



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

Wednesday, August 06, 2025 at 04:00 PM

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

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**1. Welcome**

**2. Call to Order**

**3. Approval of the Agenda**

**Recommendation:**

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

**4. Disclosure of Pecuniary Interest**

**5. Minutes**

**5.a July 2, 2025 Minutes of Council**

**Recommendation:**

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

**6. Business Arising from the Minutes**

**7. Public Meetings**

**Recommendation:**

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.

**Recommendation:**

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

**7.a Dustin Robson, Planner: ZN 1-25-03, Application for Zone Change**

**Recommendation:**

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).

**7.b 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.**

**Recommendation:**

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.

## **8. Delegations/Presentations**

## **9. Correspondence**

### **9.a Specific**

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

##### **Recommendation:**

That the Council of the Township of Blandford-Blenheim receive the correspondence from Zorra Township regarding Speeding, Distracted Driving and Impaired Driving as information; and,

That the Township of Blandford-Blenheim Council direct staff to work with Oxford County and all area municipalities on the feasibility of implementing a long-term Vision Zero Policy and the Good Roads Rural Road Safety strategy across all of Oxford, and,

That a copy of this resolution be forwarded to Oxford County and all area municipalities for further action.

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

##### **Recommendation:**

That Council receive the Request to Wave Permit Fees for Tent Installation at the Drumbo Fair by the Drumbo Agricultural Society; and,  
That Council provide direction to staff.

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

##### **Recommendation:**

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

### **9.b General**

#### **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**

**Recommendation:**

That the general correspondence items be received as information.

**10. Staff Reports**

**10.a Drew Davidson, Director of Protective Services**

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

**Recommendation:**

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

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

**Recommendation:**

That Report FC-25-11 is 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.

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

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

**Recommendation:**

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

**10.c Jim Borton, Director of Public Works**

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

**Recommendation:**

That Report PW-25-12 be received for 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.

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

**Recommendation:**

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.

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

**Recommendation:**

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

**10.d Trevor Baer, Manager of Community Services**

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

**Recommendation:**

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

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

**Recommendation:**

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.

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

**Recommendation:**

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

That Council direct staff to proceed with Option One, Option Two, or Option Three as proposed in the request from property owners requiring a fence at the Princeton Park site.

**10.e Denise Krug, Director of Finance/Treasurer**

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

**Recommendation:**

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

**10.f Kevin Brandt, Deputy Clerk/Communications Coordinator**

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

**Recommendation:**

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

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

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

**Recommendation:**

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

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Motions and Notices of Motion**

**13.a Councillor Barnes - Notice of Motion Re: Flag Policy Update**

**Recommendation:**

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.

#### **14. New Business**

#### **15. Closed Session**

##### **a. CAO-25-18 – Legal Advice re: Enforcement**

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

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose [s. 239 (2)(f)]

##### **b. CAO-25-19 – Personal Matters about an Identifiable Individual**

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

(b) personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)].

##### **c. CAO-25-20 – Personal Matters about an Identifiable Individual**

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

(b) personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)].

#### **Recommendation:**

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at X 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

#### **Recommendation:**

Be it hereby resolved that Council does now adjourn from Closed Session and resume into

Open Session at X 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.

## **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.**

### **Recommendation:**

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.

### **Recommendation:**

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.

## **17. Other**

## **18. Adjournment and Next Meeting**

### **Recommendation:**

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

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





# 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

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, 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

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## 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**

## 4. Disclosure of Pecuniary Interest

None.

## 5. Minutes

### **5.a 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**

**6. Business Arising from the Minutes**

None.

**7. Public Meetings**

**7.a 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**

**7.a.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.

**7.a.2 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**

## **8. Delegations/Presentations**

None.

## **9. Correspondence**

### **9.a Specific**

None.

### **9.b General**

#### **9.b.1 Safe & Well Oxford, Update to Area Municipal Councils**

#### **9.b.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**

## **10. Staff Reports**

### **10.a 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**

### **10.b 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**

## **11. 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.

## **12. Unfinished Business**

None.

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

### **13.a 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:
  - 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.

#### **14. New Business**

None.

#### **15. Closed Session**

##### **15.a 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**

#### **16. By-laws**

##### **16.a 2503-2025, Being a By-law to amend By-law Number 506-83, as amended, being a By-law to appoint certain municipal officials;**

- 16.b 2504-2025, Being a by-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-25-04);**
- 16.c 2505-2025, Being a By-law to appoint the Deputy Clerk as a person authorized to issue Marriage Licenses;**
- 16.d 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;**
- 16.e 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**

**17. 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.

**18. 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**

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Mark Peterson, Mayor

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Sarah Matheson, Clerk



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

**From: Dustin Robson, Development Planner, Community Planning**

## **Application for Zone Change ZN 1-25-03 – Dayle and Dana Reibling (Supplementary Report)**

### **REPORT HIGHLIGHTS**

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- The Application for Zone Change proposes to rezone the lands from ‘General Agricultural Zone (A2)’ to ‘Special General Agricultural Zone (A2-sp)’ in order to permit a detached additional residential unit (ARU).
- A special provision is being requested to increase the maximum distance between an ARU and a principal dwelling.
- The application was deferred at the Township Council Meeting of June 18, 2025, in order for applicants to amend the proposal. An amended proposal has been received, and Planning staff are recommending approval of the application as the proposal is consistent with the policies of the Provincial Planning Statement and the intent and purpose of the Official Plan and Zoning By-law with respect to additional residential units (ARUs).

### **DISCUSSION**

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#### **Background**

APPLICANTS/OWNERS:

Dayle and Dana Reibling  
925873 RR#1 Township Road 13, Bright, ON N0J 1B0

LOCATION:

The subject lands are described as S ½, Lot 8, Concession 13 (Blandford), in the Township of Blandford-Blenheim. The lands are located on the north side of Township Road 13, between Oxford Road 5 and Blandford Road, and are municipally known as 925873 Township Road 13.

COUNTY OF OXFORD OFFICIAL PLAN:

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

Existing Zoning: General Agricultural Zone (A2)

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

PROPOSAL:

For Council's information, the subject application was originally considered at the June 18, 2025 Township Council meeting. At the meeting, Council raised concerns with the original proposal, specifically relating to the distance between the ARU and the principal dwelling. Council ultimately elected to defer the application to allow the applicants time to consider alternatives. Since then, the applicants have amended portions of their proposal.

The subject Application for Zone Change proposes to rezone the lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' in order to permit a detached additional residential unit (ARU). The proposed ARU would be approximately 139.3 m<sup>2</sup> (1,500 ft<sup>2</sup>) in size. Originally, the applicants requested to increase the maximum distance between an ARU and the principal dwelling from 30 m (98.4 ft) to 247.1 m (811 ft). Since the June 18, 2025 meeting, the applicants have amended their request to a maximum distance between an ARU and a principal dwelling of 63 m (206.6 ft).

The subject lands are approximately 39.8 ha (98.3 ac) in size. The lands contain an existing 304.3 m<sup>2</sup> (3,276 ft<sup>2</sup>) single detached dwelling and various outbuildings associated with the existing livestock (hogs) operation on-site. Surrounding lands generally contain farming operations.

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

Plate 2 – Aerial Photography (2020), shows an aerial view of the subject lands.

Plate 3 – Aerial Photography (2020) – Zoomed In, shows an aerial view of the subject lands.

Plate 4, Original Applicants' Sketch, identifies the current location of the existing buildings and structures in addition to the proposed location of the detached additional residential unit (ARU).

Plate 5, Revised Applicants' Sketch, identifies the current location of the existing buildings and structures in addition to the proposed location of the detached additional residential unit (ARU).

## **Application Review**

### 2024 Provincial Planning Statement

The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act. The following outlines the key PPS policies that have been considered but is not intended to be an exhaustive list.

Section 2.1 of the Provincial Planning Statement (PPS) provides that healthy liveable and safe communities are sustained by accommodating an appropriate range and mix of residential housing (including additional units, affordable housing, and housing for older persons) to meet

long-term needs, and promoting cost-effective development that minimizes land consumption and servicing costs.

Further, Section 2.2 - Housing states that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- Permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- Permitting and facilitating all types of residential intensification, including additional residential units and redevelopment, in accordance with policy 2.3.1.3;
- Promoting densities for new housing which efficiently use land, resources, infrastructure, and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and
- Requiring transit-supportive development and prioritization intensification, including potential air rights development, in proximity to transit, including corridors and stations.

The policies of Section 4.3 require municipalities to protect prime agricultural areas for the long-term for agricultural uses. Permitted uses in prime agricultural areas include agriculture, agriculture-related uses, and on-farm diversified uses. New land uses, including the creation of new lots, shall comply with the minimum distance separation formulae.

#### Official Plan

The subject lands are located within the 'Agricultural Reserve' designation according to the Township of Blandford-Blenheim Land Use Plan in the County of Oxford Official Plan. The 'Agricultural Reserve' lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms, together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

Regarding Additional Residential Units (ARUs), Oxford County Council adopted policies regarding these units on February 8, 2023 via Official Plan Amendment 285 which are applicable to this application.

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

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

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

- The ARU shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m<sup>2</sup> (1,506 ft<sup>2</sup>);
- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding, or lodging

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

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

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

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

An additional residential unit shall not be severed from the lot containing the principal dwelling or converted into a separately transferable unit through plan of condominium.

### Zoning By-law

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

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

- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding, or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental, or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- Contains a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m<sup>2</sup> (1,506 ft<sup>2</sup>);

- There is a 1.2 m (3.9 ft) unobstructed pathway from the front lot line to the entrance;
- 1 space per ARU is provided on-site;
- A minimum 75 m<sup>2</sup> (807 ft<sup>2</sup>) of open space in the rear yard for 1 ARU;
- The subject lands are a minimum of 0.6 ha (1.48 acres);
- The ARU shall have a maximum height of 5.5 m (18 ft); and,
- The ARU shall be a maximum distance of 30 m (98.4 ft) from the principal dwelling;

Section 5.5.2.2 outlines that additional residential units shall not be permitted on any lot containing a boarding or lodging house, a group home, a garden suite, a converted dwelling, a duplex dwelling, a mobile home, or a bed and breakfast establishment.

Additionally, Section 7.2.6 Location of New Farm Dwellings, is to ensure that new farm dwellings, including temporary dwellings, shall be required to satisfy the minimum distance separation requirements as determined through the application of the Minimum Distance Separation Formula I (MDS I) or not further reduce an already existing insufficient setback. It is the intent of these regulations to reduce potential conflicts with livestock operations, wherever possible.

#### Agency Comments

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

#### Public Consultation

Notice of complete application and notice of public meeting regarding the original application for zoning amendment were circulated to surrounding property owners on May 15, 2025 and May 29, 2025, respectively, in accordance with the requirements of the *Planning Act*. One letter was received with concerns regarding the original proposed location of the ARU. A copy of the letter has been attached to Report CP 2025-231.

Following the deferral of the application at the June 18, 2025 meeting a new notice of public meeting was circulated to surrounding property owners on July 17, 2025. As of the completion of this report, no additional letters have been received.

### **Planning Analysis**

The Application for Zone Change proposes to rezone the lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' in order to permit a detached additional residential unit (ARU).

Table 5.5.2.3 and Table 5.5.2.4 of the Township Zoning By-law, which speak to the requirements for ARUs, limits the gross floor area of an ARU to 50% of the gross floor area of the existing dwelling, or 140 m<sup>2</sup> (1,507 ft<sup>2</sup>) of gross floor area (whichever is lesser) for A1, A2, RR and RE zones outside of a settlement. Further, Table 5.5.2.4 permits a maximum distance from the principal dwelling and the ARU of 30 m (98.6 ft).

The proposed ARU would have an overall size of 139.3 m<sup>2</sup> (1,500 ft<sup>2</sup>). Given that the existing single detached dwelling on-site has a gross floor area of 304.3 m<sup>2</sup> (3,276 ft<sup>2</sup>), the proposed ARU would comply with the requirement to be no larger than 50% of the principal dwelling's gross floor area, up to a maximum of 140 m<sup>2</sup> (1,506 ft<sup>2</sup>).

The applicants are requesting relief from the provision which specifies the maximum distance from the principal dwelling of 30 m (98.6 ft) to allow for a distance of 63 m (206.6 ft). The proposed ARU is to be located as identified on Plate 5 of Report No. 2025-231, which would be to the west of the established building cluster.

The purpose and intent of the criteria contained in Table 5.5.2.4 is generally to ensure that any detached ARU remains clearly secondary to the principal dwelling, and, that sufficient space exists to accommodate not only all dwellings and their associated buildings and structures but also the necessary private septic systems and wells. The intent of the provision limiting the distance from the principal dwelling is to ensure both dwellings are located within the same general cluster, does not unnecessarily remove agricultural lands from production, does not result in the unnecessary removal of vegetation, and does not adversely impact surrounding agricultural operations.

Increasing the distance between the ARU and the principal dwelling should generally be reserved for situations where there are no reasonable options to locate the ARU within 30 m (98.6 ft). Examples of such circumstances would be due to a floodplain or MDS issue if the ARU was placed within 30 m (98.6 ft) of the principal dwelling.

As previously outlined, the applicants are proposing an increased distance between the ARU and principal dwelling of 63 m (206.6 ft). The applicants note they are making the request for a number of reasons, including the location of the existing septic system, significant vegetation, and a pet cemetery.

Generally, Staff are not supportive of permitting increased distances between ARUs and principal dwellings as it results in the unnecessary removal of farmland. Notwithstanding this, staff are of the opinion that there is a legitimate reason for the increased distance in this instance. Through conversation with the applicants staff are in agreement that requiring the ARU within 30 m (98.8 ft) of the principal dwelling would result in the loss of numerous mature trees. Further, the location of existing services (well and septic) and farm buildings also limit the potential locations within 30 m (98.8 ft) of the dwelling. As such, the revised location that the applicants have proposed at 63 m (206.6 ft) from the principal dwelling is supportable in the opinion of staff.

At the June 18, 2025 Township Council meeting one of the main concerns raised in regard to the original location of the ARU focused on Minimum Distance Separation (MDS) impacts on surrounding agricultural lands. One of the reasons that ARUs are intended to be location within established building clusters is to keep more sensitive land uses that constrain livestock operations on adjacent properties in one concentrated area to reduce potential impacts on the siting of new and expanding livestock facilities on adjacent lands. The original location of the ARU had the potential to significantly impact adjacent lands should surrounding property owners wish to establish or expand livestock facilities in the future given that any new facility will now need to take the ARU into consideration when trying to site livestock facilities to meet the required MDS setbacks. The proposed location had the potential to sterilize portions of the lands to the south, southwest, and west in terms of establishing livestock facilities.

The revised proposal of the ARU is approximately 184.1 m (604.4 ft) closer to the existing dwelling than the original proposal was and, in the opinion of staff, helps to alleviate the concern of sterilizing adjacent agricultural lands for future livestock in terms of MDS requirements. Additionally, the revised proposal will utilize the existing driveway on-site rather than requiring an additional access to Township Road 13, which complies with the intent of the Official Plan when considering ARUs.



In light of the foregoing, it is the opinion of this Office that the application is consistent with the policies of the PPS and maintains the general intent and purpose of the Official Plan. As such, Planning staff are satisfied that the application can be given favourable consideration.

## RECOMMENDATIONS

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It is recommended 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).

## SIGNATURES

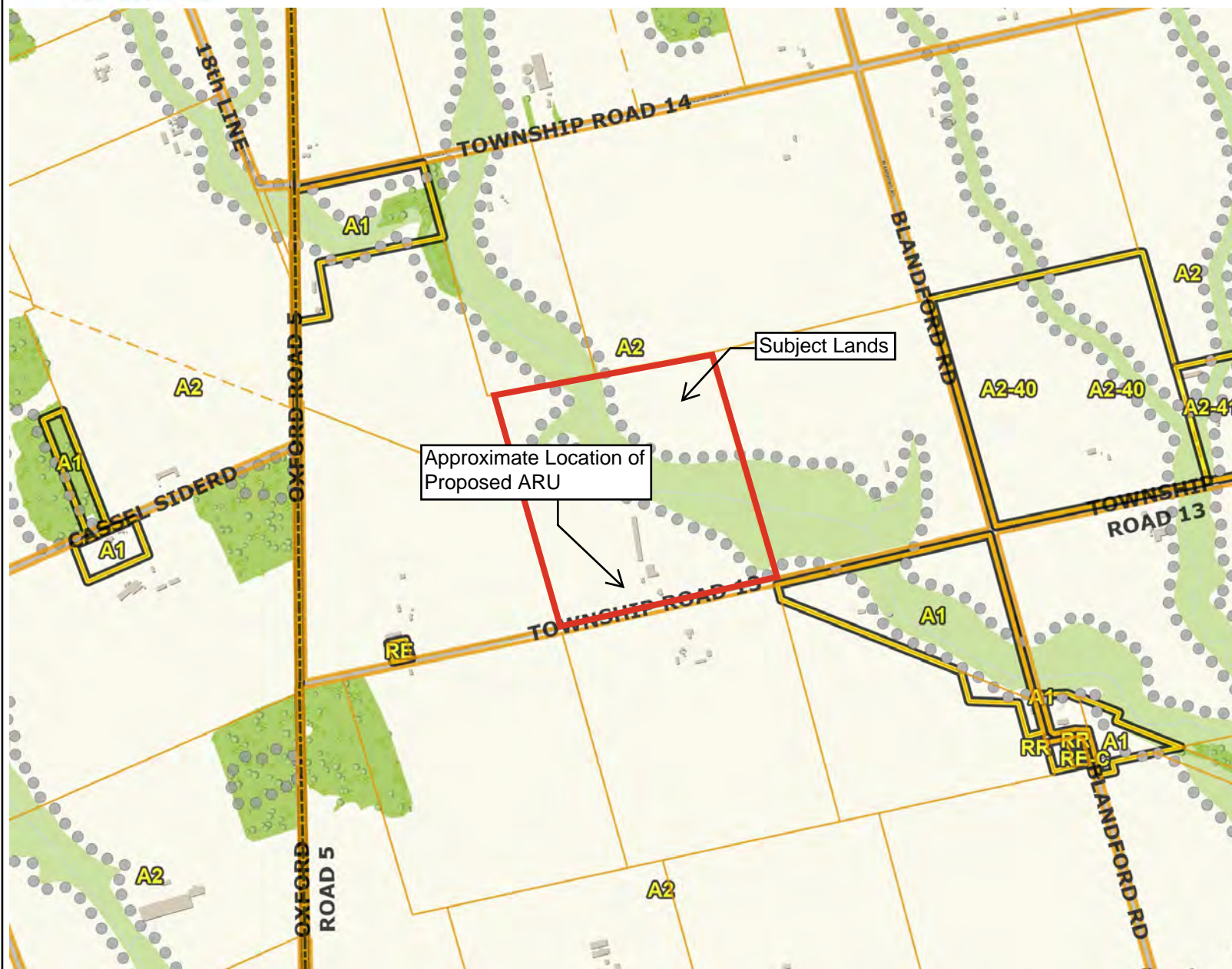
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Authored by: 'original signed by'

Dustin Robson, MCIP, RPP  
Development Planner

Approved for submission by: 'original signed by'

Eric Gilbert, MCIP, RPP  
Manager of Development Planning



### Legend

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
  - 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)**

### Notes



0 409 818 Meters

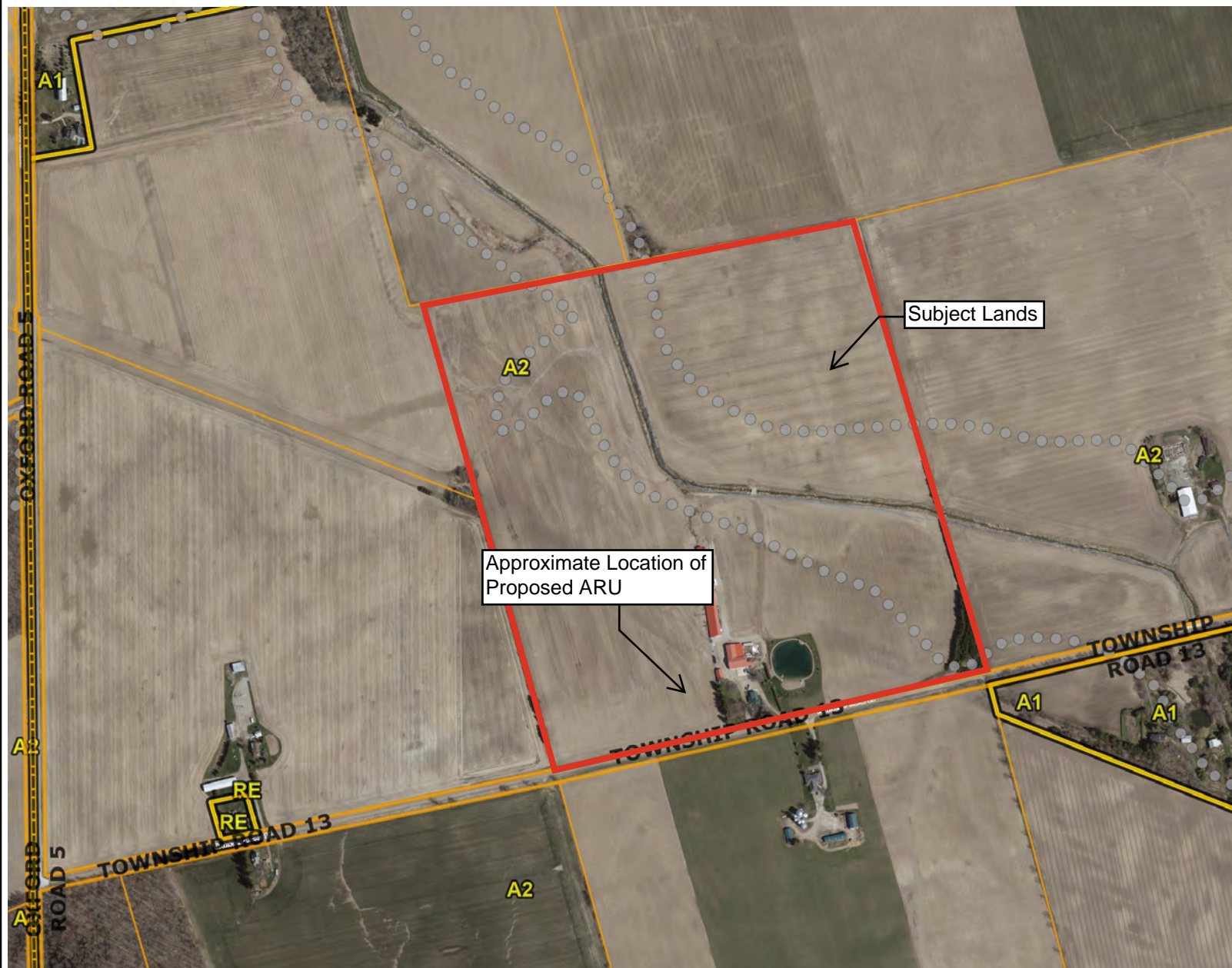
NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

May 9, 2025





## Legend

### Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

### Zoning Floodlines

#### Regulation Limit

- 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

- Land Use Zoning (Displays 1:16000 to 1:500)

## Notes



0 205 409 Meters

NAD\_1983\_UTM\_Zone\_17N



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May 29, 2025





## Legend

### Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

### Zoning Floodlines

#### Regulation Limit

- 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

- Land Use Zoning (Displays 1:16000 to 1:500)

## Notes



0 51 102 Meters

NAD\_1983\_UTM\_Zone\_17N



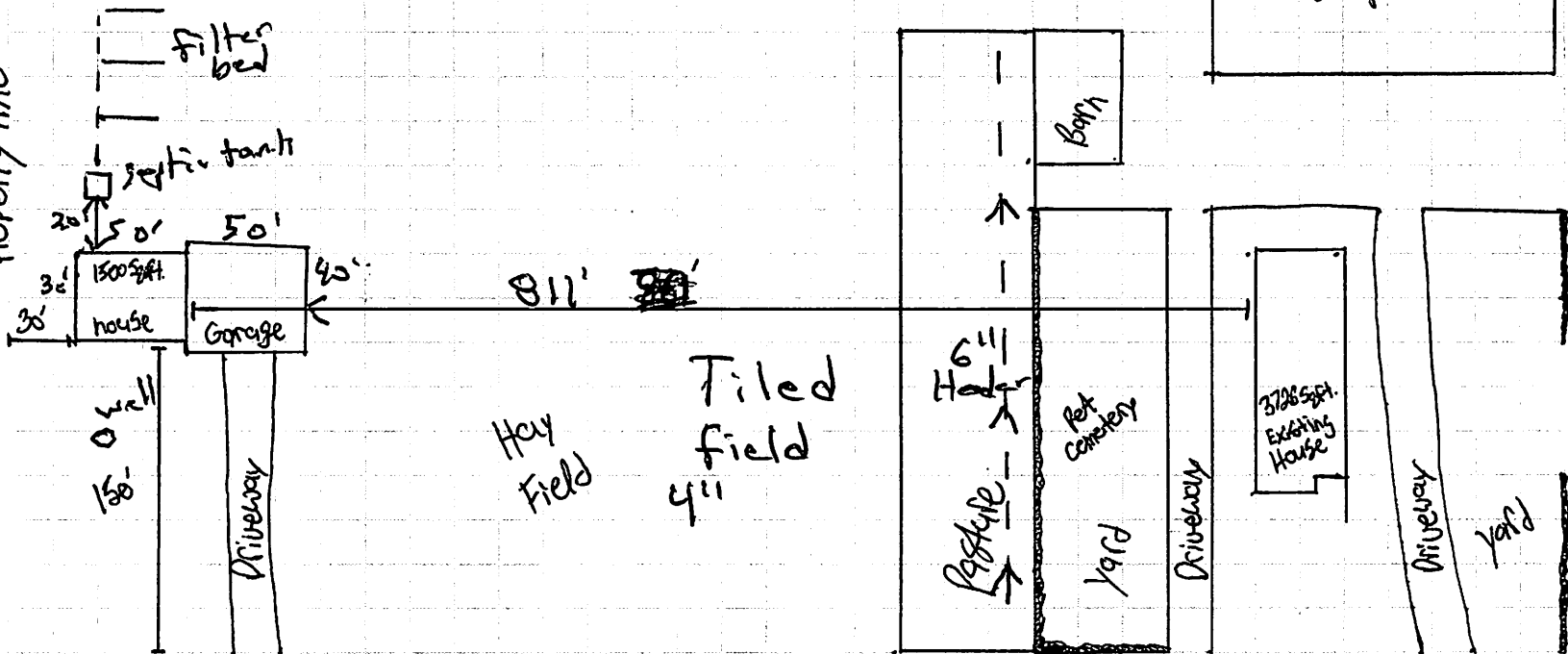
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

May 29, 2025

# SKETCH/SITE PLAN

USE THIS PAGE FOR SKETCH (OR SURVEY PLAN IF AVAILABLE) AND ATTACH TO THE APPLICATION FORM.  
WITHOUT SKETCH OR SURVEY PLAN, THE APPLICATION WILL NOT BE PROCESSED.  
SKETCH OR SURVEY PLAN MUST CONTAIN THE INFORMATION SET OUT IN ITEM 5 OF THE ZONE CHANGE APPLICATION GUIDE.

Property line



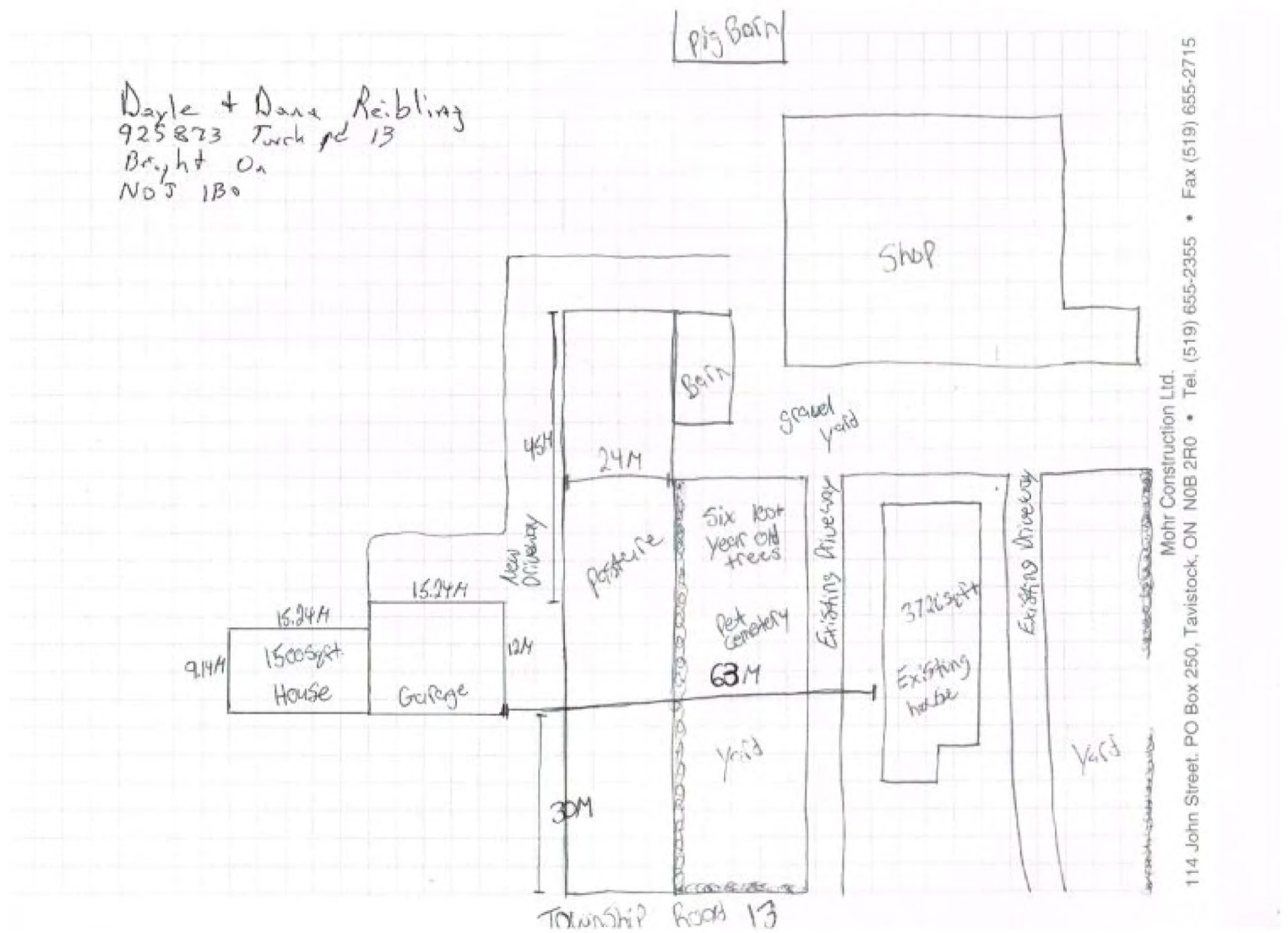


Plate 5: Revised Applicants' Sketch  
File No. ZN1-25-03 (Reibling)  
S ½ Lot 8, Concession 13 (Blandford), Township of Blandford-Blenheim, 925873 Township Road 13



**From:**  
**To:** [Planning](#)  
**Subject:** File ZN 1-25-03  
**Date:** Wednesday, June 11, 2025 10:23:38 PM

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Re: File ZN 1-25-03 (Dana and Dayle Reibling)

We own farms directly adjacent to the proposed house, both to the south and west. While we maintain a good relationship with the Rieblings, we have concerns about their request. Specifically, we question why the second dwelling needs to be located so far from the main house. Based on our understanding, the new structure will be situated very close to our shared property line. This placement will affect the minimum setback distances required for future agricultural buildings built on our land and, as a result, limit where we can build.

We have no objection to a second dwelling being constructed, provided it adheres to the current guidelines.

We wish to be notified of the decision of the Township of Blandford-Blenheim on the proposed amendment.

Thank you,

Karen & Steve Witmer  
885374 Oxford Road 8  
Woodstock, ON  
N4S 7W2

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

**From: Dustin Robson, Development Planner, Community Planning**

## **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.**

### **REPORT HIGHLIGHTS**

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- The Official Plan Amendment Application proposes to reconfigure the existing 'Low Density Residential,' 'Service Commercial,' and 'Open Space' designations to facilitate a residential draft plan of subdivision.
- The Draft Plan of Subdivision Application proposes 99 lots for single detached dwellings and 16 lots for semi-detached units to be serviced by municipal water and wastewater services. A block for commercial uses, a block for stormwater management purposes, blocks for servicing, and a block for a walkway are also proposed.
- A Zone Change Application has also been received to rezone a portion of the subject lands 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).'
- Planning staff are recommending that Township Council support the proposal as it is consistent with the Provincial Planning Statement and the Official Plan with respect to low density residential and commercial development through a draft plan of subdivision within a serviced settlement.

### **DISCUSSION**

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#### **Background**

APPLICANT/OWNER:

Westside Communities (Plattsville) Inc.  
Unit 200 - 195 Hanlon Creek Boulevard, Guelph, ON  
N1C 0A1

AGENT:

Stantec  
Unit 100 – 300 Hagey Boulevard, Waterloo, ON N2L 0A4

LOCATION:

The subject lands are 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 CO 252471), Parts 1, 2, and 3, Plan 41R-10551; Township of Blandford-Blenheim. The lands are located at the southwest corner of the Hofstetter Road and Oxford Road 8 (Albert Street East) intersection, with frontage also existing on the east side of Platt Street South and the lands are municipally known as 24 Platt Street South in the Village of Plattsville.

COUNTY OF OXFORD OFFICIAL PLAN:

EXISTING AND PROPOSED

Schedule 'C-3'	County of Oxford Settlement Strategy Plan	Village
Schedule 'B-1'	Township of Blandford-Blenheim Land Use Plan	Settlement
Schedule 'B-2'	Village of Plattsville Land Use Plan	Low Density Residential, Service Commercial, and Open Space

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

Existing Zoning:	'Residential Type 1 Zone (R1),' 'Highway Commercial Zone (HC),' 'Special Highway Commercial Zone (HC-4)' and 'Open Space Zone (OS)'
Proposed Zoning:	'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).'

PROPOSAL:

For Council's information, the subject lands were previously subject to a Subdivision Application, Official Plan Amendment Application, and Zone Change Application (SB10-06-1, OP10-06-1, and ZN1-10-10). At their August 8, 2012 regular meeting, Oxford County Council voted to approve SB10-06-1 and OP10-06-1 which proposed a residential subdivision consisting of 24 lots for single detached dwellings and eight lots for live-work purposes. Additionally, two commercial blocks were approved on the draft plan of subdivision with one being 1.2 ha (2.9 ac) and one being 1.1 ha (2.7 ac) in size.

Since approval in 2012, the existing draft plan of subdivision has required six extensions of draft approval to be granted by Township Council to avoid the lapsing of approval. The most recent extension was approved on June 18, 2025 for an additional one year, lapsing on August 31, 2026. If approved, the subject applications currently being considered would replace the previously approved plans.

The proposed draft plan of subdivision consists of 99 lots for single detached dwellings and 16 lots for semi-detached dwelling units to be serviced by municipal water and wastewater services. A 0.9 ha (2.2 ac) block for stormwater management purposes and a 1.6 ha (3.9 ac) block for

commercial purposes are also being proposed. Additionally, a block for a walkway connecting the commercial block to the residential area of the subdivision is proposed. Two blocks are proposed to facilitate servicing needs (municipal drain) and one block for future development is also proposed. Two new internal local roads are proposed to service the proposed subdivision and would connect Hofstetter Road with Platts Street South.

The Official Plan Amendment Application proposes to reconfigure the existing 'Low Density Residential,' 'Service Commercial,' and 'Open Space' designations to facilitate the residential draft plan of subdivision as proposed.

A Zone Change Application has also been received to rezone a portion of the subject lands 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).' Special provisions are required to permit reduced lot frontages, lot depths, yard depths, and increased lot coverage.

The entirety of the subject lands is approximately 10.3 ha (25.6 ac) in size and currently contains an existing single detached dwelling and pool, which front onto Platt Street South. Both structures are proposed to be removed in order to facilitate a proposed internal road connecting to Platt Street South. The proposed draft plan of subdivision, if approved, is proposed to be built out over four phases.

Surrounding land uses include single detached dwellings to the north and west while agricultural uses exist to the east and south of the subject lands.

A Planning Justification Report, Transportation Impact Study, Functional Servicing Report, Geotechnical Report, Stormwater Management Report, Hydrogeological Report, and Archeological Assessment have been submitted in support of the applications.

Plate 1 – Location Map and Existing Zoning illustrates the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2 – Aerial Photography (2020) provides an aerial view of the subject lands and surrounding uses with the existing zoning.

Plate 3, Existing Official Plan Designations illustrates the land use designations of the subject lands and surrounding area.

Plate 4, Proposed Official Plan Designations illustrates the proposed land use designations of the subject lands.

Plate 5, Proposed Draft Plan of Subdivision illustrates the draft plan of subdivision layout and lot configuration as proposed.

Plate 6, Proposed Phasing Plan illustrates the draft plan of subdivision layout and the proposed phasing of the development.

## Application Review

2024 Provincial Planning Statement



The 2024 Provincial Planning Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act. The following outlines the key PPS policies that have been considered but is not intended to be an exhaustive list.

The policies of Section 2.3 direct that sufficient land shall be made available to accommodate an appropriate range and mix of land uses (including residential and commercial uses) to meet projected needs for the planning period. Section 2.3.1 directs that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Furthermore, land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land and resources and existing infrastructure and public service facilities. A range of uses and opportunities for intensification and redevelopment should also be promoted where it can be accommodated in settlement areas.

Section 2.1 of the PPS sets out policies which are intended to provide for an appropriate range of housing types and densities required to meet projected requirements of current and future residents. To accommodate this, planning authorities shall maintain at all times the ability to accommodate residential growth for a minimum of 15 years through residential intensification, redevelopment and if necessary, lands which are designated and available for residential development.

The PPS also states in Section 3.6 that municipal sewage and water systems are the preferred form of servicing for settlement areas and that intensification and redevelopment within settlement areas on existing municipal services should be promoted, wherever feasible.

With respect to planning for stormwater management, the PPS directs that development shall minimize or, where possible, prevent increases in contaminant loads, minimize changes in water balance and erosion, not increase risks to human health and safety and property damage, maximize the extent and function of vegetative and pervious surfaces and promote stormwater management best practices.

#### Official Plan

The subject lands are located within the Village of Plattsville, designated as 'Serviced Village' and 'Settlement' according to Schedule "C-3" County of Oxford Settlement Strategy Plan and Schedule "B-1" Township of Blandford-Blenheim Land Use Plan, respectively, and further designated as 'Low Density Residential,' 'Service Commercial,' and 'Open Space' according to Schedule "B-2" Village of Plattsville Land Use Plan.

According to Section 2.1.1 (Growth Management), to manage growth, it is a strategic initiative of the Official Plan to ensure designated growth settlements are developed with efficient land use patterns and densities to minimize land consumption, to control infrastructure costs, and to limit growth pressure in rural areas. Further, Section 4.1 (Strategic Approach) states that the County shall aim to ensure existing designated land supplies and infrastructure will be efficiently utilized, including achievement of intensification targets, prior to designating new areas for growth.

Section 4.2.2.4 (Serviced Villages) directs that serviced villages are settlements characterized by a broad range of uses and activities which have been developed or are proposed for development on centralized wastewater and water supply facilities.

Section 6.2.1 (Objectives for Rural Settlement Residential Designations) states that compact urban form and residential infilling, as well as a range of housing types, shall be promoted in all rural settlement areas where appropriate given the level of infrastructure available.

Further, the Official Plan (Section 6.2.2) directs that Low Density Residential areas in serviced villages are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms consisting of single detached, semi-detached, duplexes, converted dwellings, and street fronting townhouses.

Section 6.3.1.2 (Service Commercial Areas) are intended to provide for a range of commercial uses that are generally not suited for location within the Village Core designation due to various reasons including, but not limited to, access requirements and required lot size. The Service Commercial designation generally caters to vehicle traffic and single purpose shopping trips where customers are typically draw from passing traffic or a wide ranging market area. Permitted uses within the Service Commercial designation includes, but are not limited to, fast food outlets, automotive services, and gas bars. Service Commercial lands are generally expected to be sited to allow for direct access to major roads

Section 10.3.3 (Plans of Subdivision and Condominium) identifies that County Council and Area Councils will evaluate applications for a plan of subdivision on the basis of the requirements of the *Planning Act* as well as criteria, including, but not limited to:

- The plan effectively accommodates environmental resources and mitigates environmental constraints in accordance with the relevant Official Plan policies;
- The plan is designed to reduce negative effects on surrounding land uses, including transportation networks and significant environmental features;
- The plan is designed to be integrated with adjacent developments; and,
- The plan is designed to be compatible with the natural features and topography of the lands, extensive areas of cut and fill will be discouraged.

The Official Plan further requires that, as a condition of draft plan approval, County Council will require the applicant to satisfy conditions prior to final approval and registration of the plan. Should the conditions not be met within the specified time period, the draft plan approval may lapse. Additionally, to provide for the fulfillment of these conditions, and for the installation of services according to municipal standards, Council shall require that the applicant enter into a subdivision agreement with the Township and, where necessary, the County, prior to final approval of the plan.

### Zoning By-law

The subject lands are currently zoned 'Residential Type 1 Zone (R1),' 'Highway Commercial Zone (HC),' 'Special Highway Commercial Zone (HC-4)' and 'Open Space Zone (OS)' according to the Township's Zoning By-law. The Zone Change Application proposes to rezone a portion of the subject lands 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).'

The 'R1' zone permits single detached dwellings and related uses, such as converted dwellings, home occupations, and garden suites. The 'R1' zone requires a minimum lot area of 450 m<sup>2</sup> (4,844 ft<sup>2</sup>), minimum lot frontage of 15 m (49.2 ft), minimum lot depth of 30 m (98.4 ft), minimum

rear yard of 7.5 m (24.6 ft), and minimum interior side yard of 1.2 m (3.9 ft), where a property is served by sanitary sewers and public water supply.

The 'R2' zone permits single detached, semi-detached dwellings and duplexes. For semi-detached dwellings the 'R2' zone requires a minimum lot depth of 30 m (98.4 ft), minimum lot area of 270 m<sup>2</sup> (2,906.3 ft<sup>2</sup>) for interior lots and 450 m<sup>2</sup> (4,843.9 ft<sup>2</sup>) for corner lots. A minimum frontage of 9 m (29.5 ft) is required for interior lots and 15 m (49.2 ft) for corner lots.

The 'OS' zone permits conservation projects, flood control works, a picnic area, a passive use park, or a public use. The minimum lot frontage is 20 m (65.6 ft), the minimum lot area is 2,000 m<sup>2</sup> (21,528.5 ft<sup>2</sup>), and the minimum lot depth is 30 m (98.4 ft).

The 'HC' zone permits a range of commercial uses including, but not limited to, an automobile service station, a farm implement dealership, a public garage, and a retail store. The minimum lot size for a non-residential use is 550 m<sup>2</sup> (5,920.3 ft<sup>2</sup>) when on municipal services and 0.4 ha (1 ac) for an automobile service station or public garage. A minimum lot frontage for a non-residential use is 18 m (59.1 ft) and 45 m (147.6 ft) for an automobile service station or public garage.

The purpose of the 'D' zone is to act as a placeholding zone with limited options for uses. Permitted uses included a farm provided that there is no livestock, a public use, and an existing single detached dwelling.

The following special provisions are being proposed for the R1-sp zone:

<b>R1-sp Special Provisions</b>		
<b><u>Provision</u></b>	<b><u>Required</u></b>	<b><u>Proposed</u></b>
<b>Minimum Frontage (Interior Lot)</b>	15 m (49.2 ft)	14.6 m (47.9 ft)
<b>Minimum Frontage (Corner Lot)</b>	20 m (65.6 ft)	19.5 m (63.9 ft)
<b>Minimum Lot Depth</b>	30 m (98.4 ft)	29 m (95.1 ft)
<b>Minimum Lot Depth (Lot 61)</b>	30 m (98.4 ft)	23 m (75.4 ft)
<b>Minimum Front Yard Depth</b>	7.5 m (24.6 ft)	6.5 m (21.3 ft)
<b>Minimum Exterior Side Yard Width</b>	7.5 m (14.7 ft)	4.5 m (14.7 ft)
<b>Maximum Lot Coverage</b>	40%	45%

The following special provisions are being proposed for the R2-sp zone:

<b>R2-sp Special Provisions</b>		
<b><u>Provision</u></b>	<b><u>Required</u></b>	<b><u>Proposed</u></b>
<b>Minimum Frontage (Interior Lot)</b>	9 m (29.5 ft)	8 m (26.2 ft)
<b>Minimum Frontage (Corner Lot)</b>	15 m (49.2 ft)	14.3 m (46.9 ft)
<b>Minimum Exterior Side Yard Width</b>	7.5 m (24.6 ft)	6 m (19.6 ft)
<b>Maximum Lot Coverage</b>	40%	45%

The following special provision is proposed for the OS-sp zone:

OS-sp Special Provisions		
Provision	Required	Proposed
Minimum Frontage	20 m (65.6 ft)	10 m (32.8 ft)

#### Agency Comments

Enbridge Gas requests that as a condition of final approval that the owner/developer provide to Enbridge the necessary easements and/or agreements required by Enbridge for the provision of gas services for this project, in a form satisfactory to Enbridge.

The Grand River Conservation Authority (GRCA) requested the following conditions be included:

- Prior to any grading/site alteration and/or construction on the site and prior to registration of the plan, the owners or their agents submit the following plans and reports to the satisfaction and approval of the GRCA:
  - a) A final stormwater management report in accordance with the Functional Servicing Report, Westside Communities (Plattsville) Inc., Township of Blandford-Blenheim (prepared by Stantec Consulting Ltd. and revised May 2025), and Preliminary Stormwater Management Report, Westside Communities (Plattsville) Inc., Township of Blandford-Blenheim (prepared by Stantec Consulting Ltd. and revised May 9, 2025), and Comment/Response Matrix, 3rd Submission Comments, Westside Communities (Plattsville) Inc., Township of Blandford-Blenheim (prepared by Stantec Consulting Ltd. and dated May 12, 2025);
  - b) A detailed Lot Grading, Servicing and Storm Drainage Plan;
  - c) An erosion and siltation control plan in accordance with the Erosion & Sediment Control Guidelines for Urban Construction (2019) indicating the means whereby erosion will be minimized and silt maintained on-site throughout all phases of grading and construction; and,
  - d) The approval and issuance of a Permit from the GRCA for all works subject to Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits Regulation).
- The GRCA trusts that the County of Oxford and Township of Blandford-Blenheim will ensure that the Subdivision Agreement between the owners and the municipality will contain provisions for the completion and maintenance of the works in accordance with the approved plans and reports noted in the above-noted conditions.

Canada Post provided detailed comments respecting the requirements for the provision of community mailboxes throughout the proposed development.

Bell Canada requested the following conditions be included:

- The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.

- The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.

The County of Oxford Public Works Department has provided a number of conditions of draft approval, which have been incorporated as recommended conditions of draft approval.

The Township Director of Public Works, the Township Director of Protective Services, Southwestern Public Health, Thames Valley District School Board, and Hydro One have indicated no concerns or objections regarding the proposed zoning amendment.

#### Public Consultation

Notice of a Complete Application for the proposal was circulated to neighbouring property owners on October 3, 2022 and the Notice of a Public Meeting was circulated on July 17, 2025 in accordance with the requirements of the Planning Act. As of the date of this report, no comments or concerns had been received from the public.

### **Planning Analysis**

The proposed applications are intended to facilitate a residential development in the Village of Plattsville, consisting of single detached and semi-detached dwelling units, the creation of internal roads, a commercial block, two servicing blocks, a future development block, and a stormwater management block.

A Planning Justification Report, Transportation Impact Study, Functional Servicing Report, Geotechnical Report, Stormwater Management Report, Hydrogeological Report, and Archeological Assessment have been submitted in support of the applications.

#### Provincial Planning Statement

As the proposed draft plan of subdivision is located within a designated settlement and will be serviced by municipal water and wastewater facilities, the development represents an efficient use of lands designated for residential purposes and municipal services. The development also provides for alternative housing types in the Village of Plattsville, while maintaining compatibility with existing residential uses in the surrounding neighbourhood. As such, Planning staff are of the opinion that the proposed development is consistent with the relevant PPS policies respecting residential development in settlement areas. The proposed development will provide for land uses that are compatible with the surrounding residential and agricultural uses.

Regarding Section 2.2.1 – Housing, the PPS has a strong focus on the development and introduction of new housing options that meet the needs of current and future residential from a range of economic households, including low and moderate incomes. To help achieve this goal, promoting density and ensuring that land, infrastructure, and public services are used efficiently is considered key in ensuring success. It is the opinion of staff that the proposed development promotes an efficient use of land and infrastructure while also providing for a broader range of housing options in the Village of Plattsville.

The PPS directs that settlements with full municipal servicing shall be the priority for future growth and development. Details of the proposed infrastructure and stormwater management strategy

were provided in a Functional Servicing Report and Stormwater Management Report, submitted in support of the applications. In light of the comments received from various agencies (i.e. Township of Blandford-Blenheim and the County of Oxford Department of Public Works), and subject to conditions of approval to ensure review and approval of technical details, Planning staff are satisfied that infrastructure and public facilities are available to accommodate the initial phase of the development.

To ensure that development or site alteration does not impact lands containing archaeological resources, the applicant submitted a Stage 1-2 Archaeological Assessment of the subject lands, which was prepared by Golder Associates. Golder Associates advised that the archaeological resources on site did not meet criteria for additional assessment and that a Stage 3 assessment was not required.

### Servicing

Oxford County's Water and Wastewater Capacity Protocol for Residential Development (the 'protocol') allows for 25 units to be granted servicing at any one time. The purpose of the protocol is to ensure servicing is allocated responsibly and fairly amongst various development projects. The protocol is an important tool in ensuring that allocation is provided in a logical and equitable way.

Adequate service currently exists to facilitate the entirety of the proposed draft plan. While the entire draft plan can be serviced, the development shall be broken into a total of four phases. The first phase will consist of 50 residential lots, a commercial block, a stormwater management block, servicing blocks, and a walkway. In this instance, Oxford County Public Works advised they were willing to be flexible for Phase 1 and permit 50 units in order to facilitate the looping of the systems from Platt Street South and Hofstetter Road. Subsequent phases would be registered in blocks of no more than 25 residential lots in order to follow the protocol.

### Official Plan

As previously noted, the Official Plan establishes minimum and maximum net densities for Low Density Residential areas of 15-22 units per hectare (6-9 units per acre). The single detached and semi-detached development being proposed through this application would represent an overall net residential density of approximately 20.7 units per hectare (8.3 units per acre) for the lands designated as Low Density Residential, which is consistent with the net residential density allowances established in the Official Plan.

With regard to the specific review criteria for plans of subdivision (Section 10.3.3), the Oxford County Department of Public Works has advised that sufficient municipal water and wastewater capacity is available but will be subject to confirmation by the Public Works Department prior to registration of each phase. Community facilities and utility infrastructure exist in the surrounding Village of Plattsville, and the existing road network will be extended to permit safe and efficient access to the site. Planning staff are of the opinion that the proposal represents an efficient use of existing services and lands designated for residential use, and the proposed single detached and townhouse dwellings will provide an appropriate mix of housing types while remaining compatible with existing surrounding residential uses.

With respect to overall connectivity and local services, the subject lands are strategically located within the Village of Plattsville. They are within close proximity to community facilities such as schools, shopping facilities, and recreational and open space areas. Further, the subject lands are located adjacent to Oxford Road 8 (Albert Street East), which is a main thoroughfare. The



location of vehicular access points and the likely impacts of traffic generated by the proposal on adjacent streets has been assessed and is determined to be acceptable.

It is the opinion of staff that the variety of uses being proposed by the subject applications will further enhance the community. The new commercial block will serve to accommodate a range of potential future uses (e.g. automobile service station, retail store, eating establishments etc.) to serve the needs of the Plattsville community and, to an extent, the Township as a whole. Development of the commercial blocks will be subject to Site Plan approval once specific commercial uses are proposed for the commercial lands.

#### Township Zoning By-law

A Zone Change Application has also been received to rezone a portion of the subject lands 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).'

The purpose of the lot area and lot frontage requirements is to ensure that sufficient space is maintained on the lands for the development of a single detached dwelling or a semi-detached dwelling, while providing sufficient area for off-street parking, amenity space, grading, and drainage. Planning staff are satisfied that despite the requested reductions to the lot area and lot frontage that the lots will be sufficiently large enough to accommodate an appropriate building envelope for single detached or semi-detached dwellings while maintaining adequate front and rear yard depths, amenity space, off-street parking, and accommodating required drainage patterns and facilities.

Concerning the required 7.5 m (24.6 ft) exterior side yard width for the R1 and R2 zones, the purpose of the minimum required exterior side yard provision is to ensure that there is adequate separation between structures or buildings on the lot and the public road allowance. The Township Director of Public Works has reviewed the plans, including the request for a reduced exterior side yard widths of 4.5 m (14.7 ft) and 6 m (19.6 ft), and has not advised of any expected impacts to road maintenance, sight lines, or snow clearing on both the existing and proposed municipal rights-of-way.

The applicant has requested a reduction to the required minimum front yard depth for the R1-sp zone from 7.5 m (24.6 ft) to 6.5 m (21.3 ft). The Township Zoning By-law sets minimum parking space dimensions of 5.5 m (18 ft) by 2.7 m (8.9 ft) when not abutting a wall while also requiring a 1 m (3.3 ft) setback from a parking space and a front yard lot line. The proposed 6.5 m (21.3 ft) front yard depth would allow for these parking requirements to be accommodated. Planning staff are of the opinion that the proposal is supportable given this.

The proposed minimum lot frontage requirements for both the R1-sp and R2-sp zones and the proposed minimum lot depth requirements for the R1-sp zone are minor deviations, and staff are supportive of the request given that there would not appear to be adverse impacts on the subject lands or adjacent lands. Similarly, staff believe that the request to increase the maximum lot coverage from 40% to 45% in both the R1 and R2 zones is reasonable and will not introduce adverse impact to the area as the stormwater management facility that will service the subdivision will be designed and constructed to accommodate the increased run-off associated with the proposed increased lot coverage.

The land to be used for the stormwater management facility is proposed to be zoned to 'Special Open Space Zone (OS-sp).' The requested special provision is to permit a reduced minimum lot

frontage from 20 m (65.6 ft) to 10 m (32.8 ft). Given that the proposed stormwater management facility has been reviewed by the Township and the Township's engineering consultant and no concerns have been raised regarding the location or lot frontage, and sufficient access for maintenance to the facility is being provided, staff are satisfied that the proposed relief to the minimum lot frontage of the 'OS-sp' zone is appropriate.

## RECOMMENDATIONS

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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 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 semi-detached 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 following conditions being met prior to final approval of the plan for registration:

1. This approval applies to the draft plan of subdivision submitted by Westside Communities (Plattsville) Inc., (File No. SB 22-18-1) and prepared by Stantec, as shown on Plate 5 of Report No. 2025-203 and comprising 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 semi-detached 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.



2. The owner shall agree, in writing, to satisfy all requirements, financial and otherwise, of the Township of Blandford-Blenheim regarding the construction of roads, installation of services, including the water, sewer and electrical distribution systems, sidewalks, and drainage facilities, and other matters pertaining to the development of the subdivision in accordance with the standards of the Township of Blandford-Blenheim.
3. The Owner shall enter into a subdivision agreement with the Township of Blandford-Blenheim and this agreement shall be registered by the Township against the land to which it applies.
4. The subdivision agreement shall make provision for the dedication of parkland or cash-in lieu thereof in accordance with the relevant provisions of the Planning Act, to the satisfaction of the Township of Blandford-Blenheim.
5. If required, the Owner agrees in writing, to install fencing as may be required by the Township, to the satisfaction of the Township of Blandford-Blenheim.
6. The road allowances included in the draft plan of subdivision shall be dedicated as public highways, free of all encumbrances and costs, to the satisfaction of the Township of Blandford-Blenheim.
7. The streets included in the draft plan of subdivision shall be named, to the satisfaction of the Township of Blandford-Blenheim.
8. The Owner agrees in writing, to ensure the new local streets on this subdivision plan are connected to Hofstetter Road and Platt Street South at no cost to the Township, to the satisfaction of the Township of Blandford-Blenheim.
9. The Owner agrees in writing, that 0.3 meter (1 foot) reserves shall be conveyed to the Township as required, free of all costs and encumbrances, to the satisfaction of the Township of Blandford-Blenheim.
10. Prior to the approval of the final plan by the County, all lots/blocks shall conform to the zoning requirements of the Township's Zoning By-law. Certification of lot areas, frontages, and depths shall be provided to the Township by an Ontario Land Surveyor retained by the Owner, to the satisfaction of the Township of Blandford-Blenheim.
11. Prior to the approval of the final plan by the County, such easements as may be required for utility and drainage purposes outside of the public rights-of-way shall be granted to the appropriate authority, to the satisfaction of the Township of Blandford-Blenheim and County of Oxford Public Works.
12. The Owner agrees in writing to satisfy all the requirements, financial and otherwise, including payment of applicable development charges, of the County of Oxford regarding the installation of the water distribution system, the installation of the sanitary sewer system, and other matters pertaining to the development of the subdivision.
13. The subdivision agreement shall make provision for the assumption and operation of the water distribution systems within the draft plan of subdivision by the County of Oxford, to the satisfaction of County of Oxford Public Works.

14. Prior to the final approval of the subdivision plan, the Owner shall receive confirmation from the County of Oxford Department of Public Works that there is sufficient capacity in the Plattsville water and sanitary sewer systems to service the plan of subdivision (Lots 1 to 107). This development shall be appropriately phased and water & wastewater capacity confirmation shall be given in accordance with the most current "County-Wide Water and Wastewater Capacity Allocation for Residential Development" protocol, and/or to the satisfaction of Oxford County Public Works.
  - *Capacity allocation will be provided to the developer per phase; the maximum number of units to be allocated water & wastewater capacity at one time (per phase) will be 25 residential units (for Plattsville) as per the current protocol, unless otherwise approved by the County.*
15. The Owner shall agree to prepare and submit for the approval of Oxford County Public Works, detailed servicing plans designed in accordance with Oxford County Design Guidelines.
16. The Owner shall demonstrate/implement to the satisfaction of the County of Oxford that the entire subdivision, and each phase of development, shall be serviced with two independent water supply points to provide for adequate redundancy and looping for domestic and fire protection services.
17. The Owner shall demonstrate/implement to the satisfaction of the County of Oxford/Township of Blandford-Blenheim that the entire subdivision and external lands that will in future be serviced through the proposed subdivision can be serviced with the proposed services.
18. Prior to final approval by the County, the Owner shall properly decommission any abandoned private services (water well, cistern and/or septic system) located on the subject lands, in accordance with the Ontario Water Resources Act, R.S.O. 1990 (Ontario Regulation No. 903) and to the satisfaction of the County of Oxford Public Works.
19. Block 108 (Commercial Development) and Block 112 (Future Development) are subject to future Site Plan approvals. Submission of functional servicing reports (including water & wastewater demands), amongst other Oxford County Public Works requirements, shall be provided for these Blocks as part of Site Plan application. The Owner agrees that allocation of water & wastewater capacity for Block 108 or Block 112 will not be reviewed or provided until provisional future Site Plan approval.
20. Access from the proposed Commercial Block onto Oxford Road 8 (Albert Street East) will be limited to a right-in/right-out allowance. Full design and construction of a road island, at the Owners expense and to the satisfaction of Oxford County Public Works, will be required to ensure that only a right in/right out will be accessible. This access design will be required during Site Plan application for the Commercial Block.
21. The Owner agrees in writing that a 15 meter x 15 meter sight triangle along the Oxford Road 8 (Albert Street East) and Hofstetter Road frontage of the subject lands will be conveyed to the County of Oxford, free of all costs and encumbrances, to the satisfaction of Oxford County Public Works.
22. The Owner agrees in writing that prior to final approval, the Owner shall implement the recommendations of the Traffic Impact Study prepared by Stantec in February 2023 based

on the latest revision (including any further updates if requested by the County of Oxford and/or the Township of Blandford-Blenheim).

23. The Owner agrees in writing to conduct a traffic noise assessment study for County Roads, to the satisfaction of County of Oxford Public Works. Results and recommendations shall be included in a written report. All costs associated with the study and implementation of mitigation recommendations shall be borne by the Owner, to the satisfaction of the County. If recommended from the traffic noise assessment study, the Owner agrees in writing, to the satisfaction of the County, through the subdivision agreement, to ensure that all agreements of purchase and sale for lots (and provisional disclosure and warning clauses to inform future owners and residents/tenants that lots abutting/in proximity to Oxford Roads may experience noise levels that exceed the Ministry of Environment, Conservation and Park's NPC-300 Noise Guidelines.
24. Appropriate cul-de-sac/turnaround areas are required (including at temporary phase limits) to ensure the roadway has adequate turning radius/unobstructed access (without reversing) for waste collection and emergency vehicles. Cul-de-sac design will follow all County/Township guidelines and shall be done to the satisfaction of the Township of Blandford-Blenheim and/or County of Oxford Public Works.
25. The Owner shall agree that where existing municipal infrastructure (roads, sidewalks, sewers, watermain, etc. located external to the development land) is insufficient to accommodate the proposed development, the Owner shall be required to improve and/or relocate the existing infrastructure. These costs shall be borne solely by the Developer.
26. The Owner agrees in writing that prior to final approval, the Owner shall implement the recommendations of the Functional Servicing Report prepared by Stantec in November 2023 (including any amendments/updates required by the County of Oxford and Township of Blandford-Blenheim) to the satisfaction of the Township of Blandford-Blenheim and/or County of Oxford Public Works.
27. The subdivision agreement shall contain provisions indicating that the owner shall prepare and submit a detailed storm water management report and sediment erosion control plan, as required, to be reviewed and approved by the Township and, if required, the Grand River Conservation Authority (GRCA), and further, the subdivision agreement shall include provisions for the owner to carry out or cause to be carried out any necessary works in accordance with the approved plans and reports, to the satisfaction of the Township of Blandford-Blenheim and, if required, the GRCA.
28. Prior to the approval of the final plan by the County a detailed lot grading servicing, and storm drainage plan shall be prepared to the satisfaction of the GRCA.
29. Prior to the approval of the final plan by the County, the owner shall complete an archaeological assessment of the subject property and mitigate, through preservation or resources removal and documentation, adverse impacts to any significant archaeological resources found. No demolition, grading or further soil disturbances shall take place on the subject property prior to the entering of the appropriate report on the Ontario Public Register of Archaeological Reports and confirmation of same has been received by the County of Oxford.

30. Prior to the approval of the final plan by the County, the Owner shall agree in writing to satisfy the requirements of Canada Post Corporation with respect to advising prospective purchasers of the method of mail delivery, to the satisfaction of Canada Post.
31. The Owner agrees in writing, to satisfy all the requirements of the appropriate authority regarding the installation of the electrical distribution system and any other matters pertaining to the development of the subdivision.
32. Prior to the approval of the final plan by the County, the owner shall agree in writing, to satisfy the requirements of applicable utility providers and that the owner/developer provide applicable utility providers with the necessary easements and/or agreements required for the provisions of gas services or other utilities.
33. Prior to the approval of the final plan by the County, the Owner shall provide a list of all conditions of draft approval with a brief statement detailing how each condition has been satisfied, including required supporting documentation from the relevant authority to the satisfaction of the County of Oxford.
34. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by the Township of Blandford-Blenheim that Conditions 2 to 11 (inclusive), 17, 22, 24, 26, and 27 have been met to the satisfaction of the Township. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.
35. Prior to the approval of the final plan by the County, the Owner shall secure clearance from the County of Oxford Public Works Department that Conditions 11 to 26 (inclusive), have been met to the satisfaction of County Public Works. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.
36. Prior to the signing of the final plan by the County of Oxford, we are to be advised by the Grand River Conservation Authority (GRCA) that Conditions 27 and 28 have been met to the satisfaction of the GRCA. The clearance letter shall include a brief statement for each condition detailing how each has been satisfied.
37. Prior to the signing of the final plan by the County of Oxford, we are to be advised by the Ministry of Heritage, Sport, Tourism, and Culture Industries that Condition 29 has been met to their satisfaction. The clearance letter shall contain a brief statement detailing how the condition has been satisfied.
38. Prior to the approval of the final plan by the County, the County of Oxford shall be advised by Canada Post Corporation that Condition 30 has been met to the satisfaction of Canada Post. The clearance letter shall include a brief statement detailing how this condition has been satisfied.
39. Prior to final approval by the County, the County of Oxford shall be advised by applicable utility companies that Condition 31 and 32 has been met to the satisfaction of each applicable utility provider. The clearance letter shall include a brief statement detailing how this condition has been satisfied.

## SIGNATURES

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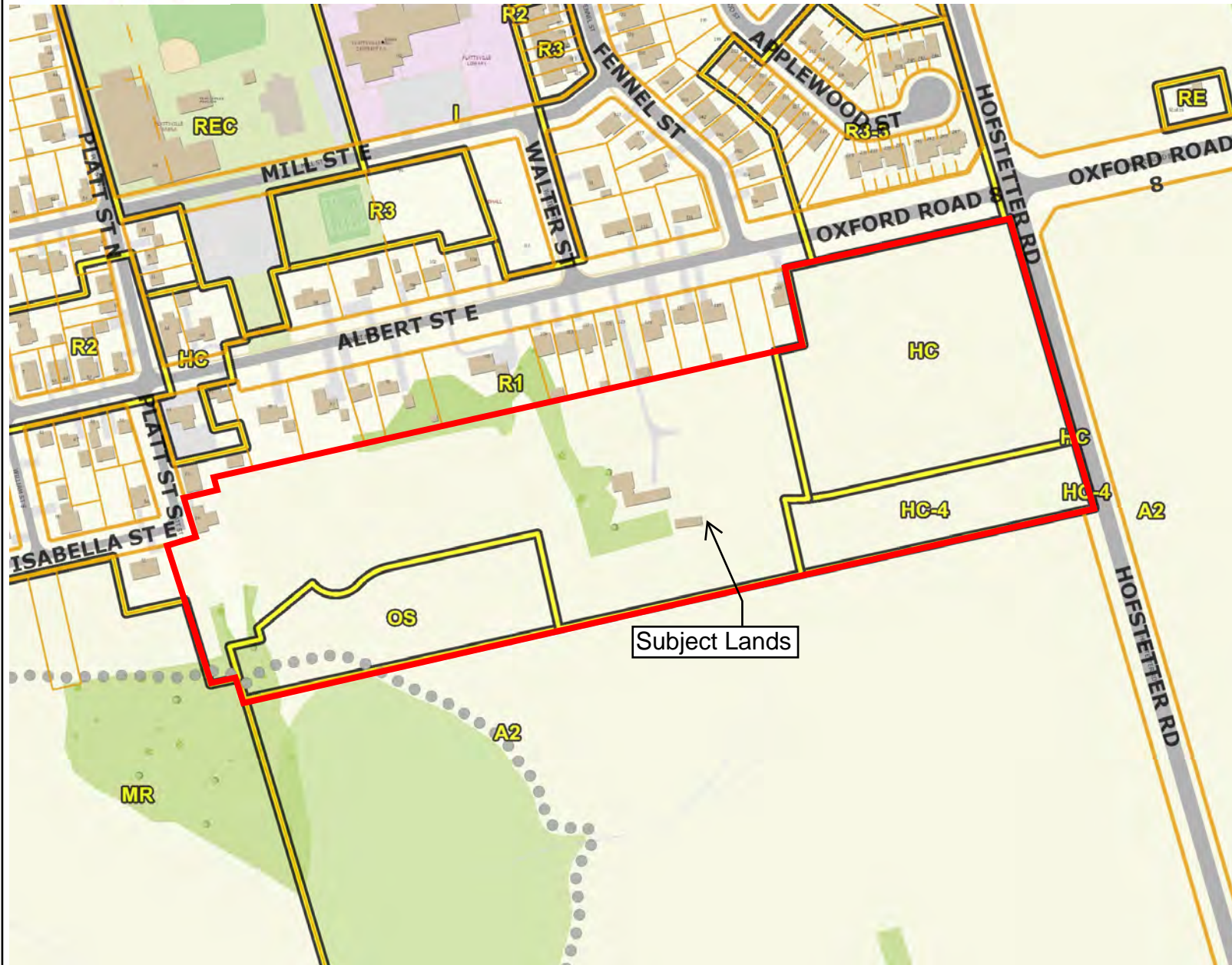
**Authored by:** *'original signed by'*

Dustin Robson, MCIP, RPP  
Development Planner

**Approved for submission by:** *'original signed by'*

Eric Gilbert, MCIP, RPP  
Manager of Development Planning





### Legend

- Parcel Lines**
  - Property Boundary
  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines**
- Regulation Limit**
  - 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)**

### Notes



0 102 205 Meters

NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

September 16, 2022





## Legend

### Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary

### Zoning Floodlines

#### Regulation Limit

- 100 Year Flood Line
- ▲ 30 Metre Setback
- Conservation Authority Regulation Limit
- Regulatory Flood And Fill Lines

- Land Use Zoning (Displays 1:16000 to 1:500)

## Notes



0 102 205 Meters

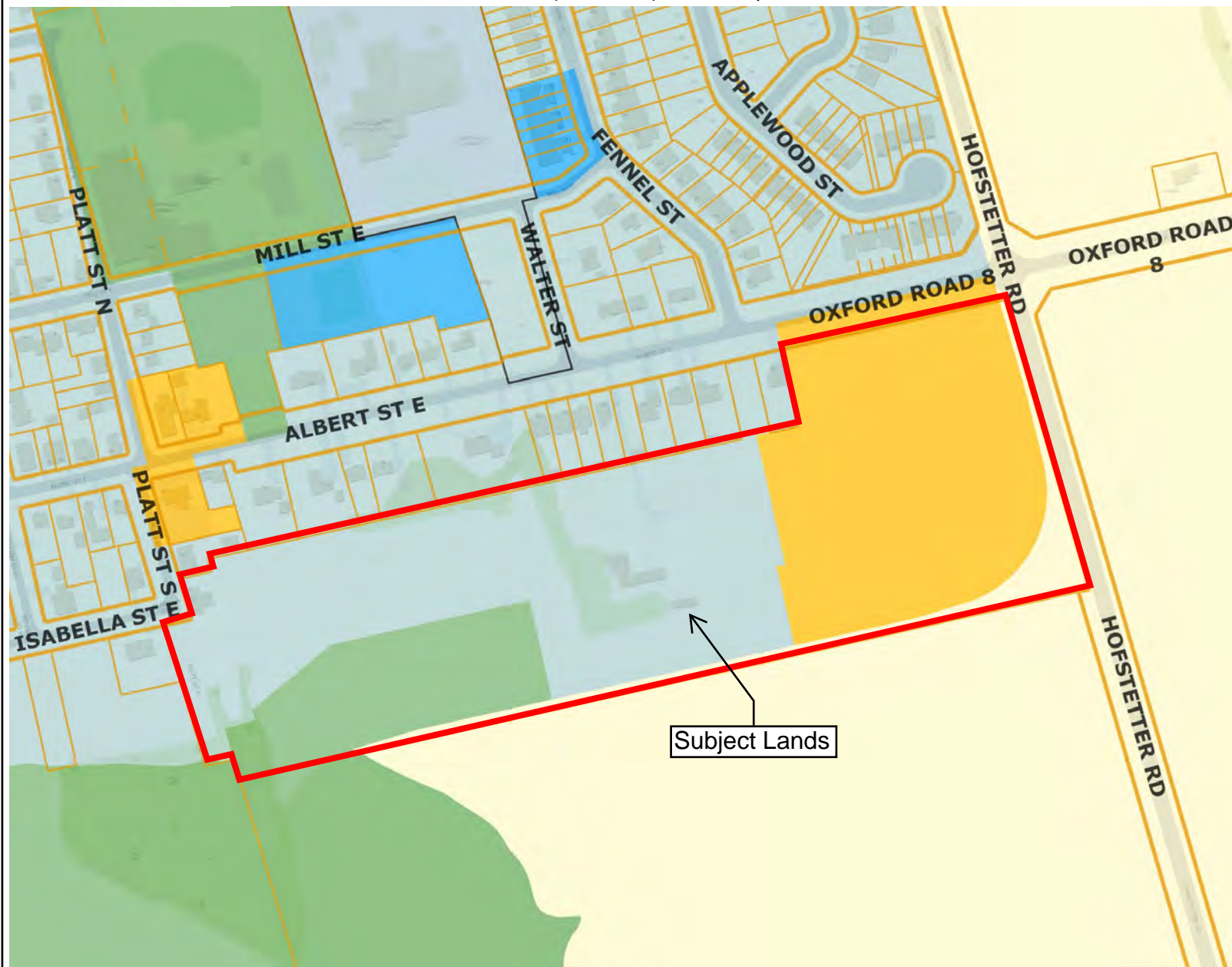
NAD\_1983\_UTM\_Zone\_17N



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September 16, 2022





## Legend

### Parcel Lines

- Property Boundary
- Assessment Boundary
- Unit
- Road
- Municipal Boundary
- 100 Metre Buffer Ingersoll

### Site Specific Policy Areas

### Village Land Use Designation

- Village Core
- Service Commercial
- Low Density Residential
- Medium Density Residential
- Industrial
- Minor Institutional
- Major Institutional
- Future Urban Growth
- Open Space
- Environmental Protection
- School
- Requiring Secondary Planning (See Sec. 4.2.2.4)

### Land Use Designation

- Residential
- Residential Reserve
- Central Business District
- Entrepreneurial District
- Neighbourhood Shopping Centre
- Service Commercial
- Regional Commercial Node
- Business Park
- Traditional Industrial
- Community Facility
- Open Space
- Environmental Protection
- Future Urban Growth

## Notes



0 102 205 Meters

NAD\_1983\_UTM\_Zone\_17N

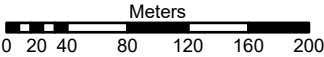
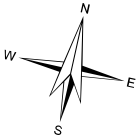


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June 30, 2025



AMENDMENT No. 344  
 TO THE  
**COUNTY OF OXFORD**  
**OFFICIAL PLAN**  
 SCHEDULE "B-2"  
**VILLAGE OF PLATTSVILLE**  
**LAND USE PLAN**

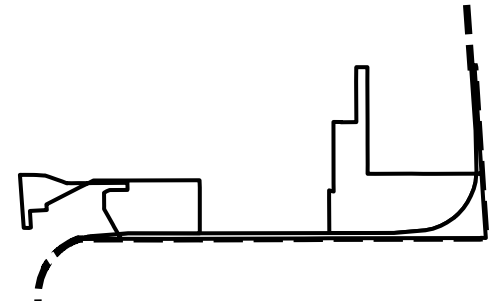


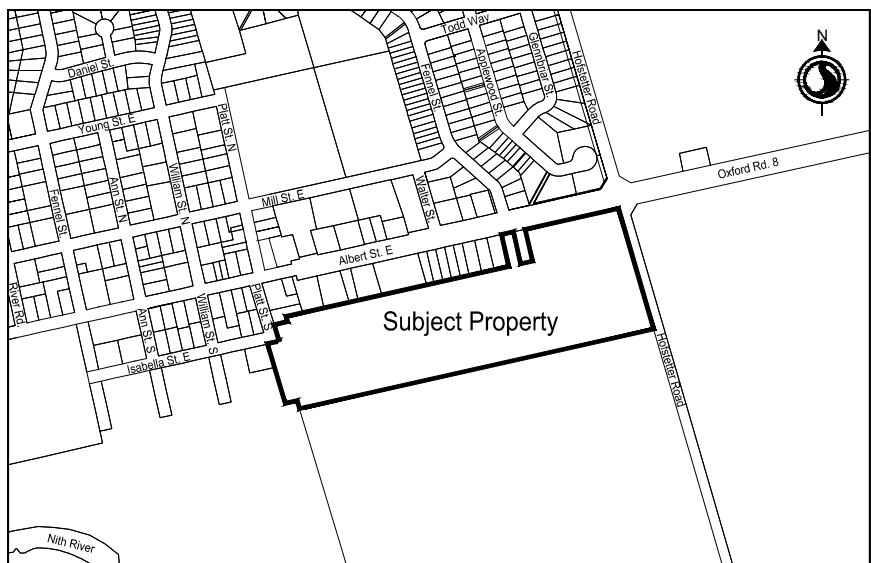
- AREA OF THIS AMENDMENT

- ITEM 1 - CHANGE FROM LOW DENSITY RESIDENTIAL TO OPEN SPACE  
 ITEM 2 - ADD TO OPEN SPACE  
 ITEM 3 - CHANGE FROM OPEN SPACE TO LOW DENSITY RESIDENTIAL  
 ITEM 4 - ADD TO LOW DENSITY RESIDENTIAL  
 ITEM 5 - CHANGE FROM SERVICE COMMERCIAL TO LOW DENSITY RESIDENTIAL  
 ITEM 6 - CHANGE SETTLEMENT BOUNDARY  
 ITEM 7 - ADD TO SERVICE COMMERCIAL

LAND USE PLAN  
 LEGEND

- SERVICE COMMERCIAL  
 LOW DENSITY RESIDENTIAL  
 MEDIUM DENSITY RESIDENTIAL  
 OPEN SPACE





Part Lot 17, Concession 12, Blenheim, Part of Louisa Street (Also known as Platt Street) Plan 116 (Closed by By-Law as in C0252471) Parts 1, 2 & 3, 41R10551.  
Subject to an Easement over Part Lot 17, Concession 12, Blenheim, Part 3, 41R10551,  
as in 230383 together with an Easement over Part Lot 17, Concession 12, Blenheim,  
Part being Part 4, 41R10551 in favour of Parts 1 & 3, 41R10551 as in R509700  
Township of Blandford-Blenheim

Under Section 51(17) of the Planning Act,  
R.S.O. 1990 c.P.13 as Amended

- a) - As Shown
- b) - As Shown
- c) - As Shown
- d) - As Listed Below
- e) - As Shown
- f) - As Shown
- g) - As Shown
- h) - Municipal Water Supply
- i) - Sand and Gravel
- j) - As Shown
- k) - Municipal Sanitary and Storm Sewers
- l) - As Shown

I hereby certify the boundaries of the subject lands and their relationship to the  
adjoining lands have been carefully and correctly shown.

Signed: *Jamie Laws*  
Jamie Laws, O.L.S.,  
Van Harten Surveying Inc.

Date: February 3, 2025

I hereby authorize Stantec Consulting Ltd. to submit this Draft Plan of  
Subdivision on my behalf.

Signed: *Gary Baker*  
Gary Baker  
Westside Communities (Plattsville) Inc.

Date: February 11, 2025

Lots/Blocks	Land Use	Area (ha)	# of Units
Lots 1-99	Single Detached	5.070	99
Lots 100-107	Semi Detached	0.480	16
Block 108	Commercial	1.691	
Block 109	Stormwater Management	0.987	
Blocks 110-111	Service	0.076	
Block 112	Future Development	0.023	
Block 113	Walkway	0.036	
Block 114	Road Widening	0.177	
Roads		1.844	
TOTAL		10.384	115

REASSUED FOR DRAFT PLAN APPROVAL	JJ	MS	2025.05.08
3. REVISED AS PER COUNTY COMMENTS	JJ	MS	2025.05.07
REASSUED FOR DRAFT PLAN APPROVAL	JJ	MS	2025.02.13
2. REVISED AS PER ENGINEERING CHANGES	JJ	AW	2024.05.29
REASSUED FOR DRAFT PLAN APPROVAL	JJ	MD	2023.11.03
1. REVISED AS PER ENGINEERING CHANGES	JJ	MD	2023.10.16
ISSUED FOR DRAFT PLAN APPROVAL	JJ	SW	2023.03.09

Revision	By	Appd	YYYY.MM.DD
File Name: 161413898_R-DP	JJ	JJ	MD 2023.02.07
	Dwn.	Dsgn.	Chkd. YYYY.MM.DD

WESTSIDE COMMUNITIES (PLATTSVILLE) INC.

PLATTSVILLE SUBDIVISION

PLATTSVILLE, ON

DRAFT PLAN OF SUBDIVISION

Project No.	Scale
161413898	0 10 30 50m 1:1000

Revision	Sheet	Drawing No.
3	1 of 1	DP-1

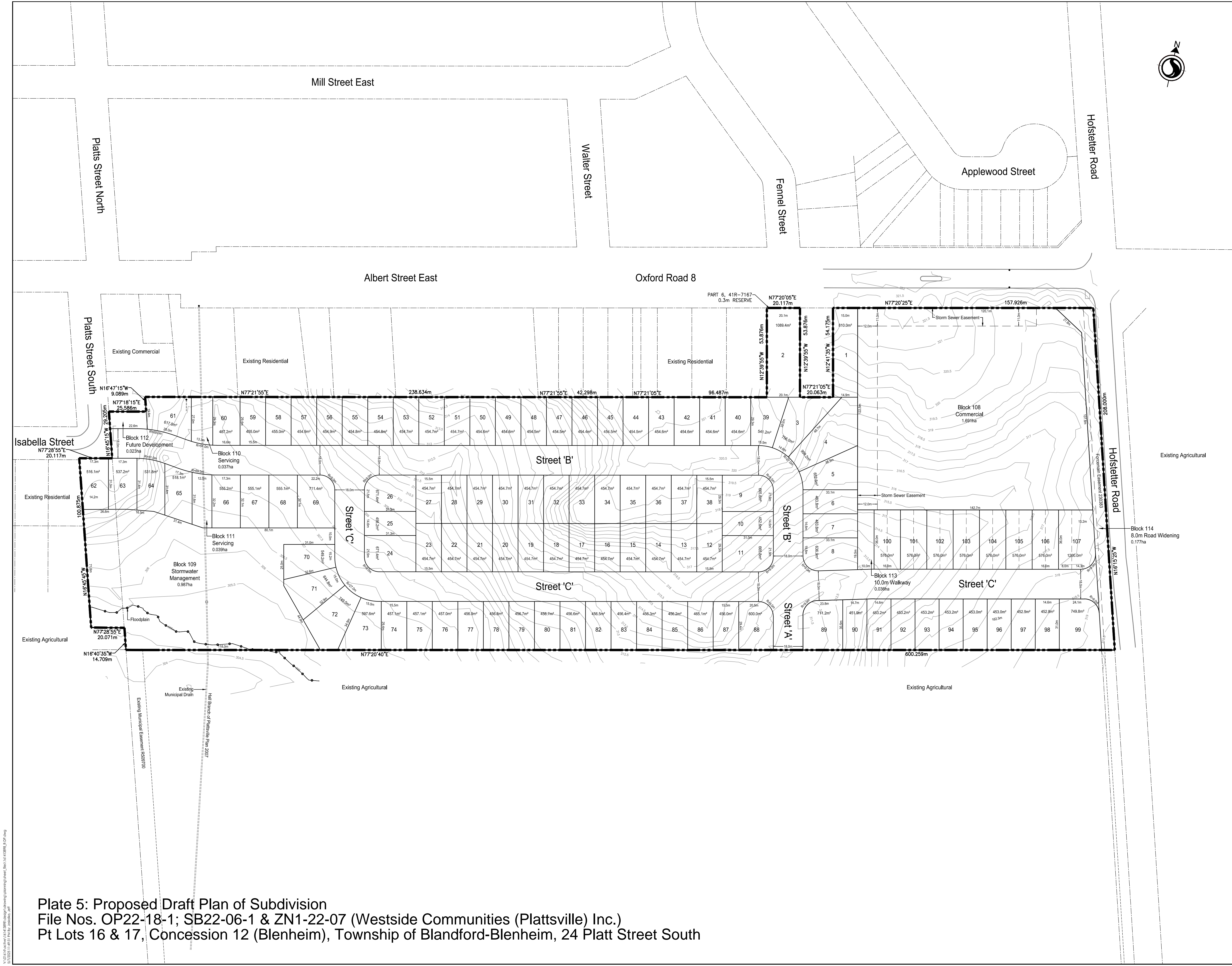


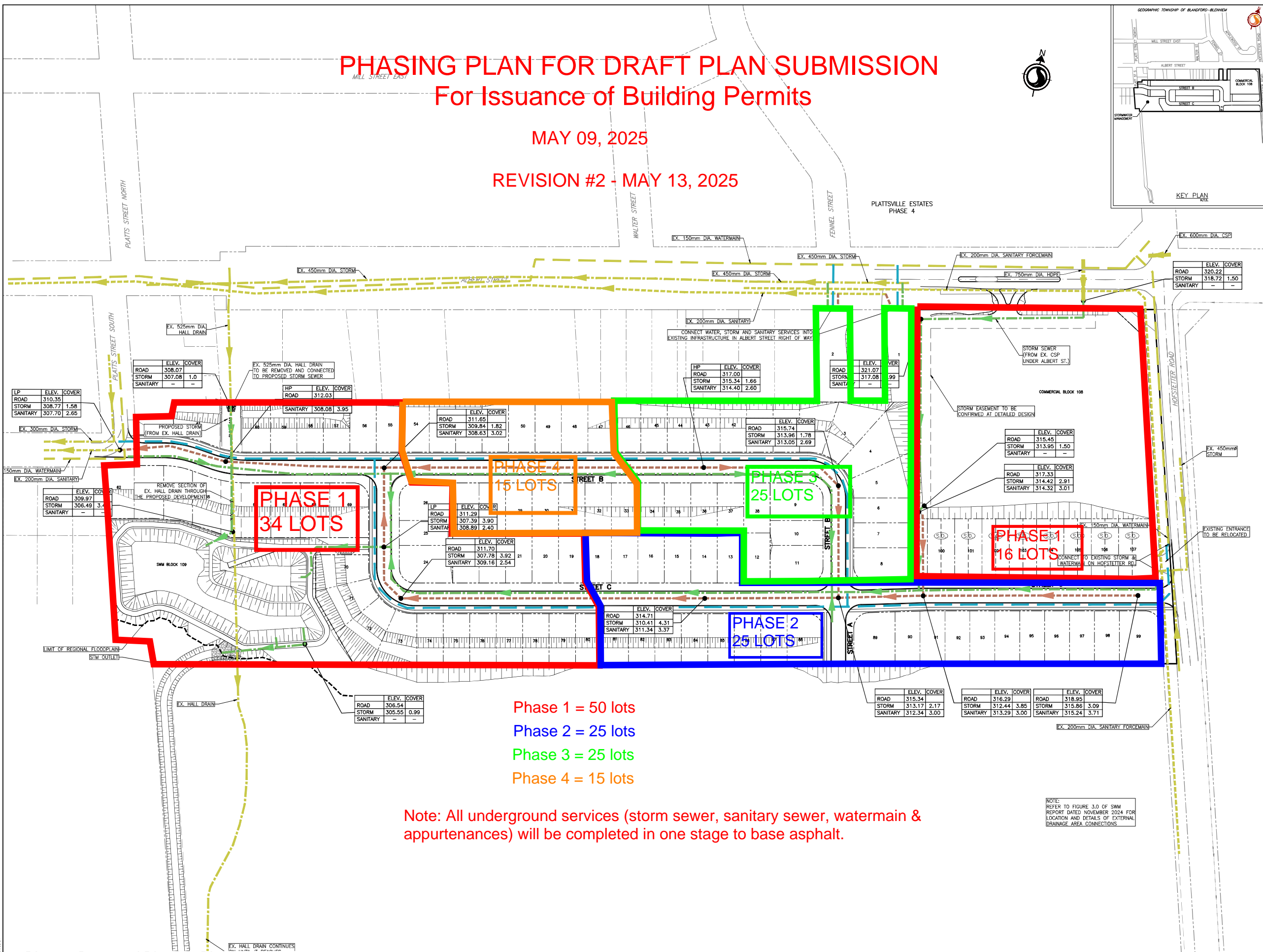
Plate 5: Proposed Draft Plan of Subdivision  
File Nos. OP22-18-1; SB22-06-1 & ZN1-22-07 (Westside Communities (Plattsville) Inc.)  
Pt Lots 16 & 17, Concession 12 (Blenheim), Township of Blandford-Blenheim, 24 Platt Street South



# PHASING PLAN FOR DRAFT PLAN SUBMISSION

MAY 09, 2025

REVISION #2 - MAY 13, 2025



Note: All underground services (storm sewer, sanitary sewer, watermain & appurtenances) will be completed in one stage to base asphalt.

Plate 6: Proposed Phasing Plan  
File Nos. OP22-18-1; SB22-06-1 & ZN1-22-07 (Westside Communities (Plattsville) Inc.)  
Pt Lots 16 & 17, Concession 12 (Blenheim), Township of Blandford-Blenheim, 24 Platt Street South



Stantec Consulting Ltd.  
100-300 Hagey Boulevard  
Waterloo ON N2L 0A4  
Tel: (519) 579-4410  
[www.stantec.com](http://www.stantec.com)

**Copyright Reserved**

The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing - any errors or omissions shall be reported to Stantec without delay.

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## Notes

1. **BENCHMARK:**  
ELEVATIONS ARE BASED ON GPS OBSERVATIONS FROM PERMANENT REFERENCE STATIONS IN THE NAD83 (CSR8-2010) COORDINATE SYSTEM, WITH HEIGHTS CONVERTED TO ORTHOMETRIC ELEVATIONS ON THE CVG028 DATUM (1978 ADJUSTMENT) WITH GEOID MODEL HTV2.0, AS SUPPLIED BY NATURAL RESOURCES CANADA.  
TEMPORARY BENCHMARK: NAIL IN HYDRO POLE ELEVATION=322.06
2. **TOPOGRAPHIC SURVEY COMPLETED BY VAN HARTEN SURVEYING ON JANUARY 18, 2025.** ADDITIONAL CONTOURS EXTERNAL TO THE SITE HAVE BEEN OBTAINED FROM LIDAR INFORMATION DATED 2018.
3. **DRAFT PLAN BY STANTEC CONSULTING LTD.** DATED JUNE 20, 2023.

Legend

- 
- PROPERTY LINE
- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED WATERMAIN
- EXISTING STORM SEWER
- EXISTING SANITARY SEWER
- EXISTING WATERMAIN
- SEMI-DETACHED LOT
- ROAD STATUS (LP = LOW POINT  
HP = HIGH POINT)
- ROAD ELEVATION
- | LP       | ELEV.  | COVER |
|----------|--------|-------|
| ROAD     | 300.82 |       |
| STORM    | 297.88 | 2.8   |
| SANITARY | 297.11 | 3.4   |
- COVER OVER SEWER (TO OBVERT)
- SEWER OBVERT ELEVATION

[illegible]

Permit-Seal

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

Not for permits, pricing or other official purposes. This document has not been completed or checked and is for general information or comment only.

Client/Project  
WESTSIDE COMMUNITIES (PLATTSVILLE) INC

PLATTSVILLE SUBDIVISION

Plattsville, ON

Title  
CONCEPTUAL SERVICING PLAN

Project No. 161413898

Scale 1:1000

0 10 30 50m

Revision 1 Sheet of Drawing No. 3.0



## CORPORATION OF THE TOWNSHIP OF ZORRA

163 Brock Street, PO Box 189 Thamesford, ON, N0M 2M0  
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520

Item 9.a.1

Item 14(a)

Date: February 19, 2025

29-02-2025

Moved by Katie Grigg

Seconded by *Crystal Fiedt*

WHEREAS speeding, distracted driving, and impaired driving are among the leading causes of driving related collisions, injuries, and fatalities in Ontario; and,

WHEREAS municipalities are called upon to modify driver behaviour through expensive infrastructure and even more expensive policing; and,

WHEREAS infrastructure and policing are inherently limited in their effectiveness at reducing speed and distracted driving, and entirely ineffective at reducing impaired driving;

THEREFORE BE IT RESOLVED THAT Zorra Township calls on the Provincial and Federal governments to do everything in their power to limit speeding, distracted driving, and impaired driving, and thereby reduce collisions, injuries, and fatalities in our communities;

THAT the Township of Zorra specifically requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead, which will allow Ontario's rural municipalities to make the critical investments needed to reduce the number of people being killed and seriously injured on Ontario's rural roads; and

AND THAT Zorra Township Staff work with Oxford County and all Oxford municipalities on the feasibility of implementing a long term Vision Zero Policy and the Good Roads Rural Road Safety strategy across all of Oxford; and,

THAT a copy of this resolution be forwarded to the Ontario Premier, Ontario Minister of Transportation, Ontario Minister of Infrastructure, Ontario Minister of Agriculture, Ontario Minister of Rural Affairs, Ontario Associate Minister of Emergency Preparedness and Response, and Ontario Minister of Health, and Good Roads; and

FURTHER THAT this resolution be circulated to all Oxford police services boards, Safe and Well Oxford, Good Roads, and all municipalities in Ontario requesting their support.

☒ Carried

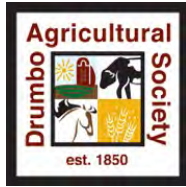
☐ Defeated

☐ Recorded Vote

☐ Deferred

	Yea	Nay
Mayor Ryan		
Councillor Stewart		
Councillor Grigg		
Councillor Mitchell		
Councillor Finch		

  
\_\_\_\_\_  
Mayor



# Drumbo Agricultural Society

July 2, 2025

Township of Blandford-Blenheim Council  
c/o Sarah Matheson, Township Clerk

via email: [smatheson@blandfordbleheim.ca](mailto:smatheson@blandfordbleheim.ca)

To the Township of Blandford-Blenheim Council

Re: Petition to Wave Permit Fee for Tent Installation for the Drumbo Fair

We would like to petition the Township of Blandford-Blenheim to wave the Building Permit Fee for the tent that we will have installed for our annual fall fair. This tent will be used for our school fair exhibits, crop and plant exhibits as well as our crafter displays. Our fall fair will be held September 20th and 21<sup>st</sup>, 2025.

The Drumbo Agricultural Society is a non-profit organization that provides an annual community entertainment event with our fair. The fair helps bring the community together, increase our local tourism, support our agricultural community and local businesses. We like other fairs in Ontario carry on with our mandate of promoting agriculture and the rural lifestyle. We are an ingrained part of Ontario's culture. (Reference: OAAS website, History of Agricultural Fairs). From our website, "The success and longevity of Drumbo Fair since 1850 is based on strong community involvement and a desire to promote and improve the local agricultural industry."

We would like to ask that the township waive the building permit fee for the Drumbo Agricultural Society.

This year, the Drumbo Agricultural Society will be celebrating 175 years of Tradition. Come join us at the fair.

At this time, we would also like to thank the Township for their continued support in addition to the help and support that we receive from the Township Staff over the year and with our fair.

Regards,

Frances Campbell  
Secretary Treasurer on behalf of the Drumbo Agricultural Society



July 30, 2025

**SENT VIA E-MAIL** – smatheson@blandfordblenheim.ca

Sarah Matheson  
Director of Corporate Services / Clerk  
Township of Blandford-Blenheim  
47 Wilmot Street South  
Drumbo ON, N0J 1G0

Dear Ms. Matheson:

**Re: Request for Noise Permit for Wedding Event on August 9, 2025 at Catana Estate, located at 935929 Blenheim Rd, Drumbo, ON N0J 1G0 (the “Property”)**

I am writing to formally request that Council grant an exemption pursuant to Section 6 of the Corporation of the Township of Blandford-Blenheim By-Law Number 2357-2023 (the “**By-Law**”) for a wedding to be held on August 9, 2025, at the Property. Specifically, I am seeking an exemption under Schedule 2 of the By-Law to permit musical sound at the Property until 1:00 a.m. on August 9, 2025. Pursuant to Section 6 of the By-Law, below is the required information to grant such an exemption:

(i) The name and address of the applicant: Scott Stewart. 569 Mayapple Street, Waterloo, N2V 0E3

(ii) The name and address of the organization represented by the applicant, if applicable: N/A

(iii) The source of the noise or vibration in respect of which the exemption permit is sought: Speakers.

(iv): The provisions of this By-Law from which the exemption permit is sought: Section 3 of the By-Law and bullet #2 in Schedule 2.

(v) The date and time of the commencement for which the exemption permit is sought: August 9, 2025, 3:30 p.m..

(vi) The time of conclusion for each day of the event for which the exemption permit is sought: 1:00 a.m..

(vii) The location of the event for which the exemption permit is sought: Catana Estate, located at 935929 Blenheim Rd, Drumbo, ON N0J 1G0.

(viii) The rationale for granting an exemption permit: Granting this exemption permit will allow us to celebrate this important milestone with our loved ones, while also supporting local businesses such as caterers, florists, and event staff who will be involved in the festivities. We understand the

importance of maintaining a peaceful environment for all residents and are fully prepared to adhere to any guidelines or restrictions set by the municipality to minimize any potential disturbance.

We believe that with clear communication, responsible planning, and a commitment to community consideration, this event can take place without undue impact on our neighbors. The exemption will enable us to create lasting memories while upholding the values of respect and cooperation within the community.

(ix) The name of the contact person who will be supervising the event: Mel Wood.

(xi) Proof of publication within the preceding ten (10) days, in a newspaper of general circulation within the Township, of a notice of intention to apply for an exemption permit under this By-Law, containing the information required by clauses (i) through (x) hereof, and further stating the date upon which it is intended that application will be made to council: N/A.

Thank you very much for your attention to this matter. Please let me know if there is anything else I can provide you to assist in your decision. I look forward to your response.

Yours truly,



Scott Stewart



**The Corporation of the Township of Norwich**

July 18, 2025

Dear Oxford County Clerks,

Re: Speeding, Distracted Driving and Impaired Driving

At their meeting held Tuesday July 8, 2025, the Council of the Township of Norwich received and supported correspondence from the Township of East Zorra-Tavistock with respect to their direction to staff to work with Oxford County and all area municipalities on the feasibility of implementing a long-term Vision Zero Policy and the Good Roads Rural Road Safety strategy across all of Oxford.

Please advise if this initiative is supported County-wide by all Councils.

Yours Truly

Sean McCoy MLIS GDPA  
Deputy Clerk / Planning Coordinator

cc.  
Oxford County area municipal Clerks

Enclosure

## TOWNSHIP OF EAST ZORRA-TAVISTOCK

89 LOVEYS STREET, PO BOX 100 HICKSON, ONTARIO, N0J 1L0  
519-462-2697. WWW.EZT.CA . EZT@EZT.CA

June 26, 2025

Dear Oxford County Clerks

**Re: Township of East Zorra-Tavistock Resolution Speeding, Distracted Driving and Impaired Driving**

Please be advised that at their regular meeting on June 18, 2025, the Council of the Corporation of the Township of East Zorra-Tavistock carried the following resolution:

Moved by Councillor Smith  
Seconded by Councillor Gillespie

**THAT** the Council of the Corporation of the Township of East Zorra-Tavistock receive the correspondence from Zorra Township regarding Speeding, Distracted Driving and Impaired Driving as information;

**AND THAT** the Township of East Zorra-Tavistock staff be directed to work with Oxford County and all area municipalities on the feasibility of implementing a long-term Vision Zero Policy and the Good Roads Rural Road Safety strategy across all of Oxford.

**AND THAT** a copy of this resolution be forwarded to Oxford County and all area municipalities.

**CARRIED**

Please don't hesitate to contact me if you have any questions or concerns.

Yours truly,



Meaghan Vader  
Corporate Initiatives Manager/Clerk  
[mvader@ezt.ca](mailto:mvader@ezt.ca)

## REPORT TO COUNTY COUNCIL

# Temporary All-way Stop at Oxford Road 36/Brant Oxford Road and Keg Lane

**To:** Warden and Members of County Council

**From:** Director of Public Works

## RECOMMENDATIONS

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1. That County Council approve the implementation of a temporary all-way stop condition at the intersection of Oxford Road 36/Brant Oxford Road and Keg Lane in the Township of Blandford-Blenheim, as outlined in Report PW 2025-43;
2. And further, that a by-law be presented to County Council to amend the Through Highways By-law 3741-98 and By-law 5200-2010 to designate an all-way stop condition at the intersection of Oxford Road 36/Brant Oxford Road and Keg Lane.

## REPORT HIGHLIGHTS

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- This report seeks County Council approval to implement a temporary all-way stop (AWS) condition at the intersection of Oxford Road 36/Brant Oxford Road and Keg Lane, in the Township of Blandford-Blenheim. Oxford Road 36 (OR 36) is a boundary road jointly owned by Oxford and Brant Counties.
- As a result of the reconstruction taking place in downtown Paris, the County of Brant completed a traffic operations analysis to highlight any issues or concerns that may arise from the proposed detoured route, which included OR 36. The operational analysis recommended installation of temporary traffic signals at the intersection of Keg Lane and OR 36 while the detour route is in effect.
- To provide relief to the traffic waiting to make a turning movement, County of Brant staff are proposing the installation of an AWS as a temporary measure until such time that the traffic signals are installed and operational at the subject location.

## IMPLEMENTATION POINTS

---

County of Brant staff will be presenting a report to their Council on July 8, 2025, to approve the temporary AWS as detailed in this report and will be subject to approval from Oxford County Council. The applicable by-law amendment has been included in the July 9, 2025 Oxford County Council meeting agenda, and a further amendment will be presented to Council once the temporary traffic signals are operational, which is anticipated to occur in September 2025.

Following the approval and by-law enactment by both municipalities, the AWS will be implemented by the County of Brant with signage, pavement markings and flashing beacons for northbound and southbound motorists on OR 36 as it intersects with Keg Lane. County of Brant is responsible for annual maintenance of this section of OR 36, from OR 47 to Keg Lane, on behalf of both municipalities.

County of Brant expects the temporary traffic signals to remain in place for approximately the next two years while construction takes place in downtown Paris. Further traffic analysis will be undertaken to determine if the traffic signals should be made permanent or replaced with a single lane roundabout as identified in their Transportation Master Plan to accommodate projected growth.

## Financial Impact

There are no financial impacts as a result of this report. Any costs associated with the implementation of the AWS will be fully funded by the County of Brant.

## Communications

Report PW 2025-43 will be circulated to the Township on Blandford-Blenheim and the Ontario Provincial Police for their information. Prior to the implementation, the change in intersection control will be communicated to motorists through the installation of advance warning signage at the site advising of the upcoming change.

As this constitutes a significant intersection change, public communications will also include updates via media advisory, social media, advertising, the Oxford County website and *Council this Week*. Any social media created and shared by the County of Brant will be shared with Oxford County to support coordinated communication efforts.

## 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
		
<b>Promoting community vitality</b>	<b>Enhancing environmental sustainability</b>	<b>Fostering progressive government</b>
<p>Goal 1.3 – Community health, safety and well-being</p> <p>Goal 1.4 – Connected people and places</p>		<p>Goal 3.1 – Continuous improvement and results-driven solutions</p> <p>Goal 3.2 – Collaborate with our partners and communities</p>

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

## DISCUSSION

### Background

OR 36 in the Township of Blandford-Blenheim is a boundary road that is jointly owned between the County of Brant and Oxford County and is maintained through a boundary road agreement that identifies and outlines maintenance responsibilities for each municipality. Any planned or proposed capital works is a 50/50 cost share between both parties, and any by-laws in respect to the road needs to be passed by both municipalities in accordance with the Municipal Act.

In preparation of road construction planned for downtown Paris this year, the County of Brant conducted a traffic operational analysis of proposed detour routing that includes OR 36 to assess traffic impacts during construction. The operational analysis indicated that the intersection of OR 36 and Keg Lane would be expected to exceed capacity as a result of the detour route, and experience longer delays when compared to existing traffic conditions. As a result, implementation of temporary traffic signals was recommended to improve traffic flow.

### Comments

The intersection of OR 36 and Keg Lane (Attachment 1) is a 'T' configuration and includes a stop condition for west bound traffic on Keg Lane and free flow conditions for north-south traffic on OR 36.

Construction has recently started in downtown Paris; however, due to required timing necessary to implement temporary traffic signals, County of Brant staff is proposing to implement an AWS to provide relief to the traffic waiting to make a turning movement onto OR 36. This temporary measure will impact the vehicles travelling north-south as they will need to come to a complete stop and wait their turn before proceeding. The vehicles travelling on Keg Lane will continue to move and prevent any potentially dangerous movements from taking place due to limited time and/or space.

Oxford County staff is in support of the temporary changes of an AWS being implemented until the temporary traffic signals are operational to provide improved traffic flow through this temporary detour route while construction is being completed in downtown Paris over the next two years.

## CONCLUSIONS

---

An AWS temporary implementation at the subject location is being recommended by the County of Brant and supported by Oxford County staff during the time that construction is taking place in downtown Paris. Until traffic signals are installed and operational, Oxford County By-law 3741-98 requires an amendment to reflect this proposal. All signs and pavement markings shall be implemented in accordance with Regulation 615 of the Highway Traffic Act, as well as the Ontario Traffic Manual and will be completed by County of Brant staff.

## SIGNATURES

---

### Report author:

Original signed by

---

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

### Departmental approval:

Original signed by

---

Melissa Abercrombie, P. Eng., PMP  
Director of Public Works

**Approved for submission:**

Original signed by

---

Benjamin R. Addley  
Chief Administrative Officer

**ATTACHMENT**

---

Attachment 1: New Proposed AWS at Oxford Road 36/ Brant Oxford Road and Keg Lane





## Legend

### Signs

- \*NEW\* Stop Sign Ahead Warning Sign with Flashing Beacon
- \*NEW\* Stop Sign with Flashing Beacon
- Existing Stop Sign

[Township of Brantford-Blenheim Website](http://www.townshipofbrantford-blenheim.ca)

## COUNTY OF OXFORD

## BY-LAW NO. 6744-2025

**BEING** a By-law to amend By-law No. 3741-98 and By-Law No. 5200-2010 to establish all way stop conditions at the intersections of Oxford Road 33 and Oxford Road 60 in the Township of East Zorra-Tavistock, Oxford Road 6 and Oxford Road 28 in the Township of Zorra and Oxford Road 36 and Keg Lane in the Township of Blandford-Blenheim.

**WHEREAS**, the Table to Section 11 and Section 52 (3) of the *Municipal Act, 2001, S.O. 2001, Chapter 25*, prescribes that specified highways are within the jurisdiction of the County of Oxford for all matters relating to those highways, including parking and traffic.

**AND WHEREAS**, Council may exercise any of its powers under Section 137 of the *Highway Traffic Act, R.S.O. 1990, c. H.8*, to erect stop signs at intersections of highways under its jurisdiction and control.

**AND WHEREAS**, the County of Brant is desirous of the installation of temporary all-way stop signs on Oxford County Road 36 and will proceed with a By-law to facilitate this process as it relates to the Brant portion of the shared boundary road.

**AND WHEREAS**, Council has adopted Public Works Reports PW 2025-39, dated June 25, 2025, PW 2025-42, dated July 9, 2025 and PW 2025-43, dated July 9, 2025.

**NOW THEREFORE**, the Council of the County of Oxford enacts as follows:

1. That By-law No. 3741-98 is hereby amended, by removing the following wording:

“County Road 33 – from the east side of the County Road 59 to the west side of County Road 4.”

“County Road 6 – from the north side of County Road 9 to the south side of County Road 2.”

“County Road 6 – from the north side of County Road 2 to the north boundary of the County of Oxford, Fairview.

“County Road 36 – from the south side of County Road 47 to the north side of the road between Concessions I and II, Township of South Dumfries.”

2. That By-Law No. 5200-2010 is hereby amended, in that part respecting County Road 36 to remove:

“from the south side of County Road 47 to the south side of



County Road 29.”

“from the north side of County Road 29 to the south side of Blandford-Blenheim Township Road 11.”

3. That By-Law No. 3741-98 is hereby amended, by adding the following wording:

- |                   |   |
|-------------------|---|
| “County Road 33 – | from the east side of County Road 59 to the west side of County Road 60.”                       |
| “County Road 33 – | from the east side of County Road 60 to the west side of County Road 4.”                        |
| “County Road 60 – | from the north side of County Road 4 to the south side of County Road 33.”                      |
| “County Road 60 – | from the north side of County Road 33 to the south side of Oxford Road 8.”                      |
| “County Road 6 –  | from the north side of County Road 9 to the south side of County Road 28.”                      |
| “County Road 6 –  | from the north side of County Road 28 to the north boundary of the County of Oxford, Fairview.” |
| “County Road 36 – | from the south side of County Road 47 to the south side of Keg Lane.”                           |
| “County Road 36 – | from the north side of Keg Lane to the south side of County Road 29.”                           |
| “County Road 36 – | from the north side of County Road 29 to the south side of Township Road 11/Greenfield Road.”   |

**READ** a first and second time this 9<sup>th</sup> day of July, 2025.

**READ** a third time and finally passed this 9<sup>th</sup> day of July, 2025.

Original signed by  
MARCUS RYAN, \_\_\_\_\_ WARDEN

Original signed by  
LINDSEY A. MANSBRIDGE, \_\_\_\_\_ CLERK



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Drew Davidson Director of Protective Services
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	July 22 <sup>th</sup> , 2025
<b>Subject:</b>	June Monthly Report	<b>Council Meeting Date:</b>	August 6 <sup>st</sup> , 2025
<b>Report #:</b>	FC-25-10		

---

### Recommendation:

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

### Background:

To provide Council with updates on recent key initiatives within the Blandford-Blenheim Fire Department for the month of June, including:

- Completion of annual SCBA testing
- Mid-year Chief Officers' meeting
- Station signage upgrades through provincial grant funding
- Progress on the new Princeton Fire Station tender process

### Analysis/Discussion:

#### Meetings, Courses and Training Attended:

##### 1. Annual SCBA Testing

As required by NFPA 1852, the department's annual SCBA testing was completed by AJ Stone Company Ltd. This process included:

- Full functional testing of all SCBA air packs
- Individual inspection of each firefighter's facepiece

These inspections are essential to ensuring the continued safety and reliability of life-support equipment.

---

##### 2. Chief Officers' Mid-Year Review Meeting

A Chief Officers' meeting was held to assess the first half of 2025 and plan for the fall schedule. Topics included:

- Training coordination
- Equipment and resource management
- Enhancing collaboration between stations

The meeting was productive, with a strong focus on teamwork and aligned departmental operations.

---

### 3. Digital Signage Upgrade – Funded by Emergency Management Ontario

Through a grant from Emergency Management Ontario, the department upgraded its lawn signs from manual lettering to digital formats. Key improvements include:

- Brightness adjustment from 100% during the day to 30% at night
- Better visibility for public safety messaging
- Work is underway to finalize centralized remote programming from a single location

This modern upgrade enhances communication while reducing the need for on-site updates.

---

### 4. Princeton Fire Station – Tender Process

Staff, in coordination with the project engineer Nelson Dawley, finalized the tender documents for the new Princeton Fire Station. Over several months, staff reviewed and refined the drawings to ensure accuracy and functionality.

- Final tender drawings were released on June 24th, 2025
- Tender closing date: July 22nd, 2025

This marks a significant milestone in the development of the new station, supporting future growth and improved fire services in the community.

---

### Financial Impact

- SCBA testing was accounted for in the department's 2025 approved operating budget.
- The digital signage upgrade was fully funded through a provincial grant.
- Tendering for the new Princeton Station is part of the broader capital project already approved by Council.

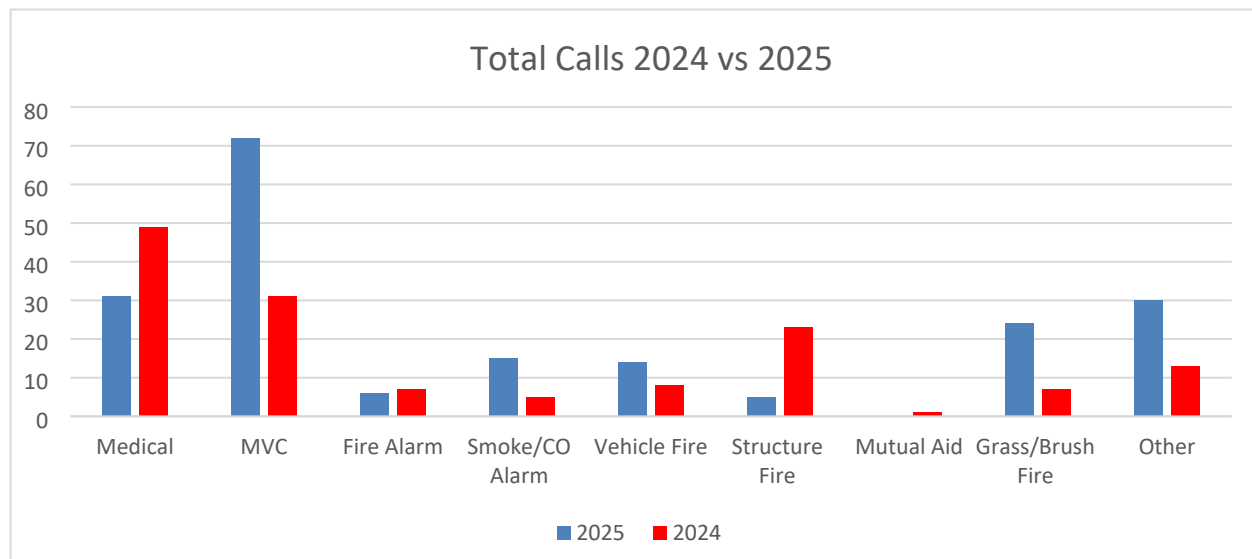
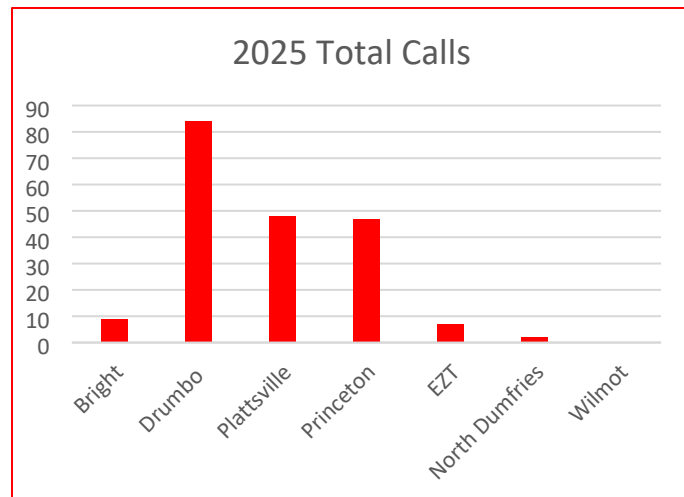
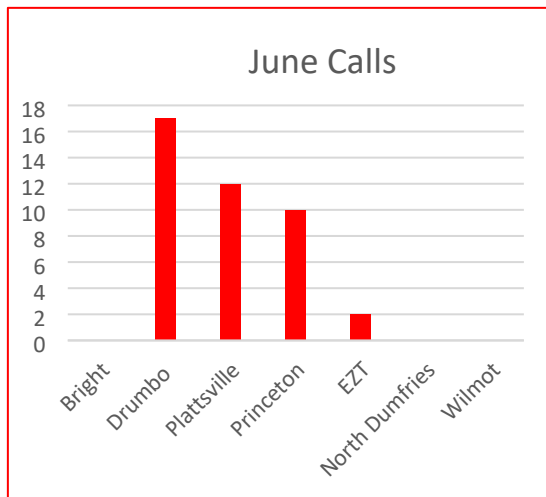
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## Conclusion

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 SCBA 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:

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

**June Fire Reports:****CEMC – June 2025**

- Received official compliance report from Emergency Management Ontario for 2024 annual compliance requirements.

Respectfully submitted by:

Drew Davidson  
Director of Protective Services



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Drew Davidson Director of Protective Services
<b>Reviewed By:</b>	Josh Brick, CAO Denise Krug, Director of Finance	<b>Date:</b>	July 24 <sup>th</sup> , 2025
<b>Subject:</b>	Tender Results for New Princeton Fire Station	<b>Council Meeting Date:</b>	August 6 <sup>st</sup> , 2025
<b>Report #:</b>	FC-25-11		

---

### Recommendation:

That Report FC-25-11 is 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.

### Background:

The new Princeton fire station has been a multiyear project, with the Township acquiring land in 2023, followed by a public planning process to appropriately rezone the subject lands located on Township Rd. 2. Furthermore, in 2024 Council awarded project management/ engineering services to Nelson Dawley Engineering. Staff, including the Fire Chief, Deputy Chief, Princeton District Chief and the CAO have toured similar stations to complete the final design layout that would effectively and efficiently service the Township for the long term. At the Regular Council Meeting on April 2<sup>nd</sup>, staff presented report FC-25-05 to council and received direction to compile and release the tender documents for the month of July with an approximate start date in September 2025 and substantial project completion in 2026.

### Analysis/Discussion:

The Princeton fire station tender was issued on June 24<sup>th</sup>, 2025 and closed on July 22<sup>nd</sup>, 2025. This tender process included a mandatory site meeting on July 8<sup>th</sup>, 2025 that required all general contractors interested in submitting a bid to attend. Twenty-three (23) plan takers attended this mandatory site meeting and thirteen (13) competitive bids were received at the closing.



The project tender had a separate line item for three items to ensure optimal value and establish costing baseline. This included cabinetry, stand-by generator solution, and a storm management containment system. When including these items and the additional projected costs that were not included in the tender (see financial consideration section for more information), the base price with contingency (as recommended by the project engineer) built in is \$2,833,087.00 plus HST.

At this point, staff are working with County of Oxford Public Works to finalize considerations for water service flow and system capacity, and related infrastructure improvements, given that development proximate to the future fire station site is possible. The purpose of this discussion is to finalize the solution for filling the water storage reservoir onsite. Staff will bring an additional report to Council to finalize this detail; however, it does not impact Council's ability to award the project tender at this point in the process.

### **Contractor Tender Amount:**

Nelson Dawley Engineering has reviewed all bids to ensure they meet the criteria laid out within the tender documents and confirmed references for the lowest bid to ensure their work aligns with timing and within the scope of project for the Township.

### **Financial Consideration:**

In addition to the tender base bid, additional costs have been highlighted by the project engineer. These costs include:

- Gear washing equipment, gear racking, radio & antenna/ communications equipment, security, FOB system, phone / communication systems, portable tables & stackable chairs, office desks & chairs, refrigerator, range, dishwasher and window coverings – estimate **\$100,000**
- Electrical Service & Transformer (Hydro One) - estimate **\$50,000**
- Enbridge cost of new service to property - estimate **\$50,000**
- Contingency for potential unknown changes (including site conditions) = **\$70,000**

Total estimated cost outside of tender (including contingency) = **\$270,000**

Council should note that an application has been submitted for external grant funding in support of this capital work. At the time of writing this report, the outcome of the application process remains unknown. Due to confidentiality requirements associated with the funding program, further details cannot be disclosed until a formal transfer payment agreement has been executed, if applicable. That said, staff are confident that this proposed project aligns well with the program objectives and evaluation criteria.

Staff look forward to providing further updates to council as information becomes available.

Staff will also be seeking additional council direction on the future disposition of the existing Princeton Fire Station, pending the outcome of this report.

The Director of Finance/ Treasurer has noted that financing of this project was budgeted as follows:

- Reserves \$300,000
- Development Charges \$200,000
- Debenture \$2,000,000 for a total project cost of \$2.5M.

With the tender bid at \$2,563,087 and \$270,000 in additional costs anticipated based on the recommendation of the project engineer, an additional \$300,000 will need to be debentured, if no grant funding is awarded.

Prospective grant funds and proceeds from the future sale (if applicable) from the existing Fire Station facility would be applied toward debenture repayment. Relatedly, future development charges collected can be used towards debenture payments (comprising an additional \$660,000).

**Attachments:**

Nelson Dawley Engineering Letter

Respectfully submitted by:



Drew Davidson  
Director of Protective Services

## **Low Bid Review:**

*Complete Bidder Breakdown attached, along with detailed bids from 6 low bidders*

### **Low Bid: Abcott Construction Ltd.**

#### ***Enclosures:***

Bid Bond  
Subtrade list filled out  
Signed and properly endorsed  
Time Frame: 36 weeks  
Estimated Start Date: August 28, 2025  
Reference list included

#### ***Base Bid:***

**\$2,563,087.00 + H.S.T.**

#### ***Option pricing:***

- a) Concrete Unit Price (if required): \$373.00 / cu.m.
- b) Gran. B Unit Price (if required): \$99.00 / cu.m.

### **General Notes / Comments:**

- Six (6) low tenders with a \$486,913.00 spread on bids (16%). The spread on the two low bidders is 3.5% on total cost.
- The time frame to complete the work varied from 36 weeks to 70 weeks.
- We completed a detailed review of the three low tenders – all 3 tenders met the requirements of the tender documents.
- We contacted the references of Abcott Construction and in general found nothing noteworthy that would suggest we should discard their bid.

### **Discussion of Price Break-Out (included in base bid)**

The following is a breakdown of separate prices and general comments on each:

1. Generator – Sommers (including commissioning):
  - a. Prices varied from \$60,293.00 to \$76,300.00. We find the variance consistent with potential mark-up. As well, could vary with how much electrical work was included with generator “break-out”.
  - b. Abcott carried \$76,300.00
  - c. Dawley would recommend including Generator as part of the General Contractor’s work.
2. Cabinetry Pricing:
  - a. Price varied from \$18,843.37 to \$26,022.00. This is in the range we anticipated cabinetry cost.
  - b. Abcott carried \$18,843.37
  - c. Dawley would recommend including Cabinetry as part of the General Contractor’s work.
3. Cost of Storm Water Control System (under parking lot):
  - a. Price varied from \$115,000.00 to \$131,397.00. We find the variance consistent with potential mark-up.
  - b. Abcott carried \$127,570.00
  - c. Owner to determine if the Storm Control System is warranted on this project.

**Additional Projected Cost – outside tender**

The following are additional project costs outside the tendered amount by Contractors:

- Gear washing equipment, gear racking, radio & antenna, security, FOB system, phone / communication systems, portable tables & stackable chairs, office desks & chairs, refrigerator, range, dishwasher and window coverings – estimate **\$100,000**
- Electrical Service & Transformer (Hydro One) - estimate **\$50,000**
- Enbridge cost of new service to property - estimate **\$50,000**
- Contingency for potential unknown changes (including site conditions) = **\$70,000**
- Total estimated cost outside of tender (including contingency) = **\$270,000**

***Total project cost including above estimates = \$2,833,087.00 + H.S.T.***

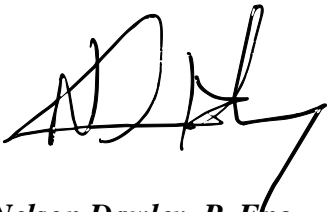
**Recommendation**

Based on tenders received we would recommend awarding the project to the lowest tender Abcott Construction Ltd. Amount to be determined after final review by Owner if Storm Water Control System is to remain as part of project. \$2,435,517.00 or \$2,563,087.00

Recommendation for award of tender is based on tender price, options, subcontractor list, timing, price breakdown and references provided by Abcott Construction Ltd..

Total estimated cost of the proposed construction including all costs as listed above (including Storm Water Control System) = \$2,833,087.00 + H.S.T.

Should you have any questions or concerns please do not hesitate to contact the undersigned.



***Nelson Dawley, P. Eng.***

***enc: Bid Bond & Agreement to Bond (3 pages)  
Tender Spreadsheets (2 pages)***

Township of Blandford-Blenheim - Proposed Princeton Fire Hall

Tender Opening Date: Tuesday, July 22, 2025 at 2:00pm

	Abcott Construction Ltd.	Trigon Building Corporation	PK Construction	Elgin Contracting & Restoration	Baribeau Construction	Domm Construction
Base Tender Bid	\$2,563,087.00	\$2,654,462.76	\$2,807,200.00	\$2,927,000.00	\$2,988,635.00	\$3,050,000.00
Extra Concrete (if required) Unit Pricing	\$373 / cu m	\$361.21 / cu m	\$871.26 / cu m	\$1500 / cu m	\$450 / cu m	\$300 / cu m
Extra Granular B (if required) Unit Pricing	\$99 / cu m	\$124.60 / cu m	\$589.55 / cu m	\$89 / cu m	\$120 / cu m	\$80 / cu m
Breakout Pricing (incl. above)						
Generator (including commissioning)	\$76,300.00	\$60,293.00	\$62,101.00	\$71,746.00	\$0.00	\$0.00
Cabinetry	\$18,843.37	\$18,843.37	\$26,022.00	\$23,465.00	\$0.00	\$0.00
Storm Water Control System	\$127,570.00	\$115,000.00	\$131,397.00	\$115,000.00	\$0.00	\$0.00
Estimated Start Date	August 28, 2025	August 25, 2025	September 1, 2025	September 13, 2025	September 1, 2025	October 1, 2025
Time to Complete	36 weeks	38 weeks	40 weeks	70 weeks	36 weeks	36 weeks
Major Subtrades						
Excavating, Backfilling & Grading	Percon (Milverton)	Deep Reach (Ayr)	Percon (Milverton)	Deep Reach (Ayr)	Gedco	Deep Reach (Ayr)
Concrete Foundation	Abcott Construction	Jake's Concrete (Woodstock)	Jake's Concrete (Woodstock)	3MC (Burgessville)	Delvcon	Arbro Concrete Forming Ltd. (Mount Forest)
Concrete Floor	Janco Concrete (Chepstow)	Jake's Concrete (Woodstock)	Jake's Concrete (Woodstock)	3MC (Burgessville)	Delvcon	Saugeen Concrete Finishing Ltd. (Williamsford)
Rough Carpentry	Little Rooster Carpentry (Lynden)	Little Rooster Carpentry (Lynden)	PK Construction (Tillsonburg)	Elgin Contracting & Restoration (St. Thomas)	Baribeau Construction	Domm Construction Ltd. (Aytton)
Metal Fabrications	JCT Metals Inc. (Strathroy)	Otter Creek (Burgessville)	BBK Trade Solutions (Brantford)	JD Fabrication (Aylmer)	JCT	JC Welding (Walkerton)
Truss Fabricator	Gillies Lumber (Cambridge)	London Roof Truss (London)	London Roof Truss (London)	London Roof Truss (London)	London Roof Truss (London)	Mar-Span Truss Inc. (Drayton)
Aluminum Doors	NF Glazing (Langton)	NF Glazing (Langton)	NF Glazing (Langton)	Glass Can (London)	New Found	KW Glass (Kitchener)
Wood & Industrial Steel Doors	William Knell & Company (Kitchener)	William Knell & Company (Kitchener)	William Knell & Company (Kitchener)	SLOD (London)	Lava Doors	Pro-Able Doors & Systems (London)
Windows	Strassburger Windows & Doors (Kitchener)	J&K Home Building (Brantford)	Strassburger Windows & Doors (Kitchener)	Alumatec (Concord)	North Star	Strassburger Windows & Doors (Kitchener)
Flooring	Nufloors (Simcoe)	Nufloors (Simcoe)	Vernes Carpet One (Tillsonburg)	Thompson (Woodstock)	Thompson Stonhard	Rick's Carpet & Flooring (Norwich)
Painting	Painting Canada (Hamilton)	Cammi Van Dyk (Brantford)	Painting Canada (Hamilton)	Painting Canada (Hamilton)	Bluewall Finishes	Jaz Davis Painting (Aytton)
Cabinetry	Cabinet Solutions (Brantford)	Cabinet Solutions (Brantford)	Sandha Millwork (Brantford)	Sandha Millwork (Brantford)	Sandha Millwork (Brantford)	Wilson Woodworking (Mount Forest)
Masonry	Noble Exteriors (Woodbridge)	Jeffery Custom Masonry (Stratford)	AB Masonry (Otterville)	TSC (Ridgetown)	Riverside Masonry	AC/DC Masonry (Aytton)
Electrical	Simply Electric (Brantford)	RZE (Woodstock)	Smitty's Electric (Simcoe)	Site Plus (Brantford)	Goris	Wayne's Electric (Hanover)
Generator Supplier	Sommers (Stratford)	RZE (Woodstock)	Sommers (Stratford)	Site Plus - Sommers (Brantford)	Sommers (Stratford)	Wayne's Electric (Hanover)
Mechanical	Great Lakes Mechanical (Bayfield)	Great Lakes Mechanical (Bayfield)	Great Lakes Mechanical (Bayfield)	Great Lakes Mechanical (Bayfield)	Great Lakes Mechanical (Bayfield)	KDG Plumbing & Heating (Hanover)
Plumbing	Great Lakes Mechanical (Bayfield)	Great Lakes Mechanical (Bayfield)	Great Lakes Mechanical (Bayfield)	Great Lakes Mechanical (Bayfield)	Great Lakes Mechanical (Bayfield)	KDG Plumbing & Heating (Hanover)

Tender Spread - Base Bid (low 6 bids)

Tender Spread Percentage (low 6 bids)

\$486,913.00

15.96%



**Township of Blandford-Blenheim - Proposed New Princeton Fire Hall - Submitted Bids - July 22nd, 2025 at 2:00pm**

*Nelson Dawley, P.Eng., 427 10th Street - Suite #3, Hanover, ON N4N 1P8 Ph: 519-364-7837 E-mail: dawleyen@wightman.ca*

Contractor Name	Base Quotation	Option (a) Extra Concrete	Option (b) - Extra Granular B	Estimated Start Date	Time for Completion
Abcott Construction Ltd.	\$2,563,087.00	373/ cu.m.	99/ cu.m.	Aug 28/2025	36 weeks
Baribeau Construction	\$2,988,635.00	450/ cu.m.	120/ cu.m.	Sept 1/2025	36 weeks
Chandos Construction		/ cu.m.	/ cu.m.		weeks
Collaborative Structures Limited		/ cu.m.	/ cu.m.		weeks
Corebuild Construction		/ cu.m.	/ cu.m.		weeks
Domm Construction Ltd.□	\$3,050,000.00	300/ cu.m.	80/ cu.m.	Oct 1/2025	36 weeks
Elgin Contracting & Restoration	\$2,927,000.00	1500/ cu.m.	89/ cu.m.	Sept 13/2025	70 weeks
ETKA Construction Inc.	\$3,969,930.00	1150/ cu.m.	115/ cu.m.	Aug 17/2025	60 weeks
Gateman-Milloy Inc.□	\$3,880,000.00	380/ cu.m.	85 / cu.m.	Sept 15/2025	52 weeks
Manorcore Construction	\$3,367,400.00	950/ cu.m.	80/ cu.m.	Sept 2/2025	Jan 2027
Niacon Limited	\$3,405,864.19	740/ cu.m.	390/ cu.m.	Sept 15/2025	47 weeks
Pdemik	\$3,597,187.00	707/ cu.m.	49.50/ cu.m.	Aug 18/2025	48 weeks
PK Construction	\$2,807,200.00	871.26/ cu.m.	589.55/ cu.m.	Sept 1/2025	40 weeks
Perfectly Built	\$4,199,160.00	250/ cu.m.	200/ cu.m.	Aug 28/2025	60 weeks
Renokrew		/ cu.m.	/ cu.m.		weeks
Ritestart Limited		/ cu.m.	/ cu.m.		weeks
Sonnarc Homes Ltd.		/ cu.m.	/ cu.m.		weeks
Trigon Building Corporation	\$2,654,462.76	361.21/ cu.m.	124.60/ cu.m.	Aug 25/2025	38 weeks
Verly Construction Group	\$3,320,000.00	380/ cu.m.	68.22/ cu.m.	Aug 28/2025	63 weeks



## BID BOND

CCDC 220-2002

No. **TCS1549012-25-008**

Bond Amount **\$10% of Tender**

**Abcott Construction Ltd.** as Principal, hereinafter called the Principal, and **TRISURA GUARANTEE INSURANCE COMPANY** a corporation created and existing under the laws of **CANADA** and duly authorized to transact the business of Suretyship in Canada, as Surety, hereinafter called the Surety, are held and firmly bound unto **The Corporation Of The Township Of Blandford-Blenheim** as Obligee, hereinafter called the Obligee, in the amount of **Ten Percent of Tender Dollars (\$10% of Tender)** lawful money of Canada, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, the Principal has submitted a written bid to the Obligee, dated the **22<sup>nd</sup>** day of **July**, in the year **2025** for **Proposed Princeton Fire Hall (Station #81); 707024 Township Road #2, Princeton, ON.**

The condition of this obligation is such that if the Principal **shall have the bid accepted within the time period prescribed in the Obligee's bid documents**, or, if no time period is specified in the Obligee's bid documents, within Thirty (30) days from the closing date as specified in the Obligee's bid documents, and the Principal enters into a formal contract and gives the specified security, then this obligation shall be void; otherwise, provided the Obligee takes all reasonable steps to mitigate the amount of such excess costs, the Principal and the Surety will pay to the Obligee the difference in money between the amount of the bid of the Principal and the amount for which the Obligee legally contracts with another party to perform the work if the latter amount be in excess of the former.

The Principal and Surety shall not be liable for a greater sum than the Bond Amount.

It is a condition of this bond that any suit or action must be commenced within seven (7) months of the date of this Bond.

**No right of action shall accrue hereunder to or for the use of any person or corporation other than the Obligee named herein, or the heirs, executors, administrators or successors of the Obligee.**

**IN WITNESS WHEREOF**, the Principal and the Surety have Signed and Sealed this Bond dated the **17<sup>th</sup>** day of **July**, in the year **2025**.

SIGNED and SEALED In the presence of:

\_\_\_\_\_  
Signature (Witness as to Principal)

\_\_\_\_\_  
Print Name of Witness

**Abcott Construction Ltd.**

*Donna Cooper*



(seal)

\_\_\_\_\_  
Signature

Donna Cooper

\_\_\_\_\_  
Print Name of Person Signing

**TRISURA GUARANTEE INSURANCE COMPANY**

*Nicole Leozn*



(seal)

\_\_\_\_\_  
Nicole Leozn, Attorney-in-Fact



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Canadian Construction Documents Committee

(CCDC 220-2002 has been endorsed by the Surety Association of Canada)

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## Certificate Of Completion

Envelope Id: 2CBCA983-7006-4431-9F88-5C8D267EC977

Status: Completed

Subject: Complete with DocuSign: TCS1549012-25-008 - Township of Blandford-Blenheim - Bid Bond.pdf, TCS1...

Bond Number/Numéro du cautionnement: TCS1549012-25-008

Source Envelope:

Document Pages: 2

Signatures: 3

Envelope Originator:

Certificate Pages: 5

Initials: 0

Nicole Lezon

AutoNav: Enabled

Stamps: 3

333 Bay Street, Suite 1610

EnvelopeId Stamping: Enabled

Toronto, ON M5H 2R2

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

nlezon@lawriegroup.com

IP Address: 52.229.68.132

## Record Tracking

Status: Original

Holder: Nicole Lezon

Location: DocuSign

7/17/2025 2:39:48 PM

nlezon@lawriegroup.com

## Signer Events

Donna Cooper

dcooper@abcott.ca

Security Level: Email, Account Authentication (None)

## Signature

*Donna Cooper*



Signature Adoption: Pre-selected Style  
Using IP Address: 20.175.152.220

## Timestamp

Sent: 7/17/2025 2:41:14 PM

Viewed: 7/21/2025 7:38:08 AM

Signed: 7/21/2025 7:38:56 AM

## Electronic Record and Signature Disclosure:

Accepted: 4/4/2024 2:49:13 PM

ID: ce9043af-857a-4dc9-90ff-004c5332e8c1

Nicole Lezon

nlezon@lawriegroup.com

Security Level: Email, Account Authentication (None)

*Nicole Lezon*



Signature Adoption: Pre-selected Style  
Using IP Address: 52.229.68.132

Sent: 7/17/2025 2:41:15 PM

Viewed: 7/17/2025 2:41:23 PM

Signed: 7/17/2025 2:42:39 PM

## Electronic Record and Signature Disclosure:

Not Offered via DocuSign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp





## SURETY'S CONSENT

Date: July 17, 2025

Bond No: TCS1549012-25-008

WHEREAS **Abcott Construction Ltd.** (the "Principal") has submitted a written tender to **The Corporation Of The Township Of Blandford-Blenheim** (the "Obligee") dated **July 17, 2025** (the "Tender Date"), concerning:

**Proposed Princeton Fire Hall (Station #81); 707024 Township Road #2, Princeton, ON**

and the condition of this obligation being such that the Principal **shall have the bid accepted within the time period prescribed in the Obligee's bid documents**, or, if no time period is specified in the Obligee's bid documents, within Thirty (30) days from the closing date of tender, we, **TRISURA GUARANTEE INSURANCE COMPANY**, a corporation created and existing under the laws of Canada and duly authorized to transact the business of Suretyship in Canada as Surety, agree to issue for the Principal if the Principal shall enter into a written contract with the Obligee, the following bond(s):

1. a contract performance bond of **(50%)** of the contract price not exceeding the maximum sum of **(50 %) OF THE AMOUNT OF THE TENDER**
2. a labour & material payment bond of **(50%)** of the contract price not exceeding the maximum sum of **(50 %) OF THE AMOUNT OF THE TENDER**

This consent shall be null and void thirty (30) days following the award of the contract.

Any suit filed against the Surety with respect to this Surety's Consent must be initiated and duly served on the Surety within seven (7) months of the date hereof.

TRISURA GUARANTEE INSURANCE COMPANY

*Nicole Lezon*

Nicole Lezon, Attorney-in-fact



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Fax (514) 845-6876



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

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

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### 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.

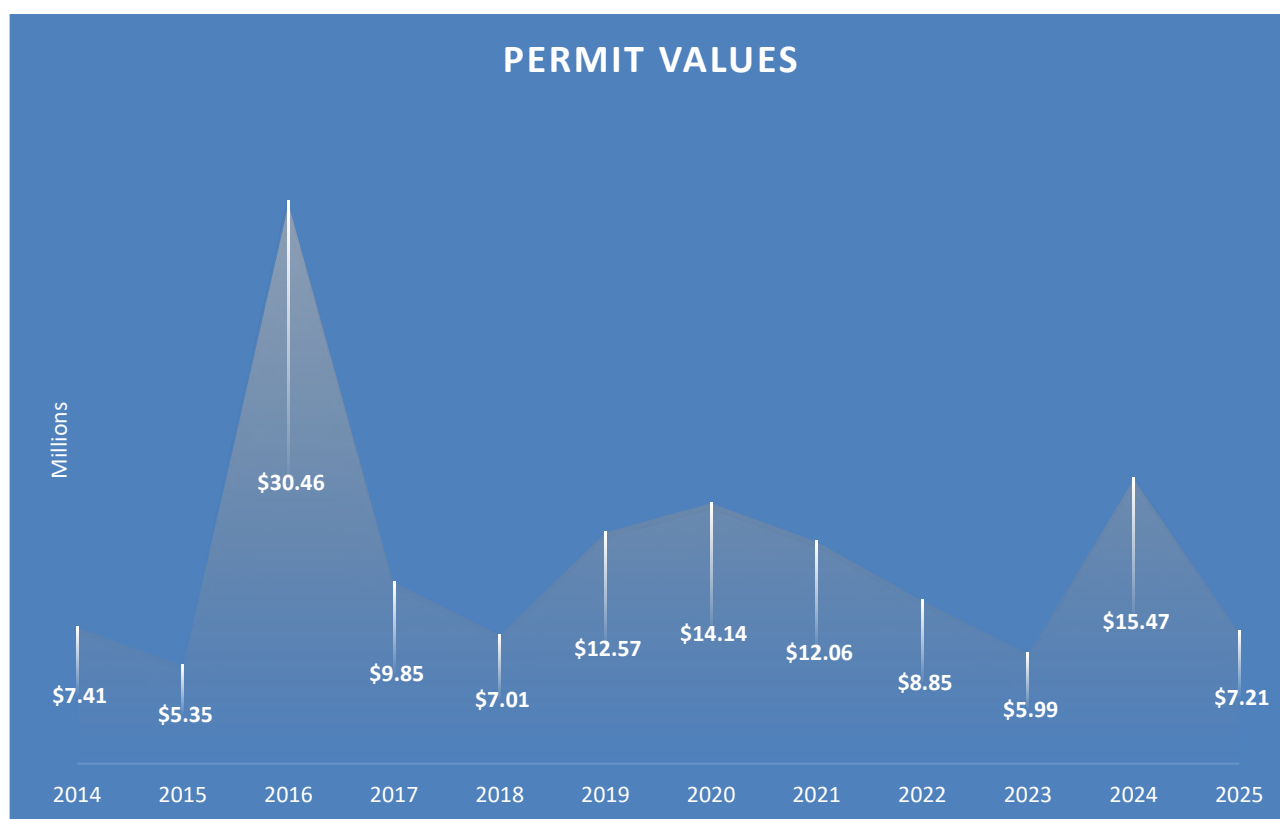
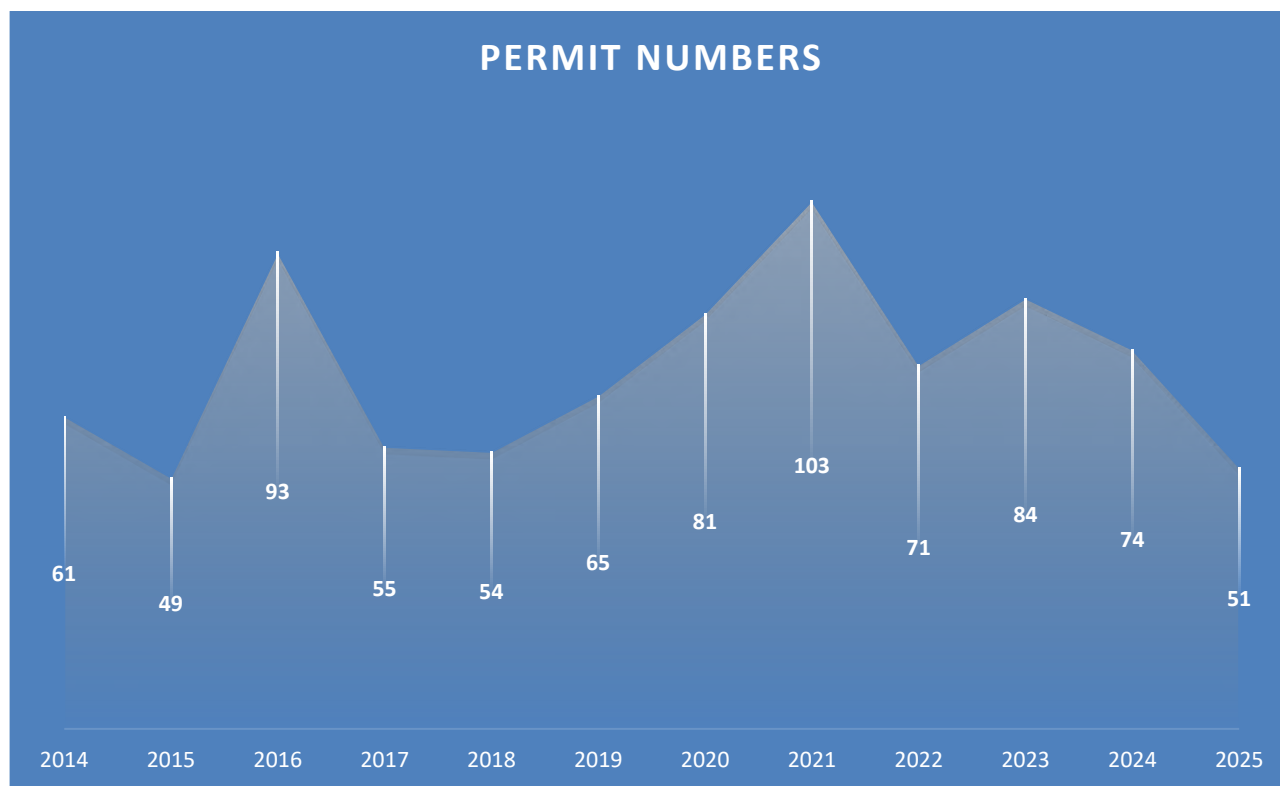
### Building Department Updates:

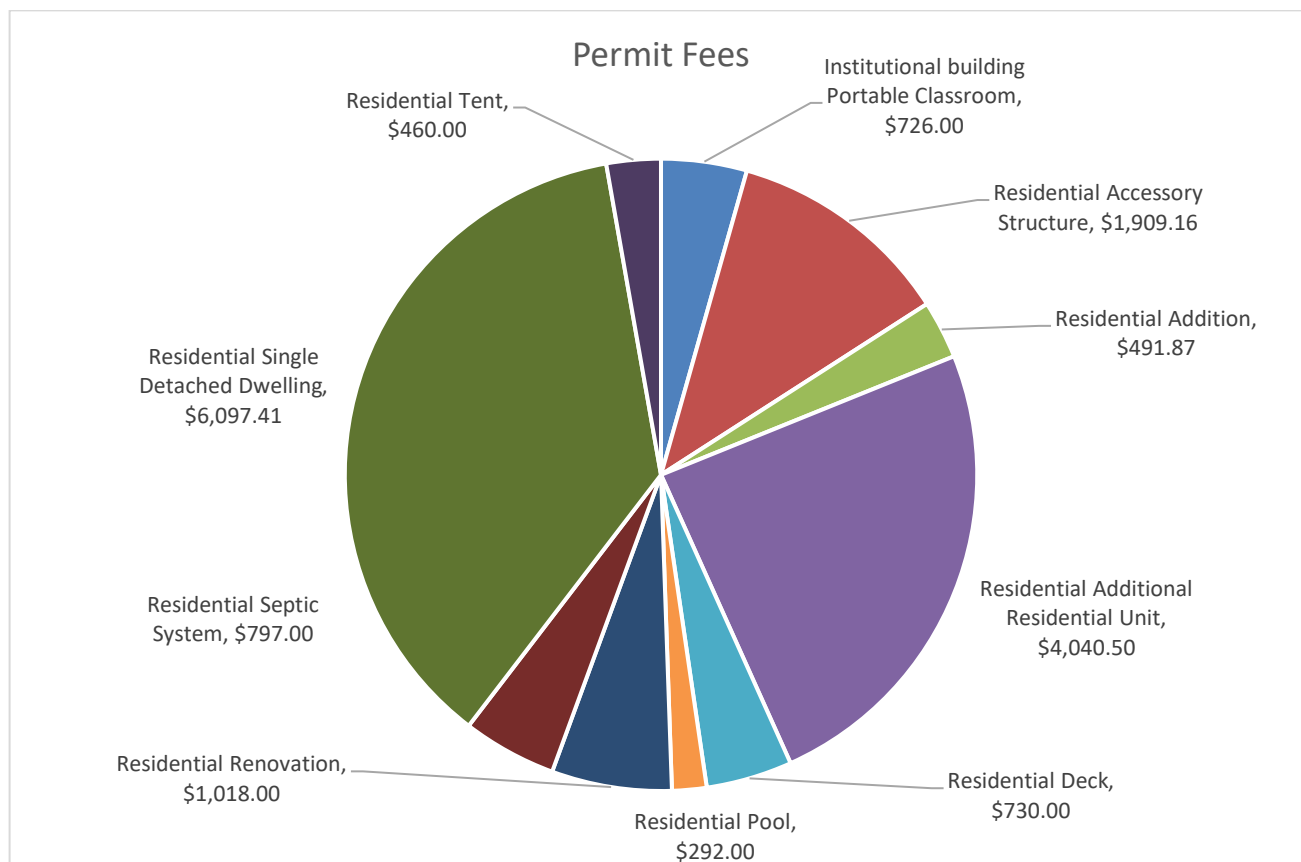
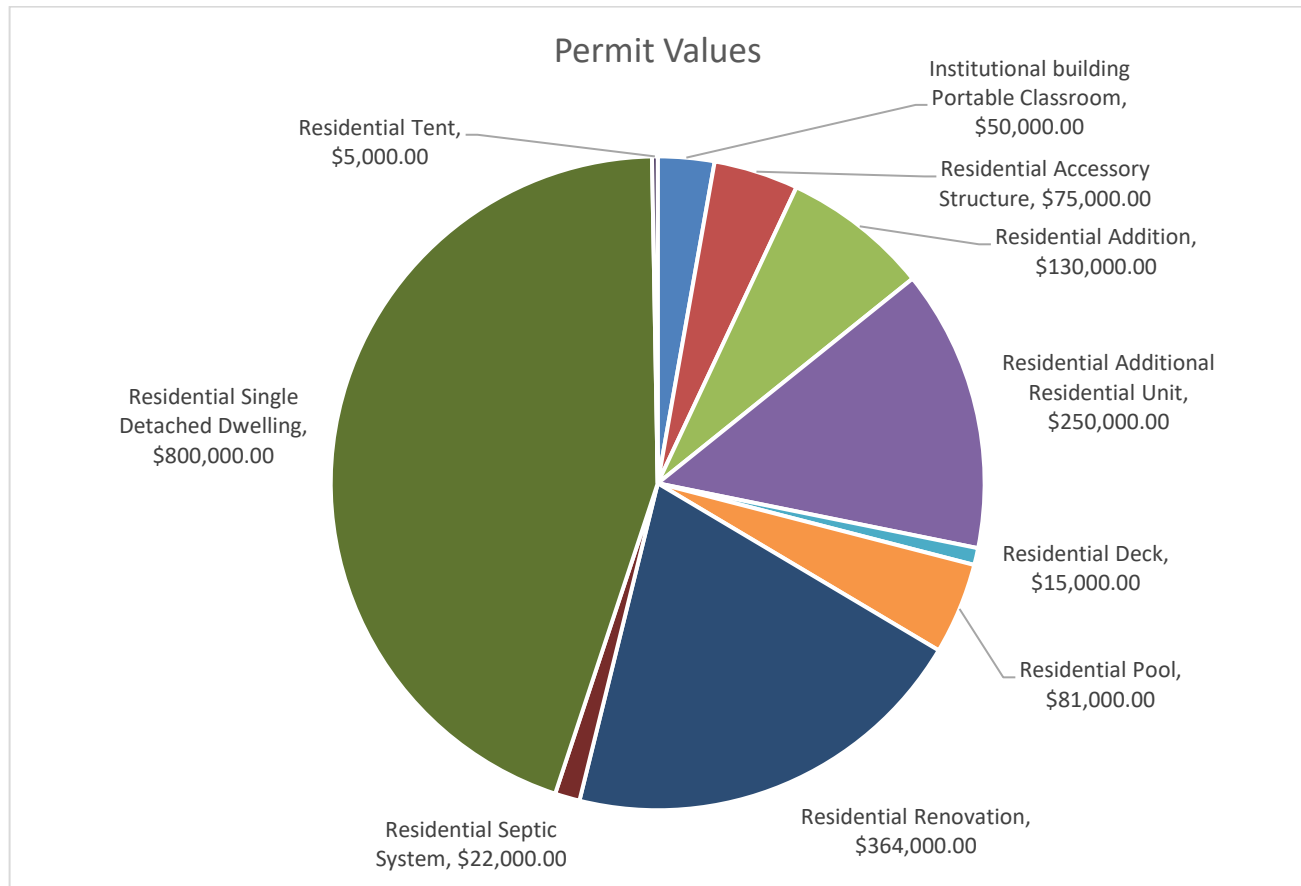
- The building department issued 13 permits for the month of June 2025.

Respectfully submitted by:

Ray Belanger  
CBO









## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Josh Brick, CAO & Denise Krug, Director of Finance	<b>Date:</b>	July 30, 2025
<b>Subject:</b>	Tandem Truck with Plow Equipment	<b>Council Meeting Date:</b>	August 6, 2025
<b>Report #:</b>	PW-25-12		

---

### Recommendation:

That Report PW-25-12 be received for 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.

### Background:

The Township Tandem Truck replacement schedule is every 10 years. As identified in the Township 10-year capital plan, the Public Works department is scheduled to replace a Tandem Truck in 2026. In conversations with suppliers of the chassis and the winter maintenance equipment, it is estimated that to get a truck delivered will take 12 to 18 months. With this timeline and low volume of chassis being produced, the Township will need to get on the wait list in order to have delivery align with the 10-year capital plan.

### Analysis/Discussion:

Although supply chain issues have been fixed for the most part, there are concerns with tariffs that could cause delays. Should the Township place an order for a cab and chassis now, there is a good chance that it will be filled in late 2025 or early 2026. Currently Freightliner has not experienced any tariffs that are affecting their supply chain. In speaking with the sales representative, two key takeaways include:

- they are protected under the current NAFTA agreement and,
- should any tariffs be subjected to the building or delivery of the cab and chassis that it would be added onto the price of the cab and chassis. Freightliner understands that this

could have a large impact on some businesses and has capped the amount that can be placed against a current order to 15%.

AMO has joined forces/created a procurement group called Canoe. This group essentially does the tender process for Municipalities. This is giving Municipalities better buying power as a supplier is now pricing many units as opposed to a single unit. This process is to ensure that the Municipalities are receiving the best possible pricing available. The Township is a member of the Canoe Procurement group of Canada. The Public Works department is currently purchasing fuel and tires through the program and have realized efficiencies by using it.

The pricing we have received from Freightliner and Viking-Cives has been through the Canoe procurement program. This is also how we have purchased our 2025 Tandem truck. The Township will be responsible for paying for the cab and chassis when it is delivered to Viking-Cives and we will then be billed for the box and winter equipment when the truck is completed and delivered.

**Financial Considerations:**

2026 budget	\$425,000.00
2026 Freightliner Tandem with winter equipment	\$421,858.00 plus HST
Freightliner Cab and Chassis	\$208,858.00 plus HST
Viking-Cives Box & Winter Equipment	\$213,000.00 plus HST
Possible 2025 budget impact (depending on deliver)	\$208,858.00 plus HST

This proposal has been discussed with the Director of Finance. Should the cab & chassis payment be required from the 2025 reserve, it will significantly deplete the reserve, however, there is funding available.

**Attachments:** None

Respectfully submitted by:



Jim Borton CRS - S  
Director of Public Works



# 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>	Josh Brick Denise Krug	<b>Date</b>	July 30, 2025
<b>Subject:</b>	Grader Tender Results	<b>Council Meeting Date:</b>	August 6, 2025
<b>Report #:</b>	PW-25-13		

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### Recommendation:

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.

### Background:

The Township has a life expectancy on graders set at 15 years. This proposed grader is to replace a 2007 CAT grader. Due to its condition at the time of replacement the decision was made to hold onto it for several years past the anticipated life expectancy. The grader is now 18 years old and has over 10,000 hours on it.

An RFP was sent out to the two (2) market leaders with product options that meet standard Township specifications, Brandt (John Deere) and Toromont CAT. Staff looked into other options, companies like Strongco (Volvo) have ceased production of graders. New grader manufacturers like CASE and SANY have smaller versions starting to come on the market but currently do not meet the Townships specifications.



**Analysis/Discussion:**

The grader specifications that were sent out asked for pricing for both 4WD and for AWD (6WD). The grader being replaced is a 4WD, where the Township's other two (2) graders are 6WD. The 4WD grader is an adequate machine for grading, ice blading and anything that we do. The 6WD graders have proven to be more stable and give the operator better control when doing ice blading tasks or construction when large piles are being moved. Staff is recommending that the 6WD model grader be purchased. All public works operator staff are familiar with the option and prefer it for reasons set out above.

Within the RFP, the Township added the requirement for a roller for the rear of the machine. The current unit that has a roller unit on it has proved to be valuable in reducing staff time and extending the life of repairs that have been done. By adding the roller unit to this grader, it will increase productivity for the proposed grader and potentially increase the asset lifespan.

Staff have reviewed both the Brandt quote and the Toromont CAT quote and they meet or exceed the Township specifications. Both companies provided a demo of current models, showing staff and operators the new options that are available. Staff are recommending proceeding with the quote received from Brandt (John Deere)

**Financial Considerations:**

Budget for a 2025 Motor Grader is \$400,000.00

	AWD	4WD
Brandt (John Deere)	\$569,900.00	\$516,900.00
Toromont CAT	\$593,185.75	\$539,200.00

The difference in cost between 4WD & 6WD is approximately \$53,000.00  
Included in price, Rear Roller \$30,000.00

Trade In Value for the 2007 CAT 140H

Brandt (John Deere)	\$90,000.00
Toromont CAT	\$98,000.00
Auction estimate	\$115,000.00

Brandt (John Deere) cost: \$579,930.24 net - \$115,000.00 sale = \$464,930.24\*

Over budget \$64,930.24

Respectfully submitted by:



Jim Borton CRS - S  
Director of Public Works



# 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>	Josh Brick, CAO	<b>Date:</b>	July 31, 2025
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	August 6, 2025
<b>Report #:</b>	PW-25-14		

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### Recommendation:

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

### Capital

- Princeton Pond Expansion project – The concentration has been on removing the excess soil at the pond locations. The Van Wees (Green houses) pond has the majority of the fill removed. We have a small pile of fill that testing has limited where it can go and some top soil left to spread. We will be working on removing Romano Pond fill starting in August.
- Princeton phase 4 (South section) – Main St. from Emma St. north to the railway tracks has the underground completed and the base gravel has been placed. They will be working on Victoria, Wonham & Railway St in the coming month. Dust control will be applied to Main St. once the base gravel is in place.
- Bridge 24 EA – We are working through the reports and comments from the different agencies and indigenous groups. We are still on schedule for a fall construction start.
- Bridge 38 deck repair – The repairs are all completed and the road is back open.

### 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 drain inquires come in, they are reviewed and the appropriate response is generated.
- With construction season, also comes lots of Locates.
- Drainage Superintendent Degier has been reviewing the Townships CLI – ECA documentation
- Drainage Superintendent Degier 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.
- During the summer, repairs slow down. This allows for time to do inspections and plan for future maintenance.

**Other**

- The month of July has brought some heavy rains that have caused some washout that required repairs. Public Works staff have been working on brush removal from road sides, bridge washing, roadside grass cutting and hauling fill.
- Working on approving road permits that would allow Xplornet to use the Township right of way to run fibreoptic cable in the Township.
- Work with suppliers on future equipment purchases.
- 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.
- Up graded the fleet on board cameras.
- Coordinate with the contractor for fill to build up Township Road 12 (Trussler-Blenheim)
- Coordinate the removal of fill from the Van Wees Pond. Ensure dump sites are accessible and are not restricted from dumping at the site.

**Attachments** None

Respectfully submitted by:



Jim Borton CRS-S  
Director of Public Works



## TOWNSHIP OF BLANDFORD-BLENHEIM

<b>To:</b>	Members of Council	<b>From:</b> Trevor Baer, Manager of Community Services
<b>Reviewed By:</b>	Sarah Matheson, Director of Corporate Services / Clerk	<b>Date:</b> July 28 2025
<b>Subject:</b>	July Monthly Report	<b>Council Meeting Date:</b> August 6 2025
<b>Report #:</b>	CS-25-11	

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### **Recommendation:**

That Report CS-25-13 be received as information.

### **Background:**

This report provides Council with an update on the activities of the Community Services Department for April 2025.

### **Community Events & Community Services**

Staff have recently been in contact with Plattsville Heritage regarding their plans for the Township's 50th Anniversary celebration. They have provided event dates and would be delighted to welcome members of Council and staff should they be available. Attached to this report is the promotional poster for that event, which will also be shared widely on the Township's social media channels.



## Arena Services

Preparations are underway for the upcoming ice season. Arena staff are diligently working through a comprehensive building maintenance checklist to ensure all systems are inspected and functional in advance of ice installation.

On the sport side, our Junior “C” lacrosse team’s season concluded in July following elimination from the playoffs. Staff thank the team and coaching staff for their dedication throughout the season, and look forward to next year’s opportunity.

## Parks & Recreation

July was a particularly busy month in our parks. The Heritage Society hosted a highly successful Canada Day and Township 50th Anniversary celebration on July 1st at Drumbo Park. Attendance was strong, feedback was positive, and the event contributed to a festive community atmosphere.

Our parks have remained active with Early On programs and OX On the Run and steady foot traffic from day visitors enjoying the summer season.

## Cemeteries

Staff met with the organizers of Princeton’s upcoming Cemetery Decoration Day scheduled for August 17 at the Princeton Cemetery. Coordination is progressing well, and preparations are on track for this important community event.

In July, the Township’s preventive maintenance initiative for cemetery foundations was substantially completed. A total of eleven foundations were repaired throughout the Princeton Cemetery. This work reflects Council’s commitment to proactive care and goes beyond standard maintenance protocols; this was approved in the current budget.



Submitted respectfully by:

Item 10.d.1

Trevor Baer

Community Services Department



## TOWNSHIP OF BLANDFORD-BLENHEIM

<b>To:</b>	Members of Council	<b>From:</b> Trevor Baer, Manager of Community Services
<b>Reviewed By:</b>	Sarah Matheson, Director of Corporate Services / Clerk	<b>Date:</b> July 28 2025
<b>Subject:</b>	EASE grant	<b>Council Meeting Date:</b> August 6 2025
<b>Report #:</b>	CS-25-12	

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### Recommendation:

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.

### Background:

The Township of Blandford-Blenheim remains committed to fostering an inclusive and accessible community for all residents, visitors, and employees. This commitment is clearly outlined in the Township's 2024–2028 Multi-Year Accessibility Plan, which serves as a guiding document to help identify and remove barriers across municipal services, facilities, and public spaces. The Plan emphasizes our vision of “promoting a barrier-free Township for employees, citizens and all who live, work, visit, and invest in the Township,” and reaffirms our dedication to ensuring that people with disabilities enjoy the same opportunities as all others.

The EASE grant, offered through the Provincial government's Ministry for Seniors and Accessibility in Ontario, is designed to support projects that improve physical accessibility in community spaces. The program provides financial assistance to municipalities undertaking upgrades that promote safe, inclusive, and accessible environments for people of all abilities. Eligible projects may include improvements to washrooms, building entrances, pathways, and other high-traffic areas where physical barriers currently limit access for individuals with mobility challenges, sensory impairments, or other disabilities. The current application intake closes on August 14, 2025, and successful applicants may receive up to \$60,000 in funding to support eligible accessibility improvements. Staff are working to prepare the required documentation and cost estimates in order to meet this deadline.

In support of this goal, staff are recommending that the Township apply for the EASE grant to pursue accessibility upgrades to our public park washrooms. Many of these facilities, located in the parks of Drumbo, Princeton, and Plattsville, were constructed prior to the adoption of modern accessibility standards. While these washrooms serve an important role for park users, they are in need of updates to ensure that they are accessible to all individuals, regardless of physical ability.

### **Project Scope and Implementation Strategy**

If approved, the grant funding would be used to implement accessibility improvements that reflect the goals outlined in the Township's Accessibility Plan. These upgrades may include the installation of automatic door openers to allow hands-free access to washroom entrances, the replacement or modification of sinks to accommodate individuals using mobility devices, the retrofitting or expansion of washroom stalls to meet current accessibility standards, and the improvement of entranceways to ensure they are wide and unobstructed.

Staff are collaborating closely with qualified contractors to determine the most cost-effective and impactful route forward for upgrading park washrooms. Our current focus is on facilities in Drumbo, Princeton, and Plattsville, with Plattsville identified as the facility most in need of comprehensive improvements to meet accessibility standards. Meanwhile, the washrooms in Princeton and Drumbo require only minor enhancements.

In this arrangement, contractors are preparing detailed quotes for the scope of work they propose to undertake, while in-house staff are independently working up cost estimates for tasks that can be completed internally. This dual-track approach ensures clear separation of contractor pricing and in-house budgeting, offering transparency and informed decision-making regarding which facilities to prioritize.

The Township is permitted to apply for funding for multiple locations under the Enhancing Access to Spaces for Everyone (EASE) Grant, which supports small-scale capital projects across different community sites in Ontario, including installing accessible park washrooms. As part of the application process, we will work closely with the Building Department to secure any necessary permits and ensure all proposed construction meets Ontario's technical and safety standards.

Given that the total funding available through the EASE grant is capped at \$60,000, the Township will prioritize the most essential and achievable upgrades that can be completed within the available budget. Staff will work with accessibility professionals and contractors to determine which washrooms can be brought up to a higher standard of accessibility and which modifications would provide the greatest benefit to the public. The intent is to ensure that each dollar invested through this project results in meaningful improvements that align with the Township's long-term accessibility goals.

### **Financial Impact:**

There would be no direct financial impact to the Township if the EASE grant application is approved. The grant provides funding of up to \$60,000, which would fully cover the cost of the proposed upgrades. Staff will ensure that the total value of the project

remains within the \$60,000 budget limit to meet all funding requirements, and no additional municipal funds would be required to complete the scope of work.

Item 10.d.2

### **Conclusion:**

The Township of Blandford-Blenheim has consistently demonstrated its commitment to removing barriers and improving access to municipal facilities. The EASE grant presents an excellent opportunity to continue this work in a fiscally responsible manner by leveraging external funding to upgrade critical public infrastructure. By investing in accessible washroom facilities in our parks, the Township will create more welcoming and inclusive environments for residents of all ages and abilities.

Staff recommend that Council authorize the submission of the EASE grant application and support the proposed accessibility upgrades, which will be guided by the principles outlined in the Township's Multi-Year Accessibility Plan and developed in consultation with qualified contractors and accessibility standards.

Submitted respectfully by:

Trevor Baer

Community Services Department



## TOWNSHIP OF BLANDFORD-BLENHEIM

<b>To:</b>	Members of Council	<b>From:</b> Trevor Baer, Manager of Community Services
<b>Reviewed By:</b>	Sarah Matheson, Director of Corporate Services / Clerk Denise Krug, Director of Finance	<b>Date:</b> July 28 2025
<b>Subject:</b>	Fence Report	<b>Council Meeting Date:</b> August 6 2025
<b>Report #:</b>	CS-25-13	

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### Recommendation

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

That Council direct staff to proceed with Option One, Option Two, or Option Three as proposed in the request from property owners requiring a fence at the Princeton Park site.

### Executive Summary

Staff respectfully ask Council to select a preferred course of action from three carefully considered options: maintain current conditions without intervention; install boundary signage as a standalone measure; or proceed with a one-time, shared-cost boundary fence installation.

### Background and Request

Council received two related requests regarding trespass activity along the perimeter of Princeton Park—one from a homeowner and one from a neighbouring business. Both properties directly abut the segment of the park near the pavilion, washrooms, and trail—widely acknowledged as the park’s highest foot-traffic zone. The homeowner reported repeated encroachments, including children climbing on a trampoline in the backyard, and the business raised similar concerns about trespass affecting operations and security. Both parties proposed that the Township install a boundary fence, equally sharing costs. In response, staff conducted a comprehensive review, including consultation with the Township’s insurer and obtaining professional cost estimates for feasible mitigation strategies.

### Risk Considerations and Insurer Consultation



In preparing the options for Council's review, staff consulted the Township's insurer to ensure alignment with municipal risk-management best practices. While the Township is generally not liable for incidents occurring on private property, repeated and well-known trespass can create indirect liability—especially if it is alleged that the Township was aware of the issue yet failed to take reasonable steps. Proprietary details such as deductible amounts, rating decisions, or claim assessment procedures are not shared; this report provides a generalized summary of the considerations informing staff's evaluation.

## **Mitigation Options**

### **Option 1: Maintain the Status Quo**

Maintaining existing conditions requires no immediate funding or administrative commitment. However, this leaves repeated trespass unaddressed and could expose the Township to reputational harm if incidents persist.

### **Option 2: Install Boundary Signage Only**

A moderately-costed approach would involve installing clear signage—such as “*Private Property – No Park Access*” with international pictograms—at worn pathways and entry points along the property edge. This would fulfill the Township's obligation under Ontario's *Occupiers' Liability Act* to warn users.

### **Option 3: One-Time Shared-Cost Fence**

The proposed solution involves installing a 5-foot (1.5 metre) galvanized chain-link fence, approximately 383 feet in length, entirely located on the homeowner's private property. The estimated total cost is \$21,065 (approximately \$55 per linear foot, inclusive of materials, labour, posts, and footings). The Township would contribute up to \$10,532.50 (50%), reimbursed to property owners upon completion, inspection, and receipt of itemized invoices; the property owners would provide the upfront fee of it all. If a different fence style is chosen, Township contribution remains capped at the value of the standard galvanized option.

The photographs attached at the end of this report clearly depict the park washroom, pavilion, and inlet trail in relation to the two private properties, underscoring that this boundary faces a high volume of public use.

## **Financial Implications**

This initiative is not included in the 2025 capital plan. If Council opts to proceed with Option 3, the Township's contribution of up to \$10,532.50 would be included in the 2026 operating budget and funded via property taxation.

Should Council wish to proceed with Option 3 during this year, funds could be drawn from the Tax Stabilization Reserve.

The projected financial breakdown is summarized as follows:

Description	Estimated Amount
Total fence installation	\$21,065.5 (property owner puts up cost for fence, township reimburse at the end of project)
Township contribution (50 %)	\$10532.50
Property owner contribution	\$10,532.50
Fence location	Entirely on private property
Reimbursement conditions	Completion, inspection, and itemized invoice submitted

Conclusion

Persistent trespass along a high-use boundary of Princeton Park presents reputational vulnerabilities and potential indirect liability risks for the Township. Council is now presented with three thoroughly evaluated options: to maintain the status quo, to install boundary signage as a preventative approach, or to pursue a shared-cost fence agreement providing the strongest control measure and insurer-supported solution. Staff are ready to assist with implementation of the Council-selected option and respectfully await further direction.



The image shows the purple line represents the approximate location of the proposed fence. It also shows that the distance from the business to the park entrance—measured from the business heading north to the trail near the pavilion—is approximately 127 feet. This measurement highlights the location where individuals are currently able to enter the park.

Item 10.d.3

Respectfully submitted by:

Trevor Baer  
Community Services Department



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Denise Krug, Director of Finance/Treasurer
<b>Reviewed By:</b>	Josh Brick	<b>Date:</b>	July 30, 2025
<b>Subject:</b>	Interim Financial Reports – 2 <sup>nd</sup> Quarter – June 30, 2025	<b>Council Meeting Date:</b>	August 6, 2025
<b>Report #:</b>	TR-25-10		

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### Recommendation:

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

### Background:

On a regular basis, staff will provide a financial report to Council that shows the budget and actual expenses for the year to date. This 2<sup>nd</sup> Quarter report shows the 2025 Total Budget, the 2025 Budget to date (end of 2<sup>nd</sup> Quarter), the Actuals to date (end of 2<sup>nd</sup> Quarter), the dollar variance as well as the % variance. The report is attached for Council's review and is for the period ending June 30, 2025.

An interim capital report is also being provided to Council to show where all capital projects are to date as well as forecasted total costs.

### Analysis/Discussion:

The operating variance report indicates that at this point in the year, some departments are over budget, some are under, depending on how revenues are received throughout the year and how expenses are spread throughout the year. There are comments explaining the larger variances.

Half of all Transfers to reserves have been completed for the year as at June 30th, except for DCs which are allocated at the end of the year. Transfers from reserves were completed to fund projects to date.

The last page is a summary of all the departments, indicating a surplus at the end of the second quarter. This is attributed to the Township receiving grants and other revenues prior to the associated expenses. Revenue and Expenses in each department vary significantly in their timing. Staff will continue to monitor closely to ensure alignment with the budget.

The Capital interim report shows the expense for each project as of June 30<sup>th</sup> and any anticipated variances. A few projects have already been completed but most are in progress.

**Financial Considerations: NA**

**Attachments:**

Interim Variance Report – June 30, 2025

2025 Capital – 2<sup>nd</sup> Qtr Interim Report

Respectfully submitted by:

Denise Krug  
Director of Finance/Treasurer



# Township of Blandford-Blenheim

Item 10.e.1

## Council

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Other Revenue</b>						
01-1070-0370 ELECTION NOMINATION FEES	-	-	-	-	#DIV/0!	
01-1070-0405 MISC. REIMBURSEMENTS	-	-	(539)	(539)	#DIV/0!	
01-1070-0444 HST RECOVERY ON NON-TAXABLE WAGES	-	-	-	-	#DIV/0!	
<b>Total Other Revenue</b>	-	-	(539)	(539)	#DIV/0!	
<b>Contribution from Reserves</b>						
01-1070-0525 CONTRIB. FROM RESERVES	(60,000)	(30,000)	-	30,000	-100.0%	Secondary plan has not been started.
<b>Total Contribution from Reserves</b>	(60,000)	(30,000)	-	30,000	-100.0%	
<b>Total Revenue</b>	<b>(60,000)</b>	<b>(30,000)</b>	<b>(539)</b>	<b>29,461</b>	<b>-98.2%</b>	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-1090-0550 REGULAR EARNINGS	100,488	50,244	50,244	-	-	
01-1090-0555 BENEFITS	5,761	2,880	2,568	(312)	-10.8%	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>106,249</b>	<b>53,124</b>	<b>52,812</b>	<b>(312)</b>	<b>-0.6%</b>	
<b>Administration Expenses</b>						
01-1092-0606 COMPUTER HARDWARE/SOFTWARE	3,000	1,500	-	(1,500)	-100.0%	
01-1092-0608 COMPUTER - ANNUAL CONTRACTS	10,000	4,998	10,074	5,076	101.6%	Agenda software has been purchased.
01-1092-0612 CONVENTIONS, TRAINING & SEMINARS	15,000	7,500	6,494	(1,006)	-13.4%	
01-1092-0618 ELECTION EXPENSE	-	-	-	-	#DIV/0!	
01-1092-0620 PUBLIC/EMPLOYEE RELATIONS	6,000	3,000	1,817	(1,183)	-39.4%	
01-1092-0638 MEALS - COUNCIL MEETING	250	126	179	53	42.1%	
01-1092-0640 MEETINGS INVESTIGATOR	120	60	623	563	938.3%	
01-1092-0663 PROFESSIONAL FEES/SERVICES	60,000	30,000	1,526	(28,474)	-94.9%	Strategic plan only, secondary plan not started.
01-1092-0668 SUPPLIES - COUNCIL	100	48	-	(48)	-100.0%	
01-1092-0670 TELEPHONE	250	126	-	(126)	-100.0%	
01-1092-0674 MILEAGE	250	126	-	(126)	-100.0%	
<b>Total Administration Expenses</b>	<b>94,970</b>	<b>47,484</b>	<b>20,713</b>	<b>(26,771)</b>	<b>-56.4%</b>	
<b>Other Expenses</b>						
01-1092-0777 MISC. EXPENSE - COVID-19	-	-	-	-	#DIV/0!	
<b>Total Other Expenses</b>	-	-	-	-	#DIV/0!	
<b>Contribution to Reserves</b>						
01-1093-0950 TRANSFER TO ELECTION RESERVE	5,231	2,616	2,616	-	-	
01-1093-0955 TRANSFER TO SWIFT RESERVE	-	-	-	-	#DIV/0!	

# Township of Blandford-Blenheim

Item 10.e.1

## Council

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Total Contribution to Reserves</b>	5,231	2,616	2,616	-	-	
<b>Total Expenses</b>	<b>206,450</b>	<b>103,224</b>	<b>76,141</b>	<b>(27,083)</b>	<b>-26.2%</b>	
<b>Total Council</b>	<b>146,450</b>	<b>73,224</b>	<b>75,602</b>	<b>2,378</b>	<b>3.2%</b>	

# Township of Blandford-Blenheim

Item 10.e.1

## General Revenue

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Levy adjustments (Supps, Omits, Write-offs, etc)</b>						
01-0518-0030 MPAC/ARB/MUNICIPAL ASSESSMENT ADJUSTMENTS	20,000	10,002	-	(10,002)	-100.0%	Tax adjustment processing begins in 3rd quarter.
01-0518-0035 TOWNSHIP SUPPS/OMITS	(50,000)	(25,002)	-	25,002	-100.0%	
01-0518-0040 TOWNSHIP WRITE-OFFS	5,000	2,502	-	(2,502)	-100.0%	
01-0518-0042 VACANCY REBATE	2,000	1,002	-	(1,002)	-100.0%	
<b>Total Levy adjustments (Supps, Omits, Write-offs, etc)</b>	<b>(23,000)</b>	<b>(11,496)</b>	<b>-</b>	<b>11,496</b>	<b>-100.0%</b>	
<b>Payment-In-Lieu</b>						
01-0520-0045 CANADA POST	(2,270)	(1,134)	-	1,134	-100.0%	PILS processed in 3rd quarter.
01-0520-0050 CPR/CNR - RAILWAYS GRANT IN LIEU	(14,863)	(7,434)	-	7,434	-100.0%	
01-0520-0056 EDUCATION PIL TAXES RETAINED BY TOWNSHIP (COUNTY I	(15,333)	(7,668)	-	7,668	-100.0%	
01-0520-0060 HYDRO ONE - IHN PROPERTIES	(1,553)	(774)	-	774	-100.0%	
01-0520-0065 MANAGEMENT BOARD SECRETARIAT	(7,802)	(3,900)	-	3,900	-100.0%	
01-0520-0070 MINISTRY OF TRANSPORTATION	-	-	-	-	#DIV/0!	
01-0520-0075 OXFORD COUNTY	(10,199)	(5,100)	-	5,100	-100.0%	
<b>Total Payment-In-Lieu</b>	<b>(52,020)</b>	<b>(26,010)</b>	<b>-</b>	<b>26,010</b>	<b>-100.0%</b>	
<b>Federal / Provincial Grants</b>						
01-0530-0085 ONT MUNICIPAL PARTNERSHIP FUND	(729,100)	(364,548)	(364,550)	(2)	0.0%	
<b>Total Federal / Provincial Grants</b>	<b>(729,100)</b>	<b>(364,548)</b>	<b>(364,550)</b>	<b>(2)</b>	<b>0.0%</b>	
<b>Revenue from Other Municipalities</b>						
01-0540-0125 CUSTOMER SERVICE - WASTE MANAGEMENT	(7,550)	(3,774)	-	3,774	-100.0%	County invoicing completed in 4th quarter.
01-0540-0140 WOODSTOCK - BASE TAXES	(100,270)	(50,136)	(50,135)	1	-0.0%	
01-0540-0145 WOODSTOCK - ROYALTIES	(125,000)	(62,502)	(64,133)	(1,631)	2.6%	
01-0540-0150 WOODSTOCK - SITE A (TOYOTA)	(1,140,000)	(570,000)	(570,586)	(586)	0.1%	
<b>Total Revenue from Other Municipalities</b>	<b>(1,372,820)</b>	<b>(686,412)</b>	<b>(684,854)</b>	<b>1,558</b>	<b>-0.2%</b>	
<b>User Fees</b>						
01-0550-0155 BAG TAGS	(200)	(102)	3,238	3,340	-3,274.3%	Unsold bag tags set up as prepaid at year end.
01-0550-0160 BLUE BOX SALES	-	-	(94)	(94)	#DIV/0!	
01-0550-0170 COMPOSTER SALES	-	-	46	46	#DIV/0!	
01-0550-0175 CIVIL MARRIAGE SERVICE	(2,000)	(1,002)	(1,050)	(48)	4.8%	
<b>Total User Fees</b>	<b>(2,200)</b>	<b>(1,104)</b>	<b>2,140</b>	<b>3,244</b>	<b>-293.8%</b>	
<b>Licences &amp; Permits</b>						
01-0560-0225 AUCTIONEER LICENCES	-	-	-	-	#DIV/0!	

# Township of Blandford-Blenheim

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## General Revenue

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-0560-0235 BURIAL PERMIT FEES	(3,000)	(1,500)	(2,010)	(510)	34.0%	
01-0560-0240 BLDG PERMIT ADMIN FEES	(25,000)	(12,498)	(12,380)	118	-0.9%	
01-0560-0245 LOTTERY LICENCES	(625)	(312)	(498)	(186)	59.6%	
01-0560-0265 HUNTING LICENCES	-	-	-	-	#DIV/0!	
01-0560-0270 MARRIAGE LICENCES	(3,000)	(1,500)	(1,200)	300	-20.0%	
<b>Total Licences &amp; Permits</b>	<b>(31,625)</b>	<b>(15,810)</b>	<b>(16,088)</b>	<b>(278)</b>	<b>1.8%</b>	
<b>Interest Income</b>						
01-0571-0475 BANK - INTEREST EARNED	(100,000)	(49,998)	(97,296)	(47,298)	94.6%	Interest allocated to DCs and CCBF at year end.
01-0571-0490 CURRENT INSTALLMENT - PENALTY	(18,000)	(9,000)	(10,223)	(1,223)	13.6%	
01-0571-0495 INTEREST CHARGED ON DRAINS	(500)	(252)	-	252	-100.0%	
01-0571-0500 INTEREST CHARGED ON ACCOUNTS RECEIVABLE	-	-	(2,030)	(2,030)	#DIV/0!	
01-0571-0510 PREV. YEARS - REALTY TAX INTEREST	(120,000)	(60,000)	(69,270)	(9,270)	15.5%	
<b>Total Interest Income</b>	<b>(238,500)</b>	<b>(119,250)</b>	<b>(178,819)</b>	<b>(59,569)</b>	<b>50.0%</b>	
<b>Other Revenue</b>						
01-0540-0130 PRINCETON MUSEUM/LIBRARY ASSOC.	(200)	(102)	-	102	-100.0%	
01-0570-0370 COMMISSIONER OF OATHS	(300)	(150)	(110)	40	-26.7%	
01-0570-0380 FAX & PHOTOCOPIER	(25)	(12)	(3)	9	-75.0%	
01-0570-0395 LEASES	(100)	(48)	(100)	(52)	108.3%	
01-0570-0400 MISC. REVENUE	-	-	(130)	(130)	#DIV/0!	
01-0570-0430 WSIB/EHT REBATE	-	-	0	0	#DIV/0!	
01-0570-0445 SALE OF TOWNSHIP PROPERTY	-	-	-	-	#DIV/0!	
01-0570-0450 TAX CERTIFICATES	(4,500)	(2,250)	(3,735)	(1,485)	66.0%	
01-0570-0455 TAX REGISTRATION COSTS	-	-	-	-	#DIV/0!	
01-0570-0470 UTILITY REBATES	-	-	(746)	(746)	#DIV/0!	
01-0570-3230 CASH OVERAGE/SHORTAGE	-	-	5	5	#DIV/0!	
<b>Total Other Revenue</b>	<b>(5,125)</b>	<b>(2,562)</b>	<b>(4,819)</b>	<b>(2,257)</b>	<b>88.1%</b>	
<b>Municipal Surplus</b>						
01-0586-0535 PREVIOUS YEARS SURPLUS	-	-	(640,095)	(640,095)	#DIV/0!	
<b>Total Municipal Surplus</b>	<b>-</b>	<b>-</b>	<b>(640,095)</b>	<b>(640,095)</b>	<b>#DIV/0!</b>	
<b>Total Revenue</b>	<b>(2,454,390)</b>	<b>(1,227,192)</b>	<b>(1,887,085)</b>	<b>(659,893)</b>	<b>53.8%</b>	
<b>Total General Revenue</b>	<b>(2,454,390)</b>	<b>(1,227,192)</b>	<b>(1,887,085)</b>	<b>(659,893)</b>	<b>53.8%</b>	

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## Administration

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Federal / Provincial Grants</b>						
01-1130-0105 FEDERAL/PROVINCIAL GRANTS	(9,632)	(4,818)	-	4,818	-100.0%	CSJ funding to be received after reporting.
01-1130-0106 SAFE RESTART FUNDING	-	-	-	-	#DIV/0!	
01-1130-0115 FCM GRANT - MAMP	-	-	-	-	#DIV/0!	
<b>Total Federal / Provincial Grants</b>	<b>(9,632)</b>	<b>(4,818)</b>	<b>-</b>	<b>4,818</b>	<b>-100.0%</b>	
<b>Revenue from Other Municipalities</b>						
01-1170-0415 RECOVERY FROM OTHER MUNICIPALITIES	-	-	-	-	#DIV/0!	
<b>Total Revenue from Other Municipalities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Other Revenue</b>						
01-1170-0410 MISC. REVENUE/REIMBURSEMENTS	-	-	(2,850)	(2,850)	#DIV/0!	Debenture Admin fee.
<b>Total Other Revenue</b>	<b>-</b>	<b>-</b>	<b>(2,850)</b>	<b>(2,850)</b>	<b>#DIV/0!</b>	
<b>Development Charges</b>						
01-1175-0515 DEVELOPMENT CHARGES REC'D - ADMIN	-	-	-	-	#DIV/0!	
<b>Total Development Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Contribution from Reserves</b>						
01-1180-0520 CONTR. DEVELOPMENT RES. - ADMINISTR	-	-	-	-	#DIV/0!	
01-1180-0525 CONTRIB. FROM RESERVES	-	-	-	-	#DIV/0!	
01-1180-0526 CONTRIB. FROM RESERVES - OFFICE PROPERTY	(10,000)	(4,998)	(707)	4,291	-85.9%	Capital projects not yet complete.
01-1180-0527 CONTRIB. FROM RESERVES - OFFICE EQUIP	(10,000)	(4,998)	-6,809	(1,811)	36.2%	Equal to current computer purchases, more expected.
01-1180-0529 CONTRIB. FROM TAX STABILIZATION RESERVE	-	-	-	-	#DIV/0!	
<b>Total Contribution from Reserves</b>	<b>(20,000)</b>	<b>(9,996)</b>	<b>(7,516)</b>	<b>2,480</b>	<b>-24.8%</b>	
<b>Total Revenue</b>	<b>(29,632)</b>	<b>(14,814)</b>	<b>(10,366)</b>	<b>4,448</b>	<b>-30.0%</b>	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-1190-0550 REGULAR EARNINGS - FULL TIME	595,187	297,594	257,084	(40,510)	-13.6%	Payroll always one pay period behind.
01-1190-0555 BENEFITS - FULL TIME	190,476	95,238	86,811	(8,427)	-8.8%	
01-1191-0550 REGULAR EARNINGS - PART TIME	31,295	15,648	9,244	(6,404)	-40.9%	
01-1191-0555 BENEFITS - PART TIME	3,581	1,788	971	(817)	-45.7%	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>820,539</b>	<b>410,268</b>	<b>354,110</b>	<b>(56,158)</b>	<b>-13.7%</b>	
<b>Administration Expenses</b>						
01-1192-0602 ADVERTISING	1,000	498	610	112	22.5%	
01-1192-0604 AUDIT FEES	24,791	12,396	15,941	3,545	28.6%	
01-1192-0606 COMPUTER HARDWARE/SOFTWARE	15,000	7,500	6,809	(691)	-9.2%	



# Township of Blandford-Blenheim

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## Administration

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-1192-0607 COMPUTER - IT SERVICES	8,500	4,248	1,321	(2,927)	-68.9%	
01-1192-0608 COMPUTER - ANNUAL CONTRACTS	38,000	19,002	6,527	(12,475)	-65.7%	
01-1192-0612 CONVENTIONS / TRAINING	14,000	7,002	2,700	(4,302)	-61.4%	
01-1192-0615 DEVELOPMENT CHARGES STUDY	-	-	-	-	#DIV/0!	
01-1192-0622 EMPLOYEE/PUBLIC RELATIONS	3,000	1,500	804	(696)	-46.4%	
01-1192-0635 LEGAL FEES	15,000	7,500	9,748	2,248	30.0%	Legal fees expected to be high in 2025, several ongoing issues.
01-1192-0642 MEMBERSHIP DUES	3,800	1,902	4,436	2,534	133.2%	
01-1192-0644 MISC OTHER EXPENSES	-	-	6	6	#DIV/0!	
01-1192-0655 PHOTO COPIER /OFFICE EQUIP LEASE & USAGE	6,500	3,252	551	(2,701)	-83.1%	
01-1192-0660 COURIER / POSTAGE (LEASE & USAGE)	11,500	5,748	6,980	1,232	21.4%	
01-1192-0663 PROFESSIONAL FEES / SERVICES	36,600	18,300	3,285	(15,015)	-82.0%	1st quarter County invoice only.
01-1192-0666 SUBSCRIPTIONS	400	198	371	173	87.4%	
01-1192-0668 SUPPLIES	9,000	4,500	2,016	(2,484)	-55.2%	
01-1192-0670 TELEPHONE	6,750	3,378	2,827	(551)	-16.3%	
01-1192-0674 MILEAGE	1,500	750	1,241	491	65.5%	
<b>Total Administration Expenses</b>	<b>195,341</b>	<b>97,674</b>	<b>66,173</b>	<b>(31,501)</b>	<b>-32.3%</b>	
<b>Building &amp; Property Expenses</b>						
01-1192-0676 INSURANCE	42,144	21,072	214,965	193,893	920.1%	Insurance allocation not yet completed.
01-1193-0718 EQUIPMENT MAINT/SUPPLIES	2,400	1,200	2,736	1,536	128.0%	
01-1193-0730 GRASS CUTTING	-	-	-	-	#DIV/0!	
01-1193-0738 HEAT & HYDRO	13,500	6,750	3,558	(3,192)	-47.3%	
01-1193-0794 PROPERTY MAINT / CLEANING SUPPLIES	5,800	2,898	1,696	(1,202)	-41.5%	
01-1193-0804 SNOW REMOVAL	-	-	-	-	#DIV/0!	
01-1193-0818 WATER & SEWER	1,400	702	545	(157)	-22.4%	
01-1193-0901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
<b>Total Building &amp; Property Expenses</b>	<b>65,244</b>	<b>32,622</b>	<b>223,500</b>	<b>190,878</b>	<b>585.1%</b>	
<b>Other Expenses</b>						
01-1192-0777 MISC. EXPENSE - COVID 19	-	-	-	-	#DIV/0!	
01-1194-0836 MONTHLY BANK CHARGES / CASH MANAGEMENT FEE	4,000	1,998	2,542	544	27.2%	
01-1194-0840 ELECTRONIC PAYROLL STUB PROCESSING FEES	-	-	256	256	#DIV/0!	
01-1194-0850 ECONOMIC DEVELOPMENT	50,260	25,128	25,130	2	0.0%	
<b>Total Other Expenses</b>	<b>54,260</b>	<b>27,126</b>	<b>27,928</b>	<b>802</b>	<b>3.0%</b>	

# Township of Blandford-Blenheim

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## Administration

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Downtown Revitalization</b>						
01-1190-0551 REG EARNINGS - DT REVITALIZATION	4,979	2,490	533	(1,957)	-78.6%	
01-1190-0557 BENEFITS - DT REVITALIZATION	1,780	888	111	(777)	-87.5%	
01-1193-0850 DOWNTOWN REVITALIZATION EXPENSES	1,500	750	-	(750)	-100.0%	
<b>Total Downtown Revitalization</b>	<b>8,259</b>	<b>4,128</b>	<b>644</b>	<b>(3,484)</b>	<b>-84.4%</b>	
<b>Capital Expenditures</b>						
01-1196-0915 PROPERTY CAPITAL	10,000	4,998	707	(4,291)	-85.9%	
<b>Total Capital Expenditures</b>	<b>10,000</b>	<b>4,998</b>	<b>707</b>	<b>(4,291)</b>	<b>-85.9%</b>	
<b>Contribution to Reserves</b>						
01-0597-0950 CONTRIB TO TAX STABILIZATION RESERVE	-	-	33,366	33,366	#DIV/0!	Transfer of 2024 Surplus.
01-0597-0951 TRANSFER TO ASSESSMENT APPEAL RESERVE	50,000	25,002	25,000	(2)	-0.0%	
01-0597-0952 CONTRIB TO WORKING CAPITAL RESERVE - TOYOTA	841,750	420,876	1,007,604	586,728	139.4%	Includes Transfer of 2024 Surplus.
01-1197-0950 DEVELOPMENT CHARGES - ADMIN.	-	-	-	-	#DIV/0!	
01-1197-0951 TRANSFER TO DC STUDY RESERVE	7,688	3,846	3,844	(2)	-0.1%	
01-1197-0954 TRANSFER TO INSURANCE RESERVE	-	-	-	-	#DIV/0!	
01-1197-0955 TRANSFER TO PROPERTY RESERVE	24,368	12,186	12,184	(2)	-0.0%	
01-1197-0957 TRANSFER TO OFFICE EQUIPMENT RESERVE	10,250	5,124	5,125	1	0.0%	
<b>Total Contribution to Reserves</b>	<b>934,056</b>	<b>467,034</b>	<b>1,087,123</b>	<b>620,089</b>	<b>132.8%</b>	
<b>Total Expenses</b>	<b>2,087,699</b>	<b>1,043,850</b>	<b>1,760,185</b>	<b>716,335</b>	<b>68.6%</b>	
<b>Total Administration</b>	<b>2,058,067</b>	<b>1,029,036</b>	<b>1,749,819</b>	<b>720,783</b>	<b>70.0%</b>	

# Township of Blandford-Blenheim

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## Livestock/Canine

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Licences &amp; Permits</b>						
01-2260-0240 DOG / PHEASANT LICENCES	(720)	(360)	(720)	(360)	100.0%	
<b>Total Licences &amp; Permits</b>	(720)	(360)	(720)	(360)	100.0%	
<b>Other Revenue</b>						
01-2270-0094 LIVESTOCK CLAIMS	(4,000)	(1,998)	-	1,998	-100.0%	
01-2270-0405 MISC. REIMBURSEMENT	(300)	(150)	(200)	(50)	33.3%	
<b>Total Other Revenue</b>	(4,300)	(2,148)	(200)	1,948	-90.7%	
<b>Total Revenue</b>	<b>(5,020)</b>	<b>(2,508)</b>	<b>(920)</b>	<b>1,588</b>	<b>-63.3%</b>	
<b>Expenses</b>						
<b>Administration Expenses</b>						
01-2292-0608 CONTRACTED SERVICES - CANINE CONTROL	10,000	4,998	3,053	(1,945)	-38.9%	
01-2292-0616 ADMINISTRATION COSTS	1,000	498	-	(498)	-100.0%	
01-2292-0636 LIVESTOCK COMPENSATION CLAIMS	4,000	1,998	-	(1,998)	-100.0%	
01-2292-0674 MILEAGE	350	174	-	(174)	-100.0%	
<b>Total Administration Expenses</b>	15,350	7,668	3,053	(4,615)	-60.2%	
<b>Total Expenses</b>	<b>15,350</b>	<b>7,668</b>	<b>3,053</b>	<b>(4,615)</b>	<b>-60.2%</b>	
<b>Total Livestock/Canine</b>	<b>10,330</b>	<b>5,160</b>	<b>2,133</b>	<b>(3,027)</b>	<b>-58.7%</b>	

# Township of Blandford-Blenheim

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## Grants

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Contribution from Reserves</b>						
01-7380-0525 CONTRIBUTIONS FROM RESERVES	-	-	-	-	#DIV/0!	
<b>Total Contribution from Reserves</b>	-	-	-	-	#DIV/0!	
<b>Total Revenue</b>	-	-	-	-	#DIV/0!	
<b>Expenses</b>						
<b>Other Expenses</b>						
01-7394-0832 GENERAL GRANTS - MISC.	-	-	-	-	#DIV/0!	
01-7394-0833 GENERAL GRANTS - ORGANIZATIONS	14,500	7,248	11,500	4,252	58.7%	
<b>Total Other Expenses</b>	14,500	7,248	11,500	4,252	58.7%	
<b>Total Expenses</b>	14,500	7,248	11,500	4,252	58.7%	
<b>Total Grants</b>	14,500	7,248	11,500	4,252	58.7%	

# Township of Blandford-Blenheim

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## Fire Department

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Federal / Provincial Grants</b>						
01-2030-0105 FEDERAL/PROVINCIAL GRANTS	(32,921)	(16,458)	(73,522)	(57,064)	346.7%	
01-2030-2115 PROVINCIAL HIGHWAYS - FIRE CALLS	(60,000)	(30,000)	(20,895)	9,105	-30.4%	
<b>Total Federal / Provincial Grants</b>	<b>(92,921)</b>	<b>(46,458)</b>	<b>(94,417)</b>	<b>(47,959)</b>	<b>103.2%</b>	
<b>Revenue from Other Municipalities</b>						
01-2040-0135 RECEIVED FROM BRANT COUNTY - FIRE	(26,000)	(13,002)	(3,423)	9,579	-73.7%	
<b>Total Revenue from Other Municipalities</b>	<b>(26,000)</b>	<b>(13,002)</b>	<b>(3,423)</b>	<b>9,579</b>	<b>-73.7%</b>	
<b>User Fees</b>						
01-2050-0185 FIRE INSPECTION SERVICE FEES	(1,000)	(498)	(637)	(139)	27.9%	
01-2070-0345 COMPLIANCE LETTERS - FIRE	(600)	(300)	(200)	100	-33.3%	
<b>Total User Fees</b>	<b>(1,600)</b>	<b>(798)</b>	<b>(837)</b>	<b>(39)</b>	<b>4.9%</b>	
<b>Other Revenue</b>						
01-2070-0360 DONATIONS	-	-	-	-	#DIV/0!	
01-2070-0370 DONATIONS - CAMP 85 PROGRAM	(10,000)	(4,998)	(7,950)	(2,952)	59.1%	
01-2070-0380 DONATIONS - PEER SUPPORT	-	-	(3,195)	(3,195)	#DIV/0!	
01-2070-0405 MISC. REVENUE/REIMBURSEMENTS	-	-	(1,141)	(1,141)	#DIV/0!	
01-2070-0410 Revenue from Other Municipalities	(29,000)	(14,502)	(57,582)	(43,080)	297.1%	
01-2070-0412 INSURANCE RECOVERIES	(700)	(348)	-	348	-100.0%	
01-2070-0435 SALE OF EQUIPMENT & PROPERTY	-	-	-	-	#DIV/0!	
01-2070-0495 INTERDEPT TRANSFERS	-	-	-	-	#DIV/0!	
01-2070-1360 DONATIONS	-	-	(250)	(250)	#DIV/0!	
01-2070-2360 DONATIONS	-	-	-	-	#DIV/0!	
01-2070-3360 DONATIONS	-	-	-	-	#DIV/0!	
01-2070-4360 DONATIONS	-	-	-	-	#DIV/0!	
01-2079-0500 DEBENTURE FUNDING	(2,000,000)	(1,000,002)	-	1,000,002	-100.0%	
<b>Total Other Revenue</b>	<b>(2,039,700)</b>	<b>(1,019,850)</b>	<b>(70,118)</b>	<b>949,732</b>	<b>-93.1%</b>	
<b>Development Charges</b>						
01-2075-0515 DEVELOPMENT CHARGES - FIRE	(50,000)	(25,002)	-	25,002	-100.0%	
<b>Total Development Charges</b>	<b>(50,000)</b>	<b>(25,002)</b>	<b>-</b>	<b>25,002</b>	<b>-100.0%</b>	
<b>Contribution from Reserves</b>						
01-2080-0520 CONTRIB FROM DEVELOPMENT CHARGES	(200,000)	(100,002)	-	100,002	-100.0%	
01-2080-0521 CONTRIB FROM FIRE PREV. RESERVE	-	-	-	-	#DIV/0!	

# Township of Blandford-Blenheim

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## Fire Department

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-2080-0525 CONTRIB FROM RESERVES - FIRE	(484,679)	(242,340)	(212,086)	30,254	-12.5%	
01-2080-0527 CONTRIB FROM RESERVES - MODERNIZATION FUNDING	-	-	-	-	#DIV/0!	
<b>Total Contribution from Reserves</b>	<b>(684,679)</b>	<b>(342,342)</b>	<b>(212,086)</b>	<b>130,256</b>	<b>-38.0%</b>	
<b>Total Revenue</b>	<b>(2,894,900)</b>	<b>(1,447,452)</b>	<b>(380,881)</b>	<b>1,066,571</b>	<b>-73.7%</b>	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-2090-0550 REGULAR EARNINGS	195,259	97,632	94,284	(3,348)	-3.4%	
01-2090-0555 BENEFITS	58,935	29,466	32,533	3,067	10.4%	
01-2090-1550 REGULAR EARNINGS	49,401	24,702	14,417	(10,285)	-41.6%	
01-2090-1555 BENEFITS	7,198	3,600	3,685	85	2.4%	
01-2090-2550 REGULAR EARNINGS	129,012	64,506	55,276	(9,230)	-14.3%	
01-2090-2555 BENEFITS	11,721	5,862	6,881	1,019	17.4%	
01-2090-3550 REGULAR EARNINGS	104,121	52,062	39,508	(12,554)	-24.1%	
01-2090-3555 BENEFITS	11,177	5,586	6,608	1,022	18.3%	
01-2090-4550 REGULAR EARNINGS	93,901	46,950	39,636	(7,314)	-15.6%	
01-2090-4555 BENEFITS	11,037	5,520	6,611	1,091	19.8%	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>671,762</b>	<b>335,886</b>	<b>299,439</b>	<b>(36,447)</b>	<b>-10.9%</b>	
<b>Administration Expenses</b>						
01-2090-0588 EMPLOYEE HEALTH & SAFETY	200	102	24,178	24,076	23,603.9%	peer support split between seven municipalities
01-2092-0608 CONTRACTED SERVICES - TRAINING OFFICER	28,000	13,998	5,827	(8,171)	-58.4%	
01-2092-0609 CONTRACTED SERVICES - INSPECTION	25,300	12,648	7,411	(5,237)	-41.4%	
01-2092-0612 CONVENTIONS, TRAINING & SEMINARS	3,500	1,752	866	(886)	-50.6%	
01-2092-0642 MEMBERSHIP DUES	895	450	510	60	13.3%	
01-2092-0644 EMPLOYEE CLOTHING	1,500	750	368	(382)	-50.9%	
01-2092-0646 OFFICE SUPPLIES	400	198	334	136	68.7%	
01-2092-0663 PROFESSIONAL FEES / SERVICES	500	252	-	(252)	-100.0%	
01-2092-0670 TELEPHONE / CELL PHONE	1,360	678	598	(80)	-11.8%	
01-2092-0674 MILEAGE	-	-	-	-	#DIV/0!	
01-2092-1612 TRAINING / SEMINARS & CONVENTIONS	7,000	3,498	1,731	(1,767)	-50.5%	
01-2092-1622 EMPLOYEE RELATIONS	1,000	498	-	(498)	-100.0%	
01-2092-1628 FIRE PREVENTION MATERIAL	3,700	1,848	401	(1,447)	-78.3%	
01-2092-1643 MEMBERSHIP DUES	75	36	43	7	19.4%	
01-2092-1644 MISC OTHER EXPENSES	-	-	-	-	#DIV/0!	



# Township of Blandford-Blenheim

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## Fire Department

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-2092-1670 TELEPHONE	3,200	1,602	1,260	(342)	-21.3%	
01-2092-1674 MILEAGE	900	450	364	(86)	-19.1%	
01-2092-2612 TRAINING / SEMINARS & CONVENTIONS	9,000	4,500	2,834	(1,666)	-37.0%	
01-2092-2622 EMPLOYEE RELATIONS	1,000	498	-	(498)	-100.0%	
01-2092-2628 FIRE PREVENTION MATERIAL	4,200	2,100	407	(1,693)	-80.6%	
01-2092-2643 MEMBERSHIP DUES	75	36	43	7	19.4%	
01-2092-2644 MISC OTHER EXPENSES	-	-	-	-	#DIV/0!	
01-2092-2670 TELEPHONE	2,800	1,398	880	(518)	-37.1%	
01-2092-2674 MILEAGE	1,500	750	1,014	264	35.2%	
01-2092-3612 TRAINING / SEMINARS & CONVENTIONS	9,000	4,500	1,854	(2,646)	-58.8%	
01-2092-3622 EMPLOYEE RELATIONS	1,000	498	-	(498)	-100.0%	
01-2092-3628 FIRE PREVENTION MATERIAL	4,200	2,100	407	(1,693)	-80.6%	
01-2092-3643 MEMBERSHIP DUES	75	36	21	(15)	-41.7%	
01-2092-3644 MISC OTHER EXPENSES	-	-	-	-	#DIV/0!	
01-2092-3670 TELEPHONE	2,800	1,398	787	(611)	-43.7%	
01-2092-3674 MILEAGE	1,500	750	984	234	31.2%	
01-2092-4612 TRAINING / SEMINARS & CONVENTIONS	9,000	4,500	5,753	1,253	27.8%	
01-2092-4622 EMPLOYEE RELATIONS	1,000	498	-	(498)	-100.0%	
01-2092-4628 FIRE PREVENTION MATERIAL	3,700	1,848	807	(1,041)	-56.3%	
01-2092-4643 MEMBERSHIP DUES	75	36	21	(15)	-41.7%	
01-2092-4644 MISC OTHER EXPENSES	-	-	-	-	#DIV/0!	
01-2092-4670 TELEPHONE	2,800	1,398	1,064	(334)	-23.9%	
01-2092-4674 MILEAGE	1,500	750	543	(207)	-27.6%	
01-2094-1822 DISPATCH CHARGES	6,000	3,000	2,988	(12)	-0.4%	
01-2094-2822 DISPATCH CHARGES	6,000	3,000	2,988	(12)	-0.4%	
01-2094-3822 DISPATCH CHARGES	6,000	3,000	2,988	(12)	-0.4%	
01-2094-4822 DISPATCH CHARGES	6,000	3,000	2,988	(12)	-0.4%	
<b>Total Administration Expenses</b>	<b>156,755</b>	<b>78,354</b>	<b>73,262</b>	<b>(5,092)</b>	<b>-6.5%</b>	
<b>Building &amp; Property Expenses</b>						
01-2092-1676 INSURANCE	1,536	768	-	(768)	-100.0%	
01-2092-2676 INSURANCE	1,846	924	-	(924)	-100.0%	
01-2092-3676 INSURANCE	2,131	1,068	-	(1,068)	-100.0%	

# Township of Blandford-Blenheim

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## Fire Department

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-2092-4676 INSURANCE	1,420	708	-	(708)	-100.0%	
01-2093-0686 VEHICLE INSURANCE	2,770	1,386	-	(1,386)	-100.0%	
01-2093-0813 VEHICLE EXPENSES	6,000	3,000	3,000	-	-	
01-2093-1686 VEHICLE INSURANCE	6,741	3,372	-	(3,372)	-100.0%	
01-2093-1694 BLDG & PROPERTY MTCE	3,500	1,752	1,018	(734)	-41.9%	
01-2093-1696 BLDG & PROPERTY SUPPLIES	800	402	78	(324)	-80.6%	
01-2093-1718 EQUIPMENT MAINTENANCE	5,500	2,748	2,317	(431)	-15.7%	
01-2093-1722 EQUIPMENT SUPPLIES	7,500	3,750	2,527	(1,223)	-32.6%	
01-2093-1730 GRASS CUTTING	-	-	-	-	#DIV/0!	
01-2093-1738 HEAT & HYDRO	5,000	2,502	2,579	77	3.1%	
01-2093-1780 PAGER REPAIRS	100	48	-	(48)	-100.0%	
01-2093-1804 SNOW REMOVAL	-	-	-	-	#DIV/0!	
01-2093-1813 VEHICLE EXPENSES	16,000	7,998	7,660	(338)	-4.2%	
01-2093-1818 WATER AND SEWAGE	360	180	152	(28)	-15.6%	
01-2093-2686 VEHICLE INSURANCE	9,082	4,542	-	(4,542)	-100.0%	
01-2093-2694 BLDG & PROPERTY MAINT.	3,450	1,728	2,284	556	32.2%	
01-2093-2696 BLDG & PROPERTY SUPPLIES	800	402	472	70	17.4%	
01-2093-2718 EQUIPMENT MAINT.	9,000	4,500	3,198	(1,302)	-28.9%	
01-2093-2722 EQUIPMENT SUPPLIES	7,500	3,750	4,611	861	23.0%	
01-2093-2730 GRASS CUTTING	-	-	-	-	#DIV/0!	
01-2093-2738 HEAT & HYDRO	5,600	2,802	3,089	287	10.2%	
01-2093-2780 PAGER REPAIRS	200	102	-	(102)	-100.0%	
01-2093-2804 SNOW REMOVAL	-	-	-	-	#DIV/0!	
01-2093-2813 VEHICLE EXPENSES	25,000	12,498	7,796	(4,702)	-37.6%	
01-2093-2818 WATER AND SEWAGE	1,400	702	613	(89)	-12.7%	
01-2093-2901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
01-2093-3686 VEHICLE INSURANCE	7,744	3,870	-	(3,870)	-100.0%	
01-2093-3694 BLDG & PROPERTY MAINT.	3,450	1,728	4,730	3,002	173.7%	Backflow prevention/floor stripping
01-2093-3696 BLDG & PROPERTY SUPPLIES	800	402	281	(121)	-30.1%	
01-2093-3718 EQUIPMENT MAINT.	9,000	4,500	3,099	(1,401)	-31.1%	
01-2093-3722 EQUIPMENT SUPPLIES	7,500	3,750	4,605	855	22.8%	
01-2093-3730 GRASS CUTTING	-	-	-	-	#DIV/0!	

# Township of Blandford-Blenheim

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## Fire Department

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-2093-3738 HEAT & HYDRO	6,400	3,198	3,111	(87)	-2.7%	
01-2093-3780 PAGER REPAIRS	200	102	-	(102)	-100.0%	
01-2093-3804 SNOW REMOVAL	-	-	-	-	#DIV/0!	
01-2093-3813 VEHICLE EXPENSES	18,000	9,000	10,778	1,778	19.8%	
01-2093-3818 WATER AND SEWAGE	2,200	1,098	1,311	213	19.4%	
01-2093-4686 VEHICLE INSURANCE	7,725	3,864	-	(3,864)	-100.0%	
01-2093-4694 BLDG & PROPERTY MAINT.	3,000	1,500	2,237	737	49.1%	
01-2093-4696 BLDG & PROPERTY SUPPLIES	800	402	27	(375)	-93.3%	
01-2093-4718 EQUIPMENT MAINT.	9,000	4,500	3,253	(1,247)	-27.7%	
01-2093-4722 EQUIPMENT SUPPLIES	7,500	3,750	3,590	(160)	-4.3%	
01-2093-4730 GRASS CUTTING	-	-	-	-	#DIV/0!	
01-2093-4738 HEAT & HYDRO	4,000	1,998	1,901	(97)	-4.9%	
01-2093-4780 PAGER REPAIRS	100	48	-	(48)	-100.0%	
01-2093-4804 SNOW REMOVAL	-	-	-	-	#DIV/0!	
01-2093-4813 VEHICLE EXPENSES	22,000	10,998	6,026	(4,972)	-45.2%	
01-2093-4818 WATER AND SEWAGE	600	300	234	(66)	-22.0%	
<b>Total Building &amp; Property Expenses</b>	<b>233,255</b>	<b>116,640</b>	<b>86,577</b>	<b>(30,063)</b>	<b>-25.8%</b>	
<b>Other Expenses</b>						
01-2090-0598 CAMP 85 EXPENSES	10,000	4,998	1,706	(3,292)	-65.9%	
01-2092-0777 MISC. EXPENSE - COVID 19	-	-	-	-	#DIV/0!	
01-2094-0828 FIRE AGREEMENT - AYR - NORTH DUMFRIES	2,450	1,224	-	(1,224)	-100.0%	
01-2094-0829 FIRE AGREEMENT - INNERKIP	20,000	10,002	-	(10,002)	-100.0%	
01-2094-0830 FIRE AGREEMENT - NEW DUNDEE- WILMOT	5,613	2,808	-	(2,808)	-100.0%	
01-2094-0831 FIRE AGREEMENT - COMMUNICATIONS	24,000	12,000	1,225	(10,775)	-89.8%	
01-2094-0838 FIRE AGREEMENT - RECEIVER GENERAL	1,708	852	1,734	882	103.5%	
<b>Total Other Expenses</b>	<b>63,771</b>	<b>31,884</b>	<b>4,665</b>	<b>(27,219)</b>	<b>-85.4%</b>	
<b>Capital Expenditures</b>						
01-2096-0901 EQUIPMENT CAPITAL	-	-	-	-	#DIV/0!	
01-2096-0915 PROPERTY CAPITAL	-	-	-	-	#DIV/0!	
01-2096-0933 VEHICLE CAPITAL	-	-	-	-	#DIV/0!	
01-2096-1901 EQUIPMENT CAPITAL	11,750	5,874	15,282	9,408	160.2%	
01-2096-1915 PROPERTY CAPITAL	5,500	2,748	15,563	12,815	466.3%	

# Township of Blandford-Blenheim

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## Fire Department

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-2096-2901 EQUIPMENT CAPITAL	93,850	46,926	60,928	14,002	29.8%	
01-2096-2915 PROPERTY CAPITAL	74,000	37,002	21,659	(15,343)	-41.5%	
01-2096-2933 VEHICLE CAPITAL	-	-	-	-	#DIV/0!	
01-2096-3901 EQUIPMENT CAPITAL	10,750	5,376	14,289	8,913	165.8%	
01-2096-3915 PROPERTY CAPITAL	-	-	10,329	10,329	#DIV/0!	
01-2096-3933 VEHICLE CAPITAL	-	-	-	-	#DIV/0!	
01-2096-4901 EQUIPMENT CAPITAL	21,750	10,878	24,026	13,148	120.9%	
01-2096-4915 PROPERTY CAPITAL	2,500,000	1,249,998	123,844	(1,126,154)	-90.1%	
01-2096-4933 VEHICLE CAPITAL	-	-	-	-	#DIV/0!	
<b>Total Capital Expenditures</b>	<b>2,717,600</b>	<b>1,358,802</b>	<b>285,920</b>	<b>(1,072,882)</b>	<b>-79.0%</b>	
<b>Contribution to Reserves</b>						
01-2097-0950 DEVELOPMENT CHARGES	50,000	25,002	-	(25,002)	-100.0%	
01-2097-0956 TRANSFER TO FIRE RESERVE	292,417	146,208	146,208	-	-	
01-2097-0957 TRANSFER TO PROPERTY RESERVE	-	-	-	-	#DIV/0!	
01-2097-0965 TRANSFER TO FIRE PREVENTION & TRAINING RESERVE	-	-	-	-	#DIV/0!	
<b>Total Contribution to Reserves</b>	<b>342,417</b>	<b>171,210</b>	<b>146,208</b>	<b>(25,002)</b>	<b>-14.6%</b>	
<b>Total Expenses</b>	<b>4,185,560</b>	<b>2,092,776</b>	<b>896,071</b>	<b>(1,196,705)</b>	<b>-57.2%</b>	
<b>Total Fire Department</b>	<b>1,290,660</b>	<b>645,324</b>	<b>515,190</b>	<b>(130,134)</b>	<b>-20.2%</b>	

# Township of Blandford-Blenheim

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## By-Law Enforcement

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Revenue from Other Municipalities</b>						
01-2570-0410 RECOVERIES FROM OTHER MUNICIPALITIES	-	-	-	-	#DIV/0!	
<b>Total Revenue from Other Municipalities</b>	-	-	-	-	#DIV/0!	
<b>User Fees</b>						
01-2562-0345 COMPLIANCE LETTERS - BY-LAW	-	-	(500)	(500)	#DIV/0!	
<b>Total User Fees</b>	-	-	(500)	(500)	#DIV/0!	
<b>Fines &amp; Penalties</b>						
01-2561-0270 BY-LAW INFRACTIONS	(500)	(252)	(350)	(98)	38.9%	
01-2561-0275 PARKING - BY-LAW INFRACTIONS	(550)	(276)	(390)	(114)	41.3%	
<b>Total Fines &amp; Penalties</b>	(1,050)	(528)	(740)	(212)	40.2%	
<b>Total Revenue</b>	<b>(1,050)</b>	<b>(528)</b>	<b>(1,240)</b>	<b>(712)</b>	<b>134.8%</b>	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-2590-0550 REGULAR EARNINGS	9,783	4,890	438	(4,452)	-91.0%	
01-2590-0555 BENEFITS	3,042	1,524	148	(1,376)	-90.3%	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>12,825</b>	<b>6,414</b>	<b>586</b>	<b>(5,828)</b>	<b>-90.9%</b>	
<b>Administration Expenses</b>						
01-2592-0608 CONTRACTED SERVICES	32,325	16,164	8	(16,156)	-100.0%	
01-2592-0612 TRAINING / SEMINARS & CONFERENCES	400	198	-	(198)	-100.0%	
01-2592-0634 LEGAL FEES	2,500	1,248	-	(1,248)	-100.0%	
01-2592-0642 MEMBERSHIP DUES	40	18	-	(18)	-100.0%	
01-2592-0668 OFFICE SUPPLIES	-	-	100	100	#DIV/0!	
<b>Total Administration Expenses</b>	<b>35,265</b>	<b>17,628</b>	<b>108</b>	<b>(17,520)</b>	<b>-99.4%</b>	
<b>Total Expenses</b>	<b>48,090</b>	<b>24,042</b>	<b>694</b>	<b>(23,348)</b>	<b>-97.1%</b>	
<b>Total By-Law Enforcement</b>	<b>47,040</b>	<b>23,514</b>	<b>(546)</b>	<b>(24,060)</b>	<b>-102.3%</b>	

# Township of Blandford-Blenheim

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## CEMC

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Other Revenue</b>						
01-2470-0410 CEMC - MISC. REVENUE	-	-	-	-	#DIV/0!	
<b>Total Other Revenue</b>	-	-	-	-	#DIV/0!	
<b>Total Revenue</b>	-	-	-	-	#DIV/0!	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-2490-0550 REGULAR EARNINGS	14,866	7,434	45	(7,389)	-99.4%	
01-2490-0555 BENEFITS	4,753	2,376	16	(2,360)	-99.3%	
<b>Total Salaries, Wages &amp; Benefits</b>	19,619	9,810	61	(9,749)	-99.4%	
<b>Administration Expenses</b>						
01-2492-0650 CEMC TRAINING EXERCISE	1,000	498	-	(498)	-100.0%	
01-2492-0670 TELEPHONE	-	-	-	-	#DIV/0!	
01-2492-0674 MILEAGE	-	-	-	-	#DIV/0!	
<b>Total Administration Expenses</b>	1,000	498	-	(498)	-100.0%	
<b>Total Expenses</b>	<b>20,619</b>	<b>10,308</b>	<b>61</b>	<b>(10,247)</b>	<b>-99.4%</b>	
<b>Total CEMC</b>	<b>20,619</b>	<b>10,308</b>	<b>61</b>	<b>(10,247)</b>	<b>-99.4%</b>	



# Township of Blandford-Blenheim

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## Police

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Federal / Provincial Grants</b>						
01-2330-0085 OMPF - POLICE SERVICE GRANT	-	-	-	-	#DIV/0!	
01-2330-0087 ONT CANNABIS LEGALIZATION IMPL FUND	-	-	-	-	#DIV/0!	
01-2330-0090 COMMUNITY POLICING PARTNERSHIPS (CPP) PROG GRANT	(21,078)	(10,542)	(4,216)	6,326	-60.0%	
01-2330-0091 PRIOR YEAR ADJUSTMENT	-	-	-	-	#DIV/0!	
01-2330-0092 COURT SECURITY PRISONER TRANSPORTATION PYMT	(2,567)	(1,284)	(772)	512	-39.9%	
01-2330-0093 R.I.D.E. GRANT PROGRAM	(8,700)	(4,350)	-	4,350	-100.0%	
<b>Total Federal / Provincial Grants</b>	<b>(32,345)</b>	<b>(16,176)</b>	<b>(4,988)</b>	<b>11,188</b>	<b>-69.2%</b>	
<b>User Fees</b>						
01-2350-0506 POLICE CHECK	(6,750)	(3,378)	(1,914)	1,464	-43.3%	
<b>Total User Fees</b>	<b>(6,750)</b>	<b>(3,378)</b>	<b>(1,914)</b>	<b>1,464</b>	<b>-43.3%</b>	
<b>Other Revenue</b>						
01-2370-0360 DONATIONS	-	-	-	-	#DIV/0!	
<b>Total Other Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Contribution from Reserves</b>						
01-2380-0530 CONTRIBUTION FROM RESERVES	-	-	-	-	#DIV/0!	
<b>Total Contribution from Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Total Revenue</b>	<b>(39,095)</b>	<b>(19,554)</b>	<b>(6,902)</b>	<b>12,652</b>	<b>-64.7%</b>	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-2392-0550 REGULAR EARNINGS	1,860	930	380	(550)	-59.1%	
01-2392-0555 BENEFITS	343	174	-	(174)	-100.0%	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>2,203</b>	<b>1,104</b>	<b>380</b>	<b>(724)</b>	<b>-65.6%</b>	
<b>Administration Expenses</b>						
01-2392-0600 RIDE GRANT EARNINGS	8,700	4,350	-	(4,350)	-100.0%	
01-2392-0602 ADVERTISING	-	-	-	-	#DIV/0!	
01-2392-0612 CONVENTIONS, TRAINING & SEMINARS	2,500	1,248	155	(1,093)	-87.6%	
01-2392-0642 MEMBERSHIP DUES	840	420	614	194	46.2%	
01-2392-0658 POLICE CONTRACT COSTS	951,883	475,944	400,650	(75,294)	-15.8%	June invoice paid in July.
01-2392-0659 PRIOR YEAR RECONCILIATION	9,672	4,836	-	(4,836)	-100.0%	
01-2392-0660 POSTAGE	-	-	-	-	#DIV/0!	
01-2392-0664 PUBLIC RELATIONS	-	-	-	-	#DIV/0!	
01-2392-0666 SUBSCRIPTIONS	-	-	-	-	#DIV/0!	

# Township of Blandford-Blenheim

Item 10.e.1

## Police

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-2392-0674 MILEAGE	250	126	25	(101)	-80.2%	
<b>Total Administration Expenses</b>	<b>973,845</b>	<b>486,924</b>	<b>401,444</b>	<b>(85,480)</b>	<b>-17.6%</b>	
<b>Building &amp; Property Expenses</b>						
01-2392-0676 INSURANCE	2,000	1,002	1,412	410	40.9%	Township share of insurance for joint board.
01-2393-0722 EQUIPMENT SUPPLIES	-	-	-	-	#DIV/0!	
<b>Total Building &amp; Property Expenses</b>	<b>2,000</b>	<b>1,002</b>	<b>1,412</b>	<b>410</b>	<b>40.9%</b>	
<b>Other Expenses</b>						
01-2394-0833 DONATIONS	-	-	-	-	#DIV/0!	
<b>Total Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Contribution to Reserves</b>						
01-2397-0955 POLICE RESERVE	-	-	-	-	#DIV/0!	
<b>Total Contribution to Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Total Expenses</b>	<b>978,048</b>	<b>489,030</b>	<b>403,236</b>	<b>(85,794)</b>	<b>-17.5%</b>	
<b>Total Police</b>	<b>938,953</b>	<b>469,476</b>	<b>396,334</b>	<b>(73,142)</b>	<b>-15.6%</b>	

# Township of Blandford-Blenheim

Item 10.e.1

## Building Services

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Licences &amp; Permits</b>						
01-2160-0230 BUILDING PERMITS	(286,000)	(142,998)	(97,847)	45,151	-31.6%	
01-2160-0240 SITE PLAN APPLICATION FEE	(800)	(402)	-	402	-100.0%	
01-2160-0245 SITE ALTERATION APPLICATION FEE	(400)	(198)	-	198	-100.0%	
01-2160-0250 SEWER AND WATER PERMITS	-	-	(32)	(32)	#DIV/0!	
01-2160-0260 ZONE CHANGE APPLICATIONS / MINOR VARIANCES	(15,000)	(7,500)	(5,850)	1,650	-22.0%	
<b>Total Licences &amp; Permits</b>	<b>(302,200)</b>	<b>(151,098)</b>	<b>(103,729)</b>	<b>47,369</b>	<b>-31.3%</b>	
<b>Other Revenue</b>						
01-2170-0345 BUILDING & ZONING COMPL. CERT.	(2,500)	(1,248)	(3,225)	(1,977)	158.4%	
01-2170-0495 SALE OF EQUIPMENT	-	-	-	-	#DIV/0!	
<b>Total Other Revenue</b>	<b>(2,500)</b>	<b>(1,248)</b>	<b>(3,225)</b>	<b>(1,977)</b>	<b>158.4%</b>	
<b>Contribution from Reserves</b>						
01-2180-0527 CONTRIBUTION FROM RESERVES	(24,996)	(12,498)	-	12,498	-100.0%	
<b>Total Contribution from Reserves</b>	<b>(24,996)</b>	<b>(12,498)</b>	<b>-</b>	<b>12,498</b>	<b>-100.0%</b>	
<b>Total Revenue</b>	<b>(329,696)</b>	<b>(164,844)</b>	<b>(106,954)</b>	<b>57,890</b>	<b>-35.1%</b>	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-2190-0550 REGULAR EARNINGS	184,008	92,004	63,283	(28,721)	-31.2%	
01-2190-0551 Regular Earnings - Property Stds	-	-	-	-	#DIV/0!	
01-2190-0553 Regular Earnings - Zoning	-	-	-	-	#DIV/0!	
01-2190-0555 BENEFITS	59,254	29,628	21,639	(7,989)	-27.0%	
01-2190-0557 BENEFITS - Property Stds	-	-	-	-	#DIV/0!	
01-2190-0559 BENEFITS - Zoning	-	-	-	-	#DIV/0!	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>243,262</b>	<b>121,632</b>	<b>84,922</b>	<b>(36,710)</b>	<b>-30.2%</b>	
<b>Administration Expenses</b>						
01-2192-0097 ADMINISTRATION SUPPLIES	750	378	-	(378)	-100.0%	
01-2192-0588 EMPLOYEE HEALTH & SAFETY	300	150	405	255	170.0%	
01-2192-0602 ADVERTISING	400	198	-	(198)	-100.0%	
01-2192-0606 COMPUTER SUPPLIES/MTCE/SOFTWARE	16,000	7,998	12,974	4,976	62.2%	
01-2192-0608 CONTRACTED SERVICES	25,000	12,498	3,953	(8,545)	-68.4%	
01-2192-0612 CONVENTIONS AND TRAINING	12,600	6,300	5,792	(508)	-8.1%	
01-2192-0614 COUNTY PLANNING FEES	3,500	1,752	71	(1,681)	-95.9%	

# Township of Blandford-Blenheim

Item 10.e.1

## Building Services

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-2192-0620 EMPLOYEE CLOTHING	900	450	-	(450)	-100.0%	
01-2192-0624 ENGINEERING	1,000	498	-	(498)	-100.0%	
01-2192-0635 LEGAL FEES	7,500	3,750	2,035	(1,715)	-45.7%	
01-2192-0642 MEMBERSHIP DUES	1,600	798	-	(798)	-100.0%	
01-2192-0666 SUBSCRIPTIONS	-	-	-	-	#DIV/0!	
01-2192-0670 TELEPHONE - CELLULAR	750	378	509	131	34.7%	
01-2192-0674 MILEAGE	500	252	619	367	145.6%	
<b>Total Administration Expenses</b>	<b>70,800</b>	<b>35,400</b>	<b>26,358</b>	<b>(9,042)</b>	<b>-25.5%</b>	
<b>Building &amp; Property Expenses</b>						
01-2192-0676 INSURANCE	12,276	6,138	-	(6,138)	-100.0%	
01-2193-0686 VEHICLE INSURANCE	1,358	678	-	(678)	-100.0%	
01-2193-0813 VEHICLE EXPENSES	2,000	1,002	83	(919)	-91.7%	
<b>Total Building &amp; Property Expenses</b>	<b>15,634</b>	<b>7,818</b>	<b>83</b>	<b>(7,735)</b>	<b>-98.9%</b>	
<b>Capital Expenditures</b>						
01-2196-0933 VEHICLE CAPITAL	-	-	-	-	#DIV/0!	
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Contribution to Reserves</b>						
01-2197-0956 CONTRIBUTION TO BUILDING RESERVE	-	-	-	-	#DIV/0!	
<b>Total Contribution to Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Total Expenses</b>	<b>329,696</b>	<b>164,850</b>	<b>111,363</b>	<b>(53,487)</b>	<b>-32.4%</b>	
<b>Total Building Services</b>	<b>-</b>	<b>6</b>	<b>4,409</b>	<b>4,403</b>	<b>73,383.3%</b>	

# Township of Blandford-Blenheim

Item 10.e.1

## Drainage

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Levy adjustments (Supps, Omits, Write-offs, etc)</b>						
01-8018-0010 MUNICIPAL DRAIN DEBENTURE LEVY	(33,063)	(16,530)	-	16,530	-100.0%	
01-8018-0020 TILE DRAIN DEBENTURE	(6,141)	(3,072)	-	3,072	-100.0%	
<b>Total Levy adjustments (Supps, Omits, Write-offs, etc)</b>	<b>(39,204)</b>	<b>(19,602)</b>	<b>-</b>	<b>19,602</b>	<b>-100.0%</b>	
<b>Federal / Provincial Grants</b>						
01-8030-0080 MFOA - DRAINAGE SUPERINTENDENT GRANT	(34,132)	(17,064)	-	17,064	-100.0%	
<b>Total Federal / Provincial Grants</b>	<b>(34,132)</b>	<b>(17,064)</b>	<b>-</b>	<b>17,064</b>	<b>-100.0%</b>	
<b>User Fees</b>						
01-8070-0345 COMPLIANCE LETTERS - DRAINAGE	(300)	(150)	(300)	(150)	100.0%	
<b>Total User Fees</b>	<b>(300)</b>	<b>(150)</b>	<b>(300)</b>	<b>(150)</b>	<b>100.0%</b>	
<b>Licences &amp; Permits</b>						
01-8060-0250 CLI-ECA APPLICATION FEES	(3,300)	(1,650)	-	1,650	-100.0%	
<b>Total Licences &amp; Permits</b>	<b>(3,300)</b>	<b>(1,650)</b>	<b>-</b>	<b>1,650</b>	<b>-100.0%</b>	
<b>Other Revenue</b>						
01-8070-0357 DRAINAGE APPORTIONMENTS	(750)	(378)	(288)	90	-23.8%	
01-8070-0405 MISC. REIMBURSEMENTS	-	-	-	-	#DIV/0!	
<b>Total Other Revenue</b>	<b>(750)</b>	<b>(378)</b>	<b>(288)</b>	<b>90</b>	<b>-23.8%</b>	
<b>Contribution from Reserves</b>						
01-8080-0525 CONTRIB. FROM RESERVE	-	-	-	-	#DIV/0!	
<b>Total Contribution from Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Total Revenue</b>	<b>(77,686)</b>	<b>(38,844)</b>	<b>(588)</b>	<b>38,256</b>	<b>-98.5%</b>	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-8090-0550 REGULAR EARNINGS - FULL TIME	46,144	23,070	23,688	618	2.7%	
01-8090-0555 BENEFITS - FULL TIME	14,994	7,500	8,817	1,317	17.6%	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>61,138</b>	<b>30,570</b>	<b>32,505</b>	<b>1,935</b>	<b>6.3%</b>	
<b>Administration Expenses</b>						
01-8092-0588 EMPLOYEE HEALTH & SAFETY	225	114	-	(114)	-100.0%	
01-8092-0606 COMPUTER SUPPLIES/MTCE/SOFTWARE	3,000	1,500	-	(1,500)	-100.0%	
01-8092-0612 TRAINING / SEMINARS & CONVENTIONS	2,450	1,224	771	(453)	-37.0%	
01-8092-0620 EMPLOYEE CLOTHING	400	198	166	(32)	-16.2%	
01-8092-0624 ENGINEERING	6,000	3,000	-	(3,000)	-100.0%	
01-8092-0642 MEMBERSHIP DUES	235	120	235	115	95.8%	

# Township of Blandford-Blenheim

Item 10.e.1

## Drainage

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-8092-0668 SUPPLIES	2,000	1,002	59	(943)	-94.1%	
01-8092-0670 TELEPHONE	1,000	498	326	(172)	-34.5%	
01-8092-0674 MILEAGE	-	-	-	-	#DIV/0!	
<b>Total Administration Expenses</b>	<b>15,310</b>	<b>7,656</b>	<b>1,557</b>	<b>(6,099)</b>	<b>-79.7%</b>	
<b>Building &amp; Property Expenses</b>						
01-8093-0686 INSURANCE	32	18	-	(18)	-100.0%	
01-8093-0702 CATCHBASIN MAINTENANCE	12,000	6,000	-	(6,000)	-100.0%	Scheduled in Q3 & Q4
01-8093-0712 DRAINAGE - TOWNSHIP LANDS	7,000	3,498	5,117	1,619	46.3%	
01-8093-0813 VEHICLE EXPENSES	-	-	-	-	#DIV/0!	
<b>Total Building &amp; Property Expenses</b>	<b>19,032</b>	<b>9,516</b>	<b>5,117</b>	<b>(4,399)</b>	<b>-46.2%</b>	
<b>Debt Charges</b>						
01-8095-0848 DEBT CHARGES - MUNICIPAL DRAINS INTEREST	6,817	3,408	3,587	179	5.3%	
01-8095-0850 DEBT CHARGES - MUNICIPAL DRAINS PRINCIPAL	26,246	13,122	12,945	(177)	-1.3%	
01-8095-0854 DEBT CHARGES - TILE DRAINS INTEREST	1,277	636	-	(636)	-100.0%	
01-8095-0856 DEBT CHARGES - TILE DRAINS PRINCIPAL	4,864	2,430	-	(2,430)	-100.0%	
<b>Total Debt Charges</b>	<b>39,204</b>	<b>19,596</b>	<b>16,532</b>	<b>(3,064)</b>	<b>-15.6%</b>	
<b>Capital Expenditures</b>						
01-8096-0901 DRAINAGE - EQUIPMENT CAPITAL	-	-	-	-	#DIV/0!	
01-8096-0915 DRAINAGE - LAND PURCHASE	-	-	-	-	#DIV/0!	
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Contribution to Reserves</b>						
01-8097-0955 TRSF TO DRAINAGE RESERVE	5,125	2,562	2,563	1	0.0%	
<b>Total Contribution to Reserves</b>	<b>5,125</b>	<b>2,562</b>	<b>2,563</b>	<b>1</b>	<b>0.0%</b>	
<b>Total Expenses</b>	<b>139,809</b>	<b>69,900</b>	<b>58,274</b>	<b>(11,626)</b>	<b>-16.6%</b>	
<b>Total Drainage</b>	<b>62,123</b>	<b>31,056</b>	<b>57,686</b>	<b>26,630</b>	<b>85.7%</b>	



# Township of Blandford-Blenheim

Item 10.e.1

## Public Works - Roads

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Federal / Provincial Grants</b>						
01-3030-0105 FEDERAL/PROVINCIAL GRANTS	(3,162,994)	(1,581,498)	-	1,581,498	-100.0%	
01-3030-0110 CANADA COMMUNITY-BUILDING FUND	(247,755)	(123,876)	-	123,876	-100.0%	
01-3030-0116 (OCIF) - ONT COMM INFRASTRUCTURE FUND	(399,607)	(199,806)	(270,867)	(71,061)	35.6%	
<b>Total Federal / Provincial Grants</b>	<b>(3,810,356)</b>	<b>(1,905,180)</b>	<b>(270,867)</b>	<b>1,634,313</b>	<b>-85.8%</b>	
<b>Revenue from Other Municipalities</b>						
01-3070-0410 RECOVERY FROM OTHER MUNICIPALITIES	(2,679,170)	(1,339,584)	(612,513)	727,071	-54.3%	
<b>Total Revenue from Other Municipalities</b>	<b>(2,679,170)</b>	<b>(1,339,584)</b>	<b>(612,513)</b>	<b>727,071</b>	<b>-54.3%</b>	
<b>User Fees</b>						
01-3050-0150 9.1.1. CIVIC ADDRESS SIGNS	(200)	(102)	(130)	(28)	27.5%	
01-3050-0180 CULVERT INSTALLATION	(4,000)	(1,998)	-	1,998	-100.0%	
<b>Total User Fees</b>	<b>(4,200)</b>	<b>(2,100)</b>	<b>(130)</b>	<b>1,970</b>	<b>-93.8%</b>	
<b>Other Revenue</b>						
01-3070-0370 BRUSH & COMPOST RECOVERY	(12,000)	(6,000)	-	6,000	-100.0%	Billed in 6 mth intervals
01-3070-0375 EQUIPMENT RENTAL	(5,000)	(2,502)	-	2,502	-100.0%	
01-3070-0390 GRAVEL EXTRACTION REBATE - PROVINCE	(75,000)	(37,500)	(11,849)	25,651	-68.4%	
01-3070-0405 MISC. REVENUE/REIMBURSEMENTS	(1,004,504)	(502,254)	(67,862)	434,392	-86.5%	
01-3070-0435 SALE OF EQUIPMENT	(85,000)	(42,498)	-	42,498	-100.0%	Will happen in Q4
01-3070-0495 INTERDEPT TRANSFERS	(10,000)	(4,998)	-	4,998	-100.0%	Will happen in Q4
01-3079-0500 DEBENTURE FUNDING	(1,000,000)	(499,998)	-	499,998	-100.0%	
<b>Total Other Revenue</b>	<b>(2,191,504)</b>	<b>(1,095,750)</b>	<b>(79,711)</b>	<b>1,016,039</b>	<b>-92.7%</b>	
<b>Development Charges</b>						
01-3075-0515 DEVELOPMENT CHARGES - ROADS	(93,300)	(46,650)	-	46,650	-100.0%	
01-3075-0520 DEVELOPMENT CHRGS - BUILDING & FLEET	-	-	-	-	#DIV/0!	
<b>Total Development Charges</b>	<b>(93,300)</b>	<b>(46,650)</b>	<b>-</b>	<b>46,650</b>	<b>-100.0%</b>	
<b>Contribution from Reserves</b>						
01-3080-0520 CONTRIB FROM DEV CHARGES - ROADS	(76,082)	(38,040)	-	38,040	-100.0%	
01-3080-0524 CONTRIB FROM PW BLDG RESERVE	-	-	-	-	#DIV/0!	
01-3080-0525 CONTRIB FROM RESERVES	-	-	(878,480)	(878,480)	#DIV/0!	
01-3080-0526 CONTRIB FROM FEDERAL GAS TAX	(1,000,000)	(499,998)	-	499,998	-100.0%	
01-3080-0535 CONTRIB FROM RESERVES - PUBLIC WORKS	(2,327,875)	(1,163,940)	-	1,163,940	-100.0%	
01-3080-0545 CONTRIB FROM RESERVES - WORKING CAPITAL	-	-	-	-	#DIV/0!	

# Township of Blandford-Blenheim

Item 10.e.1

## Public Works - Roads

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-3080-0564 CONTRIB FROM RESERVES - COMM SERV	-	-	-	-	#DIV/0!	
<b>Total Contribution from Reserves</b>	(3,403,957)	(1,701,978)	(878,480)	823,498	-48.4%	
<b>Total Revenue</b>	<b>(12,182,487)</b>	<b>(6,091,242)</b>	<b>(1,841,701)</b>	<b>4,249,541</b>	<b>-69.8%</b>	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-3090-0550 REGULAR EARNINGS - FULL TIME	644,550	322,278	267,277	(55,001)	-17.1%	
01-3090-0551 FT EARNINGS, COMPOST, BRUSH DEPOT	12,627	6,312	1,430	(4,882)	-77.3%	
01-3090-0555 BENEFITS - FULL TIME	215,633	107,814	95,001	(12,813)	-11.9%	
01-3090-0557 FT BENEFITS - COMPOST, BRUSH DEPOT	4,223	2,112	524	(1,588)	-75.2%	
01-3091-0550 REGULAR EARNINGS - PART TIME	27,199	13,602	10,059	(3,543)	-26.0%	
01-3091-0555 BENEFITS - PART TIME	3,333	1,668	1,065	(603)	-36.2%	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>907,565</b>	<b>453,786</b>	<b>375,356</b>	<b>(78,430)</b>	<b>-17.3%</b>	
<b>Administration Expenses</b>						
01-3092-0612 CONVENTIONS & TRAINING	18,000	9,000	5,972	(3,028)	-33.6%	Training in Q4
01-3092-0620 EMPLOYEE CLOTHING	4,000	1,998	405	(1,593)	-79.7%	Purchase in Q3
01-3092-0642 MEMBERSHIP DUES	2,100	1,050	673	(377)	-35.9%	
01-3092-0646 OFFICE SUPPLIES	800	402	-	(402)	-100.0%	Purchased as need, most in Q4
01-3092-0650 OTHER PROFESSIONAL EXPENDITURES	2,000	1,002	462	(540)	-53.9%	
01-3092-0670 TELEPHONE	7,100	3,552	4,361	809	22.8%	
01-3092-0674 MILEAGE	200	102	35	(67)	-65.7%	
01-3092-0826 ENGINEERING SERVICES	2,000	1,002	-	(1,002)	-100.0%	Used for non capital work (if required)
<b>Total Administration Expenses</b>	<b>36,200</b>	<b>18,108</b>	<b>11,908</b>	<b>(6,200)</b>	<b>-34.2%</b>	
<b>Building &amp; Property Expenses</b>						
01-3092-0676 INSURANCE	53,455	26,730	-	(26,730)	-100.0%	
01-3093-0686 VEHICLE INSURANCE	27,555	13,776	-	(13,776)	-100.0%	
01-3093-0692 BASE REPAIR	20,000	10,002	-	(10,002)	-100.0%	
01-3093-0694 BLDG & PROPERTY MTCE - BLANDFORD GARAGE	5,877	2,940	2,425	(515)	-17.5%	
01-3093-0695 BLDG & PROPERTY MTCE - DRUMBO GARAGE	7,200	3,600	4,058	458	12.7%	
01-3093-0696 BLDG & PROPERTY SUPPLIES - DRUMBO GARAGE	2,500	1,248	1,089	(159)	-12.7%	
01-3093-0697 BLDG & PROPERTY SUPPLIES - BLANDFORD GARAGE	600	300	-	(300)	-100.0%	
01-3093-0698 BRIDGES & CULVERTS	15,000	7,500	9,695	2,195	29.3%	
01-3093-0699 BRUSH & COMPOST DEPOT	250	126	-	(126)	-100.0%	
01-3093-0700 BRUSHING, TREE TRIMMING	57,500	28,752	-	(28,752)	-100.0%	Used in Q3 & Q4

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## Public Works - Roads

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-3093-0702 CATCHBASIN, CURB & GUTTER	-	-	-	-	#DIV/0!	
01-3093-0704 COLD MIX	4,500	2,250	4,831	2,581	114.7%	More required due to hard winter
01-3093-0707 DEBRIS DISPOSAL	1,900	948	641	(307)	-32.4%	
01-3093-0709 DITCH MAINTENANCE	10,000	4,998	138	(4,860)	-97.2%	Scheduled in Q3 & Q4
01-3093-0710 DRAIN MAINTENANCE	10,000	4,998	4,518	(480)	-9.6%	
01-3093-0714 DUST LAYER	260,000	130,002	189,364	59,362	45.7%	All roads done in Q2
01-3093-0726 GAS & OIL	210,000	105,000	110,627	5,627	5.4%	
01-3093-0730 GRASS CUTTING - PUBLIC WORKS GARAGES	-	-	-	-	#DIV/0!	
01-3093-0732 GRAVEL RESURFACING - CONTRACT - ROADS	283,000	141,498	71,566	(69,932)	-49.4%	Completed in Q3
01-3093-0734 GRAVEL RESURFACING OTHER - ROADS	30,000	15,000	277	(14,723)	-98.2%	Completed in Q3
01-3093-0738 HEAT & HYDRO - BLANDFORD GARAGE	7,840	3,918	5,590	1,672	42.7%	
01-3093-0739 HEAT & HYDRO - DRUMBO GARAGE	13,037	6,516	7,024	508	7.8%	
01-3093-0740 HYDRO CHARGES - STREET LIGHTS	25,811	12,906	9,445	(3,461)	-26.8%	
01-3093-0743 HYDRO CHARGES - BRIGHT (DNU)	180	90	-	(90)	-100.0%	
01-3093-0744 HYDRO CHARGES - DRUMBO (DNU)	418	210	-	(210)	-100.0%	
01-3093-0745 HYDRO CHARGES - GOBLES (DNU)	-	-	-	-	#DIV/0!	
01-3093-0746 HYDRO CHARGES - PLATTSVILLE (DNU)	-	-	-	-	#DIV/0!	
01-3093-0747 HYDRO CHARGES - PRINCETON (DNU)	-	-	-	-	#DIV/0!	
01-3093-0748 HYDRO CHARGES - VINK ESTATES (DNU)	-	-	-	-	#DIV/0!	
01-3093-0749 HYDRO CHARGES - WASHINGTON (DNU)	-	-	-	-	#DIV/0!	
01-3093-0768 MISC MATERIALS FOR STREET LIGHTING	-	-	-	-	#DIV/0!	
01-3093-0770 MISC OTHER EXPENSES	-	-	6	6	#DIV/0!	
01-3093-0778 STREET LIGHTING REPAIRS	5,000	2,502	1,866	(636)	-25.4%	
01-3093-0782 PARTS/SUPPLIES & SMALL TOOLS	16,000	7,998	10,382	2,384	29.8%	Purchased as needed throughout the year
01-3093-0784 PATCHING & SPRAY PATCHING	40,000	19,998	15,671	(4,327)	-21.6%	work done in Q2 & Q4
01-3093-0798 RAILWAY CROSSING MAINT.	24,500	12,252	11,155	(1,097)	-9.0%	
01-3093-0800 SAFETY DEVICES AND SIGNS	37,000	18,498	10,770	(7,728)	-41.8%	Purchased as needed throughout the year
01-3093-0804 SIDEWALKS	12,000	6,000	10,130	4,130	68.8%	Completed in Q2
01-3093-0806 SWEEPING, FLUSH CLEANING	20,000	10,002	21,113	11,111	111.1%	Completed in Q2
01-3093-0812 VEHICLE & EQUIPMENT STOCK	42,000	21,000	21,629	629	3.0%	
01-3093-0813 VEHICLE EXPENSES	161,100	80,550	66,331	(14,219)	-17.7%	
01-3093-0816 WASHOUTS	14,000	7,002	4,229	(2,773)	-39.6%	Repairs and product purchased as needed

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## Public Works - Roads

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-3093-0818 WATER AND SEWAGE - DRUMBO GARAGE	600	300	229	(71)	-23.7%	
01-3093-0819 ON1 CALL LOCATES	4,000	1,998	2,200	202	10.1%	
01-3093-0901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
01-3094-0842 PROPERTY SIGNS 9-1-1	200	102	87	(15)	-14.7%	
01-3095-0694 BLDG & PROPERTY MTCE (PW/CS SHOP)	400	198	-	(198)	-100.0%	Purchased as needed throughout the year
01-3095-0739 HEAT & HYDRO (PW/CS SHOP)	1,200	600	618	18	3.0%	
<b>Total Building &amp; Property Expenses</b>	<b>1,424,623</b>	<b>712,308</b>	<b>597,704</b>	<b>(114,604)</b>	<b>-16.1%</b>	
<b>Other Expenses</b>						
01-3092-0608 CONTRACTED SERVICES	-	-	-	-	#DIV/0!	
01-3092-0777 MISC. EXPENSE - COVID 19	-	-	-	-	#DIV/0!	
<b>Total Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Debt Charges</b>						
01-3095-0848 DEBT REPAYMENT - INTEREST	150,000	75,000	30,441	(44,559)	-59.4%	
01-3095-0850 DEBT REPAYMENT - PRINCIPAL	59,520	29,760	75,000	45,240	152.0%	
<b>Total Debt Charges</b>	<b>209,520</b>	<b>104,760</b>	<b>105,441</b>	<b>681</b>	<b>0.7%</b>	
<b>Capital Expenditures</b>						
01-3096-0003 BRIDGE #3 (SHARED WITH WILMOT)	-	-	-	-	#DIV/0!	
01-3096-0007 BRIDGE #7	-	-	-	-	#DIV/0!	
01-3096-0020 BRIDGE #20	-	-	-	-	#DIV/0!	
01-3096-0023 BRIDGE #23	50,000	25,002	10,906	(14,096)	-56.4%	
01-3096-0024 BRIDGE #24	3,819,375	1,909,686	22,900	(1,886,786)	-98.8%	
01-3096-0038 BRIDGE #38 DECK REHAB	-	-	236,633	236,633	#DIV/0!	
01-3096-0051 BRIDGE #51	-	-	-	-	#DIV/0!	
01-3096-0114 HOFSTETTER RD. EXT.	-	-	-	-	#DIV/0!	
01-3096-0116 BRANT OX. RD. & TWP. RD 2	-	-	-	-	#DIV/0!	
01-3096-0119 RECONSTRUCTION OF PRINCETON STREETS	5,822,549	2,911,272	1,236,826	(1,674,446)	-57.5%	
01-3096-0125 BLENHEIM & TWP RD 14 INTERSECTION	-	-	-	-	#DIV/0!	
01-3096-0126 BASE IMPROVEMENT HUBBARD RD	-	-	-	-	#DIV/0!	
01-3096-0127 GUARD RAIL WORK - RIVER ROAD	-	-	-	-	#DIV/0!	
01-3096-0128 GPS SYSTEM	-	-	-	-	#DIV/0!	
01-3096-0129 PROPERTY PURCHASE 895967 OXF RD 3	-	-	-	-	#DIV/0!	
01-3096-0133 HARDSURFACE TWP RD 10B (CENTARUS)	-	-	-	-	#DIV/0!	

# Township of Blandford-Blenheim

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## Public Works - Roads

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-3096-0134 HARDSURFACE TWP RD 2E	-	-	-	-	#DIV/0!	
01-3096-0135 HARDSURFACE HUBBARD RD	-	-	-	-	#DIV/0!	
01-3096-0136 DRUMBO PKG LOT SOLAR LIGHT	-	-	-	-	#DIV/0!	
01-3096-0137 STREET LIGHT IMPROVEMENTS	-	-	-	-	#DIV/0!	
01-3096-0138 TWP RD 8F BASE RECONSTRUCTION	-	-	-	-	#DIV/0!	
01-3096-0139 TWP RD 8F HARDSURFACING	-	-	-	-	#DIV/0!	
01-3096-0140 HARDSURFACE TWP RD 8D	-	-	-	-	#DIV/0!	
01-3096-0141 TWP RD 2F RECONSTRUCION	-	-	-	-	#DIV/0!	
01-3096-0142 OXFORD-WATERLOO GUIDERAIL	-	-	-	-	#DIV/0!	
01-3096-0143 HARDSURFACE TWP RD 2F-1	-	-	-	-	#DIV/0!	
01-3096-0144 HARDSURFACE TWP RD 10B	-	-	-	-	#DIV/0!	
01-3096-0145 BASE IMPROVEMENTS TWP RD 6B	-	-	-	-	#DIV/0!	
01-3096-0146 GUARD RAIL REHAB	50,000	25,002	-	(25,002)	-100.0%	
01-3096-0147 HARDSURFACE TWP RD 6B	236,408	118,206	-	(118,206)	-100.0%	
01-3096-0148 BASE IMPR. BLANDFORD RD N OR OXF RD 8	-	-	-	-	#DIV/0!	
01-3096-0149 REPLACE TWP RD 11 CULVERT (STRUCTURE 40)	-	-	-	-	#DIV/0!	
01-3096-0150 SIDEWALK REPL/ADD ALBERT ST PL	160,000	79,998	-	(79,998)	-100.0%	
01-3096-0151 HARD SURFACE OX-WAT RD (WILMOT)	130,750	65,376	-	(65,376)	-100.0%	
01-3096-0879 BOUNDARY BRIDGE	-	-	-	-	#DIV/0!	
01-3096-0896 BRIDGES - ROAD STUDY	24,000	12,000	-	(12,000)	-100.0%	
01-3096-0901 EQUIPMENT CAPITAL - ROADS	568,400	284,202	173,887	(110,315)	-38.8%	
01-3096-0905 MUNICIPAL DRAINAGE - ROADS	-	-	-	-	#DIV/0!	
01-3096-0909 MUNICIPAL DRAINAGE -ROADS - HOTSON	-	-	-	-	#DIV/0!	
01-3096-0910 MUNICIPAL DRAINAGE - ROADS - TWP RD 8 DRAIN	-	-	-	-	#DIV/0!	
01-3096-0915 PROPERTY CAPITAL - ROADS	59,000	29,502	-	(29,502)	-100.0%	
01-3096-0919 ROAD CONST.- PLATTSVILLE STREETS	-	-	-	-	#DIV/0!	
01-3096-0924 CNR - BLENHEIM RD BRIDGE	-	-	-	-	#DIV/0!	
01-3096-0925 ROAD CONSTRUCTION - ROAD RESURFACING	764,750	382,374	80,708	(301,666)	-78.9%	
01-3096-0933 VEHICLE CAPITAL - ROADS	60,000	30,000	-	(30,000)	-100.0%	
<b>Total Capital Expenditures</b>	<b>11,745,232</b>	<b>5,872,620</b>	<b>1,761,860</b>	<b>(4,110,760)</b>	<b>-70.0%</b>	
<b>Contribution to Reserves</b>						
01-3097-0950 DEVELOPMENT CHARGES - ROADS	93,300	46,650	-	(46,650)	-100.0%	

# Township of Blandford-Blenheim

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## Public Works - Roads

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-3097-0952 DEVELOPMENT CHARGES - BUILDING & FLEET	-	-	-	-	#DIV/0!	
01-3097-0954 TRANSFER TO RESERVES - BUILDING & PROPERTY	-	-	-	-	#DIV/0!	
01-3097-0955 TRANSFER TO RESERVES - PUBLIC WORKS	1,613,332	806,664	806,666	2	0.0%	
01-3097-0956 TRANSFER TO RESERVES - ROAD CONSTRUCTION	-	-	-	-	#DIV/0!	
01-3097-0957 TRANSFER TO RESERVES - VEHICLES	-	-	-	-	#DIV/0!	
01-3097-0958 TRANSFER TO RESERVES - FEDERAL GAS TAX	247,755	123,876	-	(123,876)	-100.0%	
<b>Total Contribution to Reserves</b>	<b>1,954,387</b>	<b>977,190</b>	<b>806,666</b>	<b>(170,524)</b>	<b>-17.5%</b>	
<b>Total Expenses</b>	<b>16,277,527</b>	<b>8,138,772</b>	<b>3,658,935</b>	<b>(4,479,837)</b>	<b>-55.0%</b>	
<b>Total Public Works - Roads</b>	<b>4,095,040</b>	<b>2,047,530</b>	<b>1,817,234</b>	<b>(230,296)</b>	<b>-11.2%</b>	



# Township of Blandford-Blenheim

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## Public Works - Winter Control

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-3590-0550 REGULAR EARNINGS - FULL TIME	170,616	85,308	129,150	43,842	51.4%	
01-3590-0555 BENEFITS - FULL TIME	52,265	26,130	40,234	14,104	54.0%	
01-3591-0550 REGULAR EARNINGS - PART TIME	13,094	6,546	8,218	1,672	25.5%	
01-3591-0555 BENEFITS - PART TIME	1,597	798	747	(51)	-6.4%	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>237,572</b>	<b>118,782</b>	<b>178,349</b>	<b>59,567</b>	<b>50.1%</b>	
<b>Building &amp; Property Expenses</b>						
01-3593-0804 SNOW PLOWING & REMOVAL - ROADS	-	-	6	6	#DIV/0!	
01-3593-0820 SAND & SALT - ROADS	130,000	64,998	83,337	18,339	28.2%	Purchases in Q1 & Q4
<b>Total Building &amp; Property Expenses</b>	<b>130,000</b>	<b>64,998</b>	<b>83,343</b>	<b>18,345</b>	<b>28.2%</b>	
<b>Total Expenses</b>	<b>367,572</b>	<b>183,780</b>	<b>261,692</b>	<b>77,912</b>	<b>42.4%</b>	
<b>Total Public Works - Winter Control</b>	<b>367,572</b>	<b>183,780</b>	<b>261,692</b>	<b>77,912</b>	<b>42.4%</b>	

# Township of Blandford-Blenheim

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## Community Services Admin / Facilities

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Federal / Provincial Grants</b>						
01-6930-0105 GRANT - STUDENT EMPLOYMENT	-	-	-	-	#DIV/0!	
<b>Total Federal / Provincial Grants</b>	-	-	-	-	#DIV/0!	
<b>Contribution from Reserves</b>						
01-6980-0525 CONTRIBUTION FROM RESERVES	(10,000)	(4,998)	-	4,998	-100.0%	
01-6980-0527 CONTRIBUTION FOR RESERVES - MODERNIZATION FUNDIN	-	-	-	-	#DIV/0!	
<b>Total Contribution from Reserves</b>	(10,000)	(4,998)	-	4,998	-100.0%	
<b>Total Revenue</b>	<b>(10,000)</b>	<b>(4,998)</b>	<b>-</b>	<b>4,998</b>	<b>-100.0%</b>	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-6990-0550 REGULAR EARNINGS	158,828	79,416	71,357	(8,059)	-10.1%	
01-6990-0555 BENEFITS	41,247	20,622	21,701	1,079	5.2%	
01-6991-0550 REGULAR EARNINGS - PART TIME	9,693	4,848	3,222	(1,626)	-33.5%	
01-6991-0555 BENEFITS - PART TIME	1,066	534	408	(126)	-23.6%	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>210,834</b>	<b>105,420</b>	<b>96,688</b>	<b>(8,732)</b>	<b>-8.3%</b>	
<b>Administration Expenses</b>						
01-6992-0602 ADVERTISING	300	150	-	(150)	-100.0%	
01-6992-0612 CONVENTIONS, TRAINING & SEMINARS	7,000	3,498	-	(3,498)	-100.0%	
01-6992-0620 EMPLOYEE CLOTHING	6,800	3,402	2,211	(1,191)	-35.0%	
01-6992-0642 MEMBERSHIP DUES	1,500	750	1,155	405	54.0%	
01-6992-0646 OFFICE SUPPLIES	1,000	498	23	(475)	-95.4%	
01-6992-0663 PROFESSIONAL FEES	2,500	1,248	-	(1,248)	-100.0%	
01-6992-0670 TELEPHONE	6,600	3,300	2,413	(887)	-26.9%	
01-6992-0674 MILEAGE	200	102	-	(102)	-100.0%	
01-6992-0686 VEHICLE INSURANCE	-	-	-	-	#DIV/0!	
01-6992-0782 PARTS/SUPPLIES & SMALL TOOLS	2,000	1,002	26	(976)	-97.4%	
01-6992-0813 VEHICLE EXPENSES	-	-	86	86	#DIV/0!	
<b>Total Administration Expenses</b>	<b>27,900</b>	<b>13,950</b>	<b>5,914</b>	<b>(8,036)</b>	<b>-57.6%</b>	
<b>Other Expenses</b>						
01-6992-0777 MISC. EXPENSE - COVID-19	-	-	-	-	#DIV/0!	
<b>Total Other Expenses</b>	-	-	-	-	#DIV/0!	
<b>Capital Expenditures</b>						
01-6992-9995 INTERDEPT TRANSFERS TO	-	-	-	-	#DIV/0!	

# Township of Blandford-Blenheim

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## Community Services Admin / Facilities

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-6996-0901 EQUIPMENT CAPITAL	10,000	4,998	-	(4,998)	-100.0%	
<b>Total Capital Expenditures</b>	10,000	4,998	-	(4,998)	-100.0%	
<b>Contribution to Reserves</b>						
01-6997-0955 Contribution to Reserve - Equip	-	-	-	-	#DIV/0!	
01-6997-0957 TRANSFER TO RESERVE - VEHICLES & EQUIP	4,875	2,436	2,438	2	0.1%	
<b>Total Contribution to Reserves</b>	4,875	2,436	2,438	2	0.1%	
<b>Total Expenses</b>	<b>253,609</b>	<b>126,804</b>	<b>105,040</b>	<b>(21,764)</b>	<b>-17.2%</b>	
<b>Total Community Services Admin / Facilities</b>	<b>243,609</b>	<b>121,806</b>	<b>105,040</b>	<b>(16,766)</b>	<b>-13.8%</b>	

# Township of Blandford-Blenheim

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## Grass Cutting

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-6990-8550 REGULAR EARNINGS - FULL TIME	55,075	27,540	12,579	(14,961)	-54.3%	
01-6990-8555 BENEFITS - FULL TIME	19,725	9,864	4,100	(5,764)	-58.4%	
01-6991-8550 REGULAR EARNING - PART TIME	20,552	10,278	4,671	(5,607)	-54.6%	
01-6991-8555 BENEFITS - PART TIME	3,722	1,860	573	(1,287)	-69.2%	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>99,074</b>	<b>49,542</b>	<b>21,923</b>	<b>(27,619)</b>	<b>-55.7%</b>	
<b>Building &amp; Property Expenses</b>						
01-6992-9999 Grass Cutting - Inter-Dept Allocation	(51,816)	(25,908)	-	25,908	-100.0%	
01-7193-0730 GRASS CUTTING	6,758	3,378	2,513	(865)	-25.6%	Spending is planned for future quarters
<b>Total Building &amp; Property Expenses</b>	<b>(45,058)</b>	<b>(22,530)</b>	<b>2,513</b>	<b>25,043</b>	<b>-111.2%</b>	
<b>Contribution to Reserves</b>						
01-7197-0951 TRANSFER TO RESERVES - GRASS CUTTING	9,808	4,902	4,904	2	0.0%	
<b>Total Contribution to Reserves</b>	<b>9,808</b>	<b>4,902</b>	<b>4,904</b>	<b>2</b>	<b>0.0%</b>	
<b>Total Expenses</b>	<b>63,824</b>	<b>31,914</b>	<b>29,340</b>	<b>(2,574)</b>	<b>-8.1%</b>	
<b>Total Grass Cutting</b>	<b>63,824</b>	<b>31,914</b>	<b>29,340</b>	<b>(2,574)</b>	<b>-8.1%</b>	

# Township of Blandford-Blenheim

Item 10.e.1

## Plattsville Arena

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Federal / Provincial Grants</b>						
01-7030-3105 FEDERAL/PROVINCIAL GRANTS	-	-	-	-	#DIV/0!	
<b>Total Federal / Provincial Grants</b>	-	-	-	-	#DIV/0!	
<b>User Fees</b>						
01-7050-3215 PUBLIC SKATING	(600)	(300)	(1,062)	(762)	254.0%	
01-7050-3235 TICKET ICE	(1,700)	(852)	(1,228)	(376)	44.1%	
<b>Total User Fees</b>	(2,300)	(1,152)	(2,290)	(1,138)	98.8%	
<b>Rents</b>						
01-7065-3315 PRIME TIME - MINOR GROUPS	(88,000)	(43,998)	(51,408)	(7,410)	16.8%	
01-7065-3320 PRIME TIME - ALL OTHERS	(90,000)	(45,000)	(44,225)	775	-1.7%	
01-7065-3325 NON PRIME TIME - MINOR GROUPS	(6,000)	(3,000)	(3,717)	(717)	23.9%	
01-7065-3330 NON PRIME TIME - ALL OTHERS	(18,000)	(9,000)	(14,095)	(5,095)	56.6%	
<b>Total Rents</b>	(202,000)	(100,998)	(113,445)	(12,447)	12.3%	This is for the first 3 months out of 7 months
<b>Other Revenue</b>						
01-7070-3225 VENDING REVENUE	(1,000)	(498)	(285)	213	-42.8%	
01-7070-3340 ADVERTISING REVENUE	(7,400)	(3,702)	-	3,702	-100.0%	
01-7070-3350 SKATE SHARPENING	(900)	(450)	(305)	145	-32.2%	
01-7070-3360 HALL RENTAL	(5,000)	(2,502)	(4,242)	(1,740)	69.5%	
01-7070-3410 MISC. REVENUE	(500)	(252)	(177)	75	-29.8%	
<b>Total Other Revenue</b>	(14,800)	(7,404)	(5,009)	2,395	-32.3%	
<b>Contribution from Reserves</b>						
01-7080-3525 CONTRIB FROM RESERVES - ARENA	(29,000)	(14,502)	-	14,502	-100.0%	
01-7080-3530 CONTRIB FROM RESERVES - ARENA BUILDING	-	-	-	-	#DIV/0!	
01-7180-0527 CONTRIB FROM DEV CHARGES	-	-	-	-	#DIV/0!	
<b>Total Contribution from Reserves</b>	(29,000)	(14,502)	-	14,502	-100.0%	
<b>Total Revenue</b>	<b>(248,100)</b>	<b>(124,056)</b>	<b>(120,744)</b>	<b>3,312</b>	<b>-2.7%</b>	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-7090-3550 REGULAR EARNINGS - FULL-TIME	138,268	69,132	48,141	(20,991)	-30.4%	
01-7090-3555 BENEFITS - FULL TIME	48,855	24,426	17,313	(7,113)	-29.1%	
01-7091-3550 REGULAR EARNINGS - PART TIME	15,144	7,572	6,939	(633)	-8.4%	
01-7091-3555 BENEFITS - PART TIME	1,577	786	866	80	10.2%	
<b>Total Salaries, Wages &amp; Benefits</b>	203,844	101,916	73,259	(28,657)	-28.1%	

# Township of Blandford-Blenheim

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## Plattsville Arena

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Building &amp; Property Expenses</b>						
01-7092-3602 ADVERTISING	300	150	-	(150)	-100.0%	
01-7092-3676 INSURANCE	23,941	11,970	-	(11,970)	-100.0%	
01-7093-3608 CONTRACTED SERVICES	10,800	5,400	2,874	(2,526)	-46.8%	
01-7093-3670 TELECOMMUNICATION	1,500	750	522	(228)	-30.4%	
01-7093-3694 BLDG & PROPERTY MTCE	27,000	13,500	182	(13,318)	-98.7%	
01-7093-3696 BLDG & PROPERTY SUPPLIES	12,000	6,000	940	(5,060)	-84.3%	
01-7093-3716 EQUIPMENT REPAIRS	8,200	4,098	2,675	(1,423)	-34.7%	
01-7093-3718 EQUIPMENT MAINTENANCE	7,000	3,498	1,389	(2,109)	-60.3%	
01-7093-3740 HEAT	20,312	10,158	11,700	1,542	15.2%	
01-7093-3742 HYDRO CHARGES	132,000	66,000	53,503	(12,497)	-18.9%	
01-7093-3750 ICE MAINTENANCE	8,000	4,002	93	(3,909)	-97.7%	
01-7093-3752 ICE REPAIRS	1,000	498	-	(498)	-100.0%	
01-7093-3804 SNOW REMOVAL	-	-	-	-	#DIV/0!	
01-7093-3818 WATER AND SEWAGE	15,500	7,752	4,763	(2,989)	-38.6%	
01-7093-3901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
<b>Total Building &amp; Property Expenses</b>	<b>267,553</b>	<b>133,776</b>	<b>78,641</b>	<b>(55,135)</b>	<b>-41.2%</b>	Spending is planned for future quarters
<b>Other Expenses</b>						
01-7092-0777 MISC. EXPENSE - COVID-19	-	-	-	-	#DIV/0!	
<b>Total Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Debt Charges</b>						
01-7095-0848 DEBT REPAYMENT - INTEREST	-	-	-	-	#DIV/0!	
01-7095-0850 DEBT REPAYMENT - PRINCIPAL	-	-	-	-	#DIV/0!	
<b>Total Debt Charges</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Canteen</b>						
01-7050-3220 SNACK BOOTH SALES	-	-	-	-	#DIV/0!	
01-7050-3230 CASH OVERAGE / SHORTAGE	-	-	-	-	#DIV/0!	
01-7091-3551 REGULAR EARNINGS - CANTEEN	-	-	-	-	#DIV/0!	
01-7091-3552 BENEFITS - CANTEEN	-	-	-	-	#DIV/0!	
01-7094-3842 SNACK BOOTH EXPENSES	-	-	-	-	#DIV/0!	
<b>Total Canteen</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Capital Expenditures</b>						
01-7096-3897 BUILDING IMPROVEMENTS	5,000	2,502	-	(2,502)	-100.0%	



# Township of Blandford-Blenheim

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## Plattsville Arena

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-7096-3901 EQUIPMENT CAPITAL	24,000	12,000	-	(12,000)	-100.0%	
01-7096-3917 PROPERTY IMPROVEMENT - ARENA	-	-	-	-	#DIV/0!	
<b>Total Capital Expenditures</b>	29,000	14,502	-	(14,502)	-100.0%	
<b>Contribution to Reserves</b>						
01-7097-3955 TRANSFER TO ARENA RESERVES	63,096	31,548	31,548	-	-	
01-7097-3960 TRANSFER TO RESERVES	-	-	-	-	#DIV/0!	
<b>Total Contribution to Reserves</b>	63,096	31,548	31,548	-	-	
<b>Total Expenses</b>	<b>563,493</b>	<b>281,742</b>	<b>183,448</b>	<b>(98,294)</b>	<b>-34.9%</b>	Spending is planned for future quarters
<b>Total Plattsville Arena</b>	<b>315,393</b>	<b>157,686</b>	<b>62,704</b>	<b>(94,982)</b>	<b>-60.2%</b>	

# Township of Blandford-Blenheim

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## Parks

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Federal / Provincial Grants</b>						
01-7130-0105 FEDERAL/PROVINCIAL GRANTS	(186,000)	(93,000)	7,028	100,028	-107.6%	
01-7130-3105 FEDERAL/PROVINCIAL GRANTS	-	-	-	-	#DIV/0!	
<b>Total Federal / Provincial Grants</b>	<b>(186,000)</b>	<b>(93,000)</b>	<b>7,028</b>	<b>100,028</b>	<b>-107.6%</b>	
<b>User Fees</b>						
01-7150-0185 SPECIAL ASSESSMENT	-	-	-	-	#DIV/0!	
<b>Total User Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Rents</b>						
01-7165-1325 RENTALS BALL DIAMOND	(400)	(198)	-	198	-100.0%	
01-7165-2325 RENTALS BALL DIAMONDS	(6,000)	(3,000)	-	3,000	-100.0%	
01-7165-2330 RENTALS PAVILLION	(700)	(348)	(496)	(148)	42.5%	
01-7165-2340 RENTALS SOCCER FIELDS	(600)	(300)	-	300	-100.0%	
01-7165-3315 MINOR SPORTS REVENUE	-	-	-	-	#DIV/0!	
01-7165-3325 RENTALS BALL DIAMOND	(1,400)	(702)	-	702	-100.0%	
01-7165-3330 RENTALS PAVILION	(200)	(102)	-	102	-100.0%	
01-7165-4325 RENTALS BALL DIAMOND	(2,300)	(1,152)	-	1,152	-100.0%	
<b>Total Rents</b>	<b>(11,600)</b>	<b>(5,802)</b>	<b>(496)</b>	<b>5,306</b>	<b>-91.5%</b>	Invoicing went out after this report.
<b>Other Revenue</b>						
01-7170-0405 MISC. REIMBURSEMENTS	-	-	(1,054)	(1,054)	#DIV/0!	
01-7170-2360 COMMUNITY DONATIONS	(30,000)	(15,000)	-	15,000	-100.0%	
01-7170-3366 DONATIONS - PLATTSVILLE PARK	-	-	-	-	#DIV/0!	
01-7170-4360 COMMUNITY DONATIONS	-	-	-	-	#DIV/0!	
01-7170-4365 COMMUNITY -FRIENDS PRINCETON PARK	-	-	(1,335)	(1,335)	#DIV/0!	
01-7170-4366 DONATIONS - PRINCETON PARK EXPANSION	-	-	-	-	#DIV/0!	
<b>Total Other Revenue</b>	<b>(30,000)</b>	<b>(15,000)</b>	<b>(2,389)</b>	<b>12,611</b>	<b>-84.1%</b>	
<b>Development Charges</b>						
01-7175-0515 DEVELOPMENT CHARGES - PARKS	(47,000)	(23,502)	-	23,502	-100.0%	
<b>Total Development Charges</b>	<b>(47,000)</b>	<b>(23,502)</b>	<b>-</b>	<b>23,502</b>	<b>-100.0%</b>	
<b>Contribution from Reserves</b>						
01-7180-0520 CONTR. DEVELOPMENT RES. PARKS & REC.	-	-	-	-	#DIV/0!	
01-7180-0522 CONTRIBUTION FROM TAX STABILIZATION RESERVE	(20,000)	(10,002)	-	10,002	-100.0%	
01-7180-0525 CONTRIB FROM RESERVES - PARKS	(111,000)	(55,500)	(8,889)	46,611	-84.0%	

# Township of Blandford-Blenheim

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## Parks

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Total Contribution from Reserves</b>	(131,000)	(65,502)	(8,889)	56,613	-86.4%	
<b>Total Revenue</b>	<b>(405,600)</b>	<b>(202,806)</b>	<b>(4,746)</b>	<b>198,060</b>	<b>-97.7%</b>	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-7190-0550 REGULAR EARNING - FULL TIME	-	-	-	-	#DIV/0!	
01-7190-0555 BENEFITS - FULL TIME	-	-	-	-	#DIV/0!	
01-7190-1550 REGULAR EARNINGS - FULL TIME	7,356	3,678	1,345	(2,333)	-63.4%	
01-7190-1555 BENEFITS - FULL TIME	2,550	1,278	506	(772)	-60.4%	
01-7190-2550 REGULAR EARNINGS - FULL TIME	7,356	3,678	5,097	1,419	38.6%	
01-7190-2555 BENEFITS - FULL TIME	2,550	1,278	1,822	544	42.6%	
01-7190-3550 REGULAR EARNINGS - FULL TIME	7,356	3,678	3,771	93	2.5%	
01-7190-3555 BENEFITS - FULL TIME	2,550	1,278	1,388	110	8.6%	
01-7190-4550 REGUAR EARNINGS - FULL TIME	7,356	3,678	3,532	(146)	-4.0%	
01-7190-4555 BENEFITS - FULL TIME	2,550	1,278	1,308	30	2.3%	
01-7191-1550 REGULAR EARNINGS - PART TIME	3,913	1,956	249	(1,707)	-87.3%	
01-7191-1555 BENEFITS - PART TIME	694	348	24	(324)	-93.1%	
01-7191-2550 REGULAR EARNINGS - PART TIME	3,913	1,956	435	(1,521)	-77.8%	
01-7191-2555 BENEFITS - PART TIME	694	348	39	(309)	-88.8%	
01-7191-3550 REGULAR EARNINGS - PART TIME	3,913	1,956	645	(1,311)	-67.0%	
01-7191-3555 BENEFITS - PART TIME	694	348	55	(293)	-84.2%	
01-7191-4550 REGULAR EARNINGS - PART TIME	3,913	1,956	983	(973)	-49.7%	
01-7191-4555 BENEFITS - PART TIME	694	348	56	(292)	-83.9%	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>58,052</b>	<b>29,040</b>	<b>21,255</b>	<b>(7,785)</b>	<b>-26.8%</b>	
<b>Building &amp; Property Expenses</b>						
01-7192-1676 INSURANCE	1,884	942	-	(942)	-100.0%	
01-7192-2676 INSURANCE	2,852	1,428	-	(1,428)	-100.0%	
01-7192-3676 INSURANCE	2,144	1,074	-	(1,074)	-100.0%	
01-7192-4676 INSURANCE	2,769	1,386	-	(1,386)	-100.0%	
01-7193-1690 BALL DIAMOND MAINT.	500	252	243	(9)	-3.6%	
01-7193-1694 BLDG & PROPERTY MAINT.	2,000	1,002	161	(841)	-83.9%	
01-7193-1696 BLDG & PROPERTY SUPPLIES	1,600	798	259	(539)	-67.5%	
01-7193-1730 GRASS CUTTING	-	-	-	-	#DIV/0!	
01-7193-1738 HEAT & HYDRO	600	300	125	(175)	-58.3%	

# Township of Blandford-Blenheim

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## Parks

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-7193-1818 WATER AND SEWAGE	700	348	215	(133)	-38.2%	
01-7193-1901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
01-7193-2690 BALL DIAMOND MAINT.	600	300	455	155	51.7%	
01-7193-2694 BLDG & PROPERTY MAINT.	3,000	1,500	516	(984)	-65.6%	
01-7193-2696 BLDG & PROPERTY SUPPLIES	2,500	1,248	320	(928)	-74.4%	
01-7193-2730 GRASS CUTTING	-	-	-	-	#DIV/0!	
01-7193-2738 HEAT & HYDRO	6,161	3,078	402	(2,676)	-86.9%	
01-7193-2818 WATER AND SEWAGE	1,500	750	-	(750)	-100.0%	
01-7193-3690 BALL DIAMOND MAINT.	600	300	56	(244)	-81.3%	
01-7193-3694 BLDG & PROPERTY MAINT.	2,500	1,248	395	(853)	-68.3%	
01-7193-3696 BLDG & PROPERTY SUPPLIES	2,200	1,098	214	(884)	-80.5%	
01-7193-3730 GRASS CUTTING	-	-	-	-	#DIV/0!	
01-7193-3738 HEAT & HYDRO	1,300	648	639	(9)	-1.4%	
01-7193-3901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
01-7193-4690 BALL DIAMOND MAINT.	600	300	524	224	74.7%	
01-7193-4694 BLDG & PROPERTY MAINT.	4,100	2,052	2,545	493	24.0%	
01-7193-4696 BLDG & PROPERTY SUPPLIES	2,400	1,200	166	(1,034)	-86.2%	
01-7193-4730 GRASS CUTTING	-	-	-	-	#DIV/0!	
01-7193-4738 HEAT & HYDRO	1,400	702	386	(316)	-45.0%	
01-7193-4818 WATER AND SEWAGE	500	252	-	(252)	-100.0%	
01-7193-4901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
01-7193-5730 GRASS CUTTING - VINK ESTATES	-	-	-	-	#DIV/0!	
01-7193-8730 GRASS CUTTING - OPEN SPACES	2	-	-	-	#DIV/0!	
<b>Total Building &amp; Property Expenses</b>	<b>44,412</b>	<b>22,206</b>	<b>7,621</b>	<b>(14,585)</b>	<b>-65.7%</b>	Spending is planned for future quarters
<b>Other Expenses</b>						
01-7192-0777 MISC. EXPENSE - COVID-19	-	-	-	-	#DIV/0!	
<b>Total Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Capital Expenditures</b>						
01-7196-0901 PARKS - EQUIPMENT CAPITAL	-	-	-	-	#DIV/0!	
01-7196-1897 BUILDING IMPROVEMENTS	-	-	-	-	#DIV/0!	
01-7196-1901 EQUIPMENT CAPITAL	-	-	-	-	#DIV/0!	
01-7196-1915 PROPERTY CAPITAL	-	-	-	-	#DIV/0!	

# Township of Blandford-Blenheim

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## Parks

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-7196-2901 EQUIPMENT CAPITAL	-	-	-	-	#DIV/0!	
01-7196-2915 PROPERTY CAPITAL	280,000	139,998	-	(139,998)	-100.0%	
01-7196-2925 PROPERTY CAPITAL - LION'S CLUB	-	-	-	-	#DIV/0!	
01-7196-3915 PROPERTY CAPITAL	35,000	17,502	617	(16,885)	-96.5%	
01-7196-3925 PROPERTY CAPITAL - PLATTSVILLE SPLASH PAD	-	-	-	-	#DIV/0!	
01-7196-4915 PROPERTY CAPITAL	32,000	16,002	8,272	(7,730)	-48.3%	
01-7196-4920 PRINCETON PARK EXPANSION	-	-	-	-	#DIV/0!	
<b>Total Capital Expenditures</b>	<b>347,000</b>	<b>173,502</b>	<b>8,889</b>	<b>(164,613)</b>	<b>-94.9%</b>	
<b>Contribution to Reserves</b>						
01-7197-0950 DEVELOPMENT CHARGES	47,000	23,502	-	(23,502)	-100.0%	
01-7197-0956 TRANSFER TO PARKS RESERVES	23,409	11,706	11,705	(1)	-0.0%	
<b>Total Contribution to Reserves</b>	<b>70,409</b>	<b>35,208</b>	<b>11,705</b>	<b>(23,503)</b>	<b>-66.8%</b>	
<b>Total Expenses</b>	<b>519,873</b>	<b>259,956</b>	<b>49,470</b>	<b>(210,486)</b>	<b>-81.0%</b>	
<b>Total Parks</b>	<b>114,273</b>	<b>57,150</b>	<b>44,724</b>	<b>(12,426)</b>	<b>-21.7%</b>	

# Township of Blandford-Blenheim

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## Community Centres

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>Federal / Provincial Grants</b>						
01-7130-4105 FEDERAL/PROVINCIAL GRANTS	-	-	-	-	#DIV/0!	
01-7230-0105 FEDERAL/PROVINCIAL GRANT	-	-	-	-	#DIV/0!	
<b>Total Federal / Provincial Grants</b>	-	-	-	-	#DIV/0!	
<b>Rents</b>						
01-7265-1285 COMMUNITY CENTRE RENTALS	-	-	-	-	#DIV/0!	
01-7265-4285 COMMUNITY CENTRE RENTALS	(17,000)	(8,502)	(7,220)	1,282	-15.1%	
01-7265-6285 COMMUNITY CENTRE RENTALS - RICHWOOD COMMUNITY	(1,800)	(900)	(324)	576	-64.0%	
<b>Total Rents</b>	(18,800)	(9,402)	(7,544)	1,858	-19.8%	Hall rentals get busier the next two quarters
<b>Other Revenue</b>						
01-7270-0445 SALE OF TOWNSHIP PROPERTY	-	-	-	-	#DIV/0!	
<b>Total Other Revenue</b>	-	-	-	-	#DIV/0!	
<b>Contribution from Reserves</b>						
01-7280-0525 CONTRIB FROM RESERVES	-	-	-	-	#DIV/0!	
<b>Total Contribution from Reserves</b>	-	-	-	-	#DIV/0!	
<b>Total Revenue</b>	<b>(18,800)</b>	<b>(9,402)</b>	<b>(7,544)</b>	<b>1,858</b>	<b>-19.8%</b>	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-7290-1550 REGULAR EARNINGS - FULL TIME	-	-	-	-	#DIV/0!	
01-7290-1555 BENEFITS - FULL TIME	-	-	-	-	#DIV/0!	
01-7290-4550 REGULAR EARNINGS - FULL TIME	5,717	2,856	877	(1,979)	-69.3%	
01-7290-4555 BENEFITS - FULL TIME	2,040	1,020	277	(743)	-72.8%	
01-7290-6550 REGULAR EARNINGS - FULL TIME	2,858	1,428	461	(967)	-67.7%	
01-7290-6555 BENEFITS - FULL TIME	1,020	510	167	(343)	-67.3%	
01-7291-4550 REGULAR EARNINGS - PART TIME	9,279	4,638	2,826	(1,812)	-39.1%	
01-7291-4555 BENEFITS - PART TIME	1,141	570	234	(336)	-58.9%	
01-7291-6550 REGULAR EARNINGS - PT	-	-	45	45	#DIV/0!	
01-7291-6555 BENEFITS - PT	-	-	4	4	#DIV/0!	
<b>Total Salaries, Wages &amp; Benefits</b>	22,055	11,022	4,891	(6,131)	-55.6%	
<b>Building &amp; Property Expenses</b>						
01-7292-1676 INSURANCE	-	-	-	-	#DIV/0!	
01-7292-4602 ADVERTISING	200	102	-	(102)	-100.0%	
01-7292-4670 TELEPHONE	475	240	111	(129)	-53.8%	

# Township of Blandford-Blenheim

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## Community Centres

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-7292-4676 INSURANCE	2,520	1,260	-	(1,260)	-100.0%	
01-7293-1694 BLDG & PROPERTY MAINT.	-	-	-	-	#DIV/0!	
01-7293-1696 BLDG & PROPERTY SUPPLIES	-	-	-	-	#DIV/0!	
01-7293-1738 HEAT & HYDRO	-	-	-	-	#DIV/0!	
01-7293-4608 CONTRACTED SERVICES	2,000	1,002	241	(761)	-75.9%	
01-7293-4694 BLDG & PROPERTY MAINT.	10,000	4,998	2,223	(2,775)	-55.5%	Spending is planned for future quarters
01-7293-4696 BLDG & PROPERTY SUPPLIES	3,000	1,500	3,346	1,846	123.1%	Wouldn't have to get many more supplies for the year
01-7293-4738 HEAT & HYDRO	14,000	7,002	5,997	(1,005)	-14.4%	
01-7293-4804 SNOW REMOVAL	-	-	-	-	#DIV/0!	
01-7293-4901 MINOR CAPITAL	-	-	-	-	#DIV/0!	
01-7293-5663 PROFESSIONAL FEES / SERVICES	-	-	-	-	#DIV/0!	
01-7293-5676 INSURANCE	-	-	-	-	#DIV/0!	
01-7293-6676 INSURANCE	2,680	1,338	-	(1,338)	-100.0%	
01-7293-6694 BLDG & PROPERTY MAINT.	5,000	2,502	359	(2,143)	-85.7%	Spending is planned for future quarters
01-7293-6696 BLDG & PROPERTY SUPPLIES	2,000	1,002	1,035	33	3.3%	
01-7293-6738 HEAT & HYDRO	2,000	1,002	-	(1,002)	-100.0%	
<b>Total Building &amp; Property Expenses</b>	<b>43,875</b>	<b>21,948</b>	<b>13,312</b>	<b>(8,636)</b>	<b>-39.3%</b>	
<b>Other Expenses</b>						
01-7292-0777 MISC. EXPENSE - COVID-19	-	-	-	-	#DIV/0!	
01-7293-5770 MISCELLANEOUS EXPENSE	-	-	-	-	#DIV/0!	
<b>Total Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Capital Expenditures</b>						
01-7296-1901 EQUIPMENT CAPITAL	-	-	-	-	#DIV/0!	
01-7296-4901 EQUIPMENT CAPITAL	-	-	-	-	#DIV/0!	
01-7296-4915 PROPERTY CAPITAL	-	-	-	-	#DIV/0!	
01-7296-6915 PROPERTY CAPITAL - RICHWOOD	-	-	-	-	#DIV/0!	
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Contribution to Reserves</b>						
01-7297-0955 TRANSFER TO RESERVES	11,887	5,946	5,943	(3)	-0.1%	
<b>Total Contribution to Reserves</b>	<b>11,887</b>	<b>5,946</b>	<b>5,943</b>	<b>(3)</b>	<b>-0.1%</b>	
<b>Total Expenses</b>	<b>77,817</b>	<b>38,916</b>	<b>24,146</b>	<b>(14,770)</b>	<b>-38.0%</b>	
<b>Total Community Centres</b>	<b>59,017</b>	<b>29,514</b>	<b>16,602</b>	<b>(12,912)</b>	<b>-43.7%</b>	



# Township of Blandford-Blenheim

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## Cemeteries

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Revenue</b>						
<b>User Fees</b>						
01-5050-1195 INTERMENT CHARGES - 9TH LINE	(325)	(162)	(850)	(688)	424.7%	
01-5050-2175 CORNERPOSTS INSTALLED - DRUMBO	-	-	-	-	#DIV/0!	
01-5050-2195 INTERMENT CHARGES - DRUMBO	(1,300)	(648)	(2,540)	(1,892)	292.0%	
01-5050-2200 LOT SALES - CARE & MAINTENANCE	-	-	480	480	#DIV/0!	
01-5050-2205 LOT SALES - GENERAL - DRUMBO	(1,440)	(720)	(720)	-	-	
01-5050-2210 MARKERS/MONUMENTS - CARE & MAINTENANCE	-	-	500	500	#DIV/0!	
01-5050-3195 INTERMENT CHARGES - PLATTSVILLE	(650)	(324)	-	324	-100.0%	
01-5050-3210 MARKERS/MONUMENTS - CARE & MAINTENANCE	-	-	200	200	#DIV/0!	
01-5050-4175 CORNERPOSTS INSTALLED - PRINCETON	-	-	-	-	#DIV/0!	
01-5050-4195 INTERMENT CHARGES - PRINCETON	(10,200)	(5,100)	(4,650)	450	-8.8%	
01-5050-4200 LOT SALES - CARE & MAINTENANCE	(3,200)	(1,602)	3,920	5,522	-344.7%	
01-5050-4205 LOT SALES - GENERAL - PRINCETON	(4,880)	(2,442)	720	3,162	-129.5%	
01-5050-4210 MARKERS/MONUMENTS - CARE & MAINTENANCE	(300)	(150)	1,600	1,750	-1,166.7%	
01-5050-4215 NICHE SALES - PRINCETON	(800)	(402)	-	402	-100.0%	
01-5050-4220 NICHE SALES - CARE & MAINTENANCE	(80)	(42)	420	462	-1,100.0%	
01-5050-4225 NICHE PLATE ENGRAVING - PRINCETON	(800)	(402)	-	402	-100.0%	
01-5050-6175 CORNERPOSTS INSTALLED - RICHWOOD	-	-	-	-	#DIV/0!	
01-5050-6195 INTERMENT CHARGES - RICHWOOD	-	-	(850)	(850)	#DIV/0!	
01-5050-6205 LOT SALES - GENERAL - RICHWOOD	-	-	(1,440)	(1,440)	#DIV/0!	
01-5050-6210 MARKERS/MONUMENTS - CARE & MAINTENANCE	-	-	(200)	(200)	#DIV/0!	
01-5050-7175 CORNERPOSTS INSTALLED - WOLVERTON	-	-	-	-	#DIV/0!	
01-5050-7195 INTERMENT CHARGES - WOLVERTON	(1,300)	(648)	(420)	228	-35.2%	
01-5050-7205 LOT SALES - GENERAL - WOLVERTON	-	-	-	-	#DIV/0!	
01-5050-7210 MARKERS/MONUMENTS - CARE & MAINTENANCE	-	-	500	500	#DIV/0!	
<b>Total User Fees</b>	<b>(25,275)</b>	<b>(12,642)</b>	<b>(3,330)</b>	<b>9,312</b>	<b>-73.7%</b>	
<b>Interest Income</b>						
01-5071-1480 CARE & MAINT. GENERAL - INTEREST	(236)	(120)	(36)	84	-70.0%	
01-5071-1485 CARE & MAINT. MARKER - INTEREST	(29)	(12)	(5)	7	-58.3%	
01-5071-2480 CARE & MAINT. GENERAL - INTEREST	(1,167)	(582)	(191)	391	-67.2%	
01-5071-2485 CARE & MAINT. MARKER - INTEREST	(261)	(132)	(33)	99	-75.0%	

# Township of Blandford-Blenheim

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## Cemeteries

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-5071-3480 CARE & MAINT. GENERAL - INTEREST	(249)	(126)	(41)	85	-67.5%	
01-5071-3485 CARE & MAINT. MARKER - INTEREST	(106)	(54)	(17)	37	-68.5%	
01-5071-4480 CARE & MAINT. GENERAL - INTEREST	(2,723)	(1,362)	(441)	921	-67.6%	
01-5071-4485 CARE & MAINT. MARKER - INTEREST	(606)	(306)	(102)	204	-66.7%	
01-5071-6480 CARE & MAINT. GENERAL - INTEREST	(358)	(180)	(56)	124	-68.9%	
01-5071-6485 CARE & MAINT. MARKER - INTEREST	(92)	(48)	(14)	34	-70.8%	
01-5071-7480 CARE & MAINT. GENERAL - INTEREST	(369)	(186)	(58)	128	-68.8%	
01-5071-7485 CARE & MAINT. MARKER - INTEREST	(106)	(54)	(17)	37	-68.5%	
<b>Total Interest Income</b>	<b>(6,302)</b>	<b>(3,162)</b>	<b>(1,011)</b>	<b>2,151</b>	<b>-68.0%</b>	
<b>Other Revenue</b>						
01-5070-1460 TOWNSHIP GRANT TO CEMETERY - 9TH LINE	-	-	-	-	#DIV/0!	
01-5070-2410 MISC. REVENUE - DRUMBO	(250)	(126)	(342)	(216)	171.4%	
01-5070-2460 TOWNSHIP GRANT TO CEMETERY - DRUMBO	-	-	-	-	#DIV/0!	
01-5070-3460 TOWNSHIP GRANT TO CEMETERY - PLATTSVILLE	-	-	-	-	#DIV/0!	
01-5070-4410 MISC. REVENUE - PRINCETON	(1,000)	(498)	(192)	306	-61.4%	
01-5070-4460 TOWNSHIP GRANT TO CEMETERY - PRINCETON	-	-	-	-	#DIV/0!	
01-5070-6410 MISC. REVENUE - RICHWOOD	-	-	(60)	(60)	#DIV/0!	
01-5070-6460 TOWNSHIP GRANT TO CEMETERY - RICHWOOD	-	-	-	-	#DIV/0!	
01-5070-7460 TOWNSHIP GRANT TO CEMETERY - WOLVERTON	-	-	-	-	#DIV/0!	
<b>Total Other Revenue</b>	<b>(1,250)</b>	<b>(624)</b>	<b>(594)</b>	<b>30</b>	<b>-4.8%</b>	
<b>Contribution from Reserves</b>						
01-5085-2530 CONTRIBUTION FROM CEMETERY FUNDS	-	-	-	-	#DIV/0!	
01-5085-4530 CONTRIBUTION FROM CEMETERY FUNDS	-	-	-	-	#DIV/0!	
<b>Total Contribution from Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Total Revenue</b>	<b>(32,827)</b>	<b>(16,428)</b>	<b>(4,935)</b>	<b>11,493</b>	<b>-70.0%</b>	
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-5090-1550 REGULAR EARNINGS - FT BRIGHT	5,274	2,640	664	(1,976)	-74.8%	
01-5090-1555 BENEFITS - FT BRIGHT	1,861	930	238	(692)	-74.4%	
01-5090-1578 BOARD/MANAGER - WAGES - 9TH LINE	-	-	-	-	#DIV/0!	
01-5090-2550 REGULAR EARNINGS- FT DRUMBO	5,274	2,640	1,121	(1,519)	-57.5%	
01-5090-2555 REGULAR BENEFITS - DRUMBO	1,861	930	423	(507)	-54.5%	
01-5090-2578 BOARD/MANAGER - WAGES - DRUMBO CEMT	-	-	-	-	#DIV/0!	

# Township of Blandford-Blenheim

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## Cemeteries

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-5090-3550 REGULAR EARNINGS - FT PLATTSVILLE	5,274	2,640	564	(2,076)	-78.6%	
01-5090-3555 BENEFITS - FT PLATTSVILLE	1,861	930	200	(730)	-78.5%	
01-5090-3578 BOARD/MANAGER - WAGES - PLATTSVILLE	-	-	-	-	#DIV/0!	
01-5090-4550 REGULAR EARNINGS - FT PRINCETON	5,274	2,640	1,291	(1,349)	-51.1%	
01-5090-4555 BENEFITS - FT PRINCETON	1,861	930	470	(460)	-49.5%	
01-5090-4578 BOARD/MANAGER - WAGES - PRINCETON	-	-	-	-	#DIV/0!	
01-5090-6550 REGULAR EARNINGS - FT RICHWOOD	5,274	2,640	417	(2,223)	-84.2%	
01-5090-6555 BENEFITS - FT RICHWOOD	1,861	930	159	(771)	-82.9%	
01-5090-6578 BOARD/MANAGER - WAGES - RICHWOOD	-	-	-	-	#DIV/0!	
01-5090-7550 REGULAR EARNINGS - FT WOLVERTON	5,274	2,640	308	(2,332)	-88.3%	
01-5090-7555 BEENFITS - FT WOLVERTON	1,861	930	116	(814)	-87.5%	
01-5090-7578 BOARD/MANAGER - WAGES - WOLVERTON	-	-	-	-	#DIV/0!	
01-5090-8550 REGULAR EARNINGS - FT OTHER	5,274	2,640	688	(1,952)	-73.9%	
01-5090-8555 BENEFITS - FT OTHER	1,861	930	246	(684)	-73.5%	
01-5091-1550 REGULAR EARNINGS - PT	-	-	57	57	#DIV/0!	
01-5091-1555 BENEFITS - PT	-	-	3	3	#DIV/0!	
01-5091-2550 REG EARNINGS - PT	6,756	3,378	419	(2,959)	-87.6%	
01-5091-2555 BENEFITS - PT	1,365	684	52	(632)	-92.4%	
01-5091-3550 REGULAR EARNINGS - PT	-	-	88	88	#DIV/0!	
01-5091-3555 BENEFITS - PT	-	-	11	11	#DIV/0!	
01-5091-4550 REGULAR EARNINGS - PT	6,756	3,378	951	(2,427)	-71.8%	
01-5091-4555 BENEFITS - PT	1,365	684	100	(584)	-85.4%	
01-5091-6550 REGULAR EARNINGS - PT	-	-	362	362	#DIV/0!	
01-5091-6555 BENEFITS - PT	-	-	34	34	#DIV/0!	
01-5091-7550 REGULAR EARNINGS - PT	-	-	247	247	#DIV/0!	
01-5091-7555 BENEFITS - PT	-	-	21	21	#DIV/0!	
01-5091-8550 REGULAR EARNINGS - PT	-	-	263	263	#DIV/0!	
01-5091-8555 BENEFITS - PT	-	-	25	25	#DIV/0!	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>66,187</b>	<b>33,114</b>	<b>9,538</b>	<b>(23,576)</b>	<b>-71.2%</b>	
<b>Administration Expenses</b>						
01-5093-0674 MILEAGE	-	-	-	-	#DIV/0!	
<b>Total Administration Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	

# Township of Blandford-Blenheim

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## Cemeteries

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Building &amp; Property Expenses</b>						
01-5092-1676 INSURANCE	365	180	-	(180)	-100.0%	
01-5092-2676 INSURANCE	634	318	-	(318)	-100.0%	
01-5092-3676 INSURANCE	365	180	-	(180)	-100.0%	
01-5092-4676 INSURANCE	781	390	-	(390)	-100.0%	
01-5092-6676 INSURANCE	365	180	-	(180)	-100.0%	
01-5092-7676 INSURANCE	365	180	-	(180)	-100.0%	
01-5093-0794 FOUNDATION REPAIR	7,500	3,750	-	(3,750)	-100.0%	
01-5093-1730 GRASS CUTTING - 9TH LINE	1,869	936	-	(936)	-100.0%	Grasscutting allocated at year end.
01-5093-1754 INTERMENT CHARGES - 9TH LINE	-	-	500	500	#DIV/0!	
01-5093-1770 MISC OTHER EXPENSES - 9TH LINE	1,000	498	-	(498)	-100.0%	
01-5093-1794 PROPERTY MAINT. - 9TH LINE	500	252	352	100	39.7%	
01-5093-2710 CORNERPOSTS (RESALE) - DRUMBO	-	-	-	-	#DIV/0!	
01-5093-2730 GRASS CUTTING - DRUMBO	5,542	2,772	-	(2,772)	-100.0%	
01-5093-2754 INTERMENT CHARGES - DRUMBO	500	252	1,150	898	356.3%	
01-5093-2766 MARKER/MONUMENT MAINT. - DRUMBO	50	24	-	(24)	-100.0%	
01-5093-2770 MISC OTHER EXPENSES - DRUMBO	600	300	-	(300)	-100.0%	
01-5093-2794 PROPERTY MAINT. - DRUMBO	2,000	1,002	340	(662)	-66.1%	
01-5093-3730 GRASS CUTTING - PLATTSVILLE	6,008	3,006	-	(3,006)	-100.0%	
01-5093-3754 INTERMENT CHARGES - PLATTSVILLE	500	252	-	(252)	-100.0%	
01-5093-3770 MISC OTHER EXPENSES - PLATTSVILLE	250	126	-	(126)	-100.0%	
01-5093-3794 PROPERTY MAINT. - PLATTSVILLE	1,500	750	391	(359)	-47.9%	
01-5093-4710 CORNERPOSTS (RESALE) - PRINCETON	-	-	-	-	#DIV/0!	
01-5093-4715 NICHE PLATE ENGRAVING - PRINCETON	750	378	-	(378)	-100.0%	
01-5093-4730 GRASS CUTTING - PRINCETON	20,573	10,284	-	(10,284)	-100.0%	
01-5093-4754 INTERMENT CHARGES - PRINCETON	3,400	1,698	500	(1,198)	-70.6%	
01-5093-4766 MARKER/MONUMENT MAINT. - PRINCETON	600	300	-	(300)	-100.0%	
01-5093-4770 MISC OTHER EXPENSES - PRINCETON	1,000	498	-	(498)	-100.0%	
01-5093-4792 PROPERTY IMPROVEMENT - PRINCETON	-	-	10	10	#DIV/0!	
01-5093-4794 PROPERTY MAINT. - PRINCETON	3,200	1,602	597	(1,005)	-62.7%	
01-5093-4796 PROVINCIAL BURIAL FEE - PRINCETON	200	102	-	(102)	-100.0%	
01-5093-6710 CORNERPOSTS (RESALE) - RICHWOOD	167	84	-	(84)	-100.0%	

# Township of Blandford-Blenheim

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## Cemeteries

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
01-5093-6730 GRASS CUTTING - RICHWOOD	3,231	1,614	-	(1,614)	-100.0%	
01-5093-6754 INTERMENT CHARGES - RICHWOOD	240	120	500	380	316.7%	
01-5093-6766 MARKER/MONUMENT MAINT. - RICHWOOD	60	30	-	(30)	-100.0%	
01-5093-6794 PROPERTY MAINT. - RICHWOOD	1,500	750	416	(334)	-44.5%	
01-5093-7710 CORNERPOSTS (RESALE) - WOLVERTON	167	84	-	(84)	-100.0%	
01-5093-7730 GRASS CUTTING - WOLVERTON	3,762	1,884	-	(1,884)	-100.0%	
01-5093-7754 INTERMENT CHARGES - WOLVERTON	375	186	-	(186)	-100.0%	
01-5093-7766 MARKER/MONUMENT MAINT. - WOLVERTON	120	60	-	(60)	-100.0%	
01-5093-7794 PROPERTY MAINT. - WOLVERTON	1,700	852	8	(844)	-99.1%	
01-5093-8730 GRASS CUTTING - 6 INACTIVE CEMETERIES	6,002	3,000	-	(3,000)	-100.0%	
01-5093-8770 MISC OTHER EXPENSES - INACTIVE CEMETERIES	2,000	1,002	-	(1,002)	-100.0%	
01-5093-8794 PROPERTY MAINT. - INACTIVE CEMETERIES	-	-	191	191	#DIV/0!	
<b>Total Building &amp; Property Expenses</b>	<b>79,741</b>	<b>39,876</b>	<b>4,955</b>	<b>(34,921)</b>	<b>-87.6%</b>	Will be spending more during this quarter
<b>Other Expenses</b>						
01-5094-8832 GRANTS - ACTIVE CEMETERIES	-	-	-	-	#DIV/0!	
<b>Total Other Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Capital Expenditures</b>						
01-5096-2001 FLAGPOLE - DRUMBO	-	-	-	-	#DIV/0!	
01-5096-4001 FLAGPOLE - PRINCETON	-	-	-	-	#DIV/0!	
01-5096-4002 SHED REPAIRS - PRINCETON	-	-	-	-	#DIV/0!	
01-5096-4003 MAUSOLEUM ROOF - PRINCETON	-	-	-	-	#DIV/0!	
01-5096-4004 PROPERTY PURCHASE - DRUMBO	-	-	-	-	#DIV/0!	
01-5096-4005 MAUSOLEUM ROOF - DRUMBO	-	-	-	-	#DIV/0!	
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Total Expenses</b>	<b>145,928</b>	<b>72,990</b>	<b>14,493</b>	<b>(58,497)</b>	<b>-80.1%</b>	
<b>Total Cemeteries</b>	<b>113,101</b>	<b>56,562</b>	<b>9,558</b>	<b>(47,004)</b>	<b>-83.1%</b>	

# Township of Blandford-Blenheim

Item 10.e.1

## Splash Park

	2025	YTD	YTD	YTD	%	
	Budget	Budget	Actual	Variance	Variance	Explanation of Significant Variances
		June	June			
<b>Expenses</b>						
<b>Salaries, Wages &amp; Benefits</b>						
01-7190-2551 REGULAR EARNINGS - FT - SPLASH PK	3,872	1,938	2,179	241	12.4%	
01-7190-2552 BENEFITS - FULL TIME - SPLASH PK	1,341	672	776	104	15.5%	
01-7191-2553 REGULAR EARNINGS - PART TIME - SPLASH PK	2,245	1,122	-	(1,122)	-100.0%	
01-7191-2554 BENEFITS - PART TIME - SPLASH PK	361	180	-	(180)	-100.0%	
<b>Total Salaries, Wages &amp; Benefits</b>	<b>7,819</b>	<b>3,912</b>	<b>2,955</b>	<b>(957)</b>	<b>-24.5%</b>	
<b>Building &amp; Property Expenses</b>						
01-7194-2608 CONTRACTED SERVICES	1,600	798	-	(798)	-100.0%	
01-7194-2676 INSURANCE	79	42	-	(42)	-100.0%	
01-7194-2782 PARTS, SUPPLIES & SMALL TOOLS	6,500	3,252	1,032	(2,220)	-68.3%	
01-7194-3608 CONTRACTED SERVICES	1,600	798	1,103	305	38.2%	
01-7194-3676 INSURANCE	79	42	-	(42)	-100.0%	
01-7194-3782 PARTS, SUPPLIES & SMALL TOOLS	2,000	1,002	1,986	984	98.2%	
01-7194-3818 WATER	11,000	5,502	-	(5,502)	-100.0%	
<b>Total Building &amp; Property Expenses</b>	<b>22,858</b>	<b>11,436</b>	<b>4,121</b>	<b>(7,315)</b>	<b>-64.0%</b>	Spending is planned for future quarters
<b>Contribution to Reserves</b>						
01-7197-2957 TRANSFER TO RESERVE - SPLASH PK	11,598	5,802	5,799	(3)	-0.1%	
<b>Total Contribution to Reserves</b>	<b>11,598</b>	<b>5,802</b>	<b>5,799</b>	<b>(3)</b>	<b>-0.1%</b>	
<b>Total Expenses</b>	<b>42,275</b>	<b>21,150</b>	<b>12,875</b>	<b>(8,275)</b>	<b>-39.1%</b>	
<b>Total Splash Park</b>	<b>42,275</b>	<b>21,150</b>	<b>12,875</b>	<b>(8,275)</b>	<b>-39.1%</b>	

Township of Blandford-Blenheim

June 2025 Interim Variance Report - Summary

	2025 Budget	YTD Budget June	YTD Actual June	YTD Variance	% Variance
Council	146,450	73,224	75,602	2,378	0
General Revenue	(2,454,390)	(1,227,192)	(1,887,085)	(659,893)	1
Administration	2,058,067	1,029,036	1,749,819	720,783	1
Livestock/Canine	10,330	5,160	2,133	(3,027)	(1)
Grants	14,500	7,248	11,500	4,252	1
Fire Department	1,290,660	645,324	515,190	(130,134)	(0)
By-Law Enforcement	47,040	23,514	(546)	(24,060)	(1)
CEMC	20,619	10,308	61	(10,247)	(1)
Police	938,953	469,476	396,334	(73,142)	(0)
Cemeteries	113,101	56,562	9,558	(47,004)	(1)
Building Services	0	6	4.409	4.403	734
Drainage	62,123	31,056	57,686	26,630	1
Public Works - Roads	4,095,040	2,047,530	1,817,234	(230,296)	(0)
Public Works - Winter Control	367,572	183,780	261,692	77,912	0
Community Services - Administration	243,609	121,806	105,040	(16,766)	(0)
Grass Cutting	63,824	31,914	29,340	(2,574)	(0)
Plattsville Arena	315,393	157,686	62,704	(94,982)	(1)
Parks	114,273	57,150	44,724	(12,426)	(0)
Community Centres	59,017	29,514	16,602	(12,912)	(0)
Splash Park	42,275	21,150	12,875	(8,275)	(0)
GRAND TOTAL	7,548,456	3,774,252	3,284,872	(489,380)	-13.0%



Township of Blandford-Blenheim - 2025 - 2nd Quarter Capital Variance Report

Administration - Municipal Office

Capital Description	Location	Description	Account #	Total Budget	Complete	Actual Costs to June 30	Tenders Accepted to Date	Updated Estimated Costs	Estimated Over (+) Under (-) Budget	Comments
Upstairs renovation	Drumbo	moving cabinets, new office & lunchroom	01-1196-0915	\$3,000.00		\$706.57		\$3,000.00	\$0.00	Working on
Council Chambers	Drumbo	Paint, trim, flooring	01-1196-0916	\$7,000.00				\$7,000.00	\$0.00	
2025 PROJECT TOTALS				\$10,000.00	\$0.00	\$706.57	\$0.00	\$10,000.00	\$0.00	

Fire

Capital Description	Location	Description	Account #	Total Budget						
Apparatus Bay Heater	Bright Station	Replace 2 existing heaters with 1	Property Capital	\$5,500.00	X	\$5,234.53		\$5,234.53	(\$265.47)	
Drumbo Parking Lot Apron	Drumbo Station	Upgrade current parking lot apron (sinking)	Property Capital	\$74,000.00		\$10,033.54		\$74,000.00	\$0.00	
New Fire Station	Princeton Station	new fire hall	Property Capital	\$2,500,000.00		\$113,515.82		\$2,833,087.00	\$333,087.00	
Bunker suits (8)	All Stations	Replace 8 sets of bunker gear - \$7000 per station	Equip. Capital	\$28,000.00	X	\$29,038.24		\$29,038.24	\$1,038.24	
8 portable radios + 2 bank chargers	All Stations	Replace 8 portable radios + bank chargers (\$7500-	Equip. Capital	\$15,000.00	X	\$14,058.14		\$14,058.14	(\$941.86)	
4-Gas Meter	Bright Station	Replace aging 4-gas meter	Equip. Capital	\$1,000.00	X	\$993.23		\$993.23	(\$6.77)	
Battery-operated vent fan	Drumbo Station	Replace existing gas fans	Equip. Capital	\$8,000.00	X	\$6,886.10		\$6,886.10	(\$1,113.90)	
Flashlights	Drumbo Station	Replace existing flashlights	Equip. Capital	\$1,600.00	X	\$1,296.90		\$1,296.90	(\$303.10)	
Air Bags	Drumbo Station	Replace existing air bags - 1 set per year	Equip. Capital	\$15,000.00				\$15,000.00	\$0.00	
SCBA Decon Washer	Drumbo Station	Grant applied for \$40000	Equip. Capital	\$55,000.00	X	\$53,668.22		\$53,668.22	(\$1,331.78)	
Portable Generator	Drumbo Station	Replace existing portable generator	Equip. Capital	\$3,500.00				\$3,500.00	\$0.00	
Thermal Imaging Camera	Princeton Station	Replace existing TIC	Equip. Capital	\$7,000.00	X	\$6,765.00		\$6,765.00	(\$235.00)	
AED	Princeton Station	Replace aging AED	Equip. Capital	\$3,000.00	X	\$2,121.69		\$2,121.69	(\$878.31)	
4-Gas Meter	Princeton Station	Replace aging 4-gas meter	Equip. Capital	\$1,000.00	X	\$993.23		\$993.23	(\$6.77)	
4 Digital Signs	All Statiions	new digital signs - grant			X	\$41,314.56		\$41,314.56		
2025 PROJECT TOTALS				\$2,717,600.00	\$0.00	\$285,919.20	\$0.00	\$3,087,956.84	\$329,042.28	

Public Works

Capital Description	Location	Description	Account #	Total Budget						
INSPECT BRIDGES & LARGE CULVERTS	2025	INSPECT BRIDGES & CULVERTS, OVER 3M SPAN, UPDATE REPORT & CONFIRM LOAD LIMITS, BRIDGES - EVERY 2 YEARS, CULVERTS - EVERY 4 YEARS	01-3096-0896	\$24,000.00				\$24,000.00	\$0.00	
3/4 TON 4X4 PICKUP		2021 3/4 TON TRANSFER TO C.S; 2015 CHEV PICKUP DISPOSED OF DOUBLE SURFACE TREA I W.P. RD. 6 FROM BLANDFORD RD. TO OXFORD RD. 22 TO CONNECT PAVEMENTS (25,200 M2)	01-3096-0933	\$60,000.00				\$60,000.00	\$0.00	
HARDSURFACE TWP. RD. 6 B			01-3096-0147	\$236,408.00	X		\$236,408.00	\$236,408.00	\$0.00	Carry over from 2024 contract
Sidewalk replacement/addition on Albert St. Plattsville		Joint project with Oxford County 50/50 cost sharing for new sidewalks and repairs in Plattsville.	01-3096-0150	\$160,000.00				\$0.00	(\$160,000.00)	Project has been pushed until development is confirmed
Guard Rail rehab		Rehab/Replace old guard rail and 3 wire system within the Township	01-3096-0146	\$50,000.00				\$50,000.00	\$0.00	
GRADER NO SNOW EQUIPMENT		EQUIPMENT TANDEM DRIVE & REUSE ELIMINATOR & DOZER BLADE (17 yrs old as we took deliverey in 2006, was scheduled for replacement in 2022 but still in good working condition)	01-3096-0901	\$400,000.00				\$400,000.00	\$0.00	
TANDEM DUMP/PLOW TRUCK - WINTER EQUIPMENT ONLY		REPLACES 2-14 (2015 FREIGHTLINER TANDEM DUMP/SANDER/PLOW TRUCK SALE VALUE \$35,000)	01-3096-0901	\$168,400.00	X	\$173,887.49		\$173,887.49	\$5,487.49	

PRINCETON MUN. DRAIN & STREET UPGRADES		PHASE 3 EAST SIDE OF PRINCETON MUN. DRAINAGE & STREET UPGRADES - FUNDED BY CCBF (GAS TAX RESERVES), RESIDENTIAL & COUNTY ASSESSMENT	01-3096-0119	\$5,822,549.00		\$1,236,826.02	\$4,089,450.45	\$5,822,549.00	\$0.00	above tender price to haul excess fill
BRIDGE #24 Construction		Start Construction	01-3096-0024	\$3,819,375.00		\$22,899.95		\$3,819,375.00	\$0.00	
INNERKIP SHOP DRAIN		REMOVE DELAMINATING CONCRETE FLOOR AND DRAIN AND REPLACE 4500 SQ FT + 540 SQ FT APRON.	01-3096-0915	\$50,000.00				\$50,000.00	\$0.00	
RESURFACE SURFACE TREATED RDS.		(9100m2), CANNING RD.(31,500M2), TWP. RD. 5	01-3096-0925	\$764,750.00		\$80,707.84	\$711,010.93	\$791,718.77	\$26,968.77	DDST on Blandford & Asphalt padding
BRIDGE #23 MAINTENANCE (Blenheim Rd) Deck Analysis		BLENHEIM RD.TO BRANT-OXFORD (26,300M2), Oxford-Waterloo Rd, Washington to Trussler (43,000m2)	01-3096-0023	\$50,000.00	X	\$10,906.13	\$12,900.00	\$12,900.00	(\$37,100.00)	
BRIDGE #3 - OX-WAT (shared with Wilmot)		REPAVE APPROACHES, REPAIR BARRIERS, CHIP AND PATCH DECK, WATERPROOF AND PAVE, CONCRETE REPAIRS TO BEAMS, REPLACE SEALS AND JOINT								
Sign shop roof			waiting for public engagement with Wilnot							Nothing being done in 2025
HARDSURFACING OX-WAT. RD. (WILMOT)		PUT A STEEL ROOF ON THE SIGN SHOP	01-3096-0915	\$9,000.00				\$9,000.00	\$0.00	Done in Oct
		50% SHARE TO TRIPLE SURFACE TREAT OXFORD-WATERLOO RD. FROM (WASHINGTON) PINEHILL RD. TO (HOFSTETTER) PIDDICOMBE RD. ADMIN BY WILMOT TWP. TOTAL COST \$261,500	01-3096-0151	\$130,750.00			\$127,050.00	\$127,050.00	(\$3,700.00)	
BRIDGE #38 DECK REHAB		REHAB OF DECK - CARRIED FORWARD FROM 2024			X	\$236,632.69	\$544,325.32	\$544,325.32	\$544,325.32	Completed final total should be under tender price
2025 PROJECT TOTALS				\$11,745,232.00	\$0.00	\$1,761,860.12	\$5,721,144.70	\$12,121,213.58	\$375,981.58	
Plattsville Arena										
Capital Description	Location	Description	Account #	Total Budget						
Hot Water Heater front	Plattsville			\$10,000.00				\$10,000.00	\$0.00	Getting testing on tanks
water softner - back				\$8,000.00				\$8,000.00	\$0.00	Getting quotes and timelines on when it can be done
STALL MATS	Plattsville	Move to 2025	01-7096-3901	\$5,000.00				\$5,000.00	\$0.00	Project planned for late Aug
COMPRESSOR #1	Plattsville	COMPLETE OVERHAUL EVERY 5 YEARS	01-7096-3901	\$7,000.00				\$9,000.00	\$2,000.00	Quote came in a bit higher then price from last Aug
2025 PROJECT TOTALS				\$30,000.00	\$0.00	\$0.00	\$0.00	\$32,000.00	\$2,000.00	
Parks										
Capital Description	Location	Description	Account #	Total Budget						
Replace play structure	Drumbo park			\$40,000.00				\$40,000.00	\$0.00	This will go with project if we get grant
Accessible Playground pods	Drumbo	Dependent on Trillium Grant		\$240,000.00				\$240,000.00	\$0.00	Waiting on grant info

Trail along hofstetter road	Plattsville Trail system	This will be funded through reserves then through DC charges once funds are collected.		\$35,000.00				\$35,000.00	\$0.00	In house work with roads not schedule yet
Repair and fix fences	Princeton Park	Replacing mesh only, no posts		\$12,000.00				\$12,000.00	\$0.00	This will be done after ball sesaon
Accessible Playground	Plattsville Park	Completion of 2024 project			X	\$617.35		\$617.35	\$617.35	
Accessible Playground	Princeton Park	Completion of 2024 project				\$8,271.52		\$48,000.00	\$48,000.00	Almost done
2025 PROJECT TOTALS				\$327,000.00	\$0.00	\$8,888.87	\$0.00	\$375,617.35	\$48,617.35	
Parks - Grounds Equipment										
Capital Description	Location	Description	Account #	Total Budget						
3/4 TON PICK UP FROM PW	Plattsville	2021 3/4 TON PICK UP TRANSFERRED FROM PW, DISPOSE OF 2015		\$10,000.00				\$10,000.00	\$0.00	Not happening yet.
2025 PROJECT TOTALS				\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	
2025 TOTAL CAPITAL				\$14,839,832.00	\$0.00	\$2,057,374.76	\$5,721,144.70	\$15,636,787.77	\$755,641.21	



## TOWNSHIP OF BLANDFORD-BLENHEIM

<b>To:</b>	Members of Council	<b>From:</b> Kevin Brandt, Deputy Clerk/Communications Coordinator
<b>Reviewed By:</b>	Sarah Matheson, Director of Corporate Services/Clerk	<b>Date:</b>
<b>Subject:</b>	Document Commissioning Policy	<b>Council Meeting Date:</b> August 6, 2025
<b>Report #:</b>	DC-25-07	

### Recommendation:

That Report DC-25-07 be received as information; and further,

That Council approve the Document Commissioning Policy as attached.

### Background:

The Commissioners for taking Affidavits Act, R.S.O. 1990, and its regulations authorize Clerks, Treasurers, and their Deputies to act as Commissioners of Oaths by virtue of office within Ontario.

The Township of Blandford-Blenheim has historically offered document commissioning services to residents. To ensure consistency, transparency, and compliance with applicable legislation, a formal policy has been drafted outlining the scope of these services, the types of documents that can be commissioned, and operational procedures.

### Analysis & Discussion:

A Commissioner of Oaths is authorized by the Province of Ontario to administer oaths and take affidavits or declarations required under legislation.

The proposed Document Commissioning Policy is designed to achieve several key objectives:

- **Standardization:** Establishes clear and consistent procedures for Township staff when providing commissioning services.
- **Consistency:** Ensures that all residents receive the same level of service and that documents are handled in a uniform manner.
- **Transparency for the public:** Clearly outlines which documents can and cannot be commissioned, so residents understand what services are available before visiting the Township office.

- **Legal compliance:** Aligns with the Commissioners for taking Affidavits Act, R.S.O. 1990, and other applicable legislation, ensuring all services are carried out lawfully.
- **Risk management:** Reduces liability by clearly defining the scope of services and empowering staff to refuse documents that fall outside policy or present concerns.

Key highlights of the policy include:

- A list of acceptable and non-acceptable documents to guide staff and the public.
- Requirements for valid government-issued photo identification and signing in the presence of the Commissioner.
- Emphasis that Commissioners confirm only the proper administration of an oath or affirmation and do not verify the content of documents.
- Confirmation that Township staff are not Notaries Public and cannot provide notarial services or certify non-municipal documents.
- Clear procedures for staff to follow to ensure compliance and minimize risk.

By formalizing this policy, the Township reinforces its commitment to providing reliable, transparent, and legally compliant services while protecting both the municipality and residents.

#### **Financial Considerations:**

Fees for commissioning services are set out in the Township's Fees and Charges By-law. There are no additional financial impacts anticipated as a result of implementing this policy.

#### **Attachments:**

- Document Commissioning Policy (2025)

Respectfully submitted by:

Kevin Brandt  
Deputy Clerk/Communications Coordinator



## Policies and Procedures

### The Corporation of the Township of Blandford-Blenheim

<b>Department:</b>	Clerks	<b>Effective:</b>	
<b>Subject:</b>	Document Commissioning Policy	<b>Policy Number:</b>	
<b>Approved by:</b>	Council		
<b>Resolution Number:</b>			
<b>Date of Review:</b>	<b>Review Number:</b>	<b>Change:</b>	<b>Reference Section:</b>

#### PURPOSE:

The purpose of this Policy is to outline information for the public regarding Commissioner of Oath services provided by the Township of Blandford-Blenheim, and to standardize the procedures and types of documents that can and cannot be commissioned by Township staff.

#### BACKGROUND:

As stated in the *Commissioners for taking Affidavits Act*, R.S.O. 1990, c. C.17, Ontario Regulation 386/12, Clerks, Treasurers, and their Deputies are authorized by the Commissioners for Taking Affidavits Act to act as Commissioners of Oaths by “virtue of office”, within the boundaries of the province.

As stated by R.R.O. 1990, Reg. 1094: General under *Vital Statistics Act*, R.S.O. 1990 c. V.4, “A division registrar has power to take the affidavit or statutory declaration of any person for the purposes of the Act.”

A Commissioner of Oaths is authorized by the Province of Ontario to administer oaths and take affidavits or declarations required under legislation.

Services are provided by authorized staff Monday to Friday, 8:00 a.m. to 5:00 p.m. at the Township of Blandford-Blenheim Administration Office. Appointments are strongly recommended to ensure the availability of staff authorized to perform these services.

Fees are set out in the Township’s Fees and Charges By-law.

#### COMMISSIONER OF OATHS SERVICES:

A Commissioner of Oaths can administer and witness the swearing of oaths or solemn affirmations. The individual making the statement is known as the deponent or declarant.

The deponent must appear in person before the Commissioner of Oaths and present:

- Valid government-issued photo ID (e.g., driver’s license, ON photo card, passport)

- A completed but unsigned affidavit or form (to be signed in presence of Commissioner of Oaths)

Commissioner of Oaths only confirm that an oath or affirmation was properly administered. They do not verify the truth or accuracy of any statements, that responsibility remains with the deponent. The deponent must understand not only the details to which they will attest, but also the fact that they are swearing an oath that the details are correct.

Deponents are entirely responsible for the content of the document or form. If a deponent is unsure, they should consult legal counsel.

### **Acceptable and Unacceptable Documents:**

The Township will commission the following types of documents:

- Planning applications
- Domestic and foreign pension documents (for Proof of Life purposes)
- Canadian citizenship forms
- Delayed statement of live birth
- Statutory declarations (e.g., apprenticeship hours, lost ID with police report number)
- Vehicle transfer forms (Ontario only)
- Affidavit of Unregistered Vehicle
- Insurance-related forms (e.g., proof of loss)
- OSAP-related declarations
- Immunization health forms
- Name change applications
- Service Canada forms for Common-law union declarations (single signature)
- Application for change of sex designation on a Birth Registration

The Township will *not* commission the following:

- Wills, living wills, estate documents
- Power of attorney documents
- Divorce, separation, or custody documents
- Cohabitation agreements
- Real estate or land transfer forms
- Court or civil litigation documents
- Letters of invitation for immigration/visa purposes
- Travel affidavits for minors
- Age of Majority or Ontario Photo card applications
- Any documents requiring notarization
- Any documents in a language other than English
- Documents signed under Power of Attorney
- Certify true copies of documents

### **ADDITIONAL PROVISIONS:**

Other documents may be commissioned at the discretion of the Commissioner, provided they do not conflict with this policy or legislation.



Commissioners reserve the right to refuse service for any reason (e.g., concerns with identity or document content).

Staff will not draft, revise, or provide legal advice on affidavits. Any assistance required should be directed to the agency or party that has requested the form. Blank affidavit forms are not provided.

The Township does not provide interpreters. Deponents requiring interpretation must bring their own.

If a document cannot be commissioned, the public may be referred to:

- A Justice of the Peace
- Local legal offices
- An Ontario Court Office

### **NOTARY PUBLIC SERVICES:**

Township staff are not Notaries Public and cannot notarize documents. These requests will be referred to local law firms or licensed notaries.

### **CERTIFIED TRUE COPIES:**

The Clerk may certify copies of municipal records only, under the *Municipal Act, 2001*, S.O. 2001, c. 25.

### **COMPLIANCE:**

Township Commissioner of Oaths must comply with:

- This policy
- The *Commissioners for taking Affidavits Act*, R.S.O. 1990
- Any other relevant laws or guidelines

### **PROCEDURE:**

When presented with a document that requires commissioning:

1. Advise the applicant of the applicable fee;
2. Request valid (not expired) proof of identity that shows at least their name, signature, and a picture;
3. Ensure individual understands they are swearing to the truth of the contents of the document, the repercussions and in what form they wish the oath to be administered;
4. Administer oath, affirmation or declaration;
5. Have individual(s) sign the document(s);
6. Compare signature provided to signature on identification;
7. Commissioner signs, dates, stamps and seals the document(s); and
8. Commissioner provide the applicant with the original document, plus a photocopy for their records (if required by the applicant).



## TOWNSHIP OF BLANDFORD-BLENHEIM

<b>To:</b>	Members of Council	<b>From:</b>	Sarah Matheson, Director of Corporate Services / Clerk
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	July 9, 2025
<b>Subject:</b>	Council Composition Review	<b>Council Meeting Date:</b>	August 6, 2025
<b>Report #:</b>	DC-25-08		

### Recommendation:

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

### Executive Summary:

Within the Municipal Act, 2001, (hereafter “the Act”), there are provisions under which a municipality, by local initiative and subject to certain rules, can alter the composition of its Council. This includes changes to the size of Council, members’ titles and certain methods of election or selection of members. The provisions apply, with some differences, to all single-tier, lower-tier, and upper-tier municipalities.

### Background:

In December of 1999, the Township of Blandford-Blenheim Council passed By-law 1293-1999 to change the number of elected Council Members from seven (7) to five (5) and to dissolve the two existing wards in the Township of Blandford-Blenheim. All members are now elected by general vote in a first-past-the-post electoral system.

Section 29(1) of the Act authorizes that the Council of a local municipality shall be composed of a head of Council and at least four (4) other elected members as Councillors.

Beginning in December of 2006, Township of Blandford-Blenheim Council appointed an Acting Head of Council. Section 242 of the Act provides the authority for Council to appoint by By-law a member of the council to act from time to time in the place of the Head of Council. As such, the four (4) Councillors are appointed individually as the Acting Head of Council to serve consecutively, in alphabetic order, for a twelve (12) month period during the four (4) year Council term. This is in the place of the Head of Council, when he/she is absent from the municipality or absent through illness or his/her office is vacant.

The current composition of the Township of Blandford-Blenheim Council for the 2022-2026 term includes:

- the Mayor (elected at large, represents the municipality at Oxford County Council); and,
- four Township Councillors (elected at large).

In accordance with Section 226 of the Act, and Chapter 11 of the Municipal Code, Council elects an Acting Mayor, typically on an annual basis who steps in for the Mayor when they are unavailable to fulfill the duties of the role. For the 2022 – 2026 Term of Council, the following has been assigned:

Bruce Banbury	November 16, 2022 – November 30, 2023
Daryl Barnes	December 1, 2023 – November 30, 2024
Nancy Demarest	December 1, 2024 – November 30, 2025
Tina Young	December 1, 2025 – End of Council term

The Acting Head of Council has and may exercise all the rights, powers and authority of the Head of Council in the event of absence, illness or vacancy.

Staff are providing a review of composition of Council prior to the 2026 Municipal Election. Intermittent reviews of Council composition can ensure that current governance structures remain effective and efficient in representing the needs of the community they serve.

As a result, Township staff have prepared a high-level overview that considers the legislative basis for Council composition and highlights alternatives to the status quo for future discussion and deliberation. The commentary outlined within Report DC-25-08 is not meant to form recommendations at this point, but instead present options that may be discussed at length by Council and the broader community before any further action is taken. There is a high possibility that the current governance structure satisfactorily meets the needs of the Township; however, without reviewing the structure itself or considering alternative options it is not possible to validate that proposition. In the months following the presentation of Report DC-25-08, staff will await further direction from Council in terms of next steps and determine if any follow up is necessary.

#### Legislative Considerations:

Ontario municipalities have broad authority to determine their own electoral systems. Section 217 (1) authorizes municipalities to determine the composition of their own Councils. There are some constraints, of which the most important is that Councils must have a minimum of five members. There are additional rules for upper-tier municipalities. Municipal Councils can change both their electoral system and Council compositions through normal by-laws.

Legislative parameters for the composition of municipal Councils are as follows:

- There shall be a minimum of five members, one of whom shall be the head of Council.
- The members of Council shall be elected in accordance with the *Municipal Elections Act, 1996*.
- The head of Council shall be elected by general vote.
- The members, other than the head of Council, shall be elected by general vote or wards or by any combination of general vote and wards.
- The representation of a local municipality on the Council of an upper tier municipality shall not be affected by the by-law of the local municipality under this section.

As such, to amend the composition of Township of Blandford-Blenheim Council, Council must pass a resolution and corresponding by-law enacting the change.

In addition, Section 217(3) of the Act, states that a by-law to change the composition of Council, would not come into force until the day the new council is organized,

- (a) after the first regular election following the passing of the by-law; or
- (b) if the by-law is passed in the year of a regular election before voting day, after the second regular election following the passing of the by-law.

This means that if the municipality intends to add Council seats or a Deputy Mayor position for the 2026-2030 term, the by-law must be passed by January 1, 2026. If not passed by this deadline, the changes would only take effect after the next regular election (i.e., following the 2030 Municipal Election).

From staff's perspective, if Council is to consider a change for the next term, now is an ideal time to begin discussions, as it would allow Council sufficient time to review and assess any proposed changes and not negatively impact 2026 municipal election planning.

## **Analysis & Discussion:**

### Council Composition

It is worth noting that most Ontario municipal Councils have an odd number of members. This is because mayors are entitled to vote in the same way as other Council members and do not have a tie-breaking vote. If there is a tie vote in a municipal Council, the item on which the vote has taken place is deemed to have been defeated. Having an odd number of Council members is no guarantee that there will be no tie votes because one or more members are sometimes absent or unable to vote on particular matters due to a conflict of interest.

Council has the legislative authority to alter the positional composition of its membership if total membership is at minimum five members and the head of Council is elected at large. Within Oxford County, the rural lower-tier municipalities are composed similar to Blandford-Blenheim, having a Mayor and members of Council. East-Zorra Tavistock is the only rural oxford lower-tier with an elected Deputy Mayor.

### Role & Responsibility of a Deputy Mayor:

Sections 224 and 225 of the Act, outline the roles of council and the head of council, respectively. Section 224 of the Act, states that it is the role of council:

- a) to represent the public and to consider the well-being and interests of the municipality;
- b) to develop and evaluate the policies and programs of the municipality;
- c) to determine which services the municipality provides;
- d) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
  - (d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- e) to maintain the financial integrity of the municipality; and
- f) to carry out the duties of council under this or any other Act.

Section 225 of the Act, provides that the role of the head of council is:

- a) to act as chief executive officer of the municipality;
- b) to preside over council meetings so that its business can be carried out efficiently and effectively;

- c) to provide leadership to the council;  
(c.1) without limiting clause (c), to provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1)
- d) to represent the municipality at official functions; and
- e) to carry out the duties of the head of council under this or any other Act.

Given that a Deputy Mayor is not required under the Act, there is no specific legislative role outlined for the position. Like all other members of Council, a Deputy Mayor would be required to fulfil the legislative responsibilities as a member of council as outlined under Section 224 of the Act.

In some cases, the role of the Deputy Mayor is defined in the Council's Procedural By-law or by by-law.

Given that the Township of Blandford-Blenheim currently has only one representative at Oxford County Council, there is no legislative basis that necessitates the at-large election of a Deputy Mayor. Other approaches that have been employed by similar sized municipalities relating to a Deputy Head of Council include:

- a) The Councillor Candidate that receives the most votes in the at-large election is automatically appointed as the Deputy Mayor.
- b) The Mayor has the ability to independently appoint a Deputy Mayor at the beginning and throughout the term as they please.
- c) The Council can collectively appoint a Deputy Mayor at the beginning of the term. Often this approach leads to longer tenured and incumbent members being appointed.
  - a. Rotation of the Deputy Mayor position among members of Council throughout the term (as decided by Council itself) is a related variant of option c), the option currently used by the Township of Blandford-Blenheim.

### Public Notice Requirements

Under Section 217 of the Act, there is no additional requirement for public notice of a proposed by-law to change the council composition for a lower-tier municipality. This differs from Section 218 of the Act, which applies to upper-tier municipalities (like Oxford County) and mandates notice of intention to pass such a by-law, along with at least one public meeting to discuss the change (refer to Section 219).

### Next Steps:

If Council is in favour of further discussion upon its positional composition, staff can be directed to provide a more in-depth analysis on options and their potential governance impacts. This report is not intended to form any specific recommendation or suggest departure from the status quo, but instead to provide Council and the broader community with high level information to inform future discussion on these matters should they be supported and deemed necessary. At that point, and with direction from Council, staff would undertake more comprehensive analysis that is guided by significant public consultation and data from comparable municipalities.

Given there are no specific notice requirements for amending Council's composition; if, in the future, Council wishes to proceed with an elected Deputy Mayor, Council would need to pass a resolution providing for the addition of the title of Deputy Mayor and subsequently directing staff to bring forward a by-law to enact the change.

Further, should a by-law be supported by Council, a subsequent staff report would be presented to Council recommending amendments to various policies, as appropriate, to support the new position (e.g., defining the role of the Deputy Mayor, and providing for remuneration). Such a staff report would be brought to Council in advance of the opening of the Nomination Period for the 2026 Municipal Election in order to give potential candidates sufficient information about the new position.

**Financial Considerations:**

None.

**Attachments:**

None.

Respectfully submitted by:

Sarah Matheson,  
Director of Corporate Services / Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2508-2025

A By-law to amend Zoning By-Law Number 1360-2002, as amended.

WHEREAS the Municipal Council of the Corporation of the Township of Blandford-Blenheim deems it advisable to amend By-Law Number 1360-2002 as amended.

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

1.

That Schedule “A” to By-law Number 1360-2002, as amended, is hereby further amended by changing to ‘A2-46’ the zone symbol of the lands so designated ‘A2-46’ on Schedule “A” attached hereto.
2.

That Section 7.6 to By-law Number 1360-2002, as amended, is hereby further amended by adding the following subsection at the end thereof:

- “7.6.46

**Location: Part Lot 8, Concession 13 (Blandford), 925873 Township Road 13 A2-46 (Key Map 13)**
- 7.6.46.1

Notwithstanding any provision of this Zoning By-Law to the contrary, no person shall within any A2-46 Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

All uses permitted in Section 7.1 of this Zoning By-Law;  
A detached *Additional Residential Unit*, in accordance with the provisions of Section 5.5.2 of this Zoning By-Law.
- 7.6.46.2

Notwithstanding any provision of this Zoning By-Law to the contrary, no person shall within any A2-46 Zone use any lot, or erect, alter or use any building or structure for any purpose except in accordance with the following provisions:
- 7.6.46.2.1

SPECIAL PROVISIONS FOR A DETACHED *ADDITIONAL RESIDENTIAL UNIT*
- 7.6.46.2.1.1

DISTANCE BETWEEN A DETACHED *ADDITIONAL RESIDENTIAL UNIT* AND THE *PRINCIPAL DWELLING*

Maximum

63 m (206.6 ft)
- 7.6.46.3

That all the provisions of the ‘A2’ Zone in Section 7.2 to this Zoning By-law, as amended, shall apply, and further that all the other provisions of this



Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply mutatis mutandis.”

3. This By-law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 6<sup>th</sup> day of August, 2025.

READ a third time and finally passed this 6<sup>th</sup> day of August, 2025.

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Mark Peterson – Mayor

(SEAL)

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Sarah Matheson, Clerk

ZN 1-25-03

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2508-2025

EXPLANATORY NOTE

The purpose of By-Law Number 2508-2025 is to rezone the lands from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-46)' to permit a detached additional residential unit (ARU). A special provision is included to permit an increase in the maximum distance between the ARU and the principal dwelling.

The subject lands are described as Part Lot 8, Concession 13 (Blandford), in the Township of Blandford-Blenheim. The lands are located on the north side of Township Road 13, lying between Oxford Road 5 and Blandford Road. The lands are currently municipally addressed as 925873 Township Road 13.

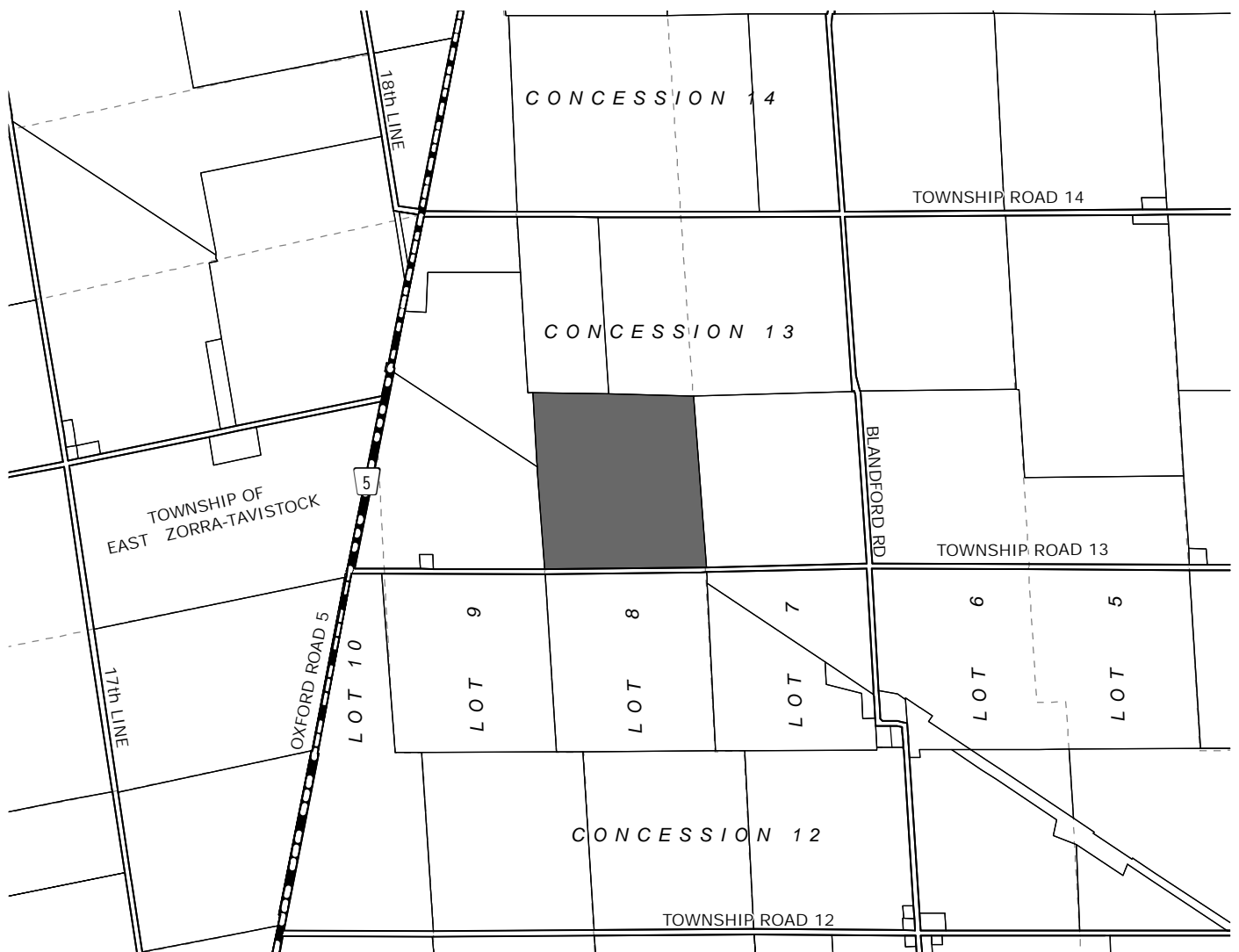
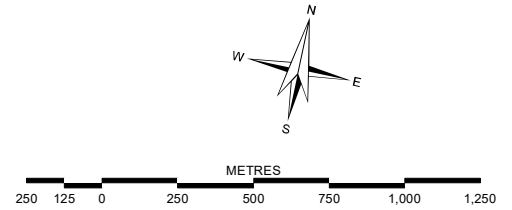
The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted amending By-law Number 2508-2025. The public hearing was held on August 6, 2025 and Council did not receive any comments from the public respecting this application.

Any person wishing further information regarding Zoning By-Law Number 2508-2025 may contact the undersigned.

Sarah Matheson, Clerk  
Township of Blandford-Blenheim  
47 Wilmot Street South  
Drumbo, Ontario  
N0J 1G0

Telephone: 519-463-5374

# KEY MAP

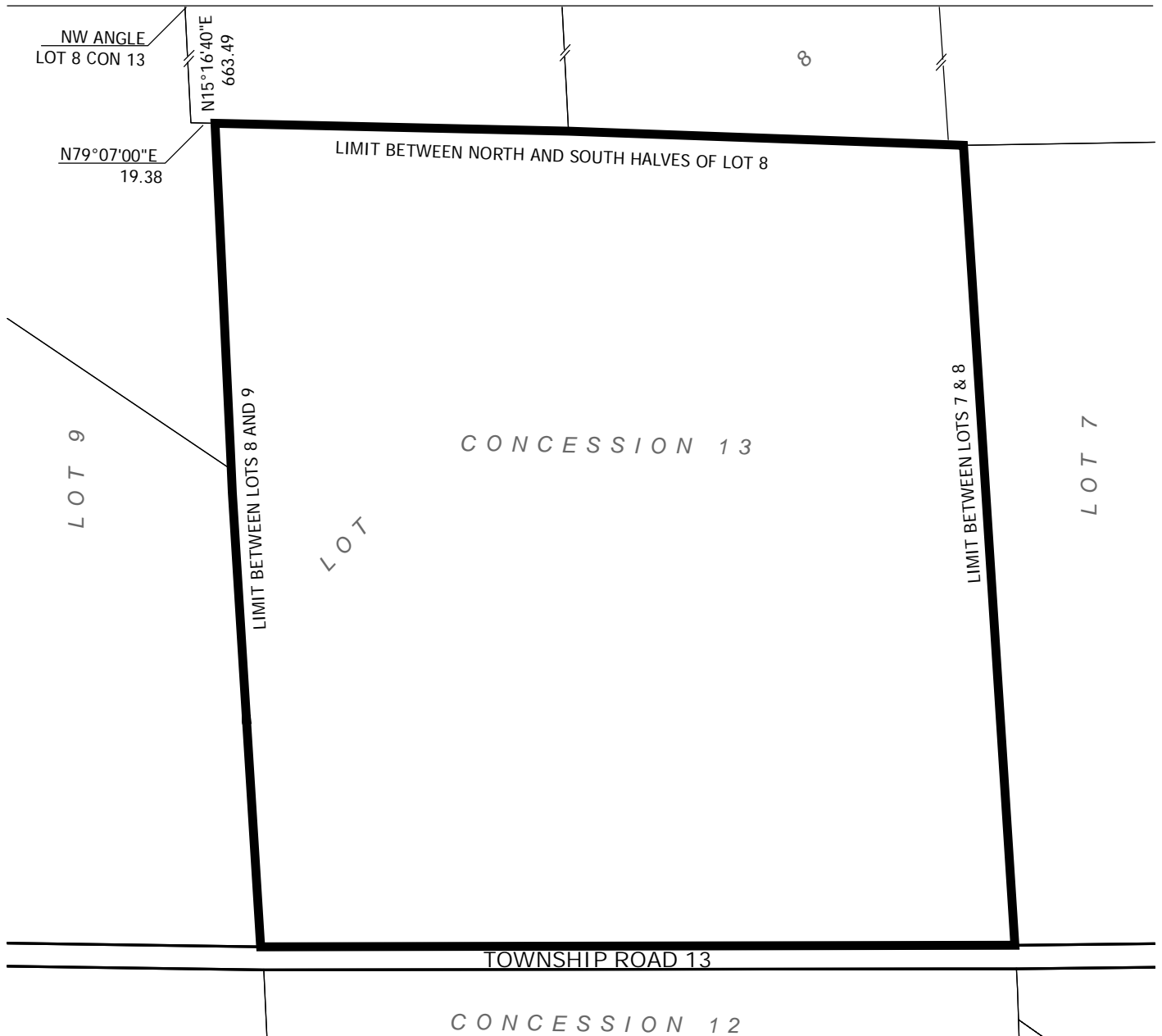
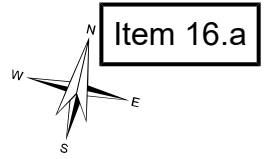


 LANDS TO WHICH BYLAW 2508-2025 APPLIES

# SCHEDULE "A"

TO BY-LAW No. 2508-2025

PART LOT 8, CONCESSION 13 (BLANDFORD)  
TOWNSHIP OF BLANDFORD-BLENHEIM



 AREA OF ZONE CHANGE TO A2-46

NOTE: ALL DIMENSIONS IN METRES



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[Township of Blandford-Blenheim Website](http://www.blandford-blenheim.ca)

THIS IS SCHEDULE "A"

TO BY-LAW No. 2508-2025, PASSED

THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **2509-2025**

Item 16.b

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 August 6<sup>th</sup>, 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 6<sup>th</sup> day of August, 2025.

By-law read a third time and finally passed this 6<sup>th</sup> day of August, 2025.

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MAYOR  
MARK PETERSON

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CLERK  
SARAH MATHESON