

Present:

# MINUTES

Wednesday, July 02, 2025 at 04:00 PM Council Chambers

47, Wilmot St. S. Drumbo, ON

Streamed live to Township of Blandford-Blenheim YouTube Channel

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, Superintendent A. Degier, 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 2025-07-02-01**

**Moved by -** Councillor Demarest

**Seconded by -** Councillor Young

Be it hereby resolved that the agenda for the July 2, 2025, Regular Meeting of Council be adopted as printed, and circulated.

### Carried

1. **Disclosure of Pecuniary Interest**

None.

### Minutes

* 1. **June 18, 2025, Minutes of Council RESOLUTION 2025-07-02-02**

**Moved by -** Councillor Banbury

**Seconded by -** Councillor Barnes

By it hereby resolved that the minutes of the June 18, 2025, Regular Meeting of

Council be adopted as printed, and circulated.

### Carried

1. **Business Arising from the Minutes**

None.

### Public Meetings

* 1. **Public Meeting under the Planning Act, Committee of Adjustment RESOLUTION 2025-07-02-03**

**Moved by -** Councillor Demarest

**Seconded by -** Councillor Banbury

Be it hereby resolved that Council move into Committee of Adjustment at 4:01 p.m.

**Carried**

* + 1. **Minutes**

## RESOLUTION 2025-07-02-04

**Moved by -** Councillor Banbury

**Seconded by -** Councillor Demarest

Be it hereby resolved that the June 4th, 2025, Minutes of the Meeting of the Committee of Adjustment be adopted as printed and circulated.

### Carried

The Planner presented the Report, recommending approval. The

applicant was in attendance. No Member had any question or comment regarding the report. No one in attendance spoke for or against the application. The decision was unanimous to approve the application.

* + 1. **Application for Minor Variance RESOLUTION 2025-07-02-05**

**Moved by -** Councillor Demarest

**Seconded by -** Councillor Young

That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A03-25, submitted by Dorothy and Wayne Meacham for lands described as Part Lots 11 and 12, Concession 9 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

* + - 1. Relief from Section 7.1 – A2 Uses Permitted to permit an additional residential unit (ARU) within a detached accessory building; and,
      2. Relief from Section 5.5.2.4 – Provisions for Detached Additional Residential Units to permit an increased distance between an ARU and the principal dwelling from 30 m (98.4

ft) to 47.2 m (155 ft).

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

The proposed relief represents minor variances from the provisions of the Township’s Zoning Bylaw in that the permittance of a detached ARU and an increased separation between an ARU and principal dwelling is compatible with surrounding land uses, is minor and is desirable for the development of the lands;

The proposed relief maintains the general intent and purpose of the Township’s Zoning By-law, and no negative impacts are anticipated to be associated with the permittance of a detached ARU and an increased separation between an ARU and principal dwelling;

The relief is desirable for the use of the land as the said relief will allow for development that is compatible with the Zoning By-law; and,

The relief maintains the intent and purpose of the Official Plan as the proposed relief will facilitate development that is contemplated within the Agricultural Reserve designation.

### Carried

## RESOLUTION 2025-07-02-06

**Moved by -** Councillor Banbury

**Seconded by -** Councillor Barnes

Be it hereby resolved that the Committee rise at 4:06 p.m. and that the Open Council meeting resumes.

### Carried

1. **Delegations/Presentations**

None.

### Correspondence

* 1. **Specific**

None.

### General

* + 1. **Safe & Well Oxford, Update to Area Municipal Councils**
    2. **Melissa Abercrombie, Director of Public Works, Oxford County Re: Contract Award, Supply and Distribution of Curbside Collection Containers**

## RESOLUTION 2025-07-02-07

**Moved by -** Councillor Demarest

**Seconded by -** Councillor Young

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

**Carried**

1. **Staff Reports**
   1. **Jim Borton, Director of Public Works: PW-25-11, Monthly Report RESOLUTION 2025-07-02-08**

**Moved by -** Councillor Barnes

**Seconded by -** Councillor Young

Be it hereby resolved that Report PW-25-11 be received as information.

### Carried

* 1. **Trevor Baer, Manager of Community Services: CS-25-09, Monthly Report RESOLUTION 2025-07-02-09**

**Moved by -** Councillor Demarest

**Seconded by -** Councillor Banbury

Be it hereby resolved that Report CS-25-09 be received as information.

### Carried

1. **Reports from Council Members**

Mayor Peterson reported on the Canada Day event in Drumbo, noting it was well attended. Mayor Peterson noted the Township thrives on volunteerism, and he expressed his appreciation to the Township for its support in marking the various anniversary celebrations taking place within the community.

### Unfinished Business

None.

### Motions and Notices of Motion

* 1. **Councillor Barnes – Notice of Motion Re: Flag Policy Update**

Councillor Barnes introduced the following Notice of Motion:

**Moved by -** Councillor Barnes

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:
* Celebrating community initiatives;
* Increasing public awareness of Township programs and activities;
* Acknowledging organizations that have achieved national or international distinction or made significant contributions to the community; or
* 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.

### New Business

None.

1. **Closed Session**
   1. **CAO-25-17, A proposed or pending acquisition or disposition of land by the municipality [s. 239 (2) (c)]**

## RESOLUTION 2025-07-02-10

**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 4:21 p.m. to discuss:

a. CAO-25-17, A proposed or pending acquisition or disposition of land by the municipality [s. 239 (2) (c)].

Re: Pending Acquisition/ Disposition of Lands

**Carried**

## RESOLUTION 2025-07-02-11

**Moved by -** Councillor Banbury

**Seconded by -** Councillor Demarest

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 4:36 p.m. and reports the following:

That Council provided direction to staff regarding Report CAO-25-17.

**Carried**

1. **By-laws**
   1. **2503-2025, Being a By-law to amend By-law Number 506-83, as amended, being a By-law to appoint certain municipal officials;**
   2. **2504-2025, Being a by-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-25-04);**
   3. **2505-2025, Being a By-law to appoint the Deputy Clerk as a person authorized to issue Marriage Licenses;**
   4. **2506-2025, Being a By-law to amend By-law Number 506-83, as amended, being a By-law to appoint Deputy Division Registrars for the Township of Blandford-Blenheim;**
   5. **2507-2025, Being a By-law to confirm the proceedings of Council. RESOLUTION 2025-07-02-12**

**Moved by -** Councillor Demarest

**Seconded by -** Councillor Young

Be it hereby resolved that the following By-laws be now read a first and second time: 2503-2025, 2504-2025, 2505-2025, 2506-2025, & 2507-2025.

**Carried**

## RESOLUTION 2025-07-02-13

**Moved by -** Councillor Barnes

**Seconded by -** Councillor Banbury

Be it hereby resolved that the following By-laws be now given a third and final reading: 2503-2025, 2504-2025, 2505-2025, 2506-2025, & 2507-2025.

### Carried

1. **Other**

Mayor Peterson reported that he will be away on vacation for the upcoming week. During his absence, Councillor Demarest will serve as Head of Council.

### Adjournment and Next Meeting RESOLUTION 2025-07-02-14

**Moved by -** Councillor Young

**Seconded by -** Councillor Demarest

Whereas business before Council has been completed at 4:38 p.m.;

Be it hereby resolved that Council adjourn to meet again on August 6th, 2025, at 4:00 p.m.

### Carried

Mark Peterson, Mayor

Sarah Matheson, Clerk