

# TOWNSHIP OF BLANDFORD-BLENHEIM

## COUNCIL MEETING AGENDA

Wednesday, October 5<sup>th</sup>, 2022

Watch via Live Stream on Township's YouTube:

<https://www.youtube.com/channel/UCdKRV0GAEuFaGbWHRPzoEXA>

4:00 p.m.

### 1. Welcome

### 2. Call to Order

### 3. Approval of the Agenda

Recommendation:

That the agenda for the October 5<sup>th</sup>, 2022 Regular Meeting of Council be adopted.

### 4. Disclosure of Pecuniary Interest

### 5. Minutes

#### a. [September 21<sup>st</sup>, 2022 Minutes of Council](#)

Recommendation:

That the minutes of the September 21<sup>st</sup>, 2022 Meeting of Council be adopted, as printed and circulated.

### 6. Business Arising from the Minutes

### 7. Public Meetings

#### a. Public Meeting under the Drainage Act

##### i. Princeton Drainage Works, 2022, Court of Revision

Recommendation:

That pursuant to the provision of Section 52 of the Drainage Act, R.S.O. 1990, as amended, Chapter D. 17, the Court of Revision for the purposes of hearing appeals to the Princeton Drainage Works 2022 is convened at \_\_\_\_\_ p.m.;

That Council appoint Mayor Mark Peterson, Councillor Bruce Banbury, Councillor Randy Balzer, Councillor Justin Read and Councillor Nancy Demarest serve on the Court of Revision for the Princeton Drainage Works 2022;

And that Mayor Mark Peterson be appointed as the Chair of the Court of Revision;

Be it hereby resolved that the Court of Revision for the Princeton Drainage Works 2022 sustain the assessment as outlined in the report of K. Smart dated July 29, 2022;

Be it hereby resolved that the Court of Revision on the Holdsworth Drain 2021 be closed at \_\_\_\_\_ p.m;

Be it hereby resolved that the third and final reading be given to the following By-law:

[2313-2022, Being a By-law to provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford \(Princeton Drainage System 2022\).](#)

## **8. Delegations / Presentations**

- a. Fred Sinke, Rural Blandford-Blenheim Resident, Re: Manure Management

Recommendation:

That the Delegation from Fred Sinke be received as information.

## **9. Correspondence**

### **a. Specific**

None.

### **b. General**

- i. [Police Services Board, Re: Wednesday, June 22, 2022 Minutes](#)

Recommendation:

That the general correspondence items be received as information.

## **10. Staff Reports**

### **a. Trevor Baer – Manager of Community Services**

- i. [CS-22-14 – Monthly Report](#)

Recommendation:

That Report CS-22-14 be received as information.

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

- i. [PW-22-19 – Monthly Report](#)

Recommendation:

That Report PW-22-19 be received as information.

**c. Jim Harmer – Drainage Superintendent**

[i. DS-22-21 – Monthly Report](#)

Recommendation:

That Report DS-22-21 be received as information.

**d. John Scherer – Chief Building Official**

[i. CBO-22-10 – Monthly Report](#)

Recommendation:

That Report CBO-22-10 be received as information.

**e. Rick Richardson – Director of Protective Services**

[i. FC-22-21 – Fire Dispatch Services](#)

Recommendation:

Be it hereby resolved that Staff Report FC-22-21 entitled Fire Dispatch Services be accepted as information;

And that Council direct staff to sole source a new dispatch agreement within Oxford County.

**f. Sarah Matheson – Deputy Clerk**

[i. DS-22-04 – Electronic Monitoring Policy](#)

Recommendation:

That Report DC-22-04 be received as information; and,

That Council accept the Electronic Monitoring Policy as presented, effective October 11<sup>th</sup>, 2022.

**11. Reports from Council Members**

**11. Unfinished Business**

**12. Closed Session**

**13. Motions and Notices of Motion**

**14. New Business**

**15. By-laws**

- a. [2318-2022, Being a By-law to confirm the proceedings of Council.](#)

Recommendation:

That the following By-law be now read a first and second time: 2318-2022.

Recommendation:

That the following By-law be now given a third and final reading: 2318-2022.

**16. Other**

**17. Adjournment and Next Meeting**

Wednesday, October 19<sup>th</sup>, 2022

Recommendation:

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

That Council adjourn to meet again on Wednesday, October 19<sup>th</sup>, 2022 at 4:00 p.m.

# MINUTES

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

Present: Mayor Peterson, Councillors Balzer, Banbury, Demarest and Read.

Staff: Baer, Borton, Harmer, Matheson, Mordue, and Richardson.

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Read  
Seconded by – Councillor Balzer

Be it hereby resolved that the amended agenda for the September 21<sup>st</sup>, 2022 Regular Meeting of Council be adopted as printed and circulated.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. September 7<sup>th</sup>, 2022 Minutes of Council

### RESOLUTION #2

Moved by – Councillor Read  
Seconded by – Councillor Balzer

Be it hereby resolved that the Minutes of the September 7<sup>th</sup>, 2022 Meeting of Council be adopted, as printed and circulated.

.Carried

## 6. Business Arising from the Minutes

None.

## 7. Public Meeting

None.

## 8. Delegations / Presentations

- a. Bev Beaton, Princeton Resident, Re: Comments on the Proposed Amendment to the Official Plan Additional Residential Units in Rural Areas

Bev Beaton, Princeton Resident presented information regarding the proposed amendment to the Official Plan – Additional Residential Units in Rural Areas, he noted the minimum lot size is too large and suggested that properties be dealt with on a case by case basis.

### **RESOLUTION #3**

Moved by – Councillor Read  
Seconded by – Councillor Balzer

Be it hereby resolved that the Delegation from Bev Beaton is received as information.

.Carried

### **RESOLUTION #4**

Moved by – Councillor Balzer  
Seconded by – Councillor Read

Be it hereby resolved that whereas the County of Oxford has circulated the proposed amendment to the Official Plan (OP22-16-9) pertaining to additional residential units in rural areas; and,

Whereas a minimum lot area of 0.6 ha (1.48 ac) for lots without municipal wastewater services has been suggested in the draft policy;

Be it resolved that correspondence be forwarded to the County of Oxford requesting that site specific flexibility in the minimum lot area be considered in instances where technical studies show lots of a small size can accommodate adequate septic services.

.Carried

## 9. Correspondence

a. Specific

- i. Florence Witherspoon, Municipal Clerk, Township of Ashfield-Colborne-Wawanosh, Re: Ontario Wildlife Damage Compensation Program

**RESOLUTION #5**

Moved by – Councillor Balzer  
Seconded by – Councillor Read

Be it hereby resolved that Council support the resolution of the District of Muskoka requesting that the Ministry of Agriculture, Food and Rural Affairs review the administration fee provided to Municipalities for the administration of the Ontario Wildlife Compensation Program.

.Carried

b. General

- i. David Simpson, Director of Public Works, Oxford County, Re: Oxford County 2024 Water and Wastewater Mater Plan Municipal Class Environmental Assessment Study – Phase 1 & 2 Notice of Public Consultation Centre #1 (Virtual)
- ii. Council, Oxford County, Re: Federal Electoral Boundary Reform
- iii. Megan House, Development Planner, Re: Proposed Amendment to the Official Plan (OP 22-16-9) Additional Residential Units in Rural Areas

**RESOLUTION #6**

Moved by – Councillor Balzer  
Seconded by – Councillor Read

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

.Carried

## 10. Staff Reports

**a. Rick Richardson – Director of Protective Services**

- i. FC-22-20 – By-law Enforcement Service Agreement

**RESOLUTION #7**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Be it hereby resolved that Council receive Report No. FC -22-20 as information;

And further that the CAO and Mayor of the Township of Blandford Blenheim be authorized and directed to enter into the Shared Service By-Law Enforcement Officer Agreement with the municipalities of Norwich, South -West Oxford and Zorra as proposed.

.Carried

**b. Rodger Mordue – Chief Administrative Officer / Clerk**

- i. CAO-22-20 – Request for closure and transfer of a portion of Centre Street, Drumbo

**RESOLUTION #8**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Be it hereby resolved that Report CAO-22-20 be received; and,

The unopened road allowance known as Centre Street located between 24 and 36 Maitland Street Drumbo be declared surplus; and,

That staff be instructed to begin the process of closing and transferring the property to the abutting property owner provided that all costs associated with the conveyance and closure be borne by the party receiving the land.

.Carried

**11. Reports from Council Members**

Councillor Banbury noted the level crossing for CN at County Road 22 is in dire need of repair, he instructed staff to use their contacts to see if it can be repaired. Mayor Peterson reported on the Princeton Museum's 25<sup>th</sup> Anniversary this past weekend. Mayor Peterson reported on a Food Bank Drive happening on October 1<sup>st</sup>, the Train from the Heritage Society will be driving around Drumbo collecting donations. That same day there is a Ribbon Cutting Ceremony for the new Pavilion in the Drumbo Park from 12:00 pm to 12:30 pm. Peterson reported on an All Candidates Meeting for the Municipal and School Elections on October 13<sup>th</sup>, from 7:00 pm to 9:00 pm at the Drumbo Agricultural Hall. Mayor Peterson also



reported a local teen, Tyson Kaufman, son of Brad and Linda Kaufman is at the Canadian Future Showcase with the Toronto Blue Jays in Ottawa. Peterson noted that Cressridge Developers, John Zimmer has put up fencing, a gate, signage and berms all around the areas that it drops off. Peterson thanked John for increasing the safety of the area. Mayor Peterson reported that the Drumbo Fair is this weekend, Saturday and Sunday at Drumbo Park. Councillor Demarest reported on an Artisanal market in Plattsville on October 1<sup>st</sup> with vendors sponsored by the Lion's Club held at the Plattsville Pavilion by the Arena.

## **12. Unfinished Business**

None.

## **13. Motions and Notices of Motion**

None.

## **14. New Business**

None.

## **15. Closed Session**

None.

## **16. By-laws**

- a. 2317-2022, Being a By-law to confirm the proceedings of Council.

### **RESOLUTION #9**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-law be now read a first and second time: 2317-2022.

.Carried

### **RESOLUTION #10**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-law be now read a third and final reading: 2317-2022.

.Carried

**17. Other Business**

None.

**18. Adjournment and Next Meeting**

**RESOLUTION #11**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 4:40 p.m.;

Be it hereby resolved that Council does now adjourn to meet again on  
Wednesday, October 5<sup>th</sup>, 2022 at 4:00 p.m.

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Rodger Mordue CAO / Clerk  
Township of Blandford-Blenheim

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2313-2022

**Princeton Drainage System 2022**

A By-law to provide for drainage works in the Township of Blandford-Blenheim in the Restructured County of Oxford.

**WHEREAS** the Council of the Township of Blandford-Blenheim in the County of Oxford appointed K.A. Smart, P. Eng., of K. Smart Associates Limited, of Kitchener, Ontario, and the Section 4, 8 and 78 report is attached hereto and forms part of this By-law.

**AND WHEREAS** the estimated total cost of this report consisting of the engineering, construction costs and administration is \$18,300,000.

**THEREFORE** the Council of The Corporation of the Township of Blandford-Blenheim pursuant to the Drainage Act, R.S.O. 1990, and amendments thereto, enacts as follows:

1. The report dated July 29, 2022 and attached hereto, is hereby adopted and the Drainage Works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2. The Corporation may borrow on the credit of the Corporation the amount of **\$18,300,000**, being the necessary amount for construction of the Drainage Works.
3. The Corporation may arrange for the issue of debentures on its behalf for the amount borrowed, less the total amount of,
  - (a) grants received under Section 85 of the Act;
  - (b) commuted payments made in respect of lands and roads assessed within the municipality;
  - (c) moneys paid under subsection 61(3) of the Act; and

such debentures shall be made payable within Ten (10) years from the date of the debenture and shall bear interest at a rate to be established at the date of the sale of such debentures.

The County of Oxford shall handle the sale of such debentures, with interest at the prevailing rates at the time of debenture sale. The Municipality of the Township of Blandford-Blenheim shall make annual payments without coupons payable to the County of Oxford.

4. A special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for Ten (10) years, the year following the due date of the final invoice that calculates the actual costs of the Drainage Works in accordance with the Schedule contained in this By-law.

5. This by-law comes into force on the passing thereof and may be cited as **Princeton Drainage System 2022.**

**Read a First and Second Time this 7<sup>th</sup> day of September, 2022.**



\_\_\_\_\_  
Rodger Mordue, CAO/Clerk



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

**Read a Third Time and Finally Passed this \_\_\_\_\_ of \_\_\_\_\_, 2022**

\_\_\_\_\_  
Rodger Mordue, CAO/Clerk

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



# Blandford-Blenheim Township Police Services Board

47 Wilmot Street South, P. O. Box 100, Drumbo, Ontario N0J 1G0  
519-463-5347 or 1-800-410-6882  
Secretary: Cretia Brittain 519-458-4865 e-mail @ cretia666@gmail.com



Township Office  
Drumbo, Ontario  
Wednesday, June 22, 2022, 1pm

## PSB MINUTES

The Police Services Board Meeting was called to order at 1:00pm by Karen Bartlett.

**Present:** Bev Beaton, Mark Peterson, Acting Inspector Jennifer Ormsby, Rodger Mordue and Cretia Brittain.

**Regrets:** Karen Bartlett

**Declaration of Pecuniary Interests:** None

**Agenda:** Moved by Mark and seconded by Bev that the PSB Agenda for Jun 22<sup>nd</sup> be approved. Carried

**Minutes:** Moved by Mark and seconded by Bev that the PSB Minutes for Mar 25<sup>trd</sup> be approved with addition of Mark PetersOn in attendance Carried

**Business Arising from the Minutes:**

### Presentation/Delegations/Petitions:

#### Correspondence:

1. none

#### Detachment Commanders Report: Acting /0 Inspector Jennifer Ormsby (March, April, May)

1. Public Complaints – 0/0/0 in March, April, May
2. Secondary Employment – 0/0/0 new request in March, April, May
3. Patrol Hours– 211.5/11, 163/11 cruiser patrol hours and foot patrol hours in March. April, May

4. Calls For Service – There were 54/ 65 calls in March, April, May
5. Crime Statistics – There were 1 assaults, 1 mischiefs, 2 break & enters, 1 theft, 0 frauds, and 10 MVAs in March, 1 assaults, 3 mischiefs, 1 break & enter, 3 theft, 1 frauds and 8 MVAs in April, 1 assaults, 3 mischiefs, 2 break & enters, 3 theft, 0 frauds, and 13 MVAs in May
6. Crime Stoppers – 23/3, and 24/6 and 22/13total/OPP tips via crime stoppers and 0/0/0 total cases cleared and 0/0/0 OPP charges laid as of a direct result of crime stoppers tips in March, April, May

7. **NEW BUSINESS**

8. 1. Our officers Supported Ottawa and some surrounding areas. No overtime in our municipality or Regional
9. 2. OAPSB Zone 4 Membership taken care of
10. 3. March zone meeting via zoom Questions of groups role
  4. East Zorra Staffing Model: enhanced service of extra officer availability all cost 202 first year 180 2<sup>nd</sup> year, approved at all levels, 2 year minimum time frame Motion support feasibility of enhanced traffic officer position twp bla ble, Furthur work required Motion caried

**Other Business:**

**In Camera:** None

Next Meeting – Wednesday, June 22<sup>nd</sup> 1pm

Meeting was adjourned by Karen, seconded by Bev at 1:54pm

Submitted by: Cretia Brittain



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

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

**Reviewed By:** Rodger Mordue, CAO/Clerk **Date:** Sept 28<sup>th</sup> 2022

**Subject:** Monthly Report – September **Council Meeting Date:**  
**Oct 5 2022**

**Report #:** CS-22-14

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### **Recommendation:**

That Report CS-22-14 be received as information.

### **Background:**

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

### **Analysis/Discussion**

#### **Arena**

The arena has been running smoothly since opening on Sept 14, 2022. Parents and Tots is Wednesday at 11-12, and adults skates are Tuesdays and Thursdays 11-12 they started Sept 15, public skating will start Oct 15 2022, it will be Saturdays at 330-420.

#### **Parks**

The parks have been busy over the month of Sept, we had the adult co ed league year end tournament, the adult Friday night league year end tournament, the Drumbo Fair, and a U 15 tournament. The parks have a few more baseball tournaments in October but the plan is to start shutting them down near the end of October.

#### **Cemeteries**

We have started phase 3 in our cemetery maintenance plan, fixing foundations in the cemetery, we have started in the Princeton Cemetery, there was 7 foundations fixed in the Princeton cemetery.

Thanks,

Trevor Baer



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	September 29, 2022
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	October 5, 2022
<b>Report #:</b>	PW-22-19		

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### **Recommendation:**

That Report PW-22-19 be received as information.

### **Capital**

- Blenheim CN Bridge – The deck replacement is scheduled to start in October of this year and be completed by the end of 2022. CN has said the contractor will be moving in soon to start.
- Gobles CN Bridge – It has been determined that the deck needs to be replaced. The work is being scheduled to start in April of 2023 with completion by the end of June 2023. CN is looking into a better way to control traffic over the bridge until the end of construction. Looking at hydro powered traffic lights.
- Princeton project – Working with KSmart to get tenders ready for the Storm Water Management pond and getting the CN bore crossing approvals. Everything will be ready to go provided council approves and grants the third reading of the bylaw to accept the drain report.

### **County Shared Service/Road Association/Training**

- Shared Services meeting – The service sharing committee met in Tillsonburg. We finalized the plans for the winter training and discussed tender pricing for equipment.
- Road Association – The Association met in person. Dalee Inc. came in and provided a demonstration of their new products and we discussed the steps required to move forward with our expression of interest to host the 2025 Trade show.
- AORS – I attended our annual suppliers meeting and the BOD met to discuss the current training status and how our numbers are in comparison to other years. The Provincial Truck Safety Rodeo was held in Nappanee on September 28. Oxford County sent 2 drivers Pete Schuurman from Oxford County and Dennis Boulton from the Township. In total there was 28 drivers from across the province.



- Training – All Public Works Staff will be attending winter maintenance refresher training on October 24 or 25. Staff also attended a seminar on Storm Water Management ponds. It covered best practices, what should be inspected and maintained according to the new legislation dealing with the CLI-ECA process.

### Other

- September activities – Staff has started doing the last cut of the year along the road sides. We have started doing some fall gravel grading, as well as doing some ditch work and tree trimming and weed eating.
- Working with the GRCA & Sedum Master to get a gas line to run down Township Road 2. Sedum Master has received approval from GRCA to put the line down the Township right of way. GRCA granted the permit on September 16<sup>th</sup>.
- Staff worked with the GRCA to remove some material and a make shift culvert on the closed portion of Township Road 2 that was illegally installed.
- Met with the engineer to discuss future drainage projects.
- Met with KSmart at Bridge 24 to discuss getting the EA started and what the Township is looking for in the structure and time lines. Bridge 24 is the bridge that we have received funding from the Provincial & Federal government for its replacement.
- Working with the Active & Safe routes to school committee and Oxford County to get Wayfinding signs in Drumbo.
- Staff sat in on a webinar from Intact insurance regarding winter maintenance practices and policies.
- Working with KSmart and Drainage Superintendent on the Princeton project.
- Staff is still continuing to meet with land owners at outdoor sites to discuss ditch or road issues.
- Met with tractor suppliers to discuss replacement options and various attachments. This has given staff a better idea on what is required for budgeting and what is available.

**Attachments** None

Respectfully submitted by:



Jim Borton CRS-I  
Director of Public Works



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Harmer Drainage Superintendent
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	Septemeber 22, 2022
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	October 5, 2022
<b>Report #:</b>	DS-22- 21		

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### Recommendation:

That Report DS-22-21 be received as information

### Background:

Monthly activities of the Drainage Department to September 22, 2022

### Analysis/Discussion

- Working on drain maintenance and various site meeting to review work required with ratepayers.
- Working with lawyer on compliance letters.
- Working on Section 65 reports for granted severances
- Commenting on planning applications
- 34 locates for ON 1 Call in July 2022 including 1 emergency locates.
- Update of drainage mapping for ON 1 Call / OMAFRA / Township Web site and asset management, 100-year storm review, update SWMP mapping
- Mitchell Drain County and Region have submitted petitions for drainage works, for the construction work being proposed at Trussler Road and Oxford Road 8. Council has accepted petition from County and Region for improved outlet, Engineer appointed on September 4 2019. Kenn Smart (Project Engineer). Had meeting with Engineer, Folling and Hurlbut about next step. Site meeting January 29 2020 for the road petition. Engineer working on concept plans and cost estimates waiting to have 2 site meeting with Ratepayer to review option for new report ON HOLD

- Princeton Drainage System 2022 Engineer has filed final report. Report dated July 29/22 filed with the Township on August 8, 2022. Consideration of report was September 7<sup>th</sup> ,2022. Court of revision at October 5<sup>th</sup> ,2022 council meeting
- Princeton Drain Section 78 report has been approved by GRCA and council and will be add to the new Engineer's Report for Princeton Drainage System 2022 report filed as part of Princeton Drainage System 2022 consideration of report September 7<sup>th</sup> 2022 COR at October 5<sup>th</sup> 2022 council meeting.
- Hanchiruk Drain (Magda) petition received and P Eng. appointed at December 18 2019 council meeting, GRCA have been informed of the appointment. Site meeting with Magda and Engineer February 4 2020 engineer has been reviewing option with Magda. Drain is temporary on hold for Magda to review route options. ON HOLD
- Working on SWMP with engineer on the silting issue at the outlet at Fennel and Todd Way, final design has been reviewed and approved by Township Engineer, the repair work to the outlet to be done Fall 2022 (SEPT/OCT) by developer
- McCrow Drain Council accepted petition for drainage on September 2, 2020. Engineer appointed October 7, 2020; project Engineer will be Curtis MacIntyre K Smart & Assoc. site meeting held March 23 2021. Engineer working on surveys. ON HOLD
- Hughes Drain major settlement and major repair will be required See Section 78 report DS 22-03 appointment of Engineer. John Kuntze has accepted appointment as project Engineer from K Smart & Assoc
- Hotson Drain drainage petition received by Council June 15 2022. Engineer appointed August 3, 2022, project Engineer will be Curtis MacIntyre of K Smart & Assoc. Onsite meeting was September 6<sup>th</sup> @10.00am at Township Road 8 and Blandford Road
- Holt Drain, Brant County have accepted Section 78 request. Brant have appointed K Smart & Assoc. (Curtis MacIntyre) Onsite meeting was on September 20<sup>th</sup> 2022 in Princeton
- Township Road 8 and Hubbard Road petition by Jim Borton Director of Public Works received by Council June 1 2022 council appointed Engineer August 3 2022, project Engineer will be Curtis MacIntyre of K Smart & Assoc
- Baker Drain petition received August 23<sup>rd</sup> for repair and improvements see report DS 22-19 to accept petition by Council
- Working on CLI-ECA (Consolidated Linear Infrastructure – Environmental Compliance Approval) report with Adam and Jim Burton
- Attended by 2 council meeting
- Working on Dumbo SWMP on details of ownership and existing subdivision agreements

- 1 week of vacation
- Working on updates on the Municipal Service Standards

**Financial Considerations:**

None

**Attachments:**

None

Respectfully submitted by:

*Jim Harmer*

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Jim Harmer Drainage Superintendent



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

**To:** Members of Council                      **From:** John Scherer, CBO/  
Manager of Building  
Services

**Reviewed By:** Rodger Mordue, CAO/Clerk                      **Date:** September 28, 2022

**Subject:** Monthly Report to Council                      **Council  
Meeting Date:** October 5, 2022

**Report #:** CBO-22-10

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### Recommendation:

That Report CBO – 22 - 10 be received as information.

### Background:

To provide Council with an update, regarding the monthly Building activities for the period ending August 31, 2022.

### Building Updates:

- None

### Legislative Updates:

- None

### Property Standards/By-Law Updates:

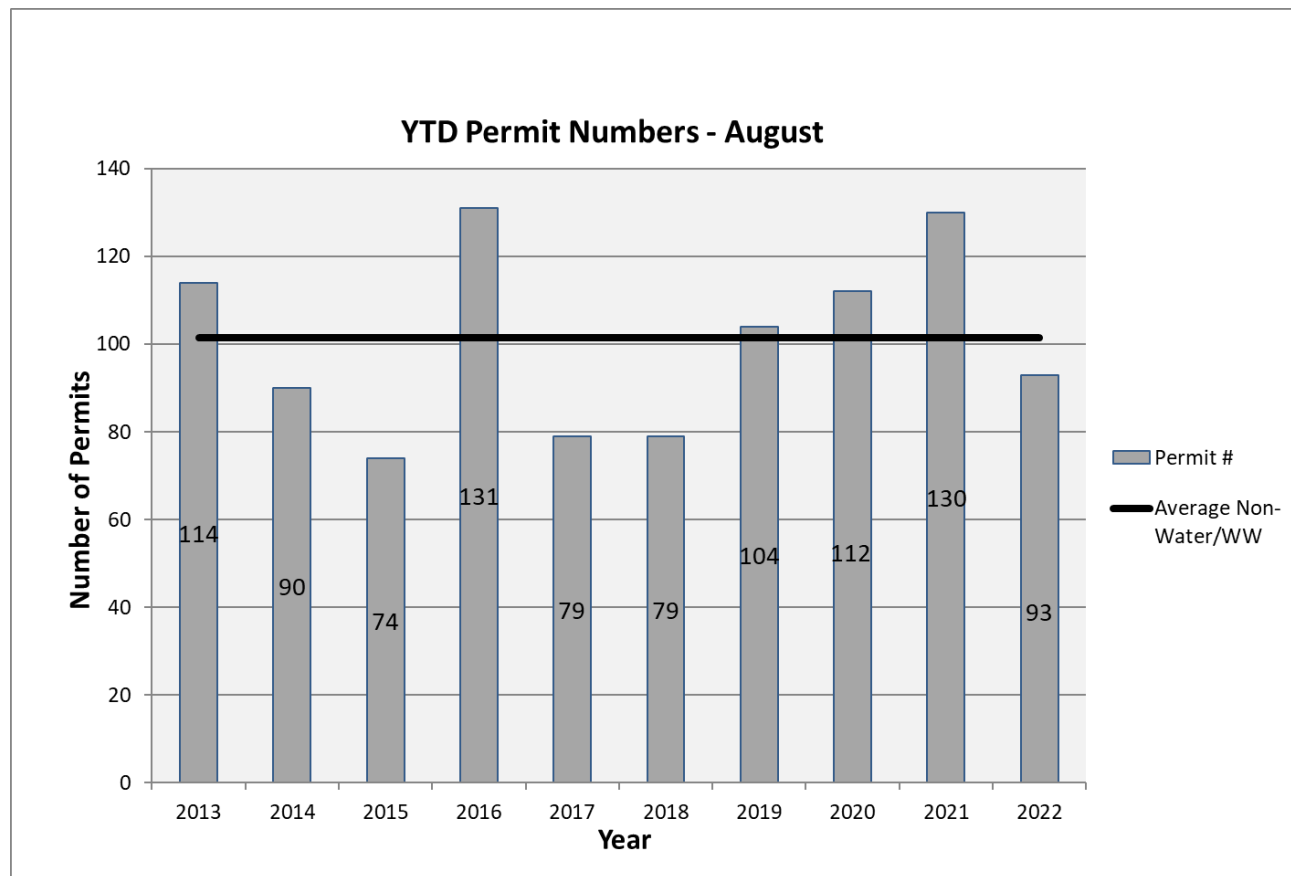
OPEN PROPERTY STANDARDS ISSUES			
Ref Number	Area	Type	Notes
<b>July 2021</b>			
PS2021-10	Rural	Zoning Issue	In Progress. Working with owners
<b>August 2021</b>			
PS2021-11	Rural	Zoning Issue	Illegal Second Unit - Working with Owners.
<b>May 2022</b>			
PS2022-04	Bright	Clean Yard	Sent to Legal
<b>July 2022</b>			
PS2022-10	Princeton	Weeds & unplated Autos	Order Issued - August
PS2022-11	Princeton	Partially Destroyed Structure	Staff looking into options re estate.

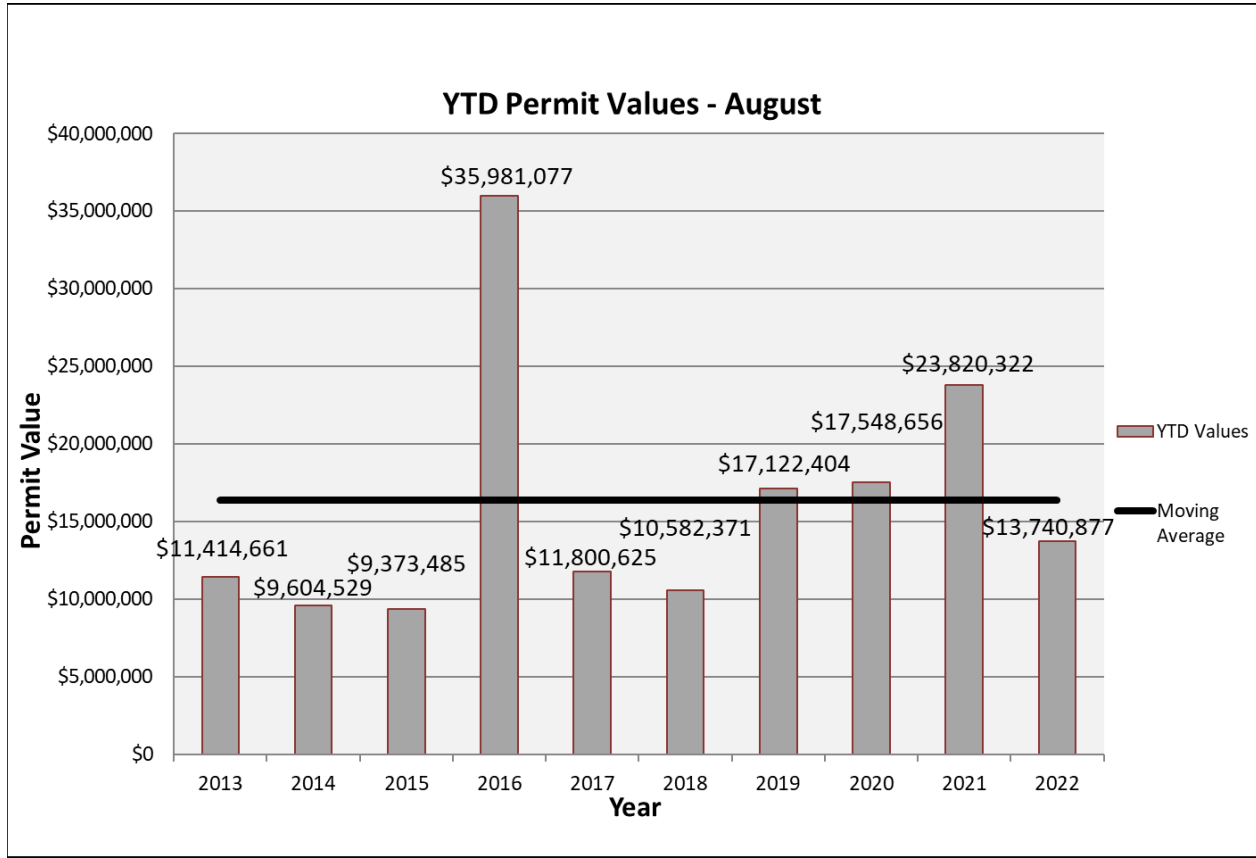
### Monthly Permit Activity

	# Permits	Const. Value	Permit Fees
August 2022	14	\$ 3,698,457.00	\$ 24,355.13
Year to Date - August 31, 2022	93	\$ 13,740,877.00	\$ 126,969.28

Monthly Report to Council – October 5, 2022

Building Description			Permit Value	Permit Fee
Demolition	Full Demolition	Non-Residential	\$250,000.00	\$116.00
Accessory structures	New	Shed	\$550,000.00	\$3,166.47
Pools	New	Residential - Inground	\$90,000.00	\$232.00
Residential building	New	Single Detached Dwelling	\$1,500,000.00	\$9,737.91
Sewage system	Replacement	Septic	\$9,780.00	\$232.00
Agricultural	Alteration	Farm shop	\$96,177.00	\$578.00
Sewage system	New	Single-family dwelling	\$20,000.00	\$635.00
Agricultural	New	Animal confinement	\$900,000.00	\$4,950.42
Agricultural	New	Machine storage	\$140,000.00	\$1,438.09
Sewage system	Replacement	Septic	\$7,000.00	\$232.00
Residential building	Addition	Single Detached Dwelling	\$45,000.00	\$1,286.75
Accessory structures	New	Building	\$10,000.00	\$116.00
Residential building	Addition	Single Detached Dwelling	\$500.00	\$532.79
Agricultural	New	Machine storage	\$80,000.00	\$1,101.70
<b>TOTALS</b>			<b>\$3,698,457.00</b>	<b>\$ 24,355.13</b>





Respectfully submitted by:

John Scherer  
Manager Building Services/CBO



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Rick Richardson – Director of Protective Services
<b>Reviewed By:</b>	Rodger Mordue	<b>Date:</b>	September 27 <sup>th</sup> , 2022
<b>Subject:</b>	Fire Dispatch Services	<b>Council Meeting Date:</b>	October 5 <sup>th</sup> , 2022
<b>Report #:</b>	FC-22-21		

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### RECOMMENDATION:

THAT Staff Report FC-22-21 entitled Fire Dispatch Services be accepted as information;

AND THAT Council direct staff to sole source a new dispatch agreement within Oxford County.

### BACKGROUND:

The Woodstock Police Service and the Woodstock Police Services Board (WPSCOMM CENTRE) entered into a Coalition Fire Agreement on January 1st, 2018. Previous to that, the original agreement dated back to the late 1990's. The Coalition Fire Agreement is with the following corporations and signed by the Mayor and CAO of The Corporation of the Township of Blandford-Blenheim, The Corporation of the Township of East Zorra-Tavistock, The Corporation of the Township of Norwich, The Corporation of the Township of South-West Oxford, and The Corporation of the Township of Zorra.

The current agreement between RFSOC and Woodstock Police was in effect for 5 years from the date of signature and was set to automatically renew. Up until this time, the RFSOC Chiefs had been working closely with Woodstock Police Dispatch for the renewal of this agreement for an additional 5 years beginning in 2023. In fact, two (2) of the five (5) RFSOC municipalities had already taken this contract renewal to their council and advised that Woodstock Police would continue to provide our services at an agreed upon rate, with the remaining three (3) RFSOC municipalities preparing to share the same information in upcoming meetings.

On Friday September 23rd, 2022 the Woodstock Police Chief provided written notice of termination to the Mayors of the 5 aforementioned municipalities (RFSOC) citing that their Communications centre is at a critical state and can no longer maintain the current way of doing business due to the growing population of Woodstock and a significant rise in police calls making the dispatch model no longer sustainable.



The termination of this agreement comes as a shock to the Chiefs and as a result requires immediate action to remedy.

The current agreement outlines that Woodstock Police will continue to provide service at a pro-rated rate for a period of 12 months from the date of termination.

To better understand the technical aspects of relocating dispatch centres, the RFSOC Chiefs consulted the current Communications Maintenance Agreement provider and explored the costs and caveats associated. The most critical piece of information was that, in their expert opinion, they had never seen a department relocate their dispatch centre outside of their existing County in under 12 months. The Chief Technology Officer (CTO), responsible for current maintenance on our communications system, further provided some high-level criteria for consideration when selecting an alternate dispatch provider. It is in their expert opinion that the following items are considered when looking to relocate dispatch centres. Some of the comments provided by the CTO are:

### Local Geography

A dispatch centre that is staffed within the same County will bring a great deal of familiarity with local geography, agency boundaries and interoperability partners/procedures. This highly streamlines the transition.

### Co-Location of Existing Infrastructure

RFSOC has equipment located throughout Oxford County on existing radio tower sites. Moving to a new dispatch centre which has an overlap of infrastructure makes a more rapid dispatch patch over possible.

### Backup and Redundancy

A local dispatch centre can provide the following:

- a) High Reliability Direct Infrastructure Connections, which give the dispatcher priority and full control of the radio channel.
- b) Backup communication via a base access radio is possible, as the local dispatch centre is within the RFSOC radio system coverage area. This option is simply not available to a distant dispatch provider.
- c) An additional level of backup protection can also exist with a locally installed "backup dialer". This is system allows the dispatcher to access the radio system through a telephone link.

A distant dispatch centre has fewer options when it comes to backup communication facilities and redundancy.

### Public Connectivity Avoidance

The primary connection to the local dispatch centre will be a direct infrastructure connection. It will not be a telephone line, cable line or other type of public Internet circuit. Public circuits can have reliability problems and present some degree of risk. The further away the dispatch centre is located, the more risk of problems with these public connections. If a distant dispatch centre is selected, the primary method of access will be via a public circuit. This increases the complexity of the deployment and increases build time significantly. It also increases risk as outside providers would be involved with the installation and support of these circuits.

## 911 Transition Complexity

Selecting a local dispatch provider will result in an easier 911 transition. By using the local centre, the primary PSAP for RFSOC will remain as Woodstock Police. Woodstock already have the technology in place for routing calls within Oxford County. This reduces complexity/risk and speeds up the 911 transition. When switching to a distant dispatch centre the 911 transition alone can take 6 months or even more, depending upon technology.

### **ANALYSIS/DISCUSSION :**

#### Speed and Ease of Transition

Integration with a local dispatch centre can be executed in a more rapid fashion, allowing the transition to meet the required deadlines. In comparison, a transition to a remote dispatch centre would take significantly more time. Migration to a distant dispatch provider will typically take a minimum of 12 months to complete (including procurement, installation, patch over, and then removal of old equipment).

In order for RFSOC to move dispatch centres, it is in the expert opinion of the CTO that the time constraints simply can not be met if a distant dispatch partner is selected outside of Oxford County.

Additionally, benefits such as risk reduction, decreased costs, co-located equipment, and existing relationships with IT and service providers all play a key role in the decision. There is a dispatch centre within Oxford County that has excellent technical infrastructure, reduces risk due to the proximity of the centre, reduces costs and complexity of back up systems, has existing co-located equipment, and is already taking steps towards NG911 implementation. As a result, it is the recommendation of the RFSOC Chiefs that the new agreement is sole sourced within Oxford County.

### **FINANCIAL CONSIDERATIONS:**

Staff will sole source an agreement within Oxford County aligned with the existing proposed pricing from the current service provided at a per person cost. Additional costs to relocate will be minimized due to the existing co-located equipment within Oxford County and all other fees, estimated at \$30,000 - \$50,000 vs. \$60,000 - \$100,000 for a more distant centre. These costs will be shared between the participating departments at a pro-rated amount. Costs associated with Fire Dispatch services will be included in the 2023 draft operating budget.

Respectfully submitted by:

*Rick Richardson*

Director of Protective Service



## TOWNSHIP OF BLANDFORD-BLENHEIM

<b>To:</b>	Members of Council	<b>From:</b>	Sarah Matheson, Deputy Clerk
<b>Reviewed By:</b>	Rodger Mordue, CAO/Clerk	<b>Date:</b>	September 28 <sup>th</sup> , 2022
<b>Subject:</b>	Electronic Monitoring Policy	<b>Council Meeting Date:</b>	October 5 <sup>th</sup> , 2022
<b>Report #:</b>	DC-22-04		

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### **Recommendation:**

That Report DC-22-04 be received as information; and,

That Council accept the Electronic Monitoring of Employees Policy as presented, effective October 11<sup>th</sup>, 2022.

### **Purpose:**

To establish an Electronic Monitoring of Employees at Work Policy.

### **Background:**

Bill 88: Working for Workers Act, 2022 (Bill 88) received Royal Assent in April 2022. With the passing of Bill 88, all Ontario workplaces with 25 or more employees is required to have in place an electronic monitoring policy.

### **Analysis/Discussion:**

This policy will identify known points of contact or technologies available for use by employees that could by their nature be used to monitor or track an employee's actions, performance, or whereabouts and to establish as a guiding principle that the Township of Blandford-Blenheim reserves the right to electronically monitor its employees with technology, in the instances as detailed in the policy.

Several municipalities were contacted to share their policies in the making of this policy.

### **Financial Implications:**

None.

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**Attachments:**

Electronic Monitoring of Employees at Work Policy.

Respectfully submitted by:

Sarah Matheson, Deputy Clerk



# Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

<b>Department:</b>	Clerks	<b>Effective:</b>	October 5, 2022
<b>Subject:</b>	Electronic Monitoring of Employees at Work Policy	<b>Policy Number:</b>	
<b>Approved by:</b>	Rodger Mordue, CAO/Clerk		
<b>Resolution Number:</b>			
<b>Date of Review:</b>	<b>Review Number:</b>	<b>Change:</b>	<b>Reference Section:</b>

## Policy Statement

The Township of Blandford-Blenheim (the Township) uses digital technologies and equipment to electronically monitor certain work-related activities. The Township values trust, discretion, and transparency and believes employees deserve to know when and how their work is being monitored. The Township is committed to adhering to provincial legislation and regulations as it relates to electronic monitoring in the workplace, and keeping employees informed about electronic monitoring that occurs in the workplace.

## Purpose

This policy is intended to establish guidelines for company practices and procedures related to electronic monitoring of employees.

## Scope

This policy applies to all employees of the Township, in all capacities and at all locations. This policy may affect other stakeholders, including clients and service users.

## Definitions

Audio surveillance: includes the use of listening devices that permit listening to or recording spoken or other audible sounds. It may be an offence under the Criminal Code to secretly record audio without a warrant or the subject's consent. Exercise caution and assess whether to seek legal advice when recording audio, whether alone or as part of a video recording.

Biometric monitoring: refers to surveillance that measures and analyzes unique physical or behavioural characteristics. Road and Air temperatures specifically are monitored for the purposes for safety.

Camera surveillance: uses camera technology to monitor or record images. CCTV cameras capture and transmit images to monitors for viewing or recording (and can also record sounds). Cameras may

capture still photographs or video recordings. Dashcams record images (and can record sounds). For the purposes of this policy, camera surveillance refers to image recordings only, not audio.

Computer monitoring: refers to the use of software or equipment to monitor user, device or network activities, including computer inputs, processing and outputs. Computer monitoring uses various technologies, including software applications, biometrics, wearables, global positioning systems (GPS) and radio frequency identification (RFID). Computer monitoring can involve computer devices, webcams, wearables, unmanned aerial systems (UAS or drones) or other devices that rely on computer technology.

Electronic devices: means any device on which information is capable of being stored electronically.

Electronic monitoring: is the surveillance of employees or their activities using computer, digital, optical, magnetic, electrical or similar technologies. The goal of surveillance includes managing or influencing employees or their behaviours. Monitoring includes the obtaining, collecting, viewing, using or processing of surveillance information. Electronic monitoring includes camera surveillance, audio surveillance, telephone monitoring, computer monitoring and location tracking, using a vast array of media and technologies.

Geolocation: is a form of location tracking by pinpointing the location of a computer device (and collaterally, the individual associated with the device). Geolocation may use GPS signals, RFID or wireless addresses.

Location tracking: uses GPS or satellite, RFID, and similar technologies and other tools to track geographic locations or the movement of people or assets. Location tracking includes geofencing and geolocation.

Management: means all persons who supervise employees.

Occasional monitoring: refers to monitoring that occurs on a periodic or ad hoc basis in response to an operational issue or need. Occasional monitoring is time-limited, short-term, intermittent or targets only certain employees. For instance, the organization may decide to monitor one employee's Internet activities, although it may not monitor other employees' Internet use because it suspects that person of cyberloafing. Occasional monitoring may be covert.

Personal information: Any factual or subjective information about an identifiable individual.

Telephone monitoring: includes the logging, intercepting, listening or recording of telephone calls or voicemail messages, whether involving landlines or wireless, computer-based (for example, via Microsoft Teams) or other phone systems.

## **Guidelines**

### **Roles and Responsibilities**

- a. Managers/Supervisors will:
  - i. Uphold transparency of electronic monitoring that occurs in the workplace.
  - ii. Ensure the privacy of employees is respected while maintaining a standard of appropriate use of Township issued devices, vehicles, and accesses.
  - iii. Discuss concerns related to this policy.
  - iv. Inform Senior Township management of any changes to work equipment, practices or protocols which may impact this policy.

- b. Employees will:
  - i. Read, understand the terms of, and acknowledge this policy.
  - ii. Understand the electronic devices that can be monitored and in what circumstances employees are electronically monitored, how employees will be electronically monitored and the purposes for which the information obtained through electronic monitoring may be used.
  - iii. Use Township-issued devices, vehicles, and accesses appropriately, respectfully, and in compliance with applicable Township policies, procedures and guidelines.
  - iv. Discuss any concerns related to this policy with their Supervisor or Senior Township Management.
- c. Township Management will:
  - i. Provide a copy of this policy to each employee within 30 days of preparing or amending this policy.
  - ii. Provide a copy of this policy to every new employee at the time of orientation within 30 days of the date of commencement of employment.
  - iii. Ensure that supervisors and employees are aware of, and comply with, related legislation in all jurisdictions such as the ESA and applicable collective agreements.
  - iv. Support problem solving where challenges are experienced in relation to this policy.

### **Electronic Monitoring Practices**

Township of Blandford-Blenheim collects information through electronic monitoring for a variety of reasons, including protecting the company's legal and business interests. Electronic monitoring helps ensure compliance, security, information retrieval, and minimizes liability and insurance risks. The Township may conduct electronic monitoring through camera surveillance, audio surveillance, telephone monitoring, computer monitoring and location tracking, using a wide range of media, equipment, tools and technologies, including those not specifically enumerated in this policy.

The Township may also audit Electronic Monitoring information at any time, subject to limitations imposed by contracts of employment, collective agreements or applicable law.

The result of electronic monitoring may lead to discipline, up to and including termination of employment, if warranted in the circumstances. This policy does not create any new privacy rights for employees or a right to not be electronically monitored. Nothing in this policy affects or limits the Township's ability to use information obtained through electronic monitoring, subject to applicable law.

### **Township and Computer Email Activity:**

- a. While computer activity is logged and tracked, the Township does not actively engage in regular electronic monitoring of work-issued computers, unless specifically required due to security breach, unusual activity, incidents, complaints or retrieval of information.
- b. The following activities can be logged, whether completed in-office or through VPN access:
  - a. All emails sent via Township-issued email addresses;
  - b. All incoming emails sent to Township-issued email addresses;
  - c. Files accessed on the Township network by each user;
  - d. Time of logging in and out of the VPN system along with the user's IP address; and
  - e. Websites accessed via Township-issued computers along with the user's IP address.
- c. Email boxes are archived for employees with Township-issued email addresses upon termination of employment.

## **Township Phones and Mobile Devices**

- a. Though incoming and outgoing phone calls are logged through the Township's partnership with phone service providers on phone bills, the Township does not regularly engage in active monitoring of use of Township-issued landline or mobile devices unless specifically necessary.
- b. Long distance calls are itemized on monthly phone bills, including the number called and the duration of the call.
- c. Local calls are not itemized on monthly phone bills but can be viewed by account administrators, if necessary.
- d. Monthly mobile device bills display the date data was used and the amount of data used on that specific date. However, the Township does not regularly engage in active monitoring of data usage.
- e. Any emails sent or received via Township-issued mobile phone, tablet, or other device, are logged in accordance with Township Computer/Email Activity, Section b. of this policy.
- f. Monitoring or investigation is only completed if specifically required due to security breach, unusual activity, incidents, complaints, or for retrieval of information.

## **Video Surveillance**

- a. The Township recognizes the balance between right to privacy and the need to protect the safety and security of employees, the public, and property. Video surveillance is not currently present in and around municipal properties.

## **Township Vehicles (Graders, Snow Plows, Pickups, Mowers, Loader, Backhoe, and Trailers)**

- a. The Township monitors the employee's movement by tracking applicable employee's vehicles through Automatic Vehicle Location (AVL).
- b. The Township uses the information collected to, including but not limited to, protect the Township's legal interests, to defend claims, undertake investigations, to ensure the appropriate use of employer vehicles, legal compliance, performance management, assessing operational efficiencies, and situations related to safety.

## **Fire Department Monitoring**

- a. Data or information related to items electronically monitored by the Township Fire Department is accessed only if specifically required due to security breach, unusual activity, incidents, complaints, for retrieval of information, or for training purposes.
- b. Dispatch records some incoming and outgoing communications.

## **Retention**

In compliance with the Employment Standards Act (ESA), the Township will retain a copy of every written policy on electronic monitoring that was required by the ESA for at least three years after the policy is no longer in effect.

## **Privacy and Confidentiality**

The company's monitoring is aimed at collecting information related to its business. However, some information collected by electronic monitoring may be considered personal information. When personal information is under Township of Blandford-Blenheim control, it is the responsibility of the company to protect it.

All information collected through electronic monitoring will be securely stored and protected. If any personal information is collected, its use and disclosure will be limited to achieve the stated purpose of its collection. The company will adhere to all privacy and confidentiality legislation that applies to the collection, use, and disclosure of personal information obtained by electronic monitoring.



**Exceptions**

Nothing in this policy shall hinder access to information requested under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

**Posting and Notice**

The Township shall provide a copy of this Policy to each employee within 30 calendar days of implementation. The Township shall provide a copy of this Policy to all new employees upon onboarding and within 30 calendar days of the employee commencing employment with the Township.

If the Township amends this policy, it will provide an amended copy of the Policy to employees within thirty (30) days of the changes being made.

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2318-2022

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 October 5, 2022 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the CAO / Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 5 day of October, 2022.

By-law read a third time and finally passed this 5 day of October, 2022.

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MAYOR  
MARK PETERSON

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CAO / CLERK  
RODGER MORDUE