

TOWNSHIP OF BLANDFORD-BLENHEIM

COUNCIL MEETING AGENDA

Wednesday, November 15th, 2023

Watch via Live Stream on Township's YouTube:

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

4:00 p.m.

1. Welcome

2. Call to Order

3. Approval of the Agenda

Recommendation:

That the agenda for the November 15th, 2023 Regular Meeting of Council be adopted as printed, and circulated.

4. Disclosure of Pecuniary Interest

5. Minutes

a. [November 1st, 2023 Minutes of Council](#)

Recommendation:

That the minutes of the November 1st, 2023 Regular Meeting of Council be adopted, as printed and circulated.

b. [November 7th, 2023 Minutes of Council](#)

Recommendation:

That the minutes of the November 7th, 2023 Regular Meeting of Council be adopted, as printed and circulated.

6. Business Arising from the Minutes

7. Public Meetings

a. Public Meeting under the Planning Act, Committee of Adjustment

i. Minutes

[November 1, 2023 Meeting of the Committee of Adjustment](#)

ii. Application

[MVA-08-23 Adam, 706614 Township Road 2, Princeton](#)

Recommendation:

That the Township of Blandford-Blenheim Committee of Adjustment approve Application File A08-23, submitted by Mark and Linda Adam for lands described as Part Lot 20, Concession 1 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 6.1 to allow an additional residential unit (ARU) within a detached accessory building;
2. Relief from Section 5.5.2.4 to increase the maximum distance between the principal dwelling and the ARU from 30 m (98.4 ft) to 32 m (104.9 ft); and,
3. Relief from Section 5.16.2 to decrease the minimum distance between an enclosed municipal drain and a building/structure from 5 m (16.4 ft) to 2 m (6.6 ft).

Subject to the following condition:

- i. That the proposed relief shall only apply to an ARU of the approximate size and location as depicted on Plate 3 of Report CP 2023-375.

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

- i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

b. Public Meeting under the Planning Act, Zone Change

[Application for Zone Change – ZN-23-14 \(Ross Roth Sand & Gravel Inc.\)](#)

It is recommended that the Council of the Township of Blandford-Blenheim not approve the Zone Change Application submitted by Bender Contracting on behalf of Ross Roth Sand & Gravel Inc., whereby lands described as Part Lots 23-24, Concession 12 (Blenheim), Township of Blandford-Blenheim, are proposed to be rezoned from 'Aggregate Industrial Zone (ME)' to 'Special Aggregate Industrial Zone (ME-sp)' to permit a single detached

dwelling and a residential unit within a building accessory to an aggregate operation.

8. Delegations / Presentations

None.

9. Correspondence

a. Specific

None.

b. General

None.

10. Staff Reports

a. Drew Davidson – Director of Protective Services

[i. FC-23-16 – Monthly Report](#)

Recommendation:

That Report FC-23-16 be received as information.

b. Ray Belanger – Chief Building Official

[i. CBO-23-11 – Monthly Report](#)

Recommendation:

That Report CBO-23-11 be received as information.

c. Jim Borton – Director of Public Works

[i. PW-23-20 – Tandem Truck with Plow Equipment](#)

Recommendation:

That Report PW-23-20 be received for information;

And further that Council accept the quoted price of \$363,358.00 from Viking Cives for the delivery of a 2025 Tandem Truck with plow equipment.

And further that staff amend the 10-year capital plan to show the purchase of the 2025 Freightliner 114SD cab and chassis for the amount of \$197,878.00 to be shown in the year 2024.

And further that staff amend the 10-year capital plan to show the balance of the 2025 Freightliner, \$165,480.00 for winter equipment be shown in the year 2025.

d. Denise Krug – Director of Finance

i. TR-23-15 – 2024 Municipal Insurance

Recommendation:

That Report TR-23-15 be received as information;

And further that Council instruct the Treasurer to bind the renewal for the Township's municipal insurance with Marsh Canada.

ii. TR-23-16 – 2023 3rd Quarter Variance Report

Recommendation:

That Report TR-23-16 be received as information.

e. Sarah Matheson - Deputy Clerk

i. DC-23-05 – January 2024 Council Meetings

Recommendation:

That Report DC-23-05 be received; and,

That the Council meeting for January 3, 2024 be cancelled and the following meetings be established for the month of January 2024:

- January 10, 2024 at 4:00 p.m., Regular Council; and,
- January 17, 2024 at 10:00 a.m., Operating Budget presentation.

f. Rodger Mordue – Chief Administrative Officer / Clerk

i. CAO-23-22 – Plattsville Estates Stage 3A Letter of Credit

Recommendation:

That Report CAO-23-22 be received as information; and,

That Council authorize the following Letter of Credit reduction on the recommendation of the Township's Consulting Engineer:

- Plattsville Estates Stage 3A Subdivision from \$66,088.73 to \$36,505.50.

11. Reports from Council Members

12. Unfinished Business

13. Motions and Notices of Motion

14. New Business

15. Closed Session

- a. Personal matters about an identifiable individual, including municipal or local board employees

Re: CAO Recruitment Update

16. By-laws

- a. 2397-2023, Being a by-law to establish the Corporation of the Township of Blandford-Blenheim Fees and Charges;
- b. 2398-2023, Being a By-law to assume and name lands as a public highway (English Crecent, Fulcher Street) located in Part of Lot 17, Concession 13, Tonwship of Blandford-Blenheim (former Blenheim);
- c. 2399-2023, Being a By-law to confirm the proceedings of Council.

Recommendation:

That the following By-laws be now read a first and second time: 2397-2023, 2398-2023, & 2399-2023.

Recommendation:

That the following By-laws be now given a third and final reading: 2397-2023, 2398-2023, & 2399-2023.

17. Other

18. Adjournment and Next Meeting

Wednesday, December 6th, 2023 at 4:00 p.m.

Recommendation:

That Whereas business before Council has been completed at _____ pm;

That Council adjourn to meet again on Wednesday, December 6th, 2023 at 4:00 p.m.

MINUTES

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

Present: Mayor Peterson, Councillors Banbury, Barnes, Demarest and Young.

Staff: Baer, Belanger, Borton, Davidson, Harmer, Krug, Mordue and Matheson.

Other: Robson, Planner.

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

3. Approval of the Agenda

RESOLUTION #1

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the agenda for the November 1st, 2023 Regular Meeting of Council be adopted as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

a. October 18th, 2023 Minutes of Council

RESOLUTION #2

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the minutes of the October 18th, 2023 Meeting of Council be adopted, as printed and circulated.

.Carried

b. October 25th, 2023 Minutes of Council

RESOLUTION #3

Moved by – Councillor Barnes

Seconded by – Councillor Demarest

Be it hereby resolved that the Minutes of the October 25th, 2023 Meeting of Council be adopted, as printed and circulated.

.Carried

6. Business Arising from the Minutes

None.

7. Public Meetings

a. Public Meeting Under the Planning Act, Committee of Adjustment

RESOLUTION #5

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that Council move into Committee of Adjustment at 4:08 p.m.

.Carried

RESOLUTION #6

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the Committee rise at 4:26 p.m. and that the Open Council meeting resumes.

.Carried

The Minutes of the Committee of Adjustment are on the November 1st, 2023 Minutes of the Committee of Adjustment. The decisions for MVA-05-23, MVA06-23 and MVA07-23 were all signed as approved.

b. Public Meeting Under the Planning Act, Zone Change

i. Application for Zone Change – ZN-23-13 (Loree)

RESOLUTION #7

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

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

ZN1-23-13 – (Loree);

And that Mayor Peterson Chair the Public Meeting.

.Carried

The Planner presented the report, recommending approval. The applicants were present. The Committee Member Banbury asked a question that was answered by Robson, Planner. Committee Chair Peterson asked a question that was answered by Robson, Planner. There were no further question or comment. The applicants and applicant's agent were present. Craig Robson, neighbour, spoke in favour of the application. No one spoke against the application.

RESOLUTION #8

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

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

.Carried

RESOLUTION #9

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that the Council of the Township of Blandford-Blenheim approve the Zone Change Application submitted by Lorne and Laurie Loree, whereby lands described as Part Lot 4, Concession 8 (Blenheim), Township of Blandford-Blenheim, are to be rezoned from 'Special General Agricultural Zone (A2-G3)' to 'Special General Agricultural Zone (A2-36)' to permit an existing garden suite to remain on-site permanently while being recognized as an additional residential unit (ARU).

.Carried

8. Delegations / Presentations

None.

9. Correspondence

a. Specific

- i. [Karlee Britton, Deputy Clerk, Township of McKellar, Re: Call for an Amendment to the Legislation Act, 2006.](#)

RESOLUTION #10

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that the Council of the Township of Blandford-Blenheim supports the Township of McKellar’s call for an amendment to the *Legislation Act, 2006*.

.Carried

b. General

- i. [Police Services Board, Township of Blandford Blenheim, Re: July 26, 2023 Meeting Minutes](#)
- ii. [David Simpson, Director of Public Works, Oxford County, Re: 2024 Transportation Master Plan – Extended Consultation](#)
- iii. [David Simpson, Director of Public Works, Oxford County, Re: 2024 Water and Wastewater Master Plan – Extended Consultation](#)

RESOLUTION #11

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

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

.Carried

10. Staff Reports

a. Gord Hough – Director of Community Planning, Oxford County

- i. [CP 2023-357 – Report Regarding Conservation Authority Service Agreements \(Upper Thames River CA and Grand River CA\)](#)

RESOLUTION #4

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that Report CP 2023-357 be received as information;
and,

That Council advise the County that the Township supports entering into MOU/agreements with the Upper Thames River Conservation Authority and the Grand River Conservation Authority for Programs and Services as outlined in Report CP 2023-357.

.Carried

b. Jim Harmer – Drainage Superintendent

i. DS-23-18 – Monthly Report

RESOLUTION #12

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that Report DS-23-18 be received as information.

.Carried

ii. DS-23-19 – Hotson Drain

RESOLUTION #13

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Be it hereby resolved that Report DS-23-19 be received as information;

And further that the tender for the Hotson Drain 2023 be awarded to John Devries Construction in the amount of \$106,525.00 plus applicable taxes.

.Carried

c. Jim Borton – Director of Public Works

i. PW-23-19 – Monthly Report

RESOLUTION #14

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report PW-23-19 be received as information.

.Carried

d. Trevor Baer – Director of Community Services

i. CS-23-14 – Monthly Report

RESOLUTION #15

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report CS-23-14 be received as information.
.Carried

e. Rodger Mordue – Chief Administrative Officer / Clerk

i. CAO-23-20 – Plattsville Estates Stage 3B Letter of Credit

RESOLUTION #16

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report CAO-23-20 be received as information;
and,

That Council authorize the following Letter of Credit reduction on the
recommendation of the Township's Consulting Engineer:

- Plattsville Estates stage 3B Subdivision from \$17,511.00 to \$0.00.

.Carried

ii. CAO-23-21 – Asset Naming Policy

RESOLUTION #17

Moved by – Councillor Banbury
Seconded by – Councillor Young

Be it hereby resolved that Report CAO-23-21 be received as information.

.Carried

11. Reports from Council Members

Mayor Peterson reported on Remembrance Day ceremonies throughout the Township. Sunday, November 5th 2023 at 11:30 am is a ceremony at Chesterfield. Friday, November 10th, 2023 at 10:45 am is a ceremony at the Drumbo School. Sunday, November 11th, 2023 at 10:30 am is the Princeton Park ceremony. Sunday November 11th, 2023 at 11:00 am is the Plattsville Park ceremony. Mayor Peterson also reported on the Parade of the Pumpkins in Plattsville happening November 1st, 2023 at 6:30 pm. Councillor Young will be judging the event.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

- a. Personal matters about an identifiable individual, including municipal or local board employees.

Re: CAO Recruitment Update.

RESOLUTION #18

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 4:49 p.m. to discuss:

- a. Personal matters about an identifiable individual, including municipal or local board employees.

Re: CAO Recruitment Update.

.Carried

RESOLUTION #19

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 5:30 p.m.

.Carried

16. Other Business

None.

17. By-laws

- a. 2393-2023, A By-law to amend Development Charges By-law 2148-2019, as amended for the Township of Blandford-Blenheim;

- b. 2394-2023, A By-law to amend the assessment schedules based on actual costs incurred for constructing the Plattsville Estates Phases 3 & 4 Drain;
- c. 2395-2023, A By-law to amend Zoning By-Law Number 1360-2002, as amended (Loree);
- d. 2396-2023, Being a By-law to confirm the proceedings of Council.

RESOLUTION #20

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a first and second time: 2393-2023, 2394-2023, 2395-2023, & 2396-2023.

.Carried

RESOLUTION #21

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that the following By-laws be now read a third and final time: 2393-2023, 2394-2023, 2395-2023, & 2396-2023.

.Carried

18. Adjournment and Next Meeting

RESOLUTION #22

Moved by – Councillor Young
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 5:34 p.m.; and,

That Council adjourn to meet again on Wednesday, November 15th, 2023 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue, CAO/Clerk
Township of Blandford-Blenheim

MINUTES

Council met at 9:00 a.m. for a Special Meeting.

Present: Mayor Peterson, Councillors Banbury, Barnes, Demarest and Young.

Staff: None.

Other: Smith, Oxford County.

Mayor Peterson in the Chair.

1. Welcome

2. Call to Order

RESOLUTION #1

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that Amy Smith be appointed Deputy Clerk for the purpose of conducting the Tuesday, November 7, 2023 Meeting of Council.

.Carried

3. Approval of the Agenda

RESOLUTION #2

Moved by – Councillor Barnes
Seconded by – Councillor Demarest

Be it hereby resolved that the agenda for the November 7, 2023 Special Meeting of Council be adopted as printed and circulated.

.Carried

4. Disclosure of Pecuniary Interest

None.

5. Adoption of Minutes

None.

6. Business Arising from the Minutes

None.

7. Public Meetings

None.

8. Delegations / Presentations

None.

9. Correspondence

None.

10. Staff Reports

None.

11. Reports from Council Members

None.

12. Unfinished Business

None.

13. Motions and Notices of Motion

None.

14. New Business

None.

15. Closed Session

- a. Personal matters about an identifiable individual, including municipal or local board employees.

Re: Staff Recruitment

RESOLUTION #3

Moved by – Councillor Barnes
Seconded by – Councillor Demaresst

Be it hereby resolved that Council move into Closed Session under the authority of Section 239 of the Municipal Act at 9:00 a.m. to discuss:

- a. Personal matters about an identifiable individual, including municipal or local board employees.

Re: Staff Recruitment

.Carried

RESOLUTION #4

Moved by – Councillor Young
Seconded by – Councillor Banbury

Be it hereby resolved that Council does now adjourn from Closed Session and resume into Open Session at 11:53 p.m.

.Carried

16. Other Business

None.

17. By-laws

None.

18. Adjournment and Next Meeting

RESOLUTION #5

Moved by – Councillor Young
Seconded by – Councillor Banbury

Whereas business before Council has been completed at 11:54 p.m.; and,

That Council adjourn to meet again on Wednesday, November 15th, 2023 at 4:00 p.m.

.Carried

Mark Peterson, Mayor
Township of Blandford-Blenheim

Rodger Mordue, CAO/Clerk
Township of Blandford-Blenheim

COMMITTEE OF ADJUSTMENT MINUTES

The Township of Blandford-Blenheim Committee of Adjustment met at 4:08 p.m.

Present: Mayor Peterson, Members Banbury, Barnes, Demarest and Young.

Staff: Baer, Belanger, Borton, Davidson, Harmer, Krug, Matheson and Mordue.

Others: Dustin Robson, Planner, Oxford County.

Mayor Peterson in the Chair

Disclosure of Pecuniary Interest

None.

Minutes

i. October 4th, 2023 Meeting of the Committee of Adjustment

Verbal adoption of the Minutes of the Meeting of the Committee of Adjustment.

Moved by – Councillor Demarest
Seconded by – Councillor Barnes

Applications

i. Application for Minor Variance MVA-05-23 Michael & Margaret-Ann Becker, 927757 Oxford Road 8, Bright

The Planner presented the report, recommending approval. The applicant was present. The Committee members did not have question or comment. No one spoke for or against the application.

Verbal motion to approve the application.

Moved by – Councillor Demarest
Seconded by – Councillor Young

For application A05-23 the decision was signed as approved.

ii. Application for Minor Variance MVA-06-23 Shane & Stephanie Moyes, 806538 Oxford Road 29, Drumbo

The Planner presented the report, recommending approval. The applicant and the applicant's agent were present. The applicant's agent thanked staff. The Committee members did not have question or comment. No one spoke for or against the application.

Verbal motion to approve the application.

Moved by – Councillor Demarest
Seconded by – Councillor Banbury

For application A06-23 the decision was signed as approved.

iii. Application for Minor Variance MVA-07-23 499616 Ontario Ltd. (William & Marg Spicer), 855013 Gobles Road, Princeton, ON

The Planner presented the report, recommending approval. The applicant was present. The Committee members did not have question or comment. No one spoke for or against the application.

Verbal motion to approve the application.

Moved by – Councillor Barnes
Seconded by – Councillor Banbury

For application A07-23 the decision was signed as approved.

The Committee adjourned at 4:20 p.m. and the Open Council meeting resumed.



Community Planning

P. O. Box 1614, 21 Reeve Street

Woodstock Ontario N4S 7Y3

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Web site: www.oxfordcounty.ca

Our File: **A08-23**

APPLICATION FOR MINOR VARIANCE

TO: Township of Blandford-Blenheim Committee of Adjustment

MEETING: November 15, 2023

REPORT NUMBER: CP 2023-375

OWNERS: Mark & Linda Adam

706614 Township Road 2, Princeton, ON N0J 1V0

VARIANCES REQUESTED:

1. Relief from Section 6.1 to allow an additional residential unit (ARU) within a detached accessory building;
2. Relief from Section 5.5.2.4 to increase the maximum distance between the principal dwelling and the ARU from 30 m (98.4 ft) to 32 m (104.9 ft); and,
3. Relief from Section 5.16.2 to decrease the minimum distance between an enclosed municipal drain and a building/structure from 5 m (16.4 ft) to 2 m (6.6 ft).

LOCATION:

The subject lands are described as Part Lot 20, Concession 1 in the former Township of Blenheim, now in the Township of Blandford-Blenheim. The lands are located on the south side of Township Road 2, lying between Gobles Road and Oxford Road 22, and municipally known as 706614 Township Road 2.

BACKGROUND INFORMATION:

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule 'B-1'

Township of Blandford-Blenheim

Agricultural Reserve &
Environmental Protection

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

Limited Agricultural Zone (A1)

COMMENTS:(a) Purpose of the Application:

The subject lands are currently zoned 'Limited Agricultural Zone (A1)' and are approximately 9.3 ha (25 ac) in size. The lands currently contain an existing 250.8 m² (2,700 ft²) single detached dwelling and two (2) accessory buildings. The applicants are proposing to establish an additional residential unit (ARU) within a new detached structure that would be approximately 96.4 m² (1,038 ft²) in size and would be located approximately 32 m (104.9 ft) from the principal dwelling.

Plate 1, Existing Zoning & Location Map, 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.

Plate 3, Applicants' Sketch, illustrates the existing buildings and the location of the proposed ARU.

(b) Agency Comments

The Township Drainage Superintendent, the Township Manager of Public Works, the Grand River Conservation Authority (GRCA), and Southwestern Public Health had no comments or concerns regarding the proposal.

(c) Intent and Purpose of the Official Plan:

The subject lands are designated Agricultural Reserve and Environmental Protection in the County Official Plan. The location of the ARU would be partially within the Environmental Protection Area designation and the Agricultural Reserve designation. In the Agricultural Reserve designation, lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms together with farm buildings and structures necessary to the farming operation as well as accessory residential uses required for the farm.

The priority of the Environmental Protection Area is to preserve and enhance important environmental areas and features while protecting them from land use impacts. In this instance staff are of the opinion that permitting a portion of the proposed ARU to be located within the Environmental Protection Area will not negatively impact key natural heritage features. The land in question, which is partially within a wetland, formerly had a residential structure where farm workers were housed and the proposed. The ARU would be in the general location of the former structure. Further, the Grand River Conservation Authority (GRCA) has reviewed the proposal and has indicated no concerns with the proposed location.

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

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

A maximum of two (2) ARUs shall be permitted per farm unit, being two (2) in a principal dwelling or one (1) in a principal dwelling and/or one (1) in a structure ancillary to the principal dwelling. ARUs located outside of a settlement area shall be in accordance with the following:

- The ARU shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1,506 ft²);
- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- The principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway as the principal dwelling;
- There is adequate access from the front lot line and parking area to each ARU for both occupant use and emergency response;
- To the extent feasible, existing trees and other desirable vegetation are preserved;
- Land use compatibility concerns (e.g., due to proximity to industrial areas or major facilities) will not be created or intensified;
- The location of ARUs and related services and outdoor amenities shall comply with all other applicable policies of the Official Plan;
- All other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

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

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

Based on the criteria outlined above, Staff are of the opinion that the proposal conforms to the intent and purpose of the County's Official Plan.

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

The subject lands are zoned 'Limited Agricultural Zone (A1)' in the Township of Blandford-Blenheim Zoning By-law. The 'A1' zone permits a wide range of agricultural uses, including livestock and regulated farm operations, as well as buildings and structures accessory thereto.

Section 5.5.2 of the Zoning By-law allows for the consideration of an ARU within a detached ancillary structure on A1 zoned land provided that the following criteria is met:

- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;

- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- Contains a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1,506 ft²);
- There is a 1.2 m (3.9 ft) unobstructed pathway from the front lot line to the entrance;
- 1 space per ARU is provided on-site;
- A minimum 75 m² (807 ft²) of open space in the rear yard for 1 ARU;
- The subject lands are a minimum of 0.6 ha (1.48 acres);
- The ARU shall have a maximum height of 5.5 m (18 ft); and,
- The ARU shall be a maximum distance of 30 m (98.4 ft) from the main dwelling.

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

While the proposal does conform to the majority of the zoning provisions, Staff have identified that it does not conform to the maximum distance between the ARU and the principal dwelling. The applicants are proposing to permit the ARU to be placed 32 m (104.9 ft), rather than the permitted maximum of 30 m (98.4 ft). The applicants have advised staff that they are requesting the location in question as a dwelling previously occupied the space for farm help and the proposed ARU would be the establishment of a similar use. It is the opinion of staff that the request can be considered reasonable in this instance.

In addition to the ARU policies outlined above, Section 5.16.2 required buildings and structures to be a minimum of 5 m (16.4 ft) from covered municipal drains. The intent of drain setback provisions is to ensure that there is sufficient separation between all buildings/structures and the municipal drain to provide adequate room for drain function, maintenance, and to ensure that buildings/structures are located outside of the area that may be impacted by the soil stability of the drain. The Township Drainage Superintendent has reviewed the request and has advised that they do not have any concerns with the requested reduced distance to the enclosed municipal drain.

Staff have reviewed the proposal and are of the opinion that the proposal generally conforms to the intent and purpose of the Zoning By-law. While the proposed location of the ARU would be further from the principal dwelling than permitted, Staff believe that the location would make use of existing infrastructure and would not have a detrimental impact on surrounding agricultural operations.

(e) Desirable Development/Use:

It is the opinion of staff that the applicants' proposal to obtain relief from the maximum distance between the principal dwelling and the ARU can be considered minor and desirable.

Staff have reviewed the proposal and believe that even though the ARU would be further away from the principal dwelling than what is permitted, the area in question formerly contained a dwelling for farm help. Further, staff are of the opinion that the establishment of an ARU in the proposed location will allow for the use of the existing driveway and will not have an adverse impact on surrounding agricultural operations.

In light of the foregoing, it is the opinion of this office that the requested relief is in keeping with the general intent and purpose of the Official Plan, the Township's Zoning By-law, is minor and desirable, and can be given favourable consideration.

RECOMMENDATION:

That the Township of Blandford-Blenheim Committee of Adjustment **approve** Application File A08-23, submitted by Mark and Linda Adam for lands described as Part Lot 20, Concession 1 (Blenheim) in the Township of Blandford-Blenheim as it relates to:

1. Relief from Section 6.1 to allow an additional residential unit (ARU) within a detached accessory building;
2. Relief from Section 5.5.2.4 to increase the maximum distance between the principal dwelling and the ARU from 30 m (98.4 ft) to 32 m (104.9 ft); and,
3. Relief from Section 5.16.2 to decrease the minimum distance between an enclosed municipal drain and a building/structure from 5 m (16.4 ft) to 2 m (6.6 ft).

Subject to the following condition:

- i. That the proposed relief shall only apply to an ARU of the approximate size and location as depicted on Plate 3 of Report CP 2023-375.

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

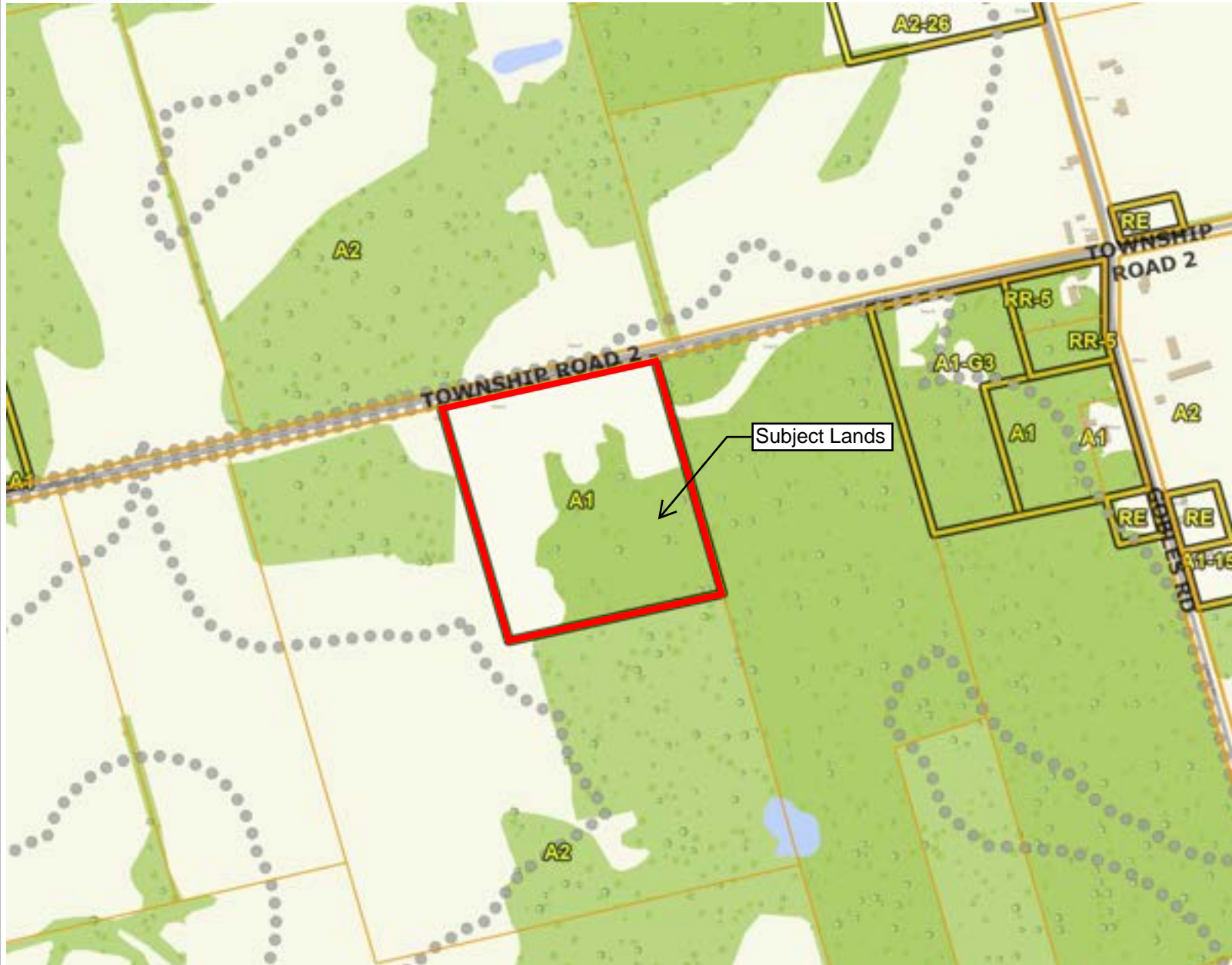
- i) deemed to be minor variances from the provisions of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002;
- ii) desirable for the appropriate development or use of the land;
- iii) in keeping with the general intent and purpose of the Township of Blandford-Blenheim Zoning By-law No. 1360-2002, and;
- iv) in keeping with the general intent and purpose of the Official Plan of the County of Oxford.

Authored by: *original signed by*

Dustin Robson, MCIP, RPP
Development Planner

Approved for submission by: *original signed by*

Eric Gilbert, MCIP, RPP
Manager of Development Planning



Legend

- Parcel Lines**
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Property Fabric Easement
- Property Fabric One Foot Reserve
- Enbridge Pipeline Easement (incomplete)
- Union Gas Easement
- Zoning Floodlines**
- Regulation Limit**
 - ⦿ 100 Year Flood Line
 - ⦿ 30 Metre Setback
 - ⦿ Conservation Authority Regulation Limit
 - ⦿ Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

Notes



0 205 409 Meters



NAD_1983_UTM_Zone_17N



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October 24, 2023



Legend

- Parcel Lines
 - Property Boundary
 - Assessment Boundary
 - Unit
 - Road
 - Municipal Boundary
- Property Fabric Easement
- Property Fabric One Foot Reserve
- Enbridge Pipeline Easement (incomplete)
- Union Gas Easement
- 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)

Subject Lands

Notes



0 102 205 Meters

NAD_1983_UTM_Zone_17N



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October 24, 2023



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.

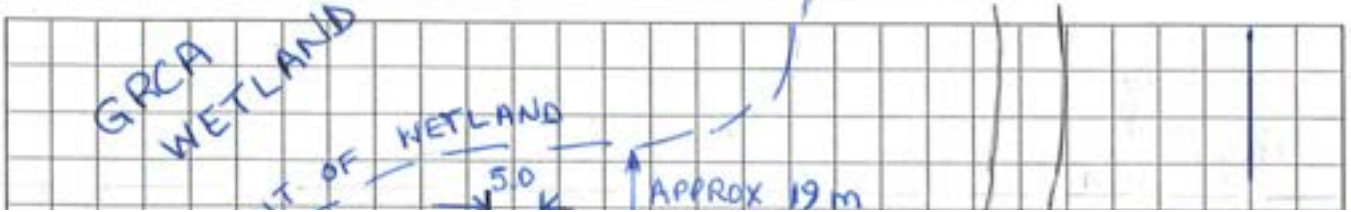
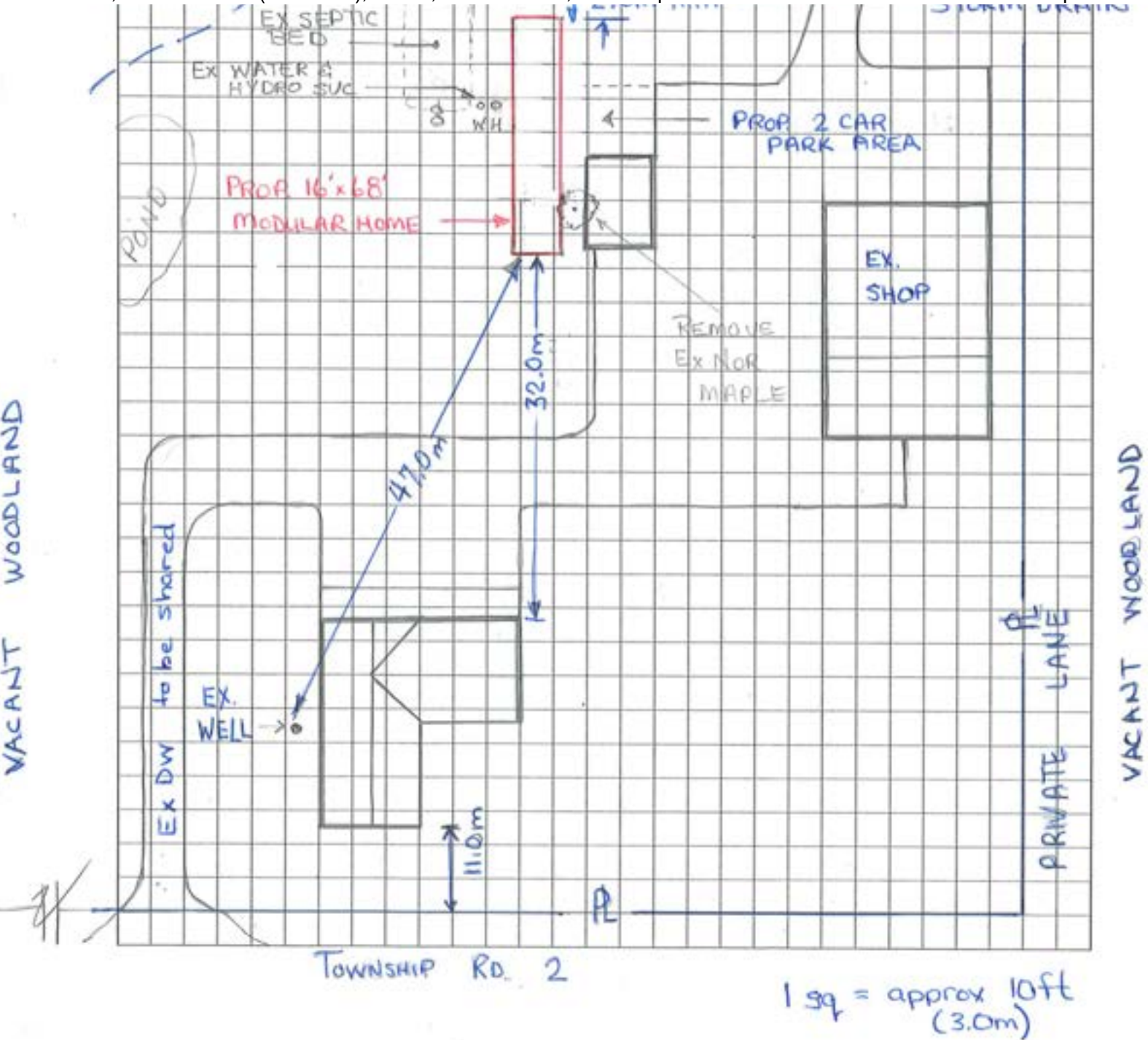


Plate 3: Applicants' Sketch
 File No. A08-23 (Adam)
 Part Lot 20, Concession 1 (Blenheim), Part 1, Plan 41R919, Township of Blandford-Blenheim - 706614 Township Road 2



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

From: Dustin Robson, Development Planner, Community Planning

Application for Zone Change ZN1-23-14 – Ross Roth Sand & Gravel Inc.

REPORT HIGHLIGHTS

- The Application for Zone Change proposes to rezone a portion of the lands from 'Aggregate Industrial Zone (ME)' to 'Special Aggregate Industrial Zone (ME-sp).'
- The applicant is proposing to permit a single detached dwelling and a residential unit within a building that is accessory to the aggregate operation.
- Planning staff are not supportive of the proposed rezoning, as it does not maintain the intent and purpose of the Official Plan respecting additional farm residences within the agricultural reserve.

DISCUSSION

Background

APPLICANT/OWNER: Ross Roth Sand & Gravel Inc.
906417 Township Road 12, Bright, ON N0J 1B0

AGENT: Bender Contracting
656951 15th Line, Tavistock, ON N0B 2R0

LOCATION:

The subject lands are described as Part Lots 23-24, Concession 12, in the former Township of Blenheim, now in the Township of Blandford-Blenheim. The lands are located on the north side of Township Road 12, between Oxford Road 22 and Oxford Road 8, and are municipally known as 906417 Township Road 12.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "B-1"	Township of Blandford-Blenheim	Agricultural Reserve
	Land Use Plan	

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

Existing Zoning: Aggregate Industrial Zone (ME)

Proposed Zoning: Special Aggregate Industrial Zone (ME-sp) and Aggregate Industrial Zone (ME)

PROPOSAL:

The subject Application for Zone Change proposes to rezone a portion of the subject lands from 'Aggregate Industrial Zone (ME)' to 'Special Aggregate Industrial Zone (ME-sp).' The purpose of the rezoning is to permit a building on-site that would be accessory to the existing aggregate operation and would include a residential unit approximately 184.3 m² (1,984 ft²) in size. The unit would be located inside of a building accessory to the aggregate operation, approximately 838.9 m² (9,030 ft²) in size. A single detached dwelling is also proposed but would be completed at a later date.

The subject lands are approximately 16.4 ha (40.6 ac) in size and contain an active aggregate operation. The applicants have been in the process of surrendering a portion of the aggregate operation (the western portion) through the Ministry of Natural Resource and Forestry (MNR). The operation would continue on the eastern portion of the lands following a successful surrender.

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

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

Plate 3, Applicant's Sketch, identifies the proposed location of the single detached dwelling and that the building accessory to the aggregate operation.

Application Review

2020 Provincial Policy Statement

Section 1.1.1 of the Provincial Policy Statement (PPS) provides that healthy liveable and safe communities are sustained by accommodating an appropriate range and mix of residential housing (including additional units, affordable housing, and housing for older persons) to meet long-term needs, and promoting cost-effective development that minimizes land consumption and servicing costs.

Section 2.4.4.1 directs that mineral extraction is permitted in prime agricultural areas provided that the site will be rehabilitated. Section 2.5 further directs that mineral aggregate resources shall be protected for long-term use and, where provincial information is available, deposits of mineral aggregate resources shall be identified. Furthermore, as much of the mineral aggregate resource as is realistically possible shall be made available as close to markets as possible. Extraction shall also be undertaken in a manner which minimizes social, economic and environmental impacts.

Section 2.5.2.4 of the PPS outlines that mineral aggregate operations shall be protected from development and activities that would preclude or hinder their expansion or continued use or which would be incompatible for reasons of public health, public safety, or environmental impact.

Official Plan

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

Sand and gravel, oil, gas and gypsum extraction and ancillary uses are also permitted as interim uses in accordance with the Resource Extraction Policies in Section 3.4 of the Official Plan.

Oxford County contains significant reserves of mineral aggregate resources, including bedrock-derived crushed stone and naturally occurring sand and gravel. The presence of high-quality aggregate deposits has led to the establishment of significant quarrying and sand and gravel extraction industries in the County. The subject lands have been identified as a Sand and Gravel Resource Area. Such areas are identified as being lands where high-quality sand and gravel deposits exist. Policies for development in the Sand and Gravel Resource Area have been developed to minimize possible future conflicts between sand and gravel extraction and other uses.

As per Section 3.4.1.3.1.3 of the Official Plan, new non-farm rural residential uses shall be prohibited within Sand and Gravel Resource Areas. Notwithstanding Section 3.4.1.3.1.3, such a use may be considered where extraction has been completed and where rehabilitation is occurring subject to the policies of the Official Plan.

Section 3.4.1.3.6 of the Official Plan outlines priorities for lands containing aggregate operations once they are rehabilitated and surrendered. The top priority for said land is agricultural uses as most lands where aggregate operations exist are within prime agricultural areas. Where it is demonstrated that it is not possible to rehabilitate lands to an agricultural condition is not feasible then priority shall be given to rehabilitation which will result in significant improvements to the natural heritage system.

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

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

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

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

- The ARU shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m² (1,506 ft²);
- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental or other similar uses;

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

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

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

Zoning By-law

The subject lands are zoned 'Aggregate Industrial Zone (ME)' in the Township of Blandford-Blenheim Zoning By-law. The ME zone permits a limited range of industrial uses, mostly focused on the resource extraction industry. Permitted uses include sand/gravel pits, asphalt/concrete batching, and underground mines. Accessory uses to principal uses, such as those listed in this section, are also permitted within the ME zone. A dwelling or residential unit is not a permitted use in the ME Zone.

Non-residential uses within the ME zone are required to have a minimum setback of 30 m (98.4 ft) from any property line or 90 m (295.3 ft) from any Residential or Development zone. As residential uses are not permitted within the ME zone, there are no zoning provisions for residential uses, such as a single detached dwelling or an additional residential unit (ARU). The proposed building accessory to the aggregate operation is proposed to be approximately 12.1 m (40 ft) from the west interior lot line, which abuts an agriculturally zoned parcel of land.

Agency Comments

The Township Director of Public Works has advised that the Township policy is a maximum of 2 entrances per property. If a private entrance will be required a permit from the Director of Public Works will be required.

The Township Chief Building Official has advised that, if the application is approved, a Minimum Distance Separation (MDS) study will need to be completed in order to obtain building permits.

The Township Drainage Superintendent and Southwestern Public Health have indicated no concerns or objections regarding the proposed zoning amendment.

Public Consultation

Notice of the proposal was provided to the public and surrounding lands owners in accordance with the requirements of the Planning Act. At the time of writing this report, one letter of support has been received. A copy of said letter has been attached to this staff report for Council's reference.

Planning Analysis

The applicant is proposing to establish residential uses on the subject lands through the subject Application for Zone Change by rezoning a portion of the lands to a ME-sp zone. If approved, it has been advised that the proposed 838.9 m² (9,030 ft²) accessory building would be constructed first and would contain an approximately 184.3 m² (1,984 ft²) residential unit. A single detached dwelling would then be constructed at a yet to be determined date.

The purpose of the ME zone is to accommodate aggregate operations. Given the nature of such operations when it comes to aspects such as dust, noise, and traffic, the ME zone does not permit residential uses. Further, the Official Plan includes policies to ensure that aggregate operations are adequately situated as to not impact surrounding agricultural operations or residential uses.

The subject lands have contained an aggregate operation for approximately 50 years. The current landowners have been in the process of surrendering the aggregate operation on a portion of the lands. The portion of the aggregate operation on the eastern side of the lands will continue to operate. In order to surrender a former aggregate operation, landowners must receive approval from the Ministry of Natural Resources and Forestry (MNRF). The landowners have been navigating this process and have provided correspondence from MNRF staff indicating that the process is underway. In an email provided by the applicant, dated August 23, 2023, MNRF staff outlined that the provided Inspection Report indicated that the area to be surrendered has met the intent of the Progressive Rehabilitation and Final Rehabilitation Plan and MNRF staff would be recommending partial surrender to the Aggregate Section (see attached correspondence). Official confirmation of the surrender has not, however, been received to date.

The Official Plan allows for the consideration of non-farm rural residential development to only be considered within Sand and Gravel Resource Area designation where the extraction has been completed and rehabilitation has occurred. The intent of this policy is to ensure that the aggregate operation on-site ceases in its entirety rather than only a portion shutting down but another portion continuing on-site within the vicinity of the residential use, such is being proposed in this instance. Staff are of the opinion that the subject Zone Change Application is premature and would be more appropriate once the aggregate operation in its entirety has ceased and the site has been rehabilitated in accordance with MNRF standards.

Concerning the residential unit within the accessory building, the intention of ARUs within accessory buildings is to be secondary to an existing principal dwelling. The proposal in this instance is to establish the unit within the accessory building before a principal dwelling is established. Further, the proposed ARU is approximately 184.3 m² (1,984 ft²) which would exceed the largest ARU allowance of 140 m² (1,506 ft²) by 44.4 m² (478 ft²). Given the information outlined, in staff's opinion the proposal does not meet the intent of an ARU. Additionally, staff are

of the opinion that reducing the setback between the building accessory to the aggregate operation and the interior side yard from 30 m (98.4 ft) to 12.1 m (40 ft), which represents a 59.7% reduction, is not good planning as it increases the potential for conflict with the adjacent property.

In light of the foregoing, staff are recommending that the application not be supported as the proposal does not maintain the intent of the Official Plan to restrict the introduction of new non-farm rural residential uses, particularly when in close proximity to resource extraction uses.

RECOMMENDATIONS

It is recommended that the Council of the Township of Blandford-Blenheim not approve the Zone Change Application submitted by Bender Contracting on behalf of Ross Roth Sand & Gravel Inc., whereby lands described as Part Lots 23-24, Concession 12 (Blenheim), Township of Blandford-Blenheim, are to be rezoned from 'Aggregate Industrial Zone (ME)' to 'Special Aggregate Industrial Zone (ME-sp)' to permit a single detached dwelling and a residential unit within a building accessory to an aggregate operation.

SIGNATURES

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
Community Planning



Legend

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

Notes



0 205 409 Meters

NAD_1983_UTM_Zone_17N



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October 23, 2023



Legend

- Parcel Lines**
 - Property Boundary
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 - Unit
 - Road
 - Municipal Boundary
- Zoning Floodlines Regulation Limit**
 - ++ 100 Year Flood Line
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Notes



0 102 205 Meters

NAD_1983_UTM_Zone_17N



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November 2, 2023

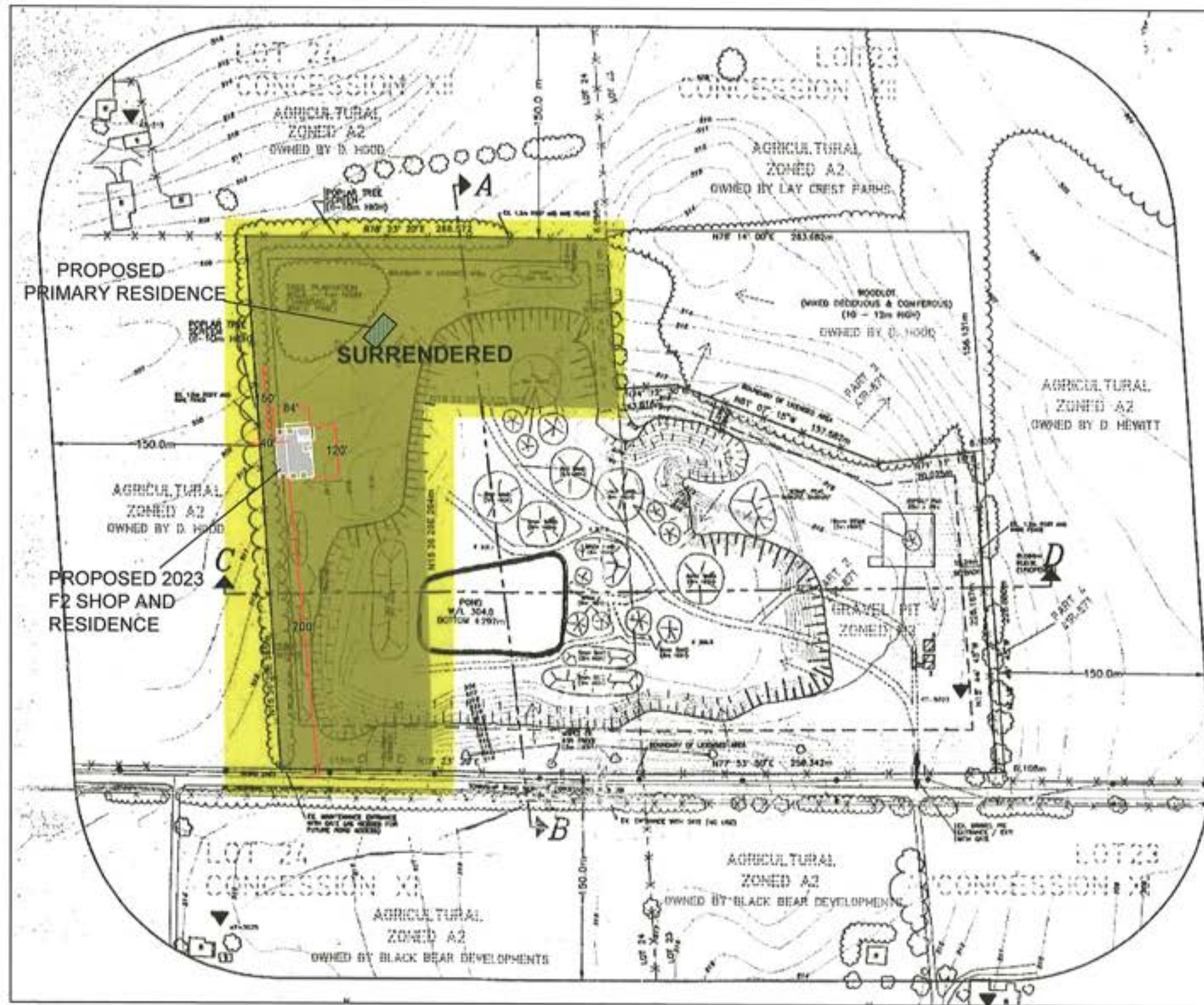


Plate 3: Applicant's Sketch
 File No. ZN1-23-14 (Ross Roth Sand & Gravel Inc.)
 Part Lots 23-24, Concession 12 (Blenheim), Parts 1 & 2, 41R871, Township of Blandford-Blenheim, 906417 Township Road 12

LICENCED AREA AS OF 2023	10 ± ha
AREA TO BE EXTRACTED	7.9 ± ha

SITE PLAN		A1
FEB 2 2023	INITIAL DESIGN	
RR SAND AND GRAVEL SHOP		BRIGHT, ON
906417 TOWNSHIP ROAD 12		

Tara Ramseyer

From: Bernie Janssen
Sent: August 23, 2023 11:11 AM
To: Greg Ramseyer
Cc: Tara Ramseyer
Subject: RE: Inspection Report Under the ARA - Aggregate Licence no. 5606

Hi Greg,

Please let your planner know that the partial surrender of the licence is pending. The partial surrender may still take MNRF a few months to approve. However, the first part of the information below may allow your planner to keep your rezoning application moving forward. Thanks.

Bernie

From: Caron, Jayme (MNRF)
Sent: Wednesday, August 23, 2023 8:38 AM
To: Bernie Janssen
Cc: Zuber, Sonya (MNRF)
Subject: Inspection Report Under the ARA - Aggregate Licence no. 5606

Hello Bernie,

Attached is an Inspection Report as generated under the Aggregate Resources Act (ARA) for Licence no. 5606, aka Bright Pit #1. This Inspection Report confirms that the desired area to be surrendered has met the intent of the existing Progressive Rehabilitation and Final rehabilitation Plan. It is recommended that Aggregate Section approve the proposed partial surrender.

There are still a few non-compliance items unrelated to the partial surrender from previous inspections that are repeated in this Inspection Report as the remedial action dates have not yet passed. Please advise me as you bring the site back into compliance with the ARA.

Kindly reply back to this email to acknowledge receipt of the Inspection Report and for our tracking purposes.

Thank you,

Jayme Caron | IRM Technical Specialist
Ministry of Natural Resources and Forestry
Aylmer-Guelph District | Regional Operations Division
1 Stone Road W. Guelph, ON N1G 4Y2

From:
To: [Dustin Robson](#)
Subject: Zoning change- ZN 1-23-14 Public Meeting Nov. 15th, 2023
Date: November 5, 2023 8:29:33 AM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Please be advised either Joan or myself will attend this meeting on behalf of Maxine Hewitt.

We are in support of this zone change, as it will bond the owner of R.R. Sand and Gravel, to the local community. Greg has already proven his good business operations and ethics to our community, and we welcome Greg and his family to the 12th Concession.

Sincerely Dean and Joan Jancsar



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Drew Davidson Director of Protective Services
Reviewed By:	Rodger Mordue	Date:	November 6 th 2023
Subject:	October Monthly Report	Council Meeting Date:	November 15 th 2023
Report #:	FC-23-16		

Recommendation:

That Report FC-23-16 is received as information.

Background:

To provide Council with an update regarding the activities of the Protective Services Department, for the month of October 2023.

Analysis/Discussion:

Fire:

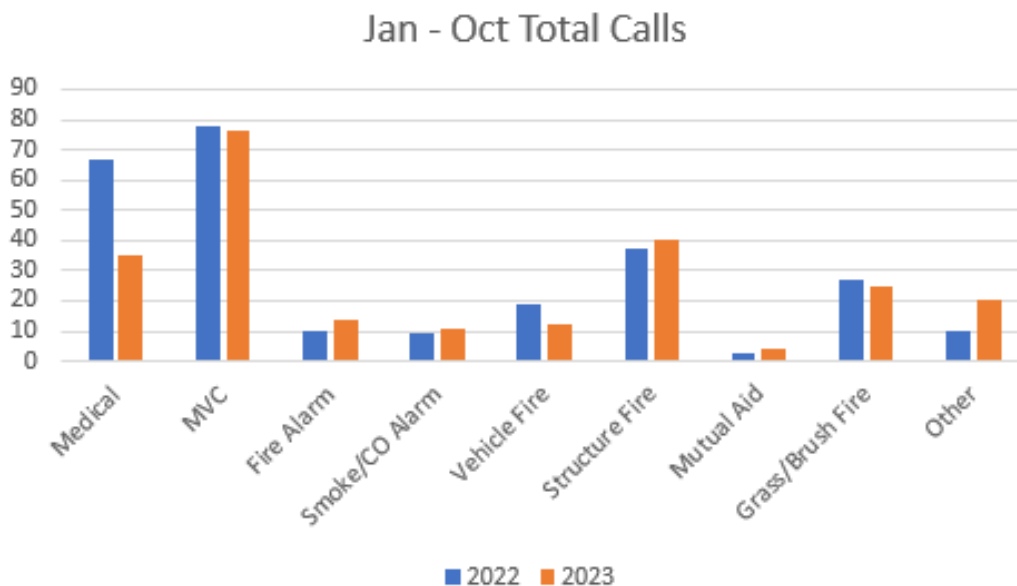
- 30 burn permits were issued in October 2023
- October 2023 monthly fire calls with annual comparisons (included)

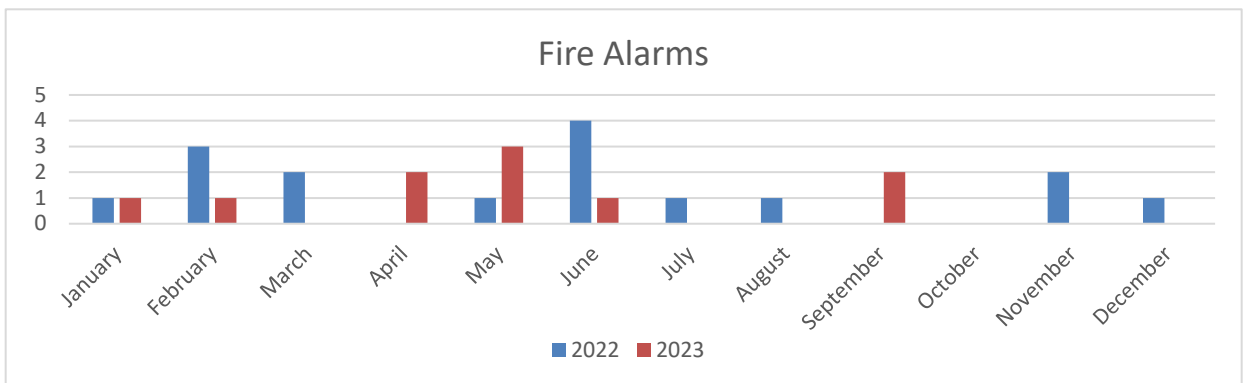
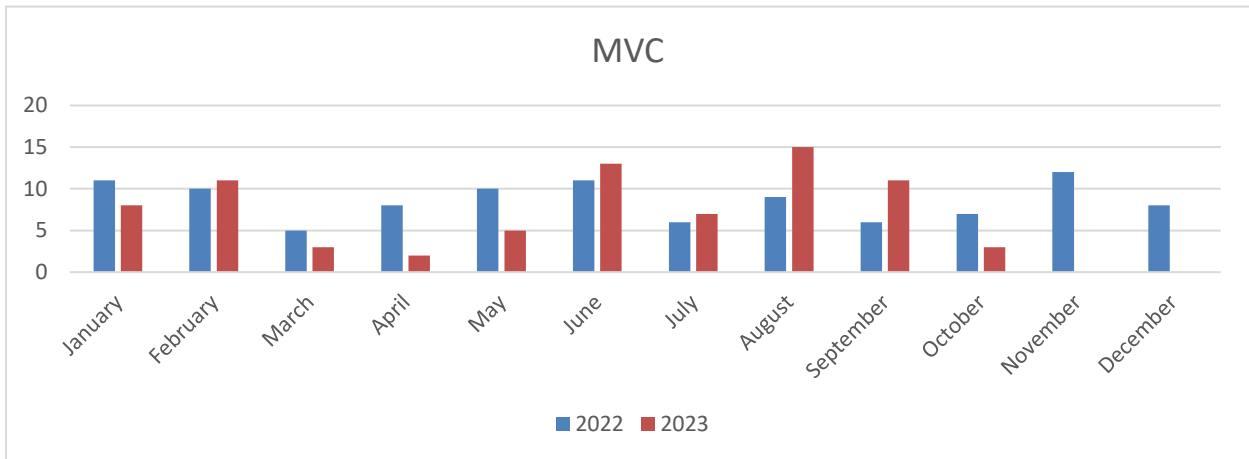
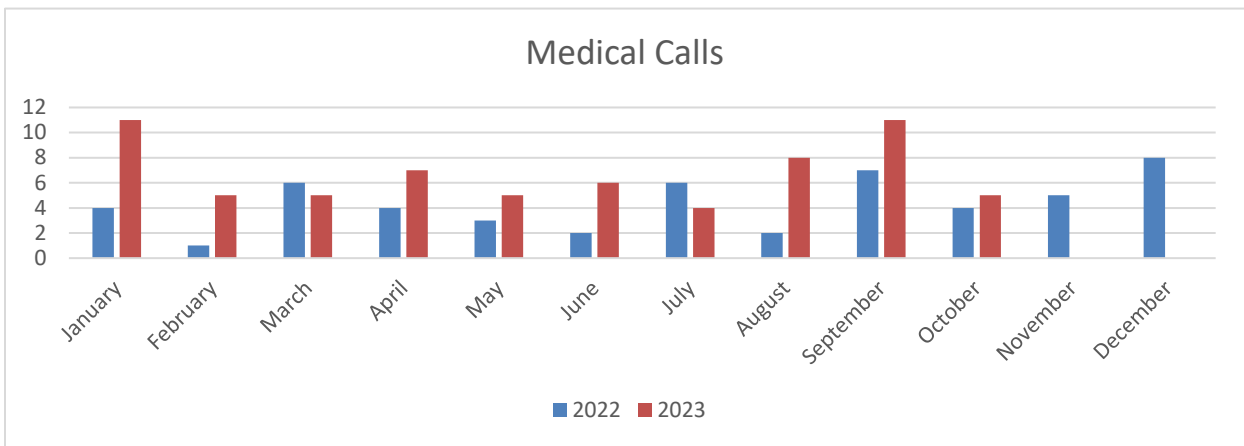
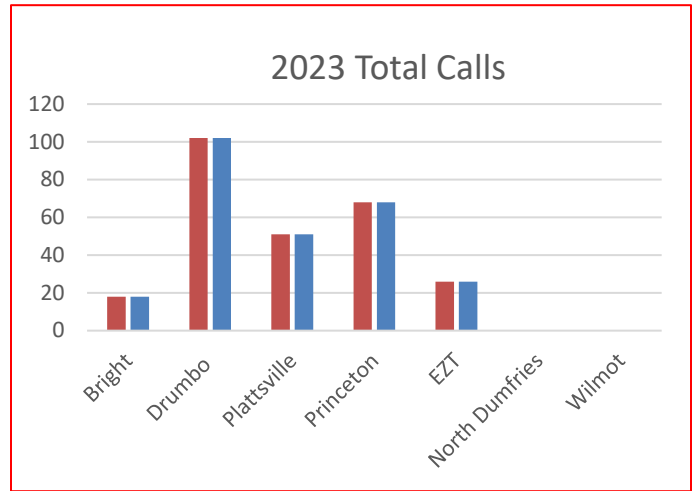
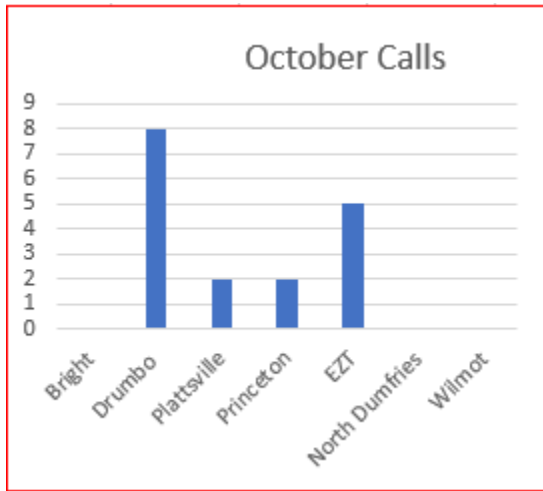
Meetings, Courses and Training Attended:

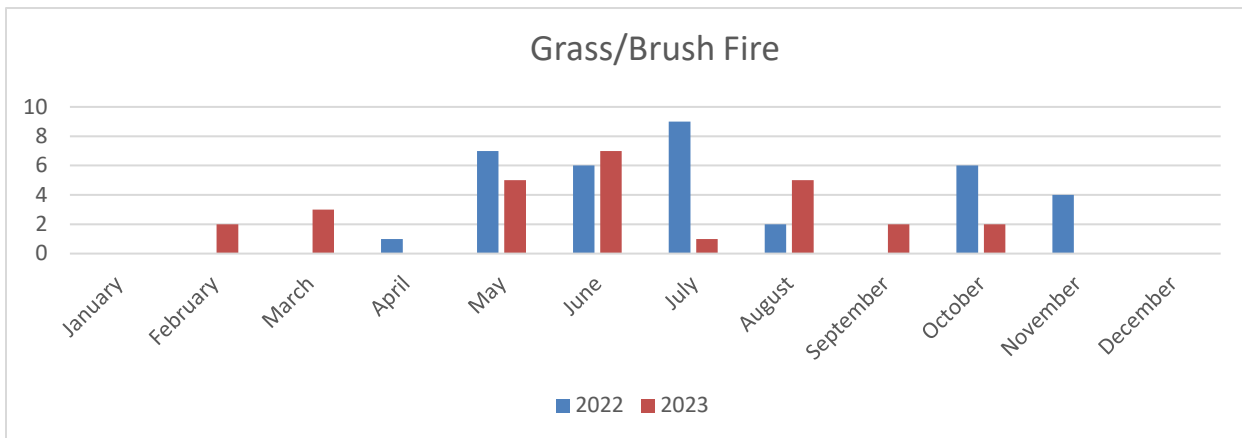
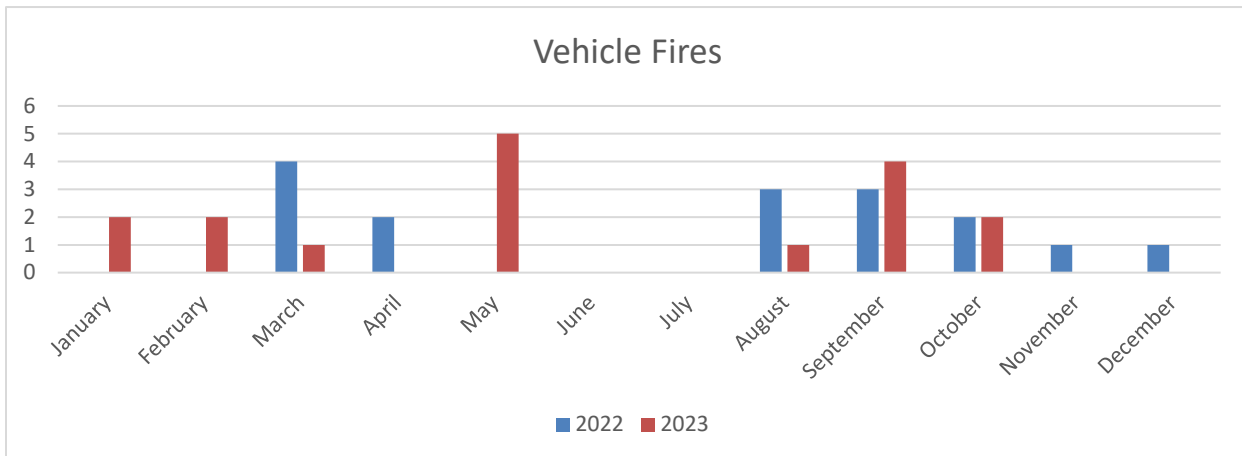
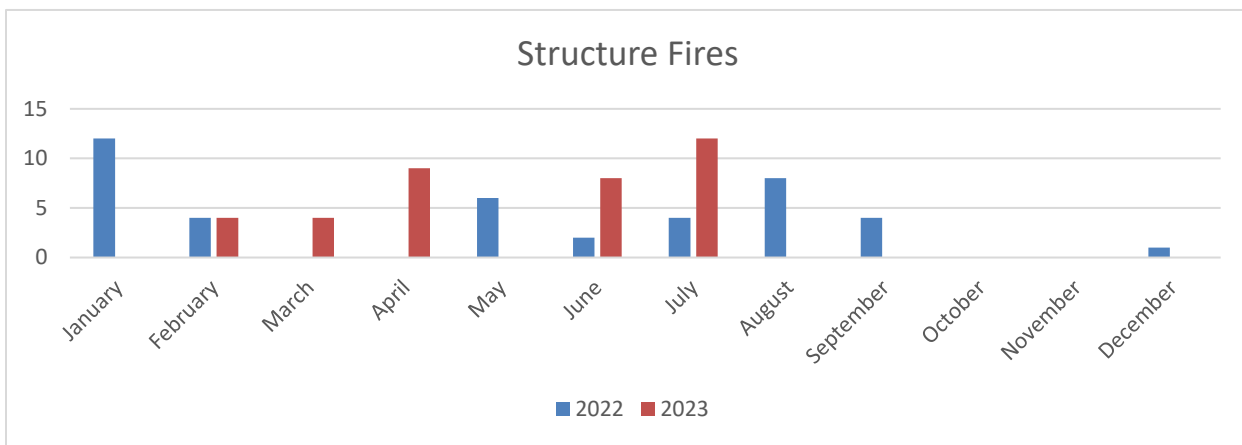
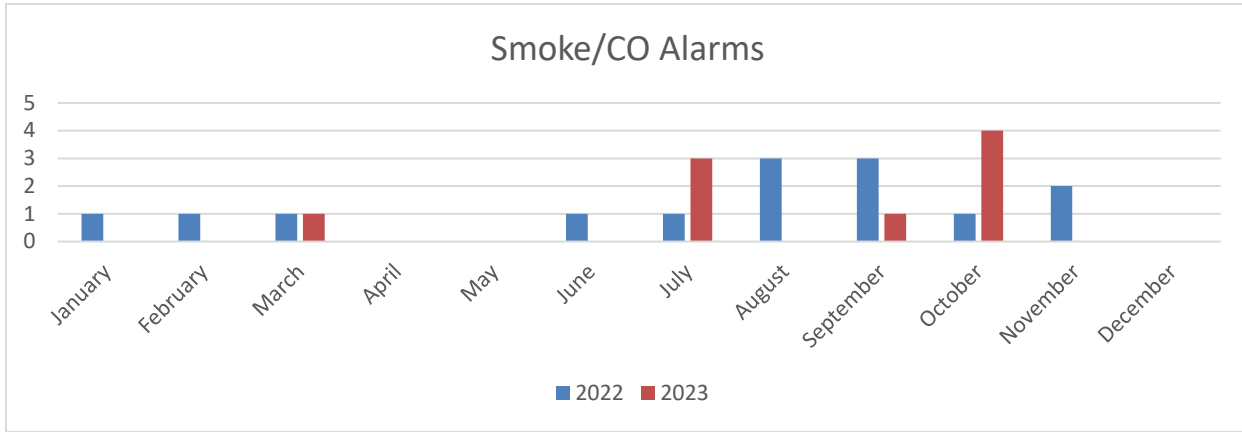
- Staff has been busy working on our asset management plan, along with meeting with our County representative. Staff has attended each station to produce an accurate account of items both on the trucks and in the stations.
- Staff, along with Council members, attended the Enbridge gas plant for a tour and discussed their vision for the future. This was again a great way for the Township and community stakeholders to form a stronger relationship.
- On the 16th of October staff met with the six newly hired firefighters to go over policy and procedures of our department. Along with required paperwork the recruits were given their PPE so they can start to attend practices with their official start date being October 17th 2023. The breakdown of new recruits is as follows: 2 in Bright, 2 in Drumbo, and 2 in Princeton.
- Staff attended our monthly RFSOC Chiefs meeting on October 19th at the Mount Elgin fire station. As all Townships are finalizing their new hires much discussion was had in preparation for the January start of the recruit training program. The revamped course selection site has been launched for firefighters to see where and when courses are being offered next year and to get signed up. The new site offers admin personnel better ways to track who is signed up.

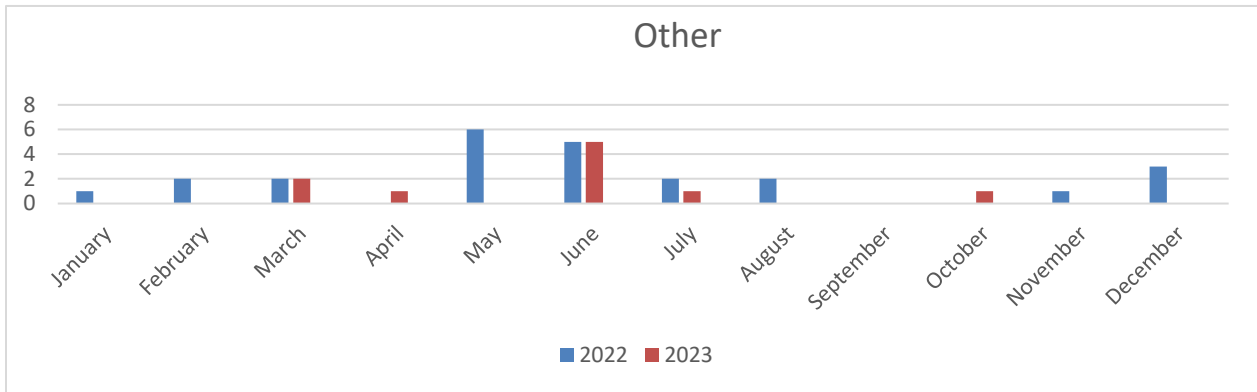
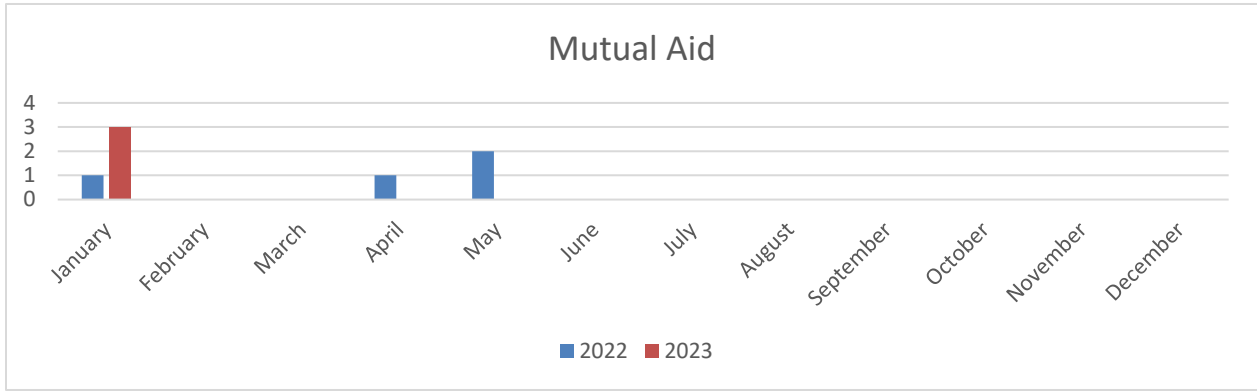
- Medical training schedules were talked about as Blandford-Blenheim, along with SWOX, are due for all firefighters to complete the twenty-hour recertification which is required every six years.
- Blandford-Blenheim held the October pump ops course in Plattsville over two weekends. This was the final pump ops course being held for this calendar year. Blandford-Blenheim took on two addition pump op courses this year as the Norwich water tower was down due to construction leaving the town without the use of hydrants. We as a township will return to the previous schedule next year and offer one pump ops course in June.
- We delivered an air brake course over one weekend where recruits from last year attended to continue their required training to obtain their full DZ license. They will continue in November with a weekend focused on the “D” portion.
- Staff worked on completing the Fire capital and operating budgets for the upcoming year
- A virtual Chiefs meeting was held for our sector which includes Blandford-Blenheim and west down to Sarnia with the Sarnia Chief being the chair. These meetings are a great way of staying informed of happenings that occur beyond Oxford County. We had a guest speaker, Mr. Gary Van den Heuvel from Preferred Towing, explain the benefits of cross training with the tow industry and what they can bring to the table when faced with a major crash where a heavy tow truck could be of benefit when completing extrication of a patient.
- Throughout the month of October, I have attended all stations practices touching on upcoming events and promoting the course calendar for next year, as I know the last two months of the year are busy times for everyone.
- Dates to remember
 - November 26th...Drumbo Santa Breakfast
 - December 2nd...Bright/Plattsville Santa Clause Parades,
 - December 9th...Princeton Santa/Kids Christmas

October Fire Reports:









CEMC – October 2023

- Attended full day Sector meeting via zoom for St Clair Sector
 - Topics included:
 - Mass fatality plans
 - Oil and Gas Well Strategic Actions plans
 - Livestock transportation emergencies
 - Critical infrastructure – Gordie Howe bridge
- Begin plans for annual training exercise

By-Law Enforcement – October 2023

Land in clear...4
 Zoning...3
 Dog off Leash...2
 Other...1
 Follow ups...2

Fire Prevention – October 2023

Assembly...2
Residential...1
Open air burns...2
Daycare Licensing...1
Industrial...1
Commercial...4
Multi-unit residential...1

Fireworks Bylaw development

Respectfully submitted by:



Drew Davidson
Director of Protective Services



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Ray Belanger CBO/Manager of Building Services
Reviewed By:	Rodger Mordue, CAO/Clerk	Date:	November 9, 2023
Subject:	Monthly Report to Council	Council Meeting Date:	November 15, 2023
Report #:	CBO-23-11		

Recommendation:

That report CBO-23-11 be received as information.

Background:

To provide Council with an update regarding the monthly building activities for the period ending on October 31, 2023.

Building Department Updates:

- The building department issued 14 permits for the month of October 2023.

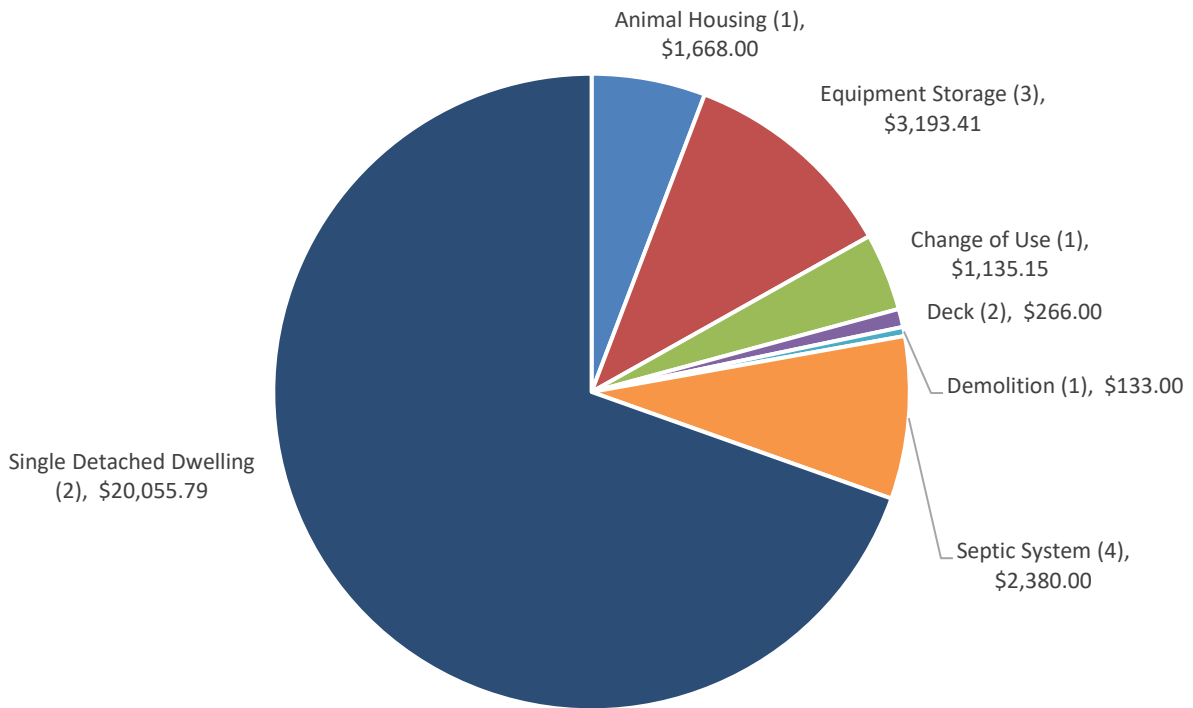
Legislative Updates:

- No updates to report

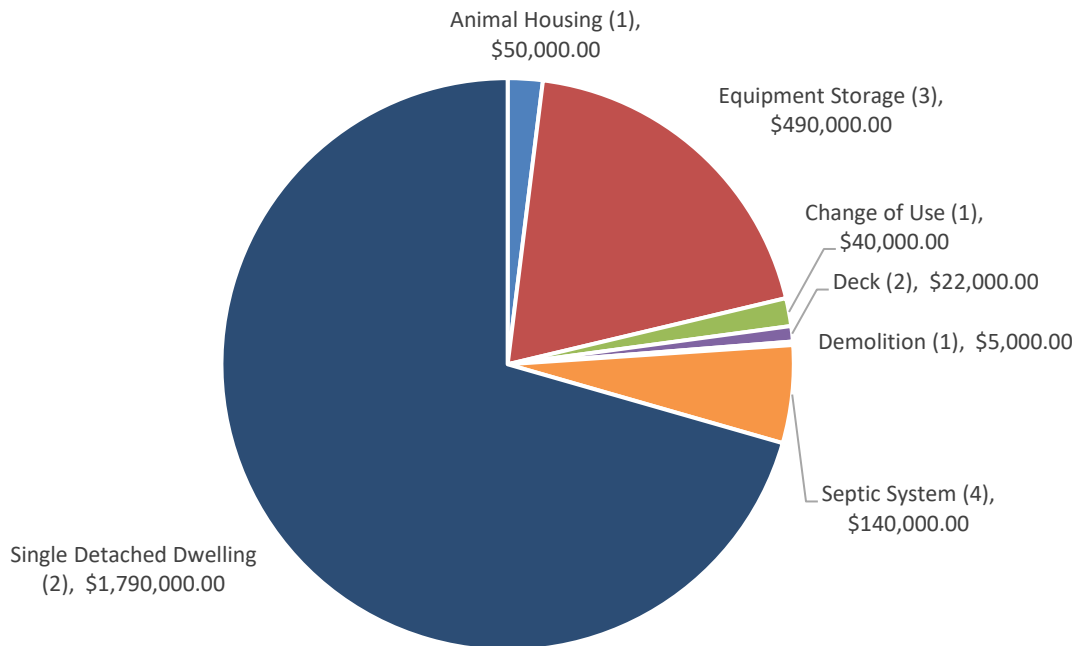
Respectfully submitted by:

Ray Belanger
Chief Building Official

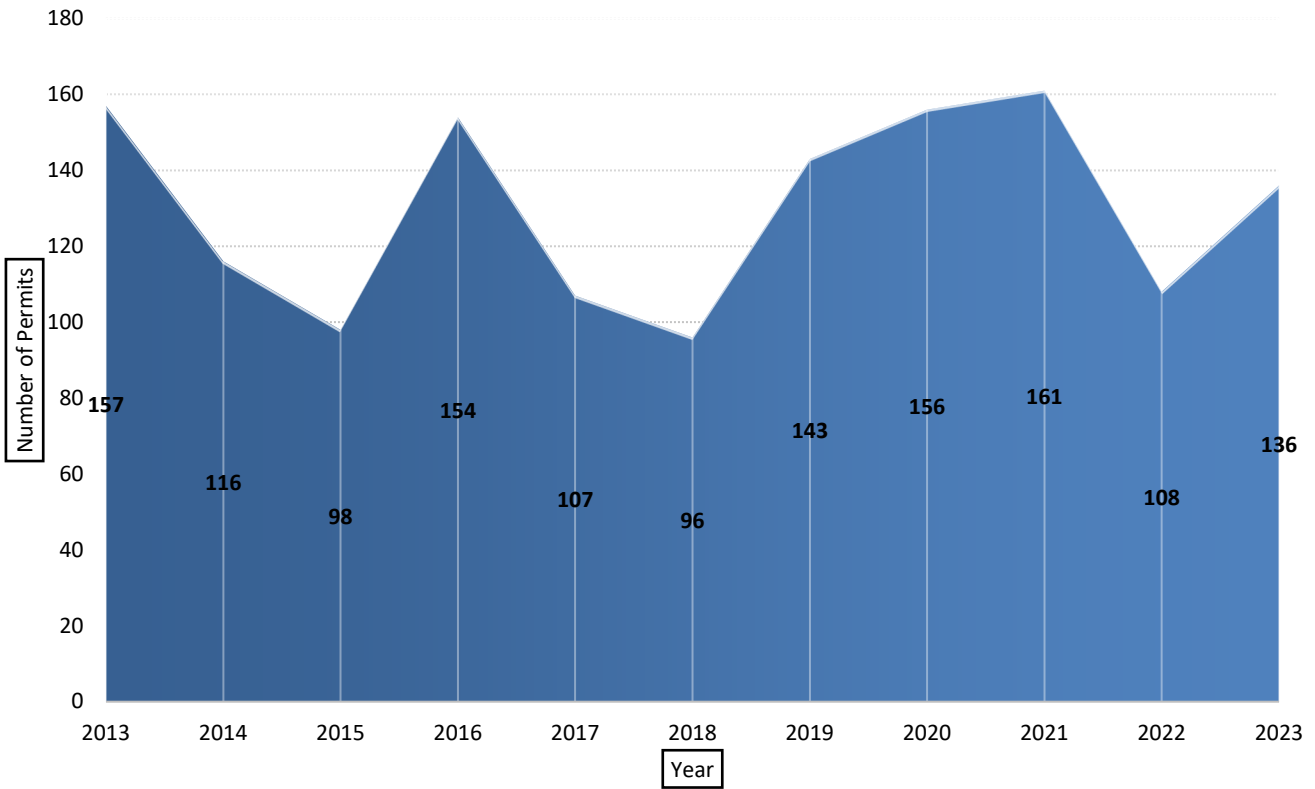
October 2023 Permit Fees



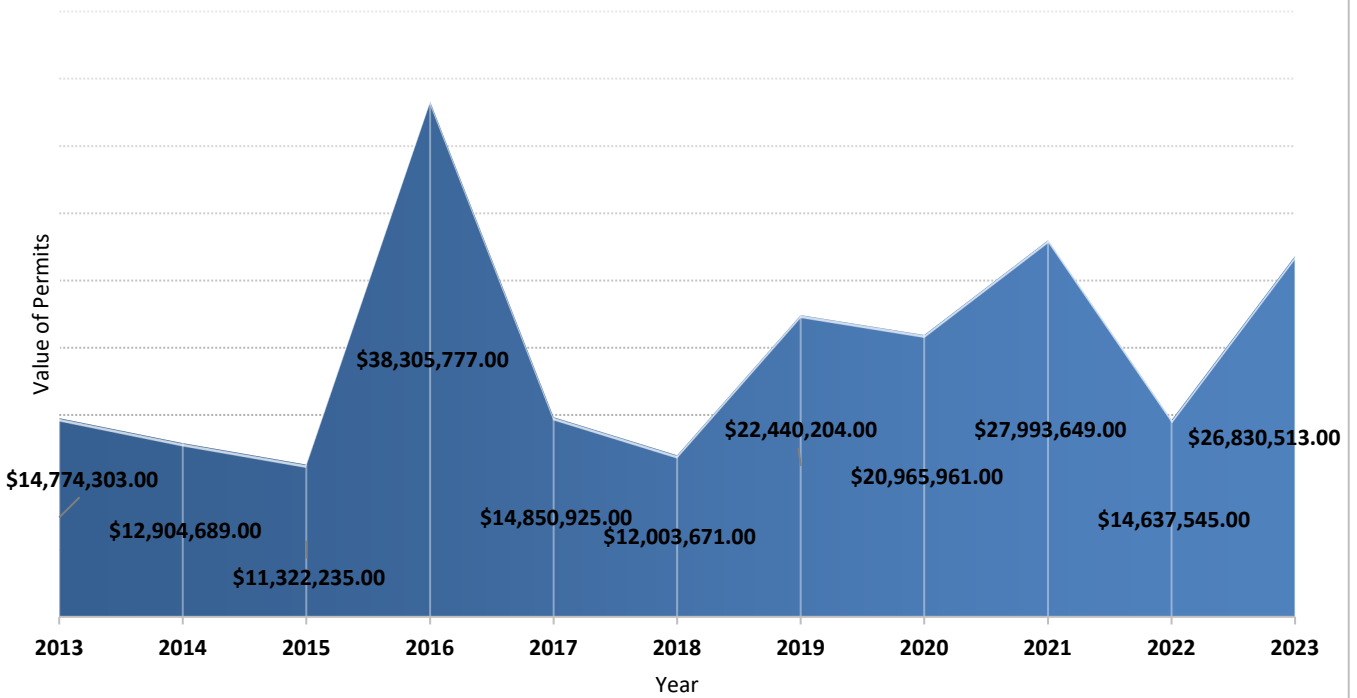
October 2023 Permit Values



Year to Date Permit Numbers for October 2023



Year to Date Permit Values for October 2023





TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Jim Borton Director of Public Works
Reviewed By:	Rodger Mordue	Date:	November 8, 2023
Subject:	Tandem Truck with Plow Equipment	Council Meeting Date:	November 15, 2023
Report #:	PW-23-20		

Recommendation:

That Report PW-23-20 be received for information;

And further that council except the quoted price of \$363,358.00 from Viking Cives for the delivery of a 2025 Tandem Truck with plow equipment.

And further that staff amend the 10-year capital plan to show the purchase of the 2025 Freightliner 114SD cab and chassis for the amount of \$197,878.00 to be shown in the year 2024.

And further that staff amend the 10-year capital plan to show the balance of the 2025 Freightliner, \$165,480.00 for winter equipment be shown in the year 2025.

Background:

The Townships Tandem Truck replacement schedule is every 10 years. As identified in the Townships 10-year capital plan the Public Works department is to replace a Tandem Truck in 2025. Staff presented report PW-23-12 in June outlining the supply chain issues and time lines. This report will outline the method used to obtain pricing and the time sensitivity required to move forward to secure a truck for delivery in 2025.

Analysis/Discussion:

Although supply chain issues have started to be fixed, the backlog that was caused will still take some time to be back to normal. In speaking with some suppliers and other Municipalities many tenders are coming back unfilled because of the lack of supply or long lead times. Suppliers are unsure they can meet the deadlines that the tenders are requiring. Due to these long lead times suppliers are only releasing a minimal amount of build slots. Freightliner has just released there build slots for 2024 and if we want to secure one, we need to act now and commit to it. If we do not take a build spot now, we may not get one until 2025, meaning it will be 2026 before we see

a truck. This would extend our expected life past the 10-years and subject the Township to the possibilities of higher maintenance and repair costs.

As discussed in report PW-23-12 Tendering a vehicle of this nature has become a problem. Suppliers aren't submitting quotes as they can not meet deliver deadlines or know when products will become available. By using Viking Cives and the AMO Canoe program we were able to get on a wait list and now that the 2024 build slots have been released, we have the opportunity to secure one.

Viking-Cives is the supplier on record for the 2025 Freightliner 114SD with winter equipment. As an incentive they are offering a \$5,400.00 rebate if payment is made for the cab and chassis once it is delivered to Viking Cives. The cab and chassis is expected to be delivered in Q4 of 2024, this would require the 10-year capital budget to be amended to show the cab and chassis payment and the balance would be paid when delivery to the Township is completed in 2025.

Financial Considerations:

2025 Budget Tandem Dump/Plow truck	\$425,000.00
2025 Freightliner 114SSD	\$368,758.00
2024 Budget	
2025 Freightliner cab & chassis	\$197,878.00
2025 Budget	
Dump box and Plow equipment	\$170,880.00
Rebate	<u>\$ -5,400.00</u>
Total	<u>\$165,480.00</u>
Total for 2025 Freightliner 114SSD	\$363,358.00

Attachments:

Price Quotation

Respectfully submitted by:



Jim Borton
Director of Public Works



Phone: 519-323-4433
www.vikingcives.com
42626 Grey Rd 109
Mt Forest, ON
N0G 2L0

PRICE QUOTATION

QUOTE #: BK23-080
REVISION LEVEL: 0.0
DATE: November 7, 2023.
PROPOSED
SHIP DATE: Q1, 2025.
TERMS: Net 30 days.
F.O.B.: Drumbo, ON.
SALESPERSON: Bill Koch

TO: The Township of Blandford-Blenheim
ATTN: Jim Borton, Director of Public Works
RE: Price Quotation for Viking Proline Combination U-Body c/w Plow Equipment installed on Freightliner Cab & Chassis
Viking-Cives Sourcewell contract # 080818-VCM
Township of Blandford-Blenheim Sourcewell member # LAS1071
Sourcewell Item #: SW-TK0405, SW-CH0210, SW-TK0554, NJ2400, NJ2500

Viking-Cives Ltd. is pleased to supply this price quotation for the following equipment, installed as described below:

VCL One-Way Front Plow:

- * Model VCL120HSE9, One Way Plow Steel Plow
- * 26" intake, 54" discharge height
- * 13'10 " overall length
- * 11' edge, 9' clearing path
- * Hydraulic tilt moldboard w/ moldboard angle indicator rod
- * HD tubular push frame assembly w/ manually adjustable carbide LSS5000 push frame shoes
- * Valley Blades #7864411TSB carbide, sectional cutting edges c/w 1/2" x 8" x 132" steel backing plate and nose piece
- * Quick attach plate and bar
- * Rubber snow deflector 1/2" x 12"
- * Qty (2) x 36" Plow marker whip, fluorescent orange
- * Sleeved safety check cable
- * Plow jack stand
- * Baril DCC-181 finish w/ corrosion protection: medium gloss black (moldboard and push frame)

Front Plow Harness:

- * Model VCL500HD, Hydraulic Tilt – Hydraulic Detach Front Plow Harness
- * 1/2" tail plates to suit chassis
- * Quick attach pockets and pins
- * Grote heated, LED plow lights c/w integrated signal lights

- * Qty (2) x additional heated., LED plow spot lights installed on front harness between plow lights
- * Front driver's side footstep attached to tail plate
- * Baril DCC-181 finish w/ corrosion protection: medium gloss black (harness)

Wing Harness:

- * Model VCL350-M Metro All Hydraulic Wing Hanress
- * Includes frame mount with front and rear wing towers
- * 132 litre (35 US gallon) integrated back of cab hydraulic tank
- * 12" convex mirror with stainless steel protective backer plate
- * Viking tube style frame cross member
- * Aeon rubber helper spring assembly
- * Dual adjustable needle valves for rear wing rate control of UP/DN
- * Qty (2) x 5" square, heated LED spotlights, 1 for rear wing + 1 for front of wing
- * Baril DCC-181 finish w/ corrosion protection: medium gloss black (wing towers, harness)

Wing Moldboard:

- * Model VCL156WHDM
- * Upper and lower brace arms
- * Valley Blades #586144FHIWB High-Wear cutting edges
- * Qty (1) x steel curb runner
- * 36" Plow marker whip, fluorescent orange
- * Baril DCC-181 finish w/ corrosion protection: medium gloss black (wing moldboard)

Proline Body:

- * Model PL1415LW-II
- * 10.5 m³ water level capacity w/ 10" sideboards
- * 3/16" Corten steel construction
- * High tensile steel main conveyor cover, 3/16" Hardox 450 steel c/w wood cushioning
- * Air tarp system with mesh tarp and aluminum tarp arms
- * Asphalt door in tailgate w/ opening lever located on curb side
- * Poly enclosure for tailgate air release valves
- * Stainless steel shovel holder, driver's side, front
- * Stainless steel ladder, passenger side, rear
- * Rubber sideboard kit c/w stainless steel brackets & hardware
- * Cross conveyor system c/w:
 - Reversible rubber belt cross conveyor system
 - High temperature belt system in lieu of standard belt
 - Stainless steel cross conveyor structure w/ 1/4" UHMW liner
 - Front LHS material spinner c/w anti-coning device
 - RH stainless steel material chute for reversible cross conveyor
 - Extension for RHS material chute
 - Qty (2) heated, LED, 5" square floodlight – driver side spinner and BOC
- * Grote Ultra Blue Seal LED body lighting kit c/w:

- * Qty (2) removable, stainless steel corner post light brackets w/ raised LED lights: 2 x 4 in. red, 2 x 7 in. red, 1 x 4 in. blue strobe, 1 x 4 in. amber strobe, 2 x 5" square, heated LED work lights tied into reverse circuit
- * Qty (1) blue, 4" round LED strobe light w/ stainless steel mount box, located at end of chassis rail
- * Qty (1) amber, 4" round LED strobe light w/ stainless steel mount box, located at end of chassis rail
- * Qty (1) blue, 6" oval strobe light in rear corner post
- * Qty (1) blue, 6" oval strobe light in rear corner post
- * Dupont Imron paint. Paint Code: M6758EF - Flat School Bus Yellow

Chassis Additions:

- * Remove OEM taillights and return to customer
- * Whelen Responder RDLPPAB LED mini bar, back-of-cab pedestal mounted
- * Stainless steel hinged chassis cover
- * Anti-Sail Mudflaps

Hydraulic & System:

- * Metaris tandem P20B hydraulic pump with dry valves driven from front engine crank
- * Qty (2) x Dickey-john hydraulic valve sections for road speed control of granular materials (no pre-wet)
- * Qty (9) Walvoil SDS180 hydraulic valve sections for remaining hydraulic functions
- * Upgraded Aeroquip Bruiser Line100R16 2 Wire FC735 hydraulic hose with extra durable cover
- * 132 litre (35 US gallon) integrated back of cab hydraulic tank
- * Qty (1) of High pressure and low-pressure hydraulic filter
- * Stainless steel hose hanger

In-Cab Controls:

- * Dickey-john Control Point electronic spreader controller with ground speed application control of granular materials only (no pre-wet)
- * Operator console located between driver and passenger seat with adjustability for/aft as well as up/down, complete with built in arm rest
- * Independent air-over-hydraulic levers for plow, wing, and dump box control
- * Tarp & tailgate air switches
- * Sixteen (16) switch electrical switch console for body lighting functions
- * Cab floor stiffener plate

Manuals:

- * One (1) paper copy and one (1) digital copy of unit specific operation, parts & service manuals for Body equipment

NET BODY PRICE \$170,880.00 each

OPTIONAL: model 135HSE9 One-Way Plow (35" intake, 64" discharge height) ILO model 120HSE9 One-Way Plow.....**Add \$1,580.00 each.**

Cab & Chassis:

- * 2025 Freightliner 114SD PLUS SBA 6 x 4 cab & chassis
- * 62,000 lbs. GVWR

- * 22,000 lbs. set forward front axle w/ 23,000 lbs. spring suspension
- * 40,000 lbs. rear axles w/ Tuftrac 46,000 lbs. spring suspension c/w 55" spread
- * Detroit Diesel DD13, 380 HP @ 1625 RPM, 1450 lb.-ft Torque @ 975 RPM
- * Allison 4500RDS automatic transmission
- * Front engine PTO affects c/w frame extensions
- * Detailed chassis specifications available upon request

NET CHASSIS PRICE.....\$197,878.00 each
See notes #9 & #10 below

**** NOTES FOR THE ABOVE-QUOTED EQUIPMENT ****

- 1) The price and terms on this quotation are not subject to verbal changes or other agreements unless approved in writing by the home office of the seller. All quotations and agreements are contingent upon strikes, accidents, fires, availability of material and all other causes beyond our control. Prices are based on cost and conditions existing on the date of quotation and are subject to changes by the seller before final acceptance.
- 2) Typographical and stenographic errors are subject to correction.
- 3) Conditions not specifically stated herein shall be governed by the established trade customs. Terms inconsistent with those stated herein which may appear on purchaser's final order will not be binding on the Seller.
- 4) Quoted delivery time: The above-quoted delivery time is the best known at time of tender call / quotation and is subject to change based upon shop loading at time of chassis arrival and / or receipt of firm order to Viking-Cives, Mount Forest, Ontario.
- 5) Chassis delivery from VCL is NOT included in the above-quoted price.
- 6) Chassis delivery from VCL is NOT included in the above-quoted price.
- 7) Delivery of plow and / or wing to customer's yard is included in the above price.
- 8) **Vehicle licensing and registration are NOT included in the quoted price.**
- 9) **Any unforeseen price increases due to model year change, variance in exchange rate, supplier annual increase etc., are not included in this price quotation and will be passed on to the customer as incurred.**
- 10) **If The Township of Blandford-Blenheim is willing to pay for the cab & chassis upon arrival at Viking-Cives Ltd. (before body upfitting begins), then please deduct \$5,400.00 from the quoted price.**

****DUE TO GLOBAL ECONOMIC CONDITIONS BEYOND OUR CONTROL, PRICING ON THIS QUOTATION MAY NO LONGER BE VALID AT TIME OF ORDER. PRICING WILL BE CONFIRMED AT TIME OF ORDER PLACEMENT****

**ALL APPLICABLE TAXES ARE EXTRA.
 QUOTE VALID FOR 30 DAYS.**

Respectfully Submitted,

Bill Koch

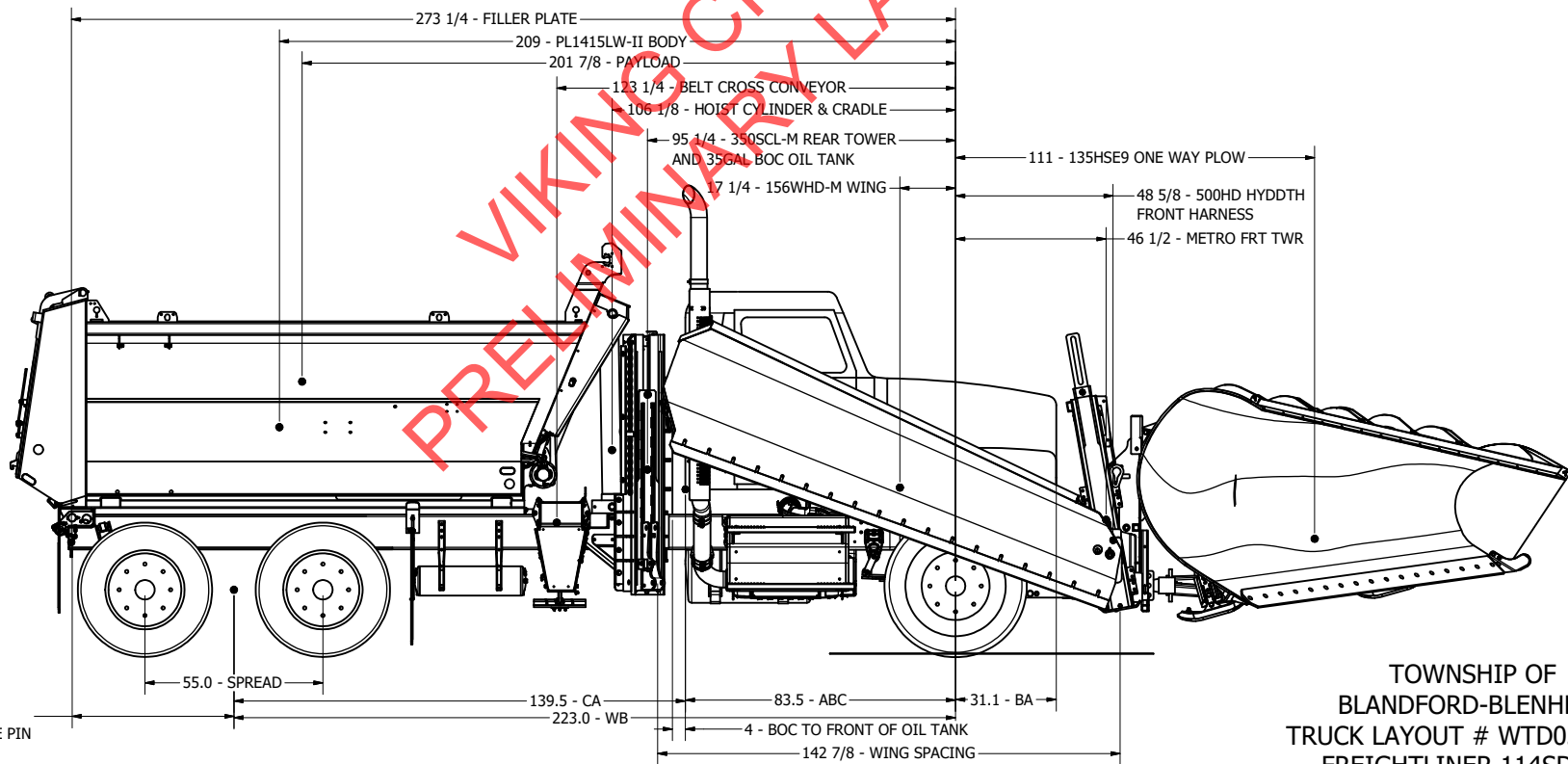
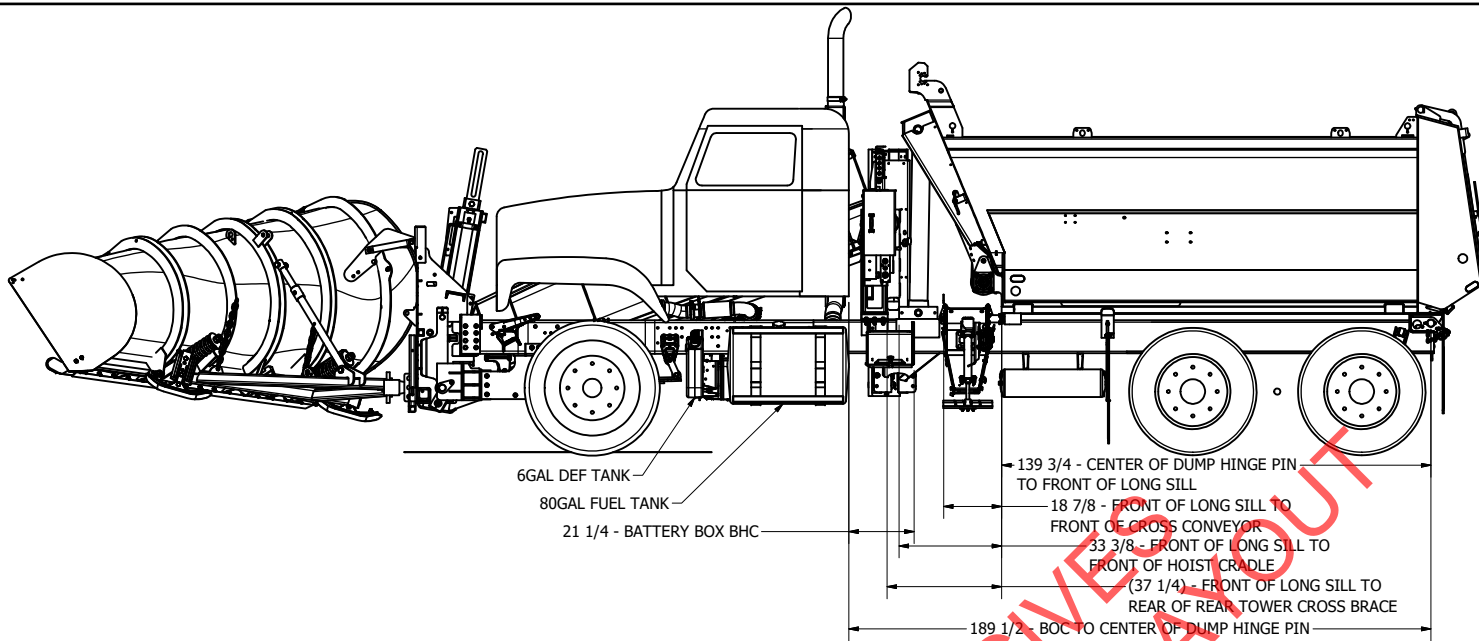
*Regional Sales Manger
 519-788-1204*



(519)323-4433 PH (519)323-4608 FX

NOTE:

- THIS DRAWING IS FOR REFERENCE ONLY.
- DO NOT CUT DUMP HINGE IN UNTIL REAR WING TOWER HAS BEEN LOCATED AND DUMP HINGE LOCATION HAS BEEN VERIFIED.
- ACTUAL DIMENSIONS MAY VARY FROM DIMENSIONS SHOWN.



EQUIPMENT MAY NOT BE EXACTLY AS SHOWN. SOME COMPONENTS MAY BE OPTIONAL.
TO MAINTAIN OUR ON-GOING PRODUCT DEVELOPMENT AND IMPROVEMENT PROGRAM, VIKING-CIVES LTD. RESERVES THE RIGHT TO CHANGE EQUIPMENT & SPECIFICATION WITHOUT NOTICE.

TOWNSHIP OF
BLANDFORD-BLENHEIM
TRUCK LAYOUT # WTD03925-01
FREIGHTLINER 114SD SFA
PRELIMINARY TRUCK LAYOUT

This Owner's Manual File is Contained Within WTD03925-01.1dw



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance
Reviewed By:	Rodger Mordue	Date:	November 1, 2023
Report #:	TR-23-15	Council Meeting Date:	November 15, 2023
Subject:	2024 Municipal Insurance		

Recommendation:

That Report TR-23-15 be received as information;

And further that Council instruct the Treasurer to bind the renewal for the Township's municipal insurance with Marsh Canada.

Background:

In 2022, after many years with Cowan Insurance, and annual increases of 13-15% in recent years, the Township issued an RFP for our 2023 municipal insurance. Three proposals were received and reviewed by a consultant specializing in risk management & insurance. The lowest cost proposal from Marsh Canada was endorsed by Council resulting in significant savings for the Township.

Analysis/Discussion:

Marsh Canada has proposed an overall premium increase of 8% for 2024 and provided the following details in regards to changes from the expiring policy:

Municipal General Liability

- Increased Primary by 10% due to market inflationary changes
- Increased Environmental Impairment Liability by 10% due to market inflationary changes
- Please note the Retroactive Date for Errors & Omissions and Environmental Impairment Liability have changed from Unlimited to November 15, 1993, on all Marsh's Municipal Accounts moving forward. This now matches the Incidental Medical Malpractice retroactive date.

Excess Liability - Increased Layer 1 by 15% due to market inflationary changes

Property

- 8% increase in to account for inflation
- 5% rate increase due to standard market changes

Automobile

- 3% increase due to market inflationary changes

Annual Low Risk Event Liability

- 7% increase due to market inflationary changes

Premium Breakdown

SUMMARY		
Type of Coverage	Annual Premium	Tax
Casualty/Primary Liability/EIL	\$49,500.00	\$3,960.00
Umbrella Liability (1st Layer)	\$8,418.00	\$673.44
Umbrella Liability (2nd Layer)	\$0.00	\$0.00
Property: TIV	\$46,061.00	\$3,684.88
Property: Boiler	\$4,606.00	\$368.48
Crime Primary	\$850.00	\$68.00
Automobile	\$26,546.00	N/A
Council Accident	\$576.00	\$46.08
Out of Province Medical Coverage	\$0.00	\$0.00
Volunteers' Accident	\$1,000.00	\$80.00
LCIS - Annual Low Risk Events	\$2,650.00	\$212.00
LCIS Policy Fee	\$50.00	\$4.00
TOTALS:	\$140,257.00	\$9,096.88

Other Oxford municipalities are seeing renewals in the range of 8 to 13%.

Financial Considerations:

An increase of 8% to the overall municipal insurance policy represents an increase of approximately \$11,045 to the overall budget for 2024.

Attachments: Marsh – 2024 Insurance Proposal

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer



Corporation of the Township of Blandford-Blenheim

Insurance Proposal

Policy Period

December 31, 2023 - December 31, 2024

October 18, 2023

Important – Please Note The Following

Duty of Disclosure

In addition to providing all basic information necessary to enable us to place the risk, you must ensure that you are complying with your legal duty of disclosure of all material matters relating to the risk. In particular, you must satisfy yourself as to the accuracy and completeness of the information you provide to insurers. In this respect, you must provide all information relating to the risk, whether favourable or not, which would influence the judgement of a prudent insurer in determining whether he will take the risk, and, if so, for what premium and on what terms. If all such information is not disclosed by you, insurers have the right to void the policy from its inception which may lead to claims not being paid.

Payment Terms

Premiums are due and payable on receipt of a Marsh invoice. Payment should be made immediately to avoid any possible cancellation for non-payment of premium.

Period of Validity of Quote

This offer remains open for acceptance by the Insured until the expiry of the current Municipal Insurance program policy (ies).

Breach of Warranty or Subjectivity

subjectivity to binding or continuing cover, you should be aware that if the terms of the warranty as stated are breached or the subjectivity is not met, insurers may have the right to void the applicable coverage and deny any resulting or subsequent losses as a result.

Underinsurance

It is important that all policy limits and amounts insured be reviewed carefully and at least annually to be certain they are adequate to provide full recovery in event of a loss.

Underwriting / Binding Authority

Certain portions of this quotation of cover have been provided by Marsh Canada Limited acting in an underwriting capacity on behalf of the Insurer who, under a binding authority agreement, has given us authority to quote and confirm insuring terms, conditions and premiums. Marsh Canada Limited is not acting as an insurance broker in this instance and is not providing alternative terms or markets for the cover other than as quoted. For covers where Marsh

Canada Limited does not act in an underwriting capacity nor has a binding authority agreement with the Insurer, coverage cannot be bound with those Insurers unless a request is made to the Insurer and confirmation of coverage is subsequently received by Marsh Canada Limited from the Insurer.

Material Changes From Expiring Policy

coverage as they represent material changes in cover from your previous policy.

RISK AND CLAIMS INFORMATION

This proposal has been based on the risk and claims information provided and/or verified by you to Marsh Canada Limited. If any of this information is not correct or has changed in the interim, you must advise us immediately as the terms quoted may therefore be invalid and cover cannot be bound as quoted.

TAXES PAYABLE BY INSUREDS

The following taxes as prescribed by federal and/or local laws and regulations will apply to all or certain portions of the premiums quoted and will be charged by Marsh Canada Limited in addition to the premiums quoted:

Provincial Sales Tax

Canadian Councils Liability

Limits of Liability:	\$ 5,000,000	General Liability, including Sudden and Accidental Pollution any one Occurrence
	\$ 5,000,000	and in the Annual Aggregate for Products and Completed Operations during the Policy Period
Extensions of Coverages:	\$ 5,000,000	any one Claim
	\$ 5,000,000	Tenant Legal Liability; any one Occurrence
	\$ 5,000,000	Employee Benefit Liability; any one Claim
	\$ 5,000,000	*Incidental Medical Malpractice; any one Claim Retroactive Date: November 15, 1993
	\$ 50,000	Voluntary Medical Payments; any one Claim and in the Annual Aggregate during the Policy Period
	\$ 2,000,000	Forest Fire Fighting Expense; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$ 50,000	Voluntary Payment for Property Damage; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$ 250,000	Incidental Garage Operations; any one Occurrence and in the Annual Aggregate during the Policy Period
	\$ 100,000	Municipal Marina Legal Liability; any one Pleasure Craft
	\$ 1,000,000	Municipal Marina Legal Liability; in the Annual Aggregate for Legal Liability for Property Damage during the Policy Period
	\$ 500,000	Wrongful Dismissal (Legal Expense); any one Claim and in the Annual Aggregate during the Policy Period
	\$ 100,000	Conflict of Interest Reimbursement Expenses; any one Claim
	\$ 100,000	Legal Expense, Reimbursement Expenses; any one Claim and
	\$ 100,000	Legal Expense, Reimbursement Expenses; in the Annual Aggregate during the Policy Period
	\$ 5,000,000	Non-Owned Automobile (including Contractual Liability for Hired Automobiles); any one Occurrence
	\$ 250,000	Legal Liability for Damage to Hired Automobiles; any one Occurrence
	\$ 5,000,000	Wrap-Up Liability – Difference in Conditions and Difference in Limits; any one Occurrence
	Endorsements:	\$ 5,000,000
\$ 2,500,000		*Environmental Impairment Liability; any one Claim and
\$ 5,000,000		Environmental Impairment Liability; in the Annual Aggregate during the Policy Period Retroactive Date: November 15, 1993
\$ 250,000		*Abuse / Molestation Liability; any one Claim and

	\$ 500,000 Abuse / Molestation Liability; in the Annual Aggregate during the Policy Period Retroactive Date: December 31, 2022 Voluntary Compensation; As per Endorsement No. 4 – Schedule of Benefits
	\$ 5,000,000 Police Officer Assault; any one Occurrence
Deductible(s):	<p>\$ 25,000 Public Entity General Liability; any one Occurrence including Products and Completed Operations, per Claimant in respect of Sewer Back-up</p> <p>\$ 25,000 Extensions of Coverage; per Occurrence / per Claimant for all Extensions of Coverage except;</p> <p>NIL Extensions of Coverage; any one Occurrence with respect to Non-Owned Automobile Liability, Conflict of Interest and Legal Expense Reimbursement As per Endorsement No. 4 – Schedule of Benefits for Voluntary Compensation</p> <p>\$ 1,000 Extensions of Coverage; with respect to Legal Liability for Damage to Hired Autos</p> <p>\$ 25,000 Extensions of Coverage; with respect to Wrongful Dismissal (Legal Expense)</p> <p>\$ 25,000 Municipal Errors and Omissions Liability; any one Occurrence</p> <p>\$ 25,000 Environmental Impairment Liability; any one Claim</p> <p>\$ 25,000 Abuse / Molestation Liability; any one Claim</p> <p>\$ 25,000 Police Officer Assault; any one Occurrence</p>
* Claims Made Coverage Note:	Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.
Endorsements:	<p>Excluding Cyber, as per LMA5529</p> <p>*Communicable Disease Exclusion Endorsement including \$1,000,000 write-back Retroactive Date: December 31, 2022</p> <p>Excluding Perfluorinated Compounds, Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS), as per LMA5595</p> <p>Environmental Impairment Liability - Excluding Landfills, none disclosed.</p>
Policy Form:	EK2004502 B0509BOWCI2251075
Insurer(s) and Proportion of Participation(s):	s Underwriters (Syndicate 1886) – 100%
Subject To:	<p>1. Terms will remain as indicated subject to no claims deterioration as of December 31, 2023</p> <p>2. Environmental Impairment Liability - Subject to schedule of tanks to be held on file and tanks not seen are not covered.</p>
Changes from Expiring Policy:	Retro Date for Environmental Impairment Liability and Errors & Omissions has changed from Unlimited to 11/15/1993

Canadian Councils Excess Umbrella Liability (1st Layer)

Limit of Coverage:	\$ 20,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	\$ 20,000,000	any one Occurrence in the Annual Aggregate in respect of Products & Completed Operations
	\$ 20,000,000	*any one Occurrence in the Annual Aggregate in respect of Municipal Errors and Omissions Liability
	\$ 20,000,000	any one Occurrence in the Annual Aggregate in respect of Employee Benefits Liability
Excess of Underlying Coverage(s) and Limit(s):	\$ 5,000,000	any one Occurrence General Liability including Sudden and Accidental Pollution and Police Officer Assault Endorsement
	\$ 5,000,000	any one Occurrence and in the Aggregate in respect of Products and Completed Operations during the Policy Period
	\$ 5,000,000	*Incidental Medical Malpractice; any one Claim
	\$ 5,000,000	Municipal Errors and Omissions; in the Annual Aggregate
	\$ 5,000,000	
	\$ 5,000,000	Employee Benefits Liability; any one Claim
	\$ 5,000,000	Non-Owned Automobile Liability including Contractual Liability for Hired Automobiles; any one Occurrence
	\$ 5,000,000	Owned Automobile Liability (Aviva Insurance Company of Canada); any one Occurrence
* Claims Made Coverage Note:	Certain sections of this policy are written on a CLAIMS MADE basis. In order to trigger coverage, a claim must first be made against the insured during the Policy Period or the Extended Reporting Period of 90 days (or longer if purchased) and the act(s), which lead to the claim, must have occurred on or after the Retroactive Date. Furthermore, such claims must also be reported to the insurer during the policy period for coverage to apply. Be aware that late reporting could result in a disclaimer of coverage from the insurer.	
Retained Limit:	\$ NIL	
Endorsements:	Standard Excess Automobile Liability Policy Follow Form Named Insured, SPF No. 7 Excluding Cyber Excluding Communicable Disease absolutely Excluding Perfluorinated Compounds, Perfluoroalkyl and Polyfluoroalkyl Substances (PFAS)	
Policy Form:	EK2004498 B0509BOWCI2251076	
Insurer(s) and Proportion of Participations(s):	– 100%	
Subject To:	1. Terms will remain as indicated subject to no claims deterioration as of December 31, 2023 2. Excluding Coverage sublimited within the primary	

Combined Physical Damage & Machinery Breakdown

Coverage:	Property Of Every Description – All Risks of Direct Physical Loss or Direct Physical Damage (Subject to Policy Exclusions)	
Limits of Liability:	\$ 21,887,033	Blanket Limit of Loss on Property of Every Description including Machinery Breakdown
	\$ 19,250,733	Total Insured Value (Included in Blanket Limit)
	\$ 111,300	Computer/Electronic Data Processing (Included in Blanket Limit)
	\$ 2,426,015	Unlicensed Contractors Equipment (Not Included in Blanket Limit)
Physical Damage Extensions of Coverage:	The limits for the following extensions of coverage are included in the Blanket Limit shown above:	
	\$ 500,000	Valuable Papers;
	\$ 500,000	Extra Expense;
	\$ 500,000	Accounts Receivable;
	\$ 500,000	Gross Rentals;
	\$ 500,000	Computer Media;
	\$ 25,000	Fine Arts (Agreed Value);
	The limits for the following extensions of coverage are in addition to the Blanket Limit shown above:	
	\$ 1,000,000	Newly Acquired Property;
	\$ 1,000,000	Building in the Course of Construction; Contractors and Consultants
	\$ 500,000	Property in Transit;
	\$ 1,000,000	Unnamed Locations;
	\$ 500,000	Expediting Expense;
	\$ 300,000	Business Interruption – Profits; Subject to maximum of \$25,000 per month;
	\$ 1,000,000	Contingent Business Interruption;
	\$ 100,000	Fire Extinguishing Material and Fire Fighting Expense;
	\$ 500,000	Professional Fees;
	\$ 10,000	Master Key;
	\$ 100,000	Land and Water Pollution Clean Up Expense;
	\$ 100,000	Stock Spoilage;
	\$ 100,000	Commercial Property Floater;
	\$ 1,000,000	Off Premises Service Interruption;
	\$ 100,000	Exhibition Floater;
	\$ 100,000 or 10%	Environmental Upgrade;
	\$ 15,000	Money, Cash Cards and Securities;
	\$ 15,000	Preservation of Property;
	\$ 25,000	Technological Advancement;
\$ 1,000,000	Demolition and Increased Cost of Construction;	
\$ 50,000 / \$ 100,000	Prevention of Ingress / Egress; 4 weeks	
\$ 100,000 or 25%	Debris Removal;	
\$ 15,000	Property of Councillors, Board Members and Employees; any one loss (\$25,000 maximum annual policy limit)	

Insurance Proposal

Machinery Breakdown:	<p>\$ 1,000,000 Newly Acquired Property;</p> <p>\$ 500,000 Expediting Expense;</p> <p>\$ 500,000 Professional Fees;</p> <p>\$ 100,000 Consequential Damage;</p> <p>\$ 500,000 Hazardous Substance;</p> <p>\$ 10,000 Data and Media;</p> <p>\$ 500,000 Ammonia Contamination;</p> <p>\$ 500,000 Water Escape;</p> <p>\$ 10,000 Reproduction Costs;</p> <p>\$50,000 / \$100,000 Interruption by Civil Authority; 4 weeks</p>
Endorsements:	Automobile Replacement Cost Deficiency Endorsement
Deductible(s):	<p>\$ 10,000 each occurrence for all losses except</p> <p>\$ 1,000 each Computer/Electronic Data Processing loss</p> <p>\$ 1,000 each Fine Arts loss</p> <p>\$ 100,000 each Flood loss</p> <p>15 % of total insured value or 100,000 minimum, whichever is greater, each Earthquake occurrence</p>
Policy Form:	Municipal Insurance Program - Master Policy (January 1, 2022)
Insurer(s) and Proportion of Participations(s):	<p>Physical Damage:</p> <p>Aviva Insurance Company of Canada -70%</p> <p>Zurich Canada - 30%</p> <p>Machinery Breakdown:</p> <p>Aviva Insurance Company of Canada - 100%</p>
Subject To:	<ol style="list-style-type: none"> All cooking facilities are ULC wet chemical compliant with semi-annual maintenance contract and Class K portable extinguisher. Unless specifically agreed, all heritage properties are covered for Replacement Cost only. For Heritage Replacement Cost, a professional appraisal must be provided for approval by the insurer. All locations may be subject to Engineering Inspection. All vacant properties must be identified with completed vacancy application Terms will remain as indicated subject to no claims deterioration as of December 31, 2023.
Changes from Expiring Policy:	<ol style="list-style-type: none"> Employees Technological Advancement has been added for \$25,000 Environmental Upgrade has been added for a limit of \$100,000 or 10% The Insurers and Proportion of Participation has changed from Aviva Insurance Company of Canada – 100% to Aviva Insurance Company of Canada – 70% and Zurich Canada – 30%

Comprehensive Crime

Limits:	\$ 1,000,000	Employee Dishonesty – Form A
	\$ 200,000	Broad Form Loss of Money (Inside Premises)
	\$ 200,000	Broad Form Loss of Money (Outside Premises)
	\$ 200,000	Money Orders & Counterfeit Paper Currency
	\$ 1,000,000	Depositors Forgery
	\$ 200,000	Professional Fees / Audit Expenses
	\$ 200,000	Computer Fraud or Funds Transfer Fraud
Deductible(s):	\$ NIL	per Loss
Policy Form:	Master Crime Wording (April 2012)	
Insurer(s) and Proportion of Participations(s):	Aviva Insurance Company of Canada – 100%	
Subject To:	<ol style="list-style-type: none"> 1. Bank Accounts NOT being reconciled by the same person(s) authorized to deposit and withdraw funds. 2. All cheque requisitions and issued cheques containing dual signatures. <p>If the above is not part of your internal Financial controls, please provide explanation(s).</p> <ol style="list-style-type: none"> 3. Terms will remain as indicated subject to no claims deterioration as of December 31, 2023 	

Automobile Insurance (Ontario)

Limits:	\$ 5,000,000 Liability – Bodily Injury / Property Damage Accident Benefits – Basic Benefits; Limits as stated in Policy Accident Benefits – Options; None Selected; Limits as stated in Policy Uninsured Automobile; Limits as stated in Policy Direct Compensation – Property Damage; Limits as stated in Policy Loss or Damage – All Perils; Limits as stated in Policy
Deductibles:	\$ 5,000 Loss or Damage – All Perils
Endorsements:	OPCF 3 Drive Government Automobiles Endorsement OPCF 4A Permission to Carry Explosives OPCF 4B Permission to Carry Radioactive Material OPCF 5 Permission to Rent or Lease OPCF 6A Permission to Carry Paying Passengers for Compensation Endorsement OPCF 6C Public Passenger Vehicles Endorsement <u>Additional Endorsements</u> OPCF 9 Marine use Excluded (Amphibious Automobiles) OPCF 20 Loss of Use Endorsement – Limit: \$1,200 per occurrence – Applicable only to Private Passenger Vehicles and Light Commercial Vehicles OPCF 21B Blanket Fleet Endorsement – No Annual Adjustment OPCF 24 Freezing of Fire-Fighting Apparatus OPCF 31 Non-Owned Equipment OPCF 32 Use of Recreational Vehicles by Unlicensed Drivers OPCF 43R Removing Depreciation Deduction – 30 Months New OPCF 44 Family Protection Endorsement – Limit: \$2,000,000 – Applicable to Private Passenger Vehicles, Light Commercial Vehicles, Skidoos and All Terrain Vehicles, and Police Vehicles Notice of Cancellation Ninety (90) Days Tarmac Exclusion
Policy Form:	Provincial Statutory Owners Policy
Insurer(s) and Proportion of Participations(s):	Aviva Insurance Company of Canada – 100%
Subject To:	Terms will remain as indicated subject to no claims deterioration as of December 31, 2023
Changes from Expiring Policy:	Limit for OPCF 20 has increased from \$1,000 to \$1,200 per occurrence

Councillors' Accident Coverage

Limits of Coverage:	\$250,000 Principal Sum
Included Coverage:	Number of Members: Six (6) While on Duty Only Coverage
Policy Form:	Insurers Standard Form
Insurer(s) and Proportion of Participations(s):	AIG Insurance Company of Canada – 100%
Subject To:	1. \$2,500,000 Aggregate Limit of Indemnity Per Accident 2. Terms will remain as indicated subject to no claims deterioration as of December 31, 2023

Municipal Volunteers' Accident Coverage

Limits of Coverage:	\$ 50,000	Principal Sum – Volunteers of the Policyholder While on Duty
	\$ 1,000,000	Aggregate Limit of Indemnity Per Accident
Endorsements:	Remove Age Restriction of 80	
Policy Form:	Insurers Standard Form	
Insurer(s) and Proportion of Participations(s):	AIG Insurance Company of Canada – 100%	
Subject To:	Terms will remain as indicated subject to no claims deterioration as of December 31, 2023	

LCIS – Annual Low Risk Events Liability

Limits of Coverage:	\$	5,000,000	Bodily Injury & Property Damage any one Occurrence
	\$	5,000,000	Products & Completed Operations Aggregate
	\$	2,000,000	Personal Injury & Advertising Liability
	\$	10,000	Medical Payments per Person
	\$	50,000	Medical Payments per Accident
	\$	5,000,000	
	\$	5,000,000	Incidental Medical Malpractice Liability
	\$	2,000,000	Non-Owned Automobile Liability
	\$	50,000	SEF 94 – Legal Liability for Damage to Non-Owned Autos
	\$	1,000,000	Fire Fighting Expense Liability
Endorsements:	USA Jurisdiction Fire Fighting Expense Liability Security Default Cancellation Clause Service of Suit Clause (Canada) (Action Against Insurer) Notice Concerning Personal Information Intention for AIF to bind Clause <p style="text-align: right;">Protocol</p>		
Additional Endorsements:	Additional Insured Vendor & Liquor Liability Endorsement		
Deductible:	\$1,000	per Loss but only with respect to Property Damage Liability Liability and SEF 94 – Legal Liability for Damage to Non-Owned Autos	
Policy Form:	GL 2020		
Insurer(s) and Proportion of Participations(s):	– 100%		
Subject To:	Terms will remain as indicated subject to no claims deterioration as of effective date December 31, 2023		

Municipal Options

Out of Province Emergency Medical:	Based on Six (6) Members – Under the age of 80 – Annual Additional Premium \$360 To Increase Trip Duration from 15 Days to 30 Days – Annual Additional Premium \$420
Public Entity Recovery Assistance Plan: (Critical Illness)	Based on Six (6) Members – age 69 or less \$5,000 limit – Annual Additional Premium \$100 / Person \$10,000 limit – Annual Additional Premium \$162 / Person
Volunteer Fire Fighters Accident:	Quotation available upon request
Municipal Volunteers Accident:	To Increase Principal Sum from \$50,000 to \$100,000 – Annual Additional Premium \$750
Cyber Liability:	Quotation available upon completed applications



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To:	Members of Council	From:	Denise Krug, Director of Finance
Reviewed By:	Rodger Mordue	Date:	November 8, 2023
Subject:	2023 3 rd Quarter Variance Report	Council Meeting Date:	November 15, 2023
Report #:	TR-23-16		

Recommendation:

That Report TR-23-16 be received as information;

Background:

On a regular basis staff will provide a financial report to Council that shows the budget and actual expenses for the year to date. This 3rd Quarter Operating report shows projected year end balances and variances. The report is attached for Council's review and is for the period ending September 30, 2023.

The columns in the operating report are set up as follows:

- 2023 Budget (as approved by Council)
- YTD Budget September – budget amount to September 30th only
- YTD Actual – expenses/revenues as of September 30, 2023
- Projected Year end Balance – staff estimate of year end balance
- % Projected Over/-Under Budget– percentage over/under budget expected at year end – positive percentage is expected to be over budget i.e. over in expenses or revenues and a negative percentage is expected to be under budget, i.e. under in expenses or revenues.

Analysis/Discussion:

The 3rd Quarter report presented to Council estimates the projected year end balances and surplus/deficit. This year's 3rd Quarter operating report was done in summary form. It is a bit easier and much less time consuming for staff to make projections in this form, while still providing Council with a similar overall picture. It is still important to note that this report is not a final accounting of transactions but merely a projection based on current information at hand. Extraordinary events have not been accounted for in this report. Staff have provided some explanations where significant variances are expected.

Two summary reports are provided at the end, one breaking it down by department and the other by category of revenue or expense. As indicated in the summary reports, the overall year end total is expected to be within 1% of budget at this time.

2023 – Capital Projects 3rd Quarter Interim Report – This report indicates how all 2023 projects are progressing according to budget. There are several projects that will not be completed in 2023 due to various reasons including projects not needing to be done yet. Total projected spending on capital projects is anticipated to be lower than budgeted due to the projects not being completed.

Financial Considerations:

At this time, it is anticipated that the Township's 2023 Operating Report will complete the year very close to budget. The building department is anticipating a surplus which will be transferred to the building reserve.

Attachments:

2023 3rd Quarter Summary Variance Report
2023 Capital Projects - 3rd Quarter Interim Report

Respectfully submitted by:

Denise Krug
Director of Finance/Treasurer



Township of Blandford-Blenheim

Council

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Other Revenue	-	-	-		#DIV/0!	
Contribution from Reserves	-85,000	-63,747	-85,000	-85,000	0.0%	
Total Revenue	-85,000	-63,747	-85,000	-85,000	0.0%	
Expenses						
Salaries, Wages & Benefits	97,139	72,855	72,490	97,139	0.0%	
Administration Expenses	21,970	16,479	11,730	16,500	-24.9%	Training, Convention budget increased, not all used.
Other Expenses	-	-	41	41	#DIV/0!	
Contribution to Reserves	145,462	109,098	145,462	145,462	0.0%	
Total Expenses	264,571	198,432	229,723	259,142	-2.1%	
Total Council	179,571	134,685	144,723	174,142	-3.0%	



Township of Blandford-Blenheim

General Revenue

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Levy adjustments (Supps, Omits, Write-offs, etc)	47,000	55,259	99,531	70,000	48.9%	MPAC farm adjustments, ARB settlements higher than expected.
Payment-In-Lieu	-49,032	-36,774	-51,206	-51,206	4.4%	
Federal / Provincial Grants	-650,600	-487,953	-487,950	-650,600	0.0%	
Revenue from Other Municipalities	-1,244,690	-933,516	-1,236,545	-1,244,000	-0.1%	
User Fees	-2,200	-1,656	5,796	-3,350	52.3%	More civil marriages than expected.
Licences & Permits	-30,625	-22,968	-28,310	-32,000	4.5%	
Interest Income	-210,500	-157,878	-282,531	-300,000	42.5%	Interest rates higher than expected
Other Revenue	-307,025	-230,265	-8,531	-257,000	-16.3%	Sale of Twp lands lower than expected
Municipal Surplus	-	-	31,186	31,186	#DIV/0!	2022 Deficit
Total Revenue	-2,447,672	-1,815,751	-1,958,560	-2,436,970	-0.4%	
Total General Revenue	-2,447,672	-1,815,751	-1,958,560	-2,436,970	-0.4%	



Township of Blandford-Blenheim

Administration

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	-95,000	-71,253	-50,000	-95,000	0.0%	
Revenue from Other Municipalities	-75,000	-56,250	-	0	-100.0%	Asset Management position through the County
Other Revenue	-	-	-484	-484	#DIV/0!	
Development Charges	-5,300	-3,978	-	-6,000	13.2%	
Contribution from Reserves	-87,000	-65,259	-31,186	-109,000	25.3%	Tax Stab Reserve funded 2022 deficit, crack sealing not done.
Total Revenue	-262,300	-196,740	-81,670	-210,484	-19.8%	
Expenses						
Salaries, Wages & Benefits	720,874	540,657	469,007	620,000	-14.0%	No Asset Management Employee
Administration Expenses	205,491	154,116	95,920	230,000	11.9%	Includes AM Employee through County
Building & Property Expenses	61,035	45,783	51,190	61,000	-0.1%	
Other Expenses	44,293	33,219	47,491	45,500	2.7%	
Downtown Revitalization	4,903	3,681	2,346	5,000	2.0%	
Capital Expenditures	10,000	7,497	-	0	-100.0%	
Contribution to Reserves	1,035,802	776,871	1,030,502	986,500	-4.8%	Trsf to reserve from land sales less than expected.
Total Expenses	2,082,398	1,561,824	1,696,456	1,948,000	-6.5%	
Total Administration	1,820,098	1,365,084	1,614,786	1,737,516	-4.5%	



Township of Blandford-Blenheim

Livestock/Canine

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Licences & Permits	-1,200	-900	-840	-840	-30.0%	
Other Revenue	-4,300	-3,222	-3,358	-6,000	39.5%	
Total Revenue	-5,500	-4,122	-4,198	-6,840	24.4%	
Expenses						
Administration Expenses	15,350	11,502	5,735	16,000	4.2%	
Total Expenses	15,350	11,502	5,735	16,000	4.2%	
Total Livestock/Canine	9,850	7,380	1,537	9,160	-7.0%	



Township of Blandford-Blenheim

Grants

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Contribution from Reserves	-	-	-		#DIV/0!	
Total Revenue	-	-	-	-	#DIV/0!	
Expenses						
Other Expenses	10,000	7,497	8,200	10,000	0.0%	
Total Expenses	10,000	7,497	8,200	10,000	0.0%	
Total Grants	10,000	7,497	8,200	10,000	0.0%	



Township of Blandford-Blenheim

Fire Department

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	-70,000	-52,497	-34,487	-45,000	-35.7%	
Revenue from Other Municipalities	-26,000	-19,503	-11,914	-16,000	-38.5%	
User Fees	-1,600	-1,197	-806	-1,000	-37.5%	
Other Revenue	-44,385	-33,291	-174,343	-187,000	321.3%	donations for edraulics
Development Charges	-50,000	-37,503	-	-50,000	0.0%	
Contribution from Reserves	-274,320	-205,740	-193	-250,000	-8.9%	funding edraulics in addition to approved capital
Total Revenue	-466,305	-349,731	-221,743	-549,000	17.7%	
Expenses						
Salaries, Wages & Benefits	530,199	397,656	392,450	560,000	5.6%	reallocated from bylaw, higher VFF amounts
Administration Expenses	132,594	99,450	113,481	150,000	13.1%	
Building & Property Expenses	217,590	163,233	294,197	400,000	83.8%	required truck repairs & edraulic
Other Expenses	62,171	46,629	32,334	62,171	0.0%	
Capital Expenditures	274,320	205,731	196,339	219,109	-20.1%	14k to be transferred from fire prevention reserve
Contribution to Reserves	329,487	247,122	278,327	329,487	0.0%	
Total Expenses	1,546,361	1,159,821	1,307,128	1,720,767	11.3%	
Total Fire Department	1,080,056	810,090	1,085,385	1,171,767	8.5%	



Township of Blandford-Blenheim

By-Law Enforcement

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Revenue from Other Municipalities	-	-	-		#DIV/0!	
User Fees	-	-	-552		#DIV/0!	
Licences & Permits	-	-	-150	-400	#DIV/0!	fill permit
Fines & Penalties	-1,050	-792	-730	-900	-14.3%	parking tickets
Other Revenue	-	-	-1,465		#DIV/0!	
Total Revenue	-1,050	-792	-2,897	-1,300	23.8%	
Expenses						
Salaries, Wages & Benefits	19,641	14,724	5,194	8,000	-59.3%	reallocated to fire
Administration Expenses	35,265	26,442	17,687	35,265	0.0%	
Total Expenses	54,906	41,166	22,881	43,265	-21.2%	
Total By-Law Enforcement	53,856	40,374	19,984	41,965	-22.1%	



Township of Blandford-Blenheim

CEMC

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Other Revenue	-	-	-	-	#DIV/0!	
Total Revenue	-	-	-	-	#DIV/0!	
Expenses						
Salaries, Wages & Benefits	14,347	10,764	1,750	14,347	0.0%	
Administration Expenses	1,660	1,242	183	1,660	0.0%	
Total Expenses	16,007	12,006	1,933	16,007	0.0%	
Total CEMC	16,007	12,006	1,933	16,007	0.0%	



Township of Blandford-Blenheim

Police

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	-43,764	-32,832	-15,880	-43,764	0.0%	
User Fees	-6,000	-4,500	-4,741	-6,000	0.0%	
Other Revenue	-	-	-		#DIV/0!	
Contribution from Reserves	-	-	-		#DIV/0!	
Total Revenue	-49,764	-37,332	-20,621	-49,764	0.0%	
Expenses						
Salaries, Wages & Benefits	7,063	5,292	3,543	7,000	-0.9%	
Administration Expenses	972,412	729,324	732,738	980,000	0.8%	
Building & Property Expenses	616	468	116	200	-67.5%	
Other Expenses	500	378	-	0	-100.0%	
Contribution to Reserves	-	-	-		#DIV/0!	
Total Expenses	980,591	735,462	736,397	987,200	0.7%	
Total Police	930,827	698,130	715,776	937,436	0.7%	



Township of Blandford-Blenheim

Building Services

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Licences & Permits	-216,700	-162,522	-225,344	-260,000	20.0%	
Fines & Penalties	-	-	-105	-105	#DIV/0!	
Other Revenue	-12,500	-9,369	-3,652	-3,800	-69.6%	No sale of current vehicle.
Contribution from Reserves	-40,000	-29,997	-	0	-100.0%	No funding of purchase of new vehicle
Total Revenue	-269,200	-201,888	-229,101	-263,905	-2.0%	
Expenses						
Salaries, Wages & Benefits	112,551	84,420	81,752	112,551	0.0%	
Administration Expenses	136,500	102,375	49,393	125,000	-8.4%	Contracted services lower due to cancellation of EZT contract.
Building & Property Expenses	11,352	8,523	10,129	11,000	-3.1%	
Capital Expenditures	50,000	37,503	-	0	-100.0%	
Contribution to Reserves	5,000	3,753	5,000	15,354	207.1%	Departmental surplus to be transferred to reserve.
Total Expenses	315,403	236,574	146,274	263,905	-16.3%	
Total Building Services	46,203	34,686	-82,827	0	-100.0%	



Township of Blandford-Blenheim

Drainage

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Levy adjustments (Supps, Omits, Write-offs, etc)	-8,994	-6,750	-	-8,994	0.0%	
Federal / Provincial Grants	-36,279	-27,207	-	-36,279	0.0%	
User Fees	-300	-225	-350	-350	16.7%	
Licences & Permits	-	-	-3,300	-3,300	#DIV/0!	CLI-ECA fees
Other Revenue	-20,750	-15,570	-264	-20,750	0.0%	
Contribution from Reserves	-15,000	-11,250	-	0	-100.0%	
Total Revenue	-81,323	-61,002	-3,914	-69,673	-14.3%	
Expenses						
Salaries, Wages & Benefits	113,072	84,807	85,470	118,000	4.4%	
Administration Expenses	16,520	12,384	4,234	11,500	-30.4%	will be near budget be end of the year
Building & Property Expenses	12,185	9,135	5,499	12,000	-1.5%	
Debt Charges	8,994	6,741	6,950	8,994	0.0%	
Capital Expenditures	15,000	11,250	-	0	-100.0%	this will be used for Section 78 in 2024
Total Expenses	165,771	124,317	102,153	150,494	-9.2%	
Total Drainage	84,448	63,315	98,239	80,821	-4.3%	



Township of Blandford-Blenheim

Public Works - Roads

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	-651,289	-488,466	-428,308	-651,289	0.0%	
Revenue from Other Municipalities	-1,528,354	-1,146,267	-15,069	-1,543,423	1.0%	Revenue from Oxford County
User Fees	-4,200	-3,150	-2,372	-2,372	-43.5%	Not as many new entrances as projected
Other Revenue	-826,976	-620,235	-80,869	-800,000	-3.3%	Holding on to tractor till 2024
Development Charges	-93,300	-69,975	-	-93,000	-0.3%	
Contribution from Reserves	-5,443,152	-4,082,364	-	-5,528,152	1.6%	
Total Revenue	-8,547,271	-6,410,457	-526,618	-8,618,236	0.8%	
Expenses						
Salaries, Wages & Benefits	769,758	577,314	582,884	800,000	3.9%	
Administration Expenses	29,600	22,212	32,685	38,868	31.3%	Funded Book 7 training for Area Munic. Payment from Area Munic. Showed in revenue from other Munic.
Building & Property Expenses	1,328,012	996,039	1,050,384	1,330,000	0.1%	Some line items higher (Magnets) will balance out at the end of the year
Other Expenses	-	-	-	-	#DIV/0!	
Capital Expenditures	8,100,207	6,075,153	4,291,218	8,195,317	1.2%	Some overage on Surface treatments and saving on the Princeton pond
Contribution to Reserves	1,873,756	1,405,314	1,780,456	1,873,756	0.0%	
Total Expenses	12,101,333	9,076,032	7,737,627	12,237,941	1.1%	
Total Public Works - Roads	3,554,062	2,665,575	7,211,009	3,619,705	1.8%	



Township of Blandford-Blenheim

Public Works - Winter Control

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Expenses						
Salaries, Wages & Benefits	207,013	155,259	117,958	207,013	0.0%	
Building & Property Expenses	131,500	98,622	73,084	132,000	0.4%	
Total Expenses	338,513	253,881	191,042	339,013	0.1%	
Total Public Works - Winter Control	338,513	253,881	191,042	339,013	0.1%	



Township of Blandford-Blenheim

Community Services - Administration

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	-	-	-		#DIV/0!	
Contribution from Reserves	-2,000	-1,503	-	-2,000	0.0%	
Total Revenue	-2,000	-1,503	-	-2,000	0.0%	
Expenses						
Salaries, Wages & Benefits	138,537	103,905	96,954	135,000	-2.6%	
Administration Expenses	40,424	30,321	21,613	35,000	-13.4%	
Other Expenses	43,500	32,625	23,714	40,000	-8.0%	
Capital Expenditures	2,000	1,503	-	2,000	0.0%	
Contribution to Reserves	4,640	3,483	4,640	4,640	0.0%	
Total Expenses	229,101	171,837	146,921	216,640	-5.4%	
Total Community Services - Administration	227,101	170,334	146,921	214,640	-5.5%	



Township of Blandford-Blenheim

Grass Cutting

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Expenses						
Salaries, Wages & Benefits	70,686	53,010	76,133	84,000	18.8%	
Building & Property Expenses	-80,021	-60,021	1,783	-93,335	16.6%	
Contribution to Reserves	9,335	7,002	9,335	9,335	0.0%	
Total Expenses	-	-9	87,251	0	#DIV/0!	
Total Grass Cutting	-	-9	87,251	0	#DIV/0!	



Township of Blandford-Blenheim

Plattsville Arena

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	-5,000	-3,753	-	-5,200	4.0%	
User Fees	-1,600	-1,197	-2,075	-2,800	75.0%	
Rents	-183,000	-137,250	-94,033	-194,000	6.0%	
Other Revenue	-14,800	-11,106	-12,634	-18,500	25.0%	
Contribution from Reserves	-272,070	-204,057	-	-275,164	1.1%	
Total Revenue	-476,470	-357,363	-108,742	-495,664	4.0%	
Expenses						
Salaries, Wages & Benefits	226,396	169,803	115,123	200,000	-11.7%	
Building & Property Expenses	221,254	165,960	137,596	205,000	-7.3%	
Other Expenses	-	-	-	-	#DIV/0!	
Debt Charges	235,540	176,661	235,539	235,539	-0.0%	
Canteen	-	-	-6	0	#DIV/0!	
Capital Expenditures	184,300	138,222	164,745	187,595	1.8%	
Contribution to Reserves	60,056	45,045	60,056	60,056	0.0%	
Total Expenses	927,546	695,691	713,053	888,190	-4.2%	
Total Plattsville Arena	451,076	338,328	604,311	392,526	-13.0%	



Township of Blandford-Blenheim

Parks

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	-202,500	-151,875	-88,049	-94,500	-53.3%	
User Fees	-	-	-		#DIV/0!	
Rents	-9,900	-7,416	-12,012	-12,500	26.3%	
Other Revenue	-10,000	-7,497	-55,725	-17,000	70.0%	
Development Charges	-47,000	-35,253	-	-47,000	0.0%	
Contribution from Reserves	-44,000	-33,003	-	-38,184	-13.2%	
Total Revenue	-313,400	-235,044	-155,786	-209,184	-33.3%	
Expenses						
Salaries, Wages & Benefits	38,332	28,764	44,213	65,000	69.6%	
Building & Property Expenses	67,749	50,805	28,713	70,000	3.3%	
Other Expenses	-	-	-		#DIV/0!	
Capital Expenditures	256,500	192,375	100,159	142,684	-44.4%	
Contribution to Reserves	69,281	51,966	22,531	69,281	0.0%	
Total Expenses	431,862	323,910	195,616	346,965	-19.7%	
Total Parks	118,462	88,866	39,830	137,781	16.3%	



Township of Blandford-Blenheim

Community Centres

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
Federal / Provincial Grants	-	-	-20,000	-20,000	#DIV/0!	grant received
Rents	-12,000	-9,000	-10,461	-11,500	-4.2%	
Other Revenue	-	-	-		#DIV/0!	
Contribution from Reserves	-88,000	-65,997	-	-8,000	-90.9%	Roof not being done or funded in 2023
Total Revenue	-100,000	-74,997	-30,461	-39,500	-60.5%	
Expenses						
Salaries, Wages & Benefits	14,851	11,142	7,582	11,000	-25.9%	
Building & Property Expenses	38,398	28,818	24,262	35,000	-8.8%	
Other Expenses	-	-	-	20,000	#DIV/0!	funded by grant
Capital Expenditures	88,000	65,997	-	8,000	-90.9%	Roof not being done in 2023
Contribution to Reserves	11,314	8,487	11,314	11,314	0.0%	
Total Expenses	152,563	114,444	43,158	85,314	-44.1%	
Total Community Centres	52,563	39,447	12,697	45,814	-12.8%	



Township of Blandford-Blenheim

Cemeteries

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Revenue						
User Fees	-24,874	-18,657	-16,790	-25,000	0.5%	
Interest Income	-5,178	-3,897	-846	-5,178	0.0%	
Other Revenue	-2,250	-1,692	-960	-1,200	-46.7%	
Contribution from Reserves	-	-	-		#DIV/0!	
Total Revenue	-32,302	-24,246	-18,596	-31,378	-2.9%	
Expenses						
Salaries, Wages & Benefits	38,273	28,764	13,118	20,000	-47.7%	
Administration Expenses	8	9	-	0	-100.0%	
Building & Property Expenses	67,405	50,589	8,949	55,000	-18.4%	
Other Expenses	-	-	57	57	#DIV/0!	
Capital Expenditures	-	-	-		#DIV/0!	
Total Expenses	105,686	79,362	22,124	75,057	-29.0%	
Total Cemeteries	73,384	55,116	3,528	43,679	-40.5%	



Township of Blandford-Blenheim

Splash Park

As of September 30, 2023

	2023	YTD	YTD	Projected	%	
	Budget	Budget	Actual	Year End	Variance	Explanation of Significant Variances
		September	September	Balance	(+over/-under)	
Expenses						
Salaries, Wages & Benefits	5,243	3,933	4,262	5,000	-4.6%	
Administration Expenses	56	45	56	56	0.0%	
Building & Property Expenses	21,756	16,317	18,097	26,000	19.5%	Plattsville Water Costs higher than expected.
Contribution to Reserves	11,039	8,280	11,039	11,039	0.0%	
Total Expenses	38,094	28,575	33,454	42,095	10.5%	
Total Splash Park	38,094	28,575	33,454	42,095	10.5%	

Township of Blandford-Blenheim
September 30, 2023
3rd Quarter Variance Report Summary

	2023 Budget	YTD Budget September	YTD Actual September	Projected Year End Balance	% Projected +Over/-Under Budget
Council	179,571	134,685	144,723	174,142	-3%
General Revenue	-2,447,672	-1,815,751	-1,958,560	-2,436,970	0%
Administration	1,820,098	1,365,084	1,614,786	1,737,516	-5%
Livestock/Canine	9,850	7,380	1,537	9,160	-7%
Grants	10,000	7,497	8,200	10,000	0%
Fire Department	1,080,056	810,090	1,085,385	1,171,767	8%
By-Law Enforcement	53,856	40,374	19,984	41,965	-22%
CEMC	16,007	12,006	1,933	16,007	0%
Police	930,827	698,130	715,776	937,436	1%
Building Services	46,203	34,686	-82,827	0	-100%
Drainage	84,448	63,315	98,239	80,821	-4%
Public Works - Roads	3,554,062	2,665,575	7,211,009	3,619,705	2%
Public Works - Winter Control	338,513	253,881	191,042	339,013	0%
Community Services - Administration	227,101	170,334	146,921	214,640	-5%
Grass Cutting	-	-9	87,251	-	#DIV/0!
Plattsville Arena	451,076	338,328	604,311	392,526	-13%
Parks	118,462	88,866	39,830	137,781	16%
Community Centres	52,563	39,447	12,697	45,814	-13%
Cemeteries	73,384	55,116	3,528	43,679	-40%
Splash Park	38,094	28,575	33,454	42,095	11%
Grand Total	6,636,499	4,997,609	9,979,219	6,577,096	-0.9%

Township of Blandford-Blenheim
September 30, 2023
3rd Quarter Variance Report Summary

	2023 Budget	YTD Budget September	YTD Actual September	Projected Year End Balance	% Projected +Over/-Under Budget
Revenue					
Levy adjustments (Supps, Omits, Write-offs, etc)	38,006	48,509	99,531	61,006	60.5%
Payment-In-Lieu	-49,032	-36,774	-51,206	-51,206	4.4%
Federal / Provincial Grants	-1,754,432	-1,315,836	-1,124,674	-1,641,632	-6.4%
Revenue from Other Municipalities	-2,874,044	-2,155,536	-1,263,528	-2,803,423	-2.5%
User Fees	-40,774	-30,582	-21,890	-40,872	0.2%
Licences & Permits	-248,525	-186,390	-257,944	-296,540	19.3%
Fines & Penalties	-1,050	-792	-835	-1,005	-4.3%
Rents	-204,900	-153,666	-116,506	-218,000	6.4%
Interest Income	-215,678	-161,775	-283,377	-305,178	41.5%
Other Revenue	-1,242,986	-932,247	-342,285	-1,311,734	5.5%
Development Charges	-195,600	-146,709	0	-196,000	0.2%
Contribution from Reserves	-6,350,542	-4,762,917	-116,379	-6,295,500	-0.9%
Municipal Surplus	-	-	31,186	31,186	#DIV/0!
Total Revenue	-13,139,557	-9,834,715	-3,447,907	-13,068,898	-0.5%
Expenses					
Salaries, Wages & Benefits	3,123,975	2,343,069	2,169,883	3,064,050	-1.9%
Administration Expenses	1,607,850	1,205,901	1,085,455	1,639,849	2.0%
Building & Property Expenses	2,098,831	1,574,271	1,703,999	2,243,865	6.9%
Other Expenses	160,464	120,348	111,837	177,769	10.8%
Debt Charges	244,534	183,402	242,489	244,533	0.0%
Canteen	-	-	(6)	-	#DIV/0!
Downtown Revitalization	4,903	3,681	2,346	5,000	2.0%
Capital Expenditures	8,980,327	6,735,231	4,752,461	8,754,704	-2.5%
Contribution to Reserves	3,555,172	2,666,421	3,358,662	3,516,224	-1.1%
Total Expenses	19,776,056	14,832,324	13,427,126	19,645,994	-0.7%
Total Township of Blandford-Blenheim	6,636,499	4,997,609	9,979,219	6,577,096	-0.9%

Township of Blandford-Blenheim - 2023 - 3rd Qtr Capital Variance Report

Capital Description	Location Description	Description	Account #	Total Budget	Complete	Actual Costs to Sept 30	Tenders Accepted to Date	Updated Estimated Costs		Comments
								for Year End	Estimated Over (+) Under (-) Budget	
Sealing of Parking Lot	Drumbo	Sealing of Parking Lot at Municipal Office to prolong its life	01-1196-0915	\$10,000.00		\$0.00		\$0.00	(\$10,000.00)	not needed in 2023
DEVELOPMENT CHARGE STUDY			01-1192-0615	\$25,000.00		\$2,830.97		\$25,000.00	\$0.00	DC Amendment Study as well as full DC study started, to be completed in 2024
2023 ADMIN PROJECT TOTALS				\$35,000.00		\$2,830.97	\$0.00	\$25,000.00	(\$10,000.00)	
Bunker suits, cylinders	Bright Station	4 bunker suits \$10,000 8 air cylinders \$17,580	01-2096-1901	\$27,580.00	X	\$23,853.79		\$23,854.00	(\$3,726.00)	
Bunker suits, cylinders	Drumbo Station	4 bunker suits \$10,000 8 air cylinders \$17,580	01-2096-2901	\$27,580.00	X	\$27,084.67		\$27,085.00	(\$495.00)	
Bunker suits, cylinders	Plattsville Station	4 bunker suits \$10,000 8 air cylinders \$17,580	01-2096-3901	\$27,580.00	X	\$27,084.67		\$27,085.00	(\$495.00)	
Bunker suits, cylinders	Princeton Station	4 bunker suits \$10,000 8 air cylinders \$17,580	01-2096-4901	\$27,580.00	X	\$27,084.68		\$27,085.00	(\$495.00)	
Fire Station property	Princeton	Purchase 2 to 3 acres of land for future Princeton Fire Station	01-2096-4915	\$150,000.00	X	\$91,231.17		\$100,000.00	(\$50,000.00)	2 acres x 40,000 plus legal fees
Fire Prevention Item	Fire Prevention	new Director of Protective Services to bring forward	01-2096-0901	\$14,000.00	X	\$0.00		\$14,000.00	\$0.00	to be used towards edraulics
2023 FIRE PROJECT TOTALS				\$274,320.00		\$196,338.98	\$0.00	\$219,109.00	(\$55,211.00)	
Hybrid 4WD vehicle		Replacement scheduled in 2022, delayed until necessary	01-2196-0933	\$50,000.00		\$0.00		\$0.00	\$0.00	Moved to 2024
SWMP land transfer	Drumbo	Legal fees & surveying costs for transfer of land for SWMP, carry over from 2022.	01-8196-0915	\$15,000.00		\$0.00		\$0.00	(\$15,000.00)	to be completed in 2024
2023 BUILDING / DRAINAGE PROJECT TOTALS				\$65,000.00		\$0.00	\$0.00	\$0.00	(\$65,000.00)	
Blenheim Rd CN Bridge		Asphalt & signage work at Blenheim Road CN bridge	01-3096-0924	\$10,000.00	X	\$0.00		\$10,000.00	\$0.00	
INSPECT BRIDGES		INSPECT BRIDGES, UPDATE REPORT & CONFIRM LOAD LIMITS (BRIDGES - EVERY 2 YEARS, CULVERTS - EVERY 4 YEARS)	01-3096-0896	\$20,000.00	X	\$0.00		\$20,000.00	\$0.00	Inspection completed, working on rep
REPLACE DRUMBO OVERHEAD DOORS (old fire hall)		REPLACE 3 OVERHEAD DOORS AT DRUMBO ROAD SHOP WITH NEW INSULATED DOORS INCLUDING REMOTE OPENERS. OLD FIRE HALL ADDITION.	01-3096-0915	\$38,000.00	X	\$29,816.60	\$29,341.00	\$29,817.00	(\$8,183.00)	
Fuel lock system		New fuel lock system in Drumbo & Innerkip to better track usage and deter theft	01-3096-0901	\$10,000.00	X	\$51,670.00		\$51,249.99	\$41,249.99	Extra cost approved in PW-23-09
Roller for Grader		Roller for grader 8-18	01-3096-0901	\$25,000.00		\$0.00		\$0.00	(\$25,000.00)	On hold due to fuel system overrun and cost of magnets
BRIDGE #24 EA		Start EA	01-3096-0024	\$39,375.00	X	\$37,833.55		\$39,375.00	\$0.00	Study complete and has been sent to Enviromental contacts for review.
HARDSURFACE TWP. RD. 10 B		DOUBLE SURFACE TREATMENT TWP. RD. 10 (25,200M2)	01-3096-0144	\$220,000.00	X	\$0.00	\$268,500.00	\$268,500.00	\$48,500.00	Extra cost approved in PW-23-06
TRACTOR WITH DITCH MOWER, BOOM MOWER & SNOW BLADE		REPLACES 2012 NEW HOLLAND TRACTOR AND MOWERS	01-3096-0901	\$420,000.00	X	\$422,435.59	\$415,129.32	\$422,436.00	\$2,436.00	
BASE IMPROVEMENTS TWP. RD. 6B		ADD 5,000 T OF "B" AND 5,000 T "A" TO TWP RD. 6, BLANDFORD RD. TO OXFORD RD. 22 FOR BASE IMPROVEMENT	01-3096-0145	\$100,000.00	X	\$60,000.00		\$60,000.00	(\$40,000.00)	A gravel applied as part of spring gravel, more to be applied in the fall.
PRINCETON MUN. DRAIN & STREET UPGRADES		PHASE 2 WEST SIDE & MAIN ST. OF MUN. DRAINAGE AND STREET UPGRADES - FUNDED FROM GAS TAX RESERVES, RESIDENTIAL & COUNTY ASSESSMENT & OTHER GRANTS/RD. RESERVES	01-3096-0119	\$6,925,832.00	X	\$3,363,251.44	\$3,417,238.75	\$6,925,832.00	\$0.00	Project completed, waitting on final invoices
Tub Heater		Tub Heather for the Drumbo Shop	01-3096-0901	\$15,000.00		\$0.00		\$0.00	(\$15,000.00)	Moved to 2024
Repairs to McCrow Drain		Township Portion of Repair to the McCrow Drain	01-3096-0905	\$27,000.00	X	\$0.00	\$26,863.00	\$26,863.00	(\$137.00)	
RESURFACE SURFACE TREATED RDS.		RD.(12,000M2, (4A) TWP. RD. 4 BLANDFORD RD. TO OX. RD. 4 (27,360M2), Twp RD 6 Blandford Rd to CP tracks (7000)	01-3096-0925	\$250,000.00	X	\$326,211.21	\$341,243.75	\$341,243.75	\$91,243.75	Extra cost approved in PW-23-06
2023 PUBLIC WORKS PROJECT TOTALS				\$8,100,207.00		\$4,291,218.39	\$4,498,315.82	\$8,195,316.74	\$95,109.74	
STALL MATS	Plattsville	REPLACE MATS IN PLAYERS' BENCHES.	01-7096-3897	\$5,000.00				\$5,000.00	\$0.00	Move to 2024
ZAMBONI - Electric \$150	Plattsville	Ordered in 2022, comes 2023 march will be invoiced then	01-7096-3901	\$150,000.00	X	\$152,850.00	\$144,850.00	\$152,850.00	\$2,850.00	
WATER SOFTENER	Plattsville	Life cycle, will do if required.	01-7096-3901	\$8,500.00				\$8,500.00	\$0.00	

Township of Blandford-Blenheim - 2023 - 3rd Qtr Capital Variance Report

Capital Description	Location Description	Description	Account #	Total Budget	Complete	Actual Costs to Sept 30	Tenders Accepted to Date	Updated Estimated Costs		Comments
								for Year End	Estimated Over (+) Under (-) Budget	
Arena Lobby floor	Plattsville	Fix lobby floor	01-7096-3897	\$ 3,000.00		\$ 303.08		\$ 3,000.00	\$ -	
Arena pad lighting	Plattsville	Get new LED lights for the ice pad.	01-7096-3897	\$ 11,000.00	X	\$ 11,591.54	\$ 11,444.60	\$ 11,444.60	\$ 444.60	
TV	Plattsville	Life cycle, will do if required.	01-7096-3901	\$1,800.00				\$1,800.00	\$0.00	
Back arena area	Plattsville	Fix up compressor room plus back shop	01-7096-3897	\$5,000.00				\$5,000.00	\$0.00	We are doing in Nov
2023 ARENA PROJECT TOTALS				\$184,300.00		\$164,744.62	\$156,294.60	\$187,594.60	\$3,294.60	
Accessible Playground	Bright, Drumbo	Dependent on Trillium Grant	01-7196-1915, 2915	\$120,000.00		\$0.00		\$0.00	(\$120,000.00)	No grant approved.
Park Washroom Epoxy Floor	Princeton Park	Epoxy coating on the washroom floors	01-7196-4915	\$4,000.00	X	\$0.00		\$4,000.00	\$0.00	Havent gotten bill yet
New Slide	Princeton Park	Replace slide (insurance request)	01-7196-4915	\$10,000.00		\$0.00		\$0.00	(\$10,000.00)	Waitng on grant
LED lighting for ball parks	Drumbo, Plattsville, Princeton		01-7196-2915, 3915, 4915	\$86,500.00	X	\$87,402.00	\$86,500.00	\$87,402.00	\$902.00	
Sealing of Tennis/Sportspad	Plattsville		01-7196-3915	\$20,000.00	X	\$332.00		\$23,282.00	\$3,282.00	
Splashpad completion	Plattsville	Armour stone, signage	01-7196-3925	\$10,000.00	X	\$325.00		\$10,000.00	\$0.00	
Soccer Field	Drumbo	Complete work on Drumbo Soccer Field	01-7196-2915	\$2,000.00				\$2,000.00	\$0.00	Will do in fall
VEHICLE STORAGE YARD	PLATTSVILLE	CREATE SAFETY BARRIER BETWEEN EQUIPMENT AND PARK	01-7196-3915	\$4,000.00		\$0.00		\$4,000.00	\$0.00	
Fencing Repairs	Drumbo		01-7196-2915		X	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
Fencing Repairs	Princeton		01-7196-4915		X	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
2023 PARKS PROJECT TOTALS				\$256,500.00		\$100,059.00	\$98,500.00	\$142,684.00	(\$113,816.00)	
1/2 TON PICK UP FROM PW	Plattsville	2019 1/2 TON PICK UP TRANSFERRED FROM PW, DISPOSE OF 2013	01-6992-9995	\$2,000.00	X	\$0.00		\$2,000.00	\$0.00	
2023 GROUNDS EQUIPMENT PROJECT TOTALS				\$2,000.00		\$0.00	\$0.00	\$2,000.00	\$0.00	
Centennial Hall - main hall roof	Princeton	Replace roof on main area of Centennial Hall. Get this looked into.	01-7296-4915	\$80,000.00		\$0.00		\$0.00	(\$80,000.00)	Replace another 2 years
Locks princeton hall	Princeton Hall	Put new lock system on our doors	01-7296-4915	\$8,000.00		\$0.00		\$8,000.00	\$0.00	Parts on order they are saying Dec
2023 COMMUNITY CENTRES PROJECT TOTALS				\$88,000.00		\$0.00	\$0.00	\$8,000.00	(\$80,000.00)	
2023 TOTAL CAPITAL				\$9,005,327.00		\$4,755,191.96	\$4,753,110.42	\$8,779,704.34	-\$225,622.66	



TOWNSHIP OF BLANDFORD-BLENHEIM

To: Members of Council **From:** Sarah Matheson, Deputy Clerk
Reviewed By: Rodger Mordue, CAO/Clerk **Date:** November 7, 2023
Subject: January 2024 Council Meetings **Council Meeting Date:** November 15, 2023
Report #: DC-23-05

Recommendation:

That Report DC-23-05 be received; and,

That the Council meeting for January 3, 2024 be cancelled and the following meetings be established for the month of January 2024:

- January 10, 2024 at 4:00 p.m., Regular Council
- January 17, 2024 at 10:00 a.m., Operating Budget presentation

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 4pm, unless, Council selects an alternate meeting date, and time by way of resolution." During the months of July and August Council meets only on the first Wednesday of the month.

Analysis/Discussion:

For the past number of years, the first meeting of Council in January has been changed because of the closure of the Township between Christmas and New Year's. This year the first Wednesday in January falls on the 3rd. Staff recommend that the first meeting be moved to the second Wednesday on January 10th, 2024.

The second meeting would remain on January 17th but it is recommended that this meeting begin at 10:00 am in order to allow for discussions on the 2024 operating budget.

Financial Considerations:

None.

Attachments:

- N/A

Respectfully submitted by:

Sarah Matheson,
Deputy Clerk



TOWNSHIP OF BLANDFORD-BLENHEIM

Agenda Item

To: Members of Council
Reviewed By: Township Engineering Consultant
Subject: Plattsville Estates stage 3A Letter of Credit
Report #: CAO-23-22

From: Rodger Mordue, CAO/Clerk
Date: November 2, 2023
Council Meeting Date: November 15, 2023

Recommendation:

That Report CAO-23-22 be received as information; and,

That Council authorize the following Letter of Credit reduction on the recommendation of the Township's Consulting Engineer:

- Plattsville Estates stage 3A Subdivision from \$66,088.73 to \$36,505.50

Background:

When a subdivision is developed all infrastructure (ie roads, sidewalks, drainage, etc.) are installed by the developer. Ultimately all of this infrastructure will become the responsibility of the municipality so it's in the municipality's best interest to ensure that the work is being done properly. Through the subdivision agreement the Township retains securities in the form of a Letter of Credit (LC) issued by a financial institution to ensure that work is completed to the Township's satisfaction. If not the municipality has the authority to draw upon that LC to do that job right.

All work that is needed to be done is identified early on when the subdivision agreement is entered into. As the work is completed the developer has the opportunity to apply to the municipality to have a portion of the retained securities related to the completed works released to them.

Analysis/Discussion:

Parts of Applewood Street, English Crescent and Fulcher Street in Plattsville were developed by Plattsville Estates under a subdivision agreement entered into in 2011. The original LC value at the start of the development covered the total value of work on the infrastructure that would be eventually transferred to the municipality. Over time work has progressed and the LC

amount has been reduced. The last reduction in the LC was to a value of \$66,088.73. The Township recently received a request from the developers engineer to reduce the LC to zero. Township staff as well as the Township's Consulting Engineer has reviewed this request and have determined that all outstanding deficiencies have been addressed. As such the following recommendation for reduction is being made:

Development	Total value of work	Amount of previous LC	Recommended LC amount
Plattsville Estates Stage 3A	\$1,516,518.37	\$66,088.73	\$36,505.50

Financial Considerations:

The Plattsville Estates Stage 3A subdivision agreement has been partially complied with. A security in the amount of \$36,505.50 is required to be kept to ensure the remainder of the subdivision is completed to Township standards.

Attachments:

- September 18, 2023 letter from MTE Consultants
- October 31, 2023 letter from K. Smart Associates

Respectfully submitted by:

Rodger Mordue
CAO/Clerk



MTE Consultants

520 Bingham Centre Drive, Kitchener, Ontario N2B 3X9

November 2, 2023_ Revised
MTE File No.: C32278-134C

Kevin Death
K. Smart Associates Limited
85 McIntyre Drive
Kitchener, ON N2R 1H6
Email kdeath@ksmart.ca

Dear Kevin:

**RE: Plattsville Estates Subdivision, Stage 3A
Registered Plan 41R-6442
Letter of Credit Reduction
Township of Blandford-Blenheim**

Further to our letter of September 18, 2023, please find revised letter as our formal request, in the itemized breakdown calculation for the Letter of Credit, the money for Todd Way (Street Three) Primary Road works for was moved from Off Maintenance column to the Accepted column. **We ask that you please discard the letter of September 18, 2023, and replace with attached.**

Please accept this letter as our formal request for the Township of Blandford-Blenheim to reduce the existing Letter of Credit lodged by 1578651 Ontario Limited from \$66,088.73 to \$36,235.05.

We have attached hereto itemized breakdown calculation for the Letter of Credit for the above noted subdivision.

Please contact the undersigned if further information is required.

Yours truly,

MTE Consultants Inc.

Lilian Moreno, P.Eng.
Manager, Post Construction Services
519-743-6500 ext. 1276
lmoreno@mte85.com

LCM:jng

Encl.

cc: John Zimmer, 1578651 Ontario Limited (email)
Paul Grespan / Leanne Currie, McCarter Grespan Beynon Weir LLP (email)
Greg Voisin, INCC Corporation (email)
Jim Borton / Rodger Mordue, Township of Blandford-Blenheim (email)
Steve Peterson / Chris Urbina / Tom Gillelan, MTE Consultants Inc.
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MTE CONSULTANTS INC.
 520 Bingemans Centre, Kitchener, Ontario, N2B 3X9
 Telephone: (519) 743-6500 Fax: (519) 743-6513

Subdivision: Plattsville Estates - Stage 3A Township File No: R.P.: 41R-6442	File: C 32278-134 MTE Tender No. N/A Developer: 1578651 Ontario Limited Date: November 2, 2023-Revised
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LETTER OF CREDIT REQUIREMENTS FOR UTILITIES SUBJECT TO MAINTENANCE

	Item Descriptions	Off Maintenance	Accepted	Unaccepted	Total
A	Road Construction (Primary)				\$234,764.75
	Applewood Street	\$107,096.00			\$107,096.00
	English Crescent (Street One)	\$47,039.50			\$47,039.50
	Fulcher Street (Street Two)	\$10,328.75			\$10,328.75
	Todd Way (Street Three)		\$70,300.50		\$70,300.50
B	Road Construction (Surface)(Estimated)				\$95,155.00
	Applewood Street	\$41,300.00			\$41,300.00
	English Crescent (Street One)	\$22,355.00			\$22,355.00
	Fulcher Street (Street Two)	\$4,950.00			\$4,950.00
	Todd Way (Street Three)			\$26,550.00	\$26,550.00
C	Sanitary Sewer				\$165,635.30
	Applewood Street	\$88,969.88			\$88,969.88
	English Crescent (Street One)	\$23,738.13			\$23,738.13
	Fulcher Street (Street Two)	\$11,768.05			\$11,768.05
	Todd Way (Street Three)	\$31,451.00			\$31,451.00
	Street Four East	\$4,737.00			\$4,737.00
	Street Four West	\$4,971.25			\$4,971.25
D	Drainage Works				\$300,232.25
	Applewood Street	\$107,090.23			\$107,090.23
	English Crescent (Street One)	\$42,410.13			\$42,410.13
	Storm Easement Block (115 and future lot)	\$36,224.50			\$36,224.50
	Fulcher Street (Street Two)	\$30,203.08			\$30,203.08
	Todd Way (Street Three)	\$70,550.83			\$70,550.83
	Street Four East	\$6,738.50			\$6,738.50
	Street Four West	\$7,015.00			\$7,015.00
E	Water System				\$209,849.40
	Applewood Street	\$98,947.50			\$98,947.50
	English Crescent (Street One)	\$31,248.75			\$31,248.75
	Fulcher Street (Street Two)	\$31,948.15			\$31,948.15
	Todd Way (Street Three)	\$47,705.00			\$47,705.00



MTE CONSULTANTS INC.
 520 Bingham Centre, Kitchener, Ontario, N2B 3X9
 Telephone: (519) 743-6500 Fax: (519) 743-6513

Subdivision: Plattsville Estates - Stage 3A Township File No: R.P.: 41R-6442	File: C 32278-134 MTE Tender No. N/A Developer: 1578651 Ontario Limited Date: November 2, 2023-Revised
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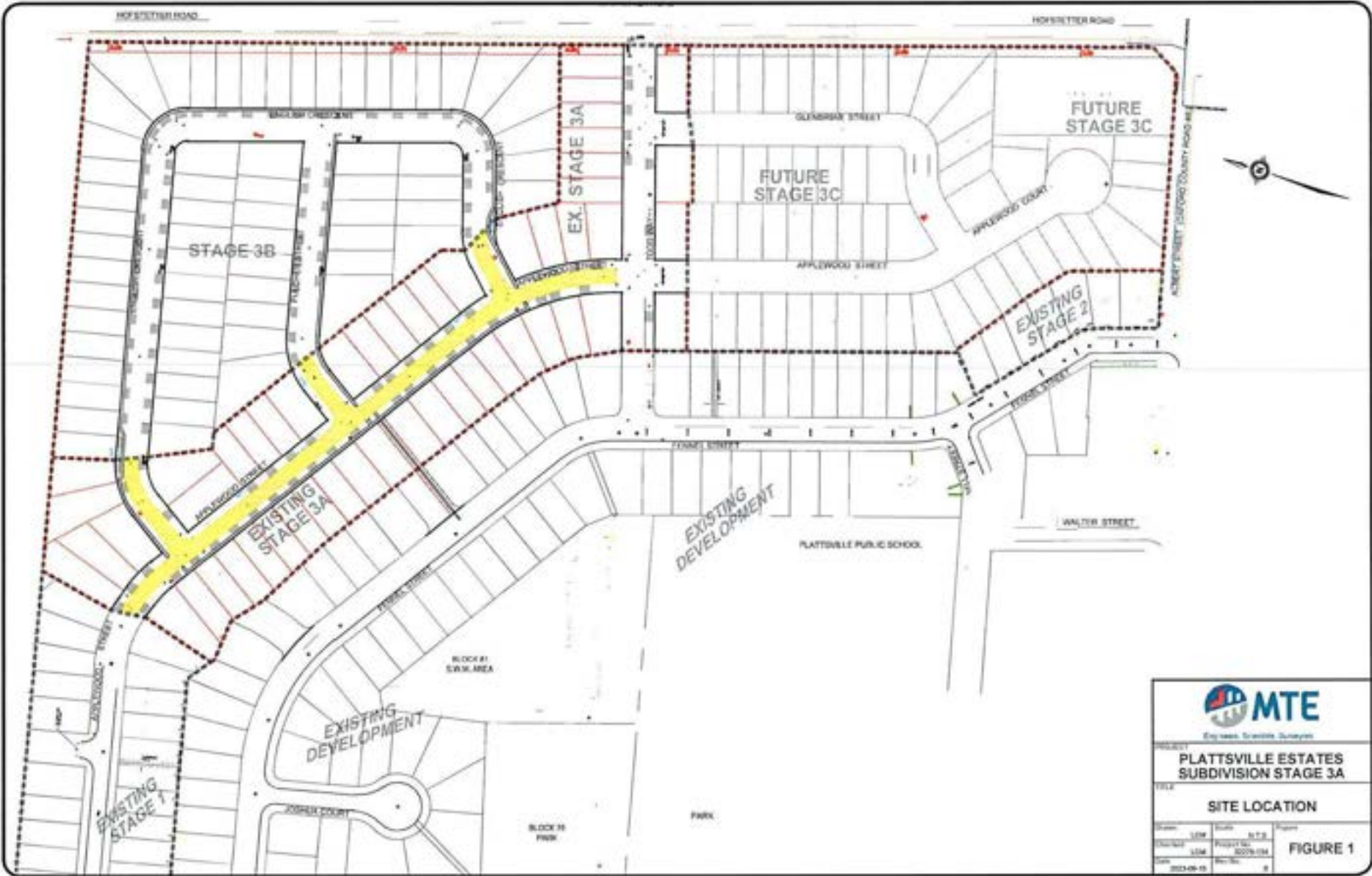
LETTER OF CREDIT REQUIREMENTS FOR UTILITIES SUBJECT TO MAINTENANCE

	Item Descriptions	Off Maintenance	Accepted	Unaccepted	Total
F	Street Light, Power and Comm (Estimated)				\$206,500.00
	Applewood Street	\$122,500.00			\$122,500.00
	English Crescent (Street One)	\$42,000.00			\$42,000.00
	Fulcher Street (Street Two)	\$7,000.00			\$7,000.00
	Todd Way (Street Three)	\$21,000.00			\$21,000.00
	Street Four East	\$7,000.00			\$7,000.00
	Street Four West	\$7,000.00			\$7,000.00
G	Street Signs	\$9,870.00			\$9,870.00
	SUB TOTAL	\$1,125,156.20	\$70,300.50	\$26,550.00	\$1,222,006.70
	TOTAL	\$1,125,156.20	\$70,300.50	\$26,550.00	\$1,222,006.70
	% Letter of Credit	0%	10%	110%	
	LETTER OF CREDIT REQUIRED	\$0.00	\$7,030.05	\$29,205.00	\$36,235.05
	Previous Letter of Credit Total	\$0.00	\$36,883.73	\$29,205.00	\$66,088.73
	LETTER OF CREDIT REDUCTION	\$0.00	\$29,853.68	\$0.00	\$29,853.68

Prepared by: Lilian Moreno, P.Eng.
 MTE Consultants Inc.

CAD FILE: 2023/STAGE 3A 30 JUL 2023 13:41:15.DWG

Plot Date: September 15, 2023 - 3:51 PM



 MTE Engineers, Scientists, Surveyors	
PLATTVILLE ESTATES SUBDIVISION STAGE 3A	
SITE LOCATION	
Project: LOM Client: LOM Date: 2023-09-15	Scale: N.T.S. Project No: 2023/STAGE 3A Sheet: 1 of 1
FIGURE 1	



K. SMART ASSOCIATES LIMITED
CONSULTING ENGINEERS & PLANNERS

85 McIntyre Drive
Kitchener, ON N2R 1H6

Tel: 519-748-1199
Fax: 519-748-6100

Oct. 31, 2023

File No. 08-183

Mr. Rodger Mordue, CAO/Clerk
Township of Blandford-Blenheim
Box 100, 47 Wilmot St. South
Drumbo, ON NOJ 1G0

Re: Plattsville Estates stage 3A – LC Reduction

Dear Rodger:

The developer is now requesting a partial release of the Letter of Credit. The only remaining work item is surface works on Todd Way. The maintenance will remain in place for Todd Way until the surface work is completed.

The following is a breakdown showing the value of the work completed (on maintenance) and the work not completed:

<u>Description</u>	<u>Value of Work Completed</u>	<u>Value of Work Not Completed</u>
Item A – Roadway construction	\$70,300.50	\$0
Item B – Road Construction Surface	\$0.00	\$26,550.00
Item C – Sanitary Sewer	\$0.00	\$0
Item D – Drainage Works	\$0.00	\$0
Item E – Water System	\$0.00	\$0
Item F – Street Light, Power and Comm.	\$0.00	\$0
Item G – Street Signs	\$0.00	\$0
Total	<u>\$70,300.50</u>	<u>\$26,550.00</u>

10% of work completed	(\$70,300.50) =	\$7,300.50
110% of work not completed	(\$26,550.00) =	<u>\$29,205.00</u>
Total:		\$36,505.50

Therefore, we recommend reducing the value of the letter of credit from \$66,088.73 to \$36,505.50. If you have any questions or comments, please call our office.

Yours truly,

K. Death, C.E.T.

cc: Steve Peterson, C.E.T., MTE Consultants Inc.
Jim Borton, Township of Blandford- Blenheim



ASSOCIATION OF CONSULTING
ENGINEERING COMPANIES
ONTARIO

info@ksmart.ca

www.ksmart.ca

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER **2397-2023**

Being a by-law to establish the Corporation of the Township of Blandford-Blenheim Fees and Charges.

WHEREAS, Section 391(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality may pass by-laws imposing fees or charges for services or activities provided, for costs payable by it for services or activities provided or done by or on behalf of the municipality for the use of its property including property under its control;

AND WHEREAS, the Planning Act, R.S.O. 1990, c.P.13, as amended, and the Building Code Act, S.O. 1992, c.23, as amended, and various other statutes provided municipalities with authority to impose various fees and charges;

AND WHEREAS, notice was given of Council's intent to consider changes to the Township of Blandford-Blenheim Fees and Charges By-Law on the Township's website in accordance with Township of Blandford-Blenheim Notice By-Law 1668-2011.

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

1. That all fees and charges by-laws previously established by Council of the Township of Blandford-Blenheim are hereby repealed.
2. That the fees and charges as set out in Schedules "A" through "J" attached hereto and forming part of this By-law are hereby established and adopted by the Council of the Township of Blandford-Blenheim.
3. That no request by any person for any information, service, activity or use of County property described in Schedules "A" through "J" will be processed or provided by any Township Official, unless and until the person requesting the information, service, activity or use of the Township property has paid the applicable fee or charge in the prescribed amount as set out in Schedules "A" through "J" to the Township or payment arrangements have been made with a Township Official;
4. That unless otherwise prescribed, the fees and charges established by this By-Law shall be payable to The Township of Blandford-Blenheim by cash, money order, certified cheque, cheque or debit card when due. Payments can be made for some fees (not including property taxes) on the website using credit card but are subject to a 2% surcharge as per Schedule B.
5. That fees and charges that have been imposed in accordance with this By-Law that remain unpaid after the date on which they are due shall be subject to prescribed interest and penalty charges of one and one quarter

percent per month (1.25%), non compounded or fifteen percent (15%) per annum.

6. That in the event another by-law of the Township of Blandford-Blenheim establishes a fee or charge that is not referenced by this By-Law and that is not inconsistent with this By-Law, the fee or charge established by that other by-law shall be deemed to be included in Schedules "A" through "J" attached hereto;
7. That any provision of any by-law that is inconsistent with this By-Law be hereby repealed;
8. That the effective date of this By-Law shall be January 1, 2024.

By-law **READ** a **FIRST** and **SECOND** time this 15th day of November, 2023.

By-Law **READ** a **THIRD** time and **ENACTED** in Open Council this 15th day of November, 2023.

Mark Peterson, Mayor

Rodger Mordue, CAO/Clerk

Administrative Services - Clerk Fees and Charges (excluding HST)		Schedule A			
Description	Unit	2021 Amount	2022 Amount	2023 Amount	2024 Amount
Sale of Photocopies - black & white (letter or legal size only)	1 - 2 sheets	\$0.50	\$0.50	\$0.50	\$0.50
	3 - 5 sheets	\$1.00	\$1.00	\$1.00	\$1.00
	6 sheets and up (per sheet)	\$0.25	\$0.25	\$0.25	\$0.25
Black & White copies - 11 x 17	per sheet	\$0.40	\$0.40	\$0.40	\$0.40
Colour photocopies (letter or legal size only)	per sheet	\$0.50	\$0.50	\$0.50	\$0.50
Colour photocopies (11x17)	per sheet	\$1.00	\$1.00	\$1.00	\$1.00
Faxing	First sheet	\$2.00	\$2.00	\$2.00	\$2.00
	Each additional sheet	\$1.00	\$1.00	\$1.00	\$1.00
Request under the Freedom of Information Act (HST Exempt)	Each	\$5.00	\$5.00	\$5.00	\$5.00
	staff time - first 30 minutes of investigation	\$0.00	\$0.00	\$0.00	\$0.00
	staff time per 15 min. interval beyond 30 minutes	\$7.50	\$7.50	\$7.50	\$7.50
(Where the estimate under section 45 (3) of the Municipal provide a deposit of 50% of the estimate prior to the application proceeding)					
Meeting Investigation Fee (HST Exempt)	Each	\$25.00	\$25.00	\$25.00	\$25.00
Lottery License Fee: Raffles, Bingos & Nevada Tickets (HST Exempt)	%	3%	3%	3%	3%

CLERK

Administrative Services - Clerk Fees and Charges (excluding HST)					Schedule A	
Description	Unit	2021 Amount	2022 Amount	2023 Amount	2024 Amount	
Marriage License (HST Exempt)	Each	\$110.00	\$120.00	\$120.00	\$120.00	
Civil Marriage Ceremony:						
on site at municipal office during regular office hours	Each	\$250.00	\$250.00	\$250.00	\$250.00	
Off site civil marriage ceremony	Each		\$350.00	\$350.00	\$350.00	
Rehearsal fee			\$50.00	\$50.00	\$50.00	
booking deposit	Each	\$100.00	\$100.00	\$100.00	\$100.00	
administration fee if booking is cancelled	Each	\$50.00	\$50.00	\$50.00	\$50.00	
Township provided witness	Each	\$50.00	\$50.00	\$50.00	\$50.00	
Burial Certificate (HST Exempt)	Each	\$10.00	\$15.00	\$15.00	\$15.00	
Encroachment Agreements (HST Exempt)	Each	\$75.00	\$75.00	\$75.00	\$75.00	
Section 65 of Drainage Act assessment apportionment.						
Staff time per 15 minute interval	Each	9.50	10.00	11.00	15.00	
Tile Drainage Loan Inspections	Each	160.00	160.00	200.00	215.00	
- Kennel Licence	Each	\$60.00	\$60.00	\$120.00	\$120.00	
Black Composters (HST Exempt)*	Each	10.00	10.00	10.00	10.00	
Green Cone Composters (HST Exempt)*	Each	40.00	50.00	50.00	50.00	
Blue Box - Large - 80L (HST Exempt)*	Each	5.50	6.20	6.20	6.20	
Blue Box - Lid (HST Exempt)*	Each	1.50	2.70	2.70	2.70	
Bag Tags (HST Exempt)*	Each	2.00	2.00	2.00	2.00	
* Guideline only, price established by County of Oxford and is subject to change						

CLERK

**Administrative Services - Clerk
Fees and Charges (excluding HST)**

Description	Unit	2021 Amount	2022 Amount	2023 Amount	2024 Amount
Fence Viewing application fee		\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Memorialization of Existing Tree in Parks (does not include cost of the plaque & stand)	each		\$ 150.00	\$ 150.00	\$ 150.00
Park Benches (does not include cost of the plaque)	each	\$1,400.00	\$1,400.00	\$2,000.00	\$2,000.00
Sale of unserviced municipal land (By-law 2272-2021 Sec.8)	per sq. ft.		\$0.22	\$0.22	\$0.22
Sale of serviced municipal land (By-law 2272-2021 Sec.8)	per sq. ft.		\$2.03	\$2.03	\$2.03

**Administrative Services -General
Fees and Charges (HST Exempt)**

Description	Unit	2021 AMOUNT	2022 AMOUNT	2023 AMOUNT	2024 AMOUNT
Tax Certificate	Each	\$50.00	\$50.00	\$50.00	\$55.00
Returned Cheque or PAP	Each	\$30.00	\$35.00	\$35.00	\$35.00
On-Line Payment fee (misc. website payments)					2.00%
Loan Agreement Administration Fee (Debenture Administration)	Each	2% of principal	2% of principal	2% of principal	2% of principal
Payment of Tile Drainage Loans Before Expiry Date	Each	\$50.00	\$50.00	\$50.00	\$50.00
Tax Sale Registration Process	Each	Actual Cost + \$100 Admin Fee	Actual Cost + \$100 Admin Fee	Actual Cost + \$100 Admin Fee	Actual Cost + \$100 Admin Fee
Reprint of Prior Year Tax Bills or Statements	Each	\$10.00	\$10.00	\$10.00	\$10.00
Commission of Oaths or Certified True Copy (resident)	Each	\$10.00	\$10.00	\$10.00	\$10.00
Commission of Oaths or Certified True Copy (non-resident)	Each	\$15.00	\$15.00	\$15.00	\$15.00
Registered Mail Fee <i>- as set by Canada Post / Includes HST</i>	Each	\$12.00	\$15.00	\$15.00	\$15.00
Tax Confirmation Letters	Each	\$15.00	\$15.00	\$15.00	\$15.00
Payment Redistribution Fee (per roll #)	Each	\$10.00	\$10.00	\$10.00	\$15.00
Refund Administration Fee (Client error/overpayment) (includes tax payments, AR payments or any other payments)	Each	\$25.00	\$25.00	\$25.00	\$25.00

**Administrative Services - Development Charges
Fees and Charges (HST Exempt)**

Description	Unit	Effective April 1, 2020	Effective April 1, 2021	Effective April 1, 2022	Effective April 1, 2023
Development Charges					
<u>Residential</u>					
Single, Semi-detached	each	\$ 10,071.85	\$ 10,160.00	\$ 11,714.48	\$ 13,413.00
Other Multiples	each	\$ 6,328.35	\$ 6,384.00	\$ 7,360.75	\$ 8,428.00
Apartments - 2 Bedrooms or Larger	each	\$ 5,369.32	\$ 5,417.00	\$ 6,245.80	\$ 7,151.00
Apartments - Bachelor or 1 Bedroom	each	\$ 3,632.37	\$ 3,664.00	\$ 4,224.59	\$ 4,837.00

DEVELOPMENT CHARGES

Cemetery Fees and Charges (excluding HST)					Schedule D	
Description	Unit	2021 Amount	2022 Amount	2023 Amount	2024 Amount	
Purchase of Interment Rights and care and maintenance						
Interment Rights	each	\$720.00	\$720.00	\$720.00	\$720.00	
Care and Maintenance	each	\$480.00	\$480.00	\$480.00	\$480.00	
Cremation lots	each	\$255.00	\$320.00	\$320.00	\$320.00	
Care and Maintenance	each	\$250.00	\$280.00	\$280.00	\$280.00	
Interment						
Adult - standard	each	\$650.00	\$750.00	\$750.00	\$750.00	
Child	each	\$325.00	\$400.00	\$400.00	\$400.00	
Infant	each	\$325.00	\$340.00	\$340.00	\$340.00	
Cremated Remains	each	\$325.00	\$400.00	\$400.00	\$400.00	
Columbaria *NEW	each	\$220.00	\$250.00	\$250.00	\$250.00	
Disinterment / Exhumation						
Adult - standard	each	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	
Cremated Remains	each	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	
Columbaria *NEW	each		\$250.00	\$250.00	\$250.00	
Child *NEW	each		\$1,000.00	\$1,000.00	\$1,000.00	
Infant *NEW	each		\$1,000.00	\$1,000.00	\$1,000.00	
Columbaria Fees						
Bottom Row	each	\$935.00	\$1,020.00	\$1,020.00	\$1,020.00	
Bottom Row- Care and Maintenance	each	\$165.00	\$180.00	\$180.00	\$180.00	
Second Row	each	\$1,020.00	\$1,105.00	\$1,105.00	\$1,105.00	
Second Row- Care and Maintenance	each	\$180.00	\$195.00	\$195.00	\$195.00	
Third Row	each	\$1,105.00	\$1,190.00	\$1,190.00	\$1,190.00	
Third Row- Care and Maintenance	each	\$195.00	\$210.00	\$210.00	\$210.00	
Top Row	each	\$1,232.50	\$1,275.00	\$1,275.00	\$1,275.00	
Top Row- Care and Maintenance	each	\$217.50	\$225.00	\$225.00	\$225.00	
Initial Engraving of Niche Plate	each	\$350.00	\$350.00	\$350.00	\$350.00	
Each Subsequent Engraving of Niche Plate		\$200.00	\$200.00	\$200.00	\$200.00	
Monument Care Fund - Flat marker (smaller than 1,116.13 sq cm / 173 sq in.)	each	\$0.00	\$0.00	\$0.00	\$0.00	
**Monument Care Fund - Flat marker (1,116.23 sq cm / 173 sq in. or larger)	each	\$50.00	\$100.00	\$100.00	\$100.00	
**Monument Care Fund - Upright marker (1.49 sq m / 16 sq ft or smaller, including the base)	each	\$100.00	\$200.00	\$200.00	\$200.00	
**Monument Care Fund - Upright marker (larger than 1.49 sq m / 16 sq ft. including the base)	each	\$200.00	\$400.00	\$400.00	\$400.00	

Cemetery Fees and Charges (excluding HST)					Schedule D
Description	Unit	2021 Amount	2022 Amount	2023 Amount	2024 Amount
<i>** as set by the Bereavement Authority of Ontario</i>					
Sundays & Municipal Holiday Interments	each	\$300.00	\$350.00	\$375.00	\$375.00
Foundation layout fee	each	\$60.00	\$60.00	\$60.00	\$60.00
Snow Removal	each	*	*		
Winter Burial - Full Interment (December 1st to March 31)	each	*	*		
Winter Burial - Cremated Remains (December 1st to March 31)	each	*	*		
* Actual fees incurred by the Township in relation to the specific incident/request + 15%					
Park Benches (does not include cost of the plaque)	each	\$1,400.00	\$1,400.00	\$2,000.00	\$2,000.00
Transfer Fee					
Transfer Fee (Certificate picked-up at Township Office)	each	\$50.00	\$60.00	\$60.00	\$60.00
Registered Mail Fee	each	\$12.00	\$15.00	\$15.00	\$15.00

Community Services - Indoor Facilities May 1st to April 30th Fees and Charges (including HST)						Schedule E
Description	Unit	Effective May 1, 2021	Effective May 1, 2022	Effective May 1, 2023	Effective May 1, 2024	
Arena						
**Prime Time - Minor Groups	per hour	\$143.00	\$145.00	\$148.00	\$151.00	
**Prime Time - All Others	per hour	\$193.00	\$196.00	\$199.00	\$202.00	
Non-Prime Time - Minor Groups	per hour	\$75.00	\$75.00	\$75.00	\$75.00	
Non-Prime Time - All Others	per hour	\$110.00	\$110.00	\$110.00	\$110.00	
Arena Floor Rental (Dances, Trade Shows)	per hour	\$165.00	\$165.00	\$165.00	\$165.00	
Arena Floor Rental (Dances, Trade Shows)	full day	\$650.00	\$650.00	\$650.00	\$650.00	
Arena Floor Rental (Recreation, Sports)	per hour	\$48.00	\$48.00	\$50.00	\$50.00	
**Prime Time ice rentals are M-F 5-10 p.m. and weekends 8 a.m. - 10 p.m.						
Recreational Program						
Public Skating - Adult	per person	no charge	no charge	no charge	no charge	
Public Skating - Child Elementary School Age	per person	no charge	no charge	no charge	no charge	
Public Skating - Pre-School	per person	no charge	no charge	no charge	no charge	
Parents & Tots	per person	no charge	no charge	no charge	no charge	
Sponsored Public Skating	per hour	\$100.00	\$100.00	\$100.00	\$100.00	
School Skating Program	per hour	\$45.00	\$45.00	\$45.00	\$45.00	
Ticket Ice (minimum with 1 to 4 skaters)	per hour	\$45.00	\$45.00	\$45.00	\$45.00	
Ticket Ice (exceeding 4 skaters)	per skater	\$10.00	\$10.00	\$10.00	\$10.00	
Shinny Hockey (adult)	per skater/hour	\$10.00	\$10.00	\$10.00	\$10.00	
Shinny Hockey (child - under age 18)	per skater/hour	\$5.00	\$5.00	\$5.00	\$5.00	
Birthday Specials:						
1 hour of ice time (based on availability) and 1 hour in Room A	per event	\$75.00	\$75.00	\$75.00	\$75.00	
1 hour of ice time (based on availability) and 1 hour in Hall	per event	\$105.00	\$105.00	\$105.00	\$105.00	
Advertising						
Ice Logo (sponsor must supply logo at their cost)		\$500.00	\$500.00	\$500.00	\$500.00	
Arena Board Advertising (sponsor must supply logo at their cost)		\$500.00	\$500.00	\$500.00	\$500.00	
Wall Advertising (sponsor must supply logo at their cost)		\$300.00	\$300.00	\$300.00	\$300.00	
Door Wrap (sponsor must supply wrap and professional installation)				\$250.00	\$250.00	
Zamboni advertising (sponsor must supply logo at their cost)		\$900.00	\$900.00	\$900.00	\$900.00	

Community Services - Indoor Facilities May 1st to April 30th Fees and Charges (including HST)					Schedule E
Description	Unit	Effective May 1, 2021	Effective May 1, 2022	Effective May 1, 2023	Effective May 1, 2024
Community Centre Halls					
Plattsville Community Hall	per hour	\$61.00	\$61.00	\$63.00	\$63.00
Plattsville Community Hall	daily	\$225.00	\$225.00	\$229.00	\$229.00
Plattsville Community Hall - weekday daytime	1/2 day	\$122.00	\$122.00	\$125.00	\$125.00
Plattsville Community Hall (Together with Ice Event)	daily	\$122.00	\$122.00	\$125.00	\$125.00
Plattsville Community Hall (Buck & Doe)	daily	\$530.00	\$530.00	\$530.00	\$530.00
Decorating Set-up (for daily events only - prior to day of decorating set-up of event based on availability)	per event	\$120.00	\$120.00	\$120.00	\$120.00
Plattsville Community Hall - Room A	per hour	\$35.00	\$35.00	\$36.00	\$36.00
Plattsville Community Hall - Room A	daily	\$120.00	\$120.00	\$122.00	\$122.00
Plattsville Community Hall - Room B	per hour	\$35.00	\$35.00	\$36.00	\$36.00
Plattsville Community Hall - Room B	daily	\$120.00	\$120.00	\$122.00	\$122.00
Princeton Centennial Hall - Fireside Room	per hour	\$35.00	\$35.00	\$36.00	\$36.00
Princeton Centennial Hall - Fireside Room	daily	\$120.00	\$120.00	\$122.00	\$122.00
Princeton Centennial Hall - Fireside Room - weekday daytime	1/2 day	\$70.00	\$70.00	\$70.00	\$70.00
Princeton Centennial Hall - Main Hall	per hour	\$110.00	\$110.00	\$111.00	\$111.00
Princeton Centennial Hall - Main Hall	daily	\$380.00	\$380.00	\$385.00	\$385.00
Princeton Centennial Hall - Main Hall - weekday daytime	1/2 day	\$220.00	\$220.00	\$220.00	\$220.00
Princeton Centennial Hall - Main Hall (Buck & Doe)	daily	\$530.00	\$530.00	\$530.00	\$530.00
Decorating Set-up (for daily events only - prior to day of decorating set-up of event based on availability)	daily	\$200.00	\$200.00	\$200.00	\$200.00
Kitchen Use	daily	\$85.00	\$87.00	\$87.00	\$87.00
** Deposit for Alcohol Events			\$500.00	\$500.00	\$500.00
Richwood Hall	daily		\$60.00	\$122.00	\$122.00

Community Services - Outdoor Facilities & Parks
May 1st to April 30th
Fees and Charges (including HST)

Description	Unit	FIELD CLASSIFICATION			
		A	B	C	D
Ball Diamonds					
Adult	per game	\$26.00	\$25.00	\$21.00	n/a
Affiliated Minor	per game	\$20.00	\$20.00	\$17.00	\$12.00
Adult Tournament First Game/Diamond	per day	\$26.00	\$25.00	\$17.00	n/a
Adult Tournament Extra Game/Diamond	per game	\$20.00	\$20.00	\$17.00	n/a
Affiliated Minor Tournament First Game/Diamond	per day	\$20.00	\$20.00	\$17.00	\$12.00
Affiliated Minor Tournament Extra Game/Diamond	per game	\$17.00	\$17.00	\$17.00	\$12.00
Optional Tournament Grooming	per groom	\$25.00	\$25.00	\$25.00	\$25.00
Optional Use of Lights	per game	\$9.00	n/a	\$9.00	\$9.00
Ball Diamond Fence Advertising (sponsor must supply sign at their costs, size, location and content must be approved)	yearly	\$300.00	\$300.00	\$300.00	\$300.00
		Effective	Effective May	Effective May	Effective May
Description	Unit	May 1, 2021	1, 2022	1, 2023	1, 2024
Soccer Pitches - based upon 90 minute games					
Adult Permit	per game	\$13.00	\$13.00	\$13.00	\$13.00
Adult Tournament	per day	\$75.00	\$75.00	\$75.00	\$75.00
Affiliated Minor	per game	\$10.00	\$10.00	\$10.00	\$10.00
Affiliated Minor Tournament	per day	\$52.00	\$52.00	\$52.00	\$52.00
Park Permit Fees					
Pavillion Day Permit	per day	\$75.00	\$75.00	\$78.00	\$78.00
Open Park Space Event Day Permit	per day	\$75.00	\$75.00	\$78.00	\$78.00

**Protective Services
Fees and Charges (excluding HST)**

Description	Unit	2021 Amount	2022 Amount	2023 Amount	2024 Amount
Fire Inspection					
Fire Inspection	per hour	\$90.00	\$92.00	\$97.00	\$100.00
Fire Inspection Admin Fee	each	\$60.00	\$61.00	\$65.00	\$66.00
Liquor Licenses and Occupancy Loads					
Fire Inspection	per hour	\$90.00	\$92.00	\$97.00	\$100.00
Fire Inspection Admin Fee	each	\$60.00	\$61.00	\$65.00	\$66.00
Fire Chief's Letters to Lawyers or Insurance Company	each	\$90.00	\$92.00	\$97.00	\$100.00
Fire Department Compliance Letter	each	\$90.00	\$92.00	\$97.00	\$100.00
By-Law Compliance Letter	each	\$90.00	\$92.00	\$97.00	\$100.00
By-Law Non-Compliance - Subsequent Visit (Chargeable to registered owner on each non-compliance visit)	per hour				\$110.00
By-Law Non-Compliance - Township undertakes work (Chargeable to registered owner)	actual cost + 15%				actual costs + 15%
By-Law Subsequent Visit Admin Fee **both expense and fee may be recovered by action or in like manner as municipal taxes	each				\$66.00
Copies of Fire Reports	each	\$60.00	\$61.00	\$65.00	\$100.00
Special Events Permit (HST Exempt)	each	\$50.00	\$50.00	\$50.00	\$50.00

Description	Unit	2021 Amount	2022 Amount	2023 Amount	2024 Amount
Response to Motor Vehicle Accidents and Vehicle Fires (HST Exempt) (Chargeable to the registered owner of the vehicle)					
Non-Resident					
Minimum Charge up to 1st hour per Fire Apparatus	each *	\$488.40	\$509.89	\$543.03	*
Resident					
No Charge					
Motor Vehicle Accident Response-Provincial Highway (HST Exempt) (Chargeable to Ministry of Transportation for all provincial highway accident responses)					
Minimum Charge up to 1st hour per Fire Apparatus	each *	\$488.40	\$509.89	\$543.03	*
Fire Response - Public Hazard, Hydro Lines					
Public Property - Chargeable to Hydro Provider					
Minimum Charge up to 1st hour per Fire Apparatus	each *	\$ 488.40	\$ 509.89	\$543.03	*
Private Property - Chargeable to Registered Property Owner					
Minimum Charge up to 1st hour per Fire Apparatus	each *	\$ 488.40	\$ 509.89	\$543.03	*
Fire Response -Indemnification Technology Current MTO rates, plus personnel /hour rates ,and any cost incurred by the Municipality					
Minimum Charge up to 1st hour per Fire Apparatus	each *	\$488.40	\$509.89	\$543.03	*
Refilling SCBA air bottles	each	\$20.00	\$20.00	\$20.00	\$20.00
Fire Response - Hazardous Materials Clean Up As outlined in the Environment Protection Act, RSO 1990		Actual Costs	Actual Costs	Actual Costs	Actual Costs
Fire Response - Natural Gas Leak, Caused directly by a person or company					
Minimum Charge up to 1st hour per Fire Apparatus	each *	\$488.40	\$509.89	\$543.03	*
Burn Permit		no charge	no charge	no charge	no charge

Description	Unit	2021 Amount	2022 Amount	2023 Amount	2024 Amount
Fire Response - Open Air Burning					
Illegal or Unauthorized Fire		no charge	no charge	no charge	no charge
1st Offense-in any twelve month period					
2nd or Additional Offences-in any twelve month period	each *	\$ 488.40	\$ 509.89	\$543.03	*
Minimum Charge up to 1st hour per Fire Apparatus					
Fire Response - Preventable Fire Alarm Panel Alarms					
1st Offense-in any twelve month period		no charge	no charge	no charge	no charge
2nd or Additional Offences-in any twelve month period	each *	\$488.40	\$509.89	\$543.03	*
Minimum Charge up to 1st hour per Fire Apparatus					
* As set by MTO					
Fire Response - Smoke/Co Alarms					
Fail to return loaner alarm to Fire Department (within one week)	each	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Fire Response - Fire Watch or Stand By					
As authorized by Fire Chief					* actual cost
Review of Fire Works Display Application	each	\$ 130.00	\$ 132.00	\$ 137.00	\$ 137.00
Review of Application for Pyrotechnics display Including a site pre-inspection and review of Fire Safety Plan		\$ 210.00	\$ 215.00	\$ 250.00	\$ 250.00
Review of Risk Safety Management Plan for Propane Storage					
As required by the Regulatory Amendments to O.Reg 211/01 of the TSS Act, 2000 for small facilities (less than 5000 USGW)		\$ 105.00	\$ 110.00	\$ 115.00	\$ 115.00
		+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)

Description	Unit	2021 Amount	2022 Amount	2023 Amount	2024 Amount
Review of Risk Safety Management Plan for Propane Storage					
As required by the Regulatory Amendments to O.Reg 211/01 of the TSS Act, 2000 for medium and large facilities (less than 5000 USGW)		\$ 260.00	\$ 265.00	\$ 275.00	\$ 275.00
		+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)	+ actual cost of engineer / other firm (if necessary)
Site Alteration Application for area less than 2 ha	each	250.00	250.00	250.00	250.00
Site Alteration Application for area equal to 2 ha	each	550.00	550.00	550.00	550.00
Site Alteration Application for each ha beyond 2 ha	each	25.00	25.00	25.00	25.00
First conviction in contravention of Site Alteration By-law (person)		10,000.00	10,000.00	10,000.00	10,000.00
Subsequent conviction in contravention of Site Alteration By-law (person)		25,000.00	25,000.00	25,000.00	25,000.00
first conviction in contravention of Site Alteration By-law (corporation)		50,000.00	50,000.00	50,000.00	50,000.00
subsequent conviction in contravention of Site Alteration By-law (corporation)		100,000.00	100,000.00	100,000.00	100,000.00

**Building Services
Fees and Charges (HST Exempt)**

Classes of Permits and Fees		
Minimum Permit Fee - \$133. Fees not listed are determined by the Chief Building Official.		
		Permit Fee
Administrative Fee	Admin - Major	\$ 331
Administrative Fee	Admin - Minor	\$ 133
ICI Group	ICI - New, Additions and Renovations	\$1.66/sq'
	ICI - Public Pools, Public Patios and Exterior Ramps	\$0.67/sq'
Group C - Residential Buildings	Res - Residential Buildings New, Additions	\$1.66/sq.ft
	Res - Renovations to Non Single/Semi/Towns	\$1.33/sq.ft
	Res - Renovations to Single/Semi/Towns	\$ 529
	Res - Swimming Pools	\$ 133
	Res - Sheds & Garages	\$1.00/sq.ft
	Res - Decks & Covered Porches (unheated and unenclosed)	\$ 133
Farm Buildings	Farm - New, Additions, Renovations	\$0.28/sq.ft
	Farm - Horizontal/Bunk Silos	\$ 661
	Farm - Vertical Silos, Grain Bins	\$ 661
	Farm - Manure Storage (All Types)	\$ 661
Special	Sp - Tents	\$ 287
	Sp - Temp Buildings/Portables	\$ 529
	Sp - Change of Use	\$ 529
Miscellaneous	Misc - Permit Renewal/Revision	\$ 331
	Misc - Fireplace/Woodstove	\$ 199
	Signs	\$ 199
	Misc - Retaining Wall/Balcony Guard (linear ft)	\$0.28/sq.ft
	Misc - Wind Turbines	\$ 2,311.00
	Solar Panel	\$ 529
	Designated Structures (other than listed)	\$ 661
	Alternate Solution Application	\$ 529
	Conditional Permits	\$0.28/sq.ft
	Septic Permit - Full	\$ 595
	Septic Permit - Tank Only	\$ 133
Other/Unlisted	Vari	
	Re-Inspection/Canveled Inspection Fee/Requested Inspection more then 3 years since last inspection	\$ 67
Mechanical Work	Mech - Sprinkler System Mech - NFPA 96 Hood Fan	\$ 661
		\$ 331
Plumbing/Serviceing Work	Water/Sewer Connection Building Services (per linear ft)	\$ 133
Demo	Non-Farm Structures	\$ 1,000/ft
		\$ -
Deposits		
Deposit (Refundable)	Engineering	\$ 1,000.00
	Final Building Inspection	\$ 1,000.00
	Public Works	\$ 1,000.00
	Lot Grading	\$ 1,500.00
	Demolition Agreement	Vari
	Garden Suite Deposit	Vari

**Building Services - Planning
Fees and Charges (HST Exempt)**

Description	Unit	2021 Amount	2022 Amount	2023 Amount	2024 Amount
Zoning By-law Amendment Application	each	\$550.00	\$550.00	\$650.00	\$650.00
**County fee for Zone change application	each	\$150.00	\$150.00	\$150.00	\$150.00
Removal of Holding Zone Provision	each	\$550.00	\$550.00	\$650.00	\$650.00
**County Fee for Removal of Holding Zone Provision	each	\$150.00	\$150.00	\$150.00	\$150.00
Minor Variance Application	each	\$500.00	\$500.00	\$700.00	\$700.00
**County fee for Minor Variance application	each	\$100.00	\$100.00	\$100.00	\$100.00
Zoning Compliance Information	each	\$50.00	\$50.00	\$55.00	\$60.00
Building Compliance Information	each	\$50.00	\$50.00	\$55.00	\$60.00
Drainage Compliance Information	each	\$50.00	\$50.00	\$55.00	\$60.00
Sign Minor Variance Application	each	\$300.00	\$300.00	\$300.00	\$300.00
Fence Minor Variance Application	each	\$300.00	\$300.00	\$300.00	\$300.00
Site Plan Agreement Application	each	\$500.00	\$500.00	\$600.00	\$600.00
**County fee for Site Plan Application		\$500.00	\$500.00	\$500.00	\$500.00
Site Plan Agreement Amendment	each	\$500.00	\$500.00	\$600.00	\$600.00
**County fee for Site Plan Ammendment		\$250.00	\$250.00	\$250.00	\$250.00
Environmental Site Assessment Letter	each	\$70.00	\$70.00	\$70.00	\$70.00
Confirmation of uses permitted in zone letters	each	\$70.00	\$70.00	\$70.00	\$70.00
Communication Tower Application	each	\$600.00	\$600.00	\$600.00	\$600.00
In addition to the above application fees the applicant shall pay all external costs incurred by the municipality in respect of the Planning Application					
Housing projects which qualify under the County of Oxford's Community Improvement Plan - Affordable Housing Incentive Program, are exempt from Township imposed application fees. This exemption does not include any deposits required to recover Township costs for peer reviews					
REFUNDS					
Planning Application submitted, no work started	each			Full Refund less \$50.00 Admin Fee	
Planning Application submitted, application circulated for comment	each				No Refund

**Building Services - Planning
Fees and Charges (HST Exempt)**

Description	Unit	2021 Amount	2022 Amount	2023 Amount	2024 Amount
**fees established by the County of Oxford and are subject to change					
Fees contained in Severance Agreements:					
Street lighting	each new lot	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
Sidewalk	each new lot	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Parkland dedication	each new lot	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
DEPOSITS:					
Planning Peer Reviews (Site Plan, Subdivision, etc.)	minimum	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00
Agreement to construct a new single family dwelling while current owners are living in the existing single family dwelling	each				As per agreement
Sub-Division Agreement	each				As per agreement
Bunkhouse Agreement	each				As per agreement
Discretionary Agreement	each				As per agreement
Garden Suite Agreement	each				As per agreement
CLI -ECA application - Storm Sewer	each			\$ 1,100.00	\$ 1,100.00
CLI -ECA application - Storm Water Management	each			\$ 2,200.00	\$ 2,200.00

Public Works - Roads						Schedule J
Fees and Charges (excluding HST)						
Description	Unit	2021 Amount	2022 Amount	2023 Amount	2024 Amount	
Installation of Entrance Culverts	each	\$1,200.00	\$1,250.00	\$1,400.00	\$1,425.00	
Curb Cut	each	\$475.00	\$600.00	\$600.00	\$650.00	
Moving a Structure along Municipal Roads to Relocate Structure	each	\$40.00	\$40.00	\$40.00	\$50.00	
Snow Removal (when contracted out)						
Snow Plowing	per operation	\$60.00	\$62.00	\$65.00	\$70.00	
Snow Plowing / Sand / Salting	per operation	\$90.00	\$95.00	\$100.00	\$105.00	
Sand /Salting	per operation	\$75.00	\$75.00	\$80.00	\$85.00	
Tandem Axle Truck Rental	hour	\$85.00	\$85.00	\$88.35	\$88.35	
One Ton Truck Rental	hour	\$55.00	\$55.00	\$68.45	\$68.45	
1/2 Ton Pickup Rental	hour	\$28.00	\$30.00	\$33.35	\$33.35	
Grader Rental summer	hour	\$115.00	\$115.00	\$142.25	\$142.25	
Grader Rental winter	hour	\$130.00	\$130.00	\$150.00	\$150.00	
Loader Rental	hour	\$65.00	\$65.00	\$81.75	\$81.75	
Backhoe Rental	hour	\$60.00	\$60.00	\$72.10	\$72.10	
Tractor Rental	hour	\$55.00	\$55.00	\$62.25	\$62.25	
Brush Depot - Labour	hour	\$36.00	\$38.00	\$41.00	\$44.00	
Civic Address Signs & Posts	each	\$39.00	\$40.00	\$42.00	\$45.00	
Sale of Recycled Asphalt (as available) pick up only	3 yard bucket		\$12.00	\$12.00	\$15.00	
Sale of Recycled Concrete (as available) pick up only	3 yard bucket		\$12.00	\$12.00	\$15.00	
Laying a private drain across Township Road Allowance	Separate Agreement					
Laying utility lines along, under, in or upon municipal roads	Separate Agreement					

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2398-2023

Being a By-law to assume and name lands as a public highway (English Crescent, Fulcher Street), located in Part of Lot 17, Concession 13, Township of Blandford-Blenheim, (former Blenheim).

WHEREAS Section 8 of the Municipal Act, S.O. 2001, Chapter 25, and amendments thereto, provides that the power to a municipality shall be interpreted broadly so as to confer broad authority on the municipality to govern its affairs as it considers appropriate.

AND WHEREAS Section 31 of the Municipal Act, S.O. 2001, Chapter 25, and amendments thereto, states that after January 1, 2003, lands may only become a highway by virtue of a by-law establishing them as a highway and a municipality may by by-law assume highways for public use that are shown on a registered plan of subdivision.

AND WHEREAS the Township pursuant to a Subdivision Agreement registered between 1578651 Ontario Limited, the Township of Blandford-Blenheim and the County of Oxford there was agreement to dedicate lands known as English Crescent and Fulcher Street (Plan 41M-282) as a public highway.

AND WHEREAS the Subdivider (1578651 Ontario Limited) has established and constructed a public highway and posted the required securities for this phase (Stage 3B) of the Plattsville Estates Subdivision in Plattsville.

AND WHEREAS the Council of the Township of Blandford-Blenheim deems it advisable to assume and name the lands described as a public highway.

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

1. The Council accepts the parcels of land described English Crescent and Fulcher Street, according to Plan 41M-282, as a municipal highway for the use and benefit of the public.

By-law **READ** a **FIRST** and **SECOND** time this 15th day of November, 2023.

By-law **READ** a **THIRD** time and **ENACTED** in Open Council this 15th day of November, 2023.

Mark Peterson, Mayor

Rodger Mordue, Clerk

PLAN OF SUBDIVISION
OF PART OF LOT 17, CONCESSION 13
TOWNSHIP OF BLANDFORD - BLENHEIM
COUNTY OF OXFORD
(GEOGRAPHIC TOWNSHIP OF BLENHEIM)

SCALE - 1:1,750

METRIC - DISTANCES AND DIMENSIONS SHOWN ON THIS PLAN ARE IN METERS
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

QUENTHER RUEB SURVEYING LIMITED

NOTE - BEARINGS AND DISTANCES ARE REFERRED TO THE EXISTENT BOUNDARY OF
PART 1, AS SHOWN ON PLAN 474-0762, DATED 28 SEPTEMBER 2008 BY Q.S. 1021/07-08



REGISTERED



LOT	MARKER	DATE	BEARING	DISTANCE	MARKER	DATE	BEARING	DISTANCE
1	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
2	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
3	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
4	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
5	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
6	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
7	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
8	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
9	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
10	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
11	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
12	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
13	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
14	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
15	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
16	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
17	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
18	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
19	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
20	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
21	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
22	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
23	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
24	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
25	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
26	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
27	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
28	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
29	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
30	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
31	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
32	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
33	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
34	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
35	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
36	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
37	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
38	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
39	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
40	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
41	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
42	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
43	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
44	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
45	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
46	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
47	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
48	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
49	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
50	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
51	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874
52	ST-101	8/20/11	S 88° 55' 00" W	11.874	ST-102	8/20/11	S 88° 55' 00" W	11.874

POINT NO	BENCHMARK	DISTANCE
STP 1	STATION 24	21.180 01
STP 2	STATION 42	22.180 01

ADVERSE REFERENCE POINTS: IN THIS CASE, BE USED TO RE-EVALUATE CORRECTION OR BENCHMARKS SHOWN ON THIS PLAN.

TO BE USED FOR THIS SURVEY, A PORTION OF 0.1% OF CORRECTION COEFFICIENT CAN BE APPLIED TO BENCHMARKS SHOWN ON THIS PLAN. DISTANCES SHOWN ON THIS PLAN ARE METERS AND CAN BE CONVERTED TO FEET BY MULTIPLYING BY THE CONVERSION FACTOR OF 3.28084.

PLAN 41M - 022
CERTIFICATE OF REGISTRATION

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF THE COUNTY OF OXFORD ON, 411 AT 9:55 O'CLOCK ON THE 27th DAY OF October, 2012.

AND ENTERED IN THE REGISTER FOR P. I. N. 00005-0718

AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT NO. Co. 121000

[Signature]
REPRESENTATIVE FOR
LAND REGISTRAR

P. I. N. - ALL OF 00005-0718

PART OF LOTS 18 TO 29, BOTH INCLUSIVE, ARE SUBJECT TO EASEMENT, INST. 102352

PART OF LOTS 1, 2, 3, 42 AND 43, AND PART OF ENGLISH CRESCENT ARE SUBJECT TO EASEMENT IN SHOW, INST. 102352

APPROVED UNDER SECTION 51 OF THE PLANNING ACT, R.S.O. 1990, AS AMENDED, THIS 20th DAY OF October, 2012.

[Signature]
WARDEN, COUNTY OF OXFORD

OWNER'S CERTIFICATE

I, the undersigned, hereby certify that:

- LOTS 1 to 52, BOTH INCLUSIVE, THE STREETS, NAMELY, ENGLISH CRESCENT AND FULCHER STREET, HAVE BEEN LAID OUT IN ACCORDANCE WITH THE SUBDIVISION.
- THE STREETS ARE HEREBY DEDICATED TO THE CORPORATION OF THE TOWNSHIP OF BLANDFORD - BLENHEIM AS PUBLIC HIGHWAYS.

Dated the 27th day of SEPTEMBER, 2012

OWNER: 1878209 ONTARIO LIMITED

[Signature]
J. J. ZIMMER, PRESIDENT

I HAVE THE AUTHORITY TO SIGN THE CORPORATION.

- LEGEND**
- STB - STANDARD CONE BARR
 - STBL - STAKE
 - TR - TRAIL
 - TRH - TRAIL HOLE
 - TRWB - TRAIL WORK BARR
 - W - WOOD BOARD FENCE
 - F - FENCE (1.5M x 1.5M SQUARE BARRIER)
 - P - PILEDRIVE (1.5M SQUARE BARRIER)
 - W - WOOD
 - W-1 - WOOD
 - W-2 - WOOD
 - W-3 - WOOD
 - W-4 - WOOD
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SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THE PLAN AND PLAN AND CORRECT AND IS ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 27th DAY OF SEPT., 2012.

DATED AT BLENHEIM, ONTARIO, ON SEPT. 5, 2012.

[Signature]
DANIEL G. RUEB
REGISTERED LAND SURVEYOR

QUENTHER RUEB SURVEYING LIMITED
KITCHENER, ONTARIO

THE CORPORATION OF THE
TOWNSHIP OF BLANDFORD-BLENHEIM
BY-LAW NUMBER 2399-2023

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 November 15th, 2023 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the CAO / Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 15th day of November, 2023.

By-law read a third time and finally passed this 15th day of November, 2023.

MAYOR
MARK PETERSON

CAO / CLERK
RODGER MORDUE