



TOWNSHIP OF BLANDFORD-BLENHEIM COUNCIL MEETING AGENDA

Wednesday, September 03, 2025 at 04:00 PM

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

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

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

4. Disclosure of Pecuniary Interest

5. Minutes

5.a August 6, 2025 Minutes of Council

Recommendation:

That the minutes of the August 6, 2025 Regular Meeting of Council be adopted, as printed and circulated.

6. Business Arising from the Minutes

7. Public Meetings

8. Delegations/Presentations

9. Correspondence

9.a Specific

9.b General

9.b.1 Safe & Well Oxford re: Southwestern Public Health - Household Food Insecurity Presentation

9.b.2 County of Oxford re: Single Source Award – Waste Container Inventory Management System

Recommendation:

That the general correspondence items be received as information.

10. Staff Reports

10.a Hannelore Yager, Policy Planner, Oxford County

10.a.1 CP2025-252, Additional Residential Units (ARUs) – Zoning Review and Initiation of Zoning By-Law Amendments

Recommendation:

That Report CP2025-252 be received as information; and further,
That Blandford-Blenheim Council direct staff to proceed with initiating amendments to the Township Zoning By-Law under S. 34 of the Planning Act, to support improving the implementation of the additional residential dwelling unit policies within the Oxford County Official Plan.

10.b Drew Davidson, Director of Protective Services

10.b.1 FC-25-12, July Monthly Report

Recommendation:

That Report FC-25-12 be received as information.

10.c Ray Belanger, Chief Building Official

10.c.1 CBO-25-07, Monthly Report

Recommendation:

That Report CBO-25-07 be received as information.

10.d Jim Borton, Director of Public Works

10.d.1 PW-25-15, Monthly Report

Recommendation:

That Report PW-25-15 be received as information.

10.e Trevor Baer, Manager of Community Services

10.e.1 CS-25-14, Monthly Report

Recommendation:

That Report CS-25-14 be received as information.

10.e.2 CS-25-15, OTF Funding

Recommendation:

That Report CS-25-15 be received as information.

10.f Denise Krug, Director of Finance/Treasurer

10.f.1 TR-25-11, Debenture – Princeton Drainage System

Recommendation:

That Report TR-25-11 be received as information; and,

That By-law 2510-2025, being a by-law to authorize the submission of an application to the Ontario Infrastructure Lands Corporation for financing certain capital works through the issue of debentures, be presented to Council for enactment; and further,

That Council authorize the Mayor, Clerk and Treasurer to sign any documents required to complete the debenture, in the amount of \$1,000,000.00

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

a. CS-25-16 – Partnership Agreement Negotiations

This report is closed to the public pursuant to Section 239 of the Municipal Act, as amended, as the subject matter is regarding:

(k) a position, plan, procedure, criteria or instruction to be applied to negotiations [s. 239 (2)(k)]

16. By-laws

16.a By-law 2510-2025, Being a By-law to authorize the submission of an application to Ontario Infrastructure and Lands Corporation (OILC) for financing certain ongoing capital work(s) of the Corporation of the Township of Blandford-Blenheim; to authorize temporary borrowing from OILC to meet expenditures in connection with such capital work(s); and to authorize long-term borrowing for such capital work(s) through the issue of debentures by the County of Oxford to OILC.

16.b By-law 2511-2025, Being a By-law to authorize the use of internet voting

for municipal elections in the Township of Blandford-Blenheim.

16.c By-law 2512-2025, Being a By-law to confirm the proceedings of Council.

17. Other

18. Adjournment and Next Meeting

Recommendation:

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

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



MINUTES

Wednesday, August 06, 2025 at 04:00 PM

Council Chambers

47, Wilmot St. S. Drumbo, ON

Streamed live to Township of Blandford-Blenheim YouTube Channel

Present:

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

Staff:

CAO J. Brick, Clerk S. Matheson, Deputy Clerk K. Brandt, Director of Finance/Treasurer D. Krug, Director of Protective Services D. Davidson, Director of Public Works J. Borton, Chief Building Official R. Belanger, Director of Community Services T. Baer, and Planner D. Robson

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION 2025-08-06-01

Moved by - Councillor Demarest

Seconded by - Councillor Young

Be it hereby resolved that the agenda for the August 6, 2025, Regular Meeting of Council be adopted as printed, and circulated.

Carried

4. Disclosure of Pecuniary Interest

None.

5. Minutes

5.a July 2, 2025 Minutes of Council

RESOLUTION 2025-08-06-02

Moved by - Councillor Banbury

Seconded by - Councillor Barnes

That the minutes of the July 2, 2025 Regular Meeting of Council be adopted, as printed and circulated.

Carried

6. Business Arising from the Minutes

None.

7. Public Meetings**RESOLUTION 2025-08-06-03****Moved by** - Councillor Demarest**Seconded by** - Councillor Young

Be it hereby resolved that Council rise and go into a Public Meeting under the Planning Act to consider two applications for Zone Change:

ZN1-25-03 (Dayle and Dana Reibling); and,
SB22-06-1; OP22-18-1; & ZN1-22-07 (Westside Communities [Plattsville]);

And that Mayor Peterson Chair the Public Meeting.

Carried

ZN1-25-03: The Planner presented the report, recommending approval. The applicants were present. No one spoke for or against the application.

SB22-06-1; OP22-18-1; and ZN1-22-07: The Planner presented the report and recommended approval in principle. The applicant's agents were in attendance. Councillor Banbury inquired about the size of the proposed houses. Planner Robson responded that the lots would be smaller than those proposed in 2012, with a maximum lot coverage of 45%. Susan Mitchell raised concerns about on-street parking, referencing ongoing issues on Fennel Street in Plattsville. The agent responded that the proposed dwellings would include parking through driveways and garages. Ms. Mitchell also expressed concern over the lack of amenities in the village, particularly for aging populations, and asked about the anticipated end result of the development. Mayor Peterson commented on the current housing crisis and the urgent need for new dwellings. Councillor Young posed a question to the agents. The agent replied that the beginning development with the commercial block is the preference of the current landowners and that discussions regarding potential tenants would occur once the lot is registered. Mayor Peterson expressed disappointment with the reduction in size of the commercial block, noting that residents of Plattsville have voiced a need for a gas station. He requested that a gas station be considered as part of the commercial component. The agent noted that this request would be communicated to the developer. Councillor Demarest emphasized the need for shovel-ready commercial lands, stating that it is a "chicken and egg" scenario, businesses require nearby residential development before committing to opening. The agent confirmed that the commercial block would be part of Phase 1. The agent provided no specific answer regarding parking capacity concerns. It was noted that sidewalks would be provided on one side throughout the proposed development. Ms. Mitchell asked that smaller lots be disallowed unless adequate parking can be guaranteed. Mayor Peterson referred to provincial policy, highlighting the Township's ability to deny the application only if it does not align with local

planning goals. Ms. Mitchell also asked additional questions about lot sizes. Mayor Peterson noted that larger lots often require private septic systems and spoke to the importance of housing diversification. Mayor Peterson also addressed the sewer system, noting improvements made through subdivision development. Walter Malloy spoke, stating he had been unable to sell an infill lot and questioned the available sewer capacity. He suggested a sewage treatment facility be considered instead of lagoons. Planner Robson confirmed there is currently sufficient capacity for both water and wastewater services to support the proposed development.

RESOLUTION 2025-08-06-04

Moved by - Councillor Banbury

Seconded by - Councillor Young

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

Carried

RESOLUTION 2025-08-06-05

Moved by - Councillor Demarest

Seconded by - Councillor Banbury

That the Council of the Township of Blandford-Blenheim approve the Zone Change Application submitted by Dayle and Dana Reibling, whereby lands described as S ½ Lot 8, Concession 13 (Blandford), in the Township of Blandford-Blenheim, are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit a detached additional residential unit (ARU) on the subject lands with a maximum distance between an ARU and a principal dwelling of 63 m (206.6 ft).

Carried

7.a Dustin Robson, Planner: Applications for Official Plan Amendment, Draft Plan of Subdivision, and Zone Change SB22-06-1; OP22-18-1; and ZN1-22-07 – Westside Communities (Plattsville) Inc.

RESOLUTION 2025-08-06-06

Moved by - Councillor Banbury

Seconded by - Councillor Young

That the Council of the Township of Blandford-Blenheim approve-in-principle the zone change application (File No. ZN1-22-07) submitted by Westside Communities (Plattsville) Inc., whereby a portion the lands described as Part Lot 17, Concession 12 (Blenheim), Part of Louisa Street (Also Known as Platt Street) Plan 116 (Closed By- By-law as in CO252471), Parts 1, 2, and 3, Plan 41R-10551, Township of Blandford-Blenheim, are to be rezoned from 'Residential Type 1 Zone (R1),' 'Highway Commercial Zone (HC),' 'Special Highway Commercial Zone (HC-4)' and 'Open Space Zone (OS)' to 'Special Residential Type 1 Zone (R1-sp),' 'Special Residential Type 2 Zone (R2-sp),' 'Highway Commercial Zone (HC),' 'Special

Development Zone (D-sp),’ and ‘Special Open Space Zone (OS-sp)’ to facilitate the proposed draft plan of subdivision; and, That the Council of the Township of Blandford-Blenheim advise County Council that the Township supports the application for Official Plan Amendment (File No. OP22- 18-1), submitted by Westside Communities (Plattsville) Inc., for the lands described as Part Lot 17, Concession 12 (Blenheim), Part of Louisa Street (Also Known as Platt Street) Plan 116 (Closed By- By-law as in CO252471), Parts 1, 2, and 3, Plan 41R-10551, Township of Blandford-Blenheim, to reconfigure the existing ‘Low Density Residential,’ ‘Service Commercial,’ and ‘Open Space’ designations to facilitate the proposed draft plan of subdivision; and further,

That the Council of the Township of Blandford-Blenheim advise Oxford County Council that the Township supports the Draft Plan of Subdivision (File No. SB22-06-1), submitted by Westside Communities (Plattsville) Inc., for the lands described as Part Lot 17, Concession 12 (Blenheim), Part of Louisa Street (Also Known as Platt Street) Plan 116 (Closed By- By-law as in CO252471), Parts 1, 2, and 3, Plan 41R-10551, Township of Blandford-Blenheim, consisting of 99 lots for single detached dwellings, 16 lots for semidetached dwellings, a block for commercial purposes, a block for stormwater management purposes, a block for a walkway, two blocks for servicing purposes, one block for future development, and the construction of a new internal roads connecting Hofstetter Road and Platt Street South, subject to the conditions outlined in Report CP2025-203 being met prior to final approval of the plan for registration.

Carried

8. Delegations/Presentations

None.

9. Correspondence

9.a Specific

9.a.1 Council of the Township of Zorra re: Speeding, Distracted Driving and Impaired Driving

Mayor Peterson advised that Item 9.a.1 was moved to General Correspondence.

9.a.2 Drumbo Agricultural Society Re: Request to Wave Permit Fee for Tent Installation for the Drumbo Fair

RESOLUTION 2025-08-06-07

Moved by - Councillor Barnes

Seconded by - Councillor Demarest

That Council receive the Request to Wave Permit Fees for Tent

Installation at the Drumbo Fair by the Drumbo Agricultural Society; and

That Council direct staff to waive the permit fee.

Carried

9.a.3 Scott Stewart Re: Request for Noise By-law Exemption for Wedding Event on August 9, 2025 at Catana Estate

RESOLUTION 2025-08-06-08

Moved by - Councillor Demarest

Seconded by - Councillor Young

That Council receive the Request for Noise By-law Exemption from Scott Stewart; and,

That Council deny the request for Noise By-law Exemption.

Carried

9.b General

9.a.1 Council of the Township of Zorra re: Speeding, Distracted Driving and Impaired Driving

9.b.1 Council of the Township of Norwich re: Speeding, Distracted Driving and Impaired Driving

9.b.2 County of Oxford re: Temporary All-way Stop at Oxford Road 36/Brant Oxford Road and Keg Lane

RESOLUTION 2025-08-06-09

Moved by - Councillor Banbury

Seconded by - Councillor Barnes

That the general correspondence items (9.a.1, 9.b.1, and 9.b.2) be received as information.

Carried

10. Staff Reports

10.a Drew Davidson, Director of Protective Services

10.a.1 FC-25-10, Monthly Report

RESOLUTION 2025-08-06-10

Moved by - Councillor Demarest

Seconded by - Councillor Young

That Report FC-25-10 be received as information.

Carried

10.a.2 FC-25-11, Tender Results for New Princeton Fire Station

RESOLUTION 2025-08-06-11

Moved by - Councillor Banbury

Seconded by - Councillor Demarest

That Report FC-25-11 be received as information; and,

That the Township accepts the tender bid of \$2,563,087.00 not including HST submitted by Abcott Construction Ltd; and further,

That the Chief Administrative Officer or designate be permitted to sign the tender documents contract binding the Township and Abcott Construction Ltd. for the provision of a Fire Station Capital Facility in Princeton.

Carried

10.b Ray Belanger, Manager of Building Services/Chief Building Official

10.b.1 CBO-25-07, Monthly Report

RESOLUTION 2025-08-06-12

Moved by - Councillor Barnes

Seconded by - Councillor Young

That Report CBO-25-07 be received as information.

Carried

10.c Jim Borton, Director of Public Works

10.c.1 PW-25-12, Tandem Truck with Plow Equipment

RESOLUTION 2025-08-06-13

Moved by - Councillor Demarest

Seconded by - Councillor Banbury

That Report PW-25-12 be received as information; and,

That staff proceed with securing a placement on the wait list to ensure the building and delivery of a 2026 Tandem Truck with plow equipment; and further,

That staff be authorized to proceed to obtain the 2026 Tandem Truck with plow equipment through AMO's, Canoe Procurement group of Canada.

Carried

10.c.2 PW-25-13, Grader Tender Results

RESOLUTION 2025-08-06-14

Moved by - Councillor Barnes

Seconded by - Councillor Banbury

That Report PW-25-13 be received as information; and,

That Council accepts the tender submitted by Brandt (John Deere) for the supply and delivery of a new 2025 John Deere 772G motor grader for \$569,900.00 plus HST; and,

That staff be directed to investigate selling the 2007 140H CAT Grader through auction; and further,

That staff be authorized to accept the trade value of \$90,000.00 dollars from Brandt should the auction not garner a better value.

Carried

10.c.3 PW-25-14, Monthly Report

RESOLUTION 2025-08-06-15

Moved by - Councillor Young

Seconded by - Councillor Banbury

That Report PW-25-14 be received as information.

Carried

10.d Trevor Baer, Manager of Community Services

10.d.1 CS-25-11, Monthly Report

RESOLUTION 2025-08-06-16

Moved by - Councillor Young

Seconded by - Councillor Demarest

That Report CS-25-11 be received as information.

Carried

10.d.2 CS-25-12, EASE Grant

RESOLUTION 2025-08-06-17

Moved by - Councillor Banbury

Seconded by - Councillor Young

That Report CS-25-12 be received as information; and further,

That Council direct staff to proceed with submitting an application under the Enhancing Access to Spaces for Everyone (EASE) grant program, the intent of the application being to secure funding to upgrade the public park washrooms located in Drumbo, Princeton, and Plattsville, with the goal of improving accessibility for residents and visitors.

Carried

10.d.3 CS-25-13, Fence Report

RESOLUTION 2025-08-06-18

Moved by - Councillor Demarest

Seconded by - Councillor Barnes

That Report CS-25-13 be received as information; and further,
That Council defer a decision regarding Report CS-25-13.

Carried

10.e Denise Krug, Director of Finance/Treasurer

10.e.1 TR-25-10, Interim Financial Reports – 2nd Quarter

RESOLUTION 2025-08-06-19

Moved by - Councillor Demarest

Seconded by - Councillor Barnes

That Report TR-25-10 be received as information.

Carried

10.f Kevin Brandt, Deputy Clerk/Communications Coordinator

10.f.1 DC-25-07, Document Commissioning Policy 2025

RESOLUTION 2025-08-06-20

Moved by - Councillor Demarest

Seconded by - Councillor Banbury

That Report DC-25-07 be received as information; and further,
That Council approve and adopt the Document Commissioning Policy as
attached.

Carried

10.g Sarah Matheson, Director of Corporate Services/Clerk

10.g.1 DC-25-08, Council Composition Review 2025

RESOLUTION 2025-08-06-21

Moved by - Councillor Young

Seconded by - Councillor Demarest

That Report DC-25-08 be received as information.

Carried

11. Reports from Council Members

Mayor Peterson provided an update on the upcoming Harvest Carnival. He encouraged members of the public to attend and support the event on August 16, 2025, at the Drumbo Park Pavillion beginning at 8:00 p.m.

Councillor Banbury spoke about the upcoming Decoration Day, to be held at the Prinecton Cemetery on August 17, 2025, at 2:30 p.m., acknowledging its significance in honouring veterans and those who have passed.

Councillor Demarest reported on the upcoming John Deere Heritage Days, held on August 8-10, 2025, highlighting that the Drumbo Lions Club are providing food, and adding that the event is a great opportunity for those with an interest in local history.

12. Unfinished Business

None.

13. Motions and Notices of Motion**13.a Councillor Barnes - Notice of Motion Re: Flag Policy Update****RESOLUTION 2025-08-06-22**

Moved by - Councillor Barnes

Seconded by - Councillor Demarest

WHEREAS the Township's current Flag Protocol Policy provides guidelines for the flying of flags on municipal property; and,

WHEREAS the existing layout accommodates only two flag poles, which display the Canadian Flag and either the Ontario Flag or a flag recognizing a community event or organization; and,

WHEREAS the lack of a third flag pole limits the Township's ability to consistently fly both the Canadian and Ontario flags while also celebrating local achievements or recognizing organizations of significance in accordance with the Policy;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff to prepare a staff report and draft amendment to the Flag Protocol Policy that includes:

- An assessment of the estimated costs of installing a third flag pole at the Township Office location; and,
- A draft policy amendment to enable permanent flying of both the Canadian and Ontario flags, with the third flag pole reserved for:
 - o Celebrating community initiatives;
 - o Increasing public awareness of Township programs and activities;
 - o Acknowledging organizations that have achieved national or international distinction or made significant contributions to the community; or
 - o Recognizing organizations that have enhanced the Township in a positive manner;

AND THAT staff be direct to prepare a report for Council consideration at a future meeting.

Carried

14. New Business

None.

15. Closed Session

RESOLUTION 2025-08-06-23

Moved by - Councillor Demarest

Seconded by - Councillor Young

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 6:18 p.m. to discuss:

a. CAO-25-18, Advice that is subject to solicitor-client privilege, including communications necessary for that purpose [s. 239 (2) (f)].

Re: Legal Advice re: Enforcement

b. CAO-25-19, Personal matters about an identifiable individual, including municipal or local board employees [s. 239 (2) (b)].

Re: Personal Matters about an Identifiable Individual

c. CAO-25-20, Personal matters about an identifiable individual, including municipal or local board employees [s. 239 (2) (b)].

Re: Personal Matters about an Identifiable Individual

Carried

RESOLUTION 2025-08-06-24

Moved by - Councillor Demarest

Seconded by - Councillor Banbury

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 6:58 p.m. and reports the following:

That Council provided direction to the CAO regarding Reports CAO-25-18, CAO-25-19, and CAO-25-20.

Carried

16. By-laws

16.a By-law 2508-2025, Being a By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-25-03).

16.b By-law 2509-2025, Being a By-law to confirm the proceedings of Council.

RESOLUTION 2025-08-06-25

Moved by - Councillor Demarest

Seconded by - Councillor Young

That the following By-laws be now read a first and second time:

- a. 2508-2025, Being a By-law to amend Zoning By-law Number 1360-2002, as amended (ZN1-25-03); and,
- b. 2509-2025, Being a By-law to confirm the proceedings of Council.

Carried

RESOLUTION 2025-08-06-26

Moved by - Councillor Demarest

Seconded by - Councillor Banbury

That the following By-laws be now read a third and final time:

- a. 2508-2025, Being a By-law to amend Zoning By-law Number 1360-2002, as amended (ZN1-25-03); and,
- b. 2509-2025, Being a By-law to confirm the proceedings of Council.

Carried

17. Other

None.

18. Adjournment and Next Meeting

RESOLUTION 2025-08-06-27

Moved by - Councillor Barnes

Seconded by - Councillor Demarest

Whereas business before Council has been completed at 7:00 p.m.;

That Council adjourn to meet again on September 3, 2025, at 3:00 p.m.

Carried

Mark Peterson, Mayor

Sarah Matheson, Clerk

July 25, 2025

To: Oxford County Council and Area Municipal Councils

From: Safe and Well Oxford Steering Committee

Subject: Southwestern Public Health - Household Food Insecurity Presentation

At the Safe & Well Oxford Steering Committee meeting held on June 23, 2025, the Committee received a presentation from Southwestern Public Health regarding Household Food Insecurity: Strategies for Local-Level Implementation. The following resolution was passed in response to the presentation:

RESOLVED that the presentation from SWPH regarding food insecurity in our region be received and that the slide deck be shared with the nine municipalities within Oxford County.

The presentation is included with this correspondence for each Council's information and consideration.

Sincerely,

Marcus Ryan

Chair, Safe & Well Oxford Steering Committee & Oxford County Warden

Household Food Insecurity: Strategies for Local-Level Implementation

Safe and Well Oxford Communities
June 23, 2025

Kendall Chambers, Registered Dietitian



What is 'household food insecurity'?



- Food security means that everyone can access enough food that is affordable, culturally preferable, nutritious and safe¹
- Household food insecurity (HFI) is the inadequate or insecure access to food due to financial constraints²
- In 2023: 25.9% of households in SWPH region were food insecure³

Which households are most vulnerable to HFI?

- **Total income:** Lower or unreliable incomes; limited financial assets²
- **Source of income:** In 2021, **52.8%** of Ontario households reliant on social assistance as main form of income experience food insecurity²
- **Homeownership & housing costs:** Food insecurity higher for renters vs. homeowners²
 - Affordable housing: less than 30% of a household's before-tax income⁴

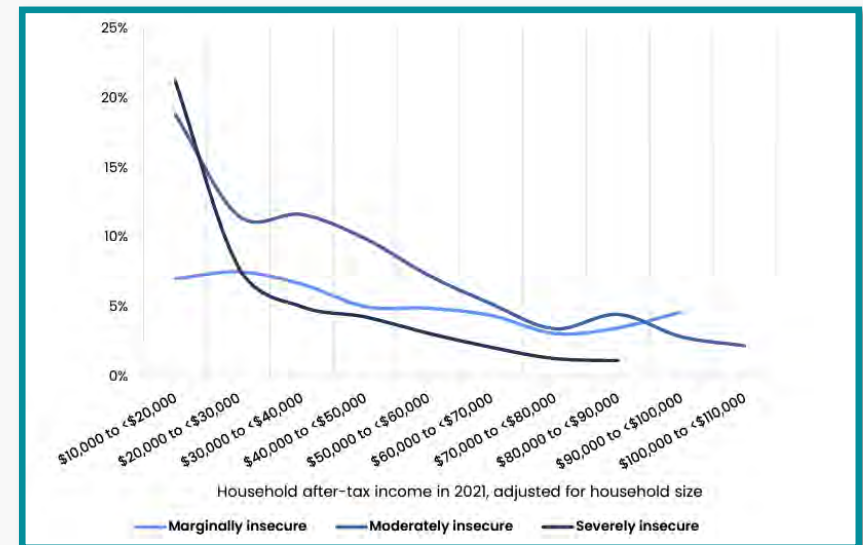


Figure 1: Household food insecurity by household income (Canada, 2021)

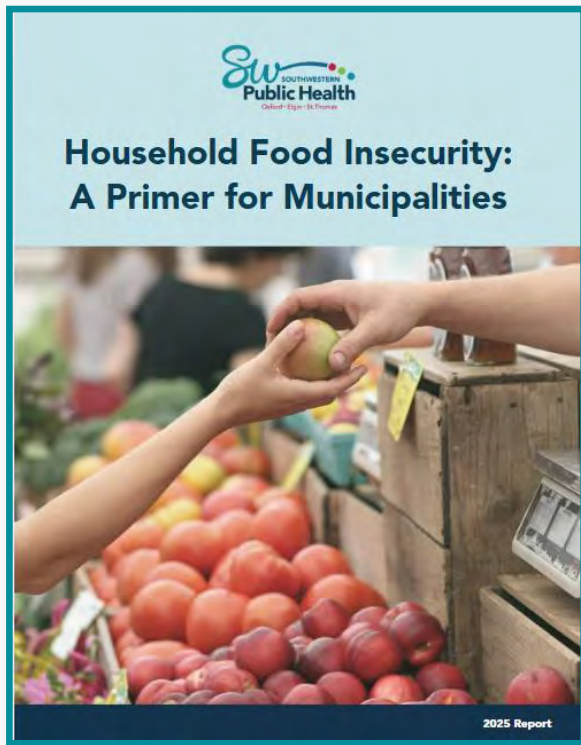
Source: Li, Fafard St-Germain, Tarasuk. (2023) Household food insecurity in Canada, 2022.

The impact on our community's health



- Children and teens are more likely to experience:
 - poor overall health⁵
 - mental health conditions⁶
 - developmental and behavioural problems⁶
 - chronic health conditions⁵
- Adults are more likely to experience:
 - poor mental, physical, and oral health⁷
 - mental health conditions^{7,8}
 - chronic diseases^{7,9}

Household Food Insecurity: A Primer For Municipalities



- New resource to support local action on household food insecurity
- Divided into two section:
 - **Income-based strategies** to address root causes
 - **Affordability-focused strategies** to reduce financial strain

1. Raise awareness about household food insecurity and its connection to income

Addressing Food Insecurity and Poverty

In Oxford County, Elgin County, and the City of St. Thomas

2023 Report

Food Affordability in Oxford, Elgin, and St. Thomas: 2024 SWPH Income Scenarios

Southwestern Public Health monitors food affordability in Oxford, Elgin, and St. Thomas using the Ontario Nutritious Food Basket survey. The table below compares different household income scenarios with the cost of food and rent in the region.

	Family of 4, Ontario Works	Family of 4, Full-time Minimum Wage Earning	Family of 4, Median Ontario Income (after tax)	Single Parent with 2 Children, Ontario Works	One Person, Ontario Works	One Person, Ontario Disability Support Program	One Person, Old Age Security/Guaranteed Income Supplement	Single Pregnant Person, Ontario Disability Support Program
Total Monthly Income ¹	\$2908	\$4507	\$9685	\$2670	\$881	\$1465	\$2069	\$1505
Average Monthly Rent ²	1 Bedroom	1 Bedroom	3 Bedroom	2 Bedroom	Bachelor	1 Bedroom	1 Bedroom	1 Bedroom
	\$1683	\$1683	\$1683	\$1479	\$959	\$1186	\$1186	\$1186
Monthly Food Cost ³	\$1231	\$1231	\$1231	\$920	\$426	\$426	\$307	\$452
Monthly Income Remaining for Other Expenses	-\$6	\$1593	\$6771	\$271	-\$504	-\$147	\$576	-\$133
% of Income for Rent	58%	37%	17%	55%	109%	81%	57%	79%
% of Income for Food	42%	27%	13%	34%	48%	29%	15%	30%

- Foundational strategy that frames food insecurity as an income problem
- Considerations:
 - Use local data (e.g. food affordability reports)
 - Engage community partners in awareness efforts
 - Promote long-term, income-based solutions
 - Declare food insecurity an emergency (e.g., Toronto, Kingston, Brantford)

2. Create or support a municipal poverty reduction strategy



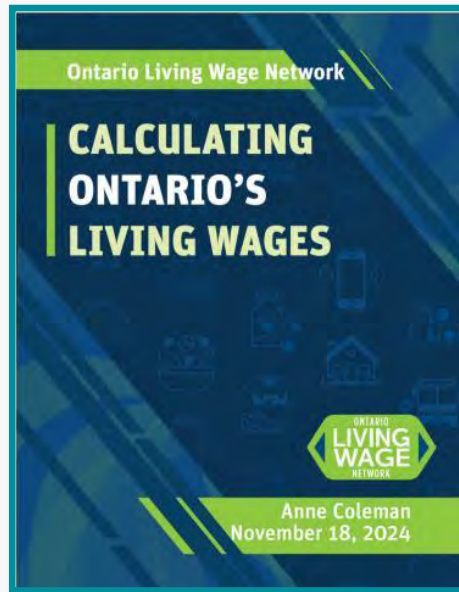
- Provide a local framework for poverty reduction efforts and are aligned with provincial and federal efforts ²
- Considerations:
 - Fund implementation of strategy actions
 - Prioritize food and housing insecurity in budgets
 - Engage people with lived/living experience Funding to implement actions from a Poverty Reduction Strategy
 - Higher amounts of funding for food and housing insecurity

3. Provide leadership and support to local food insecurity & poverty reduction partnerships

- Strengthen collaboration through local partnerships and networks
- Considerations:
 - Exploring forming a local food council partnership
 - Support efforts of local poverty coalition (e.g. endorse letters)
 - Collaborate to identify local priorities for action
 - Join existing partnerships or working groups
 - Provide funding for specific initiatives or actions



4. Support living wage certifications



Ontario Living Wage Network, 2024

- Paying a living wage benefits employees, employers, and the community ^{10,11}
- Considerations:
 - Become a certified Living Wage employer
 - Encourage local business to become certified Living Wage employers
 - Provide support for local businesses (e.g., public recognition, practical guidance, marketing incentives)

5. Support free income tax filing clinics for households who need them the most



Free tax clinics

Through the Community Volunteer Income Tax Program (CVITP), community organizations host free tax clinics where volunteers complete tax returns for people with a modest income and a simple tax situation.

- Filing income taxes is essential to be eligible for subsidized housing and receiving all federal government benefits and credits
- Considerations:
 - Promote clinics and recruit volunteers
 - Offer free space and/or subsidized transportation
 - Support systems navigation and referrals
 - Coordinate and expand clinics (e.g., super clinics, virtual options)
 - Advocate for simplified tax filing for those living with a low income

6. Participate in conversations with the provincial government on income supports

- Current provincial income supports (e.g., OW, ODSP, minimum wage) often fall short of meeting basic needs²
- Considerations:
 - Engage in conversations to:
 - Align minimum wage with living wage
 - Increase OW and ODSP rates to reflect cost of living
 - Index OW to inflation and expand income exemptions for OW recipients
 - Engage in dialogue around basic income initiatives
 - Support local partnerships in their policy engagement efforts
 - Join municipal voices endorsing basic income



7. Participate in conversations with the federal government on income supports

- Current federal income supports (e.g., Canada Child Benefit (CCB), Canada Disability Benefit (CDB)) may not fully meet the needs of households living with a low income²
- Considerations:
 - Engage in conversations to:
 - Expand the CCB for families living with low incomes and those with older children
 - Enhance the CDB, including automatic enrollment and increased benefit amounts
 - Collaborate with provincial government to explore basic income models
 - Support local partnerships in their policy engagement efforts
 - Join municipal voices endorsing basic income



8. Support affordable housing

- High housing costs can reduce the resources available for other essentials, including food
- Considerations:
 - Update local land use planning policies to support a range of affordable housing options
 - Encourage diverse housing types, tenures and densities within urban areas.
 - Collaborate with provincial and federal governments on housing strategies and funding.
 - Invest in assisted supportive and below market housing.
 - Participate in conversations on rent control, vacancy control and tenant protections.



9. Improve affordability and accessibility of local public programs and services

- Public transit & subsidized transportation options
- Affordable and accessible childcare options
- Discounted or subsidized recreation activities
- Systems navigation support
- Co-location of services



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Thank you!

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REPORT TO COUNTY COUNCIL

Single Source Award – Waste Container Inventory Management System

To: Warden and Members of County Council

From: Director of Public Works

RECOMMENDATIONS

1. That County Council approve single source award for the development of a waste container inventory management system to MuniPaaS Corporation in the amount of \$150,605 (excluding HST) as outlined in Report PW 2025-45, pursuant to Section 7.3 of the County's Purchasing Policy 6.07;
2. And further, that County Council authorize the transfer of \$150,605 from the Landfill and Waste Diversion Reserve fund for the procurement and implementation of the waste container inventory management system;
3. And further, that County Council authorize the Chief Administrative Officer and the Director of Public Works to execute all documents related hereto.

REPORT HIGHLIGHTS

- The purpose of this report is to obtain County Council approval for single source award to MuniPaaS Corporation for the implementation of an inventory management software solution for tracking and inventory control of waste containers (green bins, recycling bins) to be distributed as part of changes to the County's curbside collection program starting in January 2026 that will include source separated organics (SSO) and non-eligible sourced (NES) recycling collection.
- MuniPaaS Corporation is currently engaged with Oxford County for the implementation of a Customer Relationship Management (CRM) system using the Salesforce software platform as part of a customer service enhancement initiative.

- Single source award to MuniPaaS for the implementation of a waste container inventory management system using the Salesforce CRM platform is being recommended based on their expertise and efficiency of integration with the County CRM system to meet accelerated timelines associated with the SSO and NES curbside collection programs.

IMPLEMENTATION POINTS

Following County Council approval, a contract will be executed with MuniPaaS Corporation for the purchase of Salesforce software module for implementation of the waste container management system that will include a web portal for external partner collaboration, and integration with the County's CRM and on-line payment system (Moneris), with an anticipated project completion of December 2025.

Staff will work with the Curbside Collection Program Implementation Team and MuniPaaS to customize an inventory management system to coincide with the distribution of residential green bins and NES recycling containers as part of new curbside collection program implementation starting in January 2026.

As part of the implementation process, Area Municipalities will receive training on how to enter container distribution and sales through a web portal which will allow for accurate tracking of County assets.

Financial Impact

If approved by Council, the cost for procurement and implementation will be funded from the Landfill and Waste Diversion Reserve fund in the amount of \$150,605 to cover costs associated with the implementation.

A summary of one-time and annual costs are provided in Table 1 below:

Table 1: Cost Summary – Container Distribution Inventory Management System

Description	Unit Rate	Estimated Cost
Inventory Management System	Fixed One-time	\$85,000
Moneris Integration (Payment Processor)	Fixed One-time	20,000
Partner Portal	Fixed One-time	28,000
Portable Document Format (PDF) Butler Implementation and Receipt Template Creation	Fixed One-time	10,000
Total One-time Fixed Costs		\$143,000
Community Cloud + for Third Party Access (Contractors, Area Municipalities)	\$120/year	2,500
PDF Butler Minimum Licences (10) to Support Dynamic and Rich Formatted and Printable PDF Receipts	\$250/user/year	2,500
Total Annual Costs		\$5,000
Total One-time and Annual Costs		\$148,000
Non-Refundable HST (1.76%)		2,605
YEAR ONE TOTAL ESTIMATED EXPENDITURES		\$150,605

The Single Source provisions under Section 7.3 of the County's Purchasing Policy 6.07, allow a single source process if the goods are available from more than one supplier, but there are valid and sufficient reasons for selecting one supplier. In this procurement process, staff are recommending a single source supplier process pursuant to 7.3.2 d) which states, "The required goods and/or services are to be supplied by a particular supplier(s) having special knowledge, skills, expertise or experience", supported by the reasons set out in this report. Approval authority for single source procurement for the value of \$120,000 or greater is subject to County Council approval, outlined under the provisions of Section 5.5 of the County's Purchasing Policy 6.07.

Annual software licencing fees as shown in Table 1 will be included in subsequent Waste Management Operating budgets.

The 2025 projected closing balance of the Landfill and Waste Diversion Reserve fund is approximately \$15.6 million which is sufficient to fund this request.

Communications

As part of the comprehensive communication strategy currently underway associated with upcoming changes to curbside collection, Area Municipalities will be notified of the waste container inventory management system.

Participating Area Municipalities will continue to operate as a retail outlet for container sales. They will be required to enter container ID and property address through an online portal or through a scanning feature available through the use of smartphones and the County will provide the necessary software licences to do so. While the amount of data management work is expected to be minimal, the County will provide training to Area Municipal staff responsible for such transactions.

Upon Council approval, a copy of this report will be circulated to Area Municipalities as information.

2023-2026 STRATEGIC PLAN

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

The recommendations in this report support the following strategic goals.

Strategic Plan Pillars and Goals

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

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

DISCUSSION

Background

County Council approved the contract award (PW 2025-36) for supply and distribution of curbside waste collection containers for the new SSO and NES recycling collection programs starting in January 2026. As part of the initial distribution of residential green bins and recycling containers, as well as ongoing management of container inventory and customer service, staff identified the need for an automated tracking system and online customer service portal to ensure successful implementation of the new curbside collection program. This will be critical for addressing any missed properties, warranty and/or damage replacement issues, purchase requests for additional bins, and tracking of green bins that will be considered a County-owned asset (e.g. one SSO container per household).

Logistical issues regarding distribution and inventory management of residential green bins was discussed during initial planning workshops with County and Area Municipality staff and concerns were raised regarding internal capacity to manage the magnitude of work to track container deliveries and address customer service issues. As a result, staff investigated the possibility of incorporating an automated inventory management system as part of the County CRM system implementation currently underway with MuniPaaS Corporation.

MuniPaaS was recently retained by the County through a competitive process to implement a CRM system using the Salesforce software platform and was approached by staff regarding implementation of a waste container inventory management system. Following further discussions to determine specific requirements, MuniPaaS proposed a software solution to support inventory management and customer service management, which would be integrated with the County's CRM system.

The inventory management module as part of the Salesforce software will allow for barcode-based tracking linked through the County's Geographic Information System (GIS) and report on asset lifecycle indicators (delivery, replacement, and warranty expiration). The functionality of the system will include a mobile application for use when performing on-site bin inspections and replacements, warranty workflows, asset-to-GIS mapping, and management of inventory located at multiple locations. Customers will be able to report container issues directly online and the system will generate work orders that will be issued directly to appropriate staff.

A cloud-based Partner Portal will allow the County's container supply and distribution contractor and Area Municipalities to manage and issue work orders for bin replacement and repair for Customer issues reported by phone or email. Customers will also be able to order containers (additional SSO bins, NES recycling bins, etc.) and make online payments.

Comments

The magnitude of work associated with waste container inventory tracking and addressing customer service-related issues exceeds available capacity of existing staff resources and is unmanageable using manual processes. The implementation of an automated waste container

inventory management system as part of the CRM system (SalesForce Platform) will improve efficiency, allow the program to be managed within existing resources and ensure accurate tracking data to support the successful rollout and support long-term operation of the new curbside waste collection programs.

Single source award to MuniPaaS for implementation of a waste container inventory management system is being recommended based on their expertise providing similar management systems to Ontario municipalities and the work they are currently doing as part of the County's CRM implementation. Award to MuniPaaS will provide efficiencies associated with the inventory management system implementation and CRM integration, since the SalesForce software platform has already been vetted through the competitive procurement and evaluation process for the County's CRM project.

Procuring a vendor through a competitive bid and software evaluation process would result in delayed implementation and require additional time for the vendor to familiarize themselves with the County's customized CRM system. Not having an inventory management system in place before the end of the year, to coincide with the rollout of the SSO and NES collection programs, will prevent efficient and accurate tracking of green bin deliveries, warranty issues, and management of inventory levels.

The online customer portal will provide a self-serve option to residents for container issues, allow for online payments, and generate work orders, thus significantly reducing the amount of work otherwise required using the current manual processes. The system will automatically update inventory levels and streamline financial reconciliation, thus further reducing staff time and ensuring data accuracy.

The status quo management of the County waste container inventory is not considered feasible and will hinder successful rollout and ongoing management of the new curbside waste collection program. Modernizing this system will reduce staff oversight, increase accountability, and enhance resident satisfaction and convenience through online reporting of issues, purchasing of containers, and the issuing of work orders for container warranty and repair.

CONCLUSIONS

Staff has given extensive consideration as to how best to manage waste container inventory tracking and customer service management and feel that utilizing the SalesForce software platform is the best option to streamline processes and reduce manual efforts that would otherwise be required.

Staff recommends single source award to MuniPaaS for the implementation of an inventory management system based on their expertise and current involvement with the County and CRM implementation. This will afford cost efficiencies by reducing procurement efforts, integrate the inventory management system with the County CRM system and ensure desired project outcomes.

SIGNATURES

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Approved for submission:

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Benjamin R. Addley
Chief Administrative Officer

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

From: Hannelore Yager, Policy Planner, Community Planning

Additional Residential Units (ARUs) – Zoning Review and Initiation of Zoning By-Law Amendments

REPORT HIGHLIGHTS

- A Zoning By-Law Amendment was adopted by Township of Blandford-Blenheim Council on July 5, 2023 that implemented the policies of Official Plan Amendment (OPA 285) with respect to Additional Residential Units (ARUs).
- The purpose of this report is to formally initiate a review and update of the provisions for ARUs in the Township Zoning By-Law. This update will be informed by a review of provincial policies and legislation, analysis of planning application data, and ongoing consultation with area municipal staff.
- This report summarizes general highlights of proposed changes to the Township Zoning By-law which would revise the provisions for ARUs and residential accessory structures, amend related definitions and general provisions associated with ARUs, address minor technical errors, and improve consistency between municipalities, where appropriate. This summary is intended to serve as the basis for obtaining initial feedback and direction to initiate a Zoning By-Law Amendment for formal public and agency consultation.

DISCUSSION

Background

On February 8, 2023, Official Plan policies regarding ARUs in the five Townships (Blandford-Blenheim, East Zorra-Tavistock, Norwich, South-West Oxford and Zorra) were adopted by County Council (OPA 285). Subsequently, the Township of Blandford-Blenheim amended Zoning By-law No. 1360-2002 with respect to ARUs and the provisions came into force and effect on July 5, 2023.

As part of the approval of the by-law amendments, Township Council also passed a motion requesting that Planning staff report back to Council once the amended By-law provisions had been in effect for at least six months to identify any implementation or interpretation issues and the number and nature of minor variance applications submitted to facilitate ARUs.

The purpose of the current review is to fulfill the following objectives: ensure zoning provisions remain consistent with provincial policy and the County's Official Plan, improve the implementation and clarity of the Zoning By-Law, and inform Council on the number and nature of applications. If initiated by Township Council, a draft By-law will be prepared and further circulated and consulted on as part of the amendment process.

Policy and Legislation Review

Planning Act

In recent years, ongoing changes to the Planning Act have facilitated the establishment of ARUs in Ontario.

On June 6, 2019, the Province passed Bill 108 (More Homes, More Choice Act), which directed municipalities to enact Official Plan policies and Zoning provisions to allow for up to two ARUs in a single detached, semi-detached or row house dwelling and/or within a building or structure ancillary to such dwellings. The authority to make regulations with respect to ARUs was provided by Bill 108 and Ontario Regulation (O. Reg) 299/19 came into force and effect on September 3, 2019. O. Reg 299/19 prescribes requirements and standards for ARUs where they are permitted by zoning. The regulation prevails over any existing Zoning By-Law in force and effect unless otherwise stated.

Bill 23 (More Homes Built Faster Act, 2022) received Royal Assent on November 28, 2022 and amended the Planning Act by explicitly requiring municipalities to permit up to two ARUs as-of-right in fully serviced settlement areas. Additional changes to the Planning Act prohibited municipalities from establishing minimum unit sizes or requiring more than one parking space per unit through their Official Plan and/or Zoning By-Law.

Further changes through Bill 185 (Cutting Red Tape to Build More Homes Act, 2024) and amendments to O. Reg 299/19 that came into force and effect on November 20, 2024. These changes affect a municipality's ability to regulate angular plane, floor space index, lot coverage and lot area; however, this only impacts zoning provisions for ARUs within the County's fully serviced settlement areas. More information on how Bill 185 was initially anticipated to affect ARUs can be found in the staff report [CP 2024-147](#). The currently proposed amendments to the Zoning By-Law with respect to lot coverage and lot area are intended to support consistency with the Act.

2024 Provincial Planning Statement (PPS)

The vision of the 2024 PPS includes increasing the supply and mix of housing to help meet Ontario's goal of 1.5 million homes built by 2031. Planning authorities are tasked with balancing this vision with the other stated goals of the PPS, such as directing growth to urban areas, protecting agriculture, and mitigating potential risks to human health and safety from natural and human-made hazards. It is noted that the PPS is intended to be read comprehensively and when multiple policies apply, all relevant policies are to be applied and considered.

The 2024 PPS came into force and effect on October 20, 2024 and now clarifies that in prime agricultural areas where a residential dwelling is permitted, up to two ARUs may be built, in addition to farm worker housing, subject to provincial guidance and additional criteria. Where surplus farm dwelling severances are permitted, new dwellings and ARUs must be prohibited on any remnant parcel of farmland created by the severance, and similarly, where a principal dwelling that has become surplus to a farm operation as a result of farm consolidation is being severed, any associated ARUs must remain with the principal dwelling. ARUs in prime agricultural areas must meet the following criteria:

- comply with the minimum distance separation (MDS) formulae;
- be compatible with and not hinder surrounding agricultural operations;
- have appropriate sewage and water services;

- address any public health and safety concerns;
- be of limited scale;
- be located within, attached, or in close proximity to the principal dwelling or farm building cluster; and,
- minimize land taken out of agricultural production.

To support PPS implementation the Province has indicated plans to release further guidance for ARUs in prime agricultural areas. Staff will continue to look for opportunities to provide input into the development of this guidance material based on Oxford's overall approach and considerable experience with ARUs to date.

Official Plan Amendment (OPA 285), which introduced the County's rural ARU policies, was adopted by County Council on February 8, 2023 and the policies have been in force and effect since March 2, 2023. Although these Official Plan policies were adopted prior to the PPS 2024 being in effect, the County's policies remain consistent with and significantly informed provincial policy.

The 2024 PPS policies provide the minimum standard for Official Plan policies and Zoning By-Law provisions and, as a result, municipal policies may exceed PPS requirements to reflect local interests. As such, the Official Plan policies have been developed to provide consistent municipal policy direction for all the rural areas in the County that reflects Oxford's unique rural context and will ensure local implementation is compliant with the PPS, while also providing flexibility for Area Municipalities to reflect local needs through their respective Zoning By-Laws.

Planning Application Data

Staff have reviewed planning application data to help inform recommendations for potential revisions to the respective zoning by-laws. A study period to review planning applications was established between the date OPA 285 was in force and effect (March 2, 2023) and November 6, 2024 during which a total of 51 planning applications related to ARUs were received. Preliminary building permit data (ranging from March 2, 2023 to December 30, 2024) was also reviewed to compare the planning applications with the overall number of ARUs and assess the broader demand for ARUs. This data is proposed to be reviewed further as a future part of this project.

Planning applications were analyzed to determine the typical form and location for ARUs, the type of relief from the by-law that is commonly sought, and any potential trends in decisions. This report also briefly discusses the implications for how planning requirements are being met and provides recommendations on how the By-Law provisions could be improved.

Overview

Across the five Townships, planning applications for ARUs predominantly occurred in the A1 and A2 Zones within the Agricultural Reserve, which accounted for 77% of all applications (see Figure 1, Plate 4). Blandford-Blenheim, Norwich, and Zorra have the highest share of total planning applications.

Almost all applications (94%) are for ARUs located within a detached accessory structure. This reflects the Official Plan requirement that an ARU in a detached structure on an agricultural lot shall be subject to approval by the Committee of Adjustment to ensure compliance with the locational and other criteria for ARUs on farms set out in the Official Plan. However, only one fifth (19.6%) of the applications needed approval to permit the use only (i.e. didn't require any other

relief from the Zoning By-law provisions), meaning most applications required additional relief from the provisions of the Zoning By-law.

The data (see Figure 2) suggests that for planning applications, maximum distance from the principal dwelling, maximum gross floor area for ARUs, and maximum lot coverage for accessory structures are the provisions for which relief is most commonly requested, whereas relief from MDS, minimum lot area, and proximity to hazard lands occurred less frequently.

Figure 2 – Most Prevalent Provisions in Planning Applications

Summary	Distance Between Dwellings (m)	Maximum Gross Floor Area for ARU (m ² or %)	Maximum Lot Coverage for Accessory Buildings (m ²)
Number of Minor Variance (MV) Applications	12	6	6
Total Number of MV	24		
Percentage of Total MV	50%	25%	25%
Number of Zoning By-Law Amendments (ZBAs)	9	10	4
Total Number of ZBAs	27		
Percentage of Total ZBAs	33%	37%	15%

Noticeable trends therefore include requests to: build larger detached ARUs; locate ARUs further from the principal dwelling; and, locate ARUs outside of the established residential area on an agricultural lot. This is of note given that these topics were all key areas of concern for the Province, municipalities and agricultural groups in terms of the potential for disregard and undermining of the policy intent when these PPS policies were first proposed. As such, it is essential any requested variances are carefully considered in relation to these standards to ensure they are not undermining the specific intent of the policies.

Key Findings from the Review of Planning Applications

In the majority of cases (i.e. approximately 75% of the time) both planning staff and decision maker (i.e. Council/Committee) supported the approval of the application. In the limited remaining instances where the planning report recommended refusal of the application, the most likely outcome is that the application was still either approved or deferred, with only approximately 2% of those applications ultimately not being approved. The complete data is available in Figure 3 of Plate 1.

For the reasons previously noted (i.e. importance of the size, locational and scale criteria in maintaining the intent of the PPS and OP policies and protecting agriculture for the long term) Planning staff are seeking to better understand, and hopefully address, some of the reasons for the variation between the staff recommendation and decision. Planning staff suspect that improving understanding of the rationale behind these planning policies and reasons for and importance of the various criteria could go a long way in assisting in this regard. Consistency between planning staff recommendations and decisions is generally the preferred outcome, as disagreement can result in delays, increased risk of and vulnerability to appeal, and most importantly create a precedent that could undermine the future implementation of the policy.

Proposals to substantially exceed the permitted size for ARUs is the most frequent reason for the variation between the planning staff recommendation and Council/Committee decision, with exceedance of the provisions for maximum gross floor area for all ARUs on a lot and the maximum lot coverage for accessory structures (see Figure 4 of Plate 1) being the most common issue.

This extent of relief being sought from the maximum size provisions was substantially higher in cases where planning staff recommended refusal. The results also appear to indicate that the size of the lot or principal dwelling is unlikely to be what limits the development of ARUs, as most applications that were recommended for refusal were requesting substantial relief from the absolute size limit as opposed to the relative limit (i.e. the percentage of the lot or the principal dwelling).

It remains the opinion of Planning staff that limiting the size of ARUs, together with their location, is essential for ensuring the establishment of such units is consistent with both Provincial and Official Plan policy direction and that individual farms, agricultural lands, and the broader prime agricultural area are protected for long term agriculture. Generally, these size, area, and locational restrictions for ARUs help to ensure such dwelling units remain subordinate to, and within or in close proximity to, the principal dwelling as required by PPS and OP policy. This also helps to achieve the following:

- Ensure the area utilized for residential use on the farm is the minimum necessary (i.e. max 1-2 acres) and is concentrated in one location to avoid creating new/additional potential points of conflict with agriculture (i.e. MDS II restrictions for new/expanded livestock facilities, complaints about noise, dust, odour, etc.);
- Ensure no additional agricultural land is removed from production simply for the purposes of establishing an ARU;
- Reduce/avoid expectations/pressure to sever such dwellings from the farm in the future;
- Reduce/avoid competition for farms from non-farmers seeking opportunities for estate residential and/or other non-agricultural uses (i.e. large shops, relocating/establishing a business, etc.);
- Ensure ARUs are appropriate for and limit demand on existing rural services (e.g. on-site water/septic, gravel roads, emergency services etc.) and remain affordable, particularly given that such units are exempt from Development Charges (i.e. are not required to contribute to the costs of public services like a principal dwelling).

The results also showed that exceptions to a number of other ARU requirements (e.g. related to safety, compatibility etc.) have been approved despite non-supportive planning staff recommendations. These have included relief from MDS I for an ARU in an accessory building and allowing for establishment of an ARU in a floodplain (see Figure 5 of Plate 1). Planning staff would note that variances to MDS I are generally only to be considered in very specific and limited circumstances, as they can result in significant constraints on the future ability of livestock operations on nearby farms to locate or expand. Although this is not necessarily something that is top of mind for decision makers or neighbouring farmers at the time an application for ARU is being considered it can, over time, significantly limit opportunities for new or expanded livestock agriculture in the County, so needs to be carefully considered. Permitting development in the floodplain can create health and safety risks to the occupants of the ARU and/or other land uses downstream and, as such, is not permitted by either PPS or OP policy.

Swapping the Use of the Principal Dwelling to an ARU

Staff reviewed the prevalence and potential impact of converting an existing principal dwelling to an ARU and constructing a new principal dwelling – in other words, when the use of each dwelling on a lot is ‘swapped’. Provincial policy permits ARUs in agricultural areas provided a primary residential use is already permitted, however, there is no explicit provincial policy or regulation that states once a principal dwelling is established it must remain the principal dwelling in perpetuity. This lack of explicit provincial policy direction has left municipalities to determine whether this is an appropriate method of establishing an ARU.

There are a range of reasons why dwelling swaps occur in the agricultural area. Some swap requests can occur when an applicant originally planned to replace an existing single detached dwelling with a larger dwelling, but later decides to cancel the demolition permit and request to change the use of the existing principal dwelling to an ARU. Unlike ARUs, principal dwellings do not have maximum size (i.e. gross floor area) requirements, so swaps can be a means of allowing for the construction of a new, larger dwelling than would otherwise be permitted in accordance with the ARU provisions. As shown in Figure 6 of Plate 1, results of the review show that almost 40% of all applications are involved a swap and they are more prevalent as zoning by-law amendments (48%) than minor variances (25%).

Results show (see Figure 7) that applications for a swap are more likely to also request relief from the ARU requirements for both maximum gross floor area and distance from the principal dwelling. The research conducted by staff (see Figure 8) also indicates that, on average, swaps in agricultural areas have resulted in substantially higher gross floor area being approved for the principal dwelling, the ARU and the cumulative total than is generally intended by the PPS and Official Plan policy framework.

Accordingly, although swaps support reuse of an existing structure, they do not generally appear to promote the appropriate development of ARUs in the agricultural area.

Figure 7 – Comparing the Amount of Relief Sought through Swaps

Zoning By-Law and Minor Variance Applications				
Summary	Maximum Gross Floor Area for ARU (m ²)		Maximum Distance from Principal Dwelling	
	Swap	No Swap	Swap	No Swap
Count of Applications (n)	9	9	9	12
Total # of Yes / No Swap Applications (N)	19	32	19	32
% of Applications (n/N)	47%	28%	47%	38%

Similarly, on average, swaps resulted in a greater distance between the principal dwelling and ARU than non-swaps. As shown in Figure 9 on Plate 1, this effect is more pronounced in the A2 zone where the average relief sought for distance between dwellings increases from an additional 29 metres to 114 metres. Parcels in the A2 zone are intended to be larger to preserve the land needed for agricultural uses and support the wider agricultural industry. This indicates that land which is valuable from an agricultural perspective may become more vulnerable to the negative impacts of development outside of the established residential area on the agricultural lot over time if not protected. It should also be noted that even a new second permanent dwelling required for farm labour is required to be located in close proximity to the other dwelling, share same driveway, etc. so these requirements are consistent with expectations for adding housing onto agricultural lots for other purposes. Furthermore, the intent of the ARU policies was to provide additional dwelling units on a farm, without requiring the same level of justification as a second permanent standalone dwelling, which have long been restricted. However, using ARU policies to acquire permission for a second full sized dwelling without providing the necessary justification is potentially concerning.

While there is no inherent problem with changing the use of a former principal dwelling to an ARU, staff would recommend that, going forward, the Area Municipalities are careful to ensure such

swaps do not result in the approval of larger ARUs and/or distances between the ARU and principal dwelling than is permitted by the applicable Official Plan policies.

Where ARUs are proposed to be located far away from the principal dwelling and/or outside the established residential cluster they are more likely to be subject to expectation of/future pressure for severance, unlikely to share water and sewage services or a driveway/parking area, remove prime agricultural land from production and/or reduce the potential to be cultivated over the long-term, and/or create future MDS conflicts. Similarly, an ARU which considerably exceeds the maximum gross floor area (and/or lot coverage for ancillary structures) permissions can also be an inefficient use of prime agricultural land. Therefore, ARUs that significantly exceed these municipal requirements are generally inconsistent with the intent of the Official Plan and PPS requirements for ARUs in agricultural areas. In most cases with requests for significant exceedance of the requirements, it appears the applicable ARU policy requirements could be reasonably have been met, but is simply not what is desired by the applicant.

Proposed Zoning By-law Amendments

Enough time has passed since the approval of the by-law amendment to permit and regulate ARUs in the Township to understand whether there are any implementation or interpretation issues. There have also been legislative and regulation changes since the provisions were enacted which require amendments. Accordingly, Planning staff have identified some amendments for Council's consideration. The proposed changes are summarized below.

Regulating Size and Lot Coverage

The size and scale of an ARU is regulated by two provisions – gross floor area and lot coverage.

The Official Plan sets the maximum size for all ARUs on a property as 50% of the gross floor area of the principal dwelling to a maximum of 100 m² or 140 m², depending on whether the property is located within or outside of a settlement. Area municipalities may be more restrictive than this ceiling established by the Official Plan.

Gross floor area is used to regulate other land uses in the by-law (e.g. quantity of parking spaces or floor area limits for certain commercial uses in mixed-use buildings); however, consultation with staff suggests that using this variable creates implementation challenges with respect to regulating the size/scale of ARUs. Review of practices in other municipalities suggests that tying an ARU's size to the area of the principal dwelling that is considered habitable (i.e. dwelling unit area rather than gross floor area), may be easier to interpret and implement, and could be more permissive for some proposals, while also maintaining the intent of Official Plan requirements.

ARUs located within detached accessory structures are further affected by accessory structure lot coverage requirements. The calculation of lot coverage uses the gross floor area of all accessory buildings on a lot and municipalities typically limit lot coverage to a percentage of the lot area and also to a maximum gross floor area. The two issues that are associated with this current approach to lot coverage are:

1. Gross floor area includes all storeys of a building, and this has resulted in multi-storey buildings having a higher calculated gross floor area. The result is greater restrictions on the lot coverage for taller buildings which can be a disincentive to compact form and efficient use of land. Recognizing habitable floor area limitations, height and setback requirements still apply, planning staff propose using ground floor area as the approach to calculating lot coverage. This would focus controlling the footprint of a building or

structure and would be relevant to ARUs in ancillary structures. Certain exclusions would be permitted to recognize that certain portions of structures (such as balconies) are less likely to impact on-site storm water management and landscaped open space compared to others, such as garages and enclosed porches.

2. The current definition of lot coverage encompasses all buildings (with minor exclusions for mechanical equipment, flagpoles, etc.); however, consultation with Township staff has identified inconsistent interpretation across municipalities with respect to how the maximum lot coverage is calculated for ARUs, accessory structures, and the principal use. Planning staff propose the definition of lot coverage be amended to specify that lot coverage for accessory structures includes the ground floor area of an ARU located in a detached structure and to add a provision which clarifies that lot coverage for accessory structures shall count toward any total or cumulative lot coverage requirements for the lot.

Lastly, the recent amendment to O. Reg 299/19 has prescribed a change for lot coverage that affects lands located in settlement areas that are fully serviced by municipal water and wastewater. Accordingly, planning staff recommend amending the ARU provisions to state notwithstanding existing permissions, a maximum lot coverage of 45% for all buildings and structures is permitted on a lot when an ARU (either within the principal dwelling or within an accessory structure) is established in the R1, R2, R3, CC and V Zones in designated Serviced Villages. This would affect lots where the only land use is residential and the lot contains a single detached dwelling, semi-detached dwelling, or street fronting townhouse – in other words, parcels with a mix of commercial and residential uses would not have this permission. Additional language is also proposed to clarify lot coverage permissions for remaining zones unaffected by O. Reg 299/19.

Definitions

The following changes to definitions are proposed:

- **Distance From:** Currently, there is no definition for how the required setback between a detached ARU and the principal dwelling is calculated. The term 'setback' is defined and works in a similar way to establish a maximum or minimum distance between a building and a lot line; however, planning staff recommend adding a new definition that uses a similar structure to 'setback' to clarify with respect to ARUs. Specifically, it is proposed that the distance is measured from the nearest face or corner of a detached ARU to the nearest face or corner of the principal dwelling, which is the most permissive approach.
- **Detached Additional Residential Unit:** Currently, only 'additional residential unit' is defined. Defining 'detached additional residential unit' would add clarity to the nature of the land use – specifically, that it is an ARU located within a detached accessory building that is secondary and subordinate to the principal dwelling on the same lot.
- **Principal dwelling:** The existing definition replicates language from the Planning Act to state the type of dwellings (i.e. single, semi- and townhouse dwellings or detached accessory structures) that an ARU is permitted to be located within. Planning staff further propose adding language which clarifies that the addition of an ARU does not change the principal dwelling into any other type of dwelling. This clarification is intended to address 'swaps' as identified earlier in this report, where the principal dwelling because the ARU and a new dwelling is constructed. This change is not intended to prohibit 'swaps', however, it will make the intent of proposals more explicit.

Driveways

To reflect existing Official Plan direction, planning staff recommend adding a provision which prohibits ARUs from being built without direct access to an existing, established driveway shared with the principal dwelling. This change is also proposed to address planning application data results, which suggest that, in the Agricultural Reserve, detached ARUs are increasingly being located a great distance from the principal dwelling. The intended effect of this change would be to help ensure detached ARUs are not located outside of the existing farm building cluster and/or the established residential area on a lot, as directed by PPS and Official Plan.

Detached Additional Residential Units: Process

Currently, an ARU in a detached accessory structure isn't a permitted use in the agricultural zones, but an ARU within the principal dwelling is a permitted use. Accordingly, a minor variance is required to permit an ARU within a detached accessory structure. However, there has been some confusion with the requirement not being stated in the general provisions. Staff propose clarifying these provisions for all municipalities. Further, staff recommend stating the maximum number of ARUs within detached accessory structures that are permitted in each zoning category. The proposed changes are intended to improve the By-Law's clarity with respect to land use permissions for all readers of the By-Law.

Detached Additional Residential Units - Minimum Lot Area in fully serviced settlement areas

O. Reg 299/19 now requires that a municipality may not require a more restrictive lot area for a lot containing an ARU that is located in a settlement area with both municipal water and wastewater services. Staff propose amending existing lot area requirements for the R1, R2, R3, CC and V Zones (as applicable) to reflect that when an ARU is on the lot the lot area must be in accordance with the applicable zone provisions for the principal dwelling.

Technical Changes to Add Clarity or Consistency

The preliminary review also identified some opportunities to improve clarity through minor and technical changes. Proposed changes would state existing Official Plan requirements with respect to garden suites, change undefined terms to defined terms where appropriate, remove duplication between the By-Law and Building Code, and re-establish any existing requirements affecting ARUs that were inadvertently removed through a housekeeping update for some municipalities. These changes are intended to improve clarity and implementation of the Zoning By-Law with respect to the development of ARUs.

NEXT STEPS

The proposed updates to the By-Law are intended to be technical in nature and as such are not anticipated to require extensive engagement with the public beyond statutory public meetings. Community Planning staff will work closely with area municipal staff throughout the process to ensure that the amendments can be implemented appropriately. The proposed approach for updating the zoning by-law is to include 5 main steps:

1. Early consultation on proposed approach for updating the Zoning By-Law (ongoing)
2. Project initiation (this report)
3. Release of a draft zoning by-law amendment
4. Statutory public meeting

5. Adoption of a recommended zoning by-law amendment

Area municipal staff will be engaged and have opportunities to provide input through the full process, with particular focus on preparing and reviewing the draft amendment. Updated zoning is intended to be in place by late 2025 to early 2026.

CONCLUSIONS

The proposed amendments to the Zoning By-Law are intended to be of a technical nature to improve implementation of existing Official Plan and the 2024 Provincial Planning Statement requirements. Both planning documents provide direction specific to ARUs in settlement areas and the rural area (i.e. within the Agriculture Reserve).

Initial consultation with Township staff and development planners and the completed analysis of planning application data suggests application outcomes are generally consistent with provincial and County policies. ARUs requiring a planning application predominantly occur in detached structures the Agricultural Reserve, and research demonstrates that provisions for dwelling size, lot coverage and distance from the principal dwelling are the provisions for which relief is most frequently requested. The proposed changes have been drafted to improve implementation and clarity for these provisions.

In limited instances when planners recommend refusal – such as applications affected by safety, compatibility, or significant relief from distance and size requirement considerations – research suggests the decisions may not have had appropriate regard to matters of provincial and municipal interest. While efforts will be made to make By-Law language clearer for certain requirements, planning staff are of the opinion that other requirements are sufficiently clear in municipal and/or provincial policy documents, but may benefit from further education as to their purpose and intent.

Planning staff are of the opinion that the proposed scope of revisions to the Zoning By-Law and described in this report are appropriate and will conform to Official Plan and Provincial Planning Statement policies. Further engagement with Area Municipal staff will provide an opportunity to collect feedback on a draft By-Law before it is presented to Township Council for consideration.

RECOMMENDATIONS

1. **That the Council of the Township of Blandford-Blenheim receive report CP 2025-252 for information purposes; and,**
2. **That the Council of the Township of Blandford-Blenheim direct staff to proceed with initiating amendments to the Township Zoning By-Law under S. 34 of the Planning Act, to support improving the implementation of the additional residential dwelling unit policies within the Oxford County Official Plan.**

SIGNATURES

Authored by: *Original signed by*

Hannelore Yager, MCIP, RPP,
Policy Planner

Review by: *Original signed by*

Meghan House, MCIP, RPP,
Senior Policy Planner

Review by: *Original signed by*

April Nix, MCIP, RPP,
Manager, Planning Policy

Approved for submission by:
Original signed by

Paul Michiels
Director, Community Planning

Attachments

Plate 1 – Planning Application Data Tables

Plate 1 – Planning Application Data Tables

Zone	Applications	% of Total
A1	12	24%
A2	27	53%
ME	1	2%
R1	4	8%
RE	6	12%
RR	1	2%
	51	100%

Figure 1 – Planning Application by Zone

Summary	Distance Between Dwellings (m)	Maximum Gross Floor Area for ARU (m ² or %)	Maximum Lot Coverage for Accessory Buildings (m ²)
Minor Variance Applications	12	6	6
Total MV	24		
Percentage of Total MV	50%	25%	25%
Zoning By-Law Amendments (ZBA)	9	10	4
Total ZBA	27		
Percentage of Total ZBA	33%	37%	15%

Figure 2 – Most Prevalent Provisions in Planning Applications

Application Type	Match - Approval	Percentage of Applications	Match - Refusal	Percentage of Applications	Mismatch - Planner Refuse, Council Approve or Defer	Percentage of Applications
Consolidated	39	76%	1	2%	11	22%

Figure 3 – Distribution of Outcome Match and Mismatch by Application Type

	All Applications			
Summary	Maximum Gross Floor Area for ARU (m ²)		Maximum Lot Coverage for Accessory Buildings (m ²)	
	Mismatch	Match	Mismatch	Match
Count of Applications (n)	4	7	4	6
Total # of Applications (N)	11	40	11	40
% of Applications (n/N)	36%	18%	36%	15%
Average Relief	35.9	22.2	214.5	62.7

Figure 4 – Potential Causes of Outcome Mismatch

Summary	Permitting ARU in Addition to Existing Garden Suite		Relief from MDS I		Permitting ARU in Floodplain	
	Mismatch	Match	Mismatch	Match	Mismatch	Match
Affected applications (n)	1	0	2	0	1	0
Total Applications (N)	11	40	11	40	11	40
% of Total Applications (n/N)	9%	0%	18%	0%	9%	0%

Figure 5 – Additional Causes of Outcome Mismatch

Application Type	No Swap	% of Applications	Swap	% of Applications	Grand Total
Total MV	18	75%	6	25%	24
Total ZBA	14	52%	13	48%	27
All Applications	32	63%	19	37%	51

Figure 6 - Comparing Prevalence of Swaps Across Application Type

Zoning By-Law and Minor Variance Applications				
Summary	Maximum Gross Floor Area for ARU (m ²)		Maximum Distance from Principal Dwelling	
	Swap	No Swap	Swap	No Swap
Count of Applications (n)	9	9	9	12
Total # of Yes / No Swap Applications (N)	19	32	19	32
% of Applications (n/N)	47%	28%	47%	38%

Figure 7 – Comparing Impact of Swaps on Relief Sought for Distance and Gross Floor Area

	Average Cumulative GFA of Dwellings	Average ARU GFA (m²)	Average Principle Dwelling GFA (m²)
No Swap	369.5	115.7	253.0
Yes Swap	410.0	127.0	292.3

Figure 8 – Impact of Swaps on Dwelling Gross Floor Area (GFA) for first-built dwellings (in white), second-built dwellings (in grey) and all dwellings (in blue)

Zone	Average Relief ¹ from Maximum Distance Between Dwellings (m)	Number of Applications Requiring Relief from Distance
A1		
No Swap	15.8	6
Yes Swap	17.2	2
A2		
No Swap	29.1	6
Yes Swap	114.6	8

Figure 9 – Impact of Swaps on Relief for Distance from Principal Dwelling in A1 and A2 Zones

¹ Relief displayed is the amount either granted through decisions (as shown in By-Law) or sought (for cases of deferral) where applicable. The numerical amount displayed reflects what is *in addition* to the maximum 30 m. setback permitted by Zoning By-Law.



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Drew Davidson Director of Protective Services
Reviewed By:	Josh Brick, CAO	Date:	August 25 th , 2025
Subject:	July Monthly Report	Council Meeting Date:	September 3 rd , 2025
Report #:	FC-25-12		

Recommendation:

That Report FC-25-12 is received as information.

Background:

The Fire Department continues to carry out its operational, training, and compliance activities to ensure the safety and readiness of our personnel and apparatus. The following is a summary of recent activities and updates for Council's information.

Analysis/Discussion:

Meetings, Courses and Training Attended:

Camp 85 (July 8th – 12th, 2025)

Camp 85 was successfully delivered from July 8th to 12th. The program was well received by participants and the community. Appreciation is extended to all staff, volunteers, firefighters and community partners who contributed to its success. A comprehensive final report on Camp 85 will be presented to Council at a future meeting.

Station 81 Tender

The tender process for the construction of the new Station 81 closed on July 22nd, 2025. Staff and Nelson Dawley, the Engineer for the project reviewed all submissions with the project being awarded at the August 6th council meeting. Updates will be provided to Council as the project progresses.

Apparatus Testing

Annual pump testing has been completed for all five department apparatus equipped with onboard pumps, in compliance with regulatory requirements NFPA 25.

Ladder testing, required every two years, was also completed this year. Ongoing truck checks continue to identify and address small maintenance items before they develop into larger issues. I am pleased to report that testing went smoothly, with only minor issues identified, all of which have since been rectified.

Burn Permits and Fire Bans

Staff are aware of recent community discussions regarding fire bans and wish to provide clarification.

Under the Blandford Blenheim Township Burn By-law 2378-2023, all permit holders must comply with the conditions outlined in their permit. This includes, but is not limited to, the following clause:

Section 3.6: All open-air burns and fire permits will be suspended on days where a special weather statement has been issued by Environment Canada, or on days that the Township has issued a ban. The appropriate Federal and/or Provincial Government agency shall be used as the source for smog and weather-related information. The Chief Fire Official, or designate, reserves the right to ban fires on any day.

If a total fire ban is implemented, campfires are also included.

Staff monitor the Canadian Wildland Fire Information System daily to assess fire risk and make informed decisions regarding burn conditions.

If and when a ban is implemented, the following communication measures will be taken:

- A mass email notification will be sent to all members of Council and Township staff.
- Fire station signs will be updated.
- Notices will be posted on Township and Fire Department social media channels.

Upcoming Events

September 9th-11th – Ontario Farm Show

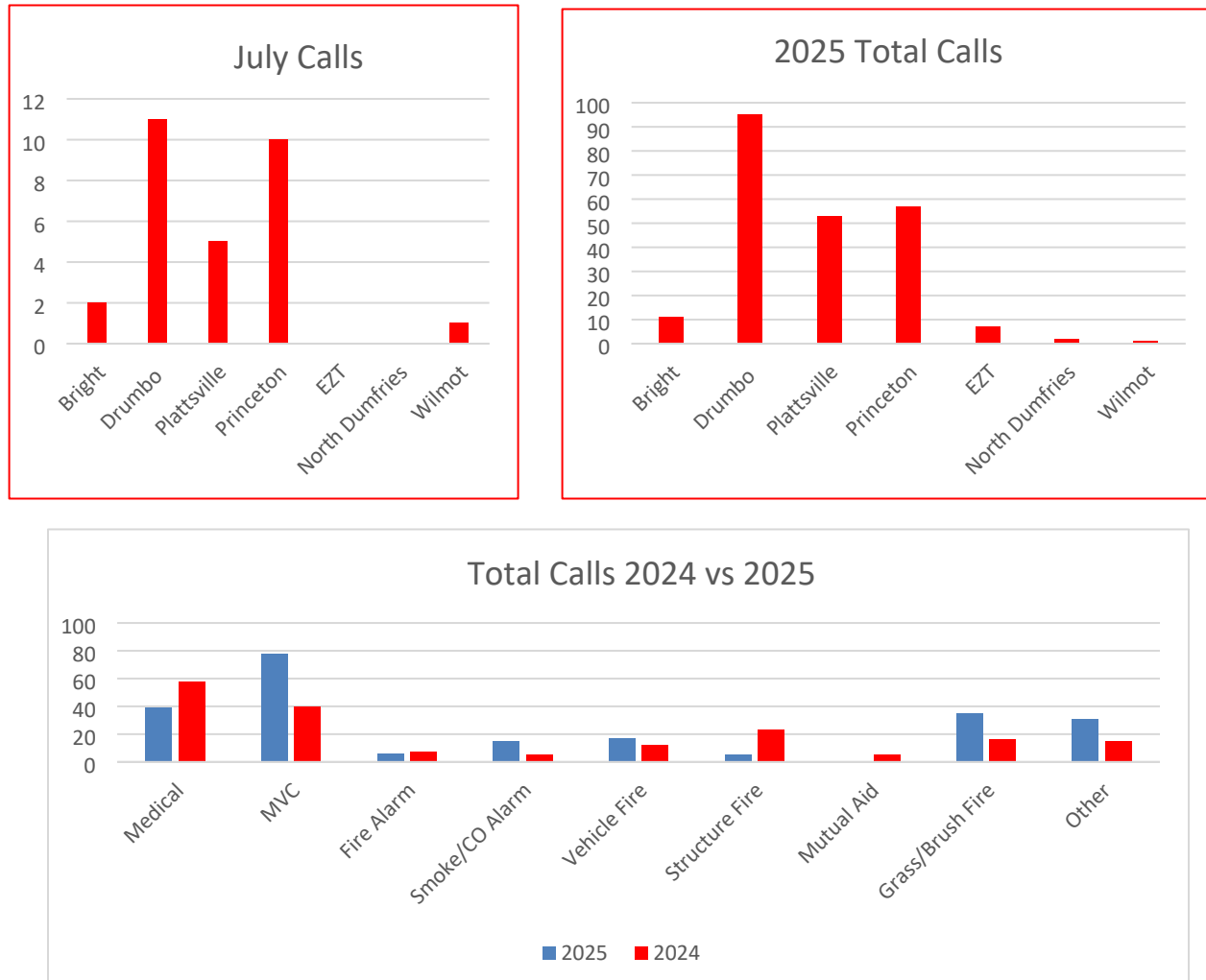
September 20th-21st – Drumbo Fall Fair

Conclusion

The Blandford-Blenheim Fire Department continues to demonstrate its commitment to firefighter safety, operational preparedness, technological advancement, and responsible project development. The successful completion of pump and ladder testing, productive leadership planning, and key infrastructure upgrades reflect the department's proactive approach to maintaining a high standard of service for the community. Staff will continue to provide updates to Council as these initiatives progress and new milestones are reached.

Fire:

- 18 burn permits were issued in July 2025
- July 2025 monthly fire calls with annual comparisons (included)

July Fire Reports:**CEMC – July 2025**

- Completed all requirements for Community Emergency Preparedness grant that allowed us to install 4 digital signs at the four fire stations.

Respectfully submitted by:

Drew Davidson
Director of Protective Services



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Ray Belanger, CBO
Reviewed By:	Josh Brick, CAO	Date:	July 29, 2005
Subject:	Monthly Report to Council	Council Meeting Date:	August 6, 2025
Report #:	CBO-25-7		

Recommendation:

That report CBO-25-7 be received as information.

Background:

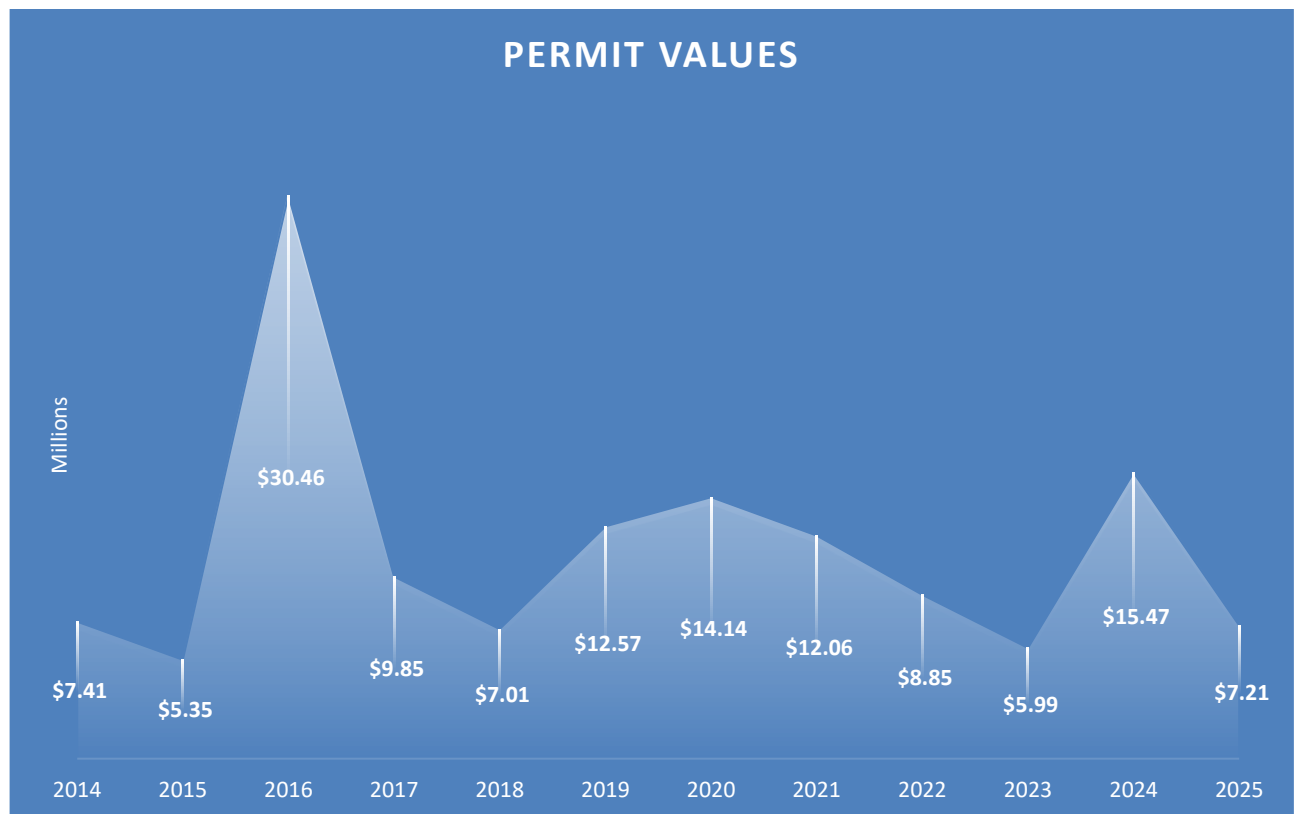
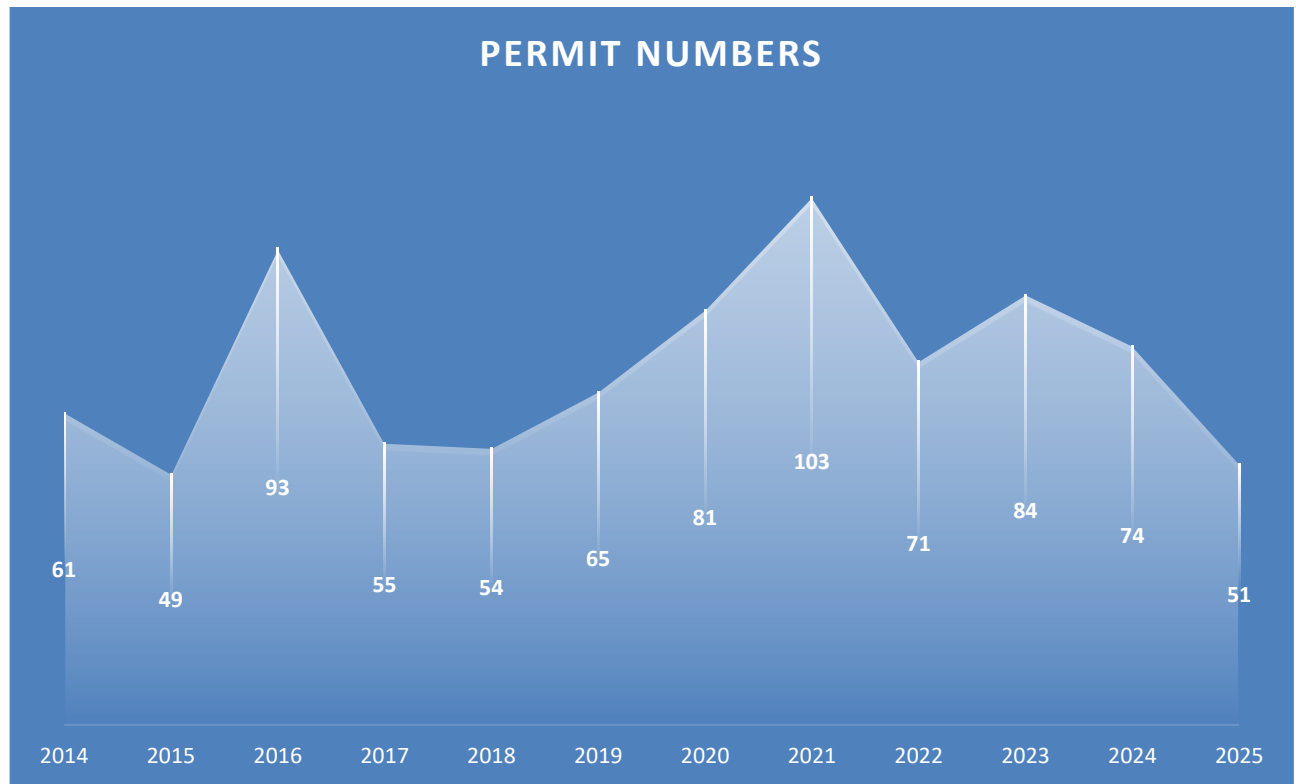
To provide Council with an update regarding the monthly building activities for the period ending on June 30, 2025.

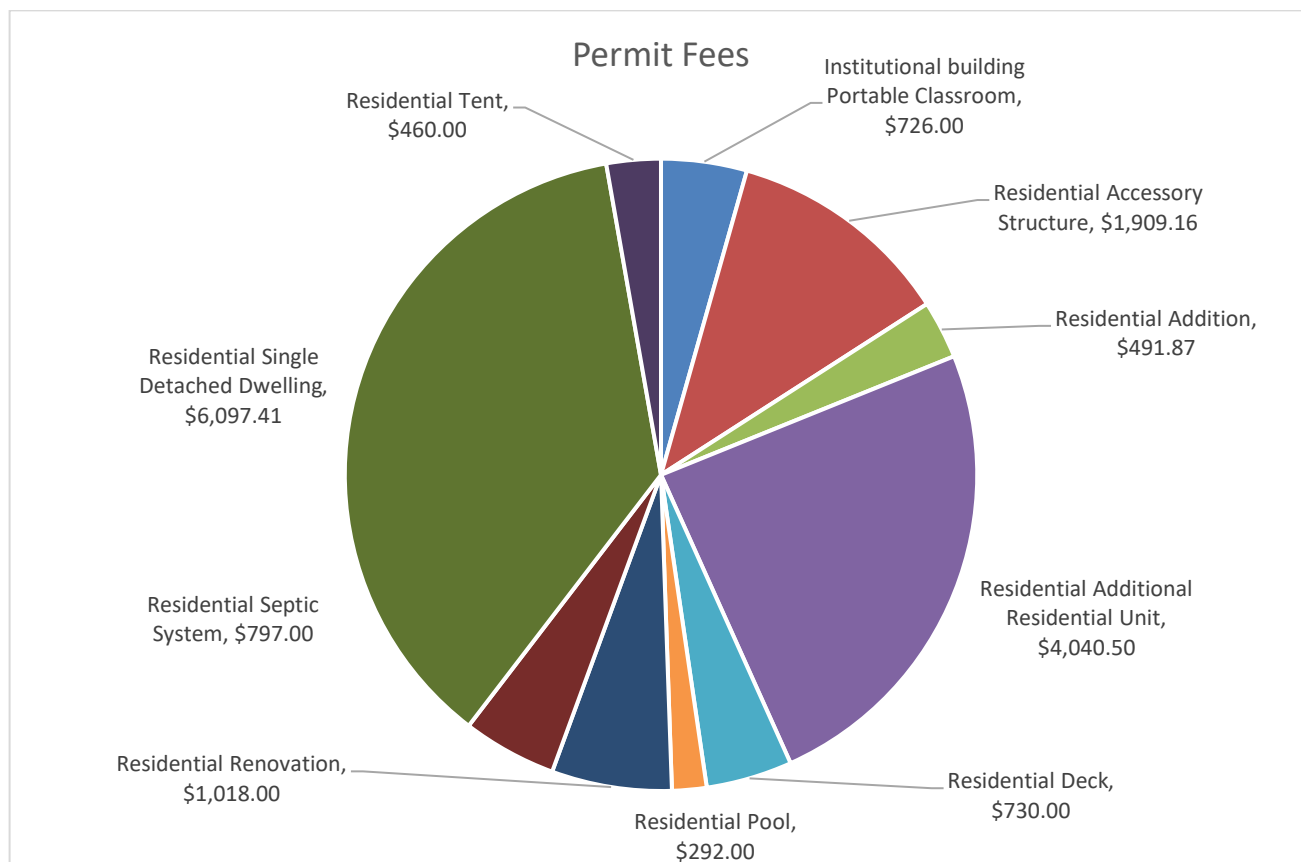
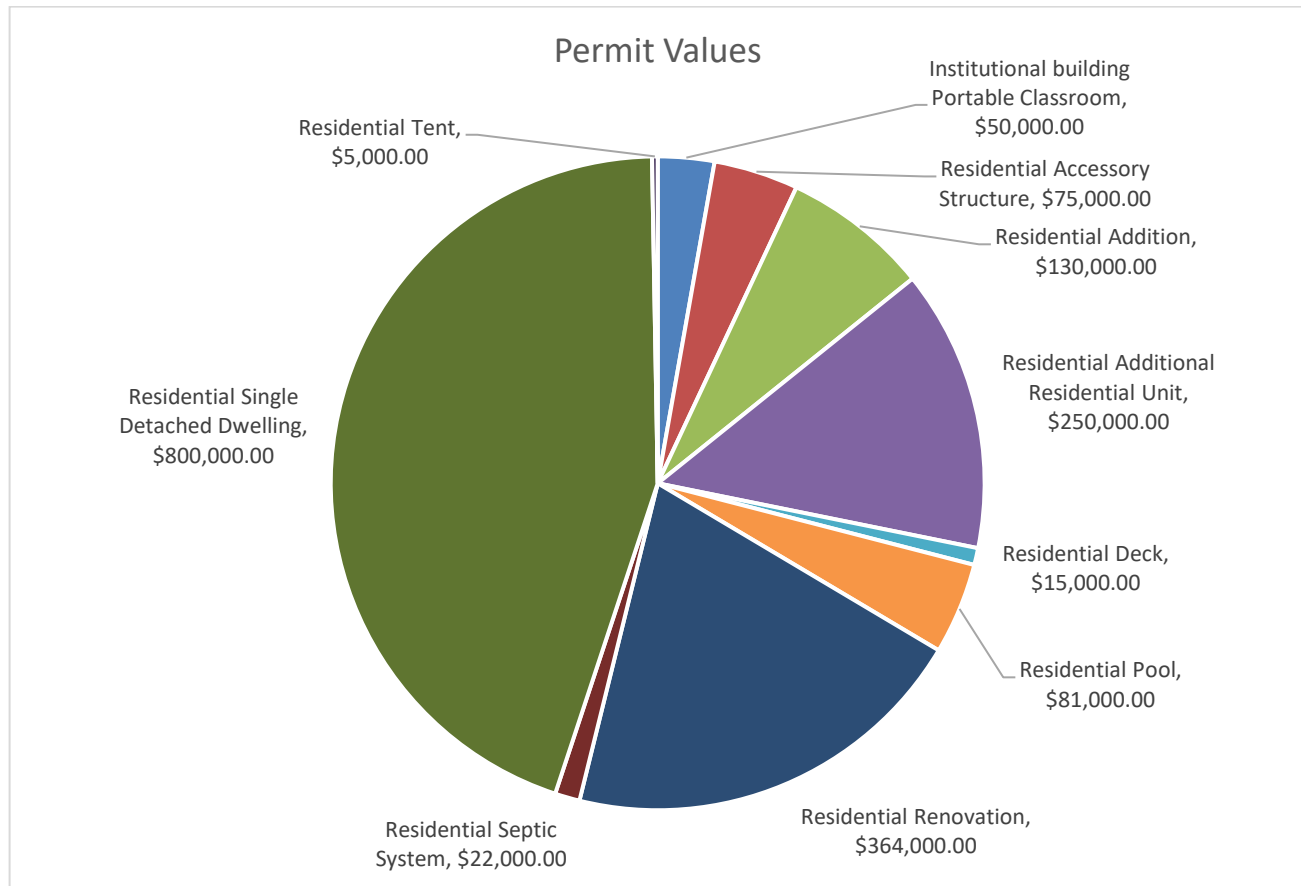
Building Department Updates:

- The building department issued 13 permits for the month of June 2025.

Respectfully submitted by:

Ray Belanger
CBO







TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Josh Brick	Date:	August 27, 2025
Subject:	Monthly Report	Council Meeting Date:	September 3, 2025
Report #:	PW-25-15		

Recommendation:

That Report PW-25-15 be received as information.

Capital

- Princeton Pond Expansion project – The Romano Pond, fill continues to be moved to land owners within the Township. We will also be starting to remove some fill from the Gissing Street pile.
- Princeton phase 4 (South section) – The storm sewer trunk is completed on Main St. from Emma St to Railway, Railway St. E, Wonham St., Victoria St. E, Elgin St. E, Church St. & Emma St. Cassidy will be completing graveling and getting the roads ready for curb before moving to the south end of Main St.
- Bridge 24 EA – Staff and KSmart are continuing to work with our Indigenous partners, DFO and the Ministry of Citizenship and Multiculturalism on keeping the project moving forward.
- Road Resurfacing & Gravel Conversion – Walker Industries the contractor who was the successful bidder on this work have completed the FibreMat on Oxford-Waterloo Rd. and started on Canning Rd. Canning Rd. and Township Rd. 5 will be completed in early September. The conversion from gravel to hard surfacing on Oxford-Waterloo Rd. from Washington Rd. to Hofstetter Rd. is completed (Wilmot section) and Blandford Rd. from Oxford Rd. 8 to Township Rd. 12 has been completed.

County Shared Service/Road Association/Training

- Shared Services meeting – The service sharing committee meets next in September. No meeting during July & August.
- Road Association – The next meeting is in September and our Joint Oxford/Elgin/Middlesex meeting on October 24.
- AORS –I have had some executive meetings that have been virtual. The next in person meetings will be our Supplier appreciation and Board meeting in September.

Drainage

- As we move into fall and crops start to come off the fields, more drain repairs will be completed and reported to be cleaned and repaired.
- Locates continue to come in for drains and street lights.
- Adam has been reviewing the Townships CLI – ECA documentation
- Adam has been reviewing legislation on SWM (Storm Water Management Ponds) what future legislation may contain as far as monitoring processes and maintenance functions and timelines.
- Adam has joined a collaboration group with the other rural municipalities to look at the Provincial CLI-ECA documentation and the maintenance and monitoring of storm water ponds.

Other

- During the month of August staff have been busy, preparing Blandford Rd. for gravel conversion, patching roads for the FibreMat application, trimming roadside grass and brush, working on some culvert replacements and removing high shoulders from gravel roads.
- Working on approving road permits that would allow Xplornet to use the Township right of way to run fibreoptic cable in the Township.
- Working with MESH, the Public Works service coordinator, Community Services and the Drainage Superintendent to create an on-line check list for equipment inspections and patrols. We will be looking into park inspections and some activities at the arena.
- Working with the Drainage Superintendent on finding suitable dump sites for the excess soil from the Princeton Drain project.
- Attend biweekly meetings on the progress of the Princeton project.
- Staff is continuing to meet with land owners at outdoor sites to discuss ditch or road issues.
- Coordinate with the contractor for fill to build up Township Road 12 (Trussler-Blenheim)
- Coordinate the removal of fill from the Romano Pond. Ensure dump sites are accessible and are not restricted from dumping at the site.
- Enjoyed 2 weeks of vacation

Attachments None

Respectfully submitted by:



Jim Borton CRS-S
Director of Public Works



TOWNSHIP OF BLANDFORD-BLENHEIM

To:	Members of Council	From: Trevor Baer, Manager of Community Services
Reviewed By:	Sarah Matheson, Director of Corporate Services/Clerk Josh Brick, CAO	Date: August 26, 2025
Subject:	Monthly Report	Council Meeting Date: Sept 3 2025
Report #:	CS-25-14	

Recommendation

That Report CS-25-14 be received as information.

Executive Summary

The Community Services Department has continued to make progress on several important initiatives during the past month. Staff have been preparing the Plattsville Arena for the upcoming 2025–2026 ice season, while also supporting community use of Township parks and cemeteries through tournaments, events, and volunteer activities.

Background and Departmental Updates

Plattsville Arena

Arena staff have been working diligently to prepare for another hockey season. The ice plant is scheduled to be turned on August 28, with the first rental planned for September 13, 2025. A number of interior projects have been completed in advance of reopening, and staff will continue with deep cleaning during the ice-making process. The arena remains a vital hub for recreation and community gathering, offering residents a place to stay active, connect with one another, and participate in organized sport.

Parks

Township parks were active throughout August, hosting two major tournaments. In Drumbo, the annual Harvest Carnival men's tournament drew strong participation and community involvement, while Princeton hosted a provincial U11 tournament that welcomed visitors from across the region. Both events were highly successful and reinforced the value of Township parks as spaces for activity, celebration, and community pride.

Contractors are currently completing warranty repairs at the Princeton Park playground, and the Plattsville Park playground is also under review. Once this work is finalized, both playgrounds will be reopened for public use.

Cemeteries

The Princeton Cemetery held its annual Decoration Day on August 17. The event was well attended, with families and community members gathering to reflect, honour loved ones, and contribute to the upkeep of the cemetery grounds. Volunteers played a key role in organizing and preparing the site, and their efforts are greatly appreciated in ensuring that this community tradition continues to be meaningful and respectful.

Prepared by:

Trevor Baer

Manager of Community Services



TOWNSHIP OF BLANDFORD-BLENHEIM

To:	Members of Council	From: Trevor Baer, Manager of Community Services
Reviewed By:	Sarah Matheson, Director of Corporate Services/Clerk Josh Brick, CAO	Date: August 27, 2025
Subject:	OTF Funding	Council Meeting Date: September 3 2025
Report #:	CS-25-15	

Recommendation

That Report CS-25-15 be received as information.

Executive Summary

The Township of Blandford-Blenheim has been awarded a grant through the Ontario Trillium Foundation (OTF) to support accessibility upgrades at Drumbo Park playground. This funding, combined with contributions from the Drumbo Lions Club and Township capital budget allocations, will enable the installation of accessible and inclusive features to ensure that all residents, regardless of ability, can enjoy recreational opportunities without barriers.

Staff will be meeting with the Drumbo Lions Club in September to review project plans in detail. This initiative demonstrates a strong community partnership between the Township, OTF, and the Lions Club, and reflects the Township's commitment to building inclusive and vibrant community spaces.

Background

The Drumbo Park playground has long served as a central hub for families and children. However, accessibility challenges remain that limit participation for some residents. In response, Township staff applied to the Ontario Trillium Foundation for support to enhance accessibility and inclusivity at the site.

The Township's application was successful, and the project will now proceed with OTF funding, supplemented by a financial contribution from the Drumbo Lions Club and Township capital funding.

Ontario Trillium Foundation (OTF)

OTF is an agency of the Government of Ontario and one of Canada's leading granting foundations. Each year, OTF invests over \$100 million into projects that help build healthy and vibrant communities. Their areas of focus include active living, inclusion, community development, and the creation of accessible spaces.

The grant awarded to the Township will directly support upgrades to the Drumbo playground, ensuring it meets modern accessibility standards and provides inclusive play opportunities for all children and families.

Project Details – Drumbo Park Accessibility Upgrades

The project will include the installation of new accessible playground equipment, improvements to surfacing and pathways to eliminate physical barriers, and enhancements that promote inclusivity so children and families of all abilities can participate fully. The Drumbo Lions Club has committed to contributing additional funding to this initiative, further strengthening its community partnership with the Township. Staff will meet with the Lions in September to finalize detailed plans and ensure the project reflects both accessibility best practices and the unique needs of the community.

Financial Considerations

The project will be funded primarily through the Ontario Trillium Foundation grant in the amount of \$200,000.00, and supplemented by a financial contribution from the Drumbo Lions Club in the amount of \$35,000.00. The Township has also allocated the required budget amount in the 2025 Capital Budget to support this project in the amount of \$16,000.00. Should contractor timelines not align to complete the work in 2025, the funding allocation may be carried forward and applied to the 2026 Capital Budget. No additional Township operating funds are required beyond staff time for project coordination.

Next Steps

Staff will prepare and issue a Request for Proposal (RFP) for the supply and installation of the accessible playground equipment and associated upgrades. Once submissions have been reviewed, staff will bring a report back to Council with a recommendation for approval of the selected contractor.

Prepared by:

Trevor Baer
Manager of Community Services



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance
Reviewed By:	Josh Brick	Date:	August 5, 2025
Report #:	TR-25-11	Council Meeting Date:	September 3, 2025
Subject:	Debenture – Princeton Drainage System		

Recommendation:

That Report TR-25-11 be received as information;

And further that By-law 2510-2025, being a by-law to authorize the submission of an application to the Ontario Infrastructure Lands Corporation for financing certain capital works through the issue of debentures, be presented to Council for enactment;

And further that Council authorize the Mayor, Clerk and Treasurer to sign any documents required to complete the debenture, in the amount of \$1,000,000.

Background:

Phase 4 of the Princeton Drainage System (East side of Princeton) is being completed in 2025, with an estimated completion date of October 10, 2025.

The 2025 budget estimated total costs for Phase 3 at \$5,822,549, with \$1,000,000 of this total to be funded through a debenture. Council approved the construction and financing of the drainage project with By-law 2313-2022 at the commencement of the project.

Analysis/Discussion:

As per the Municipal Act, a lower-tier municipality within the County of Oxford does not have the power to issue debentures. The upper tier municipality must make application on behalf of the lower tier. By-laws authorizing the issuance of a debenture must be approved at both the upper and lower tier.

Subject to Council's approval of the recommendations contained in this report, OILC financing applications and borrowing by-laws, supported by the necessary documentation, will be submitted to OILC for consideration. Debenture by-laws are anticipated to be brought forward to Council for passing in November or early December for closings on December 16, 2024.

OILC's infrastructure renewal loan program provides low-cost, longer term financing to meet critical municipal infrastructure priorities. OILC is based on a proven "pooled financing" concept that combines the infrastructure investment needs of many borrowers into one borrowing pool.

The OILC program is presented to Council as an alternative financing mechanism for capital projects, however, at the time financing is required, alternative options may be further researched to ensure the most economical borrowing method is used.

Financial Considerations:

The Treasurer has updated the Annual Debt Repayment Limit to ensure the inclusion of this debt does not exceed the Township's limit as prescribed by the Ministry of Municipal Affairs and Housing.

Although there is no direct impact on the Township's 2025 budget as a result of adopting the recommendations contained in this report, the Township is directly, jointly and severally liable for default of the terms and conditions of the resulting financing agreement. Payments to start in 2026 and will be included in the draft budget.

Attachments:

None

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer

THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2510-2025

A BY-LAW TO AUTHORIZE THE SUBMISSION OF AN APPLICATION TO ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”) FOR FINANCING CERTAIN ONGOING CAPITAL WORK(S) OF THE CORPORATION OF THE TOWNSHIP OF BLANDFORD-BLENHEIM (THE “LOWER-TIER MUNICIPALITY”); TO AUTHORIZE TEMPORARY BORROWING FROM OILC TO MEET EXPENDITURES IN CONNECTION WITH SUCH CAPITAL WORK(S); AND TO AUTHORIZE LONG-TERM BORROWING FOR SUCH CAPITAL WORK(S) THROUGH THE ISSUE OF DEBENTURES BY THE COUNTY OF OXFORD (THE “UPPER-TIER MUNICIPALITY”) TO OILC

WHEREAS the *Municipal Act, 2001* (Ontario), as amended, (the “**Act**”) provides that a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS the Council of the Lower-tier Municipality has passed the by-law(s) enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law (“**Schedule “A”**”) authorizing the capital work(s) described in column (2) of Schedule “A” (the “**Capital Work(s)**”) in the amount of the respective estimated expenditure set out in column (3) of Schedule “A”, subject in each case to approval by OILC of the financing for such Capital Work(s) requested by the Lower-tier Municipality in the Application as hereinafter defined;

AND WHEREAS before the Council of the Lower-tier Municipality approved the Capital Work(s) in accordance with section 4 of Ontario Regulation 403/02 (the “**Regulation**”), the Council of the Lower-tier Municipality had its Treasurer calculate an updated limit in respect of its then most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing (as so updated, the “**Updated Limit**”), and, on the basis of the authorized estimated expenditure for the Capital Work or each Capital Work, as the case may be, as set out in column (3) of Schedule “A” (the “**Authorized Expenditure**” for any such Capital Work), the Treasurer calculated the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, and determined that the estimated annual amount payable in respect of the Capital Work or each Capital Work, as the case may be, did not cause the Lower-tier Municipality to exceed the Updated Limit, and accordingly the approval of the Ontario Land Tribunal pursuant to the Regulation, was not required before any such Capital Work was authorized by the Council of the Lower-tier Municipality;

AND WHEREAS subsection 405(1) of the Act provides, amongst other things, that a municipality may authorize temporary borrowing to meet expenditures made in connection with a work to be financed in whole or in part by the issue of debentures if, the municipality is a lower-tier municipality in a regional municipality and it has approved the work and the upper-tier municipality has approved the issue of debentures for the work;

AND WHEREAS subsection 401(1) of the Act provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

AND WHEREAS subsection 401(3) of the Act provides that a lower-tier municipality in a regional municipality does not have the power to issue debentures and accordingly the Lower-tier Municipality intends that the Upper-tier Municipality will issue debentures in respect of the Capital Work(s) and will request that the Upper-tier Municipality do so;

AND WHEREAS subsection 403(1) of the Act provides that a by-law of an upper-tier municipality authorizing the issuing of debentures for the purposes or joint purposes of one or more of its lower-tier municipalities may require those lower-tier municipalities to make payments in each year to the upper-tier municipality in the amounts and on the dates specified in the by-law;

AND WHEREAS the Act also provides that a municipality shall authorize long-term borrowing by the issue of debentures or through another municipality under section 403 or 404 of the Act and subsection 403(7) of the Act provides that all debentures issued under a by-law passed by an upper-tier municipality under section 403 are direct, joint and several obligations of the upper-tier municipality and its lower-tier municipalities;

AND WHEREAS OILC has invited Ontario municipalities desirous of obtaining temporary and long-term debt financing in order to meet capital expenditures incurred on or after the year that is five years prior to the year of an application in connection with eligible capital work(s) to make application to OILC for such financing by completing and submitting an application in the form provided by OILC;

AND WHEREAS the Lower-tier Municipality requested the Upper-tier Municipality to issue debentures for the Capital Work(s) and in this connection the Upper-tier Municipality and the Lower-tier Municipality completed and submitted or is in the process of submitting an application to OILC, as the case may be (the “**Application**”) to request financing for the Capital Work(s) by way of long-term borrowing pursuant to section 403 of the Act through the issue of debentures by the Upper-tier Municipality to OILC and by way of temporary borrowing by the Lower-tier from OILC pending the issue of such debentures;

AND WHEREAS OILC has accepted and has approved or will notify the Lower-tier Municipality only if it accepts and approves the Application, as the case may be;

AND WHEREAS the Upper-tier Municipality has approved the issue of debentures for the Capital Work(s) to OILC in the maximum aggregate principal amount of \$1,000,000 (the “**Debentures**”); and OILC has indicated that pending the issue of the Debentures it will provide financing by way of temporary advances to the Lower-tier Municipality in respect of the Capital Work(s);

AND WHEREAS the Lower-tier Municipality will enter into a financing agreement with OILC pursuant to the terms of which OILC will provide temporary advances to the Lower-tier Municipality in respect of the Capital Work(s);

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

1. The Council of the Lower-tier Municipality hereby confirms, ratifies and approves the execution by the Treasurer of the Application and the submission by such authorized official of the Application, duly executed by such authorized official, to OILC, in cooperation with the Upper-tier Municipality, for the financing of the Capital Work(s) by way of temporary borrowing from OILC, pending the issue of the Debentures, in the maximum aggregate principal amount OF \$1,000,000, substantially in the form of Schedule “B” hereto and forming part of this By-law, with such changes thereon as such authorized official may hereafter approve, such execution and delivery to be conclusive evidence of such approval.
2. The Mayor and the Treasurer are hereby authorized to negotiate and enter into, execute and deliver for and on behalf of the Lower-tier Municipality a financing agreement (a “**Financing Agreement**”) with OILC that provides for temporary borrowing from OILC under the authority of this By-law in respect of the Capital Work(s) on such terms and conditions as such authorized officials may approve, such execution and delivery to be conclusive evidence of such approval.
3. The Mayor and/or the Treasurer are hereby authorized, pending the substantial completion of the Capital Work or of each Capital Work, as the case may be, or as otherwise agreed with OILC, to make temporary borrowings pursuant to section 405 of the Act in respect of the Capital Work or of each Capital Work, as the case may be, on the terms and conditions provided in the Financing Agreement which Financing Agreement provides that the information contained in the Record, as defined in the Financing Agreement, in respect of such temporary borrowings shall be deemed final, conclusive and binding on the Lower-tier Municipality, and on such other terms and conditions as such authorized officials may agree; and the Treasurer is authorized to sign such certifications as OILC may require in connection with such borrowings in respect of the Capital Work(s); provided that the amount of borrowings allocated to the Capital Work or to each Capital Work, as the case may be, does not exceed the Authorized Expenditure for such Capital Work and does not exceed the related loan amount set out in column (4) of Schedule “A” in respect of such Capital Work.
4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, the Lower-tier Municipality is hereby authorized to agree in writing with OILC that the Minister

of Finance is entitled, without notice to the Lower-tier Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Lower-tier Municipality, amounts not exceeding the amounts that the Lower-tier Municipality fails to pay to OILC on account of any unpaid indebtedness of the Lower-tier Municipality to OILC under any outstanding temporary borrowing and/or the Debentures, as the case may be (the “**Obligations**”) and to pay such amounts to OILC from the Consolidated Revenue Fund.

5. For the purposes of meeting the Obligations, the Lower-tier Municipality shall provide for raising in each year as part of the general lower-tier levy the amounts of principal and interest payable in each year under any outstanding temporary borrowing and/or any Debenture outstanding pursuant to the Financing Agreement, to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.
6.
 - (a) The Mayor and the Treasurer are hereby authorized to enter into, execute and deliver the Financing Agreement, one or more of the Clerk and the Treasurer are hereby authorized to generally do all things and to execute all other documents and papers in the name of the Lower-tier Municipality in order to perform the Obligations of the Lower-tier Municipality under the Financing Agreement, to request and receive any temporary borrowing, and the Treasurer is authorized to affix the Lower-tier Municipality’s municipal seal to any such documents and papers.
 - (b) The money realized in respect of any temporary borrowing for the Capital Work(s) and the Debentures, including any premium, and any earnings derived from the investment of that money after providing for the expenses related to any such temporary borrowing and to the issue of the Debentures by the Upper-tier Municipality, if any, shall be apportioned and applied to the respective Capital Work and to no other purpose except as permitted by the Act.
7. This By-law takes effect on the day of passing.

ENACTED AND PASSED this 3rd day of September, A.D. 2025.

MARK PETERSON
MAYOR

SARAH MATHESON
CLERK

Schedule "A"
to By-Law Number 2510-2025
(Capital Work(s))

(1)	(2)	(3)	(4)
<u>Capital Work Number</u>	<u>Description of Capital Work</u>	<u>Estimated Expenditure</u>	<u>Loan Amount</u>
2313-2022	Princeton Drainage Works - Phase 4	\$5,822,549	\$1,000,000

**Schedule “B”
to By-Law Number 2510-2025**

Webloans Loan Application PDF

Application for Blandford-Blenheim, The Township of

Projects

Loan Application ID	Project Name	Construction/Purchase Start	Construction/Purchase End	Project Cost	OILC Loan Amount
0	Princeton Drainage Works Ph 4	04/07/2025	10/10/2025	\$5,822,549.00	1,000,000.00

Details of Project Princeton Drainage Works Ph 4

Project Category Municipal Other Infrastructure

Work Type Others

Other Description Municipal Drainage Works

Project Name Princeton Drainage Works Ph 4

Construction/Purchase Start 04/07/2025

Construction/Purchase End 10/10/2025

Energy Conservation ☐

Project Address 1 Princeton, Ontario

Project Address 2

City / Town Princeton

Province ON

Postal Code N0J 1Y0

Description Upgrading drainage and roads on east side of village of Princeton

Comments and/or Special Requests

(For HEW projects, please specify the initial fixed interest term of the debenture amortization period (e.g. the first 10/20/30 years in a 40 year amortization period)

Item 16.a

Useful Life of Asset (Years)

40

Project Financial Information

Type of Financing

Long-term only

Payment Frequency

Semiannually

Project Cost (A)

\$5,822,549.00

Other Project Funding / Financing (B):

Description

Timing

Amount

Reserves, CCBF, County

Existing

\$4,822,549.00

Other Project Funding/Financing Total (B)

\$4,822,549.00

OILC Loan Amount (A-B)

\$1,000,000.00

Only include long-term borrowing in this section

Required Date

Amount

Term

Type

12/15/2025

\$1,000,000.00

10

Serial

Long-term Borrowing Total

\$1,000,000.00

Debt and Re-payments Summary

Has there been any new/undisclosed debt acquired since last FIR was submitted?

☐ Yes ☒ No

Please describe any re-financing plans for any existing "interest only" debt, if applicable.

Non Re-payments of Loans or Debenture

In the last 10 years, has the borrower ever failed to make a loan payment or debenture repayment on time to any lender, including the Provincial Government?

If yes, please provide details.

OILC Loan Repayment Information

Please indicate the source(s) of revenue you plan to use to repay the OILC Loan

Taxation

100.00

User Fees	0.00	
Service Charges	0.00	Item 16.a
Development Charges	0.00	
Connection Fees	0.00	
Repayment Subsidies	0.00	
Other		
Total	100.00%	

Documentation and Acknowledgements

Please ensure all required documents are submitted with the signed application. OILC requires originals as noted below to be mailed or couriered. Also, please retain a copy of all documents submitted to OILC for your records.

To obtain templates for documents see listed below.

- Loan Application Signature Page signed and dated by the appropriate individual (original to be submitted)
- Certificate and sealed copy of OILC template By-law authorizing project borrowing and applying for a loan (original with seal)
- Certificate of Treasurer Regarding Litigation using the OILC template (original, signed & sealed)
- Updated Certified Annual Repayment Limit Calculation (original)

☒ I acknowledge and agree that all of the above referenced documents must be submitted in the form required by OILC and understand that the application will not be processed until such documents have been fully completed and received by Infrastructure Ontario.

Please note: OILC retains the right to request and review any additional information or documents at its discretion.

Confidential Information

OILC is an institution to which the Freedom of Information and Protection of Privacy Act (Ontario) applies. Information and supporting documents submitted by the Borrower to process the loan application will be kept secure and confidential, subject to any applicable laws or rules of a court or tribunal having jurisdiction.

Infrastructure Ontario

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THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2511-2025

Being a By-law to authorize the use of internet voting for municipal elections in the Township of Blandford-Blenheim.

WHEREAS subsection 42(1) of the Municipal Elections Act, 1996, S.O. 1996, Chapter 32, as amended, (the Act) provides that the council of a municipality may, by by-law, authorize the use of an alternative voting method that does not require electors to attend at a voting place in order to vote;

AND WHEREAS section 42(5) of the Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched. provides that when a by-law authorizing the use of an alternative voting method is in effect, sections 43 (advance vote) and 44 (voting proxies) apply only if the by-law so specifies;

AND WHEREAS the Council of the Corporation of the Township of Blandford-Blenheim deems it desirable to provide electors with a secure and accessible alternative method for voting in municipal elections;

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

1. The use of an alternate voting method, specifically internet voting, be authorized for the 2026 municipal elections within the Township of Blandford-Blenheim in accordance with section 42(1)(b) of the Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.;
2. That the use of internet voting shall apply during the advance vote, in accordance with section 42(5) and section 43 of the Municipal Elections Act, 1996, S.O. 1996, c.32, Sched.;
3. That proxy voting be authorized at a physical voting place only and shall not apply to internet voting authorized under section 2, and that the City Clerk shall establish criteria for voting proxies in accordance with section 44 of the Municipal Elections Act, 1996, and;
4. That this By-law shall come into force and take effect on the date it is passed.

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

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

Mark Peterson, Mayor

Sarah Matheson, Clerk

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER **2512-2025**

Item 16.c

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 September 3rd, 2025 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 3rd day of September, 2025.

By-law read a third time and finally passed this 3rd day of September, 2025.

MAYOR
MARK PETERSON

CLERK
SARAH MATHESON