



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

Wednesday, September 17, 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:**

That the agenda for September 17, 2025 Regular Meeting of Council be adopted as printed, and circulated.

**4. Disclosure of Pecuniary Interest**

**5. Minutes**

**5.a September 3, 2025 Minutes of Council**

**Recommendation:**

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

**6. Business Arising from the Minutes**

**7. Public Meetings**

**7.a Application for Minor Variance, MVA-04-25 (Mike & Paula Johnson for 108 Main Street South)**

**Recommendation:**

That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A04-25, submitted by Mike and Paula Johnson for lands described as Lots 30-31 and Part Lot 32, Plan 99 in the Township of Blandford-Blenheim.

**8. Delegations/Presentations**

**8.a Colleen Sarkisian & Sharon Jenne (nee Balkwill), re: Dedication of Municipal Roadway Request**

That the delegation from Colleen Sarkisian and Sharon Jenne (nee Balkwill) be received as information; and further,

That Council provide direction to staff regarding the dedication request.

**8.b Terry McDougall, Plattsville & District Lions Club President, re: Naming Rights to the Plattsville Pavilion in Plattsville Park**

That the delegation from Terry McDougall, President of the Plattsville Lions Club, be received as information; and further,

That Council provide direction to staff regarding the naming rights request.

**8.c Kimberly Earls, South Central Ontario Region EDC Executive Director, re: Regional/Partner Update**

**Recommendation:**

That the presentation from Kimberley Earls of SCOR EDC be received as information.

**9. Correspondence**

**9.a Specific**

**9.b General**

**10. Staff Reports**

**10.a Drew Davidson, Director of Protective Services, FC-25-13 - August Monthly Report**

**Recommendation:**

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

**10.b Drew Davidson, Director of Protective Services, FC-25-14 - OFM Grant**

**Recommendation:**

That Report FC-25-14 be received as information; and further,

That Council approve the allocation of this year's Ontario Firefighter Cancer Prevention Grant toward the proposed cancer-prevention initiatives, as outlined in this report.

**10.c Drew Davidson, Director of Protective Services, FC-25-15 - Camp 85 Review**

**Recommendation:**

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

**10.d Drew Davidson, Director of Protective Services, FC-25-16 - Princeton**

## **Station – Capital Expenditures**

### **Recommendation:**

That Report FC-25-16 be received as information; and further,

That Council authorizes staff to make the necessary 2025 Princeton Fire Station Project expenditures in the amount of \$122,000.00 as outlined in Report FC-25-16, it being noted that listed 2025 project expenditures be funded from the Fire Reserve.

### **10.e Adam Degier, Drainage Superintendent, DS-25-02 - Petition for Drainage - Sparks Drain**

#### **Recommendation:**

That Report DS-25-02 be received as information; and,

That Council accepts the petition for drainage works for Lot 9 and 10, Concession 4, Blenheim, Township of Blandford-Blenheim, from John Pynenburg, in the affected area of the existing private Sparks Drain; and further,

That the Clerk notify the Grand River Conservation Authority that the Township of Blandford-Blenheim has received a petition for drainage work and that they intend to proceed with this petition

### **10.f Denise Krug, Director of Finance, TR-25-12 - Budget Schedule**

#### **Recommendation:**

That Report TR-25-12 be received as information;

And further that Council adopt the budget schedule for the 2026 Operating and Capital Budgets, set out in Report TR-25-12.

### **10.g Kevin Brandt, Deputy Clerk/Communications Coordinator, DC-25-09 - Corporate Communications Plan 2025**

#### **Recommendation:**

That Report DC-25-09 be received; and further,

That Council adopt the Township of Blandford-Blenheim Corporate Communications Plan 2025 as presented in Report DC-25-09 as a guiding framework for communications.

### **10.h Kevin Brandt, Deputy Clerk/Communications Coordinator, DC-25-12 - Launch of Updated Township Website**

#### **Recommendation:**

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

That Council formally recognize the launch of the redesigned municipal website and direct staff to continue promoting the updated site through Township communication

channels and monitor website analytics and user feedback to guide ongoing improvements

**10.i Sarah Matheson, Director of Corporate Services/Clerk, DC-25-10 - Graphic Image By-law Amendment**

**Recommendation:**

That Report DC-25-10 be received as information, and further;

That Council amend By-law 2354-2023, being a By-law to regulate the delivery of graphic images in the Township of Blandford-Blenheim.

**10.j Sarah Matheson, Director of Corporate Services/Clerk, DC-25-11 - January 2026 Meeting Schedule**

**Recommendation:**

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

That the Council Meeting scheduled for January 7th, 2026 be cancelled and the following meetings be established for the month of January 2026:

- January 14th, 2026, Regular Council Meeting, beginning at 4:00 p.m.; and,
- January 21st, 2026 (third Wednesday of the month), Operating Budget & Capital Budget/Long Term Capital Plan Meeting, beginning at 10:00 a.m

**11. Reports from Council Members**

**12. Unfinished Business**

**13. Motions and Notices of Motion**

**14. New Business**

**15. Closed Session**

CAO-25-23 - Legal Matters

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)]

**16. By-laws**

**16.a By-law 2513-2025, Being a By-law to amend By-law 2354-2023, a By-law to regulate delivery of graphic images in the Township of Blandford-**



**Blenheim.**

**16.b By-law 2514-2025, 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>;

Be it hereby resolved that Council adjourn to meet again on Wednesday, October 1st, 2025 at 4:00 p.m.



## MINUTES

Wednesday, September 03, 2025 at 04:00 PM

Council Chambers

47, Wilmot St. S. Drumbo, ON

Streamed live to Township of Blandford-Blenheim YouTube Channel

Present:

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

Staff:

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

### 1. Welcome

### 2. Call to Order

### 3. Approval of the Agenda

#### **RESOLUTION 2025-09-03-01**

**Moved by** - Councillor Demarest

**Seconded by** - Councillor Young

Be it hereby resolved that the agenda for September 3, 2025 Regular Meeting of Council be adopted as printed, and circulated.

**Carried**

### 4. Disclosure of Pecuniary Interest

None.

### 5. Minutes

#### **5.a August 6, 2025 Minutes of Council**

#### **RESOLUTION 2025-09-03-02**

**Moved by** - Councillor Banbury

**Seconded by** - Councillor Barnes

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

**Carried**

**6. Business Arising from the Minutes**

None.

**7. Public Meetings**

None.

**8. Delegations/Presentations**

None.

**9. Correspondence**

**9.a Specific**

None.

**9.b General**

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

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

**RESOLUTION 2025-09-03-03**

**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 Hannelore Yager, Policy Planner, Oxford County**

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

**RESOLUTION 2025-09-03-04**

**Moved by - Councillor Banbury**

**Seconded by - Councillor Young**

Be it hereby resolved that Report CP2025-252 be received as information; and further,

That Blandford-Blenheim Council direct staff to proceed with initiating amendments to the Township Zoning By-Law under S. 34 of the Planning

Act, to support improving the implementation of the additional residential dwelling unit policies within the Oxford County Official Plan.

**Carried**

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

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

**RESOLUTION 2025-09-03-05**

**Moved by -** Councillor Barnes

**Seconded by -** Councillor Demarest

Be it hereby resolved that Report FC-25-12 be received as information.

**Carried**

**10.c Ray Belanger, Chief Building Official**

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

**RESOLUTION 2025-09-03-06**

**Moved by -** Councillor Banbury

**Seconded by -** Councillor Young

Be it hereby resolved that Report CBO-25-07 be received as information.

**Carried**

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

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

**RESOLUTION 2025-09-03-07**

**Moved by -** Councillor Banbury

**Seconded by -** Councillor Demarest

Be it hereby resolved that Report PW-25-15 be received as information.

**Carried**

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

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

**RESOLUTION 2025-09-03-08**

**Moved by -** Councillor Barnes

**Seconded by -** Councillor Young

Be it hereby resolved that Report CS-25-14 be received as information.

**Carried**

- 10.e.2 CS-25-15, OTF Funding**  
**RESOLUTION 2025-09-03-09**  
**Moved by -** Councillor Demarest  
**Seconded by -** Councillor Banbury

Be it hereby resolved that Report CS-25-15 be received as information.

**Carried**

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

- 10.f.1 TR-25-11, Debenture – Princeton Drainage System**  
**RESOLUTION 2025-09-03-10**  
**Moved by -** Councillor Barnes  
**Seconded by -** Councillor Young

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

**Carried**

**11. Reports from Council Members**

Councillor Banbury reported on the success of Decoration Day held at Princeton Cemetery, and Mayor Peterson extended thanks to the families who participated in the event. Councillor Barnes also noted the upcoming 30th Anniversary celebration of the Drumbo & District Heritage Society, which will take place on September 7, 2025, from 1:00 p.m. to 4:00 p.m. at the Drumbo Agricultural Hall.

**12. Unfinished Business**

None.

**13. Motions and Notices of Motion**

None.

**14. New Business**

None.

**15. Closed Session**

**RESOLUTION 2025-09-03-11**

**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 4:43 p.m. to discuss:

a. CS-25-16, A position, plan, procedure, criteria or instruction to be applied to negotiations [s. 239 (2)(k)]

Re: Partnership Agreement Negotiations

**RESOLUTION 2025-09-03-12**

**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 5:01 p.m. and reports the following:

That Council provided direction to the CAO regarding Report CS-25-16.

**Carried**

**16. By-laws**

**16.a By-law 2511-2025, Being a By-law to authorize the use of internet voting for municipal elections in the Township of Blandford-Blenheim.**

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

**RESOLUTION 2025-09-03-13**

**Moved by** - Councillor Barnes  
**Seconded by** - Councillor Young

Be it hereby resolved that the following By-laws be now read a first and second time:

a. By-law 2511-2025, Being a By-law to authorize the use of internet voting for municipal elections in the Township of Blandford-Blenheim; and,

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

**Carried**

**RESOLUTION 2025-09-03-14**

**Moved by** - Councillor Demarest

**Seconded by** - Councillor Banbury

Be it hereby resolved that the following By-laws be now read a third and final time:

- a. By-law 2511-2025, Being a By-law to authorize the use of internet voting for municipal elections in the Township of Blandford-Blenheim; and,
- b. By-law 2512-2025, Being a By-law to confirm the proceedings of Council.

**Carried**

**17. Other**

None.

**18. Adjournment and Next Meeting**

**RESOLUTION 2025-09-03-15**

**Moved by** - Councillor Young

**Seconded by** - Councillor Barnes

Whereas business before Council has been completed at 5:03 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, September 17, 2025 at 4:00 p.m.

**Carried**

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Mark Peterson, Mayor

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Sarah Matheson, Clerk

**Community Planning**

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Web site: [www.oxfordcounty.ca](http://www.oxfordcounty.ca)

Our File: **A04-25**

**APPLICATION FOR MINOR VARIANCE**

**TO:** Township of Blandford-Blenheim Committee of Adjustment

**MEETING:** September 17, 2025

**REPORT NUMBER:** CP 2025-279

**OWNER:** Mike and Paula Johnson  
108 Main Street South, Princeton, ON N0J 1V0

**AGENT:** MarLau Construction  
12 Campbell Farm Road, Brantford, ON N3T 0N3

**VARIANCE REQUESTED:**

1. Relief from **Section 11.2, Table 11.2 – R1 Zone Provisions**, to allow a reduction to the minimum lot area, where sanitary sewers are not available, from 2,800 m<sup>2</sup> (30,140 ft<sup>2</sup>) to 1,770 m<sup>2</sup> (19,052.1 ft<sup>2</sup>); and,
2. Relief from **Section 11.2, Table 11.2 – R1 Zone Provisions**, to allow a reduction in the minimum lot depth, where sanitary sewers are not available, from 50 m (164 ft) to 40 m (131.2 ft).

**LOCATION:**

The subject lands are described as Lots 30-31 and Part Lot 32, Plan 99, in the Township of Blandford-Blenheim. The lands are located on the east side of Main Street South, lying between Peter Street and Dundas Street East, and municipally known as 108 Main Street South in the Village of Princeton.

**BACKGROUND INFORMATION:**

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'C-3' County of Oxford Settlement Strategy Plan Village

Schedule 'B-1' Township of Blandford-Blenheim Land Use Plan Settlement

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



## Residential Type 1 Zone (R1)

**COMMENTS:**(a) Purpose of the Application:

The applicants are seeking relief from the above-noted provisions of the Township Zoning By-law to facilitate the construction of an addition to an existing 114.5 m<sup>2</sup> (1,232.4 ft<sup>2</sup>) single detached dwelling (circ. 1870). The subject lands comprise approximately 1,770 m<sup>2</sup> (19,052.1 ft<sup>2</sup>), have a lot depth of approximately 40 m (131.2 ft), and are zoned 'Residential Type 1 Zone (R1).' The proposed one-storey addition would be approximately 49.3 m<sup>2</sup> (530.6 ft<sup>2</sup>) in size and would be added to the east side of the existing dwelling.

As the subject lands exist today, they are deficient of the required minimum lot size of 2,800 m<sup>2</sup> (30,138.9 ft<sup>2</sup>) and the minimum require lot depth of 50 m (164 ft), making the existing single detached dwelling considered to be a non-complying use. The Township's Zoning By-law advises to ensure that when contemplating an extension to a non-complying building "*that such extension or addition does not contravene any of the zone provisions of this Zoning By-Law.*" When dealing with undersized lots, the language contained within the Zoning By-law requires any extensions of uses on an undersized lot to require Planning Act approval as the reduced lot size and lot depth remains, regardless if the extension/addition meets every other zoning requirement.

Surrounding uses include residential uses to the north and west while an institutional use (Grand River Mennonite Church) exists to the east and south.

Plate 1, Location Map and Existing Zoning, shows the location of the subject lands and the current zoning in the immediate vicinity.

Plate 2, Aerial Photography (2020), shows the location of the subject lands and surrounding properties as they existed in the spring of 2020.

Plate 3, Applicants' Sketch, illustrates the general location of the existing single detached dwelling and the location of the proposed addition.

(b) Agency Comments

The Township Chief Building Official indicated that as the proposed rear yard setback is the minimum required (7.5 m), confirmation of the actual rear yard setback is required by a qualified person. Confirmation will be required before a building permit is issued.

(c) Public Consultation:

Public Notice was provided to surrounding landowners by mail in accordance with the requirements of the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject lands are designated 'Settlement' according to the Township of Blandford-Blenheim Land Use Plan, as contained in the County Official Plan. The lands are located within the Village of Princeton, which is designated as a 'Village' according to the Settlement Strategy Plan contained within the County Official Plan. Low density residential uses, such as a single detached dwelling, are permitted within identified Villages.

It is the opinion of the Planning office that this application conforms with the intent and purpose of the Official Plan as the application represents an addition to an existing single detached dwelling within a designated settlement area.

(e) Intent and Purpose of the Zoning By-law:

The subject lands are zoned 'Residential Type 1 Zone (R1)' in the Township Zoning By-law, which permits a single detached dwelling and accessory structures thereto. Where sanitary sewers are not available, the R1 zone requires a minimum lot frontage of 35 m (114.8 ft), a minimum lot depth of 50 m (164 ft), and a minimum lot area of 2,800 m<sup>2</sup> (30,140 ft<sup>2</sup>).

The applicants are proposing relief to permit a minimum lot area of 1,770 m<sup>2</sup> (19,052.1 ft<sup>2</sup>), which is 1,030 m<sup>2</sup> (11,087.9 ft<sup>2</sup>) less than the required 2,800 m<sup>2</sup> (30,140 ft<sup>2</sup>). The applicants are also proposing relief to permit a minimum lot depth of 40 m (131.2 ft), which is 10 m (16.4 ft) less than the required 50 m (32.8 ft). The proposed reductions are to recognize the existing residential lot as it currently exists.

The purpose of the minimum lot area and minimum lot depth requirements in the Zoning By-law is to ensure that sufficient space is maintained to accommodate a sufficient building envelope, without compromising outdoor amenity space, drainage requirements, and the required private services, and in the case of partially serviced settlements, to ensure that sufficient area is available to accommodate private septic facilities to meet the long term needs of the development.

Planning staff have reviewed the application and are of the opinion that a reduction to the required lot area and lot depth will continue to maintain adequate areas for amenity space, parking, and drainage on the lot. Additionally, the Township's Chief Building Official (CBO) has not indicated any concern from the standpoint of accommodating the necessary private septic system on-site.

It shall also be noted that, based on the provided site plan, the proposed addition to the single detached dwelling itself will not require any variances. The addition will be situated with a rear yard depth of 7.5 m (24.6 ft) and interior side yard widths of 19.8 m (64.9 ft) and 15.4 m (50.5 ft), all of which comply with zoning requirements. Further, the addition to the single detached dwelling would represent an overall lot coverage of approximately 9.4%, which is also compliant with the zoning provisions.

In this respect, Planning staff are satisfied that the proposed relief, as it relates to the reduced lot area and lot depth, is in keeping with the general intent and purpose of the Township Zoning By-law.

(f) Desirable Development/Use:

It is the opinion of this Office that the applicants' request can be considered minor and desirable for the development of the subject lands.

As the proposal is to facilitate an addition to an existing single detached dwelling it is not anticipated that the proposed relief will have any further impacts on neighbouring properties. Staff are also satisfied that the character, spacing, and setbacks of the proposed dwelling will continue to be in keeping with the character of the surrounding area. In addition, sufficient area for off-street parking and private amenity space will be provided.

In this respect, Planning staff are satisfied that the proposed relief, as it relates to the reduced lot area and lot depth, is minor and desirable for the development of the lands.

**RECOMMENDATION:**

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A04-25, submitted by Mike and Paula Johnson for lands described as Lots 30-31 and Part Lot 32, Plan 99 in the Township of Blandford-Blenheim as it relates to:

1. Relief from **Section 11.2, Table 11.2 – R1 Zone Provisions**, to allow a reduction to the minimum lot area, where sanitary sewers are not available, from 2,800 m<sup>2</sup> (30, 140 ft<sup>2</sup>) to 1,770 m<sup>2</sup> (19,052.1 ft<sup>2</sup>); and,
2. Relief from **Section 11.2, Table 11.2 – R1 Zone Provisions**, to allow a reduction in the minimum lot depth, where sanitary sewers are not available, from 50 m (164 ft) to 40 m (131.2 ft).

Subject to the following condition:

- i. Prior to the issuance of a building permit, the rear yard depth of the proposed addition shown on Plate 3 of Staff Report 2025-279 shall be confirmed by a qualified professional, to the satisfaction of the Township's Chief Building Official.

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 By-law in that the permittance of an addition to an existing non-complying single detached 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 an addition to a non-complying single detached 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 Settlement designation.

Authored by: *original signed by*

Dustin Robson, MCIP, RPP  
Development Planner

Approved for submission by: *original signed by*

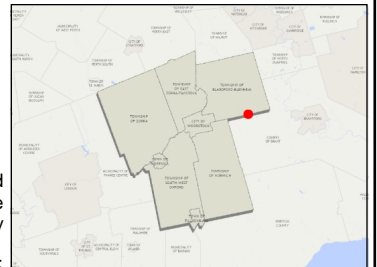
Eric Gilbert, MCIP, RPP  
Manager of Development Planning



### Legend

- 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

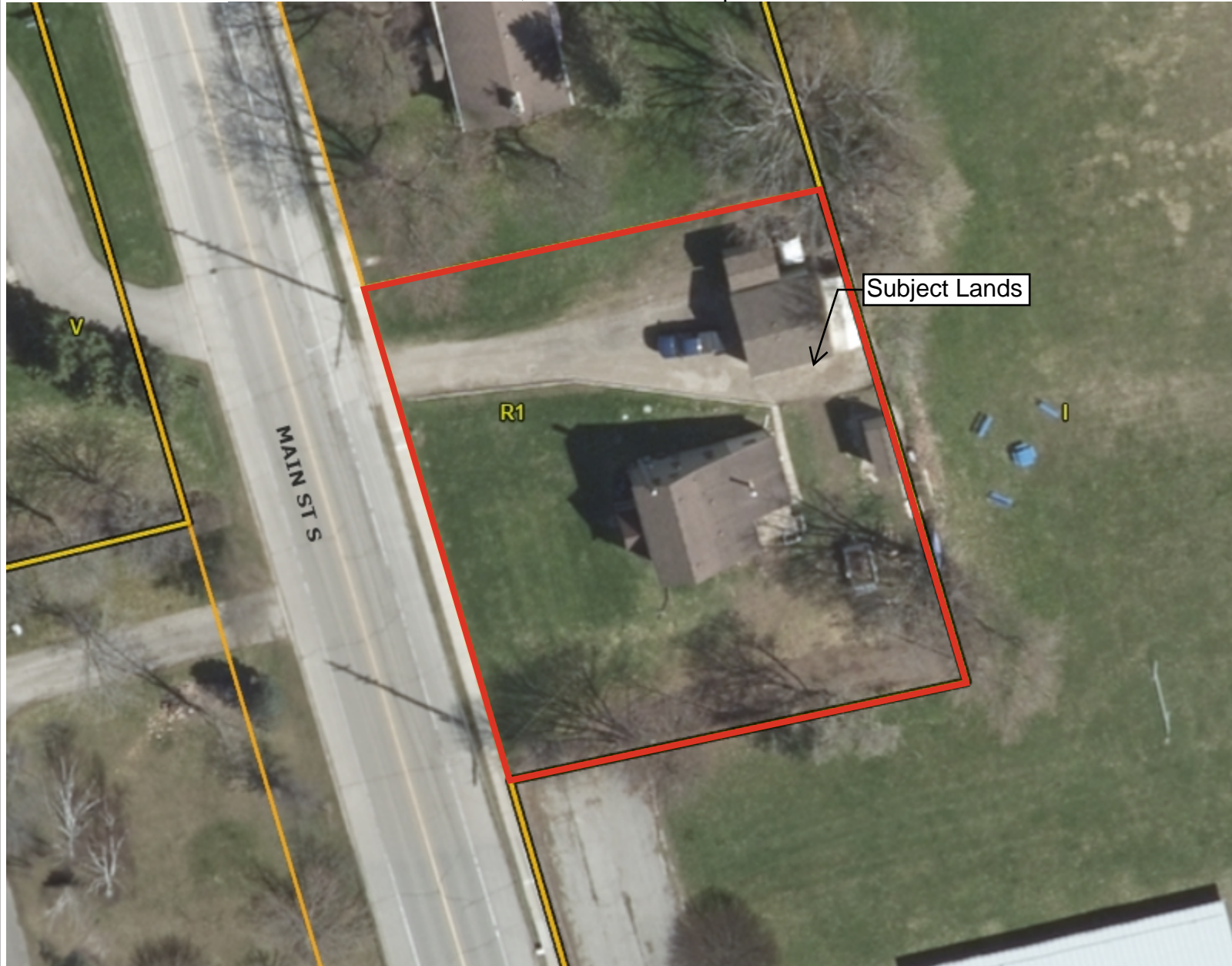
NAD\_1983\_UTM\_Zone\_17N



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

August 28, 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 13 26 Meters

NAD\_1983\_UTM\_Zone\_17N



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September 4, 2025

## SKETCH/SITE PLAN

USE THIS PAGE FOR SKETCH (OR SURVEY PLAN IF AVAILABLE) AND ATTACH TO APPLICATION FORM.  
WITHOUT SKETCH OR SURVEY PLAN, THE APPLICATION WILL NOT BE PROCESSED.

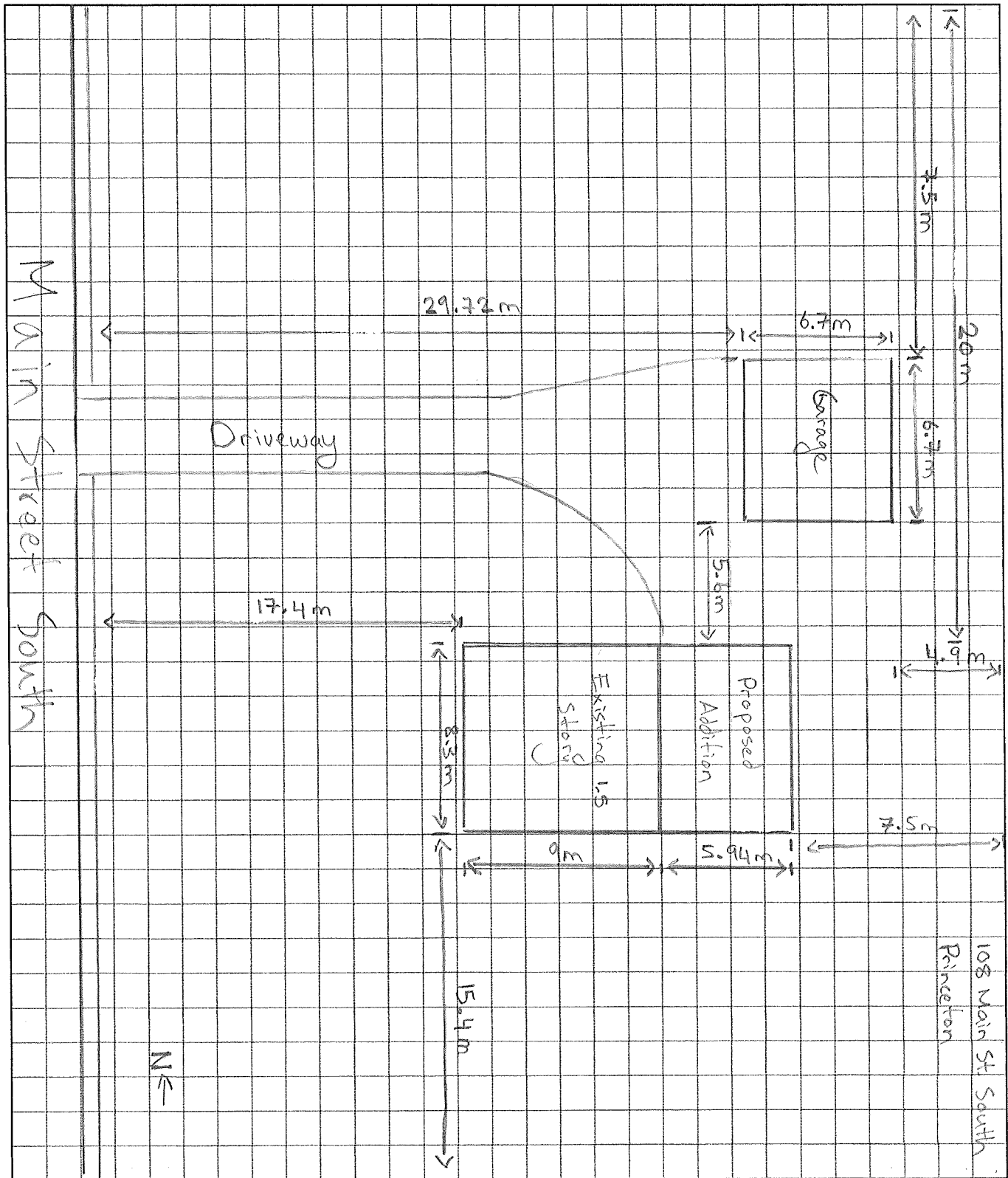


Plate 3: Applicants' Sketch

File No. A04-25 (Johnson)

Lots 30-31 and Part Lot 32, Plan 99, Township of Blandford-Blenheim - 108 Main Street South

# SCOR EDC Member Update

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Blandford Blenheim September 2025



# History of SCOR EDC

Created in 2010

Purpose: to diversify regional economies and prepare for prosperous future.

SCOR EDC came together because councils of the day recognized that a strong member-based partnership would benefit their individual counties and the region in the long term.

- Larger regional issues that have an impact on the region but would be difficult for one municipality to tackle on their own
- Shared resources; for more efficient use of taxpayer dollars
- Strong voice for advocacy and moving forward large issues and opportunities





# SCOR EDC Structure



Chair



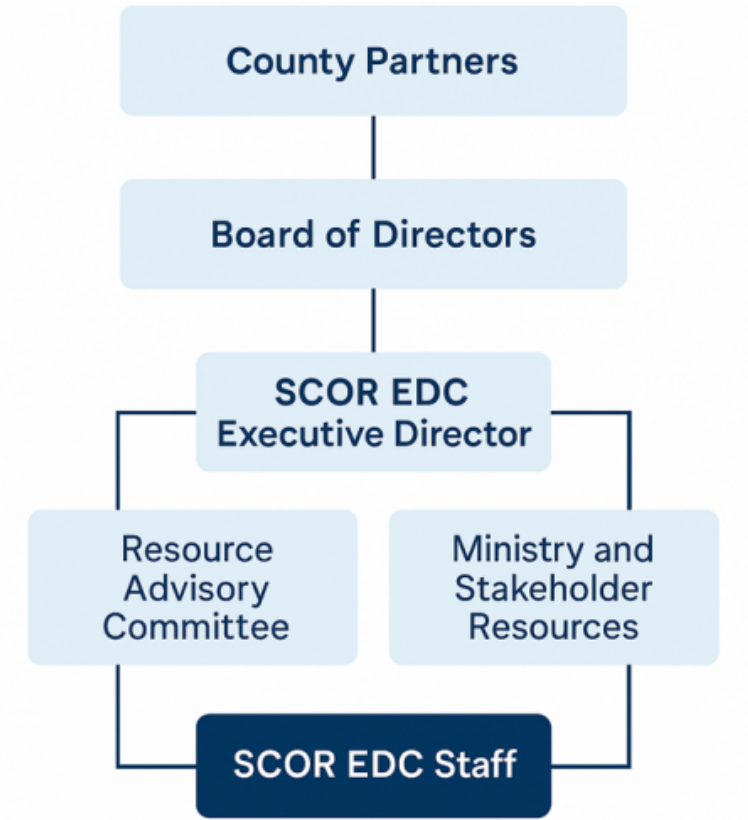
Vice Chair



Treasurer  
Oxford County



Oxford County





# Regional Strategy

Item 8.c

## Priorities

- Infrastructure required to support economic development
- Human capital to support economic development
- Key sector focus is agriculture and agri-food



# Blandford Blenheim Strategic Vision

## Blandford-Blenheim Priorities (2025–2028)

- Engaged and Informed Community
- Responsible Strategic Growth
- Community Well-Being and Inclusivity
- Excellence in Public Service

<b>Township of Blandford-Blenheim Strategic Plan (2025-2028)</b>			
<b>Vision:</b> An engaged, forward-thinking community that values responsible growth and embraces its natural beauty, small town charm and enhanced quality of life for all.		<b>Mission Statement:</b> To support our residents, businesses and future generations by advocating for and delivering quality services that promote growth and well-being.	
<b>Engaged and Informed Community</b>	<b>Responsible and Strategic Growth</b>	<b>Community Well-Being and Inclusivity</b>	<b>Excellence in Public Service</b>
<b>Goal:</b> To foster a culture of open communication, transparency, and community involvement, ensuring residents are well-informed, engaged, and empowered to contribute to municipal decision-making.	<b>Goal:</b> To guide well-planned, sustainable growth that balances economic development, environmental sustainability, and community needs, while preserving our rural and agricultural heritage.	<b>Goal:</b> To create a safe, healthy, and inclusive community where all residents feel welcome, connected, and supported through diverse programs, services, and opportunities.	<b>Goal:</b> To uphold transparency, accountability, innovation and responsible fiscal management in municipal operations by fostering a high-performing workforce, delivering exceptional public service, and providing high-quality, accessible, and efficient municipal services and facilities.
<b>Objective:</b> <ul style="list-style-type: none"> <li>Strengthen two-way communication through transparent and effective outreach</li> <li>Increase public participation in municipal decision-making and initiatives</li> <li>Develop and implement a comprehensive communication strategy leveraging technology, social media presence, and digital engagement tools</li> <li>Promote community identity and pride through storytelling and branding efforts</li> </ul>	<b>Objective:</b> <ul style="list-style-type: none"> <li>Support economic growth that aligns with community values and long-term development plans</li> <li>Leverage economic development opportunities along key corridors, such as the 401</li> <li>Strengthen advocacy efforts with upper-tier governments to support local growth initiatives, including the necessary infrastructure and services to support responsible expansion</li> <li>Protect farmland and rural character while fostering economic development</li> <li>Encourage mixed-use and walkable community planning</li> </ul>	<b>Objective:</b> <ul style="list-style-type: none"> <li>Support and advocate for initiatives that promote active living, aging in place, and family-friendly environments</li> <li>Encourage diverse and welcoming community programs that appeal to all demographics</li> <li>Develop walkable and connected neighbourhoods that enhance quality of life</li> <li>Promote and encourage volunteerism</li> </ul>	<b>Objective:</b> <ul style="list-style-type: none"> <li>Foster a culture of continuous improvement and innovation in service delivery</li> <li>Prioritize workforce development, succession planning, and staff resources</li> <li>Enhance, expand and improve access to municipal programs and services to meet evolving community needs</li> <li>Invest in facility maintenance and upgrades for long-term sustainability</li> <li>Foster partnerships and shared service models to maximize efficiency</li> <li>Leverage technology to improve service delivery and responsiveness</li> <li>Ensure long-term financial stability through responsible fiscal planning and diversified revenue streams</li> <li>Implement financial policies that promote efficiency, accountability, and cost-effective</li> </ul>



# Blandford Blenheim and SCOR EDC: Working Towards Shared Goals

Blandford Blenheim Priority	SCOR EDC Contribution
Engaged & Informed Community	Collaborations with Rural Oxford and amplify Blandford Blenheim messaging to support community identity and pride through storytelling and branding efforts
Responsible Strategic Growth	Investment attraction, site selector support Rail, energy, and land readiness advocacy Protection of farmland: aligns with SCOR EDC messaging that farmland is unique leverage 401 corridor growth: a regional approach to responsible managed growth strengthen advocacy efforts, encourage mixed use and walkable communities through SCT
Community Well-Being & Inclusivity	Transit access for employment, education, healthcare & aging in place SCT supports aging in place and access to services
Excellence in Public service	Foster partnerships and shared service models to maximize efficiency: Shared data, shared resources, regional voice, collaborative planning







# Regional Action that Supports Local Success

## SCOR EDC's Role In Supporting Blandford Blenheim

- Infrastructure: Rail preservation, natural gas expansion,
- Funding & Resource Access Including: provincial and federal portfolios & Sand Plains Community Development Funds still circulating
- Transit: Inter-community transit connecting rural residents
- Collaboration: Partnerships with Rural Oxford, workforce boards, and ministries





# SCOR EDC Projects

Projects that set the region for success



# About SCT



- Member systems represent a population of **1M+**
- connect geographies to serve a population of **2M+** and a land area of **21,000 km<sup>2</sup>**
- Of the 2M+ in the SCT's service area, **375,000+** are over the age of **65**
- and nearly **200,000** are **low-income**
- Ridership is increasing significantly
- 2021 SCT ridership was **38,066 riders**. 2023, ridership was **119,006**— an increase of **213%**
- Between 2021 and 2023, all SCT members have experienced ridership growth, ranging from an increase of **41%** to **1299%**
- As of June 2024, ridership for the first half of 2024 is **64,381**



# Recent Projects and Initiatives

## Infrastructure: Inter-community transit

### Southwest Community Transit (SCT)



#### Basic Information

Southwest Community Transit (SCT) was formed in early 2020 following the Province of Ontario's launch of the Community Transportation Grant Program (CTGP).

Countries Served: Brant, Grey, Lambton, Middlesex, Norfolk, Oxford, Perth  
# of Municipal Transit Services Represented: 9  
# of Fixed Route/Hybrid Transit Services: 7  
# of On-Demand Transit Services: 2  
# of CTGP Recipients: 8  
2022 Ridership: 57,000+



#### Key Benefits of SCT

- Knowledge and resource sharing
- Consistent messaging across all regions
- Alignment of routing where possible
- Coordination of marketing and promotions to leverage economies of scale

**Executive Committee**  
(elected Official / CAO from each member)

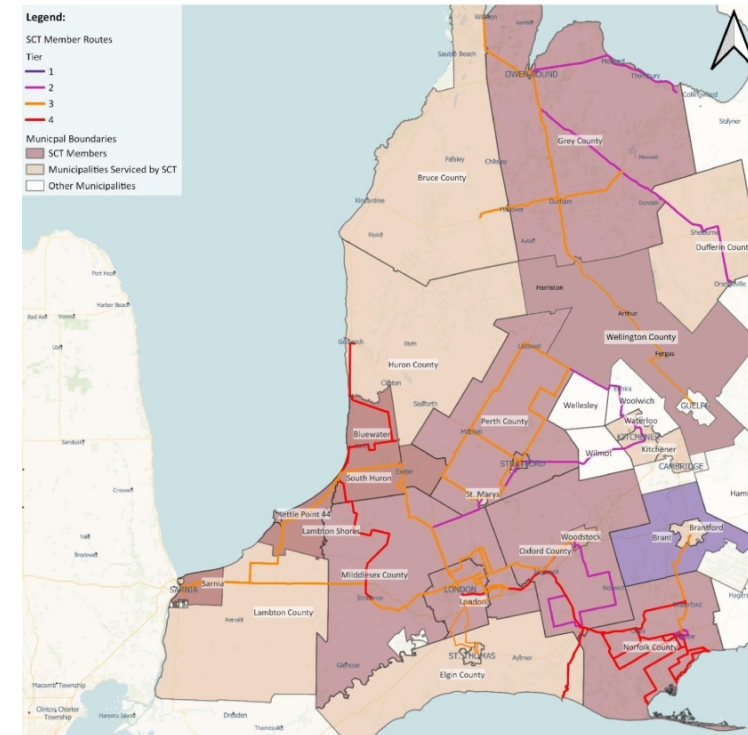
**Technical Committee**  
(Transit Operations Staff from each member)

**Stakeholder Committee**  
(libraries, post-secondary institutions, hospitals, workforce planning boards, etc.)

#### Successes of SCT

- Successfully developed inter-community transit network across Southwestern Ontario
- Recently awarded Rural Transit Solutions Funding from Federal Government to conduct Needs Analysis
- Collaborated with local Workforce Planning Boards to integrate transit routes on job board

WWW.RIDE-SCT.CA





# Short line rail: important infrastructure

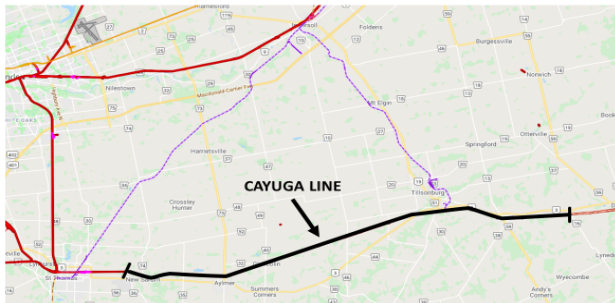


# Infrastructure: Rail



- Building Strong Supply Chains
- Supporting the manufacturing sector across the region
- Agriculture sector support
- Freight multi-modal logistics that support economic development and BR & E

Cayuga Rail Location



## Economic Impact Assessment – Survey

The purpose of the survey was to assess the economic impact of the Cayuga Rail Subdivision on the economy of the South Central Ontario Region.

- Total companies affected - 7
- Total number of employees (FTE) - 392
- Total annual revenue affected- ~170 million (n=4)
- Logistics costs increase - \$1,450,000.00
- Total Annual Revenue loss - \$7,910,00.00

# Infrastructure: Energy





# Infrastructure: Housing

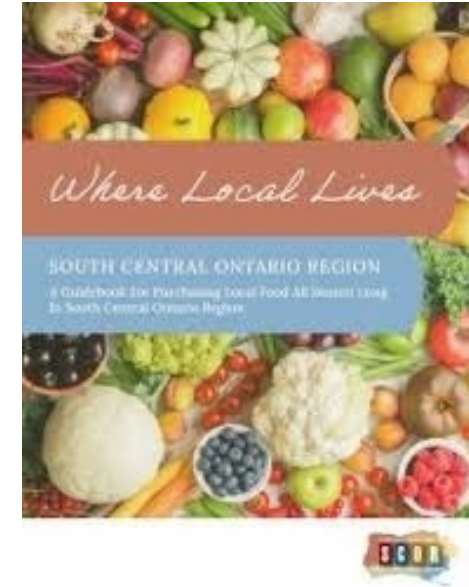


# Human Capital: Workforce, Training and Education

- SCOR supports regional training and education through partnerships with post-secondary institutions including Fanshawe College and others
- Advocates for programming at regional campuses that is directly responsive to industry
- Helps align training programs with employer needs, especially in manufacturing, and agriculture
- Supports initiatives that improve youth retention and attract skilled workers to rural communities
- Promotes work-integrated learning and micro-credentialing to meet evolving workforce demands



# Sector Development: Agriculture & Food



- Continuing partnerships with OFA to support regional agriculture
- Feeding Your Future
- Always in Season
- Agricultural infrastructure such as rail



# SCOR EDC : Looking Ahead

Collaboration



# Political Engagement & Influence



- Ministerial Access: Meet with 7 ministers annually at recent AMO
- Ongoing Dialogue: Continue conversations beyond conferences to build influence
- Inclusive Delegations: All members invited to participate and contribute
- Recent Highlight: Invited to meet Minister Fedeli in Niagara Region encouraged to apply for funding



# Action Oriented Leadership

## Projects and Initiatives

Projects: Initiated the Food Hub and other regional innovations

- Testing New Ideas: SCOR EDC is a launchpad for scalable solutions
- Infrastructure & Industry Support: Advanced natural gas access for manufacturing/agriculture
- Business Support: Created Business Resources Toolkit with regional partners
- Created Southwest Community Transit (SCT) Added public transit routes to job-seeker websites

# Strategic Advantages: Why SCOR EDC Still Matters

- **Global Trade Uncertainty:** SCOR helps businesses adapt and move forward
- **Regional Voice:** Advocacy at provincial and federal levels
- **Inclusive Collaboration:** Strength through shared insights and participation
- **Reputation for Success:** Trusted by ministries and partners alike



# Future Projects and Initiatives

Item 8.c

- Continuing partnerships building on past successes with Workforce Planning Board of Grand Erie and Elgin Middlesex Oxford Workforce Planning and Development Board: focusing on Business Resources Toolkit for employers
- Agriculture sector
- Supply Chain resilience project
- Growth related issues: education-schools needed, satellite college campuses





# Long Term Strategic Planning

Item 8.c

- Partnership creates immediate value but more importantly cumulative value over time
- Action-oriented organization – with a focus on strategic planning and implementation
- SCOR EDC is widely recognized with a positive reputation as a region
- Ability to tackle projects and issues that are larger in scale than one municipality can take on individually
- Small enough to reach a consensus and move forward on areas of focus
- Ability to attract and leverage funding on a regional scale





# Thank You!

Item 8.c

*We have accomplished a great deal as a five-county partnership...good neighbours working together for the good of all!*

*Thank you!*

Ed Ketchabaw SCOR EDC Chair of the Board of Directors

[eketchabaw@ELGIN.ca](mailto:eketchabaw@ELGIN.ca)

Jennifer Kyle SCOR EDC Vice Chair of the Board of Directors

[jennifer.kyle@brant.ca](mailto:jennifer.kyle@brant.ca)

Kimberly Earls Executive Director SCOR EDC

[Kimberly.earls@scorregion.com](mailto:Kimberly.earls@scorregion.com)





## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Drew Davidson, Director of Protective Services

**Reviewed by:** Josh Brick, CAO

**Date:** September 4<sup>th</sup>, 2025

**Council Meeting Date:** September 17<sup>th</sup>, 2025

**Report Title:** August Monthly Report

**Report No.:** FC-25-13

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### Recommendation:

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

### Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of August 2025.

### Analysis & Discussion:

#### Meetings, Courses and Training Attended:

##### 1. Town Hall Meeting – Ontario Fire Protection Grant

- Attended the town hall meeting for the launch of the second round of the Ontario Fire Protection Grant, which provides funding to support fire departments in enhancing cancer prevention initiatives around safety, equipment, and firefighter wellness.
- Reviewed and analyzed grant eligibility criteria, funding priorities, and allowable expenditures to determine the areas that would provide the greatest benefit to the Township and our firefighters.
- Identified equipment upgrades, training opportunities, and health and safety initiatives that align with both the Township's operational needs and the grant's objectives.



- Conducted a preliminary assessment of costs and sourced quotes for proposed initiatives to ensure that all potential projects are fully budgeted and eligible for funding.
- Coordinating with relevant stakeholders to finalize the grant application, ensuring all documentation and cost estimates are prepared ahead of the September 30 submission deadline.
- This proactive approach aims to maximize funding opportunities while directly improving firefighter safety, operational efficiency, and long-term service sustainability.

## 2. **Princeton Drain Project – Construction Coordination**

- Attended construction meetings in relation to the Princeton Drain Project.
- Collaborated closely with all stakeholders, as the contractor is currently working on the south end.
- Developed a plan to temporarily relocate all fire apparatus and firefighter PPE from the station during concrete work directly in front of the station. The plan ensures equipment will be moved at the appropriate time without disrupting operations.

## 3. **Bunker Gear Cleaning – Annual Maintenance**

- The final round of bunker gear cleaning for the year has been completed smoothly.
- This completes our annual testing and cleaning of bunker gear by a third party, in accordance with **NFPA 1851** standards.
- A total of **67 sets** of bunker gear were sent out for maintenance this year.

## **Conclusion:**

All activities undertaken this month have been effectively managed to ensure the safety and readiness of our firefighters, compliance with NFPA standards, and the continued operational efficiency of the Township's fire services. Ongoing initiatives, including grant preparation, construction coordination, and equipment maintenance, are aligned with the Township's commitment to maintaining a safe and well-equipped fire service.

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## Upcoming Department Events

**Firefighter Recruitment Night – Sep 23<sup>rd</sup>**

**Drumbo Fair – Sep 20<sup>th</sup> & 21<sup>st</sup>**

**Fire Prevention Week – Oct 5<sup>th</sup> – 11<sup>th</sup>**

**Drumbo School - TBD**

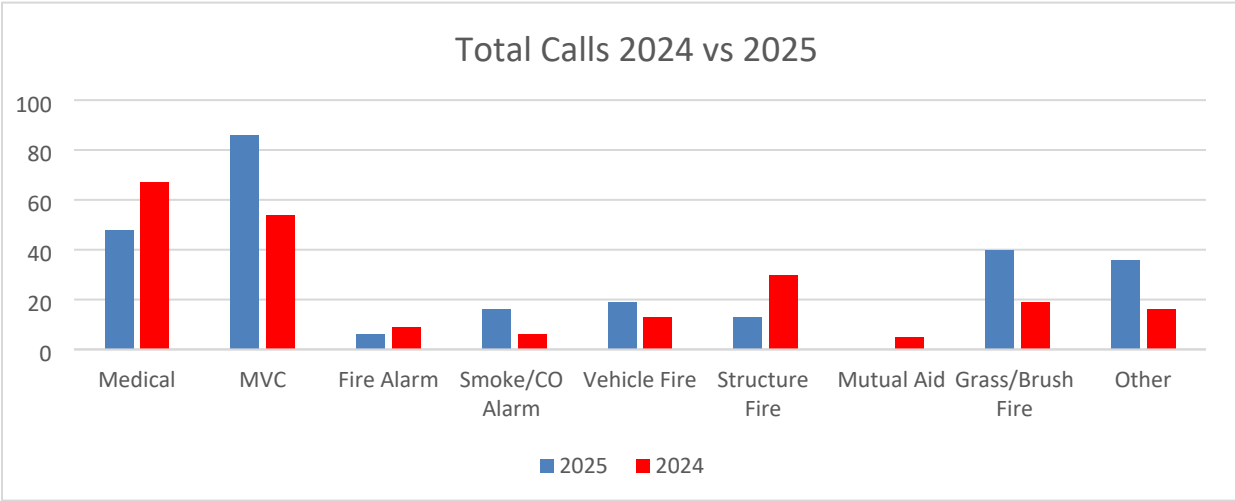
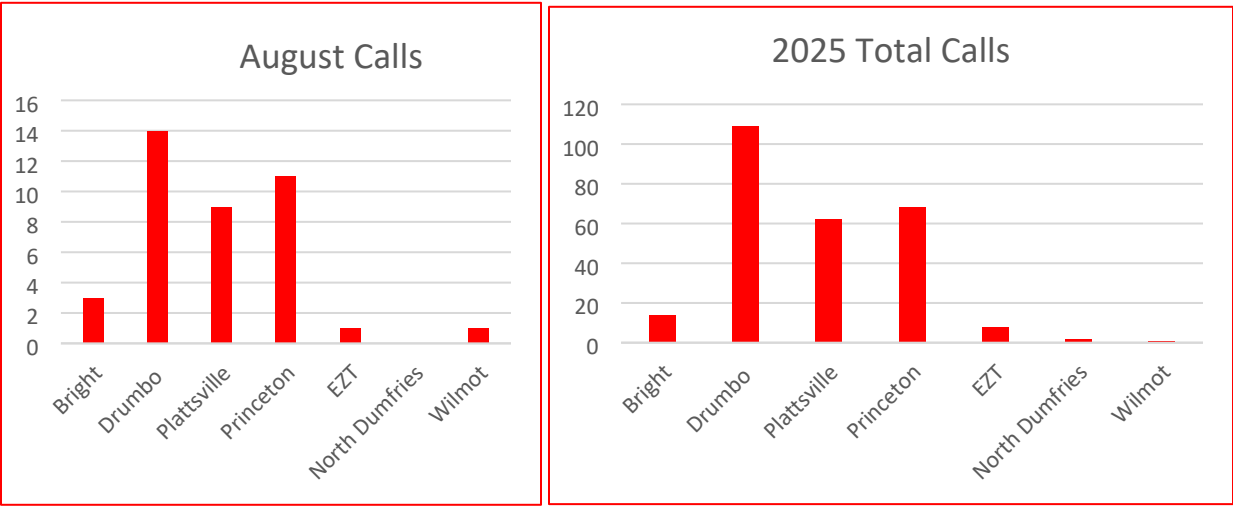
**Bright Fire Safety Day – TBD**

**Plattsville Fire Safety Day – Oct 11<sup>th</sup>**

## **Fire:**

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

## **August Fire Reports:**



**Strategic Priorities:**

**Community Well-Being and Inclusivity**

- Preparing a strong application for the Ontario Fire Protection Grant supports firefighter wellness, cancer prevention measures, and improved safety equipment, benefiting both first responders and the wider community.

**Excellence in Public Service**

- Proactive assessment of grant eligibility, cost estimates, and vendor quotes reflects sound fiscal stewardship and operational efficiency.

Respectfully submitted by:

Drew Davidson  
Director of Protective Services

**Appendix: None.**

**Attachments: None**

**Follow up**

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Drew Davidson, Director of Protective Services

**Reviewed by:** Josh Brick, CAO; Denise Krug, Director of Finance

**Date:** September 4<sup>th</sup>, 2025

**Council Meeting Date:** September 17<sup>th</sup>, 2025

**Report Title:** OFM Grant – Year 2

**Report No.:** FC-25-14

### Recommendation:

That Report FC-25-14 be received as information; and further,

That Council approve the allocation of this year's Ontario Firefighter Cancer Prevention Grant toward the proposed cancer-prevention initiatives, as outlined in this report.

### Background:

Occupational cancer remains the leading cause of firefighter line-of-duty deaths in Canada. Each year, between 50 and 60 Canadian firefighters die from cancer, with research showing that 85% of firefighter occupational fatalities between 2007 and 2021 were cancer-related. Firefighters are routinely exposed to toxins such as polycyclic aromatic hydrocarbons (PAHs) and volatile organic compounds (VOCs) during fire suppression activities.

In recognition of these risks, the Ontario government has doubled the Firefighter Cancer Prevention Grant this year. Funding allocations are based on the number of stations within each municipality, ensuring departments have proportional support to invest in cancer-prevention measures.

Last year, our department successfully secured **\$32,800**, which was used to help offset the purchase of a decontamination washer, reducing carcinogenic exposure in firefighter gear. This year, we are eligible to receive **\$65,600**, which represents a significant opportunity to strengthen our prevention strategies and align with the latest industry best practices.

## Analysis/Discussion:

Council's continued investment in firefighter health and wellness is critical in reducing occupational cancer risks — the leading cause of firefighter line-of-duty deaths in Canada. The following equipment upgrades represent proactive, research-based steps to protect our personnel while strengthening operational readiness for the community:

### 1. On-Site Decontamination

Firefighters are consistently exposed to hazardous substances that can adhere to protective clothing and equipment. Without immediate on-site decontamination, these carcinogens can be absorbed through the skin, carried back into apparatus cabs, and transferred into fire stations. A portable decontamination shower allows firefighters to remove harmful contaminants as soon as possible, significantly reducing risk. This aligns with national best practices for firefighter cancer prevention and occupational health and safety standards.

This equipment will provide immediate decontamination capabilities at the scene of an incident, reducing firefighters' exposure to carcinogens, hazardous materials, and other toxic byproducts.

#### Key Features and Benefits:

- **Rapid Deployment:** Compact and portable system that can be quickly set up at any incident scene.
- **Effective Decontamination:** Provides on-site gross decontamination of turnout gear, boots, and equipment before returning to the station.
- **Cancer Prevention:** Reduces the absorption and transfer of carcinogens, improving long-term firefighter health outcomes.
- **Water Management:** Designed with containment mats or collection systems to manage runoff safely and prevent environmental contamination.
- **Versatility:** Can be used not only for structural firefighting incidents but also during hazardous materials responses, wildland deployments, and training exercises.

### 2. Gear Dryers (2) – Station 81 & Station 83

Purchase of two new gear dryers for the Township that will be housed in the new Station 81 and will replace the existing non-enclosed gear dryer in Station 83.

- Reduces PPE drying time from over five hours to under two, ensuring gear is ready for service more quickly.
- Meets NFPA-compliant drying standards using a cabinet-style system, which avoids gear damage and ensures safety.
- Preserves gear integrity and lifespan, maintaining reliable protection for firefighters.
- Strengthens cancer-prevention practices by ensuring that contaminated gear is thoroughly cleaned and dried, reducing the chance of re-exposure to harmful toxins.

### 3. Gear Extractor (1) – Station 81

Purchase of one new gear extractor for the new Station 81. This will complement the existing extractor at Station 83 within our Township.

- **Advanced Decontamination:** Effectively removes carcinogens, soot, and biological contaminants from turnout gear.
- **NFPA-Compliant:** Meets or exceeds NFPA 1851 standards for the care and cleaning of protective ensembles.
- **Gear Longevity:** Gentle wash cycles extend the lifespan of costly protective equipment while maintaining safety standards.
- **Health and Safety:** Reduces firefighters' exposure to cancer-causing agents that linger in gear after fire incidents.
- **Operational Readiness:** Ensures turnout gear can be safely returned to service faster, supporting response capacity.

#### **4. Upgraded Particulate-Blocking Balaclavas**

- Enhanced protection for the face, jawline, and neck, which are among the most vulnerable points of entry for carcinogens as per NFPA 1971 standards.
- Addresses known exposure pathways identified in national firefighter cancer-prevention research.
- Critical upgrade in frontline protective equipment, aligning with leading industry best practices to reduce occupational cancer risk.
- Demonstrates a proactive commitment to firefighter health and wellness, reducing long-term illness risks while ensuring a safe and sustainable fire service for the community.

#### **5. Carcinogen Protection Containment Turnout Bags**

- Firefighters are at significantly higher risk of occupational cancer due to repeated exposure to toxic byproducts of combustion. Containing contaminated turnout gear immediately after an incident is a critical step in reducing prolonged exposure and improving firefighter health and safety. By purchasing these containment bags, the Township will further strengthen its cancer prevention strategy, aligning with best practices in firefighter safety and wellness initiatives.
- The LXFB99 bags will be stored on each fire apparatus and will be available for use after any incident where transportation of contaminated gear and/or SCBAs is required.
- The bags provide the following cancer prevention benefits:
  - 100% air-tight and water-tight containment for turnout gear and helmets, preventing carcinogens from being released into vehicles or living spaces until gear can be properly cleaned.
  - Durable construction using thermoplastic polyurethane (TPU) fabric with heat-welded seams, eliminating stitching that could allow leakage.



- Easy cleaning and decontamination, as both the interior and exterior surfaces can be washed out after use.
- Specialized compartments for turnout gear, helmets, SCBA masks, wildland gear, or personal effects, ensuring all gear can be safely transported and contained.
- Safety features including reflective webbing, reinforced straps, and a visible “FIRE DEPT” logo for identification on-scene.

## Industry Best Practices and Alignment

Recent data shows:

- **Preliminary Exposure Reduction (PER)** using wet-soap methods reduces carcinogenic exposures on turnout gear by **85%**.
- Laundering PPE through extractors removes approximately **70% of VOCs and heavy metals** and **99.95% of biohazards**.
- Proper bag-and-tag systems for contaminated gear improve tracking of exposures and reduce cross-contamination risks.

Our proposed equipment and practices align with these standards, ensuring that our firefighters benefit from evidence-based exposure reduction methods while positioning the department as a provincial leader in occupational cancer prevention.

## Strategic Priorities:

### Community Well-Being and Inclusivity

- Directly addresses occupational cancer—the leading cause of firefighter line-of-duty deaths—by investing in on-site decontamination, gear extractor, gear dryers, particulate-blocking balaclavas and carcinogen containment turnout bags.

### Excellence in Public Service

- Aligns with industry best practices and NFPA standards, incorporating proven exposure-reduction methods to safeguard personnel.

## Financial Implications:

This project includes capital costs which will be funded mainly through the grant amount, with the overage amount being included in our 2026 capital budget. Although the projected amount of the grant is \$65,600.00, the province has indicated that this is the base amount and if a municipality chooses not to apply or not to ask for the maximum amount, there could be funds left over. Similar to last year, any funds remaining would be distributed to municipalities in which their grant request was over the base amount and distributed equally.

<u>Decontamination</u>		<u>Gear Dryer</u>		<u>Firefighter Equipment</u>	
Decontamination Shower	\$ 3,000.00	dryers (2)	\$ 22,200.00	Fire Dex Hoods	\$ 14,175.00
Carcinogen Containment Bags		installation	\$ 5,000.00		\$ 14,175.00
(45 bags + personal kits)	\$ 13,500.00	washers (1)	\$ 9,100.00		
	\$ 16,500.00				
		Total	\$ 66,975.00		
		Grant	\$ 65,600.00		
		2026 Budget	\$ 1,375.00		

## Conclusion:

The doubling of the Ontario Firefighter Cancer Prevention Grant represents a critical opportunity to invest in firefighter health and safety. These targeted investments directly address firefighter cancer prevention — reducing exposure to carcinogens at every stage: on-scene decontamination, safe gear drying, and upgraded protective equipment. By supporting these initiatives, Council ensures that our firefighters are better protected, better prepared, and able to serve the community safely and effectively, both today and into the future.

Respectfully submitted by:

Drew Davidson  
Director of Protective Services

**Appendix: None.**

## Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Drew Davidson, Director of Protective Services

**Reviewed by:** Josh Brick, CAO

**Date:** September 4<sup>th</sup>, 2025

**Council Meeting Date:** September 17<sup>th</sup>, 2025

**Report Title:** Camp 85 Review

**Report No.:** FC-25-15

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### Recommendation:

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

### Background:

From July 8 to 12, 2025, Blandford-Blenheim hosted our third annual Camp 85. This year was particularly significant as it marked the first time we offered the program to teen males — the first initiative of its kind in our area. This report, along with the attached summary, provides Council with insight into the continued growth and success of the camp within our community.

### Discussion:

Camp 85 has quickly become a cornerstone initiative in our township, uniting all fire stations, staff, and community partners in a collaborative effort that we are extremely proud of. Expanding the program this year to include teen males has further broadened its impact and created new opportunities to inspire the next generation of firefighters.

This year's camp had 20 participants, supported by 7 returning young ladies from previous years. These returning participants assisted in all aspects of the program, including demonstrating the disciplines, helping with setup and cleanup, and providing ongoing encouragement to the new campers.

The camp provides participants with a unique environment to learn and practice lifelong skills, such as climbing a ladder for the first time, using a fire extinguisher, or working as a team to complete challenging tasks. These experiences build confidence, resilience, and teamwork — qualities that extend far beyond the fire service.

Most notably, throughout the week we repeatedly heard participants express, “I can’t wait to join the fire service.” For staff, this represents the ultimate success of the program: a direct form of succession planning that inspires local youth to see themselves as future firefighters. By creating these early experiences, the Township is laying the groundwork for a strong, community-rooted pipeline of recruits who already understand what it takes to serve.

## **Strategic Priorities:**

### **Engaged and Informed Community**

- Camp 85 unites all fire stations, staff, and community partners, fostering strong connections between the Township and local families.

### **Community Well-Being and Inclusivity**

- Offering Camp 85 to both young women and teen males for the first time broadens participation, reflects inclusivity, and provides opportunities for diverse youth to develop confidence, teamwork, and resilience.

## **Conclusion:**

Camp 85 continues to evolve into a defining program for Blandford-Blenheim, showcasing our commitment to innovation, inclusivity, and community engagement. By opening this year’s camp to teen males — the first initiative of its kind in our region — we expanded our reach and created new opportunities to inspire future firefighters. The program’s success reflects not only the dedication of our fire stations and staff, but also the overwhelming support of the community that makes it possible. Looking ahead, Camp 85 will remain a vital tool in developing confident, capable young people who see the fire service as a place where they belong, and where they can make a meaningful contribution to the safety of our township.

Respectfully submitted by:

Drew Davidson  
Director of Protective Services

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**Appendix:**

Photos of 2025 Camp 85.

**Follow up**

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:







## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Drew Davidson, Director of Protective Services

**Reviewed by:** Josh Brick, CAO

**Date:** September 4<sup>th</sup>, 2025

**Council Meeting Date:** September 17<sup>th</sup>, 2025

**Report Title:** Princeton Station – Capital Expenditures

**Report No.:** FC-25-16

### Recommendation:

That Report FC-25-16 be received as information; and further,

That Council authorizes staff to make the necessary 2025 Princeton Fire Station Project expenditures in the amount of \$122,000.00 as outlined in Report FC-25-16, it being noted that listed 2025 project expenditures be funded from the Fire Reserve.

### Background:

The purpose of this report is to request Council's approval for additional funding to support essential equipment and infrastructure for the new Princeton Fire Station that fall outside of the original tendered construction contract. Approval is being sought at this time for 2025 requirements, with 2026 requirements to be presented during the next budget cycle.

The Princeton Fire Station construction project did not include several critical items in the original tender. These items are required to ensure the station is fully functional, compliant, and safe for firefighters and the community.

The total additional costs identified amount to **\$219,000.00**, to be addressed over two budget years. The immediate requirement is **\$122,000.00 for 2025**, with an additional **\$97,000.00** anticipated in 2026.

**2025 Additional Costs (Request for Approval Now – \$122,000.00)**

- Radio & Antenna – \$3,000
- Security System – \$4,000
- Hydro – \$50,000
- Natural Gas – \$50,000
- Well – Drilling & Plumbing – \$15,000

### **2026 Additional Costs (To Be Considered in 2026 Budget Deliberations – \$97,000.00)**

- Gear Racking – \$12,000
- Radio & Antenna – \$4,000
- Security System – \$8,000
- Tables, Chairs, Appliances, Furnishings – \$25,000
- IT Equipment (phones, computers, TV, etc.) – \$5,000
- Digital Sign – \$3,000
- Additional Engineering Expenses for Project Completion – \$40,000

\*Due to a phased approach, Radio & Antenna and Security System are listed in both 2025 and 2026 project costs. For example, wiring for radio & antenna system must be completed during project construction, whereas the works will be completed following the approval of the 2026 Budget.

## **Strategic Priorities:**

### **Engaged and Informed Community**

- Transparent reporting of additional Princeton Fire Station costs keeps Council and residents informed about project needs and funding allocations.

### **Responsible and Strategic Growth**

- Phased budgeting between 2025 and 2026 reflects prudent financial planning and responsible use of municipal reserves.

## **Financial Implications:**

Approval of the **2025 additional costs (\$122,000.00)** will ensure that the new fire station can be brought into full service and properly equipped for operations upon opening.

The remaining **2026 items (\$97,000.00)** will be presented for consideration during the 2026 budget deliberations, allowing for a staged financial approach.

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Respectfully submitted by:

Drew Davidson  
Director of Protective Services

**Appendix: None.**

**Follow up**

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Adam Degier, Drainage Superintendent

**Reviewed by:** Josh Brick, CAO

**Date:** September 10<sup>th</sup>, 2025

**Council Meeting Date:** September 17<sup>th</sup>, 2025

**Report Title:** Petition for Drainage – Sparks Drain

**Report No.:** DS-25-02

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### Recommendation:

That Report DS-25-02 be received as information; and,

That Council accepts the petition for drainage works for Lot 9 and 10, Concession 4, Blenheim, Township of Blandford-Blenheim, from John Pynenburg, in the affected area of the existing private Sparks Drain; and further,

That the Clerk notify the Grand River Conservation Authority that the Township of Blandford-Blenheim has received a petition for drainage work and that they intend to proceed with this petition.

### Background:

We have received a signed petition for drainage works in the area of Lot 9 and 10, Concession 4, from John Pynenburg and fellow property owners to provide an outlet for drainage. This property is in the watershed historically known as the Sparks Drain.

### Analysis & Discussion:

A petition as per Section 4 of the Drainage Act must be signed by the majority of landowners or those representing 60% of the land in the area requiring drainage.

I believe that the petition received meets the requirements of Section 4(1)(a), (b).

Therefore, council should send notice to the Petitioner and Conservation Authority (GRCA) that may be affected by the petition, that they intend to proceed with the petition in accordance with Section 5 of the Drainage Act.

## **Strategic Priorities:**

### **Engaged and Informed Community**

- Notifying the Grand River Conservation Authority and affected landowners ensures transparent communication and keeps stakeholders informed about drainage work that may impact their properties.

### **Responsible and Strategic Growth**

- Proceeding with drainage improvements under the Drainage Act provides proper water management infrastructure, supporting agricultural productivity and sustainable land use.

## **Financial Implications:**

The cost of a municipal drain is assessed to the landowners in the area affected by the drainage works.

This drain will affect Township Road 4.

Respectfully submitted by:

Adam Degier  
Drainage Superintendent

## **Appendix:**

PDF of the area to be affected by the petition.

## **Follow up**

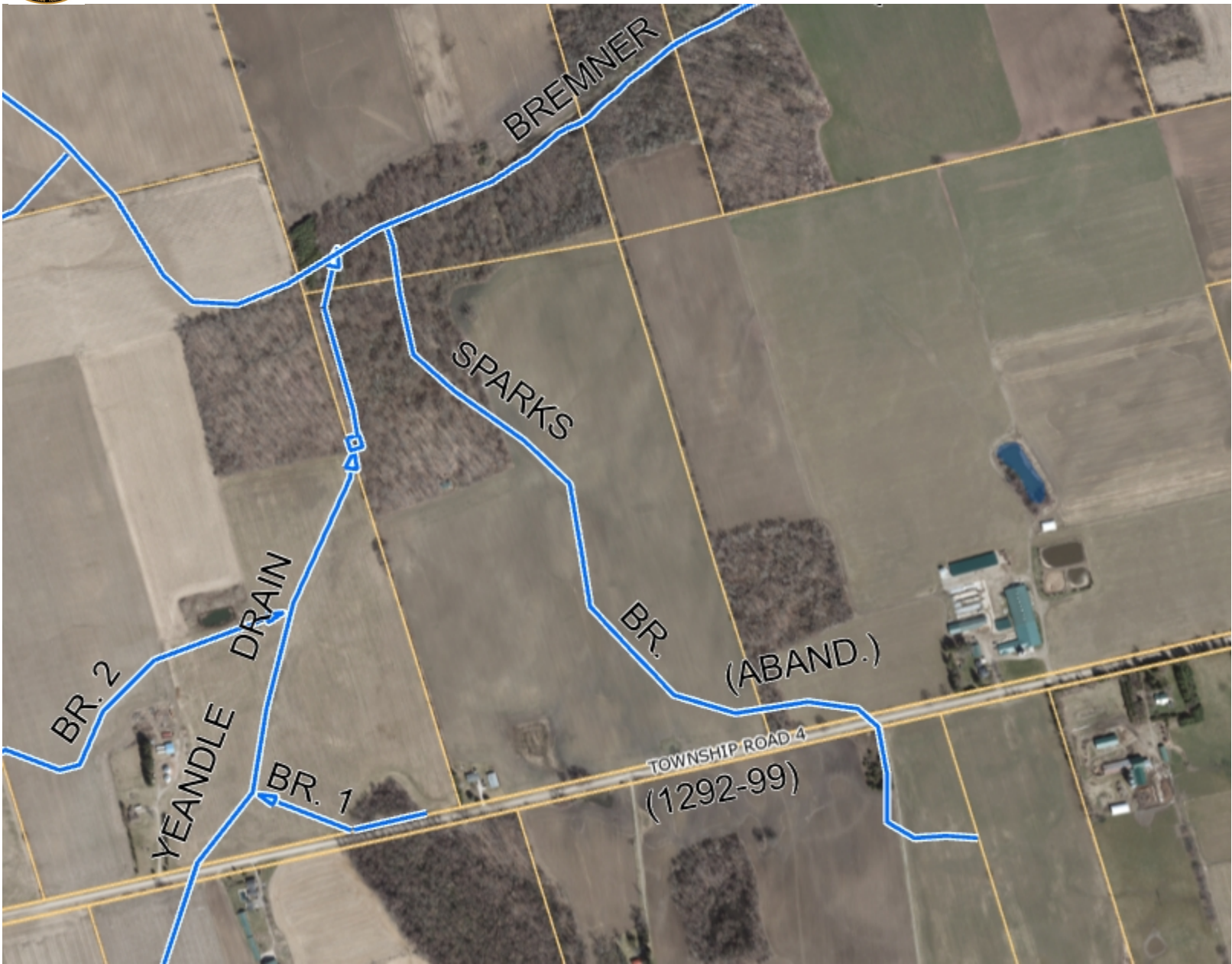
In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



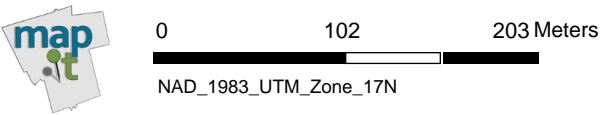
# Sparks Drain (Abandoned)

Item 10.e



Legend

Notes



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



December 10, 2024





## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Denise Krug, Director of Finance

**Reviewed by:** Josh Brick, CAO

**Date:** September 9<sup>th</sup>, 2025

**Council Meeting Date:** September 17<sup>th</sup>, 2025

**Report Title:** 2026 Budget Schedule

**Report No.:** TR-25-12

### Recommendation:

That Report TR-25-12 be received as information;

And further that Council adopt the budget schedule for the 2026 Operating and Capital Budgets, set out in Report TR-25-12.

### Background:

The purpose of this report is to present to Council for its consideration a schedule to review and approve the Tax Rate supported 2026 Operating Budget and Capital Budget for the Township of Blandford-Blenheim.

Section 290 of the Municipal Act, 2001, as amended, provides for the following in regard to annual budgets:

Yearly budget, local municipalities

- (1) For each year, a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality, including,
  - (a) Amounts sufficient to pay all debts of the municipality falling due during the year;
  - (b) Amounts required to be raised for sinking funds or retirement funds; and
  - (c) Amounts required for any board, commission or other body

Detail and form

- (2) The budget shall, in such detail and form as the Minister may require, set out the following amounts:
- (a) The estimated revenues, including the amount the municipality intends to raise on all the rateable property in the municipality by its general local municipality levy and the
  - (b) amount it intends to raise on less than all the rateable property in the municipality by a special local municipality levy under section 312
  - (c) The estimated portion of the estimated revenues described in paragraph (a), if any, to be paid into the municipality's reserve, sinking and retirement funds.
  - (d) The estimated revenues, are equal to the estimated expenditures
  - (e) The estimated portion of the expenses, if any, to be paid out of the municipality's reserves and reserve funds.

#### Allowance

- (3) In preparing the budget for a year, the local municipality,
- (a) Shall not include in the estimated revenues, the estimated proceeds of any borrowing during the year;
  - (b) Shall treat any operating surplus of any previous year as revenue that will be available during the current year;
  - (c) Shall provide for any operating deficit of any previous year;
  - (d) Shall provide for taxes and other revenues that in the opinion of the treasurer are uncollectible and for which provision has not been previously made;
  - (e) May provide for taxes and other revenues that it is estimated will not be collected during the year; and
  - (f) May provide for such reserves as the municipality considers necessary.

### Analysis & Discussion:

As per the Revised Budget Development Policy approved by Council on July 3, 2024, staff are proposing the following schedule for the upcoming 2026 budget deliberations:

<b><i>Date</i></b>	<b><i>Staff / Council Involvement</i></b>	<b><i>Description</i></b>
October 1	Director of Finance / Council	Council Report regarding 2026 Budget Survey results
October 15 <sup>th</sup>	Staff / Council	Capital Project Road Tour
November 5 <sup>th</sup>	Council/Director of Finance	Fees & Charges Report provided to Council for approval.
December 3 <sup>rd</sup>	Council/Director of Finance	Fees & Charges By-Law to council for approval.
January 14 <sup>th</sup>	Director of Finance	Provide members of Council budget binders.
January 21 <sup>st</sup>	Council / Directors	Presentation of Operating & Capital Budget <ul style="list-style-type: none"> <li>• All departments</li> </ul> Special Council Meeting to start at 10 a.m.
February 4 <sup>th</sup>	Council / Directors	Council review of outstanding requests. Overall budget discussions.

February 18th	Council / Directors	Council finalization of budget estimates
March 4th	Council	Adoption of 2023 budget estimates By-law
April/May	Council	Tax Rate By-Law to Council for approval.

## Strategic Priorities:

### Engaged and Informed Community

- Establishing and sharing the full 2026 budget schedule ensures residents, Council, and staff are informed about key dates and opportunities for input.

### Responsible and Strategic Growth

- The schedule provides a structured timeline for reviewing operating and capital expenditures, supporting thoughtful planning for infrastructure, services, and long-term financial sustainability.

### Excellence in Public Service

- The clear, phased approach to budget deliberations, beginning with survey results and culminating in adoption of tax rates, demonstrates strong governance, operational discipline, and adherence to legislative standards.

## Financial Implications:

Not applicable

Respectfully submitted by:

Denise Krug  
Treasurer

**Appendix: None.**

## Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Kevin Brandt, Deputy Clerk/Communications Coordinator

**Reviewed by:** Sarah Matheson, Director of Corporate Services/Clerk;  
Josh Brick, CAO

**Date:** September 4, 2025

**Council Meeting Date:** September 17, 2025

**Report Title:** Corporate Communications Plan 2025

**Report No.:** DC-25-09

---

### Recommendation:

That Report DC-25-09 be received; and further,

That Council adopt the Township of Blandford-Blenheim Corporate Communications Plan 2025 as a guiding framework for communications.

### Executive Summary:

The Corporate Communications Plan 2025 provides a strategic, future-focused framework to guide how the Township engages with residents, Council, staff, and community stakeholders. The plan is designed to enhance transparency, consistency, and accessibility across all communication channels while aligning with the Township's 2025–2028 Strategic Plan.

This document establishes clear goals, implementation timelines, and measurable outcomes to improve public trust, support civic participation, and foster stronger community connections.

### Background:

Council and staff have identified communications as a priority for improving engagement with residents and ensuring accountability in municipal decision-making. Past communications efforts, while effective in some areas, have been challenged by resource limitations, inconsistent branding, and the need to balance traditional and digital platforms to reach diverse audiences.

In response, the Clerk's Department undertook an internal review and best practices scan to develop a unified Corporate Communications Plan. The plan outlines objectives, strategic priorities, and a phased implementation schedule from 2025–2028.

## Analysis & Discussion:

Key features of the Corporate Communications Plan 2025 include:

- **Strategic Goals**
  - Strengthen community connections and civic participation
  - Elevate Council visibility and responsiveness
  - Build a culture of transparency and mutual respect
  - Expand inclusive communication channels and support emergency preparedness
- **Implementation Highlights**
  - **Year 1 (2025–2026):** Establish brand guidelines, redesign Township website, create a centralized communications calendar, and launch staff training.
  - **Year 2 (2026–2027):** Expand digital engagement, introduce annual community surveys, host rotating town halls, and launch a communications performance dashboard.
  - **Year 3 (2027–2028):** Conduct a full impact assessment, refresh brand guidelines, enhance accessibility, expand multimedia content, and prepare the next 3–5 year roadmap.
- **Monitoring & Evaluation**

The plan outlines clear Key Performance Indicators (KPIs) such as website analytics, social media engagement, community survey results, and event participation. Semi-annual internal reviews and annual reports to Council will ensure accountability and continuous improvement.

By implementing this plan, Blandford-Blenheim positions itself as a leader among rural municipalities in transparent, community-first communications.

## Strategic Priorities:

The Corporate Communications Plan 2025 directly advances the Township's 2025–2028 Strategic Plan across all four pillars:

- **Engaged & Informed Community**

Provides timely, consistent information through multiple channels; expands opportunities for public feedback; and fosters meaningful civic participation.
- **Responsible & Strategic Growth**

Enhances transparency in planning, development, and infrastructure communications, helping residents understand growth-related decisions and their impacts.
- **Community Well-Being & Inclusivity**

Ensures communications are accessible, inclusive, and representative of the Township's diverse population, while promoting community pride and connection.

- **Excellence in Public Service**

Establishes standardized communications protocols, improves internal alignment, and supports staff with tools and training to deliver clear, reliable information.

By embedding communications within each pillar, the plan ensures that engagement and transparency are not isolated functions but integral to the Township's service delivery and long-term vision.

## **Financial Considerations:**

Implementation of the Communications Plan will be managed within existing departmental resources wherever possible. Costs associated with website modernization, branding, and engagement tools may require allocation in future budgets. Staff will bring forward specific funding requests as required through the Township's annual budget process.

Respectfully submitted by:

Kevin Brandt  
Deputy Clerk/Communications Coordinator

## **Appendix:**

Township of Blandford-Blenheim Corporate Communications Plan 2025

## **Follow up**

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



SEPTEMBER 2025

# CORPORATE COMMUNICATIONS PLAN



**PREPARED AND PRESENTED BY**  
CLERK'S DEPARTMENT

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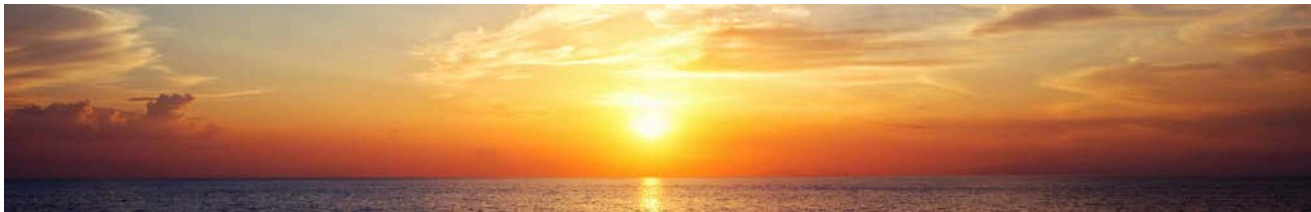
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# 1. EXECUTIVE SUMMARY

The Township of Blandford-Blenheim Corporate Communications Strategy is a comprehensive, future-focused strategy designed to transform how the Township communicates with residents, staff, Council, and stakeholders.

Grounded in the Township's rural heritage and community-first spirit, this plan lays the foundation for open, transparent, and inclusive communications that strengthen public trust and foster greater community participation.

## STRATEGIC GOALS

By enhancing clarity, consistency, and accessibility across all communication channels, the plan aims to:

- Strengthen community connections and encourage civic participation.
- Elevate Council visibility and responsiveness.
- Build a culture of transparency and mutual respect.

## IMPLEMENTATION & ACCOUNTABILITY

Featuring a clear action plan, timelines, and measurable outcomes, the plan empowers the Township to adapt and evolve as community needs and communication technologies change.

In short, this plan positions Blandford-Blenheim to lead by example among rural municipalities – fostering a more informed, engaged, and united community.

## 2. INTRODUCTION

### PURPOSE

This plan provides a unified, strategic framework to guide all Township communications. It aligns messaging and outreach efforts with the Township's broader strategic goals, ensuring residents feel informed, included, and empowered to engage in local governance.

### COMMUNITY CONTEXT

Nestled in Oxford County, Blandford-Blenheim is a warm, welcoming township of approximately 7,600 residents. Our community is built on a strong agricultural foundation and a proud rural heritage, with vibrant villages and hamlets including Plattsville, Bright, Princeton, and Drumbo.

The Township faces unique challenges in reaching all residents – balancing traditional communication methods with modern digital approaches. Considerations include an aging population, varying levels of internet access, and strong in-person community networks.



## COMMUNICATIONS LEADERSHIP

The Township of Blandford-Blenheim's communications efforts are coordinated by the Deputy Clerk / Communications Coordinator, who works closely with the Director of Corporate Services / Clerk. This role is responsible for leading the implementation of the Corporate Communications Plan, developing and distributing content across various channels, and supporting departmental communication needs.

The Communications Coordinator collaborates with:

- The Chief Administrative Officer (CAO);
- Director of Corporate Services / Clerk;
- Department Directors and Managers; and
- Frontline staff who help share information with residents.

Responsibilities include:

- Maintaining the Township's communications strategy and content calendar.
- Managing social media accounts and monitoring engagement.
- Maintaining and updating the Township website.
- Preparing media releases and handling media inquiries.
- Assisting with internal staff communications.
- Supporting public engagement initiatives and surveys.
- Advising on branding and visual identity standards.

## DEPARTMENTAL ROLES

All departments support communications by sharing timely updates, identifying key projects or issues, and consistently applying Township branding.

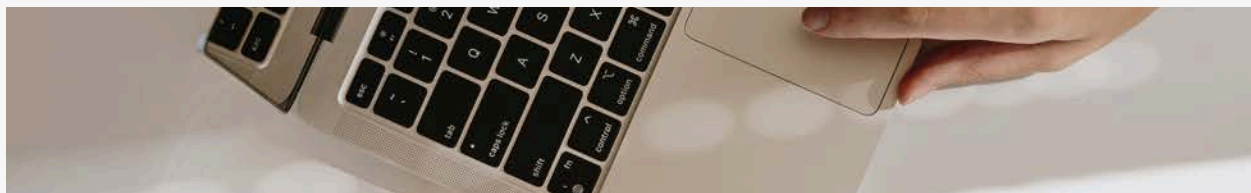
The CAO, Director of Corporate Services / Clerk, and Management Team foster a culture of proactive, open, and collaborative communication across the organization.

## OBJECTIVES

- Ensure clarity and consistency in all Township communications.
- Foster two-way communication and deepen community engagement.
- Enhance Council's visibility and demonstrate accountability.
- Expand reach through inclusive, diverse communication channels.
- Support emergency preparedness and community resilience.



## 3. INTERNAL ASSESSMENT & BEST PRACTICE REVIEW



### A. METHODOLOGY

To develop this plan, a multi-pronged internal review and research process was undertaken, including:

- A comprehensive assessment of the Township's current communication tools, platforms, and workflows.
- An internal review of past communication efforts, challenges, and successes to identify opportunities for improvement.
- A scan of best practices and comparable strategies from similar rural municipalities across Ontario.
- Consideration of relevant municipal policies, strategic priorities, and legislative requirements to ensure alignment.

### B. GUIDING PRINCIPLES

This strategy was shaped by core principles that reflect the Township's values and priorities:

- **Clarity:** Information should be timely, clear, and consistent across all channels.
- **Accessibility:** Communications must be inclusive and easy to access for all residents.
- **Transparency:** Open and honest communication builds public trust.
- **Community Focus:** Messaging should reflect the Township's rural identity and support engagement.
- **Efficiency:** Communications should align with strategic goals and support internal coordination.

These principles informed the review process and serve as the foundation for the recommendations that follow.



## C. SWOT ANALYSIS

### Strengths

- Dedicated and approachable Council and staff committed to community service.
- Strong community word-of-mouth and interpersonal networks.

### Weaknesses

- Gaps in digital engagement and limited capacity to maintain frequent online updates.
- Inconsistent branding and messaging across departments.
- Lack of formal feedback mechanisms for residents.

### Opportunities

- Expand digital newsletters and interactive online surveys.
- Strengthen partnerships with local media, libraries, and community organizations as information hubs.
- Develop educational campaigns to build digital literacy and encourage broader participation.
- Launch a Township mobile app that delivers real-time updates and alerts.

### Threats

- Uneven rural internet access and generational gaps in technology use.
- Resource limitations and staffing constraints for proactive communication.
- Misinformation risks if official messaging is not timely and accessible.

## 4. STRATEGY DEVELOPMENT



### A. ALIGNMENT WITH STRATEGIC PLAN

This strategy directly supports the Township's 2025–2028 Strategic Plan by advancing key goals across all four priority areas:

- **Engaged and Informed Community** – Enhances access to timely, clear, and consistent information to strengthen public awareness and civic participation.
- **Responsible and Strategic Growth** – Supports transparent communication around planning, development, and infrastructure to promote sustainable decision-making.
- **Community Well-Being and Inclusivity** – Promotes inclusive messaging and accessible channels to ensure all residents feel seen, heard, and connected.
- **Excellence in Public Service** – Encourages internal alignment and consistent communication practices that improve service delivery and build public trust.

Rooted in the values of transparency, accountability, and community spirit, this plan ensures communications contribute meaningfully to the Township's long-term vision.

## B. STRATEGIC COMMUNICATIONS OBJECTIVES

- **Increase Public Awareness** — Proactively promote Township services, decisions, and opportunities.
- **Promote Accessibility** — Use clear, inclusive, and plain-language messaging in both print and digital formats.
- **Enhance Community Engagement** — Facilitate genuine two-way dialogue and encourage participation in civic life.
- **Strengthen Council Communication** — Empower Council to connect more directly and meaningfully with residents.
- **Support Emergency Readiness** — Provide rapid, accurate communication during crises to protect public safety.
- **Improve Internal Coordination** — Streamline cross-departmental communication to enhance operational effectiveness.



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## C. KEY FOCUS AREAS

- **Website Modernization:** Improve accessibility (e.g., AODA compliance), design, and content updates to create a user-friendly hub for residents.
- **Social Media Expansion:** Build a stronger, more consistent presence on Facebook, Instagram, and explore future platforms.
- **Printed and Traditional Communications:** Maintain posters, community bulletin boards, facility signage, and local newspaper notices to reach all demographics.
- **In-Person Engagement:** Host more Council-led open houses, attend community events, and provide face-to-face opportunities for feedback.
- **Internal Communication Protocols:** Create standard operating procedures (SOPs) and internal style guides to improve staff communication consistency.

## 5. IMPLEMENTATION PLAN



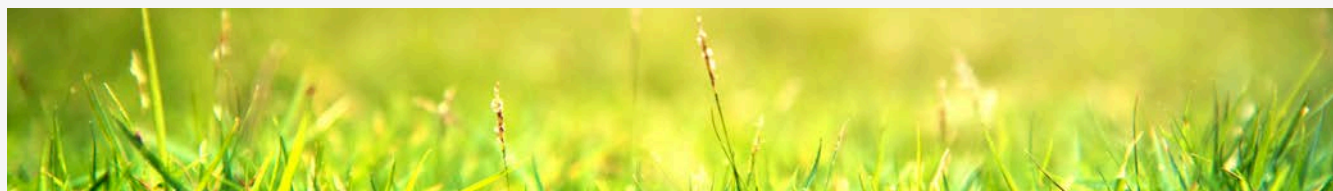
### YEAR 1 (2025 - 2026)

- Define clear roles and responsibilities for communications across departments.
- Develop and adopt Township-wide brand and style guidelines.
- Redesign and modernize the Township website, including improved service portals.
- Establish a centralized communications calendar to coordinate public messaging and campaigns.
- Conduct internal staff training on communications protocols, social media use, and customer service standards.
- Pilot new engagement tools (e.g., online surveys, public input platforms) to support community consultation efforts.
- Build a library of ready-to-use communication templates for key topics, including construction notices, public meetings, and program updates.



## YEAR 2 (2026 - 2027)

- Introduce an annual public satisfaction and engagement survey.
- Implement an online feedback form for continuous resident input.
- Expand social media content variety, including video updates and community spotlights.
- Host annual town halls and rotating community forums in each village and hamlet.
- Explore partnerships for co-branded community information campaigns (e.g., with schools, libraries).
- Launch a communications performance dashboard to track engagement, reach, and responsiveness.
- Create and promote a “Stay Connected” campaign to boost newsletter subscriptions, website visits, and social media followers.
- Develop guidelines for inclusive and accessible communication, particularly for key public notices and emergency alerts.
- Formalize a process for regular review and updates of website content to ensure accuracy and relevance.

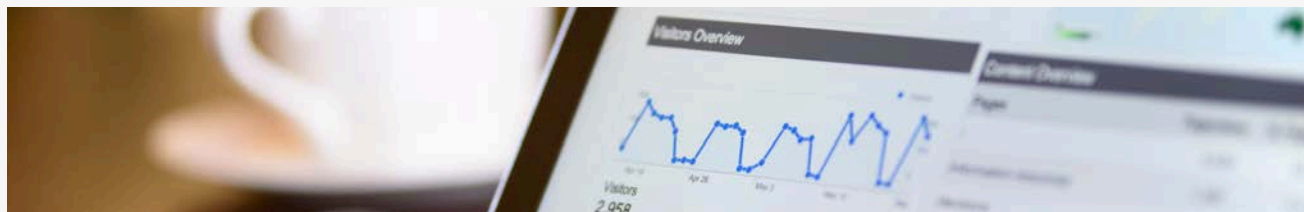




## YEAR 3 (2027 - 2028)

- Conduct a full review and impact assessment of the Corporate Communications Strategy to measure progress and identify gaps.
- Refresh and reissue brand and style guidelines based on lessons learned and community feedback.
- Launch a “Communications Excellence” internal award to recognize innovative and effective departmental communications.
- Expand video and multimedia content to include behind-the-scenes features, service explainers, and staff profiles.
- Formalize communications support for major Township initiatives, including templates, timelines, and promotional checklists.
- Develop a crisis communication refresher program and conduct an interdepartmental emergency response drill.
- Evaluate and enhance accessibility across all communications platforms in accordance with AODA standards.
- Identify sustainable funding and resource options for long-term communications capacity (e.g., communications intern, software tools).
- Prepare a new 3–5 year communications roadmap to carry momentum forward.

## 6. MONITORING & EVALUATION



### A. KEY PERFORMANCE INDICATORS (KPI)

- Website analytics (traffic trends, popular pages, accessibility compliance).
- Community feedback via surveys, online polls, or comment cards.
- Social media engagement (followers, reach, comments, shares).
- Volume and response times for public inquiries.
- Event attendance and participation metrics for town halls and open houses.

### B. REVIEW PROCESS

- Semi-annual internal reviews with all departments to assess communication progress.
- Annual presentation to Council summarizing KPIs, successes, and areas for improvement.
- Ongoing refinements to tactics based on community feedback, staff input, and evolving communication technologies.

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## C. DESIRED OUTCOMES FOR BLANDFORD-BLENHEIM (2025 - 2028)

### Goal 1.1

The Township proactively shares accurate, timely information to inform residents and encourage meaningful engagement across multiple communication channels.

- Increase use of Facebook and other social media channels, aiming for consistent posts each week guided by a content calendar.
- Maintain and update the Township website as the primary source of information, linking social media posts back to it whenever possible.
- Implement user-friendly online forms to streamline service requests and improve customer service.
- Launch a periodic community survey to better understand residents' communication preferences and needs.
- Ensure frontline staff receive timely updates so they can confidently provide accurate information to the public.

### Goal 1.2

Use a diverse mix of communication channels (digital, print, and in-person) to reach all residents, including those not active online.

- Continue to develop print materials and newsletters to reach rural and senior residents.
- Create clear standard operating procedures for social media use and content approvals.
- Maintain a centralized communications calendar that aligns with the Township's strategic priorities.

**Outcome 1: Residents feel informed and engaged with Township projects, news, events, and initiatives**

## Goal 2.1

Strengthen media relations and ensure consistent messaging.

- Develop a formal Media Relations Policy to guide interactions and strengthen relationships with local and regional media.
- Invite local media to major Township events and provide photos or updates for those unable to attend.
- Create a high-resolution image library to support media requests and promote community identity.

**Outcome 2: The Township is recognized as a credible and reliable source by local media, with consistent messaging from Council and staff.**

## Goal 3.1

Clarify the roles of staff in supporting communications efforts.

- Provide training and encourage management to share key updates proactively with all staff.
- Develop a visual identity guide to ensure all materials reflect a cohesive Township brand.
- Create easy-to-use internal reference tools (e.g., “who to contact” guides) to assist staff in directing inquiries.

## Goal 3.2

Integrate communications planning into Township projects and initiatives.

- Encourage early involvement of communications staff in project planning to ensure proactive messaging and smooth implementation.
- Provide opportunities for staff to share feedback on communications processes to support continuous improvement.

**Outcome 3: Staff feel included, informed, and empowered in the communications process**

**Goal 4.1**

Educate residents about Township services and how to access them.

- Use social media, the website, and print materials to highlight what each department does and how residents can connect with services.
- Create infographics and stories that showcase the value of municipal services.

**Goal 4.2**

Celebrate community spirit and showcase the Township as a great place to live, work, and visit.

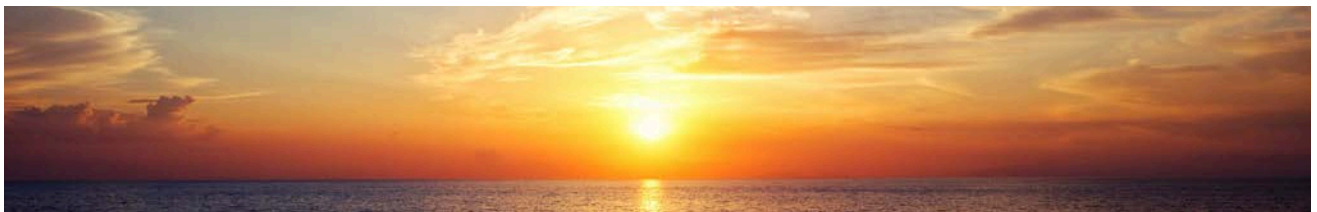
- Promote local events, recreation facilities, and heritage celebrations to foster community pride and increase participation.
- Share good news stories and examples of staff and community kindness to strengthen community connections.

**Goal 4.3**

Highlight what makes Blandford-Blenheim unique.

- Develop a photographic library capturing local landscapes, heritage sites, community events, and seasonal highlights.
- Integrate visuals consistently into all communication materials to strengthen the Township's brand identity.

**Outcome 4: Blandford-Blenheim is recognized as a welcoming, engaged, and vibrant rural community**







## 7. CONCLUSION

The Township of Blandford-Blenheim Corporate Communications Strategy represents a bold step forward in strengthening local democracy, enhancing transparency, and building trust. By honoring the Township's agricultural roots and rural traditions while embracing innovative communication approaches, the plan ensures every resident has a voice and remains informed.

This community-first strategy empowers residents to engage meaningfully, supports staff in delivering exceptional services, and reflects the values that make Blandford-Blenheim a special place to live, work, and visit.

---

**Prepared for Council consideration and staff implementation – working together, building a stronger, more connected Township.**

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## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Kevin Brandt, Deputy Clerk/Communications Coordinator

**Reviewed by:** Sarah Matheson, Director of Corporate Services/Clerk

**Date:** September 11<sup>th</sup>, 2025

**Council Meeting Date:** September 17<sup>th</sup>, 2025

**Report Title:** Launch of Updated Township Website

**Report No.:** DC-25-12

---

### Recommendation:

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

That Council formally recognize the launch of the redesigned municipal website and direct staff to continue promoting the updated site through Township communication channels and monitor website analytics and user feedback to guide ongoing improvements

### Background:

The current municipal website, built on the Umbraco CMS and hosted by Oxford County, is reaching the end of its lifecycle, no longer meeting modern design standards, mobile responsiveness requirements, or user expectations for navigation and search. As result of a move from being hosted by an external provider, then moving back to being hosted by Oxford County, staff began the website redesign process, incorporating public feedback, best practices from neighbouring municipalities, and brand elements adopted in recent communications initiatives.

### Analysis & Discussion:

The updated website:

- **Improves Usability:** Offers clearer navigation, improved contrast, and compatibility with common devices and browsers.
- **Enhances User Experience:** Features streamlined menus, faster search, and quick links to high-demand services (e.g., facility bookings, permits, by-law complaints, Council

agendas and minutes). Menus previously organized by department are now organized by user thought-process (living here, my government, etc.).

- **Strengthens Branding:** Aligns with the Township's visual identity (township crest, updated font, colour palette) and strategic messaging.
- **Supports Digital Engagement:** Integrates social media feeds, eScribe meeting agendas/minutes with both pdf and html links and time-stamped videos, as well as online forms (e.g., JotForms) to simplify interactions.
- **Future-Ready:** Built for scalability to add new features such as interactive mapping, budget dashboards, or emergency alerts.

The redesign also included a full content review, updating pages to ensure accuracy and eliminate outdated information. Department heads were engaged to validate content, and redirects were implemented to preserve search rankings.

Staff are working with the Oxford County Information Services Team to switch to the new website design on Tuesday, September 16<sup>th</sup>, 2025.

### Strategic Priorities:

- **Engaged & Informed Community:** Provides residents with clear, accessible, and timely information.
- **Excellence in Public Service:** Streamlines service delivery and reduces staff time spent on manual inquiries.

### Financial Considerations:

No costs were incurred for redesigning the website. Ongoing hosting and support fees remain within existing operating allocations.

Respectfully submitted by:

Kevin Brandt  
Deputy Clerk/Communications Coordinator

### Appendix: None.

### Follow up

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Sarah Matheson, Director of Corporate Services / Clerk

**Reviewed by:** Josh Brick, CAO

**Date:** September 5<sup>th</sup>, 2025

**Council Meeting Date:** September 17<sup>th</sup>, 2025

**Report Title:** Graphic Image By-law Amendment

**Report No.:** DC-25-10

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### Recommendation:

That Report DC-25-10 be received as information, and further;

That Council amend By-law 2354-2023, being a By-law to regulate the delivery of graphic images in the Township of Blandford-Blenheim.

### Executive Summary:

In response to public concerns regarding the distribution of flyers containing graphic imagery, the Township of Blandford-Blenheim and area Oxford municipalities adopted By-laws in 2023 to regulate the delivery of such materials. Recent developments have raised concerns about the broadness of the current by-law's definition. To mitigate legal risk and improve enforceability, staff recommend amending the existing Graphic Image Delivery By-law.

### Background:

At a regular Council Meeting held March 15<sup>th</sup>, 2023, Council passed the following resolution due to complaints about the delivery of flyers containing graphic images within the Township:

#### RESOLUTION #10

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

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

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

**At the April 15<sup>th</sup>, 2023 Council Meeting, Council passed a resolution to adopt By-law 2354-2023**, being a By-law to regulate the delivery of graphic images in the Township of Blandford-Blenheim.

In April of 2023, the necessary application was made to the Ministry of the Attorney General to seek approval for the proposed short form wording and set fines associated with By-law number 2354-2023.

It has come to Council and staff attention that the City of St. Catherine's was sued over its by-law by an anti-abortion group. In their By-Law, the City of St. Catharines defines a graphic image as "an image...showing, or purporting to show, a fetus or any part of a fetus." This definition could potentially include an image of an ultrasound of an unborn baby that is not inherently graphic in nature. The Township of Blandford-Blenheim's by-law includes an identical definition of a graphic image.

In June of 2025, Council and staff members received correspondence from the Abortion Rights Coalition of Canada (ARCC) advising that By-Law 2354-2023 may open the municipality up to legal action due to wording that may be considered too broad.

## **Analysis & Discussion:**

Staff are recommending that the by-law be amended to change the definition of a graphic image to "an image showing or purporting to show a deceased fetus" to reduce legal risk.

Additionally, staff recommend that the by-law be further amended to change the requirements for the regulation of deliveries. The by-law currently requires deliveries of graphic images to be made in a fully concealed envelope or package that is marked with the name and address of the *person* who is responsible for the delivery of the graphic image.

As an alternative, staff are recommending amending the by-law to clarify that the envelope must include the name and address of the *organization or person* who is responsible for its delivery. This change would make enforcement of the by-law more straightforward for the municipality.

## **Strategic Priorities:**

### **Community Well-Being and Inclusivity**

- Protects residents from unsolicited exposure to distressing or inappropriate imagery.
- Balances freedom of expression with the right of residents to feel safe and respected in their community.

### **Excellence in Public Service**

- Demonstrates sound legislative review and risk management by amending By-law 2354-2023 in response to emerging legal precedents and expert feedback.
- Clarifying enforcement procedures (name and address requirements) enhances administrative efficiency and ensures by-law compliance is practical and consistent.

**Financial Implications:**

Anticipated reduction of legal risk as result of amendments made to the by-law.

Respectfully submitted by:

Sarah Matheson  
Director of Corporate Services / Clerk

**Appendix: None.**

By-law 2354-2023; and,  
Amending By-law 2513-2025.

**Follow up**

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2354-2023

Signature

Title

May 31 23  
Date

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

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

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

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

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

#### SHORT TITLE

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

#### PURPOSE

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

#### DEFINITIONS

3.1 For the purpose of this By-law:

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

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

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

#### REGULATION OF DELIVERIES

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

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

package, and

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

- (i) the name and address of the person who is responsible for Delivery of the Graphic Image, and
- (ii) a warning that the envelope or package "contains a Graphic Image that may be offensive or disturbing to some people".

4.2 This By-law does not apply to:

- (a) mail that is Delivered to a Residence by Canada Post,
- (b) material that is Delivered to the Residence at the request or with the consent of the addressee.

## ENFORCEMENT

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

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


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

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

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

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

  
 \_\_\_\_\_  
 MAYOR  
 MARK PETERSON

  
 \_\_\_\_\_  
 CAO / CLERK  
 RODGER MORDUE

TOWNSHIP OF BLANDFORD-BLENHEIM  
PART I PROVINCIAL OFFENCES ACT

CITY OF WOODSTOCK BY-LAW NUMBER 2354-2023

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

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

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

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **2513-2025**

Being a By-law to amend By-law 2354-2023, a By-law to regulate delivery of graphic images in the Township of Blandford-Blenheim.

**WHEREAS** Council for the Corporation of the Township of Blandford-Blenheim adopted By-Law 2354-2023 on the 15th day of April, 2023 to regulate the delivery of graphic images in the Township of Blandford-Blenheim;

**AND WHEREAS** Council is desirous of amending By-Law 2354-2023;

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

1. That Section 3.1 – Definitions be amended to change the definition of graphic image to the following:  
“Graphic Image” means an image or photograph showing, or purported to show a deceased fetus.
2. That Section 4.1 (b) (i) be amended as to the following:
  - (i) The name and address of the organization or person who is responsible for the delivery of the graphic image
3. That this by-law shall come into force and take effect upon final passage thereof.

By-law **READ** a **FIRST** and **SECOND** time this 17<sup>th</sup> day of September, 2025.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 17<sup>th</sup> day of September, 2025.

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Mark Peterson, Mayor

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Sarah Matheson, Clerk



## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council

**From:** Sarah Matheson, Director of Corporate Services / Clerk

**Reviewed by:** Josh Brick, CAO

**Date:** September 10<sup>th</sup>, 2025

**Council Meeting Date:** September 17<sup>th</sup>, 2025

**Report Title:** Update to January 2026 Council Meeting Schedule

**Report No.:** DC-25-11

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### Recommendation:

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

That the Council Meeting scheduled for January 7<sup>th</sup>, 2026 be cancelled and the following meetings be established for the month of January 2026:

- January 14<sup>th</sup>, 2026, Regular Council Meeting, beginning at 4:00 p.m.; and,
- January 21<sup>st</sup>, 2026 (third Wednesday of the month), Operating Budget & Capital Budget/Long Term Capital Plan Meeting, beginning at 10:00 a.m.

### Background:

The Township's procedural by-law states that each "...regular meeting of Council shall be held on the first Wednesday and third Wednesday of each month at 4:00 p.m., unless, Council selects an alternate meeting date, and time by way of resolution."

Council has been presented at this meeting with a budget calendar including annual target dates for the 2026 budget process. Council established the presentation of the Operating Budget & Capital Budget/Long Term Capital Plan for all departments would begin at 10:00 a.m. on the third Wednesday of the month, bringing it to January 21<sup>st</sup>, 2026.

### Analysis & Discussion:

In January 2026, the first Wednesday of the month falls on the 7<sup>th</sup>, the Friday preceding being the first day the office re-opens after the holiday break. As such, staff are recommending to cancel the first regular meeting of the month, and add one meeting on January 14<sup>th</sup>, 2026. This allows for staff reports, planning applications and by-laws to be prepared in the days following the holiday break.

In January 2025, Council met for Budget and one Regular Meeting in the month of January. Staff reported this schedule was effective.

## **Strategic Priorities:**

### **Engaged and Informed Community**

- Clearly communicates Council's meeting schedule adjustments, ensuring residents and stakeholders remain informed about opportunities to participate in municipal decision-making.

### **Responsible and Strategic Growth**

- Aligns Council's meeting schedule with the 2026 budget process, supporting careful planning for long-term capital investments and operating priorities.

## **Financial Implications:**

None.

Respectfully submitted by:

Sarah Matheson  
Director of Corporate Services / Clerk

## **Appendix: None.**

### **Follow up**

In adopting this report, what follow up action is required?

- ☐ By-law
- ☐ Agreement(s)/document(s) to be signed by Mayor and/or Clerk
- ☐ Social media/Website update or communication
- ☐ Other communication – Specify:



THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **2513-2025**

Being a By-law to amend By-law 2354-2023, a By-law to regulate delivery of graphic images in the Township of Blandford-Blenheim.

**WHEREAS** Council for the Corporation of the Township of Blandford-Blenheim adopted By-Law 2354-2023 on the 15th day of April, 2023 to regulate the delivery of graphic images in the Township of Blandford-Blenheim;

**AND WHEREAS** Council is desirous of amending By-Law 2354-2023;

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

1. That Section 3.1 – Definitions be amended to change the definition of graphic image to the following:  
“Graphic Image” means an image or photograph showing, or purported to show a deceased fetus.
2. That Section 4.1 (b) (i) be amended as to the following:
  - (i) The name and address of the organization or person who is responsible for the delivery of the graphic image
3. That this by-law shall come into force and take effect upon final passage thereof.

By-law **READ** a **FIRST** and **SECOND** time this 17<sup>th</sup> day of September, 2025.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 17<sup>th</sup> day of September, 2025.

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Mark Peterson, Mayor

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Sarah Matheson, Clerk

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER **2514-2025**

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 September 17<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 17<sup>th</sup> day of September, 2025.

By-law read a third time and finally passed this 17<sup>th</sup> day of September, 2025.

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MAYOR  
MARK PETERSON

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CLERK  
SARAH MATHESON