

# TOWNSHIPSHIP OF BLANDFORD-BLENHEIM

## COUNCIL MEETING AGENDA

Wednesday, July 3<sup>rd</sup>, 2024

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 July 3<sup>rd</sup>, 2024 Regular Meeting of Council be adopted as printed, and circulated.

### 4. Disclosure of Pecuniary Interest

### 5. Minutes

#### a. [June 19, 2024 Minutes of Council](#)

Recommendation:

That the minutes of the June 19<sup>th</sup>, 2024 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, Zone Change

##### i. [Application for Zone Change – ZN1-24-02 \(Eliview Inc.\)](#)

Recommendation:

That the Township of Blandford-Blenheim approve-in-principle the Zone Change Application submitted by Eliview Inc. whereby the lands described as Part Lots 14 and 15, Concession 4 (Blenheim), Township of Blandford-Blenheim are to be rezoned from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' and 'Special General Agricultural Zone (A2-sp).'

##### ii. [Application for Zone Change – ZN1-24-10 \(Calhaven Farms\)](#)

Recommendation:

That the Township of Blandford-Blenheim not approve the Zone Change Application submitted by Nicholas and Christopher Gerber on behalf of Calhaven Farms, whereby lands described as Part Lots 5-6, Concession 13 (Blandford), Township of Blandford-Blenheim, are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2 sp)'.

iii. [Application for Zone Change – ZN1-24-11 \(A&S Small Properties Ltd.\)](#)

Recommendation:

That the Township of Blandford-Blenheim approve the zone change application submitted by Alysha Williams on behalf of A and S Small Properties Ltd. whereby the text for the zoning of the lands described as Part Lot 6, Concession 1 (Blenheim), in the Township of Blandford-Blenheim, will be amended to permit a detached additional residential unit (ARU), in accordance with Section 5.5.2

iv. [Application for Zone Change – ZN1-24-12 \(Sutherland\)](#)

Recommendation:

That the Township of Blandford-Blenheim not approve the zone change application submitted by Eileen and Keith Sutherland whereby the lands described as Part Lots 6-8, Block B, Plan 199, Part 1, Plan 41R1838, in the Township of Blandford-Blenheim, are to be rezoned from 'Central Commercial Zone (CC)' to 'Special Central Commercial Zone (CC-sp)'.

## 8. Delegations / Presentations

- i. Sarah & Carol Main, Residents, re: Oxford-Waterloo Road Bridge Closure Concerns

Recommendation:

That the delegation from Sarah Main regarding the Oxford-Waterloo Road bridge closure concerns be received as information.

## 9. Correspondence

### a. Specific

None.

### b. General

- i. [Paul Michiels, Manager of Policy Planning, Oxford County, re: Bill 185 Briefing Memo](#)

Recommendation:



That the general correspondence item be received as information.

## **10. Staff Reports**

### **a. Adam Degier – Drainage Superintendent**

#### **[i. DS-24-14 – Monthly Report](#)**

Recommendation:

That Report DS-24-14 be received as information.

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

#### **[i. PW-24-15 – Monthly Report](#)**

Recommendation:

That Report PW-24-15 be received as information.

#### **[ii. PW-24-16 – Monthly Report](#)**

Recommendation:

That Report PW-24-16 be received as information;

And further to award the dust suppressant tender for a 3-year term including 2025, 2026 & 2027 to Pollard Highway Products at a unit price of \$0.124 in 2025; \$0.127 in 2026 and \$0.130 in 2027 per litre plus HST for the supply, delivery and application of 20% liquid brine solution (Dustmaster 20).

### **c. Trevor Baer – Director of Community Services**

#### **[i. CS-24-10 – Monthly Report](#)**

Recommendation:

That Report CS-24-10 be received as information.

### **d. Drew Davidson – Director of Protective Services**

#### **[i. FC-24-15 – Wilmot Fire Agreement](#)**

Recommendation:

That Report FC-24-15 is received as information; and,

That Council directs staff to send a letter to the Township of Wilmot advising that the Township of Blandford-Blenheim will not be renewing the Fire Protection Agreement beyond December 31st 2024; and further,

That Council directs the Clerk to take the necessary steps to repeal By-Law 2191-2020 at a future Regular Meeting of Council.

**e. Denise Krug – Director of Finance**

**i. TR-24-09 – Recommendation re: Use of 2023 Surplus**

Recommendation:

That Report TR-24-09 be received as information;

And further that the 2023 surplus of \$289,399 be allocated as follows:

Tax Stabilization Reserve	\$105,587.30
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Working Capital Reserve	\$183,811.70
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**ii. TR-24-10 – Revision to Budget Development Policy**

Recommendation:

That Report TR-24-10 be received as information;

And further that Council approves and adopts the Revised Budget Calendar as part of the Budget Development Policy.

**f. Sarah Matheson – Clerk**

**i. DC-24-04 – Council Conference, Education, and Training Policy**

Recommendation:

That Report DC-24-04 be received as information; and,

That the Council Conference, Education and Training Policy be adopted.

**ii. DC-24-05 – Update to the August 2024 Meeting Schedule**

Recommendation:

That Report DC-24-05 be received as information; and,

That the Council Meeting scheduled for August 7th, 2024 be rescheduled from 4:00 p.m. to 2:00 p.m.; and further,

That the earlier meeting act as a trial for possible changes to the procedural by-law to incorporate earlier meetings during the July and August meeting schedules in the future.

### iii. DC-24-06 – Asset Naming Policy – Princeton Trail Naming

Recommendation:

That Report DC-24-06 be received as information; and

That Council accept the following name to be assigned to the Township asset of the Princeton Park Trail:

Robert Hill Cowan.

## **g. Johs Brick – CAO**

### i. CAO-24-25 – Follow Up – Waterloo-Oxford Bridge

Recommendation:

That Report CAO-24-25 be received as information; and,

That Council endorses Option (2) in principle – Remain Open to Light Vehicle and Pedestrians; and further,

That Council directs staff to work with Township of Wilmot staff in investigating further impacts, communicate with local residents/ various stakeholders, and provide a follow up report for Council consideration during 2025 Budget Deliberations.

### ii. CAO-24-26 – Funding Agreement for Renewed Canada Community-Building Fund (CCBF)

Recommendation:

That Report CAO-24-26 be received as information; and,

That Council authorizes the Mayor and Clerk to execute the renewed 10-year Municipal funding Agreement for the administration of the Canada Community-Building Fund.

## **11. Reports from Council Members**

## **12. Unfinished Business**

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

### a. Motion 1, Council Young

Whereas, all Ontarians deserve and expect a safe and respectful workplace;

Whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

Whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

Whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

Whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

Whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

Now Therefore be it resolved that the Township of Blandford-Blenheim supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments; and,

Be It Resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:

- Updating municipal Codes of Conduct to account for workplace safety and harassment;
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario;
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province;
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner; and,
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office.

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

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

a. Report CAO-24-27 - A proposed to pending acquisition or disposition of land by the municipality [s. 239 (2)(c)]

Re: Childcare Facility

b. Report CAO-24-28 – Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]

Re: Staff Update – Community Services

c. Report CAO-24-29 – Personal matters about an identifiable individual, including municipal employees. [s. 239 (2)(b)]

Re: Performance Evaluation – Strategic Objectives and Benchmarking

**16. By-laws**

- a. 2441-2024, Being a By-law to authorize the entering into an Agreement between the Association of Municipalities of Ontario (AMO) and the Township of Blandford-Blenheim;
- b. 2442-2024, Being A By-law to amend Zoning By-Law Number 1360-2002, as amended (ZN1-24-11);
- c. 2443-2024, Being a By-law to confirm the proceedings of Council.

Recommendation:

That the following By-law be now read a first and second time: 2441-2024, 2442-2024, & 2443-2024.

Recommendation:

That the following By-laws be now given a third and final reading: 2441-2024, 2442-2024, & 2443-2024.

**17. Other**

**18. Adjournment and Next Meeting**

Wednesday, August 7<sup>th</sup>, 2024 at \_\_:00 p.m.

Recommendation:

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

That Council adjourn to meet again on Wednesday, August 7<sup>th</sup>, 2024 at \_\_: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, Brick, Davidson, Degier, Krug, and Matheson and VanWyk.

Other: Robson, Planner.

Mayor Peterson in the Chair.

## 1. Welcome

## 2. Call to Order

## 3. Approval of the Agenda

### RESOLUTION #1

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the agenda for the June 19<sup>th</sup>, 2024 Regular Meeting of Council be adopted, with the addition of items 9. a. i., 10. a. iv., and 16. a.

.Carried

## 4. Disclosure of Pecuniary Interest

None.

## 5. Adoption of Minutes

### a. June 5<sup>th</sup>, 2024 Minutes of Council

### RESOLUTION #2

Moved by – Councillor Barnes  
Seconded by – Councillor Young

Be it hereby resolved that the minutes of the June 5<sup>th</sup>, 2024 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, Zone Change

- i. Application for Zone Change – ZN1-24-06 (Township of Blandford-Blenheim, Housekeeping)

#### **RESOLUTION #5**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Council rise and go into a Public Meeting under the Planning Act to consider applications for zone change:

ZN1-24-06 (Township of Blandford-Blenheim, Housekeeping);

And that Mayor Peterson Chair the Public Meeting.

.Carried

Robson, Planner, presented the report, recommending Council approve-in-principle the application. Councillor Demarest asked a question regarding changes to the by-law affecting legal non-conforming properties. Robson responded. Mayor Peterson asked a question regarding the temporary use of buildings. Robson responded that the provisions in the by-law allow for temporary uses. Mayor Peterson further asked a question regarding restricting the height of buildings in certain areas. Robson responded that the height maximum in the by-law is standard across Oxford County.

#### **RESOLUTION #6**

Moved by – Councillor Young  
Seconded by – Councillor Barnes

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

.Carried

#### **RESOLUTION #7**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the Township of Blandford-Blenheim approve-in-principle the proposed Zoning By-law amendment (File No.: ZN1-24-06) to introduce “housekeeping” amendments to Township of Blandford-Blenheim Zoning By-Law Number 1306-2002.

.Carried

## 8. Delegations / Presentations

### a. **Christene Scrimgeour, Auditor with Scrimgeour & Company, re: 2023 Township Financial Statements**

Scrimgeour, Auditor presented the Draft 2023 Township Financial Statements, highlighting particular portions of the report. Council did not have any questions. Mayor Peterson made comment.

#### **RESOLUTION #3**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that the Draft 2023 Financial Statements as presented by Christene Scrimgeour of Scrimgeour & Company be adopted as printed and circulated.

.Carried

### b. **Carol Coombs, Plattsville and District Heritage Society, re: Plattsville Park Memorial Gates Restoration**

Coombs, Member of Plattsville and District Heritage Society presented a request for Council to allow the Society to collect donations and fundraise to restore the historical Memorial Gates, now located in the Plattsville Park. Council did not have any questions. Mayor Peterson made comment.

#### **RESOLUTION #4**

Moved by – Councillor Demarest  
Seconded by – Councillor Barnes

That the delegation from Carol Coombs be received as information; and further,

That the Township of Blandford-Blenheim Council sanctions the Plattsville & District Heritage Society to fundraise for the restoration and repairs of the Plattsville Memorial Gates located in the Plattsville Park.

## 9. Correspondence



**a. Specific**

- i. Sean-Michael Stephen, Partner, Watson & Associates, re: D.C. By-law Amendment Memorandum

**RESOLUTION #3**

Moved by – Councillor Banbury  
Seconded by – Councillor Young

Be it hereby resolved that Council receive the correspondence from Watson & Associates as information; and further,

That Council intends to include the growth-related costs of studies, pursuant to paragraphs 5 and 6 of subsection 5(3) of the Act, within the development charge calculation.

.Carried

**b. General**

None.

**10. Staff Reports**

**a. Drew Davidson – Director of Protective Services**

- i. FC-24-11 – Monthly Report

**RESOLUTION #9**

Moved by – Councillor Banbury  
Seconded by – Councillor Demarest

Be it hereby resolved that Report FC-24-11 be received as information.

.Carried

- ii. FC-24-12 – Lithium-Ion Batteries

**RESOLUTION #10**

Moved by – Councillor Barnes  
Seconded by – Councillor Demarest

Be it hereby resolved that Report FC-24-12 be received as information.

.Carried

- iii. FC-24-13 – Drumbo Station Renovations

**RESOLUTION #11**

Moved by – Councillor Banbury  
Seconded by – Councillor Barnes

Be it hereby resolved that Report FC-24-13 is received as information; and,

That Council approves utilization of remaining funds from the Plattsville Station Capital gear room renovation for the Drumbo Station gear room renovation; and further,

That Council approves funds previously allocated in the 2025 Capital Budget for Drumbo Station Renovations to be used in 2024 to complete the renovation in its entirety in 2024.

.Carried

iv. FC-24-14 – Firefighter Peer Support

**RESOLUTION #12**

Moved by – Councillor Demarest  
Seconded by – Councillor Banbury

Be it hereby resolved that Report FC-24-14 be received as information; and,

That Council authorizes Township of Blandford-Blenheim involvement in the joint development of a trained Peer Support Team and Peer Connect App, as outlined in Report FC-24-14.

.Carried

**b. Ray Belanger – Chief Building Official**

i. CBO-24-06 – Monthly Report

**RESOLUTION #13**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that Report CBO-24-05 be received as information.

.Carried

**c. Trevor Baer – Director of Community Services**

i. CS-24-08 – Request for Drumbo Canteen

**RESOLUTION #14**

Moved by – Councillor Young  
Seconded by – Councillor Banbury

Be it hereby resolved that Report CS-24-08 be received as information; and further,

That Council direct staff to enter into a rental agreement with the for-profit group for the Drumbo Park Canteen, with 5% of sales being the rental fee to the Township of Blandford Blenheim.

.Carried

**d. Sarah Matheson – Clerk**

- i. DC-24-02 – Oxford Rural Detachment Joint Board (Police Service Board)

**RESOLUTION #15**

Moved by – Councillor Young  
Seconded by – Councillor Demarest

Be it hereby resolved that Report DC-24-02 be received as information; and,

Whereas, the Province of Ontario passed the Comprehensive Ontario Police Services Act, 2019 (Bill 68), which established the Community Safety and Policing Act, 2019 (CSPA, 2019), on March 26, 2019; and

Whereas, the Community Safety and Policing Act, 2019 (CSPA, 2019), was proclaimed on April 1, 2024; and

Whereas the Ministry of the Solicitor General has approved the creation of a joint, Oxford Rural Police Services Detachment Board, governing the Township of Blandford-Blenheim, the Township of East Zorra-Tavistock, the Township of Norwich, the Township of South West Oxford and Zorra Township; and

Whereas the Oxford Rural Detachment Joint Board must be established and formalized; and

Whereas the Oxford Rural Detachment Joint Board will be composed of an elected official of all participating municipalities, one jointly appointed Community Member and one Provincial Appointee;

Now Therefore, Council hereby appoints Mayor Mark Peterson to represent the Township of Blandford-Blenheim on the Oxford Rural Detachment Joint Board; and

That an ad-hoc selection committee, herein known as the Oxford Rural Detachment Joint Police Services Board Community Appointee Selection Committee, be formed to select and appoint the required community

representative to the Joint Board for a two-year period to rotate through the area municipalities in alphabetical order;

That the same Member of Council appointed to the Oxford Rural Detachment Joint Board be appointed to the Oxford Rural Detachment Joint Board Community Appointee Selection Committee; and

Further, that Council supports the Township of Blandford-Blenheim advertising for one Community Appointee.

.Carried

**e. Denise Krug – Director of Finance**

- i. TR-24-08 – Replacement of Air Conditioning Unit

**RESOLUTION #16**

Moved by – Councillor Demarest

Seconded by – Councillor Banbury

Be it hereby resolved that Report TR-24-08 be received as information; and,

That Council authorizes the Treasurer to transfer the amount of \$4,502.88 from the Office Property Reserve to fund the purchase of the air conditioning unit.

**11. Reports from Council Members**

Councillor Demarest reported that the ROEDC Networking Event at Gunns Hill was successful and that the next event will be happening in July at the Lavendar Farm, and to check online for more information. Councillor Young commended the Bright Fire Department for their annual Breakfast Event as well as the volunteers who put on the Community Day in Plattsville. Councillor Banbury commended the efforts of the volunteers in Plattsville as well. Councillor Barnes noted the Car Show portion of the Community Day was successful. Mayor Peterson reported that there was also a Firefighters Ball Tournament on the Saturday.

**12. Unfinished Business**

None.

**13. Motions and Notices of Motion**

Councillor Young read the following motion to call for legislative amendments to improve municipal codes of conduct and enforcement:

Whereas, all Ontarians deserve and expect a safe and respectful workplace;

Whereas, municipal governments, as the democratic institutions most directly engaged with Ontarians need respectful discourse;

Whereas, several incidents in recent years of disrespectful behaviour and workplace harassment have occurred amongst members of municipal councils;

Whereas, these incidents seriously and negatively affect the people involved and lower public perceptions of local governments;

Whereas, municipal Codes of Conduct are helpful tools to set expectations of council member behaviour;

Whereas, municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct;

Now Therefore be it resolved that the Township of Blandford-Blenheim supports the call of the Association of Municipalities of Ontario for the Government of Ontario to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments; and,

Be It Resolved that the legislation encompass the Association of Municipalities of Ontario's recommendations for:

- Updating municipal Codes of Conduct to account for workplace safety and harassment;
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario;
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province;
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner; and,
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office.

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

None.

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

None.

## 16. Other Business

None.

## 17. By-laws

- a. 2440-2024, Being a By-law to amend Development Charges By-law 2436-2024; and,
- b. 2439-2024, Being a By-law to confirm the proceedings of Council.

### RESOLUTION #17

Moved by – Councillor Demarest  
Seconded by – Councillor Young

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

2440-2024, Being a by-law to Amend Development Charges By-law 2436-2024; and,

2439-2024, Being a By-law to confirm the proceedings of Council.

.Carried

### RESOLUTION #18

Moved by – Councillor Barnes  
Seconded by – Councillor Banbury

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

2440-2024, Being a by-law to Amend Development Charges By-law 2436-2024; and,

2439-2024, Being a By-law to confirm the proceedings of Council.

.Carried

## 18. Adjournment and Next Meeting

### RESOLUTION #19

Moved by – Councillor Young  
Seconded by – Councillor Demarest

Whereas business before Council has been completed at 5:25 p.m.;

Be it hereby resolved that Council adjourn to meet again on Wednesday, July 3<sup>rd</sup>, 2024 at 4:00 p.m.

.Carried

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Mark Peterson, Mayor  
Township of Blandford-Blenheim

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Sarah Matheson, Clerk  
Township of Blandford-Blenheim

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

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

## **Application for Zone Change ZN1-24-02 – Eliview Inc.**

### **REPORT HIGHLIGHTS**

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- The related Application for Consent proposed a severance to separate an existing surplus dwelling from agricultural lands. The applicant proposed to retain the surplus dwelling on the lot to be retained as a non-farm rural residential use.
- The related Application for Consent was approved by the Oxford County Land Division Committee on June 6, 2024. The Zone Change Application is required to fulfill a condition of the consent.
- A special provision is required on the lot to be severed to restrict any future additional residential dwellings from being erected in the future.
- Planning staff are recommending approval of the application as it is generally consistent with the policy criteria of the Provincial Policy Statement and maintains the intent and purpose of the Provincial Policy Statement and Official Plan with respect to agricultural lot creation and non-farm rural residential development in prime agricultural areas.

### **DISCUSSION**

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#### **Background**

OWNER/APPLICANT: Eliview Inc.  
955544 Parkinson Road, Drumbo ON N0J 1G0

LOCATION:

The subject lands are described as Part Lots 14 and 15, Concession 4 (Blenheim), in the Township of Blandford-Blenheim. The lands are located on the south side of Township Road 5, between Gobles Road and Oxford Road 3, and are municipally known as 766930 Township Road 5.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "B-1"	Township of Blandford-Blenheim Land Use Plan	'Agricultural Reserve'
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TOWNSHIP OF BLANDFORD-BLENHEIM ZONING BY-LAW 1360-2002:

Lot to be Severed:

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

Lot to be Retained:

Existing Zoning: 'General Agricultural Zone (A2)'  
Proposed Zoning: 'Rural Residential Zone (RR)'

PROPOSAL:

The Zone Change Application proposes to rezone the retained lot resulting from Consent Application B24-14-1, which was approved by the Land Division Committee on June 6, 2024, from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR).' The application also proposes to rezone the severed lot resulting from Consent Application B24-14-1 from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp).' A special provision on the severed lot is required to restrict any additional dwelling units from being erected in the future.

The approved Application for Consent proposed to sever agricultural lands and retain one of the existing single detached dwellings on the subject lands. The lot to be severed comprises approximately 32.3 ha (80 ac) and is in agricultural production and contains a single detached dwelling and accessory buildings. The lot to be severed would maintain 843 m (2,765.7 ft) of frontage on Township Road 5.

It was proposed that the lot to be retained would be approximately 0.4 ha (1.1 ac) in area with approximately 60 m (196.8 ft) of frontage on Township Road 5. The lot to be retained would contain an existing single detached dwelling, garden shed, and a private well and septic system.

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

Plate 2, Location Map and Existing Zoning – Zoomed In, shows the location of the subject lands and the existing zoning in the immediate vicinity.

Plate 3, Aerial Photography (2020), provides an aerial view of the subject lands and surrounding area.

Plate 4, Aerial Photography (2020) – Zoomed In, provides an aerial view of the subject lands and surrounding area.

Plate 5, Applicant's Sketch, shows the configuration and dimensions of the lands to be severed and retained as proposed by the applicant.

Plate 6, Applicant's Sketch – Proposed Retained Lot, shows the configuration and dimensions of the lands to be retained and the location of the existing single detached dwelling and accessory buildings.

## **Application Review**

### 2020 Provincial Policy Statement

Section 2.3 of the PPS directs that prime agricultural areas shall be protected for long term agricultural use. In prime agricultural areas, permitted uses include agricultural uses, agriculture-related uses, and on-farm diversified uses. All types, sizes, and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards. New land uses, including the creation of new lots, shall comply with the Minimum Distance Separation formulae (MDS I).

Furthermore, Section 2.3.4 (Lot Creation and Lot Adjustments) discourages the creation of new lots in prime agricultural areas and provides only four instances where such lot creation may be permitted, as summarized below:

- For agricultural uses, provided the lots are of a sufficient size for the type of production common in the area and are sufficiently large enough to maintain flexibility in adapting the operation in the future;
- For agriculture-related uses;
- For a surplus farm residence resulting from a farm consolidation, provided that:
  - The new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and,
  - The planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and,
- For infrastructure facilities and corridors in lieu of an easement or right-of-way.

The creation of new residential lots in prime agricultural areas shall not be permitted, except in accordance with policy 2.3.4.1(c), which permits a lot for a surplus residence subject to the area of the new lot being limited to a minimum size needed to accommodate the uses and appropriate sewage and water services.

### Official Plan

The subject lands are located within the 'Agricultural Reserve' designation according to the Township of Blandford-Blenheim Land Use Plan in the Official Plan.

According to Section 3.1.1, the goal of the Agricultural Reserve policies is to ensure prime agricultural lands are preserved for food and fibre production by avoiding the fragmentation of the land base, by minimizing conflict between agricultural and non-agricultural uses, and by supporting the needs of the agricultural community by permitting land uses which are complementary to, and supportive of, agriculture.

A strategic aim of the Agricultural Reserve policies is to prevent situations of land use conflict in the agricultural designation by careful management of non-farm uses, including rural residential development, recreational uses, commercial and industrial uses, and aggregate resource extraction.

The policies of Section 3.1.5.3 (Creation of Rural Residential Lots) apply to the evaluation of non-farm rural residential *development* proposals in the following land use designations and overlays: Agricultural Reserve, Environmental Protection Area, Open Space, Future Urban Growth, and Quarry Area.

Non-farm rural residential *development* shall be considered to include both the severed and retained lots, in the case of consent, and lands subject to rezoning for residential purposes, in the case of zoning by-law amendment applications. The enlarged agricultural lot that would result from a proposed non-farm rural residential *development* through farm consolidation shall comply with the applicable policies of Section 3.1.4.2.

Notwithstanding the policies of Section 1.5, Interpretation, for the purposes of the application of the policies in Section 3.1.5.3, the numerical references and measurements are intended to be absolute.

Section 3.1.5.3 outlines that the non-farm rural residential lots outside of a settlement shall be prohibited except in accordance with the following:

- A proposal to rezone an existing industrial (with the exception of aggregate or limestone industrial), commercial, or institutionally zoned lot to a residential use, provided such lot does not exceed 1 ha (2.5 acre) in area. Where such lot is larger than 1 ha (2.5 acre) in area, consideration may only be given to rezoning for *agricultural use*, in accordance with the policies of Section 3.1.5.1; or,
- A proposal to create a lot for a *residence surplus to a farming operation* as a result of farm consolidation, provided that:
  - The proposal is to retain an existing permanent, habitable dwelling that was constructed prior to December 13, 1995, where such dwelling is contained on an agricultural lot that is to be legally consolidated with an abutting agricultural lot, to form one larger agricultural lot under identical ownership;
  - or,
  - The proposal is to retain an existing permanent, habitable dwelling, where the *farm owner* owns multiple agricultural lots which may or may not abut, and providing:
    - The lot containing the surplus dwelling proposed to be severed contains a minimum of 2 existing dwellings, and all such dwellings were constructed prior to December 13, 1995;
    - The resulting agricultural lot is owned by the *farm owner*; and,
    - The resulting agricultural lot is rezoned to prohibit the future construction of a new residential dwelling of any type and an agreement for such prohibition is also registered on the property title. The requirement for the Zoning By-law amendment and agreement, as noted above, shall be implemented through conditions imposed by the County's Land Division Committee at the time that provisional consent approval is given.
- The proposal shall not result in the severance of the only dwelling from an agricultural lot, except in the case of a farm consolidation involving the merger of abutting agricultural lots as one larger lot under identical ownership, where one of the agricultural lots to be

consolidated is vacant, but the existing zoning would permit the construction of an accessory dwelling on that lot.

- The lands subject to the application must be zoned for *agricultural use*.
- The proposed rural residential lot shall not be located within the Quarry Area designation, or an area identified as a Limestone Resource or Sand and Gravel Resource Area.
- The proposed residential lot shall not be located within a Future Urban Growth Area.
- Non-farm rural residential lots shall be as small as is practical in order to preserve the County's agricultural land base. Severance proposals to create new or expanded lots for non-farm rural residential development will generally not exceed 0.8 ha (2 acres).
- Existing or proposed *individual on-site water services and individual on-site sewage services* are demonstrated to be adequate to serve the proposed non-farm rural residential use.
- A proposal for non-farm rural residential development shall satisfy the requirements of *MDS I*, or not further reduce an existing insufficient setback.
- The proposed rural residential *development* shall have direct frontage on a permanent public road maintained year-round at a reasonable standard of construction. New vehicular access to any road shall be in accordance with the requirements of authority having jurisdiction over the road, including the applicable policies.
- To recognize and conserve *heritage resources* in the agricultural areas of the County.

For the purpose of considering the creation of a non-farm rural residential lot where a landowner owns multiple non-abutting farms in Oxford County, staff are to ensure that the owner is a bona fide farmer. The Official Plan contains a definition of a "farm owner" which is defined as:

*An individual, partnership, or corporation which:*

- a) Owns, is employed on, and manages an agricultural operation consisting of one or more agricultural lots;*
- b) Earns a majority of their income from farming (the scale of the agricultural operation should be capable of generating reasonable operating profit under "normal" economic conditions);*
- c) Spends a majority of their workday in the day-to-day operation of the farm on a full-time, year-round or extended seasonal basis;*
- d) Demonstrates a continuing commitment to the farm operation and long-term farming, such as through sustainable farming practices, on-going farm maintenance and improvement (i.e., drainage, erosion control, soil improvement, fencing etc.), and direct investment in equipment, buildings, and crops; and,*
- e) Must have a valid Farm Business Registration Number.*

### Zoning By-law

The subject lands are currently zoned 'General Agricultural Zone (A2)' in the Township of Blandford-Blenheim Zoning By-Law. The 'A2' zone permits a variety of agriculture-related uses, including a farm, a regulated farm, and a single-detached dwelling if accessory to a farm or a

regulated farm. The 'A2' zone requires a minimum lot area of 30 ha (74.1 ac) and a minimum lot frontage of 100 m (328.1 ft). The lot to be severed would be approximately 32.3 ha (80 ac) in area, with a frontage of approximately 240 m (787.4 ft) on Township Road 5.

The lot to be retained is proposed to be used for non-farm rural residential purposes and will be rezoned to recognize the use of the lands accordingly. The 'Rural Residential Zone (RR)' requires a minimum lot area of 2,800 m<sup>2</sup> (30,139 ft<sup>2</sup>), a minimum lot frontage of 35 m (114.8 ft), and a minimum lot depth of 80 m (262.5 ft). The lot to be retained is proposed to have an approximate area of 0.4 ha (1.1 ac), frontage of approximately 60 m (196.8 ft) on Township Road 5, and a depth of 80 m (262.5 ft).

The applicant has submitted a Zone Change Application that, in addition to rezoning the lot to be retained from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR),' would also rezone the lot to be severed from A2 to a A2-sp. The special provision of the A2-sp zone would prohibit any additional dwellings on the lot to be retained. The zoning would still retain the ability to have one single detached dwelling accessory to a farm on the lot to be severed.

### Agency Comments

The Township Drainage Superintendent has indicated that the severance will be subject to a Section 65 reassessment in accordance with the Drainage Act for the municipal drain that serves the property.

Enbridge indicated no objection but did note that it is the responsibility of the applicant to verify the existing gas servicing does not encroach on more than one property when subdividing or severing an existing land parcel.

The Township Chief Building Official, Oxford County Public Works Department, Bell Canada, Hydro One, Canada Post, and the Grand River Conservation Authority (GRCA) have indicated no concerns with the proposal.

### Public Consultation

Public Notice of the Zone Change Application was provided to surrounding property owners in accordance with the requirements of the Planning Act. At the time of writing this report, no comments or concerns had been received from the public.

## **Planning Analysis**

The Application for Consent, which proposed the severance of agricultural lands and the retention of a lot for non-farm rural residential use, containing an existing dwelling, has been reviewed under the policy direction of the Provincial Policy Statement (PPS) and the County Official Plan.

The applicant provided documentation confirming ownership of two non-abutting farms in the Township of Blandford-Blenheim. The 'home' farm is located at 955544 Parkinson Road and contains a single detached dwelling, which is accessory to an existing dairy operation. The subject lands contain two single detached dwellings, both of which were constructed prior to December 13, 1995, and which are accessory to a cash crop operation. Staff also are satisfied that the applicant satisfies the definition of a farm owner as per the Official Plan.

It was proposed that approximately 32.3 ha (80 ac) of agricultural land will be severed and would contain one single detached dwelling and accessory building. The lot to be severed will continue to be used for agricultural purposes, will not result in further fragmentation of agricultural land, and will continue to allow flexibility for future changes in the type of farm operation beyond its current use. The resulting agricultural lot size and configuration is consistent with the PPS and Official Plan direction of maintaining farm parcels of adequate size to adapt to changing agricultural conditions.

The retained parcel will be approximately 0.4 ha (1.1 ac) in area and will be used for non-farm rural residential purposes. As previously outlined, the creation of a lot for a surplus residence is permitted provided that the owner owns multiple farms within Oxford County. Given the lot size, staff are generally satisfied that the proposal is consistent with the policies of the PPS regarding non-farm rural residential uses and lot creation in prime agricultural areas.

The lot to be retained will require a zone change from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' to recognize its proposed use as a non-farm rural residential lot. The lot to be severed will also be required to be rezoned from 'General Agricultural Zone (A2)' to 'Special Agricultural Zone (A2-sp).'

The special provision for the lot to be severed would prohibit additional dwellings on the lands and would apply to all dwellings, including a second single detached dwelling, an additional residential unit, and a converted dwelling. The lands would retain the ability to have one single detached dwelling that is accessory to the farm and would allow the ability for the existing dwelling to be replaced in the future, if required.

In light of the foregoing, it is the opinion of this Office that the application is consistent with the policies of the PPS and maintains the general intent and purpose of the Official Plan. As such, Planning staff are satisfied that the application can be given favourable consideration. The proposed amending Zoning By-Law will be brought forward for Council's consideration once the associated reference plan has been received to generate the appropriate by-law schedules.

## **RECOMMENDATIONS**

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**It is recommended that the Council of the Township of Blandford-Blenheim approve-in-principle the Zone Change Application submitted by Eliview Inc. whereby the lands described as Part Lots 14 and 15, Concession 4 (Blenheim), Township of Blandford-Blenheim are to be rezoned from 'General Agricultural Zone (A2)' to 'Rural Residential Zone (RR)' and 'Special General Agricultural Zone (A2-sp).'**

## **SIGNATURES**

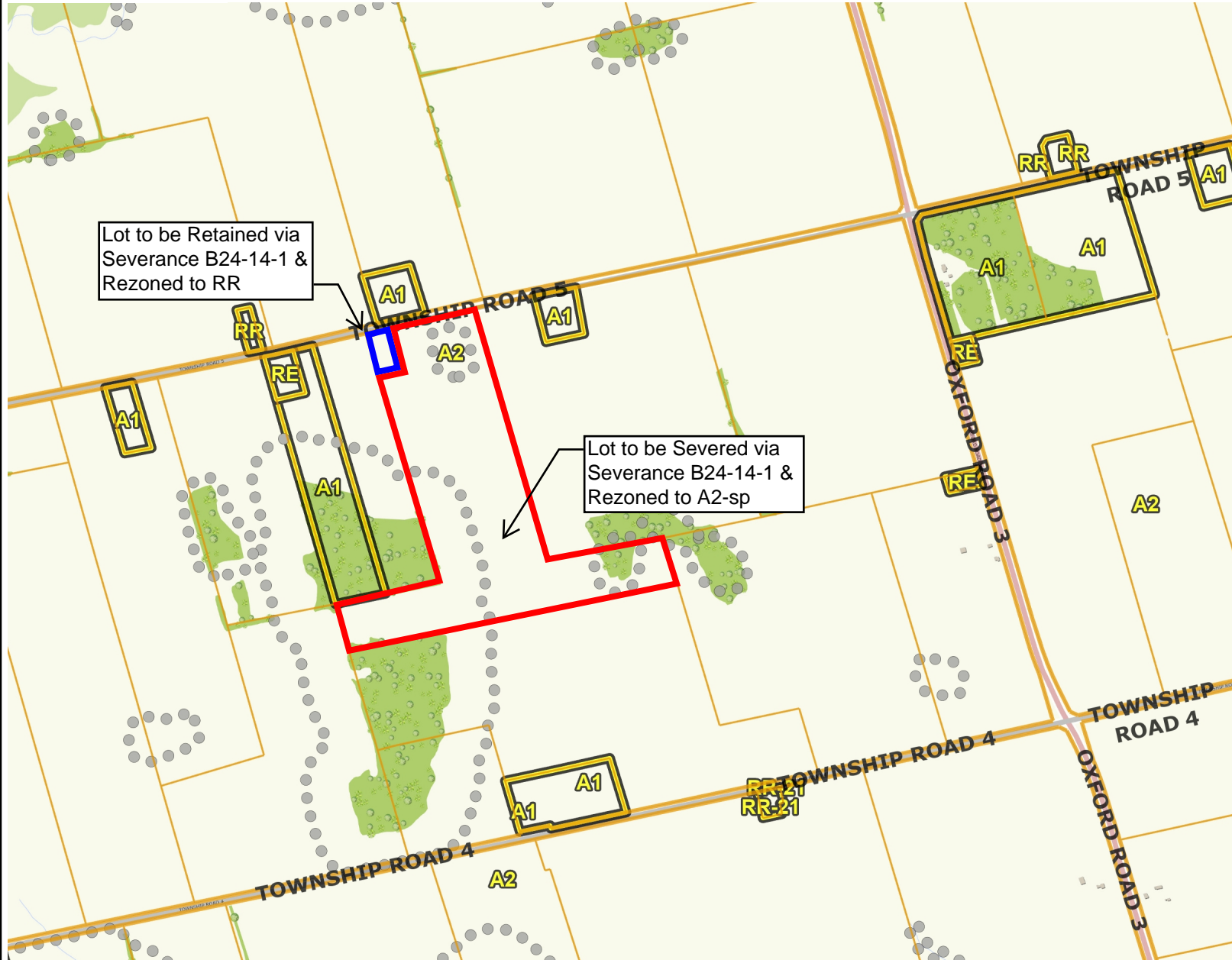
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**Authored by:** *'original signed by'*

Dustin Robson, MCIP, RPP  
Development Planner

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

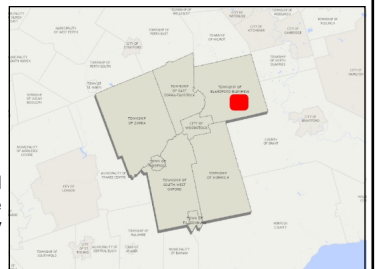
Eric Gilbert, MCIP, RPP  
Manager of Development Planning



**Legend**

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

**Notes**



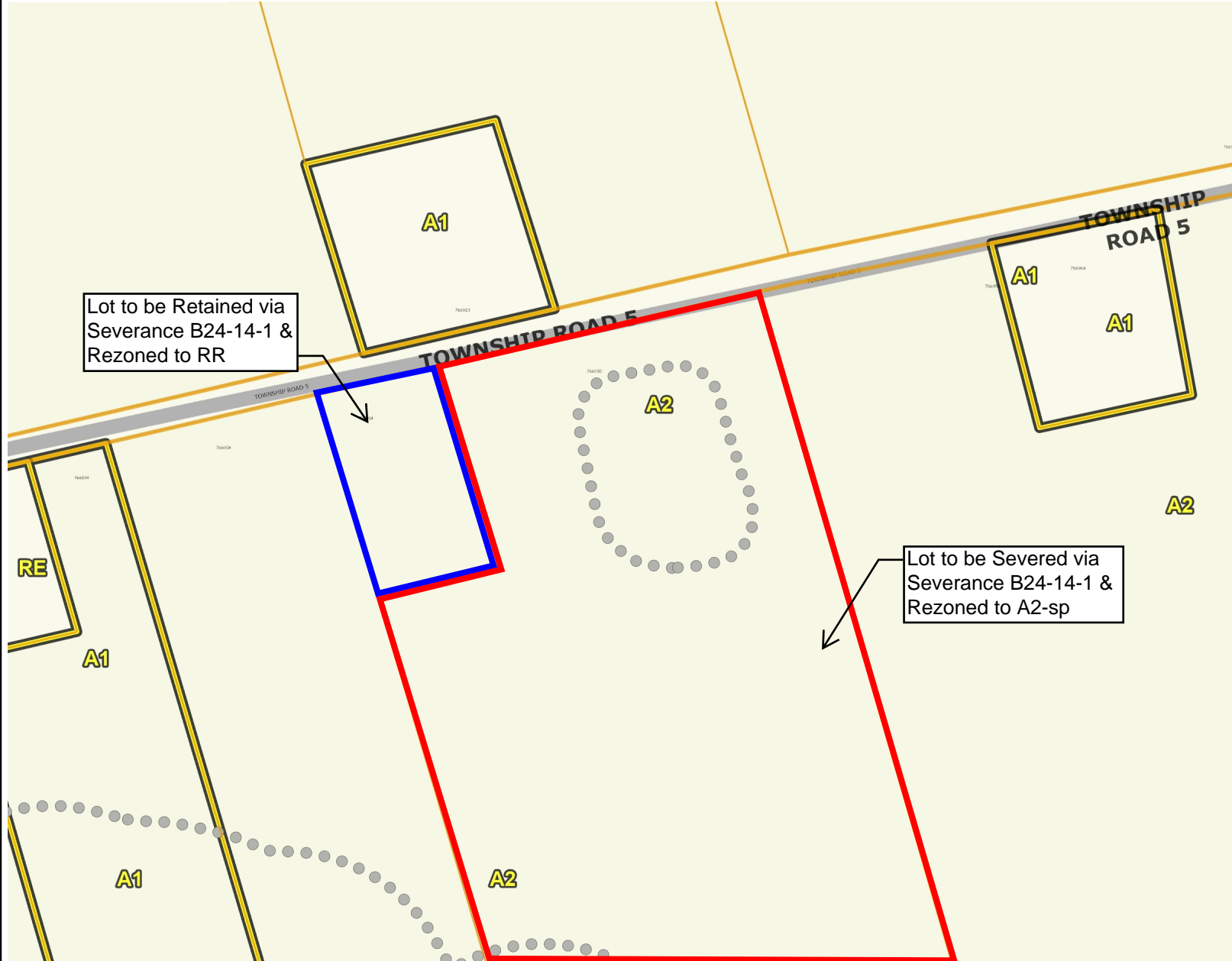
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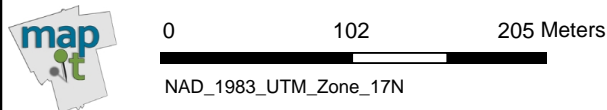
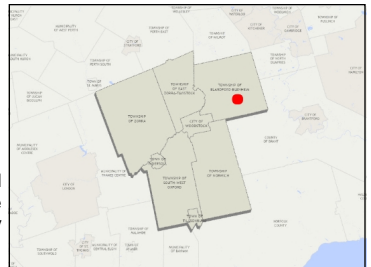
February 23, 2024



**Legend**

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- Regulation Limit**
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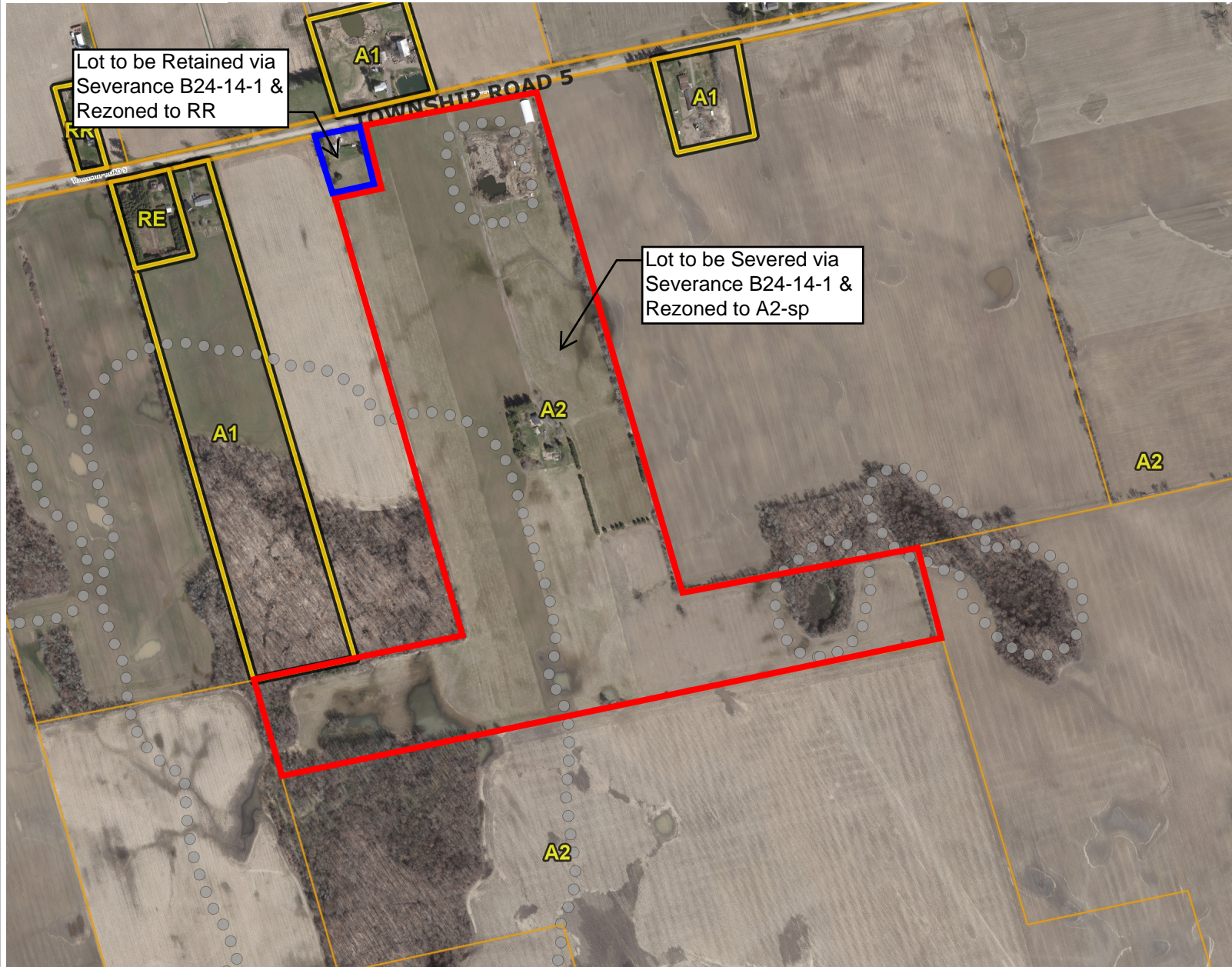
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February 23, 2024





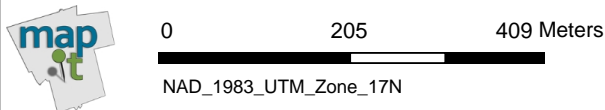
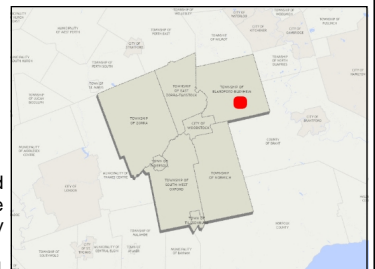
Lot to be Retained via  
Severance B24-14-1 &  
Rezoned to RR

Lot to be Severed via  
Severance B24-14-1 &  
Rezoned to A2-sp

**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)

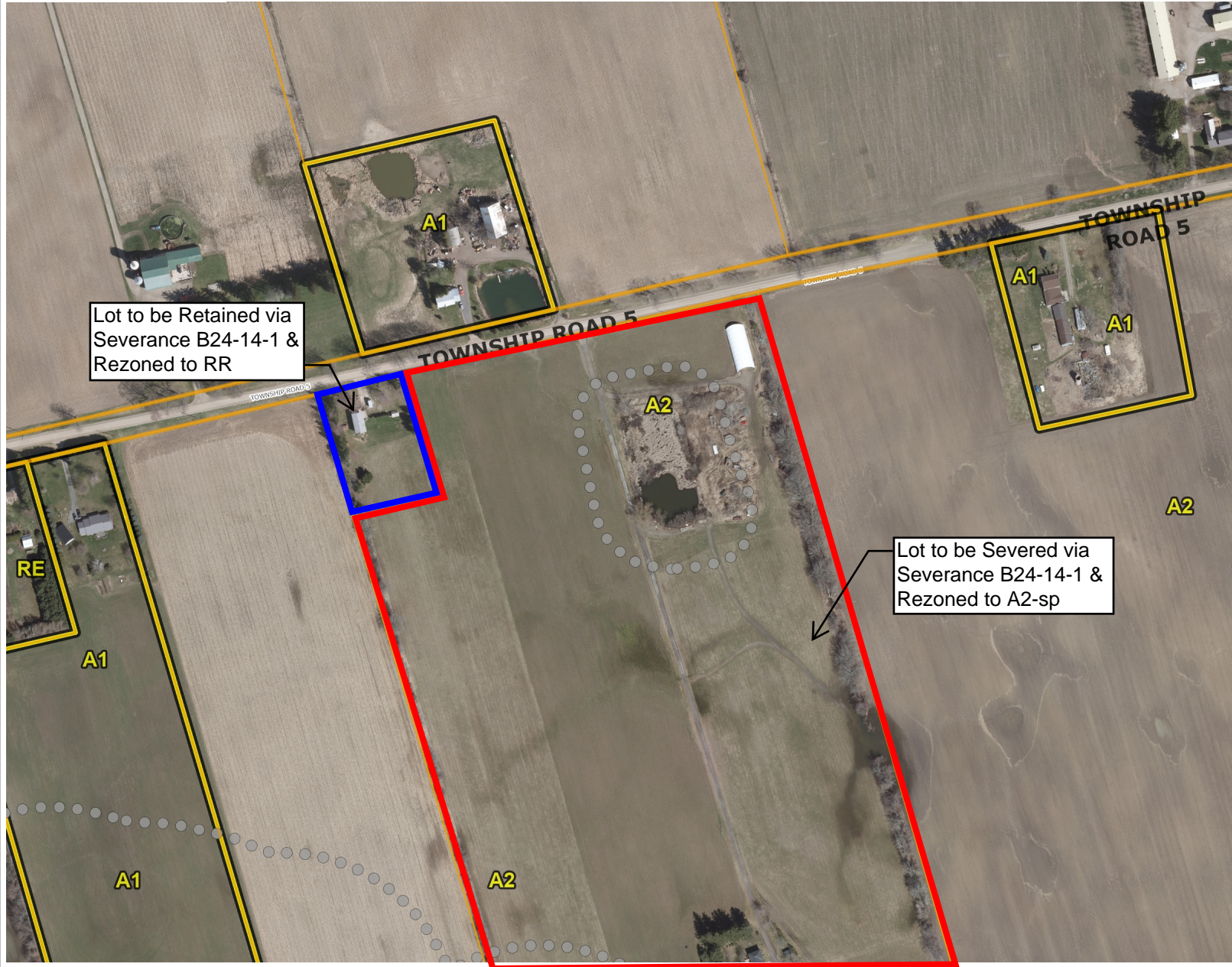
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May 2, 2024

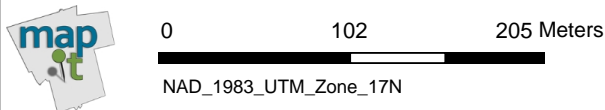
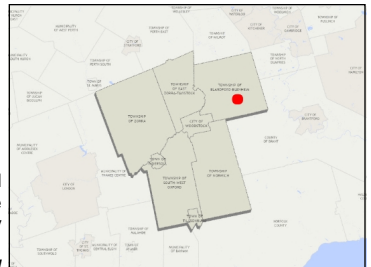




**Legend**

- Parcel Lines**
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  - Assessment Boundary
  - Unit
  - Road
  - Municipal Boundary
- Zoning Floodlines Regulation Limit**
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**Notes**



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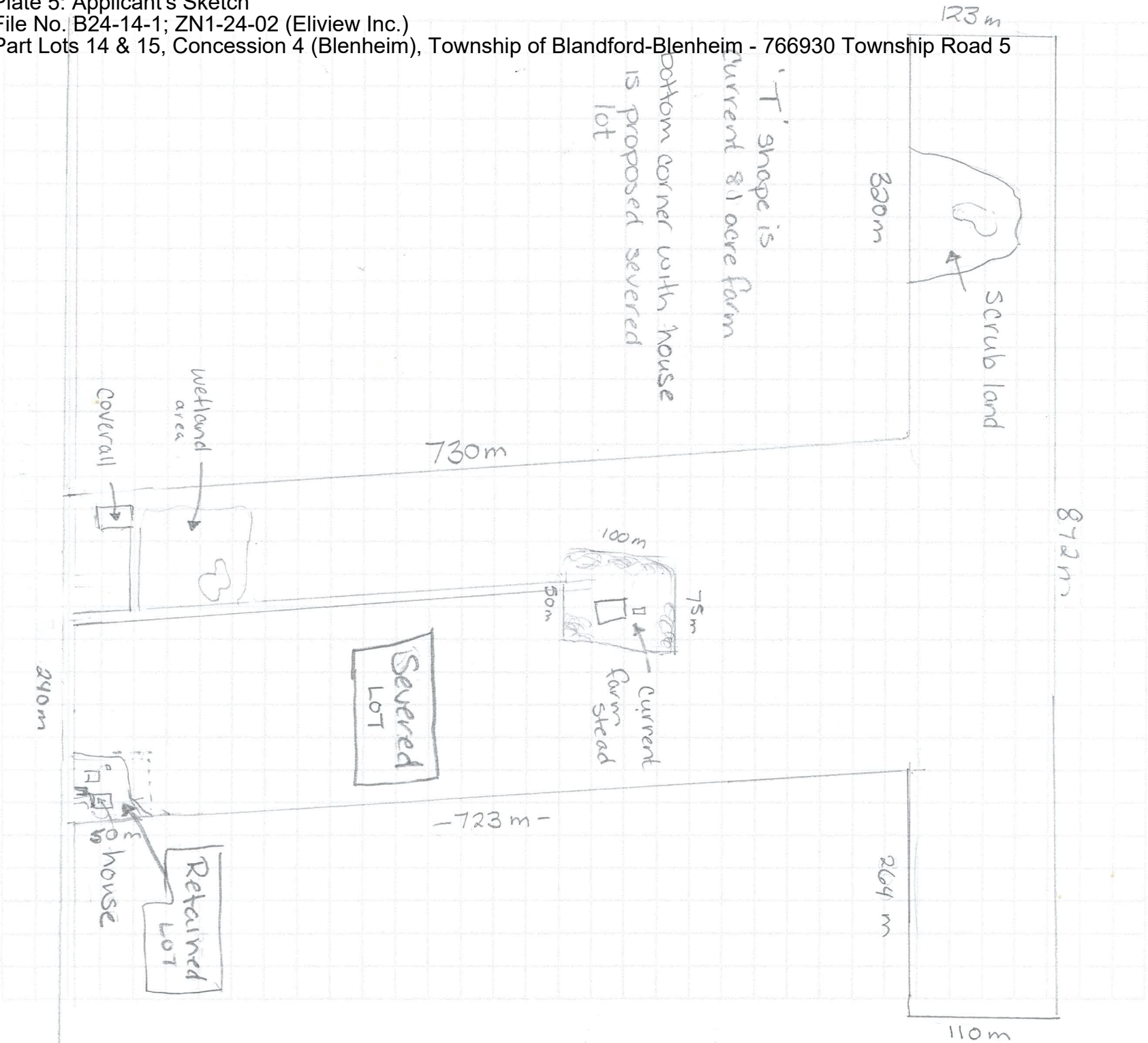
February 23, 2024



# SKETCH/SITE PLAN

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

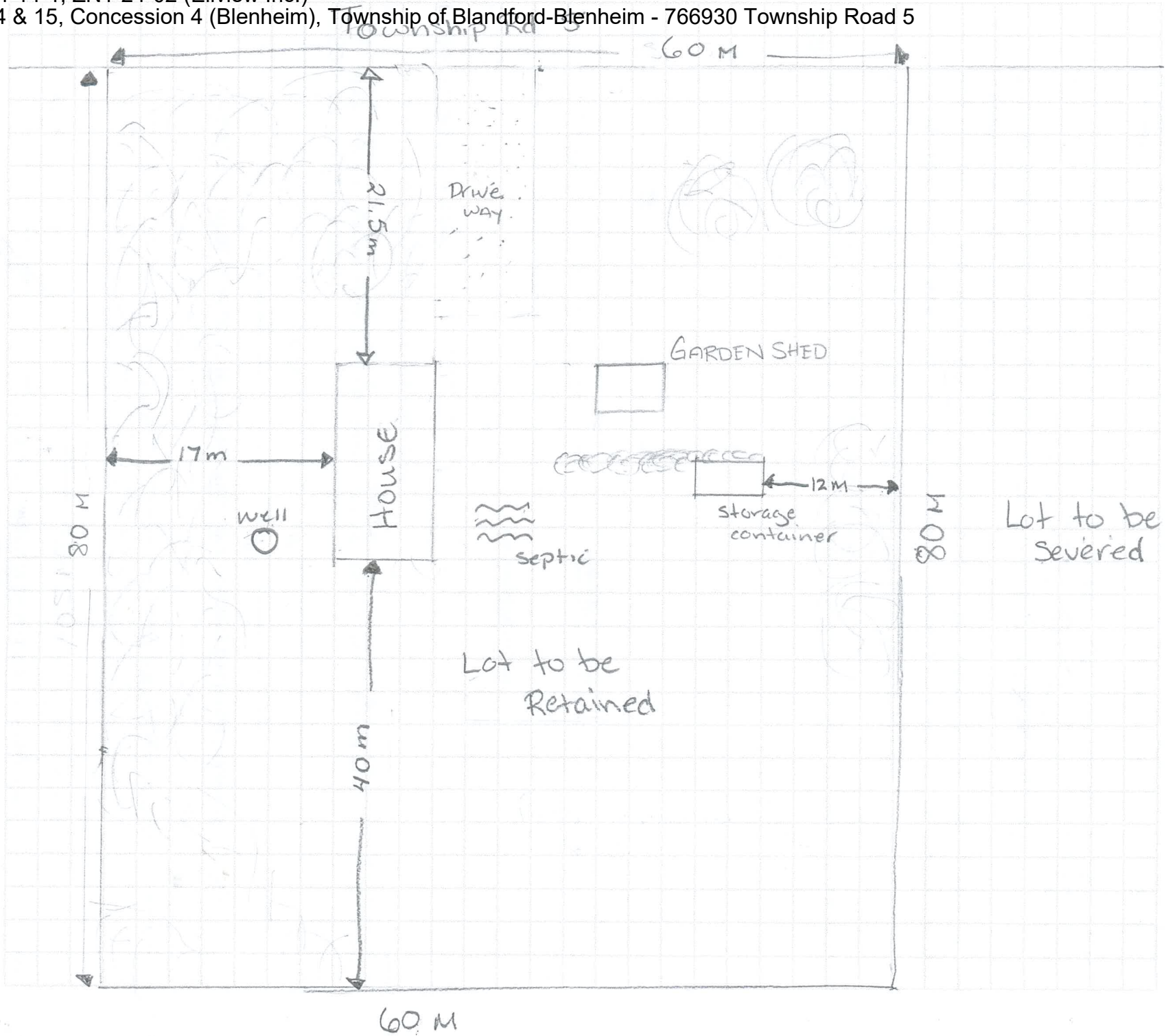
Plate 5: Applicant's Sketch  
File No. B24-14-1; ZN1-24-02 (Eliview Inc.)  
Part Lots 14 & 15, Concession 4 (Blenheim), Township of Blandford-Blenheim - 766930 Township Road 5



SCALE: \_\_\_\_\_

# SKETCH/SITE PLAN

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

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

## **Application for Zone Change ZN1-24-10 – Calhaven Farms**

### **REPORT HIGHLIGHTS**

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- The Application for Zone Change proposes to rezone the lands from ‘General Agricultural Zone (A2)’ to ‘Special General Agricultural Zone (A2-sp).’
- The applicants are proposing to permit two detached additional residential units (ARU).
- Special provisions are being requested to increase the maximum distance between an ARU and a principal dwelling, increase the maximum size of an ARU, and to reduce required Minimum Distance Separation (MDS) setbacks.
- Planning staff are recommending that Township Council not approve the application as the proposal is not consistent with the policies of the Provincial Policy Statement and the general intent and purpose of the County Official Plan with respect to ARUs.

### **DISCUSSION**

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#### **Background**

APPLICANT/OWNER: Calhaven Farms  
926001 Township Road 13, Bright, ON N05 1B0

AGENT: Nicholas and Christopher Gerber  
93 Finch Avenue, Woodstock Ontario N4T 1T7

LOCATION:

The subject lands are described as Part Lots 5-6, Concession 13, in the former Township of Blandford, now in the Township of Blandford-Blenheim. The lands are located on the northeast corner of the Blandford Road and Township Road 13 intersection and are municipally known as 926001 and 926037 Township Road 13.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “C-2”

County of Oxford  
Development Constraints

Erosion Hazard Lands

Schedule "B-1"      Township of Blandford-Blenheim      Agricultural Reserve & Open Space

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

Existing Zoning:      General Agricultural Zone (A2)

Requested Zoning:    General Agricultural Zone (A2-sp)

PROPOSAL:

For Council's information, the subject lands were originally two separate farms with 926001 Township Road 13 being approximately 36.4 ha (95 ac) in size and 926037 Township Road 13 being approximately 20.2 ha (50 ac) in size. The lands have since merged in title under common ownership to form one landholding approximately 58.6 ha (145 ac) in size. The lands contain two single detached dwellings and various accessory agricultural buildings. The single detached dwelling at 926001 Township Road 13 is approximately 208.5 m<sup>2</sup> (2,245 ft<sup>2</sup>) in size while the single detached dwelling at 926037 Township Road 13 is approximately 222.9 m<sup>2</sup> (2,400 ft<sup>2</sup>) in size.

The subject Application for Zone Change proposes to rezone the lands to a new 'Special General Agricultural Zone (A2-sp)' in order to permit two detached ARUs on the same property. One ARU would be located within the 926001 Township Road 13 homestead cluster, and one would be located within the 926037 Township Road 13 homestead cluster. In addition to permitting two detached ARUs, the following relief is also being requested:

ARU #1 (926001 Township Road 13)

- Increase the maximum gross floor area for an ARU from 104.2 m<sup>2</sup> (1,122.5 ft<sup>2</sup>) to 157.9 m<sup>2</sup> (1,700 ft<sup>2</sup>);
- Increase the maximum distance between an ARU and a principal dwelling from 30 m (98.4 ft) to 56 m (183.7 ft);
- Permit a reduced Minimum Distance Separation 1 (MDS 1) setback from 286 m (938 ft) to 170 m (557.7 ft) from the closest livestock barn; and,
- Permit a reduced Minimum Distance Separation 1 (MDS 1) setback from 286 m (938 ft) to 223 m (731.6 ft) from the closest manure storage.

ARU #2 (926037 Township Road 13)

- Increase the maximum gross floor area of an ARU from 111.4 m<sup>2</sup> (1,200 ft<sup>2</sup>) to 171.8 m<sup>2</sup> (1,850 ft<sup>2</sup>).

The subject lands are located in a predominantly agricultural area with both livestock and cash crop operations surrounding the lands.

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

Plate 4, Applicants' Sketch – ARU #1, identifies the current location of the existing buildings and structures and the location of the proposed additional residential unit (ARU) at 926001 Township Road 13.

Plate 5, Applicants' Sketch – ARU #2, identifies the current location of the existing buildings and structures and the location of the proposed additional residential unit (ARU) at 926037 Township Road 13.

## **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.

Further, Section 1.4 Housing, specifically ss. 1.4.3, states that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- Permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- Permitting and facilitating all types of residential intensification, including additional residential units and redevelopment, in accordance with policy 1.3.3.3;
- Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- Promoting densities for new housing which efficiently use land, resources, infrastructure, and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and
- Establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

The policies of Section 2.3 require municipalities to protect prime agricultural areas for the long-term for agricultural uses. Permitted uses in prime agricultural areas include agriculture, agriculture-related uses, and on-farm diversified uses. New land uses, including the creation of new lots, shall comply with the minimum distance separation formulae.

### Official Plan

The subject lands are located within the 'Agricultural Reserve' and "Open Space" designations according to the Township of Blandford-Blenheim Land Use Plan in the County of Oxford Official Plan. The proposed locations of the ARUs are located entirely within the 'Agricultural Reserve' designation. The 'Agricultural Reserve' lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash

crop farms and specialty crop farms, together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

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

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

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

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

- The ARU shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m<sup>2</sup> (1,506 ft<sup>2</sup>);
- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding, or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental, or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- The principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway as the principal dwelling;
- There is adequate access from the front lot line and parking area to each ARU for both occupant use and emergency response;
- To the extent feasible, existing trees and other desirable vegetation are preserved;
- Land use compatibility concerns (e.g. due to proximity to industrial areas or major facilities) will not be created or intensified;
- The location of ARUs and related services and outdoor amenities shall comply with all other applicable policies of the Official Plan;
- All other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

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

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

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



### Zoning By-law

The subject lands are zoned 'Special General Agricultural Zone (A2-G4)' in the Township of Blandford Blenheim Zoning By-law. The 'A2' zone permits a wide range of agricultural uses, including livestock and regulated farm operations, as well as buildings and structures accessory thereto. A special provision exists in the A2-G4 to permit a garden suite for 10 years, expiring on April 18, 2028.

Section 5.5.2 of the Zoning By-law allows for the consideration of an ARU within a detached ancillary structure on A2 zoned land provided that the following criteria 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 m<sup>2</sup> (1,506 ft<sup>2</sup>);
- There is a 1.2 m (3.9 ft) unobstructed pathway from the front lot line to the entrance;
- 1 space per ARU is provided on-site;
- A minimum 75 m<sup>2</sup> (807 ft<sup>2</sup>) of open space in the rear yard for 1 ARU;
- The subject lands are a minimum of 0.6 ha (1.48 acres);
- The ARU shall have a maximum height of 5.5 m (18 ft); and,
- The ARU shall be a maximum distance of 30 m (98.4 ft) from the principal dwelling;

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

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

### Agency Comments

The Township Chief Building Official, the Township Director of Public Works, the Oxford County Public Works Department, Enbridge Gas, Canada Post, and the Grand River Conservation Authority (GRCA) 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, no comments or concerns had been received from the public.

## **Planning Analysis**

Existing policies concerning ARUs in both the County Official Plan and the Township Zoning By-law, permits the consideration of up to two ARUs on lands zoned 'General Agricultural Zone (A2).' The consideration, however, is limited to either two ARUs within the principal dwelling or one ARU within the principal dwelling and one ARU in an ancillary structure. The policies do not allow for the combination of two ARUs in detached ancillary structures. In regard to the subject lands, which contain two single detached dwellings, it is important to note that the ARU allowances are for the entire lot and not for each single detached dwelling. This means that one detached ARU is permitted for the entirety of the lot rather than a detached ARU in conjunction with each single detached dwelling.

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

The applicants are requesting relief from the maximum gross floor area provision for ARU #1 to permit a maximum size of 157.9 m<sup>2</sup> (1,700 ft<sup>2</sup>) rather than the permitted maximum size of 104.2 m<sup>2</sup> (1,122.5 ft<sup>2</sup>). The applicants are also requesting relief from the maximum gross floor area provision for ARU #2 to permit a maximum size of 171.8 m<sup>2</sup> (1,850 ft<sup>2</sup>) rather than the permitted maximum size of 111.4 m<sup>2</sup> (1,200 ft<sup>2</sup>). In addition, the applicants are requesting relief from the maximum distance from the principal dwelling of 30 m (98.6 ft) to allow for a distance of 56 m (183.7 ft) for ARU #1. The proposed locations of ARU #1 and ARU #2 are shown on Plate 4 and Plate 5 of Report No. 2024-213, respectively.

The purpose and intent of the criteria contained in Table 5.5.2.4 is generally to ensure that any detached ARUs remain clearly secondary to the principal dwelling, and, that sufficient space exists to accommodate not only all dwellings and their associated buildings and structures but also the necessary private septic systems and wells. In the opinion of staff, the proposed sizes of the ARUs would result in residential units that are not secondary in nature as the proposed ARU #1 size would represent approximately 75.7% of the gross floor area of the principal dwelling while the proposed ARU #2 size would represent approximately 77% of the gross floor area of the principal dwelling.

The intent of the provision limiting the distance from the principal dwelling is to ensure both dwellings are located within the same general cluster, and do not unnecessarily remove agricultural lands from production or result in the unnecessary removal of vegetation. Increasing the distance between the ARU and the principal dwelling should generally be reserved for situations where there are no reasonable options to locate the ARU within 30 m (98.6 ft). Examples of such circumstances would be due to a floodplain or groundwater issue if the ARU was placed within 30 m (98.6 ft) of the principal dwelling.

When evaluating the proposed location of ARU #1, while it is located on land that is currently not in agricultural production, it does infringe on the required Minimum Distance Separation I (MDS I) setbacks from the livestock operation to the south at 926008 Township Road 13. The location would result in a required MDS I reduction between the ARU and the barn from 286 m (938 ft) to 170 m (557.7 ft) and a reduction between the ARU and the manure storage from 286 m (938 ft) to 223 m (731.6 ft).

The Provincial MDS Guideline states that MDS I should not be reduced except for limited site-specific circumstances that continue to meet the intent of the MDS document. Examples of when MDS I could be considered to be reduced include avoiding natural or human-made hazards or to mitigate environmental or public health impacts.

Staff have reviewed the available information concerning natural heritage features, such as wetlands and floodplains, and determined that while identified natural heritage restrictions do exist elsewhere on the property, they are not present in the immediate vicinity of the proposed ARU #1 location. In Staff's opinion, it has also not been proven that the project cannot comply with MDS I setbacks due to a public health risk and that the proposed location is necessary as a result. In the opinion of staff, there does not appear to be land use constraints preventing the applicant from locating the proposed ARU in such a way that meets the minimum MDS I requirements.

While staff are supportive of a detached ARU on the subject lands, staff are not supportive of the proposed number of detached ARUs, the proposed sizes of the ARUs or the location of ARU #1 as they do not meet the general intent and purpose of the Official Plan and the Zoning By-law. As such, staff are recommending that the application not be supported as currently proposed.

## **RECOMMENDATIONS**

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**It is recommended that the Council of the Township of Blandford-Blenheim not approve the Zone Change Application submitted by Nicholas and Christopher Gerber on behalf of Calhaven Farms, whereby lands described as Part Lots 5-6, Concession 13 (Blandford), Township of Blandford-Blenheim, are to be rezoned from 'General Agricultural Zone (A2)' to 'Special General Agricultural Zone (A2-sp)' to permit two additional residential units (ARU) on the subject lands.**

## **SIGNATURES**

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

Dustin Robson, MCIP, RPP  
Development Planner

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

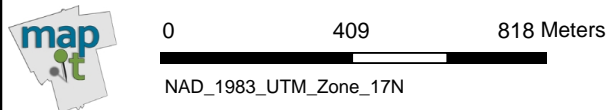
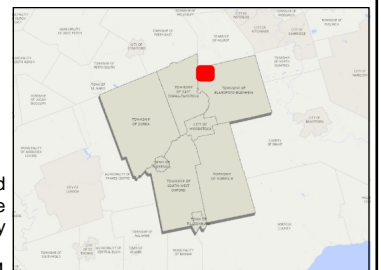
Eric Gilbert, MCIP, RPP  
Manager of Development Planning



**Legend**

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

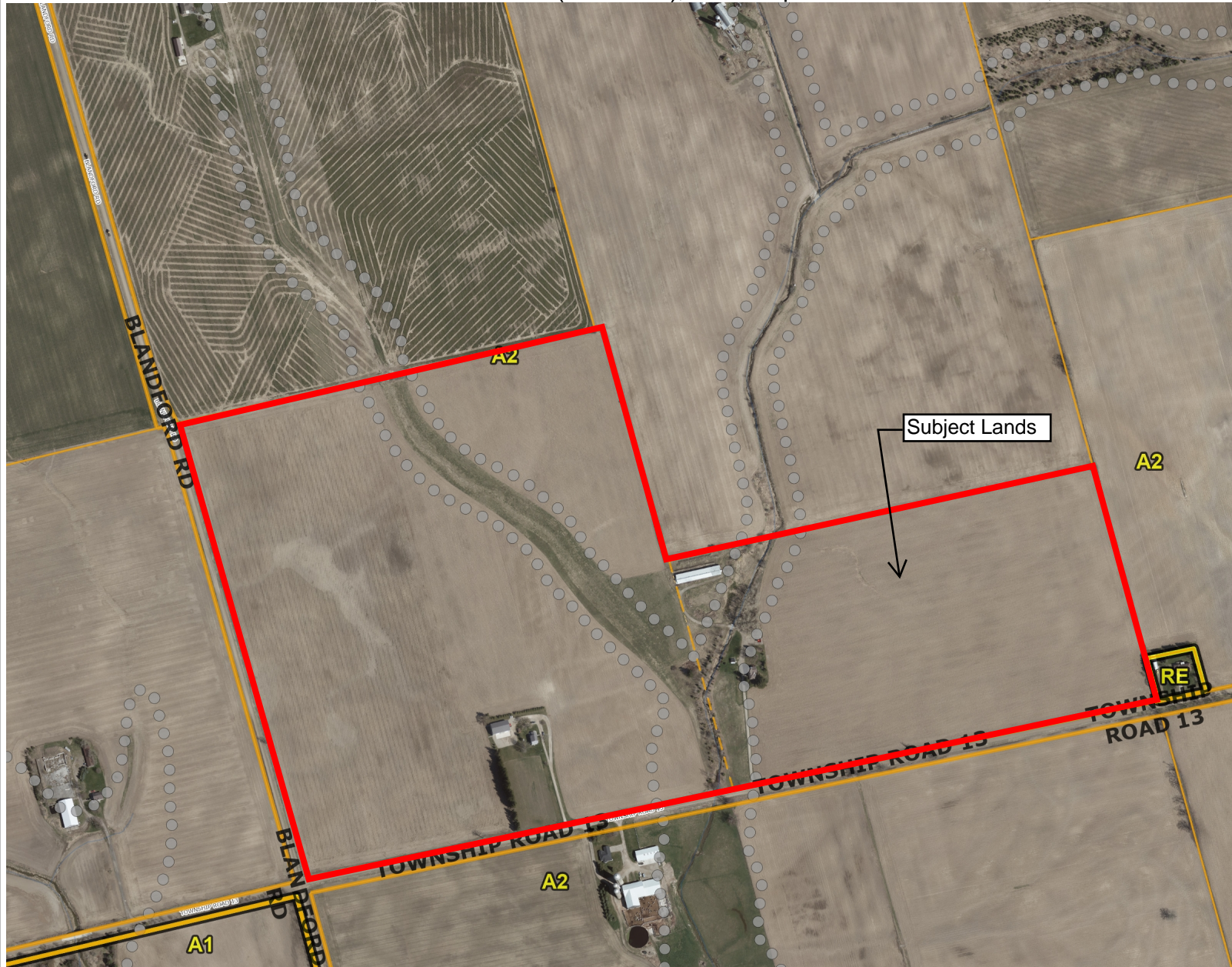
**Notes**



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May 6, 2024

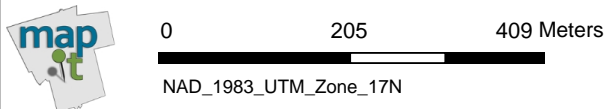
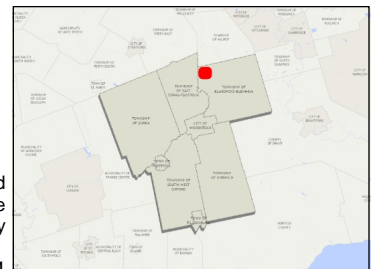




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- Regulation Limit**
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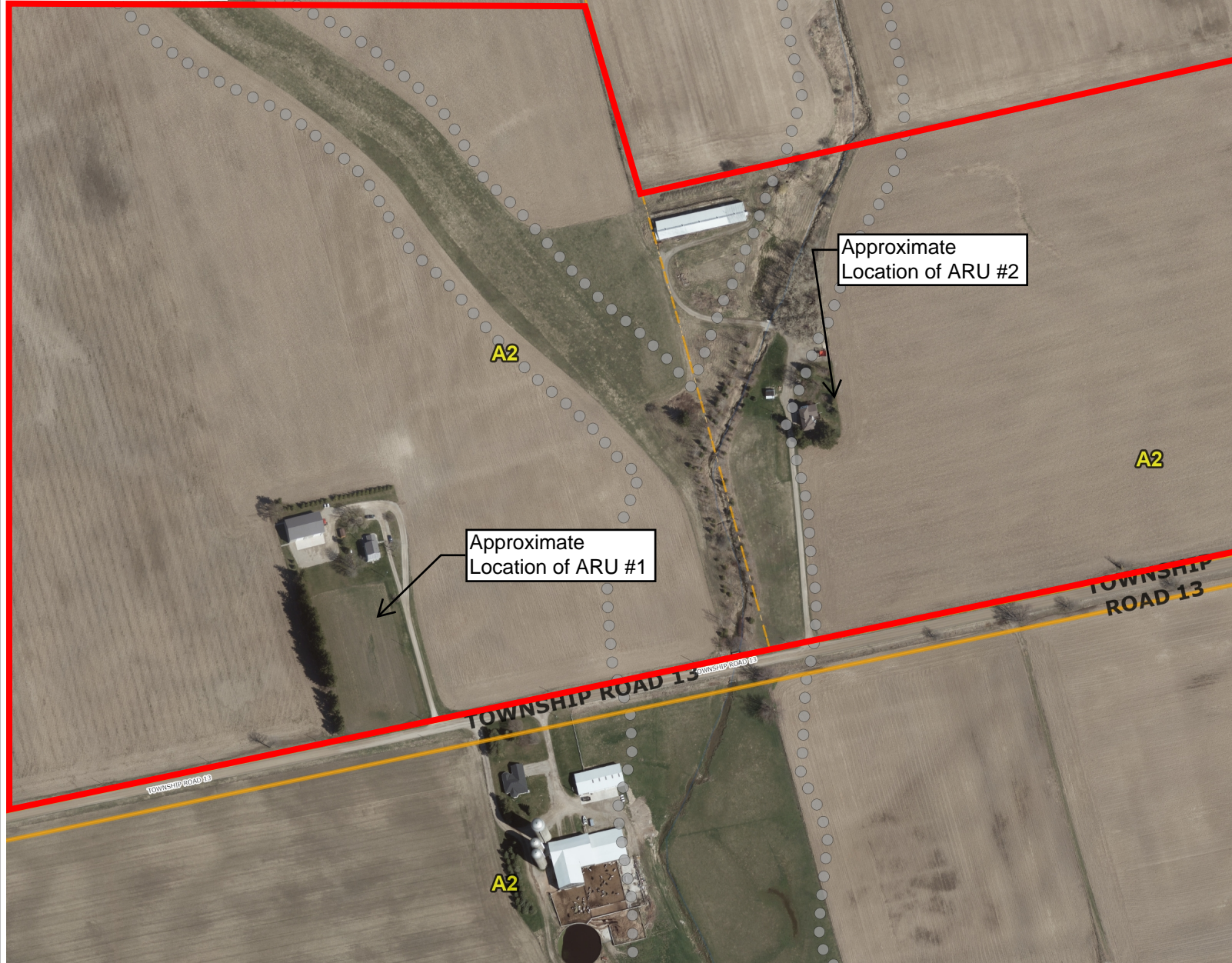
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May 6, 2024

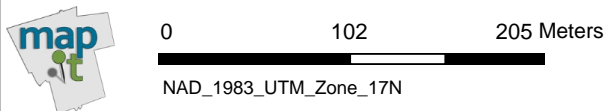
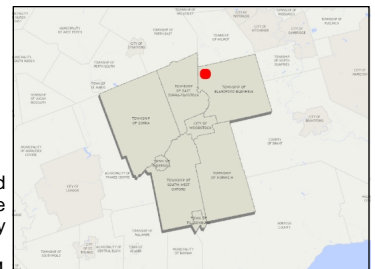




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**Notes**



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May 6, 2024

# SKETCH/SITE PLAN

USE THIS PAGE FOR SKETCH (OR SURVEY PLAN IF AVAILABLE) AND ATTACH TO THE APPLICATION FORM.

WITHOUT SKETCH OR SURVEY PLAN, THE APPLICATION WILL NOT BE PROCESSED.

SKETCH OR SURVEY PLAN MUST CONTAIN THE INFORMATION SET OUT IN ITEM 5 OF THE ZONE CHANGE APPLICATION GUIDE.

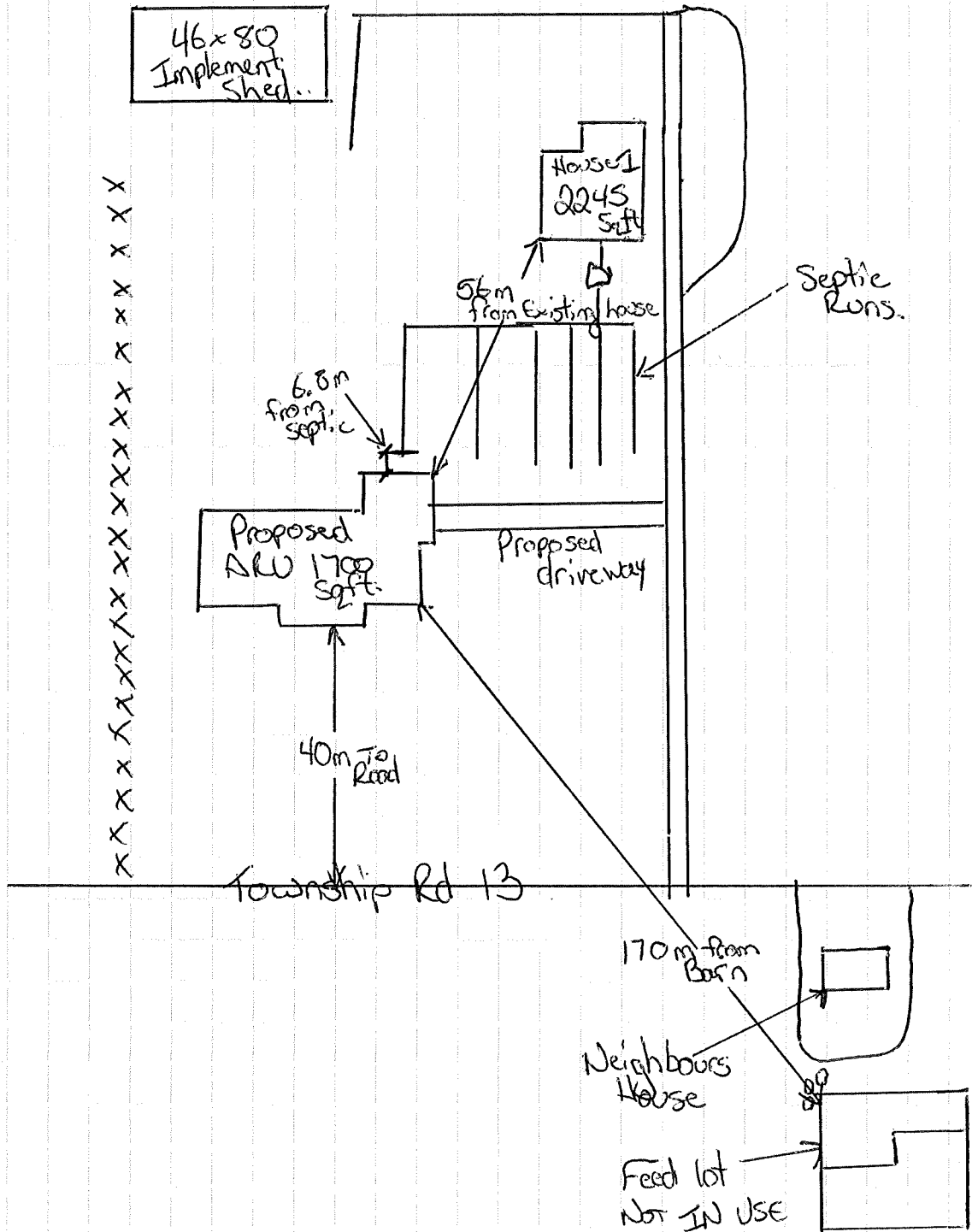


Plate 4: Applicants' Sketch - ARU #1  
File No. ZN1-24-10 (Calhaven Farms)

Part Lots 5-6, Concession 13 (Blandford), Township of Blandford-Blenheim, 926001 & 926037 Township Road 13

SCALE: \_\_\_\_\_

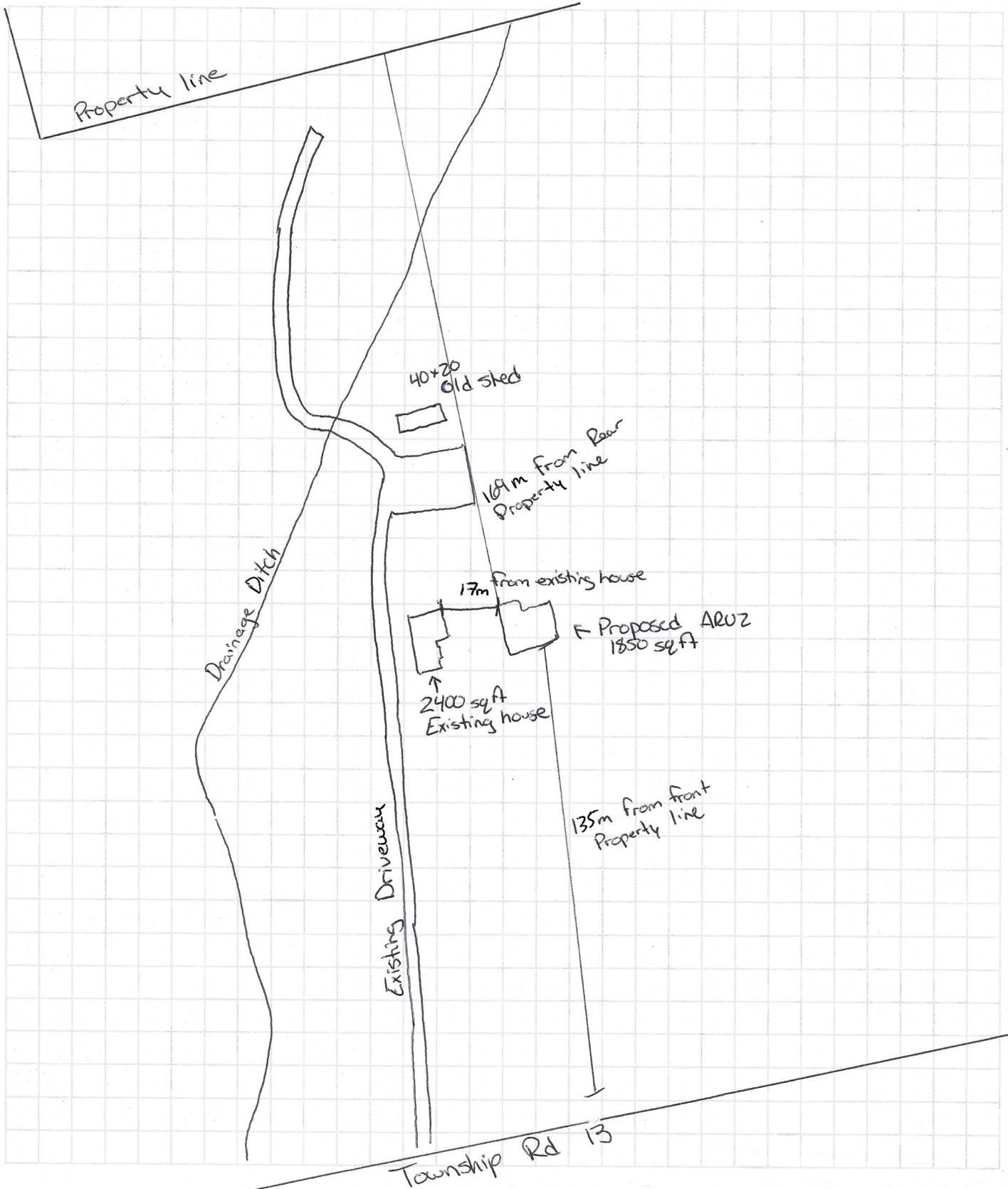


# SKETCH/SITE PLAN

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SCALE: \_\_\_\_\_



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

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

## **Application for Zone Change ZN1-24-11 – A and S Small Properties Ltd.**

### **REPORT HIGHLIGHTS**

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- The Application for Zone Change proposes a text amendment to the ‘Special General Agricultural Zone (A2-11).’
- The applicant is proposing to permit a detached additional residential unit (ARU) on the subject lands.
- Planning staff are recommending approval of the application as the proposal is consistent with the policies of the Provincial Policy Statement and the general intent and purpose of the County Official Plan with respect to ARUs.

### **DISCUSSION**

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#### **Background**

OWNER: A and S Small Properties Ltd.  
204 King Edward Street, Paris, ON N3L 3E3

APPLICANT: Alysha Williams  
15 Gissing Street, Princeton, ON N0J 1V0

LOCATION:

The subject lands are described as Part Lot 6, Concession 1, in the former municipality of Blenheim, now in the Township of Blandford-Blenheim. The lands are located on the north side of Highway 2, between Blenheim Road and Canning Road, and are municipally known as 687399 Highway 2.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule ‘B-1’	Township of Blandford-Blenheim Land Use Plan	Agricultural Reserve and Open Space
----------------	---	--

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

Existing Zoning: Special General Agricultural Zone (A2-11)

Requested Zoning: A revised Special General Agricultural Zone (A2-11)

PROPOSAL:

The subject lands are currently zoned 'Special General Agricultural Zone (A2-11)' and are approximately 35.4 ha (87.6 ac) in size. The lands currently contain an existing 231 m<sup>2</sup> (2,487 ft<sup>2</sup>) single detached dwelling, a 58 m<sup>2</sup> (625 ft<sup>2</sup>) detached garage, and two agricultural accessory buildings. A riding stable, which is permitted under the definition of a 'farm,' is also present on-site. The applicant is proposing to permit a detached accessory residential unit (ARU), approximately 112.9 m<sup>2</sup> (1,216 ft<sup>2</sup>) in size.

The subject Zone Change Application proposes a text amendment to the existing A2-11 zone. Currently, the existing A2-11 zone permits a welding fabrication/machine shop, in addition to the standard A2 permitted uses found in Table 7.1 of the Township Zoning By-law. A welding fabrication/machine shop shall not exceed 148.6 m<sup>2</sup> (1,600 ft<sup>2</sup>) in size. The proposed text amendment would add a detached ARU to the list of permitted uses within the A2-11 zone.

For Council's information the applicant originally submitted a site plan depicting the proposed ARU on the west side of the property (see Plate 4 of Report No. 2024-225). The original proposal also requested an increase to the maximum permitted distance between an ARU and the principal dwelling from 30 m (98.4 ft) to 110 m (360.8 ft). Given the scale of the proposed deviation from the permitted maximum distance between an ARU and the principal dwelling, it was deemed to be appropriate to submit a Zone Change Application rather than a Variance Application.

Since the original submission, the applicant has amended their site plan. The new site plan can be found on Plate 5 of Report No. 2024-225. Council will note that the location of the ARU is now proposed on the east side of the property, to the north of the existing principal dwelling. The proposed location is now approximately 13.7 m (45 ft) from the principal dwelling, well within the permitted 30 m (98.4 ft) allowance.

Generally, when a detached ARU is proposed that meets all zoning provisions on an A2 zoned property, a Variance Application is pursued rather than a Zone Change Application. In this case, however, as a Zone Change Application has already been submitted and circulated staff advise that it is appropriate to continue with the Zone Change Application given the circumstances.

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

Plate 2, Aerial Photography (2020), shows the location of the subject lands and surrounding properties.

Plate 3, Aerial Photography (2020) – Zoomed In, shows the location of the subject lands and surrounding properties.

Plate 4, Applicant's Sketch - Original, illustrates the existing buildings and the location of the proposed ARU.

Plate 5, Applicant's Sketch - Revised, illustrates the existing buildings and the location of the proposed ARU.

## **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.

Further, Section 1.4 Housing, specifically ss. 1.4.3, states that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- Permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- Permitting and facilitating all types of residential intensification, including additional residential units and redevelopment, in accordance with policy 1.3.3.3;
- Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- Promoting densities for new housing which efficiently use land, resources, infrastructure, and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and
- Establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

The policies of Section 2.3 require municipalities to protect prime agricultural areas for the long-term for agricultural uses. Permitted uses in prime agricultural areas include agriculture, agriculture-related uses, and on-farm diversified uses. New land uses, including the creation of new lots, shall comply with the minimum distance separation formulae.

### Official Plan

The subject lands are located within the 'Agricultural Reserve' and 'Open Space' designations according to the Township of Blandford-Blenheim Land Use Plan in the County of Oxford Official Plan. The location of the existing single detached dwelling that would be recognized as an ARU and the proposed principal dwelling are located entirely within the 'Agricultural Reserve' designation. The 'Agricultural Reserve' lands are to be developed for a wide variety of agricultural land uses, including general farming, animal or poultry operations, regulated livestock farms, cash crop farms and specialty crop farms, together with farm buildings and structures necessary to the farming operation, and accessory residential uses required for the farm.

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

Specifically, in the Agricultural Reserve designation, ARUs are permitted within a single

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

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

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

- The ARU shall be clearly secondary and subordinate to the principal dwelling on the lot and have a cumulative gross floor area of no greater than 50% of the gross floor area of the principal dwelling, to a maximum of 140 m<sup>2</sup> (1,506 ft<sup>2</sup>);
- ARUs shall not generally be permitted where a lot or dwelling already contains other accessory residential dwelling and/or uses, including a group home, boarding, or lodging house or a home occupation that is characterized by higher occupancy such as a bed and breakfast, a farm vacation rental, or other similar uses;
- Individual on-site water supply and sewage services are demonstrated to be adequate to serve the proposed use, in accordance with the applicable policies;
- The existing principal dwelling and the lot are of sufficient size to accommodate the creation of an ARU and to provide adequate off-street parking, landscaping, stormwater management and outdoor amenity areas;
- The principal dwelling must have direct, individual vehicular access to a public street and all ARUs shall use the same driveway as the principal dwelling;
- There is adequate access from the front lot line and parking area to each ARU for both occupant use and emergency response;
- To the extent feasible, existing trees and other desirable vegetation are preserved;
- Land use compatibility concerns (e.g. due to proximity to industrial areas or major facilities) will not be created or intensified;
- The location of ARUs and related services and outdoor amenities shall comply with all other applicable policies of the Official Plan;
- All other municipal requirements, such as servicing, stormwater management, waste management and emergency access, can be adequately addressed.

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

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

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

### Zoning By-law

The subject lands are zoned 'Special General Agricultural Zone (A2-11)' in the Township of Blandford Blenheim Zoning By-law. The 'A2' zone permits a wide range of agricultural uses, including livestock and regulated farm operations, as well as buildings and structures accessory thereto. The A2-11 zone permits a welding fabrication/machine shop, in addition to the standard A2 permitted uses found in Table 7.1 of the Township Zoning By-law. A welding

fabrication/machine shop shall not exceed 148.6 m<sup>2</sup> (1,600 ft<sup>2</sup>) in size. The proposed text amendment would add a detached ARU to the list of permitted uses within the A2-11 zone.

Section 5.5.2 of the Zoning By-law allows for the consideration of an ARU within a detached ancillary structure on A2 zoned land provided that the following criteria 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 m<sup>2</sup> (1,506 ft<sup>2</sup>);
- There is a 1.2 m (3.9 ft) unobstructed pathway from the front lot line to the entrance;
- 1 space per ARU is provided on-site;
- A minimum 75 m<sup>2</sup> (807 ft<sup>2</sup>) of open space in the rear yard for 1 ARU;
- The subject lands are a minimum of 0.6 ha (1.48 acres);
- The ARU shall have a maximum height of 5.5 m (18 ft); and,
- The ARU shall be a maximum distance of 30 m (98.4 ft) from the principal dwelling;

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

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

### Agency Comments

The Township Director of Public Works, Township Chief Building Official, Oxford County Public Works Department, the Grand River Conservation Authority (GRCA), Enbridge, and Canada Post 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 objection was received by a member of the public. A copy of said letter of objection has been attached to Report No. 2024-225 for Council's consideration.

## **Planning Analysis**

The proposed Zone Change Application is to permit a text amendment to the existing 'Special General Agricultural Zone (A2-11).' The applicant is proposing to permit a detached additional residential unit (ARU) on the subject lands.

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

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

The existing single detached dwelling is approximately 231 m<sup>2</sup> (2,487 ft<sup>2</sup>) in size. The proposed detached ARU would be approximately 112.9 m<sup>2</sup> (1,216 ft<sup>2</sup>), or 48.8% of the size of the principal dwelling. The proposed ARU size would be compliant with the maximum ARU size as outlined in Table 5.5.2.3. Further, as the proposed ARU will be approximately 13.7 m (45 ft) from the existing principal dwelling, the location complies with the maximum distance from a principal dwelling as outlined in Table 5.5.2.4.

In accordance with the general accessory building provisions found in Table 5.1.1.3, detached ARUs shall maintain a maximum height of 5.5 m (18 ft), a minimum interior side yard width of 7.5 m (24.6 ft), a minimum rear yard depth of 7.6 m (24.6 ft), and a minimum front yard depth of 15 m (49.2 ft). Based on the provided site plan, the proposed location would far exceed the minimum required yard setbacks and a variance request for the height has not been requested. As such, in staff's opinion, the revised proposed location is compliant with the provisions set out in the Township Zoning By-law for detached ARUs.

As part of the circulation, the Township Chief Building Official reviewed the proposal to ensure Minimum Distance Separation I (MDS I) is satisfied. The Chief Building Official has advised that there are no concerns. Further, staff are of the opinion that the establishment of an ARU in the proposed location will use existing infrastructure, such as the 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 application is consistent with the policies of the PPS and maintains the general intent and purpose of the Official Plan. As such, Planning staff are satisfied that the application can be given favourable consideration.

## **RECOMMENDATIONS**

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1. It is recommended that the Council of the Township of Blandford-Blenheim approve the zone change application submitted by Alysha Williams on behalf of A and S Small Properties Ltd. whereby the text for the zoning of the lands described as Part Lot 6, Concession 1 (Blenheim), in the Township of Blandford-Blenheim, will be amended to permit a detached additional residential unit (ARU), in accordance with Section 5.5.2.

## **SIGNATURES**

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

Dustin Robson, MCIP, RPP  
Development Planner

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

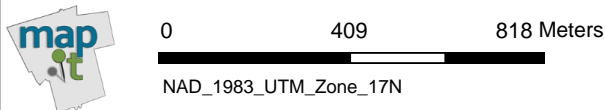
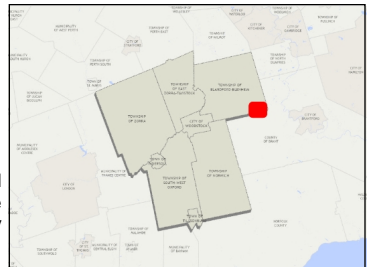
Eric Gilbert, MCIP, RPP  
Manager of Development Planning



**Legend**

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

**Notes**



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May 10, 2024





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**Notes**



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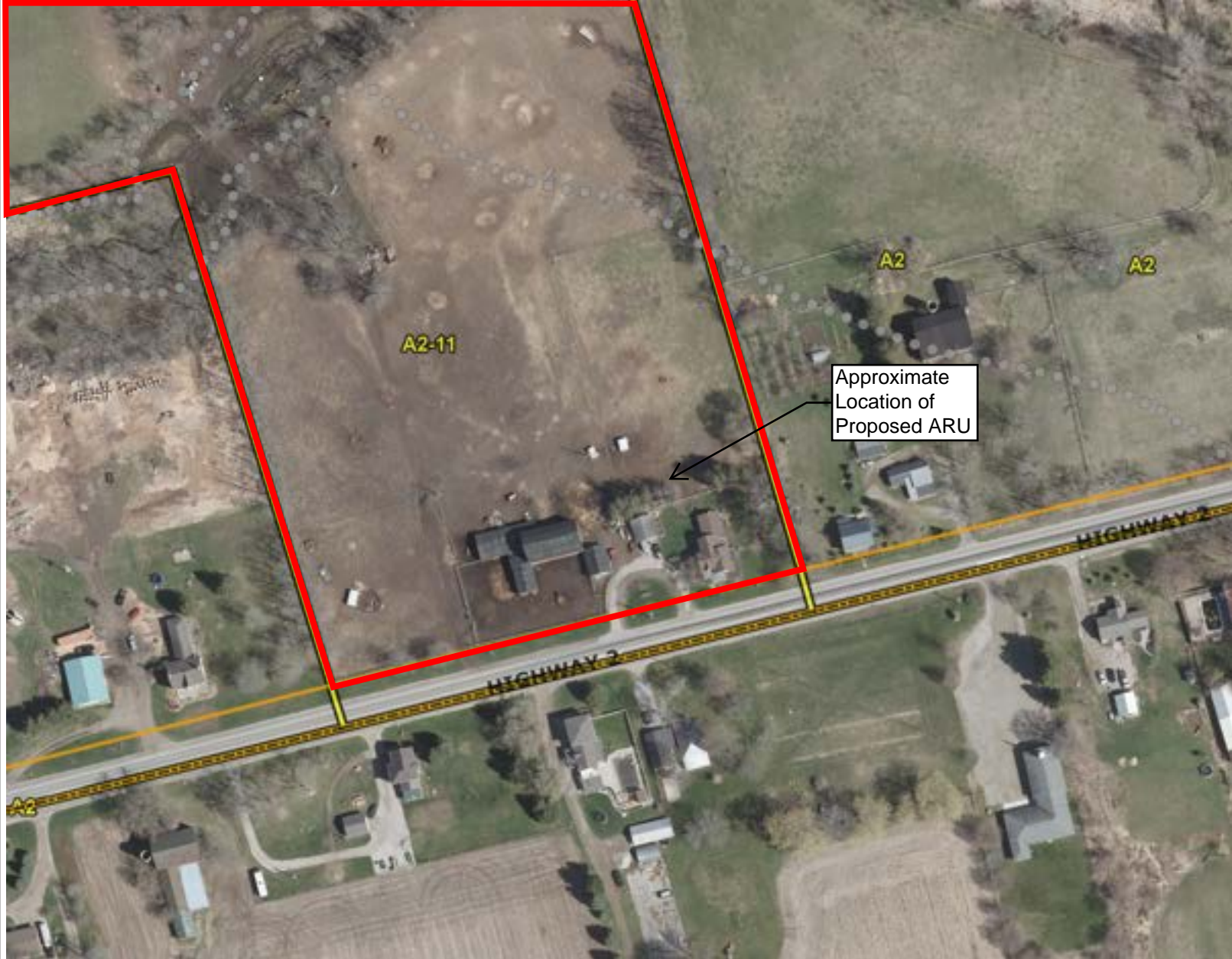
NAD\_1983\_UTM\_Zone\_17N



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June 23, 2024





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**Notes**



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NAD\_1983\_UTM\_Zone\_17N



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June 23, 2024

687399 HIGHWAY 2, PRINCETON, ON

PROPOSED ARU  
16' x 76'  
35m  
112m  
(property lines)  
- 65m from road -  
- 110m from existing residential unit -

LARGE PASTURE  
2.8 ACRES  
5 HORSES

HORSE RIDING RING  
80' x 180'

BUSINESS PARKING  
35' x 170'

HORSE EXERCISE RING  
40' x 40'

BARN - 2 STORIES  
5,298 FT<sup>2</sup>

PASTURE 85' x 140'  
4 Goats  
2 Ponies  
20 chickens

PASTURE  
180' x 300'  
3 HORSES

HORSE SHELTER  
8' x 16'

PASTURE  
118' x 164'  
4 PONIES

HORSE SHELTER  
8' x 16'

EXISTING ENTRANCE

EXISTING ENTRANCE

PASTURE HYDRO ACCESS

HYDRO POLE

BUSINESS DRIVEWAY  
25' x 95'

HOUSE GARAGE  
25' x 25'

BARN GARAGE  
26' x 30'

EXISTING SEPTIC BED

EXISTING RU - 2 STORIES  
2487 FT<sup>2</sup>

SEPTIC TANK

Well  
25m from road

HYDRO POLE

PARIS →

Plate 4: Applicant's Sketch - Original

File No. ZN1-24-11 (A&S Small Properties Ltd.)

Part Lot 6, Concession, 1 (Blenheim), Township of Blandford-Blenheim, 687399 Highway 2



687399 HIGHWAY 2, PRINCETON, ON

Plate 5: Applicant's Sketch - Revised  
File No. ZN1-24-11 (A&S Small Properties Ltd.)  
Part Lot 6, Concession 1 (Blenheim), Township of Blandford-Blenheim, 687399 Highway 2

LARGE PASTURE  
2.8 ACRES  
5 HORSES

HORSE RIDING RING  
80' x 180'

DRINKING POST  
PASTURE HYDRO ACCESS

PASTURE HYDRO ACCESS

HYDRO POLE

HYDRO POLE

HORSE EXERCISE RING  
40' x 40'

HORSE SHELTER  
8' x 16'

PASTURE  
118' x 164'

HORSE SHELTER  
8' x 16'

EXISTING DRIVEWAY

BARN - 2 STORIES  
5,298 ft<sup>2</sup>

PARKING BUSINESS

proposed ARU - 16' x 16'  
90ft from property line  
+ 45ft from house

proposed septic bed - 30' x 80'  
50ft from property line

BARN GARAGE  
26' x 30'

HOUSE GARAGE  
25' x 25'

EXISTING SEPTIC BED

EXISTING HOUSE - 2 STORIES  
2485 ft<sup>2</sup>

SEPTIC TANK

Well 25m from road

EXISTING DRIVEWAY

HYDRO POLE

PRINCETON

HIGHWAY 2

PARIS



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

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

## **Application for Zone Change**

### **ZN1-24-12 – Eileen and Keith Sutherland**

#### **REPORT HIGHLIGHTS**

---

- The Application for Zone Change proposes to rezone the lands from ‘Central Commercial Zone (CC)’ to ‘Special Central Commercial Zone (CC-sp).’
- The applicants are proposing to legalize two existing residential units within the existing building.
- Special provisions are being requested to remove the limitation on gross residential floor area exceeding gross commercial floor area and to reduce parking requirements.
- Planning staff are recommending that Township Council not approve the application as the proposal is not consistent with the general intent and purpose of the County Official Plan with respect to residential uses within the Village Core designation.

#### **DISCUSSION**

---

##### **Background**

APPLICANTS/OWNERS: Eileen and Keith Sutherland  
108 Thomas Street, Stratford, ON N5A 0B9

LOCATION:

The subject lands are described as Part Lots 6-8, Block B, Plan 199, Part 1, Plan 41R1838, in the Township of Blandford-Blenheim. The lands are located on the west side of Wilmot Street North, between Oxford Street West and Station Street, and are municipally known as 14 Wilmot Street North.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule “C-3”	Oxford County Settlement Strategy Plan	Serviced Village
Schedule “B-1”	Township of Blandford-Blenheim Land Use Plan	Settlement
Schedule “B-3”	Village of Drumbo Land Use Plan	Village Core

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

Existing Zoning: Central Commercial Zone (CC)

Requested Zoning: Special Central Commercial Zone (CC-sp)

PROPOSAL:

The subject lands are currently zoned 'Central Commercial Zone (CC)' and are approximately 304.3 m<sup>2</sup> (3,275.4 ft<sup>2</sup>) in size. The lands currently contain an existing 157 m<sup>2</sup> (1,690 ft<sup>2</sup>) building that contains two residential units. The unit on the ground floor is approximately 73.3 m<sup>2</sup> (790 ft<sup>2</sup>) in size while the unit on the upper floor is approximately 83.6 m<sup>2</sup> (900 ft<sup>2</sup>) in size. There is no commercial space currently existing in the subject building.

The CC zone does not permit residential gross floor area to exceed commercial gross floor area within the same building. As the existing building is strictly residential and does not have a commercial component, the current use of the lands is not considered to be in compliance with the Township Zoning By-law. Through conversations with the landowners, the possibility of whether the use would be deemed legal non-conforming was explored, however, municipal records were not able to clarify when the units were established and, unfortunately, the landowners were not able to provide documentation establishing the presence of the units prior to January 1, 1992. In order for a use to be deemed legal non-conforming, it has to be demonstrated that a use or building/structure existed on or before January 1, 1992 and such use has continuously existed since.

Given that legal non-conformity has not been able to be established, it was advised that Planning Act approval (Zone Change Application) would be required to be obtained in order for the existing units to be considered legal and compliant. As such, the landowners are proposing to legalize the existing residential units through the subject application. Special provisions are also being requested to remove the zoning provision that limits gross residential floor area from exceeding gross commercial floor area and to reduce the requirement of on-site parking from three spaces to none.

The subject lands are located in downtown Drumbo. A mixture of commercial and residential properties are located within the vicinity of the subject lands.

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, Applicants' Sketch, identifies the current location of the existing building on the subject lands.

## **Application Review**

### 2020 Provincial Policy Statement

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where

a municipality is exercising its authority affecting a planning matter, such decisions shall be consistent with all policy statements issued under the Act.

The policies of Section 1.1 state that healthy, liveable and safe communities are sustained by accommodating an appropriate range and mix of residential uses, including an appropriate affordable and market-based range, to meet long-term needs. Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 25 years. Within settlement areas, sufficient land shall be made available through intensification and redevelopment.

Section 1.1.3 states that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Land use patterns within settlement areas shall be based on densities and a mix of land uses which efficiently use land, resources, infrastructure and public service facilities.

Section 1.1.3.3 further states that planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where it can be accommodated, taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

Section 1.4.3 directs that planning authorities shall provide for an appropriate range of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- permitting and facilitating all forms of residential intensification and redevelopment and all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available;
- promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities and support the use of active transportation;
- requiring transit-supportive development and prioritizing intensification, including potential air rights development, in proximity to transit, including corridors and stations; and
- establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

Section 1.6.6.2 also states that intensification and redevelopment within settlement areas on existing municipal sewage and water services should be promoted, wherever feasible.

Section 1.7, which looks at long-term economic prosperity, states that long-term economic prosperity should be supported by:

- a) promoting opportunities for economic development and community investment-readiness;
- b) encouraging residential uses to respond to dynamic market-based needs and provide necessary housing supply and range of housing options for a diverse workforce;
- c) optimizing the long-term availability and use of land, resources, infrastructure and public service facilities;

- d) maintaining and, where possible, enhancing the vitality and viability of downtowns and main streets;
- e) encouraging a sense of place, by promoting well-designed built form and cultural planning, and by conserving features that help define character, including built heritage resources and cultural heritage landscapes;
- f) promoting the redevelopment of brownfield sites;
- g) providing for an efficient, cost-effective, reliable multimodal transportation system that is integrated with adjacent systems and those of other jurisdictions, and is appropriate to address projected needs to support the movement of goods and people;
- h) providing opportunities for sustainable tourism development;
- i) sustaining and enhancing the viability of the agricultural system through protecting agricultural resources, minimizing land use conflicts, providing opportunities to support local food, and maintaining and improving the agrifood network;
- j) promoting energy conservation and providing opportunities for increased energy supply;
- k) minimizing negative impacts from a changing climate and considering the ecological benefits provided by nature;
- l) and encouraging efficient and coordinated communications and telecommunications infrastructure.

### Official Plan

The subject property is located within the 'Village Core' designation as shown on Schedule 'B-3' - Village of Drumbo Land Use Plan in the County Official Plan. The Village Core within the Serviced Village represents a relatively compact area of predominantly commercial uses which have historically functioned as a downtown pedestrian shopping district. It is intended that the Village Core will continue to be the most intensive and dominant business area within the settlement, serving both village residents and those within the wider rural area.

Within the Village Core, the full range of retail, office, administrative and public utility uses, cultural, entertainment, recreational and institutional uses are permitted. Cottage industry and associated retail may also be permitted.

Residential dwelling units, including Low and Medium Density development, accessory dwelling units within a non-residential use, bed and breakfast establishments, converted dwellings, social housing and special needs housing are also permitted in the Village Core, where adequate servicing levels exist.

In addition to the general Village Core policies, the following provisions shall also apply to applications for lands designated Village Core within the Village of Drumbo:

- In addition to the uses permitted in Section 6.3.1.1 of the Official Plan, medical clinics, restaurants (excluding drive-through facilities), bakeries, cafes or coffee shops, hotels, museums, financial services and personal services may also be permitted lands designated Village Core in the Village of Drumbo.
- Dwelling units above the ground floor will be permitted throughout the Village Core. New ground floor residential uses shall be prohibited on lands located within the Village Core along Wilmot Street and Oxford Street.
- New single detached dwellings are not permitted within the Village Core.



- Mix-used development, including live-work units, will be encouraged within the Village Core, with ground floor commercial uses and residential uses above.
- New drive-through facilities within the Village Core shall not be permitted.
- The maximum building height in the Village Core designation shall be 4 storeys.

### Zoning By-law

The applicant has applied to rezone the subject lands from 'Central Commercial Zone (CC)' to 'Special Central Commercial Zone (CC-sp)' to allow for the legalization of two existing residential units within an existing building on the subject lands.

The CC zone requires a lot area of 450 m<sup>2</sup> (4,843.9 ft<sup>2</sup>) for a non-residential use or a single detached dwelling, a minimum frontage of 18 m (59.1 ft) for a non-residential use and 15 m (49.2 ft) for a single detached dwelling, and a minimum lot depth of 30 m (98.4 ft) for a non-residential use. There is not a listed minimum lot depth for a single detached dwelling.

The CC zone permits residential units with non-residential buildings provided that each unit contains a minimum gross floor area of 55 m<sup>2</sup> (592 ft<sup>2</sup>). Additionally, the gross floor area of the residential dwellings shall not exceed the gross floor area of the commercial uses in the building. In terms of parking, provide a minimum of 1.5 parking spaces per residential unit within a non-residential building.

### Agency Comments

The County of Oxford Public Works Department, the Township Public Works Director, Enbridge, and Canada Post 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 objection has been received from the public. A copy of said letter has been attached to Report No. 2024-224 for Council's reference.

## **Planning Analysis**

Staff have reviewed the proposal and are of the opinion that it complies with the intent of the Provincial Policy Statement (PPS). The proposal would look to establish residential units within an area that has historically, and continues to be, a mix of residential and commercial uses. The PPS outlines that residential development is expected to occur within established settlements while also promoting communities with a mix of land uses. In the opinion of staff, establishing residential uses within the vicinity of commercial uses generally meets the intent of the PPS.

The lands are currently designated Village Core in the County's Official Plan. Following the direction of the PPS, while the Village Core is intended to be the most intensive and dominant

business area within the settlement, serving both village residents and those within the wider rural area, the designation allows for a mix of commercial and residential uses.

Within the Village Core, the full range of retail, office, administrative and public utility uses, cultural, entertainment, recreational and institutional uses are permitted. Residential dwelling units, including Low and Medium Density development, accessory dwelling units within a non-residential use, bed and breakfast establishments, converted dwellings, social housing and special needs housing are also permitted in the Village Core, where adequate servicing levels exist.

While the Village Core promotes a mix of residential and commercial uses, policies specific to the Village Core designation within Drumbo provide direction to the type of units and location that may be considered. These Drumbo specific policies were introduced through the Drumbo Secondary Plan, which was endorsed by Township Council and approved by County Council in 2023. Within the Drumbo specific Village Core policies is the allowance for dwelling units within non-residential buildings throughout the Village Core while prohibiting new ground floor residential units for lands located within the Village Core along Wilmot Street and Oxford Street. With the subject lands abutting Wilmot Street, ground floor residential units are not permitted.

The lands are currently zoned 'Central Commercial Zone (CC).' The CC zone permits residential units within a non-residential building. Traditionally, such units would be located above a business or behind it. The CC zone permits multiple residential units within a non-residential building, however, the residential gross floor area shall not exceed the commercial gross floor area. The intent of this provision is to ensure that commercial remains the primary or, at least, the equal use of the lands.

The existing use of the lands is exclusively residential with one residential unit on the ground floor and one residential unit on the upper floor. The proposal is to remove the requirement for residential gross floor area to not exceed the commercial gross floor area. If the proposal were approved, it would allow for the entirety of the building to be used for residential uses rather than requiring a mix of uses (commercial and residential).

In addition to the request to permit two residential units, the landowners are also requesting a reduction in the required on-site parking. The Township Zoning By-law requires a minimum of 1.5 spaces per residential unit within a non-residential building. The proposal therefore requires a minimum of three on-site parking spaces. As the existing building is set against the front lot line and there is not a wide enough space for vehicular access to the rear yard from Wilmot Street, the site cannot provide on-site parking. As such, the landowners are requesting a special provision to not have to provide any parking on-site.

When considering applications for lands located within historic downtowns, such as Drumbo's, it is appropriate to take into consideration that many existing structures were constructed at a time when parking was not required. The orientation of many of the older buildings are in such a way that parking cannot be provided on-site. On-street parking is provided in downtown Drumbo, however, staff would note that this arrangement can lead to potential issues.

Township By-law 2185-2020, which regulates traffic and parking within the Township of Blandford-Blenheim, prohibits on-street parking on Wilmot Street between Peterson Street and Maitland Street from 2:00 am – 6:00 am during the months of November to March. This is to allow for unobstructed snow removal. Commercial uses relying on on-street parking can be reviewed on a case by case basis as the use of the on-street spaces would generally be limited to business hours. Relying on on-street parking for residential uses, however, can be an issue for snow removal as it may be difficult to ensure vehicles have alternative locations to be parked during the

parking prohibition hours. Staff note that a municipal parking lot exists approximately 95 m (311.6 ft) to the north of the subject lands but this is a first come first serve facility and there are no guarantees that there will be spaces for all that require one. By-law 2185-2020 also restricts the use of municipal lots for public purposes to a period not exceeding seven consecutive days.

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 new ground floor residential units within the Village Core designation in Drumbo nor does it maintain the intent of the Township Zoning By-law.

## **RECOMMENDATION**

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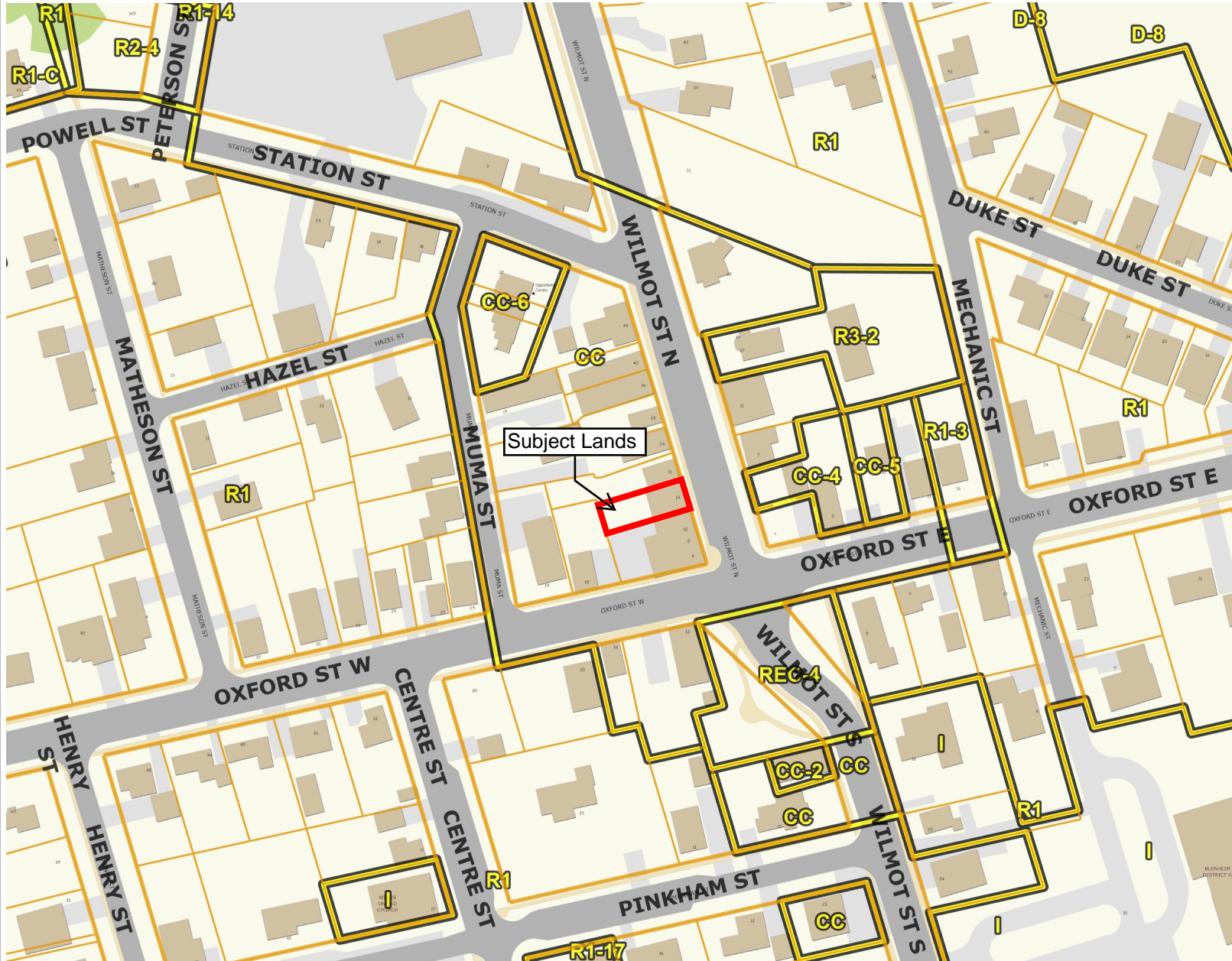
- 1. It is recommended that the Council of the Township of Blandford-Blenheim not approve the zone change application submitted by Eileen and Keith Sutherland whereby the lands described as Part Lots 6-8, Block B, Plan 199, Part 1, Plan 41R1838, in the Township of Blandford-Blenheim, are to be rezoned from ‘Central Commercial Zone (CC)’ to ‘Special Central Commercial Zone (CC-sp).’**

## **SIGNATURES**

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**Authored by:** *‘original signed by’* Dustin Robson, MCIP, RPP  
Development Planner

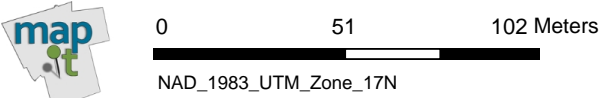
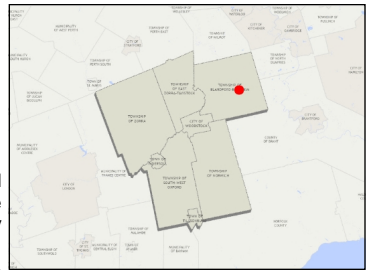
**Approved for submission by:** *‘original signed by’* Eric Gilbert, MCIP, RPP  
Manager of Development Planning



### Legend

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

### Notes



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

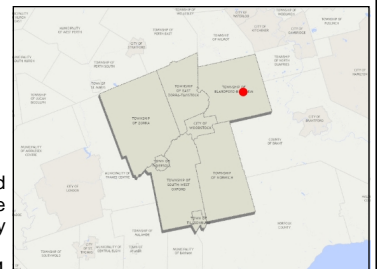




**Legend**

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

**Notes**



0 13 26 Meters

NAD\_1983\_UTM\_Zone\_17N



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

May 30, 2024

PARTS OF LOTS 6, 7 AND 8 IN BLOCK "B"  
IN REGISTERED PLAN NO. 199

TOWNSHIP OF BLANDFORD-BLENHEIM  
FORMERLY IN THE VILLAGE OF DRUMBO, IN THE TOWNSHIP OF BLENHEIM,  
COUNTY OF OXFORD

SCALE: 1 INCH = 20 FEET

1978

S. M. RUUSKA O.L.S.

DATED: 5 April 1978. DATED: 5 April 1978.  
SIGNATURE: *[Signature]* SIGNATURE: *[Signature]*  
JOHN W. PROHASKA FOR THE LAND REGISTRAR  
NAME IN PRINT OF OXFORD (NO. 41).

CAUTION: THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN THE MEANING OF SECTION 29, 32 OR 33 OF THE PLANNING ACT.

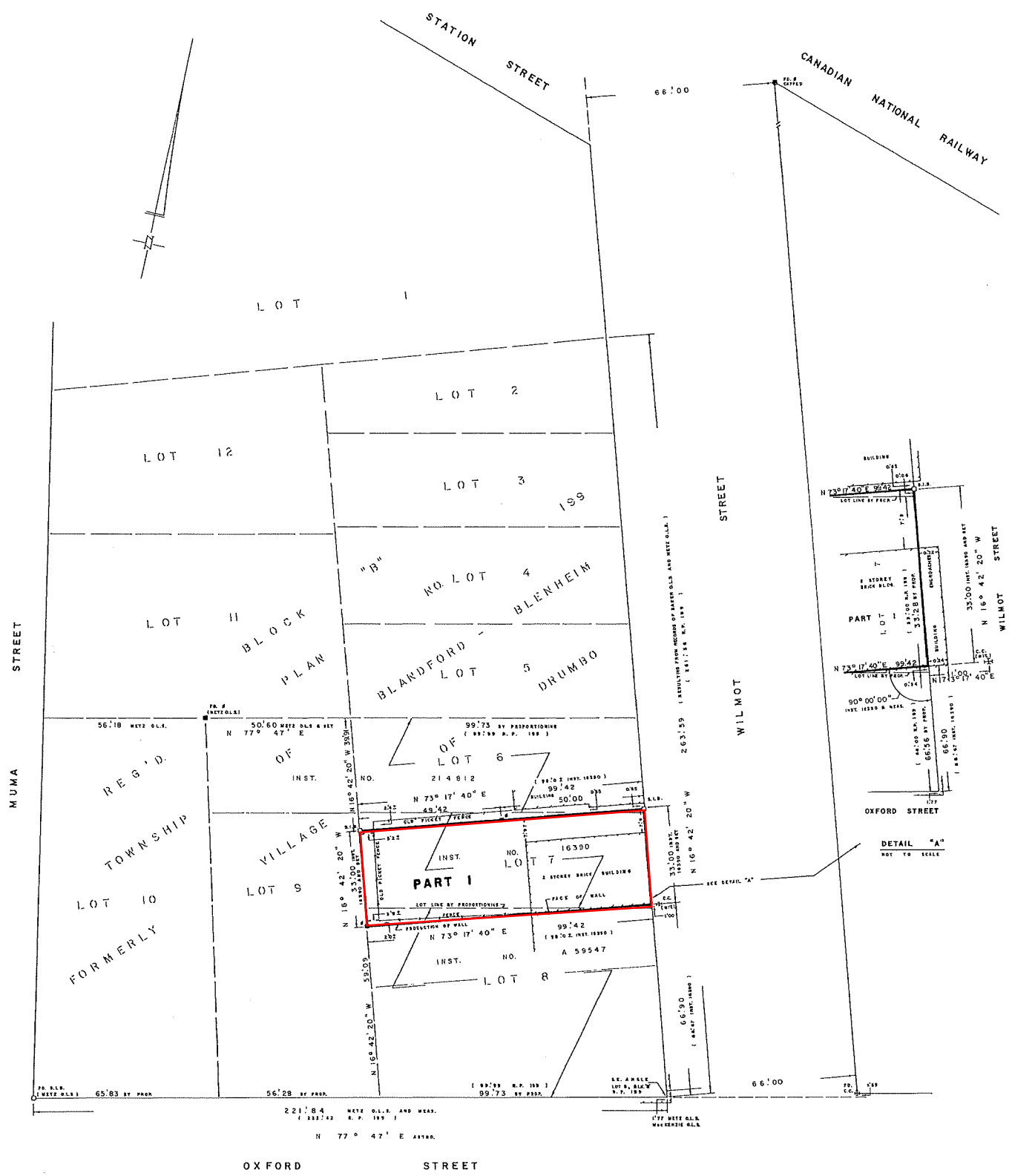


Plate 3: Applicants' Sketch  
File No. ZN1-24-12 (Sutherland Road)  
Pt Lots 6-8, Block B, Plan 199, Part 1, Plan 41R1838, Township of Blandford-Blenheim - 14 Wilmot Street North

SURVEYOR'S CERTIFICATE

NOTE: ALL HANGING LINES SHOWN ON THIS PLAN HAVE BEEN VERIFIED.



**From:**  
**To:** [Planning](#)  
**Subject:** FW: File: ZN 1-24-12  
**Date:** Monday, June 17, 2024 4:21:43 PM

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**From:** Heidi M Faul <>  
**Sent:** Monday, June 17, 2024 4:07 PM  
**To:** Dustin Robson <drobson@oxfordcounty.ca>  
**Subject:** File: ZN 1-24-12

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Dustin,

We received the Notice of application in the mai for file- File: ZN 1-24-12  
We have several concerns regarding this application.

I am not sure why we are supporting people that build apartments illegally. If the work was done without a permit and not following the zoning requirements the apartment should be dismantled.

Apartments need parking spots. 1 bedroom apartments need 1-2 spots and 2 bedrooms apartments need 2-3 parking spots. These requirements are based on our years of experience being both a builder and property manager. Apartments need parking! And not municipal lots that are blocks away. These lots are rarely utilized as tenants with groceries, for example, will not walk several blocks but rather park on the street next to their front door or as close as they can.

We are concerned with such a request, if approved it sets a poor precedence for the downtown core requirements. No parking leads to issues for business. As a business owner downtown Drumbo I would want the street open for customers not tenants that could be parked for hours....days without moving.

The town of Drumbo as we know is going to be explained greatly over the next several years. The main level spaces should be conserved for commercial use and not be converted into residential apartments in general. There are plenty of local people that need space to run a business....

Thank you for listening to our concerns.

--

**Heidi M. Faul**

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**From:** [Shelley Buchanan](#)  
**To:** [Josh Brick](#); [Karen DePrest](#); [Ingersoll CAO - Michael Graves](#); [Norwich CAO](#); [Mary Ellen Greb](#); [TBURG CAO - Kyle Pratt](#); [Wdsk CAO - David Creery](#); [Don Macleod](#); [Sarah Matheson](#); [Ingersoll Clerk](#); [Norwich Clerk](#); [Julie Middleton](#); [Tillsonburg Clerks](#); [Will Jaques](#); [Woodstock Clerk](#); [Zorra Clerk](#)  
**Cc:** [Amy Hartley](#); [April Nix](#); [Avery Johnson](#); [Dustin Robson](#); [Emily Sousa](#); [Eric Gilbert](#); [Gordon Hough](#); [Hanne Yager](#); [Heather St. Clair](#); [Holly McClure](#); [Justin Miller](#); [Laurel Davies Snyder](#); [Meghan House](#); [Paul Michiels](#); [Ron Versteegen](#); [Spencer McDonald](#)  
**Subject:** Bill 185 Briefing Memo  
**Date:** June 13, 2024 3:07:59 PM  
**Attachments:** [Bill 185 AM memo June 12 FINAL.pdf](#)

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

Please see the message below and attached memo, sent on behalf of Paul Michiels, Manager of Policy Planning.

---

As you may be aware on April 10, 2024, the Province initiated consultation with respect to a range of legislative changes, policies and other actions as part of the latest housing supply action plan implementation. The associated Cutting Red Tape to Build More Homes Act (Bill 185) subsequently received royal assent on June 6, 2024. Many of the legislative changes in this bill take effect immediately, while others will require separate proclamation and/or associated regulations.

That attached memo provides a summary of changes directly from Bill 185 and also highlights some related areas where further information/ regulations are still required from the Province. Each area municipality is encouraged to consider the potential implications of the various changes outlined in this memo on their local processes and discuss further with their assigned planner, who can then bring back any questions and/or concerns that may benefit from further discussion/coordination with the broader community planning team.

- Paul Michiels  
Manager of Policy Planning

---

*Shelley Buchanan (She/Her)*

Administrative Assistant  
Community Planning  
County of Oxford  
21 Reeve St  
Woodstock, ON N4S 7Y3  
P: 519-539-9800 x3912  
F: 519-421-4712

[sbuchanan@oxfordcounty.ca](mailto:sbuchanan@oxfordcounty.ca)

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 **Think about our Environment. Print only if necessary.**

## **Bill 185 – The Cutting Red Tape to Build More Homes Act**

**June 12, 2024**

### **Background**

On April 10, 2024, the Province initiated consultation with respect to a range of legislative changes, policies and other actions as part of the latest housing supply action plan implementation (further detailed in reports [CP 2024-133](#) and [CP 2024-147](#)). The associated *Cutting Red Tape to Build More Homes Act* ([Bill 185](#)) subsequently received royal assent on June 6, 2024. Many of the legislative changes in this bill take effect immediately, while others will require separate proclamation and/or associated regulations.

The provincial consultation on a revised draft of a new Provincial Planning Statement to replace the current Provincial Policy Statement, 2020 as well as A Place To Grow, Growth Plan for the Greater Golden Horseshoe, occurred simultaneously with Bill 185. The Province has not indicated the timing for implementation of these proposed changes, but planning staff currently anticipate that the Province's expect to have them in place before the end of this year.

A number of the approved/proposed legislative and regulatory changes could have significant resource impacts for the County and Area Municipalities (AMs). These potential impacts are summarized in this memo and links to other related summaries and supporting information have also been included below.

There also remain a number of outstanding changes which have either not yet been proclaimed under the Planning Act (e.g. reduced parkland dedication requirements for affordable housing, parkland being identified/determined by applicants, new definition of area of employment) and/or are still missing regulations (e.g. attainable housing regulation under D.C Act), that were introduced by the Province as part earlier phases of their housing supply action plans (i.e. through Bills 109, 23, 97 and 134). Staff continue to monitor for these changes and the related outstanding information and will provide further information at such time as it becomes available.

### **Summary of Bill 185 Changes**

#### **Third Party Appeals**

There were some further changes made after the above noted staff reports were prepared and prior to the passage of Bill 185 regarding appeals. However, the overall impact is that these changes to official plan and zoning by-law amendments, combined with the previous changes to consents, subdivisions and variances (under Bill 23), is that there is now effectively no third-

party appeals on Planning Act decisions. As such, appeals are now generally limited to the applicant, a registered owner, a public body, 'specified persons', or the Minister.

There is no longer any ability for a third party to appeal an official plan and/or zoning by-law amendment, even if the notice of appeal was given prior to the passage of Bill 185. Existing third party appeals will also be dismissed by the OLT unless a hearing on the merits had been scheduled prior to April 10, 2024 (the day Bill 185 was introduced) or the appeal was filed by a registered owner, specified person or public body, as updated by Bill 185.

Specified persons, is an existing defined term that includes a list of entities such as utilities, pipeline and rail operators, and other similar public/private entities. It has been revised to now include NAV Canada, airport operators, aggregate and environmental compliance permit holders (e.g. industrial uses) with sites within 300 metres and the owners of any such sites.

Appeal rights also remain for a "registered owner" of any land to which an official plan or zoning by-law would apply if, before the plan was adopted, the owner made oral submissions at a public meeting or written submissions to the council.

### **Appeals of Settlement Area Expansion Applications**

The Bill also amends the *Planning Act* to allow a private applicant to appeal a refusal or non-decision on a private application to expand an existing settlement area boundary, so long as the proposed boundary expansion does not include any lands within the Greenbelt Plan area of the Province.

### **Complete Application**

With respect to complete application requirements, Bill 185 removes the ability for municipalities to make pre-consultation requirements mandatory, this also includes the removal of the authority for a council or planning board to pass a by-law requiring pre-consultation.

Now the Planning Act simply permits applicants to seek pre-consultation from a municipality. The applicant is also now empowered to seek a motion from the Ontario Land Tribunal with respect to the completeness of an application before, or at any time after, pre-consultation has occurred or after application fees have been paid.

Bill 185 also now removes the fee refund requirements for zoning bylaw amendments or site plan approvals (previously enacted through Bill 109). While applications filed after July 1, 2023, and before June 6, 2024 may still be eligible for a fee refund, any applications filed on or after June 6, 2024 will not be eligible for such refunds.

### **Development Charges**

Bill 185 has made several additional changes which impact D.C by-laws, including:

- Restoring the ability for municipalities to include study costs in the calculation of their development charge rates. Transition provisions apply to municipalities which passed a new D.C. by-law between November 28, 2022 and June 6, 2024, to allow for the DC by-law to be amended to include eligible study costs without preparing a D.C. background study or undertaking the statutory public process.

- The removal of the mandatory phase-in requirements (previously established through Bill 23). The mandatory phase-in that applied to all DC by-laws passed after January 1, 2022 has been removed.
- A reduction of the amount of time for the D.C. rate freeze related to site plan and zoning by-law amendment applications, from two years from between the date of application approval and building permit issuance to 18 months.

The above is just a brief overview, as our understanding is that the DC consultants have been providing more detailed information to their municipal clients on these changes and how they can best be addressed.

### **Servicing Allocation By-laws (“Use it or Lose it”)**

The provisions regarding servicing allocation by-laws passed as part of the Municipal Act changes in Bill 185, give municipalities expanded tools (through a new section 86.1) for managing servicing allocation (i.e. reallocating servicing if an approved development isn’t proceeding within a reasonable amount of time).

This new section provides that a municipality may, by by-law, adopt a policy providing for the allocation of water supply and sewage capacity. Such a policy may include (1) a system for tracking the water supply and sewage capacity available to support approved developments (which is proposed to be defined as a development application which has been given *Planning Act* approval), and (2) criteria respecting the allocation of water supply and sewage capacity to development applications, including the criteria used to determine the circumstances for when the allocation is assigned, withdrawn or reallocated, if previously withdrawn to an approved development.

Where a municipal allocation by-law is passed, the administration of the allocation policy must be assigned to an officer, employee or agent of the municipality, and any decision made by that person under the allocation policy is to be treated as final. There is no appeal route from an allocation decision made under an approved allocation by-law. However, the Minister may, by regulation, exempt an approved development or a class of approved developments from any and all provisions of a municipal allocation by-law.

These new by-law tools are in addition to changes that expand the abilities for municipalities to attach lapsing provisions to approved site plans and draft plans of subdivision. As lapsing provisions have been a standard requirement of draft plan of subdivision/condominium approvals in Oxford for many years, these new authorities are not expected to have a significant impact on that process. However, the new ability for municipalities to apply lapsing requirements to site plans could be of benefit for ensuring timely development and effectively managing servicing capacity (e.g. for larger developments, particularly on smaller systems). Implementation of these site plan tools will require further discussion with each of the area municipalities with respect to the specific details and approach.

### **Municipal Incentives/Bonusing**

There were changes made to Bill 185 regarding proposed bonusing/incentive proposals under the Municipal Act. While section 106 of the *Municipal Act, 2001* sets out a broad prohibition against municipal bonusing, Bill 185 now adds a new section (106.1) which allows the Province to make regulations authorizing a municipality to grant assistance, directly or indirectly, to a



specified manufacturing business or other industrial or commercial enterprise during a specified period if the Province considers that it is necessary or desirable in the provincial interest to attract investment in Ontario. This regulation-making power also allows the Province to set out the types of assistance that may be granted as well as impose restrictions, limits or conditions on the granting of the assistance. The Province may also specify conditions that must be met before the assistance may be granted.

### **Other changes subject to additional regulations or proclamations**

Several of the other new provisions established by Bill 185 still require regulations to be passed by the Province (i.e. ARUs, minimum parking standards for specified areas, exempting standard building types including ARUs, etc.), while certain other items require proclamation by the Lieutenant Governor.

The County did make submissions on the ERO postings related to these matters (and as discussed in the staff reports noted above). Planning staff will continue to monitor these other matters and will share further information if/once it becomes available.

### **Conclusion**

Each area municipality is encouraged to consider the potential implications of the various changes outlined in this memo on their local processes and discuss further with their assigned planner, who can then bring back any questions and/or concerns that may benefit from further discussion/coordination with the broader community planning team.



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Adam Degier Drainage Superintendent
<b>Reviewed By:</b>	Josh Brick	<b>Date:</b>	June 26, 2024
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	July 3, 2024
<b>Report #:</b>	DS-24-14		

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### Recommendation:

That Report DS-24-14 be received as information

### Background:

Monthly activities of the Drainage Department to June 26, 2024

### Analysis/Discussion

- Conducting drain maintenance, assisting with construction, and attending various site meetings to review required work with ratepayers
- 27 locates for ON 1 Call in June 2024 including 3 emergency locates
- Princeton Drainage System 2022: Ongoing – Work on the second storm pond is going well, we will be working with Ducks Unlimited for the naturalization of this pond.

*Background:* Report dated July 29/22 filed with the Township on August 8, 2022. By-law 2313-2022 passed October 19, 2022. Construction of Romano SWMP is 99% complete. Construction of the Greenhouse Pond began in February. Viewcon Construction is moving along well in Phase 3 construction.

- Baker Drain: Tender awarded – April 17, 2024

*Background:* Council accepted petition on September 7, 2022 for repair and improvements. Engineer filed report dated January 9, 2024. Tender awarded April 17, 2024.

- Mitchell Drain: Tender awarded – April 17, 2024

*Background:* Last petition was received on October 18, 2023. Engineer filed report dated December 15, 2023. Tender awarded April 17, 2024.

- Other drain projects:
  - a. Drumbo SWMP Section 78
  - b. Hubbard Zinn Drain – Engineer Appointed
  - c. Hughes Drain – Engineer Appointed
  - d. Holt Drain (Brant County) – Engineer Appointed
- Ongoing work for CLI-ECA (Consolidated Linear Infrastructure – Environmental Compliance Approval) Manual, Municipal Service Standards, and GIS map updates for various agencies
- Attended 2 council meetings

Respectfully submitted by:

Adam Degier - Drainage Superintendent



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Josh Brick	<b>Date:</b>	June 27, 2024
<b>Subject:</b>	Monthly Report	<b>Council Meeting Date:</b>	July 3, 2024
<b>Report #:</b>	PW-24-15		

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### **Recommendation:**

That Report PW-24-15 be received as information.

### **Capital**

- Gobles CN Bridge – The new deck has been installed, resealed and asphalted. It is projected that it will open on July 2.
- Princeton Pond Expansion project – Construction has started on the Van Wees Pond. The outlet structure along Highway 2 is completed and the excavation work on the pond has started.
- Princeton phase 3 (North section) – Viewcon is moving along as planned. McQueen & Gissing have new storm sewers installed, they are working on Cowen St. currently, once completed they will start on Main St. N.
- Bridge 24 EA – The EA reports are completed; we are compiling the comments that were received back and formulating responses. The next steps are to complete the drawings and have a public meeting.
- We have received the new Trackless machine. Public Works staff has received initial training and will receive more training on the concrete grinding head in the future.

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

- Shared Services meeting – The service sharing committee met in SWOX. We had discussions about some up coming joint tenders, Dust Suppressant and Winter Salt. Both tenders are for 3 years. We also discussed plans for the group winter maintenance training in the fall.
- Road Association – The OCRSA met March 14 in Springford. The meeting was attended well and AORS provided an update on available training and the Trade Show committee gave an update on the preparations for the 2025 show. Next meeting is in September.

- AORS – Our June board meeting was cancelled due to a fire at the host hotel. It is being rescheduled. We had a trade show meeting to discuss what went well in Cornwall, what we want to do better, elected chair people to look after different aspects of the show and set out plans for future meetings.

### Other

- The month of June we finished applying the gravel and dust control. Unfortunately, we had some delays due to weather and equipment malfunctions so it took longer than normal. The gravel product we received looks really good. The 25% RAP mixture we applied is down and has packed in nice, we will continue to monitor to see how it stands up. Staff has been trimming guardrails, washing bridges and cutting roadside grass.
- Met with Wilmot Township staff and KSmart staff at Bridge 3 on Oxford Waterloo Rd. to discuss future plans and determine what the next steps will be. Wilmot Township has the lead on this process and we will be kept up to date on what will be taking place.
- Reviewing EA documents for Bridge 24
- Attended a meeting with Oxford Planning engineering department.
- Attending by-weekly meetings about the Princeton project
- Working on approving road permits that would allow Xplorenet to use the Township right of way to run fibreoptic cable in the Township.
- Work with supplier on future equipment purchases.
- Working with MESH and the Drainage Superintendent to add asset management programs to our road patrol and winter patrol program.
- Working with the Drainage Superintendent on finding suitable dump sites for the excess soil from the Princeton Drain project.
- Working with KSmart and Drainage Superintendent on the next phases of the Princeton project.
- Staff is continuing to meet with land owners at outdoor sites to discuss ditch or road issues.

**Attachments** None

Respectfully submitted by:



Jim Borton CRS-S  
Director of Public Works



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Jim Borton Director of Public Works
<b>Reviewed By:</b>	Josh Brick	<b>Date:</b>	June 27, 2024
<b>Subject:</b>	Dust Suppressant Tender	<b>Council Meeting Date:</b>	July 3, 2024
<b>Report #:</b>	PW-24-16		

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### Recommendation:

That Report PW-24-16 be received for information;

And further to award the dust suppressant tender for a 3-year term including 2025, 2026 & 2027 to Pollard Highway Products at a unit price of \$0.124 in 2025; \$0.127 in 2026 and \$0.130 in 2027 per litre plus HST for the supply, delivery and application of 20% liquid brine solution (Dustmaster 20)

### Background:

As in the past, a joint county tender was called for the supply and application of dust suppressant for the 5 rural municipalities in Oxford County.

### Analysis/Discussion:

We have found that multiple year contracts have provided lower unit cost as suppliers find it attractive and beneficial securing a 3-year tender such as our County wide tender.

The tender closed in SWOX on Thursday June 27, 2024. A summary of the results is attached. Pollard Highway Products submitted the low bid for the 20% Salt Brine Solution which the Township has been using in the past. It is recommended to continue to use the Salt Brine Solution which the Township does a double application off. There was a second bid submitted from Dalee Products that was for the supply, shipping and placement of Calcium Chloride. Although you typically only use half the litres compared to the Dustmaster 20 product, the Dustmaster 20 is still the better priced application. The bid from Pollard is approximately a 3% increase from 2024 pricing and in each concurrent year.

The Townships current application uses approximately 1,900,000 litres per year. Depending on the type of summer and the need to retreat problem areas, this amount can be slightly higher or lower if no reapplication is required.



**Financial Considerations:**

The 3-year tender costing per year at current number of litres used.

2025 = 235,600.00

2026 = 241,300.00

2027 = 247,000.00

**Attachments:** Summary of Bids

Respectfully submitted by:



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Jim Borton  
Director of Public Works

Township of South-West  
Contract 2024

Project Name: 2024-05 - Supply and Application of Liquid Dust Suppressant fo

Closing Date: June 27, 2024

Opened On: Date: June 27, 2024

Opened By: Adam Prouse, Public Works Superintendent

In Attendance: Adam Prouse (SWOX), Stacy Weicker (SWOX), Nicole Chambers (S

**Rural Townships**

Tender Received From:	Tender Amount (per L)	HST	Total	Year
Da-Lee (Part A & B Calcium Chloride)	\$0.341	\$0.04	\$0.39	<b>2025</b>
	\$0.355	\$0.05	\$0.40	<b>2026</b>
	\$0.369	\$0.05	\$0.42	<b>2027</b>
Pollard Distribution Inc (Part C Salt Brine)	\$0.124	\$0.02	\$0.14	<b>2025</b>
	\$0.127	\$0.02	\$0.14	<b>2026</b>
	\$0.130	\$0.02	\$0.15	<b>2027</b>

# Oxford

**for 6 Municipalities within the County of Oxford**

\_\_\_\_\_ Closing Time: \_\_\_\_\_ 11:00 a.m. ET

Time: \_\_\_\_\_ 11:00 a.m. ET

\_\_\_\_\_  
SWOX), Paul Kay (Pollard), Jim Borton (Blandford-Blenheim)

Comments
Bid deposit- \$10,000
Bid deposit- \$10,000



- **Preventative Equipment Maintenance:** Ensuring all equipment is in optimal working condition to avoid unexpected breakdowns and to provide a safe environment for all users.

Our maintenance team follows a comprehensive yearly checklist, which covers all aspects of arena upkeep, ensuring the facility remains in excellent condition year-round.

**Parks:**

The two splash pads have seen a significant increase in usage throughout June, thanks to the heat waves we've been experiencing. These popular community amenities provide a fun and refreshing way for families to cool off during the hot summer days. Our parks staff are committed to maintaining these facilities to ensure they remain safe and enjoyable for everyone.

Thanks

Trevor Baer



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Drew Davidson Director of Protective Services
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	June 25, 2024
<b>Subject:</b>	Wilmot Fire Agreement	<b>Council Meeting Date:</b>	July 03, 2024
<b>Report #:</b>	FC-24-15		

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### Recommendation:

That Report FC-24-15 is received as information; and,

That Council directs staff to send a letter to the Township of Wilmot advising that the Township of Blandford-Blenheim will not be renewing the Fire Protection Agreement beyond December 31<sup>st</sup> 2024; and further,

That Council directs the Clerk to take the necessary steps to repeal By-Law 2191-2020 at a future Regular Meeting of Council.

### Background:

Blandford-Blenheim has a current fire protection agreement in place with the Township of Wilmot for the New Dundee Fire Station to provide coverage to the Northeast portion of Blandford-Blenheim Township. This agreement is to be renewed every five years, and is coming up for renewal on December 31, 2024.

### Analysis/Discussion:

The agreement that is currently in place with the Township of Wilmot is designed for Blandford-Blenheim to pay annually based on the number of civic addresses in the agreed upon coverage area. Currently, there are 37 identified properties that fall into this coverage area. At the time of the last agreement renewal in 2020 the cost was \$144.97 per address per year. This fee has increased by 2% per year during the term of the agreement and in 2023 was \$153.85. Within this document terms are agreed upon where Wilmot will cover for one hour and if the duration of the call will be longer, they would in turn call Plattsville to take over.

Staff have been looking into all aspects of this agreement to see if this still fits the needs of our township and residents. Since the agreement was first created, there have been changes to our fire service that has allowed us to re-evaluate our agreement.



- Blandford-Blenheim now has an Oxford County EMS stationed in Drumbo 24/7
- Plattsville station has relocated from the west end of town to the east end
- Over the past five years, we have had only two recorded calls in this area. Both were burn complaints
- Updated mutual aid requirements from OFM
- Insurance companies have extended their radius for residential properties to meet the grade 2 classification when looking at the homeowner's policy, which in turns means that all Blandford-Blenheim addresses fall in the required area for Blandford-Blenheim response

In 2015, the Plattsville Station was relocated to its current location. Although it was only relocated 1 km to the East, this location is closer to the majority of firefighters, lowering the response time and avoiding response through the village when the call location is to the East.

Historically, a municipality was required to utilize all their resources before calling a neighbouring municipality for additional support. This has been amended by the OFM, allowing us to call for mutual aid without fully exhausting township resources, still giving the Township the option to utilize Wilmot for responses.

Staff have contacted several of the major home insurers that service the Township of Blandford-Blenheim, receiving confirmation that the distance from a fire station to a residence has been expanded from the original 10km radius to either 13km or 16km, depending on the insurance company and remain in the grade 2 rating for insurance protection. The majority of residents within the Township fall into this grade 2 rating, with the exception being the village of Plattsville with access to hydrants. For the purpose of this discussion and mapping, staff has used the lesser of the distances of 13km when evaluating the best plan for our Township and residents. Both insurers agreed that for a grade 1 rating, there must be either a full-time or volunteer fire department and fire hydrants within 1000 feet of the insured buildings.

When looking at the year over year comparison of the cost of the agreement, as outlined in the table below, and the number and types of calls, it becomes evident that the Township can remain committed to the safety and protection of residents while realizing a budget efficiency through termination of the existing agreement.

Payment to Township  
of Wilmot per  
Agreement

2016	\$ 4,955.41
2017	\$ 5,054.57
2018	\$ 5,155.58
2019	\$ 5,258.81
2020	\$ 5,363.89
2021	\$ 5,471.19
2022	\$ 5,580.71
2023	<u>\$ 5,692.32</u>
	\$ 42,532.48



Respectfully submitted by:

Drew Davidson  
Director of Protective Services



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Denise Krug, Director of Finance/Treasurer
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	June 20, 2024
<b>Subject:</b>	Recommendation re: Use of 2023 Surplus	<b>Council Meeting Date:</b>	July 3, 2024
<b>Report #:</b>	TR-24-09		

### Recommendation:

That Report TR-24-09 be received as information;

And further that the 2023 surplus of \$289,399 be allocated as follows:

Tax Stabilization Reserve                 \$105,587.30

Working Capital Reserve                 \$183,811.70

### Background:

On November 7, 2012 Council approved a policy that any operating surplus would not be taken into the operating budget but placed in reserves. The policy also indicated that the first priority for reserves would be an allocation to the PTRS Property Tax Rate Stabilization reserve to maintain the reserve at between 5-10% of the budgeted property tax funded operating budget expenditures net of transfers to other reserves.

Currently, the balance in the tax stabilization reserve is \$274,603.70 which is within the required range, but should be topped up to the required maximum of \$380,191.

### Property Tax Rate Stabilization (PTRS) Reserve Fund

5% Minimum	\$190,096
10% Maximum	\$380,191

### Analysis/Discussion:

The 2023 operating surplus is \$289,399 and is a result of several non-recurring or one-time factors, including higher interest rates resulting in more interest income than expected.

Recommendation for the use of the 2023 operating surplus:

Reserve	December 2023 Year End Balance	Additional amount recommended	Comments
Tax Rate Stabilization Reserve	\$274,603.70	\$105,587.30	This will bring the balance of this reserve to \$380,191, the maximum suggested value = 10% of 2024 budgeted property tax funded operating expenditures net of transfers to reserves
Working Capital Reserve	\$736,451.73	\$183,811.70	This account is used to fund capital projects approved by Council. There are several large capital projects in our long term capital plan and Council can decide which projects will be funded using this reserve.

**Financial Considerations:**

See Above

**Attachments:**

None

Respectfully submitted by:

Denise Krug  
 Director of Finance/Treasurer



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Denise Krug, Director of Finance
<b>Reviewed By:</b>	Josh Brick, CAO	<b>Date:</b>	June 20, 2024
<b>Report #:</b>	TR-24-10	<b>Council Meeting Date:</b>	July 3, 2024
<b>Subject:</b>	Revision to Budget Development Policy		

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### Recommendation:

That Report TR-24-10 be received as information;

And further that Council approves and adopts the Revised Budget Calendar as part of the Budget Development Policy.

### Background:

A Budget Development Policy was brought forward and approved by Council in April of 2023. This included a budget calendar with annual target dates. Since the approval of the Township's Budget Development Policy, County Council has changed the time of some of their meetings and now some of the dates in our budget calendar conflict with County meeting dates.

A road tour previously started off our budget process, but since COVID, the Township has eliminated this event. The road tour serves as an essential opportunity for Council members to observe and assess items under budget consideration first hand.

### Analysis/Discussion:

Due to some conflicts with budget meeting dates with the County, staff is recommending that the budget process begin a bit later, allowing all members of Council to participate. Moving the process just a bit later will ensure that staff has access to information such as insurance rates, benefit rates, grant amounts, etc. that is vital to the budgeting process. Without these figures, it is very difficult for staff to accurately project budget amounts. Waiting for updated financial data ensures that budget projections are based on the most current and reliable information available.

The road tour is an important part of the budget process, allowing Council members a change to visit various locations in the Township and assess infrastructure needs, project progress and community

priorities. It is recommended that this be added back into the budget process and schedule it at a time early on in the process that works for all members of Council as well as staff.

### REVISED BUDGET CALENDAR – ANNUAL TARGET DATES

<b>Target Date</b>	<b>Staff / Council Involvement</b>	<b>Description</b>
Early Fall	Council/Directors	Road Tour
1st November meeting	Council/Director of Finance	Fees & Charges Report provided to Council for approval.
1st December meeting	Council/Director of Finance	Fees & Charges By-Law to council for approval.
Early January (at least 1 week prior to budget presentation)	Director of Finance	Provide members of Council budget binders.
3 <sup>rd</sup> Wednesday in January	Council / Directors	Presentation of Operating Budget & Capital Budget/Long Term Capital Plan <ul style="list-style-type: none"> <li>All departments</li> </ul> Special Council Meeting to start at 10 a.m.
1 <sup>st</sup> February meeting (possibly subsequent January meeting)	Council / Directors	Council review of outstanding requests. Overall budget discussions.
2 <sup>nd</sup> February meeting	Council / Directors	Council finalization of budget estimates
End of February	Director of Finance	Post budget on website
1 <sup>st</sup> March meeting	Council	Adoption of budget estimates By-law
April/May	Council	Tax Rate By-Law to Council for approval.

### Financial Considerations:

NA

### Attachments:

None

Respectfully submitted by:

Denise Krug  
Director of Finance/Treasurer





## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council  
Josh Brick, CAO

**Reviewed By:** Denise Krug, Director of Finance

**Subject:** Council Conference, Education, and Training Policy

**Report #:** DC-24-04

**From:** Sarah Matheson, Clerk

**Date:** June 21, 2024

**Council Meeting Date:** July 3, 2024

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### Recommendation:

That Report DC-24-04 be received as information; and,

That the Council Conference, Education and Training Policy be adopted.

### Executive Summary:

- Proposed policy allocates \$3000 annually per Council member, beginning in 2025;
- \$3,000 allows attendance at two conferences or one conference with additional training;
- Members may propose a notice of motion for exceeding the allotment or transferring allotment to another member; and,
- The policy ensures equitable access to professional development while maintaining budget control and flexibility.

### Background:

At the May 15, 2024 Meeting of Council, members reviewed a draft Council Conference, Education and Training Policy, receiving it as information and directing staff to return the policy at a subsequent meeting.

### Analysis:

The draft Council Conference, Education and Training Policy proposes to provide each member of Council with \$3,000 annually, beginning in 2025 with a budget of \$15,000. The 2024 budget is \$10,000; thus staff are proposing a \$2,000 allocation for each member for this year.

Staff have reviewed the total costs associated with attending conferences and propose that the \$3,000 allocation for 2025 allows for attendance at two conferences or one conference with additional training or education.

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The annual allotment is to be used during the calendar year and unused allotments are not to be carried over year to year.

Staff are proposing an equal allotment per member, including the Chair. The Chair has access to funds for conferences, training and education through their commitment to the upper tier and as such may benefit from increased attendance as compared to the other members.

Any member may propose a notice of motion or correspondence during the year to exceed the allotment. If a member is aware they will not meet the allotment, they may request funds be allocated to another member through the same process.

Staff propose that the policy be brought before Council for review for the 2026-2030 term of Council, thus the policy would act as a trial for the years 2024 and 2025 with possible changes to be implemented in 2026.

Staff conducted a jurisdictional scan of Oxford County and found that South-West Oxford, Norwich, Zorra and East-Zorra Tavistock do not have a policy regarding member allocations for conferences, training or education.

The Town of Ingersoll does not have a per-member budget allocation for conferences, training or education. The Town has a policy that allows two conferences and one day seminar per annum from an approved list of events/providers.

Tillsonburg Council, at their June 24, 2024 meeting passed resolution to have a per-member budget allocation conference, training, cell and clothing budgets per member per annum as follows:

- Mayor \$5,040;
- Deputy Mayor \$3,500;
- Each Member \$2,500.

Tillsonburg Council further passed resolution that Council shall be allowed to utilize another member's unused budget. These developments were made under the 2024 Council Expense Policy Review and will be tested on a trial basis to evaluate effectiveness.

### **Discussion:**

The proposed policy draft establishes a comprehensive framework for managing expenses related to conferences, education, and training for Council members. By providing clear guidelines and procedures, the policy promotes accountability, transparency, and responsible stewardship of public funds.

By establishing clear guidelines, allocating resources equitably, and fostering a culture of fiscal responsibility, the policy will contribute to the effective functioning of the Council and enhance public trust in municipal governance.

### **Financial Considerations:**

Staff shall budget \$3,000 per member, totaling \$15,000 for 2025 and shall estimate the mileage required per annum.

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**Attachments:**

- Draft Council Conference, Education and Training Policy
- May 15, 2024 Staff Report

Respectfully submitted by:

Sarah Matheson  
Clerk



# Policies and Procedures

The Corporation of the Township of Blandford-Blenheim

<b>Department:</b>	Clerks		<b>Effective:</b>	July 3, 2024
<b>Subject:</b>	Council Conference, Education and Training Policy		<b>Policy Number:</b>	
<b>Approved by:</b>				
<b>Resolution Number:</b>				
<b>Date of Review:</b>	<b>Review Number:</b>	<b>Change:</b>	<b>Reference Section:</b>	

## PURPOSE:

To provide direction and guidance in the provision of conferences, education and training for Members of Council.

## SCOPE:

This procedure applies to all Members of the Council of the Corporation of the Township of Blandford-Blenheim.

## DEFINITIONS:

“Conference” –A conference generally includes the specific organization’s Board of Director Meeting along with various trainings and seminars over the course of 2 or more consecutive days related to municipal governance.

“Comparator Group” – a group of municipalities similar in size and structure to Blandford-Blenheim to permit a meaningful comparison in Council remuneration.

“Education” – training courses, instruction or materials related to municipal governance or the business of the municipality.

“Eligible Expense” – Any expense that is in accordance with this Policy that the Township will reimburse or pay directly.

“External Organizations or Committees” – any body not created by Council, but for which Council has appointed a Council Member to be a voting member of such body.

“Ineligible Expense” – Any expense that is not provided for in this policy and will not be reimbursed or paid by the Township.

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“Invited Attendee Meetings” – any meeting, event or function where a member of Council is invited to attend but where they are not a voting member.

“Training or Workshop” – Generally considered as any 1 full day or less of training (or any multi-day workshop on a specific topic that does not meet the definition of a conference) available to any person related to municipal governance or the business of the Township.

“Qualifying Address” – the address of the property that qualifies the Member for office.

1. Term Review of Policy

- a. A review shall be undertaken in the year preceding each regular election year to determine the allowance rates for the upcoming newly elected Council.
- b. A review of a comparator group of municipalities of sufficient size to provide a meaningful sample shall be used to undertake such a review.
- c. Amounts recommended as a result of the comparator group review, and adopted by the current Council, will be effective upon commencement of the new term of Council.

2. Conferences

- a. All Members of Council shall be allocated \$3000 (to be split with training/education allocation) per annum for specific eligible expenses, these expenses may be related to attendance at conferences, training and/or education.
- b. Eligible expenses include:
  - i. registration (including banquets and dinners);
  - ii. transportation (air, train or bus);
  - iii. ground transportation (car rental, taxi or transit) while there;
  - iv. parking;
  - v. hotel room based on single or double occupancy for the dates of the conference;
  - vi. hotel room based on single or double occupancy the night before if location is more than 100 kms away; and,
  - vii. meals with itemized receipts.
- c. Ineligible expenses include:
  - i. Personal or spousal expenses;
  - ii. Sightseeing expenses;
  - iii. Upgraded room costs in order to accommodate accompanying family; and,
  - iv. Meal expenses if the Conference registration is inclusive of such meals.
- d. In addition to the specific eligible expenses in s. 2.b, mileage to and from the destination expenses shall be paid to the member in accordance with sections 5 and 6 of this policy however shall not be included in the \$3000 per annum allocation amount.
- e. Expenses of members of Council holding positions on Municipal Associations or their Committees shall be reimbursed in accordance with Section 2 of this Policy, provided they are not reimbursed through the Association or Committee.

3. Training/Education

- a. All Members of Council shall be allocated \$3000 per annum (to be split with conference allocation) for specific eligible expenses, these expenses may be related to attendance at conferences, training and/or education.

- 
- b. Eligible expenses include:
    - i. Books, magazines and periodicals related to municipal business or support members serving in an elected member capacity (not including the regular subscriptions provided to the Corporation);
    - ii. Registration in a course;
    - iii. Meal expenses with detailed receipts;
    - iv. Transportation;
    - v. Parking; and.
    - vi. Hotel room based on single or double occupancy night before if location is more than 100 kms away.
  - c. Ineligible expenses include:
    - i. Meal expenses if the training registration includes such meals;
    - ii. Courses or education for personal benefit, not relevant to Municipal governance or the business of the Township;
    - iii. In addition to the specific eligible expenses in section 3.b of this policy, mileage to and from the destination shall be paid to the member in accordance with sections 5 and 6 of this policy, however, shall not be included in the \$3000 per annum allocation amount.
  - d. The Township may also provide required corporate training to all members of Council that shall not be taken from individual Council member allocations under this policy.
4. Meal Allowance
- a. Members of Council shall receive meal allowance outlined in section 29.4.1. of the Employee Manual, in accordance with the annual CRA rates.
  - b. Alcoholic Beverages are an ineligible expense. Members should request a separate bill for alcoholic beverages. Any costs for alcoholic beverages will not be reimbursed or paid by the Township.
  - c. Members are required to submit detailed receipts for all meals. The debit or credit card receipt is not sufficient.
5. Mileage
- a. Mileage shall be calculated in accordance with CRA Rates.
  - b. Mileage shall be calculated from the closer of:
    - i. the Member's home; or
    - ii. starting point (if embarking from a location other than their home or qualifying address); or
    - iii. qualifying address to the location.
  - c. Mileage may be claimed for travel to and from all Conferences, Training, Seminars or Workshops in accordance with this policy and will not be included in the annual allocation amount.
6. General
- a. Reimbursement or payment by the Township for any expense will not be made if it is not specifically provided for in this Policy.
  - b. All expenses must relate specifically to the business of the Township or municipal governance.



- 
- c. Members must provide proper documentation including detailed original receipts, conference or training agendas and detailed invoices. Credit card or debit receipts only are not sufficient and will not be accepted.
  - d. Expenses must be claimed in the year they were incurred and all receipts shall be submitted within 1 month of the year end.
  - e. Unused allowance amounts can not be carried over to future years.
  - f. The Township will not approve payment or reimbursement for any campaign or election related conference, training, seminar or workshop in an election year.
  - g. Hotel rooms will only be paid for attendees for the evening before the conference or training if it is located 100 kms or more away.
  - h. Advanced bookings and discounts shall be used whenever possible and appropriate.
  - i. Car-pooling and resource sharing is encouraged whenever possible.
  - j. Should a member not be able to attend for any reason and no refund is provided, the costs incurred for the registration will be counted as an expense against the budget allocation.
  - k. Group booking for registrations and/or hotels may be made available to Members and paid by the Township. Any bookings made in this manner will be coded and deducted from the Member's respective allocation.
  - l. All expenses are subject to sufficient funds being available in the current year's allowance.
  - m. All amounts listed in the Policy are exclusive of HST.
7. Approval and Review
- a. All expenses will be available for inspection by any person at any time and may be posted on the municipal website.
8. Responsibilities
- a. The finance department is responsible for maintaining and tracking Council expenses related to this Policy.
  - b. Members of Council are responsible for submitting forms on a monthly basis.
  - c. Members of Council are responsible for exercising good judgment while incurring all expenses in accordance with this Policy.
  - d. Members of Council are responsible for monitoring their budget allocation limits and conferring with finance staff for any clarity and remaining limits.
  - e. As required under the Municipal Act 284 (1), the treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year.



## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

**To:** Members of Council  
Josh Brick, CAO

**Reviewed By:** Denise Krug, Director of Finance

**Subject:** Council Conference, Education, and Training Policy

**Report #:** DC-24-01

**From:** Sarah Matheson, Clerk

**Date:** May 10, 2024

**Council Meeting Date:** May 15, 2024

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### Recommendation:

That Council receive Report DC-24-01 as information; and,

That the Council Conference, Education and Training Policy be adopted.

### Executive Summary:

- Township lacks Council Conference, Education, and Training Policy;
- Proposed policy allocates \$3000 annually per Council member;
- Eligible expenses include hotel, travel, meals, registration for conferences and training items; and,
- Regular policy review each term of Council ensures relevance and fairness.

### Background:

The Township of Blandford-Blenheim does not currently have a Council Conference, Education and Training Policy.

The Township of Blandford-Blenheim recognizes the importance of providing direction and guidance for Members of Council regarding conferences, education, and training opportunities.

This policy draft aims to establish clear guidelines for the allocation of funds, eligibility criteria for expenses, and responsibilities of both Council members and the Township finance department in managing these resources.

### Analysis:

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The draft Council Conference, Education and Training Policy provides all members of Council with \$3000 annually. This amount may be split between conferences, education and training. It is exclusive of HST and mileage. Corporate training brought in house and provided to all members of Council is not included in the individual Council Members' allocation.

Eligible expenses to be claimed through this Policy are inclusive of hotel, travel, meals, and registration.

This policy does not outline a list of municipally-approved conferences, education or training. There are the generally accepted municipal-business related conferences, however, education and training is more nuanced. Some bodies provide opportunities for training on emerging trends in the municipal sector. If an approved list is preferred for Members, staff shall provide such list at a subsequent meeting.

There is furthermore no reference in the policy for per diem stipends per each day of conference, education or training. If Council prefers to allocate a per diem stipend, staff shall review and present a Council Remuneration Policy.

Calculations for mileage in the draft Policy are based on the closer of either the member's home, their qualifying address, or their starting point. Regular mileage will generally be calculated from the Member's home, however, should a Member not reside in the municipality, any mileage calculations will occur from their qualifying address. Starting point calculations would generally be used if a member has a summer or temporary residence that they are staying at, or if a member is going from one meeting location directly to another (i.e: Council meeting in Council Chambers followed by a training session scheduled in London - Mileage calculations will show mileage from qualifying address to Chambers, then from Chambers to London, and from London back to qualifying address).

The draft provides that the Township will not cover any costs related to campaigns or election related training for Members of Council within an election year.

The provision for a regular review of the policy preceding each election year ensures that allowance rates for Council members remain relevant and equitable. Utilizing a comparator group of municipalities for this review enhances the objectivity and fairness of the process.

### **Discussion:**

The proposed policy draft establishes a comprehensive framework for managing expenses related to conferences, education, and training for Council members. By providing clear guidelines and procedures, the policy promotes accountability, transparency, and responsible stewardship of public funds.

In conclusion, the proposed Policy Draft on the Provision of Conferences, Education, and Training for Members of Council represents a significant step towards promoting accountability, transparency, and responsible governance within the Township of Blandford-Blenheim.

By establishing clear guidelines, allocating resources equitably, and fostering a culture of fiscal responsibility, the policy will contribute to the effective functioning of the Council and enhance public trust in municipal governance.

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**Financial Considerations:**

Staff shall budget \$3,000 per member, totaling \$15,000 and shall estimate the mileage required per annum.

**Attachments:**

Draft Council Conference, Education and Training Policy

Respectfully submitted by:

Sarah Matheson  
Clerk



## TOWNSHIP OF BLANDFORD-BLENHEIM

**To:** Members of Council  
**From:** Sarah Matheson, Clerk

**Reviewed By:** Josh Brick, CAO  
**Date:** June 25, 2024

**Subject:** Update to August 2024 Council Meeting Schedule  
**Council Meeting Date:** July 3, 2024

**Report #:** DC-23-05

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### **Recommendation:**

That Report DC-24-05 be received as information; and,

That the Council Meeting scheduled for August 7<sup>th</sup>, 2024 be rescheduled from 4:00 p.m. to 2:00 p.m.; and further,

That the earlier meeting act as a trial for possible changes to the procedural by-law to incorporate earlier meetings during the July and August meeting schedules in the future.

### **Background:**

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

Section 5.3 of the procedural by-law states that "during the months of July and August, Council shall meet on the first Wednesday of the month at 4:00 pm unless Council decides otherwise by way of a resolution."

### **Analysis/Discussion:**

Due to having a single meeting during the months of July and August, the agenda is typically lengthy. Planning applications, correspondence, delegations/presentations and staff reports must all fit into a single meeting during the summer months.

As such, staff are recommending the meeting scheduled for August 7<sup>th</sup>, 2024 be rescheduled from 4:00 p.m. to 2:00 p.m.

The Township may use this meeting as a trial run. If the earlier start time is preferred, staff may propose to change the procedural by-law in the future to have the July and August meetings changed from 4:00 p.m. to 2:00 p.m. in lieu of having one meeting per month.

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**Financial Considerations:**

None.

**Attachments:**

- N/A

Respectfully submitted by:

Sarah Matheson,  
Clerk





## TOWNSHIP OF BLANDFORD-BLENHEIM

### Agenda Item

**To:** Members of Council  
Josh Brick, CAO

**Reviewed By:** Trevor Baer, Director of  
Community Services

**Subject:** Asset Naming Policy –  
Princeton Trail Naming

**Report #:** DC-24-06

**From:** Sarah Matheson, Clerk

**Date:** June 20, 2024

**Council Meeting Date:** July 3, 2024

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### Recommendation:

Be it hereby resolved that Report DC-24-06 be received as information; and

That Council accept the following name to be assigned to the Township asset of the Princeton Park Trail:

Robert Hill Cowan.

### Background:

In March of 2021 an asset naming policy was adopted by Council. The intent of this policy is to have a list of names ready to be used for Township assets (roads, parks, trails, etc.) when the need arises.

On June 7, 2024, resident of Princeton, Bev Beaton, member of the Princeton Legacy Park Committee contacted the Clerk requesting Council to approve the naming of the Princeton Park Trail to the Robert Hill Cowan Trail.

The family of the late Robert Hill Cowan, through their representative, Brian Wadsworth, have expressed that they are supportive of the asset naming proposal.

### Analysis:

The Princeton Legacy Park Committee was requested to provide background information on the significance of Robert Hill Cowan to the community of Princeton, and Township of Blandford-Blenheim. Attached is the Blandford-Blenheim Names Registry Request Form detailing the reasoning behind the proposal.

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The Princeton Legacy Park Committee will provide the funding for any signage or expenses associated with this undertaking. The funds will be taken from the reserve account held by the Township of Blandford Blenheim.

**Discussion:**

The name has been reviewed by staff and although there is a Cowan Street in Princeton, the full name of Robert Hill Cowan appears not to be a duplication with any other asset names used in the Township.

The late Robert Hill Cowan was born and raised in Princeton. R. Cowan bought land for the trail from a private individual and donated it to the Township for expansion of the park.

Local volunteers decided to have the Township install a trail after the land was donated.

**Financial Considerations:**

The local Princeton Legacy Park Committee will be funding the asset naming, as such there are no direct financial impacts to the Township

**Attachments:**

Email Correspondence with the request and the reasoning.

Respectfully submitted by:

Sarah Matheson  
Clerk

**From:** [John Beaton](#)  
**To:** [Sarah Matheson](#)  
**Cc:** [Peggy Crosby](#); [Brian Wadsworth](#); [Trevor Baer](#); [Mark Peterson](#)  
**Subject:** Princeton Legacy Park Committee  
**Date:** June 7, 2024 1:11:17 PM

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Sarah

As co-chair of the Princeton Legacy Park committee I am requesting to be a delegation to the June 19, 2024 Township of Blandford Blenheim Council meeting. The purpose of the delegation is to request that council approve the naming of the legacy Trail in the Princeton Park to be named for the late Robert Hill Cowan. I have been in contact with Trevor Baer and he is updated on this request. I will be sending you additional email supporting documentation. The Cowan family through their representative Brian Wadsworth is supportive of the naming proposal. The committee will provide the funding for any signage or expenses associated with this undertaking. The money will be taken from the reserve account held by the township of Blandford Blenheim. Please contact me if there are any questions.

Thank you

Bev Beaton  
Sent from my iPhone

**From:** [John Beaton](#)  
**To:** [Sarah Matheson](#)  
**Cc:** [Peggy Crosby](#)  
**Subject:** Re: Asset Naming  
**Date:** June 27, 2024 2:39:24 PM

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Sarah

The following is a bit of a profile of Robert Hill Cowan

Robert Hill Cowan was born in Princeton Ontario, the son of Frank and Alice Cowan. He was always known to his friends and associates as Bob. He grew up in the village and spent his entire working career in the employ of his father's insurance company – the Frank Cowan Company. Bob cared deeply about his community and his family and his friends. As the municipal and general insurance company prospered so did Bob's fortunes and he generously and quietly gave back to various churches, schools, organizations, and special needs of the Princeton community. It is well known that his generosity extended well beyond the village boundaries to other communities and projects.

On behalf of the Township of Blandford Blenheim, Bob chaired the major renovations undertaken at the Princeton Centennial Hall, and also purchased and donated the land adjoining the Princeton Memorial Park that now serves as the natural Park complete with a walking trail, ponds, and exercise equipment. It would be deemed appropriate to recognize the generosity of Bob Cowan by naming this municipal asset, the Robert Hill Cowan Walking Trail.

Thank you

Submitted by Bev Beaton

Sarah

Please feel free to edit or call if there are any questions.

Sent from my iPhone

On Jun 27, 2024, at 11:25 AM, Sarah Matheson  
<[smatheson@blandfordblenheim.ca](mailto:smatheson@blandfordblenheim.ca)> wrote:

Ok, I usually take lunch 12-1230 just so you know.

See you soon,

Sarah

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**From:** John Beaton <[beaton\\_2@sympatico.ca](mailto:beaton_2@sympatico.ca)>  
**Sent:** June 27, 2024 10:26 AM  
**To:** Sarah Matheson <[smatheson@blandfordblenheim.ca](mailto:smatheson@blandfordblenheim.ca)>  
**Subject:** Re: Asset Naming

Sarah



# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Josh Brick, CAO Jim Borton, Director of Public Works
<b>Reviewed By:</b>		<b>Date:</b>	June 20, 2024
<b>Subject:</b>	Follow Up – Waterloo-Oxford Bridge	<b>Council Meeting Date:</b>	July 3, 2024
<b>Report #:</b>	CAO-24-25		

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### Recommendation:

**That Report CAO-24-25 be received as information; and,**

**That Council endorses Option (2) in principle – Remain Open to Light Vehicle and Pedestrians; and further,**

**That Council directs staff to work with Township of Wilmot staff in investigating further impacts, communicate with local residents/ various stakeholders, and provide a follow up report for Council consideration during 2025 Budget Deliberations.**

### Background:

On May 27, 2024, Township of Wilmot staff presented report IS-2024-15. The initial report recommendation was:

**THAT** Council endorse Option 1 Full Closure and/or Decommissioning of Oxford Waterloo Road Bridge 37/B-OXF;

**AND THAT** Staff be directed to investigate further impacts, communicate with local residents and provide a follow-up to Council during the 2025 Budget Process related to anticipated costs needed for the endorsed option.

At their May 27, 2024 Regular Council Meeting, Council of the Township of Wilmot amended the motion and unanimously approved the below resolution:

**THAT** Council endorses in principle Option 2 Remain Open to Light Vehicle and Pedestrians Only;

**AND THAT** Staff be directed to investigate further impacts, communicate with local residents, various stakeholders and provide a follow-up to Council during the 2025 Budget Process related to anticipated costs needed for the endorsed option.

A copy of the Report IS 2024-15, Report Attachment (1) – K.Smart Associates Correspondence and Attachment (2) – Map of Waterloo-Oxford Bridge 37B-OXF Location is included with this report for information.

At their June 5, 2024 Regular Meeting, the Council of the Township of Blandford-Blenheim passed the below resolution:

PW-24-13 – Bridge 3 (37/B) Oxford Waterloo Rd.

**Moved by – Councillor Demarest  
Seconded by – Councillor Banbury**

**That** Report PW 24-13 be received as information; and,

**That** Council directs staff to request additional information from the Township of Wilmot respecting considerations that led to the staff recommendation of Option (1) and Council endorsement of Option (2) at the May 27, 2024 Regular Meeting of Council; and further,

**That** Council directs staff to bring back an additional report for Council deliberation.

The purpose of this report is to follow up on the above Council direction and to seek Council direction on next steps.

**Analysis/Discussion:**

In accordance with the above resolution, staff followed up with Township of Wilmot staff to seek additional clarity on Report IS-2025-15.

It was confirmed that the initial recommendation for closure was primarily based on repair/replacement needs and known use of the structure prior to closing in 2022. It was added that no traffic study was completed. Furthermore, staff provided additional clarity in noting that “traffic was re-routed since 2022 around the ‘big’ block while bridge Street bridge was reconstructed. Bridge Street has been open since fall 2023, which significantly reduces the detour routing around Oxford-Waterloo for local traffic. Wilmot Council directed staff to investigate option 2, engage the public/ stakeholders, and report back through the 2025 Budget Process.”

At the June 5, 2024 Regular Meeting, several additional inquiries for follow up were noted. The Director of Public works has provided comments on the below:

- a) What technical information is included within the scope of an OSIM report? Are there “non-technical” considerations such as TIS or other community impact included within the scope of the report?**

The OSIM (Ontario Structure Inspection Manual) report is the standard process followed by all engineers and inspectors. It contains standards set out by the province to ensure all structures are inspected the same way. The OSIM is a detailed rating system that encompasses every feature of a structure. In the report these are called elements and include the Deck top, Deck soffit, Barrier wall, Expansion Joints, Girders. This is further

broken down into concrete, steel, wood, masonry, asphalt wearing surface, asphalt covered deck, coatings, etc. The inspection must be completed by at least (2) qualified professionals, typically (1) is a professional engineer. The OSIM report will be the report that weighs the heaviest when considering repairs or closure. The report directly speaks to the safety of the use of the bridge and what will be required to keep it in good operating order now and in the future.

For any type of a full closure staff would look at a best practice approach. You would use past experience, who it would impact, volume of traffic it would impact, proximity to other routes. This section of Oxford-Waterloo Road is a low volume road that has been closed for (2) years and was closed for (6) months in 2018 for repairs. During both closures, there were few complaints from residents.

**b) What is the relationship between the Township of Wilmot and the Township of Blandford-Blenheim as it relates to operational considerations and capital planning for Waterloo-Oxford Road?**

Oxford-Waterloo Road has been split evenly between the Townships with each responsible for approximately 9 km. Each Township has a bridge within their respective section and large box culverts. Staff from both Townships meet to discuss all capital projects before any work is undertaken as it will affect both parties. Maintenance of each of the Townships Road section will be put in the operating budget and done by the responsible Township how they see fit. This has been the past practice and has worked well for both Townships. A formal written agreement could be explored further to better layout responsibilities.

**c) If there was disagreement between both municipal Councils in terms of a future capital plan for Bridge 37/B-OXF, how would it be resolved?**

Ideally any decisions made with respect to the shared asset are mutually agreed upon by both benefitting municipalities. If there was a circumstance where a municipality preferred a lower service level/ standard for a shared asset, the other municipality would have the option to uphold or implement an enhanced service level; however, that municipality would be responsible for the cost differential. This would represent a deviation from the current 50/50 shared (and customary) funding arrangement and could have a major financial impact on the initial project and the maintenance requirements in the future.

Based on the above discussion and analysis, staff are recommending that Council consider endorsing a similar resolution to the Township of Wilmot (as amended by Council on May 26, 2024). Rationale for this recommendation has to do with the second clause of the resolution, which notes that “staff be directed to investigate further impacts, communicate with local residents, various stakeholders and provide a follow-up to Council during the 2025 Budget Process related to anticipated costs for needed for the endorsed Option 2.”

By endorsing this resolution, Council is endorsing Option (2) in principle (remain open to light vehicle and pedestrians only) while also explicitly directing staff to address additional concerns that have been raised by Members of Council at both municipalities and the community. If Council is in favour of this approach, staff would follow up directly with the Township of Wilmot to express



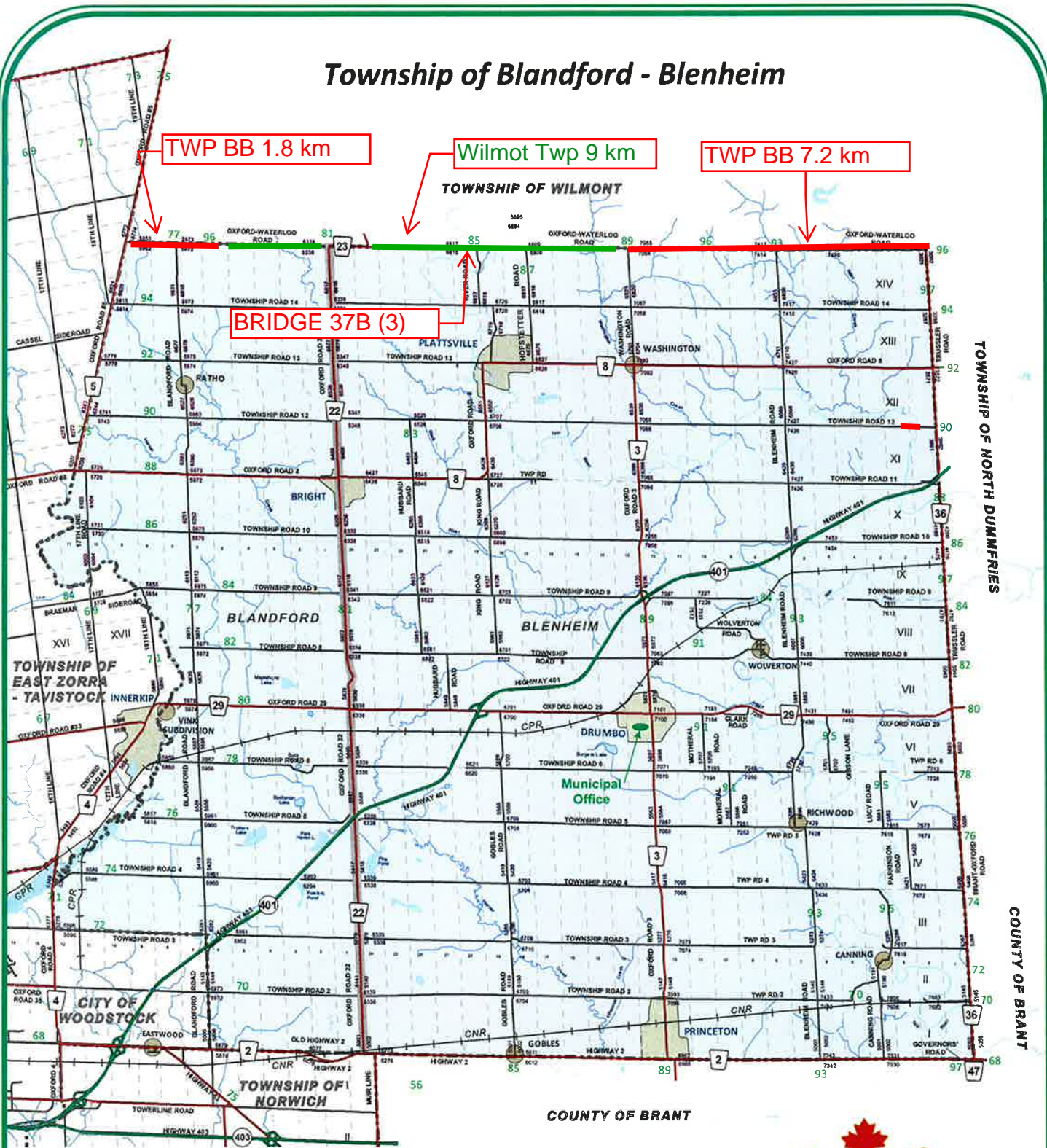
an interest in being involved with/ jointly undertaking communication to local residents and other relevant stakeholders. The timeline specified in this recommendation is also logical given that any future decisions would have a direct impact on 2025 budget deliberations.

Respectfully submitted by:

Josh Brick  
Chief Administrative Officer

Jim Borton  
Director of Public Works

# Township of Blandford - Blenheim



TWP BB 1.8 km

Wilmot Twp 9 km

TWP BB 7.2 km

BRIDGE 37B (3)





# TOWNSHIP OF BLANDFORD-BLENHEIM

## Agenda Item

<b>To:</b>	Members of Council	<b>From:</b>	Josh Brick, CAO Denise Krug, Director of Finance
<b>Reviewed By:</b>		<b>Date:</b>	June 20, 2024
<b>Subject:</b>	Funding Agreement for Renewed Canada Community-Building Fund (CCBF)	<b>Council Meeting Date:</b>	July 3, 2024
<b>Report #:</b>	CAO-24-26		

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### Recommendation:

**That Report CAO-24-26 be received as information; and,**

**That Council authorizes the Mayor and Clerk to execute the renewed 10-year Municipal funding Agreement for the administration of the Canada Community-Building Fund.**

### Background:

The Canada Community-Building Fund (CCBF) is an indexed source of funding provided up front to provinces and territories who, in turn, flow this funding to their communities. The funding is intended to allow local communities to make strategic investments in essential infrastructure, such as roads and bridges, public transit, drinking water and wastewater infrastructure, and recreational facilities.

Distribution of CCBF funds to agreement recipients is allocated on a per-capita basis, with some adjustments. Funding distribution is adjusted every five years when new Census data is available. The allocations for fiscal years 2024-25 through 2028-29 are based on 2021 Census data. Allocations for fiscal years 2029-30 through 2033-34 will be based on 2026 Census data. It is worth noting that each province develops its own formula for distributing funds to their communities, with these measures being described in each of the Administrative Agreements signed by the Government of Canada and each province or territory.

Township staff received correspondence from AMO on June 14, 2024 advising of the renewed 10-year Municipal Funding Agreement (MFA) for the administration of the CCBF (this was initiated as a result of the Provincial renewal of the Administrative Agreement).

2024-28 Allocations for the Township of Blandford-Blenheim are as follows:

<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
237,844.51	247,754.70	247,754.70	257,664.89	257,664.89

**Analysis/Discussion:**

To ensure that funds are distributed to the Township in accordance with agreement terms, the Township of Blandford-Blenheim is required to:

- a) Pass a municipal by-law authorizing the MFA;
- b) Have the appropriate corporate officers sign the MFA; and,
- c) Submit the signed MFA and By-Law to AMO.

Finally, it should be noted that as prescribed within the agreement, agreement terms are not subject to negotiation.

Staff are recommending that Council authorize the Mayor and Clerk to execute the agreement, and that Council consider giving three readings to the related By-Law.

Respectfully submitted by:

Josh Brick  
Chief Administrative Officer

Denise Krug  
Director of Finance

THE CORPORATION OF THE TOWNSHIP  
OF BLANDFORD-BLENHEIM BY-LAW  
NUMBER **2441-2024**

Being a By-law to authorize the entering into an Agreement between the Association of Municipalities of Ontario (AMO) and the Township of Blandford-Blenheim.

**WHEREAS** Section 5 (3) and Section 8 of the Municipal Act, 2001 as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act and shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** an agreement effective April 1, 2024, for the administration of the Canada Community-Building Fund was signed between The Government of Canada, His Majesty the King in Right of Ontario, AMO and the City of Toronto, an Agreement whereby AMO agreed to administer funds on behalf of Ontario municipalities made available by the agreement on behalf of Canada;

**AND WHEREAS**, there is a requirement under the Agreement that the municipality sign a Municipal Funding Agreement (MFA) with AMO which outlines the terms and conditions that must be followed in order to ensure receipt of funding.

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

That the Council hereby authorize the Mayor and Clerk to execute the Municipal Funding Agreement, for the Transfer and use of the Canada Community-Building Fund between the Association of Municipalities of Ontario and the Township of Blandford-Blenheim.

By-law **READ a FIRST** and **SECOND** time this 3<sup>rd</sup> day of July, 2024.

By-law **READ a THIRD** time and **ENACTED** in Open Council this 3<sup>rd</sup> day of July 2024.

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Mark Peterson, Mayor

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Sarah Matheson, Clerk



THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2442-2024

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

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

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

1. That Section 7.6 to By-Law Number 1360-2002, as amended, is hereby further amended by deleting subsection 7.6.11 and replacing it with the following:

“7.6.11            **Location: Part Lot 6, Concession 1 (Blenheim)    A2-11 (Key Map 63)**

- 7.6.11.1            Notwithstanding any provisions of this Zoning By-Law to the contrary, no person shall within any A2-11 Zone *use any lot, or erect, alter or use any building or structure* for any purpose except the following:

All uses *permitted* in Section 7.1 to this Zoning By-Law;  
A welding fabrication / machine shop;  
A detached *Additional Residential Unit*, in accordance with the provisions of Section 5.5.2.

- 7.6.11.2            Notwithstanding any provision of this Zoning By-Law to the contrary, no person shall within any A2-11 Zone *use any lot, or erect, alter or use any building or structure* except in accordance with the following provisions:

- 7.6.11.2.1            **GROSS FLOOR AREA REQUIREMENT FOR A WELDING FABRICATION / MACHINE SHOP**

For the purpose of this subsection, a welding fabrication / machine shop must be contained within a single *building* which may not exceed a maximum *gross floor area* of **148.6 m<sup>2</sup>** (1,600 ft<sup>2</sup>).

- 7.6.11.3            That all provisions of the A2 Zone in Section 7.2 to this Zoning By-Law, as amended, shall apply, and further that all other provisions of this Zoning By-Law, as amended, that are consistent with the provisions herein contained shall continue to apply *mutatis mutandis*.

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

READ a first and second time this 3<sup>rd</sup> day of July, 2024.

READ a third time and finally passed this 3<sup>rd</sup> day of July, 2024.

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Mark Peterson – Mayor

(SEAL)

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Sarah Matheson, Clerk



ZN 1-24-11

TOWNSHIP OF BLANDFORD-BLENHEIM

BY-LAW NUMBER 2442-2024

EXPLANATORY NOTE

The purpose of By-Law Number 2442-2024 is to permit a text amendment to the existing 'Special General Agricultural Zone (A2-11)' to permit a detached additional residential unit (ARU).

The subject lands are described as Part Lot 6, Concession 1, in the former municipality of Blenheim, now in the Township of Blandford-Blenheim. The lands are located on the north side of Highway 2, between Blenheim Road and Canning Road, and are municipally known as 687399 Highway 2.

The Township of Blandford-Blenheim, after conducting the public hearing necessary to consider the application, adopted amending By-law Number 2442-2024. The public hearing was held on July 3, 2024 and Council, where relevant, considered comments received from the public.

Any person wishing further information regarding Zoning By-Law Number 2442-2024 may contact the undersigned.

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

Telephone: 519-463-5374

THE CORPORATION OF THE  
TOWNSHIP OF BLANDFORD-BLENHEIM  
BY-LAW NUMBER 2443-2024

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 July 3<sup>rd</sup>, 2024 is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. That the Mayor and proper officials of the Corporation of the Township of Blandford-Blenheim are hereby authorized and directed to do all things necessary to give effect to the actions of the Council referred to in the proceeding section hereof.
3. That the Mayor and the Clerk be authorized and directed to execute all documents in that behalf and to affix thereto the seal of the Corporation of the Township of Blandford-Blenheim.

By-law read a first and second time this 3<sup>rd</sup> day of July, 2024.

By-law read a third time and finally passed this 3<sup>rd</sup> day of July, 2024

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MAYOR  
MARK PETERSON

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CLERK  
SARAH MATHESON