the County for curbside waste collection services that started in May 2020. In 2022, staff continued to work closely with Emterra to ensure appropriate mitigation measures and contingency plans were in place in order to address any level of service performance concerns associated with changing economic and labour force drivers (i.e. waste collection driver recruitment and retention pressures) and to ensure contract performance requirements were effectively met (refer to Comments section).

Blue Box Material Processing and Marketing

The County's waste management responsibilities include processing and marketing of Blue Box material from curbside collection and convenience depots. The County is currently under a five-year contract (2020-2025) with Emterra for the processing of Blue Box material collected from both the County and SWOX's curbside collection programs and the OCWMF convenience depot. Material is transported to Emterra's material recycling facility (MRF) where it is processed for end-markets, with the County receiving 85% of revenue generated recycled material sales.

Similarly, the City of Woodstock is currently under contract with GFL Environmental (GFL) for processing of Blue Box material from their curbside collection program and convenience depot. In 2022, County staff worked with City of Woodstock staff to negotiate a new contract with GFL to align with the terms of the County's processing contract in an attempt to maximize Blue Box revenue and reduce net operating costs by Woodstock which are billed back to the County under the contract service agreement.

Both the County and Woodstock's Blue Box processing contracts include requirements for semi-annual external third-party audits of curbside collection material streams. The audits are used for revenue calculations and to determine material contamination rates as an indicator of program efficiency. Similarly, the County's service agreement with SWOX requires semi-annual third-party audits of Blue Box material from their curbside collection program.

Transition of Blue Box Program to full Extended Producer Responsibility (EPR)

Starting in July 2023 and over the next three years, Ontario municipalities will begin transitioning all aspects of their Blue Box programs to full EPR, where Producers will ultimately be responsible for the end-of-life management of their products and product packaging under the new regulatory model. Oxford County and its eight Area Municipalities are scheduled to transition to full EPR on December 31, 2025. With the transition to full EPR by January 1, 2026, Ontario municipalities will no longer be responsible for managing and financing the traditional Blue Box program (collection and processing).

Staff will be presenting an interim update on the Blue Box transition to full EPR to Oxford County and respective Area Municipal Councils in Q2 of 2023. Following this, staff will be formally reporting to County Council regarding transition recommendations.

Environmental Regulatory Compliance

Operation of waste management facilities and waste diversion programs are regulated by the MECP through applicable legislation and issuance of Environmental Compliance Approvals (ECAs). Submission of annual reports to the MECP for various waste management services and activities is a regulatory requirement to demonstrate environmental compliance with associated legislation and specific ECA terms and conditions.

In accordance with regulatory requirements, the 2022 Annual Waste Management Reports, prepared for submission to the MECP, provide performance data on Oxford County's waste management facilities, operations, and programs. The pertinent regulatory requirement is referenced in each Annual Waste Management Report.

The annual reports generally include items such as:

- Received and/or processed material;
- Mapping of waste management facilities;
- Facility equipment and staffing;
- Summary of operational activities and services;
- Operational changes from previous years;
- Compliance issues and corrective actions taken;
- Complaints received and corrective actions taken;
- Monitoring data and analysis; and
- Required actions to ensure environmental compliance.

In addition to regulatory reporting requirements, staff provides County Council with annual Blue Box performance monitoring results for all County-funded Blue Box Programs as per Municipal Datacall Best Practices (BP).

Closed Landfill Sites

Oxford County owns the following eight closed landfill sites that were historically owned and operated at the lower-tier level and were transferred to the County in the early 1980s:

- Lakeside (East Nissouri) Landfill
- Embro (West Zorra) Landfill
- Thamesford (North Oxford) Landfill
- Blandford-Blenheim (Drumbo) Landfill
- Gunn's Hill (East Oxford) Landfill
- Otterville (South Norwich) Landfill
- Tillsonburg Industrial Landfill
- Holbrook Landfill

The local landfill sites noted above were closed prior to being transferred to the County, with the exception of the Tillsonburg and Holbrook sites that remained open and were operated by the County for a period of time until the OCWMF was opened in 1986.

Staff has been implementing monitoring at these sites as recommended in the 2019 Closed Landfill Inventory Report. This includes a phased approach for the installation of monitoring wells and associated monitoring programs as well as fencing and signage installation. Annual reporting of monitoring results to the MECP is not a regulatory requirement but is being completed to mitigate the County’s risk and potential liability.

Comments

Summary of County-Wide Waste Generation

Approximately 109,454 tonnes of waste (a decrease of 5,646 tonnes over 2021) was generated in Oxford County in 2022. Of the total amount of waste generated, 80,222 tonnes (a decrease of 5,933 tonnes over 2021) was processed at the OCWMF. The decrease in 2022 waste is attributed to waste quantities aligning to pre-COVID waste generation rates.

About 29,232 tonnes of waste was exported out-of-County (without direct handling at the OCWMF). This includes an estimated 26,190 tonnes of waste from the IC&I sector, disposed of by private haulers, and 3,045 tonnes of Blue Box material from the City of Woodstock’s curbside collection program exported directly to an out-of-County processing facility. Overall, approximately 27% of the total waste generated is being exported out of County.

A summary of County-wide waste generation in 2022 is depicted in Figure 1 with a historical summary of County-wide waste generation illustrated in Table 2. The total waste and large article generation tonnage per household (hh) for 2022 was 393 kg/hh for the entire County, representing a 2% increase over 2021.

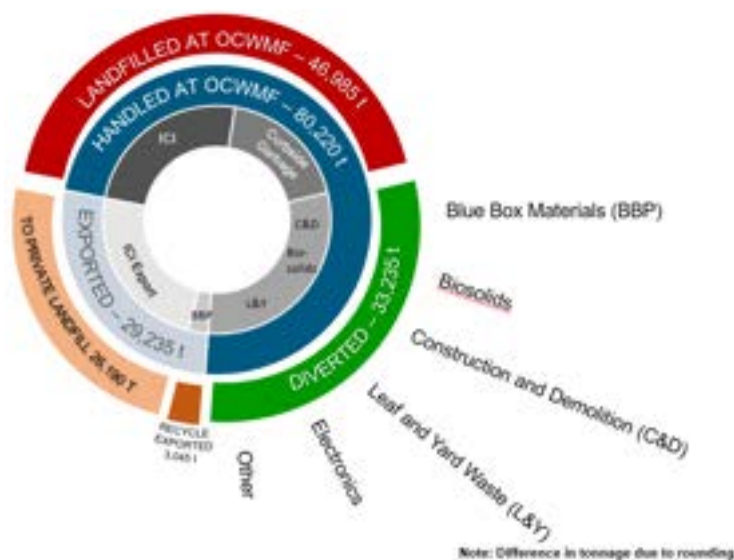


Figure 1: 2022 County-wide Waste Generation

Table 2: Historical County-Wide Waste Generation Summary (2018-2022)

Year	Total Waste Generated in Oxford County (tonnes)	Waste Exported out of County (tonnes)	Waste Processed at OCWMF (tonnes)	Waste Diverted & Recycle Exported (tonnes)	Landfill Diversion Rate
2022	109,454	29,232	80,222	36,280	45%
2021	115,195	29,040	86,155	40,095	47%
2020	122,610	26,025	96,585	40,320	42%
2019	104,520	29,355	75,165	32,405	43%
2018	96,400	28,400	68,000	31,400	46%

2022 Annual Waste Management Reports

The 2022 Annual Waste Management Reports have been generated to satisfy ECA terms and conditions and regulatory requirements, and will be submitted to the MECP by March 31, 2023.

These reports include a significant amount of technical information and supporting documentation by way of laboratory analysis and environmental monitoring data in order to satisfy MECP/ECA requirements. For the reports that include a substantial amount of technical information, executive summaries have been included to provide a short synopsis highlighting key findings and recommendations.

The annual reports are linked below, followed by a summary section for each.

- [Oxford County Waste Management Facility, Salford 2022 Operations & Monitoring Report \(Executive Summary\)](#)
- [Oxford County Waste Management Facility, Salford 2022 Operations & Monitoring Report](#)
- [Annual Monitoring Report, Landfill Gas Collection and Flaring System January 2022 – December 2022, Oxford County Waste Management Facility \(Executive Summary\)](#)
- [Annual Monitoring Report, Landfill Gas Collection and Flaring System January 2022 – December 2022, Oxford County Waste Management Facility](#)
- [2022 Water Monitoring Report, Holbrook Landfill, County of Oxford \(Executive Summary\)](#)
- [2022 Water Monitoring Report, Holbrook Landfill, County of Oxford](#)
- [Oxford County 2022 Permanent Household Hazardous Waste Depot Annual Report](#)
- [Oxford County 2022 Leaf and Yard Waste System Annual Report](#)
- [Oxford County 2022 Year-End Blue Box Waste Management System Annual Report](#)
- [2022 Due Diligence Monitoring Program, Oxford County Closed Landfill Sites](#)

Staff are pleased to inform County Council that in 2022, the County's waste management facilities and programs operated within environmental regulatory compliance and that no adverse environmental impacts were observed.

Oxford County Waste Management Facility, Salford 2022 Operations and Monitoring Report

- Approximately 80,220 tonnes of waste was handled at the site with approximately 33,235 tonnes being diverted and recovered as material resources. Overall resource recovery material brought to the OCWMF in 2022 decreased by 10% and landfilled material decreased by 5%.
- The total trips by all vehicles using the facility averaged about 3,635 per month in 2022, an increase of 5% compared to 2021.
- The film plastic drop-off program generated 6.5 tonnes of material in 2022 compared to 5 tonnes collected in 2021.
- The bulky Expanded Polystyrene (Styrofoam) program generated 15 tonnes of recycled packaging material for reuse in product manufacturing, representing a 36% increase over 2021 tonnages.
- The remaining landfill site service life in 2022 is calculated to be approximately 28 to 33 years based on the current landfilling rate and waste diversion rate (approximately 45%).
- There were no influences of leachate in the groundwater at the site boundaries.
- Private well monitoring showed no landfill influence.

Annual Monitoring Report, Landfill Gas Collection and Flaring System (LGCFS) January 2022 – December 2022, Oxford County Waste Management Facility

- The LGCFS operated as intended in 2022 and successfully controlled emissions even though volumes and concentrations of methane gas continue to remain low.
- The flare ran at an average flow of 110 cubic feet of gas volume per minute (cfm), down from 120 cfm in 2021 and an average 50.3% methane by volume, up from 42% in 2021.
- This slight change in performance can be attributed to the system being offline during the month of December for repair work to fix settlement issues causing stress on equipment located in the flare compound.

2022 Water Monitoring Report, Holbrook Landfill, County of Oxford

- There was no clear indication of leachate influence in the deeper groundwater system at the property boundaries and no landfill influence at the private well monitoring locations.
- No methane was detected in 2022.
- Staff will continue to perform inspections at this facility to ensure the site is secure and to assess for any potential environmental concerns.

Oxford County 2022 Household Hazardous Waste (HHW) Depot Annual Report

- The depot serviced approximately 5,765 vehicles, a 9% decrease over 2021.
- Approximately 148 tonnes of HHW material was collected, similar to 2021 tonnages.
- The City of Woodstock's HHW Depot was open 153 days in 2022 and collected 68 tonnes of HHW (decrease of 30% from 2021).

Oxford County 2022 Leaf and Yard Waste System Annual Report

- Over 15,100 tonnes of material was received, representing a 20% decrease over 2021. This decrease in material volume can be attributed to program tonnage resuming pre-pandemic volumes.
- Approximately 17,509 tonnes of finished compost was sold to the end market in 2022 and generated over \$350,000 in County revenue. The tonnage represents carry over material received late in 2021, processed in 2022, and received material in 2022.
- A total of 347 composters and 165 green cones were sold to residents, a decrease of 34% over 2021.
- Home composters and green cones are sold throughout the County at a subsidized rate of \$10 and \$50 each, respectively.

Oxford County continues to undertake backyard composting program education and outreach to help reduce the number of organics currently black bagged/landfilled.

Oxford County 2022 Year-End Blue Box Waste Management System Annual Report

- The recycling collection tonnage per household (hh) for 2022 was 163 kg/hh for the entire County, representing a 7% decrease over 2021.
- 8,050 tonnes of residential curbside Blue Box material was collected (6% decrease from 2021). Following the removal of contaminated material (residual waste) during processing, approximately 7,160 tonnes of processed material was sent to end markets.
- The contamination rate of the 2022 County recycling program is estimated at 11% and the SWOX recycling program is estimated at 3.5% based on third-party audit data. The average contamination rate for single-stream recycling programs is 14% based on industry audit data, placing the County's and South-West Oxford's contamination rate slightly below and well below the industry average, respectively.
- The contamination rate for the two-stream recycling program in Woodstock was estimated at 11% based on third-party audit data, placing the contamination rate well above the industry average of 7%.

Contamination rates of Blue Box material streams identify the amount of unacceptable material and/or material contaminated from food waste or other materials. High contamination rates can affect the quality of other processed material resulting in reduced market rates or potential rejection by end markets, which in turn reduces revenue and overall landfill waste diversion. High contamination rates need to be addressed through targeted promotion and education campaigns and increased curbside screening efforts to improve program efficiencies.

2022 Due Diligence Monitoring Program, Oxford County Closed Landfill Sites

In accordance with the recommendations contained in the 2019 Closed Landfill Inventory Report, monitoring programs have been implemented through a phased-in approach. This report summarizes the monitoring programs established for landfill gas, surface water, ground water and private well monitoring at each of the closed landfill sites. This report is not a regulatory requirement and therefore submission to the MECP is not required.

Highlights of the 2022 Due Diligence Monitoring Program, Oxford County Closed Landfill Sites report are as follows:

- Environmental monitoring was undertaken at the Lakeside, Embro and Thamesford closed landfill sites in 2021 of which no adverse effects were identified.
- In 2022, environmental monitoring was established at the Blandford-Blenheim and Gunn's Hill closed landfill sites of which no adverse effects were observed at the Gunn's Hill landfill site.
- Although no adverse effects were noted from the environmental monitoring conducted at the Blandford-Blenheim landfill site, it was recommended that monitoring of the surface water and shallow groundwater to the east of the site be continued in 2023 to observe parameter concentration trends of potential historic landfill impacts.
- In 2023, similar monitoring programs will be undertaken at the Otterville and Tillsonburg closed landfill sites.
- Additionally, regular monitoring of these closed landfill sites will continue for the purposes of establishing baseline data and identifying any trends.

2022 Accomplishments

Second Scale and New Scalehouse

Construction of the second scale and new scalehouse was completed at the OCWMF in 2022 and commissioned in January 2023. The outcome of this project will improve customer experience at the OCWMF by reducing vehicle wait times and will provide redundancy to minimize downtime for planned and unplanned scale maintenance.

Organics Resource Recovery Technologies (ORRT) Feasibility Study

An ORRT feasibility study was undertaken to identify a preferred alternative for the potential implementation of a County-wide organic waste diversion program to meet Provincial regulatory requirements by 2025. The study was completed by a third party consultant (GHD) and the proposed study recommendations will be brought forward to County Council later in 2023.

Curbside Waste Collection Contract (2020-2025)

As noted in the Background section of this report, the County's curbside collection contract has faced several challenges as a result of staffing issues related to COVID-19 isolation requirements and subsequent economic labour shortages. In 2022, staff monitored and tracked performance

issues and any occurrences of missed / incomplete collections over the course of the year. Detailed contract performance metrics in 2022 are summarized in Table 3.

Staff regularly addressed contract performance issues with Emterra to ensure that any curbside collection customer service issues or incomplete collections were either resolved on the same collection pickup day/next calendar day (in most cases) or carried over to the next calendar day (due to COVID isolation requirements, collection equipment breakdowns, staff shortages, heavy material volumes, etc.).

Table 3: 2022 County Curbside Collection Contractor Annual Completion Rate

Performance Issues		Ingersoll	Tillsonburg	Blandford-Blenheim	Norwich	East Zorra-Tavistock	Zorra	Total
Successful Route Completion Rate *	Q1	88%	88%	92%	90%	92%	90%	90%
	Q2	95%	90%	96%	90%	100%	94%	94%
	Q3	100%	97%	97%	100%	100%	100%	99%
	Q4	98%	98%	100%	100%	98%	100%	99%
Average Annual Completion Rate		95%	93%	96%	95%	98%	96%	96%

* Successful route completion indicates where the planned route curbside collection was completed on the designated pick-up day (no missed collections)

Daily curbside collection pick-up points ranged from 6,000 to 8,000 in urban areas and 3,000 to 4,000 in rural areas. Over the year, staff noted a substantive performance improvement in curbside collection level of service over Q3 and Q4, observing a successful pick-up completion rate ranging from 97% to 100%. The performance improvements seen over the course of the year appears to be related to a more stabilized contractor workforce due to recruitment efforts and compensation incentives implemented by Emterra as well as a stabilizing COVID work environment. A reduction in staff turnover appears to have translated into more consistent collection times due to driver familiarity with collection routes and a reduction in daily route completion times.

Repairs to Flare and Equipment Compound

Structural foundation repairs were completed at the landfill gas flare and equipment compound as a result of ground settlement that was first observed in 2021. Differential settlement of concrete equipment pads was placing stress on piping and associated equipment and increasing the risk of system failure. A Structural Engineer was retained to design and oversee the installation of a foundation structural support system (helical piles) to prevent any further settlement.

Advancing to Zero Waste

The County's landfill diversion rate is currently 45% and takes into consideration all waste managed through County Waste Management services (residential and IC&I). It is important to note that this diversion rate differs from what is published by the Resource Productivity and Recovery Authority (RPRA), known as the residential diversion rate which only takes into consideration residential generated waste.

The residential diversion rate (from curbside, depots, brush, leaf and yard waste depots, OCWMF) is estimated to be 55% and will be confirmed when the 2022 Datacall is verified in November 2023. The residential diversion rate has plateaued in recent years ranging between 52-57%.

To achieve the goals and objectives in the County's *Zero Waste Plan* as well as address provincial and federal regulatory requirements, the County will need to increase waste diversion efforts through the offering of innovative programs and technologies. As with the pilot projects for film plastic, bulky Styrofoam and – now in 2023 – agricultural plastics, the County will continue to look for ways to divert more hard-to-recycle material from landfill.

Conclusions

The 2022 Annual Waste Management Reports demonstrate that Oxford County's waste management programs and facilities continue to perform well and are in compliance with regulatory requirements. In addition, County operations and programs performed well and successfully diverted material from landfill.

To improve the County diversion rate and to achieve the County's Zero Waste goals and objectives, increased organic diversion is required. To support the County efforts to divert organic material from landfill, staff will be reporting to Council later in 2023 regarding the results of the County's Organic Resource Recovery Technology (ORRT) feasibility study, which assessed the viability of a potential Countywide organic waste diversion program.

SIGNATURES

Report Author:

Original signed by

Pamela Antonio, BES, MPA
Supervisor of Waste Management

Departmental Approval:

Original signed by

David Simpson, P.Eng., PMP
Director of Public Works

Approved for submission:

Original signed by

Benjamin R. Addley
Chief Administrative Officer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council **From:** Trevor Baer

Reviewed By: Rodger Mordue, CAO/Clerk **Date:** Mar 28 2023

Subject: Monthly Report – March **Council Meeting Date:**
April 5 2023

Report #: CS-23-06

Recommendation:

That Report CS-23-06 be received as information.

Background:

The following will provide Council with an update regarding the activities of the Community Services Department, for the month of March.

Analysis/Discussion

Administration

Staff are reviewing timelines on the LED lighting project in the parks, this will depend on mother nature providing adequate weather in order for the contractor to start this project. We want to avoid making a mess of the grounds during this project.

Staff are reviewing timelines for a grand opening of the Plattsville Splash Pad. The date will be confirmed and announced by the end of April.

Arena

Staff are planning arena summer projects, and required maintenance on equipment in the arena. We have also booked some lacrosse games and a tournament this spring.

The 53rd annual Little Brave tournament took place Mar 14-Mar 17, this had 34 teams come to town. It went really well.

Parks

Product has been dropped off at the park to start fencing repairs, this will start soon, the recent large snow fall has pushed it behind a bit. This work will not affect the ball season.

Thanks

Trevor Baer



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date:	March 29, 2023
Subject:	Monthly Report	Council Meeting Date:	April 5, 2023
Report #:	PW-23-08		

Recommendation:

That Report PW-23-08 be received as information.

Capital

- Gobles CN Bridge – The reconstruction we had hoped to be starting in April has been pushed back. I reached out to CN for an update and was told that there has been some design issues and other setbacks. The drawings are waiting final approval. Once the approval is done the span and any other materials can be ordered. CN is planning to provide the Township with a schedule mid-to end of April.
- Princeton Pond Expansion project – The new storm water pond fore bay is mostly complete, the excavation on the main pond has start. Staff continues to work with KSmart and local residence on finding suitable dump sites for the excess material. We have received our permit from CN to allow the boring under the tracks. GHN Infrastructure has started doing preconstruction work and will be starting construction in April. Notices has been delivered to residences that the construction will affect.

County Shared Service/Road Association/Training

- Shared Services meeting – The service sharing committee met at the Oxford County office in March. We had a presentation by GIR, they offer units for fuel pump management. In April Book 7 training has been arranged for all public works staff.
- Road Association – Our spring meeting was held on March 9. We didn't have a presenter; however, it was nice to see some supplier and discuss delivery times and new products.
- AORS – The BOD held a virtual meeting on March 8 to discuss the 2023 operating budget and review the 2023 training plans. We will have another in person board meeting on April 16 and the AORS AGM will be held on April 17 during the Good Roads conference.

Other

- March has seen the most snow events and accumulation than any other month this winter. As a result of the high volume of moisture the gravel roads have taken quite a beating. Staff has been out when possible to grade or trying to fill in large sections of pot holes. As is typical in March we have had a few wind storms that staff has had to be called into to remove trees from roads and do the clean up the next few days.
- Staff has been approached by the Drumbo heritage society about having some settlement area signs installed along the road right of ways. This was also done in the past for the Plattsville Heritage society.
- Met with suppliers to discuss prices for 2023 budget and availability.
- Coordinated the construction of the Romano storm water pond site in Princeton.
- Working with the Drainage Superintendent on finding suitable dump sites for the excess soil from the Princeton Drain project.
- Working with KSmart and Drainage Superintendent on the next phases of the Princeton project.
- Working with KSmart on the tender for the first phase of the Princeton project.
- Staff is enrolled in a Bridges & Culverts inspection course.
- Staff is still continuing to meet with land owners at outdoor sites to discuss ditch or road issues.

Attachments Service Sharing minutes

Respectfully submitted by:



Jim Borton CRS-I
Director of Public Works

Service Rationalization

MEETING MINUTES

DATE: March 15, 2023

LOCATION: Oxford County

PRESENT: Adam Prouse, Tom Lightfoot, Jim Borton, Shawn Vanacker, Ken Farkas, Doug Wituik, Steve Oliver, Daniel Locke

REGRETS: Frank Gross, Richard Sparham

COMMITTEE CHAIRMAN: Shawn Vanacker **SECRETARY:** Tom Lightfoot

ITEM	ACTION	ASSIGNED TO
1. Meeting called to order	10:10 am	
2. Minutes of Last Meeting:	Reviewed- Moved by Jim Seconded by Ken	
3. Correspondence/ Speaker	Erin Rhule- GIR Fuel Systems presented on their fuel monitoring system. e.rhule@gir-na.com	
4. Old Business	Adam- Bus trip to Cargill's Cleveland salt mine. Tour is set for the 24 th of August. More details to follow. Dan- Line painting, Woodstock will be doing a tender for line painting others are invited to join the tender. It will be a three-year tender starting next year. Dan will send out the current tender for review. Dan-Joint Street sweeping tender discussion. Culvert pricing discussion, we are still waiting for pricing from suppliers.	
5. New Business	Adam- Asphalt tender pricing \$105.70-\$107.35 HL4 per tonne. \$0.58 per m2 for pulverizing \$4.00 extra per tonne for using a buggy. Steve- Zorra pricing was approximately \$118.00 a tonne.	
6. Round Table	Dan- CVOR threshold discussion, Woodstock looking into creating a driver performance program including training and assessments. Doug- might have capacity to help others with street sweeping if needed. Shawn- Oxford County looking at using Badger for some sign installations as they have ALA through One Call. Locate discussion including the notice from Enbridge that they will be starting May 1 st to charge \$200.00 per locate that involves them coming to site. Jim- Heritage signs discussion, questions on who maintains, installs replaces the signs if they are damaged or stolen. General discussion on winter maintenance on roads and sidewalks.	
7. Health & Safety	Jim- Book 7 training is all set up for April 11 th , 12 th at the Princeton Hall.	
8. Next Meeting	April 13, 2023 - 10:00 am start at Blandford Blenheim	
9. Adjourned	12:36 pm Moved by Doug Seconded by Jim	

Service Sharing Meeting Dates 2023

January 12 EZT

February 9 Zorra

March 16 Oxford County

April 13 Blandford Blenheim

May 11 Norwich

June 15 SWOX

September 13 Tillsonburg

October 12 Woodstock

November 9 Ingersoll

December 13 Zorra



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	March 30, 2023
Subject:	Monthly Report	Council Meeting Date:	April 5, 2023
Report #:	DS-23- 04		

Recommendations:

That Report DS-23-04 be received as information; and,

That the Fee's and Charges By-law proposed amendments for CLI-ECA applications be posted on the Township website; and,

That Council authorize the Director of Finance prepare an amending By-Law for the April 19th 2023 council meeting to reflect the new fee's.

AND

That the Engineer be directed to expand the existing Block Assessment area used in the maintenance schedule for the Plattsville Drain to include all of the Plattsville Estate Phase 3 and Phase 4 less the area of Phase 4 that outlet to Albert St and the Hall Branch of Plattsville Drain 2007

Background:

Monthly activities of the Drainage Department to March 30, 2023

Analysis/Discussion

- Working on drain maintenance and various site meeting to review work required with ratepayers.
- Working with lawyer on compliance letters.
- Commenting on planning applications
- 36 locates for ON 1 Call in March 29 2023 including 2 emergency locates.

- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site and asset management, 100-year storm review, update SWMP mapping
- Mitchell Drain County and Region have submitted petitions for drainage works, for the construction work being proposed at Trussler Road and Oxford Road 8. Council has accepted petition from County and Region for improved outlet, Engineer appointed on September 4 2019. Kenn Smart (Project Engineer). Had meeting with Engineer, Folling and Hurlbut about next step. Site meeting January 29 2020 for the road petition. Engineer working on concept plans and cost estimates. Reviewed site with Curtis (P.ENG) and working on the next site meeting for Ratepayer to review option for new report with second site meeting spring of 2023
- Princeton Drainage System 2022 Engineer has filed final report. Report dated July 29/22 filed with the Township on August 8, 2022. Consideration of report was September 7th ,2022. Court of revision at October 5th ,2022 council meeting, By-law 2313-2022 passed October 19 2022 3rd reading. Working on Construction of Romano SWMP with twp forces and local contractors. Contractor GHN work starting week of March 27
- Princeton Drain Section 78 report has been approved by GRCA and council and will be add to the new Engineer's Report for Princeton Drainage System 2022 report filed as part of Princeton Drainage System 2022 consideration of report September 7th 2022 COR at October 5th 2022 council meeting, By-law passed October 19 2022 3rd reading. This project will be tender with Princeton Drainage System 2022 Phase 3 tender
- Hanchiruk Drain (Magda) petition received and P Eng. appointed at December 18 2019 council meeting, GRCA have been informed of the appointment. Site meeting with Magda and Engineer February 4 2020 engineer has been reviewing option with Magda. Drain is temporary on hold for Magda to review route options. ON HOLD
- Working on SWMP with engineer on the silting issue at the outlet at Fennel and Todd Way, final design has been reviewed and approved by Township Engineer, the repair work to the outlet to be done by Developer's Contractor work is 90% complete
- McCrow Drain Council accepted petition for drainage on September 2, 2020. Engineer appointed October 7, 2020; project Engineer will be Curtis MacIntyre K Smart & Assoc. site meeting held March 23 2021. Engineer working on surveys and design and has sent info to GRCA for comments. 2nd site meeting was held on November 15th 2022. Report was filed on November 29 2022 was consider on December 21 2022 and By-law 2334-2022 was provisionly adopted. Court of Revision was January 18th 2023 third ready of by-law was March 1 2023. Tender to be award at April 5 Council meeting (see tender results report)
- Hughes Drain major settlement and major repair will be required See Section 78 report DS 22-03 appointment of Engineer. John Kuntze has accepted appointment as project Engineer from K Smart & Assoc site meeting spring 2023
- Hotson Drain drainage petition received by Council June 15 2022. Engineer appointed August 3, 2022, project Engineer will be Curtis MacIntyre of K Smart & Assoc. Onsite

meeting was September 6th @10.00am at Township Road 8 and Blandford Road, working on survey.

- Holt Drain, Brant County have accepted Section 78 request. Brant have appointed K Smart & Assoc. (Curtis MacIntyre) Onsite meeting was on September 20th 2022 in Princeton engineer working on design options and survey
- Township Road 8 and Hubbard Road petition by Jim Borton Director of Public Works received by Council June 1 2022 council appointed Engineer August 3 2022, project Engineer will be Curtis MacIntyre of K Smart & Assoc. Site meeting November 3rd 2022, working on Survey
- Baker Drain Council accepted petition on September 7th 2022 for repair and improvements. Engineer was appointed on October 19th 2022 project Engineer will be Curtis MacIntyre of K Smart & Assoc.
- Working on Plattsville Development Phase 3 and 4 drainage report with Kenn Smart. Kenn has proposed that the revised assessment schedule for the area that is affected by the existing BLOCK ASSESSMENT be extended to the area of Plattsville Estates Phase 3A, 3B and Phase 4 that outlet into the SWMP on Fennel St. See separate resolution to adopt this recommendation
- Webinar DMAF federal funding Disaster Mitigating Adoption Fund Twp Does not have any project that meet qualifactions
- Webinar MECP next step on CLI-ECA process (operation manual to be developed by Township)
- Working on CLI-ECA (Consolidated Linear Infrastructure – Environmental Compliance Approval) MECP issued final approval on March 7th ,2023. (ECA Number 334-S701) see proposed application fee's attached to this Report
- CN safety coarse completed for work on Princeton Drainage System 2022
- Attended by 2 council meeting
- Attended Staff Meeting
- Working on Drumbo SWMP on details of ownership and existing subdivision agreements
- Working on updates on the Municipal Service Standards
- Webinar with ON1CALL re new regulation effective April 1 2023 (late locals)

Financial Considerations:

None

Attachments:

Draft fee's and charge's by-law revision for CLI – ECA



2023 Fees &
Charges - Planning |

Respectfully submitted by:

Jim Harmer

Jim Harmer Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Harmer Drainage Superintendent
Reviewed By:	Rodger Mordue	Date:	March 30, 2023
Subject:	Award of tender McCrow Drain	Council Meeting Date:	April 5, 2023
Report #:	DS-23--05		

Recommendation:

That Report DS-23-05 be received as information;

And further that the tender for the McCrow Drain be awarded to VanBree Enterprise of Warwick Township in the amount of \$ 110,165.65 plus applicable taxes .

Background:

At the Council meeting on March 1, 2023 Council directing the Drainage Superintendent and Engineer to call for tenders on the McCrow Drain with tenders closing on March 30, 2023

Analysis/Discussion:

Tenders Calls was listed on Bids and Tenders and Engineer also sent out copies of the tender call to municipal drainage firms with 5 firm submitting a tender (10 firms view plans on bids and tender 2 by notice from Engineer

Tender Prices before taxes were:

- John Devries Construction 112,450.00
- Robinson Farm Drainage 140,682.00
- VanBree Enterprises 110,165.65
- RVM Trucking 166,388.94
- South Brant Excavating 182,698.14

The estimated cost for the work in the drainage report was \$ 122,500.00 plus HST. The Engineer has reviewed the tenders for accuracy and completeness and is recommending that the contract be awarded to VanBree Enterprises of Warwick Township

Financial Considerations:

Total cost of drain to be paid by Ratepayer there is no assessment to the Township lands and with a road assessment of \$26,863.00.

Attachments:

none

Respectfully submitted by:

Jim Harmer

Jim Harmer
Drainage Superintendent



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council **From:** Sarah Matheson, Deputy Clerk
Reviewed By: Rodger Mordue, CAO/Clerk **Date:** March 22, 2023
Subject: Graphic Image Delivery By-law **Council Meeting Date:** April 5, 2023
Report #: DC-23-01

Recommendation:

That the Council receive Report DC-23-01 as information;

And further, that Township Council approves the short form wording and set fine submission as listed in Appendix A;

And further that Township Council authorizes the Deputy Clerk to make the necessary application to the Ministry of the Attorney General to seek approval for the proposed short form wording and set fines associated with By-law number 2354-2023 - a by-law to regulate the distribution of graphic flyers in the Township of Blandford-Blenheim.

Background:

At the regular Council Meeting held February 15th, 2023, Council passed the following resolution due to complaints about the delivery of flyers containing graphic images within the Township:

Be it hereby resolved that the Council of the Township of Blandford-Blenheim receives the resolution of the City of Woodstock to pass a by-law to regulate the distribution of graphic flyers in the City of Woodstock;

And further, that Council direct staff to prepare a by-law to regulate the delivery of graphic images in the Township of Blandford-Blenheim similar to that of the City of Woodstock.

Analysis/Discussion:

By-law 2354-2023, being a by-law to regulate the distribution of graphic flyers in the Township of Blandford-Blenheim is included with the Council agenda for approval. In order to impose

finer for contraventions of the by-law, an application to the Ministry of the Attorney General to seek approval for the proposed short form wording and set fines is required. The proposed fines are consistent with the City of Woodstock and are included with this report as Appendix A.

Financial Considerations:

N/A

Attachments:

By-law 2354-2023
Appendix A, Set Fines

Respectfully submitted by:

Sarah Matheson,
Deputy Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2354-2023

Being a by-law to regulate the distribution of graphic flyers in the Township of Blandford-Blenheim.

WHEREAS subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended ("*Municipal Act, 2001*") provides that a municipal power shall be exercised by by-law;

AND WHEREAS subsection 10(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting the "Health, safety and well-being of persons" as well as by-laws for the "Protection of persons and property, including consumer protection";

AND WHEREAS the Council is satisfied that the unregulated Delivery of Graphic Images to residence does cause harm;

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

SHORT TITLE

1.1 The short title of this by-law is the Graphic Image Delivery By-law.

PURPOSE

2.1 The purpose of this by-law is to regulate the unsolicited Delivery of Graphic Images to Residences, so that recipients have an opportunity to choose whether they wish to view such images.

DEFINITIONS

3.1 For the purpose of this By-law:

"Deliver" means to leave the Graphic Image anywhere on the property or mailbox associated with a Residence, whether or not the Graphic Image is handed to a person, and the noun "Delivery" has a corresponding meaning;

"Graphic Image" means an image or photograph showing, or purporting to show, a fetus or any part of a fetus;

"Residence" means any property or address that is not clearly identified from the abutting roadway as the location of a business;

REGULATION OF DELIVERIES

4.1 No person shall Deliver or participate in the Delivery of a Graphic Image to any Residence, unless:

(a) the Graphic Image is fully concealed within a sealed envelope or

package, and

(b) the sealed envelope or package containing the Graphic Image is marked with the following notice and information:

(i) the name and address of the person who is responsible for Delivery of the Graphic Image, and

(ii) a warning that the envelope or package “contains a Graphic Image that may be offensive or disturbing to some people”.

4.2 This By-law does not apply to:

(a) mail that is Delivered to a Residence by Canada Post,

(b) material that is Delivered to the Residence at the request or with the consent of the addressee.

ENFORCEMENT

5.1 Any person who contravenes a provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

5.2 A director or officer of a corporation who knowingly concurs in the contravention of any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

5.3 A person convicted under this by-law is liable to a maximum fine of \$5,000.00.

5.4 This by-law shall become effective as of third and final reading.

By-law read a first and second time this 5th day of April, 2023.

By-law read a third time and finally passed this 5th day of April, 2023.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE

THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM
PART I PROVINCIAL OFFENCES ACT

BY-LAW NUMBER 2354-2023

TITLE: A by-law to regulate the distribution of graphic flyers in the Township of Blandford-Blenheim

ITEM COLUMN 1	COLUMN 2	COLUMN 3
Short Form Wording	Provision Creating Or Defining Offence	Set Fine
1 Did deliver a Graphic Image to a Residence that was not concealed within a sealed envelope or package	s. 4.1(a)	\$350.00
2 Did deliver a Graphic Image to a Residence without contact information of person responsible for the Delivery	s. 4.1(b)(i)	\$350.00
3 Did deliver a Graphic Image to a Residence without a warning	s. 4.1(b)(ii)	\$350.00

The general penalty provision for the offences listed above is section 5.1 of bylaw 2354-2023, a certified copy of which has been filed.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council
Rodger Mordue, CAO/Clerk

Reviewed By: Dave Robertson, By-law Enforcement Officer

Subject: Clearing Refuse from Land By-law

Report #: DC-23-02

From: Sarah Matheson, Deputy Clerk

Date: March 28, 2023

Council Meeting Date: April 5, 2023

Recommendation:

That the Council receive Report DC-23-02 as information;

And further, That Council adopt By-law 2356-2023 to repeal By-law 1972-2016 to provide for the filling up, drainage of land and to regulate littering, dumping and clearing land of refuse;

And further, that Township Council approves the short form wording and set fine submission as listed in Schedule B;

And further that Township Council authorizes the Deputy Clerk to make the necessary application to the Ministry of the Attorney General to seek approval for the proposed short form wording and set fines associated with By-law number 2356-2023.

Background:

It has come to staff's attention that the 2016 Clearing of Refuse from Land By-law does not include any set fines for infractions against the by-law. Staff took the opportunity to revise the by-law to include further definitions and general provisions. In particular, littering and dumping on municipal property including roadways, bodies of water; pushing of snow, ice, or yard waste on private or municipal property without consent; and vermin control were either added or updated.

Analysis/Discussion:

By-law 2356-2023, to repeal by-law 1972-2016 and to provide for the filling up, drainage of land and to regulate littering, dumping and clearing land of refuse in the Township of Blandford-Blenheim is included with the Council agenda for approval. In order to impose fines for contraventions of the by-law, an application to the Ministry of the Attorney General to seek

approval for the proposed short form wording and set fines is required. The proposed fines are consistent with the Township of Zorra and are included with this report as Schedule B.

Financial Considerations:

N/A

Attachments:

By-law 2356-2023
Schedule B, Set Fines

Respectfully submitted by:

Sarah Matheson,
Deputy Clerk

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

BY-LAW 2356-2022

**Being a By-Law to repeal by-law 1972-2016 and to provide
for the filling up, drainage of land and to regulate littering,
dumping and clearing land of refuse.**

WHEREAS Section 127 of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may require the owner or occupant of land to clean and clear the land, not including buildings, or to clear refuse or debris from the land, not including buildings;

AND WHEREAS Section 8, 9, and 11 of the *Municipal Act, 2001* permits a municipality to pass By-laws necessary or desirable for municipal purposes, and in particular paragraphs 5, 6, and 8 of Subsection 11 (2), authorize By-laws respecting the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons, and the protection of persons and property;

AND WHEREAS Section 127 of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may regulate when and how matters required under the by-law shall be done;

AND WHEREAS Section 127 of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may prohibit the depositing of refuse or debris on land without the consent of the owner or occupant of the land;

AND WHEREAS Section 127 of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may define "refuse" for the purpose of the by-law;

AND WHEREAS Section 128 of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances, and it is the opinion of Council that the failure to clear refuse and debris from land is a public nuisance, including the spread of vermin;

AND WHEREAS Section 11 of the *Municipal Act, S.O. 2001, C.25*, as amended, provides that a lower-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein;

AND WHEREAS Section 336(1) of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may direct or require a person to clear the land of refuse, the municipality may also provide that, in default of it being done by the person directed or required to do it, the cleaning and clearing of land shall be done at the person's expense;

AND WHEREAS Section 336(2) of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may enter upon land at any reasonable time for the purpose of cleaning and clearing the land of refuse;

AND WHEREAS Section 336(2) of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may recover the costs of clearing the land from the person directed or required to do it and the municipality may recover the costs by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS Section 291 of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may impose fees or charges on any class of persons for services or activities provided or done by or on behalf of it, and which by-law may provide for interest charges and other penalties, including the payment of collection costs, for fees and charges that are due and unpaid;

AND WHEREAS the *Police Services Act, R.S.O. 1990, Section 15* authorizes the municipality to appoint persons to enforce the by-laws of a municipality and that Municipal Law Enforcement Officers are Peace Officers for the purpose of enforcing municipal by-laws;

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

**Part 1
DEFINITIONS**

1.1 For the purpose of this By-Law, the definitions of this Section apply:

“Agricultural Purposes” shall mean the land used for cultivating soil, producing crops and for the raising of livestock as an “agricultural operation” as defined in the Farming and Food Production Protection Act, 1998, S.O. 19998, c.1, but does not include the portion of land used as a woodlot.

“Art Mural” is a mural depicting a scene or theme for a designated surface and location that has been approved including by the property owner and deliberately implemented for the purposes of beautifying the specific location.

“Border” shall mean the cleared land between the side and/or rear property line and a naturalized area or wild flower meadow.

“Buffer Strip” shall mean a border of a minimum of 0.9 m wide that delineates a wild flower meadow or naturalized area.

“Building” for the purposes of graffiti removal includes but is not limited to a building, structure, erection, object, fence, retaining wall, paved or similarly finished surface, vehicle, trailer or waste container.

“Cleared” includes the removal of weeds or grass more than 20 centimetres (8 inches) in height and the removal of stock piles of soil or other aggregate material not required to complete the grading of the lot on which the stock pile is located and includes where on any property there is a swimming pool which is a health or safety hazard, or is malodorous or is a breeding place for mosquitoes, the draining, the treatment and/or the disposing of the water.

“Composting” shall mean the biological degradation or breakdown of organic material into a dark soil-like material called humus.

“Composting Container” shall mean the holding unit used to store yard, garden and household waste for the purpose of composting.

“Domestic Waste” shall mean any article, thing, matter or effluent belonging to or associated with a residence, household or dwelling unit and includes but is not limited to the following classes of waste material:

- (a) grass clippings, tree cuttings, brush, leaves and garden refuse;
- (b) paper, cardboard, clothing;
- (c) all kitchen and table waste, of animal or vegetable origin resulting from the preparation or consumption of food except any material of vegetable origin placed in a composting container;
- (d) can, glass, plastic container, dishes;
- (e) new or used material resulting from or for the purpose of construction, alteration, repair or demolition of any building or structure;
- (f) refrigerators, freezers, stoves or other appliances and furniture;
- (g) furnaces, furnace parts, pipes, fittings to pipes, water or fuel tanks;
- (h) unlicensed motor vehicle, inoperative motor vehicle, parts and accessories, vehicle tires mounted or unmounted on rims, mechanical equipment;
- (i) rubble, insert fill, fencing materials;
- (j) cigarette butts, cigar tips, electronic cigarettes and their components and chewing gum;
- (k) health hazards including solid, liquid gas or combination of any of them, that has or that is likely to have an adverse effect on the health of any person.

“Enforcement Officer” shall mean a by-law enforcement officer of the Township of Blandford-Blenheim.

“Farm Implement” means any equipment or machinery designed and used for agricultural or horticultural use and includes attachments.

“Graffiti” includes one or more letters, symbols, figures, etchings, scratches, inscriptions, stains or other markings that disfigure or deface a building, howsoever made or otherwise affixed or applied on the structure or thing, but, for greater certainty, does not include an Art Mural.

“Highway” or “highways” means all allowances for roads made by the Crown Surveyors, all highways laid out or established under the authority of any statute, all roads on which public money has been expended for opening them or on which status labour has been usually performed, all roads dedicated by the owner of the land to public uses, and all alterations and deviations of and all bridges over any such allowance for road, highway or road, are common and public highways in the Township of Blandford-Blenheim.

“Industrial Waste” shall mean any article, thing, matter or effluent belonging to or associated with industry or commerce or concerning or relating to manufacture or concerning or relating to any trade, business, calling or occupation that appears to be waste material and includes but is not limited to the following classes of waste material:

- (a) piping, tubing, conduits, cable, fittings or other accessories, or adjuncts to the piping, tubing, conduits or cable;
- (b) container of any size, type or composition;
- (c) rubble, insert fill;
- (d) mechanical equipment, mechanical parts, accessories or adjuncts to mechanical equipment;
- (e) articles, things, matter, effluent which is whole or in part or fragments thereof are derived from or are constituted from or consist of:
 - (i) agricultural, animal, vegetable, paper, lumber or wood products; or
 - (ii) mineral, metal or chemical products; whether or not the products are manufactured or otherwise processed;
- (f) bones, feathers, hides;
- (g) paper or cardboard packaging or wrapping;
- (h) material resulting from, or as part of, construction or demolition projects.
- (i) unlicensed motor vehicle, inoperative motor vehicle, vehicle parts and accessories, vehicle tires mounted or unmounted on rims, mechanical equipment.
- (j) health hazards including a solid, liquid, gas or combination of any of them, that has or that is likely to have an adverse effect on the health of any person.

“Inoperative Motor Vehicle” shall mean a licensed or unlicensed vehicle, having missing, damaged, deteriorated or removed parts including, but not limited to: wheels, motor transmission, doors, glass or other parts or mechanical equipment necessary for its safe operation.

“Land” includes yards, vacant lots or any part of a lot which is not beneath a building and for the purpose of this By-law includes unenclosed decks, unenclosed porches, unenclosed carports and unenclosed garages accessory to a residential use.

“Litter” includes but is not limited to refuse, and also includes any article, thing,

matter, substance, or effluent that has been cast aside, discharged or abandoned.

“Naturalized Area” means a portion of a lot where a lawn or perennial garden previously maintained by the owner which has been allowed to re-establish a reproducing population of native species, through a combination of natural regeneration and deliberate plantings of native species or other species to emulate a natural area.

“Owner” includes lessee and the registered owner of the land.

“Perennial Gardens” means an area deliberately implemented to produce ground cover, including wild flowers, shrubs, perennials, ornamental grasses or combinations of them, but does not include a wildflower meadow or a naturalized area.

“Private Property” means all land other than land owned by The Corporation of the Township of Blandford-Blenheim.

“Refuse” means any article, thing, matter, substance or effluent that: has been cast aside, discharged or abandoned or; is discarded from its usual and intended use or; is used up, in whole or in part, or expended or worn out in whole or in part; and shall include domestic waste and industrial waste; and that domestic waste and/or industrial waste does not cease to be refuse by reason that it may be commercially saleable or recyclable.

“Rubble” includes broken concrete, bricks, broken asphalt, patio or sidewalk slabs.

“Sidewalk” shall mean any municipal walkway or road works for the accommodation of pedestrians on that portion of a street between the curb line and the street line which is located outside a roadway.

“Snow” includes ice and slush.

“Swimming Pool” Any outdoor structure or thing located on a privately owned property that is capable of being used for swimming, wading or bathing and is which the water depth at any point can be more than 600 millimetres.

“Township” shall mean The Corporation of the Township of Blandford-Blenheim.

“Unlicensed” shall mean the lack of a currently validated permit for the motor vehicle within the meaning of the *Highway Traffic Act*, displayed on the motor vehicle.

“Unlicensed motor vehicle” shall mean a motor vehicle that is unlicensed.

“Vermin” noxious and/or objectionable mammal, bird or insect injurious to humans, game or crops.

“Wildflower” meadow means a specialized habitat within a naturalized area, which is dominated by native species of flowers and grasses. The area would require periodic

mowing (once or twice per year) in order to prevent the growth and establishment of woody shrubs and trees.

“**Woodlot**” shall mean an area of trees in excess of 0.2 hectares.

Part 2 GENERAL PROVISIONS

2.1 Administration – by the By-law Enforcement Officer

This by-law is administered by the Enforcement Officer of The Corporation of the Township of Blandford-Blenheim or an agent of the Enforcement Officer.

2.2 Land – filled up – drained - owner responsibility

Every owner shall keep his land filled up and drained.

2.2 Excavations – filled – exception – enclosed by barrier

Every owner shall fill in any excavation on the land unless it is enclosed completely by a temporary barrier at least 122 centimetres (48 inches) in height.

2.3 Water – exceeding 30 cm – drained – exception

Every owner shall drain land of accumulations of water that exceed 30 centimetres (12 inches) in depth unless it is completely enclosed by a temporary barrier of at least 122 centimetres (48 inches) in height or such water constitutes a storm water management pond approved by the Township.

2.5 Land – clean – cleared – free of refuse

Every owner shall keep his land cleaned, cleared and free of refuse.

2.6 Dumping or Littering – prohibited – without lawful authority

No person shall throw, place, dump or deposit snow, domestic or industrial waste on private property or Township property without lawful authority.

(a) No person shall throw, place, deposit or permit or cause to be thrown, placed or deposited any refuse on any highway within the Township of Blandford-Blenheim.

(b) In the case of land that is not a highway, no person shall throw, place, deposit or permit or cause to be thrown, placed or deposited any refuse on any land, within the Township of Blandford-Blenheim, including ponds, lakes, and rivers, without the consent of the owner or occupant of the property.

(c) No person shall throw, place, dump or deposit or permit or cause to be thrown, placed, dumped or deposited snow, leaves, or yard waste on private property, Township property, highway, or sidewalk without consent of the owner or occupant or manager of the property.

2.7 Swimming Pool – maintained

Every owner shall keep or maintain the water in a swimming pool in a condition which is not a health or safety hazard, or is malodorous, or is a breeding place for mosquitoes.

2.8 Land – removal of refuse

Every owner shall remove refuse from his land.

2.9 Refuse – containment and location

Every owner shall ensure that all refuse which accumulated on their property and when not placed out for collection is:

(a) in containers:

- i. made of rigid, watertight construction;
- ii. provided with a tight fitting cover, which may be removed only when the container is empty or is being actively loaded;
- iii. maintained in good condition without holes or spillage;
- iv. closed, or emptied, rinsed and cleaned when not in use, to prevent the escape of offensive odor or waste; and
- v. located in the side or rear yard against a building, structure, fence or retaining wall and arranged in an orderly manner.

(b) Not permitted to accumulate longer than 13 days.

2.10 Graffiti removal

Every owner shall clean the exterior of any building, structure, erection or object on their property to remove graffiti.

2.11 Vermin control

Every property shall be maintained so as to be free from vermin and conditions that may promote an infestation at all times.

2.12 Firewood storage

Firewood for domestic use may not be stored in a front yard. Firewood for domestic use may be stored in a rear yard and/or side yard if the total area used for this storage is not more than 15% of the rear and/or side yard as the case may be.

(a) The stored firewood shall be:

- i. neatly piled not less than 20 cm from any lot line;
- ii. stored at a height of not less than 15 cm above grade;
- iii. stored with a total height of not more than 1.5 meters; and
- iv. not piled along a fence that borders a property containing a swimming pool.

Part 3
GENERAL PROHIBITIONS

- 3.1 Refuse – not cleared – from land – prohibited**
No person shall, within the Township, fail to clear land of refuse.
- 3.2 Excavation – failure to enclose – prohibited**
No person shall, within the Township, fail to enclose an excavation with a temporary barrier at least 122 centimetres (48 inches) in height.
- 3.2 Water – 30 cm deep – failure to drain – prohibited**
No person shall, within the Township, fail to drain an accumulation of water exceeding 30 centimeters (12 inches) in depth.
- 3.3 Private Property – refuse – deposit on**
No person shall, within the Township, deposit refuse on private property without lawful authority.
- 3.5 Township Property – refuse – deposit on**
No person shall, in the Township, deposit refuse on municipal property without lawful authority.
- 3.6 Water in Swimming Pool – fail to maintain**
No person shall fail to keep or maintain the water in a swimming pool in accordance with the provisions of this by-law.
- 3.7 Private Property – clear buffer strip**
No person shall, in the Township, fail to clear a buffer strip.
- 3.8 No Obstruction of Officer**
No person shall obstruct, hinder or in any way interfere with any Enforcement Officer in the enforcement of the provisions of this by-law.
- 3.9 Contravention of Order**
No person shall contravene a Work Order.
- 3.10 Refuse – containment and location**
No person shall fail to contain refuse or locate refuse containers in accordance with the provisions of this by-law
- 3.11 Graffiti – removal**
No person shall fail to remove graffiti from buildings, structures, erections or objects on the land in accordance with this by-law.
- 3.12 Snow/Ice – deposit on sidewalk or provide property**
No person shall deposit, or cause to be deposited, snow or ice upon a sidewalk, highway or private property without consent.

3.12 Firewood – storage and location

No person shall fail to contain and store firewood in accordance with the provisions of this by-law

**Part 4
EXEMPTIONS**

4.1 Excavations – construction – exemption

Section 2.2 of this by-law does not apply to land on which there is a valid permit from the Building Department, Conservation Authority, or a valid permit from the Township Site Alteration By-Law as amended.

4.2 Swimming Pools – natural bodies of water – exemption

Section 2.3 of this by-law does not apply to natural bodies of water or lawfully maintained swimming pools.

4.2 Outdoor Storage – lawful – exemption

Sections 2.5, 2.6 and 2.9 of this by-law shall not apply to land which is lawfully used for outdoor storage of materials in compliance with the applicable zoning and licensing by-laws and regulations.

4.3 County – dumping – disposal facilities – exemption

Sections 2.5 and 2.6 of this by-law shall not apply to land or structures designated by or operated by the County of Oxford or Township of Blandford-Blenheim for the purpose of dumping or disposing domestic or industrial waste.

4.5 Agricultural Lands – exemption

This by-law does not apply to any lands used for agricultural purposes as defined the Township's Zoning By-law No. 1360-2002.

4.6 Perennial Gardens – exemption

This by-law does not apply to perennial gardens, provided that the perennial gardens are managed in accordance with the Weed Control Act and provided that there is no waste.

4.7 Wildflower Meadow – exemption

This by-law does not apply to a wildflower meadow or a naturalized area provided that those areas are managed in accordance with the Weed Control Act, provided that there is no waste and provided that they do not encroach within the buffer strip.

4.8 Containment and location – exemption

Section 2.9 of this by-law does not apply to land undergoing active construction under a valid building permit, or where a building is undergoing an active renovation, or where an approval under the Site Plan Control Area By-law has been obtained that includes containment and location of garbage.

Part 5
ENFORCEMENT

5.1 Fine – for contravention

Any person who contravenes any provision of this by-law is, upon conviction, guilty of an offence and is liable to any penalty as provided in the *Provincial Offences Act*.

5.2 Continuation – repetition – prohibited – by order

The court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted and such order shall be in addition to any other penalty imposed on the person convicted.

5.3 Default – not remedied – fee

Where anything required or directed to be done in accordance with this by-law is not done, the Enforcement Officer or persons designated by the Enforcement Officer for The Corporation of the Township of Blandford-Blenheim, may upon such notice as he deems suitable, do such thing at the expense of the person required to do it and, in so doing, may charge administration fee as provided for in the Township's Fee and Charges By-Law as amended; and both the expense and fee may be recovered by action or in like manner as municipal taxes.

5.4 Removal

Where any of the matters or things are removed in accordance with section 5.3 of this by-law the matters or things may be immediately disposed of by the Enforcement Officer.

5.5 Officer – entry to inspect

An Enforcement Officer designated to perform inspections pursuant to this by-law may at all reasonable times, enter onto land for the purposes of an inspection of the land to determine whether or not the following are complied with:

- (a) this By-Law;
- (b) a direction or order made under this By-Law; or
- (c) a prohibition order made under s. 321 of the Municipal Act, 2001.

5.6 Officer – inspection of documents

An officer may, for the purposes of the inspection under section 5.5:

- (a) require the production for inspection of documents or things relevant to the inspection;
- (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (c) require information in writing or otherwise as required by the officer from any person concerning a matter related to the inspection; or
- (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.

5.7 Owner – tests and documents at owner’s expense

Any cost incurred by the Township in exercising its authority to inspect under subsection 5.6 (d) including but not limited to the cost of any examination, test, and sample or photograph necessary for the purposes of the inspection, shall be paid by the owner.

5.8 Township – bring property to compliance

Where it becomes necessary to proceed pursuant to section 5.2 of this by-law, an Enforcement Officer may enter onto the lands with any person and the appropriate equipment as required to bring the property into compliance with this by-law.

5.9 Work Order – contravention of by-law

If the Enforcement Officer is satisfied that a contravention of the by-law has occurred, the officer may make an order, known as a Work Order (Schedule “A”), requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do the work to correct the contravention.

5.10 Work Order - contents

The Work Order shall set out:

- (a) the municipal address or the legal description of the land;
- (b) reasonable particulars of the contravention and of the work to be done;
- (c) a deadline, being a specific date, for compliance with the Work Order; and
- (d) a notice that if the work is not done in compliance with the Work Order by the deadline, the municipality may have the work done at the expense of the owner and the cost of the work may be recovered by adding the amount to the owner’s tax roll.

5.11 Work Order – service

The Work Order may be delivered by any one or more of the following methods:

- (a) personal delivery to the person to whom it is addressed;
- (b) personal or couriered delivery to either an adult person, or to the mailbox, of the residential address of the addressee;
- (c) delivery by registered or certified mail;
- (d) delivery by facsimile transmission; or
- (e) posted in a weather-resistant fashion in a conspicuous location at the site which is the subject matter of the notice.

5.12 Work Order – unable to effect service

If the Township is unable to effect service on the owner under section 5.11, it shall place the order in a weather-resistant fashion in a conspicuous place on the land and may enter on the land for this purpose. The placing of the order shall be deemed to be sufficient service of the Work Order.

5.12 Deemed Delivery

- (a) Where a notice is personally delivered, it is considered to have been delivered at the date and time at which it was handed to the addressee.
- (b) Where a notice is personally delivered to the residential address of the addressee, it is considered to have been delivered on the next business day following the date of delivery.
- (c) Where a notice is delivered by registered or certified mail, it is deemed to have been delivered on the fifth business day after the day of mailing.
- (d) Where a notice is delivered by facsimile, it is considered to have been delivered on the next business day following the date showing on the proof of transmission document.
- (e) Where a notice is posted on occupied property in accordance with section 5.11 (e), it is considered to have been delivered the next business day following the date it is posted.
- (f) Where a notice is posted on unoccupied property in accordance with Section 5.11 (e), it is considered to have been delivered five (5) days after the date it is posted.

5.13 Conflict and Severability

- (a) In the event of any conflict between any provision set forth in this by-law and any other Township By-law, the competing provisions shall be harmonized to the fullest extent possible so as to facilitate the intent and proper effect of the separate areas of regulation.

- (b) If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections, or portions thereof of the By-law. The remainder of the By-law shall remain in full force and effect.

**Part 6
REPEAL – ENACTMENT**

6.1 By-law – Previous

That By-law 1339-2003 and By-law 1972-2016 is hereby repealed in its entirety.

6.2 Effective Date

This by-law comes into force on the day it is passed.

6.3 Short Title

The short title of this by-law shall be the “Clearing Refuse from Land By-law”.

READ A FIRST AND SECOND TIME THIS 5TH day of April, 2023.

READ A THIRD TIME AND FINALLY PASSED TIME THIS 5TH day of April, 2023.

MAYOR
MARK PETERSON

CAO/CLERK
RODGER MORDUE

**Township of Blandford-Blenheim
By-Law 2356-2023
SCHEDULE "A"**



WORK ORDER

Pursuant to Subsection 5.9 of the Township of Blandford-Blenheim
Clearing Refuse from Land By-Law 2356-2023

OWNER:

PROPERTY ADDRESS:

An inspection of your property was conducted on _____, 20____.
As a result of the inspection, a contravention of the Township of Blandford-Blenheim
Clearing Refuse from Land By-Law 2356-2023 has been noted. In order to rectify the
contravention, you are ordered to:

Item No.	By-Law Section	Contravention	Corrective Action
1.			
2.			
2.			
3.			
5.			

Failure to comply with this notice prior to _____, 20____
could result in legal action AND/OR the Township may enter on the property and clean
and clear the property in accordance with the by-law.

At any time while this property is under your occupancy/ ownership/ direction and the
above violation is observed, the Township of Blandford-Blenheim has the right to
recover from the Owner of the property any amount expended by or on behalf of the
Township and such amounts may be collected in like manner as Municipal taxes and
this is the only notice the Township will issue.

**Should there be an occurrence of a violation of the same section of By-Law 2356-
2023 at this address in the next 6 months, you as the assessed owner will receive
no further notice prior to enforcement action being taken.**

By-law Enforcement Officer
Township of Blandford-Blenheim

Date

**The Corporation of the Township of
Blandford-Blenheim**
Part I Provincial Offences Act
**By-law Number 2356-2023: A BY-LAW TO PROVIDE FOR FILLING
UP, DRAINAGE OF LAND AND TO REGULATE LITTERING
DUMPING, AND CLEARING LAND OF REFUSE.**
Schedule "B"
Page 1 of 1

SCHEDULE OF FINES – VOLUNTARY PAYMENT OUT OF COURT:

Pursuant to Section 5 of By-law Number 2356-2023 of the Corporation of the Township of Blandford-Blenheim, the following is a schedule of fines voluntarily payable, out of Court for offences committed under this By-law being:

SCHEDULE OF FINES:

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fine
1.	Dumping of refuse on Township or private property or on a highway	2.6	\$700.00
2.	Littering on private property	3.4	\$200.00
3.	Littering on municipal property	3.5	\$200.00
4.	Depositing snow or ice on sidewalk, highway or private property	3.12	\$200.00
5.	Owner of a property which refuse accumulates, fail to contain refuse	2.9	\$250.00
6.	Owner of a property which refuse accumulates, fail to close or empty refuse container to prevent the escape of offensive odour or waste spillage.	2.9	\$150.00
7.	Obstruct or hinder an officer.	3.8	\$200.00

Note: the general penalty provision for the offences listed above is section 5.1 of bylaw 2356-2023, a certified copy of which has been filed.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council
From: Sarah Matheson, Deputy Clerk

Reviewed By: Rodger Mordue, CAO/Clerk
Drew Davidson, Director of Protective Services
Date: March 29, 2023

Subject: Noise By-law Amendment
Council Meeting Date: April 5, 2023

Report #: DC-23-03

Recommendation:

That the Council receive Report DC-23-03 as information;

And further, That Council adopt By-law 2357-2023 to repeal By-law 2182-2020 to provide for the regulation of Noise or Vibration within the Township of Blandford-Blenheim;

And further, that Township Council approves the short form wording and set fine submission as listed in Schedule 3;

And further that Township Council authorizes the Deputy Clerk to make the necessary application to the Ministry of the Attorney General to seek approval for the proposed short form wording and set fines associated with By-law number 2357-2023.

Background:

It has come to staff's attention that the 2020 Noise Control By-law does not include any set fines for certain infractions such as dogs barking, discharging firearms, audio device misuse, construction tool misuse and all-terrain vehicle and dirt-bike misuse. Staff took the opportunity to revise the by-law to include these and other provisions, consistent with the Township of Zorra's Noise Control By-law.

Analysis/Discussion:

By-law 2357-2023, to repeal by-law 2182-2020 being a By-law to provide for the regulation of Noise or Vibration within the Township of Blandford-Blenheim is included with the Council agenda for approval. In order to impose fines for contraventions of the by-law, an application to the Ministry of the Attorney General to seek approval for the proposed short form wording and

set fines is required. The proposed fines are consistent with the Township of Zorra and are included with this report as Schedule 3.

Financial Considerations:

N/A

Attachments:

By-law 2357-2023
Schedule 1, Specified Prohibitions
Schedule 2, Prohibitions by time in Response Areas
Schedule 3, Set Fines

Respectfully submitted by:

Sarah Matheson,
Deputy Clerk

**THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2357-2023**

BEING A By-law to repeal By-law 2182-2020, and to provide for the regulation of Noise or Vibration within the Township of Blandford-Blenheim.

WHEREAS section 129 of the Municipal Act 2001, amended, permits local municipalities to prohibit and regulate noise and vibration and to require that a permit be obtained for the making of noise or vibration;

AND WHEREAS Section 8, 9, and 11 of the Municipal Act. 2001 permits a municipality to pass By-laws necessary or desirable for municipal purposes, and in particular paragraphs 5, 6, and 8 of Subsection 11 (2), authorize By-laws respecting the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons;

AND WHEREAS the people of the Township of Blandford-Blenheim have the right to an environment free from unusual, unpleasant, unnecessary or excessive noise or vibration;

AND WHEREAS it is deemed expedient and necessary for Council to exercise the power conferred upon it by the *Municipal Act* and prohibit and regulate noise in the Township of Blandford-Blenheim;

AND WHEREAS Section 291 of the Municipal Act, 2001, S.O. 2001, C.25, provides that a municipality may impose fees or charges on any class of persons for services or activities provided or done by or on behalf of it, and which by-law may provide for interest charges and other penalties, including the payment of collection costs, for fees and charges that are due and unpaid;

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

SECTION 1: INTERPRETATION

For the purpose of this By-Law the following terms shall have the corresponding meaning:

- a) **Council** means the Council of the Township of Blandford-Blenheim;
- b) **Construction equipment** shall include a bulldozer, excavator, trencher, jackhammer, crane, loader, scraper, paver, compactor, roller, grader, concrete mixer and all like equipment;

The Corporation of the Township of Blandford-Blenheim
By-law No. 2357-2023

- c) **Emergency** means a situation or an impending situation, often dangerous, caused by the forces of nature, an accident, an intentional act or otherwise, which rises suddenly and calls for prompt action;
- d) **Emergency Vehicle** includes a land ambulance, an air ambulance, a fire department vehicle, a police vehicle and a motor vehicle being used to respond to an emergency;
- e) **Firearm** shall mean a barreled weapon from which any shot, bullet or other projectile can be discharged and that is capable of causing serious bodily injury or death to a person, and includes any frame or receiver of such barreled weapon and anything that can be adapted for use as a firearm; excluding spring and air powered firearms, long or cross bows;
- f) **Industrial Area** means an area designated as industrial in the zoning By-Law of the Township of Blandford-Blenheim, as may be amended from time to time;
- g) **Misuse** shall mean causing unnecessary noise, which includes stationary revving of engines, honking of horns, squealing of tires, excessive idling, and/or operating without an effective exhaust or intake muffling device in good working order and in constant operation that prevents excessive noises that are loud or explosive.
- h) **Noise** means sound that is unusual or excessive and likely to disturb the quiet enjoyment of the inhabitants of the municipality;
- i) **Residential Area** means an area designated as residential in the zoning By-Law of the Township of Blandford-Blenheim, as may be amended from time to time;
- j) **Township** means the Corporation of the Township of Blandford-Blenheim.

SECTION 2: GENERAL PROVISIONS

- a) No person shall make, cause or permit to be made, any noise or vibration, at any time, which is likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the inhabitants of the Township.

SECTION 3: PROHIBITIONS BY TIME AND PLACE

- a) No person shall make, cause or permit to be made those noises or vibrations specifically listed in **Schedule 2** within the prohibited time shown for residential areas if those noises or vibrations are likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the inhabitants of the Township.

SECTION 4: SPECIFIC PROHIBITIONS

- a) No person shall make, cause or permit to be made, any of the noises or vibrations, at any time, as outlined in **Schedule 1**.

SECTION 5: EXEMPTIONS

The Corporation of the Township of Blandford-Blenheim
By-law No. 2357-2023

- a) Notwithstanding any other provisions of this By-Law, it shall be lawful in an Emergency to make, cause or permit to be made, any noise or vibration in connection with Emergency measures.
- b) Notwithstanding any other provisions of this By-Law, this By-Law shall not apply to a person who makes, causes or permits to be made, any noise or vibration in connection with;
 - (i) An authorized Emergency Vehicle;
 - (ii) Machines, vehicles or equipment by or on behalf of the Township;
 - (iii) Bells, tones, whistles utilized as traffic control devices including those at traffic signal locations and railway crossings;
 - (iv) Regimental salutes;
 - (v) Snow removal equipment, while in the operation of snow removal;
 - (vi) The bells for any church, chapel, meeting house or religious service;
 - (vii) Parades or events permitted or sanctioned by the Township;
 - (viii) Agriculture operations and agriculture processing operations;
 - (ix) Concrete finishing operations on construction projects when such is duly certified as essential to the project; or,
 - (x) Work undertaken for the immediate health, safety or wellbeing of the inhabitants of the Township;
 - (xi) Normal activities of industry in any "M" Zone, as defined within the Township of Blandford-Blenheim Zoning By-Laws.

SECTION 6: EXEMPTION GRANTED BY PERMIT BY COUNCIL

- a) Notwithstanding any other provision of this By-Law, any person may make an application to Council to be granted an exemption permit from any of the provisions of this By-Law and Council may, by resolution, refuse or grant any exemption. Council may also grant an exemption permit to a greater or lesser extent.
- b) Any exemption granted by Council shall specify the time period during which it is effective and may contain such terms and conditions as Council see fit.
- c) An application for any exemption permit from the provisions of this By-Law shall be made in writing to the Clerk of the Township, or his/her designate, at least 60 days prior to the event for which the exemption is sought and shall include the following:
 - (i) The name and address of the applicant;
 - (ii) The name and address of the organization represented by the applicant, if applicable;
 - (iii) The source of the noise or vibration in respect of which the exemption permit is sought;
 - (iv) The provisions of this By-Law from which the exemption permit is sought;
 - (v) The date and time of commencement of the event for which the exemption permit is sought;

The Corporation of the Township of Blandford-Blenheim
By-law No. 2357-2023

- (vi) The time of conclusion for each day of the event for which the exemption permit is sought;
 - (vii) The location of the event for which the exemption permit is sought;
 - (viii) The rationale for granting an exemption permit;
 - (ix) The name of the contact person or persons who will be supervising the event;
 - (x) Payment of the permit processing fee in the amount set by Council and in effect at the time of application; and,
 - (xi) Proof of publication within the preceding ten (10) days, in a newspaper of general circulation within the Township, of a notice of intention to apply for an exemption permit under this By-Law, containing the information required by clauses (i) through (x) hereof, and further stating the date upon which it is intended that application will be made to Council.
- d) Any breach of the terms and conditions of the exemption permit granted by Council shall render the exemption permit null and void.

SECTION 7: ENFORCEMENT

- a) The following persons are appointed to enforce this By-Law are, and not limited to, the Ontario Provincial Police, Township By-Law Enforcement Officer, and/or persons appointed by the Municipality.

SECTION 8: OFFENCE AND PENALTIES

- a) Every person who contravenes any provisions of this By-Law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, C.P.33.

SECTION 9: PAYMENT OF FEES

- a) Every person responsible for the payment of any and all fees, costs and fines under this By-Law shall make payment in full upon demand by the Corporation.
- b) The payment of any fees and charges as required under this By-Law does not constitute partial or full payment of any fines imposed by a court of competent jurisdiction for any offence committed under this or any other By-Laws.

SECTION 10: SEVERABILITY

- a) If a court of competent jurisdiction should declare any section or part of a section of this By-Law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-Law and is hereby declared that the remainder of this By-Law shall be valid and remain in full force and effect.

SECTION 11: REPEAL

**The Corporation of the Township of Blandford-Blenheim
By-law No. 2357-2023**

- a) By-Law Number 1314-2000 is hereby repealed.
- b) By-Law Number 1681-2011 is hereby repealed.
- c) By-Law Number 2182-2020 is hereby repealed.

SECTION 12: SHORT TITLE

- a) This By-Law shall be referred to as the “Noise Control” By-Law.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED ON THIS 5TH
DAY OF APRIL, 2023.**

MAYOR: Mark Peterson

CAO/CLERK: Rodger Mordue

By-law 2357-2023

NOISE OR VIBRATION BY-LAW

SCHEDULE 1

SPECIFIED PROHIBITIONS

1. The operation of a motor vehicle in such a way that the tires squeal.
2. The operation of any combustion engine, pneumatic device or construction equipment without an effective exhaust or intake-muffling device in good working order and in constant operation.
3. The operation of an engine in, or on, any motor vehicle or item of attached auxiliary equipment for a continuous period exceeding five minutes, anywhere within the geographic area of the Township of Blandford-Blenheim, where the point is in a Residential Area or Industrial Area unless:
 - a. The original equipment manufacturer specifically recommends a longer idling period for normal and efficient operation of the motor vehicle in which case such recommended period shall not be exceeded; or
 - b. The operation of such engine or motor is essential to a basic function of the vehicle or equipment including but not limited to, the operation of a ready-mix concrete truck, lift platforms or refuse compactor; or
 - c. Weather conditions justify the use of heating or refrigeration systems powered by the motor of an engine for the safety and the welfare of the operator, passengers or animals, or the preservation of perishable cargo and the vehicle is stationary for the purpose of delivery or loading; or
 - d. Prevailing low temperatures make longer idling periods necessary immediately after starting the motor or engine; or
 - e. The idling is for the purpose of cleaning and flushing the radiator and associated circulation system for seasonal change of antifreeze, cleaning of the fuel system, carburetor or the like when such work is performed other than for profit.
4. The operation of a motor vehicle horn or other warning device except where required or authorized by By-Law or in accordance with good safety practices.
5. The operation of a stereo or other electronic device designed to amplify sound in, or on, a motor vehicle in such a way that the sound can easily be heard outside of the motor vehicle.
6. The permitting of persistent barking, calling or whining of any domestic pet.
7. The detonation of explosives, including the discharge of any gun or other firearm, air gun or spring gun, or any similar device, except:
 - a. By a peace officer in the performance of his or her duty;
 - b. For the purposes of normal farm practices;
 - c. By a licensed hunter as part of a lawful hunt but only when in accordance with regulations made under the Fish and Wildlife Conservation Act, 1997, as amended;
 - d. The discharge of firearms as part of a properly licensed gun club or

shooting range, but only on the following days, and between the following hours: Mondays to Fridays between the hours of 0900 hrs (9:00 am) and 2100 hrs (9:00 pm) and Saturdays between the hours of 1000 hrs (10:00 am) and 1800 hrs (6:00 pm); and,

- e. The discharge of a firearm, shot gun or similar device as part of the practice of trap shooting shall only be permitted for three hours per week and in accordance with Section 7. (d) above.
8. The operation of a radio television, stereo or other electronic device including any amplification device, or any musical or other sound producing instrument, when prohibited.
 9. Yelling, shouting, hooting, whistling, singing or the like.

**The Corporation of the Township of Blandford-Blenheim
By-law No. 2357-2023**

By-law 2357-2023

NOISE OR VIBRATION BY-LAW

SCHEDULE 2

PROHIBITIONS BY TIME IN RESPONSE AREAS

PROHIBITED BY TIME	PROHIBITED PERIOD OF TIME
1) The discharge of firearms.	At all times.
2) The operation of a radio television, stereo or other electronic device including any amplification device, or any musical or other sound producing instrument in a Residential Area.	2300 hr (11:00 pm) one day until 0700 hr (07:00 am) next day or 0900 hr (09:00 am) on Sundays.
3) The operation of any motorized conveyance other than on a highway or other place intended for its operation.	2100 hr (09:00 pm) one day until 0700 (7:00 am) next day or 0900 hr (09:00 am) on Sundays.
4) Yelling, shouting, hooting, whistling or singing or the like in a Residential Area.	2300 hr (11:00 pm) one day until 0700 hr (07:00 am) next day or 0900 hr (09:00 am) on Sundays.
5) The operation of any tool including a hammer, saw, nail gun, lawnmower, staple gun, hedge trimmer, drill, or the like in a Residential Area. Exemption: Shall not include a snowblower.	2100 hr (9:00 pm) to 0700 hr (7:00 am) to 0900 hr (9:00 am) on Saturdays, Sundays and holidays.
6) The misuse of a dirt bike, all-terrain vehicle, snowmobile, go-cart, dune buggy or like conveyance in a Residential Area.	At all times.
7) The operation of construction equipment in a Residential Area.	1900 hr (7:00 pm) to 0700 hr (7:00 am) to 0900 hr (9:00 am) on Saturdays and at all times on Sundays and holidays.

The Corporation of the Township of Blandford-Blenheim
By-law No. 2357-2023

8) The operation of gravel or sand pit, stone quarry or stone crushing operation in an Industrial Area.	1900 hr (7:00 pm) to 0700 hr (7:00 am) Monday to Friday 1900 hr (7:00 pm) to 0800 hr (8:00 am) on Saturday 1300 hr (1:00 pm) on Saturday until 0700 hr (7:00 am) on Monday Any holiday.
9) The permitting of persistent barking, calling or whining of any domestic pet in a Residential Area.	At all times.

The Corporation of the Township of Blandford-Blenheim

By-law No. 2357-2023

**NOISE OR VIBRATION BY-LAW: being a By-law to provide for the regulation of
Noise or Vibration within the Township of Blandford-Blenheim**

SCHEDULE 3

PART I PROVINCIAL OFFENCES ACT

Page 1 of 1

Short Form Wording and Set Fines

Item	Column 1 Short Form Wording	Column 2 Provisions creating or defining offence	Column 3 Set Fines
1	Causing or permitting noise by squealing tires	s. 4(a), Sch. 1(1)	\$125.00
2	Causing or permitting noise by operating a combustion engine without exhaust in good working order	s. 4 (a), Sch. 1(2)	\$125.00
3	Causing or permitting noise from the idling of a vehicle	s.4 (a), Sch. 1(3)	\$125.00
4	Causing or permitting noise from a vehicle horn or other warning device	s. 4 (a), Sch. 1(4)	\$125.00
5	Causing or permitting noise from a vehicle stereo or other electronic device	s. 4 (a), Sch. 1(5)	\$125.00
6	The persistent barking, calling or whining of any domestic pet.	s. 4 (a), Sch. 1(6)	\$125.00
7	The detonation of explosives, including the discharge of any gun or other firearm, air gun or spring gun, or any similar device.	s. 4 (a), Sch. 1(7)	\$125.00
8	The operation of a radio television, stereo or other electronic device including any amplification device, or any musical or other sound producing instrument, when prohibited.	s.4 (a), Sch. 1(8)	\$125.00
9	Yelling, shouting, hooting, whistling, singing or the like, when prohibited.	s. 4 (a), Sch. 1(9)	\$125.00
11	The operation of any tool including a hammer, saw, nail gun, lawnmower, staple gun, hedge trimmer, drill, or the like, when prohibited.	s. 4 (a), Sch. 2(5)	\$125.00
12	The misuse of a dirt bike, all-terrain vehicle, snowmobile, go-cart, dune buggy or like conveyance, when prohibited.	s. 4 (a), Sch. 2(6)	\$125.00
13	The operation of construction equipment when prohibited.	s. 4 (a), Sch. 2(7)	\$125.00
14	The operation of gravel or sand pit, stone quarry or stone crushing operation when prohibited.	s. 4 (a), Sch. 2(8)	\$125.00

The general penalty provision for the offences listed above is section 8 of By-law 2357-2023, a certified copy of which has been filed.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance
Reviewed By:	Rodger Mordue	Date:	March 16, 2023
Report #:	TR-23-09	Council Meeting Date:	April 5, 2023
Subject:	Budget Development Policy		

Recommendation:

That Report TR-23-09 be received as information;

And further that Council approves and adopts the Budget Development Policy.

Background:

There was some discussion with Council during the 2023 budget deliberations in regards to the Cost-of-Living increases. Each year Council gives consideration to salary increases for all Township employees for the following year. TR-15-11 recommended that the Cost-of-Living Adjustment (COLA), be based on the Ontario Consumer Price Index (CPI) from August to August of the previous year, established by Statistics Canada. Based on this, Council has approved the COLA each year, prior to budget deliberations. Council indicated that they would like to see this as part of the budget process and not approved prior to it.

The Cost-of-Living Adjustment has ranged from 0.1% to 6.9% in the last 3 years alone. Council indicated that they would like to see the COLA based on something with more stability, avoiding very high and very low increases and providing a more consistent increase, making it easier for Township budgeting purposes as well as providing a more consistent increase to staff.

Council also indicated that they would like to see the budget timetable moved up in order to get the budget approved earlier in the year. This will allow staff to move forward with any new items in the operating budget as well as tendering capital projects earlier in the year.

Analysis/Discussion:

Township policies are updated and reviewed from time to time and when new regulations or situations arise then, if needed, a policy is brought forward to Council. Staff felt that it was important to formalize our budget processes in a Council adopted policy to address these issues and more.

Non-union municipalities within the County, all currently use a one-year CPI measure for determining their Cost-of-Living Allowance. Municipalities with unions use a variety of factors including CPI & union negotiated increases as well as other factors.

Whatever measure is used to determine the annual cost of living increase to wages, it is important to ensure that employees' wages keep up with inflation and that the Township stays competitive with other municipalities. Failing to do could result in the loss of employees to neighbouring municipalities and also large increases when pay equity/market studies are done.

The attached Budget Development Policy recommends that the Township base the COLA on a three year average of the Ontario CPI, from August to August, as established by Statistics Canada. This will give some stability to the budget and employees, while still staying competitive with surrounding municipalities.

The budget calendar in the proposed Budget Development Policy moves the schedule up a bit with the target of budget approval by the end of January. In many cases rates for insurance, benefits, etc. are not determined until very late in the year. Provincial grants such as OMPF and OCIF are also not announced until this time making it difficult to pull the budget together any earlier. Approving the budget a month earlier than what has recently been done will allow staff to move ahead with any changes, earlier in the new year.

Financial Considerations:

NA

Attachments:

Budget Development Policy

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer



Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

Department:	All	Effective:	April 1, 2023
Subject:	Budget Development Policy	Policy Number:	
Approved by:			
Resolution Number:			
Date of Review:	Review Number:	Change:	Reference Section:

1. Purpose

The Budget Development and Control Policy has been developed by the Township of Blandford-Blenheim (“**Township**”) to serve as a guideline for the development and control of the **Township’s** annual budgets.

2. Definitions

- a) **Balanced Budget:** Operating and capital revenue and expenditures are balanced with funding sources for the budget period. Transfers to and from applicable **Reserves** as approved by Council may be required to balance differences between budgeted revenues and budgeted expenditures. Current operations are financed from current revenues.
- b) **Director of Finance/Treasurer:** means the individual appointed by **Township** Council in accordance with the Municipal Act.
- c) **Discretionary Reserves:** Council has the authority to establish **Discretionary Reserves** in accordance with the Municipal Act. **Discretionary Reserves** do not require the physical segregation of money or assets. **Discretionary Reserves** are part of the general revenue fund, and therefore, do not earn interest on their own. In order to reduce, and, if possible avoid short-term borrowing, a **Discretionary Reserve** is one financial management technique that can be helpful and provides a cash management device to enhance cash flow. It also eliminates the need to levy for the full cost of various capital projects in one particular budget year.

- d) **Long Term Financing:** This includes debt or any other obligation for the repayment of money. For Ontario municipalities, debt would normally consist of debentures as well as either notes or cash from financial institutions.
- e) **Modified Accrual Basis:** Transactions are recognized in the period in which the transactions occur or are received. The budget includes capital expenditures rather than amortization expense. Revenues and expenditures are reported as a gross amount rather than a net revenue or net expense amount.
- f) **Reserves: Discretionary Reserves and Restricted Reserves** are formed to meet various liabilities such as the replacement and/or acquisition of capital assets or the stabilization of the tax levy. Both **Discretionary Reserves** and **Restricted Reserves** are considered during the annual operating and capital budget process and for the purpose of long-term financial planning.
- g) **Restricted Reserves: Restricted Reserves** are established through legislation or grant funding agreements. For example, the Development Charges Act, the Planning Act, the Building Code Act, and other legislation require that municipal governments maintain specific **Restricted Reserves**. **Restricted Reserves** are comprised of funds received for special purposes and are segregated from the general revenues of the **Township**. All earnings derived from such investments must form part of the **Restricted Reserve**. **Restricted Reserves** are created solely for the purpose prescribed for them.

Examples of **Restricted Reserves** include:

- Monies received as development charges (DC's) as set out in the Development Charges Act (ie. Administrative Studies DC, Parks and Recreation Services DC, Fire Services DC, and Roads and Related Services DC); and
- Monies received as part of the Canada Community-Building Fund (previously known as the Federal Gas Tax Fund).

h) **Township:** means the Corporation of the **Township** of Blandford-Blenheim.

3. Budget Principles and the Basis of Budgeting

- a) Council's responsibility is to approve appropriate budgets and financial policies for the **Township**. Approval reference throughout this policy that infers Department Head, Chief Administrative Officer, **Director of Finance/Treasurer**, and Council will progress with initiation from the Department Head, reporting to the Chief Administrative Officer, and **Director of Finance/Treasurer**, with final reporting to Council.
- b) All programs/service levels approved by Council are carried out within the approved annual budget.
- c) Budget planning and administration are a primary responsibility of Department Heads.
- d) The **Township** operates by way of a **Balanced Budget**.

- e) The **Township's** budget is prepared on a **Modified Accrual Basis**.
- f) Long-term financial sustainability of the **Township's** services and the development of adequate **Discretionary Reserves** to fund the **Township's** financial requirements is a priority during budget development.
- g) Commitment is to deliver services in a cost effective manner that balances investments made in **Township** priorities with mitigating cost increases to taxpayers.
- h) Annual budgets and associated documents are living documents that are updated annually and are realistic and sustainable for the established/approved service levels.
- i) Operating and capital expenditures are funded through an optimal mix of public funding, user fees and charges, grants, **Discretionary Reserves**, **Restricted Reserves**, and other self-generated revenue to minimize impacts to taxpayers.
- j) **Long Term Financing** for capital projects may be considered based on the life of the proposed asset being acquired.

4. Guiding Principles

The **Township's** budget development will be guided by the initiatives, priorities and timelines identified by:

- i. Asset Management Plan (AM Plan)
- ii. Development Charges Study
- iii. Departmental Master / Management Plans
- iv. Ontario Structure Inspection Manual Report (Bridges and Culverts) or other related inspections for **Township** infrastructure
- v. Council Objectives – Direction to Staff or other related Council resolutions or directions provided throughout the year.

5. Ten Year Capital Budget and Forecast

- a) The ten year capital budget and forecast is prepared based on revenue and expenditure projections using the most current information available and will be updated annually as detailed information becomes available. Impacts will be mitigated where possible to maintain the forecast within budget guidelines.
- b) The current year capital budget is approved by Council with the remaining forecast period provided for information and for planning purposes. The forecast may change in future budget deliberations based on new and more up to date information.
- c) Capital budget sheets will be prepared by Department Heads for current year proposed projects and will include a brief description of the project, explanation of the need for the

project, operating cost impacts, and any link to AM Plan, other master plans, studies, inspections, etc.

- d) The **Director of Finance/Treasurer** or designate will provide an analysis of the balance in each capital **Discretionary Reserve** and capital **Restricted Reserve** based on the current year proposed projects, capital carry forward projects, and recommended current year budget contributions to capital **Discretionary Reserves**. The projected balance will be as of the end of the proposed capital budget year. This will be provided when the first draft of the capital budget is provided for Council's consideration.
- e) The **Director of Finance/Treasurer** or designate will provide an analysis of major known capital grant or other third party funding including amounts per year. This will be provided when the first draft of the capital budget is provided for Council's consideration.
- f) A lifecycle based capital forecast based on the **Township's** AM Plan and updated inspections, studies, plans, etc. will be established for asset replacement projects and updated annually by Department Heads based on current documented costing.
- g) Any new **Township** capital infrastructure is required to be added to the Asset Management Plan in order to ensure replacement based on its lifecycle.

6. Operating Budget Methodology

- a) The department's base operating budget will be prepared by the Department Head in collaboration with the **Director of Finance/Treasurer** using the following methodology with focus on the **Township's** key initiatives as previously approved by Council:
 - i. 1 year of historical data, current year to date data, and current year approved budget will be reviewed in developing the proposed base operating budget.
 - ii. Unavoidable price changes as per contractual obligations (ie. insurance, etc.).
 - iii. Provincial or Federal funding announcements.
 - iv. Efficiencies and cost savings achieved through new innovative approaches to delivering services.
 - v. Revenue and recovery amounts based on the approved User Fees and Charges By-law.
- b) The **Director of Finance/Treasurer** or designate will update salaries, wages, benefits based on salary grid movements and approved staffing changes in the base operating budget.
- c) The **Director of Finance/Treasurer** or designate will determine and incorporate in the base operating budget a cost- of- living adjustment (COLA) based on:

- i. The average of the CPI for Ontario from Aug to Aug as established by Statistics Canada, for the current proposed budget year and the previous two years.
- ii. If the formula in a given year, results in a negative %, the pay band grid will remain the same as the previous year.

7. Discretionary Reserve Financing and Balances

- a) Council has the authority to establish **Discretionary Reserves** as a financial management tool in accordance with the Municipal Act.
- b) The **Township** will adopt **Discretionary Reserve** financing and **Discretionary Reserve** balances that consider the following:
 - i. Mitigation of current and future risks.
 - ii. Stabilization of the tax levy.
 - iii. Reduce exposure to unpredictable revenues and unplanned funding requests.
 - iv. Multi-year financing of capital projects.
 - v. Replacement value of tangible capital assets.
- c) The use or transfer from any **Discretionary Reserve** requires the approval of Council.
- d) All proposals to establish and maintain **Discretionary Reserves** in any year, whether for current or capital purposes, shall be contained in the budget and shall be presented to Council for approval.
- e) Annual budgets shall not commit to financing from **Reserves** an amount greater than the **Reserve** balance in the account.
- f) Council shall determine annually during the budget process, an amount to be contributed to each **Discretionary Reserve**.
 - i. The **Director of Finance/Treasurer** or designate will provide an analysis of the recommended contributions to **Discretionary Reserves** based on the proposed budget presented and compare these contributions to the previous year approved budget and the current balances in each **Discretionary Reserve**.

8. Budget Calendar – Annual Target Dates

<i>Target Date</i>	<i>Staff / Council Involvement</i>	<i>Description</i>
1st October meeting	Council/Director of Finance	Fees & Charges Report provided to Council for approval.

2 nd November meeting	Council/Director of Finance	Fees & Charges By-Law to council for approval.
1 st December meeting	Director of Finance	Provide members of Council budget binders.
2 nd week of December	Council / Directors	Presentation of Operating Budget & Capital Budget/Long Term Capital Plan <ul style="list-style-type: none"> • All departments Special Council Meeting to start at 10 a.m.
1 st January meeting	Council / Directors	Council review of outstanding requests. Overall budget discussions.
2 nd January meeting	Council / Directors	Council finalization of budget estimates
End of January	Director of Finance	Post budget on website
1 st February meeting	Council	Adoption of budget estimates By-law
April/May	Council	Tax Rate By-Law to Council for approval.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council
Reviewed By: Denise Krug, Director of Finance/Treasurer
Subject: Application Fees for Affordable Housing Projects
Report #: CAO-23-06

From: Rodger Mordue, CAO/Clerk
Date: March 27, 2023
Council Meeting Date: April 5, 2023

Recommendation:

That Report CAO-23-06 be received; and,

That staff be directed to insert a clause into the Township's fees and Charges By-law exempting Planning application fees from being charged for projects that qualify under the County of Oxford's Affordable Housing Incentive Program.

Background:

Oxford County Council recently received a report on an affordable housing incentive program. The report detailed how incentives such as exempting affordable housing projects from applicable County planning fees might encourage this type of housing development. In the report County staff also indicated that they are encouraging area municipalities to consider similar incentives.

Analysis/Discussion:

A recently report to Oxford County Council recommended exempting affordable housing developments from County planning fees as a way to encourage development. In that report area municipalities were encouraged to adopt similar incentives. A copy of Oxford County Report No. CP 2023-87 is attached for Council's reference.

In recent year's Blandford-Blenheim has been host to two affordable housing developments. The apartment building constructed on Mill Street in Plattsville and the Habitat for Humanity build on Peterson Street in Drumbo. These are the type of developments that this current incentive program is aimed at. At the time when they were proposed staff brought forward recommendations to Council to waive all application fees. Council felt this type of development was beneficial to the Township so resolutions were passed at the time to waive the fees for these specific projects.

The County treated these two developments in the Township as one-off's as well but are now requesting that this practice be formalized in written policies. The County will address this through an amendment to their Community Improvement Plan. Township staff are suggesting that our fees and charges by-law be amended to insert the following wording into our planning fees section:

“Housing projects which qualify under the County of Oxford’s Community Improvement Plan - Affordable Housing Incentive Program, are exempt from Township imposed application fees. This exemption does not include any deposits required to recover Township costs for peer reviews.”

If it is spelled out in the fees and charges by-law that this type of development is exempt from application fees it could be an incentive for these project to come to Blandford-Blenheim. Alternatively, we could continue to deal with these as they come along however approaching it this way does not provide any guarantees to an interested developer.

Financial Considerations:

Application fees that could be affected:

- Zoning Amendment \$650.00
- Minor Variance \$700.00
- Site Plan \$600.00

Attachments:

- Oxford County Staff Report CP 2023-87.

Respectfully submitted by:

Rodger Mordue
CAO/Clerk

To: Warden and Members of County Council

From: Director of Community Planning

County Community Improvement Plan Update – Affordable Housing Incentive Program

RECOMMENDATIONS

1. That County Council approve By-law No. 6520-2023, being a by-law to amend the County Community Improvement Plan dated September 12, 2018, to include an Affordable Housing Incentive Program that exempts such housing from applicable County planning application fees;
2. And further, that Council approve By-law No. 6521-2023, being a by-law to designate the whole of the County a 'Community Improvement Project Area', for the purpose of administering the Affordable Housing Incentive Program contained in the County Community Improvement Plan;
3. And further, that Report No. CP 2023-87 be circulated to Area Municipalities for information and consideration of similar local affordable housing incentives.

REPORT HIGHLIGHTS

- On December 14, 2022, County Council considered Report No. HS 2022-10, respecting the adoption of a Master Housing Strategy. In support of the Strategy, Council passed a resolution directing staff to review the County Community Improvement Plan (CCIP) with the intent of formally exempting affordable housing projects from County planning application fees, and encouraging Area Municipalities to consider similar incentives.
- The purpose of this report is to seek Council's support to amend the CCIP, to include an Affordable Housing Incentive Program that supports the proposed County planning application waiver.
- A new CIP area, covering the entirety of the County, is proposed to support the Affordable Housing Incentive Program.

Implementation Points

The proposed new CCIP program will be implemented as new affordable housing projects are initiated. Staff will also continue to offer assistance to Area Municipalities considering similar incentives.

Financial Impact

The proposed CCIP amendment is expected to have limited financial impact on County revenues. As the new program will only apply to affordable housing projects that are subject to appropriate agreements, a limited number of planning applications will be impacted.

To provide an estimated figure for Council's consideration, staff anticipate approximately two Official Plan Amendments, as well as a Consent, resulting in a potential annual revenue implication of approximately \$8,200.

It should be noted that the proposed waiver will not include any deposits required to recover costs for peer reviews, or applicable Public Works development review fees.

The following table provides a summary of the applicable 2023 County planning application fees, as provided in the current County Fees and Charges By-law.

County Planning Application	Community Planning Fee
Consent (one lot)	\$2,235.00
Official Plan Amendment (regular)	\$2,960.00
Subdivision & Vacant Land Condominium	\$3,390.00
Standard Condominium	\$1,795.00

Communications

Public Notice of the proposed amendment to the CCIP was posted in local newspapers on March 2, 2023. The proposal was also circulated to Area Municipalities, the Ministry of Municipal Affairs and Housing (MMAH) and other agencies considered to have an interest in the proposal.

Should Council be supportive of the proposal, staff will circulate this report to Area Municipalities for the purpose of encouraging the implementation of local affordable housing incentives, as detailed in this report.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS & ENGAGES	PERFORMS & DELIVERS	POSITIVE IMPACT
1.i. 1.ii.		3.iii.			

DISCUSSION

Background

In accordance with the *Planning Act*, municipalities may adopt Community Improvement Plans (CIPs) for the purpose of providing financial incentives and programs to encourage revitalization, redevelopment and new development (i.e. affordable housing) in specific project areas. CIPs may include an array of funding programs, including, but not limited to, application waivers, tax and fee exemptions and façade improvement grants.

In September 2013, County Council adopted a County-wide CIP to complement Local Municipal CIPs, in an effort to encourage further redevelopment and revitalization within and around central areas of the County's settlements. The current CCIP offers a tax grant back incentive program, which provides an annual grant back to owners who have undertaken improvements or redevelopment to buildings/lands that have resulted in an increased property assessment. In general, if annual taxes increase due to improvements, owners may be eligible for an annual grant (for a set period of time) based on the property's increased tax assessment.

The original CCIP, as adopted by Council in 2013, included the City of Woodstock and the Town of Tillsonburg, reflecting the local CIPs that had been adopted by those communities at the time the CCIP was approved. Subsequently, Council adopted an amendment to the CCIP in June 2016 for the purpose of extending the existing area covered by the Plan to include the downtown areas of the Village of Norwich and Village of Otterville, and again in 2018, to include the Town of Ingersoll.

On December 14, 2022, County Council considered Report No. HS 2022-10, respecting the adoption of a Master Housing Strategy. In support of this Strategy, Council passed a resolution directing staff to review the County's (CIP) with the intent of formally exempting affordable housing projects from County planning application fees and encouraging Area Municipalities to consider similar incentives with respect to affordable housing. In support of this resolution, staff completed a review of neighbouring municipal CIPs, as well as other programs that may potentially be considered by Area Municipalities.

It should be noted that as a result of Bill 23, many of the more significant incentive programs, including development charge exemptions and reductions, will no longer be practical to encourage affordable and purpose-built rental developments. That said, with respect to affordable housing, CIPs can be used as an effective tool to provide a variety of other fee reductions, as detailed later in this report.

Comments

The County Master Housing Strategy (MHS) identifies a number of challenges with respect to the current housing market, including a low supply of rental units for both low and moderate income households. Due to the high cost associated with home ownership, rental housing is particularly important to a growing number of mid-range income residents. In light of this, the MHS offers a number of recommendations to encourage residential rental development, including the implementation of CIP incentives for affordable housing.

In support of this initiative, staff also completed a review of neighbouring Municipal CIPs to determine other incentives that may be available for implementation by both the County and Area Municipalities in relation to affordable housing. A summary of these incentives are provided in Table 1 below. It is important to note that some of the incentives are only applicable to Area Municipalities with prescribed services.

Table 1: Summary of Potential Affordable Housing Incentives

Potential Residential Incentives	Financial Considerations	Local Considerations	Already Implemented?	Applicability
<u>Study and Fees Grant</u> – affordable housing projects can receive a grant related to Environmental Assessments (EA), surveys, parcel registers, title searches, site servicing studies and traffic impact studies.	50% of eligible study costs, to a maximum of \$10,000.	The CMHC Seed Program currently provides contributions toward such eligible costs. In an effort to make housing sites shovel-ready, many of these studies are completed by the County in support of housing projects that are offered through the RFP process.	Provided through CMHC and partially through County initiatives, including shovel-ready focus (Master Housing Strategy) and capital contributions.	County / Area Municipality

<p><u>Application Fee Exemption</u> – affordable housing and multi-residential development is exempt from building and planning application fees.</p>	<p>100% of eligible fee, or a proportion of the affordable housing units in a project.</p>	<p>The County collects Planning application fees for Official Plan Amendments, plans of subdivision, condominium, and consent.</p>	<p>Eligible new program.</p>	<p>County / Area Municipality</p>
<p><u>Development Charge Exemption</u> – for any residential rental units.</p>	<p>100% of eligible fee.</p>	<p>The fees for remaining planning and building permit applications are collected by Area Municipalities.</p>	<p>No longer necessary in light of Bill 23.</p>	<p>County / Area Municipality</p>
<p><u>Tax Increment Grant</u> - Grant to property owners who rehabilitate their properties, resulting in tax reassessment.</p>	<p>100% of the increase in Municipal taxes in years one to five, with decreasing amounts in years six to nine, and the owner paying the full amount in year ten.</p>	<p>The County and Area Municipal DC By-laws already exempt affordable rental units from eligible DCs.</p>	<p>The current CCIP provides a Tax Grant Back program.</p>	<p>County / Area Municipality</p>
		<p>This program is already provided in the CCIP for some downtown areas that are subject to a Local CIP.</p>	<p>A tax rate equivalent to the residential class is provincially prescribed for new multi-residential housing projects.</p>	
		<p>In addition, new multi-residential rental properties are subject to the base tax rate, same as the residential class.</p>		

<p><u>Conversion to Affordable Housing</u> - rehabilitation of a previous residential unit, or the conversion of a commercial/residential/mixed-use building into affordable residential units.</p>	<p>50% of eligible expenses.</p>	<p>The My Second Unit program currently provides a financial incentive to create an additional residential unit on a residential property.</p>	<p>The My Second Unit program is available for residential conversions. There is some flexibility to expand the existing program to support the conversion of existing commercial/mixed-use spaces.</p>	<p>County / Area Municipality</p>
<p><u>Surplus Land Grant</u> - identify lands that are surplus, to determine the highest and best use, with first priority given to affordable housing developments.</p>	<p>Value of land.</p>	<p>This is already achieved though the County's Housing First Policy, as well as the Master Housing Strategy.</p>	<p>Housing First Policy and Master Housing Strategy.</p>	<p>County / Area Municipality</p>
<p><u>Homeownership Grant</u> – grant equivalent to DCs for below market ownership units.</p>	<p>Value of DCs.</p>	<p>In light of Bill 23, affordable home ownership units may be exempt from eligible DCs. Staff are waiting on regulations in this respect.</p>	<p>Likely not necessary in light of Bill 23.</p>	<p>N/A</p>
<p><u>Development Loan</u> – financial loan assistance to off-set up-front costs associated with affordable housing development.</p>	<p>Repayable loan over a time period.</p>	<p>The County, along with the Federal/Provincial governments provide significant capital contributions to offset the creation of affordable units. In addition, financing is available through CMHC Co-Investment, which works in tandem with County funding contributions.</p>	<p>Financing is available through CMHC Co-Investment.</p>	<p>County</p>

<u>ARU Loan</u> - financial assistance to off-set up-front costs associated with creating ARUs and to improve home ownership.	Repayable loan over a time period.	The My Second Unit program provides a financial incentive to create an additional residential unit.	My Second Unit program.	County
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Based on the above summary, it would appear that an exemption from County planning application fees is the most appropriate at this time. While other exemptions (i.e. zone change and building permits applications) would be beneficial, these services are provided by Area Municipalities and would have to be incorporated into applicable Local CIPs, where appropriate.

Furthermore, while the affordable housing conversion program is also identified as an incentive that is currently not being implemented, staff note that the My Second Unit is currently being reviewed with the intent to expand eligibility and assistance.

In light of the foregoing, staff are proposing to amend the County CIP to include a general Affordable Housing Incentive Program, which can be amended as new initiatives develop or become more relevant. At this time, the program is proposed to be limited to affordable housing projects that are subject to a Municipal Housing Facilities Agreement, or appropriate funding agreement with the County, to ensure incentives are provided for housing projects that meet the County's definition of affordable housing. At this time, the program will specifically include a planning application fee waiver.

County Planning Application Fee

The Planning Application Fee Exemption is intended to waive the initial County planning application fee upon submission of required documents. The proposed waiver only applies to applicable County planning applications, including Condominium, Official Plan Amendment and Consent. As previously noted, the proposed waiver will not include any deposits required to recover applicable peer review costs or Public Works development review fees.

In this respect, it should be noted that Community Planning has generally used some discretion with respect to waiving County planning application fees for affordable housing projects in consultation with the Human Services Department. While this is the case, in an effort to formally recognize this initiative, and encourage a similar approach at Area Municipalities, staff are proposing the noted amendment.

Eligibility Criteria

The CCIP is proposed to be amended to ensure the Affordable Housing Incentive Program applies to any eligible affordable housing project within Oxford County. In terms of specific eligibility, the program is proposed to apply to the following projects:

- Affordable Rental Housing – projects that are subject to a Municipal Housing Facilities Agreement with the County, including appropriate securities, to ensure the project is developed and maintained, either primarily or partially, as affordable rental housing for a specified term.

- Affordable Ownership Housing - projects that are constructed by Habitat for Humanity, or a similar non-profit organization, and subject to a Municipal Housing Facilities Agreement, or a similar funding agreement, with the County, including appropriate securities to ensure the property is developed and offered, either primarily or partially, as affordable ownership housing for a specified term.

The proposed criteria seeks to include all affordable rental projects that are subject to an appropriate agreement with the County to ensure projects remain affordable for a minimum term. In terms of affordable ownership housing, staff are also proposing to include projects that are developed by Habitat for Humanity, or a similar not-for-profit organization, as such organizations have an appropriate process in place to ensure the home is sold at an affordable rate. While this is not a concern at the time the home is first sold, it is difficult to enforce in subsequent transfers or sales. Should other opportunities for affordable home ownership arise, staff will review the CCIP accordingly.

Local Municipal Support

Partnerships and support from Local Municipalities are key in addressing the County's housing needs. The momentum and partnerships that have been developed continue to be effective and encouraging in the creation of housing across the continuum. To support this proposal and to ensure continued collaboration, the implementation of similar fee waivers or reductions by Local Municipalities would be even more effective in promoting the creation of such housing throughout the County.

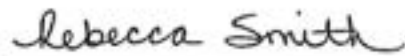
Conclusions

The proposed CCIP amendment is in keeping with Council's direction to support the creation of affordable housing, as identified as a goal in the Oxford County Strategic Plan, County Official Plan, Future Oxford Community Sustainability Plan, 10-Year Shelter Plan and Master Housing Strategy.

While the noted application fees are minimal in comparison to the overall costs of a housing project, this initiative demonstrates the County's continued dedication to addressing housing affordability and supply. This proposal is intended to support a coordinated approach in line with the directives of the County's 10-year Shelter Plan and supporting Master Housing Strategy.

SIGNATURES

Report Author:



Rebecca Smith, MCIP, RPP
Manager of Housing Development

Departmental Approval:



Gordon K. Hough, RPP
Director of Community Planning

Approved for submission:



Benjamin R. Addley
Chief Administrative Officer

ATTACHMENTS

Attachment 1 - Draft By-law to amend the existing CCIP, March 22, 2023

Attachment 2 - Draft By-law to designate the entirety of the County as a Community Improvement Project Area for the purpose of the Affordable Housing Incentive Program, March 22, 2023

COUNTY OF OXFORD

BY-LAW NO. 6520-2023

BEING a by-Law to amend By-law Number 5510-2013, as amended, to adopt a County of Oxford Community Improvement Plan.

WHEREAS, Section 28 of the Planning Act, RSO 1990, Chapter P.13, as amended, provides for the designation of a Community Improvement Project Area and adoption of a Community Improvement Plan;

AND WHEREAS pursuant to By-law Number 5510-2013, as amended, the Council of the County of Oxford designated lands as a Community Improvement Project Area;

AND WHEREAS the Council of the County of Oxford deems it in the interest of the Municipality to amend the Community Improvement Plan to include an Affordable Housing Incentive Program and designate the whole of the County as a Community Improvement Project Area for the purpose of this Program;

NOW THEREFORE, the County of Oxford, pursuant to Section 28 of the Planning Act, R.S.O, 1990, enacts as follows:

1. That Schedule 'A' attached to By-law Number 5510-2013 is hereby further amended as itemized in Schedule 'A' attached hereto.
2. That this By-law shall become effective on the date of third and final reading.

READ a first and second time this 22nd day of March, 2023.

READ a third time and finally passed this 22nd day of March, 2023.

MARCUS RYAN

WARDEN

CHLOE J. SENIOR

CLERK

Schedule 'A'
BY-LAW No. 6520-2023

Section	Amendment
Table of Contents	<p>Is hereby amended by replacing item 2.1 with the following:</p> <p><i>"2.1 Community Improvement Project Areas (CIPA)"</i></p> <p>Is hereby further amended by adding the following after section 3.0:</p> <p><i>"4.0 Affordable Housing Incentive Program.....Error! Bookmark not defined.</i></p> <p style="padding-left: 40px;"><i>4.1 Program Details..... Error! Bookmark not defined.</i></p> <p style="padding-left: 40px;"><i>4.2 Eligibility..... Error! Bookmark not defined.</i></p> <p style="padding-left: 40px;"><i>4.3 Local Municipal Consultation Error! Bookmark not defined.</i></p> <p><u>Appendices</u></p> <p><i>Appendix I: Tax Grant Back Program Guidelines of the City of Woodstock Downtown CIP</i></p> <p><i>Appendix II: Tax Grant Back Program Guidelines of the Town of Tillsonburg Downtown CIP</i></p> <p><i>Appendix III: Tax Grant Back Program Guidelines of the Township of Norwich CIP</i></p> <p><i>Appendix IV: Tax Grant Back Program Guidelines of the Town of Ingersoll CIP</i></p> <p><i>Appendix V: Affordable Housing Definitions of the County of Oxford Municipal Housing Facilities By-law"</i></p>
1.1 Introduction	<p>Is hereby amended by adding "as well as the creation of affordable housing" following "buildings and infrastructure" and deleting "specific" in paragraph 1.</p> <p>Is hereby further amended by deleting "renewal" in paragraph 2, as well as adding "including the creation of affordable housing" at the end of paragraph 2.</p>
1.2 County Role in Community Planning	<p>Is hereby amended by adding "and Affordable Housing" in the subsection title.</p> <p>Is hereby further amended by adding the following after paragraph 3:</p> <p><i>"The Official Plan also promotes the creation of all forms of housing to meet the social, health and well-being needs of current and future residents. This includes the promotion of a mix of housing types (affordable and market) and densities in appropriate areas to meet housing needs.</i></p> <p><i>As a Consolidated Municipal Service Manager, the County is responsible for the delivery and administration of housing services, including the implementation of the 10-Year Shelter Plan, which sets a long-term vision, targets and strategies to promote housing stability across the shelter continuum. The County Shelter Plan sets specific direction with respect to the creation of new affordable housing supply and the preservation and optimization of existing housing stock. In response to the strategic directions of the County's 10-Year Shelter Plan, the County Master Housing Strategy also provides a variety of specific strategies and initiatives to assist in addressing housing needs."</i></p>

	<p>Is hereby further amended to reflect a number of technical amendments to ensure the CIP is consistent with current legislation and County functions.</p>
<p>1.3 Legislative Authority and Policy Framework</p>	<p>Is hereby amended by adding the following under "Legislative Authority and Policy Framework":</p> <p><i>"The legislative authority for CIPs and the programs outlined in this document are derived from Section 106 of the <u>Municipal Act, 2001</u>, as well as Sections 28(6) and (7) of the <u>Planning Act</u>."</i></p> <p>Is hereby further amended by adding the following section:</p> <p><i>"v) <u>County 10-Year Shelter Plan and Master Housing Strategy</u></i></p> <p><i>As required under the <u>Housing Services Act, 2011</u>, the County adopted a 10-Year Shelter Plan in 2014 for the purpose of providing a vision for how housing services and supports should be delivered to meet the diverse needs of the community. As required by the Ministry of Municipal Affairs and Housing (MMAH), a five year review of the Plan took place in 2019, highlighting a number of projected outcomes and strategies into 2024, including the preservation and optimization of existing housing stock and an increase in the affordable rental housing supply.</i></p> <p><i>In light of rising rental and housing costs, and the growing waitlist for community housing, affordable housing was further identified as a top priority item in the 2022 County Budget Survey. While the creation of affordable housing is central to the County's 10-Year Shelter Plan, based on significant changes in the housing market, there was a need to consider a Master Housing Strategy (MHS) to support the implementation of additional housing options. Through the completion of the MHS, it was determined that a lack of housing supply is leading to less affordability and more demand on rental housing. In light of this, the MHS was developed in an effort to provide a variety of strategies and initiatives to assist in addressing the current housing supply shortage. Of note, the Strategy included the consideration of incentives to further promote more affordable housing options throughout the County."</i></p> <p>Is hereby further amended to reflect a number of technical amendments to ensure the CIP is consistent with current legislation and County functions.</p>
<p>1.4 Process</p>	<p>Is hereby amended by adding the following after the first sentence:</p> <p><i>"The original CIP, as adopted by County Council in 2013, included the City of Woodstock and the Town of Tillsonburg, reflecting the local CIPs that had been adopted by those communities at the time the CCIP was approved. Subsequently, Council adopted an amendment to the CCIP in June 2016 for the purpose of extending the existing area covered by the Plan to include the downtown areas of the Village of Norwich and Village of Otterville, the Plan was again amended in 2018 to include the Town of Ingersoll.</i></p> <p><i>In December 2022, County Council further authorized staff to review the CIP with the intent of formally exempting affordable housing projects from County planning application fees and encouraging Area Municipalities to consider similar incentives with respect to Affordable Housing."</i></p>
<p>2.1 Community Improvement</p>	<p>Is hereby amended by adding the following "Community Improvement Project Areas":</p>

<p>Project Area (CIPA)</p>	<p><i>"There are two Community Improvement Project Areas (CIPAs) for the purpose of administering the incentive programs provided under this CIP."</i></p> <p>Is hereby further amended by adding the following in sequential order"</p> <p><i>"2.1.2 Affordable Housing Incentive Program CIPA</i></p> <p><i>The Affordable Housing Incentive Program provided in Section 4.0 applies to affordable housing projects that are located entirely on those lands identified on Schedule 6 and meet the eligibility criteria of Section 4.2. All lands identified on Schedule 6 have been designated by County Council, by by-law, as a Community Improvement Project Area (CIPA) for the purpose of administrating the Affordable Housing Incentive Program, pursuant to Section 28 of the <u>Planning Act</u>."</i></p> <p>Is hereby further amended to reflect a number of technical amendments to ensure the CIP is consistent with current legislation and County functions.</p>
<p>2.2 Purpose</p>	<p>Is hereby amended by adding the following after "County's":</p> <p><i>"settlements, as well as further encourage the development of affordable housing throughout the County."</i></p>
<p>2.3 Goals and Objectives</p>	<p>Is hereby amended by replacing paragraphs 1 and 2 with the following:</p> <p><i>"The fundamental goals of the CCIP are to promote the following:</i></p> <ul style="list-style-type: none"> <i>• Development within the recognized core areas of the County by encouraging property and business owners to improve the visual quality and function of buildings within the said areas with a view to enhancing the long-term viability and economic stability of the County; and,</i> <i>• Creation of affordable housing for low and moderate income households by assisting to minimize the barriers and costs associated with the development process.</i> <p><i>The goals of the CCIP are consistent with the policies of the County Official Plan, and compliment the directives of the County's 10-Year Shelter Plan, Master Housing Strategy, as well as Local Municipal CIPs and relevant design guidelines."</i></p> <p>Is hereby further amended by adding the following as a bullet point under "Generally, the objectives of the CCIP are to":</p> <p><i>"further promote and encourage the development of affordable housing;"</i></p>
<p>4.0 Affordable Housing Incentive Program</p>	<p><i>Is hereby amended by adding the following after Section 3.0:</i></p> <p><i>"4.0 Affordable Housing Incentive Program</i></p> <p><i>4.1 Program Details</i></p> <p><i>The Affordable Housing Incentive Program will provide a waiver for the costs of applicable County planning application fees, including Condominium, Official Plan Amendment and Consent, as set out in the County's Fees and Charges By-law.</i></p> <p><i>The waiver will not include any deposits required to cover the costs of peer reviews in relation to studies submitted in support of a planning application.</i></p>

	<p>4.2 Program Eligibility</p> <p><i>In order to qualify for this incentive program, the eligible housing project must be located entirely within the Community Improvement Project Area identified in subsection 2.1.2, and meet one or both of the following criteria:</i></p> <ul style="list-style-type: none"> • <i>An affordable rental housing project that is subject to a Municipal Housing Facilities Agreement with the County, pursuant to Section 110(1) of the Municipal Act and County By-law 4664-2006, as amended, including appropriate securities, to ensure the property is developed and maintained, either primarily or partially, as affordable rental housing for a specified term.</i> • <i>An affordable ownership housing project that is developed by Habitat for Humanity, or a similar non-profit organization that is devoted to providing affordable ownership housing, and is subject to a Municipal Housing Facilities Agreement, pursuant to Section 110(1) of the Municipal Act and County By-law 4664-2006, as amended, or a similar funding agreement, with the County, including appropriate securities to ensure the property is developed and offered, either primarily or partially, as affordable ownership housing for a specified term.</i> <p>4.3 Local Municipal Consultation</p> <p><i>The County of Oxford is strongly committed to working with Local Municipalities to cooperatively and effectively address housing needs. The CCIP enables the County and Local Municipalities to further address common housing goals in a partnership beneficial to both levels of government, with the understanding that varying incentives can be provided at each level."</i></p>
Appendix V	Is hereby amended to include <i>Appendix V – Affordable Housing Definitions of the County of Oxford Municipal Housing Facilities By-law.</i>
Throughout	Is hereby amended to reflect a number of technical amendments to ensure the CIP is consistent with current legislation and County functions.

COUNTY OF OXFORD

BY-LAW NO. 6521-2023

BEING a by-law to amend By-law Number 5511-2013, as amended, to designate the entirety of the lands located within the County as a Community Improvement Project Area for the propose of administering an Affordable Housing Incentive Program.

WHEREAS, Sections 28 of the Planning Act, RSO 1990, Chapter P.13, as amended, empowers the Council of a municipality in which an Official Plan is in effect to designate the whole or any part of the municipality covered by the Official Plan as a Community Improvement Project Area;

AND WHEREAS the Council of the County of Oxford has adopted an Official Plan which contains policies respecting community improvement and directs that Community Improvement Project Areas may cover the whole, or any part of a municipality;

AND WHEREAS Section 28 of the Planning Act defines a 'Community Improvement Project Area' as a municipality or an area within a municipality, of which in the opinion of Council is desirable for community improvement because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason;

AND WHEREAS the County of Oxford has all of the authority regarding community improvement contained in Section 28 of the Planning Act by virtue of Section 77 of the Planning Act;

AND WHEREAS the Council of the County of Oxford passed By-law Number 5511-2013 to designate certain lands in the City of Woodstock and Town of Tillsonburg; By-law Number 5822-2016 to designate certain lands in the Village of Norwich and Village of Otterville; and By-law 6051-2018 to designate certain lands within the Town of Ingersoll, as Community Improvement Project Areas;

AND WHEREAS the Council of the County of Oxford deems it expedient and in the interest of the Municipality to designate additional lands as a Community Improvement Project Area for the purpose of administering an Affordable Housing Incentive Program;

NOW THEREFORE, the County of Oxford, pursuant to Section 28 of the Planning Act, R.S.O, 1990, enacts as follows:

1. That the lands identified on Schedule 6, attached to and forming part of this By-law, are hereby designated as a Community improvement Project Area for the propose of administering the Affordable Housing Incentive Program.
2. That this By-law shall become effective on the date of third and final reading.

READ a first and second time this 22nd day of March, 2023.

READ a third time and finally passed this 22nd day of March, 2023.

MARCUS RYAN

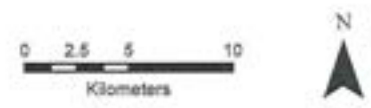
WARDEN

CHLOE J. SENIOR

CLERK



- ### LEGEND
- - - Affordable Housing Incentive Program - Community Improvement Project Area
 - - - Municipal Boundary Line



SCHEDULE 6

Oxford County
Growing stronger together

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CP 2023-87_County-CIP-Update-CC-rpt-for-signing


Final Audit Report

2023-03-19

Created:	2023-03-17
By:	Shelley Buchanan (sbuchanan@oxfordcounty.ca)
Status:	Signed
Transaction ID:	CBJCHBCAABAA0fLn0SLz4cFIC5WvTmGoJBF-VzhWdhwf

"CP 2023-87_County-CIP-Update-CC-rpt-for-signing" History

-  Document created by Shelley Buchanan (sbuchanan@oxfordcounty.ca)
2023-03-17 - 7:51:17 PM GMT- IP address: 23.174.96.6
-  Document emailed to Rebecca Smith (rsmith@oxfordcounty.ca) for signature
2023-03-17 - 7:52:10 PM GMT
-  Email viewed by Rebecca Smith (rsmith@oxfordcounty.ca)
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-  Document e-signed by Rebecca Smith (rsmith@oxfordcounty.ca)
Signature Date: 2023-03-17 - 8:33:06 PM GMT - Time Source: server- IP address: 209.171.88.34
-  Document emailed to Gord Hough (ghough@oxfordcounty.ca) for signature
2023-03-17 - 8:33:07 PM GMT
-  Email viewed by Gord Hough (ghough@oxfordcounty.ca)
2023-03-18 - 2:07:47 AM GMT- IP address: 24.114.101.87
-  Signer Gord Hough (ghough@oxfordcounty.ca) entered name at signing as Gordon Hough
2023-03-19 - 10:39:27 AM GMT- IP address: 70.49.173.104
-  Document e-signed by Gordon Hough (ghough@oxfordcounty.ca)
Signature Date: 2023-03-19 - 10:39:29 AM GMT - Time Source: server- IP address: 70.49.173.104
-  Document emailed to Ben Addley (baddley@oxfordcounty.ca) for signature
2023-03-19 - 10:39:30 AM GMT
-  Email viewed by Ben Addley (baddley@oxfordcounty.ca)
2023-03-19 - 4:41:45 PM GMT- IP address: 209.171.88.148

 Document e-signed by Ben Addley (baddley@oxfordcounty.ca)

Signature Date: 2023-03-19 - 4:43:05 PM GMT - Time Source: server- IP address: 209.171.88.148

 Agreement completed.

2023-03-19 - 4:43:05 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council
Reviewed By: Department Heads
County Planning
Subject: Asset Naming Policy
Report #: CAO-23-07

From: Rodger Mordue, CAO/Clerk
Date: March 29, 2023
Council Meeting Date: April 5, 2023

Recommendation:

That Report CAO-23-07 be received; and,

That Council accept the names Muer, Currah, Fenn and Glendinning to be added to the names registry for Township assets.

Background:

In March of 2021 an asset naming policy was adopted by Council. The intent of this policy is to have a list of names ready to be used for Township assets (roads, parks, trails, etc.) when the need arises.

Subsequent to the passing of this policy staff contacted the three historical groups in the Township to request their input and to provide some names of significance for the names registry. The Plattsville & District Heritage Society submitted two names for consideration at that time and one has since been used. Currently there is only one approved name (Swan) on the registry.

Analysis/Discussion:

The Plattsville & District Heritage Society submitted the names Muer, Currah, Fenn, Harmer and Glendinning for Council's consideration. All of these would be for asset's in Plattsville. Since there is already a Harmer Crescent in Drumbo staff are suggesting that this name not be used again.

Attached to this report are the names request forms submitted by the group highlighting the significance of these names to the community.

Financial Considerations:

-
- There are no direct financial impacts.

Attachments:

- Names registry request form

Respectfully submitted by:

Rodger Mordue
CAO/Clerk



Township of Blandford-Blenheim

47 Wilmot Street South
Drumbo, Ontario. N0J 1G0

Phone 519-463-5347
Fax 519-463-5881

Web www.blandfordblenheim.ca

BLANDFORD-BLENHEIM NAMES REGISTRY REQUEST FORM

Name: CAROL COONBS	Email: carolcoonbs13@gmail.com
Phone: 519-455-0898	Cell Phone: 519-614-0890
Business/Organization Name (if applicable): THE PLATTSVILLE DISTRICT HERITAGE SOCIETY	
Address: c/o 41 HOWEY SUCKLE CRES, WOODH N5Y 4P3	
NAME(S) RECOMMENDED: MURK	
HISTORY/BACKGROUND GROCERY STORE NEXT TO MEAT MARKET ON ALBERT STREET WHICH HAS NOW BEEN DEMOLISHED. THIS STORE WAS OWNED BY ANGLUS & RUTH DURING THE 1960'S - 1970'S AFTER BUYING FROM THE HUME'S - THEY EMPLOYED STUDENTS & MANY RECALL WORKING FOR THIS COUPLE & WERE TREATED LIKE GOLD AS THEY HAD NO FAMILY OF THEIR OWN - INVOLVED IN COMMUNITY	

Please use separate sheet if more space is needed

For Internal Staff Only

Date Name request received: _____

Date to be provided to Council for consideration: _____

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records of Council/Committee. All information submitted to the Municipality is subject to disclosure under the Municipal Freedom of Information Act (MFIPA). Questions about this notice of collection should be directed to the Clerk's Office 519-463-5347.



Township of Blandford-Blenheim

47 Wilmot Street South
Drumbo, Ontario. N0J 1G0

Phone 519-463-5347

Fax 519-463-5881

Web www.blandfordblenheim.ca

BLANDFORD-BLENHEIM NAMES REGISTRY REQUEST FORM

Name: CAROL COOMBS, TREASURER	Email: carolcoombs.72@gmail.com
Phone: 519-455-0898	Cell Phone: 519-614-0890
Business/Organization Name (if applicable): THE PLATTSVILLE DISTRICT HERITAGE SOCIETY	
Address: 41 HONEYBUCKLE CRES., WOOD N5Y4P3	
NAME(S) RECOMMENDED: CURRAN	
HISTORY/BACKGROUND ASSOCIATED NAME WITH MILLING IN PLATTSVILLE & COMMUNITY FOR SEVERAL YEARS - AT ONE TIME MILLS IN INNER P. HICKSON & PLATTSVILLE WERE ALL OWNED BY CURRAN BROTHERS / COUSINS. LOANIE WAS IN PLATTSVILLE IN 1940'S & 1950'S; DON WAS THERE IN 1940'S & 1960'S & 1970'S & WAYNE IN 1970'S UNTIL CLOSING IN EARLY 1980'S!	

Please use separate sheet if more space is needed

For Internal Staff Only

Date Name request received: _____

Date to be provided to Council for consideration: _____

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records of Council/Committee. All information submitted to the Municipality is subject to disclosure under the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's Office 519-463-5347.



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Fax 519-463-5881

Web www.blandfordblenheim.ca

BLANDFORD-BLENHEIM NAMES REGISTRY REQUEST FORM

Name: CAROL COOMBS TREASURER	Email: carolcoombs@gmail.com
Phone: 519-455-0896	Cell Phone: 519-614-0890
Business/Organization Name (if applicable): THE PHARRSVILLE DISTRICT HERITAGE SOCIETY	
Address: 41 HONEY SUCKLE CRES., WOODBON N5Y 4P3	
NAME(S) RECOMMENDED: FENN	
HISTORY/BACKGROUND MEAT MARKET AT CORNER OF ALBERT & SAMUEL STREETS IN EARLY 1900'S - BECAME A PRIVATE RESIDENCE IN THE LATE 1970'S & STILL IS TODAY!	

Please use separate sheet if more space is needed

For Internal Staff Only

Date Name request received: _____

Date to be provided to Council for consideration: _____

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee is collected in accordance with the Municipal Act, 2001, s. 6 and 239 (1) and may be used in deliberations, and disclosed in full, including email names and addresses to persons requesting access to records of Council/Committee. All information submitted to the Municipality is subject to disclosure under the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's Office 519-463-5347.



Township of Blandford-Blenheim

47 Wilmot Street South
Drumbo, Ontario. N0J 1G0

Phone 519-463-5347

Fax 519-463-5881

Web www.blandfordblenheim.ca

BLANDFORD-BLENHEIM NAMES REGISTRY REQUEST FORM

Name: CAROL COOMBS, TREASURER	Email: carolcoombs@gmail.com
Phone: 519-455-0898	Cell Phone: 519-614-0890
Business/Organization Name (if applicable): THE PLANTVILLE DISTRICT HERITAGE SOCIETY	
Address: 41 HONEYSUCKLE CRESC., WOODBURN N5Y4P3	
NAME(S) RECOMMENDED: GLENDONING	
HISTORY/BACKGROUND ASSOCIATED WITH FUNERAL HOME BUSINESS AT CORNER OF ALBERT & MILL STREETS FROM EARLY 1940s UNTIL CANCER TOOK THE LIFE OF ALEX IN EARLY 1970'S - ALEX ESTABLISHED THE SITE OF HIS BUSINESS AT WILLIAM & MILL STREETS IN THE OLD SCHOOL AFTER FIRE DESTROYED HIS SHOP SELLING CASSETS & FUNERAL PARLOR IN THE 1960'S - IN MODERN DAY ONE CAN OFTEN FIND ALEX GLENDONING'S SIGNATURE WHEN CHECKING VITAL STATISTICS-DEATH REGISTRATIONS!	

Please use separate sheet if more space is needed

For Internal Staff Only

Date Name request received: _____

Date to be provided to Council for consideration: _____

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records of Council/Committee. All information submitted to the Municipality is subject to disclosure under the Municipal Freedom of Information Act (MFIPA). Questions about this notice of collection should be directed to the Clerk's Office 519-453-5347.



Township of Blandford-Blenheim

47 Wilmot Street South
Drumbo, Ontario N0J 1G0

Phone 519-463-5347

Fax 519-463-5881

Web www.blandfordblenheim.ca

BLANDFORD-BLENHEIM NAMES REGISTRY REQUEST FORM

Name: CAROL COMBES	Email: carolcombes@gmail.com
Phone: 519-455-0898	Cell Phone: 519-614-0890
Business/Organization Name (if applicable): THE PLAINVILLE & DISTRICT HERITAGE SOCIETY	
Address: 6641 HONEYBUCKLE CRES., WINDSOR N5Y 4P5	
NAME(S) RECOMMENDED: HARMER	
HISTORY/BACKGROUND BROTHERS CLAIRE & REX HAD PLUMBING & ELECTRICAL BUSINESS IN BUILDING WHERE TRAIL'S EDGE IS NOW LOCATED DURING 1940'S, 1950'S, 1960'S & 1970'S - THEY WERE THE VILLAGE TRUSTEES - BROTHER CLAIRE WAS KNOWN AS TOWN FATHER & LOOKED AFTER TOWN'S STREET LIGHTING & ELECTRICAL. THERE ARE MANY WRITTEN STORIES OF THESE BROTHERS!	

Please use separate sheet if more space is needed

For Internal Staff Only

Date Name request received: _____

Date to be provided to Council for consideration: _____

Notice of Collection/Use/Disclosure: All information submitted in support of meetings of Council/Committee is collected in accordance with the Municipal Act, 2001, s. 8 and 239 (1) and may be used in deliberations, and disclosed in full, including email, names and addresses to persons requesting access to records of Council/Committee. All information submitted to the Municipality is subject to disclosure under the Municipal Freedom of Information Act (MFIPPA). Questions about this notice of collection should be directed to the Clerk's Office 519-463-5347.

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2354-2023

Being a by-law to regulate the distribution of graphic flyers in the Township of Blandford-Blenheim.

WHEREAS subsection 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended ("*Municipal Act, 2001*") provides that a municipal power shall be exercised by by-law;

AND WHEREAS subsection 10(2) of the *Municipal Act, 2001* provides that a municipality may pass by-laws respecting the "Health, safety and well-being of persons" as well as by-laws for the "Protection of persons and property, including consumer protection";

AND WHEREAS the Council is satisfied that the unregulated Delivery of Graphic Images to residence does cause harm;

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

SHORT TITLE

1.1 The short title of this by-law is the Graphic Image Delivery By-law.

PURPOSE

2.1 The purpose of this by-law is to regulate the unsolicited Delivery of Graphic Images to Residences, so that recipients have an opportunity to choose whether they wish to view such images.

DEFINITIONS

3.1 For the purpose of this By-law:

"Deliver" means to leave the Graphic Image anywhere on the property or mailbox associated with a Residence, whether or not the Graphic Image is handed to a person, and the noun "Delivery" has a corresponding meaning;

"Graphic Image" means an image or photograph showing, or purporting to show, a fetus or any part of a fetus;

"Residence" means any property or address that is not clearly identified from the abutting roadway as the location of a business;

REGULATION OF DELIVERIES

4.1 No person shall Deliver or participate in the Delivery of a Graphic Image to any Residence, unless:

- (a) the Graphic Image is fully concealed within a sealed envelope or

package, and

(b) the sealed envelope or package containing the Graphic Image is marked with the following notice and information:

- (i) the name and address of the person who is responsible for Delivery of the Graphic Image, and
- (ii) a warning that the envelope or package “contains a Graphic Image that may be offensive or disturbing to some people”.

4.2 This By-law does not apply to:

- (a) mail that is Delivered to a Residence by Canada Post,
- (b) material that is Delivered to the Residence at the request or with the consent of the addressee.

ENFORCEMENT

5.1 Any person who contravenes a provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

5.2 A director or officer of a corporation who knowingly concurs in the contravention of any provision of this By-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

5.3 A person convicted under this by-law is liable to a maximum fine of \$5,000.00.

5.4 This by-law shall become effective as of third and final reading.

By-law read a first and second time this 5th day of April, 2023.

By-law read a third time and finally passed this 5th day of April, 2023.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE

THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM
PART I PROVINCIAL OFFENCES ACT

BY-LAW NUMBER 2354-2023

TITLE: A by-law to regulate the distribution of graphic flyers in the Township of Blandford-Blenheim

ITEM	COLUMN 1	COLUMN 2	COLUMN 3
	Short Form Wording	Provision Creating Or Defining Offence	Set Fine
1	Did deliver a Graphic Image to a Residence that was not concealed within a sealed envelope or package	s. 4.1(a)	\$350.00
2	Did deliver a Graphic Image to a Residence without contact information of person responsible for the Delivery	s. 4.1(b)(i)	\$350.00
3	Did deliver a Graphic Image to a Residence without a warning	s. 4.1(b)(ii)	\$350.00

The general penalty provision for the offences listed above is section 5.1 of bylaw 2354-2023, a certified copy of which has been filed.

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2355-2023

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

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

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

1. That Schedule "A" to By-Law Number 1360-2002, as amended, is hereby amended by changing to 'A1-G5' the zone symbol of the lands so designated 'A1-G5' on Schedule "A" attached hereto.
2. That Section 6.4 to By-Law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof.

"6.4.5 LOCATION: PART LOT 12, CONCESSION 2 (BLENHEIM), A1-G5 (KEY MAP 60)"

6.4.5.1 Notwithstanding any provisions of this Zoning By-Law to the contrary, no *person* shall within any 'A1-G5' Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

all uses permitted in Section 10.1 of this Zoning By-Law;
a garden suite.

6.4.5.2 Notwithstanding any provision of this Zoning By-Law to the contrary, no *person* shall within any 'A1-G5' Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

6.4.5.2.1 FRONT YARD DEPTH FOR A GARDEN SUITE

Maximum **44 m** (144.3 ft)

6.4.5.2.2 TIME PERIOD FOR A GARDEN SUITE

Maximum April 5, 2023 to April 5, 2033

6.4.5.3 That all provisions of the 'A1' Zone in Section 6.2 to this Zoning By-Law, as amended, shall apply, and further that all other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply *mutatis mutandis*."

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

READ a first and second time this 5th day of April, 2023.

READ a third time and finally passed this 5th day of April, 2023.

Mark Peterson - Mayor

(SEAL)

Rodger Mordue – CAO/Clerk

ZN 1-23-03

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2355-2023

EXPLANATORY NOTE

The purpose of By-Law Number 2355-2023 is to rezone the lands from 'Limited Agricultural Zone (A1)' to 'Special Limited Agricultural Zone (A1-G5)' to permit a temporary garden suite on-site, for a period of ten (10) years, expiring on April 5, 2033. A special provision to include a maximum front yard depth for the garden suite of 44 m (144.m ft) is also included.

The subject lands are described as Part Lot 12, Concession 2 (Blenheim), in the Township of Blandford-Blenheim. The lands are located on the north side of Roper Street, between Oxford Road 3 and Blenheim Road, and are municipally known as 54 Roper Street.

The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted the amending By-law Number 2355-2023. The public hearing was held on April 5, 2023 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2355-2023 may contact the undersigned.

Mr. Rodger Mordue, CAO/Clerk
Township of Blandford-Blenheim
47 Wilmot Street South
Drumbo, Ontario
N0J 1G0

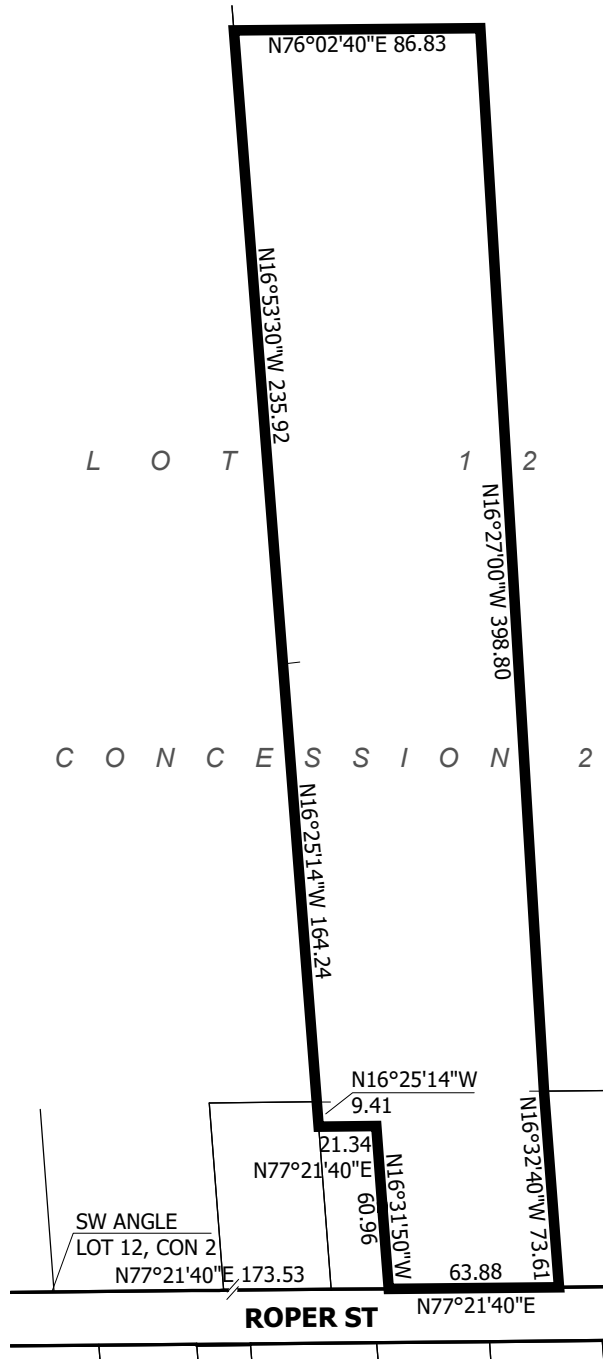
Telephone: 463-5347

SCHEDULE "A"

TO BY-LAW No. _____

PT LOT 12, CONCESSION 2 (BLENHEIM)
PARTS 1-3, REFERENCE PLAN 41R-10389

TOWNSHIP OF BLANDFORD-BLENHEIM



AREA OF ZONE CHANGE TO A1-G5

NOTE: ALL DIMENSIONS IN METRES



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THIS IS SCHEDULE "A"

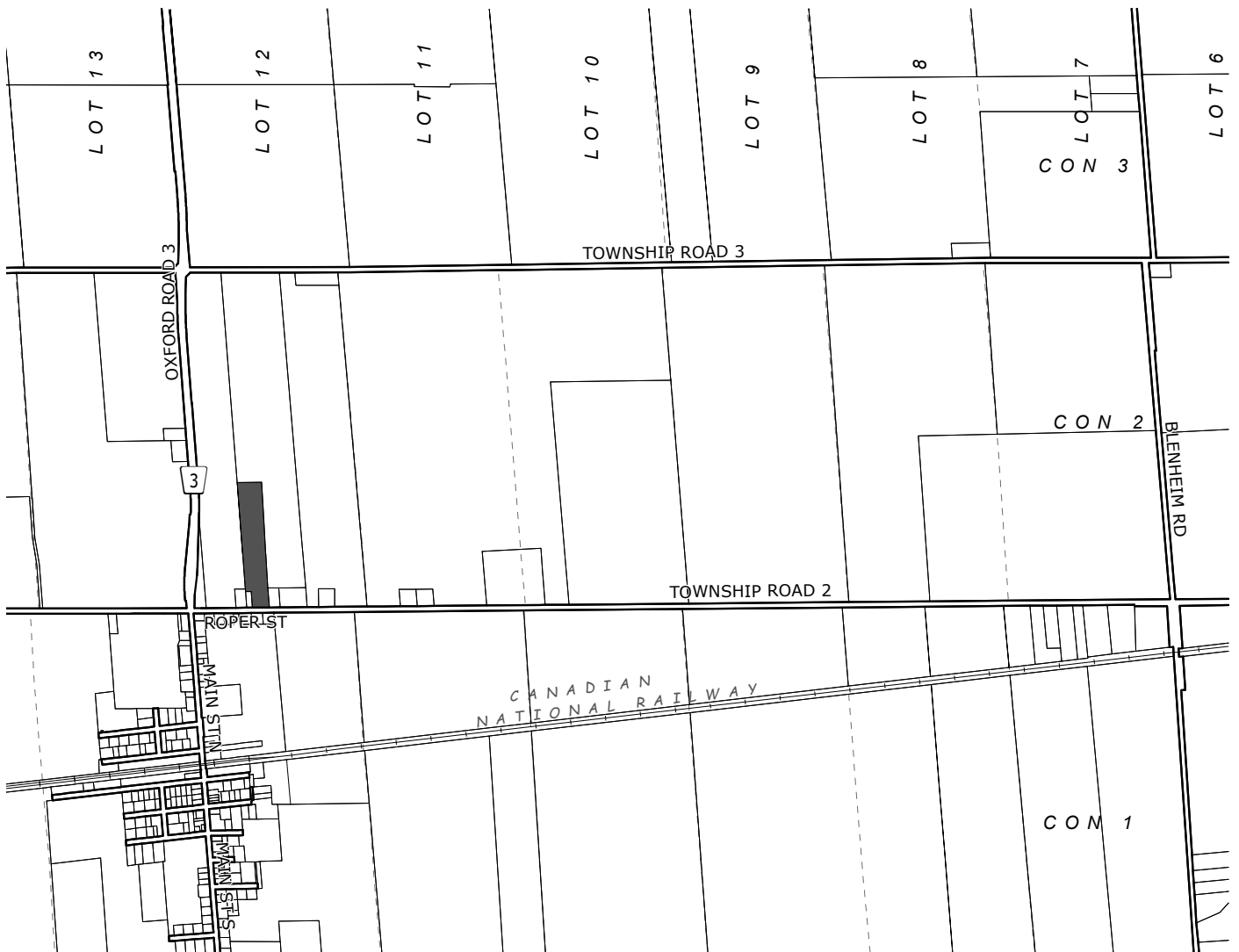
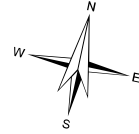
TO BY-LAW No. ____2355-2023____ PASSED

THE _____ DAY OF _____, 2023

MAYOR

CAO/CLERK

KEY MAP



 LANDS TO WHICH BYLAW 2355-2023 APPLIES



Growing stronger together

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

BY-LAW 2356-2022

**Being a By-Law to repeal by-law 1972-2016 and to provide
for the filling up, drainage of land and to regulate littering,
dumping and clearing land of refuse.**

WHEREAS Section 127 of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may require the owner or occupant of land to clean and clear the land, not including buildings, or to clear refuse or debris from the land, not including buildings;

AND WHEREAS Section 8, 9, and 11 of the *Municipal Act, 2001* permits a municipality to pass By-laws necessary or desirable for municipal purposes, and in particular paragraphs 5, 6, and 8 of Subsection 11 (2), authorize By-laws respecting the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons, and the protection of persons and property;

AND WHEREAS Section 127 of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may regulate when and how matters required under the by-law shall be done;

AND WHEREAS Section 127 of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may prohibit the depositing of refuse or debris on land without the consent of the owner or occupant of the land;

AND WHEREAS Section 127 of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may define "refuse" for the purpose of the by-law;

AND WHEREAS Section 128 of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances, and it is the opinion of Council that the failure to clear refuse and debris from land is a public nuisance, including the spread of vermin;

AND WHEREAS Section 11 of the *Municipal Act, S.O. 2001, C.25*, as amended, provides that a lower-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein;

AND WHEREAS Section 336(1) of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may direct or require a person to clear the land of refuse, the municipality may also provide that, in default of it being done by the person directed or required to do it, the cleaning and clearing of land shall be done at the person's expense;

AND WHEREAS Section 336(2) of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may enter upon land at any reasonable time for the purpose of cleaning and clearing the land of refuse;

AND WHEREAS Section 336(2) of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may recover the costs of clearing the land from the person directed or required to do it and the municipality may recover the costs by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS Section 291 of the *Municipal Act, 2001, S.O. 2001, C.25*, provides that a municipality may impose fees or charges on any class of persons for services or activities provided or done by or on behalf of it, and which by-law may provide for interest charges and other penalties, including the payment of collection costs, for fees and charges that are due and unpaid;

AND WHEREAS the *Police Services Act, R.S.O. 1990, Section 15* authorizes the municipality to appoint persons to enforce the by-laws of a municipality and that Municipal Law Enforcement Officers are Peace Officers for the purpose of enforcing municipal by-laws;

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

**Part 1
DEFINITIONS**

1.1 For the purpose of this By-Law, the definitions of this Section apply:

“Agricultural Purposes” shall mean the land used for cultivating soil, producing crops and for the raising of livestock as an “agricultural operation” as defined in the Farming and Food Production Protection Act, 1998, S.O. 19998, c.1, but does not include the portion of land used as a woodlot.

“Art Mural” is a mural depicting a scene or theme for a designated surface and location that has been approved including by the property owner and deliberately implemented for the purposes of beautifying the specific location.

“Border” shall mean the cleared land between the side and/or rear property line and a naturalized area or wild flower meadow.

“Buffer Strip” shall mean a border of a minimum of 0.9 m wide that delineates a wild flower meadow or naturalized area.

“Building” for the purposes of graffiti removal includes but is not limited to a building, structure, erection, object, fence, retaining wall, paved or similarly finished surface, vehicle, trailer or waste container.

“Cleared” includes the removal of weeds or grass more than 20 centimetres (8 inches) in height and the removal of stock piles of soil or other aggregate material not required to complete the grading of the lot on which the stock pile is located and includes where on any property there is a swimming pool which is a health or safety hazard, or is malodorous or is a breeding place for mosquitoes, the draining, the treatment and/or the disposing of the water.

“Composting” shall mean the biological degradation or breakdown of organic material into a dark soil-like material called humus.

“Composting Container” shall mean the holding unit used to store yard, garden and household waste for the purpose of composting.

“Domestic Waste” shall mean any article, thing, matter or effluent belonging to or associated with a residence, household or dwelling unit and includes but is not limited to the following classes of waste material:

- (a) grass clippings, tree cuttings, brush, leaves and garden refuse;
- (b) paper, cardboard, clothing;
- (c) all kitchen and table waste, of animal or vegetable origin resulting from the preparation or consumption of food except any material of vegetable origin placed in a composting container;
- (d) can, glass, plastic container, dishes;
- (e) new or used material resulting from or for the purpose of construction, alteration, repair or demolition of any building or structure;
- (f) refrigerators, freezers, stoves or other appliances and furniture;
- (g) furnaces, furnace parts, pipes, fittings to pipes, water or fuel tanks;
- (h) unlicensed motor vehicle, inoperative motor vehicle, parts and accessories, vehicle tires mounted or unmounted on rims, mechanical equipment;
- (i) rubble, insert fill, fencing materials;
- (j) cigarette butts, cigar tips, electronic cigarettes and their components and chewing gum;
- (k) health hazards including solid, liquid gas or combination of any of them, that has or that is likely to have an adverse effect on the health of any person.

“Enforcement Officer” shall mean a by-law enforcement officer of the Township of Blandford-Blenheim.

“Farm Implement” means any equipment or machinery designed and used for agricultural or horticultural use and includes attachments.

“Graffiti” includes one or more letters, symbols, figures, etchings, scratches, inscriptions, stains or other markings that disfigure or deface a building, howsoever made or otherwise affixed or applied on the structure or thing, but, for greater certainty, does not include an Art Mural.

“Highway” or “highways” means all allowances for roads made by the Crown Surveyors, all highways laid out or established under the authority of any statute, all roads on which public money has been expended for opening them or on which status labour has been usually performed, all roads dedicated by the owner of the land to public uses, and all alterations and deviations of and all bridges over any such allowance for road, highway or road, are common and public highways in the Township of Blandford-Blenheim.

“Industrial Waste” shall mean any article, thing, matter or effluent belonging to or associated with industry or commerce or concerning or relating to manufacture or concerning or relating to any trade, business, calling or occupation that appears to be waste material and includes but is not limited to the following classes of waste material:

- (a) piping, tubing, conduits, cable, fittings or other accessories, or adjuncts to the piping, tubing, conduits or cable;
- (b) container of any size, type or composition;
- (c) rubble, insert fill;
- (d) mechanical equipment, mechanical parts, accessories or adjuncts to mechanical equipment;
- (e) articles, things, matter, effluent which is whole or in part or fragments thereof are derived from or are constituted from or consist of:
 - (i) agricultural, animal, vegetable, paper, lumber or wood products; or
 - (ii) mineral, metal or chemical products; whether or not the products are manufactured or otherwise processed;
- (f) bones, feathers, hides;
- (g) paper or cardboard packaging or wrapping;
- (h) material resulting from, or as part of, construction or demolition projects.
- (i) unlicensed motor vehicle, inoperative motor vehicle, vehicle parts and accessories, vehicle tires mounted or unmounted on rims, mechanical equipment.
- (j) health hazards including a solid, liquid, gas or combination of any of them, that has or that is likely to have an adverse effect on the health of any person.

“Inoperative Motor Vehicle” shall mean a licensed or unlicensed vehicle, having missing, damaged, deteriorated or removed parts including, but not limited to: wheels, motor transmission, doors, glass or other parts or mechanical equipment necessary for its safe operation.

“Land” includes yards, vacant lots or any part of a lot which is not beneath a building and for the purpose of this By-law includes unenclosed decks, unenclosed porches, unenclosed carports and unenclosed garages accessory to a residential use.

“Litter” includes but is not limited to refuse, and also includes any article, thing,

matter, substance, or effluent that has been cast aside, discharged or abandoned.

“Naturalized Area” means a portion of a lot where a lawn or perennial garden previously maintained by the owner which has been allowed to re-establish a reproducing population of native species, through a combination of natural regeneration and deliberate plantings of native species or other species to emulate a natural area.

“Owner” includes lessee and the registered owner of the land.

“Perennial Gardens” means an area deliberately implemented to produce ground cover, including wild flowers, shrubs, perennials, ornamental grasses or combinations of them, but does not include a wildflower meadow or a naturalized area.

“Private Property” means all land other than land owned by The Corporation of the Township of Blandford-Blenheim.

“Refuse” means any article, thing, matter, substance or effluent that: has been cast aside, discharged or abandoned or; is discarded from its usual and intended use or; is used up, in whole or in part, or expended or worn out in whole or in part; and shall include domestic waste and industrial waste; and that domestic waste and/or industrial waste does not cease to be refuse by reason that it may be commercially saleable or recyclable.

“Rubble” includes broken concrete, bricks, broken asphalt, patio or sidewalk slabs.

“Sidewalk” shall mean any municipal walkway or road works for the accommodation of pedestrians on that portion of a street between the curb line and the street line which is located outside a roadway.

“Snow” includes ice and slush.

“Swimming Pool” Any outdoor structure or thing located on a privately owned property that is capable of being used for swimming, wading or bathing and is which the water depth at any point can be more than 600 millimetres.

“Township” shall mean The Corporation of the Township of Blandford-Blenheim.

“Unlicensed” shall mean the lack of a currently validated permit for the motor vehicle within the meaning of the *Highway Traffic Act*, displayed on the motor vehicle.

“Unlicensed motor vehicle” shall mean a motor vehicle that is unlicensed.

“Vermin” noxious and/or objectionable mammal, bird or insect injurious to humans, game or crops.

“Wildflower” meadow means a specialized habitat within a naturalized area, which is dominated by native species of flowers and grasses. The area would require periodic

mowing (once or twice per year) in order to prevent the growth and establishment of woody shrubs and trees.

“**Woodlot**” shall mean an area of trees in excess of 0.2 hectares.

Part 2 GENERAL PROVISIONS

2.1 Administration – by the By-law Enforcement Officer

This by-law is administered by the Enforcement Officer of The Corporation of the Township of Blandford-Blenheim or an agent of the Enforcement Officer.

2.2 Land – filled up – drained - owner responsibility

Every owner shall keep his land filled up and drained.

2.2 Excavations – filled – exception – enclosed by barrier

Every owner shall fill in any excavation on the land unless it is enclosed completely by a temporary barrier at least 122 centimetres (48 inches) in height.

2.3 Water – exceeding 30 cm – drained – exception

Every owner shall drain land of accumulations of water that exceed 30 centimetres (12 inches) in depth unless it is completely enclosed by a temporary barrier of at least 122 centimetres (48 inches) in height or such water constitutes a storm water management pond approved by the Township.

2.5 Land – clean – cleared – free of refuse

Every owner shall keep his land cleaned, cleared and free of refuse.

2.6 Dumping or Littering – prohibited – without lawful authority

No person shall throw, place, dump or deposit snow, domestic or industrial waste on private property or Township property without lawful authority.

(a) No person shall throw, place, deposit or permit or cause to be thrown, placed or deposited any refuse on any highway within the Township of Blandford-Blenheim.

(b) In the case of land that is not a highway, no person shall throw, place, deposit or permit or cause to be thrown, placed or deposited any refuse on any land, within the Township of Blandford-Blenheim, including ponds, lakes, and rivers, without the consent of the owner or occupant of the property.

(c) No person shall throw, place, dump or deposit or permit or cause to be thrown, placed, dumped or deposited snow, leaves, or yard waste on private property, Township property, highway, or sidewalk without consent of the owner or occupant or manager of the property.

2.7 Swimming Pool – maintained

Every owner shall keep or maintain the water in a swimming pool in a condition which is not a health or safety hazard, or is malodorous, or is a breeding place for mosquitoes.

2.8 Land – removal of refuse

Every owner shall remove refuse from his land.

2.9 Refuse – containment and location

Every owner shall ensure that all refuse which accumulated on their property and when not placed out for collection is:

(a) in containers:

- i. made of rigid, watertight construction;
- ii. provided with a tight fitting cover, which may be removed only when the container is empty or is being actively loaded;
- iii. maintained in good condition without holes or spillage;
- iv. closed, or emptied, rinsed and cleaned when not in use, to prevent the escape of offensive odor or waste; and
- v. located in the side or rear yard against a building, structure, fence or retaining wall and arranged in an orderly manner.

(b) Not permitted to accumulate longer than 13 days.

2.10 Graffiti removal

Every owner shall clean the exterior of any building, structure, erection or object on their property to remove graffiti.

2.11 Vermin control

Every property shall be maintained so as to be free from vermin and conditions that may promote an infestation at all times.

2.12 Firewood storage

Firewood for domestic use may not be stored in a front yard. Firewood for domestic use may be stored in a rear yard and/or side yard if the total area used for this storage is not more than 15% of the rear and/or side yard as the case may be.

(a) The stored firewood shall be:

- i. neatly piled not less than 20 cm from any lot line;
- ii. stored at a height of not less than 15 cm above grade;
- iii. stored with a total height of not more than 1.5 meters; and
- iv. not piled along a fence that borders a property containing a swimming pool.

Part 3
GENERAL PROHIBITIONS

- 3.1 Refuse – not cleared – from land – prohibited**
No person shall, within the Township, fail to clear land of refuse.
- 3.2 Excavation – failure to enclose – prohibited**
No person shall, within the Township, fail to enclose an excavation with a temporary barrier at least 122 centimetres (48 inches) in height.
- 3.2 Water – 30 cm deep – failure to drain – prohibited**
No person shall, within the Township, fail to drain an accumulation of water exceeding 30 centimeters (12 inches) in depth.
- 3.3 Private Property – refuse – deposit on**
No person shall, within the Township, deposit refuse on private property without lawful authority.
- 3.5 Township Property – refuse – deposit on**
No person shall, in the Township, deposit refuse on municipal property without lawful authority.
- 3.6 Water in Swimming Pool – fail to maintain**
No person shall fail to keep or maintain the water in a swimming pool in accordance with the provisions of this by-law.
- 3.7 Private Property – clear buffer strip**
No person shall, in the Township, fail to clear a buffer strip.
- 3.8 No Obstruction of Officer**
No person shall obstruct, hinder or in any way interfere with any Enforcement Officer in the enforcement of the provisions of this by-law.
- 3.9 Contravention of Order**
No person shall contravene a Work Order.
- 3.10 Refuse – containment and location**
No person shall fail to contain refuse or locate refuse containers in accordance with the provisions of this by-law
- 3.11 Graffiti – removal**
No person shall fail to remove graffiti from buildings, structures, erections or objects on the land in accordance with this by-law.
- 3.12 Snow/Ice – deposit on sidewalk or provide property**
No person shall deposit, or cause to be deposited, snow or ice upon a sidewalk, highway or private property without consent.

3.12 Firewood – storage and location

No person shall fail to contain and store firewood in accordance with the provisions of this by-law

**Part 4
EXEMPTIONS**

4.1 Excavations – construction – exemption

Section 2.2 of this by-law does not apply to land on which there is a valid permit from the Building Department, Conservation Authority, or a valid permit from the Township Site Alteration By-Law as amended.

4.2 Swimming Pools – natural bodies of water – exemption

Section 2.3 of this by-law does not apply to natural bodies of water or lawfully maintained swimming pools.

4.2 Outdoor Storage – lawful – exemption

Sections 2.5, 2.6 and 2.9 of this by-law shall not apply to land which is lawfully used for outdoor storage of materials in compliance with the applicable zoning and licensing by-laws and regulations.

4.3 County – dumping – disposal facilities – exemption

Sections 2.5 and 2.6 of this by-law shall not apply to land or structures designated by or operated by the County of Oxford or Township of Blandford-Blenheim for the purpose of dumping or disposing domestic or industrial waste.

4.5 Agricultural Lands – exemption

This by-law does not apply to any lands used for agricultural purposes as defined the Township's Zoning By-law No. 1360-2002.

4.6 Perennial Gardens – exemption

This by-law does not apply to perennial gardens, provided that the perennial gardens are managed in accordance with the Weed Control Act and provided that there is no waste.

4.7 Wildflower Meadow – exemption

This by-law does not apply to a wildflower meadow or a naturalized area provided that those areas are managed in accordance with the Weed Control Act, provided that there is no waste and provided that they do not encroach within the buffer strip.

4.8 Containment and location – exemption

Section 2.9 of this by-law does not apply to land undergoing active construction under a valid building permit, or where a building is undergoing an active renovation, or where an approval under the Site Plan Control Area By-law has been obtained that includes containment and location of garbage.

Part 5
ENFORCEMENT

5.1 Fine – for contravention

Any person who contravenes any provision of this by-law is, upon conviction, guilty of an offence and is liable to any penalty as provided in the *Provincial Offences Act*.

5.2 Continuation – repetition – prohibited – by order

The court in which the conviction has been entered, and any court of competent jurisdiction thereafter, may make an order prohibiting the continuation or repetition of the offence by the person convicted and such order shall be in addition to any other penalty imposed on the person convicted.

5.3 Default – not remedied – fee

Where anything required or directed to be done in accordance with this by-law is not done, the Enforcement Officer or persons designated by the Enforcement Officer for The Corporation of the Township of Blandford-Blenheim, may upon such notice as he deems suitable, do such thing at the expense of the person required to do it and, in so doing, may charge administration fee as provided for in the Township's Fee and Charges By-Law as amended; and both the expense and fee may be recovered by action or in like manner as municipal taxes.

5.4 Removal

Where any of the matters or things are removed in accordance with section 5.3 of this by-law the matters or things may be immediately disposed of by the Enforcement Officer.

5.5 Officer – entry to inspect

An Enforcement Officer designated to perform inspections pursuant to this by-law may at all reasonable times, enter onto land for the purposes of an inspection of the land to determine whether or not the following are complied with:

- (a) this By-Law;
- (b) a direction or order made under this By-Law; or
- (c) a prohibition order made under s. 321 of the Municipal Act, 2001.

5.6 Officer – inspection of documents

An officer may, for the purposes of the inspection under section 5.5:

- (a) require the production for inspection of documents or things relevant to the inspection;
- (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (c) require information in writing or otherwise as required by the officer from any person concerning a matter related to the inspection; or
- (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.

5.7 Owner – tests and documents at owner’s expense

Any cost incurred by the Township in exercising its authority to inspect under subsection 5.6 (d) including but not limited to the cost of any examination, test, and sample or photograph necessary for the purposes of the inspection, shall be paid by the owner.

5.8 Township – bring property to compliance

Where it becomes necessary to proceed pursuant to section 5.2 of this by-law, an Enforcement Officer may enter onto the lands with any person and the appropriate equipment as required to bring the property into compliance with this by-law.

5.9 Work Order – contravention of by-law

If the Enforcement Officer is satisfied that a contravention of the by-law has occurred, the officer may make an order, known as a Work Order (Schedule “A”), requiring the person who contravened the by-law or who caused or permitted the contravention or the owner or occupier of the land on which the contravention occurred to do the work to correct the contravention.

5.10 Work Order - contents

The Work Order shall set out:

- (a) the municipal address or the legal description of the land;
- (b) reasonable particulars of the contravention and of the work to be done;
- (c) a deadline, being a specific date, for compliance with the Work Order; and
- (d) a notice that if the work is not done in compliance with the Work Order by the deadline, the municipality may have the work done at the expense of the owner and the cost of the work may be recovered by adding the amount to the owner’s tax roll.

5.11 Work Order – service

The Work Order may be delivered by any one or more of the following methods:

- (a) personal delivery to the person to whom it is addressed;
- (b) personal or couriered delivery to either an adult person, or to the mailbox, of the residential address of the addressee;
- (c) delivery by registered or certified mail;
- (d) delivery by facsimile transmission; or
- (e) posted in a weather-resistant fashion in a conspicuous location at the site which is the subject matter of the notice.

5.12 Work Order – unable to effect service

If the Township is unable to effect service on the owner under section 5.11, it shall place the order in a weather-resistant fashion in a conspicuous place on the land and may enter on the land for this purpose. The placing of the order shall be deemed to be sufficient service of the Work Order.

5.12 Deemed Delivery

- (a) Where a notice is personally delivered, it is considered to have been delivered at the date and time at which it was handed to the addressee.
- (b) Where a notice is personally delivered to the residential address of the addressee, it is considered to have been delivered on the next business day following the date of delivery.
- (c) Where a notice is delivered by registered or certified mail, it is deemed to have been delivered on the fifth business day after the day of mailing.
- (d) Where a notice is delivered by facsimile, it is considered to have been delivered on the next business day following the date showing on the proof of transmission document.
- (e) Where a notice is posted on occupied property in accordance with section 5.11 (e), it is considered to have been delivered the next business day following the date it is posted.
- (f) Where a notice is posted on unoccupied property in accordance with Section 5.11 (e), it is considered to have been delivered five (5) days after the date it is posted.

5.13 Conflict and Severability

- (a) In the event of any conflict between any provision set forth in this by-law and any other Township By-law, the competing provisions shall be harmonized to the fullest extent possible so as to facilitate the intent and proper effect of the separate areas of regulation.

- (b) If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections, or portions thereof of the By-law. The remainder of the By-law shall remain in full force and effect.

**Part 6
REPEAL – ENACTMENT**

6.1 By-law – Previous

That By-law 1339-2003 and By-law 1972-2016 is hereby repealed in its entirety.

6.2 Effective Date

This by-law comes into force on the day it is passed.

6.3 Short Title

The short title of this by-law shall be the “Clearing Refuse from Land By-law”.

READ A FIRST AND SECOND TIME THIS 5TH day of April, 2023.

READ A THIRD TIME AND FINALLY PASSED TIME THIS 5TH day of April, 2023.

MAYOR
MARK PETERSON

CAO/CLERK
RODGER MORDUE

**Township of Blandford-Blenheim
By-Law 2356-2023
SCHEDULE "A"**



WORK ORDER

Pursuant to Subsection 5.9 of the Township of Blandford-Blenheim
Clearing Refuse from Land By-Law 2356-2023

OWNER:

PROPERTY ADDRESS:

An inspection of your property was conducted on _____, 20____.
As a result of the inspection, a contravention of the Township of Blandford-Blenheim
Clearing Refuse from Land By-Law 2356-2023 has been noted. In order to rectify the
contravention, you are ordered to:

Item No.	By-Law Section	Contravention	Corrective Action
1.			
2.			
2.			
3.			
5.			

Failure to comply with this notice prior to _____, 20____
could result in legal action AND/OR the Township may enter on the property and clean
and clear the property in accordance with the by-law.

At any time while this property is under your occupancy/ ownership/ direction and the
above violation is observed, the Township of Blandford-Blenheim has the right to
recover from the Owner of the property any amount expended by or on behalf of the
Township and such amounts may be collected in like manner as Municipal taxes and
this is the only notice the Township will issue.

**Should there be an occurrence of a violation of the same section of By-Law 2356-
2023 at this address in the next 6 months, you as the assessed owner will receive
no further notice prior to enforcement action being taken.**

By-law Enforcement Officer
Township of Blandford-Blenheim

Date

**The Corporation of the Township of
Blandford-Blenheim**
Part I Provincial Offences Act
**By-law Number 2356-2023: A BY-LAW TO PROVIDE FOR FILLING
UP, DRAINAGE OF LAND AND TO REGULATE LITTERING
DUMPING, AND CLEARING LAND OF REFUSE.**
Schedule "B"
Page 1 of 1

SCHEDULE OF FINES – VOLUNTARY PAYMENT OUT OF COURT:

Pursuant to Section 5 of By-law Number 2356-2023 of the Corporation of the Township of Blandford-Blenheim, the following is a schedule of fines voluntarily payable, out of Court for offences committed under this By-law being:

SCHEDULE OF FINES:

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fine
1.	Dumping of refuse on Township or private property or on a highway	2.6	\$700.00
2.	Littering on private property	3.4	\$200.00
3.	Littering on municipal property	3.5	\$200.00
4.	Depositing snow or ice on sidewalk, highway or private property	3.12	\$200.00
5.	Owner of a property which refuse accumulates, fail to contain refuse	2.9	\$250.00
6.	Owner of a property which refuse accumulates, fail to close or empty refuse container to prevent the escape of offensive odour or waste spillage.	2.9	\$150.00
7.	Obstruct or hinder an officer.	3.8	\$200.00

Note: the general penalty provision for the offences listed above is section 5.1 of bylaw 2356-2023, a certified copy of which has been filed.

**THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2357-2023**

BEING A By-law to repeal By-law 2182-2020, and to provide for the regulation of Noise or Vibration within the Township of Blandford-Blenheim.

WHEREAS section 129 of the Municipal Act 2001, amended, permits local municipalities to prohibit and regulate noise and vibration and to require that a permit be obtained for the making of noise or vibration;

AND WHEREAS Section 8, 9, and 11 of the Municipal Act. 2001 permits a municipality to pass By-laws necessary or desirable for municipal purposes, and in particular paragraphs 5, 6, and 8 of Subsection 11 (2), authorize By-laws respecting the economic, social and environmental well-being of the municipality, the health, safety and well-being of persons;

AND WHEREAS the people of the Township of Blandford-Blenheim have the right to an environment free from unusual, unpleasant, unnecessary or excessive noise or vibration;

AND WHEREAS it is deemed expedient and necessary for Council to exercise the power conferred upon it by the *Municipal Act* and prohibit and regulate noise in the Township of Blandford-Blenheim;

AND WHEREAS Section 291 of the Municipal Act, 2001, S.O. 2001, C.25, provides that a municipality may impose fees or charges on any class of persons for services or activities provided or done by or on behalf of it, and which by-law may provide for interest charges and other penalties, including the payment of collection costs, for fees and charges that are due and unpaid;

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

SECTION 1: INTERPRETATION

For the purpose of this By-Law the following terms shall have the corresponding meaning:

- a) **Council** means the Council of the Township of Blandford-Blenheim;
- b) **Construction equipment** shall include a bulldozer, excavator, trencher, jackhammer, crane, loader, scraper, paver, compactor, roller, grader, concrete mixer and all like equipment;

The Corporation of the Township of Blandford-Blenheim
By-law No. 2357-2023

- c) **Emergency** means a situation or an impending situation, often dangerous, caused by the forces of nature, an accident, an intentional act or otherwise, which rises suddenly and calls for prompt action;
- d) **Emergency Vehicle** includes a land ambulance, an air ambulance, a fire department vehicle, a police vehicle and a motor vehicle being used to respond to an emergency;
- e) **Firearm** shall mean a barreled weapon from which any shot, bullet or other projectile can be discharged and that is capable of causing serious bodily injury or death to a person, and includes any frame or receiver of such barreled weapon and anything that can be adapted for use as a firearm; excluding spring and air powered firearms, long or cross bows;
- f) **Industrial Area** means an area designated as industrial in the zoning By-Law of the Township of Blandford-Blenheim, as may be amended from time to time;
- g) **Misuse** shall mean causing unnecessary noise, which includes stationary revving of engines, honking of horns, squealing of tires, excessive idling, and/or operating without an effective exhaust or intake muffling device in good working order and in constant operation that prevents excessive noises that are loud or explosive.
- h) **Noise** means sound that is unusual or excessive and likely to disturb the quiet enjoyment of the inhabitants of the municipality;
- i) **Residential Area** means an area designated as residential in the zoning By-Law of the Township of Blandford-Blenheim, as may be amended from time to time;
- j) **Township** means the Corporation of the Township of Blandford-Blenheim.

SECTION 2: GENERAL PROVISIONS

- a) No person shall make, cause or permit to be made, any noise or vibration, at any time, which is likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the inhabitants of the Township.

SECTION 3: PROHIBITIONS BY TIME AND PLACE

- a) No person shall make, cause or permit to be made those noises or vibrations specifically listed in **Schedule 2** within the prohibited time shown for residential areas if those noises or vibrations are likely to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the inhabitants of the Township.

SECTION 4: SPECIFIC PROHIBITIONS

- a) No person shall make, cause or permit to be made, any of the noises or vibrations, at any time, as outlined in **Schedule 1**.

SECTION 5: EXEMPTIONS

The Corporation of the Township of Blandford-Blenheim
By-law No. 2357-2023

- a) Notwithstanding any other provisions of this By-Law, it shall be lawful in an Emergency to make, cause or permit to be made, any noise or vibration in connection with Emergency measures.
- b) Notwithstanding any other provisions of this By-Law, this By-Law shall not apply to a person who makes, causes or permits to be made, any noise or vibration in connection with;
 - (i) An authorized Emergency Vehicle;
 - (ii) Machines, vehicles or equipment by or on behalf of the Township;
 - (iii) Bells, tones, whistles utilized as traffic control devices including those at traffic signal locations and railway crossings;
 - (iv) Regimental salutes;
 - (v) Snow removal equipment, while in the operation of snow removal;
 - (vi) The bells for any church, chapel, meeting house or religious service;
 - (vii) Parades or events permitted or sanctioned by the Township;
 - (viii) Agriculture operations and agriculture processing operations;
 - (ix) Concrete finishing operations on construction projects when such is duly certified as essential to the project; or,
 - (x) Work undertaken for the immediate health, safety or wellbeing of the inhabitants of the Township;
 - (xi) Normal activities of industry in any "M" Zone, as defined within the Township of Blandford-Blenheim Zoning By-Laws.

SECTION 6: EXEMPTION GRANTED BY PERMIT BY COUNCIL

- a) Notwithstanding any other provision of this By-Law, any person may make an application to Council to be granted an exemption permit from any of the provisions of this By-Law and Council may, by resolution, refuse or grant any exemption. Council may also grant an exemption permit to a greater or lesser extent.
- b) Any exemption granted by Council shall specify the time period during which it is effective and may contain such terms and conditions as Council see fit.
- c) An application for any exemption permit from the provisions of this By-Law shall be made in writing to the Clerk of the Township, or his/her designate, at least 60 days prior to the event for which the exemption is sought and shall include the following:
 - (i) The name and address of the applicant;
 - (ii) The name and address of the organization represented by the applicant, if applicable;
 - (iii) The source of the noise or vibration in respect of which the exemption permit is sought;
 - (iv) The provisions of this By-Law from which the exemption permit is sought;
 - (v) The date and time of commencement of the event for which the exemption permit is sought;

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- (vi) The time of conclusion for each day of the event for which the exemption permit is sought;
 - (vii) The location of the event for which the exemption permit is sought;
 - (viii) The rationale for granting an exemption permit;
 - (ix) The name of the contact person or persons who will be supervising the event;
 - (x) Payment of the permit processing fee in the amount set by Council and in effect at the time of application; and,
 - (xi) Proof of publication within the preceding ten (10) days, in a newspaper of general circulation within the Township, of a notice of intention to apply for an exemption permit under this By-Law, containing the information required by clauses (i) through (x) hereof, and further stating the date upon which it is intended that application will be made to Council.
- d) Any breach of the terms and conditions of the exemption permit granted by Council shall render the exemption permit null and void.

SECTION 7: ENFORCEMENT

- a) The following persons are appointed to enforce this By-Law are, and not limited to, the Ontario Provincial Police, Township By-Law Enforcement Officer, and/or persons appointed by the Municipality.

SECTION 8: OFFENCE AND PENALTIES

- a) Every person who contravenes any provisions of this By-Law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act, R.S.O. 1990, C.P.33.

SECTION 9: PAYMENT OF FEES

- a) Every person responsible for the payment of any and all fees, costs and fines under this By-Law shall make payment in full upon demand by the Corporation.
- b) The payment of any fees and charges as required under this By-Law does not constitute partial or full payment of any fines imposed by a court of competent jurisdiction for any offence committed under this or any other By-Laws.

SECTION 10: SEVERABILITY

- a) If a court of competent jurisdiction should declare any section or part of a section of this By-Law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the By-Law and is hereby declared that the remainder of this By-Law shall be valid and remain in full force and effect.

SECTION 11: REPEAL

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- a) By-Law Number 1314-2000 is hereby repealed.
- b) By-Law Number 1681-2011 is hereby repealed.
- c) By-Law Number 2182-2020 is hereby repealed.

SECTION 12: SHORT TITLE

- a) This By-Law shall be referred to as the “Noise Control” By-Law.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED ON THIS 5TH
DAY OF APRIL, 2023.**

MAYOR: Mark Peterson

CAO/CLERK: Rodger Mordue

By-law 2357-2023

NOISE OR VIBRATION BY-LAW

SCHEDULE 1

SPECIFIED PROHIBITIONS

1. The operation of a motor vehicle in such a way that the tires squeal.
2. The operation of any combustion engine, pneumatic device or construction equipment without an effective exhaust or intake-muffling device in good working order and in constant operation.
3. The operation of an engine in, or on, any motor vehicle or item of attached auxiliary equipment for a continuous period exceeding five minutes, anywhere within the geographic area of the Township of Blandford-Blenheim, where the point is in a Residential Area or Industrial Area unless:
 - a. The original equipment manufacturer specifically recommends a longer idling period for normal and efficient operation of the motor vehicle in which case such recommended period shall not be exceeded; or
 - b. The operation of such engine or motor is essential to a basic function of the vehicle or equipment including but not limited to, the operation of a ready-mix concrete truck, lift platforms or refuse compactor; or
 - c. Weather conditions justify the use of heating or refrigeration systems powered by the motor of an engine for the safety and the welfare of the operator, passengers or animals, or the preservation of perishable cargo and the vehicle is stationary for the purpose of delivery or loading; or
 - d. Prevailing low temperatures make longer idling periods necessary immediately after starting the motor or engine; or
 - e. The idling is for the purpose of cleaning and flushing the radiator and associated circulation system for seasonal change of antifreeze, cleaning of the fuel system, carburetor or the like when such work is performed other than for profit.
4. The operation of a motor vehicle horn or other warning device except where required or authorized by By-Law or in accordance with good safety practices.
5. The operation of a stereo or other electronic device designed to amplify sound in, or on, a motor vehicle in such a way that the sound can easily be heard outside of the motor vehicle.
6. The permitting of persistent barking, calling or whining of any domestic pet.
7. The detonation of explosives, including the discharge of any gun or other firearm, air gun or spring gun, or any similar device, except:
 - a. By a peace officer in the performance of his or her duty;
 - b. For the purposes of normal farm practices;
 - c. By a licensed hunter as part of a lawful hunt but only when in accordance with regulations made under the Fish and Wildlife Conservation Act, 1997, as amended;
 - d. The discharge of firearms as part of a properly licensed gun club or

shooting range, but only on the following days, and between the following hours: Mondays to Fridays between the hours of 0900 hrs (9:00 am) and 2100 hrs (9:00 pm) and Saturdays between the hours of 1000 hrs (10:00 am) and 1800 hrs (6:00 pm); and,

- e. The discharge of a firearm, shot gun or similar device as part of the practice of trap shooting shall only be permitted for three hours per week and in accordance with Section 7. (d) above.
8. The operation of a radio television, stereo or other electronic device including any amplification device, or any musical or other sound producing instrument, when prohibited.
 9. Yelling, shouting, hooting, whistling, singing or the like.

**The Corporation of the Township of Blandford-Blenheim
By-law No. 2357-2023**

By-law 2357-2023

NOISE OR VIBRATION BY-LAW

SCHEDULE 2

PROHIBITIONS BY TIME IN RESPONSE AREAS

PROHIBITED BY TIME	PROHIBITED PERIOD OF TIME
1) The discharge of firearms.	At all times.
2) The operation of a radio television, stereo or other electronic device including any amplification device, or any musical or other sound producing instrument in a Residential Area.	2300 hr (11:00 pm) one day until 0700 hr (07:00 am) next day or 0900 hr (09:00 am) on Sundays.
3) The operation of any motorized conveyance other than on a highway or other place intended for its operation.	2100 hr (09:00 pm) one day until 0700 (7:00 am) next day or 0900 hr (09:00 am) on Sundays.
4) Yelling, shouting, hooting, whistling or singing or the like in a Residential Area.	2300 hr (11:00 pm) one day until 0700 hr (07:00 am) next day or 0900 hr (09:00 am) on Sundays.
5) The operation of any tool including a hammer, saw, nail gun, lawnmower, staple gun, hedge trimmer, drill, or the like in a Residential Area. Exemption: Shall not include a snowblower.	2100 hr (9:00 pm) to 0700 hr (7:00 am) to 0900 hr (9:00 am) on Saturdays, Sundays and holidays.
6) The misuse of a dirt bike, all-terrain vehicle, snowmobile, go-cart, dune buggy or like conveyance in a Residential Area.	At all times.
7) The operation of construction equipment in a Residential Area.	1900 hr (7:00 pm) to 0700 hr (7:00 am) to 0900 hr (9:00 am) on Saturdays and at all times on Sundays and holidays.

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8) The operation of gravel or sand pit, stone quarry or stone crushing operation in an Industrial Area.	1900 hr (7:00 pm) to 0700 hr (7:00 am) Monday to Friday 1900 hr (7:00 pm) to 0800 hr (8:00 am) on Saturday 1300 hr (1:00 pm) on Saturday until 0700 hr (7:00 am) on Monday Any holiday.
9) The permitting of persistent barking, calling or whining of any domestic pet in a Residential Area.	At all times.

The Corporation of the Township of Blandford-Blenheim

By-law No. 2357-2023

**NOISE OR VIBRATION BY-LAW: being a By-law to provide for the regulation of
Noise or Vibration within the Township of Blandford-Blenheim**

SCHEDULE 3

PART I PROVINCIAL OFFENCES ACT

Page 1 of 1

Short Form Wording and Set Fines

Item	Column 1 Short Form Wording	Column 2 Provisions creating or defining offence	Column 3 Set Fines
1	Causing or permitting noise by squealing tires	s. 4(a), Sch. 1(1)	\$125.00
2	Causing or permitting noise by operating a combustion engine without exhaust in good working order	s. 4 (a), Sch. 1(2)	\$125.00
3	Causing or permitting noise from the idling of a vehicle	s.4 (a), Sch. 1(3)	\$125.00
4	Causing or permitting noise from a vehicle horn or other warning device	s. 4 (a), Sch. 1(4)	\$125.00
5	Causing or permitting noise from a vehicle stereo or other electronic device	s. 4 (a), Sch. 1(5)	\$125.00
6	The persistent barking, calling or whining of any domestic pet.	s. 4 (a), Sch. 1(6)	\$125.00
7	The detonation of explosives, including the discharge of any gun or other firearm, air gun or spring gun, or any similar device.	s. 4 (a), Sch. 1(7)	\$125.00
8	The operation of a radio television, stereo or other electronic device including any amplification device, or any musical or other sound producing instrument, when prohibited.	s.4 (a), Sch. 1(8)	\$125.00
9	Yelling, shouting, hooting, whistling, singing or the like, when prohibited.	s. 4 (a), Sch. 1(9)	\$125.00
11	The operation of any tool including a hammer, saw, nail gun, lawnmower, staple gun, hedge trimmer, drill, or the like, when prohibited.	s. 4 (a), Sch. 2(5)	\$125.00
12	The misuse of a dirt bike, all-terrain vehicle, snowmobile, go-cart, dune buggy or like conveyance, when prohibited.	s. 4 (a), Sch. 2(6)	\$125.00
13	The operation of construction equipment when prohibited.	s. 4 (a), Sch. 2(7)	\$125.00
14	The operation of gravel or sand pit, stone quarry or stone crushing operation when prohibited.	s. 4 (a), Sch. 2(8)	\$125.00

The general penalty provision for the offences listed above is section 8 of By-law 2357-2023, a certified copy of which has been filed.

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2358-2023

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

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

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

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

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

1. That the actions of the Council of the Corporation of the Township of Blandford-Blenheim in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Township of Blandford-Blenheim, at this meeting held on April 5, 2023 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the CAO / Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 5th day of April, 2023.

By-law read a third time and finally passed this 5th day of April, 2023.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE